



McHenry Public Library District

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

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

**Tuesday, June 15, 2021 7:00 p.m.
Meeting Room West #136 & Electronic Means**

AGENDA

- I. CALL TO ORDER** – President Charles Reilly
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A.** Approval of Minutes of the May 18, 2021 Regular Board Meeting
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for May/June 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. COMMUNICATIONS**
 - A.** Castlebrook Law, P.C. regarding estate of Roberta Kriese
- IX. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Updates on Projects
- X. EXECUTIVE SESSION**
 - A.** 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).
- XI. OLD BUSINESS**
 - A.** COVID-19 Library Reopening Plans and Mask Mandates
 - B.** Trustee Vacancy
- XII. NEW BUSINESS**
 - A.** Election of officers: President, Vice President, Secretary, and Treasurer
 - B.** Recording of membership (secretary's action)
 - C.** Appointment of trustees to approve the secretary's book

- D. Fiesta Day Parade- Library Closure July 18, 2021
- E. Main Water Line Repair and Library Closure for Repair
- F. Policy Update: Employee Illness Reporting
- G. FY 2021/2022 Staff Salary Options
- H. Approval of FY 2021/2022 Operating Budget and
- I. Adoption of ordinance 2021/2022-1: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2021-2022
- J. Scheduling a public hearing for the Annual Budget and Appropriations Adoption

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

XIV. 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 4 hours of any meeting date to request special access to any board meeting.

Note: As of June 27, 2020, Illinois is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least one official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance, and voting can occur both physically and electronically/combined. The Open Meetings Act (OMA) new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Library Director at director@mchenrylibrary.org and providing a valid email (required for access) at least 8 hours before the meeting time/date.



MINUTES
McHenry Public Library District
Board of Library Trustees Regular Meeting

Date: May 18, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

A. President Reilly called the meeting to order at 7:01 p.m.

II. ROLL CALL

A. Roll was called and a quorum was established

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Also Present: Shane Claucherty, Building Services Manager (remotely); Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager; Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Adult Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

A. Members of the Staff attending the meeting virtually and in-person were introduced.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the April 20, 2021, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the April 20, 2021, Secretary's report.

Murphy moved and Stone seconded a motion to approve April 20, 2021, Regular Board Meeting.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for April/May 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala brought up that our Property Tax Income was still around 50% for the year, and we discussed the remaining three tax payments for the FY 2020/21 that are due late May through June that should bring our income levels up to budgeted amounts.

A new report was added to the financial statements to make any reimbursement to an employee for travel, petty cash, or telecommute expenses more transparent. Employees are now given the reimbursement due to them as part of their paychecks and separate checks, so the reimbursements no longer show on the check detail, and this new report provides the information.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for April/ May 2021, Additional Bills, and Petty Cash and Credit Card Reports.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Institute of Electrical and Electronics Engineers — Award Letter for IEEE Science Kits for Public Libraries Grant

B. John Kuhlmann to McHenry Public Library District—Letter of Appreciation of Memorial Donation

C. McHenry County Clerk — Abstract of Votes

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Highlights from the May Librarian's Report were brought to the Board's attention.

- The Youth and Adult Services Departments were brought together under one Public Services Manager and two Assistant Managers who will handle the day-to-day running of their respective departments.
- Staffing Changes: Kathy Lambert, PR Manager, announced her upcoming retirement on July 30, 2021; Deb Lavin retired after 19 ½ years of service, and Laurie Rex was an internal hire for the open Interlibrary Loan Associate position.
- Ten staff members renewed their oath to be Deputy Voter Registrars.

- A.Karwowska, S. Roitberg, and J. May attended ILA's Evaluate Conference to create inclusive and equitable environments.

B. Updates on Projects

The following updates on projects were provided to the Board.

- The new event registration and room reservation software, LibraryCalendar, is being launched ahead of schedule. It will be rolled out to patrons on May 24, 2021. The new software makes the event registration and room reservation process much more streamlined, saving staff and patron time.
- The overhead garage door has been shipped to the vendor. We are waiting for its' arrival and scheduling the installation.

X. EXECUTIVE SESSION

A. 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).

XI. OLD BUSINESS

XII. NEW BUSINESS

A. Administration of the Oath of Office

Following the April 6, 2021, Consolidated Election, the following elected trustees took their Oath of Office.

Bud Alexander, Monica Leccese, Susan L. Murphy, Charles T. Reilly

B. Resolution 2020/2021-7 Declaring Vacancy Board of Library Trustees

The resolution was read. No additional discussion ensued.

President Reilly called for a voice vote to approve Resolution 2020/2021-7 Declaring Vacancy Board of Library Trustees

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

Resolution Passed

C. Plan to fill Vacancy in Board of Library Trustees

After discussing the need and the timeframe for filling the vacancy the Board decided to post the announcement and the application for the Trustee vacancy through the Library e-newsletter, website, and other social media. They also wanted to reach out to the candidate on the ballot who was not elected to let them know about the appointment process. The Board will gather applications and then at future meetings review applications and interview candidates.

D. Ordinance 2020/2021-8 Calendar of Regular Meetings For the Board of Library Trustees for Fiscal Year 2021/22

The ordinance was read. No additional discussion ensued.

President Reilly called for a voice vote to approve Ordinance 2020/2021-8 Calendar of Regular Meetings For the Board of Library Trustees for Fiscal Year 2021/22

Ayes: 6
Nays: 0
Abstain: 0
Absent: 0

Ordinance Passed

E. Nominations for Slate of Officers

The following Slate of Officers was nominated and will be voted upon at the June 15, 2021, Regular Meeting.

Slate of Officers

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese

F. COVID-19 Library Reopening Plans

In light of the move into the Bridge to Phase 5 of the Restore Illinois plan, the Library has added some soft seating and seating at worktables back into the main room. We have also increased the time for computer use to one hour.

The Library's complete reopening plans once the State moves into Phase 5 of the Restore Illinois Plan, which is slated to occur on 6/11/2021, were discussed. The Library will resume full hours for patrons, open up the back bathrooms and water fountains, and return to assessing and collecting late fees. Most likely, Phase 5 will not have capacity limits for indoors but will still recommend social distancing indoors.

The Library seeks guidance regarding mask-wearing in the Library. The State has followed the CDC guidelines relaxing the mandate for vaccinated individuals. Does the Library want to relax our mask-wearing guidelines for patrons and staff in the public areas of the Library, and if yes, will we require proof of vaccination status?

The Board discussed the mask-wearing in the Library weighing the concerns of those vaccinated along with those unable to be vaccinated at this time (kids and teens), and staff health and safety in working with the public.

The Board felt that staff and patrons should continue to be required to wear masks in all public areas of the Library. They would revisit mask-wearing at the June Regular Board Meeting.

Reilly motioned, and Murphy seconded to reaffirm the Library's decision to require mask-wearing in all public areas of the Library by staff and patrons regardless of vaccination status until further notice.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

G. FY 2021/22 Budget Update

Director Jakacki provided the Board with a working copy of the Fiscal Year 2021/22 Budget and notes regarding any substantial changes to budget lines.

Overall, the General Fund revenue is expected to cover our expenses and replenish funds in the Special Reserve Funds.

The following budget lines were discussed at this point.

6020-200- Developer Fees. New and expanding subdivisions and high-density housing planned throughout the district, and construction are picking up again. We expect to see an increase in revenue from this.

President Reilly questioned the negative balances for the Special Reserve and Grant/Gift Funds, and that is shown because the cash in hand for those funds is not reflected as new revenue, which is what is captured on the working budget sheet.

Trustee Alexander questioned the higher expected revenue for the 6070-300 General Fund Gifts. Director Jakacki explained this was based on historical trends showing that we have been receiving more and more cash gifts every year.

President Reilly inquired about the 8410-100 Accounting/ Payroll/Outsourcing increase, and that is because we will be outsourcing the bookkeeping responsibilities, and for 8245-100, that accounts for the entire IT budget, which includes hardware, software, and outsourcing.

Overall personnel budget costs were discussed regarding filling vacancies with part-time staff and possible COLA raises for eligible staff. The Board discussed the merits and the financial implications of raises. Director Jakacki stated that our personal budget expected costs for the upcoming fiscal year would be at its' lowest amount over the past few years due to converting more positions to part-time and not have to pay additional benefit costs. The Board stated that a 1.3% COLA could remain in the proposed budget and will review it at the final stages.

One topic that was brought up and discussed was "fine-free" libraries. Director Jakacki let the Board know that going "fine-free" was a trend nationwide and locally and of the 28 libraries in our CCS Consortium, 25 were "fine-free." Jakacki stated that since we instituted automatic renewals, our fine revenue has decreased drastically. Trustee Alexander and Secretary Leccese both wanted to know that after all the renewals, what would be the incentive for someone to return their materials? We discussed that patrons will still be charged for not returning an item but would not be fined for being late. President Reilly and Vice President Stone wanted to know how this would benefit the Library. We discussed equity of access, removing barriers to library services, goodwill, and possibly streamlining staff time. At this time, the Library will continue to collect and assess fines and is open to learning more about this topic at a future meeting.

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

XIV. ADJOURNMENT

Stone moved and Murphy seconded a motion to adjourn at 8:55 p.m.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

May 31, 2021

McHenry Public Library District
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	(778,024.25)
1060200 · MM - Spec Reserve	1,879,362.13
1060300 · MM - Grant & Gift	443,375.88
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Total 1060 · First Midwest Bank-Money Market	1,544,713.76
1070100 · HSA HealthSavings-First Midwest	6,609.46
1615100 · General Account - First Midwest	34,781.36
1625100 · Payroll Account - First Midwest	75,182.51
1635100 · Imprest Account - First Midwest	5,000.00
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Total Checking/Savings	1,666,287.09
Other Current Assets	
1005100 · Petty Cash	800.00
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Total Other Current Assets	800.00
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Total Current Assets	1,667,087.09
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TOTAL ASSETS	1,667,087.09
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LIABILITIES & EQUITY	
Equity	
3010100 · Fund Balance - General	42,638.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
Net Income	(988,082.62)
	<hr/>
Total Equity	1,667,087.09
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TOTAL LIABILITIES & EQUITY	1,667,087.09
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McHenry Public Library District
Monthly Income/Expense
 May 2021

	May 21
Ordinary Income/Expense	
Income	
6010100 · Property Taxes	78,197.34
6030200 · Interest Income - Spec Reserve	42.20
6030300 · Interest Income - Grant & Gifts	10.04
6040100 · Nonresident/Enhanced Cards	90.00
6050100 · Fines and Fees	311.93
6055100 · Referral/Collection Fees	10.00
6060100 · Copy/Scan/Fax/Notary Income	1,052.38
6070300 · General Fund Gifts	25.00
6105100 · Retiree Insurance Payments	138.97
6130100 · Misc Income-General(Sales/Fees)	38.00
6150100 · Lost & Damaged Materials	317.51
6157100 · CCS/LLSAP Income	11,561.20
	91,794.57
Total Income	91,794.57
Gross Profit	91,794.57
Expense	
8010100 · Adult Books	4,116.78
8020100 · Youth Books	74.12
8040300 · Operating Fund Gifts	420.18
8050100 · Adult AV Materials	2,449.11
8060100 · Youth AV Materials	779.26
8080100 · Video Games	749.88
8090100 · eBook & eMagazine Services	18,475.95
8095100 · Electronic Resources	11,753.78
8130100 · Tech Services Supplies	4,045.35
8140100 · Adult Programs & Supplies	629.54
8145100 · Circulation Supplies	1.00
8150100 · Youth Programs & Supplies	768.89
8245100 · IT/Comp/Copier/Equip-Outsourced	9,329.00
8275100 · Public Pmt Processing Fees	67.93
8320100 · VOIP Phone Service	1,665.96
8325100 · Internet/Phone Services	1,021.38
8410100 · Accounting/Payroll/Audit Serv	1,246.10
8420100 · Legal Services	1,030.00
8430100 · Other Consulting Fees	300.00
8510100 · Printing Services Outsourced	5,935.00
8540100 · Postage/Shipping	543.42
8550100 · Public Relations/Promotions	473.76
8610100 · Electricity	1,464.88
8620100 · Gas	431.55
8740100 · Building Maintance	3,398.20
8745100 · Grounds Maintenance	2,375.00
8750100 · General Operations Maintenance	2,100.92
8760100 · Hospitality	592.54
8770100 · Library Lost/Damaged Materials	28.00
8800311 · Adult Materials - Per Capita	2,269.26
8800321 · Youth Materials - Per Capita	5,066.84
8910100 · Salaries	163,559.92
8920100 · FICA/Medicare	11,967.92

McHenry Public Library District
Monthly Income/Expense
May 2021

	<u>May 21</u>
8930100 · IMRF	18,158.42
8940100 · Health & Life Insurance	21,522.82
8945100 · Employment Screening	64.00
8955100 · Telecommute Reimbursements	110.00
8960100 · Memberships & Dues	1,210.00
8970100 · Travel	140.22
8980100 · Continuing Education (Mtg/Conf)	356.00
9060100 · Library Furnishings	181.62
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Total Expense	300,874.50
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Net Ordinary Income	-209,079.93
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Net Income	<u><u>-209,079.93</u></u>

Statement of Revenue and Expenses Budget vs. Actual

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,765,132.27	3,180,662.29	(1,415,530.02)	55.5%
6020200 · Developer Fees	19,758.00	50,000.00	(30,242.00)	39.5%
6030100 · Interest Income - General	16.73	1,000.00	(983.27)	1.7%
6030200 · Interest Income - Spec Reserve	697.06	1,000.00	(302.94)	69.7%
6030300 · Interest Income - Grant & Gifts	149.03	500.00	(350.97)	29.8%
6035100 · Dividends	168.00	500.00	(332.00)	33.6%
6040100 · Nonresident/Enhanced Cards	450.00	500.00	(50.00)	90.0%
6050100 · Fines and Fees	3,565.65	12,000.00	(8,434.35)	29.7%
6055100 · Referral/Collection Fees	58.95	1,000.00	(941.05)	5.9%
6060100 · Copy/Scan/Fax/Notary Income	3,376.00	22,000.00	(18,624.00)	15.3%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,500.89	15,000.00	(13,499.11)	10.0%
6090100 · Annex/Impact/Operating Fees	5,403.00	10,000.00	(4,597.00)	54.0%
6105100 · Retiree Insurance Payments	3,179.33	15,000.00	(11,820.67)	21.2%
6110100 · Program Fees/Misc Fees	9.00	4,200.00	(4,191.00)	0.2%
6120100 · Meeting Room Fees	150.00	1,500.00	(1,350.00)	10.0%
6130100 · Misc Income-General(Sales/Fees)	38.00	6,000.00	(5,962.00)	0.6%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6150100 · Lost & Damaged Materials	1,780.96	5,500.00	(3,719.04)	32.4%
6157100 · CCS/LLSAP Income	16,244.77	25,000.00	(8,755.23)	65.0%
6160100 · SOLAR PANELS CREDITS	1,920.00	2,000.00	(80.00)	96.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Income	1,876,626.39	3,490,362.29	(1,613,735.90)	53.8%
Gross Profit	1,876,626.39	3,490,362.29	(1,613,735.90)	53.8%
Expense				
8010100 · Adult Books	42,434.36	65,000.00	(22,565.64)	65.3%
8020100 · Youth Books	15,102.73	50,000.00	(34,897.27)	30.2%
8025100 · Professional Resources	414.95	2,500.00	(2,085.05)	16.6%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	13,313.45	16,500.00	(3,186.55)	80.7%
8040300 · Operating Fund Gifts	1,111.89	50,000.00	(48,888.11)	2.2%
8050100 · Adult AV Materials	15,340.47	39,000.00	(23,659.53)	39.3%
8060100 · Youth AV Materials	3,657.19	13,500.00	(9,842.81)	27.1%
8080100 · Video Games	5,811.36	14,700.00	(8,888.64)	39.5%
8090100 · eBook & eMagazine Services	53,428.10	70,000.00	(16,571.90)	76.3%
8095100 · Electronic Resources	50,843.57	75,000.00	(24,156.43)	67.8%
8120100 · Library Supplies	3,705.76	5,500.00	(1,794.24)	67.4%
8130100 · Tech Services Supplies	21,182.62	27,500.00	(6,317.38)	77.0%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	9,564.94	12,500.00	(2,935.06)	76.5%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	745.38	2,000.00	(1,254.62)	37.3%
8147100 · Summer Reading Club	2,393.32	7,000.00	(4,606.68)	34.2%
8150100 · Youth Programs & Supplies	3,182.36	12,500.00	(9,317.64)	25.5%
8215100 · Referral/Collection Agency Fees	0.00	750.00	(750.00)	0.0%
8245100 · IT/Comp/Copier/Equip-Outsourc...	74,739.62	52,500.00	22,239.62	142.4%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	30.00	500.00	(470.00)	6.0%
8275100 · Public Pmt Processing Fees	682.09	500.00	182.09	136.4%
8310100 · CCS/Polaris/OCLC	92,884.46	72,000.00	20,884.46	129.0%
8320100 · VOIP Phone Service	16,330.97	24,000.00	(7,669.03)	68.0%
8325100 · Internet/Phone Services	12,025.89	15,000.00	(2,974.11)	80.2%
8410100 · Accounting/Payroll/Audit Serv	31,264.74	26,500.00	4,764.74	118.0%

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
Fiscal Year 2020-2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	3,810.00	10,000.00	(6,190.00)	38.1%
8430100 · Other Consulting Fees	3,495.00	15,000.00	(11,505.00)	23.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	24,274.00	26,000.00	(1,726.00)	93.4%
8530100 · Public Notices/Ads legal/job	847.50	1,500.00	(652.50)	56.5%
8540100 · Postage/Shipping	9,187.79	13,000.00	(3,812.21)	70.7%
8545100 · Printing/Copier Supplies	152.73	8,500.00	(8,347.27)	1.8%
8550100 · Public Relations/Promotions	3,479.28	7,500.00	(4,020.72)	46.4%
8610100 · Electricity	18,218.96	22,000.00	(3,781.04)	82.8%
8620100 · Gas	7,056.77	8,000.00	(943.23)	88.2%
8630100 · Telephone & Internet Services	0.00	712.85	(712.85)	0.0%
8640100 · Water & Sewer	1,957.53	5,000.00	(3,042.47)	39.2%
8720100 · Building/Auto Insurance	27,654.00	34,000.00	(6,346.00)	81.3%
8730100 · Bonding & Officers Liability	2,632.00	2,500.00	132.00	105.3%
8740100 · Building Maintance	28,939.72	47,500.00	(18,560.28)	60.9%
8745100 · Grounds Maintenance	14,940.77	17,000.00	(2,059.23)	87.9%
8750100 · General Operations Maintenance	32,264.15	40,000.00	(7,735.85)	80.7%
8760100 · Hospitality	(772.18)	3,500.00	(4,272.18)	(22.1)%
8770100 · Library Lost/Damaged Materials	133.71	500.00	(366.29)	26.7%
8795100 · Miscellaneous	52.20	750.00	(697.80)	7.0%
8800311 · Adult Materials - Per Capita	9,074.64	13,132.00	(4,057.36)	69.1%
8800321 · Youth Materials - Per Capita	5,078.08	13,132.00	(8,053.92)	38.7%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	91.92	7,000.00	(6,908.08)	1.3%
8910100 · Salaries	1,466,940.89	1,630,000.00	(163,059.11)	90.0%
8920100 · FICA/Medicare	106,314.17	117,500.00	(11,185.83)	90.5%
8930100 · IMRF	167,671.95	195,000.00	(27,328.05)	86.0%
8940100 · Health & Life Insurance	301,085.39	350,000.00	(48,914.61)	86.0%
8945100 · Employment Screening	329.65	1,000.00	(670.35)	33.0%
8950100 · Tuition Reimbursement	4,058.44	16,500.00	(12,441.56)	24.6%
8955100 · Telecommute Reimbursements	3,180.00	12,600.00	(9,420.00)	25.2%
8960100 · Memberships & Dues	4,959.94	4,500.00	459.94	110.2%
8970100 · Travel	322.06	5,000.00	(4,677.94)	6.4%
8980100 · Continuing Education (Mtg/Conf)	3,025.99	3,250.00	(224.01)	93.1%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	1,723.15	12,500.00	(10,776.85)	13.8%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	2,576.48	11,500.00	(8,923.52)	22.4%
9080100 · Small Equipment Under \$250	398.13	5,000.00	(4,601.87)	8.0%
9090100 · ADTL Capital Projects/Equipment	6,776.77	40,000.00	(33,223.23)	16.9%
Total Expense	2,780,711.53	3,492,941.60	(712,230.07)	79.6%
Net Ordinary Income	(904,085.14)	(2,579.31)	(901,505.83)	35,051.4%
Net Income	(904,085.14)	(2,579.31)	(901,505.83)	35,051.4%

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General Fund	200 Spec Reserv...	300 Grant/Gift Fu...	TOTAL
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,765,132.27	0.00	0.00	1,765,132.27
6020200 · Developer Fees	0.00	19,758.00	0.00	19,758.00
6030100 · Interest Income - General	16.73	0.00	0.00	16.73
6030200 · Interest Income - Spec Reserve	0.00	697.06	0.00	697.06
6030300 · Interest Income - Grant & Gifts	0.00	0.00	149.03	149.03
6035100 · Dividends	168.00	0.00	0.00	168.00
6040100 · Nonresident/Enhanced Cards	450.00	0.00	0.00	450.00
6050100 · Fines and Fees	3,565.65	0.00	0.00	3,565.65
6055100 · Referral/Collection Fees	58.95	0.00	0.00	58.95
6060100 · Copy/Scan/Fax/Notary Income	3,376.00	0.00	0.00	3,376.00
6070300 · General Fund Gifts	0.00	0.00	1,500.89	1,500.89
6090100 · Annex/Impact/Operating Fees	5,403.00	0.00	0.00	5,403.00
6105100 · Retiree Insurance Payments	2,944.09	0.00	0.00	2,944.09
6110100 · Program Fees/Misc Fees	9.00	0.00	0.00	9.00
6120100 · Meeting Room Fees	150.00	0.00	0.00	150.00
6130100 · Misc Income-General(Sales/Fees)	38.00	0.00	0.00	38.00
6150100 · Lost & Damaged Materials	1,780.96	0.00	0.00	1,780.96
6157100 · CCS/LLSAP Income	16,244.77	0.00	0.00	16,244.77
6160100 · SOLAR PANELS CREDITS	1,920.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
6210300 · Miscellaneous Grants	0.00	0.00	500.00	500.00
Total Income	1,801,257.42	20,455.06	54,678.67	1,876,391.15
Gross Profit	1,801,257.42	20,455.06	54,678.67	1,876,391.15
Expense				
8010100 · Adult Books	56,121.13	0.00	0.00	56,121.13
8020100 · Youth Books	35,542.55	0.00	0.00	35,542.55
8025100 · Professional Resources	414.95	0.00	0.00	414.95
8030100 · Magazines & Newspapers	13,313.45	0.00	0.00	13,313.45
8040300 · Operating Fund Gifts	373.32	0.00	2,132.30	2,505.62
8050100 · Adult AV Materials	20,524.19	0.00	0.00	20,524.19
8060100 · Youth AV Materials	7,712.97	0.00	0.00	7,712.97
8080100 · Video Games	6,910.95	0.00	0.00	6,910.95
8090100 · eBook & eMagazine Services	53,428.10	0.00	0.00	53,428.10
8095100 · Electronic Resources	62,770.15	0.00	0.00	62,770.15
8120100 · Library Supplies	3,705.76	0.00	0.00	3,705.76
8130100 · Tech Services Supplies	23,883.09	0.00	0.00	23,883.09
8140100 · Adult Programs & Supplies	9,564.94	0.00	0.00	9,564.94
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	745.38	0.00	0.00	745.38
8147100 · Summer Reading Club	2,563.97	0.00	0.00	2,563.97
8150100 · Youth Programs & Supplies	3,328.56	0.00	0.00	3,328.56
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	83,411.12	0.00	0.00	83,411.12
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	682.09	0.00	0.00	682.09
8310100 · CCS/Polaris/OCLC	92,884.46	0.00	0.00	92,884.46
8320100 · VOIP Phone Service	16,330.97	0.00	0.00	16,330.97
8325100 · Internet/Phone Services	12,025.89	0.00	0.00	12,025.89
8410100 · Accounting/Payroll/Audit Serv	31,264.74	0.00	0.00	31,264.74
8420100 · Legal Services	3,810.00	0.00	0.00	3,810.00
8430100 · Other Consulting Fees	3,495.00	0.00	0.00	3,495.00
8510100 · Printing Services Outsourced	24,274.00	0.00	0.00	24,274.00
8530100 · Public Notices/Ads legal/job	847.50	0.00	0.00	847.50
8540100 · Postage/Shipping	9,394.58	0.00	0.00	9,394.58
8545100 · Printing/Copier Supplies	152.73	0.00	0.00	152.73
8550100 · Public Relations/Promotions	3,844.26	0.00	0.00	3,844.26
8610100 · Electricity	20,092.78	0.00	0.00	20,092.78
8620100 · Gas	7,176.93	0.00	0.00	7,176.93
8640100 · Water & Sewer	1,957.53	0.00	0.00	1,957.53
8720100 · Building/Auto Insurance	27,654.00	0.00	0.00	27,654.00
8730100 · Bonding & Officers Liability	2,632.00	0.00	0.00	2,632.00
8740100 · Building Maintance	32,933.62	0.00	0.00	32,933.62

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General Fund	200 Spec Reserv...	300 Grant/Gift Fu...	TOTAL
8745100 · Grounds Maintenance	14,940.77	0.00	0.00	14,940.77
8750100 · General Operations Maintenance	33,081.06	0.00	0.00	33,081.06
8760100 · Hospitality	(772.18)	0.00	0.00	(772.18)
8770100 · Library Lost/Damaged Materials	133.71	0.00	0.00	133.71
8795100 · Miscellaneous	52.20	0.00	0.00	52.20
8800311 · Adult Materials - Per Capita	0.00	0.00	9,744.59	9,744.59
8800321 · Youth Materials - Per Capita	3,500.13	0.00	1,771.49	5,271.62
8800331 · Staff Software - Per Capita	0.00	0.00	2,689.00	2,689.00
8800332 · Public Software - Per Capita	0.00	0.00	4,024.00	4,024.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	1,466,940.89	0.00	0.00	1,466,940.89
8920100 · FICA/Medicare	106,555.00	0.00	0.00	106,555.00
8930100 · IMRF	167,671.95	0.00	0.00	167,671.95
8940100 · Health & Life Insurance	301,085.39	0.00	0.00	301,085.39
8945100 · Employment Screening	329.65	0.00	0.00	329.65
8950100 · Tuition Reimbursement	4,058.44	0.00	0.00	4,058.44
8955100 · Telecommute Reimbursements	3,180.00	0.00	0.00	3,180.00
8960100 · Memberships & Dues	4,959.94	0.00	0.00	4,959.94
8970100 · Travel	322.06	0.00	0.00	322.06
8980100 · Continuing Education (Mtg/Conf)	3,025.99	0.00	0.00	3,025.99
9030300 · Misc Grants	0.00	0.00	500.00	500.00
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	1,962.87	0.00	0.00	1,962.87
9070100 · Library Equipment	6,150.33	0.00	0.00	6,150.33
9080100 · Small Equipment Under \$250	398.13	0.00	0.00	398.13
9090100 · ADTL Capital Projects/Equipment	6,776.77	0.00	0.00	6,776.77
Total Expense	2,800,929.35	37,563.20	25,981.22	2,864,473.77
Net Ordinary Income	(999,671.93)	(17,108.14)	28,697.45	(988,082.62)
Net Income	(999,671.93)	(17,108.14)	28,697.45	(988,082.62)

McHenry Public Library District
Statement of Revenues and Expenditures
 Fiscal Year 2020-2021 - Grant and Gift

	Jul '20 - May ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	149.03	500.00	(350.97)	29.8%
6070300 · General Fund Gifts	1,500.89	15,000.00	(13,499.11)	10.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Income	<u>54,678.67</u>	<u>146,500.00</u>	<u>(91,821.33)</u>	<u>37.3%</u>
Gross Profit	54,678.67	146,500.00	(91,821.33)	37.3%
Expense				
8040300 · Operating Fund Gifts	2,132.30	50,000.00	(47,867.70)	4.3%
8800311 · Adult Materials - Per Capita	9,744.59	13,132.00	(3,387.41)	74.2%
8800321 · Youth Materials - Per Capita	1,771.49	13,132.00	(11,360.51)	13.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Expense	<u>25,981.22</u>	<u>163,528.75</u>	<u>(137,547.53)</u>	<u>15.9%</u>
Net Ordinary Income	<u>28,697.45</u>	<u>(17,028.75)</u>	<u>45,726.20</u>	<u>(168.5)%</u>
Net Income	<u><u>28,697.45</u></u>	<u><u>(17,028.75)</u></u>	<u><u>45,726.20</u></u>	<u><u>(168.5)%</u></u>

**McHenry Public Library District
 INTERIM CHECKS ISSUED - May 2021
 (NOT INCLUDED ON BILL REPORT)**

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

<u>VENDOR</u>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications	VOIP Phones	\$ 1,665.96	8320-100	05/06/21	EFT
	subtotal for account	\$ 1,665.96			

	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	Employer contributions HSA	\$ 1,000.00	8940-100	05/05/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	05/05/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	05/18/21	EFT
	subtotal for account	\$ 3,068.42			

<u>VENDOR</u>	<u>Account - Payroll</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$18,362.91	8930-100	04/30/21	EFT
	subtotal for account	\$ 18,362.91			

<u>VENDOR</u>	<u>Account - Imprest</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	(no checks written on this account)				
	subtotal for account	\$ -			
	GRAND TOTAL CHECKS ISSUED	\$ 23,097.29			

BANKCARD PROCESSING CENTER					
JUNE 2021					
Name	Tran Date	Merchant Name	Amount	Account	Subtotals
JAKACKI	5/21/2021	ILLINOIS LIBRARY ASSOC	\$ 240.00	8025-100	\$ 240.00
MILFAJT	6/3/2021	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	
MILFAJT	5/19/2021	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	\$ 148.20
KARWOWSKA	5/12/2021	DOLLAR DAYS INTERNATIONAL	\$ 208.32	8040-300	
TERRILL	6/2/2021	Read Between the Lynes	\$ 50.00	8040-300	\$ 258.32
STRAIN	5/28/2021	DisneyPLUS	\$ 8.00	8095-100	
STRAIN	5/29/2021	Netflix.com	\$ 17.99	8095-100	
STRAIN	5/29/2021	HLU*Hulu 1804006091282-U	\$ 11.99	8095-100	
TERRILL	5/26/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	5/26/2021	HLU*Hulu 1802467693204-U	\$ 11.99	8095-100	
TERRILL	5/26/2021	Netflix.com	\$ 17.99	8095-100	
TERRILL	5/20/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	5/20/2021	Netflix.com	\$ 17.99	8095-100	
TERRILL	5/12/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	5/12/2021	Netflix.com	\$ 17.99	8095-100	\$ 127.94
JAKACKI	5/19/2021	SAMS CLUB #6339	\$ 13.96	8120-100	
STRAIN	5/23/2021	STAPLES DIRECT	\$ 20.80	8120-100	\$ 34.76
TERRILL	6/3/2021	SQ *ANIME AND THINGS	\$ 9.99	8142-100	
TERRILL	6/2/2021	Read Between the Lynes	\$ 24.99	8142-100	
TERRILL	6/2/2021	SQ *ANIME AND THINGS	\$ 189.84	8142-100	
TERRILL	5/26/2021	MODERN AGE COMICS	\$ 112.46	8142-100	\$ 337.28
KARWOWSKA	6/1/2021	S&S WORLDWIDE INC.	\$ 39.19	8150-100	
KARWOWSKA	6/1/2021	WM SUPERCENTER #1413	\$ 3.96	8150-100	
KARWOWSKA	6/1/2021	CHAMPAIGN URBANA ADVENTU	\$ 20.00	8150-100	
KARWOWSKA	5/24/2021	JEWEL OSCO 1518	\$ 25.15	8150-100	
KARWOWSKA	5/24/2021	DOLLAR TREE	\$ 12.00	8150-100	
KARWOWSKA	5/14/2021	S&S WORLDWIDE INC.	\$ 13.08	8150-100	
KARWOWSKA	5/11/2021	DHARMA TRADING CO	\$ 28.37	8150-100	
STRAIN	6/1/2021	SAMS CLUB #6339	\$ 56.54	8150-100	\$ 198.29
JAKACKI	5/19/2021	USPS PO 1646800050	\$ 11.20	8540-100	
JAKACKI	5/10/2021	USPS KIOSK 1646809550	\$ 15.40	8540-100	
MAJKA	6/5/2021	USPS PO 1646800050	\$ 14.18	8540-100	
MAJKA	6/1/2021	USPS PO 1646800050	\$ 16.50	8540-100	
MAJKA	5/22/2021	USPS PO 1600960102	\$ 5.50	8540-100	
MAJKA	5/15/2021	USPS PO 1600960102	\$ 31.11	8540-100	\$ 93.89
LAMBERT	5/28/2021	VISTAPR*VistaPrint.com	\$ 63.53	8550-100	
LAMBERT	5/13/2021	VISTAPR*VistaPrint.com	\$ 40.00	8550-100	\$ 103.53
CLAUCHERTY	5/26/2021	MENARDS FOX LAKE IL	\$ 45.33	8750-100	
CLAUCHERTY	5/15/2021	THE HOME DEPOT #1969	\$ 15.63	8750-100	\$ 60.96

BANKCARD PROCESSING CENTER					
JUNE 2021					
JAKACKI	6/1/2021	DOMINO'S 2859	\$ 22.07	8760-100	
JAKACKI	6/1/2021	DOMINO'S 2859	\$ 14.33	8760-100	
JAKACKI	6/1/2021	SAMS CLUB #6339	\$ 30.84	8760-100	
JAKACKI	5/31/2021	TARGET.COM *	\$ 25.25	8760-100	
JAKACKI	5/27/2021	WAL-MART #1413	\$ 10.14	8760-100	
JAKACKI	5/11/2021	SAMS CLUB #6339	\$ 12.41	8760-100	
LAMBERT	6/2/2021	JEWEL OSCO 1518	\$ 112.43	8760-100	
LAMBERT	5/17/2021	JEWEL OSCO 1518	\$ 61.20	8760-100	\$ 288.67
MAY, J	6/1/2021	MGMT ASSC OF IL	\$ 250.00	8960-100	\$ 250.00
JAKACKI	5/17/2021	TARGET 00011668	\$ (10.00)	9060-100	\$ (10.00)
				Total	\$ 2,131.84
BANKCARD PROCESSING CENTER					
P O BOX 6818					
Carol Stream, IL 60197-6818					

Earning/Deduction/Tax Listing (Summary): ***Reimbursement Report***DG										
Pay Dates: 05/01/2021-05/31/2021; Employee Filter: All Employees; Employee Status = active										
06/11/2021 11:22a										
Debbie L. Gunness										
McHenry Public Library District (2771pd)										
Last, First Name	Misc Reimb Amt	Travel Reimb Amt	PST Record FT Data Only Reimb \$10 Amt	PST Record FT Voice Only Reimb \$20 Amt	PST Record PT Data Only Reimb \$5 Amt	PST Record PT Voice Only Reimb \$10 Amt	PST Record FT Data & Voice \$30 Amt	PST Record PT Data & Voice \$15 Amt	PST Record Taxable Reimb Amount	Total Reimb
Horist, Lisa	-	\$11.76	-	-	-	-	-	-	-	\$11.76
Terrill, Zachariah	-	\$12.21	-	-	-	-	-	-	-	\$12.21
Walker, Keith	-	\$11.87	-	-	-	-	-	-	-	\$11.87
Grandon-Keane, Denise	-	-	-	\$20.00	-	-	-	-	-	\$20.00
Baseley, Steffanie	-	\$60.64	-	-	-	-	-	-	-	\$60.64
Bily, Emily	-	\$1.46	-	-	-	-	-	-	-	\$1.46
Puga Venegas, Maria	-	-	-	-	-	-	-	-	-	\$30.00
Hume, Jessie	-	\$22.90	-	-	-	-	-	-	-	\$52.90
Einoris, Jennifer	-	\$5.94	-	\$20.00	-	-	-	-	-	\$25.94
Moreno, Araceli	-	-	\$10.00	-	-	-	-	-	-	\$10.00
Voegtler, Kayla	-	\$11.87	-	-	-	-	-	-	-	\$11.87
Total	-	\$138.65	\$10.00	\$40.00	-	-	-	-	-	\$248.65



CASTLEBROOK LAW, P.C.

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WWW.CASTLEBROOKLAW.COM

JUSTIN M HASTINGS, J.D. KIMBERLY A. MEYERS, J.D.
CHRISTINE S. JANIS, J.D. CARLOS M. ARTEAGA, J.D.

June 1, 2021

McHenry Public Library
809 Front Street
McHenry, IL 60050

Dear McHenry Public Library,

To whom it may concern, I represent the Estate of Roberta M. Kriese, I have enclosed a copy of the Last Will and Testament, in which you were named as a beneficiary. I have also enclosed a Receipt on Distribution, Final Account, Final Report and Final Inventory for your review. Please review the same and if acceptable, please sign and date the Receipt on Distribution and return to my attention.

Should you have any questions or concerns regarding this matter, please feel free to contact me at 847-844-0698 [REDACTED]

Sincerely,

Kimberly A. Meyers
Castlebrook Law, P.C.

KAM/me
Enclosures
[REDACTED]

McHenry Public Library District

LIBRARIAN'S REPORT

June 2021

Administration

- L.Jakacki and D.Gunness drafted and send out RFP for monthly accounting services to multiple firms that specialize in accounting for government entities. We are waiting for the submission deadline to pass and then we can review all proposals and move forward with the process.
- L.Jakacki worked with the Public Services department management team to review the main library floor to determine where we could add back in furnishings and open up services as we moved into Bridge to Phase 5 and Phase 5 of Illinois' COVID Plan.
- L.Jakacki attended the US Census Bureau's "Bureau Date for Librarians" presentation. Understanding the new interface in order to obtaining census information is especially important when making decisions for budgeting, adding new services, and grant applications and overall understanding of the demographics of our district. Census population numbers for our library district will not be available until later this year or early next year.
- The Management Team has added a second monthly managers meeting to their schedule. While the first meeting of the month deals with operational aspects the second meeting is a place for us to discuss leadership and mentorship aspects of our roles. This will help us in our own development and staff development, library culture and value alignment, and vision.

Adult Services

- A. Moreno-Lomeli had a few interesting reference questions this month. She helped a patron print out floor plans on 11X17 paper. The patron was looking for house floor plan ideas and also asked if the library had any books on the subject. We have several books in print that helped her find what she was looking for. Another patron asked for wrestling, basketball, baseball, and football card price guides. Beckett Media has created guides for all the sports that the patron was interested in. The library had a copy for baseball and A. Moreno-Lomeli helped her place holds and interlibrary loans for the rest.
- D. Gaudio had a patron call and ask how to return the first audiobook she had taken out on Libby. D. Gaudio helped her understand how to check out more books and how to place books on a wish list. She was thrilled with the audiobook format. Reading a physical book has been hard for her to do for years. She is very excited and has a long list of books to catch up on.
- E. Bily worked with homebound patrons and Alden Terrace to resume delivery services for those who can't come to the library. Alden Terrace deliveries resumed on May 5, 2021. After contacting the homebound patrons to check their comfort level, she determined that deliveries could resume on June 9, 2021.
- T. Hillier has been working on a project with a patron regarding the formation of the McHenry Dam. He has been in contact with the Illinois State Archives, Illinois State Library,

the Illinois Department of Natural Resources, the National Archives in Chicago, the National Archives in Washington, and the Center for Legislative Archives.

- K. Kimbrel worked with a patron who requested a book that they heard about on NPR but only remembered the author's last name. He was not able to find a book but persevered. After searching the NPR program listings, he found an article in the magazine "Psychology Today". Turns out the title of the article was the title he heard on the radio.
- P. Strain and Z. Terrill attended the Northern Illinois Food Bank training to be able to back up the Youth Services department for the Summer Lunch Program. They also assisted in the implementation, early launch, and troubleshooting of the new LibraryCalendar by LibraryWorks software for program registration.
- Questions Desk staff participated in 75 live chats with patrons during the month of May.
- May Book Discussion Programs:
 - Mystery – *A Room Full of Bones* by Elly Griffiths. Led by P. Strain
 - Contemporary - *Daisy Jones and the Six* by Taylor Jenkins Reid. Led by E. Bily
 - Classic - *Lolita* by Vladimir Nabokov. Led by K. Kimbrel

Building Services

- S.Claucherty assisted with the new Wifi access point installation
- S.Claucherty Attended the Excel Administrative professional's summit webinar.
- G.Pease has been working on restoring the trash receptacles and bike rack.
- S.Claucherty is working with Complete Mechanical Solutions on preventative maintenance and repair work.
- S.Claucherty Trained the management staff in the operation of the new alarm system.
- S.Claucherty is working with Advanced Fire Protection to schedule RPZ repair.

Circulation

- L. Rex, K.Meagher, C. Lenzie, S. Shallcross-Willis, L. Horist and B. Majka attended the annual Reaching Forward conference virtually this year. The sessions have led to several interesting discussions with the entire Circulation staff regarding interacting with patrons with autism, how to "Think Like a Reader" and how we make the library experience a happy one for future readers.
- Throughout the month, several Circulation staff members participated in continuing education including email etiquette training, Person in Charge training, and Library Calendar meeting room appointment training.
- K. Meagher helped to organize our Sunshine Committee May birthday celebration. It was the first birthday celebration we had since COVID
- L. Rex participated in the CCS ILL meeting and gained some valuable knowledge of how to improve and streamline our ILL processes.
- S. Shallcross-Willis gave her notice to leave. Her last day was June 4. She will be missed by everyone at the library.
- We have received several comments from patrons who are so happy that we are open and they are looking forward to the library getting back to pre-COVID days.

Human Resources

- Finalized both Payroll and IMRF monthly payment Standard of Procedures Manuals.
- Attended several committee meetings for In-Service, which mainly focused on our upcoming June In-Service Meeting.
- Throughout the month, worked with Department Managers on cultural alignment.
- Attended a variety of continuing education programs around coaching, employee engagement, and one focused on business etiquette. The business etiquette training shared with one of our departments and the feedback from the training was very positive.
- S. Willis, resigned from the library which brings our employee count to 35; 25 FT and 10 PT staff members.

Public Relations

- Because our online Events Calendar vendor was decommissioning the server that hosted the calendar, and we only got a very short notice, we had to ramp up the launch of our new Events Calendar. Good thing we were done with development and some training! The new calendar is so much more attractive and user friendly, and is web-based, so no more relying on a server.
- May is always busy – getting ready for Summer Reading, finalizing the summer Preface newsletter (which was mailed May 19), and finalizing budget numbers.
- Since McHenry's Fiesta Days is a "go" this year, we decided to march in the parade again. The date is Sunday, July 18, and the board is welcome to join staff in this event! I ordered new magnets with our new logo and website imprinted on them to place on the parade vehicle. Filed the application with the Chamber, so we're all set.
- Since learning of our full reopening in early June, I've been promoting the news in various outlets and updating signage around the library.
- I started promoting the opening on the Board of Trustees with a briefer announcement and application.
- In addition to promoting upcoming programs, I attended the usual monthly meetings – Board, Management Team, and my bi-weekly sync-up with Lesley, Zach, Pam and Anna.
- Since I'm retiring at the end of July, I've been updating my PR Procedures Manual, cleaning up and organizing my electronic files, and straightening up my office for the next PR person!

Technical Services

- "While I'm extremely grateful for the opportunity to work from home during this unprecedented time, I am incredibly happy to be back on site again. I was able to complete the magazine weeding project in two weeks, and am all caught up on the backlog of discs that needed to be cleaned after Jasper, the ECO disc repair machine, came back from being serviced, with the added bonus that all of his repairs were covered by warranty!" – K. Meadows
- "Later in the month, as we step closer to full hours, services, and events, I moved back upstairs from my temporary setup downstairs that served to alleviate capacity restrictions; I'm appreciative of the time spent seeing some faces that aren't common to my usual day-to-day upstairs." – K. Walker

- “The Vega webinar gave me a pretty good look into what is coming down the pipeline, especially in regards to the front end of our ILS, which can have implications for how we handle items in regards to cataloging. The freshdesk, once I explored the site a bit on my own, has already proven to be quite useful when addressing the tech services issues/needs of the library in providing a clear way for them to be sent in and addressed - I am certain I will find it even more useful as I learn more about how to make optimal use of it.”– S. Roitberg

Technology

- IT Dept. attended the Library Townhall on 5/4.
- D. Grandon attended the Management meeting on 5/11.
- IT Dept. Sync-Ups on 5/12 & 5/26.
- D. Grandon attended the Board meeting on 5/18.
- D. Grandon attended In-Service committee meetings on 5/20 & 5/27.
- IT Dept had training for the new library calendar on 5/21.
- Unitrends maintenance on 5/24.
- Google Workspace training on 5/25. Other Google training sent out to staff.
- K. Krewer cleaned up, reset and updated all training laptops that were returned by staff who took library equipment home during the pandemic.
- Public computers updated at various times during the month.

Youth Services

- The After-School Supper program served 27 meals. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal.
- J. Hume has been seeing a steady increase to our 1000 Books Before Kindergarten program, as we had 11 new check-ins and sign ups in May. J.Hume has continued to encourage participants to enroll as we move into the summer months.
- S. Baseley was able to direct a patron to a list of resources discussing race that she had created and they responded by saying “This is perfect. Thank you so much”
- M. Puga has been collaborating with other libraries to bring Jose Luis Orozco to the library this fall.
- A. Karwowska has been training her teen volunteers for the Book Buddy program this summer and looks forward to hosting the first session in June.
- J. Einoris helped decorate the library to prepare for our 2021 Summer Reading Program: Tails & Tales.
- The YS Department attended 79.75 hours of CE. Highlights include:
 - *Storytime Training w/ Mr. Jon*
 - *Reflecting on Anti-bias Education in America: The Early Years*

Statistics and Highlights Narrative

Upcoming Events and Projects

Library Board of Trustees Election of Officers

During the last board meeting, May 18, 2021, the McHenry Public Library District Board of Trustees presented the following slate of officers to be voted on at the June 15, 2021, Regular Board Meeting:

Charles T. Reilly, President
Jill Stone, Vice President
Delphine Grala, Treasurer
Monica Leccese, Secretary

PASSED this 15th day of June 2021 pursuant to a roll call vote as follows:

Ayes:

Nays:

Absent:

Abstain:

Charles T. Reilly, President

McHenry Public Library District Board of Trustees

Attest:

Monica Leccese, Secretary

McHenry Public Library District Board of Trustees

EMPLOYMENT ILLNESS REPORTING

Current Policy

(approved 2/26/2019)

(*required by the McHenry Health Dept. for AfterSchool and Summer Lunch Food programs permit – all YS staff required to sign-off on policy. The Library needs a 'Food Facility Person-in-Charge'. All YS staff trained 2x times per year by the Northern Illinois Food Bank. Illness report will be kept in YS Manager's office subject to Health Dept. review/inspection. Historical records kept for 2 years.

The MPLD recognizes the importance of food safety, particularly when it conducts programs which may involve food storage, handling and distribution it its patrons and/or program participants. The purpose of this policy is to ensure appropriate steps are taken to preclude the transmission of foodborne illness or communicable diseases.

Staff members performing duties or tasks in conjunction with any programs involving food may be designated as a 'food employee' by their manager. Designated food employees will be required to attend related training and adhere to specific requirements (by McHenry County Health Dept.) to ensure food safety. Employees designated as 'food employees' are required to complete an Employee Health Policy Agreement and follow food safety requirements which support efforts in preventing foodborne illnesses and adequate preparation/storage. All designated food employees will adhere to reporting requirements as indicated in the Employee Health Policy Agreement. Food employees may also be subject to work restrictions or exclusions imposed by regulatory authority or the Food Facility Person-in-Charge and they should follow good hygienic practices at all times.

If you have been designated as a 'Food Facility Person-in-charge' by the Executive director and/or your manager, you are responsible for adhering to any food safety requirements established by the Library and the MCDH (McHenry County Dept. of Health). This person may be required to undertake applicable training and maintain required reports and/or logs related to the Library's storage, handling and distribution of food.

The role includes the following aspects:

- Recognize sources and symptoms of foodborne illnesses;
- Inform food employees of reporting requirements;
- Restrict or exclude affected food employees, and
- Notify the MCDH if necessary/required.

Responsibility of the Food Facility Person-in-charge also include adherence to appropriate actions specified in the Illinois Food Code and Control of Communicable Diseases Code to exclude, restrict, and/or monitor food employees as needed. This Person-in-charge shall also cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided. This person will also ensure that all designated food employees complete and sign an Employee Health Policy Agreement. The Person-in-Charge will continue to promote and reinforce awareness of this policy to all designated food employees on a regular and on-going basis.

Revised Policy

EMPLOYEE ILLNESS REPORTING

Updated 06/15/2021

The MPLD recognizes the importance of food safety, particularly when it conducts programs that may involve food storage, handling, and distribution to its patrons and program participants. The purpose of this policy is to ensure appropriate steps are taken to preclude the transmission of foodborne illness or communicable diseases.

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The MCDH requires an Employee Illness Reporting policy for any food permits issued to the Library, most notably for AfterSchool and Summer Lunch Food programs co-sponsored by the Northern Illinois Food Bank. Illness reporting logs will be kept in the Food Facility Person-in-charge's office subject to MCDH review and inspection and will be retained for two years.

DRAFT

FY 2021/22 Salary and Insurance Benefit Options

		Proposed FY 2021/22		
		Budget	OPTION 1	OPTION 2
8910-100	SALARIES	\$ 1,565,000.00	\$ 1,534,000.00	\$ 1,554,000.00
8920-100	FICA/MEDICARE	\$ 120,000.00	\$ 117,500.00	\$ 119,000.00
8930-100	IMRF	\$ 157,500.00	\$ 155,000.00	\$ 157,000.00
8940-100	HEALTH & LIFE INSURANCE	\$ 275,000.00	\$ 269,000.00	\$ 269,000.00

Option 1 1.3% COLA Raise for Eligible Staff

45 total staff for 2677 hours
 18 recently promoted or hired staff would be ineligible for COLA raise
 27 Staff would be eligible for 1.3% COLA Raises
 Have the flexibility to hire a 1-2 additional part-time staff

Option 2 1.3% COLA Raise for Eligible Staff and starting pay to the \$15.00 minimum wage standard ahead of the 1/1/2024 deadline

45 total staff for 2677 hours
 13 current staff and new hire positions could be raised to the \$15.00 minimum wage standard ahead of the 1/1/2024 deadline
 11 recently promoted or hired staff would be ineligible for COLA raise
 21 Staff would be eligible for 1.3% COLA Raises

FY 2021/2022 OPERATING BUDGET

		FY 2021/22
GENERAL FUND REVENUES		Operating Budget
6010-100	PROPERTY TAXES	\$ 3,279,679.27
6020-100	CORPORATE REPLACEMENT TAX	\$ -
6030-100	INTEREST INCOME -- GENERAL	\$ 500.00
6035-100	DIVIDENDS	\$ 300.00
6040-100	NONRESIDENT & ENHANCED FEE CARDS	\$ 750.00
6050-100	FINES AND FEES	\$ 5,500.00
6055-100	COLLECTION AGENCY FEES	\$ 500.00
6060-100	COPY/SCAN/FAX INCOME	\$ 21,000.00
6090-100	ANNEXATION & IMPACT FEES	\$ 20,000.00
6105-100	RETIREE & COBRA INSURANCE PAYMENTS	\$ 15,000.00
6110-100	PROGRAM FEES /MISC. FEES	\$ 2,500.00
6120-100	MEETING ROOM FEES	\$ 1,500.00
6130-100	MISC. sales (disks, T-shirts)	\$ 5,500.00
6150-100	LOST & DAMAGED MATERIALS	\$ 5,500.00
6157-100	CCS/LLSAP INCOME	\$ 12,500.00
6160-100	SOLAR CREDITS	\$ 2,500.00
6200-100	OVER/SHORT	\$ 500.00
TOTAL GENERAL FUND REVENUES		\$ 3,373,729.27

GENERAL FUND EXPENSES

		FY 2021/22
MATERIALS and SUPPLIES		Operating Budget
8010-100	ADULT BOOKS	\$ 62,500.00
8020-100	YOUTH BOOKS	\$ 52,000.00
8025-100	PROFESSIONAL RESOURCES	\$ 3,500.00
8028-100	ADMINISTRATIVE RESOURCES	\$ 3,000.00
8030-100	MAGAZINES and NEWSPAPERS	\$ 14,000.00
8050-100	ADULT AV MATERIALS	\$ 35,000.00
8060-100	YOUTH AV MATERIALS	\$ 13,250.00
8070-100	LIBRARY OF THINGS	\$ 2,500.00
8080-100	VIDEO GAMES	\$ 14,000.00
8090-100	DIGITAL MEDIA SERVICES	\$ 87,500.00
8095-100	ELECTRONIC RESOURCES	\$ 70,000.00
8120-100	LIBRARY SUPPLIES	\$ 7,000.00
8130-100	TECH SERVICES SUPPLIES	\$ 37,500.00

8135-100	BINDERY	\$	500.00
8140-100	ADULT PROGRAMS & SUPPLIES	\$	15,500.00
8142-100	COMICON	\$	3,000.00
8145-100	CIRCULATION SUPPLIES	\$	1,500.00
8147-100	SUMMER READING CLUB	\$	7,000.00
8150-100	YOUTH PROGRAMS & SUPPLIES	\$	16,500.00
	TOTAL MATERIALS & SUPPLIES	\$	445,750.00

FY 2021/22

			Operating Budget
	CONTRACTED SERVICES		
8215-100	COLLECTION AGENCY FEES	\$	900.00
8245-100	IT/COMPUTER, COPIER & EQUIP. OUTSOURCING	\$	90,000.00
8247-100	AUTOMATION -- STAFF	\$	15,000.00
8260-100	MISC. CONTRACTED SERVICES	\$	4,000.00
8270-100	LIBRARY BANK/FINANCE/LATE FEE	\$	500.00
8275-100	PUBLIC PMT PROCESSING FEES	\$	2,000.00
	TOTAL CONTRACTED SERVICES	\$	112,400.00

FY 2021/22

			Operating Budget
	CONSORTIUM & IT/NETWORK SERVICES		
8310-100	AUTOMATION-- CIRCULATION & CATALOG	\$	105,000.00
8320-100	VOiP PHONE SERVICE	\$	25,000.00
8325-100	INTERNET SERVICE	\$	14,000.00
	TOTAL CONSORTIUM SERVICES	\$	144,000.00

FY 2021/22

			Operating Budget
	PROFESSIONAL SERVICES		
8410-100	ACCOUNTING, PAYROLL & AUDIT SERVICES	\$	87,500.00
8420-100	LEGAL SERVICES	\$	16,000.00
8430-100	OTHER CONSULTING FEES	\$	16,000.00
8440-100	IN SERVICE/STAFF TRAINING/LMS	\$	2,500.00
	TOTAL PROFESSIONAL SERVICES	\$	122,000.00

FY 2021/22

			Operating Budget
	PRINTING, PUBLICATIONS & POSTAGE		
8510-100	PRINTING SERVICES OUTSOURCED	\$	30,000.00

8530-100	PUBLIC NOTICES & ADS (legal & job)	\$	1,500.00
8540-100	POSTAGE & SHIPPING	\$	16,500.00
8545-100	PRINTING/COPIER SUPPLIES	\$	4,000.00
8550-100	PUBLIC RELATIONS/PROMOTIONS	\$	5,000.00
	TOTAL PRINTING, PUB. & POSTAGE	\$	57,000.00

FY 2021/22

UTILITIES			Operating Budget
8610-100	ELECTRICITY	\$	22,500.00
8620-100	GAS	\$	7,500.00
8640-100	WATER & SEWER	\$	5,000.00
	TOTAL UTILITIES	\$	35,000.00

FY 2021/22

MISCELLANEOUS OPERATING EXPENSES			Operating Budget
8720-100	BUILDING & AUTO INSURANCE	\$	31,000.00
8730-100	BONDING & OFFICERS LIABILITY	\$	3,000.00
8740-100	JANITORIAL SERVICES & SUPPLIES	\$	50,000.00
8745-100	GROUNDS MAINTENANCE	\$	25,000.00
8750-100	BUILDING OPERATIONS & MAINTENANCE	\$	40,000.00
8760-100	HOSPITALITY(incl. vending machine)	\$	6,000.00
8770-100	LIBRARY LOST & DAMAGED MATERIALS	\$	700.00
8795-100	MISCELLANEOUS	\$	700.00
	TOT. MISCEL. OPERATING EXPENSES	\$	156,400.00

FY 2021/22

PERSONNEL EXPENSES			Operating Budget
8910-100	SALARIES	\$	1,565,000.00
8920-100	FICA/MEDICARE	\$	120,000.00
8930-100	IMRF	\$	157,500.00
8940-100	HEALTH & LIFE INSURANCE	\$	275,000.00
8945-100	EMPLOYMENT SCREENINGS	\$	3,500.00
8950-100	TUITION REIMBURSEMENT	\$	15,000.00
8955-100	TELECOMMUTE REIMBURSEMENTS	\$	5,500.00
8960-100	MEMBERSHIPS & DUES	\$	4,000.00
8970-100	TRAVEL	\$	8,500.00
8980-100	CONTINUING EDUCATION	\$	4,000.00
	TOTAL PERSONNEL EXPENSES	\$	2,158,000.00

		FY 2021/22	
CAPITAL EXPENSES		Operating Budget	
9060-100	LIBRARY FURNISHINGS	\$	15,000.00
9070-100	LIBRARY EQUIPMENT	\$	9,500.00
9080-100	SMALL EQUIPMENT UNDER \$250	\$	4,500.00
9090-100	ADTL. CAPITAL PROJECTS & EQUIPMENT	\$	40,000.00
TOTAL CAPITAL EXPENSES		\$	69,000.00

		FY 2021/22	
		Operating Budget	
9100-100	TRANSFER TO RESERVE FUND	\$	70,000.00
TOTAL TRANSFER TO RESERVE FUND		\$	70,000.00

		FY 2021/22	
DEBT SERVICE		Operating Budget	
9115-100	RECOVERY ZONE BOND PRINCIPAL	\$	-
9120-100	RECOVERY ZONE BOND INTEREST	\$	-
9095-100	DEBT SERVICE - GF	\$	-
TOTAL DEBT SERVICE		\$	-
TOTAL ESTIMATED EXPENSES		\$	3,369,550.00

		FY 2021/22	
		Operating Budget	
TOTAL GENERAL FUND REVENUES		\$	3,373,729.27
TOTAL GENERAL FUND EXPENSES		\$	3,369,550.00
estimated year end fund balance		\$	4,179.27

GRANT & GIFT FUND		FY 2021/22	
GRANT & GIFT FUND REVENUES		Operating Budget	
Cash on hand as of 5/31/2021		\$	430,000.00
6030-300	GRANT /GIFT FUND INTEREST	\$	500.00
6070-300	GENERAL FUND GIFTS	\$	75,000.00
6170-300	PER CAPITA GRANT-any revenues received FY	\$	70,000.00
6210-300	MISC. GRANTS	\$	40,000.00
TOTAL GRANT & GIFT REVENUES		\$	615,500.00

		FY 2021/22
GRANT & GIFT FUND EXPENSES		Operating Budget
8040-300	OPERATING FUND GIFTS	\$ 150,000.00
8800-300	2020/21 Per Capita Grant	\$ 69,500.00
8800-311	Adult Materials	\$ -
8800-321	Youth Materials	\$ -
8800-331	Staff Software	\$ -
8800-332	Public Software	\$ -
8800-333	Computer Equipment	\$ -
8800-341	Other Equipment	\$ -
8800-342	Additional Expenses (personnel)	\$ -
9200-300	ADDITIONAL EXPENSES	\$ -
9030-300	MISC. GRANTS	\$ 40,000.00
	TOTAL GRANT FUND EXPENSES	\$ 259,500.00
9100-300	TRANSFER TO RESERVE FUND	\$ -
	TOTAL GRANT FUND REVENUES	\$ 615,500.00
	TOTAL GRANT FUND EXPENSES	\$ 259,500.00
	est. year end fund balance	\$ 356,000.00

SPECIAL RESERVE FUND		FY 2021/22
SPECIAL RESERVE FUND REVENUES		Operating Budget
	Cash on hand as of 5/31/2021	\$ 600,000.00
6020-200	DEVELOPER FEES	\$ 50,000.00
6030-200	RESERVE FUND INTEREST	\$ 1,000.00
6070-200	RESERVE FUND GIFTS	\$ 5,000.00
6080-200	BOND & DEBT CERTIFICATE SALE	
6090-200	TRANSFERS FROM OTHER FUNDS (9100-100)	
6130-200	MISC. INCOME SR	\$ 500.00
	TOTAL RESERVE FUND REVENUES	\$ 656,500.00

		FY 2021/22
RESERVE FUND EXPENSES		Operating Budget
9040-200	Debt Service	\$ -
9050-200	Improv.& equip. not directly related to building plan misc. capital improvements	\$ 50,000.00

9060-200	expenditures pursuant to statutory guidelines of the Lib. Dist. Act 75 ILCS 16/40-50 (Special reserve fund)	\$	200,000.00
Total Reserve Fund Expenses		\$	250,000.00
RESERVE FUND REVENUES		\$	656,500.00
RESERVE FUND EXPENSES		\$	250,000.00
est. year end fund balance		\$	406,500.00

		FY 2021/22	
TOTAL REVENUES		Operating Budget	
General Fund		\$	3,373,729.27
Grant/Gift Fund		\$	615,500.00
Special Reserve Fund		\$	656,500.00
GRAND TOTAL ESTIMATED REVENUES		\$	4,645,729.27

		FY 2021/22	
TOTAL EXPENSES		Operating Budget	
General Fund		\$	3,369,550.00
Grant/Gift Fund		\$	259,500.00
Special Reserve Fund		\$	250,000.00
GRAND TOTAL ESTIMATED EXPENSES		\$	3,879,050.00

GRAND TOTAL OF ALL FUND REVENUES		\$	4,645,729.27
GRAND TOTAL OF ALL FUND EXPENSES		\$	3,879,050.00
estimated year end combined fund balance		\$	766,679.27

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, Lesley Jakacki, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, August 17, 2021 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

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

DATED this 15 day of June, 2021

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

BY: _____
Monica Leccese, Secretary
Board of Library Trustees
McHenry Public Library District

Publish: 30 days before hearing, (circa) June 20, 2021

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

ORDINANCE No. 2021/2022 - 1

**TENTATIVE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021
AND ENDING JUNE 30, 2022**

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

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before July 18, 2021, being more than 30 days prior to said hearing, in a newspaper published within the district.

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

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND

A. ESTIMATED REVENUE:

	APPROPRIATION	BUDGET
1. Property Tax	\$4,099,599.09	\$3,279,679.27
2. Corporate Replacement Taxes	\$ 0.00	\$ 0.00
3. General Fund Interest	\$ 625.00	\$ 500.00
4. Dividends	\$ 375.00	\$ 300.00
5. NonResident & Enhanced Fee Cards	\$ 937.50	\$ 750.00
6. Fines and Fees	\$ 6,875.00	\$ 5,500.00
7. Collection Agency Fees	\$ 625.00	\$ 500.00
8. Copy/Scan/Fax Income	\$ 26,250.00	\$ 21,000.00
9. Annex., Developer, Impact Fees	\$ 25,000.00	\$ 20,000.00
10. COBRA/Retiree Insurance Payments	\$ 18,750.00	\$ 15,000.00
11. Program Fees/Misc. Fees	\$ 3,125.00	\$ 2,500.00
12. Meeting Room Fees	\$ 1,875.00	\$ 1,500.00
13. Misc. Sales & Fees	\$ 6,875.00	\$ 5,500.00
14. Lost & Damaged Materials	\$ 6,875.00	\$ 5,500.00
15. CCS/LLSAP Income	\$ 15,625.00	\$ 12,500.00
16. SREC Credits	\$ 3,125.00	\$ 2,500.00
17. Over/Short	\$ 625.00	\$ 500.00
TOTAL GENERAL REVENUE	\$4,217,161.59	\$3,373,729.27

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES

1. MATERIALS & SUPPLIES

	APPROPRIATION	BUDGET
a. Adult Books	\$ 78,125.00	\$ 62,500.00
b. Youth Books	\$ 65,000.00	\$ 52,000.00
c. Professional Resources	\$ 4,375.00	\$ 3,500.00
d. Administrative Resources	\$ 3,750.00	\$ 3,000.00
e. Magazines/Newspapers	\$ 17,500.00	\$ 14,000.00
f. Adult AV Materials	\$ 43,750.00	\$ 35,000.00

g. Youth AV Materials	\$ 16,562.25	\$ 13,250.00
h. Library of Things	\$ 3,125.00	\$ 2,500.00
i. Video Games	\$ 17,500.00	\$ 14,000.00
j. Digital Media Services	\$ 109,375.00	\$ 87,500.00
k. Electronic Resources	\$ 87,500.00	\$ 70,000.00
l. Library Supplies	\$ 8,750.00	\$ 7,000.00
m. Tech. Services Supplies	\$ 46,875.00	\$ 37,500.00
n. Bindery Services	\$ 625.00	\$ 500.00
o. Adult Programs/Supplies	\$ 19,375.00	\$ 15,500.00
p. ComiCon	\$ 3,750.00	\$ 3,000.00
q. Circulation Supplies	\$ 1,875.00	\$ 1,500.00
r. Summer Reading Club	\$ 8,750.00	\$ 7,000.00
s. YS Programs/Supplies	\$ 20,625.00	\$ 16,500.00
2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency	\$ 1,125.00	\$ 900.00
b. IT/Computer, Copier & Equip.Outsourcing	\$ 112,500.00	\$ 90,000.00
c. Automation—Staff	\$ 18,750.00	\$ 15,000.00
d. Misc. Contracted Services	\$ 5,000.00	\$ 4,000.00
e. Library Bank/Finance/Late Fee	\$ 625.00	\$ 500.00
f. Public Pmt Processing Dees	\$ 2,500.00	\$ 2,000.00
3. CONSORTIUM & IT NETWORK	APPROPRIATION	BUDGET
a. Automation- Circulation & Catalog	\$ 131,250.00	\$ 105,000.00
b. VOiP Phone Services	\$ 31,250.00	\$ 25,000.00
c. Internet Service	\$ 17,500.00	\$ 14,000.00
4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll & Audit Services	\$ 109,375.00	\$ 87,500.00
b. Legal Services	\$ 20,000.00	\$ 16,000.00
c. Other Consulting Fees	\$ 20,000.00	\$ 16,000.00
d. In-Service/Staff Training/LMS	\$ 3,125.00	\$ 2,500.00
5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing Services Outsourced	\$ 37,500.00	\$ 30,000.00
b. Public Notices & Ads	\$ 1,875.00	\$ 1,500.00
c. Postage & Shipping	\$ 20,625.00	\$ 16,500.00
d. Printing/Copier Supplies	\$ 5,000.00	\$ 4,000.00
e. Public Relations/Promotions	\$ 6,250.00	\$ 5,000.00
6. UTILITIES	APPROPRIATION	BUDGET
a. Electricity	\$ 28,125.00	\$ 22,500.00
b. Gas	\$ 9,375.00	\$ 7,500.00
c. Water & Sewer	\$ 6,250.00	\$ 5,000.00

7. MISCELLANEOUS OPERATING EXPENSES

	APPROPRIATION	BUDGET
a. Building & Auto Insurance	\$ 38,750.00	\$ 31,000.00
b. Bonding & Officers' Liability	\$ 3,750.00	\$ 3,000.00
c. Janitorial Services & Supplies	\$ 62,500.00	\$ 50,000.00
d. Grounds Maintenance	\$ 31,250.00	\$ 25,000.00
e. General Operations & Maintenance	\$ 50,000.00	\$ 40,000.00
f. Hospitality	\$ 7,500.00	\$ 6,000.00
g. Interlibrary Loan Fees & Losses	\$ 875.00	\$ 700.00
h. Miscellaneous	\$ 875.00	\$ 700.00

8. PERSONNEL EXPENSES

	APPROPRIATION	BUDGET
a. Salaries	\$1,956,250.00	\$1,565,000.00
b. FICA	\$ 150,000.00	\$ 120,000.00
c. IMRF	\$ 196,875.00	\$ 157,500.00
d. Health/Life Insurance	\$ 343,750.00	\$ 275,000.00
e. Employment Screenings	\$ 4,375.00	\$ 3,500.00
f. Tuition Reimbursement	\$ 18,750.00	\$ 15,000.00
g. Telecommute Reimbursements	\$ 6,875.00	\$ 5,500.00
h. Memberships & Dues	\$ 5,000.00	\$ 4,000.00
i. Travel	\$ 10,625.00	\$ 8,500.00
j. Continuing Education	\$ 5,000.00	\$ 4,000.00

9. CAPITAL EXPENSES

	APPROPRIATION	BUDGET
a. Library Furnishings	\$ 18,750.00	\$ 15,000.00
b. Library Equipment	\$ 11,875.00	\$ 9,500.00
c. Small Equip. under \$250	\$ 5,625.00	\$ 4,500.00
d. Additional Capital Projects	\$ 50,000.00	\$ 40,000.00

10. Transfer to Reserve Fund	\$ 87,500.00	\$ 70,000.00
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TOTAL GENERAL FUND EXPENSES	\$ 4,211,937.50	\$3,369,550.00
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	APPROPRIATION	BUDGET
TOTAL GEN. FUND REVENUES	\$ 4,217,161.59	\$3,373,729.27
TOTAL GEN. FUND EXPENSES	\$ 4,211,937.50	\$3,369,550.00

II. GRANT and GIFT FUND

A. ESTIMATED REVENUES

	APPROPRIATION	BUDGET
1. Est. Cash on Hand as of 5/31/21	\$ 443,000.00	\$ 430,000.00

2. Grant/Gift Fund Interest	\$ 1,000.00	\$ 500.00
3. General Fund Gifts	\$ 150,000.00	\$ 75,000.00
4. Per Capita Grant (2019-2020)	\$ 140,000.00	\$ 70,000.00
5. Misc. Grants	\$ 80,000.00	\$ 40,000.00
TOT. GRANT/GIFT REVENUES	\$ 814,000.00	\$ 615,500.00

B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Operating Fund Gifts	\$ 300,000.00	\$ 150,000.00
2. Per Capita Grant	\$ 139,000.00	\$ 69,500.00
3. Additional Fund Expenses	\$ 0.00	\$ 0.00
5. Misc. Grants	\$ 80,000.00	\$ 40,000.00
TOT. GRANT/GIFT EXPENSES	\$ 519,000.00	\$ 259,500.00
Transfer to Reserve Fund	\$ 0.00	\$ 0.00
TOT. GRANT/GIFT REVENUES	\$ 814,000.00	\$ 615,500.00
TOT. GRANT/GIFT EXPENSES	\$ 519,000.00	\$ 259,500.00

III. SPECIAL RESERVE FUND

A. ESTIMATED REVENUES	APPROPRIATION	BUDGET
1. Est. Cash on Hand as of 5/31/21	\$ 600,000.00	\$ 600,000.00
2. Dev. Fees (see General Fund)	\$ 100,000.00	\$ 50,000.00
3. Transfer from Other Funds	\$ 0.00	\$ 0.00
4. Reserve Fund Interest	\$ 2,000.00	\$ 1,000.00
5. Reserve Fund Gifts	\$ 10,000.00	\$ 5,000.00
6. Bond & Debt Certif. Sale	\$ 0.00	\$ 0.00
7. Misc. Income SR	\$ 1,000.00	\$ 500.00
TOTAL REVENUES	\$ 713,000.00	\$ 656,500.00
B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 100,000.00	\$ 50,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 400,000.00	\$ 200,000.00
TOTAL EXPENSES	\$ 500,000.00	\$ 250,000.00
TOTAL RESERVE FUND REVENUES	\$ 713,000.00	\$ 656,500.00
TOTAL RESERVE FUND EXPENSES	\$ 500,000.00	\$ 250,000.00

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

I. General Fund	\$ 4,217,161.59
II. Grant/Gift Fund	\$ 814,000.00
III. Special Reserve Fund	<u>\$ 713,000.00</u>
TOTAL	\$ 5,744,161.59

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

\$ 5,744,161.59

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

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

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

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

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

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

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

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

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS this 15th day of June 2021 by a vote of:

AYES:

NAYS:

ABSENT:

PRESENT:

ABSTAINING:

Approved: _____

Charles Reilly, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest: _____

Monica Leccese, Secretary

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

Zachariah T. Terrill , Notary Public

