

Fiscal Year 2012/2013 Budget Highlights and Goals

County Recorder

FY2012 Highlights

- Our long-awaited goal of “No More Books by 2012” was accomplished! Completion of our Backfile Conversion Project allows well-organized, accurate, and secure searching of all land records back to 1839 saving future budget dollars for the County with optimum efficiency and staff reduction through attrition. All records can be searched in our office and offsite through our “free” search, Laredo, and Tapestry programs. Volunteers recruited from the McHenry County Historical Society helped to complete this project by interpreting difficult-to-read, handwritten documents.
- On track with the future of recording technology, our eRecord program expanded with a new vendor and additional document types. The percentage of electronic recordings has increased to 25% and over time, will save the county time and money through enhanced efficiency and reduced staff.
- Microfilm production was successfully outsourced to provide improved cost-efficiency, along with images and information stored offsite for security. Expensive equipment no longer needs to be replaced, and other savings will be realized on high annual maintenance agreements and costly film and chemicals.
- Our “free” Property Fraud Alert (PFA) Program expanded to more than 2,600 subscribers. The office promotes this valuable service through various events and exhibitions.
- Property owners continued to appreciate postcard alerts sent through our Deed Notification Program which notifies of a change of ownership or change of title. The redaction of social security numbers continued to help protect identity theft and block out personal information on recordings.
- In an effort to gain knowledge in directing counter or telephone inquiries to other offices, staff tours were exchanged with the Circuit Clerk, Assessor, and County Clerk. The office continued cross-training, used self-development books and training videos, and attended seminars and management training. A speaker from McHenry County College presented two motivational workshops to the staff, and provided informational, resourceful handouts.
- The office generated approximately \$4.2 in revenue, collecting \$785,000 for McHenry County Geographic Information System (GIS) and \$424,000 for the Rental Housing Support Program (RHSP). Approximately 298,638 new images were scanned and 54,381 new paper and electronic documents were recorded, indexed and verified.

FY2013 Goals

- Hold a seminar/training event on eRecording for the general public, and continue to attend exhibitions to promote services of the office.
- Possibly expand our Deed Notification Program to include “power of attorney” documents. Continue educating the public on services offered by the office i.e. first-rate customer service, “Free” Search and Deed Notification Programs, Laredo, Tapestry, eRecording, Property Fraud Alert, and redaction of social security numbers.
- Update Business Continuity/Disaster Recovery Plan, as needed. Continue to reclassify positions in conjunction with the McHenry County Job Classification System in an effort to retain highly-trained, qualified employees and reduce staff through attrition and technological advancements.
- Continue weekly meeting with supervisors and staff for training and review; add more “notes” and resources to office computers for training and research purposes. Maintain teamwork between staff members. Emphasize the value and importance of each employee and how their professional public service reflects positively on the County.