



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

**Tuesday, January 15, 2019
2nd Floor Board Room**

Agenda

- I. CALL TO ORDER** – Bradley Schubert, President
- 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. CONSENT AGENDA FOR THIS MEETING (Action)**
 - SECRETARY'S REPORT** – Monica Leccese, Secretary
Minutes of the December 11, 2018 Special Board Meeting.
 - TREASURER'S REPORT** – Delphine Grala, Treasurer
 - Monthly Financial Statements and Interim Check Report through December 31, 2018 and Invoice Reports for December 2018/January 2019
 - Additional Invoices (distributed night of meeting)
 - Petty Cash and Credit Card Reports
- VII. COMMUNICATIONS**
 - Illinois Public Library Per Capita and Equalization Aid Grant Application for 2019
 - Illinois Public Library Per Capita Grant Expenditures Report for 2017
- VIII. LIBRARIAN'S REPORT**
Introduce new Building Services Manager; show State of Library Statistical PowerPoint; showcase YS program video.
- IX. EXECUTIVE SESSION**
To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body as well as discussing specific contractual matters of vendors in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
- X. OLD BUSINESS**
 1. None
- XI. NEW BUSINESS**



1. Reference/Reader's Advisor policy **(Discussion/Approval)**
2. Review of Trustee Handbook (for FY2018-19 Per Capita)
3. Discussion about Strategic plan/planning and Succession planning; decisions on date of meeting/venue/presenter possible **(Discussion/Approval)**
4. CE presentation by J. Scholtz on topic of Serving the Public – Access by Special Needs Persons and Diversity Training (to meet requirements of FY2018-19 Per Capita Grant. (2 of 3 sessions).

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

XIII. ADJOURNMENT

The McHenry Public Library District makes board meetings accessible to people with physical disabilities under ADA requirements. Any person with a physical disability may contact the MPLD at 815-385-0036 within 4 hours of any meeting date to request special access to the meeting.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: December 11, 2018

Time: 7:00 P.M.

Location: McHenry Country Club

I. Call to Order:

President Schubert called the meeting to order at 7:15 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Margaret Carey, Jackie Fogleman, Delphine Grala, Monica Leccese, Charles Reilly, Bradley Schubert, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director, McHenry Public Library
Bill Edminster, Assistant Director, McHenry Public Library
Kathy Lambert, McHenry Public Library
Sue Yazel, McHenry Public Library

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Schubert and Scholtz agreed that the venue was not appropriate for an Executive Session.

V. Public Comment and Recognition of Visitors

None.

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the November 13, 2018 Regular Meeting and November 20, 2018 Special Board Meeting

Treasurer's Report – Delphine Grala, Treasurer

Monthly Financial Statements and Interim Check Report through November 30, 2018

Invoice Reports for November/December 2018

Additional Invoices

Petty Cash and Credit Card Reports

Grala pointed out that the budget lines that ended in -300 had no dollar amounts for spending and were not distinguished from operating funds despite being Grant and Gift funds. In response to an email from Grala before the meeting concerning

this question, Scholtz was able to contact the accountant who worked on this to try to resolve this issue for the future.

Stone moved and Leccese seconded a motion to approve the minutes of the regular meeting for November 13, 2018 and of the special meeting for November 20, 2018, the monthly financial statements for the fiscal year through November 30, 2018, the Invoice Reports for November/December 2018, and payment of the invoices.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Communications

- B. Edminster to Member Organizations of Character Counts! Coalition
Edminster explained that Character Counts! had been successful in promoting character education in the schools and the community but had difficulty in finding a role to play now that character education was well established. He said that if the schools could provide a future purpose and the City of McHenry was supportive of the organization, there would be a reason to continue. The Board said they were supportive of the organization but understood if it dissolved for the reasons Edminster gave.

VIII. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz explained that some department reports were missing because department managers were confused about the calendar and about which month's document to put the reports in.
- Scholtz asked the Board whether they felt the Librarian's Report was providing too much or too little information and they said that it was fine as it was. They assured Scholtz that the details were important to them. Lambert asked the Board whether they actually read the Librarian's Report and the Trustees vigorously assured her that they do. The Board discussed the format of the report. Board members told Scholtz that the managers could either use a narrative or continue to use bullet points depending on how it best conveyed the information they were reporting.
- Lambert mentioned that managers were interested in attending Board meetings. The Board gave an open invitation to managers and staff to attend the meeting. Managers are welcome to come and speak freely whether they are attending or giving a report.
- Scholtz reported that the new Building Manager, Shane Claucherty, will attend the January Board meeting.
- Scholtz told the Board that he was talking to with TriNet about our dissatisfaction with their service.

IX. Old Business

1. The Board discussed meeting dates and considered other days of the month and different starting times. While the Board wished to accommodate Carey's conflict with a work meeting, the change to the second Tuesday of the month created

problems for the staff. The Board meeting date will return to the third Tuesday of the month, so that the next meeting will be Tuesday, January 15, 2019 at 7 p.m.

X. New Business

1. Reference/Readers Advisory policy
Public Services managers are still working on the policy, which will be ready for the January 2019 Board meeting.
2. Review of Trustee Handbook (for FY2018-19 Per Capita)
Scholtz reviewed the chapters of the trustee handbook titled "Trustee Facts File", that are required for the FY2018-19 Per Capita Grant. Topics he stressed were the role of the Board in the evaluation of the director, of whether we need a charitable foundation, and of the need for a facilities review to prepare for strategic planning. He mentioned that RAILS has a new requirement for membership called the "RAILS System Membership Standards," which is a checklist and self-evaluation. Scholtz will decide what goals we meet and which we need to improve on.
3. Discussion about strategic plan/planning and succession planning
Scholtz proposed to the Board that we use the "Trustee Facts File", the "RAILS System Membership Standards", and "Serving Our Public 3.0: Standards for Illinois Libraries" as a basis for our strategic and succession planning. Scholtz said that recent thought on succession planning was to develop all staff so that they advance in their careers rather than limiting it to managers who wish to go into administration. As a preliminary exercise, Scholtz will discuss planning topics and targets with management staff in order to create reaction documents. Scholtz proposed having a strategic planning session before the end of July 2019.
4. CE presentation by J. Scholtz on topic of "Serving the Public – Access by Special Needs Persons and Diversity Training" (to meet requirements of FY2018-19 Per Capita Grant. (2 of 3 sessions)
The Board tabled this until another meeting.

XI. Any and All Other Business That May Properly Come Before the Board

The Board thanked Jill Stone for organizing the dinner for the Board's holiday party.

XII. Adjournment

Grala moved and Carey seconded a motion to adjourn the meeting at 8:59 p.m.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

December 31, 2018

McHenry Public Library District
Balance Sheet
As of December 31, 2018

4:45 PM
01/10/2019
Cash Basis
Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1060 · First Midwest Bank-Money Market	
1060100 · MM - General - First Midwest	827,255.82
1060200 · MM - Spec Reserve-First Midwest	1,458,383.26
1060300 · MM - Grant & Gift-First Midwest	453,258.15
Total 1060 · First Midwest Bank-Money Market	<u>2,738,897.23</u>
1070100 · HSA/Building - First Midwest	233,530.43
1615100 · General Account - First Midwest	118,797.33
1625100 · Payroll Account - First Midwest	95,992.29
1635100 · Imprest Account - First Midwest	2,439.51
1045100 · PROPAY	5,382.56

Total Checking/Savings	<u>3,195,039.35</u>
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Other Current Assets

1005100 · Petty Cash	800.00
1500200 · Due from General Fund	550,000.00

Total Other Current Assets	<u>550,800.00</u>
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Total Current Assets	<u>3,745,839.35</u>
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TOTAL ASSETS	<u><u>3,745,839.35</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2500100 · Due to Special Reserve Fund	550,000.00
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Total Other Current Liabilities	<u>550,000.00</u>
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Total Current Liabilities	<u>550,000.00</u>
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Total Liabilities	<u>550,000.00</u>
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Equity

3010100 · Fund Balance - General	1,361,167.56
3010200 · Fund Balance - Special Reserve	1,807,615.80
3010300 · Fund Balance - Grants & Gifts	417,289.60
Net Income	(390,233.61)

Total Equity	<u>3,195,839.35</u>
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TOTAL LIABILITIES & EQUITY	<u><u>3,745,839.35</u></u>
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McHenry Public Library District
Statement of Revenues and Expenditures
 December 2018

4:48 PM
 01/10/2019
 Cash Basis
 Dec 18

Income	
6030100 · Interest Income - General	37.38
6030200 · Interest Income - Spec Reserve	47.84
6030300 · Interest Income - Grant & Gifts	14.88
6040100 · Nonresident/Enhanced Cards	90.00
6050100 · Fines	2,500.08
6055100 · Referral/Collection Fees	(10.00)
6060100 · Photocopier & Fax Income	1,903.39
6070300 · General Fund Gifts	5.90
6110100 · Program Fees/Misc Fees	20.00
6120100 · Meeting Room Fees	45.00
6130100 · Misc Incom -General(Sales/Fees)	468.30
6150100 · Lost & Damged Materials	195.33
Total Income	5,318.10
Gross Profit	5,318.10
Expense	
8010100 · Adult Books	4,712.96
8020100 · Youth Books	1,735.54
8025100 · Professional Resources	353.30
8030100 · Magazines & Newspapers	544.90
8040300 · Operating Fund Gifts	205.00
8050100 · Adult AV Materials	3,190.66
8060100 · Youth AV Materials	340.09
8080100 · Video Games	1,789.48
8090100 · eBook & eMagazine Services	3,921.33
8095100 · Electronic Subscriptions	12,240.15
8110100 · Bank Service Charges	30.04
8120100 · Library Supplies	157.58
8130100 · Tech Services Supplies	426.70
8140100 · Adult Programs & Supplies	1,446.31
8145100 · Circulation Supplies	437.06
8150100 · Youth Programs & Supplies	1,875.52
8245100 · Comp/OfcEqp/CopierRepairs/Contr	2,161.98
8310100 · CCS & Polaris Expenses	6,615.36
8320100 · Network Expenses	5,131.98
8410100 · Payroll Exp, Acctg & Audit Serv	1,510.50
8420100 · Legal Services	1,128.00
8445100 · Payroll Processor Fees	1,952.32
8510100 · Printing	5,299.30
8540100 · Postage	187.29
8550100 · Public Relations/Promotions	512.96
8610100 · Electricity	3,682.96
8620100 · Gas	503.18
8630100 · Telephone & Internet Services	90.63
8720100 · Building/Auto Insurance	964.00
8740100 · Building & Grounds	7,560.84
8760100 · Hospitality	1,971.98
8800300 · Per Capita Grant expense for FY	
8800311 · Adult Materials - PER CAPITA	927.65
8800333 · Computer Equipment - PER CAPITA	1,320.00
8800300 · Per Capita Grant expense for FY - Other	411.76
Total 8800300 · Per Capita Grant expense for FY	2,659.41
8910100 · Salaries	192,467.45
8920100 · FICA/Medicare	13,919.13
8925100 · Other Payroll Taxes	1,253.91
8930100 · IMRF	32,726.05
8940100 · Health & Life Insurance	42,699.81
8960100 · Memberships & Dues	1,217.43
8970100 · Travel	717.83
8980100 · Meetings & Training	317.72
9090100 · Additional Capital Projects	1,311.57
Total Expense	361,970.21
Net Income	(356,652.11)

McHenry Public Library District
Statement of Revenues and Expenditures by Class
 July through December 2018

4:50 PM
 01/10/2019
 Cash Basis

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
Income				
6010100 · Property Taxes	1,474,320.09	0.00	0.00	1,474,320.09
6030100 · Interest Income - General	244.89	0.00	0.00	244.89
6030200 · Interest Income - Spec Reserve	0.00	298.51	0.00	298.51
6030300 · Interest Income - Grant & Gifts	0.00	0.00	90.53	90.53
6035100 · Dividends	105.00	0.00	0.00	105.00
6040100 · Nonresident/Enhanced Cards	614.22	0.00	0.00	614.22
6050100 · Fines	8,396.34	0.00	0.00	8,396.34
6055100 · Referral/Collection Fees	(10.00)	0.00	0.00	(10.00)
6060100 · Photocopier & Fax Income	7,687.72	0.00	0.00	7,687.72
6070300 · General Fund Gifts	0.00	0.00	6,550.53	6,550.53
6090100 · Annexation Impact Fees	12,560.00	0.00	0.00	12,560.00
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	0.00	0.00	4,202.36
6110100 · Program Fees/Misc Fees	180.00	0.00	0.00	180.00
6120100 · Meeting Room Fees	371.00	0.00	0.00	371.00
6130100 · Misc Incom -General(Sales/Fees)	1,917.20	0.00	0.00	1,917.20
6150100 · Lost & Damged Materials	2,984.19	0.00	0.00	2,984.19
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
Total Income	1,513,573.01	298.51	59,169.81	1,573,041.33
Gross Profit	1,513,573.01	298.51	59,169.81	1,573,041.33
Expense				
8010100 · Adult Books	26,106.30	0.00	0.00	26,106.30
8020100 · Youth Books	19,383.24	0.00	0.00	19,383.24
8025100 · Professional Resources	4,931.07	0.00	0.00	4,931.07
8030100 · Magazines & Newspapers	12,212.86	0.00	0.00	12,212.86
8040300 · Operating Fund Gifts	0.00	0.00	13,034.15	13,034.15
8050100 · Adult AV Materials	17,853.07	0.00	0.00	17,853.07
8060100 · Youth AV Materials	3,804.36	0.00	0.00	3,804.36
8080100 · Video Games	10,004.00	0.00	0.00	10,004.00
8090100 · eBook & eMagazine Services	27,433.24	0.00	0.00	27,433.24
8095100 · Electronic Subscriptions	27,757.14	0.00	0.00	27,757.14
8110100 · Bank Service Charges	201.87	0.00	0.00	201.87
8120100 · Library Supplies	4,270.49	0.00	0.00	4,270.49
8130100 · Tech Services Supplies	18,799.85	0.00	0.00	18,799.85
8140100 · Adult Programs & Supplies	7,930.25	0.00	0.00	7,930.25
8145100 · Circulation Supplies	617.66	0.00	0.00	617.66
8147100 · Summer Reading Club	2,138.49	0.00	0.00	2,138.49
8150100 · Youth Programs & Supplies	12,853.54	0.00	0.00	12,853.54
8245100 · Comp/OfcEqp/CopierRepairs/Contr	128,673.42	0.00	0.00	128,673.42
8260100 · Misc Contracted Services	145.00	0.00	0.00	145.00
8270100 · Finance/Late Fee Charges	96.74	0.00	0.00	96.74
8310100 · CCS & Polaris Expenses	39,693.16	0.00	0.00	39,693.16
8320100 · Network Expenses	16,495.74	0.00	0.00	16,495.74
8410100 · Payroll Exp, Acctg & Audit Serv	5,912.50	0.00	0.00	5,912.50
8420100 · Legal Services	2,937.50	0.00	0.00	2,937.50
8430100 · Automation & Misc Consultants	600.00	0.00	0.00	600.00
8440100 · In Service Honorarium	209.46	0.00	0.00	209.46
8445100 · Payroll Processor Fees	13,783.24	0.00	0.00	13,783.24
8510100 · Printing	15,882.47	0.00	0.00	15,882.47
8540100 · Postage	4,725.48	0.00	0.00	4,725.48
8550100 · Public Relations/Promotions	4,233.92	0.00	0.00	4,233.92
8610100 · Electricity	10,298.14	0.00	0.00	10,298.14
8620100 · Gas	910.46	0.00	0.00	910.46
8630100 · Telephone & Internet Services	3,974.37	0.00	0.00	3,974.37
8640100 · Water & Sewer	3,135.24	0.00	0.00	3,135.24

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
8720100 · Building/Auto Insurance	15,874.00	0.00	0.00	15,874.00
8730100 · Bonding & Officers Liability	3,960.00	0.00	0.00	3,960.00
8740100 · Building & Grounds	36,216.90	0.00	0.00	36,216.90
8760100 · Hospitality	6,120.76	0.00	0.00	6,120.76
8770100 · Interlibrary Loan Fees & Losses	108.91	0.00	0.00	108.91
8795100 · Miscellaneous (FH)	1,389.05	0.00	0.00	1,389.05
8800300 · Per Capita Grant expense for FY	0.00	0.00	10,167.11	10,167.11
8910100 · Salaries	936,393.04	0.00	0.00	936,393.04
8920100 · FICA/Medicare	64,858.19	0.00	0.00	64,858.19
8925100 · Other Payroll Taxes	16,016.67	0.00	0.00	16,016.67
8930100 · IMRF	102,862.42	0.00	0.00	102,862.42
8940100 · Health & Life Insurance	283,550.04	0.00	0.00	283,550.04
8950100 · Tuition Reimbursement	2,029.50	0.00	0.00	2,029.50
8960100 · Memberships & Dues	2,468.96	0.00	0.00	2,468.96
8970100 · Travel	4,360.93	0.00	0.00	4,360.93
8980100 · Meetings & Training	1,381.12	0.00	0.00	1,381.12
9060100 · Library Furnishings	123.79	0.00	0.00	123.79
9090100 · Additional Capital Projects	14,355.13	0.00	0.00	14,355.13
Total Expense	1,940,073.68	0.00	23,201.26	1,963,274.94
Net Income	(426,500.67)	298.51	35,968.55	(390,233.61)

Statement of Revenues and Expenditures Budget vs. Actual

01/10/2019

July through December 2018

Cash Basis

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,474,320.09	3,180,655.42	(1,706,335.33)	46.35%
6020200 · Developer Fees	0.00	25,000.00	(25,000.00)	0.0%
6030100 · Interest Income - General	244.89	5,000.00	(4,755.11)	4.9%
6030200 · Interest Income - Spec Reserve	298.51	3,000.00	(2,701.49)	9.95%
6030300 · Interest Income - Grant & Gifts	90.53	2,500.00	(2,409.47)	3.62%
6035100 · Dividends	105.00	500.00	(395.00)	21.0%
6040100 · Nonresident/Enhanced Cards	614.22	1,000.00	(385.78)	61.42%
6050100 · Fines	8,396.34	47,000.00	(38,603.66)	17.87%
6055100 · Referral/Collection Fees	(10.00)	1,000.00	(1,010.00)	(1.0%)
6060100 · Photocopier & Fax Income	7,687.72	20,000.00	(12,312.28)	38.44%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6070300 · General Fund Gifts	6,550.53	20,000.00	(13,449.47)	32.75%
6090100 · Annexation Impact Fees	12,560.00	1,000.00	11,560.00	1,256.0%
6090200 · Transfer from General Fund	0.00	400,000.00	(400,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	13,500.00	(9,297.64)	31.13%
6110100 · Program Fees/Misc Fees	180.00	4,200.00	(4,020.00)	4.29%
6120100 · Meeting Room Fees	371.00	1,000.00	(629.00)	37.1%
6130100 · Misc Income -General(Sales/Fees)	1,917.20	15,000.00	(13,082.80)	12.78%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	2,984.19	5,000.00	(2,015.81)	59.68%
6170300 · Per Capita Grant	52,528.75	67,628.00	(15,099.25)	77.67%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	1,573,041.33	3,889,983.42	(2,316,942.09)	40.44%
Gross Profit	1,573,041.33	3,889,983.42	(2,316,942.09)	40.44%
Expense				
8010100 · Adult Books	26,106.30	91,500.00	(65,393.70)	28.53%
8020100 · Youth Books	19,383.24	59,000.00	(39,616.76)	32.85%
8025100 · Professional Resources	4,931.07	5,500.00	(568.93)	89.66%
8028100 · Administrative Resources (GA)	0.00	6,000.00	(6,000.00)	0.0%
8030100 · Magazines & Newspapers	12,212.86	15,500.00	(3,287.14)	78.79%
8040300 · Operating Fund Gifts	13,034.15	420,000.00	(406,965.85)	3.1%
8050100 · Adult AV Materials	17,853.07	45,000.00	(27,146.93)	39.67%
8060100 · Youth AV Materials	3,804.36	15,000.00	(11,195.64)	25.36%
8080100 · Video Games	10,004.00	11,000.00	(996.00)	90.95%
8090100 · eBook & eMagazine Services	27,433.24	64,000.00	(36,566.76)	42.86%
8095100 · Electronic Subscriptions	27,757.14	80,000.00	(52,242.86)	34.7%
8110100 · Bank Service Charges	201.87	200.00	1.87	100.94%
8120100 · Library Supplies	4,270.49	10,000.00	(5,729.51)	42.71%
8130100 · Tech Services Supplies	18,799.85	40,000.00	(21,200.15)	47.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	7,930.25	17,500.00	(9,569.75)	45.32%
8145100 · Circulation Supplies	617.66	25,000.00	(24,382.34)	2.47%
8147100 · Summer Reading Club	2,138.49	7,000.00	(4,861.51)	30.55%
8150100 · Youth Programs & Supplies	12,853.54	21,500.00	(8,646.46)	59.78%
8215100 · Collection Agency Fees	0.00	1,500.00	(1,500.00)	0.0%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	128,673.42	59,000.00	69,673.42	218.09%
8260100 · Misc Contracted Services	145.00	8,000.00	(7,855.00)	1.81%
8270100 · Finance/Late Fee Charges	96.74	500.00	(403.26)	19.35%
8310100 · CCS & Polaris Expenses	39,693.16	75,000.00	(35,306.84)	52.92%
8320100 · Network Expenses	16,495.74	30,000.00	(13,504.26)	54.99%
8330100 · OCLC Services (cataloging)	0.00	16,000.00	(16,000.00)	0.0%

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
8410100 · Payroll Exp, Acctg & Audit Serv	5,912.50	78,500.00	(72,587.50)	7.53%
8420100 · Legal Services	2,937.50	4,700.00	(1,762.50)	62.5%
8430100 · Automation & Misc Consultants	600.00	20,000.00	(19,400.00)	3.0%
8440100 · In Service Honorarium	209.46	1,000.00	(790.54)	20.95%
8445100 · Payroll Processor Fees	13,783.24	0.00	13,783.24	100.0%
8510100 · Printing	15,882.47	30,000.00	(14,117.53)	52.94%
8530100 · Public Notices & Ads	0.00	3,000.00	(3,000.00)	0.0%
8540100 · Postage	4,725.48	15,000.00	(10,274.52)	31.5%
8550100 · Public Relations/Promotions	4,233.92	7,000.00	(2,766.08)	60.49%
8610100 · Electricity	10,298.14	25,000.00	(14,701.86)	41.19%
8620100 · Gas	910.46	4,500.00	(3,589.54)	20.23%
8630100 · Telephone & Internet Services	3,974.37	14,000.00	(10,025.63)	28.39%
8640100 · Water & Sewer	3,135.24	6,800.00	(3,664.76)	46.11%
8720100 · Building/Auto Insurance	15,874.00	33,000.00	(17,126.00)	48.1%
8730100 · Bonding & Officers Liability	3,960.00	5,500.00	(1,540.00)	72.0%
8740100 · Building & Grounds	36,216.90	54,000.00	(17,783.10)	67.07%
8760100 · Hospitality	6,120.76	10,000.00	(3,879.24)	61.21%
8770100 · Interlibrary Loan Fees & Losses	108.91	700.00	(591.09)	15.56%
8795100 · Miscellaneous (FH)	1,389.05	4,000.00	(2,610.95)	34.73%
8800300 · Per Capita Grant expense for FY	10,167.11	32,628.34	(22,461.23)	31.16%
8910100 · Salaries	936,393.04	1,840,000.00	(903,606.96)	50.89%
8920100 · FICA/Medicare	64,858.19	148,000.00	(83,141.81)	43.82%
8925100 · Other Payroll Taxes	16,016.67	0.00	16,016.67	100.0%
8930100 · IMRF	102,862.42	205,000.00	(102,137.58)	50.18%
8940100 · Health & Life Insurance	283,550.04	290,000.00	(6,449.96)	97.78%
8950100 · Tuition Reimbursement	2,029.50	10,000.00	(7,970.50)	20.3%
8960100 · Memberships & Dues	2,468.96	8,000.00	(5,531.04)	30.86%
8970100 · Travel	4,360.93	11,000.00	(6,639.07)	39.65%
8980100 · Meetings & Training	1,381.12	6,000.00	(4,618.88)	23.02%
9030300 · Misc Grants	0.00	25,000.00	(25,000.00)	0.0%
9050200 · Library District Act	0.00	150,000.00	(150,000.00)	0.0%
9060100 · Library Furnishings	123.79	48,000.00	(47,876.21)	0.26%
9060200 · Special Reserve Expenditures	0.00	225,000.00	(225,000.00)	0.0%
9070100 · Library Equipment	0.00	45,000.00	(45,000.00)	0.0%
9080100 · Small Equipment Under \$250	0.00	5,000.00	(5,000.00)	0.0%
9090100 · Additional Capital Projects	14,355.13	150,000.00	(135,644.87)	9.57%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	1,963,274.94	5,039,228.34	(3,075,953.40)	38.96%
Net Income	(390,233.61)	(1,149,244.92)	759,011.31	33.96%

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
8620100 · Gas	910.46	4,500.00	(3,589.54)	20.23%
8630100 · Telephone & Internet Services	3,974.37	14,000.00	(10,025.63)	28.39%
8640100 · Water & Sewer	3,135.24	6,800.00	(3,664.76)	46.11%
8720100 · Building/Auto Insurance	15,874.00	33,000.00	(17,126.00)	48.1%
8730100 · Bonding & Officers Liability	3,960.00	5,500.00	(1,540.00)	72.0%
8740100 · Building & Grounds	36,216.90	54,000.00	(17,783.10)	67.07%
8760100 · Hospitality	6,120.76	10,000.00	(3,879.24)	61.21%
8770100 · Interlibrary Loan Fees & Losses	108.91	700.00	(591.09)	15.56%
8795100 · Miscellaneous (FH)	1,389.05	4,000.00	(2,610.95)	34.73%
8910100 · Salaries	936,393.04	1,840,000.00	(903,606.96)	50.89%
8920100 · FICA/Medicare	64,858.19	148,000.00	(83,141.81)	43.82%
8925100 · Other Payroll Taxes	16,016.67	0.00	16,016.67	100.0%
8930100 · IMRF	102,862.42	205,000.00	(102,137.58)	50.18%
8940100 · Health & Life Insurance	283,550.04	290,000.00	(6,449.96)	97.78%
8950100 · Tuition Reimbursement	2,029.50	10,000.00	(7,970.50)	20.3%
8960100 · Memberships & Dues	2,468.96	8,000.00	(5,531.04)	30.86%
8970100 · Travel	4,360.93	11,000.00	(6,639.07)	39.65%
8980100 · Meetings & Training	1,381.12	6,000.00	(4,618.88)	23.02%
9060100 · Library Furnishings	123.79	48,000.00	(47,876.21)	0.26%
9070100 · Library Equipment	0.00	45,000.00	(45,000.00)	0.0%
9080100 · Small Equipment Under \$250	0.00	5,000.00	(5,000.00)	0.0%
9090100 · Additional Capital Projects	14,355.13	150,000.00	(135,644.87)	9.57%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	1,940,073.68	4,186,600.00	(2,246,526.32)	46.34%
Net Income	(426,500.67)	(891,744.58)	465,243.91	47.83%

Statement of Revenue and Expenditures Budget vs. Actual

01/10/2019

July 1, 2018 - December 31, 2018 - General Fund

Cash Basis

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,474,320.09	3,180,655.42	(1,706,335.33)	46.35%
6030100 · Interest Income - General	244.89	5,000.00	(4,755.11)	4.9%
6035100 · Dividends	105.00	500.00	(395.00)	21.0%
6040100 · Nonresident/Enhanced Cards	614.22	1,000.00	(385.78)	61.42%
6050100 · Fines	8,396.34	47,000.00	(38,603.66)	17.87%
6055100 · Referral/Collection Fees	(10.00)	1,000.00	(1,010.00)	(1.0%)
6060100 · Photocopier & Fax Income	7,687.72	20,000.00	(12,312.28)	38.44%
6090100 · Annexation Impact Fees	12,560.00	1,000.00	11,560.00	1,256.0%
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	13,500.00	(9,297.64)	31.13%
6110100 · Program Fees/Misc Fees	180.00	4,200.00	(4,020.00)	4.29%
6120100 · Meeting Room Fees	371.00	1,000.00	(629.00)	37.1%
6130100 · Misc Incom -General(Sales/Fees)	1,917.20	15,000.00	(13,082.80)	12.78%
6150100 · Lost & Damged Materials	2,984.19	5,000.00	(2,015.81)	59.68%
Total Income	1,513,573.01	3,294,855.42	(1,781,282.41)	45.94%
Gross Profit	1,513,573.01	3,294,855.42	(1,781,282.41)	45.94%
Expense				
8010100 · Adult Books	26,106.30	91,500.00	(65,393.70)	28.53%
8020100 · Youth Books	19,383.24	59,000.00	(39,616.76)	32.85%
8025100 · Professional Resources	4,931.07	5,500.00	(568.93)	89.66%
8028100 · Administrative Resources (GA)	0.00	6,000.00	(6,000.00)	0.0%
8030100 · Magazines & Newspapers	12,212.86	15,500.00	(3,287.14)	78.79%
8050100 · Adult AV Materials	17,853.07	45,000.00	(27,146.93)	39.67%
8060100 · Youth AV Materials	3,804.36	15,000.00	(11,195.64)	25.36%
8080100 · Video Games	10,004.00	11,000.00	(996.00)	90.95%
8090100 · eBook & eMagazine Services	27,433.24	64,000.00	(36,566.76)	42.86%
8095100 · Electronic Subscriptions	27,757.14	80,000.00	(52,242.86)	34.7%
8110100 · Bank Service Charges	201.87	200.00	1.87	100.94%
8120100 · Library Supplies	4,270.49	10,000.00	(5,729.51)	42.71%
8130100 · Tech Services Supplies	18,799.85	40,000.00	(21,200.15)	47.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	7,930.25	17,500.00	(9,569.75)	45.32%
8145100 · Circulation Supplies	617.66	25,000.00	(24,382.34)	2.47%
8147100 · Summer Reading Club	2,138.49	7,000.00	(4,861.51)	30.55%
8150100 · Youth Programs & Supplies	12,853.54	21,500.00	(8,646.46)	59.78%
8215100 · Collection Agency Fees	0.00	1,500.00	(1,500.00)	0.0%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	128,673.42	59,000.00	69,673.42	218.09%
8260100 · Misc Contracted Services	145.00	8,000.00	(7,855.00)	1.81%
8270100 · Finance/Late Fee Charges	96.74	500.00	(403.26)	19.35%
8310100 · CCS & Polaris Expenses	39,693.16	75,000.00	(35,306.84)	52.92%
8320100 · Network Expenses	16,495.74	30,000.00	(13,504.26)	54.99%
8330100 · OCLC Services (cataloging)	0.00	16,000.00	(16,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	5,912.50	78,500.00	(72,587.50)	7.53%
8420100 · Legal Services	2,937.50	4,700.00	(1,762.50)	62.5%
8430100 · Automation & Misc Consultants	600.00	20,000.00	(19,400.00)	3.0%
8440100 · In Service Honorarium	209.46	1,000.00	(790.54)	20.95%
8445100 · Payroll Processor Fees	13,783.24	0.00	13,783.24	100.0%
8510100 · Printing	15,882.47	30,000.00	(14,117.53)	52.94%
8530100 · Public Notices & Ads	0.00	3,000.00	(3,000.00)	0.0%
8540100 · Postage	4,725.48	15,000.00	(10,274.52)	31.5%
8550100 · Public Relations/Promotions	4,233.92	7,000.00	(2,766.08)	60.49%
8610100 · Electricity	10,298.14	25,000.00	(14,701.86)	41.19%

Statement of Revenues and Expenditures Budget vs. Actual

01/10/2019

July 1, 2018 - December 31, 2018 - Special Reserve Fund

Cash Basis

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	0.00	25,000.00	(25,000.00)	0.0%
6030200 · Interest Income - Spec Reserve	298.51	3,000.00	(2,701.49)	9.95%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	400,000.00	(400,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
Total Income	298.51	455,000.00	(454,701.49)	0.07%
Gross Profit	298.51	455,000.00	(454,701.49)	0.07%
Expense				
9050200 · Library District Act	0.00	150,000.00	(150,000.00)	0.0%
9060200 · Special Reserve Expenditures	0.00	225,000.00	(225,000.00)	0.0%
Total Expense	0.00	375,000.00	(375,000.00)	0.0%
Net Income	298.51	80,000.00	(79,701.49)	0.37%

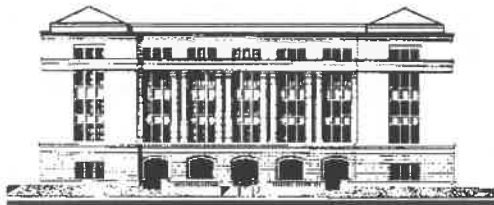
Statement of Revenues and Expenditures Budget vs. Actual

01/10/2019

July 1, 2018 - December 31, 2018 - Grant and Gift Fund

Cash Basis

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	90.53	2,500.00	(2,409.47)	3.62%
6070300 · General Fund Gifts	6,550.53	20,000.00	(13,449.47)	32.75%
6170300 · Per Capita Grant	52,528.75	67,628.00	(15,099.25)	77.67%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	59,169.81	140,128.00	(80,958.19)	42.23%
Gross Profit	59,169.81	140,128.00	(80,958.19)	42.23%
Expense				
8040300 · Operating Fund Gifts	13,034.15	420,000.00	(406,965.85)	3.1%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	7,666.16	0.00	7,666.16	100.0%
8800321 · Youth Materials - PER CAPITA	466.70	0.00	466.70	100.0%
8800331 · Staff Software - PER CAPITA	302.49	0.00	302.49	100.0%
8800333 · Computer Equipment - PER CAPITA	1,320.00	0.00	1,320.00	100.0%
8800300 · Per Capita Grant expense for FY - Other	411.76	32,628.34	(32,216.58)	1.26%
Total 8800300 · Per Capita Grant expense for FY	10,167.11	32,628.34	(22,461.23)	31.16%
9030300 · Misc Grants	0.00	25,000.00	(25,000.00)	0.0%
Total Expense	23,201.26	477,628.34	(454,427.08)	4.86%
Net Income	35,968.55	(337,500.34)	373,468.89	(10.66%)



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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

☐ By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: McHenry Public Library District

2. Library's control number: 30448 Branch number: 00

3. Contact information of person completing this grant application:

Preparer's name: Bill Edminster
(First name) (Last name)

Preparer's title: Assistant Director

Preparer's telephone number: (815) 385-0036

Preparer's email: bedminster@mchenrylibrary.org

4. **Population Served:** 42,023

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Library Board of the McHenry Public Library District (MPLD) adopted a reference services policy and a reader's advisory services policy this fiscal year.

MPLD Public Services Managers evaluate reference services on an annual basis. They will prepare an evaluation document for the Board to review annually. The MPLD Library Board will review the reference services policy biennially.

Most of the library staff members who are responsible for reader's advisory services in the Youth Services Department are involved in community organizations related to the age and grade level they specialize in. Adult Services staff members such as the Local History/Genealogy librarian are involved in community organizations but not to the same extent as Youth Services. Administration and the Adult Services Manager will work together to identify local community organizations, clubs, or councils that would support and enable community awareness and support the library's mission.

All other items on the Reference Services Checklist and the Reader's Advisory Services Checklist have been satisfied.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

We will create a new strategic plan during this calendar year. We will conduct a strategic planning retreat before the end of July 2019 and will use Chapter 7 on Planning as a checklist to ensure we are thorough. To prepare for this strategic planning, we will use Chapter 9 on Facilities to aid us in conducting a facilities review to prepare for strategic planning. A proposal that we will be considering as part of the strategic planning will be to set up a charitable foundation for the library. We will make use of Chapter 10 on Budgeting and Financial Management as well as Chapter 11 on Fundraising from the Trustee Facts File.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

Many Youth Services Staff attended the "Accessible to All: Serving Youth and Young Adults with Disabilities" provided by RAILS. Staff liked the idea of "This is my Library" social story idea because not only could it be used for patrons with special needs but also as a general introduction to the library for people of all ages. They also found many good ideas from the webinar about how to make programs more accommodating and are looking at appointing a staff member designated for special accommodations needed at programs, and how to make interactions at the Public Services desk more accessible for non-verbal patrons through creating choice cards that allow visual communication between staff and patron. Some staff also attended the "Autism 101" webinar and really took away the need for quiet space and using concrete language when communicating. Circulation staff attended the RAILS' "Beyond Assistive Technology" webinar to look for ways the checkout and returns procedures could be more friendly to those requiring additional assistance.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes ☐ No ☒
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

The library began displaying a Veterans' Honor Tree during the holiday season over a decade ago. The names of local veterans and current military service people are provided to the library by the community and then patrons create ornaments at the library with the veteran's name and branch of service. The ornaments are then placed on the tree for the month of December and then given to the veteran. Monthly the library hosts a community service project where patrons can work together on a project to benefit the community. TLS (Transitional Living Services) Veterans of McHenry, who provides services to veterans and their families, has been the recipient of many of these projects. We have put together Blessing Bags, Birthday Party in a Box kits, and homemade fleece blankets that have been distributed to veterans and the families through TLS. The Adult Services offers information on social service resources and referrals when those questions are asked of them. The library subscribes to Fold3 database which provides access to archived U.S. military records as well as photos and documents of people who served in the military. The database is available on site to anyone, whether or not they have a library card, and remotely to MPLD cardholders.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please ☒ Not at this time ☐

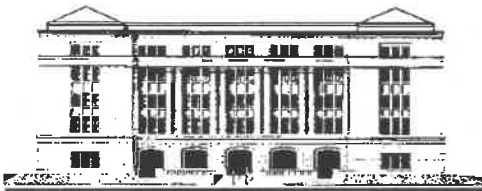
9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

Half the Per Capita money will go for technology purchases & the other half will be split between the Adult & Youth collections for print & audiovisual materials.

Money used for hardware, software, & connectivity helps us meet Technology Standards #11 & #12. We will add more telecommunications hardware & updated peripheral devices for staff & public computers.

Per Capita money helps us improve our technological services, resources, & access as part of our planning cycle, aiding us in meeting Technology Standard #14. We will purchase current, relevant software for security concerns to protect the integrity, safety, & security of our technology as directed by Technology Standard #15.

Grant money used for collections supports Collection Management & Resource Sharing Standard #12 as we purchase added copies & replacements of best sellers & popular materials. Per Capita money spent on Large Print books, closed-captioned DVDs, & audiobooks on CDs which helps us meet Collection Management & Resource Sharing Standard #7.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: McHenry Public Library District City: McHenry
Control Number: 30448 Branch Number: 00
Fiscal Year: 2017 Exact amount of Per Capita Grant received: \$32,628.34

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☒ **Materials** (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

\$16,197.43 of Per Capita Grant money was used to purchase print books, DVDs, and audiobooks on CDs for adult, teen, and junior patrons.

☐ **Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ **Personnel**

☒ **Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

\$5,398 of Per Capita Grant money was used to purchase hardware and software for network connectivity.

☐ **Continuing Education** (staff and/or board)

☐ **Supplies**

☒ **Equipment** (office equipment, computer software and hardware, etc.)

\$10,798 of Per Capita Grant money was used to purchase staff and public hardware and software.

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

McHenry Public Library District

LIBRARIAN'S REPORT

December 2018

Administration

- B. Edminster was elected President of the McHenry Area Character Counts! Coalition. The Coalition passed a dissolution resolution, 12/13. As part of the dissolution, it authorized paying the money in its checking account to an account administered by McHenry Officers Association Charitable Fund (MCPOA) that will take in money collection locally for St Baldricks. As President, Edminster will distribute the possessions of the Coalition and discard its papers.
- B. Edminster and L. Jakacki worked together on the Per Capita Grant Application.
- B. Edminster appeared as Santa in two holiday programs, 12/12, 12/19.
- Another Career Online High School student graduated bringing the total to five McHenry graduates. The student did not want to publicize the fact that he had not graduated before now so we will respect his wishes and not schedule a graduation ceremony for him. There is another candidate who should be graduating this spring.
- B. Edminster met with S. Claucherty, L. Jakacki, P. Strain, and K. Milfajt for their monthly sync-up meetings. His meeting with B. Majka had to be cancelled this month.
- B. Edminster led the Classic Book Discussion of *Young Lonigan* by James T. Farrell, 12/17.
- Trustee J. Fogleman completed all paperwork regarding being trustee candidate for MPLD – Scholtz submitted all paperwork to county for her to be on ballot.
- Scholtz completed RAILS membership data collection form (2019)

Adult Services

- A patron came in looking for documented proof for that a person he had been researching was his great grandfather. Thanks to our affiliation with FamilySearch, T. Hillier was able to find the probate record that listed the relative's children, some that the patron already knew about. The record not only confirmed the relation but also gave him names of some people that he was not previously aware of.
- When a patron share that they had film reels at home and wanted to convert them to DVD's A. Moreno looked up options for a film to DVD converters. They were happy to know that Walmart offers a Movie Film Transfer service and Amazon offered various converters.
- Variety is the spice of life at the Questions Desk. T. O'Toole assisted a patron who was looking for ornament ideas using her mother's old wedding gown. He also helped another patron search for reliable websites to find out what charities were rated as the "best" regarding how donations/money is allocated by the charity.
- A week after the Illinois Bicentennial Celebration, D. Gaudio had two different patrons comment on the program. One was impressed with the performers especially the music and Abe and Mary Todd Lincoln. The other patron liked the Lincolns and the pumpkin pie.
- E. Janas assisted a patron needing to make a copy of an 8.5x11 transferred onto an 11x17. We figured out a way by first placing the original on the top feeder horizontally, changing the paper size to 11x17, and then adjusting the zoom to 140. Since enlarging copies is frequently trial and error, other Public Service staff members are glad E. Janas shared her proven method with them.
- P. Strain curated the Mystery Book Discussion Group title list for the next six months. She also co- led the discussion of *A Christmas Guest* by Anne Perry.
- A patron was asking for computer help because the website that she was working on wouldn't accept her login information. After a while, and a few phone calls, we were able to get her into the website and get what she needed. While this is a pretty typical transaction for the Public Services staff, it was

interesting because the patron was surprised that we would help her (specifically that we would periodically check in to see how things were going and if she needed any additional help). She commented that she didn't know that you could come to the library and get computer help. She thought that we were just "the place with the books". Even though Z. Terrill had read in various journals that libraries are always working to update their image in their communities, he didn't think MPLD community still saw us in that archaic way. He was happy that we were open her eyes to all of the things that her library can offer her.

Building Services

- Started using Cintas for public/staff restroom and area cleaning as outsourced as well as replacing interior/exterior floor mats weekly – we will evaluate cleanliness/accountability/value relative to using our internal staff.
- Purchased used 2009 Ford F250, 4-wheel drive with V-plow/salt spreader from Buss Ford. We will have 2 vehicles now.
- Completed renovation work on IT area – paint, removal of old carpeting/install new, new baseboard (great job!!)
- Building Services had to deal with some emergencies – Com Ed power outage and resultant ballast/LED light problems, as well as assisting with fixing some water/drip problems in ceilings/AMH unit.

Circulation

- Circulation Staff attended Library In-service 12/7
- K. Voegtle began in Circulation as a Circulation Clerk 12/10
- B. Majka attended Manager's Meeting 12/11
- B. Majka attended Circ Advisory Meeting 12/14
- Note that our Polaris Circ system will be down 1/10-1/14 due to Morton Grove PL coming on-line via CCS. Circ and IT have made necessary preparations.

Human Resources

- xxx.

Public Relations

- The January/February *Preface* library newsletter was designed, printed and mailed to more than 21,000 households in our district on December 7.
- Helped with coordination and promotion of Bicentennial event on December 3, which drew a big crowd throughout the evening. Thanks for Mariann and Diane for all their hard work putting it together.
- Sent an e-newsletter to patrons on 12/14.
- (from November since my info didn't make it in last month) Promoted Half-Price Fines program, which took place 11/4-17.
- Promoted upcoming programs via our website, NW Herald's online calendar, social media and press releases, plus internal promotion.
- Updated website as needed.
- Attended staff in-service 12/7.
- Attended management team meeting 12/11.

Technical Services

- Circulation and Technical Services have tagged 2231 items for RFID, bringing our total up to 85% of the collection tagged.

- D. Lavin has begun entering the Polaris Serials Holdings Records for our magazine subscriptions into the CCS database.
- K. Milfajt participated in the MPLD Collection Development meeting, 12/4.
- K. Kimbrel, D. Lavin, K. Meadows, K. Walker and K. Milfajt participated in the MPLD In-Service training, 12/7.
- K. Walker assisted with the NaNoWriMo program, 12/10.
- K. Walker ran the MPLD Dungeons and Dragons program, 12/11.
- K. Milfajt participated in the MPLD Management Team Meeting, 12/11.
- K. Milfajt hosted and facilitated the CCS Acquisitions Technical Group meeting, 12/12.
- K. Milfajt met with B. Edminster to sync up and begin learning about what goes into the IPLAR report and Per Capita Grant, 12/20.

Technology

- IT resolved 37 tickets.
- Updates and room set-ups throughout the month.
- Scan Pro 2000 health check and updates on 12/5
- D. Grandon attended the In-Service on 12/7.
- D. Grandon attended the CCS IT Meeting at Northbrook Public Library on 12/18.
- CCB Network Assessment completed 12/18.
- Worked with Jansen Electronics to diagnose problem with security cameras.
- CCB and D. Grandon installed new UPS in both the MDF and IDF server rooms on 12/20 & 12/27 respectively.
- Scholtz contacted ATT, Comcast to see about T1/fiber lines.
- IT will be working with CCB to integrate Sonic Wall with both ATT/Comcast for failover and redundancy to produce a more robust network (wired and wireless)
- D. Grandon also supervised work with Eder Casella Tech for updating laptops, Chromebooks. They will be doing some other projects including new cash register
- D. Grandon is preparing detailed notes regarding accounts/passwords/configurations (we didn't have these before)

Youth Services

- We served 48 meals in December and had 78 kids & adults attend
- The Youth Services Department was the selected department to share their library story at the December InService Meeting. E. Andrews coordinated the creation of a Day in the Life video about the department that was well received by the rest of the library staff.
- E. Andrews and J. Einoris hosted the library's second set of sewing classes for tweens and teens. They classes have been popular with those wanting to learn how to sew.
- E. Andrews was selected to be a judge on the YASLA Writing Award Jury. This jury reviews articles written by library professionals to highlight services, trends and issues that are facing teens and libraries and selects the articles of highest quality for recognition.
- G. Doolan is the department liaison to the Sunshine Committee and helped put together the December Birthday celebrations
- Dancing Dinos?!? This action packed storytime was presented by J. Hume The kids really liked the stories and rhymes. It was cool to see the different age ranges all interacting and having a good time with their skirts and tap shoes and dino hats! They had a great time with the different activity stations at the second half as well, especially the sand dig stations.

- The library's annual Posada program was popular among our Hispanic patrons. M. Puga read Christmas stories and sang holiday songs with the children. The highlight of the program was Maria's handcrafted snowman piñata and the visit from Papa Noel.
- M. Cairo attended the ***Practical Library Services for Grade School Kids*** eCourse through ALA that focused on services, collections, and programs for patrons in grade K-3. While Mariann has been focused on the group for many years it was good to have a refresher and learn some new tips and tricks to keep the kids engaged with the library.
- Youth Services Department helped co-host Illinois' 200th Birthday Celebration on December 3. M. Cairo booked a wonderful Lincoln Impersonator, the McHenry Conversation District, and the McHenry Historical society as the evening's activities. Patrons also enjoyed pumpkin pie (the IL State pie) and creating log cabins from pretzels.

Statistics and Highlights Narrative

Legend – ABk – Adult Books; JBk – Children's Books; PBk – Paperback Books; AudBk – Audio books; JAudBk – Children's Audio books; ILL – Interlibrary loan; Vid/DVD – Videos/DVDs; JVid/DVD – Children's Videos/DVDs; Oth - Other

The TS Dept. added (-7) items, withdrew (-60%) and (-78%) mends; items processed (even) compared with Dec. 2018. Overall circulation increased by (+13%) from Dec. 2018 but we were open 2 days more than last year (25 compared to 23 days). All areas except JBooks, Ad Video/DVD, JVideo/DVD decreased (+5%, +47%, +45%, respectively). Both ILL as borrower and lender were down (-21%, -31%, respectively). Circulation was 42,309 compared to 34,958 last Dec. (+21); ave. circ. 1692 per day. Renewals accounted for 16,917 (40% of Circulation were holds/automatic holds). Genealogy material use was up (+50%). I'm not sure what is going on with our gate count – last year our count was 10,827 – this year it was about 10,365 (-4%) but the security gate count was much lower @ 6164, so it may be malfunctioning.

Also our eMagazine/Zinio was at (+125%) with Hoopla up (+22%) and database use up (+17%). Simple scan use was down a bit (-13%) and we are not counting wif-fi use at this time due to the ULA page not coming up. Our wif-fi service has been on/off at times and we must get that repaired to be reliable as we need to make our entire network more redundant and robust. Internal PC use declined (-2%) overall. Program attendance was up (+14%) with adult (+31%) and YS (-10%).

Upcoming Events and Projects

- Online catalog down 1/10-14 so CCS can add Morton Grove to our consortium.
- McHenry Area Chamber Business Expo 3/9.
- AARP Tax Aide program (using our Conference Room) begins 2/5 and runs through 4/11.
- Jan. 21 is deadline for *Preface* content for March/April/May issue.
- 2/22, 9 a.m. – 1 p.m. next staff in-service.
- IT picks new furniture for IT room
- HR/Maintenance advertises and hires/trains new FT Custodial position
- Outsourcing various IT projects to CCB/Eder Casella Tech and/or hiring IT position
- Strategic planning sessions for board, managers and staff (FY2019-2022)

McHenry Public Library District Reference and Reader's Advisory Policy

McHenry Public Library District welcomes and encourages all patrons to use its services and facilities. Reference and reader's advisory service is a primary function of the McHenry Public Library District. This policy is designed to ensure that all patrons receive the highest possible level of service.

Goal

The goal of reference and reader's advisory service is to provide accurate, timely answers to patron questions by trained staff members during all hours that the McHenry Public Library is open.

Providing Service

McHenry Public Library District provides reference and readers' advisory assistance to any patron requesting it, regardless of residency. Patrons may receive service in person, by telephone or electronically. Reference and reader's advisory services are offered by staff in our building as well as through community outreach and school visits.

Requests are handled in the order staff receive them. Priority of service is given to patrons on-site. When other patrons are waiting, staff may have to limit the initial amount of time spent serving an individual patron but follow-up attention will be given. Questions received via telephone, email or other electronic means will be answered in a timely manner.

McHenry Public Library District staff strives to provide complete, accurate answers to all questions. Simple requests are usually answered fully and quickly. Complex questions may require follow up at a later time or an appointment for individual assistance. When questions cannot be answered fully with the available resources, staff provides referrals to experts, organizations, and other authorities.

Reference

When answering patron questions, reference staff will cite the resource(s) being used. The producers of that resource, not the library itself, are responsible for the resource's accuracy.

McHenry Public Library District staff provides instruction in effective use of resources which may include individual instruction, the creation of guides and instruction sheets, or assistance through tours and group presentations.

McHenry Public Library District staff may assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials and guides, or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.

Reader's Advisory

McHenry Public Library District staff promotes and encourages recreational reading by offering advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres.

McHenry Public Library District staff responds to the recreational reading tastes of individual readers by using the resources of the library to link readers and books. The reading tastes of library patrons are taken seriously and without judgment. Library staff will suggest materials without personal bias.

Staff is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.

In order to satisfy the informational and recreational needs of McHenry Public Library District patrons, library staff maintains a well-rounded collection of both fiction and nonfiction titles.

Ethics and Standards

The needs of library patrons are treated with respect. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context. Staff does not discriminate based on age, gender, race, sexual preference, disability, or appearance in providing reference or reader's advisory services. Service is provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics, and copyright law.

Limitations

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest.

The staff may not:

- evaluate or interpret the information provided
- define the meaning of terms
- offer investment advice
- select income tax forms
- serve as a surrogate for a professional in any of the fields listed above
- critique or edit patron documents
- complete forms for patrons
- attempt to fix patrons' personal devices

If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with his or her professional from the above listed fields for additional information or advice.

The following services are restricted to McHenry Public Library District cardholders:

- Remote access to databases
- Museum passes
- Electronic equipment
- Electronic resources

- Interlibrary Loan requests outside the CCS consortium holdings

Most other services are available to non-card holders. Available services are subject to change.

There and back again by way of wonderful books



Shaw Media file photo

Jacques Nuzzo and Jane Seitz of the Illinois Raptor Center show off Phoenix, a golden eagle, at the Prairieview Education Center in Crystal Lake.

Eagle-viewing event to be held along Fox River

SUBMITTED REPORT

Representatives from the U.S. Fish and Wildlife Service, Friends of Hackmatack Wildlife Refuge, Illinois Department of Natural Resources and McHenry County Audubon Society will be on hand from 8 to 10 a.m. Jan. 12 to help people search for eagles at three locations along the Fox River: the McHenry, Algonquin and Carpentersville dams.

They also will be at a spot on Fontana Beach along Geneva Lake in Wisconsin.

Volunteers will have scopes and binoculars available for use at each location, along with guided activities for children. Maps to the locations are available at www.MCCDistrict.org.

The second part of the day's event, Eagles of Illinois presented by the Illinois Raptor Center and sponsored by the U.S. Fish and Wildlife Service, is scheduled from 11 a.m. to 12:30 p.m. at the Prairieview Education Center in Crystal Lake, where attendees can see a bald eagle and golden eagle up close.

Participants also will see other birds of prey that are commonly misidentified as eagles.

The program is free, but space is limited and registration is required. To register, visit www.MCCDistrict.org and search for Eagles of Illinois, or register by calling 815-479-5779.

VIEWS

Joan Oliver

There's an art to setting goals. The trick is to make the goal a little bit of a stretch, but not so unrealistic as to be out of reach.

After reading 40 books last year, I thought about setting that as this year's goal. However, my mother's condition was worsening, and my responsibilities had multiplied. I also had the enthusiasm of a new endeavor fueling my rush to complete book after book last year.

No, I would need to temper my expectations, so I set a more modest goal of 25 books. I will finish the year having read 30, since I just finished "When Women Were Birds" by Terry Tempest Williams.

The goal was in jeopardy in April, when my mother died. I was reading "The Martian" by Andy Weir at the time. I would sit near the window of my mother's hospice room and be transported to the surface of Mars. Fitting, since that whole time was a bit surreal. As gripping as that storyline is, it was no match for the rush of activities that required my attention after my mother's death. Alas, when I went back to finish "The Martian," my e-library loan had expired. When I went to check it out again, it was unavailable.

So it was off to another book until I could return to "The Martian." It was worth the wait — so much so that I also read "Artemis," also by Weir. (I'd recommend both.) Despite that little glitch, I have to say I'm so grateful for the ability to check out e-books using my McHenry Public Library card. Using the app Libby (as well as Overdrive), I have free access to hundreds of books. Convenient and cost-effective.

As usual, my reading tastes run the gamut. I suppose it's not surprising I lean more toward nonfiction, with a heavy emphasis on memoir. After all, I love stories about people.

One of my favorite books this year was "Happiness is a Choice You Make" by John

Leland. A New York Times reporter, Leland spent a year interviewing a set of New Yorkers who were among the "oldest of the old" to get their thoughts about aging and life. One might think that would be depressing, but I found it life-affirming. Some of Leland's subjects were real characters.

In memoir, I found "Educated" by Tara Westover to be worthy of its place on the best-seller lists. It's a challenging book — one that caused me to ponder how hard running against one's family expectations can be, as well as how much we absorb from our upbringing before we are even aware of it.

Likewise, "The Girl Who Smiled Beads" by Clemantine Wamriya offers an account of a young girl who survived the terrible genocide in Rwanda by becoming a refugee and eventually coming to the U.S. It's not a standard rags-to-riches tale.

In fiction, I finally got around to reading "Ready Player One" by Ernest Cline. Yes, it's technically meant for young adults, but I loved it. Anyone who grew up in the 1980s should get a kick out of all the pop culture references.

Another excellent piece of historical fiction was "We Were the Lucky Ones" by Georgia Hunter. It's based on her family, who lived in Poland and whose members were separated during World War II and used a number of methods to survive. I found it riveting.

"The Year of No Clutter" by Eve Schaub combined my interests in memoir along with decluttering. "American Fire" by Monica Hesse was a bit of true crime that allowed me to indulge in some of the knowledge I acquired as the wife of a former firefighter.

Hopefully, you had a fascinating year of reading, too. Here's to another one in 2019.

Who knows where our books will take us?

Joan Oliver is the former Northwest Herald assistant news editor. She has been associated with the Northwest Herald since 1990. She can be reached at jolivercolumn@gmail.com.

WHERE IT'S AT

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ON THE COVER

Cary-Grove celebrates its 35-13 win over Crete-Monee in the Class 6A state championship Nov. 24 at Memorial Stadium at the University of Illinois in Champaign.

See stories on pages B2-4.

Matthew Apgar file photo — mapgar@shawmedia.com

CORRECTIONS & CLARIFICATIONS

Accuracy is important to the Northwest Herald, and we want to correct

COMMUNITY CALENDAR

Jan. 9

- 9:30 to 10 a.m. – **Little Ones Storytime**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. From birth to age 3, with caregiver. Information: 815-459-1687 or www.clpl.org.
- 9:30 to 10 a.m. – **Preschool STEM Storytime**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For ages 3 and 4. Information: 815-459-1687 or www.clpl.org.
- 10 to 11 a.m. – **Bluestem Readers**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Homeschool students in grades 3-5 are welcome to join us at the library every week to read books on the 2019 Bluestem Reader's Choice list together. Discussions will include activities to enhance the stories. To register, call 815-943-4671 and ask for Karen. Free.
- 10 a.m. to 1 p.m. – **Restoration Workday**, Wolf Oak Woods, 9100 Route 120,

Woodstock. Volunteers will work alongside land stewardship volunteers to restore the site. Land restoration involves hauling and burning brush on the site and removing invasive species. Free. Information: 815-337-9502 or gmaki@conservemc.org.

• 11:30 a.m. – **McHenry Senior Citizens Club's Lunch Bunch**, Green Street Café, 1219 N. Green St., McHenry. Due to the holiday, the group will meet on the second Wednesday instead of the first. Call Carole for reservations or questions. Information: 815-578-1224.

• 2:30 to 3 p.m. – **Panera Storytime**, Panera Bread, 6000 Route 14, Crystal Lake. Enjoy a cozy cookies-and-milk storytime with the Crystal Lake Public Library at Panera. From birth to age 5, with caregiver. Registration required. Give the library 24 hours notice if you can't attend. [tab]Free. Information: 815-459-1687 or www.clpl.org.

• 4 to 4:45 p.m. – **Hands on STEM: Math Mania**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For children in kindergarten to grade 2. Explore math and play games. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 4:30 to 5:30 p.m. – **STEM Me a Story**, McHenry Public Library, 809 Front St.,

McHenry. Experience the story and then enjoy a hands-on STEM activity that relates to the story. This month we will be reading "The Day You Begin" by Jacqueline Woodson. For children in kindergarten to grade 1. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8 p.m. – **All Things British**, Cary Public Library, 1606 Three Oaks Road, Cary. Ever wondered why the British flag is referred to as "The Union Jack"? Do you know why the Queen "reigns" but doesn't "rule"? These questions and more will be answered by London tour guide John Gowing. Registration required. Free. Information: 847-639-4210 or www.caryarealibrary.info.

• 7 to 8:30 p.m. – **DIY Bullet Journaling**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Learn how to use bullet journaling for planning and organizing. Journals will be provided. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

Have an event to share? Submit your information online at PlanItNorthwest.com. Photos may be emailed to neighbors@nwherald.com.

brick, cedar, fir and plastic for a varied look. One of the beds will be wheel-chair accessible. Each bed will contain a variety of crops that will be rotated each year. The vegetables and herbs will be tended by future horticulture classes and the produce could potentially be used by the MCC Culinary program and the college's Food Services Department.

COMMUNITY CALENDAR

Dec. 12

• 9 a.m. to noon – **Strategic Planning: The Fundamentals-Nonprofit Workshop**, Volunteer Center McHenry County, 620 Dakota St., Crystal Lake. Offered in partnership with Northern Illinois University. A guided tour of the practical techniques and fundamental components of a successful strategic planning process. Topics: stakeholder input, environmental scanning, SWOT analysis, prioritization, and implementation. Cost: \$24-\$59. Information: 815-344-4483 or kelsey@volunteercentermchenrycounty.org.

• 10 a.m. to 1 p.m. – **Restoration Workday**, Wolf Oak Woods, 9030 Route 120, Woodstock. Free. Information: 815-337-9502 or gmaki@conservemc.org.

• 10 to 10:45 a.m. – **Jingle Bell Rock'n Read**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For pre-schoolers. CLPL cardholders only. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 1 p.m. to 2 p.m. – **Half-Day Hangout**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Registration required. Grades 6-12. Free. Information: 815-943-4671.

• 1 to 4 p.m. – **Christmas Display & Quilt Show**, McHenry County Historical Society, 6422 Main St., Union. A one-of-a-kind Christmas display featuring a re-created a Sears' catalog display from 1969 featuring vintage outdoor decorations, a collection of World War II Christmas posters, rocking horses and quilts through Jan. 4. Cost: \$3-\$5. Information: 815-923-2267 or www.gothistory.org.

• 3:30 to 4:30 p.m. – **Teen Advisory Group**, McHenry Public Library, 809 Front St., McHenry. Grades 6-12. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 4:30 to 5:30 p.m. – **STEM Me a Story**, McHenry Public Library, 809 Front St., McHenry. "Lucy and the String" by Vanessa Roeder. For children in kindergarten to first grade. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6:30 to 8 p.m. – **How To Pay For College Without Going Broke**, Cary Public Library, 1606 Three Oaks Road, Cary. Students and parents welcome. Presented by My College Planning Team. Registration required. Free. Information: 847-639-4210 or www.caryarealibrary.info.

• 7 to 8 p.m. – **Community-owned Broadband Discussion**, Nippersink District Library, 5418 Hill Road, Richmond. IFMC is a volunteer community interest group. Free. Information: 815-575-8118, david@ifmc.co or www.ifmc.co.

McHenry County

Festival of the Sugar Maples Field Study signup ongoing

McHenry County Conservation District is offering free field studies to elementary schools within McHenry County and public tours for the annual Festival of the Sugar Maples at Coral Woods Conservation Area, 7400 Somerset Drive, Marengo.

Signup is underway. Teachers should call 815-479-5779 to book their outing. Field studies are for students in kindergarten to fifth grade and are offered March 5-8 and 12-14. Students will learn the history of maple sugaring and see how the sap collection process has evolved to modern-day techniques. They also will get to visit the evaporator house and to watch the sap as it is transformed into syrup.

Finally, everyone gets a taste of pure Coral Woods maple syrup before they leave. The entire length of the field study is held outdoors, lasts about an hour and travels along a one-mile stretch of a wooded nature trail.

Free public tours are offered weekends from 10 a.m. to 3 p.m. March 2-3 and 9-10. For information, call 815-479-5779 or visit www.mccdDistrict.org.

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COMMUNITY CALENDAR

Dec. 11

• 7:30 to 9 a.m. – **Legislators Meet & Greet**, Park Place Banquets, 406 W. Woodstock St., Crystal Lake. Meet & Greet with Illinois State Sens. Don DeWitte and Craig Wilcox, Illinois State Rep. Allen Skillicorn and Illinois State Rep. Tom Weber. Information: 815-459-1300.

• 8 to 9 a.m. – **Mindfulness for Mental Health**, NAMI McHenry County, 620 Dakota St., Crystal Lake. Free. Information: 815-308-0851 or pseyler@namimchenrycounty.org.

• 9 to 10 a.m. – **Chair Yoga**, NAMI McHenry County, 620 Dakota St., Crystal Lake. No experience necessary. Free. Information: 815-308-0851 or http://namimchenrycounty.org.

• 9 a.m. to 12:30 p.m. – **Crystal Lake Cribbage Club's Cribbage on Tuesday Mornings**, Barnes & Noble Bookstore, 5380 Route 14, Crystal Lake. Fee: \$5. Information: 815-568-0494 or urbandonaldg@gmail.com.

• 10:30 to 11 a.m. – **Holiday Baby Art: Footprint Snowmen**, McHenry Public Library, 809 Front St., McHenry. Ages 18 months and younger with adult. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 3 to 4:30 p.m. – **Bullet Journaling for Beginners**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 5:30 to 7 p.m. – **Game On!**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Grades 6-12. Registration required. Free. Information: 815-943-4671.

• 5:30 to 8:30 p.m. – **Dungeons and Dragons**, McHenry Public Library, 809 Front St., McHenry. Ages 11-20. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6 to 7 p.m. – **Microsoft PowerPoint Basics Class**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Registration is required. Free. Registration: 815-943-4671.

• 7 p.m. – **Women's Christian 12-Step**, Willow Crystal Lake, 100 S. Main St., Crystal Lake. Free. Information: 224-512-1287.

• 7 to 8 p.m. – **Student Loan Repayment Challenges**, Woodstock Public Library, 414 W. Judd St., Woodstock. Registration required. Information: www.woodstockpubliclibrary.org.

• 7 to 8 p.m. – **"The Six Wives of Henry the VIII,"** McHenry Public Library, 809 Front St., McHenry. Presented by Martina Mathisen of Edu-tainment. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:15 p.m. – **Men's Christian 12-Step Support Group**, Willow Crystal Lake, 100 S. Main St., Crystal Lake. Free. Information: 224-512-1287 or dcollings@willowcreek.org.

• 7 to 8:30 p.m. – **Adult Anime Club**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Theme: Holiday. Free. Information: 815-459-1687 or www.clpl.org.



GINGERBREAD REPLICA – Staff and residents at Three Oaks Assisted Living in Cary helped build and decorate gingerbread house in on display in the lobby through the holidays. Three Oaks is at 1055 Silver Lake Road in Cary.

COMMUNITY CALENDAR

Dec. 13

• 7:30 to 8:45 a.m. – **Crystal Clear Toastmasters**, Panera Bread, 6000 Route 14, Crystal Lake. Become a better speaker. Guests always welcome. Information: 815-355-1650 or www.crystalcleartoastmasters.org.

• 10 to 10:45 a.m. – **Jingle Bell Rock'n Read**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For pre-schoolers. CLPL cardholders only. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 10 to 11 a.m. – **Holiday Preschool Art: Make a Winter Candle**, McHenry Public Library, 809 Front St., McHenry. Take a white candle and use wax paper and a design made by you to transfer it onto the candle. For ages 3-6 with adult. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 1 to 4 p.m. – **Christmas Display & Quilt Show**, McHenry County Historical Society, 6422 Main St., Union. A one-of-a-kind Christmas display featuring a re-created a Sears' catalog display from 1969 featuring vintage outdoor decorations, a collection of World War II Christmas posters, rocking horses and quilts through Jan. 4. Cost: \$3-\$5. Information: 815-923-2267 or www.gothistory.org.

• 6 to 7 p.m. – **Finals Cram Session**, McHenry Public Library, 809 Front St., McHenry. A quiet place to study and enjoy some

coffee or tea, enjoy games and pizza. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6 to 7 p.m. – **Spanish Conversation Group**, Woodstock Public Library, 414 W. Judd St., Woodstock. Come practice conversational Spanish with friendly people. All levels of fluency are welcome. Information: 815-338-0542 or www.woodstockpubliclibrary.org.

• 6:30 to 8 p.m. – **WOW (Women of Wonder) Group Meeting**, Unity Spiritual Center of Woodstock, 225 W. Calhoun St., Woodstock. This group is dedicated to nurturing women's friendships and exploring positive experiences that will grow us. It meets the second Thursday of every month. Free. Information: 815-814-9014 or gbrooks@theoakgroup.net.

• 7 to 8:30 p.m. – **Teen Anime Club**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 6-12. Drop-in. Free. Information: 815-459-1687 or www.clpl.org.

• 7:30 to 9 p.m. – **Blue Christmas Service**, First Congregational Church of Crystal Lake, 461 Pierson St., Crystal Lake. If you find that this holiday season does not carry with it glad tidings and good cheer, come for a service of music, spoken word, candle lighting and remembrance. Warm cider and cookies will be served after the service. Free. Information: Lisa Solarz, 815-459-6010 or lisa@fcc-cl.org.

Have an event to share? Submit your information online at PlanItNorthwest.com. Photos may be emailed to neighbors@nwherald.com.



tan Ministry, Lions
President Randy
Funk and Edith
Cowlin with Good
Samaritan Ministry.

COMMUNITY CALENDAR

Dec. 17

• 3:45 to 5:15 p.m. – **Drop-in Crafts**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For children in kindergarten to third grade. Free. Information: 815-459-1687 or www.clpl.org.

• 4 to 5 p.m. – **Coder's Cafe**, McHenry Public Library, 809 Front St., McHenry. For grades 5-12. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 4:30 p.m. – **Type II Diabetes Education Overview**, McHenry County Department of Health, 2200 N. Seminary Ave., Woodstock.

Come to an overview. Class starts mid-January and will meet Tuesdays or Thursdays at MCDH. Registration for the overview session and the class is available online at www.mcdh.info or call Carol at 815-334-4580. Class size is limited. Free. Information: 815-334-4580 or cawaggoner@mchenrycountyil.gov.

• 5:30 to 6:30 p.m. – **Blue Star Parents United Meeting**, TLS Veterans, 5330 W. Elm St., McHenry. Meets the first and third Monday of every month. Relaxed atmosphere for any mother or father with active duty children serving in any branch of the U.S. military. Information: Ruth at 815-679-6667 or rmatousek@tlsveterans.org.

• 6 to 8 p.m. – **Movie Night: "Crazy Rich Asians"**, Harvard Diggins Library, 900 E. McKinley St., Harvard. "Crazy Rich Asians" is based on the book by Kevin Kwan. Rated PG-13 for some suggestive content and language. Bring your own dinner or snacks

to the movie. Doors open at 5:45 p.m. for seating. Free. Information: 815-943-4671.

• 6 to 8:30 p.m. – **Finals Study Space and Therapy Dogs**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Study alone or work with a group. Snacks provided. For grades 6-12. Drop-in. Free. Information: 815-459-1687 or www.clpl.org.

• 7 to 8:30 p.m. – **Classic Literature Book Discussion Group**, McHenry Public Library, 809 Front St., McHenry. "Young Lonigan" by James T. Farrell. This is Volume 1 of the Studs Lonigan Trilogy. For ages 18 and older. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

*Have an event to share?
Submit your information online
at PlanitNorthwest.com.
Photos may be emailed
to neighbors@nwherald.com.*

COMMUNITY CALENDAR

Jan. 10

• 9:30 to 10 a.m. – **Big Kid Storytime**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For ages 4 and older. Information: 815-459-1687 or www.clpl.org.

• 4 to 5 p.m. – **Hands on STEM: Math Mania**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Children in Grades 3-5 can have fun exploring math and playing games. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 4:15 to 5:15 p.m. – **Reading Without Walls Book Discussion Group**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For grades 4-6. Participants will choose a book about someone who doesn't live like we do

and then meet each week to discuss the book and share snacks. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 6 to 7 p.m. – **Spanish Conversation Group**, Woodstock Public Library, 414 W. Judd St., Woodstock. Come practice conversational Spanish with friendly people. All levels of fluency are welcome. Information: Call or text Jose at 815-261-8025.

• 6 to 7 p.m. – **Study Cafe**, McHenry Public Library, 809 Front St., McHenry. Drop in with friends. Grades 6-12. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6:30 to 8 p.m. – **WOW (Women of Wonder) Group Meeting**, Unity Spiritual Center of Woodstock, 225 W. Calhoun St., Woodstock. This group is dedicated to nurturing women's friendships and exploring positive experiences that will grow us. It meets the second Thursday of every month. Free. Information: 815-814-9014 or gbrooks@theoakgroup.net.

• 6:30 to 7 p.m. – **Drop-in Spanish Storytime**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Join us as we share

stories, songs and Spanish culture. Open to beginners and Spanish speakers. Program will be offered only in January and will return in June. All ages with caregiver. Drop-in. Information: 815-459-1687 or www.clpl.org.

• 7 to 8 p.m. – **Murder & Mayhem Book Club**, Woodstock Public Library, 414 W. Judd St., Woodstock. The library's longest running book club meets the second Thursday of the month. Group members read two to three mysteries on a certain theme a month. No registration required. Information: 815-338-0542 or www.woodstockpubliclibrary.org.

• 7 to 8:30 p.m. – **Teen Anime Club**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 6-12. Drop-in. Teen anime fans are invited to gather with friends to watch anime, share opinions and enjoy treats. Free. Information: 815-459-1687 or www.clpl.org.

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information online at PlanitNorthwest.com.
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Richmond Garden Club decorate the planters in town for the holiday season. Pictured (from left) are Margot Foley, Vicki Skala, Sandra Mahoney and

• Continued from page 10

• 1 to 4 p.m. – **Rock Around the Quilted Tree Contest and Show**, McHenry County Historical Society Museum, 6422 Main St., Union. Featuring a month-long quilt contest. This year's Rock Around the Quilted Tree theme is "Silver and Gold." Show hours are 1 to 4 p.m. Tuesday through Friday; closed Dec. 24-25, Dec. 31 and Jan. 1. Regular museum admission of \$5 adults and \$3 seniors and students applies. Information: 815-923-2267 or www.gothistory.org.

• 7 p.m. – **The Stage Leftovers**, Stage Left Café, 125 W. Van Buren St., Woodstock. An eclectic variety of lively music by an eight-member band. Cost: \$5 suggested donation. Information: 815-338-5300 or <https://www.woodstockoperahouse.com>.

Dec. 27

• 7:30 to 8:45 a.m. – **Crystal Clear Toastmasters**, Panera Bread, 6000 Route 14, Crystal Lake. Become a better public speaker. Guests welcome. Information: www.crystalcleart Toastmasters.org.

• 9:30 a.m. – **Drop-In Tot Open Gym**, Grand Oaks Gym, 1401 W. Route 176, Crystal Lake. Cost: \$5. Information: www.crystal-lakeparks.org.

• 10 a.m. to noon – **Building with Cups**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Build with Solo cups. Preschool to sixth grade. Free. Information: 815-459-1687 or www.clpl.org.

• 1:30 to 2:30 p.m. – **"Survivor" Family Game Show**, McHenry Public Library, 809 Front St., McHenry. "Survivor" meets "Gilligan's Island" in this family event that combines silly challenges along with audience participation and popular TV show themes to see who the ultimate survivor is.

Audience decides the winner. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 2 to 3:30 p.m. – **Canvas & Cookies**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Supplies provided. Grades 6-12. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 3:30 to 5 p.m. – **Game On! for Tweens**, McHenry Public Library, 809 Front St., McHenry. A fun afternoon of games featuring new Nintendo Switch and Xbox One, board games and puzzles. For grades 4-8. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 5 p.m. – **Type II Diabetes Education Overview**, McHenry County Department of Health, 2200 N. Seminary Ave., Woodstock. Come to an overview. Class starts mid-January and will meet on Tuesdays or Thursdays at MCDH. Registration for the overview session and the class is available online or by calling. Class size is limited. Free. Information: Carol, 815-334-4580, cawaggoner@mchenrycountyil.gov, or www.mcdh.info.

• 6 to 7 p.m. – **Spanish Conversation Group**, Woodstock Public Library, 414 W. Judd St., Woodstock. Come practice conversational Spanish with friendly people. All levels of fluency are welcome. Information: 815-338-0542 or www.woodstockpubliclibrary.org.

• 7 to 8 p.m. – **Anime & Manga Club**, McHenry Public Library, 809 Front St., McHenry. Fans of Anime and Manga can get together to talk about their favorite manga, watch anime and enjoy other fun activities. For grade 6 and up. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

Dec. 28

• 10 to 11 a.m. – **Memory Café**, McHenry

Senior Services, 3519 N. Richmond Road, McHenry. Memory Café is a free support group for people with memory issues and their caregivers. It meets on the fourth Friday of each month. Free. RSVP to Lois Fox, 815-382-0464 or seniorsitter@hotmail.com.

• 11 a.m. to noon – **Nearly New Year's Party**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Celebrate the arrival of 2019. Program for ages 4-8 features crafts, games and a countdown. CLPL cardholders only. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 2 to 5 p.m. – **Expressive Arts Open Studio**, NAMI McHenry County, 620 Dakota St., Crystal Lake. This new, free program provides participants with a safe space to freely express themselves through the visual arts and creative writing. Free. Information: 815-308-0851, pseyler@namimchenrycounty.org or <http://namimchenrycounty.org>.

• 2 to 4:30 p.m. – **"Fantastic Beasts" Party**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Watch the first movie "Fantastic Beasts and Where to Find Them" (PG-13) and make felt house banners. Snacks provided. Grades 6-12. Drop-in. Free. Information: 815-459-1687 or www.clpl.evanced.org.

• 2:30 to 4:30 p.m. – **Community Service Project: Make a Snuffle Mat for a Dog**, McHenry Public Library, 809 Front St., McHenry. An activity for pets in need. All ages. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:30 p.m. – **"A Christmas Carol: A Holiday Pantomime"**, Raue Center for the Arts, 26 N. Williams St., Crystal Lake. An interactive and fun holiday experience. Cost: \$6-15. Student tickets available via the box office. Information: 815-356-9212 or www.rauecenter.org.

HUNTLEY

\$12.9M bond issuance for library expansion set to appear on ballot

By **DREW ZIMMERMAN**
dzimmerman@shawmedia.com

A proposal to issue \$12.9 million in bonds to build an estimated 17,000-square-foot expansion and remodel of the Huntley Area Public Library will appear on the ballot during April's consolidated election.

If a majority of voters are in favor of the measure, which unanimously was approved by the library district's board Thursday, the bonds would retire in 20 years. Estimated annual property tax increases from the bond issuance would range from \$42.23 for the owner of a \$175,000 home to \$75.86 for the owner of a \$300,000 home, according to district documents.

Huntley resident Chris Yaeger said during the public comment portion of the meeting that with the state of Illinois' declining population, \$130 billion pension debt and talks of gas and



The Huntley Area Public Library District board reviews agenda items during a special meeting Thursday.

property tax increases, he doesn't agree with issuing bonds and potentially creating a greater tax burden for residents.

"I don't feel it's something that is needed, and quite frankly, [it's] a waste of money," Yaeger said.

Drew Zimmerman - dzimmerman@shawmedia.com

He also questioned the need for an expansion when use of libraries is declining.

Library director Frank Novak said it might appear that library use is on the downturn under traditional measurements, but digital services and new technology have changed

the way people interact with their local libraries.

"I think things have shifted over time in how the library has been used by the public," Novak said. "So when you go back and look at those traditional measurements, it looks like utilization is down, but when you come in here after school, it's busy, and it's being used."

The \$12.8 million construction costs for the estimated 31,800-square-foot design puts the cost per square foot at about \$366, according to a draft plan for the project.

Novak said some might see about \$125 a square foot as an average cost, but the project's price factors in future increases in bond costs, the addition of furniture and prevailing wage costs. He said the library outgrew its current space when it was built in the late 1990s, as it preceded an influx in commercial development.

Cary Park District to host preschool open house

SUBMITTED REPORT

Preschool registration is open for the 2019-20 school year at the Cary Park District.

The Cary Park District is hosting a preschool preview from 5:30 to 7 p.m. Wednesday at the Cary Park District Preschool, 1180 Silver Lake Road, Cary. During the open house, visitors can meet the teachers, tour the classrooms and receive program and registration information.

The preschool aims to create a positive, sensitive and responsive environment to

help children feel valued and grow with each learning experience.

Through developmentally appropriate activities, teachers foster physical, emotional, social and cognitive growth while promoting a lifetime love of learning. Teachers have obtained college degrees and are qualified in early childhood development. They also attend conferences, seminars and training to stay current with issues in early childhood education, health and safety.

Programs offered during the 2019-20 school year will include morning classes for

3- to 5-year-olds. Resident registration begins Jan. 21 and nonresident registration will begin Feb. 4.

Registration will be at the Cary Park District Community Center, 255 Briargate Road. Residents must bring a copy of their child's birth certificate and a \$50 nonrefundable registration fee. A multiple child discount is available. All children must be completely toilet trained.

For information, visit www.carypark.com or call preschool Director Nancy Herberster at 847-639-7448.

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ON THE COVER

McHenry County Board Chairman Jack Franks delivers the State of the County address Thursday at the McHenry County Administration Building in Woodstock.

See story on page A3.

Photo by Matthew Apgar - mapgar@shawmedia.com

CORRECTIONS & CLARIFICATIONS

Accuracy is important to the Northwest Herald, and we want to correct mistakes promptly. Please call errors to our attention by phone,