

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

**Tuesday, December 17, 2019
McHenry County Club Conference Room 7:30pm (directly after
Board Holiday Dinner)**

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**

TREASURER'S REPORT – Margaret Carey, Treasurer
Monthly Financial Statements and Interim Check Report through
November 30, 2019 + December 2019 late bills and Bill Reports for
November/December 2019
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports

VII. COMMUNICATIONS

VIII. LIBRARIAN'S REPORT

IX. EXECUTIVE SESSION

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

X. OLD BUSINESS

1. Update on 2 projects: Sanitary sewer/manhole project

X. NEW BUSINESS

1. Discussion about succession planning for key positions.
2. Trustee Facts File Summary for 2020 Per Capita Grant: "The Board of Trustees shall review chapter 11-14 and all appendices of the Trustee Facts File." Summary provided.

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

XII. ADJOURNMENT

*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

November 30, 2019

McHenry Public Library District
Balance Sheet
As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General - First Midwest	395,385.34
1060200 · MM - Spec Reserve-First Midwest	1,845,324.06
1060300 · MM - Grant & Gift-First Midwest	438,637.47
Total 1060 · First Midwest Bank-Money Market	2,679,346.87
1070100 · HSA/Building - First Midwest	199,190.75
1615100 · General Account - First Midwest	70,044.67
1625100 · Payroll Account - First Midwest	244,767.92
1635100 · Imprest Account - First Midwest	2,501.52
Total Checking/Savings	3,195,851.73
Other Current Assets	
1005100 · Petty Cash	800.00
1500200 · Due from General Fund	550,000.00
Total Other Current Assets	550,800.00
Total Current Assets	3,746,651.73
TOTAL ASSETS	3,746,651.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000100 · Accounts Payable	(374.25)
Total Accounts Payable	(374.25)
Other Current Liabilities	
2500100 · Due to Special Reserve Fund	550,000.00
Total Other Current Liabilities	550,000.00
Total Current Liabilities	549,625.75
Total Liabilities	549,625.75
Equity	
3010100 · Fund Balance - General	568,747.02
3010200 · Fund Balance - Special Reserve	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19
3900 · Retained Earnings	2,904.36
Net Income	17,163.34
Total Equity	3,197,025.98
TOTAL LIABILITIES & EQUITY	3,746,651.73

McHenry Public Library District
Statement of Revenues and Expenditures
November 2019

	Nov 19
Income	
6010100 · Property Taxes	42,727.70
6020200 · Developer Fees	5,933.00
6030100 · Interest Income - General	41.85
6030200 · Interest Income - Spec Reserve	114.01
6030300 · Interest Income - Grant & Gifts	27.44
6060100 · Photocopier & Fax Income	1,285.94
6070300 · General Fund Gifts	1,500.00
6105100 · Cobra/Retiree Insurance Pmts	1,034.67
6131100 · Misc Other Income - General	1,325.65
6150100 · Lost & Damged Materials	56.02
Total Income	54,046.28
Gross Profit	54,046.28
Expense	
8010100 · Adult Books	5,163.87
8020100 · Youth Books	3,039.29
8030100 · Magazines & Newspapers	95.37
8040300 · Operating Fund Gifts	900.00
8050100 · Adult AV Materials	4,413.05
8060100 · Youth AV Materials	1,917.72
8090100 · eBook & eMagazine Services	7,460.03
8095100 · Electronic Subscriptions	7,858.98
8110100 · Bank Service Charges	30.05
8120100 · Library Supplies	817.25
8130100 · Tech Services Supplies	858.86
8140100 · Adult Programs & Supplies	1,648.22
8150100 · Youth Programs & Supplies	1,673.01
8215100 · Collection Agency Fees	62.65
8245100 · Comp/OfcEqp/CopierRepairs/Contr	1,500.00
8310100 · CCS & Polaris Expenses	(1,599.12)
8320100 · VOIP Phone Service	865.83
8410100 · Payroll Exp, Acctg & Audit Serv	528.00
8430100 · Other Misc Consultants	22,056.69
8540100 · Postage	2,022.63
8550100 · Public Relations/Promotions	532.59
8610100 · Electricity	1,128.86
8620100 · Gas	207.88
8720100 · Building/Auto Insurance	18,852.00
8730100 · Bonding & Officers Liability	1,208.00
8740100 · Building & Grounds	11,531.66
8760100 · Hospitality	514.55
8800300 · Per Capita Grant expense for FY	
8800311 · Adult Materials - PER CAPITA	1,245.27
8800332 · Public Software - PER CAPITA	2,250.00
8800341 · Other Equipment - PER CAPITA	1,320.00
Total 8800300 · Per Capita Grant expense for FY	4,815.27

McHenry Public Library District
Statement of Revenues and Expenditures
November 2019

	Nov 19
8910100 · Salaries	135,852.74
8920100 · FICA/Medicare	9,833.94
8930100 · IMRF	15,169.58
8940100 · Health & Life Insurance	38,491.60
8960100 · Memberships & Dues	1,568.24
8970100 · Travel	605.01
8980100 · Meetings & Training	405.92
9090100 · Additional Capital Projects	33,792.10
Total Expense	335,822.32
Net Income	(281,776.04)

McHenry Public Library District
Statement of Revenues and Expenditures by Class

November 2019

	100 General Fund	200 Special Reserve F...	300 Grant and Gift Fund	TOTAL
Income				
6010100 • Property Taxes	42,727.70	0.00	0.00	42,727.70
6020200 • Developer Fees	0.00	5,933.00	0.00	5,933.00
6030100 • Interest Income - General	41.85	0.00	0.00	41.85
6030200 • Interest Income - Spec Reserve	0.00	114.01	0.00	114.01
6030300 • Interest Income - Grant & Gifts	0.00	0.00	27.44	27.44
6060100 • Photocopier & Fax Income	1,285.94	0.00	0.00	1,285.94
6070300 • General Fund Gifts	0.00	0.00	1,500.00	1,500.00
6105100 • Cobra/Retiree Insurance Pmts	1,034.67	0.00	0.00	1,034.67
6131100 • Misc Other Income - General	1,325.65	0.00	0.00	1,325.65
6150100 • Lost & Damged Materials	56.02	0.00	0.00	56.02
Total Income	46,471.83	6,047.01	1,527.44	54,046.28
Gross Profit	46,471.83	6,047.01	1,527.44	54,046.28
Expense				
8010100 • Adult Books	5,163.87	0.00	0.00	5,163.87
8020100 • Youth Books	3,039.29	0.00	0.00	3,039.29
8030100 • Magazines & Newspapers	95.37	0.00	0.00	95.37
8040300 • Operating Fund Gifts	0.00	0.00	900.00	900.00
8050100 • Adult AV Materials	4,413.05	0.00	0.00	4,413.05
8060100 • Youth AV Materials	1,917.72	0.00	0.00	1,917.72
8090100 • eBook & eMagazine Services	7,460.03	0.00	0.00	7,460.03
8095100 • Electronic Subscriptions	7,858.98	0.00	0.00	7,858.98
8110100 • Bank Service Charges	30.05	0.00	0.00	30.05
8120100 • Library Supplies	817.25	0.00	0.00	817.25
8130100 • Tech Services Supplies	858.86	0.00	0.00	858.86
8140100 • Adult Programs & Supplies	1,648.22	0.00	0.00	1,648.22
8150100 • Youth Programs & Supplies	1,673.01	0.00	0.00	1,673.01
8215100 • Collection Agency Fees	62.65	0.00	0.00	62.65
8245100 • Comp/OfcEqp/CopierRepairs/Contr	1,500.00	0.00	0.00	1,500.00
8310100 • CCS & Polaris Expenses	(1,599.12)	0.00	0.00	(1,599.12)
8320100 • VOIP Phone Service	865.83	0.00	0.00	865.83
8410100 • Payroll Exp, Acctg & Audit Serv	528.00	0.00	0.00	528.00
8430100 • Other Misc Consultants	22,056.69	0.00	0.00	22,056.69
8540100 • Postage	2,022.63	0.00	0.00	2,022.63
8550100 • Public Relations/Promotions	532.59	0.00	0.00	532.59
8610100 • Electricity	1,128.86	0.00	0.00	1,128.86
8620100 • Gas	207.88	0.00	0.00	207.88
8720100 • Building/Auto Insurance	18,852.00	0.00	0.00	18,852.00
8730100 • Bonding & Officers Liability	1,208.00	0.00	0.00	1,208.00
8740100 • Building & Grounds	11,531.66	0.00	0.00	11,531.66
8760100 • Hospitality	514.55	0.00	0.00	514.55
8800300 • Per Capita Grant expense for FY	0.00	0.00	4,815.27	4,815.27
8910100 • Salaries	135,852.74	0.00	0.00	135,852.74
8920100 • FICA/Medicare	9,833.94	0.00	0.00	9,833.94
8930100 • IMRF	15,169.58	0.00	0.00	15,169.58
8940100 • Health & Life Insurance	38,491.60	0.00	0.00	38,491.60
8960100 • Memberships & Dues	1,568.24	0.00	0.00	1,568.24
8970100 • Travel	605.01	0.00	0.00	605.01
8980100 • Meetings & Training	405.92	0.00	0.00	405.92
9090100 • Additional Capital Projects	33,792.10	0.00	0.00	33,792.10
Total Expense	330,107.05	0.00	5,715.27	335,822.32
Net Income	(283,635.22)	6,047.01	(4,187.83)	(281,776.04)

Statement of Revenues and Expenditures Budget vs. Actual

12/13/2019

July through November 2019

Cash Basis

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.00	(1,625,073.39)	48.91%
6020200 · Developer Fees	8,973.00	25,000.00	(16,027.00)	35.89%
6030100 · Interest Income - General	142.73	4,000.00	(3,857.27)	3.57%
6030200 · Interest Income - Spec Reserve	640.04	3,000.00	(2,359.96)	21.34%
6030300 · Interest Income - Grant & Gifts	145.16	2,500.00	(2,354.84)	5.81%
6035100 · Dividends	108.00	1,000.00	(892.00)	10.8%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	1,366.60	23,500.00	(22,133.40)	5.82%
6055100 · Referral/Collection Fees	0.00	1,000.00	(1,000.00)	0.0%
6060100 · Photocopier & Fax Income	9,336.44	20,000.00	(10,663.56)	46.68%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6070300 · General Fund Gifts	1,541.36	20,000.00	(18,458.64)	7.71%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	1,000,000.00	(1,000,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	6,281.40	13,500.00	(7,218.60)	46.53%
6110100 · Program Fees/Misc Fees	2,050.00	4,200.00	(2,150.00)	48.81%
6120100 · Meeting Room Fees	175.00	1,000.00	(825.00)	17.5%
6130100 · Misc Income -General(Sales/Fees)	2,873.29	6,500.00	(3,626.71)	44.2%
6131100 · Misc Other Income - General	1,325.75	0.00	1,325.75	100.0%
6130200 · Misc Income - Special Reserve	0.00	4,000.00	(4,000.00)	0.0%
6150100 · Lost & Damged Materials	724.96	5,500.00	(4,775.04)	13.18%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	0.00	2,500.00	(2,500.00)	0.0%
6170300 · Per Capita Grant	58,566.12	67,628.00	(9,061.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	5,000.00	5,000.00	0.00	100.0%
Total Income	1,654,882.46	4,437,489.00	(2,782,606.54)	37.29%
Gross Profit	1,654,882.46	4,437,489.00	(2,782,606.54)	37.29%
Expense				
8010100 · Adult Books	23,907.23	85,000.00	(61,092.77)	28.13%
8020100 · Youth Books	17,695.78	52,000.00	(34,304.22)	34.03%
8025100 · Professional Resources	0.00	5,000.00	(5,000.00)	0.0%
8028100 · Administrative Resources (GA)	0.00	5,000.00	(5,000.00)	0.0%
8030100 · Magazines & Newspapers	13,606.34	14,500.00	(893.66)	93.84%
8040300 · Operating Fund Gifts	17,218.56	840,000.00	(822,781.44)	2.05%
8050100 · Adult AV Materials	17,874.62	42,000.00	(24,125.38)	42.56%
8060100 · Youth AV Materials	6,242.98	13,000.00	(6,757.02)	48.02%
8080100 · Video Games	2,972.11	15,000.00	(12,027.89)	19.81%
8090100 · eBook & eMagazine Services	13,821.79	68,000.00	(54,178.21)	20.33%
8095100 · Electronic Subscriptions	19,351.93	85,000.00	(65,648.07)	22.77%
8110100 · Bank Service Charges	121.09	200.00	(78.91)	60.55%
8120100 · Library Supplies	4,317.31	10,000.00	(5,682.69)	43.17%
8130100 · Tech Services Supplies	5,636.34	35,000.00	(29,363.66)	16.1%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	8,748.93	17,500.00	(8,751.07)	49.99%
8145100 · Circulation Supplies	0.00	6,000.00	(6,000.00)	0.0%
8147100 · Summer Reading Club	84.49	7,500.00	(7,415.51)	1.13%
8150100 · Youth Programs & Supplies	8,834.60	20,000.00	(11,165.40)	44.17%
8215100 · Collection Agency Fees	214.80	1,500.00	(1,285.20)	14.32%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	73,197.37	58,000.00	15,197.37	126.2%
8260100 · Misc Contracted Services	1,395.00	5,000.00	(3,605.00)	27.9%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	35,413.84	75,000.00	(39,586.16)	47.22%
8320100 · VOIP Phone Service	5,575.12	25,000.00	(19,424.88)	22.3%

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	5,319.30	32,000.00	(26,680.70)	16.62%
8420100 · Legal Services	255.99	16,000.00	(15,744.01)	1.6%
8430100 · Other Misc Consultants	60,205.23	15,000.00	45,205.23	401.37%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	11,863.00	30,000.00	(18,137.00)	39.54%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.84%
8540100 · Postage	5,561.82	15,000.00	(9,438.18)	37.08%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	60.99%
8550100 · Public Relations/Promotions	2,014.71	7,000.00	(4,985.29)	28.78%
8610100 · Electricity	5,629.10	25,000.00	(19,370.90)	22.52%
8620100 · Gas	780.79	10,000.00	(9,219.21)	7.81%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	1,749.40	6,800.00	(5,050.60)	25.73%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.44%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	21.96%
8740100 · Building & Grounds	47,230.60	54,000.00	(6,769.40)	87.46%
8760100 · Hospitality	1,390.36	9,000.00	(7,609.64)	15.45%
8770100 · Interlibrary Loan Fees & Losses	40.93	700.00	(659.07)	5.85%
8795100 · Miscellaneous (FH)	527.86	2,000.00	(1,472.14)	26.39%
8800300 · Per Capita Grant expense for FY	14,413.53	120,156.75	(105,743.22)	12.0%
8910100 · Salaries	736,120.05	1,800,000.00	(1,063,879.95)	40.9%
8920100 · FICA/Medicare	53,677.75	148,000.00	(94,322.25)	36.27%
8930100 · IMRF	86,815.14	205,000.00	(118,184.86)	42.35%
8940100 · Health & Life Insurance	196,697.54	325,000.00	(128,302.46)	60.52%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.65%
8960100 · Memberships & Dues	1,918.80	6,000.00	(4,081.20)	31.98%
8970100 · Travel	7,800.94	20,000.00	(12,199.06)	39.01%
8980100 · Meetings & Training	1,289.36	7,000.00	(5,710.64)	18.42%
9030300 · Misc Grants	0.00	24,000.00	(24,000.00)	0.0%
9050200 · Library District Act	17,965.00	70,000.00	(52,035.00)	25.66%
9060100 · Library Furnishings	279.43	0.00	279.43	100.0%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	950.24	5,000.00	(4,049.76)	19.01%
9090100 · Additional Capital Projects	54,089.10	120,000.00	(65,910.90)	45.07%
9100100 · Transfer to Reserve Fund	0.00	50,000.00	(50,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	1,637,719.12	5,215,056.75	(3,577,337.63)	31.4%
Net Income	17,163.34	(777,567.75)	794,731.09	(2.21%)

McHenry Public Library District

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - November 30, 2019 - General Fund

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.00	(1,625,073.39)	48.9%
6030100 · Interest Income - General	142.73	4,000.00	(3,857.27)	3.6%
6035100 · Dividends	108.00	1,000.00	(892.00)	10.8%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	1,366.60	23,500.00	(22,133.40)	5.8%
6055100 · Referral/Collection Fees	0.00	1,000.00	(1,000.00)	0.0%
6060100 · Photocopier & Fax Income	9,336.44	20,000.00	(10,663.56)	46.7%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	6,281.40	13,500.00	(7,218.60)	46.5%
6110100 · Program Fees/Misc Fees	2,050.00	4,200.00	(2,150.00)	48.8%
6120100 · Meeting Room Fees	175.00	1,000.00	(825.00)	17.5%
6130100 · Misc Income -General(Sales/Fees)	2,873.29	6,500.00	(3,626.71)	44.2%
6131100 · Misc Other Income - General	1,325.75	0.00	1,325.75	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	724.96	5,500.00	(4,775.04)	13.2%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	0.00	2,500.00	(2,500.00)	0.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
Total Income	1,580,016.78	3,787,361.00	(2,207,344.22)	41.7%
Gross Profit	1,580,016.78	3,787,361.00	(2,207,344.22)	41.7%
Expense				
8010100 · Adult Books	23,907.23	85,000.00	(61,092.77)	28.1%
8020100 · Youth Books	17,695.78	52,000.00	(34,304.22)	34.0%
8025100 · Professional Resources	0.00	5,000.00	(5,000.00)	0.0%
8028100 · Administrative Resources (GA)	0.00	5,000.00	(5,000.00)	0.0%
8030100 · Magazines & Newspapers	13,606.34	14,500.00	(893.66)	93.8%
8040300 · Operating Fund Gifts	0.00	420,000.00	(420,000.00)	0.0%
8050100 · Adult AV Materials	17,874.62	42,000.00	(24,125.38)	42.6%
8060100 · Youth AV Materials	6,242.98	13,000.00	(6,757.02)	48.0%
8080100 · Video Games	2,972.11	15,000.00	(12,027.89)	19.8%
8090100 · eBook & eMagazine Services	13,821.79	68,000.00	(54,178.21)	20.3%
8095100 · Electronic Subscriptions	19,351.93	85,000.00	(65,648.07)	22.8%
8110100 · Bank Service Charges	121.09	200.00	(78.91)	60.5%
8120100 · Library Supplies	4,317.31	10,000.00	(5,682.69)	43.2%
8130100 · Tech Services Supplies	5,636.34	35,000.00	(29,363.66)	16.1%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	8,748.93	17,500.00	(8,751.07)	50.0%
8145100 · Circulation Supplies	0.00	6,000.00	(6,000.00)	0.0%
8147100 · Summer Reading Club	84.49	7,500.00	(7,415.51)	1.1%
8150100 · Youth Programs & Supplies	8,834.60	20,000.00	(11,165.40)	44.2%
8215100 · Collection Agency Fees	214.80	1,500.00	(1,285.20)	14.3%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	73,197.37	58,000.00	15,197.37	126.2%
8260100 · Misc Contracted Services	1,395.00	5,000.00	(3,605.00)	27.9%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	35,413.84	75,000.00	(39,586.16)	47.2%
8320100 · VOIP Phone Service	5,575.12	25,000.00	(19,424.88)	22.3%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	5,319.30	32,000.00	(26,680.70)	16.6%
8420100 · Legal Services	255.99	16,000.00	(15,744.01)	1.6%
8430100 · Other Misc Consultants	60,205.23	15,000.00	45,205.23	401.4%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	11,863.00	30,000.00	(18,137.00)	39.5%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	5,561.82	15,000.00	(9,438.18)	37.1%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	2,014.71	7,000.00	(4,985.29)	28.8%
8610100 · Electricity	5,629.10	25,000.00	(19,370.90)	22.5%
8620100 · Gas	780.79	10,000.00	(9,219.21)	7.8%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	1,749.40	6,800.00	(5,050.60)	25.7%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	47,230.60	54,000.00	(6,769.40)	87.5%
8760100 · Hospitality	1,390.36	9,000.00	(7,609.64)	15.4%
8770100 · Interlibrary Loan Fees & Losses	40.93	700.00	(659.07)	5.8%
8795100 · Miscellaneous (FH)	527.86	2,000.00	(1,472.14)	26.4%
8800300 · Per Capita Grant expense for FY	15.23	67,628.00	(67,612.77)	0.0%
8910100 · Salaries	736,120.05	1,800,000.00	(1,063,879.95)	40.9%
8920100 · FICA/Medicare	53,677.75	148,000.00	(94,322.25)	36.3%
8930100 · IMRF	86,815.14	205,000.00	(118,184.86)	42.3%
8940100 · Health & Life Insurance	196,697.54	325,000.00	(128,302.46)	60.5%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	1,918.80	6,000.00	(4,081.20)	32.0%
8970100 · Travel	7,800.94	20,000.00	(12,199.06)	39.0%
8980100 · Meetings & Training	1,289.36	7,000.00	(5,710.64)	18.4%
9030300 · Misc Grants	0.00	12,000.00	(12,000.00)	0.0%
9060100 · Library Furnishings	279.43	0.00	279.43	100.0%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	950.24	5,000.00	(4,049.76)	19.0%
9090100 · Additional Capital Projects	54,089.10	120,000.00	(65,910.90)	45.1%
9100100 · Transfer to Reserve Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	1,588,137.26	4,200,528.00	(2,612,390.74)	37.8%
Net Income	(8,120.48)	(413,167.00)	405,046.52	2.0%

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2019-November 30, 2019 - Grant and Gift Fund

	Jul - Nov 19	Budget	\$ Over Budg...	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	145.16	2,500.00	(2,354.84)	5.8%
6070300 · General Fund Gifts	1,541.36	20,000.00	(18,458.64)	7.7%
6170300 · Per Capita Grant	58,566.12	67,628.00	(9,061.88)	86.6%
6210300 · Miscellaneous Grants	5,000.00	5,000.00	0.00	100.0%
Total Income	65,252.64	95,128.00	(29,875.36)	68.6%
Gross Profit	65,252.64	95,128.00	(29,875.36)	68.6%
Expense				
8040300 · Operating Fund Gifts	17,218.56	420,000.00	(402,781.44)	4.1%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	2,872.22	0.00	2,872.22	100.0%
8800321 · Youth Materials - PER CAPITA	2,982.18	0.00	2,982.18	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	3,319.80	0.00	3,319.80	100.0%
8800341 · Other Equipment - PER CAPITA	1,320.00	0.00	1,320.00	100.0%
8800300 · Per Capita Grant expense for FY - Other	0.00	52,528.75	(52,528.75)	0.0%
Total 8800300 · Per Capita Grant expense for FY	14,398.30	52,528.75	(38,130.45)	27.4%
9030300 · Misc Grants	0.00	12,000.00	(12,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	31,616.86	884,528.75	(852,911.89)	3.6%
Net Income	33,635.78	(789,400.75)	823,036.53	(4.3)%

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
 July 1, 2019-November 30, 2019 - Special Reserve Fund

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
6020200 · Developer Fees	8,973.00	25,000.00	(16,027.00)	35.9%
6030200 · Interest Income - Spec Reserve	640.04	3,000.00	(2,359.96)	21.3%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
Total Income	<u>9,613.04</u>	<u>555,000.00</u>	<u>(545,386.96)</u>	<u>1.7%</u>
Gross Profit	<u>9,613.04</u>	<u>555,000.00</u>	<u>(545,386.96)</u>	<u>1.7%</u>
Expense				
9050200 · Library District Act	17,965.00	70,000.00	(52,035.00)	25.7%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
Total Expense	<u>17,965.00</u>	<u>130,000.00</u>	<u>(112,035.00)</u>	<u>13.8%</u>
Net Income	<u>(8,351.96)</u>	<u>425,000.00</u>	<u>(433,351.96)</u>	<u>(2.0)%</u>

McHenry Public Library District

LIBRARIAN'S REPORT

November 2019

Administration

- J. Scholtz attended 2 Census programs – County and McHenry librarians completed GATA grant process for receipt of Census grant funds when released.
- J. Scholtz attended the CCS Gov. Bd. Meeting @ Northbrook 11/20. News: Palatine PL was voted in as a member – they will be coming online in August of 2020. Gov. Bd. Also voted to consider all members becoming fine free, but no date has been given. Currently, 12 libraries out of 28 are now fine free. Palatine and some other libraries, including MPLD, expressed concern for mandating this. A. Lentine (Lake Villa PL will retire in Jan. 2020 – Lake Villa just built a new library). Gov. Bd. Also voted to have Database Management committee develop a consistent methodology that all CCS libraries will adopt for shelving/organizing patron holds.
- We closed the library early on 12/1 (3pm) due to several staff members exhibiting physical signs of noxious fumes/gas. Some patrons also reported same symptoms. There seemed to be no fire danger. J. Scholtz was on the scene and evaluated the situation – made decision to close. On Mon., our heating/mechanical company came in with a gas/odor sniffer but found nothing. We also turned off ceiling fans in main library. All staff exhibiting symptoms were asked to complete an accident/injury form and the HR Generalist and I will compare notes and determine a future course of action. For now, we remain open under usual days/hours.
- B. Edminster met with S. Claucherty (11/20, 11/26), K. Milfajt (11/20), B. Majka (12/3), and P. Strain (12/12) for sync-up meetings.
- B. Edminster met with K. Milfajt and Z. Terrill to work on the Per Capita Grant application, 11/20, 12/11.
- B. Edminster represented the library at the Friends of the McHenry Public Library meeting, 11/20.
- B. Edminster led the In-Service Planning Committee, 12/2.
- B. Edminster led the Career Online High School graduation planning committee, 12/10.
- B. Edminster was Santa in the English-language holiday party, 12/11.
- B. Edminster led the Classic Book Discussion of **The Master and Margarita**, 12/16.
- P. Torgersen worked with Eder Casella auditors to complete the FY 2018/2019 audit. J. Scholtz and P. Torgersen completed the exit interview for with the Auditors and will follow up with the report at the January Board Meeting.
- P. Torgersen published the Receipts and Disbursements Report for FY 2018-2019.

Adult Services

- A. Moreno and M. Puga partnered with the Bilingual Parent Advisory Committee to present an event entitled "Introduction to your Library." We invited parents and students

of District 15 to learn about items we circulate, electronic resources for all ages and free museum passes. We offered an opportunity to renew or obtain a library card and concluded with a tour of the library. Parents were appreciative of the information and signed up for future programs!

- When a patron called looking for the 1987-1989 McHenry County Plat Survey, D. Gaudio located the material on the Genealogy Room shelf quickly due to training we received from T. Hillier at a recent Public Services Staff meeting.
- P. Strain co-led the Mystery Book Discussion of various Perry Mason titles. Based on suggestions from Group members, P. Strain created a title list for the next six meetings.
- T. Hillier researched the origins of the McHenry PTA for the McHenry High School Alumni Association coordinator, whose mother was one of the ladies who helped establish the group.
- A patron asked how she could receive Talking Book and Braille Services from the Illinois State Library. E. Bily gave her applications and fact sheets and explained that Illinois residents may be provided with free braille books, audiobooks, and playback equipment through the Library of Congress; it is not through McHenry Public Library. There is also a free BARD (Braille Audio Reading Download) mobile app for iOS and Android.
- Z. Terrill worked with another staff member to determine how a patron's wife could get a "Real ID" for their son, who is living in Puerto Rico with his Mother.
- In response to a patron's request, T. O'Toole located a sentimental, favorite French Apple Cobbler recipe from a 1965 McCall's magazine. The patron's mother always made the dish for Thanksgiving and he wanted to surprise all his family with it.

Building Services

- Still down 1 full-time Custodial position but are advertising for position. We will be hiring 2 FT positions.
- Custodial staff put up outside Christmas decorations purchased from local Sunrise Rotary Club (2 garlands, 1 wreath)
- New John Deer tractor received – staff being train on use (FY19/20 budget-planned purchase under government contract price)

Circulation

- L. Horist attended Reaching Forward meeting 11/1
- Half Price Fines program 11/3 – 11/16
- B. Majka attended Manager's Meeting 11/12
- L. Horist attended Assistant Manager's Network Meeting 11/19
- H. Barnes attended Sunshine Committee Meeting 11/19

Human Resources

- Worked on open enrollment and staff questions from 11/1-11/15
- Updated Payroll Data on all benefit updates throughout the month
- Attended HR Roundtable Series on 11/6
- Attended IMRF training with Patti T. on 11/7

- Attended Strategies for Talent Acquisition & Retention through HR Source
- Attended Management meeting on 11/12
- Attended In-Service meeting on 11/12
- Attended SHRM Stateline meeting on 11/14
- Webinar on Marijuana in the Workplace through Rails on 11/19
- Webinar with Patti T. with Payroll Data on 11/20 for yearend information
- Focused on Recruiting and Phone Interviews for Custodial Position for remainder of the month
- Created phone interview questions sheets and behavioral interview guide, that uses the STAR method, for the Library to use in future open positions

Public Relations

- Designed and edited January/February *Preface* newsletter. Will be mailed to more than 20,000 households on or about December 12 or 13.
- Promoted upcoming programs using various media – website, online Events calendar, e-newsletters, social media, inside/outdoor electronic signage.
- Updated website as needed.
- Promoted Half-Price Fines program.
- Attended Census 2020 meeting at County building on November 20 in Jim's absence.
- Attended Dept. Heads meeting Nov. 12.
- Took pictures at some programs.

Technical Services

- Due to vacations and illnesses, Team output was down.
- K. Milfajt participated in and represented the MPLD at the CCS Database Management Committee meeting, 11/5.
- K. Milfajt participated in the MPLD Collection Development Committee meeting, 11/5.
- K. Kimbrel, D. Lavin, K. Meadows, P. Radic, K. Walker and K. Milfajt participated in the MPLD Technical Services Team sync-up, 11/6.
- K. Milfajt facilitated the Contemporary Book Group open discussion of the Best Reads of 2019, 11/11.
- K. Walker participated in the MPLD In-Service Committee meeting, 11/12.
- K. Walker ran the MPLD Dungeons and Dragons program, 11/12.
- K. Milfajt participated in the MPLD Management Team meeting, 11/12.
- K. Milfajt represented the MPLD at the CCS Catalog and Metadata Management Technical Group meeting, 11/13.
- D. Lavin participated in the MPLD Sunshine Committee meeting, 11/19.
- K. Kimbrel, D. Lavin, K. Meadows, P. Radic, K. Walker and K. Milfajt participated in the MPLD Technical Services Team meeting, 11/19.
- K. Milfajt had her sync up with B. Edminster, 11/20.

Technology

- All servers have been migrated to Scale.
- D. Grandon attended a Unitrends seminar on 11/13 in Milwaukee.
- Attended the Mgmt. meeting on 11/12.
- Overhead paging system fixed on 11/20.
- Adult public computer moved closer to the questions desk and adjusted the numbering so all are now in order Pa01-16.
- New charging cart with 15 new Chromebooks deployed with the capability of power washing after each use. This will save staff time in not having to remove accounts after each use.

Youth Services

- Some changes occurred to the YS Lead. E.Andrews would like to focus more on expanding services to the teens and will be stepping down as the YS Lead to accomplish that goal. A.Karwowska will be stepping into the Lead role. I am deeply grateful to Emma for all she has done over the years as the YS Lead to help the YS department to be a successful and well-run machine. I look forward to watching Anna and Emma flourish in their new roles.
- M. Puga and A. Moreno hosted an event in conjunction with District 15's BPAC group. The evening entitled "Introduccion a su Biblioteca" highlighted the services, programs and collections of the library to Spanish speaking patrons. Maria and Araceli translated well over a dozen library flyers/documents into Spanish in preparation for the evening. About 30 families attended the presentations, tours and many stayed to sign up for library cards and programs.
- S. Basely is working with two other local librarians to create an area-wide networking group focusing on Diversity and Inclusion in Youth/Teen Services, programs, and collections. Their first meeting is scheduled for December 2019.
- M. Cairo finished weeding the Junior 590s collections. This is the animal non-fiction books that are very popular with kids and publishers alike. There are always great new titles coming out so we need to make sure we have space to highlight these new titles.
- J. Hume has revamped the 1,000 Books Before Kindergarten program to make the 100 book milestones incentives more enticing and experience based. Kids will now earn the chance to go behind the scenes to checkout their own book, return books via the sorter, take a VIP tour of the library, and commemorate their favorite book with a book plate. The Culver's of McHenry is sponsoring a level with a free ice cream coupon. This program is also sponsor by the Friends of the McHenry Public Library with a donation.
- E. Andrews attended the 2019 Teen Services Summit at the Harold Washington Library in Chicago. The focus this year was learning how to best serve LGBTQIA+ youth in educational settings which is useful as Emma is frequently asked to attend and participate with LGBTQIA+ groups at the local schools to share resources.
- A. Karwowska hosted a month long NaNoWriMo events for Teens and Tweens. Over the month of November the teens combined wrote 13,865 words. They were able to work on a writing project of their choosing and have peer support to share, look for constructive feedback and a quiet place to write during these write-ins.
- J. Einoris weeded the Holiday Picture Book Collection. With the seasonal popularity of this collection weeding was difficult however Jen was able to bring the collection down to a manageable size allowing space for new titles to be ordered and displayed. The

holiday picture books are one of the collection being moved during the month of December to make room in the YS area for sight lines.

- L. Jakacki worked with B. Edminster to create a new Blood and Bodily Fluid Pathogen Policy and clean-up procedure. New clean-up kits were created to be made available throughout the library and staff training will occur at the December In-Service meeting.

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; Other

The TS Dept. added 946 items (-7%) in November 2019, withdrew 2282 (+307%). Staff also mended 696 items (+69%) and processed 947 new items (-1%). New patron cards entered – 315 (-11%). Overall circulation decreased by (-3%; 43,312 compared with 44,749) from the previous year/month and we were open 27 days compared with 25 days last year/month. We also had 15,838 renewals (-9% less than same month, last year). Auto renewals made up about 37% of total circulation. All categories of materials saw decreases in circulation ranging from -59% (teen Audio) to J Aud (-1%). Only AdBk saw an increase of +2%). Ave. circulation per day was 1604. Library attendance was 16,890 (626 people per day ave.). Digital materials/ use seems to be increasing. Wifi use was down (-17%). Web visits 26,176 (-11%) but overall web hits (494,499, +13%).

Upcoming Events and Projects

Career On-Line High School graduation ceremony scheduled for Sunday, 1/26/2020.

Interviewed/hired 2 new FT Custodians, 12/11 – will start soon.

ALA Midwinter (Chicago) 1/24-28, 2020

PLA,(Nashville, TN) 2/25-29, 2020

Reaching Forward Conference (Bloomington PL) 1/17/2010

Trustee Facts File Summary for 2020 Per Capita Grant

The Board of Trustees shall review chapter 11-14 and all appendices of the “Trustee Facts File Third or Fourth Edition”—

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

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

Chapter 11 Fundraising

- It is important for libraries to seek additional sources of funding through grants and fundraising campaigns. Library trustees and staff should consider fundraising options.
- A public library can receive charitable donations in its role as a sovereign political entity. Donations vest in the library board of trustees and the board becomes the special trustee of the donated property. Libraries may choose to become charitable foundations since many donors only give when they deduct their donation on their income taxes. The downside for libraries include fees related to setting up a foundation, annual costs involved, and providing staff for foundation activities.
- The costs of incorporation may not be worthwhile for a one-time project like a building program. The Illinois Library System Director’s Organization (ILSDO) created a 501(c)(3) foundation as a clearinghouse to receive donations for libraries.
- **As a library trustee, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. The director shares fundraising responsibility as well.**
- Points to remember when soliciting donations.
 - Donors may be more generous if they feel their giving goes directly to support the library.
 - Identify a specific monetary need and justify it.
 - Set and publicize a monetary goal for your campaign.
 - Set up a campaign timetable with specific milestone goals.
 - Work to identify potential donors before publicizing the campaign so you begin with “leading donors” who validate your campaign.
- Most donors expect some acknowledgment of their donation and they want to be reassured that their donations will be used for the designated purpose and not for overhead. Significant donors want to receive the maximum tax advantages allowed by law for their donations. You want your donors to feel great about the act of giving so that they will consider donating again.

Chapter 12 Advocacy

- **As a library trustee, you have a special opportunity and responsibility to insure a brighter future for your library. If you do as little as possible, you could bring about a bleaker future.** This chapter discusses your special role as an advocate for the library within the community, primarily through interaction with government officials and other decision-makers on a local, state, and federal level. Since you are not paid employees of the library,

you don't have invested interests in particular library policies and can act as advocates for patrons, voters, and taxpayers.

- Your first step is to identify the people in a position to affect the fate of the library's plans for providing service to the public. As a district library, you have primary responsibility for local funding but you can advocate to local communities showing reasons why impact fees are important to the library. State officials fund and oversee the Illinois State Library and library systems, and also allocate money for state library grants. Federal lawmakers and officials make an impact on Illinois libraries' funding but more importantly affect their basic principles. It is important to remember that library advocates aren't just working to increase funding for libraries, but are advocating for library principles like access to information and intellectual freedom.
- A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, and careful coordination among board members, continual effect, and at least a little finesse. If the board is serious about advocacy, it will want to designate specific trustees to stay in touch with specific officials. Some ways to cultivate relationships with government officials include staying current on who the key players are and how to contact them, cultivate relationships with those official's key staff members, make personal contact with officials by way of phone or personal letters, and invite officials to library functions that showcase programs and services.
- If the board identifies a pending proposal for legislative action that could have significant impact on the local library or libraries in general, the board's designated representative should contact the official for a personal appointment or phone conversation. When they meet or talk with the official, they should identify themselves and the legislative issue, including the bill number, why the board supports or opposes it, and what the consequences would be of the bill's passage or defeat. *The Trustee Facts File* provides other helpful instructions and should be consulted on what to do when interacting with legislators or other officials.
- ALA and ILA offer ways to stay in touch on legislation and to carry out concerted action with other libraries. ILA issues direct e-mail announcements to its members through its Public Policy Committee. ILA offers advocacy resources on its website at <http://www.ila.org>. ALA monitors legislation in the U.S. Congress so board members can consult the "Issues and Advocacy" page of the ALA website.
- As a board member becomes more active in advocacy, they can *The Trustee Facts File* for a glossary of terms used to describe the legislative process.

Chapter 13 Public Relations

- **The main goal of public relations (PR) is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers, and voters generally.**
- A library board can't just intend to foster good public relations, it has to plan, budget, and implement a carefully thought out PR policy on an annual basis. To carry out PR policy, the board has to among other things, maintain community contacts who will provide PR

opportunities and budget funds for both planned events and campaigns and for ad hoc PR opportunities. Community contacts can include business groups, civic organizations, ethnic associations, service organizations, literacy advocacy groups, school administrators and PTAs, and senior citizen centers.

- There are many ways to communicate with the public but many of those ways have associated costs. One of the most cost effective ways to carry out a good public relations program is for the board and staff to make presentations to local groups. *The Trustee Facts File* gives a number of suggestions for how board members can make effective public presentations.
- While board members or staff who make presentations are pleased when they hear positive comments from the public, negative comments are opportunities to identify problems that the board and staff can fix. When problems are fixed, the library gains supporter for expanded funding. When board members hear about poor staff relations with the public, they should discuss the problem with the library director who can launch staff training programs.
- The library's Friends of the Library group is a good advocate for the library support. The board should have a policy on using the services of the Friends and other volunteers.
- ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Check their websites for more information.

Chapter 14 Trustee Continuing Education

During your tenure on the board, you will be confronted by changes in the community, technological innovations, and shifting political currents. Keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education. Here are a few basic ideas for trustee continuing education.

- Use the chapters of *The Trustee Facts File* to conduct trustee education "classes" on a regular basis.
- Ask the library director to conduct seminars for trustees (and others as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the area and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library's budget.
- Attend one or more library workshops or conferences annually.

Appendices

- Appendix A: Library Bill of Rights
- Appendix B: The Freedom to Read [A Joint Statement by: American Library Association & Association of American Publishers]
- Appendix C: Freedom to View Statement
- Appendix D: "Libraries: An American Value"
- Appendix E: Code of Ethics

- Appendix F: Ethics Statement for Public Library Trustees
- Appendix G: Selected Resources

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



ANNUAL REPORT

July 1, 2018 – June 30, 2019

OVERVIEW

In Fiscal Year 2018-2019, we focused on adjusting to our new normal as Polaris libraries, including working with Innovative Interfaces to resolve intermittent performance issues. Morton Grove Public Library began circulating with CCS, and Indian Trails Public Library District was approved as a new member.

CCS governance was another area of focus, with committees working to update the membership fee structure, revised and extend the strategic plan, and evaluate our governance structure.

In Fiscal Year 2019-2020, we will wrap up several projects and take on an evaluation of centralized cataloging, focus on staff development, and clarify and document our membership strategy and application process.

NEW MEMBERS

Morton Grove Public Library

July 2018-January 2019

Morton Grove began circulating on the CCS database in January 2019 after a successful migration led by CCS Member Services Manager Debra Wischmeyer. As the first addition to CCS since 2011, the Morton Grove project was a key opportunity to clarify procedures and documentation for onboarding. This work will continue with the FY 19-20 project to clarify membership criteria and applications.

Most Morton Grove staff were trained directly by CCS over 6 sessions with 50 attendees. Morton Grove project leaders Helga Scherer and Jeff Ray led additional internal training.

Indian Trails Public Library District

January 2019-June 2019

Indian Trails Public Library District membership was approved by Governing Board in January 2019.

Work in FY 18-19 included profiling and mapping, which set the stage for training to begin in FY 19-20.

Go live is planned for October 2019. Member Services Manager Debra Wischmeyer is leading the project for CCS, with Matt Teske taking the lead at Indian Trails.

STRATEGIC PLAN PROGRESS

The strategic plan guides our work at CCS.

Initiative A: Define, Increase, and Demonstrate Value of CCS

Initiative B: Formalize CCS Posture

Initiative C: Increase Shared Learning

Initiative D: Make the Data Useful

Initiative E: Answer the “What’s Out There?” Question

Initiative F: Consider Structure Organization

Initiative G: Developed a Clear Digital Content Strategy

INCREASED VALUE

20 of 25 members see
reduced fees

\$6360 average savings

\$1830 average increase

Define, Increase, and

Demonstrate the Value of CCS

UPDATE MEMBER FEE STRUCTURE

July 2018-November 2018

Goal A1: Trust

Between July and September 2018, the Budget and Finance Committee analyzed various scenarios for CCS member fees. The group wanted to develop a fee structure that is:

- Easy for current and potential members to understand
- Sustainable and scalable
- Relatively stable year-to-year for libraries

The recommendation, which was approved by Governing Board, was to use property tax income, less long-term capital debt, to calculate 25% of member fees. The remaining 75% of necessary revenue will be divided equally among members.

ENGAGE RAILS SUPPORT

November 2018

Goal A1: Trust

Governing Board agreed to become a RAILS LLSAP, making CCS eligible for financial support in Fiscal Year 2018-2019. Potential members can also apply for RAILS grants to offset migration costs.

ESTABLISH A PATRON EXPERIENCE NORTH STAR

February 2019-July 2019

Goal A2: North Star

Developed a User Experience Specialist role to focus on gathering direct patron input on PowerPAC, notices, and other patron-facing tools. Kathleen Weiss was hired in June 2019 with a July start date.

MONITOR AND REGULARLY REPORT ON SYSTEM PERFORMANCE

July 2018-June 2019

Goal A1: Trust

Due to changes in system performance reporting, the revised strategic plan defined: “Monitor and regularly report on system performance to hold Polaris to a high standard” as a goal, rather than striving for 99.999% up time.

In May 2019, Executive Director Rebecca Malinowski and President-Elect Kate Hall attended Innovative Director Link to meet with Innovative Interfaces leadership about the ongoing performance issues CCS experienced. Leadership committed to resolving ongoing econtent issues and completing load testing prior to adding new libraries. Polaris version 6.3, expected June 2019, will include an update to resolve econtent processing for CCS.

Increase Shared Learning

NEW MANAGER ORIENTATIONS

July 2018-June 2019

Goal C3: Onboarding & Training

ORIENTATIONS

Circulation 8

IT/Operations 2

Reference 1

Planned rebates of \$6396 or \$8248 as a result of RAILS support

Previously focused on technical services and circulation managers, CCS New Manager Orientations have been expanded to any newly hired or promoted manager in CCS. These one-on-one orientations cover CCS membership benefits, member responsibilities, relevant policies and procedures, and committee information in addition to an overview of Polaris.

TRAINING

15 topics

57 sessions

481 attendees

TRAINING HIGHLIGHTS

July 2018-June 2019

Goal C3: Onboarding & Training

In the past year, CCS has offered introductory and advanced Polaris training, as well as MARCedit, SQL, and Running Effective Meetings trainings at the CCS office.

Most libraries also took advantage of customized group training on-site at libraries. On-site training is an opportunity for intra- or cross-departmental discussion and collaboration. Libraries have used these trainings as opportunities to refine workflows and update practices.

All libraries took part in at least one on-site or in-office training session in FY 18-19.

Make the Data Useful

WEB REPORTS 2.0

July 2018-August 2018

Goal D1: Develop a framework around reporting

Web Reports was redesigned with a more user-friendly layout, including more clearly accessible archives and brief descriptions for each report. The new design retains the Favorite Reports feature from the previous version and adds report categories for better navigation.

New reports are added regularly based on library requests, and key reports have detailed documentation available on the learning portal at <https://www.learning.ccslib.org/reports>.

Consider Structural Reorganization

GOVERNANCE EVALUATION

March 2019-June 2019

Goal F1: Develop more efficient governance

The CCS Long Range Planning Committee selected Library Strategies to help CCS evaluate board governance structures, the effectiveness of CCS's current structure, and options moving forward. On June 12, CCS held a governance retreat to create a forum for discussion on the goals of CCS governance, values of members, and opportunities for improvement. The Long Range Planning committee will continue to work towards specific recommendations for Governing Board in Fiscal Year 19-20.

Develop a Clear eContent Strategy

ECONTENT TASK FORCE

May 2019-June 2019

Goal G1: Determine whether it is advantageous to centralize econtent

The eContent Task Force met in May 2019 to review its charge and outline a plan of action. The group's first goal is to determine if CCS should pursue centralized patron authentication, and if so, which tool to offer. Their work will continue in Fiscal Year 19-20.

PERSONNEL UPDATES

New CCS Staff

Kathleen Weiss starts as User Experience Specialist, July 2019

Professional Development Highlights

October 2018

Illinois Library Association Elevate Preconference – Rebecca Malinowski

November 2018

RAILS Consortia Day: Mieko Fujiura-Landers, Rebecca Malinowski, Kathy Schmidt, Debra Wischmeyer

LITA Library Technology Forum: Mieko Fujiura-Landers

March 2019

Computers in Libraries: Debra Wischmeyer

May 2019

Innovative Users Group: Bob Barth, Mieko Fujiura-Landers, Debra Wischmeyer

Director Link for Public Libraries: Rebecca Malinowski

June 2019

Wisconsin Illinois Innovative Users Group: Bob Barth, Virginia Seward

Electronic Resources and Libraries Online – CCS staff

Library Leadership Changes

Su Reynders resigned from Lincolnwood, May 2019

Jenn Hunt starts as Acting Director at Lincolnwood, May 2019

Holly Sorensen retired from Des Plaines, June 2019

Roxane Bennett retired from Fox River Valley, June 2019

Lauren Rosenthal starts as Director of Fox River Valley, June 2019

Jo Bonell starts as Executive Director of Des Plaines Public Library, July 2019

STATISTICS

SHARED CCS DATABASE

	Fiscal Year 2018-2019	Fiscal Year 2017-2018	Fiscal Year 2016-2017	Percent Change 17-18 to 18-19
MARC Records	1,258,532	1,233,943	1,157,282	2%
Physical Records	1,056,195			
eContent Records	189,582	142,091		33%
Authority Records	919,499	919,806	898,821	0%
Item Records	6,472,330	6,096,600	5,531,801	6%
Physical Records	4,607,682			
eContent Records	1,864,648			
User Records	541,578	475,220	595,927	14%
Total Checkouts & Renewals	13,940,134	12,768,269	13,239,418	9%
ILL and RB				
Local Transactions	10,765,999	10,335,765		4%
Intra-CCS Reciprocal Borrowing	910,546	816,492		12%
Other Reciprocal Borrowing	1,095,442	885,273		24%
Intra-CCS ILL	1,113,363	678,633	706,731	64%
Other CCS Sent ILL	54,784	52,106	53,361	5%
Renewals				
Checkouts	8,218,082			
Renewals	5,722,031			
Staff or Patron-Initiated	424,961			
Automatic	5,297,070			
Holds Placed	1,407,971	1,584,585	1,681,156	-11%

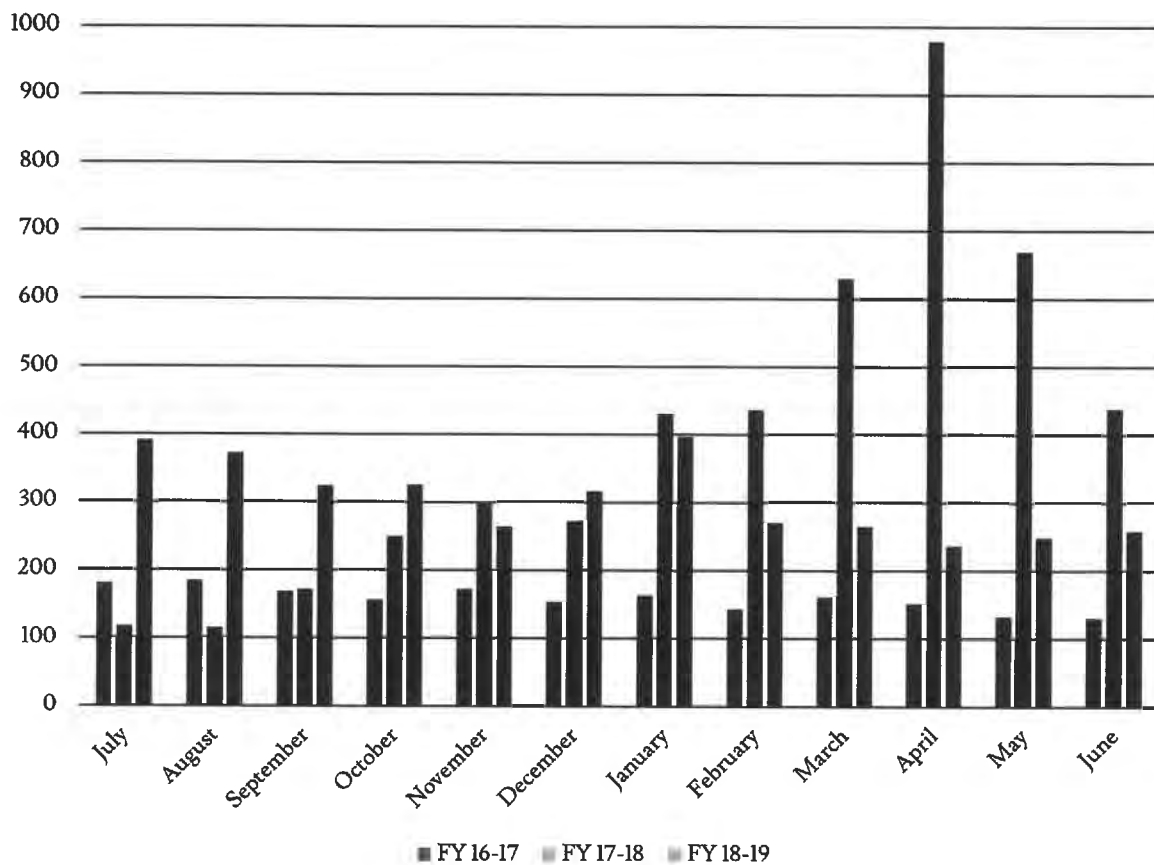
More information on eContent records counted in Fiscal Year 2018-2019

eContent is not included in checkout and renewals statistics.

CCS SUPPORT DESK

	Fiscal Year 2018-2019	Fiscal Year 2017-2018	Fiscal Year 2016-2017	Percent Change 17-18 to 18-19
Tickets Opened	3677	4698	1905	-22%
Tickets Closed	3911	4010	1779	-2%

TICKETS OPENED BY MONTH



April 2018 – CCS goes live on Polaris

July & August 2018 – New acquisitions libraries set up EDI

January 2019 – Morton Grove goes live on Polaris

TRAINING SESSIONS

	Fiscal Year 2018-2019			Fiscal Year 2017-2018		
	Sessions	Hours	Attendees	Sessions	Hours	Registrations
Polaris-led				24	251	317
CCS-led	35	109	219	46	146	587
CCS Site Visits	28	65	323			
Total	63	174	542	70	397	904

NAME AUTHORITY COOPERATIVE PROGRAM (NACO) WORK

Through the NACO program fully trained catalogers can contribute new or edit existing authority records into the Library of Congress authority files.

Authority records provide quality control in the library's catalog, ensuring that Author, Subject, and Series headings are standardized. As part of the NACO program, CCS helps to provide standardized headings for not only our catalog, but catalogs throughout the world.

	Fiscal Year 2018-2019	Fiscal Year 2017-2018	Fiscal Year 2016-2017
Names Added	486	704	642
Names Changed	432	1295	829
Series Added	26	37	41
Series Changed	3	15	20

NACO statistics include work done by NACO contributing library staff. Reporting shifted from Library of Congress to OCLC last year, which may account for the difference year to year. As Data Services Librarian, Virginia Seward provides services in addition to authority control.

COMMUNITY CALENDAR

Editor's note: Add your calendar items for consideration at nwherald.com/calendar.

Wednesday

- 9:30 to 11 a.m. - **Drop In Tot Open Gym**, Grand Oaks, 1401 W. Route 176, Crystal Lake. For ages 1 through 4 with parent or caregiver \$5 a child at the door. Info: 815-459-0680, hstolt@crystallakeparks.org, crystallakeparks.org.
- 10 to 11 a.m. - **Bluestem Readers**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Homeschooled students in grades 3 through 5 welcome to join as we read books from the 2020 Bluestem Reader's Choice List. Discussions to include activities enhancing the books. Registration required. Free. Info: 815-943-4671.
- 10 to 11 a.m. - **Chair Yoga**, Kraus Senior Center, 441 W. Main St., Cary. Chair yoga meets on Dec. 11, and 18. Free. Info: 847-639-6100, khughes@carypark.com.
- 10 a.m. to 1 p.m. - **Wolf Oak Woods Restoration Workday**, Wolf Oak Woods, 4622 Dean St., P.O. Box 352, Woodstock. Free. Info: 815-337-9502, gnaiki@conservenc.org.
- 10 a.m. - **Winter Wonderland Mosaic**, Grand Oaks, 1401 W. Route 176, Crystal Lake. \$20-\$25. Info: crystallakeparks.org.
- 11 a.m. to 4 p.m. - **Halfway Holiday Book**

Sale, Woodstock Square Mall, 110 S. Johnson Street, Woodstock. Free. Info: 815-338-0393, cwkamernvirodefm@gmail.com, mcodef.org.

- 11 a.m. to 5 p.m. - **Clayworkers' Guild of Illinois**, The Old Courthouse Arts Center, 101 N. Johnson St., Woodstock. The Clayworkers' Guild of Illinois is hosting its annual holiday sale and celebrating its 40th year. Nineteen artists are presenting their work for sale. Free. Ceramics for sale. Info: 815-338-4525, questions@oldcourthouseartscenter.org, oldcourthouseartscenter.org.
- 1 to 3 p.m. - **SOHO Networking**, American Community Bank and Trust, McHenry. Free. Info: frank@mcchenrychamber.com, business, mcchenrychamber.com.
- 1 to 2 p.m. - **Half Day Hangout**, Harvard Diggins Library, 900 E. McKinley St., Harvard. School's out early. Eat snacks and play unplugged games. Open to youth in grades 6 through 12. Registration required. To sign up, call: 815-943-4671. Free. Info: 815-943-4671.
- 1:30 to 5 p.m. - **Kids' Craftsmen**, Harvard Diggins Library, 900 E. McKinley St., Harvard. School is out early for Harvard District 50 students. Children in pre-K through fifth grade may visit the library after school to make a craft. Registration required. Call 815-943-4671 to sign up. Free.
- 2:30 to 3 p.m. - **Panera Storytime**, 5 years old or younger with caregiver, Panera Bread, 6000 Northwest Highway, Crystal Lake. Enjoy cookies-and-milk storytime with the Crystal Lake Public Library at Panera. Please provide the library 24 hours' notice if you can't attend.

Register at cpl.org or call 815.459.1687. Free. Info: cpl.advanced.info.

- 4 to 5 p.m. - **"Star Wars" Event**, Dundee Library, 555 Barrington Ave, East Dundee. Join the force as we do "Star Wars" STEM activities. Grades K through 6. Free. Info: 847-428-3661, kfinneran@frvpid.info, www.frvpid.info.
- 5:30 to 7 p.m. - **Girls' Night Out**, McHenry. Info: business, mcchenrychamber.com.
- 6 to 7 p.m. - **Make & Take - Holiday Planter Workshop**, Platt Hill Nursery, 2400 Randall Road, Carpentersville. \$29.95. Info: exploreeginaree.com.
- 6:30 to 8:30 p.m. - **Open chess**, Starbucks, 2318 Richmond Road, McHenry. Everyone welcome. Opportunity to sharpen chess skills. Free. Info: 815-529-2796, wharda@stglobal.net.
- 6:30 to 7:30 p.m. - **Kids' Winter Holiday Celebration**, McHenry Public Library, 809 Front St., McHenry. Free. Info: 815-385-0036, mplyps@mcchenrylibrary.org, mcchenrylibrary.org.
- 7 to 8:30 p.m. - **Rural Woodstock Public Library District Board Meeting**, Woodstock Public Library, 414 W. Judd St., Woodstock. Info: il.elevanted.info.
- 7 to 10 p.m. - **Bingo**, Woodstock Moose Lodge, 406 Clay St., Woodstock. Wednesday night Bingo. Open to the public. Kitchen open 5:30 to 8 p.m. \$6-\$50. Bingo cards and special games sold. Info: 815-338-9875, rstock93@yahoo.com.
- 7 to 8:30 a.m. - **CPE Seminars for CPAs: Retirement planning**, Crystal Lake Chamber

of Commerce, 427 W. Virginia St., Crystal Lake. Info: weyers_carrie@nlgrouppmail.com, business, mcchenrychamber.com.

- 10 to 11 a.m. - **Book Club**, Kraus Senior Center, 441 W. Main St., Cary. Group meets the second Thursday of each month. This month's discussion: "Merry and Bright" by Debbie Macomber. Free. Info: 847-639-6100, khughes@carypark.com.
- 10 to 11 a.m. - **DIY Snow Globes**, Randall Oaks Library, 500 Randall Road, West Dundee. Create your own Snow Globe. For ages 2 to 6 years old with a caregiver. Free. Info: 847-428-3661, kfinneran@frvpid.info, frvpid.info.
- 11 a.m. - **Canasta Club**, Kraus Senior Center, 441 W. Main St., Cary. Canasta Club meets on the second and fourth Thursday. Free. Info: 847-639-6100.
- 11 to 11:15 a.m. - **Ribbon Cutting - Sleep Number**, 3351 Shoppers Drive, McHenry. Info: frank@mcchenrychamber.com, business, mcchenrychamber.com.
- 2 p.m. - **Recovery International**, Community Resource Center, 620 Dakota St., Crystal Lake. Weekly meetings of support and training in the Recovery International Method of cognitive behavioral self help. Free. Info: 847-961-6295.
- 3:30 to 4:30 p.m. - **Lincoln Award Teen Readers' Club**, Harvard Diggins Library, 900 E. McKinley St., Harvard. The Lincoln Award is given to the book that earns the highest number of student votes. Read and discuss four or more books from this year's master list and vote for the Illinois Lincoln Awards. Open to youth in grades 6 through 12. Please register. Free. Info: 815-943-4671.



COMMUNITY CALENDAR

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Saturday

- 7 a.m. to Noon – **Pancake Breakfast**, Bethany Lutheran Church, 76 W. Crystal Lake Ave., Crystal Lake. Crystal Lake Boy Scout Troop 347 hosts this breakfast and Christmas craft show. \$9 adults, \$5 children younger than 10 and seniors. Information: 815-347-6912, carterg15@gmail.com.
- 9 a.m. to 3 p.m. – **Eighth Annual Craft/ Vendor Fair**, McHenry Elementary Education Foundation, Parkland School, 1802 N. Ringwood Road, McHenry. Free. Information: cnootbar@d15.org, business.mchenrychamber.com.
- 9 a.m. to 4 p.m. – **28th Annual Holiday Housewalk**, see www.holidayhousewalk.com for map, in Marengo. Free. Information: 815-529-8454, www.holidayhousewalk.com.
- 9 a.m. to 4 p.m. – **Christmas on the Prairie**, House of Seven Gables, 10308 N. Route 14, Harvard. Holiday and home décor, candles, greens, local honey and gifts in a barn said to have been a stop on the Underground Railroad. The 1838 home, not open, was residence and courtroom of territorial judge, R. Hutchinson. Free. Information: 815-943-3465, steeltrt@mc.net.
- 9 a.m. – **Chicago and Grayslake Illinois Antique "Flea" Market**, Lake County Fairgrounds, 1060 E. Peterson Road, Grayslake. Information: www.facebook.com.
- 9 a.m. to 3 p.m. – **Richmond's 2019 Christmas of Yesteryear**, Stevens Park and Memorial Hall, northeast corner of Route 12 and Broadway (Stevens Park) and 10308 Main St. (Memorial Hall), Richmond. Free. Information: 815-678-4161, villageclerk@richmond-il.com.
- 9 a.m. to 2 p.m. – **Bahamas Recovery**, Trinity Center, 1647 Ravine Lane, Carpentersville. Gently used health orthopedic items are being collecting to assist in the Bahamas recovery effort. Free. Information: 847-836-5540, communications@barringtonumc.com.
- 9 a.m. to 4 p.m. – **Get Your Own Christmas Tree**, Pioneer Tree Farm, 4614 Pioneer Road, McHenry. Free. Information: cwkannemvirodefmc@gmail.com, www.pioneertreefarm.com.
- 9:30 a.m. to 2 p.m. – **Christmas Bazaar**, Federated Church of Wauconda, 200 Barrington Road, Wauconda. Visit Grandma's Attic, Glam-o-rama Fashion Boutique, Jutta's Cards and Things, Eggsotic Egg Ornaments, our Book Nook and the Cookie Walk. Free. Information: 847-526-8471, federatedchurch200@spcglobal.net, www.federatedchurchofwauconda.org.
- 10 a.m. – **Holiday Art Class – Felt Ornament Garland**, Administration building, 1 E. Crystal Lake Ave., Crystal Lake. \$20. Information: www.crystallakearts.org.
- 10 a.m. to 5 p.m. – **Winter Fest**, Lakeside Legacy Arts Park, 401 Country Club Road, Crystal Lake. Information: lakesidearts.org.
- 10 to 11 a.m. – **Make & Take - Wreath**, **Decorating Workshop**, Platt Hill Nursery, 2400 Randall Road, Carpentersville. \$29.95. Information: exploreejinaera.com.
- 10 a.m. to 3 p.m. – **Santa House Visits**, Brink Street Market, 40 N. Williams St., Crystal Lake. Information: downtowncl.org.
- 10 to 11 a.m. – **Fighting Financial Fraud**, Harvard Diggins Library, 900 E. McKinley St. Financial adviser Eric Thornburg of Harvard Edward Jones discusses information to help prevent fraudulent activity and protect yourself if fraud does occur. Free. To sign up call: 815-943-4671. Information: 815-943-4671, leticiag@harvard-diggins.org.
- 10 a.m. to 2 p.m. – **Polar Express Story-time Train**, La Fox Metra Station, 40W999 Keslinger Road, Fox Lake. Santa will share his favorite story, "The Polar Express." Adults must accompany children. Fee per person includes meal and train ticket. Advance registration required. Residents \$29, nonresidents \$44. Information: 630-513-4331, tkwczk@stcparks.org, apm.activecommunities.com.
- 10 a.m. to 2 p.m. – **Bethlehem Marketplace**, Christ United Methodist Church, 9009 W. Algonquin Road, Algonquin. Experience and participate in what a marketplace might have been like during the time of Jesus. Crafts to make, foods to taste, stories to hear and sites to see. Free. Information: 847-669-9009, christumc@algonquinil@gmail.com, www.gocumc.org.
- 10 a.m. – **Santa Is Visiting Platt Hill Nursery**, Platt Hill Nursery, 2400 Randall Road, Carpentersville. Information: noreply@platthillnursery.com, www.platthillnursery.com.
- 10 a.m. to 3 p.m. – **Holiday Open House**, McHenry County Historical Museum, 6422 Main St., Union. Free. Information: 815-923-2267, kurt@mcchenrycountyhistory.org, www.gothistory.org.
- 10 to 11:30 a.m. – **Blanket Making for Project Linus/Haciendo cobijas para Project Linus**, McHenry Public Library, 809 Front St., McHenry. Free. Information: 815-385-0036, mplyps@mcchenrylibrary.org, mcchenrylibrary.org.
- 10 a.m. to 5 p.m. – **Merry Market**, Quarry Cable Park, 5517 Northwest Highway, Crystal Lake. Free. Information: 815-893-0036, ride@thequarrycablepark.com.
- 11 a.m. – **Viking Dash Trail Run - Chicago**, 431 Walkup Road, Crystal Lake. \$34 to \$89. Information: trailrunner.com.
- 11 a.m. to 3 p.m. – **Hallway Holiday Book Sale**, Woodstock Square Mall, 110 S. Johnson St., Woodstock. Free. Some books are \$0.50, \$1, \$2. Information: 815-338-0393, cwkannemvirodefmc@gmail.com, www.mcdelf.org.
- 11 a.m. to 4 p.m. – **Merry Christmas Craft/ Gift show**, American Legion banquet hall, 703 N. Route 12, Fox Lake. Variety of local crafters and direct sales reps with displays of jewelry, cosmetics, health and wellness, apparel and home décor. Free to attend. Lunch menu. Information: 815-814-4712, maureenandfrank62@aol.com.

COMMUNITY CALENDAR

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Monday

• 5:30 a.m. to 6:45 p.m. – **Body Blast at Fitness For Life**, Fitness For Life, 110 S. Johnson St., Woodstock. Circuit-based group fitness class designed to build strength, increase cardiovascular endurance and burn calories. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222 or fitness@ymma.net.

• 9:15 a.m. to noon – **Runnikub/Mah Jongg drop-in**, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Open to residents and non-residents. No membership fees. Senior Center is open from 9 a.m. to noon Monday through Friday. Information: 815-459-0680, ext. 1219, or ipeterson@crystallakeparks.org.

• 10 to 11 a.m. – **Old McDonald**, Round Lake Area Park District, 814 Hart Road. Join farmer McDonald in this fun experience playing on his farm. Ages 1 through 5. Cost: \$40 to \$48. Information: 847-546-8558 or apm.activecommunities.com.

1 a.m. to 5 p.m. – **Clayworkers' Guild of Illinois**, The Old Courthouse Arts Center, 101 N. Johnson St., Woodstock. The Clayworkers' Guild of Illinois is hosting its annual holiday sale and celebrating its 40th year. Nineteen artists

present works for sale. Ceramic pieces and sculptures available. Free. Ceramics for sale. Info: 815-338-4525, questions@oldcourthouseartscenter.org, oldcourthouseartscenter.org.

• 11 a.m. to 4 p.m. – **Halfway Holiday Book Sale**, Woodstock Square Mall, 110 S. Johnson St., Woodstock. Free. Books are 50 cents, \$1 or \$2. Information: 815-338-0393, cwkamerni@rodeffmc@gmail.com or www.mcdel.org.

• 2 to 2:45 p.m. – **Yoga**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Yoga Classes by Workplace Wellness Yoga LLC. Yoga mats and blocks provided. \$4 to \$5. Members get a \$1 discount. Information: 815-943-2740 or cindy.sheppard@harvardseniorcenter.org.

• 2:15 to 3:30 p.m. – **Science Olympiad**, Hannah Beardeley Middle School, Room 109, 515 E. Crystal Lake Ave., Crystal Lake. Information: d47.schoolwires.net.

• 4:30 to 5:30 p.m. – **Wauconda Area Chamber board meeting**, 100 N. Main St., Wauconda. Information: www.waucondachamber.org.

• 5 to 6 p.m. – **Yoga with Mary Engelhardt**, Fitness for Life, 110 S. Johnson St., Woodstock. Meet Best of the Fox Award-winning Mary Engelhardt and begin experiencing the benefits yoga can provide. First class is free. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222 or fitness@ymma.net.

• 6 to 6:45 p.m. – **Body Blast Fitness Class**, Fitness For Life, 110 S. Johnson St., Woodstock. Circuit-based group fitness class designed to build strength, increase cardio endurance and

burn calories. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222, fitness@ymma.net and fitnessforlifewoodstock.com.

• 6 to 7 p.m. – **Harvard High School Madrigals Holiday Concert**, Harvard Diggins Library, 900 E. McKinley St., Harvard. The group will perform a capella holiday songs in traditional Renaissance attire. Free. Information: 815-943-4671 or letciag@harvard-diggins.org.

• 6 to 7 p.m. – **Zumba**, 71 Nippersink Blvd., Fox Lake. Information: www.foxlake.org.

• 7 to 8 p.m. – **Hour of Code**, Dundee Library, 555 Barrington Ave., East Dundee. It's Computer Science Education week, and Hour of Code is a global movement to show anyone can code. Coding activities. Learn about using the library resource Videcode. Free. Information: 847-428-3661, kfineran@frvpd.info or www.frvpd.info.

• 7 to 8 p.m. – **Tai Chi with Allison Deputy**, Moonwillow Tai Chi & Wellness, 110 S. Johnson St., Woodstock. \$15 walk-in price. Membership and punch cards available. Information: 847-308-0469, moonwillowtc@gmail.com or moonwillowtaiichiwellness.vpweb.com.

Tuesday

• 8 a.m. – **PDR Group Meeting**, Ganek Municipal Center, 2200 Hannish Drive, Algonquin. Information: www.facebook.com.

• 9:30 to 11 a.m. – **1st Open Gym**, Grand Oaks Recreation Center, 1401 W. Route 176, Crystal Lake. Information: www.facebook.com. Ages 1 to 4 with parent/caregiver. Cost: \$5 per child at the door. No program on: 12/24, 12/31, 3/24. Information: 815-459-0680, hstolt@crystal-lakeparks.org.

www.crystallakeparks.org.

• 10 to 11 a.m. – **Cooking Art**, Round Lake Area Park District, 814 Hart Road, Round Lake. Create foods that combine colorful, edible ingredients that can be used to paint, draw, sculpt, and sometimes eat. Ages 1 to 5. \$40 to \$48. Information: 847-546-8558, www.lapd.org.

• 10 a.m. – **Drop In Dominos at Grand Oaks**, Grand Oaks, 1401 W. Route 176, Crystal Lake. Open to residents and nonresidents, no membership fees. Free. Information: 815-459-0680, ext. 1219, ipeterson@crystallakeparks.org.

• 10 to 11 a.m. – **Preschool Storytime**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Children ages 3 through 5 and their caregivers may join Miss Anna and Mrs. Karen each Tuesday for stories, songs and a craft. Registration required. Free. Information: 815-943-4671.

• 4 to 8 p.m. – **Culver's Fundraiser Night for The Huntley Historical Society**, Culver's of Huntley, Route 47. Help the Huntley Historical Society create a museum. Free. Information: huntleyhistoricalsociety@gmail.com.

• 5:15 p.m. – **Women's Basketball vs. Milwaukee Tech**, McHenry County College, 8900 Route 14, Crystal Lake. Information: 815-455-8580, athletics@mchenry.edu, www.mchenry.edu.

• 6 to 7 p.m. – **Read to a Dog**, Woodstock Public Library, 244 W. Dodd St. Information: rl@evanced.info.

• 6:30 to 7:30 p.m. – **Coffee with the Chief**, McHenry Public Library, 809 N. Front St., McHenry. Free. Information: 815-385-0036, mpbyps@mchenrylibrary.org, mchenrylibrary.org.

COMMUNITY CALENDAR

Sunday

- 8:15 to 9:15 a.m. – **Indoor Cycling at Fitness For Life**, 110 S. Johnson St., Woodstock. Ride and start your day off right. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222, fitness@ymma.net or fitnessforlifewoodstock.com.
- 9 to 11 a.m. – **Sterne's Woods & Fen Volunteer Work Day**, Sterne's outdoor pavilion, 5617 Hillside Drive, Crystal Lake. Volunteers will be cutting and piling brush by the abandoned horse track. Invasive species such as honeysuckle and buckthorn are crowding out the native fen species. Volunteers have a chance to learn about restoration ecology. Bring a water bottle and a pair of work gloves. The Crystal Lake Park District will supply the tools. Information: Contact Brice Alt, volunteer site steward, at bricemalteralt@hotmail.com or visit www.crystallakeparks.org.
- 11 a.m. to 2 p.m. – **Nail Trim Sundays**, Thomas' Tails, 31 E. Crystal Lake Ave., Crystal Lake. Information: downtowncl.org.
- 1:30 to 5:30 p.m. – **Christmas Walk and Tree Lighting**, downtown McHenry, tree

lighting and Santa House at Veterans Memorial Park, 3400 Pearl St., McHenry. Tree lighting will be at 5 p.m. Visit with Santa in the Santa House all afternoon. Free. Information: business.mchenrychamber.com.

- Noon to 1:30 p.m. – **Downtown McHenry Toys for Tots Parade**, followed by downtown Christmas Walk from 1:30 to 4:30 p.m. in the area around Veterans Memorial Park, 3400 Pearl St., McHenry. With food, store sales, characters and trolley. Information: www.visitmchenrycounty.com.

Monday

- 9:15 a.m. to noon – **Rummikub/Mahjongg Drop-In**, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Open to residents and nonresidents. Easy parking. No membership fees. The senior center is open from 9 a.m. to noon Monday through Friday. Information: 815-459-0680, ext. 1219, or jpetersen@crystallakeparks.org.
- 1 to 2:30 p.m. – **English Conversation Club/Grupo de Conversación**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Practice conversational English and increase your confidence in your skills. ¡Veniga a nuestro nuevo grupo de conversación! Practique su inglés conversacional y adquiera confianza en sus habilidades. ¡Principiantes bienvenidos! Free. Information: 815-459-1687 or cpl.evanced.info.
- 2 to 2:45 p.m. – **Yoga**, Harvard Com-

munity Senior Center, 6817 Harvard Hills Road, Harvard. Yoga Classes by Workplace Wellness Yoga LLC. Yoga mats and blocks are provided. \$4 to \$5. Members have a \$1 discount. Information: 815-943-2740 or cindy.sheppard@harvardseniorcenter.org.

- 2:15 to 3:30 p.m. – **Science Olympiad**, Room 109, Hannah Beardsley Middle School, 515 E. Crystal Lake Ave., Crystal Lake. Information: d47.schoolwires.net.

Workshop, Harvard Diggins Library, 900 E. McKinley St., Harvard. Bring in your existing or new writing projects. Get inspired from other writing wannabes by sharing, suggesting and supporting the next bestseller. For youth in grades six through 12. Registration required. Free. Information: 815-943-4671.

- 3:30 to 4:30 p.m. – **Crazy Good Teen Book Club**, Jimeno's Pizzeria, 366 Bank Drive, McHenry. Free. Information: 815-385-0036, mpypss@mchenrylibrary.org or mchenrylibrary.org.
- 3:45 to 5:15 p.m. – **Legó Mondays**, ages 4 and older, drop-in, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Build Legó creations. Free. Information: 815-459-1687 or cpl.evanced.info.
- 5 to 6 p.m. – **Yoga with Mary Engelhardt**, Fitness for Life, 110 S. Johnson St., Woodstock. Come in and meet Best of the Fox Award-winning Mary Engelhardt and begin experiencing the amazing benefits

that yoga can provide. First class is free. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222 or fitness@ymma.net.

- 6 to 6:45 p.m. – **Body Blast Fitness Class**, Fitness for Life, 110 S. Johnson St., Woodstock. Body Blast is a challenging circuit-based group fitness class designed to build strength, increase cardio endurance and burn calories. \$12 walk-in price. Membership and punch cards available. Information: 815-206-2222, fitness@ymma.net or fitnessforlifewoodstock.com.

- 6 to 7:15 p.m. – **Book Club at the General Store: Little Fires Everywhere by Celeste Ng**, Woodstock Public Library, 414 W. Judd St., Woodstock. Information: il.evanced.info.

- 6:30 to 8:30 p.m. – **Turkey Bingo**, Woodstock Public Library, 414 W. Judd St., Woodstock. Information: il.evanced.info.

- 7 to 8 p.m. – **Tai Chi with Allison Deputy**, Moonwillow, Tai Chi & Wellness, 110 S. Johnson St., Woodstock. Tai Chi is a low-impact, easy-to-start form of exercise that's perfect for men and women of all ages, shapes and sizes. The flowing motions of tai chi will invigorate your mind and body and reduce the years of stress and tension you've allowed to build up. \$15 walk-in price. Membership and punch cards available. Information: 847-308-0469, moonwillowtc@gmail.com or moonwillowtai.chiwellness.com.

Gobble up The SAVINGS!

Grab up to an additional \$2425.00*

Ends 11/30/19

HOLIDAY FURNACE & AC SALE!

FREE ESTIMATES

WHILE YOU STILL CAN ON INSTALLATION OF SELECT MODELS/SYSTEMS ALONG WITH 10 YR PARTS WARRANTY

FREE MEDIA AIR CLEANER & FREE WI-FI PROGRAMMABLE THERMOSTAT

*VARIABLE REBATES, SHEET METAL REPAIRS, BURNING BOWNS AND LEAK HEATING REPAIRS INCLUDED.

SUMMER EVENT

Explore Alaska, Europe & Canada, and New England this summer with these special offers:*

- **FREE Drinks**
- **US \$100 Deposit**
- **FREE White Pass Summit Scenic**

COMMUNITY CALENDAR

Thursday

- 7:30 to 9 a.m. - **WIM3 Presents: Raising Financially Aware Kids.** American Community Bank and Trust, 381 S. Main St., Crystal Lake. \$17. Includes breakfast. Information: info.wim3@gmail.com, www.wim3.com.
- 8:30 to 10 a.m. - **Volunteer Management Network.** Volunteer Center McHenry County, 620 Dakota St. (back building, second story), Crystal Lake. Join the Volunteer Management Network on the third Thursday of every month from 8:30 to 10 a.m. at VCMC. Connect with a network of resourceful volunteer managers. Share your skills, ask questions, give advice, find new tools and build relationships. Free. Free to VCMC members. Nonmembers may attend one session free. Information: 815-344-4483, keisey@volunteercentermchenrycounty.org, www.volunteercentermchenrycounty.org.
- 10 a.m. - **Nature Tots with Daisy-Rocks Scissors Paper.** The Nature Center, Crystal Lake. \$7 to \$9. Information: www.crystallakeparks.org.
- 10 a.m. - **Wear Did U Get That - Seventh Anniversary.** Wear Did U Get That, 66 N. Williams St., Crystal Lake. Information: downtowncl.org.
- 10 a.m. to noon - **Robert Rodriguez - Lennon and McCartney: Truth and Beauty.** Woodstock Opera House, 121 W. Van Buren St., Woodstock. Information: www.facebook.com.
- 10 a.m. to 5 p.m. - **Seniors Days - Half-price Thursdays.** Volo Auto Museum, 27582 Volo Village Road, Volo. Information: www.volofacebook.com.
- 10 a.m. to 2 p.m. - **Poker Club.** Kraus Senior Center, 441 W. Main St., Cary. Poker club meets on Thursdays at the Kraus Senior Center from 10 a.m. to 2 p.m. Free. Information: 847-639-6100, khughes@carpark.com.
- 10 a.m. to 1 p.m. - **Dominoes Club.** Kraus Senior Center, 441 W. Main St., Cary. Dominoes club meets on the first and third Thursday of each month at the Kraus Senior Center. No experience is necessary; learn as you go. Bring a snack. Free. Information: 847-639-6100, khughes@carpark.com.
- 1 to 2 p.m. - **Music and Movement/Senior Dance Workshops.** Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Nine-week session for seniors dance and learn a choreography to perform for a holiday program finale. Sessions are designed to meet the individual needs of each participant at their level. Professional dance instructors will provide the best classes for this age group. \$4 to \$5 a class. Please RSVP to Cynthia at 815-943-2740. Information: 815-943-2740, cindy.sheppard@harvardseniorcenter.org.
- 2 p.m. - **Recovery International, Community Resource Center.** 620 Dakota St., Crystal Lake. Weekly meetings of support and training in the Recovery International Method of cognitive behavioral self-help. Meetings continue 2 p.m. Thursdays. Free. Information: 847-961-6295.
- 6 to 8 p.m. - **Rick Embach Duo.** Duke's Alehouse and Kitchen, 110 N. Main St., Crystal Lake. Information: thedukealebides.com.
- 6 to 9 p.m. - **Bridge Club.** Kraus Senior Center, 441 W. Main St., Cary. Bridge club meets on the first through fourth Thursdays of the month from 6 to 9 p.m. at the Kraus Senior Center. Free. Information: 847-639-6100, khughes@carpark.com.
- 6 to 8 p.m. - **Family Read Night.** Woodstock Public Library, 414 W. Judd St., Woodstock. Information: il.evanced.info.
- 7 to 8 p.m. - **Murder & Mayhem Book Club.** Woodstock Public Library, 414 W. Judd St., Woodstock. Information: il.evanced.info.
- 7 to 8:30 p.m. - **Film Discussion: Ex Machina.** Cary Public Library, 1606 Three Oaks Road, Cary. Free. Information: 847-639-4210, bit.ly.
- 7 to 8:30 p.m. - **Literary Book Club: "Akin" by Emma Donoghue.** Woodstock Public Library, 414 W. Judd St., Woodstock. Information: il.evanced.info.
- 9 to 10 p.m. - **The Buzzed Bee.** Duke's Alehouse and Kitchen, 110 N. Main St., Crystal Lake. Information: www.thedukealebides.com.
- 8:30 to 10 a.m. - **SCORE Roundtable.** McHenry Chamber of Commerce, 1257 N. Green St., McHenry. Free. Information: counsellor@scoreforvalley.org, business@mchenrychamber.com.
- 9:30 to 10:30 a.m. - **"Frozen" Sensory Storytime.** McHenry Public Library, 809 Front St., McHenry. Free. Information: 815-385-0036, mpyps@mchenrylibrary.org, mchenrylibrary.org.
- 9:30 to 11 a.m. - **Google Drive Basics.** Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. This hands-on introductory class at the Crystal Lake Public Library will cover how to access, use and organize Google Drive. Register at www.clpl.org or call 815-459-1687. Free. Information: 815-459-1687, clpl.evanced.info.
- 10 to 11 a.m. - **Memory Café.** McHenry Senior Center, 3519 N. Richmond Road, McHenry. Free and fun opportunity for people with memory issues and their care providers to meet, share stories, enjoy meaningful activities and spend time together in a casual environment. RSVP to Lois Fox at 815-382-0464 or seniorsitter@hotmail.com. Free. Information: 815-382-0454, seniorsitter@hotmail.com.
- 10 a.m. to noon - **Drop-In Beanbag Baseball.** Grand Oaks, 1401 W. Route 176, Crystal Lake. Free, just drop in. All are welcome. Information: 815-459-0680, ext. 1219 or jleeche@crystallakeparks.org.
- 10 a.m. to 2 p.m. - **Pioneer Center's Holiday Craft Fair.** Pioneer Center (Central), 4001 W. Dayton St., McHenry. Information: 815-759-7129, info@pioneercenter.org, business.mchenrychamber.com.

HUGE BUYING SPREE!

Like most retail stores, rare coin stores often sell more now through Christmas. Like most stores, we want to stock our shelves - so we can sell now thru Christmas.

Even though many coin dealers, pawn shops and jewelers sell to us, our number one source for our "product" is still the collector or person that inherited a collection. As we say, "Sure we'll still buy after Christmas. But we want to buy now in time for Christmas sales."

Unlike most shops that buy gold and silver scrap from the public, we'll buy that too, but our emphasis is on the scarce coins and collector coins and currency.

Many people ask us, "Why do you only advertise that you are buying?" Simple - because avid coin collectors already know about us and come in to our store. But if you aren't a numismatist (fancy word for coin collector), you maybe don't know where to sell that old box of coins or strange piece of paper money.

When you come to our store, we can give you a free verbal appraisal on your items. If you want to sell any, some or none, we don't charge.



COMMUNITY CALENDAR

Friday

- 8 a.m. to 3 p.m. – **Habitat for Humanity of McHenry County – Home Build Project**, McHenry. Info: business.mchenrychamber.com.
- 10 a.m. to 2 p.m. – **Pioneer Center's Holiday Craft Fair**, Pioneer Center (Central), 4001 W. Dayton St., McHenry. Info: 815-759-7129, info@pioneercenter.org, business.mchenrychamber.com.
- 7 to 11 p.m. – **Vaguely Familiar**, Port Edward, 20 W. Algonquin Road, Algonquin.
- 7:30 to 9 p.m. – **Out There – The Quest for Extra-Solar Worlds**, McHenry County College, 8900 Route 14, Crystal Lake. Free. Info: 815-455-8764, conferencecenter@mchenry.edu, www.mchenry.edu.
- 7:30 to 8:30 p.m. – **MCC Monthly Planetarium Showcase**, MCC Planetarium – Building F (Liebman Science Center, upper level), McHenry County College, 8900 Route 14, Crystal Lake. Free. Info: www.brownpaper-tickets.com.
- 8 to 9:30 p.m. – **VoicePlay**, Raue Center for the Arts, 26 N. Williams St., Crystal Lake. A cappella. As seen on Season 4 of NBC's "The Sing Off." \$20 to \$37. Additional fees and restrictions. Prices vary by zone. Info: 815-356-9212, www.rauecenter.org.

Saturday

- 8 p.m. – **A Christmas Carol**, Woodstock Opera House, 121 W. Van Buren St., Woodstock. Info: www.facebook.com.
- 8 a.m. to 3 p.m. – **40th annual Christmas in the Country Craft Show**, St. Elizabeth and Seton Catholic Church, 1023 McHenry Ave., Crystal Lake. Almost 70 juried crafters, bake sale and food court. Two chances for \$1,000 cash. Admission \$2. Info: 815-459-3033, Parishoffice@elizabethannseton.org.
- 9 a.m. to 3 p.m. – **Craft/Vendor show, blood drive**, Woodstock VFW, 224 Throop St., Woodstock. Open to the public. Proceeds benefit Woodstock Christmas Clearing House and Woodstock VFW veterans. Blood donors will receive Queen of Hearts ticket. Free. Info: 815-382-3195, rpstock93@yahoo.com.
- 9 a.m. to 6 p.m. – **HALO Holiday Craft & Bake Sale**, The Church of Holy Apostles, 5211 W. Bull Valley Road, McHenry. Featuring Cookie Wonderland, handcrafted gifts and decor. Free. Info: 815-385-5673, awest@tcoha.org.
- 9 a.m. to 4 p.m. – **50 Cent Used Book & Media Flash Sale**, Johnsburg Public Library, 3000 N. Johnsburg Road, Johnsburg. All items 50 cents. Free. Info: 815-344-0077, bryan@johnsburglibrary.org, johnsburglibrary.org.
- 10 to 11 a.m. – **Make & Take – Thanksgiving Centerpiece Workshop**, Carpentersville. Info: www.facebook.com.

bash, Woodstock Farm & Lawn, 2020 S. Route 47, Woodstock. Free. There will be face painting and tips earned from face painting will be donated to Operation Wild Horse – Veterans R&R. Info: 815-338-4200, antmenge@gmail.com.

• 10 a.m. to noon – **McHenry County Civil War Round Table Discussion Group**, Panera Bread Company, 6000 Northwest Highway, Crystal Lake. Topic: Battle of Fredricksburg. Visit www.mchenrycivilwar.com Free. Info: fskupstis@comcast.net.

• 11 a.m. to noon – **Improv Playhouse Presents: The Tortoise & The Hare**, Fox Lake District Library, 255 E. Grand Ave., Fox Lake. Info: www.facebook.com.

• 11 a.m. to 5 p.m. – **Mother Truckin' Booze Fest**, Crystal Lake Brewing, 150 N. Main St., Crystal Lake. Info: www.facebook.com.

• 11 a.m. – **Attack of the Space Pirates**, McHenry County College, 8900 Route 14, Crystal Lake. Free. Info: 815-455-8764, conferencecenter@mchenry.edu, www.mchenry.edu.

• Noon to 3 p.m. – **A Day of Remembrance**, NAMI McHenry County, 620 Dakota St., Crystal Lake. Share stories and memories of those who died by suicide. Free. Info: 815-206-3459, jennifer.balleto@nm.org.

• 1:30 to 2:30 p.m. – **Happy Holiday Railway**, Illinois Railway Museum, 7000 Olson Road, Union. Take a train ride through the winter countryside with Santa Claus. Warm treats served and gifts given to children on the "good list." Tickets \$18 for those older than 1. Info: 815-923-4391, fhicks@irm.org, www.visitmchenrycounty.com.

• 2 to 5 p.m. – **2019 Boathouse Reserve Release**, Crystal Lake Brewing, 150 N. Main St., Crystal Lake. Info: www.facebook.com.

• 2:30 to 3:30 p.m. – **Teen Crafternoon. Make a Junk-box Craft**, McHenry Public Library, 809 Front St., McHenry. Free. Info: 815-385-0036, mplyps@mchenrylibrary.org, mchenrylibrary.org.

• 3 to 4:30 p.m. – **The Paddock Street Writers Guild Author Visit**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Monthly writers group. Special appearance by Alyssa Wees, author of "The Waking Forest." Register at www.clpl.org or 815.459.1687. Free. Info: 815-459-1687, clpl.evanced.info.

• 6 to 8 p.m. – **Star Lighting Ceremony**, Culver's parking lot, Island Lake, 203 E. State Road, Island Lake. Star atop the water tower lights up at 6:30 p.m., sponsored by Island Lake Historical Society and the village of Island Lake. Culver's donates a percentage of food purchased by participants to the Historical Society and village of Island Lake Events. Free. Information: 847-526-8764, ext. 7857.

• 7 p.m. – **Saturday Night Social Dance – Cha Cha**, Crystal Lake Main Beach, 300 Lake Shore Drive, Crystal Lake. \$14 to \$18. Information: www.crystallakeparks.org.

• 7:30 to 9:30 p.m. – **Ananda Lila Khirtan Chanting**, Blue Lotus Temple, 221 Dean St., Woodstock. Join us in celebrating the beauty of Kirtan chanting. In Kirtan, mantras and