



**McHENRY PUBLIC
LIBRARY DISTRICT**

WISDOM • KNOWLEDGE • DREAMS

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

Tuesday, January 16, 2018

7:00 p.m.

2nd Floor Board Room

Agenda

- I. CALL TO ORDER** – Kathy Beaderstadt, President
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISISTORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting, December 19, 2017

TREASURER'S REPORT – Delphine Grala, Treasurer
Monthly Financial Statements and Interim Check Report through
December 31, 2017 and Bill Reports for December 2017/January 2018
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) and review and release of the October 24, 2017 Executive Session Minutes.

X. OLD BUSINESS

XI. NEW BUSINESS

1. Review/Approval of the October 24, 2017 Executive Session Minutes **(Action)**
2. Board reviews slides in Library Safety and Security (found on Google Drive, MPLD Board) as part of 2018 Illinois Public Library Per Capita Grant Application.
(Recommendations for staff action and policies from Board)
3. Discussion and Consideration of Investment/Fund Balance Policy 2018 **(Possible Action)**
4. Consideration of amended policy – Rules for Patron Behavior – in Public Policy Manual **(Action)**
5. Discussion concerning open/closed (Executive) sessions and plan to reduce number of closed sessions to increase public transparency of records **(Possible board recommendation to staff)**

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

XIII. 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.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: December 19, 2017

Time: 7:00 P.M.

Location: Library Board Meeting Room

I. Call to Order:

President Baderstadt called the meeting to order at 7:09 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Kathy Baderstadt, Margaret Carey, Delphine Grala, Monica Leccese, Charles Reilly, Bradley Schubert, and Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director; Bill Edminster, Assistant Director; Debbie Gunness, Business Manager; Patti Torgersen, Business Manager

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

None

V. Public Comment and Recognition of Visitors

Patti Torgersen, the new Business Manager for the library.

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting, November 21, 2017

Treasurer's Report – Delphine Grala, Treasurer

Monthly Financial Statements and Interim Check Report through November 30, 2017

Bill Reports for November/December 2017

Additional Bills (Distributed night of meeting)

Petty Cash and Credit Card Reports

The Board reviewed the regular board minutes, financial statements and bills.

Stone moved and Carey seconded a motion to approve the minutes of the public hearing and regular meeting for November 21, 2017, the monthly financial statements for the fiscal year through November 30, 2017, the Bill Reports for November/December 2017, and payment of the bills.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Communications

The Board reviewed the Communications.

- Thank you from B. Edminster to Nancy M. Kramer & Beverly N. Tychsen for donation in memory of Frances Mysker
- TY from BE to Thomas & Beverly Tychsen “ “ “ “ Frances Mysker
- TY from BE to Joanne & Steven Wilhelmy “ “ “ “ Frances Mysker
- TY from BE to the Senate Republican Caucus & Staff “ “ “ “ Frances Mysker
- TY from BE to Joellen Johnson “ “ “ “ Frances Mysker
- TY from BE to Lisa Sims “ “ “ “ Frances Mysker
- TY from BE to Janet Daniels “ “ “ “ Frances Mysker
- B. Edminster to Pamela Althoff—Announcement of donations made in memory of Frances Mysker
- B. Edminster to Adam Lowrey—Invitation to Career Online High School Graduation (other such letters confidential pending response)
- B. Edminster to Dawn Amponin— Memorial for Leodegario L. Amponin, Sr.
- B. Edminster to Emma Wyant—Memorial for Kenneth L. Andrews

VIII. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz shared the design plans for the Drop Box enclosure with the Board. Patrons returning books through the outside book drop will feed their returns into the new RFID Automated Handling System by way of the Drop Box enclosure. A LCD display will provide instructions, such as telling them to put in one item at a time so that each item can be properly checked in.
- Scholtz announced that 13% of the collection has been tagged with RFID tags. The Automated Handling System will be delivered in April 2018.
- Scholtz thanked Jill Stone on behalf of the Board for setting up the farewell dinner at Bimbos for Deb Gunness.
- Scholtz reported that Lesley Jakacki, Pam Strain, and Zach Terrill attended a Library Director Bootcamp and will share what they learned with staff and the Board.
- Scholtz told the Board that Lesley Jakacki and Caitlin Bergan worked with School District 15 to get a grant for a children's project. They will make a presentation to the Board about it in the near future.
- Scholtz reported that some of the desks that the library installed in the 2010 renovation have lamination that has chipped and that he is investigating getting the desks repaired or replaced.
- Scholtz discussed a memo that he distributed to the Board about the use of graphics and wording for a future building campaign. The memo used suggestions from a *Library Journal* editorial discussing a project called “What Makes a Great Place?” He wanted the Board to be aware of the issues discussed but did not intend to begin a current discussion.
- A comment by Scholtz about the Audit lead to a discussion about personnel costs. In 2008, personnel costs were 37% of the library's budget. In 2017, they represent 50%, a figure that would not be out of line for a service business in the past but which is unusual today. The budget is about the same as it was 10 years ago but health insurance has increased, as well as the number of full-time staff. In response to a question about whether the increase was a result of an older staff, Scholtz said that based on a recent survey, 70% of the staff has been employed by the library for less than 5 years. We will hire a consultant next year to analyze our IMRF contributions toward staff retirements in order to reduce future IMRF costs by paying ahead.
- Scholtz informed the Board that there is new Freedom of Information Act legislation requiring governmental units to maintain a list of documents subject to FOIA that the units can provide immediately.

- Edminster updated the Board on progress on the migration from Sirsi-Dynix to Polaris for the library's Integrated Library System software. Staff met the deadline from CCS for a training plan and timetable for teaching staff about Polaris. Polaris, CCS, and an in-house committee are all doing training during the transition process. Edminster taught Public Services managers about Polaris software earlier that day as part of the train-the-trainer process. Staff is also testing to see whether data transferred correctly to a test server while also making sure that there were no mistakes in the current data. We expect to change over to Polaris on April 16, 2018. We will be setting up the Acquisitions module of Polaris but it will not be fully implemented here until July 1, 2018 with the new fiscal year.

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) and review and release of the July 18, 2017 Executive Session Minutes.

The Board did not go into executive session.

X. Old Business

None

XI. New Business

1. Approval of the 2018 Illinois Public Library Per Capita Grant Application and the 2016 Illinois Public Library Per Capita Grant Expenditures Report
Schubert moved and Grala seconded a motion to approval of the 2018 Illinois Public Library Per Capita Grant Application and the 2016 Illinois Public Library Per Capita Grant Expenditures Report.
Ayes: Baderstadt, Carey, Grala, Leccese, Reilly, Schubert, and Stone
Nays: None
Abstain: None
Absent: None
Motion Passed
2. Reading and approval of Ordinance 2017/2018-11 "An Ordinance Adopting a Policy Prohibiting Sexual Harassment for the MPLD", including policy (Exhibit A)
Leccese moved and Carey seconded a motion to approval of Ordinance 2017/2018-11 "An Ordinance Adopting a Policy Prohibiting Sexual Harassment for the MPLD, including policy (Exhibit A).
Ayes: Baderstadt, Carey, Grala, Leccese, Reilly, Schubert, and Stone
Nays: None
Abstain: None
Absent: None
Motion Passed
3. Reading and approval of Resolution 2017/18-1
Baderstadt read Resolution 2017/18-1 honoring Debbie Gunness
Carey moved and Grala seconded a motion to approve Resolution 2017/18-1 honoring Debbie Gunness.
Ayes: Baderstadt, Carey, Grala, Leccese, Reilly, Schubert, and Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

4. Approval and Release of the FY 2016-2017 Audit
Schubert moved and Grala seconded a motion to approval and release the FY 2016-2017 Audit.
Ayes: Baderstadt, Carey, Grala, Leccese, Reilly, Schubert, and Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

XII. Any and All Other Business Which May Properly Come Before the Board
Little libraries

- XIII. Adjournment**
Reilly moved and Grala seconded a motion to adjourn the meeting at 8:52 p.m.
Ayes: Baderstadt, Carey, Grala, Leccese, Reilly, Schubert, and Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

December 31, 2017

McHenry Public Library District
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General - First Midwest	1,122,443.89
1060200 · MM - Spec Reserve-First Midwest	1,457,772.89
1060300 · MM - Grant & Gift-First Midwest	426,402.49
Total 1060 · First Midwest Bank-Money Market	<u>3,006,619.27</u>
1070100 · HSA/Building - First Midwest	362,515.10
1615100 · General Account - First Midwest	17,255.08
1625100 · Payroll Account - First Midwest	193,720.29
1635100 · Imprest Account - First Midwest	5,000.00
1045100 · PROPAY	3,365.48
Total Checking/Savings	<u>3,588,475.22</u>
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>
Total Current Assets	<u>4,139,275.22</u>
TOTAL ASSETS	<u>4,139,275.22</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500100 · Due to Special Reserve Fund	550,000.00
Total Other Current Liabilities	<u>550,000.00</u>
Total Current Liabilities	<u>550,000.00</u>
Total Liabilities	<u>550,000.00</u>
Equity	
3010100 · Fund Balance - General	1,456,371.20
3010200 · Fund Balance - Special Reserve	1,748,470.21
3010300 · Fund Balance - Grants & Gifts	437,630.23
Net Income	(53,196.42)
Total Equity	<u>3,589,275.22</u>
TOTAL LIABILITIES & EQUITY	<u>4,139,275.22</u>

McHenry Public Library District
Statement of Revenues and Expenditures
December 2017

	<u>Dec 17</u>
Income	
6030100 · Interest Income - General	43.51
6030200 · Interest Income - Spec Reserve	44.48
6030300 · Interest Income - Grant & Gifts	13.07
6040100 · Nonresident/Enhanced Cards	440.00
6050100 · Fines	2,958.50
6055100 · Referral/Collection Fees	10.00
6060100 · Photocopier & Fax Income	2,407.99
6070300 · General Fund Gifts	47.76
6105100 · Cobra/Retiree Insurance Pmts	1,000.29
6110100 · Program Fees/Misc Fees	45.00
6120100 · Meeting Room Fees	35.00
6130100 · Misc Incom -General(Sales/Fees)	40.70
6150100 · Lost & Damged Materials	178.93
6200100 · Over/Short	(15.99)
Total Income	<u>7,249.24</u>
Gross Profit	7,249.24
Expense	
8010100 · Adult Books	6,848.01
8020100 · Youth Books	4,033.85
8025100 · Professional Resources	275.00
8028100 · Administrative Resources (GA)	29.99
8030100 · Magazines & Newspapers	125.48
8040300 · Operating Fund Gifts	1,398.59
8050100 · Adult AV Materials	2,418.43
8060100 · Youth AV Materials	502.83
8080100 · Video Games	988.73
8090100 · eBook & eMagazine Services	1,628.19
8095100 · Electronic Subscriptions	14,688.87
8120100 · Library Supplies	90.21
8130100 · Tech Services Supplies	3,926.65
8140100 · Adult Programs & Supplies	921.05
8150100 · Youth Programs & Supplies	780.25
8215100 · Collection Agency Fees	125.30
8245100 · Comp/OfcEqp/CopierRepairs/Contr	394.00
8270100 · Finance/Late Fee Charges	(20.00)
8310100 · CCS & Polaris Expenses	5,962.95
8320100 · Network Expenses	3,950.76
8330100 · OCLC Services (cataloging)	742.71
8410100 · Payroll Exp, Acctg & Audit Serv	962.05
8430100 · Automation & Misc Consultants	735.00
8510100 · Printing	5,168.99
8540100 · Postage	840.99
8550100 · Public Relations/Promotions	547.40
8630100 · Telephone & Internet Services	85.49
8640100 · Water & Sewer	1,382.25
8720100 · Building/Auto Insurance	964.00
8740100 · Building & Grounds	9,604.47
8760100 · Hospitality	287.99
8795100 · Miscellaneous (FH)	35.00

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Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures
December 2017

	<u>Dec 17</u>
8800300 · Per Capita Grant expense for FY	(127.37)
8800311 · Adult Materials - PER CAPITA	711.76
8910100 · Salaries	134,216.39
8920100 · FICA/Medicare	9,993.41
8930100 · IMRF	15,274.43
8940100 · Health & Life Insurance	8,448.87
8960100 · Memberships & Dues	223.99
8970100 · Travel	178.92
8980100 · Meetings & Training	53.74
Total Expense	<u>239,399.62</u>
Net Income	<u><u>(232,150.38)</u></u>

McHenry Public Library District
Statement of Revenues and Expenditures by Class

July through December 2017

	100 General Fund	200 Special Reserve F...	300 Grant and Gift Fund	TOTAL
Income				
6010100 · Property Taxes	1,544,206.93	0.00	0.00	1,544,206.93
6020200 · Developer Fees	0.00	58,576.00	0.00	58,576.00
6030100 · Interest Income - General	411.37	0.00	0.00	411.37
6030200 · Interest Income - Spec Reserve	0.00	257.73	0.00	257.73
6030300 · Interest Income - Grant & Gifts	0.00	0.00	88.04	88.04
6035100 · Dividends	47.00	0.00	0.00	47.00
6040100 · Nonresident/Enhanced Cards	620.00	0.00	0.00	620.00
6050100 · Fines	26,359.50	0.00	0.00	26,359.50
6055100 · Referral/Collection Fees	100.00	0.00	0.00	100.00
6060100 · Photocopier & Fax Income	7,344.04	0.00	0.00	7,344.04
6070300 · General Fund Gifts	2.06	0.00	486.93	488.99
6105100 · Cobra/Retiree Insurance Pmts	5,649.59	0.00	0.00	5,649.59
6110100 · Program Fees/Misc Fees	2,160.00	0.00	0.00	2,160.00
6120100 · Meeting Room Fees	455.00	0.00	0.00	455.00
6130100 · Misc Incom -General(Sales/Fees)	1,936.46	0.00	0.00	1,936.46
6150100 · Lost & Damged Materials	1,745.41	0.00	0.00	1,745.41
6200100 · Over/Short	15.31	0.00	0.00	15.31
Total Income	1,591,052.67	58,833.73	574.97	1,650,461.37
Gross Profit	1,591,052.67	58,833.73	574.97	1,650,461.37
Expense				
8010100 · Adult Books	40,267.87	0.00	0.00	40,267.87
8020100 · Youth Books	20,335.49	0.00	0.00	20,335.49
8025100 · Professional Resources	4,553.60	0.00	0.00	4,553.60
8028100 · Administrative Resources (GA)	149.95	0.00	0.00	149.95
8030100 · Magazines & Newspapers	12,848.59	0.00	0.00	12,848.59
8040300 · Operating Fund Gifts	0.00	0.00	6,396.29	6,396.29
8050100 · Adult AV Materials	19,531.92	0.00	0.00	19,531.92
8060100 · Youth AV Materials	4,536.96	0.00	0.00	4,536.96
8080100 · Video Games	4,395.44	0.00	0.00	4,395.44
8090100 · eBook & eMagazine Services	23,277.19	0.00	0.00	23,277.19
8095100 · Electronic Subscriptions	36,950.98	0.00	0.00	36,950.98
8120100 · Library Supplies	3,827.83	0.00	0.00	3,827.83
8130100 · Tech Services Supplies	12,703.06	0.00	0.00	12,703.06
8140100 · Adult Programs & Supplies	8,684.75	0.00	0.00	8,684.75
8145100 · Circulation Supplies	91.80	0.00	0.00	91.80
8147100 · Summer Reading Club	28.52	0.00	0.00	28.52
8150100 · Youth Programs & Supplies	11,053.25	0.00	0.00	11,053.25
8215100 · Collection Agency Fees	626.50	0.00	0.00	626.50
8245100 · Comp/OfcEqp/CopierRepairs/Contr	21,725.41	0.00	0.00	21,725.41
8310100 · CCS & Polaris Expenses	35,777.70	0.00	0.00	35,777.70
8320100 · Network Expenses	9,028.78	0.00	0.00	9,028.78
8330100 · OCLC Services (cataloging)	4,456.26	0.00	0.00	4,456.26
8410100 · Payroll Exp, Acctg & Audit Serv	11,072.20	0.00	0.00	11,072.20
8420100 · Legal Services	517.00	0.00	0.00	517.00
8430100 · Automation & Misc Consultants	1,335.00	0.00	0.00	1,335.00
8510100 · Printing	16,825.04	0.00	0.00	16,825.04
8530100 · Public Notices & Ads	1,279.20	0.00	0.00	1,279.20
8540100 · Postage	5,336.35	0.00	0.00	5,336.35
8550100 · Public Relations/Promotions	2,629.02	0.00	0.00	2,629.02
8610100 · Electricity	11,215.07	0.00	0.00	11,215.07
8630100 · Telephone & Internet Services	4,257.43	0.00	0.00	4,257.43
8640100 · Water & Sewer	5,078.93	0.00	0.00	5,078.93
8720100 · Building/Auto Insurance	22,996.00	0.00	0.00	22,996.00
8730100 · Bonding & Officers Liability	5,554.00	0.00	0.00	5,554.00
8740100 · Building & Grounds	30,840.53	0.00	0.00	30,840.53
8760100 · Hospitality	2,145.51	0.00	0.00	2,145.51
8770100 · Interlibrary Loan Fees & Losses	181.62	0.00	0.00	181.62
8795100 · Miscellaneous (FH)	374.00	0.00	0.00	374.00
8800311 · Adult Materials - PER CAPITA	0.00	0.00	5,406.42	5,406.42
8910100 · Salaries	790,097.26	0.00	0.00	790,097.26
8920100 · FICA/Medicare	57,855.74	0.00	0.00	57,855.74
8930100 · IMRF	88,579.95	0.00	0.00	88,579.95
8940100 · Health & Life Insurance	171,903.42	0.00	0.00	171,903.42
8950100 · Tuition Reimbursement	679.18	0.00	0.00	679.18
8960100 · Memberships & Dues	671.95	0.00	0.00	671.95
8970100 · Travel	1,330.28	0.00	0.00	1,330.28
8980100 · Meetings & Training	1,834.64	0.00	0.00	1,834.64
9060100 · Library Furnishings	1,367.07	0.00	0.00	1,367.07
9070100 · Library Equipment	329.52	0.00	0.00	329.52

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01/11/18

Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures by Class

July through December 2017

	100 General Fund	200 Special Reserve F...	300 Grant and Gift Fund	TOTAL
9080100 · Small Equipment Under \$250	1,019.42	0.00	0.00	1,019.42
9090100 · Additional Capital Projects	179,697.90	0.00	0.00	179,697.90
Total Expense	1,691,855.08	0.00	11,802.71	1,703,657.79
Net Income	(100,802.41)	58,833.73	(11,227.74)	(53,196.42)

McHenry Public Library District

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2017- December 31, 2017 - General Fund

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,544,206.93	3,180,653.29	(1,636,446.36)	48.5%
6030100 · Interest Income - General	411.37	5,000.00	(4,588.63)	8.2%
6035100 · Dividends	47.00	500.00	(453.00)	9.4%
6040100 · Nonresident/Enhanced Cards	620.00	1,000.00	(380.00)	62.0%
6050100 · Fines	26,359.50	55,000.00	(28,640.50)	47.9%
6055100 · Referral/Collection Fees	100.00	1,000.00	(900.00)	10.0%
6060100 · Photocopier & Fax Income	7,344.04	17,000.00	(9,655.96)	43.2%
6070300 · General Fund Gifts	2.06			
6090100 · Annexation Impact Fees	0.00	8,000.00	(8,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	5,649.59	13,500.00	(7,850.41)	41.8%
6110100 · Program Fees/Misc Fees	2,160.00	4,200.00	(2,040.00)	51.4%
6120100 · Meeting Room Fees	455.00	1,000.00	(545.00)	45.5%
6130100 · Misc Incom -General(Sales/Fees)	1,936.46	25,000.00	(23,063.54)	7.7%
6150100 · Lost & Damged Materials	1,745.41	6,000.00	(4,254.59)	29.1%
6200100 · Over/Short	15.31	0.00	15.31	100.0%
Total Income	1,591,052.67	3,317,853.29	(1,726,800.62)	48.0%
Gross Profit	1,591,052.67	3,317,853.29	(1,726,800.62)	48.0%
Expense				
8010100 · Adult Books	40,267.87	94,000.00	(53,732.13)	42.8%
8020100 · Youth Books	20,335.49	59,000.00	(38,664.51)	34.5%
8025100 · Professional Resources	4,553.60	5,500.00	(946.40)	82.8%
8028100 · Administrative Resources (GA)	149.95	6,000.00	(5,850.05)	2.5%
8030100 · Magazines & Newspapers	12,848.59	15,000.00	(2,151.41)	85.7%
8050100 · Adult AV Materials	19,531.92	53,000.00	(33,468.08)	36.9%
8060100 · Youth AV Materials	4,536.96	15,000.00	(10,463.04)	30.2%
8080100 · Video Games	4,395.44	12,500.00	(8,104.56)	35.2%
8090100 · eBook & eMagazine Services	23,277.19	55,500.00	(32,222.81)	41.9%
8095100 · Electronic Subscriptions	36,950.98	80,000.00	(43,049.02)	46.2%
8110100 · Bank Service Charges	0.00	200.00	(200.00)	0.0%
8120100 · Library Supplies	3,827.83	10,000.00	(6,172.17)	38.3%
8130100 · Tech Services Supplies	12,703.06	57,200.00	(44,496.94)	22.2%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	8,684.75	18,500.00	(9,815.25)	46.9%
8145100 · Circulation Supplies	91.80	25,000.00	(24,908.20)	0.4%
8147100 · Summer Reading Club	28.52	7,000.00	(6,971.48)	0.4%
8150100 · Youth Programs & Supplies	11,053.25	21,500.00	(10,446.75)	51.4%
8215100 · Collection Agency Fees	626.50	1,500.00	(873.50)	41.8%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	21,725.41	59,000.00	(37,274.59)	36.8%
8260100 · Misc Contracted Services	0.00	2,000.00	(2,000.00)	0.0%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	35,777.70	75,000.00	(39,222.30)	47.7%
8320100 · Network Expenses	9,028.78	25,000.00	(15,971.22)	36.1%
8330100 · OCLC Services (cataloging)	4,456.26	10,000.00	(5,543.74)	44.6%
8410100 · Payroll Exp, Acctg & Audit Serv	11,072.20	22,000.00	(10,927.80)	50.3%
8420100 · Legal Services	517.00	1,500.00	(983.00)	34.5%
8430100 · Automation & Misc Consultants	1,335.00	5,000.00	(3,665.00)	26.7%
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%
8510100 · Printing	16,825.04	34,000.00	(17,174.96)	49.5%
8530100 · Public Notices & Ads	1,279.20	3,000.00	(1,720.80)	42.6%
8540100 · Postage	5,336.35	14,000.00	(8,663.65)	38.1%
8550100 · Public Relations/Promotions	2,629.02	8,500.00	(5,870.98)	30.9%
8610100 · Electricity	11,215.07	25,000.00	(13,784.93)	44.9%
8620100 · Gas	0.00	3,500.00	(3,500.00)	0.0%
8630100 · Telephone & Internet Services	4,257.43	10,500.00	(6,242.57)	40.5%
8640100 · Water & Sewer	5,078.93	5,400.00	(321.07)	94.1%
8720100 · Building/Auto Insurance	22,996.00	31,500.00	(8,504.00)	73.0%
8730100 · Bonding & Officers Liability	5,554.00	5,500.00	54.00	101.0%
8740100 · Building & Grounds	30,840.53	54,000.00	(23,159.47)	57.1%
8760100 · Hospitality	2,145.51	10,000.00	(7,854.49)	21.5%
8770100 · Interlibrary Loan Fees & Losses	181.62	700.00	(518.38)	25.9%
8795100 · Miscellaneous (FH)	374.00	4,000.00	(3,626.00)	9.4%
8910100 · Salaries	790,097.26	1,815,000.00	(1,024,902.74)	43.5%

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01/11/18

Cash Basis

McHenry Public Library District
Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2017- December 31, 2017 - General Fund

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
8920100 · FICA/Medicare	57,855.74	140,000.00	(82,144.26)	41.3%
8930100 · IMRF	88,579.95	200,000.00	(111,420.05)	44.3%
8940100 · Health & Life Insurance	171,903.42	360,000.00	(188,096.58)	47.8%
8950100 · Tuition Reimbursement	679.18	6,000.00	(5,320.82)	11.3%
8960100 · Memberships & Dues	671.95	8,000.00	(7,328.05)	8.4%
8970100 · Travel	1,330.28	9,000.00	(7,669.72)	14.8%
8980100 · Meetings & Training	1,834.64	5,000.00	(3,165.36)	36.7%
9060100 · Library Furnishings	1,367.07	35,000.00	(33,632.93)	3.9%
9070100 · Library Equipment	329.52	70,000.00	(69,670.48)	0.5%
9080100 · Small Equipment Under \$250	1,019.42	10,000.00	(8,980.58)	10.2%
9090100 · Additional Capital Projects	179,697.90	400,000.00	(220,302.10)	44.9%
9100100 · Transfer to Reserve Fund	0.00	500,000.00	(500,000.00)	0.0%
Total Expense	1,691,855.08	4,505,150.00	(2,813,294.92)	37.6%
Net Income	(100,802.41)	(1,187,296.71)	1,086,494.30	8.5%

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McHenry Public Library District

01/11/18

Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July 1, 2017 - December 31, 2017 -Special Reserve Fund

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
6020200 · Developer Fees	58,576.00	58,000.00	576.00	101.0%
6030200 · Interest Income - Spec Reserve	257.73	3,000.00	(2,742.27)	8.6%
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>58,833.73</u>	<u>588,000.00</u>	<u>(529,166.27)</u>	<u>10.0%</u>
Gross Profit	58,833.73	588,000.00	(529,166.27)	10.0%
Expense				
9050200 · Library District Act	0.00	150,000.00	(150,000.00)	0.0%
Total Expense	<u>0.00</u>	<u>150,000.00</u>	<u>(150,000.00)</u>	<u>0.0%</u>
Net Income	<u><u>58,833.73</u></u>	<u><u>438,000.00</u></u>	<u><u>(379,166.27)</u></u>	<u><u>13.4%</u></u>

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McHenry Public Library District

01/11/18

Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July 1, 2017 - December 31, 2017 - Grant and Gift Fund

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	88.04	2,500.00	(2,411.96)	3.5%
6070300 · General Fund Gifts	486.93	20,000.00	(19,513.07)	2.4%
6170300 · Per Capita Grant	0.00	84,893.43	(84,893.43)	0.0%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	574.97	157,393.43	(156,818.46)	0.4%
Gross Profit	574.97	157,393.43	(156,818.46)	0.4%
Expense				
8040300 · Operating Fund Gifts	6,396.29	448,381.10	(441,984.81)	1.4%
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	5,406.42	0.00	5,406.42	100.0%
9030300 · Misc Grants	0.00	25,000.00	(25,000.00)	0.0%
Total Expense	11,802.71	506,009.44	(494,206.73)	2.3%
Net Income	(11,227.74)	(348,616.01)	337,388.27	3.2%

Statement of Revenues and Expenditures Budget vs. Actual

July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,544,206.93	3,180,653.29	(1,636,446.36)	48.5%
6020200 · Developer Fees	58,576.00	58,000.00	576.00	101.0%
6030100 · Interest Income - General	411.37	5,000.00	(4,588.63)	8.2%
6030200 · Interest Income - Spec Reserve	257.73	3,000.00	(2,742.27)	8.6%
6030300 · Interest Income - Grant & Gifts	88.04	2,500.00	(2,411.96)	3.5%
6035100 · Dividends	47.00	500.00	(453.00)	9.4%
6040100 · Nonresident/Enhanced Cards	620.00	1,000.00	(380.00)	62.0%
6050100 · Fines	26,359.50	55,000.00	(28,640.50)	47.9%
6055100 · Referral/Collection Fees	100.00	1,000.00	(900.00)	10.0%
6060100 · Photocopier & Fax Income	7,344.04	17,000.00	(9,655.96)	43.2%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6070300 · General Fund Gifts	488.99	20,000.00	(19,511.01)	2.4%
6090100 · Annexation Impact Fees	0.00	8,000.00	(8,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	5,649.59	13,500.00	(7,850.41)	41.8%
6110100 · Program Fees/Misc Fees	2,160.00	4,200.00	(2,040.00)	51.4%
6120100 · Meeting Room Fees	455.00	1,000.00	(545.00)	45.5%
6130100 · Misc Income -General(Sales/Fees)	1,936.46	25,000.00	(23,063.54)	7.7%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,745.41	6,000.00	(4,254.59)	29.1%
6170300 · Per Capita Grant	0.00	84,893.43	(84,893.43)	0.0%
6200100 · Over/Short	15.31	0.00	15.31	100.0%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	1,650,461.37	4,063,246.72	(2,412,785.35)	40.6%
Gross Profit	1,650,461.37	4,063,246.72	(2,412,785.35)	40.6%
Expense				
8010100 · Adult Books	40,267.87	94,000.00	(53,732.13)	42.8%
8020100 · Youth Books	20,335.49	59,000.00	(38,664.51)	34.5%
8025100 · Professional Resources	4,553.60	5,500.00	(946.40)	82.8%
8028100 · Administrative Resources (GA)	149.95	6,000.00	(5,850.05)	2.5%
8030100 · Magazines & Newspapers	12,848.59	15,000.00	(2,151.41)	85.7%
8040300 · Operating Fund Gifts	6,396.29	448,381.10	(441,984.81)	1.4%
8050100 · Adult AV Materials	19,531.92	53,000.00	(33,468.08)	36.9%
8060100 · Youth AV Materials	4,536.96	15,000.00	(10,463.04)	30.2%
8080100 · Video Games	4,395.44	12,500.00	(8,104.56)	35.2%
8090100 · eBook & eMagazine Services	23,277.19	55,500.00	(32,222.81)	41.9%
8095100 · Electronic Subscriptions	36,950.98	80,000.00	(43,049.02)	46.2%
8110100 · Bank Service Charges	0.00	200.00	(200.00)	0.0%
8120100 · Library Supplies	3,827.83	10,000.00	(6,172.17)	38.3%
8130100 · Tech Services Supplies	12,703.06	57,200.00	(44,496.94)	22.2%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	8,684.75	18,500.00	(9,815.25)	46.9%
8145100 · Circulation Supplies	91.80	25,000.00	(24,908.20)	0.4%
8147100 · Summer Reading Club	28.52	7,000.00	(6,971.48)	0.4%
8150100 · Youth Programs & Supplies	11,053.25	21,500.00	(10,446.75)	51.4%
8215100 · Collection Agency Fees	626.50	1,500.00	(873.50)	41.8%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	21,725.41	59,000.00	(37,274.59)	36.8%
8260100 · Misc Contracted Services	0.00	2,000.00	(2,000.00)	0.0%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	35,777.70	75,000.00	(39,222.30)	47.7%
8320100 · Network Expenses	9,028.78	25,000.00	(15,971.22)	36.1%
8330100 · OCLC Services (cataloging)	4,456.26	10,000.00	(5,543.74)	44.6%
8410100 · Payroll Exp, Acctg & Audit Serv	11,072.20	22,000.00	(10,927.80)	50.3%
8420100 · Legal Services	517.00	1,500.00	(983.00)	34.5%
8430100 · Automation & Misc Consultants	1,335.00	5,000.00	(3,665.00)	26.7%

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McHenry Public Library District

01/11/18

Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%
8510100 · Printing	16,825.04	34,000.00	(17,174.96)	49.5%
8530100 · Public Notices & Ads	1,279.20	3,000.00	(1,720.80)	42.6%
8540100 · Postage	5,336.35	14,000.00	(8,663.65)	38.1%
8550100 · Public Relations/Promotions	2,629.02	8,500.00	(5,870.98)	30.9%
8610100 · Electricity	11,215.07	25,000.00	(13,784.93)	44.9%
8620100 · Gas	0.00	3,500.00	(3,500.00)	0.0%
8630100 · Telephone & Internet Services	4,257.43	10,500.00	(6,242.57)	40.5%
8640100 · Water & Sewer	5,078.93	5,400.00	(321.07)	94.1%
8720100 · Building/Auto Insurance	22,996.00	31,500.00	(8,504.00)	73.0%
8730100 · Bonding & Officers Liability	5,554.00	5,500.00	54.00	101.0%
8740100 · Building & Grounds	30,840.53	54,000.00	(23,159.47)	57.1%
8760100 · Hospitality	2,145.51	10,000.00	(7,854.49)	21.5%
8770100 · Interlibrary Loan Fees & Losses	181.62	700.00	(518.38)	25.9%
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8800311 · Adult Materials - PER CAPITA	5,406.42	0.00	5,406.42	100.0%
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8940100 · Health & Life Insurance	171,903.42	360,000.00	(188,096.58)	47.8%
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8960100 · Memberships & Dues	671.95	8,000.00	(7,328.05)	8.4%
8970100 · Travel	1,330.28	9,000.00	(7,669.72)	14.8%
8980100 · Meetings & Training	1,834.64	5,000.00	(3,165.36)	36.7%
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	1,367.07	35,000.00	(33,632.93)	3.9%
9070100 · Library Equipment	329.52	70,000.00	(69,670.48)	0.5%
9080100 · Small Equipment Under \$250	1,019.42	10,000.00	(8,980.58)	10.2%
9090100 · Additional Capital Projects	179,697.90	400,000.00	(220,302.10)	44.9%
9100100 · Transfer to Reserve Fund	0.00	500,000.00	(500,000.00)	0.0%
Total Expense	1,703,657.79	5,161,159.44	(3,457,501.65)	33.0%
Net Income	(53,196.42)	(1,097,912.72)	1,044,716.30	4.8%

McHenry Public Library District

LIBRARIAN'S REPORT

December 2017

Administration

- B. Edminster appeared as Santa Claus at the Spanish-language "Posadas in the Biblioteca" program, 12/20.
- B. Edminster met with Pam Strain to discuss setting new goals now that she has been Adult Services Manager for six months, 12/21.
- B. Edminster met with Lesley Jakacki for a 6-month review of the goals she set at her last evaluation, 12/21.
- J. Scholtz, B. Edminster, Kathy Lambert, Sue Yazel, and Patti Torgersen met to revamp the library's FOIA policy to adapt to new Illinois laws, 1/9.
- B. Edminster attended the In-House Polaris Migration Committee meeting, 1/9.
- B. Edminster and Kathy Milfajt met for a monthly sync-up meeting, 1/10.
- B. Edminster attended a Baker & Taylor/Polaris information meeting at CCS as part of preparation for the Polaris Acquisitions module and learning how to order from B&T through it, 1/12.
- B. Edminster led the Classic Book Discussion on *Pilgrim's Progress* by John Bunyan, 1/15.
- B. Edminster is participating in the Acquisitions Workflow Consultation, a two-day all-day consultation on how to apply the Polaris Acquisitions module to integrate ordering, cataloging, and fund accounting, 1/16-17.
- J. Scholtz working on the following projects: weekly meetings with IT (Wed.); semi-monthly meetings with HR; assisting new Business Manager training; updating all policies; cleaning up board minute files (paper/computer); establishing new procedures for board meetings; updating staff policy manual for FOIA and helping to set up extended website for dealing with government transparency and FOIA requests; learning Polaris, meeting with IT on regular (ea. Wed) basis, and filing budget documents with County and completing Economic Interest forms for board members (forthcoming).

Adult Services

- T. Hillier worked with New York local history groups as part of some family history research with a local patron.
- K. Lopez helped a patron, who working on behalf of a distraught widow, find a way to fix a funeral announcement that had a wrong date printed on it, despite many technology challenges.
- Z. Terrill and K. Storlie worked together to help a grateful patron switch the administrator setting on her laptop before she gave it away to a friend. The patrons were thrilled that they didn't have to go to a computer store for help.
- D. Gaudio completed a thorough weeding of the 700's and ordered new titles to round out the collection.
- In anticipation of RFID tagging, P. Strain and E. Janas are spot weeding the Adult Fiction collection, looking for items in bad physical condition.
- Using the tried and true tool of our profession, The Reference Interview, T. O'Toole discovered that a patron who thought they wanted Zen and Mind by an author whose last name was Hancock was actually looking for Zen Mind, Zen Horse: the Science & Spirituality of Working with Horses by Allan J. Hamilton published in 2011.

Building Services

- Winter update: So far we have used 10,000 pounds of salt and thankfully we have only received 2 inches at a time.
- Winter equipment is running well at this point.
- RFID drop box enclosure is at the Adams Steele for fabrication.

- HVAC system is inspected and in good shape.

Circulation

- S. Willis reports a total of 139 expired holds pulled in December
- B. Majka attended annual Pioneer Center luncheon/book review fundraiser with K. Lambert 12/1
- B. Majka, S. Willis, L. Rex, L. Horist attended Leads Meeting 12/6
- B. Majka attended Prodata training 12/8
- Circ Staff attended In-Service 12/8
- B Majka attended Management Team Meeting 12/12

Human Resources

- xxx.

Public Relations

- The January/February 2018 *Preface* newsletter was printed and mailed to district residents.
- Promoted upcoming programs via various media – press releases, indoor/outdoor LCD signage, NW Herald's online events calendar, social media, our website
- Created materials for staff winter reading program/contest
- Presented "A Day in the Life of the PR Manager" at Dec. 8 staff in-service. Helped with food for the event and distributing gifts to staff.
- Helped with monthly birthday celebration as part of Sunshine Committee
- Coordinated Deb Gunness' retirement celebration (cake, card)
- Attended annual Pioneer Center luncheon/book review fundraiser with Barb Majka from Circ.
- Attended Dept. Heads meeting
- Attended Sunshine Committee meeting
- Attended Bicentennial/Summer Reading planning meeting

Technical Services

- D. Lavin attended CCS-led Polaris Cataloging training, 12/7.
- D. Lavin, K. Meadows, K. Milfajt, and K. Walker attended the MPLD Staff In-Service, 12/8.
- K. Walker attended the MPLD In-Service Committee Meeting, 12/8.
- K. Milfajt attended the ProData Scheduling Meeting, 12/8.
- K. Walker facilitated the Dungeons and Dragons Program, 12/12.
- K. Milfajt attended the MPLD Management Team Meeting, 12/12.
- K. Milfajt participated in the Internal Polaris Migration Team Meeting, 12/12
- K. Meadows, K. Milfajt, and P. Radic attended the TS Department Meeting, 12/13.
- K. Milfajt attended the In-Library Public Services Managers Polaris Training, 12/19.
- D. Lavin, K. Meadows, K. Milfajt, and K. Walker attended the TS Department Meeting, 12/27.
- D. Lavin completed the preliminary work for the annual magazine shifting done in January and February.
- This month, Circulation staff began tagging items in addition to Technical Services staff. Collectively, we tagged 3060 items for RFID, including 1129 items retrospectively and 1035 new and mended items. We are 13% through the collection.

Technology

- Working on many Freshdesk tickets submitted by staff including repair of TBS touchscreen, updating all laptops for a program, getting the network/public computers ready for staff Polaris training on 2/2/2018; updating + responding to emergency requests.

Youth Services

- C. Bergan & Jason Erber's (Riverwood School Media Specialist) RAILS Multi-type Grant for the Walking Classroom collection was approved for full funding of \$2,440.
- After School Supper Program: 52 meals served; 54 kids and 16 adults in attendance
- E. Wyant put together a teen "Murder Mystery" Program that required editing of scripts, prop making and set design. The teens had a fabulous time and, though they didn't come to the right conclusion, they had some amazing theories regarding motives and possible perps.
- G. Doolan's "Little Explorers" group did a science experiment about colors and learned all the colors that make up the color black but separating the colors in a black marker.
- At J. Velasquez's "Posadas" program kids and families had a great time singing Blanca while wearing sombreros and playing campanas (bells); listening to The Night Before Christmas in Spanish, making decorations, eating pan dulce and best of all, visiting our own Papá Noel with a bag of treats!
- K. Gerold attended the "Early Brain Development: 5 BIG Ideas for Every Early Care Professional Should Know" webinar which reinforced many of the concepts she is building her storytimes on.
- K. Storlie is working on creating nonfiction pathfinders for our more popular report topics like Science Experiments, Elements, State and Country Reports.
- M. Cairo hosted "Light There Be Light" Program, focusing on the different celebrations of December; Hanukkah, Kwanza, Posadas, Winter Solstice, & Christmas by showing they all have light in common. Celebrants of these holidays in the community helped explain traditions and read stories.
- N. Cogswell keeps the YS Area looking for fresh with lots of new displays. This month some of her displays were: Reading Goals (Chicago Blackhawks), Christmas Around the World, Emojis Recommend (J Fiction), These Are the Books You Are Looking For (J Star Wars), Season's Readings (Holiday Books for large YS display), If You Can Dream It You Can Do It (Walt Disney Biographies) Make It a Movie Night With Holiday Favorites (DVD/Blu), A Good Book Will Take You Far Away (YA Sci-fi)
- L. Jakacki is working with B. Edminster to learn about how the library puts together the monthly board packet and what types of documents are required throughout the year.

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 1000 items (+18%) and withdrew 2779 (+204%) compared with December 2016 while also doing RFID tagging. Staff also mended and processed new items as well as checking some Polaris database records for our slated April 2018 switchover. Staff is doing a great job!! Overall holds decreased by (-5%) but materials' renewals were (+3%) with overall circulation coming in at 32,682 compared with last year's (37,346) – a (-12%). Ave. circulation per day was 1421 (-5%). We were open 23 days this month compared to 25 days last year (due to Christmas/New Year's). ILL borrowing was (+4%); lending was (-6%). Patron traffic was down about (-9%) to 10,835. Also our eMagazine/Zinio was at (-18%) with digital downloads (+11%) Renewals/holds were (+3%) and (-5%), respectively. Inet use for Adults was (+16%) and YS (+3%) with website hits (+16%) and wireless use (+10%). Library tours decreased (-53%), Storytime room use (+21%) and meeting room use (+30%); study room use (+37%).

Upcoming Events and Projects

- McHenry County Public Library Directors mtg at MPLD 1/26.
- Staff Polaris training/in-service 2/2. (Library closed to public)
- Planning for sexual harassment training/staff (S. Yazel + Dept. Hds.) 2/2
- RFID tagging continues, AMH and Circ. Equipment delivery expected 2/2017 with installation after
- Go live date with Polaris April 2 or sooner.
- AARP tax help – Storytime Rm 2/6, T,W, Th.

Investment/Fund Balance Policy

The McHenry Public Library District (MPLD) is committed to responsible accounting of all public funds and that those funds are primarily expended to provide library services to the residents of the District and for upkeep/improvement of the facilities and the grounds. In a given fiscal year, the MPLD Board makes every effort to use funds as budgeted and any excess funds will be classified in the manner determined by this policy. It should be noted that the MPLD receives the bulk of its' funding from property taxes, distributed from the county in 3-15 payments spread across the calendar year. That amount is based upon the preceding year's property tax collection based upon Illinois PTELL regulations. Other revenue sources include fines and fees, district annexation/building fees and various grants and gifts (IL state per capita grant, etc.)

Fund Balances (i.e. revenue minus expenditures) will be classified into one of five categories as described below. Although not inclusive, Fund Balances may be used for cash flow requirements (i.e. paying monthly bills, insurance, personnel expenses, etc.), projected building and grounds maintenance and improvement needs, projected technology requirements, special projects and other purposes to insure a fully operational library. The division of these funds will be decided upon and approved by the Board as part of the annual budget process. The MPLD has 3 basic funds: General Fund; Grant & Gift Fund and; Special/Reserve Fund. The General Fund is the fund where all daily expenses flow out of and where all income is assigned initially. The Grant and Gift fund is where all grant money from Illinois State, federal government or personal monetary gifts given to the library resides. The Special Reserve Fund is for special projects and currently, funds are being collected for a large remodel and annex project or possibly the building of a new library. These basis funds are further delineated into five (5) categories:

Nonspendable Fund Balance – amounts that are not in a spendable form (such as inventory and prepaid expenses) or are required to be maintained intact.

Restricted Fund Balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, higher levels of government) or by enabling legislation.

Committed Fund Balance – amounts constrained to specific purposes by formal action of the Library Board of Trustees. These amounts cannot be used for any other purpose unless the Library Board of Trustees takes the same action to remove or change the constraint.

Assigned Fund Balance – amounts the Library intends to use for a specific purpose. The authority to assign these fund balances is designated to the Administrative Librarian and the Business Manager.

Unassigned Fund Balance – amounts that are not any of the above and are available and expendable for any General Fund purpose. It is recommended that from the Total Fund Balance, the Library will set aside a minimum fund balance (reserves) of 30% of the previous year's total final actual expenditures as stated in the Annual Financial Report.

The Library will spend the most restrictive fund balances first and in the following order:
1. Restricted; 2. Committed; 3. Assigned; 4. Unassigned.

Committed fund balances will be designated by formal action by the Library Board. Assigned fund balances can be designated by the Executive Director with approval from the Library Board. Unassigned fund balances are available and expendable for any library purpose but usually with the full knowledge and approval of the Library Board, before use.

Each fiscal year, for presentation to the Library Board, and coinciding with the presentation of the annual budget, the Executive Director, Board Treasurer and Business Manager will prepare a status report of the Fund Balances along with the annual budget and associated documents.

In terms of investment of library funds, no investment of funds will place the library in a negative cash flow or be placed in an instrument that does not guarantee a return of at least the total amount invested. Liquidity of investment vehicles is also sought; therefore, stocks (Dow Jones, etc.) are not solid investment vehicles. In the same sense, investing in real estate or real estate speculation is not practiced. The MPLD will always strive to maintain at least ½ year to 2 years of operating expenses in the Special Reserve Fund in the case of emergencies. Investment bond funds and laddering of funds with different maturity dates/differing rates may be strategies of investing for MPLD as well as the collateralization of funds placed in money market funds. Whenever possible the FDIC insuring of funds will be practiced.

Adopted by the Board of Trustees: January 16, 2018

In compliance with federal and state laws, the MPLD prohibits sexual harassment of patrons and staff in the Library by any person and in any form. No supervisor or staff member or patron may threaten or insinuate, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect opportunities for employment, advancement, salary increases, quality of evaluation, assignments, work schedule or any other condition of employment or other career opportunity. Sexually harassing conduct that creates or contributes to a hostile work environment, whether committed by supervisors, co-workers, patrons or vendors is prohibited. Such conduct includes but is not limited to the following behaviors:

- Unwelcome sexual flirtation, advances or propositions
- Verbal abuse of a sexual nature
- Verbal comments about an individual's body
- Sexually degrading terms used to describe an individual
- Jokes and stories of a sexual nature

A staff member who believes that he or she has been sexually harassed should immediately report the alleged misconduct to his or her direct supervisor. If this is not possible, or if the employee is uncomfortable with reporting the incident to the supervisor, then the employee should report the incident to the Executive Director. Dept. Heads are expected to make every effort to ensure that all complaints are resolved promptly, courteously, and efficiently. After the complaint has been investigated, the staff member filing the complaint will be advised of the findings.

All inquiries and findings will be held in the strictest confidence. A supervisor or staff member who has committed an act of sexual harassment will be subject to appropriate disciplinary actions, including termination when warranted. A patron who has experienced sexual harassment should report the offensive behavior to the Executive Director or the senior staff member in charge of the building who will follow the guidelines outlined in this policy and assist the patron by contacting the police and providing a safe and confidential environment for the police and patron to meet while filing a complaint. In the event that the victim is a minor, the Executive Director/Library staff will contact the minor's parent or legal guardian so that the parent or guardian can provide immediate counsel and be present for a meeting with police. If the parent cannot be reached, the staff member should mention to the police that the victim is a minor and that we have not been able to reach the victim's parents. If the parent or guardian does not wish to file a police report, the Executive Director/Library staff should file a report with the police.

Rules for Patron Behavior/Disruptive Behavior (4/7/05 and 1/28/02)

The Library Board gives the authority and responsibility to the MPLD staff for maintaining an environment that ensures that the Library is a safe and inviting place for area residents to enjoy. Patrons are expected to behave in a quiet, respectful manner, being mindful of the privacy of others and not to engage in disruptive or abusive behavior. Shirts and shoes must be worn at all times and any behavior that disrupts normal Library activities will be dealt with by restricting/suspending Library privileges. Animals are not allowed in the Library (with the exception of service animals for disabled patrons). Additionally, any illegal activities will result in immediate expulsion from the library and the police may be called.

Library staff will provide a warning to a patron whose behavior disrupts normal Library activities. If the disruptive behavior continues, the patron will be asked to leave the Library for the remainder of the day. If the patron does not leave when asked to do so for good cause by the Library staff, the person's continued presence will be considered trespassing and staff will contact the McHenry police for assistance. Behavior that disrupts normal Library activities will not be tolerated. A staff member will ask a patron to discontinue disruptive behavior, citing the nature of the behavior. If the staff warning is disregarded, the person will be asked to leave Library premises. Depending upon the severity of the disruption and degree to which the incidence is resolved the police may be called. If a child's behavior is disruptive, the child will first be approached by a staff member and asked to

discontinue the cited behavior. If the staff warning is disregarded, the staff member will then make an attempt to locate the child's parent within the Library. The parent will then be asked to monitor the child's behavior. If the parent refuses and/or the child's behavior continues, the parent and child will be asked to leave the Library for the remainder of the day. If the parent is not present, the child will be asked to leave the Library and the police may be called, even if the child is aged 18-under. Severe, continued/repeated disruptive behavior may result in the immediate suspension of Library privileges and/or litigation. Such suspension shall be the determination of the Executive Director or staff in charge. The patron will be informed in writing as to the nature and duration of the suspension.

Security Cameras in Library (12/16/2014)

"The McHenry Public Library is a welcoming place that enriches the quality of individual and community life through responsive library services..." To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

The Library employs a number of in building/on site security cameras in various locations needed to provide peace of mind to library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the McHenry Public Library.

Purpose, Use and Areas of Security

A number of cameras are installed at various indoor and outdoor library locations on an as needed basis. Cameras are positioned to provide security footage at optimum locations where potential property loss or security issues might occur. Each camera operates independently and starts recording on motion detect (without sound), so maximum DVR recording length may vary from position to position. Also color/BW footage varies as to light intensity. Some images can be focused, enlarged and/or enhanced and stills produced. Camera activity will not be randomly checked unless there are substantiated questions of illegal/objectionable activity by patrons or staff or in the case of camera maintenance/repair. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Rules of Conduct is restricted to designated staff: Executive and Assistant Director or their designate, Board President and/or Library Attorney. Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law. Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors by designated staff only as well as on designated staff's portable devices, when applicable.

Retention, Disposal and Destruction of Recordings

Camera footage is stored digitally on secure DVRs. Normally, all security cameras initiate recording on motion-sense. Normal recording retention period is 30-days with automatic recording over themselves at the start of the 30-day period but individual camera recording time varies greatly depending upon motion/activity in the camera viewable area (See Additional Guidelines). Copies of recordings for specific instances may be made at the request of law enforcement or others (with the authorization of restricted staff) and placed on thumb drives or on recordable DVDs, to be supplied to the requesting party. In no instance will a video security file be emailed to any other party unless required to by law or court action. In situations involving banned-and-barred patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are discarded/shredded.

Rules for Patron Behavior/Disruptive Behavior (4/7/05 and 1/28/02)

The Library Board gives the authority and responsibility to the MPLD staff for maintaining an environment that ensures that the Library is a safe and inviting place. Patrons are expected to behave in a quiet, respectful manner, being mindful of the privacy of others and not to engage in disruptive or abusive behavior. Behavior that disrupts normal Library activities will not be tolerated.

The Library usually operates on a three strikes policy. Library staff will provide a warning, citing the nature of the behavior to the patron whose behavior disrupts normal Library activities. If the disruptive behavior results in a third warning, the patron will be asked to leave the Library for the remainder of the day. If the patron does not leave when asked to do so by the Library staff, the person's continued presence will be considered trespassing and staff will contact the McHenry police for assistance.

Severe or continued/repeated disruptive behavior will result in the immediate suspension of Library privileges and/or litigation. The length of the suspension will be decided by the Executive Director. The patron will be informed in writing as to the nature and duration of the suspension by the Executive Director. Depending upon the severity of the disruption and degree to which the incidence is resolved the police may be called.

Examples of Disruptive Behavior include but are not limited to:

- Abuse of Library equipment, furnishings, or materials
- Animals are not allowed in the Library (with the exception of service animals)
- Bullying/Disrespectful behavior towards other patrons and staff
- Eating in the library
- Extended conversations on cell phones
- Loud conversations
- Not wearing shirts or shoes
- Offensive/Abusive language
- Playing audio (music, videos, etc.) without headphones
- Physical contact with other patrons or staff
- Any illegal activities - will result in immediate expulsion from the library and the police will be called

If a minor's (under age 18) behavior is disruptive, the child will first be approached by a staff member and asked to discontinue the cited behavior. If the staff warning is disregarded, the staff member will then make an attempt to locate the child's parent within the Library. The parent will then be asked to monitor the child's behavior. If the parent refuses and/or the child's behavior continues, the parent and child will be asked to leave the Library for the remainder of the day. If the child is asked to leave the Library the police will be called to escort them home. If a parent is unable to be located see Unattended Children Policy.



Suspension of Library Privileges

[Date]

Dear _____,

You were recently involved in an incident that disrupted the normal activities of the Library. On _____ date of infraction _____ your behavior of _____ infraction _____. You were asked to correct the behavior multiple times by the Library's staff but continued to engage in the behavior mentioned above. Due to the continued disruption you were asked to leave the Library's premises. Due to your continued infractions we are suspending your library privileges until _____ date they are allowed to return _____. Please review the Library's attached policy on disruptive behavior. If you have any questions regarding this policy, its enforcement, or this suspension of library privileges please contact the undersigned.

Sincerely,

Jim Scholtz
Executive Director
McHenry Public Library District

Board approved February 2018



Suspension of Library Privileges - Minor

[Date]

Dear _____,

On date of infraction your child, minors's name, was involved in an incident in which he/she disrupted the normal activities of the library. Their behavior infraction. He/She was asked to correct their behavior multiple times by the Library's staff but continued to engage in the disruptive behavior mentioned above. Due to their continued disruption they were asked to leave the Library's premises. Furthermore, we are suspending their library privileges until date they are allowed to return. Please review the Library's attached policy on disruptive behavior with your child. If you have any questions regarding this policy, its enforcement, or this suspension of library privileges please contact the undersigned.

Sincerely,

Jim Scholtz
Executive Director
McHenry Public Library District

Board approved February 2018

"BY THE NUMBERS"



**McHENRY PUBLIC
LIBRARY DISTRICT**

WISDOM • KNOWLEDGE • DREAMS

51

The number of
employees as of
1/01/2018.

*Our average
hourly rate.*

\$19.51

\$1,705,202.76

Our annual salaries as of 1/01/2018

20 vs. 31

Part-time vs. Full-time

15

Both the
number of
new hires &
the number of
terminations
in 2017

1,550

Our weekly staff hours

**The cost of
one holiday**

\$6,607.86



AARP Tax Aide Client Survey for Library Use

Hello! We'd appreciate you taking a minute to answer a few questions about your visit today.

If you include your name and phone number, you'll be entered to win a \$25 gift card as our thanks!

1. Is this your first visit to the library for tax help? ☐ Yes ☐ No
2. Are you a McHenry Public Library District cardholder? ☐ Yes ☐ No
3. When you came to the library for tax help today, did you use any library services (check all that apply)?
☐ Get/renew a library card
☐ Attend or sign up for a program
☐ Check out materials
☐ Other: _____
4. Do you plan to be a return user of our library? ☐ Yes ☐ No

Name _____ Phone: _____



AARP Tax Aide Client Survey for Library Use

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If you include your name and phone number, you'll be entered to win a \$25 gift card as our thanks!

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7. When you came to the library for tax help today, did you use any library services (check all that apply)?
☐ Get/renew a library card
☐ Attend or sign up for a program
☐ Check out materials
☐ Other: _____
8. Do you plan to be a return user of our library? ☐ Yes ☐ No

Name _____ Phone: _____

Plan!

THINGS TO DO
IN & AROUND
McHENRY COUNTY



"DESPICABLE ME 3"

WHEN: 2 to 3:30 p.m. Dec. 29
WHERE: Algonquin Area Public Library - Eastgate Branch, 115 Eastgate St., Algonquin
COST & INFO: Winter Break Movie showing. Gru meets his twin brother Gru. Rated PG. Duration: 1 hour 30 min. Free. Information: 847-658-4343 or www.aapld.org.

NOON YEAR'S EVE PARTY

WHEN: 11 a.m. to noon Dec. 29
WHERE: McHenry Public Library, 809 Front St., McHenry
COST & INFO: For ages 3 to 6, with an adult. Stories, games, crafts and a celebration as the clock strikes noon. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

NEARLY NEW YEAR'S EVE

WHEN: 11 a.m. to 12:15 p.m. Dec. 29
WHERE: Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake
COST & INFO: For ages 4 to 8. Celebrate the arrival of 2018 with stories, crafts and music. CLPL cardholders only. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

McHenry County



COMMUNITY PROJECT - Adrienne Horn (from front), Neeve Ryan, Molly Cook and Jean Turek make weighted pads Nov. 4 that will be donated to the Alexander Leigh Center for Autism. The goal of the Nicole Daune Jackson Foundation/Camp Coley is to make at least 65 weighted pads with the 700 pounds of plastic pellets David and Lori Maxwell donated for the project. Not pictured but participating were Brooke Benjamin, Molly Cook, Kiara Hein, Abby Hougas, Hailey Jackson, Karstan and Megan Keolblinger, Megan Pagliaroulo, Anna and Sara Roberts, Katelyn Rogers, Kate Smeenge and Maggie Stotz. Volunteers included Aimee Day, Shelley Duncan, Kallen Horn, Ellen Jackson, Dee Meyer, Terry Mueller, Cindy Piumbroeck and Leslie Rueckert.

COMMUNITY CALENDAR

Dec. 29

• 10 to 10:45 a.m. - **Primary Art: Stopping by the Woods**, Algonquin Area Public Library - Harnish Branch, 2600 Harnish Drive, Algonquin. Grades K-3. Paint splatter snowy scenes inspired by the Robert Frost poem "Stopping by Woods on a Snowy Evening." Participants will get messy.

Information: 847-458-6060 or www.aapld.org.
• 11 a.m. to 5 p.m. - **Clayworkers' Guild of Illinois annual Holiday Sale**, Old Courthouse Arts Center, 101 N. Johnson St., Woodstock. Continues through Jan. 6. Free admission. Information: www.clayworkersguild.com.
• 2 to 4 p.m. - **Pac-Man Coding**, Cary Area Public Library, 1606 Three Oaks Road, Cary. Grades 6-12. You'll do coding-based activities and then start building the basics of a Pac-Man-like game using Scratch Coding software. Limited to 14. Registration required. Free. Information: 847-639-4210.
• 3 to 4:30 p.m. - **Mario Kart & Smash Bros. Extravaganza**, Crystal Lake Public Library,

Crystal Lake Panel to di facing the

Learn about issues before Springfield City Assembly at M Drinks first ex

The panel (state Sen. Pan Reps. Allen St Andersson. Th underway at 5 Alehouse & Ki Crystal Lake.

The commu the gathering. available at th added to the G email greendr "like" the grov facebook.com/ county.

Crystal Lake Registratio welding cl

McHenry Co tinuing Educat fering welding in January.

Classes are 1 p.m. Jan. 6 th code: NWL C01 day and Wedne Feb. 19 (course 6 to 9:20 p.m. Th Jan. 9 through NWL C01 005); day and Thurs April 26.

All classes r Center, 912 Tra Classes will not is \$1,200 a stude To register, c www.mchenry.

For informat at 815-455-8758 o 455-8559.

126 W. Paddock St., C Drop-in program. Play on the WiiU or on you Information: 815-459- • 4:30 to 5:30 p.m. McHenry Public Libr Grades K-1. Listen to Sayne and then work flakes. Free. Informati www.mchenrylibrary.

Have an event to information online. Photos m to neighbors

Plan!

THINGS TO DO
IN & AROUND
McHENRY COUNTY

ANIMAL TRACKING

WHEN: 1 to 2:30 p.m. Jan. 11

WHERE: Moraine Hills State Park, 1510 S. River Road, McHenry

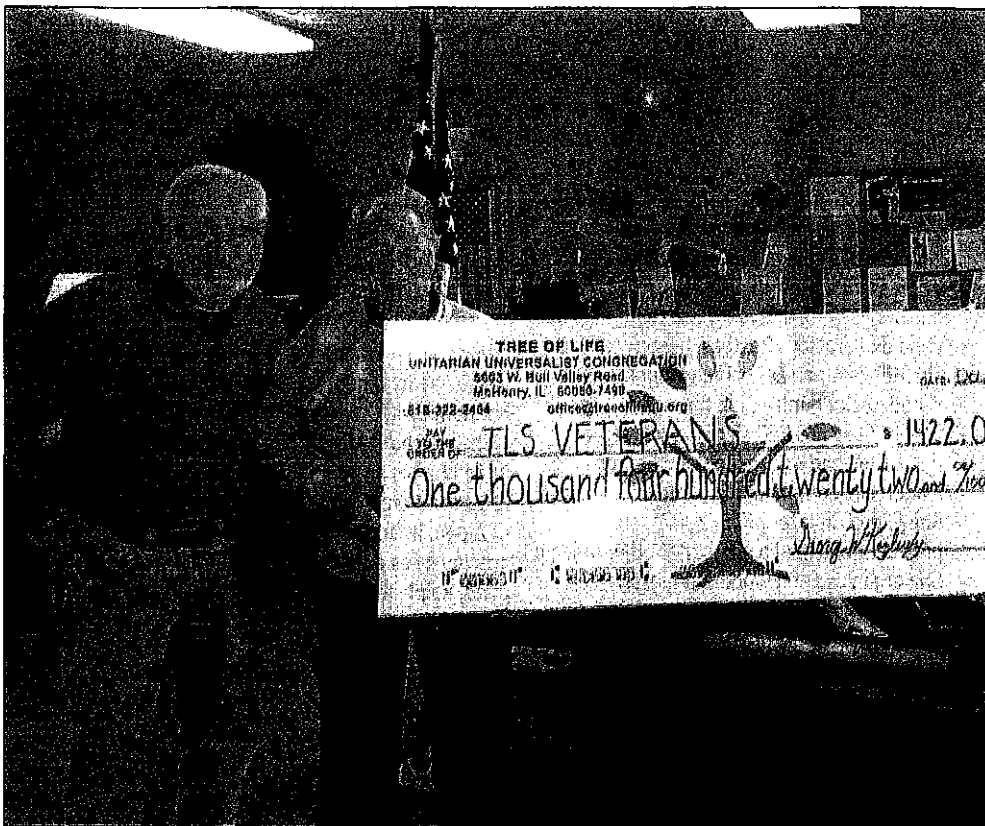
COST & INFO: Adults and children age 5 and older are welcome to join naturalist Stacy Iwanicki for a winter walk-around in search of clues that will give participants insights into animals' comings and goings at this program hosted by the McHenry County Conservation District. Meet at the Northern Woods Picnic Shelter and dress to walk in whatever weather. Registration requested. Walk-ins welcome if space allows. Free. Information: 815-344-1294 or dnr.volobog@illinois.gov.

HISTORIC ILLINOIS WITH TERRY LYNCH

WHEN: 7 to 8 p.m. Jan. 11

WHERE: McHenry Public Library, 809 Front St., McHenry

COST & INFO: The state of Illinois will celebrate its 200th anniversary Dec. 3. Terry Lynch will talk about how historical figures and events, such as George Rogers Clark and the Revolutionary War, helped meet the peoples' needs as the population grew. This is the first in a series of monthly themed adult programs commemorating the state's bicentennial. Free. Information: 815-385-0036 or www.mchenrylibrary.org.



DONATION - Tree of Life Unitarian Universalist Congregation hosted a service auction fundraiser and donated 10 percent to TLS Veterans in McHenry County. The remaining funds will be used to support activities in McHenry County. Pictured (from left) is TLS Veterans' certified peer support specialist Rativier, TLS Veterans Executive Director Laura Franz and church member Dave Ayres. Tree of Life UUC is For information, visit www.treeoflifeuu.org.

COMMUNITY CALENDAR

Jan. 11

- 7:30 a.m. - **Crystal Clear Toastmasters, Panera Bread**, 6000 Route 14, Crystal Lake. Annual membership fee. Information: 815-461-9376 or www.crystalcleartostmasters.org.
- 8:30 to 9:30 a.m. - **Walk With Ease**, Walmart, 21101 McGuire Road, Harvard. Walk a few laps around the Harvard Walmart. Meet in the conference room. Free. Information: 815-943-2740 or glenda.stewart@harvardseniorcenter.org.
- 9:30 to 11 a.m. - **Drop-In Tot Open Gym**, Grand Oaks Gym, 1401 W. Route 176, Crystal Lake. Ages 1-4. Cost: \$5 a child. Information: 815-459-0680 or www.crystallakeparks.org.
- 10:30 to 11:30 a.m. - **Storytime at Historic Village Hall**, Historic Village Hall, 2 S. Main St., Algonquin. No registration required. Free. Information: 847-458-3168 or www.aapld.org.
- 3 to 5:30 p.m. - **Free health screenings**, Woodstock Public Library, 414 W. Judd St., Woodstock. The community is invited to get a heart health checkup. Appointment required. Blood pressure, body composition and heart age

screenings are free; a glucose and cholesterol check will cost \$25. Information: www.mcdh.info or 815-334-4510.

• 4 to 5 p.m. - **STEM Hands-On Science: Catapult**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Third- to fifth-graders can learn scientific concepts using hands-on learning. CLPL cardholders only. Registration required. Information: 815-459-1687 or www.clpl.org.

• 6:30 to 8:30 p.m. - **Bingo for adults**, Algonquin Area Library - Eastgate Branch, 115 Eastgate Drive, Algonquin. Snacks and drinks provided. Registration required. Open to all. Free. Information: 847-458-3144 or www.aapld.org.

• 7 to 7:30 - **Spanish Drop-in Family Storytime**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For students in dual language or for those who already speak Spanish. Free. Information: 815-459-1687 or www.clpl.org.

• 7 to 8:30 p.m. - **Teen Anime Club**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For teen anime fans in grades 6 to 12. View anime, share opinions, play games and enjoy treats. Free. Information: 815-459-1687 or www.clpl.org.

• 7:30 to 9 p.m. - **American Legion Post 171 Monthly Meeting**, Park Place, 406 W. Woodstock St., Crystal Lake. Free. Information: 815-459-0481 or t70aellig@yahoo.com.

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• Continued from page 13

• 1 to 2 p.m. - **Let's Draw Snowmen at Night**, McHenry Public Library, 809 Front St., McHenry. Read the fun winter story "Snowmen at Night" by Caralyn Buehner, then create nighttime snowman pictures using oil pastels and collage. For ages 5 to 7. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 1:30 to 3 p.m. - **Trail Tales**, Brookdale Conservation Area, 2105 Paulson Road, Woodstock. Children ages 5 through 13, with chaperon, will explore tales winter has to tell and search for animal tracks and homes. Registration required. Free for county residents, \$2 nonresidents. Registration and information: 815-479-5779 or www.mccdistric.org.

• 2:30 to 5 p.m. - **Harry Potter Party**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 6-12. Make wands and watch "Fantastic Beasts and Where to Find Them," rated PG-13. Snacks provided. Registration required. Free. Information: 815-459-1687 or www.cpl.org.

• 3 to 4:30 p.m. - **Zendalas: A Drawing Workshop**, McHenry Public Library, 809 Front St., McHenry. For ages 8 and older. Create a Zendala coloring page following step-by-step instructions, then color it. No art experience required. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 3:30 to 4:30 p.m. - **Art Attack: Seurat**, Harvard Diggins Library, 300 E. McKinley St., Harvard. Create new art like old masters. Featured artist is Seurat. Open to teens in grades 6 through 12. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 5 to 7 p.m. - **McHenry County Green Drinks**, Duke's Alehouse & Kitchen, 110 N. Main St., Crystal Lake. Featuring a panel discussion with state Sen. Pamela Althoff, Rep. Allen Skillorn and Rep. Steve Andersson regarding environmental issues in Springfield for the 100th General Assembly. Free. Information: 815-338-0393, www.mcdcf.org.

Jan. 4

• 9 a.m. to 3 p.m. - **Winter Break Day Camp**, Lost Valley Visitor Center in Glacial Park, Route 31 and Harts Road, Ringwood. Children ages 8 through 11 will explore the park. If there is snow they will sled, snowshoe and/or ski. If no snow, they will hike, play camp games and explore. Registration required. Cost: \$40 county residents, \$50 nonresidents. Information: 815-479-5779 or www.mccdistric.org.

• 9:30 to 11 a.m. - **Drop-In Tot Open Gym**, Grand Oaks Gym, 1401 W. Route 176, Crystal Lake. Ages 1-4. Cost: \$5 a child. Information: 815-459-0680 or www.crystallakeparks.org.

• 9:30 a.m. to 8:30 p.m. - **Drop-In DIY**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Crafting supplies will be available for kids to make DIY creations. Free. Information: 815-459-1687 or www.cpl.org.

• 10 to 11 a.m. - **Make a Marshmallow Catapult**, McHenry Public Library, 809 Front St., McHenry. Children ages 3 to 6 will

explore science and art in a fun and sensory action activity as they learn how to turn spoons, rubber bands and marshmallows into catapults. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 2 to 3 p.m. - **Ozoblocky with Us**, McHenry Public Library, 809 Front St., McHenry. For teens in grades nine to 12. Have fun mastering the language of Ozobots, then share that knowledge with second- and third-graders. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 3 to 7 p.m. - **Pinewood Derby car workshops**, Nature Center, 330 N. Main St., Crystal Lake. Free. Information: 815-455-1763, floriaa@crystallakeparks.org or www.crystallakeparks.org.

• 3 to 4 p.m. - **Ozoblocky with Us!**, McHenry Public Library, 809 Front St., McHenry. Second- and third-graders can partner with a teen to master the language of the tiny Ozobot. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 3:30 to 5 p.m. - **Drop-In Drawing**, Paddock St., Crystal Lake. Grades 3 to 8. Create a new work of art each month using paint, markers and pencils. Free. Information: 815-459-1687 or www.cpl.org.

• 7 to 8:30 p.m. - **Free Intro to Square Dance**, McHenry Township Senior Center, 3519 N. Richmond Road, Johnsburg. Sponsored by the Woodstock Squares and McHenry B&B Square Dance Clubs. No need for special clothes or shoes. Partner provided. Families with children age 10 and older are welcome. Information: 815-322-9799, woodstocksquares@gmail.com, www.woodstocksquares.wk.com/woodstocksquares or www.mchenrybbsquaredance.com.

• 9:30 p.m. - **Volunteer Days**, Volo Bog State Natural Area, 28478 W. Brandenburg Road, Ingleside. Volunteers are asked to come prepared and dressed for the weather. Bring work gloves and drinking water. Meet at 9:30 a.m. in the Visitor Center. Registration requested. Free. Information: 815-344-1294.

Jan. 5

• 10:30 to 11:30 a.m. - **On the Air with Joe and Tina**, McHenry Public Library, 809 Front St., McHenry. Students in kindergarten through third grade can come hear Joe and Tina from Star 105.5 radio talk about a day in the life of a DJ, then participate in their own mock radio show. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 8 p.m. - **Jazz Night**, Stage Left Cafe, 125 W. Van Buren St., Woodstock. Experienced and beginner musicians and vocalists welcome to participate for music, creativity, friends and fun. Presented by Jazz on the Square. Cost: \$5 suggested donation. Information: 815-338-5300 or www.woodstockoperahouse.com/operahouse/page/stage-left-cafe-events.

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

LITERARY EVENTS

To have an event listed in this calendar, fill out the form at PlanItNorthwest.com. For information, email calendars@nwherald.com.

WINTER LEGO BUILDING, 10 to 11:30 a.m. Dec. 26, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Free. Information: 815-459-1687 or www.cpl.org.

"WHO KILLED MS. EMMA?" A MURDER MYSTERY FOR TEENS, 1:30 to 3:30 p.m. Dec. 26, McHenry Public Library, 809 Front St., McHenry. Snow settles quietly on the sidewalk leading to the library after CornCon, but all is not well. A grisly murder has taken place and if that isn't bad enough, there is a whiff of the supernatural in the air. Can you solve the mystery of who killed Ms. Emma? Free. Information: 815-385-0036 or www.mchenrylibrary.org.

MINUTE TO WIN IT FAMILY STYLE, 6:30 to 7:30 p.m. Dec. 26, McHenry Public Library, 809 Front St., McHenry. Bring the whole family and get ready to build cup towers, complete Lego challenges and more in just one minute. Registration required. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

IT'S ALL ABOUT PENGUINS, 10 to 10:30 a.m. Dec. 27, Huntley Area Public Library, 11000 Ruth Road, Huntley. Short morning movie and craft for children ages 2 to 8. Drop-in program. Repeats 10 to 10:30 a.m. Dec. 28. Free. Information: 847-669-5386 or www.huntleylibrary.org.

ESCAPE ROOM, 10 to 11 a.m. Dec. 27, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 6-8. Schedule: 10 to 11 a.m., noon to 1 p.m. and 2 to 3 p.m.; and 4 to 5 p.m. for Grades 9 to 12 only. Use your smarts and creativity to win and escape. Registration required. Free. Information: 815-459-1687 or www.cpl.org.

BIG BLUE BLOCKS BUILDING, 10 to 11:30 a.m. Dec. 27, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Free. Information: 815-459-1687 or www.cpl.org.

GAME ON!, 2 to 4 p.m. Dec. 27, McHenry Public Library, 809 Front St., McHenry. Grades 4-8. An afternoon of games featuring Wii and Xbox One, board games and puzzles. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

MAKE SOME SHRINKY DRINKS, 10 to 11:30 a.m. Dec. 28, McHenry Public Library, 809 Front St., McHenry. Grades 4-8. Draw, paint, or stamp on shrinkable plastic to make personalized key chains, buttons or jewelry. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

CARDBOARD CITYSCAPES, 10 to 11:30 a.m. Dec. 28, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Free. Information: 815-459-1687 or www.cpl.org.

READING WITHOUT WALLS FINALE PARTY, 1 to 3 p.m. Dec. 28, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Complete a challenge blurb to attend. Registration required. Free. Information: 815-459-1687 or www.cpl.org.

TEEN ADVISORY GROUP: GAME NIGHT, 6:30 to 8:30 p.m. Dec. 28, Johnsburg Public Library District, 3000 N. Johnsburg Road, Johnsburg. Teens from 12 to 18 participate in various activities, such as crafts, games, movies, special guests, competitions. Free. Information: 815-344-0027 or www.johnsburglibrary.org.

ANIME & MANGA CLUB: GIFTS FOR YOUR SEMPAI AND KOHAI, 7 to 8 p.m. Dec. 28, McHenry Public Library, 809 Front St., McHenry. For grade 6 through age 20. Watch some anime while making something kawaii for your sempai and kohai. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

PRIMARY ART: STOPPING BY THE WOODS, 10 to 10:45 a.m. Dec. 29, Algonquin Area Public Library - Harish Branch, 2600 Harish Drive, Algonquin. Grades K-3. Paint splatter snowy scenes inspired by the Robert Frost poem "Stopping by Woods on a Snowy Evening." Participants will get messy. Information: 847-458-6060 or www.aapl.org.

LIONS CLUB - The Crystal Lake Lions Club presented a \$1,000 donation to PADS at the Nov. 27 meeting. Pictured are (from left) Lion President Doug Lomen, McHenry County PADS Director Erin Brumfield Grim and Lion Rob Wood.

Huntley



DONATION - The Huntley Knights of Columbus held its annual veterans appreciation dinner Nov. 11. Event Chairman Sir Knight Dave Babicz, along with veterans Dave Harman and Emile Batallie, presented a check for \$1,500 to Teresa Larson with the Bellarmine Jesuit Retreat House in Barrington.

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NTRO UARE E PARTY

8:30 p.m. Jan. 4
McHenry Township
519 N. Richmond
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FO: Sponsored by
Stock Squares and
&B Square Dance
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McHenry



OPERATION CHRISTMAS CHILD – First United Methodist Church recently filled and sent 100 Operation Christmas Child shoeboxes to children in need overseas via Samaritan's Purse. The shoeboxes contained items such as small toys, books, paper, crayons, pencils and personal items. Pictured (from left) are Bonnie Rudolph, Pat Wilson, Linda Hastings, Sue Blake, Jan Park and Carol Regul.

COMMUNITY CALENDAR

Jan. 4

- 8:30 to 9:30 a.m. – **Walk With Ease**, Walmart, 21101 McGuire Road, Harvard. Walk a few laps around the Harvard Walmart. Meet in the conference room. Free. Information: 815-943-2740 or glenda.stewart@harvardseniorcenter.org.
- 9 a.m. to 3 p.m. – **Winter Break Day Camp**, Lost Valley Visitor Center in Glacial Park, Route 31 and Harts Road, Ringwood. Children ages 8 through 11 will explore the park. Registration required. Cost: \$40 county residents, \$50 nonresidents. Information: 815-479-5779 or www.mccdistrict.org.
- 9:30 to 11 a.m. – **Drop-in Tot Open Gym**, Grand Oaks Gym, 1401 W. Route 176, Crystal Lake. Ages 1-4. Cost: \$5 a child. Information: 815-459-0680 or www.crystallakeparks.org.
- 9:30 a.m. to 8:30 p.m. – **Drop-in DIY**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Free. Information: 815-459-1687 or www.clpl.org.
- 11 a.m. to 5 p.m. – **Clayworkers' Guild of**

tinues through Jan. 6. Free admission. Information: www.clayworkersguild.com.

- 2 to 3 p.m. – **Ozoblocky with Us**, McHenry Public Library, 809 Front St., McHenry. For teens in grades nine to 12. Have fun mastering the language of Ozobots, then share that knowledge with second- and third-graders. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

- 3 to 7 p.m. – **Pinewood Derby car workshops**, Nature Center, 330 N. Main St., Crystal Lake. Free. Information: 815-455-1763 or www.crystallakeparks.org.

- 3 to 4 p.m. – **Ozoblocky with Us**, McHenry Public Library, 809 Front St., McHenry. Second- and third-graders can partner with a teen to master the language of the tiny Ozobot. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

- 3:30 to 5 p.m. – **Drop-in Drawing Frenzy**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 3 to 8. Create a new work of art each month using paint, markers and pencils. Free. Information: 815-459-1687 or www.clpl.org.

- 9:30 p.m. – **Volunteer Days**, Volo Bog State Natural Area, 28478 W. Brandenburg Road, Ingleside. Volunteers are asked to come prepared and dressed for the weather. Bring work gloves and drinking water. Meet at 9:30

Huntley

Huntley Park District m founding community th

The Huntley Park District will be holding an informational think session on starting a resident community theater at the Cosman Theater at the park district facility. The session will begin at 7 p.m. Jan. 10.

The meeting is open to the public and all ages and all levels of experience are welcome to attend.

For information, call 847-669-1111 ext 352, or e-mail 1015showtime@gmail.com.

Cary

Let your voice be heard Teen Advisory Committee

Those interested in joining the Cary Park District's Teen Advisory Committee are welcome to its meeting at 8 p.m. Jan. 17 at the Cary Park Community Center, 255 Briargate Road, Cary. Dinner will feature pizza and soft drinks. The cost is \$5 for district residents and \$7 for nonresidents. Registration is required.

PIZZA AND FINALS, 5:30 to 8 p.m.
Dec. 19: Harvard Diggins Library, 900
E. McKinley St., Harvard. High school
students are invited to eat pizza and study
for their tests in a quiet place. Registration
required. Free. Information:

CONCEPTOS BASICOS DE LA COMPUTADORA, 6 to 7 p.m. Dec. 21, Harvard Diggins Library, 900 E. McKinley St., Harvard. Free Spanish computer class. Information: 815-943-4671 or eteladig@harvard-diggins.org.

WHEN: 10 a.m. to 2 p.m. Jan. 3
WHERE: McHenry Public Library,
809 Front St., McHenry
COST & INFO: Grab a team and be
part of a 10th annual tournament.
A qualifying round will take place in
the morning. Break for snacks, and
then play the final game in the after-
noon to crown a Monopoly champ.
For grades 5-12. Free. Information:
815-385-0036, [mplyps@mchenryli-
brary.org](mailto:mplyps@mchenryli-
brary.org) or [www.mchenrylibrary.
org](http://www.mchenrylibrary.
org)

UPCYCLED STRUCTURES 10 to 11:30 a.m., Dec. 22, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake: Use toothpicks, spaghetti, marshmallows and gumdrops to create structures. Free. Information: 815-455-1687 or www.crystal-lake-library.org

LET'S DRAW SNOWMEN AT NIGHT, 1 to 2 p.m. Jan. 3, McHenry Public Library, 809 Front St., McHenry. Read the fun winter story, "Snowmen at Night" by Caralyn Buehner. Then create your own nighttime snowman pictures using oil pastels and collage. For ages 5-7. Free. Information: 815-385-0036, mpolyps@mchenrylibrary.org or www.mchenrylibrary.org.

10 a.m. Jan. 6, Wauconda Area Library, 801 N. Main St., Wauconda. Hosted by the Friends of the Wauconda Area Library. In the library foyer. Includes books DVDs, CDs and audio books for sale in the Book Nook, located near the coffee and vending machines. The Friends restock the nook every week. Information: 847-526-6225, patronservices@wauclib.org or www.wauclib.org

CITIZENSHIP CLASS 6:30 p.m. Jan. 8, Wauconda Area Library, 801 N. Main St., Wauconda: Getting ready to take your exam to become a U.S. citizen? This class will cover the 100 civic questions, N-400 application and the English portion needed for the citizenship interview. Must be a legal resident in order to participate. Event is hosted in partnership with Mano a Mano. Information: www.wauclib.org

WHEN: 7 p.m. to 9 p.m., Jan. 12
WHERE: Old Courthouse Arts Center, 101 North Johns
COST & INFO: Hear local poets read their work at this Atrocious Poets (above), a McHenry County-based group regularly to create poetry on old typewriters. The group meets as part of 4th Fridays at the Starline Factory in Woodstock for a poetry writing marathon. The upcoming event is part of the 4th Friday Open House. Drinks will be served. Free information: atrociouspoets@gmail.com or events/1025178934290317/.

A high-contrast, black and white portrait of a woman, likely a portrait of a woman, framed by a thick black border. The image is heavily stylized, with the subject's face and features rendered in stark white against a deep black background. The woman has dark hair and is looking directly at the camera with a neutral expression. The overall effect is graphic and dramatic, resembling a stencil or a high-contrast photocopy.

training and has topped that off w
Cancun and Riviera Maya Mexico
participated in a 3 day tour of all t
Dreams. Now and Breathless reso

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Renewed spark to read for fun results in literary year

Read any good books lately? That's one of those icebreakers we often fall back on in social situations. That and, of course, talk of the weather.

For a long time, I had to hem and haw on the book question, mainly because I felt I just didn't have time to read books for pleasure. After all, I read a lot as a proofreader for a number of Shaw Media publications.

So I was very excited when I figured out how to use the app OverDrive, which provides access to e-books through the North Suburban Digital Consortium. Armed with my McHenry Public Library card, I was all set.

Then I found another app, Goodreads, which gave me a way to track what I was reading, offered suggestions about future books I might like, and allowed me to set a goal to meet.

When I first wrote about it, back in February, I already had exceeded my initial goal for the year of 10 books. That meant I would have to increase my goal, since I still had 10 months left.

As with most new things about which I am excited, I started off strong. However, reality eventually set in. That, and a few more responsibilities were added to my already crowded plate, and I had less time to devote to all of those wonderful books.

Still, I'm happy to report that I hit my final target of 40 books.

Here's my favorite reads of the past year. Not all of them came out in 2017 because, well, I'm still trying to catch up.

Although I tried to read a mix, I found that what I gravitated toward fell into specific areas.

Aging and Alzheimer's:

• "Can't We Talk About Something More Pleasant?" by Roz Chast: This one was a graphic memoir about how Chast dealt with the decline of her elderly parents. It's funny and poignant and done in a cartoon style that makes it an easy read.

• "Learning to Speak Alzheimer's: A Groundbreaking Approach for Everyone Dealing with the Disease" by Joanne Koenig Coste: This one offered key ways to communicate with my mother, who deals with dementia. A must-read for anyone who struggles to understand their loved ones.

Nonfiction, with a heavy bent toward memoir:

• "When Breath Becomes Air" by Paul Kalanithi: Although I did my best to stay away from anything sad, this memoir of a medical student studying to be a neurosurgeon who is dying of



VIEWS

Joan Oliver

cancer is surprisingly uplifting. Beautifully written and life-affirming, it is unforgettable.

• "Wild: From Lost to Found on the Pacific Crest Trail" by Cheryl Strayed: This one is far more than a travelogue of an out-of-control woman who "finds" herself. It's also a powerful reflection of what it means to deal with loss and the ways grief can wreak havoc on one's life.

• "Quiet: The Power of Introverts in a World That Can't Stop Talking" by Susan Cain: Finally! A book that "gets" those of us who aren't exactly outgoing.

• "Hillbilly Elegy: A Memoir of a Family and Culture in Crisis" by J.D. Vance: This one caused some controversy, but it also offered some clues about my own family that I'm eager to research further.

Fiction all over the map:

• "The Paris Architect" by Charles Belfoure: Rich, detailed writing in a tale of a transformation of an architect who helps Jews escape Nazi-occupied Paris. Sometimes brutal, but gripping and suspenseful.

• "Wonder" by R.J. Palacio: I read this one before I realized it was coming out as a movie. Delightful and thought-provoking. Enjoyable even for an adult without children.

• "Where'd You Go, Bernadette" and "Today Will Be Different" by Maria Semple: Funny and cleverly original in the way they are constructed. But mostly funny.

Best of the Rest: Jenny Lawson, Laurie Notaro, Mindy Kaling, David Sedaris and Bill Bryson all had collections of essays that made me laugh. I certainly needed that.

There was some literature in there, too, but I found that most of what I was drawn to made me laugh.

2018 offers a chance to set another goal and to dive into even more great books. Who knows what will strike my fancy next year?

However, it's a safe bet that I'll keep those pages turning.

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

The daily
TWEET
and Herald

"Sending Christmas cards to our service members stationed abroad. Merry Christmas to all our men and women in uniform and their families!"

@SpeakerRyan

House Speaker Paul Ryan

The daily
POST

Facebook.com/NWHerald

"I cannot wait until I go. I love their chicken salad! I hope they use curry in it like Florida. Yum"

Karen Putz

on Firehouse Subs opening in January in Lake in the Hills

ON THE COVER

House Speaker Paul Ryan speaks at a news conference Tuesday on Capitol Hill in Washington, D.C. Republicans muscled the most sweeping rewrite of the nation's tax laws in more than three decades through the House.

See story on page A3.

Photo by The Associated Press

CORRECTION

A story on page A8 of Tuesday's edition incorrectly said that the Firehouse Subs in Lake in the Hills has opened, based on inaccurate information given to the Northwest Herald by Firehouse Subs' public relations firm. The Firehouse Subs is expected to open in early January in Lake in the Hills.

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

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