



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

Tuesday, November 21, 2017

7:00 p.m.

2nd Floor Board Room

Agenda

- I. CALL TO ORDER** – Kathy Baderstadt, President
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting, October 24, 2017

TREASURER'S REPORT – Delphine Grala, Treasurer
Monthly Financial Statements and Interim Check Report through
October 31, 2017 and Bill Reports for October/November 2017
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VII. COMMUNICATIONS**
 - McHenry County Historical Society to B. Edminster—award of organizational membership as appreciation to library
 - B. Edminster to McHenry County Historical Society—thank you for award

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. Approval and release of the October 24, 2017 Executive Session Minutes **(Action)**
2. Potential discussion of BCBS health insurance plans for FY17/18. **(possible Action)**
3. Inspection and approval of FY16/17 Audit done by Eder/Casella. **(Action)**
4. Discussion concerning future board meeting dates. **(possible Action)**
5. Policy addition regarding Staff Policies – Drug-free Workplace and staff use/storage of Bicycles, Scooters **(possible Action)**
6. Requirements for FY2018-20 Per Capita Grant - Review of Chapter 12, *Serving Our Public 3.0* (p. 44 – Safety) and Chapters 6-10 of *Trustee Fact Book* (these items are shared with you on Google drive: MPLD Board). We will discuss/review over next 3-4 board meetings.

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

XIII. ADJOURNMENT

***Note that revised upcoming board meeting dates are as follows:
December 19, 2017; January 23, 2018.**

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
PUBLIC HEARING AND REGULAR MEETING

Date: October 24, 2017

Time: 7:00 P.M.

Location: Library Board Meeting Room (Public Hearing)

I. Call to Order:

President Baderstadt called the public hearing 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; Debbie Gunness, Business Manager; Sue Yazel, HR General Specialist

III. Public Forum

No public were in attendance.

The Board reviewed the Final FY 2017-2018 Levy Ordinance.

IV. Adjournment

Carey moved and Schubert seconded a motion to adjourn the meeting at 7:13 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: October 24, 2017

Time: 7:00 P.M.

Location: Library Board Meeting Room (Regular Meeting)

I. Call to Order:

President Baderstadt called the meeting to order at 7:14 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; Debbie Gunness, Business Manager; Sue Yazel, HR General Specialist

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

V. Public Comment and Recognition of Visitors

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting, September 19, 2017

Treasurer's Report – Delphine Grala, Treasurer

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

Bill Reports for September/October 2017

Additional Bills (Distributed night of meeting)

Petty Cash and Credit Card Reports

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

Grala moved and Schubert seconded a motion to approve the minutes of the regular meeting for September 19, 2017, the monthly financial statements for the fiscal year through September 30, 2017, the Bill Reports for September/October 2017, and payment of the bills.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Communications

- Bill Brady, Senate Republic Leader, et al. to McHenry Public Library—donation in memory of Frances Mysker
- B. Edminster to Senator Pam Althoff—notice of donation and request for suggestions
- B. Edminster to Kim Johnson—notice of purchase of books in memory of her father-in-law

VIII. Librarian's Report

Edminster – September 5th Collection Development Meeting Minutes

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.

Grala moved and Leccese seconded a motion to go into executive session at 7:16 p.m. 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.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

No action was taken.

Leccese moved and Schubert seconded a motion to come out of executive session at 7:45 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

X. Old Business

1. Sanitary sewer issue – review, discussion, and instruction to proceed

Scholtz suggested that the Board write a letter to the City Council addressing their concerns with the sewer line. He would also like to employ Erickson Engineering again to evaluate the sanitary sewer line information received from city and how it would play out relative to a new addition or new library.

2. Discussion concerning digitization of *The Plaindealer*

Shaw Media owns the rights to *The Plaindealer* and will not release them for this project so we can only digitize the years that are in the public domain (75 years back). We will also be including the local Plat maps. Funds for digitization will come out of the Grant & Gift Fund - specifically from the bequest given by Elaine Wattman (2004).

XI. New Business

1. Approval and release of the July 18, 2017 Executive Session Minutes

Grala moved and Stone seconded a motion to approve and release of the July 18, 2017 Executive Session Minutes.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Approval of the FY 2017-2018 Levy Ordinance FY 2017-2018-4

The Board reviewed the FY 2017/2018 Levy Ordinance during the Public Hearing.

Leccese moved and Schubert seconded a motion to approve the Ordinance FY 2017-2018-4 for the Levy and Assessment of Taxes for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 for the McHenry Public Library District, McHenry, McHenry County Illinois.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

3. Approval of FY 2016-2017 Receipts and Disbursements (Action)

The Board reviewed the FY 2016-2017 Receipts and Disbursements.

Schubert moved and Leccese seconded a motion to approve the FY 2016-2017 Receipts and Disbursements.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

4. Health Insurance

Scholtz informed the Board of a 22% increase for the medical insurance. He suggested that they increase the employee's portion out of pocket from 5% to 10%.

Leccese moved and Schubert seconded a motion to approve the increase of the employee's medical insurance portion out of pocket from 5% to 10%.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

5. Approval to transfer funds from money market account – Huntington Bank to same type of account at First Midwest Bank

Scholtz requested the library transfer the funds from the Huntington Bank money market account to the First Midwest Bank - Special Reserve money market account.

Reilly moved and Carey seconded a motion to approve to transfer funds from the Huntington Bank money market account to the First Midwest Bank - Special Reserve money market account.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

6. Tuition Reimbursement Policy

The Board reviewed the revised Tuition Reimbursement Policy.

Baderstadt moved and Reilly seconded a motion to approve revised Tuition Reimbursement Policy.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

7. Policy – Drug-free Workplace Policy

The Board reviewed the Drug-free Workplace Policy.

Stone moved and Leccese seconded a motion to approve the Drug-free Workplace Policy.

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

Nays: Grala

Abstain: None

Absent: None

Motion Passed

There was more discussion after the Drug-free Workplace Policy passed. The Board would like to review the policy again at the November meeting.

8. Attendance Policy

The Board reviewed the Attendance Policy.

Carey moved and Reilly seconded a motion to approve Attendance policy.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

9. Meeting Room Use Policy

The Board reviewed the Meeting Room Use Policy.

Carey moved and Reilly seconded a motion to approve Meeting Room Use Policy.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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

XIII. Adjournment

Reilly moved and Schubert seconded a motion to adjourn the meeting at 9:26 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

October 31, 2017

McHenry Public Library District**Balance Sheet**

As of October 31, 2017

10:18 AM

11/18/2017

Cash Basis

Oct 31, 17**ASSETS****Current Assets****Checking/Savings****1060 · First Midwest Bank-Money Market**

1060100 · MM - General - First Midwest 1,762,806.82

1060200 · MM - Spec Reserve-First Midwest 1,257,220.60

1060300 · MM - Grant & Gift-First Midwest 430,735.80

Total 1060 · First Midwest Bank-Money Market 3,450,763.22

1070100 · HSA/Building - First Midwest 370,300.52

1615100 · General Account - First Midwest 18,201.67

1625100 · Payroll Account - First Midwest 108,807.29

1635100 · Imprest Account - First Midwest 4,900.00

1045100 · PROPAY 1,997.78

1150100 · Huntington-MoneyMarket 200,445.06

Total Checking/Savings 4,155,415.54**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 4,706,215.54****TOTAL ASSETS****4,706,215.54****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

2500100 · Due to Special Reserve Fund 550,000.00

Total Other Current Liabilities 550,000.00**Total Current Liabilities 550,000.00****Total Liabilities 550,000.00****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 513,743.90

Total Equity 4,156,215.54**TOTAL LIABILITIES & EQUITY****4,706,215.54**

McHenry Public Library District
Statement of Revenues and Expenditures
October 2017

10:20 AM
11/18/2017
Cash Basis
Oct 17

Income	
6010100 · Property Taxes	43,226.32
6030100 · Interest Income - General	92.01
6030200 · Interest Income - Spec Reserve	42.85
6030300 · Interest Income - Grant & Gifts	14.75
6035100 · Dividends	47.00
6040100 · Nonresident/Enhanced Cards	90.00
6050100 · Fines	3,749.36
6055100 · Referral/Collection Fees	30.00
6060100 · Photocopier & Fax Income	1,060.03
6070300 · General Fund Gifts	276.04
6105100 · Cobra/Retiree Insurance Pmts	859.84
6110100 · Program Fees/Misc Fees	1,530.00
6120100 · Meeting Room Fees	150.00
6130100 · Misc Incom -General(Sales/Fees)	671.00
6150100 · Lost & Damged Materials	196.80
6200100 · Over/Short	13.43
Total Income	52,049.43
Gross Profit	52,049.43
Expense	
8010100 · Adult Books	7,895.75
8020100 · Youth Books	5,543.48
8028100 · Administrative Resources (GA)	29.99
8030100 · Magazines & Newspapers	24.15
8040300 · Operating Fund Gifts	50.00
8050100 · Adult AV Materials	2,674.89
8060100 · Youth AV Materials	226.38
8080100 · Video Games	1,079.59
8090100 · eBook & eMagazine Services	17,920.27
8095100 · Electronic Subscriptions	7,769.00
8120100 · Library Supplies	758.50
8130100 · Tech Services Supplies	3,135.81
8140100 · Adult Programs & Supplies	1,433.70
8145100 · Circulation Supplies	91.80
8150100 · Youth Programs & Supplies	2,195.04
8215100 · Collection Agency Fees	80.55
8245100 · Comp/OfcEqp/CopierRepairs/Contr	4,273.42
8310100 · CCS & Polaris Expenses	5,962.95
8320100 · Network Expenses	258.16
8330100 · OCLC Services (cataloging)	742.71
8410100 · Payroll Exp, Acctg & Audit Serv	1,018.15
8420100 · Legal Services	517.00
8540100 · Postage	571.70
8550100 · Public Relations/Promotions	60.00
8610100 · Electricity	1,645.04
8630100 · Telephone & Internet Services	849.45
8640100 · Water & Sewer	2,314.43
8730100 · Bonding & Officers Liability	104.00
8740100 · Building & Grounds	3,542.77

	Oct 17
8760100 · Hospitality	659.96
8770100 · Interlibrary Loan Fees & Losses	110.98
8800311 · Adult Materials - PER CAPITA	1,694.38
8910100 · Salaries	129,885.67
8920100 · FICA/Medicare	9,478.84
8930100 · IMRF	14,604.19
8940100 · Health & Life Insurance	28,742.78
8960100 · Memberships & Dues	10.99
8970100 · Travel	244.43
8980100 · Meetings & Training	75.00
9060100 · Library Furnishings	291.90
9080100 · Small Equipment Under \$250	199.98
9090100 · Additional Capital Projects	786.85
Total Expense	259,554.63
Net Income	(207,505.20)

McHenry Public Library District
Statement of Revenues and Expenditures by Class
 July through October 2017

10:24 AM

11/18/2017

Cash Basis

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
Income				
6010100 · Property Taxes	1,511,014.48	0.00	0.00	1,511,014.48
6020200 · Developer Fees	0.00	58,576.00	0.00	58,576.00
6030100 · Interest Income - General	289.50	0.00	0.00	289.50
6030200 · Interest Income - Spec Reserve	0.00	174.39	0.00	174.39
6030300 · Interest Income - Grant & Gifts	0.00	0.00	61.66	61.66
6035100 · Dividends	47.00	0.00	0.00	47.00
6040100 · Nonresident/Enhanced Cards	180.00	0.00	0.00	180.00
6050100 · Fines	19,125.83	0.00	0.00	19,125.83
6055100 · Referral/Collection Fees	70.00	0.00	0.00	70.00
6060100 · Photocopier & Fax Income	4,912.24	0.00	0.00	4,912.24
6070300 · General Fund Gifts	0.00	0.00	428.64	428.64
6105100 · Cobra/Retiree Insurance Pmts	3,611.53	0.00	0.00	3,611.53
6110100 · Program Fees/Misc Fees	2,115.00	0.00	0.00	2,115.00
6120100 · Meeting Room Fees	335.00	0.00	0.00	335.00
6130100 · Misc Incom -General(Sales/Fees)	1,620.50	0.00	0.00	1,620.50
6150100 · Lost & Damged Materials	1,317.65	0.00	0.00	1,317.65
6200100 · Over/Short	34.09	0.00	0.00	34.09
Total Income	1,544,672.82	58,750.39	490.30	1,603,913.51
Gross Profit	1,544,672.82	58,750.39	490.30	1,603,913.51
Expense				
8010100 · Adult Books	26,018.11	0.00	0.00	26,018.11
8020100 · Youth Books	12,319.93	0.00	0.00	12,319.93
8025100 · Professional Resources	4,233.60	0.00	0.00	4,233.60
8028100 · Administrative Resources (GA)	89.97	0.00	0.00	89.97
8030100 · Magazines & Newspapers	13,274.55	0.00	0.00	13,274.55
8040300 · Operating Fund Gifts	405.00	0.00	3,995.06	4,400.06
8050100 · Adult AV Materials	12,822.98	0.00	0.00	12,822.98
8060100 · Youth AV Materials	1,998.17	0.00	0.00	1,998.17
8080100 · Video Games	2,606.21	0.00	0.00	2,606.21
8090100 · eBook & eMagazine Services	20,199.71	0.00	0.00	20,199.71
8095100 · Electronic Subscriptions	14,194.61	0.00	0.00	14,194.61
8120100 · Library Supplies	2,989.72	0.00	0.00	2,989.72
8130100 · Tech Services Supplies	7,156.73	0.00	0.00	7,156.73
8140100 · Adult Programs & Supplies	4,839.98	0.00	550.00	5,389.98
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	6,963.98	0.00	0.00	6,963.98
8215100 · Collection Agency Fees	349.05	0.00	0.00	349.05
8245100 · Comp/OfcEqp/CopierRepairs/Contr	16,554.29	0.00	0.00	16,554.29
8310100 · CCS & Polaris Expenses	23,851.80	0.00	0.00	23,851.80
8320100 · Network Expenses	3,565.34	0.00	0.00	3,565.34
8330100 · OCLC Services (cataloging)	2,970.84	0.00	0.00	2,970.84
8410100 · Payroll Exp, Acctg & Audit Serv	4,144.70	0.00	0.00	4,144.70
8420100 · Legal Services	517.00	0.00	0.00	517.00
8430100 · Automation & Misc Consultants	300.00	0.00	0.00	300.00
8510100 · Printing	6,489.05	0.00	0.00	6,489.05
8530100 · Public Notices & Ads	1,189.20	0.00	0.00	1,189.20

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
8540100 · Postage	2,921.56	0.00	0.00	2,921.56
8550100 · Public Relations/Promotions	395.55	0.00	0.00	395.55
8610100 · Electricity	7,945.32	0.00	0.00	7,945.32
8630100 · Telephone & Internet Services	3,300.87	0.00	0.00	3,300.87
8640100 · Water & Sewer	3,696.68	0.00	0.00	3,696.68
8720100 · Building/Auto Insurance	22,032.00	0.00	0.00	22,032.00
8730100 · Bonding & Officers Liability	5,554.00	0.00	0.00	5,554.00
8740100 · Building & Grounds	11,764.28	0.00	0.00	11,764.28
8760100 · Hospitality	959.96	0.00	0.00	959.96
8770100 · Interlibrary Loan Fees & Losses	156.63	0.00	0.00	156.63
8795100 · Miscellaneous (FH)	35.00	0.00	0.00	35.00
8800311 · Adult Materials - PER CAPITA	0.00	0.00	2,839.67	2,839.67
8910100 · Salaries	523,861.25	0.00	0.00	523,861.25
8920100 · FICA/Medicare	38,205.20	0.00	0.00	38,205.20
8930100 · IMRF	58,519.01	0.00	0.00	58,519.01
8940100 · Health & Life Insurance	147,067.55	0.00	0.00	147,067.55
8950100 · Tuition Reimbursement	679.18	0.00	0.00	679.18
8960100 · Memberships & Dues	131.97	0.00	0.00	131.97
8970100 · Travel	951.30	0.00	0.00	951.30
8980100 · Meetings & Training	1,250.00	0.00	0.00	1,250.00
9060100 · Library Furnishings	768.28	0.00	0.00	768.28
9070100 · Library Equipment	329.52	0.00	0.00	329.52
9080100 · Small Equipment Under \$250	1,019.42	0.00	0.00	1,019.42
9090100 · Additional Capital Projects	61,075.51	0.00	0.00	61,075.51
Total Expense	1,082,784.88	0.00	7,384.73	1,090,169.61
Net Income	461,887.94	58,750.39	(6,894.43)	513,743.90

Statement of Revenues and Expenditures Budget vs. Actual

11/18/2017

July through October 2017

Cash Basis

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,511,014.48	3,180,653.29	(1,669,638.81)	47.51%
6020200 · Developer Fees	58,576.00	58,000.00	576.00	100.99%
6030100 · Interest Income - General	289.50	5,000.00	(4,710.50)	5.79%
6030200 · Interest Income - Spec Reserve	174.39	3,000.00	(2,825.61)	5.81%
6030300 · Interest Income - Grant & Gifts	61.66	2,500.00	(2,438.34)	2.47%
6035100 · Dividends	47.00	500.00	(453.00)	9.4%
6040100 · Nonresident/Enhanced Cards	180.00	1,000.00	(820.00)	18.0%
6050100 · Fines	19,125.83	55,000.00	(35,874.17)	34.77%
6055100 · Referral/Collection Fees	70.00	1,000.00	(930.00)	7.0%
6060100 · Photocopier & Fax Income	4,912.24	17,000.00	(12,087.76)	28.9%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6070300 · General Fund Gifts	428.64	20,000.00	(19,571.36)	2.14%
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	3,611.53	13,500.00	(9,888.47)	26.75%
6110100 · Program Fees/Misc Fees	2,115.00	4,200.00	(2,085.00)	50.36%
6120100 · Meeting Room Fees	335.00	1,000.00	(665.00)	33.5%
6130100 · Misc Incom -General(Sales/Fees)	1,620.50	25,000.00	(23,379.50)	6.48%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,317.65	6,000.00	(4,682.35)	21.96%
6170300 · Per Capita Grant	0.00	84,893.43	(84,893.43)	0.0%
6200100 · Over/Short	34.09	0.00	34.09	100.0%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	1,603,913.51	4,063,246.72	(2,459,333.21)	39.47%
Gross Profit	1,603,913.51	4,063,246.72	(2,459,333.21)	39.47%
Expense				
8010100 · Adult Books	26,018.11	94,000.00	(67,981.89)	27.68%
8020100 · Youth Books	12,319.93	59,000.00	(46,680.07)	20.88%
8025100 · Professional Resources	4,233.60	5,500.00	(1,266.40)	76.98%
8028100 · Administrative Resources (GA)	89.97	6,000.00	(5,910.03)	1.5%
8030100 · Magazines & Newspapers	13,274.55	15,000.00	(1,725.45)	88.5%
8040300 · Operating Fund Gifts	4,400.06	448,381.10	(443,981.04)	0.98%
8050100 · Adult AV Materials	12,822.98	53,000.00	(40,177.02)	24.19%
8060100 · Youth AV Materials	1,998.17	15,000.00	(13,001.83)	13.32%
8080100 · Video Games	2,606.21	12,500.00	(9,893.79)	20.85%
8090100 · eBook & eMagazine Services	20,199.71	55,500.00	(35,300.29)	36.4%
8095100 · Electronic Subscriptions	14,194.61	80,000.00	(65,805.39)	17.74%
8110100 · Bank Service Charges	0.00	200.00	(200.00)	0.0%
8120100 · Library Supplies	2,989.72	10,000.00	(7,010.28)	29.9%
8130100 · Tech Services Supplies	7,156.73	57,200.00	(50,043.27)	12.51%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	5,389.98	18,500.00	(13,110.02)	29.14%
8145100 · Circulation Supplies	91.80	25,000.00	(24,908.20)	0.37%
8147100 · Summer Reading Club	28.52	7,000.00	(6,971.48)	0.41%
8150100 · Youth Programs & Supplies	6,963.98	21,500.00	(14,536.02)	32.39%
8215100 · Collection Agency Fees	349.05	1,500.00	(1,150.95)	23.27%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	16,554.29	59,000.00	(42,445.71)	28.06%

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
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	23,851.80	75,000.00	(51,148.20)	31.8%
8320100 · Network Expenses	3,565.34	25,000.00	(21,434.66)	14.26%
8330100 · OCLC Services (cataloging)	2,970.84	10,000.00	(7,029.16)	29.71%
8410100 · Payroll Exp, Acctg & Audit Serv	4,144.70	22,000.00	(17,855.30)	18.84%
8420100 · Legal Services	517.00	1,500.00	(983.00)	34.47%
8430100 · Automation & Misc Consultants	300.00	5,000.00	(4,700.00)	6.0%
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%
8510100 · Printing	6,489.05	34,000.00	(27,510.95)	19.09%
8530100 · Public Notices & Ads	1,189.20	3,000.00	(1,810.80)	39.64%
8540100 · Postage	2,921.56	14,000.00	(11,078.44)	20.87%
8550100 · Public Relations/Promotions	395.55	8,500.00	(8,104.45)	4.65%
8610100 · Electricity	7,945.32	25,000.00	(17,054.68)	31.78%
8620100 · Gas	0.00	3,500.00	(3,500.00)	0.0%
8630100 · Telephone & Internet Services	3,300.87	10,500.00	(7,199.13)	31.44%
8640100 · Water & Sewer	3,696.68	5,400.00	(1,703.32)	68.46%
8720100 · Building/Auto Insurance	22,032.00	31,500.00	(9,468.00)	69.94%
8730100 · Bonding & Officers Liability	5,554.00	5,500.00	54.00	100.98%
8740100 · Building & Grounds	11,764.28	54,000.00	(42,235.72)	21.79%
8760100 · Hospitality	959.96	10,000.00	(9,040.04)	9.6%
8770100 · Interlibrary Loan Fees & Losses	156.63	700.00	(543.37)	22.38%
8795100 · Miscellaneous (FH)	35.00	4,000.00	(3,965.00)	0.88%
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	2,839.67	0.00	2,839.67	100.0%
8910100 · Salaries	523,861.25	1,815,000.00	(1,291,138.75)	28.86%
8920100 · FICA/Medicare	38,205.20	140,000.00	(101,794.80)	27.29%
8930100 · IMRF	58,519.01	200,000.00	(141,480.99)	29.26%
8940100 · Health & Life Insurance	147,067.55	360,000.00	(212,932.45)	40.85%
8950100 · Tuition Reimbursement	679.18	6,000.00	(5,320.82)	11.32%
8960100 · Memberships & Dues	131.97	8,000.00	(7,868.03)	1.65%
8970100 · Travel	951.30	9,000.00	(8,048.70)	10.57%
8980100 · Meetings & Training	1,250.00	5,000.00	(3,750.00)	25.0%
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	768.28	35,000.00	(34,231.72)	2.2%
9070100 · Library Equipment	329.52	70,000.00	(69,670.48)	0.47%
9080100 · Small Equipment Under \$250	1,019.42	10,000.00	(8,980.58)	10.19%
9090100 · Additional Capital Projects	61,075.51	400,000.00	(338,924.49)	15.27%
9100100 · Transfer to Reserve Fund	0.00	500,000.00	(500,000.00)	0.0%
Total Expense	1,090,169.61	5,161,159.44	(4,070,989.83)	21.12%
Net Income	513,743.90	(1,097,912.72)	1,611,656.62	(46.79%)

Statement of Revenue and Expenditures Budget vs. Actual

11/18/2017

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

Cash Basis

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,511,014.48	3,180,653.29	(1,669,638.81)	47.51%
6030100 · Interest Income - General	289.50	5,000.00	(4,710.50)	5.79%
6035100 · Dividends	47.00	500.00	(453.00)	9.4%
6040100 · Nonresident/Enhanced Cards	180.00	1,000.00	(820.00)	18.0%
6050100 · Fines	19,125.83	55,000.00	(35,874.17)	34.77%
6055100 · Referral/Collection Fees	70.00	1,000.00	(930.00)	7.0%
6060100 · Photocopier & Fax Income	4,912.24	17,000.00	(12,087.76)	28.9%
6090100 · Annexation Impact Fees	0.00	8,000.00	(8,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	3,611.53	13,500.00	(9,888.47)	26.75%
6110100 · Program Fees/Misc Fees	2,115.00	4,200.00	(2,085.00)	50.36%
6120100 · Meeting Room Fees	335.00	1,000.00	(665.00)	33.5%
6130100 · Misc Incom -General(Sales/Fees)	1,620.50	25,000.00	(23,379.50)	6.48%
6150100 · Lost & Damged Materials	1,317.65	6,000.00	(4,682.35)	21.96%
6200100 · Over/Short	34.09	0.00	34.09	100.0%
Total Income	1,544,672.82	3,317,853.29	(1,773,180.47)	46.56%
Gross Profit	1,544,672.82	3,317,853.29	(1,773,180.47)	46.56%
Expense				
8010100 · Adult Books	26,018.11	94,000.00	(67,981.89)	27.68%
8020100 · Youth Books	12,319.93	59,000.00	(46,680.07)	20.88%
8025100 · Professional Resources	4,233.60	5,500.00	(1,266.40)	76.98%
8028100 · Administrative Resources (GA)	89.97	6,000.00	(5,910.03)	1.5%
8030100 · Magazines & Newspapers	13,274.55	15,000.00	(1,725.45)	88.5%
8040300 · Operating Fund Gifts	405.00			
8050100 · Adult AV Materials	12,822.98	53,000.00	(40,177.02)	24.19%
8060100 · Youth AV Materials	1,998.17	15,000.00	(13,001.83)	13.32%
8080100 · Video Games	2,606.21	12,500.00	(9,893.79)	20.85%
8090100 · eBook & eMagazine Services	20,199.71	55,500.00	(35,300.29)	36.4%
8095100 · Electronic Subscriptions	14,194.61	80,000.00	(65,805.39)	17.74%
8110100 · Bank Service Charges	0.00	200.00	(200.00)	0.0%
8120100 · Library Supplies	2,989.72	10,000.00	(7,010.28)	29.9%
8130100 · Tech Services Supplies	7,156.73	57,200.00	(50,043.27)	12.51%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	4,839.98	18,500.00	(13,660.02)	26.16%
8145100 · Circulation Supplies	91.80	25,000.00	(24,908.20)	0.37%
8147100 · Summer Reading Club	28.52	7,000.00	(6,971.48)	0.41%
8150100 · Youth Programs & Supplies	6,963.98	21,500.00	(14,536.02)	32.39%
8215100 · Collection Agency Fees	349.05	1,500.00	(1,150.95)	23.27%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	16,554.29	59,000.00	(42,445.71)	28.06%
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	23,851.80	75,000.00	(51,148.20)	31.8%
8320100 · Network Expenses	3,565.34	25,000.00	(21,434.66)	14.26%
8330100 · OCLC Services (cataloging)	2,970.84	10,000.00	(7,029.16)	29.71%
8410100 · Payroll Exp, Acctg & Audit Serv	4,144.70	22,000.00	(17,855.30)	18.84%
8420100 · Legal Services	517.00	1,500.00	(983.00)	34.47%
8430100 · Automation & Misc Consultants	300.00	5,000.00	(4,700.00)	6.0%
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
8510100 · Printing	6,489.05	34,000.00	(27,510.95)	19.09%
8530100 · Public Notices & Ads	1,189.20	3,000.00	(1,810.80)	39.64%
8540100 · Postage	2,921.56	14,000.00	(11,078.44)	20.87%
8550100 · Public Relations/Promotions	395.55	8,500.00	(8,104.45)	4.65%
8610100 · Electricity	7,945.32	25,000.00	(17,054.68)	31.78%
8620100 · Gas	0.00	3,500.00	(3,500.00)	0.0%
8630100 · Telephone & Internet Services	3,300.87	10,500.00	(7,199.13)	31.44%
8640100 · Water & Sewer	3,696.68	5,400.00	(1,703.32)	68.46%
8720100 · Building/Auto Insurance	22,032.00	31,500.00	(9,468.00)	69.94%
8730100 · Bonding & Officers Liability	5,554.00	5,500.00	54.00	100.98%
8740100 · Building & Grounds	11,764.28	54,000.00	(42,235.72)	21.79%
8760100 · Hospitality	959.96	10,000.00	(9,040.04)	9.6%
8770100 · Interlibrary Loan Fees & Losses	156.63	700.00	(543.37)	22.38%
8795100 · Miscellaneous (FH)	35.00	4,000.00	(3,965.00)	0.88%
8910100 · Salaries	523,861.25	1,815,000.00	(1,291,138.75)	28.86%
8920100 · FICA/Medicare	38,205.20	140,000.00	(101,794.80)	27.29%
8930100 · IMRF	58,519.01	200,000.00	(141,480.99)	29.26%
8940100 · Health & Life Insurance	147,067.55	360,000.00	(212,932.45)	40.85%
8950100 · Tuition Reimbursement	679.18	6,000.00	(5,320.82)	11.32%
8960100 · Memberships & Dues	131.97	8,000.00	(7,868.03)	1.65%
8970100 · Travel	951.30	9,000.00	(8,048.70)	10.57%
8980100 · Meetings & Training	1,250.00	5,000.00	(3,750.00)	25.0%
9060100 · Library Furnishings	768.28	35,000.00	(34,231.72)	2.2%
9070100 · Library Equipment	329.52	70,000.00	(69,670.48)	0.47%
9080100 · Small Equipment Under \$250	1,019.42	10,000.00	(8,980.58)	10.19%
9090100 · Additional Capital Projects	61,075.51	400,000.00	(338,924.49)	15.27%
9100100 · Transfer to Reserve Fund	0.00	500,000.00	(500,000.00)	0.0%
Total Expense	1,082,784.88	4,505,150.00	(3,422,365.12)	24.03%
Net Income	461,887.94	(1,187,296.71)	1,649,184.65	(38.9%)

Statement of Revenues and Expenditures Budget vs. Actual

11/18/2017

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

Cash Basis

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	58,576.00	58,000.00	576.00	100.99%
6030200 · Interest Income - Spec Reserve	174.39	3,000.00	(2,825.61)	5.81%
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	58,750.39	588,000.00	(529,249.61)	9.99%
Gross Profit	58,750.39	588,000.00	(529,249.61)	9.99%
Expense				
9050200 · Library District Act	0.00	150,000.00	(150,000.00)	0.0%
Total Expense	0.00	150,000.00	(150,000.00)	0.0%
Net Income	58,750.39	438,000.00	(379,249.61)	13.41%

Statement of Revenues and Expenditures Budget vs. Actual

11/18/2017

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

Cash Basis

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	61.66	2,500.00	(2,438.34)	2.47%
6070300 · General Fund Gifts	428.64	20,000.00	(19,571.36)	2.14%
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	490.30	157,393.43	(156,903.13)	0.31%
Gross Profit	490.30	157,393.43	(156,903.13)	0.31%
Expense				
8040300 · Operating Fund Gifts	3,995.06	448,381.10	(444,386.04)	0.89%
8140100 · Adult Programs & Supplies	550.00			
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	2,839.67	0.00	2,839.67	100.0%
9030300 · Misc Grants	0.00	25,000.00	(25,000.00)	0.0%
Total Expense	7,384.73	506,009.44	(498,624.71)	1.46%
Net Income	(6,894.43)	(348,616.01)	341,721.58	1.98%

McHenry Public Library District
INTERIM CHECKS ISSUED - October 2017
(NOT INCLUDED ON BILL REPORT)

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

<u>VENDOR</u>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	subtotal for account	\$ -			

<u>VENDOR</u>	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	employer contributions HSA	\$ 1,700.00	8940-100	10/10/17	EFT
First Midwest Bank	employee contributions HSA	\$ 962.68	8940-100	10/11/17	EFT
First Midwest Bank	employee contributions HSA	\$ 962.68	8940-100	10/24/17	EFT
	subtotal for account	\$ 1,925.36			

<u>VENDOR</u>	<u>Account - Payroll</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$ 21,575.79	8930-100	10/02/17	EFT
	subtotal for account	\$ 21,575.79			

<u>VENDOR</u>	<u>Account - Imprest</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Linda Reinhold	Adult Programs & Supplies	\$ 100.00	8140-100	10/09/17	1139
	subtotal for account	\$ 100.00			

GRAND TOTAL CHECKS ISSUED \$ 23,601.15



"We engage and educate current and future generations by preserving and sharing McHenry County history."

McHenry Public Library District
Attn: Bill Edminster, Assistant Director
809 Front Street
McHenry, Illinois 60050

November 3, 2017

Dear Mr. Edminster,

As a small token of our appreciation for all that the McHenry Public Library District has done in furthering our county newspaper digitization project, the McHenry County Historical Society & Museum would like to award MPLD a complimentary basic organizational membership for 2018.

As Jim Scholtz will attest, the digitization of valuable newspapers from the county's past has been an educational and circuitous process involving many players. Your unfailing support of this project has been pivotal in moving it forward. We cannot thank you and your board enough, but this is a start.

Thank you again for all of your support this year and we look forward to continuing to work with you in the future!

Best wishes,

Kurt Begalka
Administrator

Kim Ortega
Membership and Volunteer Coordinator



809 North Front Street

McHenry, Illinois

60050-5578

Phone: 815.385.0036

Fax: 815.385.7085

www.mchenrylibrary.org

McHenry County Historical Society
6422 Main Street
P.O. Box 434
Union, IL 60180
November 7, 2017

Dear Mr. Begalka and Ms. Ortega:

On behalf of Jim Scholtz and the McHenry Public Library, I'd like to thank you and the Historical Society for awarding the library a complimentary basic organizational membership for 2018.

We consider this a sign of the ongoing successful relationship between the Society and the Library. We have been committed to Local History and Local Genealogy for at least as long as we have been a library. We consider you an essential partner in our shared commitment to preserve and disseminate information about the history of the McHenry area.

We look forward to continuing to work with you on the newspaper digitization and on other projects.

Sincerely,

Bill Edminster
Assistant Director

James C. Scholtz

Executive Director

jscholtz@mchenrylibrary.org

McHenry Public Library District

LIBRARIAN'S REPORT

October 2017

Administration

- B. Edminster has begun monthly meetings with public service department managers to share information, discuss projects and problems, and generally improve communications between Admin and the departments. He continues to attend the biweekly Adult Services and Youth Services meetings.
- J. Scholtz and B. Edminster helped the Friends of the McHenry Library during their warehouse sale, 10/21-22 & 10/29.
- B. Edminster is the Lead for the In-House Polaris Migration committee, which met on 10/26. The committee viewed the quarterly CCS migration update webinar, 11/15.
- The Career Online High School committee chaired by B. Edminster interviewed a candidate for a COHS scholarship who had completed a prerequisite course online, 10/25.
- B. Edminster attended the RAILS Collection Development Librarians Networking Group at Schaumburg, 10/27.
- B. Edminster audited a CCS webinar on Polaris's Simply Reports module, 11/1.
- B. Edminster and K. Lambert received online training on Gale's new dashboard for Analytics on Demand, 11/6. Lambert will use what she learned for outreach. She and Edminster will train other managers on using the dashboard to analyze the community for materials selection and program decisions.
- B. Edminster and B. Majka attended the CCS Train-the-Trainer training session at CCS, 11/8. They will prepare the library's training calendar which will run through April 2018 when we go live with Polaris.
- B. Edminster attended the Friends of the Library meeting, 11/16.
- B. Edminster ran the Classic Book Discussion of *Doctor Faustus* by Thomas Mann, 11/20.
- B. Edminster is preparing the Per Capita Grant application that the Board will approve at their December 19 meeting.
- B. Edminster, P. Strain, and Z. Terrill are preparing a COHS graduation ceremony for January 21, 2018.
- D. Gunness worked with Eder Casella's auditors to complete the library's FY 2016/17 audit. J. Scholtz and D. Gunness will meet with Eder Casella in November for the exit review of the draft audit.

Adult Services

- T. O'Toole is developing a pattern of fielding Joshua Bell questions in October. Last year he answered a patron inquiry about what violin brand the artist played - Gibson ex-Huberman. This year a patron was looking for free tickets to Joshua Bell's November performance at Orchestra Hall because a radio station announced that libraries would have them. Despite much research, T. O'Toole couldn't find any information about the announcement or the free tickets.
- K. Lopez helped 2 different post-high school aged patrons find general science materials because they were interested in teaching themselves versus learning in school. She found it encouraging that both patrons wanted to learn for the sake of learning.
- Z. Terrill, T. O'Toole and other staff members helped 2 college students with research projects in October. The staff deciphered the names and titles to locate materials on architecture. The other patron is taking a reference class as part of a school library certification program. We helped her identify and locate specific sources to answer questions posed by her professor.
- E. Janas and Z. Terrill presented a program on MPLD services at the McHenry Township Senior Center.
- P. Strain co-facilitated the Mystery Book Group discussion of *Cuckoo's Calling* by Robert Galbraith (aka J.K. Rowling).

Building Services

- D. Harding is currently training new Building Services employees.
- Winter is on its way again. Building Services has started to prepare for machine maintenance and equipment installation.
- Building Service website has been updated with new features.
- Two new staff doors were installed by Tee Jay Door Company. They look good and work great.

Circulation

- S. Willis reports a total of 138 expired holds pulled in October
- Circulation Staff attended In-Service 10/6
- B Majka attended Polaris LEAP training 10/24, 10/25
- B Majka, L Horist attended In-House Polaris Migration committee 10/26
- B Majka, L Horist, S Willis, L Rex met to discuss staff LEAP training 10/26

Human Resources

- S. Yazel out for the month. K. Lambert and D. Gunness prepared the staff insurance renewal documents for staff (thanks so much!! And great job!!)
- Patti Torgensen hired as Business Manager. Patti will start work, 12/4 and work along-side D. Gunness until Deb's retirement 12/29. We know Deb will train Patti well.

Public Relations

- The November/December *Preface* newsletter was printed and mailed to more than 20,000 residents in our district.
- (Nov. 6) Participated in online training to use Gale's Analytics on Demand, a business information tool that will enable us to target our marketing to specific groups of patrons both within and outside our district. It will also help programmers develop better programs for specific demographic groups as well as segments of our collection. Bill and I will train managers on how to use the software for various projects.
- Promoted upcoming programs via various media – press releases, website, social media, indoor/outdoor electronic signage and the NW Herald's online events calendar.
- Working on a mini-manual for Circ. staff to help them with room reservations for outside groups using our Events software.
- Created materials for and promoted Friends Oct. 21-22 & 29 book sales.
- Met with key Public Services staff to discuss/plan for upcoming IL Bicentennial commemoration and events throughout 2018. Will be applying on the state's website to become a "partner" so we can use their graphics, etc.
- Attended staff in-service on Oct. 6.
- Attended management team meeting on Oct. 10.

Technical Services

- K. Walker assisted with Comicon as part of the panel that judged the Cosplay costumes and handed out wristbands to Comicon attendees, 10/4.
- D. Lavin, K. Milfajt, P. Radic and K. Walker attended the MPLD In-Service, 10/6.
- K. Milfajt facilitated the Contemporary Book Group's discussion of *Go Set a Watchman* by Harper Lee, 10/9.
- K. Milfajt attended the Management Team Meeting, 10/10.
- K. Walker facilitated the Dungeons and Dragons Program, 10/10.

- D. Lavin, K. Meadows, K. Milfajt, P. Radic and K. Walker attended the TS Department Meeting, 10/11.
- K. Milfajt attended Polaris Cataloging training, 10/12-10/13.
- K. Milfajt represented the MPLD at the CCS Catalog and Metadata Management Meeting, hosted by MPLD, 10/18.
- K. Kimbrel, D. Lavin, K. Meadows, P. Radic and K. Walker attended Polaris PowerPac training, conducted by K. Milfajt, 10/20.
- K. Milfajt participated in the In-House Polaris Migration Team Meeting, 10/26.
- K. Kimbrel and D. Lavin attended preliminary Polaris Data Testing training, conducted by K. Milfajt, 10/30.
- In October we tagged 6421 items for RFID, including 3694 items retrospectively and 2727 new and mended items. We are 7 3/4 % through the collection without adversely impacting department output.

Technology

- Several staff webinars were setup in the boardroom & Conference room 124.
- Prepare Board packet post to Google Drive and email board members. Post to All staff news on Google Drive, notify staff via email & post on Intranet.
- New ILS Client Installed on several Staff workstations for Testing Polaris.
- IT Purchased New Battery Backups for around the Library.
- IT installed an update to MyPC on all public workstations along with OS updates.
- IT Installed and setup QuickBooks 2018.
- TBS was here on 10/06/17 to install a Cpad on our Public copier for easy public printing and no longer holding money when using a credit card.

Youth Services

- Afterschool Dinner Program: 145 meals services; Room attendance: 155 kids & 36 adults
- K. Storlie and N. Cogswell are both acclimating themselves to our current Sirsi catalog and having to learn about the upcoming Polaris system at the same time. Both are finding it easier to learn Polaris than our current system and are looking forward to the change.
- K. Gerold started at the end of the month as our Early Literacy Specialist/Librarian I
- M. Cairo and L. Jakacki attended an in-library committee meeting to plan programs and events for the upcoming IL Bicentennial. We have come up with monthly themes featuring IL History and Culture that both YS and Adult will offer programs on.
- J. Velasquez along with help of members of the Garden Quarter put together a community ofrenda for Dia de los Muertos. The families created paper flowers and papel picado for the display and Jennifer created placecards explaining the different aspects of the ofrenda.
- G. Doolan created windmills with her Little Explorers class and discussed how the wind blows.
- C. Bergan had a great interaction with tweens this month with the middle school girls that came to her NaNo Prep workshop. She knew one of the girls who regularly attends our programs, but the second girl was new to her, though they knew each other. They were so genuinely delighted to have an adult that would listen and give them praise and advice on their writing.
- E. Wyant partnered with the High Schools to bring YA author, Clara Kensie, to McHenry. All the HS freshmen read her book the beginning of the school year and attended her school presentations. At the library those students who attended were able to have a more personal conversation with Clara about her writing process.

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 2153 items (+50%) and withdrew 436 (-70%) compared with October 2016. TS has been concentrating on RFID tagging new items (1501 items processed). Staff also mended 693 items (-13%). Overall circulation increased by (+5%) from the previous year/month and we were open ½ day less than last year (28 compared to 28.5). Many areas saw increases: ADbk (+18%); Jbk +10%), AAud (+79%). Both holds and renewals decreased (-1 and -3%, respectively). Total circulation 46,665 compared with 44,254 (+5%) with an ave. of 1667 per day. Patron traffic was down about (-5%) to 14,548 which only makes the increase in circulation more spectacular – less people taking more materials out. Also our eMagazine/Zinio was at (-57%) with Hoopla up (+20%). Digital downloads also increased (+13%).

Upcoming Events and Projects

- IL Bicentennial – committee will continue to meet and develop monthly themed programs commemorating the state's 200th birthday. (L. Jakacki met with Landmark Commission to enlist their help)
- Polaris training continues as well as RFID tagging of new materials/retrospective tagging. Installation of RFID equipment Mar/Apr 2018.

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: October 24, 2017

Time: 7:09 p.m.

Location: Library Board Meeting Room

I. Call to Order:

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

Members Absent: None

During Executive Session, the Board discussed 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.

No action was taken during Executive Session.

Respectfully Submitted,

Monica Leccese, Secretary

DRUG-FREE WORK PLACE

POLICY

The Library has a strong commitment to its employees to provide a safe and healthy work environment. The Library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medications' effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. (Employees should not, however, disclose underlying medical conditions unless specifically directed to so.) The Library's policy with respect to drugs and alcohol is as follows:

GUIDELINES and PRACTICES FOR IMPLEMENTATION

1. The illegal use, sale, buying, selling, manufacturing or dispensing, or possession of narcotics, drugs or controlled substances; including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates while on the job or on the Library's property is a dischargeable offense. Any illegal substances found on or in the Library's property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
- 4-2. The possession, distribution or use-consumption of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
3. Employees will not be permitted to work while are prohibited from being under the influence of illegal drugs or alcohol while they are working. Under the influence of alcohol means an alcohol concentration of .04 or more, or any actions, appearance, speech or bodily odors which cause a supervisor to reasonably conclude that an employee is impaired because of alcohol use. Under the influence of drugs is determined by a confirmed positive test result for illegal drug use.
4. Pre-Employment Testing: Applicants for job positions within the Building Services department will be required to submit to a drug screening test before beginning employment. A negative drug test result will be a condition of the employment offer. Applicants who refuse to cooperate in or fail to pass a drug test will no longer be considered for employment.
- 2-5. Reasonable Suspicion Testing: Individuals who appear to be under the influence of drugs or alcohol and therefore unfit for duty will be relieved from duty and may will be requested to take a physical examination undergo a drug and/or alcohol screening test at a designated medical facility. Refusal to comply with a physical examination the request for the screening test or failure to pass the examination may result in disciplinary action, up to and including discharge. The refusal to comply may be demonstrated by obstructing the collection process, submitting an altered adulterated or substitute sample, or failing to promptly provide specimen(s) for testing when directed.
- 3-6. Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the Library's facilities, or where such usage adversely affects the public trust in the ability of the Library to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.

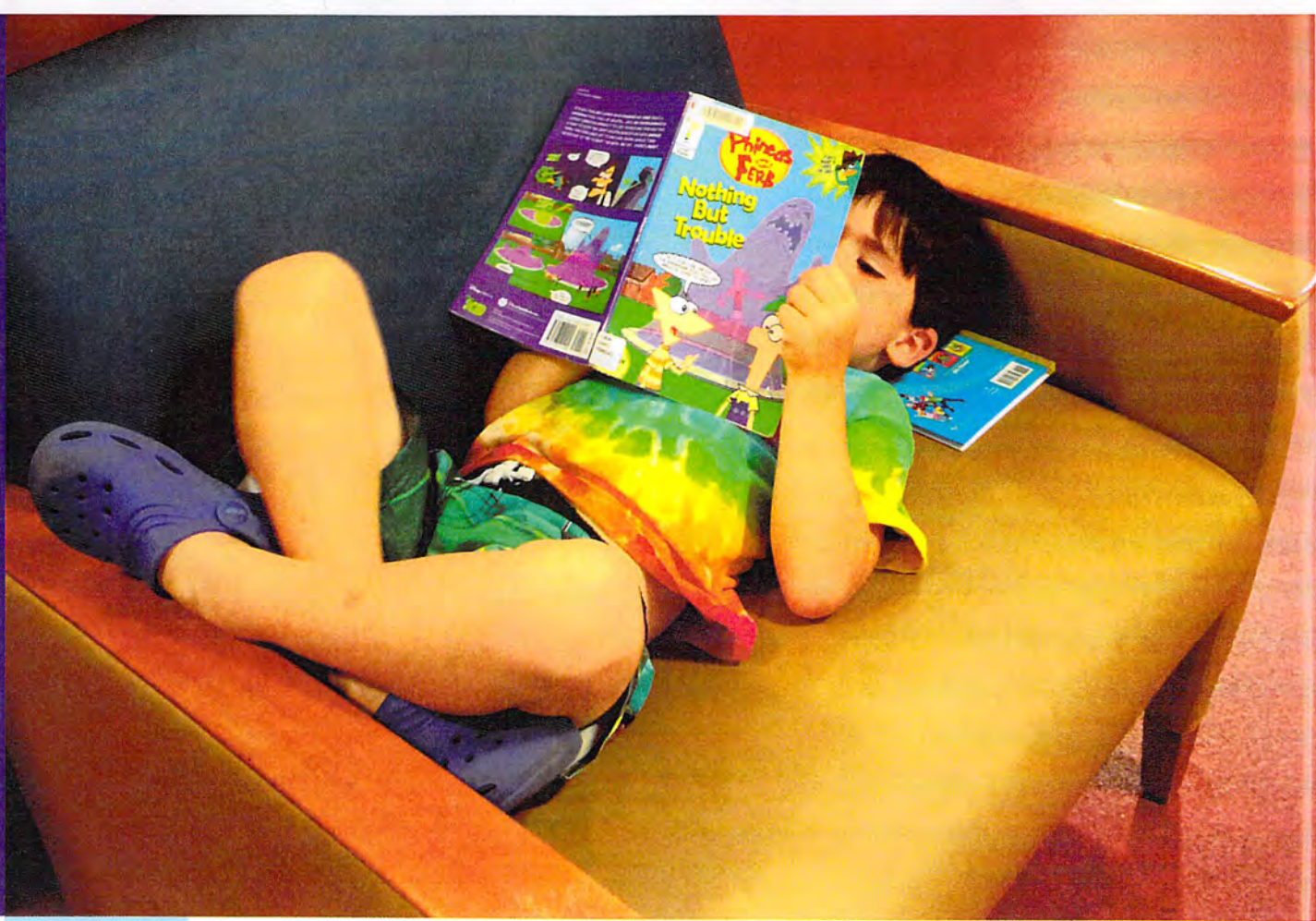
4.7. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the Library will take into consideration the nature of the charges, the employee's present assignment and record with the Library, and the impact of the employee's arrest on the conduct of the Library's business.

5.8. Employees are encouraged to request assistance through reputable sources in the community in dealing with a personal alcohol or drug-related problem. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe the Library's policy regarding drugs and alcohol.

6.9. Employees who wish to report drug and alcohol use in violation of this policy should contact the Executive Director or, ~~in the event the matter concerns the Executive Director, the Board of Trustees~~ Human Resources. The Library will make every effort to protect anonymity, and such information will be treated in confidence.

7.10. Employees are required to notify a member of management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

LIBRARY



McHenry
County
Libraries

Looking for a great book, a fun family event, or an enriching discussion? The McHenry Public Library District meets those demands, through responsive and cooperative library services, access to a diverse and comprehensive collection of books and media, and community and educational events to engage every age group.

McHenry Public Library

809 N. Front Street (Rte 31) • McHenry
Phone: 815-385-0036
www.Mchenrylibrary.org

M-Th: 9 am to 9 pm
Fri & Sat: 9 am to 5 pm
Sun: Noon to 4 pm

Johnsburg Public Library

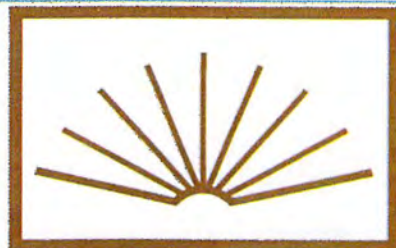
3000 N. Johnsburg Road • Johnsburg
Phone: 815-344-0077
www.johnsburglibrary.org

M-Th: 8:30am to 9:00pm
Fri-Sat: 8:30am to 5:00pm
Sun: 1:00pm to 4:00pm*
*3rd Sunday in Sept. through 3rd
Sunday in May

River East Public Library

813 W. IL Rte. 120 • McHenry
Phone: 815-385-6303
www.rivereastlibrary.org

M-Th: 10:00am to 7:00pm
Fri-Sat: 10:00am to 5:00pm



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Continued from page 3

"COMMON GROUND - IMMIGRANT TALES - ORCHARD & DELANCEY STREETS,"

10 a.m. to noon Nov. 16, Woodstock Opera House, 121 W. Van Buren St., Woodstock. Dr. Annie Pollard presents "Common Ground - Immigrant Tales from Orchard & Delancey Streets." The second lecture event of the Creative Living Series presented by the Woodstock Fine Arts Association. Cost: \$25 for single seats or \$115 for subscription package. Information: 708-214-2567, www.woodstock-operahouse.com, info@woodstockfinearts.org or find the event on Facebook.

FAMILY READING NIGHT, Lotus Elementary School, 5 to 7 p.m. Nov. 16 29067 W. Grass Lake Road, Spring Grove. Featuring reading opportunities, a scholastic fair, prizes, goodie bags and dinner as well as themed rooms, featuring special guests. Families should check in at the front tables to receive a folder that includes a themed map, a raffle ticket, a pizza voucher and other goodies. RSVP by visiting www.d114.org/elementary-school. Free. Information: kim.vanhoorelbeke@foxlake114.org.

CONCEPTOS BASICOS DE LA COMPUTADORA, 6 to 7 p.m. Nov. 16 Harvard Diggins Library, 900 E. McKinley St., Harvard. Free computer class in Spanish. El registro es necesario. Gratis. Para registrarse: 815-943-4671.

POETRY SLAM NIGHT, 6 to 9 p.m. Nov. 16, Studio 25 Art Creations, Inc., 5 Nippersink Blvd., Fox Lake. Information: 224-225-1563, studio25artcreations@gmail.com or www.discoverfoxlake.com.

FILM LOVERS GROUP, 6 to 8:30 p.m. Nov. 16 Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. "Diner" (R; 1982). Free. Information: 815-459-1687 or www.clpl.org.

"READING BY DESIGN!" FAMILY READING NIGHT, 6:30 p.m. to 7:30 p.m. Nov. 16, McHenry Public Library, 809 Front St., McHenry. Take part in an out-of-the-box storytime, then design something using cardboard boxes. A family program for children 3 years old and older. Free. Information: 815-385-0036, klambert@mchenrylibrary.org or www.mchenrylibrary.org.

"A WRINKLE IN TIME," Nov. 16-18, Marengo Community High School auditorium, 110 Franks Road, Marengo. Schedule: 7 p.m. Nov. 16 & 17 and 2 and 7 p.m. Nov. 18. Presented by Marengo High School Theatre Department.

LLC. Registracion es necesario. Gratis. Information: 815-459-1687 or www.clpl.org.

READ TO THE DOG, 10 to 11:30 a.m. Nov. 18, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Practice reading and make a dog's day during a 15-minute session. CLPL cardholders only. Registration required www.clpl.org or 815-459-1687.

POP-UP LIBRARY AT THE FARMER'S WINTER MARKET, 11 a.m. to 1 p.m. Nov. 18, McHenry County Fairgrounds, Building D., 12015 Country Club Road, Woodstock. Hosted by the Woodstock Public Library. Information: www.woodstockpubliclibrary.com.

FOX RIVER VALLEY CHAPTER OF THE NSDAR MEETING, 1 p.m. Nov. 18, American Community Bank, 10101 Route 47, Huntley. The Fox River Valley Chapter of the National Society Daughters of the American Revolution will host speaker George Haupt, a retired Army veteran who will share his experiences as a guard at the Tomb of the Unknown Soldier in Arlington Cemetery. Information: foxrivervalleychaptersndar@foxrivervalleydar.com or find the event on Facebook.

"GREAT DECISIONS," 2 p.m. Nov. 18, Wauconda Area Library, 801 N. Main St., Wauconda. Professor Gary Midkiff will lead a nonpartisan conversation about the most important foreign policy issues facing America today. "Great Decisions" booklets are available at the Adult Help Desk. Free. Information: 847-526-6225 or patrons@wauclib.org.

THE CHRISTMAS TREE SHIP: A STORY OF FAITH, HOPE AND LOVE, 1 to 2:30 p.m. Nov. 19, Park Place Banquets, 406 W. Woodstock St., Crystal Lake. Join the Crystal Lake Historical Society for a historical journey detailing one of the most well-known shipwrecks of the Great Lakes. The Christmas Tree Ship delivered trees to Chicago until it sunk in Lake Michigan during the Great Storm of 1912. Cost: \$5 CLHS members, \$8 nonmembers. Information: 815-455-1151 or www.cl-hs.org.

INTRODUCTION TO POWER POINT, 1 to 3 p.m. Nov. 19, McHenry Public Library, 809 Front St., McHenry. Do you need to do a presentation at work? Learn how to make a PowerPoint presentation to give a professional edge in your delivery. Must have a valid McHenry Public Library card to attend. Register in person or call 815-385-0036. Free. Information: mplref@mchenrylibrary.org or www.mchenrylibrary.org.

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**This Weeks
SALE ITEMS**



LAKE IN THE HILLS, IL

Time to place your
Thanksgiving FRESH!



ROTARY CLUB – McHenry Township Fire Protection District Deputy Chief of Administration Rudy Horist was the guest speaker for the Sept. 27 meeting of the Rotary Club of McHenry. He presented a program on McHenry Township's siren emergency warning system. Pictured (from left) are President Denis Buch, Horist, McHenry Township Fire Protection District public education coordinator Linda Willetts and Deputy Chief of Operations Steve Spraker. For information, visit www.mchenryrotary.org/Stories/mchenry-township-emergency-warning-system.

COMMUNITY CALENDAR

• 7:30 to 8:45 a.m. – **Crystal Clear Toastmasters**, Panera Bread, 6000 Route 14, Crystal Lake. Annual membership fee, but guests welcome. Information: 815-451-9376 or www.crystalcleartostmasters.org.

• 9:30 to 11:30 a.m. – **Prize Bingo**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Cost: \$2-\$9. Information: 815-943-2740.

• 9:30 a.m. to noon – **Volunteer work days**, Volo Bog State Natural Area, 28478 W. Brandenburg Road, Ingleside. The Illinois Department of Natural resources Volunteer Habitat Restoration and Stewardship teams are seeking volunteers. Free. Information: 815-344-1294 or dnr.volo-bog@illinois.gov.

• 10 to 11 a.m. – **Discovery Days**, Valley Visitor Center in Glacial Park, Route 31 and Harts Road, Ringwood. Ages 2-6. Games, craft, snack and other educational activities. Registration required. Cost: Free for county residents, \$5 nonresidents. Information: 815-479-5779 or www.mccdistrct.org.

• 11:30 a.m. to 1 p.m. – **Gift of a Lift Lun-**

cheon, Crystal Lake Country Club, 721 Country Club Road, Crystal Lake. Fundraiser to benefit the Senior Care Volunteer Network, which aims to preserve the independence of McHenry County seniors. Guest speaker: United Way Greater McHenry County Executive Director Carole Peters. Tickets: \$25. Information: 815-455-3120 or www.scvnmchenrycounty.org.

• 4 to 5 p.m. – **STEM Hands-on Science**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 3-5. Learn about Windmills. CLPL cardholders only. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

• 6 to 7 p.m. – **Wildlife in McHenry County**, Harvard Diggins Library, 900 E. McKinley St., Harvard. All ages. Get an up close look at animal skulls, furs and feathers, and learn all about wild animals that call McHenry County home. A live animal will visit the library. Presented by the McHenry County Conservation District. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 5:45 to 6:45 p.m. – **Beginner Tai Chi**, First Congregational Church of Crystal Lake, 461 Pierson St., Crystal Lake. Ages 18 and older. Cost: \$5. Information: www.dailyharmony-mae.com or lyn@dailyharmony-mae.com.

• 6:30 to 7:30 p.m. – **Mikayla's Cavalcade of Cadaverous Wonders**, McHenry Public Library, 809 Front St., McHenry. Grades 6-12. A local teen shares some of her collection of skulls, bones and illustrations, and tips on collecting and preparing

them for display. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6:30 to 8 p.m. – **Rotary Club of Fox Valley Sunset weekly meeting**, Holiday Inn, Crystal Lake, 800 S. Route 31, Crystal Lake. Free. Information: 815-444-9560 or <https://portal.clubrunner.ca/9717>.

• 7 to 7:30 p.m. – **Hora del cuento en español para las familias**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Stories in Spanish for families beginning to learn Spanish and native speakers. All are welcome. Drop-in program. 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. Grades 6-12. Drop-in program. Free. Information: 815-459-1687 or www.clpl.org.

• 7 to 8 p.m. – **Cut the Cable Cord**, Fox Lake District Library, 255 E. grand Ave., Fox Lake. Overview of equipment, streaming packages, "cable replacement" packages and a la cart options. Registration required. Free. Information: 847-587-0198.

• 7 to 8:30 p.m. – **Cary Grove Toastmasters**, Panera Bread, 730 Route 14, Fox River Grove. Free. Information: 815-459-9151 or www.carygrove.toastmastersclubs.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.

Continued from page 17

30 p.m. - **"Snow White and the Dwarfs of the Black Forest,"** Grove High School auditorium, 2208 Oaks Road, Cary. Hosted by the Cary District's Children's Theater Company. The play is written by June Walker and features 19 actors in second to grade. The performance is directed by Forney and Michelle Price. Cost: \$5 at door, 2 and younger free.

to 2 p.m. - **Trick or Treat Trail,** Lions, 1200 Silver Lake Road, Cary. Dress up in "spook-tacular" afternoon of games, prizes and more. Registration required on or at the Community Center, 255 Briargate Road, Cary. Cost: \$5 a child, adults free. Information: 847-639-6100 or www.carypark.com.

1 p.m. - **Happy Halloween Arts & Crafts Party,** Amber's Art Place, 9243 S. Route 31, Lake in the Hills. Create a painting, crafts and more. Come in costume to win boy/girl best-costume prize. Music and treats. Cost: \$14 a person, parents free if assisting child. Registration and information: 5-404-6520, artart13@gmail.com or www.ambersartplace.com.

1 p.m. - **Halloween Paint-a-long,** Amber's Art Place, 9243 S. Route 31, Lake in the Hills. Ages 4 and older invited to paint jack-o-lantern in acrylic. Treats. Cost: \$15 person, parents free if assisting child. Registration and information: 815-404-6520, artart13@gmail.com or www.ambersartplace.com.

2 to 3 p.m. - **Big Bang Science Club,** McHenry Public Library, 809 Front St., McHenry. Ages 6-10. Hands-on science experiments. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

2 to 4 p.m. - **Creature Feature: "The Mummy" (1932),** Woodstock Public Library, 414 W. Judd St., Woodstock. Information: www.woodstockpubliclibrary.org.

4 p.m. - **"You're Driving Me Crazy,"** Cary-Grove High School auditorium, 2208 Three Oaks Road, Crystal Lake. The play is written by Todd Wallinger and features six

actors in sixth through eighth grade. The performance is directed by Kelly Forney and Michelle Price. Tickets are on sale at the Community Center, 255 Briargate Road, Cary. Cost: \$5 at the door, 2 and younger free.

5 to 7 p.m. - **All-you-can-eat spaghetti dinner,** Woodstock Moose Lodge, 406 Clay St., Woodstock. Doors open at 4:30 p.m. The event will feature entertainment, a raffle and 50/50 drawings, with the proceeds going to charity to help out with the recent hurricanes and the ongoing fires in the U.S. and Puerto Rico. Cost: \$9. Information: 815-338-0126.

8 to 10 p.m. - **Exhibits** Richman artists and available through the recharge event.

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943-5925 or www.harvardmoose.org.

1 to 3 p.m. - **Community Pumpkin Carving and Costume Contest Party,** St. John's Lutheran church, 9812 St. Alban's St., Hebron. Event co-hosted by Hebron United Methodist Church. Featuring pumpkin carving from 1 to 2 p.m.; storytime at 1:15 p.m.; costume contest at 2 p.m.; and snacks, games and crafts. Prizes will be awarded in the costume contest. Goodie bags for the first 48 guests. Donations and a pie in the face fundraiser will benefit the Hebron Food Pantry and Alden-Hebron Community Vacation Bible School. Pie in the Face tickets cost \$1 each.

Continued from page 18

3 to 6 p.m. - **Halloween Fest,** Harvard Chevrolet Buick GMC, 333 S. Division St., Harvard. Open to the public. Featuring pony rides, petting zoo, games, pumpkin decorating contest, costume contests and Trunk-or-Treating. New this year is a pet costume contest hosted by Women for Harvard. Free admission. Information: 815-943-4007.

Oct. 30

Noon to 4 p.m. - **AARP Smart Driver Course,** McHenry Public Library, 809 Front St., McHenry. The two-day course is designed for ages 50 and older, but all drivers are welcome. Participants must attend both classes. Registration required. Cost: \$15 AARP members, \$20 nonmembers. Information: 815-385-0036 or www.mchenrylibrary.org.

3:30 p.m. to 4:30 p.m. - **Teen Advisory Group,** Harvard Diggins Library, 900 E. McKinley St., Harvard. Grades 6-12. Talk about what is coming up in Teen Department and learn how to make paper airplanes. Snacks provided. Free. Information: 815-943-4671 or www.harvard-diggins.org.

3:45 to 5:15 p.m. - **Drop-in Lego Mondays,** Crystal Lake Public Library, 126 W. Pad-dock St., Crystal Lake. Ages 4 and older. Free. Information: 815-459-1687 or www.clpl.org.

6 to 7 p.m. - **Paranormal Investigation 101,** Harvard Diggins Library, 900 E. McKinley St., Harvard. For teens and adults. Featuring a team of paranormal research investigators from TnT Paranormal Investigators, who will discuss methods used to find answers and investigate evidence of any alleged cases of paranormal or unexplained activity. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

6 p.m. - **Recovery International mental health self-help support group,** Centegra Hospital Huntley, 10400 Haligus Road, Huntley. Meets in meeting room C off the main entrance to the hospital. Free. Information: 847-961-6295 or www.recoveryinternational.org.

6 to 7 p.m. - **EFT Tapping,** TLS Veterans, 5330 W. Elm St., McHenry. Emotional Freedom Technique Tapping is a method

McHenry



STEM EDUCATION - McHenry School District (technology, engineering and math) and STEAM McHenry President Denis Buch and Kilinski.

Johnsburg Road, Johnsburg. Painting classes teaching a valuable character trait and sending home materials to reinforce at home. Cost: \$10. Information: 815-403-0217 or www.charactersofcharacter.org.

10 to 11 a.m. - **Preschool Storytime,** Harvard Diggins Library, 900 E. McKinley St., Harvard. Ages 3-5 and their caregivers. Stories, crafts and songs. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

2 to 7 p.m. - **Trick or Treating @ the Library,** Woodstock Public Library, 414 W. Judd St., Woodstock. Stop by for treats. Staff also will pass out treats on the Square from 3 to 5 p.m. Information: www.woodstockpubliclibrary.org.

4 to 7 p.m. - **Trunk or Treat,** Mount Hope United Methodist Church, 1015 W. Broadway, Johnsburg. Featuring games, face painting and trick or treating. Free. Information: 847-497-3805.

5 to 7 p.m. - **Trunk or Treat,** St. Thomas Catholic Church, 451 W. Terra Cotta Ave., Crystal Lake. Free. Information: 815-455-5400.

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THINGS TO DO
IN & AROUND
McHENRY COUNTY

HALLOWEEN BASH FOR KIDS

WHEN: 10 to 11 a.m. and 1 to 2 p.m. Oct. 25

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

COST & INFO: Ages 2 and older invited to come in costume and have fun with stories, activities and the monster mash. Parent/caregiver must accompany child. Free. Registration and information: 815-385-0036 or www.mchenrylibrary.org.

CARVING THE PERFECT PUMPKIN

WHEN: 7 p.m. Oct. 25

WHERE: Johnsburg Public Library, 3000 N. Johnsburg Road, Johnsburg

COST & INFO: Ages 8 through adult will learn all the tips and tricks of the trade from master carver John Scharres. Registration required. Free. Registration and information: 815-344-0077 or www.johnsburglibrary.org.

BARBIE ZOMBIES

WHEN: 7 to 8 p.m. Oct. 25

WHERE: Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake

COST & INFO: Grades 6-12. Drop-in. Optional: Bring a Barbie doll for a zombie creation (broken Barbies work great.). Free. Information: 815-459-1687 or www.clpl.org.



DISTINGUISHED RIBBON - Crystal Lake Toastmasters former president Steve Scott presents President Linda Gurley with the President's Distinguished Ribbon, which recognizes the group as one of the top clubs in the Chicagoland district. Crystal Lake Toastmasters meets at 8:30 a.m. the first, third, and fifth (if applicable) Saturday of every month at Exemplar Financial Network, 413 E. Terra Cotta Ave., Crystal Lake. For information, visit <https://crystallake.toastmastersclubs.org>.

Crystal Lake

Program to focus on city's Swedish history

Learn about the Swedes who helped build Crystal Lake at the next Colonel Palmer House Lunch and Learn event. Author and researcher Kurt Pearson will present "Building Crystal Lake" from noon to 1:30 p.m. Oct. 27 at the Colonel Palmer House, 60 E. Terra Cotta Ave., Crystal Lake.

The cost is \$10 for residents and \$15 for nonresidents. The registration deadline is Oct. 25. When registering, use code 131912-01. For information, call 815-477-5873 or email palmerhouse@crystallakeparks.org.

Cary

Free concert to feature MCC, community bands

The McHenry County College Concert Band and the Crystal Lake Community Band are hosting a joint Halloween concert at 3 p.m. Oct. 29 at Cary-Grove High School, 2208 Three Oaks Road, Cary.

The concert will provide a fun-filled afternoon with spooky music performed by more than 100 musicians. Candy will be provided at a trick-or-treat reception after the concert. Attendees are encouraged to wear costumes.

The concert is free and open to the public. For information, contact the MCC Music Department at 815-479-7670.

COMMUNITY CALENDAR

• 9:30 to 11:30 a.m. - **Bingo**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Cost: \$5-\$10. Information: 815-943-2740.

• 10 to 11 a.m. - **Memory Café**, Kraus Senior Center, 441 W. Main St., Cary. For care partners and people with memory issues such as dementia or Alzheimer's. Sponsored by Best Care. Reservations and information: Lois Fox, 815-382-0464 or seniorsitter@hotmail.com.

• 10 a.m. to 1 p.m. - **Lynda Clayton restoration workday**, Lynda Clayton conservation area, 5000 N. Waltham Lane, McHenry. Free. In-

formation: 815-337-9502 or www.conservemc.org.

• Noon - **Bingo**, VFW Post 4600, 3002 W. Route 120, McHenry. Information: 815-385-7529.

• Noon to 2:30 p.m. - **Wednesday Matinee**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. "Tommy's Honour" (PG; 2016). Free. Information: 815-459-1687 or www.clpl.org.

• 3 to 4 p.m. - **Paint A Pumpkin**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Grades 6 to 12. Paint glow in the dark pumpkins. All supplies provided. Registration required. Free. Information: 815-943-4671. Information: 815-943-4671 or www.harvard-diggins.org.

• 3:30 to 4:30 p.m. - **Coding Club for Teens**, McHenry Public Library, 809 Front St., McHenry. Grades 6-12. Bring your own device or use one of the library's. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6 to 7 p.m. - **Build It! Club**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Pre-

school through 5th grade, with adult. Building challenge featuring Legos, K'Nex and more. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 7 to 8 p.m. - **Get Ready for NaNoWriMo!**, McHenry Public Library, 809 Front St., McHenry. Grades 4-8. Play some writing games, talk about books young love and leave with an idea of something you might want to write in the future. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 9 p.m. - **Creature Feature: "The Bride of Frankenstein"** (1935), Woodstock Public Library, 414 W. Judd St., Woodstock. Information: www.woodstockpubliclibrary.org.

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.

ANNUAL FALL USED BOOK SALE, noon to 4 p.m. Oct. 22, McHenry Public Library District warehouse, 809 N. Front St., Crystal Lake. Come browse hundreds of bargains in books, CDs, DVDs and more. Hosted by the Friends of the McHenry Public Library. There will be a \$10 fee to bring in a scanner. Includes a \$5 bag sale. Information: 815-385-0036 or www.mchenrylibrary.org.

STEM ME A STORY: "BARTHOLOMEW AND THE OOBLECK," 4:30 to 5:30 p.m. Oct. 23, McHenry Public Library, 809 Front St., McHenry. Experience the story and then enjoy a hands-on STEM activity. This month will feature Dr. Seuss' "Bartholomew and the Oobleck." Create slime. For grades K-1.

Free. Information: 815-385-0036, or www.mchenrylibrary.org.

PRESCHOOL STORYTIME, 10 to 11 a.m. Oct. 24, Harvard Diggins Library, 900 E. McKinley St., Harvard. Stories, crafts and songs with Mrs. Karen and Ms. Anna for children ages 3-5 and their caregivers. Please register. Free. Information: 815-943-4671.

GET READY FOR NANOWRIMO!, 7 to 8 p.m. Oct. 25, McHenry Public Library, 809 Front St., McHenry. Interested in writing, but not sure where to start? As part of National Novel Writing Month, play some writing games, talk about beloved books and leave with an idea of something to write in the future. For children in grades 4-8. Free. Information: 815-385-0036, mplyps@mchenrylibrary.org or www.mchenrylibrary.org.

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• AUTHOR SPOTLIGHT

Continued from page 6

How are you publishing this book and why (traditional/indie/self-publishing)?

Spent two years looking for an agent. After attending several writing conferences, I decided to self-publish so I could be a published writer who had a good story to share with readers.

What is your education/background?

Bachelor of arts degree in French from Florida State University. Master of Education degree from Weber State University.

How/why did you decide to write a book?

See answer to "Why is this story important to me?" Once I retired from teaching two different languages, I had the time to concentrate on writing in English.

Who are your favorite authors?

Mary Higgins Clark, John Grisham, Victor Higo

Pick one: Danielle Steel or John Grisham?

John Grisham

Pick one: Stephen King or Nicholas Sparks?

Neither

Pick one: Ebooks or hard/paperbacks?



Join us at the Mercyhealth pumpkin patch!

Friday, October 27, 3-5 pm

Start out at the Crystal Lake Holiday Inn parking lot, 800 S. Rte. 31, Sands Rd. entrance. Catch a hayride across the street to the future Mercyhealth Hospital and Medical Center-Crystal Lake. Learn about the plans for the property at Three Oaks Road and Route 31. The first 500 children will receive a FREE pumpkin and other goodies. Star 105.5 will be on site!



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HALLOWEEN BASH FOR KIDS, 10 to 11 a.m. and 1 to 2 p.m. Oct. 25, McHenry Public Library, 809 Front St., McHenry. Come in costume and ready to have fun with stories, activities and the monster mash. A parent/caregiver must accompany child. Must register every person attending. For ages 2 and older. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

BARBIE ZOMBIES, 7 to 8 p.m. Oct. 25, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 6-12. Drop-in. Optional: Bring a Barbie doll for a zombie creation (broken Barbies work great.). Free. Information: 815-459-1687 or www.clpl.org.

"FRANKENWEENIE," 1 to 2:30 p.m. Oct. 26 Harvard Diggins Library, 900 E. McKinley St., Harvard. Rated PG. All kids must be accompanied by an adult. Bring pillows, snacks and drinks with a lid. Free. Information: 815-943-4671 or www.harvard-diggins.org.

CUTTING THE CABLE CORD, 1 to 2:30 p.m. Oct. 26, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Overview of equipment, streaming packages, "cable replacement" packages and a la cart options. Registration required. Free. Information: 815-459-1687 or www.clpl.org.

"WARM BODIES," 3 to 4:30 p.m. Oct. 26, Harvard Diggins Library, 900 E. McKinley St., Harvard. Rated PG-13 for zombie violence and some language. Bring pillows, lunch or snacks and drinks with a lid. Free. Information: 815-943-4671 or www.harvard-diggins.org.

"THE CONJURING," 6 to 8 p.m. Oct. 26,

Harvard Diggins Library, 900 E. McKinley St., Harvard. Rated R. Bring snacks and drinks. Movie starts after a brief introduction from Harvard resident Bill Matteson, who has met Ed and Lorraine Warren from the film. Free. Information: 815-943-4671 or www.harvard-diggins.org.

REEL LIFE MOVIES, 6 to 8:30 p.m. Oct. 26, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. "Megan Leavey" (PG-13; 2017). Co-sponsored by the American Association of University Women - Crystal Lake branch. Free. Information: 815-459-1687 or www.clpl.org.

SMART METER PROGRAM INFORMATION SESSSIONS, 7 to 8 p.m. Oct. 26, Cary Area Public Library, 1606 Three Oaks Road, Cary. Learn about the new smart meters ComEd is installing in homes and businesses throughout the state. Offered by McHenry County College's Sustainability Center staff. No registration required. Information: 815-479-7765 or sustainability@mchenry.edu.

ANIME & MANGA CLUB, 7 to 8 p.m. Oct. 26, McHenry Public Library, 809 Front St., McHenry. Join other fans of Anime and Manga to talk about your favorite manga, watch anime and enjoy other fun activities. Bring your drawings and cosplay projects to work on and favorite manga/anime to share. For grades 6 and older through age 20. Free. Information: 815-385-0036, mplys@mchenrylibrary.org or www.mchenrylibrary.org.

HORA DEL CUENTO EN ESPAÑOL PARA LAS FAMILIAS (DROP-IN SPANISH STORYTIME FOR FAMILIES), 7 to 7:30 p.m. Oct. 26, Crystal

Lake Public Library, 126 W. Paddock St., Crystal Lake. The newest storytime at the Crystal Lake Public Library. Miss Veronica will share stories in Spanish for families. This program is designed for people beginning to learn Spanish and native speakers. All are welcome. Drop-in program. No registration needed. Free. Information: 815-459-1687.

TEENY TINY HALLOWEEN, 9:30 to 10:15 a.m. Oct. 27, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Ages 3-6. Gentle Halloween program. Dress in costume and enjoy Halloween stories. Bring a bag for trick-or-treating through the Youth Department. Free. Information: 815-459-1687 or www.clpl.org.

THE LITERACY CONNECTION VOLUNTEER TUTOR TRAINING, 9:30 a.m. Oct. 28, Congregational Church of Algonquin, 109 Washington St., Algonquin. Cost: first hour is free, \$35 fee for complete training. Information: 847-742-6565, info@elginliteracy.org or www.elginliteracy.org.

"DRACULA" - WITH STORYTELLER MEGAN WELLS, 8 to 9:30 p.m. Oct. 28, Woodstock Opera House, 121 W. Van Buren St., Woodstock. Experience the emotional thrill of Bram Stoker's Gothic masterpiece in this elegantly horrific one-woman show by resident storyteller Megan Wells. With depth and charisma, Wells brings the monster to life as you have never experienced him before. Presented by Jim May and Nippersink Stories. This program is recommended for adults and young adults. Tickets: \$26 adults, \$21 students. Tickets and information: 815-338-5300 or www.woodstockoperahouse.com.

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