



**McHENRY PUBLIC
LIBRARY DISTRICT**
WISDOM • KNOWLEDGE • DREAMS

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

Tuesday, May 15, 2018

7:00 p.m.

1st Floor Storytime 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, April 17, 2018

TREASURER'S REPORT – Delphine Grala, Treasurer
Monthly Financial Statements and Interim Check Report through
April 30, 2018 and Invoice Reports for April/May 2018
Additional Invoices (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VII. COMMUNICATIONS**
 - Debra Gust to B. Edminster—Donation in memory of Frances Mysker, mother of Pam Althoff
 - B. Edminster to Debra Gust—Thank you and notice of what was purchased with her donation
 - B. Edminster to Pamela Althoff—Notice of donation and what was purchased with it
 - Various emails and letters from patrons related to MPLD trustee opening
- 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). (possible interviews of potential trustees – open or executive session)

X. OLD BUSINESS

XI. NEW BUSINESS

1. First review of FY18/19 budget, projects and financial updates.
2. Potential trustee applicants – interview process
3. Introduction of proposed Finance Policy (discussion, possible **Action**)
4. Request to close for entire day on 8/24 (Fri.) for carpet cleaning of entire library (**Action**)
5. Approval of revised job description, Page I (**Action**)

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

XIII. ADJOURNMENT

Any person with a physical disability may contact the library at 815-385-0036 within four hours of any meeting date to request special access to any board meeting. The library will make all board meetings accessible to people with physical disabilities under current ADA requirements. *Please note room change to the Storytime Room for meetings from May – August 2018 to accommodate board, visitors and reporters due to possible trustee candidate interviews.*

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: April 17, 2018
Time: 7:00 P.M.
Location: Library Board Meeting Room

I. Call to Order:

President Baderstadt called the meeting to order at 7:05 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Kathy Baderstadt, Margaret Carey (arrived 7:40 p.m.), Delphine Grala, Monica Leccese, Charles Reilly, Bradley Schubert, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director; Bill Edminster, Assistant Director

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

None

V. Public Comment and Recognition of Visitors

None

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting, March 27, 2018

Treasurer's Report – Delphine Grala, Treasurer

Monthly Financial Statements and Interim Check Report through March 31, 2018

Invoice Reports for March/April 2018

Additional Invoices (Distributed night of meeting)

Petty Cash and Credit Card Reports

The Board reviewed the regular board minutes, financial statements and monthly invoices. Grala asked Scholtz about the amount of money budgeted as coming from the Per Capita Grant. Scholtz explained that on one occasion the State Library was so late in sending the Per Capita money that the check came in the following fiscal year so he regularly budgets for two Per Capita checks arriving in one year. Grala asked about a credit on the electric bill and Scholtz explained that it was a rebate from the solar panel. He said that we should expect credits each month from now on. Grala remarked that the budget line for OCLC services was already overspent and Scholtz responded that the State Library was still negotiating with OCLC over the costs charged to libraries for the year when he was preparing the budget. Stone moved and Reilly seconded a motion to approve the minutes of the regular meeting for March 27, 2018, the monthly financial statements for the fiscal year through March 31, 2018, the Invoice Reports for February/March 2018, and payment of the invoices.

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

Nays: None

Abstain: None
Absent: Carey
Motion Passed

VII. Communications

The Board reviewed the Communications.

- Email communication – from J. Scholtz to patron 4/4/2018
- Email to Doug Martin – from J. Scholtz 4/2/2018
- Various emails and letters from patrons related to MPLD trustee opening

VIII. Librarian's Report

The Board reviewed the Librarian's Report

1. Scholtz spoke about the day of the April board meeting being the "Go Live" day for our new Polaris catalog/ILS. There were a few problems with the changeover from SirsiDynix to Polaris but it was generally successful. Scholtz praised the staff, especially Circulation and Technical Services.
2. The RFID automated handling system installation was pushed back by the vendor to July 2018. Building Services will be painting the walls in the area where the automated materials handler will be located.
3. Scholtz reported that a public vending machine with healthy choices is being installed in the café/lounge area in the lobby. The library will not make money on the machine but is also not spending money.
4. Scholtz mentioned that building and public services staff has done Spring cleaning in the warehouse area. Building Services has been busy clearing snow recently.
5. Scholtz reviewed responses from a survey of people who used the AARP tax service in the library. He said that the City of McHenry has approached AARP to use a city location but that the library is prepared to host them again. If AARP uses the library next year, they will be in the Conference Room.
6. The McHenry County Historical Society and Museum in Union has offered Jim Scholtz their bus for the library but he was reluctant to accept it. The bus is old and does not fill a need of the library.
7. Scholtz has been working with the Chamber of Commerce on Beach Day during Fiesta Days. Among other things, the library will sponsor an entertainer.
8. Scholtz and Edminster are working on scheduling CPR/AED training at the library.
9. Scholtz has talked to Garden Quarter, and the library will be supporting them by donating some used tables. He has also tried to contact Ignite Teen Center so that we can develop a relationship but he has not heard anything from them. Grala talked to someone at Ignite recently and will put Scholtz in touch with him. Stone stated that she is a good friend of the owners of Ignite. She will let them know of our interest in helping Ignite.

IX. Executive Session

None

X. Old Business

None

XI. New Business

1. Discussion of FY18/19 budget cycle, expectations, projects and updates.
Scholtz is still in the information-gathering phase of the budget. The County has not given us projections about tax receipts. Managers have a deadline of May 11

for submitting their budget requests and projections. Scholtz reports that other library directors are also at this stage in the budget cycle.

2. Discussion concerning obtaining new board members, approval of letters, questionnaire and other documents plus timeline and search structure.
(discussion/direction to staff)

At the Board's request, Scholtz has shortened the letter he will send to people expressing interest in the Board position that will be open in July 2018. The trustees expressed approval of the shortened letter.

The library advertised the opening in various places, and there are several applications already. Scholtz suggested that applicants be acknowledged and informed of the timeline. Staff will prepare questions for the Board to review at their May 2018 meeting. Candidates will be invited to the June meeting for interviews and a decision could be made at the July 2018 meeting.

3. Approval to close Library early on Tues., July 3rd. 2018 at 5pm for July 4th holiday
(Action)

Schubert moved and Grala seconded a motion to approve closing the Library early on Tues., July 3rd. 2018 at 5pm for July 4th holiday

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

Nays: None

Abstain: None

Absent: None

Motion Passed

4. 1st reading of newly proposed Finance Policy (discussion, possible **Action**)

Schubert expressed his opinion of the important of clarity in the proposed Finance Policy, particularly about the fiscal responsibility of the Board. Scholtz explained that state statutes state the fiscal responsibility of the Board. Members of the Board asked that the policy cite the statutes.

Schubert pointed out that challenging financial terms and acronyms should be explained at the first reference in the document. He also pointed out a paragraph where the Executive Director and Board President each could make use of \$5,000 for emergency spending for the library and he suggested that together, they should also be able to spend \$10,000 for emergency spending.

Grala asked if the format that Scholtz used was a standard format. She recommended that we rearrange the document in order to be more understandable and clear to nonprofessionals.

Leccese asked why Scholtz felt the Board needed a Finance Policy. Scholtz replied that he felt that the library needed such a policy ever since he became executive director here.

The policy gives guidance on what the Board should do without being a procedure manual.

Scholtz asked that the Board create a committee to review and make suggestions about the Finance Policy so that it is clear and comprehensible to all. Schubert and Grala will work with Scholtz.

5. Approval of mobile hotspot circulation policy (discussion, possible **Action**)

Leccese, Grala, and Schubert expressed concern that an overdue hotspot continued to provide access to Wi-Fi until it reached long overdue status. Since the CCS Governing Board agreed to an automatic renewal for most items in the consortium, allowing the hotspot to be overdue for the length of a single renewal before turning off the Wi-Fi service was acceptable to the Board.

Leccese moved and Carey seconded a motion to approve the mobile hotspot circulation policy with the addition that when the hotspot becomes 21 days overdue, staff will turn off the Wi-Fi service.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

6. Showcase Google Docs and Intranet for board members

When Scholtz prepared to walk the Board through Google Docs and the Intranet, he found that the Trustees did not all have the same access to Google Docs. He will consult with the IT department before the next Board meeting so that Board access is consistently the same.

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

None

XIII. Adjournment

Schubert moved and Stone seconded a motion to adjourn the meeting at 8:45 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

April 30, 2018

McHenry Public Library District
Balance Sheet
As of April 30, 2018

12:30 PM
05/10/2018
Cash Basis
Apr 30, 18

ASSETS

Current Assets

Checking/Savings

1060 · First Midwest Bank-Money Market

1060100 · MM - General - First Midwest 118,957.22

1060200 · MM - Spec Reserve-First Midwest 1,457,964.20

1060300 · MM - Grant & Gift-First Midwest 439,443.21

Total 1060 · First Midwest Bank-Money Market 2,016,364.63

1070100 · HSA/Building - First Midwest 348,645.01

1615100 · General Account - First Midwest 72,056.37

1625100 · Payroll Account - First Midwest 84,750.01

1635100 · Imprest Account - First Midwest 3,525.01

1045100 · PROPAY 5,382.56

Total Checking/Savings 2,530,723.59

Other Current Assets

1005100 · Petty Cash 800.00

1500200 · Due from General Fund 550,000.00

Total Other Current Assets 550,800.00

Total Current Assets 3,081,523.59

TOTAL ASSETS 3,081,523.59

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 (1,110,948.05)

Total Equity 2,531,523.59

TOTAL LIABILITIES & EQUITY 3,081,523.59

McHenry Public Library District
Statement of Revenues and Expenditures
 April 2018

10:22 AM
 05/10/2018
 Cash Basis
Apr 18

Income	
6035100 · Dividends	51.00
6050100 · Fines	2,056.60
6055100 · Referral/Collection Fees	10.00
6060100 · Photocopier & Fax Income	311.54
6070300 · General Fund Gifts	1.41
6105100 · Cobra/Retiree Insurance Pmts	1,953.04
6110100 · Program Fees/Misc Fees	75.00
6120100 · Meeting Room Fees	50.00
6130100 · Misc Incom -General(Sales/Fees)	798.68
6131100 · Misc Other Income - General	(380.00)
6150100 · Lost & Damged Materials	320.40
Total Income	<u>5,247.67</u>
Gross Profit	<u>5,247.67</u>
Expense	
8010100 · Adult Books	11,270.44
8020100 · Youth Books	7,904.14
8028100 · Administrative Resources (GA)	42.98
8040300 · Operating Fund Gifts	47.08
8050100 · Adult AV Materials	4,686.65
8060100 · Youth AV Materials	914.86
8080100 · Video Games	1,225.10
8090100 · eBook & eMagazine Services	1,728.07
8095100 · Electronic Subscriptions	3,208.01
8120100 · Library Supplies	326.00
8130100 · Tech Services Supplies	943.60
8140100 · Adult Programs & Supplies	2,398.58
8145100 · Circulation Supplies	296.92
8147100 · Summer Reading Club	2,254.80
8150100 · Youth Programs & Supplies	550.83
8215100 · Collection Agency Fees	125.30
8245100 · Comp/OfcEqp/CopierRepairs/Contr	49.00
8310100 · CCS & Polaris Expenses	5,962.95
8320100 · Network Expenses	3,039.42
8330100 · OCLC Services (cataloging)	704.26
8410100 · Payroll Exp, Acctg & Audit Serv	1,169.77
8430100 · Automation & Misc Consultants	934.28
8510100 · Printing	48.48
8540100 · Postage	1,821.13
8550100 · Public Relations/Promotions	937.21
8610100 · Electricity	1,874.86
8620100 · Gas	440.21
8630100 · Telephone & Internet Services	877.65
8640100 · Water & Sewer	298.43
8740100 · Building & Grounds	5,392.65
8760100 · Hospitality	540.11
8770100 · Interlibrary Loan Fees & Losses	70.99
8795100 · Miscellaneous (FH)	35.00
8800311 · Adult Materials - PER CAPITA	984.04
8800321 · Youth Materials - PER CAPITA	7,358.59
8910100 · Salaries	131,719.72
8920100 · FICA/Medicare	9,559.17
8930100 · IMRF	15,312.02
8940100 · Health & Life Insurance	32,169.88
8970100 · Travel	1,386.31
8980100 · Meetings & Training	749.59
9090100 · Additional Capital Projects	794.00
Total Expense	<u>262,153.08</u>
Net Income	<u>(256,905.41)</u>

Statement of Revenues and Expenditures by Class

05/10/2018

July 2017 through April 2018

Cash Basis

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	Unclassified	TOTAL
Income					
6010100 · Property Taxes	1,544,216.62	0.00	0.00	0.00	1,544,216.62
6020200 · Developer Fees	0.00	58,576.00	0.00	0.00	58,576.00
6030100 · Interest Income - General	495.87	0.00	0.00	0.00	495.87
6030200 · Interest Income - Spec Reserve	0.00	398.67	0.00	0.00	398.67
6030300 · Interest Income - Grant & Gifts	0.00	0.00	128.93	0.00	128.93
6035100 · Dividends	147.00	0.00	0.00	0.00	147.00
6040100 · Nonresident/Enhanced Cards	665.00	0.00	0.00	0.00	665.00
6050100 · Fines	43,171.98	0.00	0.00	0.00	43,171.98
6055100 · Referral/Collection Fees	180.00	0.00	0.00	0.00	180.00
6060100 · Photocopier & Fax Income	11,317.89	0.00	0.00	0.00	11,317.89
6070200 · Reserve Fund Gifts	0.00	2.75	0.00	0.00	2.75
6070300 · General Fund Gifts	2.06	0.00	1,164.49	0.00	1,166.55
6105100 · Cobra/Retiree Insurance Pmts	13,667.15	0.00	0.00	0.00	13,667.15
6110100 · Program Fees/Misc Fees	2,235.00	0.00	0.00	0.00	2,235.00
6120100 · Meeting Room Fees	695.00	0.00	0.00	0.00	695.00
6130100 · Misc Incom -General(Sales/Fees)	4,292.55	0.00	0.00	0.00	4,292.55
6131100 · Misc Other Income - General	(380.00)	0.00	0.00	0.00	(380.00)
6150100 · Lost & Damged Materials	3,325.13	0.00	0.00	0.00	3,325.13
6170300 · Per Capita Grant	0.00	0.00	32,628.34	0.00	32,628.34
6200100 · Over/Short	11.19	0.00	0.00	0.00	11.19
Total Income	1,624,042.44	58,977.42	33,921.76	0.00	1,716,941.62
Gross Profit	1,624,042.44	58,977.42	33,921.76	0.00	1,716,941.62
Expense					
8010100 · Adult Books	71,361.57	0.00	0.00	0.00	71,361.57
8020100 · Youth Books	38,673.48	0.00	0.00	0.00	38,673.48
8025100 · Professional Resources	4,806.35	0.00	0.00	0.00	4,806.35
8028100 · Administrative Resources (GA)	252.91	0.00	0.00	0.00	252.91
8030100 · Magazines & Newspapers	13,371.00	0.00	0.00	0.00	13,371.00
8040300 · Operating Fund Gifts	279.36	0.00	18,192.61	0.00	18,471.97
8050100 · Adult AV Materials	31,528.94	0.00	0.00	0.00	31,528.94
8060100 · Youth AV Materials	7,139.20	0.00	0.00	0.00	7,139.20
8080100 · Video Games	9,285.67	0.00	0.00	0.00	9,285.67
8090100 · eBook & eMagazine Services	29,186.99	0.00	0.00	0.00	29,186.99
8095100 · Electronic Subscriptions	53,670.58	0.00	0.00	0.00	53,670.58
8120100 · Library Supplies	4,505.82	0.00	0.00	0.00	4,505.82
8130100 · Tech Services Supplies	15,469.91	0.00	0.00	0.00	15,469.91
8140100 · Adult Programs & Supplies	14,535.62	0.00	0.00	0.00	14,535.62
8145100 · Circulation Supplies	856.45	0.00	0.00	0.00	856.45
8147100 · Summer Reading Club	4,042.69	0.00	0.00	0.00	4,042.69
8150100 · Youth Programs & Supplies	16,768.36	0.00	0.00	0.00	16,768.36
8215100 · Collection Agency Fees	1,002.40	0.00	0.00	0.00	1,002.40
8245100 · Comp/OfcEqp/CopierRepairs/Contr	45,394.72	0.00	0.00	0.00	45,394.72
8310100 · CCS & Polaris Expenses	54,371.01	0.00	0.00	0.00	54,371.01
8320100 · Network Expenses	17,009.42	0.00	0.00	0.00	17,009.42
8330100 · OCLC Services (cataloging)	12,303.09	0.00	0.00	0.00	12,303.09
8410100 · Payroll Exp, Acctg & Audit Serv	19,638.36	0.00	0.00	0.00	19,638.36
8420100 · Legal Services	517.00	0.00	0.00	0.00	517.00
8430100 · Automation & Misc Consultants	2,569.28	0.00	0.00	0.00	2,569.28
8510100 · Printing	21,993.17	0.00	0.00	0.00	21,993.17
8530100 · Public Notices & Ads	1,279.20	0.00	0.00	0.00	1,279.20
8540100 · Postage	9,387.51	0.00	0.00	0.00	9,387.51
8550100 · Public Relations/Promotions	4,293.91	0.00	0.00	0.00	4,293.91
8610100 · Electricity	14,068.98	0.00	0.00	0.00	14,068.98
8620100 · Gas	2,002.57	0.00	0.00	0.00	2,002.57
8630100 · Telephone & Internet Services	5,688.57	0.00	0.00	0.00	5,688.57
8640100 · Water & Sewer	5,661.11	0.00	0.00	0.00	5,661.11
8720100 · Building/Auto Insurance	22,996.00	0.00	0.00	0.00	22,996.00
8730100 · Bonding & Officers Liability	5,554.00	0.00	0.00	0.00	5,554.00
8740100 · Building & Grounds	43,599.39	0.00	0.00	0.00	43,599.39

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	Unclassified	TOTAL
8760100 · Hospitality	5,359.92	0.00	0.00	0.00	5,359.92
8770100 · Interlibrary Loan Fees & Losses	363.53	0.00	0.00	0.00	363.53
8795100 · Miscellaneous (FH)	4,030.00	0.00	0.00	0.00	4,030.00
8800311 · Adult Materials - PER CAPITA	83.26	0.00	6,572.20	0.00	6,655.46
8800321 · Youth Materials - PER CAPITA	0.00	0.00	7,358.59	0.00	7,358.59
8910100 · Salaries	1,384,153.89	0.00	0.00	0.00	1,384,153.89
8920100 · FICA/Medicare	100,719.14	0.00	0.00	0.00	100,719.14
8930100 · IMRF	157,606.65	0.00	0.00	0.00	157,606.65
8940100 · Health & Life Insurance	332,647.18	0.00	0.00	809.22	333,456.40
8950100 · Tuition Reimbursement	2,032.18	0.00	0.00	0.00	2,032.18
8960100 · Memberships & Dues	2,696.16	0.00	0.00	0.00	2,696.16
8970100 · Travel	4,097.84	0.00	0.00	0.00	4,097.84
8980100 · Meetings & Training	4,092.36	0.00	0.00	0.00	4,092.36
9060100 · Library Furnishings	1,367.07	0.00	0.00	0.00	1,367.07
9070100 · Library Equipment	329.52	0.00	0.00	0.00	329.52
9080100 · Small Equipment Under \$250	1,225.40	0.00	0.00	0.00	1,225.40
9090100 · Additional Capital Projects	187,478.90	0.00	0.00	0.00	187,478.90
Total Expense	2,793,347.59	0.00	32,123.40	809.22	2,826,280.21
Net Income	(1,169,305.15)	58,977.42	1,798.36	(809.22)	(1,109,338.59)

Statement of Revenue and Expenditures Budget vs. Actual

05/10/2018

July 1, 2017- April 30, 2018 - General Fund

Cash Basis

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,544,216.62	3,180,653.29	(1,636,436.67)	48.55%
6030100 · Interest Income - General	495.87	5,000.00	(4,504.13)	9.92%
6035100 · Dividends	147.00	500.00	(353.00)	29.4%
6040100 · Nonresident/Enhanced Cards	665.00	1,000.00	(335.00)	66.5%
6050100 · Fines	43,171.98	55,000.00	(11,828.02)	78.5%
6055100 · Referral/Collection Fees	180.00	1,000.00	(820.00)	18.0%
6060100 · Photocopier & Fax Income	11,317.89	17,000.00	(5,682.11)	66.58%
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	13,667.15	13,500.00	167.15	101.24%
6110100 · Program Fees/Misc Fees	2,235.00	4,200.00	(1,965.00)	53.21%
6120100 · Meeting Room Fees	695.00	1,000.00	(305.00)	69.5%
6130100 · Misc Incom -General(Sales/Fees)	4,292.55	25,000.00	(20,707.45)	17.17%
6131100 · Misc Other Income - General	(380.00)			
6150100 · Lost & Damged Materials	3,325.13	6,000.00	(2,674.87)	55.42%
6200100 · Over/Short	11.19	0.00	11.19	100.0%
Total Income	1,624,042.44	3,317,853.29	(1,693,810.85)	48.95%
Gross Profit	1,624,042.44	3,317,853.29	(1,693,810.85)	48.95%
Expense				
8010100 · Adult Books	71,361.57	94,000.00	(22,638.43)	75.92%
8020100 · Youth Books	38,673.48	59,000.00	(20,326.52)	65.55%
8025100 · Professional Resources	4,806.35	5,500.00	(693.65)	87.39%
8028100 · Administrative Resources (GA)	252.91	6,000.00	(5,747.09)	4.22%
8030100 · Magazines & Newspapers	13,371.00	15,000.00	(1,629.00)	89.14%
8040300 · Operating Fund Gifts	279.36			
8050100 · Adult AV Materials	31,528.94	53,000.00	(21,471.06)	59.49%
8060100 · Youth AV Materials	7,139.20	15,000.00	(7,860.80)	47.6%
8080100 · Video Games	9,285.67	12,500.00	(3,214.33)	74.29%
8090100 · eBook & eMagazine Services	29,186.99	55,500.00	(26,313.01)	52.59%
8095100 · Electronic Subscriptions	53,670.58	80,000.00	(26,329.42)	67.09%
8110100 · Bank Service Charges	0.00	200.00	(200.00)	0.0%
8120100 · Library Supplies	4,505.82	10,000.00	(5,494.18)	45.06%
8130100 · Tech Services Supplies	15,469.91	57,200.00	(41,730.09)	27.05%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	14,535.62	18,500.00	(3,964.38)	78.57%
8145100 · Circulation Supplies	856.45	25,000.00	(24,143.55)	3.43%
8147100 · Summer Reading Club	4,042.69	7,000.00	(2,957.31)	57.75%
8150100 · Youth Programs & Supplies	16,768.36	21,500.00	(4,731.64)	77.99%
8215100 · Collection Agency Fees	1,002.40	1,500.00	(497.60)	66.83%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	45,394.72	59,000.00	(13,605.28)	76.94%
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	54,371.01	75,000.00	(20,628.99)	72.5%
8320100 · Network Expenses	17,009.42	25,000.00	(7,990.58)	68.04%
8330100 · OCLC Services (cataloging)	12,303.09	10,000.00	2,303.09	123.03%
8410100 · Payroll Exp, Acctg & Audit Serv	19,638.36	22,000.00	(2,361.64)	89.27%
8420100 · Legal Services	517.00	1,500.00	(983.00)	34.47%
8430100 · Automation & Misc Consultants	2,569.28	5,000.00	(2,430.72)	51.39%
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%
8510100 · Printing	21,993.17	34,000.00	(12,006.83)	64.69%
8530100 · Public Notices & Ads	1,279.20	3,000.00	(1,720.80)	42.64%
8540100 · Postage	9,387.51	14,000.00	(4,612.49)	67.05%
8550100 · Public Relations/Promotions	4,293.91	8,500.00	(4,206.09)	50.52%
8610100 · Electricity	14,068.98	25,000.00	(10,931.02)	56.28%
8620100 · Gas	2,002.57	3,500.00	(1,497.43)	57.22%

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
8630100 · Telephone & Internet Services	5,688.57	10,500.00	(4,811.43)	54.18%
8640100 · Water & Sewer	5,661.11	5,400.00	261.11	104.84%
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	100.98%
8740100 · Building & Grounds	43,599.39	54,000.00	(10,400.61)	80.74%
8760100 · Hospitality	5,359.92	10,000.00	(4,640.08)	53.6%
8770100 · Interlibrary Loan Fees & Losses	363.53	700.00	(336.47)	51.93%
8795100 · Miscellaneous (FH)	4,030.00	4,000.00	30.00	100.75%
8800311 · Adult Materials - PER CAPITA	83.26			
8910100 · Salaries	1,384,153.89	1,815,000.00	(430,846.11)	76.26%
8920100 · FICA/Medicare	100,719.14	140,000.00	(39,280.86)	71.94%
8930100 · IMRF	157,606.65	200,000.00	(42,393.35)	78.8%
8940100 · Health & Life Insurance	332,647.18	360,000.00	(27,352.82)	92.4%
8950100 · Tuition Reimbursement	2,032.18	6,000.00	(3,967.82)	33.87%
8960100 · Memberships & Dues	2,696.16	8,000.00	(5,303.84)	33.7%
8970100 · Travel	4,097.84	9,000.00	(4,902.16)	45.53%
8980100 · Meetings & Training	4,092.36	5,000.00	(907.64)	81.85%
9060100 · Library Furnishings	1,367.07	35,000.00	(33,632.93)	3.91%
9070100 · Library Equipment	329.52	70,000.00	(69,670.48)	0.47%
9080100 · Small Equipment Under \$250	1,225.40	10,000.00	(8,774.60)	12.25%
9090100 · Additional Capital Projects	187,478.90	400,000.00	(212,521.10)	46.87%
9100100 · Transfer to Reserve Fund	0.00	500,000.00	(500,000.00)	0.0%
Total Expense	2,793,347.59	4,505,150.00	(1,711,802.41)	62.0%
Net Income	(1,169,305.15)	(1,187,296.71)	17,991.56	98.49%

Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2017 - April 30, 2018 -Special Reserve Fund

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	58,576.00	58,000.00	576.00	100.99%
6030200 · Interest Income - Spec Reserve	398.67	3,000.00	(2,601.33)	13.29%
6070200 · Reserve Fund Gifts	2.75	25,000.00	(24,997.25)	0.01%
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	58,977.42	588,000.00	(529,022.58)	10.03%
Gross Profit	58,977.42	588,000.00	(529,022.58)	10.03%
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	58,977.42	438,000.00	(379,022.58)	13.47%

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
 July 1, 2017 - April 30, 2018 - Grant and Gift Fund

12:41 PM
 05/10/2018
 Cash Basis

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	143.55	2,500.00	(2,356.45)	5.74%
6070300 · General Fund Gifts	1,164.49	20,000.00	(18,835.51)	5.82%
6170300 · Per Capita Grant	32,628.34	84,893.43	(52,265.09)	38.43%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	33,936.38	157,393.43	(123,457.05)	21.56%
Gross Profit	33,936.38	157,393.43	(123,457.05)	21.56%
Expense				
8040300 · Operating Fund Gifts	18,192.61	448,381.10	(430,188.49)	4.06%
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	6,572.20	0.00	6,572.20	100.0%
8800321 · Youth Materials - PER CAPITA	7,358.59	0.00	7,358.59	100.0%
9030300 · Misc Grants	0.00	25,000.00	(25,000.00)	0.0%
Total Expense	32,123.40	506,009.44	(473,886.04)	6.35%
Net Income	1,812.98	(348,616.01)	350,428.99	(0.52%)

BANKCARD PROCESSING CENTER

May-18

STAFF	VENDOR	Date	Amount	LINE	Subtotal
Brown	Amazon	04.16.2018	\$ 51.98	8320-100	
Brown	Amazon	04.16.2018	\$ 53.05	8320-100	
Brown	Amazon	04.30.2018	\$ 13.95	8320-100	
Brown	Amazon	05.01.2018	\$ 39.76	8320-100	
Brown	Amazon	05.02.2018	\$ 67.74	8320-100	
Brown	Mango	05.03.2018	\$ 49.00	8245-100	
Brown	Amazon	05.03.2018	\$ 155.98	8320-100	\$ 431.46
Edminster	Simple	04.12.2018	\$ 29.99	8028-100	
Edminster	Amazon	04.09.2018	\$ 12.99	8970-100	\$ 42.98
Harding	Office Max	05.04.2018	\$ 139.98	8740-100	
Harding	Walmart	04.16.2018	\$ 17.88	8740-100	
Harding	Dyson	04.14.2018	\$ 1,543.48	8740-100	
Harding	Lands End	05.06.2018	\$ 596.30		\$ 2,297.64
Jakacki	Menards	04.11.2018	\$ 9.98	8150-100	
Jakacki	Dollar Tree	04.11.2018	\$ 14.00	8150-100	
Jakacki	Nintendo	04.15.2018	\$ 35.02		
Jakacki	Windy City Novelties	04.13.2018	\$ 475.92		
Jakacki	Jewel	04.16.2018	\$ 8.97	8150-100	
Jakacki	Jewel	04.18.2018	\$ 7.97	8150-100	
Jakacki	Accucut	04.20.2018	\$ 59.00		
Jakacki	4Imprint	04.25.2018	\$ 438.92	8040-300	
Jakacki	Walmart	04.29.2018	\$ 120.12	8150-100	
Jakacki	Jewel	05.02.2018	\$ 9.67		
Jakacki	Country Donuts	05.07.2018	\$ 9.92	8760-100	
Jakacki	Walmart	05.07.2018	\$ 79.44	8150-100	\$ 1,268.93
Lambert	Jewel	04.13.2018	\$ 85.99	8760-100	
Lambert	USPS	04.15.2018	\$ 12.65	8540-100	
Lambert	Jewel	04.22.2018	\$ 72.73	8760-100	
Lambert	CVS	04.24.2018	\$ 11.98	8130-100	
Lambert	CVS	04.24.2018	\$ (11.98)	8130-100	
Lambert	USPS	04.25.2018	\$ 21.07	8540-100	
Lambert	Vistaprint	04.27.2018	\$ 24.99	8510-100	
Lambert	ANYPROMO INC	04.29.2018	\$ 472.32	8550-100	
Lambert	ANYPROMO INC	04.29.2018	\$ 359.16	8550-100	
Lambert	4IMPRINT	04.29.2018	\$ 394.68	8130-100	
Lambert	OTC BRAND	04.27.2018	\$ 200.67	8550-100	
Lambert	USPS	05.03.2018	\$ 15.66	8540-100	
Lambert	Meijer	05.04.2018	\$ 25.00	8760-100	
Lambert	USPS	05.07.2018	\$ 18.67	8540-100	
Lambert	4IMPRINT		\$ 1,065.06	8550-100	\$ 2,768.65
Milfajt	Shaw Suburban Media	03.08.2018	\$ 50.70	8550-100	\$ 50.70
Scholtz	Newegg.com	04.19.2018	\$ 859.90	8010-100	
Scholtz	Newegg.com	04.19.2018	\$ 374.63	8320-100	
Scholtz	Newegg.com	04.20.2018	\$ 237.77	8320-100	
Scholtz	Newegg.com	04.24.2018	\$ 546.54	8320-100	
Scholtz	MGMT Assoc of Illinois	05.02.2018	\$ 1,300.00	8960-100	\$ 3,318.84
Torgersen	Chicago Trib	04.23.2018	\$ 167.57	8028-100	
Torgersen	USPS	04.25.2018	\$ 100.00	8540-100	
Torgersen	MDC Enviromental	04.24.2018	\$ 549.13		\$ 816.70
Yazell	Walmart	04.16.2018	32.68	8980-100	
Yazell	Dunkin	04.18.2018	25.78	8760-100	
Yazell	Jimanos	04.22.2018	\$ 307.74		
Yazell	McDonalds	04.20.2018	\$ 2.84		
Yazell	SHRM Membership	04.20.2018	\$ 209.00		\$ 578.04
			\$ 11,573.94	TOTAL	\$ 11,573.94

BANKCARD PROCESSING CENTER

P O BOX 31021

TAMPA, FL 33631-3021

BANKCARD PROCESSING CENTER

Apr-18

STAFF	VENDOR	Date	Amount	LINE	Subtotal
Brown	Best Buy	04.02.2018	\$ 949.95	8320-100	
Brown	Mobile Beacon	03.22.2018	\$ 2,069.50	8320-100	
Brown	Fed Ex	03.29.2018	\$ 26.93	8320-100	
Brown	Mango	04.03.2018	\$ 49.00	8245-100	
Brown	Best Buy	03.19.2018	\$ (6.96)	8320-100	\$ 3,088.42
Edminster	Amazon	03.09.2018	\$ 12.99	8028-100	
Edminster	Simple	03.12.2018	\$ 29.99	8028-100	
Edminster	American Library Assoc.	03.16.2018	\$ 62.30	8970-100	
Edminster	ABCCLIO LLC		\$ 103.55	8970-100	
Edminster	United	03.21.2018	\$ 85.00	8970-100	\$ 293.83
Jakacki	OTC BRANDS	03.11.2018	\$ 125.29	8150-100	
Jakacki	Target	03.13.2018	\$ 14.00	8150-100	
Jakacki	Peeeps Retail	03.20.2018	\$ 60.00	8980-100	
Jakacki	Dollar Tree	03.23.2018	\$ 39.00	8150-100	
Jakacki	Target	03.26.2018	\$ 20.79	8150-101	
Jakacki	Jewel	03.25.2018	\$ 19.77	8150-100	
Jakacki	Little Ceasars	03.29.2018	\$ 12.90	8150-100	
Jakacki	Dollar Tree	03.30.2018	\$ 16.00	8150-100	
Jakacki	Subway	04.06.2018	\$ 31.63	8150-100	\$ 339.38
Lambert	Fonts.com	03.14.2018	\$ 5.00	8540-100	
Lambert	USPS	03.15.2017	\$ 19.15	8540-100	
Lambert	Meijers	03.16.2018	\$ 20.00	8540-100	
Lambert	Walmart	03.17.2018	\$ 20.59	8540-100	
Lambert	Stagedrop.com	03.13.2018	\$ (99.90)	8540-100	
Lambert	Meijers	03.16.2018	\$ 39.78	8760-100	
Lambert	Office Max	03.18.2018	\$ 27.98	8145-100	
Lambert	Walmart	03.18.2018	\$ 44.95	8760-100	
Lambert	credit	03.19.2018	\$ (27.69)	8760-100	
Lambert	Walmart	03.18.2018	\$ 78.02	8145-100	
Lambert	USPS	03.19.2018	\$ 16.49	8540-100	
Lambert	Kohl's	03.23.2018	\$ 75.00	8760-100	
Lambert	Vista	03.23.2018	\$ 51.52	8510-100	
Lambert		3.23.2018	\$ (3.04)	8510-100	
Lambert	USPS	04.03.2018	\$ 18.67	8540-100	
Lambert	Walmart	04.08.2018	\$ 155.81	8550-100	
Lambert	ups store	04.06.2018	\$ 330.48	8960-100	\$ 772.81
Majka	Walmart	03.08.2018	37.02	8145-100	
Majka	ILLA - Reaching Forward	03.23.2018	150	8970-100	
Majka	ILLA - Reaching Forward	03.23.2018	150	8970-100	
Majka	Dollar Tree	03.26.2018	19.4	8145-100	
Majka	Target	03.26.2018	19.38	8145-100	
Majka	Party City	03.25.2018	11.81	8145-100	
Majka	art.com	03.28.2018	49.45	8145-100	
Majka	Target	04.08.2018	34.51	8145-100	\$ 471.57
Milfajt	Shaw Suburban Media	03.08.2018	\$ 50.70	8550-100	
Milfajt	Shaw Suburban Media	04.08.2018	\$ 50.70	8550-100	\$ 101.40
Strain	Bookseller Mystery	03.17.2018	\$ 52.00	8010-100	\$ 52.00
Terrill	ILL	04.06.2018	\$ 38.59	8980-100	
Terrill	The Golden Alba	04.06.2018	\$ 27.56	8140-100	
Terrill	SuperHeroStuff	04.06.2018	\$ 38.00	8140-100	
Terrill	Savor/McCormick	04.06.2018	\$ 8.91	5640-100	
Terrill	Savor/McCormick	04.06.2018	\$ 10.57	8970-100	
Terrill	Savor/McCormick	04.06.2018	\$ 23.00	8970-100	
Terrill	Anime Depot	04.06.2018	\$ 28.50	8140-100	
Terrill	Safari Programs	04.06.2018	\$ 32.00	8140-100	
Terrill	Crazy Metal	04.06.2018	\$ 49.61	8140-100	
Terrill	MLISSARO	04.06.2016	\$ 26.00	8140-100	\$ 282.74
Torgersen	Walmart - Vending	4052018	\$ 19.35		\$ 19.35
Yazell	Northern ill	03.26.2018	50	8980-100	
Yazell	Meijer	03.09.2018	22.05	8760-100	\$ 72.05
			\$ 5,493.55	TOTAL	\$ 5,493.55

March 17, 2018

Dear Bill,

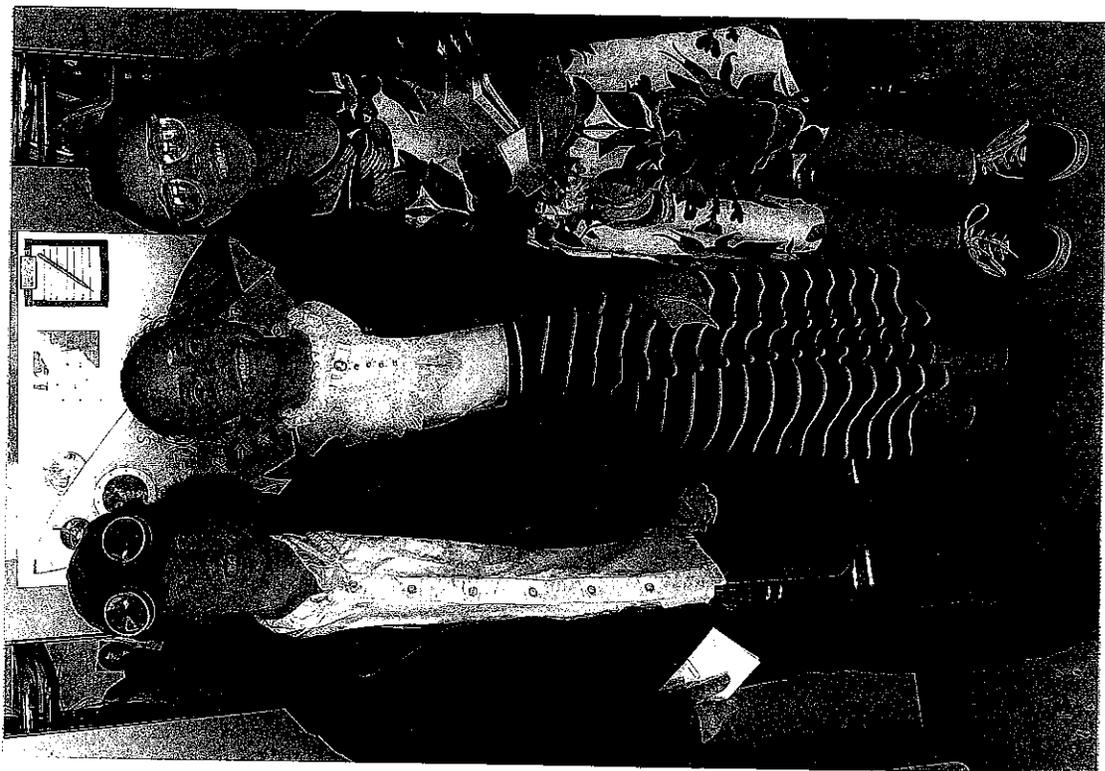
I hope this finds you well. Even in Colorado I am hearing in great things about the Library. It sounds as if it is thriving in good hands.

Enclosed please find a check in memory of Fran Mysker. Pam Althoff suggested this would be a great way to celebrate her Mother's life. We knew Fran well and loved her dearly.

In recognition of Women's History Month, my youngest granddaughter and two of her friends portrayed Katherine Johnson, Ida B. Wells, and Amelia Earhart in a school program. I would love if the staff could find books about these three women that are appropriate for the collections. If not, please have them choose books relating to women who have influenced our ideas and helped to pave the way for equality and positive change.

Phil and I are enjoying our life here in Colorado. We are able to spend a great deal of time with our family and beautiful granddaughters and have never been happier. Please extend my kindest regards to Jim, the Staff and the Board. And of course, all the best to you.

Most sincerely,





McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

Senator Pamela Althoff
5400 West Elm Street, #103
McHenry, IL 60050

April 19, 2018

Dear Pamela:

Thank you again for making McHenry Public Library the recipient of donations in memory of your mother, Mrs. Frances Mysker. We recently received a memorial donation from Debra Gust, former McHenry Public Library Board President.

She included a photo of her youngest granddaughter and two of her friends portraying Katherine Johnson, Ida B. Wells, and Amelia Earhart as part of Women's History Month and wanted us to look for books about them. Our selector for that area said that we have quite a few titles already on these women, so she found books about historical and contemporary women that have influenced positive change. We did find one book on Katherine Johnson to purchase. The books we used Debra's donation to order are:

- *A Lady Has the Floor: Belva Lockwood Speaks Out for Women's Rights* by Kate Hannigan
- *March Forward, Girl: From Young Warrior to Little Rock Nine* by Melba Pattillo Beals
- *Marley Dias Gets It Done* by Marley Dias ("the powerhouse girl-wonder who started the #1000blackgirlbooks campaign")
- *NASA Mathematician Katherine Johnson* by Heather E. Schwartz
- *She Persisted Around the World: 13 Women Who Changed History* by Chelsea Clinton
- *Super Women: Six Scientists Who Changed the World* by Laurie Lawlor
- *Votes for Women!: American Suffragists and the Battle for the Ballot* by Winifred Conkling
- *Who Says Women Can't be Computer Programmers?: The Story of Ada Lovelace* by Tanya Lee Stone

We will put bookplates in each book to commemorate Debra's donation and her regard for your mother and for you, so that the many families that check these books out will appreciate the gift.

We are honored that you chose the McHenry Public Library to receive donations in memory of your mother. Once again, thank you for thinking of us for this honor.

Sincerely,

Bill Edminster, Assistant Director



McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

Mrs. Debra Gust
6285 Orion Court, Unit B
Arvado, CO 80403

April 19, 2018

Dear Debra,

On behalf of the McHenry Public Library, I want to thank you for your donation in memory of Frances Mysker, mother of Pamela Althoff.

I passed your request that we select books recognizing Katherine Johnson, Ida B. Wells, and Amelia Earhart along to Lesley Jakacki, Youth Services Manager. She looked for books about those specific people and said that "We have quite a few titles already on the women [you] mentioned so I found books about historical and contemporary women that have influenced positive change." She was able to include one title about Katherine Johnson.

The books we used your donation to order are:

- *A Lady Has the Floor: Belva Lockwood Speaks Out for Women's Rights* by Kate Hannigan
- *March Forward, Girl: From Young Warrior to Little Rock Nine* by Melba Pattillo Beals
- *Marley Dias Gets It Done* by Marley Dias ("the powerhouse girl-wonder who started the #1000blackgirlbooks campaign")
- *NASA Mathematician Katherine Johnson* by Heather E. Schwartz
- *She Persisted Around the World: 13 Women Who Changed History* by Chelsea Clinton
- *Super Women: Six Scientists Who Changed the World* by Laurie Lawlor
- *Votes for Women!: American Suffragists and the Battle for the Ballot* by Winifred Conkling
- *Who Says Women Can't be Computer Programmers?: The Story of Ada Lovelace* by Tanya Lee Stone

As each book arrives we will put a bookplate in commemorating your donation and the regard you felt for Mrs. Mysker and for her daughter, Pam Althoff. The many families that check out these books will appreciate your gift very much, as do we. I have prepared a letter to tell Pam about your donation also.

On a personal note, we are all pleased to hear that you and your husband are enjoying life in Colorado so close to your granddaughters.

Sincerely,

Bill Edminster, Assistant Director

McHenry Public Library District

LIBRARIAN'S REPORT

April 2018

Administration

- P. Torgersen dealt with 2 FOIA requests in fantastic fashion.
- Installation of RFID equipment, originally scheduled for week of 5/7 has been pushed back – no word on delivery/install date as yet.
- J. Scholtz helped with Solar 101 presentation – showcasing our solar panels and introducing speakers, 4/25. We had 20 attendees – very informative.
- J. Scholtz worked on budget and ordinances for FY18/19 + new financial plan.
- J. Scholtz received 6 trustee applications, prepared handouts and responded to questions/emails regarding openings.
- B. Edminster attended the RAILS Assistant Directors Networking Group at Fountaindale Public Library (Bolingbroke), 4/27.
- B. Edminster attended the Collection Development Librarians Networking Group at Arlington Heights Public Library, 5/4.
- B. Edminster has been working with Kathy Milfajt to prepare to use the Polaris Acquisitions module. He has been responsible for the fund accounting and for working with our vendors/suppliers to set up electronic ordering and receiving, while Kathy has been responsible for the changed methods of cataloging and processing.
- J. Scholtz compiling information on new phone systems for consideration FY18/19 – implementation in mid-Aug.

Adult Services

- Adult Bilingual Associate Librarian K. Lopez helped out Youth Services by leading a library tour for a bilingual Kindergarten class of 12 students, followed by a story time where she read the Spanish edition *Library Lion* by Michelle Knudsen. She also participated in two interviews for the Bilingual Youth Associate Librarian position.
- A grateful patron received instructions and a demonstration from Z. Terrill when she asked how to tie a necktie.
- E. Janas introduced a homebound patron to the Libby app for her phone and tablet so she could easily access audiobooks during an upcoming surgery and hospital stay.
- P. Strain co-led the Mystery Book Group discussion of the true crime book *The Suspicions of Mr. Whicher* by Kate Summerscale.
- T. Hillier attended a Genealogy Networking meeting.
- D. Gaudio helped an adult student locate journal articles and books on the therapeutic effect of massage on fibromyalgia.
- T. O'Toole introduced a patron to our Newspapers.com database as he helped her research the date of the first St. Mary's Church rummage sale.

Building Services

- D. Harding and staff disassembled the shelving in the Circulation Area. They have repaired and painted the walls. Building Services cleaned the Circulation workroom floor in preparation for MK Solutions installation of the new RFID equipment.
- I. Martinez cleaned the Circulation check-out and ILL Department floor.
- Building Services is in transition. All winter equipment is in the process of cleaning for storage. Summer is on its way.

Circulation/ILL

- S. Willis reports a total of 156 expired holds pulled in April
- B. Niepsuj attended Sunshine Committee Meeting 4/2
- B. Majka, L. Horist, S. Willis, L. Rex attended Polaris webinar 4/4
- B. Majka attended Manager's Meeting 4/10
- Circ Dept went offline from 4/14 through 4/16
- Circ Dept went live with Polaris 4/17
- B. Majka attended Public Services Managers Meeting 4/24
- B. Majka worked with D. Harding and ROI to finalize Circ/ILL Dept. shelving/furniture which will be installed just prior to the AMH unit install (July).

Human Resources

- S. Yazel worked on a number of projects including but not limited to the following: revised job descriptions for Pages – inclusive of AMH duties; working with YS and Circ. staff to advertise positions and interview/select candidates resulting in 2 new hires; working with ProData to 'tweak' the system to show some new data/detail; working with the IL Management Assoc. to start our comprehensive salary and job description analysis; looking at other personnel policies and recommending changes in either the policy or the practice.
- Bilingual Associate Librarian in Youth Services resigned 4/16.
- Worked with Lesley Jakacki on recruitment efforts for replacement and had an offer accepted. Start date 5/16.
- Worked with Barb Majka on recruitment efforts to fill Page position.
- Two additional employees submitted resignation notices in Youth Services.
- Exit interviews are/will be scheduled.
- Reviewed salary survey data and information from peers at other libraries relating to compensation for Page positions. New hiring salary and market adjustments for existing staff was presented and approved.
- Participated in joint salary survey for libraries (LACONI and Mgmt Ass'n). Results may be available in June/July.
 - Average Salary increase for the Last 3 months – 2.5%
 - This average calculation is missing data from seven (7) employees whose salary increase has not yet been submitted.
- Average Salary increase for the FY 2017-2018 (year-to-date) – 2.42%

- This average calculation is missing data from nine (9) employees whose salary increases have not yet been submitted.
- Other Fiscal YTD notes: a) two employees did not receive an increase due to performance; b) two employees have received lump-sum merit payments vs. an increase to their base salary
- Have been reviewing options and quotes on Employee Assistance Programs with insurance broker.
- Met with broker & Jim regarding upcoming renewal, etc.
- Coordinated employee appreciation activities during Polaris "Go Live" week: Monday - distributed jelly beans to staff with "jelly bean/conversion" poem; Tuesday – distributed bottles of water to staff with smiley face message & provided early morning snacks for Circulation staff; Wednesdays – distributed animal cracker treats to staff; Thursday – coordinated "high five" messages to TS & Circulation staff; Friday – coordinated pizza lunch.
- Attended HR Roundtable (sponsored by Mgmt Assn) at PPL
- Attended Manager's Meeting

Public Relations

- Edited and designed June/July *Preface* library newsletter and sent to printer. Will be mailed weekend of May 12.
- Prepared materials for Friends for upcoming book sale and promoted sale.
- Prepared Summer Reading Program materials.
- Worked with web developers to create design/function of new online catalog.
- Updated website with new catalog links; other updates as needed.
- Promoted upcoming programs via digital and social media.
- Promoted National Library Week/gave out appreciation gifts to staff for National Library Workers' Day.
- Sent out two e-newsletters to more than 2,000 patrons.
- Attended Dept. Heads meeting 4/10
- Attended Sunshine Committee meeting 4/2; helped get treats for monthly birthday celebration and Polaris rollout celebration.

Technical Services

- 2 of 11 Hotspots received and input into Polaris database, ready for circulation. The remaining 9 will be completed in May. 2 provided to the Garden Quarter for a time.
- The department continued preparations for the cutover to Polaris, scheduled for 4/17/18. This month the focus has been on training and preparing templates for use in the Polaris client. Go Live brought considerable challenges with how our data migrated, with the majority of our collection holdable only by MPLD patrons. Thanks to the ability in the Polaris client for library staff to execute bulk changes, K. Milfajt corrected holds data on over 100,000 items. Data cleanup continues as issues are identified.

- K. Milfajt worked with CCS staff to troubleshoot issues with the Acquisitions module in preparation for EDI ordering and continues to work with B. Edminster to implement EDI ordering.
- Circulation and Technical Services have tagged 13,252 items for RFID, bringing our total up to 38% of the collection tagged.
- K. Milfajt participated in the Collection Development Committee meeting, 4/3
- K. Kimbrel, D. Lavin, P. Radic and K. Walker participated in the MPLD Technical Services Department meeting, facilitated by K. Milfajt, 4/3
- K. Milfajt attended the CCS All-Staff Quarterly Webinar, 4/4
- K. Kimbrel and D. Lavin participated in Session 4 of Polaris Client Training for Catalogers, led by K. Milfajt, 4/5
- K. Milfajt facilitated the Contemporary Book Group discussion of *The Shack* by William Paul Young, 4/9
- K. Walker moderated the Dungeons and Dragons program, 4/10
- K. Milfajt participated in the MPLD Management Team meeting, 4/10
- K. Milfajt attended the Recorded Books EDI Webinar, 4/12
- K. Meadows and K. Walker participated in Polaris Client Training for TS Department Non-Cataloging Staff, led by K. Milfajt, 4/12
- K. Kimbrel, D. Lavin, K. Meadows, P. Radic and K. Walker participated in the MPLD Technical Services Department meeting, facilitated by K. Milfajt, 4/18

Technology

- D. Grandon attended Protecting Business from Cyber Attacks on 4/19
- D. Grandon attended CCB Tech Showcase on 4/26
- IT closed 165 tickets
- IT is working with CCB to complete equipment/procedures checklist and they will offer solutions for updating equipment and processes.
- IT worked with CCB via phone calls/on-site visits for 'best practices' – summary information and recommendations forthcoming; AV information to follow.

Youth Services

- Meals: 90 kids, 35 adults, 85 meals served
- As an Illinois Bicentennial program M. Cairo hosted a member of the Illinois State Forest to talk about the IL State Tree, the White Oak. The presentation about the white oak and what a state forester does was very insightful. Families got to take home a white oak sapling after the program.
- C. Bergan attended C2E2 in April and found the event useful for collection development since there are a lot of small publishers we would not encounter otherwise that have great titles for middle grade. Also, programming ideas for our gaming and Comicon event.
- G. Doolan and her Little Explorer groups created shadow puppets in order to learn about shadows.

- E. Wyant has been filling in for the Bilingual Storytimes and has put in a lot of effort into giving herself a crash course in Spanish.
- Watching a young child grow throughout storytime sessions is a great joy for K. Gerold. One little boy in particular was a very sober and serious baby when I met him. He would stay on his mother's lap and just watch everything around him. Now, six months later, he's 17 months old and walking, attempting to talk/sing, dances, chase bubbles, and has a smile that will knock your socks off!
- K. Storlie completed her pathfinder project. She created ten handouts based on popular school projects that highlight the print resources, databases and websites for students to use. These will be a great help in those kids who like to be self-sufficient in researching their topics.
- N. Cogswell worked on putting together her first set of take home crafts for the summer reading program.
- L. Jakacki prepared for an NSDC meeting to continue our discussion on finances and how to better balance purchasing new materials and holds. She worked with OverDrive on a Partner Analysis Report that helped show where our collection is the most and least efficient.

Statistics and Highlights Narrative

Please note that use statistics – specifically cataloging and circulation – will not be available this month due to the Sirsi-Dynix to Polaris migration and things not 'porting over' correctly or consistently. This absence of statistics may carry over into the next couple of months as we start to utilize EDI information with vendors for acquisitions and work out the bugs in our circulation system. We will also have a learning curve with statistics/reporting relative to our new RFID system, once installed (hopefully within the next month).

Upcoming Events and Projects

- Summer Reading Program kicks off June 1
- Petersen Farm Day June 24 (library to have a booth)
- Friends' Book Sale May 19-20, Bill and Jim working sale with Friends
- Fiesta Days – Beach Day, Library will sponsor 'Touch a Truck' and stilt-walker, balloon figure artist.

MPLD

Preliminary FY2018/19 budget assumptions

April 30, 2018

1. Property tax revenue \$1.00 more than FY17/18 – flat and actually decreasing. We are almost at top-of-rate. CPI is +1.6%. Do we want to explore instigating a 'working cash fund'?
2. Revenue sources: Overdues – Polaris – we are automatically renewing most materials 1x time, so that may negatively affect revenue. Revenue streams in the vending machines have been good but we've added a non-revenue stream vending unit to give patrons 'healthier' choices. Later in the process we may be able to tweak these revenue lines but they will be small changes, if any in the budget. Do we want to explore advertising in our newsletter (may effect non-profit status?) and/or getting a new electronic sign and doing profit advertising (permit required by City?) (\$35,000+ for sign and new foundation; permits??)
3. Increase in our minimum wage/hiring to \$9.50 per hour for FY 2018-2019. We will also budget for IL Management Association to do a comprehensive compensation study for use relative to job descriptions and comparative library practices (est. \$6500) which may add to our overall salary line item (as 1 yr or multiple yrs) (see #6 also)
4. Electricity rates should remain constant, but increase in gas pricing could raise them. But we are saving money due to replacement of florescent bulbs/LEDs and our solar energy grid (received SREC of \$3200), other SREC's to come?
5. We have no debt except for IMRF contribution/future expectations. There would seem to be no incentive from IMRF to increase our retirement payments now in order to receive discounts later. Our IMRF (was at 12.4%, now 10.80%)
6. Ideally, 3.5% merit increase, no COLA as most libraries in area NOT doing COLA. However, HR has helped determine that we are not paying our staff enough, so we need to adjust various pay ranges and starting pay. (est. 20% increase in salaries line item). Personnel

- costs are about 50-51% - we can go up to 60% if necessary but I don't necessarily like to see them higher because it affects other line items and goals.
7. Health Insurance increase is likely to be at least +20% and that's conservative but we are seeking information from our broker as well as looking at alternatives. J. Scholtz looking at consortial opportunities to reduce costs for health/liability insurance through LIMRCC and LIRA.
 8. I'd like to send all Dept. Hds. For CPR/AED cert. training + all other staff to learn 'minimal CPR/AED/First Aid training. (no \$ est.)
 9. Possible furniture for Circ. Area if not complete in FY17/18 (ROI quote \$10,637, budget \$14,000)
 10. Possible purchase of new truck for snowplowing (\$27,500) – can we use our existing plow/salt spreader?
 11. Retrofit Storytime room for YS – sewing and embroidery machines, other STEM/STEAM equipment + furniture (est. \$50,000?)

Other pieces of information/advice. The materials budget lines directly impact Tech Services supplies. We have weeded our collection substantially but, in going to RFID, the tags are more expensive. Our Capital budget was large in FY2017/18 because of expectations of 2 items: Polaris migration and RFID conversion (materials/equipment/installation). Polaris migration and cost to participate in CCS will remain the same as FY17/18. We will still be buying RFID tags for new system in FY18/19 as well as possibly purchasing 1-2 new self-check stations.

With the RFID and Polaris migration projects behind us, it would be well to have 1 year of 'decompression and acclimation'. So I'm proposing no large Capital Projects in FY2018/19. However, I'd like to save money in FY2018/19 to put toward putting new carpeting in the main library and in Admin area + spending funds exploring the costs of constructing an addition to our existing location (Gillespie Design). (what cost \$5-10K?) . For FY2019/20 – I'd like to replace all carpeting (upstairs/admin and TS) + main library. We will need to hire Hallet Movers to move shelving + be closed probably 1-2 weeks. But we need to do preliminary work in FY2018/19 to determine what we want to do with YS area. I propose either making an annex and moving YS and TS into that area – but then what to do with main library areas vacated by YS? IT would move into area formally occupied by TS or into new area in annex. Possible construction of more study rooms, meeting

rooms, maker spaces consisting of sewing machines, screen printing, other? – we'd need to make these spaces flexible and changeable (moveable walls?) Other suggestions? I have not talked ideas over with Management staff yet. Do we want to hire a space planner/Gillespie Design to help us?

Newly Proposed Finance Policy (4/18/2018)

The McHenry Public Library District (hereafter called the MPLD or the Library) has adopted this finance policy to clarify various budgeting and accounting principles and schedules within its' finance and budgeting structure that are not specifically denoted in 75 ILCS 16/30-65 -16/35-40.

Role of Budgeting Related to Fiscal Year and Strategic/Long Range Plan

The Long Range plan should dictate the direction and focus of spending for the budget within any year – meaning that various projects, capital expenditures, personnel costs, equipment upgrades, etc. should be planned for and budgeted in-kind. A list of anticipated major capital expenditures and personnel expenditures should be presented with every FY budget so the budget can have some 'target' points of achievement.

Financial Management

The Library's fiscal year (FY) shall be from July 1 to June 30 of the same year. Financial resources are ultimately the responsibility of the Board of Trustees, who elect a Treasurer but give the day-to-day responsibility of fiscal operations/bill paying to the Executive Director who in turn gives direction to the Business Manager. The Board shall do the following:

Have a clear plan for acquisition and sustainability of financial resources to pay for programs, services, technology and staff that follow the goals/objectives outlined in the strategic plan;

Monitor and evaluate the financial plans and guidelines of the Library to ensure its' financial integrity, providing optimum benefit for the taxpayers

Make sure that fiscal management is checked by an approved accounting firm and that an annual audit is conducted per ILCS code and GSAB requirements, including retirement (IMRF).

Budget

Each year, typically in March/April, an annual operating budget shall be prepared by the Executive Director under the supervision/knowledge of the Board. Within this context, the MPLD Board typically operates as a Committee of the Whole but can authorize either a 'standing' or 'free' committee to work with the Director on the budget. Typically, the Executive Director uses fiscal information from the previous year's budget, as well as information from the last 2-3 months of bills/financial statements as a starting point. The McHenry County Clerk's Office provides various information regarding the PTELL, total tax amount to be received (Levy Confirmation and \$ Projection for Extension), calendar of distributions (from 1-15 + final settlement sheet) and other documents – some of which must be signed and returned to the Clerk's office by the Director. The Director also seeks program/equipment/supplies information from all Dept. Hds. Working with the Business Manager, the Director provides a working budget showing last year's actual spending; this year's appropriation, levy and actual.

All dates of preparation/passage are denoted in the ILCS and are accomplished by Ordinance, with publication and hearings where appropriate and dictated. All documents are FOIA-able.

The MPLD follows a strict budget and associated timeline for publishing/adopting the budget that falls within a FY April – October timeframe.

Levy and Appropriation

The Levy and Appropriation are part of the overall budget process. According to the ILCS, the MPLD falls under a tax-capping law called the (PTELL) – Illinois Property Tax Extension Limitation Law. This means that, each year, the Library is limited to a maximum property tax increase less than or equal to the amount of the Consumer Price Index from the year prior (or 5%, whichever is less). The Levy and Appropriation are part of the overall budget sequence of documents regulated by the ILCS, requiring public hearings, publication in the largest newspaper of circulation and other requirements based upon the amount of increase/request. The budget can be amended by Board vote in three (3) events:

The Library enters into contracts that were not included in the approved budget;

The Library proposes a major expenditure that was not included in the approved budget. Most often, this expenditure is the result of a catastrophe such as a flood, fire, tornado, etc.

Significant unanticipated revenues are received (such as a major gift, establishment of a TIF District, new residents, new annexed property, etc.) or expenses are higher than projected.

Emergency Expenditures

The Executive Director is authorized to approve any expenditures necessary for the day-to-day operations of the Library as long as they fall within the parameters of the current, approved FY budget (approved by the Board of Trustees and Ordinance). But there are times – emergencies and other contingency instances – that require a disbursement of funds not defined/budgeted within the parameters of the current budget. An emergency is defined as ‘an unforeseen event that threatens the safety of the public, staff, building or vehicles/equipment. Dollar limits are as follows:

Executive Director - \$5,000; Board/Board President - \$5,000.

Use of this emergency fund is subject to the approval of the Board President but may be done after-the-fact in cases of dire emergency when the Board President cannot be reached. Note that any expenditure above the \$10,000 (total) amount must be approved by the Board in advance, either in a special or regular meeting. Expenditures above \$25,000 must be put out for bid as per ILCS, except for special instances such as choosing architects or engineers. Whenever, possible, competitive price quotes should be obtained, even if bidding is NOT required by law.

Measurement/Reporting, Focus, Basis of Accounting and Presentation

The accounting system used by the MPLD shall utilized generally accepted accounting principles (GAAP) that are required by regulatory agencies for governmental units. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Library hires a Business Manager who utilizes Quickbooks to do daily

accounting, bill paying and reporting. As a normal course of events, bills are paid monthly before/on the 3rd Tuesday of every month – the Board meeting falls on the 3rd Tues. All checks require 2 signatures. Bills, monthly accounting statements, balance sheets and other financial documents are checked by the Business Manager in association with our accounting firm each month. As a normal course of events, the Library Board approves all bills once a month during the board meeting as part of a Consent agenda. Any bill may be pulled from the consent agenda to be discussed separately. The Library uses a cash system basis for daily reporting but the accounting firm reports, balance sheets and other documents use a modified accrual basis - (meaning that revenues are recognized when susceptible to accrual, i.e. 'measurable and available'). This is due to the fact that expenditures often exceed our income from month-to-month because of the calendar-flow of income receipts. The accounting practices and procedures used by the Library shall allow for adequate management of revenues and expenditures as well as providing adequate monitoring and checks/balances by the Board of Trustees and outside accountants/auditors. "Measureable" means the amount of the transactions can be determined and 'available" means collectible within the current period or soon enough thereafter to pay liabilities for the current period. As a normal course of events, expenditures are recorded [i.e. entered via Quickbooks] when the fund liability is incurred. Income is recorded in similar fashion as some income (such as fines/fees) accumulates daily/monthly and other income (such as interest, property tax revenue and grant monies) occurs quarterly or at irregular intervals. Expenditure-driven grants are recognized as revenue when the qualifying elements and expenditures have been met/incurred.

Funds and Fund Balances

The MPLD is committed to responsible accounting of all public funds and that those funds are expended on providing library services to the community. In a given fiscal year, the Board makes every effort to use funds as budgeted and any excess funds will be classified in the manner determined by this policy.

Fund Balances (revenue minus expenditures) will be classified into one of five (5) categories as described below. Although not inclusive, Fund Balances may be used for cash flow requirements, 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.

Nonspendable Fund Balance – amounts that are not in a spendable form (such as inventory and pre-paid 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 Executive Director with input from the Assistant Director 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% to 50% of the previous year's total final actual expenditures. This amount will be placed (assigned) in the Special Reserve/Building Fund.

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, Business Manager and Board Treasurer will prepare a status report of the Fund Balances along with the annual budget and associated documents.

Special/Reserve Fund

The Library maintains a working capital reserve, known as the Special/Reserve Fund in accordance with 75 ILCS 16/40-50

Measurement Focus, Basis of Accounting and Basis of Presentation

The accounts of the Library are organized and operated on the basis of assigned funds – revenues and expenditures. The Library maintains 3 funds (General, Grant & Gift, Reserve/Building Fund). Within those 3 funds the operating budget – both revenues and expenditures are delineated annually and further divided into smaller accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. At the close of the fiscal year, the Library Board may authorize the transfer of any and all excess monies from the General Operating Fund to the Special Reserve Fund. The amount of the transfer shall be determined by examining the amounts left over in the other two (2) funds, determining remaining expenditures and considering future building/expansion plans. As a general rule, if the 'aggregate/remainder amount' in the two funds is greater than/equal to 40% of last year's total budget, a transfer to the Special Reserve Fund is an option.

Financial Reports and Audits

Throughout any fiscal year, the Library manufactures various financial reports for monthly board meetings. As per 75 ILCS 16/30-65, the Library outsources an annual fiscal audit for the fiscal calendar year just ended (July 1 – June 30) from an independent entity other than its' accounting firm. The Executive Director, Business Manager and Treasurer are involved in audit

preparation and approval and the audit is formally adopted via Board action. The scope of the audit shall be determined by the Board and the independent auditor from year-to-year, dependent upon fiscal focus, previous deficiencies, new laws or concerns and other factors. As a normal course of events at monthly board meetings, the fiscal documents include, but are not limited to the following items: Balance sheet of all funds; complete list of bills with vendors/amounts and credit card bill list.

Disbursements and Checks

Disbursements for each month are approved at each Board meeting before checks are distributed/mailed to vendors. In reality, some payments to regular vendors, such as utility companies and insurance are pre-issued prior to the Board meeting but approved during the meeting and can be rescinded if necessary. The MPLD does not use Purchase Orders (P.O.s). Each disbursement must be supported by an invoice, internal voucher/credit card statement or other evidence supporting the propriety of the disbursement, signed by a staff member making that purchase. Travel reimbursements are always signed by the staff member, Department Head and the Executive Director. All signed invoices (1 copy) are kept/retained by the Business Manager in accordance with the Illinois Archives Records Retention Act. This bill/invoice record is distributed to the Board at each monthly meeting. Checks are signed by two board officers or one board officer and either the Executive Director or the Assistant Director. A quorum of the Board members present at any regular meeting must review the bills and vote on them as a whole (now presented as a consent agenda) or considered individually and approve them. It is the responsibility of the Executive Director to ensure that the signatures are procured from the appropriate signatories so that payments can be expedited. It is also the responsibility of the Executive Director to establish adequate controls and safeguards to ensure disbursement of funds only for proper purposes. Additionally, it is the responsibility of all check signers to ensure that there is adequate documentation, consistent with this policy, for valid payment of any checks they sign.

Spending Authorizations

The Executive Director may make expenditures consistent with the Board-approved budget without further Board approval. However, expenditures which are not within the Board approved budget must be formally presented and approved by the Board of Trustees during a regular meeting.

Investment and Cash Management

The purpose of this Investment Policy is to provide a clear and concise statement of the MPLD's investment objective, to define the responsibilities of the Board of and any other parties involved in managing the Library's investments, and to identify or provide target asset allocations, permissible investments and diversification requirements. Note that investment of funds is covered under 75 ILCS 16/30 55.75 as well as the Public Funds Investment Act (PA 87-1277).

Investment Selection, Options and Prudence

The overall investment objective of the Library is to maximize the return on invested assets while minimizing risk and expenses as well as having sufficient liquidity. No investment of funds will place the Library in a negative cash flow or be placed in an instrument which does not guarantee a return of at least the total original amount invested. The Library must have enough funds available to cover 6 (six) months of expenditures without revenue from an outside source – preferably 1 (one) year. Using a cash management strategy consisting of interest-bearing accounts and bond investments plus incorporating ‘laddering’ of investments with portfolios becoming due on differing dates and then re-investing those funds to maximize growth potential is one strategy that may be used. Additionally, any funds invested must be FDIC-insured, collateralized or otherwise insured for their full value – no speculative investments or real estate, other than owned for day-to-day business. The entire investment portfolio shall be diversified in terms of types of financial instruments and varied/staggered dates of maturity so as to eliminate risk of loss and strengthen liquidity for possible re-investment or use. Additionally, on an annual basis, the Board will review the nature and purpose of all investments and re-evaluate them.

Diversification

Except for monies set aside for operating expenses, the Board may invest in any of the following types of investment instruments:

- 1) Interest bearing savings accounts; certificates of deposit, money market accounts and other investments constituting direct obligations of any bank that is FDIC or SIPC insured.
- 2) Direct obligations of the federal government and any agencies thereof with maturities of (1) one year or less;
- 3) Illinois Funds;
- 4) Other municipal bond funds or funds presented in a ladder fashion with preset maturity dates utilizing either a roll-over, roll-into, or ‘cash-out’ option.
- 5) Some stock funds and mutual funds may be considered as options if they are easily convertible to cash and do not carry high agent fees.
- 6) Investments shall be made with the judgment and care under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own investment assets considering the probable preservation of capital as well as the potential income. This ‘prudent person’ standard shall be used by the Executive Director and the Board in all investment decisions for the Library.

Internal Controls and Reporting

Working with the Business Manager and the Auditors, the Executive Director shall establish a system of internal controls, documented in writing, which will prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by authorized investment officers. Reporting and internal controls exist using different audit firms than our accounting firm and performing through annual audits. The Business Manager will complete having separate annual audits for regular financials and IMRF (or as required by ILCS or GASB). The Board will also carry comprehensive liability insurance and officers bonds for theft and mis-use of funds. The Executive Director will develop comprehensive procedures for financial review, reviewing all funds/budget at least twice (2x) per year.

Ethics and Conflicts of Interest

Authorized investment officers of the Library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the Library any material financial interests in financial institutions which conduct business with the Library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

Approved and adopted by the McHenry Public Library Board on _____

_____ yes _____ no _____ abstain

McHenry Public Library Job Description

Job Title: Page I

Reports To: ~~Page II~~ Department Manager

Date Created: April 18, 2015

Status: Part-time, Non-exempt

Date Revised: April 20, 2018

Summary:

Responsible for general order of library resources and assisting the department manager as needed.

Essential Duties and Responsibilities include the following:

Circulation/ILL

- ~~Pre-shelf, s~~Shelf, and ~~sort and shift~~ books and other library materials
- Empty bins and transfer material to Stage-carts for shelving
- Shelf reads and edges (straightens) the collections to maintain a neat and orderly appearance
- Routinely checks ~~shelved~~ items for condition, library ID labels, etc., (for needed repairs) if needed
- Retrieve items to fill holds and assist in material searches
- Assist in the daily opening/closing procedures
- Complete various "clean-up" duties during each shift as needed
- Provide customer service to patrons by greeting patrons in a professional, friendly manner and answering directional questions as needed
- Effectively uses library technology and equipment related to department functions & needs.
- Other duties may be assigned

TS

- Open boxes of newly received/ordered materials
- Check materials against invoice, shelve items to be processed
- Quality control – check items after processing has been completed before distribution to departments
- In ILS change status from "New" to new location
- Prepare newly received materials by adhering various jackets, ID labels, security strips and other secondary processing materials
- Clean, mend and repair any library materials
- ID to binders, including repairs to cases, book covers, jackets, etc.
- Inventory and order TS supplies
- Other duties may be assigned

Supervisory Responsibilities

None

Staff Values Translate into Service Excellence

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

Key Beliefs

- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
- Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

Qualifications

- Must be 16 years old or have a work permit
- Must meet the physical requirements of the position (able to lift, sort and shelve library material of various weights and sizes)
- Possesses effective communication skills and attention to detail.
- Computer experience a plus

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit/bend, stand, walk and reach with hands and arms. The employee will occasionally lift, push, or move (library material and/or equipment) up to 35 pounds and push booktrucks (carts) weighing loaded with material weighing up to 150 pounds. Due to safety precautions, will be required to wear close-toed shoes.

Work Environment

The noise level in the work environment is usually moderate.



Matthew Appgar file photo - mappgar@shawmedia.com

Parents and children fill the children's area at the Huntley Area Public Library on Feb. 8. The district will receive \$49,041.25 in grant funding from Secretary of State Jesse White.

McHENRY COUNTY

Statewide grant initiative awards funds to libraries

SUBMITTED REPORT

Illinois Secretary of State Jesse White has awarded Public Library Per Capita and Equalization Aid Grants totaling \$15.4 million to 630 public state libraries serving almost 12 million patrons.

"I am proud of the outstanding service Illinois' public libraries provide to our communities," White said. "Our libraries are the best and most reliable information resource available to citizens, and I am pleased to be able to provide these grants each year."

Local grants recipients are:

- Algonquin Area Public Library District - \$51,011.25
- Antioch Public Library District - \$32,638.75
- Cary Area Public Library District - \$35,306.25
- Crystal Lake Public Library - \$50,928.75
- Harvard Diggins Library - \$11,808.75
- Huntley Area Public Library District - \$49,041.25
- Johnsburg Public Library District - \$15,526.25
- Marengo-Union Library District - \$17,416.25
- McHenry Public Library District - \$52,528.75

• Rural Woodstock Public Library District - \$15,767.5

Some of the valuable services public libraries provide include free internet access; books; magazines; newspapers; CDs and DVDs; audiobooks and eBooks; interlibrary loan service, reference services such as homework assistance; social media tools such as Facebook and Twitter; after-school and summer programming for children; book clubs where patrons read and discuss books; multicultural programming and translation services; special programs and services for senior citizens, such as tax return assistance and demonstrations on how to use computers and email; voter registration and organ/tissue donor drives; and meeting rooms for important community events.

Per Capita Grant funding is authorized under Illinois library law for public libraries, which allows resources for expenses such as materials, personnel, equipment, electronic access, telecommunications and technology.

Equalization Aid Grants help qualifying public libraries with a low library tax base ensure a minimum level of funding for library services.

For information, visit www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html.

Everyone's Answer
Your Mom
Win Mom a
FREE CUSTOM PENDANT
for Mother's Day

Attention kids... the artisans at Dalzell's will hand-craft a custom pendant designed by the lucky winner of this contest. Simply draw your vision of the perfect pendant for your Mom and bring it into the store or have your parents post it to our Facebook page by May 2nd for a chance to win a custom pendant for Mom!

Dalzell Jew

41 North Williams St
Downtown Crystal Lake
(parking in rear)
815.455.3600
dalzelljewelers.com



Design a Pendant for Mother's Day Contest

Name _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

Complete the information on this form, attach your complete pendant drawing on a 3x5 inch sheet and bring it to the address shown below. One entry per person. Winner will be notified by telephone and announce media. No purchase is necessary. Winner will be responsible for any taxes with the prize. Employees of Shaw Newspapers, Dalzell & Co. and the not eligible to enter. Questions call: (815) 455-3600. Entries must be at Dalzell Jewelers, 41 N. Williams St., Crystal Lake, IL 60014. Prizes will be May 12, 2018. Any original artwork not picked up by May 31, 2018.

Plan It 10

10 THINGS TO DO IN & AROUND McHENRY COUNTY



GREENROOM IMPROV SHOW

WHEN: 7 p.m. May 12
WHERE: Cosman Theater, 12015 Mill St., Huntley
COST and INFO: GreenRoom takes audience suggestions and true-life audience stories and turns them into hilarious theatre pieces right before your eyes. Their shows include competing teams, improvised songs, audience members onstage, tons of energy and an unforgettable performance. Tickets: \$15 adults, \$12 seniors and students available only at the door. Information: 815-433-1111 or www.greenroomimprov.com.

PLANTS AND BLOOMS IN THE PRAIRIE

WHEN: 9 a.m. to 4 p.m. May 11-13
WHERE: House of Seven Gables, 10308 N. Route 14, Huntley
COST and INFO: Hosted by Steel Heart, Ltd. Shop for plants and home accessories, rare trees, plants and more at the House of Seven Gables; said to be part of the Underground Railroad. Free admission. Information: 815-433-3465 or www.steelheartltd.com/pages/upcoming-events.

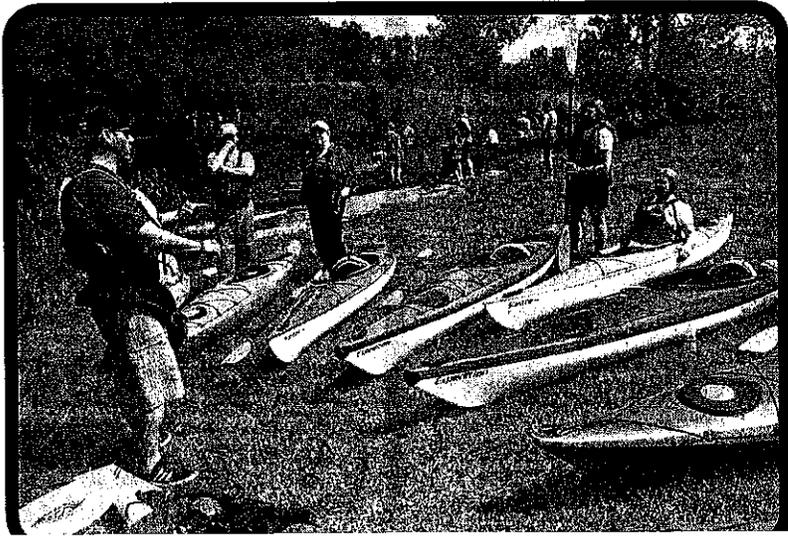
FREE MOVIES AT YOUR LIBRARY – “DUNKIRK”

WHEN: 1 to 3 p.m. May 13
WHERE: McHenry Public Library, 809 Front St., Huntley
COST and INFO: A World War II thriller about the evacuation of Dunkirk, France. Rated PG-13. No registration needed. Free. Information: 815-385-0036 or www.mchenrylibrary.org.



ADVENTURE IN THE PARK

WHEN: 10 a.m. to 4 p.m. May 12
WHERE: The Hollows Conservation Area, 10308 N. Route 14, Cary
COST and INFO: McHenry County Conservation District invites the public to Lake Atwood and discover the joy of canoeing, kayaking and stand up paddle boarding. There will also be instructional clinics and opportunity to build your own water crafts. Free admission. There will be a \$5 fee per person for all activities and/or to test water crafts. Information: 815-479-5779 or www.mchenryconservationdistrict.org.



RITA RUDNER

WHEN: 8 to 10 p.m. May 11
WHERE: Raue Center for the Performing Arts, 100 Williams St., Crystal Lake
COST and INFO: A housewife favorite in Las Vegas, Rita Rudner is known for her epigrammatic wit. With the longest-running comedy show in the history of Las Vegas, Rita Rudner has been named Las Vegas "Comedian of the Year" nine times. Tickets start at \$35. Ticket information: 815-356-9212 or rauecenter.org/upcoming-rita-rudner/.

Church to host annual rummage sale April 19-21

Cary United Methodist Church will host its annual Rummage Sale from 9 a.m. to 7 p.m. April 19, from 9 a.m. to 4 p.m. April 20 and from 9 a.m. to noon April 21 at the church, 500 N. First St., Cary. Saturday will feature a Brown Bag Sale; fill one bag for \$3 or two bags for \$5, and items too large for the bag will be half-price.

The church is accepting donations of gently used items for the sale from 3 to 5 p.m. April 15 and from 9 a.m. to 7 p.m. April 16 and 17. The rummage sale is sponsored by Cary United Methodist Women. Proceeds will benefit UMW Mission Giving and the Cary UMC Kitchen Fund.

2018 Community Cleanup Day set for April 21

The community is invited to participate in the 2018 Community Clean Up Day, which will be from 8:30 a.m. to 1 p.m. April 21 at McCormick Park, 427 W. Virginia St., Crystal Lake.

On site will be a shredding truck, electronic recycling, prescription drug take back and shoe recycling. Those interested can drop off used motor oil and tires at Douglas Automotive, 123 E. Virginia Road, Crystal Lake.

Also planned are games and activities, and free breakfast and lunch for all volunteers. The event will go on rain or shine, so dress for the weather. Children are welcome if accompanied by an adult.

COMMUNITY CALENDAR

April 16

• 8:30 to 9 a.m. – **Walk With Ease**, Walmart, 21101 McGuire Road, Harvard. Hosted by the Harvard Community Senior Center. Meet by the pharmacy. Free. Information: 815-943-2740.

• 9 a.m. – **Fox Hills Music Teachers Association monthly meeting**, First Congregational Church, 461 Pierson St., Crystal Lake. Program:

“Sonata/Sonatina Festival in Review.” Information: 815-814-3736 or www.foxhillsmta.org.

• 2 to 3 p.m. – **Yoga**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Cost: \$2 for members, \$3 for nonmembers. Information: 815-943-2740.

• 3:30 to 4:30 p.m. – **Keep Calm and Relax On**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Learn techniques to de-stress and create a calming nebula jar. Open to youth in grades six to 12. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 6 to 7 p.m. – **DIY: Reusable Produce Bags**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Celebrate Earth Week by bringing

a clean used T-shirt and turn it into a reusable produce bag. For ages 16 and older. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 7 to 8:30 p.m. – **Classic Literature Book Discussion Group**, McHenry Public Library, 809 Front St., McHenry. “Bleak House” by Charles Dickens. For ages 18 and older. Drop-in program. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:30 p.m. – **Intro to Veganism**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Topics include “why vegan?”, “pantry staples,” “recipe resources” and “reading labels.” Information: 815-459-1687 or www.clpl.org.

COMMUNITY CALENDAR

April 23

• 8:30 to 9 a.m. – **Walk With Ease**, Walmart, 21101 McGuire Road, Harvard. Hosted by the Harvard Community Senior Center. Meet by the pharmacy. Free. Information: 815-943-2740.

• 2 to 3 p.m. – **Yoga**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Cost: \$2 for members, \$3 for nonmembers. Information: 815-943-2740.

• 3:45 to 5:15 p.m. – **Drop-in Lego construction**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For ages 4 and older. Free. Information: 815-459-1687 or www.clpl.org.

• 6 to 7 p.m. – **The Real Costs of Home Ownership**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Presented by the Consumer Credit Counseling Service. Registration required. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 6:30 to 7:45 p.m. – **Book Club Sampler**, General Store, 4409 Greenwood Road, Greenwood. “Before We Were Yours” by Linda Wingate. Hosted by the Woodstock Public

Library. Information: 815-338-0542 or www.woodstockpubliclibrary.org.

• 6:30 to 8 p.m. – **Credit Education Workshop**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Presented by Illinois State Comptroller’s Office. Free. Information: 815-459-1687 or www.clpl.org.

• 6 to 8 p.m. – **Audition for “August: Osage County,”** McHenry County College, 8900 Route 14, Crystal Lake. Continues 6 to 8 p.m. April 24. The play, by Tracy Letts, is winner of the 2008 Pulitzer Prize and Tony Award. The story is a saga of an Oklahoma clan in a state of near-apocalyptic meltdown. Roles available for seven women and six men. Those auditioning should prepare a one- to two-minute dramatic monologue. No appointments necessary. Callbacks 6 to 10 p.m. April 26. Play runs June 8 through 24. Information: Jay Geller, 815-455-8746 or jgeller@mchenry.edu.

• 7 to 8 p.m. – **Raising Illinois Queen Bees**, McHenry Public Library, 809 Front St., McHenry. Join apiarist Larry Kregel to discuss Illinois beekeeping. Part of the library’s celebration of Illinois’ bicentennial. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

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

Program to look at the life, career of actress Betty White

McHenry County College will host

• Continued from page 14

• 7 to 8 p.m. – **Illinois Bird Watching: A Bicentennial Program**, McHenry Public Library, 809 Front St., McHenry. Led by McHenry County Audubon Society members. Part of the library’s Illinois Bicentennial celebration. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:30 p.m. – **From the Statehouse to the Big House**, “Ilinois a. d. i. t. i. o. n. – d. i. n. g. o.” Klaus Senior Center, 441 W. Main St., Cary. Free. Information: 847-639-8118 or www.carypark.com.

• 2 to 3 p.m. – **Mom & Me Tea**, McHenry Public Library, 809 Front St., McHenry. An afternoon of tea and stories featuring moms and create a special gift for mom. Tea, lemonade, and cookies will be served. For ages 2 to 4 with adult. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 5 to 7 p.m. – **Annual pasta dinner fundraiser**, Huntley High School, 13719 Harmony Road, Huntley. Hosted by the Sun City Huntley

COMMUNITY CALENDAR

May 3

• 9 a.m. to 4 p.m. – **Spring Garage Sale Fundraiser**, Algonquin Township Highway Department, 3702 Route 14, Crystal Lake. Hosted by the Environmental Defenders of McHenry County. Information: 815-338-0393.

• 9 a.m. to 5 p.m. – **Spring Rummage Sale**, Harvard Trinity Evangelical Lutheran Church, 504 E. Diggins St., Harvard. Each day will feature a \$2 bag sale and \$5 bag sale. Information: 815-973-7433.

• 10 to 11:30 a.m. – **Memory Café**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Social gathering for people memory issues and their care partners. Co-hosted by Family Alliance. Registration required. Information: 815-459-1687 or www.clpl.org.

• 3:30 to 5 p.m. – **Drop-in Art Frenzy: Tissue Paper Balloon Bunch**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For grades three to eight. Information: 815-459-1687 or www.clpl.org.

• 4:30 to 5:30 p.m. – **Chat 'n Chew Tween Book Group**, Jimano's Pizza, 366 Bank Drive, McHenry. Bring a mystery book to share with the group. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6:30 to 8:45 p.m. – **Movies Set in Illinois: "Wayne's World,"** Woodstock Public Library, 414 W. Judd St., Woodstock. Information: www.woodstockpubliclibrary.org.

• 7 to 8:30 p.m. – **Mystery Book Discussion Group**, McHenry Public Library, 809 Front St., McHenry. Read and discuss "Tamarack County" by William Kent Krueger. For ages 18 and older. No registration needed. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 9 p.m. – **Dirty Deeds: Worm Composting**, Prairieview Education Center, 2112 Behan Road, Crystal Lake. Learn how to compost year-round in the home or garage using worms. For adults age 14 and older. Registration required. Cost: free for county residents and \$5 for nonresidents. Information: www.mccdistrct.org.

• 7 to 8:15 p.m. – **Mushroom Mission**, McHenry County College, 8900 Route 14, Crystal Lake. Explore the world of mushrooms with Andy Andresky and Kurt Thornberry. Cost: \$45. Use course code **NCU 594 007**. Information: 815-455-8717 or www.mchenry.edu.

• 7 to 8:30 p.m. – **Prohibition: The 18th Amendment**, McHenry Public Library, 809 Front St., McHenry. Presented by professor Gary Midkiff. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 9 p.m. – **Sue Daurio presents "Quilt Finishes,"** Shepherd of the Hills Lutheran Church, 404 N. Green St., McHenry. Cost: guests \$5, or join the guild for \$25 annually. Information: 815-383-5657 or www.mchenry-quilters.org.



...e staffs the Help Desk, a free telephone y of Illinois Extension McHenry County elp on garden-related questions can call it the Extension office at 1102 McConnell to 1 p.m. Monday to Thursday from May d Wednesday from September through n, visit web.extension.illinois.edu/state/

and Juleps dinner gala

...des a hotel, box seats to the Cubs rdinals game July 20, a \$200 Wrig- eld gift card, two tickets to see ilton" on July 21, a \$100 gift card nch/brunch at Cindy's Rooftop, \$500 Visa gift card. The winner ot need to be present to win. r information, call 815-653-9374 it <http://mainstay.gesture.com>. eds from the event help support onprofit's services, including eptic horsemanship and riding, e and animal assisted learning daptive garden programs.

Friends of the McHenry Public Library to host used book sale

NORTHWEST HERALD

MCHENRY—The Friends of the McHenry Public Library are busy sorting books for their Spring Used Book Sale from 9 a.m. to 5 p.m. May 19 and noon to 4 p.m. May 20.

The sale will feature thousands of hardcover and paperback books, audio/visual items and more. Sunday will be a \$5 bag sale. Patrons will be charged a \$10 fee to bring in scanners at all sales.

For members who join by April 30, there will be a special friends members' pre-sale from 6 to 8 p.m. May 18.

The sale will take place in the warehouse at the library, located on Route 31, north of Lillian Street. Park in the north lot and use Entrance B toward the rear of the building.

Proceeds from the sale help fund programs and projects that benefit the library's patrons.

The public is invited to attend meetings, except the May 17 members-only meeting.

If you're interested in joining the Friends or helping sort for the upcoming book sale, email the Friends at mpfriends@mchenrylibrary.org or call the library at 815-385-0036; ask for Bill.

• RIVERSIDE

Continued from page 5

Newspaper accounts from Gans' son, Frank J. Gans, recalled whiskey arriving in 50-gallon kegs and carloads of coal — all of which were carted down to the basement. That also is where guests played illegal slot machines.

Records are sketchy, but it appears Gans sold the building 18 years later to Fred Justen.

The building became known as Justen's Hotel, before going through a series of owners. Jay and Judy Bomberg, Highland Park transplants who are building a house in Wauconda, bought the building from Dick and Carol Buchert, with the help of the Community Investment Corporation of Chicago. Jay, a retired hospital administrator and former housing commissioner in Highland Park, immediately set about making exterior repairs.

"We're trying to stay true to some of the facts and harken back to the old building," Bomberg said. "The building is not going anywhere for another 100 years. It is stabilized."

Bomberg literally uncovered a 1937 Electrolux vacuum and a set of blueprints in a walled-over closet in what was the maid's linen room. He also found a 1900-era, cast-iron Round Oak stove.

Bomberg said he's already sunk more than \$200,000 into the building, including installation of a security system, tuckpointing and staining the exterior brick. Additions have been cobbled onto the outside over the years, creating a total of 41 units — 13 of

them one-bedroom furnished apartments with an idyllic view of the Fox River, that rent for an affordable \$910 a month. The remainder are a mix of the original sleeping rooms, efficiencies and one-bedrooms in the original hotel.

The Cleveland native said it is difficult to say at this point how the project will evolve as he learns about McHenry and city officials learn about him. However, he sees potential. And he likes the fact that this project — arguably more than any of the 800 living units he once owned and managed in several buildings around Chicago — capitalizes on his skill set.

"I feel like all of the dots got connected when I started working on this," he said. "It ties together my master's [degree] in public health and work in hospitals, my working as a housing commissioner and my private work of developing residential properties."

Bomberg's latest project is the 1889 McBride Building on Douglas Avenue in Elgin's Historic District. But first thing's first.

"There has been such a nice groundswell of support from the business community," Bomberg said of McHenry. "The people are engaged and interested. The Foxhole restaurant is popular. The apartments are safe, affordable and clean."

Museum admission to the May 4 opening is free. Wine tasting packages will be for sale at the door. Pick up a 2018 program and learn about the exciting exhibit renovation of Eckert Hall planned for later this year.

Kurt Begalka is the administrator for the McHenry County Historical Society.



RESE TO C WON

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MAY

Boulder Ridge

A welcome opportunity ceremony. 2018 Women with an opportunity Registration

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Presenting Sponsor

THE COMMUNITY FOUNDATION FOR MCHENRY COUNTY AN AFFILIATE OF THE CHICAGO COMMUNITY