



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

**Tuesday, December 11, 2018
McHenry County Club
(Immediately after dinner, about 7pm)**

Agenda

I. CALL TO ORDER – Bradley Schubert, President

II. ROLL CALL – Monica Leccese, Secretary

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. CONSENT AGENDA FOR THIS MEETING (Action)

SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the November 20, 2018 Special Board Meeting.

TREASURER'S REPORT – Delphine Grala, Treasurer

- Monthly Financial Statements and Interim Check Report through November 21, 2018 and Invoice Reports for October/November 2018
- Additional Invoices (distributed night of meeting)
- Petty Cash and Credit Card Reports

VII. COMMUNICATIONS

- B. Edminster to Member Organizations of Character Counts! Coalition

VIII. LIBRARIAN'S REPORT

IX. EXECUTIVE SESSION

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

X. OLD BUSINESS

1. None

XI. NEW BUSINESS

1. Reference/Reader's Advisor policy **(Discussion/Approval)** (for FY2018-19 Per Capita)
2. Review of Trustee Handbook (for FY2018-19 Per Capita)



McHENRY PUBLIC
LIBRARY DISTRICT

WISDOM • KNOWLEDGE • DREAMS

809 Front St., McHenry, IL 60050 (815) 385-0036

3. Discussion about Strategic plan/planning and Succession planning (**Discussion**)
4. CE presentation by J. Scholtz on topic of Serving the Public – Access by Special Needs Persons and Diversity Training (to meet requirements of FY2018-19 Per Capita Grant. (2 of 3 sessions).

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

XIII. ADJOURNMENT

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

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING

Date: November 20, 2018

Time: 5:00 P.M.

Location: Library Board Meeting Room

I. Call to Order:

President Schubert called the meeting to order at 5:20 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Jackie Fogleman, Delphine Grala, Charles Reilly, Bradley Schubert

Members Absent: Margaret Carey, Monica Leccese, Jill Stone

Also Present: James Scholtz, Executive Director

Bill Edminster, Assistant Director

Patti Torgersen, Business Manager

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Schubert appointed Fogleman as Secretary pro tem.

V. Public Comment and Recognition of Visitors

None

VI. Treasurer's Report – Delphine Grala, Treasurer

Corrected Monthly Financial Statements and Interim Check Report through October 31, 2018 and Invoice Reports for October/November 2018 (if needed)

Additional Invoices (distributed night of meeting)

Petty Cash and Credit Card Reports

Grala reported that she and Torgersen discussed the financial documents before the meeting.

Grala explained that the negative amount for property taxes resulted from a duplicate entry the previous month, which required deducting a larger amount than was received. Torgersen explained that before the last Board packet deadline, TriNet and QuickBooks were not working well together so that there was not enough time for Scholtz, Torgersen, and the accountant to review the financials for errors, such as a header that needed to be changed manually. Torgersen explained that QuickBooks Online will replace our old software version by the December 2018 meeting.

Scholtz explained that Turning Point received the proceeds of the half-price fines event in November. He also pointed out that now that Polaris automatically renews items, the proceeds were lower than usual.

Reilly moved and Grala seconded a motion to approve the Corrected Monthly Financial Statements and Interim Check Report through October 31, 2018, the Invoice Reports for October/November 2018, additional Invoices, the Petty Cash and Credit Card Reports, and pay the bills.

Ayes: Fogleman, Grala, Reilly, Schubert

Nays: None

Abstain: None

Absent: Carey, Leccese, Stone

Motion Passed

VII. Communications

None

VIII. Librarian's Report

None

IX. Executive Session

None

X. Old Business

XI. New Business

1. Discussion of Board meeting dates for 2018-19

Scholtz stated that the change in meeting dates has caused problems without ensuring full attendance at meetings. He asked the Board to discuss changing back to the third Tuesday at its next meeting.

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

1. Stone distributed invitations for a holiday dinner for the day of the Board Meeting. She asked for RSVPs as soon as possible.
2. Scholtz distributed his self-evaluation to the Board members.
3. Scholtz spoke about a letter he had drafted to TriNet, saying the Library's attorney had looked at it.

XIII. Adjournment

Grala moved and Reilly seconded a motion to adjourn the meeting at 5:32 p.m.

Ayes: Fogleman, Grala, Reilly, Schubert

Nays: None

Abstain: None

Absent: Carey, Leccese, Stone

Motion Passed

Respectfully Submitted,

Jackie Fogleman, Secretary pro tem

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

November 30, 2018

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

5:14 PM
12/07/2018
Cash Basis
Nov 30, 18

ASSETS

Current Assets

Checking/Savings

1060 · First Midwest Bank-Money Market	
1060100 · MM - General - First Midwest	1,139,392.02
1060200 · MM - Spec Reserve-First Midwest	1,458,335.42
1060300 · MM - Grant & Gift-First Midwest	453,661.93
Total 1060 · First Midwest Bank-Money Market	3,051,389.37
1070100 · HSA/Building - First Midwest	234,491.66
1615100 · General Account - First Midwest	117,627.15
1625100 · Payroll Account - First Midwest	140,361.21
1635100 · Imprest Account - First Midwest	2,439.51
1045100 · PROPAY	5,382.56

Total Checking/Savings	3,551,691.46
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Other Current Assets

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

Total Other Current Assets	550,800.00
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Total Current Assets	4,102,491.46
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TOTAL ASSETS	4,102,491.46
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2500100 · Due to Special Reserve Fund	550,000.00
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Total Other Current Liabilities	550,000.00
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Total Current Liabilities	550,000.00
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Total Liabilities	550,000.00
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Equity

3010100 · Fund Balance - General	1,361,167.56
3010200 · Fund Balance - Special Reserve	1,807,615.80
3010300 · Fund Balance - Grants & Gifts	417,289.60
Net Income	(33,581.50)

Total Equity	3,552,491.46
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TOTAL LIABILITIES & EQUITY	4,102,491.46
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Statement of Revenues and Expenditures by Class

July through November 2018

5:27 PM

12/07/2018

Cash Basis

	100 General Fund	Special Reserve	Grant and Gift F	TOTAL
Income				
6010100 · Property Taxes	1,474,320.09	0.00	0.00	1,474,320.09
6030100 · Interest Income - General	207.51	0.00	0.00	207.51
6030200 · Interest Income - Spec Reserve	0.00	250.67	0.00	250.67
6030300 · Interest Income - Grant & Gifts	0.00	0.00	75.65	75.65
6035100 · Dividends	105.00	0.00	0.00	105.00
6040100 · Nonresident/Enhanced Cards	524.22	0.00	0.00	524.22
6050100 · Fines	5,896.26	0.00	0.00	5,896.26
6060100 · Photocopier & Fax Income	5,784.33	0.00	0.00	5,784.33
6070300 · General Fund Gifts	10.71	0.00	6,533.92	6,544.63
6090100 · Annexation Impact Fees	12,560.00	0.00	0.00	12,560.00
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	0.00	0.00	4,202.36
6110100 · Program Fees/Misc Fees	160.00	0.00	0.00	160.00
6120100 · Meeting Room Fees	326.00	0.00	0.00	326.00
6130100 · Misc Income -General(Sales/Fees)	1,448.90	0.00	0.00	1,448.90
6150100 · Lost & Damaged Materials	2,788.86	0.00	0.00	2,788.86
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
Total Income	1,508,334.24	250.67	59,138.32	1,567,723.23
Gross Profit	1,508,334.24	250.67	59,138.32	1,567,723.23
Expense				
8010100 · Adult Books	21,393.34	0.00	0.00	21,393.34
8020100 · Youth Books	17,647.70	0.00	0.00	17,647.70
8025100 · Professional Resources	132.49	0.00	4,445.28	4,577.77
8030100 · Magazines & Newspapers	11,667.96	0.00	0.00	11,667.96
8040300 · Operating Fund Gifts	1,500.00	0.00	11,329.15	12,829.15
8050100 · Adult AV Materials	14,662.41	0.00	0.00	14,662.41
8060100 · Youth AV Materials	3,464.27	0.00	0.00	3,464.27
8080100 · Video Games	8,214.52	0.00	0.00	8,214.52
8090100 · eBook & eMagazine Services	23,511.91	0.00	0.00	23,511.91
8095100 · Electronic Subscriptions	15,516.99	0.00	0.00	15,516.99
8110100 · Bank Service Charges	171.83	0.00	0.00	171.83
8120100 · Library Supplies	4,112.91	0.00	0.00	4,112.91
8130100 · Tech Services Supplies	18,373.15	0.00	0.00	18,373.15
8140100 · Adult Programs & Supplies	6,483.94	0.00	0.00	6,483.94
8145100 · Circulation Supplies	180.60	0.00	0.00	180.60
8147100 · Summer Reading Club	2,138.49	0.00	0.00	2,138.49
8150100 · Youth Programs & Supplies	10,978.02	0.00	0.00	10,978.02
8245100 · Comp/OfcEqp/CopierRepairs/Contr	126,511.44	0.00	0.00	126,511.44
8260100 · Misc Contracted Services	145.00	0.00	0.00	145.00
8270100 · Finance/Late Fee Charges	96.74	0.00	0.00	96.74
8310100 · CCS & Polaris Expenses	33,077.80	0.00	0.00	33,077.80
8320100 · Network Expenses	11,363.76	0.00	0.00	11,363.76
8410100 · Payroll Exp, Acctg & Audit Serv	4,402.00	0.00	0.00	4,402.00
8420100 · Legal Services	1,809.50	0.00	0.00	1,809.50
8430100 · Automation & Misc Consultants	600.00	0.00	0.00	600.00
8440100 · In Service Honorarium	209.46	0.00	0.00	209.46

	100 General Fund	Special Reserve	Grant and Gift F	TOTAL
8510100 · Printing	10,583.17	0.00	0.00	10,583.17
8540100 · Postage	4,526.54	0.00	11.65	4,538.19
8550100 · Public Relations/Promotions	3,720.96	0.00	0.00	3,720.96
8610100 · Electricity	6,615.18	0.00	0.00	6,615.18
8620100 · Gas	407.28	0.00	0.00	407.28
8630100 · Telephone & Internet Services	3,883.74	0.00	0.00	3,883.74
8640100 · Water & Sewer	3,135.24	0.00	0.00	3,135.24
8720100 · Building/Auto Insurance	14,910.00	0.00	0.00	14,910.00
8730100 · Bonding & Officers Liability	3,960.00	0.00	0.00	3,960.00
8740100 · Building & Grounds	28,656.06	0.00	0.00	28,656.06
8760100 · Hospitality	4,148.78	0.00	0.00	4,148.78
8770100 · Interlibrary Loan Fees & Losses	108.91	0.00	0.00	108.91
8795100 · Miscellaneous (FH)	1,389.05	0.00	0.00	1,389.05
8800311 · Adult Materials - PER CAPITA	527.79	0.00	6,210.72	6,738.51
8800321 · Youth Materials - PER CAPITA	0.00	0.00	466.70	466.70
8800331 · Staff Software - PER CAPITA	0.00	0.00	302.49	302.49
8910100 · Salaries	743,925.59	0.00	0.00	743,925.59
8920100 · FICA/Medicare	50,939.06	0.00	0.00	50,939.06
8925100 · Other Payroll Taxes	14,762.76	0.00	0.00	14,762.76
8930100 · IMRF	70,136.37	0.00	0.00	70,136.37
8940100 · Health & Life Insurance	240,850.23	0.00	0.00	240,850.23
8950100 · Tuition Reimbursement	2,029.50	0.00	0.00	2,029.50
8960100 · Memberships & Dues	1,251.53	0.00	0.00	1,251.53
8970100 · Travel	3,643.10	0.00	0.00	3,643.10
8980100 · Meetings & Training	1,063.40	0.00	0.00	1,063.40
9060100 · Library Furnishings	123.79	0.00	0.00	123.79
9090100 · Additional Capital Projects	13,043.56	0.00	0.00	13,043.56
Total Expense	1,566,707.82	0.00	22,765.99	1,589,473.81
Net Income	(58,373.58)	250.67	36,372.33	(21,750.58)

Statement of Revenues and Expenditures Budget vs. Actual

July through November 2018

12/07/2018

Cash Basis

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,474,320.09	3,180,655.42	(1,706,335.33)	46.35%
6030100 · Interest Income - General	207.51	5,000.00	(4,792.49)	4.15%
6030200 · Interest Income - Spec Reserve	250.67	0.00	250.67	100.0%
6030300 · Interest Income - Grant & Gifts	75.65	0.00	75.65	100.0%
6035100 · Dividends	105.00	500.00	(395.00)	21.0%
6040100 · Nonresident/Enhanced Cards	524.22	1,000.00	(475.78)	52.42%
6050100 · Fines	5,896.26	47,000.00	(41,103.74)	12.55%
6055100 · Referral/Collection Fees	0.00	1,000.00	(1,000.00)	0.0%
6060100 · Photocopier & Fax Income	5,784.33	20,000.00	(14,215.67)	28.92%
6070300 · General Fund Gifts	6,544.63	0.00	6,544.63	100.0%
6090100 · Annexation Impact Fees	12,560.00	1,000.00	11,560.00	1,256.0%
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	13,500.00	(9,297.64)	31.13%
6110100 · Program Fees/Misc Fees	160.00	4,200.00	(4,040.00)	3.81%
6120100 · Meeting Room Fees	326.00	1,000.00	(674.00)	32.6%
6130100 · Misc Incom -General(Sales/Fees)	1,448.90	15,000.00	(13,551.10)	9.66%
6150100 · Lost & Damged Materials	2,788.86	5,000.00	(2,211.14)	55.78%
6170300 · Per Capita Grant	52,528.75			
Total Income	1,567,723.23	3,294,855.42	(1,727,132.19)	47.58%
Gross Profit	1,567,723.23	3,294,855.42	(1,727,132.19)	47.58%
Expense				
8010100 · Adult Books	21,393.34	91,500.00	(70,106.66)	23.38%
8020100 · Youth Books	17,647.70	59,000.00	(41,352.30)	29.91%
8025100 · Professional Resources	4,577.77	5,500.00	(922.23)	83.23%
8028100 · Administrative Resources (GA)	0.00	6,000.00	(6,000.00)	0.0%
8030100 · Magazines & Newspapers	11,667.96	15,500.00	(3,832.04)	75.28%
8040300 · Operating Fund Gifts	12,829.15	0.00	12,829.15	100.0%
8050100 · Adult AV Materials	14,662.41	45,000.00	(30,337.59)	32.58%
8060100 · Youth AV Materials	3,464.27	15,000.00	(11,535.73)	23.1%
8080100 · Video Games	8,214.52	11,000.00	(2,785.48)	74.68%
8090100 · eBook & eMagazine Services	23,511.91	64,000.00	(40,488.09)	36.74%
8095100 · Electronic Subscriptions	15,516.99	80,000.00	(64,483.01)	19.4%
8110100 · Bank Service Charges	171.83	200.00	(28.17)	85.92%
8120100 · Library Supplies	4,112.91	10,000.00	(5,887.09)	41.13%
8130100 · Tech Services Supplies	18,373.15	40,000.00	(21,626.85)	45.93%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	6,483.94	17,500.00	(11,016.06)	37.05%
8145100 · Circulation Supplies	180.60	25,000.00	(24,819.40)	0.72%
8147100 · Summer Reading Club	2,138.49	7,000.00	(4,861.51)	30.55%
8150100 · Youth Programs & Supplies	10,978.02	21,500.00	(10,521.98)	51.06%
8215100 · Collection Agency Fees	0.00	1,500.00	(1,500.00)	0.0%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	126,511.44	59,000.00	67,511.44	214.43%
8260100 · Misc Contracted Services	145.00	8,000.00	(7,855.00)	1.81%
8270100 · Finance/Late Fee Charges	96.74	500.00	(403.26)	19.35%
8310100 · CCS & Polaris Expenses	33,077.80	75,000.00	(41,922.20)	44.1%
8320100 · Network Expenses	11,363.76	30,000.00	(18,636.24)	37.88%
8330100 · OCLC Services (cataloging)	0.00	16,000.00	(16,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	4,402.00	78,500.00	(74,098.00)	5.61%

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	1,809.50	4,700.00	(2,890.50)	38.5%
8430100 · Automation & Misc Consultants	600.00	20,000.00	(19,400.00)	3.0%
8440100 · In Service Honorarium	209.46	1,000.00	(790.54)	20.95%
8510100 · Printing	10,583.17	30,000.00	(19,416.83)	35.28%
8530100 · Public Notices & Ads	0.00	3,000.00	(3,000.00)	0.0%
8540100 · Postage	4,538.19	15,000.00	(10,461.81)	30.26%
8550100 · Public Relations/Promotions	3,720.96	7,000.00	(3,279.04)	53.16%
8610100 · Electricity	6,615.18	25,000.00	(18,384.82)	26.46%
8620100 · Gas	407.28	4,500.00	(4,092.72)	9.05%
8630100 · Telephone & Internet Services	3,883.74	14,000.00	(10,116.26)	27.74%
8640100 · Water & Sewer	3,135.24	6,800.00	(3,664.76)	46.11%
8720100 · Building/Auto Insurance	14,910.00	33,000.00	(18,090.00)	45.18%
8730100 · Bonding & Officers Liability	3,960.00	5,500.00	(1,540.00)	72.0%
8740100 · Building & Grounds	28,656.06	54,000.00	(25,343.94)	53.07%
8760100 · Hospitality	4,148.78	10,000.00	(5,851.22)	41.49%
8770100 · Interlibrary Loan Fees & Losses	108.91	700.00	(591.09)	15.56%
8795100 · Miscellaneous (FH)	1,389.05	4,000.00	(2,610.95)	34.73%
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	6,738.51	0.00	6,738.51	100.0%
8800321 · Youth Materials - PER CAPITA	466.70	0.00	466.70	100.0%
8800331 · Staff Software - PER CAPITA	302.49			
8910100 · Salaries	743,925.59	1,840,000.00	(1,096,074.41)	40.43%
8920100 · FICA/Medicare	50,939.06	148,000.00	(97,060.94)	34.42%
8925100 · Other Payroll Taxes	14,762.76			
8930100 · IMRF	70,136.37	205,000.00	(134,863.63)	34.21%
8940100 · Health & Life Insurance	240,850.23	290,000.00	(49,149.77)	83.05%
8950100 · Tuition Reimbursement	2,029.50	10,000.00	(7,970.50)	20.3%
8960100 · Memberships & Dues	1,251.53	8,000.00	(6,748.47)	15.64%
8970100 · Travel	3,643.10	11,000.00	(7,356.90)	33.12%
8980100 · Meetings & Training	1,063.40	6,000.00	(4,936.60)	17.72%
9050200 · Library District Act	0.00	375,000.00	(375,000.00)	0.0%
9060100 · Library Furnishings	123.79	48,000.00	(47,876.21)	0.26%
9070100 · Library Equipment	0.00	45,000.00	(45,000.00)	0.0%
9080100 · Small Equipment Under \$250	0.00	5,000.00	(5,000.00)	0.0%
9090100 · Additional Capital Projects	13,043.56	150,000.00	(136,956.44)	8.7%
Total Expense	1,589,473.81	4,194,228.34	(2,604,754.53)	37.9%
Net Income	(21,750.58)	(899,372.92)	877,622.34	2.42%

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2018 - November 30, 2018 - General Fund

5:19 PM

12/07/2018

Cash Basis

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,474,320.09	3,180,655.42	(1,706,335.33)	46.35%
6030100 · Interest Income - General	207.51	5,000.00	(4,792.49)	4.15%
6035100 · Dividends	105.00	500.00	(395.00)	21.0%
6040100 · Nonresident/Enhanced Cards	524.22	1,000.00	(475.78)	52.42%
6050100 · Fines	5,896.26	47,000.00	(41,103.74)	12.55%
6055100 · Referral/Collection Fees	0.00	1,000.00	(1,000.00)	0.0%
6060100 · Photocopier & Fax Income	5,784.33	20,000.00	(14,215.67)	28.92%
6070300 · General Fund Gifts	10.71			
6090100 · Annexation Impact Fees	12,560.00	1,000.00	11,560.00	1,256.0%
6105100 · Cobra/Retiree Insurance Pmts	4,202.36	13,500.00	(9,297.64)	31.13%
6110100 · Program Fees/Misc Fees	160.00	4,200.00	(4,040.00)	3.81%
6120100 · Meeting Room Fees	326.00	1,000.00	(674.00)	32.6%
6130100 · Misc Incom -General(Sales/Fees)	1,448.90	15,000.00	(13,551.10)	9.66%
6150100 · Lost & Damged Materials	2,788.86	5,000.00	(2,211.14)	55.78%
Total Income	1,508,334.24	3,294,855.42	(1,786,521.18)	45.78%
Gross Profit	1,508,334.24	3,294,855.42	(1,786,521.18)	45.78%
Expense				
8010100 · Adult Books	21,393.34	91,500.00	(70,106.66)	23.38%
8020100 · Youth Books	17,647.70	59,000.00	(41,352.30)	29.91%
8025100 · Professional Resources	132.49	5,500.00	(5,367.51)	2.41%
8028100 · Administrative Resources (GA)	0.00	6,000.00	(6,000.00)	0.0%
8030100 · Magazines & Newspapers	11,667.96	15,500.00	(3,832.04)	75.28%
8040300 · Operating Fund Gifts	1,500.00			
8050100 · Adult AV Materials	14,662.41	45,000.00	(30,337.59)	32.58%
8060100 · Youth AV Materials	3,464.27	15,000.00	(11,535.73)	23.1%
8080100 · Video Games	8,214.52	11,000.00	(2,785.48)	74.68%
8090100 · eBook & eMagazine Services	23,511.91	64,000.00	(40,488.09)	36.74%
8095100 · Electronic Subscriptions	15,516.99	80,000.00	(64,483.01)	19.4%
8110100 · Bank Service Charges	171.83	200.00	(28.17)	85.92%
8120100 · Library Supplies	4,112.91	10,000.00	(5,887.09)	41.13%
8130100 · Tech Services Supplies	18,373.15	40,000.00	(21,626.85)	45.93%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	6,483.94	17,500.00	(11,016.06)	37.05%
8145100 · Circulation Supplies	180.60	25,000.00	(24,819.40)	0.72%
8147100 · Summer Reading Club	2,138.49	7,000.00	(4,861.51)	30.55%
8150100 · Youth Programs & Supplies	10,978.02	21,500.00	(10,521.98)	51.06%
8215100 · Collection Agency Fees	0.00	1,500.00	(1,500.00)	0.0%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	126,511.44	59,000.00	67,511.44	214.43%
8260100 · Misc Contracted Services	145.00	8,000.00	(7,855.00)	1.81%
8270100 · Finance/Late Fee Charges	96.74	500.00	(403.26)	19.35%
8310100 · CCS & Polaris Expenses	33,077.80	75,000.00	(41,922.20)	44.1%
8320100 · Network Expenses	11,363.76	30,000.00	(18,636.24)	37.88%
8330100 · OCLC Services (cataloging)	0.00	16,000.00	(16,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	4,402.00	78,500.00	(74,098.00)	5.61%
8420100 · Legal Services	1,809.50	4,700.00	(2,890.50)	38.5%
8430100 · Automation & Misc Consultants	600.00	20,000.00	(19,400.00)	3.0%
8440100 · In Service Honorarium	209.46	1,000.00	(790.54)	20.95%
8510100 · Printing	10,583.17	30,000.00	(19,416.83)	35.28%
8530100 · Public Notices & Ads	0.00	3,000.00	(3,000.00)	0.0%
8540100 · Postage	4,526.54	15,000.00	(10,473.46)	30.18%
8550100 · Public Relations/Promotions	3,720.96	7,000.00	(3,279.04)	53.16%
8610100 · Electricity	6,615.18	25,000.00	(18,384.82)	26.46%

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
8620100 · Gas	407.28	4,500.00	(4,092.72)	9.05%
8630100 · Telephone & Internet Services	3,883.74	14,000.00	(10,116.26)	27.74%
8640100 · Water & Sewer	3,135.24	6,800.00	(3,664.76)	46.11%
8720100 · Building/Auto Insurance	14,910.00	33,000.00	(18,090.00)	45.18%
8730100 · Bonding & Officers Liability	3,960.00	5,500.00	(1,540.00)	72.0%
8740100 · Building & Grounds	28,656.06	54,000.00	(25,343.94)	53.07%
8760100 · Hospitality	4,148.78	10,000.00	(5,851.22)	41.49%
8770100 · Interlibrary Loan Fees & Losses	108.91	700.00	(591.09)	15.56%
8795100 · Miscellaneous (FH)	1,389.05	4,000.00	(2,610.95)	34.73%
8800311 · Adult Materials - PER CAPITA	527.79			
8910100 · Salaries	743,925.59	1,840,000.00	(1,096,074.41)	40.43%
8920100 · FICA/Medicare	50,939.06	148,000.00	(97,060.94)	34.42%
8925100 · Other Payroll Taxes	14,762.76			
8930100 · IMRF	70,136.37	205,000.00	(134,863.63)	34.21%
8940100 · Health & Life Insurance	240,850.23	290,000.00	(49,149.77)	83.05%
8950100 · Tuition Reimbursement	2,029.50	10,000.00	(7,970.50)	20.3%
8960100 · Memberships & Dues	1,251.53	8,000.00	(6,748.47)	15.64%
8970100 · Travel	3,643.10	11,000.00	(7,356.90)	33.12%
8980100 · Meetings & Training	1,063.40	6,000.00	(4,936.60)	17.72%
9050200 · Library District Act	0.00	375,000.00	(375,000.00)	0.0%
9060100 · Library Furnishings	123.79	48,000.00	(47,876.21)	0.26%
9070100 · Library Equipment	0.00	45,000.00	(45,000.00)	0.0%
9080100 · Small Equipment Under \$250	0.00	5,000.00	(5,000.00)	0.0%
9090100 · Additional Capital Projects	13,043.56	150,000.00	(136,956.44)	8.7%
Total Expense	1,566,707.82	4,161,600.00	(2,594,892.18)	37.65%
Net Income	(58,373.58)	(866,744.58)	808,371.00	6.74%

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2018 - November 30, 2018 - Grant and Gift Fund

5:33 PM

12/07/2018

Cash Basis

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Income				
6030300 · Interest Income - Grant & Gifts	75.65	0.00	75.65	100.0%
6070300 · General Fund Gifts	6,533.92	0.00	6,533.92	100.0%
6170300 · Per Capita Grant	52,528.75			
Total Income	59,138.32	0.00	59,138.32	100.0%
Gross Profit	59,138.32	0.00	59,138.32	100.0%
Expense				
8025100 · Professional Resources	4,445.28			
8040300 · Operating Fund Gifts	11,329.15	0.00	11,329.15	100.0%
8540100 · Postage	11.65			
8800300 · Per Capita Grant expense for FY	0.00	32,628.34	(32,628.34)	0.0%
8800311 · Adult Materials - PER CAPITA	6,210.72	0.00	6,210.72	100.0%
8800321 · Youth Materials - PER CAPITA	466.70	0.00	466.70	100.0%
8800331 · Staff Software - PER CAPITA	302.49			
Total Expense	22,765.99	32,628.34	(9,862.35)	69.77%
Net Income	36,372.33	(32,628.34)	69,000.67	(111.48%)

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2018 - November 30, 2018 - Special Reserve Fund

5:30 PM

12/07/2018

Cash Basis

	Jul - Nov 18	Budget	Over Budge	% of Budget
Income				
6030200 · Interest Income - Spec Reserve	250.67	0.00	250.67	100.0%
Total Income	250.67	0.00	250.67	100.0%
Gross Profit	250.67	0.00	250.67	100.0%
Net Income	250.67	0.00	250.67	100.0%



December 3, 2018

Dear Members and Supporters of the McHenry Area Character Counts! Coalition:

I am the Vice President of the McHenry Area Character Counts! Coalition and I've been nominated to be President. We were unable to hold elections in October because we did not have a quorum of the member organizations of Character Counts! The member organizations are the City of McHenry, the McHenry Police Department, District 156, District 15, the McHenry Township Fire Protection District, and the McHenry Public Library District.

The McHenry Area Character Counts! Coalition began as a way to support character education in the McHenry schools and community and it succeeded. The retiring president, Carl Vallianatos, was able to find ways to use the organization to support the schools in many ways related to character education. When our organization has a strong connection to and a clear mission in the schools in McHenry, the Coalition has a clear reason to exist. We had that clear mission when we began but we drifted for a while once character education was entrenched in the schools until Carl joined the group and found ways for us to support the schools.

The October meeting was intended to be the final meeting for Cindy Witt, the last remaining member who had gone through Character Counts! training over 15 years ago. At the time of the meeting, she had not been able to find a replacement representative from the City of McHenry.

At our October 2018 meeting, the attendees discussed the question and wondered whether the organization still has a purpose since the goal of teaching character has been achieved. We need the input of the heads of the member organizations whether in person or through their representatives to discuss whether the Coalition should be dissolved.

The one activity that CC! does that would need to be taken over by some other group is overseeing the local money that St Baldricks raises and distributes it among families affected by childhood cancer. The committee took the responsibility to avoid having the schools raise the money then decide who it went to without other public oversight. Having a neutral community organization make those decisions took it out of the hands of the fundraisers. A committee composed of representatives from the six member organizations could carry out that purpose if we dissolve the Coalition.

Please share this letter with your organization and discuss it before the December 13, 2018 meeting at the Recreation Center at 11 a.m. where we will discuss whether the Coalition should continue.

Sincerely,

Bill Edminster

Bill Edminster, Assistant Director, McHenry Public Library
Vice President, Character Counts! Coalition

McHenry Public Library District

LIBRARIAN'S REPORT

December 2018

Administration

- B. Edminster attended the In-Service Committee meeting, 11/15
- B. Edminster led the Classic Book Discussion of ***Crime and Punishment*** by Fyodor Dostoevsky, 11/19.
- B. Edminster held sync-up meetings with B. Majka (11/14), L. Jakacki (11/20), and P. Strain (11/28). He met with K. Milfajt for a combined sync-up and 6-month goal review, 11/27. He met with S. Claucherty for their first sync-up on 12/5.
- B. Edminster and L. Jakacki met to discuss preparing the 2019 Per Capita Grant application, 11/20.
- J. Scholtz and B. Edminster received voter registrar training and were sworn in, 11/29.
- J. Scholtz dealt with weather/power outage issues on 11/25-26 (library was closed) + training Building Services Manager + IT issues (security cameras, lights, etc.). K. Milfajt did a great job of keeping library open on xx.
- J. Scholtz also investigating outsourcing some IT projects with CCB and Eder Casella Technology – D. Grandon being read in and will be project supervisor.
- S. Yazel, B. Edminster, P. Torgersen and J. Scholtz are working with TriNet to resolve issues for payroll and health insurance as we move back to ProData and BCBS.

Adult Services

- xxx.

Building Services

- Repairs Made to the Dumpster Enclosure/replaced missing lumber.
- Painted dumpster enclosure.
- Patched drywall building wide.
- Preventative Maintenance on Entrance B overhead door opener/track.
- Replaced Faulty Door Closer (upstairs staff entrance to breakroom)
- Adjusted Door Closer on the backdoor to circulation.
- Patch gaps in the tuck pointing on rear exterior wall.
- Replaced fill valve in circulation toilet.
- Cleaned carpet throughout the upstairs
- Fixed 2 leaks in roof drainage pipes
- Replaced multiple stained ceiling tiles.
- Installed new 6" baseboard in the circulation area.
- Removed damaged awning w/ plans to heat and bend the metal back to shape.
- Contracted Cintas to bring in new runners/scraper mats for the building.
- Performed all renovation work, ripping up carpeting leveling floor and installing new carpet squares+ molding in IT room – we will be putting in new furniture as well.

Circulation

-

Human Resources

- xxx.

Public Relations

- xxx.

Technical Services

- xxx,

Technology

- D. Grandon attended the In-Service Committee meeting on 11/15.
- IT resolved 137 tickets.
- The SonicWALL and Ubiquiti Cloud Key projects were completed on 11/27.
- D. Grandon updated public computers.
- D. Grandon working with staff and AVI to resolve issues with new AV control panels/ceiling speakers in Rms 135/136 and Conference Rm., construct new AV equipment use instructions and design/order AV podium.

Youth Services

- xxx.

Statistics and Highlights Narrative

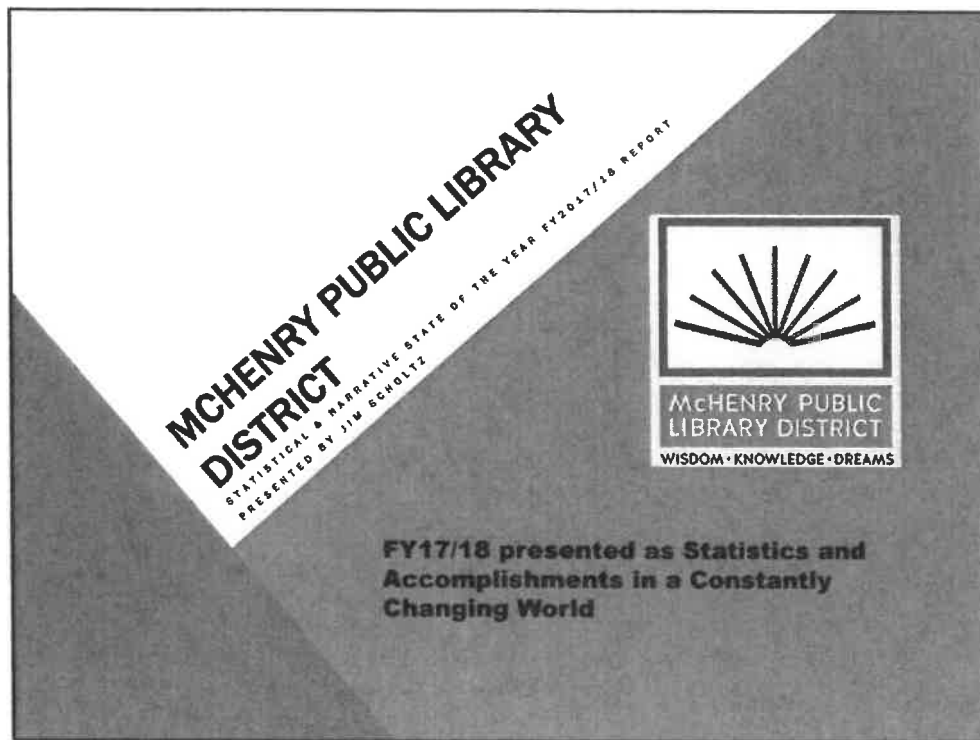
Legend – ABk – Adult Books; JBk – Children's Books; PBk – Paperback Books; AudBk – Audio books; JAudBk – Children's Audio books; ILL – Interlibrary loan; Vid/DVD – Videos/DVDs; JVid/DVD – Children's Videos/DVDs; Oth – Other

The TS Dept. adds, deletions, mends and processed items were up/down by -36%; +134%, -60% and -10%, respectively compared to Oct. 2017. Overall circulation increased by (+11%) from Oct. 2017 and we were open .5 days more than last month/yr. Ave. circ was 1722 compared with 1667 (+3%). Areas of increase/decrease had no reason: AdBk (-18%); JBk (+1%); AdAudBk (-81%); JAudBk (-86%); Vid (+51%); JVid (+42%); ILLs (lender (-29%). Renewals accounted for 36% of total circulation (17,751) with total circ. Reaching 49,086 (compared with last yr. 44,266; +11%). Program attendance in both Ad and YS was down except for library tours (+7156%!!) but we had some great programs!. Pc in-house use was 3,379 (-10%) and econtent use was (+12%); Hoopla use (+61%) and digital book downloads (+7%). Wi-fi use was (+8%) even though we had technical issues. Library attendance increased (+49%) from 14,548 to 21,628!! Meeting room and study room use was at 82; 232 respectively (no comparison stats as we are now counting uses rather than hours used to be compatible with statistics required for per capita grant.

(see also annual report slides/notes)

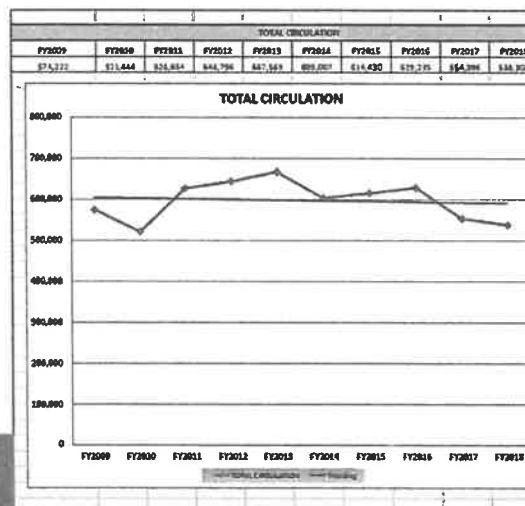
Upcoming Events and Projects

- IT planning on using CCB and Eder Casella Tech for outsourcing and monitoring
- Building Services planning on outsourcing public area cleaning.



Mention that this report is both comparative stats from previous years as well as narrative relative to long range plan accomplishments FY2015-2020. It should be a celebration of accomplishments as well as comparison of stats. My comments today are part statistical/comparative; part retrospective and looking forward; part motivational and thanking staff and giving you incentives for action as the current FY and beyond evolves. In our current world the only constant is "CONSTANT CHANGE"

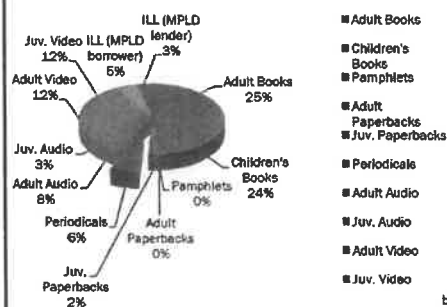
TOTAL CIRCULATION



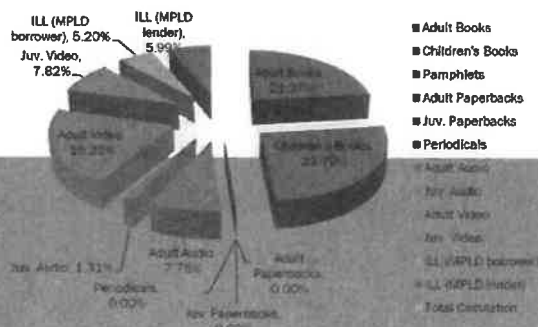
FY2017/18 538,308 down from FY2013/2014 high of 667,559 (right after our remodel project). -3% from FY2016/17 as a total. Circulation is now a bit different in Polaris since we have auto-renewal of some items. 2 months ago, auto-renewal accounted for 35% of our monthly circ, so our circ numbers may be artificially inflated from this FY on. Normally increased Circulation also means increased fine revenue but, since we have auto-renewal this will not be the case. Circulation is also tied to # of days open – FY2016/17, we were open 329.5 days compared to 323 days in FY2017/18; ave. circ. Was 1667 compared to FY16/17's 1683 (-3%) but we were open 6 ½ more days in FY16/17. Circ. Is also tied to new registrations – (5321; -8% but this should rise due to exceptional job of YS Dept. in getting the Harrison Schools registration project going!!). I believe that Circ was artificially effected/decreased due to the Polaris and mkSolutions projects and the fact that we were closed more days this FY. Let's also mention that ILL (as both a borrower and lender) effects circulation – lender -8%; borrower -4%. Interesting fact about ILL – normally we borrow a bit more materials than we lend (about 1-15% more) and our total ILLs (lends and borrows) = 10-14% of our entire circulation!! So let's have a big hand for our Circ staff as they are the front line of service for patrons and have had many changes in their duties and responsibilities this year. Hopefully, the AMH sorting units and reorganization has resulted in items being presorted and shelved easier and faster. Increased circulation is an indicator of how busy a library is. When we had our 2 selfcheck machines, we maxed out at about 27-35% self-check use. Today, with 4 selfcheck units, we're at about 15-20% selfcheck use. Our patrons seem to prefer human contact and we excel in that area – thanks to you.

MPLD CIRCULATION COMPARED FY 07/08 & FY17/18

MPLD Circulation FY07/08

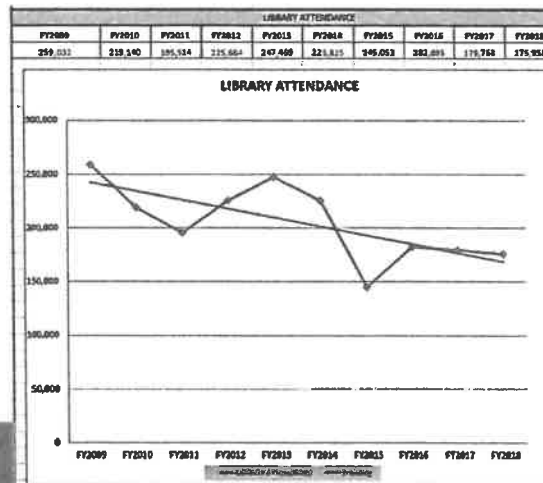


MPLD Circulation FY 17/18



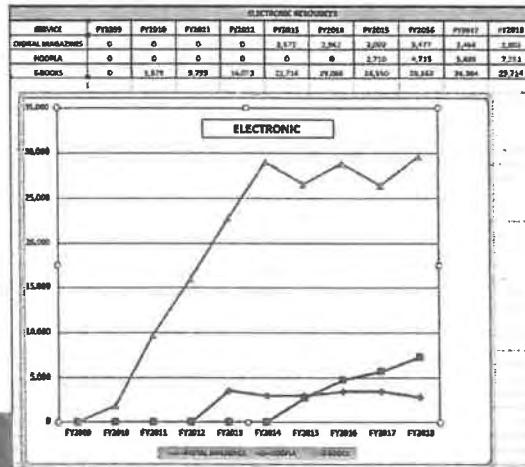
Since I came to be director in FY07/08 (Nov. 2007), I thought it appropriate to look back and compare that year with FY17/18 to see how/if things have changed circulation-wise. Our total circ. in 07/08 was 501,345 and 17/18 it was 538,308 - a 7.7% increase. ILL lender has increased almost 3%; other categories are really about the same. It's the study rooms, meeting rooms, ematerials and programs that are driving use in FY2017/18 and beyond. The Library as a place is the driving force.

LIBRARY ATTENDANCE



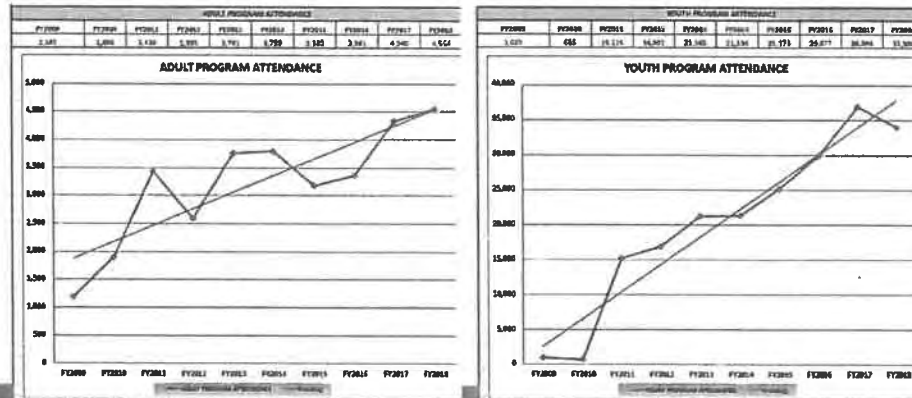
Note high of 247,684 in FY2013/14 that corresponds with our highest circulation FY. Along with Circulation, attendance (or gate count) is another way of gauging how busy we are. Our people counters on the mkSolutions RFID gates) give us an fairly accurate read of use. Let's also mention the use of our study rooms and meeting rooms – study room use (in hrs) increased by +3% from previous FY; meeting room use decreased by -25% (but program attendance increased – so we had less programs but better attendance??). Inet use was up ave. of 8% which was great relative to lower attendance – also more patrons have their own Inet devices so wi-fi use was up +4%

E-CONTENT USAGE



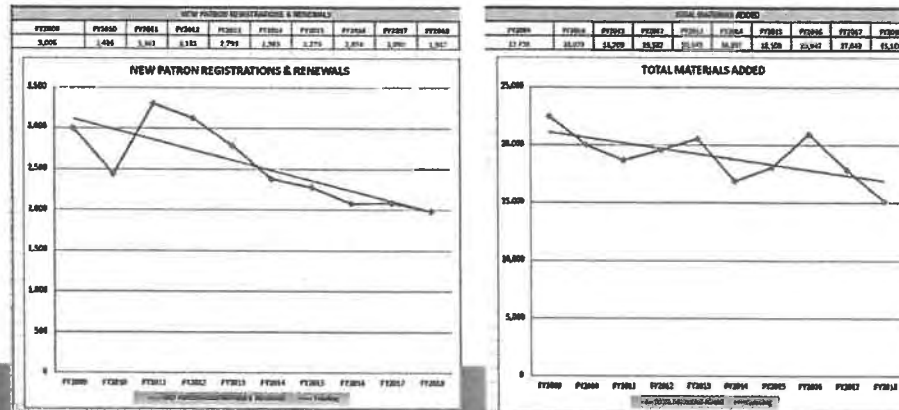
E-Content refers to digital magazines, Hoopla and ebooks (accessible from Polaris or from OverDrive??). Polaris provides counts of econtent usage (verify if we are using these counts or other?). How about our database use counts – where/how are these being tracked? FY2017/18 digital mags circled more than in FY2016/17; Hoopla increased in FY1017/18 by +28%; E-books increased by +13%. It would be interesting to know what specific databases increased in usage?? (Where is database usage – not counted?) Our specific website visits increased by +2% (310,885).

ADULT & YS PROGRAM ATTENDANCE



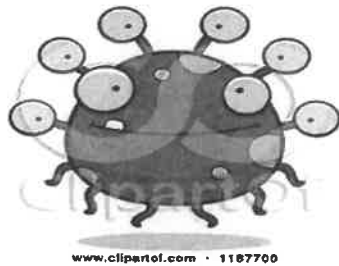
Note that we have our largest program Adult attendance in FY2017/18 (let's have some applause!!) and our 2nd largest program YS attendance!! But we don't know if that is attributable to more people coming to more programs or more people coming to less programs (total # of programs) OR if it due to the type/content of the programs. I know that we are putting a lot more effort/PR into the programs thanks to lots of hardworking and thoughtful staff using the Preface and social media outlets. +5% for Adult; -8% for YS. Note that program attendance has an effect on library attendance (gate count) and a possible effect on Circulation.

NEW PATRONS & TOTAL MATERIALS ADDED



These charts talk about work being done by Depts. Behind the scenes – selecting and adding new materials and people walking in/renewing cards, getting new cards as well as work done by staff in advertising our services and attracting new cardholders (e.g. the Harrison School library card project although in FY18/19, the production/distribution of The Preface and use of social media outlets to advertise services/programs. Note what isn't shown here is the terrific job TS has done in touching over 177,958 (+852%) bib records for Polaris conversion and RFID tagging!!!, 15,021 new items processed (Wow!!); 15,155 items WD.

**WITH ALL OF THESE “EYES ON GOALS” – WHAT’S OUR
TARGET FOR THE FUTURE!!?**



In order to look ahead, we have to look behind us to see where we’ve been and what got us there – making sure we don’t revisit mistakes and mis-steps. But we also need to celebrate our successes and accomplishments. In the new FY19/19, I hope to involve both Board members and staff in some long range planning activities – looking at funding, staffing, policies, services, collections, virtual services and physical building needs/assessment. The 2020 Census may give us more funds or less funds.

WHAT HAVE WE ACCOMPLISHED IN FY2017-18?

- We've had a large staff turnover with well-trained staff leaving for advancement but our ranks have been re-charged with equally qualified and energized persons to take of the reins and give the positions new perspectives and energy!!
- We migrated to a new Circulation system (go live 4/17/18). (Polaris)
- We installed a new RFID system (mkSolutions) with self-check machines, an AMH and tagged over 80% of the collection while keeping up with adding and withdrawing materials.
- We've improved programming in both YS and Adult with great success.
- We gave FISH \$3261 (1/2 price fine program). This FY's amount went to Turning Point (\$1389). The program benefits the Library because we get long overdue items and patron's back but results in a bit lower income for us. But it is a great benefit to the community organization we choose and some patrons just donate to it, regardless of fines!!
- We started Hotspot loans (April) – they are going gangbusters – we've put 11 more in Circ.
- We added new desks/furniture in Circ; ILL, staff area
- We participated in summer meals 651 meals served helping 714 kids & 195 adults

With all of the daily work and problems we encounter, it is easy to forget that the work we do is important and needed. Much of our work is planned by an over-arching strategic plan FY2012-20. Have you read it as an OLD employee and/or are you familiar with it as a new employee? If not, ask your Manager to give you a copy – it's a great late-night read!!

WHAT HAVE WE ACCOMPLISHED IN FY2017-18? (CONT)

- We started Pioneer Press digitization project with MCHSM (thanks to T. Hillier)
- Reached a high – June 2017 (17,471 attend); Circ 54,669; mat. Added 1908; youth program attend 5969; ebooks loaned 581.
- E. Wyatt started 1st Teen Advisory Coding Group.
- The first 3 students graduated from our Career Online H.S.
- Kept up with Preface, social media advertising + participated in Petersen Farm Day, McHenry Chamber Business Expo, other local/school events + updated webpage for FOIA and other information.
- IT/Maintenance moved tickets to FreshDesk from SpiceWorks.
- Added and updated some new policies/procedures – Sexual/Anti-Harassment; FOIA; board policies.

A QUICK SUMMARY... WHAT DO ALL THESE STATISTICS MEAN TO ME?

Open 323 days; 538,308 total circulations (1667 per day ave.) with over 175,958 patrons coming into the library (545 visits per day ave). 33,988 youth and 4,554 adults attending programs; 41,530 patrons using computers with 12,531 wi-fi visits.

You – as a staff member are in link between the Library and the Patron. You make a difference, everyday, in every person's life that you touch. Make it a positive difference!!



We serve a diverse community of 42,023 people of all ages, all walks of life, all economic and social status. People come to use our materials, our computers, our space – study rooms, programs, etc. They come for any number of reasons. Statistics lie – they go up and down but the positive power and impact of 1 VISIT, 1 POSITIVE INTERACTION, 1 ITEM CHECKOUT, 1 USE OF A STUDY ROOM CANNOT BE UNDERESTIMATED. YOUR KNOWLEDGE AND CONSIDERATION IN DEALING WITH PATRONS ON A DAILY BASIS IS TRULY IMPORTANT. We have policies/practices in place and it is great to adhere to them, but when needed make sure that you apply consideration and kindness when circumstances dictate – I give you all that power and privilege within the scope of the library. To all of you – A JOB WELL DONE!!!

KEEPING OUR PHILOSOPHY WORKING ...

The Library is the "Front Porch of the Community" and living our motto:



The Library supplies "Yesterday's Wisdom, Today's Knowledge and Tomorrow's Dreams..."



Note that I haven't even talked about large events like ComiCon, Summer Reading, etc. You the staff plan and execute those programs so well. So let's keep people busting through our door and be as busy as ever. Let's not be scared to try new programs and events and mutual collaboration with local schools/businesses and community groups, as well as experimenting with new collections. Often times a past failure can become a success just by changing one thing or just due to the passage of time. Keep up the phenomenal work. Do you have any questions or comments?

Content/ Collections

The content/collections standard ensures that libraries offer a wide range of materials in multiple formats that are current, accessible, and relevant to community needs. Libraries that meet these core standards have relevant collection development policies and fully participate in resource sharing.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. A minimum of 8% of the library's operating budget is spent on collections and content. 2. The collection provides materials in a variety of formats, including electronic, for all ages and abilities served by the library. 3. The library conducts ongoing evaluation and weeding of the collection. 4. The library participates in resource sharing by making collections discoverable and available to other Illinois library system members. 5. The library has formal policies on intellectual freedom, circulation/borrowing/use of materials, and collection development and management. 6. The library abides by the Illinois Library Laws & Rules, ILLINET Interlibrary Loan Code, ALA Interlibrary Loan Code for the United States, and the RAILS Resource Sharing Plan. 7. The library has an online catalog available to customers. 	<ol style="list-style-type: none"> 1. A minimum of 12% of the library's operating budget is spent on collections and content. 2. The library makes digital collections available to library customers. (examples: ebooks, databases) 	<ol style="list-style-type: none"> 1. A minimum of 16% of the library's operating budget is spent on collections and content. 2. The library uses statistical tools to assist in collection development and management. 3. The library provides access to unique materials such as local history, digital collections, and customer-created content. 4. The library offers mobile access to discovery methods for the collections.

Customers

This standard requires that libraries provide timely and reliable service to all users with policies that support equitable access and routine evaluation of service.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library, or its parent organization, has policies that ensure consistent, courteous, and equitable customer service. 2. The library, or its parent organization, has policies that ensure reasonable accommodations are made to provide access to its collections and services to persons with disabilities, and that it meets relevant requirements of the Americans with Disabilities Act. 3. The library uses processes to regularly gather input from the community on customer service needs and customer satisfaction with library services. (examples: suggestion box or board, surveys) 	<ol style="list-style-type: none"> 1. The library has an online presence to serve customers (examples: Facebook page, website). 2. Customers have access to computers, internet, Wi-Fi, and other relevant technologies. 3. The library uses strategies to attract new customers. 4. The library uses online and in-person processes to regularly gather input from the community on customer service needs and customer satisfaction with library services. 5. The library provides outreach services for customers who are unable to visit the library in person. (examples: homebound delivery, visits to schools, nursing homes, day care centers; partnering with cultural community organizations, embedded librarians). 	<ol style="list-style-type: none"> 1. The library provides self-service options for customers. (examples: self-check-out, hold pick up, web-based options)

Facilities

The facilities standard provides that a library is located in a facility that is designed for library purposes, follows all applicable codes, and is responsive to the needs of its customers.

Core			
<ol style="list-style-type: none"> 1. Given possible restraints related to facility age and design, the library facility provides sufficient, clean physical space that is safe and secure with appropriate furnishings and equipment and convenient hours for all types of users. 2. To the best of the knowledge of the library administrator the facility is compliant with all applicable local, state, and federal requirements. 3. The facility provides Internet access. 4. The library is open at least 15 hours per week. 			
<p>PUBLICS ONLY: Minimum Hours Open Requirement-per typical week, Labor Day to Memorial Day (agency wide—If the library has multiple branches, figure from earliest opening time to latest closing time across all branches.)</p>			
Population Size	Number of Hours	Number of Days	Portion of Day
Under 2,000	15	not specified	including some evening and weekend hours
2,001–4,999	20	not specified	including some evening and weekend hours
5,000–9,999	30	not specified	including some evening and weekend hours
10,000–14,999	40	5	including some evening and weekend hours
15,000–24,999	50	5	including some evening and weekend hours
25,000–49,999	59	6	including some morning, afternoon, evening and weekend hours
50,000 and over	63	6	including some morning, afternoon, evening and weekend hours

Facilities

Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The facility provides meeting space for the community it serves, if applicable. 2. The facility provides the right amount and type of space to meet the provisions of its long-range/strategic plan. 3. The organization develops a plan and annual budget for the maintenance of buildings and grounds and asset replacement. 4. The organization has a capital budget for facility upgrades. 5. The facility provides free Wi-Fi. 6. The organization has an emergency preparedness plan. 	<ol style="list-style-type: none"> 1. The facility provides flexible space for creative and collaborative activities and work. 2. The facility provides enough space for multiple programs to occur simultaneously. 3. Innovative technologies are available to use and borrow. 4. The library may provide services at multiple locations to serve a diverse or widespread population, or take services where needed to enhance convenience to customers. 5. The organization is environmentally conscious and undertakes activities such as recycling, energy audits, and the purchase of green supplies.

Funding

The funding standard requires that a library practice responsible budgeting which supports the services and resources required by its customers.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the core level. 2. The library practices good stewardship and is accountable to its funders through regular budget monitoring, evaluation, and reporting. 3. The library has adequate, dedicated funding to provide services and resources that meet the reasonable expectations of library customers. 4. The library has an annual budget approved by the governing authority. 	<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the accomplished level. 2. The library seeks out and applies for additional revenue through grants and fundraising. <p>PUBLICS ONLY:</p> <ol style="list-style-type: none"> 3. The library has a reserve fund and regularly adds to the reserve as possible if allowed by its funding agency. 	<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the exemplary level. 2. When appropriate, the library has a long-range or strategic plan that includes goals for gaining alternative revenues. <p>SCHOOLS & SPECIALS ONLY:</p> <ol style="list-style-type: none"> 3. School and special librarians define the budgetary needs and manage the annual program budget to maximize impact. 4. Funding supports a collection of resources in multiple formats and access to resources outside the school/special library. 5. Funding ensures upgrades of resources, equipment, and facilities. 6. School and special librarians regularly consult with administrators about budgetary needs and are proactive in seeking additional funding sources for library program enhancements.

Professional Leadership & Training

The professional leadership and training standard sets specific educational benchmarks based on population size or library type for the library director. These requirements ensure a minimum understanding of core library principles.

Core	
At the date of implementation of these standards, all incumbent library directors will be considered in compliance with this standard.	
<ol style="list-style-type: none"> 1. Library staff are trained in the library's mission, services, and policies. 2. The library has a permanent paid library administrator who meets the qualifications for its population group or library type. 3. A first-time library administrator has two years after starting a job to be compliant with this standard through system training or Directors University. (Directors University applies only to public libraries) 4. Experienced directors attend 6 hours of training on an annual basis. 	
Public libraries	
Criteria	Required training
Population Under 15,000	Provided by system (list of topics below)
Population Over 15,000	MLS degree
School libraries <ol style="list-style-type: none"> 1. Valid Illinois teaching certificate. 2. Meets current library information specialist certification standards of the Illinois State Board of Education (one library information specialist per district.) 	
Academic, public and special libraries <ol style="list-style-type: none"> 1. Library administrator has an MLS degree or meets the requirements of the accrediting body or professional association standards, where applicable. 	

Training Topics

underlined items are required

*included in Directors University curriculum

- | | |
|--|--|
| <ul style="list-style-type: none"> • <u>budgeting and finance</u>* • <u>cataloging</u> • <u>collection development</u> • communications • <u>fundamentals of library science</u> • history of Illinois library systems* • human resources training or access to human resource department or expertise* | <ul style="list-style-type: none"> • Illinois Library Laws* • intellectual freedom • <u>management</u> • <u>reference and information services</u> • resource sharing • technology • teamwork |
|--|--|

Professional Leadership & Training

Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library administrator's performance is evaluated at least annually by the appropriate body or individual. 2. Each management staff member (as defined by the library's organizational chart) attends six continuing education hours annually. 3. The library has a continuing education budget for staff and trustees. 4. The library has a strategic plan and implements it. <p>PUBLICS ONLY:</p> <ol style="list-style-type: none"> 5. The public library meets the "established" staffing level in <i>Serving Our Public</i>. 6. The public library has staff trained in adult, children's, teen, and senior services. 7. The public library board of trustees follows written bylaws and evaluates their performance as a board annually. 8. Each member of the board of trustees attends two continuing education hours annually, virtually or in person. (board development topics including per capita grant chapters at regular board meetings, RAILS Trustee Short Takes, Trustee Academy, ILA conferences or events, legislative meetings, etc.) <p>SCHOOLS ONLY:</p> <ol style="list-style-type: none"> 9. At least one school librarian employed by a district meets the "accomplished" criteria in the current version of <i>Linking for Learning</i>: 10. The school library provides training opportunities to library staff. 11. The school librarian meets the performance requirements of their district or institution. 12. The school librarian's performance is evaluated per the district schedule. 	<ol style="list-style-type: none"> 1. Librarians share knowledge and attend networking events. 2. Each management staff member (as defined by the library's organization chart) attends twelve hours of continuing education annually. <p>PUBLICS ONLY:</p> <ol style="list-style-type: none"> 3. The public library meets the "advanced" staffing level in <i>Serving Our Public</i>. 4. Each trustee attends four hours of continuing education annually. (board development at regular board meetings, RAILS Trustee Short Takes, Trustee Academy, ILA conferences or events, legislative meetings, etc.) <p>SCHOOLS ONLY:</p> <ol style="list-style-type: none"> 5. At least one school librarian employed by the district meets the "exemplary" criteria in the current edition of <i>Linking for Learning</i> 6. The school has an "effective school library program" as defined by the American Association of School Librarians (AASL). 7. Management staff members attend training such as networking meetings, workshops, etc. 8. The school librarian's performance is evaluated per the district schedule.



MEALS IN A BOX – The Thrivent Community of McHenry, led by Brian Luedke and Dawn Egan, hosted a Meals in a Box packing party Nov. 7 at 5400 W. Elm St. in McHenry. The event was in support of FISH of McHenry Food Pantry. Forty volunteers helped pack 100 boxes of food. The event was made possible by a grant from Thrivent Financial, which is a nonprofit, Fortune 500 financial services organization that helps Christians be wise with money. Pictured are Charles Chamberlain, Kathy Chamberlain, Ron Franks, Judy Franks, Dawn Schepler, Neal Schepler, Toni Wardanian, Bonnie Miller, Chris Miller, Ray Truelsen, Dawn Egan, Brian Luedke, Trudy Moriarty, Geoff Brown, Gail Brown, Ray Yoder, Sandy Yoder, Juanita Roth, Linda Rock, Kyle Truelsen, Jeanette Betts and Roberta Miller. For information about future community events, call 815-534-9524.

COMMUNITY CALENDAR

Dec. 6

- 9:30 a.m. – **Volunteer Days**, Volo Bog State Natural Area, 28478 W. Brandenburg Road, Ingleside. Registration: 815-344-1294.
- 10 to 11:30 a.m. – **Memory Café**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. An informal social gathering where persons with memory issues and their care partner can connect with others in similar situations. Registration required. Information: 815-459-1687 or www.clpl.org.
- 11 a.m. to 4 p.m. – **Environmental Defenders of McHenry County Highway Book Sale**, Woodstock Square Mall, 110 S. Johnson St., Woodstock, through Dec. 8. Hours: 11 a.m. to 4 p.m. Monday to Friday. Bag sale Dec. 6 to 8.
- 1 to 2:30 p.m. – **Story and Swim with Dolphin Swim Club**, Dolphin Swim Club, 825 Munshaw Lane, Crystal Lake. Hosted by the Crystal Lake Public Library. For birth to age 6 with caregiver. Registration required. Free. Information: 815-459-1687 or www.clpl.org.
- 3 to 7 p.m. – **Visit with Santa and Mrs. Claus**, Grow Pediatric Therapies, 1301 Pyott Road, Suite 109, Lake in the Hills. The visit will allow children with special needs to meet with Santa and Mrs. Claus without lines. Accommodations will be available to assist children and families. There will also be

crafts and sensory-friendly activities before and after your visit. Free. Reservations: info@growtherapies.org. Information: <https://www.facebook.com/growtherapies.org>.

- 3:45 to 5:15 p.m. – **Thursday Crafternoon**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 4-8. Free. Information: 815-459-1687 or www.clpl.org.
- 4:30 to 5:30 p.m. – **Chat 'n Chew Tween Book Group**, Jimano's Pizza McHenry, 366 Bank Dr., McHenry. Jeffrey Brown's "StarWars: Jedi Academy." Grades 4-6. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 6 to 7 p.m. – **Build It! Club**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Pre-kindergarten to fifth grade. Registration required. Free. Information: 815-943-4671.

• 6:30 to 7:50 p.m. – **PEACES Interchangeable Pendant**, McHenry County College, 8900 Route 14, Crystal Lake. Class to make your own one-of-a-kind, interchangeable pendant. Bring your own small-scale artwork, photo, dried flower, leaf, feather and fabric to use in your pendant. Cost: \$49, course code: NCFS81003. Registration: 815-455-8588 or www.mchenry.edu/mymcc.

• 7 to 8 p.m. – **DIY Stress ball**, Crystal Lake Public Library, 126 W Paddock St., Crystal Lake. For youth in grades six to 12. Information: 815-459-1687 or www.clpl.org.

• 7 to 8:30 p.m. – **Mystery Book Discussion Group**, McHenry Public Library, 809 Front St., McHenry. "The Christmas Guest" by Anne Perry. For ages 18 and older. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

Registration required. CLPL cards only. For students in grades two to four. Free. Information: 815-459-1687 or www.clpl.org.

• 4 to 5 p.m. – **Fund Development Network**, Volunteer Center McHenry County, 620 Dakota St., Crystal Lake. Connect with fundraising peers. Free. Information: 815-344-4483 or kelsey@volunteercentermchenry-county.org.

• 5 to 7 p.m. – **Green Drinks McHenry County**, Duke's Alehouse and Kitchen, 110 N. Main St., Crystal Lake. "Illinois Made Businesses." Information: <http://www.greendrinks.org/IL/Crystal%20Lake>.

• 6 to 7:30 p.m. – **Intro to Wood Carving**, The Nature Center, 330 N. Main St, Crystal Lake. For ages 8 to 14. Cost: \$20 residents, \$25 non-residents. Code 122335-01. Information: www.crystallakeparks.org.

• 6:30 to 7:30 p.m. – **Family Book Club**, McHenry Public Library, 809 Front St., McHenry. Celebrate Illinois' Bicentennial with "The Wright 3." For grades 2-6. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8 p.m. – **Lead Out Loud**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Grades 9-12. Drop-in. Free. Information: 815-459-1687 or www.clpl.org.

• 7 to 8 p.m. – **Community-Owned Broadband Discussion**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Free. Information: 815-575-8118 or www.ifmc.co.

• 7 to 8 p.m. – **Worth 1,000 Words Camera Club**, Algonquin Area Public Library – Harnish Main Library, 2600 Harnish Drive, Algonquin. Ages 18 and older. Free. Information: 847-458-3156 or www.aapld.org.

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• Noon to 3:30 p.m. – **Merry Cary Holiday Parade & Festival**, 108 W. Main St., Cary. Family fun with a parade, petting zoo, carolers, visits with Santa, pony and sleigh rides, cookie decorating and more. Free. Information: 847-639-2800 or <http://www.carygrovechamber.com>.

• 1 to 4 p.m. – **Fused Glass Holiday Ornaments**, Material Things Artisan Market, 103 W. Van Buren St., Woodstock. Holiday craft class offered by McHenry County College. Choose from several seasonal designs to make a minimum of six fused-glass ornaments. Supplies not included in the course fee, but will be available and range from \$10 to \$40. Cost: \$19, course code: NCUS60009. Registration: 815-455-8588 or www.mchenry.edu/mymcc.

• 1 to 4 p.m. – **Santa's Holiday Express**, Grand Oaks Recreation Center, 1401 W. Route 176, Crystal Lake. A magical afternoon filled with holiday fun for children ages 3 through 10 with a parent. Enjoy a variety of games, activities and a visit from Santa himself. Hosted by the Crystal Lake Park District. Registration deadline: Nov. 28. Cost: \$10 per child. Reg. Code: 121402-02. Registration: 815-459-0680 or <https://www.crystallakeparks.org>.

• 1:30 to 3:30 p.m. – **Let There Be Light! A Family Celebration of Cultures**, McHenry Public Library, 809 Front St., McHenry. Explore holidays celebrating one common theme: Light. Hanukkah, Kwanzaa and more will be represented through stories, songs and activities. Each participant will make their own special light to take home. For all ages. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 2 p.m. – **Holiday Party with Mrs. Claus**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Additional programs set for 4:30 and 7 p.m. Dec. 3 and 4. Mrs. Claus and her elves are visiting the Crystal Lake Public Library for a special holiday story time.

military. Information: Ruth at 815-679-6667 or matousek@tsvetars.org.

• 6 to 7 p.m. – **Harvard High School Madrigals Concert**, Harvard Diggins Library, 900 E. McKinley St., Harvard. The very talented Harvard High School madrigal group will fill the library with the sounds of the season once again by performing a capella holiday songs in traditional Renaissance attire. Free. Information: 815-943-4671 or www.harvard-diggins.org.

• 6 to 8 p.m. – **Illinois Bicentennial Family Celebration**, McHenry Public Library, 809 Front St., McHenry. Celebrate Illinois' 200th Birthday with music, crafts, Abe & Mrs. Lincoln, food and free swag, too. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7:30 to 9 p.m. – **AAUW Crystal Lake Area Branch Program**, Team Curran, 110 W. Woodstock St., Crystal Lake. The American Association of University Women Crystal Lake Area Branch invites the public to its bake sale and "Musical Moments" holiday music program. An area clarinet quartet will play a variety of classical, popular and seasonal music. Free. Information: Laurie, 815-459-9462, crystallake-il@auw.net or <https://crystallake-il.aauw.net>.

• 7:30 to 9 p.m. – **Fox Valley Rocketeers** meeting, Woodstock North High School, 3000 Raffel Road, Woodstock. A local club of model rocketry enthusiasts. Information: 815-331-9068 or www.foxvalleyrocketeers.org.

Dec. 4

• 8 to 9 a.m. – **Mindfulness for Mental Health**, NAMI McHenry County, 620 Dakota St., Crystal Lake. This new, free program provides participants with space and support to reconnect with their senses, strengthen their ability to notice and release their thoughts without judgment, and develop skills that can be used to create tranquility in any environment. Free. Information: 815-308-0851 or www.namimchenry.org.

Information: 815-338-5300 or www.woodstockpubliclibrary.org.

• 7 p.m. – **Full Jazz Concert**, McHenry County College Luecht Conference Center, 8900 Route 14, Crystal Lake. The MCC Jazz Ensemble, directed by Michael Bazan, will perform a variety of music from jazz greats. The Dixieland group, called Charlie Three-Valves and the Weir Seven, is directed by David Camp and will perform Dixieland jazz tunes. Free. Information: 815-479-7884.

• 7 to 8:30 p.m. – **Brick by Brick: Reclaiming Your Home's History**, McHenry Public Library, 809 Front St., McHenry. Tina Beard of Tamarack Genealogy will provide strategies for researching the history of your home by using government records, newspapers, phone directories, maps and other resources. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

Nov. 29

• 10 a.m. to 3 p.m. – **Winter Wetland Botany**, Volo Bog State Natural Area Visitor Center, 28478 W. Brandenburg Road, Ingleside. Two-day workshop. Continues 10 a.m. to 3 p.m. Dec. 1. For adults and youth ages 11 and older. Program may be cancelled if minimum registration is not met 48 hours before program. Registration requested. Register: dnr.volobog@illinois.gov or 815-344-1294. Leave your name, email, phone number and ages of any minors.

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McHenry



MEALS IN A Egan, hosted event was boxes of food nonprofit, money. A and the corr

McHenry C NISRA s

The No. Recreation Association is seeking volunteers to coach the Special Olympics teams this must have and the di train and ate/advau Special O Ski pr 8 p.m. W 30, at Wil There w 26. Trans from the Drive. Ci can meet unteers:

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The F Associat Perform and Nob Lake. Pianc perform music al Proce

• 6 to 7 p.m. – **Google Drive Basics Class**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Learn the basics of Google Drive, a cloud-based file storage service where you can store photos, documents, and more. Computers are provided for your use. Registration required. Free. Registration: 815-943-4671.

• 6 to 7 p.m. – **An Evening With Children's Author Jeffrey Brown**, McHenry Public Library, 809 Front St., McHenry. Spend the evening with children's author and illustrator Jeffrey Brown. Books will be available to purchase and get signed. For kids in Grades 4-8. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:30 p.m. – **Literary Book Club**, Woodstock Public Library, 414 W. Judd St., Woodstock. Meet the fourth Thursday of the month. Books and reading guides are available at the circulation desk. Information: 815-338-0542 or www.woodstockpubliclibrary.org.

slot. Free. Information: 815-943-4671.

• 6:30 to 7:30 p.m. – **STEAM into the Holidays Family Challenge**, McHenry Public Library, 809 Front St., McHenry. Challenge your skills as you create dancing jingle bells using magnets, polar bridges, melting snowmen and other hands-on STEAM focused activities. For children in kindergarten to grade three with parents. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

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

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

tournament at Willmot Mountain on Jan. 9 and the Special Olympics

McHenry County College, 8900 Route 14, Crystal Lake. A presentation hosted by MCC Student Peace Group featuring author and Latin American history scholar, Steve Ellner. Free. Information: 815-455-8550.

• 4 to 4:45 p.m. – **Hands on STEM: Circuits**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. For students in kindergarten to second grade. All supplies provided. Registration required. Free. Information: www.clpl.org.

• 5:30 to 7:30 p.m. – **MCC Night 2018**, McHenry County College, 8900 Route 14, Crystal Lake. Meet instructors and explore more than 40 MCC programs. Free. Information: 815-455-8670 or www.mchenry.edu/mccnight.

• 6:30 to 8 p.m. – **"On My Dime Series" with author J. G. Mack and the original Charlie Taylor**, McHenry Public Library, 809 Front St., McHenry. Learn about the book series written by McHenry resident J. G. Mack, based on the life of the library's maintenance man, Chuck Heinmiller. Free. Information: 815-385-0036 or www.mchenrylibrary.org.

• 7 to 8:30 p.m. – **10 Illinois Defining Moments**, Cary Public Library, 1606 Three Oaks Road, Cary. Gary Midkiff will cover events from all corners of the state and connect many of those Illinois events to national history. Registration required. Free. Information: 847-639-4210 or www.caryarealibrary.info.

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