Fox River Valley Public Library District
Board of Trustees Meeting

AGENDA

January 15, 2019
7:00 PM

Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call—Secretary Nikki Kuhlman

Public Comment
The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, asks that anyone wishing to address the Board sign in on the Public Comment sheet prior to the start of the meeting by name, town, and organization (if applicable).

President's Report—President Corbett
- **Correspondence**
- **Officer Reports**
  - ➢ **Phyllis Creighton, Vice President**
  - ➢ **Nikki Kuhlman, Secretary**
  - ➢ **Brian Lindholm, Treasurer**
    - **Cash Flow Analysis**
- **Trustee Liaison Reports**
  - ➢ **Fred Lechuga – Facilities**
  - ➢ **Kristina Weber – Bylaws and Policy**
  - ➢ **Mike Tennis – Community Engagement**

Director's Report—Director Roxane E. Bennett
- **Staff Recognition**
- **Strategic Plan Update**
- **Innovation of the Month – Brittany Berger, Youth Services**

A.   Consent Agenda
    Exhibit A.1   Items to be included in Consent Agenda
        A.1.a   Minutes from the December 18, 2018 Board of Trustees Meeting
        A.1.b   Minutes from the December 20, 2018 Special Board of Trustees Meeting
        A.1.c   Check/Voucher Register – AP & Payroll Complete for December 2018 totaling $264,425.06

A.1.d   **Monthly Financial Report for December 2018**
A.1.e   **Revenue Summary – All Funds Combined – Budget v Actual Revenues**
A.1.f   **Revenue Summary – All Funds Combined by Period**
A.1.g   **Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
A.1.h   **Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
A.1.i   **Expenditure Summary – All Funds Combined by Period**
A.1.j   **Balance Sheet for December 2018**
A.1.k   **Ehlers Account Statement for December 2018**

B.   Unfinished Business - none

C.   New Business
    Exhibit C.1   Library Card Policy Update
    Exhibit C.2   Ordinance 2019-01 Nonresident Cards
    Exhibit C.3   Reference and Readers Advisory Policy

Board Discussion (Trustee questions, future agenda items, etc.)

Executive Session   5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

The President may entertain a motion to enter into Executive Session in accordance with the Illinois Open Meetings Act (5 ILCS 120 Section 2) and will announce the purpose of the executive session. Prior to adjourning to Executive Session, the President will inform the public in attendance whether a vote will follow the session.

Adjournment

FY1819 Cash Flow Analysis

Consolidated Cash Funds	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Beginning Balances (Liquid) - Bank & Illinois Funds	2,089,126	1,863,243	1,677,684	2,385,664	2,634,425	2,606,137	2,396,748	2,188,170	1,968,455	1,682,477	1,482,708	1,376,944
Total Receipts	18,158	59,786	1,014,699	494,912	218,556	17,490	35,645	24,671	18,582	44,983	139,194	1,511,155
Total Disbursements	(244,042)	(245,344)	(306,720)	(246,151)	(246,844)	(247,919)	(244,223)	(244,385)	(304,561)	(244,752)	(244,958)	(245,181)
Net Operating Cash Inflow (Outflow)	(225,883)	(185,558)	707,979	248,761	(28,288)	(230,430)	(208,578)	(219,715)	(285,979)	(199,769)	(105,764)	1,265,973
Investment Maturities / Redemptions		252,000		28,000	140,000		150,000			123,000		
(Investments Purchased / Reinvested)		(252,000)		(28,000)	(140,000)		(150,000)			(123,000)		
Net Investments Redeemed (Purchased)	0	0	0	0	0	0	0	0	0	0	0	0
Projected Ending Balance (Liquid) - Bank	917,478	730,217	1,436,491	1,683,544	1,653,544	1,421,114	1,231,572	1,009,849	1,321,857	1,121,331	1,014,809	1,280,022
Investment Balance (Liquid) - Illinois Funds	945,765	947,467	949,173	950,881	952,593	954,593	956,598	958,607	360,620	361,377	362,136	1,362,896
Total Cash (All Liquid) Balances	1,863,243	1,677,684	2,385,664	2,634,425	2,606,137	2,396,748	2,188,170	1,968,455	1,682,477	1,482,708	1,376,944	2,642,918
Investment Balance (Illiquid)- Ehlers	4,057,347	4,057,347	4,057,347	4,057,347	4,057,347	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184
Total Balances	5,920,590	5,735,031	6,443,011	6,691,772	6,663,484	6,456,932	6,248,354	6,028,639	5,742,661	5,542,892	5,437,128	6,703,102

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Transfer $600,000 to First American from Illinois Funds

Transfer $1,000,000 to Illinois Funds from First American (tax receipts)

FY1920 Cash Flow Analysis

Consolidated Cash Funds	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Beginning Balances (Liquid) - Bank & Illinois Funds	2,642,918	2,411,107	2,221,640	2,944,967	3,199,411	3,172,030	2,939,685	2,726,082	2,501,214	2,208,873	2,004,608	1,896,395
Total Receipts	18,521	60,982	1,034,993	504,811	222,927	17,840	36,358	25,164	18,954	45,883	141,978	1,471,621
Total Disbursements	(250,332)	(250,449)	(311,666)	(250,367)	(250,308)	(250,185)	(249,961)	(250,032)	(311,295)	(250,149)	(250,190)	(250,218)
Net Operating Cash Inflow (Outflow)	(231,811)	(189,467)	723,327	254,444	(27,381)	(232,345)	(213,603)	(224,868)	(292,341)	(204,266)	(108,212)	1,221,403
Investment Maturities / Redemptions	150,000			253,000	187,000		240,000			635,000		200,000
(Investments Purchased / Reinvested)	(150,000)			(253,000)	(187,000)		(240,000)			(635,000)		(200,000)
Net Investments Redeemed (Purchased)	0	0	0	0	0	0	0	0	0	0	0	0
Projected Ending Balance (Liquid) - Bank	1,045,349	853,013	1,573,467	1,425,030	1,393,923	1,157,844	940,499	1,211,882	916,833	1,209,854	1,099,973	2,319,703
Investment Balance (Liquid) - Illinois Funds	1,365,758	1,368,627	1,371,501	1,774,381	1,778,107	1,781,841	1,785,583	1,289,333	1,292,040	794,753	796,422	798,095
Total Cash (All Liquid) Balances	2,411,107	2,221,640	2,944,967	3,199,411	3,172,030	2,939,685	2,726,082	2,501,214	2,208,873	2,004,608	1,896,395	3,117,798
Investment Balance (Illiquid)- Ehlers	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184	4,060,184
Total Balances	6,471,291	6,281,824	7,005,151	7,259,595	7,232,214	6,999,869	6,786,266	6,561,398	6,269,057	6,064,792	5,956,579	7,177,982

Transfer $400K to Illinois funds from First American (tax receipts)

Transfer $500K to First American

Transfer $500K to First American

Cash flow projection based on:
Actual balances thru 12/31/2018
FY1920 Actual Levy plus $200,000 other revenues
2% increase over FY1819 anticipated expenditures (not budgeted)

NOTE: Per capital replacement schedule,
$1,343,232
is earmarked for DL repair & replacement
as of FY1920

Fox River Valley Public Library District
Director's Report
Board Meeting – January 15, 2019

Highlights:

Administrative end-of-year activities kept me busy between and around the holidays despite the skinny meeting calendar.

Negotiations with OpenGov during late November and early December allowed us to bring a revised proposal with very favorable terms before the Board at a Special Meeting on December 20. Contract documents were reviewed by the library's attorney and executed by me just before year end. Implementation is scheduled to begin in late January. In the meantime, Lauren and I (along with the Management Team) are exploring various ways to look at all the data we collect. The result of some of that exploration can be seen in the December Dashboard.

With children's shelves overflowing at Randall Oaks, the picture book collection underwent a semi-annual weeding of books that hadn't circulated in over 2 years. With many of the books still looking fairly new, we are working with our partners serving economically disadvantaged families to get these items into the hands of children who may not visit the library or have books at home.

Director's Calendar: December 12, 2018 – January 8, 2019

Meeting: RE: OpenGov with Corbett and Rosenthal – December 12
Meeting: Executive Team with Rosenthal – December 17, January 8
Meeting: Management Team – December 18, January 8
Meeting: Library Board of Trustees – December 18, 20
Community: Dundee Township Rotary – January 8
Meeting: Pre-agenda with Corbett, Kuhlman, Rosenthal, and Werle – January 3
Holidays: December 24, 25, 31, January 1

Internal meetings with individual staff members not included.

Respectfully submitted,

Roxane E. Bennett

STAFF WORKSHEET - STRATEGIC PLAN 2017-2020

GOAL 1: OPTIMIZE MATERIALS, PROGRAMS AND SERVICE

OBJ A: Increase total materials circulations by 1% each year. Baseline is 569,196 in FY1516. Total 528,296 in FY1617 (7% decrease). Total 527,510 in FY1718 (0% change year-over-year).		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Market the collection via online, external, and internal methods. Implement three new endeavors per year	HZ, EF, KC	PR Staff	12/31/17; 12/31/18; 12/31/19	New marketing methods will be implemented annually.	CS, IS, and RO staff have this goal on individual FY1718 evaluations, so multiple endeavors were implemented in 2017 & 2018
2	Construct master plan of materials trends. Utilize this tool to ensure optimum mix of genres and formats	LR	JP, EF	12/31/2017	Master plan will be complete; annual evaluation of effectiveness will be conducted thereafter	COMPLETED: Comprehensive Collection Development plan has been developed, and Selectors are using it when making purchase decisions
3	Highlight eresources via display and promotion	HZ	ATS staff	6/30/2019	Eresource usage will increase 5% in FY1819 statistics. Baseline is 72,908 points of "successful retrieval of electronic information" as measured by the FY1617 IPLAR.	
4	Evaluate and implement remote checkout of materials	JK	JK	12/31/2019	Remote checkout will be implemented	
5	Evaluate and implement a frequent library user program	PR Staff	KF	12/31/2018	Frequent library user program will be implemented and success of promotion will be evaluated.	Evaluated by Library Director and PR department and decided not to implement
6	Evaluate and implement streaming video available via the Library's website	JP	ATS staff	12/31/2017	Streaming video will be available for patrons	COMPLETED: Hoopla (with streaming video) was added September 2017

OBJ B: Increase average program attendance 5% each year. Baseline is 18 in FY1516. Avg is 19 in FY1617 (6% increase). Avg is 23 in FY1718 (21% increase year-over-year)		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Market programs via online, external, and internal methods. Implement one new endeavor per year	HZ, EF	PR Staff	12/31/17; 12/31/18; 12/31/19	New marketing methods will be implemented annually.	CS, IS, and RO staff have this goal on individual FY1718 evaluations, so multiple endeavors were implemented in 2017 & 2018
2	Increase passive program offerings and participation	JP, EF, KC	YS staff, ATS staff, RO staff	12/31/2017	IPLAR standards for passive programs will be evaluated. Passive program offerings will be expanded and counted.	COMPLETED: Passive programs have been expanded and counted in CS, IS, and RO
3	Evaluate past program attendance, and survey future attendees. Customize program offerings to prioritize those in high demand	HZ, EF, KC	YS staff, ATS staff, RO staff	12/31/17; 12/31/18; 12/31/19	Monthly evaluation of program statistics will determine initial direction. Semi-annual program surveys will be implemented	Program statistics are evaluated quarterly and program offerings are adjusted to meet demand. Average attendance per program has increased as a result. SEE Objective B
4	Evaluate registration procedures and implement options to optimize attendance	HZ, EF, KC	YS staff, ATS staff, RO staff	12/31/2018	Analyze website registration options and instructors' requirements. Implement process improvements.	COMPLETED: ATS evaluated registration procedures to determine areas for improvement & implemented two new process improvements to optimize attendance. YS increased number of kids allowed in popular programs & then teamed YS staff members together to implement the programs. Eliminated program registration for series programs like storytimes.

OBJ C: Optimize service to the public		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Market services via online, external, and internal methods. Implement two new endeavors per year	HZ, EF, KC	PR Staff	12/31/17; 12/31/18; 12/31/19	New marketing methods will be implemented annually.	CS, IS, and RO staff have this goal on individual FY1718 evaluations, so multiple endeavors were implemented in 2017 & 2018
2	Have a dedicated person greet everyone who walks in the door	LR	PR Staff, HZ, JP	12/31/2018	Evaluate efficiency of staff versus volunteer greeter; implement greeter position.	COMPLETED: Greeter position at DL started 6/1/2018

STAFF WORKSHEET - STRATEGIC PLAN 2017-2020					
3	Improve telephone service	LR	HZ	12/31/2019	Evaluate configuration of current telephone service. Construct and implement staff phone training program. Investigate dedicated staff for phone service and implement as able.	**COMPLETED: Dedicated staff answering phones at DL started 6/1/2018**
4	Evaluate self-service processes including printing, checking out, and fine payments. Improve patron satisfaction with all	LR	JK	12/31/2018	Streamlined patron self-service will be implemented and patron satisfaction will be surveyed	**TBS and Comprise services were evaluated in 2018. Comprise offers a more integrated system and is moving forward in the implementation process.**
5	Maximize value of all business services by evaluation and continuous improvement	LR	MT	12/31/17; 12/31/18; 12/31/19	Construct cash flow analysis annually to maximize investment returns. Compile monthly cost savings tabulations and set annual goals.	**2018 Cash flow analysis was presented to Treasurer 11/17. 2019 Cash flow analysis presented to Board 1/19. FYCost savings are reported to Board monthly.**
6	Successful rollout of a new ILS	JK, HZ, KN	MT	12/31/2018	Work with CCS to implement	**COMPLETED**

OBJ D: Optimize service to internal customers		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Improve customer service skills of All Staff	MT	All Staff	12/31/17; 12/31/18; 12/31/19	Conduct annual All Staff training on Customer Service	**All Staff training for Customer Service was conducted 9/15/17 (phone, print/scan/fax, self-checks); and 7/21/17 (Hoopla, Brainfuse, Pronounciator); and 1/19/18 (Polaris); and 3/16/18 (Business Communication, Polaris); and Reference & RA (9/21/18)**
2	Create a searchable intranet and expand ticketing systems	LR	HZ, JK, KC	12/31/2019	Staff intranet including file management and internal communications will be complete	
3	Update core competencies and training	LR	MT	12/31/2018	Evaluate existing document and streamline for effectiveness. Ensure staff training needs are addressed annually	**COMPLETED: Core Competencies document updated 2018**
4	Increase volunteer opportunities	MT	HR	12/31/2017	Evaluate staffing needs and determine additional volunteer opportunities. Construct job descriptions and fill positions	**COMPLETED: HR Specialist worked with YS, IS, PATS and RO Managers to construct job descriptions. Volunteer slots being filled.**
5	Ensure staff and patron safety	ML	MT	12/31/17; 12/31/18; 12/31/19	Provide continuous improvement via semi-annual PIC training.	**PIC training took place 1/20/17; 3/17/17; 5/19/17; 7/21/17; 9/15/17; 5/18/18; 7/20/18;**
6	Create a feedback mechanism between staff and the director, including regular direct contact via a "Director's Message"	RB	LR	12/31/2017	Weekly "Director's Message" will be implemented in Fox Tracks; survey staff to determine effectiveness of existing feedback mechanisms and institute any necessary improvements	**Completed: Director's Message headlines Fox Tracks enewsletter to staff. Survey Monkey online feedback request is part of weekly Fox Tracks.**

GOAL 2: ENRICH LEARNING OPPORTUNITIES FOR ALL AGES					
OBJ A: Increase partnerships with D300 and other educational organizations	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Increase the percentage of D300 students who hold FRVPLD Library cards by 3%	LR	EF, DP	12/31/2018	**Baseline is 37% for FY1516 (7801 hold cards of 20,926 students in D300). FY1718 will be 40%. Library Card will be included on D300 school supply lists**	**Not achieved in FY1718: 7235 cards under 18 on 6/30/18 / 20,708 enrolled in D300 or 35%.**
2 Ensure all D300 teachers have access to FRVPLD materials and services	LR	MT	12/31/2017	**Institute inter-governmental agreement between D300 and FRVPLD to issue Library cards to every school, which can be used by teachers to utitlize Library materials and services, if feasible**	**Inter-governmental agreement was written and presented to Library Director, who is initiating contact with D300 Superintendent to ascertain interest in moving forward.**
3 Promote community partnership via a "One Book, One District" program	LR	EF, HZ	12/31/2019	**Both districts will promote reading a particular title before or during summer 2019**	
4 Partner with D300 school library staff to ensure the range of FRVPLD materials and services are utilized.	EF	DP, JJ	12/31/17; 12/31/18; 12/31/19	**Host an annual meeting with D300 school library staff to promote FRVPLD**	**2018 completed: YS manager and YS librarian went to D300 school library meeting to promote FRVPLD materials and services on 10/26/18. Discussed services available to teachers including book talks, field trips, book lists, and book bag services. Continued communication with library staff after meeting.**
5 Host every D300 2nd grade class in our District for Library instruction	EF	YS staff	12/31/17; 12/31/18; 12/31/19	**Create annual 2nd grade curriculum and invite every 2nd grade class. Instruct all who respond**	**2017 completed - 22 second grade classes hosted; 2018 completed - 24 second grade classes hosted**
6 Invite every D300 student in our District to participate in SRC	EF	SRC Committee	12/31/17; 12/31/18; 12/31/19	**Create annual SRC presentation and perform outreach to every D300 school**	**2017 completed; 2018 completed**
OBJ B: Offer programs and services for patrons with special needs	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Expand collection to target patrons with special needs	EF, CF	KC	12/31/2017	**Identify collection deficiencies and augment purchases**	**COMPLETED: YS and IS librarians purchased relevant materials**
2 Offer minimum of three programs to target patrons with special needs	EF, HZ, KC	YS staff, ATS staff, RO staff	12/31/2018	**Identify and implement 3 new programs**	**COMPLETED: ATS offered four programs at Village Green, making it easier for people with mobility issues to attend our program & started a story discussion group at Cherished Place for adults with dementia.YS offered Bring Your Own Abilities, Sensory Playtime & Inclusive Movie Night.**
3 Improve technology for patrons with special needs	JP	ATS staff	12/31/2017	**Identify and implement improved technologies**	**COMPLETED: DS recommended new computer and peripherals. Additional equipment purchased**
4 Ensure staff are trained to use and find collections and resources to deliver optimal service to patrons with special needs	LR	EF, HZ, KC	12/31/2018	**Conduct comprehensive All Staff Training on updated collections, programs & technologies**	**Homelessness 5/18/18; Senior Services 9/21/18; Autism & ADHD in 2019**
OBJ C: Incorporate Wahoo Woods in programs and services	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Expand collection for all ages in areas that support interest in local natural areas	EF, CF	YS staff, ATS staff	6/30/2017	**Acquire new nature-themed materials**	**COMPLETED: materials in support of Wahoo Woods began circulating**
2 Partner with Dundee Township to deliver playwork or nature-themed programs for all ages	EF, JP	YS staff, ATS staff	6/30/2018	**Host new programs**	**COMPLETED: programs in support of Wahoo Woods run for adults and children**
3 Develop non-traditional collections in support of Wahoo Woods	EF, JP	YS staff, ATS staff	6/30/2017	**Acquire and circulate binoculars, digging, water toys, and other non-traditional collections**	**COMPLETED: kits in support of Wahoo Woods began circulating**

OBJ D: Increase partnerships with community organizations	STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1 Develop SRC sponsors	LR	SRC Committee	8/30/17; 8/30/18; 8/30/19	**Solicit annual grants and donations in support of SRC**	**2017 completed; 2018 completed**
2 Implement free summer lunches	LR	PR Staff, All Staff	8/30/17; 8/30/18; 8/30/19	**Free summer lunches will be available at DL for all summer days D300 is not in session**	**2017 completed; 2018 completed**
3 Expand variety of in-house programming conducted by various community organizations	HZ, EF, KC	YS staff, ATS staff, RO staff	12/31/17; 12/31/18; 12/31/19	**Increase free programs offered at both locations in support of community organizations**	2017 Programs: Pop-up Social Services booths: Share (Crisis Center). Upcoming Job Board display. Drop-in Community programming: Coffee with Phil Aleo. Life Skills Programming Upcoming: Medicare, Social Security, Hearing Loss programs, SAT preparation. Community Partnerships: Hosting TPP-CAG group at Dundee Library. **2018 Programs: Strategic Social Security (First American Bank), SHARE with Community Crisis Center (in April and October), I-CASH (Illinois Treasurer's Office), Understanding Medicare (Assured Concepts Group), Filling for Social Security (Waddell Read Financial Advisory), Bright Start (Illinois Treasurer's Office), Dundee Township Library Springs series (seven programs, several were canceled: Forest Bathing, Woodland Management, Intro to Black and White Nature Photography, Poetry Walk in the Woods, Woodland Ecology, Forest Edibles, Woodland Ethnobotany), Telling Your Stories Writing Workshop with Carrie Brecke (4 part series), Writers' Group with Carrie Brecke (repeating series), Tai Chi with Jarrett Sanchez (repeating series), Madrigal Singers from Jacobs High School, Rethink Reduce Reuse and Recycle Right (Kane County Recycles and Allen Skillicorn's office).**
4 Provide outreach programming at various community organizations	HZ, EF, KC	YS staff, ATS staff, RO staff	12/31/17; 12/31/18; 12/31/19	**Increase outreach to community organizations**	2017 Outreach Programs: Quarterly programming at the Dundee Township Adult Activities Center; National Night Out; Hamilton's Women, Pearl Harbor, Pianist Terry Andrew at Village Green.Teen staff made several visits to Dundee Crown and Carpentersville Middle School including CMS Open House, Scary Story Night, and giving a career presentation. **2018 Programs: library resources at a Hablemos meeting at Dundee Crown (for Spanish speaking parents of D300 students). Offered 4 programs at Village Green. One-on-One tech appointments at the Senior Center at the Park District (6/21/18). Monthly story discussion club at Cherished Placed.**
5 Implement 211 Initiative for referrals for health and human services supported by the United Way.	RB	KN	12/31/2019	**Work to achieve support throughout Kane County to implement 211 initiative. Keep the database up-to-date and ensure Library services are included.**	

GOAL 3: ENGAGE, LISTEN, AND RESPOND TO OUR DIVERSE POPULATION					
OBJ A: Survey our diverse population	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Engage superconsumers in specialized surveys and utilize results in district planning	RB	PR Staff	9/30/2017	Targeted groups will be engaged and results will be implemented in facilities and services planning	Library superconsumers have been identified, but not yet contacted.
2 Implement Spanish-language survey, in conjuction with other community organizations, and utilize results in district planning	RB	PR Staff	9/30/2018	Targeted groups will be engaged and results will be implemented in facilities and services planning	Not completed
3 Employ continuous feedback mechanism to survey all visitors to DL and RO	JP	LR	12/1/2017	Use single-question evaluation technique on touchscreen technology as patrons exit programs / building	COMPLETED: monthly results are incorporated into Dashboard.
4 Survey district demographics and add language collections as appropriate	LR	KC	12/31/2017	FY1819 budget will include additional language collections, as appropriate	COMPLETED: FY1819 budget included additional funds for language collections: no new languages were added: kids Spanish collection added at RO in 2018
OBJ B: Evaluate fine structure to engage economically disadvantaged and disaffected patrons	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Evaluate DVD fine rate and implement changes if appropriate	LR	RB	12/31/2017	Options will be evaluated and recommendations presented to the Library Board	With Polaris auto-renewals, this objective has been eliminated
2 Evaluate library card balances and implement changes if appropriate	LR	RB	12/31/2018	Options will be evaluated and recommendations presented to the Library Board	With Polaris auto-renewals, this objective has been eliminated
3 Evaluate fine-free options	LR	RB	12/31/2019	Options will be evaluated and recommendations presented to the Library Board	
4 Evaluate amnesty programs and implement if appropriate	LR	RB	6/30/2018	Options will be evaluated and recommendations presented to the Library Board	With Polaris auto-renewals, this objective has been eliminated
OBJ C: Deliver collections / services / programs that target all demographic segments	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1 Establish target size for all Spanish-language collections	LR	EF, JP	12/31/2017	Survey district demographics to determine target size by 12/31/17	COMPLETED: Collection survey determining target sizes completed
2 Expand all Spanish-language collections in order to reach target goal	LR	EF, HZ	12/31/17; 12/31/18; 12/31/19	Spanish-language collection budget will increase annually as appropriate	Spanish collection budget increased for FY1718 & FY1819
3 Identify local workplace skills requirements and establish training target numbers. Design and implement targeted programs that improve those skills	HZ	MT	12/31/2018	Expanded workplace skills programs will be implemented	COMPLETED: Basic Math program implemented 9/17
4 Ensure staff are competent and comfortable working with all patrons by providing comprehensive staff training	LR	MT	12/31/17; 12/31/18; 12/31/19	Conduct annual All Staff diversity training.	Not completed in 2017: Brit TEAM training completed in 2018
5 Hire and retain bilingual Spanish-English staff	LR	MT	12/31/17; 12/31/18; 12/31/19	Maintain goal of 20% of DL staff being bilingual Spanish - English.	2017 goal achieved: 2018 goal achieved

	GOAL 4: EXPAND ACCESS TO TECHNOLOGY					
	OBJ A: Provide classes that expand patron tech knowledge	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Develop new courses to expand patron tech knowledge. Examples include video editing, sound editing, and expanded 3D printing.	HZ	ATS staff	12/31/17; 12/31/18; 12/31/19	**3 new courses will be developed and implemented each year**	**2017 completed: 2018 completed including: Live Stream Your Life, iOS 11, Digital Privacy Clinic, 3-D Design Drop-In, Ciberseguridad, Keeping Track of Your Reading, Microsoft Excel Parte 4, Online Anonymity, Busquedas Avanzadas, El Internet Y Su Privacidad, Security and the Smart House, Intro to Sewing (three part series), Costura A Maquina Para Principiantes (three part series), Photo Scanner Drop-In, Intro to 3D modeling in Blender (three part series), Silhouette labs.**
2	Offer technology courses taught at the FRV Libraries via streaming service	HZ	ATS staff	12/31/17; 12/31/18; 12/31/19	**3 courses will be streamed each year**	**Upon evaluation, this goal is deemed not practical**
3	Record technology courses taught at the FRV Libraries for repeat viewing online	HZ	ATS staff	12/31/17; 12/31/18; 12/31/19	**3 courses will be recorded and offered on the FRVPLD website**	Initial goal deferred until 2018; **2018: three classes have been recorded and put up on the Library's YouTube page for viewing. ATS staff has in their goals to put up 4 more classes on the YouTube page by 4/30/19.**
	OBJ B: Develop non-traditional collections that expand patron access to technology	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Expand patron access to portable computing devices	JP	JK, KN	12/31/2017	**Four times as many laptops, iPads, tablets will be available for checkout. 3 will become 12.**	**COMPLETED**
2	Expand patron access to the internet	JK	JP, HZ, KN	12/31/2018	**Twice as many hotspots will be available for checkout. 10 will become 20.**	**COMPLETED**
3	Expand non-traditional collections to satisfy patron demand for technology	HZ	JK, KN, KC	12/31/2019	**Additional collections such as gaming systems, virtual reality, GoPro cameras, and car diagnostics will be available for checkout**	
	OBJ C: Expand library services to deliver expanded access to technology	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Provide patron access to the internet outside the physical library	JK	ML, LR	12/31/2018	**Use the Library van as a "little free hotspot," providing free wifi**	**Upon evaluation, this goal is deemed not practical**
2	Provide patron access to new technology services	JK, HZ	LR	12/31/2019	**Investigate new services via technology equipment such as vinyl cutting, laser etching, large-scale printing services; implement where feasible**	**Budget for by 4/30/18**
3	Provide video conferencing services	RB	LR, JK, HZ	12/31/2019	**Investigate space and technology needs to provide video conferencing services to the public; implement where feasible**	
4	Provide easier access to library cards	JK	LR, KC	12/31/2018 12/31/2019	**Implement online library card registration; Launch door-to-door library card drive**	**Working with CCS to implement online library card registration for FRVPLD. Prospective patrons will have the option to self-register for a library card online & be assigned a temporary barcode with immediate access to e-content.**
5	Provide easier identification of in-district patron addresses	HZ	JP, LR	12/31/2017	**Implement online map to identify library service areas**	**COMPLETED: Goal achieved: available to view at frvpld.info**
6	Provide easier access to library materials and services by utilizing mapping software	JK	LR, KC	12/31/2019	**Implement online map of materials and services at the Dundee Library**	

	GOAL 5: PROVIDE FACILITIES THAT MEET SERVICE NEEDS					
	OBJ A: Identify deficiencies of current facilities to meet current needs	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Revisit Needs Assessment and Building Program by department	RB	LR, PR Staff	12/31/2017	**Survey of DL deficiencies will be conducted**	**This goal is on hold pending direction from the Board**
2	Meet with community stakeholders to gather information about current deficiencies and current needs	RB	LR, PR Staff	12/31/2017	**Survey of DL deficiencies will be conducted**	**This goal is on hold pending direction from the Board**
3	Conduct district-wide survey to measure patron satisfaction and direct facilities planning.	RB	LR, PR Staff	6/30/2018	**Survey of entire district will be conducted**	**Open Town Hall module from OpenGov**
	OBJ B: Correct deficiencies of current facilities to meet current needs	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Engage architect and construction manager to construct plan to correct east-side deficiencies where financially feasible	RB	ML, LR	10/31/2017	**Plan for DL will be developed**	**This goal is on hold pending direction from the Board**
2	Engage architect and construction manager to construct plan for west-side expansion	RB	LR	10/31/2017	**Plan for RO will be developed**	**This goal is on hold pending direction from the Board**
3	Improve patron and staff safety by restricting building access during non-work hours	ML	LR, RB	12/31/2019	**Implement keycard entry at DL**	**Keycard entry will be budgeted for FY1920**
4	Improve patron access to technology by adding Makerspace / computer lab where financially feasible	RB	LR, JP, CF	12/31/2018	**Computer lab will be added at DL**	**COMPLETED: 2018 goal completed early**
5	Improve district communications via electronic signage at DL where financially feasible	RB	ML	12/31/2019	**Electronic sign will be added at DL**	**Electronic sign will be budgeted for FY1920**
6	Improve patron experience at DL programs by implementing built-in projector and speakers at DL where financially feasible	JP	ML, LR	12/31/2018	**AV systems will be added at DL**	**COMPLETED: 2018 goal completed early**
7	Improve staff efficiency by implementing less distracting workspaces where needed	RB	LR, ML	12/31/2018	**Implement private cubicles for staff work areas**	**DS and IS cubicles implemented in 2017: YS and PATS cubicles to be implemented in FY1819**
	OBJ C: Analyze future needs and space requirements for services using a 5 year planning horizon	**STAFF LEAD**	**ADD'L STAFF**	**COMPLETE BY**	**MEASUREMENT**	**ACHIEVEMENT**
1	Analyze options for east and west side buildings and determine future course for Library services	RB	LR	12/31/2018	**Financial plan for district direction will be implemented**	**This goal is on hold pending direction from the Board**

Lauren Rosenthal, Deputy Director

Roxane and I attended the Library Journal Directors Summit. This two-day free conference focused on "Equity and Inclusion" and proved inspirational to us both, reaffirming why we've chosen librarianship and the impact libraries can make in people's lives. We brought home tangible ideas for implementation at FRVPLD which we'll flesh out and present for board consideration in the coming year.

Much of December is preparing for end-of-year employee payroll changes, including changes to health insurance deductions & earnings; dental insurance deductions & earnings; IMRF earnings; charitable contributions; and 457 & Roth employee contribution changes. Implementing these changes in our payroll software is a completely manual process (reviewing signed employee forms for different deductions). Sherry Kenney did an outstanding job organizing and implementing these changes, which we reviewed and set for the first payroll of 2019.

I reviewed our FY1819 cash flow schedule, and we're on track with what the Board reviewed last year. I also constructed a FY1920 cash flow schedule, which the Board will review in January. These documents will provide assistance in determining future direction for the Library: how much funding will be accessible, and what should our investment strategy be, given the physical disadvantages at DL and the board's future plans.

We received the balance of our e-rate funds ($5,778) in December (finally!).

Randall Oaks Manager: Keri Carroll

Perhaps the biggest news for Randall Oaks in December is the hiring of our new clerk, Andrea Rico. Andrea was brought on to fill clerk Stacy Eyman's spot as Stacy goes on to pursue her MLIS through the iSchool at UIUC. We wish Stacy the best of luck! Andrea's background includes a deep love of poetry and a desire to help people, making her a welcome addition to the Randall Oaks family.

We had a small handful of special storytimes and an "Edible Snowman" program, all of which saw excellent numbers for our location. YS librarian Brittany Berger hosted both the Edible Snowman program and a Happy Holidays Storytime, the former registered at capacity and the latter drawing close to 40 people to Randall Oaks. YS library assistant Maggie Martinez hosted another of her popular Snack-and-Chat storytimes, bringing in 32 patrons to listen to Peppa Pig tales, dance, and have a small treat. We're always thrilled to see the front area packed with people!

The children's section now has new signage fully installed so that browsing is easier for patrons, especially the younger ones. We had been utilizing the original signage from when Randall Oaks first opened so it was great to brighten up the area with, essentially, a fresh coat of paint.

At both locations the Winter Reading Challenge kicked off and patrons have been responding positively to the all-ages challenges and the slightly different format from the Summer Reading Challenge. Randall Oaks has signed up around one-third of the youth and teen participants and nearly 50% of the adult participants. RO staff also created a one-stop shop for WRC activities such as coloring sheets, a word search and party hat templates.

Public Relations & Outreach: Kirstin Finneran

Refreshed all signage at public computer stations. There are now two docupockets at each station. One holds a sign with the station number and directions on how to save work, print, etc. The other will be changed frequently to promote library programs and services. Each station started with a different promo for all of our eResources. Those were then replaced with a flier to promote our upcoming Job Searching 101 program.

Worked with YS Manager Elizabeth Forkan to create a graphic for the "Welcome Little Ones" program. Will be working on a brochure and custom library card application.

Worked with AS Manager Jason Katsion to map out a communications plan for the upcoming "System Down" period. We will get the word out to patrons with a website slider, signs and bookmarks, graphics on the self check stations, a blurb in eNews, a separate email to all patrons, and social media posts.

Updated our High School email list (teachers & advisors). Used the updated list to send message and flier to promote our upcoming Practice SAT test.

eNews

Date Sent	Subject	Emails Sent	Unique Opens	Unique Open %	Total Clicks
12/5/2018	Winter Reading Challenge, Finals Study Space	9998	1922	19.24%	201
12/19/2018	Holiday Hours, Noon Year's Eve	10148	1673	16.52%	218

Facebook

Followers: 1461 (19 new followers)
Number of posts: 21
People who saw our posts: 9186
Post likes: 197
Comments: 13
Shares: 15
Clicks: 476

Top three posts according to reach:
- 890 saw: We had a blast celebrating NOON year's eve yesterday! We hope you have an equally wonderful New Years! #NoonYearsEve #YouthServices (December 29)
- 697 saw: Help us make our mitten tree grow! Donate some winter accessories. All items will be donated to the Carpentersville F.I.S.H Food Pantry and the Elgin Crisis Center. #GoodVibes #YouthServices (December 12)
- 697 saw: Parte de las celebraciones de Navidad son las fiestas tradicionales, las famosas Posadas! Vengan a divertirse con nosotros el 18 de Deceimbre. Habran pinatas, #YouthServices #November (December 6)

Youth Services: Elizabeth Forkan

December was a festive time around the library!   The Youth Services staff worked hard to decorate the department with Christmas lights, garland, and ornaments to create a festive environment for our patrons. We launched our 1st annual all-ages Winter Reading program this month and have had great response across the library! We've had 162 kids sign up so far, so it will be exciting to see how the program does as the winter months go on.

Youth Librarian, Brittany Berger, worked hard this month on developing our newest addition to the youth collection: Early Learning Kits. Early Learning Kits provide children aged 0-6 with portable learning opportunities. Similar in concept to the STEAM Kits, Early Learning Kits are geared towards children aged 0-6 with an emphasis on exploring those essential early learning skills such as number and alphabet recognition, fine motor skills, and colors and shapes.

We hosted several large-scale family events this month including our 1st annual Family Gingerbread House Workshop that had 141 people attend. The whole team worked hard to bring this program to life from creating the foundation to decorating the room to serving families hot chocolate! Every family received a house to decorate while drinking hot cocoa and listening to music. Families were really grateful for the event and are looking forward to it being offered again next year.

Another large family event we offered this month was Posadas. This event was targeted towards our Spanish-speaking population. As part of the Christmas celebration, traditional fiestas called Mexican posadas are held for family, friends, and neighbors. A posada is the reenactment of the Census pilgrimage to Bethlehem by Mary and Joseph in search of a room. Maggie Martinez, Youth Services Library Assistant, did an outstanding job in creating this program and in working hard to get the word out to the Hispanic population. We had 74 people here for this event and many of them had never been to the library before. The staff were especially excited because Saint Monica's church was also holding a Posadas at the same time, but many people chose the library's event! Pictured below are kids hitting the piñata as part of the event.

I met with staff from the Gail Borden Public Library to explore how their library implements a Welcome Baby program. In an effort to make this as simple as possible to implement at the hospital, both libraries agreed to offer different colored Welcome Baby folders for hospital distribution. We are hoping to have this program off the ground by Spring.

We did our annual mitten tree donation drive this month and it is always impressive to see how much generosity there is in the community. The tree was overflowing with donations of mittens, scarves, and hats that Maggie dropped off to the F.I.S.H. Food Pantry and the Elgin Crisis Center.

IT / Network / Account Services: Jason Katsion

Throughout December, I updated several sections of the Emergency Response and Procedures Manual. Changes were made to the Account Services and IT sections of the document, necessitated by the migration to Polaris as well as departmental changes.

On December 18, I attended the IT Technical Group Meeting at Northbrook Public Library with IT Specialist Erin Pasetes. Discussion focused on preparedness for the upcoming offline period: Saturday, January 12 through Monday, January 14. CCS provided an overview of the maintenance schedule, and shared best practices for offline circulation. Erin and I have utilized the preparedness checklist provided by CCS, and have made all necessary preparations for the planned offline period. As detailed in my previous Board Report, the following library services will be unavailable during the offline period: check-in of library materials, placing holds, processing holds, paying fines, etc. Patrons will be able to check out materials, although those

transactions will be stored offline and forwarded to the CCS server following the offline period. We will continue to register patrons for library cards throughout the offline period.

I viewed a PLA webinar entitled Creating Data-Driven Professional Development Pathways for Public Library Staff. The panelists (ALA Emerging Leaders) shared their research on identifying data competency training resources, emphasizing data competence in five key areas: data analysis, data planning and resource management, data storytelling and advocacy, principles and practices of communicating data to inform decisions, and research and evaluation methods. They persuasively argued that it is becoming "increasingly important for library professionals to be able to gather, analyze, and communicate data in order to navigate a data-rich world and make data-driven decisions related to funding, policies, and other resources."

Facilities: Michael Lorenzetti

The Library has been declared pest free after an inspection conducted on 12/14 by Miss Bella and Miss Myra from the Bed Bug Pest Detective agency. Working in conjunction with McCloud Services, this has been ongoing since the discovery in June of 2018. As a public facility, we cannot let our guard down and must be always on the lookout for these pests.

We have January and February to get through since March is always a "who knows" in regards to the weather. The area has seen one large snowfall and Valley Enterprises was on top of the situation. In addition, they have been out to salt in cases of freezing rain. Facility service staff have taking care of the situations that arise from ice forming on the parking areas in total shade, all on the protective side of patron and staff safety.

The facilities department has a new monitor on staff and his name is Julio Hernandez, he began on 12/18. Supervised training was conducted and he has adapted to this position very easily. When you see him at the greeter desk, please stop and say hello.

Light bulbs and ballasts were replaced in areas of the Library. This is an ongoing process.

Touch up painting of hand rail, door frames and doors has been completed, with wall repair and touchup the next project.

PATS (Purchasing, Acquisitions, Technical Services): Karin Nelson

Savings in December: $1,480.10 (not including negotiated price reduction from OpenGov)

Quite a bit of work has been done with collections this past month:
- (5) Early learning kits have been processed and are ready to circulate for patrons.
- PATS is working with YS on re-packaging books with CD's in order to create a "Read Along" section.
- In the future some shelf location text in Polaris will be changed for some Randall Oaks YS collections so that they mirror the naming convention seen at the Dundee Library.
- The project to weed magazines in the adult area of the Dundee Library whose back issues are older than our retention statements has been completed.
- Powerpac links to recently ordered items: Due to the Morton Grove addition to our consortium this project has been temporarily put on hold until after their migration into Polaris. We hope to also work with CCS to get links for "newly" entered materials so they are more easily seen in the Powerpac catalog.

- In process: We continue to add front cover call numbers to the Dundee Library J-BIN books in the YS department. These item previously just had the call number labels on the book spine but since this is face out shelving this extra work will help alleviate frustration with locating these items.
- A standing order plan has been set up for YS books at Dundee Library for many of the major book series. Titles will automatically come rather than a selector needing to put them into online carts to be ordered form our major print provider. This type of standing order plan has also been recently configured for test prep, and travel books in our ATS section.

Adult & Teen Services: Heather Zabski

We were pleased to welcome new staff member Kate Beyer, who started in the department on December 21st. Kate has been working with ATS staff and me to get quickly up to speed.

Conversation Club has started up again, currently offered biweekly on Wednesday mornings. Jasmin Munoz works as tutor with students looking to practice their English language skills. We've had two club meetings so far, with students getting progressively more comfortable speaking to the group.

During the week of December 17th, we opened up Corner 68 to give students a comfortable place to study for final exams. The room was open during the evening from 4 PM to closing for students to drop-in. We hosted 30 students.

The Silhouette Cameo drop-in programs seem to be quite popular on Saturday afternoons. The holiday cards program hosted by Katie Redding on December 4th had 23 attendees. Because of the strong demand, we hope to host more of these programs in the upcoming months.

The Winter Reading Challenge is proving popular among adults and teens. We had well over a hundred forty signups during the month of December. So far, around 20 adults have finished the programs and won ice scrapers, chapstick and cocoa. Patrons have raved about the fun challenges thought up by Jasmin Munoz and Danielle Pacini, which include locating an elf on the shelves, participating in various passive programs (like creating and New Year's Resolution hat) and many more. Adults choose five of 20 tasks to complete, teens choose 10 of 20.

We've had success with two programs led by community partners this month. Tai Chi with Jarrett Sanchez has been growing in popularity, with a peak attendance of 21 people on December 10th. Hopefully even more people will come in early January, as people start working on their New Year's Resolutions! We partnered with Illinois Representative Allen Skillicorn's office and Kane County Recycles to host Rethink, Reduce, Reuse and Recycle Right on December 19th. The program drew 22 people and was very well received.

After working with ATS programmers to evaluate the registration procedures, we decided to implement two new options to make the registering for programs easier for staff and patrons. First, computer classes and sewing classes which are part of a series will move to series registration. This means that when a patron registers for one class they are automatically registered for all others in the series. Second, we will up the number of seats per registrant for presenter programs and events people are likely to attend in group. This will make it easier to register multiple patrons in a group at one time.

Total Circulations
(Includes renewal)
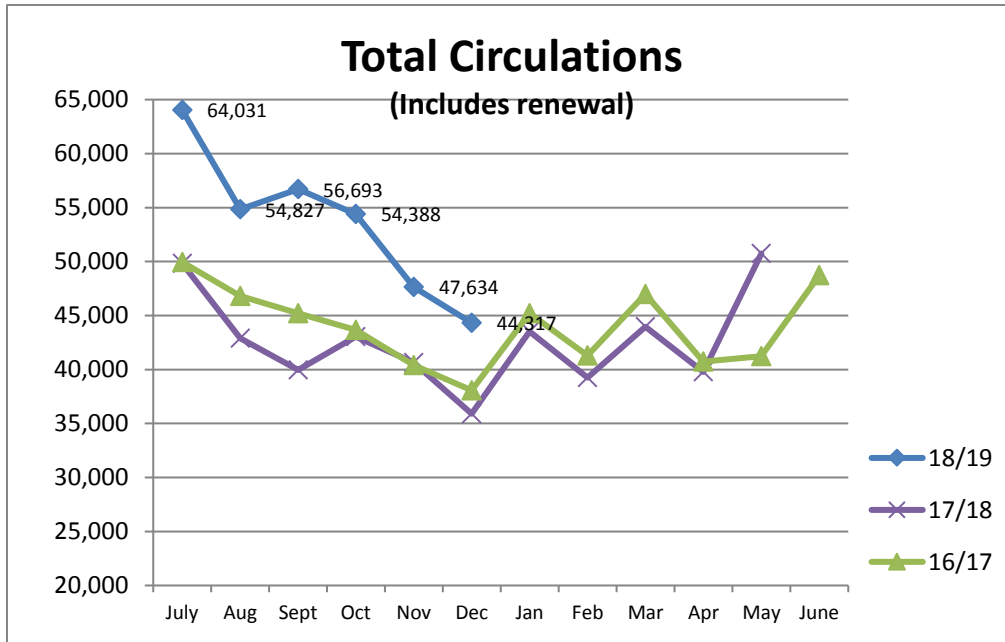
Monthly Total Circulations for December were 17% higher than last December and we're ahead 28% for the year, reflecting the popularity of auto-renewals.

First-time Circulations
(Excludes renewal)
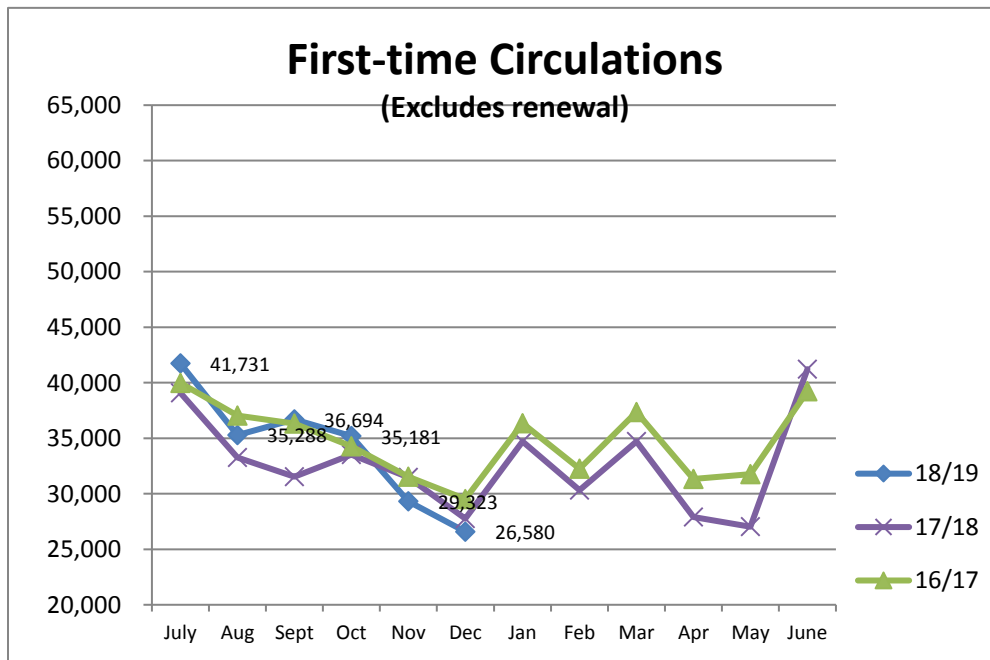
The **First-time Circulations** graph subtracts renewals: absent renewals, first-time circulations have been consistent for the past three years with FY1819 posting higher totals in July, September & October 2018 than previous years.

Total Visits for December were down at both locations. A new graph added this month is **Average Visits per Hour Open**, which provides a slightly more accurate assessment of visits, taking into account the number of Sundays or hours closed due to weather each month.

Library Visits by Location

Avg Visits / Hour Open
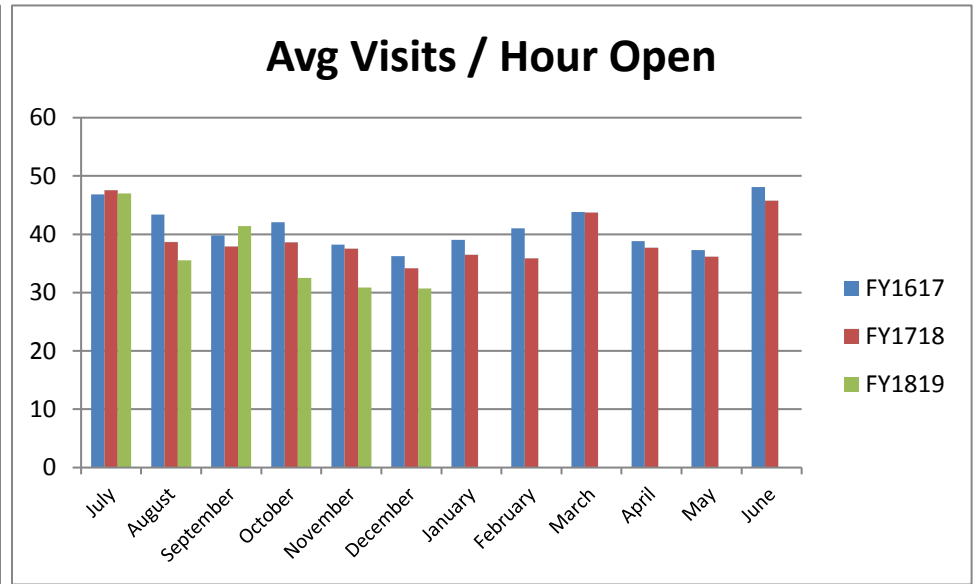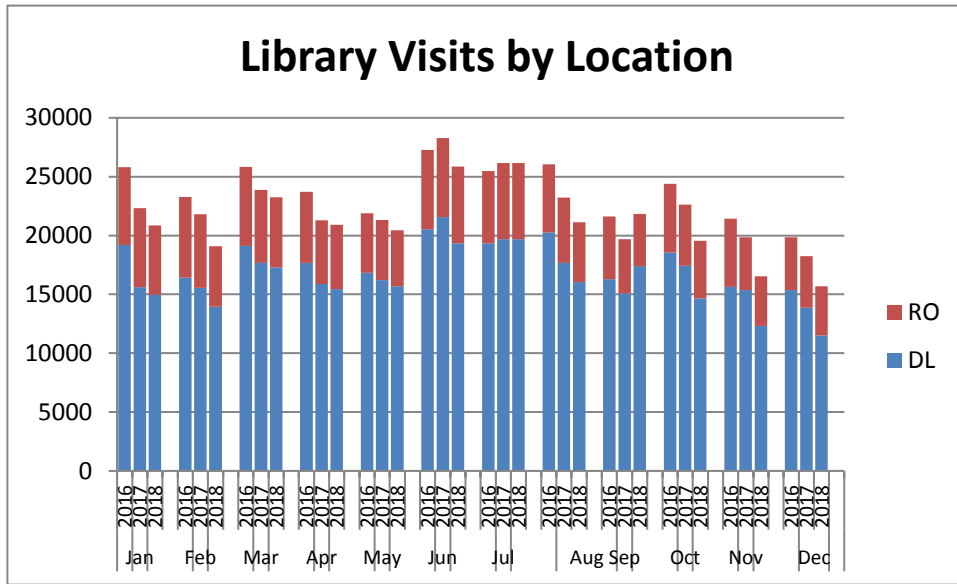
Also added are graphs comparing **physical and virtual visits**. Monthly visit numbers are generally similar whether physical or virtual.

Library Visits per Month
FY1617-present

Website Visits per Month
FY1617-present

Return to Agenda
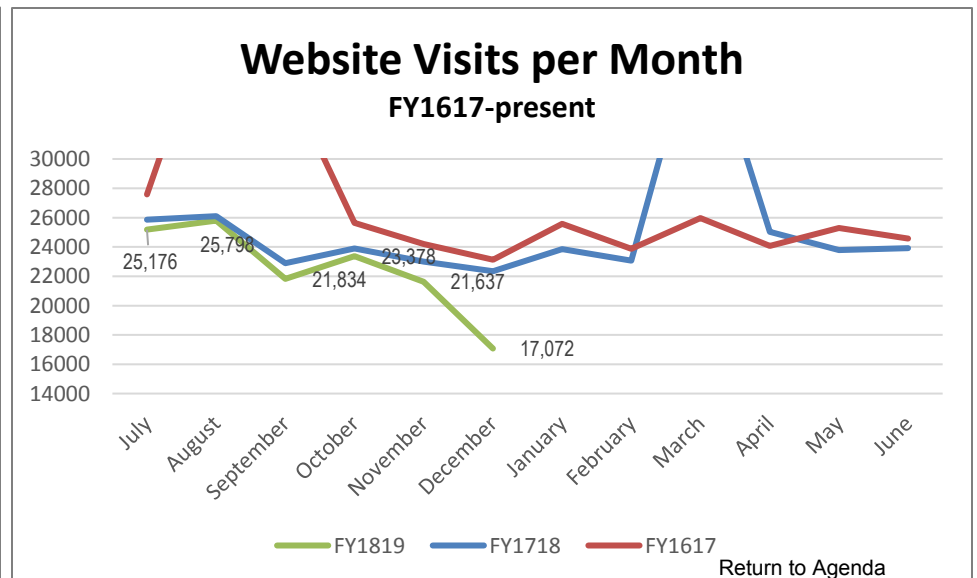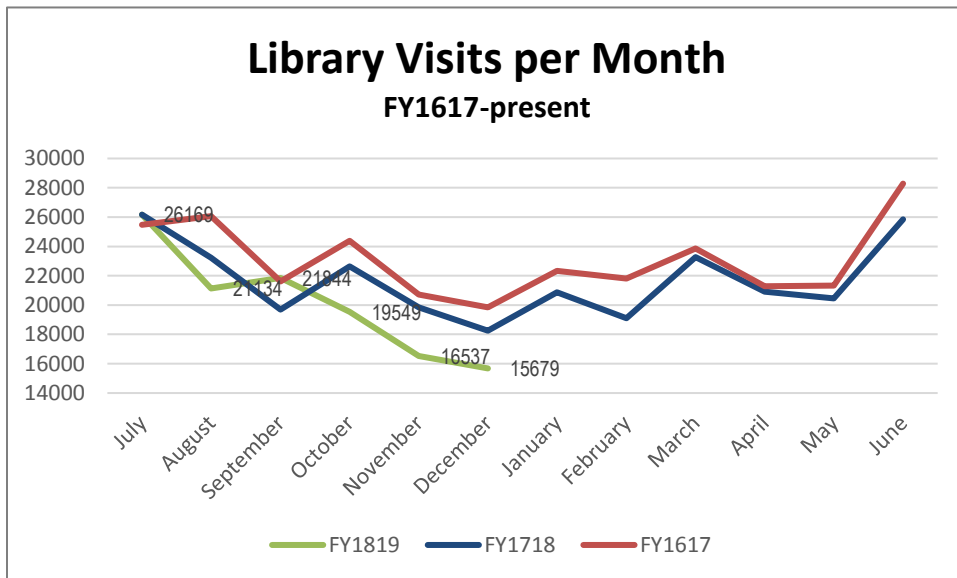
Patron Satisfaction Surveys
past 12 months
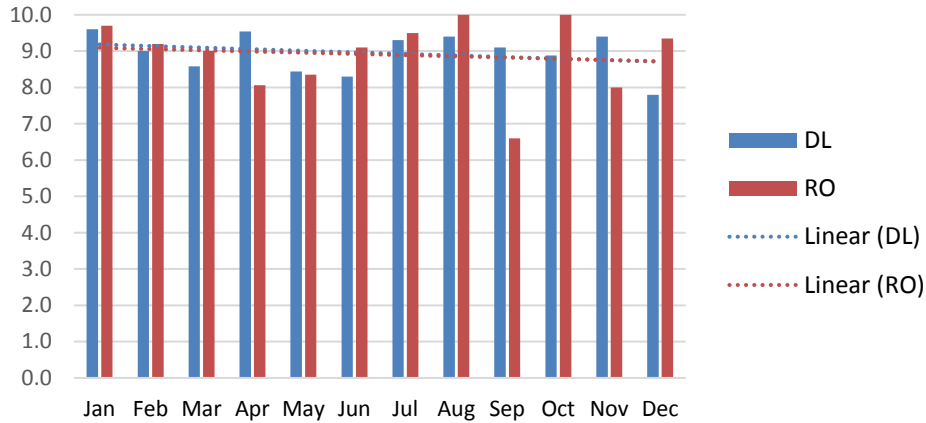
Patron Satisfaction Surveys are on iPads at the exits of both libraries, with a goal to average at least 9. Great scores in December at RO with 20 patrons responding, and a couple of low marks at DL brought down that monthly average.

We're 50% through the year, and we've spent 41% of the budget.

- Personnel expenditures are 42%
- Materials are 49%
- Operating are 35%
- Building are 40%
- Capital are 25%

So we're tracking well to the Working Budget in all categories.

% Working Budget vs. % Actually Spent
FY1617 thru current
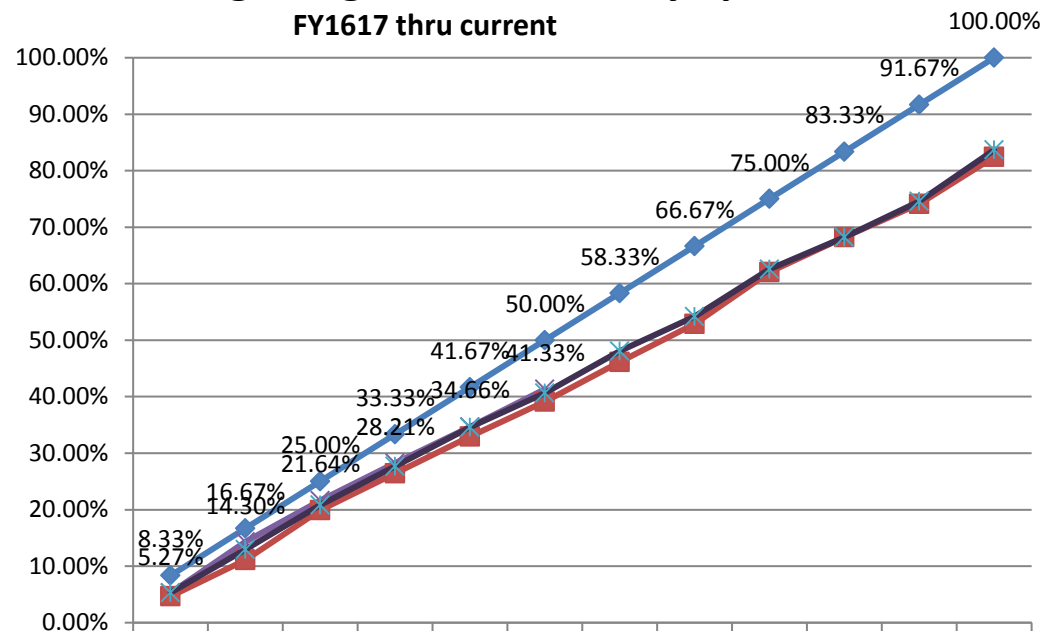
	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
FY1819 Budgeted %	8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
FY1819 Actual %	5.27%	14.30%	21.64%	28.21%	34.66%	41.33%						
FY1718 Actual %	4.66%	11.07%	19.91%	26.41%	32.92%	39.12%	46.12%	52.88%	62.06%	68.21%	74.13%	82.43%
FY16/17 Actual %	5.31%	12.93%	20.80%	27.66%	34.60%	40.64%	48.08%	54.20%	62.57%	68.23%	74.58%	83.67%

The number of **programs** in December decreased by 30%, yet **program attendees** only decreased 11%.

Number of Programs

Adult Teen Youth

Program Attendance

Adult Teen Youth

Avg Attendance / Program
FY1617-present

FY1819   FY1718   FY1617
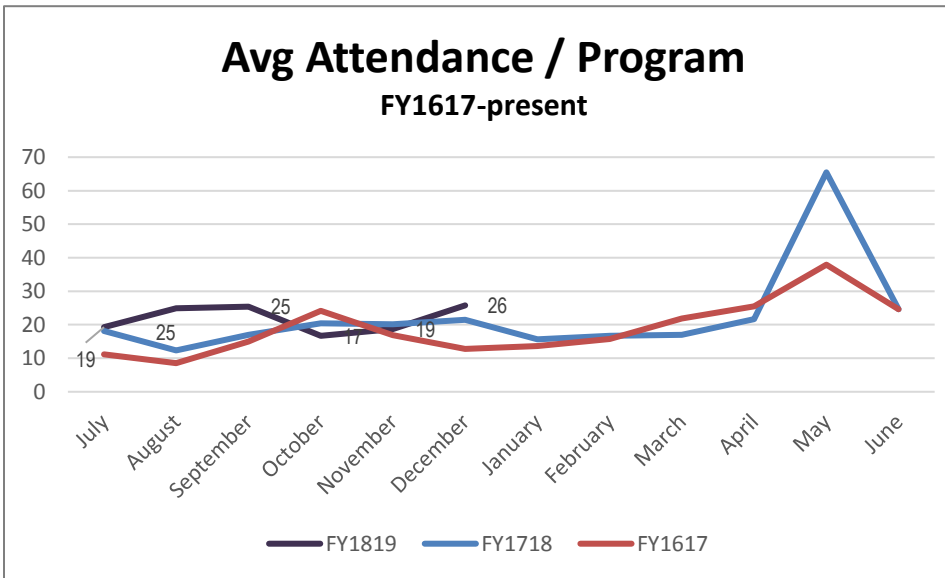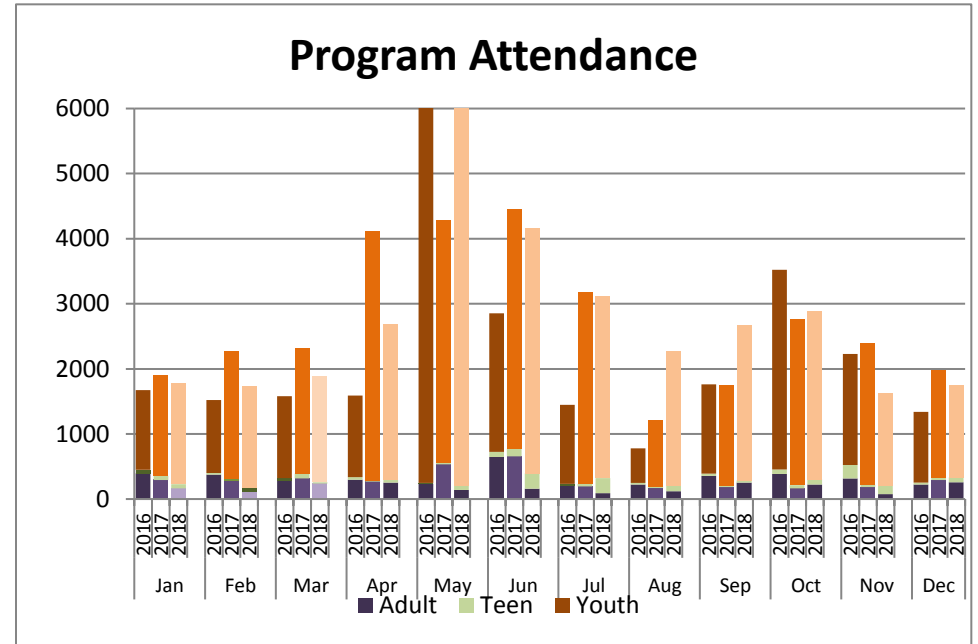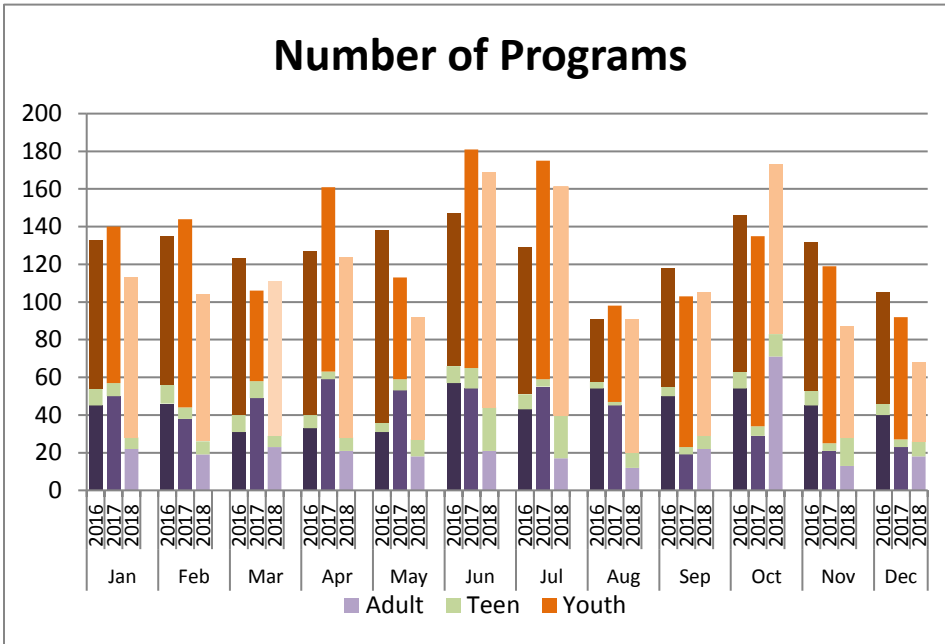
Maximizing the number of attendees per program is a strategic plan goal. We increased **average attendance per program** from 22 in December 2017 to 26 in December 2018.

Public computer usage declined slightly **but Wifi usage** was up in December.

Public Computer Usage
in Hours Used

Legend: 2016, 2017, 2018

Wifi Usage
in Number of Times Accessed

Legend: 2016, 2017, 2018

Volunteer Hours FY1516 - present

Values shown: 148, 166, 211, 448, 148, 169, 172, 215, 331, 419, 134, 515, 536, 162, 160, 325, 184, 184, 188, 212, 392, 312, 352, 1009, 855, 233, 212, 295, 196, 203, 216, 191, 278, 211, 212, 592, 627, 285, 172, 279, 214, 101

X-axis: Jul, Sept, Nov, Jan, Mar, May, Jul, Sept, Nov, Jan, Mar, May, Jul, Sept, Nov, Jan, Mar, May, Jul, Sept, Nov, Jan, Mar, May

The following are the December 2018 volunteer hours:

DL - 71.25
RO - 12.50
Friends - 16.75

Total - 100.50

Effective April 2018, FTEs are calculated by our payroll provider based upon the number of hours worked in a *calendar* month, not by payroll period. There will no longer be spikes in months with three payroll periods. The trendine (dotted red line) provides helpful information over the long term.

We clocked 32 **FTEs** in December.

FTE Trend (40 hour standard workweek)
Jan 2015-present (Current RO open hours)
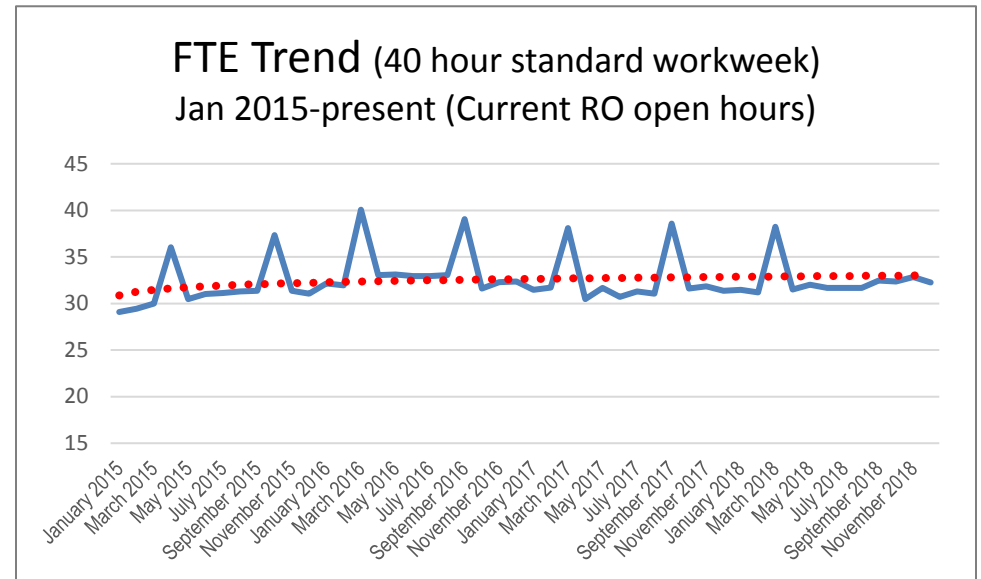
A.   Consent Agenda

BACKGROUND INFORMATION: These items are routine business for the library district and can be enacted by a single motion under the Consent Agenda. There will be no discussion of these items unless a Trustee requests that an item or items be removed from the Consent Agenda for separate consideration.

A.1   RECOMMENDED MOTION: I move to Approve items A.1.a through A.1.j under the Consent Agenda as presented

       A.1.a   Minutes from the December 18, 2018 Board of Trustees Meeting
       A.1.b   Minutes from the December 20, 2018 Special Meeting of the Board of Trustees
       A.1.c   Check/Voucher Register – AP & Payroll Complete for December 2018 totaling $264,425.06
       A.1.d   Monthly Financial Report for December 2018
       A.1.e   Revenue Summary – All Funds Combined – Budget v Actual Revenues
       A.1.f   Revenue Summary – All Funds Combined by Period
       A.1.g   Expenditure Summary – All Funds Combined – Budget v Actual Expenses
       A.1.h   Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
       A.1.i   Expenditure Summary – All Funds Combined by Period
       A.1.j   Balance Sheet for December 2018
       A.1.k   Ehlers Account Statement for December 2018

A separate motion to approve each withheld item is needed prior to discussion and voting on that item.

RECOMMENDED MOTION (if needed):

Approve Item _____ as presented

Fox River Valley Public Library District
Board of Trustee Meeting
December 18, 2018

Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

MINUTES

The meeting was called to order by President Richard Corbett at 7:00 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:

	President	Richard Corbett
	Vice President	Phyllis Creighton
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Kristina Weber

Members absent: Trustee   Fred Lechuga

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal

Public Comment
There was no public comment.

President's Report
Corbett announced Vice President Phyllis Creighton will not seek re-election to the Library Board. He thanked her for her service and noted her appointment to the Board in March, 2014. She has served as Facilities Liaison, Secretary, and Vice President. Phyllis has always been a strong proponent of Board involvment with the community.

Corbett also announced there will be two open spots for Board members noting he and Weber filed by the December 17th deadline.   There is still a possibility additional candidates may file in January as write-in candidates. Details about filing deadlines and procedures are available from Karen Werle in Library Administration.

Corbett also announced the board would hold a Special Meeting at 7 pm on Thursday, December 20, 2018, to discuss the proposed service agreement with OpenGov that was tabled in November.

Consent Agenda
Exhibit A.1   Items included in Consent Agenda

- A.1.a   Minutes from the November 13, 2018 Board of Trustees Meeting
- A.1.b   Check/Voucher Register – AP & Payroll Complete for November 2018 totaling $229,730.06
- A.1.c   Monthly Financial Report for November 2018
- A.1.d   Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e   Revenue Summary – All Funds Combined by Period
- A.1.f   Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.g   Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h   Expenditure Summary – All Funds Combined by Period

A.1.i   Balance Sheet for November 2018
A.1.j   Ehlers Account Statement for November 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. There being none, he called for a motion to *APPROVE EXHIBITS A.1.A THROUGH A.1.J AS PRESENTED;* moved by Creighton and seconded by Tennis. Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lindholm, Kuhlman, Creighton, Corbett – aye. Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Unfinished Business
There was no unfinished business.

New Business
There was no new business.

Executive Session
Corbett announced there would be an Executive Session in accordance with 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. There would be no action taken upon return to open session, and he called for a motion to *ADJOURN TO EXECUTIVE SESSION.* Moved by Kuhlman and seconded byTennis.

Meeting adjourned by unanimous voice vote at 7:07 PM.

Return to Open Session
The meeting was called to order by President Richard Corbett at 8:31PM.

Roll Call
Members present: President   Richard Corbett
                        Vice President   Phyllis Creighton
                        Treasurer   Brian Lindholm
                        Secretary   Nikki Kuhlman
                        Trustee   Mike Tennis
                        Trustee   Kristina Weber

Members absent: Trustee   Fred Lechuga

Others present: Director Roxane Bennett

Discussion ensued regarding the Director's goals for 2019; the three from 2018 will be updated with new metrics and one pertaining to working on facility plans with the new Board of Trustees following the April 2019 election will be added. Creighton and Bennett will consult on metrics for evaluating the goals.

There was no further business conducted and Corbett called for a motion to *ADJOURN.* Moved by Lindholm and seconded by Creighton, meeting adjourned by unanimous voice vote at 8:46 PM.

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Nikki Kuhlman, Secretary

Fox River Valley Public Library District
Special Meeting of the Board of Trustees
December 20, 2018

Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

MINUTES

The meeting was called to order by President Richard Corbett at 7:03 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Kristina Weber
Members absent:	Vice President	Phyllis Creighton
	Treasurer	Brian Lindholm
	Trustee	Fred Lechuga

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Katsion, Terry Hunt, Andrew Jones (electronic attendance)

Public Comment
There was no public comment.

Action Item – OpenGov Software Contract
President Corbett noted a quorum was present and introduced Kane County Auditor Terry Hunt who is experienced in working with OpenGov, and Andrew Jones, representative from OpenGov present via electronic attendance. Corbett noted the OpenGov software contract was tabled at the November meeting and called for a motion to *REMOVE THE OPENGOV SOFTWARE CONTRACT FROM THE TABLE.* Moved by Kuhlman, seconded by Tennis. Weber read the original motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A 5-YEAR AGREEMENT WITH OPENGOV FOR STORY BUILDING AND TRANSPARENCY SOFTWARE AT AN ANNUAL COST OF $3214, AND INITIAL CONFIGURATION FEES FOR BASIC CITIZEN ENGAGEMENT AT A ONE-TIME COST OF $6,820* into the record. Corbett noted the agreement terms have been modified since the original November motion. Kuhlman withdrew the original motion.

Weber then stated the motion reflecting the modification to *AUTHORIZE THE DIRECTOR TO ENTER INTO A 5-YEAR AGREEMENT WITH OPENGOV FOR STORY BUILDING, OPEN TOWN HALL, AND TRANSPARENCY SOFTWARE AT AN ANNUAL COST OF $3,214, PLUS INITIAL TRAINING AND CONFIGURATION FEES AT A ONE-TIME COST OF $6,820. THE TOTAL 5-YEAR CONTRACT VALUE IS $22,890.* Moved by Kuhlman, seconded by Weber.

Bennett noted dialogue with OpenGov resumed subsequent to the November meeting regarding pricing and inclusion of the Open Town Hall component. OpenGov proposed inclusion of Open Town Hall at no extra charge in return for an agreement prior to December 31, 2018. Open Town Hall will make it easier to collect feedback from residents by allowing them to participate in an online forum rather than having to attend in-person meetings. Library Administration is satisfied with the quote, the product, and recommends the Board accept the proposal.

Corbett thanked Hunt for his prior written response to questions.   Discussion ensued on responsiveness to issues, types of data collected and reported, and ability to communicate with OpenGov as information is uploaded. Hunt noted governmental entities strive to communicate to their stakeholders in a way that's accessible and transparent; OpenGov provides the solution. The popular Online Checkbook feature allows the public to monitor spending, funds and credit card transactions. Jones confirmed OpenGov software can accommodate the Library's fiscal calendar and spoke to OpenGov's ability to interface with other systems presently in use. The Statement of Work detailing training and deliverables and outside system upgrades were discussed. Tennis shared positive comments from former Kane County Board members regarding OpenGov's ability to transparently communicate financial data to the public. Bennett noted the contract will be reviewed by the Library attorney.

Tennis moved to amend the motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A 5-YEAR LICENSING AND PROFESSIONAL SERVICES AGREEMENT WITH OPENGOV FOR STORY BUILDING, OPEN TOWN HALL, AND TRANSPARENCY SOFTWARE AT AN ANNUAL COST OF $3,214, PLUS INITIAL TRAINING AND CONFIGURATION FEES AT A ONE-TIME COST IF $6,820. THE TOTAL 5-YEAR CONTRACT VALUE IS $22,890*; seconded by Weber. Corbett called for a roll call vote to accept the amended motion.

Roll call vote: Weber, Tennis, Kuhlman, Corbett – aye; Lechuga, Lindholm, Creighton – absent. 4 ayes, 0 nays, 3 absent. Amended motion accepted.

Corbett then called for a roll call vote on the amended motion.

Roll call vote: Weber, Tennis, Kuhlman, Corbett – aye; Lechuga, Lindholm, Creighton – absent. 4 ayes, 0 nays, 3 absent. Motion carried.

There was no further business conducted and Corbett called for a motion to *ADJOURN*. Moved by Kuhlman and seconded by Tennis, meeting adjourned by unanimous voice vote at 8:01 PM.

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Nikki Kuhlman, Secretary

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 12/1/2018 Through 12/31/2018

Vendor Name	Check Number	Effective Date	Check Amount
A & T Plumbing, Inc. and Son	42154	12/18/2018	294.00
Ziegler's Ace Hardware	42155	12/18/2018	8.99
American Library Association	42156	12/18/2018	555.00
SYNCB/AMAZON	42157	12/18/2018	2,338.02
AT&T	42158	12/18/2018	377.63
AT & T Mobility	42159	12/18/2018	255.25
AtoZ Databases	42160	12/18/2018	4,300.00
Baker & Taylor	42164	12/18/2018	10,205.29
Breakroom Solutions	42165	12/18/2018	232.56
Brodart Co.	42166	12/18/2018	172.33
Cooperative Computer Services	42167	12/18/2018	6,735.97
CDS Office Technologies	42168	12/18/2018	306.80
Children's Plus Inc	42169	12/18/2018	1,841.36
Comcast	42170	12/18/2018	402.13
Comcast	42171	12/18/2018	1,199.99
ComEd	42172	12/18/2018	3,050.61
Technology Management Rev Fund	42173	12/18/2018	427.50
Richard Corbett	42174	12/18/2018	75.64
Demco, Inc.	42175	12/18/2018	277.60
Detective Bed Bug LLC	42176	12/18/2018	517.50
Ehlers Investment Partners, LLC	42177	12/18/2018	634.08
Elenco Electronics, Inc	42178	12/18/2018	13.88
ELM USA Inc.	42179	12/18/2018	116.13
Employee Benefits Corporation	42180	12/18/2018	250.00
Fastsigns	42181	12/18/2018	700.00
Fox Valley Fire and Safety	42182	12/18/2018	427.00
Garveys Office Products	42183	12/18/2018	2,071.20
GovConnection, Inc	42184	12/18/2018	2,731.54
Hagg Press	42185	12/18/2018	4,735.00
Hall Pass	42186	12/18/2018	12.00
INGRAM Library Services	42187	12/18/2018	2,108.54
KONE, INC	42188	12/18/2018	874.64
Lakeshore Learning	42189	12/18/2018	387.91
Libraries of Illinois Risk Agency	42190	12/18/2018	21,687.00
Midwest Tape Exchange, Inc.	42192	12/18/2018	16,299.42
Nicor Gas	42193	12/18/2018	441.93
OC Public Libraries	42194	12/18/2018	11.95
OTC Brands, Inc.	42195	12/18/2018	2,171.60
Paddock Publications, Inc.	42196	12/18/2018	36.80
Team One Repair, Inc.	42197	12/18/2018	478.80
Trainers Warehouse	42198	12/18/2018	72.50
Valley Enterprises, Inc.	42199	12/18/2018	4,466.00
Value Line Publishing LLC	42200	12/18/2018	5,500.00
Village of East Dundee	42201	12/18/2018	647.60
Cardmember Service	42202	12/18/2018	3,345.85
Wellness Insurance Network	42203	12/18/2018	12,466.17
WhenToWork, Inc.	42204	12/18/2018	400.00
Paylocity Payroll	DD201812-01	12/7/2018	251.22
Paylocity Payroll	DD201812-02	12/21/2018	443.00
Illinois Municipal Retirement	DD201812-03	12/28/2018	17,400.31
Total 10100 - BANK ACCOUNTS			134,756.24

Report Total   134,756.24

Fox River Valley Public Library District

Check/Voucher Register - AP & Payroll Complete

10100 - BANK ACCOUNTS

From 12/1/2018 Through 12/31/2018

Page 1 Total   134,756.24

MONTHLY PAYROLL EXPENSE	
GROSS PAYROLL-December 2018	128,658.26
LESS EMPLOYEE PORTION:	
MEDICAL INSURANCE	2,759.90
DENTAL INSURANCE	257.30
I.M.R.F	5,583.79
PLUS EMPLOYER PORTION:	
I.M.R.F	11,878.16
MEDICARE/F.I.C.A.	9,611.55
TOTAL PAYROLL EXPENSE	141,546.98
*Minus IMRF Employer Portion Direct Debit	(11,878.16)
	129,668.82

129,668.82

264,425.06   Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,085,679.68	99.88%	3,427.02	3,089,106.70	0.11%
43020	PERSONAL PROPERTY REPLACEMENT TAX	1,606.00	16,164.07	35.92%	28,835.93	45,000.00	64.07%
44010	INTEREST & DIVIDEND INCOME	3,239.15	19,468.01	88.49%	2,531.99	22,000.00	11.50%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	5,778.00	6,667.74	88.90%	832.26	7,500.00	11.09%
46020	FINES & RECOVERY FEES	1,655.70	11,956.74	18.39%	53,043.26	65,000.00	81.60%
46030	LOST / DAMAGED / RECOVERY	391.89	1,989.09	39.78%	3,010.91	5,000.00	60.21%
46110	MEETING ROOM RENTAL FEE	0.00	40.00	10.00%	360.00	400.00	90.00%
46200	PRINTING REVENUE	1,355.20	8,713.40	48.40%	9,286.60	18,000.00	51.59%
46210	FAX REVENUE	149.00	1,436.95	63.86%	813.05	2,250.00	36.13%
46300	TAXABLE INCOME	27.85	203.65	50.81%	197.15	400.80	49.18%
46400	MISCELLANEOUS INCOME	0.00	131.78	0.00%	(131.78)	0.00	0.00%
46450	REIMBURSEMENTS	0.00	1,517.59	20.23%	5,982.41	7,500.00	79.76%
46500	CASH OVER	3.67	53.38	21.35%	196.62	250.00	78.64%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	801.00	4,806.00	50.00%	4,806.00	9,612.00	50.00%
	Total REVENUES	15,007.46	3,245,500.58	96.63%	113,191.42	3,358,692.00	3.37%
	Total Revenues	15,007.46	3,245,500.58	96.63%	113,191.42	3,358,692.00	3.37%
	Expenditures						
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	191,950.05	191,950.05	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	191,950.05	191,950.05	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
52120	EMPLOYEE INSURANCES	9,448.97	57,592.84	33.87%	112,407.16	170,000.00	66.12%
52123	WORKERS COMP	3,643.75	6,487.50	70.87%	2,666.50	9,154.00	29.12%
52124	UNEMPLOYMENT INSURANCE	0.00	1,035.60	12.94%	6,964.40	8,000.00	87.05%
52130	STAFF DEVELOPMENT	165.25	286.90	9.56%	2,713.10	3,000.00	90.43%
52150	DIRECTOR'S CONFERENCE	508.07	1,321.51	33.03%	2,678.49	4,000.00	66.96%
52160	TUITION REIMBURSEMENT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73295	MEETING EXPENSE	155.12	1,449.28	52.70%	1,300.72	2,750.00	47.29%
05	ADMINISTRATION						
52100	SALARIES	25,300.71	173,042.10	46.05%	202,671.90	375,714.00	53.94%
52130	STAFF DEVELOPMENT	399.78	1,139.74	36.81%	1,956.26	3,096.00	63.18%
40	PUBLIC RELATIONS						
52100	SALARIES	4,497.37	13,662.05	23.31%	44,925.95	58,588.00	76.68%
50	IT / NETWORK						
52100	SALARIES	2,717.60	8,105.20	24.11%	25,509.80	33,615.00	75.88%
60	PURCHASING, ACQUISITIONS, TECH SERVICES						
52100	SALARIES	8,692.42	48,064.04	41.81%	66,881.96	114,946.00	58.18%
90	FACILITIES						
52100	SALARIES	9,245.79	57,999.45	44.09%	73,526.55	131,526.00	55.90%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,139.41	159,506.90	40.69%	232,413.10	391,920.00	59.30%
52130	STAFF DEVELOPMENT	0.00	35.00	1.40%	2,465.00	2,500.00	98.60%
20	YOUTH SERVICES						
52100	SALARIES	23,248.22	131,242.41	42.81%	175,322.59	306,565.00	57.18%
52130	STAFF DEVELOPMENT	0.00	1,163.04	23.26%	3,836.96	5,000.00	76.73%
70	ACCOUNT SERVICES						
52100	SALARIES	16,161.01	95,159.67	46.85%	107,950.33	203,110.00	53.14%
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	500.00	500.00	100.00%
75	SHELVERS						
52100	SALARIES	2,696.21	16,145.80	44.65%	20,009.20	36,155.00	55.34%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	10,959.52	70,122.70	47.42%	77,738.30	147,861.00	52.57%
	Total PERSONNEL SERVICES/BENEFITS	142,979.20	843,561.73	41.97%	1,166,438.27	2,010,000.00	58.03%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	SUPPLIES	192.34	3,513.06	34.71%	6,606.94	10,120.00	65.28%
61500	ELECTRONIC RESOURCES	6,233.42	43,996.85	79.58%	11,289.15	55,286.00	20.41%
61510	EBOOKS	809.97	19,426.93	48.75%	20,423.07	39,850.00	51.24%
61520	DOWNLOADABLE MEDIA	1,498.09	16,430.23	63.19%	9,569.77	26,000.00	36.80%
64100	PROC FEES BOOKS	182.65	1,623.70	40.59%	2,376.30	4,000.00	59.40%
64200	PROC FEES AV	963.30	1,995.95	30.62%	4,522.00	6,517.95	69.37%
64500	ONLINE ORDERING FEE	0.00	1,664.50	87.60%	235.50	1,900.00	12.39%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	10,594.00	10,594.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	50.83	87.82	87.82%	12.18	100.00	12.18%
61200	PERIODICALS	0.00	1,784.70	99.15%	15.30	1,800.00	0.85%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61117	BOOKS LEASED	0.00	2,134.80	71.16%	865.20	3,000.00	28.84%
61200	PERIODICALS	0.00	4,581.43	80.37%	1,118.57	5,700.00	19.62%
61600	GAMES	1,061.87	6,750.59	45.00%	8,249.41	15,000.00	54.99%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	1,230.53	11,581.90	42.89%	15,418.10	27,000.00	57.10%
61111	BOOKS F LARGE PRINT	68.64	486.54	16.21%	2,513.46	3,000.00	83.78%
61120	BOOKS NF	968.81	6,566.27	43.77%	8,433.73	15,000.00	56.22%
61130	BOOKS FOREIGN LANGUAGE	194.86	1,419.61	35.49%	2,580.39	4,000.00	64.50%
61330	AUDIOBOOKS	682.84	3,117.18	44.53%	3,882.82	7,000.00	55.46%
61350	MUSIC	216.73	1,873.88	46.84%	2,126.12	4,000.00	53.15%
61400	DVD	2,022.03	8,503.30	33.02%	17,246.70	25,750.00	66.97%
64350	PROC FEES MUSIC	0.00	288.65	100.00%	0.00	288.65	0.00%
64400	PROC FEES DVDS	0.00	947.55	100.00%	0.00	947.55	0.00%
15	TEEN						
61100	BOOKS	202.05	3,022.65	43.18%	3,977.35	7,000.00	56.81%
61130	BOOKS FOREIGN LANGUAGE	34.52	553.89	18.46%	2,446.11	3,000.00	81.53%
61330	AUDIOBOOKS	59.99	715.81	23.86%	2,284.19	3,000.00	76.13%
20	YOUTH SERVICES						
61100	BOOKS	3,500.99	25,497.61	50.99%	24,502.39	50,000.00	49.00%

Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
61130	BOOKS FOREIGN LANGUAGE	99.16	2,353.85	29.42%	5,646.15	8,000.00	70.57%
61330	AUDIOBOOKS	69.98	869.72	57.98%	630.28	1,500.00	42.01%
61350	MUSIC	367.00	416.15	41.61%	583.85	1,000.00	58.38%
61400	DVD	294.49	2,393.29	47.86%	2,606.71	5,000.00	52.13%
61700	NONTRADITIONAL MATERIALS	13.88	1,386.56	36.97%	2,363.44	3,750.00	63.02%
64400	PROC FEES DVDS	0.00	507.15	100.00%	0.00	507.15	0.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	197.72	1,247.67	113.42%	(147.67)	1,100.00	(13.42)%
61600	GAMES	284.95	2,473.55	49.47%	2,526.45	5,000.00	50.52%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	409.98	3,533.25	39.25%	5,466.75	9,000.00	60.74%
61120	BOOKS NF	117.31	994.64	33.15%	2,005.36	3,000.00	66.84%
61400	DVD	666.49	2,446.36	39.14%	3,803.64	6,250.00	60.85%
64400	PROC FEES DVDS	0.00	280.00	100.00%	0.00	280.00	0.00%
15	TEEN						
61100	BOOKS	27.00	1,500.46	50.01%	1,499.54	3,000.00	49.98%
20	YOUTH SERVICES						
61100	BOOKS	435.38	6,599.28	34.73%	12,400.72	19,000.00	65.26%
61130	BOOKS FOREIGN LANGUAGE	17.99	872.49	58.16%	627.51	1,500.00	41.83%
61400	DVD	199.33	1,171.20	58.56%	828.80	2,000.00	41.44%
64400	PROC FEES DVDS	0.00	258.70	100.00%	0.00	258.70	0.00%
	Total LIBRARY MATERIALS	23,375.12	197,869.72	49.47%	202,130.28	400,000.00	50.53%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	15.99	928.60	18.57%	4,071.40	5,000.00	81.42%
70900	SUPPLIES	1,448.21	5,174.77	38.33%	8,325.23	13,500.00	61.66%
73225	PUBLIC LIABILITY INSURANCE	12,615.91	21,478.00	89.49%	2,522.00	24,000.00	10.50%
73230	TRANSPORTATION REIMBURSEMENT	444.63	1,789.77	44.74%	2,210.23	4,000.00	55.25%
73240	BOARD EXPENSES	0.00	825.38	41.26%	1,174.62	2,000.00	58.73%
73241	LEGAL NOTICES FEES	0.00	659.87	32.99%	1,340.13	2,000.00	67.00%
73242	MEMBERSHIPS	555.00	2,580.00	86.00%	420.00	3,000.00	14.00%
73245	BACKGROUND CHECK FEES	12.00	90.00	11.25%	710.00	800.00	88.75%

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
73250	BANK CHARGES	62.93	377.89	15.11%	2,122.11	2,500.00	84.88%
73255	INVESTMENT FEES	634.08	3,229.15	71.75%	1,270.85	4,500.00	28.24%
73258	MATERIALS RECOVERY FEE	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
73260	LOST & PAID FORWARDING	11.95	118.88	23.77%	381.12	500.00	76.22%
73280	COST OF ITEMS SOLD	0.00	52.80	10.56%	447.20	500.00	89.44%
73281	SALES TAX EXPENSE	0.00	0.00	0.00%	100.00	100.00	100.00%
73285	REIMBURSED PURCHASES	1,203.99	1,203.99	16.05%	6,296.01	7,500.00	83.94%
73290	HOSPITALITY	0.00	40.62	3.24%	1,209.38	1,250.00	96.75%
76500	CASH UNDER	2.11	40.00	16.00%	210.00	250.00	84.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	6,230.35	6,230.35	100.00%
05	ADMINISTRATION						
73242	MEMBERSHIPS	0.00	1,383.00	51.79%	1,287.00	2,670.00	48.20%
30	PUBLIC SERVICE						
70900	SUPPLIES	159.60	1,439.71	12.68%	9,910.29	11,350.00	87.31%
50	IT / NETWORK						
73242	MEMBERSHIPS	0.00	0.00	0.00%	120.00	120.00	100.00%
90	FACILITIES						
70900	SUPPLIES	442.31	3,739.22	37.39%	6,260.78	10,000.00	62.60%
1	Dundee Library						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	31.53	301.50	60.30%	198.50	500.00	39.70%
73215	COPIER/PRINT EXPENSE	263.77	1,585.72	31.71%	3,414.28	5,000.00	68.28%
73520	PLANT OPERATION	1,013.88	4,904.54	18.74%	21,263.11	26,167.65	81.25%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	380.00	380.00	100.00%
20	YOUTH SERVICES						
73242	MEMBERSHIPS	0.00	210.00	42.00%	290.00	500.00	58.00%
70	ACCOUNT SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	225.00	225.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	43.03	293.92	17.28%	1,406.08	1,700.00	82.71%
73505	RENT EXPENSE	5,407.50	32,445.00	50.00%	32,445.00	64,890.00	50.00%
	Total LIBRARY OPERATIONS	24,368.42	84,892.33	41.18%	121,240.67	206,133.00	58.82%
52	PUBLIC RELATIONS						
0	District Wide						

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	4,025.00	40.25%	5,975.00	10,000.00	59.75%
70900	SUPPLIES	895.79	2,206.48	26.90%	5,993.52	8,200.00	73.09%
73010	NEWSLETTER	4,735.00	9,470.00	49.47%	9,670.00	19,140.00	50.52%
73020	OUTSIDE PRINTING	0.00	591.46	19.71%	2,408.54	3,000.00	80.28%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	5,630.79	16,292.94	40.19%	24,247.06	40,540.00	59.81%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	3,870.56	5,369.22	41.30%	7,630.78	13,000.00	58.69%
73150	PERFORMERS	0.00	250.00	25.00%	750.00	1,000.00	75.00%
73155	LICENSING	0.00	1,124.23	66.13%	575.77	1,700.00	33.86%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	202.56	856.69	71.39%	343.31	1,200.00	28.60%
73150	PERFORMERS	0.00	1,335.00	53.40%	1,165.00	2,500.00	46.60%
15	TEEN						
70900	SUPPLIES	0.00	386.30	38.63%	613.70	1,000.00	61.37%
20	YOUTH SERVICES						
70900	SUPPLIES	915.60	4,058.38	40.58%	5,941.62	10,000.00	59.41%
73150	PERFORMERS	0.00	540.00	36.00%	960.00	1,500.00	64.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	142.73	609.66	40.64%	890.34	1,500.00	59.35%
73150	PERFORMERS	0.00	205.00	82.00%	45.00	250.00	18.00%
	Total GENERAL PROGRAMMING	5,131.45	14,734.48	43.79%	18,915.52	33,650.00	56.21%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	157.91	408.59	5.77%	6,666.41	7,075.00	94.22%
73320	CCS SHARED COST	5,419.12	32,514.72	49.99%	32,515.28	65,030.00	50.00%
73330	CONSULTING - COMPUTER SERVICES	0.00	1,813.50	34.02%	3,516.50	5,330.00	65.97%
73340	SOFTWARE	0.00	0.00	0.00%	10,034.00	10,034.00	100.00%
73350	INTERNET LINES	805.13	6,030.78	54.33%	5,069.22	11,100.00	45.66%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	4,966.00	4,966.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						

Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
73350	INTERNET LINES	149.85	899.10	33.42%	1,790.90	2,690.00	66.57%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	149.85	899.10	33.42%	1,790.90	2,690.00	66.57%
	Total COMPUTER	6,681.86	42,565.79	39.08%	66,349.21	108,915.00	60.92%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	694.22	4,115.20	41.15%	5,884.80	10,000.00	58.84%
73410	LEGAL FEES	0.00	1,470.00	9.80%	13,530.00	15,000.00	90.20%
73420	AUDIT EXPENSE	370.00	8,570.00	88.35%	1,130.00	9,700.00	11.64%
73430	OTHER PROFESSIONAL FEES	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
	Total PROFESSIONAL FEES	1,064.22	14,155.20	38.57%	22,544.80	36,700.00	61.43%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINTENANCE	480.90	4,737.22	44.17%	5,987.56	10,724.78	55.82%
73310	CATALOGING - COMPUTER SERVICE	583.43	3,500.58	48.61%	3,699.42	7,200.00	51.38%
73530	EQUIPMENT MAINTENANCE	116.13	283.88	21.83%	1,016.12	1,300.00	78.16%
73640	FUEL	61.30	323.10	32.31%	676.90	1,000.00	67.69%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.65	5.65	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINTENANCE	0.00	24,234.42	100.00%	0.00	24,234.42	0.00%
73500	BUILDING REPAIRS AND MAINTENANCE	294.00	1,453.94	4.84%	28,546.06	30,000.00	95.15%
73530	EQUIPMENT MAINTENANCE	0.00	498.75	24.56%	1,531.25	2,030.00	75.43%
73540	CONTRACTS: BUILDING MAINTENANCE	1,146.37	11,218.10	25.17%	33,346.90	44,565.00	74.82%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINTENANCE	0.00	19,023.15	100.00%	0.00	19,023.15	0.00%

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	500.00	500.00	100.00%
73530	EQUIPMENT MAINTENANCE	0.00	0.00	0.00%	300.00	300.00	100.00%
	Total MAINTENANCE	2,682.13	65,273.14	46.33%	75,609.86	140,883.00	53.67%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	125.21	773.97	21.61%	2,806.03	3,580.00	78.38%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,127.65	6,800.66	53.97%	5,799.34	12,600.00	46.02%
73610	ELECTRICITY	3,050.61	22,080.37	55.20%	17,919.63	40,000.00	44.79%
73620	WATER AND SEWER	647.60	1,913.90	38.27%	3,086.10	5,000.00	61.72%
73630	GAS	441.93	770.65	15.41%	4,229.35	5,000.00	84.58%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	174.77	1,043.97	47.45%	1,156.03	2,200.00	52.54%
	Total UTILITIES	5,567.77	33,383.52	48.82%	34,996.48	68,380.00	51.18%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIPMENT	0.00	0.00	0.00%	11,200.00	11,200.00	100.00%
73300	COMPUTER EQUIPMENT	554.89	1,830.85	11.85%	13,619.15	15,450.00	88.14%
73340	SOFTWARE	502.49	8,434.35	41.06%	12,103.65	20,538.00	58.93%
60	PURCHASING, ACQUISITIONS, TECH SERVICES						
73270	FURNITURE & EQUIPMENT	0.00	0.00	0.00%	225.00	225.00	100.00%
1	Dundee Library						
20	YOUTH SERVICES						
73270	FURNITURE & EQUIPMENT	0.00	0.00	0.00%	28,000.00	28,000.00	100.00%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIPMENT	0.00	0.00	0.00%	500.00	500.00	100.00%
	Total CAPITAL EXPENSE	1,057.38	10,265.20	13.52%	65,647.80	75,913.00	86.48%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 12/1/2018 Through 12/31/2018

	Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
Total Expenditures	218,538.34	1,322,994.05	39.93%	1,990,070.00	3,313,064.05	60.07%
Net Increase(Decrease) in Fund Balance	(203,530.88)	1,922,506.53	4,213.44%	(1,876,878.58)	45,627.95	(4,113.44)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
20 - FICA
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	99,890.59	99.89%	109.41	100,000.00	0.10%
44010	INTEREST & DIVIDEND INCOME	99.60	176.51	882.55%	(156.51)	20.00	(782.55)%
	Total REVENUES	99.60	100,067.10	100.05%	(47.10)	100,020.00	(0.05)%
	Total Revenues	99.60	100,067.10	100.05%	(47.10)	100,020.00	(0.05)%
	Expenditures						
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	DIST. F.I.C.A./MEDICARE EXPENSE	9,611.55	62,391.98	44.56%	77,608.02	140,000.00	55.43%
	Total PERSONNEL SERVICES/BENEFITS	9,611.55	62,391.98	44.57%	77,608.02	140,000.00	55.43%
	Total Expenditures	9,611.55	62,391.98	44.57%	77,608.02	140,000.00	55.43%
	Net Increase(Decrease) in Fund Balance	(9,511.95)	37,675.12	(94.23)%	(77,655.12)	(39,980.00)	194.23%

Statement of Revenues and Expenditures - MonFin with Appropriation FY1819

30 - IMRF

From 12/1/2018 Through 12/31/2018

			Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
		Revenues						
00		REVENUES						
0		District Wide						
00		DEPARTMENT-WIDE						
43010		TAX LEVY	0.00	119,875.28	99.89%	124.72	120,000.00	0.10%
44010		INTEREST & DIVIDEND INCOME	135.79	241.57	1,207.85%	(221.57)	20.00	(1,107.85)%
		Total REVENUES	135.79	120,116.85	100.08%	(96.85)	120,020.00	(0.08)%
		Total Revenues	135.79	120,116.85	100.08%	(96.85)	120,020.00	(0.08)%
		Expenditures						
15		PERSONNEL SERVICES/BENEFITS						
0		District Wide						
00		DEPARTMENT-WIDE						
52121		DIST. I.M.R.F. EXPENDITURES	11,834.65	77,727.15	45.72%	92,272.85	170,000.00	54.27%
		Total PERSONNEL SERVICES/BENEFITS	11,834.65	77,727.15	45.72%	92,272.85	170,000.00	54.28%
		Total Expenditures	11,834.65	77,727.15	45.72%	92,272.85	170,000.00	54.28%
		Net Increase(Decrease) in Fund Balance	(11,698.86)	42,389.70	(84.81)%	(92,369.70)	(49,980.00)	184.81%

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INTEREST & DIVIDEND INCOME	194.12	12,708.22	84.72%	2,291.78	15,000.00	15.27%
	Total REVENUES	194.12	12,708.22	84.72%	2,291.78	15,000.00	15.28%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	191,950.05	191,950.05	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	191,950.05	191,950.05	100.00%
	Total Revenues	194.12	12,708.22	6.14%	194,241.83	206,950.05	93.86%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	39,000.00	39,000.00	100.00%
	Total COMPUTER	0.00	0.00	0.00%	39,000.00	39,000.00	100.00%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROFESSIONAL FEES	0.00	0.00	0.00%	30,718.00	30,718.00	100.00%
	Total PROFESSIONAL FEES	0.00	0.00	0.00%	30,718.00	30,718.00	100.00%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73520	PLANT OPERATION	0.00	0.00	0.00%	17,000.00	17,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	1,003.00	4.01%	23,997.00	25,000.00	95.98%
	Total MAINTENANCE	0.00	1,003.00	2.39%	40,997.00	42,000.00	97.61%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
73270	FURNITURE & EQUIPMENT	0.00	22,936.10	41.70%	32,063.90	55,000.00	58.29%
	Total CAPITAL EXPENSE	0.00	22,936.10	41.70%	32,063.90	55,000.00	58.30%
	Total Expenditures	0.00	23,939.10	14.36%	142,778.90	166,718.00	85.64%
	Net Increase(Decrease) in Fund Balance	194.12	(11,230.88)	(27.91)%	51,462.93	40,232.05	127.91%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
80 - WORKING CASH
From 12/1/2018 Through 12/31/2018

Attachment to Exhibit A.1.d

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INTEREST & DIVIDEND INCOME	0.00	869.90	62.13%	530.10	1,400.00	37.86%
	Total REVENUES	0.00	869.90	62.14%	530.10	1,400.00	37.86%
	Total Revenues	0.00	869.90	62.14%	530.10	1,400.00	37.86%
	Net Increase(Decrease) in Fund Balance	0.00	869.90	62.13%	530.10	1,400.00	37.86%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
90 - DONATION / GIFT
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 $ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INTEREST & DIVIDEND INCOME	12.00	1,415.59	64.34%	784.41	2,200.00	35.65%
49010	MONETARY GIFT	0.00	6,039.13	1,207.82%	(5,539.13)	500.00	(1,107.82)%
	Total REVENUES	12.00	7,454.72	276.10%	(4,754.72)	2,700.00	(176.10)%
	Total Revenues	12.00	7,454.72	276.10%	(4,754.72)	2,700.00	(176.10)%
	Net Increase(Decrease) in Fund Balance	12.00	7,454.72	276.10%	(4,754.72)	2,700.00	(176.10)%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1819
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	Percent Budget Received FY1819	Total Budget - FY1819	Budget $ Remaining FY1819	Percent Total Budget Remaining - FY1819
	Revenues						
40000	TRANSFER IN	0.00	0.00	0.00%	191,950.05	191,950.05	(100.00)%
43010	TAX LEVY	0.00	3,305,445.55	99.88%	3,309,106.70	3,661.15	(0.11)%
43020	PERSONAL PROPERTY REPLACEMENT TAX	1,606.00	16,164.07	35.92%	45,000.00	28,835.93	(64.08)%
44010	INTEREST & DIVIDEND INCOME	3,680.66	34,879.80	85.82%	40,640.00	5,760.20	(14.17)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	5,778.00	6,667.74	88.90%	7,500.00	832.26	(11.10)%
46020	FINES & RECOVERY FEES	1,655.70	11,956.74	18.39%	65,000.00	53,043.26	(81.61)%
46030	LOST / DAMAGED / RECOVERY	391.89	1,989.09	39.78%	5,000.00	3,010.91	(60.22)%
46110	MEETING ROOM RENTAL FEE	0.00	40.00	10.00%	400.00	360.00	(90.00)%
46200	PRINTING REVENUE	1,355.20	8,713.40	48.40%	18,000.00	9,286.60	(51.59)%
46210	FAX REVENUE	149.00	1,436.95	63.86%	2,250.00	813.05	(36.14)%
46300	TAXABLE INCOME	27.85	203.65	50.81%	400.80	197.15	(49.19)%
46400	MISCELLANEOUS INCOME	0.00	131.78	0.00%	0.00	(131.78)	0.00%
46450	REIMBURSEMENTS	0.00	1,517.59	20.23%	7,500.00	5,982.41	(79.77)%
46500	CASH OVER	3.67	53.38	21.35%	250.00	196.62	(78.65)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	801.00	4,806.00	50.00%	9,612.00	4,806.00	(50.00)%
49010	MONETARY GIFT	0.00	6,039.13	1,207.82%	500.00	(5,539.13)	1,107.83%
	Total Revenues	15,448.97	3,486,717.37	92.00%	3,789,782.05	303,064.68	(8.00)%
	Net Increase(Decrease) in Fund Balance	15,448.97	3,486,717.37	92.00%	3,789,782.05	303,064.68	(8.00)%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2018 Through 6/30/2019

	7/1/2018 - 7/31/2018	8/1/2018 - 8/31/2018	9/1/2018 - 9/30/2018	10/1/2018 - 10/31/2018	11/1/2018 - 11/30/2018	12/1/2018 - 12/31/2018	1/1/2019 - 1/31/2019	2/1/2019 - 2/28/2019	3/1/2019 - 3/31/2019	4/1/2019 - 4/30/2019	5/1/2019 - 5/31/2019	6/1/2019 - 6/30/2019	Total
Revenues													
TAX LEVY	1,762,410.04	34,801.90	991,764.41	487,342.59	29,126.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,305,445.55
PERSONAL PROPERTY REPLACEMENT TAX	7,257.15	733.46	0.00	6,567.46	0.00	1,606.00	0.00	0.00	0.00	0.00	0.00	0.00	16,164.07
INTEREST & DIVIDEND INCOME	1,607.68	8,372.30	3,727.51	11,123.59	6,368.06	3,680.66	0.00	0.00	0.00	0.00	0.00	0.00	34,879.80
PER CAPITA GRANT	86,672.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,672.50
E-RATE GRANT	0.00	0.00	0.00	889.74	0.00	5,778.00	0.00	0.00	0.00	0.00	0.00	0.00	6,667.74
FINES & RECOVERY FEES	2,079.17	2,007.99	1,614.86	2,833.20	1,765.82	1,655.70	0.00	0.00	0.00	0.00	0.00	0.00	11,956.74
LOST / DAMAGED / RECOVERY	320.79	289.59	258.34	268.78	459.70	391.89	0.00	0.00	0.00	0.00	0.00	0.00	1,989.09
MEETING ROOM RENTAL FEE	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
PRINTING REVENUE	1,409.35	1,841.60	1,334.65	1,602.90	1,169.70	1,355.20	0.00	0.00	0.00	0.00	0.00	0.00	8,713.40
FAX REVENUE	245.00	285.00	211.25	223.00	323.70	149.00	0.00	0.00	0.00	0.00	0.00	0.00	1,436.95
TAXABLE INCOME	45.00	53.35	18.25	95.60	(36.40)	27.85	0.00	0.00	0.00	0.00	0.00	0.00	203.65
MISCELLANEOUS INCOME	0.00	0.00	0.00	29.80	101.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.78
REIMBURSEMENTS	0.00	0.00	0.00	0.00	1,517.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,517.59
CASH OVER	3.80	20.15	12.80	5.76	7.20	3.67	0.00	0.00	0.00	0.00	0.00	0.00	53.38
RETIRED EMPLOYEE REIMBURSEMENTS	801.00	801.00	801.00	801.00	801.00	801.00	0.00	0.00	0.00	0.00	0.00	0.00	4,806.00
MONETARY GIFT	150.00	5,764.13	120.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,039.13
Total Revenues	1,863,001.48	55,010.47	999,863.07	511,783.42	41,609.96	15,448.97	0.00	0.00	0.00	0.00	0.00	0.00	3,486,717.37
Net Increase(Decrease) in Fund Balance	1,863,001.48	55,010.47	999,863.07	511,783.42	41,609.96	15,448.97	0.00	0.00	0.00	0.00	0.00	0.00	3,486,717.37

		Month Activity	Year Activity	FY1819 Percent Used	Total Budget - FY1819	FY1819 $ Remaining	FY1819 Budget % Remaining
	Expenditures						
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	164,425.40	983,680.86	42.40%	2,320,000.00	1,336,319.14	57.60%
	Total Personnel Expenses	164,425.40	983,680.86	42.40%	2,320,000.00	1,336,319.14	57.60%
20	Library Materials						
20	LIBRARY MATERIALS	23,375.12	197,869.72	49.46%	400,000.00	202,130.28	50.53%
	Total Library Materials	23,375.12	197,869.72	49.47%	400,000.00	202,130.28	50.53%
50	Operating Expenses						
51	LIBRARY OPERATIONS	24,368.42	84,892.33	41.18%	206,133.00	121,240.67	58.82%
52	PUBLIC RELATIONS	5,630.79	16,292.94	40.18%	40,540.00	24,247.06	59.81%
53	GENERAL PROGRAMMING	5,131.45	14,734.48	43.78%	33,650.00	18,915.52	56.21%
54	COMPUTER	6,681.86	42,565.79	28.77%	147,915.00	105,349.21	71.22%
55	PROFESSIONAL FEES	1,064.22	14,155.20	20.99%	67,418.00	53,262.80	79.00%
	Total Operating Expenses	42,876.74	172,640.74	34.83%	495,656.00	323,015.26	65.17%
60	Building Expenses						
61	MAINTENANCE	2,668.69	66,262.70	36.23%	182,883.00	116,620.30	63.77%
65	UTILITIES	5,567.77	33,383.52	48.82%	68,380.00	34,996.48	51.18%
	Total Building Expenses	8,236.46	99,646.22	39.66%	251,263.00	151,616.78	60.34%
70	Capital Expense						
70	CAPITAL EXPENSE	1,057.38	33,201.30	25.36%	130,913.00	97,711.70	74.64%
	Total Capital Expense	1,057.38	33,201.30	25.36%	130,913.00	97,711.70	74.64%
	Total Expenditures	239,971.10	1,487,038.84	41.33%	3,597,832.00	2,110,793.16	58.67%
	Net Increase(Decrease) in Fund Balance	(239,971.10)	(1,487,038.84)	41.33%	(3,597,832.00)	(2,110,793.16)	(58.67)%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1819
From 12/1/2018 Through 12/31/2018

		Month Activity	Year Activity	FY1819 Percent Used	Total Budget - FY1819	FY1819 Budget $ Remaining	Percent Total Budget Remaining - FY1819
	Expenditures						
0	District Wide						
15	Personnel Expenses	86,221.03	510,305.34	41.57%	1,227,302.00	716,996.66	58.42%
20	Library Materials	9,930.60	90,523.74	60.49%	149,650.00	59,126.26	39.51%
50	Operating Expenses	34,556.44	123,110.83	30.10%	408,963.35	285,852.52	69.90%
60	Building Expenses	1,353.53	9,605.31	23.53%	40,810.43	31,205.12	76.46%
70	Capital Expense	1,057.38	33,201.30	49.25%	67,413.00	34,211.70	50.75%
	Total District Wide	133,118.98	766,746.52	40.48%	1,894,138.78	1,127,392.26	59.52%
1	Dundee Library						
15	Personnel Expenses	67,244.85	403,252.82	43.48%	927,360.00	524,107.18	56.52%
20	Library Materials	11,088.37	85,968.38	43.22%	198,900.00	112,931.62	56.78%
50	Operating Expenses	2,577.19	15,077.23	29.76%	50,662.65	35,585.42	70.24%
60	Building Expenses	6,708.16	69,973.79	37.13%	188,429.42	118,455.63	62.86%
70	Capital Expense	0.00	0.00	0.00%	28,000.00	28,000.00	100.00%
	Total Dundee Library	87,618.57	574,272.22	41.22%	1,393,352.07	819,079.85	58.78%
2	Randall Oaks						
15	Personnel Expenses	10,959.52	70,122.70	42.41%	165,338.00	95,215.30	57.59%
20	Library Materials	2,356.15	21,377.60	41.55%	51,450.00	30,072.40	58.45%
50	Operating Expenses	5,743.11	34,452.68	48.50%	71,030.00	36,577.32	51.50%
60	Building Expenses	174.77	20,067.12	91.11%	22,023.15	1,956.03	8.88%
70	Capital Expense	0.00	0.00	0.00%	500.00	500.00	100.00%
	Total Randall Oaks	19,233.55	146,020.10	47.05%	310,341.15	164,321.05	52.95%
	Total Expenditures	239,971.10	1,487,038.84	41.33%	3,597,832.00	2,110,793.16	58.67%
	Net Increase(Decrease) in Fund Balance	(239,971.10)	(1,487,038.84)	41.33%	(3,597,832.00)	(2,110,793.16)	(58.67)%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
From 7/1/2018 Through 6/30/2019

	7/1/2018 - 7/31/2018	8/1/2018 - 8/31/2018	9/1/2018 - 9/30/2018	10/1/2018 - 10/31/2018	11/1/2018 - 11/30/2018	12/1/2018 - 12/31/2018	1/1/2019 - 1/31/2019	2/1/2019 - 2/28/2019	3/1/2019 - 3/31/2019	4/1/2019 - 4/30/2019	5/1/2019 - 5/31/2019	6/1/2019 - 6/30/2019	Total
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	97,522.42	239,250.32	158,768.67	161,375.71	162,338.34	164,425.40	0.00	0.00	0.00	0.00	0.00	0.00	983,680.86
Library Materials													
LIBRARY MATERIALS	62,362.39	39,248.12	17,186.24	23,256.68	32,441.17	23,375.12	0.00	0.00	0.00	0.00	0.00	0.00	197,869.72
Operating Expenses													
LIBRARY OPERATIONS	10,504.15	13,171.18	11,023.39	13,265.49	12,559.70	24,368.42	0.00	0.00	0.00	0.00	0.00	0.00	84,892.33
PUBLIC RELATIONS	2,076.68	5,082.50	757.99	2,516.68	228.30	5,630.79	0.00	0.00	0.00	0.00	0.00	0.00	16,292.94
GENERAL PROGRAMMING	2,025.77	2,902.36	1,774.28	1,552.19	1,348.43	5,131.45	0.00	0.00	0.00	0.00	0.00	0.00	14,734.48
COMPUTER	7,975.95	6,647.65	7,532.93	7,035.45	6,691.95	6,681.86	0.00	0.00	0.00	0.00	0.00	0.00	42,565.79
PROFESSIONAL FEES	637.07	851.80	616.15	10,326.47	659.49	1,064.22	0.00	0.00	0.00	0.00	0.00	0.00	14,155.20
Building Expenses													
MAINTENANCE	1,045.82	3,391.45	47,612.27	2,807.44	8,737.03	2,668.69	0.00	0.00	0.00	0.00	0.00	0.00	66,262.70
UTILITIES	5,003.24	6,050.07	5,536.76	6,111.36	5,114.32	5,567.77	0.00	0.00	0.00	0.00	0.00	0.00	33,383.52
Capital Expense													
CAPITAL EXPENSE	453.03	8,181.22	13,371.64	8,306.04	1,831.99	1,057.38	0.00	0.00	0.00	0.00	0.00	0.00	33,201.30
Total Expenditures	189,606.52	324,776.67	264,180.32	236,553.51	231,950.72	239,971.10	0.00	0.00	0.00	0.00	0.00	0.00	1,487,038.84
Net Increase(Decrease) in Fund Balance	(189,606.52)	(324,776.67)	(264,180.32)	(236,553.51)	(231,950.72)	(239,971.10)	0.00	0.00	0.00	0.00	0.00	0.00	(1,487,038.84)

Fox River Valley Public Library District
Balance Sheet
As of 12/31/2018

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	2,011,252.99
20	FICA	84,628.68
30	IMRF	116,641.85
70	CAPITAL PROJECTS/SPECIAL RESERVE	183,483.92
80	WORKING CASH	338.92
90	DONATION / GIFT	6,083.18
Total Checking Accounts		2,402,429.54
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	260.00
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	174.00
Total Other Cash		434.00
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	1,153,600.17
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,525,242.48
80	WORKING CASH	148,058.24
90	DONATION / GIFT	233,283.31
Total Investments		4,060,184.20
Total Cash and Investments		6,463,047.74
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	13,918.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	31,024.47
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	85.00
Total Other Assets		50,435.47
Total Assets		6,513,483.21
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	14,919.83
22050	CREDIT CARD PAYABLE BENNETT	
10	GENERAL/CORPORATE	508.07
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	47.86
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	491.71
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	685.00
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	50.49
22075	CREDIT CARD PAYABLE BERGER	
10	GENERAL/CORPORATE	27.40
22076	CREDIT CARD PAYABLE CORTES	
10	GENERAL/CORPORATE	133.94
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	50.86
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	14.44
22082	CREDIT CARD PAYABLE CARAPIA	

		Current Year
10	GENERAL/CORPORATE	54.97
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	816.00
	Total Liabilities	17,800.57
	Fund Balance	
10	GENERAL/CORPORATE	3,197,922.06
20	FICA	84,628.68
30	IMRF	116,641.85
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,708,726.40
80	WORKING CASH	148,397.16
90	DONATION / GIFT	239,366.49
	Total Fund Balance	6,495,682.64
	Total Liabilities and Fund Balance	6,513,483.21

EHLERS
INVESTMENT PARTNERS
Managing Investments for your Community's Future

Investment Inventory as of   December 31, 2018

Fox River Valley Public Library District
555 Barrington Avenue
East Dundee, IL 60118

Cash Accounts	Balance at December 31, 2018	Yield for December-18	Fund
TD Ameritrade MMA	13,722.13	0.0100%	
Federated Govt Obligations MM	0.00		

Total Cash Account $ 13,722.13

Average Weighted Yield   **December-18**   **0.0100%**

Investment Account	Purchase Date	Maturity Date	Face Value at December 31, 2018	Coupon/ Yield-to-Maturity	CUSIP
FRANKLIN SYNERGY BK TENN CD 1. 55%19	7/21/17	1/22/19	150,000.00	1.550%	35471TDN9
GOLDMAN SACHS BK USA NY CD	10/18/17	4/18/19	123,000.00	1.630%	38148PRH2
DISCOVER BK CD	7/12/17	7/12/19	150,000.00	1.650%	2546725R5
Capital One Bk USA NA CD	10/2/17	10/4/19	245,000.00	1.700%	1404205 E6
GE Cap Retail Bk CD	12/19/17	10/7/19	8,000.00	2.068%	36157QLD7
Compass Bank CD	11/28/18	11/29/19	187,000.00	2.700%	20451PVZ6
First Commercial Bank MS CD	8/1/17	1/31/20	240,000.00	1.650%	31984GEG0
BELMONT BK & TR CO CHICAGO IL CD MTHLY	10/10/17	4/13/20	245,000.00	1.700%	08016PCM9
MEDALLION BANK UTAH CD MTHLY	10/20/17	4/20/20	145,000.00	1.750%	58404DAR2
UNITED PRAIRIE BANK CD MTHLY	10/25/17	4/24/20	245,000.00	1.750%	91134CBG5
Wells Fargo Bank CD	7/2/18	6/29/20	200,000.00	2.820%	949763RW8
CAPITAL ONE NA CD	7/19/17	7/20/20	240,000.00	1.850%	14042RGM7
COMENITY CAP BK UTAH CD MTHLY	10/3/17	10/5/20	245,000.00	1.950%	20033AXB7
First National Bank (GA) CD	7/2/18	12/29/20	200,000.00	2.870%	321118BJ9
Morgan Stanley Bank NA CD	1/25/18	1/25/21	215,000.00	2.450%	61747MG96
Connectone Bank CD	5/9/18	5/10/21	155,000.00	2.850%	20786ACE3
Bar Harbor Bank CD	7/2/18	6/29/21	200,000.00	3.010%	066851WF9
ALLY BANK MIDVALE (UTAH) CD	8/16/18	8/16/21	135,000.00	3.000%	02007GEN9
Federal Farm Credit note - callable 8/1/18	2/1/18	2/1/22	230,000.00	2.500%	3133EJAX7
Federal Farm Credit note - callable 12/27/18	6/27/18	6/27/22	200,000.00	3.120%	3133EJSR1
FFCB - callable 2/21/19	8/14/18	2/21/23	135,000.00	3.000%	3133EJDP1
Federal Home Loan Mtg - callable 12/28/18	6/28/18	6/28/23	200,000.00	3.250%	3134GSNY7

Total Investment Account $ 4,093,000.00

Average Weighted Maturity   **679**   **days**
Average Weighted Yield   **2.2973%**

Total Portfolio Value $ 4,106,722.13
Total Portfolio Avg Weighted Yield   2.2896%

EXHIBIT C.1
January 15, 2019

C.1   Library Card Policy Update

RECOMMENDED ACTION: I move to adopt the Library Card policy update as proposed.

BACKGROUND INFORMATION: SB 2488, which eliminates the nonresident fee for <u>individuals who lease property taxed for library service</u> within a taxing district, has been approved by the legislature and was signed into law in 2018. As such, a short change to our Library Card policy inserting the words "or lease" is recommended.

Library Cards

<u>Eligibility</u>
Residents of the Library District, nonresidents who own or lease taxable property within the district, and Library employees are eligible to receive a library card at no cost.
 [75 ILCS 5/4-7(12)]; [75 ILCS 16/30-55.60(3)]

Revised March 9, 2015
Revised January 15, 2019

EXHIBIT C.2
January 15, 2019
Attachment

C.2   Ordinance 2019-01 Nonresident Cards

RECOMMENDED ACTION: I move to adopt Ordinance 2019-01 Nonresident Cards

BACKGROUND INFORMATION:

As a condition of regional library system membership, each public library board of trustees must annually review its nonresident fee policy and take formal action to decide whether to issue nonresident library cards during the next year. Subsequent notification to the regional library system is part of the annual membership certification process.

Although FRVPLD has no unserved adjacent areas, in order to accommodate our nonresident taxpayers and as a matter of good public relations, Administration recommends that the Board participate in the state's nonresident services program by passing the attached nonresident card ordinance.

The ordinance has been updated this year to reflect statutory language changes in:
75 ILCS 16/30-55.60 - Use of library by nonresidents.

ORDINANCE 2019-01

AN ORDINANCE ADOPTING A POLICY FOR NONRESIDENT CARDS

WHEREAS, the Fox River Valley Public Library District is a tax-supported public library (Library District) operating pursuant to the Public Library District Act, 75 ILCS 16/1-*et seq.* (the Act) for the benefit of its residents and tax payers; and

WHEREAS, residents of the Library District are eligible to receive a library card; and

WHEREAS, the Act provides that the Board of Library Trustees of the Library District may allow nonresidents to purchase a library card, i.e., the Act provides "The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district" (75 ILCS 16/30-55.60); and

WHEREAS, the Act provides "A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence" (75 ILCS 16/30-55.60); and

WHEREAS, given the proximity of the boundaries/service areas of nearby Public Libraries, there are no 'nonresidents', i.e., there are no persons in the vicinity of the Library District residing in areas without public library service; and

WHEREAS, the Illinois Administrative Code provides that the Board shall decide annually whether to issue nonresident library cards and, if so, the fee for such cards (23 IL ADC 3050); and

WHEREAS, given the lack of nonresidents under the circumstances described above, there is no need for the Library District to determine a fee for nonresidents; and

WHEREAS, there may be persons residing outside of Library District boundaries who own taxable property within Library District boundaries; and

WHEREAS, an exception to charging a nonresident fee applies to "a nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property." (75 ILCS 16/30-55.60)

WHEREAS, the Library District wishes to provide library services in accordance with the Act to persons residing outside of Library District boundaries who own or lease taxable property within Library District boundaries.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois as follows:

Section 1.   A nonresident who owns or leases taxable property in the Library District is entitled to receive a library card in accordance with the Act;

Section 2.   This Ordinance is effective immediately.

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on this 15th day of January 2019, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

                                        APPROVED:

                                        _____
                                        Richard V. Corbett, President
                                        Board of Library Trustees of the Fox River Valley
                                        Public Library District, Kane County, Illinois

ATTEST:

_____
Nikki Kuhlman, Secretary
Board of Library Trustees of the Fox River Valley
Public Library District, Kane County, Illinois

EXHIBIT C.3
January 15, 2019

C.3   Reference and Readers Advisory Policy

RECOMMENDED ACTION: I move to adopt the Reference and Readers Advisory Policy as proposed.

BACKGROUND INFORMATION:
One requirement for the 2019 Per Capita grant application was a review and report of *Serving Our Public 3.0* chapter 8, "Public Services: Reference and Reader's Advisory Services." While the Library is in compliance with nearly every standard, a "board-approved reference service policy developed by reference staff and administration" is lacking. The language below was drafted by Adult and Teen Services, reviewed by Administration, and is recommended for board adoption into the policy manual:

Reference and Readers Advisory Policy

> FRVPLD provides accurate, timely, thorough and confidential Reference and Reader's Advisory services to all patrons. Reference service is assisting patrons seeking information through the use of library materials and online resources. Reader's advisory is the process of connecting patrons with books and entertainment materials that meet their interests in both physical and digital formats. Patrons are all library users who visit, phone or contact the library electronically; library users do not need to be cardholders or reside in-district to receive readers advisory and reference service. These services are provided by professional and paraprofessional staff trained in accordance with the guidelines and ethics of the American Library Association.