

**Fox River Valley Public Library District  
Board of Trustees Meeting**

**March 19, 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**
- **Trustee Liaison Reports**
  - **Fred Lechuga – Facilities**
  - **Kristina Weber – Bylaws and Policy**
  - **Mike Tennis – Community Engagement**

**Director’s Report—Director Roxane E. Bennett**

- **Library Innovations of the Month**
  - **Homebound Service – Adult and Teen Services Librarian Sean Plagge**
  - **Online Library Card Application – Account Services and IT Network Manager Jason Katsion**
- **Department Head Reports**
- **February Dashboard**

**A. Consent Agenda**

**Exhibit A.1 Items to be included in Consent Agenda**

- A.1.a Minutes from the February 19, 2019 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for February 2019 totaling \$241,549.61**
- A.1.c Monthly Financial Report for February 2019**
- 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 February 2019**
- A.1.j Ehlers Account Statement for February 2019**

**B. Unfinished Business - none**

**C. New Business - none**

**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**

**Fox River Valley Public Library District**  
**Director's Report**  
Board Meeting – March 19, 2019

**Highlights:**

Work on departmental and district wide budget numbers for FY19/20 has been a main focus of the past month. It is coming together nicely as we're ahead of the curve compared to previous years. A balanced Draft Working Budget will be presented at the April board meeting to give the Board plenty of time for feedback before final approval in June.

I attended the ILA Legislative Meet-up on February 18 along with Lauren and Mike Tennis, hosting the table for Illinois State Senator Dan McConchie who serves a small part of the FRVPLD service area. While I spent time talking with McConchie and other legislators representing our area about our library, Lauren staffed a display sharing information about FRVPLD's Summer Lunch Program. During the program, each legislator shared their perspective on library services and the value those services bring to their districts.

Watching our OpenGov transparency portal take shape as data is loaded and beginning training on the "Stories" and "Open Town Hall" components has been an exciting process! We're on track to unveil the results at the April board meeting – followed by "publishing" them to our website for access by the public.

Attending LWV Candidate forums provides me with a great opportunity to talk individually with both new candidates and incumbents running for local offices about the Library. In addition, I get to hear about their platforms and learn their views about many issues facing the communities we both serve. Unfortunately, forums are only held for contested races. Races for Village of Carpentersville, Dundee Township Park District, and FRVPLD are uncontested this spring.

Two forums have already been held covering:

- **Village of Sleepy Hollow**, 4 candidates for 3 Trustee seats (March 7)
- **Rutland-Dundee Fire Protection District**, 6 candidates for 3 Trustee seats (March 12)
- **Village of East Dundee**, 4 candidates for 3 Trustee seats (March 12)

Upcoming forums are:

- **Village of Gilberts**, 5 candidates for 3 Trustee seats (March 13)
- **Village of West Dundee**, 4 candidates for 3 Trustee seats (March 14)
- **School District 300**, 5 candidates for 4 Trustee seats (March 19)
- **Elgin Community College District 509**, 5 candidates for 2 Trustees seats (March 19)

A meeting with Mike Berger of the Boys & Girls Club resulted in the launch of a new partnership program to bring "Battle of the Books" to 4<sup>th</sup> and 5<sup>th</sup> graders at four B&GC sites this Spring. The events will be held at the Dundee Library on April 12 & May 10 with transportation of the students to the Library provided by B&GC. If successful, we hope to expand to other B&GC sites next year.

**Director's Calendar: February 13, 2019 – March 12, 2019**

Director's vacation: February 7 – 17

Outreach: ILA Legislative Meet-Up in Buffalo Grove – February 18

Meeting: Executive Team with Rosenthal – February 18, March 4, 11

Meeting: Library Board – February 19

Director out ill: Rosenthal in charge - February 20 - 25

Meeting: Management Team – February 26, March 5

Training: OpenGov Stories with Rosenthal, Finneran, Katsion, and Pasetes – Feb 27

Meetings: Budget – February 26, 27, 28, March 4

Interviews: YS Manager with Rosenthal – February 28, 29, March 1, 7

Meeting: FRVPLD Facility Scenarios with Rosenthal, Huberty, and Lamp – March 1

**Fox River Valley Public Library District**  
**Director's Report**  
Board Meeting – March 19, 2019

Meeting: Pre-Agenda with Corbett, Rosenthal, and Werle – March 4  
Meeting: Joint Review Board in West Dundee – March 4  
Meeting: Library/Park District Partnership Discussion with Atilano of Dewberry – March 5  
Community: Rotary in West Dundee – March 5, 12  
Training: Open Town Hall/OpenGov with Rosenthal, Finneran, Katsion and Pasetes – March 6  
Community: League of Women Voters Candidate Forum in Sleepy Hollow – March 7  
Meeting: CCS Budget and Finance Committee in Arlington Heights – March 8  
Meeting: Boys & Girls Club of Dundee Township – March 8  
Community: League of Women Voters Candidate Forum in East Dundee – March 12

Internal meetings with individual staff members not included.

Respectfully submitted,

*Roxane E. Bennett*

## **Fox River Valley Public Library District February 2019 Department Reports**

### **Lauren Rosenthal, Deputy Director**

Continuing work on our strategic plan goal to improve patron self-service: Jason and I have compiled all pricing and anticipated revenue information comparing our existing print/copy/scan/fine & fee payment system with Comprise's integrated system. Because we won't have expiring contracts for existing service until July & August we've decided to hold off on presenting to the board until the May meeting. We're planning to implement new copiers / printers with fax capability, all of which is completed via self-service terminals. In addition, the same terminals will allow for payment of fines / fees, both via credit/debit cards and cash.

OpenGov has imported our Chart of Accounts as well as 5 years of circulation / visit / program / computer history. They created the requisite reports as dictated by our contract, plus worked with me to create Dashboard reports. I'm hopeful that March will be the last paper Dashboard the Board receives. Roxane, Jason, Erin Pasetes, Kirstin Finneran and I have begun training in the Stories and Open Town Hall modules so we'll be able to translate the graphs into relevant stories that we can receive feedback from.

I attended a great training class on interviewing, which provided guidelines for revamping all of our interview formats. While our questions are very good – we use behavioral interviewing, since evidence shows the greatest predictor of future behavior is past behavior – but the structure of the interview questions needs to be reworked to ease candidates into the interview and have a more logical flow.

I also attended a great training class on crafting a Strategic Plan, which provided a roadmap for tweaking our strategic plan from start to finish. Since our current action plan runs 2017-2020, we'll start considering changes this fall and I'm glad to have a good methodology moving forward.

The 2019 Legislative Meetup in Buffalo Grove was successful: I represented our Library demonstrating our successful Summer Lunch program. Only seven libraries were chosen to demonstrate out-of-the-box library services, and it felt good to be in company with Gail Borden, Northbrook, Ela, and Indian Trails.

On a personal note, my husband and I volunteer for the Center for Economic Progress / Ladder Up, preparing taxes for low income folks. We help out every Monday evening (I leave the Library a little early) and Saturday, and the need this year has never been greater. If you know singles with incomes less than \$30,000 or couples / families with incomes less than \$55,000 please encourage them to visit Judson college and have their taxes done free of charge. All volunteers are VITA (Volunteer Income Tax Assistant) certified by the IRS, meaning we've attended 10+ hours of training plus passed the IRS exams. This service was formerly done at Gail Borden Library and they'd like to return to a library: ideally we'd have enough space to host them at the Fox River Valley Public Library District so families could be visiting the Library instead of sitting in a waiting room for 4 hours. Something to consider as we think about future facility plans.

### **Randall Oaks Manager: Keri Carroll**

A short and still chilly month, February brought with it a couple new additions to Randall Oaks. American Girl Doll kits are now available for patrons on the west side of the district and they've been met with surprised glee. Clerk Shannon Holtz brought her daughters' own dolls for display (which caught the eye of several young ones) and nearly all the kits have circulated at least once. We'll continue to gauge interest but we're hoping to purchase a few more dolls to diversify the collection further while also rotating the collections between locations to prevent unnecessary duplicate purchases.

Additionally, we did a bit of furniture rearranging and moved one of the circular tables from the back up near the front. While it does freshen the space up, the big reason behind the move was the implementation of in-house board games at Randall Oaks. I'd been trying to get this project started for several months but was met with the biggest issue of, *Where would patrons play these games?* After evaluating the kids' space, I decided to shift a study table up where patrons generally come in to read or study, providing a table more inclined for

group activities. Moving that table also created a small section for group study away from the kids' section that wasn't there before, something that several patrons have already utilized.

One final addition to Randall Oaks was the dollhouse generously purchased by the Friends of the Library. Our previous dollhouse was well-loved and dearly missed so it's great to have something that's such a big hit with the kids back again. Librarian Sam Bunte has reported to me that, on a couple occasions, kids will see the new dollhouse from afar and shriek with glee. I have a feeling this will be just as popular as the previous dollhouse.

Staff here always does a fantastic job of coming up with new displays to catch patrons' eyes and highlight the diversity of our collection. Clerk Shannon Holtz made a "whodunit" display complete with "chalk" outline on the ground that has had several patrons double-checking that nothing nefarious has gone down recently. Clerk Samantha Quill informed folks that February was National Cat Health Month (who knew?) and provided them with several resources on the topic.

**Public Relations & Outreach: Kirstin Finneran**

Updated endcap signs to reflect the reorganization of DVD movies from genre to alphabetical. Also created alphabetical shelf markers to help patrons navigate the collection.

PR & Outreach efforts regarding the 2019 Summer Reading Challenge have focused on the donor sponsorships this month. In keeping with this year's theme, we created a "Universe of Stories" flyer to solicit "Rocket" or "Atomic" sponsors. To generate new donors, 155 flyers were hand addressed and mailed to members of the Northern Kane County Chamber of Commerce. We have acquired five new sponsors so far.

Finalized the 2019 Spring Newsletter. It arrived in mailboxes around Feb. 20.

eNews

Date Sent	Subject	Emails Sent	Unique Opens	Unique Open %	Total Clicks
2/13/2019	Fairy Tale Ball, Spring Newsletter	10273	1996	19.46%	331
2/27/2019	Free Computer Classes, Game Night, Green Book	10248	2069	20.20%	287

Facebook Followers: 1498 (7 new followers)

Number of posts: 26

People who saw our posts: 15,385

Post likes: 193

Comments: 45

Shares: 45

Clicks: 669

Top three posts according to reach:

- 6212 saw: This Saturday at the Dundee Library – Graphic of Children's Book Sale Info (February 7)
- 1258 saw: Put on your elaborate ensemble or a suit of armor! Get ready for magical music, enchanting crafts and fairy tale princesses! Our Fairy tale Ball is February 23rd 10:30 am to noon! No registration necessary. Drop in! (February 11)
- 668 saw: It's not too late to sign up for the Winter Reading Challenge! Read, succeed and complete challenges!! Check out the cool prizes that you could win! Prizes can be picked up until February 23rd! #FeelGoodFriday #YouthServices (February 8)

## **Youth Services:**

Elizabeth Forkan resigned from the Fox River Valley Libraries in February, planning to work at the Gail Borden Library as a part-time Children's Librarian. On Valentine's Day she gave birth to her son Luigi 😊

Of special note: the Youth department hosted the "Fairy Tale Ball" in February, which drew a whopping 250 patrons. Beautiful & powerful princesses met with handsome & well-coiffed princes to enjoy stories, crafts, snacks and of course photos with the characters. Many smiling faces in those pics!

## **IT / Network / Account Services: Jason Katsion**

In February, we implemented a new feature in our online catalog. Patrons now have the option to sign up for library cards online. Upon registration, the patron has immediate access to e-content (Hoopla, Overdrive, Freegal, online databases, etc.) and may place holds within the catalog. Our ILS (Polaris) places an automatic block on the newly created account, which prevents the patron from checking out physical materials until they visit one of our library locations to verify their status and pick up their library card. Twelve people signed up for library cards online in the month of February.

On February 11, Polaris upgraded the online catalog to secure https connection. Following this upgrade, it was necessary to update various links on the library website to accord with the new security protocol. These changes were implemented by IT Specialist Erin Pasetes.

I created Fiscal Year 19/20 budget worksheets for the IT and Account Services Departments and submitted them to Administration on February 22. These worksheets were reviewed by Administration and approved.

Throughout February, I worked to compile the requisite statistics for completing the ILLINET Interlibrary Loan (ILL) Traffic Survey. The ILLINET is an annual survey administered through the Illinois State Library for "collection, comparison, and analysis of statewide interlibrary loan and reciprocal borrowing statistical data." I completed the survey on February 24.

On February 28, I attended the ILL Technical Group Meeting at Zion-Benton Public Library. We reviewed policies for intra-CCS holds as well as out-of-system interlibrary loans. It was announced that several new reports will be available via the CCS website, and participants were provided with detailed instructions for updating "deep links" to the online catalog.

## **Facilities: Michael Lorenzetti**

With even more snowfall during February including rain, no additional leakage at DL has been discovered.

On Sunday 2/24 the area saw extremely high winds and it blew the Dundee book drop over. I was in the area and corrected the situation with very minor damage to the Dundee book drop.

The Youth Services workroom remodel has been completed. The walls were painted, carpet cleaned and the installation of updated cubicles. From the comments I've heard, they love it.

A computer catalog station has been added to the north wall area of the Dundee Library. It is located near other patron cubicles and will be a nearby convenience for them.

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

Savings in February: \$6,596.44 (Very significant savings since didn't renew only Summer Reader registration system since in-house solution was created. Facilities Manager did price comparison for replacing YS staff workstation furniture, and used company with lowest responsible bid.)

YS Non-traditional collection: (5) Launchpad systems, which are tablets pre-loaded with educational and themed apps, were processed for the Dundee Library. Titles: "Chugga chugga word track", "Little STEAM engine", "Spanish for all", "Ride to Readiness!", and "Princess power: Princesses!"

Water-damaged magazines: Unfortunately almost 300 magazine issues (current and older issues) were destroyed due to roof leak problem. This included damage to thirty-nine different titles in our magazine area, and a list documenting the most current issues was submitted to our magazine provider to see if they could send us replacements. Thus far they have supplied about half the issues we asked them for.

## **Adult & Teen Services: Heather Zabski**

Though snowy, February's temperatures were higher than in January. This resulted in more in-person transactions (both reference and one-on-ones were up this month). However, E-resources are still strongly trending upward, with Hoopla receiving 809 downloads (nearly double last February)!

There were lots of fun activities for adults and teens at the library throughout February, and attendance proved steady despite some patchy weather. On February 7<sup>th</sup>, we had 15 people for Make Your Own: Heart Painted Mason Jar, in which participants went home with their own painted jar. On February 16<sup>th</sup>, 17 patrons competed in teams to solve a jigsaw puzzle. The event received acclaim from attendees! On February 21<sup>st</sup>, we had our first Artist and Tea series, where patrons learned about the art of Portland native Mark Rothko and created their own Rothko inspired painting. Jasmin Munoz created another popular passive program for the library, with patron's voting on their favorite celebrity couple! Leslie Knope and Ben Wyatt from *Parks and Recreation* took the top spot!

Librarian Sean Plagge will be taking over the coordination of HomeWord Bound services at the library. We are working to revamp this service and make it more widely used and accessible for our patrons. I created new procedures for HomeWord Bound services and library cards, as well as a revised intake form for Homeword Bound applicants to fill out which will be posted on our website. Sean will be presenting





on the improved service at the March Board Meeting and the March All Staff meeting. We are very pleased to have several volunteers interested in making deliveries. Once we get HomeWord Bound patrons enrolled, we will contact the volunteers to arrange deliveries.

Even though the ground is still frozen, ATS staffers' minds are on the summer. Danielle Pacini and Cari Poweziak are compiling activity lists for the SRC logs. Patrons who participated in Winter Reading loved the varied activities on the logs and we hope to incorporate this element into Summer Reading. We are also working on ordering mid-way prizes and finishing prizes for participants. Programmers are working on their summer schedule too. We have already booked a speaker from NASA to tie into the "Universe of Stories" SRC theme.

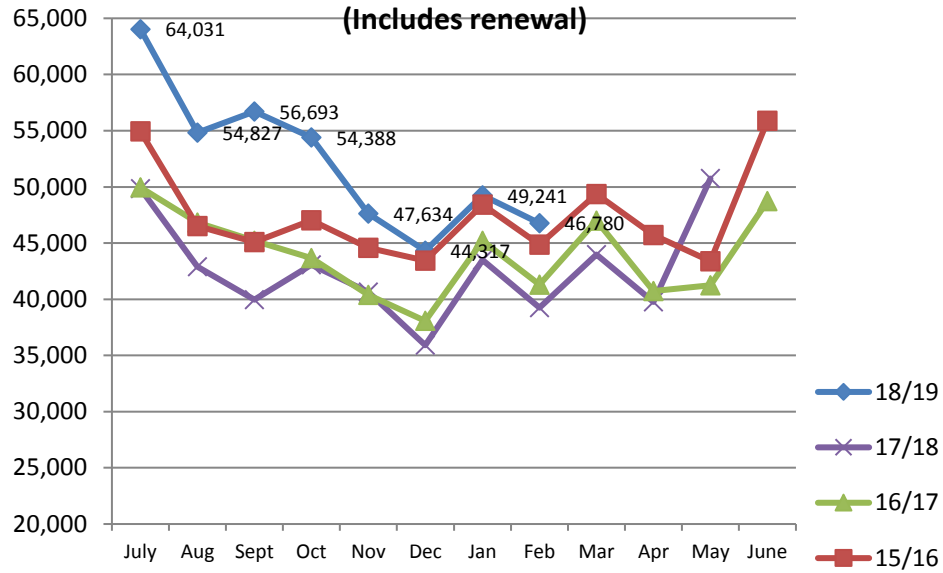
Our library book cart drill team will once again be participating in Dundee's St. Patrick's Day Parade! Hopefully it will be nice weather. This year we are very pleased to have several new members. Sean and I will lead training to the new additions beforehand! Sean, Cari, Taylor Haring and I will be representing ATS in the parade. Taylor is a skilled color guard and will be showing off her flag spinning skills for the library!

Teen librarian Danielle Pacini attended the Boys and Girls Club Youth of the Year gala on February 20<sup>th</sup>. The Boys and Girls Club Youth of the Year program is a leadership education course involving public speaking, one-on-one mentorship, essay writing, and team-building. There are five finalists, with one person winning Youth of the Year and moving on to compete at a state level. At the event three finalists gave speeches about how the program impacted their lives and how they will use the skills in the future. The winner was awarded a \$10,000 scholarship. Danielle found the event very inspiring.

# FRVPLD Dashboard – February, 2019

## Total Circulations

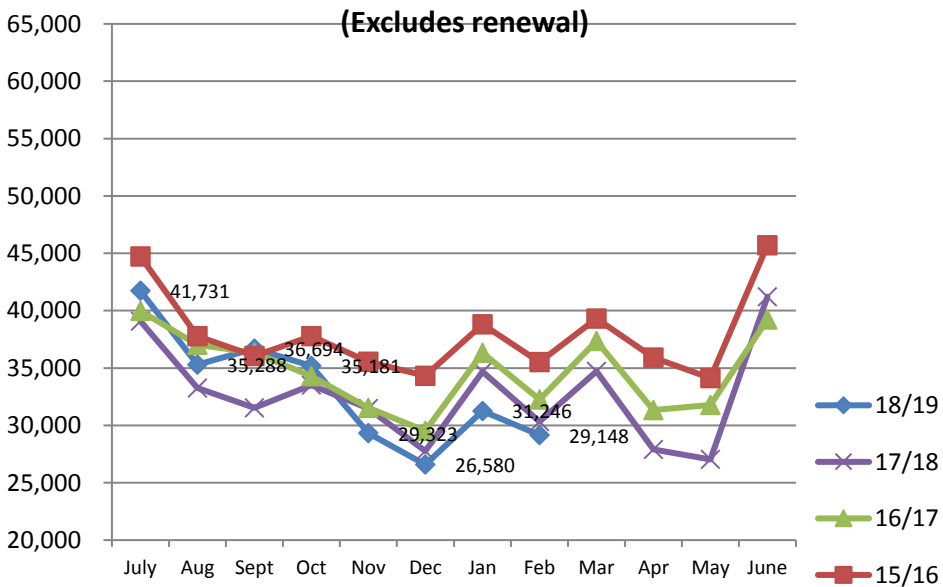
(Includes renewal)



Monthly Total Circulations for February were 19% higher than last February and we're ahead 25% for the year.

## First-time Circulations

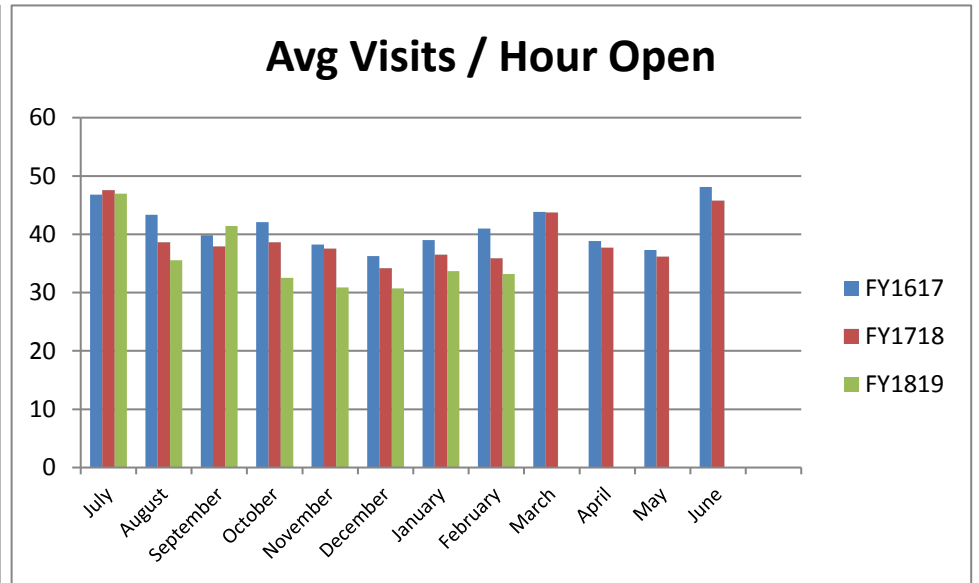
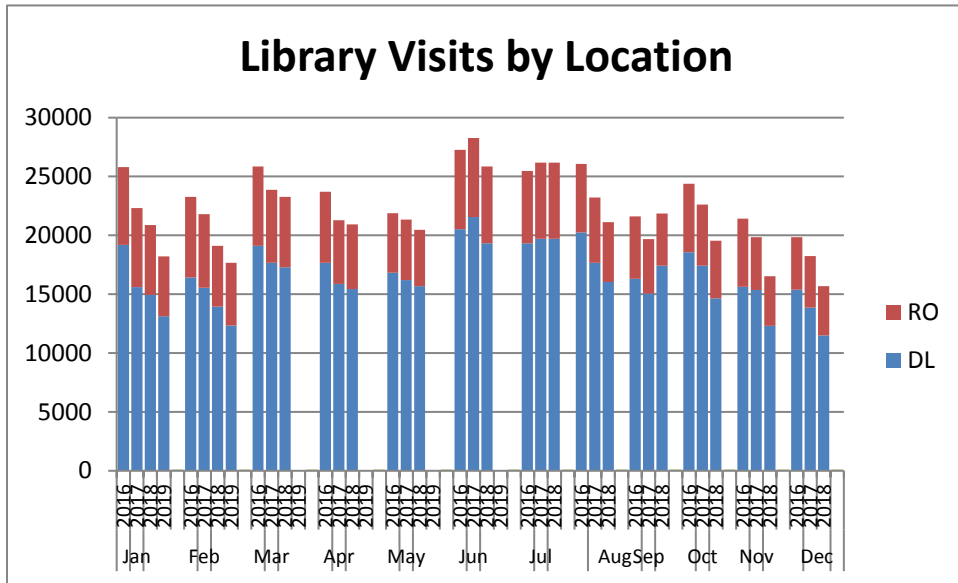
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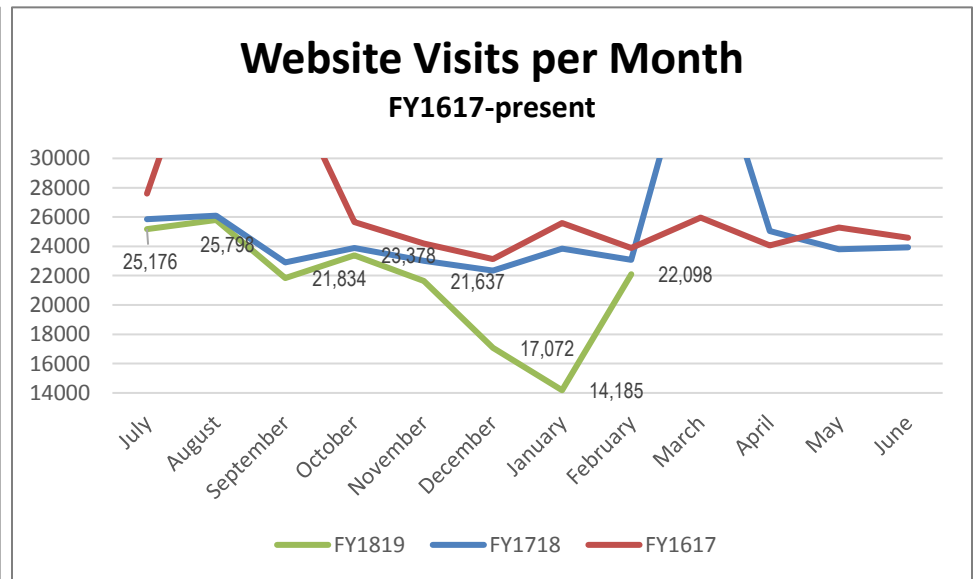
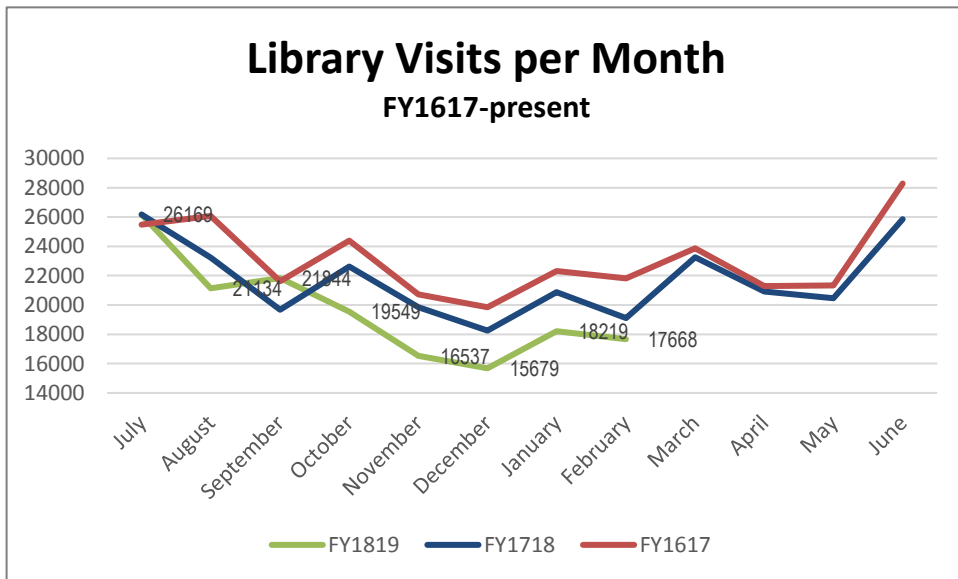
The First-time Circulations graph subtracts renewals, and while first-time circulations were trending similarly to other years, since November they have decreased and are now trending slightly lower than years past.

# FRVPLD Dashboard – February, 2019

**Total Visits** for February were down at both locations. **Average Visits per Hour Open** takes into account the number of Sundays or hours closed due to weather each month, and also demonstrates a downward trend.

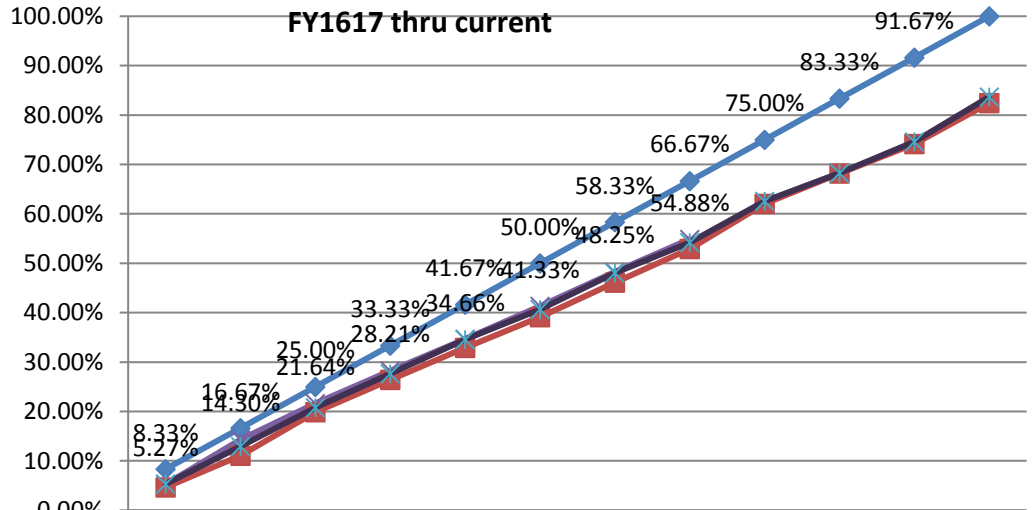


Also added are graphs comparing **physical and virtual visits**. Monthly visit trends are similar whether physical or virtual. However, in December we added a filter to exclude website visits from within the Library: we only want to track external website visits (so we're not counting staff clicks).



# FRVPLD Dashboard – February, 2019

## % Working Budget vs. % Actually Spent



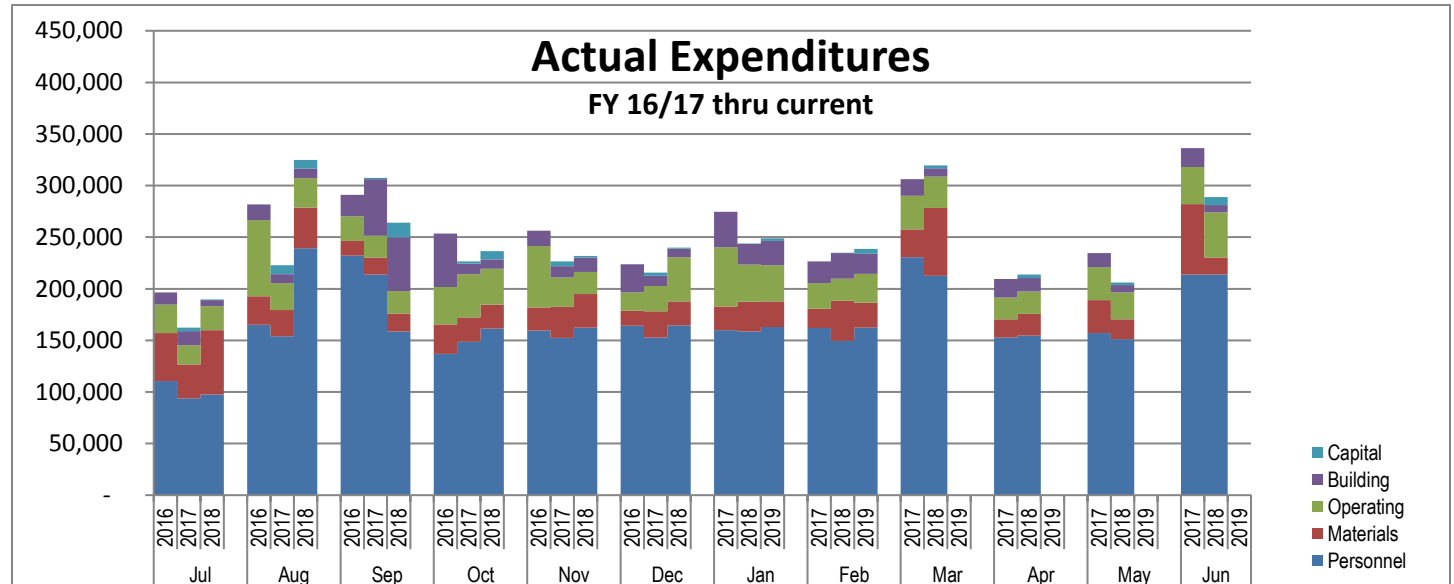
We're 67% through the year, and we've spent 55% of the budget.

Personnel expenditures are 56%  
 Materials are 62%  
 Operating are 48%  
 Building are 57%  
 Capital are 31%

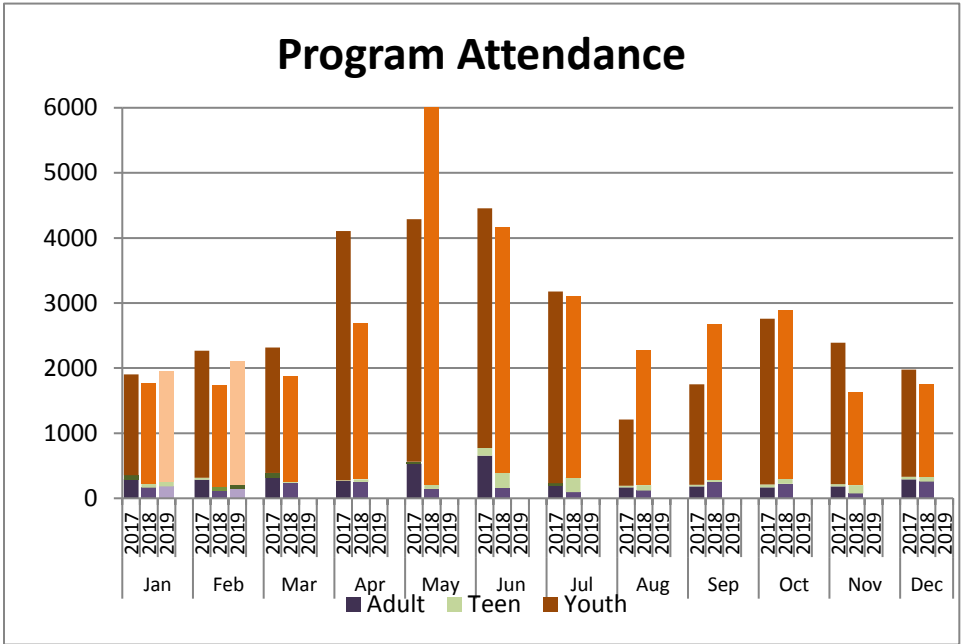
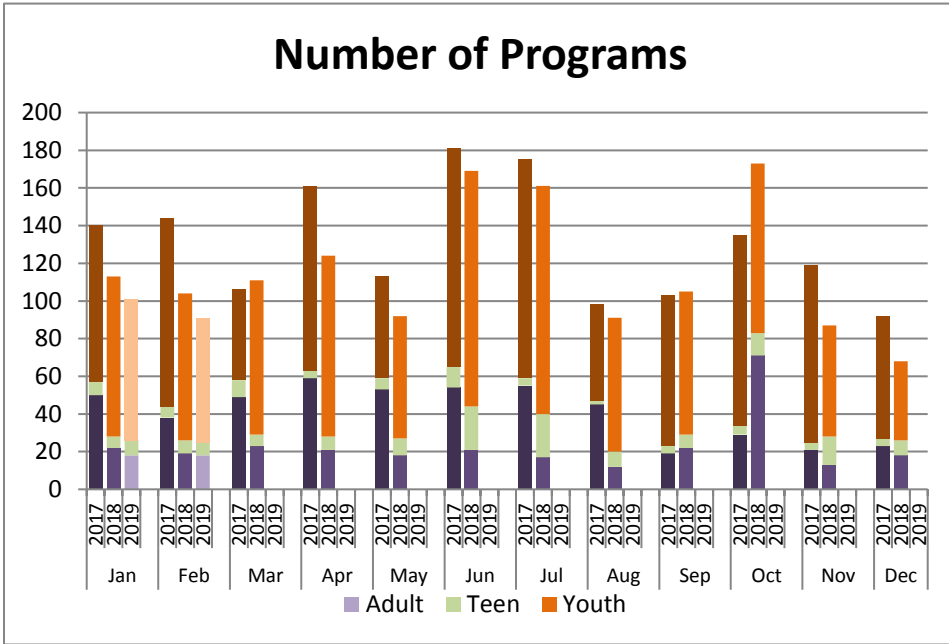
So we're tracking well to the Working Budget in all categories.

	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%	48.25%	54.88%				
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%

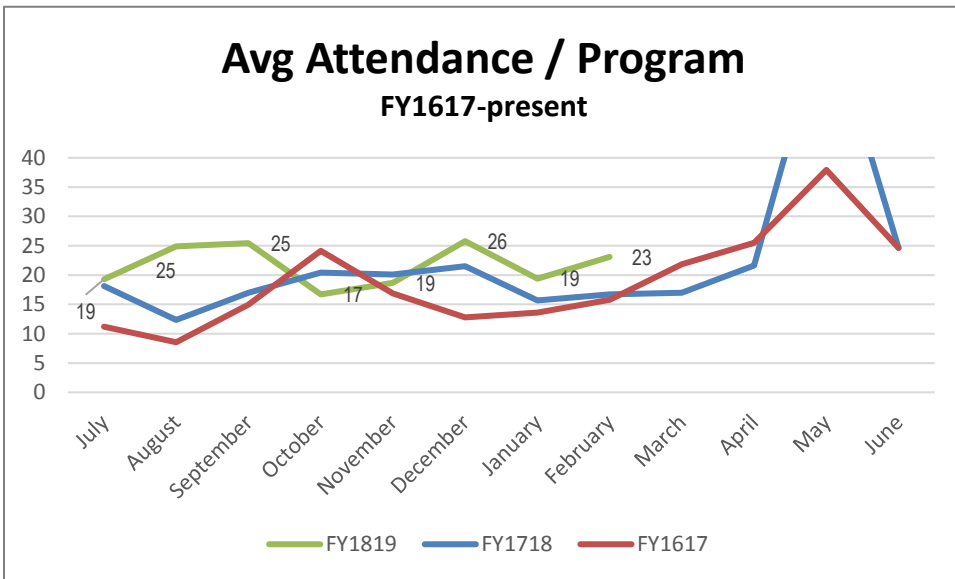
The **Actual Expenditures** graph shows February spending is in line with previous years, with no large spikes in any areas.



# FRVPLD Dashboard – February, 2019

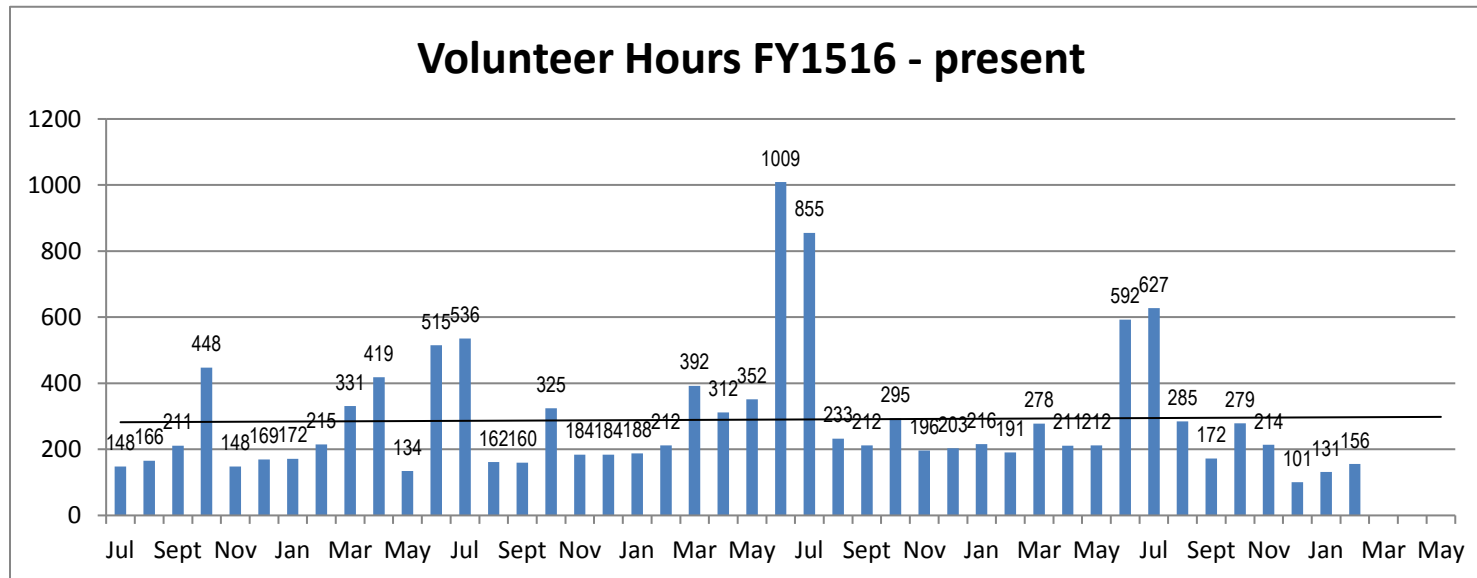
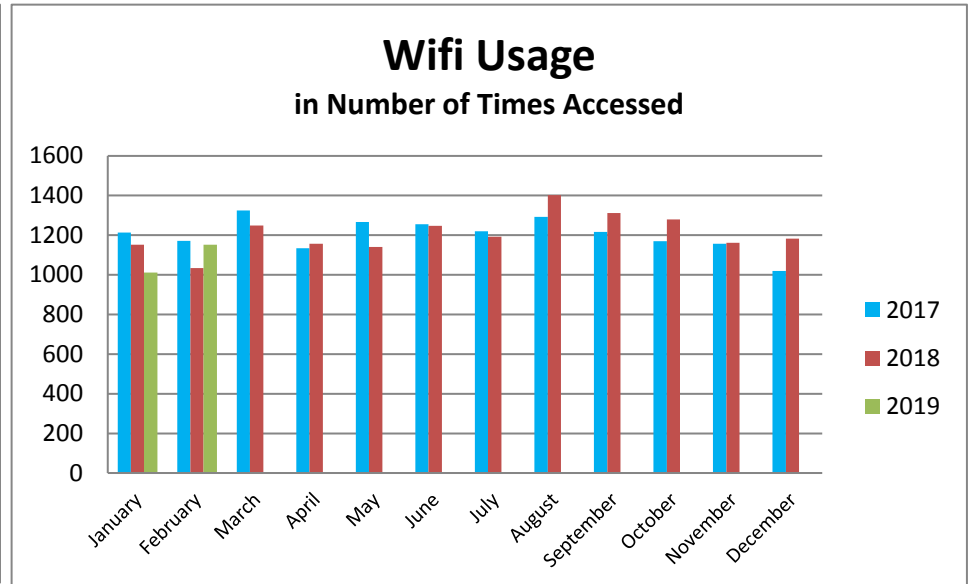
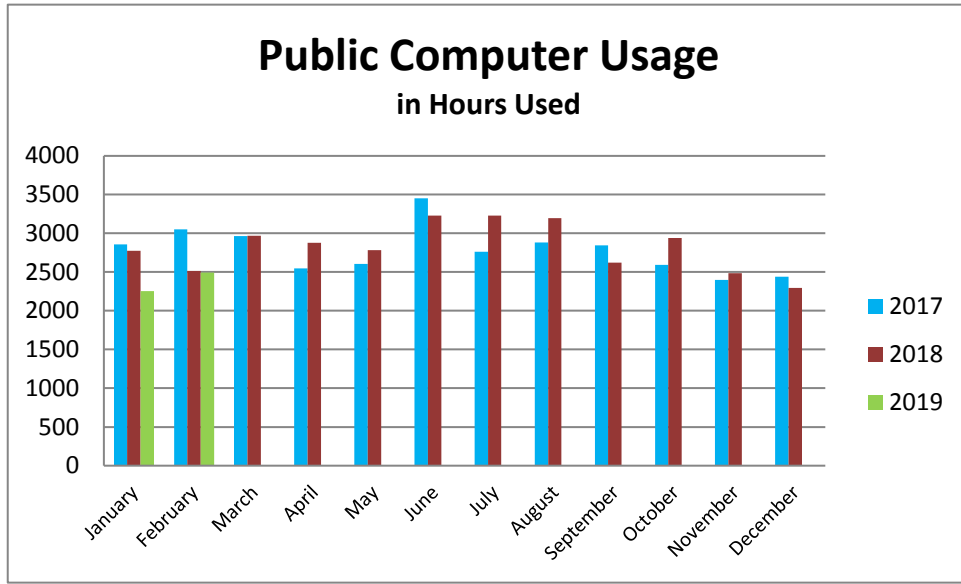


The number of **programs** in February decreased yet **program attendees** increased. Maximizing the number of attendees per program is a strategic plan goal. **Average attendance per program** was 23 in February, which exceeded the past two Februaries.



# FRVPLD Dashboard – February, 2019

Public computer usage and Wifi usage stabilized in February.



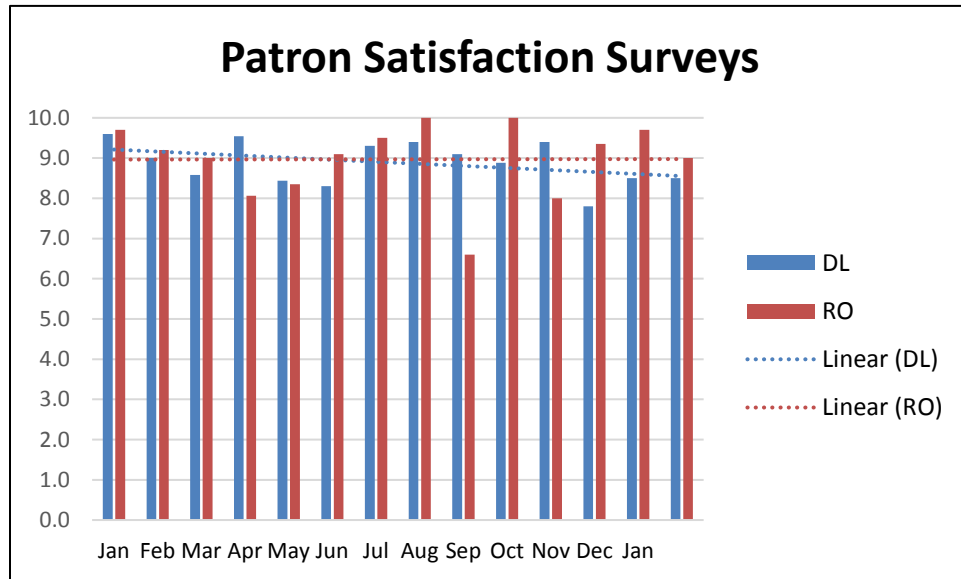
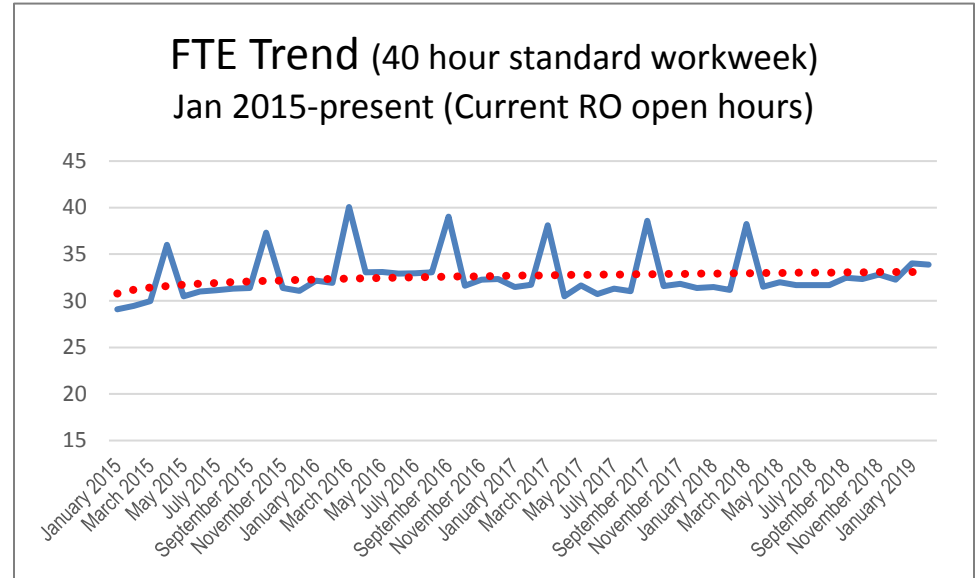
Volunteer hours for February 2019:

- DL 93.5
- RO 10.0
- Friends 52.5
- 
- Total - 156.0

# FRVPLD Dashboard – February, 2019

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 trendline (dotted red line) provides helpful information over the long term.

We clocked 34 FTEs in February.



Patron Satisfaction Surveys are on iPads at the exits of both libraries, with a goal to average at least 9. Great scores in February at both locations.

**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 February 19, 2019 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for February 2019 totaling \$241,549.61**
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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  
February 19, 2019**

**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      Fred Lechuga  
                                 Trustee      Mike Tennis  
                                 Trustee      Kristina Weber

Members absent:      None

Others present:      Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Katsion, Keri Carroll, Heather Zabski, Karin Nelson, Michael Lorenzetti, Jasmin Munoz, Christine Evans, Karen Werle

**Public Comment**

There was no public comment.

**President's Report**

Corbett noted the presence of Christine Evans who has filed as a write-in candidate for a seat on the Board of Trustees in the April 2, 2019 consolidated election. One vacancy on the Board will remain after the election. Kane County will email Information on the annual filing of Economic Interest Statements to all Trustees in March. Corbett asked Tennis to recap the ILA President's Day Legislative Meet-Up held in Buffalo Grove. Tennis reported that 18 state and 2 congressional representatives were in attendance. Library representatives and legislators shared stories about libraries and discussed areas of concern such as funding disparities. Corbett encouraged Trustees to attend the Illinois Library Association's Trustee Forum Workshop scheduled for March 16, 2019. In accordance with the Library's desire to be fully transparent, Board meeting documents are now available for view on the Library's website prior to the meeting.

**Officer Reports**

Vice President Creighton – no report

Secretary Kuhlman – no report

Treasurer Lindholm – no report

**Trustee Liaison Reports**

Trustee Lechuga; Facilities – no report

Trustee Tennis; Community Engagement – A written report on Tennis' attendance at a recent Park District Board meeting was distributed prior to the meeting; there was no discussion.

Trustee Weber; Bylaws and Policy – no report

**Director's Report**

Bennett noted the recent polar vortex caused emergency closure at both libraries during the time when the most hazardous weather conditions occurred. The snow removal budget is being monitored and the Library

anticipates having sufficient funds in that budget line to cover additional snowfall and the need for salting should it occur. 5 librarians recently completed 'The Courageous Follower' training geared toward the Library's long-term success and designed to encourage leading from within, raising questions and voicing concerns. The award-winning Library Book Cart Drill Team will be making another appearance in the March 9<sup>th</sup> St. Patrick's Day Parade.

### Library Innovation of the Month

Adult and Teen Services Assistant Jasmin Munoz facilitates FRVPLDs Conversation Club, which meets every other Wednesday at 10:00 AM. English as a Second Language learners gather in a welcoming environment to practice their English language skills through casual conversation in everyday situations and on timely topics.

### Strategic Plan, Dashboard, Department Head Reports

Bennett noted the Strategic Plan format has been streamlined for ease of review. The 6 month statistical comparison presented in the January Dashboard was well-received. Tennis inquired about the new registration process for Summer Reading; a savings of approximately \$3500 was realized. The OpenGov implementation process has begun.

## **Consent Agenda**

### **Exhibit A.1**

Items included in Consent Agenda

- A.1.a Minutes from the January 15, 2019 Board of Trustees Meeting
- A.1.b Minutes from the October 16, 2018 Executive Session
- A.1.c Minutes from the December 18, 2018 Executive Session
- A.1.d Check/Voucher Register – AP & Payroll Complete for December 2018 totaling \$249,014.21
- A.1.e Monthly Financial Report for January 2019
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.g Revenue Summary – All Funds Combined by Period
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.j Expenditure Summary – All Funds Combined by Period
- A.1.k Balance Sheet for January 2019
- A.1.l Ehlers Account Statement for January 2019

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.L AS PRESENTED*; moved by Tennis and seconded by Creighton. There was no discussion; Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

## **Unfinished Business**

There was no unfinished business.

## **New Business**

### **Exhibit C.1 Director's Employment Agreement Renewal**

Corbett called for a motion to *APPROVE RENEWAL OF THE DIRECTOR'S EMPLOYMENT AGREEMENT EFFECTIVE FEBRUARY 1, 2019 AT A SALARY OF \$ 121,500.00*. Moved by Kuhlman, seconded by Tennis. There was no further discussion.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

No other business was conducted and Corbett called for a motion to *ADJOURN*. Moved by Lindholm and seconded by Creighton the meeting was adjourned by unanimous voice vote at 7:32PM.

**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 2/1/2019 Through 2/28/2019

Vendor Name	Check Number	Effective Date	Check Amount
Ziegler's Ace Hardware	42249	2/19/2019	72.67
American Library Association	42250	2/19/2019	41.50
Algonquin Area Publ.Lib.Dist.	42251	2/19/2019	472.68
SYNCB/AMAZON	42252	2/19/2019	1,745.86
AT&T	42253	2/19/2019	384.56
AT & T Mobility	42254	2/19/2019	94.82
Baker & Taylor	42258	2/19/2019	13,131.39
Bandito Barneys	42259	2/19/2019	50.00
Breakroom Solutions	42260	2/19/2019	116.28
Brodart Co.	42261	2/19/2019	1,107.53
IPO/DBA Cardinal Office Supply	42262	2/19/2019	89.60
Cooperative Computer Services	42263	2/19/2019	6,735.97
CDS Office Technologies	42264	2/19/2019	386.28
Comcast	42265	2/19/2019	408.09
Comcast	42266	2/19/2019	1,197.00
ComEd	42267	2/19/2019	3,000.98
Crystal Lake Public Library	42268	2/19/2019	4.99
Demco, Inc.	42269	2/19/2019	133.46
Ehlers Investment Partners, LLC	42270	2/19/2019	503.06
Elgin Sheet Metal Company	42271	2/19/2019	4,400.00
Findaway World, LLC	42272	2/19/2019	626.47
Garveys Office Products	42273	2/19/2019	2,171.79
Groot, Inc	42274	2/19/2019	259.20
Hall Pass	42275	2/19/2019	12.00
Highland Park Public Library	42276	2/19/2019	25.00
Illinois Library Association	42277	2/19/2019	270.00
INGRAM Library Services	42278	2/19/2019	1,766.68
KONE, INC	42279	2/19/2019	248.37
Lake Forest Library	42280	2/19/2019	35.00
Lake Villa Library	42281	2/19/2019	31.10
Libraries First	42282	2/19/2019	500.00
Library Furniture International, Inc.	42283	2/19/2019	2,098.00
Midwest Tape Exchange, Inc.	42286	2/19/2019	8,382.28
Nicor Gas	42287	2/19/2019	592.82
Niles-Maine District Library	42288	2/19/2019	2.00
OTC Brands, Inc.	42289	2/19/2019	375.18
Peregrine,Stime,Newman,Ritzman & B...	42290	2/19/2019	2,566.10
Round Lake Public Library	42291	2/19/2019	44.99
Technology Management Rev Fund	42292	2/19/2019	427.50
Unique Management Services, Inc.	42293	2/19/2019	152.15
Valley Enterprises, Inc.	42294	2/19/2019	18,789.00
Village of East Dundee	42295	2/19/2019	592.00
Cardmember Service	42296	2/19/2019	4,395.56
W.T. Cox Subscriptions, Inc.	42297	2/19/2019	91.86
Wellness Insurance Network	42298	2/19/2019	11,997.86
Christine Widuger	42299	2/19/2019	40.00
Paylocity Payroll	DD201902-01	2/1/2019	803.26
Paylocity Payroll	DD201902-02	2/15/2019	453.42
Illinois Municipal Retirement	DD201902-03	2/28/2019	15,689.24
	Total 10100 - BANK ACCOUNTS		107,515.55
Report Total			107,515.55

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 02/01/2019 Through 02/28/2019

Page 1 Total

107,515.55

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-FEBRUARY 2019	130,982.03
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,113.08
DENTAL INSURANCE	139.64
I.M.R.F	5,619.54
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	10,069.70
MEDICARE/F.I.C.A.	9,924.29
TOTAL PAYROLL EXPENSE	<u>144,103.76</u>

\*Minus IMRF Employer Portion Direct Debit (10,069.70)  
134,034.06

134,034.06  
241,549.61    Grand Total

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		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	0.00	21,548.50	47.88%	23,451.50	45,000.00	52.11%
44010	INTEREST & DIVIDEND INCOME	5,657.87	33,692.43	153.14%	(11,692.43)	22,000.00	(53.14)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	6,667.74	88.90%	832.26	7,500.00	11.09%
46020	FINES & RECOVERY FEES	2,367.88	16,623.89	25.57%	48,376.11	65,000.00	74.42%
46030	LOST / DAMAGED / RECOVERY	537.17	3,308.32	66.16%	1,691.68	5,000.00	33.83%
46110	MEETING ROOM RENTAL FEE	0.00	40.00	10.00%	360.00	400.00	90.00%
46200	PRINTING REVENUE	1,859.15	11,703.35	65.01%	6,296.65	18,000.00	34.98%
46210	FAX REVENUE	182.80	1,797.75	79.90%	452.25	2,250.00	20.10%
46300	TAXABLE INCOME	19.35	255.25	63.68%	145.55	400.80	36.31%
46400	MISCELLANEOUS INCOME	13.64	145.42	0.00%	(145.42)	0.00	0.00%
46450	REIMBURSEMENTS	243.00	1,760.59	23.47%	5,739.41	7,500.00	76.52%
46500	CASH OVER	4.56	62.20	24.88%	187.80	250.00	75.12%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	816.00	6,438.00	66.97%	3,174.00	9,612.00	33.02%
	Total REVENUES	<u>11,701.42</u>	<u>3,276,395.62</u>	<u>97.55%</u>	<u>82,296.38</u>	<u>3,358,692.00</u>	<u>2.45%</u>
	Total Revenues	<u>11,701.42</u>	<u>3,276,395.62</u>	<u>97.55%</u>	<u>82,296.38</u>	<u>3,358,692.00</u>	<u>2.45%</u>
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						
52120	EMPLOYEE INSURANCES	10,745.14	79,083.12	46.51%	90,916.88	170,000.00	53.48%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
52123	WORKERS COMP	0.00	6,487.50	70.87%	2,666.50	9,154.00	29.12%
52124	UNEMPLOYMENT INSURANCE	0.00	1,673.75	20.92%	6,326.25	8,000.00	79.07%
52130	STAFF DEVELOPMENT	505.00	816.90	27.23%	2,183.10	3,000.00	72.77%
52150	DIRECTOR'S CONFERENCE	0.00	1,321.51	33.03%	2,678.49	4,000.00	66.96%
52160	TUITION REIMBURSEMENT	0.00	1,272.00	63.60%	728.00	2,000.00	36.40%
73295	MEETING EXPENSE	158.30	1,922.38	69.90%	827.62	2,750.00	30.09%
05	ADMINISTRATION						
52100	SALARIES	25,300.73	223,643.53	59.52%	152,070.47	375,714.00	40.47%
52130	STAFF DEVELOPMENT	0.00	1,559.74	50.37%	1,536.26	3,096.00	49.62%
40	PUBLIC RELATIONS						
52100	SALARIES	4,506.81	22,669.37	38.69%	35,918.63	58,588.00	61.30%
50	IT / NETWORK						
52100	SALARIES	2,717.60	13,131.00	39.06%	20,484.00	33,615.00	60.93%
60	PURCHASING, ACQUISITIONS, TECH SERVICES						
52100	SALARIES	8,717.21	65,190.47	56.71%	49,755.53	114,946.00	43.28%
90	FACILITIES						
52100	SALARIES	10,161.01	78,297.10	59.52%	53,228.90	131,526.00	40.47%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,960.98	210,764.26	53.77%	181,155.74	391,920.00	46.22%
52130	STAFF DEVELOPMENT	0.00	35.00	1.40%	2,465.00	2,500.00	98.60%
20	YOUTH SERVICES						
52100	SALARIES	23,476.72	177,451.53	57.88%	129,113.47	306,565.00	42.11%
52130	STAFF DEVELOPMENT	0.00	1,488.04	29.76%	3,511.96	5,000.00	70.23%
70	ACCOUNT SERVICES						
52100	SALARIES	16,167.30	127,404.74	62.72%	75,705.26	203,110.00	37.27%
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	500.00	500.00	100.00%
75	SHELVERS						
52100	SALARIES	2,776.57	21,470.88	59.38%	14,684.12	36,155.00	40.61%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,197.10	93,438.30	63.19%	54,422.70	147,861.00	36.80%
	Total PERSONNEL SERVICES/BENEFITS	142,390.47	1,129,121.12	56.18%	880,878.88	2,010,000.00	43.82%
20	LIBRARY MATERIALS						
0	District Wide						

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
00	DEPARTMENT-WIDE						
60900	SUPPLIES	159.66	4,125.02	40.76%	5,994.98	10,120.00	59.23%
61500	ELECTRONIC RESOURCES	733.42	45,463.69	82.23%	9,822.31	55,286.00	17.76%
61510	EBOOKS	779.98	22,249.85	55.83%	17,600.15	39,850.00	44.16%
61520	DOWNLOADABLE MEDIA	1,174.76	19,464.63	74.86%	6,535.37	26,000.00	25.13%
64100	PROC FEES BOOKS	274.30	2,154.75	53.86%	1,845.25	4,000.00	46.13%
64200	PROC FEES AV	1,049.25	4,224.80	64.81%	2,293.15	6,517.95	35.18%
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%	4,344.00	4,344.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	58.41	187.73	93.86%	12.27	200.00	6.13%
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	100.00	4,673.29	81.98%	1,026.71	5,700.00	18.01%
61600	GAMES	1,025.81	8,117.74	54.11%	6,882.26	15,000.00	45.88%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,125.14	15,267.59	56.54%	11,732.41	27,000.00	43.45%
61111	BOOKS F LARGE PRINT	370.70	1,171.73	39.05%	1,828.27	3,000.00	60.94%
61120	BOOKS NF	1,517.19	9,095.36	60.63%	5,904.64	15,000.00	39.36%
61130	BOOKS FOREIGN LANGUAGE	364.27	1,882.68	47.06%	2,117.32	4,000.00	52.93%
61330	AUDIOBOOKS	472.88	4,086.94	58.38%	2,913.06	7,000.00	41.61%
61350	MUSIC	286.70	2,386.73	59.66%	1,613.27	4,000.00	40.33%
61400	DVD	2,261.21	13,085.42	50.81%	12,664.58	25,750.00	49.18%
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	431.30	3,719.23	53.13%	3,280.77	7,000.00	46.86%
61130	BOOKS FOREIGN LANGUAGE	260.34	1,342.90	44.76%	1,657.10	3,000.00	55.23%
61330	AUDIOBOOKS	365.92	1,593.61	53.12%	1,406.39	3,000.00	46.87%
20	YOUTH SERVICES						
61100	BOOKS	2,819.93	32,677.59	65.35%	17,322.41	50,000.00	34.64%
61130	BOOKS FOREIGN LANGUAGE	1,339.61	3,693.46	46.16%	4,306.54	8,000.00	53.83%
61330	AUDIOBOOKS	755.42	1,655.13	82.75%	344.87	2,000.00	17.24%
61350	MUSIC	201.87	833.68	55.57%	666.32	1,500.00	44.42%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819	
	61400	DVD	982.99	4,326.02	54.07%	3,673.98	8,000.00	45.92%
	61700	NONTRADITIONAL MATERIALS	0.00	1,973.89	52.63%	1,776.11	3,750.00	47.36%
	64400	PROC FEES DVDS	0.00	507.15	100.00%	0.00	507.15	0.00%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,247.67	99.81%	2.33	1,250.00	0.18%
	61600	GAMES	341.94	2,871.88	57.43%	2,128.12	5,000.00	42.56%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	688.98	4,898.50	54.42%	4,101.50	9,000.00	45.57%
	61120	BOOKS NF	400.42	1,556.08	51.86%	1,443.92	3,000.00	48.13%
	61400	DVD	302.85	3,345.21	53.52%	2,904.79	6,250.00	46.47%
	64400	PROC FEES DVDS	0.00	280.00	100.00%	0.00	280.00	0.00%
15		TEEN						
	61100	BOOKS	241.64	2,077.34	69.24%	922.66	3,000.00	30.75%
20		YOUTH SERVICES						
	61100	BOOKS	1,508.98	9,412.98	49.54%	9,587.02	19,000.00	50.45%
	61130	BOOKS FOREIGN LANGUAGE	298.31	1,170.80	78.05%	329.20	1,500.00	21.94%
	61400	DVD	215.89	1,805.35	90.26%	194.65	2,000.00	9.73%
	61700	NONTRADITIONAL MATERIALS	114.25	980.20	49.01%	1,019.80	2,000.00	50.99%
	64400	PROC FEES DVDS	0.00	258.70	100.00%	0.00	258.70	0.00%
		Total LIBRARY MATERIALS	24,024.32	246,685.52	61.67%	153,314.48	400,000.00	38.33%
51		LIBRARY OPERATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	70800	POSTAGE	456.97	1,401.56	28.03%	3,598.44	5,000.00	71.96%
	70900	SUPPLIES	1,538.70	7,464.59	55.29%	6,035.41	13,500.00	44.70%
	73225	PUBLIC LIABILITY INSURANCE	0.00	21,478.00	89.49%	2,522.00	24,000.00	10.50%
	73230	TRANSPORTATION REIMBURSEMENT	242.58	2,098.13	52.45%	1,901.87	4,000.00	47.54%
	73240	BOARD EXPENSES	60.00	885.38	44.26%	1,114.62	2,000.00	55.73%
	73241	LEGAL NOTICES FEES	0.00	659.87	32.99%	1,340.13	2,000.00	67.00%
	73242	MEMBERSHIPS	0.00	2,580.00	86.00%	420.00	3,000.00	14.00%
	73245	BACKGROUND CHECK FEES	109.00	211.00	26.37%	589.00	800.00	73.62%
	73250	BANK CHARGES	80.22	530.51	21.22%	1,969.49	2,500.00	78.77%
	73255	INVESTMENT FEES	503.06	4,389.27	97.53%	110.73	4,500.00	2.46%



**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
73258	MATERIALS RECOVERY FEE	152.15	742.85	14.85%	4,257.15	5,000.00	85.14%
73260	LOST & PAID FORWARDING	615.76	734.64	146.92%	(234.64)	500.00	(46.92)%
73280	COST OF ITEMS SOLD	52.88	105.68	21.13%	394.32	500.00	78.86%
73281	SALES TAX EXPENSE	0.00	36.00	36.00%	64.00	100.00	64.00%
73285	REIMBURSED PURCHASES	0.00	4,270.40	56.93%	3,229.60	7,500.00	43.06%
73290	HOSPITALITY	0.00	40.62	3.24%	1,209.38	1,250.00	96.75%
76500	CASH UNDER	0.16	45.57	18.22%	204.43	250.00	81.77%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	6,230.35	6,230.35	100.00%
05	ADMINISTRATION						
73242	MEMBERSHIPS	0.00	1,763.00	66.02%	907.00	2,670.00	33.97%
30	PUBLIC SERVICE						
70900	SUPPLIES	78.66	1,518.37	13.37%	9,831.63	11,350.00	86.62%
50	IT / NETWORK						
73242	MEMBERSHIPS	0.00	150.00	125.00%	(30.00)	120.00	(25.00)%
90	FACILITIES						
70900	SUPPLIES	890.32	5,612.03	56.12%	4,387.97	10,000.00	43.87%
1	Dundee Library						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	301.50	60.30%	198.50	500.00	39.70%
73215	COPIER/PRINT EXPENSE	331.26	2,153.47	43.06%	2,846.53	5,000.00	56.93%
73520	PLANT OPERATION	132.67	5,994.58	22.90%	20,173.07	26,167.65	77.09%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	220.00	220.00	57.89%	160.00	380.00	42.10%
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	55.02	395.02	23.23%	1,304.98	1,700.00	76.76%
73505	RENT EXPENSE	5,407.50	43,260.00	66.66%	21,630.00	64,890.00	33.33%
	Total LIBRARY OPERATIONS	10,926.91	109,252.04	53.00%	96,880.96	206,133.00	47.00%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	6,025.00	60.25%	3,975.00	10,000.00	39.75%
70900	SUPPLIES	105.99	2,831.82	34.53%	5,368.18	8,200.00	65.46%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819		
	73010		NEWSLETTER	4,735.00	14,205.00	74.21%	4,935.00	19,140.00	25.78%
	73020		OUTSIDE PRINTING	0.00	751.40	25.04%	2,248.60	3,000.00	74.95%
	73290		HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
			Total PUBLIC RELATIONS	4,840.99	23,813.22	58.74%	16,726.78	40,540.00	41.26%
53			GENERAL PROGRAMMING						
	0		District Wide						
	00		DEPARTMENT-WIDE						
	70900		SUPPLIES	0.00	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	500.00	1,624.23	95.54%	75.77	1,700.00	4.45%
	1		Dundee Library						
	10		ADULT & TEEN SERVICES						
	70900		SUPPLIES	150.64	1,106.22	92.18%	93.78	1,200.00	7.81%
	73150		PERFORMERS	0.00	1,335.00	53.40%	1,165.00	2,500.00	46.60%
	15		TEEN						
	70900		SUPPLIES	0.00	551.32	55.13%	448.68	1,000.00	44.86%
	20		YOUTH SERVICES						
	70900		SUPPLIES	1,196.91	6,228.52	62.28%	3,771.48	10,000.00	37.71%
	73150		PERFORMERS	0.00	580.00	38.66%	920.00	1,500.00	61.33%
	2		Randall Oaks						
	80		RANDALL OAKS						
	70900		SUPPLIES	27.63	751.33	50.08%	748.67	1,500.00	49.91%
	73150		PERFORMERS	0.00	205.00	82.00%	45.00	250.00	18.00%
			Total GENERAL PROGRAMMING	1,875.18	18,000.84	53.49%	15,649.16	33,650.00	46.51%
54			COMPUTER						
	0		District Wide						
	00		DEPARTMENT-WIDE						
	70900		SUPPLIES	0.00	524.26	7.41%	6,550.74	7,075.00	92.58%
	73320		CCS SHARED COST	5,419.12	43,352.96	66.66%	21,677.04	65,030.00	33.33%
	73330		CONSULTING - COMPUTER SERVICES	0.00	1,856.50	34.83%	3,473.50	5,330.00	65.16%
	73340		SOFTWARE	0.00	10,034.00	100.00%	0.00	10,034.00	0.00%
	73350		INTERNET LINES	812.06	7,647.97	68.90%	3,452.03	11,100.00	31.09%
	79990		CONTINGENT EXPENSES	0.00	0.00	0.00%	4,966.00	4,966.00	100.00%
	1		Dundee Library						
	00		DEPARTMENT-WIDE						
	73350		INTERNET LINES	151.85	1,202.80	44.71%	1,487.20	2,690.00	55.28%
	2		Randall Oaks						
	00		DEPARTMENT-WIDE						
	73350		INTERNET LINES	151.85	1,202.80	44.71%	1,487.20	2,690.00	55.28%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
55	Total COMPUTER PROFESSIONAL FEES	6,534.88	65,821.29	60.43%	43,093.71	108,915.00	39.57%
0	District Wide						
00	DEPARTMENT-WIDE						
	73246 PAYROLL SERVICE	1,256.68	6,049.27	60.49%	3,950.73	10,000.00	39.50%
	73410 LEGAL FEES	2,566.10	4,036.10	26.90%	10,963.90	15,000.00	73.09%
	73420 AUDIT EXPENSE	0.00	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	3,822.78	18,655.37	50.83%	18,044.63	36,700.00	49.17%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
	73301 COMPUTER MAINTENANCE	0.00	4,737.22	44.17%	5,987.56	10,724.78	55.82%
	73310 CATALOGING - COMPUTER SERVICE	583.43	4,667.44	64.82%	2,532.56	7,200.00	35.17%
	73530 EQUIPMENT MAINTENANCE	0.00	283.88	21.83%	1,016.12	1,300.00	78.16%
	73640 FUEL	25.91	385.52	38.55%	614.48	1,000.00	61.44%
	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	76.45	6,349.39	21.16%	23,650.61	30,000.00	78.83%
	73530 EQUIPMENT MAINTENANCE	0.00	498.75	24.56%	1,531.25	2,030.00	75.43%
	73540 CONTRACTS: BUILDING MAINTENANCE	13,264.57	37,600.04	84.37%	6,964.96	44,565.00	15.62%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
	73301 COMPUTER MAINTENANCE	0.00	19,023.15	100.00%	0.00	19,023.15	0.00%
	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	13,950.36	97,779.81	69.40%	43,103.19	140,883.00	30.60%
65	UTILITIES						

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 10 - GENERAL/CORPORATE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	94.82	978.61	27.33%	2,601.39	3,580.00	72.66%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,126.67	9,055.92	71.87%	3,544.08	12,600.00	28.12%
73610	ELECTRICITY	3,000.98	28,470.73	71.17%	11,529.27	40,000.00	28.82%
73620	WATER AND SEWER	532.00	2,445.90	48.91%	2,554.10	5,000.00	51.08%
73630	GAS	592.82	1,803.79	36.07%	3,196.21	5,000.00	63.92%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	174.72	1,393.41	63.33%	806.59	2,200.00	36.66%
	Total UTILITIES	5,522.01	44,148.36	64.56%	24,231.64	68,380.00	35.44%
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	0.00	1,830.85	11.85%	13,619.15	15,450.00	88.14%
73340	SOFTWARE	182.88	8,775.21	42.72%	11,762.79	20,538.00	57.27%
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	4,155.00	6,253.00	22.33%	21,747.00	28,000.00	77.66%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIPMENT	0.00	0.00	0.00%	500.00	500.00	100.00%
	Total CAPITAL EXPENSE	4,337.88	16,859.06	22.21%	59,053.94	75,913.00	77.79%
	Total Expenditures	218,225.78	1,770,136.63	53.43%	1,542,927.42	3,313,064.05	46.57%
	Net Increase(Decrease) in Fund Balance	(206,524.36)	1,506,258.99	3,301.17%	(1,460,631.04)	45,627.95	(3,201.17)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 20 - FICA  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		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	119.18	428.47	2,142.35%	(408.47)	20.00	(2,042.35)%
	Total REVENUES	<u>119.18</u>	<u>100,319.06</u>	<u>100.30%</u>	<u>(299.06)</u>	<u>100,020.00</u>	<u>(0.30)%</u>
	Total Revenues	<u>119.18</u>	<u>100,319.06</u>	<u>100.30%</u>	<u>(299.06)</u>	<u>100,020.00</u>	<u>(0.30)%</u>
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	DIST. F.I.C.A./MEDICARE EXPENSE	9,924.29	82,121.74	58.65%	57,878.26	140,000.00	41.34%
	Total PERSONNEL SERVICES/BENEFITS	<u>9,924.29</u>	<u>82,121.74</u>	<u>58.66%</u>	<u>57,878.26</u>	<u>140,000.00</u>	<u>41.34%</u>
	Total Expenditures	<u>9,924.29</u>	<u>82,121.74</u>	<u>58.66%</u>	<u>57,878.26</u>	<u>140,000.00</u>	<u>41.34%</u>
	Net Increase(Decrease) in Fund Balance	<u>(9,805.11)</u>	<u>18,197.32</u>	<u>(45.51)%</u>	<u>(58,177.32)</u>	<u>(39,980.00)</u>	<u>145.51%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 30 - IMRF  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		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	181.94	606.52	3,032.60%	(586.52)	20.00	(2,932.60)%
	Total REVENUES	<u>181.94</u>	<u>120,481.80</u>	<u>100.38%</u>	<u>(461.80)</u>	<u>120,020.00</u>	<u>(0.38)%</u>
	Total Revenues	<u>181.94</u>	<u>120,481.80</u>	<u>100.38%</u>	<u>(461.80)</u>	<u>120,020.00</u>	<u>(0.38)%</u>
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	DIST. I.M.R.F. EXPENDITURES	10,069.70	97,802.35	57.53%	72,197.65	170,000.00	42.46%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,069.70</u>	<u>97,802.35</u>	<u>57.53%</u>	<u>72,197.65</u>	<u>170,000.00</u>	<u>42.47%</u>
	Total Expenditures	<u>10,069.70</u>	<u>97,802.35</u>	<u>57.53%</u>	<u>72,197.65</u>	<u>170,000.00</u>	<u>42.47%</u>
	Net Increase(Decrease) in Fund Balance	<u>(9,887.76)</u>	<u>22,679.45</u>	<u>(45.37)%</u>	<u>(72,659.45)</u>	<u>(49,980.00)</u>	<u>145.37%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 70 - CAPITAL PROJECTS/SPECIAL RESERVE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
<b>Revenues</b>							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INTEREST & DIVIDEND INCOME	6,736.89	30,563.81	203.75%	(15,563.81)	15,000.00	(103.75)%
	Total REVENUES	6,736.89	30,563.81	203.76%	(15,563.81)	15,000.00	(103.76)%
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	6,736.89	30,563.81	14.77%	176,386.24	206,950.05	85.23%
<b>Expenditures</b>							
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						
73270	FURNITURE & EQUIPMENT	516.00	23,452.10	42.64%	31,547.90	55,000.00	57.35%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 70 - CAPITAL PROJECTS/SPECIAL RESERVE  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

	Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
Total CAPITAL EXPENSE	<u>516.00</u>	<u>23,452.10</u>	42.64%	<u>31,547.90</u>	<u>55,000.00</u>	<u>57.36%</u>
Total Expenditures	<u>516.00</u>	<u>24,455.10</u>	14.67%	<u>142,262.90</u>	<u>166,718.00</u>	<u>85.33%</u>
Net Increase(Decrease) in Fund Balance	<u>6,220.89</u>	<u>6,108.71</u>	15.18%	<u>34,123.34</u>	<u>40,232.05</u>	<u>84.81%</u>



**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 80 - WORKING CASH  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1819 Percent Used</u>	<u>FY1819 \$ Remaining</u>	<u>Total Working Budget - FY1819</u>	<u>Percent Total Budget Remaining FY1819</u>
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INTEREST & DIVIDEND INCOME	376.64	1,881.57	134.39%	(481.57)	1,400.00	(34.39)%
	Total REVENUES	<u>376.64</u>	<u>1,881.57</u>	<u>134.40%</u>	<u>(481.57)</u>	<u>1,400.00</u>	<u>(34.40)%</u>
	Total Revenues	<u>376.64</u>	<u>1,881.57</u>	<u>134.40%</u>	<u>(481.57)</u>	<u>1,400.00</u>	<u>(34.40)%</u>
	Net Increase(Decrease) in Fund Balance	<u>376.64</u>	<u>1,881.57</u>	<u>134.39%</u>	<u>(481.57)</u>	<u>1,400.00</u>	<u>(34.39)%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819  
 90 - DONATION / GIFT  
 From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.c

		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	602.37	3,031.03	137.77%	(831.03)	2,200.00	(37.77)%
49010	MONETARY GIFT	0.00	6,039.13	1,207.82%	(5,539.13)	500.00	(1,107.82)%
	Total REVENUES	<u>602.37</u>	<u>9,070.16</u>	<u>335.93%</u>	<u>(6,370.16)</u>	<u>2,700.00</u>	<u>(235.93)%</u>
	Total Revenues	<u>602.37</u>	<u>9,070.16</u>	<u>335.93%</u>	<u>(6,370.16)</u>	<u>2,700.00</u>	<u>(235.93)%</u>
	Net Increase(Decrease) in Fund Balance	<u>602.37</u>	<u>9,070.16</u>	<u>335.93%</u>	<u>(6,370.16)</u>	<u>2,700.00</u>	<u>(235.93)%</u>

**Fox River Valley Public Library District**

Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1819  
From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.d

	<u>Month Activity</u>	<u>Year Activity</u>	<u>Percent Budget Received FY1819</u>	<u>Total Budget - FY1819</u>	<u>Budget \$ Remaining FY1819</u>	<u>Percent Total Budget Remaining - FY1819</u>
<b>Revenues</b>						
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	0.00	21,548.50	47.88%	45,000.00	23,451.50 (52.11)%
44010	INTEREST & DIVIDEND INCOME	13,674.89	70,203.83	172.74%	40,640.00	(29,563.83) 72.75%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00 0.00%
45011	E-RATE GRANT	0.00	6,667.74	88.90%	7,500.00	832.26 (11.10)%
46020	FINES & RECOVERY FEES	2,367.88	16,623.89	25.57%	65,000.00	48,376.11 (74.42)%
46030	LOST / DAMAGED / RECOVERY	537.17	3,308.32	66.16%	5,000.00	1,691.68 (33.83)%
46110	MEETING ROOM RENTAL FEE	0.00	40.00	10.00%	400.00	360.00 (90.00)%
46200	PRINTING REVENUE	1,859.15	11,703.35	65.01%	18,000.00	6,296.65 (34.98)%
46210	FAX REVENUE	182.80	1,797.75	79.90%	2,250.00	452.25 (20.10)%
46300	TAXABLE INCOME	19.35	255.25	63.68%	400.80	145.55 (36.31)%
46400	MISCELLANEOUS INCOME	13.64	145.42	0.00%	0.00	(145.42) 0.00%
46450	REIMBURSEMENTS	243.00	1,760.59	23.47%	7,500.00	5,739.41 (76.53)%
46500	CASH OVER	4.56	62.20	24.88%	250.00	187.80 (75.12)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	816.00	6,438.00	66.97%	9,612.00	3,174.00 (33.02)%
49010	MONETARY GIFT	0.00	6,039.13	1,207.82%	500.00	(5,539.13) 1,107.83%
	<b>Total Revenues</b>	<u>19,718.44</u>	<u>3,538,712.02</u>	<u>93.38%</u>	<u>3,789,782.05</u>	<u>251,070.03</u> (6.62)%
	<b>Net Increase(Decrease) in Fund Balance</b>	<u>19,718.44</u>	<u>3,538,712.02</u>	<u>93.37%</u>	<u>3,789,782.05</u>	<u>251,070.03</u> (6.62)%

**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
<b>Revenues</b>													
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	5,384.43	0.00	0.00	0.00	0.00	0.00	21,548.50
INTEREST & DIVIDEND INCOME	1,607.68	8,372.30	3,727.51	11,123.59	6,368.06	3,680.66	21,649.14	13,674.89	0.00	0.00	0.00	0.00	70,203.83
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	2,299.27	2,367.88	0.00	0.00	0.00	0.00	16,623.89
LOST / DAMAGED / RECOVERY	320.79	289.59	258.34	268.78	459.70	391.89	782.06	537.17	0.00	0.00	0.00	0.00	3,308.32
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	1,130.80	1,859.15	0.00	0.00	0.00	0.00	11,703.35
FAX REVENUE	245.00	285.00	211.25	223.00	323.70	149.00	178.00	182.80	0.00	0.00	0.00	0.00	1,797.75
TAXABLE INCOME	45.00	53.35	18.25	95.60	(36.40)	27.85	32.25	19.35	0.00	0.00	0.00	0.00	255.25
MISCELLANEOUS INCOME	0.00	0.00	0.00	29.80	101.98	0.00	0.00	13.64	0.00	0.00	0.00	0.00	145.42
REIMBURSEMENTS	0.00	0.00	0.00	0.00	1,517.59	0.00	0.00	243.00	0.00	0.00	0.00	0.00	1,760.59
CASH OVER	3.80	20.15	12.80	5.76	7.20	3.67	4.26	4.56	0.00	0.00	0.00	0.00	62.20
RETIRED EMPLOYEE REIMBURSEMENTS	801.00	801.00	801.00	801.00	801.00	801.00	816.00	816.00	0.00	0.00	0.00	0.00	6,438.00
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
<b>Total Revenues</b>	<u>1,863,001.48</u>	<u>55,010.47</u>	<u>999,863.07</u>	<u>511,783.42</u>	<u>41,609.96</u>	<u>15,448.97</u>	<u>32,276.21</u>	<u>19,718.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,538,712.02</u>
<b>Net Increase(Decrease) in Fund Balance</b>	<u>1,863,001.48</u>	<u>55,010.47</u>	<u>999,863.07</u>	<u>511,783.42</u>	<u>41,609.96</u>	<u>15,448.97</u>	<u>32,276.21</u>	<u>19,718.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,538,712.02</u>

**Fox River Valley Public Library District**

Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1819  
From 2/1/2019 Through 2/28/2019

Attachment To Exhibit A.1.f

	Month Activity	Year Activity	FY1819 Percent Used	Total Budget - FY1819	FY1819 \$ Remaining	FY1819 Budget % Remaining	
<b>Expenditures</b>							
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	162,384.46	1,309,045.21	56.42%	2,320,000.00	1,010,954.79	43.58%
	Total Personnel Expenses	162,384.46	1,309,045.21	56.42%	2,320,000.00	1,010,954.79	43.58%
20	Library Materials						
20	LIBRARY MATERIALS	24,024.32	246,685.52	61.67%	400,000.00	153,314.48	38.33%
	Total Library Materials	24,024.32	246,685.52	61.67%	400,000.00	153,314.48	38.33%
50	Operating Expenses						
51	LIBRARY OPERATIONS	10,926.91	109,252.04	53.00%	206,133.00	96,880.96	47.00%
52	PUBLIC RELATIONS	4,840.99	23,813.22	58.74%	40,540.00	16,726.78	41.26%
53	GENERAL PROGRAMMING	1,875.18	18,000.84	53.49%	33,650.00	15,649.16	46.51%
54	COMPUTER	6,534.88	65,821.29	44.49%	147,915.00	82,093.71	55.50%
55	PROFESSIONAL FEES	3,822.78	18,655.37	27.67%	67,418.00	48,762.63	72.33%
	Total Operating Expenses	28,000.74	235,542.76	47.52%	495,656.00	260,113.24	52.48%
60	Building Expenses						
61	MAINTENANCE	13,950.36	98,782.81	54.01%	182,883.00	84,100.19	45.99%
65	UTILITIES	5,522.01	44,148.36	64.56%	68,380.00	24,231.64	35.44%
	Total Building Expenses	19,472.37	142,931.17	56.89%	251,263.00	108,331.83	43.11%
70	Capital Expense						
70	CAPITAL EXPENSE	4,853.88	40,311.16	30.79%	130,913.00	90,601.84	69.21%
	Total Capital Expense	4,853.88	40,311.16	30.79%	130,913.00	90,601.84	69.21%
	Total Expenditures	238,735.77	1,974,515.82	54.88%	3,597,832.00	1,623,316.18	45.12%
	Net Increase(Decrease) in Fund Balance	(238,735.77)	(1,974,515.82)	54.88%	(3,597,832.00)	(1,623,316.18)	(45.12)%

**Fox River Valley Public Library District**

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1819  
From 2/1/2019 Through 2/28/2019

Attachment to Exhibit A.1.g

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1819 Percent Used</u>	<u>Total Budget - FY1819</u>	<u>FY1819 Budget \$ Remaining</u>	<u>Percent Total Budget Remaining - FY1819</u>	
<b>Expenditures</b>							
0	<b>District Wide</b>						
15	Personnel Expenses	82,805.79	676,992.46	55.16%	1,227,302.00	550,309.54	44.84%
20	Library Materials	4,229.78	101,319.67	67.70%	149,650.00	48,330.33	32.30%
50	Operating Expenses	20,175.41	169,845.20	41.53%	408,963.35	239,118.15	58.47%
60	Building Expenses	704.16	11,052.67	27.08%	40,810.43	29,757.76	72.92%
70	Capital Expense	698.88	34,058.16	50.52%	67,413.00	33,354.84	49.48%
	<b>Total District Wide</b>	<b>108,614.02</b>	<b>993,268.16</b>	<b>52.44%</b>	<b>1,894,138.78</b>	<b>900,870.62</b>	<b>47.56%</b>
1	<b>Dundee Library</b>						
15	Personnel Expenses	68,381.57	538,614.45	58.08%	927,360.00	388,745.55	41.92%
20	Library Materials	15,681.28	115,461.14	58.04%	198,900.00	83,438.86	41.95%
50	Operating Expenses	2,183.33	19,883.41	39.24%	50,662.65	30,779.24	60.75%
60	Building Expenses	18,593.49	111,461.94	59.15%	188,429.42	76,967.48	40.85%
70	Capital Expense	4,155.00	6,253.00	22.33%	28,000.00	21,747.00	77.67%
	<b>Total Dundee Library</b>	<b>108,994.67</b>	<b>791,673.94</b>	<b>56.82%</b>	<b>1,393,352.07</b>	<b>601,678.13</b>	<b>43.18%</b>
2	<b>Randall Oaks</b>						
15	Personnel Expenses	11,197.10	93,438.30	56.51%	165,338.00	71,899.70	43.49%
20	Library Materials	4,113.26	29,904.71	58.12%	51,450.00	21,545.29	41.88%
50	Operating Expenses	5,642.00	45,814.15	64.49%	71,030.00	25,215.85	35.50%
60	Building Expenses	174.72	20,416.56	92.70%	22,023.15	1,606.59	7.30%
70	Capital Expense	0.00	0.00	0.00%	500.00	500.00	100.00%
	<b>Total Randall Oaks</b>	<b>21,127.08</b>	<b>189,573.72</b>	<b>61.09%</b>	<b>310,341.15</b>	<b>120,767.43</b>	<b>38.91%</b>
	<b>Total Expenditures</b>	<b>238,735.77</b>	<b>1,974,515.82</b>	<b>54.88%</b>	<b>3,597,832.00</b>	<b>1,623,316.18</b>	<b>45.12%</b>
	<b>Net Increase(Decrease) in Fund Balance</b>	<b>(238,735.77)</b>	<b>(1,974,515.82)</b>	<b>54.88%</b>	<b>(3,597,832.00)</b>	<b>(1,623,316.18)</b>	<b>(45.12)%</b>

**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
<b>Expenditures</b>													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	97,522.42	239,250.32	158,768.67	161,375.71	162,338.34	164,425.40	162,979.89	162,384.46	0.00	0.00	0.00	0.00	1,309,045.21
Library Materials													
LIBRARY MATERIALS	62,362.39	39,248.12	17,186.24	23,256.68	32,441.17	23,375.12	24,791.48	24,024.32	0.00	0.00	0.00	0.00	246,685.52
Operating Expenses													
LIBRARY OPERATIONS	10,504.15	13,171.18	11,023.39	13,265.49	12,559.70	24,368.42	13,432.80	10,926.91	0.00	0.00	0.00	0.00	109,252.04
PUBLIC RELATIONS	2,076.68	5,082.50	757.99	2,516.68	228.30	5,630.79	2,679.29	4,840.99	0.00	0.00	0.00	0.00	23,813.22
GENERAL PROGRAMMING	2,025.77	2,902.36	1,774.28	1,552.19	1,348.43	5,131.45	1,391.18	1,875.18	0.00	0.00	0.00	0.00	18,000.84
COMPUTER	7,975.95	6,647.65	7,532.93	7,035.45	6,691.95	6,681.86	16,720.62	6,534.88	0.00	0.00	0.00	0.00	65,821.29
PROFESSIONAL FEES	637.07	851.80	616.15	10,326.47	659.49	1,064.22	677.39	3,822.78	0.00	0.00	0.00	0.00	18,655.37
Building Expenses													
MAINTENANCE	1,045.82	3,391.45	47,612.27	2,807.44	8,737.03	2,668.69	18,569.75	13,950.36	0.00	0.00	0.00	0.00	98,782.81
UTILITIES	5,003.24	6,050.07	5,536.76	6,111.36	5,114.32	5,567.77	5,242.83	5,522.01	0.00	0.00	0.00	0.00	44,148.36
Capital Expense													
CAPITAL EXPENSE	453.03	8,181.22	13,371.64	8,306.04	1,831.99	1,057.38	2,255.98	4,853.88	0.00	0.00	0.00	0.00	40,311.16
<b>Total Expenditures</b>	<u>189,606.52</u>	<u>324,776.67</u>	<u>264,180.32</u>	<u>236,553.51</u>	<u>231,950.72</u>	<u>239,971.10</u>	<u>248,741.21</u>	<u>238,735.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,974,515.82</u>
<b>Net Increase(Decrease) in Fund Balance</b>	<u>(189,606.52)</u>	<u>(324,776.67)</u>	<u>(264,180.32)</u>	<u>(236,553.51)</u>	<u>(231,950.72)</u>	<u>(239,971.10)</u>	<u>(248,741.21)</u>	<u>(238,735.77)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,974,515.82)</u>

Fox River Valley Public Library District

Balance Sheet  
As of 2/28/2019

Attachment to Exhibit A.1.i

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	1,518,765.94
20	FICA	60,192.94
30	IMRF	96,931.60
70	CAPITAL PROJECTS/SPECIAL RESERVE	184,084.80
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,104.62</u>
	Total Checking Accounts	1,866,418.82
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	260.00
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	<u>174.00</u>
	Total Other Cash	434.00
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	1,161,482.59
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,542,497.19
80	WORKING CASH	149,069.91
90	DONATION / GIFT	<u>234,877.31</u>
	Total Investments	<u>4,087,927.00</u>
	Total Cash and Investments	5,954,779.82
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	27,037.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	13,918.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	88,485.74
20	FICA	4,957.94
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>210.17</u>
	Total Other Assets	<u>134,609.85</u>
	Total Assets	<u><u>6,089,389.67</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	27,065.60
70	CAPITAL PROJECTS/SPECIAL RESERVE	516.00
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	25.91
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	514.66
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	545.00
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	220.00
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	76.45
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	56.00
22075	CREDIT CARD PAYABLE BERGER	
10	GENERAL/CORPORATE	34.00
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	90.61
22082	CREDIT CARD PAYABLE CARAPIA	
10	GENERAL/CORPORATE	45.13



**Fox River Valley Public Library District**

Balance Sheet  
As of 2/28/2019

Attachment to Exhibit A.1.i

		<u>Current Year</u>
	Total Liabilities	<u>29,189.36</u>
	Fund Balance	
10	GENERAL/CORPORATE	2,781,661.08
20	FICA	65,150.88
30	IMRF	96,931.60
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,726,065.99
80	WORKING CASH	149,408.83
90	DONATION / GIFT	<u>240,981.93</u>
	Total Fund Balance	<u>6,060,200.31</u>
	Total Liabilities and Fund Balance	<u><u>6,089,389.67</u></u>

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Report: Investment Inventory Month End  
 Account: Fox Rvr Valley All Agg (111383)  
 As of: 02/28/2019

**FR Valley Investment Holdings**

Account	Description	Purchase/Settle Date	Maturity Date	Current Face Value	Coupon Rate	Identifier	Market Value	Rating	% of Market Value	Fund
FR Valley Investment Holdings	Cash	—	02/28/2019	0.00	0.000	CCYUSD	460.27	AAA	0.011%	—
FR Valley Investment Holdings	MMDA12	—	02/28/2019	0.00	0.000	MMDA12	15,570.41	NA	0.378%	—
FR Valley Investment Holdings	Goldman Sachs Bank USA	10/18/2017	04/18/2019	123,000.00	1.600	BBG00HXQD8B4	122,894.22	A-1	2.987%	—
FR Valley Investment Holdings	Discover Bank	07/06/2017	07/12/2019	150,000.00	1.650	BBG00H2MWQ44	149,622.00	A-1+	3.636%	—
FR Valley Investment Holdings	Capital One Bank (Usa), National Association	09/27/2017	10/04/2019	245,000.00	1.700	BBG00HTM5PM7	244,022.45	A-2	5.931%	WWTP
FR Valley Investment Holdings	Synchrony Bank	12/19/2017	10/07/2019	8,000.00	1.950	BBG003FSZV17	7,979.52	NA	0.194%	—
FR Valley Investment Holdings	Compass Bank	11/28/2018	11/29/2019	187,000.00	2.700	BBVASM	187,398.31	A-2	4.555%	—
FR Valley Investment Holdings	First Commercial Bank	07/14/2017	01/31/2020	240,000.00	1.650	BBG00H3PC072	238,185.60	A-1+	5.789%	—
FR Valley Investment Holdings	Belmont Financial Group, Inc.	09/27/2017	04/13/2020	245,000.00	1.700	BBG00HTMCM73	242,733.75	NA	5.899%	—
FR Valley Investment Holdings	Medallion Bank	10/20/2017	04/20/2020	145,000.00	1.750	BBG00HW3T669	143,712.40	NA	3.493%	—
FR Valley Investment Holdings	United Prairie Bank	10/25/2017	04/24/2020	245,000.00	1.750	BBG00HYJ4Z3	242,792.55	NA	5.901%	—
FR Valley Investment Holdings	Wells Fargo Bank, National Association	07/02/2018	06/29/2020	200,000.00	2.800	BBG00L4VQYG0	200,580.00	A-2	4.875%	—
FR Valley Investment Holdings	Capital One, National Association	07/14/2017	07/20/2020	240,000.00	1.850	BBG00H433JS6	237,588.00	A-2	5.774%	—
FR Valley Investment Holdings	Comenity Capital Bank	09/27/2017	10/05/2020	245,000.00	1.950	BBG00HT9QXN5	242,410.35	NA	5.892%	—
FR Valley Investment Holdings	First National Bank	07/02/2018	12/29/2020	200,000.00	2.850	BBG00L95RN39	200,644.00	NA	4.876%	—
FR Valley Investment Holdings	Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	215,000.00	2.450	BBG00JRXZG8	214,071.20	A-2	5.203%	—
FR Valley Investment Holdings	ConnectOne Bank	05/10/2018	05/10/2021	155,000.00	2.850	BBG00KRWF5W5	155,398.35	NA	3.777%	—
FR Valley Investment Holdings	Bar Harbor Bank & Trust	07/02/2018	06/29/2021	200,000.00	3.000	BBG00L778555	201,128.00	NA	4.888%	—
FR Valley Investment Holdings	Ally Bank	08/16/2018	08/16/2021	135,000.00	3.000	BBG00LNJR4S8	135,737.10	NA	3.299%	—
FR Valley Investment Holdings	Citibank (South Dakota), National Association	01/25/2019	01/25/2022	168,000.00	2.900	C	168,295.68	A-2	4.090%	—
FR Valley Investment Holdings	FEDERAL FARM CREDIT BANKS FUNDING CORP	02/01/2018	02/01/2022	230,000.00	2.500	BBG00JVR1F45	228,707.40	AA+	5.559%	—
FR Valley Investment Holdings	FEDERAL FARM CREDIT BANKS FUNDING CORP	06/27/2018	06/27/2022	200,000.00	3.120	BBG00L7FB3Z5	200,004.00	AA+	4.861%	—
FR Valley Investment Holdings	FEDERAL FARM CREDIT BANKS FUNDING CORP	08/14/2018	02/21/2023	135,000.00	2.920	BBG00K2FC3H1	134,539.65	AA+	3.270%	—
FR Valley Investment Holdings	FEDERAL HOME LOAN MORTGAGE CORP	06/28/2018	06/28/2023	200,000.00	3.250	BBG00L2DXFR3	200,044.00	AA+	4.862%	—
<b>FR Valley Investment Holdings</b>	<b>—</b>	<b>—</b>	<b>12/21/2020</b>	<b>4,111,000.00</b>	<b>2.343</b>	<b>—</b>	<b>4,114,519.21</b>	<b>A</b>	<b>100.000%</b>	<b>—</b>

\* Grouped by: Account

\* Groups Sorted by: Account

\* Weighted by: Current Face Value

\* Holdings Displayed by: Position by Account