

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

AGENDA

**July 30, 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

Appoint Secretary Pro Tem

Roll Call—Secretary

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**
 - **Kristina Weber, Vice President**
 - **Nikki Kuhlman, Secretary**
 - **Brian Lindholm, Treasurer**
- **Trustee Liaison Reports**
 - **Mike Tennis – Facilities**
 - **Chris Evans – Bylaws and Policy**
 - **Dave Nutt – Community Engagement**

Director's Report—Director Lauren Rosenthal

- **Per Capita Grant Requirement – Digital Archives; Cari Poweziak, Adult & Teen Services Library Assistant**
- **Financial Timeline – Director Lauren Rosenthal**
- **Community Survey – Director Lauren Rosenthal**
- **Department Head Reports**
- **Dashboard**

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

A.1.a Minutes from the June 18, 2019 Board of Trustees Meeting

- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2019 totaling \$233,223.56
- A.1.c Monthly Financial Report for June 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 June 2019
- A.1.j Ehlers Account Statement for June 2019

B. Unfinished Business

C. New Business

- Exhibit C.1 Ordinance 2019-12 Tentative Budget and Appropriation
 - Announce Hearing Date and Time: September 17, 2019, 7:00 pm
- Exhibit C.2 Fiscal Policy Review
- Exhibit C.3 North Suburban Digital Consortium/OverDrive Contract Renewal
- Exhibit C.4 Illinois Public Library Annual Report – IPLAR

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

Executive Session **5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.**

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.

C. New Business

- Exhibit C.5 Approve Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to November 21, 2017

Adjournment

Fox River Valley Public Library District Director's Report

The first week of June was occupied by "Directors University," which was very informative. In addition to learning the ins-and-outs of directorship I networked with a great group of new directors who can use one another's knowledge when in a jam. As a result, we've started an informal networking group of four local directors (Algonquin, Fox River Grove, Grayslake and FRVPLD) who each have less than 5 years' experience and will get together for lunch every other month to discuss issues and resolve problems.

We met with our auditor Lauterbach & Amen to plan the FY1819 audit process, which will adhere to the same schedule as previous years. The final product will be ready for the October board meeting in both print and electronic form.

I attended the CCS retreat to do strategic planning for the organization. CCS is concerned with the amount of time their staff are spending in meetings and are looking to streamline these activities, including eliminating some working groups and improving the process whereby new ideas go through the approval and implementation process. The session was enlightening and it was great to meet the directors I will be working with through our collaborative catalog.

Pride on the Fox programs went off without a hitch, and the community was very engaged with our collaboration with the East Dundee group. The Library received much good publicity as our programs were cross-promoted with theirs, and while attendance at the teen / adult pride craft wasn't stellar, attendance at the Rainbow Pride Storytime was great and drew many people we'd not seen in the Library before. We're planning to continue this partnership next year.

After five months of review we have finally been awarded a \$7,866 e-rate grant for FY1920. This federal grant is used to fund internet access in the Library, and will cover 60% of the cost for AT&T, ICN and Comcast internet service.

To keep the Library involved in community organizations, I've joined the D300 Food Pantry board. My first meeting will be in July and we'll meet every other month to approve the financials and operating decisions for the pantry.

Roxane's retirement celebrations were lovely, and hats off to Karen Werle for coordinating so many events, so very well. We all wish Roxane the very best.

Goals for June 2019

1. FY1819 Goal: Provide more transparent statistics to board and public via online Dashboard by 4/30/19. **Done**
2. FY1819 Goal: Research searchable intranet options and determine best course. Budget for implementation of intranet for FY1920. **Done**
3. FY1819 Goal: Improve patron self-service by implementing chip readers at all public print stations by 4/30/19. **Done - Budgeted for FY1920**
4. FY1819 Goal: Promote community partnership via a "One Book, One District" program. Analyze other libraries' programs and map course of action for FRVPLD by 4/30/19. **Moved to Heather's responsibilities**
5. FY1819 Goal: Ensure staff are trained to use and find collections and resources to deliver optimal service to patrons with special needs. Conduct comprehensive All Staff training on working with patrons with special needs by 4/30/19. **Done**
6. Meeting: Audit planning (6/11) **Done**
7. Meeting: CCS Board retreat (6/12) **Done**
8. Meeting: Weekly Rotary meetings / Little Free Library maintenance: (6/12, 6/19, 6/26) **Done**
9. Meeting: Rotary 5K (6/13, 6/27) **Done**
10. Meeting: Library Board (6/18) **Done**
11. Meeting: West Dundee Community Partnership (6/24) **Meeting cancelled by West Dundee**
12. Meetings: Performance Evaluation meetings for all direct reports (6/30) **Done**
13. Weekly Management Team meetings: (6/11, 6/18, 6/25) **Done**
14. Task: W2W (6/6, 6/20) **Done**
15. Task: Payroll (6/2, 6/18) **Done**
16. Task: Purchase Alert (6/13) **Done**
17. Task: Prepare financial reports, department reports, and monthly dashboard for Board packet (6/12) **Done**
18. Task: Pride on the Fox supervision & leadership (6/15) **Done**
19. Task: Finalize Working Budget in MIP & prepare FY1920 reports (6/19)
20. Task: Prepare new Directors office (6/24)
21. Task: Prepare for end of FY1819 (6/30) **Done**
22. Task: PLDS survey (6/15) **Done**
23. Task: PCI-DSS Self Evaluation for TSYS (6/30) **Done**
24. Task: PCORI filing (6/12) **Done**
25. Task: Open Town Hall survey results (6/10) **Done**
26. Task: Request development fees (6/30) **Done**
27. Training: Director University (6/3-6/7) **Done**

Internal meetings with individual staff members not included.

Fox River Valley Public Library District Director's Report

Goals for July 2019

1. FY1920 Goal – Optimize Materials, Programs and Service: Utilize Collection Management Plan to improve circulation rates in two areas of the collection. Utilize Corner 68 to increase overall program attendance. Report on progress in June and December.
2. FY1920 Goal – Enrich Learning Opportunities for All Ages: Increase partnerships with a variety of community organizations and the business community through active participation in local civic organizations such as Rotary. Identify outreach opportunities and build awareness of Library programs and services via networking. Include updates on related activities in each monthly report.
3. FY1920 Goal – Engage, Listen, and Respond to our Diverse Population: Employ continuous feedback mechanisms to obtain feedback on customer service from in-person visitors and include customer satisfaction statistics on monthly dashboard. Meet with representatives of governmental entities, civic groups, non-profits, and social service organizations serving our residents to identify community challenges which the Library can help to address within its mission. Provide updates to the Board on progress and findings in June and November.
4. Meeting: MTM (7/2, 7/9, 7/16, 7/23, 7/30) **In process**
5. Meeting: Weekly Rotary meetings / Little Free Library maintenance: (7/3, 7/17, 7/24, 7/31) **In process**
6. Outreach: Rotary 10th Anniversary (7/10) **Done**
7. Meeting: Trustee Orientation Dave Nutt (7/3) **Done**
8. Meeting: Trustee Orientation Chris Evans (7/10) **Done**
9. Meeting: Ehlers Investments (7/8) **Done**
10. Meeting: Directors' Lunch (7/9) **Done**
11. Meeting: D300 Food Pantry Board (7/10) **Done**
12. Meeting: Pre-agenda with Richard & Nikki (7/11) **Done**
13. Meeting: Rotary 5K (7/12, 7/26) **In process**
14. Meeting: LIRA (Libraries of Illinois Risk Agency) mid-year full membership (7/12) **Done**
15. Meeting: WIN (Wellness Insurance Network) (7/17)
16. Meeting: Community Engagement / Reduce Adverse Experiences (7/17)
17. Meeting: All Staff (7/19)
18. Meeting: Library Board (7/30)
19. Task: New Assistant Director training (July) **In process**
20. Task: W2W (7/3, 7/17, 7/31) **In process**
21. Task: Payroll (7/3, 7/17, 7/31) **In process**
22. Task: New Librarian training – drive the district (7/8) **Done**
23. Task: Prepare Board packet (7/16) **Done**
24. Task: Vacation report for FY1819 – needed for audit (7/3) **Done**
25. Task: Preliminary audit fieldwork (7/18)
26. Task: Tentative B&A (7/16) **Done**
27. Task: FY1819 IPLAR (7/16) **Done**
28. Task: Create OpenGov Community Survey for 7/30 board meeting (7/30)
29. Task: Create OpenGov story to track FY1920 Strategic Plan goals (8/31)
30. Task: Submit ALA program proposal (9/10) **Done**

Internal meetings with individual staff members not included

Fox River Valley Public Library District May 2019 Department Reports

Youth Services: Monica Boyer

On June 3rd, we had our library wide Summer Reading Kick Off Picnic. Attendees were invited to sign up for our summer reading program, enjoy crafting activities, have snacks, mingle with our program sponsors and enjoy a concert performed by Scribble Monster!



The Library's Summer Reading Kick Off Picnic

Our Junior Space Camp (Ages 3- 6) and Space Camp (Ages 6-11) program series blasted off. This series is intended to educate children regarding space related subjects in an interactive way. Freeze-dried ice cream and bottle launches have been used to illustrate food that is consumed by astronauts and real rocket launches. We also hosted our first Pride Rainbow Storytime. This family program celebrated LGBT Pride Month by presenting stories and activities that highlight inclusion, diversity and positivity.



Bottle rocket launch



Pride Rainbow Storytime

The YS team continued our outreach efforts by presenting storytimes at sites such as Jerri Hoffman Child & Family Center, Sleepy Hollow KinderCare, Goddard School, Two Rivers Head Start and Bright Horizons. By offering these sites services, children are able to interact with library staff and engage in early childhood literacy without having to physically come to one of our library locations. Below is a screenshot of The Goddard School in Elgin expressing their gratitude for our outreach services.



Randall Oaks (June)/ Account Services (July): Keri Carroll

June marks my final month as Randall Oaks branch manager. I've officially passed the reins onto Brittany Berger who, I have no doubt, will do a stellar job leading that crew to greatness.

The beginning of June marked the beginning of our Summer Reading Challenge and the Kickoff Picnic on the front lawn. In addition to the classics – craft tables, popcorn, cookies and lemonade – this was the first year that we hosted a sponsor fair for some of our Atomic-level businesses who helped support the program. Additionally, we had a performance from ScribbleMonster and a sword-fighting demonstration courtesy of Medieval Times. Randall Oaks clerk Shannon Holtz joined the fun and helped register patrons for the challenge, along with ATS assistant Jasmin Munoz and YS manager Monica Boyer.

Randall Oaks got decked out for the Summer Reading Challenge as well! Astronauts, rocket ships, and planets galore pepper the space along with our dedicated sign-up table where our teen volunteers register patrons and distribute prizes. We also have a small competition between staff seeing who can register the most people. As of this writing, Shannon has a sizeable lead (thanks, no doubt, to her time at the picnic!) but it's fantastic to see that close to 40% of total registrations happened at the Randall Oaks branch.

Brittany Berger will pick up next month where I left off. I look forward to reading her reports and seeing all the interesting and exciting changes she implements as branch manager!

Public Relations & Outreach: Kirstin Finneran

As presented at last month's Board of Trustees meeting, the Summer Reading Picnic was held on Monday, June 3. To recap, an estimated 325 people attended the picnic this year and more than 200 signed up for the summer reading challenge onsite. New this year was a donor fair for our "Atomic Sponsors." This was very popular, as people were visiting the vendor tables consistently throughout the evening. Eight (out of ten) sponsors came to the picnic. The Friends of the Library sold 1,392 (\$348) children's books.

Prepared materials to support Job Fair on June 15 including information on our career-related eResources, Jobs Now, and computer classes.

Jason Katsion and I made a presentation at an OpenGov Illinois User Group meeting at the Lombard Village Hall. We explained how we have used OpenGov so far, and what we have learned to date.

Outreach events arranged, supported with promotional materials, or attended: Library Day at Santa's Village.

Summer Reading Challenge activity included creating reading log posters for Jerri Hoffmann and Tutor Time storytimes, printing Pool Party Tickets, and Facebook and Twitter posts featuring our sponsors.

Meetings/Training/Events:

- RAILS Marketing & Graphic Design Meeting @ Barrington Library, June 7
- OpenGov Meeting at Lombard Village Hall, June 12
- Friends of the Library, June 18
- Board of Trustees Meeting, June 18

Press:

- Dundee Library to serve free lunches to children (Courier News, June 1)
- Summer Meal Program - Dundee Library (Village of East Dundee eNewsletter, June 10)
- Stop by retirement open house for library director Roxane Bennett June 21 (Daily Herald, June 19)
- Farewell Open House Friday for Fox Valley Library Director (Kane County Connects, June 19)

eNews

Date Sent	Subject	Emails Sent	Unique Opens	Unique Open %	Total Clicks
6/5/2019	Pride Events, Job Fair, Cocktails	10040	2325	23.19%	306
6/19/2019	Fandom Week, Carlos Hernandez	10019	2213	22.10%	204

Facebook:

- Followers: 1613 (46 new followers)
- Number of posts: 48
- People who saw our posts: 33,458P
- Post likes: 619

- Comments: 61
- Shares: 95
- Clicks: 1440
- Top three posts according to reach:
 - 4425 saw: This Saturday! (Post was a graphic promoting the Job Fair). (June 11)
 - 3702 saw: It's going to be a beautiful night for a picnic! Join us on the front lawn of the Dundee Library from 6 to 8 p.m. to kick off our summer reading challenge. <https://www.frvpld.info/summer-reading-kick-picnic-0> (June 3)
 - 1606 saw: All are invited to a "Farewell Open House" for our retiring Library Director Roxane Bennett. Stop by this Friday, June 21 from 3 to 5 p.m. at the Dundee Library. (June 17)

Account Services (June)/ Adult and Teen Services (July): Jason Katsion

Throughout June, I conducted individual evaluation meetings with each member of the Account Services Department and IT Department.

Training of the new IT Manager, John Sabala, was completed in June. This onboarding encompassed the Library District's network infrastructure, vendor management, software and hardware maintenance, etc. John has been fully apprised of all ongoing IT projects and is now running the IT Department independently.

On June 15, I attended the OpenGov Illinois User Group meeting with Heather Zabski and Kirstin Finneran. Hosted by the Village of Lombard, the meeting was an opportunity for OpenGov users to share ideas and best practices. In addition to government workers from several suburban villages, attendees included the director of the Palatine Public Library and a representative of Reaching Across Illinois Library System (RAILS). Kirstin and I gave a brief presentation to the User Group, detailing the implementation of our updated Transparency Dashboard and the recent deployment of our "Fine Free" survey.

Facilities: Michael Lorenzetti

Parking lot catch basins were (2) repaired and (1) was replaced on 6/12. After the soil had settled, Done-Rite returned on 6/28 to complete the project by patching the areas with asphalt.

Windy City Lighting has been contacted and they installed 15 strands of lights. The light is much improved in the Large Type, YS DVD, new ATS materials and teen areas.

The Facilities Dept. is requesting quotes for weekend cleaning services and has contacted the following for this service: Jani King, Spic and Span Commercial Cleaning, Complete Cleaning, Green River Way Building Maintenance Solutions and Vanguard Cleaning Systems. The Facility Manager will gather this information in hopes of starting this service by the end of July.

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

Savings: Month of July=\$1,094.23 with total for FY18/19=\$42,696.67 (this figure does not include discounted pricing for material orders)

The PATS department receives all the lunches each weekday morning, and make sure the correct amount was delivered. We also keep track of the extra food in order to make sure the refrigerator can hold the upcoming new lunch deliveries. When we have a lot of extra unopened milk containers that will be too much for the "share" table (and before their expiration date) I have been notifying the local

FISH Food Pantry. A representative has been very happy to come over to get these items for the food pantry clients.

Polaris acquisitions module: This software is what we use to keep track of our material orders. Near the end of the FY many reports were being run from our consortium office (CCS) so that we could make sure we don't have open order lines or invoices which rollover in the system to the new FY if they shouldn't. For the most part we were in good shape so we should have a successful rollover on July 5 as CCS does those rollover tasks. A new fiscal year will be created in the module, and then I will do any edits/or adds to the fund names. A zero balance for the new FY will occur, and then I will designate the beginning balance for each fund per the approved budget.

Magazine renewals: Documents to renew magazine subscriptions were being finalized, and will be submitted in early July. New Youth Services titles to be received in FY19/20: Animal Tales, Beanz (DL & RO) & ChopChop.

Paperwork was being prepared for these online resources so they could be renewed in July:

1. World Book
2. Lynda.com
3. Heritage Quest & Ancestry Plus
4. Hoopla
5. Kids Infobits
6. Pronunciator
7. Brainfuse

New online titles which will be added in the near future:

- Creative Bug (Arts & Craft video classes)
- Vidcode (Self-paced courses to learn programming)
- Miss Humblebee's Academy (resource which "helps children ages 2 to 6 learn from beginning skill level through kindergarten proficiency with hundreds of lessons")

IT/ Network: John Sabala

Since my on-boarding in late May, I have continued my learning of the IT systems at the library. Areas exposed to thus far include:

- Software: Polaris Leap, Deep Freeze, PC Reservation, Office 365, Backup-Exec, & Mip Fund Accounting.
- Hardware: Library Servers, Patron Internet PC's, Training Laptop, Patron Hot-Spots, IBM Self-Check Outs and Sorters, Gate Counters,

Jason has provided much of my initial training and exposure to the IT department. This has been well worth his time in my eyes. He has provided me with a wealth of knowledge about the people and processes in our library domain.

I have been working on resolving a failing component of nightly backups. Sikich (Support Consultants) and I have come to agreement on remediation. Sikich will perform changes on one of the servers to allow more room on the OS drive. They will also install a new VM server to run the backup software unimpeded by other processes. I had procured the necessary licenses to accomplish the tasks.

Additionally, I reviewed the PC inventory here at the library. This was a brief review so that I could assess which PC's will upgrade to Windows 10. The necessity to perform this task was relevant to the Fiscal Year End sale that was going on at Tech Soup. The software licenses were slashed dramatically, and we needed to procure those licenses before 7/1/2019. The remaining hardware that can not be upgraded and will be replaced sometime later this fiscal year.

Jason and I reviewed the Comprise System contracts and found that there were errors. We were being over charged for a couple of items. Additionally, the contract had a clause about the auto renewals which was stricken per Lauren.

I attended a CCS meeting for IT personnel with Erin. The hot topic for this meeting seemed to focus on creating self-check outs that do not cost an arm & leg for annual maintenance. The Bibliotheca group is unreasonable with their maintenance and upgrade kits for their units. It was brought to the attention of CCS representative that maybe they can work on a generic self-check system for the group. Additionally, CCS will be loading testing Polaris for the Indian Trails library. This library will be online with Polaris in August. We will be expecting some ILS down time for the cutover. However, this should impact the daily activity minimally.

Adult and Teen Services (June)/ Assistant Director (July): Heather Zabski

June was my last month as ATS Manager, as I will be moving into Administration in July. Jason Katsion will take over as ATS Manager. Throughout June, Jason and I worked together to prepare him for the role. I also started taking on administrative tasks, including publishing When to Work and hiring for positions in Account Services, ATS, and Youth Services.

June was a busy month for the ATS department, with Summer Reading in full swing. Assistant Jasmin Munoz, librarian Danielle Pacini, and I represented the department at the Summer Reading Kickoff party. It was a great time and lots of people signed up for Summer Reading at the event.

Assistant Cari Poweziak worked on a collaborative program with the Youth Services to host a Spa Day on Saturday, June 8th. The event was a rousing success, with over 85 attendees. We are planning to do more collaborative events with Youth Services in the future. Cari also organized the Out of This World Cocktail program at the East Dundee restaurant Mockingbird. That event had 24 attendees (filling the restaurant), who learned how to stock a home bar and make signature cocktails. We plan to do more offsite events at local venues in the coming months.

Librarian Sean Plagge and Cari organized a Job Fair on June 15th. We had participants from nine area businesses for the event. Several attendees filled out applications and were granted interviews at the event.



In celebration of Pride month, programmers created Pride themed displays for the library. Jasmin created a rainbow book display for adults and had a bulletin board where patrons could post their favorite LBGTQIA+ book titles. In the teen section, Danielle created a wall of positivity where patrons could post words of encouragement for others. The display had 140 participants. Danielle also hosted Rainbow Pride Mosaics for Pride on the Fox on June 15th. At the event, patrons created designs using rainbow colored butterflies. Danielle used the Silhouette machine to cut paper in the shape of a butterfly.

For the third year, we are hosting Summer Lunches at the library. The Northern Illinois Food Bank provides free lunches for all children under 18, which are handed out in our meeting room on weekdays from noon to 1 PM. I've taken over managing the program this year, working with Karin to arrange lunch quantities for the week. We've seen a definite uptick in the popularity of the program over last year.

How are we doing?

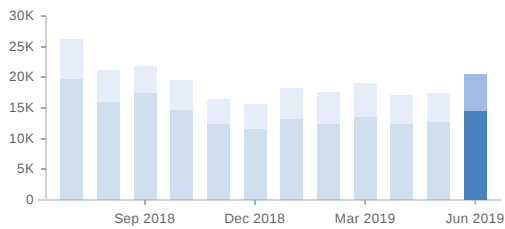
The monthly Dashboard tells our story

Click the graphs to see more details

Library Visits

How many people have visited our libraries?

Visits by location, each month this fiscal year.

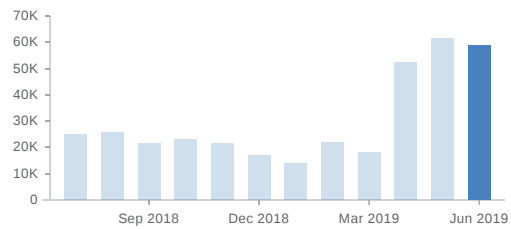


20,606
in Location in Jun 2019

Website Visits

How many people have visited the library online?

Website visits, each month this fiscal year.



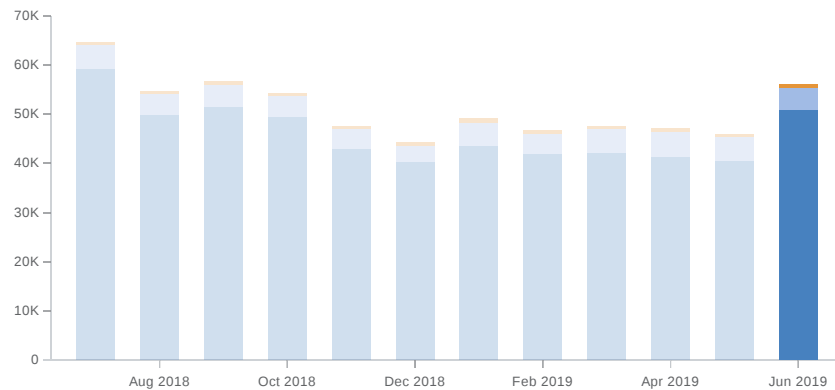
59,001
in Location in Jun 2019

Checkouts by month

How many items are checked out of the library?

Summer months have the most checkouts.

Updated last week

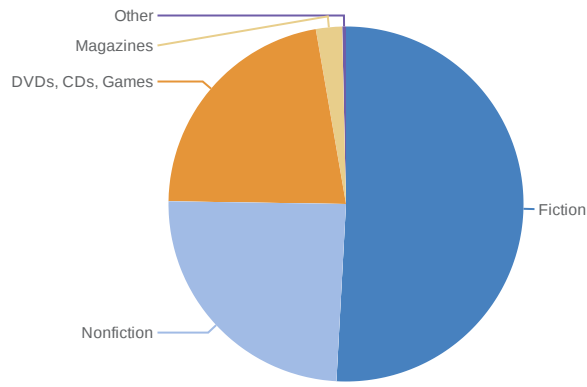


56,062
in Metric Type in Jun 2019

How many physical items are owned by our libraries?

About 25% of our collection is checked out at any time.

Updated last week

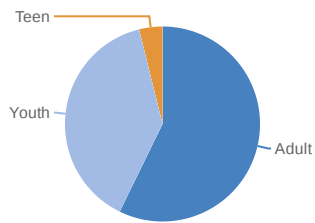


138,606

in Material Type in May 2019

Physical item checkouts

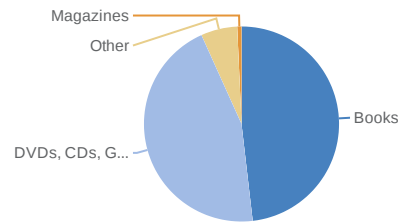
Checkouts by Audience - previous 12 months



569,717

in Department in Jun 2019

Checkouts by Material Type - previous 12 months

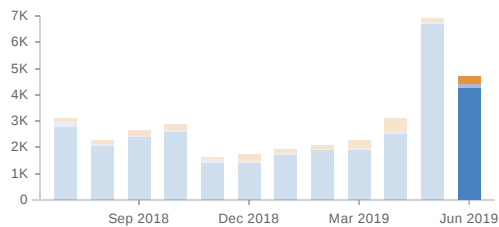


569,930

in Material Type in Jun 2019

How many people attended programs each month this fiscal yr?

We see many kids at Summer Reading programs at the schools each ...

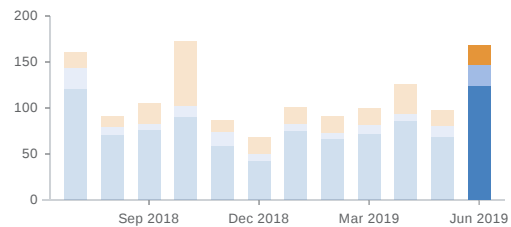


4,733

in Metric Type in Jun 2019

How many programs were held each month this fiscal year?

We hold more kids programs than teen or adult.



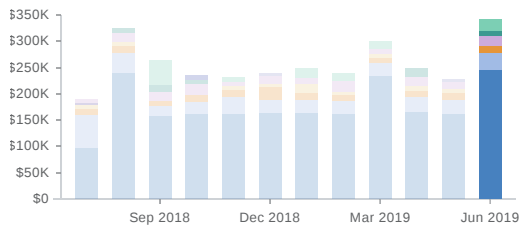
168

in Metric Type in Jun 2019

FY1819 Monthly Spending

How much does our Library spend each month?

Spending is consistent, with increases in months with three pay periods.

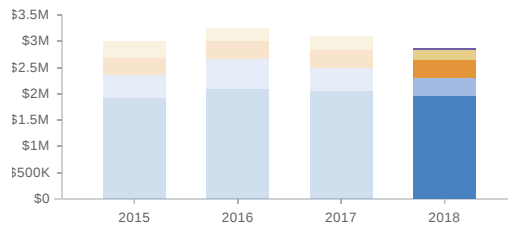


\$342,618.94
in Function in Jun 2019

Past years' spending

How much does our Library spend each year?

Click the graphs to see more details.



\$2,869,893.87
in Expenses in 2018



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POWERED BY OPENGOV

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:

Approve items A.1.a through A.1.j under the Consent Agenda as presented

- A.1.a Minutes from the June 18, 2019 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2019 totaling \$233,223.56**
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- A.1.j Ehlers Account Statement for June 2019**

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
June 18, 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 Pres	Kristina Weber
	Secretary	Nikki Kuhlman
	Treasurer	Brian Lindholm
	Trustee	Chris Evans
	Trustee	Mike Tennis

Members absent: one vacancy

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Ken Herdeman, Kirstin Finneran, David Nutt, John Sabala, Mary Povilonis, Heather Zabski, Karin Nelson, Brittany Berger, Monica Boyer, Keri Carroll, Sean Plagge, Jason Katsion, Michael Lorenzetti, Karen Werle.

Filling Trustee Vacancy – President Corbett

Corbett spoke of the seven qualified candidates he and Bennett interviewed and recommended David Nutt for appointment to the Library Board for his history of community service.

New Business

Exhibit C.1 Resolution 2019-07 Appoint New Library Trustee

Corbett called for a motion to *ADOPT RESOLUTION 2019-07 TO APPOINT DAVID NUTT AS LIBRARY TRUSTEE EFFECTIVE JUNE 18, 2019*. Moved by Tennis and seconded by Evans. There being no discussion, he called for a roll call vote.

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

Oath of Office

Kuhlman administered the Oath of Office to Nutt.

Public Comment

There was no public comment.

President's Report

Donation Acknowledgement

Corbett recognized 'Atomic Level' sponsors of FRVPLDs Summer Reading Program, who donated cash and/or prizes valued at \$250.00 and above. Cash donors recognized were Active Medical Center in West Dundee (\$300); Best Brains of Algonquin (\$250); Ehlers Investment Partners in Waukesha, WI (\$250); EPIC Air Trampoline Park in South Elgin (\$125 plus prizes); Friends of the Library (\$2500); and Lions International of Dundee (\$500). Prize donors recognized were Randall Oaks Dental, Carpentersville (2 coupons for teeth whitening); Work Up Fitness of Dundee (2500 buy one/get one coupons, 6 wristbands); Windy City Bulls, Hoffman Estates (4 VIP tickets, special fan package); and Medieval Times of Hoffman Estates (4 passes and 1500 good student certificates). The Library is grateful to all donors, without whose support the Summer Reading Picnic could not be sustained.

Liaison Appointments

Corbett appointed Trustees to the following liaison positions: Kristina Weber, Personnel; Chris Evans, Bylaws and Policy; Mike Tennis, Facilities; Dave Nutt, Community Engagement. Trustees will make recommendations to the Board as respects their assigned category.

Appoint Two Trustees for Review of Minutes

Corbett appointed Chris Evans and Brian Lindholm to review the Secretary's records as required by the Illinois Public Library Annual Report.

Officer Reports

Weber – no report

Kuhlman – noted appreciation for Weber stepping in last month as Secretary Pro-Tem in her absence.

Lindholm – noted property taxes are currently being received; funding should be imminent.

Corbett noted Trustee Orientation for Evans and Nutt will be held in July.

Director's Report

Summer Reading Kickoff Recap

Public Relations Specialist Kirstin Finneran reported on the June 3rd Summer Reading Picnic at the Library. An estimated 350 guests attended and participated in games and crafts, enjoyed entertainment and light refreshments, and won prizes. Another 200 signed up to participate in the Summer Reading Challenge.

Investment Portfolio Review

Ken Herdeman of Ehlers Investments reviewed the Library's current financial profile and outlined strategy to maximize returns while ensuring sufficient liquidity to meet future needs.

Government Finance Officers Association Award Presentation

Bennett presented GFOA's award to Lauren Rosenthal and Business Services Specialist Mary Povilonis for excellence in financial reporting. This is the second year in a row FRVPLD has received this honor. Bennett credited both with transparent finance management while maintaining the checks and balances necessary to ensure fiduciary responsibility.

Fine Free Survey Results

Rosenthal presented preliminary results of a recent survey question seeking community opinion on how patrons feel about becoming a fine-free Library. Materials which are lost or damaged will still be charged to a patron's account. Corbett noted this will be a topic of discussion at Illinois Library Associations fall conference on Thursday October 24 and encouraged Trustees to attend.

Database Presentation

Adult and Teen Services Librarian Sean Plagge presented his analysis on current database usage to determine which are meeting the Library's standard cost of approximately \$1 per session. Plagge reviewed current database usage and outlined plans to increase visibility to drive down the cost per use. He pointed out the value received compared to consumer alternatives.

Fiscal Year 2019-2020 Organizational Chart

Bennett outlined the revised organizational structure of FRVPLD effective July 1, 2019. This chart is available for view on the Library website.

Department Reports and Dashboard

Bennett inquired if there were any questions on the department reports or dashboard for May; there was interest in the number of people interacting with the new OpenGov dashboard.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the May 21, 2019 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for May 2019 totaling \$255,115.26
- A.1.c Monthly Financial Report for May 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 May 2019
- A.1.j Ehlers Account Statement for May 2019

Corbett inquired if there were any items Trustees would like removed for further discussion. Hearing none, he called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J. AS PRESENTED*. Moved by Tennis and seconded by Lindholm, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Unfinished Business

Exhibit B.1 Working Budget Fiscal Year 2019-2020

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2019-2020 IN THE AMOUNT OF \$3,709,919.00*. Moved by Kuhlman and seconded by Lindholm, item opened for discussion. Tennis proposed an amended motion to *AMEND THE WORKING BUDGET FOR FISCAL YEAR 2019-2020 DECREASING PERSONNEL BY \$110,000 TO \$2.25 MILLION, THEREBY DECREASING EXPENDITURES TO \$3.6 MILLION*. Seconded by Kuhlman.

Tennis suggested the personnel line of the budget could be reduced based on spending in prior years. Rosenthal noted she built the line from zero, with the total figure reflecting full staffing throughout the year. Following discussion Corbett called for a roll call vote on the amended motion.

Roll call vote: Tennis – aye; Nutt, Evans, Lindholm, Kuhlman, Weber, Corbett – nay. 1 aye, 6 nays. Motion failed.

He then called for a roll call vote on the original motion.

Roll call vote: Nutt, Evans, Lindholm, Kuhlman, Weber, Corbett – aye; Tennis – nay. 6 ayes, 1 nay. Motion carried.

New Business

Exhibit C.2 Electronic Resource – Lynda.com Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LYNDA.COM, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST OF \$13,125*. Moved by Weber and seconded by Evans, Corbett noted Plagge's review conducted earlier in the meeting and opened the item for discussion. There being none, he called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Bylaws Update – Organization of the Board and Nominating Committee

Corbett called for a motion to *ACCEPT THE BYLAWS UPDATE FOR ORGANIZATION OF THE BOARD AND NOMINATING COMMITTEE*. Moved by Weber and seconded by Kuhlman, Corbett opened the item for discussion. He noted the Nominating Committee bylaw has been recommended for deletion and procedural language from that bylaw has been incorporated into the Organization of the Board bylaw to streamline both the Transition process after Trustee elections and when filling a mid-term Officer vacancy. Motion carried by unanimous voice vote.

Exhibit C.4 Ordinance 2019-07 Transferring Funds to the Special Reserve Fund

Corbett called for a motion to *ADOPT ORDINANCE 2019-08 TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND*. Moved by Lindholm and seconded by Tennis, it was noted the Library will carry approximately 5 months of reserve in the Special Reserve Fund at the end of the fiscal year. Uses for Special Reserve Fund expenditures are explicitly stated by board ordinance, generally limited to building & technology purchases. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.5 Resolution 2019-09 Designating Corporate Authority over Library District Financial Accounts

Corbett called for a motion to *ADOPT RESOLUTION 2019-09 AUTHORIZING THE LIBRARY BOARD PRESIDENT AND TREASURER AND THE LIBRARY DISTRICT DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD*

LAUREN ROSENTHAL AND REMOVE ROXANE BENNETT AS SIGNATORIES ON ALL LIBRARY FINANCIAL ACCOUNTS, EFFECTIVE JUNE 22, 2019; moved by Tennis and seconded by Evans. The Library Director, along with the Board President and Treasurer has historically been a designated authority over FRVPLDs financial accounts. With Bennett's retirement and Rosenthal's appointment to the Director position, it is recommended to designate Rosenthal and remove Bennett as corporate authority over all Library financial accounts.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.6 Resolution 2019-10 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent

Corbett called for a motion *TO ADOPT RESOLUTION 2019-10 TO APPOINT DIRECTOR LAUREN ROSENTHAL AUTHORIZED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AGENT EFFECTIVE JUNE 22, 2019*. Moved by Kuhlman and seconded by Tennis, item opened for discussion. Due to transition in the office of the Director, it is recommended Rosenthal be appointed Authorized Agent for IMRF in place of Bennett. There was no further discussion; motion carried by unanimous voice vote.

Exhibit C.7 Appointment of Freedom of Information Act (FOIA) Officers

Corbett called for a motion to *APPOINT LIBRARY DIRECTOR LAUREN ROSENTHAL AND EXECUTIVE ASSISTANT KAREN WERLE AS FREEDOM OF INFORMATION ACT (FOIA OFFICERS) FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT*. Moved by Tennis, seconded by Nutt, a third transitional order of business recommends appointing Rosenthal and Werle FOIA Officers for FRVPLD. There was no discussion, motion carried by unanimous voice vote.

Exhibit C.8 Resolution 2019-11 Honoring Roxane E. Bennett

Corbett called for a motion to *ADOPT RESOLUTION 2019-11 HONORING ROXANE E. BENNETT*. Moved by Kuhlman and seconded by Weber, Corbett noted Bennett's myriad accomplishments during her tenure as Director of Fox River Valley Public Library District. Kuhlman read the Resolution into the Minutes.

**RESOLUTION 2019-11
HONORING
ROXANE E. BENNETT**

Whereas, Roxane Bennett ably served as Director of the Fox River Valley Public Library District from October 2009 through June 2019; and

Whereas, Roxane Bennett cultivated valuable community partnerships and participated extensively in outreach throughout the District and in seeking patron feedback; and

Whereas, Roxane Bennett was instrumental in securing donations to acquire a new Library van; and

Whereas, Roxane Bennett was indispensable in negotiations with the Dundee Township Park District, facilitating creation of an inter-governmental agreement and seeking a finance plan to enable Fox River valley Public Library District to have a presence on the west side of the District; and

Whereas, Roxane Bennett worked tirelessly to provide information and support to the Library Board of Trustees in long-range planning and Library expansion, and oversight for renovation of the east side facility, including a new roof; and

Whereas, Roxane Bennett played a pivotal role in strategic planning and hiring practices that brought talented leadership to Fox River Valley Public Library District; and

Whereas, Roxane Bennett encouraged Library staff to bring new innovations to the community such as multi-purpose collaborative meeting space, enhanced software for financial and operational transparency, wide-ranging electronic resources and databases, and programming that fosters patron creativity and addresses timely issues; and

Whereas, Roxane Bennett, always mindful of community needs, introduced self-service opportunities for patrons, expanded Library hours, encouraged the District to participate in the summer lunch program for children and oversaw continued growth and community support for the Summer Reading Picnic, Fox River Valley Public Library District's premier summer event; and

Whereas, Roxane Bennett pioneered Libraries in Illinois Risk Agency, providing member libraries with long term insurance solutions at a cost savings to the District; served on Library consortium Cooperative Computer Services Governing Board her entire tenure, was a long-term member of its Budget Committee and served on its Executive Committee; and

Whereas, Roxane Bennett served on various committees for the Illinois Library Association and advocated for understanding and support for the critical nature of libraries, encouraging staff to attend ILA conferences; and

Whereas, Roxane Bennett provided valuable insight and mentoring to all who worked with and for her;

Therefore, be it resolved that in recognition and appreciation of her service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Roxane this Resolution; and

Be it further resolved that on this, the 18th day of June, Two Thousand and Nineteen, this Resolution be presented to her and that its contents be spread upon the Minutes of this organization.

There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion enthusiastically carried.

Corbett noted there would be no Executive Session this evening. He inquired if there were any topics Trustees would like to raise for discussion in the future. Hearing none, there was no further discussion or business conducted and Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Nutt, meeting adjourned by unanimous voice vote at 9:05 PM.

Nikki S. Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.b

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Ziegler's Ace Hardware	42447	6/18/2019	45.97
Advanced Disposal	42448	6/18/2019	168.00
SYNCB/AMAZON	42449	6/18/2019	2,929.02
AT&T	42450	6/18/2019	384.56
AT & T Mobility	42451	6/18/2019	90.68
Baker & Taylor	42455	6/18/2019	9,789.99
Breakroom Solutions	42456	6/18/2019	116.28
Brodart Co.	42457	6/18/2019	765.40
Cooperative Computer Services	42458	6/18/2019	6,735.97
CDS Office Technologies	42459	6/18/2019	329.92
Comcast	42460	6/18/2019	408.01
Comcast	42461	6/18/2019	1,239.86
ComEd	42462	6/18/2019	2,982.72
Richard Corbett	42463	6/18/2019	80.54
Demco, Inc.	42464	6/18/2019	5,444.96
Done-Rite Sealcoating, Inc.	42465	6/18/2019	9,100.00
Dundee Township Rotary Club	42466	6/18/2019	190.00
Ehlers Investment Partners, LLC	42467	6/18/2019	826.59
Elgin Key & Lock Co., Inc.	42468	6/18/2019	12.90
Garveys Office Products	42469	6/18/2019	1,933.67
Hagg Press	42470	6/18/2019	4,735.00
Hall Pass	42471	6/18/2019	15.00
HR Source	42472	6/18/2019	100.00
ID Label, Inc.	42473	6/18/2019	228.50
Illinois Library Association	42474	6/18/2019	300.00
INGRAM Library Services	42475	6/18/2019	3,654.83
KONE, INC	42476	6/18/2019	268.24
Lakeshore Learning	42477	6/18/2019	137.97
Library Furniture International, Inc.	42478	6/18/2019	2,098.00
LYRASIS	42479	6/18/2019	1,847.00
Midwest Tape Exchange, Inc.	42481	6/18/2019	3,288.67
Nicor Gas	42482	6/18/2019	47.69
Scholastic Book Fairs	42483	6/18/2019	3,315.93
Sebert Landscaping Inc.	42484	6/18/2019	525.00
Technology Management Rev Fund	42485	6/18/2019	427.50
Unique Management Services, Inc.	42486	6/18/2019	107.40
Village of East Dundee	42487	6/18/2019	676.50
Cardmember Service	42488	6/18/2019	2,242.60
Warren-Newport Public Library District	42489	6/18/2019	25.00
Wellness Insurance Network	42490	6/18/2019	13,463.25
Paylocity Payroll	DD201906-01	6/7/2019	214.22
Paylocity Payroll	DD201906-02	6/21/2019	444.52
Illinois Municipal Retirement	DD201906-03	6/28/2019	16,170.86
	Total 10100 - BANK ACCOUNTS		97,908.72
			<hr/>
Report Total			97,908.72
			<hr/> <hr/>

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 06/01/2019 Through 06/30/19

Page 1 Total

97,908.72

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- June 2019	133,034.34
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,787.54
DENTAL INSURANCE	179.60
I.M.R.F	5,779.00
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	10,391.86
MEDICARE/F.I.C.A.	10,026.64
TOTAL PAYROLL EXPENSE	<u>145,706.70</u>

*Minus IMRF Employer Portion Direct Debit (10,391.86)
135,314.84

135,314.84
233,223.56 Grand Total

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
 10 - GENERAL/CORPORATE
 From 6/1/2019 Through 6/30/2019

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	PPRT	0.00	47,070.64	104.60%	(2,070.64)	45,000.00	(4.60)%
43500	IMPACT FEES	0.00	2,625.82	0.00%	(2,625.82)	0.00	0.00%
44010	INT & DIV INCOME	6,014.53	51,454.26	233.88%	(29,454.26)	22,000.00	(133.88)%
44011	MARKET VALUE ADJUSTMENT	10,275.21	10,275.21	0.00%	(10,275.21)	0.00	0.00%
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 & FEES	2,802.70	27,913.83	42.94%	37,086.17	65,000.00	57.05%
46030	LOST & DAMAGED	582.31	6,075.04	121.50%	(1,075.04)	5,000.00	(21.50)%
46110	MEETING RM RENTAL	0.00	40.00	10.00%	360.00	400.00	90.00%
46115	PROGRAM REVENUE	225.00	317.00	0.00%	(317.00)	0.00	0.00%
46200	PRINT/COPY REVENUE	1,476.10	18,480.02	102.66%	(480.02)	18,000.00	(2.66)%
46210	FAX REVENUE	327.00	2,868.55	127.49%	(618.55)	2,250.00	(27.49)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	32.60	430.65	107.44%	(29.85)	400.80	(7.44)%
46400	MISCELLANEOUS INCOME	0.00	630.21	0.00%	(630.21)	0.00	0.00%
46450	REIMBURSEMENTS	0.00	10,666.99	142.22%	(3,166.99)	7,500.00	(42.22)%
46500	CASH OVER	2.75	104.58	41.83%	145.42	250.00	58.16%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	816.00	9,702.00	100.93%	(90.00)	9,612.00	(0.93)%
	Total REVENUES	<u>22,554.20</u>	<u>3,367,674.72</u>	<u>100.27%</u>	<u>(8,982.72)</u>	<u>3,358,692.00</u>	<u>(0.27)%</u>
	Total Revenues	<u>22,554.20</u>	<u>3,367,674.72</u>	<u>100.27%</u>	<u>(8,982.72)</u>	<u>3,358,692.00</u>	<u>(0.27)%</u>
Expenditures							
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	400,000.00	591,950.00	308.38%	(399,999.95)	191,950.05	(208.38)%
	Total TRANSFERS BETWEEN FUNDS	400,000.00	591,950.00	308.39%	(399,999.95)	191,950.05	(208.39)%
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 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
52120	EMPLOYEE INSURANCES	11,496.11	122,813.32	72.24%	47,186.68	170,000.00	27.75%
52123	WORKERS COMP	0.00	5,644.50	61.66%	3,509.50	9,154.00	38.33%
52124	UNEMPLOYMENT INS	0.00	6,224.16	77.80%	1,775.84	8,000.00	22.19%
52130	STAFF DEVELOPMENT	422.00	2,508.90	83.63%	491.10	3,000.00	16.37%
52150	DIRECTOR'S CONF	0.00	1,321.51	73.41%	478.49	1,800.00	26.58%
52160	TUITION REIMB	1,908.00	3,180.00	99.37%	20.00	3,200.00	0.62%
73295	MEETING EXPENSE	754.92	3,440.92	91.75%	309.08	3,750.00	8.24%
05	ADMINISTRATION						
52100	SALARIES	45,750.87	358,935.08	95.53%	16,778.92	375,714.00	4.46%
52130	STAFF DEVELOPMENT	823.80	2,383.54	76.98%	712.46	3,096.00	23.01%
40	PUBLIC RELATIONS						
52100	SALARIES	6,760.20	45,146.72	77.05%	13,441.28	58,588.00	22.94%
50	IT / NETWORK						
52100	SALARIES	10,076.40	32,601.80	96.98%	1,013.20	33,615.00	3.01%
60	PATS						
52100	SALARIES	13,038.63	108,737.55	94.59%	6,208.45	114,946.00	5.40%
90	FACILITIES						
52100	SALARIES	15,371.02	129,416.99	98.39%	2,109.01	131,526.00	1.60%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	38,129.11	339,558.54	86.63%	52,361.46	391,920.00	13.36%
52130	STAFF DEVELOPMENT	0.00	35.00	1.40%	2,465.00	2,500.00	98.60%
20	YOUTH SERVICES						
52100	SALARIES	32,369.11	285,904.87	93.26%	20,660.13	306,565.00	6.73%
52130	STAFF DEVELOPMENT	0.00	1,764.38	35.28%	3,235.62	5,000.00	64.71%
70	ACCOUNT SERVICES						
52100	SALARIES	24,048.76	208,982.34	102.89%	(5,872.34)	203,110.00	(2.89)%
52130	STAFF DEVELOPMENT	275.00	275.00	55.00%	225.00	500.00	45.00%
75	SHELVERS						
52100	SALARIES	4,048.24	35,103.95	97.09%	1,051.05	36,155.00	2.90%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	18,750.34	151,635.19	102.55%	(3,774.19)	147,861.00	(2.55)%
	Total PERSONNEL SERVICES/BENEFITS	224,022.51	1,845,614.26	91.82%	164,385.74	2,010,000.00	8.18%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	2,507.69	7,745.66	76.53%	2,374.34	10,120.00	23.46%
61500	DATABASES	733.42	53,084.37	96.01%	2,201.63	55,286.00	3.98%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
 10 - GENERAL/CORPORATE
 From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819	
	61510	EBOOKS	810.68	25,554.32	64.12%	14,295.68	39,850.00	35.87%
	61520	DOWNLOADABLE MEDIA	2,002.55	28,039.27	107.84%	(2,039.27)	26,000.00	(7.84)%
	64100	PROC FEES BOOKS	453.84	3,724.42	93.11%	275.58	4,000.00	6.88%
	64200	PROC FEES AV	489.55	6,970.70	99.32%	47.25	7,017.95	0.67%
	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%	2,744.00	2,744.00	100.00%
05		ADMINISTRATION						
	61120	BOOKS NF	52.00	239.73	119.86%	(39.73)	200.00	(19.86)%
	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	4,673.29	81.98%	1,026.71	5,700.00	18.01%
	61600	GAMES	2,300.94	13,638.25	90.92%	1,361.75	15,000.00	9.07%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	3,148.91	27,360.90	101.33%	(360.90)	27,000.00	(1.33)%
	61111	BOOKS LARGE TYPE	365.18	2,093.91	69.79%	906.09	3,000.00	30.20%
	61120	BOOKS NF	1,433.85	15,729.56	104.86%	(729.56)	15,000.00	(4.86)%
	61130	BOOKS SPANISH	482.17	3,649.81	91.24%	350.19	4,000.00	8.75%
	61330	AUDIOBOOKS	527.87	6,773.27	96.76%	226.73	7,000.00	3.23%
	61350	MUSIC	240.24	3,437.62	85.94%	562.38	4,000.00	14.05%
	61400	DVD	738.42	18,503.29	71.85%	7,246.71	25,750.00	28.14%
	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	1,434.64	6,366.13	90.94%	633.87	7,000.00	9.05%
	61130	BOOKS SPANISH	350.07	2,634.29	87.80%	365.71	3,000.00	12.19%
	61330	AUDIOBOOKS	314.90	2,765.31	92.17%	234.69	3,000.00	7.82%
20		YOUTH SERVICES						
	61100	BOOKS	4,103.66	48,855.91	97.71%	1,144.09	50,000.00	2.28%
	61130	BOOKS SPANISH	1,599.55	7,376.45	92.20%	623.55	8,000.00	7.79%
	61330	AUDIOBOOKS	0.00	1,954.05	97.70%	45.95	2,000.00	2.29%
	61350	MUSIC	7.49	1,285.11	85.67%	214.89	1,500.00	14.32%
	61400	DVD	329.09	5,720.21	71.50%	2,279.79	8,000.00	28.49%
	61700	NONTRADITIONAL MATERIALS	583.87	2,557.76	68.20%	1,192.24	3,750.00	31.79%
	64400	PROC FEES DVDS	0.00	507.15	100.00%	0.00	507.15	0.00%
2		Randall Oaks						
00		DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819
61200	PERIODICALS	0.00	1,247.67	99.81%	2.33	1,250.00	0.18%
61600	GAMES	553.80	3,881.56	77.63%	1,118.44	5,000.00	22.36%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	649.30	8,926.33	99.18%	73.67	9,000.00	0.81%
61120	BOOKS NF	281.02	2,713.15	90.43%	286.85	3,000.00	9.56%
61400	DVD	574.99	5,388.04	86.20%	861.96	6,250.00	13.79%
64400	PROC FEES DVDS	0.00	280.00	100.00%	0.00	280.00	0.00%
15	TEEN						
61100	BOOKS	408.23	3,167.46	105.58%	(167.46)	3,000.00	(5.58)%
20	YOUTH SERVICES						
61100	BOOKS	3,329.62	17,640.62	92.84%	1,359.38	19,000.00	7.15%
61130	BOOKS SPANISH	13.99	2,043.99	97.33%	56.01	2,100.00	2.66%
61400	DVD	209.91	2,336.12	93.44%	163.88	2,500.00	6.55%
61700	NONTRADITIONAL MATERIALS	1,389.97	2,455.12	122.75%	(455.12)	2,000.00	(22.75)%
64400	PROC FEES DVDS	0.00	258.70	100.00%	0.00	258.70	0.00%
	Total LIBRARY MATERIALS	32,421.41	358,399.70	89.60%	41,600.30	400,000.00	10.40%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	299.79	2,100.19	42.00%	2,899.81	5,000.00	57.99%
70900	SUPPLIES	1,700.76	12,981.03	96.15%	518.97	13,500.00	3.84%
73225	PUBLIC LIABILITY INS	1,750.00	23,228.00	96.78%	772.00	24,000.00	3.21%
73230	TRANSPORTATION REIMBURSEMENT	585.47	4,123.47	103.08%	(123.47)	4,000.00	(3.08)%
73240	BOARD EXPENSES	380.54	1,525.92	76.29%	474.08	2,000.00	23.70%
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	15.00	253.00	31.62%	547.00	800.00	68.37%
73250	BANK CHARGES	163.57	976.45	39.05%	1,523.55	2,500.00	60.94%
73255	INVESTMENT FEES	826.59	7,126.94	101.81%	(126.94)	7,000.00	(1.81)%
73258	MATERIALS RECOVERY FEE	107.40	1,145.60	22.91%	3,854.40	5,000.00	77.08%
73260	LOST & PAID FORWARDING	0.00	1,256.29	251.25%	(756.29)	500.00	(151.25)%
73280	COST OF ITEMS SOLD	0.00	365.63	73.12%	134.37	500.00	26.87%
73281	SALES TAX EXPENSE	0.00	36.00	36.00%	64.00	100.00	64.00%
73285	REIMBURSED PURCHASES	2,125.00	8,617.68	114.90%	(1,117.68)	7,500.00	(14.90)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819	
	73290	HOSPITALITY	0.00	40.62	3.24%	1,209.38	1,250.00	96.75%
	76500	CASH UNDER	1.00	76.94	30.77%	173.06	250.00	69.22%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	2,730.35	2,730.35	100.00%
05		ADMINISTRATION						
	73242	MEMBERSHIPS	0.00	2,143.00	80.26%	527.00	2,670.00	19.73%
30		PUBLIC SERVICE						
	70900	SUPPLIES	51.83	2,416.56	21.29%	8,933.44	11,350.00	78.70%
50		IT / NETWORK						
	73242	MEMBERSHIPS	0.00	150.00	125.00%	(30.00)	120.00	(25.00)%
90		FACILITIES						
	70900	SUPPLIES	969.55	8,904.63	89.04%	1,095.37	10,000.00	10.95%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	70900	SUPPLIES	0.00	301.50	60.30%	198.50	500.00	39.70%
	73215	COPIER/PRINT EXPENSE	254.50	3,160.33	63.20%	1,839.67	5,000.00	36.79%
	73520	PLANT OPERATION	58.87	9,078.11	34.69%	17,089.54	26,167.65	65.30%
10		ADULT & TEEN SERVICES						
	73242	MEMBERSHIPS	0.00	440.00	115.78%	(60.00)	380.00	(15.78)%
20		YOUTH SERVICES						
	73242	MEMBERSHIPS	0.00	360.00	72.00%	140.00	500.00	28.00%
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	75.42	627.33	36.90%	1,072.67	1,700.00	63.09%
	73505	RENT EXPENSE	5,407.50	64,890.00	100.00%	0.00	64,890.00	0.00%
		Total LIBRARY OPERATIONS	14,772.79	159,565.09	77.79%	45,567.91	205,133.00	22.21%
52		PUBLIC RELATIONS						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	70800	POSTAGE	0.00	7,525.00	75.25%	2,475.00	10,000.00	24.75%
	70900	SUPPLIES	22.79	3,095.74	37.75%	5,104.26	8,200.00	62.24%
	73010	NEWSLETTER	0.00	18,940.00	98.95%	200.00	19,140.00	1.04%
	73020	OUTSIDE PRINTING	0.00	2,104.38	70.14%	895.62	3,000.00	29.85%
	73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
		Total PUBLIC RELATIONS	22.79	31,665.12	78.11%	8,874.88	40,540.00	21.89%
53		GENERAL PROGRAMMING						
	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 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819	
	70900	SUPPLIES	3,007.69	10,370.88	79.77%	2,629.12	13,000.00	20.22%
	73150	PERFORMERS	0.00	250.00	25.00%	750.00	1,000.00	75.00%
	73155	LICENSING	0.00	1,624.23	95.54%	75.77	1,700.00	4.45%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	70900	SUPPLIES	510.23	2,206.21	100.28%	(6.21)	2,200.00	(0.28)%
	73150	PERFORMERS	0.00	1,335.00	53.40%	1,165.00	2,500.00	46.60%
15		TEEN						
	70900	SUPPLIES	145.22	1,096.81	109.68%	(96.81)	1,000.00	(9.68)%
20		YOUTH SERVICES						
	70900	SUPPLIES	978.46	9,270.58	89.83%	1,049.42	10,320.00	10.16%
	73150	PERFORMERS	0.00	1,180.00	100.00%	0.00	1,180.00	0.00%
2		Randall Oaks						
80		RANDALL OAKS						
	70900	SUPPLIES	0.00	1,190.94	79.39%	309.06	1,500.00	20.60%
	73150	PERFORMERS	0.00	205.00	82.00%	45.00	250.00	18.00%
		Total GENERAL PROGRAMMING	4,641.60	28,729.65	82.91%	5,920.35	34,650.00	17.09%
54		COMPUTER						
0		District Wide						
00		DEPARTMENT-WIDE						
	70900	SUPPLIES	61.44	1,414.48	19.99%	5,660.52	7,075.00	80.00%
	73320	CCS SHARED COST	5,419.12	59,029.44	90.77%	6,000.56	65,030.00	9.22%
	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	10,896.21	98.16%	203.79	11,100.00	1.83%
	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	1,810.20	67.29%	879.80	2,690.00	32.70%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	151.85	1,810.20	67.29%	879.80	2,690.00	32.70%
		Total COMPUTER	6,596.32	86,851.03	79.74%	22,063.97	108,915.00	20.26%
55		PROFESSIONAL FEES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	658.74	8,940.33	89.40%	1,059.67	10,000.00	10.59%
	73410	LEGAL FEES	945.00	6,241.10	41.60%	8,758.90	15,000.00	58.39%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1819 Percent Used	FY1819 \$ Remaining	Total Working Budget - FY1819	Percent Total Budget Remaining FY1819	
	73420	AUDIT EXPENSE	0.00	8,570.00	88.35%	1,130.00	9,700.00	11.64%
	73430	OTHER PROF FEES	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
		Total PROFESSIONAL FEES	1,603.74	23,751.43	64.72%	12,948.57	36,700.00	35.28%
61		MAINTENANCE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	6,739.22	62.83%	3,985.56	10,724.78	37.16%
	73310	CATALOGING - COMPUTER SERVICE	583.43	7,001.16	97.23%	198.84	7,200.00	2.76%
	73530	EQUIPMENT MAINT	0.00	283.88	21.83%	1,016.12	1,300.00	78.16%
	73640	FUEL	30.93	569.99	56.99%	430.01	1,000.00	43.00%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.65	5.65	100.00%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	24,500.30	101.09%	(265.88)	24,234.42	(1.09)%
	73500	BUILDING REPAIRS AND MAINTENANCE	193.00	14,636.39	48.78%	15,363.61	30,000.00	51.21%
	73530	EQUIPMENT MAINT	0.00	498.75	24.56%	1,531.25	2,030.00	75.43%
	73540	CONTRACTS: BUILDING MAINTENANCE	961.24	44,053.59	98.85%	511.41	44,565.00	1.14%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	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 MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%
		Total MAINTENANCE	1,768.60	117,306.43	83.27%	23,576.57	140,883.00	16.73%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	90.68	1,459.37	40.76%	2,120.63	3,580.00	59.23%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,169.67	13,607.37	107.99%	(1,007.37)	12,600.00	(7.99)%
	73610	ELECTRICITY	2,982.72	41,218.43	99.32%	281.57	41,500.00	0.67%
	73620	WATER AND SEWER	676.50	3,668.85	73.37%	1,331.15	5,000.00	26.62%
	73630	GAS	47.69	3,226.43	92.18%	273.57	3,500.00	7.81%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	174.50	2,091.63	95.07%	108.37	2,200.00	4.92%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
10 - GENERAL/CORPORATE
From 6/1/2019 Through 6/30/2019

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 UTILITIES	5,141.76	65,272.08	95.45%	3,107.92	68,380.00	4.55%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	1,412.31	12.60%	9,787.69	11,200.00	87.39%
73300	COMPUTER EQUIPMENT	3,023.88	5,628.19	36.42%	9,821.81	15,450.00	63.57%
73340	SOFTWARE	996.00	12,418.03	60.46%	8,119.97	20,538.00	39.53%
60	PATS						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	225.00	225.00	100.00%
1	Dundee Library						
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	924.15	25,432.38	90.82%	2,567.62	28,000.00	9.17%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIP	25.89	25.89	5.17%	474.11	500.00	94.82%
	Total CAPITAL EXPENSE	4,969.92	44,916.80	59.17%	30,996.20	75,913.00	40.83%
	Total Expenditures	695,961.44	3,354,021.59	101.24%	(40,957.54)	3,313,064.05	(1.24)%
	Net Increase(Decrease) in Fund Balance	(673,407.24)	13,653.13	29.92%	31,974.82	45,627.95	70.07%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
 20 - FICA
 From 6/1/2019 Through 6/30/2019

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	INT & DIV INCOME	59.17	786.64	3,933.20%	(766.64)	20.00	(3,833.20)%
	Total REVENUES	<u>59.17</u>	<u>100,677.23</u>	<u>100.66%</u>	<u>(657.23)</u>	<u>100,020.00</u>	<u>(0.66)%</u>
	Total Revenues	<u>59.17</u>	<u>100,677.23</u>	<u>100.66%</u>	<u>(657.23)</u>	<u>100,020.00</u>	<u>(0.66)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,026.64	126,608.65	90.43%	13,391.35	140,000.00	9.56%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,026.64</u>	<u>126,608.65</u>	<u>90.43%</u>	<u>13,391.35</u>	<u>140,000.00</u>	<u>9.57%</u>
	Total Expenditures	<u>10,026.64</u>	<u>126,608.65</u>	<u>90.43%</u>	<u>13,391.35</u>	<u>140,000.00</u>	<u>9.57%</u>
	Net Increase(Decrease) in Fund Balance	<u>(9,967.47)</u>	<u>(25,931.42)</u>	<u>64.86%</u>	<u>(14,048.58)</u>	<u>(39,980.00)</u>	<u>35.13%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
30 - IMRF
From 6/1/2019 Through 6/30/2019

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	INT & DIV INCOME	105.13	1,206.75	6,033.75%	(1,186.75)	20.00	(5,933.75)%
	Total REVENUES	<u>105.13</u>	<u>121,082.03</u>	<u>100.88%</u>	<u>(1,062.03)</u>	<u>120,020.00</u>	<u>(0.88)%</u>
	Total Revenues	<u>105.13</u>	<u>121,082.03</u>	<u>100.88%</u>	<u>(1,062.03)</u>	<u>120,020.00</u>	<u>(0.88)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	10,391.86	143,016.48	84.12%	26,983.52	170,000.00	15.87%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,391.86</u>	<u>143,016.48</u>	<u>84.13%</u>	<u>26,983.52</u>	<u>170,000.00</u>	<u>15.87%</u>
	Total Expenditures	<u>10,391.86</u>	<u>143,016.48</u>	<u>84.13%</u>	<u>26,983.52</u>	<u>170,000.00</u>	<u>15.87%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,286.73)</u>	<u>(21,934.45)</u>	<u>43.88%</u>	<u>(28,045.55)</u>	<u>(49,980.00)</u>	<u>56.11%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 6/1/2019 Through 6/30/2019

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	INT & DIV INCOME	14,400.81	58,563.55	390.42%	(43,563.55)	15,000.00	(290.42)%
44011	MARKET VALUE ADJUSTMENT	39,567.65	39,567.65	0.00%	(39,567.65)	0.00	0.00%
	Total REVENUES	<u>53,968.46</u>	<u>98,131.20</u>	<u>654.21%</u>	<u>(83,131.20)</u>	<u>15,000.00</u>	<u>(554.21)%</u>
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	400,000.00	591,950.00	308.38%	(399,999.95)	191,950.05	(208.38)%
	Total TRANSFERS BETWEEN FUNDS	<u>400,000.00</u>	<u>591,950.00</u>	<u>308.39%</u>	<u>(399,999.95)</u>	<u>191,950.05</u>	<u>(208.39)%</u>
	Total Revenues	<u>453,968.46</u>	<u>690,081.20</u>	<u>333.45%</u>	<u>(483,131.15)</u>	<u>206,950.05</u>	<u>(233.45)%</u>
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	8,696.92	22.29%	30,303.08	39,000.00	77.70%
	Total COMPUTER	<u>0.00</u>	<u>8,696.92</u>	<u>22.30%</u>	<u>30,303.08</u>	<u>39,000.00</u>	<u>77.70%</u>
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	0.00	0.00	0.00%	30,718.00	30,718.00	100.00%
	Total PROFESSIONAL FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>30,718.00</u>	<u>30,718.00</u>	<u>100.00%</u>
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73520	PLANT OPERATION	0.00	5,560.50	32.70%	11,439.50	17,000.00	67.29%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	21,190.00	22,193.00	88.77%	2,807.00	25,000.00	11.22%
	Total MAINTENANCE	<u>21,190.00</u>	<u>27,753.50</u>	<u>66.08%</u>	<u>14,246.50</u>	<u>42,000.00</u>	<u>33.92%</u>
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	5,049.00	28,501.10	51.82%	26,498.90	55,000.00	48.17%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 6/1/2019 Through 6/30/2019

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>5,049.00</u>	<u>28,501.10</u>	<u>51.82%</u>	<u>26,498.90</u>	<u>55,000.00</u>	48.18%
Total Expenditures	<u>26,239.00</u>	<u>64,951.52</u>	<u>38.96%</u>	<u>101,766.48</u>	<u>166,718.00</u>	61.04%
Net Increase(Decrease) in Fund Balance	<u>427,729.46</u>	<u>625,129.68</u>	<u>1,553.81%</u>	<u>(584,897.63)</u>	<u>40,232.05</u>	(1,453.81)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
80 - WORKING CASH
From 6/1/2019 Through 6/30/2019

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	INT & DIV INCOME	712.50	3,309.73	236.40%	(1,909.73)	1,400.00	(136.40)%
44011	MARKET VALUE ADJUSTMENT	2,005.97	2,005.97	0.00%	(2,005.97)	0.00	0.00%
	Total REVENUES	<u>2,718.47</u>	<u>5,315.70</u>	<u>379.69%</u>	<u>(3,915.70)</u>	<u>1,400.00</u>	<u>(279.69)%</u>
	Total Revenues	<u>2,718.47</u>	<u>5,315.70</u>	<u>379.69%</u>	<u>(3,915.70)</u>	<u>1,400.00</u>	<u>(279.69)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>2,718.47</u></u>	<u><u>5,315.70</u></u>	<u><u>379.69%</u></u>	<u><u>(3,915.70)</u></u>	<u><u>1,400.00</u></u>	<u><u>(279.69)%</u></u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin with Appropriation FY1819
 90 - DONATION / GIFT
 From 6/1/2019 Through 6/30/2019

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	INT & DIV INCOME	1,163.30	5,345.15	242.96%	(3,145.15)	2,200.00	(142.96)%
44011	MARKET VALUE ADJUSTMENT	3,160.64	3,160.64	0.00%	(3,160.64)	0.00	0.00%
49010	MONETARY GIFT	<u>0.00</u>	<u>6,122.13</u>	<u>1,224.42%</u>	<u>(5,622.13)</u>	<u>500.00</u>	<u>(1,124.42)%</u>
	Total REVENUES	<u>4,323.94</u>	<u>14,627.92</u>	<u>541.77%</u>	<u>(11,927.92)</u>	<u>2,700.00</u>	<u>(441.77)%</u>
	Total Revenues	<u>4,323.94</u>	<u>14,627.92</u>	<u>541.77%</u>	<u>(11,927.92)</u>	<u>2,700.00</u>	<u>(441.77)%</u>
	Net Increase(Decrease) in Fund Balance	<u>4,323.94</u>	<u>14,627.92</u>	<u>541.77%</u>	<u>(11,927.92)</u>	<u>2,700.00</u>	<u>(441.77)%</u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1819
 From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.d

	Month Activity	Year Activity	Percent Budget Received FY1819	Total Budget - FY1819	Budget \$ Remaining FY1819	Percent Total Budget Remaining - FY1819	
Revenues							
40000	TRANSFER IN	400,000.00	591,950.00	308.38%	191,950.05	(399,999.95)	208.39%
43010	TAX LEVY	0.00	3,305,445.55	99.88%	3,309,106.70	3,661.15	(0.11)%
43020	PPRT	0.00	47,070.64	104.60%	45,000.00	(2,070.64)	4.60%
43500	IMPACT FEES	0.00	2,625.82	0.00%	0.00	(2,625.82)	0.00%
44010	INT & DIV INCOME	22,455.44	120,666.08	296.91%	40,640.00	(80,026.08)	196.91%
44011	MARKET VALUE ADJUSTMENT	55,009.47	55,009.47	0.00%	0.00	(55,009.47)	0.00%
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 & FEES	2,802.70	27,913.83	42.94%	65,000.00	37,086.17	(57.06)%
46030	LOST & DAMAGED	582.31	6,075.04	121.50%	5,000.00	(1,075.04)	21.50%
46110	MEETING RM RENTAL	0.00	40.00	10.00%	400.00	360.00	(90.00)%
46115	PROGRAM REVENUE	225.00	317.00	0.00%	0.00	(317.00)	0.00%
46200	PRINT/COPY REVENUE	1,476.10	18,480.02	102.66%	18,000.00	(480.02)	2.67%
46210	FAX REVENUE	327.00	2,868.55	127.49%	2,250.00	(618.55)	27.49%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	32.60	430.65	107.44%	400.80	(29.85)	7.45%
46400	MISCELLANEOUS INCOME	0.00	630.21	0.00%	0.00	(630.21)	0.00%
46450	REIMBURSEMENTS	0.00	10,666.99	142.22%	7,500.00	(3,166.99)	42.23%
46500	CASH OVER	2.75	104.58	41.83%	250.00	145.42	(58.17)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	816.00	9,702.00	100.93%	9,612.00	(90.00)	0.94%
49010	MONETARY GIFT	0.00	6,122.13	1,224.42%	500.00	(5,622.13)	1,124.43%
	Total Revenues	<u>483,729.37</u>	<u>4,299,458.80</u>	<u>113.45%</u>	<u>3,789,782.05</u>	<u>(509,676.75)</u>	13.45%
	Net Increase(Decrease) in Fund Balance	<u>483,729.37</u>	<u>4,299,458.80</u>	<u>113.44%</u>	<u>3,789,782.05</u>	<u>(509,676.75)</u>	13.45%

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													
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191,950.00	0.00	400,000.00	591,950.00
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
PPRT	7,257.15	733.46	0.00	6,567.46	0.00	1,606.00	5,384.43	0.00	2,123.85	10,559.96	12,838.33	0.00	47,070.64
IMPACT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,625.82	0.00	0.00	2,625.82
INT & DIV 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	9,353.80	10,004.21	8,648.80	22,455.44	120,666.08
MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,009.47	55,009.47
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 & 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	3,054.07	2,979.54	2,453.63	2,802.70	27,913.83
LOST & DAMAGED	320.79	289.59	258.34	268.78	459.70	391.89	782.06	537.17	985.16	530.17	669.08	582.31	6,075.04
MEETING RM RENTAL	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
PROGRAM REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	18.00	62.00	225.00	317.00
PRINT/COPY 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	1,746.55	1,867.00	1,687.02	1,476.10	18,480.02
FAX REVENUE	245.00	285.00	211.25	223.00	323.70	149.00	178.00	182.80	273.00	271.80	199.00	327.00	2,868.55
TAXABLE SALES (USB, DVD, EARBUDS)	45.00	53.35	18.25	95.60	(36.40)	27.85	32.25	19.35	36.00	89.00	17.80	32.60	430.65
MISCELLANEOUS INCOME	0.00	0.00	0.00	29.80	101.98	0.00	0.00	13.64	471.80	0.00	12.99	0.00	630.21
REIMBURSEMENTS	0.00	0.00	0.00	0.00	1,517.59	0.00	0.00	243.00	5,202.40	3,614.00	90.00	0.00	10,666.99
CASH OVER	3.80	20.15	12.80	5.76	7.20	3.67	4.26	4.56	21.67	7.93	10.03	2.75	104.58
RETIRED EMPLOYEE REIMBURSEMENTS	801.00	801.00	801.00	801.00	801.00	801.00	816.00	816.00	816.00	816.00	816.00	816.00	9,702.00
MONETARY GIFT	150.00	5,764.13	120.00	0.00	5.00	0.00	0.00	0.00	0.00	83.00	0.00	0.00	6,122.13
Total Revenues	<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>24,096.30</u>	<u>225,416.43</u>	<u>27,504.68</u>	<u>483,729.37</u>	4,299,458.80
Net Increase(Decrease) in Fund Balance	<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>24,096.30</u>	<u>225,416.43</u>	<u>27,504.68</u>	<u>483,729.37</u>	4,299,458.80

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1819
 From 6/1/2019 Through 6/30/2019

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1819 Percent Used</u>	<u>Total Budget - FY1819</u>	<u>FY1819 \$ Remaining</u>	<u>FY1819 Budget % Remaining</u>
Expenditures						
15	Personnel Expenses					
15	244,441.01	2,115,239.39	91.17%	2,320,000.00	204,760.61	8.83%
	SERVICES/BENEFITS					
	244,441.01	2,115,239.39	91.17%	2,320,000.00	204,760.61	8.83%
	Total Personnel Expenses					
20	Library Materials					
20	32,421.41	358,399.70	89.59%	400,000.00	41,600.30	10.40%
	LIBRARY MATERIALS					
	32,421.41	358,399.70	89.60%	400,000.00	41,600.30	10.40%
	Total Library Materials					
50	Operating Expenses					
51	14,772.79	159,565.09	77.78%	205,133.00	45,567.91	22.21%
	LIBRARY OPERATIONS					
52	22.79	31,665.12	78.10%	40,540.00	8,874.88	21.89%
	PUBLIC RELATIONS					
53	4,641.60	28,729.65	82.91%	34,650.00	5,920.35	17.09%
	GENERAL PROGRAMMING					
54	6,596.32	95,547.95	64.59%	147,915.00	52,367.05	35.40%
	COMPUTER					
55	1,603.74	23,751.43	35.23%	67,418.00	43,666.57	64.77%
	PROFESSIONAL FEES					
	27,637.24	339,259.24	68.45%	495,656.00	156,396.76	31.55%
	Total Operating Expenses					
60	Building Expenses					
61	22,958.60	145,059.93	79.31%	182,883.00	37,823.07	20.68%
	MAINTENANCE					
65	5,141.76	65,272.08	95.45%	68,380.00	3,107.92	4.55%
	UTILITIES					
	28,100.36	210,332.01	83.71%	251,263.00	40,930.99	16.29%
	Total Building Expenses					
70	Capital Expense					
70	10,018.92	73,417.90	56.08%	130,913.00	57,495.10	43.92%
	CAPITAL EXPENSE					
	10,018.92	73,417.90	56.08%	130,913.00	57,495.10	43.92%
	Total Capital Expense					
	342,618.94	3,096,648.24	86.07%	3,597,832.00	501,183.76	13.93%
	Total Expenditures					
	(342,618.94)	(3,096,648.24)	86.06%	(3,597,832.00)	(501,183.76)	(13.93)%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1819
 From 6/1/2019 Through 6/30/2019

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>
Expenditures							
0	District Wide						
15	Personnel Expenses	126,820.45	1,091,980.12	88.97%	1,227,302.00	135,321.88	11.03%
20	Library Materials	7,049.73	128,807.67	86.07%	149,650.00	20,842.33	13.93%
50	Operating Expenses	19,903.34	240,297.03	58.75%	408,963.35	168,666.32	41.24%
60	Building Expenses	705.04	21,614.12	52.96%	40,810.43	19,196.31	47.04%
70	Capital Expense	<u>9,068.88</u>	<u>47,959.63</u>	<u>71.14%</u>	<u>67,413.00</u>	<u>19,453.37</u>	<u>28.86%</u>
	Total District Wide	163,547.44	1,530,658.57	80.81%	1,894,138.78	363,480.21	19.19%
1	Dundee Library						
15	Personnel Expenses	98,870.22	871,624.08	93.98%	927,360.00	55,735.92	6.01%
20	Library Materials	17,960.85	179,253.27	90.12%	198,900.00	19,646.73	9.88%
50	Operating Expenses	2,099.13	30,238.74	59.68%	50,662.65	20,423.91	40.31%
60	Building Expenses	27,220.82	167,603.11	88.94%	188,429.42	20,826.31	11.05%
70	Capital Expense	<u>924.15</u>	<u>25,432.38</u>	<u>90.82%</u>	<u>28,000.00</u>	<u>2,567.62</u>	<u>9.17%</u>
	Total Dundee Library	147,075.17	1,274,151.58	91.45%	1,393,352.07	119,200.49	8.55%
2	Randall Oaks						
15	Personnel Expenses	18,750.34	151,635.19	91.71%	165,338.00	13,702.81	8.29%
20	Library Materials	7,410.83	50,338.76	97.84%	51,450.00	1,111.24	2.16%
50	Operating Expenses	5,634.77	68,723.47	96.75%	71,030.00	2,306.53	3.25%
60	Building Expenses	174.50	21,114.78	95.87%	22,023.15	908.37	4.12%
70	Capital Expense	<u>25.89</u>	<u>25.89</u>	<u>5.17%</u>	<u>500.00</u>	<u>474.11</u>	<u>94.82%</u>
	Total Randall Oaks	<u>31,996.33</u>	<u>291,838.09</u>	<u>94.04%</u>	<u>310,341.15</u>	<u>18,503.06</u>	<u>5.96%</u>
	Total Expenditures	<u>342,618.94</u>	<u>3,096,648.24</u>	<u>86.07%</u>	<u>3,597,832.00</u>	<u>501,183.76</u>	<u>13.93%</u>
	Net Increase(Decrease) in Fund Balance	<u>(342,618.94)</u>	<u>(3,096,648.24)</u>	<u>86.06%</u>	<u>(3,597,832.00)</u>	<u>(501,183.76)</u>	<u>(13.93)%</u>

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	162,979.89	162,384.46	233,805.38	166,005.84	161,941.95	244,441.01	2,115,239.39
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	24,866.33	28,664.85	25,761.59	32,421.41	358,399.70
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	10,384.79	11,077.22	14,078.25	14,772.79	159,565.09
PUBLIC RELATIONS	2,076.68	5,082.50	757.99	2,516.68	228.30	5,630.79	2,679.29	4,840.99	70.00	1,849.94	5,909.17	22.79	31,665.12
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	1,859.29	3,164.92	1,063.00	4,641.60	28,729.65
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	6,568.97	8,629.73	7,931.64	6,596.32	95,547.95
PROFESSIONAL FEES	637.07	851.80	616.15	10,326.47	659.49	1,064.22	677.39	3,822.78	895.44	1,929.24	667.64	1,603.74	23,751.43
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	14,934.31	5,246.25	3,137.96	22,958.60	145,059.93
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	5,453.42	5,552.54	4,976.00	5,141.76	65,272.08
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	1,961.50	17,840.34	3,285.98	10,018.92	73,417.90
Total Expenditures	<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>300,799.43</u>	<u>249,960.87</u>	<u>228,753.18</u>	<u>342,618.94</u>	3,096,648.24
Net Increase(Decrease) in Fund Balance	<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>(300,799.43)</u>	<u>(249,960.87)</u>	<u>(228,753.18)</u>	<u>(342,618.94)</u>	(3,096,648.24)

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 6/30/2019

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	1,895,967.15
20	FICA	67,228.26
30	IMRF	102,725.18
70	CAPITAL PROJECTS/SPECIAL RESERVE	349,042.67
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,251.50</u>
	Total Checking Accounts	2,421,553.68
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	777,890.37
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,995,489.10
80	WORKING CASH	151,862.96
90	DONATION / GIFT	<u>239,278.10</u>
	Total Investments	<u>4,164,520.53</u>
	Total Cash and Investments	6,586,508.21
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	26,710.54
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	72.58
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	3,283.79
70	CAPITAL PROJECTS/SPECIAL RESERVE	12,645.19
80	WORKING CASH	641.08
90	DONATION / GIFT	1,010.09
14300	GRANT RECEIVABLES	
10	GENERAL/CORPORATE	86,672.50
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,837,540.53
20	FICA	63,794.16
30	IMRF	<u>69,592.83</u>
	Total Other Assets	<u>2,121,289.29</u>
	Total Assets	<u><u>8,707,797.50</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	23,334.84
70	CAPITAL PROJECTS/SPECIAL RESERVE	12,090.00
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	75,308.34
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	451.86
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	30.93
22055	CREDIT CARD PAYABLE NELSON	

Fox River Valley Public Library District
Balance Sheet
As of 6/30/2019

Attachment to Exhibit A.1.i

		Current Year
10	GENERAL/CORPORATE	1,029.99
22056	CREDIT CARD PAYABLE WERLE	
10	GENERAL/CORPORATE	304.93
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	1,083.97
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	25.00
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	281.00
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	275.00
22079	CREDIT CARD PAYABLE REDDING	
10	GENERAL/CORPORATE	64.35
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	33.00
22082	CREDIT CARD PAYABLE CARAPIA	
10	GENERAL/CORPORATE	120.48
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	395.24
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	935.00
27800	DEFERRED GRANTS	
10	GENERAL/CORPORATE	86,672.50
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	3,168,495.81
20	FICA	110,000.28
30	IMRF	120,000.31
	Total Liabilities	3,600,932.83
	Fund Balance	
10	GENERAL/CORPORATE	1,289,055.22
20	FICA	21,022.14
30	IMRF	52,317.70
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,345,086.96
80	WORKING CASH	152,842.96
90	DONATION / GIFT	246,539.69
	Total Fund Balance	5,106,864.67
	Total Liabilities and Fund Balance	8,707,797.50


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Report:

Account:

As of:

Investment Inventory Month End
FR Valley Investment Holdings (104089)
06/30/2019

FR Valley Investment Holdings

Description	Purchase /	Maturity	Current Face		Purchase	Identifier	Market Value	FDIC		% of Market	
	Settle Date	Date	Value	Coupon Rate	Yield			Number	Rating	Value	Fund
Receivable	---	06/30/2019	0.00	0.000	---	CCYUSD	1,794.80	---	AAA	0.043%	---
MMDA12	---	06/30/2019	0.00	0.000	---	MMDA12	12,894.99	---	NA	0.310%	---
Discover Bank	07/06/2017	07/12/2019	150,000.00	1.650	1.672	BBG00H2MWQ44	149,964.00	5649	A-1+	3.601%	---
Capital One Bank (USA), National Association	09/27/2017	10/04/2019	245,000.00	1.700	1.700	BBG00HTM5PM7	244,661.90	33954	A-2	5.875%	WWTP
Synchrony Bank	12/19/2017	10/07/2019	8,000.00	1.950	2.068	BBG003FSZV17	7,994.32	27314	NA	0.192%	---
Compass Bank	11/28/2018	11/29/2019	187,000.00	2.700	2.717	BBVASM	187,441.32	19048	A-2	4.501%	---
First Commercial Bank, Inc.	07/14/2017	01/31/2020	240,000.00	1.650	1.669	BBG00H3PC072	239,313.60	57069	A-1+	5.746%	---
Belmont Bank & Trust Company	09/27/2017	04/13/2020	245,000.00	1.700	1.690	BBG00HTMCM73	244,076.35	58165	NA	5.861%	---
Medallion Bank	10/20/2017	04/20/2020	145,000.00	1.750	1.766	BBG00HW3T669	144,499.75	57449	NA	3.470%	---
United Prairie Bank Inc	10/25/2017	04/24/2020	245,000.00	1.750	1.752	BBG00HYYJ4Z3	244,140.05	10958	NA	5.862%	---
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	200,000.00	2.800	2.822	BBG00L4VQYG0	201,238.00	3511	A-2	4.832%	---
Capital One, N.A.	07/14/2017	07/20/2020	240,000.00	1.850	1.865	BBG00H433JS6	239,181.60	4297	A-2	5.743%	---
Comenity Capital Bank	09/27/2017	10/05/2020	245,000.00	1.950	1.951	BBG00HT9QXN5	244,287.05	57570	NA	5.866%	---
First National Bank of Decatur County	07/02/2018	12/29/2020	200,000.00	2.850	2.868	BBG00L95RN39	201,952.00	17011	NA	4.849%	---
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	215,000.00	2.450	2.450	BBG00JRXZG8	215,855.70	32992	A-1	5.183%	---
Sallie Mae Bank	04/24/2019	04/26/2021	125,000.00	2.450	2.470	SALLMA	125,561.25	58177	A-2	3.015%	---
ConnectOne Bank	05/10/2018	05/10/2021	155,000.00	2.850	2.867	BBG00KRWFMW5	156,842.95	57919	NA	3.766%	---
Bar Harbor Bankshares	07/02/2018	06/29/2021	200,000.00	3.000	3.015	BBG00L778555	203,120.00	11971	NA	4.877%	---
Ally Bank Corp.	08/16/2018	08/16/2021	135,000.00	3.000	3.014	BBG00LNJR4S8	137,208.60	57803	D	3.295%	---
Citibank, N.A.	01/25/2019	01/25/2022	168,000.00	2.900	2.923	C	170,770.32	7213	A-1	4.101%	---
FEDERAL FARM CREDIT BANKS FUNDING CORP	02/01/2018	02/01/2022	230,000.00	2.500	2.500	BBG00JVR1F45	230,004.60	---	AA+	5.523%	---
JPMorgan Chase Bank, National Association	03/18/2019	03/15/2022	108,000.00	2.750	2.763	BBG00NGL5DP4	108,462.24	628	A-2	2.604%	---
Merrick Bank Corporation	03/20/2019	03/21/2022	108,000.00	2.650	2.663	MERICK	109,154.52	34519	NA	2.621%	---
Citibank, N.A.	04/02/2019	04/03/2023	82,000.00	2.750	2.772	BBG00NNGKFW7	82,783.92	7213	A-1	1.988%	---
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	150,000.00	2.700	2.724	MS	151,138.50	34221	A-1	3.629%	---
FEDERAL HOME LOAN MORTGAGE CORP	04/25/2019	04/25/2023	110,000.00	2.750	2.746	BBG00NSOL1V8	110,178.20	---	AA+	2.646%	---
---	---	01/08/2021	4,136,000.00	2.319	2.330	---	4,164,520.53	---	A	100.000%	---

* Grouped by: Account

* Groups Sorted by: Account

* Weighted by: Current Face Value

* Holdings Displayed by: Position by Account

C.1 Ordinance 2019-12 Tentative Budget and Appropriation

RECOMMENDED MOTION: I move to Approve Ordinance 2019-12 Tentative Budget and Appropriation in the amount of \$4,091,247 for Fiscal Year 2019-2020 as presented.

BACKGROUND INFORMATION:

Following the Board's approval of the FY1920 Working Budget in June, the next step on the fiscal calendar is approval of the FY1920 B&A.

In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available.

A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following tonight's meeting; the document will be available both on the library's website and on the public notice bulletin board at the Dundee Library

In years past we appropriated 10% above the working budget amounts for personnel and 20% for everything else. However last year we began appropriating only 5% above the working budget for personnel and 10% for everything else and the Library has remained able to operate smoothly within this framework. This allows the Library some cushion for expenditures within their buckets. We may decide to spend more on books and less on DVDs, which is permitted within the "Materials" appropriation line item. Snow removal is included in the "Maintenance" appropriation line item, so higher than expected snow removal costs are offset by lower expenditures in other maintenance line items but we remain compliant with the B&A.

The B&A has been reviewed by the District's attorney as to form and content.

Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 17, 2019 at 7:00 pm.

The Appropriation will pave the way for the Levy request this fall, which will fund FY20/21 expenditures. This fall's Levy is not expected to exceed a 5% increase over funds received for the current year and trigger the black box advertisement.

ORDINANCE NO. 2019-12
ANNUAL BUDGET AND APPROPRIATION ORDINANCE
 FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,
 KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING
 JULY 1, 2019 AND ENDING JUNE 30, 2020

Whereas, the Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, requires all Illinois municipal corporations to adopt a Combined Annual Budget and Appropriation Ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 15/3-1 and 15/4-15, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and

Whereas, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30 days) prior to the adoption thereof, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing was published at least thirty (30) days prior to said meeting in a newspaper published within the District.

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. That the fiscal year for this FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT ("District") be and the same is fixed and declared to from the first day of July 2019 to the thirtieth day of June 2020.

Section 2. That the following budget containing an estimate of the receipts and of the expenditures there from, be and the same is hereby adopted as the budget of said District for the fiscal year 2019-2020, and shall be in full force and effect from and after its passage and publication as is required by law.

I. GENERAL CORPORATE FUND

Cash balance at the beginning of fiscal year	1,297,096.00
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Estimated Revenues

Property Tax	3,168,496.00
Other Taxes	45,000.00
Grants and Donations	96,173.00
Fine & Fees	15,000.00
Interest Income	40,000.00
<u>Other Income</u>	<u>63,750.00</u>
Total Estimated Revenues	<u>3,428,419.00</u>
Total Estimated Funds Available	4,725,515.00

Estimated Expenditures

Personnel Services/Benefits	2,193,000.00
Library Materials	451,000.00

Operating Expenses	513,938.00
Utilities	75,768.00
Building & Maintenance	173,987.00
Capital Expense	49,335.00
<u>Transfer to Special Reserve Fund</u>	<u>118,336.00</u>
Total Estimated Expenditures	3,575,364.00
<u>Estimated Cash Balance end of fiscal year</u>	<u>1,150,151.00</u>
Amount Appropriated, General Corporate Fund	3,575,364.00

II. SPECIAL RESERVE FUND

Cash Balance beginning of fiscal year	3,291,907.00
Transfer from Corporate Fund	118,336.00

Estimated Revenues

<u>Interest Income</u>	<u>40,000.00</u>
Total Estimated Revenues	<u>40,000.00</u>
Total Estimated Funds Available	3,450,243.00

Estimated Expenditures

Furniture & Equipment	93,500.00
Computer Equipment	40,700.00
Professional Fees	60,283.00
<u>Building Repairs</u>	<u>26,400.00</u>
Total Estimated Expenditures	<u>220,883.00</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>3,229,360.00</u>
Amount Appropriated, Special Reserve Fund	220,883.00

III. FICA FUND

Cash Balance beginning of fiscal year	17,890.00
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Estimated Revenues

Property Tax	110,000.00
<u>Interest Income</u>	<u>500.00</u>
Total Estimated Revenues	<u>110,500.00</u>
Total Estimated Funds Available	128,390.00

Estimated Expenditures

<u>FICA Payments</u>	<u>127,000.00</u>
Total Estimated Expenditures	<u>127,000.00</u>

<u>Estimated Cash Balance at end of fiscal year</u>	<u>1,390.00</u>
Amount Appropriated, FICA Fund	127,000.00

IV. IMRF FUND

Cash Balance beginning of fiscal year	48,229.00
---------------------------------------	-----------

Estimated Revenues

Property Tax	120,000.00
Interest Income	500.00
Total Estimated Revenues	<u>120,500.00</u>
Total Estimated Funds Available	168,729.00

Estimated Expenditures

<u>IMRF Payments</u>	<u>168,000.00</u>
Total Estimated Expenditures	<u>168,000.00</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>729.00</u>
Amount Appropriated, IMRF Fund	168,000.00

RECAPITULATION

General Corporate Fund	3,575,364.00
Special Reserve Fund	220,883.00
FICA Fund	127,000.00
IMRF Fund	168,000.00
Total Appropriation	4,091,247.00

Section 3. That there is hereby appropriated four million, ninety-one thousand, two-hundred forty-seven dollars from the taxes to be levied and other sources for the fiscal year, the same to be divided among the several corporate objects and purposes as herein above specified in Section 2 for purposes of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT for the fiscal year ending June 30, 2020.

Section 4. That the levy of taxes upon all taxable property within the corporate limits of the District subject to taxation for the year 2019 for the general fund is authorized at applicable statutory rates and the County Clerk of Kane County, Illinois is authorized to extend taxes upon such property at such rate.

Section 5. Appropriations for all audit expenses, all liability insurance expenses, and all building and maintenance expenses are included in the appropriations for the General Corporate Fund and / or Special Reserve Fund.

Section 6. That all unexpended balances of any items of any general appropriation made by this Ordinance may be expended in making up any deficiency in any item or items in the same general appropriation made by this Ordinance.

Section 7. All unexpended balances of proceeds received annually from Public Library taxes not in excess of statutory limits may be transferred to a Special Reserve Fund, if same is established, according to 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of: acquisition of property on which to construct a new library, or the acquisition of property and building to construct and / or refurbish an existing building into a new library, or expand the existing library; a contingency fund for any construction project; capital improvement projects; planning expenses for Library construction projects; new technology for the library, including upgrades and enhancements to the network, software purchase, phased replacement of computers, printers, copiers and other equipment, and upgrades to the library systems and information software; the repair and replacement of major building systems.

Section 8. That the several amounts set opposite the several objects and purposes hereinabove set forth under the estimated expenditures for said District for the operation of the Library is hereby appropriated for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Section 9. That this Ordinance shall be published and shall be in full force and effect from and after its approval.

PASSED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT this 17th day of September 2019, pursuant to roll call vote as follows:

AYES _____
NAYS _____
ABSENT _____
NOT VOTING _____

APPROVED:

Richard V. Corbett
President, Board of Library Trustees
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
PUBLIC LIBRARY DISTRICT
KANE COUNTY, ILLINOIS

Attest:

Nikki S. Kuhlman
Secretary, Board of Library Trustees
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
KANE COUNTY, ILLINOIS

C.2 Fiscal Policy Review

RECOMMENDED **MOTION:** I move to approve the Fiscal Policy Review as presented.

BACKGROUND INFORMATION:

Fiscal Policy requires a formal review at least every three years, or as needed. The last review was in May 2016. The attached document has been reviewed in its entirety. A slight format update is recommended to remove revision and approval dates to individual sections of the fiscal policy.

02.37.00 Fiscal Policy

The Fox River Valley Public Library District is responsible to the District's taxpayers to carefully account for all public funds, to manage the Library's finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. These policies establish guidelines for the fiscal stability of the Library, and to provide guidelines for the Library Director.

Adoption and Approval

~~By resolution, these policies will be reviewed as needed or at least every three years. Fiscal policy in its entirety will be reviewed as needed, or at least every three years.~~
Approved March 15, 2016

02.37.01 Fund Balance Policy

This Fund Balance Policy is established to provide financial stability, cash flow for operations, and maintenance of an adequate fund balance to ensure that the FRVPLD will be able to respond to emergencies from a position of fiscal strength. The FRVPLD will comply with the Government Accounting Standards Board (GASB) Statement 54.

GASB 54 Fund Definitions

Nonspendable Fund Balance – assets that are not in a spendable form (pre-pays) or are required to be maintained intact (the principal of a permanent fund).

Restricted Fund Balance – the portion of a fund that is subject to externally enforceable legal restrictions or restricted through ordinances adopted by the Library Board.

Unrestricted Fund Balance – the total of the *Committed, Assigned and Unassigned Fund Balances*

- A) *Committed Fund Balance* – amounts that subject to a self-imposed limitation by formal action of the Board. Modification or removal of the limitation may only occur through formal action by the Board.
- B) *Assigned Fund Balance* – amounts that the Board intends to use for a specific purpose.
- C) *Unassigned Fund Balance* – amounts available for any purpose.

FRVPLD Funds & Targets (GASB54)

The order of spending fund balances is as follows: restricted, committed, assigned, unassigned.

General Fund – funds used for operating the Library. Total *unrestricted fund balances (committed, assigned and unassigned)* in the General Fund should represent no less than three (3) and no more than twelve (12) months of operating expenses. Balances over the maximum at the end of the fiscal year shall be transferred to the Capital Projects fund.

Special Revenue Funds – funds used to account for and report the proceeds of specific revenue sources that are legally restricted (tax levy) or committed (by the Library Board) for specific purposes other than debt service or capital projects. Increases and decreases in the fund balances are associated with specific purposes: therefore, no target range is established for these funds.

Capital Project Funds – funds used for capital maintenance and repair, construction and/or development. Increases and decreases in the fund balance are associated with the specific projects planned: therefore, no target range is established for this fund.

Debt Service Funds – funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The fund balance is fully restricted to debt service; however, any fund balance remaining once all financial obligations have been satisfied may be transferred to the Capital Projects Fund.

Permanent Funds – funds used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support FRVPLD programs. Increases and decreases in the fund balance are associated solely with transfers to other Library accounts: therefore, no target range is established for this fund.

Appr. March 11, 2013; Rev. April 14, 2014; Rev. July 25, 2017

02.37.02

Investment Policy

This policy applies to those funds that are under the authority of the Fox River Valley Public Library District.

General Objectives:

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least two qualified institutions will be contacted each time an investment is placed.

A) Safety

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall portfolio. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

1. Credit Risk

FRVPLD will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities permitted under Illinois Public Funds Investment Act, 30 ILCS 235/1 *et seq.*
- b. The Board shall by resolution approve the public depositories that are deemed appropriate for use under Illinois and Federal law.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

2. Interest Rate Risk

FRVPLD will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that the securities mature to meet case requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

3. Custodial Risk

FRVPLD will minimize custodial risk, which is the risk that in the event of a financial institution failure, the District deposits may not be returned to it, by:

- a. Maintaining a list of public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services.
- b. All public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services must supply as appropriate audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

B) Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market mutual funds or local government investment pools authorized and permissible under Illinois statutes which offer same-day liquidity for short term funds.

C) Yield

Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions;

1. A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
2. Liquidity needs of FRVPLD require a security or securities are sold prior to maturity.
3. A security swap would improve the safety and yield of the overall portfolio.

Standards of Care

A) Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the

terms of this policy. Notwithstanding any other provision of law, the Board Treasurer and Director, or other FRVPLD employee in the absence of the Director, who deposits public money in any authorized public depository, in compliance with Illinois statutes regarding public deposits, is relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits.

B) Ethics and Conflicts of Interest

FRVPLD officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of FRVPLD.

C) Delegation of Authority

Management responsibility for the investment program of FRVPLD is entrusted to the Treasurer under the direction of the Board. Individuals authorized to engage in investment transactions on behalf of FRVPLD are the Treasurer or those individuals designated by the Board. Administrative responsibility for the investment program is hereby delegated to the Director.

D) Authorized and Suitable Investments

Authorized investments include any investment stipulated in Illinois Public Funds Investment Act, 30 ILCS 235/1 *et seq.*

1. Unless matched to a specific cash flow requirement, FRVPLD will not directly invest in securities maturing more than five (5) years from the date of purchase.
2. Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Internal Controls

The Board Treasurer and Director shall establish a system of internal controls designed to prevent losses of FRVPLD funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees.

Internal Controls shall address:

- A) Separation of transaction authority from accounting and record keeping.
- B) Clear delegation of authority to subordinate staff members.
- C) Written confirmation of transactions for investments and wire transfers.

- D) Dual authorizations of wire transfers.
- E) Development of a wire transfer agreement with the lead bank and third-party custodian.
- F) Investment and interest earnings will be recorded in FRVPLD accounting records based on generally accepted government accounting procedures.
- G) A monthly summary of all investment transactions will be prepared by the Director for review by the Board.

Investment Parameters

Investments shall be diversified by:

- A) Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
- B) Investing in securities with varying maturities.
- C) Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under Illinois statutes.

Investment Reporting

The Director and Board Treasurer shall prepare a monthly investment report that provides the following information:

- A) Principal and type of investments
- B) Earnings for the Current Month and Year to Date
- C) Market value of the Portfolio

The investment report shall be used as a performance measure and as a means to demonstrate to the Board the degree of compliance with the Policy.

In addition to monthly reports, a comprehensive annual report shall be prepared. This review will focus on the overall performance of investments during the year as well as a projection of what may be anticipated in the future as compared to the results of the past year.

From time to time, the Treasurer and/or the Library Director may suggest policies and improvements that might be made in the Investment Policy.

Pooling of Cash

Except where otherwise provided by the Board, the Director is authorized to pool the cash of various funds to maximize the investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

Approved May 13, 2013

02.37.03

Special Reserves

In accordance with (75 ILCS 5/5-8; 75 ILCS 16/40-50), the Board shall establish a Special Reserve Fund for the FRVPLD buildings, maintenance, and emergencies. The fund shall receive monies annually from unexpected budgeted funds in order to build the fund toward future FRVPLD building, land and maintenance needs.

Approved March 11, 2013

02.03.04

Capital Asset Policy

FRVPLD shall maintain a Capital Improvements Program (CIP) to identify capital projects and equipment purchases, provide a planning schedule and identify options for financing the plan. All capital improvements shall be in accordance with the CIP.

The Fox River Valley Public Library District will meet the reporting requirements set forth in the Governmental Accounting Standards Board Statement No. 34 (GASB 34) which states that governments should provide additional disclosures in their annual audit report including the procedure for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The GASB 34 also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

The Director shall ensure that control of capital assets is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases which fall below the capitalization threshold defined in the procedures will not be included in the capital asset inventory.

Approved September 9, 2013

02.37.05

Planning and BudgetingGeneral Objectives:

- A) FRVPLD will abide by the zero based budgeting process, whereby every line item of the budget, rather than only the changes from the previous year, must be approved. This methodology reaffirms the relationship between revenues and services, taxes and spending, and involves departments in the process from the beginning.
- B) FRVPLD seeks and encourages resident input in budget planning issues and service level decisions.
- C) FRVPLD will maintain positive fund balances for all funds.
- D) FRVPLD will protect the Library's assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental agencies.
- E) FRVPLD will abide by the 1991 Property Tax Extension Limitation Act, which limits the annual increase in property tax extensions to the lesser of 5% or the increase in the CPI, plus allowances for new construction and voter approved increases (35 ILCS 200/18-185)
- F) FRVPLD will evaluate and adjust the salary schedule consistent with market rates for positions with comparable responsibilities every three years.

- G) FRVPLD will fully fund annual obligations for all employee pension plans pursuant to IMRF actuarial requirements.

Adopted March 15, 2016

02.37.06

Debt

General Objectives:

- A) FRVPLD will confine long-term borrowing to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- B) FRVPLD will analyze market conditions and long-term capital needs assessments prior to debt issuance to determine the most advantageous average life. The debt structure may be lengthened during low interest rates and shortened during high rates.
- C) FRVPLD will look for both current and advance refunding opportunities in order to save interest expense.
- D) FRVPLD's debt shall not exceed 2.875% of EAV (50 ILCS 405/1)
- E) FRVPLD will maintain good communications about its financial condition with bond and credit rating institutions.

Adopted March 15, 2016

02.37.07

Accounting, Auditing, and Financial Reporting

General Objectives:

- A) FRVPLD's financial accounting system will maintain records on a basis consistent with accepted standards for local government accounting according to the Governmental Accounting Standards Board (GASB)
- B) FRVPLD will engage an independent firm of certified public accountants to perform an annual financial audit in conformance with uniform financial reporting in Illinois, Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the (GASB).

Adopted March 15, 2016

02.37.09

Purchasing and Authority to Spend Policy

General Objectives:

- A) In general, all supplies, materials, equipment, and contractual or professional services will be included in the working budget. Purchases of same shall be made in accordance with this Policy.
- B) The Library Director, or the designee of the Library Director, is responsible for determining whether (a) an item is budgeted, (b) adequate funds are available, and (c) the proper purchasing procedures have been followed.
- C) All expenditures are reported to the Library Board in monthly Treasurer Reports, with emergency purchases being reported as soon as possible to the Board President and Treasurer.
- D) The Library makes purchases in accordance with all applicable laws.

Authority to Spend

- A) The Library Director is authorized to spend up to \$10,000 on individual purchases or contracts without prior Board approval and may delegate spending authority within this limit to staff.
- B) The Board must authorize all purchases and contracts of \$10,000 or more including all multi-year contracts whose cumulative value equals or exceeds \$10,000.

Purchases of \$10,000 or more

- A) In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products and services in excess of twenty-five thousand dollars (\$25,000) shall be awarded after an open, competitive bidding process.
- B) In certain circumstances, the practical interests of the Library may be served by a purchase from a certain vendor (e.g., limited or single vendor pool) even if the amount of the purchase exceeds \$25,000. In such cases, the Library Board may waive compliance with the competitive bid process, unless required by law.
- C) If doubt exists as to whether a competitive bid process is required, the Library's attorney shall be consulted.

Emergency Purchases

In case of emergency, the Library Director, or designee, may spend up to \$20,000 for any unbudgeted expenditures with the approval of any two officers of the Library Board.

Local Vendors

When securing price quotations, the Library shall solicit quotations from qualified local vendors. If the price and terms between two or more qualified vendors are equal, vendors located in FRVPLD shall receive preference.

Authority to Sign Checks

All checks require one authorized signature. Authorized signatures include those of the President, Treasurer, and Library Director. Checks are reviewed by the Treasurer or President prior to payment and are subject to ratification by the Library Board at the Library Board's next regular meeting.

Approved September 18, 2018

C.3 North Suburban Digital Consortium - OverDrive Contract Renewal

RECOMMENDED MOTION: I move to authorize the Director to renew the contract with the North Suburban Digital Consortium, for annual collection assessment to purchase digital content and hosting, at a cost not to exceed \$15,000.00.

BACKGROUND INFORMATION:

Fox River Valley Public Library District is one of eight libraries in the eBook / eAudiobook consortium North Suburban Digital Consortium (NSDC). We organize and share the costs to develop an eBook and eAudiobook collection to give our patrons a wide variety of popular digital titles. We have been a participating member since Fall of 2005.

In FY1819 Fox River Valley Public Library District patrons checked out 37,876 digital titles, a 9.8% increase over FY1718. eAudiobook checkouts increased by 13.5% while eBook checkouts increased by 7.6%.

C.4 Illinois Public Library Annual Report (IPLAR)

RECOMMENDED MOTION: I move to approve the draft Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2018-2019 and authorize the Director to file it with the State Library electronically.

BACKGROUND INFORMATION:

Public library districts are required by statute to submit an online annual report in compliance with the requirements of the Illinois State Library on or before September 1 of each year [75 ILCS 16/30-65].

Submission of an IPLAR is required to qualify for grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency charged by the *Illinois Compiled Statutes* [hereinafter referred to as ILCS] to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)].

The Illinois State Library is a participant in the Institute of Museum and Library Services (IMLS) Public Library Statistics Cooperative (PLSC) that requires the collection of a core set of national public library data. All fifty states are participants in this data collection, analysis, and comparison program. PLSC questions are coded using this designation [PLSC ###], where ### indicates the PLSC question number.

We use the collected data to compare ourselves with our peers throughout the state as well as local comparisons via the monthly dashboard.

The attached draft IPLAR has been prepared by staff and reviewed by the director. Approval of this draft will authorize the Director to file the report with the State Library.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30238
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0146
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Fox River Valley Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	555 Barrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	East Dundee
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60118
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	555 Barrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	East Dundee
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60118
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 428-3661
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 428-4021
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.frvpld.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Lauren A. Rosenthal
1.15 Title	Director
1.16 Library Director's E-mail	lrosenthal@frvpld.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

1.19 Does your library contract with another library to RECEIVE ALL your library services? No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Kane
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	69,338
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
RANDALL OAKS LIBRARY	Randall Oaks Library		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
RANDALL OAKS LIBRARY	30238	3023801
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30238	3023800

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
RANDALL OAKS LIBRARY	500 North Randall Road		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	555 BARRINGTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	West Dundee		60118	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	EAST DUNDEE		60118	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	Kane		847-428-3661	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	Kane		8474283661	

Square Feet

Location	2.11a Square Footage of	2.11b If the facility's square footage has changed, then enter	2.11c Indicate the reason for the change/variance in square footage for this

	Outlet [PLSC 711]	the updated answer here.	annual report as compared to the previous annual report.
RANDALL OAKS LIBRARY	5,000		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
RANDALL OAKS LIBRARY	3,167	52	60,716
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	3,459	52	170,311

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Lauren A. Rosenthal
3.5 Telephone Number of Person Preparing Report	847-428-3661
3.6 FAX Number	847-428-4021
3.7 E-Mail Address	lrosenthal@frvpld.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Brian Lindholm
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	blindholm@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]

5.12 State	IL
5.13 Zip Code	[REDACTED]

Second member	
5.5 Name	Dave Nutt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	dnutt@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	IL
5.13 Zip Code	[REDACTED]

Third member	
5.5 Name	Chris Evans
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	cevans@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	IL
5.13 Zip Code	[REDACTED]

Fourth member	
5.5 Name	Nikki Kuhlman
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	nkuhlman@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	IL
5.13 Zip Code	[REDACTED]

Fifth member	
5.5 Name	Richard V Corbett
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	rcorbett@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]

5.12 State	IL
5.13 Zip Code	[REDACTED]

Sixth member

5.5 Name	Kristina Weber PhD
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	kweber@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	IL
5.13 Zip Code	[REDACTED]

Seventh member

5.5 Name	Mike Tennis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	mtennis@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	IL
5.13 Zip Code	[REDACTED]

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	

5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	30,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	1
6.4a Total Number of Study Rooms	0
6.4b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$3,000,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$3,000,000	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$500,000	0	\$0
Electrical systems other than alarms	1	\$400,000	0	\$0
Plumbing systems	1	\$400,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$500,000	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$500,000	0	\$0
Asbestos abatement	1		0	\$0
Security measures	1	\$50,000	0	\$0
Energy conservation	1	\$50,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$250,000	0	\$0
Accessibility measures	1	\$250,000	0	\$0

Technology upgrading	1		0	\$0
New building construction (construction of a new facility)	1		0	\$40,000,000
Building additions (adding square feet to existing facility)	1	\$5,000,000	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$12,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$12,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$10,000	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,815,157
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Approximately \$1M has accumulated in the General Fund for future operating costs, and \$3.3M has accumulated in the Special Reserve Fund for current capital expenses and planning for expansion.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,308,082
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$1,970,928

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$86,673
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$47,071
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$133,744

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$6,668
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$6,668

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$6,122
8.14 Other receipts intended to be used for operating expenditures	\$252,893
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$259,015
8.16 Other non-capital receipts placed in reserve funds	\$591,950

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,707,509
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,750,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,696,023
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$419,216
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,115,239

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$158,639
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$106,678
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$93,083
10.3b Please provide an explanation of the other types of material expenditures.	Audio & video physical units, DVDs, videogames, CDs, nontraditional
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$358,400

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$549,590
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,023,229

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$73,418
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	9	9	\$253.48	360.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$45.32	40.00	
Manager - Randall Oaks	Other Type of Librarian	\$27.40	40.00	
Manager - Youth Services	Children's Services	\$27.88	40.00	
Manager - Adult & Teen Services	Adult Services	\$30.83	40.00	
Manager - PATS	Collection Development Acquisitions	\$29.06	40.00	
Librarian	Adult Services	\$23.28	40.00	
Librarian	Young Adult Services	\$24.69	40.00	
Librarian	Other Type of Librarian	\$20.02	40.00	
Manager - Randall Oaks	Other Type of Librarian	\$25.00	40.00	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	9.00
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total					
13.11 Total Group B: FTE Other Librarians (13.10/40)					
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]				9.00	

Group C					
<p>This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.</p>					
13.13 Total hours worked in a typical week by all Group C employees				1,020.00	
13.14 Minimum hourly rate actually paid				\$12.59	
13.15 Maximum hourly rate actually paid				\$25.02	
13.16 Total FTE Group C employees (13.13 / 40)				25.50	

Group D					
<p>This category includes full-time and part-time pages or shelveers.</p>					
13.17 Total hours worked in a typical week by all Group D employees				64.00	
13.18 Minimum hourly rate actually paid				\$9.50	
13.19 Maximum hourly rate actually paid				\$12.81	
13.20 Total FTE Group D employees (13.17 / 40)				1.60	

Group E					
<p>This category includes full-time and part-time building maintenance, security or plant operation employees.</p>					
13.21 Total hours worked in a typical week by all Group E employees				136.00	
13.22 Minimum hourly rate actually paid				\$14.42	
13.23 Maximum hourly rate actually paid				\$28.12	
13.24 Total FTE Group E employees (13.21 / 40)				3.40	
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]				30.50	
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]				39.50	

Librarian Vacancies							
<p>Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.</p>							
Summary	2	2	2	80.00	3	\$20.02	\$20.02
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	2	\$20.02	\$20.02
	Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	1	\$20.02	\$20.02

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,459
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	3,167
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	6,626
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	231,027

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	951	31,626	71	11,275
Young Adult	140	1,194	16	2,530
Other	278	2,612	20	1,432
Total	1,369	35,432	107	15,237
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	"Bring your own Abilities" programming series			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	30,808
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	30,808
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	104,871
17.2 Current Print Serial Subscriptions [PLSC 460]	120
17.3 Total Print Materials (17.1+17.2)	104,991
17.4 E-books Held at end of the fiscal year [PLSC 451]	36,307
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	9,166
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	12,905
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	18,961
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ¹	489

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	21
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	34

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	341,676
18.2 Number of young adult materials loaned	25,373
18.3 Number of children's materials loaned [PLSC 551]	265,398
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	632,447

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	289,387
18.6 Videos/DVDs- Physical	209,883
18.7 Audios (include music)- Physical	24,691
18.8 Magazines/Periodicals- Physical	4,428
18.9 Other Items- Physical	41,548
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	569,937
18.11 Use of Electronic Materials [PLSC 552]	62,510
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	632,447
18.13 Successful Retrieval of Electronic Information [PLSC 554]	69,826
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	132,336
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	702,273
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	35,547
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	28,448

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] ²	14,550
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	662
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	158
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	96
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$857
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	49
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	32,306
21.6 Wireless Sessions Per Year [PLSC 652]	14,905
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	362,987

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$0
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$6,967
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,557.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Brian Lindholm
25.4 Second board member completing the audit	Chris Evans
25.5 Date the Secretary's Audit was completed	07/15/2019

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Lauren A. Rosenthal	07/11/2019
President	Richard Corbett	07/30/2019
Secretary	Nikki Kuhlman	07/30/2019

IPLAR SUBMISSION REMINDERS**Follow these steps for IPLAR submission:**

- 1. Select the "Verify" button located at the top of the screen.**
- 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.**
- 3. Select the "Submit/Lock" button at the top of the page.**

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 17.6b Incorrect reporting last year (0-2019-07-15)

², 19.1 Fewer reference questions this year (0-2019-07-11)

C.5 Approve Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to November 21, 2017

RECOMMENDED **MOTION**: I move to approve the report of the closed session minutes review, open March 19, 2019 executive session minutes, and destruction of all audio recordings made prior to November 21, 2017.

BACKGROUND INFORMATION:

The Open Meetings Act [5 ILCS 120/2.06(c)(d)] sets the requirement that closed session minutes must be reviewed semi-annually to make a determination if the need for confidentiality still exists and gives guidance regarding destruction of the verbatim record of closed session meetings.

The findings of this report must be stated in open session.