

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

AGENDA

January 21, 2020

7:00 PM

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

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call—Secretary Nikki Kuhlman

Public Comment

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

President's Report—President Corbett

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

Director's Report—Director Lauren Rosenthal

- **Staff Recognition**
- **D300 eBook Project Presentation – Assistant Director Heather Zabski**
- **Strategic Plan Update**
- **Department Reports**
- **Dashboard**

A. Consent Agenda

- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from the November 16, 2019 Committee of the Whole Meeting**
 - A.1.b Minutes from the November 19, 2019 Board of Trustees Meeting**
 - A.1.c Check/Voucher Register – AP & Payroll Complete for November 2019 totaling \$268,734.15**
 - A.1.d Check/Voucher Register – AP & Payroll Complete for December 2019 totaling \$270,370.00**
 - A.1.e Monthly Financial Report for November 2019**

- A.1.f Monthly Financial Report for December 2019
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2019
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2019
- A.1.i Revenue Summary – All Funds Combined by Period
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2019
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2019
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2019
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2019
- A.1.n Expenditure Summary – All Funds Combined by Period
- A.1.o Balance Sheet for November 2019
- A.1.p Balance Sheet for December 2019
- A.1.q Ehlers Account Statement for November 2019
- A.1.r Ehlers Account Statement for December 2019
- A.1.s Ordinance 2020-01 Nonresident Cards

B. Unfinished Business - none

C. New Business

- Exhibit C.1 Planning and Budgeting Policy Update
- Exhibit C.2 Minimum Wage Requirement: Update Salary Scale
- Exhibit C.3 Memorandum of Understanding – D300 eBook Project
- Exhibit C.4 Contract for License Plate Renewal
- Exhibit C.5 Contract for Architectural Services
- Exhibit C.6 Contract for Construction Management
- Exhibit C.7 Approve Ejector Pump Repair and Replacement

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

Executive Session 5 ILCS 120/2(c)

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

Adjournment

FY1920 Cash Flow Analysis

FY2021 Cash Flow Analysis

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Future
Beginning Balances (Liquid) - First American & Illinois Funds	2,888,658	2,622,446	2,360,649	2,100,903	1,841,483	1,581,706	3,054,978	2,887,553	2,552,437	3,862,156	3,686,778	3,498,245	3,224,125	3,009,395	2,750,683	2,492,677	2,361,423	2,211,039	
Total Receipts	17,500	17,500	17,500	17,500	17,500	1,800,000	30,342	30,342	1,599,250	80,342	80,342	30,342	30,342	30,342	30,341	30,341	30,341	30,341	1,850,000
(Total Disbursements)	(285,646)	(281,546)	(279,136)	(279,136)	(279,137)	(326,728)	(199,916)	(367,376)	(289,530)	(258,006)	(270,916)	(306,240)	(245,072)	(290,837)	(288,347)	(288,347)	(337,296)	(337,510)	
Net Operating Cash Inflow (Outflow)	(268,146)	(264,046)	(261,636)	(261,636)	(261,637)	1,473,272	(169,574)	(337,034)	1,309,720	(177,664)	(190,574)	(275,898)	(214,730)	(260,495)	(258,006)	(258,006)	(306,955)	1,512,490	
Investment Maturities / Redemptions	240,000			635,000		200,000	240,000			245,000		200,000	215,000			125,000	155,000	200,000	1,543,000
(Investments Purchased / Reinvested)	(240,000)			(635,000)		(200,000)	(240,000)			(245,000)		(200,000)	(215,000)						
Net Investments Redeemed (Purchased)	0			0		0	0			0		0	0			125,000	155,000	200,000	
Projected Ending Balance (Liquid) - First American	1,646,176	1,382,720	1,621,311	1,361,076	1,100,482	1,572,936	1,402,992	1,065,352	1,672,543	1,493,443	1,301,181	1,023,326	1,304,855	1,043,245	1,282,336	1,149,024	996,579	2,708,367	
Investment Balance (Liquid) - Illinois Funds	976,270	977,929	479,592	480,407	481,224	1,482,042	1,484,561	1,487,085	2,189,613	2,193,335	2,197,064	2,200,799	1,704,540	1,707,438	1,210,341	1,212,398	1,214,459	1,216,524	
Total Cash (All Liquid) Balances	2,622,446	2,360,649	2,100,903	1,841,483	1,581,706	3,054,978	2,887,553	2,552,437	3,862,156	3,686,778	3,498,245	3,224,125	3,009,395	2,750,683	2,492,677	2,361,423	2,211,039	3,924,891	
Investment Balance (Illiquid)- Ehlers	4,226,243	4,233,639	4,241,048	4,248,470	4,255,905	4,263,353	4,270,814	4,278,288	4,285,775	4,293,275	4,300,788	4,308,314	4,315,854	4,323,407	4,330,972	4,213,333	4,065,435	3,872,200	
Total Balances	6,848,689	6,594,289	6,341,951	6,089,953	5,837,611	7,318,331	7,158,367	6,830,724	8,147,931	7,980,053	7,799,033	7,532,440	7,325,249	7,074,090	6,823,649	6,574,756	6,276,474	7,797,090	

Cash flow projection based on:

Actual balances thru 11/30/2019

FY2021 Actual Levy plus \$303,417 other revenues

3.3% increase over FY1920 anticipated expenditures

Transfer
\$500K from
Illinois Funds
to First
American

Transfer
\$500K from
Illinois Funds
to First
American

Transfer
\$1M to
Illinois
Funds

Transfer
\$700K to
Illinois
Funds

Transfer
\$500K from
Illinois Funds
to First
American

Transfer
\$500K from
Illinois Funds
to First
American

Assuming successful
referendum, will not
reinvest. Use for building
expenses

Interest rates as of 11/30/2019:

First American 1.64% (must keep \$1M+ to maintain)

Illinois Funds 1.7%

Investment Balance - Ehlers 2.1% Net

NOTE: Per capital replacement schedule,

\$1,343,232

is earmarked for DL repair & replacement

as of FY1920

Director's Report

November 2019

Much of November was spent planning for the Committee of the Whole meeting held 11/16. Minutes are included in your board packet. The Management Team is very eager to proceed with the board's direction thus far. Next the board will review an agreement with the architect and construction manager and we will begin to review properties in January and February.

LIRA (Libraries of Illinois Risk Agency) continues to be a great value for our Library. In November we received our 2019 LIRA rebate in the amount of \$1,882. Last year we received \$1,518 and in 2017 we received \$2,245. The rebate amount varies due to the amount of claims for the insurance pool (not by our Library particularly).

As always, our November All Staff training dealt almost exclusively with staff: open enrollment for health, dental, vision, life, long-term care insurance; IMRF and IMRF voluntary defined benefit savings plans; ICMA-RC 457 and Roth defined contribution plans; Charitable Giving to D300 food pantry, FISH food pantry, Friends of the Library, and Boys & Girls Club of Dundee Township. As always, staff response to this year's training was very positive, as many had their questions answered and next year's options were understood. Representatives from Kane County Teachers Credit Union (KCTCU) and ICMA-RC visited to talk about planning for the future. Leslie DeMarca from the D300 Food Pantry gave a compelling talk about the role their organization plays in the schools and our community. One-third of our staff choose to contribute a portion of their paychecks to these charities, a statistic we're very proud of. And we held our 4th annual Thanksgiving potluck lunch. The Library purchased Honeybaked Ham & Turkey, and staff provided the fixings. I'm glad to have this opportunity to thank staff for the great work they do all year long.

The CCS Governing Board meeting was held the day after the November board meeting, and we discussed the number of fine-free libraries in CCS. It is believed the 26 of 28 libraries in CCS will be fine-free within the year. FRVPLD and Lake Villa will both be fine-free 1/1/2020, for which we've received favorable press coverage.

December 2019

December provided much opportunity for the Library, and for me personally, to demonstrate commitment to serving the local community. I participated in many community outreach events such as Salvation Army bell ringing, Rotary free holiday movie, Rotary / D300 Homeless Student outreach, and the big meal distribution from the Dundee Library on Christmas morning.

We distributed 330 meals the morning of 12/25. Many visitors were regular Library patrons and we saw many new faces as well. Kane County Coroner Rob Russell was very happy with the result, and Carpentersville Rotary has agreed to make this a regular project. Next year we will do more cross-promotion in Library newsletters to get the word out – having more time to plan will definitely be beneficial.

We had a collection bin in the DL lobby to collect needed items for PADS of Elgin in December. Staff and patron generosity netted four large boxes of donations – items specifically requested by PADS including foam bowls, hot chocolate, socks, washcloths, and blankets.

December is also a busy time for updating payroll – new insurance deductions, new charitable giving deductions, new IMRF earning rates. I'm happy to report that thanks to the dedicated efforts of Heather and Sherry the first payroll of 2020 was accurate for all updates.

The January board packet will include an updated cash flow schedule, which I submitted to Brian for review. Brian will present it to the board in January to demonstrate cash needs to date and predict cash requirement in the coming year. The updated schedule also includes interest rates earned in the various accounts. Hopefully this schedule assists board members in understanding how investments are staggered, when tax revenues are received, the regular schedule of expenditures, and total fund balances over time.

Keri and the Account Services department went above and beyond to prepare for FRVPLD becoming fine-free. The only way to clear old overdue fines from patron accounts was to manually delete overdues, one account at a time. Since December is the slowest month in the Library, it was the perfect time for Account Services staff to run reports and clear up the outstanding debt. Now that everyone has a clean slate, we're ready to welcome back lost patrons and lost materials!

Goals for November 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 May and November.
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 May and November.
4. Meeting: Pre-agenda (11/4) **Done**
5. Meeting: MTM (11/5, 11/12, 11/19) **Done**
6. Meeting: Weekly Rotary meetings: (11/6, 11/13, 11/20) **Done**
7. Meeting: LIRA full membership (11/6) **Done**
8. Meeting: Literacy Connection (11/12) **Done**
9. Training: All Staff (11/15) **Done**
10. Meeting: Board Retreat for future facility planning (11/16) **Done**
11. Meeting: Monthly Rotary board (11/19) **Done**
12. Meeting: Library Board (11/19) **Done**
13. Meeting: CCS Governing Board (11/20) **Done**
14. Meeting: former NSLS Directors at Algonquin (11/21) **Done**
15. Task: Draft Levy for FY1920 (11/12) **Done**
16. Task: OpenGov Story for Director's Performance Evaluation goals – May and November reporting (11/12) **Done**
17. Task: Ensure all per-capita grant requirements are met (11/12) **Done**
18. Task: Complete per-capita grant application (11/12) **Done**
19. Task: Plan "fine-free" board discussion (11/12) **Done**
20. Task: Prepare Board packet (11/12) **Done**
21. Task: W2W (11/7) **Done**
22. Task: Payroll (11/5, 11/19) **Done**
23. Task: Plan board retreat (11/16) **Done**
24. Task: Updated cash flow analysis to Brian (12/6) **In process**

Internal meetings with individual staff members not included

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4. Meeting: MTM (12/3, 12/10) **Done**
5. Meeting: Weekly Rotary meetings: (12/4, 12/11) **Done**
6. Meeting: Community Share / D300 ebook (12/3) **Done**
7. Meeting: Rotary Governor’s Dinner (12/3) **Done**
8. Meeting: CCS Budget Committee (12/18) **Done**
9. Meeting: Brian check signing (12/18) **Done**
10. Meeting: former NSLS Directors at Cook Memorial (12/19) **Sick – did not attend**
11. Task: Plan “fine-free” implementation (1/1/2020) **Done**
12. Task: Payroll (12/3, 12/17, 12/30) **Done**
13. Task: Updated cash flow analysis to Brian (12/6) **Done**
14. Task: J. Sabala 6-month evaluation (12/15) **Done**
15. Task: Unique fine collection service termination (12/1) **Done**
16. Task: Coordinate holiday dinner pickup and distribution (12/25) **Done**
17. Task: Finalize license plate renewal information (1/15/20) **In process**
18. Task: Library cards for unaccompanied youth (12/10) **Done**
19. Task: Management Team holiday luncheon (12/17) **Done**
20. Task: Submit Per Capita Grant application to Illinois State Library (12/15) **Done**
21. Task: Holiday cards for staff (12/18) **Done**
22. Task: Finalize salary scale for January pre-agenda meeting (12/27) **Done**
23. Outreach: NKCC “Women in Business” holiday luncheon (12/6) **Done**
24. Outreach: Salvation Army bell ringing – West Dundee Jewel (12/7) **Done**
25. Outreach: Rotary “Unaccompanied Youth” dinner (12/11) **Done**
26. Outreach: Rotary Holiday party (12/18) **Done**
27. Outreach: Holiday dinner pickup at DL (12/25) **Done**

Internal meetings with individual staff members not included

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4. Meeting: Pre-agenda (1/6)
5. Meeting: MTM (1/7, 1/14, 1/21, 1/28)
6. Meeting: Weekly Rotary meetings: (1/8, 1/15, 1/22, 1/29)
7. Training: All Staff (1/17)
8. Meeting: CAFCU (1/20)
9. Meeting: Library Board (1/21)
10. Meeting: CCS Governing Board (1/22)
11. Meeting: NSLS Directors – Glenview (1/23)
12. Meeting: LIRA Executive Committee (1/30)
13. Task: Prepare Board packet (1/15)
14. Task: W2W (1/2, 1/16, 1/30)
15. Task: Payroll (1/3, 1/17, 1/31)
16. Task: Finalize license plate renewal information (1/15)
17. Task: File e-rate form 471 for FY2021 (filing window is 1/15 - 3/25)
18. Task: Potential Library site visits (2/28)
19. Task: Ensure compliance with new 2020 legislation (1/31)
20. Task: staff recognition (1/15)
21. Task: PCI DSS certification (1/31)
22. Task: with MT, construct new Strategic Plan draft (1/31)
23. Training: FOIA (1/31)

Internal meetings with individual staff members not included



Fox River Valley Public Library District
Strategic Plan 2017 – 2020
Goals & Objectives

Highlights of our final 2017-2020 Strategic Plan goals and objectives as of the end of 2019:

GOAL 1: OPTIMIZE MATERIALS, PROGRAMS AND SERVICE

OBJ A: Increase total materials circulations by **1%** each year. Baseline is 569,196 in FY1516.

- Total 528,296 in FY1617 (**7% decrease**)
- Total 527,510 in FY1718 (**0% change year-over-year**)
- Total 632,447 in FY1819 (**19% increase from previous, 11% increase from baseline**)

OBJ B: Increase average program attendance by **5%** each year. Baseline is 19 in FY1516.

- Avg is 19 in FY1617 (**6% increase from previous year**)
- Avg is 23 in FY1718 (**21% increase from previous year**)
- Avg is 27 in FY1819 (**17% increase from previous year, 42% increase from baseline**)

OBJ C: Optimize service to the public by implementing improved services.

- **Greeter position** at DL started 6/1/2018
- **Dedicated staff answering phones** at DL started 6/1/2018
- Successful rollout of **Polaris online catalog** 12/31/2018
- Successful implementation of **self-service payments** via Comprise 10/31/19
- **Cash flow analysis** presented annually. **Cost savings** tabulated monthly.

OBJ D: Optimize service to internal customers.

- All staff receive annual **customer service training**
- All PICs (Person In Charge) receive **safety training** twice per year

GOAL 2: ENRICH LEARNING OPPORTUNITIES FOR ALL AGES

OBJ A: Increase partnerships with D300 and other educational organizations.

- **Invited every D300 student** in our District to participate in SRC
- **Partnered with D300 school library staff** to ensure the range of FRVPLD materials and services are utilized
- **Hosted every D300 2nd grade class** in our District for Library instruction

OBJ B: Offer programs and services for patrons with special needs

- **Expanded collection** to patrons with special needs
- **Offered eight programs** to patrons with special needs
- **Conducted staff training** on working with patrons with special needs

OBJ C: Incorporate Wahoo Woods in programs and services

- **Books, DVDs, and kits** in support of Wahoo Woods began circulating
- **Programs** in support of Wahoo Woods run for adults and children

OBJ D: Increase partnerships with community organizations

- Developed **SRC sponsorship program**
- Conducted **free summer lunches**, utilizing volunteers from community organizations
- Held **20+ programs conducted by community organizations**
- Held **10+ programs at outside organizations**



Fox River Valley Public Library District
Strategic Plan 2017 – 2020
Goals & Objectives

GOAL 3: ENGAGE, LISTEN, AND RESPOND TO OUR DIVERSE POPULATION

OBJ A: Survey our diverse population

- Monthly **customer satisfaction scores** are part of Director's goals.
- District demographics were analyzed and FY1819 budget included **additional funds for language collections: kids Spanish collection** added at RO in 2018
- **District future planning survey** was conducted in English and Spanish

OBJ B: Evaluate fine structure to engage economically disadvantaged and disaffected patrons

- Board voted to **eliminate late fees** for overdue materials effective 1/1/2020

OBJ C: Deliver collections / services / programs that target all demographic segments

- Held 2018 & 2019 **All Staff diversity training**
- Exceeded goal of **20% of DL staff being bilingual Spanish – English (25% as of 12/2019)**.

GOAL 4: EXPAND ACCESS TO TECHNOLOGY

OBJ A: Provide classes that expand patron tech knowledge

- Conducted **10+ new courses** to expand patron tech knowledge
- **Recorded 3 technology courses** for repeat viewing online

OBJ B: Develop non-traditional collections that expand patron access to technology

- Four times as many **laptops, iPads, tablets** became available for checkout. 3 became 12.
- Three times as many **hotspots** became available for checkout. 10 became 30.

OBJ C: Expand library services to deliver expanded access to technology

- Implemented **online map** to identify library service areas
- Acquired **VR equipment** & offered many programs in support of new technology
- Began **online library card registration**

GOAL 5: PROVIDE FACILITIES THAT MEET SERVICE NEEDS

OBJ A: Identify deficiencies of current facilities to meet current needs

- **District future planning survey** was conducted

OBJ B: Correct deficiencies of current facilities to meet current needs

- **Architect and Construction Manager** are engaged in current planning process
- Improved patron access to technology by adding **Corner 68**
- Improved patron experience at DL programs by implementing **built-in projector and speakers**
- Improved staff efficiency by implementing **less distracting workspaces**

OBJ C: Analyze future needs and space requirements for services using a 5-year planning horizon

- Investigating several options for future expansion with goal of **spring 2021 ballot question for construction bonds only**

Fox River Valley Public Library District December 2019 and January 2020 Department Reports

Assistant Director: Heather Zabski

November was an eventful month. We did a biennial review of the Employee Handbook manual and made updates to make sure our policies were in line with new Illinois legislation. Updates on the handbook were presented to staff at the All Staff meeting. I also presented on employee benefits (including health insurance, IMRF retirement, and dental) at the All Staff Meeting, and the reviewed Chapters 11-14 of the Trustee Facts File at the November Board Meeting.

On November 5th, I represented our library at Database Management Committee for CCS. We learned all about the usability testing process that CCS is conducting of the online catalog. The group provided feedback to CCS on their proposed vendor data handling policy and on creating a procedure for hold wrappers to increase patron's confidentiality.

Sherry and I attended IMRF Employer Workshop training in Crystal Lake on November 7, where we learned a lot about how our retirement programs works, including the legalities and troubleshooting techniques.

On November 12, Lauren, Monica and I met with Patricia Williams of Literacy Connection to discuss the Lakewood and Meadowdale Literacy Grant. We had work with the Literacy Connection in the past to help promote library resources at their adult education classes for parents at Lakewood. This year they expanded the program to two locations. Patricia went over what the program's mission is and how the library could contribute. We are proud to participate in this community partnership.

The Winter Reading Committee finalized details of the program in November, deciding on a design for the T-Shirt prize. We have a Yeti theme this year, with lots of challenges for patrons of all ages to complete. Finishers will receive a Winter Reading Champion t-shirt featuring our awesome Yeti logo!

Finally, Keri, Lauren and I worked together to finalize the roll out of going fine free by January 1st. We worked with CCS to do a soft rollout starting on December 15.

December was a quiet month that allowed me to catch up on some long-term projects. I worked on updating the Collection Development statistics by Item Collection and Material Type using Polaris statistics. I hope to finish updating the Collection Management Plan this month using these new statistics.

Additionally, I meet with Adult and Teen Services staff to develop a timeline for a One Book, One Community reading program to be incorporated into the Summer Reading Challenge. We will choose a title of common interest that incorporates with the D300 Summer Reading assignments for students. Reading the chosen book will be one of the SRC tasks to complete, as will be attending a discussion of the book online or in person. The June book club will discuss this title. We are hoping to choose a title in early February, please look for updates!

We had the first meeting of the Programming Committee (comprised of staff from all departments that do programming) in early December. We decided on having a "Go Green" theme for the Spring newsletter. Each quarter programmers will choose a specific topic to highlight. Because of Earth Day and Spring being the traditional time to start gardening, we choose an environmental theme for this quarter. Each department will also have programming that ties into Women's History Month in March.

Keri, Brittany, Jason and I attended training in Geneva on the upcoming Census. The training was more geared toward city departments than libraries, but we went away with some good information to share with staff. During our January All Staff meeting, staff will receive training about the upcoming Census and their role in helping people report. This is the first Census where people are expected to report online, instead of via mail. Public services staff will play a role helping patrons who are not used to navigating computers or the internet.

Randall Oaks: Brittany Berger

9 storytimes and 3 youth programs were conducted at Randall Oaks in November. Total attendance for these programs was 206. In addition, 4 passive programs were available throughout the month. Participation for the youth interactive board, scavenger hunt, coloring pages, and a special Favorite Character Election totaled 731. Volunteers spent a total of 4 hours at RO. In addition to 688 general questions, Randall Oaks staff assisted patrons with 397 reference queries this month



Stats and Programs

2 youth programs were conducted at Randall Oaks in December. Total attendance for these programs was 107. In addition, 5 passive programs were available throughout the month. Participation for the youth interactive board, scavenger hunt, gift tags, and a special Book of the Year Questionnaire totaled 566. Volunteers spent a total of 4 hours at RO. In addition to 574 general questions, Randall Oaks staff assisted patrons with 267 reference queries this month.

Winter Fun

We had a large variety of activities available for patrons to complete for the Winter Reading Challenge. Patrons enjoyed 475 word searches, coloring pages, and trivia games throughout the month. Randall Oaks staff signed up 130 patrons for the Challenge in December.

Randall Oaks put up a Mitten Tree for the first time this year. We received over 50 donations of hats, mittens, scarves, and socks, which were then delivered to the Elgin Crisis Center.



Youth Services: Monica Boyer

In November it is customary to look back on the year and give thanks for all the positive aspects in life. Families had the chance to attend our program Thank-o-Rama and celebrate gratitude with stories and activities. Youth Services Librarians, Heather Ji and Margaux, offered activities designed for all family members to enjoy. Along with paper crafts, participants listened to two titles that have a subject focus on gratitude and friendship. Then, they made a mini cornucopia made from trail mix. Below are pictures of some active FRVPLD patrons enjoying this program.



On, November 14 we hosted our final second grade visit for 2019. In total, the YS team spoke to over 1,000 second graders and teachers. Like mentioned in the October 2019 board report, YS offered new features this year. Library cards were issued to children who live in our district boundaries, automated field trip sign ups for teachers, bilingual presentations were available to all teachers who requested them, and we revitalized the graphics and content of these presentations. YS, Account Services, and the Friends of the Library worked seamlessly to make this endeavor happen. I'm extremely pleased with the way these field trips went. Below are examples of engaged second graders during a visit.



We provided 15 outreach visits to our district. Between elementary schools and childcare agencies, we offered storytimes and activities with themes of friendship and thankfulness. We also used that time to market our winter reading challenge, "Get Yeti to Read."

Our big project for December to February is our winter reading challenge mentioned above. Several departments in the Library have worked cohesively to offer this endeavor. Program finishers will be able to collect a t-shirt with the program's information. This is super exciting as this is our first time offering a winter reading challenge t-shirt as a prize.

December was quite merry in YS! On December 12th, we had 52 participants attend DIY Snow Globes at Randall Oaks. Erin Sikorski, Youth Services Assistant, arranged this interactive craft program for children ages 3 to 6 with a caregiver. Participants used every day household items such as solo cups and cotton balls to create a miniature, snowy scenery. We also held our 2nd annual Family Gingerbread House Workshop. 86 participants enjoyed constructing their house while enjoying hot chocolate and holiday music



At the start of this month, we commenced our 2nd annual all-ages winter reading challenge. 258 kids have signed up for “Get Yeti to Read.” Participants who complete the program are gifted a t-shirt advertising the program and Library. Many are finding the challenges to be fun and rewarding as they are increasing their knowledge regarding the Library and our resources. As I was chatting with a patron, they raved about how they enjoyed learning about our databases such as NovelList and Miss Humblebee’s Academy. One of our challenges encourages kids to enjoy a makeshift yeti cave that is in our department. We’ve seen many little ones and their adults enjoy this area.



Account Services: Keri Carroll

November began as a quiet month in the Account Services department. We continued to show patrons how to use the new Comprise kiosks and were happy to share with patrons that we would be going fine-free at the beginning of January.

I was informed that, in order to eliminate all overdue fines from patron accounts in preparation for the January 1 rollout, staff would have to manually waive them one by one. (Explaining why some libraries opted to only have overdue fines waived going forward.) I enlisted the help of Randall Oaks in addition to Account Services staff to undertake this daunting challenge, though I have no doubt I’ll be reporting on success next month.

I worked my way through the book *Transform and Thrive: Ideas to Invigorate Your Library and Your Community* by Dorothy Stoltz. It provided valuable insight on what libraries of the future need to do to remain relevant within their communities. I was pleased to discover that we're already incorporating a few of the suggestions, such as taking intelligent risks with new technology (such as virtual reality) and getting everyone on the right page; a section titled "Courageous Followers" piqued my interest considering the management team recently read through Ira Chaleff's book of the same name.

As of January 1, FRVPLD is officially fine-free for its patrons and anyone who uses our libraries. As I mentioned in last month's board report, the act of going fine-free was more than initially meets the eye. CCS is unable to waive existing fines from patron accounts, requiring staff to manually access all accounts with overdue fines and waive them. With Account Services and Randall Oaks tasked with this challenge, I'm happy to report that all FRVPLD patron accounts were waived of all overdue fines by the *middle of December*. I initiated this undertaking early for fear of running too close to January and the entire project was wrapped up with over two weeks to spare. I am eternally grateful to both Account Services and Randall Oaks staff for assisting with this huge challenge and completely crushing it.



The library's mitten tree was moved from Youth Services downstairs to near the holds shelf upstairs to increase visibility, a move that also shifted the responsibility to Account Services. All through the month of December, patrons could bring in new mittens, hats, scarves, and socks to hang on the tree; the Randall Oaks location had its first mitten tree as well, doubling the possibility for donations. All donated items would be given to the Elgin Crisis Center and FISH Food Pantry and, I'm happy to report, we were able to fill two large boxes full of the donations from both locations that patrons brought in during December. Going forward, we may need to invest in a bigger tree!

Public Relations & Outreach: Kirstin Finneran

November 2019:

Social Media Planning Meeting was held with staff members who contribute (or will be contributing) to our social media efforts. Our objective is to promote the Fox River Valley Public Library District to our local community with quality, library-related content. This plan will be executed on a six-month basis, and re-evaluated at the end. Data from each platform will be used to measure growth.

Created a new Homeward Bound poster and bookmark to promote the service. Will be looking for more opportunities and groups to promote this to increase usage.

Worked with Sherri (HR) on a graphic to promote the new FRVPLD culture statement.

Finished the Winter 2020 newsletter.

Created materials needed to launch the 2020 Winter Reading Program. Our theme this year is “Get Yeti to Read” and features a Yeti. To promote and execute the program we created six different reading logs, tshirts, a poster, signs, and various social media posts.

Provided materials to announce the new Fine Free policy at FRVPLD. Communication to the public included a press release, email blast, social media posts, signs, and bookmarks. A targeted email blast to those who have had fines waived will be sent after January 1.

Created a new ad for the Northern Kane County Chamber of Commerce Business Directory. Ad and updated copy focused on the new fine free policy.

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Book Sale, Baby Scientists, Tai Chi	11/6/2019	10,211	2078	20.37%	159
Tamales, Radon, Frozen Party	11/20/2019	10,191	2248	22.11%	185

Facebook

Followers: 1680 (10 new followers)

Number of posts: 9

People who saw our posts: 3482

Post likes: 87

Comments: 1

Shares: 10

Clicks/Photo Views/Video Play: 201

Top three posts according to reach:

- 605 saw: Share of OverDrive for Libraries article entitled “Why Libraries are Essential, Now More Than Ever” (Nov. 26)
- 464 saw: We created spell books, painted our roses black and pinned the tail on the Disney princesses. Check out our spooky piñatas! #DisneyVillainsBall #Spooky #FallFun @ Fox River Valley Public Library District (Nov. 6)
- 407 saw Love tamales? Sign up for our Tamales, Tamales, Tamales program December 2nd!! Enjoy a tamale, learn about the 9,000 year old Latinx history of tamales and listen to an interactive story, Too Many Tamales by Gary Soto! <https://www.frvpld.info/tamales-tamales-tamales> (Nov. 25)

December 2019:

Installed a new exhibit in the Ruth Wendt Gallery featuring the brilliant pastels of Elgin resident Jean Johnson Pechtel. Updated signage at the Digital Conversion Station.

Worked with Youth Services Department to send the winter edition of the Welcome Little One eNewsletter.

Generated the promotional items (bookmarks, flyers, social media, sliders, etc.) for ongoing library programs that needed to be updated to coincide with the publication of the winter newsletter.

Press

Fox River Valley Public Library District waives goodbye to overdue fines (Daily Herald, Dec. 5)

Fox Valley Public Library District going fine-free starting Jan. 1 (Courier-News, Dec. 5)

Coroner’s office, Carpentersville Rotary partnering with group to deliver free Christmas meals in northern Kane County (Courier-News, Dec. 11)

Meet Kane County Recycling Coordinator Jennifer Jarlard Dec. 19 in East Dundee (Kane County Connects, Dec. 12)

Libraries across Illinois are waiving late fees to encourage more use of public resources (The Center Square

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
No more overdue fines at Fox River Valley Libraries starting Jan. 1	12/3/2019	10419	2503	24.12%	0
Winter Reading Challenge, No More Overdue Fines, Children's Book Sale	12/4/2019	10378	2197	21.18%	194
FRVPLD Welcome Little One eNewsletter Winter 2020	12/19/2019	63	26	41.27%	2
Recycle, Stocking Stuffers, Holiday Playlists	12/18/2019	10368	2066	19.95%	223

Facebook

Followers: 1696 (26 new followers)

Number of posts: 17

People who saw our posts: 9461

Post likes: 378

Comments: 34

Shares: 28

Clicks/Photo Views: 701

Top three posts according to reach:

- 1347 saw: Beautiful, brilliant pastels have just been hung in our Ruth Wendt Gallery. Artist Jean Johnson Pechtel captures special moments using color and composition. Her work is for sale, and would make a great gift! Visit the Dundee Library to view the display. Here is more information: <https://www.frvpld.info/brilliant-pastels-display-rw-gallery> (Dec. 10)
- 1171 saw: Have you signed up for the Winter Reading Challenge yet? All finishers will receive a limited edition Yeti t-shirt! Sign up in person at any library service desk. (Dec. 6)
- 734 saw: We've got fun, wintry activities for Yetis of all ages! Come to the Dundee Library or Randall Oaks Library to sign up for the Winter Reading Challenge. All finishers earn a special limited edition t-shirt! (Dec. 2)

Adult and Teen Services: Jason Katsion

November and December are typically among the slowest months of the year for libraries, but the Adult & Teen Services department has been busy serving our patrons through programming, outreach, and one-on-one interactions at our public service desk. It has been a noteworthy season for interdepartmental collaboration. Several collaborations with the Youth Services Department resulted in exciting and well-attended programs.

Library Assistant Jasmin Munoz collaborated with Youth Services staff to present a Sugar Skull Decorating program. 34 patrons attended this hands-on craft in celebration of Dia de Los Muertos.

Teen Librarian Danielle Pacini collaborated with Youth Services staff to present the Disney Villains Ball on November 5. 80 people attended the Villains Ball, and they responded enthusiastically: "Great event! Loved the Villain Disney Party. Perfect way for me to spend time with my daughter. Bonus! We met a new friend. [heart heart heart] our library." Another patron left this laudatory comment: "Our family loves to come out & have fun & we always feel welcomed. Staff goes above & beyond expectations. Big thank you to all."

Adult Programs and Outreach Assistant Cari Poweziak collaborated with Youth Services to present the Super Spa Gifts program on December 14. 72 patrons participated, creating cruelty free, plant-based beauty products that can be shared with friends and family.



In Corner 68, our ongoing Artist and Tea program focused on the work of Russian artist Wassily Kandinsky in November. And in anticipation of colder weather, 23 patrons participated in our Make Your Own: Reusable Hand Warmers program.



While winter is the slowest season for library visits, patrons have been utilizing our digital resources. Librarian Sean Plagge reports that 478 courses were viewed in the Library's Lynda.com database, and our investment research database, ValueLine, had its highest usage ever in November with 1,307 hits. Our 3D printers have also been in continuous use. Library Assistant Erica Acevedo processed a range of 3D print requests, utilizing both the Lulzbot and Makerbot machines.

December kicked off the Winter Reading Challenge. Participants in this District-wide program complete an activity sheet, encouraging them to read, utilize Library resources, and attempt other fun activities. These activities include a variety of themed quizzes, word searches, and locating a mischievous yeti that likes to hide at the Library.



Teen Librarian Danielle Pacini utilized our Silhouette Cameo machine in Corner 68 to create decorative paper houses using cardstock. Program attendees then embellished the paper houses with colored pencils and glitter. One of the attendees of the DIY Paper Winter Village program provided this feedback: “Danielle very carefully prepped the activity. She was very attentive & patient. Great job, as always.”

December’s Senior Center Book Discussion was especially memorable. The selected book was *The Gown* by Jennifer Robson. Cari Poweziak arranged for the author to attend the book discussion via Skype. Book Club members loved being able to speak directly with the author and have their questions answered.

The November free movie at the Library was very well attended, with 44 patrons showing up to watch *Toy Story 4*. On December 5, I attended the User Experience Advisory Group meeting at CCS headquarters. The purpose of this Advisory Group is to collect and prioritize feedback from library staff, technical groups, and patrons of CCS libraries. The findings of this usability testing are summarized in a report which the Advisory Group reviews, and then makes recommendations to the CCS Governing Board. At the December meeting, we voted to change the wording of hold statuses and hold notifications. We also voted on multiple proposed changes to the search function within the online catalog.

With Librarian Sean Plagge, I attended the PAS Technical Group Meeting on December 19. This meeting of CCS public services staff centered on a discussion of potential changes to specific subject headings within our shared catalog, and an extensive review of the proposed User Experience Advisory Group recommendations.

Facilities: Michael Lorenzetti

Painting – On a continual basis the facilities team is touching up areas that get scuffed and marked from daily usage. Doors, door framework as well as areas of the walls will see improvement. Currently painting the Administration Conference Room.

Mike Wilson of Building Outfitters installed new room-darkening blinds in Corner 68. Two out of the four were broken and it was decided to replace them all. The fabric will be darker and thicker, this will provide an improved appearance in the evening. The blinds were installed on 12/11.

PATS project update – new desks and cubicles have been ordered for the PATS work area. The installation date was December 9th and before that time the room received a carpet cleaning and given a fresh coat of paint.

Sanitary (Sewage) Ejector Pit Project – On Thursday 12/12 it was discovered by Michael that the floats were topped out and the breaker had tripped. It was reset and water began to evacuate the pit. After 30 seconds it tripped again. Michael contacted our plumbing service (A&T Plumbing) for advice and after testing the electrical circuits (Peters Electric) it was decided to contact sewage pump professionals. Leth Pearson of A&T Plumbing could not perform the work and recommended Illinois Pump, Inc. and they arrived on 12/13 to investigate. It was determined that one pump had ceased operation (it was original) and the other was not performing adequately (possibly clogged), it was replaced in 2009. Illinois Pump was to put together a proposal for the project. During this time, Tessendorf Mechanical Services was contacted as they performed the replacement work in 2009. Proposals were finally received by both parties and an

executive summary was prepared for Director Rosenthal to review. Tessendorf Mechanical was selected for the project and it was completed on 12/26 and 12/27.

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

November Savings: \$5,624.24. The majority of the savings this month was due to the IT Manager's price comparison when determining where to purchase the 32 new computers (-\$4,219.08). I negotiated with one of our print vendors, Baker & Taylor, to lower our annual renewal fee (\$-985).

PATS Office reorganization: I've worked with various managers on the plan for the changes in the furniture/device configuration for our work area. The project is expected to be finished within a week's time. I worked to move staff and their items to the temporary locations (small conference room and the Think Tank) so that work functions could resume while our space is being cleaned, painted, and the cubicles installed.

Staff Core Competencies: All the managers have looked at this spreadsheet, and provided various great suggestions of how this could be revised to be more accurate, and streamlined. I performed various iterations based on their feedback, and the version is now finalized so my yearly goal is completed. This spreadsheet will be filled out by staff in the near future as part of their evaluation. Managers will utilize this to know if there are certain areas where they should provide more training for their team members.

December Savings: \$5,661.10 Of this monthly total, \$4,395 was due to purchasing used office furniture for my department's cubicles/desks since this work area was re-organized. A little over \$300 was saved since we made use of Cyber Monday pricing deals. We saved over \$600 when renewing maintenance for firewall and wifi devices since I gained quotes from two vendors to do price comparisons.

Vendor for Print Materials: A number of months ago in my Board report I cited how I did a pro/con list for staying with our major print vendor (who we've had as long as I've been at the library, over 20 years) or moving to the vendor used for videogames. Based on my research, and talking with other managers at our library, we made the change to the other vendor. In December I attended a CCS group which meets to talk about the acquisitions module in Polaris, overall procedures, as well as material vendors. Our former default print vendor was acquired by another company awhile ago, and since then their customer service faltered in numerous ways. At the meeting numerous staff from other libraries mentioned how they have not received the best seller/new release books on time (the specific street date when that item should be available to the public). We all typically order these best sellers months in advance from when they would be released. Sometimes these libraries received the books days later while others cited their items didn't come until weeks after the street date. Needless to say I was saddened to hear of the other library's difficulties. At the same time I was glad that I took the initiative to perform the research when I saw a downward trend in this company, and we changed to the other provider before all of these more major issues occurred. Our current vendor delivers our books before their street dates so that we can process the items for our patrons to enjoy.

Repurposing: I thought it is worthy to note how focused our library is on recycling. My staff saves a high amount of the boxes which we receive from deliveries (materials, computers, or even the big towers for the new Comprise system). Typically the Youth Services department is wanting them for various programs (such as the movie nights where the kids can decorate the boxes based on the theme of the movie & then sit in them). Other times the boxes are used with crafts, or even to build public displays (such as the Yeti house in YS!).

IT/ Network: John Sabala

Major Planning and preparation for the Windows 10 PC upgrade was done in November. The library has purchased 32 PC's to replace out dated equipment. The old PC equipment will be recycled, repurposed or donated to charity. The Windows 10 Upgrade is needed for staff and patron computing environments. Windows 10 has reached its end of life. This affects our support in the following ways:

- no longer will be able to contact Microsoft for any support issues.
- no longer receive patches or security updates from Microsoft.
- no longer receive updates or be able to purchase current software for Windows 7 Professional.

Windows 10 is the current operating system offered by Microsoft. This software provides consumer and professionals the capability of operating a PC efficiently. With a current OS, our staff will aid patrons on their up-to date software needs. Patrons can fine tune skills needed to be productive in our community.

December update: Implementation of Window 10 upgrades to the Staff and Patron PC nearly complete. Staff are happy that their PC's are updated and running a little bit faster. Patron updates to be done in January.



Additional Virtual Reality software acquired:

Project Cars 2 - A top rated racing game that provides realistic style and skills for racing. Additionally, the environment conditions affect the course and skill of the driver. Acquired at 75% off retail price.



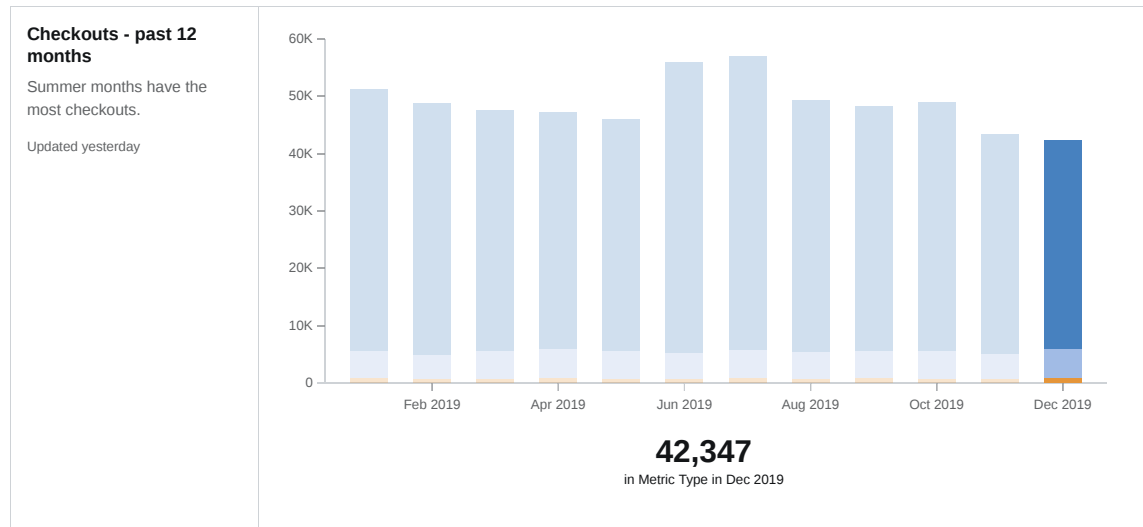
Acron: Attack of the Squirrels – A team building game that pits the Ancient Tree (VR Player) against up to 8 maniacal and fanatical Squirrels (Mobile Device or AI players). The goal of the game requires the squirrels to steal a set of Golden Acorns. Squirrels need to strategize effectively and outwit the Ancient Tree.

How are we doing?

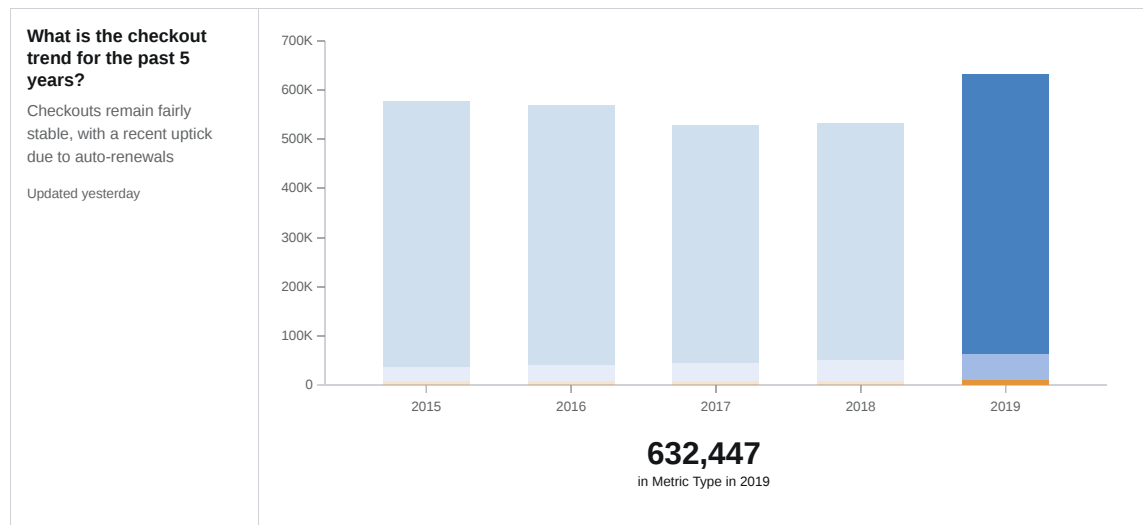
The monthly Dashboard tells our story

Click the graphs to see more details

Checkouts - past 12 months



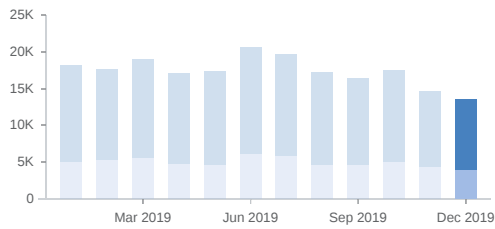
Checkout Trend



Library Visits

How many people visit the library each month?

Summer months are the busiest at both Dundee and Randall Oaks.



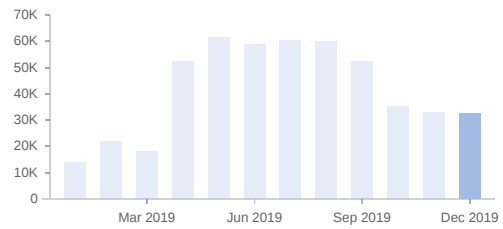
13,557

in Location in Dec 2019

Website Visits

How many people visit the library online?

Website visits have increased greatly.

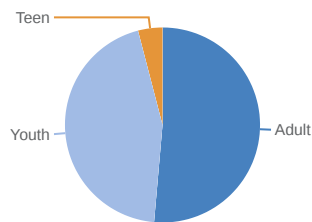


32,849

in Location in Dec 2019

Physical item checkouts

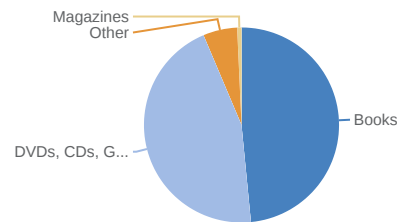
Checkouts by Audience - this fiscal year



181,174

in Department in 2020

Checkouts by Material Type - last fiscal year



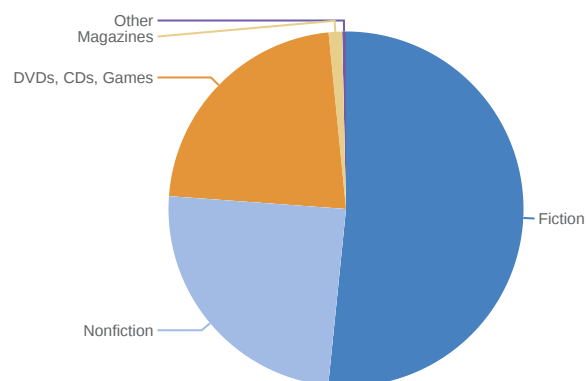
561,920

in Material Type in 2019

How many physical items are owned by our libraries?

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

Updated 9 weeks ago



138,886

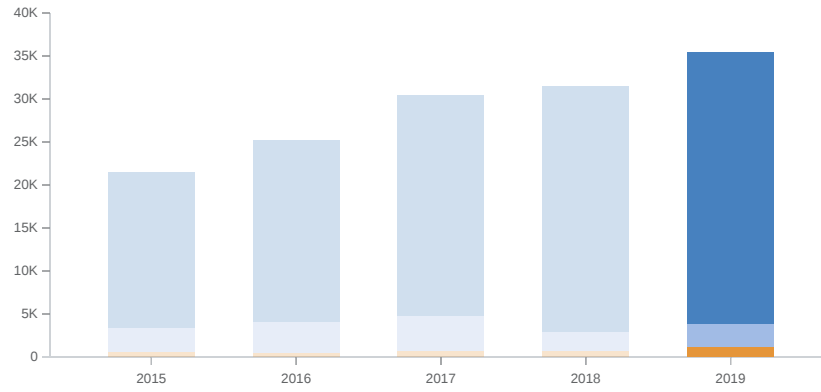
in Material Type in 2020

Program Attendance Trend

How many people have attended programs for the past 5 years?

Attendance at programs has steadily increased.

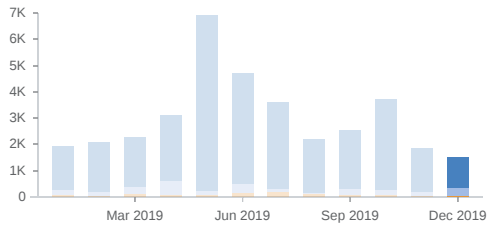
Updated yesterday



35,432
in Metric Type in 2019

How many people attend programs each month?

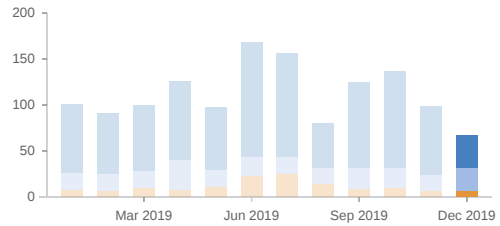
May is the busiest, promoting our Summer Reading Challenge.



1,529
in Metric Type in Dec 2019

How many programs are held each month?

We hold more kids programs than adult or teen.

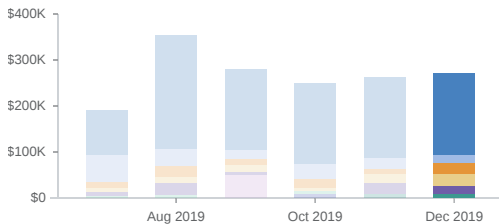


67
in Metric Type in Dec 2019

Monthly Spending- this year

How much does the Library spend each month this FY?

Spending is consistent, with increases in months containing 3 pay periods.

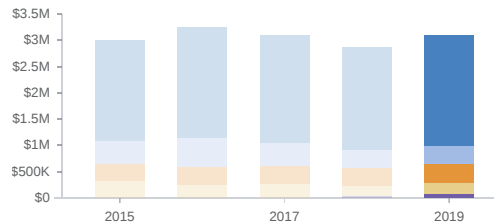


\$271,740.60
in Expenses in Dec 2019

Past years' spending

How much does our Library spend each year?

Click the graphs to drill down into spending for the past 5 years.



\$3,096,648.24
in Expenses in 2019



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A. Consent Agenda

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

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

- A.1.a Minutes from the November 16, 2019 Committee of the Whole Meeting**
- A.1.b Minutes from the November 19, 2019 Board of Trustees Meeting**
- A.1.c Check/Voucher Register – AP & Payroll Complete for November 2019 totaling \$268,734.15**
- A.1.d Check/Voucher Register – AP & Payroll Complete for December 2019 totaling \$270,370.00**
- A.1.e Monthly Financial Report for November 2019**
- A.1.f Monthly Financial Report for December 2019**
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for Nov. 2019**
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for Dec.2019**
- A.1.i Revenue Summary – All Funds Combined by Period**
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2019**
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2019**
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2019**
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2019**
- A.1.n Expenditure Summary – All Funds Combined by Period**
- A.1.o Balance Sheet for November 2019**
- A.1.p Balance Sheet for December 2019**
- A.1.q Ehlers Account Statement for November 2019**
- A.1.r Ehlers Account Statement for December 2019**
- A.1.s Ordinance 2020-01 Nonresident Cards**

A.1.s As a condition of regional library system membership, each public library board of trustees must annually review its nonresident fee policy and take formal action to decide whether to issue nonresident library cards during the next year. Subsequent notification to the regional library system is part of the annual membership certification process.

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

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
Committee of the Whole Meeting
November 16, 2019**

**West Dundee Safety Center
100 Carrington Drive
West Dundee, IL 60118**

MINUTES

The meeting was called to order by President Richard Corbett at 9:01 A.M. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Dave Nutt
	Trustee	Chris Evans

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Joe Huberty, Ian Lamp, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karen Werle

Public Comment

There was no public comment.

President Corbett noted the District is the 7th largest in the state and 313th in square footage per capita, which leaves Fox River Valley Public Library District unable to meet the service and space needs of the District residents. Director Rosenthal introduced Joe Huberty of Engberg Anderson Architects and Ian Lamp of Lamp, Inc.; both previously qualified as Architect and Construction Manager, respectively. Rosenthal reached out to the Village of West Dundee, the Village of Gilberts and the Village of Carpentersville for input.

Survey Results

Commercial Properties

Rosenthal spoke with a commercial realtor in the District about potential sites that could be renovated to meet Library requirements. Three properties were identified as possibilities; the vacant Dominicks in Carpentersville, Huntley Square and the vacant Carson’s building.

Dundee Township Park District

During conversation with Dundee Township Park District, the possibility of leasing land next to the Randall Oaks Recreation Center for an extended term upon which the District could build was discussed. Extending the current agreement FRVPLD has with DTPD to lease space inside the Park District building could be extended on a short term basis but not indefinitely as Library occupancy is not a permanent option.

Referendum Questions

Rosenthal reviewed the referendum question options (limiting rate versus construction) available to FRVPLD. She presented long-term operating revenue and expenditure projections to inform the board about the feasibility of operating two co-equal libraries using the current operating tax rate.

Timetable

Options for placing a referendum question on the ballot were discussed.

There being no further discussion Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Evans, meeting adjourned by unanimous voice vote at 12:02 P.M.

Nikki Kuhlman, Secretary

**Fox River Valley Public Library District
Board of Trustee Meeting
November 19, 2019**

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

MINUTES

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

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Chris Evans
	Trustee	Dave Nutt

Members absent: None

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Michael Lorenzetti, Karin Nelson, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett noted there would not be a Board of Trustees Meeting in December. The next meeting will be January 21, 2020. Secretary Kuhlman and Trustee Nutt commented on their attendance at the recent Illinois Library Association (ILA) Trustee Day in October. Helpful information pertaining to new business on tonight's Agenda was disseminated along with guidelines for effective communication with state legislators. The recent Committee of the Whole meeting to discuss FRVPLD's future presence in the district was productive with agreement on the importance of District-wide notification and variety of citizen input.

Officer Reports

No reports

Liaison Reports

No reports

Director's Report

Performance Goals Dashboard

Director Rosenthal reviewed progress on performance goals for the Director and presented an OpenGov Story entitled "Performance Goals" to monitor the Director's progress on meeting those goals.

Per Capita Grant Requirement – Trustee Facts File Chapters 11-14 and Appendices

The Per Capita Grant awards \$1.25 in funding per capita to help improve and increase library service to patrons. Last year FRVPLD received \$86,672.50 in funding. To be eligible to apply libraries must meet certain requirements. Assistant Director Zabski guided Trustees through chapters on Fundraising, Advocacy, Public Relations and Continuing Education along with helpful appendices found in the "Trustee Facts File."

Per Capita Grant Requirement – Personnel; Director Rosenthal

To meet a second requirement Rosenthal covered Personnel Standards in the “Serving Our Public” and provided a checklist to evidence compliance with Illinois Library standards.

Fine Free Presentation

Rosenthal showed a TED talk addressing the elimination of overdue fines. Rosenthal then discussed how elimination of some fines at FRVPLD could work, noting they make up just 0.55% of revenue and often result in patrons most in need of library service being blocked. Procedures to encourage timely returns were reviewed and FRVPLD is looking at additional value-added services to offset the fine revenue. High-demand items such as wifi hotspots, laptops, American Girl doll and STEAM kits would still incur late fees.

Department Reports and Dashboard

Corbett noted the support FRVPLD has provided to organizations within the District and the relationships that result as great progress toward fulfilling the Library’s strategic plan goals. Reporting on expenditure savings continues to impress.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the October 15, 2019 Budget and Appropriation Hearing
- A.1.b Minutes from the October 15, 2019 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for October 2019 totaling \$275,732.60
- A.1.d Monthly Financial Report for October 2019
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for October 2019
- A.1.k Ordinance 2019-16 Library Holiday Closings for 2019

Corbett inquired if there were any Consent Agenda items Trustees would like removed for further discussion. There being none he called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.K. AS PRESENTED*. Moved by Kuhlman and seconded by Evans, 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

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2019-17 Tax Levy

Corbett called for a motion to *ADOPT ORDINANCE 2019-17 LEVYING TAXES IN THE AMOUNT OF \$3,550,000 FOR FISCAL YEAR 2019-2020*. Moved by Lindholm and seconded by Tennis, Corbett noted there has been no change to numbers previously reviewed 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.2 Purchase of Replacement PCs

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO PURCHASE REPLACEMENT PCS IN AN AMOUNT NOT TO EXCEED \$17,500.00*. Moved by Lindholm and seconded by Evans, Corbett opened the item for discussion. IT Manager John Sabala explained in January 2020 Microsoft will no longer support the Windows 7 Professional operating system on several older computers at FRVPLD that cannot be upgraded. This was anticipated and planned for in the current budget. Bids were solicited and a competitive proposal was selected. Outdated PCs will be repurposed to the fullest extent possible. 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.3 Annual Treasurer’s Report

Corbett called for a motion to *APPROVE THE ANNUAL TREASURER’S REPORT*. Moved by Tennis and seconded by Nutt, item opened for discussion. Treasurer Lindholm noted the report is required by statute and summarizes revenues and expenditures for FY1819. No further discussion occurred; 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.4 Accept Comprehensive Annual Financial Report (CAFR)

Corbett called for a motion to *ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2018-2019*. Moved by Tennis and seconded by Nutt, Corbett noted the CAFR was presented previously and found to be in order. 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 Per Capita Grant Application – Discussion only

Rosenthal noted the application was presented to the Board for any questions, comments, or feedback prior to submission. There was none.

Exhibit C.6 Elimination of Late Fees

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO PHASE-IN THE ELIMINATION OF CERTAIN LATE FEES CHARGED FOR OVERDUE LIBRARY MATERIALS*. Moved by Kuhlman and seconded by Evans, item opened for discussion. Discussion on timely returns vs serving all patrons ensued. Corbett then called for a roll call vote.

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

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Weber and seconded by Evans, meeting adjourned by unanimous voice vote at 9:06 PM.

Nikki Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 11/1/2019 Through 11/30/2019

Vendor Name	Check Number	Effective Date	Check Amount
Ziegler's Ace Hardware	42697	11/19/2019	8.99
Advanced Disposal	42698	11/19/2019	168.00
SYNCB/AMAZON	42699	11/19/2019	1,108.80
AT&T	42700	11/19/2019	328.99
AT & T Mobility	42701	11/19/2019	107.26
AtoZ Databases	42702	11/19/2019	4,429.00
Baker & Taylor	42704	11/19/2019	3,733.26
Bibliotheca, LLC	42705	11/19/2019	1,549.96
BookPage	42706	11/19/2019	348.00
Breakroom Solutions	42707	11/19/2019	232.56
Brodart Co.	42708	11/19/2019	538.98
IPO/DBA Cardunal Office Supply	42709	11/19/2019	89.60
Cooperative Computer Services	42710	11/19/2019	17,372.32
CDS Office Technologies	42711	11/19/2019	376.83
Comcast	42712	11/19/2019	421.58
Comcast	42713	11/19/2019	1,230.00
ComEd	42714	11/19/2019	3,558.26
Comprise Technologies, Inc.	42715	11/19/2019	22,188.50
Demco, Inc.	42716	11/19/2019	220.45
Ehlers Investment Partners, LLC	42717	11/19/2019	679.49
Fox Valley Fire and Safety	42718	11/19/2019	592.60
Garveys Office Products	42719	11/19/2019	1,647.20
Green River Way, Inc.	42720	11/19/2019	644.96
INGRAM Library Services	42723	11/19/2019	12,799.91
KONE, INC	42724	11/19/2019	268.24
Lauterbach & Amen, LLP	42725	11/19/2019	2,000.00
Midwest Tape Exchange, Inc.	42727	11/19/2019	4,762.45
Nicor Gas	42728	11/19/2019	128.70
Paddock Publications, Inc.	42729	11/19/2019	33.35
RAILS	42730	11/19/2019	82.50
Sebert Landscaping Inc.	42731	11/19/2019	525.00
Technology Management Rev Fund	42732	11/19/2019	427.50
Unique Management Services, Inc.	42733	11/19/2019	107.40
Valley Enterprises, Inc.	42734	11/19/2019	390.00
Cardmember Service	42735	11/19/2019	3,434.76
Wellness Insurance Network	42736	11/19/2019	14,715.89
Midwest Tape Exchange, Inc.	42737	11/19/2019	6,825.00
Paylocity Payroll	DD201911-01	11/8/2019	237.80
Paylocity Payroll	DD201911-02	11/22/2019	484.64
Illinois Municipal Retirement	DD201911-03	11/29/2019	17,106.52
	Total 10100 - BANK ACCOUNTS		125,905.25
Report Total			125,905.25

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 11/01/2019 Through 11/30/19

Page 1 Total

125,905.25

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- November 2019	140,326.25
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,728.46
DENTAL INSURANCE	178.62
I.M.R.F	6,179.31
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	10,927.21
MEDICARE/F.I.C.A.	10,589.04
TOTAL PAYROLL EXPENSE	<u>153,756.11</u>
*Minus IMRF Employer Portion Direct Debit	<u>(10,927.21)</u>
	<u>142,828.90</u>

<u>142,828.90</u>	
<u>\$ 268,734.15</u>	Grand Total

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 12/1/2019 Through 12/31/2019

Vendor Name	Check Number	Effective Date	Check Amount
Advanced Disposal	42738	12/18/2019	168.00
American Library Association	42739	12/18/2019	550.00
SYNCB/AMAZON	42740	12/18/2019	1,853.51
Arthur J. Gallagher & Co.	42741	12/18/2019	6,048.00
AT&T	42742	12/18/2019	328.99
AT & T Mobility	42743	12/18/2019	82.09
Baker & Taylor	42744	12/18/2019	1,965.20
Breakroom Solutions	42745	12/18/2019	232.56
Brodart Co.	42746	12/18/2019	403.39
Building Outfitters, Inc.	42747	12/18/2019	2,395.00
IPO/DBA Cardunal Office Supply	42748	12/18/2019	89.60
CDS Office Technologies	42749	12/18/2019	389.03
Comcast	42750	12/18/2019	421.31
Comcast	42751	12/18/2019	1,253.83
ComEd	42752	12/18/2019	2,971.75
Cook County Clerk	42753	12/18/2019	10.00
Dell Marketing L.P.	42754	12/18/2019	17,071.08
Demco, Inc.	42755	12/18/2019	54.78
Ehlers Investment Partners, LLC	42756	12/18/2019	659.09
Elgin Key & Lock Co., Inc.	42757	12/18/2019	202.50
Elgin Sheet Metal Company	42758	12/18/2019	1,458.00
Garveys Office Products	42759	12/18/2019	2,000.73
Green Emerald Chem-Dry	42760	12/18/2019	275.00
Green River Way, Inc.	42761	12/18/2019	806.20
Hagg Press	42762	12/18/2019	4,735.00
Illinois Pump, Inc.	42763	12/18/2019	662.50
INGRAM Library Services	42764	12/18/2019	6,118.92
Kane Co. Clerk	42765	12/18/2019	77.00
KONE, INC	42766	12/18/2019	268.24
Libraries of Illinois Risk Agency	42767	12/18/2019	25,309.00
Libraries First	42768	12/18/2019	500.00
McHenry County Clerk	42769	12/18/2019	0.00
Midwest Tape Exchange, Inc.	42771	12/18/2019	4,870.09
Nicor Gas	42772	12/18/2019	312.44
Paper Roll Products	42773	12/18/2019	366.99
Quality Logo Products, Inc	42774	12/18/2019	519.35
RAILS	42775	12/18/2019	184.50
Rotary Club of Carpentersville - Mornng	42776	12/18/2019	190.00
Shaw Media	42777	12/18/2019	500.00
Showcases	42778	12/18/2019	243.89
Team One Repair, Inc.	42779	12/18/2019	478.80
Technology Management Rev Fund	42780	12/18/2019	427.50
Unique Management Services, Inc.	42781	12/18/2019	98.45
Valley Enterprises, Inc.	42782	12/18/2019	2,055.00
Value Line Publishing LLC	42783	12/18/2019	5,575.00
Villa Park Office Equipment	42784	12/18/2019	3,435.00
Village of East Dundee	42785	12/18/2019	624.91
Cardmember Service	42786	12/18/2019	1,901.41
Wellness Insurance Network	42787	12/18/2019	14,710.00
WhenToWork, Inc.	42788	12/18/2019	440.00
McHenry County Clerk	42789	12/30/2019	10.00
McHenry County Clerk	42790	12/30/2019	10.00
McHenry County Clerk	42791	12/30/2019	10.00
Paylocity Payroll	DD201912-01	12/6/2019	266.85
Paylocity Payroll	DD201912-02	12/20/2019	475.06

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 12/1/2019 Through 12/31/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Illinois Municipal Retirement	DD201912-03	12/30/2019	<u>16,959.48</u>
	Total 10100 - BANK ACCOUNTS		134,025.02
Report Total			<u>134,025.02</u>

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- December 2019	137,973.60
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,728.46
DENTAL INSURANCE	178.62
I.M.R.F	6,130.62
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	10,828.86
MEDICARE/F.I.C.A.	10,409.08
TOTAL PAYROLL EXPENSE	<u>151,173.84</u>

*Minus IMRF Employer Portion Direct Debit	<u>(10,828.86)</u>
	<u>140,344.98</u>

<u>140,344.98</u>	
<u>\$ 270,370.00</u>	Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	28,650.14	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	0.00	21,691.33	48.20%	23,308.67	45,000.00	(51.80)%
43500	IMPACT FEES	0.00	33,941.00	0.00%	(33,941.00)	0.00	0.00%
44010	INT & DIV INCOME	5,082.67	24,360.62	60.90%	15,639.88	40,000.50	(39.10)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	1,335.09	17.80%	6,164.91	7,500.00	(82.20)%
45020	OTHER GRANTS	1,599.12	3,218.24	160.91%	(1,218.24)	2,000.00	60.91%
46020	FINES & FEES	1,777.30	9,846.55	98.46%	153.45	10,000.00	(1.53)%
46030	LOST & DAMAGED	184.64	1,977.83	39.55%	3,022.17	5,000.00	(60.44)%
46400	MISCELLANEOUS INCOME	8.41	349.25	0.00%	(349.25)	0.00	0.00%
46450	REIMBURSEMENTS	0.00	1,330.00	13.30%	8,670.00	10,000.00	(86.70)%
46500	CASH OVER	22.86	122.22	48.88%	127.78	250.00	(51.11)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	7,185.00	35.92%	12,815.00	20,000.00	(64.08)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	1,356.15	6,797.10	30.20%	15,702.90	22,500.00	(69.79)%
46210	FAX REVENUE	229.00	1,276.60	56.73%	973.40	2,250.00	(43.26)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	12.00	103.30	34.43%	196.70	300.00	(65.57)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	82.20	657.35	8.76%	6,842.65	7,500.00	(91.24)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	1.50%	98.50	100.00	(98.50)%
	Total REVENUES	40,441.49	3,364,522.98	98.14%	63,896.02	3,428,419.00	(1.86)%
	Total Revenues	40,441.49	3,364,522.98	98.14%	63,896.02	3,428,419.00	(1.86)%
Expenditures							
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70000	TRANSFER OUT	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,371.81	54,689.32	36.45%	95,310.68	150,000.00	63.54%
52122	REIMBURSED INS	1,437.00	7,185.00	35.92%	12,815.00	20,000.00	64.08%
52123	WORKERS COMP	512.50	2,562.50	42.70%	3,437.50	6,000.00	57.29%
52124	UNEMPLOYMENT INS	0.00	3,379.29	45.05%	4,120.71	7,500.00	54.94%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52160	TUITION REIMB	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	28,250.00	28,250.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	23,250.74	116,096.32	37.57%	192,846.68	308,943.00	62.42%
40	PUBLIC RELATIONS						
52100	SALARIES	4,784.54	23,912.54	38.03%	38,955.46	62,868.00	61.96%
50	IT / NETWORK						
52100	SALARIES	7,107.16	35,354.08	38.42%	56,659.92	92,014.00	61.58%
60	PATS						
52100	SALARIES	8,939.06	45,219.55	37.28%	76,047.45	121,267.00	62.71%
90	FACILITIES						
52100	SALARIES	8,013.16	39,989.33	38.46%	63,962.67	103,952.00	61.53%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,991.64	133,954.73	38.12%	217,442.27	351,397.00	61.88%
20	YOUTH SERVICES						
52100	SALARIES	23,167.16	112,559.97	37.60%	186,800.03	299,360.00	62.40%
70	ACCOUNT SERVICES						
52100	SALARIES	23,418.13	108,054.17	35.62%	195,290.83	303,345.00	64.38%
75	SHELVERS						
52100	SALARIES	2,765.21	14,089.61	37.44%	23,536.39	37,626.00	62.55%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,889.45	59,078.73	37.10%	100,149.27	159,228.00	62.90%
	Total PERSONNEL SERVICES/BENEFITS	153,647.56	756,125.14	36.75%	1,301,624.86	2,057,750.00	63.25%
20	LIBRARY MATERIALS						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	2,019.69	3,117.43	34.63%	5,882.57	9,000.00	65.36%
61500	DATABASES	6,629.25	48,800.11	81.33%	11,199.89	60,000.00	18.67%
61510	EBOOKS	982.93	20,157.62	50.58%	19,692.38	39,850.00	49.42%
61520	DOWNLOADABLE MEDIA	2,061.71	18,966.14	72.94%	7,033.86	26,000.00	27.05%
64100	PROC FEES BOOKS	130.65	1,146.60	28.66%	2,853.40	4,000.00	71.33%
64200	PROC FEES AV	711.50	3,236.55	40.45%	4,763.45	8,000.00	59.54%
64500	ONLINE ORDERING FEE	679.50	679.50	35.76%	1,220.50	1,900.00	64.24%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	5,500.00	5,500.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	416.00	64.00%	234.00	650.00	36.00%
61200	PERIODICALS	0.00	1,877.72	93.88%	122.28	2,000.00	6.11%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61117	BOOKS LEASED	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
61200	PERIODICALS	0.00	3,694.60	67.17%	1,805.40	5,500.00	32.83%
61600	GAMES	2,041.95	8,973.30	59.82%	6,026.70	15,000.00	40.18%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	1,370.99	12,103.02	44.82%	14,896.98	27,000.00	55.17%
61111	BOOKS LARGE TYPE	81.70	1,137.45	37.91%	1,862.55	3,000.00	62.09%
61120	BOOKS NF	859.62	5,436.39	36.24%	9,563.61	15,000.00	63.76%
61130	BOOKS SPANISH	294.84	1,452.39	36.30%	2,547.61	4,000.00	63.69%
61330	AUDIOBOOKS	628.84	3,338.18	47.68%	3,661.82	7,000.00	52.31%
61350	MUSIC	227.35	1,271.64	25.43%	3,728.36	5,000.00	74.57%
61400	DVD	1,574.40	7,162.61	42.13%	9,837.39	17,000.00	57.87%
61700	NONTRADITIONAL MATERIALS	118.38	412.93	8.25%	4,587.07	5,000.00	91.74%
15	TEEN						
61100	BOOKS	64.79	1,715.34	26.38%	4,784.66	6,500.00	73.61%
61130	BOOKS SPANISH	180.59	786.52	26.21%	2,213.48	3,000.00	73.78%
61330	AUDIOBOOKS	162.96	809.80	26.99%	2,190.20	3,000.00	73.01%
20	YOUTH SERVICES						
61100	BOOKS	713.36	7,618.36	14.10%	46,381.64	54,000.00	85.89%
61130	BOOKS SPANISH	0.00	1,319.26	16.49%	6,680.74	8,000.00	83.51%
61330	AUDIOBOOKS	0.00	33.99	2.26%	1,466.01	1,500.00	97.73%
61350	MUSIC	53.20	367.20	36.72%	632.80	1,000.00	63.28%
61400	DVD	666.39	2,135.67	21.35%	7,864.33	10,000.00	78.64%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
61700	NONTRADITIONAL MATERIALS	0.00	353.09	11.76%	2,646.91	3,000.00	88.23%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
61600	GAMES	512.90	2,241.40	44.82%	2,758.60	5,000.00	55.17%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	502.10	5,043.25	50.43%	4,956.75	10,000.00	49.57%
61120	BOOKS NF	288.77	854.22	28.47%	2,145.78	3,000.00	71.53%
61400	DVD	304.37	2,273.73	56.84%	1,726.27	4,000.00	43.16%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
15	TEEN						
61100	BOOKS	22.02	1,167.41	29.18%	2,832.59	4,000.00	70.81%
61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
20	YOUTH SERVICES						
61100	BOOKS	411.11	2,798.74	14.73%	16,201.26	19,000.00	85.27%
61130	BOOKS SPANISH	0.00	458.79	22.93%	1,541.21	2,000.00	77.06%
61400	DVD	372.53	1,077.18	35.90%	1,922.82	3,000.00	64.09%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total LIBRARY MATERIALS	24,668.39	175,989.07	42.92%	234,010.93	410,000.00	57.08%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52130	STAFF DEVELOPMENT	27.31	1,999.21	66.64%	1,000.79	3,000.00	33.36%
70800	POSTAGE	17.99	827.30	27.57%	2,172.70	3,000.00	72.42%
70900	SUPPLIES	1,125.32	4,107.16	29.33%	9,892.84	14,000.00	70.66%
73225	PUBLIC LIABILITY INS	1,807.25	9,036.25	37.65%	14,963.75	24,000.00	62.35%
73230	TRANSPORTATION REIMBURSEMENT	845.41	2,296.58	57.41%	1,703.42	4,000.00	42.59%
73240	BOARD EXPENSES	53.96	803.96	40.19%	1,196.04	2,000.00	59.80%
73241	LEGAL NOTICES FEES	33.35	677.35	33.86%	1,322.65	2,000.00	66.13%
73242	MEMBERSHIPS	0.00	1,815.00	59.02%	1,260.00	3,075.00	40.98%
73245	BACKGROUND CHECK FEES	0.00	36.00	4.50%	764.00	800.00	95.50%
73250	BANK CHARGES	154.82	636.06	16.86%	3,135.94	3,772.00	83.14%
73255	INVESTMENT FEES	679.49	3,335.37	47.64%	3,664.63	7,000.00	52.35%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73258	MATERIALS RECOVERY FEE	107.40	429.60	17.18%	2,070.40	2,500.00	82.82%
73260	LOST & PAID FORWARDING	0.00	140.37	14.03%	859.63	1,000.00	85.96%
73280	COST OF ITEMS SOLD	37.30	91.90	18.38%	408.10	500.00	81.62%
73281	SALES TAX EXPENSE	0.00	0.00	0.00%	50.00	50.00	100.00%
73285	REIMBURSED PURCHASES	0.00	650.00	6.50%	9,350.00	10,000.00	93.50%
73290	HOSPITALITY	0.00	63.53	5.08%	1,186.47	1,250.00	94.92%
73295	MEETING EXPENSE	552.54	1,396.31	46.54%	1,603.69	3,000.00	53.46%
76500	CASH UNDER	3.10	7.67	3.06%	242.33	250.00	96.93%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,180.00	1,180.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	0.00	1,025.00	31.53%	2,225.00	3,250.00	68.46%
73242	MEMBERSHIPS	0.00	730.00	27.34%	1,940.00	2,670.00	72.66%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
30	PUBLIC SERVICE						
70900	SUPPLIES	355.81	986.74	9.46%	9,438.26	10,425.00	90.53%
60	PATS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	220.00	220.00	100.00%
90	FACILITIES						
70900	SUPPLIES	493.08	3,421.50	34.21%	6,578.50	10,000.00	65.78%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	331.24	10,291.26	57.17%	7,708.74	18,000.00	42.83%
73520	PLANT OPERATION	211.49	5,779.88	28.89%	14,220.12	20,000.00	71.10%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	417.89	1,514.49	25.24%	4,485.51	6,000.00	74.76%
73242	MEMBERSHIPS	0.00	0.00	0.00%	750.00	750.00	100.00%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	4,700.00	4,700.00	100.00%
73242	MEMBERSHIPS	0.00	20.00	4.00%	480.00	500.00	96.00%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	0.00	610.00	30.50%	1,390.00	2,000.00	69.50%
73242	MEMBERSHIPS	0.00	151.00	60.40%	99.00	250.00	39.60%
2	Randall Oaks						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73215	COPIER/PRINT EXPENSE	45.59	246.85	12.34%	1,753.15	2,000.00	87.66%
73505	RENT EXPENSE	5,407.50	27,037.50	41.66%	37,852.50	64,890.00	58.33%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	625.60	25.02%	1,874.40	2,500.00	74.98%
73242	MEMBERSHIPS	0.00	151.00	30.20%	349.00	500.00	69.80%
	Total LIBRARY OPERATIONS	12,707.84	80,940.44	33.58%	160,091.56	241,032.00	66.42%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	4,235.00	42.35%	5,765.00	10,000.00	57.65%
70900	SUPPLIES	0.00	3,850.92	46.96%	4,349.08	8,200.00	53.04%
73010	NEWSLETTER	0.00	4,735.00	24.66%	14,465.00	19,200.00	75.34%
73020	OUTSIDE PRINTING	108.50	590.98	19.69%	2,409.02	3,000.00	80.30%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	108.50	13,411.90	33.03%	27,188.10	40,600.00	66.97%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	15.00	2,725.36	17.03%	13,274.64	16,000.00	82.97%
73152	WINTER READING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73155	LICENSING	0.00	1,175.18	69.12%	524.82	1,700.00	30.87%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	242.90	1,254.21	50.16%	1,245.79	2,500.00	49.83%
73150	PERFORMERS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
15	TEEN						
70900	SUPPLIES	0.00	772.02	51.46%	727.98	1,500.00	48.53%
20	YOUTH SERVICES						
70900	SUPPLIES	932.47	4,144.21	31.87%	8,855.79	13,000.00	68.12%
73150	PERFORMERS	0.00	325.00	13.00%	2,175.00	2,500.00	87.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	239.02	23.90%	760.98	1,000.00	76.10%
	Total GENERAL PROGRAMMING	1,190.37	10,635.00	24.34%	33,065.00	43,700.00	75.66%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70900	SUPPLIES	79.89	1,511.56	21.11%	5,648.44	7,160.00	78.89%
73320	CCS SHARED COST	13,483.00	26,966.00	49.84%	27,133.00	54,099.00	50.15%
73330	CONSULTING - COMPUTER SERVICES	0.00	5,977.50	39.85%	9,022.50	15,000.00	60.15%
73340	SOFTWARE	4,922.99	8,258.61	44.64%	10,241.39	18,500.00	55.36%
73350	INTERNET LINES	756.49	3,769.95	27.92%	9,730.05	13,500.00	72.07%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	759.25	25.30%	2,240.75	3,000.00	74.69%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	759.25	25.30%	2,240.75	3,000.00	74.69%
	Total COMPUTER	19,546.07	48,002.12	42.01%	66,256.88	114,259.00	57.99%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	722.44	3,856.85	38.56%	6,143.15	10,000.00	61.43%
73410	LEGAL FEES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73420	AUDIT EXPENSE	0.00	8,375.00	84.81%	1,500.00	9,875.00	15.19%
	Total PROFESSIONAL FEES	722.44	12,231.85	40.94%	17,643.15	29,875.00	59.06%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	1,675.20	16.10%	8,724.80	10,400.00	83.89%
73310	CATALOGING - COMPUTER SERVICE	1,689.07	3,378.14	49.75%	3,411.86	6,790.00	50.25%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,300.00	1,300.00	100.00%
73640	FUEL	40.36	252.74	25.27%	747.26	1,000.00	74.73%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	27,103.64	99.99%	1.36	27,105.00	0.01%
73500	BUILDING REPAIRS AND MAINTENANCE	1,458.00	3,123.48	10.41%	26,876.52	30,000.00	89.59%
73530	EQUIPMENT MAINT	435.00	592.60	29.63%	1,407.40	2,000.00	70.37%
73540	CONTRACTS: BUILDING MAINTENANCE	1,996.20	8,275.74	14.06%	50,554.26	58,830.00	85.93%
2	Randall Oaks						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	73301	COMPUTER MAINT	0.00	18,849.24	99.49%	95.76	18,945.00	0.51%
	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	5,618.63	63,250.78	39.99%	94,919.22	158,170.00	60.01%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	107.26	467.80	13.06%	3,112.20	3,580.00	86.93%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,171.57	5,788.55	44.18%	7,311.45	13,100.00	55.81%
	73610	ELECTRICITY	3,558.26	17,854.36	44.63%	22,145.64	40,000.00	55.36%
	73620	WATER AND SEWER	0.00	1,309.62	26.19%	3,690.38	5,000.00	73.81%
	73630	GAS	128.70	371.65	7.43%	4,628.35	5,000.00	92.57%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	176.31	878.37	39.92%	1,321.63	2,200.00	60.07%
		Total UTILITIES	5,142.10	26,670.35	38.72%	42,209.65	68,880.00	61.28%
70		CAPITAL EXPENSE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73270	FURNITURE & EQUIP	0.00	893.95	7.98%	10,306.05	11,200.00	92.02%
	73300	COMPUTER EQUIPMENT	8,007.50	20,742.06	76.68%	6,307.94	27,050.00	23.32%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	73270	FURNITURE & EQUIP	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
		Total CAPITAL EXPENSE	8,007.50	21,636.01	48.24%	23,213.99	44,850.00	51.76%
		Total Expenditures	231,359.40	1,208,892.66	36.33%	2,118,559.34	3,327,452.00	63.67%
		Net Increase(Decrease) in Fund Balance	(190,917.91)	2,155,630.32	2,134.98%	(2,054,663.32)	100,967.00	2,034.99%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
20 - FICA
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	994.61	109,831.11	99.84%	168.89	110,000.00	(0.15)%
44010	INT & DIV INCOME	108.94	597.23	119.44%	(97.23)	500.00	19.45%
	Total REVENUES	<u>1,103.55</u>	<u>110,428.34</u>	<u>99.94%</u>	<u>71.66</u>	<u>110,500.00</u>	<u>(0.06)%</u>
	Total Revenues	<u>1,103.55</u>	<u>110,428.34</u>	<u>99.94%</u>	<u>71.66</u>	<u>110,500.00</u>	<u>(0.06)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,589.07	57,710.95	41.22%	82,289.05	140,000.00	58.78%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,589.07</u>	<u>57,710.95</u>	<u>41.22%</u>	<u>82,289.05</u>	<u>140,000.00</u>	<u>58.78%</u>
	Total Expenditures	<u>10,589.07</u>	<u>57,710.95</u>	<u>41.22%</u>	<u>82,289.05</u>	<u>140,000.00</u>	<u>58.78%</u>
	Net Increase(Decrease) in Fund Balance	<u>(9,485.52)</u>	<u>52,717.39</u>	<u>(178.70)%</u>	<u>(82,217.39)</u>	<u>(29,500.00)</u>	<u>(278.70)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
30 - IMRF
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	1,085.09	119,817.67	99.84%	182.33	120,000.00	(0.15)%
44010	INT & DIV INCOME	161.47	925.12	185.02%	(425.12)	500.00	85.02%
	Total REVENUES	<u>1,246.56</u>	<u>120,742.79</u>	<u>100.20%</u>	<u>(242.79)</u>	<u>120,500.00</u>	<u>0.20%</u>
	Total Revenues	<u>1,246.56</u>	<u>120,742.79</u>	<u>100.20%</u>	<u>(242.79)</u>	<u>120,500.00</u>	<u>0.20%</u>
	Expenditures						
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	10,927.21	59,384.70	37.11%	100,615.30	160,000.00	62.88%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,927.21</u>	<u>59,384.70</u>	<u>37.12%</u>	<u>100,615.30</u>	<u>160,000.00</u>	<u>62.88%</u>
	Total Expenditures	<u>10,927.21</u>	<u>59,384.70</u>	<u>37.12%</u>	<u>100,615.30</u>	<u>160,000.00</u>	<u>62.88%</u>
	Net Increase(Decrease) in Fund Balance	<u>(9,680.65)</u>	<u>61,358.09</u>	<u>(155.33)%</u>	<u>(100,858.09)</u>	<u>(39,500.00)</u>	<u>(255.34)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	4,925.29	23,890.54	59.72%	16,109.46	40,000.00	(40.27)%
	Total REVENUES	4,925.29	23,890.54	59.73%	16,109.46	40,000.00	(40.27)%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total Revenues	4,925.29	23,890.54	15.09%	134,445.46	158,336.00	(84.91)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	3,151.03	11.67%	23,848.97	27,000.00	88.33%
73340	SOFTWARE	0.00	2,951.93	29.51%	7,048.07	10,000.00	70.48%
	Total COMPUTER	0.00	6,102.96	16.49%	30,897.04	37,000.00	83.51%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	0.00	0.00	0.00%	54,803.00	54,803.00	100.00%
	Total PROFESSIONAL FEES	0.00	0.00	0.00%	54,803.00	54,803.00	100.00%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	24,000.00	24,000.00	100.00%
	Total MAINTENANCE	0.00	0.00	0.00%	24,000.00	24,000.00	100.00%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	9,385.00	9,385.00	11.04%	75,615.00	85,000.00	88.96%
	Total CAPITAL EXPENSE	9,385.00	9,385.00	11.04%	75,615.00	85,000.00	88.96%
	Total Expenditures	9,385.00	15,487.96	7.71%	185,315.04	200,803.00	92.29%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 11/1/2019 Through 11/30/2019

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Net Increase(Decrease) in Fund Balance	<u>(4,459.71)</u>	<u>8,402.58</u>	<u>(19.78)%</u>	<u>(50,869.58)</u>	<u>(42,467.00)</u>	(119.79)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
80 - WORKING CASH
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	227.57	1,058.95	70.59%	441.05	1,500.00	(29.40)%
	Total REVENUES	227.57	1,058.95	70.60%	441.05	1,500.00	(29.40)%
	Total Revenues	227.57	1,058.95	70.60%	441.05	1,500.00	(29.40)%
	Net Increase(Decrease) in Fund Balance	227.57	1,058.95	70.59%	441.05	1,500.00	(29.40)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
90 - DONATION / GIFT
From 11/1/2019 Through 11/30/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	367.70	1,726.32	43.15%	2,273.68	4,000.00	(56.84)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>367.70</u>	<u>1,726.32</u>	<u>19.18%</u>	<u>7,273.68</u>	<u>9,000.00</u>	<u>(80.82)%</u>
	Total Revenues	<u>367.70</u>	<u>1,726.32</u>	<u>19.18%</u>	<u>7,273.68</u>	<u>9,000.00</u>	<u>(80.82)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>367.70</u></u>	<u><u>1,726.32</u></u>	<u><u>19.18%</u></u>	<u><u>7,273.68</u></u>	<u><u>9,000.00</u></u>	<u><u>(80.82)%</u></u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	2,191.83	23,883.16	53.07%	21,116.84	45,000.00	(46.93)%
43500	IMPACT FEES	0.00	33,941.00	0.00%	(33,941.00)	0.00	0.00%
44010	INT & DIV INCOME	4,262.64	28,623.26	71.55%	11,377.24	40,000.50	(28.44)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	1,335.09	17.80%	6,164.91	7,500.00	(82.20)%
45020	OTHER GRANTS	0.00	3,218.24	160.91%	(1,218.24)	2,000.00	60.91%
46020	FINES & FEES	583.48	10,430.03	104.30%	(430.03)	10,000.00	4.30%
46030	LOST & DAMAGED	0.00	1,977.83	39.55%	3,022.17	5,000.00	(60.44)%
46400	MISCELLANEOUS INCOME	0.00	349.25	0.00%	(349.25)	0.00	0.00%
46450	REIMBURSEMENTS	1,882.23	3,212.23	32.12%	6,787.77	10,000.00	(67.88)%
46500	CASH OVER	2.20	124.42	49.76%	125.58	250.00	(50.23)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	8,622.00	43.11%	11,378.00	20,000.00	(56.89)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	1,275.65	8,072.75	35.87%	14,427.25	22,500.00	(64.12)%
46210	FAX REVENUE	154.00	1,430.60	63.58%	819.40	2,250.00	(36.42)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	28.38	131.68	43.89%	168.32	300.00	(56.11)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	178.20	835.55	11.14%	6,664.45	7,500.00	(88.86)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	1.50%	98.50	100.00	(98.50)%
	Total REVENUES	<u>11,995.61</u>	<u>3,376,518.59</u>	<u>98.49%</u>	<u>51,900.41</u>	<u>3,428,419.00</u>	<u>(1.51)%</u>
	Total Revenues	<u>11,995.61</u>	<u>3,376,518.59</u>	<u>98.49%</u>	<u>51,900.41</u>	<u>3,428,419.00</u>	<u>(1.51)%</u>
Expenditures							
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70000	TRANSFER OUT	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,365.92	66,055.24	44.03%	83,944.76	150,000.00	55.96%
52122	REIMBURSED INS	1,437.00	8,622.00	43.11%	11,378.00	20,000.00	56.89%
52123	WORKERS COMP	6,560.50	9,123.00	100.00%	0.00	9,123.00	0.00%
52124	UNEMPLOYMENT INS	0.00	3,379.29	45.05%	4,120.71	7,500.00	54.94%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52160	TUITION REIMB	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	25,127.00	25,127.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	23,245.57	139,341.89	45.10%	169,601.11	308,943.00	54.90%
40	PUBLIC RELATIONS						
52100	SALARIES	4,798.70	28,711.24	45.66%	34,156.76	62,868.00	54.33%
50	IT / NETWORK						
52100	SALARIES	7,062.73	42,416.81	46.09%	49,597.19	92,014.00	53.90%
60	PATS						
52100	SALARIES	8,300.30	53,519.85	44.13%	67,747.15	121,267.00	55.87%
90	FACILITIES						
52100	SALARIES	7,749.43	47,738.76	45.92%	56,213.24	103,952.00	54.08%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,792.90	160,747.63	45.74%	190,649.37	351,397.00	54.25%
20	YOUTH SERVICES						
52100	SALARIES	21,931.53	134,491.50	44.92%	164,868.50	299,360.00	55.07%
70	ACCOUNT SERVICES						
52100	SALARIES	23,291.11	131,345.28	43.29%	171,999.72	303,345.00	56.70%
75	SHELVERS						
52100	SALARIES	2,576.84	16,666.45	44.29%	20,959.55	37,626.00	55.70%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	12,224.49	71,303.22	44.78%	87,924.78	159,228.00	55.22%
	Total PERSONNEL SERVICES/BENEFITS	157,337.02	913,462.16	44.39%	1,144,287.84	2,057,750.00	55.61%
20	LIBRARY MATERIALS						

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.f

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	129.58	3,247.01	36.07%	5,752.99	9,000.00	63.92%
61500	DATABASES	5,575.00	54,375.11	90.62%	5,624.89	60,000.00	9.37%
61510	EBOOKS	890.48	21,048.10	52.81%	18,801.90	39,850.00	47.18%
61520	DOWNLOADABLE MEDIA	2,027.18	20,993.32	80.74%	5,006.68	26,000.00	19.26%
64100	PROC FEES BOOKS	100.75	1,247.35	31.18%	2,752.65	4,000.00	68.82%
64200	PROC FEES AV	536.60	3,773.15	47.16%	4,226.85	8,000.00	52.84%
64500	ONLINE ORDERING FEE	0.00	679.50	35.76%	1,220.50	1,900.00	64.24%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	5,500.00	5,500.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	109.99	525.99	80.92%	124.01	650.00	19.08%
61200	PERIODICALS	0.00	1,877.72	93.88%	122.28	2,000.00	6.11%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61117	BOOKS LEASED	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
61200	PERIODICALS	0.00	3,694.60	67.17%	1,805.40	5,500.00	32.83%
61600	GAMES	180.41	9,153.71	61.02%	5,846.29	15,000.00	38.98%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	902.83	13,005.85	48.16%	13,994.15	27,000.00	51.83%
61111	BOOKS LARGE TYPE	507.56	1,645.01	54.83%	1,354.99	3,000.00	45.17%
61120	BOOKS NF	1,023.08	6,459.47	43.06%	8,540.53	15,000.00	56.94%
61130	BOOKS SPANISH	114.02	1,566.41	39.16%	2,433.59	4,000.00	60.84%
61330	AUDIOBOOKS	409.89	3,748.07	53.54%	3,251.93	7,000.00	46.46%
61350	MUSIC	317.73	1,589.37	31.78%	3,410.63	5,000.00	68.21%
61400	DVD	738.38	7,900.99	46.47%	9,099.01	17,000.00	53.52%
61700	NONTRADITIONAL MATERIALS	0.00	412.93	8.25%	4,587.07	5,000.00	91.74%
15	TEEN						
61100	BOOKS	57.92	1,773.26	27.28%	4,726.74	6,500.00	72.72%
61130	BOOKS SPANISH	333.44	1,119.96	37.33%	1,880.04	3,000.00	62.67%
61330	AUDIOBOOKS	29.99	839.79	27.99%	2,160.21	3,000.00	72.01%
20	YOUTH SERVICES						
61100	BOOKS	885.10	8,503.46	15.74%	45,496.54	54,000.00	84.25%
61130	BOOKS SPANISH	346.01	1,665.27	20.81%	6,334.73	8,000.00	79.18%
61330	AUDIOBOOKS	0.00	33.99	2.26%	1,466.01	1,500.00	97.73%
61350	MUSIC	22.18	389.38	38.93%	610.62	1,000.00	61.06%
61400	DVD	352.24	2,487.91	24.87%	7,512.09	10,000.00	75.12%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.f

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
61700	NONTRADITIONAL MATERIALS	0.00	353.09	11.76%	2,646.91	3,000.00	88.23%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
61600	GAMES	47.49	2,288.89	45.77%	2,711.11	5,000.00	54.22%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	280.80	5,324.05	53.24%	4,675.95	10,000.00	46.76%
61120	BOOKS NF	106.87	961.09	32.03%	2,038.91	3,000.00	67.96%
61400	DVD	394.30	2,668.03	66.70%	1,331.97	4,000.00	33.30%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
15	TEEN						
61100	BOOKS	295.48	1,462.89	36.57%	2,537.11	4,000.00	63.43%
61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
20	YOUTH SERVICES						
61100	BOOKS	366.18	3,164.92	16.65%	15,835.08	19,000.00	83.34%
61130	BOOKS SPANISH	52.65	511.44	25.57%	1,488.56	2,000.00	74.43%
61400	DVD	216.58	1,293.76	43.12%	1,706.24	3,000.00	56.87%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total LIBRARY MATERIALS	17,350.71	193,339.78	47.16%	216,660.22	410,000.00	52.84%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52130	STAFF DEVELOPMENT	117.00	2,116.21	70.54%	883.79	3,000.00	29.46%
70800	POSTAGE	387.99	1,215.29	40.50%	1,784.71	3,000.00	59.49%
70900	SUPPLIES	756.30	4,863.46	34.73%	9,136.54	14,000.00	65.26%
73225	PUBLIC LIABILITY INS	14,461.75	23,498.00	100.00%	0.00	23,498.00	0.00%
73230	TRANSPORTATION REIMBURSEMENT	287.53	2,584.11	64.60%	1,415.89	4,000.00	35.40%
73240	BOARD EXPENSES	0.00	803.96	40.19%	1,196.04	2,000.00	59.80%
73241	LEGAL NOTICES FEES	0.00	677.35	33.86%	1,322.65	2,000.00	66.13%
73242	MEMBERSHIPS	550.00	2,365.00	76.91%	710.00	3,075.00	23.09%
73245	BACKGROUND CHECK FEES	0.00	36.00	4.50%	764.00	800.00	95.50%
73250	BANK CHARGES	173.87	809.93	21.47%	2,962.07	3,772.00	78.53%
73255	INVESTMENT FEES	659.09	3,994.46	53.24%	3,507.54	7,502.00	46.75%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73258	MATERIALS RECOVERY FEE	98.45	528.05	21.12%	1,971.95	2,500.00	78.88%
73260	LOST & PAID FORWARDING	0.00	140.37	14.03%	859.63	1,000.00	85.96%
73280	COST OF ITEMS SOLD	0.00	91.90	18.38%	408.10	500.00	81.62%
73281	SALES TAX EXPENSE	0.00	0.00	0.00%	50.00	50.00	100.00%
73285	REIMBURSED PURCHASES	0.00	650.00	6.50%	9,350.00	10,000.00	93.50%
73290	HOSPITALITY	0.00	63.53	5.08%	1,186.47	1,250.00	94.92%
73295	MEETING EXPENSE	152.25	1,548.56	51.61%	1,451.44	3,000.00	48.38%
76500	CASH UNDER	0.18	7.85	3.14%	242.15	250.00	96.86%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,180.00	1,180.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	0.00	1,025.00	31.53%	2,225.00	3,250.00	68.46%
73242	MEMBERSHIPS	280.00	1,010.00	37.82%	1,660.00	2,670.00	62.17%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	726.98	726.98	18.17%	3,273.02	4,000.00	81.83%
30	PUBLIC SERVICE						
70900	SUPPLIES	944.15	1,930.89	18.52%	8,494.11	10,425.00	81.48%
60	PATS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	220.00	220.00	100.00%
90	FACILITIES						
70900	SUPPLIES	1,102.89	4,524.39	45.24%	5,475.61	10,000.00	54.76%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	330.14	10,621.40	59.00%	7,378.60	18,000.00	40.99%
73520	PLANT OPERATION	275.00	6,054.88	30.27%	13,945.12	20,000.00	69.73%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	23.46	1,537.95	25.63%	4,462.05	6,000.00	74.37%
73242	MEMBERSHIPS	0.00	0.00	0.00%	750.00	750.00	100.00%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	315.24	315.24	6.70%	4,384.76	4,700.00	93.29%
73242	MEMBERSHIPS	198.00	218.00	43.60%	282.00	500.00	56.40%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	0.00	610.00	30.50%	1,390.00	2,000.00	69.50%
73242	MEMBERSHIPS	0.00	151.00	60.40%	99.00	250.00	39.60%
2	Randall Oaks						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73215	COPIER/PRINT EXPENSE	58.89	305.74	15.28%	1,694.26	2,000.00	84.71%
73505	RENT EXPENSE	5,407.50	32,445.00	50.00%	32,445.00	64,890.00	50.00%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	625.60	25.02%	1,874.40	2,500.00	74.98%
73242	MEMBERSHIPS	0.00	151.00	30.20%	349.00	500.00	69.80%
	Total LIBRARY OPERATIONS	27,306.66	108,247.10	44.91%	132,784.90	241,032.00	55.09%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	4,235.00	42.35%	5,765.00	10,000.00	57.65%
70900	SUPPLIES	571.34	4,422.26	53.93%	3,777.74	8,200.00	46.07%
73010	NEWSLETTER	4,735.00	9,470.00	49.32%	9,730.00	19,200.00	50.68%
73020	OUTSIDE PRINTING	0.00	590.98	19.69%	2,409.02	3,000.00	80.30%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	5,306.34	18,718.24	46.10%	21,881.76	40,600.00	53.90%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	0.00	2,725.36	17.03%	13,274.64	16,000.00	82.97%
73152	WINTER READING	563.33	563.33	18.77%	2,436.67	3,000.00	81.22%
73155	LICENSING	500.00	1,675.18	98.54%	24.82	1,700.00	1.46%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	129.92	1,384.13	55.36%	1,115.87	2,500.00	44.63%
73150	PERFORMERS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
15	TEEN						
70900	SUPPLIES	0.00	772.02	51.46%	727.98	1,500.00	48.53%
20	YOUTH SERVICES						
70900	SUPPLIES	710.95	4,855.16	37.34%	8,144.84	13,000.00	62.65%
73150	PERFORMERS	0.00	325.00	13.00%	2,175.00	2,500.00	87.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	239.02	23.90%	760.98	1,000.00	76.10%
	Total GENERAL PROGRAMMING	1,904.20	12,539.20	28.69%	31,160.80	43,700.00	71.31%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70900	SUPPLIES	63.46	1,575.02	21.99%	5,584.98	7,160.00	78.00%
73320	CCS SHARED COST	0.00	26,966.00	49.84%	27,133.00	54,099.00	50.15%
73330	CONSULTING - COMPUTER SERVICES	0.00	5,977.50	39.85%	9,022.50	15,000.00	60.15%
73340	SOFTWARE	605.98	8,864.59	47.91%	9,635.41	18,500.00	52.08%
73350	INTERNET LINES	756.49	4,526.44	33.52%	8,973.56	13,500.00	66.47%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	911.10	30.37%	2,088.90	3,000.00	69.63%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	911.10	30.37%	2,088.90	3,000.00	69.63%
	Total COMPUTER	1,729.63	49,731.75	43.53%	64,527.25	114,259.00	56.47%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	741.91	4,598.76	45.98%	5,401.24	10,000.00	54.01%
73410	LEGAL FEES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73420	AUDIT EXPENSE	560.00	8,935.00	90.48%	940.00	9,875.00	9.52%
	Total PROFESSIONAL FEES	1,301.91	13,533.76	45.30%	16,341.24	29,875.00	54.70%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	2,643.65	4,318.85	41.52%	6,081.15	10,400.00	58.47%
73310	CATALOGING - COMPUTER SERVICE	0.00	3,378.14	49.75%	3,411.86	6,790.00	50.25%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,300.00	1,300.00	100.00%
73640	FUEL	30.37	283.11	28.31%	716.89	1,000.00	71.69%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	27,103.64	99.99%	1.36	27,105.00	0.01%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	3,123.48	10.41%	26,876.52	30,000.00	89.59%
73530	EQUIPMENT MAINT	0.00	592.60	29.63%	1,407.40	2,000.00	70.37%
73540	CONTRACTS: BUILDING MAINTENANCE	3,810.44	12,086.18	20.54%	46,743.82	58,830.00	79.46%
2	Randall Oaks						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.f

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73301	COMPUTER MAINT	0.00	18,849.24	99.49%	95.76	18,945.00	0.51%
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	6,484.46	69,735.24	44.09%	88,434.76	158,170.00	55.91%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	82.09	549.89	15.36%	3,030.11	3,580.00	84.64%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,195.13	6,983.68	53.31%	6,116.32	13,100.00	46.69%
73610	ELECTRICITY	2,971.75	20,826.11	52.06%	19,173.89	40,000.00	47.93%
73620	WATER AND SEWER	624.91	1,934.53	38.69%	3,065.47	5,000.00	61.31%
73630	GAS	312.44	684.09	13.68%	4,315.91	5,000.00	86.32%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	176.31	1,054.68	47.94%	1,145.32	2,200.00	52.06%
	Total UTILITIES	5,362.63	32,032.98	46.51%	36,847.02	68,880.00	53.49%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	893.95	7.98%	10,306.05	11,200.00	92.02%
73300	COMPUTER EQUIPMENT	284.52	21,026.58	77.73%	6,023.42	27,050.00	22.27%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total CAPITAL EXPENSE	284.52	21,920.53	48.88%	22,929.47	44,850.00	51.12%
	Total Expenditures	224,368.08	1,433,260.74	43.07%	1,894,191.26	3,327,452.00	56.93%
	Net Increase(Decrease) in Fund Balance	(212,372.47)	1,943,257.85	1,924.64%	(1,842,290.85)	100,967.00	1,824.65%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
20 - FICA
From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	109,831.11	99.84%	168.89	110,000.00	(0.15)%
44010	INT & DIV INCOME	83.79	681.02	136.20%	(181.02)	500.00	36.20%
	Total REVENUES	<u>83.79</u>	<u>110,512.13</u>	<u>100.01%</u>	<u>(12.13)</u>	<u>110,500.00</u>	<u>0.01%</u>
	Total Revenues	<u>83.79</u>	<u>110,512.13</u>	<u>100.01%</u>	<u>(12.13)</u>	<u>110,500.00</u>	<u>0.01%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,409.08	68,120.03	48.65%	71,879.97	140,000.00	51.34%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,409.08</u>	<u>68,120.03</u>	<u>48.66%</u>	<u>71,879.97</u>	<u>140,000.00</u>	<u>51.34%</u>
	Total Expenditures	<u>10,409.08</u>	<u>68,120.03</u>	<u>48.66%</u>	<u>71,879.97</u>	<u>140,000.00</u>	<u>51.34%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,325.29)</u>	<u>42,392.10</u>	<u>(143.70)%</u>	<u>(71,892.10)</u>	<u>(29,500.00)</u>	<u>(243.70)%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 30 - IMRF
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	119,817.67	99.84%	182.33	120,000.00	(0.15)%
44010	INT & DIV INCOME	129.17	1,054.29	210.85%	(554.29)	500.00	110.86%
	Total REVENUES	<u>129.17</u>	<u>120,871.96</u>	<u>100.31%</u>	<u>(371.96)</u>	<u>120,500.00</u>	<u>0.31%</u>
	Total Revenues	<u>129.17</u>	<u>120,871.96</u>	<u>100.31%</u>	<u>(371.96)</u>	<u>120,500.00</u>	<u>0.31%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	10,828.86	70,213.56	43.88%	89,786.44	160,000.00	56.12%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,828.86</u>	<u>70,213.56</u>	<u>43.88%</u>	<u>89,786.44</u>	<u>160,000.00</u>	<u>56.12%</u>
	Total Expenditures	<u>10,828.86</u>	<u>70,213.56</u>	<u>43.88%</u>	<u>89,786.44</u>	<u>160,000.00</u>	<u>56.12%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,699.69)</u>	<u>50,658.40</u>	<u>(128.24)%</u>	<u>(90,158.40)</u>	<u>(39,500.00)</u>	<u>(228.25)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	3,408.11	27,298.65	68.24%	12,701.35	40,000.00	(31.75)%
	Total REVENUES	3,408.11	27,298.65	68.25%	12,701.35	40,000.00	(31.75)%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total Revenues	3,408.11	27,298.65	17.24%	131,037.35	158,336.00	(82.76)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	17,071.08	20,222.11	74.89%	6,777.89	27,000.00	25.10%
73340	SOFTWARE	0.00	2,951.93	29.51%	7,048.07	10,000.00	70.48%
	Total COMPUTER	17,071.08	23,174.04	62.63%	13,825.96	37,000.00	37.37%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	0.00	0.00	0.00%	54,803.00	54,803.00	100.00%
	Total PROFESSIONAL FEES	0.00	0.00	0.00%	54,803.00	54,803.00	100.00%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	662.50	662.50	2.76%	23,337.50	24,000.00	97.24%
	Total MAINTENANCE	662.50	662.50	2.76%	23,337.50	24,000.00	97.24%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	8,401.00	17,786.00	20.92%	67,214.00	85,000.00	79.08%
	Total CAPITAL EXPENSE	8,401.00	17,786.00	20.92%	67,214.00	85,000.00	79.08%
	Total Expenditures	26,134.58	41,622.54	20.73%	159,180.46	200,803.00	79.27%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 12/1/2019 Through 12/31/2019

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Net Increase(Decrease) in Fund Balance	(22,726.47)	(14,323.89)	33.72%	(28,143.11)	(42,467.00)	(66.27)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 80 - WORKING CASH
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	154.09	1,213.04	80.86%	286.96	1,500.00	(19.13)%
	Total REVENUES	154.09	1,213.04	80.87%	286.96	1,500.00	(19.13)%
	Total Revenues	154.09	1,213.04	80.87%	286.96	1,500.00	(19.13)%
	Net Increase(Decrease) in Fund Balance	154.09	1,213.04	80.86%	286.96	1,500.00	(19.13)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 90 - DONATION / GIFT
 From 12/1/2019 Through 12/31/2019

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	252.01	1,978.33	49.45%	2,021.67	4,000.00	(50.54)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>252.01</u>	<u>1,978.33</u>	<u>21.98%</u>	<u>7,021.67</u>	<u>9,000.00</u>	<u>(78.02)%</u>
	Total Revenues	<u>252.01</u>	<u>1,978.33</u>	<u>21.98%</u>	<u>7,021.67</u>	<u>9,000.00</u>	<u>(78.02)%</u>
	Net Increase(Decrease) in Fund Balance	<u>252.01</u>	<u>1,978.33</u>	<u>21.98%</u>	<u>7,021.67</u>	<u>9,000.00</u>	<u>(78.02)%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920
From 11/1/2019 Through 11/30/2019

Attachment to Exhibit A.1.g

	Month Activity	Year Activity	Percent Budget Used FY1920	Total Budget - FY1920 Working Budget	Budget \$ Remaining FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
Revenues							
43010	TAX LEVY	30,729.84	3,393,306.28	99.84%	3,398,496.00	5,189.72	(0.15)%
43020	PPRT	0.00	21,691.33	48.20%	45,000.00	23,308.67	(51.80)%
43500	IMPACT FEES	0.00	33,941.00	0.00%	0.00	(33,941.00)	0.00%
44010	INT & DIV INCOME	10,873.64	52,558.78	60.76%	86,500.50	33,941.72	(39.24)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	1,335.09	17.80%	7,500.00	6,164.91	(82.20)%
45020	OTHER GRANTS	1,599.12	3,218.24	160.91%	2,000.00	(1,218.24)	60.91%
46020	FINES & FEES	1,777.30	9,846.55	98.46%	10,000.00	153.45	(1.53)%
46030	LOST & DAMAGED	184.64	1,977.83	39.55%	5,000.00	3,022.17	(60.44)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	1,438.35	7,454.45	24.84%	30,000.00	22,545.55	(75.15)%
46210	FAX REVENUE	229.00	1,276.60	42.55%	3,000.00	1,723.40	(57.45)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	12.00	104.80	26.20%	400.00	295.20	(73.80)%
46400	MISCELLANEOUS INCOME	8.41	349.25	0.00%	0.00	(349.25)	0.00%
46450	REIMBURSEMENTS	0.00	1,330.00	13.30%	10,000.00	8,670.00	(86.70)%
46500	CASH OVER	22.86	122.22	48.88%	250.00	127.78	(51.11)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	7,185.00	35.92%	20,000.00	12,815.00	(64.08)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total Revenues	<u>48,312.16</u>	<u>3,622,369.92</u>	<u>97.64%</u>	<u>3,709,919.00</u>	<u>87,549.08</u>	<u>(2.36)%</u>
	Net Increase(Decrease) in Fund Balance	<u>48,312.16</u>	<u>3,622,369.92</u>	<u>97.64%</u>	<u>3,709,919.00</u>	<u>87,549.08</u>	<u>(2.36)%</u>

Fox River Valley Public Library District

Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920

From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.h

	<u>Month Activity</u>	<u>Year Activity</u>	<u>Percent Budget Used FY1920</u>	<u>Total Budget - FY1920 Working Budget</u>	<u>Budget \$ Remaining FY1920</u>	<u>Percent Total Budget Remaining - FY1920 Working Budget</u>
Revenues						
43010	TAX LEVY	0.00	3,393,306.28	99.84%	3,398,496.00	5,189.72 (0.15)%
43020	PPRT	2,191.83	23,883.16	53.07%	45,000.00	21,116.84 (46.93)%
43500	IMPACT FEES	0.00	33,941.00	0.00%	0.00	(33,941.00) 0.00%
44010	INT & DIV INCOME	8,289.81	60,848.59	70.34%	86,500.50	25,651.91 (29.66)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00 0.00%
45011	E-RATE GRANT	0.00	1,335.09	17.80%	7,500.00	6,164.91 (82.20)%
45020	OTHER GRANTS	0.00	3,218.24	160.91%	2,000.00	(1,218.24) 60.91%
46020	FINES & FEES	583.48	10,430.03	104.30%	10,000.00	(430.03) 4.30%
46030	LOST & DAMAGED	0.00	1,977.83	39.55%	5,000.00	3,022.17 (60.44)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00 (100.00)%
46200	PRINT/COPY REVENUE	1,453.85	8,908.30	29.69%	30,000.00	21,091.70 (70.31)%
46210	FAX REVENUE	154.00	1,430.60	47.68%	3,000.00	1,569.40 (52.31)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	28.38	133.18	33.29%	400.00	266.82 (66.70)%
46400	MISCELLANEOUS INCOME	0.00	349.25	0.00%	0.00	(349.25) 0.00%
46450	REIMBURSEMENTS	1,882.23	3,212.23	32.12%	10,000.00	6,787.77 (67.88)%
46500	CASH OVER	2.20	124.42	49.76%	250.00	125.58 (50.23)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	8,622.00	43.11%	20,000.00	11,378.00 (56.89)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00 (100.00)%
	Total Revenues	<u>16,022.78</u>	<u>3,638,392.70</u>	<u>98.07%</u>	<u>3,709,919.00</u>	<u>71,526.30</u> (1.93)%
	Net Increase(Decrease) in Fund Balance	<u>16,022.78</u>	<u>3,638,392.70</u>	<u>98.07%</u>	<u>3,709,919.00</u>	<u>71,526.30</u> (1.93)%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2019 Through 6/30/2020

	7/1/2019 - 7/31/2019	8/1/2019 - 8/31/2019	9/1/2019 - 9/30/2019	10/1/2019 - 10/31/2019	11/1/2019 - 11/30/2019	12/1/2019 - 12/31/2019	1/1/2020 - 1/31/2020	2/1/2020 - 2/29/2020	3/1/2020 - 3/31/2020	4/1/2020 - 4/30/2020	5/1/2020 - 5/31/2020	6/1/2020 - 6/30/2020	Total
Revenues													
TAX LEVY	1,770,107.84	37,062.15	1,014,129.64	541,276.81	30,729.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,393,306.28
PPRT	7,583.34	909.71	0.00	13,198.28	0.00	2,191.83	0.00	0.00	0.00	0.00	0.00	0.00	23,883.16
IMPACT FEES	0.00	0.00	0.00	33,941.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,941.00
INT & DIV INCOME	4,647.47	8,927.78	10,601.21	17,508.68	10,873.64	8,289.81	0.00	0.00	0.00	0.00	0.00	0.00	60,848.59
PER CAPITA GRANT	0.00	0.00	86,672.50	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	1,335.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,335.09
OTHER GRANTS	0.00	0.00	1,599.12	20.00	1,599.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,218.24
FINES & FEES	1,817.30	1,902.02	1,749.02	2,600.91	1,777.30	583.48	0.00	0.00	0.00	0.00	0.00	0.00	10,430.03
LOST & DAMAGED	455.84	323.61	714.72	299.02	184.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,977.83
PRINT/COPY REVENUE	1,588.10	1,652.80	1,442.80	1,332.40	1,438.35	1,453.85	0.00	0.00	0.00	0.00	0.00	0.00	8,908.30
FAX REVENUE	278.00	339.00	180.60	250.00	229.00	154.00	0.00	0.00	0.00	0.00	0.00	0.00	1,430.60
TAXABLE SALES (USB, DVD, EARBUDS)	30.60	23.30	20.00	18.90	12.00	28.38	0.00	0.00	0.00	0.00	0.00	0.00	133.18
MISCELLANEOUS INCOME	115.22	225.62	0.00	0.00	8.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349.25
REIMBURSEMENTS	680.00	0.00	0.00	650.00	0.00	1,882.23	0.00	0.00	0.00	0.00	0.00	0.00	3,212.23
CASH OVER	26.06	2.21	37.43	33.66	22.86	2.20	0.00	0.00	0.00	0.00	0.00	0.00	124.42
RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	1,437.00	1,437.00	1,437.00	1,437.00	1,437.00	0.00	0.00	0.00	0.00	0.00	0.00	8,622.00
Total Revenues	<u>1,788,766.77</u>	<u>52,805.20</u>	<u>1,118,584.04</u>	<u>613,901.75</u>	<u>48,312.16</u>	<u>16,022.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,638,392.70</u>
Net Increase(Decrease) in Fund Balance	<u>1,788,766.77</u>	<u>52,805.20</u>	<u>1,118,584.04</u>	<u>613,901.75</u>	<u>48,312.16</u>	<u>16,022.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,638,392.70</u>

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
From 11/1/2019 Through 11/30/2019

Attachment to Exhibit A.1.j

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	175,163.84	873,220.79	37.00%	2,360,000.00	1,486,779.21	62.99%
	PERSONNEL SERVICES/BENEFITS					
	175,163.84	873,220.79	37.00%	2,360,000.00	1,486,779.21	63.00%
20	Library Materials					
20	24,668.39	175,989.07	42.92%	410,000.00	234,010.93	57.07%
	LIBRARY MATERIALS					
	24,668.39	175,989.07	42.92%	410,000.00	234,010.93	57.08%
50	Operating Expenses					
51	12,707.84	80,940.44	34.62%	233,782.00	152,841.56	65.37%
52	108.50	13,411.90	33.03%	40,600.00	27,188.10	66.96%
53	1,190.37	10,635.00	24.33%	43,700.00	33,065.00	75.66%
54	19,546.07	54,105.08	35.76%	151,259.00	97,153.92	64.23%
55	722.44	12,231.85	13.63%	89,678.00	77,446.15	86.36%
	PROFESSIONAL FEES					
	34,275.22	171,324.27	30.65%	559,019.00	387,694.73	69.35%
	Total Operating Expenses					
60	Building Expenses					
61	5,618.63	63,250.78	34.72%	182,170.00	118,919.22	65.27%
65	5,142.10	26,670.35	38.72%	68,880.00	42,209.65	61.27%
	UTILITIES					
	10,760.73	89,921.13	35.82%	251,050.00	161,128.87	64.18%
	Total Building Expenses					
70	Capital Expense					
70	17,392.50	31,021.01	23.88%	129,850.00	98,828.99	76.11%
	CAPITAL EXPENSE					
	17,392.50	31,021.01	23.89%	129,850.00	98,828.99	76.11%
	Total Capital Expense					
	262,260.68	1,341,476.27	36.16%	3,709,919.00	2,368,442.73	63.84%
	Total Expenditures					
	(262,260.68)	(1,341,476.27)	36.15%	(3,709,919.00)	(2,368,442.73)	63.84%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.k

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	178,574.96	1,051,795.75	44.56%	2,360,000.00	1,308,204.25	55.43%
	PERSONNEL SERVICES/BENEFITS					
	178,574.96	1,051,795.75	44.57%	2,360,000.00	1,308,204.25	55.43%
20	Library Materials					
20	17,350.71	193,339.78	47.15%	410,000.00	216,660.22	52.84%
	LIBRARY MATERIALS					
	17,350.71	193,339.78	47.16%	410,000.00	216,660.22	52.84%
50	Operating Expenses					
51	27,306.66	108,247.10	46.30%	233,782.00	125,534.90	53.69%
52	5,306.34	18,718.24	46.10%	40,600.00	21,881.76	53.89%
53	1,904.20	12,539.20	28.69%	43,700.00	31,160.80	71.30%
54	18,800.71	72,905.79	48.19%	151,259.00	78,353.21	51.80%
55	1,301.91	13,533.76	15.09%	89,678.00	76,144.24	84.90%
	PROFESSIONAL FEES					
	54,619.82	225,944.09	40.42%	559,019.00	333,074.91	59.58%
60	Building Expenses					
61	7,146.96	70,397.74	38.64%	182,170.00	111,772.26	61.35%
65	5,362.63	32,032.98	46.50%	68,880.00	36,847.02	53.49%
	UTILITIES					
	12,509.59	102,430.72	40.80%	251,050.00	148,619.28	59.20%
70	Capital Expense					
70	8,685.52	39,706.53	30.57%	129,850.00	90,143.47	69.42%
	CAPITAL EXPENSE					
	8,685.52	39,706.53	30.58%	129,850.00	90,143.47	69.42%
	Total Capital Expense					
	271,740.60	1,613,216.87	43.48%	3,709,919.00	2,096,702.13	56.52%
	Total Expenditures					
	(271,740.60)	(1,613,216.87)	43.48%	(3,709,919.00)	(2,096,702.13)	56.51%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1920
 From 11/1/2019 Through 11/30/2019

Attachment to Exhibit A.1.I

		Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 Budget \$ Remaining	FY1920 Budget % Remaining
Expenditures							
0	District Wide						
15	Personnel Expenses	86,932.25	445,483.58	36.91%	1,206,794.00	761,310.42	63.08%
20	Library Materials	13,215.23	98,397.67	62.71%	156,900.00	58,502.33	37.28%
50	Operating Expenses	26,382.44	116,643.73	28.43%	410,179.00	293,535.27	71.56%
60	Building Expenses	1,836.69	5,773.88	23.98%	24,070.00	18,296.12	76.01%
70	Capital Expense	17,392.50	31,021.01	25.16%	123,250.00	92,228.99	74.83%
	Total District Wide	<u>145,759.11</u>	<u>697,319.87</u>	<u>36.30%</u>	<u>1,921,193.00</u>	<u>1,223,873.13</u>	<u>63.70%</u>
1	Dundee Library						
15	Personnel Expenses	76,342.14	368,658.48	37.17%	991,728.00	623,069.52	62.82%
20	Library Materials	9,039.36	60,121.74	30.59%	196,500.00	136,378.26	69.40%
50	Operating Expenses	2,287.84	25,621.32	33.18%	77,200.00	51,578.68	66.81%
60	Building Expenses	8,747.73	64,419.64	31.41%	205,035.00	140,615.36	68.58%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	<u>96,417.07</u>	<u>518,821.18</u>	<u>35.13%</u>	<u>1,477,063.00</u>	<u>958,241.82</u>	<u>64.87%</u>
2	Randall Oaks						
15	Personnel Expenses	11,889.45	59,078.73	37.10%	159,228.00	100,149.27	62.89%
20	Library Materials	2,413.80	17,469.66	30.86%	56,600.00	39,130.34	69.13%
50	Operating Expenses	5,604.94	29,059.22	39.32%	73,890.00	44,830.78	60.67%
60	Building Expenses	176.31	19,727.61	89.89%	21,945.00	2,217.39	10.10%
	Total Randall Oaks	<u>20,084.50</u>	<u>125,335.22</u>	<u>40.21%</u>	<u>311,663.00</u>	<u>186,327.78</u>	<u>59.79%</u>
	Total Expenditures	<u>262,260.68</u>	<u>1,341,476.27</u>	<u>36.16%</u>	<u>3,709,919.00</u>	<u>2,368,442.73</u>	<u>63.84%</u>
	Net Increase(Decrease) in Fund Balance	<u>(262,260.68)</u>	<u>(1,341,476.27)</u>	<u>36.15%</u>	<u>(3,709,919.00)</u>	<u>(2,368,442.73)</u>	<u>63.84%</u>

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1920
From 12/1/2019 Through 12/31/2019

Attachment to Exhibit A.1.m

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1920 Percent Used</u>	<u>Total Budget - FY1920 Working Budget</u>	<u>FY1920 Budget \$ Remaining</u>	<u>FY1920 Budget % Remaining</u>
	Expenditures						
0	District Wide						
15	Personnel Expenses	91,758.09	537,241.67	44.51%	1,206,794.00	669,552.33	55.48%
20	Library Materials	9,369.58	107,767.25	68.68%	156,900.00	49,132.75	31.31%
50	Operating Expenses	46,867.02	163,510.75	39.86%	410,179.00	246,668.25	60.13%
60	Building Expenses	2,756.11	8,529.99	35.43%	24,070.00	15,540.01	64.56%
70	Capital Expense	8,685.52	39,706.53	32.21%	123,250.00	83,543.47	67.78%
	Total District Wide	<u>159,436.32</u>	<u>856,756.19</u>	<u>44.60%</u>	<u>1,921,193.00</u>	<u>1,064,436.81</u>	<u>55.40%</u>
1	Dundee Library						
15	Personnel Expenses	74,592.38	443,250.86	44.69%	991,728.00	548,477.14	55.30%
20	Library Materials	6,220.78	66,342.52	33.76%	196,500.00	130,157.48	66.23%
50	Operating Expenses	2,134.56	27,755.88	35.95%	77,200.00	49,444.12	64.04%
60	Building Expenses	9,577.17	73,996.81	36.08%	205,035.00	131,038.19	63.91%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	<u>92,524.89</u>	<u>611,346.07</u>	<u>41.39%</u>	<u>1,477,063.00</u>	<u>865,716.93</u>	<u>58.61%</u>
2	Randall Oaks						
15	Personnel Expenses	12,224.49	71,303.22	44.78%	159,228.00	87,924.78	55.21%
20	Library Materials	1,760.35	19,230.01	33.97%	56,600.00	37,369.99	66.02%
50	Operating Expenses	5,618.24	34,677.46	46.93%	73,890.00	39,212.54	53.06%
60	Building Expenses	176.31	19,903.92	90.69%	21,945.00	2,041.08	9.30%
	Total Randall Oaks	<u>19,779.39</u>	<u>145,114.61</u>	<u>46.56%</u>	<u>311,663.00</u>	<u>166,548.39</u>	<u>53.44%</u>
	Total Expenditures	<u>271,740.60</u>	<u>1,613,216.87</u>	<u>43.48%</u>	<u>3,709,919.00</u>	<u>2,096,702.13</u>	<u>56.52%</u>
	Net Increase(Decrease) in Fund Balance	<u>(271,740.60)</u>	<u>(1,613,216.87)</u>	<u>43.48%</u>	<u>(3,709,919.00)</u>	<u>(2,096,702.13)</u>	<u>56.51%</u>

Fox River Valley Public Library District
Balance Sheet
As of 11/30/2019

Attachment to Exhibit A.1 o

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	2,637,838.15
20	FICA	73,739.53
30	IMRF	113,675.79
70	CAPITAL PROJECTS/SPECIAL RESERVE	324,467.39
80	WORKING CASH	338.92
90	DONATION / GIFT	6,309.31
	Total Checking Accounts	3,156,369.09
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	260.00
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	174.00
	Total Other Cash	434.00
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	786,598.47
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,029,022.15
80	WORKING CASH	153,562.99
90	DONATION / GIFT	241,956.70
	Total Investments	4,211,140.31
	Total Cash and Investments	7,367,943.40
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	10,815.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	2,319.75
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	22,614.78
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	36.60
	Total Other Assets	35,786.13
	Total Assets	7,403,729.53
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	13,620.04
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	40.36
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	17.99
22056	CREDIT CARD PAYABLE WERLE	
10	GENERAL/CORPORATE	312.11
22076	CREDIT CARD PAYABLE CORTES	
10	GENERAL/CORPORATE	292.26
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	29.79
22082	CREDIT CARD PAYABLE CARAPIA	
10	GENERAL/CORPORATE	131.67
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	15.00
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	74.99
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	1,437.00
	Total Liabilities	15,971.21

Fox River Valley Public Library District
Balance Sheet
As of 11/30/2019

Attachment to Exhibit A.1 o

		<u>Current Year</u>
	Fund Balance	
10	GENERAL/CORPORATE	3,444,685.54
20	FICA	73,739.53
30	IMRF	113,675.79
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,353,489.54
80	WORKING CASH	153,901.91
90	DONATION / GIFT	<u>248,266.01</u>
	Total Fund Balance	<u>7,387,758.32</u>
	Total Liabilities and Fund Balance	<u><u>7,403,729.53</u></u>

Fox River Valley Public Library District

Balance Sheet
As of 12/31/2019

Attachment to Exhibit A.1.p

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	2,419,033.55
20	FICA	63,414.24
30	IMRF	102,976.10
70	CAPITAL PROJECTS/SPECIAL RESERVE	301,272.49
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,318.53</u>
	Total Checking Accounts	2,893,353.83
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	787,387.77
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,032,061.58
80	WORKING CASH	153,717.08
90	DONATION / GIFT	<u>242,199.49</u>
	Total Investments	<u>4,215,365.92</u>
	Total Cash and Investments	7,109,153.75
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	19,697.12
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>52.99</u>
	Total Other Assets	<u>37,812.11</u>
	Total Assets	<u><u>7,146,965.86</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	9,589.32
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,571.00
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	30.37
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	387.99
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	90.00
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	338.98
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	22.00
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	40.84
22082	CREDIT CARD PAYABLE CARAPIA	
10	GENERAL/CORPORATE	14.85
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	198.00
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	95.98
22086	CREDIT CARD PAYABLE MORRONE	

Fox River Valley Public Library District

Balance Sheet
As of 12/31/2019

Attachment to Exhibit A.1.p

		<u>Current Year</u>
10	GENERAL/CORPORATE	50.03
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	<u>1,496.00</u>
	Total Liabilities	14,925.36
	Fund Balance	
10	GENERAL/CORPORATE	3,232,313.07
20	FICA	63,414.24
30	IMRF	102,976.10
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,330,763.07
80	WORKING CASH	154,056.00
90	DONATION / GIFT	<u>248,518.02</u>
	Total Fund Balance	<u>7,132,040.50</u>
	Total Liabilities and Fund Balance	<u><u>7,146,965.86</u></u>

clearwater

clearwater

Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
11/30/2019

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	11/30/2019	---	0.00	0.000	---	CCYUSD	187,000.00
Receivable	---	11/30/2019	---	0.00	0.000	---	CCYUSD	325.48
MMDA12	---	11/30/2019	---	0.00	0.000	---	MMDA12	10,787.27
First Commercial Bank, Inc.	07/14/2017	01/31/2020	---	240,000.00	1.650	1.669	BBG00H3PC072	240,033.60
Belmont Bank & Trust Company	09/27/2017	04/13/2020	---	245,000.00	1.700	1.690	BBG00HTMCM73	245,090.65
Medallion Bank	10/20/2017	04/20/2020	---	145,000.00	1.750	1.766	BBG00HW3T669	145,084.10
United Prairie Bank Inc	10/25/2017	04/24/2020	---	245,000.00	1.750	1.752	BBG00HYJ4Z3	245,144.55
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYG0	201,392.00
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,391.20
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	245,761.95
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,708.00
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZCZG8	217,094.10
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	126,433.75
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	157,703.20
Bar Harbor Bankshares	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	204,232.00
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	138,051.00
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPN4	97,217.28
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	150,904.50
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	172,206.72
JPMorgan Chase Bank, National Association	03/18/2019	03/15/2022	03/15/2020	108,000.00	2.750	2.763	BBG00NGL5DP4	108,349.92
Merriack Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	110,245.32
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,236.90
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	200,544.00
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	84,487.06
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	154,336.50
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	114,751.60
---	---	05/24/2021	---	3,998,000.00	2.273	2.286	---	4,230,512.65

clearwater

clearwater

**Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
12/31/2019**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	12/31/2019	---	0.00	0.000	---	MMDA12	7,080.38
First Commercial Bank, Inc.	07/14/2017	01/31/2020	---	240,000.00	1.650	1.669	BBG00H3PC072	240,007.20
Belmont Bank & Trust Company	09/27/2017	04/13/2020	---	245,000.00	1.700	1.690	BBG00HTMCM73	245,029.40
Medallion Bank	10/20/2017	04/20/2020	---	145,000.00	1.750	1.766	BBG00HW3T669	145,040.60
United Prairie Bank Inc	10/25/2017	04/24/2020	---	245,000.00	1.750	1.752	BBG00HYJ4Z3	245,071.05
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYG0	201,130.00
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,254.40
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	245,561.05
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,350.00
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZG8	216,782.35
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	126,260.00
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	157,441.25
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	203,884.00
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	137,825.55
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPN4	97,168.78
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	150,825.00
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	94,894.55
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	172,015.20
JPMorgan Chase Bank, National Association	03/18/2019	03/15/2022	03/15/2020	108,000.00	2.750	2.763	BBG00NGL5DP4	108,230.04
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	110,152.44
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,211.60
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	200,532.00
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	100,088.00
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	84,376.36
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	154,137.00
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	114,534.25
---	---	06/11/2021	---	4,193,000.00	2.249	2.261	---	4,230,882.45

ORDINANCE 2020-01

AN ORDINANCE ADOPTING A POLICY FOR NONRESIDENT CARDS

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

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

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

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

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

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

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

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

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

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

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

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

Section 2. This Ordinance is effective immediately.

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on this 21st day of January 2020, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

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

ATTEST:

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

C.1 Planning and Budgeting Policy Update

RECOMMENDED ACTION: I move to approve the updated Planning and Budgeting Policy as presented.

BACKGROUND INFORMATION:

Our current salary scale lowest pay grade is \$9.50. As of July 1, 2020, the minimum wage in Illinois will be \$10.00 per hour with \$1 per hour increases every year until July 1, 2025 when the minimum wage in Illinois will be \$15.00.

Board policy has been to review and update the salary scale every three years, using market benchmarking. With the change in minimum wage, we'd like to update the scale every year for the next six years so the minimum aligns with Illinois law, and all pay grades are analyzed both to prevent compression between the lowest and highest grades & to ensure FRVPLD remains competitive in the labor marketplace.

A tweak to board policy is in order. We recommend updating the policy as described below in red:

02.37.05 Planning and Budgeting General 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 **at least** every three years.
- G) FRVPLD will fully fund annual obligations for all employee pension plans pursuant to IMRF actuarial requirements.

C.2 Minimum Wage Requirement – Update Salary Scale

RECOMMENDED ACTION: I move to approve the updated salary scale as presented.

BACKGROUND INFORMATION:

Our current salary scale lowest pay grade is \$9.50. As of July 1, 2020, the minimum wage in Illinois will be \$10.00 per hour with \$1 per hour increases every year until July 1, 2025 when the minimum wage in Illinois will be \$15.00.

Attached are copies of the board approved FY1920 salary scale, and the recommended FY2021 update. A summary of the changes from the bottom up:

- 2-NE minimum hourly rate is the Illinois minimum wage, which becomes \$10.00 on 7/1/2020
- 3-NE has a slight increase
- 4-NE increased because we're going to combine 4-NE and 5-NE in the coming years
- 6-NE increased due to market benchmarking. Identical positions in surrounding libraries pay \$16 per hour for starting Assistants, who conduct library programs and require specialized instructional and presentation skills.
- 7-NE Specialist / Supervisor increased due to market benchmarking. Similar positions in surrounding libraries pay at least \$20 per hour for specialized HR, Administrative, and Accounting skills.
- 8-NE increased due to market benchmarking and Illinois State Standards. When we reviewed the Per Capita Grant requirement of Illinois State Standards "Personnel," the standard starting salary for an entry-level Librarian should equal the starting salary for a teacher with a master's degree in the local school district, adjusted to reflect as 12-month work year. The FY1819 starting salary for a teacher with a master's degree in D300 was \$51,398 so this salary scale is less than the state standard recommends. Identical positions in surrounding libraries pay at least \$24 per hour for MLIS positions.
- 9-NE is not used but increased slightly
- 10-E increased due to market benchmarking. New support services managers earn over \$58,000 on average.
- 11-E increased due to market benchmarking. New public services managers earn \$61,000 on average.
- 12-E increased due to market benchmarking. New Assistant Directors earn \$83,200 on average.
- 13-E is not used but increased proportionally

The FY2021 percentage increases for each pay grade are not uniform. Ultimately the minimum wage will increase 60% but the highest pay grade is anticipated to only increase 20% by FY2526. We'll be looking at rates every year to ensure changes keep pay grades competitive.

Actual impact of updated salary scale won't affect many current staff. Past practice has been to hire at a low starting salary, and provide a 12.5% increase after one year of service. The updated salary scale will

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

coincide with the elimination of this practice and all staff will receive annual raises solely based on merit.

FY1920 Salary budget is \$1,840,000, and total projected FY2021 Salary budget is \$1,900,000, or a 3.3% budgeted increase. Merit raise pool will be 3% for existing staff who are not affected by the scale increases.

FY1920 Salary Scale

Grade	Postions Included	Salary Range	
		Bottom	Top
20-E	Library Director		
Salaried			
13-E	Deputy Director	\$70,594	\$105,892
Salaried			
12-E	Assistant Director	\$64,688	\$97,033
Salaried			
11-E	Manager II	\$57,000	\$85,501
Salaried			
10-E	Manager I	\$52,000	\$77,999
Salaried			
9-NE	Librarian II	\$49,919.57	\$74,879.35
Hourly		\$24.00	\$36.00
8 - NE	Librarian I	\$41,641.25	\$62,461.87
Hourly		\$20.02	\$30.03
7 - NE	Specialist / Supervisor	\$37,023.69	\$55,535.53
Hourly		\$17.80	\$26.70
6 - NE	Library Assistant	\$30,471.74	\$45,707.62
Hourly		\$14.65	\$21.97
5 - NE	Maintenance	\$27,039.85	\$40,559.77
Hourly		\$13.00	\$19.50
4 -NE	Clerk / Monitor	\$26,187.07	\$39,280.60
Hourly		\$12.59	\$18.88
3 - NE	Custodian	\$24,273.58	\$36,410.37
Hourly		\$11.67	\$17.50
2 - NE	Shelver	\$19,760.00	\$29,640.00
Hourly		\$9.50	\$14.25

FY2021 Salary Scale

Grade	Positions Included	Salary Range	
		Bottom	Top
20-E	Library Director		
Salaried			
13-E	Deputy Director	\$77,165	\$108,031
Salaried			
12-E	Assistant Director	\$70,150	\$98,210
Salaried			
11-E	Manager II	\$61,000	\$85,400
Salaried			
10-E	Manager I	\$57,000	\$79,800
Salaried			
9-NE	Librarian II	\$53,560.00	\$74,984.00
Hourly		\$25.75	\$36.05
8 - NE	Librarian I	\$51,480.00	\$72,072.00
Hourly		\$24.75	\$34.65
7 - NE	Specialist / Supervisor	\$41,600.00	\$58,240.00
Hourly		\$20.00	\$28.00
6 - NE	Library Assistant	\$33,280.00	\$46,592.00
Hourly		\$16.00	\$22.40
5 - NE	Maintenance	\$29,120.00	\$40,768.00
Hourly		\$14.00	\$19.60
4 -NE	Clerk	\$29,120.00	\$40,768.00
Hourly		\$14.00	\$19.60
3 - NE	Custodian	\$24,960.00	\$34,944.00
Hourly		\$12.00	\$16.80
2 - NE	Shelver	\$20,800.00	\$29,120.00
Hourly		\$10.00	\$14.00

C.3 Memorandum of Understanding – D300 eBook Project

RECOMMENDED **ACTION**: I move to approve the memorandum of understanding for the D300 eBook project.

BACKGROUND INFORMATION:

One of our strategic plan goals for 2017-2020 is to “Enrich learning opportunities for all ages” by “increasing partnerships with D300 and other educational organizations.” This Memorandum of Understanding (MOU) between D300, our library, Algonquin Area Public Library, and Ella Johnson Memorial Library District would use Axis 360’s Community Share platform to expand access to eBooks for D300 students.

The Community Share platform allows D300 to be able to scope the eBooks by grade-level. Libraries will purchase and cultivate the eBook collections for the school based on feedback from educators. D300 will promote the resource to students and staff. Students will have access to the eBook collection by using their student ID number to login. Public library patrons will also have access to eBook purchased for the Community Share by using their library cards.

Students will also be issued public library cards as part of the school registration process as part of this memorandum. These cards will be subject to the same privileges and rules as regular patron cards.

This project will help us form community partnerships with other nearby libraries and the school district to provide a comprehensive collection of eBooks that will help enrich and expand learning experience and access to library materials for students and patrons. It will also make it easier for students to get library cards by incorporating into the school registration process.

Timeline:

- December 2019/ January 2020 – all four parties get Board approval for the MOU
- February 2020 – all four parties confirm enrollment in eRead/ Axis 360/ other necessary platform (this has been done by our library already)
- April 2020 - meet with D300 staff to discuss title/ collection needs
- May-July 2020 – public libraries build collection
- July-August 2020 – public libraries meet with/ train school staff/ teachers
- September 2020 – rollout to students

Memorandum of Understanding

Re: Community Share Project/ebooks

Between

Algonquin Area Public
Library District
2600 Harnish Drive
Algonquin, Illinois 60102

Ella Johnson Memorial
Public Library District
109 S. State Street
PO Box 429
Hampshire, Illinois 60140

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

“the Public Libraries”

and

Community Unit School District 300

2550 Harnish Drive
Algonquin, Illinois 60102

“District 300”

This Memorandum of Understanding (MOU) confirms the terms of an agreement to collaborate on a Community Share Project which is an initiative to make digital books (“ebooks”) available to students of District 300 and patrons of the Public Libraries.

Background

The Public Libraries and District 300 have a mutual and shared interest in providing a comprehensive collection of ebooks to patrons and students of District 300 in order to enrich and expand learning experience and access to reading materials. The Public Libraries will curate a collection of materials with input from District 300 staff that will be available to students of District 300 and patrons of the Public Libraries. Students will access the collection using their student identification number on the Destiny platform. Public Library patrons will use their library card number on the Axis 360 platform.

Purpose

The Public Libraries and District 300 agree to work collaboratively as outlined in this MOU to provide students and patrons with the tools needed to be successful in school, foster a love of reading and learning, develop awareness of community resources, and be college or career ready upon graduation.

Services and Duties of the Public Libraries

- Issue a public library card for all students as part of school registration process
- Cards will be valid for eighteen (18) months from date of issue or renewal

- Provide Community Share platform
- Curate and purchase a collection of ebooks for students and patrons in grades K-12
- Provide training and support for District 300 staff on use of Community Share platform

Services and Duties of District 300

- Facilitate issuing of public library cards for all students as part of the school registration process
- Provide and promote access to Community Share and the Public Libraries-curated content through the Destiny platform
- Provide feedback and guidance on collection needs and development
- Support student access to Community Share by troubleshooting access issues and providing to the Public Libraries feedback and recommendations on accessibility

Financial Responsibilities

The Public Libraries will provide funding for ebooks that will be available through Community Share. The level of funding will be determined by the Public Libraries. Ebooks purchased by the Public Libraries will be available for students of District 300 and patrons of the Public Libraries. District 300 may contribute to project funding. Ebooks purchased by District 300 will be available only to students of District 300. The Public Libraries and District 300 may consider sources such as school PTAs or the District 300 Foundation for additional project funding. Parents/legal guardians will be responsible for any fines or fees incurred through use of the public library card at the Public Libraries or any other library.

Duration

This MOU is effective January 1, 2020 and ends on December 31, 2022 (3 years) (the Term) unless terminated earlier. A party to this MOU may terminate this MOU, with or without cause, provided written notice has been given to all parties at least 60 days prior to the effective date of termination. Any such notice of termination must be by U.S. Postal Service first class mail, postage, return receipt requested. Upon termination of this MOU, ebooks purchased by the Public Libraries will remain the property of the Public Libraries and will no longer be accessible to students through Community Share. Disposition of the collection curated by the Public Libraries will be determined by the Public Libraries.

Reporting and Outcomes

The Public Libraries and District 300 will have access to usage reports and statistics. All parties to this MOU will respect and comply with statutes and regulations applicable to student data confidentiality and confidentiality of library records.

The Public Libraries and District 300 will share data to determine if all students of District 300 have a public library card after completing school registration. The Public Libraries will monitor how many library cards are issued at registration. The Public Libraries and District 300 will assess whether students and families increase their awareness of the Public Libraries and their resources. The Public Libraries and District 300 will monitor and report on usage of the Community Share resources.

Limits

Students who use their public library cards at the Public Libraries or any other library will be subject to any physical material quantity limitations or access restrictions in place at that library, e.g., restricted access to ebooks for library cards not in good standing. Students will have access to the Community Share collection using a school identification number. Students may download ebooks to any device, subject to storage space limitations on that device as well as access to cellular or wi-fi data connections.

Algonquin Area Public Library District
Sara Murray, Executive Director
2600 Harnish Drive
Algonquin, Illinois 60102
smurray@aapld.org
847-458-3134

Signature: _____ Date signed: _____

Ella Johnson Memorial Public Library District
Nancy Ashbrook, Executive Director
109 S. State Street
Hampshire, Illinois 60140
nashbrook@ellajohnsonlibrary.org
847-683-4490

Signature: _____ Date signed: _____

Fox River Valley Public Library District
Lauren Rosenthal, Executive Director
555 Barrington Avenue
East Dundee, Illinois 60118
lrosenthal@frvpld.info
224-699-5829

Signature: _____ Date signed: _____

Community School Unit District 300
Fred Heid, Superintendent
2550 Harnish Drive
Algonquin, Illinois 60102
Fred.Heid@d300.org
847-551-8308

Signature: _____ Date signed: _____

C.4 Contract for License Plate Renewal

RECOMMENDED **ACTION**: I move to authorize the Director to enter into a contract with S. & S. License and Title Services, Inc. so the Library can process Illinois license plate renewals.

BACKGROUND INFORMATION:

FRVPLD is seeking to expand value-added patron services. License plate renewals is an opportunity for the Library to provide a needed patron service that will also generate revenue. We've investigated with the Illinois Secretary of State and it's something we can implement with minimal training, and will please patrons who don't want to visit the DMV or who need a plate renewal at the last minute (we're open a lot more hours than the DMV is).

There are 5 companies contracted with the IL SOS who are authorized to subcontract license plate renewals. We recommend contracting with S. & S. License and Title Services, Inc. because they specialize in plate renewal, versus the others who conduct a litany of additional services that would be too complex for the Library to offer (such as title transfers).

The Library's attorney has reviewed the attached vendor agreement and included a rider that has been signed by Mike Sandlin of S&S.

A standard renewal sticker costs \$101; a renewal sticker for a personalized plate costs \$108; and a renewal sticker for a vanity plate costs \$114. The Library will charge an additional \$7.50 per renewal (standard service charge).

Based upon renewing 100 plates per month, assuming half pay cash and half pay by credit card, anticipated annual revenues and income will be:

Revenue	1200 plates	\$130,200.00
Expenditures	Total Credit Card Fees	\$460.50
	Fees to S&SLT	\$1,500.00
	Fees to IL Sec of State	\$121,200.00
Net Income		\$7,039.50

519 N.E. Perry St., Peoria, IL
(309) 674-9532 FAX: (309) 674-9583



**ELECTRONIC REGISTRATION AND TITLING SERVICE
PARTICIPATING VENDOR AGREEMENT**

This **ELECTRONIC REGISTRATION AND TITLING SERVICE PARTICIPATING VENDOR AGREEMENT** (hereinafter referred to as "Agreement") is made by and between S&S License & Title Service, Inc., an Illinois corporation, with its principal office in Peoria, Illinois (hereinafter referred to as "S&S"), and the following named business (hereinafter referred to as "Vendor") with its principal office and place of business as follows:

VENDOR INFORMATION

<u>FOX RIVER VALLEY LIBRARIOS</u>	<u>IL</u>
Business Name	State of Organization
<u>555 BARRINGTON AVE</u>	
Principal Office	Principal Place of Business
<u>EAST DUNDEE IL 60118</u>	
City/State/Zip Code	City/State/Zip Code
<u>224 699-5829</u>	
Business Phone	Business Fax No.
	Business License #
Business Email Address	

Type of Business (Check One):
 Financial Institution
 Motor Vehicle Dealer
 Retail Merchant

Form of Business (Check One):
 Sole Proprietorship - One individual owns the unincorporated for profit business.
 Partnership - (General Partnership, Limited Partnership, Limited Liability Partnership or Joint Venture) Two or more individuals and/or corporations own the unincorporated for profit business.
 Limited Liability Company - One or more individuals own the for profit business which has been organized as a Limited Liability Company under state law.
 Corporation - One or more shareholders own the for profit business which has been incorporated under state law.
 Federal chartered financial institution.
 State-chartered financial institution.
 Local government

PARTICIPATING VENDOR AGREEMENT

S&S grants Vendor a limited, non-exclusive, non-transferrable right and license to use the Provided Services set forth in Schedule A - Services and Pricing Schedule subject to the terms and conditions set forth below and in Schedule B - Participating Vendor Agreement Terms and Conditions.

The Illinois Secretary of State Department of Vehicle Services ("the Secretary") must approve in advance all retail merchants wishing to participate in the Provided Services as a Vendor and has the right to revoke a Vendor's right to participate in the Provided Services upon Vendor's violation of any applicable statutes, rules and regulations or the terms of this Agreement, or for any other reason permissible by law. By entering into this Agreement, Vendor agrees to comply with all applicable federal and or state statutes, rules and regulations and the Secretary's policies and requirements and certifies that it is currently licensed and in good standing with its regulatory agency.

Vendor agrees to pay the fees and charges for Provided Services set forth in Schedule A - Services and Pricing Schedule. Vendor agrees to maintain an account from which S&S may initiate ACH debit entries to collect the fees and charges for the Provided Services and other amounts owed by Vendor hereunder and to execute and deliver to S&S the Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization.

To use the Provided Services, Vendor will need: (a) a computer with internet access (DSL, cable or other high-speed access is preferred); and, (b) a Secretary approved laser printer for printing renewal stickers and registration cards. Vendor is required to designate at least one employee or principal as an Authorized User of the Provided Services and must notify S&S any time an Authorized User is changed before such change takes effect. No individual who is not an Authorized User will be allowed access to the Provided Services.

By signing below, signatory represents that he/she is authorized to sign this Agreement on behalf of the entity for which said individual is signing, binding that entity to the terms and conditions of this Agreement, including the terms and conditions in Schedule B - Participating Vendor Agreement Terms and Conditions.

VENDOR

[Signature]
 (Signature of Authorized Representative) (Date)
 → (Printed Name) (Title)

S&S LICENSE & TITLE SERVICES, INC.

[Signature] 12-28-11
 (Signature of Authorized Representative) (Date)
MICHAEL A SANKLIN DM
 (Printed Name) (Title)

PERSONAL GUARANTY OF PAYMENT

I/We, the undersigned principal owner(s) of Vendor, in consideration of S&S entering into the Agreement with Vendor, absolutely guaranty, without any restriction, condition or limitation, prompt payment on demand of any and all obligations of Vendor to S&S under the Agreement and performance of all obligations of Vendor under the Agreement and agree(s) to pay S&S's reasonable attorneys' fees, costs and expenses incurred in enforcing this Guaranty, and, authorize S&S to check my/our accounts, credit and employment history and obtain a credit report from third parties on me/us.

Name/Signature _____ Name/Signature _____ Date _____

THIS AGREEMENT SHALL NOT BE EFFECTIVE UNTIL APPROVED BY THE SECRETARY AND SIGNED BY AUTHORIZED SIGNATORIES OF S&S AND VENDOR.



519 N.E. Perry St., Peoria, IL.
(309) 674-9532 FAX: (309) 674-9583

SCHEDULE A

SERVICES AND PRICING SCHEDULE

By signing this Services and Pricing Schedule (this "Services and Pricing Schedule") Vendor described below requests the Services selected below ("the Services") and agrees to pay the prices indicated. Vendor may access the Services at the following Web site: SS&TSECURE.COM. The Services will be available commencing on the Activation Date for the Services. The "Activation Date" for the Services will be the date upon which Vendor is activated by S&S to begin using the Services. Please call at 309 674 9532 you need assistance accessing the Services.

Upon being signed by a duly authorized representative of S&S, this Services and Pricing Schedule will constitute a binding amendment to the Services, effective as of the date S&S signs this Services and Pricing Schedule.

Vendor's use of the Services will be governed by the Agreement and Schedule B - Participating Vendor Agreement Terms and Conditions (the "Terms"). Except as otherwise defined herein, all capitalized terms used in this Services and Pricing Schedule will have the meanings attributed to them in the Terms.

VENDOR INFORMATION

<u>FOX RIVER VALLEY LIBRARIES</u>	State of Organization _____
Business Name	Principal Place of Business _____
<u>555 BARRINGTON AVS</u>	City/State/Zip Code _____
Principal Office	Business Phone No. _____
<u>EAST DUNDEE IL 60118</u>	Business License # _____
City/State/Zip Code	
<u>224 699 5829</u>	
Business Phone	
Business Email Address _____	

TRANSACTION PRICING

By checking the appropriate box(es) below, Vendor requests the Services selected below and S&S agrees to provide such Services in accordance with the Terms and this Services and Pricing Schedule.

Transactions	Price (Per Transaction)
<input type="checkbox"/> Apply for Titles and Registration of Motor Vehicles	\$
<input checked="" type="checkbox"/> Issue Registration Renewal Stickers	\$ <u>1.25</u>
<input type="checkbox"/> Apply for Salvage and Junking Certificates	\$
<input type="checkbox"/> Create and Remove Liens from Motor Vehicle Records	\$
<input type="checkbox"/> Vehicle Inquiry	\$
<input type="checkbox"/> Lost, Destroyed, Missing Stickers	\$100.00 per sticker

VENDOR

S&S LICENSE & TITLE SERVICES, INC.

X _____
(Signature of Authorized Representative) (Date)

→ _____
(Printed Name) (Title)

[Signature] 12-27-19
(Signature of Authorized Representative) (Date)

MICHAEL A SANDLIN PM
(Printed Name) (Title)

THIS SCHEDULE A - SERVICES AND PRICING SCHEDULE TO THE AGREEMENT SHALL NOT BE EFFECTIVE UNTIL SIGNED BY AUTHORIZED SIGNATORIES OF S&S AND VENDOR.



519 N.E. Perry St., Peoria, IL
(309) 674-9532 FAX: (309) 674-9583

SCHEDULE B

PARTICIPATING VENDOR AGREEMENT TERMS AND CONDITIONS

- I. Definitions - The following definitions shall apply to this Agreement.
- A. "Authorized User" means employee(s) or principal(s) of Vendor who is/are authorized, pursuant to procedures adopted by S&S and the applicable Information Provider to access the Provided Services.
 - B. "Authorized User Terminal" means any computer terminal, monitor, and/or any related peripheral device approved by S&S to access the Provided Services.
 - C. "EFT" means a transfer of money which is accomplished electronically.
 - D. "ERT Program" means the program the Secretary has established for the electronic registration and titling of motor vehicles. Transactions that may be conducted pursuant to the ERT Program includes transmitting titles and registration of motor vehicles, renewal of motor vehicle registrations, creating and removing liens from motor vehicle records, applying for salvage or junking certificates, and issuing registration renewal stickers. The ERT Program may not be used to request or obtain specialty, vanity or personalized registration plates.
 - E. "ERT Service Provider" means an entity that has entered into an Agreement with the Secretary to serve as an intermediary between the Secretary's office and Vendors responsible for establishing a computerized communication link between Vendors and the Secretary for the secure transmission of titling, registration, registration renewal and lien information in compliance with the specifications of the Secretary's office.
 - F. "Financial Institution" means any federal or state chartered bank, savings and loan, credit union, and armored carrier, and any currency exchange, either directly or indirectly through an armored carrier. The term shall also include insurance companies and licensees under the Illinois Sales Finance Agency Act and the Illinois Consumer Installment Loan Act.
 - G. "Highly Restricted Personal Information" means an individual's photograph or image, social security number, and medical or disability information.
 - H. "Information Providers" means those persons or entities, such as Secretary, Illinois Department of Revenue and other governmental agencies and private parties which make Information Services available by means of S&S Services.
 - I. "Information Provider Agreements" means all agreements between S&S and an Information Provider for Information Services, including applications therefor.
 - J. "Information Services" means those data bases, information services, and vehicle license plates, license renewal stickers and other tangible and intangible items provided by Information Providers through S&S Services, as modified from time to time.
 - K. "Permissible ERT Transactions" means: for financial institutions other than licensees under the Illinois Sales Finance Agency Act and Illinois Consumer Installment Loan Act, all transactions that may be conducted pursuant to the ERT Program. For licensees under the Illinois Sales Finance Agency Act and Illinois Consumer Installment Loan Act, it means apply for titles and create and remove liens from motor vehicle records; for insurance companies it means to apply for salvage or junking certificates; and, for retail merchants it means issue registration renewal stickers.
 - L. "Personal Information" means information that identifies an individual including photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.
 - M. "Proprietary Rights" means all patent, copyright, trade secret and other proprietary rights in or to S&S System, S&S Data or any other aspect of Provided Services, and all documentation related to any of the foregoing, including all modifications, enhancements and derivative works of any of the foregoing.
 - N. "Provided Services" means, collectively, S&S Services and Information Services.
 - O. "Renewal Sticker(s)" means the adhesive sticker affixed to license plates and the form, with a preprinted control number and barcode, to which the sticker is attached when shipped and printed.
 - P. "Retail Merchant" means a business that is engaged in the sale of goods or services to the general public and that has one or more permanently established places of business in Illinois.
 - Q. "S&S" means S&S License & Title Service, Inc., an Illinois corporation.
 - R. "S&S Data" means all data created, processed or otherwise obtained from or through S&S System.
 - S. "S&S Services" means the provision of access to S&S System for the purpose of accessing Information Services, and performing Permissible ERT Transactions and all related services and items provided by S&S under this Agreement. S&S Services do not include Information Services. S&S Services may be modified by S&S from time to time in any manner on 30 days prior notice to Vendor and as otherwise provided in this

- Agreement.
- T. "S&S System" means S&S's host computer server and software by which Vendor may access the Provided Services or Information Services.
 - U. "Services Procedures" means all procedures and policies adopted by S&S or any Information Provider from time to time concerning the use of Provided Services, including all access, operating and security requirements and all insurance coverage and fidelity bond requirements imposed by S&S or Secretary or any other Information Provider.
 - V. "Vehicle Record" means a record containing information, collected and maintained by S&S or Secretary or other Information Provider, pursuant to applicable law, with respect to a motor vehicle, including identification, ownership, and any liens or other encumbrances pertinent to such vehicles.
 - W. "Vehicle Record Information" means any information which is collected for the purpose of creating a Vehicle Record or renewing a motor vehicle registration.
 - X. "Vehicle Registration Material" means license plates and Renewal Stickers, together with any other materials required for or associated with the registration of motor vehicles.
 - Y. "Vendor System" means all software and hardware owned or licensed by Vendor and required to access Provided Services.
2. Scope of Agreement.
- A. S&S will provide Provided Services to Vendor on the terms of this Agreement.
 - B. Vendor agrees that during the term of this Agreement, S&S shall be its exclusive source of Illinois Permissible ERT Transactions. If and when available through S&S, S&S shall be Vendor's exclusive source for electronic dealing with the issuance, amendment, or processing of any matter relating to Illinois vehicle titles.
 - C. Vendor may request that S&S provide additional services not covered by this Agreement by submitting a new Schedule A - Services and Pricing Schedule signed by Vendor. If S&S accepts the new Schedule A - Services and Pricing Schedule, the S&S Services will include the additional services on that Services Schedule.
 - D. Vendor must obtain a Vendor System and Vendor's Authorized User(s) must obtain training on that System from either S&S or third parties approved by S&S.
 - E. Information Services are provided by Information Providers, including but not limited to the Secretary, and not S&S. S&S only provides access to Information Services. Information Services may be changed by Information Providers as provided in any Information Provider Agreements with S&S. Vendor will be obligated to comply with any such changes.
3. Vendor Duties.
- Vendor agrees in a timely manner to: (i) maintain an administrator for Provided Services; (ii) use Provided Services only as permitted by this Agreement; (iii) pay for Provided Services; (iv) install and maintain a Vendor System; (v) require appropriate personnel to be trained for Provided Services; (vi) comply with all requirements of all Information Provider Agreements and Services Procedures of which Vendor is advised pertaining to the delivery of Provided Services and use or delivery of Information Services; (vii) back-up all files and maintain off-site backup copies, subject to rules and restrictions of Information Providers of which Vendor is advised; (viii) provide a drug-free workplace as required by the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*); (ix) remain in good standing with its regulatory agency, if any; (x) inform its customers that utilizing the electronic registration and titling system is optional; and, (xi) perform all other obligations of Vendor under this Agreement, including all Services Procedures of which Vendor is advised.
4. Registration Plates and Stickers.
- A. S&S will, from time to time, deliver registration plates and/or stickers ("inventory") to Vendor. Stickers will be delivered to Vendor in packs of 250. Vendor shall receive, securely store, issue, account for and be fully responsible for the inventory. Vendor shall acknowledge receipt of the inventory in a manner approved by S&S and is responsible for the inventory upon receipt. Vendor shall store the inventory within the State of Illinois.
 - B. Registration plates and stickers may only be issued at the time an ERT Program transaction is processed.
 - C. Vendor must report any inventory that is damaged, voided, missing, lost or stolen during a given month to S&S not later than the final day of the following month. (Example: Inventory items damaged during August must be reported and return to S&S not later than the following September 30). Credit for damaged or voided stickers will be granted only if the stickers are returned to S&S.
 - D. Vendor may be relieved of responsibility for payment for inventory reported as stolen only if a copy of a police report concerning the theft is provided to S&S.

- E. Not later than March 31 of each calendar year, Vendor must return to S&S all remaining stickers in its possession of the type and color that expire during that calendar year. (Example: During 2007, Vendor sells stickers that expire during 2008, such that a sticker sold in March 2007 expires in March 2008. As of January 2008, Vendor will be selling stickers of the type and color that expire in 2009. Therefore, not later than March 31, 2008, Vendor must return to the S&S all remaining stickers in its possession of the type and color that expire during 2008).
 - F. On a periodic basis, but not less than monthly, S&S shall reconcile its records of inventory delivered to Vendor, inventory issued by Vendor to vehicle owners and for which the appropriate documentation and fees were received by the Secretary, inventory returned by Vendor as unused, expired, damaged or voided, explanations provided by Vendor for damaged or voided inventory that have not been returned in whole or in part, and inventory still in the actual possession of Vendor. The review and accounting of inventory and returned items shall be conducted in the manner prescribed by the Secretary. Following the reconciliation after March 31, June 30, September 30 and December 31, S&S shall invoice the Vendor for all inventory unaccounted for during the preceding quarter. These reconciliations will be based on the reported inventory still in the possession of Vendor. Vendor shall not receive credit for unaccounted for inventory located after this quarterly reconciliation and billing.
 - G. The unaccounted for inventory shall be invoiced at the following rates. For unaccounted stickers, the rate shall be \$125 per sticker. For unaccounted for plates that are intended to be sold as a set (e.g., passenger vehicle or truck plates), the rate shall be \$125 per set of plates. For unaccounted for plates that are intended to be sold individually (e.g., motorcycle or trailer plates), the rate shall be \$125 per plate. Payment in full must be made to S&S within 45 days after receipt of the notice from S&S of the amount due.
 - H. The Secretary and S&S shall have the right to conduct physical inspections of the inventory during Vendor's normal business hours.
 - I. The Secretary shall have the right to suspend or revoke the right of Vendor to participate in the ERT Program for failure to comply with the inventory control provisions set forth in this Section or for excessive or repeated incidents of unaccounted for inventory.
5. Term and Termination
- A. This Agreement shall be effective from the date signed and shall remain in force for an initial period of twelve (12) months. Thereafter, this Agreement will renew automatically for additional one (1) year terms unless either party gives the other party sixty (60) days written notice prior to the expiration of the then current term of its intent not to renew.
 - B. If Vendor breaches any material terms of this Agreement or fails to pay for any Provided Services as they become due, S&S may immediately terminate Vendor's license to use the Provided Services, including disabling any online access, in addition to exercising any other legal remedies S&S deems necessary.
 - C. This Agreement may be terminated immediately upon delivery of written notice to the other party in the event either party is enjoined, suspended, or prohibited by law or regulation or by a court, administrative body, or self-regulatory organization from engaging in the activities contemplated by this Agreement.
 - D. Upon termination, all rights granted to Vendor under this Agreement shall immediately cease and Vendor shall immediately discontinue any use of the Provided Services and return to S&S all remaining inventory in Vendor's possession and Vendor shall certify in writing such return and that no additional inventory remains in Vendor's possession.
 - E. Termination of this Agreement shall not relieve Vendor of its obligation to pay S&S all outstanding amounts that may have accrued or become payable at or prior to the date of termination, or which may later become payable pursuant to the terms hereof.
6. Use of Provided Services.
- A. Vendor may use Provided Services only as expressly permitted in this Agreement.
 - B. Vendor may use Provided Services only for Vendor's own internal and proper business purposes and to perform Permissible ERT Transactions for its customers, in accordance with this Agreement. Vendor will not sell, lease, sublicense, demonstrate, create a lien on, or allow access to or otherwise provide, directly or indirectly, any portion of Provided Services to any unauthorized party.
 - C. Vendor may use Provided Services only in accordance with Services Procedures of which it is advised. S&S may change Services Procedures from time to time upon notice to Vendor.
 - D. Vendor may use any information obtained by it through use of Provided Services (including information obtained from Secretary) only in strict compliance with any laws, regulations and policies of the applicable governmental entity and Information Providers, including, but not limited to, all statutes and regulations regarding privacy of Vehicle Records. Vendor shall, at all times, comply with the Federal Driver's Privacy Protection Act (18 U.S.C. §2721 *et seq.*) ("the Driver's Privacy Protection Act") and shall not knowingly

disclose or otherwise make available to any person or entity Personal Information about any individual obtained by Vendor in connection with Vehicle Records, except as provided in the Driver's Privacy Protection Act, or Highly Restricted Personal Information about any individual obtained by Vendor in connection with Vehicle Records, without the express consent of the person to whom such information applies, except uses permitted by the Driver's Privacy Protection Act. Vendor hereby agrees that each of Vendor's employees who will be given access to any of the Information Providers' Personal Information or Highly Restricted Personal Information, including, but not limited to, Secretary's Personal Information or Highly Restricted Personal Information, will be informed, in writing of the limitation on the dissemination of such Personal Information or Highly Restricted Personal Information and of the civil and criminal penalties for violation of the Driver's Privacy Protection Act, and each such employee shall acknowledge in writing the receipt of such disclosures. Violation of these statutes, regulations or policies constitutes grounds for immediate termination of this Agreement.

- E. In addition to compliance with Services Procedures: (i) Vendor must limit access to any Authorized User Terminal to Authorized Users approved by and trained by S&S or third parties approved by S&S; (ii) no Authorized User Terminal may be left unattended, even briefly, while logged on S&S System; (iii) no Authorized User Terminal (including any monitor, printer, printout or other form of display or duplication of information derived from any Information Services provided through this Agreement) may be placed or positioned so that it may be seen by anyone not an Authorized User; (iv) any printed copy of a Vehicle Record obtained through this Agreement will be destroyed as soon as its legitimate use has ended; and (v) Vendor must limit access to S&S System and Permissible ERT Transactions to only Authorized Users using Authorized User Terminals.
- F. If required by S&S, Vendor agrees to install any software on Vendor's System that S&S deems necessary to accomplish the intended operation under this Agreement.
7. Fees.
- A. Vendor agrees to pay S&S the fees and charges for the Provides Services set forth in Schedule A - Services and Pricing Schedule.
- B. Each fee or charge may be changed on 30 days prior written notice to Vendor.
- C. Should Secretary or other Information Provider increase the fees it charges S&S relating to S&S's provision of the Provided Services, Vendor agrees that the fees owing by Vendor under this Agreement shall automatically and immediately be increased by the amount of such price increase. S&S will give Vendor written notice of the price increase as soon as reasonably possible after the date of the increase.
- D. Vendor agrees that fees collected for ERT Program transactions are nonrefundable by the Secretary.
8. Taxes: Payment.
- A. Vendor agrees to pay all applicable taxes based on this Agreement, including sales, use and excise taxes (other than taxes based on S&S's net income), unless Vendor provides S&S with appropriate exemption certificates.
- B. Vendor agrees to maintain an account from which S&S may initiate ACH debit entries to collect the fees and charges and other amounts owed S&S by Vendor hereunder and amounts due for Information Services, including license plates, stickers and Renewal stickers. Vendor hereby authorizes and directs S&S to initiate ACH debit entries to Vendor's deposit account maintained at the financial institution identified in the attached Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization by means of the automated clearing house network pursuant to the rules of the National Automated Clearing House Association (the "Rules") for any amounts due and owing S&S under this Agreement. Vendor agrees to comply with and be bound by the Rules, as amended from time to time. This authorization will remain in effect until S&S receives written notification from Vendor of its termination in such time and in such manner as to afford S&S a reasonable opportunity to act on it.
- C. Vendor agrees that S&S shall receive payment via EFT on the first business day of each month (or more often as S&S determines from time to time upon reasonable notice to Vendor) from Vendor's deposit account maintained at the Depository identified in Schedule C for all fees and charges Vendor owes S&S for S&S Services rendered hereunder during the previous month.
- D. Vendor agrees that S&S or the applicable Information Provider as designated by S&S shall receive payment via EFT on each and every business day (or more often as S&S determines from time to time upon reasonable notice to Vendor) from Vendor's deposit account maintained at the Depository identified in Schedule C for all Information Services, including, but not limited to, any Vehicle Registration Material, provided to Vendor or through Vendor to others for which Vendor has not previously paid to S&S or the applicable Information Provider.
- E. If Vendor disputes any amount charged to Vendor in connection with this Agreement, Vendor must give S&S

written notice of such disputed amount by the end of the 7th day following the day such amount was charged. In addition to other remedies available to S&S, Vendor must pay S&S on demand, interest on all amounts not paid when due (including amounts due by acceleration or as liquidated damages), at the rate equal to the lesser of one percent (1%) per month or the maximum rate allowed by law from the date due until the date paid.

9. **Ownership, Use and Confidentiality of Proprietary Rights.**
 - A. Vendor acknowledges that S&S and applicable third parties own all right, title and interest in the Proprietary Rights. Vendor acknowledges that the Proprietary Rights are valuable and unique rights and agrees that Vendor will not make any claim that those rights are invalid or that Vendor has any interest in those rights.
 - B. Vendor will not copy, in whole or in part, the Proprietary Rights or any component thereof in any form, including computer media or printing. Vendor will not make any alteration, change or modification to the Proprietary Rights or any component thereof. VENDOR MAY NOT TRANSMIT, RECOMPILE, DECOMPILE, DISASSEMBLE, REVERSE ENGINEER OR MAKE OR DISTRIBUTE ANY FORM OF, OR ANY DERIVATIVE WORK FROM THE PROPRIETARY RIGHTS, OR ANY COMPONENT THEREOF.
 - C. Vendor and Vendor's employees and agents will hold in confidence (i) all information about the Proprietary Rights, including any functions, features or other proprietary aspects of the Proprietary Rights; and (ii) the terms of this Agreement. Vendor will not allow any of this information to be disclosed, released or transferred to any third party and will not use any of this information except as permitted by this Agreement.
 - D. Vendor acknowledges that a breach of this Section 9 will cause S&S and any applicable third parties irreparable injury and damage and that S&S and any applicable third parties will have the right to enjoin such a breach or obtain any other equitable relief, without requirement of a bond or security of any nature, in addition to any other rights or remedies available to S&S or the applicable third parties at law or in equity. Vendor's obligations under this Section 9 will remain in effect after the termination of this Agreement.
10. **Lost Data.**

Data may be lost or altered, even though Vendor uses the Provided Services in accordance with the terms and conditions of this Agreement and the Services Procedures. S&S will use its reasonable efforts to assist Vendor in Vendor's efforts to reconstruct such data. Vendor will be responsible for maintaining its own procedures for reconstruction of lost or altered files, data or programs. S&S shall have no liability for data that is non-recoverable.
11. **Representations and Warranties.**

Vendor represents and warrants to S&S that: (1) Vendor has all right, power and authority to enter into this Agreement; (2) Vendor's performance of its obligations under this Agreement does not breach any other agreement to which Vendor is a party; (3) Vendor possesses all necessary licenses from any third parties required to operate its business and Vendor's System; (4) Vendor currently and shall continue to pay its employees prevailing wages when required by law and shall pay its suppliers and subcontractors providing lien waivers on request in accordance with the prevailing wage requirements of the Illinois Procurement Code (30 ILCS 500/25-60); (5) Vendor, if a corporation or limited liability company, is currently and shall continue to be in good standing and in compliance with applicable laws regarding its authority to conduct business in the State of Illinois; and, (6) Vendor, if not a corporation or a limited liability company, is now and shall continue to be in compliance with all applicable laws regulating its authority to do business in the State of Illinois. S&S represents and warrants to Vendor that it has the right to enter into this Agreement and render the services contemplated hereby.
12. **Vendor Data.**

The computerized communication link established by S&S between Vendor and the Secretary provides for the secure transmission of titling, registration, registration renewal and lien information without permitting access to Vendor's confidential information by any entity that is not authorized by Vendor and the Secretary. Any entity that is authorized to access Vendor's System, software, data or network will be required to preserve its confidentiality and integrity. This provision shall not limit or prohibit the Secretary from accessing Vendor's confidential information.
13. **Vendor's Certifications.**

Vendor certifies to S&S that: (1) neither Vendor nor any person associated with Vendor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois nor has made an admission of the same; (2) neither Vendor nor any person affiliated with it pays dues or fees on behalf of its employees or agents or reimburses or otherwise subsidizes them for payment of dues or fees to any club which unlawfully discriminates; (3) neither Vendor nor any person associated with Vendor is currently participating or shall participate in any international boycott which is in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S.

Department of Commerce promulgated under the U.S. Export Administration Act of 1979; (4) neither Vendor nor any person affiliated with it has been convicted of a felony, or if so convicted, at least five years have passed since completion of the sentence as of the effective date of this Agreement, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with Vendor; and (5) no officer, director, partner or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of this Agreement. Vendor further agrees to submit to fingerprint criminal background check to be conducted by any Information Providers, including, but not limited to, Secretary. Failure to submit to such fingerprint background check or a negative criminal history report obtained from such background check will result in immediate termination of this Agreement.

14. **Security.**
Vendor shall at all times maintain strictly controlled access to Provided Services, and any inventory or other items supplied to Vendor by S&S, Secretary or any other Information Provider. Vendor shall strictly and immediately comply with any and all inventory control procedures, including any financial costs or penalties, specified by the Secretary and other Information Providers for the purpose of preventing loss or theft of any such plates, stickers or other items. Vendor hereby acknowledges the existence of a set of Data Security Standards that has been adopted and published by Secretary. Vendor further acknowledges that security procedures may vary among the several departments within Secretary and it shall be the responsibility of Vendor to become informed of all such standards and procedures which may be associated with Provided Services under this Agreement and to remain in full compliance with same at all times.
15. **Reporting and Payment Remittance Requirements.**
Secretary and other Information Providers require strict reporting of transactions and retention of records involving the issuance of license plates and renewal stickers, and related items and other items and the prompt payment of all fees and other amounts due and owing Secretary or other Information Providers in respect thereof. Vendor agrees to perform all actions necessary to comply with these requirements, or to enable S&S to comply with such requirements, as may be required by any such Information Providers.
16. **Limitation of Liability.**
- A. The sole liability of S&S or any of its agents or affiliates to Vendor or any third party and Vendor's sole remedy for claims relating to defects in Provided Services will be to use commercially reasonable efforts to cure the defects in a timely manner.
 - B. S&S will make a reasonable effort to have S&S Services available during its normal operating hours. However, S&S cannot guarantee such availability and cannot be responsible in any manner for the unavailability of Information Services. Accordingly, the sole liability of S&S to Vendor or any third party for claims arising out of the unavailability or interruption of Provided Services for any reason will be to use commercially reasonable efforts to make the Provided Services available promptly.
 - C. Sections 16(A) and 16(B) contain the sole remedies for Vendor or any third party for claims relating to defects in or the unavailability of the Provided Services regardless of the form in which the claim or action may be asserted, and S&S will not have any monetary or other liability as to any such claim. The sole remedy Vendor or any third party may have against S&S under this Agreement or otherwise for any matters other than those covered by Sections 16(A) and 16(B) will be damages limited to the amount of funds delivered by Vendor to S&S for transmittal to an Information Provider that are wrongfully retained or not paid over to such Information Provider, plus the lesser of (i) the amount of the actual damages incurred by Vendor, or (ii) an amount equal to the sum of the fees (not payments or reimbursements for license plates and other Information Services) paid by Vendor to S&S.
 - D. S&S will not be liable or deemed to be in default for any delay or failure to perform under this Agreement or for interruption of any Provided Service resulting directly or indirectly, from any cause beyond S&S's reasonable control, including the actions of Information Providers and/or governmental authority.
 - E. IN NO EVENT WILL S&S BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH VENDOR MAY INCUR OR EXPERIENCE ON ACCOUNT OF A BREACH OF THIS AGREEMENT BY S&S OR THE UNAVAILABILITY OF THE PROVIDED SERVICES, INCLUDING LOST DATA, EVEN IF S&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
17. **Special Termination Provisions.**
- A. S&S may terminate this Agreement, in whole or as to any Provided Services, immediately on notice to Vendor if an Information Provider discontinues allowing S&S or Vendor access to Information Services

- provided by that Information Provider or substantially modifies the mode of access to such Information Service which, in S&S's sole judgment, unduly modifies or impairs the Provided Services.
- B. If Vendor fails to be approved by or maintain the approval of any Information Services Provider or if any Information Services Provider declines to permit Vendor to access its Information Services, S&S shall have the right to immediately terminate this Agreement upon written notice to Vendor.
- C. If providing the Provided Services violates, or in S&S's opinion is likely to violate any laws or governmental regulations, or if in S&S's sole judgment, modifications required by law or any Information Provider are not commercially practicable, S&S may, on notice to Vendor, immediately terminate this Agreement.
18. **Default and Remedies; Liquidated Damages.**
- A. Each of the following will constitute an event of default (a "Default") by Vendor under this Agreement: (i) Vendor fails to pay any sum of money when due; (ii) Vendor fails to perform any obligation imposed by any Information Provider; (iii) Vendor violates Section 9; (iv) Vendor fails to install software as required by Section 3(iv); or (v) Vendor defaults in the performance of any other material obligation hereunder.
- B. After any Vendor Default, S&S may, at its option, do any or all of the following: (i) terminate this Agreement in whole or in part, immediately on Notice to Vendor; (ii) declare all amounts due and to become due immediately due and payable, (iii) render S&S Services inoperable, including by the means described in Sections 5(B) and 18(E) and take immediate possession of all remaining inventory in Vendor's possession and for such purpose take any action required to do so (including entering on any premises) without liability; and/or (iv) pursue any and all other remedies permitted at law or equity. S&S's failure to declare breach on one occasion shall not act as a waiver to declare a breach on another occasion.
- C. Immediately on termination of this Agreement, in whole or in part, for any reason whatsoever, Vendor will immediately cease any use of Provided Services.
- D. Vendor may terminate this Agreement at any time prior to the end of a term by giving S&S at least sixty (60) days written notice and paying to S&S (in addition to all fees for Provided Services rendered hereunder) liquidated damages in an amount equal to the greater of: (i) 50% of the average monthly charge owed by Vendor to S&S hereunder during the term of this Agreement multiplied by the number of remaining months in the Term; or (ii) \$500. This formula represents a compromise and damage reduction which the parties have mutually determined to be fair and reasonable in the light of the anticipated harm to be caused by the breach, the difficulties of proof of loss, and the potential unavailability of an adequate remedy.
- E. Vendor acknowledges S&S's right to communicate with Vendor System to monitor Vendor's compliance with this Agreement and for all purposes reasonably related thereto. **WITHOUT LIMITING THE FOREGOING, VENDOR ACKNOWLEDGES S&S'S RIGHT TO TERMINATE THE PROVIDED SERVICES BY ELECTRONIC MEANS WITHOUT LIABILITY OF ANY NATURE WHATSOEVER.** Vendor will not prevent S&S from effecting such communications with the Vendor System.
- F. The remedies contained in this Section 18 are cumulative and in addition to all other rights and remedies available to S&S under this Agreement, by operation of law or otherwise.
19. **Indemnification; Penalties.**
- Vendor will defend, indemnify and hold harmless S&S and its agents and affiliated parties from all claims for damages, costs (including attorneys' fees) and/or penalties which may be assessed against S&S in any action, claim or threat of suit arising out of Vendor's use of Provided Services in any manner not expressly permitted by this Agreement or otherwise in breach of this Agreement, including any penalty or other charge imposed by an Information Provider due to Vendor's improper use of Provided Services or breach of any Information Provider Agreements. **WITHOUT LIMITING THE FOREGOING, VENDOR FURTHER AGREES TO INDEMNIFY S&S FOR ANY CLAIMS FOR DAMAGES, COSTS, PENALTIES, CHARGES, FEES OR REIMBURSEMENT ASSERTED AGAINST S&S BY ANY INFORMATION PROVIDER, INCLUDING SECRETARY, ARISING OUT OF ANY OF VENDOR'S ACTS OR OMISSIONS, INCLUDING, WITHOUT LIMITATION, ANY VIOLATION OF STATUTES OR REGULATIONS OF THE STATE OF ILLINOIS AND ALSO INCLUDING VENDOR'S LOSS OF OR INABILITY OR FAILURE TO RETURN TO S&S, SECRETARY OR ANY OTHER INFORMATION PROVIDER ANY STICKERS, PLATES, TITLES OR ANY OTHER ITEM WHATSOEVER, WHETHER OR NOT SUCH LOSS OR INABILITY OR FAILURE TO RETURN IS DUE TO VENDOR'S NEGLIGENCE OR OTHER ACTION OR FAILURE TO ACT, THEFT, OR ANY OTHER REASON WHATSOEVER. S&S HEREBY AGREES TO INDEMNIFY VENDOR AND HOLD VENDOR HARMLESS FOR FUNDS DELIVERED BY VENDOR TO S&S FOR TRANSMITTAL TO AN INFORMATION PROVIDER THAT ARE WRONGFULLY RETAINED BY S&S OR NOT PAID OVER TO SUCH INFORMATION PROVIDER BY S&S.**
20. **Laws and Governmental Registration Regulations.**
- Vendor will be responsible for (i) compliance with all laws and governmental regulations affecting Vendor's business,

including protection of private customer information; and (ii) any use Vendor makes of the Provided Services. S&S will not have any responsibility as to the foregoing, including any responsibility to advise Vendor of Vendor's responsibilities in complying with any laws or governmental regulations affecting Vendor's business or use of Provided Services.

21. **Books, Records and Documentation.**
Vendor hereby agrees to maintain, for a minimum of 3 years from the later of the date of final payment under the Information Provider Agreements between S&S and any of Information Providers, including, but not limited to, Secretary, or the completion of the agreement between S&S and any of the Information Providers, including, but not limited to, Secretary, adequate books, records, and supporting documents relating to the performance of Vendor's duties under this Agreement. All books, records, and supporting documents related to Vendor's duties shall be available for review and audit by the Auditor General, and Vendor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all such relevant books, records and supporting documents or materials. S&S and Information Providers, including, but not limited to, Secretary, reserve the right to examine and audit any of Vendor's books and records that directly relate to this Agreement. Vendor hereby agrees to cooperate fully with any such audit.
22. **Standard Terms and Conditions of the ERT Provider Agreement.**
S&S and Vendor hereby acknowledge that S&S is a party under that certain ERT Provider Agreement between Secretary and S&S for provision of Provided Services. S&S and Vendor further acknowledge that, as part of the ERT Provider Agreement, S&S must abide by those certain Standard Terms and Conditions set forth in the ERT Provider Agreement. Vendor represents, warrants and certifies to S&S that Vendor is currently and shall continue to be in compliance with any and all such terms of the ERT Provider Agreement that apply to Vendor directly or indirectly in its provision of services under this Agreement. This Agreement regulates the rights and obligations of the parties hereto to each other and does not in any manner limit the liability of S&S to the Secretary pursuant to the ERT Provider Agreement between S&S and the Secretary.
23. **General Terms.**
- A. **Entire Agreement.** The Agreement, Schedule A – Services and Pricing Schedule, this Schedule B - Participating Vendor Agreement Terms and Conditions and Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization constitutes the entire agreement of the parties with respect to the use of the Provided Services and supersedes any prior representations, discussions, communications, or advertising relating thereto.
 - B. **Choice of Law and Venue.** The parties agree that this Agreement, and any dispute, controversy, or claim either party may have arising out of or relating to this Agreement, shall be governed by the laws of the State of Illinois, exclusive of its choice-of-laws provisions. Any judicial action or proceeding brought to construe, interpret or enforce this Agreement shall be brought in Peoria County, Illinois, in the state or federal courts therein.
 - C. **Assignment.** Neither this Agreement, nor any rights, duties or obligations hereunder, may be assigned, sublicensed or otherwise transferred in any manner by Vendor. Any attempt to do any of the foregoing will be void. For purposes hereof, without limiting the foregoing, if Vendor becomes subject to a merger, consolidation, sale of substantially all of Vendor's assets or undergoes a change in control, an assignment will be deemed to have occurred.
 - D. **Amendment.** No amendment, addition or modification of this Agreement shall be valid or enforceable unless such amendment is reduced to writing and thereafter executed by the parties hereto except changes to Schedule A - Services and Pricing Schedule which may be made from time to time by S&S without requiring both the parties to evidence written consent thereto as provided in Section 7 of this Agreement. In addition, Vendor may request that S&S provide additional services not covered by this Agreement by submitting a new Schedule A - Services and Pricing Schedule to S&S signed by Vendor. To be effective, the new Schedule A - Services and Pricing Schedule must be accepted and signed by S&S. If, for any reason, any portion of this Agreement must be changed to comply with any law, regulation, or restriction by a regulatory body or court order, the parties agree to negotiate in good faith to make the necessary changes to this Agreement to conform to such law, regulation, restriction by a regulatory body or court order.
 - E. **Severability.** If any part of this Agreement is held invalid, illegal or unenforceable, it will not affect the validity of the remaining provisions of the Agreement, which shall remain in full force according to their terms.

- F. Force Majure. S&S shall not be liable to Vendor for any delay or failure of S&S to perform its obligations under this Agreement if such delay or failure arises from any cause or causes beyond the reasonable control of S&S, including, but are not limited to, acts of God, floods, fires, loss of electricity or other utilities, or the temporary unavailability of qualified personnel or third parties.
- G. Notices. All notices prescribed by this Agreement shall be in writing and either (i) delivered to the party entitled thereto, or (ii) mailed with postage prepaid, (and concurrently FAXed to the FAX no. shown below), to the address of the party entitled thereto at the address shown below by registered or certified mail, return receipt requested. A notice shall be deemed to be received in (i), on the date of the actual receipt thereof by the party entitled thereto in the case of delivery, and in (ii), five days (5) after the date of the mailing thereof, where said notice is mailed.

S&S:

Vendor:

S&S License & Title Services, Inc.
 Attention: Troy Sandlin
 President
 519 NE Perry St
 Peoria, Illinois 61603
 Phone: (309) 674-9532
 Fax No: (309) 674-9583

FOX RIVER VALLEY LIBRARIES
 Attention: LAUREN ROSENTHAL
 Dir.
555 BANNINGTON AVE
EAST DUNDEE IL 60118
 Phone: 224 699-5829
 Fax No.: _____

- H. Waiver. No delay by S&S in enforcing any right or benefit it may have hereunder will constitute a waiver or create an estoppel with respect to S&S and no right or license will be implied by estoppel or otherwise.
- I. Headings. The headings in this Agreement are for convenience only and shall have no effect on its interpretation.
- J. Attorneys' Fees. Vendor agrees to pay all costs incurred by S&S to collect any amount owed under this Agreement or to enforce any obligation under this Agreement, including, but not limited to, collection agency fees, reasonable attorneys' fees, expenses and court costs incurred in connection with demands and/or negotiations, in court proceedings, on appeal, in post-judgment collection efforts and/or in bankruptcy proceedings.
- K. Regulatory Examinations. To the extent that S&S or Vendor are subject to periodic examinations by state and/or federal regulatory authorities, each party hereto agrees to undertake reasonable efforts to cooperate with the other in connection with any such examinations.

519 N.E. Perry St., Peoria, IL
(309) 674-9532 FAX: (309) 674-9583



SCHEDULE C

**AUTOMATED CLEARING HOUSE (ACH)
ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION**

VENDOR INFORMATION

Business Name: FOX RIVER VALLEY LIBRARIES State of Organization: _____
 Principal Office: 555 BARNHARTON AVE Principal Place of Business: _____
 City/State/Zip Code: EAST PEORIA IL 60118 City/State/Zip Code: _____
 Business Phone: 224 699-5829 Business Fax No.: _____
 Business Email Address: _____ Business License #: _____

AGREEMENT FOR PREAUTHORIZATION PAYMENTS

In consideration of S&S granting Vendor the right and license to use the Provided Services under the terms of the Agreement and Schedule B - Participating Vendor Agreement Terms and Conditions ("the Terms") Vendor hereby authorizes S&S to initiate debit entries to the account indicated below and the depository named below, hereinafter referred to as Depository, to debit the same to such account. Vendor acknowledges and agrees that such debits to the account shall be for: (i) fees and charges owing by Vendor to S&S for Provided Services rendered by S&S to Vendor; (ii) fees and charges owing by Vendor to Information Providers; (iii) taxes owing by Vendor to governmental entities or agencies in connection with the Provided Services; and, (iv) any other amounts Vendor owes S&S under the Terms.

Except as otherwise defined herein, all capitalized terms used in this Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization will have the meanings attributed to them in the Terms.

Depository Name: _____ Branch: _____
 City: _____ State: _____ Zip: _____
 Transit Routing/ ABA Number: _____ Account No. _____

This authority is to remain in full force and effect until S&S and Depository have received written notification of its termination in such time and in such manner as to afford S&S and Depository a reasonable opportunity to collect all outstanding amounts owed S&S through use of the Provided Services. If any ACH debit files are returned due to insufficient funds, the Vendor will pay S&S a \$75.00 return fee for each returned file. After two successive unsuccessful debit transfers due to insufficient funds, S&S may terminate the Provided Services immediately pending payment.

Must be signed by an Officer of the Vendor or any authorized signatory: _____
 (Please Print)

Date: _____ Signed: (X)

How to find your Routing and Account Numbers

Business Check

Name of Company _____
 Address, City, State _____, 20 _____

Pay to the order of _____ \$ _____ dollars

(Bank Name and Location) _____

0000000000 123456789 1234567890 123
 Routing number Account Number

11/11/19

**RIDER TO AGREEMENT BETWEEN THE
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
AND
S&S LICENSE AND TITLE SERVICES, INC.
FOR
ELECTRONIC REGISTRATION AND TITLING SERVICE
(ILLINOIS VEHICLE REGISTRATION STICKERS)**

Site: Fox River Valley Public Library
Effective Date of Agreement:
Salesperson: Mike Sandlin

This Rider to an Electronic Registration and Title Service Participating Vendor Agreement (“Rider”) relates to a contractual relationship (“Agreement”) between the Fox River Valley Public Library District (“LIBRARY”) and S&S License and Title Services, Inc., an Illinois Corporation (“COMPANY”).

WITNESSETH

WHEREAS, COMPANY is authorized by the Illinois Secretary of State to provide License Plate Renewals and Vehicle Registration Stickers (“Services and Solutions”); and

WHEREAS, COMPANY has the ability and authority as granted by the Illinois Secretary of State to contract with LIBRARY to allow LIBRARY to provide Services and Solutions to its cardholders, patrons and community members (“Patrons”); and

WHEREAS, LIBRARY desires to provide the Services and Solutions offered by COMPANY to its Patrons; and

WHEREAS, COMPANY and LIBRARY desire for COMPANY and LIBRARY to contract to provide Services and Solutions to LIBRARY’s Patrons.

NOW THEREFORE, COMPANY and LIBRARY agree as follows:

- A. The above recitals are incorporated herein and made a part of this Rider by way of this paragraph A.
- B. COMPANY acknowledges that LIBRARY enters into the Agreement expecting COMPANY will remain in business in the foreseeable future to fulfill its obligations as set forth in the Agreement. Accordingly, COMPANY represents and warrants that:
 - 1. The Services and Solutions provided by COMPANY will function and perform consistent with the purposes outlined in the Agreement and this Rider;

2. COMPANY has obtained the necessary authority and/or licenses from all property right holder(s) and government authorities necessary to perform its obligations under this Rider and the Agreement;
 3. COMPANY is not negotiating for the sale or transfer of its business or assets to another entity or company.
- C. Either party may terminate this Agreement, with or without cause, at any time upon thirty (30) days written notice to the other party.
- D. In the event of termination, only payment for maintenance, services, equipment and supplies rendered through the date of termination are due. COMPANY will refund LIBRARY upon return of all inventory, including but not limited to damaged license plate stickers and license plates.
- E. In the event of termination, COMPANY will provide all cooperation and assistance reasonably necessary to assist the LIBRARY with the transition to another Services and Solutions provider.
- F. Neither party may assign the Agreement and this Rider without the other party's prior written consent.
- G. COMPANY agrees to indemnify and hold harmless LIBRARY from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by COMPANY's conduct, acts, errors, or omissions. LIBRARY agrees to indemnify and hold harmless COMPANY from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by LIBRARY conduct, acts, errors or omissions. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent conduct, acts, errors or omissions of COMPANY and LIBRARY, they shall be borne by each party in proportion to its own conduct.
- H. COMPANY and LIBRARY shall pay all reasonable Attorney's fees, expert witness fees, and costs incurred by the other in enforcing the terms and provisions of the Agreement and in defending any proceeding to which either COMPANY or LIBRARY are made parties as a result of the acts or omissions of the other party. The parties intend that only the prevailing party is entitled to fees and costs.
- I. The liability of COMPANY and LIBRARY and any concomitant damages shall be determined in such amount and to such extent, without limitation, as is commensurate with their conduct as provided by Illinois law. Any limitations in the Agreement limiting the remedies or applicable statute(s) of limitations shall be given no effect.
- J. COMPANY shall provide LIBRARY with all documents requested by LIBRARY thereby enabling LIBRARY to respond timely to any request to LIBRARY for documents pursuant to the Freedom of Information Act (5 ILCS 140/1, et seq.).
- K. Any changes to the terms of the Agreement must be made in writing and signed by the party to be charged.

L. LIBRARY is subject to the Illinois Local Records Act (50 ILCS 205/ et. seq.) which provides the process and timing requirements by which LIBRARY may destroy "records" as defined by the Act.

M. All notice required by this Rider and Agreement shall be provided in writing to:

For LIBRARY:
Lauren Rosenthal, Library Director
Fox River Valley Public Library District
555 Barrington Avenue
Dundee, IL 60118
lrosenthal@frvpld.info

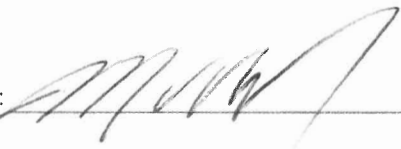
For COMPANY:
Mike Sandlin
S&S License and Title Services, Inc.
519 N.E. Perry Street
Peoria, IL 61603
titlemike@gmail.com

N. PROVISIONS CONTAINED IN THIS RIDER CONFLICT OR MAY CONFLICT WITH OTHER PROVISIONS OF THE AGREEMENT. RATHER THAN DELETING OR LINING OUT OTHER PORTIONS OF THE AGREEMENT, COMPANY AND THE LIBRARY AGREE THAT, IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

S&S LICENSE AND TITLE SERVICES, INC.

By: _____

By:  _____

Its: _____

Its: P.L. _____

Date Signed: _____

Date Signed: 12-27-19 _____

C.5 Contract for Architectural Services

RECOMMENDED **ACTION**: I move to authorize the Board President to enter into a contract with Engberg Anderson Architects for site evaluations, concept development and testing, and referendum materials in an amount not to exceed \$104,100.

BACKGROUND INFORMATION:

Following the procedures contained in the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/), an RFQ for Architectural Services was issued April 15, 2015. Ten firms submitted Qualifications packets. Interviews were held with four firms on June 6, 2015. The Facilities Team members did an initial ranking followed by tours in June and July of a variety of libraries designed by the three top candidates: Engberg Anderson, Studio GC, and Dewberry. Engberg Anderson was ultimately chosen as the Library's architect.

During the November meeting of the Committee of the Whole, the vacant Dominick's in Carpentersville (site 1), Huntley Square (site 2), and the vacant Carson's building (site 3) were prioritized as potential sites that could be renovated to meet Library requirements. Investigation into the feasibility and affordability of these properties by the Library's architect and construction manager is the next step in the process.

The attached proposal should represent all architectural work that would need to be completed prior to election day in the spring 2021.

Authorizing the Board President to execute a contract for Architectural Services will enable the Library to proceed with the investigation and planning process as outlined during the November Committee of the Whole meeting.



January 10, 2020

AGREEMENT FOR PLANNING & DESIGN SERVICES FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT | SITE COMPARISON STUDY

between

and

Board of Library Trustees of the
Fox River Valley Public Library District,
Kane County Illinois
555 Barrington Avenue
East Dundee, Illinois 60118
847-428-3661

Engberg Anderson, Inc.

5600 N. River Road, Suite 800
Rosemont, Illinois 60018
847-704-1300

Engberg Anderson Project No. 203140

Dear Lauren,

Engberg Anderson is pleased to submit this proposal for architectural design services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, we will prepare a clean version for signatures. At that point we would ask for an authorized signature and a returned copy for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Fox River Valley Public Library District to compare multiple sites as potential locations for a new west side library. This effort is in support of the Library's current and planned community engagement activities related to funding construction and operation of physical space within the District. The Library intends to investigate 3 existing buildings as well as expansion and or renovation of its existing Dundee Library. The Library seeks a rigorous, incremental, and transparent process allowing continued study of sites with long term potential in a manner that encourages public participation. To that end a series of tasks are outline in three levels of development.

Goals & Priorities

We will meet with the Library to review Strategic Plan, mission statement, vision statement, and core values, aspirations for the project, and project constraints. We will work toward a definition of what will be considered "success".

Program

We will meet with the Library to review and formally define project requirements with respect to major space categories. The program also establishes the other physical qualities each of the spaces will need to support the library's mission. Critical elements such as power, data, lighting security, control and workflow have significant impact on patron satisfaction and staffing efficiency.

The program must also consider the human and external factors that will influence the final design. Community needs for socialization, public discussion and community gathering help inform the functional requirements of the program and, perhaps more importantly, define the character of the facility, both physically and psychologically. Careful consideration will result in a clearer understanding of what is needed and help the community realize its goals for the library.

Our typical Program of Spaces defines library space use in 7 major space categories

1. Arrival | Enter, Orient, Greet, Exhibit
2. Places to Gather | Multi-purpose, large group, flexible, connected
3. Places to Get Things | Showplace for curated collections of various materials and objects
4. Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation...
5. Special Spaces
 - a. Community specific spaces for whatever suits the community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries.
 - b. "Room of Requirement" to support pop-up services, emerging trends, special needs user populations.
6. Staff Spaces | Flexible and scalable to respond to shifts in services, expertise, work styles, and staffing shifts from materials handling to collaborative customer services.
7. Building Support Spaces | Future friendly infrastructure to support continuing evolution in the services

Sustainability Goals & Priorities

Engberg Anderson strives for a balance of building function, image, cost and environmental performance. Whether or not the Library opts to pursue a LEED certified project, the design team will use the LEED "can do" checklist to help guide the design decision making process and insure that all Library representatives are aware of the sustainable design opportunities and trade-offs. This process will, at a minimum, identify achievable green strategies to increase energy efficiency, provide for greater user comfort and minimize the building's impacts on the environment.

Level 1 - Evaluations

Site

1. Review existing records such as surveys, geotechnical reports, utility atlases, and as-built/record drawings to understand what is available on the site and what analyses are needed
2. Research county information available any information available for site development needs, especially for floodplain storage considerations.
3. Visit the site after reviewing records to confirm findings and to help gain a better understanding of the site.
4. Contact the Village engineering/public works staff to confirm our interpretations of their stormwater management ordinance and other development requirements.

5. Review architectural conceptual sketches/drawings/information/renderings of proposed improvements to gain an understanding of the proposed impacts to the site.
6. Determine what site stormwater implications, site utility improvements, and paving improvements are needed.
7. Review the exiting roadways around the proposed library site, determine the jurisdiction of those roads, and collect information on speed limits, parking, traffic control, and lane usage. Based on the proposed site plan, the Engineer shall review the location of proposed access drives and internal vehicular and pedestrian circulation of the site. Recommendations will be summarized in a memorandum.
8. Estimate the parking needs of the library based on municipal zoning requirements, national parking data, and projected use of the library by staff and patrons. Shared parking opportunities around the site will be analyzed to possibly minimize the amount of parking provided. Accessible parking requirements and needs will be determined.
9. Create a very preliminary engineering drawing(s) or narrative of the site improvements for developing conceptual level, preliminary costing.
10. Provide review of preliminary costing for site improvements, hitting the major site needs such as stormwater storage, utility needs/upgrades, paving upgrades/additions.
11. Refine the information produced for presentation to the Owner
12. Provide concept level drawing and narrative for use by architect in meetings or exhibits.

Building Systems including Roof, Walls, Fenestration, Structure, Fire Protection, Plumbing, Heating Ventilating and Air Conditioning, Power, Lighting, Low Voltage Systems, Vertical Circulation, and other applicable fixed systems.

1. Review available documentation including construction or record drawings and specifications as provided by the Library. We will scan the existing documents for distribution to and use by our team.
2. Next, we will convene a group of engineers and architects familiar with library building systems for a one-day walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
3. The results of these conversations and the walk through will become the basis for development of specific life-expectancy, notes relating to abnormal wear or deterioration in the condition of the components, suitability for reuse,
4. Any discernable violations of life safety, plumbing, mechanical or electrical codes will be identified to the Library. This does not take the place of specific code reviews or accessibility reviews.
5. Building systems that appear to warrant more intensive investigation or inspection will be identified to the Library.
6. A narrative will summarize the findings.

Concept Diagrams & Narratives to identify potential for long term utility and probable costs. Each concept will have worthy components that are identified and collected by the larger group assembled. This identification is based on the goals and priorities set by the group. Once collected these worthy components are analyzed for their performance potential. A performance score, based on the Library's goals, is assigned.

Key planning issues are addressed including:

1. Entry, Wayfinding/Navigation, Service Zones
2. User Experience, Support of Social, Individual, Active and Passive Uses
3. Support of Self-Help and Customer-Staff Collaboration; Control, Security and Safety
4. Acoustics, Ambiance, Comfort, Lighting, Power, Suitability of Space for Multiple Purposes
5. Collection Merchandising and Reader Environments
6. Flexibility, Adaptability, Expandability, Durability, Sustainability

7. Identity, Image, Brand, Aspiration of the Library and the Community

Cost Models will be developed by the Library's construction manager.

Evaluations

With the cost and performance evaluation in hand, we compare the performance score to the development cost to define a "value index" for each. This allows a quick, rational consideration of the multiple design options. This is process we have used to great effect with clients across the country. It helps focus attention on key goals, targets financial resources toward the services and spaces that have the greatest impact in the community, and galvanizes support for the project.

A broad range of participation helps build a framework that is relevant to the community. Although this could be via the efforts of the Library to date, we have included a series of activities structured within this proposal designed to collect input from

1. Staff via workshops,
2. Board via meetings,
3. Stakeholders via interviews,
4. Focus groups via meetings and
5. The Public at large via town halls.

If needed, sites or concepts deemed worthy of further development will be addressed in the Level 2 Evaluations

Level 2 - Concept Development & Testing

Dundee Library Effectiveness based on input from staff and patrons regarding their experience of the library. Then we will quantify, observe and diagram the existing layout, condition, character and effectiveness of the library building including

1. User Experience
2. Service Points & Supervision
3. Staff Efficiency & Workflow
4. Technology
5. Acoustics & Lighting
6. Structural Flexibility
7. Under and Over Utilization of Space
8. Suitability for Current and Anticipated Uses

These activities build on the frame work established in the Level 1 Evaluations. More detail is developed to test the concepts carried forward. This allows greater understanding of performance, cost, and community preference. Diagrams are replaced by plans that include furnishings, 3 dimensional imagery is developed to define and communicate specific design intent, conversations regarding zoning and other jurisdictional reviews are conducted, and a strategy for acquisition is defined. Major components of testing and refinement would include

1. Site
2. Building Systems
3. Plans Elevations, 3D Images
4. Cost Models
5. Evaluations

As with the Level 1 effort, a broad range of participation is possible:

1. Staff via workshops,
2. Board via meetings,
3. Stakeholders via interviews,
4. Focus groups via meetings and
5. The Public at large via town halls.

Ideally we are down to one concept at this point. Depending on community and trustee needs, it may be necessary to conduct specific tests and evaluations. Potential additional expenses include

- ALTA/ACSM Survey w Topography
- Wetland Delineation
- Preliminary Geotechnical Report
- Phase 1 Environmental Report
- IHPA and IDNR EcoCat Applications
- Review NRCS info on soil types
- Review EMA FIRMs, water table, tributary watershed and wetlands
- *Structural review of the existing (East) Library building*
- *Roof inspection to understand the issues with the existing roof*
- *Energy modeling and system comparisons*
- *Conceptual civil engineering work including utility capacity confirmation, utility plans, grading plans*

Level 3 - Referendum Materials

Within this approach we will produce the following for each of the proposed facilities:

- Presentation quality site plan
- Presentation quality floor plan(s), including furnishings
- Presentation quality building elevations
- Exterior renderings (by the architect)
- 3-D digital model (sketch-up)
- Narrative defining conceptual building systems
- Construction cost estimate (prepared by the construction manager)
- Furnishings and technology cost estimates

The materials will be prepared by Engberg Anderson in a professional manner acceptable to the Owner.

During the course of the design process, Engberg Anderson may develop additional drawings or study models for the purpose of further communicating the design intent to both the library and the cost estimating consultant. These materials will be made available to the library for their use. Engberg Anderson will also work with the library to develop an overall project cost estimate that will include costs not included in the construction and furnishings estimates, e.g. data cabling, equipment, telephones, opening day collections, fees, reimbursable expenses, etc.

PROJECT PARAMETERS

Budget

The Library seeks to establish a sustainable project budget as part of the scope of this study. Analysis will include use of Library supplied operation costs and construction costs provided by Lamp, Incorporated, acting as a construction manager for the Library.

Schedule

The library desires to complete the study in a manner that supports public engagement and a 2021 referendum.

Reviews and Approvals

Specify any review deadlines or entities having approval rights over the course of the project.

Owner Supplied Information/Responsibilities

The Owner needs to be an active participant in the process. By virtue of its central role and the extensive work completed to date it is in a unique position to bring the various decision makers and stakeholders together. The purpose of this effort is to build understanding and consensus. The Owner is responsible to identify those individuals whose participation is needed to meet the local requirements for broad based consensus. Additional participants may be required to facilitate the assessment of any mixed use options for the site and building.

The Owner will need to supply information during the project to support the study efforts:

- Existing Building and Site Drawings
- Environmental Assessments or Hazardous Materials Report
- Program
- Budget updates
- Schedule updates
- Other

WORK PLAN

A detailed Work Plan will be developed with the Library to cover the entirety of this study.

FEE PROPOSAL

FEE

Based on the current project understanding, we propose to complete the outlined services for an hourly not to exceed fee. The maximum total will consist of a series of anticipated fees as shown in Table 1. If the Library elects to reduce the number of sites studied at the end of a phase, the aggregate limit will be reduced. If the project goals are accomplished with less effort, the savings in time and overall fee will accrue to the Library.

Engberg Anderson will provide up to 6 community meetings at no cost to the project.

If extensive Village or other approval meetings are desired or required, such meetings will be addressed as an Additional Service.

As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

Table 1 - Potential Maximum Fees

Task/Service	Architecture & Structure	Civil Engineering	Mechanical, Electrical, Plumbing & Fire Protection	Task Total	Level Total
Goals & Priorities, Program	\$5,000			\$5,000	\$5,000
Level 1 Evaluations					
Site 1	\$5,000	\$3,500	\$3,500	\$12,000	\$26,000
Site 2	\$4,000	\$3,500		\$7,500	
Site 3	\$3,000	\$3,500		\$6,500	
Level 2 Concept Development & Testing					
Site 1	\$9,000	\$3,500	\$2,500	\$15,000	\$63,500
Site 2	\$8,000	\$3,000	0	\$11,000	
Site 3	\$7,000	\$2,500	0	\$9,500	
Dundee Library	\$13,000	\$7,000	\$8,000	\$28,000	
Level 3 Referendum Materials					
West Library	\$4,800			\$4,800	\$9,600
Dundee Library	\$4,800			\$4,800	
	\$63,600	\$26,500	\$14,000	\$104,100	

Note: Table 1 represents full range of outlined activities for sites noted. If the Library cuts list of viable sites at the end of Level 1 to a single west side site plus renovation/expansion of Dundee Library, the aggregate fees are approximately \$84,000. If additional sites are studied, the fee for each additional site will be close to the Site 3 fees for Level 1 and Level 2 activities.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will charged based on the attached **Current Rate Schedule** up to the limits specified for each service.

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client in accordance with the attached **Reimbursable Expenses Exhibit**. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expenses shall be invoiced at 1.1 times our cost.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

OTHER TERMS

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

- Exhibit: Current Rate Schedule
- Exhibit: Reimbursable Expenses
- Exhibit: Insurance Coverages

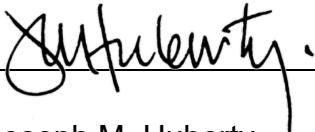
----- Continued on next page -----

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
BOARD OF LIBRARY TRUSTEES OF THE
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT OF
KANE COUNTY, ILLINOIS

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner, Secretary

Title: _____

Date: January 10, 2020

Date: _____

EA File Name: P:\Chicago\2020 3139\203140 Fox River Valley PLD Sites\1-Project Administration\1-Contracts & Fees\1-Client\Agreements\Owner Architect 190110.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be charged based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$160	Project Production	\$75 - \$110
Principal	\$120 - \$140	Senior Interior Designer	\$110
Project Team Leader	\$90 - \$120	Interior Designer	\$90-\$110
Project Architect	\$95-\$110	Administrative/Graphics	\$75 - \$110
Project Designer	\$95-\$110		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
- Mileage is calculated using the prevailing IRS reimbursement rates.
- Airfare is purchased at coach rates, prices as available with 14 day advance purchase. Last minute meetings are purchased at the best available commercial prices for the date and time chosen for the meeting.
- Lodging is \$125/night maximum.
- Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit.

INSURANCE COVERAGES EXHIBIT

- Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.
- Commercial General Liability
 - \$1,000,000 each Occurrence; \$2,000,000 Annual Aggregate; \$1,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile
 - \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation
 - Statutory requirements, Coverage A and applicable federal
- Employers Liability (Stop Gap)
 - \$500,000 per Accident/ \$500,000 Disease – Policy limits; \$500,000 Disease – Each Employee
- Umbrella/Excess Liability
 - \$4,000,000 per Occurrence/Annual Aggregate
- Professional Liability
 - \$2,000,000 per Claim; \$2,000,000 Annual Aggregate

C.6 Contract for Construction Management

RECOMMENDED **ACTION**: I move to authorize the Board President to enter into a contract with Lamp Incorporated for pre-construction services in an amount not to exceed \$15,000.

BACKGROUND INFORMATION:

Following the procedures contained in the Local Government Professional Services Selection Act (50 ILCS 510/), an RFQ for Construction Management at Risk services was issued February 10, 2015. Nine firms submitted Qualifications packets. Three fully qualified firms (Lamp Inc., Leopardo Construction, and Gilbane Building Company) were identified and ranked based on the criteria below:

- Workload that is fully able to accommodate the addition of this project
- Record of successfully completed projects of similar scope without major legal or technical problems
- Previous experience with libraries and/or a good prior working relationship with the District
- Key personnel that have appropriate experience and qualifications
- Relevant and easily understood graphic or tabular presentations
- Projects that were complete on or ahead of schedule
- Projects that were completed under budget with an acceptable quality of work
- Construction administration capabilities
- Proximity to and familiarity with the area where the Project is located
- Experience in sustainable “green” construction methods and procedures

Lamp Inc. was ultimately chosen as the Library’s construction manager.

During the November meeting of the Committee of the Whole, the vacant Dominick’s in Carpentersville (site 1), Huntley Square (site 2), and the vacant Carson’s building (site 3) were prioritized as potential sites that could be renovated to meet Library requirements. Investigation into the feasibility and affordability of these properties by the Library’s architect and construction manager is the next step in the process.

The attached proposal should represent all pre-construction services work that would need to be completed prior to election day in the spring 2021.

Authorizing the Board President to execute a contract for Construction Management Services will enable the Library to proceed with the investigation and planning process as outlined during the November Committee of the Whole meeting.



460 N. Grove Ave.
Elgin, IL 60120
www.lampinc.net

O: 847.741.7220
F: 847.741.9677

January 8, 2020

Ms. Lauren Rosenthal, Executive Director
Fox River Valley Public Library District
555 Barrington Ave.
East Dundee, IL 60018

Re: Investigate Existing Buildings for Potential New Facility

Dear Lauren,

Lamp Incorporated is pleased to submit the following proposal for compensation to provide pre-referendum construction review services. This proposal is based upon touring three existing facilities, review the existing library facility at the Barrington Avenue location, meeting with library staff and Engberg Anderson staff to discuss options, create preliminary budgets for the three existing buildings based upon our meetings and preliminary drawings created by Engberg Anderson, update the costs for construction to the Dundee Library building, and create a more detailed budget for the facility that the Library board decides is the best option.

This proposal includes the following items:

Pre-Construction Services (Professional): \$15,000.00

Budget Estimates	Initial Schedule
Value Engineering	Project Schedule
Site Inspection and Analysis	Constructability Review
Consulting Services	Meetings

Lamp Incorporated would like to thank you for letting us submit this pre-referendum compensation proposal to you for the proposed new library project. If you should have any questions on this proposal or require additional proposals for your other construction needs, please contact me at your convenience. Lamp Incorporated looks forward to working with you on this project and remaining a member of your construction team.

Respectfully submitted,
LAMP INCORPORATED

 A handwritten signature in black ink, appearing to read 'Ian C. Lamp', is written over a horizontal line. Below the signature is the printed name 'Ian C. Lamp' and the title 'President'.

Ian C. Lamp
President

Construction Management
General Construction
Design/Build

C.7 Approve Ejector Pump Repair and Replacement Work

RECOMMENDED ACTION: I move to approve payment to Tessendorf Mechanical Services for replacement of two ejector pumps at the Dundee Library in the amount \$13,205.45.

BACKGROUND INFORMATION:

DL had trouble with our two ejector pumps in December. The two pumps eject sewage from the downstairs toilets & sinks up to the main sewer line. One went out completely while the other was not running at full capacity. Michael worked with two companies to find out the cost of repairs / replacements, received two quotes, and began work with the low bidder.

We'd hoped that we would only need to replace the one pump, which was within the Director's signing authority at just over \$5,000. The other pump would be repaired to become fully operational. However after working on the replacement and repair for a day and a half, they were unable to repair the second pump and needed to replace it as well.

Our policy regarding emergency purchases is: *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.*

Board President Richard Corbett and Treasurer Brian Lindholm approved the emergency replacement of the second ejector pump on Friday, December 27 at a total cost of \$10,080. The final bill exceeded that amount due to the additional charges for electrical controls and piping re-work, and came in at \$10,800 for both pumps, plus \$2,405.45 additional to replace two defective check valves and piping.

Both pumps were fully operational, and downstairs bathrooms & kitchen reopened, by the end of the day Friday, December 27.

TESSENDORF45 Center Drive
Gilberts, IL 60136

Mechanical Services

P: 847.426.7524
F: 847.426.6234

INVOICE

22733**Bill To:****Dundee Township Library
555 Barrington Ave
E Dundee IL 60118***Serving the Fox Valley Since 1945*

Date	P.O. No.	Req Number	Terms	Job Location	Service ...
1/9/2020			Net 10		SH
Quantity	Description			Unit Price	Amount
	Coantract to replace two Weil sewage pumps with new Barnes pumps - completed.			10,800.00	10,800.00
2	Extras to the contract Labor-Regular			159.00	318.00
	Replaced defective check valves and new misc. piping added.			2,087.45	2,087.45
<i>Thank You! We Appreciate Your Business!</i>					

Invoices unpaid after 30 days will be charged a \$25 late fee and are subject to a one and one half percent per month interest charge, which amounts to 18% Collection fees, court costs & reasonable attorney fees will be added to collect unpaid accounts.

Total	\$13,205.45
Payments/Credits	\$0.00
Balance Due	\$13,205.45