

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

AGENDA

February 18, 2020

**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

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

Director’s Report—Director Lauren Rosenthal

- **Department Head Reports**
- **Dashboard**

A. Consent Agenda

- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from the January 21, 2020 Board of Trustees Meeting**
 - A.1.b Check/Voucher Register – AP & Payroll Complete for January 2020 totaling \$354,592.44**
 - A.1.c Monthly Financial Report for January 2020**
 - A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
 - A.1.e Revenue Summary – All Funds Combined by Period**
 - A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**

- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for January 2020
- A.1.j Ehlers Account Statement for January 2020

B. Unfinished Business – none

C. New Business

- Exhibit C.1 Ordinance 2020-02 Amending a Policy Prohibiting Harassment, Discrimination, and Retaliation per the Workplace Transparency Act
- Exhibit C.2 Intergovernmental Agreement with D300, Algonquin Area and Ella Johnson Public Library Districts
- Exhibit C.3 Amend Investment Policy - Sustainability Statement

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

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

- Exhibit C.4 Report of the Closed Session Minutes Review, Open July 30, 2019 Executive Session Minutes, and Destruction of Audio Recordings made prior to August 18, 2018

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

Director's Report

January 2020

Heather and I attended annual training conducted by our audit firm Lauterbach & Amen. This year's lineup included what to do in the event of an IRS audit, employee fringe benefits, and the new W-4 forms. Despite the dry topics, L&A can always be counted on for an informative and engaging presentation.

The January All Staff Training was outstanding. CASA Kane County did a presentation on the important work they do, and guided staff on what they can do if they witness or fear abuse. We received customer service training on working with patrons with disabilities: specifically dementia. We completed the new Illinois state requirement for all staff to have sexual harassment and discrimination training based upon the new "actual and perceived protected class" criteria. And the Culture Club unveiled their video and statement defining what FRVPLD staff is all about, and the uplifting video inspired us all.

The CCS Governing board January meeting was uneventful: Northbrook and Palatine both voted to become fine-free, and the number of libraries will grow to 28 with the addition of Palatine and Grayslake in 2020. More libraries in the consortium reduces costs for all members, and enlarges the available collection that's easily searched in our catalog.

The Illinois Department of Revenue released CPI for 2019, which will be 2.3%. This is the highest it's been since 2011. CPI determines the maximum amount our levy can increase. Adding anticipated new construction based upon the average for the past four years, we can predict tax revenues received in June and September 2021 should be roughly 3.2% higher than June and September 2020 receipts.

More good financial news – we're getting a rebate of \$1,180 from our Worker's Compensation carrier as a result of having zero claims in 2019. FRVPLD has not had a WC claim since 2014. This reduction will be reflected in the monthly financial documents once we've received the rebate check.

There's a class action lawsuit regarding GSE bonds, which the Library purchased in the required period January 1, 2009 through and including January 1, 2019. The suit alleges multiple financial firms conspired to fix prices of unsecured GSE bonds. Deutsche Bank and FTN have already settled for \$15M and many other firms are still being pursued. Our investment firm Ehlers is filing on our behalf (as well as on behalf of all their clients who purchased GSE bonds from the named firms during this time period). I will keep the board apprised as to the result of the settlements and actions as events proceed.

Goals for January 2020

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 (1/6) **Done**
5. Meeting: MTM (1/7, 1/14, 1/28) **Done**
6. Meeting: Weekly Rotary meetings: (1/8, 1/15, 1/22, 1/29) **Done**
7. Meeting: WIN Board (1/15) **Done**
8. Meeting: Rotary 5K (1/24) **Done**
9. Training: Lauterbach & Amen Client Training (1/14) **Done**
10. Training: Paylocity Harassment Training (1/16) **Done**
11. Training: All Staff (1/17) **Done**
12. Meeting: CAFCU (1/20) **Done**
13. Meeting: Library Board (1/21) **Done**
14. Meeting: CCS Governing Board (1/22) **Done**
15. Meeting: NSLS Directors – Glenview (1/23) **Skipped due to illness**
16. Meeting: LIRA Executive Committee (1/30) **Done**
17. Task: Prepare Board packet (1/15) **Done**
18. Task: W2W (1/2, 1/16, 1/30) **Done**
19. Task: Payroll (1/3, 1/17, 1/31) **Done**
20. Task: Finalize license plate renewal information (1/15) **Done**
21. Task: File e-rate form 471 for FY2021 (filing window is 1/15 - 3/25) **Not started yet**
22. Task: Potential Library site visits (2/28) **In progress**
23. Task: Ensure compliance with new 2020 legislation (1/31) **Done**
24. Task: staff recognition (1/15) **Done**
25. Task: PCI DSS certification (1/31) **Done**
26. Task: with MT, construct new Strategic Plan draft (1/31) **In progress**
27. Task: Review and summarize 2015 Library Program (2/7) **In progress**
28. Task: Letters of Support for Literacy Connection (1/28) **Done**
29. Task: 6SE Bond Antitrust Settlement Claim (2/5) **In progress**
30. Task: Illinois Library Certification (3/31) **In progress**
31. Task: FY2021 Working Budget (5/13) **In progress**
32. Training: Paylocity Harassment (1/16) **Done**
33. Training: FOIA (1/31) **Done**

Goals for February 2020

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4. Meeting: Pre-agenda (2/3)
5. Meeting: MTM (2/4, 2/18)
6. Meeting: Weekly Rotary meetings: (2/5, 2/12, 2/19, 2/26)
7. Meeting: Rotary Board (2/7)
8. Meeting: D300 IGA (2/7)
9. Meeting: BGCDT Teen Center Ribbon Cutting (2/7)
10. Meeting: Potential Library Site visits (2/10)
11. Meeting: Rotary 5K (2/21)
12. Meeting: West Dundee TIF (2/11)
13. Meeting: CCS Budget Committee (2/14)
14. Meeting: Rotary Grant seminar (2/15)
15. Meeting: ILA Legislative Breakfast (2/17)
16. Meeting: NKCC Lunch and Learn @ DL (2/18)
17. Meeting: Library Board (2/18)
18. Task: Prepare Board packet (2/12)
19. Task: W2W (2/13, 2/27)
20. Task: Payroll (2/10, 2/24)
21. Task: Presenter at CLPL Career Workshop “Salary Negotiation” (2/14)
22. Task: Finalize license plate renewal procedures (2/15)
23. Task: Implement license plate renewals (3/1)
24. Task: File e-rate form 471 for FY2021 (filing window is 1/15 - 3/25)
25. Task: FY2021 Working Budget worksheets to Managers (2/5)
26. Task: with MT, construct new Strategic Plan draft (3/3)
27. Task: 6SE Bond Antitrust Settlement Claim (2/5)
28. Task: Review and summarize 2015 Library Program (2/7)
29. Task: Carpentersville art loan (2/29)
30. Task: Illinois Library Certification (3/31)
31. Task: FY2021 Working Budget (5/13)
32. Training: Top Employment Law issues (2/6)

Internal meetings with individual staff members not included

Fox River Valley Public Library District February 2020 Department Reports

Assistant Director: Heather Zabski

We completed all 1095B forms for all full-time staff receiving library insurance, and issued the form along with the W2's. We've also submitted the required 1094B form to the IRS, completing our ACA requirements for 2020.

The January All-Staff meeting was full of important training for staff. We went over customer service training for patrons with dementia, had a Census 2020 overview, and had a guest speaker from CASA Kane County. Per Illinois requirements, staff received annual training on Sexual Harassment and Discrimination. Our new database Vidcode was highlighted at the meeting and staff viewed our new Culture Statement video.

Lauren and I attended training on Payroll and Taxability issues through our auditor Lauterbach and Amen. The presentation went over what type of benefits issued to employees are considered taxable income. Our current practices are following IRS regulations as outlined in the presentation. We also learned about the new W-4 form.

Managers started the process of creating another strategic plan for FY 2021-2024. The planning process has gone well so far. Based on the ideas generated from management team, Keri and I are working together to put together a draft to present to management team later in February.

We currently have open positions for Randall Oaks clerk, Youth Services clerk, and Bilingual Library Assistant in Youth Services.

Randall Oaks: Brittany Berger

Stats and Programs

13 youth programs were conducted at Randall Oaks in January. Total attendance for these programs was 251. In addition, 6 passive programs were available throughout the month. Participation for the youth interactive board, scavenger hunt, trivia, and word searches totaled 1284. In addition to 902 general questions, Randall Oaks staff assisted patrons with 394 reference queries this month.

Volunteers

For the second year in a row Randall Oaks is participating in Dundee Crown High School's Vocational Program. Each week during their spring semester two volunteers arrive with their volunteer coach to assist us with a variety of tasks. Our volunteers spent 10 hours at Randall Oaks in January.

Staff Projects

RO staff relabeled all our outdated video game labels that referenced \$1 fines and 5 game limits. Rachel Dunne, Andrea Rico, and Judy Whichard received their notary certificates and have begun notarizing documents for patrons at Randall Oaks.

Youth Services: Monica Boyer

Although January brought frigid temperatures, YS saw an uptick in programming attendance. The Library's Winter Reading Challenge, "Get Yeti to Read!" had tasks such as, "Use Miss Humblebee's Academy or Tumblebooks" and "Tell a librarian what you are reading." We heard positive comments from patrons regarding newfound knowledge regarding databases and materials. Program finishers have come to the YS desk to collect their final prize (A limited addition t-shirt advertising the program and Library!) and it has been very sweet to see so much excitement as they model their shirt for us (See picture below). Thus far, we've had a program completion rate of 50%! This is an awesome feat as our challenge competes with holidays, extracurricular events and sports and other family engagements.



On January 22nd, we had our second annual Preschool Fair. The Library hosted about 17 local preschools and daycares to answer questions and provide information about their programs and facilities. Heather Ji, Youth Services Librarian, did an awesome job coordinating this event and answering questions from caregivers who attended this event. By partnering with local businesses and nonprofits in our service area, the Library can build positive relationships.

Every January, American Girl (AG) produces a new doll and introduce her as, "Girl of the Year." This year's Girl of the Year is Joss Kendrick. Joss happens to be the first AG doll who has congenital hearing loss as part of her story. Not only does this doll fit in to our current AG collection but also aligns to the Library's core values (Diversity) and district priorities ("Promote engagement in the library across our diverse community"). As we know, inclusivity to all our patrons is a top priority of ours. Our collection, programming and outreach services are evident of this statement. Joss is available for checkout at both locations. We have received many thanks from local patrons for adding her to our AG doll repertoire (See screenshot below).

 **Fox River Valley Public Library District** is at Fox River Valley Public Library District.
January 16 at 12:38 PM · East Dundee · 🌐

American Girl's 2020 Girl of the Year is Joss Kendrick! This doll's message is inclusivity and ambition! Joss is the first American Girl Doll whose disability (congenital hearing loss) is part of her story. Check her out at the Dundee and Randall Oaks Libraries! #inclusivity #youthservices #americangirdoll @ Fox River Valley Public Library District



👍❤️👉 15 1 Comment

👍 Like 💬 Comment ➦ Share

Most Relevant ▾

 **Danielle Belmonte** THANK YOU!!!! My daughter wears hearing aids. We will have to come and check her out 😊

2w 👍 2

We know how much our patrons love our space, but we LOVE seeing their shout outs on social media! Below is a screenshot of some loyal patrons having a ball in the department. Offering a safe, public space where children and their caregivers can come and engage in interactive activities, is an aspect we strive to offer in YS.



Account Services: Keri Carroll

In response to a question posed at January’s board meeting, here is the data related to our fine-free move: On 11/13/19, 10,321 FRVPLD patrons had a total of \$139,274.02 in outstanding overdue fines. Of those 10,321, 3,633 patrons have fines at \$10.00 or more. After consulting with my staff at the one-month mark, all have claimed that the response has been overwhelmingly positive to the change.

The stats from this month’s dashboard echo that sentiment. While visits and circulation are still down from where they were in January 2019, both locations saw a significant spike in total physical items circulated. Excluding renewals, Dundee was up over 4,200 physical items circulated and Randall Oaks was up over 1,300 items from December 2019 to January 2020. Compare that to the same time last year where Dundee was only up 1,840 physical items circulated and Randall Oaks circulated 1,240 from December 2018 to January 2019.

One of my goals for this fiscal year is to develop welcome letters to community members within our library district who aren’t current patrons. I focused on two communities: one south of I-90 in Gilberts (underrepresented) and residents of the Springs of Canterfield apartment complex (new) on Route 31 just north of I-90. After drafting the letter, PR manager Kirstin Finneran formatted the letter and made it ready for public release. In addition to the welcome letter, an inactive library card and an application were included. My staff graciously helped me address, stuff, and seal the envelopes and we were able to send out just shy of 400 welcome letters to residents of our district, inviting them to our locations. I’ve recorded the card numbers and, in the case of the Gilberts residents, their names for tracking purposes.

I attended the CCS circulation technical meeting in Crystal Lake, the CCS ILL technical meeting in Lake Villa, and the RAILS circulation managers meeting in Barrington, all three providing me with the opportunity to hear from other libraries on their policies and innovations. Grayslake is joining CCS in September along with Palatine, bringing the consortium up to 29 libraries and increasing our access to additional materials even further. Many other CCS libraries are considering going fine free in 2020 and I received a handful of emails from other circulation managers asking for tips. It was nice to share with them how seamless the process was and how well it was received.

January also held an All Staff meeting where I participated in a couple presentations. I organized an internal competition for staff to create DVD binge boxes following a common theme. We have such a wonderfully creative staff that I can't wait to see what everyone submits. Additionally, I gave a brief presentation alongside ATS manager Jason Katsion and Randall Oaks manager Brittany Berger about the upcoming census. We educated staff on what they could expect as individuals completing the census themselves as well as how they could best help patrons once March rolls around.

Public Relations & Outreach: Kirstin Finneran

Worked with Heather Ji in Youth Services to create a directory of area preschools to be distributed at this year's Preschool Fair. It will also be available year-round in the Youth Services Department as a resource for parents. For the fair we also assembled a goodie bag for attendees that included lots of promotional information about the library like a newsletter, February events calendar, 1001 Books Before Kindergarten brochure, and more.

Created a large postcard to address the state of the library district, and the results of our Open Town Hall survey. We will be using this at outreach events to begin laying ground work for our upcoming referendum campaign.

Created another Instagram account that focuses on the library as a whole. It will work alongside the Youth Services and Teen accounts to make sure patrons of all ages can keep in touch with FRVPLD.

Send an email blast to all blocked patrons, explaining our new fine free policy and encouraging them to return to the library.

Much of this month's focus was putting together the Spring 2020 newsletter.

Press

Libraries across Illinois are waiving late fees to encourage more use of public resources (The Center Square, Jan. 1)

Preschool Fair set for Jan. 22 at Dundee Library (Daily Herald, Jan. 9)

Fox River Valley Public Library District offers notary service (Daily Herald, Jan. 16)

"One Stop Shop" Preschool Fair Set for Jan. 22 at Dundee Library (Kane County Connects, Jan. 22)

License Plate Renewals to be available at Dundee Library starting in March (Courier-News, Jan. 29)

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Preschool Fair, Caregiver Support, Overdue Fines Waived	1/3/2020	10439	2377	22.79%	234
You no longer owe the Fox River Valley Public Libraries overdue fines. (eBlast)	1/8/2020	1141	368	34.42%	10
Garden Planning, African Stories & Songs, Job Openings	1/29/2020	10406	1723	16.57%	369
Open at Noon on Friday, Virtual Reality Gaming	1/15/2020	10422	2327	22.34%	252
You're Invited to our Caregiver Support Group (eBlast)	1/9/2020	26	22	84.62%	0

Instagram

FRVPLD (30 Followers)

FRVPLD Youth (133 Followers)

FRVPLD Teens (46 Followers)

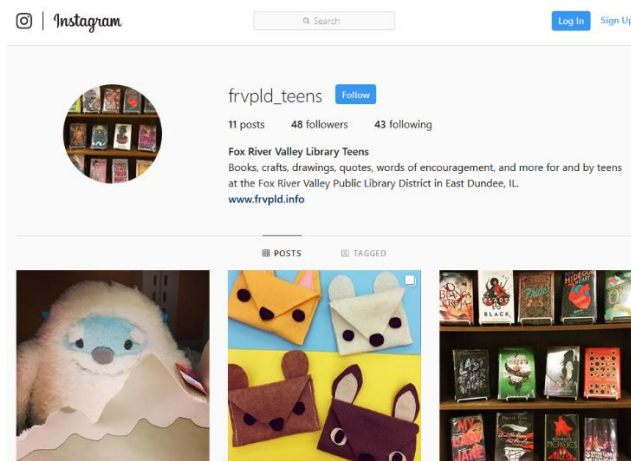
Adult and Teen Services: Jason Katsion

In the first month of 2020, the Adult & Teen Services Department unveiled several exciting new projects and continued to deliver our established services such as one-on-one tech appointments, computer classes, and programming.

The first meeting of our new Caregiver Support Group was attended by ten patrons. Adult Programs and Outreach Assistant Cari Poweziak became a Certified Caregiving Facilitator specifically to lead this program. The group will meet monthly, with the goal of providing support to those who care for friends or family with chronic illness.

As previously reported, seven Adult & Teen Services staff members underwent training in October 2019 to become Notaries Public. Executive Assistant Karen Werle had been the sole certified Notary Public on staff, which meant that notary service was limited to 9am to 4pm. In January 2020, we went live with the extended notary service hours. Patrons may now receive free notary service virtually any time the Library is open.

Two new teen projects were unveiled in January. Teen Librarian Danielle Pacini presented her DIY Flip Light program. To prepare for this project, Danielle trained herself in the basics of soldering and utilized new soldering tools in Corner 68. The program involved soldering three components of a circuit to make a functioning flip light. When the jar is right side up, the light is off; when the jar is flipped upside down, the circuit is completed and the light turns on. We also launched a teen-focused Instagram account (FRVPLD_teens) in January, which will be maintained by Danielle and Library Assistant Katie Redding. Instagram posts on this profile will promote teen programming and highlight the Library collection.



On January 14, we presented Tidy Up: Home & Life with Kristyn Ivey of For the Love of Tidy. This event was attended by 22 patrons, and Library Assistant Taylor Haring reports that they were excited to meet Chicago's first platinum certified KonMari Consultant.

Our ongoing "Make Your Own" craft program continues to be popular with adults. The January 16 event centered on creating a winter wreath and was attended by 22 people.



The Adult & Teen Services Department conducted 36 One-On-One Tech Appointments in January. These one-hour appointments provide patrons with individualized assistance on a range of topics: job searching tips and resume help; computer basics; training with Microsoft Office apps; accessing e-books and e-audiobooks; device troubleshooting; research assistance using Library databases and online resources. One-on-one sessions may also be used for training on the specialized equipment in Corner 68, such as conversion equipment (VHS to DVD; vinyl to MP3; cassette to MP3), the Silhouette Cameo machine, and the Library's sewing machines. Seven staff members from the Adult & Teen Services Department provide one-on-one assistance: Erica Acevedo, Gene Barish, Taylor Haring, Jasmin Munoz, Danielle Pacini, Sean Plagge, and Cari Poweziak.

I received a message in January from a patron who wished to express gratitude for the service she received in her most recent and prior one-on-one appointments: "We bought our daughter a Cromebook laptop for Christmas as she wants to be a writer one day but I am not 'tech savvy' at all and was very cautious when it came to setting up her user name, etc. as she is only 10-years old. I remembered that your library had services that we have used in the past to set up Apple i-Pad restrictions so I contacted your employee Sean Plagge and he had availability to meet with us the very same day. He is professional, knowledgeable and really wants to please the patron. He really looks at all the angles to make sure we were setting up restrictions but allowing my daughter room to grow and feed her curiosity of the Internet, games, and music. I left the library with one very happy little girl and I was relieved in knowing as a parent the set-up with complete and she had the restrictions to protect her at this age."

We are here to help.

**Schedule a free one-on-one session for help with
online job applications, Microsoft Office,
social media, syncing email with
your phone, downloading
content, and more.**



To make an appointment, call (224) 802-8000, email 1on1@frvpld.info, or visit www.frvpld.info to fill out a "Request a Tech Appointment" under the Services tab.

On January 15, I attended a 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. At the January meeting, we voted on multiple proposed changes to the online catalog. We also discussed upcoming usability testing and analytics of the online catalog.

The All Staff training event on January 17 featured contributions from multiple Adult & Teen Services staff members. Cari Poweziak provided customer service training specific to serving patrons who may be suffering from dementia. Danielle Pacini provided an overview of the Vidcode platform, an online interactive classroom where patrons can learn JavaScript programming. Danielle demonstrated some of the graphical work she has created using Vidcode and discussed how this platform will be utilized in future teen programming in Corner 68. With Brittany Berger and Keri Carroll, I discussed how Library staff can prepare for the upcoming 2020 Census. Finally, the Culture Statement video was debuted for Library staff. The contributions of Library Assistant Erica Acevedo were essential to the creation of this video. It was subsequently shared at the Board of Trustees Meeting on January 21.

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. The Administration Conference Room has been completed and the team will move on to renovate the Think Tank.

January was a busy month in terms of preparing for a cleaning service that would include all 7 days of the week. Facilities has contacted 6 custodial companies and await their proposals to be submitted.

It was discovered that the outside sconces on the building are failing. Some are out and others have a very dim light trying to shine in the darkness. Replacement parts are unavailable for these units and Peters Electric is in the process of submitting a proposal for units that are economical and functional.

Valley Enterprises – With six more weeks of snow season (according to Punxsutawney Phil), the weather has been to the side of mild. There have been no issues and no incidents due to the ice and small amounts of snow that we have received.

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

Savings: \$5,400+. Of this monthly amount, \$3,000 was documented since the Library Director negotiated for lower renewal pricing for the OpenGov products for the final four years of our 5-year contract. This lower rate was determined because our library has helped promote their software, and secondly because our Director talked to our library system (RAILS) about these modules. Now other libraries can purchase at a discounted rate via RAILS. Over \$1,400 was saved from our early purchasing of Scholastic's discounted prize books for our Summer Reading Club. Over \$100 saved due to price comparison for renewing maintenance contracts for our file servers, and another \$100 was due to utilizing coupon codes to purchase crafting supplies for future programs.

Magazine weeding project: This has now been completed so our back issue accumulation matches our holdings statement, and more room was created for future issues.

IT/ Network: John Sabala



Following on the momentum of the Census Awareness training during the All Staff Training for January. We have implemented two PC stations reserved for Census Activity. These PCs are restricted to the US 2020 Census website (<https://2020census.gov/en>). Also implemented is a digital signage that plays a continuous loop of the US 2020 Census Awareness video. This signage is placed near the "Book Hold" pickup area. We hope this high traffic area will have the highest impact on our Patrons.



Good-bye to the old fax machine. This dedicated resource located in the main library has been retired. It was replaced by the new fax machines integrated with Konica-Minolta multifunction printers (MFP). The 3 MFPs were implemented in November and are now fully functional with copying, scanning, faxing and printing. Faxing can now be transacted in Youth, Adult & Teen, and Randall Oaks.

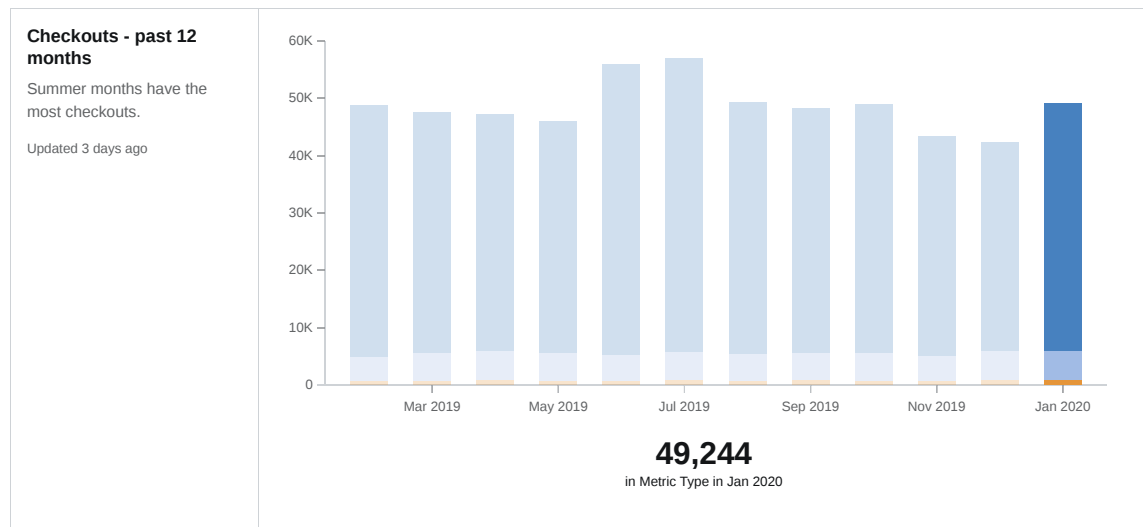
Konica Minolta MFP

How are we doing?

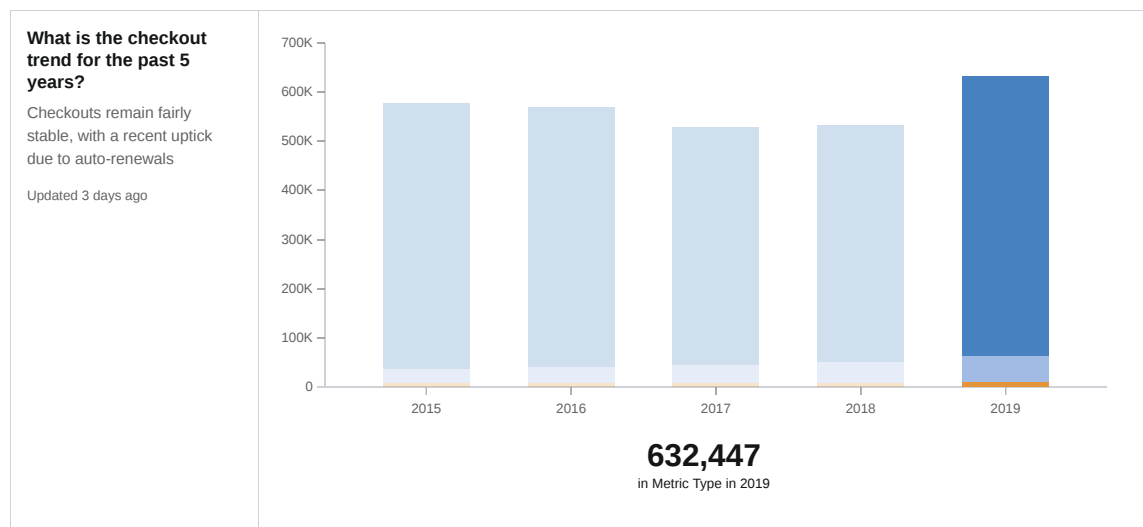
The monthly Dashboard tells our story

Click the graphs to see more details

Checkouts - past 12 months



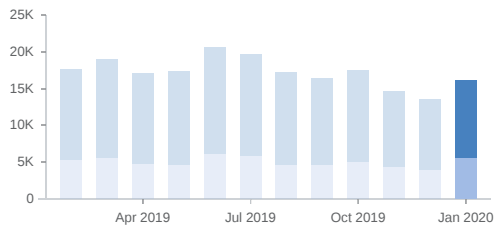
Checkout Trend



Library Visits

How many people visit the library each month?

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

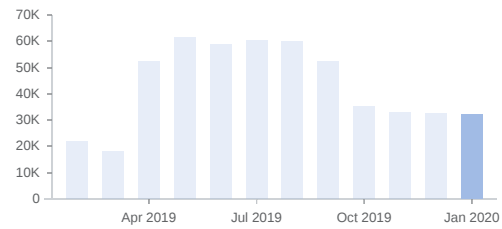


16,190
in Location in Jan 2020

Website Visits

How many people visit the library online?

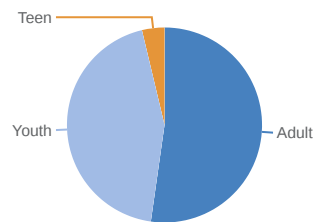
Website visits have increased greatly.



32,455
in Location in Jan 2020

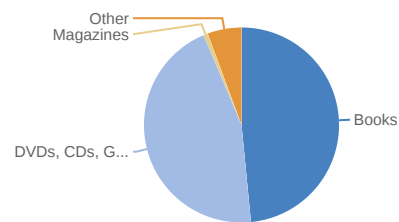
Physical item checkouts

Checkouts by Audience - this fiscal year to date



256,256
in Department in 2020

Checkouts by Material Type - last fiscal year

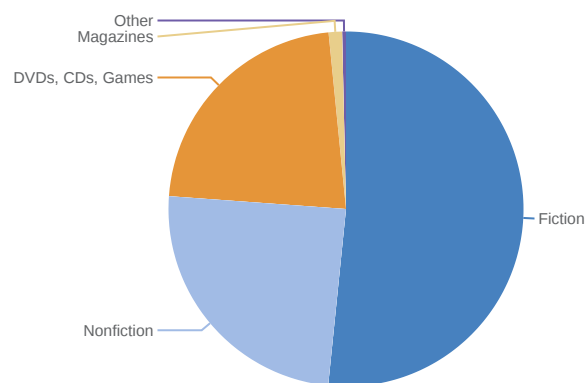


561,920
in Material Type in 2019

How many physical items are owned by our libraries?

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

Updated 14 weeks ago



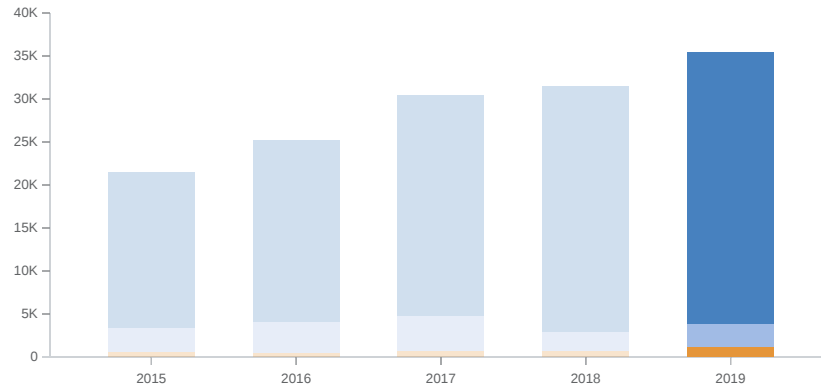
138,886
in Material Type in 2020

Program Attendance Trend

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

Attendance at programs has steadily increased.

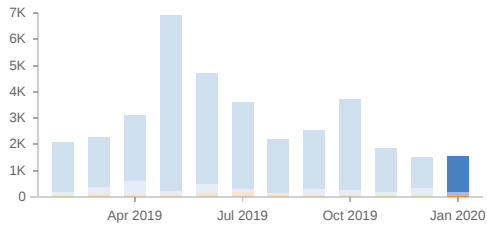
Updated 3 days ago



35,432
in Metric Type in 2019

How many people attend programs each month?

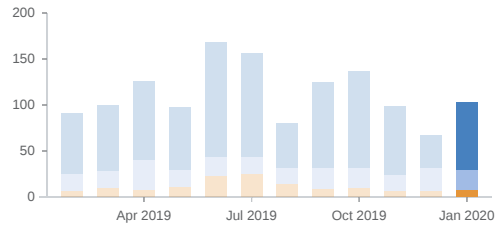
May is the busiest, promoting our Summer Reading Challenge



1,554
in Metric Type in Jan 2020

How many programs are held each month?

We hold more kids programs than adult or teen.

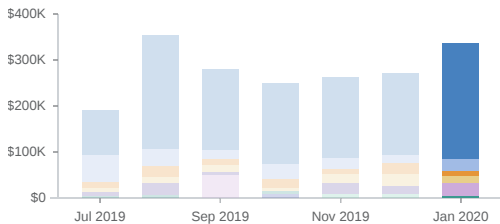


103
in Metric Type in Jan 2020

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.

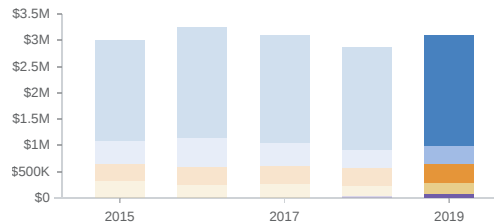


\$336,091.38
in Expenses in Jan 2020

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.j under the Consent Agenda as presented

- A.1.a Minutes from the January 21, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for January 2020 totaling \$354,592.44**
- A.1.c Monthly Financial Report for January 2020**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for January 2020**
- A.1.j Ehlers Account Statement for January 2020**

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

RECOMMENDED MOTION (if needed):

Approve Item _____ as presented

**Fox River Valley Public Library District
Board of Trustee Meeting
January 21, 2020**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:02 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Dave Nutt

Members absent:	Vice Pres	Kristina Weber
	Trustee	Chris Evans

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

Public Comment

There was no public comment.

Staff Recognition

Director Rosenthal recognized Assistant Director Heather Zabski and Public Relations Manager Kirstin Finneran for 10 years of service to Fox River Valley Public Library District. Assistant Director Zabski recognized staff members Jasmin Munoz, Katie Redding, Lisa Knapp, Sherry Kenney, Vanessa Fernandez, and Erica Acevedo for 5 years of service to FRVPLD. The Library Board and Administration value their dedication and effort in serving the community.

President's Report

Corbett noted two upcoming Illinois Library Association (ILA) events for Trustees. On February 17, 2020 is the President's Day Legislative Meet-Up in Oak Brook where Trustees are able to interact with local elected representatives on issues concerning the Library. The Trustee Forum Workshop will be held March 14, 2020 and affords Trustees an opportunity to delve into strategic planning for community impact.

Officer Reports

Treasurer Lindholm reviewed the Cash Flow Analysis comparing the current fiscal year receipts and expenditures with projections for the coming fiscal year 2021, and commented on investment and financial planning for the Library's future.

Liaison Reports

No reports.

Director's Report

Rosenthal spoke to the importance of fostering a genuinely friendly and welcoming atmosphere at FRVPLD and

that it begins at the staff level. HR Specialist Sherry Kenney was charged with implementing a plan to identify what staff defines as their collective strengths in this regard. The resulting Culture Statement focuses on the key qualities of kind, honorable, genuine, resilient, fun, and curious. A short video and Culture Statement highlighting these values was created by staff members and shown to the Board. It is available for view on the Library's website under the About Us tab, using the Mission/Values/Priorities link in the dropdown menu.

On Christmas Day in cooperation with the Kane County Coroner's office and Carpentersville Rotary, Rosenthal, staff, and family members gathered at the Dundee Library to distribute Christmas meals provided by the Christmas Cheer Foundation. 330 meals were served to those who had requested them in advance and the Coroner's office provided a free book for children age 12 and younger.

D300 eBook Project Presentation

Zabski presented an overview of the new eBook sharing project in cooperation with D300 and the Algonquin and Ella Johnson Libraries which will make additional, age-appropriate eBook content available to all D300 students. Students will also have the opportunity to receive FRVPLD Library Cards with parental permission. The target date for implementation is September, 2020.

Strategic Plan Update

Rosenthal reported on progress made on current Strategic Plan goals. Favorable increases in the number of bilingual staff and circulation were noted. The new Strategic Plan will be presented in the Spring. Account Services Manager Keri Carroll gave feedback on FRVPLDs new 'fine-free' policy.

Department Reports and Dashboard

There was no discussion.

Consent Agenda

Exhibit A.1 Items 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 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

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

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Planning and Budgeting Policy Update

Corbett called for a motion to *APPROVE THE UPDATED PLANNING AND BUDGETING POLICY AS PRESENTED*.

Moved by Kuhlman and seconded by Nutt, item opened for discussion. Corbett noted Trustee Evans, the Board Bylaws and Policy Liaison, has viewed and approved of the small edit to the policy. There being no further discussion, Corbett called for a voice vote.

Motion carried by unanimous voice vote.

Exhibit C.2 Minimum Wage Requirement – Update Salary Scale

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Lindholm and seconded by Kuhlman, Corbett opened the item for discussion. Rosenthal noted the new minimum wage requirement and explained the need to be competitive in the industry in order to attract and retain talented staff. Tennis moved to *AMEND THE SALARY SCALE UPDATE AS PRESENTED, HOLDING THE TOP RATE VS REDUCING GRADES 2NE, 3NE, and 11NE, AND HOLD UNDER 10%. GRADES 4NE, 7NE, AND 8NE*. Seconded by Lindholm. Discussion on salary ranges and market standards followed. Corbett then called for a roll call vote on the amended motion.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – nay; Tennis – aye; Evans and Weber – absent. 1 aye, 4 nays, 2 absent. Amended motion failed.

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

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – nay; Evans and Weber – absent. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.3 Memorandum of Understanding – D300 eBook Project

Corbett called for a motion to *APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE D300 EBOOK PROJECT*. Moved by Kuhlman and seconded by Nutt, item opened for discussion. Rosenthal noted there will also be an Intergovernmental Agreement to be brought before the Board for approval in February. FRVPLDs attorney has reviewed both documents favorably. After discussion on costs Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Exhibit C.4 Contract for License Plate Renewal

Corbett called for a motion 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*. Moved by Kuhlman and seconded by Nutt, item opened for discussion. There was discussion on the Library's fee vs the online fee, the procedure to make the transaction and revenue projections. Corbett called for a roll call vote.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – nay; Evans, Weber – absent. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.5 Contract for Architectural Services

Corbett called for a motion 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*. Moved by Lindholm, seconded by Nutt. Item opened for discussion. It was agreed to scale back the scope of work, clarify costs, and add a level 1 deliverable date at this preliminary stage. Tennis moved to *AMEND EXHIBIT 5 TO AUTHORIZE THE BOARD PRESIDENT TO ENTER INTO A CONTRACT WITH ENGBERG ANDERSON ARCHITECTS CONTRACT PROPOSAL TO PHASE 1 TO INCLUDE SITES 1 AND 2, GOALS AND PRIORITIES, PROGRAM, AND LEVEL 1 EVALUATIONS FOR SITE 1 AND 2 IN AN AMOUNT NOT TO EXCEED \$24,500*. Seconded by Nutt. Corbett called for a roll call vote on the amended motion.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Amended motion carried.

Exhibit C.6 Contract for Construction Management

Corbett called for a motion 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*. Moved by Nutt, seconded by Kuhlman; item opened for discussion. The Lamp Incorporated proposal will be revised to cover sites 1 and 2 only.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – abstain; Evans, Weber – absent. 5 ayes, 0 nays, 1 abstain; 2 absent. Motion carried.

Exhibit C.7 Approve Ejector Pump Repair and Replacement

Corbett called for a motion to *APPROVE PAYMENT TO TESSENDORF MECHANICAL SERVICES FOR REPLACEMENT OF TWO EJECTOR PUMPS AT THE DUNDEE LIBRARY IN THE AMOUNT \$13,205.45*. Moved by Kuhlman and seconded by Lindholm, item opened for discussion. Rosenthal explained an emergency replacement of two ejector pumps at Dundee Library was necessary because both failed, and board policy permits emergency expenditures under \$20,000 with the approval of two board officers. After receiving approval from Corbett and Lindholm the work was completed in December 2019. There was no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Nutt and seconded by Tennis, meeting adjourned by unanimous voice vote at 9:34 PM.

Nikki Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 1/1/2020 Through 1/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Elizabeth Sotelo	42793	1/6/2020	50.00
Ziegler's Ace Hardware	42794	1/21/2020	335.21
Advanced Disposal	42795	1/21/2020	186.00
Alarm Detection Systems	42796	1/21/2020	201.00
SYNCB/AMAZON	42797	1/21/2020	1,104.57
AT&T	42798	1/21/2020	328.99
AT & T Mobility	42799	1/21/2020	95.58
Baker & Taylor	42800	1/21/2020	844.70
Breakroom Solutions	42801	1/21/2020	116.28
Brodart Co.	42802	1/21/2020	2,208.14
Brown Industries, Inc	42803	1/21/2020	153.99
CDS Office Technologies	42804	1/21/2020	232.80
Comcast	42805	1/21/2020	784.88
Comcast	42806	1/21/2020	1,252.43
D300 Food Bank	42808	1/21/2020	72.50
Dundee Township Park District	42809	1/21/2020	32,445.00
Ehlers Investment Partners, LLC	42810	1/21/2020	681.76
Elgin Sheet Metal Company	42811	1/21/2020	5,585.00
Garveys Office Products	42812	1/21/2020	1,176.06
GovConnection, Inc	42813	1/21/2020	2,643.65
Green River Way, Inc.	42814	1/21/2020	644.96
Hall Pass	42815	1/21/2020	6.00
INGRAM Library Services	42818	1/21/2020	10,496.15
KONE, INC	42819	1/21/2020	268.24
LIMRICC Unemployment Compensatio...	42820	1/21/2020	863.55
Midwest Tape Exchange, Inc.	42822	1/21/2020	4,340.01
Nicor Gas	42823	1/21/2020	382.63
Shanta S. Nurullah	42824	1/21/2020	400.00
OpenGov, Inc.	42825	1/21/2020	2,464.00
Postmaster - Algonquin	42826	1/21/2020	2,000.00
Prestige Distribution, Inc.	42827	1/21/2020	2,571.00
Quality Logo Products, Inc	42828	1/21/2020	2,365.48
RAILS	42829	1/21/2020	1,298.00
Scholastic Book Fairs	42830	1/21/2020	1,415.21
Showcases	42831	1/21/2020	49.05
Technology Management Rev Fund	42832	1/21/2020	427.50
Tessendorf Mechanical Services	42833	1/21/2020	13,205.45
Unique Management Services, Inc.	42834	1/21/2020	71.60
Valley Enterprises, Inc.	42835	1/21/2020	3,400.00
Village of East Dundee	42836	1/21/2020	53.00
Cardmember Service	42837	1/21/2020	1,597.97
Wellness Insurance Network	42838	1/21/2020	15,271.47
ComEd	42839	1/21/2020	2,973.91
Paylocity Payroll	DD202001-01	1/3/2020	230.45
Paylocity Payroll	DD202001-02	1/17/2020	235.35
Illinois Dept. of Revenue	DD202001-03	1/21/2020	28.00
Paylocity Payroll	DD202001-04	1/31/2020	472.63
Illinois Municipal Retirement	DD202001-05	1/31/2020	28,538.70
	Total 10100 - BANK ACCOUNTS		146,568.85
Report Total			146,568.85

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 1/01/2020 Through 1/31/2020

Page 1 Total

146,568.85

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- January 2020 3payrolls	203,631.66
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,806.52
DENTAL INSURANCE	173.92
I.M.R.F	9,053.94
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	19,484.76
MEDICARE/F.I.C.A.	15,426.31
TOTAL PAYROLL EXPENSE	<u>227,508.35</u>
*Minus IMRF Employer Portion Direct Debit	<u>(19,484.76)</u>
	<u>208,023.59</u>

<u>208,023.59</u>	
<u>\$ 354,592.44</u>	Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

Table with 8 columns: Code, Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include Revenues (District Wide, Dundee Library, Randall Oaks) and Expenditures (Transfers Between Funds).

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

		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	100.00%	
		Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	100.00%	
15		PERSONNEL SERVICES/BENEFITS						
0		District Wide						
00		DEPARTMENT-WIDE						
	52120	EMPLOYEE INSURANCES	11,794.95	77,850.19	51.90%	72,149.81	150,000.00	48.10%
	52122	REIMBURSED INS	1,496.00	10,118.00	50.59%	9,882.00	20,000.00	49.41%
	52123	WORKERS COMP	0.00	9,123.00	100.00%	0.00	9,123.00	0.00%
	52124	UNEMPLOYMENT INS	863.55	4,242.84	56.57%	3,257.16	7,500.00	43.43%
	52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
	52160	TUITION REIMB	(1,272.00)	(1,272.00)	(12.72)%	11,272.00	10,000.00	112.72%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	17,127.00	17,127.00	100.00%
05		ADMINISTRATION						
	52100	SALARIES	34,868.34	174,210.23	56.38%	134,732.77	308,943.00	43.61%
40		PUBLIC RELATIONS						
	52100	SALARIES	7,143.18	35,854.42	57.03%	27,013.58	62,868.00	42.97%
50		IT / NETWORK						
	52100	SALARIES	10,660.17	53,076.98	57.68%	38,937.02	92,014.00	42.32%
60		PATS						
	52100	SALARIES	12,916.98	66,436.83	54.78%	54,830.17	121,267.00	45.21%
90		FACILITIES						
	52100	SALARIES	11,609.08	59,347.84	57.09%	44,604.16	103,952.00	42.91%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	52100	SALARIES	40,246.53	200,994.16	57.19%	150,402.84	351,397.00	42.80%
20		YOUTH SERVICES						
	52100	SALARIES	29,788.49	164,279.99	54.87%	135,080.01	299,360.00	45.12%
70		ACCOUNT SERVICES						
	52100	SALARIES	34,711.81	166,057.09	54.74%	137,287.91	303,345.00	45.26%
75		SHELVERS						
	52100	SALARIES	3,864.88	20,531.33	54.56%	17,094.67	37,626.00	45.43%
2		Randall Oaks						
80		RANDALL OAKS						
	52100	SALARIES	17,822.20	89,125.42	55.97%	70,102.58	159,228.00	44.03%
		Total PERSONNEL SERVICES/BENEFITS	216,514.16	1,129,976.32	54.91%	927,773.68	2,057,750.00	45.09%
20		LIBRARY MATERIALS						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

Table with 8 columns: Activity Code, Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include District Wide, DEPARTMENT-WIDE, ADMINISTRATION, Dundee Library, DEPARTMENT-WIDE, ADULT & TEEN SERVICES, TEEN, and YOUTH SERVICES.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
61700	NONTRADITIONAL MATERIALS	158.00	511.09	17.03%	2,488.91	3,000.00	82.96%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
61600	GAMES	218.46	2,507.35	50.14%	2,492.65	5,000.00	49.85%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	953.69	6,277.74	62.77%	3,722.26	10,000.00	37.22%
61120	BOOKS NF	151.48	1,112.57	37.08%	1,887.43	3,000.00	62.91%
61400	DVD	526.25	3,194.28	79.85%	805.72	4,000.00	20.14%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
15	TEEN						
61100	BOOKS	121.32	1,584.21	39.60%	2,415.79	4,000.00	60.39%
61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
20	YOUTH SERVICES						
61100	BOOKS	1,116.37	4,281.29	22.53%	14,718.71	19,000.00	77.47%
61130	BOOKS SPANISH	10.16	521.60	26.08%	1,478.40	2,000.00	73.92%
61400	DVD	307.33	1,601.09	53.36%	1,398.91	3,000.00	46.63%
61700	NONTRADITIONAL MATERIALS	158.00	158.00	10.53%	1,342.00	1,500.00	89.47%
	Total LIBRARY MATERIALS	26,079.63	219,419.41	53.52%	190,580.59	410,000.00	46.48%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52130	STAFF DEVELOPMENT	178.99	2,295.20	76.50%	704.80	3,000.00	23.49%
70800	POSTAGE	17.99	1,233.28	41.10%	1,766.72	3,000.00	58.89%
70900	SUPPLIES	870.42	5,733.88	40.95%	8,266.12	14,000.00	59.04%
73225	PUBLIC LIABILITY INS	0.00	23,498.00	100.00%	0.00	23,498.00	0.00%
73230	TRANSPORTATION REIMBURSEMENT	374.05	2,958.16	73.95%	1,041.84	4,000.00	26.05%
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	100.00	2,465.00	80.16%	610.00	3,075.00	19.84%
73245	BACKGROUND CHECK FEES	6.00	42.00	5.25%	758.00	800.00	94.75%
73250	BANK CHARGES	158.92	968.85	25.68%	2,803.15	3,772.00	74.31%
73255	INVESTMENT FEES	681.76	4,676.22	62.33%	2,825.78	7,502.00	37.67%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

Table with 9 columns: Activity Code, Activity Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include categories like MATERIALS RECOVERY FEE, LOST & PAID FORWARDING, COST OF ITEMS SOLD, SALES TAX EXPENSE, REIMBURSED PURCHASES, HOSPITALITY, MEETING EXPENSE, CASH UNDER, CONTINGENT EXPENSES, ADMINISTRATION, STAFF DEVELOPMENT, MEMBERSHIPS, ADULT & TEEN SERVICES, PUBLIC SERVICE, PATS, FACILITIES, Dundee Library, and Randall Oaks.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	73215	COPIER/PRINT EXPENSE	44.30	350.04	17.50%	1,649.96	2,000.00	82.50%
	73505	RENT EXPENSE	5,407.50	37,852.50	58.33%	27,037.50	64,890.00	41.67%
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	9,907.09	118,154.19	49.02%	122,877.81	241,032.00	50.98%
52		PUBLIC RELATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	70800	POSTAGE	2,000.00	6,235.00	62.35%	3,765.00	10,000.00	37.65%
	70900	SUPPLIES	77.85	4,500.11	54.87%	3,699.89	8,200.00	45.12%
	73010	NEWSLETTER	0.00	9,470.00	49.32%	9,730.00	19,200.00	50.68%
	73020	OUTSIDE PRINTING	65.92	656.90	21.89%	2,343.10	3,000.00	78.10%
	73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
		Total PUBLIC RELATIONS	2,143.77	20,862.01	51.38%	19,737.99	40,600.00	48.62%
53		GENERAL PROGRAMMING						
0		District Wide						
00		DEPARTMENT-WIDE						
	73151	SUMMER READING	1,415.21	4,140.57	25.87%	11,859.43	16,000.00	74.12%
	73152	WINTER READING	2,365.48	2,928.81	97.62%	71.19	3,000.00	2.37%
	73155	LICENSING	0.00	1,675.18	98.54%	24.82	1,700.00	1.46%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	70900	SUPPLIES	247.49	1,631.62	65.26%	868.38	2,500.00	34.74%
	73150	PERFORMERS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
15		TEEN						
	70900	SUPPLIES	190.22	962.24	64.14%	537.76	1,500.00	35.85%
20		YOUTH SERVICES						
	70900	SUPPLIES	1,039.72	5,894.88	45.34%	7,105.12	13,000.00	54.65%
	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	5,258.12	17,797.32	40.73%	25,902.68	43,700.00	59.27%
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 1/1/2020 Through 1/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	70900	SUPPLIES	46.08	1,621.10	22.64%	5,538.90	7,160.00	77.36%
	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	2,691.97	11,556.56	62.46%	6,943.44	18,500.00	37.53%
	73350	INTERNET LINES	756.49	5,282.93	39.13%	8,217.07	13,500.00	60.87%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	151.85	1,062.95	35.43%	1,937.05	3,000.00	64.57%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	151.85	1,062.95	35.43%	1,937.05	3,000.00	64.57%
		Total COMPUTER	3,798.24	53,529.99	46.85%	60,729.01	114,259.00	53.15%
55		PROFESSIONAL FEES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	938.43	5,537.19	55.37%	4,462.81	10,000.00	44.63%
	73410	LEGAL FEES	2,942.50	2,942.50	29.42%	7,057.50	10,000.00	70.58%
	73420	AUDIT EXPENSE	0.00	8,935.00	90.48%	940.00	9,875.00	9.52%
		Total PROFESSIONAL FEES	3,880.93	17,414.69	58.29%	12,460.31	29,875.00	41.71%
61		MAINTENANCE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	2,276.61	6,595.46	57.85%	4,804.54	11,400.00	42.15%
	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	28.73	311.84	31.18%	688.16	1,000.00	68.82%
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	5,585.00	8,708.48	29.02%	21,291.52	30,000.00	70.97%
	73530	EQUIPMENT MAINT	0.00	592.60	29.63%	1,407.40	2,000.00	70.37%
	73540	CONTRACTS: BUILDING MAINTENANCE	6,203.20	18,289.38	31.08%	40,540.62	58,830.00	68.91%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	18,849.24	99.49%	95.76	18,945.00	0.51%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 1/1/2020 Through 1/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	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	14,093.54	83,828.78	53.00%	74,341.22	158,170.00	47.00%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	95.58	645.47	18.02%	2,934.53	3,580.00	81.97%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,367.61	8,351.29	63.75%	4,748.71	13,100.00	36.25%
	73610	ELECTRICITY	2,973.91	23,800.02	59.50%	16,199.98	40,000.00	40.50%
	73620	WATER AND SEWER	0.00	1,934.53	38.69%	3,065.47	5,000.00	61.31%
	73630	GAS	382.63	1,066.72	21.33%	3,933.28	5,000.00	78.67%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	366.00	1,420.68	64.57%	779.32	2,200.00	35.42%
		Total UTILITIES	5,185.73	37,218.71	54.03%	31,661.29	68,880.00	45.97%
70		CAPITAL EXPENSE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73270	FURNITURE & EQUIP	1,113.65	2,007.60	17.92%	9,192.40	11,200.00	82.08%
	73300	COMPUTER EQUIPMENT	0.00	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	1,113.65	23,034.18	51.36%	21,815.82	44,850.00	48.64%
		Total Expenditures	287,974.86	1,721,235.60	51.73%	1,606,216.40	3,327,452.00	48.27%
		Net Increase(Decrease) in Fund Balance	(269,584.23)	1,673,673.62	1,657.64%	(1,572,706.62)	100,967.00	1,557.64%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
20 - FICA
From 1/1/2020 Through 1/31/2020

		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	74.91	755.93	151.18%	(255.93)	500.00	51.19%
	Total REVENUES	<u>74.91</u>	<u>110,587.04</u>	<u>100.08%</u>	<u>(87.04)</u>	<u>110,500.00</u>	0.08%
	Total Revenues	<u>74.91</u>	<u>110,587.04</u>	<u>100.08%</u>	<u>(87.04)</u>	<u>110,500.00</u>	0.08%
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	15,426.31	83,546.34	59.67%	56,453.66	140,000.00	40.32%
	Total PERSONNEL SERVICES/BENEFITS	<u>15,426.31</u>	<u>83,546.34</u>	<u>59.68%</u>	<u>56,453.66</u>	<u>140,000.00</u>	40.32%
	Total Expenditures	<u>15,426.31</u>	<u>83,546.34</u>	<u>59.68%</u>	<u>56,453.66</u>	<u>140,000.00</u>	40.32%
	Net Increase(Decrease) in Fund Balance	<u>(15,351.40)</u>	<u>27,040.70</u>	<u>(91.66)%</u>	<u>(56,540.70)</u>	<u>(29,500.00)</u>	(191.66)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
30 - IMRF
From 1/1/2020 Through 1/31/2020

		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	121.64	1,175.93	235.18%	(675.93)	500.00	135.19%
	Total REVENUES	121.64	120,993.60	100.41%	(493.60)	120,500.00	0.41%
	Total Revenues	121.64	120,993.60	100.41%	(493.60)	120,500.00	0.41%
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	19,484.76	89,698.32	56.06%	70,301.68	160,000.00	43.94%
	Total PERSONNEL SERVICES/BENEFITS	19,484.76	89,698.32	56.06%	70,301.68	160,000.00	43.94%
	Total Expenditures	19,484.76	89,698.32	56.06%	70,301.68	160,000.00	43.94%
	Net Increase(Decrease) in Fund Balance	(19,363.12)	31,295.28	(79.22)%	(70,795.28)	(39,500.00)	(179.23)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 1/1/2020 Through 1/31/2020

		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	10,277.87	37,576.52	93.94%	2,423.48	40,000.00	(6.06)%
	Total REVENUES	10,277.87	37,576.52	93.94%	2,423.48	40,000.00	(6.06)%
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	10,277.87	37,576.52	23.73%	120,759.48	158,336.00	(76.27)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	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	0.00	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	13,205.45	13,867.95	57.78%	10,132.05	24,000.00	42.22%
	Total MAINTENANCE	13,205.45	13,867.95	57.78%	10,132.05	24,000.00	42.22%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	17,786.00	20.92%	67,214.00	85,000.00	79.08%
	Total CAPITAL EXPENSE	0.00	17,786.00	20.92%	67,214.00	85,000.00	79.08%
	Total Expenditures	13,205.45	54,827.99	27.30%	145,975.01	200,803.00	72.70%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 1/1/2020 Through 1/31/2020

	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>(2,927.58)</u>	<u>(17,251.47)</u>	<u>40.62%</u>	<u>(25,215.53)</u>	<u>(42,467.00)</u>	(59.38)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 80 - WORKING CASH
 From 1/1/2020 Through 1/31/2020

		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	503.02	1,716.06	114.40%	(216.06)	1,500.00	14.40%
	Total REVENUES	503.02	1,716.06	114.40%	(216.06)	1,500.00	14.40%
	Total Revenues	503.02	1,716.06	114.40%	(216.06)	1,500.00	14.40%
	Net Increase(Decrease) in Fund Balance	503.02	1,716.06	114.40%	(216.06)	1,500.00	14.40%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 90 - DONATION / GIFT
 From 1/1/2020 Through 1/31/2020

		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	801.59	2,779.92	69.49%	1,220.08	4,000.00	(30.50)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>801.59</u>	<u>2,779.92</u>	<u>30.89%</u>	<u>6,220.08</u>	<u>9,000.00</u>	<u>(69.11)%</u>
	Total Revenues	<u>801.59</u>	<u>2,779.92</u>	<u>30.89%</u>	<u>6,220.08</u>	<u>9,000.00</u>	<u>(69.11)%</u>
	Net Increase(Decrease) in Fund Balance	<u>801.59</u>	<u>2,779.92</u>	<u>30.88%</u>	<u>6,220.08</u>	<u>9,000.00</u>	<u>(69.11)%</u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920
 From 1/1/2020 Through 1/31/2020

Attachment to Exhibit A.1.d

	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	0.00	3,393,306.28	99.84%	3,398,496.00	5,189.72 (0.15)%
43020	PPRT	8,014.56	31,897.72	70.88%	45,000.00	13,102.28 (29.12)%
43500	IMPACT FEES	0.00	33,941.00	0.00%	0.00	(33,941.00) 0.00%
44010	INT & DIV INCOME	17,577.90	78,426.49	90.66%	86,500.50	8,074.01 (9.33)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00 0.00%
45011	E-RATE GRANT	696.04	2,031.13	27.08%	7,500.00	5,468.87 (72.92)%
45020	OTHER GRANTS	0.00	3,218.24	160.91%	2,000.00	(1,218.24) 60.91%
46020	FINES & FEES	120.87	10,550.90	105.50%	10,000.00	(550.90) 5.51%
46030	LOST & DAMAGED	490.93	2,468.76	49.37%	5,000.00	2,531.24 (50.62)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00 (100.00)%
46200	PRINT/COPY REVENUE	1,366.26	10,274.56	34.24%	30,000.00	19,725.44 (65.75)%
46210	FAX REVENUE	380.00	1,810.60	60.35%	3,000.00	1,189.40 (39.65)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	12.00	145.18	36.29%	400.00	254.82 (63.70)%
46400	MISCELLANEOUS INCOME	0.00	349.25	0.00%	0.00	(349.25) 0.00%
46450	REIMBURSEMENTS	0.00	3,212.23	32.12%	10,000.00	6,787.77 (67.88)%
46500	CASH OVER	15.10	139.52	55.80%	250.00	110.48 (44.19)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	10,118.00	50.59%	20,000.00	9,882.00 (49.41)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00 (100.00)%
	Total Revenues	<u>30,169.66</u>	<u>3,668,562.36</u>	<u>98.89%</u>	<u>3,709,919.00</u>	<u>41,356.64 (1.11)%</u>
	Net Increase(Decrease) in Fund Balance	<u>30,169.66</u>	<u>3,668,562.36</u>	<u>98.88%</u>	<u>3,709,919.00</u>	<u>41,356.64 (1.11)%</u>

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
 From 1/1/2020 Through 1/31/2020

Attachment to Exhibit A.1.f

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	251,425.23	1,303,220.98	55.22%	2,360,000.00	1,056,779.02	44.77%
	SERVICES/BENEFITS					
	251,425.23	1,303,220.98	55.22%	2,360,000.00	1,056,779.02	44.78%
20	Library Materials					
20	26,079.63	219,419.41	53.51%	410,000.00	190,580.59	46.48%
	LIBRARY MATERIALS					
	26,079.63	219,419.41	53.52%	410,000.00	190,580.59	46.48%
50	Operating Expenses					
51	9,907.09	118,154.19	50.54%	233,782.00	115,627.81	49.45%
52	2,143.77	20,862.01	51.38%	40,600.00	19,737.99	48.61%
53	5,258.12	17,797.32	40.72%	43,700.00	25,902.68	59.27%
54	3,798.24	76,704.03	50.71%	151,259.00	74,554.97	49.28%
55	3,880.93	17,414.69	19.41%	89,678.00	72,263.31	80.58%
	PROFESSIONAL FEES					
	24,988.15	250,932.24	44.89%	559,019.00	308,086.76	55.11%
60	Building Expenses					
61	27,298.99	97,696.73	53.62%	182,170.00	84,473.27	46.37%
65	5,185.73	37,218.71	54.03%	68,880.00	31,661.29	45.96%
	UTILITIES					
	32,484.72	134,915.44	53.74%	251,050.00	116,134.56	46.26%
70	Capital Expense					
70	1,113.65	40,820.18	31.43%	129,850.00	89,029.82	68.56%
	CAPITAL EXPENSE					
	1,113.65	40,820.18	31.44%	129,850.00	89,029.82	68.56%
	Total Capital Expense					
	336,091.38	1,949,308.25	52.54%	3,709,919.00	1,760,610.75	47.46%
	Total Expenditures					
	(336,091.38)	(1,949,308.25)	52.54%	(3,709,919.00)	(1,760,610.75)	47.45%
	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 1/1/2020 Through 1/31/2020

Attachment to Exhibit A.1.g

		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	124,991.32	662,232.99	54.87%	1,206,794.00	544,561.01	45.12%
20	Library Materials	7,634.16	115,401.41	74.50%	154,900.00	39,498.59	25.49%
50	Operating Expenses	16,620.75	180,131.50	43.91%	410,179.00	230,047.50	56.08%
60	Building Expenses	2,400.92	10,930.91	45.41%	24,070.00	13,139.09	54.58%
70	Capital Expense	1,113.65	40,820.18	33.11%	123,250.00	82,429.82	66.88%
	Total District Wide	152,760.80	1,009,516.99	52.60%	1,919,193.00	909,676.01	47.40%
1	Dundee Library						
15	Personnel Expenses	108,611.71	551,862.57	55.64%	991,728.00	439,865.43	44.35%
20	Library Materials	14,882.41	81,224.93	40.91%	198,500.00	117,275.07	59.08%
50	Operating Expenses	2,763.75	30,519.63	39.53%	77,200.00	46,680.37	60.46%
60	Building Expenses	29,717.80	103,714.61	50.58%	205,035.00	101,320.39	49.41%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	155,975.67	767,321.74	51.88%	1,479,063.00	711,741.26	48.12%
2	Randall Oaks						
15	Personnel Expenses	17,822.20	89,125.42	55.97%	159,228.00	70,102.58	44.02%
20	Library Materials	3,563.06	22,793.07	40.27%	56,600.00	33,806.93	59.72%
50	Operating Expenses	5,603.65	40,281.11	54.51%	73,890.00	33,608.89	45.48%
60	Building Expenses	366.00	20,269.92	92.36%	21,945.00	1,675.08	7.63%
	Total Randall Oaks	27,354.91	172,469.52	55.34%	311,663.00	139,193.48	44.66%
	Total Expenditures	336,091.38	1,949,308.25	52.54%	3,709,919.00	1,760,610.75	47.46%
	Net Increase(Decrease) in Fund Balance	(336,091.38)	(1,949,308.25)	52.54%	(3,709,919.00)	(1,760,610.75)	47.45%

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 1/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	2,131,703.10
20	FICA	48,062.84
30	IMRF	83,612.98
70	CAPITAL PROJECTS/SPECIAL RESERVE	285,851.92
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,327.56</u>
	Total Checking Accounts	2,555,897.32
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	789,964.39
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,041,983.57
80	WORKING CASH	154,220.10
90	DONATION / GIFT	<u>242,992.05</u>
	Total Investments	<u>4,229,160.11</u>
	Total Cash and Investments	6,785,491.43
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	32,445.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	16,594.44
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>34.09</u>
	Total Other Assets	<u>61,728.03</u>
	Total Assets	<u><u>6,847,219.46</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	17,770.72
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	65.92
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	28.73
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	395.45
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	25.00
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	78.33
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	225.00
22076	CREDIT CARD PAYABLE CORTES	
10	GENERAL/CORPORATE	237.99
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	44.93
22082	CREDIT CARD PAYABLE CARAPIA	
10	GENERAL/CORPORATE	18.88
22083	CREDIT CARD PAYABLE ROYER	

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 1/31/2020

		<u>Current Year</u>
10	GENERAL/CORPORATE	557.76
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	155.97
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	<u>1,496.00</u>
	Total Liabilities	21,100.68
	Fund Balance	
10	GENERAL/CORPORATE	2,962,728.84
20	FICA	48,062.84
30	IMRF	83,612.98
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,327,835.49
80	WORKING CASH	154,559.02
90	DONATION / GIFT	<u>249,319.61</u>
	Total Fund Balance	<u>6,826,118.78</u>
	Total Liabilities and Fund Balance	<u><u>6,847,219.46</u></u>

clearwater

clearwater

Investment Inventory Month End
 Fox Rvr Valley All Agg (111383)
 01/31/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	01/31/2020	---	0.00	0.000	---	CCYUSD	240,000.00
Receivable	---	01/31/2020	---	0.00	0.000	---	CCYUSD	133.13
Payable	---	01/31/2020	---	0.00	0.000	---	CCYUSD	(122,879.70)
MMDA12	---	01/31/2020	---	0.00	0.000	---	MMDA12	20,874.57
Belmont Bank & Trust Company	09/27/2017	04/13/2020	---	245,000.00	1.700	1.690	BBG00HTMCM73	245,084.28
Medallion Bank	10/20/2017	04/20/2020	---	145,000.00	1.750	1.766	BBG00HW3T669	145,066.12
United Prairie Bank Inc	10/25/2017	04/24/2020	---	245,000.00	1.750	1.752	BBG00HYJ4Z3	245,113.93
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYGO	200,999.20
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,274.32
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	245,542.68
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,218.60
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZG8	216,718.50
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	126,220.88
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFWM5	157,346.08
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	203,743.60
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	137,721.60
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPNT4	97,187.70
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	150,826.80
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	94,920.87
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	171,909.86
JPMorgan Chase Bank, National Association	03/18/2019	03/15/2022	03/15/2020	108,000.00	2.750	2.763	BBG00NGL5DP4	108,145.04
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	110,140.02
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,419.06
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	200,987.40
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	100,379.30
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RKP66P5	123,218.94
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	84,573.41
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	154,497.60
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,161.81
---	---	07/28/2021	---	4,076,000.00	2.271	2.283	---	4,246,545.57

C.1 Ordinance 2020-02 Workplace Transparency Act

RECOMMENDED **MOTION**: Adopt Ordinance 2020-02 amending a policy prohibiting harassment, discrimination, and retaliation per the Workplace Transparency Act

BACKGROUND INFORMATION:

Public Act 101-0221, effective 1/1/2020, requires Libraries to:

- I. Update sexual harassment policies to include a means whereby a Library Trustee may report sexual harassment made by another Library Trustee and receive an independent review
- II. Require annual sexual harassment training that includes:
 1. An explanation of sexual harassment consistent with the Act;
 2. Examples of conduct that constitutes unlawful sexual harassment;
 3. A summary of relevant Federal and Illinois statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment;
 4. A summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.
- III. Disclose “adverse judgments and administrative rulings” occurring within the preceding calendar year.

The attached ordinance updates the Library’s policy to comply with the section I. of the Act.

The Library currently has procedures outlined in the Employee Handbook that demonstrate compliance with section II. of the Act. In addition, the January All Staff training included annual sexual harassment training involving the requirements above, completing our requirement for 2020.

Regarding section III of the Act, the Library has had no adverse judgments or administrative rulings, but takes claims of discrimination and harassment seriously. They are reviewed on a case-by-case basis and documented accordingly.

Because the Policy refers to FRVPLD’s Employee Handbook for procedural clarity, relevant sections of the Handbook are provided for reference.

ORDINANCE NO. 2020-02

**ORDINANCE AMENDING A POLICY PROHIBITING HARASSMENT,
DISCRIMINATION AND RETALIATION PER THE WORKPLACE TRANSPARENCY ACT**

WHEREAS, the Fox River Valley Public Library District (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0221 effective January 1, 2020, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430 et seq. requiring Libraries to “adopt an ordinance or resolution amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a government.”

NOW, THEREFORE, IT IS ORDAINED by the Board of Library Trustees as follows:

1. The attached Policy is adopted.
2. This Ordinance is effective immediately.

Adopted this 18th day of February 2020.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

Richard V. Corbett
 President, Board of Library Trustees
 Fox River Valley Public Library District

Nikki Kuhlman
 Secretary, Board of Library Trustees
 Fox River Valley Public Library District

Updated Policy:

03.29.00 Work Place Violence and Harassment

The Board and Director are committed to providing a work environment free from conduct considered discriminatory, harassing (including sexual harassment), coercive, or disruptive. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated by the Board, Director or staff without regard to whom the harassment is aimed.

Definitions and Guidelines concerning Harassment and Sexual Harassment shall follow all State and Federal laws.

Employees engaging in unlawful harassment are subject to disciplinary action which may include immediate termination of employment.

An employee who makes a report of harassment or workplace violence may do so without fear of reprisal or retaliation.

The Employee Handbook defines and outlines the procedures in support of this policy.

In the event the sexual or unlawful harassment is made by or directed at a Library Trustee, the affected Library Trustee should contact the Library Board's Attorney to request an independent 3rd party investigation.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.

Employee Handbook contains Procedures for complying with Policy as follows:

Non-discrimination and Anti-harassment

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination against or harassment by anyone, including any supervisor, employee, vendor, customer, consultant, contractor, board member, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment, as defined above, may include, but is not limited to:

Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;

Graphic or suggestive comments about an individual’s dress or body;

Displaying sexually explicit objects, photographs, writings, or drawings;

Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or

Suggesting or demanding sexual involvement of another person, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, the ethics officer, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Annual Training

At least once a year anti-harassment training will be conducted to train employees on sexual harassment. Training shall include:

1. An explanation of sexual harassment consistent with the Workplace Transparency Act
2. Examples of conduct that constitutes unlawful sexual harassment
3. A summary of relevant Federal and Illinois statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment
4. A summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any individual who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside the Library

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
Springfield: 217-785-5100; TTY: 866-740-3953
Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269; TTY: 312-814-4760
Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000; TTY: 800-869-8001

C.2 Intergovernmental Agreement with D300, Algonquin Area and Ella Johnson Public Library Districts

RECOMMENDED **MOTION**: I move to enter into an Intergovernmental Agreement with D300 and the Algonquin Area and Ella Johnson Public Library Districts for the D300 Community Share e-Book 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 Intergovernmental Agreement (IGA) between our library, Algonquin Area Public Library, and Ella Johnson Memorial Library District defines the responsibilities of all three libraries in offering Axis 360’s Community Share platform to expand access to eBooks for D300 students.

The IGA was drafted by the Library’s attorney, and has been verbally agreed upon by all three library directors. The last step is Board approval.

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

Re: Community Share Project/ebooks

This Intergovernmental Agreement for Library Services (Agreement) is effective January 1, 2020 by and 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

RECITALS:

WHEREAS, the three (3) Public Libraries participating in this Intergovernmental Agreement are Public Library Districts operating pursuant to the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (collectively "LIBRARY DISTRICTS"), and wish to cooperate on borrowing of library materials; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Public Library District Act, the LIBRARY DISTRICTS are authorized to enter into inter-governmental agreements for library services; and

WHEREAS, the LIBRARY DISTRICTS wish to cooperate to furnish economical, efficient, and curated digital eBook collection through an electronic shared platform for the students of Community Unit School District 300 ("District 300") and LIBRARY DISTRICT patrons.

AGREEMENT

NOW, THEREFORE, the LIBRARY DISTRICTS agree as follows:

1. Library Services

The LIBRARY DISTRICTS agree to provide an electronic shared platform for the use of District 300 students and LIBRARY DISTRICT patrons.

2. Title to Property

The LIBRARY DISTRICTS shall retain title to the electronic shared platform and its digital resources.

3. Library Users

All holders of a valid system Library card granted by the LIBRARY DISTRICT are allowed to use the electronic shared platform.

4. Transit of Materials

All materials will be delivered electronically.

5. Fines and Fees – Parental Responsibility.

Parents/legal guardians will be responsible for any fines or fees incurred through use of any Library card.

6. Financial

LIBRARY DISTRICTS will provide \$10,000 total for the start-up and maintenance of the electronic shared platform. LIBRARY DISTRICTS will contribute a percentage as follows:

Fox River Valley Public Library District = 50%

Algonquin Area Public Library District = 30%

Ella Johnson Memorial Public Library District = 20%

Funds will remain on deposit with electronic shared platform provider and will be depleted as titles are purchased. As titles are purchased statements will be sent to LIBRARY DISTRICTS detailing how funds are being used. When balance is depleted, LIBRARY DISTRICTS will be invoiced \$10,000 total in the same breakdown as above. Initial estimate is \$10,000 total commitment per year from the LIBRARY DISTRICTS.

7. Amendments to this Intergovernmental Agreement

This Intergovernmental Agreement may be amended only in writing and after approval by the LIBRARY DISTRICTS.

8. Term and Renewal of Intergovernmental Agreement

This Intergovernmental Agreement is effective January 1, 2020 (“Effective Date”) and shall end on December 31, 2022 (3 years) (the Term) unless terminated earlier. A LIBRARY DISTRICT may terminate this Intergovernmental Agreement during the Term, with or without cause, provided written notice of termination has been given to the other LIBRARY DISTRICTS at least ninety (90) days prior to the effective date of the termination. Any such notice of termination must be by U.S. Postal Service first-class mail, postage paid, return receipt requested.

9. Savings Clause

All agreements and covenants herein are severable. In the event any agreement or covenant shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

10. Notice

Any notice required to be given under this Intergovernmental Agreement shall be sent to the addresses stated above.

Algonquin Area Public Library District

ATTESTED BY:

Board President

Secretary

Date signed: _____

Date signed: _____

Ella Johnson Memorial Public Library District

ATTESTED BY:

Board President

Secretary

Date signed: _____

Date signed: _____

Fox Valley River Public Library District

ATTESTED BY:

Board President

Secretary

Date signed: _____

Date signed: _____

C.3 Amend Investment Policy - Sustainability Statement

RECOMMENDED **MOTION**: I move to amend the Investment Policy to include a statement on sustainable investing in compliance with the Illinois Sustainable Investing Act as presented.

BACKGROUND INFORMATION:

As of 1/1/2020, the Illinois General Assembly passed the Illinois Sustainable Investing Act (30 ILCS 238/). As it pertains to public fund entities in the state of Illinois, the act states, "The investment policy shall include a statement that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions." To comply with the Act, we recommend adding the paragraph in red to our existing Investment Policy.

02.37.01

Investment Policy

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

General Objectives

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

A) Safety

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

1. Credit Risk

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

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

2. Interest Rate Risk

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

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3. Custodial Risk

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

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

B) Liquidity

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

C) Yield

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

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

Standards of Care

A) Prudence

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

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Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Notwithstanding any other provision of law, the Board Treasurer and Director, or other FRVPLD employee in the absence of the Director, who deposits public money in any authorized public depository, in compliance with Illinois statutes regarding public deposits, is relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits.

B) Ethics and Conflicts of Interest

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

C) Delegation of Authority

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

D) Authorized and Suitable Investments

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

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

Internal Controls

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

Internal Controls shall address:

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- A) Separation of transaction authority from accounting and record keeping.
- B) Clear delegation of authority to subordinate staff members.
- C) Written confirmation of transactions for investments and wire transfers.
- D) Dual authorizations of wire transfers.
- E) Development of a wire transfer agreement with the lead bank and third-party custodian.
- F) Investment and interest earnings will be recorded in FRVPLD accounting records based on generally accepted government accounting procedures.
- G) A monthly summary of all investment transactions will be prepared by the Director for review by the Board.

Investment Parameters

Investments shall be diversified by:

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

Investment Reporting

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

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

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

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

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

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Pooling of Cash

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

Sustainability

Material, relevant, and decision-useful sustainability factors have been or are regularly considered by FRVPLD, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

C.4 Report of the Closed Session Minutes Review, Open July 30, 2019 Executive Session Minutes, and Destruction of Audio Recordings made prior to August 18, 2018

RECOMMENDED **MOTION**: I move to approve the report of the Closed Session Minutes Review, open July 30, 2019 Executive Session Minutes, and destruction of audio recordings made prior to August 18, 2018.

BACKGROUND INFORMATION:

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

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