

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

**March 17, 2020
7:00 PM**

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

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call—Secretary Nikki Kuhlman

Public Comment

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

President’s Report—President Corbett

- **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**
- **February Dashboard**

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the February 18, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for February 2020 totaling \$245,002.76**
- A.1.c Monthly Financial Report for February 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 February 2020
- A.1.j Ehlers Account Statement for February 2020

B. Unfinished Business - none

C. New Business

- Exhibit C.1 Jani-King Cleaning and Janitorial Services Agreement
- Exhibit C.2 Property Donation – Photo Reproductions

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.**

5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

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.

Return to Open Session

C. New Business

- Exhibit C.3 Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to September 17, 2018

Adjournment

Director's Report

February 2020

I'm a member of the CCS Budget & Finance committee, the group tasked with setting the annual budget for the Library's online catalog. We're working to update CCS procedures to ensure their annual operating surplus is rebated back to the libraries (the surplus had been banked in their "development fund" to defray the cost of future projects). It is hoped this will yield consistent decreases in FRVPLD's annual CCS net expenditures while still providing enough reserves for future CCS projects. Once the Budget & Finance committee makes its recommendation it still must be approved by the CCS Governing Board (which is composed of the directors of every CCS library) and I'm hopeful this change goes through smoothly.

The Village of West Dundee released Impact Fees to FRVPLD in the amount of \$33,941 last October. In February I found out West Dundee was also holding an additional \$19,301 in Impact Fee reimbursements for FRVPLD for which I submitted a request for release of funds. Impact fees are collected to mitigate the impact of development on local governments: as such, we need to use the funds for development so these will be earmarked for architect and construction manager fees.

I instructed a class on salary negotiation at the Crystal Lake Public Library (CLPL) as part of their career series. Job candidates hear they should negotiate starting salary but are often stymied by when and how to do it – and women are statistically less likely to negotiate than men which contributes to the persistent wage gap despite similar education and experience. It also provided me an opportunity to talk about FRVPLD, and the great work we do here. It should be noted that while an honorarium was offered I declined it and my presentation was gratis. Free sharing of information is what libraries are all about, and CLPL will be happy to return the favor.

The ILA Legislative Breakfast was one of their most successful. Lots of Illinois Senators and Representatives, plus a couple of Federal Reps too. Algonquin Public Library Director Sara Murray and I sat with Senator DeWitte's Chief of Staff Becky Gillam. We used the opportunity to talk with her about the D300 e-book program and what our libraries are doing for the 2020 census. Becky was very happy with the work ILA put into the breakfast. Having a palm card specifying the federal and state pending legislation and what ILA supports was very helpful to her, and Becky reported afterwards that Sen. DeWitte said he's planning on attending himself next year. In addition, after learning how other libraries are hosting elected officials, Sen. DeWitte has decided to begin hosting "office hours" at the Dundee Library to reach out to constituents.

License plate renewals have started out very strong. Keri Carroll did a great job ironing out all the details and training her staff so they feel comfortable with the process. And the steady stream of customers visiting DL means that training is being consistently put to use. To track renewals as well as other "Specialty Services" I've added a graph on the Transparency Dashboard to highlight value-added patron services offered at FRVPLD.

The license plate renewal process takes DL staff several minutes to ensure everything is done correctly – logging into the SSLT database to find the license plate, verify the amount, then send the amount to be charged to the Comprise SmartKiosk to complete the credit transaction. We'd planned to use the SmartKiosk for cash transactions as well, but at this point the machine can only disburse change as coins so it's not practical for such large transactions (paying \$158.50 with two \$100 bills would exhaust the SmartKiosk of all coins). So we're still using the DL cash register for cash payments (which account for less than 1/3 of license plate renewals). However, the president of Comprise contacted me when he learned about FRVPLD's license plate renewal service: it's in Comprise's strategic plan to utilize SmartKiosks for additional services, and he was very interested in integrating them with SSLT's database. I was reluctant, since this sounded like a custom integration requiring an upcharge, but the president informed me Comprise would integrate the software free of charge, in hopes of expanding the market for the SmartKiosk. FRVPLD will be the first to offer this custom integration, which would

include a modification to facilitate the SmartKiosk accepting cash as well. Ultimately the plan is to eliminate staff from the plate renewal process, and patrons can walk up to the SmartKiosk and type in their own license plate number and PIN to renew themselves. Once payment is complete the SmartKiosk will print a receipt which will be presented to staff, verifying the registration that will be waiting in the print queue. All staff will need to do is verify it's been paid, and release the print job. I'll keep you posted on the progress of the self-service process in the coming months.

Library Directors are struggling to balance public and staff needs as we navigate COVID-19. I've attached our new "Pandemic Response Procedures" at the end of this report so you know what we're planning in the event a localized pandemic is declared, or a temporary closure is needed.

Goals for February 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 (2/3) **Done**
5. Meeting: MTM (2/18) **Done**
6. Meeting: Weekly Rotary meetings: (2/5, 2/12, 2/19, 2/26) **Done**
7. Meeting: Rotary Board (2/7) **Done**
8. Meeting: D300 IGA (2/7) **Done**
9. Meeting: Potential Library Site visits (2/10) **Done**
10. Meeting: Mike Sandlin with S&SLT (2/11) **Done**
11. Meeting: Rotary 5K (2/21) **Done**
12. Meeting: West Dundee TIF (2/11) **Done**
13. Meeting: CCS Budget Committee (2/14) **Done**
14. Meeting: Rotary Grant seminar (2/15) **Did not attend, will complete online training instead**
15. Meeting: ILA Legislative Breakfast (2/17) **Done**
16. Meeting: NKCC Lunch and Learn @ DL (2/18) **Cancelled**
17. Meeting: Library Board (2/18) **Done**
18. Meeting: D300 Future Facility Planning (2/21) **Done**
19. Meeting: Rise & Shine with the Village of Carpentersville (2/28) **Done**
20. Task: Prepare Board packet (2/12) **Done**
21. Task: W2W (2/13, 2/27) **Done**
22. Task: Payroll (2/10, 2/24) **Done**
23. Task: Presenter at CLPL Career Workshop "Salary Negotiation" (2/14) **Done**
24. Task: Finalize license plate renewal procedures (2/15) **Done**
25. Task: Implement license plate renewals (3/1) **Done**

26. Task: File e-rate form 470 for Comcast FY2021 (2/27) **Done**
 27. Task: File e-rate form 471 for AT&T and ICN FY2021 (filing window is 1/15 - 3/25) **Done**
 28. Task: File e-rate BEAR reimbursements Nov-Feb FY1920(2/28) **Done**
 29. Task: Add "Specialty Services" to Transparency Dashboard (2/28) **Done**
 30. Task: FY2021 Working Budget worksheets to Managers (2/5) **Done**
 31. Task: with MT, construct new Strategic Plan draft (3/3) **In progress**
 32. Task: 6SE Bond Antitrust Settlement Claim (2/5) **Submitted by Ehlers**
 33. Task: Review and summarize 2015 Library Program (2/7) **Done**
 34. Task: Carpentersville art loan (3/15) **In progress**
 35. Task: Illinois Library Certification (3/31) **In progress**
 36. Task: FY2021 Working Budget (5/13) **In progress**
 37. Training: Top Employment Law issues (2/6) **Done**
- Internal meetings with individual staff members not included

Goals for March 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 (3/2)
5. Meeting: CCS Budget & Finance (3/5)
6. Meeting: LIRA Executive Committee (3/11)
7. Meeting: D300 Food Pantry Board (3/13)
8. Meeting: MTM (3/3, 3/10, 3/17, 3/24, 3/31)
9. Meeting: Weekly Rotary meetings: (3/4, 3/11, 3/18, 3/25)
10. Meeting: Rotary Board (3/7)
11. Meeting: Rotary 5K (3/13)
12. Meeting: Library Board (3/17)
13. Meeting: CCS Governing Board (3/25)
14. Meeting: Former NSLS Directors – Grayslake (3/26)
15. Task: Prepare Board packet (3/11)
16. Task: W2W (3/12, 3/26)
17. Task: Payroll (3/10, 3/24)
18. Task: File e-rate form 471 for ICN FY2021 (filing window is 3/24-3/25)
19. Task: with MT, construct new Strategic Plan draft (3/31)
20. Task: Carpentersville art loan (3/15)
21. Task: Illinois Library Certification (3/31)
22. Task: Performance Evaluations for my direct reports (4/30)

23. Task: FY2021 Working Budget (5/13)
24. Outreach: Dundee St. Pats Parade (3/14)
25. Training: All Staff Training (3/20)

Internal meetings with individual staff members not included

Pandemic Response Procedures

The Fox River Valley Public Library District (FRVPLD) Pandemic Response Procedure aims to balance the essential tasks of keeping patrons and staff safe while providing library services as is necessary and reasonable.

Level I: Precautionary Health Measures

When a public health issue creates heightened concern locally, the library will take reasonable steps to address those concerns. In the initial stages, the library will implement the following measures:

Service Adjustments

Create social distancing using some or all of the following measures:

- Reducing number of public seats
- Reducing max capacity of programs, adding more chairs than needed to programs, or spacing chairs further apart at programs
- Limiting the number of patrons in the library at one time
- Removing toys and manipulatives from youth area
- Altering work schedules so that fewer people are working in close proximity to one another

Extra efforts to keep the libraries clean:

- Purchase additional cleaning and disease prevention supplies
- Provide tissues and hand sanitizer to staff and in public areas
- Offer staff gloves, to be used if desired. As appropriate, recommend use by staff who handle many materials.
- Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and doorknobs
- Provide staff with disinfectant wipes for quick disinfection
- Staff should contact Facilities if an area needs to be thoroughly cleaned
- Disinfect materials for affected vulnerable populations such as senior / homebound or schools, as appropriate

Work Adjustments

- Authorities may request that persons returning from an infected area of the world or in recent close contact of a confirmed COVID-19 case or had recent close contact with someone who is being evaluated for COVID-19 infection self-quarantine for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused without a doctor's note required.
- Any employee presenting symptoms congruent with the outbreak will be required to return home and/or refrain from coming to work.
- Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees
- Exempt staff verify VPN access is functional from temporary home workspace
- Stop serving refreshments at programs

Communicate to the Public

- Share official sources for health information with patrons
- Recommend that patrons and staff with symptoms not enter the building
- Promote healthy habits
- Promote online library services
- Communicate library's response to the public, including adjustments to program food

Pandemic Response Procedures

Communicate to Staff

- Share this Pandemic Response Procedure
- Encourage staff to receive appropriate vaccinations
- Emphasize that staff should stay home when sick
- Emphasize respiratory etiquette and hand hygiene to staff
- Communicate any CDC reporting requirements
- Advise traveling staff to check the CDC's Traveler's Health Notices
- Promote healthy habits
- Library Director will monitor and coordinate library response with appropriate authorities and local officials

Pandemic Response Procedures

Level II: Moderated Services

In the event that an official source declares a localized epidemic or pandemic, the Library will respond according to the official recommendations of the CDC, Illinois Department of Public Health, Kane County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

Service Adjustments

Create social distancing using some or all of the following measures:

- Reducing number of public seats
- Reducing max capacity of programs, adding more chairs than needed to programs, or spacing chairs further apart at programs
- Limiting the number of patrons in the library at one time
- Removing toys and manipulatives from youth area
- Altering work schedules so that fewer people are working in close proximity to one another

Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:

- Library programming. Adjustments may include reducing capacity or cancelling planned programs on a case-by-case basis with the most at-risk audiences in mind.
- Public meeting room use
- Deliveries to some or all homebound, nursing homes, retirement centers, and schools
- Holds processing
- Charity collections

Review and prepare options for emergency library services as necessary

Work Adjustments

- Authorities may request that persons returning from an infected area of the world or in recent close contact of a confirmed COVID-19 case or had recent close contact with someone who is being evaluated for COVID-19 infection self-quarantine for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused without a doctor's note required.
- Any employee presenting symptoms congruent with the outbreak will be required to return home and/or refrain from coming to work.
- Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees
- Cancel all library-related travel
- Cancel volunteer work schedules

Communicate to the Public

- Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
- Post an alert on the website outlining adjustments to services, reduction of seatings, etc.; adjust homepage to include pointers to official sources of info about the pandemic
- Contact affected program registrants and meeting room users of service adjustments
- Remind public that no overdue fines means that they do not need to return items while they are not feeling well

Pandemic Response Procedures

Communicate to Staff

- Library Director will continue to monitor and coordinate library response with appropriate authorities and local officials
- Encourage staff to wear gloves when handling materials
- Review and adjust staff phone list to ensure information is current

Pandemic Response Procedures

Level III: Temporary Closure

The Library will respond according to the official recommendations of the CDC, Illinois Department of Public Health, Kane County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

Service Adjustments

Temporary Closure. During the course of a pandemic, the Library Director may temporarily close the Library buildings under one or more of the following conditions:

- A staff member or patron has been identified by Public Health as a confirmed COVID-19 case
- A staff member or patron has been identified by Public Health as a recent close contact of a confirmed COVID-19 case or had recent close contact with someone who is being evaluated for COVID-19 infection
- Public health authorities advise, request or order such a closure
- D300 closes
- Public visitation is too low to warrant keeping the buildings open
- Staffing levels are too low to operate the Library
- Any other conditions that prevent the Library from operating the facilities safely and effectively

Temporary closure service adjustments include:

- Implement hazardous/contaminated deep cleanup
- Extend due dates
- Close drop boxes and post closed signs
- Inform vendors and delivery services that we are closed and not accepting deliveries
- Notify CCS
- Notify RAILS
- Notify janitorial service company
- Notify additional service providers as needed

Work Adjustments

- Hourly staff and volunteers refrain from reporting to work in person. Emergency Closing procedures regarding staff pay apply
- Exempt staff (Assistant Director and Managers) continue to work remotely to monitor building and systems conditions.
- Library Director will continue to work remotely to coordinate response among staff and with Library Board of Trustees.

Communicate to the Public

- Post an alert message on the website indicating the library is closed; homepage to include pointers to official sources of info about the pandemic
- Post library closed message on east and west doors of Dundee Library and front door of Randall Oaks
- Continue to share official sources for health information and library service updates with patrons via digital communications channels

Pandemic Response Procedures

Communicate to Staff

- Emergency Closing procedures regarding communication, responsibilities, and pay for scheduled hours apply
- Library Director will continue to monitor and coordinate library response among appropriate authorities, local officials, and staff

The Library Director and Board may adjust the library's response to meet emergent needs.

Fox River Valley Public Library District March 2020 Department Reports

Assistant Director: Heather Zabski

February was a busy and eventful month. I finished updating the Collection Management Strategy with new annual statistics, updates on collections, and new goals. I plan on rolling out the updated document to selectors in March. We also updated the staff collection development selectors to streamline the process.

We have selected “Every Hidden Thing” by Kenneth Oppel as our one-book, one community read for the summer. It is a young adult novel about two teenagers from rival families of fossil hunters searching for a rare dinosaur skeleton. The book ties in nicely with our Summer Reading theme of “Dig Deeper.” Our summer reading logs will include reading the book and attending an online or in-person book discussion of the book as activities that patrons can complete. Youth Services staff is working to select tie-in reads for younger patrons.

I attend the Public Library Association conference in Nashville with several other library staff from February 26th through the 29th. It was an excellent conference. I learned a lot that I hope to implement at the library and had many opportunities for team building with our staff. Highlights of my experience include sessions on bystander intervention, empathetic customer service training, and ideas for team building at staff meetings. I attended many sessions on customer service training that I believe would serve as good models for all staff training. I’m grateful for my opportunity to attend this conference.

Randall Oaks: Brittany Berger

11 youth programs were conducted at Randall Oaks in February. Total attendance for these programs was 210. In addition, 5 passive programs were available throughout the month. Participation for the youth interactive board, scavenger hunt, coloring pages, word searches, and crafts totaled 1099. Volunteers spent 12 hours at Randall Oaks in February. In addition to 971 general questions, Randall Oaks staff assisted patrons with 444 reference queries this month.

Youth Services: Monica Boyer

As February is Black History Month, we started the month with the program Stories & Songs of African People with Shanta Nurullah. According to Nurullah’s website, the performer describes herself as, “...a Chicago based multi-instrumentalist, storyteller, and educator.” During her performance at our Library, she shared African folktales and contemporary African American perspectives. Attendees were welcome to participate in the program by singing and trying instruments such as shakers and drums. The department also observed this important month by offering a Black History Month display that offered titles by African American authors. Book Explorers (A book discussion program that features a craft or STEAM experiment that ties in with the title discussed) followed suit by showcasing the titles *The Girl with a Mind for Math: The Story of Raye Montague* and *Salt in his Shoes: Michael Jordan in Pursuit of a Dream*.



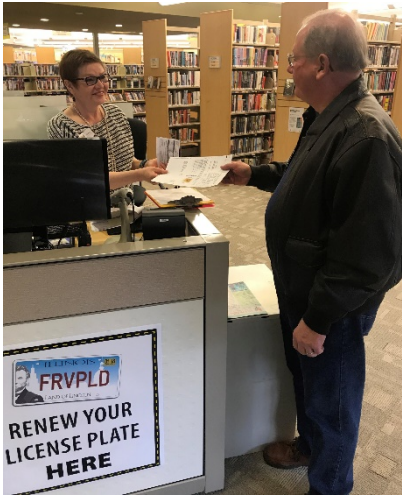
The Valentine's Day spirit was evident in our programming as we offered Valentine's Day Family Party, Valentine's Day Sensory Play, All You Need is Love (A Valentine's Day themed party tailored for children 3-6 years old) at Randall Oaks. Combined, these three programs brought in 123 patrons who were able to spend quality time crafting and playing games together.



In early March, we had 85 folks from Dundee Township Park District Preschool join us for a library tour and craft. Parents, teachers and preschools were invited to learn about services and resources that the Library offers. Patrons enjoyed an interactive storytime and bookmark craft. For this event, we partnered with the Dundee Township Lions Club for Kid's Vision Event. According to the Lions Club Facebook page, 28 children (6 months -10 years old) were prescreened for possible vision problems. Partnerships like this prove that libraries truly are the "third place" in our communities.



Account Services: Keri Carroll



License plate renewals were the big news of February for Account Services. Initially intended for roll out by March 1, an early Spring newsletter bumped our first official day to February 17. As a new service – especially one that has a high dollar amount – we were unsure what the public response would be. In the last two weeks of February, AS staff renewed 76 plates with 24 of those happening on February 28 and 29 alone. I am beyond thrilled at the reception to this service and at the attitude of my staff; where they were once initially nervous, now they compete to see who can get the most in a single day. (Pam Dean is currently the champ, having done 7 on February 29. Gemma Winger has done 15 total.) I fully expect our March numbers to be equally impressive and I'm so glad to be part of a trailblazing library.

I attended the Public Library Association conference in Nashville, TN, along with assistant director Heather Zabski, managers Jason Katsion, Monica Boyer, and Brittany Berger, and ATS librarian Sean Plagge. It was my first time attending the conference and I was fortunate to come away with several new ideas that I can't

wait to share with my staff and the other managers. Even the sessions where I didn't learn anything new were heartening because we were already doing these grand ideas other libraries were presenting on, such as decreasing as many potential barriers for library usage as possible. FRVPLD attendees will be presenting on their favorite sessions at the March All Staff, of which mine will be Calgary Public Library's "moonshot" initiative to boost their circulation from 13 million to 16 million *in one year*. (They were unsuccessful with that number, instead having to settle for boosting their circulation to only 15 million.)

Our staff-wide Binge Box competition ended in late February with over 100 ideas being submitted. Folks voted on their favorite boxes and, due to the sheer number of submissions, we will be creating the top 20 submissions to add to our DVD collection. For a taste of what will be appearing on DVD shelves in the next few months, here are the winners and the creators:

1. One Smart Cookie - Darla Sutfin
2. Pixar Picks - Karin Nelson
3. Sweet Home Chicago - Gene Barish
4. Should Have Stopped at One - Darla Sutfin
5. I Can't Believe It's Not Disney! (Traditional Animation) - Brittany Berger
6. Hanks for the Memories - Darla Sutfin
7. Rockin' Robin - Samantha Quill
8. Best of Hayao Miyazaki - Taylor Haring
9. Caution: This Binge Box Will Murder You - Taylor Haring
10. Noteworthy Hairdos of Nicolas Cage - Jason Katsion
11. Sad in Space - Heather Zabski
12. Jason Schwartzman is a Terrible Boyfriend - Heather Zabski
13. Nobody Puts Baby in a Corner - Kirstin Finneran
14. There's No Crying in Baseball! - Darla Sutfin
15. Filmed in Chicago - Darla Sutfin
16. One Binge Box to Rule Them All - Taylor Haring
17. アニメ映画 or Anime Eiga ("Animated Films" in English) - Taylor Haring
18. Movies My Boyfriend Won't Watch with Me - Amy Lopez
19. Women of a Certain Age - Louanne Mauro
20. Hitchcock: The Ultimate Cameo Man - Marjie Sanabria

This was a fantastic competition and I'm so glad staff got into the spirit and came up with amazing ideas. I know our patrons will love checking these boxes out and watching these collections curated by staff they may know.

We've already had a handful of patrons visit the library after receiving the welcome letter we sent out during January; three from the Springs at Canterfield and one from Gilberts. The Gilberts patron even brought the mailed library card

with them! I'll continue to keep my eyes on these patrons and start collaborative plans with RO manager Brittany Berger to deliver library cards to residents of the soon-to-be-opened Seasons at Randall Oaks, conveniently located 50 feet from the Randall Oaks branch.

Public Relations & Outreach: Kirstin Finneran

A new Instagram account was created to promote the library as a whole, as we already have accounts that focus on the Youth Services Department and Teens. The account is managed by PR clerk Leslie Perez. Leslie has been doing a great job particularly with the Instagram stories – authors James Patterson and Demi Moore both reposted a story Leslie did that included their book covers.

Promotion of our new license plate renewal service resulted in a very positive response from the community. Efforts included a press release, signs, social media posts, eNews feature, website home page slider, blog post, and flyers.

With the publication of the Spring Newsletter, we updated all of our recurring promotional bookmark and flyers, as well as new ones for one-off programs.

Work has begun on our Summer Reading Challenge. We compiled a donor mailing list and are creating the solicitation letter and donation form.

Press

Dundee Library Job Fair (Kane County Connects, Feb. 28)

Social Media

- **Facebook (1728 Followers)**

Followers: 11 new followers

Number of posts: 10

People who saw our posts: 8288

Post likes: 312

Comments: 43

Shares: 53

Clicks/Photo Views: 669

Top three posts according to reach:

- 3126 saw: You can now renew your license plate at the Dundee Library! Walk out with your new sticker. <https://www.frvpld.info/renew-your-license-plate-dundee-library> (Feb. 18)
- 1468 saw: We are looking for donations of fabric and sewing notions to be used in our many sewing and crafting programs. If you have clean, cotton or canvas type fabric or odds and ends like buttons, velcro, zippers, snaps, etc. please drop them off at the Dundee Library to the attention of Katie. We will put them to good use! (Feb. 14)
- 1008 saw: Early voting for the March 17 general primary election has already started at the Kane County Clerk's Office. Additional locations will begin early voting on March 3. Here is a list of dates and locations. <https://www.kanecountyclerk.org/Elections/Documents/EarlyVotingPoster.pdf> (Feb. 11)

- **Twitter (709 Followers)**

Feb 2020 · 29 days

TWEET HIGHLIGHTS

Top Tweet earned 532 impressions

Congratulations to author Carlos Hernandez for winning the 2020 Pura Belpré Author Award for the book *Sal and Gabi Break the Universe!* We had fun at your library visit back in June! @WriteTeachPlay #ALAYMA20 pic.twitter.com/b7hdcNC6S

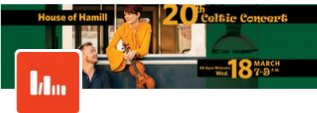


1 7

View Tweet activity

View all Tweet activity

Top Follower followed by 3,649 people



FCPL

@FredCoLibrary FOLLOWS YOU

Official Twitter Page of Frederick County Public Libraries

View profile

Top mention earned 3 engagements



Carlos Hernandez

@WriteTeachPlay · Feb 1

@FRVPLD Thank you! Maybe you'll have me back...

HINT HINT HINT

2

View Tweet

Top media Tweet earned 306 impressions

Tonight at the Dundee Library! Kick off Black History Month with an unforgettable performance by Shanta Nurullah. Her stories, poetry, chants and African instruments are about empowerment, peace, healing and self-discovery. The program starts at 6 p.m. All ages welcome! pic.twitter.com/cn8dgCEsmr



1

View Tweet activity

View all Tweet activity

FEB 2020 SUMMARY

Tweets	Tweet impressions
3	3,809
Profile visits	Mentions
28	2
New followers	
2	

- **Instagram**

FRVPLD (66 Followers)

FRVPLD Youth (132 Followers)

FRVPLD Teens (51 Followers)

Adult and Teen Services: Jason Katsion

The Adult & Teen Services Department got a head start on spring with our Garden Planner and Seed Exchange program, held on February 1. Library Assistant Katie Redding gave a presentation on which seeds to start indoors, how long to keep them there, and how to plan your garden. She also provided each of the fifteen attendees with a handmade garden planner. Platt Hill Nursery donated an entire grocery bag of seed packets, and some of the program attendees also brought seeds to share.



On February 5, book club at the Adult Activities Center was attended by 13 people. They discussed the book *The Stationery Shop*, and Skyped with the book's author, Marjan Kamali. Adult Programs and Outreach Assistant Cari Poweziak reports that the group members love being able to discuss the book directly with the author.

Anime Club, hosted monthly in Corner 68, continues to gain members. At the February 5 meeting, attendees created their own anime-themed badges. An ongoing favorite activity at Anime Club is the opportunity for the teens to express themselves on the whiteboard in Corner 68.



Teen Librarian Danielle Pacini attended a program hosted by LACONI's Reference/Adult Services section at Nilis-Maine District Library on February 6. Entitled "The Teenage Brain," this continuing education program provided Danielle with some valuable insights and afforded her the opportunity to tour the teen areas of the Nilis-Maine library. Our ongoing "Make Your Own" craft program continues to be popular. 32 patrons attended the February program and created homemade candles infused with coffee beans.



February was the culmination of a large-scale project for one of our younger patrons. Middle-schooler Noel Cisneros began a perler bead project at one of our Pixel Art programs back in November, and he has been steadily expanding on it over the last several months. Noel's finished project, a detailed representation of Shadow the Hedgehog, is undoubtedly the largest pixel art project to have been completed in Corner 68. As Teen Librarian Danielle Pacini reports, "Noel is a perfectionist, and he always aims to reproduce the pixel art designs as faithfully as possible with the perler bead colors available."



Library Assistant Erica Acevedo hosted a tournament-style gaming program on February 10, utilizing our VR equipment. The ten attendees played successive rounds of the virtual reality game *Beat Saber*, narrowing the competition until there was one clear winner.

On February 19th, the Dundee Library Book Club met to discuss *The Only Woman in the Room* by Marie Benedict. A total of 25 patrons attended the sessions. Two book club members were out of town but were excited to discuss the book, so Librarian Sean Plagge arranged for the out-of-towners to appear via web-based video chat. Sean reports that *The Only Woman in the Room* prompted lively discussion amongst the multi-generational attendees.

Caregiver Support Group had nine attendees in February. Hosted by Adult Programs and Outreach Assistant Cari Poweziak, the newly formed Support Group meets monthly with the goal of providing support to those who care for friends or family with chronic illness.

I attended the Public Library Association Conference in Nashville, Tennessee, February 25 through 29. Also in attendance were Adult & Teen Services Librarian Sean Plagge, Randall Oaks Manager Brittany Berger, Youth Services Manager Monica Boyer, Account Services Manager Keri Carroll, and Assistant Director Heather Zabski. Among the sessions I attended, I was particularly impressed with *We're All Tech Librarians Now*; *Serving Immigrants Beyond the Citizenship Corner*; *Building the Case for #eBooksForAll*; and, *Welcoming Transgender Customers and Colleagues*.

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.

February was a busy month in terms of preparing for a cleaning service that would include all 7 days of the week. Facilities received proposals from six (6) janitorial companies and the information has been submitted to the Director for review.

It was discovered that the outside sconces on the building are failing. Replacement parts are unavailable for these units and Peters Electric did replace all 11 of them with economical and functional units. At that time while they had the lift, they investigated the parking lot lights. Two of the lights were replaced but did indeed go out again. It was determined to replace all four of the light fixtures with a retro-fit LED package. This was accomplished and all four parking lot lights are illuminated in a bright white. They are also looking into the possibility of retrofitting the 10 sidewalk lights with an LED package.

The roof – TECTA America did finally approve the work that Anthony Roofing had proposed. This entailed the replacement of each of the roof drains.

Valley Enterprises – The snow removal and salting this winter season has been great, shall I say it's done!

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

Savings: \$315.45 We had a lighter month of ordering in February.

Adult Music CD project: The ATS Manager has been working with our music selector to break down our Rock/Rap section to be two distinct areas (either Rock or Rap/Hip-Hop), and to rename Gospel/Contemporary Christian to be Inspirational, Spanish will be called Latin, and Ethnic will be World. The first step the selector went through was to weed CDs which hadn't circulated within the last three years. Now my department will work on doing the call number changes on the jackets, and our consortium office will help me make global changes to call number and genre heading in item record. New signage will be created and put up before items will then be put back on the shelves.

IT/ Network: John Sabala

No highlights of activity to report this month. Mostly administrative duties performed and troubleshooting equipment and software.

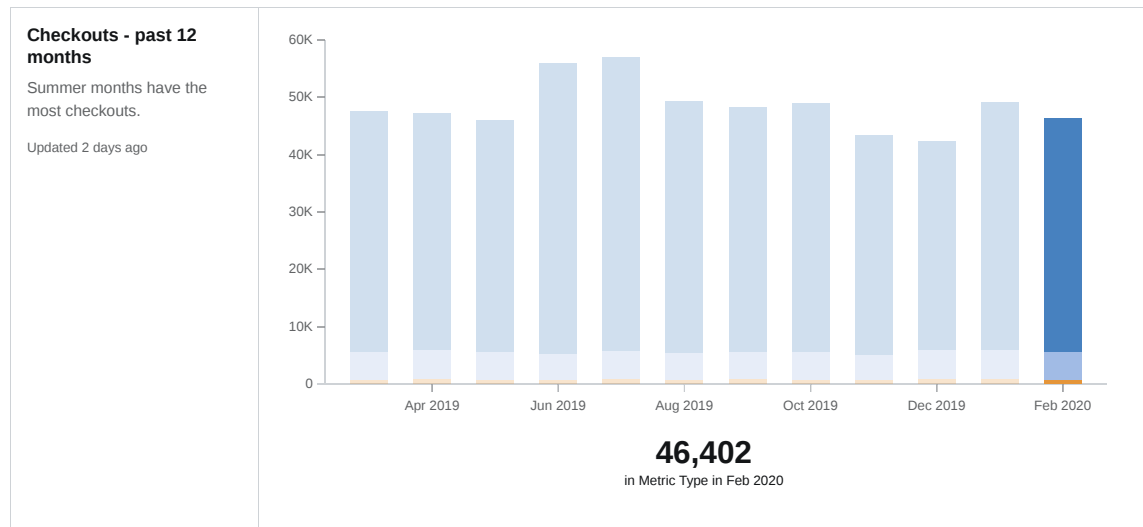
Assisted with the installation of License Plate Sticker program by setting up printer and default settings for the AS staff.

How are we doing?

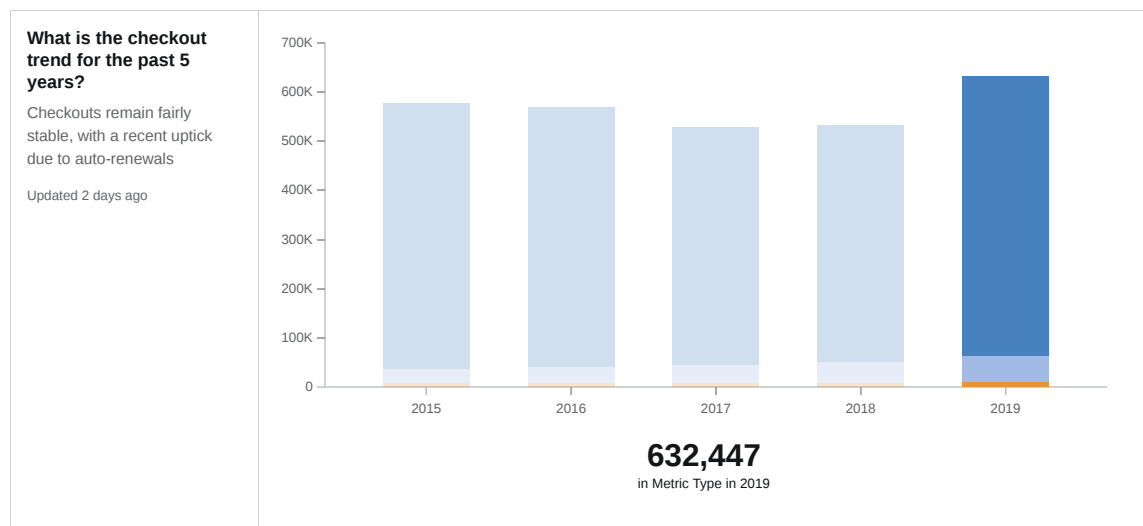
The monthly Dashboard tells our story

Click the graphs to see more details

Checkouts - past 12 months



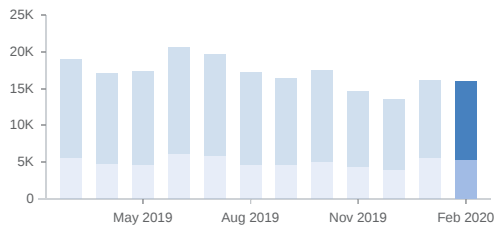
Checkout Trend



Library Visits

How many people visit the library each month?

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



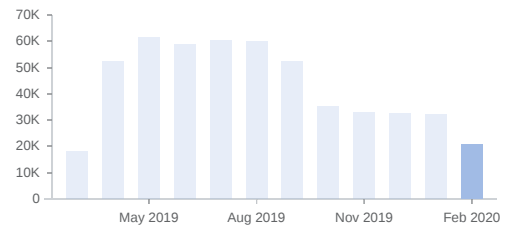
15,967

in Location in Feb 2020

Website Visits

How many people visit the library online?

Website visits have increased greatly.

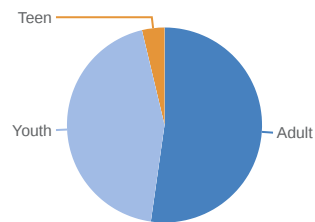


20,909

in Location in Feb 2020

Physical item checkouts

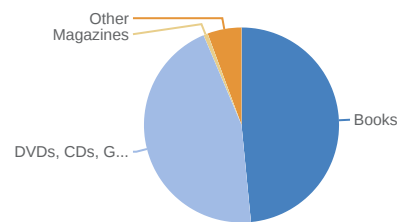
Checkouts by Audience - this fiscal year to date



256,256

in Department in 2020

Checkouts by Material Type - last fiscal year



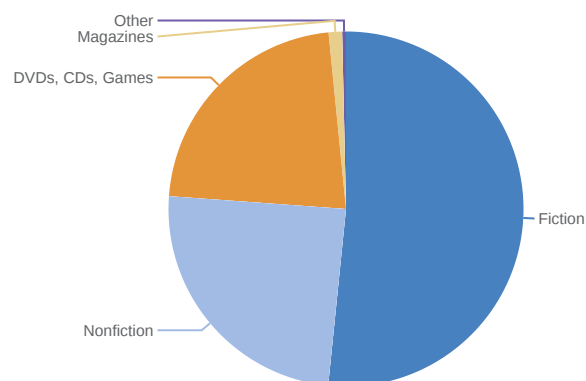
561,920

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.

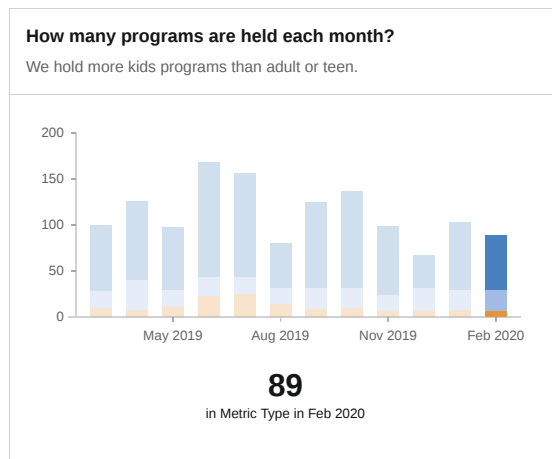
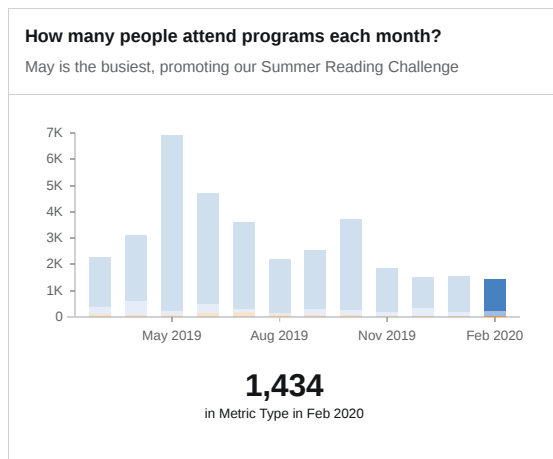
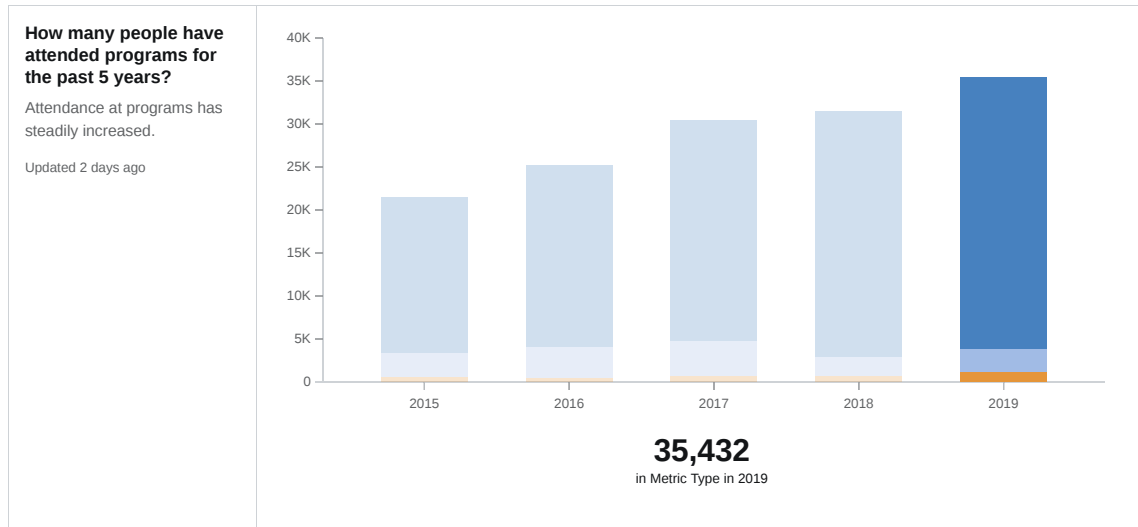
Updated 18 weeks ago



138,886

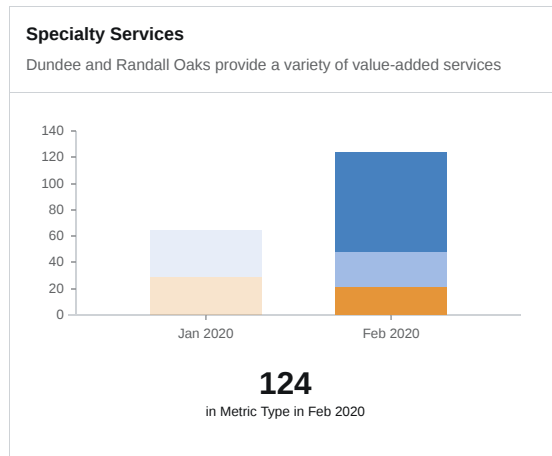
in Material Type in 2020

Program Attendance Trend



Specialty Services

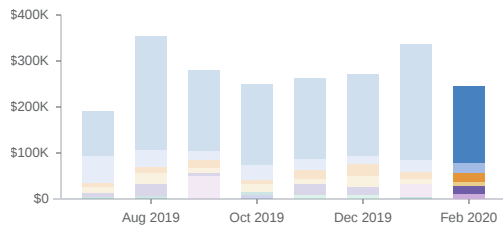
The Library offers many non-traditional services to make patrons' lives easier, such as **one-on-one computer instruction** to teach new software or help repair a computer; **notary services** to act as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents; **Illinois license plate renewals** enabling patrons to renew plates and receive updated stickers immediately, anytime the Dundee Library is open; and **2020 census assistance** to help anyone needing support responding to the questionnaire.



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.

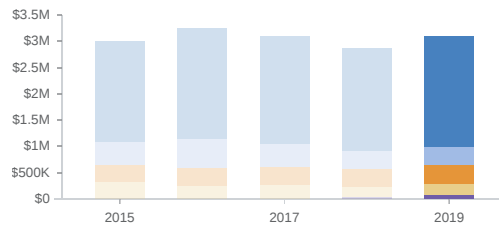


\$245,043.32
in Expenses in Feb 2020

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



www.FRVPLD.info

POWERED BY OPENGOV ©

A. Consent Agenda

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

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

- A.1.a Minutes from the February 18, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for February 2020 totaling \$245,002.76**
- A.1.c Monthly Financial Report for February 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 February 2020**
- A.1.j Ehlers Account Statement for February 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
February 18, 2020**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:05 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

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

Members absent: none

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Michael Lorenzetti, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett noted Kane County will email Economic Interest Statements toward the end of March. He was pleased with the new license plate renewal service offered at the Dundee Library, finding it convenient and easy.

Officer Reports

Treasurer Lindholm noted the Investment Policy update to be voted upon later this evening.

Liaison Reports

No reports

Director's Report

Director Rosenthal stated the license plate renewal service has been well-received; Account Services Manager Keri Carroll reported 11 license plate renewals in the first 24 hours of offering the service, one of which resulted in the patron signing up for a Fox River Valley Public Library District library card. In addition, there have been many favorable social media responses and phone inquiries. Preliminary investigation has begun on possible sites for a west side library following execution of renegotiated contracts with the architect and construction manager in accordance with Trustee recommendations. Rosenthal also noted FRVPLD and its award-winning book cart drill team will again participate in the Dundee St. Patrick's Day parade; Trustees are invited to participate.

Department Reports and Dashboard

Lindholm noted the welcome letters sent to potential patrons new to the FRVPLD community. He further commented on the words of appreciation a patron had for the Library's one-on-one technology appointments.

The community's participation in the 2020 Census is a priority for FRVPLD. The Library currently has two computers set aside for patrons to complete the census. In addition, a video explaining the importance of the census plays in a continuous loop in the Library.

Consent Agenda

Exhibit A.1 Items 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

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.J AS PRESENTED*. Moved by Lindholm and seconded by Kuhlman, Corbett called for a roll call vote.

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

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2020-02 Amending a Policy Prohibiting Harassment, Discrimination, and Retaliation per the Workplace Transparency Act

Corbett called for a motion to *ADOPT ORDINANCE 2020-02 AMENDING A POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND RETALIATION PER THE WORKPLACE TRANSPARENCY ACT*. Moved by Evans and seconded by Nutt, item opened for discussion. Corbett noted the statute governing harassment has been expanded to include Trustees. Policy and Bylaws Liaison Evans reviewed the recommendation and found it reasonable. There being no further discussion, Corbett called for a roll call vote.

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

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

Corbett called for a motion to *ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ALGONQUIN AREA AND ELLA JOHNSON PUBLIC LIBRARY DISTRICTS FOR THE D300 COMMUNITY SHARE E-BOOK PROJECT*; moved by Weber and seconded by Evans. He noted in response to an inquiry by Trustee Tennis, additional language was added by FRVPLD's attorney to address remaining funds should the Library choose to opt out of the agreement. Further, the IGA makes clear there is no financial investment from D300 in the project. There was no further discussion; Corbett called for a roll call vote.

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

Exhibit C.3 Amend Investment Policy – Sustainability Statement

Corbett called for a motion to *AMEND THE INVESTMENT POLICY TO INCLUDE A STATEMENT ON SUSTAINABLE INVESTING IN COMPLIANCE WITH THE ILLINOIS SUSTAINABLE INVESTING ACT AS PRESENTED*. Moved by Kuhlman and seconded by Nutt, item opened for discussion. Corbett noted a recent statutory amendment generated the requirement to include a statement on sustainability in FRVPLDs investment policy. Library investments are restricted to certain funds and he further explained the District’s financial advisors oversee all funds invested. There was no further discussion; Corbett called for a roll call vote.

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

Corbett announced there would be no Executive Session this evening. There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Weber and seconded by Lindholm, meeting adjourned by unanimous voice vote at 7:47 PM.

Nikki Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 2/1/2020 Through 2/29/2020

Vendor Name	Check Number	Effective Date	Check Amount
Ziegler's Ace Hardware	42840	2/18/2020	44.94
Advanced Disposal	42841	2/18/2020	186.00
SYNCB/AMAZON	42842	2/18/2020	1,103.88
AT&T	42843	2/18/2020	328.99
AT & T Mobility	42844	2/18/2020	65.00
Baker & Taylor	42845	2/18/2020	653.63
Breakroom Solutions	42846	2/18/2020	232.56
Brodart Co.	42847	2/18/2020	963.32
Cooperative Computer Services	42848	2/18/2020	17,372.32
CDS Office Technologies	42849	2/18/2020	414.90
Comcast	42850	2/18/2020	463.79
Comcast	42851	2/18/2020	1,102.03
ComEd	42852	2/18/2020	3,243.88
Demco, Inc.	42853	2/18/2020	1,503.11
Ehlers Investment Partners, LLC	42854	2/18/2020	503.06
Employee Benefits Corporation	42855	2/18/2020	250.00
Garveys Office Products	42856	2/18/2020	1,321.95
GovConnection, Inc	42857	2/18/2020	2,146.65
Green River Way, Inc.	42858	2/18/2020	644.96
INGRAM Library Services	42861	2/18/2020	7,920.34
KONE, INC	42862	2/18/2020	784.78
LACONI, INC	42863	2/18/2020	100.00
Library Furniture International, Inc.	42864	2/18/2020	1,183.51
McNamee Foundation	42865	2/18/2020	50.00
Midwest Tape Exchange, Inc.	42866	2/18/2020	3,354.44
MINITEX	42867	2/18/2020	1,699.00
Nicor Gas	42868	2/18/2020	450.20
OTC Brands, Inc.	42869	2/18/2020	3,214.63
RAILS	42870	2/18/2020	25.00
Peregrine,Stime,Newman,Ritzman & B...	42871	2/18/2020	2,942.50
Technology Management Rev Fund	42872	2/18/2020	427.50
Valley Enterprises, Inc.	42873	2/18/2020	8,074.00
Village of East Dundee	42874	2/18/2020	639.86
Cardmember Service	42875	2/18/2020	2,412.76
W.T. Cox Subscriptions, Inc.	42876	2/18/2020	44.91
Wellness Insurance Network	42877	2/18/2020	15,263.11
Paylocity Payroll	DD202002-01	2/14/2020	750.40
Paylocity Payroll	DD202002-02	2/28/2020	466.23
Illinois Municipal Retirement	DD202002-03	2/28/2020	18,425.00
Office of the Secretary of State of Illinois	DD202002-04	2/28/2020	7,731.00
	Total 10100 - BANK ACCOUNTS		108,504.14
Report Total			108,504.14

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 2/01/2020 Through 2/29/2020

Page 1 Total

108,504.14

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- February 2020	134,090.40
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	169.22
I.M.R.F	5,782.04
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,642.96
MEDICARE/F.I.C.A.	10,110.98
TOTAL PAYROLL EXPENSE	<u>149,141.58</u>
*Minus IMRF Employer Portion Direct Debit	<u>(12,642.96)</u>
	<u>136,498.62</u>

<u>136,498.62</u>	
<u>\$ 245,002.76</u>	Grand Total

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 2/1/2020 Through 2/29/2020

		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	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	0.00	31,897.72	70.88%	13,102.28	45,000.00	(29.12)%
43500	IMPACT FEES	266.18	34,207.18	0.00%	(34,207.18)	0.00	0.00%
44010	INT & DIV INCOME	5,756.28	40,178.41	100.44%	(177.91)	40,000.50	0.44%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	2,031.13	27.08%	5,468.87	7,500.00	(72.92)%
45020	OTHER GRANTS	1,599.12	4,817.36	240.86%	(2,817.36)	2,000.00	140.87%
46020	FINES & FEES	41.00	10,591.90	105.91%	(591.90)	10,000.00	5.92%
46030	LOST & DAMAGED	588.75	3,057.51	61.15%	1,942.49	5,000.00	(38.85)%
46250	LICENSE PLATE RENEWAL INCOME	7,802.19	7,802.19	0.00%	(7,802.19)	0.00	0.00%
46400	MISCELLANEOUS INCOME	174.46	523.71	0.00%	(523.71)	0.00	0.00%
46450	REIMBURSEMENTS	0.00	3,212.23	32.12%	6,787.77	10,000.00	(67.88)%
46500	CASH OVER	0.72	140.24	56.09%	109.76	250.00	(43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	11,614.00	58.07%	8,386.00	20,000.00	(41.93)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	1,692.58	10,985.19	48.82%	11,514.81	22,500.00	(51.18)%
46210	FAX REVENUE	104.50	1,915.10	85.11%	334.90	2,250.00	(14.88)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	21.00	158.68	52.89%	141.32	300.00	(47.11)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	257.70	1,239.65	16.52%	6,260.35	7,500.00	(83.47)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	1.50	9.00	9.00%	91.00	100.00	(91.00)%
	Total REVENUES	<u>19,801.98</u>	<u>3,414,711.20</u>	<u>99.60%</u>	<u>13,707.80</u>	<u>3,428,419.00</u>	<u>(0.40)%</u>
	Total Revenues	<u>19,801.98</u>	<u>3,414,711.20</u>	<u>99.60%</u>	<u>13,707.80</u>	<u>3,428,419.00</u>	<u>(0.40)%</u>

01 Expenditures
 TRANSFERS BETWEEN FUNDS

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

Table with columns: Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, Percent Total Budget Remaining - FY1920 Working Budget. Rows include District Wide DEPARTMENT-WIDE TRANSFER OUT, PERSONNEL SERVICES/BENEFITS, ADMINISTRATION, and Dundee Library ADULT & TEEN SERVICES, YOUTH SERVICES, ACCOUNT SERVICES, SHELVERS, and Randall Oaks RANDALL OAKS SALARIES.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

Table with columns: Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, Percent Total Budget Remaining - FY1920 Working Budget. Rows include categories like PERSONNEL SERVICES/BENEFITS, LIBRARY MATERIALS (District Wide, Dundee Library, ADULT & TEEN SERVICES, TEEN, YOUTH SERVICES) with various sub-items and their respective financial data.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

Table with columns: Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, Percent Total Budget Remaining - FY1920 Working Budget. Rows include categories like MUSIC, DVD, NONTRADITIONAL MATERIALS, DEPARTMENT-WIDE, ADULT & TEEN SERVICES, TEEN, YOUTH SERVICES, LIBRARY OPERATIONS, and DISTRICT WIDE.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73255	INVESTMENT FEES	503.06	5,179.28	69.03%	2,322.72	7,502.00	30.96%
73258	MATERIALS RECOVERY FEE	0.00	599.65	23.98%	1,900.35	2,500.00	76.01%
73260	LOST & PAID FORWARDING	0.00	140.37	14.03%	859.63	1,000.00	85.96%
73280	COST OF ITEMS SOLD	0.00	91.90	18.38%	408.10	500.00	81.62%
73281	SALES TAX EXPENSE	0.00	28.00	56.00%	22.00	50.00	44.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	7,731.00	7,731.00	0.00%	(7,731.00)	0.00	0.00%
73285	REIMBURSED PURCHASES	0.00	650.00	6.50%	9,350.00	10,000.00	93.50%
73290	HOSPITALITY	0.00	63.53	5.08%	1,186.47	1,250.00	94.92%
73295	MEETING EXPENSE	264.41	2,147.24	71.57%	852.76	3,000.00	28.43%
76500	CASH UNDER	5.75	13.70	5.48%	236.30	250.00	94.52%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,180.00	1,180.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	890.00	1,945.00	59.84%	1,305.00	3,250.00	40.15%
73242	MEMBERSHIPS	0.00	1,235.00	46.25%	1,435.00	2,670.00	53.75%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	796.69	19.91%	3,203.31	4,000.00	80.08%
30	PUBLIC SERVICE						
70900	SUPPLIES	45.96	2,110.88	20.24%	8,314.12	10,425.00	79.75%
60	PATS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	220.00	220.00	100.00%
90	FACILITIES						
70900	SUPPLIES	1,209.69	5,774.06	57.74%	4,225.94	10,000.00	42.26%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	361.87	11,171.77	62.06%	6,828.23	18,000.00	37.93%
73520	PLANT OPERATION	293.98	6,737.07	33.68%	13,262.93	20,000.00	66.31%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	0.00	1,537.95	25.63%	4,462.05	6,000.00	74.37%
73242	MEMBERSHIPS	0.00	0.00	0.00%	750.00	750.00	100.00%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	873.00	18.57%	3,827.00	4,700.00	81.43%
73242	MEMBERSHIPS	0.00	218.00	43.60%	282.00	500.00	56.40%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	0.00	610.00	30.50%	1,390.00	2,000.00	69.50%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73242	MEMBERSHIPS	0.00	151.00	60.40%	99.00	250.00	39.60%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	53.03	403.07	20.15%	1,596.93	2,000.00	79.85%
73505	RENT EXPENSE	5,407.50	43,260.00	66.66%	21,630.00	64,890.00	33.33%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	625.60	25.02%	1,874.40	2,500.00	74.98%
73242	MEMBERSHIPS	0.00	151.00	30.20%	349.00	500.00	69.80%
	Total LIBRARY OPERATIONS	18,398.32	136,552.51	56.65%	104,479.49	241,032.00	43.35%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	6,235.00	62.35%	3,765.00	10,000.00	37.65%
70900	SUPPLIES	150.92	4,651.03	56.71%	3,548.97	8,200.00	43.28%
73010	NEWSLETTER	4,735.00	14,205.00	73.98%	4,995.00	19,200.00	26.02%
73020	OUTSIDE PRINTING	0.00	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	4,885.92	25,747.93	63.42%	14,852.07	40,600.00	36.58%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	0.00	4,140.57	25.87%	11,859.43	16,000.00	74.12%
73152	WINTER READING	0.00	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	0.00	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	74.25	1,036.49	69.09%	463.51	1,500.00	30.90%
20	YOUTH SERVICES						
70900	SUPPLIES	3,943.44	9,838.32	75.67%	3,161.68	13,000.00	24.32%
73150	PERFORMERS	0.00	325.00	13.00%	2,175.00	2,500.00	87.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	138.84	377.86	37.78%	622.14	1,000.00	62.21%
	Total GENERAL PROGRAMMING	4,156.53	21,953.85	50.24%	21,746.15	43,700.00	49.76%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	192.53	1,813.63	25.33%	5,346.37	7,160.00	74.67%
73320	CCS SHARED COST	13,483.00	40,449.00	74.76%	13,650.00	54,099.00	25.23%
73330	CONSULTING - COMPUTER SERVICES	39.96	6,017.46	40.11%	8,982.54	15,000.00	59.88%
73340	SOFTWARE	182.88	11,739.44	63.45%	6,760.56	18,500.00	36.54%
73350	INTERNET LINES	756.49	6,039.42	44.73%	7,460.58	13,500.00	55.26%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,214.80	40.49%	1,785.20	3,000.00	59.51%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	143.35	1,206.30	40.21%	1,793.70	3,000.00	59.79%
	Total COMPUTER	14,950.06	68,480.05	59.93%	45,778.95	114,259.00	40.07%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,216.63	6,753.82	67.53%	3,246.18	10,000.00	32.46%
73410	LEGAL FEES	0.00	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	1,216.63	18,631.32	62.36%	11,243.68	29,875.00	37.64%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	25.00	6,620.46	58.07%	4,779.54	11,400.00	41.93%
73310	CATALOGING - COMPUTER SERVICE	1,689.07	5,067.21	74.62%	1,722.79	6,790.00	25.37%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,300.00	1,300.00	100.00%
73640	FUEL	54.12	365.96	36.59%	634.04	1,000.00	63.40%
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	516.54	9,225.02	30.75%	20,774.98	30,000.00	69.25%
73530	EQUIPMENT MAINT	0.00	592.60	29.63%	1,407.40	2,000.00	70.37%
73540	CONTRACTS: BUILDING MAINTENANCE	7,912.20	26,201.58	44.53%	32,628.42	58,830.00	55.46%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 2/1/2020 Through 2/29/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	18,849.24	99.49%	95.76	18,945.00	0.51%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	500.00	500.00	100.00%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%
	Total MAINTENANCE	10,196.93	94,025.71	59.45%	64,144.29	158,170.00	40.55%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	65.00	710.47	19.84%	2,869.53	3,580.00	80.15%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,091.92	9,443.21	72.08%	3,656.79	13,100.00	27.91%
73610	ELECTRICITY	3,243.88	27,043.90	67.60%	12,956.10	40,000.00	32.39%
73620	WATER AND SEWER	639.86	2,574.39	51.48%	2,425.61	5,000.00	48.51%
73630	GAS	450.20	1,516.92	30.33%	3,483.08	5,000.00	69.66%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	178.70	1,599.38	72.69%	600.62	2,200.00	27.30%
	Total UTILITIES	5,669.56	42,888.27	62.27%	25,991.73	68,880.00	37.73%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	2,007.60	17.92%	9,192.40	11,200.00	82.08%
73300	COMPUTER EQUIPMENT	285.15	21,311.73	78.78%	5,738.27	27,050.00	21.21%
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	285.15	23,319.33	51.99%	21,530.67	44,850.00	48.01%
	Total Expenditures	225,561.87	1,946,797.47	58.51%	1,380,654.53	3,327,452.00	41.49%
	Net Increase(Decrease) in Fund Balance	(205,759.89)	1,467,913.73	1,453.85%	(1,366,946.73)	100,967.00	1,353.85%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
20 - FICA
From 2/1/2020 Through 2/29/2020

		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	65.30	821.23	164.24%	(321.23)	500.00	64.25%
	Total REVENUES	65.30	110,652.34	100.14%	(152.34)	110,500.00	0.14%
	Total Revenues	65.30	110,652.34	100.14%	(152.34)	110,500.00	0.14%
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,110.98	93,657.32	66.89%	46,342.68	140,000.00	33.10%
	Total PERSONNEL SERVICES/BENEFITS	10,110.98	93,657.32	66.90%	46,342.68	140,000.00	33.10%
	Total Expenditures	10,110.98	93,657.32	66.90%	46,342.68	140,000.00	33.10%
	Net Increase(Decrease) in Fund Balance	(10,045.68)	16,995.02	(57.61)%	(46,495.02)	(29,500.00)	(157.61)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 30 - IMRF
 From 2/1/2020 Through 2/29/2020

		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	113.61	1,289.54	257.90%	(789.54)	500.00	157.91%
	Total REVENUES	<u>113.61</u>	<u>121,107.21</u>	<u>100.50%</u>	<u>(607.21)</u>	<u>120,500.00</u>	<u>0.50%</u>
	Total Revenues	<u>113.61</u>	<u>121,107.21</u>	<u>100.50%</u>	<u>(607.21)</u>	<u>120,500.00</u>	<u>0.50%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,642.96	102,341.28	63.96%	57,658.72	160,000.00	36.04%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,642.96</u>	<u>102,341.28</u>	<u>63.96%</u>	<u>57,658.72</u>	<u>160,000.00</u>	<u>36.04%</u>
	Total Expenditures	<u>12,642.96</u>	<u>102,341.28</u>	<u>63.96%</u>	<u>57,658.72</u>	<u>160,000.00</u>	<u>36.04%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,529.35)</u>	<u>18,765.93</u>	<u>(47.50)%</u>	<u>(58,265.93)</u>	<u>(39,500.00)</u>	<u>(147.51)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 2/1/2020 Through 2/29/2020

		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	13,371.66	50,948.18	127.37%	(10,948.18)	40,000.00	27.37%
	Total REVENUES	13,371.66	50,948.18	127.37%	(10,948.18)	40,000.00	27.37%
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	13,371.66	50,948.18	32.18%	107,387.82	158,336.00	(67.82)%
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	3,275.00	17,142.95	71.42%	6,857.05	24,000.00	28.57%
	Total MAINTENANCE	3,275.00	17,142.95	71.43%	6,857.05	24,000.00	28.57%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	1,183.51	18,969.51	22.31%	66,030.49	85,000.00	77.68%
	Total CAPITAL EXPENSE	1,183.51	18,969.51	22.32%	66,030.49	85,000.00	77.68%
	Total Expenditures	4,458.51	59,286.50	29.52%	141,516.50	200,803.00	70.48%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 2/1/2020 Through 2/29/2020

	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>8,913.15</u>	<u>(8,338.32)</u>	<u>19.63%</u>	<u>(34,128.68)</u>	<u>(42,467.00)</u>	(80.37)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 80 - WORKING CASH
 From 2/1/2020 Through 2/29/2020

	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	658.22	2,374.28	158.28%	(874.28)	1,500.00	58.29%
Total REVENUES	<u>658.22</u>	<u>2,374.28</u>	<u>158.29%</u>	<u>(874.28)</u>	<u>1,500.00</u>	<u>58.29%</u>
Total Revenues	<u>658.22</u>	<u>2,374.28</u>	<u>158.29%</u>	<u>(874.28)</u>	<u>1,500.00</u>	<u>58.29%</u>
Net Increase(Decrease) in Fund Balance	<u>658.22</u>	<u>2,374.28</u>	<u>158.28%</u>	<u>(874.28)</u>	<u>1,500.00</u>	<u>58.29%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
90 - DONATION / GIFT
From 2/1/2020 Through 2/29/2020

		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	1,043.49	3,823.41	95.58%	176.59	4,000.00	(4.41)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>1,043.49</u>	<u>3,823.41</u>	<u>42.48%</u>	<u>5,176.59</u>	<u>9,000.00</u>	<u>(57.52)%</u>
	Total Revenues	<u>1,043.49</u>	<u>3,823.41</u>	<u>42.48%</u>	<u>5,176.59</u>	<u>9,000.00</u>	<u>(57.52)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,043.49</u></u>	<u><u>3,823.41</u></u>	<u><u>42.48%</u></u>	<u><u>5,176.59</u></u>	<u><u>9,000.00</u></u>	<u><u>(57.52)%</u></u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920
 From 2/1/2020 Through 2/29/2020

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	0.00	31,897.72	70.88%	45,000.00	13,102.28 (29.12)%
43500	IMPACT FEES	266.18	34,207.18	0.00%	0.00	(34,207.18) 0.00%
44010	INT & DIV INCOME	21,008.56	99,435.05	114.95%	86,500.50	(12,934.55) 14.95%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00 0.00%
45011	E-RATE GRANT	0.00	2,031.13	27.08%	7,500.00	5,468.87 (72.92)%
45020	OTHER GRANTS	1,599.12	4,817.36	240.86%	2,000.00	(2,817.36) 140.87%
46020	FINES & FEES	41.00	10,591.90	105.91%	10,000.00	(591.90) 5.92%
46030	LOST & DAMAGED	588.75	3,057.51	61.15%	5,000.00	1,942.49 (38.85)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00 (100.00)%
46200	PRINT/COPY REVENUE	1,950.28	12,224.84	40.74%	30,000.00	17,775.16 (59.25)%
46210	FAX REVENUE	104.50	1,915.10	63.83%	3,000.00	1,084.90 (36.16)%
46250	LICENSE PLATE RENEWAL INCOME	7,802.19	7,802.19	0.00%	0.00	(7,802.19) 0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	22.50	167.68	41.92%	400.00	232.32 (58.08)%
46400	MISCELLANEOUS INCOME	174.46	523.71	0.00%	0.00	(523.71) 0.00%
46450	REIMBURSEMENTS	0.00	3,212.23	32.12%	10,000.00	6,787.77 (67.88)%
46500	CASH OVER	0.72	140.24	56.09%	250.00	109.76 (43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	11,614.00	58.07%	20,000.00	8,386.00 (41.93)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00 (100.00)%
	Total Revenues	<u>35,054.26</u>	<u>3,703,616.62</u>	<u>99.83%</u>	<u>3,709,919.00</u>	<u>6,302.38 (0.17)%</u>
	Net Increase(Decrease) in Fund Balance	<u>35,054.26</u>	<u>3,703,616.62</u>	<u>99.83%</u>	<u>3,709,919.00</u>	<u>6,302.38 (0.17)%</u>

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

	<u>7/1/2019 - 7/31/2019</u>	<u>8/1/2019 - 8/31/2019</u>	<u>9/1/2019 - 9/30/2019</u>	<u>10/1/2019 - 10/31/2019</u>	<u>11/1/2019 - 11/30/2019</u>	<u>12/1/2019 - 12/31/2019</u>	<u>1/1/2020 - 1/31/2020</u>	<u>2/1/2020 - 2/29/2020</u>	<u>3/1/2020 - 3/31/2020</u>	<u>4/1/2020 - 4/30/2020</u>	<u>5/1/2020 - 5/31/2020</u>	<u>6/1/2020 - 6/30/2020</u>	Total
Revenues													
TAX LEVY	1,770,107.84	37,062.15	1,014,129.64	541,276.81	30,729.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,393,306.28
PPRT	7,583.34	909.71	0.00	13,198.28	0.00	2,191.83	8,014.56	0.00	0.00	0.00	0.00	0.00	31,897.72
IMPACT FEES	0.00	0.00	0.00	33,941.00	0.00	0.00	0.00	266.18	0.00	0.00	0.00	0.00	34,207.18
INT & DIV INCOME	4,647.47	8,927.78	10,601.21	17,508.68	10,873.64	8,289.81	17,577.90	21,008.56	0.00	0.00	0.00	0.00	99,435.05
PER CAPITA GRANT	0.00	0.00	86,672.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,672.50
E-RATE GRANT	0.00	0.00	0.00	1,335.09	0.00	0.00	696.04	0.00	0.00	0.00	0.00	0.00	2,031.13
OTHER GRANTS	0.00	0.00	1,599.12	20.00	1,599.12	0.00	0.00	1,599.12	0.00	0.00	0.00	0.00	4,817.36
FINES & FEES	1,817.30	1,902.02	1,749.02	2,600.91	1,777.30	583.48	120.87	41.00	0.00	0.00	0.00	0.00	10,591.90
LOST & DAMAGED	455.84	323.61	714.72	299.02	184.64	0.00	490.93	588.75	0.00	0.00	0.00	0.00	3,057.51
PRINT/COPY REVENUE	1,588.10	1,652.80	1,442.80	1,332.40	1,438.35	1,453.85	1,366.26	1,950.28	0.00	0.00	0.00	0.00	12,224.84
FAX REVENUE	278.00	339.00	180.60	250.00	229.00	154.00	380.00	104.50	0.00	0.00	0.00	0.00	1,915.10
LICENSE PLATE RENEWAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,802.19	0.00	0.00	0.00	0.00	7,802.19
TAXABLE SALES (USB, DVD, EARBUDS)	30.60	23.30	20.00	18.90	12.00	28.38	12.00	22.50	0.00	0.00	0.00	0.00	167.68
MISCELLANEOUS INCOME	115.22	225.62	0.00	0.00	8.41	0.00	0.00	174.46	0.00	0.00	0.00	0.00	523.71
REIMBURSEMENTS	680.00	0.00	0.00	650.00	0.00	1,882.23	0.00	0.00	0.00	0.00	0.00	0.00	3,212.23
CASH OVER	26.06	2.21	37.43	33.66	22.86	2.20	15.10	0.72	0.00	0.00	0.00	0.00	140.24
RETIRED EMPLOYEE REIMBURSEMENTS	1,437.00	1,437.00	1,437.00	1,437.00	1,437.00	1,437.00	1,496.00	1,496.00	0.00	0.00	0.00	0.00	11,614.00
Total Revenues	<u>1,788,766.77</u>	<u>52,805.20</u>	<u>1,118,584.04</u>	<u>613,901.75</u>	<u>48,312.16</u>	<u>16,022.78</u>	<u>30,169.66</u>	<u>35,054.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,703,616.62
Net Increase(Decrease) in Fund Balance	<u>1,788,766.77</u>	<u>52,805.20</u>	<u>1,118,584.04</u>	<u>613,901.75</u>	<u>48,312.16</u>	<u>16,022.78</u>	<u>30,169.66</u>	<u>35,054.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,703,616.62

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
 From 2/1/2020 Through 2/29/2020

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1920 Percent Used</u>	<u>Total Budget - FY1920 Working Budget</u>	<u>FY1920 \$ Remaining</u>	<u>FY1920 Percent Remaining</u>
Expenditures						
15	Personnel Expenses					
15	167,584.42	1,470,805.40	62.32%	2,360,000.00	889,194.60	37.67%
	PERSONNEL SERVICES/BENEFITS					
	167,584.42	1,470,805.40	62.32%	2,360,000.00	889,194.60	37.68%
20	Library Materials					
20	20,972.29	240,391.70	58.63%	410,000.00	169,608.30	41.36%
	LIBRARY MATERIALS					
	20,972.29	240,391.70	58.63%	410,000.00	169,608.30	41.37%
50	Operating Expenses					
51	18,398.32	136,552.51	58.41%	233,782.00	97,229.49	41.58%
52	4,885.92	25,747.93	63.41%	40,600.00	14,852.07	36.58%
53	4,156.53	21,953.85	50.23%	43,700.00	21,746.15	49.76%
54	14,950.06	91,654.09	60.59%	151,259.00	59,604.91	39.40%
55	1,216.63	18,631.32	20.77%	89,678.00	71,046.68	79.22%
	PROFESSIONAL FEES					
	43,607.46	294,539.70	52.69%	559,019.00	264,479.30	47.31%
60	Building Expenses					
61	13,471.93	111,168.66	61.02%	182,170.00	71,001.34	38.97%
65	5,669.56	42,888.27	62.26%	68,880.00	25,991.73	37.73%
	UTILITIES					
	19,141.49	154,056.93	61.37%	251,050.00	96,993.07	38.63%
70	Capital Expense					
70	1,468.66	42,288.84	32.56%	129,850.00	87,561.16	67.43%
	CAPITAL EXPENSE					
	1,468.66	42,288.84	32.57%	129,850.00	87,561.16	67.43%
	Total Capital Expense					
	252,774.32	2,202,082.57	59.36%	3,709,919.00	1,507,836.43	40.64%
	Total Expenditures					
	(252,774.32)	(2,202,082.57)	59.35%	(3,709,919.00)	(1,507,836.43)	40.64%
	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 2/1/2020 Through 2/29/2020

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	85,746.36	747,979.35	61.98%	1,206,794.00	458,814.65	38.01%
20	Library Materials	6,535.37	121,936.78	79.23%	153,900.00	31,963.22	20.76%
50	Operating Expenses	33,039.35	213,170.85	51.97%	410,179.00	197,008.15	48.02%
60	Building Expenses	1,833.19	12,764.10	53.02%	24,070.00	11,305.90	46.97%
70	Capital Expense	1,468.66	42,288.84	34.31%	123,250.00	80,961.16	65.68%
	Total District Wide	128,622.93	1,138,139.92	59.33%	1,918,193.00	780,053.08	40.67%
1	Dundee Library						
15	Personnel Expenses	69,774.90	621,637.47	62.68%	991,728.00	370,090.53	37.31%
20	Library Materials	11,583.82	92,808.75	46.75%	198,500.00	105,691.25	53.24%
50	Operating Expenses	4,825.39	35,345.02	45.78%	77,200.00	41,854.98	54.21%
60	Building Expenses	17,129.60	120,844.21	58.93%	205,035.00	84,190.79	41.06%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	103,313.71	870,635.45	58.86%	1,479,063.00	608,427.55	41.14%
2	Randall Oaks						
15	Personnel Expenses	12,063.16	101,188.58	63.54%	159,228.00	58,039.42	36.45%
20	Library Materials	2,853.10	25,646.17	44.52%	57,600.00	31,953.83	55.47%
50	Operating Expenses	5,742.72	46,023.83	62.28%	73,890.00	27,866.17	37.71%
60	Building Expenses	178.70	20,448.62	93.18%	21,945.00	1,496.38	6.81%
	Total Randall Oaks	20,837.68	193,307.20	61.83%	312,663.00	119,355.80	38.17%
	Total Expenditures	252,774.32	2,202,082.57	59.36%	3,709,919.00	1,507,836.43	40.64%
	Net Increase(Decrease) in Fund Balance	(252,774.32)	(2,202,082.57)	59.35%	(3,709,919.00)	(1,507,836.43)	40.64%

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

	7/1/2019 - 7/31/2019	8/1/2019 - 8/31/2019	9/1/2019 - 9/30/2019	10/1/2019 - 10/31/2019	11/1/2019 - 11/30/2019	12/1/2019 - 12/31/2019	1/1/2020 - 1/31/2020	2/1/2020 - 2/29/2020	3/1/2020 - 3/31/2020	4/1/2020 - 4/30/2020	5/1/2020 - 5/31/2020	6/1/2020 - 6/30/2020	Total
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	98,292.14	249,618.27	176,114.75	174,031.79	175,163.84	178,574.96	251,425.23	167,584.42	0.00	0.00	0.00	0.00	1,470,805.40
Library Materials													
LIBRARY MATERIALS	60,696.56	36,521.95	21,555.90	32,546.27	24,668.39	17,350.71	26,079.63	20,972.29	0.00	0.00	0.00	0.00	240,391.70
Operating Expenses													
LIBRARY OPERATIONS	11,832.66	24,594.69	11,331.65	20,473.60	12,707.84	27,306.66	9,907.09	18,398.32	0.00	0.00	0.00	0.00	136,552.51
PUBLIC RELATIONS	3,496.48	5,103.10	2,571.22	2,132.60	108.50	5,306.34	2,143.77	4,885.92	0.00	0.00	0.00	0.00	25,747.93
GENERAL PROGRAMMING	4,102.67	2,039.38	1,885.84	1,416.74	1,190.37	1,904.20	5,258.12	4,156.53	0.00	0.00	0.00	0.00	21,953.85
COMPUTER	4,119.99	18,918.70	9,754.11	1,766.21	19,546.07	18,800.71	3,798.24	14,950.06	0.00	0.00	0.00	0.00	91,654.09
PROFESSIONAL FEES	717.52	956.82	732.00	9,103.07	722.44	1,301.91	3,880.93	1,216.63	0.00	0.00	0.00	0.00	18,631.32
Building Expenses													
MAINTENANCE	1,204.09	3,524.45	50,531.68	2,371.93	5,618.63	7,146.96	27,298.99	13,471.93	0.00	0.00	0.00	0.00	111,168.66
UTILITIES	4,578.10	5,955.08	5,147.92	5,847.15	5,142.10	5,362.63	5,185.73	5,669.56	0.00	0.00	0.00	0.00	42,888.27
Capital Expense													
CAPITAL EXPENSE	4,490.06	8,407.49	655.98	74.98	17,392.50	8,685.52	1,113.65	1,468.66	0.00	0.00	0.00	0.00	42,288.84
Total Expenditures	<u>193,530.27</u>	<u>355,639.93</u>	<u>280,281.05</u>	<u>249,764.34</u>	<u>262,260.68</u>	<u>271,740.60</u>	<u>336,091.38</u>	<u>252,774.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	2,202,082.57
Net Increase(Decrease) in Fund Balance	<u>(193,530.27)</u>	<u>(355,639.93)</u>	<u>(280,281.05)</u>	<u>(249,764.34)</u>	<u>(262,260.68)</u>	<u>(271,740.60)</u>	<u>(336,091.38)</u>	<u>(252,774.32)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	(2,202,082.57)

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 2/29/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	1,928,043.49
20	FICA	38,017.16
30	IMRF	71,083.63
70	CAPITAL PROJECTS/SPECIAL RESERVE	285,056.80
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,333.95</u>
	Total Checking Accounts	2,328,873.95
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	330.00
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	<u>104.00</u>
	Total Other Cash	434.00
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	793,335.97
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,054,966.84
80	WORKING CASH	154,878.32
90	DONATION / GIFT	<u>244,029.15</u>
	Total Investments	<u>4,247,210.28</u>
	Total Cash and Investments	6,576,518.23
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	27,037.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	13,453.91
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>1,142.40</u>
	Total Other Assets	<u>54,288.31</u>
	Total Assets	<u><u>6,630,806.54</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	16,061.31
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,275.00
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	120.00
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	26.54
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	890.00
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	207.30
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	64.00
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	150.84
22085	CREDIT CARD PAYABLE JI	
10	GENERAL/CORPORATE	116.83
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	<u>1,496.00</u>
	Total Liabilities	22,407.82
Fund Balance		

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 2/29/2020

		<u>Current Year</u>
10	GENERAL/CORPORATE	2,756,968.95
20	FICA	38,017.16
30	IMRF	71,083.63
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,336,748.64
80	WORKING CASH	155,217.24
90	DONATION / GIFT	<u>250,363.10</u>
	Total Fund Balance	<u>6,608,398.72</u>
	Total Liabilities and Fund Balance	<u><u>6,630,806.54</u></u>

clearwater

clearwater

Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
02/29/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Receivable	---	02/29/2020	---	0.00	0.000	---	CCYUSD	1,469.32
MMDA12	---	02/29/2020	---	0.00	0.000	---	MMDA12	5,331.75
Belmont Bank & Trust Company	09/27/2017	04/13/2020	---	245,000.00	1.700	1.690	BBG00HTMCM73	245,057.58
Medallion Bank	10/20/2017	04/20/2020	---	145,000.00	1.750	1.766	BBG00HW3T669	145,050.46
United Prairie Bank Inc	10/25/2017	04/24/2020	---	245,000.00	1.750	1.752	BBG00HYJ4Z3	245,094.33
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYG0	200,871.40
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,330.00
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	245,690.17
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,325.80
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZG8	216,937.37
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	126,432.88
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	157,573.93
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	204,100.00
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	138,036.56
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPNT4	97,541.84
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	151,418.10
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	95,332.60
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	172,573.80
JPMorgan Chase Bank, National Association	03/18/2019	03/15/2022	03/15/2020	108,000.00	2.750	2.763	BBG00NGL5DP4	108,037.15
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	110,618.78
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,733.47
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	202,021.20
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	100,896.30
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RKP66P5	123,939.23
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	BBG00RLT3740	137,650.48
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	84,981.93
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	155,260.95
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,466.67
---	---	08/16/2021	---	4,213,000.00	2.252	2.265	---	4,260,774.02

C.1 Jani-King of Illinois Services Agreement

RECOMMENDED **MOTION**: I move to authorize the Director to enter into a service agreement with Jani-King of Illinois to clean the Dundee Library for \$2,442 per month.

BACKGROUND INFORMATION:

Our current on-staff custodian wants to switch from full-time to non-benefitted part-time work. While the bulk of his current responsibilities are cleaning the Dundee Library, he also sets up rooms for programs, empties the book drops throughout the District, drops off the daily deposit at our bank, does some light cleaning at Randall Oaks, and assists with maintenance projects. Changing this position to non-benefitted part-time for these additional responsibilities, and hiring a janitorial service for the daily cleaning, will save the Library \$8,500 per year (see chart below).

	Current	Future	
Custodian Salary	\$30,888	\$12,355	
Custodian IMRF	\$3,118	\$0	
Custodian FICA	\$2,363	\$945	
Custodian health, dental insurance	\$6,372	\$0	
Janitorial Service – weekend only	\$8,384	\$0	
Janitorial Service - monthly (including weekends)	\$0	\$29,304	
Total and Savings	\$51,125	\$42,604	\$8,520

Facilities Manager Michael Lorenzetti sent out an RFP for janitorial service and received six proposals ranging in price from \$2,442 to \$4,600 per month. Michael called the references for the two lowest bidders, who are both familiar with cleaning public libraries, and both received very positive reviews.

We recommend using the lowest bidder Jani-King of Illinois.

C.2 Property Donation – Photo Reproductions

RECOMMENDED MOTION: Move to donate three mounted photo reproductions of historic West Dundee and Carpentersville to the Village of Carpentersville

BACKGROUND INFORMATION:

Three large photo reproductions of Carpentersville and West Dundee hang in the Village of Carpentersville's Public Works / Waste Water building on Tamarac Drive (see below). The largest photo of the Fox River hangs proudly in the lobby, and the two slightly smaller photos hang in the adjacent meeting room. Both rooms look as if they've been designed around these art works, with coordinating wall paint and proportional wall spaces. The pictures look like they belong there.

However, the pictures actually belong to the Fox River Valley Public Library District. In 2012 they were lent to Carpentersville, and every year the current Village President has renewed the loan agreement.

Their value is unknown, being photo reproductions. The Library has no immediate use for them, and it's difficult to imagine requesting them back, given their lovely and logical surroundings. And it just would not be the neighborly thing to do.

Rather than renew the loan agreement it is recommended that the Library formally donate the photos to the Village of Carpentersville permanently.



Photo hanging in the lobby of the Village of Carpentersville Public Works building on Tamarac

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT



Photos hanging in the large meeting room at the Village of Carpentersville Public Works building on Tamarac



C.3 Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to September 17, 2018

RECOMMENDED **MOTION**: I move to approve the report of the Closed Session Minutes Review and destruction of audio recordings made prior to September 17, 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.