

PUBLIC NOTICE

Due to current public health concerns this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email LibraryBoard@frvpld.info no later than 12pm on Tuesday, April 21, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5pm on Tuesday, April 21 and leave a message, indicating that you would like your message to be read into the record during the “Public Comment” section of the meeting. A recording of this meeting will be available on the library’s website by Friday, April 24.

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

**April 21, 2020
7:00 PM**

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call—Secretary Nikki Kuhlman

Public Comment

The Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Due to current public health concerns the April 21, 2020 meeting will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice detailed above. Citizens will not be requested to sign in to comment.

President’s Report—President Corbett

- **Budget, Levy, and Legal Calendar FY2021**
- **Correspondence**

Director’s Report —Director Lauren Rosenthal

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

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the 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 for February 2020**

- A.1.e Expenditure Summary – All Funds Combined – Budget v Actual Expenses for February 2020
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for February 2020
- A.1.g Balance Sheet for February 2020
- A.1.h Ehlers Account Statement for February 2020
- A.1.i Check/Voucher Register – AP & Payroll Complete for March 2020 totaling \$222,444.40
- A.1.j Monthly Financial Report for March 2020
- A.1.k Revenue Summary – All Funds Combined – Budget v Actual Revenues for March 2020
- A.1.l Revenue Summary – All Funds Combined by Period for February 2020 and March 2020
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses for March 2020
- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for March 2020
- A.1.o Expenditure Summary – All Funds Combined by Period for February 2020 and March 2020
- A.1.p Balance Sheet for March 2020
- A.1.q Ehlers Account Statement for March 2020
- A.1.r Ordinance 2020-03 Board Meeting Dates FY2021

B. Unfinished Business – none

C. New Business

- Exhibit C.1 Jani-King Cleaning and Janitorial Services Agreement
- Exhibit C.2 Strategic Plan
- Exhibit C.3 FY2021 Updated Salary Scale
- Exhibit C.4 Employment Status of Part-Time Shelves, Clerks, Maintenance, and Assistants

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

Executive Session 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.

Adjournment

**BUDGET, LEVY, and LEGAL CALENDAR
2020 – 2021 FISCAL YEAR**

<u>ACTION</u>	<u>DATES</u>
A. Presentation of Working Budget	4/21/20
B. Approve Final Working Budget #	6/16/20
C. Review and adopt Tentative Budget and Appropriation Ordinance and set a public hearing date (9/15/20) # 50 ILCS 330/3	7/21/20
D. Publish notice of the public hearing on the Tentative Budget and Appropriation Ordinance (at least 30 days prior to hearing) 50 ILCS 330/3	7/22/20 8/15/20 legal deadline
E. Adopt Resolution or Ordinance initiating a public question and specifying General Election (if desired) # 10 ILCS 5/28-2(c)	7/21/20 8/17/20 legal deadline 79 days before General Election (11/3/20)
F. Certification of public question initiated by Board action by County Clerk (English and Spanish) 10 ILCS 5/28-5	8/27/20 68 days before General Election (11/3/20)
G. County publishes election notice (English and Spanish) for November 3, 2020 General Election	9/4/20 – 10/27/20
H. Conduct the public hearing on the Tentative Budget and Appropriation Ordinance * 50 ILCS 330/3	9/15/20 9/29/20 legal deadline
Adopt the Budget and Appropriation Ordinance in final form # 75 ILCS 16/30-85(a)	9/15/20 9/29/20 legal deadline
Adopt a certified Estimate of Revenue by Source # 35 ILCS 200/18-50	9/15/20
I. Publish a certified copy of the Budget and Appropriation Ordinance 75 ILCS 16/30-85(a)	9/16/20
File with the County Clerk a certified Estimate of Revenue by Source 35 ILCS 200/18-50	9/16/20 10/15/20 legal deadline
File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days of adoption) 35 ILCS 200/18-50	9/16/20 10/15/20 legal deadline

KEY: * Denotes Hearing
Denotes Board Vote

**BUDGET, LEVY, and LEGAL CALENDAR
2020 – 2021 FISCAL YEAR**

- | | |
|---|--|
| J. First Day to circulate nominating petitions for election to Library Board of Trustees in April 6, 2021 Consolidated Election | 9/22/2020 |
| K. Adopt a Resolution to Determine Estimate of Funds Needed and, if required, set a date for a T.I.T.A. hearing (11/17/20) #
35 ILCS 200/18-60 | 10/20/20
10/27/20 legal deadline |
| L. Publish notice of the T.I.T.A. hearing if one is required
35 ILCS 200/18-80 | 11/3/20-11/10/20
7-14 days before hearing |
| M. Conduct the public hearing pursuant to T.I.T.A. <i>if one is required</i> *
35 ILCS 200/18-80 | 11/17/20
12/1/20 legal deadline |
| N. Adopt the Levy Ordinance #
75 ILCS 16/30-85(b) | 11/17/20
12/1/20 legal deadline |
| O. File with the County Clerk a certified copy of the Levy Ordinance and Certification of Compliance with T.I.T.A.
75 ILCS 16/30-85(c) | 11/18/20
12/24/20 legal deadline |
| P. Filing Period for Nominating Petitions for Election to Library Board of Trustees | 12/14/20-12/21/20 |
| Q. Adopt Resolution or Ordinance initiating a public question and specifying Consolidated Election (if desired and not adopted for November General Election) #
10 ILCS 5/28-2 | 1/19/21 deadline;
79 days before Consolidated Election (4/6/21) |
| R. Certification of public question initiated by Board action by County Clerk (English and Spanish)
10 ILCS 5/28-5 | 1/28/21 deadline;
68 days before Consolidated Election (4/6/21) |
| S. County publishes election notice (English and Spanish) for April 6, 2021 Consolidated Election | 3/8/21 – 3/29/21 |

KEY: * Denotes Hearing
Denotes Board Vote

Director's Report

March 2020

Writing a report for March activities seems remarkable – what we were doing on March 1 doesn't remotely resemble what we were doing on March 31. I started out the month meeting with Becky Gillam, Senator DeWitte's chief of staff, to schedule office hours at the Dundee Library. This will provide a great avenue for constituents to have their concerns heard, since the Library is a neutral "third space." We were happy to get six sessions scheduled, all of which are on hiatus. We'll certainly plan for this partnership in the future.

We received the additional \$19,301 in Impact Fee reimbursements from West Dundee for which I submitted a request last month. These funds will be used for future facility planning including architect and construction manager expenditures.

The CCS Budget and Finance committee meeting went well, and FRVPLD can expect another large rebate next year, since CCS expenditures will be fewer than they budgeted for in FY1920. I'm glad to be on this committee to stress the importance of CCS returning unspent funds to the libraries rather than building up large balances.

On March 13 the Governor issued the order closing schools beginning the following week, and Illinois libraries closed as well (we're an industry designed to share physical materials, which is not something folks should do in a global pandemic). The first week Managers continued to report to work, but once the Governor issued the shelter-in-place order Managers were instructed to work from home only. The Randall Oaks library is in the locked Park District building, so no library staff are visiting there. The Dundee Library has Michael as its caretaker and he's at DL every day. In addition, John takes care of the server every Monday and I pick up mail from the post office and visit DL weekly to check in.

Work has not stopped just because the Library is closed. Our current focus is on virtual services and current projects include: virtual Easter egg hunt, April stay-at-home challenge calendar of events, daily social media postings on Facebook, Twitter, and Instagram, virtual storytimes in English and Spanish, online Lynda.com programs in the events calendar, online coding classes, online crafting classes, online recipe exchanges, and for new patrons online library card creation with immediate access to content and programs. To keep staff morale up we've started using Microsoft Teams as a platform to share photos of our pets, kids, baking (lots and lots of stress baking going on!), and logging our miles walked. It's a form of social media that's not visible to anyone but FRVPLD staff, and the response has been really good – we all need to maintain our social connections during this unprecedented time. The Management Team has continued our work and we've completed both the 2020-2023 Strategic Plan and FY20/21 Working Budget. The Strategic Plan is included in the April board packet for your review and Working Budget will be covered in May.

The Kane County Clerk sent final tax computation reports: the amount that we'll receive in 2020 is \$3,494,833.23, which the board voted to levy in November 2019. This represents an increase of 2.83% or \$96,337 from last year, and the Library will forfeit \$148,855 due to TIFs in 2020. I contacted John Emerson from the Kane County Clerk's office in case the board wanted to investigate reducing the levy in light of current economic conditions, but the final extension has been completed and no changes can be undertaken. However, taxpayers will have an additional 30 days to pay their June bills so the Library may receive the first installment later than usual. Those receipts are booked as FY20/21 revenues so the delay won't affect the Library's financial position.

The "Families First Coronavirus Response Act" requires the Library to provide paid emergency leave for impacted employees. We're required to provide two weeks of paid time off for employees who are quarantined or ill or need to care for someone who is quarantined or ill. We're also required to pay for up to 12 weeks of

“Public Health Emergency Leave” at a rate of at least 2/3 of employees usual rate of pay for employees who are unable to work or telework due to a need to care for the employee’s child when school or daycare is closed due to COVID-19. These benefits are available for all staff, not just benefitted staff.

The current economic climate, and planning for the coming months as we continue to “flatten the curve,” requires thinking differently and making some difficult decisions. The April meeting will reflect this reality.

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) **Done**
5. Meeting: CCS Budget & Finance (3/5) **Done**
6. Meeting: Ken Franzese and John Cassidy (3/10) **Done**
7. Meeting: LIRA Executive Committee (3/11) **Done**
8. Meeting: D300 Food Pantry Board (3/13) **Missed due to “Shelter-in-place” preparations**
9. Meeting: MTM (3/3, 3/10, 3/17, 3/24, 3/31) **Done**
10. Meeting: Weekly Rotary meetings: (3/11) **1 meeting only due to “Shelter-in-place”**
11. Meeting: Rotary Board (3/7) **Done**
12. Meeting: Library Board (3/17) **Cancelled**
13. Meeting: CCS Governing Board (3/25) **Cancelled**
14. Meeting: Former NSLS Directors – Grayslake (3/26) **Cancelled**
15. Task: Prepare Board packet (3/11) **Done**
16. Task: W2W (3/12, 3/26) **Done**
17. Task: Payroll (3/10, 3/24) **Done**
18. Task: File e-rate form 471 for ICN FY2021 (filing window is 3/24-3/25) **Date extended**
19. Task: with MT, construct new Strategic Plan draft (3/31) **Done**
20. Task: Carpentersville art loan (3/15) **Done**
21. Task: Illinois Library Certification (3/31) **Done**
22. Task: Performance Evaluations for my direct reports (9/30) **Date extended due to library closure**
23. Task: FY2021 Working Budget (5/13) **Done**
24. Outreach: Dundee St. Pats Parade (3/14) **Cancelled**
25. Training: All Staff Training (3/20) **Cancelled**

Internal meetings with individual staff members not included

Goals for April 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 (4/6) **Done**
5. Meeting: MTM (4/7, 4/8, 4/14, 4/15, 4/21, 4/22, 4/28, 4/29)
6. Meeting: Rotary meetings (4/8, 4/23)
7. Meeting: Architect, Construction Manager, Board President (4/9) **Done**
8. Meeting: HR Attorney (4/10) **Done**
9. Meeting: Rotary 5K (4/28)
10. Meeting: Library Board (4/21)
11. Meeting: Former NSLS Directors (4/6, 4/13, 4/20, 4/27)
12. Task: Adverse Impact analysis (4/14) **Done**
13. Task: Prepare Board packet (4/15)
14. Task: Phone all staff before board packet is published (4/15)
15. Task: Prepare closed session agenda and documents (4/16)
16. Task: W2W (4/2, 4/16, 4/30)
17. Task: Payroll (4/8, 4/22)
18. Task: File e-rate form 471 for ICN FY2021 (filing window extended to 4/30)
19. Task: Send Rotary invoices for 4th quarter (4/30)
20. Task: Renew e-Read Illinois (5/29)
21. Task: Performance Evaluations for my direct reports (9/30) Date extended due to library closure
22. Training: Interpreting the New Unemployment Laws (4/3) **Done**
23. Training: The New Federal Emergency Paid FMLA/Sick Leave Laws (4/7) **Done**
24. Training: Legal Issues with Staff Reductions (4/14) **Done**
25. Training: Unemployment – your HR questions answered (4/16)

Internal meetings with individual staff members not included

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.

Goals for February 2020

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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

Fox River Valley Public Library District March and April 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 rolled out the updated document to selectors in March. We also updated the staff collection development selectors to streamline the process.

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.

This March really demonstrated the flexibility and dedication of library staff. When we started the month, I was looking forward to participating in the St. Patrick's Day Parade and attending an HR Source conference. I certainly didn't expect that by the middle of the month, I'd be working entirely from my home!

Thankfully I finished a lot of my monthly tasks before the library closed, and we've been able to accomplish a lot remotely. Sherry has been keeping me apprised and prepared for everything payroll and HR related, so that we don't miss a beat while the building remains closed. Management team has done a great job fleshing out the strategic plan. We also have been brainstorming ideas to promote library services digitally.

In addition to strategic plan work, payroll and HR tasks, and my usual monthly tasks, I've been using the temporary closure for increased professional development by taking webinars and online courses that I usually don't have time to do during the course of a busy work week. This month I'll be working on writing annual reviews for my staff and coming up with a Bingo promotion to promote local businesses and library resources during the Stay in Place order.

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.

8 youth programs and 1 Adult and Teen program were conducted at Randall Oaks in March. Total attendance for these programs was 134. In addition, 4 passive programs were available for the first two weeks of the month.

Randall Oaks staff completed their self evaluations for their annual reviews. Librarian Sam Bunte will begin conducting virtual book club meetings in collaboration with ATS during the quarantine period.

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.



What a month March 2020 has been! With the outbreak of COVID-19, the Library wisely halted physical operations on March 13, 2020. This impacted our physical service to our community, but it did not stop us from offering readers advisory, answering reference questions, marketing our databases and even offering virtual programming! Before we physically closed, YS offered 26 programs and 3 outreach activities. These programs and outreach activities gave us a total of 567 attendees! Below is a picture from an outreach event that took place before our physical closure.

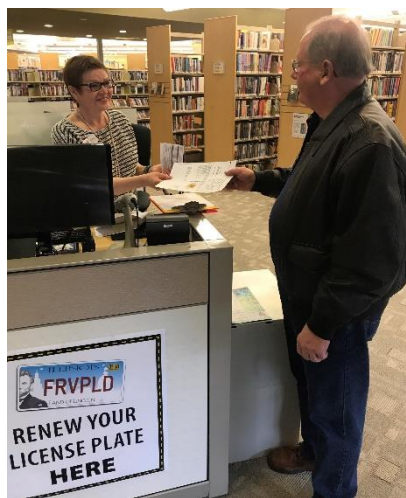


When Governor Pritzker ordered shelter-in-place through April 7, we thought of ways we could virtually connect with patrons. I developed the Stay Home Challenge for children and their families. The Stay Home Challenge gives patrons the ability to try new databases, crafting projects, outdoor activities and physical activities. This program runs all month and features one challenge a day. Challenges ranged from, "It's World Health Day! How many jumping jacks can you do in 1 minute? How about 3 minutes?" to "Using your FRVPLD library card, have fun using Miss Humblebee's Academy!" The mission of this challenge was to beat boredom while staying connected to our Library. Although it will be hard to quantify how many children and families complete this challenge, it's important for us to know that we are offering useful services to children and their families within our district. Next, we developed Virtual Storytime! Every Monday and Wednesday morning, we've uploaded a storytime for kids to enjoy at home. It's critical to develop this content in order to continue to provide literacy skills and a sense of normalcy for kids. It's wonderful to know that we are providing as many services as possible to our youngest patrons.

Although the Library is physically closed, the work has not stopped in my neck of the woods. During our hiatus, I've worked on scheduling, revamping department procedures, online training for staff, program content, daily check-ins with staff, virtual conference meetings with the management team and the Illinois Library Association, annual staff evaluations, assisting in creating the new 2020-2023 Strategic Plan and completing the FY2021 YS Working Budget. Although we are currently living in unprecedented times, the Library continues to provide timely service.

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.

March was *supposed* to be a relatively quiet month. Practice for the book cart drill team took place on March 9 and me and fellow AS staff members Ruben Carcamo, Marjie Sanabria, Audrey Jozwiak, Margo Jankiewicz, and Pat McNana were ready to strut our stuff in the annual St. Patrick's Day parade in East Dundee. We'll regain our trophy next year.

License plate renewals continued strong into March, bringing in 42 in less than half the month. We saw a noticeable dip as we neared the middle of the month (as to be expected) but 23 of the 42 were renewed within the first five days. I'm confident these will continue to be an asset to the library's growing list of services.

While working from home, I've begun annual evaluations which is a daunting task even under normal conditions. I'm pleased to say that half are finished, and I fully anticipate knocking out the last half this month. Additionally, some AS staff members have been able to send me their self-evaluations while sheltering-in-place, something for which I'm tremendously grateful. I value their input on future goals and, as being the *first* department patrons interact with, how they think we can best serve the public. Here's hoping I'll be able to deliver them before the fiscal year is over!

Beyond the normal duties, I've been doing my best to stay in contact with my staff, checking in with them each week via text and calling them to give them a chance to talk. I'm thrilled that they've been communicating with one another during this time and that some have been utilizing the All Staff space through Microsoft Teams to keep us updated on how they're doing. It's wonderful to see cross-department engagement during this trying time.

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.

In preparation for our second annual Job Fair, we assembled bags filled with promotional material to pass out to attendees upon their arrival. They received a Job Searching 101 program flyer, Brainfuse JobsNow Flyer, a bookmark highlighting all of our job and career related eResources, a library card application, a computer classes bookmark, and an FRVPLD pen and magnet.

Arranged for the Dundee Lions to administer their free eye screening test at a Dundee Township Park District Preschool visit. A total of 28 children were screened for near sightedness, far sightedness and astigmatism.

Summer Reading Challenge activity included assembling, hand addressing, and mailing 128 letters to potential donors. The list was compiled from past donors as well as local business listed in the Northern Kane County Chamber of Commerce Directory.



And then, all hell broke loose!

How naïve we were when outraged that the St. Patrick’s Day parade was canceled! It didn’t take long before we canceled all programs in March. Then the staff went home. And then the management team went home to work. Since then the public relations department has produced numerous press releases, website sliders, blogs, social media posts, email blasts, and signs to help communicate to the public what is going on, from closing our doors to closing the book drops. In addition to those announcements, the focus has been on getting the word out about all of our digital content and resources as well as recommending other ways for patrons to keep busy and happy.

Press

Elgin-area cancellations, advisories and other changes due to coronavirus; Dundee Library and the Randall Oaks Library will be open during normal operating hours and is still delivering materials to Village Green apartments (Courier News, March 13)

The Fox River Valley Libraries, which include the Dundee Library in East Dundee and the Randall Oaks Library in West Dundee, will close temporarily, starting today (Saturday) (Kane County Connects, March 14)

Dundee and Randall Oaks Libraries closed through March 29 (Daily Herald, March 16)

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
March Programs Canceled, Spring Projects on Creativebug	3/12/2020	10502	2904	27.67%	148
FRVPLD libraries closed through March 29	3/13/2020	10498	3174	30.26%	70
Closure FAQs, Online Library Resources	3/25/2020	10486	3077	29.36%	262

Social Media

● **Facebook (1765 Followers)**

Followers: 37 new followers

Number of posts: 46

People who saw our posts: 25,371

Post likes: 696

Comments: 81

Shares: 103

Clicks/Photo & Video Views: 1590

Top three posts according to reach:

- 3121 saw: The Fox River Valley Libraries, which include the Dundee Library in East Dundee and the Randall Oaks Library in West Dundee, are now temporarily closed. We plan to remain closed through Sunday, March 29. We will continue to monitor the situation and reassess as more information becomes available. Due dates on all currently checked out materials are extended until April 20...(March 13)
 - 2022 saw: We are no longer emptying the remote book drops. Please keep your materials until further notice (don't worry — we trust you!). Due dates on all currently checked out materials are extended until April 20. We will adjust this date if it becomes necessary. (March 20)
 - 1707 saw: Effective today, March 1, the number of borrows per month in Hoopla will be decreasing from 5 to 3. Hoopla has been a huge success and more and more patrons continue to sign up for it. Unfortunately, the more it gets used, the higher the cost gets. We analyzed every option and determined that lowering the borrows is the best way to keep the cost at a level we can afford while still allowing all of our patrons to access this wonderful service. We hope you can understand this decision and sincerely apologize for any inconvenience. If you have any questions, comments or concerns, please feel free to stop by, call us at 847-428-3661, or email us at libraryhelp@frvpld.info. Thank you for your continued support. (March 1) (NOTE: while this post was relevant on March 1, we've since upped the number of borrows to 5, and now 10 Hoopla downloads per month to provide as much access to online materials as possible)
 - Twitter (711 Followers)
 - Instagram
- FRVPLD (112 Followers)
FRVPLD Youth (134 Followers)
FRVPLD Teens (57 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 Niles-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 Niles-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.

Prior to the "shelter in place" mandate which effectively put an end to onsite programming, the Adult & Teen Services Department implemented programs on an array of topics such as financial education, employment assistance, and recurring programs like the popular Anime Club.

On Tuesday, March 3, Michelle Charron of First American Bank Carpentersville presented Mortgage 101 at the Dundee Library. This program, geared toward first-time homebuyers, was attended by thirteen patrons.

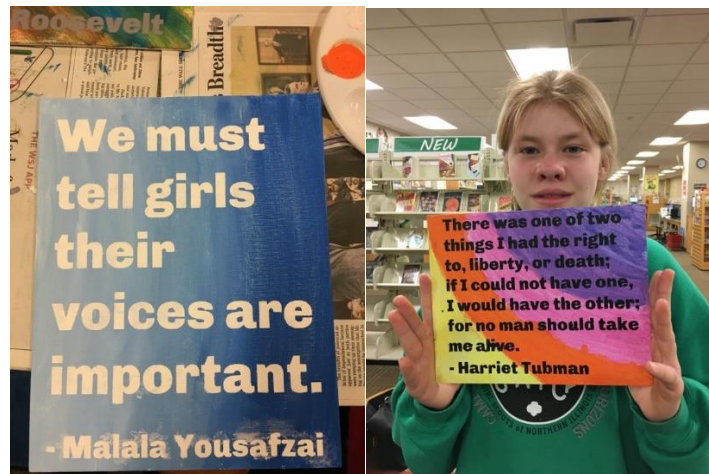


Our March Anime Club, hosted monthly in Corner 68 by Teen Librarian Danielle Pacini, was attended by thirteen patrons.

On March 7, we hosted our second annual Job Fair at the Dundee Library. Organized by Adult Librarian Sean Plagge and Adult Programs and Outreach Assistant Cari Poweziak, the event was well attended by both job-seekers and prospective employers. Twenty-eight representatives of eighteen local businesses participated in the event. Sixty job-seekers participated in the fair throughout its three-hour duration. Sean reports that many of the participants expressed gratitude for the opportunity and expressed interest in future job fairs.

On March 9, we presented our first session of Teen Coding. This programming series, presented by Danielle, utilizes our newly acquired VidCode online platform to teach JavaScript programming skills. The initial class was attended by thirteen students, the maximum number of registrants. Danielle reports that each student created their Vidcode account and enthusiastically jumped into coding. Although the subsequent Teen Coding sessions have now been canceled, Danielle contacted the registrants with instructions on how to log in to Vidcode from home and continue their exercises.

In celebration of Women's History Month, Danielle presented a craft program at the Randall Oaks Library on March 10, utilizing vinyl stencils and our Silhouette Cameo machine. Participants were able to choose from a selection of powerful quotes to create inspiring wall art.



Adult & Teen Services staff conducted fifteen one-on-one appointments with our patrons prior to the "shut down." Library Assistant Erica Acevedo and Teen Librarian Danielle Pacini were particularly active in March one-on-one sessions; teaching a patron to use a sewing machine in Corner 68, assisting a patron with uninstalling device drivers on their laptop, and providing basic instruction on how to navigate apps on an Android phone.

Following the closure of our library facilities, I have continued to field questions from our patrons via email and our website's Contact Us webform. The frequency of online questions has varied, but we are averaging two to five questions per day. The nature of the questions has been consistent: renewing expired library cards has been the most frequent request, followed by questions about how to access digital content (e-books, e-audiobooks, online databases). I find it very encouraging that we are able to provide these services to our patrons on an ongoing basis, even from outside the library building.

Adult & Teen Services staff look forward to expanding our online resources to include "live" programming. Additionally, individual staff have been assigned specific outreach responsibilities for our social media platforms. Library Assistant Jasmin, as an example, is composing bi-weekly craft and recipe posts on the Library District's primary Instagram feed. Danielle has continued to keep our teen Instagram feed creative and engaging by creating memes using Vidcode and sharing her craft projects. Several Adult & Teen staff members have contributed to our ongoing "What are you reading?" project via social media.



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!

The Dundee Library is in shut down mode. The temperature has been lowered and lights have remained off for a savings effort. Library carpet was sanitized and cleaned the day it closed (3/13). Upon the janitorial service approval, I will be coordinating with them for a complete facility inspection for pre-opening. This will include a total facility sanitization and protocol on this area of service in conjunction with what is performed daily.

Daily conversations with facility manager colleagues regarding facility functions is ongoing as we prepare for the future.

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.

Savings: \$194.91 Please note: Due to the library’s temporary closure no orders were put through March 14th to the end of the month.

Auto Repair Source (formerly named AutoMate) : The ATS Manager decided not to renew this database and is looking for an alternative.

IT/ Network: John Sabala

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



IT department has shut-down and disconnected 95% of the electronic equipment to conserve electricity and reduce unwanted wear on the library equipment during the temporary library closing.



A collaboration tool that is a part of Office 365 subscription is Microsoft Teams. This application has proved invaluable during the temporary closure of the libraries. The product allows all personnel to communicate via a chat as well as schedule meetings that can be recorded.

Currently we are using Teams:

- All Staff Chat Room
- Management Team Meetings
- Board of Trustee Meetings

We will continue to explore this tool in other areas of collaboration even after the Library re-opens.

How are we doing?

The monthly Dashboard tells our story

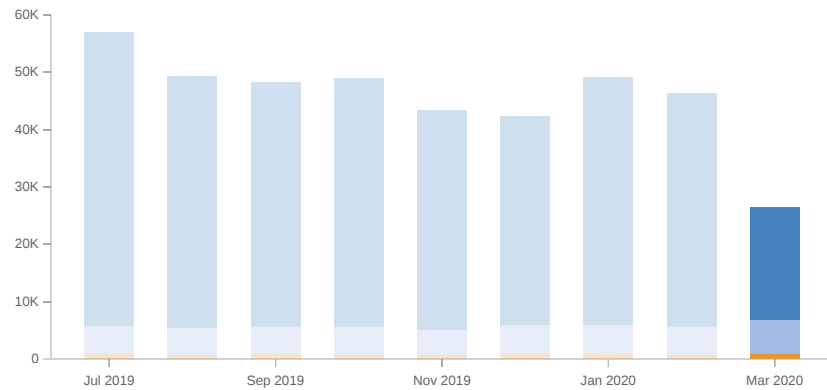
Click the graphs to see more details

Checkouts

How many items are checked out at the library each month?

Due to COVID-19 executive orders, the library was closed starting March 14, resulting in atypically low checkout numbers.

Updated today



26,582

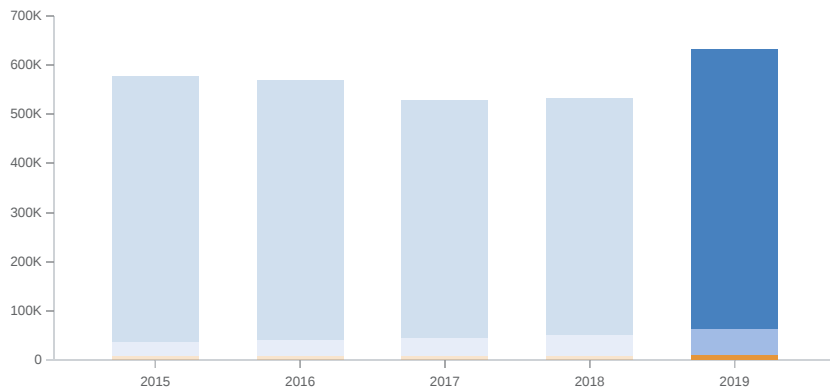
Metric Type in Mar 2020

Checkout Trend

What is the checkout trend for the past 5 years?

Checkouts remain fairly stable, with a recent uptick due to auto-renewals

Updated 5 days ago



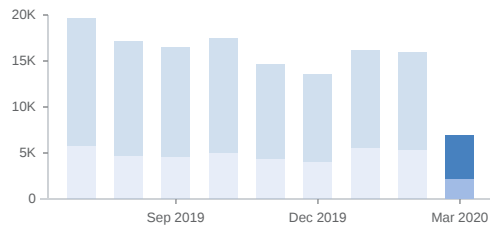
632,447

Metric Type in 2019

Library Visits

How many people visit the library each month?

Visits were atypically low in March due to the library's closure for the CO...



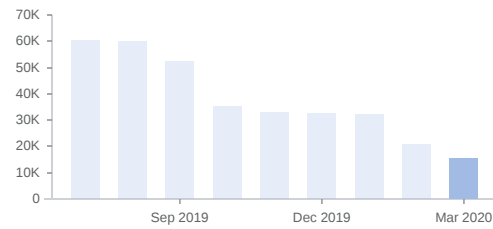
6,903

Location in Mar 2020

Website Visits

How many people visit the library online?

Website visits were atypically low in March due to the library's closure in...

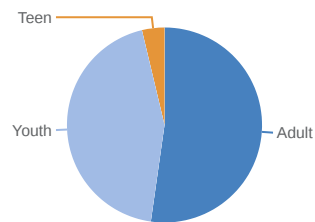


15,491

Location in Mar 2020

Physical item checkouts

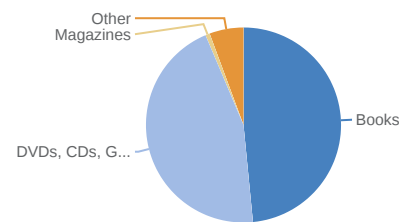
Checkouts by Audience - this fiscal year to date



256,256

Department in 2020

Checkouts by Material Type - last fiscal year



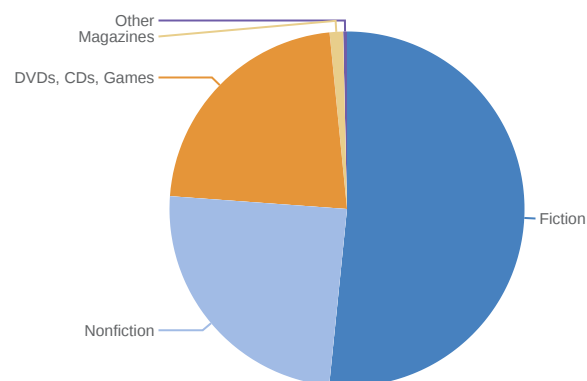
561,920

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 23 weeks ago



138,886

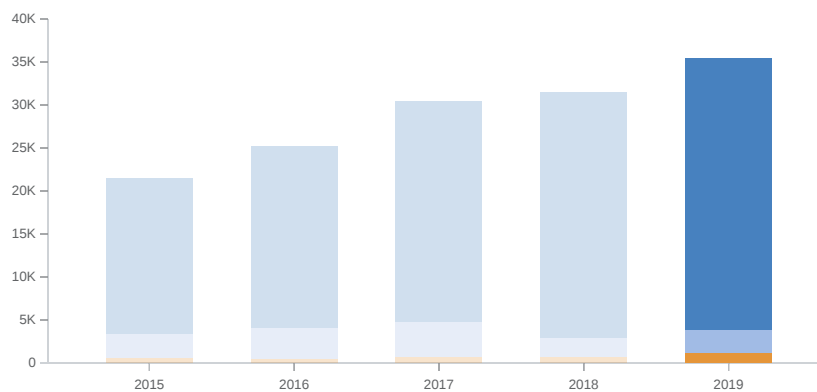
Material Type in 2020

Program Attendance Trend

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

Attendance at programs has steadily increased.

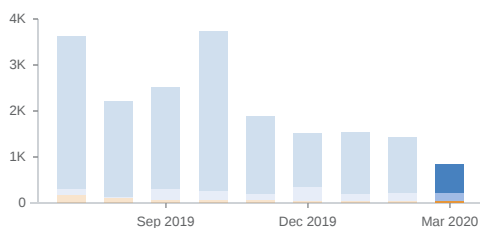
Updated 5 days ago



35,432
Metric Type in 2019

How many people attend programs each month?

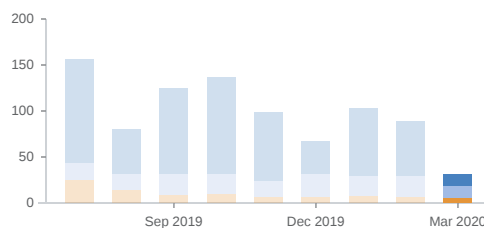
Programming was only held for the first week of March, due to the COVID...



844
Metric Type in Mar 2020

How many programs are held each month?

Most programs in March were canceled due to the COVID-19 pandemic.



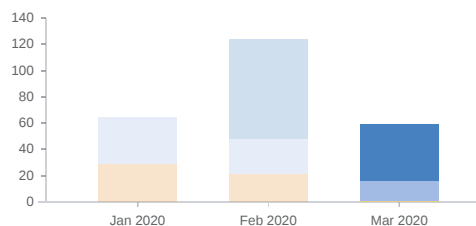
31
Metric Type in Mar 2020

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.

Specialty Services

Dundee and Randall Oaks provide a variety of value-added services

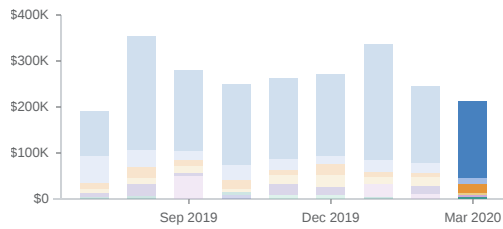


59
Metric Type in Mar 2020

Monthly Spending- this year

How much does the Library spend each month this FY?

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



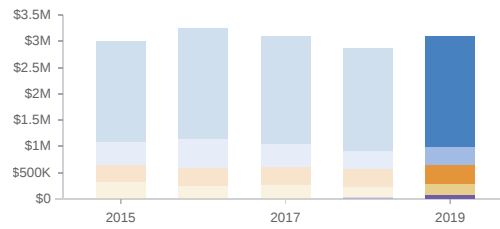
\$213,830.03

Expenses in Mar 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

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:

Approve items A.1.a through A.1.r 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 for February 2020**
- A.1.e Expenditure Summary – All Funds Combined – Budget v Actual Expenses for February 2020**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for February 2020**
- A.1.g Balance Sheet for February 2020**
- A.1.h Ehlers Account Statement for February 2020**
- A.1.i Check/Voucher Register – AP & Payroll Complete for March 2020 totaling \$222,444.40**
- A.1.j Monthly Financial Report for March 2020**
- A.1.k Revenue Summary – All Funds Combined – Budget v Actual Revenues for March 2020**
- A.1.l Revenue Summary – All Funds Combined by Period for February 2020 and March 2020**
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses for March 2020**
- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for March 2020**
- A.1.o Expenditure Summary – All Funds Combined by Period for February 2020 and March 2020**
- A.1.p Balance Sheet for March 2020**
- A.1.q Ehlers Account Statement for March 2020**
- A.1.r Ordinance 2020-03 Board Meeting Dates FY2021**

- A.1.r In accordance with 5 ILCS 120/2.02 (a), every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. In the event there is a change in a regularly scheduled meeting date, time, and/or place, the public will be notified in accordance with 5 ILCS 120/2.03.

The Board regularly meets the third Tuesday of each month.

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><u>149,141.58</u></u>

*Minus IMRF Employer Portion Direct Debit (12,642.96)

136,498.62

136,498.62

\$ 245,002.76 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

Attachment to Exhibit A.1.c

		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	19,801.98	3,414,711.20	99.60%	13,707.80	3,428,419.00	(0.40)%

Expenditures

01 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

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	12,096.39	89,946.58	59.96%	60,053.42	150,000.00	40.04%
52122	REIMBURSED INS	1,496.00	11,614.00	58.07%	8,386.00	20,000.00	41.93%
52123	WORKERS COMP	0.00	9,123.00	100.00%	0.00	9,123.00	0.00%
52124	UNEMPLOYMENT INS	(944.31)	3,298.53	43.98%	4,201.47	7,500.00	56.02%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52160	TUITION REIMB	(1,908.00)	(3,180.00)	(31.80)%	13,180.00	10,000.00	131.80%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	17,127.00	17,127.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	23,245.55	197,455.78	63.91%	111,487.22	308,943.00	36.09%
40	PUBLIC RELATIONS						
52100	SALARIES	4,802.24	40,656.66	64.66%	22,211.34	62,868.00	35.33%
50	IT / NETWORK						
52100	SALARIES	7,062.73	60,139.71	65.35%	31,874.29	92,014.00	34.64%
60	PATS						
52100	SALARIES	9,106.06	75,542.89	62.29%	45,724.11	121,267.00	37.71%
90	FACILITIES						
52100	SALARIES	8,035.76	67,383.60	64.82%	36,568.40	103,952.00	35.18%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,849.27	227,843.43	64.83%	123,553.57	351,397.00	35.16%
20	YOUTH SERVICES						
52100	SALARIES	16,750.27	181,030.26	60.47%	118,329.74	299,360.00	39.53%
70	ACCOUNT SERVICES						
52100	SALARIES	23,648.64	189,705.73	62.53%	113,639.27	303,345.00	37.46%
75	SHELVERS						
52100	SALARIES	2,526.72	23,058.05	61.28%	14,567.95	37,626.00	38.72%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	12,063.16	101,188.58	63.54%	58,039.42	159,228.00	36.45%

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

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Total PERSONNEL SERVICES/BENEFITS	144,830.48	1,274,806.80	61.95%	782,943.20	2,057,750.00	38.05%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	244.34	5,603.18	62.25%	3,396.82	9,000.00	37.74%
61500	DATABASES	2,200.25	56,575.36	94.29%	3,424.64	60,000.00	5.71%
61510	EBOOKS	907.94	24,059.98	60.37%	15,790.02	39,850.00	39.62%
61520	DOWNLOADABLE MEDIA	2,232.59	25,522.65	98.16%	477.35	26,000.00	1.84%
64100	PROC FEES BOOKS	276.90	1,858.65	46.46%	2,141.35	4,000.00	53.53%
64200	PROC FEES AV	648.35	5,208.75	65.10%	2,791.25	8,000.00	34.89%
64500	ONLINE ORDERING FEE	0.00	679.50	35.76%	1,220.50	1,900.00	64.24%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	25.00	550.99	84.76%	99.01	650.00	15.23%
61200	PERIODICALS	0.00	1,877.72	93.88%	122.28	2,000.00	6.11%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	44.91	3,739.51	67.99%	1,760.49	5,500.00	32.01%
61600	VIDEOGAMES	2,089.48	11,908.05	70.04%	5,091.95	17,000.00	29.95%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,208.14	18,208.03	60.69%	11,791.97	30,000.00	39.31%
61111	BOOKS LARGE TYPE	197.13	2,296.89	76.56%	703.11	3,000.00	23.44%
61120	BOOKS NF	748.78	8,990.31	59.93%	6,009.69	15,000.00	40.06%
61130	BOOKS SPANISH	323.44	2,276.62	56.91%	1,723.38	4,000.00	43.08%
61330	AUDIOBOOKS	317.92	4,726.82	67.52%	2,273.18	7,000.00	32.47%
61350	MUSIC	285.08	2,372.10	47.44%	2,627.90	5,000.00	52.56%
61400	DVD	1,181.24	10,592.06	62.30%	6,407.94	17,000.00	37.69%
61700	NONTRADITIONAL MATERIALS	236.33	649.26	12.98%	4,350.74	5,000.00	87.01%
15	TEEN						
61100	BOOKS	337.90	3,295.59	50.70%	3,204.41	6,500.00	49.30%
61130	BOOKS SPANISH	309.14	1,780.79	59.35%	1,219.21	3,000.00	40.64%
61330	AUDIOBOOKS	129.97	1,479.63	49.32%	1,520.37	3,000.00	50.68%
20	YOUTH SERVICES						
61100	BOOKS	2,140.00	12,215.91	22.62%	41,784.09	54,000.00	77.38%
61130	BOOKS SPANISH	500.60	3,591.23	44.89%	4,408.77	8,000.00	55.11%
61330	AUDIOBOOKS	0.00	83.18	5.54%	1,416.82	1,500.00	94.45%

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

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	61350	MUSIC	135.78	614.33	61.43%	385.67	1,000.00	38.57%
	61400	DVD	397.98	3,477.35	34.77%	6,522.65	10,000.00	65.23%
	61700	NONTRADITIONAL MATERIALS	0.00	511.09	17.03%	2,488.91	3,000.00	82.96%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
	61600	VIDEOGAMES	75.98	2,583.33	51.66%	2,416.67	5,000.00	48.33%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	804.57	7,082.31	70.82%	2,917.69	10,000.00	29.18%
	61120	BOOKS NF	151.02	1,263.59	42.11%	1,736.41	3,000.00	57.88%
	61400	DVD	437.81	3,632.09	72.64%	1,367.91	5,000.00	27.36%
	61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
15		TEEN						
	61100	BOOKS	299.65	1,883.86	47.09%	2,116.14	4,000.00	52.90%
	61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
20		YOUTH SERVICES						
	61100	BOOKS	621.77	4,903.06	25.80%	14,096.94	19,000.00	74.19%
	61130	BOOKS SPANISH	229.99	751.59	37.57%	1,248.41	2,000.00	62.42%
	61400	DVD	232.31	1,833.40	61.11%	1,166.60	3,000.00	38.89%
	61700	NONTRADITIONAL MATERIALS	0.00	158.00	10.53%	1,342.00	1,500.00	89.47%
		Total LIBRARY MATERIALS	20,972.29	240,391.70	58.63%	169,608.30	410,000.00	41.37%
51		LIBRARY OPERATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	52130	STAFF DEVELOPMENT	216.00	2,511.20	83.70%	488.80	3,000.00	16.29%
	70800	POSTAGE	315.00	1,548.28	51.60%	1,451.72	3,000.00	48.39%
	70900	SUPPLIES	623.74	6,357.62	45.41%	7,642.38	14,000.00	54.59%
	73225	PUBLIC LIABILITY INS	0.00	23,498.00	100.00%	0.00	23,498.00	0.00%
	73230	TRANSPORTATION REIMBURSEMENT	273.57	3,231.73	80.79%	768.27	4,000.00	19.21%
	73240	BOARD EXPENSES	0.00	803.96	40.19%	1,196.04	2,000.00	59.80%
	73241	LEGAL NOTICES FEES	0.00	677.35	33.86%	1,322.65	2,000.00	66.13%
	73242	MEMBERSHIPS	100.00	2,565.00	83.41%	510.00	3,075.00	16.59%
	73245	BACKGROUND CHECK FEES	12.00	54.00	6.75%	746.00	800.00	93.25%
	73250	BANK CHARGES	91.76	1,060.61	28.11%	2,711.39	3,772.00	71.88%

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

Attachment to Exhibit A.1.c

		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

Attachment to Exhibit A.1.c

		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

Attachment to Exhibit A.1.c

		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

Attachment to Exhibit A.1.c

		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

Attachment to Exhibit A.1.c

		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	<u>65.30</u>	<u>110,652.34</u>	<u>100.14%</u>	<u>(152.34)</u>	<u>110,500.00</u>	0.14%
	Total Revenues	<u>65.30</u>	<u>110,652.34</u>	<u>100.14%</u>	<u>(152.34)</u>	<u>110,500.00</u>	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	<u>10,110.98</u>	<u>93,657.32</u>	<u>66.90%</u>	<u>46,342.68</u>	<u>140,000.00</u>	33.10%
	Total Expenditures	<u>10,110.98</u>	<u>93,657.32</u>	<u>66.90%</u>	<u>46,342.68</u>	<u>140,000.00</u>	33.10%
	Net Increase(Decrease) in Fund Balance	<u>(10,045.68)</u>	<u>16,995.02</u>	<u>(57.61)%</u>	<u>(46,495.02)</u>	<u>(29,500.00)</u>	(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

Attachment to Exhibit A.1.c

		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>	0.50%
	Total Revenues	<u>113.61</u>	<u>121,107.21</u>	<u>100.50%</u>	<u>(607.21)</u>	<u>120,500.00</u>	0.50%
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>	36.04%
	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>	36.04%
	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>	(147.51)%

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

Attachment to Exhibit A.1.c

		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

Attachment to Exhibit A.1.c

	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	8,913.15	(8,338.32)	19.63%	(34,128.68)	(42,467.00)	(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

Attachment to Exhibit A.1.c

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

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

Attachment to Exhibit A.1.c

		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</u>	<u>(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</u>	<u>(0.17)%</u>

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.e

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	167,584.42	1,470,805.40	62.32%	2,360,000.00	889,194.60	37.67%
	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%
	Total 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%
	Total Operating Expenses					
	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%
	Total Building Expenses					
	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%
	Total Capital Expense					
	1,468.66	42,288.84	32.57%	129,850.00	87,561.16	67.43%
	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

Attachment to Exhibit A.1.f

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY1920
From 2/1/2020 Through 2/29/2020

		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

Attachment to Exhibit A.1.g

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.g

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>




**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

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 3/1/2020 Through 3/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Ziegler's Ace Hardware	42878	3/16/2020	104.52
Advanced Disposal	42879	3/16/2020	147.60
SYNCB/AMAZON	42880	3/16/2020	824.52
AT&T	42881	3/16/2020	328.99
AT & T Mobility	42882	3/16/2020	65.00
Baker & Taylor	42883	3/16/2020	48.54
Breakroom Solutions	42884	3/16/2020	232.56
Brodart Co.	42885	3/16/2020	650.07
CDS Office Technologies	42886	3/16/2020	876.99
Comcast	42887	3/16/2020	497.53
Comcast	42888	3/16/2020	1,163.10
ComEd	42889	3/16/2020	2,957.93
Ehlers Investment Partners, LLC	42890	3/16/2020	638.96
Garveys Office Products	42891	3/16/2020	1,491.99
Green Emerald Chem-Dry	42892	3/16/2020	1,650.00
Green River Way, Inc.	42893	3/16/2020	806.20
Hagg Press	42894	3/16/2020	4,735.00
Hall Pass	42895	3/16/2020	33.00
Homer Tree Care, Inc.	42896	3/16/2020	3,275.00
INGRAM Library Services	42898	3/16/2020	5,373.15
KONE, INC	42899	3/16/2020	268.24
Midwest Tape Exchange, Inc.	42901	3/16/2020	5,221.89
Nicor Gas	42902	3/16/2020	412.67
OTC Brands, Inc.	42903	3/16/2020	357.36
RAILS	42904	3/16/2020	50.00
Technology Management Rev Fund	42905	3/16/2020	427.50
ULINE	42906	3/16/2020	469.08
Valley Enterprises, Inc.	42907	3/16/2020	755.00
Cardmember Service	42908	3/16/2020	8,760.62
W.T. Cox Subscriptions, Inc.	42909	3/16/2020	23.00
Wellness Insurance Network	42910	3/16/2020	14,609.37
Paylocity Payroll	DD202003-01	3/13/2020	245.45
Paylocity Payroll	DD202003-02	3/17/2020	259.55
Paylocity Payroll	DD202003-03	3/27/2020	281.10
Illinois Municipal Retirement	DD202003-04	3/31/2020	18,613.33
Office of the Secretary of State of Illinois	DD202003-05	3/31/2020	9,884.00
S & S License & Title Service, Inc	DD202003-06	3/2/2020	95.00
	Total 10100 - BANK ACCOUNTS		86,633.81
Report Total			86,633.81

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 3/01/2020 Through 3/31/2020

Page 1 Total

86,633.81

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- March 2020	\$133,499.55
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,839.08
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,774.25
MEDICARE/F.I.C.A.	10,066.14
TOTAL PAYROLL EXPENSE	<u>148,584.84</u>
*Minus IMRF Employer Portion Direct Debit	<u>(12,774.25)</u>
	<u>135,810.59</u>

<u>135,810.59</u>	
<u>\$ 222,444.40</u>	Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		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	19,301.00	53,508.18	0.00%	(53,508.18)	0.00	0.00%
44010	INT & DIV INCOME	2,982.75	43,161.16	107.90%	(3,160.66)	40,000.50	7.90%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	2,225.15	4,256.28	56.75%	3,243.72	7,500.00	(43.25)%
45020	OTHER GRANTS	0.00	4,817.36	240.86%	(2,817.36)	2,000.00	140.87%
46020	FINES & FEES	13.00	10,604.90	106.04%	(604.90)	10,000.00	6.05%
46030	LOST & DAMAGED	197.99	3,255.50	65.11%	1,744.50	5,000.00	(34.89)%
46250	LICENSE PLATE RENEWAL INCOME	10,688.50	18,490.69	0.00%	(18,490.69)	0.00	0.00%
46400	MISCELLANEOUS INCOME	0.00	523.71	0.00%	(523.71)	0.00	0.00%
46450	REIMBURSEMENTS	200.00	3,412.23	34.12%	6,587.77	10,000.00	(65.88)%
46500	CASH OVER	0.00	140.24	56.09%	109.76	250.00	(43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	13,110.00	65.55%	6,890.00	20,000.00	(34.45)%
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	771.83	11,757.02	52.25%	10,742.98	22,500.00	(47.75)%
46210	FAX REVENUE	84.00	1,999.10	88.84%	250.90	2,250.00	(11.15)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	12.75	171.43	57.14%	128.57	300.00	(42.86)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	128.30	1,367.95	18.23%	6,132.05	7,500.00	(81.76)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	1.50	10.50	10.50%	89.50	100.00	(89.50)%
	Total REVENUES	<u>38,102.77</u>	<u>3,452,813.97</u>	<u>100.71%</u>	<u>(24,394.97)</u>	<u>3,428,419.00</u>	<u>0.71%</u>
	Total Revenues	<u>38,102.77</u>	<u>3,452,813.97</u>	<u>100.71%</u>	<u>(24,394.97)</u>	<u>3,428,419.00</u>	<u>0.71%</u>

Expenditures

01 TRANSFERS BETWEEN FUNDS

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 10 - GENERAL/CORPORATE
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,197.35	101,143.93	67.42%	48,856.07	150,000.00	32.57%
52122	REIMBURSED INS	1,496.00	13,110.00	65.55%	6,890.00	20,000.00	34.45%
52123	WORKERS COMP	0.00	9,123.00	100.00%	0.00	9,123.00	0.00%
52124	UNEMPLOYMENT INS	(898.00)	2,400.53	32.00%	5,099.47	7,500.00	67.99%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52160	TUITION REIMB	0.00	(3,180.00)	(31.80)%	13,180.00	10,000.00	131.80%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	17,127.00	17,127.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	23,245.58	220,701.36	71.43%	88,241.64	308,943.00	28.56%
40	PUBLIC RELATIONS						
52100	SALARIES	4,781.00	45,437.66	72.27%	17,430.34	62,868.00	27.73%
50	IT / NETWORK						
52100	SALARIES	7,090.68	67,230.39	73.06%	24,783.61	92,014.00	26.93%
60	PATS						
52100	SALARIES	8,968.87	84,511.76	69.69%	36,755.24	121,267.00	30.31%
90	FACILITIES						
52100	SALARIES	8,035.76	75,419.36	72.55%	28,532.64	103,952.00	27.45%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,961.24	254,804.67	72.51%	96,592.33	351,397.00	27.49%
52130	STAFF DEVELOPMENT	1,402.85	1,402.85	0.00%	(1,402.85)	0.00	0.00%
20	YOUTH SERVICES						
52100	SALARIES	16,226.94	197,257.20	65.89%	102,102.80	299,360.00	34.11%
70	ACCOUNT SERVICES						
52100	SALARIES	23,705.29	213,411.02	70.35%	89,933.98	303,345.00	29.65%
75	SHELVERS						
52100	SALARIES	2,625.87	25,683.92	68.26%	11,942.08	37,626.00	31.74%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,858.32	113,046.90	70.99%	46,181.10	159,228.00	29.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Total PERSONNEL SERVICES/BENEFITS	146,697.75	1,421,504.55	69.08%	636,245.45	2,057,750.00	30.92%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	722.36	6,325.54	70.28%	2,674.46	9,000.00	29.72%
61500	DATABASES	0.00	56,575.36	94.29%	3,424.64	60,000.00	5.71%
61510	EBOOKS	4,347.43	28,407.41	71.28%	11,442.59	39,850.00	28.71%
61520	DOWNLOADABLE MEDIA	2,357.51	27,880.16	107.23%	(1,880.16)	26,000.00	(7.23)%
64100	PROC FEES BOOKS	94.25	1,952.90	48.82%	2,047.10	4,000.00	51.18%
64200	PROC FEES AV	279.45	5,488.20	68.60%	2,511.80	8,000.00	31.40%
64500	ONLINE ORDERING FEE	0.00	679.50	35.76%	1,220.50	1,900.00	64.24%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	50.00	600.99	92.46%	49.01	650.00	7.54%
61200	PERIODICALS	0.00	1,877.72	93.88%	122.28	2,000.00	6.11%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	23.00	3,762.51	68.40%	1,737.49	5,500.00	31.59%
61600	VIDEOGAMES	769.28	12,677.33	74.57%	4,322.67	17,000.00	25.43%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	880.28	19,088.31	63.62%	10,911.69	30,000.00	36.37%
61111	BOOKS LARGE TYPE	81.31	2,378.20	79.27%	621.80	3,000.00	20.73%
61120	BOOKS NF	373.42	9,363.73	62.42%	5,636.27	15,000.00	37.58%
61130	BOOKS SPANISH	0.00	2,276.62	56.91%	1,723.38	4,000.00	43.08%
61330	AUDIOBOOKS	126.97	4,853.79	69.33%	2,146.21	7,000.00	30.66%
61350	MUSIC	224.82	2,596.92	51.93%	2,403.08	5,000.00	48.06%
61400	DVD	618.47	11,210.53	65.94%	5,789.47	17,000.00	34.06%
61700	NONTRADITIONAL MATERIALS	53.82	703.08	14.06%	4,296.92	5,000.00	85.94%
15	TEEN						
61100	BOOKS	667.60	3,963.19	60.97%	2,536.81	6,500.00	39.03%
61130	BOOKS SPANISH	97.86	1,878.65	62.62%	1,121.35	3,000.00	37.38%
61330	AUDIOBOOKS	97.98	1,577.61	52.58%	1,422.39	3,000.00	47.41%
20	YOUTH SERVICES						
61100	BOOKS	0.00	12,215.91	22.62%	41,784.09	54,000.00	77.38%
61130	BOOKS SPANISH	20.76	3,611.99	45.14%	4,388.01	8,000.00	54.85%
61330	AUDIOBOOKS	0.00	83.18	5.54%	1,416.82	1,500.00	94.45%

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		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	61350	MUSIC	0.00	614.33	61.43%	385.67	1,000.00	38.57%
	61400	DVD	599.78	4,077.13	40.77%	5,922.87	10,000.00	59.23%
	61700	NONTRADITIONAL MATERIALS	0.00	511.09	17.03%	2,488.91	3,000.00	82.96%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
	61600	VIDEOGAMES	0.00	2,583.33	51.66%	2,416.67	5,000.00	48.33%
	10	ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	371.18	7,453.49	74.53%	2,546.51	10,000.00	25.47%
	61120	BOOKS NF	77.64	1,341.23	44.70%	1,658.77	3,000.00	55.29%
	61400	DVD	304.36	3,936.45	78.72%	1,063.55	5,000.00	21.27%
	61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	15	TEEN						
	61100	BOOKS	185.80	2,069.66	51.74%	1,930.34	4,000.00	48.26%
	61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
	20	YOUTH SERVICES						
	61100	BOOKS	206.92	5,109.98	26.89%	13,890.02	19,000.00	73.11%
	61130	BOOKS SPANISH	73.68	825.27	41.26%	1,174.73	2,000.00	58.74%
	61400	DVD	67.47	1,900.87	63.36%	1,099.13	3,000.00	36.64%
	61700	NONTRADITIONAL MATERIALS	0.00	158.00	10.53%	1,342.00	1,500.00	89.47%
		Total LIBRARY MATERIALS	13,773.40	254,165.10	61.99%	155,834.90	410,000.00	38.01%
51		LIBRARY OPERATIONS						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	52130	STAFF DEVELOPMENT	20.12	2,531.32	84.37%	468.68	3,000.00	15.62%
	70800	POSTAGE	442.98	1,991.26	66.37%	1,008.74	3,000.00	33.62%
	70900	SUPPLIES	184.22	6,541.84	46.72%	7,458.16	14,000.00	53.27%
	73225	PUBLIC LIABILITY INS	0.00	23,498.00	100.00%	0.00	23,498.00	0.00%
	73230	TRANSPORTATION REIMBURSEMENT	83.72	3,315.45	82.88%	684.55	4,000.00	17.11%
	73240	BOARD EXPENSES	0.00	803.96	40.19%	1,196.04	2,000.00	59.80%
	73241	LEGAL NOTICES FEES	0.00	677.35	33.86%	1,322.65	2,000.00	66.13%
	73242	MEMBERSHIPS	0.00	2,565.00	83.41%	510.00	3,075.00	16.59%
	73245	BACKGROUND CHECK FEES	21.00	75.00	9.37%	725.00	800.00	90.63%
	73250	BANK CHARGES	246.14	1,306.75	34.64%	2,465.25	3,772.00	65.36%

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		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73255	INVESTMENT FEES	638.96	5,818.24	77.55%	1,683.76	7,502.00	22.44%
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	9,884.00	17,615.00	0.00%	(17,615.00)	0.00	0.00%
73283	LICENSE PLATE S&SLT FEES	95.00	95.00	0.00%	(95.00)	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	116.28	2,263.52	75.45%	736.48	3,000.00	24.55%
76500	CASH UNDER	0.00	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	1,659.01	3,604.01	110.89%	(354.01)	3,250.00	(10.89)%
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	152.55	2,263.43	21.71%	8,161.57	10,425.00	78.29%
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	892.93	6,666.99	66.66%	3,333.01	10,000.00	33.33%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	840.69	12,012.46	66.73%	5,987.54	18,000.00	33.26%
73520	PLANT OPERATION	1,754.52	8,491.59	42.45%	11,508.41	20,000.00	57.54%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	1,790.95	3,342.32	55.70%	2,657.68	6,000.00	44.29%
73242	MEMBERSHIPS	0.00	0.00	0.00%	750.00	750.00	100.00%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	655.87	1,528.87	32.52%	3,171.13	4,700.00	67.47%
73242	MEMBERSHIPS	0.00	218.00	43.60%	282.00	500.00	56.40%

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		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	1,698.48	2,308.48	115.42%	(308.48)	2,000.00	(15.42)%
73242	MEMBERSHIPS	0.00	151.00	60.40%	99.00	250.00	39.60%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	36.30	439.37	21.96%	1,560.63	2,000.00	78.03%
73505	RENT EXPENSE	5,407.50	48,667.50	75.00%	16,222.50	64,890.00	25.00%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	1,260.30	1,885.90	75.43%	614.10	2,500.00	24.56%
73242	MEMBERSHIPS	0.00	151.00	30.20%	349.00	500.00	69.80%
	Total LIBRARY OPERATIONS	<u>27,881.52</u>	<u>164,447.45</u>	<u>68.23%</u>	<u>76,584.55</u>	<u>241,032.00</u>	<u>31.77%</u>
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	0.00	4,651.03	56.71%	3,548.97	8,200.00	43.28%
73010	NEWSLETTER	0.00	14,205.00	73.98%	4,995.00	19,200.00	26.02%
73020	OUTSIDE PRINTING	0.00	725.17	24.17%	2,274.83	3,000.00	75.83%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	<u>0.00</u>	<u>25,816.20</u>	<u>63.59%</u>	<u>14,783.80</u>	<u>40,600.00</u>	<u>36.41%</u>
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	66.51	1,698.13	67.92%	801.87	2,500.00	32.07%
73150	PERFORMERS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
15	TEEN						
70900	SUPPLIES	76.31	1,112.80	74.18%	387.20	1,500.00	25.81%
20	YOUTH SERVICES						
70900	SUPPLIES	34.75	9,873.07	75.94%	3,126.93	13,000.00	24.05%
73150	PERFORMERS	0.00	325.00	13.00%	2,175.00	2,500.00	87.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	377.86	37.78%	622.14	1,000.00	62.21%

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		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Total GENERAL PROGRAMMING		177.57	22,131.42	50.64%	21,568.58	43,700.00	49.36%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	1,813.63	25.33%	5,346.37	7,160.00	74.67%
73320	CCS SHARED COST	0.00	40,449.00	74.76%	13,650.00	54,099.00	25.23%
73330	CONSULTING - COMPUTER SERVICES	0.00	6,017.46	40.11%	8,982.54	15,000.00	59.88%
73340	SOFTWARE	152.46	11,891.90	64.28%	6,608.10	18,500.00	35.72%
73350	INTERNET LINES	756.49	6,795.91	50.34%	6,704.09	13,500.00	49.66%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,366.65	45.55%	1,633.35	3,000.00	54.45%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,358.15	45.27%	1,641.85	3,000.00	54.73%
Total COMPUTER		1,212.65	69,692.70	61.00%	44,566.30	114,259.00	39.00%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	786.10	7,539.92	75.39%	2,460.08	10,000.00	24.60%
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		786.10	19,417.42	65.00%	10,457.58	29,875.00	35.00%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	6,620.46	58.07%	4,779.54	11,400.00	41.93%
73310	CATALOGING - COMPUTER SERVICE	0.00	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	29.37	395.33	39.53%	604.67	1,000.00	60.47%
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	506.17	9,731.19	32.43%	20,268.81	30,000.00	67.56%
73530	EQUIPMENT MAINT	0.00	592.60	29.63%	1,407.40	2,000.00	70.37%

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		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73540	CONTRACTS: BUILDING MAINTENANCE	2,483.04	28,684.62	48.75%	30,145.38	58,830.00	51.24%
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	<u>3,018.58</u>	<u>97,044.29</u>	<u>61.35%</u>	<u>61,125.71</u>	<u>158,170.00</u>	<u>38.65%</u>
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	175.00	885.47	24.73%	2,694.53	3,580.00	75.27%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,151.90	10,595.11	80.87%	2,504.89	13,100.00	19.12%
73610	ELECTRICITY	2,957.93	30,001.83	75.00%	9,998.17	40,000.00	25.00%
73620	WATER AND SEWER	0.00	2,574.39	51.48%	2,425.61	5,000.00	48.51%
73630	GAS	412.67	1,929.59	38.59%	3,070.41	5,000.00	61.41%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	<u>205.03</u>	<u>1,804.41</u>	<u>82.01%</u>	<u>395.59</u>	<u>2,200.00</u>	<u>17.98%</u>
	Total UTILITIES	<u>4,902.53</u>	<u>47,790.80</u>	<u>69.38%</u>	<u>21,089.20</u>	<u>68,880.00</u>	<u>30.62%</u>
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	(1.38)	21,310.35	78.78%	5,739.65	27,050.00	21.22%
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	<u>(1.38)</u>	<u>23,317.95</u>	<u>51.99%</u>	<u>21,532.05</u>	<u>44,850.00</u>	<u>48.01%</u>
	Total Expenditures	<u>198,448.72</u>	<u>2,145,327.88</u>	<u>64.47%</u>	<u>1,182,124.12</u>	<u>3,327,452.00</u>	<u>35.53%</u>
	Net Increase(Decrease) in Fund Balance	<u>(160,345.95)</u>	<u>1,307,486.09</u>	<u>1,294.96%</u>	<u>(1,206,519.09)</u>	<u>100,967.00</u>	<u>1,194.96%</u>

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20 - FICA
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		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	30.82	852.05	170.41%	(352.05)	500.00	70.41%
	Total REVENUES	<u>30.82</u>	<u>110,683.16</u>	<u>100.17%</u>	<u>(183.16)</u>	<u>110,500.00</u>	<u>0.17%</u>
	Total Revenues	<u>30.82</u>	<u>110,683.16</u>	<u>100.17%</u>	<u>(183.16)</u>	<u>110,500.00</u>	<u>0.17%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,066.14	103,723.46	74.08%	36,276.54	140,000.00	25.91%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,066.14</u>	<u>103,723.46</u>	<u>74.09%</u>	<u>36,276.54</u>	<u>140,000.00</u>	<u>25.91%</u>
	Total Expenditures	<u>10,066.14</u>	<u>103,723.46</u>	<u>74.09%</u>	<u>36,276.54</u>	<u>140,000.00</u>	<u>25.91%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,035.32)</u>	<u>6,959.70</u>	<u>(23.59)%</u>	<u>(36,459.70)</u>	<u>(29,500.00)</u>	<u>(123.59)%</u>

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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	57.62	1,347.16	269.43%	(847.16)	500.00	169.43%
	Total REVENUES	57.62	121,164.83	100.55%	(664.83)	120,500.00	0.55%
	Total Revenues	57.62	121,164.83	100.55%	(664.83)	120,500.00	0.55%
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,536.97	114,878.25	71.79%	45,121.75	160,000.00	28.20%
	Total PERSONNEL SERVICES/BENEFITS	12,536.97	114,878.25	71.80%	45,121.75	160,000.00	28.20%
	Total Expenditures	12,536.97	114,878.25	71.80%	45,121.75	160,000.00	28.20%
	Net Increase(Decrease) in Fund Balance	(12,479.35)	6,286.58	(15.91)%	(45,786.58)	(39,500.00)	(115.92)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	4,830.77	55,778.95	139.44%	(15,778.95)	40,000.00	39.45%
	Total REVENUES	4,830.77	55,778.95	139.45%	(15,778.95)	40,000.00	39.45%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	118,336.00	118,336.00	(100.00)%
	Total Revenues	4,830.77	55,778.95	35.23%	102,557.05	158,336.00	(64.77)%
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	1,932.50	1,932.50	3.52%	52,870.50	54,803.00	96.47%
	Total PROFESSIONAL FEES	1,932.50	1,932.50	3.53%	52,870.50	54,803.00	96.47%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	17,142.95	71.42%	6,857.05	24,000.00	28.57%
	Total MAINTENANCE	0.00	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	824.70	19,794.21	23.28%	65,205.79	85,000.00	76.71%
	Total CAPITAL EXPENSE	824.70	19,794.21	23.29%	65,205.79	85,000.00	76.71%
	Total Expenditures	2,757.20	62,043.70	30.90%	138,759.30	200,803.00	69.10%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

	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	2,073.57	(6,264.75)	14.75%	(36,202.25)	(42,467.00)	(85.25)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 80 - WORKING CASH
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		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	233.19	2,607.47	173.83%	(1,107.47)	1,500.00	73.83%
	Total REVENUES	233.19	2,607.47	173.83%	(1,107.47)	1,500.00	73.83%
	Total Revenues	233.19	2,607.47	173.83%	(1,107.47)	1,500.00	73.83%
	Net Increase(Decrease) in Fund Balance	233.19	2,607.47	173.83%	(1,107.47)	1,500.00	73.83%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 90 - DONATION / GIFT
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.j

		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	374.02	4,197.43	104.93%	(197.43)	4,000.00	4.94%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>374.02</u>	<u>4,197.43</u>	<u>46.64%</u>	<u>4,802.57</u>	<u>9,000.00</u>	<u>(53.36)%</u>
	Total Revenues	<u>374.02</u>	<u>4,197.43</u>	<u>46.64%</u>	<u>4,802.57</u>	<u>9,000.00</u>	<u>(53.36)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>374.02</u></u>	<u><u>4,197.43</u></u>	<u><u>46.63%</u></u>	<u><u>4,802.57</u></u>	<u><u>9,000.00</u></u>	<u><u>(53.36)%</u></u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.k

	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	19,301.00	53,508.18	0.00%	0.00	(53,508.18)	0.00%
44010	INT & DIV INCOME	8,509.17	107,944.22	124.79%	86,500.50	(21,443.72)	24.79%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	2,225.15	4,256.28	56.75%	7,500.00	3,243.72	(43.25)%
45020	OTHER GRANTS	0.00	4,817.36	240.86%	2,000.00	(2,817.36)	140.87%
46020	FINES & FEES	13.00	10,604.90	106.04%	10,000.00	(604.90)	6.05%
46030	LOST & DAMAGED	197.99	3,255.50	65.11%	5,000.00	1,744.50	(34.89)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	900.13	13,124.97	43.74%	30,000.00	16,875.03	(56.25)%
46210	FAX REVENUE	84.00	1,999.10	66.63%	3,000.00	1,000.90	(33.36)%
46250	LICENSE PLATE RENEWAL INCOME	10,688.50	18,490.69	0.00%	0.00	(18,490.69)	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	14.25	181.93	45.48%	400.00	218.07	(54.52)%
46400	MISCELLANEOUS INCOME	0.00	523.71	0.00%	0.00	(523.71)	0.00%
46450	REIMBURSEMENTS	200.00	3,412.23	34.12%	10,000.00	6,587.77	(65.88)%
46500	CASH OVER	0.00	140.24	56.09%	250.00	109.76	(43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	13,110.00	65.55%	20,000.00	6,890.00	(34.45)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total Revenues	<u>43,629.19</u>	<u>3,747,245.81</u>	<u>101.01%</u>	<u>3,709,919.00</u>	<u>(37,326.81)</u>	1.01%
	Net Increase(Decrease) in Fund Balance	<u>43,629.19</u>	<u>3,747,245.81</u>	<u>101.00%</u>	<u>3,709,919.00</u>	<u>(37,326.81)</u>	1.01%

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

	7/1/2019 - 7/31/2019	8/1/2019 - 8/31/2019	9/1/2019 - 9/30/2019	10/1/2019 - 10/31/2019	11/1/2019 - 11/30/2019	12/1/2019 - 12/31/2019	1/1/2020 - 1/31/2020	2/1/2020 - 2/29/2020	3/1/2020 - 3/31/2020	4/1/2020 - 4/30/2020	5/1/2020 - 5/31/2020	6/1/2020 - 6/30/2020	Total
Revenues													
TAX LEVY	1,770,107.84	37,062.15	1,014,129.64	541,276.81	30,729.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,393,306.28
PPRT	7,583.34	909.71	0.00	13,198.28	0.00	2,191.83	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	19,301.00	0.00	0.00	0.00	53,508.18
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	8,509.17	0.00	0.00	0.00	107,944.22
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	2,225.15	0.00	0.00	0.00	4,256.28
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	13.00	0.00	0.00	0.00	10,604.90
LOST & DAMAGED	455.84	323.61	714.72	299.02	184.64	0.00	490.93	588.75	197.99	0.00	0.00	0.00	3,255.50
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	900.13	0.00	0.00	0.00	13,124.97
FAX REVENUE	278.00	339.00	180.60	250.00	229.00	154.00	380.00	104.50	84.00	0.00	0.00	0.00	1,999.10
LICENSE PLATE RENEWAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,802.19	10,688.50	0.00	0.00	0.00	18,490.69
TAXABLE SALES (USB, DVD, EARBUDS)	30.60	23.30	20.00	18.90	12.00	28.38	12.00	22.50	14.25	0.00	0.00	0.00	181.93
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	200.00	0.00	0.00	0.00	3,412.23
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	1,496.00	0.00	0.00	0.00	13,110.00
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>43,629.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,747,245.81
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>43,629.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,747,245.81

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
 From 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.m

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	169,300.86	1,640,106.26	69.49%	2,360,000.00	719,893.74	30.50%
	PERSONNEL SERVICES/BENEFITS					
	169,300.86	1,640,106.26	69.50%	2,360,000.00	719,893.74	30.50%
20	Library Materials					
20	13,773.40	254,165.10	61.99%	410,000.00	155,834.90	38.00%
	LIBRARY MATERIALS					
	13,773.40	254,165.10	61.99%	410,000.00	155,834.90	38.01%
50	Operating Expenses					
51	27,881.52	164,447.45	70.34%	233,782.00	69,334.55	29.65%
52	0.00	25,816.20	63.58%	40,600.00	14,783.80	36.41%
53	177.57	22,131.42	50.64%	43,700.00	21,568.58	49.35%
54	1,212.65	92,866.74	61.39%	151,259.00	58,392.26	38.60%
55	2,718.60	21,349.92	23.80%	89,678.00	68,328.08	76.19%
	PROFESSIONAL FEES					
	31,990.34	326,611.73	58.43%	559,019.00	232,407.27	41.57%
60	Building Expenses					
61	3,018.58	114,187.24	62.68%	182,170.00	67,982.76	37.31%
65	4,902.53	47,790.80	69.38%	68,880.00	21,089.20	30.61%
	UTILITIES					
	7,921.11	161,978.04	64.52%	251,050.00	89,071.96	35.48%
70	Capital Expense					
70	823.32	43,112.16	33.20%	129,850.00	86,737.84	66.79%
	CAPITAL EXPENSE					
	823.32	43,112.16	33.20%	129,850.00	86,737.84	66.80%
	Total Capital Expense					
	223,809.03	2,425,973.29	65.39%	3,709,919.00	1,283,945.71	34.61%
	Total Expenditures					
	(223,809.03)	(2,425,973.29)	65.39%	(3,709,919.00)	(1,283,945.71)	34.60%
	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 3/1/2020 Through 3/31/2020

Attachment to Exhibit A.1.n

		Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 Budget \$ Remaining	FY1920 Budget % Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	86,520.35	834,499.70	69.15%	1,206,794.00	372,294.30	30.84%
20	Library Materials	7,851.00	129,787.78	84.33%	153,900.00	24,112.22	15.66%
50	Operating Expenses	18,064.46	231,303.58	56.39%	410,179.00	178,875.42	43.60%
60	Building Expenses	204.37	12,968.47	53.87%	24,070.00	11,101.53	46.12%
70	Capital Expense	823.32	43,112.16	34.97%	123,250.00	80,137.84	65.02%
	Total District Wide	<u>113,463.50</u>	<u>1,251,671.69</u>	<u>65.25%</u>	<u>1,918,193.00</u>	<u>666,521.31</u>	<u>34.75%</u>
1	Dundee Library						
15	Personnel Expenses	70,922.19	692,559.66	69.83%	991,728.00	299,168.34	30.16%
20	Library Materials	4,635.35	97,444.10	49.09%	198,500.00	101,055.90	50.90%
50	Operating Expenses	7,069.93	42,428.37	54.95%	77,200.00	34,771.63	45.04%
60	Building Expenses	7,511.71	128,355.92	62.60%	205,035.00	76,679.08	37.39%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	<u>90,139.18</u>	<u>960,788.05</u>	<u>64.96%</u>	<u>1,479,063.00</u>	<u>518,274.95</u>	<u>35.04%</u>
2	Randall Oaks						
15	Personnel Expenses	11,858.32	113,046.90	70.99%	159,228.00	46,181.10	29.00%
20	Library Materials	1,287.05	26,933.22	46.75%	57,600.00	30,666.78	53.24%
50	Operating Expenses	6,855.95	52,879.78	71.56%	73,890.00	21,010.22	28.43%
60	Building Expenses	205.03	20,653.65	94.11%	21,945.00	1,291.35	5.88%
	Total Randall Oaks	<u>20,206.35</u>	<u>213,513.55</u>	<u>68.29%</u>	<u>312,663.00</u>	<u>99,149.45</u>	<u>31.71%</u>
	Total Expenditures	<u>223,809.03</u>	<u>2,425,973.29</u>	<u>65.39%</u>	<u>3,709,919.00</u>	<u>1,283,945.71</u>	<u>34.61%</u>
	Net Increase(Decrease) in Fund Balance	<u>(223,809.03)</u>	<u>(2,425,973.29)</u>	<u>65.39%</u>	<u>(3,709,919.00)</u>	<u>(1,283,945.71)</u>	<u>34.60%</u>

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	169,300.86	0.00	0.00	0.00	1,640,106.26
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	13,773.40	0.00	0.00	0.00	254,165.10
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	18,411.74	27,881.52	0.00	0.00	0.00	164,447.45
PUBLIC RELATIONS	3,496.48	5,103.10	2,571.22	2,132.60	108.50	5,306.34	2,143.77	4,954.19	0.00	0.00	0.00	0.00	25,816.20
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	177.57	0.00	0.00	0.00	22,131.42
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	1,212.65	0.00	0.00	0.00	92,866.74
PROFESSIONAL FEES	717.52	956.82	732.00	9,103.07	722.44	1,301.91	3,880.93	1,216.63	2,718.60	0.00	0.00	0.00	21,349.92
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	3,018.58	0.00	0.00	0.00	114,187.24
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	4,902.53	0.00	0.00	0.00	47,790.80
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	823.32	0.00	0.00	0.00	43,112.16
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>252,856.01</u>	<u>223,809.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	2,425,973.29
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>(252,856.01)</u>	<u>(223,809.03)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	(2,425,973.29)

Fox River Valley Public Library District

Attachment to Exhibit A.1.p

Balance Sheet
As of 3/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	1,767,274.95
20	FICA	27,981.84
30	IMRF	58,367.00
70	CAPITAL PROJECTS/SPECIAL RESERVE	282,012.88
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,340.55</u>
	Total Checking Accounts	2,142,316.14
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	794,530.46
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,059,566.53
80	WORKING CASH	155,111.51
90	DONATION / GIFT	<u>244,396.57</u>
	Total Investments	<u>4,253,605.07</u>
	Total Cash and Investments	6,396,355.21
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	21,630.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	17,648.97
30	IMRF	237.28
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>160.70</u>
	Total Other Assets	<u>52,331.45</u>
	Total Assets	<u><u>6,448,686.66</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	6,525.67
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,932.50
22054	CREDIT CARD PAYABLE HARO	
10	GENERAL/CORPORATE	29.37
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	534.99
22056	CREDIT CARD PAYABLE WERLE	
10	GENERAL/CORPORATE	20.12
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	76.31
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	10,389.22
70	CAPITAL PROJECTS/SPECIAL RESERVE	824.70
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	30.84
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	19.54
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	13.75

Fox River Valley Public Library District
 Balance Sheet
 As of 3/31/2020

Attachment to Exhibit A.1.p

		Current Year
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	152.46
	Total Liabilities	20,549.47
	Fund Balance	
10	GENERAL/CORPORATE	2,596,541.31
20	FICA	27,981.84
30	IMRF	58,604.28
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,338,822.21
80	WORKING CASH	155,450.43
90	DONATION / GIFT	250,737.12
	Total Fund Balance	6,428,137.19
	Total Liabilities and Fund Balance	6,448,686.66

clearwater

clearwater

Investment Inventory Month End
 Fox Rvr Valley All Agg (111383)
 03/31/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	03/31/2020	---	0.00	0.000	---	MMDA12	119,726.54
Belmont Bank & Trust Company	09/27/2017	04/13/2020	---	245,000.00	1.700	1.690	BBG00HTMCM73	245,066.40
Medallion Bank	10/20/2017	04/20/2020	---	145,000.00	1.750	1.766	BBG00HW3T669	145,064.38
United Prairie Bank Inc	10/25/2017	04/24/2020	---	245,000.00	1.750	1.752	BBG00HYJ4Z3	245,130.59
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYG0	200,888.80
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,616.56
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	246,124.31
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,598.00
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXCZG8	217,285.88
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	126,582.63
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	157,716.22
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	204,267.40
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	138,157.92
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPT4	97,728.76
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	151,679.85
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	95,524.02
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	172,724.33
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	110,740.61
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	231,001.65
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	202,461.80
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	101,132.10
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RKP66P5	124,249.19
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	BBG00RLT3740	138,008.73
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	85,125.84
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	155,532.30
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,806.96
---	---	08/10/2021	---	4,105,000.00	2.239	2.252	---	4,270,941.74

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

ORDINANCE 2020-03

**ORDINANCE SETTING FORTH THE DATES OF REGULAR MEETINGS OF THE
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

Meetings are held in the Meeting Room of the Dundee Library, 555 Barrington Avenue, East Dundee, Illinois, generally on the third Tuesday of the month, starting at 7:00 p.m. The dates for the fiscal year 2020 – 2021 are:

July 21, 2020	January 19, 2021
August 18, 2020	February 16, 2021
September 15, 2020	March 16, 2021
October 20, 2020	April 20, 2021
November 17, 2020	May 18, 2021
December 15, 2020	June 15, 2021

Passed by the Board of Trustees of the Fox River Valley Public Library District this 21st day of April, 2020.

Approved:

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

Attest:

Nikki Kuhlman, Secretary
Fox River Valley Public Library District

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 Strategic Plan

RECOMMENDED **ACTION**: Approve the 2020-2023 Strategic Plan Goals and Objectives.

BACKGROUND INFORMATION:

Library administration recommends the 2020-2023 Strategic Plan to the Board for approval. The plan's Goals are based off the Library's mission statement "Fox River Valley Public Library District provides equal opportunity for all to learn, explore, imagine, create, and connect in a welcoming environment." From those goals, the Management Team developed objectives as a means to accomplish the goals, including detailed tasks, assigned staff leads, measures for achievement, and due dates. Achievement of these objectives will be ensured because tasks will be incorporated into all performance evaluation goals and will set direction for staff work over the next three years.



**Fox River Valley Public Library District
Strategic Plan 2020-2023
Goals & Objectives**

Goal 1: Learn: Promote lifelong learning from birth through adulthood

- **Objective A:** Develop collections and programs to support lifelong literacy
- **Objective B:** Develop collections and programs to support school curriculum
- **Objective C:** Develop collections and programs to support professional development
- **Objective D:** Develop collections and programs to support home school support
- **Objective E:** Partner with educational organizations in the district

Goal 2: Explore: Maintain a welcoming environment while increasing the usability and browsability of collections and services

- **Objective A:** Maintain a safe and welcoming environment
- **Objective B:** Make the Library ADA compliant and improve services for patrons with disabilities
- **Objective C:** Make Library services accessible across the district
- **Objective D:** Make Library services family-friendly
- **Objective E:** Provide a positive customer service experience by maintaining a well-trained staff with streamlined communications

Goal 3: Imagine: Become a community leader in innovative services

- **Objective A:** Cultivate inspiring and unique experiences
- **Objective B:** Increase the sustainability of the facility
- **Objective C:** Make the Library a community destination
- **Objective D:** Develop a growth culture for staff
- **Objective E:** Elevate FRVPLD's reputation in the library community
- **Objective F:** Improve services on the west side by offering new facility west of the Fox River

Goal 4: Create: Foster creative, artistic and business ventures of our local community

- **Objective A:** Expand maker space services and access
- **Objective B:** Develop increased support for local entities
- **Objective C:** Provide transparent business services

Goal 5: Connect: Increase library services to our diverse community

- **Objective A:** Make our collections and programming more representative of our Library district
- **Objective B:** Expand the Library's role in the local community
- **Objective C:** Act as a platform for new immigrant services
- **Objective D:** Promote equity within the community

C.3 Minimum Wage Requirement – Update Salary Scale

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

BACKGROUND INFORMATION:

In January, the Board approved a new salary scale that is slated to go into effect July 1, 2020. With the economic downturn the board may wish to defer implementation of those updated rates for an additional year, instituting a wage freeze for the coming year.

The only exception would be the minimum wage, which will increase to \$10 effective 7/1/2020. The attached “Updated FY2021 Salary Scale” reflects holding rates constant from the FY1920 scale with the exception of Grade 2-NE which increases from the current minimum \$9.50 to the new minimum \$10.00.

The net result of holding off on implementing the new scale for an additional year means the salary budget for FY2021 will be \$1,790,000, a reduction of 2.7% from the FY1920 salary budget.

FY2021 Salary Scale

Attachment to Exhibit C.3

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

Updated FY2021 Salary Scale Attachment to Exhibit C.3

Grade	Positions Included	Salary Range	
		Bottom	Top
20-E	Library Director		
Salaried			
13-E	Deputy Director	\$70,594	\$105,892
Salaried			
12-E	Assistant Director	\$64,688	\$97,033
Salaried			
11-E	Manager II	\$57,000	\$85,501
Salaried			
10-E	Manager I	\$52,000	\$77,999
Salaried			
9-NE	Librarian II	\$49,919.57	\$74,879.35
Hourly		\$24.00	\$36.00
8-NE	Librarian I	\$41,641.25	\$62,461.87
Hourly		\$20.02	\$30.03
7 - NE	Specialist / Supervisor	\$37,023.69	\$55,535.53
Hourly		\$17.80	\$26.70
6 - NE	Library Assistant	\$30,471.74	\$45,707.62
Hourly		\$14.65	\$21.97
5 - NE	Maintenance	\$27,039.85	\$40,559.77
Hourly		\$13.00	\$19.50
4 -NE	Clerk	\$26,187.07	\$39,280.60
Hourly		\$12.59	\$18.88
3 - NE	Custodian	\$24,273.58	\$36,410.37
Hourly		\$11.67	\$17.50
2 - NE	Shelver	\$20,800.00	\$29,120.00
Hourly		\$10.00	\$14.00

C.4 Employment Status of Part-Time Shelves, Clerks, Maintenance, and Assistants

RECOMMENDED MOTION:

Option I: I move to continue to employ and pay part-time Shelves, Clerks, Maintenance, and Assistants through May 19, 2020. *[Note, this should be a specific date, so the Board can revisit it depending on how long closure will last e.g., until next Board meeting]*

Option II: I move to adopt resolution 2020-04 authorizing furlough of all part-time Shelves, Clerks, Maintenance, and Assistants, effective April 22, 2020, as a result of the COVID-19 pandemic's impact on Library operations, and issuance of notices to affected staff.

BACKGROUND INFORMATION:

The Library is a community partner and the existing "emergency closing" procedures detailed in the board-approved Employee Handbook were written in anticipation of a snow day or power outage. No one anticipated the prolonged shutdown required of COVID-19.

While we all hope we can get back to normal as quickly as possible, we need to plan for a prolonged period of transitional work until "normal" is achieved. The Library will continue to adhere to safety directives from federal, state, and local authorities. We are an industry dedicated to sharing items and gathering together, located in two relatively small buildings. Our services must be thought of in new ways when the most important issue is keeping everybody safe and well.

The Management Team is considering options for reduced service levels once shelter-in-place is lifted. As a safety measure, the Library may quarantine all returned materials for a period of time. For the first 30 days opened the Library may only offer curbside service for holds pickup. The next 60 days the Library may open to the public but conduct no programs, and require six feet of distance between patrons and between staff. It's up to the board to determine if these service reductions should coincide with staff reductions.

Option I. Continue to pay all staff through a certain date

Because 92% of our revenue comes from property taxes and the FY2021 levy was determined in November 2019, the Library has the financial resources to continue to pay the hourly, part-time employees during the closure. As of 4/6/2020 the vast majority of Illinois libraries have chosen to take this approach and continue to pay staff as we provide as much online library services as we can. As highlighted in my monthly report, work has not stopped just because the Library is closed. Our current focus is on virtual services and current projects include: virtual Easter egg hunt, April stay-at-home challenge calendar of events, daily social media postings on Facebook, Twitter, and Instagram, virtual storytimes in English and Spanish, online Lynda.com programs in the events calendar, online coding classes, online crafting classes, online recipe exchanges, and for new patrons online library card creation with immediate access to content and programs. The Management Team has continued our work and we've completed both the 2020-2023 Strategic Plan and FY20/21 Working Budget. However, not all staff can work from home beyond the very short term: Shelver duties are to put materials away, Clerk duties

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

are to assist patrons at the service desks, Assistant duties are to conduct Library programs. Almost all employees of FRVPLD reside in the district, so as a unit of government the board may wish to assist the local economy as best they can by continuing to pay staff as usual and staff will continue to work from home as best they can. The Board may elect to proceed under Option 1 for a specific period of time (i.e. through the next regular Board meeting) to allow the Board to re-assess the situation as it develops.

Option II. Furlough all hourly, part-time Shelves, Clerks, Maintenance, and Assistants

Because their duties consist of all, or almost all, work that is physically done at the Library, the board may wish to furlough all hourly, part-time Shelves, Clerks, Maintenance, and Assistants. This would affect 34 staff, or roughly 60% of existing staff (24 part-time non-benefitted, 10 part-time benefitted). Furloughing staff retains them as active employees but they do not work any scheduled hours for as long as the Library does not have work for them to do. Any training webinars or even reading work email would have to cease for any furloughed employee. Once shelter-in-place is lifted, we would have enough staff hours available using full-time staff to offer curb-side delivery of holds, as well as maintaining social distancing for patrons and staff. When it's considered safe enough to lessen social distancing we would call back staff as needed with the ultimate goal of being able to schedule all staff as we have in the past. During a furlough, part-time benefitted staff could continue to accrue sick, vacation, and personal time but would not make contributions (nor would the Library make contributions) to IMRF. Furloughed staff would not be eligible to take paid leave, including paid sick leave available under the Families First Coronavirus Response Act. Furloughing staff would result in a reduction of \$8,500 per week in salary expenditures. Furloughing is a temporary solution to a temporary problem.

Option II would require the board pass a resolution, and a copy is attached to this exhibit.

Because our board packet is posted online, and the media may have questions prior to the meeting, the day the packet becomes public (4/15) all staff will be notified this item will be on the board's agenda.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

RESOLUTION 2020-04 AUTHORIZING FURLOUGH OF PART-TIME STAFF

WHEREAS, Coronavirus 2019 (COVID-19) is a novel severe acute respiratory illness that can spread among people through respiratory transmissions;

WHEREAS, on March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic;

WHEREAS, Governor Pritzker has issued two disaster proclamations for all counties in the State of Illinois, with the latest proclamation extending through April 30, 2020;

WHEREAS, on March 20, 2020, Governor Pritzker signed Executive Order 2020-10 (the “Stay at Home Order”) ordering individuals living in Illinois to stay at home with limited exceptions, and ordered all non-essential business and operations to cease through April 7, 2020 in response to the COVID-19 pandemic;

WHEREAS, on April 1, 2020, Governor Pritzker extended the Stay at Home Order through April 30, 2020;

WHEREAS, the Fox River Valley Public Library District (the “Library”) has temporarily ceased operations through at least April 30, 2020 as a result of the COVID-19 pandemic;

WHEREAS, as a result of the COVID-19 pandemic, it is unknown when the Library will reopen, not what level of services the Library will be permitted to provide once reopened;

WHEREAS, it is the intention of the Library to intermittently reopen its services to the public when federal and state authorities confirm that it is safe to do so;

WHEREAS, the Library Director is responsible for managing the Library’s day-to-day operations, including the Library’s personnel;

WHEREAS, Board of Trustees for the Fox River Valley Public Library District of Kane County, Illinois (the “Board”) understands from its Library Director that there is no work to be assigned to its part-time Shelves, Clerks, Maintenance, and Assistants and that it is not known what, if any, part-time staffing levels will be needed once the Library is permitted to reopen;

NOW, THEREFORE, Be It Resolved by the Board, as follows:

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

1. **INCORPORATION OF RECITALS:** That the above recitals are incorporated into and made a part of this Resolution.

2. **AUTHORIZING FURLOUGH OF PART-TIME STAFF:** The Board authorizes the Library Director to furlough the Library’s part-time Shelves, Clerks, Maintenance, and Assistants in response to the Library’s closure due to the COVID-19 pandemic, effective April 22, 2020. During the furlough period, the furloughed employees will not be paid and will not be required to perform any work. The Board further authorizes the Library Director to recall the furloughed employees to active employment when the Library reopens its services, as needed.

3. **NOTICE TO EMPLOYEES:** The Board authorizes the Library Director to issue notice in substantially the same form as the notice attached to this Resolution as Exhibit A to the part-time employees subject to the furlough.

4. **FULL FORCE AND EFFECT:** That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 21st day of April, 2020, by the following vote:

AYES:

NAYS:

ABSENT:

APPROVED:

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

ATTEST:

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

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT A

[Insert date]

Via Email Regular Mail

To: [Insert name and address]

Dear [Insert name]:

As you know, the COVID-19 pandemic has substantially interfered with the operation of the Fox River Valley Public Library District. The Library is closed through at least April 30, 2020. Unfortunately, it is not known when the Library will reopen or what level of services/staffing will be needed once we are able to reopen.

In light of the impact the COVID-19 pandemic has had on our Library, I regret to inform you that your job position is subject to a furlough, effective [insert date]. During the furlough period, you will remain a Library employee, but you will not be paid or required to perform any work. When federal, state and local authorities deem it appropriate for the Library to reopen its services to the public, the Library will evaluate staffing needs and, to the extent possible, plans to reassign furloughed staff to paid, active employment. If the Library is not able to reassign all or some furloughed staff, a further notice will be provided.

You may be eligible for unemployment benefits as a result of the furlough. Unemployment benefits are administered through the Illinois Department of Employment Security (IDES). IDES is solely responsible for determining whether you are eligible to receive unemployment benefits and, if eligible, the amount of compensation that you will receive. The IDES website offers information for individuals whose unemployment is attributable to the Coronavirus:

<https://www2.illinois.gov/ides/IDES%20Forms%20and%20Publications/Covid19-FAQ-Claimant.pdf>

Thank you for your service to the Fox River Valley Public Library District. Please do not hesitate to contact me with any questions.

Sincerely,

Lauren A. Rosenthal
Director, Fox River Valley Public Library District