

PUBLIC NOTICE

Due to current public health concerns and extension of the Governor’s stay-at-home mandate by Executive Order 2020-33, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email LibraryBoard@frvpld.info no later than 12pm on Tuesday, May 19, 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, May 19 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, May 29.

Fox River Valley Public Library District Board of Trustees Meeting

**May 19, 2020
7:00 p.m.**

Call to Order

Pledge of Allegiance

Roll Call

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 May 19, 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

- **Correspondence**

Director’s Report—Director Lauren Rosenthal

- **Summer Reading Update – Monica Boyer, Youth Services Manager and Brittany Berger, Randall Oaks Manager**
- **Summer Lunches Update – Assistant Director Heather Zabski**
- **Delivery Requests - Account Services Manager Keri Carroll**
- **Budget Presentation – Director Rosenthal**
- **Department Head Reports**
- **Performance Goals Dashboard**
- **Dashboard**

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the April 21, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2020 totaling \$223,715.67**
- A.1.c Monthly Financial Report for April 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 April 2020
- A.1.j Ehlers Account Statement for April 2020

B. Unfinished Business – None

C. New Business

- Exhibit C.1 Working Budget FY2021 – Discussion Only
- Exhibit C.2 Essential Services
- Exhibit C.3 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)(21) Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or Semi-Annual Minutes review of the Minutes mandated by Section 2.06 of the Act;

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

and

5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

No action is expected upon return to Open Session.

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

Staff comments in response to the Board's April 21, 2020 decision on staff furlough

- Pat McNana: Just wanted to convey my heartfelt thanks to the Board of Directors & to the FRVPLD for your decision. With so many trying to cope with all the challenges we are facing today, my heart goes out to all & I know we will be strong & get through this. I think of all the patrons that love our library. I believe in the coming future that they are going to depend on us even more. Miss all. Take care.
- Taylor Haring: Woo Hoo! (accompanied by cartoon of Tweety Bird and mouse Jerry – of Tom & Jerry fame – dancing with linked arms)
- Delfina Saravia: I feel very blessed to work in a place where they care about the emotional and economic well-being of their workers. Thank you, Board members! (accompanied by photo with the caption “Who’s Awesome?”)
- Patricia Gort: Thank you, FRVPLD Board!
- Ewa Jankowski: Wonderful update! I’m grateful and thankful for the Board of Trustees’ decision, it’s very uplifting to see they value all the employees at our library. Their thoughtfulness is very much appreciated!
- Louann Mauro: Once again, I am truly grateful and impressed by how truly wonderful our entire library community is. We have a caring, literate, creative and ethical board, management team and staff. We see evidence of this every single day, no matter what the challenge. Proud to belong to FRVPLD.

Director's Report

April 2020

April was one big blur of COVID-19 training, as you can see from my goal list below. Every event was how COVID-19 impacts unemployment, FMLA, EFMLA, CCS, RAILS, LIRA, WIN, OSHA, D300, other libraries, and employers in general.

A great deal of time was spent preparing for the April 21 board meeting, compiling information for the board to consider both in open and closed sessions. I was heartened by the outcome of the April meeting, witnessing seven elected representatives respectfully discuss options, state opinions and listen to others. It was an awesome example of a thoughtful group of people working together to find the best solution. I'm honored to work for you.

The Governor's executive order continuing shelter in place until May 30 does not spell out libraries as "essential," but as a unit of local government it's up to us to determine what our "minimum essential business operations" are. In April it was paying bills, ensuring IT / network operations, and keeping the DL in good working order. In May we're planning to expand into delivery service with the rationale that significantly less PPE is required than would be with curbside service. We've ordered masks, gloves, and cleaning supplies and are in the process of receiving those items in anticipation of beginning delivery as soon as possible.

Heather is spearheading the "Safe ReOpening Task Force" (SRO) of 10 employees to ensure staff have their voices heard and concerns allayed as we plan transitional services. All SRO members attended "OSHA & COVID-19" training to ensure the Library is meeting all our legal obligations to keep staff and patrons safe. OSHA requires five components before we offer any services to the public:

- An Infection Control plan: this will be an expansion of our existing "Bloodborne Pathogens" procedures, morphed into "Biological Response" procedures
- Social distancing: as we plan transitional services, we'll be keeping staff working separately while the Library is closed. Future plans involve designating 6-foot spaces between folks (both patrons and staff members)
- COVID-19 prevention training: training on how to wear face coverings and gloves, how to clean hands
- PPE: face coverings and gloves, which have all been ordered
- Sanitation procedures: we're glad to have contracted with Jani-King of Illinois, DL will be cleaned daily once we start having staff report for work.

We're lucky staff have remained well up to this point – to have reached the end of April feels like an accomplishment. Once we begin having staff working in the building again, we will be vigilant about PPE and cleaning and will hopefully continue to keep staff and patrons well. It's important to remember that library materials are shared – there is no guarantee that delivered items, or curbside pickup items, will be free from COVID-19. How this will impact requests for materials remains to be seen.

Something non-COVID-19 noteworthy: we received notification that we've been awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting for 2019. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. This marks the third year in a row FRVPLD has received the award, and was the first library district in Illinois to do so.

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, 4/29) **Done**
6. Meeting: Rotary meetings (4/8, 4/29) **Done**
7. Meeting: Architect, Construction Manager, Board President (4/9) **Done**
8. Meeting: Rotary 5K (4/30) **Done**
9. Meeting: Library Board (4/21) **Done**
10. Meeting: Former NSLS Directors (4/6, 4/13, 4/20, 4/27) **Done**
11. Task: Disparate Impact analysis (4/14) **Done**
12. Task: Prepare Board packet (4/15) **Done**
13. Task: Phone all staff before board packet is published (4/15) **Done**
14. Task: Prepare closed session agenda and documents (4/16) **Done**
15. Task: Economic Interest Statement (4/30) **Done**
16. Task: W2W (4/2, 4/16, 4/30) **Done**
17. Task: Payroll (4/8, 4/22) **Done**
18. Task: HR Source / LACONI annual survey (5/22) **In progress**
19. Task: Paragon renewal (4/30) **Done**
20. Task: Freegal renewal (4/30) **Done**
21. Task: CCS survey (4/30) **Done**
22. Task: File e-rate form 471 for ICN FY2021 (filing window extended to 4/30) **Done**
23. Task: Send Rotary invoices for 4th quarter (4/30) **Done**
24. Task: Performance Evaluations for my direct reports (9/30) **Date extended due to library closure**
25. Training: Interpreting the New Unemployment Laws (4/3) **Done**
26. Training: The New Federal Emergency Paid FMLA/Sick Leave Laws (4/7) **Done**
27. Meeting: Superintendent Fred Heid & status of D300 (4/7) **Done**
28. Meeting: Legal issues of furloughs HR Attorney Kevin Noll (4/10) **Done**
29. Training: Legal Issues of Staff Reductions (4/14) **Done**
30. Meeting: RAILS member update (4/16) **Done**
31. Training: Unemployment – your HR questions answered (4/16) **Done**
32. Meeting: Local Library Directors lunch (4/21) **Done**
33. Meeting: CCS Governing Board (4/22) **Done**
34. Meeting: WIN Executive Committee (4/22) **Done**
35. Training: Coronavirus Q&A (4/24) **Done**
36. Training: Unemployment Q&A for Local Governments (4/29) **Done**
37. Training: OSHA and COVID-19 (4/30) **Done**
38. Meeting: LIRA and COVID-19 (4/30) **Done**
39. Training: Navigating Coronavirus & Getting you Back to Business (4/30) **Done**

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4. Meeting: Pre-agenda (5/4)
5. Meeting: IMRF Rate (5/6)
6. Meeting: West Dundee Village update (5/7)
7. Meeting: LIRA Executive Committee (5/8)
8. Meeting: MTM (5/6, 5/13, 5/19, 5/26)
9. Meeting: Rotary meetings (5/6, 5/13, 5/20, 5/27)
10. Meeting: Rotary 5K (5/7)
11. Meeting: Benjamin Mason, Village of Carpentersville (5/12)
12. Meeting: Village of Carpentersville and COVID-19 (5/12)
13. Meeting: Library Board (5/19)
14. Meeting: Former NSLS Directors (5/4, 5/11, 5/18)
15. Meeting: E-rate & ICN (5/14)
16. Meeting: D300 Future Planning (5/14)
17. Meeting: CCS Governing Board (5/20)
18. Meeting: WIN Executive Committee (5/20)
19. Task: Appraisal (5/19)
20. Task: Finalize Working Budget (5/13)
21. Task: Prepare Board packet (5/13)
22. Task: W2W (5/7, 5/21)
23. Task: Payroll (5/4, 5/18)
24. Task: Rotary 5K electronic sign request – East Dundee (5/15)
25. Training: Leading in Crisis: Stories of Public Sector Innovation in Turbulent Times (5/6)
26. Training: Engaging Remote Employees (5/6)
27. Training: Governing & Elections during COVID-19 (5/6)
28. Training: Financial implications of COVID-19: Layoffs, Furloughs, and Recalls (5/7)
29. Training: Profiles in Resiliency (5/12)
30. Training: COVID-19 Recovery, a 5-step process for returning to the workplace (5/13)
31. Training: Everything Trustees Need to Know about COVID-19 (5/14)
32. Training: ICMA-RC CARES act recording (5/30)
33. Training: How to Write for the Library Press (5/30)
34. Training: Project Management for Everyone (5/30)

Fox River Valley Public Library District May 2020 Department Reports

Assistant Director: Heather Zabski

April went by quickly for me, I have been busy keeping up with all the latest updates on employment laws and workplace safety relating to the current situation. In April, I started working on the Safe Re-Opening Taskforce (SRO, for short) which will determine the steps, procedures and equipment needed to safely reopen the library. The Taskforce is made up of 10 different staff members from all the public service departments and meets twice a week. We have most recently been looking at putting into place delivery services from the library using the library van and reopening the book drop at the Dundee library.

As we go forward, we will evaluate further phases of service that we can offer the public dependent on the Governor's Orders, CDC guidelines, and availability of cleaning supplies and protective equipment for staff. Working on the taskforce has been an extremely positive experience so far. Staff are elated for the opportunity to start offering non-digital services to patrons again.

In addition to the Safe Reopening Taskforce, I have been involved in a couple projects. I worked with Kirstin, Brittany and Keri on creating the Stay at Home Bingo to promote local business. I worked with ATS and YS staff to choose new titles for our One Book, One Community Read for the summer (and tie-in titles for younger readers). Our original choice was not available on eBook, so staff selected a title available on Hoopla instead. We do not need to worry about checkout limits on Hoopla, so multiple patrons can check out the same book at the same time without us having to purchase additional copies. Our One Book, One Community read will be *The Rise and Fall of Dinosaurs* by Steve Brusatte. The title ties in nicely to our Summer Reading theme of Dig Deeper.

Additionally, I have been participating the final planning for our first ever virtual Summer Reading program using Beanstack. And I have started taking an online class on Evaluating, Auditing and Diversifying Your Collection, which has been very interesting so far. It has given me information about diverse literature, what to look out for in stereotypes and tropes, and how to do a diversity audit. I'm hoping to do an audit for diversity of our teen and youth collections within the next few years, and I believe this class will give me a good framework for that, as well as making our collections more representative of the community we serve.

Randall Oaks: Brittany Berger

Librarian Sam Bunte led the first virtual Book Club programs with ATS Librarian Sean Plagge via Zoom. They had a total of 13 participants on April 29.

Monica Boyer and I explored options to take the Summer Reading Challenge completely online this year. We chose Beanstack, which offers both an online platform and a mobile app. Beanstack is streamlined and user-friendly, and its flexibility will allow us to continue with our chosen theme: 'Dig Deeper'. The Summer Reading Challenge timeline will be similar to past years and will run for eight weeks beginning June 1.

The Library's 'Stay at Home Bingo' activity began April 15. I will be collecting finished Bingo cards through the end of May and winning entries will be chosen on June 1.

Youth Services: Monica Boyer

April marked the first official month the Library had been physically closed to the public. Throughout the month, the YS staff ramped up on professional development, planned for future programs, ordered titles and attended virtual meetings. As you know, we implemented Virtual Storytime, which allowed our Library to offer 10 separate storytimes through our Facebook page. These storytimes generated a total of 2,347 viewers! Without previous experience in virtual programming, involved staff took on this challenge vigorously while they continued to offer stellar service. The content of these storytimes are filled with literacy skills that will help young readers evolve and aid them in their scholastic journey. Staff has continued to increase virtual programming, including crafting videos like the one shared on Mother's

Day. Youth Service's Library Assistant, Erin Sikorski, did a wonderful job of conducting a virtual crafting session that demonstrated the construction of a nature mobile.



Miss Heather



Miss Lisa

Join us for Virtual Storytimes on Facebook

Tune in every Monday and [Wednesday at 10 a.m.](#) for a storytime with Our Youth Services Department. Click [here](#) to get caught up on all the storytimes we've done so far.

The department has also been busy planning for the launch of FRVPLD's inaugural virtual Summer Reading Challenge (SRC). With the help of new software Beanstack, the Library can continue to offer this annual program while decreasing the possibility of contamination. For children to finish the challenge, they will need to complete 14 hours of reading. The final prize includes a book of their choice and a goodie bag of small manipulatives. The Beanstack software has the capability of giving out digital badges to participants who choose to complete a set of extracurricular activities. By completing these activities, participants will be entered into a drawing for an additional prize. The program's kick off is set for Monday, June 1st and will be a virtual kick off event. Youth Service's Library Assistant, Lisa Knapp, will conduct an entertaining virtual storytime with the theme Dig Deeper: Read, Investigate, Discover! Jim Gill, acclaimed children's musician, will follow up later that day with a special virtual concert tailored specifically for FRVPLD. Both events will be available via the Library's YouTube channel. The SRC Committee has shifted their plans a full 180 degrees because of the pandemic. It has been amazing to see the resiliency of staff when it comes to arranging this important endeavor.

On a personal note, I am pleased to share that I have been elected to the 2022 Caldecott Award Selection Committee. According to the American Library Association, "It is awarded annually by the Association for Library Service to Children, a division of the American Library Association, to the artist of the most distinguished American picture book for children." I grew up devouring Caldecott winners such as *The Snowy Day* by Ezra Jack Keats (1963 winner), *Sylvester and the Magic Pebble* by William Steig (1970 winner) and *Jumanji* by Chris Van Allsburg (1982 winner). Even at a young age, I would analyze the text and art of these titles to determine why they may have won the title of the best children's book of the year. Being selected to serve on this panel is a great honor for me, and I'm excited to represent FRVPLD in a national platform.

Although this month has brought on a good amount of challenges, staff has moved forward in order to continue offering our patrons the best possible service.

Account Services: Keri Carroll

April saw 41 FRVPLD residents sign up for online library cards; I'm thrilled that previous non-library users are seeing the value of the library during this time and I hope they continue to their support once the library reopens. The dashboard, however, was a weird one to fill out. As expected, zeroes filled the board for visits and hours opened, but I'm surprised that the renewals and items circulated aren't zero as well! (All checked out items had their due dates extended manually by CCS.) My curiosity is piqued.

As the month ended, I was enlisted in the Safe Re-Opening Task Force, a group of staff members that has been charged with laying the groundwork for both staff and patrons to safely return to the library. Included on this task force from Account Services are full-time clerks Gemma Winger and Ruben Carcamo. Additionally, the three of us met with Heather Zabski as a subcommittee to determine how Account Services can begin delivering holds to patrons while the physical library remains closed to the public.

For right now, the library is looking to offer contactless delivery on held items for patrons. Since we do not have a drive-up window, we believe that contactless delivery is the safest option for everyone involved. Ruben would make the deliveries throughout the week, while an AS and a YS staff member would pull and process the holds on both levels of the library, and I would manage patrons who elect to get their materials delivered and notify them the day their deliveries will be out. These patrons would opt in for delivery through an online form available on the library's website, something currently being crafted by John Sabala and IT specialist Erin Pasetes.

Until RAILS deems it safe to restart the delivery process for materials between libraries, we will only be able to fulfill holds on items that are available at Dundee. The Safe Re-Opening Task Force is currently meeting twice weekly and already we've had great input from staff members from other departments. Because this is completely uncharted territory for everyone involved, we're taking it slowly and feeling out what works best. It's a brave new world!

Public Relations & Outreach: Kirstin Finneran

Virtual Egg Hunt. Participated with other area libraries in a virtual egg hunt. We hid our egg on our "Get a Library Card" page to help get the message out that patrons can get a digital library card. Created a slider and social media posts to promote the event to the public.

Stay at Home Bingo. Contributed to staff group creating the Stay At Home Bingo Card. Activities are a blend of tasks that encourage participants to use the online library content and services and also support local business. Anyone who submits their completed Bingo card is entered into a drawing to win an eGift Card from a local business.

National Library Week. This year, we relied on social media to participate in National Library Week. Created a comprehensive blog to cover all of the events that was updated daily. Our activity included:

- Adding official ALA National Library Week header to our Facebook and Twitter accounts, and a website homepage slider.
- Shared directions with the public on how to add a frame to their Facebook profile picture that promoted National Library Week.
- Posted the ALA State of America's Library Report and Top Ten Frequently Challenged Books of 2019. Provided a summary of report's highlights on our blog.
- Shared some recent and historical photos of our various library vehicles on National Bookmobile Day.
- Shared information on how to participate in Take Action for Libraries Day.
- Conducted an informal poll on Facebook and Twitter asking "Do you
 - Facebook: 59 Actual Books, 4 eBooks
 - Twitter: Just 5 votes, all for Actual Book

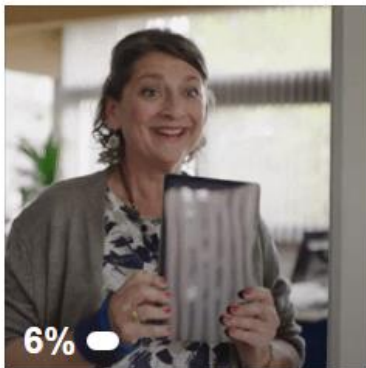


Fox River Valley Public Library District created a poll.

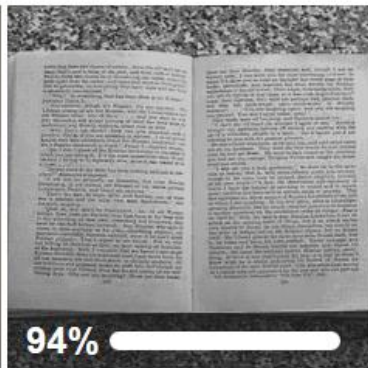


Published by Kirstin Finneran [?] · April 21 ·

Here's a poll for National Library week...if you had to pick, would your rather read an eBook or an actual book?



eBook



Actual Book

This poll has ended.

63 Votes

SRC Activity. Assisted with the creation of the Beanstack landing page and welcome letter.

eNews

We have increased the frequency of our eNews from once every two weeks to once a week (we even did two in the last week of April to give special attention to the new virtual programming opportunities). Our average number of clicks on the links in eNews have doubled as compared to previous months.

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
More eContent Available, Virtual Storytime	4/1/2020	10469	3137	29.98%	453
Homework Help from Live Tutors, Virtual Egg Hunt	4/8/2020	10464	2332	22.30%	329
Harry Potter Virtual Trivia Night, Earth Day	4/22/2020	10465	2366	22.62%	254
Stay At Home Bingo, Librarian Approved Sources	4/15/2020	10459	2214	21.18%	452
Join us! Book Club, Trivia, Storytimes	4/28/2020	10456	2135	20.43%	128
Moms, May the Fourth Be With You, Staff Blogs	4/29/2020	10448	2424	23.23%	355

Social Media

- **Facebook (1798 Followers)**

Followers: 33 new followers

Number of posts: 71 (54% increase from last month)

People who saw our posts: 42,161 (66% increase from last month)

Post likes: 1272 (82% increase from last month)

Comments: 143 (76% increase from last month)

Shares: 229 (122% increase from last month)

Clicks/Photo & Video Views: 1963 (23% increase from last month)

Top three posts according to reach:

- 11,129 (this has to be a record!) saw: We're hearing that some of our patrons, especially students trying to participate in remote learning, have limited access to Wi-Fi. Please know that our wireless signal covers the entirety of the Dundee Library parking lot (the signal will be stronger nearest the building). The name of the wireless network is "Dundee Library." No password is required to access our public Wi-Fi network. Click here for a map of more drive-up wi-fi locations in Illinois: <http://illinois.maps.arcgis.com/> (April 27)
- 4324 saw: It's a virtual egg hunt! A bunch of us libraries joined together and hid eggs on our websites. When you find the egg click on it, and it will bring you to the next website. Make sure to look at the hints! Click on the link below to start. <https://multilibrary.wixsite.com/egghunt> (April 6)
- 1535 saw: Join us on April 23rd at 5pm for three rounds of Harry Potter trivia!! See if you can win all the bragging rights with your wizarding knowledge. All ages and levels are welcome. Follow the link: ow.ly/wxtE50zgEkN See you on Youtube Live (April 20)

- **Twitter (719 Followers)**

- **Instagram**

FRVPLD (130 Followers)

FRVPLD Youth (138 Followers)

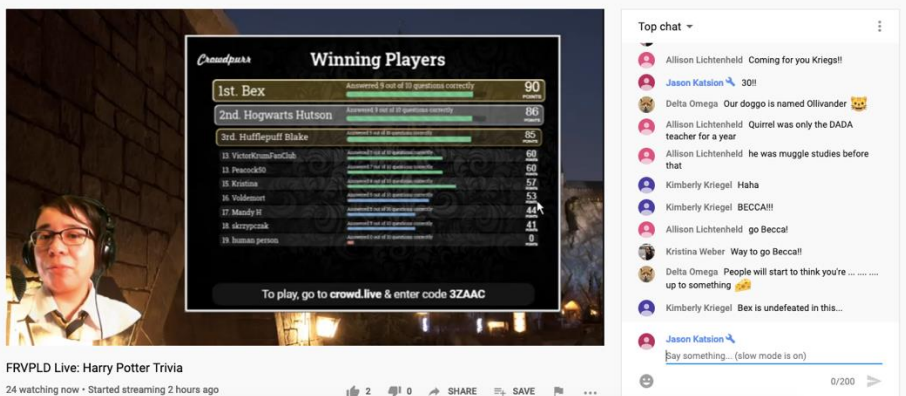
FRVPLD Teens (66 Followers)

Adult and Teen Services: Jason Katsion

As “shelter in place” continued through April, the Adult & Teen Services Department found creative and exciting ways to provide service to our patrons while working from our respective homes.

Library Assistant Erica Acevedo demonstrated tremendous initiative by independently designing a customizable framework for ongoing trivia events. Erica utilized Open Broadcaster Software (OBS) in conjunction with YouTube and CrowdPurr to create an interactive trivia event. Patrons access the program by following links posted on our social media channels at the scheduled time, and then interact with the presenter and each other in the YouTube chat. The first of these trivia events was Harry Potter Trivia on April 23. Erica’s behind the scenes customization even extended to the countdown timer that patrons see while they wait for the program to begin, and it was appropriately Harry Potter themed.

Harry Potter Trivia was a great initial foray into online trivia events. Attended by over thirty patrons, the event featured costume changes, friendly competition, and insightful commentary on the Potterverse. Upcoming trivia events include: Star Wars Original Trilogy Trivia; Friends Trivia: The One with All the Seasons; The Simpsons Trivia: Seasons 1-10; Horror Movie Trivia: From *Dracula* to *Midsommar*.



In the interest of engaging with our patrons on the Library website and generating content to share on our social media channels, we have revitalized the FRVPLD blogs. Six Adult & Teen Services staff members have blogging responsibilities, and create unique blog posts every day of the week. Recent blog posts have included: recommendations for graphic novels on Hoopla, from Danielle Pacini; helpful instructions on how to attend a Zoom meeting, from Sean Plagge; an in-depth introduction to medieval historical fiction, from Katie Redding; a practical guide to accessing e-books on Overdrive, from Cari Poweziak; tips for home organization, from Jasmin Munoz. Public Relations & Outreach Manager Kirstin Finneran has consistently shared these blog posts with our patrons via social media.

On April 24, our Library District purchased a Zoom Pro account, which will be utilized by the Adult & Teen Services Department for most of our virtual programming. The first of our Zoom-hosted programs was Dundee Library Bookclub, co-presented by Adult Librarian Sean Plagge and Randall Oaks Librarian Sam Bunte. Attendees discussed *The Glass Ocean* by Beatriz Williams. Because we cannot provide copies of any physical books at this time, the presenters selected a title available as an e-book and e-audiobook via Overdrive and Hoopla.

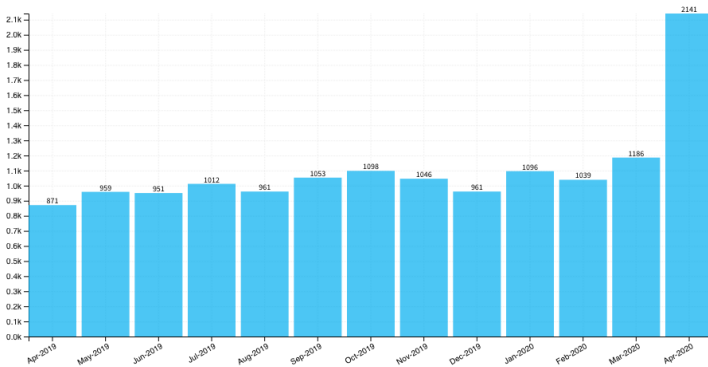
Adult & Teen Services staff are working hard to prepare future live programming, which will be hosed on Zoom: cybersecurity classes, specifically designed to instruct patrons in how to protect themselves from the multitude of security threats that the “shutdown” has prompted; online craft programs; and the resumption of popular programs like Anime Club and Teen Coding, albeit in a virtual format.

The unique circumstances of COVID-19 and “shelter in place” have created unprecedented needs in our community, and many staff members have invested personal time and resources in the welfare of others. I would like to single out Adult Programs and Outreach Assistant Cari Poweziak, Library Assistant Katie Redding, and Library Clerk Sue Richmond for the work they have done in our Library District and surrounding areas. Cari and her husband delivered meals on behalf of the Boys & Girls Club and Rotary Club at least twice a week throughout the month of April, primarily from local businesses Bleuroot and Aliano’s. Cari, Katie and Sue have spent entire days cutting, assembling, sewing and delivering face masks. Katie Redding shared mask-making tips with Cari Poweziak and collaborated on designs via video chat.

Because elastic is very hard to find at this time, Cari learned how to make yarn from old t-shirts and used that for ear loops. Cari personally made over 230 masks in the month of April!



The demand for e-content has increased significantly throughout the “shutdown” period. Checkouts in the Overdrive platform have increased from 3,334 in February to 4,234 in April. Adult Librarian Sean Plagge continues to submit Overdrive orders in response to patron-demand, with the goal of minimizing wait-time for popular titles. The steepest increase has been on the Hoopla platform: 2,141 titles were accessed via Hoopla in the month of April, more than double the circulation in Hoopla in February (1,039).



Since the closure of our library facilities, I have continued to field questions from patrons via email and our website’s Contact Us webform. The majority of the questions have focused on how to access digital content (e-books, e-audiobooks, online databases), with secondary requests for assistance with renewing expired library cards, recovering passwords, etc. We have also had the occasional request for tech help, and even local history questions. The patrons that I have corresponded with have been uniformly understanding of the library’s closure, and grateful for the assistance provided. I am mindful of the fact that the library’s online resources are a lifeline for many of our patrons, and I have made every effort to be as responsive to their needs as possible. One patron thanked us in this way, “Wow, I definitely wasn’t expecting an almost immediate response, especially given the time of night I reached out. Thank you so much for your prompt response and for extending the expiration date on my temporary card. I appreciate it.”

On April 22, we resumed ordering physical materials for the Dundee Library. Adult & Teen Services staff with selection responsibilities have compiled and submitted their orders from home. Additionally, individual staff have continued to interact with our patrons via social media platforms. Library Assistant Jasmin Munoz continues to share crafts and recipes on the Library District’s primary Instagram account, and shared “book spine poetry” composed by Adult & Teen Services staff in celebration of National Poetry Month. Teen Librarian Danielle Pacini has utilized the Library District’s VidCode program to create fun and engaging memes, which she shares on our teen Instagram account. Adult & Teen staff members continue to participate in our ongoing “What are you reading?” project via social media.



We asked our staff...what are you reading? This one is from Sue, Adult & Teen Services Department:

I just finished reading *Bad Blood* by John Carreyrou. It's a page-turning thriller and true story that chronicles the lies, deceit and fraud perpetrated by Elizabeth Holmes, CEO and founder of Theranos. Holmes raised billions of dollars and duped investors into believing she had developed a medical device that would make testing blood faster and easier. In reality, the technology was flawed and the device endangered the lives of patients. The story ends in 2018 with Holmes being indicted on federal charges. (Her trial is scheduled to start in August 2020.)

This title is available as a downloadable eBook or audiobook:
<https://ccs.polarislibrary.com/polaris/search/searchresults.aspx?ctx=23.1>

Facilities: Michael Lorenzetti

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 at the April Board meeting, I coordinated 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. The dates for this are the last two weeks of May (18th to 29th).

The Chicagoland area had constant rainfall the last week of April and there was minimal leakage on the north side. Derbigum representatives have been contacted with pictures of the event. The rainwater did not want to practice social distancing.

Sebert Landscaping was on site in April to conduct the spring cleanup, begin mowing, and provide a nice layer of mulch on the Library grounds.

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: \$227.84 Around half of the savings this month was due to my price comparison between two providers when needing to renew the maintenance for one of our file servers. We also received a discount when renewing a software product a little earlier than its due date. We utilized a RAILS discount when we purchased 3ply masks from a vendor we typically purchase receipt printer paper from. Another discount was applied when we purchased a high number of plastic bags.

Materials ordering: I started ordering materials from our major print and AV vendors in the last few days of April. We still have a HOLD on our orders since we aren't currently receiving deliveries for these type of items.

IT/ Network: John Sabala



Zoom software subscription has been purchased. Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. This software allows our patrons to connect to our digital programs that are being held online. Zoom has fixed many flaws that have plagued the software and we believe it is secure and robust enough for large events i.e. online book clubs.



Beanstack from Zoobean was purchased. Beanstack is an online and app-based tool that patron's can use to keep track of how much time they spend reading, and which books were read. Patron's can participate in the Library's reading challenges, like "The Summer Reading Challenge" and sign up for reading recommendations. This software has replaced a paper based system. Paper can still be used with this software too. However, with the health guidelines published due to Covid-19 we will be just implementing online tracking.

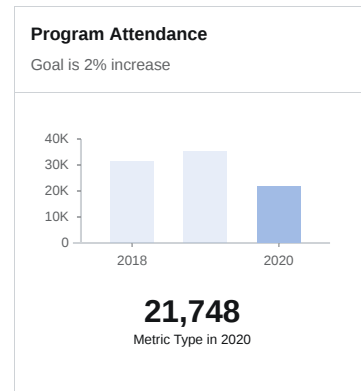
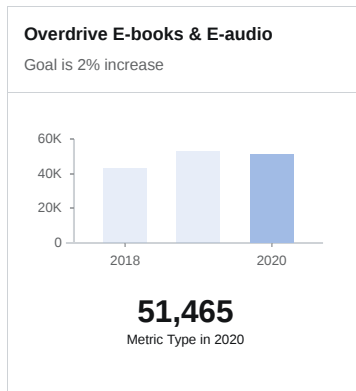
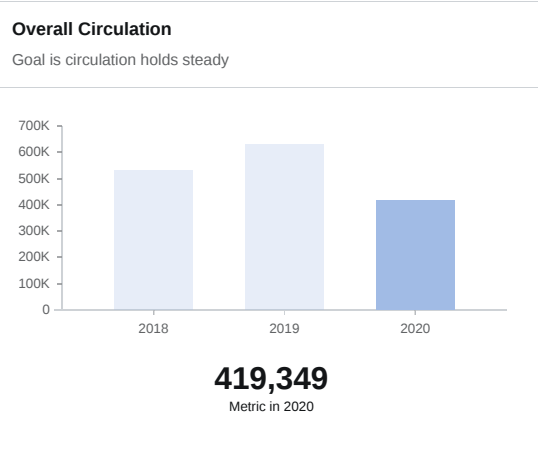
PERFORMANCE GOALS

Library Director's Goal 1: 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.

- **Overall circulation** – hold steady over base of 532,312
- **Overdrive E-books & E-audio** – 2% increase
- **Children's materials** – 2% increase
- **Overall program attendance** – 2% increase

With the Library closed as of 3/13/2020 it's unlikely these goals will be achieved in FY1920 except for E-books & E-audio, which will be exceeded.



Library Director's Goal 2: 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.

- Four **new library partnerships** with joint programs held and / or initiatives begun per year
- **New D300 partnerships** undertaken with joint programs held and / or initiatives begun per year

New Library Partnerships in FY1920

- Job fair hosted the following local and national businesses, non-profits, and government agencies: Weber-Stephen Products, Santa's Village, 2020 Census, Speedway, Right At Home, Durham School Services, Aramark, First Student Bus Company, Express Employment Professionals, Corporate America Family Credit Union, Power Exteriors, Paradigm Financial Associates, Pampered Pet Service Resort & Spa, the U.S. Army, Edward Jones, Centro de Información, Harper College, Sunrun, Apet Inc., and GC Services
- Empowering Health for Illinois, LLC, gave a presentation on medical marijuana
- Kane County Behavioral Health Council gave a presentation on mental health
- Kane County Health Department gave a presentation on radon
- Rep Allen Skillicorn conducted a recycling program
- Kane County Coroner Rob Russell and Christmas meal distribution from the Dundee Library
- Collected needed items for PADS of Elgin
- Springs at Canterfield apartments to "mail" blank library cards to all their tenants
- Hosted Dundee Lions, who provided vision pre-screening tests for children.
- Joined with SSLT to provide Illinois license plate renewals
- Rotary programs in FY1920 include Carpentersville Rotary Treasurer, Raceway 5K Committee, Salvation Army bell ringing, Rotary free holiday movie, Rotary / D300 Homeless Student outreach and the big meal distribution from the Dundee Library on Christmas morning.
- Partnered with CASA Kane County to host program on becoming a CASA volunteer for patrons and staff
- Partnered with RAILS to develop OpenGov pricing and services for libraries throughout the service area
- Outreach to West Dundee for their annual Halloween Party. Used Library van to participate in "Trunk or Treat," serving 800 kids
- Joined D300 Food Pantry Board
- Partnered with East Dundee Police to conduct All Staff training on active shooter response
- Collaborated with Area Planning Council at Elgin Community College to prepare for the 2020 Census
- Partnered with DTPD to offer a book club & one-on-one tech appointments at the Adult Activities Center

New D300 Partnerships in FY1920

- Partnered with D300 (and all K-12 schools within FRVPLD) to provide special Teacher library cards
- Added library card registration to D300 second grade visits. Applications are sent to students and returned to FRVPLD prior to class visit. Cards are ready and waiting when students arrive for class visits
- Advising on a new strategic plan for D300 by providing two members (Assistant Director and YS Manager) to the D300 Leadership Council
- Hosted D300's Hableamos group
- Read stories during Carpentersville Middle School's annual Scary Story Night
- Instructed Jacob's HS AP English class on using Library databases for classroom research
- Continuing progress on joint e-book project between D300, Algonquin, and Ella Johnson Public Libraries. Target date for launch is Fall 2020
- Continuing progress on joint library card signup at D300 online school registration, with "opt-out" button so default will be new cards for all students
- Furthered partnership for future facility planning

- Joined with Cherished Place to offer a book club & STEM programs
- Joined with Village of Carpentersville to march in El Grito / Mexican Independence Day parade

Library Director's Goal 3: Engage, Listen, and Respond to our Diverse Population

Employ continuous feedback mechanisms to obtain feedback on customer service from in-person visitors and include customer satisfaction statistics on monthly dashboard. Meet with representatives of governmental entities, civic groups, non-profits, and social service organizations serving our residents to identify community challenges which the library can help to address within its mission. Provide updates to the Board on progress and findings in June and November.

- Maintain an **average customer satisfaction** rating of 9 or better on an annual basis
- **Meet with at least 10 organizations** each year



Meet with at least 10 organizations each year

Since July 1, 2019:

- Summer Reading Challenge (SRC): committee members met with sponsors Work Up Fitness, Craft Donuts, Randall Oaks Dental
- Youth Services Outreach: Bright Horizons, Kiddie Academy, Sleepy Hollow Kindercare, Two Rivers Head Start, Goddard School, Littlest Disciples, Algonquin Lakes, Sonshine Christian, Washington Street Preschool, Tutor Time of East Dundee, Funshine Daycare Center, St Catherine of Siena School
- Governmental Entities: met with Gilberts Village Manager, DTPD Director, Carpentersville Village Manager & Assistant Village Manager to discuss future facility planning; partnered with DTPD for summer reading pool party; met with Gilberts and Carpentersville TIF joint review boards; West Dundee Village Board for impact fee distribution
- Elected Officials: U.S. Representative Sean Casten; IL Representative Allen Skillicorn; IL Senator Don DeWitte; Carpenterville Village President John Skillman
- Civic Organizations / Non-Profits: Northern Kane County Chamber of Commerce (NKCC) Women in Business; NKCC Chamber Events; Judson University; Carpentersville Rotary; Dundee Lions;
- Businesses: new homeowner's program in partnership with First National Bank and Baird and Warner; storytime at Carpentersville Panera and Craft Donuts

How are we doing?

The monthly Dashboard tells our story

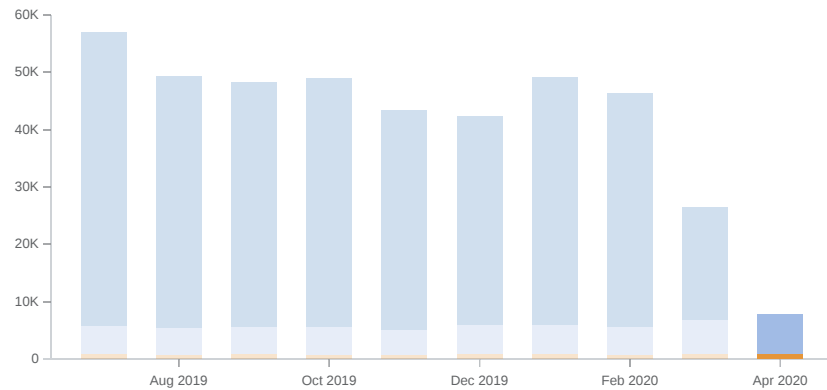
Click the graphs to see more details

Checkouts

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

Due to COVID-19 executive orders, the library was closed for all of April, so only digital materials were checked out.

Updated 2 days ago



7,799

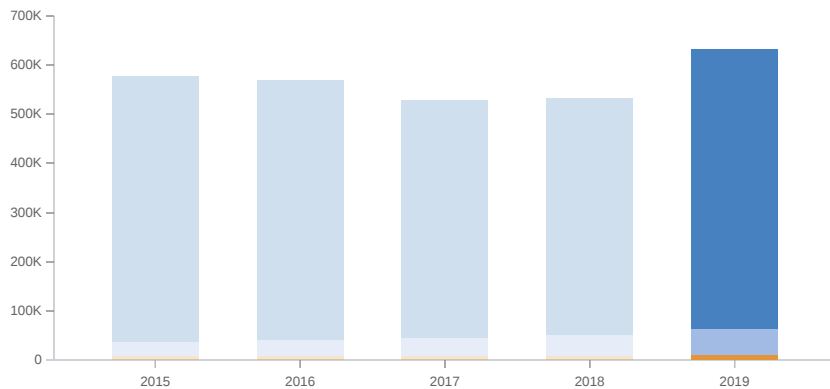
Metric Type in Apr 2020

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 4 days ago



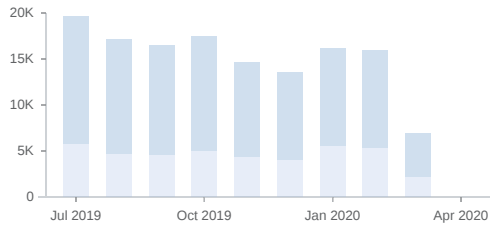
632,447

Metric Type in 2019

Library Visits

How many people visit the library each month?

Due to COVID-19 executive orders, the library was closed all of April.



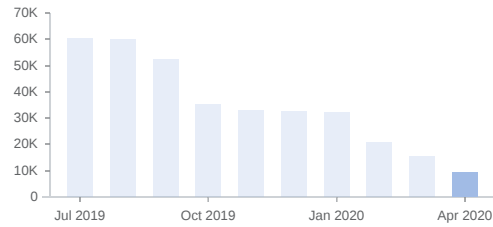
0

Location in Apr 2020

Website Visits

How many people visit the library online?

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

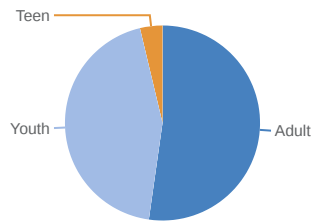


9,342

Location in Apr 2020

Physical item checkouts

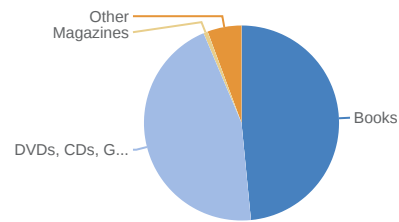
Checkouts by Audience - this fiscal year to date



256,256

Department in 2020

Checkouts by Material Type - last fiscal year



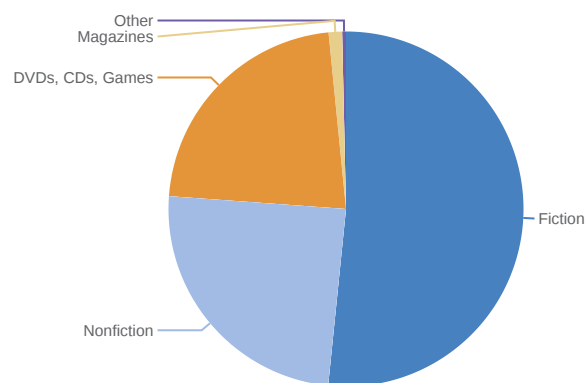
561,920

Material Type in 2019

How many physical items are owned by our libraries?

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

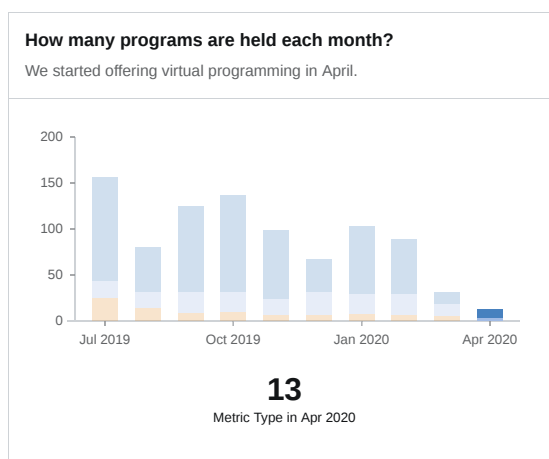
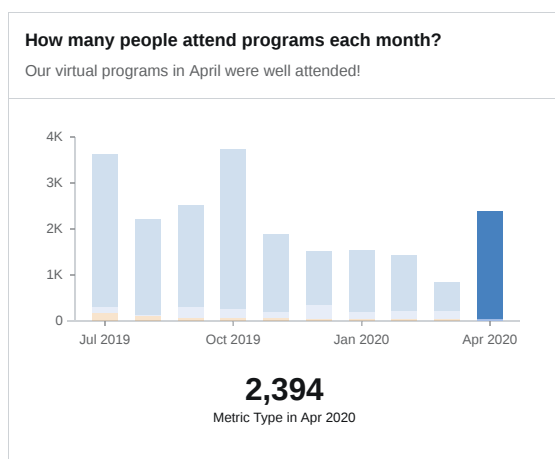
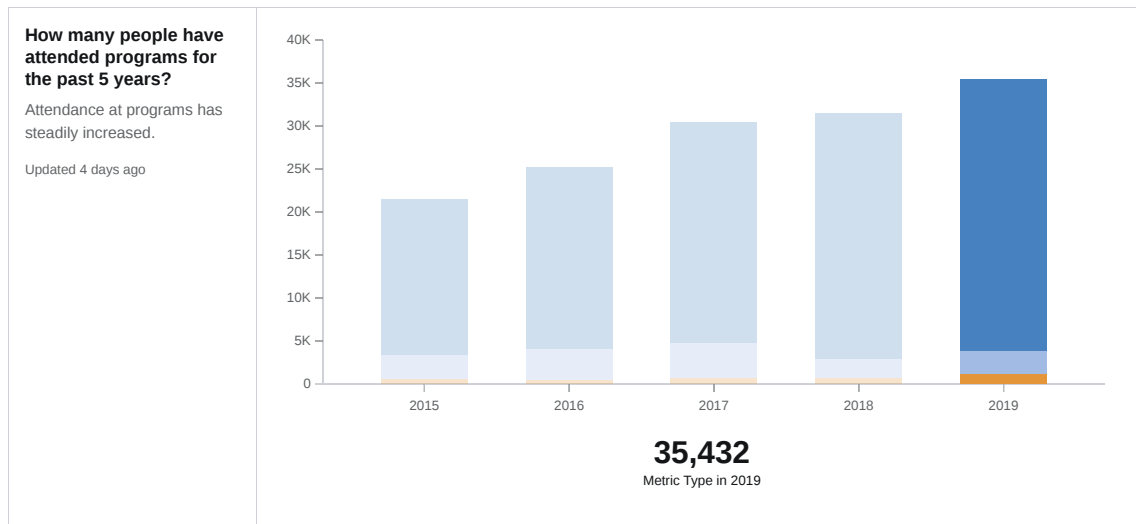
Updated 27 weeks ago



138,886

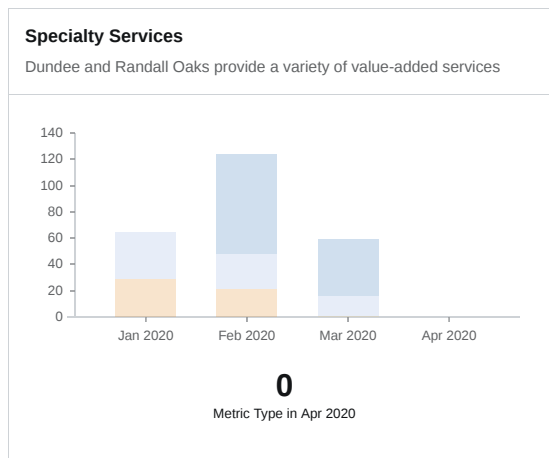
Material Type in 2020

Program Attendance Trend



Specialty Services

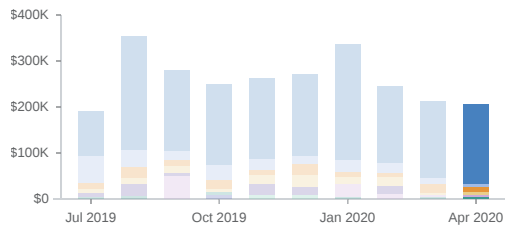
The Library offers many non-traditional services to make patrons' lives easier, such as **one-on-one computer instruction** to teach new software or help repair a computer; **notary services** to act as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing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



Monthly Spending- this year

How much does the Library spend each month this FY?

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



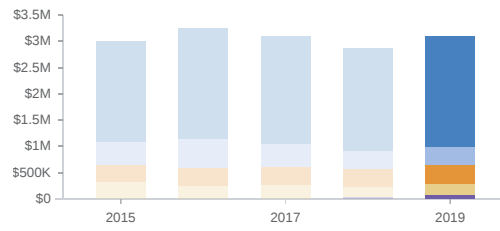
\$205,691.15

Expenses in Apr 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

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A. Consent Agenda

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

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

- A.1.a Minutes from the April 21, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2020 totaling \$223,715.67**
- A.1.c Monthly Financial Report for April 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 April 2020**
- A.1.j Ehlers Account Statement for April 2020**

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

RECOMMENDED **MOTION** (if needed):

Approve Item _____ as presented

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

MINUTES

Corbett noted the time at 7:01 PM and stated this meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present. Trustees will conduct the meeting with the full Board participating remotely via electronic means as permitted by Covid-19 Executive Order #5 of the Governor of Illinois, effective March 16, 2020. He then read the following previously posted notice into the Minutes:

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.

The meeting was called to order by President Richard Corbett. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present electronically:	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 electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Brittany Berger, Erin Pasetes, Judy Whichard, Katie Redding, Karen Werle

Public Comment

Corbett stated 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, speaking time is limited to five minutes, and the Board will not engage in two-way dialogue.

Director Rosenthal noted Fox River Valley Pubic Library District received no phone messages or emails in response to the posted Pubic Notice; there was no public comment.

President's Report

Corbett noted in keeping with the the Governor's executive order encouraging public bodies to postpone business whenever possible, Officer and Trustee Reports have been removed from the Agenda. Any Trustee wishing to report is welcome to do so. Corbett noted the Budget, Levy, and Legal Calendar included in the

packet. The Calendar serves to ensure financial and procedural statutory deadlines are met in accordance with Board meeting dates stated in Ordinance 2020-03 as presented in the Consent Agenda. Corbett called for any Trustee comments and recognized Trustee Tennis, who reported on his electronic attendance at recent District 300 Finance Committee, Dundee Township Park District, and Dundee Township Board meetings.

Director's Report

Rosenthal inquired if there were any questions on the combined February/March Department Head Reports. Managers' creativity was utilized during the mid-March shift from traditional to virtual services for adults, teens, and youth; of note is the Bingo card that partners with local businesses for prizes, and helps to increase merchants' visibility in the community. OverDrive eBook hold time has been reduced by making additional copies available while staying within budget, and Hoopla offerings have increased from 3 to 10 per month per cardholder. Trustees noted their positive experiences using virtual services, and commented on Public Relations Manager Kirstin Finneran's photos and updates on social media that highlight the relationship between the Library and community, and continue to keep FRVPLD visible and active for patrons. Library offerings of interest to youth and teens are posted on Instagram; adult interest is posted on Twitter. State Senate Office Hours at Dundee Library, where constituents can have their concerns heard, are scheduled although delayed temporarily due to the Governor's mandatory stay-at-home order. The March 13th closure has negatively affected Library statistics.

Addressing items of business on tonight's Agenda, Rosenthal read the following statement into the Minutes:

"As you know, while I'm now the Director of the Fox River Valley Public Library District, in the past I have sat where you now sit, in the role of Library Trustee. I was on the Board of the Fox River Grove Library District for a decade, and I know that the decisions you will make tonight are ones which you thought you'd never have to face. Trustees usually join the Library Board because you love the Library, and you want to give back to your community. When you're a new Trustee, you think you'll be making decisions about what the Library will do – operational decisions – and you soon find that your responsibilities are primarily policies and financial documents...and attending meetings. Covid-19 has changed everything. Our lives this past month are not what we expected them to be. Our meeting tonight is not what I'd ever hoped it would be. Board members must consider your communities' needs and make decisions that affect your friends and neighbors. I don't envy you, the decisions before you, but I want to express my appreciation for the care and thought that will go into the process. Thank you."

Corbett thanked Rosenthal for her comments and noted the Board must endeavor to keep taxpayers in the forefront and do the best they can.

Consent Agenda

Exhibit A.1 Items 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

Corbett inquired if there were any items Trustees would like removed for further discussion. Tennis requested A.1.k, A.1.m, and A.1.q. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J, A.1.L, A.1.N THROUGH A.1.P, AND A.1.R AS PRESENTED*. Moved by Weber and seconded by Lindholm, Corbett called for a roll call vote.

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

Regarding A.1.k, Tennis pointed out year-to-date revenues are favorable compared to budget and compared last year's figures to current, advising some revenues may not be recurring. A.1.m was also compared to the prior year, pointing out personnel, library operations, staff development, and copier expense as areas where expenditures have increased. Exhibit A.1.q, the March investment report, showed favorable revenues that month. Investments at maturity will be placed into funds offering the best return.

Corbett called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.K, A.1.M, AND A.1.Q AS PRESENTED*. Moved by Weber 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 Jani-King Cleaning and Janitorial Services Agreement

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH JANIKING OF ILLINOIS TO CLEAN THE DUNDEE LIBRARY FOR \$2,442 PER MONTH*. Moved by Tennis and seconded by Lindholm, item opened for discussion. Rosenthal noted FRVPLDs custodian wished to move from benefitted full time to non-benefitted part time work. The position incorporated several other duties that are non-janitorial and fill a part time schedule. Facilities Manager Michael Lorenzetti solicited Requests for Proposal and recommended low bidder Jani-King. Net annual savings for FRVPLD is \$8500.00. Corbett noted the importance of professional cleaning. 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 Strategic Plan

Corbett called for a motion to *APPROVE THE 2020-2023 STRATEGIC PLAN GOALS AND OBJECTIVES*. Tennis requested permission to be heard and, noting the full Agenda this evening, proposed an amended motion to *TABLE THE STRATEGIC PLAN TO THE JUNE 16, 2020 BOARD MEETING*. Seconded by Kuhlman. Corbett opened the amended motion for discussion. Rosenthal noted the emergency closure has delayed certain administrative tasks, therefore tabling the Strategic Plan to June will have no effect on Library business. 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. Amended motion carried.

Exhibit C.3 Minimum Wage Requirement – Update Salary Scale

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Weber and seconded by Evans; item opened for discussion. Rosenthal noted the salary scale approved in January and set to begin 7/1/2020 was approved prior to the economic downturn caused by Covid 19. The impact of a wage freeze for FY20/21, and rescinding the previously-adopted FY20/21 salary scale, was presented. Discussion ensued on the overall net effect on the budget, effect on morale, the work involved in restructuring to maintain quality services, and sensitivity to taxpayers in a difficult season. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis; Corbett – aye; Evans, Kuhlman, Lindholm, Weber – nay. 3 ayes, 4 nays, 0 absent. Motion failed.

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

Corbett spoke to the uniqueness of the times; existing emergency closing procedures did not anticipate the mandatory, extended closure currently in force as ordered by the Governor of Illinois. Two motion options have been presented to the Board; (1) *CONTINUE TO EMPLOY AND PAY PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH MAY 19, 2020*; and (2) *ADOPT RESOLUTION 2020-04 AUTHORIZING FURLOUGH OF ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS, EFFECIVE APRIL 22, 2020, AS A RESULT OF THE COVID-19 PANDEMIC'S IMPACT ON LIBRARY OPERATIONS, AND ISSUANCE OF NOTICES TO AFFECTED STAFF*. Corbett called for a motion to *DISCUSS THE EMPLOYMENT OPTIONS FOR PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS* prior to seeking either motion. After discussion and consensus of the Board, Corbett asks the *DISCUSSION* motion be withdrawn and replaced with the corresponding motion option 1 or 2. Moved by Weber and seconded by Tennis.

Corbett noted there are 34 staff members affected by this action. Several viewpoints were considered. Primary among them was the Board's duty to be good stewards of taxpayer funds, and to revisit the issue at the May Board meeting due to rapidly-changing developments in the pandemic outlook. Rosenthal noted assistants present the virtual storytimes but other positions require an open facility. Additional concerns, such as proper distancing once the Library has opened, and Illinois unemployment costs being charged back to the Library were discussed. After checking with Kane County, Rosenthal advised taxes cannot be abated next year to offer savings to the taxpayer; the surplus resulting from furlough would be invested for future expenditures. Tennis noted the current financial condition of Illinois may affect future revenues. Vice President Weber inquired about how other libraries are dealing with the issue; only one has furloughed staff to date. Corbett called for a motion to *WITHDRAW THE DISCUSSION MOTION*; moved by Weber and seconded by Tennis. 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 called for a motion to *ADOPT OPTION 1 OR 2*. Tennis moved to *ADOPT RESOLUTION 2020-04 AUTHORIZING FURLOUGH OF ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS, EFFECIVE APRIL 22, 2020, AS A RESULT OF THE COVID-19 PANDEMIC'S IMPACT ON LIBRARY OPERATIONS, AND ISSUANCE OF NOTICES TO AFFECTED STAFF*; seconded by Nutt. There being no further discussion, he called for a roll call vote.

Roll call vote: Nutt, Tennis, Corbett – aye; Evans, Lindholm, Kuhlman, Weber – nay. 3 ayes, 4 nays, 0 absent. Motion failed.

Corbett called for a motion to *CONTINUE TO EMPLOY AND PAY PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH MAY 19, 2020*. Moved by Lindholm, seconded by Kuhlman, item opened for discussion. Tennis inquired if pay periods could affect a furlough date; Rosenthal advised they do not. There being no further discussion, Corbett called for a roll call vote.

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

Executive Session

Corbett announced the Board will meet in Executive Session in accordance with 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*. There will be no action upon return to Open Session. He called for a motion to adjourn to Executive Session; moved by Tennis and seconded by Evans, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; open session adjourned at 8:40 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 9:31 PM.

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

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Evans and seconded by Nutt, 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.

Meeting adjourned at 9:33 PM.

Nikki Kuhlman, Secretary

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 4/1/2020 Through 4/30/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Abila	42911	4/17/2020	1,497.00
Advanced Disposal	42912	4/17/2020	176.40
Alarm Detection Systems	42913	4/17/2020	201.00
SYNCB/AMAZON	42914	4/17/2020	90.91
AT&T	42915	4/17/2020	314.22
AT & T Mobility	42916	4/17/2020	64.85
Brodart Co.	42917	4/17/2020	193.60
CDS Office Technologies	42918	4/17/2020	126.92
Comcast	42919	4/17/2020	496.11
Comcast	42920	4/17/2020	1,162.24
ComEd	42921	4/17/2020	2,964.88
Demco, Inc.	42922	4/17/2020	284.11
Ehlers Investment Partners, LLC	42923	4/17/2020	687.51
Engberg Anderson, Inc	42924	4/17/2020	1,932.50
Faronics Technology USA Inc	42925	4/17/2020	705.83
Green River Way, Inc.	42926	4/17/2020	322.48
IHLS-OCLC	42927	4/17/2020	607.98
INGRAM Library Services	42928	4/17/2020	3,603.36
KONE, INC	42929	4/17/2020	268.24
Library Market	42930	4/17/2020	600.00
LIMRICC Unemployment Compensatio...	42931	4/17/2020	4,718.37
Midwest Tape Exchange, Inc.	42932	4/17/2020	11,414.63
Nicor Gas	42933	4/17/2020	324.19
Postmaster - Algonquin	42934	4/17/2020	2,000.00
Record Information Services	42935	4/17/2020	777.00
Sebert Landscaping Inc.	42936	4/17/2020	525.00
Showcases	42937	4/17/2020	37.90
Technology Management Rev Fund	42938	4/17/2020	427.50
Valley Enterprises, Inc.	42939	4/17/2020	1,261.00
Village of East Dundee	42940	4/17/2020	595.01
Cardmember Service	42941	4/17/2020	12,089.29
Wellness Insurance Network	42942	4/17/2020	14,609.56
Zoobean, Inc.	42943	4/17/2020	2,290.00
Paylocity Payroll	DD202004-01	4/10/2020	235.35
Paylocity Payroll	DD202004-02	4/24/2020	475.06
Illinois Municipal Retirement	DD202004-03	4/30/2020	18,639.16
S & S License & Title Service, Inc	DD202004-04	4/30/2020	52.50
	Total 10100 - BANK ACCOUNTS		86,771.66
Report Total			86,771.66

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 4/01/2020 Through 4/30/2020

Page 1 Total

86,771.66

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- April 2020	\$134,622.93
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,914.98
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,724.18
MEDICARE/F.I.C.A.	10,152.08
TOTAL PAYROLL EXPENSE	<u>149,668.19</u>

*Minus IMRF Employer Portion Direct Debit (12,724.18)

136,944.01

136,944.01

\$ 223,715.67 Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	0.00	31,897.72	70.88%	13,102.28	45,000.00	(29.12)%
43500	IMPACT FEES	0.00	53,508.18	0.00%	(53,508.18)	0.00	0.00%
44010	INT & DIV INCOME	3,242.22	46,403.38	116.00%	(6,402.88)	40,000.50	16.01%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	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%
45030	SRC SPONSORSHIP	25.00	25.00	0.00%	(25.00)	0.00	0.00%
46020	FINES & FEES	0.10	10,605.00	106.05%	(605.00)	10,000.00	6.05%
46030	LOST & DAMAGED	22.99	3,278.49	65.56%	1,721.51	5,000.00	(34.43)%
46250	LICENSE PLATE RENEWAL INCOME	0.00	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	0.00	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	14,606.00	73.03%	5,394.00	20,000.00	(26.97)%
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	0.00	11,757.02	52.25%	10,742.98	22,500.00	(47.75)%
46210	FAX REVENUE	0.00	1,999.10	88.84%	250.90	2,250.00	(11.15)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	171.43	57.14%	128.57	300.00	(42.86)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	0.00	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)	0.00	10.50	10.50%	89.50	100.00	(89.50)%
	Total REVENUES	<u>4,786.31</u>	<u>3,457,600.28</u>	<u>100.85%</u>	<u>(29,181.28)</u>	<u>3,428,419.00</u>	<u>0.85%</u>
	Total Revenues	<u>4,786.31</u>	<u>3,457,600.28</u>	<u>100.85%</u>	<u>(29,181.28)</u>	<u>3,428,419.00</u>	<u>0.85%</u>

Expenditures

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
01	TRANSFERS BETWEEN FUNDS						
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	11,197.54	112,341.47	74.89%	37,658.53	150,000.00	25.11%
52122	REIMBURSED INS	1,496.00	14,606.00	73.03%	5,394.00	20,000.00	26.97%
52123	WORKERS COMP	(1,180.00)	7,943.00	87.06%	1,180.00	9,123.00	12.93%
52124	UNEMPLOYMENT INS	4,718.37	7,118.90	94.91%	381.10	7,500.00	5.08%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52160	TUITION REIMB	27.55	(3,152.45)	(31.52)%	13,152.45	10,000.00	131.52%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	17,127.00	17,127.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	23,239.29	243,940.65	78.95%	65,002.35	308,943.00	21.04%
40	PUBLIC RELATIONS						
52100	SALARIES	4,816.40	50,254.06	79.93%	12,613.94	62,868.00	20.06%
50	IT / NETWORK						
52100	SALARIES	7,057.72	74,288.11	80.73%	17,725.89	92,014.00	19.26%
60	PATS						
52100	SALARIES	9,164.38	93,676.14	77.24%	27,590.86	121,267.00	22.75%
90	FACILITIES						
52100	SALARIES	8,003.40	83,422.76	80.25%	20,529.24	103,952.00	19.75%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,917.50	281,722.17	80.17%	69,674.83	351,397.00	19.83%
52130	STAFF DEVELOPMENT	0.00	1,402.85	0.00%	(1,402.85)	0.00	0.00%
20	YOUTH SERVICES						
52100	SALARIES	18,214.02	215,471.22	71.97%	83,888.78	299,360.00	28.02%
70	ACCOUNT SERVICES						
52100	SALARIES	23,114.78	236,525.80	77.97%	66,819.20	303,345.00	22.03%
75	SHELVERS						
52100	SALARIES	2,526.72	28,210.64	74.97%	9,415.36	37,626.00	25.02%
2	Randall Oaks						
80	RANDALL OAKS						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

Table with 7 columns: Activity Code, Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include SALARIES, LIBRARY MATERIALS (District Wide, Dundee Library, ADULT & TEEN SERVICES, TEEN, YOUTH SERVICES).

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

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

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73250	BANK CHARGES	210.77	1,517.52	40.23%	2,254.48	3,772.00	59.77%
73255	INVESTMENT FEES	687.51	6,505.75	86.72%	996.25	7,502.00	13.28%
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	0.00	17,615.00	0.00%	(17,615.00)	0.00	0.00%
73283	LICENSE PLATE S&SLT FEES	52.50	147.50	0.00%	(147.50)	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	0.00	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	(148.69)	3,455.32	106.31%	(205.32)	3,250.00	(6.32)%
73242	MEMBERSHIPS	190.00	1,425.00	53.37%	1,245.00	2,670.00	46.63%
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	0.00	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	1,018.02	7,685.01	76.85%	2,314.99	10,000.00	23.15%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	126.92	12,139.38	67.44%	5,860.62	18,000.00	32.56%
73520	PLANT OPERATION	1,360.00	9,851.59	49.25%	10,148.41	20,000.00	50.74%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	0.00	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	0.00	1,528.87	32.52%	3,171.13	4,700.00	67.47%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73242	MEMBERSHIPS	0.00	218.00	43.60%	282.00	500.00	56.40%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	(2.00)	2,306.48	115.32%	(306.48)	2,000.00	(15.32)%
73242	MEMBERSHIPS	0.00	151.00	60.40%	99.00	250.00	39.60%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	439.37	21.96%	1,560.63	2,000.00	78.03%
73505	RENT EXPENSE	5,407.50	54,075.00	83.33%	10,815.00	64,890.00	16.67%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	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	8,920.52	173,367.97	71.93%	67,664.03	241,032.00	28.07%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	2,000.00	8,235.00	82.35%	1,765.00	10,000.00	17.65%
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	2,000.00	27,816.20	68.51%	12,783.80	40,600.00	31.49%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	2,290.00	6,430.57	40.19%	9,569.43	16,000.00	59.81%
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	1,698.13	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	37.09	1,149.89	76.65%	350.11	1,500.00	23.34%
20	YOUTH SERVICES						
70900	SUPPLIES	0.00	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						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
70900	SUPPLIES	0.00	377.86	37.78%	622.14	1,000.00	62.21%
	Total GENERAL PROGRAMMING	2,327.09	24,458.51	55.97%	19,241.49	43,700.00	44.03%
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	2,035.81	13,927.71	75.28%	4,572.29	18,500.00	24.72%
73350	INTERNET LINES	741.72	7,537.63	55.83%	5,962.37	13,500.00	44.17%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,518.50	50.61%	1,481.50	3,000.00	49.38%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,510.00	50.33%	1,490.00	3,000.00	49.67%
	Total COMPUTER	3,081.23	72,773.93	63.69%	41,485.07	114,259.00	36.31%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	710.41	8,250.33	82.50%	1,749.67	10,000.00	17.50%
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	710.41	20,127.83	67.37%	9,747.17	29,875.00	32.63%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	1,497.00	8,117.46	71.20%	3,282.54	11,400.00	28.79%
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	0.00	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	(37.09)	9,694.10	32.31%	20,305.90	30,000.00	67.69%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
	73530	EQUIPMENT MAINT	0.00	592.60	29.63%	1,407.40	2,000.00	70.37%
	73540	CONTRACTS: BUILDING MAINTENANCE	1,493.12	30,177.74	51.29%	28,652.26	58,830.00	48.70%
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	2,953.03	99,997.32	63.22%	58,172.68	158,170.00	36.78%
65		UTILITIES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	64.85	950.32	26.54%	2,629.68	3,580.00	73.45%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,150.02	11,745.13	89.65%	1,354.87	13,100.00	10.34%
	73610	ELECTRICITY	2,964.88	32,966.71	82.41%	7,033.29	40,000.00	17.58%
	73620	WATER AND SEWER	595.01	3,169.40	63.38%	1,830.60	5,000.00	36.61%
	73630	GAS	324.19	2,253.78	45.07%	2,746.22	5,000.00	54.92%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	204.63	2,009.04	91.32%	190.96	2,200.00	8.68%
		Total UTILITIES	5,303.58	53,094.38	77.08%	15,785.62	68,880.00	22.92%
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	0.00	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	0.00	23,317.95	51.99%	21,532.05	44,850.00	48.01%
		Total Expenditures	182,867.39	2,328,205.44	69.97%	999,246.56	3,327,452.00	30.03%
		Net Increase(Decrease) in Fund Balance	(178,081.08)	1,129,394.84	1,118.57%	(1,028,427.84)	100,967.00	1,018.58%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
20 - FICA
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	109,831.11	99.84%	168.89	110,000.00	(0.15)%
44010	INT & DIV INCOME	15.92	867.97	173.59%	(367.97)	500.00	73.59%
	Total REVENUES	<u>15.92</u>	<u>110,699.08</u>	<u>100.18%</u>	<u>(199.08)</u>	<u>110,500.00</u>	<u>0.18%</u>
	Total Revenues	<u>15.92</u>	<u>110,699.08</u>	<u>100.18%</u>	<u>(199.08)</u>	<u>110,500.00</u>	<u>0.18%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,152.08	113,875.54	81.33%	26,124.46	140,000.00	18.66%
	Total PERSONNEL SERVICES/BENEFITS	<u>10,152.08</u>	<u>113,875.54</u>	<u>81.34%</u>	<u>26,124.46</u>	<u>140,000.00</u>	<u>18.66%</u>
	Total Expenditures	<u>10,152.08</u>	<u>113,875.54</u>	<u>81.34%</u>	<u>26,124.46</u>	<u>140,000.00</u>	<u>18.66%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,136.16)</u>	<u>(3,176.46)</u>	<u>10.76%</u>	<u>(26,323.54)</u>	<u>(29,500.00)</u>	<u>(89.23)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
30 - IMRF
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	119,817.67	99.84%	182.33	120,000.00	(0.15)%
44010	INT & DIV INCOME	33.21	1,380.37	276.07%	(880.37)	500.00	176.07%
	Total REVENUES	33.21	121,198.04	100.58%	(698.04)	120,500.00	0.58%
	Total Revenues	33.21	121,198.04	100.58%	(698.04)	120,500.00	0.58%
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,724.18	127,602.43	79.75%	32,397.57	160,000.00	20.25%
	Total PERSONNEL SERVICES/BENEFITS	12,724.18	127,602.43	79.75%	32,397.57	160,000.00	20.25%
	Total Expenditures	12,724.18	127,602.43	79.75%	32,397.57	160,000.00	20.25%
	Net Increase(Decrease) in Fund Balance	(12,690.97)	(6,404.39)	16.21%	(33,095.61)	(39,500.00)	(83.79)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	9,002.46	64,781.41	161.95%	(24,781.41)	40,000.00	61.95%
	Total REVENUES	9,002.46	64,781.41	161.95%	(24,781.41)	40,000.00	61.95%
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	9,002.46	64,781.41	40.91%	93,554.59	158,336.00	(59.09)%
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	1,932.50	3.52%	52,870.50	54,803.00	96.47%
	Total PROFESSIONAL FEES	0.00	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	0.00	19,794.21	23.28%	65,205.79	85,000.00	76.71%
	Total CAPITAL EXPENSE	0.00	19,794.21	23.29%	65,205.79	85,000.00	76.71%
	Total Expenditures	0.00	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 4/1/2020 Through 4/30/2020

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Net Increase(Decrease) in Fund Balance	<u>9,002.46</u>	<u>2,737.71</u>	<u>(6.44)%</u>	<u>(45,204.71)</u>	<u>(42,467.00)</u>	(106.45)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 80 - WORKING CASH
 From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	448.26	3,055.73	203.71%	(1,555.73)	1,500.00	103.72%
	Total REVENUES	448.26	3,055.73	203.72%	(1,555.73)	1,500.00	103.72%
	Total Revenues	448.26	3,055.73	203.72%	(1,555.73)	1,500.00	103.72%
	Net Increase(Decrease) in Fund Balance	448.26	3,055.73	203.71%	(1,555.73)	1,500.00	103.72%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY1920
 90 - DONATION / GIFT
 From 4/1/2020 Through 4/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	709.51	4,906.94	122.67%	(906.94)	4,000.00	22.67%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>709.51</u>	<u>4,906.94</u>	<u>54.52%</u>	<u>4,093.06</u>	<u>9,000.00</u>	<u>(45.48)%</u>
	Total Revenues	<u>709.51</u>	<u>4,906.94</u>	<u>54.52%</u>	<u>4,093.06</u>	<u>9,000.00</u>	<u>(45.48)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>709.51</u></u>	<u><u>4,906.94</u></u>	<u><u>54.52%</u></u>	<u><u>4,093.06</u></u>	<u><u>9,000.00</u></u>	<u><u>(45.48)%</u></u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920
 From 4/1/2020 Through 4/30/2020

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	0.00	53,508.18	0.00%	0.00	(53,508.18)	0.00%
44010	INT & DIV INCOME	13,451.58	121,395.80	140.34%	86,500.50	(34,895.30)	40.34%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	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%
45030	SRC SPONSORSHIP	25.00	25.00	0.00%	0.00	(25.00)	0.00%
46020	FINES & FEES	0.10	10,605.00	106.05%	10,000.00	(605.00)	6.05%
46030	LOST & DAMAGED	22.99	3,278.49	65.56%	5,000.00	1,721.51	(34.43)%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	0.00	13,124.97	43.74%	30,000.00	16,875.03	(56.25)%
46210	FAX REVENUE	0.00	1,999.10	66.63%	3,000.00	1,000.90	(33.36)%
46250	LICENSE PLATE RENEWAL INCOME	0.00	18,490.69	0.00%	0.00	(18,490.69)	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	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	0.00	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	14,606.00	73.03%	20,000.00	5,394.00	(26.97)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total Revenues	<u>14,995.67</u>	<u>3,762,241.48</u>	<u>101.41%</u>	<u>3,709,919.00</u>	<u>(52,322.48)</u>	1.41%
	Net Increase(Decrease) in Fund Balance	<u>14,995.67</u>	<u>3,762,241.48</u>	<u>101.41%</u>	<u>3,709,919.00</u>	<u>(52,322.48)</u>	1.41%

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	13,451.58	0.00	0.00	121,395.80
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
SRC SPONSORSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
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	0.10	0.00	0.00	10,605.00
LOST & DAMAGED	455.84	323.61	714.72	299.02	184.64	0.00	490.93	588.75	197.99	22.99	0.00	0.00	3,278.49
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	1,496.00	0.00	0.00	14,606.00
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>14,995.67</u>	<u>0.00</u>	<u>0.00</u>	3,762,241.48
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>14,995.67</u>	<u>0.00</u>	<u>0.00</u>	3,762,241.48

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920
 From 4/1/2020 Through 4/30/2020

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY1920 Percent Used</u>	<u>Total Budget - FY1920 Working Budget</u>	<u>FY1920 \$ Remaining</u>	<u>FY1920 Percent Remaining</u>
Expenditures						
15	Personnel Expenses					
15	173,752.40	1,813,858.66	76.85%	2,360,000.00	546,141.34	23.14%
	SERVICES/BENEFITS					
	173,752.40	1,813,858.66	76.86%	2,360,000.00	546,141.34	23.14%
	Total Personnel Expenses					
20	Library Materials					
20	6,695.39	260,870.66	63.62%	410,000.00	149,129.34	36.37%
	LIBRARY MATERIALS					
	6,695.39	260,870.66	63.63%	410,000.00	149,129.34	36.37%
	Total Library Materials					
50	Operating Expenses					
51	8,920.52	173,367.97	74.15%	233,782.00	60,414.03	25.84%
	LIBRARY OPERATIONS					
52	2,000.00	27,816.20	68.51%	40,600.00	12,783.80	31.48%
	PUBLIC RELATIONS					
53	2,327.09	24,458.51	55.96%	43,700.00	19,241.49	44.03%
	GENERAL PROGRAMMING					
54	3,081.23	95,947.97	63.43%	151,259.00	55,311.03	36.56%
	COMPUTER					
55	710.41	22,060.33	24.59%	89,678.00	67,617.67	75.40%
	PROFESSIONAL FEES					
	17,039.25	343,650.98	61.47%	559,019.00	215,368.02	38.53%
	Total Operating Expenses					
60	Building Expenses					
61	2,953.03	117,140.27	64.30%	182,170.00	65,029.73	35.69%
	MAINTENANCE					
65	5,303.58	53,094.38	77.08%	68,880.00	15,785.62	22.91%
	UTILITIES					
	8,256.61	170,234.65	67.81%	251,050.00	80,815.35	32.19%
	Total Building Expenses					
70	Capital Expense					
70	0.00	43,112.16	33.20%	129,850.00	86,737.84	66.79%
	CAPITAL EXPENSE					
	0.00	43,112.16	33.20%	129,850.00	86,737.84	66.80%
	Total Capital Expense					
	205,743.65	2,631,727.11	70.94%	3,709,919.00	1,078,191.89	29.06%
	Total Expenditures					
	(205,743.65)	(2,631,727.11)	70.93%	(3,709,919.00)	(1,078,191.89)	29.06%
	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 4/1/2020 Through 4/30/2020

Attachment to Exhibit A.1.g

		Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 Budget \$ Remaining	FY1920 Budget % Remaining
Expenditures							
0	District Wide						
15	Personnel Expenses	91,416.91	925,916.61	76.72%	1,206,794.00	280,877.39	23.27%
20	Library Materials	6,346.72	136,144.67	88.46%	153,900.00	17,755.33	11.53%
50	Operating Expenses	9,806.04	241,109.62	58.78%	410,179.00	169,069.38	41.21%
60	Building Expenses	1,561.85	14,530.32	60.36%	24,070.00	9,539.68	39.63%
70	Capital Expense	0.00	43,112.16	34.97%	123,250.00	80,137.84	65.02%
	Total District Wide	<u>109,131.52</u>	<u>1,360,813.38</u>	<u>70.94%</u>	<u>1,918,193.00</u>	<u>557,379.62</u>	<u>29.06%</u>
1	Dundee Library						
15	Personnel Expenses	70,773.02	763,332.68	76.96%	991,728.00	228,395.32	23.03%
20	Library Materials	303.69	97,747.79	49.24%	198,500.00	100,752.21	50.75%
50	Operating Expenses	1,673.86	44,102.23	57.12%	77,200.00	33,097.77	42.87%
60	Building Expenses	6,490.13	134,846.05	65.76%	205,035.00	70,188.95	34.23%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	<u>79,240.70</u>	<u>1,040,028.75</u>	<u>70.32%</u>	<u>1,479,063.00</u>	<u>439,034.25</u>	<u>29.68%</u>
2	Randall Oaks						
15	Personnel Expenses	11,562.47	124,609.37	78.25%	159,228.00	34,618.63	21.74%
20	Library Materials	44.98	26,978.20	46.83%	57,600.00	30,621.80	53.16%
50	Operating Expenses	5,559.35	58,439.13	79.08%	73,890.00	15,450.87	20.91%
60	Building Expenses	204.63	20,858.28	95.04%	21,945.00	1,086.72	4.95%
	Total Randall Oaks	<u>17,371.43</u>	<u>230,884.98</u>	<u>73.84%</u>	<u>312,663.00</u>	<u>81,778.02</u>	<u>26.16%</u>
	Total Expenditures	<u>205,743.65</u>	<u>2,631,727.11</u>	<u>70.94%</u>	<u>3,709,919.00</u>	<u>1,078,191.89</u>	<u>29.06%</u>
	Net Increase(Decrease) in Fund Balance	<u>(205,743.65)</u>	<u>(2,631,727.11)</u>	<u>70.93%</u>	<u>(3,709,919.00)</u>	<u>(1,078,191.89)</u>	<u>29.06%</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	173,752.40	0.00	0.00	1,813,858.66
Library Materials													
LIBRARY MATERIALS	60,696.56	36,521.95	21,566.07	32,546.27	24,668.39	17,350.71	26,079.63	20,972.29	13,773.40	6,695.39	0.00	0.00	260,870.66
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	8,920.52	0.00	0.00	173,367.97
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	2,000.00	0.00	0.00	27,816.20
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	2,327.09	0.00	0.00	24,458.51
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	3,081.23	0.00	0.00	95,947.97
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	710.41	0.00	0.00	22,060.33
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	2,953.03	0.00	0.00	117,140.27
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	5,303.58	0.00	0.00	53,094.38
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>280,291.22</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>205,743.65</u>	<u>0.00</u>	<u>0.00</u>	2,631,727.11
Net Increase(Decrease) in Fund Balance	<u>(193,530.27)</u>	<u>(355,639.93)</u>	<u>(280,291.22)</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>(205,743.65)</u>	<u>0.00</u>	<u>0.00</u>	(2,631,727.11)

Fox River Valley Public Library District

Balance Sheet
As of 4/30/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	1,818,237.15
20	FICA	17,845.68
30	IMRF	45,676.03
70	CAPITAL PROJECTS/SPECIAL RESERVE	279,416.14
80	WORKING CASH	338.92
90	DONATION / GIFT	<u>6,343.77</u>
	Total Checking Accounts	2,167,857.69
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	551,826.62
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,068,408.53
80	WORKING CASH	155,559.77
90	DONATION / GIFT	<u>245,102.86</u>
	Total Investments	<u>4,020,897.78</u>
	Total Cash and Investments	6,189,189.47
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	16,222.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	22,080.25
30	IMRF	<u>237.28</u>
	Total Other Assets	<u>51,194.53</u>
	Total Assets	<u><u>6,240,384.00</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	2,568.02
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	17.99
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	328.95
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	<u>90.00</u>
	Total Liabilities	3,004.96
Fund Balance		
10	GENERAL/CORPORATE	2,418,450.06
20	FICA	17,845.68
30	IMRF	45,913.31
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,347,824.67
80	WORKING CASH	155,898.69
90	DONATION / GIFT	<u>251,446.63</u>
	Total Fund Balance	<u>6,237,379.04</u>
	Total Liabilities and Fund Balance	<u><u>6,240,384.00</u></u>



Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
04/30/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Payable	---	04/30/2020	---	0.00	0.000	---	CCYUSD	(522,000.00)
MMDA12	---	04/30/2020	---	0.00	0.000	---	MMDA12	522,019.25
FEDERATED GOVT OBL INST	05/01/2020	04/30/2020	---	0.00	0.150	---	BBG000BX6PZ4	522,000.00
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYGO	200,802.80
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,808.56
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	246,686.34
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	203,407.80
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZCG8	218,487.73
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	127,434.88
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	158,724.50
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	205,723.80
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	139,261.41
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPNT4	98,701.09
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	153,249.60
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	96,562.66
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	174,530.50
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	112,001.72
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,759.92
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	205,610.40
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	102,800.60
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RKP66P5	126,442.89
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	BBG00RLT3740	140,478.84
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	86,644.48
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	158,331.15
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,728.41
---	---	11/06/2021	---	3,470,000.00	2.332	2.347	---	4,065,199.31

C.1 Working Budget Fiscal Year 2020-21

Discussion only.

BACKGROUND INFORMATION:

The Working Budget is an internal “operating budget” developed by the Director and staff taking into account planned and reasonably expected income and expenditures for the upcoming year. It includes projections of usual and necessary operating expenses as well as anticipated improvements or investments in technology, equipment, and facilities.

Approval of the Working Budget by the Board establishes the realistic spending limits intended by the Board barring the occurrence of unexpected spending needs. It is not a legally required document, but provides a plan for how the library will use current revenues received for daily operations, plus anticipated spending of reserve funds. All individual items and contracts over the \$10,000 authorized spending limit of the Director are brought to the Board for approval prior to expenditure.

EXHIBIT C.1 presents the proposed budget in three formats:

- Page 1 is a summary of all revenues and expenditures combining all funds, including a column predicting end-of-year totals based upon YTD posted expenditures.
- Pages 2 through 4 summarize revenues and expenditures by unit, making it easier to compare past spending.
- Pages 5 through 20 is in the Monthly Financial format that the board is familiar with from the consent agenda each month.

The Working Budget Proposal is presented for discussion in May for approval at the June meeting.

Fox River Valley Public Library District
Statement of Revenues and Expenditures FY1516 through FY2021

	FY1516	FY1617	FY1718	FY1819	FY1920			FY2021			
	Actual Totals	Actual Totals	Actual Totals	Actual Totals	Working Budget	Expected End of Year Totals	Expected End of Year Savings vs Budget	Proposed Budget	FY2021 Budget vs FY1920 Expected End of Year Totals	FY2021 Budget vs FY1920 Budget	Notes
REVENUES	\$3,432,635	\$3,647,773	\$3,418,527	\$3,707,509	\$3,709,919	\$3,790,000	2.2%	\$4,043,772	6.7%	9.0%	1.9% \$190,000 in License Plate Renewal revenues
Total Revenues	\$3,432,635	\$3,647,773	\$3,418,527	\$3,707,509	\$3,709,919	\$3,790,000	2.2%	\$4,043,772	6.7%	9.0%	
PERSONNEL	\$2,100,240	\$2,045,157	\$1,955,711	\$2,115,239	\$2,360,000	\$2,240,112	(5.1%)	\$2,334,000	4.2%	(1.1%)	Assumes full staffing entire FY2021: 0% increase in salary budget
LIBRARY MATERIALS	\$344,895	\$341,769	\$345,365	\$358,399	\$410,000	\$335,000	(18.3%)	\$420,000	25.4%	2.4%	\$10,000 increase in Materials Budget
LIBRARY OPERATIONS	\$104,960	\$95,534	\$164,246	\$159,565	\$233,782	\$198,000	(15.3%)	\$423,750	114.0%	81.3%	\$180,000 in License Plate Renewal expenditures
PUBLIC RELATIONS	\$32,505	\$33,464	\$37,072	\$31,665	\$40,600	\$38,000	(6.4%)	\$40,600	6.8%	0.0%	
GENERAL PROGRAMMING	\$29,871	\$23,895	\$19,822	\$28,730	\$43,700	\$32,000	(26.8%)	\$43,900	37.2%	0.5%	
COMPUTER	\$182,169	\$141,988	\$93,041	\$95,548	\$151,259	\$115,056	(23.9%)	\$157,664	37.0%	4.2%	
PROFESSIONAL FEES	\$206,362	\$147,810	\$25,839	\$23,751	\$89,678	\$42,000	(53.2%)	\$40,050	(4.6%)	(55.3%)	
MAINTENANCE	\$207,741	\$208,291	\$127,434	\$145,060	\$182,170	\$147,749	(18.9%)	\$235,570	59.4%	29.3%	Daily janitorial service, DL maintenance costs due to COVID-19
UTILITIES	\$37,243	\$57,883	\$61,049	\$65,272	\$68,880	\$63,802	(7.4%)	\$67,700	6.1%	(1.7%)	
CAPITAL EXPENSE	\$0	\$0	\$39,916	\$73,418	\$129,850	\$60,977	(53.0%)	\$280,538	360.1%	116.0%	Architect, CM, Legal fees all from Special Reserve fund
Total Expenditures	\$3,245,987	\$3,095,791	\$2,869,494	\$3,096,647	\$3,709,919	\$3,272,696	(11.8%)	\$4,043,772	23.6%	9.0%	
Actual Increase (Decrease) in Fund Balance	\$186,649	\$551,982	\$549,033	\$610,862	\$0	\$517,304		\$0			
Budgeted Increase (Decrease) in Fund Balance	(\$437,737)	(\$307,190)	(\$48,193)	\$0	\$0	\$0		\$0			

Fox River Valley Public Library District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2019 Through 6/30/2020

Attachment to Exhibit C.1

	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr	
Revenues								
43010	TAX LEVY	3,153,360.16	3,192,377.67	3,305,445.55	3,393,306.28	3,398,496.00	3,499,250.00	2.96%
43020	PPRT	51,999.70	43,510.75	47,070.64	44,492.67	45,000.00	55,000.00	22.22%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
43500	IMPACT FEES	9,432.00	3,262.00	2,625.82	53,508.18	0.00	3,000.00	0.00%
44010	INT & DIV INCOME	33,557.50	67,434.71	120,666.08	121,395.80	86,500.50	128,750.00	48.84%
44011	MARKET VALUE ADJUSTMENT	(8,862.38)	(37,662.42)	55,009.47	0.00	0.00	0.00	0.00%
45010	PER CAPITA GRANT	53,449.20	53,836.80	86,672.50	86,672.50	86,672.50	86,672.50	0.00%
45011	E-RATE GRANT	11,765.89	889.74	6,667.74	4,256.28	7,500.00	4,500.00	(40.00)%
45020	OTHER GRANTS	0.00	0.00	0.00	4,817.36	2,000.00	2,000.00	0.00%
45030	SRC SPONSORSHIP	1,125.00	3,704.60	0.00	25.00	0.00	0.00	0.00%
46020	FINES & FEES	64,615.63	48,700.16	27,913.83	10,605.00	10,000.00	500.00	(95.00)%
46030	LOST & DAMAGED	5,141.18	4,299.71	6,075.04	3,278.49	5,000.00	5,000.00	0.00%
46110	MEETING RM RENTAL	250.00	150.00	40.00	0.00	100.00	50.00	(50.00)%
46115	PROGRAM REVENUE	0.00	220.00	317.00	0.00	0.00	100.00	0.00%
46200	PRINT/COPY REVENUE	18,404.63	17,882.91	18,480.02	13,124.97	30,000.00	30,000.00	0.00%
46210	FAX REVENUE	2,479.80	2,620.00	2,868.55	1,999.10	3,000.00	3,000.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	0.00	0.00	0.00	18,490.69	0.00	190,200.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	368.50	446.90	430.65	181.93	400.00	400.00	0.00%
46400	MISCELLANEOUS INCOME	33.63	1,899.56	630.21	523.71	0.00	100.00	0.00%
46450	REIMBURSEMENTS	10,081.65	4,582.87	10,666.99	3,412.23	10,000.00	10,000.00	0.00%
46500	CASH OVER	158.39	173.67	104.58	140.24	250.00	249.50	(0.20)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	8,459.00	7,113.00	9,702.00	14,606.00	20,000.00	20,000.00	0.00%
49010	MONETARY GIFT	221,953.61	3,484.44	6,122.13	0.00	5,000.00	5,000.00	0.00%
	Total Revenues	<u>3,647,773.09</u>	<u>3,418,927.07</u>	<u>3,707,508.80</u>	<u>3,774,836.43</u>	<u>3,709,919.00</u>	<u>4,043,772.00</u>	9.00%
Expenditures								
52100	SALARIES	1,626,447.18	1,555,931.20	1,696,023.03	1,498,248.31	1,840,000.00	1,840,000.00	0.00%
52120	EMPLOYEE INSURANCES	125,710.65	115,519.06	122,813.32	112,341.47	150,000.00	165,000.00	10.00%
52121	IMRF	152,472.23	143,616.64	143,016.48	127,602.43	160,000.00	165,000.00	3.12%
52122	REIMBURSED INS	0.00	0.00	0.00	14,606.00	20,000.00	20,000.00	0.00%
52123	WORKERS COMP	7,988.50	4,923.00	5,644.50	7,943.00	9,123.00	6,500.00	(28.75)%
52124	UNEMPLOYMENT INS	4,084.43	5,499.15	6,224.16	7,118.90	7,500.00	6,000.00	(20.00)%
52130	STAFF DEVELOPMENT	8,412.61	9,502.42	6,966.82	16,478.06	23,450.00	4,205.00	(82.06)%
52150	DIRECTOR'S CONF	300.00	1,880.23	1,321.51	0.00	4,000.00	1,000.00	(75.00)%
52160	TUITION REIMB	0.00	0.00	3,180.00	(3,152.45)	10,000.00	4,000.00	(60.00)%
52212	FICA / MEDICARE	119,740.97	116,103.14	126,608.65	118,861.00	140,000.00	140,000.00	0.00%
60900	MATERIALS SUPPLIES	8,518.99	10,355.21	7,745.66	6,335.71	9,000.00	9,200.00	2.22%
61100	BOOKS	88,431.61	89,120.99	76,030.12	23,358.74	83,500.00	83,500.00	0.00%
61110	BOOKS FICTION	32,138.69	32,299.36	36,287.23	26,991.47	40,000.00	40,000.00	0.00%
61111	BOOKS LARGE TYPE	4,655.74	3,250.00	2,093.91	2,378.20	3,000.00	3,500.00	16.66%

Fox River Valley Public Library District
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Attachment to Exhibit C.1

		FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr
61117	BOOKS LEASED	0.00	2,056.82	2,134.80	0.00	0.00	0.00	0.00%
61120	BOOKS NF	16,407.89	18,656.73	18,682.44	11,305.95	18,650.00	18,100.00	(2.94)%
61121	BOOKS NF LARGE PRINT	192.79	568.87	0.00	0.00	0.00	0.00	0.00%
61130	BOOKS SPANISH	11,342.31	11,966.30	15,704.54	8,592.53	17,000.00	17,000.00	0.00%
61200	PERIODICALS	7,391.97	7,930.23	7,705.66	6,865.25	8,600.00	9,000.00	4.65%
61330	AUDIOBOOKS	7,636.38	8,121.15	11,492.63	6,844.50	12,500.00	12,500.00	0.00%
61350	MUSIC	2,497.51	2,906.90	4,722.73	3,230.28	6,000.00	6,000.00	0.00%
61400	DVD	35,859.23	43,198.93	31,947.66	21,004.95	35,000.00	34,000.00	(2.85)%
61500	DATABASES	69,617.12	48,636.47	53,084.37	57,352.36	60,000.00	61,575.00	2.62%
61510	EBOOKS	25,369.41	12,750.26	25,554.32	30,694.43	39,850.00	39,850.00	0.00%
61520	DOWNLOADABLE MEDIA	8,034.00	18,480.97	28,039.27	31,061.86	26,000.00	32,275.00	24.13%
61540	HOTSPOTS	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
61600	VIDEOGAMES	11,127.60	14,275.64	17,519.81	15,260.66	22,000.00	23,000.00	4.54%
61700	NONTRADITIONAL MATERIALS	0.00	4,210.88	5,012.88	1,372.17	12,500.00	9,000.00	(28.00)%
64100	PROC FEES BOOKS	3,111.55	3,556.80	3,724.42	1,952.90	4,000.00	4,000.00	0.00%
64200	PROC FEES AV	0.00	0.00	6,970.70	5,589.20	8,000.00	8,000.00	0.00%
64350	PROC FEES MUSIC	792.10	931.05	288.65	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	7,164.10	10,426.60	1,993.40	0.00	0.00	0.00	0.00%
64500	ONLINE ORDERING FEE	1,480.00	1,664.50	1,664.50	679.50	1,900.00	750.00	(60.52)%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00	0.00	2,500.00	4,250.00	70.00%
70800	POSTAGE	12,354.04	11,572.03	9,625.19	10,244.25	13,000.00	18,000.00	38.46%
70900	SUPPLIES	47,908.67	54,128.41	53,249.36	38,692.57	71,785.00	65,090.00	(9.32)%
73010	NEWSLETTER	20,599.00	18,940.00	18,940.00	14,205.00	19,200.00	19,200.00	0.00%
73020	OUTSIDE PRINTING	1,229.25	1,975.85	2,104.38	725.17	3,000.00	3,000.00	0.00%
73150	PERFORMERS	1,813.00	1,889.88	2,970.00	325.00	5,000.00	3,500.00	(30.00)%
73151	SUMMER READING	0.00	0.00	0.00	6,430.57	16,000.00	16,000.00	0.00%
73152	WINTER READING	0.00	0.00	0.00	2,928.81	3,000.00	3,000.00	0.00%
73155	LICENSING	0.00	0.00	1,624.23	1,675.18	1,700.00	1,700.00	0.00%
73200	TELEPHONE & FAX	15,436.40	16,013.23	17,158.37	14,704.49	18,880.00	17,700.00	(6.25)%
73215	COPIER/PRINT EXPENSE	6,907.34	11,410.27	3,787.66	12,578.75	20,000.00	11,000.00	(45.00)%
73225	PUBLIC LIABILITY INS	24,876.42	23,939.50	23,228.00	23,498.00	23,498.00	30,000.00	27.67%
73230	TRANSPORTATION REIMBURSEMENT	3,677.67	4,146.52	4,123.47	3,315.45	4,000.00	5,000.00	25.00%
73240	BOARD EXPENSES	777.55	1,246.10	1,525.92	803.96	2,000.00	3,000.00	50.00%
73241	LEGAL NOTICES FEES	989.23	956.64	659.87	677.35	2,000.00	3,000.00	50.00%
73242	MEMBERSHIPS	3,864.00	4,212.00	5,673.00	4,510.00	7,965.00	8,181.00	2.71%
73245	BACKGROUND CHECK FEES	0.00	315.00	253.00	75.00	800.00	800.00	0.00%
73246	PAYROLL SERVICE	0.00	8,188.86	8,940.33	8,250.33	10,000.00	10,000.00	0.00%
73250	BANK CHARGES	1,626.09	1,361.58	976.45	1,517.52	3,772.00	6,000.00	59.06%
73255	INVESTMENT FEES	4,407.90	5,508.11	7,126.94	6,505.75	7,502.00	8,000.00	6.63%
73258	MATERIALS RECOVERY FEE	6,107.71	3,114.60	1,145.60	599.65	2,500.00	0.00	(100.00)%
73260	LOST & PAID FORWARDING	266.19	600.18	1,256.29	140.37	1,000.00	0.00	(100.00)%

Fox River Valley Public Library District
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		FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr
73270	FURNITURE & EQUIP	13,135.12	18,319.40	55,371.68	21,801.81	102,800.00	102,500.00	(0.29)%
73280	COST OF ITEMS SOLD	345.56	394.76	365.63	91.90	500.00	500.00	0.00%
73281	SALES TAX EXPENSE	33.00	26.00	36.00	28.00	50.00	50.50	1.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	0.00	0.00	0.00	17,615.00	0.00	181,200.00	0.00%
73283	LICENSE PLATE S&SLT FEES	0.00	0.00	0.00	147.50	0.00	1,500.00	0.00%
73285	REIMBURSED PURCHASES	9,816.43	4,919.77	8,617.68	650.00	10,000.00	10,000.00	0.00%
73290	HOSPITALITY	189.72	137.15	40.62	63.53	1,450.00	700.00	(51.72)%
73295	MEETING EXPENSE	0.00	2,735.73	3,440.92	2,263.52	3,000.00	3,500.00	16.66%
73300	COMPUTER EQUIPMENT	20,635.98	14,262.24	14,325.11	41,532.46	54,050.00	59,750.00	10.54%
73301	COMPUTER MAINT	9,031.86	46,734.38	50,262.67	54,070.34	57,450.00	60,230.00	4.83%
73310	CATALOGING - COMPUTER SERVICE	6,132.00	6,759.33	7,001.16	5,067.21	6,790.00	6,870.00	1.17%
73320	CCS SHARED COST	63,765.00	65,029.44	59,029.44	40,449.00	54,099.00	51,199.00	(5.36)%
73330	CONSULTING - COMPUTER SERVICES	13,552.40	4,796.40	1,856.50	6,017.46	15,000.00	15,000.00	0.00%
73340	SOFTWARE	15,696.83	16,499.74	22,452.03	16,951.64	28,500.00	25,000.00	(12.28)%
73350	INTERNET LINES	13,173.90	12,681.04	14,516.61	10,910.05	19,500.00	15,900.00	(18.46)%
73410	LEGAL FEES	2,310.00	6,930.00	6,241.10	2,942.50	10,000.00	20,000.00	100.00%
73420	AUDIT EXPENSE	7,900.00	9,970.00	8,570.00	8,935.00	9,875.00	10,050.00	1.77%
73430	OTHER PROF FEES	137,600.43	750.00	0.00	1,932.50	54,803.00	165,788.00	202.51%
73500	BUILDING REPAIRS AND MAINTENANCE	21,734.13	8,538.65	36,829.39	26,837.05	54,500.00	78,500.00	44.03%
73505	RENT EXPENSE	0.00	59,482.50	64,890.00	54,075.00	64,890.00	64,890.00	0.00%
73510	RENT EXPENSE-PREPAID	90,000.00	7,500.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	17,908.12	27,708.96	14,638.61	9,851.59	20,000.00	25,000.00	25.00%
73530	EQUIPMENT MAINT	39,205.74	2,056.03	782.63	592.60	3,600.00	3,300.00	(8.33)%
73540	CONTRACTS: BUILDING MAINTENANCE	30,762.79	40,020.14	44,053.59	30,354.14	58,830.00	85,665.00	45.61%
73610	ELECTRICITY	35,533.14	37,964.93	41,218.43	32,966.71	40,000.00	40,000.00	0.00%
73620	WATER AND SEWER	3,622.25	3,900.80	3,668.85	3,169.40	5,000.00	5,000.00	0.00%
73630	GAS	3,291.23	3,170.08	3,226.43	2,253.78	5,000.00	5,000.00	0.00%
73640	FUEL	543.63	602.99	569.99	395.33	1,000.00	1,000.00	0.00%
76500	CASH UNDER	105.41	145.15	76.94	13.70	250.00	249.50	(0.20)%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	18,307.00	2,054.00	(88.78)%
	Total Expenditures	<u>3,095,790.69</u>	<u>2,869,893.87</u>	<u>3,096,648.24</u>	<u>2,705,299.27</u>	<u>3,709,919.00</u>	<u>4,043,772.00</u>	9.00%
	Net Increase(Decrease) in Fund Balance	<u>551,982.40</u>	<u>549,033.20</u>	<u>610,860.56</u>	<u>1,069,537.16</u>	<u>0.00</u>	<u>0.00</u>	0.00%

Fox River Valley Public Library District

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 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
	Revenues							
00	REVENUES							
0	District Wide							
00	DEPARTMENT-WIDE							
43010	TAX LEVY	2,821,629.84	2,972,860.22	3,085,679.68	3,163,657.50	3,168,496.00	3,379,250.00	6.65%
43020	PPRT	51,999.70	43,510.75	47,070.64	44,492.67	45,000.00	55,000.00	22.22%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
43500	IMPACT FEES	9,432.00	3,262.00	2,625.82	53,508.18	0.00	3,000.00	0.00%
44010	INT & DIV INCOME	22,532.00	36,056.15	51,454.26	46,403.38	40,000.50	60,000.00	49.99%
44011	MARKET VALUE ADJUSTMENT	(1,409.39)	(10,691.04)	10,275.21	0.00	0.00	0.00	0.00%
45010	PER CAPITA GRANT	53,449.20	53,836.80	86,672.50	86,672.50	86,672.50	86,672.50	0.00%
45011	E-RATE GRANT	11,765.89	889.74	6,667.74	4,256.28	7,500.00	4,500.00	(40.00)%
45020	OTHER GRANTS	0.00	0.00	0.00	4,817.36	2,000.00	2,000.00	0.00%
45030	SRC SPONSORSHIP	1,125.00	3,704.60	0.00	25.00	0.00	0.00	0.00%
46020	FINES & FEES	64,615.63	48,700.16	27,913.83	10,605.00	10,000.00	500.00	(95.00)%
46030	LOST & DAMAGED	5,141.18	4,299.71	6,075.04	3,278.49	5,000.00	5,000.00	0.00%
46110	MEETING RM RENTAL	250.00	150.00	40.00	0.00	0.00	0.00	0.00%
46115	PROGRAM REVENUE	0.00	220.00	317.00	0.00	0.00	100.00	0.00%
46200	PRINT/COPY REVENUE	18,404.63	17,882.91	18,480.02	0.00	0.00	0.00	0.00%
46210	FAX REVENUE	2,479.80	2,620.00	2,868.55	0.00	0.00	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	0.00	0.00	0.00	18,490.69	0.00	190,200.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	368.50	446.90	430.65	0.00	0.00	0.00	0.00%
46400	MISCELLANEOUS INCOME	33.63	1,899.56	630.21	523.71	0.00	100.00	0.00%
46450	REIMBURSEMENTS	10,081.65	4,582.87	10,666.99	3,412.23	10,000.00	10,000.00	0.00%
46500	CASH OVER	158.39	173.67	104.58	140.24	250.00	249.50	(0.20)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	8,459.00	7,113.00	9,702.00	14,606.00	20,000.00	20,000.00	0.00%
1	Dundee Library							
00	DEPARTMENT-WIDE							
46110	MEETING RM RENTAL	0.00	0.00	0.00	0.00	100.00	50.00	(50.00)%
46200	PRINT/COPY REVENUE	0.00	0.00	0.00	11,757.02	22,500.00	22,500.00	0.00%
46210	FAX REVENUE	0.00	0.00	0.00	1,999.10	2,250.00	2,250.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00	171.43	300.00	300.00	0.00%

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 From 7/1/2019 Through 6/30/2020

		FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
2	Randall Oaks							
00	DEPARTMENT-WIDE							
46200	PRINT/COPY REVENUE	0.00	0.00	0.00	1,367.95	7,500.00	7,500.00	0.00%
46210	FAX REVENUE	0.00	0.00	0.00	0.00	750.00	750.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00	10.50	100.00	100.00	0.00%
	Total REVENUES	<u>3,090,516.65</u>	<u>3,191,518.00</u>	<u>3,367,674.72</u>	<u>3,470,195.23</u>	<u>3,428,419.00</u>	<u>3,850,022.00</u>	12.30%
	Total Revenues	<u>3,090,516.65</u>	<u>3,191,518.00</u>	<u>3,367,674.72</u>	<u>3,470,195.23</u>	<u>3,428,419.00</u>	<u>3,850,022.00</u>	12.30%
	Expenditures							
01	TRANSFERS BETWEEN FUNDS							
0	District Wide							
00	DEPARTMENT-WIDE							
70000	TRANSFER OUT	<u>2,000,000.00</u>	<u>613,895.00</u>	<u>591,950.00</u>	<u>0.00</u>	<u>118,336.00</u>	<u>0.00</u>	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	<u>2,000,000.00</u>	<u>613,895.00</u>	<u>591,950.00</u>	<u>0.00</u>	<u>118,336.00</u>	<u>0.00</u>	(100.00)%
15	PERSONNEL SERVICES/BENEFITS							
0	District Wide							
00	DEPARTMENT-WIDE							
52120	EMPLOYEE INSURANCES	125,710.65	115,519.06	122,813.32	112,341.47	150,000.00	165,000.00	10.00%
52121	IMRF	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
52122	REIMBURSED INS	0.00	0.00	0.00	14,606.00	20,000.00	20,000.00	0.00%
52123	WORKERS COMP	7,988.50	4,923.00	5,644.50	7,943.00	9,123.00	0.00	(100.00)%
52124	UNEMPLOYMENT INS	4,084.43	5,499.15	6,224.16	7,118.90	7,500.00	0.00	(100.00)%
52130	STAFF DEVELOPMENT	4,363.92	1,941.39	2,508.90	0.00	0.00	0.00	0.00%
52150	DIRECTOR'S CONF	300.00	1,880.23	1,321.51	0.00	4,000.00	0.00	(100.00)%
52160	TUITION REIMB	0.00	0.00	3,180.00	(3,152.45)	10,000.00	4,000.00	(60.00)%
52212	FICA / MEDICARE	0.00	0.00	0.00	0.00	0.00	130,000.00	0.00%
73295	MEETING EXPENSE	0.00	2,735.73	3,440.92	0.00	0.00	0.00	0.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	17,127.00	0.00	(100.00)%
05	ADMINISTRATION							
52100	SALARIES	296,748.27	355,883.44	358,935.08	255,563.42	308,943.00	330,868.00	7.09%
52130	STAFF DEVELOPMENT	1,759.56	1,022.65	2,383.54	0.00	0.00	0.00	0.00%
40	PUBLIC RELATIONS							
52100	SALARIES	88,303.37	8,084.16	45,146.72	52,662.26	62,868.00	64,769.00	3.02%
52130	STAFF DEVELOPMENT	0.00	270.00	0.00	0.00	0.00	0.00	0.00%
50	IT / NETWORK							
52100	SALARIES	90,140.13	69,483.80	32,601.80	77,816.97	92,014.00	100,848.00	9.60%
52130	STAFF DEVELOPMENT	1,689.13	1,660.59	0.00	0.00	0.00	0.00	0.00%

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		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
60	PATS							
52100	SALARIES	138,489.21	110,852.26	108,737.55	98,258.33	121,267.00	123,002.00	1.43%
90	FACILITIES							
52100	SALARIES	120,068.49	115,808.32	129,416.99	86,222.50	103,952.00	87,129.00	(16.18)%
52130	STAFF DEVELOPMENT	600.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library							
10	ADULT & TEEN SERVICES							
52100	SALARIES	262,017.90	284,517.53	339,558.54	295,180.92	351,397.00	363,766.00	3.51%
52130	STAFF DEVELOPMENT	0.00	2,441.72	35.00	1,402.85	0.00	0.00	0.00%
20	YOUTH SERVICES							
52100	SALARIES	251,906.01	253,487.50	285,904.87	224,578.23	299,360.00	257,747.00	(13.90)%
52130	STAFF DEVELOPMENT	0.00	0.00	1,764.38	0.00	0.00	0.00	0.00%
70	ACCOUNT SERVICES							
52100	SALARIES	182,113.29	193,601.08	208,982.34	247,924.23	303,345.00	304,628.00	0.42%
52130	STAFF DEVELOPMENT	0.00	2,166.07	275.00	0.00	0.00	0.00	0.00%
75	SHELVERS							
52100	SALARIES	29,951.94	30,959.56	35,103.95	29,474.00	37,626.00	36,662.00	(2.56)%
2	Randall Oaks							
80	RANDALL OAKS							
52100	SALARIES	<u>166,708.57</u>	<u>133,253.55</u>	<u>151,635.19</u>	<u>130,567.45</u>	<u>159,228.00</u>	<u>170,581.00</u>	7.13%
	Total PERSONNEL SERVICES/BENEFITS	<u>1,772,943.37</u>	<u>1,695,990.79</u>	<u>1,845,614.26</u>	<u>1,638,508.08</u>	<u>2,057,750.00</u>	<u>2,164,000.00</u>	5.16%
20	LIBRARY MATERIALS							
0	District Wide							
00	DEPARTMENT-WIDE							
60900	MATERIALS SUPPLIES	8,518.99	10,355.21	7,745.66	6,335.71	9,000.00	9,200.00	2.22%
61500	DATABASES	69,617.12	48,636.47	53,084.37	57,352.36	60,000.00	61,575.00	2.62%
61510	EBOOKS	25,369.41	12,750.26	25,554.32	30,694.43	39,850.00	39,850.00	0.00%
61520	DOWNLOADABLE MEDIA	8,034.00	18,480.97	28,039.27	31,061.86	26,000.00	32,275.00	24.13%
61540	HOTSPOTS	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
64100	PROC FEES BOOKS	3,111.55	3,556.80	3,724.42	1,952.90	4,000.00	4,000.00	0.00%
64200	PROC FEES AV	0.00	0.00	6,970.70	5,589.20	8,000.00	8,000.00	0.00%
64500	ONLINE ORDERING FEE	1,480.00	1,664.50	1,664.50	679.50	1,900.00	750.00	(60.52)%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00	0.00	2,500.00	4,250.00	70.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
05	ADMINISTRATION							
61120	BOOKS NF	180.90	183.60	239.73	600.99	650.00	100.00	(84.61)%
61200	PERIODICALS	1,405.20	1,692.20	1,784.70	1,877.72	2,000.00	2,000.00	0.00%
1	Dundee Library							

Fox River Valley Public Library District

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 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
00	DEPARTMENT-WIDE							
61117	BOOKS LEASED	0.00	2,056.82	2,134.80	0.00	0.00	0.00	0.00%
61200	PERIODICALS	4,968.19	5,256.45	4,673.29	3,762.51	5,500.00	5,500.00	0.00%
61600	VIDEOGAMES	5,950.68	7,384.29	13,638.25	12,677.33	17,000.00	17,000.00	0.00%
10	ADULT & TEEN SERVICES							
61110	BOOKS FICTION	26,325.18	24,429.11	27,360.90	19,537.98	30,000.00	30,000.00	0.00%
61111	BOOKS LARGE TYPE	4,655.74	3,250.00	2,093.91	2,378.20	3,000.00	3,500.00	16.66%
61120	BOOKS NF	14,258.25	15,491.17	15,729.56	9,363.73	15,000.00	15,000.00	0.00%
61121	BOOKS NF LARGE PRINT	192.79	568.87	0.00	0.00	0.00	0.00	0.00%
61130	BOOKS SPANISH	3,700.25	3,967.60	3,649.81	2,276.62	4,000.00	4,000.00	0.00%
61330	AUDIOBOOKS	6,614.94	6,803.77	6,773.27	4,853.79	7,000.00	7,000.00	0.00%
61350	MUSIC	2,013.08	2,086.42	3,437.62	2,615.95	5,000.00	5,000.00	0.00%
61400	DVD	20,634.40	27,297.39	18,503.29	11,506.61	17,000.00	17,000.00	0.00%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00	703.08	5,000.00	5,000.00	0.00%
64350	PROC FEES MUSIC	636.20	646.70	288.65	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	4,032.05	6,120.50	947.55	0.00	0.00	0.00	0.00%
15	TEEN							
61100	BOOKS	7,390.63	6,946.40	6,366.13	3,963.19	6,500.00	6,500.00	0.00%
61130	BOOKS SPANISH	0.00	1,800.38	2,634.29	1,878.65	3,000.00	3,000.00	0.00%
61330	AUDIOBOOKS	0.00	0.00	2,765.31	1,577.61	3,000.00	3,000.00	0.00%
20	YOUTH SERVICES							
61100	BOOKS	63,732.34	60,368.54	48,855.91	12,215.91	54,000.00	54,000.00	0.00%
61130	BOOKS SPANISH	7,642.06	6,198.32	7,376.45	3,611.99	8,000.00	8,000.00	0.00%
61330	AUDIOBOOKS	1,021.44	1,317.38	1,954.05	83.18	1,500.00	1,500.00	0.00%
61350	MUSIC	484.43	820.48	1,285.11	614.33	1,000.00	1,000.00	0.00%
61400	DVD	2,786.31	7,192.97	5,720.21	3,616.04	10,000.00	6,000.00	(40.00)%
61700	NONTRADITIONAL MATERIALS	0.00	4,210.88	2,557.76	511.09	3,000.00	3,000.00	0.00%
64350	PROC FEES MUSIC	155.90	284.35	0.00	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	643.20	2,286.30	507.15	0.00	0.00	0.00	0.00%
2	Randall Oaks							
00	DEPARTMENT-WIDE							
61200	PERIODICALS	1,018.58	981.58	1,247.67	1,225.02	1,100.00	1,500.00	36.36%
61600	VIDEOGAMES	5,176.92	6,891.35	3,881.56	2,583.33	5,000.00	6,000.00	20.00%
10	ADULT & TEEN SERVICES							
61110	BOOKS FICTION	5,813.51	7,870.25	8,926.33	7,453.49	10,000.00	10,000.00	0.00%
61120	BOOKS NF	1,968.74	2,981.96	2,713.15	1,341.23	3,000.00	3,000.00	0.00%
61400	DVD	10,641.14	7,080.16	5,388.04	3,981.43	5,000.00	8,000.00	60.00%

Fox River Valley Public Library District

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10 - GENERAL/CORPORATE

From 7/1/2019 Through 6/30/2020

		FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00	0.00	3,000.00	0.00	(100.00)%
64400	PROC FEES DVDS	2,084.90	1,558.80	280.00	0.00	0.00	0.00	0.00%
15	TEEN							
61100	BOOKS	2,462.05	2,479.55	3,167.46	2,069.66	4,000.00	4,000.00	0.00%
61330	AUDIOBOOKS	0.00	0.00	0.00	329.92	1,000.00	1,000.00	0.00%
20	YOUTH SERVICES							
61100	BOOKS	14,846.59	19,326.50	17,640.62	5,109.98	19,000.00	19,000.00	0.00%
61130	BOOKS SPANISH	0.00	0.00	2,043.99	825.27	2,000.00	2,000.00	0.00%
61400	DVD	1,797.38	1,628.41	2,336.12	1,900.87	3,000.00	3,000.00	0.00%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	2,455.12	158.00	1,500.00	1,000.00	(33.33)%
64400	PROC FEES DVDS	403.95	461.00	258.70	0.00	0.00	0.00	0.00%
	Total LIBRARY MATERIALS	341,768.99	345,364.66	358,399.70	260,870.66	410,000.00	420,000.00	2.44%
51	LIBRARY OPERATIONS							
0	District Wide							
00	DEPARTMENT-WIDE							
52123	WORKERS COMP	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00%
52124	UNEMPLOYMENT INS	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00%
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	2,531.32	3,000.00	3,000.00	0.00%
70800	POSTAGE	4,139.04	3,347.03	2,100.19	2,009.25	3,000.00	8,000.00	166.66%
70900	SUPPLIES	9,864.28	10,779.95	12,981.03	6,541.84	14,000.00	10,000.00	(28.57)%
73215	COPIER/PRINT EXPENSE	6,907.34	0.00	0.00	0.00	0.00	0.00	0.00%
73225	PUBLIC LIABILITY INS	23,883.11	23,939.50	23,228.00	23,498.00	23,498.00	30,000.00	27.67%
73230	TRANSPORTATION REIMBURSEMENT	3,677.67	4,146.52	4,123.47	3,315.45	4,000.00	5,000.00	25.00%
73240	BOARD EXPENSES	777.55	1,246.10	1,525.92	803.96	2,000.00	3,000.00	50.00%
73241	LEGAL NOTICES FEES	989.23	956.64	659.87	677.35	2,000.00	3,000.00	50.00%
73242	MEMBERSHIPS	2,400.00	2,970.00	2,580.00	2,565.00	3,075.00	3,075.00	0.00%
73245	BACKGROUND CHECK FEES	0.00	315.00	253.00	75.00	800.00	800.00	0.00%
73250	BANK CHARGES	1,626.09	1,360.18	976.45	1,517.52	3,772.00	6,000.00	59.06%
73255	INVESTMENT FEES	4,407.90	5,508.11	7,126.94	6,505.75	7,502.00	8,000.00	6.63%
73258	MATERIALS RECOVERY FEE	6,107.71	3,114.60	1,145.60	599.65	2,500.00	0.00	(100.00)%
73260	LOST & PAID FORWARDING	266.19	600.18	1,256.29	140.37	1,000.00	0.00	(100.00)%
73270	FURNITURE & EQUIP	6,528.72	0.00	0.00	0.00	0.00	0.00	0.00%
73280	COST OF ITEMS SOLD	345.56	394.76	365.63	91.90	500.00	500.00	0.00%
73281	SALES TAX EXPENSE	33.00	26.00	36.00	28.00	50.00	50.50	1.00%

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		FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	0.00	0.00	0.00	17,615.00	0.00	181,200.00	0.00%
73283	LICENSE PLATE S&SLT FEES	0.00	0.00	0.00	147.50	0.00	1,500.00	0.00%
73285	REIMBURSED PURCHASES	9,816.43	4,919.77	8,617.68	650.00	10,000.00	10,000.00	0.00%
73290	HOSPITALITY	121.81	137.15	40.62	63.53	1,250.00	500.00	(60.00)%
73295	MEETING EXPENSE	0.00	0.00	0.00	2,263.52	3,000.00	3,500.00	16.66%
76500	CASH UNDER	105.41	145.15	76.94	13.70	250.00	249.50	(0.20)%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	1,180.00	1,049.00	(11.10)%
05	ADMINISTRATION							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	3,480.32	3,250.00	(2,000.00)	(161.53)%
52150	DIRECTOR'S CONF	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
73242	MEMBERSHIPS	729.00	760.00	2,143.00	1,425.00	2,670.00	2,670.00	0.00%
10	ADULT & TEEN SERVICES							
70900	SUPPLIES	0.00	0.00	0.00	796.69	4,000.00	4,000.00	0.00%
30	PUBLIC SERVICE							
70900	SUPPLIES	4,473.00	6,868.98	2,416.56	3,617.23	10,425.00	10,625.00	1.91%
40	PUBLIC RELATIONS							
73242	MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	100.00	0.00%
50	IT / NETWORK							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00%
73242	MEMBERSHIPS	137.00	0.00	150.00	0.00	0.00	137.00	0.00%
60	PATS							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	2,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	0.00	0.00	0.00	220.00	0.00	(100.00)%
73270	FURNITURE & EQUIP	99.99	0.00	0.00	0.00	0.00	0.00	0.00%
90	FACILITIES							
70900	SUPPLIES	0.00	8,943.34	8,904.63	8,173.20	10,000.00	10,000.00	0.00%
73242	MEMBERSHIPS	421.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library							
00	DEPARTMENT-WIDE							
70900	SUPPLIES	0.00	304.14	301.50	0.00	0.00	0.00	0.00%
73215	COPIER/PRINT EXPENSE	0.00	6,636.66	3,160.33	12,139.38	18,000.00	9,000.00	(50.00)%
73270	FURNITURE & EQUIP	4,900.00	0.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	0.00	12,086.92	9,078.11	9,851.59	20,000.00	25,000.00	25.00%
10	ADULT & TEEN SERVICES							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	3,342.32	6,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	269.00	440.00	0.00	750.00	980.00	30.66%
20	YOUTH SERVICES							

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52130	STAFF DEVELOPMENT	0.00	0.00	0.00	1,528.87	4,700.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	0.00	360.00	218.00	500.00	500.00	0.00%
73270	FURNITURE & EQUIP	599.94	0.00	0.00	0.00	0.00	0.00	0.00%
70	ACCOUNT SERVICES							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	2,306.48	2,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	177.00	213.00	0.00	151.00	250.00	400.00	60.00%
73270	FURNITURE & EQUIP	806.49	0.00	0.00	0.00	0.00	0.00	0.00%
2	Randall Oaks							
00	DEPARTMENT-WIDE							
73215	COPIER/PRINT EXPENSE	0.00	4,773.61	627.33	439.37	2,000.00	2,000.00	0.00%
73505	RENT EXPENSE	0.00	59,482.50	64,890.00	54,075.00	64,890.00	64,890.00	0.00%
80	RANDALL OAKS							
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	1,885.90	2,500.00	205.00	(91.80)%
73242	MEMBERSHIPS	0.00	0.00	0.00	151.00	500.00	319.00	(36.20)%
73270	FURNITURE & EQUIP	199.98	0.00	0.00	0.00	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	94,540.44	164,244.79	159,565.09	175,234.96	241,032.00	423,750.00	75.81%
52	PUBLIC RELATIONS							
0	District Wide							
00	DEPARTMENT-WIDE							
70800	POSTAGE	8,215.00	8,225.00	7,525.00	8,235.00	10,000.00	10,000.00	0.00%
70900	SUPPLIES	3,352.90	7,931.16	3,095.74	4,651.03	8,200.00	8,200.00	0.00%
73010	NEWSLETTER	20,599.00	18,940.00	18,940.00	14,205.00	19,200.00	19,200.00	0.00%
73020	OUTSIDE PRINTING	1,229.25	1,975.85	2,104.38	725.17	3,000.00	3,000.00	0.00%
73290	HOSPITALITY	67.91	0.00	0.00	0.00	200.00	200.00	0.00%
	Total PUBLIC RELATIONS	33,464.06	37,072.01	31,665.12	27,816.20	40,600.00	40,600.00	0.00%
53	GENERAL PROGRAMMING							
0	District Wide							
00	DEPARTMENT-WIDE							
70900	SUPPLIES	8,438.27	7,953.58	10,370.88	0.00	0.00	0.00	0.00%
73150	PERFORMERS	568.00	0.00	250.00	0.00	0.00	0.00	0.00%
73151	SUMMER READING	0.00	0.00	0.00	6,430.57	16,000.00	16,000.00	0.00%
73152	WINTER READING	0.00	0.00	0.00	2,928.81	3,000.00	3,000.00	0.00%
73155	LICENSING	0.00	0.00	1,624.23	1,675.18	1,700.00	1,700.00	0.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
1	Dundee Library							
10	ADULT & TEEN SERVICES							
70900	SUPPLIES	629.48	572.49	2,206.21	1,698.13	2,500.00	3,200.00	28.00%
73150	PERFORMERS	1,025.00	790.88	1,335.00	0.00	2,500.00	1,000.00	(60.00)%
15	TEEN							

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70900	SUPPLIES	925.35	1,316.54	1,096.81	1,149.89	1,500.00	1,500.00	0.00%
20	YOUTH SERVICES							
70900	SUPPLIES	9,910.98	6,879.05	9,270.58	9,873.07	13,000.00	13,000.00	0.00%
73150	PERFORMERS	0.00	1,099.00	1,180.00	325.00	2,500.00	2,500.00	0.00%
2	Randall Oaks							
80	RANDALL OAKS							
70900	SUPPLIES	2,178.30	1,210.27	1,190.94	377.86	1,000.00	1,500.00	50.00%
73150	PERFORMERS	220.00	0.00	205.00	0.00	0.00	0.00	0.00%
	Total GENERAL PROGRAMMING	23,895.38	19,821.81	28,729.65	24,458.51	43,700.00	43,900.00	0.46%
54	COMPUTER							
0	District Wide							
00	DEPARTMENT-WIDE							
70900	SUPPLIES	0.00	1,368.91	1,414.48	1,813.63	7,160.00	3,065.00	(57.19)%
73300	COMPUTER EQUIPMENT	3,177.32	0.00	0.00	0.00	0.00	0.00	0.00%
73301	COMPUTER MAINT	9,031.86	0.00	0.00	0.00	0.00	0.00	0.00%
73310	CATALOGING - COMPUTER SERVICE	6,132.00	0.00	0.00	0.00	0.00	0.00	0.00%
73320	CCS SHARED COST	63,765.00	65,029.44	59,029.44	40,449.00	54,099.00	51,199.00	(5.36)%
73330	CONSULTING - COMPUTER SERVICES	13,552.40	4,796.40	1,856.50	6,017.46	15,000.00	15,000.00	0.00%
73340	SOFTWARE	15,696.83	400.00	10,034.00	13,999.71	18,500.00	15,000.00	(18.91)%
73350	INTERNET LINES	13,173.90	9,213.02	10,896.21	7,881.55	13,500.00	9,900.00	(26.66)%
1	Dundee Library							
00	DEPARTMENT-WIDE							
73350	INTERNET LINES	0.00	1,733.04	1,810.20	1,518.50	3,000.00	3,000.00	0.00%
2	Randall Oaks							
00	DEPARTMENT-WIDE							
73350	INTERNET LINES	0.00	1,734.98	1,810.20	1,510.00	3,000.00	3,000.00	0.00%
	Total COMPUTER	124,529.31	84,275.79	86,851.03	73,189.85	114,259.00	100,164.00	(12.34)%
55	PROFESSIONAL FEES							
0	District Wide							
00	DEPARTMENT-WIDE							
73246	PAYROLL SERVICE	0.00	8,188.86	8,940.33	8,250.33	10,000.00	10,000.00	0.00%
73410	LEGAL FEES	2,310.00	6,930.00	6,241.10	2,942.50	10,000.00	20,000.00	100.00%
73420	AUDIT EXPENSE	6,900.00	9,970.00	8,570.00	8,935.00	9,875.00	10,050.00	1.77%
73430	OTHER PROF FEES	7,917.08	0.00	0.00	0.00	0.00	0.00	0.00%
	Total PROFESSIONAL FEES	17,127.08	25,088.86	23,751.43	20,127.83	29,875.00	40,050.00	34.06%
61	MAINTENANCE							
0	District Wide							

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 10 - GENERAL/CORPORATE
 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
00	DEPARTMENT-WIDE							
70900	SUPPLIES	8,136.11	0.00	0.00	0.00	0.00	0.00	0.00%
73301	COMPUTER MAINT	0.00	5,536.71	6,739.22	8,117.46	11,400.00	15,050.00	32.01%
73310	CATALOGING - COMPUTER SERVICE	0.00	6,759.33	7,001.16	5,067.21	6,790.00	6,870.00	1.17%
73530	EQUIPMENT MAINT	38,794.77	1,016.33	283.88	0.00	1,300.00	1,000.00	(23.07)%
73640	FUEL	543.63	602.99	569.99	395.33	1,000.00	1,000.00	0.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	0.00	5.00	0.00%
1	Dundee Library							
00	DEPARTMENT-WIDE							
73301	COMPUTER MAINT	0.00	23,080.40	24,500.30	27,103.64	27,105.00	28,397.00	4.76%
73500	BUILDING REPAIRS AND MAINTENANCE	3,500.00	7,813.65	14,636.39	9,694.10	30,000.00	30,000.00	0.00%
73520	PLANT OPERATION	17,908.12	0.00	0.00	0.00	0.00	0.00	0.00%
73530	EQUIPMENT MAINT	410.97	1,039.70	498.75	592.60	2,000.00	2,000.00	0.00%
73540	CONTRACTS: BUILDING MAINTENANCE	30,762.79	40,020.14	44,053.59	30,354.14	58,830.00	85,665.00	45.61%
2	Randall Oaks							
00	DEPARTMENT-WIDE							
73301	COMPUTER MAINT	0.00	18,117.27	19,023.15	18,849.24	18,945.00	16,783.00	(11.41)%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	725.00	0.00	0.00	500.00	500.00	0.00%
73510	RENT EXPENSE-PREPAID	90,000.00	7,500.00	0.00	0.00	0.00	0.00	0.00%
73530	EQUIPMENT MAINT	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
	Total MAINTENANCE	190,056.39	112,211.52	117,306.43	100,173.72	158,170.00	187,570.00	18.59%
65	UTILITIES							
0	District Wide							
00	DEPARTMENT-WIDE							
73200	TELEPHONE & FAX	15,436.40	1,554.17	1,459.37	950.32	3,580.00	1,200.00	(66.48)%
1	Dundee Library							
00	DEPARTMENT-WIDE							
73200	TELEPHONE & FAX	0.00	12,393.35	13,607.37	11,745.13	13,100.00	14,000.00	6.87%
73610	ELECTRICITY	35,533.14	37,964.93	41,218.43	32,966.71	40,000.00	40,000.00	0.00%
73620	WATER AND SEWER	3,622.25	3,900.80	3,668.85	3,169.40	5,000.00	5,000.00	0.00%
73630	GAS	3,291.23	3,170.08	3,226.43	2,253.78	5,000.00	5,000.00	0.00%
2	Randall Oaks							
00	DEPARTMENT-WIDE							
73200	TELEPHONE & FAX	0.00	2,065.71	2,091.63	2,009.04	2,200.00	2,500.00	13.63%
	Total UTILITIES	57,883.02	61,049.04	65,272.08	53,094.38	68,880.00	67,700.00	(1.71)%
70	CAPITAL EXPENSE							

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 10 - GENERAL/CORPORATE
 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
0	District Wide							
00	DEPARTMENT-WIDE							
73270	FURNITURE & EQUIP	0.00	10,007.10	1,412.31	2,007.60	11,200.00	11,500.00	2.67%
73300	COMPUTER EQUIPMENT	0.00	5,496.72	5,628.19	21,310.35	27,050.00	12,250.00	(54.71)%
73340	SOFTWARE	0.00	16,099.74	12,418.03	0.00	0.00	0.00	0.00%
50	IT / NETWORK							
73270	FURNITURE & EQUIP	0.00	97.28	0.00	0.00	0.00	0.00	0.00%
60	PATS							
73270	FURNITURE & EQUIP	0.00	190.18	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library							
10	ADULT & TEEN SERVICES							
73270	FURNITURE & EQUIP	0.00	3,094.84	0.00	0.00	6,600.00	4,500.00	(31.81)%
20	YOUTH SERVICES							
73270	FURNITURE & EQUIP	0.00	4,930.00	25,432.38	0.00	0.00	0.00	0.00%
2	Randall Oaks							
80	RANDALL OAKS							
73270	FURNITURE & EQUIP	0.00	0.00	25.89	0.00	0.00	1,500.00	0.00%
	Total CAPITAL EXPENSE	<u>0.00</u>	<u>39,915.86</u>	<u>44,916.80</u>	<u>23,317.95</u>	<u>44,850.00</u>	<u>29,750.00</u>	<u>(33.67)%</u>
	Total Expenditures	<u>4,656,208.04</u>	<u>3,198,930.13</u>	<u>3,354,021.59</u>	<u>2,396,792.14</u>	<u>3,327,452.00</u>	<u>3,517,484.00</u>	<u>5.71%</u>
	Net Increase(Decrease) in Fund Balance	<u>(1,565,691.39)</u>	<u>(7,412.13)</u>	<u>13,653.13</u>	<u>1,073,403.09</u>	<u>100,967.00</u>	<u>332,538.00</u>	<u>229.35%</u>

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
20 - FICA
From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
	Revenues							
00	REVENUES							
0	District Wide							
00	DEPARTMENT-WIDE							
43010	TAX LEVY	149,879.20	99,784.15	99,890.59	109,831.11	110,000.00	0.00	(100.00)%
44010	INT & DIV INCOME	14.97	68.29	786.64	867.97	500.00	0.00	(100.00)%
	Total REVENUES	<u>149,894.17</u>	<u>99,852.44</u>	<u>100,677.23</u>	<u>110,699.08</u>	<u>110,500.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Total Revenues	<u>149,894.17</u>	<u>99,852.44</u>	<u>100,677.23</u>	<u>110,699.08</u>	<u>110,500.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Expenditures							
15	PERSONNEL SERVICES/BENEFITS							
0	District Wide							
00	DEPARTMENT-WIDE							
52212	FICA / MEDICARE	119,740.97	116,103.14	126,608.65	118,861.00	140,000.00	10,000.00	(92.85)%
	Total PERSONNEL SERVICES/BENEFITS	<u>119,740.97</u>	<u>116,103.14</u>	<u>126,608.65</u>	<u>118,861.00</u>	<u>140,000.00</u>	<u>10,000.00</u>	<u>(92.86)%</u>
	Total Expenditures	<u>119,740.97</u>	<u>116,103.14</u>	<u>126,608.65</u>	<u>118,861.00</u>	<u>140,000.00</u>	<u>10,000.00</u>	<u>(92.86)%</u>
	Net Increase(Decrease) in Fund Balance	<u>30,153.20</u>	<u>(16,250.70)</u>	<u>(25,931.42)</u>	<u>(8,161.92)</u>	<u>(29,500.00)</u>	<u>(10,000.00)</u>	<u>(66.10)%</u>

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 30 - IMRF
 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
	Revenues							
00	REVENUES							
0	District Wide							
00	DEPARTMENT-WIDE							
43010	TAX LEVY	179,864.50	119,733.30	119,875.28	119,817.67	120,000.00	120,000.00	0.00%
44010	INT & DIV INCOME	21.75	96.02	1,206.75	1,380.37	500.00	500.00	0.00%
	Total REVENUES	<u>179,886.25</u>	<u>119,829.32</u>	<u>121,082.03</u>	<u>121,198.04</u>	<u>120,500.00</u>	<u>120,500.00</u>	0.00%
	Total Revenues	<u>179,886.25</u>	<u>119,829.32</u>	<u>121,082.03</u>	<u>121,198.04</u>	<u>120,500.00</u>	<u>120,500.00</u>	0.00%
	Expenditures							
15	PERSONNEL SERVICES/BENEFITS							
0	District Wide							
00	DEPARTMENT-WIDE							
52121	IMRF	152,472.23	143,616.64	143,016.48	127,602.43	160,000.00	160,000.00	0.00%
	Total PERSONNEL SERVICES/BENEFITS	<u>152,472.23</u>	<u>143,616.64</u>	<u>143,016.48</u>	<u>127,602.43</u>	<u>160,000.00</u>	<u>160,000.00</u>	0.00%
	Total Expenditures	<u>152,472.23</u>	<u>143,616.64</u>	<u>143,016.48</u>	<u>127,602.43</u>	<u>160,000.00</u>	<u>160,000.00</u>	0.00%
	Net Increase(Decrease) in Fund Balance	<u>27,414.02</u>	<u>(23,787.32)</u>	<u>(21,934.45)</u>	<u>(6,404.39)</u>	<u>(39,500.00)</u>	<u>(39,500.00)</u>	0.00%

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
Revenues								
00	REVENUES							
0	District Wide							
00	DEPARTMENT-WIDE							
44010	INT & DIV INCOME	8,326.93	25,725.26	58,563.55	64,781.41	40,000.00	60,000.00	50.00%
44011	MARKET VALUE ADJUSTMENT	(6,813.51)	(23,435.81)	39,567.65	0.00	0.00	0.00	0.00%
	Total REVENUES	<u>1,513.42</u>	<u>2,289.45</u>	<u>98,131.20</u>	<u>64,781.41</u>	<u>40,000.00</u>	<u>60,000.00</u>	<u>50.00%</u>
01	TRANSFERS BETWEEN FUNDS							
0	District Wide							
00	DEPARTMENT-WIDE							
40000	TRANSFER IN	<u>2,000,953.70</u>	<u>614,199.14</u>	<u>591,950.00</u>	<u>0.00</u>	<u>118,336.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Total TRANSFERS BETWEEN FUNDS	<u>2,000,953.70</u>	<u>614,199.14</u>	<u>591,950.00</u>	<u>0.00</u>	<u>118,336.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Total Revenues	<u>2,002,467.12</u>	<u>616,488.59</u>	<u>690,081.20</u>	<u>64,781.41</u>	<u>158,336.00</u>	<u>60,000.00</u>	<u>(62.11)%</u>
Expenditures								
54	COMPUTER							
0	District Wide							
00	DEPARTMENT-WIDE							
73300	COMPUTER EQUIPMENT	17,458.66	8,765.52	8,696.92	20,222.11	27,000.00	47,500.00	75.92%
73340	SOFTWARE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,951.93</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00%</u>
	Total COMPUTER	<u>17,458.66</u>	<u>8,765.52</u>	<u>8,696.92</u>	<u>23,174.04</u>	<u>37,000.00</u>	<u>57,500.00</u>	<u>55.41%</u>
55	PROFESSIONAL FEES							
0	District Wide							
00	DEPARTMENT-WIDE							
73430	OTHER PROF FEES	<u>129,683.35</u>	<u>750.00</u>	<u>0.00</u>	<u>1,932.50</u>	<u>54,803.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Total PROFESSIONAL FEES	<u>129,683.35</u>	<u>750.00</u>	<u>0.00</u>	<u>1,932.50</u>	<u>54,803.00</u>	<u>0.00</u>	<u>(100.00)%</u>
61	MAINTENANCE							
0	District Wide							
00	DEPARTMENT-WIDE							
73500	BUILDING REPAIRS AND MAINTENANCE	18,234.13	0.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	0.00	15,622.04	5,560.50	0.00	0.00	0.00	0.00%
1	Dundee Library							
00	DEPARTMENT-WIDE							
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	22,193.00	17,142.95	24,000.00	48,000.00	100.00%
	Total MAINTENANCE	<u>18,234.13</u>	<u>15,622.04</u>	<u>27,753.50</u>	<u>17,142.95</u>	<u>24,000.00</u>	<u>48,000.00</u>	<u>100.00%</u>
70	CAPITAL EXPENSE							

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 7/1/2019 Through 6/30/2020

	<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
0 District Wide							
00 DEPARTMENT-WIDE							
73270 FURNITURE & EQUIP	0.00	0.00	28,501.10	19,794.21	85,000.00	85,000.00	0.00%
73430 OTHER PROF FEES	0.00	0.00	0.00	0.00	0.00	165,788.00	0.00%
Total CAPITAL EXPENSE	0.00	0.00	28,501.10	19,794.21	85,000.00	250,788.00	195.04%
Total Expenditures	165,376.14	25,137.56	64,951.52	62,043.70	200,803.00	356,288.00	77.43%
Net Increase(Decrease) in Fund Balance	1,837,090.98	591,351.03	625,129.68	2,737.71	(42,467.00)	(296,288.00)	597.68%

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 80 - WORKING CASH
 From 7/1/2019 Through 6/30/2020

	<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
Revenues							
00 REVENUES							
0 District Wide							
00 DEPARTMENT-WIDE							
44010 INT & DIV INCOME	1,811.79	1,979.58	3,309.73	3,055.73	1,500.00	2,250.00	50.00%
44011 MARKET VALUE ADJUSTMENT	(639.48)	(1,372.71)	2,005.97	0.00	0.00	0.00	0.00%
Total REVENUES	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,055.73</u>	<u>1,500.00</u>	<u>2,250.00</u>	50.00%
Total Revenues	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,055.73</u>	<u>1,500.00</u>	<u>2,250.00</u>	50.00%
Net Increase(Decrease) in Fund Balance	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,055.73</u>	<u>1,500.00</u>	<u>2,250.00</u>	50.00%

Fox River Valley Public Library District

Statement of Revenues and Expenditures - Proposed FY2021 Budget - MonFin - Unposted Transactions Included In Report
 90 - DONATION / GIFT
 From 7/1/2019 Through 6/30/2020

		<u>FY1617 Actual</u>	<u>FY1718 Actual</u>	<u>FY1819 Actual</u>	<u>FY1920 Actual</u>	<u>Total Working Budget - FY1920</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Yr over Yr Budget Change</u>
	Revenues							
00	REVENUES							
0	District Wide							
00	DEPARTMENT-WIDE							
44010	INT & DIV INCOME	850.06	3,509.41	5,345.15	4,906.94	4,000.00	6,000.00	50.00%
44011	MARKET VALUE ADJUSTMENT	0.00	(2,162.86)	3,160.64	0.00	0.00	0.00	0.00%
49010	MONETARY GIFT	221,953.61	3,484.44	6,122.13	0.00	5,000.00	5,000.00	0.00%
	Total REVENUES	<u>222,803.67</u>	<u>4,830.99</u>	<u>14,627.92</u>	<u>4,906.94</u>	<u>9,000.00</u>	<u>11,000.00</u>	22.22%
	Total Revenues	<u>222,803.67</u>	<u>4,830.99</u>	<u>14,627.92</u>	<u>4,906.94</u>	<u>9,000.00</u>	<u>11,000.00</u>	22.22%
	Expenditures							
51	LIBRARY OPERATIONS							
0	District Wide							
00	DEPARTMENT-WIDE							
73250	BANK CHARGES	0.00	1.40	0.00	0.00	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	<u>0.00</u>	<u>1.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%
	Total Expenditures	<u>0.00</u>	<u>1.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%
	Net Increase(Decrease) in Fund Balance	<u>222,803.67</u>	<u>4,829.59</u>	<u>14,627.92</u>	<u>4,906.94</u>	<u>9,000.00</u>	<u>11,000.00</u>	22.22%

C.2 Essential Services

RECOMMENDED **MOTION**: I move to designate modified library operations as essential services including (but not limited to) delivery of Library materials, return of materials via the outside book drop at the Dundee Library, and expanded internal support operations, beginning May 20, 2020.

BACKGROUND INFORMATION:

The Board should approve the Library offering any services prior to June 1, since it's not clear in executive orders 2020-32 and 33 if any library services are deemed "essential." The Library's attorney Roger Ritzman confirmed that as a unit of government, it's up to us to determine what, if anything, is "essential," and this can be done this via roll call vote.

C.3 Employment Status of Part-Time Shelves, Clerks, Maintenance, and Assistants

RECOMMENDED MOTION:

Option I: I move to continue to employ and pay all part-time Shelves, Clerks, Maintenance, and Assistants through June 16, 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 2020-05 authorizing furlough of 32 part-time Shelves, Clerks, Maintenance, and Assistants, effective May 20, 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 Safe ReOpening Task Force and Management Team is considering options for reduced service levels once shelter-in-place is lifted. Contactless delivery is the first method of transitional service, since it requires less PPE. As a safety measure, the Library will quarantine all returned materials for a period of time. Next curbside service for holds pickup will commence. Then 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 all hourly, part-time employees during the closure. As of 5/11/2020 most Illinois libraries have taken this approach and continue to pay staff as we provide as much online library services as we can. Work has not stopped just because the Library is closed. However, not all staff can work from home beyond the very short term: Shelves duties are to put materials away, Clerk duties 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.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

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 32 hourly, part-time Shelves, Clerks, Maintenance, and Assistants (54% of active staff consisting of 23 part-time non-benefitted & 9 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 remaining 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. Furloughed 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 about \$8,000 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 (5/13) all staff will be notified this item will be on the board's agenda.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

RESOLUTION 2020-05 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 May 29, 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 30, 2020, Governor Pritzker extended the Stay at Home Order through May 29, 2020; (executive orders 2020-32 and 33)

WHEREAS, the Fox River Valley Public Library District (the “Library”) has temporarily ceased operations through at least May 29, 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 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 May 20, 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 19th day of May, 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

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 May 29, 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