

This meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present but is authorized by the Governor of Illinois pursuant to Covid-19 Executive Order #5 dated March 16, 2020.

#### **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](mailto:LibraryBoard@frvpld.info) no later than 12pm on Tuesday, June 16, 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, June 16 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, June 26.

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

**June 16, 2020  
7:00 p.m.**

**Call to Order—President Corbett**

**Pledge of Allegiance**

**Roll Call—Secretary Kuhlman**

**Public Comment**

*The Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Due to current public health concerns the 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 Corbett**

- **Appoint Two Trustees for Review of Secretary's Records for the Illinois Public Library Annual Report (IPLAR)**

**Director’s Report—Director Lauren Rosenthal**

- **Strategic Plan**
- **Department Reports**
- **Dashboard**

**A. Consent Agenda**

**Exhibit A.1 Items to be included in Consent Agenda**

- A.1.a Minutes from the July 30, 2019 Executive Session**
- A.1.b Minutes from the May 19, 2020 Board of Trustees Meeting**
- A.1.c Check/Voucher Register – AP & Payroll Complete for May 2020 totaling \$213,887.18**
- A.1.d Monthly Financial Report for May 2020**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**

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

**B. Unfinished Business**

Exhibit B.1 Working Budget FY2021

**C. New Business**

Exhibit C.1 Electronic Resource – Lynda.com Contract

Exhibit C.2 North Suburban Digital Consortium – OverDrive Contract

Exhibit C.3 Strategic Plan

Exhibit C.4 Report of the May 19, 2020 Closed Session Review and Destruction of Audio Recordings made prior to November 19, 2018

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

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

**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**

## Director's Report

### May 2020

It's wonderful to start having staff working at DL again. Beginning May 4 we had more Managers working together, and May 11 Account Services staff starting processing March returned items and preparing for delivery. Patrons have been very, very happy with delivery service so far – this new service will become part of our normal services post-COVID as well. Heather and the SRO Taskforce planned and prepared DL perfectly.

Now planning for curbside service is underway, and almost all working staff will be pitching in. You'll see some faces you don't normally see working with the public! We plan to begin June 15, and will offer curbside service all hours DL was normally opened. Managers will be taking curbside service shifts, to be sure we have a manager available to handle anything unusual at least at first. Later in the summer, if things are running smoothly, we plan to shift back to our normal Person-In-Charge model for nights and weekends.

Staff out on furlough have responded with the grace and understanding they demonstrate every day at work. As Illinois moves between phases, the Library will evaluate staffing needs and, to the extent possible, plans to reassign furloughed staff to paid, active employment. I do not anticipate an "all or nothing" recall, I envision slowly ramping up staffing levels as needs demand. Determining the order in which staff are called back will depend upon a number of factors including balancing staff & patron safety, departmental needs, and staff's personal situations. In that vein, staff were asked to complete a survey, ranking where they fall on the spectrum of 1-prefer not to be recalled too quickly to 5-cannot wait to get back. Some staff may have new personal responsibilities such as caring for grandchildren while adult children are working, and would prefer not to be recalled too quickly. Some may have a health concern or struggle with anxiety and prefer to stay home. Some may have financial concerns and prefer to be recalled asap, or be struggling to fill the days and very much look forward to returning to work as quickly as possible. Knowing where they stand helps us as we determine the order in which to call back staff.

I'm happy we reached the end of May with no staff reporting COVID-19, although we had our first quarantine case, using the new Families First Coronavirus Response Act (FFCRA) leave time. As of this writing, she has not contracted the virus so we remain optimistic she'll be back at work soon.

I attended the IMRF rate meeting. FRVPLD is anticipated to see a drop in our employer rate from the current 11.1% to 10.81%, due to stellar 2019 returns of 19.77%. IMRF is 91% funded, which marks it one of the best funded pension plans in the nation. While 2020 has been turbulent with a 13% decline in the first quarter, April saw a positive return so the net as of 5/6/2020 is less than 10% loss. If the 2020 market continues its volatility, our employer rate won't see great variation from the anticipated 10.81% due to 5-year smoothing. As always, I want to reiterate that IMRF is not a state-funded pension plan, and is not plagued with Illinois' underfunding.

## **Goals for May 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. **Done**
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. **Done**
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. **Done**
4. Meeting: Pre-agenda (5/4) **Done**
5. Meeting: IMRF Rate (5/6) **Done**
6. Meeting: West Dundee Village update (5/7) **Done**
7. Meeting: LIRA Executive Committee (5/8) **Done**
8. Meeting: MTM (5/6, 5/13, 5/19, 5/20, 5/26) **Done**
9. Meeting: Rotary meetings (5/6, 5/13, 5/20) **Done**
10. Meeting: Rotary 5K (5/7) **Done**
11. Meeting: Benjamin Mason, Village of Carpentersville (5/12) **Done**
12. Meeting: Library Board (5/19) **Done**
13. Meeting: Former NSLS Directors (5/4, 5/11, 5/18) **Done**
14. Meeting: E-rate & ICN (5/14) **Done**
15. Meeting: D300 Future Planning (5/14) **Done**
16. Meeting: Townhall with Senator DeWitte (5/15) **Done**
17. Meeting: A Conversation with Congressman Krishnamoorthi (5/18) **Done**
18. Meeting: East Dundee Village update (5/28) **Done**
19. Meeting: All Staff via MS Teams – prepare for virtual summer! (5/30) **Done**
20. Meeting: CCS Governing Board (5/20) **Done**
21. Meeting: WIN Executive Committee (5/20) **Done**
22. Task: Appraisal (5/19) **Done**
23. Task: Finalize Working Budget (5/13) **Done**
24. Task: Prepare Board packet (5/13) **Done**
25. Task: W2W (5/7, 5/21) **Done**
26. Task: Payroll (5/4, 5/18) **Done**
27. Task: Rotary 5K electronic sign request – East Dundee (5/15) **Done**
28. Task: RAILS survey (5/29) **Done**
29. Task: Survey furloughed staff to determine priority order for recall (5/30) **Done**
30. Training: Engaging Remote Employees (5/6) **Done**
31. Training: Governing & Elections during COVID-19 (5/6) **Done**
32. Training: Financial implications of COVID-19: Layoffs, Furloughs, and Recalls (5/7) **Done**
33. Training: Profiles in Resiliency (5/12) **Done**
34. Training: COVID-19 Recovery, a 5-step process for returning to the workplace (5/13) **Done**
35. Training: Everything Trustees Need to Know about COVID-19 (5/14) **Done**
36. Training: Trendscanning during the Pandemic (5/15) **Done**

### Goals for June 2020

1. FY1920 Goals completed - FY2021 Goals to be set by the Board in June
2. Meeting: Pre-agenda (6/1)
3. Meeting: MTM (6/2, 6/9, 6/16, 6/23, 6/30)
4. Meeting: Rotary (6/3, 6/10, 6/17, 6/24)
5. Meeting: RAILS member update (6/4)
6. Meeting: D300 e-book Intergovernmental Agreement (6/9)
7. Meeting: SFSP for Foxview Apartments (6/10)
8. Meeting: CCS Governing Board (6/10)
9. Meeting: Lauterbach & Amen audit planning (6/11)
10. Meeting: FRVPLD board (6/16)
11. Meetings: Performance Evaluation meetings for all direct reports (6/30)
12. Task: Update salary budget for furlough (6/10) **Done**
13. Task: Update working budget for reduced revenues due to COVID-19 (6/10) **Done**
14. Task: W2W (6/4, 6/18)
15. Task: Payroll (6/2, 6/16, 6/30)
16. Task: Performance Evaluations for all direct reports (6/12)
17. Task: Prepare board packet (6/9)
18. Task: Update Performers Agreement for Virtual programs (6/15)
19. Task: Work curbside service (6/18, 6/25)
20. Task: Prepare for end of FY1920 (6/30)
21. Task: PCORI filing (7/31) – last year for PCORI fee
22. Task: Vacation report for FY1920 – needed for audit (6/26)
23. Training: Straight from the Source – Return to Work webinar (6/11)
24. Training: Libraries Prepare to Answer Civil Legal Questions in Time of Crisis (6/11)
25. Training: Designing Libraries for Safety in the age of COVID-19 (6/17)
26. Training: Curbside Service @ DL (6/18)

## **Fox River Valley Public Library District June 2020 Department Reports**

### **Assistant Director: Heather Zabski**

May was a very busy month for me. The Safe Re-Opening taskforce meet biweekly to finalize plans for curbside delivery. Our first deliveries went out on May 20<sup>th</sup>. Keri and I worked through processing the materials during the first day and have come up with an efficient system for prepping materials for delivery. Since then, our driver, Ruben Carcamo, has been able to deliver a few routes per day, with around 45-60 patrons a day receiving materials. We were very pleased to get through over 150 delivery requests within the first week. Our small crew of delivery staff have been working very hard to meet demand on what has proven to be an extremely popular service! However, once curbside starts up, we hope demand for delivery will be partially alleviated. Patrons receiving deliveries have been extremely grateful to the library for providing this service.

All seven staff working as site supervisors for Summer Meals attended training in May. I made sure we had everything prepped and ready to go on June 1. The program this year is quite different; we are serving breakfasts and lunches curbside. We have provided meals to around 40 children per day so far. This shows an uptick in demand from June last year, which we anticipated due to less sites being open this year because of the pandemic. Patrons using the lunch program have repeatedly thanked us for continuing to offer this program.

The Safe Re-Opening committee worked throughout May on the logistics for providing curbside services. We are finalizing our plans in early June. We finished a staffing plan for curbside as well as some other limited services (phone reference, continued virtual programming, Summer Lunches, etc.) as well as purchasing the necessary supplies. We are planning to launch curbside service on June 15. Staff are extremely excited to come back to the library and work with patrons in person again! The taskforce is currently working on plans to for re-opening the building for limited services after Illinois moves to phase 4 of the Restore Illinois plan, expect more on that soon!

### **Randall Oaks: Brittany Berger**

Librarian Sam Bunte led two virtual Book Club programs with ATS Librarian Sean Plagge via Zoom. They had a total of 12 participants on May 27.

The Summer Reading Challenge became available via Beanstack on May 22 to allow for pre-registration. Staff were trained on using Beanstack at the virtual All Staff meeting May 29.

The Library's 'Stay at Home Bingo' activity ended May 31 and prizes were awarded to 6 finishers June 1.

I have continued to attend Covid-19 training and explore best options for PPE and other safety equipment in conjunction with the SRO Task Force as we plan for curbside and future in-person services.

### **Youth Services: Monica Boyer**

In May we continued to offer virtual storytimes. Youth Services (YS) observed Mother's Day and offered back-to-back programming around this national holiday. YS Librarian Heather Ji offered a Mother's Day themed storytime and YS Assistant Erin Sikorski offered a Mother's Day themed nature mobile craft. This craft was assembled with elements that most folks have around their homes. Items such as sticks, rocks, yarn, string, ribbon, pipe cleaners, glue and scissors were supplies needed to construct this craft. 348 folks tuned into the two programs to observe the holiday.



This month we solidified our participation in the organization's initiative One Book, One District. The books selected for this program revolves around the theme of our Summer Reading Challenge: Dig Deeper. ATS chose *The Rise and Fall of the Dinosaurs* by Steve Brusatte as the adult and teen title. YS chose *Dinosaurs Roar, Butterflies Soar!* By Bob Barner for readers in kindergarten through third grade and *Geronimo Stilton Reporter #4: The Mummy with No Name* by Geronimo Stilton for readers in third through sixth grade. YS Librarian Heather Ji plans to discuss both titles in the perspective book discussion programs Book Explorers (Thursday, June 25) and Between the Panels (Thursday, June 18).

With the approval of Home Delivery and knowing the popularity of our craft programs, the department decided to implement the Take Home Craft. This paper craft activity is available for children through the Home Delivery system. Patrons can request this craft via the Home Delivery form. The craft includes instructions and all paper pieces to complete mentioned craft. All patrons need to own are crayons and/or markers and glue. In May, 74 patrons requested this craft. We are very pleased with the positive response we have received from patrons regarding this boredom buster.

With June on the horizon, the department has started to prepare for the plethora of virtual programs we have planned for children and their families. Staff has had to drastically change the way they think about traditional library services and have adjusted in order to develop timely, necessary service.

### **Account Services: Keri Carroll**

Account Services staff were able to re-enter the building in May as we kicked off home delivery service to our patrons. Prior to the board's approval on May 19, we had received over 150 unique delivery requests from patrons all over our district and we were able to delivery to them before the end of the month.

At the time of writing, over 500 unique requests for delivery have been submitted, meaning we've got a lot to keep us busy. Shelver Supervisor Dee Hughes has been calling patrons with holds on the shelf who had not filled out a delivery request. We wanted to ensure we reached those patrons who may not have reliable internet access but who were still very much interested in receiving their holds.

Account Services clerk Audrey Jozwiak has been doing a tremendous job pulling and prepping materials for delivery. Youth Services library assistant Andrea Rico and Adult and Teen Services library assistant Jasmin Munoz have also helped with the process to ensure we get as many deliveries out the door as possible. Account Services clerk Gemma Winger has been on hand as well to help process returned materials from the previous weeks and assist with the picklist, which never ceases in its growth.

And finally, it's Account Services clerk Ruben Carcamo who has truly embraced the "other duties as assigned" aspect of his job. He's been hitting the road in the library van and making these deliveries throughout the district, all with an incredibly positive attitude. Some routes take longer – wider distribution of patrons, rush hour traffic, being *anywhere* near Randall Road – but he always returns with a smile and an update on how the route went. He's mentioned several patrons have been eagerly awaiting his arrival (while respecting the contactless delivery), proving first-hand how appreciated this service has been.

We would like to delivery to as many unique patrons as possible prior to the start of curbside pickup in mid-June. We've made a significant dent in the 500+ patrons who have already submitted requests; I hope we get a chance to reach all of them and circle back for some second deliveries.

We had 67 online card registrations in May, and I've been answering a myriad of questions from the public regarding delivery, library services, and more. It's clear that patrons deeply miss the library.

#### **Public Relations & Outreach: Kirstin Finneran**

**Stay at Home Challenge.** Worked with the YS department to create a "Stay At Home Challenge" calendar, in lieu of our popular monthly children's events calendar. YS provides the challenges, and PR creates the calendar and promotes it to the public. The new calendar was sent out via website sliders on the home page and Youth page, social media posts, and our weekly eNews.

**2020 Summer Newsletter.** Despite uncertainty about the library's plans for the summer, we were able to put together a comprehensive summer newsletter. It was important to make this effort because the newsletter is the one tool we have that gets mailed to every mailbox in the district, whether or not the household has a library card or it's residents follow us on social media. We were able to promote our new home delivery service, the Summer Reading Challenge, the summer meal program, digital library cards, our most popular eResources, and an update on how we responded to the challenges COVID-19 brought us. In addition, our ATS and YS departments were able to quickly organize an impressive offering of virtual programming for the summer.

**Increase promotion of our blogs.** The ATS stepped up their always stellar blogs so we could have more ways to promote the library and its digital resources and services. The blogs were branded to increase recognition and have been consistently posted on Facebook and Twitter.



FRVPLD offers Home Delivery. We pulled out all the stops to get the word out to the community about Home Delivery. A special email blast was sent to more than 10,000 cardholder email addresses. This was followed up by a blog post, website slider, social media posts that were shared to several community groups, and a press release. Worked closely with Keri Carroll to make sure the instructions and procedures were worded just right.

**Getting ready for Curbside Pickup.** Met with Lauren, Heather, Keri and Michael to walk the property and determine the best traffic pattern for curbside pickup so that appropriate signage could be created. Ordered yard signs from local business Fast Signs in Carpentersville.



Summer Meals Promotion. Created a bilingual flier that was emailed to D300 (for virtual backpacks), all area preschools, village presidents, clerks, and other appropriate staff, D300 Family Liaisons, Centro de Informacion, Community Crisis Center, Aunt Martha's, Faithwalk Harvest Center, CASA Kane County, Dundee Township, Kane County, D300 Food Pantry, Two Rivers Head Start, Carpentersville Police Department Social Worker, FISH Food Pantry, St. Monica's, Boys and Girls Club of Dundee Township, St. James Episcopal, and First Congregational Church of Dundee.

### eNews

<u>Subject</u>	<u>Date Sent</u>	<u>Emails Sent</u>	<u>Unique Opens</u>	<u>Unique Open %</u>	<u>Total Clicks</u>
Mother's Day, Thomas the Tank Engine, Genealogy	5/6/2020	10430	2152	20.64%	214
Home Delivery from the Dundee Library	5/12/2020	10421	2866	27.51%	280
Home Delivery, The Office Trivia, Jim Gill Concert	5/20/2020	10401	2421	23.29%	271
Summer Reading, Summer Meals, Jim Gill Concert	5/27/2020	10385	2406	23.18%	315
Home Delivery, Caregiver Support Group	5/13/2020	10423	2421	23.23%	323

### Social Media

- **Facebook (1825 Followers)**

Followers: 27 new followers

Number of posts: 50

People who saw our posts: 33,064

Post likes: 679

Comments: 110

Shares: 110

Clicks/Photo & Video Views: 1519

Top three posts according to reach:

- 5676 saw: Step 1: Visit our online catalog and place the items you want on hold. Step 2: Fill out the online Home Delivery request form. Library card holders can place items on hold that are currently available at the Dundee Library and have them delivered to their front door. Requests are now being accepted. Delivery will begin on Wednesday, May 20, pending approval by the Board of Trustees at their May 19 virtual meeting. Visit the link for all the details: <https://www.frvpld.info/homedelivery> (May 12)
- 3815 saw: At last night's meeting the Board of Trustees made it official...the Dundee Library is now offering delivery service to patrons. Here, Account Services Manager Keri works out the logistics of routing more than 150 requests that have come in since delivery was announced last Wednesday. <https://www.frvpld.info/HomeDelivery> (May 20)
- 2880 saw: Free summer meals will be available to pick up at the Dundee Library starting June 1 from noon to 1 p.m. Pick up lunch for today and breakfast for tomorrow! For all children 18 and under, no registration necessary. (May 26)

- **Twitter (722 Followers)**

- **Instagram**

**FRVPLD (150 Followers)**

**FRVPLD Youth (141 Followers)**

**FRVPLD Teens (73 Followers)**

### **Adult and Teen Services: Jason Katsion**

The Adult & Teen Services Department continued to provide virtual library services in May 2020: hosting interactive programs via Zoom and YouTube Live, engaging with our patrons on social media, and providing remote assistance upon request.

Capitalizing on the framework for trivia programs created by Library Assistant Erica Acevedo, Adult & Teen Services hosted two trivia events in May. Erica and Librarian Sean Plagge co-presented *Star Wars* Original Trilogy Trivia on May 4, Star Wars Day. Teen Librarian Danielle Pacini hosted *The Office* Trivia on May 28. The maximum number of active participants for each trivia event is twenty patrons, and additional attendees watched the events live and contributed to discussion in the YouTube chat.



On May 14, Cari Poweziak hosted a virtual session of her monthly Caregiver Support Group. Providing a source of support for patrons who are caregivers is an especially valuable service during this “shutdown” period, when people find themselves spending more time than ever at home.

Adult & Teen Services staff have continued to engage with our patrons via social media. Library Assistant Jasmin Munoz has been particularly active on the Library District’s Instagram account, sharing crafts, recipes and reading recommendations. For instance, she prepared a “cake in a mug” in celebration of World Baking Day.



Throughout the month of May, Adult & Teen Services staff have consistently generated unique and engaging blog content on our Library website. Danielle compiled a playlist of her favorite summer songs, which can be downloaded directly from the Library’s Freegal database. Sean has highlighted popular new non-fiction books that can be accessed in digital formats via Overdrive and Hoopla. Cari composed a blog post in celebration of Jane Austen, including an author biography, links to relevant titles, and synopses of individual works. Katie shared a thoughtful piece on the classic novel *The Secret Garden* by Frances Hodgson Burnett and the various musical works it has inspired. Public Relations & Outreach Manager Kirstin Finneran has continued to share these blog posts with our patrons via social media.

The Summer Reading Challenge Committee had its final meeting in May, just prior to the program’s kick-off on June 1. The Summer Reading Challenge is an online program this year, utilizing the popular app Beanstack. Teen

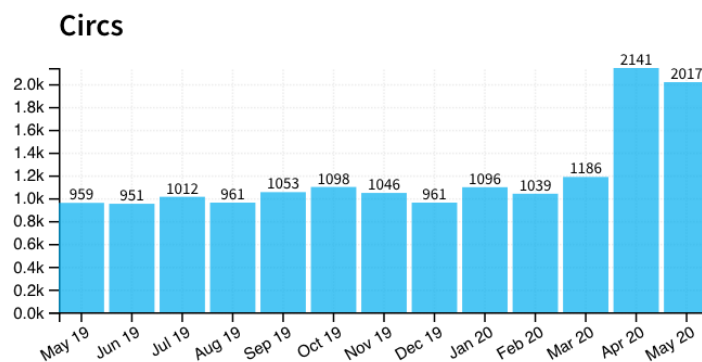
Librarian Danielle Pacini independently prepared fun and engaging activities for teens and adults, providing an opportunity for participants to earn virtual “badges” in Beanstack.

In addition to fielding daily questions from patrons via email and our website’s Contact Us webform, we have provided occasional one-on-one service to our patrons via Zoom and over the phone. Library Assistant Erica Acevedo has assisted patrons with webcam issues and answered laptop hardware questions utilizing our Zoom account. I have spoken with patrons over the phone to answer questions that were too detailed to address via email: advanced searching in the online catalog, database instruction, readers’ advisory, and assistance with accessing e-content.

In May, I assumed responsibility for the Additional Services Mini-Taskforce, a subsidiary of the Safe Re-Opening Taskforce which has been active since April. This “mini” taskforce is comprised of Adult & Teen Services members Erica Acevedo, Jasmin Munoz and Danielle Pacini, as well as Youth Services members Christian Diaz and Heather Ji. We have met weekly to discuss implementation of phone reference, remote computer assistance, and other prospective services that may be useful to our patrons during this transitional period.

Our All Staff Training on May 29 was hosted on Microsoft Teams, just as the monthly Board of Trustees Meetings have been. Adult & Teen Services staff were responsible for several presentations at the All Staff event. Danielle and Sean, along with Youth Services Librarian Heather Ji, discussed the Library District’s “One Book, One Community” program. Sean also discussed e-resources, highlighting their usage throughout the temporary closure of library facilities. I provided an overview of current and upcoming Adult & Teen Services programming, with an emphasis on “live” programs that encourage patron interaction.

May 2020 continued a trend of increased overall usage of e-content across platforms. On the Overdrive platform, patrons accessed 4,392 titles; an increase of over 1,000 in comparison to titles accessed in May 2019 (3,355). Adult Librarian Sean Plagge continues to monitor holds lists within Overdrive and submit orders for additional titles in response to patron-demand. On Hoopla, patrons accessed 2,017 titles; more than double the number accessed in May 2019 (959 titles).



### **Facilities: Michael Lorenzetti**

The Dundee Library “has” been in shut down mode. With the arrival of team members back into the building the temperature has been adjusted and the lights are once again being turned on. As any team member enters the building, they are welcomed by a sanitation station that includes hand sanitizer, face masks and gloves if they so wish to wear. While out and about in the Library team members are masking when appropriate and social distancing.

Facility lighting – As an addition to the building sconces and parking lot lights, I would like to now include the sidewalk lights as being updated and retro-fitted as LED. I continue to work with ComEd in their programs for rebates and percentage re-imburements.

Roof update – Chicken Little says to have courage, even when it feels like the sky is falling. Well, the sky is not falling but at times we do have water finding its way into our building. On June 4<sup>th</sup>, Tim McKenna a representative of

Derbigum (roof material manufacturer) was onsite to assess and inspect the roof. At that time, we did find four potential spots that water may find its way inside and repaired them. This is a continual and ongoing process.

Daily conversations with facility manager colleagues regarding facility functions is ongoing as we and they gear up for curbside delivery and prepare our facilities for opening to our patrons in the very near future.

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

Savings: \$131.95 in May due to discounts when purchasing the Zoom online meeting platform.

Materials: We are getting more shipments of boxes now due to our large amount of material ordering last month so this department is working in triage mode. I am doing all “receiving” of items in the acquisitions module so that invoices will get paid in this fiscal year. I give all priority items (those with our patron holds and summer reading club books) to my full-time cataloging assistant to process as soon as possible so they can be used by the patrons. Other items which have holds (but not for our patrons) are segmented on carts while other “new” items with no holds are on other carts. Items on preliminary Polaris records with our patron holds I’m searching, editing, and importing those records into Polaris. Items on preliminary records (with no holds for anyone) are being boxed up in the Think Tank since I would need to edit/import records from another system before it’s interfaced into Polaris and this takes a lot of time.

Summer Meals: As of June first my FT staff member will continue her tradition of “receiving” the lunch and breakfast boxes each morning.

**IT/ Network: John Sabala**



Home Delivery popped up to ease into reopening the library this month. The IT department helped out this program by providing a WebForm on the [www.FRVPLD.info/homedelivery](http://www.FRVPLD.info/homedelivery) page. Additionally, we provided an excel tool to process the data into a format that can be easily imported into MapQuest. MapQuest is free and can create routes for up to 26 locations. We felt that 26 deliveries are a good data point for one trip, without really knowing the quantity of material that would be delivered.

# How are we doing?

The monthly Dashboard tells our story

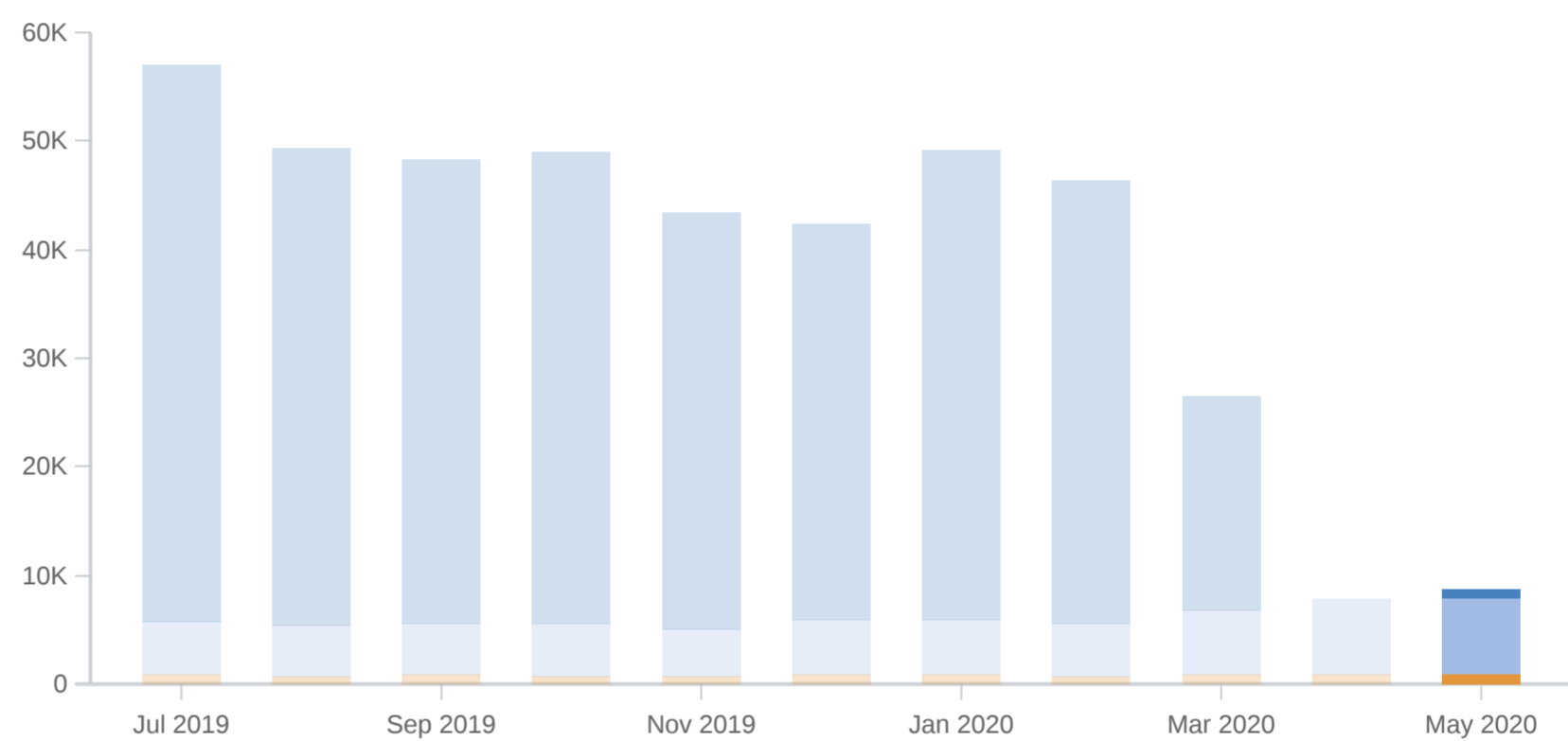
Click the graphs to see more details

## Checkouts

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

The library began offering delivery services to patrons on May 20th.

Updated 3 days ago



**8,806**

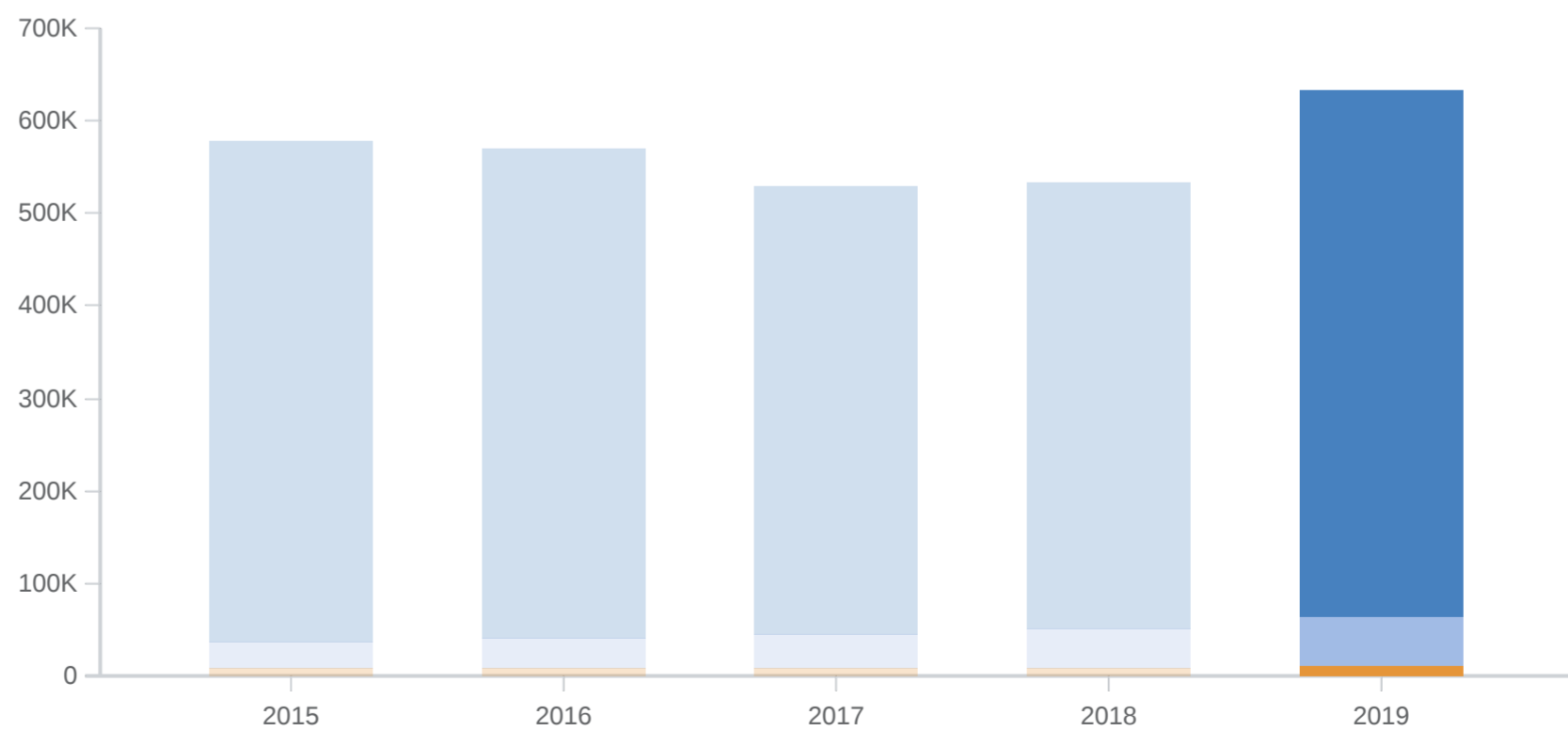
Metric Type in May 2020

## 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 3 days ago



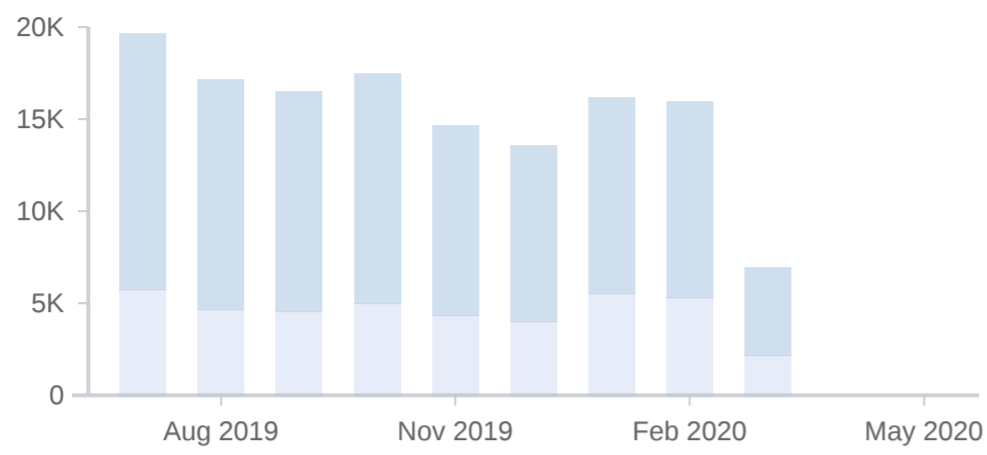
**632,447**

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 May.



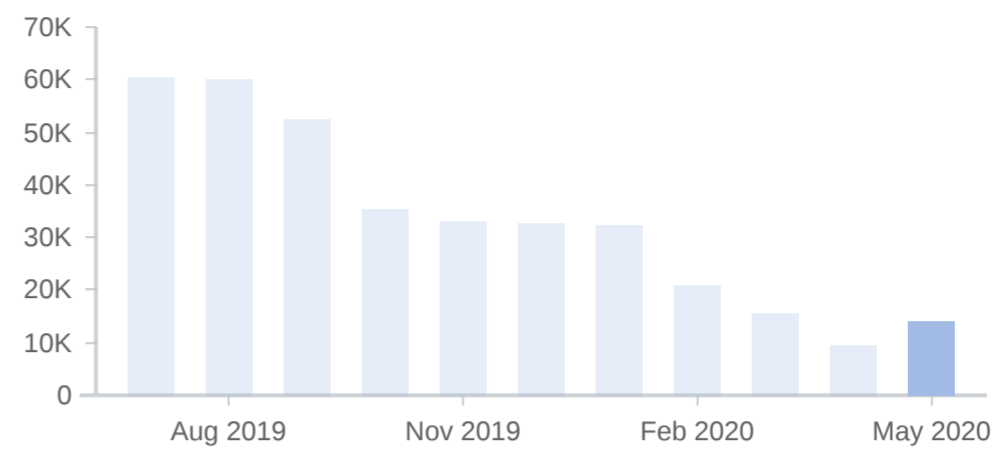
**0**

Location in May 2020

# Website Visits

## How many people visit the library online?

Website visits were up slightly in May, likely due to delivery service.

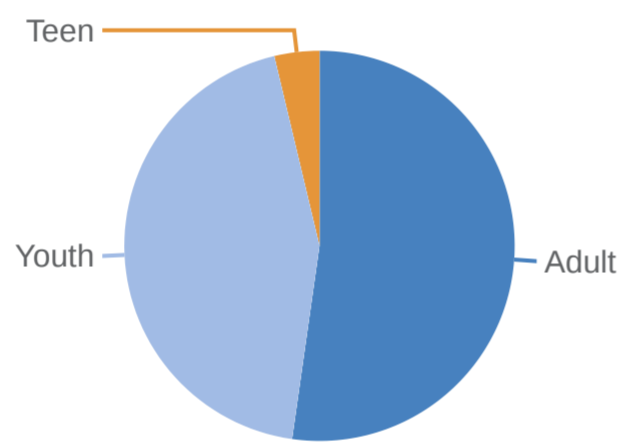


**14,088**

Location in May 2020

# Physical item checkouts

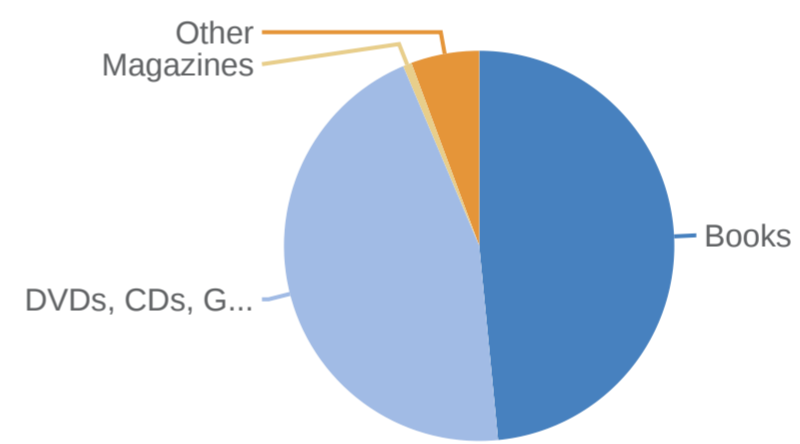
## Checkouts by Audience - this fiscal year to date



**256,256**

Department in 2020

## Checkouts by Material Type - last fiscal year



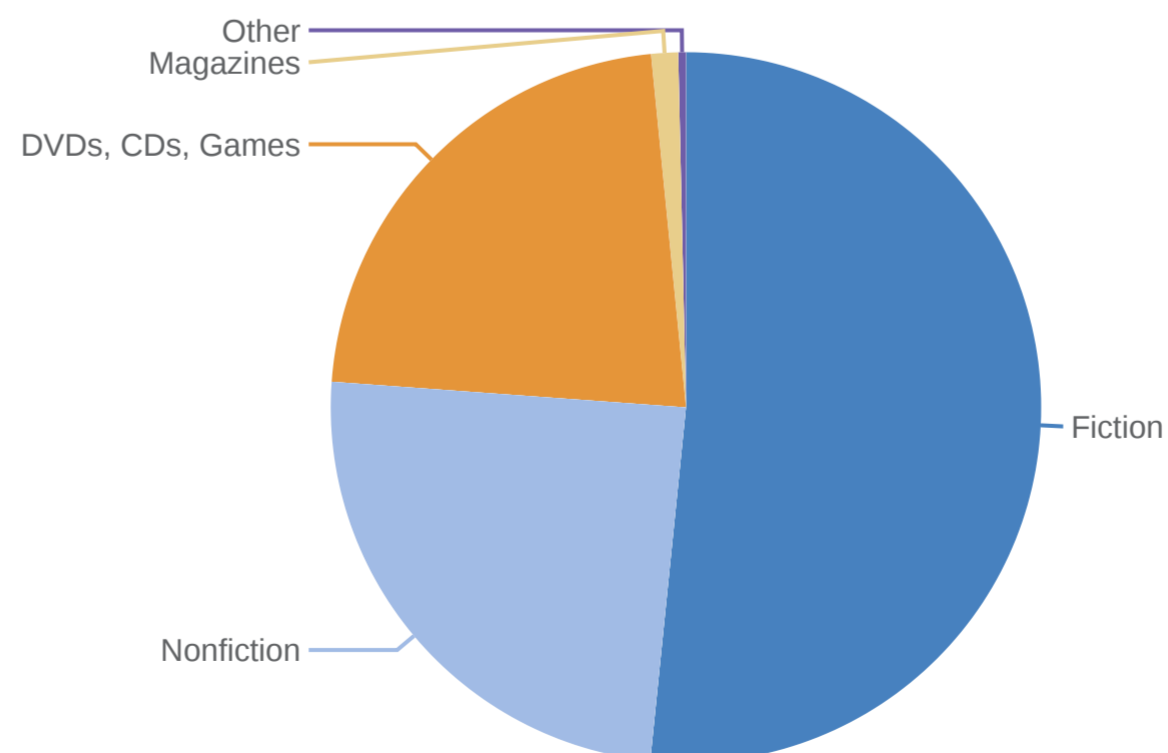
**561,920**

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 31 weeks ago



**138,886**

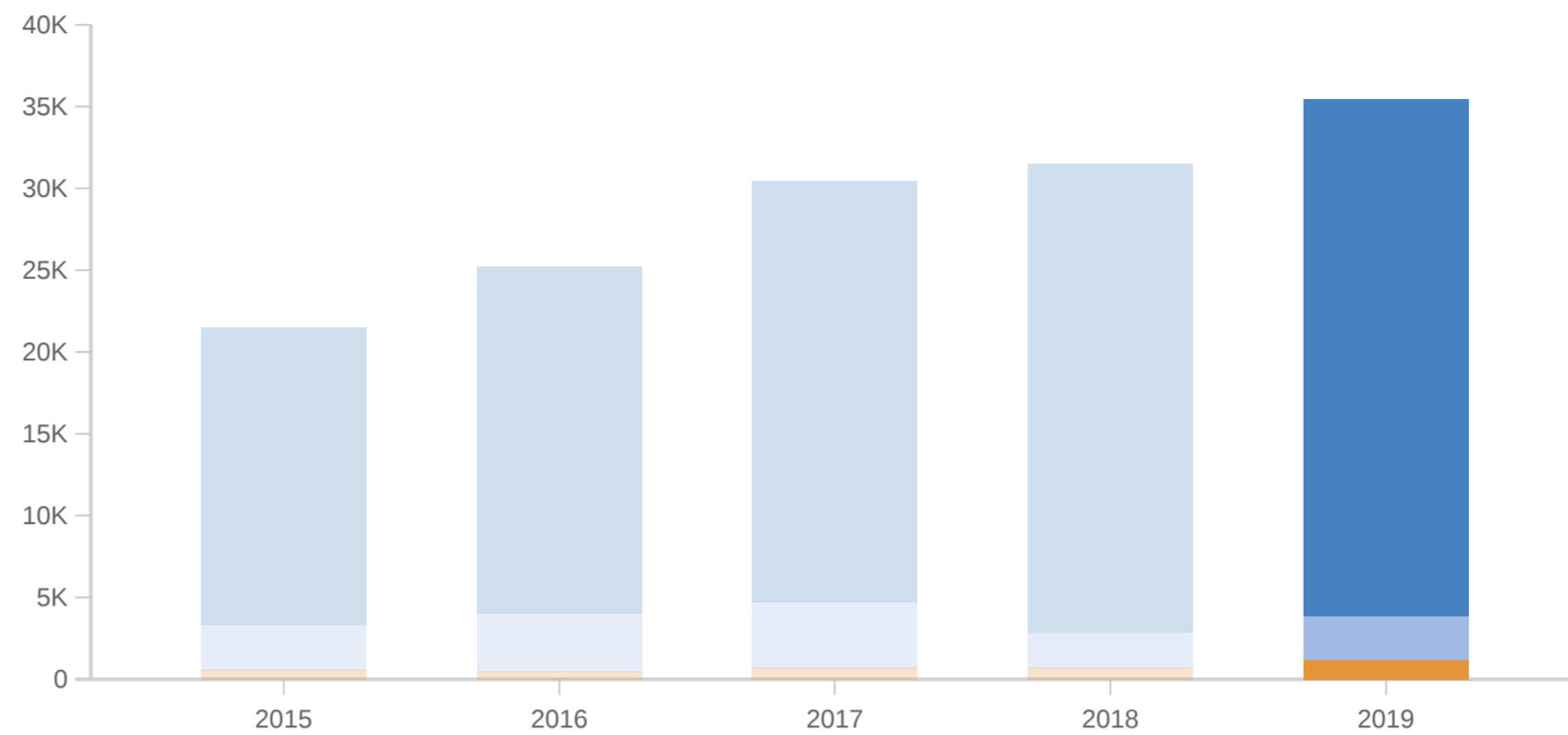
Material Type in 2020

# Program Attendance Trend

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

Attendance at programs has steadily increased.

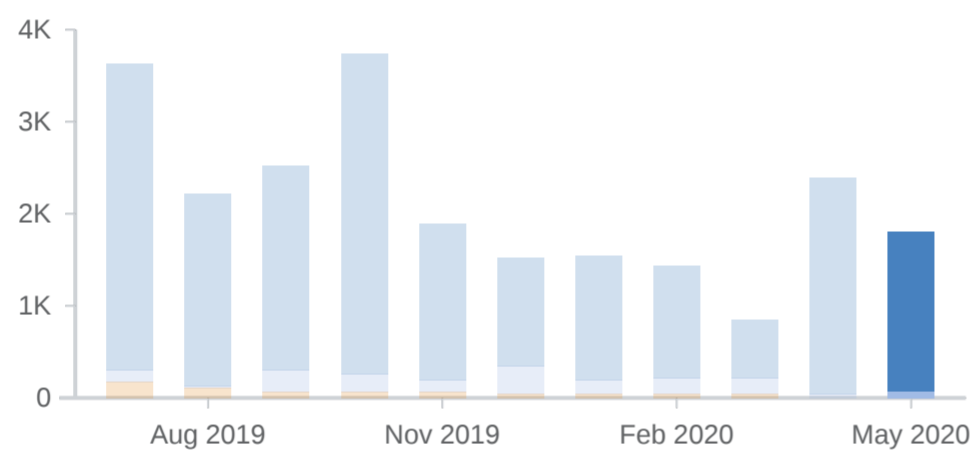
Updated 3 days ago



**35,432**  
Metric Type in 2019

**How many people attend programs each month?**

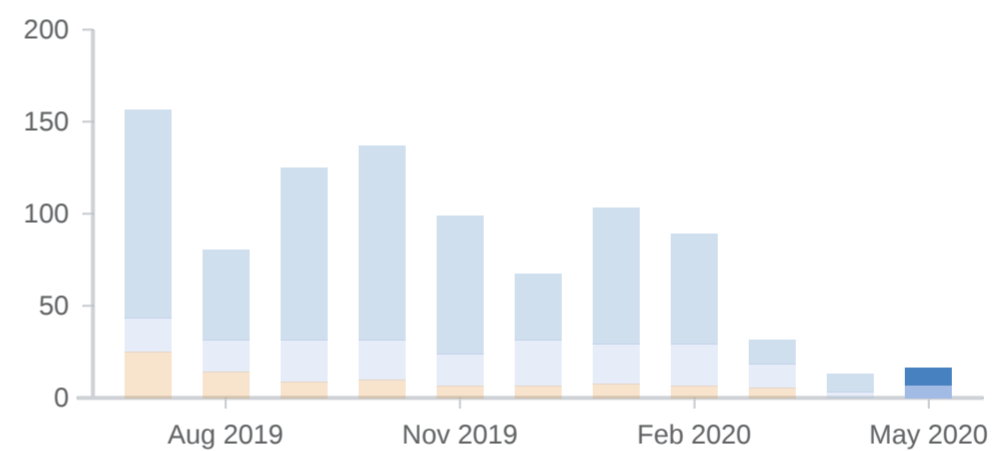
Our virtual programs in May were well attended!



**1,809**  
Metric Type in May 2020

**How many programs are held each month?**

We expanded our virtual programming in May.



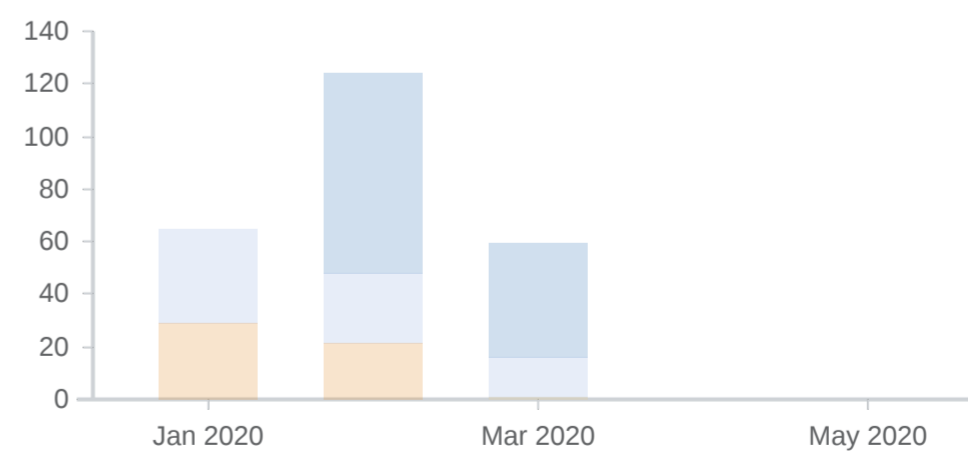
**16**  
Metric Type in May 2020

# Specialty Services

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

**Specialty Services**

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

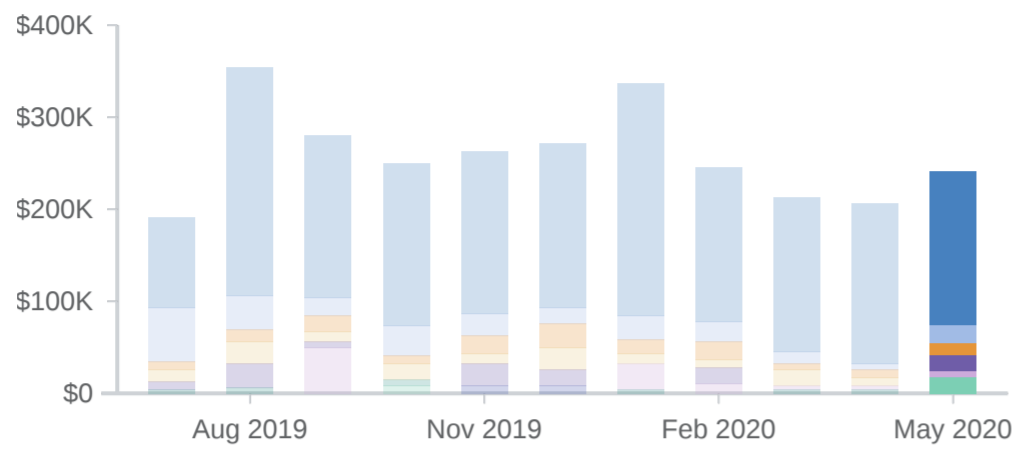


**0**  
Metric Type in May 2020

# Monthly Spending- this year

## How much does the Library spend each month this FY?

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



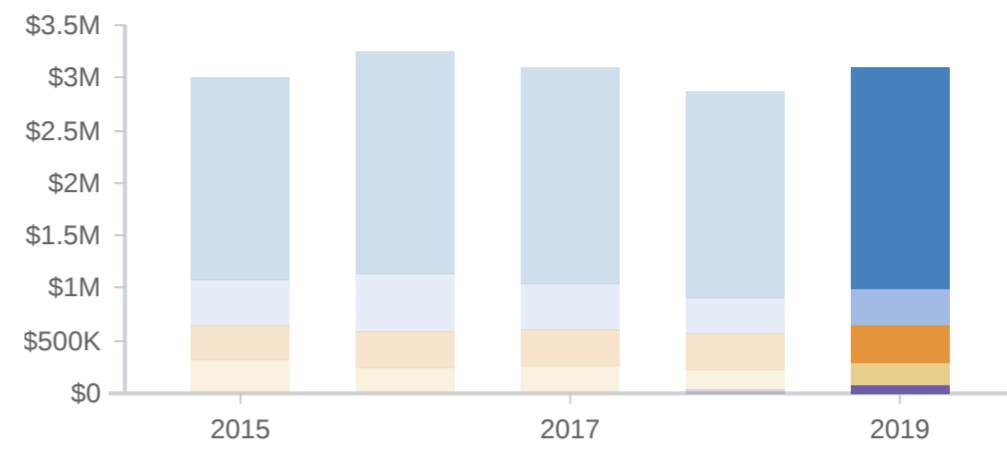
**\$240,967.71**

Expenses in May 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](http://www.FRVPLD.info)



**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 July 30, 2019 Executive Session**
- A.1.b Minutes from the May 19, 2020 Board of Trustees Meeting**
- A.1.c Check/Voucher Register – AP & Payroll Complete for May 2020 totaling \$213,887.18**
- A.1.d Monthly Financial Report for May 2020**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.i Expenditure Summary – All Funds Combined by Period**
- A.1.j Balance Sheet for May 2020**
- A.1.k Ehlers Account Statement for May 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 Trustees Executive Session  
July 30, 2019**

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

**MINUTES**

The Executive Session was called to order at 9:11 PM by Board President Richard Corbett.

**Roll Call**

Members Present:	President	Richard Corbett
	Vice Pres.	Kristina Weber
	Treasurer	Brian Lindholm
	Trustee	Chris Evans (Secretary Pro Temp)
	Trustee	Mike Tennis

Members Absent:	Secretary	Nikki Kuhlman
	Trustee	Dave Nutt

The Closed Session Minutes report from Secretary Nikki Kuhlman was reviewed. It was recommended that all sessions that are currently closed will remain closed, with the exception of March 18<sup>th</sup>, 2019, which is recommended to be opened. It will be put in the consent agenda for the April meeting.

Treasurer Brian Lindholm made a motion to adjourn the executive session. Trustee Chris Evans seconded. The Executive session was adjourned at 9:22 PM.

---

Nikki Kuhlman, Secretary

**Fox River Valley Public Library District  
Board of Trustee Meeting  
May 19, 2020**

**MINUTES**

Corbett noted the time at 7:13 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 but is authorized by the Governor of Illinois pursuant to Covid-19 Executive Order #5 dated March 16, 2020. He then read the following previously posted notice into the Minutes:

**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](mailto: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.*

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, Cari Poweziak, Nancy Carmona, 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 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, speaking time is limited to five minutes, and the Board will not engage in two-way dialogue.

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

**President's Report**

Corbett thanked staff for their comments received in response to Board action in April. 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; there were no reports.

## **Director's Report**

### Summer Reading Update

Randall Oaks Manager Brittany Berger reported the Summer Reading Challenge has transitioned to a virtual event utilizing Beanstack, a user-friendly, customizable web app that helps to create, manage, and measure reading challenges. The Summer Reading Challenge will kick off on Monday, June 1<sup>st</sup> with a special virtual concert by Jim Gill available for view on the Library's YouTube channel for 3 days; and will run through July 26<sup>th</sup>. This year's Summer Reading theme is *Dig Deeper: Read, Investigate, Discover!* Youth Services Manager Monica Boyer noted Beanstack will award digital badges to track minutes read, and all participants will receive a book as a completion prize. Trustees appreciated the virtual continuation of this important program, and congratulated Boyer on her election to the 2022 Caldecott Award Selection Committee.

### Summer Lunches Update

Assistant Director Heather Zabski reported this will be the 4<sup>th</sup> year FRVPLD will participate in the Summer Food Service Program offering free meals to children under age 18. Northern Illinois Food Bank delivers meals to the Library and is reimbursed by the United States Department of Agriculture. The program is expanded this year to offer free breakfast as well as free lunch. Due to covid 19 precautions, meals may be picked up curbside at the Library on the west side of the building beginning June 1, 2020 between 12:00 noon and 1:00 pm. Trained staff will distribute the meals.

### Delivery Requests

Account Services Manager Keri Carroll reported there has already been overwhelming interest in the possibility of having Library materials delivered to patron homes, pending Board approval. Since sending the initial email last Tuesday there have been over 162 requests, including some from outside the District whom FRVPLD is unable to assist. There are over 1200 holds at this time, and requests for library cards have increased. Due to covid 19 restrictions, the delivery service will be unable to receive returned materials although returns will be accepted at the Dundee Library bookdrop. Curbside pickup will be considered when the FRVPLD area is upgraded to phase 3. Rosenthal reported the Library has received the personal protective equipment necessary to begin essential services.

### FY2021 Working Budget Presentation

Rosenthal presented a zero-based, balanced draft Working Budget for fiscal year 2020-2021, noting it considers cost estimates for needs in the coming fiscal year such as materials purchase to match current circulation trends, staffing in accordance with the salary schedule approved by the Board, and a decrease in the anticipated employer-paid portion of the IMRF benefit. She outlined the timetable ahead in the budget and levy process, highlighting spending checks and balances. Property tax freeze and Tax Increment Funding (TIF) Districts are threats to Library funding as 87% of revenues come from property taxes. Since 2000, FRVPLD has lost \$650,000 in tax revenue due to ever-increasing TIFs within the District. In FY2021, \$150,000 will be lost. FRVPLD projects 7% of funding will come from value-added services such as license plate renewal. The Library District has budgeted to maintain its present infrastructure and save for future capital projects. There is no vote on the budget this evening, it is presented for discussion and input. Suggestions will be incorporated into the Working Budget for a vote at the June meeting.

Rosenthal noted her semi-annual Performance Dashboard which tracks progress on performance goals was included this month and inquired if there were any questions on the Department Head or Dashboard Reports; there was brief discussion on the acquisition of ZOOM to facilitate remote meetings, the response to home delivery, and available wifi.

## **Consent Agenda**

### **Exhibit A.1 Items 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

Corbett inquired if there were any items Trustees would like removed for further discussion. None were removed, he then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J AS PRESENTED*. Moved by Tennis 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.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

#### **Exhibit C.1 Working Budget FY2021 – Discussion Only**

Corbett opened the item for discussion, referenced Rosenthal's presentation, and noted there will be no vote tonight. Discussion ensued on adjustments to revenues and expenditures that allow for potential financial fallout from the covid 19 lockdown. Rosenthal advised the draft budget was prepared prior to the lockdown; Trustee suggestions will be incorporated into the Working Budget presented for a vote at the June Board meeting.

#### **Exhibit C.2 Essential Services**

Corbett called for a motion 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*. Moved by Tennis and seconded by Kuhlman, item opened for discussion. Rosenthal reported on the planning and steps taken to begin offering essential services to patrons while adhering to state and federal guidelines for gradual resumption of operations. Delivery will be contactless; no returns will be accepted. There was no further discussion; Corbett called for a roll call vote.

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

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

Corbett noted this is an issue where two options are presented for Board consideration; both received lengthy discussion during the April Board meeting. Corbett called for a motion for Option 1 to *CONTINUE TO EMPLOY AND PAY ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH JUNE 16, 2020*; moved by Evans and seconded by Weber; item opened for discussion. Staff utilization for summer lunches, materials delivery, and how other libraries are proceeding at this time was discussed. There being no further discussion, Corbett called for a roll call vote.

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

Corbett then called for a motion for Option 2 to *ADOPT RESOLUTION 2020-05 AUTHORIZING FURLOUGH OF 32 PART-TIME SHELVERS, 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*. Moved by Lindholm and seconded by Nutt, item opened for discussion. Rosenthal reported full time staff was also considered for furlough; work exists with the resumption of essential services for normal Library hours. Corbett called for a roll call vote.

Rosenthal noted the Resolution allows the Director discretion to recall staff as the need arises. Corbett stated this action is one no one ever wanted.

Roll Call Vote: Nutt, Tennis, Lindholm , Kuhlman, Corbett – aye; Evans, Weber – 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)(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.

There will be no action upon return to Open Session. He called for a motion to adjourn to Executive Session; moved by Nutt and seconded by Weber, 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 9:00 PM.

**Return to Open Session**

The meeting was called to order by President Richard Corbett at 10:06 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 Nutt 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.

Meeting adjourned at 10:07 PM.

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 5/1/2020 Through 5/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Advanced Disposal	42944	5/15/2020	176.40
SYNCB/AMAZON	42945	5/15/2020	1,144.29
AT&T	42946	5/15/2020	343.92
AT & T Mobility	42947	5/15/2020	64.85
Brodart Co.	42948	5/15/2020	677.62
Cooperative Computer Services	42949	5/15/2020	17,372.32
CDS Office Technologies	42950	5/15/2020	5.35
Comcast	42951	5/15/2020	493.44
Comcast	42952	5/15/2020	1,162.52
ComEd	42953	5/15/2020	1,951.70
Ehlers Investment Partners, LLC	42954	5/15/2020	823.89
Engberg Anderson, Inc	42955	5/15/2020	14,057.50
Garveys Office Products	42956	5/15/2020	1,095.98
INGRAM Library Services	42957	5/15/2020	405.50
Jim Gill, Inc.	42958	5/15/2020	1,000.00
KONE, INC	42959	5/15/2020	275.56
Nicor Gas	42960	5/15/2020	276.29
Rotary Club of Carpentersville - Mornng	42961	5/15/2020	190.00
Sebert Landscaping Inc.	42962	5/15/2020	525.00
Sebert Landscaping Inc.	42963	5/15/2020	1,360.00
Team One Repair, Inc.	42964	5/15/2020	336.77
Technology Management Rev Fund	42965	5/15/2020	427.50
Cardmember Service	42966	5/15/2020	1,231.64
Wellness Insurance Network	42967	5/15/2020	14,609.56
Paylocity Payroll	DD202005-01	5/8/2020	232.90
Paylocity Payroll	DD202005-02	5/22/2020	471.88
Illinois Municipal Retirement	DD202005-03	5/29/2020	<u>18,119.22</u>
	Total 10100 - BANK ACCOUNTS		<u>78,831.60</u>
Report Total			<u><u>78,831.60</u></u>

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 5/01/2020 Through 5/31/2020

Page 1 Total

\$ 78,831.60

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- May 2020	\$132,798.07
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,838.95
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,280.27
MEDICARE/F.I.C.A.	10,012.48
<b>TOTAL PAYROLL EXPENSE</b>	<u><u>147,335.85</u></u>

*Minus IMRF Employer Portion Direct Debit	<u>(12,280.27)</u>
	<u>135,055.58</u>

\$ 135,055.58

\$ 213,887.18

Grand Total



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	12,594.95	44,492.67	98.87%	507.33	45,000.00	(1.13)%
43500	IMPACT FEES	0.00	53,508.18	0.00%	(53,508.18)	0.00	0.00%
44010	INT & DIV INCOME	1,266.74	47,670.12	119.17%	(7,669.62)	40,000.50	19.17%
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	0.00	25.00	0.00%	(25.00)	0.00	0.00%
46020	FINES & FEES	5.00	10,610.00	106.10%	(610.00)	10,000.00	6.10%
46030	LOST & DAMAGED	0.00	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	15.91	539.62	0.00%	(539.62)	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	16,102.00	80.51%	3,898.00	20,000.00	(19.49)%
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>15,378.60</u>	<u>3,472,978.88</u>	<u>101.30%</u>	<u>(44,559.88)</u>	<u>3,428,419.00</u>	<u>1.30%</u>
	Total Revenues	<u>15,378.60</u>	<u>3,472,978.88</u>	<u>101.30%</u>	<u>(44,559.88)</u>	<u>3,428,419.00</u>	<u>1.30%</u>

Expenditures

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 5/1/2020 Through 5/31/2020

		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	123,539.01	82.35%	26,460.99	150,000.00	17.64%
52122	REIMBURSED INS	1,496.00	16,102.00	80.51%	3,898.00	20,000.00	19.49%
52123	WORKERS COMP	0.00	7,943.00	87.06%	1,180.00	9,123.00	12.93%
52124	UNEMPLOYMENT INS	0.00	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	0.00	(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	23,245.55	267,186.20	86.48%	41,756.80	308,943.00	13.52%
40	PUBLIC RELATIONS						
52100	SALARIES	4,816.40	55,070.46	87.59%	7,797.54	62,868.00	12.40%
50	IT / NETWORK						
52100	SALARIES	7,365.42	81,653.53	88.74%	10,360.47	92,014.00	11.26%
60	PATS						
52100	SALARIES	9,164.38	102,840.52	84.80%	18,426.48	121,267.00	15.19%
90	FACILITIES						
52100	SALARIES	5,599.48	89,022.24	85.63%	14,929.76	103,952.00	14.36%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	26,917.50	308,639.67	87.83%	42,757.33	351,397.00	12.17%
52130	STAFF DEVELOPMENT	0.00	1,402.85	0.00%	(1,402.85)	0.00	0.00%
20	YOUTH SERVICES						
52100	SALARIES	18,449.60	233,920.82	78.14%	65,439.18	299,360.00	21.86%
70	ACCOUNT SERVICES						
52100	SALARIES	22,796.86	259,322.66	85.48%	44,022.34	303,345.00	14.51%
75	SHELVERS						
52100	SALARIES	2,526.72	30,737.36	81.69%	6,888.64	37,626.00	18.31%
2	Randall Oaks						
80	RANDALL OAKS						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
52100	SALARIES	11,916.16	136,525.53	85.74%	22,702.47	159,228.00	14.26%
	Total PERSONNEL SERVICES/BENEFITS	145,491.61	1,717,872.30	83.48%	339,877.70	2,057,750.00	16.52%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	131.78	6,467.49	71.86%	2,532.51	9,000.00	28.14%
61500	DATABASES	2,200.25	59,552.61	99.25%	447.39	60,000.00	0.75%
61510	EBOOKS	3,386.13	34,080.56	85.52%	5,769.44	39,850.00	14.48%
61520	DOWNLOADABLE MEDIA	3,303.02	34,364.88	132.17%	(8,364.88)	26,000.00	(32.17)%
64100	PROC FEES BOOKS	183.95	2,136.85	53.42%	1,863.15	4,000.00	46.58%
64200	PROC FEES AV	130.15	5,719.35	71.49%	2,280.65	8,000.00	28.51%
64500	ONLINE ORDERING FEE	0.00	679.50	35.76%	1,220.50	1,900.00	64.24%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	600.99	92.46%	49.01	650.00	7.54%
61200	PERIODICALS	0.00	1,877.72	93.88%	122.28	2,000.00	6.11%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	3,762.51	68.40%	1,737.49	5,500.00	31.59%
61600	VIDEOGAMES	921.32	13,598.65	79.99%	3,401.35	17,000.00	20.01%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	485.06	20,023.04	66.74%	9,976.96	30,000.00	33.26%
61111	BOOKS LARGE TYPE	100.02	2,478.22	82.60%	521.78	3,000.00	17.39%
61120	BOOKS NF	789.69	10,153.42	67.68%	4,846.58	15,000.00	32.31%
61130	BOOKS SPANISH	387.08	2,663.70	66.59%	1,336.30	4,000.00	33.41%
61330	AUDIOBOOKS	1,102.72	5,956.51	85.09%	1,043.49	7,000.00	14.91%
61350	MUSIC	55.60	2,671.55	53.43%	2,328.45	5,000.00	46.57%
61400	DVD	178.41	11,685.02	68.73%	5,314.98	17,000.00	31.26%
61700	NONTRADITIONAL MATERIALS	0.00	703.08	14.06%	4,296.92	5,000.00	85.94%
15	TEEN						
61100	BOOKS	684.02	4,647.21	71.49%	1,852.79	6,500.00	28.50%
61130	BOOKS SPANISH	163.56	2,042.21	68.07%	957.79	3,000.00	31.93%
61330	AUDIOBOOKS	496.88	2,074.49	69.14%	925.51	3,000.00	30.85%
20	YOUTH SERVICES						
61100	BOOKS	2,567.36	14,783.27	27.37%	39,216.73	54,000.00	72.62%
61130	BOOKS SPANISH	62.31	3,674.30	45.92%	4,325.70	8,000.00	54.07%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
61330	AUDIOBOOKS	0.00	83.18	5.54%	1,416.82	1,500.00	94.45%
61350	MUSIC	0.00	614.33	61.43%	385.67	1,000.00	38.57%
61400	DVD	83.92	3,699.96	36.99%	6,300.04	10,000.00	63.00%
61700	NONTRADITIONAL MATERIALS	0.00	511.09	17.03%	2,488.91	3,000.00	82.96%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,225.02	111.36%	(125.02)	1,100.00	(11.37)%
61600	VIDEOGAMES	541.37	3,124.70	62.49%	1,875.30	5,000.00	37.51%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	35.63	7,489.12	74.89%	2,510.88	10,000.00	25.11%
61120	BOOKS NF	35.57	1,376.80	45.89%	1,623.20	3,000.00	54.11%
61400	DVD	82.46	4,063.89	81.27%	936.11	5,000.00	18.72%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
15	TEEN						
61100	BOOKS	0.00	2,069.66	51.74%	1,930.34	4,000.00	48.26%
61330	AUDIOBOOKS	0.00	329.92	32.99%	670.08	1,000.00	67.01%
20	YOUTH SERVICES						
61100	BOOKS	0.00	5,109.98	26.89%	13,890.02	19,000.00	73.11%
61130	BOOKS SPANISH	62.72	887.99	44.39%	1,112.01	2,000.00	55.60%
61400	DVD	70.44	1,971.31	65.71%	1,028.69	3,000.00	34.29%
61700	NONTRADITIONAL MATERIALS	0.00	158.00	10.53%	1,342.00	1,500.00	89.47%
	Total LIBRARY MATERIALS	18,241.42	279,112.08	68.08%	130,887.92	410,000.00	31.92%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52130	STAFF DEVELOPMENT	0.00	2,531.32	84.37%	468.68	3,000.00	15.62%
70800	POSTAGE	17.99	2,027.24	67.57%	972.76	3,000.00	32.43%
70900	SUPPLIES	0.00	6,541.84	46.72%	7,458.16	14,000.00	53.27%
73225	PUBLIC LIABILITY INS	0.00	23,498.00	100.00%	0.00	23,498.00	0.00%
73230	TRANSPORTATION REIMBURSEMENT	0.00	3,315.45	82.88%	684.55	4,000.00	17.11%
73240	BOARD EXPENSES	0.00	803.96	40.19%	1,196.04	2,000.00	59.80%
73241	LEGAL NOTICES FEES	0.00	677.35	33.86%	1,322.65	2,000.00	66.13%
73242	MEMBERSHIPS	0.00	2,565.00	83.41%	510.00	3,075.00	16.59%
73245	BACKGROUND CHECK FEES	0.00	75.00	9.37%	725.00	800.00	90.63%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73250	BANK CHARGES	71.87	1,589.39	42.13%	2,182.61	3,772.00	57.86%
73255	INVESTMENT FEES	823.89	7,329.64	97.70%	172.36	7,502.00	2.30%
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	0.00	147.50	0.00%	(147.50)	0.00	0.00%
73285	REIMBURSED PURCHASES	800.00	1,450.00	14.50%	8,550.00	10,000.00	85.50%
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	25.00	3,480.32	107.08%	(230.32)	3,250.00	(7.09)%
73242	MEMBERSHIPS	0.00	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	1,353.80	3,617.23	34.69%	6,807.77	10,425.00	65.30%
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	902.92	8,587.93	85.87%	1,412.07	10,000.00	14.12%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	5.35	12,144.73	67.47%	5,855.27	18,000.00	32.53%
73520	PLANT OPERATION	0.00	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 5/1/2020 Through 5/31/2020

		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	0.00	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	59,482.50	91.66%	5,407.50	64,890.00	8.33%
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	9,408.32	182,776.29	75.83%	58,255.71	241,032.00	24.17%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	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	0.00	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	200.00	6,630.57	41.44%	9,369.43	16,000.00	58.56%
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	0.00	1,149.89	76.65%	350.11	1,500.00	23.34%
20	YOUTH SERVICES						
70900	SUPPLIES	685.83	10,558.90	81.22%	2,441.10	13,000.00	18.78%
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 5/1/2020 Through 5/31/2020

		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	885.83	25,344.34	58.00%	18,355.66	43,700.00	42.00%
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	13,483.00	53,932.00	99.69%	167.00	54,099.00	0.31%
73330	CONSULTING - COMPUTER SERVICES	0.00	6,017.46	40.11%	8,982.54	15,000.00	59.88%
73340	SOFTWARE	90.00	14,017.71	75.77%	4,482.29	18,500.00	24.23%
73350	INTERNET LINES	771.42	8,309.05	61.54%	5,190.95	13,500.00	38.45%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,670.35	55.67%	1,329.65	3,000.00	44.32%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,661.85	55.39%	1,338.15	3,000.00	44.60%
	Total COMPUTER	14,648.12	87,422.05	76.51%	26,836.95	114,259.00	23.49%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	704.78	8,955.11	89.55%	1,044.89	10,000.00	10.45%
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	704.78	20,832.61	69.73%	9,042.39	29,875.00	30.27%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	548.99	8,666.45	76.02%	2,733.55	11,400.00	23.98%
73310	CATALOGING - COMPUTER SERVICE	1,689.07	6,756.28	99.50%	33.72	6,790.00	0.50%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,300.00	1,300.00	100.00%
73640	FUEL	44.98	440.31	44.03%	559.69	1,000.00	55.97%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	27,103.64	99.99%	1.36	27,105.00	0.01%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	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 5/1/2020 Through 5/31/2020

		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	976.96	31,154.70	52.95%	27,675.30	58,830.00	47.04%
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	3,260.00	103,257.32	65.28%	54,912.68	158,170.00	34.72%
65		UTILITIES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	74.85	1,025.17	28.63%	2,554.83	3,580.00	71.36%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,147.50	12,892.63	98.41%	207.37	13,100.00	1.58%
	73610	ELECTRICITY	1,951.70	34,918.41	87.29%	5,081.59	40,000.00	12.70%
	73620	WATER AND SEWER	0.00	3,169.40	63.38%	1,830.60	5,000.00	36.61%
	73630	GAS	276.29	2,530.07	50.60%	2,469.93	5,000.00	49.40%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	204.76	2,213.80	100.62%	(13.80)	2,200.00	(0.63)%
		Total UTILITIES	3,655.10	56,749.48	82.39%	12,130.52	68,880.00	17.61%
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	196,295.18	2,524,500.62	75.87%	802,951.38	3,327,452.00	24.13%
		Net Increase(Decrease) in Fund Balance	(180,916.58)	948,478.26	939.39%	(847,511.26)	100,967.00	839.39%



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
20 - FICA  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	109,831.11	99.84%	168.89	110,000.00	(0.15)%
44010	INT & DIV INCOME	6.73	874.70	174.94%	(374.70)	500.00	74.94%
	Total REVENUES	6.73	110,705.81	100.19%	(205.81)	110,500.00	0.19%
	Total Revenues	6.73	110,705.81	100.19%	(205.81)	110,500.00	0.19%
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	10,012.48	123,888.02	88.49%	16,111.98	140,000.00	11.51%
	Total PERSONNEL SERVICES/BENEFITS	10,012.48	123,888.02	88.49%	16,111.98	140,000.00	11.51%
	Total Expenditures	10,012.48	123,888.02	88.49%	16,111.98	140,000.00	11.51%
	Net Increase(Decrease) in Fund Balance	(10,005.75)	(13,182.21)	44.68%	(16,317.79)	(29,500.00)	(55.31)%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
30 - IMRF  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	119,817.67	99.84%	182.33	120,000.00	(0.15)%
44010	INT & DIV INCOME	17.23	1,397.60	279.52%	(897.60)	500.00	179.52%
	Total REVENUES	<u>17.23</u>	<u>121,215.27</u>	<u>100.59%</u>	<u>(715.27)</u>	<u>120,500.00</u>	<u>0.59%</u>
	Total Revenues	<u>17.23</u>	<u>121,215.27</u>	<u>100.59%</u>	<u>(715.27)</u>	<u>120,500.00</u>	<u>0.59%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,517.55	140,119.98	87.57%	19,880.02	160,000.00	12.43%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,517.55</u>	<u>140,119.98</u>	<u>87.57%</u>	<u>19,880.02</u>	<u>160,000.00</u>	<u>12.43%</u>
	Total Expenditures	<u>12,517.55</u>	<u>140,119.98</u>	<u>87.57%</u>	<u>19,880.02</u>	<u>160,000.00</u>	<u>12.43%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,500.32)</u>	<u>(18,904.71)</u>	<u>47.86%</u>	<u>(20,595.29)</u>	<u>(39,500.00)</u>	<u>(52.14)%</u>

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	2,150.84	66,932.25	167.33%	(26,932.25)	40,000.00	67.33%
	Total REVENUES	2,150.84	66,932.25	167.33%	(26,932.25)	40,000.00	67.33%
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	2,150.84	66,932.25	42.27%	91,403.75	158,336.00	(57.73)%
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	16,457.50	18,390.00	33.55%	36,413.00	54,803.00	66.44%
	Total PROFESSIONAL FEES	16,457.50	18,390.00	33.56%	36,413.00	54,803.00	66.44%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	5,685.00	22,827.95	95.11%	1,172.05	24,000.00	4.88%
	Total MAINTENANCE	5,685.00	22,827.95	95.12%	1,172.05	24,000.00	4.88%
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	22,142.50	84,186.20	41.92%	116,616.80	200,803.00	58.08%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 70 - CAPITAL PROJECTS/SPECIAL RESERVE  
 From 5/1/2020 Through 5/31/2020

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Net Increase(Decrease) in Fund Balance	<u><del>(19,991.66)</del></u>	<u><del>(17,253.95)</del></u>	<u><del>40.62%</del></u>	<u><del>(25,213.05)</del></u>	<u><del>(42,467.00)</del></u>	(59.37)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 80 - WORKING CASH  
 From 5/1/2020 Through 5/31/2020

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues						
00 REVENUES						
0 District Wide						
00 DEPARTMENT-WIDE						
44010 INT & DIV INCOME	103.93	3,159.66	210.64%	(1,659.66)	1,500.00	110.64%
Total REVENUES	<u>103.93</u>	<u>3,159.66</u>	<u>210.64%</u>	<u>(1,659.66)</u>	<u>1,500.00</u>	<u>110.64%</u>
Total Revenues	<u>103.93</u>	<u>3,159.66</u>	<u>210.64%</u>	<u>(1,659.66)</u>	<u>1,500.00</u>	<u>110.64%</u>
Net Increase(Decrease) in Fund Balance	<u>103.93</u>	<u>3,159.66</u>	<u>210.64%</u>	<u>(1,659.66)</u>	<u>1,500.00</u>	<u>110.64%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 90 - DONATION / GIFT  
 From 5/1/2020 Through 5/31/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	167.62	5,074.56	126.86%	(1,074.56)	4,000.00	26.86%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>167.62</u>	<u>5,074.56</u>	<u>56.38%</u>	<u>3,925.44</u>	<u>9,000.00</u>	<u>(43.62)%</u>
	Total Revenues	<u>167.62</u>	<u>5,074.56</u>	<u>56.38%</u>	<u>3,925.44</u>	<u>9,000.00</u>	<u>(43.62)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>167.62</u></u>	<u><u>5,074.56</u></u>	<u><u>56.38%</u></u>	<u><u>3,925.44</u></u>	<u><u>9,000.00</u></u>	<u><u>(43.62)%</u></u>

**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920  
From 5/1/2020 Through 5/30/2020

Attachment to Exhibit A.1.e

	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	12,594.95	44,492.67	98.87%	45,000.00	507.33	(1.13)%
43500	IMPACT FEES	0.00	53,508.18	0.00%	0.00	(53,508.18)	0.00%
44010	INT & DIV INCOME	0.00	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	0.00	25.00	0.00%	0.00	(25.00)	0.00%
46020	FINES & FEES	0.00	10,605.00	106.05%	10,000.00	(605.00)	6.05%
46030	LOST & DAMAGED	0.00	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	15.91	539.62	0.00%	0.00	(539.62)	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	16,102.00	80.51%	20,000.00	3,898.00	(19.49)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total Revenues	<u>14,106.86</u>	<u>3,776,348.34</u>	<u>101.79%</u>	<u>3,709,919.00</u>	<u>(66,429.34)</u>	1.79%
	Net Increase(Decrease) in Fund Balance	<u>14,106.86</u>	<u>3,776,348.34</u>	<u>101.79%</u>	<u>3,709,919.00</u>	<u>(66,429.34)</u>	1.79%

**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	12,594.95	0.00	44,492.67
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	3,713.09	0.00	125,108.89
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	5.00	0.00	10,610.00
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	15.91	0.00	539.62
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	1,496.00	0.00	16,102.00
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>17,824.95</u>	<u>0.00</u>	3,780,066.43
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>17,824.95</u>	<u>0.00</u>	3,780,066.43



**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920  
 From 5/1/2020 Through 5/31/2020

Attachment to Exhibit A.1.g

	<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	168,021.64	1,981,880.30	83.97%	2,360,000.00	378,119.70	16.02%
	PERSONNEL SERVICES/BENEFITS					
	168,021.64	1,981,880.30	83.98%	2,360,000.00	378,119.70	16.02%
20	Library Materials					
20	18,241.42	279,112.08	68.07%	410,000.00	130,887.92	31.92%
	LIBRARY MATERIALS					
	18,241.42	279,112.08	68.08%	410,000.00	130,887.92	31.92%
50	Operating Expenses					
51	9,408.32	182,776.29	78.18%	233,782.00	51,005.71	21.81%
51	LIBRARY OPERATIONS					
52	0.00	27,816.20	68.51%	40,600.00	12,783.80	31.48%
52	PUBLIC RELATIONS					
53	885.83	25,344.34	57.99%	43,700.00	18,355.66	42.00%
53	GENERAL PROGRAMMING					
54	14,648.12	110,596.09	73.11%	151,259.00	40,662.91	26.88%
54	COMPUTER					
55	17,162.28	39,222.61	43.73%	89,678.00	50,455.39	56.26%
55	PROFESSIONAL FEES					
	42,104.55	385,755.53	69.01%	559,019.00	173,263.47	30.99%
	Total Operating Expenses					
60	Building Expenses					
61	8,945.00	126,085.27	69.21%	182,170.00	56,084.73	30.78%
61	MAINTENANCE					
65	3,655.10	56,749.48	82.38%	68,880.00	12,130.52	17.61%
65	UTILITIES					
	12,600.10	182,834.75	72.83%	251,050.00	68,215.25	27.17%
	Total Building Expenses					
70	Capital Expense					
70	0.00	43,112.16	33.20%	129,850.00	86,737.84	66.79%
70	CAPITAL EXPENSE					
	0.00	43,112.16	33.20%	129,850.00	86,737.84	66.80%
	Total Capital Expense					
	240,967.71	2,872,694.82	77.43%	3,709,919.00	837,224.18	22.57%
	Total Expenditures					
	(240,967.71)	(2,872,694.82)	77.43%	(3,709,919.00)	(837,224.18)	22.56%
	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 5/1/2020 Through 5/31/2020

Attachment to Exhibit A.1.h

		Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 Budget \$ Remaining	FY1920 Budget % Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	85,414.80	1,011,331.41	83.80%	1,206,794.00	195,462.59	16.19%
20	Library Materials	9,335.28	145,479.95	94.52%	153,900.00	8,420.05	5.47%
50	Operating Expenses	35,702.17	276,811.79	67.48%	410,179.00	133,367.21	32.51%
60	Building Expenses	2,357.89	16,888.21	70.16%	24,070.00	7,181.79	29.83%
70	Capital Expense	0.00	43,112.16	34.97%	123,250.00	80,137.84	65.02%
	Total District Wide	<u>132,810.14</u>	<u>1,493,623.52</u>	<u>77.87%</u>	<u>1,918,193.00</u>	<u>424,569.48</u>	<u>22.13%</u>
1	Dundee Library						
15	Personnel Expenses	70,690.68	834,023.36	84.09%	991,728.00	157,704.64	15.90%
20	Library Materials	8,077.95	105,825.74	53.31%	198,500.00	92,674.26	46.68%
50	Operating Expenses	843.03	44,945.26	58.21%	77,200.00	32,254.74	41.78%
60	Building Expenses	10,037.45	144,883.50	70.66%	205,035.00	60,151.50	29.33%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	<u>89,649.11</u>	<u>1,129,677.86</u>	<u>76.38%</u>	<u>1,479,063.00</u>	<u>349,385.14</u>	<u>23.62%</u>
2	Randall Oaks						
15	Personnel Expenses	11,916.16	136,525.53	85.74%	159,228.00	22,702.47	14.25%
20	Library Materials	828.19	27,806.39	48.27%	57,600.00	29,793.61	51.72%
50	Operating Expenses	5,559.35	63,998.48	86.61%	73,890.00	9,891.52	13.38%
60	Building Expenses	204.76	21,063.04	95.98%	21,945.00	881.96	4.01%
	Total Randall Oaks	<u>18,508.46</u>	<u>249,393.44</u>	<u>79.76%</u>	<u>312,663.00</u>	<u>63,269.56</u>	<u>20.24%</u>
	Total Expenditures	<u>240,967.71</u>	<u>2,872,694.82</u>	<u>77.43%</u>	<u>3,709,919.00</u>	<u>837,224.18</u>	<u>22.57%</u>
	Net Increase(Decrease) in Fund Balance	<u>(240,967.71)</u>	<u>(2,872,694.82)</u>	<u>77.43%</u>	<u>(3,709,919.00)</u>	<u>(837,224.18)</u>	<u>22.56%</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	168,021.64	0.00	1,981,880.30
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	18,241.42	0.00	279,112.08
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	9,408.32	0.00	182,776.29
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	885.83	0.00	25,344.34
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	14,648.12	0.00	110,596.09
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	17,162.28	0.00	39,222.61
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	8,945.00	0.00	126,085.27
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	3,655.10	0.00	56,749.48
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>240,967.71</u>	<u>0.00</u>	2,872,694.82
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>(240,967.71)</u>	<u>0.00</u>	(2,872,694.82)

Fox River Valley Public Library District

Attachment to Exhibit A.1.j

Balance Sheet  
As of 5/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	2,216,199.71
20	FICA	7,839.93
30	IMRF	39,240.70
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>265,464.02</u>
	Total Checking Accounts	2,528,744.36
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	155,507.33
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,070,453.99
80	WORKING CASH	156,002.62
90	DONATION / GIFT	<u>251,614.25</u>
	Total Investments	<u>3,633,578.19</u>
	Total Cash and Investments	6,162,756.55
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	10,815.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	<u>15,391.10</u>
	Total Other Assets	<u>38,860.60</u>
	Total Assets	<u><u>6,201,617.15</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	8,954.73
70	CAPITAL PROJECTS/SPECIAL RESERVE	8,085.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	17.99
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	548.99
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	18.00
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	44.98
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	163,883.47
30	IMRF	<u>5,827.71</u>
	Total Liabilities	187,380.87
Fund Balance		
10	GENERAL/CORPORATE	2,237,533.48
20	FICA	7,839.93
30	IMRF	33,412.99
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,327,833.01
80	WORKING CASH	156,002.62
90	DONATION / GIFT	<u>251,614.25</u>
	Total Fund Balance	<u>6,014,236.28</u>
	Total Liabilities and Fund Balance	6,201,617.15

clearwater

clearwater

Investment Inventory Month End  
 Fox Rvr Valley All Agg (111383)  
 05/31/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	05/31/2020	---	0.00	0.000	---	CCYUSD	20.57
MMDA12	---	05/31/2020	---	0.00	0.000	---	MMDA12	2,598.13
Wells Fargo Bank, National Association	07/02/2018	06/29/2020	---	200,000.00	2.800	2.822	BBG00L4VQYG0	200,463.20
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,599.52
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	246,579.03
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	203,182.20
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRX CZG8	218,265.64
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	127,613.63
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWF MW5	158,942.27
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	206,116.40
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNR4S8	139,619.16
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJ PNT4	99,135.46
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	154,013.40
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYMZ9P1	97,090.86
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	175,457.18
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	112,737.85
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,495.88
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	BBG00HSVY518	11,007.68
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	BBG00HNS SF15	26,884.68
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	207,577.20
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	103,830.20
DU PAGE CNTY ILL CMNTY HIGH SCH DIST NO 094 WEST C	05/21/2020	01/01/2023	---	25,000.00	5.000	1.150	BBG00LBBQ1S5	27,854.18
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	BBG00FQF02H1	38,090.68
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	BBG00B9H9HV7	22,353.56
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RK P66P5	127,772.65
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	BBG00RLT3740	141,976.53
NEW BRITAIN CONN	05/21/2020	03/01/2023	---	5,000.00	5.000	1.398	BBG00FY2L6W2	5,600.07
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	87,520.40
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	159,946.50
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,637.10
---	---	11/18/2021	---	3,590,000.00	2.405	2.304	---	3,688,981.77

**B.1 Working Budget Fiscal Year 2020-21**

RECOMMENDED **MOTION**: I move to approve the Working Budget for Fiscal Year 2020-2021.

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.

The budget included in this exhibit has been modified from the one presented last month: revenues and expenditures were reduced by \$74,500 based upon changes related to COVID-19 and expected transitional library services.

EXHIBIT B.1. 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.

EXHIBIT B.1. Pages 2 through 4 summarize revenues and expenditures by “unit,” with all funds combined. This is helpful to see the total amount spent over time on a particular category such as Salaries.

EXHIBIT B.1. Pages 5 through 21 is in the Monthly Financial format that the board is familiar with from the consent agenda each month.

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

	FY1516	FY1617	FY1718	FY1819	FY1920			FY2021				Notes
	Actual Totals	Actual Totals	Actual Totals	Actual Totals	Working Budget	Expected End of Year Totals	Expected End of Year Savings vs Budget	May 2020 Proposed Budget	June 2020 Updated Proposed Budget	FY2021 Budget vs FY1920 Expected End of Year Totals	FY2021 Budget vs FY1920 Budget	
REVENUES	\$3,432,635	\$3,647,773	\$3,418,527	\$3,707,509	\$3,709,919	\$3,790,000	2.2%	\$4,043,772	\$3,969,272	4.7%	7.0%	3% increase in property tax receipts due to new construction \$190,000 in License Plate Renewal revenues
<b>Total Revenues</b>	<b>\$3,432,635</b>	<b>\$3,647,773</b>	<b>\$3,418,527</b>	<b>\$3,707,509</b>	<b>\$3,709,919</b>	<b>\$3,790,000</b>	<b>2.2%</b>	<b>\$4,043,772</b>	<b>\$3,969,272</b>	<b>4.7%</b>	<b>7.0%</b>	
PERSONNEL	\$2,100,240	\$2,045,157	\$1,955,711	\$2,115,239	\$2,360,000	\$2,131,880	(9.7%)	\$2,334,000	\$2,334,000	9.5%	(1.1%)	Salary budget is flat: 2.3% merit
LIBRARY MATERIALS	\$344,895	\$341,769	\$345,365	\$358,399	\$410,000	\$335,000	(18.3%)	\$420,000	\$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	\$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	\$40,600	6.8%	0.0%	
GENERAL PROGRAMMING	\$29,871	\$23,895	\$19,822	\$28,730	\$43,700	\$32,000	(26.8%)	\$43,900	\$43,900	37.2%	0.5%	
COMPUTER	\$182,169	\$141,988	\$93,041	\$95,548	\$151,259	\$115,056	(23.9%)	\$157,664	\$157,664	37.0%	4.2%	
PROFESSIONAL FEES	\$206,362	\$147,810	\$25,839	\$23,751	\$89,678	\$42,000	(53.2%)	\$40,050	\$40,050	(4.6%)	(55.3%)	
MAINTENANCE	\$207,741	\$208,291	\$127,434	\$145,060	\$182,170	\$147,749	(18.9%)	\$235,570	\$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	\$67,700	6.1%	(1.7%)	
CAPITAL EXPENSE	\$0	\$0	\$39,916	\$73,418	\$129,850	\$60,977	(53.0%)	\$280,538	\$206,038	237.9%	58.7%	Architect, CM, Legal fees all from Special Reserve fund
<b>Total Expenditures</b>	<b>\$3,245,987</b>	<b>\$3,095,791</b>	<b>\$2,869,494</b>	<b>\$3,096,647</b>	<b>\$3,709,919</b>	<b>\$3,164,464</b>	<b>(14.7%)</b>	<b>\$4,043,772</b>	<b>\$3,969,272</b>	<b>25.4%</b>	<b>7.0%</b>	
<b>Actual Increase (Decrease) in Fund Balance</b>	<b>\$186,649</b>	<b>\$551,982</b>	<b>\$549,033</b>	<b>\$610,862</b>	<b>\$0</b>	<b>\$625,536</b>		<b>\$0</b>	<b>\$0</b>			
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(\$437,737)</b>	<b>(\$307,190)</b>	<b>(\$48,193)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>			

**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 B.1

	FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr	
<b>Revenues</b>									
43010	TAX LEVY	3,080,748.16	3,153,360.16	3,192,377.67	3,305,445.55	3,393,306.28	3,398,496.00	3,494,833.23	2.83%
43020	PPRT	71,473.67	51,999.70	43,510.75	47,070.64	44,492.67	45,000.00	45,000.00	0.00%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
43500	IMPACT FEES	54,887.82	9,432.00	3,262.00	2,625.82	53,508.18	0.00	3,000.00	0.00%
44010	INT & DIV INCOME	25,901.18	33,557.50	67,434.71	120,666.08	125,108.89	86,500.50	78,750.00	(8.96)%
44011	MARKET VALUE ADJUSTMENT	(457.68)	(8,862.38)	(37,662.42)	55,009.47	0.00	0.00	0.00	0.00%
45010	PER CAPITA GRANT	86,672.50	53,449.20	53,836.80	86,672.50	86,672.50	86,672.50	86,672.50	0.00%
45011	E-RATE GRANT	2,412.96	11,765.89	889.74	6,667.74	4,256.28	7,500.00	4,500.00	(40.00)%
45020	OTHER GRANTS	4,000.00	0.00	0.00	0.00	4,817.36	2,000.00	2,000.00	0.00%
45030	SRC SPONSORSHIP	0.00	1,125.00	3,704.60	0.00	25.00	0.00	0.00	0.00%
46020	FINES & FEES	66,854.88	64,615.63	48,700.16	27,913.83	10,610.00	10,000.00	500.00	(95.00)%
46030	LOST & DAMAGED	6,042.34	5,141.18	4,299.71	6,075.04	3,278.49	5,000.00	5,000.00	0.00%
46110	MEETING RM RENTAL	370.00	250.00	150.00	40.00	0.00	100.00	50.00	(50.00)%
46115	PROGRAM REVENUE	0.00	0.00	220.00	317.00	0.00	0.00	100.00	0.00%
46200	PRINT/COPY REVENUE	19,266.77	18,404.63	17,882.91	18,480.02	13,124.97	30,000.00	20,000.00	(33.33)%
46210	FAX REVENUE	2,540.29	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	0.00	18,490.69	0.00	190,200.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	576.66	368.50	446.90	430.65	181.93	400.00	400.00	0.00%
46400	MISCELLANEOUS INCOME	540.64	33.63	1,899.56	630.21	539.62	0.00	16.77	0.00%
46450	REIMBURSEMENTS	452.93	10,081.65	4,582.87	10,666.99	3,412.23	10,000.00	10,000.00	0.00%
46500	CASH OVER	235.54	158.39	173.67	104.58	140.24	250.00	249.50	(0.20)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	9,138.00	8,459.00	7,113.00	9,702.00	16,102.00	20,000.00	20,000.00	0.00%
49010	MONETARY GIFT	978.50	221,953.61	3,484.44	6,122.13	0.00	5,000.00	5,000.00	0.00%
	<b>Total Revenues</b>	<b>3,432,635.16</b>	<b>3,647,773.09</b>	<b>3,418,927.07</b>	<b>3,707,508.80</b>	<b>3,780,066.43</b>	<b>3,709,919.00</b>	<b>3,969,272.00</b>	<b>6.99%</b>
<b>Expenditures</b>									
52100	SALARIES	1,522,754.32	1,626,447.18	1,555,931.20	1,696,023.03	1,618,528.53	1,840,000.00	1,840,000.00	0.00%
52101	SALARIES - MAINTENANCE	127,253.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
52120	EMPLOYEE INSURANCES	139,899.45	125,710.65	115,519.06	122,813.32	123,539.01	150,000.00	165,000.00	10.00%
52121	IMRF	162,947.23	152,472.23	143,616.64	143,016.48	140,119.98	160,000.00	165,000.00	3.12%
52122	REIMBURSED INS	0.00	0.00	0.00	0.00	16,102.00	20,000.00	20,000.00	0.00%
52123	WORKERS COMP	9,983.00	7,988.50	4,923.00	5,644.50	7,943.00	9,123.00	6,500.00	(28.75)%
52124	UNEMPLOYMENT INS	4,246.48	4,084.43	5,499.15	6,224.16	7,118.90	7,500.00	6,000.00	(20.00)%
52130	STAFF DEVELOPMENT	10,193.72	8,412.61	9,502.42	6,966.82	16,517.91	23,450.00	7,205.00	(69.27)%
52150	DIRECTOR'S CONF	1,870.80	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	0.00	3,180.00	(3,152.45)	10,000.00	4,000.00	(60.00)%
52212	FICA / MEDICARE	121,091.30	119,740.97	116,103.14	126,608.65	127,915.86	140,000.00	140,000.00	0.00%
60900	MATERIALS SUPPLIES	10,487.33	8,518.99	10,355.21	7,745.66	6,467.49	9,000.00	9,200.00	2.22%
61100	BOOKS	64,542.04	88,431.61	89,120.99	76,030.12	28,908.40	83,500.00	83,500.00	0.00%
61110	BOOKS FICTION	6,979.05	32,138.69	32,299.36	36,287.23	34,841.90	40,000.00	40,000.00	0.00%



**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 B.1

		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr
61111	BOOKS LARGE TYPE	0.00	4,655.74	3,250.00	2,093.91	2,715.35	3,000.00	3,500.00	16.66%
61117	BOOKS LEASED	0.00	0.00	2,056.82	2,134.80	0.00	0.00	0.00	0.00%
61118	BOOKS F STANDING ORDER	26,682.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
61120	BOOKS NF	23,567.81	16,407.89	18,656.73	18,682.44	14,115.39	18,650.00	18,100.00	(2.94)%
61121	BOOKS NF LARGE PRINT	0.00	192.79	568.87	0.00	0.00	0.00	0.00	0.00%
61128	BOOKS NF STANDING ORDER	8,763.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
61130	BOOKS SPANISH	10,189.29	11,342.31	11,966.30	15,704.54	9,268.20	17,000.00	17,000.00	0.00%
61200	PERIODICALS	8,406.00	7,391.97	7,930.23	7,705.66	6,865.25	8,600.00	9,000.00	4.65%
61330	AUDIOBOOKS	13,652.71	7,636.38	8,121.15	11,492.63	8,655.05	12,500.00	12,500.00	0.00%
61350	MUSIC	3,267.52	2,497.51	2,906.90	4,722.73	3,408.63	6,000.00	6,000.00	0.00%
61400	DVD	40,108.02	35,859.23	43,198.93	31,947.66	22,306.29	35,000.00	34,000.00	(2.85)%
61500	DATABASES	70,909.89	69,617.12	48,636.47	53,084.37	59,552.61	60,000.00	61,575.00	2.62%
61510	EBOOKS	20,720.64	25,369.41	12,750.26	25,554.32	34,080.56	39,850.00	39,850.00	0.00%
61520	DOWNLOADABLE MEDIA	7,800.00	8,034.00	18,480.97	28,039.27	34,364.88	26,000.00	32,275.00	24.13%
61540	HOTSPOTS	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
61600	VIDEOGAMES	14,535.72	11,127.60	14,275.64	17,519.81	16,723.35	22,000.00	23,000.00	4.54%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	4,210.88	5,012.88	1,372.17	12,500.00	9,000.00	(28.00)%
64100	PROC FEES BOOKS	3,201.00	3,111.55	3,556.80	3,724.42	2,561.30	4,000.00	4,000.00	0.00%
64200	PROC FEES AV	0.00	0.00	0.00	6,970.70	5,935.10	8,000.00	8,000.00	0.00%
64350	PROC FEES MUSIC	1,079.95	792.10	931.05	288.65	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	8,520.85	7,164.10	10,426.60	1,993.40	0.00	0.00	0.00	0.00%
64500	ONLINE ORDERING FEE	1,480.00	1,480.00	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	0.00	2,500.00	4,250.00	70.00%
70800	POSTAGE	12,941.10	12,354.04	11,572.03	9,625.19	10,269.84	13,000.00	18,000.00	38.46%
70900	SUPPLIES	55,419.09	47,908.67	54,128.41	53,249.36	39,878.24	71,785.00	65,090.00	(9.32)%
73010	NEWSLETTER	15,703.00	20,599.00	18,940.00	18,940.00	14,205.00	19,200.00	19,200.00	0.00%
73020	OUTSIDE PRINTING	1,541.71	1,229.25	1,975.85	2,104.38	725.17	3,000.00	3,000.00	0.00%
73150	PERFORMERS	2,932.00	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	0.00	6,630.57	16,000.00	16,000.00	0.00%
73152	WINTER READING	0.00	0.00	0.00	0.00	2,928.81	3,000.00	3,000.00	0.00%
73155	LICENSING	0.00	0.00	0.00	1,624.23	1,675.18	1,700.00	1,700.00	0.00%
73200	TELEPHONE & FAX	14,019.81	15,436.40	16,013.23	17,158.37	16,141.60	18,880.00	17,700.00	(6.25)%
73215	COPIER/PRINT EXPENSE	12,352.31	6,907.34	11,410.27	3,787.66	12,587.10	20,000.00	11,000.00	(45.00)%
73225	PUBLIC LIABILITY INS	25,171.08	24,876.42	23,939.50	23,228.00	23,498.00	23,498.00	30,000.00	27.67%
73230	TRANSPORTATION REIMBURSEMENT	6,513.56	3,677.67	4,146.52	4,123.47	3,320.40	4,000.00	5,000.00	25.00%
73240	BOARD EXPENSES	2,060.16	777.55	1,246.10	1,525.92	803.96	2,000.00	3,000.00	50.00%
73241	LEGAL NOTICES FEES	947.90	989.23	956.64	659.87	677.35	2,000.00	3,000.00	50.00%
73242	MEMBERSHIPS	4,189.00	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	0.00	315.00	253.00	75.00	800.00	800.00	0.00%
73246	PAYROLL SERVICE	0.00	0.00	8,188.86	8,940.33	8,955.11	10,000.00	10,000.00	0.00%
73250	BANK CHARGES	1,775.33	1,626.09	1,361.58	976.45	1,589.39	3,772.00	6,000.00	59.06%

**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 B.1

		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Budget - FY1920 Working Budget	Total Budget - FY2021 Working Budget	Budget Difference yr over yr
73255	INVESTMENT FEES	5,081.12	4,407.90	5,508.11	7,126.94	7,329.64	7,502.00	8,000.00	6.63%
73258	MATERIALS RECOVERY FEE	3,533.13	6,107.71	3,114.60	1,145.60	599.65	2,500.00	0.00	(100.00)%
73260	LOST & PAID FORWARDING	744.80	266.19	600.18	1,256.29	140.37	1,000.00	0.00	(100.00)%
73270	FURNITURE & EQUIP	9,045.17	13,135.12	18,319.40	55,371.68	21,801.81	102,800.00	52,500.00	(48.92)%
73280	COST OF ITEMS SOLD	586.42	345.56	394.76	365.63	91.90	500.00	500.00	0.00%
73281	SALES TAX EXPENSE	43.00	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	0.00	17,615.00	0.00	181,200.00	0.00%
73283	LICENSE PLATE S&SLT FEES	0.00	0.00	0.00	0.00	147.50	0.00	1,500.00	0.00%
73285	REIMBURSED PURCHASES	0.00	9,816.43	4,919.77	8,617.68	1,450.00	10,000.00	10,000.00	0.00%
73290	HOSPITALITY	368.10	189.72	137.15	40.62	63.53	1,450.00	700.00	(51.72)%
73295	MEETING EXPENSE	0.00	0.00	2,735.73	3,440.92	2,263.52	3,000.00	3,500.00	16.66%
73300	COMPUTER EQUIPMENT	47,306.36	20,635.98	14,262.24	14,325.11	41,532.46	54,050.00	59,750.00	10.54%
73301	COMPUTER MAINT	8,480.92	9,031.86	46,734.38	50,262.67	54,619.33	57,450.00	60,230.00	4.83%
73310	CATALOGING - COMPUTER SERVICE	7,360.45	6,132.00	6,759.33	7,001.16	6,756.28	6,790.00	6,870.00	1.17%
73320	CCS SHARED COST	69,558.07	63,765.00	65,029.44	59,029.44	53,932.00	54,099.00	51,199.00	(5.36)%
73330	CONSULTING - COMPUTER SERVICES	24,915.38	13,552.40	4,796.40	1,856.50	6,017.46	15,000.00	15,000.00	0.00%
73340	SOFTWARE	14,299.57	15,696.83	16,499.74	22,452.03	17,052.59	28,500.00	25,000.00	(12.28)%
73350	INTERNET LINES	6,248.10	13,173.90	12,681.04	14,516.61	11,881.25	19,500.00	15,900.00	(18.46)%
73410	LEGAL FEES	13,845.00	2,310.00	6,930.00	6,241.10	2,942.50	10,000.00	20,000.00	100.00%
73420	AUDIT EXPENSE	7,700.00	7,900.00	9,970.00	8,570.00	8,935.00	9,875.00	10,050.00	1.77%
73430	OTHER PROF FEES	184,817.34	137,600.43	750.00	0.00	18,390.00	54,803.00	141,288.00	157.81%
73500	BUILDING REPAIRS AND MAINTENANCE	9,757.04	21,734.13	8,538.65	36,829.39	32,522.05	54,500.00	78,500.00	44.03%
73505	RENT EXPENSE	0.00	0.00	59,482.50	64,890.00	59,482.50	64,890.00	64,890.00	0.00%
73510	RENT EXPENSE-PREPAID	90,000.00	90,000.00	7,500.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	40,367.29	17,908.12	27,708.96	14,638.61	9,851.59	20,000.00	22,000.00	10.00%
73530	EQUIPMENT MAINT	30,730.40	39,205.74	2,056.03	782.63	592.60	3,600.00	3,300.00	(8.33)%
73540	CONTRACTS: BUILDING MAINTENANCE	29,085.88	30,762.79	40,020.14	44,053.59	31,154.70	58,830.00	85,665.00	45.61%
73610	ELECTRICITY	31,723.87	35,533.14	37,964.93	41,218.43	34,918.41	40,000.00	40,000.00	0.00%
73620	WATER AND SEWER	2,971.52	3,622.25	3,900.80	3,668.85	3,169.40	5,000.00	5,000.00	0.00%
73630	GAS	2,548.06	3,291.23	3,170.08	3,226.43	2,530.07	5,000.00	5,000.00	0.00%
73640	FUEL	0.00	543.63	602.99	569.99	440.31	1,000.00	1,000.00	0.00%
75020	OTHER GRANTS	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
76500	CASH UNDER	168.78	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	0.00	18,307.00	2,054.00	(88.78)%
	Total Expenditures	<u>3,245,986.55</u>	<u>3,095,790.69</u>	<u>2,869,893.87</u>	<u>3,096,648.24</u>	<u>2,944,515.00</u>	<u>3,709,919.00</u>	<u>3,969,272.00</u>	6.99%
	Net Increase(Decrease) in Fund Balance	<u>186,648.61</u>	<u>551,982.40</u>	<u>549,033.20</u>	<u>610,860.56</u>	<u>835,551.43</u>	<u>0.00</u>	<u>0.00</u>	0.00%

**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

Attachment to Exhibit B.1

		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
Revenues									
00	REVENUES								
0	District Wide								
00	DEPARTMENT-WIDE								
43010	TAX LEVY	2,765,125.50	2,821,629.84	2,972,860.22	3,085,679.68	3,163,657.50	3,168,496.00	3,374,833.23	6.51%
43020	PPRT	71,473.67	51,999.70	43,510.75	47,070.64	44,492.67	45,000.00	45,000.00	0.00%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
43500	IMPACT FEES	54,887.82	9,432.00	3,262.00	2,625.82	53,508.18	0.00	3,000.00	0.00%
44010	INT & DIV INCOME	22,339.83	22,532.00	36,056.15	51,454.26	47,670.12	40,000.50	30,000.00	(25.00)%
44011	MARKET VALUE ADJUSTMENT	(395.35)	(1,409.39)	(10,691.04)	10,275.21	0.00	0.00	0.00	0.00%
45010	PER CAPITA GRANT	86,672.50	53,449.20	53,836.80	86,672.50	86,672.50	86,672.50	86,672.50	0.00%
45011	E-RATE GRANT	2,412.96	11,765.89	889.74	6,667.74	4,256.28	7,500.00	4,500.00	(40.00)%
45020	OTHER GRANTS	4,000.00	0.00	0.00	0.00	4,817.36	2,000.00	2,000.00	0.00%
45030	SRC SPONSORSHIP	0.00	1,125.00	3,704.60	0.00	25.00	0.00	0.00	0.00%
46020	FINES & FEES	66,854.88	64,615.63	48,700.16	27,913.83	10,610.00	10,000.00	500.00	(95.00)%
46030	LOST & DAMAGED	6,042.34	5,141.18	4,299.71	6,075.04	3,278.49	5,000.00	5,000.00	0.00%
46110	MEETING RM RENTAL	370.00	250.00	150.00	40.00	0.00	0.00	0.00	0.00%
46115	PROGRAM REVENUE	0.00	0.00	220.00	317.00	0.00	0.00	100.00	0.00%
46200	PRINT/COPY REVENUE	19,266.77	18,404.63	17,882.91	18,480.02	0.00	0.00	0.00	0.00%
46210	FAX REVENUE	2,540.29	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	0.00	18,490.69	0.00	190,200.00	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	576.66	368.50	446.90	430.65	0.00	0.00	0.00	0.00%
46400	MISCELLANEOUS INCOME	540.64	33.63	1,899.56	630.21	539.62	0.00	16.77	0.00%
46450	REIMBURSEMENTS	452.93	10,081.65	4,582.87	10,666.99	3,412.23	10,000.00	10,000.00	0.00%
46500	CASH OVER	235.54	158.39	173.67	104.58	140.24	250.00	249.50	(0.20)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	9,138.00	8,459.00	7,113.00	9,702.00	16,102.00	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	0.00	100.00	50.00	(50.00)%
46200	PRINT/COPY REVENUE	0.00	0.00	0.00	0.00	11,757.02	22,500.00	15,000.00	(33.33)%
46210	FAX REVENUE	0.00	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	0.00	171.43	300.00	300.00	0.00%

**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>FY1516 Actual</u>	<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>
2	Randall Oaks								
00	DEPARTMENT-WIDE								
46200	PRINT/COPY REVENUE	0.00	0.00	0.00	0.00	1,367.95	7,500.00	5,000.00	(33.33)%
46210	FAX REVENUE	0.00	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	0.00	10.50	100.00	100.00	0.00%
	Total REVENUES	<u>3,112,534.98</u>	<u>3,090,516.65</u>	<u>3,191,518.00</u>	<u>3,367,674.72</u>	<u>3,472,978.88</u>	<u>3,428,419.00</u>	<u>3,795,522.00</u>	10.71%
	Total Revenues	<u>3,112,534.98</u>	<u>3,090,516.65</u>	<u>3,191,518.00</u>	<u>3,367,674.72</u>	<u>3,472,978.88</u>	<u>3,428,419.00</u>	<u>3,795,522.00</u>	10.71%
	Expenditures								
01	TRANSFERS BETWEEN FUNDS								
0	District Wide								
00	DEPARTMENT-WIDE								
70000	TRANSFER OUT	0.00	2,000,000.00	613,895.00	591,950.00	0.00	118,336.00	0.00	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	<u>0.00</u>	<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								
52100	SALARIES	1,522,754.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
52101	SALARIES - MAINTENANCE	127,253.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
52120	EMPLOYEE INSURANCES	139,899.45	125,710.65	115,519.06	122,813.32	123,539.01	150,000.00	165,000.00	10.00%
52121	IMRF	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
52122	REIMBURSED INS	0.00	0.00	0.00	0.00	16,102.00	20,000.00	20,000.00	0.00%
52123	WORKERS COMP	9,983.00	7,988.50	4,923.00	5,644.50	7,943.00	9,123.00	0.00	(100.00)%
52124	UNEMPLOYMENT INS	4,246.48	4,084.43	5,499.15	6,224.16	7,118.90	7,500.00	0.00	(100.00)%
52130	STAFF DEVELOPMENT	6,708.20	4,363.92	1,941.39	2,508.90	0.00	0.00	0.00	0.00%
52150	DIRECTOR'S CONF	1,870.80	300.00	1,880.23	1,321.51	0.00	4,000.00	0.00	(100.00)%
52160	TUITION REIMB	0.00	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	0.00	130,000.00	0.00%
73295	MEETING EXPENSE	0.00	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	0.00	17,127.00	0.00	(100.00)%
05	ADMINISTRATION								
52100	SALARIES	0.00	296,748.27	355,883.44	358,935.08	278,808.97	308,943.00	327,904.00	6.13%
52130	STAFF DEVELOPMENT	0.00	1,759.56	1,022.65	2,383.54	17.06	0.00	0.00	0.00%
40	PUBLIC RELATIONS								
52100	SALARIES	0.00	88,303.37	8,084.16	45,146.72	57,195.46	62,868.00	64,793.00	3.06%
52130	STAFF DEVELOPMENT	100.00	0.00	270.00	0.00	0.00	0.00	0.00	0.00%

**Fox River Valley Public Library District**  
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 10 - GENERAL/CORPORATE  
 From 7/1/2019 Through 6/30/2020

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		<u>FY1516 Actual</u>	<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>
50	IT / NETWORK								
52100	SALARIES	0.00	90,140.13	69,483.80	32,601.80	85,094.57	92,014.00	101,630.00	10.45%
52130	STAFF DEVELOPMENT	380.00	1,689.13	1,660.59	0.00	0.00	0.00	0.00	0.00%
60	PATS								
52100	SALARIES	0.00	138,489.21	110,852.26	108,737.55	106,770.63	121,267.00	123,330.00	1.70%
90	FACILITIES								
52100	SALARIES	0.00	120,068.49	115,808.32	129,416.99	91,460.30	103,952.00	87,384.00	(15.93)%
52130	STAFF DEVELOPMENT	1,065.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library								
10	ADULT & TEEN SERVICES								
52100	SALARIES	0.00	262,017.90	284,517.53	339,558.54	318,696.36	351,397.00	364,544.00	3.74%
52130	STAFF DEVELOPMENT	1,359.32	0.00	2,441.72	35.00	1,402.85	0.00	0.00	0.00%
20	YOUTH SERVICES								
52100	SALARIES	0.00	251,906.01	253,487.50	285,904.87	241,029.38	299,360.00	257,800.00	(13.88)%
52130	STAFF DEVELOPMENT	581.20	0.00	0.00	1,764.38	0.00	0.00	0.00	0.00%
70	ACCOUNT SERVICES								
52100	SALARIES	0.00	182,113.29	193,601.08	208,982.34	267,709.01	303,345.00	306,379.00	1.00%
52130	STAFF DEVELOPMENT	0.00	0.00	2,166.07	275.00	0.00	0.00	0.00	0.00%
75	SHELVERS								
52100	SALARIES	0.00	29,951.94	30,959.56	35,103.95	30,967.56	37,626.00	36,769.00	(2.27)%
2	Randall Oaks								
80	RANDALL OAKS								
52100	SALARIES	0.00	166,708.57	133,253.55	151,635.19	140,796.29	159,228.00	169,467.00	6.43%
	Total PERSONNEL SERVICES/BENEFITS	1,816,201.69	1,772,943.37	1,695,990.79	1,845,614.26	1,771,498.90	2,057,750.00	2,164,000.00	5.16%
20	LIBRARY MATERIALS								
0	District Wide								
00	DEPARTMENT-WIDE								
60900	MATERIALS SUPPLIES	10,487.33	8,518.99	10,355.21	7,745.66	6,467.49	9,000.00	9,200.00	2.22%
61500	DATABASES	70,909.89	69,617.12	48,636.47	53,084.37	59,552.61	60,000.00	61,575.00	2.62%
61510	EBOOKS	20,720.64	25,369.41	12,750.26	25,554.32	34,080.56	39,850.00	39,850.00	0.00%
61520	DOWNLOADABLE MEDIA	7,800.00	8,034.00	18,480.97	28,039.27	34,364.88	26,000.00	32,275.00	24.13%
61540	HOTSPOTS	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
64100	PROC FEES BOOKS	3,201.00	3,111.55	3,556.80	3,724.42	2,561.30	4,000.00	4,000.00	0.00%
64200	PROC FEES AV	0.00	0.00	0.00	6,970.70	5,935.10	8,000.00	8,000.00	0.00%
64500	ONLINE ORDERING FEE	1,480.00	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	0.00	2,500.00	4,250.00	70.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
05	ADMINISTRATION								

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		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
61120	BOOKS NF	107.26	180.90	183.60	239.73	600.99	650.00	100.00	(84.61)%
61200	PERIODICALS	1,120.22	1,405.20	1,692.20	1,784.70	1,877.72	2,000.00	2,000.00	0.00%
1	Dundee Library								
00	DEPARTMENT-WIDE								
61117	BOOKS LEASED	0.00	0.00	2,056.82	2,134.80	0.00	0.00	0.00	0.00%
61200	PERIODICALS	6,262.03	4,968.19	5,256.45	4,673.29	3,762.51	5,500.00	5,500.00	0.00%
61600	VIDEOGAMES	7,692.57	5,950.68	7,384.29	13,638.25	13,598.65	17,000.00	17,000.00	0.00%
10	ADULT & TEEN SERVICES								
61110	BOOKS FICTION	5,497.24	26,325.18	24,429.11	27,360.90	25,848.49	30,000.00	30,000.00	0.00%
61111	BOOKS LARGE TYPE	0.00	4,655.74	3,250.00	2,093.91	2,715.35	3,000.00	3,500.00	16.66%
61118	BOOKS F STANDING ORDER	19,593.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
61120	BOOKS NF	17,630.50	14,258.25	15,491.17	15,729.56	11,804.35	15,000.00	15,000.00	0.00%
61121	BOOKS NF LARGE PRINT	0.00	192.79	568.87	0.00	0.00	0.00	0.00	0.00%
61128	BOOKS NF STANDING ORDER	8,763.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
61130	BOOKS SPANISH	4,486.74	3,700.25	3,967.60	3,649.81	2,663.70	4,000.00	4,000.00	0.00%
61330	AUDIOBOOKS	7,743.07	6,614.94	6,803.77	6,773.27	6,167.46	7,000.00	7,000.00	0.00%
61350	MUSIC	2,841.31	2,013.08	2,086.42	3,437.62	2,794.30	5,000.00	5,000.00	0.00%
61400	DVD	18,590.53	20,634.40	27,297.39	18,503.29	12,329.75	17,000.00	17,000.00	0.00%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00	0.00	703.08	5,000.00	5,000.00	0.00%
64350	PROC FEES MUSIC	952.65	636.20	646.70	288.65	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	3,666.80	4,032.05	6,120.50	947.55	0.00	0.00	0.00	0.00%
15	TEEN								
61100	BOOKS	7,222.72	7,390.63	6,946.40	6,366.13	5,425.31	6,500.00	6,500.00	0.00%
61130	BOOKS SPANISH	0.00	0.00	1,800.38	2,634.29	2,042.21	3,000.00	3,000.00	0.00%
61330	AUDIOBOOKS	0.00	0.00	0.00	2,765.31	2,074.49	3,000.00	3,000.00	0.00%
20	YOUTH SERVICES								
61100	BOOKS	40,429.04	63,732.34	60,368.54	48,855.91	15,565.53	54,000.00	54,000.00	0.00%
61130	BOOKS SPANISH	5,702.55	7,642.06	6,198.32	7,376.45	3,674.30	8,000.00	8,000.00	0.00%
61330	AUDIOBOOKS	5,909.64	1,021.44	1,317.38	1,954.05	83.18	1,500.00	1,500.00	0.00%
61350	MUSIC	426.21	484.43	820.48	1,285.11	614.33	1,000.00	1,000.00	0.00%
61400	DVD	4,817.21	2,786.31	7,192.97	5,720.21	3,826.64	10,000.00	6,000.00	(40.00)%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	4,210.88	2,557.76	511.09	3,000.00	3,000.00	0.00%
64350	PROC FEES MUSIC	127.30	155.90	284.35	0.00	0.00	0.00	0.00	0.00%
64400	PROC FEES DVDS	1,260.30	643.20	2,286.30	507.15	0.00	0.00	0.00	0.00%
2	Randall Oaks								
00	DEPARTMENT-WIDE								

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		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
61200	PERIODICALS	1,023.75	1,018.58	981.58	1,247.67	1,225.02	1,100.00	1,500.00	36.36%
61600	VIDEOGAMES	6,843.15	5,176.92	6,891.35	3,881.56	3,124.70	5,000.00	6,000.00	20.00%
10	ADULT & TEEN SERVICES								
61110	BOOKS FICTION	1,481.81	5,813.51	7,870.25	8,926.33	8,993.41	10,000.00	10,000.00	0.00%
61118	BOOKS F STANDING ORDER	7,088.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
61120	BOOKS NF	5,830.05	1,968.74	2,981.96	2,713.15	1,710.05	3,000.00	3,000.00	0.00%
61400	DVD	11,913.88	10,641.14	7,080.16	5,388.04	4,178.59	5,000.00	8,000.00	60.00%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	(100.00)%
64400	PROC FEES DVDS	2,314.30	2,084.90	1,558.80	280.00	0.00	0.00	0.00	0.00%
15	TEEN								
61100	BOOKS	1,979.72	2,462.05	2,479.55	3,167.46	2,238.82	4,000.00	4,000.00	0.00%
61330	AUDIOBOOKS	0.00	0.00	0.00	0.00	329.92	1,000.00	1,000.00	0.00%
20	YOUTH SERVICES								
61100	BOOKS	14,910.56	14,846.59	19,326.50	17,640.62	5,678.74	19,000.00	19,000.00	0.00%
61130	BOOKS SPANISH	0.00	0.00	0.00	2,043.99	887.99	2,000.00	2,000.00	0.00%
61400	DVD	4,786.40	1,797.38	1,628.41	2,336.12	1,971.31	3,000.00	3,000.00	0.00%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00	2,455.12	158.00	1,500.00	1,000.00	(33.33)%
64400	PROC FEES DVDS	1,279.45	403.95	461.00	258.70	0.00	0.00	0.00	0.00%
	Total LIBRARY MATERIALS	344,894.51	341,768.99	345,364.66	358,399.70	292,821.42	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	0.00	6,500.00	0.00%
52124	UNEMPLOYMENT INS	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00%
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	2,531.32	3,000.00	3,000.00	0.00%
70800	POSTAGE	4,116.10	4,139.04	3,347.03	2,100.19	2,034.84	3,000.00	8,000.00	166.66%
70900	SUPPLIES	9,103.80	9,864.28	10,779.95	12,981.03	6,560.83	14,000.00	10,000.00	(28.57)%
73200	TELEPHONE & FAX	14,019.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
73215	COPIER/PRINT EXPENSE	12,352.31	6,907.34	0.00	0.00	3.00	0.00	0.00	0.00%
73225	PUBLIC LIABILITY INS	24,176.08	23,883.11	23,939.50	23,228.00	23,498.00	23,498.00	30,000.00	27.67%
73230	TRANSPORTATION REIMBURSEMENT	6,513.56	3,677.67	4,146.52	4,123.47	3,320.40	4,000.00	5,000.00	25.00%
73240	BOARD EXPENSES	2,060.16	777.55	1,246.10	1,525.92	803.96	2,000.00	3,000.00	50.00%
73241	LEGAL NOTICES FEES	947.90	989.23	956.64	659.87	677.35	2,000.00	3,000.00	50.00%
73242	MEMBERSHIPS	3,182.00	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	0.00	315.00	253.00	75.00	800.00	800.00	0.00%

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73250	BANK CHARGES	1,775.33	1,626.09	1,360.18	976.45	1,589.39	3,772.00	6,000.00	59.06%
73255	INVESTMENT FEES	5,081.12	4,407.90	5,508.11	7,126.94	7,329.64	7,502.00	8,000.00	6.63%
73258	MATERIALS RECOVERY FEE	3,533.13	6,107.71	3,114.60	1,145.60	599.65	2,500.00	0.00	(100.00)%
73260	LOST & PAID FORWARDING	744.80	266.19	600.18	1,256.29	140.37	1,000.00	0.00	(100.00)%
73270	FURNITURE & EQUIP	3,776.17	6,528.72	0.00	0.00	0.00	0.00	0.00	0.00%
73280	COST OF ITEMS SOLD	586.42	345.56	394.76	365.63	91.90	500.00	500.00	0.00%
73281	SALES TAX EXPENSE	43.00	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	0.00	17,615.00	0.00	181,200.00	0.00%
73283	LICENSE PLATE S&SLT FEES	0.00	0.00	0.00	0.00	147.50	0.00	1,500.00	0.00%
73285	REIMBURSED PURCHASES	0.00	9,816.43	4,919.77	8,617.68	1,450.00	10,000.00	10,000.00	0.00%
73290	HOSPITALITY	281.96	121.81	137.15	40.62	63.53	1,250.00	500.00	(60.00)%
73295	MEETING EXPENSE	0.00	0.00	0.00	0.00	2,263.52	3,000.00	3,500.00	16.66%
76500	CASH UNDER	168.78	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	0.00	1,180.00	1,049.00	(11.10)%
05	ADMINISTRATION								
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	3,480.32	3,250.00	1,000.00	(69.23)%
52150	DIRECTOR'S CONF	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
73242	MEMBERSHIPS	0.00	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	0.00	796.69	4,000.00	4,000.00	0.00%
73242	MEMBERSHIPS	222.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
20	YOUTH SERVICES								
73242	MEMBERSHIPS	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
30	PUBLIC SERVICE								
70900	SUPPLIES	5,226.67	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	100.00	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	0.00	3,000.00	0.00%
73242	MEMBERSHIPS	209.00	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	0.00	2,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	220.00	0.00	(100.00)%
73270	FURNITURE & EQUIP	0.00	99.99	0.00	0.00	0.00	0.00	0.00	0.00%
70	ACCOUNT SERVICES								



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73242	MEMBERSHIPS	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
90	FACILITIES								
70900	SUPPLIES	0.00	0.00	8,943.34	8,904.63	8,587.93	10,000.00	10,000.00	0.00%
73242	MEMBERSHIPS	271.00	421.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library								
00	DEPARTMENT-WIDE								
70900	SUPPLIES	0.00	0.00	304.14	301.50	0.00	0.00	0.00	0.00%
73215	COPIER/PRINT EXPENSE	0.00	0.00	6,636.66	3,160.33	12,144.73	18,000.00	9,000.00	(50.00)%
73270	FURNITURE & EQUIP	0.00	4,900.00	0.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	0.00	0.00	12,086.92	9,078.11	9,851.59	20,000.00	22,000.00	10.00%
10	ADULT & TEEN SERVICES								
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	3,365.11	6,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	0.00	269.00	440.00	0.00	750.00	980.00	30.66%
20	YOUTH SERVICES								
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	1,528.87	4,700.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	0.00	0.00	360.00	218.00	500.00	500.00	0.00%
73270	FURNITURE & EQUIP	390.42	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	0.00	2,306.48	2,000.00	0.00	(100.00)%
73242	MEMBERSHIPS	0.00	177.00	213.00	0.00	151.00	250.00	400.00	60.00%
73270	FURNITURE & EQUIP	408.95	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	0.00	4,773.61	627.33	439.37	2,000.00	2,000.00	0.00%
73505	RENT EXPENSE	0.00	0.00	59,482.50	64,890.00	59,482.50	64,890.00	64,890.00	0.00%
80	RANDALL OAKS								
52130	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	1,885.90	2,500.00	205.00	(91.80)%
73242	MEMBERSHIPS	0.00	0.00	0.00	0.00	151.00	500.00	319.00	(36.20)%
73270	FURNITURE & EQUIP	349.98	199.98	0.00	0.00	0.00	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	99,845.45	94,540.44	164,244.79	159,565.09	182,833.62	241,032.00	423,750.00	75.81%
52	PUBLIC RELATIONS								
0	District Wide								
00	DEPARTMENT-WIDE								
70800	POSTAGE	8,825.00	8,215.00	8,225.00	7,525.00	8,235.00	10,000.00	10,000.00	0.00%
70900	SUPPLIES	6,348.71	3,352.90	7,931.16	3,095.74	4,651.03	8,200.00	8,200.00	0.00%
73010	NEWSLETTER	15,703.00	20,599.00	18,940.00	18,940.00	14,205.00	19,200.00	19,200.00	0.00%
73020	OUTSIDE PRINTING	1,541.71	1,229.25	1,975.85	2,104.38	725.17	3,000.00	3,000.00	0.00%
73290	HOSPITALITY	86.14	67.91	0.00	0.00	0.00	200.00	200.00	0.00%
	Total PUBLIC RELATIONS	32,504.56	33,464.06	37,072.01	31,665.12	27,816.20	40,600.00	40,600.00	0.00%

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		<u>FY1516 Actual</u>	<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>
53	GENERAL PROGRAMMING								
0	District Wide								
00	DEPARTMENT-WIDE								
70900	SUPPLIES	12,438.47	8,438.27	7,953.58	10,370.88	0.00	0.00	0.00	0.00%
73150	PERFORMERS	1,975.00	568.00	0.00	250.00	0.00	0.00	0.00	0.00%
73151	SUMMER READING	0.00	0.00	0.00	0.00	6,630.57	16,000.00	16,000.00	0.00%
73152	WINTER READING	0.00	0.00	0.00	0.00	2,928.81	3,000.00	3,000.00	0.00%
73155	LICENSING	0.00	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	0.00	500.00	0.00%
40	PUBLIC RELATIONS								
73150	PERFORMERS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library								
10	ADULT & TEEN SERVICES								
70900	SUPPLIES	573.04	629.48	572.49	2,206.21	1,698.13	2,500.00	3,200.00	28.00%
73150	PERFORMERS	375.00	1,025.00	790.88	1,335.00	0.00	2,500.00	1,000.00	(60.00)%
15	TEEN								
70900	SUPPLIES	1,231.86	925.35	1,316.54	1,096.81	1,149.89	1,500.00	1,500.00	0.00%
73150	PERFORMERS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
20	YOUTH SERVICES								
70900	SUPPLIES	10,979.31	9,910.98	6,879.05	9,270.58	10,625.02	13,000.00	13,000.00	0.00%
73150	PERFORMERS	82.00	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	1,716.60	2,178.30	1,210.27	1,190.94	377.86	1,000.00	1,500.00	50.00%
73150	PERFORMERS	100.00	220.00	0.00	205.00	0.00	0.00	0.00	0.00%
	Total GENERAL PROGRAMMING	29,871.28	23,895.38	19,821.81	28,729.65	25,410.46	43,700.00	43,900.00	0.46%
54	COMPUTER								
0	District Wide								
00	DEPARTMENT-WIDE								
70900	SUPPLIES	0.00	0.00	1,368.91	1,414.48	1,813.63	7,160.00	3,065.00	(57.19)%
73300	COMPUTER EQUIPMENT	5,906.43	3,177.32	0.00	0.00	0.00	0.00	0.00	0.00%
73301	COMPUTER MAINT	8,480.92	9,031.86	0.00	0.00	0.00	0.00	0.00	0.00%
73310	CATALOGING - COMPUTER SERVICE	7,360.45	6,132.00	0.00	0.00	0.00	0.00	0.00	0.00%
73320	CCS SHARED COST	69,558.07	63,765.00	65,029.44	59,029.44	53,932.00	54,099.00	51,199.00	(5.36)%
73330	CONSULTING - COMPUTER SERVICES	24,915.38	13,552.40	4,796.40	1,856.50	6,017.46	15,000.00	15,000.00	0.00%
73340	SOFTWARE	14,299.57	15,696.83	400.00	10,034.00	14,100.66	18,500.00	15,000.00	(18.91)%
73350	INTERNET LINES	6,248.10	13,173.90	9,213.02	10,896.21	8,549.05	13,500.00	9,900.00	(26.66)%

**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

Attachment to Exhibit B.1

		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
75020	OTHER GRANTS	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1	Dundee Library								
00	DEPARTMENT-WIDE								
73350	INTERNET LINES	0.00	0.00	1,733.04	1,810.20	1,670.35	3,000.00	3,000.00	0.00%
2	Randall Oaks								
00	DEPARTMENT-WIDE								
73350	INTERNET LINES	0.00	0.00	1,734.98	1,810.20	1,661.85	3,000.00	3,000.00	0.00%
	Total COMPUTER	140,768.92	124,529.31	84,275.79	86,851.03	87,745.00	114,259.00	100,164.00	(12.34)%
55	PROFESSIONAL FEES								
0	District Wide								
00	DEPARTMENT-WIDE								
73246	PAYROLL SERVICE	0.00	0.00	8,188.86	8,940.33	8,955.11	10,000.00	10,000.00	0.00%
73410	LEGAL FEES	13,845.00	2,310.00	6,930.00	6,241.10	2,942.50	10,000.00	20,000.00	100.00%
73420	AUDIT EXPENSE	6,705.00	6,900.00	9,970.00	8,570.00	8,935.00	9,875.00	10,050.00	1.77%
73430	OTHER PROF FEES	19,719.14	7,917.08	0.00	0.00	0.00	0.00	0.00	0.00%
	Total PROFESSIONAL FEES	40,269.14	17,127.08	25,088.86	23,751.43	20,832.61	29,875.00	40,050.00	34.06%
61	MAINTENANCE								
0	District Wide								
00	DEPARTMENT-WIDE								
70900	SUPPLIES	7,800.63	8,136.11	0.00	0.00	0.00	0.00	0.00	0.00%
73301	COMPUTER MAINT	0.00	0.00	5,536.71	6,739.22	8,666.45	11,400.00	15,050.00	32.01%
73310	CATALOGING - COMPUTER SERVICE	0.00	0.00	6,759.33	7,001.16	6,756.28	6,790.00	6,870.00	1.17%
73530	EQUIPMENT MAINT	0.00	38,794.77	1,016.33	283.88	0.00	1,300.00	1,000.00	(23.07)%
73640	FUEL	0.00	543.63	602.99	569.99	440.31	1,000.00	1,000.00	0.00%
79990	CONTINGENT EXPENSES	0.00	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	0.00	23,080.40	24,500.30	27,103.64	27,105.00	28,397.00	4.76%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	3,500.00	7,813.65	14,636.39	9,694.10	30,000.00	30,000.00	0.00%
73520	PLANT OPERATION	23,042.29	17,908.12	0.00	0.00	0.00	0.00	0.00	0.00%
73530	EQUIPMENT MAINT	30,730.40	410.97	1,039.70	498.75	592.60	2,000.00	2,000.00	0.00%
73540	CONTRACTS: BUILDING MAINTENANCE	29,085.88	30,762.79	40,020.14	44,053.59	31,154.70	58,830.00	85,665.00	45.61%
2	Randall Oaks								
00	DEPARTMENT-WIDE								
73301	COMPUTER MAINT	0.00	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	0.00	725.00	0.00	0.00	500.00	500.00	0.00%

**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

		FY1516 Actual	FY1617 Actual	FY1718 Actual	FY1819 Actual	FY1920 Actual	Total Working Budget - FY1920	Total Budget - FY2021 Working Budget	Yr over Yr Budget Change
73510	RENT EXPENSE-PREPAID	90,000.00	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	0.00	300.00	300.00	0.00%
80	RANDALL OAKS								
73500	BUILDING REPAIRS AND MAINTENANCE	394.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total MAINTENANCE	181,053.32	190,056.39	112,211.52	117,306.43	103,257.32	158,170.00	187,570.00	18.59%
65	UTILITIES								
0	District Wide								
00	DEPARTMENT-WIDE								
73200	TELEPHONE & FAX	0.00	15,436.40	1,554.17	1,459.37	1,035.17	3,580.00	1,200.00	(66.48)%
1	Dundee Library								
00	DEPARTMENT-WIDE								
73200	TELEPHONE & FAX	0.00	0.00	12,393.35	13,607.37	12,892.63	13,100.00	14,000.00	6.87%
73610	ELECTRICITY	31,723.87	35,533.14	37,964.93	41,218.43	34,918.41	40,000.00	40,000.00	0.00%
73620	WATER AND SEWER	2,971.52	3,622.25	3,900.80	3,668.85	3,169.40	5,000.00	5,000.00	0.00%
73630	GAS	2,548.06	3,291.23	3,170.08	3,226.43	2,530.07	5,000.00	5,000.00	0.00%
2	Randall Oaks								
00	DEPARTMENT-WIDE								
73200	TELEPHONE & FAX	0.00	0.00	2,065.71	2,091.63	2,213.80	2,200.00	2,500.00	13.63%
	Total UTILITIES	37,243.45	57,883.02	61,049.04	65,272.08	56,759.48	68,880.00	67,700.00	(1.71)%
70	CAPITAL EXPENSE								
0	District Wide								
00	DEPARTMENT-WIDE								
73270	FURNITURE & EQUIP	0.00	0.00	10,007.10	1,412.31	2,007.60	11,200.00	11,500.00	2.67%
73300	COMPUTER EQUIPMENT	0.00	0.00	5,496.72	5,628.19	21,310.35	27,050.00	12,250.00	(54.71)%
73340	SOFTWARE	0.00	0.00	16,099.74	12,418.03	0.00	0.00	0.00	0.00%
50	IT / NETWORK								
73270	FURNITURE & EQUIP	0.00	0.00	97.28	0.00	0.00	0.00	0.00	0.00%
60	PATS								
73270	FURNITURE & EQUIP	0.00	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	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	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	0.00	25.89	0.00	0.00	1,500.00	0.00%
	Total CAPITAL EXPENSE	0.00	0.00	39,915.86	44,916.80	23,317.95	44,850.00	29,750.00	(33.67)%
	Total Expenditures	2,722,652.32	4,656,208.04	3,198,930.13	3,354,021.59	2,592,292.96	3,327,452.00	3,517,484.00	5.71%

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>FY1516 Actual</u>	<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>
Net Increase(Decrease) in Fund Balance	<u><del>389,882.66</del></u>	<u><del>(1,565,691.39)</del></u>	<u><del>(7,412.13)</del></u>	<u><del>13,653.13</del></u>	<u><del>880,685.92</del></u>	<u><del>100,967.00</del></u>	<u><del>278,038.00</del></u>	175.37%

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>FY1516 Actual</u>	<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	104,545.20	149,879.20	99,784.15	99,890.59	109,831.11	110,000.00	0.00	(100.00)%
44010	INT & DIV INCOME	17.79	14.97	68.29	786.64	874.70	500.00	0.00	(100.00)%
	Total REVENUES	<u>104,562.99</u>	<u>149,894.17</u>	<u>99,852.44</u>	<u>100,677.23</u>	<u>110,705.81</u>	<u>110,500.00</u>	<u>0.00</u>	<u>(100.00)%</u>
	Total Revenues	<u>104,562.99</u>	<u>149,894.17</u>	<u>99,852.44</u>	<u>100,677.23</u>	<u>110,705.81</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	121,091.30	119,740.97	116,103.14	126,608.65	127,915.86	140,000.00	10,000.00	(92.85)%
	Total PERSONNEL SERVICES/BENEFITS	<u>121,091.30</u>	<u>119,740.97</u>	<u>116,103.14</u>	<u>126,608.65</u>	<u>127,915.86</u>	<u>140,000.00</u>	<u>10,000.00</u>	<u>(92.86)%</u>
	Total Expenditures	<u>121,091.30</u>	<u>119,740.97</u>	<u>116,103.14</u>	<u>126,608.65</u>	<u>127,915.86</u>	<u>140,000.00</u>	<u>10,000.00</u>	<u>(92.86)%</u>
	Net Increase(Decrease) in Fund Balance	<u>(16,528.31)</u>	<u>30,153.20</u>	<u>(16,250.70)</u>	<u>(25,931.42)</u>	<u>(17,210.05)</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>FY1516 Actual</u>	<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	209,093.46	179,864.50	119,733.30	119,875.28	119,817.67	120,000.00	120,000.00	0.00%
44010	INT & DIV INCOME	27.36	21.75	96.02	1,206.75	1,397.60	500.00	500.00	0.00%
	Total REVENUES	<u>209,120.82</u>	<u>179,886.25</u>	<u>119,829.32</u>	<u>121,082.03</u>	<u>121,215.27</u>	<u>120,500.00</u>	<u>120,500.00</u>	0.00%
	Total Revenues	<u>209,120.82</u>	<u>179,886.25</u>	<u>119,829.32</u>	<u>121,082.03</u>	<u>121,215.27</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	162,947.23	152,472.23	143,616.64	143,016.48	140,119.98	160,000.00	160,000.00	0.00%
	Total PERSONNEL SERVICES/BENEFITS	<u>162,947.23</u>	<u>152,472.23</u>	<u>143,616.64</u>	<u>143,016.48</u>	<u>140,119.98</u>	<u>160,000.00</u>	<u>160,000.00</u>	0.00%
	Total Expenditures	<u>162,947.23</u>	<u>152,472.23</u>	<u>143,616.64</u>	<u>143,016.48</u>	<u>140,119.98</u>	<u>160,000.00</u>	<u>160,000.00</u>	0.00%
	Net Increase(Decrease) in Fund Balance	<u>46,173.59</u>	<u>27,414.02</u>	<u>(23,787.32)</u>	<u>(21,934.45)</u>	<u>(18,904.71)</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

Attachment to Exhibit B.1

		<u>FY1516 Actual</u>	<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	2,069.15	8,326.93	25,725.26	58,563.55	66,932.25	40,000.00	40,000.00	0.00%
44011	MARKET VALUE ADJUSTMENT	(36.30)	(6,813.51)	(23,435.81)	39,567.65	0.00	0.00	0.00	0.00%
	Total REVENUES	<u>2,032.85</u>	<u>1,513.42</u>	<u>2,289.45</u>	<u>98,131.20</u>	<u>66,932.25</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00%</u>
01	TRANSFERS BETWEEN FUNDS								
0	District Wide								
00	DEPARTMENT-WIDE								
40000	TRANSFER IN	0.00	2,000,953.70	614,199.14	591,950.00	0.00	118,336.00	0.00	(100.00)%
	Total TRANSFERS BETWEEN FUNDS	<u>0.00</u>	<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>2,032.85</u>	<u>2,002,467.12</u>	<u>616,488.59</u>	<u>690,081.20</u>	<u>66,932.25</u>	<u>158,336.00</u>	<u>40,000.00</u>	<u>(74.74)%</u>
Expenditures									
51	LIBRARY OPERATIONS								
0	District Wide								
00	DEPARTMENT-WIDE								
73270	FURNITURE & EQUIP	4,119.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	<u>4,119.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
54	COMPUTER								
0	District Wide								
00	DEPARTMENT-WIDE								
73300	COMPUTER EQUIPMENT	41,399.93	17,458.66	8,765.52	8,696.92	20,222.11	27,000.00	47,500.00	75.92%
73340	SOFTWARE	0.00	0.00	0.00	0.00	2,951.93	10,000.00	10,000.00	0.00%
	Total COMPUTER	<u>41,399.93</u>	<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	165,098.20	129,683.35	750.00	0.00	18,390.00	54,803.00	0.00	(100.00)%
	Total PROFESSIONAL FEES	<u>165,098.20</u>	<u>129,683.35</u>	<u>750.00</u>	<u>0.00</u>	<u>18,390.00</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	9,362.92	18,234.13	0.00	0.00	0.00	0.00	0.00	0.00%
73520	PLANT OPERATION	17,325.00	0.00	15,622.04	5,560.50	0.00	0.00	0.00	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>FY1516 Actual</u>	<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>
1	Dundee Library								
00	DEPARTMENT-WIDE								
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00	22,193.00	22,827.95	24,000.00	48,000.00	100.00%
	Total MAINTENANCE	<u>26,687.92</u>	<u>18,234.13</u>	<u>15,622.04</u>	<u>27,753.50</u>	<u>22,827.95</u>	<u>24,000.00</u>	<u>48,000.00</u>	<u>100.00%</u>
70	CAPITAL EXPENSE								
0	District Wide								
00	DEPARTMENT-WIDE								
73270	FURNITURE & EQUIP	0.00	0.00	0.00	28,501.10	19,794.21	85,000.00	35,000.00	(58.82)%
73430	OTHER PROF FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>141,288.00</u>	<u>0.00%</u>
	Total CAPITAL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,501.10</u>	<u>19,794.21</u>	<u>85,000.00</u>	<u>176,288.00</u>	<u>107.40%</u>
	Total Expenditures	<u>237,305.70</u>	<u>165,376.14</u>	<u>25,137.56</u>	<u>64,951.52</u>	<u>84,186.20</u>	<u>200,803.00</u>	<u>281,788.00</u>	<u>40.33%</u>
	Net Increase(Decrease) in Fund Balance	<u>(235,272.85)</u>	<u>1,837,090.98</u>	<u>591,351.03</u>	<u>625,129.68</u>	<u>(17,253.95)</u>	<u>(42,467.00)</u>	<u>(241,788.00)</u>	<u>469.35%</u>

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>FY1516 Actual</u>	<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	1,447.05	1,811.79	1,979.58	3,309.73	3,159.66	1,500.00	2,250.00	50.00%
44011 MARKET VALUE ADJUSTMENT	(26.03)	(639.48)	(1,372.71)	2,005.97	0.00	0.00	0.00	0.00%
Total REVENUES	<u>1,421.02</u>	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,159.66</u>	<u>1,500.00</u>	<u>2,250.00</u>	50.00%
Total Revenues	<u>1,421.02</u>	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,159.66</u>	<u>1,500.00</u>	<u>2,250.00</u>	50.00%
Net Increase(Decrease) in Fund Balance	<u>1,421.02</u>	<u>1,172.31</u>	<u>606.87</u>	<u>5,315.70</u>	<u>3,159.66</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>FY1516 Actual</u>	<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	0.00	850.06	3,509.41	5,345.15	5,074.56	4,000.00	6,000.00	50.00%
44011	MARKET VALUE ADJUSTMENT	0.00	0.00	(2,162.86)	3,160.64	0.00	0.00	0.00	0.00%
49010	MONETARY GIFT	978.50	221,953.61	3,484.44	6,122.13	0.00	5,000.00	5,000.00	0.00%
	Total REVENUES	<u>978.50</u>	<u>222,803.67</u>	<u>4,830.99</u>	<u>14,627.92</u>	<u>5,074.56</u>	<u>9,000.00</u>	<u>11,000.00</u>	<u>22.22%</u>
	Total Revenues	<u>978.50</u>	<u>222,803.67</u>	<u>4,830.99</u>	<u>14,627.92</u>	<u>5,074.56</u>	<u>9,000.00</u>	<u>11,000.00</u>	<u>22.22%</u>
	Expenditures								
51	LIBRARY OPERATIONS								
0	District Wide								
00	DEPARTMENT-WIDE								
73250	BANK CHARGES	0.00	0.00	1.40	0.00	0.00	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	<u>0.00</u>	<u>0.00</u>	<u>1.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>1.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
	Net Increase(Decrease) in Fund Balance	<u>978.50</u>	<u>222,803.67</u>	<u>4,829.59</u>	<u>14,627.92</u>	<u>5,074.56</u>	<u>9,000.00</u>	<u>11,000.00</u>	<u>22.22%</u>

**C.1 Electronic Resource – Lynda.com contract**

**RECOMMENDED MOTION:** I move to authorize the director to contract with LinkedIn for Lynda.com, an electronic resource for online learning, at a cost of \$13,125.

**BACKGROUND INFORMATION:**

Lynda.com is an online learning platform that offers 6,600+ courses on hundreds of topics with 35 to 40 courses added per week. Lynda offers staff and patrons access to courses on computer software, leadership/management, business skills and more. The content speaks to those that are under employed, unemployed and looking to boost their skills. Offering courses that support the present world skills that are needed to stay ahead or learn new skills.

After initially planning to merge Lynda.com with LinkedIn Learning last year to make one larger platform, LinkedIn put these plans on hold due to patron privacy concerns. LinkedIn has worked with the American Library Association (ALA) to create a new version of the LinkedIn Learning platform that will not require patrons to create a LinkedIn profile to use it. It will also not require patrons to provide a full name and email address; it will only require a library card number and PIN. ALA now fully supports this new version of LinkedIn Learning. Lynda.com will continue to function as is, and then sometime next year they will merge it with the new version of LinkedIn Learning. Once this happens, we will get access to an additional 13,000+ courses at no extra cost.

Nearly 300 patrons have actively used this product, an increase of 50% from last year. There has been an average of approximately 420 course views per month. The price for FY20/21 is unchanged from last year.

**C.2 North Suburban Digital Consortium - OverDrive Contract Renewal**

**RECOMMENDED MOTION:** I move to authorize the Director to renew the contract with the North Suburban Digital Consortium, for annual collection assessment to purchase digital content and hosting, at a cost not to exceed \$25,000.

**BACKGROUND INFORMATION:**

Fox River Valley Public Library District is one of eight libraries in the eBook / eAudiobook consortium North Suburban Digital Consortium (NSDC). We organize and share the costs to develop an eBook and eAudiobook collection to give our patrons a wide variety of popular digital titles. We have been a participating member since Fall of 2005.

Digital checkouts have increased 40% since the pandemic began, and the Library began purchasing increased numbers of digital copies to meet demand. The \$25,000 represents a \$10,000 increase over last year's contribution, which is spent down over time as titles are purchased.

**C.3 Strategic Plan**

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

**BACKGROUND INFORMATION:**

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



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

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

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

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

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

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

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

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

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

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

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

STAFF WORKSHEET - STRATEGIC PLAN 2020-2023						
GOAL 1: <b>LEARN: Promote lifelong learning from birth through adulthood</b>						
		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
<b>OBJ A: Develop collections and programs to support lifelong learning</b>						
1	Teach patrons nutritional skills	JK, MB	ATS and YS staff	4/30/2023	Host nutrition skills programming at library four times a year.	
2	Support local book clubs by circulating bags of books	HZ	JK, KN, MB	4/30/2021, 4/30/2022, 4/30/2023	Create and implement 10 different bags of book club books each year for ATS and YS.	
3	Promote lifelong technology learning by expanding specialty services	HZ	JK	4/30/2022, 4/30/2023	Increase one-on-one sessions by 5% per year - baseline is 2019 totals.	
4	Create system of promoting future programs to program attendees	JS	MT	12/30/2022	Electronic communications.	
5	Create system of surveying program attendees	JS	MT	4/30/2022	Electronic communications.	
<b>OBJ B: Develop collections and programs to support school curriculum</b>						
		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Develop programming to foster nature literacy among students in grades K-6	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Four nature programs conducted each year.	
2	Upgrade communication with D300 staff to serve student needs with Library collections	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Present to D300 library staff each year on FRVPLD YS resources	
3	Promote relevant collections and programs to local Scouting troops	MB	KN	12/31/2021	Research Scouting curriculum and implement relevant programming and collections once every quarter.	
4	Secure permanent space in D300 newsletter	KF	MT	12/31/2021	Promote upcoming programs, services, eResources.	
5	Promote early childhood programs to local preschools	KF	YS Dept	4/30/2021, 4/30/2022, 4/30/2023	Email monthly calendar directly to preschools, funnel library news and info through preschools to parents/guardians.	
6	Offer practice tests for high school students every year	JK	KF, ATS Dept	4/30/2021, 4/30/2022, 4/30/2023	Host a table at D300 high schools to promote test prep, online practice tests, and library cards.	
<b>OBJ C: Develop collections and programs to support professional development</b>						
		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Expand workforce development program offerings at the library	JK	ATS staff	4/30/2021, 4/30/2022, 4/30/2023	Add one new workforce development class (Such as GED classes, Google Drive and Sheets classes, or Mechanic classes) per year.	
2	Increase awareness of databases to gain higher usage statistics	JK	SP	4/30/2022, 4/30/2023	Host 3 programs per year highlighting databases.	
3	Provide courses that result in acknowledgment of completion for participants	JK	KF	4/30/2022, 4/30/2023	Implement one course per year or one ongoing course or series of courses that culminate in a certificate of completion or public acknowledgment of completion for participants.	
4	Provide accredited educational programming opportunities	HZ	JK, MB	12/31/2023	Host one program annually that allows attendees to receive continuing education credits.	



STAFF WORKSHEET - STRATEGIC PLAN 2020-2023						
OBJ D: Develop collections and programs to support home school support		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Increased the awareness of library materials for home school families	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Perform library tour highlighting resources for home school families each year.	
2	Expand YS and RO non-traditional collections in support of home school students	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Investigate top three curriculum in northwest Illinois and suggest purchasing content.	
OBJ E: Partner with educational organizations in the district		STAFF LEAD	ADD'L STAFF	COMPLETE BY	MEASUREMENT	ACHIEVEMENT
1	Increase partnerships with D300	HZ	JK, MB	4/31/2021	Develop and promote an eBook collection that supports D300 and is available to D300 students through Community Share project.	D300 Ebook project.
2	Invite every student in the district to participate in SRC	SRC committee	MT	5/30/2020, 5/30/2021, 5/30/2022	Conduct SRC presentations in support of Summer Reading Challenge.	
3	Invite every 2nd grade student to visit DL and get a library card	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Invite every 2nd grade class in the district to visit.	
4	Increase number of teacher cards	KF	KC	4/30/2022, 4/30/2023	Attend annual event for new D300 teachers.	

<b>GOAL 2: EXPLORE: Maintain a welcome environment while increasing the usability and browsability of collections and services</b>						
<b>OBJ A: Maintain a safe and welcoming environment</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Create a safety culture at the library	ML	HZ	4/30/2022; 4/30/2023	All staff completes safety training 3 times a year.	
2	Create more comprehensive and consistent PIC training opportunities and support	HZ	ML, JK	4/30/2022; 4/30/2023	Develop a PIC training committee. Come up with PIC training procedures for new hires. Provide PIC training at two All Staff meetings a year.	
3	Expand PIC responsibilities to additional staff so that all departments feel empowered when handling library safety issues	KC	AS staff, ML	4/30/2021, 4/30/2022, 4/30/2023	Have all full-time AS staff attend all PIC training days.	
4	Standardize hours opened at both locations	LR	HZ, KC	12/31/2021	Analyze current use times at both locations and make recommendation to standardize hours opened.	
5	Increase safety for staff by improving DL door access	ML	LR	12/31/2021	Develop Key Fob entry for staff to DL.	
6	Increase safety for staff by improving DL parking lot	ML	LR	12/31/2020	Analyze parking lot options and make a recommendation for staff entrance.	
7	Improve wayfinding at both locations	KF	MT	12/31/2021	Perform sign analysis and reconfigure as recommended.	
<b>OBJ B: Make the Library ADA compliant and improve services for patrons with disabilities</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Assist patrons with disabilities by expanding HomeWord Bound delivery service	JK	ATS	4/30/2021; 4/30/2022; 4/30/2023	Work with in-district retirement communities and senior centers to increase participation in HomeWord Bound service. Increase participation by 10% annually.	
2	Assist patrons with disabilities by providing walkers or wheelchairs for in-library use	KC	LR	12/31/2021	1 walker and 1 wheelchair will be available at DL.	
3	Offer services for patrons with special needs	HZ	MB, JK	4/30/2021; 4/30/2022; 4/30/2023	Conduct adult, teen, and youth programming for patrons with special needs or the loved ones of patrons with special needs.	
4	Assist patrons with disabilities by reducing distance between handicapped parking and DL front door	ML	LR	12/31/2023	Remodeled DL will include north-facing front door.	
5	Assist patrons with disabilities by changing to ADA compliant front door at DL	ML	LR	12/31/2023	Remodeled DL will include automatic doors which open minimum 32 inches.	
6	Assist patrons with disabilities using digital resources	KF	MT	12/31/2021	Add website page that highlights what we have and how to use it .	
7	Assist patrons with disabilities by hosting ADA-compliant website	KF	MT	4/30/2021	Website committee will implement procedures to ensure consistent compliance.	

<b>OBJ C: Make Library services accessible across the district</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Expand tech help outreach in the library district	JK, JS	ATS staff	4/30/2021; 4/30/2022; 4/30/2023	Implement off-site tech help programs throughout the Library District. Minimum of two offsite tech programs per fiscal year.	
2	Increase programs at area businesses	JK, MB	ATS, YS staff	4/30/2021; 4/30/2022; 4/30/2023	Communicate with in-district businesses to determine what Library programming is desirable. Implement programs at in-district businesses. Increase number of offsite programs at area businesses by 10% each fiscal year.	
3	Assemble pop up library to promote services to community	KF	MT	4/30/2021; 4/30/2022; 4/30/2023	Host pop-up libraries twice each fiscal year.	
<b>OBJ D: Make Library services family-friendly</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Expand intergenerational program offerings	HZ	MB, JK	4/30/2022; 4/30/2023	Conduct four all-ages programs per fiscal year, focusing on programs that prioritize inter-generational communication and teamwork.	
2	Create play space at the library for families	LR	MB	4/30/2023	Remodeled DL will include dedicated play-to-learn space.	
3	Expand locations where storytimes are held	MB	YS Staff	4/30/2021, 4/30/2022, 4/30/2023	Perform one series of programs (or storytimes) in a different local location each FY.	
4	Provide an exclusively family-friendly videogame collection	MB	BB, PATS	4/30/2022	Develop YS videogame collections at DL and RO.	
5	Provide family-friendly spaces for community gatherings	LR	HZ	4/30/2023	Remodeled DL will include meeting room space for community members to host parties and events.	
6	Create spaces for learning in the library by adding study rooms	LR	MT	4/30/2023	Research portable study room options and make recommendations by 12/31/2021.	
<b>OBJ E: Provide a positive customer service experience by maintaining a well-trained staff with streamlined communications</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Improve new employee onboarding	HZ	SK	4/30/2021	Develop a peer mentoring program at the library for new staff.	
2	Provide positive customer service experiences by ensuring staff are able to locate accurate training and documents	JS	HZ	4/30/2021	Create and maintain a staff intranet.	
3	Increase departmental collaboration	HZ	JK, MB, KC, BB	12/31/2022	Cross train public services staff on different department procedures and technology.	
4	Ensure staff are competent and comfortable explaining and using library databases	HZ	JK, BB, MB	4/30/2021, 4/30/2022, 4/30/2023	Require annual database training for ATS, YS and RO staff.	

<b>GOAL 3: IMAGINE: Become a community leader in innovative services</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
<b>OBJ A: Cultivate inspiring and unique experiences</b>						
1	Host large scale, interdepartmental programs	HZ	JK, MB, BB	4/30/2022, 4/30/2023	The Programming committee will work together to have large scale events on a quarterly basis.	
2	Inspire patrons with an updated website	JS	MT	12/31/2022	Evaluate the current website. Design and implement improvements.	
3	Ensure positive customer experiences by improved cell service throughout DL	JS	IT Staff	12/31/2021	Improve cell phone service at DL via cell phone booster.	
4	Inspire patrons by showcasing Corner 68 equipment and services	JK	ATS, KF	4/30/2021, 4/30/2022, 4/30/2023	Feature a patron project each quarter.	
5	Inspire patrons with interactive experiences	KF	MT	12/31/2022	Install one interactive display for each age group.	
<b>OBJ B: Increase the sustainability of the facilities</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Update facilities to be more sustainable	ML	LR	12/31/2021	Investigate air hand dryers to replace paper towels and prepare recommendation.	
2	EV charging stations in the parking lot	ML	LR	12/31/2022	Investigate cost and feasibility of EV charging station at DL and prepare recommendation.	
<b>OBJ C: Make the Library a community destination</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Attract community members to our most popular programs	JK, MB, BB	ATS, YS, RO staff	12/31/2020, 12/31/2021, 12/31/2022	Increase SRC and WRC signups by 5% each year.	
2	Support hungry kids during the summer months	HZ	MT	4/30/2021, 4/30/2022, 4/30/2023	Offer free summer lunches every day school is not in session, when possible.	
3	Support hungry kids after school	MB	MT	4/30/2021, 4/30/2022, 4/30/2023	Offer free after school snack one day per week, when possible.	
4	Secure permanent space in all village newsletters/eNewsletters	KF	MT	4/30/2021, 4/30/2022, 4/30/2023	Provide news of upcoming programs, collection additions, new services to villages by their deadlines.	
5	Provide Library Welcome Brochure to all new residents	KF	MT	4/30/2021, 4/30/2022, 4/30/2023	Supply villages, NKCC, realtors with printed copies of our welcome brochure with library card application inside.	
6	Advertize the Library at various local businesses, especially during SRC/WRC months	KF	MT	4/30/2021, 4/30/2022, 4/30/2023	Library advertized in 5 local businesses each year.	
7	Make the library a destination for social media	KF	MT	12/31/2022	Install creative area (stairs, lights, etc.) to inspire "Instagrammable" visits to the library.	

<b>OBJ D: Develop a growth culture for staff</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Develop a yearly program of mini-grants to encourage staff to pitch new and innovative ideas	HZ, KC	MT	4/30/2022	Create a budget for staff mini-grants and promote them via Fox Tracks. MT will evaluate mini-grants and choose which staff will be awarded the funding.	
2	Promote staff wellness	HZ	MT	4/30/2021, 4/30/2022, 4/30/2023	Managers will encourage one wellness or creativity goal for staff.	
<b>OBJ E: Elevate FRVPLD's reputation in the library community</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Educate and inform the library community through presentation at library conferences	MT	LR	12/31/2020, 12/31/2021, 12/31/2022	Library staff will submit at least one program proposal per year to ALA / PLA / ILA or similar conference.	
2	Educate and inform the library community through authorship in the "ILA Reporter" periodical	LR	HZ	12/31/2022	Library Director will submit research article.	
3	Impact the library community through staff participation in influential professional committees	MT	LR	12/31/2021	Library staff will join and actively participate in ILA committees.	MB active on ILA's Diversity Committee.
4	Impact the library community through board participation in influential professional committees	LR	Library Board	12/31/2020	Library board will join and actively participate in ILA committees.	
5	Impact the library community through participation on award committees	MB	MT	12/31/2020	Library staff will join and actively participate on Caldecott / Newberry / Caudill / Monarch or similar book award committees.	MB was elected to the 2022 Caldecott Award Selection Committee.
<b>OBJ F: Improve services on the west side by offering new facility west of the Fox River</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Determine optimal site	LR	Library Board	9/30/2020	With architect and construction manager, evaluate existing sites to determine best location to recommend.	
2	Develop Library Program for DL	LR	MT	4/30/2020	Analyze 2016 Library Program for DL. Modify for 2020 facility planning.	
3	Develop Library Program for RO	LR	MT	4/30/2020	Analyze 2016 Library Program for RO. Modify for 2020 facility planning.	
4	Determine funding strategy	LR	Library Board	12/31/2020	With bond council, determine ballot needs.	
5	Implement ballot initiative	LR	Library Board	12/31/2020	Plan and implement referendum question.	
6	Engage staff in informational campaign	LR	MT	4/30/2021	Ensure staff understand and feel comfortable answering informational questions regarding future facility planning.	

<b>GOAL 4: CREATE: Foster creative, artistic, and business ventures of our local community</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
<b>OBJ A: Expand maker space services and access</b>						
1	Expand non-traditional collections	JK	ATS	4/30/2021, 4/30/2022, 4/30/2023	Add one new type of maker equipment to circulate each FY.	Potential items include video gaming controllers, fire sticks, go pro cameras, VR, DVD players, telescopes, board games, additional hotspots
2	Expand maker space tech equipment	JK	ATS	4/30/2021, 4/30/2022, 4/30/2023	Add one new type of maker tech equipment to Corner 68 each FY.	
3	Expand maker space creative equipment	JK	ATS	4/30/2021, 4/30/2022, 4/30/2023	Add one new type of maker creative equipment to Corner 68 each FY.	
<b>OBJ B: Develop increased support for local entities</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Increase business library cards and usage	KC	JK, KF	4/30/2023	Host table at NKCC larger scale events with remote library card sign up and double number of library business cards.	
2	Develop collections specific to local entities	JK	ATS, KN	4/30/2021, 4/30/2022, 4/30/2023	Annually update collections to include manuals and test preparation volumes for local law enforcement. Evaluate the existing collection and add titles relevant to D300 educators as appropriate.	
3	Develop programming specific to small business support	JK, MB	ATS, YS	4/30/2021, 4/30/2022, 4/30/2023	Host one job fair and one preschool fair each FY.	
<b>OBJ C: Provide transparent business services</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Plan for adequate cash flow in anticipation of service needs	LR	Board of Trustees	1/31/2021, 1/31/2022, 1/31/2023	Cash flow schedule will be completed prior to construction of the coming year's Working Budget.	
2	Plan for long-term financial stability in Corporate Fund	LR	MT, Board of Trustees	6/30/2021, 6/30/2022, 6/30/2023	Achieve budget surplus in excess of \$250,000 in 10 fund.	
3	Plan for creditworthiness	LR	Board of Trustees	12/31/2020	Review and update fiscal policy to ensure ease of credit access and high bond rating, if needed.	
4	Achieve Certificate of Achievement for Excellence in Financial Reporting from the GFOA	LR	M Povilonis	6/30/2021, 6/30/2022, 6/30/2023	In conjunction with annual audit, submit CAFR to GFOA.	
5	Achieve greater transparency and security by ensuring all county-filed documents are available on the library's network	LR	K Werle	6/30/2021, 6/30/2022, 6/30/2023	In conjunction with required filings, ensure all documents are accessible electronically as backup documentation.	

<b>GOAL 5: CONNECT: Increase library services to our diverse community</b>						
		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
<b>OBJ A: Make our collections and programming more representative of our Library District</b>						
1	Conduct a diversity audit of our Youth Services and Teen collections	HZ	MB, DP, BB	4/30/2021	Conduct diversity audit, record findings and make updates for the collection.	
2	Incorporate diversity into the collection management plan	HZ	MB, JK	4/30/2022	Update collection management plan to include selecting materials for diversity.	
3	Host programming that reflects our communities linguistic, cultural, racial and gender diversity	HZ	JK, MB	4/30/2022, 4/30/2023	Implement four programs total annually that highlight the library district's linguistic, cultural, neural, racial, ethnic, gender, national, and sexuality diversity.	
4	Improve quality of library programming by incorporating patron feedback	HZ	JK, MB, BB, JS	4/30/2021	Create a standardized evaluation form for library programs by email.	
<b>OBJ B: Expand the Library's role in the local community</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Generate new revenue through value-added patron services	LR	MT	12/31/2020, 12/31/2021, 12/31/2022	Conceive and implement additional services to generate additional revenue.	License plate renewals (done), city stickers
2	Appeal to new patrons through free, non-traditional services	LR	MT	12/31/2020, 12/31/2021, 12/31/2022	Conceive and implement additional services to appeal to non-users.	Notary,
3	Improve communication through consistent reporting	JS	MT	4/30/2021	Develop a consistent way to take desk statistics.	
4	Expand library outreach services	LR	MT	12/31/2022	Investigate purchase of small bookmobile and prepare recommendation.	
5	Conduct outreach to new residents	KC	AS staff, BB, RO staff	4/30/2021, 4/30/2022, 4/30/2023	Mail blank library cards to new residential communities in our district.	
6	Demonstrate library value via engagement with municipalities	LR	MT	12/31/2021, 12/31/2022	Attend 2 village board meetings per year, per village.	
7	Publicly acknowledge contributions by community members and organizations	LR	Library Board, MT	4/30/2021, 4/30/2022, 4/30/2023	Host an annual "volunteer appreciation" event.	
8	Demonstrate library value as a Second Responder	JS	LR	4/30/2023	Deploy "FirstNet" wireless broadband network dedicated to public safety as support in the event of community emergency.	
<b>OBJ C: Act as a platform for new immigrant services</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Expand program offerings to new immigrants	JK	ATS staff	4/30/2023	Expand class offerings to include citizenship class offerings.	

2	Receive DOJ accreditation for legal immigration help	JK	ATS staff	4/30/2023	Conduct research to determine need for staff accreditation and share written recommendation as to the feasibility of offering such services in 1-on-1s.	
<b>OBJ D: Promote equity within the community</b>		<b>STAFF LEAD</b>	<b>ADD'L STAFF</b>	<b>COMPLETE BY</b>	<b>MEASUREMENT</b>	<b>ACHIEVEMENT</b>
1	Conduct community dinner nights at the library	HZ	MT	4/30/2023	Investigate other library's programs and create a timeline for implementation.	
2	Provide a welcoming experience for our diverse patrons by attracting and retaining bi-lingual staff	HZ	MT	4/30/2021, 4/30/2022, 4/30/2023	At least 25% of public services staff will be bi-lingual Spanish - English.	



**C.4 Approve Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to November 19, 2018**

RECOMMENDED **MOTION**: I move to approve the report of the closed session minutes review, open July 30, 2019 executive session minutes, and destruction of all audio recordings made prior to November 19, 2018.

**BACKGROUND INFORMATION:**

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

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

TO: Board of Trustees, Fox River Valley Public  
Library FROM: Nikki Kuhlman, Board Secretary  
May 19, 2020

I reviewed the Executive Session minutes currently labeled as closed, as well as those waiting to be reviewed. Below are my recommendations for Board Action on these minutes:

May 12, 1998	Remain closed
February 11, 2008	Remain closed
April 14, 2008	Remain closed
May 12, 2008	Remain closed
May 11, 2009	Remain closed
May 18, 2009	Remain closed
September 14, 2009	Remain closed
December 14, 2009	Remain closed
November 8, 2010	Remain closed
November 29, 2016	(1) Remain closed
February 21, 2017	Remain closed
October 17, 2017	Remain closed
February 20, 2018	Remain closed
March 20, 2018	Remain closed
May 15, 2018	Remain closed
July 30 <sup>th</sup> , 2019	Recommend opening
April 21 <sup>st</sup> , 2020	Remain closed

Also, recommend the destruction of all executive session audio recordings made on or before November 19th, 2018 (requirement is to keep for a period of 18 months).

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Nikki Kuhlman, Secretary