

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, as well as the Governor’s Emergency Administrative Act dated June 12, 2020. As Board President I have determined an in-person meeting is not prudent at this time due to the corona virus pandemic that the Governor has declared a disaster. A verbatim recording of this meeting will be made available to the public. In addition, Library Director Lauren Rosenthal is physically present at the Library for this meeting.

#### **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 12 pm on Tuesday, July 21, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5pm on Tuesday, July 21 and leave a message, indicating that you would like your message to be read into the record during the “Public Comment” section of the meeting. A recording of this meeting will be available on the library’s website by Friday, July 31.

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

#### **AGENDA**

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

**Call to Order—President Richard V. Corbett**

**Pledge of Allegiance**

**Appoint Secretary Pro Tem**

**Roll Call—Secretary**

#### **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 July 21, 2020 meeting will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice detailed above. Citizens will not be requested to sign in to comment).*

**President’s Report—President Corbett**

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

- **Safe Reopening Presentation – Assistant Director Heather Zabski**
- **Referendum Timeline – Director Lauren Rosenthal**
- **Department Head Reports**
- **Dashboard**

- A. Consent Agenda**
- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from the June 16, 2020 Board of Trustees Meeting**
  - A.1.b Check/Voucher Register – AP & Payroll Complete for June 2020 totaling \$221,653.83**
  - A.1.c Monthly Financial Report for June 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 June 2020**
  - A.1.j Ehlers Account Statement for June 2020**
- B. Unfinished Business – none**
- C. New Business**
- Exhibit C.1 Ordinance 2020-06 Tentative Budget and Appropriation**
    - **Announce Hearing Date and Time: September 15, 2020, 7:00 pm**
  - Exhibit C.2 Director’s Employment Agreement Renewal**
  - Exhibit C.3 Architect Expenditures**
  - Exhibit C.4 Construction Manager Expenditures**

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

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

*The President may entertain a motion to enter into Executive Session in accordance with the Illinois Open Meetings Act (5 ILCS 120 Section 2) and will announce the purpose of the executive session. Prior to adjourning to Executive Session, the President will inform the public in attendance whether a vote will follow the session.*

**No action is expected upon return to Open Session**

**Adjournment**

## Director's Report

### June 2020

Curbside service started June 15, and went off without a hitch. Heather and the SRO Taskforce planned and executed the process perfectly and we provided thousands of materials for patrons who have been missing visiting the Library (or at least missed getting close to the Dundee Library). Add to that the thousands of summer lunches that were distributed in June and we had a crazy busy parking lot! Happily, we also had a beautiful parking lot because it was sealed & striped on June 6. One advantage of the Library being closed: we could seal & stripe the parking lot in one weekend, versus the several days it usually takes because we only do ½ at one time while the Library is open. Now it's done, looks great, and cost less (fewer days means less labor hours). If you haven't seen it yet hopefully you'll see our beautiful parking lot soon.

And you should be able to see it because the Dundee and Randall Oaks libraries are opening to the public on Monday, July 6. Illinois moved to Phase 4 on Friday, June 26, and after a week of installing sneeze guards, removing lounge seating and computer equipment, and designating socially-distant queueing, we will be ready for business.

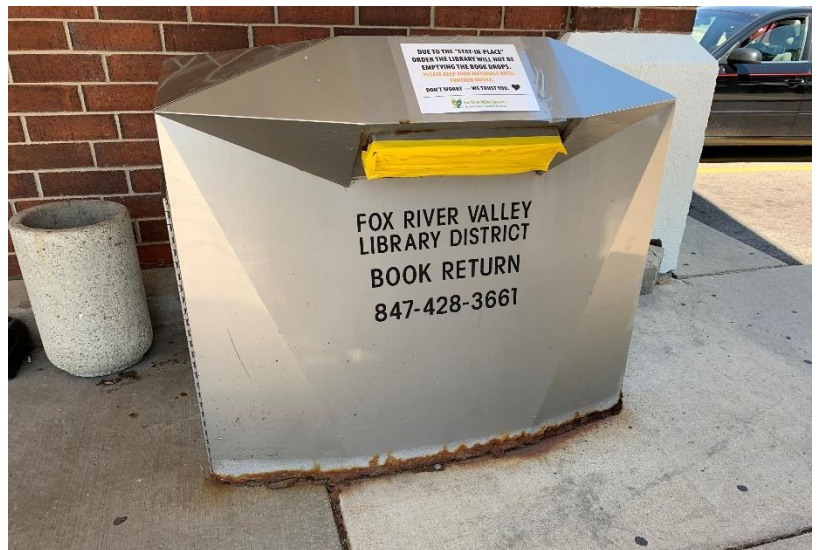
I'm happy to report that when Governor Pritzker signed the capital appropriations bill on June 12, he allocated \$150,000 for the Dundee Library for ADA accessibility improvements. We have already received \$50,000 in impact fees for ADA improvements. While I'm delighted to have been appropriated this amount, the Joliet Public Library was awarded \$6.3M because they had a shovel-ready project in need of capital funds. If the progressive income tax passes this November, Springfield may authorize many more capital projects and we need to be ready to take advantage of that opportunity. We need to make firm plans to remodel the Dundee Library, which should happen whether or not the spring 2021 referendum passes. We need to move the front door from the east side of the building to the north side, and create a ramp and handicap-accessible doors (our current front doors only open 29.5 inches while ADA minimum is 32 inches). This will require a reworking of the entire upstairs. Plus, we finally want to knock down the walls separating the old Dundee Township space from the Dundee Library, and create a more cohesive floor plan. Ideally we will issue bonds to pay for these improvements in conjunction with a successful referendum in April 2021. However, if the referendum does not pass we still need to move forward with a Dundee remodel using reserve funds in the range of \$3-\$4M. We'll keep the same footprint, same elevator, probably the same bathroom locations to save money. We want to get started on these plans now, because we want this project to be shovel-ready in the event Springfield decides to disburse more capital project funds, so quotes from Joe and Ian are included with the July board packet.

Hopefully in July our group of libraries will begin inter-library loan again. The Governing Board of our cataloging consortium CCS met in June, and decided to not begin sharing materials among libraries. Many libraries remain concerned about the safety of shared materials. I tried persuading others to at least peg the date when materials will be shared to the date Illinois moves to Phase 4, but this was not even considered as an option. The board voted to defer the decision until the July 8 CCS Governing Board meeting when the question will be addressed again. I voted no on waiting until July 8 at the earliest to even take up the topic for discussion again, but I was the only one (I don't see how shared materials are at any higher risk than local materials). As always, I will keep the FRVPLD board posted on any progress. UPDATE: At the July 8 meeting the CCS Governing Board decided libraries could opt-in to resume resource sharing. About 50% of CCS libraries will begin sharing items again starting July 21.

I've long wanted to improve the situation with library book drops placed throughout the district. Gilberts residents have no local dropoff, while West Dundee residents have three (West Dundee Jewel, Culver's on Randall Road, and Randall Oaks Library). Culver's on Randall Road has seemed redundant since the Randall Oaks

Library opened less than a mile away. The Jewel book drop is so damaged and rusty it's an embarrassment, located next to the rat trap and garbage can. However, changing service points can lead to hard feelings because some folks may be inconvenienced. Since the book drops have been closed due to COVID-19, the time is right to make some needed improvements. I've met with the Gilberts Village Administrator Brian Bourdeau and Gilberts would like a book drop located in their Village Hall parking lot. We're planning on:

1. Retrieving the Culver's book drop to DL, replacing the outside stickers with our current name and logo, and installing it near the Gilbert's Village Hall.
2. Scrapping the rusty, falling-apart Jewel book drop entirely. As you can see from the attached photos, it's ready for the scrap heap.



I expect to have the Gilberts book drop installed and open by mid-August. While this is an operational decision and does not require any board action, I want to make sure you're aware of it and have the opportunity to weigh in at the July meeting if you have any questions or concerns.



In June we completed the annual Performance Evaluation process. FY1920 was an unusual one, and it's great to get the opportunity to recognize everyone's individual accomplishments.

I'm happy we reached the end of June with no staff reporting COVID-19.

## Goals for June 2020

1. FY1920 Goals completed - FY2021 Goals to be set by the Board in June
2. Meeting: Pre-agenda (6/1) **Done**
3. Meeting: MTM (6/2, 6/9, 6/16, 6/23, 6/30) **Done**
4. Meeting: Rotary (6/3, 6/10, 6/17, 6/24) **Done**
5. Meeting: RAILS member update (6/4) **Done**
6. Meeting: D300 e-book Intergovernmental Agreement (6/9) **Done**
7. Meeting: SFSP for Foxview Apartments (6/10) **Done**
8. Meeting: CCS Governing Board (6/10) **Done**
9. Meeting: Remote Summer Lunch delivery (6/10) **Done**
10. Meeting: Lauterbach & Amen audit planning (6/11) **Done**
11. Meeting: FRVPLD board (6/16) **Done**
12. Meeting: SFSP for Meadowdale Apartments (6/18) **Done**
13. Meeting: My performance evaluation (6/22) **Done**
14. Meeting: Directors Virtual Lunch (6/23) **Done**
15. Meeting: D300 e-book planning with B&T (6/24) **Done**
16. Meeting: Community Share e-book planning – libraries only (6/29) **Done**
17. Meetings: Performance Evaluation meetings for all direct reports (6/30) **Done**
18. Task: Update salary budget for furlough (6/10) **Done**
19. Task: Update working budget for reduced revenues due to COVID-19 (6/10) **Done**
20. Task: W2W (6/4, 6/18) **Done**
21. Task: Payroll (6/2, 6/16, 6/30) **Done**
22. Task: Performance Evaluations for all direct reports (6/12) **Done**
23. Task: Prepare board packet (6/9) **Done**
24. Task: Ship June Rotary 19K medals (6/12) **Done**
25. Task: Remote Summer Lunch service at Foxview / Meadowdale (6/15, 6/16, 6/17, 6/18, 6/19) **Done**
26. Task: Update Performers Agreement for Virtual programs (6/15) **Done**
27. Task: Prepare Rotary budget for FY2021 (6/10) **Done**
28. Task: PCI DSS Self-Assessment SAQ B (6/30) **Done**
29. Task: Work curbside service (6/18, 6/25) **Done**
30. Task: Compile information & communicate to DTPD re: RO reopening plans (6/26) **Done**
31. Task: Acquire Library cell phone for delivery use (6/30) **Done**
32. Task: Finalize FY2021 Working Budget in financial software (6/30) **Done**
33. Task: Contact Joe & Ian re: shovel-ready project for DL (6/30) **Done**
34. Task: Contact Chapman & Cutler re: ballot language (6/30) **Done**
35. Task: Contact municipal bond firm re: tax calculations (6/30) **Done**
36. Task: Contact LIMRiCC re: recall questions (6/30) **Done**
37. Task: Prepare for end of FY1920 (6/30) **Done**
38. Task: PCORI filing (7/31) – last year for PCORI fee **Done**
39. Task: Vacation report for FY1920 – needed for audit (6/26) **Done**
40. Training: Straight from the Source – Return to Work webinar (6/11) **Not completed**
41. Training: Libraries Prepare to Answer Civil Legal Questions in Time of Crisis (6/11) **Done**
42. Training: Designing Libraries for Safety in the age of COVID-19 (6/17) **Not completed**
43. Training: Curbside Service @ DL (6/18) **Done**

Internal meetings with individual staff members not included

## **Goals for July 2020**

1. FY2021 Goal: Standardize hours opened at both locations (12/31/2020)
2. FY2021 Goal: Make Library services family friendly with play space, community gathering space, and study rooms in DL remodel plans (4/30/2021)
3. FY2021 Goal: Improve services on the west side by offering option of a new facility west of the Fox River to voters in April 2021 (4/30/2021)
4. FY2021 Goal: Provide transparent business services in anticipation of April 2021 referendum including cash flow schedule, updated fiscal policy, and long-term financial stability via budget surplus in the operating fund (4/30/2021)
5. FY2021 Goal: Generate new revenue and appeal to new patrons through value-added patron services (12/31/2020)
6. Meeting: Joe & Ian re: shovel-ready project for DL (7/1)
7. Meeting: Referendum questions with Chapman & Cutler (7/1)
8. Meeting: Anti-Racism Library Directors Group (7/2)
9. Meeting: Pre-agenda (7/6)
10. Meeting: CCS Governing Board (7/8) on vacation, Heather will attend for me
11. Meeting: Gilberts Book Drop (7/14)
12. Meeting: MTM (7/14, 7/21, 7/28)
13. Meeting: Rotary (7/15, 7/22, 7/29)
14. Meeting: Community Share D300 e-book (7/7, 7/15)
15. Meeting: LIRA full membership (7/10)
16. Meeting: East Dundee Joint Review Board TIF (7/13)
17. Meeting: WIN Executive Committee (7/15)
18. Meeting: FRVPLD board (7/21)
19. Meeting: D300 Food Pantry board (7/30)
20. Task: Create Collection Management Plan for D300 Community Share (7/7)
21. Task: Confirm acquisition of Library cell phone for delivery use (7/8)
22. Task: W2W (7/2, 7/16, 7/30)
23. Task: E-rate FCC form 479 (7/11)
24. Task: E-rate ICN Master Service Agreement (7/11)
25. Task: E-rate reimbursements for remainder of FY1920 (7/31)
26. Task: Payroll (7/11, 7/28)
27. Task: Update Library Program document for East side (7/10)
28. Task: Prepare tentative B&A (7/13)
29. Task: Compile architect and construction manager proposals for East side (7/15)
30. Task: Prepare board packet (7/15)
31. Task: Ship June Rotary 19K medals (7/17)
32. Task: Finalize FY1920 Rotary financials (7/31)
33. Presentation: NKCC Meet and Greet with DTPD and Dundee Township (7/15)

Internal meetings with individual staff members not included

## Fox River Valley Public Library District July 2020 Department Reports

### Assistant Director: Heather Zabski

It was an extremely busy and fulfilling June! We started Summer Lunches at Dundee Library on June 1. The meals have been extraordinarily popular this year. We saw about a 64% increase in meals served at the Dundee Library alone. We also expanded our lunches to new locations Foxview Apartments and Meadowdale Apartments.



Kirstin and I passing out meals on 6/1. Photos taken by John.

During a normal Summer Lunch cycle, Pastor Ball and volunteers from Faithwalk Harvest Center would bus children from Foxview to our lunches three times a week. However due to the pandemic, volunteers at Faithwalk were not comfortable bringing meals to children because of their closeness with the community (they worried about hugs and other physical contact from the children they work closely with). So, we decided to bring the meals directly to Foxview. Sherry, Ruben and Kirstin started delivering meals Monday through Friday on June 15. The meals proved to be incredibly popular, so the crew expanded their efforts to Meadowdale Apartments starting on Friday, June 19. It has been an exciting summer to coordinate lunches and breakfasts at all three locations, and patrons have been extremely grateful for our efforts. We gave out 5,204 meals total this June!

Getting ready for curbside was a big project that the Safe Reopening Committee and I worked diligently on. I think the work paid off because our transition to curbside was pretty seamless. We started curbside service on June 15. While lots of patrons used our curbside service, delivery service helped to keep demand at a moderate level at the start. Phone service and returns were the most popular service during our first week, though curbside visits have increased steadily since. We worked on an FAQ for staff answering the phones, so staff would have consistent and accurate answers for our patrons. Since things have been updating quickly, I have made sure to keep the answers up to date. Printing proved to be our most requested service for the first couple of days, and we worked on a solution to offer a way for patrons to print remotely and pick up materials as well. We served 644 patrons in June through curbside, and staff answered 456 phone calls.

We've been extremely lucky with the weather during curbside, though as things heat up, staff are looking forward to providing in-building services again. Thankfully, we are looking forward to starting that on July 6!

The Safe Re-Opening Taskforce is working to make sure the library is prepared to offer limited in-person services to patrons again safely. Based on recommendations from the group, we have installed plexiglass shields at public service desks and will provide signage throughout the library encouraging patrons to practice social distancing and wear masks. The greeter desk will be equipped with masks for patrons who come in without their own. All staff will have access to an FAQ with common questions patrons (and staff) might have. Brittany has created a training PowerPoint for staff on safety guidelines for working at the building as well. All staff will continue to have access to sanitation stations at the

start of their shifts. Additionally, I have added wellness checks for when staff clock-in to work. Staff is very excited to welcome patrons back into our doors again.

We will continue to offer delivery as an option to patrons who are not yet ready to return to the library as well. I'm extremely grateful for the excellent work of the Safe Reopening Taskforce and I'm proud to continuing leading it as we move forward into hopefully offering more services for our patrons in the near future!

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

Librarian Sam Bunte led two virtual Book Club programs with ATS Librarian Sean Plagge via Zoom. This month the club discussed the One Book One District pick: *The Rise and Fall of the Dinosaurs* by Steve Brusatte. They had a total of 12 participants on June 24th.

The Summer Reading Challenge began June 1. As of June 29:

- 520 Patrons signed up
  - 137,788 Minutes read
  - 1977 Badges earned
  - 37 Patrons completed the reading requirement to earn their new book
  -

The Randall Oaks Library plans to reopen on Monday July 6 with limited services and hours. Patrons will be able to come in to browse and check out materials. RO will be open Sunday 1-5pm, Monday/Tuesday/Friday/Saturday 9-5pm, and Wednesday/Thursday 12-8pm.

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

After carefully planning our first round of virtual programming, Youth Services (YS) was able to launch our array of summer programs. On June 1<sup>st</sup>, the Library's first virtual Summer Reading Kick Off began with YS Assistant Lisa Knapp's storytime with the theme of Dig Deeper: Read, Investigate and Discover. Lisa shared stories that had themes such as dinosaurs and archaeology. The event continued with Jim Gill, acclaimed children's musician. Gill recorded a special virtual concert tailored specifically for FRVPLD. Both programs generated virtual traffic and presented quality entertainment for children and their families.



YS Assistant Lisa Knapp and Musician Jim Gill presenting at FRVPLD's virtual Summer Reading Kick Off

Our virtual programming continued throughout the month with programs such as Tween Tuesdays which is intended for children in grades 3-6. This series highlights themes such as science, technology, engineering, and math (STEAM) and language and performing arts. During the month of June, we offered 3 episodes of the series. Those 3 episodes generated about 450 participants!





YS Assistant Rachel Dunne making slime during an episode of Tween Tuesdays

We also took the opportunity to present two separate Father's Day storytimes. One was performed in English and the second was in Spanish. YS Assistant Christian Diaz offered both interactive sessions that were followed up by a simple craft that is conducive to construct by many different abilities and age groups.



YS Assistant Christian Diaz conduction Father's Day programs

During our closure to the public, staff took the opportunity to evaluate portions of the collection and re-imagine how our smallest patrons interact with it. We realized that our board book collection had shelving that needed to evolve. Staff has noticed how well our picture book thematic bins circulate, therefore we decided to purchase similar shelving for this collection. We are very happy with the improvement and are excited to see how our youngest patrons will peruse this section.



Our new board book shelving

All in all, between participating in curbside services, summer reading logistics, performing virtual programming, participating in committee work and preparing to open to the public, YS has been busy balancing the "now" and preparing for what is on the horizon.

## Account Services: Keri Carroll

While the library remained closed to the public in June, we began offering curbside pickup of holds on the 15<sup>th</sup> in addition to home delivery. Curbside pickup was a collaborative service with all departments, and I held training for several administrative and management staff on how to look up patrons and check out materials in Leap. AS staff called every patron who had an available hold to inform them of their options and we checked out 4,073 items for curbside and delivery in June.



Keri, Heather, YS Assistant Erin Sikorski, and Karen

As mentioned above, home delivery continued during June and AS clerk Ruben Carcamo made 660 individual deliveries to our patrons. The response to this service continued to be unanimously appreciated, and I am thrilled that we will continue to offer this service indefinitely. I will be working with CCS in July to integrate home delivery requests within the PowerPAC to allow patrons to request individual items for delivery.

With the beginning of curbside pickup, the Dundee Library book drop re-opened to accept patron returns. The Account Services team worked incredibly hard quarantining, checking in, and shelving returned items during the latter half of June. Additionally, RAILS deliveries resumed for our items, bringing the total number of returned items to check in to 4,992. Inter-library sharing has yet to resume but the CCS Governing Board will be voting on that topic on July 8.

Fifty-six temporary cards were created in June as patrons continued to access our eLibrary.

## Public Relations & Outreach: Kirstin Finneran

**Summer Meal Program.** I am happy once again to serve as a site supervisor for our summer meal program. The month started with meals being distributed to the community in a curbside pickup arrangement on the west side of the library. We were able to promote the program via our newsletter, website, social media, press release, our street sign, and flier in the bags going out with materials for delivery. We were happy to see a great turnout for the meals. Soon we added additional locations at the Fox View and Meadowdale Apartment complexes in Carpentersville. We have seen impressive numbers there and were able to generate customers through an email send by the management of Fox View, and Heather Zabski and I also hung fliers in all of the Meadowdale Apartment buildings.

**Black Lives Matter.** As racial conflicts spread across the country it was a challenge to determine how the library could show its support of the movement, and know what role was appropriate to take. We aligned with our industry leader, the American Library Association, by sharing their official statement via social media posts and a slider on our website. Sam Bunte also wrote a blog that was on point, providing a comprehensive list of reading recommendations on the subject.

**Curbside Pickup.** Curbside Pickup got the full promotional treatment with a website slider, social media posts, press release, eNews coverage, and an eBlast to all cardholders. I also worked a shift once a week. Interacting with patrons, who were so glad to see us again and pickup their materials was some of the most rewarding work I have done in a while.

**Getting Ready to Reopen.** Started this process by creating a Welcome Back flier that clearly laid out when we were going to reopen, which services would be available and which would not, and an update to our hours of operation. We shared this flier using all of our digital channels, and included a hard copy in all bags leaving for delivery and being picked up curbside. I also created signage for both libraries that stressed social distance guidelines. Signs and posters are all over the libraries and will hopefully aid in a pleasant visit for both patrons and staff.

**eNews**

<u>Subject</u>	<u>Date Sent</u>	<u>Emails Sent</u>	<u>Unique Opens</u>	<u>Unique Open %</u>	<u>Total Clicks</u>
Free Summer Meals, Black Lives Matter, Summer Reading	6/3/2020	10377	2342	22.57%	298
Curbside Pickup, Scholastic Teachables, Pride Month	6/10/2020	10373	2408	23.22%	227
Curbside Pickup, Update on Returns	6/12/2020	10372	2337	22.54%	96
Returning Books, Creative Writing Contest, District Wide Read	6/17/2020	10364	2364	22.81%	195
Reopening July 6, FRVPLD Book Reviews <i>*Just a note: Not surprising, but still interesting is that the most clicked on item was about License Plate Renewal!</i>	6/24/2020	10360	2669	25.77%	429

**Social Media**

● **Facebook (1846 Followers)**

Followers: 21 new followers

Number of posts: 52

People who saw our posts: 34,109

Post likes: 618

Comments: 54

Shares: 124

Clicks/Photo & Video Views: 1,810

Top three posts according to reach:

- 5266 saw: Step 1: It's lunchtime! Who's hungry?? Stop by the Dundee Library Monday-Friday from noon to 1 p.m. and pick up your free lunch (and breakfast!). For all kids 18 and under. Look for the white tent. (June 3)
- 4135 saw: Welcome back to our Free Summer Meals program. We're here Monday- Friday from 12:00 PM until 1:00 PM. Just pop your trunk and you're set. Don't forget to ask for the take home craft! Queridos usuarios de la biblioteca los almuerzos gratis están de regreso este verano. De lunes a viernes entre 12:00 PM - 1:00 PM. Simplemente abra su cajuela y listo. No olvide preguntar por la manualidad para sus pequeños. (June 4)
- 1995 saw: Free Summer Meals at the Library Pick Up Only! Mondays - Fridays Noon until 1 P.M. Breakfast and Lunch! Ask for the take home craft. (June 9)

● **Twitter (730 Followers)**

**Adult and Teen Services: Jason Katsion**

June was a transitional month for the Adult & Teen Services Department. We continued to host interactive virtual programs and provide remote assistance to patrons over the phone and via Zoom. We also expanded services, sharing responsibility across departments for daily phone shifts and curbside pickup. All current Adult & Teen Services staff members were assigned weekly shifts onsite at the Dundee Library for phone and curbside duty, and worked from home

on days they were not assigned these specific tasks. Additionally, Library Assistant Jasmin Munoz assisted with the home delivery process; organizing and preparing bundles of holds for home delivery.

On June 4, Library Assistant Erica Acevedo hosted *Friends* Trivia: The One With All The Seasons. This event was attended by eight patrons, who competed by answering questions relevant to the *Friends* television show, and enthusiastically communicated with each other in the YouTube Live chat. This event has been added to the archive of trivia programs that are available “on-demand” on the FRVPLD YouTube channel.



ATS Specialist Erica Acevedo hosting Friends trivia

Teen Librarian Danielle Pacini adapted her Teen Coding classes to a virtual format, hosting two Vidcode-based classes in June. These classes provide hands-on Javascript skills in an easy-to-use graphical interface. Each class has focused on a fun and practical outcome, such as coding a Snapchat filter or creating unique memes.

In celebration of Pride Month, Danielle hosted an interactive baking program. This innovative program was hosted live on Zoom, but also utilized pre-recorded components to incorporate the “time-lapse” of baking. The participants learned to bake beautiful vanilla cupcakes with rainbow batter.



Pride cupcakes made by Teen Librarian Danielle Pacini

Adult & Teen Services staff continue to utilize blogging to generate new and engaging content for our patrons. Librarian Sean Plagge composed a highly detailed overview of how patrons can utilize Vidcode to learn JavaScript coding, as well as an introduction to the Library's newest e-resource, Scholastic Teachables. Danielle posted step-by-step instructions for creating colorful mosaics out of recycled paper, as a tie-in with her Paper Mosaic program, which she hosted on June 17. These blog posts are published on the Library website and subsequently shared via social media.



Paper mosaics made by Teen Librarian Danielle Pacini

Adult & Teen Services staff continued to field daily questions from patrons via email and our website's Contact Us webform, and upon request have provided more advanced one-on-one sessions with our patrons via Zoom and over the phone. As detailed in last month's Board report, Library Assistant Erica Acevedo has assisted patrons with webcam issues and answered laptop hardware questions utilizing Zoom. In June, that same very satisfied patron sent the following highly laudatory message: "I am writing to share my experience as a library patron working with Erica Acevedo over the last month. Erica has helped me on several occasions to resolve, what were for me, insurmountable technology problems—getting my computer video camera to work, getting a new computer set up for use, and working out some advanced functions on Word. Each time we met, via zoom, Erica was kind, patient, and calm; working tirelessly with me to get my problems resolved. The extent of her knowledge, and her very clear, sharp, and rapid thinking impressed me deeply. I have been a patron of the library for many years and am myself a retired college librarian. I have often called upon the Fox River Valley Public Library for technical assistance (as well as reference, and inter-library loan among other things), and have always received wonderful care. But this time, I felt I really needed to write and express my deep gratitude. Erica really went above and beyond what I would have ever expected her to do for me. At this time of Covid-19 and the great stresses that the pandemic adds to life, I appreciate Erica and her expert assistance even more."

I continued to host weekly meetings of the Additional Services Mini-Taskforce, a subsidiary of the Safe Re-Opening Taskforce. Adult & Teen Services members Erica Acevedo, Jasmin Munoz and Danielle Pacini, as well as Youth Services members Christian Diaz and Heather Ji, discussed what services could be safely resumed and collaboratively planned how those services would be implemented. Additionally, we compiled a list of frequently asked questions pertaining to the Library's reopening process. This list of questions and its prescribed answers is a convenient way for public service staff to reference reopening information, and it helps ensure that patrons are receiving consistently accurate information.

We continue to track increased overall usage of e-content across platforms. On the Overdrive platform, patrons accessed 4,226 titles in June 2020; a substantial increase in comparison to the number of titles accessed one year earlier in June 2019 (3,441). 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 1,943 titles; more than double the number accessed in June 2019 (951 titles).

#### **Facilities: Michael Lorenzetti**

With the Library becoming more active with team members returning, 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 always social distancing.

The Fox River Valley Library District has outsourced janitorial services to JaniKing Commercial Cleaning Services and they began service at the Dundee Library on June 1<sup>st</sup> and begin service at the Randall Oaks Library on July 6<sup>th</sup>.

Roof update – 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. On June 29<sup>th</sup>, a leak was again discovered in the ATS workroom. Small in scale, but still presents a problem. Derbigum has been notified and has authorized Anthony Roofing to investigate. This is a continual and ongoing process.

Daily conversations with facility manager colleagues regarding facility functions is in high gear as many Libraries are opening their facilities for opening to patrons.

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

Savings in FY 19/20	
Jul	\$ 600.42
Aug	\$ 4,563.19
Sep	\$ 1,823.98
Oct	\$ 629.51
Nov	\$ 5,624.64
Dec	\$ 5,661.10
Jan	\$ 5,445.72
Feb	\$ 315.45
Mar	\$ 194.91
Apr	\$ 227.84
May	\$ 131.95
Jun	\$ 1,834.60
<b>FY TOTAL</b>	<b>\$ 27,053.31</b>

as well as savings of \$72,704.56 for material orders this year. I contacted the vendors so I could compile the list of figures which compared the list versus discounted pricing.

Material orders: Much of my time in the library in late May and the month of June was for receiving materials in the Polaris acquisitions module so that invoices would be attributed to this FY. As I mentioned last month, I continued to prioritize items to be physically processed once my FT staff member was back on site. I also spent time doing a lot of AV physically processing so those items would fulfill our patron holds. There was also a large amount of material orders to place in June after staff emailed me their “signed” requisition forms.

I was pleasantly surprised that we didn’t experience a deluge of boxes of materials to check in and invoice during the last few days of the fiscal year. Due to the delay of ordering and being able to receive shipments we will have quite a large number of orderlines which will be rolled over into the acquisitions module for next fiscal year. Their invoice payments will come from the new fiscal year’s budget

**IT/ Network: John Sabala**



**Coolpad Surf**

A portable, wireless hotspot.

**\$62**

Access for: On-the-Go  
 Connects: up to 10 Wi-Fi enabled devices  
 Service Fee\*: \$10/month  
 Data Plan\*\*:: Unlimited 4G LTE

The library is expanding Internet access for the district patrons. We are purchasing 30 devices that will expand our Hotspot collection to 50 units. Covid-19 and well as recognizing the social injustice for some patrons of the district has

taught us some lessons that we would like to start correcting. Mobilebeacon is a nonprofit organization that has priced their hotspots and service aggressively. There is a low \$10.00 per month per unit service charge compared to T-Mobile which is almost 3 times as much. Additionally, the checkout period will be increased from 1 week to 2 weeks. The library believes that this acquisition will help the community with equitable access for all.

# How are we doing?

The monthly Dashboard tells our story

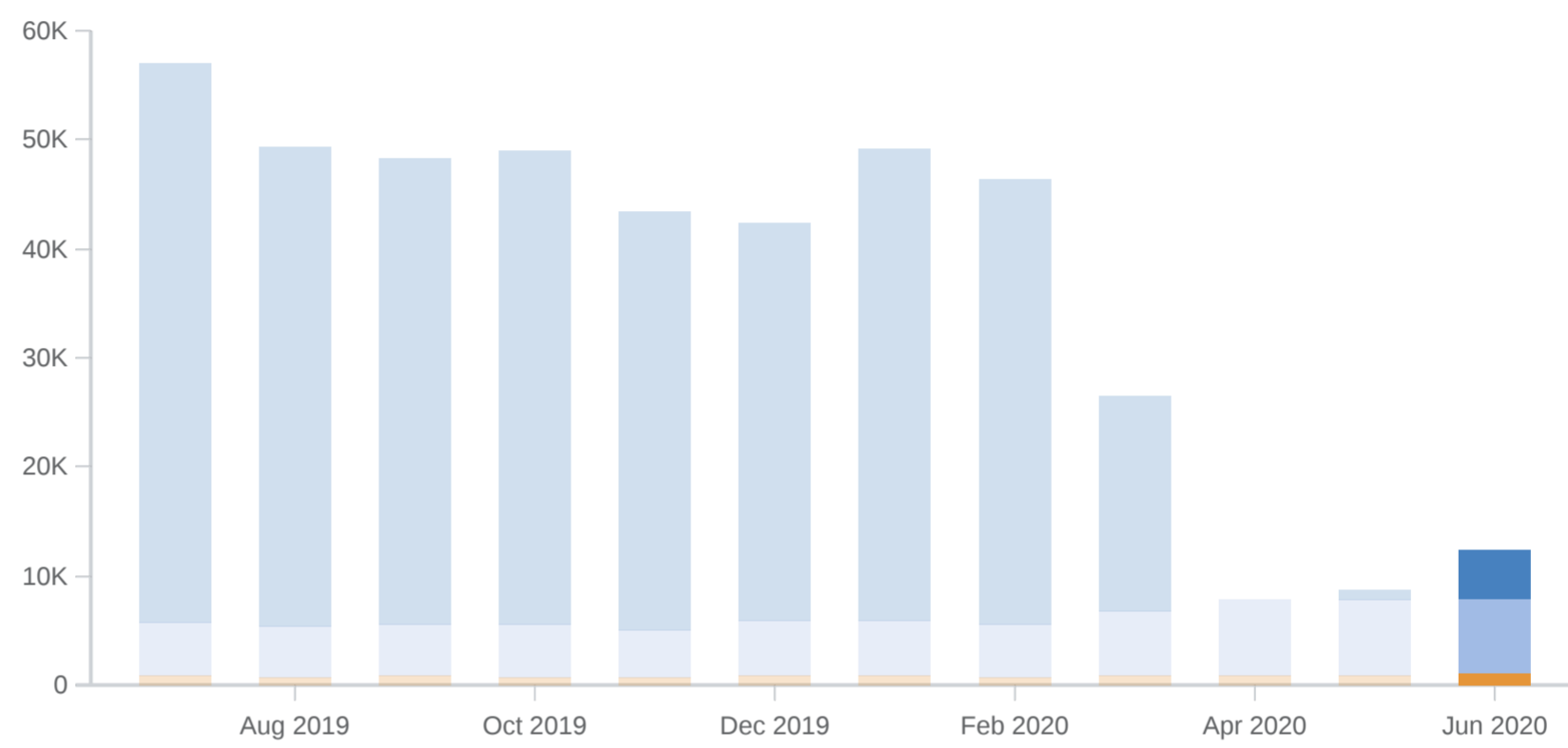
Click the graphs to see more details

## Checkouts

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

We offered delivery and curbside service for patrons in June.

Updated last week



**12,404**

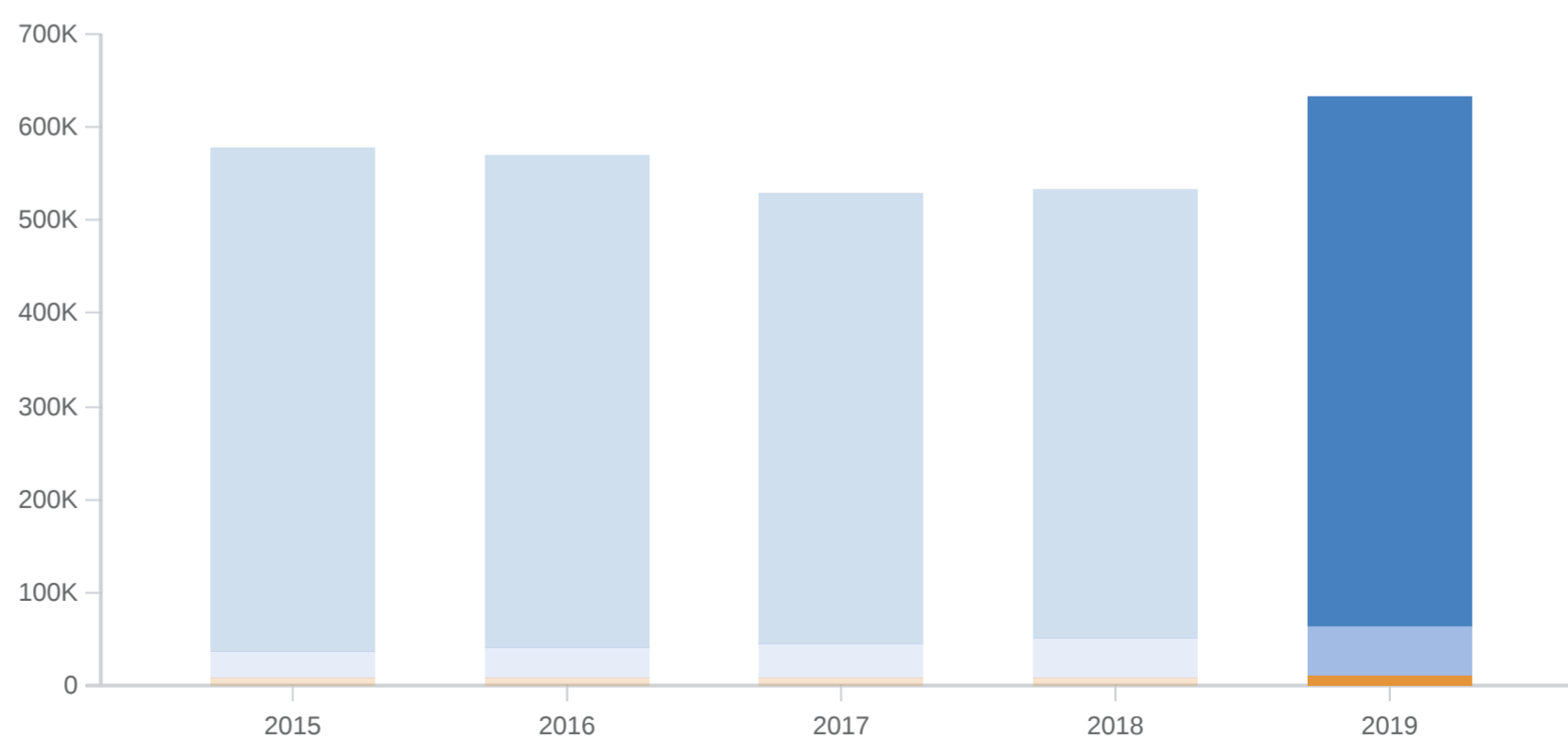
Metric Type in Jun 2020

## 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 last week



**632,447**

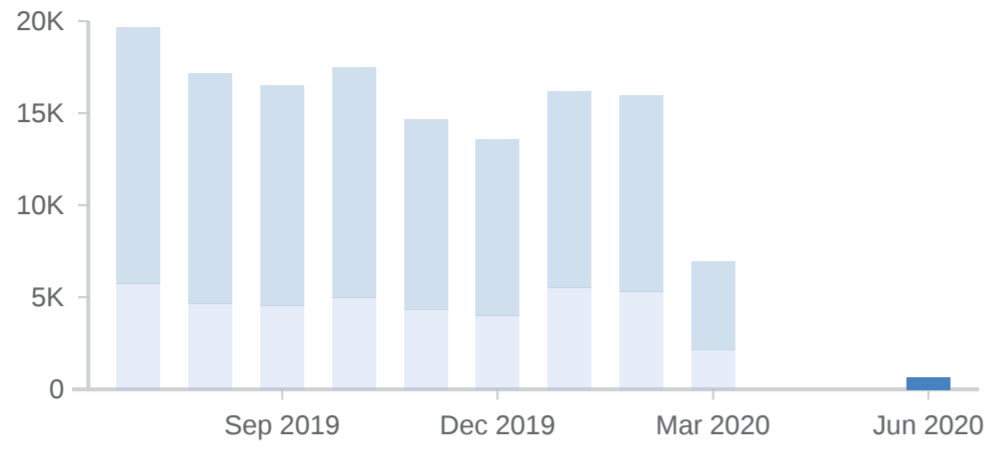
Metric Type in 2019



# Library Visits

## How many people visit the library each month?

We began offering curbside service on June 15.



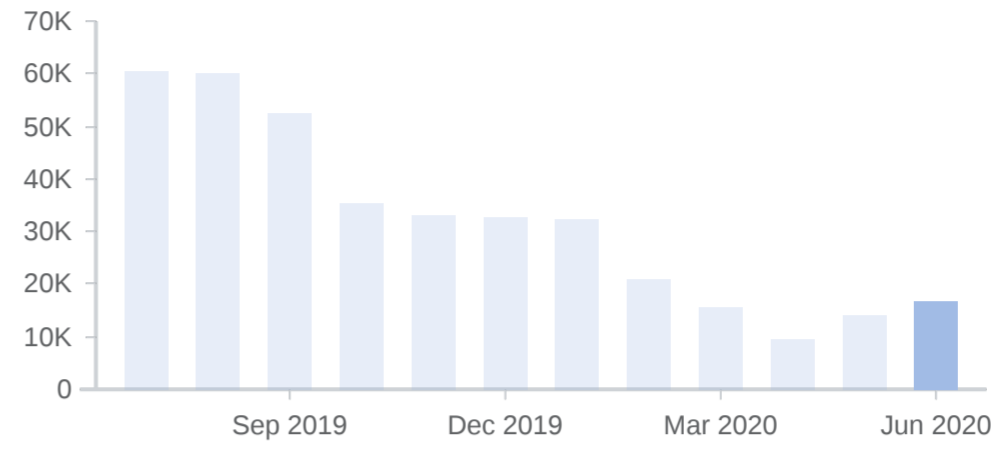
**644**

Location in Jun 2020

# Website Visits

## How many people visit the library online?

Website visits were up slightly in June, likely due to delivery and curbsi...

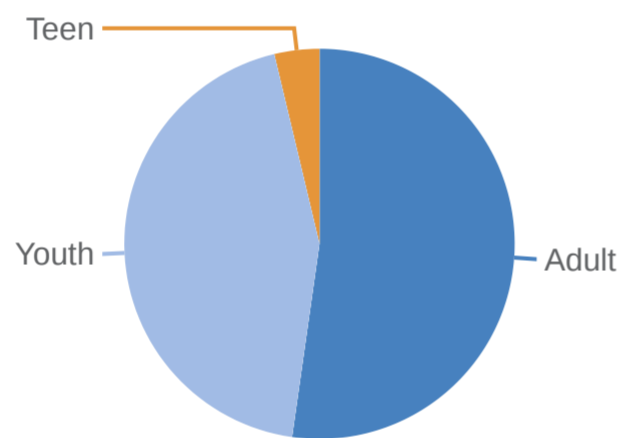


**16,665**

Location in Jun 2020

# Physical item checkouts

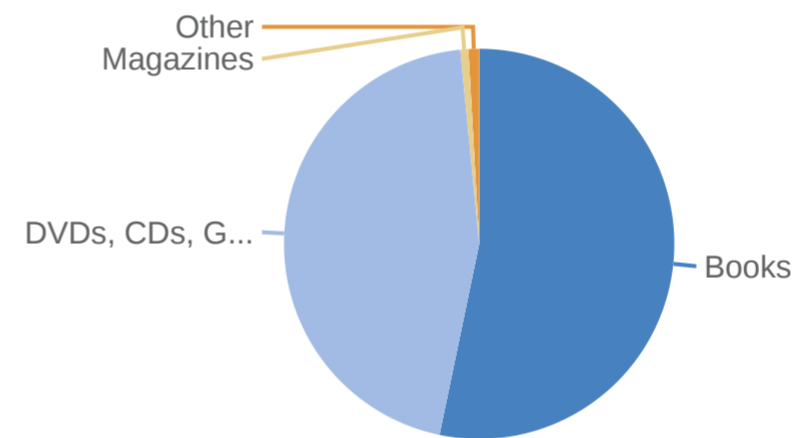
## Checkouts by Audience - this fiscal year to date



**256,256**

Department in 2020

## Checkouts by Material Type - last fiscal year



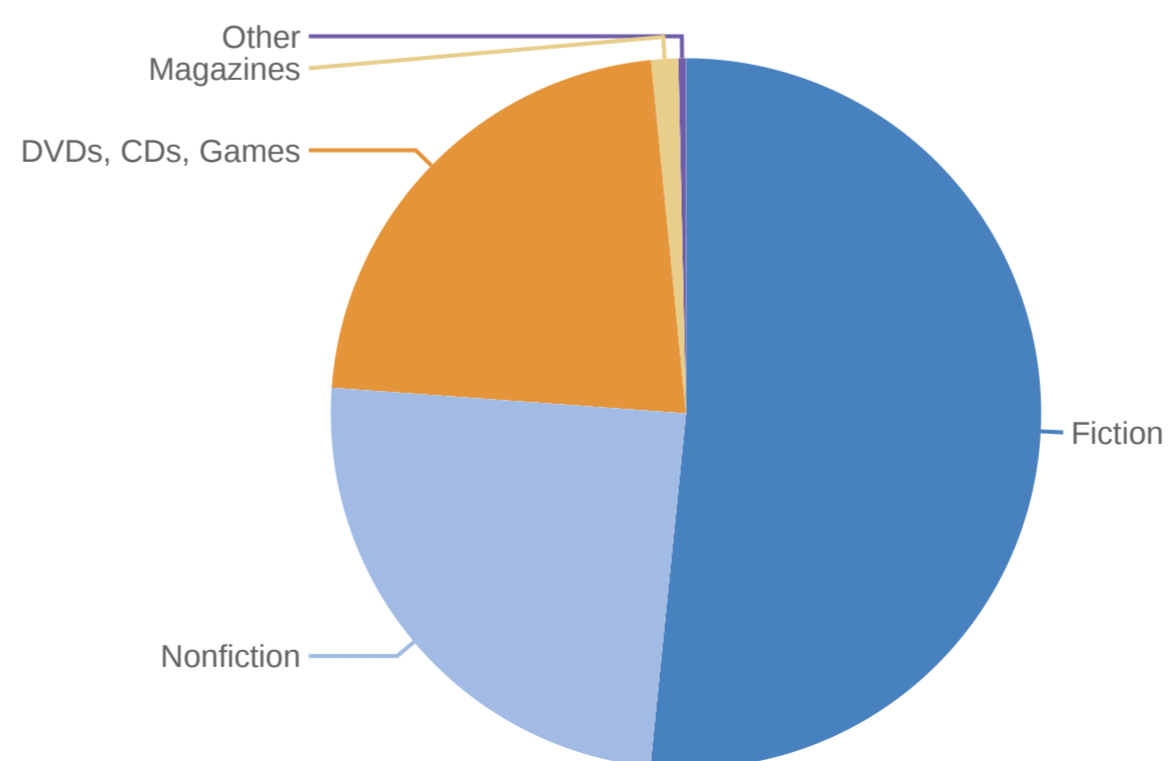
**365,575**

Material Type in 2020

## How many physical items are owned by our libraries?

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

Updated 36 weeks ago



**138,886**

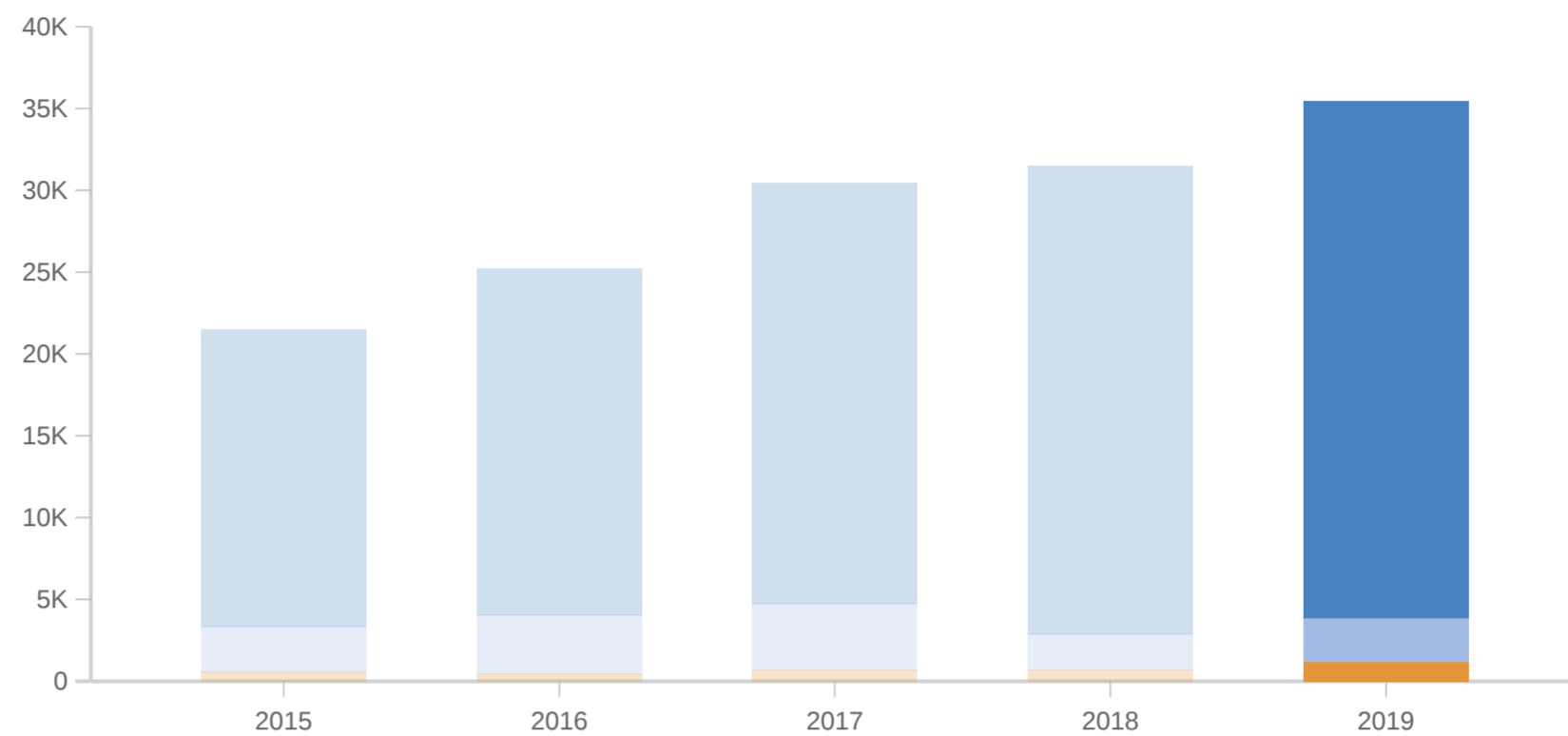
Material Type in 2020

## Program Attendance Trend

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

Attendance at programs has steadily increased.

Updated last week

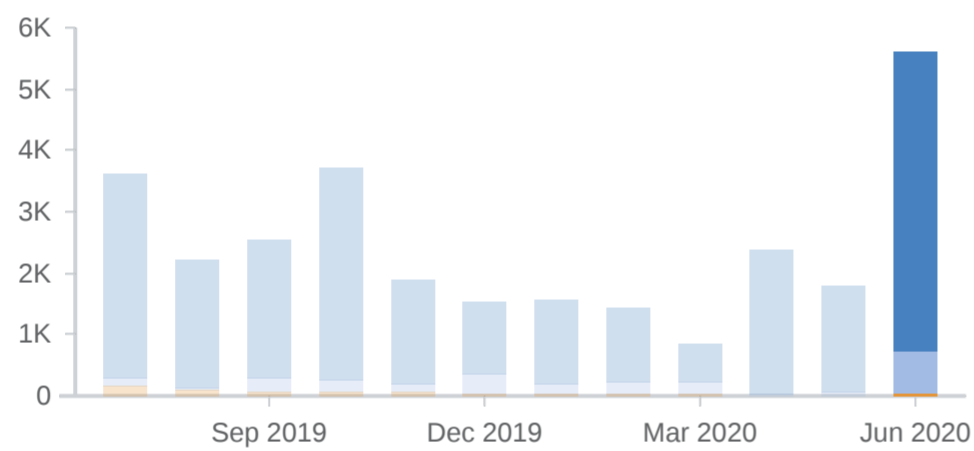


**35,432**

Metric Type in 2019

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

Summer meals were passed out at the Dundee Library, and Foxview an...

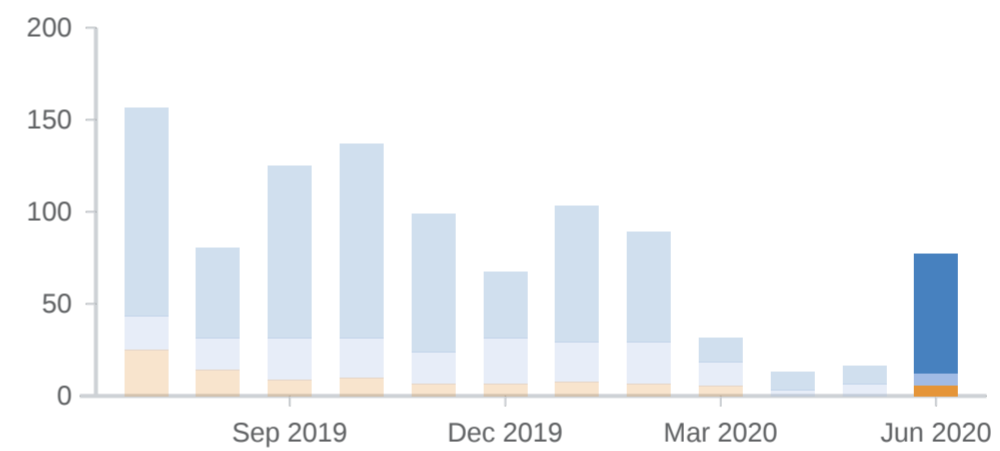


**5,593**

Metric Type in Jun 2020

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

Curbside summer meals account for the increase in programming in June.



**77**

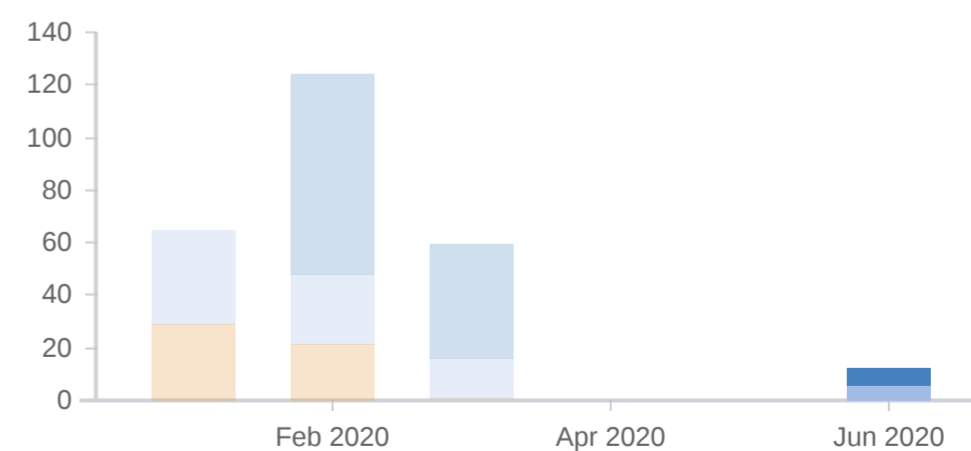
Metric Type in Jun 2020

## 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



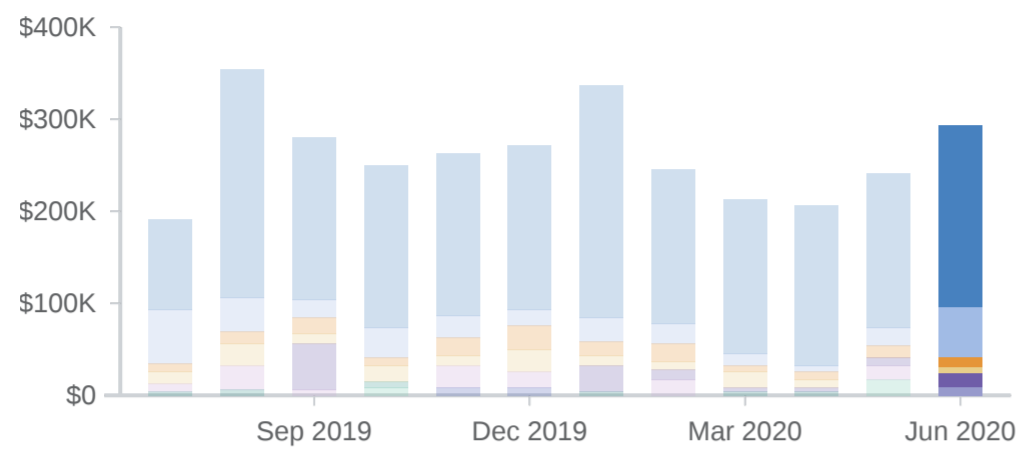
**12**

Metric Type in Jun 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.



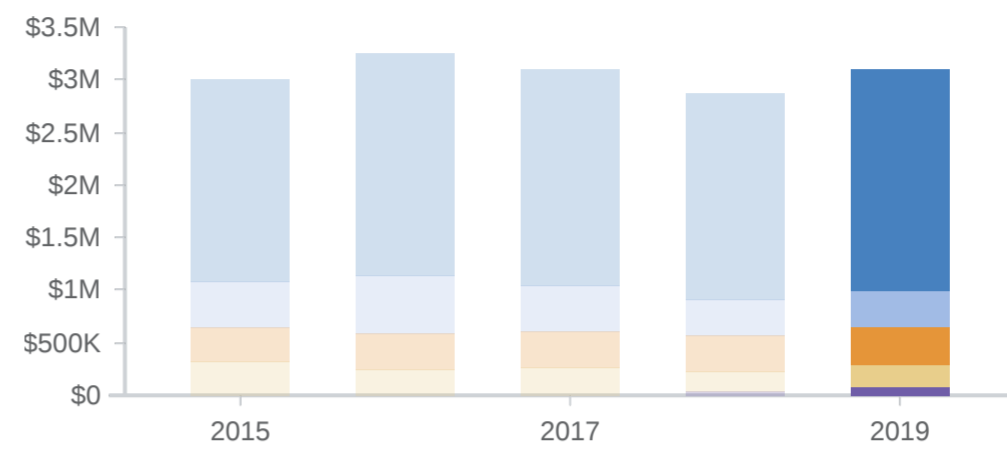
**\$293,839.96**

Expenses in Jun 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 June 16, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for June 2020 totaling \$221,653.83**
- A.1.c Monthly Financial Report for June 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 June 2020**
- A.1.j Ehlers Account Statement for June 2020**

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

RECOMMENDED **MOTION** (if needed):

**Approve Item \_\_\_\_\_ as presented**

**Fox River Valley Public Library District  
Board of Trustee Meeting  
June 16, 2020**

**MINUTES**

President Corbett read the following statement into the Minutes:

*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, as well as the Governor's Emergency Administrative Act dated June 12, 2020. As Board President I have determined an in-person meeting is not prudent at this time due to the corona virus pandemic that the Governor has declared a disaster. A verbatim recording of this meeting will be made available to the public. In addition, Library Director Lauren Rosenthal is physically present at the Library for this meeting.*

Corbett then polled all in attendance to ensure they could clearly hear the proceedings, and 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, 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.*

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

**Roll Call**

Members present electronically:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Dave Nutt (arrived 7:11 PM)
	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, Judy Whichard, 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 June 16, 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. There were no remote attendees wishing to comment.

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

### **President's Report**

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

Trustee Evans and Vice President Weber volunteered to review the records.

### **Director's Report**

#### Strategic Plan

Rosenthal noted the management team worked with strategic objectives created by the Board and combined them with the Library Mission Statement to create a plan that translates the action verbs "learn, explore, imagine, create, and connect in a welcoming environment" into tangible, achievable goals over the next three years. The Management Team developed objectives to accomplish the goals, and ensured they will be reached by incorporating them into all performance evaluations.

#### Department Reports and Dashboard

Secretary Kuhlman noted Rosenthal's survey of furloughed staff to determine order of recall. The Summer Food Supplement Program that provides breakfasts and lunches to anyone age 18 and younger began on June 1<sup>st</sup>. Rosenthal related a note of thanks received from a family in distress during the pandemic who truly appreciated the Library's assistance in this regard. Due to social distancing requirements, Pastor Ball of Faithwalk Harvest Center was unable to bring children from Fox View Apartments for summer lunches again this year, so Director Rosenthal and staff are bringing breakfasts and lunches to them in the Library van throughout the summer. Curbside pickup of Library materials began on June 15<sup>th</sup>.

### **Consent Agenda**

#### **Exhibit A.1 Items 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

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

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

### **Unfinished Business**

#### **Exhibit B.1 Working Budget FY 2020-2021**

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$3,969,272*. Moved by Nutt and seconded by Lindholm, he opened the item for discussion.

Tennis' suggestions from the May meeting were incorporated into the Working Budget and he presented additional proposals for consideration. Discussion ensued on revision to the Per Capita Grant award amount; Rosenthal advised FRVPLD has received both a confirmation letter from the state for the expected full amount

of \$86,672.50 and a notice advising the amount has been increased from \$1.25 per capita to \$1.47, thereby increasing the expected revenue to over \$100,000. Tennis also recommended a reduction in expenditures mainly in personnel and maintenance costs. Rosenthal noted the possibility of opening sooner than expected would necessitate recall of furloughed staff and budgeted accordingly. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Lindholm, Kuhlman, Weber, Corbett – aye. Tennis – nay. 6 ayes, 1 nay, 0 absent. Motion carried.

## **New Business**

### **Exhibit C.1 Electronic Resource – Lynda.com Contract**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LYNDA.COM, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST OF \$13,125*. Moved by Weber and seconded by Evans, item opened for discussion.

Rosenthal noted the popularity of Lynda.com self and instructor-led courses. Demand is up and the cost remains the same as last year. The course collection is comprehensive; FRVPLD lists Lynda.com courses on its events calendar during the closure. 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.2 North Suburban Digital Consortium – OverDrive Contract**

Corbett called for a motion 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*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

E-Book numbers have increased substantially during the building closure. Rosenthal explained the cost breakdown according to title. 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 Strategic Plan**

Corbett called for a motion to *APPROVE THE 2020-2023 STRATEGIC PLAN GOALS AND OBJECTIVES*. Moved by Weber and seconded by Kuhlman, item opened for discussion.

Noting Rosenthal's overview of the Strategic Plan, Corbett asked for comments. There was discussion on moving objectives into another goal category and adjusting some completion dates and wording. Public Relations Manger Kirstin Finneran explained the Pop-up Library will bring services and demonstrations to the community during outreach events. IT Manger John Sabala noted the Library as 'second responders' would meet community needs for services such as a warming center, providing programs for those affected by disaster, and meeting space. Cell phone service is provided on a priority basis for second responders. 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.4 Report of the May 19, 2020 Closed Session Review and Destruction of Audio Recordings made prior to November 19, 2018**

Corbett called for a motion 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*. Moved by Weber and seconded by Lindholm, item opened for discussion.

Corbett noted the semi-annual review is required by statute. 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.

**Executive Session**

Corbett announced the Board will meet in Executive Session in accordance with 5 ILCS 120/2(c)(5) *THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED*; 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 Tennis and seconded by Evans, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; open session adjourned at 8:15 PM.

**Return to Open Session**

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

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

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

Meeting adjourned at 10:11 PM.

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Nikki S. Kuhlman, Secretary



**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 6/1/2020 Through 6/30/2020

Vendor Name	Check Number	Effective Date	Check Amount
Advanced Disposal	42968	6/16/2020	176.40
SYNCB/AMAZON	42969	6/16/2020	2,635.77
AT&T	42970	6/16/2020	329.21
AT & T Mobility	42971	6/16/2020	64.85
Brodart Co.	42972	6/16/2020	11.17
CDS Office Technologies	42973	6/16/2020	126.55
Comcast	42974	6/16/2020	491.32
Comcast	42975	6/16/2020	1,162.52
ComEd	42976	6/16/2020	1,540.04
Dell Marketing L.P.	42977	6/16/2020	1,064.42
Done-Rite Sealcoating, Inc.	42978	6/16/2020	9,900.00
Ehlers Investment Partners, LLC	42979	6/16/2020	612.18
Fastsigns	42980	6/16/2020	223.00
Friends of the FRV Libraries	42981	6/16/2020	6.25
Garveys Office Products	42982	6/16/2020	1,261.22
Hagg Press	42983	6/16/2020	3,524.00
Illinois Library Association	42984	6/16/2020	450.00
INGRAM Library Services	42987	6/16/2020	23,225.78
KONE, INC	42988	6/16/2020	275.56
Midwest Tape Exchange, Inc.	42989	6/16/2020	5,414.83
Muriello Appraisal & Consulting, Inc.	42990	6/16/2020	2,400.00
Nicor Gas	42991	6/16/2020	162.86
North Suburban Digital Consortium	42992	6/16/2020	15,281.25
OTC Brands, Inc.	42993	6/16/2020	212.28
Overdrive, Inc.	42994	6/16/2020	2,000.00
PETERS Electric & Technology, Inc.	42995	6/16/2020	5,685.00
Robbins Schwartz	42996	6/16/2020	1,968.75
Scholastic Library Publishing	42997	6/16/2020	1,542.00
Sebert Landscaping Inc.	42998	6/16/2020	525.00
Technology Management Rev Fund	42999	6/16/2020	427.50
Village of East Dundee	43000	6/16/2020	176.61
Cardmember Service	43001	6/16/2020	1,488.84
W.T. Cox Subscriptions, Inc.	43002	6/16/2020	98.10
Wellness Insurance Network	43003	6/16/2020	14,609.56
Paylocity Payroll	DD202006-01	6/5/2020	225.55
Paylocity Payroll	DD202006-02	6/19/2020	387.10
Illinois Municipal Retirement	DD202006-03	6/30/2020	16,649.54
Office of the Secretary of State of Illinois	DD202006-04	6/30/2020	604.00
	Total 10100 - BANK ACCOUNTS		116,939.01
Report Total			116,939.01

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 6/01/2020 Through 6/30/2020

Page 1 Total

\$ 116,939.01

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- June 2020	\$104,124.43
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,312.53
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	11,337.01
MEDICARE/F.I.C.A.	7,818.94
<b>TOTAL PAYROLL EXPENSE</b>	<u>116,051.83</u>

\*Minus IMRF Employer Portion Direct Debit (11,337.01)

104,714.82

\$ 104,714.82

\$ 221,653.83

Grand Total

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,163,657.50	99.84%	4,838.50	3,168,496.00	(0.15)%
43020	PPRT	7,033.62	51,526.29	114.50%	(6,526.29)	45,000.00	14.50%
43500	IMPACT FEES	0.00	53,508.18	0.00%	(53,508.18)	0.00	0.00%
44010	INT & DIV INCOME	1,708.10	49,378.22	123.44%	(9,377.72)	40,000.50	23.44%
44011	MARKET VALUE ADJUSTMENT	2,151.16	2,151.16	0.00%	(2,151.16)	0.00	0.00%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	311.76	4,568.04	60.90%	2,931.96	7,500.00	(39.09)%
45020	OTHER GRANTS	1,599.14	6,416.50	320.82%	(4,416.50)	2,000.00	220.82%
45030	SRC SPONSORSHIP	(25.00)	0.00	0.00%	0.00	0.00	0.00%
46020	FINES & FEES	30.60	10,640.60	106.40%	(640.60)	10,000.00	6.41%
46030	LOST & DAMAGED	0.00	3,278.49	65.56%	1,721.51	5,000.00	(34.43)%
46250	LICENSE PLATE RENEWAL INCOME	634.00	19,124.69	0.00%	(19,124.69)	0.00	0.00%
46400	MISCELLANEOUS INCOME	27.58	567.20	0.00%	(567.20)	0.00	0.00%
46450	REIMBURSEMENTS	410.00	3,822.23	38.22%	6,177.77	10,000.00	(61.78)%
46500	CASH OVER	0.00	140.24	56.09%	109.76	250.00	(43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	17,598.00	87.99%	2,402.00	20,000.00	(12.01)%
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	63.20	11,820.22	52.53%	10,679.78	22,500.00	(47.47)%
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	28.00	1,395.95	18.61%	6,104.05	7,500.00	(81.39)%
46210	FAX REVENUE	40.00	40.00	5.33%	710.00	750.00	(94.67)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	10.50	10.50%	89.50	100.00	(89.50)%
Total REVENUES		<u>15,508.16</u>	<u>3,488,487.04</u>	<u>101.75%</u>	<u>(60,068.04)</u>	<u>3,428,419.00</u>	1.75%
Total Revenues		<u>15,508.16</u>	<u>3,488,487.04</u>	<u>101.75%</u>	<u>(60,068.04)</u>	<u>3,428,419.00</u>	1.75%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Expenditures							
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	134,736.55	89.82%	15,263.45	150,000.00	10.18%
52122	REIMBURSED INS	1,496.00	17,598.00	87.99%	2,402.00	20,000.00	12.01%
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	36,198.44	303,384.64	98.20%	5,558.36	308,943.00	1.80%
40	PUBLIC RELATIONS						
52100	SALARIES	6,731.00	61,801.46	98.30%	1,066.54	62,868.00	1.70%
50	IT / NETWORK						
52100	SALARIES	10,660.19	92,313.72	100.32%	(299.72)	92,014.00	(0.33)%
60	PATS						
52100	SALARIES	12,267.86	115,108.38	94.92%	6,158.62	121,267.00	5.08%
90	FACILITIES						
52100	SALARIES	8,001.80	97,024.04	93.33%	6,927.96	103,952.00	6.66%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	31,444.15	340,083.82	96.78%	11,313.18	351,397.00	3.22%
52130	STAFF DEVELOPMENT	(1,402.85)	0.00	0.00%	0.00	0.00	0.00%
20	YOUTH SERVICES						
52100	SALARIES	22,706.19	256,627.01	85.72%	42,732.99	299,360.00	14.27%
70	ACCOUNT SERVICES						
52100	SALARIES	25,356.75	284,679.41	93.84%	18,665.59	303,345.00	6.15%
75	SHELVERS						
52100	SALARIES	230.20	30,967.56	82.30%	6,658.44	37,626.00	17.70%
2	Randall Oaks						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 6/1/2020 Through 6/30/2020

Table with 7 columns: Activity Code, Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include categories like RANDALL OAKS SALARIES, LIBRARY MATERIALS, ADMINISTRATION, and TEEN/YOUTH SERVICES.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 6/1/2020 Through 6/30/2020

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

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
73245	BACKGROUND CHECK FEES	0.00	75.00	9.37%	725.00	800.00	90.63%
73250	BANK CHARGES	96.53	1,685.92	44.69%	2,086.08	3,772.00	55.30%
73255	INVESTMENT FEES	612.18	7,941.82	105.86%	(439.82)	7,502.00	(5.86)%
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	TAX EXPENSE	0.00	28.00	56.00%	22.00	50.00	44.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	604.00	18,219.00	0.00%	(18,219.00)	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	0.00	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	72.10	2,335.62	77.85%	664.38	3,000.00	22.15%
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	(177.94)	3,302.38	101.61%	(52.38)	3,250.00	(1.61)%
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	549.68	4,166.91	39.97%	6,258.09	10,425.00	60.03%
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	750.11	9,338.04	93.38%	661.96	10,000.00	6.62%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	126.55	12,271.28	68.17%	5,728.72	18,000.00	31.83%
73520	PLANT OPERATION	130.34	9,981.93	49.90%	10,018.07	20,000.00	50.09%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	1,402.85	4,745.17	79.08%	1,254.83	6,000.00	20.91%
73242	MEMBERSHIPS	0.00	0.00	0.00%	750.00	750.00	100.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	22.79	1,551.66	33.01%	3,148.34	4,700.00	66.99%
73242	MEMBERSHIPS	150.00	368.00	73.60%	132.00	500.00	26.40%
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	64,890.00	100.00%	0.00	64,890.00	0.00%
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	15,535.47	198,311.76	82.28%	42,720.24	241,032.00	17.72%
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	265.00	4,916.03	59.95%	3,283.97	8,200.00	40.05%
73010	NEWSLETTER	3,524.00	17,729.00	92.33%	1,471.00	19,200.00	7.66%
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	3,789.00	31,605.20	77.85%	8,994.80	40,600.00	22.15%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	1,775.66	8,406.23	52.53%	7,593.77	16,000.00	47.46%
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	831.38	11,390.28	87.61%	1,609.72	13,000.00	12.38%
73150	PERFORMERS	0.00	325.00	13.00%	2,175.00	2,500.00	87.00%



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
10 - GENERAL/CORPORATE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	377.86	37.78%	622.14	1,000.00	62.21%
	Total GENERAL PROGRAMMING	2,607.04	27,951.38	63.96%	15,748.62	43,700.00	36.04%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	1,480.85	3,294.48	46.01%	3,865.52	7,160.00	53.99%
73320	CCS SHARED COST	(10,000.00)	43,932.00	81.20%	10,167.00	54,099.00	18.79%
73330	CONSULTING - COMPUTER SERVICES	0.00	6,017.46	40.11%	8,982.54	15,000.00	59.88%
73340	SOFTWARE	172.95	14,190.66	76.70%	4,309.34	18,500.00	23.29%
73350	INTERNET LINES	996.71	9,305.76	68.93%	4,194.24	13,500.00	31.07%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,822.20	60.74%	1,177.80	3,000.00	39.26%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	151.85	1,813.70	60.45%	1,186.30	3,000.00	39.54%
	Total COMPUTER	(7,045.79)	80,376.26	70.35%	33,882.74	114,259.00	29.65%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	612.65	9,567.76	95.67%	432.24	10,000.00	4.32%
73410	LEGAL FEES	5,118.75	8,061.25	80.61%	1,938.75	10,000.00	19.39%
73420	AUDIT EXPENSE	0.00	8,935.00	90.48%	940.00	9,875.00	9.52%
	Total PROFESSIONAL FEES	5,731.40	26,564.01	88.92%	3,310.99	29,875.00	11.08%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	8,666.45	76.02%	2,733.55	11,400.00	23.98%
73310	CATALOGING - COMPUTER SERVICE	0.00	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	173.62	613.93	61.39%	386.07	1,000.00	38.61%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	27,103.64	99.99%	1.36	27,105.00	0.01%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY1920
10 - GENERAL/CORPORATE
From 6/1/2020 Through 6/30/2020

Table with 8 columns: Activity Code, Description, Month Activity, Year Activity, FY1920 Percent Used, FY1920 \$ Remaining, Total Working Budget - FY1920, and Percent Total Budget Remaining - FY1920 Working Budget. Rows include categories like Building Repairs, Equipment Maint, Utilities, and Capital Expense.

Fox River Valley Public Library District  
 Statement of Revenues and Expenditures - MonFin FY1920  
 10 - GENERAL/CORPORATE  
 From 6/1/2020 Through 6/30/2020

Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
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**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
20 - FICA  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	109,831.11	99.84%	168.89	110,000.00	(0.15)%
44010	INT & DIV INCOME	0.00	874.70	174.94%	(374.70)	500.00	74.94%
	Total REVENUES	<u>0.00</u>	<u>110,705.81</u>	<u>100.19%</u>	<u>(205.81)</u>	<u>110,500.00</u>	<u>0.19%</u>
	Total Revenues	<u>0.00</u>	<u>110,705.81</u>	<u>100.19%</u>	<u>(205.81)</u>	<u>110,500.00</u>	<u>0.19%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	7,818.94	131,706.96	94.07%	8,293.04	140,000.00	5.92%
	Total PERSONNEL SERVICES/BENEFITS	<u>7,818.94</u>	<u>131,706.96</u>	<u>94.08%</u>	<u>8,293.04</u>	<u>140,000.00</u>	<u>5.92%</u>
	Total Expenditures	<u>7,818.94</u>	<u>131,706.96</u>	<u>94.08%</u>	<u>8,293.04</u>	<u>140,000.00</u>	<u>5.92%</u>
	Net Increase(Decrease) in Fund Balance	<u>(7,818.94)</u>	<u>(21,001.15)</u>	<u>71.19%</u>	<u>(8,498.85)</u>	<u>(29,500.00)</u>	<u>(28.81)%</u>

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
30 - IMRF  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	119,817.67	99.84%	182.33	120,000.00	(0.15)%
44010	INT & DIV INCOME	8.40	1,406.00	281.20%	(906.00)	500.00	181.20%
	Total REVENUES	<u>8.40</u>	<u>121,223.67</u>	<u>100.60%</u>	<u>(723.67)</u>	<u>120,500.00</u>	<u>0.60%</u>
	Total Revenues	<u>8.40</u>	<u>121,223.67</u>	<u>100.60%</u>	<u>(723.67)</u>	<u>120,500.00</u>	<u>0.60%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	11,337.01	151,456.99	94.66%	8,543.01	160,000.00	5.34%
	Total PERSONNEL SERVICES/BENEFITS	<u>11,337.01</u>	<u>151,456.99</u>	<u>94.66%</u>	<u>8,543.01</u>	<u>160,000.00</u>	<u>5.34%</u>
	Total Expenditures	<u>11,337.01</u>	<u>151,456.99</u>	<u>94.66%</u>	<u>8,543.01</u>	<u>160,000.00</u>	<u>5.34%</u>
	Net Increase(Decrease) in Fund Balance	<u>(11,328.61)</u>	<u>(30,233.32)</u>	<u>76.54%</u>	<u>(9,266.68)</u>	<u>(39,500.00)</u>	<u>(23.46)%</u>

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY1920  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	19,861.23	86,793.48	216.98%	(46,793.48)	40,000.00	116.98%
44011	MARKET VALUE ADJUSTMENT	42,474.14	42,474.14	0.00%	(42,474.14)	0.00	0.00%
	Total REVENUES	<u>62,335.37</u>	<u>129,267.62</u>	<u>323.17%</u>	<u>(89,267.62)</u>	<u>40,000.00</u>	<u>223.17%</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>118,336.00</u>	<u>118,336.00</u>	<u>(100.00)%</u>
	Total Revenues	<u>62,335.37</u>	<u>129,267.62</u>	<u>81.64%</u>	<u>29,068.38</u>	<u>158,336.00</u>	<u>(18.36)%</u>
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	<u>0.00</u>	<u>23,174.04</u>	<u>62.63%</u>	<u>13,825.96</u>	<u>37,000.00</u>	<u>37.37%</u>
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	937.50	19,327.50	35.26%	35,475.50	54,803.00	64.73%
	Total PROFESSIONAL FEES	<u>937.50</u>	<u>19,327.50</u>	<u>35.27%</u>	<u>35,475.50</u>	<u>54,803.00</u>	<u>64.73%</u>
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	22,827.95	95.11%	1,172.05	24,000.00	4.88%
	Total MAINTENANCE	<u>0.00</u>	<u>22,827.95</u>	<u>95.12%</u>	<u>1,172.05</u>	<u>24,000.00</u>	<u>4.88%</u>
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	3,863.51	23,657.72	27.83%	61,342.28	85,000.00	72.17%
	Total CAPITAL EXPENSE	<u>3,863.51</u>	<u>23,657.72</u>	<u>27.83%</u>	<u>61,342.28</u>	<u>85,000.00</u>	<u>72.17%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 70 - CAPITAL PROJECTS/SPECIAL RESERVE  
 From 6/1/2020 Through 6/30/2020

	Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Total Expenditures	<u>4,801.01</u>	<u>88,987.21</u>	<u>44.32%</u>	<u>111,815.79</u>	<u>200,803.00</u>	55.68%
Net Increase(Decrease) in Fund Balance	<u>57,534.36</u>	<u>40,280.41</u>	<u>(94.85)%</u>	<u>(82,747.41)</u>	<u>(42,467.00)</u>	(194.85)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 80 - WORKING CASH  
 From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	1,006.21	4,165.87	277.72%	(2,665.87)	1,500.00	177.72%
44011	MARKET VALUE ADJUSTMENT	2,158.01	2,158.01	0.00%	(2,158.01)	0.00	0.00%
	Total REVENUES	<u>3,164.22</u>	<u>6,323.88</u>	<u>421.59%</u>	<u>(4,823.88)</u>	<u>1,500.00</u>	<u>321.59%</u>
	Total Revenues	<u>3,164.22</u>	<u>6,323.88</u>	<u>421.59%</u>	<u>(4,823.88)</u>	<u>1,500.00</u>	<u>321.59%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>3,164.22</u></u>	<u><u>6,323.88</u></u>	<u><u>421.59%</u></u>	<u><u>(4,823.88)</u></u>	<u><u>1,500.00</u></u>	<u><u>321.59%</u></u>



**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY1920  
 90 - DONATION / GIFT  
 From 6/1/2020 Through 6/30/2020

		Month Activity	Year Activity	FY1920 Percent Used	FY1920 \$ Remaining	Total Working Budget - FY1920	Percent Total Budget Remaining - FY1920 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	1,622.91	6,697.47	167.43%	(2,697.47)	4,000.00	67.44%
44011	MARKET VALUE ADJUSTMENT	3,480.63	3,480.63	0.00%	(3,480.63)	0.00	0.00%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>5,103.54</u>	<u>10,178.10</u>	<u>113.09%</u>	<u>(1,178.10)</u>	<u>9,000.00</u>	13.09%
	Total Revenues	<u>5,103.54</u>	<u>10,178.10</u>	<u>113.09%</u>	<u>(1,178.10)</u>	<u>9,000.00</u>	13.09%
	Net Increase(Decrease) in Fund Balance	<u>5,103.54</u>	<u>10,178.10</u>	<u>113.09%</u>	<u>(1,178.10)</u>	<u>9,000.00</u>	13.09%

**Fox River Valley Public Library District**  
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY1920  
 From 6/1/2020 Through 6/30/2020

Attachment to Exhibit A.1.d

	Month Activity	Year Activity	Percent Budget Used FY1920	Total Budget - FY1920 Working Budget	Budget \$ Remaining FY1920	Percent Total Budget Remaining - FY1920 Working Budget	
Revenues							
43010	TAX LEVY	0.00	3,393,306.28	99.84%	3,398,496.00	5,189.72	(0.15)%
43020	PPRT	7,033.62	51,526.29	114.50%	45,000.00	(6,526.29)	14.50%
43500	IMPACT FEES	0.00	53,508.18	0.00%	0.00	(53,508.18)	0.00%
44010	INT & DIV INCOME	24,206.85	149,315.74	172.61%	86,500.50	(62,815.24)	72.62%
44011	MARKET VALUE ADJUSTMENT	50,263.94	50,263.94	0.00%	0.00	(50,263.94)	0.00%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	311.76	4,568.04	60.90%	7,500.00	2,931.96	(39.09)%
45020	OTHER GRANTS	1,599.14	6,416.50	320.82%	2,000.00	(4,416.50)	220.82%
45030	SRC SPONSORSHIP	(25.00)	0.00	0.00%	0.00	0.00	0.00%
46020	FINES & FEES	30.60	10,640.60	106.40%	10,000.00	(640.60)	6.41%
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	91.20	13,216.17	44.05%	30,000.00	16,783.83	(55.95)%
46210	FAX REVENUE	40.00	2,039.10	67.97%	3,000.00	960.90	(32.03)%
46250	LICENSE PLATE RENEWAL INCOME	634.00	19,124.69	0.00%	0.00	(19,124.69)	0.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	181.93	45.48%	400.00	218.07	(54.52)%
46400	MISCELLANEOUS INCOME	27.58	567.20	0.00%	0.00	(567.20)	0.00%
46450	REIMBURSEMENTS	410.00	3,822.23	38.22%	10,000.00	6,177.77	(61.78)%
46500	CASH OVER	0.00	140.24	56.09%	250.00	109.76	(43.90)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	17,598.00	87.99%	20,000.00	2,402.00	(12.01)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total Revenues	<u>86,119.69</u>	<u>3,866,186.12</u>	<u>104.21%</u>	<u>3,709,919.00</u>	<u>(156,267.12)</u>	4.21%
	Net Increase(Decrease) in Fund Balance	<u>86,119.69</u>	<u>3,866,186.12</u>	<u>104.21%</u>	<u>3,709,919.00</u>	<u>(156,267.12)</u>	4.21%

**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	7,033.62	51,526.29
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	24,206.85	149,315.74
MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,263.94	50,263.94
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	311.76	4,568.04
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	1,599.14	6,416.50
SRC SPONSORSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	(25.00)	0.00
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	30.60	10,640.60
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	91.20	13,216.17
FAX REVENUE	278.00	339.00	180.60	250.00	229.00	154.00	380.00	104.50	84.00	0.00	0.00	40.00	2,039.10
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	634.00	19,124.69
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	27.58	567.20
REIMBURSEMENTS	680.00	0.00	0.00	650.00	0.00	1,882.23	0.00	0.00	200.00	0.00	0.00	410.00	3,822.23
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	1,496.00	17,598.00
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>86,119.69</u>	3,866,186.12
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>86,119.69</u>	3,866,186.12

**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY1920  
 From 6/1/2020 Through 6/30/2020

Attachment to Exhibit A.1.f

	Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 \$ Remaining	FY1920 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	196,273.18	2,178,153.48	92.29%	2,360,000.00	181,846.52	7.70%
	PERSONNEL SERVICES/BENEFITS					
	196,273.18	2,178,153.48	92.29%	2,360,000.00	181,846.52	7.71%
20	Library Materials					
20	55,571.57	334,683.65	81.63%	410,000.00	75,316.35	18.36%
	LIBRARY MATERIALS					
	55,571.57	334,683.65	81.63%	410,000.00	75,316.35	18.37%
50	Operating Expenses					
51	15,535.47	198,311.76	84.82%	233,782.00	35,470.24	15.17%
52	3,789.00	31,605.20	77.84%	40,600.00	8,994.80	22.15%
53	2,607.04	27,951.38	63.96%	43,700.00	15,748.62	36.03%
54	(7,045.79)	103,550.30	68.45%	151,259.00	47,708.70	31.54%
55	6,668.90	45,891.51	51.17%	89,678.00	43,786.49	48.82%
	PROFESSIONAL FEES					
	21,554.62	407,310.15	72.86%	559,019.00	151,708.85	27.14%
	Total Operating Expenses					
60	Building Expenses					
61	13,926.58	140,011.85	76.85%	182,170.00	42,158.15	23.14%
65	3,254.50	60,003.98	87.11%	68,880.00	8,876.02	12.88%
	UTILITIES					
	17,181.08	200,015.83	79.67%	251,050.00	51,034.17	20.33%
	Total Building Expenses					
70	Capital Expense					
70	3,863.51	46,975.67	36.17%	129,850.00	82,874.33	63.82%
	CAPITAL EXPENSE					
	3,863.51	46,975.67	36.18%	129,850.00	82,874.33	63.82%
	Total Capital Expense					
	294,443.96	3,167,138.78	85.37%	3,709,919.00	542,780.22	14.63%
	Total Expenditures					
	(294,443.96)	(3,167,138.78)	85.36%	(3,709,919.00)	(542,780.22)	14.63%
	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 6/1/2020 Through 6/30/2020

Attachment to Exhibit A.1.g

		Month Activity	Year Activity	FY1920 Percent Used	Total Budget - FY1920 Working Budget	FY1920 Budget \$ Remaining	FY1920 Budget % Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	105,708.78	1,117,040.19	92.56%	1,206,794.00	89,753.81	7.43%
20	Library Materials	27,781.63	173,261.58	112.58%	153,900.00	(19,361.58)	(12.58)%
50	Operating Expenses	13,179.51	289,991.30	70.69%	410,179.00	120,187.70	29.30%
60	Building Expenses	258.47	17,146.68	71.23%	24,070.00	6,923.32	28.76%
70	Capital Expense	3,863.51	46,975.67	38.11%	123,250.00	76,274.33	61.88%
	Total District Wide	150,791.90	1,644,415.42	85.73%	1,918,193.00	273,777.58	14.27%
1	Dundee Library						
15	Personnel Expenses	78,334.44	912,357.80	91.99%	991,728.00	79,370.20	8.00%
20	Library Materials	24,790.02	130,615.76	65.80%	198,500.00	67,884.24	34.19%
50	Operating Expenses	2,815.76	47,761.02	61.86%	77,200.00	29,438.98	38.13%
60	Building Expenses	16,717.85	161,601.35	78.81%	205,035.00	43,433.65	21.18%
70	Capital Expense	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
	Total Dundee Library	122,658.07	1,252,335.93	84.67%	1,479,063.00	226,727.07	15.33%
2	Randall Oaks						
15	Personnel Expenses	12,229.96	148,755.49	93.42%	159,228.00	10,472.51	6.57%
20	Library Materials	2,999.92	30,806.31	53.48%	57,600.00	26,793.69	46.51%
50	Operating Expenses	5,559.35	69,557.83	94.13%	73,890.00	4,332.17	5.86%
60	Building Expenses	204.76	21,267.80	96.91%	21,945.00	677.20	3.08%
	Total Randall Oaks	20,993.99	270,387.43	86.48%	312,663.00	42,275.57	13.52%
	Total Expenditures	294,443.96	3,167,138.78	85.37%	3,709,919.00	542,780.22	14.63%
	Net Increase(Decrease) in Fund Balance	(294,443.96)	(3,167,138.78)	85.36%	(3,709,919.00)	(542,780.22)	14.63%

**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	196,273.18	2,178,153.48
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	55,571.57	334,683.65
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	15,535.47	198,311.76
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	3,789.00	31,605.20
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	2,607.04	27,951.38
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	(7,045.79)	103,550.30
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	6,668.90	45,891.51
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	13,926.58	140,011.85
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	3,254.50	60,003.98
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	3,863.51	46,975.67
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>294,443.96</u>	3,167,138.78
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>(294,443.96)</u>	(3,167,138.78)

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet  
As of 6/30/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,274,510.68
20	FICA	20.99
30	IMRF	71,642.19
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>256,636.99</u>
	Total Checking Accounts	3,602,810.85
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	332.70
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	<u>104.80</u>
	Total Other Cash	437.50
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	157,849.44
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,116,698.32
80	WORKING CASH	158,352.18
90	DONATION / GIFT	<u>255,403.84</u>
	Total Investments	<u>3,688,303.78</u>
	Total Cash and Investments	7,291,552.13
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,654.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	9,922.03
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	812.08
70	CAPITAL PROJECTS/SPECIAL RESERVE	16,034.19
80	WORKING CASH	814.66
90	DONATION / GIFT	1,313.95
14300	GRANT RECEIVABLES	
10	GENERAL/CORPORATE	86,672.50
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,981,189.26
30	IMRF	<u>70,450.71</u>
	Total Other Assets	<u>2,185,271.38</u>
	Total Assets	<u><u>9,476,823.51</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	18,780.00
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,002.13
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	61,695.86
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	17.99
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	2,883.26
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	250.00
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	34.35
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	1,478.56

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet  
As of 6/30/2020

		<u>Current Year</u>
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	90.00
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	173.62
27800	DEFERRED GRANTS	
10	GENERAL/CORPORATE	86,672.50
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	3,374,824.71
30	IMRF	<u>120,008.52</u>
	Total Liabilities	3,670,911.50
	Fund Balance	
10	GENERAL/CORPORATE	1,982,554.64
20	FICA	20.99
30	IMRF	22,084.38
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,385,367.37
80	WORKING CASH	159,166.84
90	DONATION / GIFT	<u>256,717.79</u>
	Total Fund Balance	<u>5,805,912.01</u>
	Total Liabilities and Fund Balance	<u><u>9,476,823.51</u></u>





**Investment Inventory Month End  
Fox Rvr Valley All Agg (111383)  
06/30/2020**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	06/30/2020	---	0.00	0.000	---	CCYUSD	(207,080.29)
MMDA12	---	06/30/2020	---	0.00	0.000	---	MMDA12	207,080.35
Capital One, N.A.	07/14/2017	07/20/2020	---	240,000.00	1.850	1.865	BBG00H433JS6	240,231.36
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	BBG00HT9QXN5	246,180.90
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	BBG00L95RN39	202,708.80
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	BBG00JRXZCZG8	217,841.01
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	BBG00NWNW2N8	127,385.25
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	BBG00KRWFMW5	158,605.92
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	BBG00L778555	205,657.80
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	BBG00LNJR4S8	139,316.49
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	BBG00QGJPNT4	99,026.91
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	BBG00PPRM770	153,826.35
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	BBG00QYIMZ9P1	97,015.05
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	BBG00N2K6265	175,127.57
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	BBG00NK9DS74	112,557.38
FEDERAL FARM CREDIT BANKS FUNDING CORP	07/22/2019	07/22/2022	07/22/2020	230,000.00	2.110	2.108	BBG00PPR77R5	230,212.06
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	BBG00HNS5F15	26,778.30
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	BBG00H5VY518	10,933.18
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	BBG00QG3B684	207,538.20
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	BBG00QZ86TB4	103,856.80
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	27,726.83
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	BBG00FQ02H1	37,942.14
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	BBG00B9H9HV7	22,251.76
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	BBG00RKP66P5	127,839.07
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	BBG00RLT3740	142,068.59
NEW BRITAIN CONN	05/21/2020	03/01/2023	---	5,000.00	5.000	1.398	BBG00FY2L6W2	5,574.61
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	BBG00NNGKFW7	87,527.70
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	BBG00NS835K4	159,974.10
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	BBG00QL72P69	115,519.11
---	---	12/18/2021	---	3,390,000.00	2.382	2.274	---	3,481,223.29

**C.1 Ordinance 2020-06 Tentative Budget and Appropriation**

**RECOMMENDED MOTION:** I move to Approve Ordinance 2020-06 Tentative Budget and Appropriation in the amount of \$7,472,990 for Fiscal Year 2020-2021 as presented.

**BACKGROUND INFORMATION:**

Following the Board's approval of the FY2021 Working Budget in June, the next step on the fiscal calendar is approval of the FY2021 B&A.

In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available.

A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following tonight's meeting; the document will be available both on the library's website and on the public notice bulletin board at the Dundee Library.

Starting in FY1819 we began appropriating only 5% above the working budget for personnel and 10% for everything else and the Library has remained able to operate smoothly within this framework. However, with the introduction of license plate renewals there is a bit more unknown so to avoid the necessity of filing an amended B&A we've appropriated 50% in Operating Expenses in the General Corporate Fund.

This allows the Library some cushion for expenditures within their buckets. We may decide to spend more on books and less on DVDs, which is permitted within the "Materials" appropriation line item. Snow removal is included in the "Maintenance" appropriation line item, so higher than expected snow removal costs are offset by lower expenditures in other maintenance line items but we remain compliant with the B&A.

The B&A has been reviewed by the Library's attorney, who recommended appropriating an amount in case we decide to begin a library remodel in FY2021. \$3,000,000 is appropriated from the Special Reserve Fund for this purpose.

Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 15, 2020 at 7:00 pm.

The Appropriation will pave the way for the Levy request this fall, which will fund FY21/22 expenditures. This fall's Levy is not expected to exceed a 5% increase over funds received for the current year so will not trigger the black box advertisement.

**ORDINANCE NO. 2020-06**  
**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**  
 FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,  
 KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING  
 JULY 1, 2020 AND ENDING JUNE 30, 2021

Whereas, the Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, requires all Illinois municipal corporations to adopt a Combined Annual Budget and Appropriation Ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 15/3-1 and 15/4-15, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and

Whereas, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30 days) prior to the adoption thereof, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing was published at least thirty (30) days prior to said meeting in a newspaper published within the District.

NOW THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT, Kane County, Illinois as follows:

Section 1. That the fiscal year for this FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT ("District") be and the same is fixed and declared to from the first day of July 2020 to the thirtieth day of June 2021.

Section 2. That the following budget containing an estimate of the receipts and of the expenditures there from, be and the same is hereby adopted as the budget of said District for the fiscal year 2020-2021, and shall be in full force and effect from and after its passage and publication as is required by law.

<b>I. <u>GENERAL CORPORATE FUND</u></b>	<b>FY2021 Appropriation</b>
Cash balance at the beginning of fiscal year	\$2,239,272
<b><u>Estimated Revenues</u></b>	
Property Tax	\$3,377,833
Other Taxes	\$45,000
Grants and Donations	\$93,173
Fine & Fees	\$5,500
Interest Income	\$36,000
<u>Other Income</u>	<u>\$249,016</u>
Total Estimated Revenues	<u>\$3,806,522</u>
Total Estimated Funds Available	\$6,045,795
<b><u>Estimated Expenditures</u></b>	
Personnel Services/Benefits	\$2,272,200

Library Materials	\$462,000
Operating Expenses	\$972,696
Utilities	\$74,470
Building & Maintenance	\$206,327
<u>Capital Expense</u>	<u>\$32,725</u>
Total Estimated Expenditures	\$4,020,418
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$2,025,377</u>
Amount Appropriated, General Corporate Fund	\$4,020,418

## II. SPECIAL RESERVE FUND

Cash Balance beginning of fiscal year \$3,385,367

### Estimated Revenues

<u>Interest Income</u>	<u>\$40,000</u>
Total Estimated Revenues	<u>\$40,000</u>
Total Estimated Funds Available	\$3,425,367

### Estimated Expenditures

Furniture & Equipment	\$38,500
Computer Equipment	\$63,250
Professional Fees	\$155,417
Construction of west side library (if approved by voters)	\$3,000,000
<u>Building Repairs</u>	<u>\$52,800</u>
Total Estimated Expenditures	<u>\$3,309,967</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$115,401</u>
Amount Appropriated, Special Reserve Fund	\$3,309,967

## III. FICA FUND

Cash Balance beginning of fiscal year \$21

### Estimated Revenues

Property Tax	\$0
<u>Interest Income</u>	<u>\$0</u>
Total Estimated Revenues	<u>\$0</u>
Total Estimated Funds Available	\$21

### Estimated Expenditures

<u>FICA Payments</u>	<u>\$21</u>
Total Estimated Expenditures	<u>\$21</u>

<u>Estimated Cash Balance at end of fiscal year</u>	<u>\$0</u>
Amount Appropriated, FICA Fund	\$21

#### **IV. IMRF FUND**

Cash Balance beginning of fiscal year	\$22,084
---------------------------------------	----------

#### **Estimated Revenues**

Property Tax	\$120,000
Interest Income	\$500
Total Estimated Revenues	<u>\$120,500</u>
Total Estimated Funds Available	\$142,584

#### **Estimated Expenditures**

<u>IMRF Payments</u>	<u>\$142,584</u>
Total Estimated Expenditures	<u>\$142,584</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$0</u>
Amount Appropriated, IMRF Fund	\$142,584

#### **RECAPITULATION**

General Corporate Fund	\$4,020,418
Special Reserve Fund	\$3,309,967
FICA Fund	\$21
IMRF Fund	\$142,584
Total Appropriation	\$7,472,990

Section 3. That there is hereby appropriated seven million, four-hundred seventy-two thousand, nine-hundred ninety dollars from the taxes to be levied and other sources for the fiscal year, the same to be divided among the several corporate objects and purposes as herein above specified in Section 2 for purposes of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT for the fiscal year ending June 30, 2021.

Section 4. That the levy of taxes upon all taxable property within the corporate limits of the District subject to taxation for the year 2020 for the general fund is authorized at applicable statutory rates and the County Clerk of Kane County, Illinois is authorized to extend taxes upon such property at such rate.

Section 5. Appropriations for all audit expenses, all liability insurance expenses, and all building and maintenance expenses are included in the appropriations for the General Corporate Fund and / or Special Reserve Fund.

Section 6. That all unexpended balances of any items of any general appropriation made by this Ordinance may be expended in making up any deficiency in any item or items in the same general appropriation made by this Ordinance.

Section 7. All unexpended balances of proceeds received annually from Public Library taxes not in excess of statutory limits may be transferred to a Special Reserve Fund, if same is established, according to 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of: acquisition of property on which to construct a new library, or the acquisition of property and building to construct and / or refurbish an existing building into a new library, or expand the existing library; a contingency fund for any construction project; capital improvement projects; planning expenses for Library construction projects; new technology for the library, including upgrades and enhancements to the network, software purchase, phased replacement of computers, printers, copiers and other equipment, and upgrades to the library systems and information software; the repair and replacement of major building systems.

Section 8. That the several amounts set opposite the several objects and purposes hereinabove set forth under the estimated expenditures for said District for the operation of the Library is hereby appropriated for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Section 9. That this Ordinance shall be published and shall be in full force and effect from and after its approval.

PASSED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT this 15<sup>th</sup> day of September 2020, pursuant to roll call vote as follows:

AYES \_\_\_\_\_  
NAYS \_\_\_\_\_  
ABSENT \_\_\_\_\_  
NOT VOTING \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Richard V. Corbett  
President, Board of Library Trustees  
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
PUBLIC LIBRARY DISTRICT  
KANE COUNTY, ILLINOIS

Attest:

\_\_\_\_\_  
Nikki S. Kuhlman  
Secretary, Board of Library Trustees  
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
KANE COUNTY, ILLINOIS

**C.2 Director's Employment Agreement Renewal**

RECOMMENDED **ACTION**: I move to approve renewal of the Director's Employment Agreement effective July 1, 2020 through June 30, 2021 at a salary of \$ 117,600.00.

BACKGROUND INFORMATION:

The Library Board conducts a performance evaluation with the Director as part of the Director's Employment Agreement renewal.

### **C.3 Architect Expenditures**

RECOMMENDED **ACTION**: I move to approve Pre-Construction professional services for Engberg Anderson Architects to plan for a remodel of the Dundee Library in an amount not to exceed \$50,000.

#### BACKGROUND INFORMATION:

When Governor Pritzker signed the capital appropriations bill on June 12, he allocated \$150,000 for the Dundee Library for ADA accessibility improvements. We have already received \$50,000 in impact fees for ADA improvements. While I'm delighted to have been appropriated this amount, the Joliet Public Library was awarded \$6.3M because they had a shovel-ready project in need of capital funds.

If the progressive income tax passes this November, Springfield may authorize many more capital projects and we need to be ready to take advantage of that opportunity.

We need to make firm plans to remodel the Dundee Library, which should happen whether or not the anticipated spring 2021 referendum passes. We need to move the front door from the east side of the building to the north side, and create a ramp and handicap-accessible doors (our current front doors only open 29.5 inches while ADA minimum is 32 inches). This will require a reworking of the entire upstairs. Downstairs, we finally want to knock down the walls separating the old Dundee Township space from the Dundee Library, and create a more cohesive floor plan. And as COVID-19 has shown, all libraries should have a drive-up window.

Ideally we will issue bonds to pay for these improvements in conjunction with a successful referendum in April 2021. However, if the board does not vote to authorize a referendum question, or the referendum does not pass, we still need to move forward with a Dundee remodel using reserve funds in the range of \$3-\$4M. We'll keep the same footprint, same elevator, probably the same bathroom locations to save money. We want to get started on these plans now, because we want this project to be shovel-ready in the event Springfield decides to disburse more capital project funds.

The attached quote represents all anticipated professional fees prior to solicitation of construction bids.





July 13, 2020

## AGREEMENT FOR PRELIMINARY DESIGN SERVICES FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT | DUNDEE LIBRARY

between

The Board of Library Trustees of the  
Fox River Valley Public Library District,  
Kane County, Illinois  
555 Barrington Avenue  
East Dundee, IL 60118  
c/o Lauren Rosenthal, Director

and

Engberg Anderson, Inc,  
8618 West Catalpa Avenue, Suite 1116  
Chicago, IL 60656

Engberg Anderson Project No. 203226

Dear Lauren,

Engberg Anderson is pleased to submit this proposal for preliminary design services for the renovation / expansion of the Dundee Library of the Fox River Valley Public Library District. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

### SCOPE OF BASIC SERVICES

#### PROJECT UNDERSTANDING

The Library seeks to continue recent planning efforts to protect and revitalize the building. Recent planning has included a space needs assessment, program, strategic facility plan, and building condition summaries as well as material related to a large expansion in a 2016 referendum effort. The current focus is to build on the assets of the current building, conduct repairs or replacements to extend its service life, and renovate the facility as appropriate utilizing space formerly occupied by Dundee Township. A small addition may be necessary as part of an effort to reorient the building toward parking and make the entry sequence accessible and user-friendly.

The first step in the process is to identify specific scopes relating to repair of the building shell, mechanical systems and site paving; entry sequence; and service based interior improvements.

The Library has entered into an agreement with Lamp, Inc. to provide pre-funding Construction Management services for the project.

Upon completion of the work of this agreement, the Library will make determinations related to budget and project components. A new AIA agreement for the selected scope and budget will be completed

## Budget

As a key step in determining the best means by which to address the Library's space issues, this study will define and compare the cost and performance of a series of renovation and renovation/expansion concepts. These concepts are intended to fit within a maximum project budget of \$3,000,000 to \$4,000,000. If repairs to the building and site are more extensive, the Library may consider allocating additional resource or modifying the scope of the project to fit the budget.

## Schedule

The Library seeks to have the study complete in a timely manner. The Library intends to hold open the option to bid the project in April of 2021. The Library, Construction Manager, and Architect will coordinate activities to meet the schedule requirements.

## METHODOLOGY

Our methodology is organized around a series of on-site workshops with the library's planning team. The Workshops are organized into 5 distinct steps in that comprise the design process: Review; Exploration; Testing; Refinement; and Presentation.

### 1 Review

Understanding context is critical to moving forward. We want to build on the efforts to this point in the broadest sense. That means understanding the current facility: as a library, as a building, and as a contributing structure in the downtown. We will conduct a series of workshops to frame this effort:

- Workshop 1:
  - Review in detail the work of the planning team to date to fully understand the concept defined by the work to date. Planning will include detailed discussion of the Library's recent discussions amongst trustees, and a review of the program prepared by staff from the 2016 work of Library Planning Associates.
  - Review of Goals and Priorities, Program Analysis, Visual Preference Survey.
- Workshop 2: Assess the existing building systems to understand their ability to support the intended improvements. Activities leading up to and following the workshop will include
  - Review available documentation including construction or record drawings and specifications as provided by the Library.
  - Convening a group of engineers and architects familiar with library building systems for a walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
  - Refine existing life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
  - Identify discernable violations of plumbing, mechanical or electrical codes to the Library. Building systems that appear to warrant more intensive investigation or inspection will be addressed with the Library.

- Evaluate existing parking and access drives
  - Determine existing condition and recommend improvements
  - Examine circulation of lot and recommend possible changes if any
  - Consider changes to allow additional and/or relocated parking
  - Consider changes in location of access from adjoining streets
  - Evaluate location of handicapped spaces in relation to proximity to entrances and reduction/elimination of pedestrian crossing of vehicular traffic lanes, especially from handicapped spaces
  
- Evaluate the nature of the intended improvements and identify code required improvements necessitated by the nature or extent of the improvements – this is an old building, constructed and renovated under old codes. We need to anticipate costs associate with bringing the building into compliance with current codes.

## 2 Exploration

There are many possible solutions to the issues at hand. Many concepts will be discussed with you before focusing on the two or three most appropriate directions for the project. We will prepare:

- Conceptual site and building floor plans
- 3 dimensional renderings of key interior and exterior features and spaces
- Recommendations on which alternates can be included in the recommended plan, based on the fit of the various alternates into the building design and the estimated cost of the alternates.
- Each concept will have worthy components that are identified and collected by the larger group assembled. This identification is based on the goals and priorities set by the group. Once collected these worthy components are analyzed for their performance potential. Key planning issues are addressed including:

• Building entry	• Lighting	• Adaptability
• Building zoning	• Acoustics	• Expandability
• Activity nodes	• Image	• Accessibility
• Collection organization	• Identity	• Observation & control
• Technology integration	• Ambiance	• Staff work flow
•	• Durability	• Wayfinding & self-help
		• Security

These efforts are centered on two workshops:

- Workshop 3: An initial review and discussion, including a SWOT analysis. This workshop will likely over multiple days and include review sessions with various internal stakeholders.
- Workshop 4: A review of revised concepts. This will be a two part review, one with the library's plan team and one with the trustees.

## 3 Testing

This process of preparing multiple options and combining the most successful elements will be repeated for each approach to create the optimum solution for every aspect of this project.

These options then become the focus of a Performance Evaluation. We work with you to tailor a set of evaluation criteria to your project and rate the options based on how well each meets your objectives. We then prepare a Cost of Development for each option. This looks at hard construction, phasing expenses, furnishings and equipment costs, and other expenses. With both in hand, we compare the performance score to the development cost to define a Value Index for each. This allows a quick, rational consideration of the multiple design options. This is process we have used to great effect with clients across the country. It helps focus attention on key goals, targets financial resources toward the services and spaces that have the greatest impact in the community, and galvanizes support for the project.

Once a conceptual design direction has been chosen for the library, the design will be further refined. The implication of these arrangements on wayfinding and image potential will be evaluated. Consideration will be given to the operational costs of the possible arrangements.

The team will:

- Insert furnishings into the preferred concept plans to further test the plan's ability to accommodate the program.
- Mechanical and electrical systems will be evaluated for their fit with the project goals, existing infrastructure and budget. These systems will include fire protection (sprinklers), plumbing, heating, ventilating, air conditioning, humidification, power, lighting, data, and life safety systems.
- Site analysis will include
  - Review existing site grading and recommend changes based upon proposed improvements identified in selected schematic design.
  - Review of geotechnical data for pavement design.

Throughout these phases we are focused on maintaining the projects goals and budget control. These efforts lead up to:

- Workshop 5: Review of further refinements and phasing concepts, broad scale estimates, performance evaluations, and refined drawings. This will be a two-part workshop, one with the library's plan team and one with the trustees.
- A set of reviews will follow the workshop to discuss the shape of the project with selected stakeholder groups and individuals, city departments, and political leadership.
  - Sustainability Goals & Priorities
    - Engberg Anderson strives for a balance of building function, image, cost and environmental performance. The design team will use various checklists to help guide the design decision making process and insure that all Library representatives are aware of the sustainable design opportunities and trade-offs. This process will, at a minimum, identify achievable green strategies to increase energy efficiency, provide for greater user comfort and minimize the building's impacts on the environment.
    - Our LEED Accredited Professionals and other design team members can, at your option, conduct a sustainable design workshop early in the process to prioritize your sustainability goals and create a sustainability program statement against which subsequent design decisions can be evaluated. These goals may dramatically influence

the design, construction, operation and occupancy of the finished project as well as the cost of construction.

- Cost Control
  - Effective cost control starts during the facility specification/programming effort and continues through the design and construction phases of a project. Our approach is to prepare an initial project budget at the completion of the programming phase relating quality and quantity to available funding. This provides an early opportunity to adjust project expectations and avoid making painful, costly changes to the project later on.
  - Initial design concepts are then developed based on these understood cost/quality/quantity relationships.
  - We will use the services of the Library's Construction Manager to develop construction and related building project cost and to maintain an objective view of constructability and cost control.
- Deliverables for this phase include:
  - Estimate of project costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, technology, phasing and contingencies.
  - Comparison of phasing options
  - Preliminary sections and elevations
  - Preliminary floor plans and interior concepts (including lighting and furnishings)
  - Preliminary assessment of mechanical and electrical requirements
  - Preliminary materials concepts
  - Renderings of internal features suitable for public viewing

#### **OWNER SUPPLIED INFORMATION**

Information related to the building and site is needed to complete the study outlined. Details are in an appended Request for Owner Supplied Information. While much of this is currently readily available as part of the Library's current records, surveys, environmental assessments, and geotechnical engineering are typically notable project expenses separate from the fees associated with this agreement and should be budgeted accordingly. A roof inspection by an independent consulting firm is recommended.

#### **FEE PROPOSAL**

##### **FEE**

Based on this understanding, we propose an hourly not to exceed fee of \$48,750 inclusive of architectural, civil, structural, plumbing, fire protection, heating ventilating air-conditioning, and electrical engineering services as noted below. If the scope of this agreement is completed with less effort, the savings will accrue to the Library. If the effort exceeds our projections, the fees for the services outline will be capped at the limit specified.

Discipline	Fee
Architectural & Interior Design	\$30,000
Structural	\$2,500
Mechanical, Electrical, Plumbing & Fire Protection	\$21,000
Civil/Site	\$5,000

These fees are applicable to the overall design of the project.

## PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Invoices for basic services and any authorized additional services (if any) will be based on time charged to the project during the invoice period. The time will be charged based on the following schedule up to the limits specified for each service or phase of the project.

Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

## REIMBURSABLE EXPENSES

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters: Authorized expenses include travel using the prevailing IRS reimbursement rates and reproductions, plots, standard form documents, and postage. No other expenses will be undertaken without a defined scope and written authorization. An initial limit of \$984 for travel expenses is established based on the schedule of workshops included above.

## MISCELLANEOUS

### INSURANCE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability
  - \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate; \$4,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
  - Fox River Valley Public Library to be listed as Additional Insured
- Business Automobile
  - \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
  - Fox River Valley Public Library to be listed as Additional Insured
- Workers Compensation
  - Statutory requirements, Coverage A and applicable federal requirements
  - Fox River Valley Public Library to be listed as Additional Insured
- Employers Liability
  - \$1,000,000 per Accident/ \$1,000,000 Disease – Policy limits; \$1,000,000 Disease – Each Employee
  - Fox River Valley Public Library to be listed as Additional Insured
- Umbrella/Excess Liability
  - \$5,000,000 per Occurrence/Annual Aggregate
  - Fox River Valley Public Library to be listed as Additional Insured
- Professional Liability
  - \$2,000,000 per Claim; \$2,000,000 Annual Aggregate

**ADDITIONAL SERVICES**

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

**USE OF MATERIALS**

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

**DISPUTE RESOLUTION**

The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement within the period specified by applicable law, but in any case not more than 10 years after the closing of this agreement. To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages. The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction located in McLean County, Illinois.

**TERMINATION**

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

**ACCEPTANCE**

Please have an authorized agent of the Library sign two copies of this Agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

**For:**  
**ENGBERG ANDERSON, INC.**

**For:**  
**THE BOARD OF LIBRARY TRUSTEES OF THE  
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT OF  
KANE COUNTY, ILLINOIS**

Signature: 

Signature: \_\_\_\_\_

Name: Joseph M. Huberty

Name: \_\_\_\_\_

Title: Partner

Title: \_\_\_\_\_

Date: July 13, 2020

Date: \_\_\_\_\_

EA File Name: U:\PROJECTS\2020 3139\203226 FRVPLD Dundee Library\1-Project Administration\1-Contracts & Fees\1-Client\Agreements\Agreement For Preliminary Design Services.Docx



## REQUEST FOR OWNER SUPPLIED INFORMATION

In preparation for our work we are in need of certain information. We would prefer a “send us what you have” approach rather than an exhaustive search for every item identified below. At some point in the process, we will know if searches for more detailed information will have value.

Please send the identified information in electronic format if available or as a hard copy. If you are providing hard copy documents we will, upon receipt, scan and return the documents along with a digital copy of the scans for your use. We will need the following:

1. List of existing, ideal, and prioritized space needs with area, furniture, equipment, collection capacity and other performance requirements for the spaces listed.
2. Topographical, boundary, and utility surveys.
3. Phase 1 Environmental Assessments including lead and asbestos inspections within the building.
4. Geotechnical Exploration for infiltration and bearing capacity, and Clean Construction or Demolition Debris testing.
5. Drawings of the existing building:
  - Original building drawings are useful in establishing a timeline and pattern of use of particular assemblies or equipment. If the building was constructed in multiple phases please include the applicable drawings from each phase.
  - Plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical.
  - Site plans and related drawings.
  - Architectural floor plans, roof plan, exterior elevations and building sections.
6. Repair or evaluation reports:
  - Roofing evaluations or repair reports.
  - Condition Reports, as may be available, for plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical systems noting any recent or anticipated repairs or replacements.
  - Any recent air test and balance reports.
  - Any recent boiler certifications or combustion test reports.
  - Elevator repairs or condition reports.
7. Building system contact information,
  - The name and telephone number of the preferred mechanical and plumbing service contractor.
  - The name and telephone number of the preferred temperature control service contractor, if different.
8. Operations and Maintenance (O & M) manuals should be collected and available for viewing on the day of the site visit. It is not necessary at this time to provide the manuals to the engineering team.
9. Other condition studies or reports you think might be relevant to assessing the condition of the facility.

#### **C.4 Construction Manager Expenditures**

**RECOMMENDED ACTION:** I move to approve Pre-Construction professional services for Lamp Incorporated to plan for a remodel of the Dundee Library in an amount not to exceed \$25,000.

##### **BACKGROUND INFORMATION:**

When Governor Pritzker signed the capital appropriations bill on June 12, he allocated \$150,000 for the Dundee Library for ADA accessibility improvements. We have already received \$50,000 in impact fees for ADA improvements. While I'm delighted to have been appropriated this amount, the Joliet Public Library was awarded \$6.3M because they had a shovel-ready project in need of capital funds.

If the progressive income tax passes this November, Springfield may authorize many more capital projects and we need to be ready to take advantage of that opportunity.

We need to make firm plans to remodel the Dundee Library, which should happen whether or not the anticipated spring 2021 referendum passes. We need to move the front door from the east side of the building to the north side, and create a ramp and handicap-accessible doors (our current front doors only open 29.5 inches while ADA minimum is 32 inches). This will require a reworking of the entire upstairs. Downstairs, we want to knock down the walls separating the old Dundee Township space from the Dundee Library, and create a more cohesive floor plan. And as COVID-19 has shown, all libraries should have a drive-up window.

Ideally we will issue bonds to pay for these improvements in conjunction with a successful referendum in April 2021. However, if the board does not vote to authorize a referendum question, or the referendum does not pass, we still need to move forward with a Dundee remodel using reserve funds in the range of \$3-\$4M. We'll keep the same footprint, same elevator, probably the same bathroom locations to save money. We want to get started on these plans now, because we want this project to be shovel-ready in the event Springfield decides to disburse more capital project funds.

The attached quote represents all anticipated professional fees prior to solicitation of construction bids.



460 N. Grove Ave.  
Elgin, IL 60120  
www.lampinc.net

O: 847.741.7220  
F: 847.741.9677

July 7, 2020

Ms. Lauren Rosenthal, Executive Director  
Fox River Valley Public Library District  
555 Barrington Ave.  
East Dundee, IL 60018

Re: Preconstruction Services for East Dundee Branch Renovation Project

Dear Lauren,

Lamp Incorporated is pleased to submit the following proposal for compensation to provide preconstruction services for the renovation of the East Dundee facility. This proposal is based upon reviewing the existing library facility at the Barrington Avenue location, meeting with library staff and Engberg Anderson staff to discuss options, create estimates during the three design phases (schematic, design development, and construction) based upon drawings and specifications created by Engberg Anderson, and meeting with the library board and staff to present our findings.

This proposal includes the following items:

Pre-Construction Services (Professional): \$25,000.00

Project Design Meetings	Budget Estimates
Value Engineering	Cash Flow Analysis
Initial Schedule	Project Schedule
Building Inspection and Analysis	Work Phasing
Constructability Review	Consulting Services
Meetings	Work Scope Narratives
Bid Package Preparation	

The preconstruction services as listed above will provide the Fox River Valley Public Library District with bidding documents ready to be released for bidding upon the Library Board's approval.

The final phase of preconstruction services consists of:

Solicitation of Trade Contractors	Qualification of Trade Contractors
Pre-Bid Meeting	Bidding Phase
Bid Opening	Bid Analysis
Work Scope Review with Contractors	Awards
Contracts	Meetings

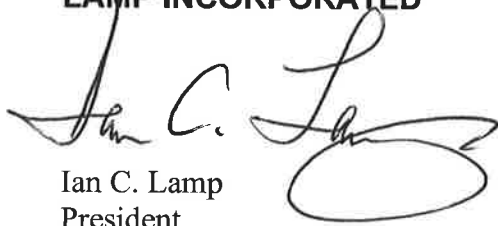
Construction Management  
General Construction  
Design/Build

Ms. Lauren Rosenthal  
July 7, 2020  
Page 2

The bidding phase portion of the preconstruction services is an additional **FIVE THOUSAND AND NO/100 DOLLARS, (\$5,000.00)**.

Lamp Incorporated would like to thank you for letting us submit this preconstruction compensation proposal to you for the proposed renovation work to the East Dundee facility. If you should have any questions on this proposal or require additional proposals for your other construction needs, please contact me at your convenience. Lamp Incorporated looks forward to working with you on this project and remaining a member of your construction team.

Respectfully submitted,  
**LAMP INCORPORATED**

  
Ian C. Lamp  
President