

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 no later than 12 pm on Tuesday, August 18, 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, August 18 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, August 28.

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

AGENDA

**August 18, 2020
7:00 PM**

Call to Order—President Richard V. Corbett

Pledge of Allegiance

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 August 18, 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

- Noche de Cuentos Mini-Grant Award – Youth Services Manager Monica Boyer
- Illinois Public Library Annual Report (IPLAR)— Assistant Director Heather Zabski
- Department Reports
- Dashboard

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

- A.1.a Minutes from the July 21, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2020 totaling \$362,860.65
- A.1.c Monthly Financial Report for July 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 July 2020
- A.1.j Ehlers Account Statement for July 2020

B. Unfinished Business - none

C. New Business

- Exhibit C.1 Illinois Public Library Annual Report (IPLAR)
- Exhibit C.2 Jani-King Cleaning and Janitorial Services Agreement
- Exhibit C.3 Equipment Maintenance Agreement Renewal - Bibliotheca

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

- Executive Session**
- 5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; and
 - 5 ILCS 120/2(c)(21) Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or Semi-Annual Minutes review of the Minutes mandated by Section 2.06 of the Act

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

Adjournment

Director's Report

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) **Done**
7. Meeting: Referendum questions with Chapman & Cutler (7/1) **Done**
8. Meeting: Anti-Racism Library Directors Group (7/2) **Done**
9. Meeting: Pre-agenda (7/6) **Done**
10. Meeting: CCS Governing Board (7/8) **on vacation, Heather will attend for me**
11. Meeting: Real Estate discussion (7/9) **Done**
12. Meeting: Gilberts Book Drop (7/14) **Done**
13. Meeting: MTM (7/14, 7/28) **Done**
14. Meeting: Rotary (7/22, 7/29) **Done**
15. Meeting: Community Share D300 e-book (7/7, 7/15) **Done**
16. Meeting: LIRA full membership (7/10) **Done**
17. Meeting: East Dundee Joint Review Board TIF (7/13) **Missed**
18. Meeting: WIN Executive Committee (7/15) **Done**
19. Meeting: FRVPLD board (7/21) **Done**
20. Meeting: RAILS Member Update (7/23) **Done**
21. Meeting: Special East Dundee Joint Review Board Micro-TIF (7/29) **Done**
22. Meeting: D300 Food Pantry board (7/30) **Done**
23. Task: Create Collection Management Plan for D300 Community Share (7/7) **Done**
24. Task: Confirm acquisition of Library cell phone for delivery use (7/8) **Done**
25. Task: W2W (7/2, 7/16, 7/30) **Done**
26. Task: E-rate FCC form 479 (7/11) **Done**
27. Task: E-rate ICN Master Service Agreement (7/11) **Done**
28. Task: E-rate reimbursements for remainder of FY1920 (7/31) **Done**
29. Task: Payroll (7/11, 7/28) **Done**
30. Task: Update Library Program document for East side (7/10) **Done**
31. Task: Prepare tentative B&A (7/13) **Done**
32. Task: Compile architect and construction manager proposals for East side (7/15) **Done**
33. Task: Prepare board packet (7/15) **Done**
34. Task: Ship June Rotary 19K medals (7/17) **Done**
35. Task: D300 Food Pantry box packing (7/23) **Done**
36. Task: Finalize FY1920 Rotary financials (7/31) **Done**
37. Training: COVID-19 Response Fund Grant Training with Literacy Connection (7/15) **Done**
38. Training: Managing Customer Expectations during COVID-19 (7/29) **Done**
39. Training: What Employers Need to Know related to COVID-19 and Childcare for the Upcoming School Year (7/30) **Done**
40. Presentation: NKCC Meet and Greet with DTPD and Dundee Township (7/15) **Done**

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5. FY2021 Goal: Generate new revenue and appeal to new patrons through value-added patron services (12/31/2020)
6. FY2021 Goal: Elevate FRVPLD's reputation in the library community through authorship in a periodical (12/31/2022) **Proposal submitted for acceptance in inaugural issue of journal *Advances in Library Administration and Organization* (ALAO).**
7. Meeting: Pre-agenda (8/3) **Done**
8. Meeting: Anti-Racism Library Directors Group (8/6) **Done**
9. Meeting: MTM (8/4, 8/11, 8/25)
10. Meeting: Rotary (8/5, 8/12, 8/19, 8/26)
11. Meeting: Joe Huberty – Engberg Andersen Architects (8/6) **Done**
12. Meeting: Tom Varga, Roofing Consultant (8/7) **Done**
13. Meeting: FRVPLD board (8/18)
14. Meeting: Engberg Anderson – engineering walk-through (8/19)
15. Meeting: Pre-agenda for September (8/27)
16. Task: Daily Herald Letter to the Editor – license plate renewals (8/5) **Done**
17. Task: D300 Community Share document (8/10) **Done**
18. Task: W2W (8/13, 8/27)
19. Task: Payroll (8/11, 8/25)
20. Task: Prepare final B&A (8/12) **Done**
21. Task: Prepare board packet (8/12) **Done**
22. Task: Ship July Rotary 19K medals (8/14)
23. Task: Modify Paylocity employee notifications (8/31)
24. Task: Gilberts Book Drop ribbon cutting (goal of mid-August)
25. Task: File IPLAR with Illinois State Library (8/30)
26. Task: Benchmark Illinois libraries using IPLAR data (8/30)
27. Task: Apply for CARES act reimbursements for pandemic-related expenses – Kane County (8/30)
28. Training: Energy Efficiency for Public Sector Customers (8/20)

Internal meetings with individual staff members not included

I participated in a Districts Update through the Northern Kane County Chamber on July 15, in conjunction with DTPD and Dundee Township. Our units of government had the opportunity to explain how the pandemic has affected our operations, what we're currently able to do, and our plans moving forward. Attendance was decent with 20 participants (similar to what I've seen when Senator DeWitte and Fred Heid conducted updates) and I was glad to have an opportunity to get the Library's message to the public in a forum other than social media – this was a bit more personal.

The Library's liability insurance cooperative LIRA had our semi-annual meeting in July, where we discussed the rising property insurance rates throughout the country. Each year LIRA seeks aggressive bids to minimize increases, and received more than 30 competitive bids for 2020 coverage. We expect to do the same this year. However, FRVPLD has budgeted for a 25% increase for just-in-case. By October we will know the full extent of increases for 2021. The consistent tornado and flooding activity throughout the Midwest is driving our increases, and sophisticated computer modeling show no change to this weather pattern.

The Library's health insurance cooperative WIN had our semi-annual meeting in July (July is the big insurance month and I'm on the executive committee of both cooperatives). We were happy to determine we will only require a 3% increase in health insurance premiums for 2021, and no increase in dental. We manage the group very conservatively, and have balances to absorb large one-year increases without passing the entire amount to individual libraries. National health insurance increases run 7-9% so we're happy to only see 3%.

Despite the COVID-19 complications, the D300 Community Share e-book project is continuing its progress. Ebook selectors have been meeting and we're on track to release a pilot program this fall at four different schools. Once the kinks have been worked out, the plan is full functionality in January 2021. We're delighted to be able to offer a new collection of ebooks to all students in D300, which will also be available to all FRVPLD residents.

I attended East Dundee's second TIF Joint Review Board (JRB) meeting in July to discuss the formation of a new micro-TIF for unincorporated property adjacent to the former Walmart. This TIF would be used for Altorfer Cat to build a facility to repair Caterpillar heavy equipment. According to Scott Harrington of Vanderwalle & Associates, East Dundee's unemployment rate is higher than the state and national average, so this TIF would create many high wage rate jobs. The TIF has no residential impact and I would call that property "blighted" so I support the creation of this TIF. The JRB unanimously approved this new TIF and it moved to the East Dundee Village Board for approval.

I attended a training webinar on the difficulties parents will face this school year, balancing kids at home with working, and what the employer's responsibilities are. The most impactful takeaway I've learned from months of COVID training is the idea "Compassion is Legal." I'm using this phrase to direct plans and decision making as we navigate these new paradoxes.

Fox River Valley Public Library District July 2020 Department Reports

Assistant Director: Heather Zabski

On July 6, we reopened the library for limited in-person services. Traffic in both locations has been mostly light, which has prevented us from needing to limit the number of patrons who are entering the building. Without computers available or in-person programming being offered, it has been a strange July, but has thankfully kept of well short of reaching reduced building capacity. Accordingly, we have most full-time staff and select part-time staff working some shifts at home to reduce the number of people in the library at one time. Patrons are glad to be able to visit again, browse our materials, pick up holds, print from their email, get their license plates renewed, and documents notarized.

With reopening, we've seen a sizable decrease in demand for deliveries. This is what we had hoped for, as staff's work has increased in other areas of library service. Right now, we have a very manageable level of deliveries for staff to process. However, we expect requests to go up somewhat since patrons can now set delivery as a pickup option when placing holds in the online catalog. This makes it a lot easier for patrons to request items to be delivered. If we see a surge in delivery requests, we will reprioritize staffing to accommodate.

On Tuesday, July 21st, Interlibrary Loan between most CCS libraries reopened. We saw big increases in the size of our picklist for the first week or so (peaking at over 1000 items on hold at just Dundee), but has reached a much more manageable level by now. I'm extremely impressed with how quickly and efficiently Account Services and Randall Oaks staff worked to process these materials for holds. Both locations were able to get through the onslaught of requests within a week, while dealing with a shortage of bins (due to our delivery service being overwhelmed by the traffic). They also faced a big increase in material check-ins, since we were receiving materials for our patrons as well. Interlibrary loan opened too late to have much of an impact on our July checkouts, but I'm hoping to see a significant increase in August (fingers crossed).

The Safe Re-Opening taskforce is working on developing procedures for offering limited computer use for patrons when it's safe to do so. We have a good idea of the measures we'll take to help protect patrons and staff. This is a key service that the library provides for patrons who don't have access to computers and internet at home, but it also means having more people lingering in the building. Additionally, many patrons who use the computer at the library require extensive help from staff, which is difficult to provide while maintaining six feet of distance. Since cases are currently rising in the state, we are holding off on reopening the service for now.

Summer Meals attendance has been steady throughout July, though we saw a slight decrease at Dundee for the last couple of weeks. Attendance always decreases towards the start of the school year, so this is something we expected, though it has been a smaller dip this Summer. Overall, we gave out 5,596 meals during July. Summer meals will end on August 10 this year.

I worked on completing our FY2019-2020 IPLAR, which will be presented to the Board at the August 18 meeting. Additionally, I added a code to our Emergency Response Manual that addresses what to do if a staff member is symptomatic or diagnosed with COVID-19. We already knew how we would handle the situation, but wanted something in writing so staff could easily refer to it if they had questions about our contract tracing procedures, times for self-quarantine, etc.

Randall Oaks: Brittany Berger

The Randall Oaks Library resumed limited services on July 6 with reduced staff and limited hours. We have reduced our Monday-Thursday hours to Monday/Tuesday 9-5pm and Wednesday/Thursday 12-8pm. To comply with social distancing requirements, Randall Oaks is staffed by no more than two people at a time. We removed all public chairs and tables and added ample safety signage and guidelines prior to opening. We have also made many changes throughout the month to create a safe and sanitary environment, including: adding a public-facing barcode scanner to the service desk, having separate holders for sanitized and used pens, and enabling the manual card entry feature on the self-check machines. Though we have temporarily discontinued circulation of our tote bags, we have plastic bags available for

patrons who request them. Patrons cannot use the sorter at this time and are encouraged to return materials to the bookdrop outside. However, due to the distance of the bookdrop from the library, we also have a bin available for returns next to the public service desk.



Throughout the month staff assisted patrons with 135 reference questions and 22 complimentary print jobs. In conjunction with Youth Services, we began to offer take home crafts for children during the last few days of July and we plan to expand this popular service next month.

Librarian Sam Bunte led two virtual Book Club programs with ATS Librarian Sean Plagge via Zoom. They had a total of 15 participants on July 29th. Sam also continued to promote the Summer Reading Challenge by featuring patron reviews in her blog post “(More) Summer Reading Reviews”. Patrons were able to submit reviews through the Beanstack app to earn badges that served as entries into prize drawings.

The Summer Reading Challenge ended July 26. Patrons can visit either the Dundee or Randall Oaks Library to pick out their free book prize July 27 through August 16. In addition to a free book, children ages 0-5 and in grades k-6 will receive a goody bag full of toys. One finisher from each age group was randomly chosen to receive a special gift card prize, and one additional winner was awarded a \$75 gift certificate donated by Main Street Bicycles. There will not be a finisher pool party this year, and in lieu of that the Committee chose to use the funds to host a virtual author visit that would appeal to all ages and tie into our theme “Dig Deeper”. ATS invited Steve Brusatte, the author of this year’s One Book One District pick *The Rise and Fall of the Dinosaurs*, to speak about paleontology on July 25.

- 567 Patrons signed up
 - 269,141 Minutes read
 - 2943 Badges earned
 - 167 Patrons completed the reading requirement to earn their new book

Youth Services: Monica Boyer

Summers always seem to go by in a blink of an eye. Before we knew it, we were in July! Our biweekly “All Ages Storytime” and weekly “Bilingual Storytime” featured stories and rhymes commemorating Independence Day. YS Specialist Christian Diaz and YS Assistant Erin Sikorski presented stories in different formats such as e-book, physical books, and flannel board. By using different mediums to storytell, children can make better sense of the plots and store information longer.



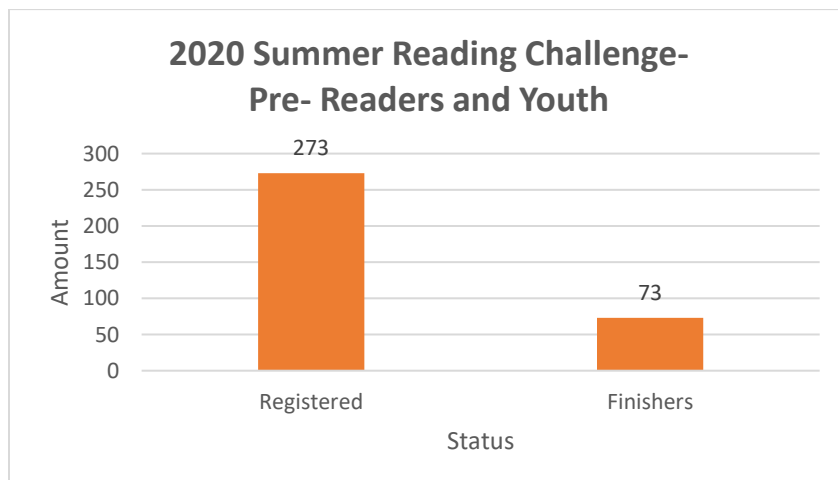
YS Specialist Christian Diaz and YS Assistant Erin Sikorski presented stories with the theme of Independence Day!

As the Library physically opened back up to the public, Christian took the opportunity to direct a video for our patrons so that they knew what to expect when they came in to visit. The short but sweet video actively demonstrates our new safety guidelines and services available. It is currently available on our Facebook and YouTube pages so that patrons can access this useful information anytime.



A friendly shot of “Welcome Back- We Miss You” video

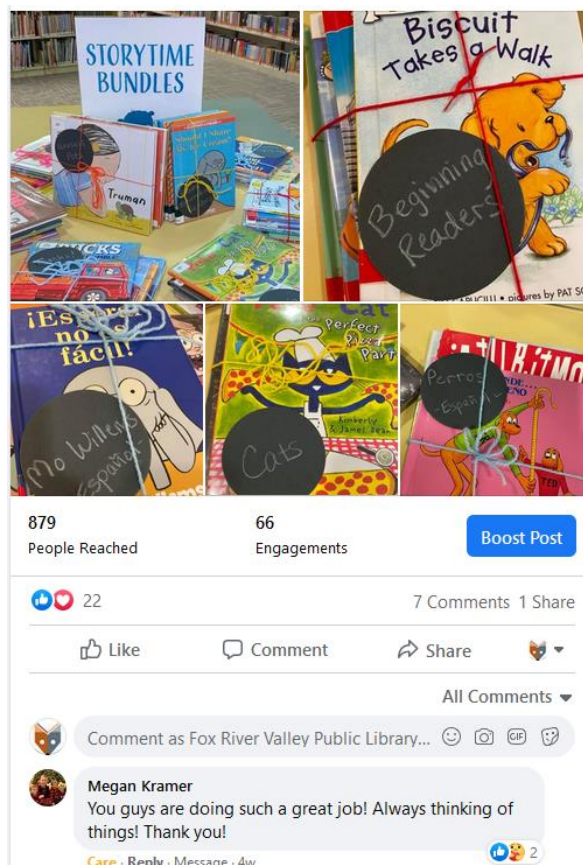
Our annual summer reading challenge program concluded on Monday, July 27. It was the first year that the Library offered this program virtually. Beanstack, the software that was used, let us offer contactless sign up, digital reading badges, bonus activity badges and raffles! Although program registration and completion statistics were lower than in previous years, I am proud of what we were able to offer patrons during a pandemic. Below is a graph of pre-readers and youth who registered for the program versus the actual finishers.





SRC program finishers and staff

YS Librarian Heather Ji initiated and produced eye catching displays for patrons to pique their interest when they visit us. Heather also developed Storytime Bundles (Pictures below) that include 4-5 titles to do with a popular theme. We received a good amount feedback and calls requesting this new collection.



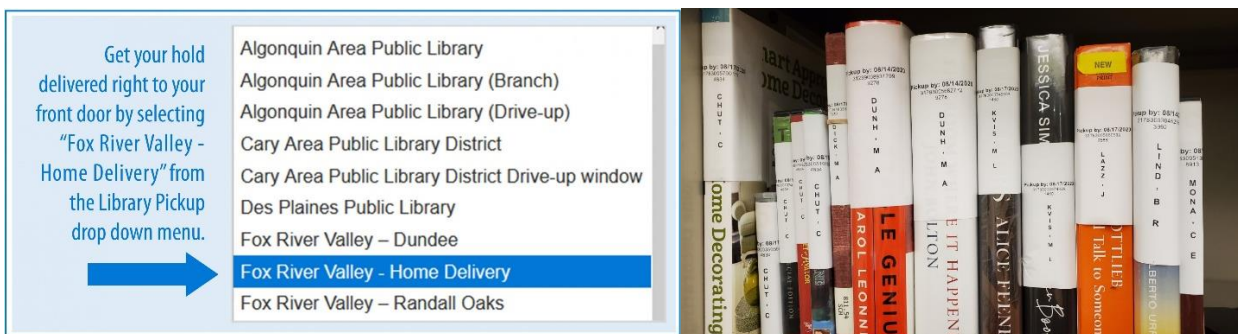
Despite on going changes, YS is in the works of planning for fall in person and virtual programming, and brainstorming ways we can assist schools, homeschoolers, and daycares in this new normal.

Account Services: Keri Carroll

The Dundee and Randall Oaks libraries reopened their doors on July 6th and offered limited services to patrons wishing to return. For Account Services, that included resuming traditional hold pickup, license plate renewals, voter registration, and streamlining our home delivery service.

Previously, patrons were asked to complete a one-time request for home delivery service. While the libraries were closed, any item that was held for a patron who had requested home delivery was added to the delivery queue. We delivered thousands of items to hundreds of patrons this way, but the process was labor-intensive: sorting through incoming requests and confirming which patrons with holds had selected home delivery, creating the routes and notification emails, and generating accurate spreadsheets for my staff to pull, checkout, and bag the deliveries. Due to the nature of the home delivery request form, there was no easy way for patrons to “opt out” of the service if they would prefer to visit the library in-person for their holds. While the initial home delivery request form was exactly what we needed when we were trying to serve our patrons from behind closed doors, once we reopened I knew we needed to re-evaluate the model.

I worked with CCS to create a third pickup branch within our online catalog, allowing patrons to have complete control over whether to continue with home delivery and even giving them the freedom to cherry-pick which items they’d like delivered. Patrons who place holds already know everything they needed to continue home delivery: before the hold is placed, patrons are asked which branch they’d like to pick up their hold. Now, they can select “Fox River Valley – Home Delivery” and their items will automatically be set aside for delivery.



In non-delivery news, Account Services staff renewed 36 license plates in July as patrons recounted horror stories of waiting in line at the DMV this past month. Additionally, I’ve been corresponding with the Kane County Clerk Office to deputize all eligible AS, ATS, and RO staff for voter registration, and I hope to report next month on a successful training event.

Public Relations & Outreach: Kirstin Finneran

NKCC Update Zoom Call. Initiated a “town hall” update Zoom call, presented by the Northern Kane County Chamber of Commerce. Lauren represented the library and was joined by Katie Keller of the Dundee Township Park District and Trish Glee of Dundee Township. The call occurred at an opportune time as the library and the park district had just reopened and had plenty of updates to share.

Dundee Lions Poster Contest. Coordinated with our friends at the Dundee Lions. They are holding a “We’re In This Together” poster contest. We shared their Facebook post and event announcement in our eNews, and thanks to Jasmin Munoz, assisted them in uploading all the entries to Facebook for voting. The posters will hang at the Dundee Library later in August for the public to view.

Fall 2020 Newsletter. Staff took programming to the next virtual level for the fall. Spent the last half of the month editing copy and working with staff from all departments to create layouts.

Some website updating. Updated our “Visit” page with info on what can and cannot be done at the library right now. We created a new button on the right navigation page that says “What to Know Before You Visit.” This will be a handy place to make any updates instead of having to use a slider or message above the slider.

eNews

<u>Subject</u>	<u>Date Sent</u>	<u>Emails Sent</u>	<u>Unique Opens</u>	<u>Unique Open %</u>	<u>Total Clicks</u>
Libraries Open Monday, Ask a Paleontologist!	7/1/2020	10347	2446	23.65%	260
Creative Writing Contest, Hoopla Book Club	7/8/2020	10336	2156	20.93%	209
summer Reading Prizes, Home Delivery Here to Stay	7/22/2020	10300	2063	20.03%	180
Ask a Paleontologist, Summer Reading Prizes	7/15/2020	10311	2185	21.20%	152
eLearning Support, FAFSA Help	7/29/2020	10295	2370	23.03%	197

Social Media

- **Facebook (1880 Followers)**

Followers: 34 new followers

Number of posts: 49

People who saw our posts: 18,118

Post likes: 352

Comments: 36

Shares: 38

Clicks/Photo & Video Views: 840

Top three posts according to reach:

- 1434 saw: We are opening our doors July 6th! Limited services will be available during this time. Please check our website at www.frvpld.info for more information.
https://www.frvpld.info/sites/default/files/u142/reopening_flier_with_links.pdf (July 2)
- 879 saw: NEW STORYTIME BUNDLES! Cats Beginning Readers Dogs Early Learning Concepts Funny Intermediate Readers Trucks Perros – Español – Unusual Pets Mo Williems – Español – (July 7)
- 754 saw: Aubrey, Lennox, and Logan came in to pick up the book prizes they earned by finishing the Summer Reading Challenge! Great job guys! (July 27)

- **Twitter (735 Followers)**

- **Instagram**

FRVPLD (156 Followers)

FRVPLD Youth (142 Followers)

FRVPLD Teens (83 Followers)

Adult and Teen Services: Jason Katsion

July was an especially exciting month for the Adult & Teen Services Department, as we resumed some library services onsite and continued to expand our online offerings.

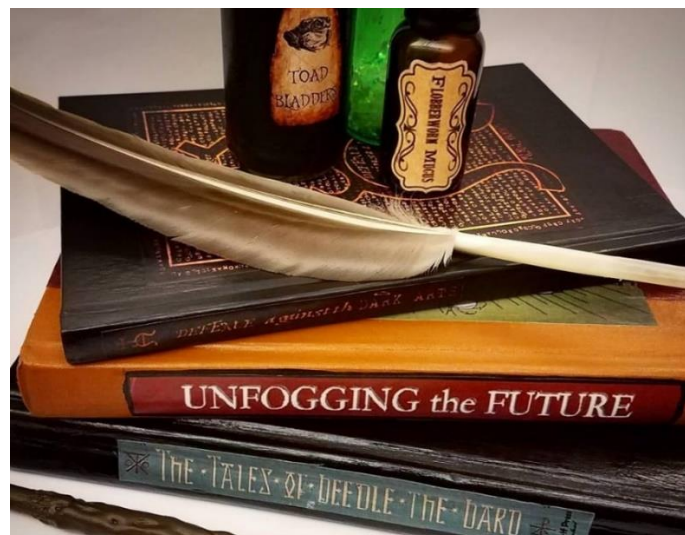
With the resumption of onsite service, Adult & Teen Services staff are once again offering reference assistance over the phone and in person during library hours. The number of reference questions increased dramatically with the reopening of our library facilities; increasing from 32 in June to 174 in July. We continue to provide more advanced one-on-one assistance to our patrons by appointment, via Zoom or over the phone; thirteen of these one-on-one appointments took place in July. We also provided eleven notary appointments in July.

On Saturday, July 25, we hosted "Ask a Paleontologist, Featuring Author Steve Brusatte." This online program served as an exciting tie-in to two of our District-wide initiatives: the inaugural "One Book, One District" program and our annual Summer Reading Challenge. Dr. Steve Brusatte's book *The Rise and Fall of the Dinosaurs* had been selected as the Library District's "One Book" by librarians Danielle Pacini and Sean Plagge. Many of our patrons had read the book by the end of July, as it was not only our "One Book" selection but was also featured as a Summer Reading Challenge activity. We were thrilled to host a public Zoom discussion with Dr. Brusatte, who is currently in residence as Professor of Palaeontology and Evolution at the University of Edinburgh. Throughout the program, he shared fascinating details of his experiences as paleontologist and educator. Attendees had the option to ask questions directly during the Q&A, or have their

questions read aloud by Danielle and Sean, who moderated the program. The “Ask a Paleontologist” program was attended by 35 people; young children to older adults, local Library District residents as well as visitors from California, Canada and Great Britain.



Throughout July, Teen Librarian Danielle Pacini continued her Teen Coding series—using VidCode—as well as the popular ongoing Anime Club. Library Assistant Jasmin Munoz presented a Summer Mocktails program. Library Specialist Erica Acevedo hosted *Simpsons* Trivia: Seasons 1-10, utilizing YouTube Live and OBS software. Sean Plagge hosted monthly book club in partnership with Randall Oaks Librarian Sam Bunte. Library Assistant Katie Redding, recently returned from furlough, presented Harry Potter Props; creating customized supply kits for pickup at the Dundee Library in advance of the program, and then constructing the props during the live Zoom meetup.



Concurrent with the Summer Reading Challenge, Adult & Teen Services and Youth Services collaboratively hosted a creative writing contest, open to elementary, middle, and high school students. Participants were asked to consider the prompt: “Dig deeper into your favorite book/movie/video game character and write a story, poem, or essay that answers the question: What happens to ___ character after the book/movie/game ends?” The contest resulted in three winners: Tucker Broderick (4th Grade), Sofia Lindgren (7th Grade) and Fatima Ahmed (8th Grade). Each of their creative writing submissions were subsequently published in full on the Library website.

Adult & Teen Services staff continue to utilize the Library Blogs as a means of engaging with our patrons. July highlights include: Catching Up with New Teen Fiction, New Teen Graphic Novels, Teen Book List: Summer Reads, and FAFSA Assistance with Brainfuse: HelpNow.

Adult & Teen Services Specialist Erica Acevedo collaborated with Youth Services Specialist Christian Diaz on a promotional video for the Village of Carpentersville’s National Night Out. This annual outreach program was held entirely online this year, and the video created by Erica and Christian served as an informative and engaging contribution from our Library District.

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, met weekly to discuss what services may be safely resumed and collaboratively plan how those services might be implemented.

Facilities: Michael Lorenzetti

With the Library becoming more active with team members and patrons returning, they are welcomed by a touchless hand sanitizer. We have these located near the greeter station and the ATS/YS desk areas. While out and about in the Library team members and patrons are masking when appropriate and always social distancing.

Elgin Sheet Metal was onsite for preventive maintenance and I had the opportunity to speak to them regarding the air filters. The air filters we are utilizing in our HVAC units have a MERV rating of 10. Of course, I had to ask, “who or what is a MERV”? A MERV measures how much matter passes through an air filter. MERV stands for Minimum Efficiency Reporting Value. MERV ratings are on a scale of one to twenty depending on the minimum size of the particles a filter can be expected to capture. A filter with a MERV rating of five to eight captures particles greater than three micrometers. This includes mold, pet dander, and aerosol sprays. This is the baseline for permanently installed residential air conditions. A filter with a MERV rating of nine to twelve (we use 10) captures particles greater than one micrometer. This includes most dust and common pollutants. Hospital laboratories and superior residential air conditioners fall within this range.

Further protection for team members involved hanging plastic shields around the greeter station, Circulation desk, ATS desk area and the YS desk area. We also hung these plastic shields at Randall Oaks providing protection for team members.

Roof update – This is a continual and ongoing process. The area recently has had light misty rainfall and complete downpours. While in some situations there is no leakage and others there is clean up to be completed. With each instance, Derbigum authorizes Anthony Roofing to come on site and perform the work to be completed which is under warranty.

Our Library book drop located at Culvers is being refreshed with new stenciled lettering and will find a new home in Gilberts for service in that area. The book drop that was located at Jewel will no longer be in service due to rust and corrosion.

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

HotSpots: Before I left on vacation I wanted to make sure to process the large amount of these new devices so our patrons could enjoy. I believe we have over 50 of them now!

Call number project: I've begun working with our consortium office to send them a list of our call number prefixes. After our migration from SirsiDynix to Polaris a number of call numbers were incorrectly "split" into the extra data fields we had in the item records which Sirsi didn't have. Hopefully in the near future these will all be corrected.

Music CD genre project: I believe we have completed a high majority of the updates to these materials now as the music selector had given PATS carts of items to split into a different category. We had a long delay when we couldn't work on them due to the Library closure but we have completed the item/ILS changes for the items she had originally given us. I believe she will soon be done with any other re-cataloging of these type of items.

DVD Binge Box Sets: Awhile back the staff came up with their own themes for binge box sets, the votes were cast, and the winners chosen. All the titles have been ordered, and we are waiting for the high majority of these discs to come in from our AV material provider so that we can make our own case art showing all the titles in the set. I'm sure patrons will enjoy the numerous themes which our staff created!

IT/ Network: John Sabala

Much work went into readying some systems for library reopening and closing down other systems that won't be offered at this time. A few workstations were moved or added to provide assistance for Curb Side Pickup, Home Delivery, and allowing RO workers to work from Dundee while RO was closed. This also changed when it was known that the library was opening for public access. All Public computers were disabled except self-checks and a couple of OPAC computers.

Additionally, a mini-task force was developed for opening more library services to the public. The task force wants to be ready and have well thought out plan, so that additional services can be implemented quickly and safely. This prompted IT for some preliminary work on readying the disabled PC's for use. The public PC's have been lying dormant for a few months and need to be updated with software and drivers. The same holds true for the Comprise Kiosks and Virtual Reality systems.

How are we doing?

The monthly Dashboard tells our story

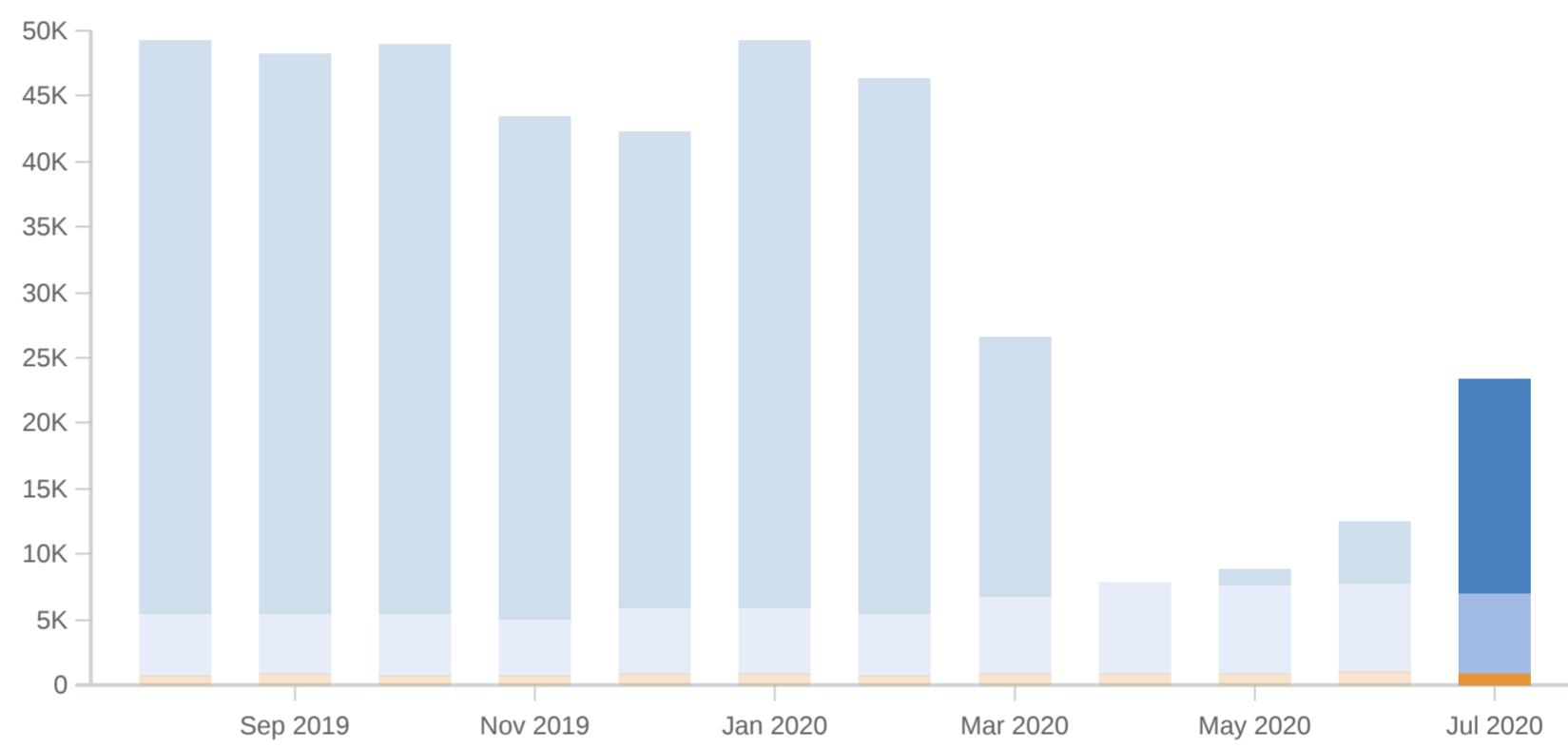
Click the graphs to see more details

Checkouts

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

Both libraries reopened for limited in person services on July 6, causing an increase of physical checkouts in July.

Data Updated yesterday



23,361

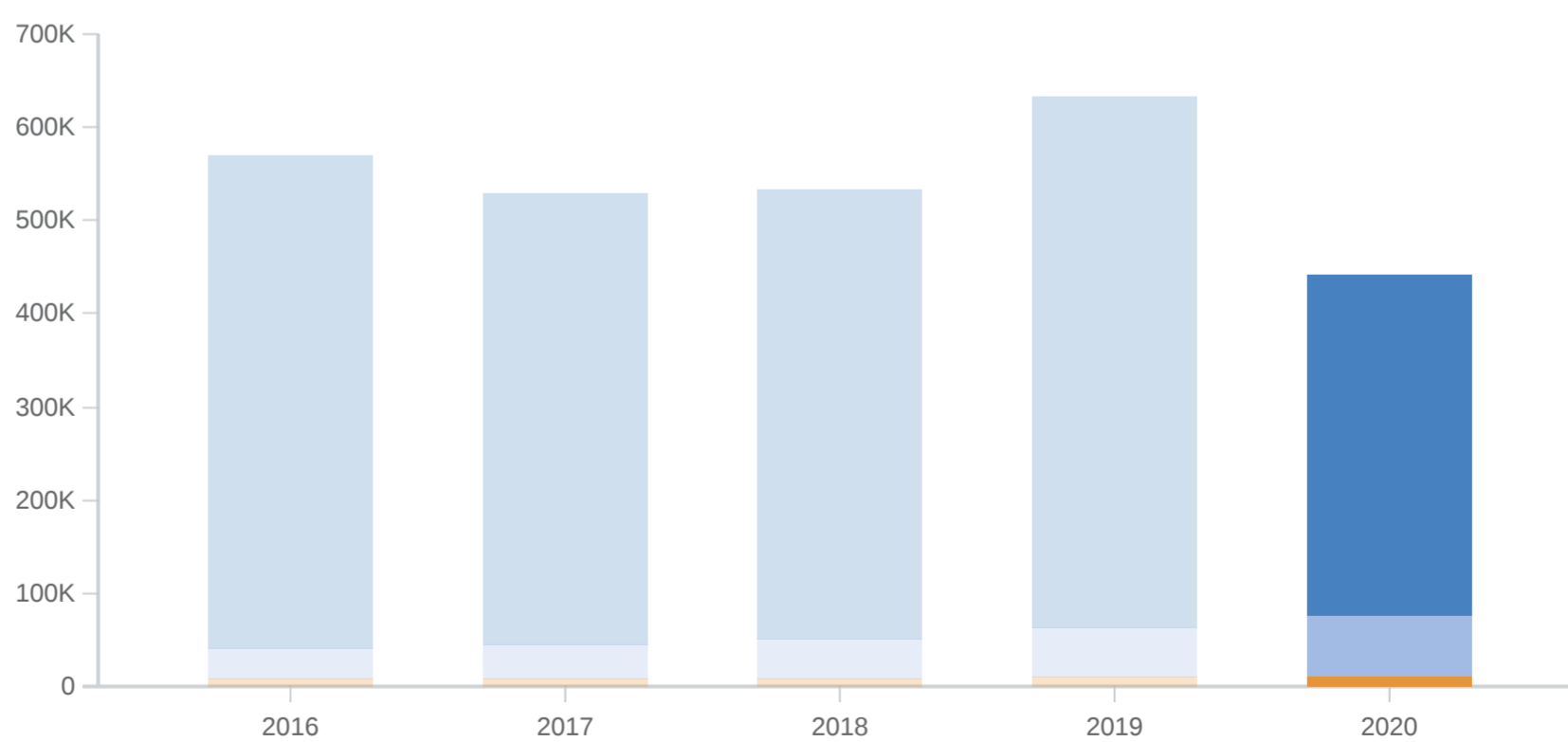
Metric Type in Jul 2020

Checkout Trend

What is the checkout trend for the past 5 years?

Last year, COVID-19 caused physical checkouts last year to decrease but online (digital) checkouts to increase.

Data Updated yesterday



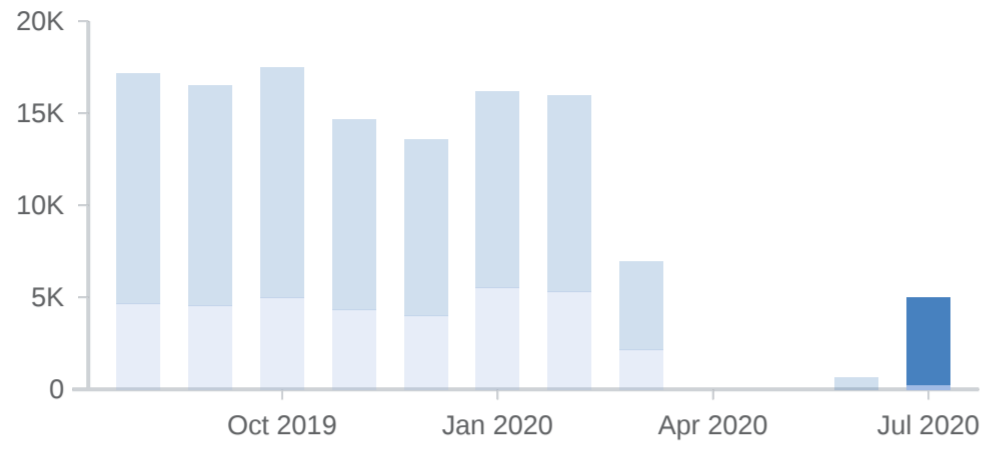
440,611

Metric Type in 2020

Library Visits

How many people visit the library each month?

Both libraries reopened for limited services on July 6.



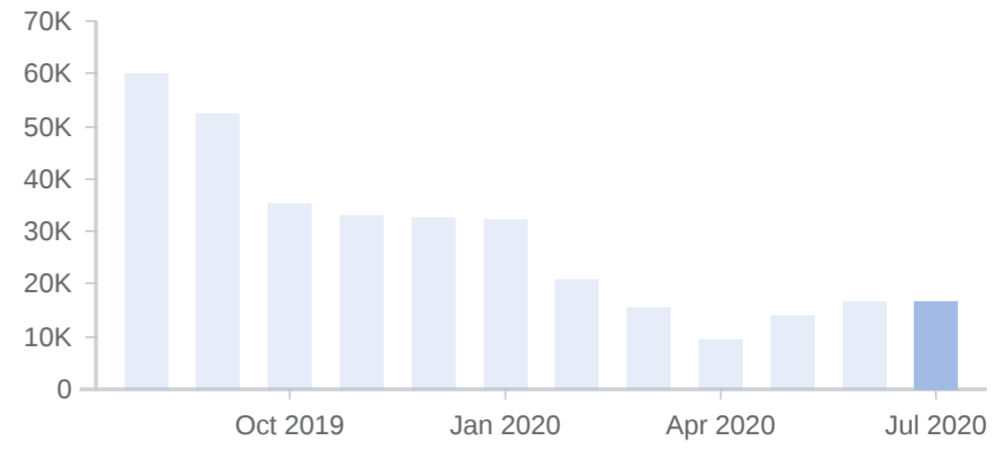
5,032

Location in Jul 2020

Website Visits

How many people visit the library online?

Website visits increased slightly in July.

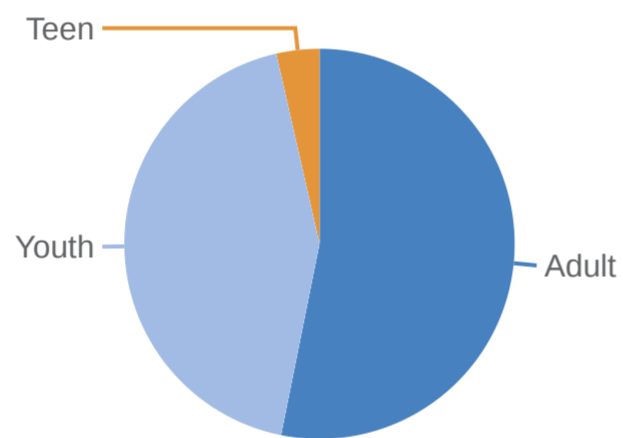


16,799

Location in Jul 2020

Physical item checkouts

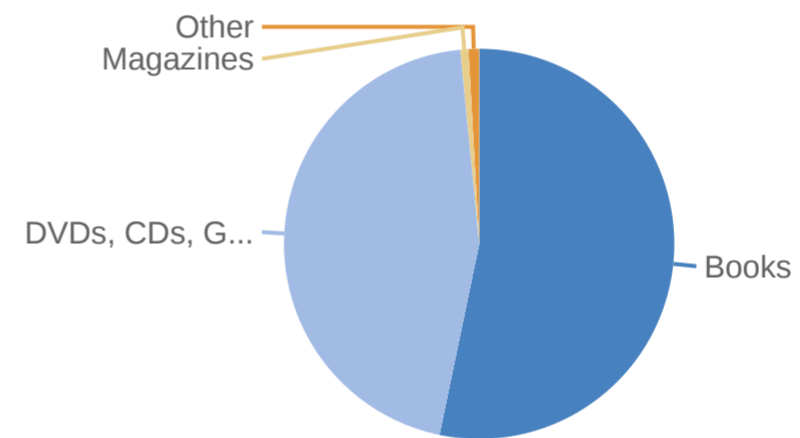
Checkouts by Audience - last fiscal year



365,575

Department in 2020

Checkouts by Material Type - last fiscal year



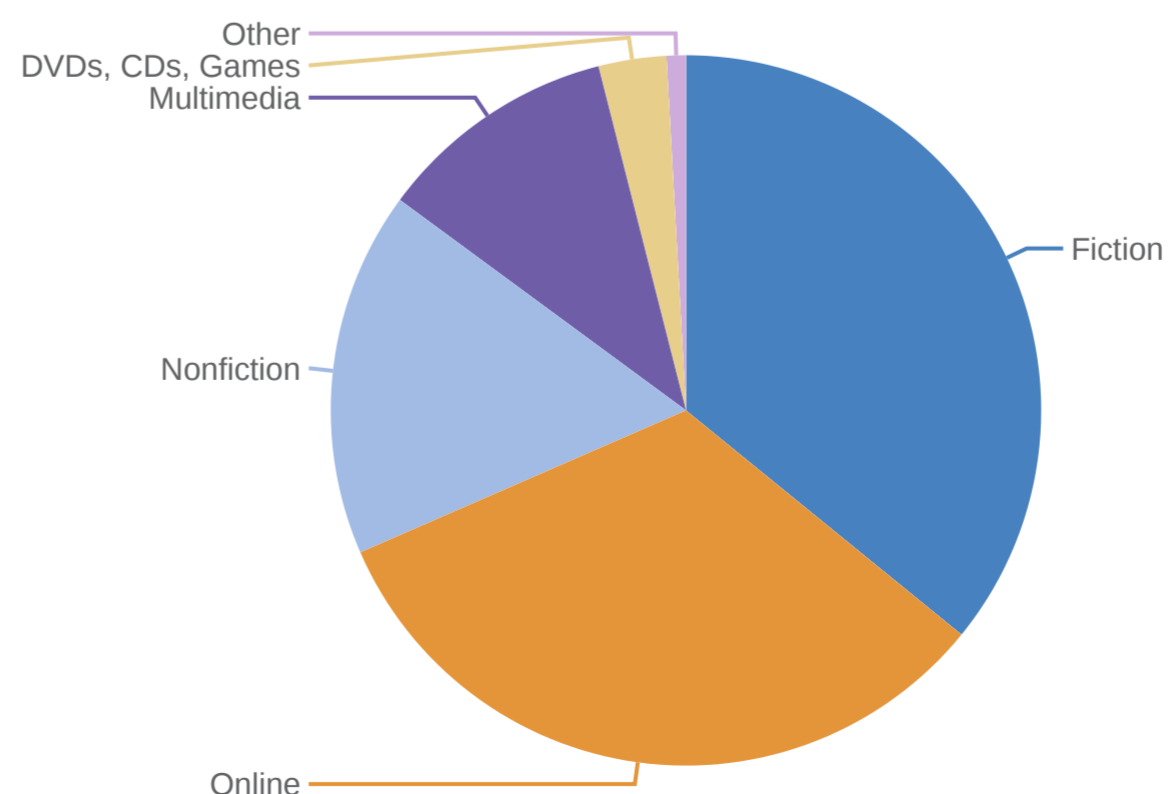
365,575

Material Type in 2020

How many items are owned by our libraries?

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

Updated 3 weeks ago



205,469

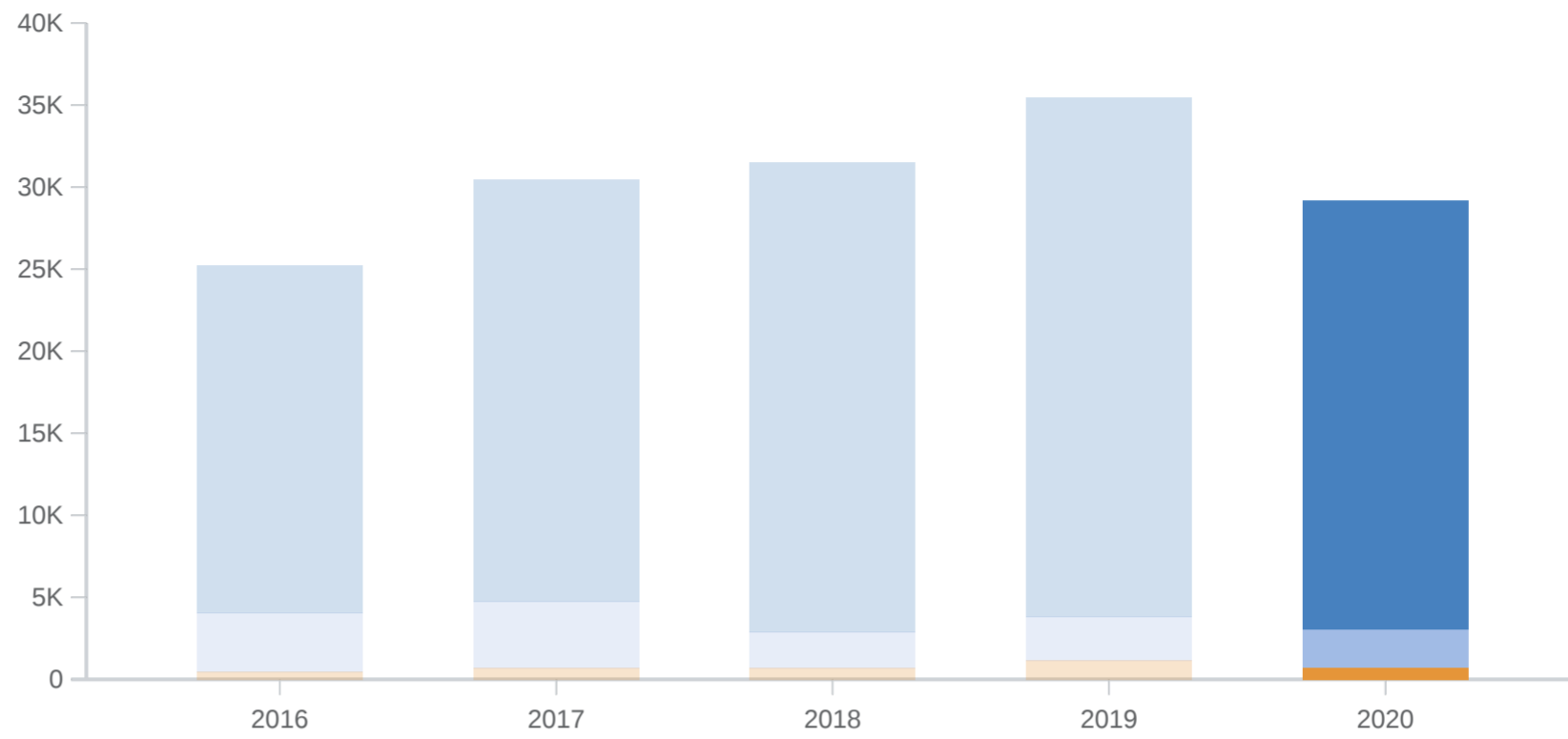
Material Type in 2020

Program Attendance Trend

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

Last year COVID-19 caused a drop in the trend of increasing program attendance.

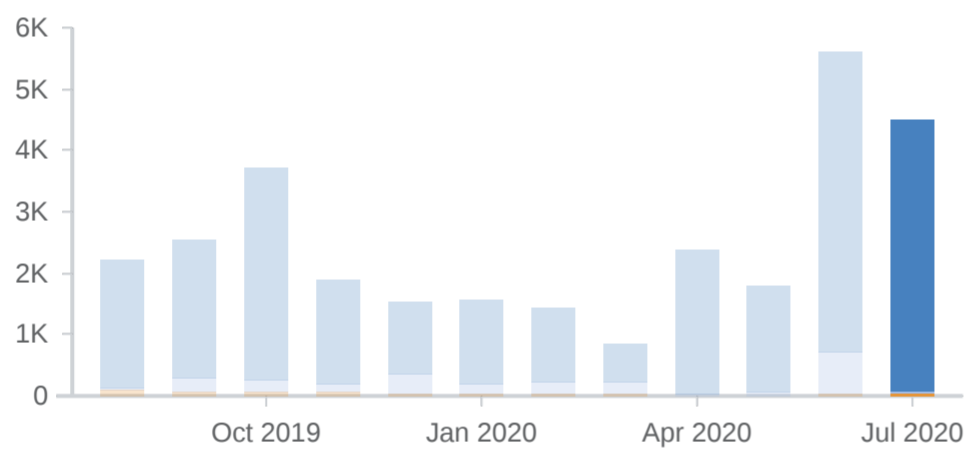
Data Updated yesterday



29,150
Metric Type in 2020

July 2020 Program Attendance

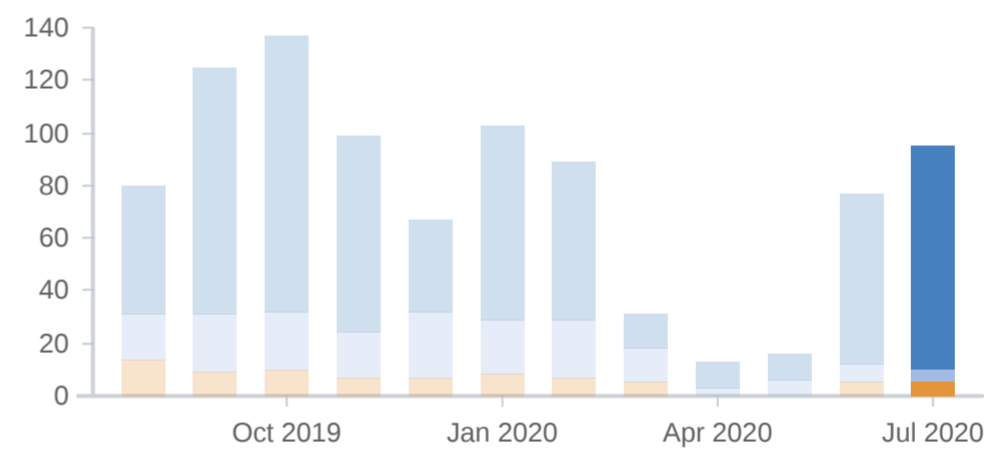
Curbside summer meal service was well attended.



4,498
Metric Type in Jul 2020

How many programs are held each month?

We offered online programs and curbside summer meals in July.

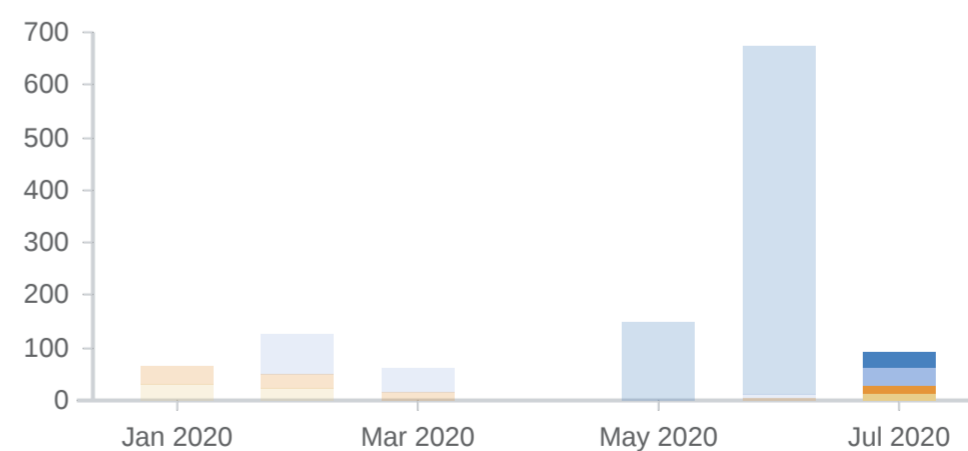


95
Metric Type in Jul 2020

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; **2020 census assistance** to help anyone needing support

Special services



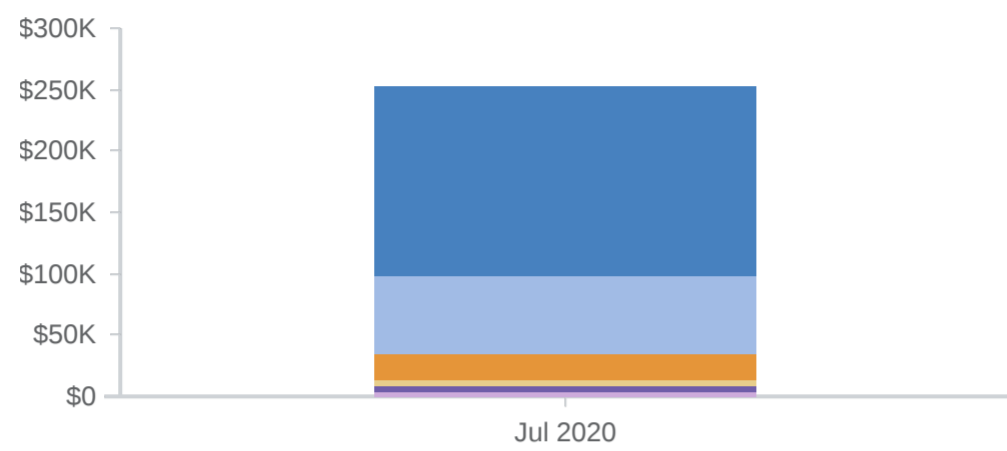
90
Metric Type in Jul 2020

responding to the questionnaire; and **home delivery** which began in May 2020.

Monthly Spending- this year

How much does the Library spend each month this FY?

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



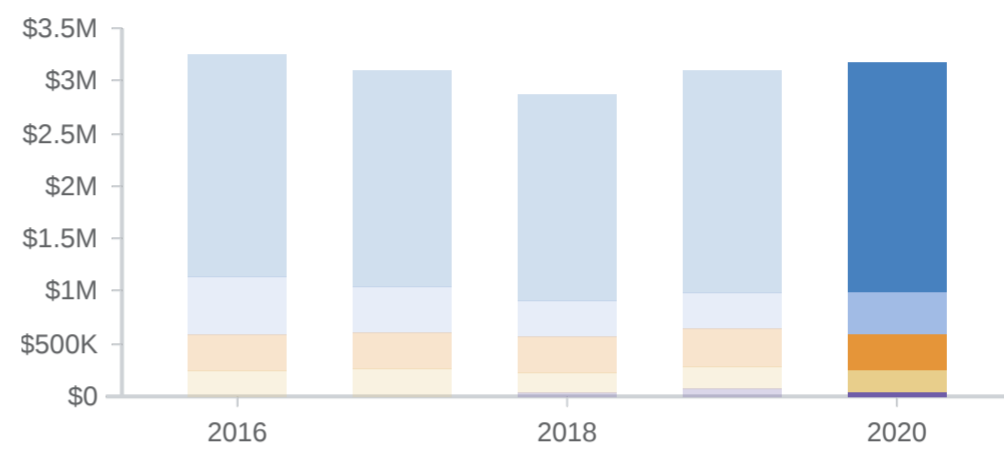
\$252,938.20

Expenses in Jul 2020

Past years' spending

How much does the Library spend each year?

Spending is consistent from year to year.



\$3,167,138.78

Expenses in 2020



www.FRVPLD.info

A. Consent Agenda

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

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

- A.1.a Minutes from the July 21, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2020 totaling \$362,860.65**
- A.1.c Monthly Financial Report for July 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 July 2020**
- A.1.j Ehlers Account Statement for July 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
July 21, 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 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, 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.

The meeting was called to order by President Richard Corbett at 7:02 PM. All present rose to recite the Pledge of Allegiance.

Appoint Secretary Pro Tem

Corbett called for a motion to *APPOINT CHRIS EVANS AS SECRETARY PRO TEM*. Moved by Kuhlman and seconded by Tennis, he called for a roll call vote.

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

Roll Call

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

Members absent: none

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

Corbett noted the annual review of the Secretary's Records for the Illinois Public Library Annual Report (IPLAR) has been completed by Vice President Weber and Trustee Evans.

Director's Report

Safe Reopening Presentation

Assistant Director Heather Zabski reviewed the Library's Safe Reopening Plan based on the governor's Restore Illinois outline. Zabski led a committee of FRVPLD Managers and staff stationed at public service desks from both libraries to create the plan. Emphasis was placed on resuming and expanding services to the community as quickly as possible according to Restore Illinois guidelines, while ensuring utmost safety for patrons and staff. Future operations will be tailored to current state directives. Trustees commented on the depth of research and organization that went into the Safe Reopening Plan.

Referendum Timeline

Director Rosenthal presented a timeline of milestones that would need to be completed prior to placing a referendum question on the ballot in April, 2021.

Department Reports and Dashboard

Trustees noted over 5000 meals were distributed by FRVPLD staff in June. New and innovated programming and services are provided to patrons during the reopening process. Delivery of materials has been very well-received. End of year financials show a surplus of nearly \$700,000 for FY1920.

Consent Agenda

Exhibit A.1 Items 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

Corbett inquired if there were any items Trustees would like removed for further discussion. Tennis requested A.1.b removed for discussion. Corbett called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A AND A.1.C THROUGH A.1.J AS PRESENTED*. Moved by Kuhlman and seconded by Weber, Corbett called for a roll call vote.

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

Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.B AS PRESENTED*. Moved by Tennis and seconded by Lindholm, item opened for discussion. Tennis inquired about a particular expenditure; Director Rosenthal explained outside lighting was replaced. There being no further discussion, Corbett called for a roll call vote.

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

Unfinished Business - none

New Business

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

Corbett called for a motion to *APPROVE ORDINANCE 2020-06 TENTATIVE BUDGET AND APPROPRIATION IN THE AMOUNT OF \$7,472,990 FOR FISCAL YEAR 2020-2021 AS PRESENTED*. Moved by Lindholm and seconded by Evans, item opened for discussion.

Rosenthal reviewed the process leading to the November Levy Ordinance. Discussion on edits to account names ensued; it was agreed the Budget and Appropriation Ordinance presented for adoption in September will include updated terminology. 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. Motion carried.

Exhibit C.2 Director's Employment Agreement Renewal

Corbett called for a motion to *APPROVE RENEWAL OF THE DIRECTOR'S EMPLOYMENT AGREEMENT EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 AT A SALARY OF \$ 117,600.00*. Moved by Weber and seconded by Nutt, item opened for discussion.

Corbett noted the Director's evaluation was conducted and he and Vice President Weber met with Rosenthal; 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. Motion carried.

Exhibit C.3 Architect Expenditures

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

Rosenthal reported a recent grant disbursement from the state was made available for 'shovel-ready' projects. FRVPLD was pleased to receive \$150,000 for ADA improvements to Dundee Library, however there are many other concerns that must be addressed and the District would like to be prepared should another grant opportunity arise. Comparisons were made to an earlier architect proposal and what preparations were necessary in order to have 'shovel-ready' projects in place. Trustees discussed the proposal's section regarding dispute resolution, and agreed litigation should be in Kane County rather than McLean. 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. Motion carried.

Exhibit C.4 Construction Manager Expenditures

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

Comparisons again were noted between the current and prior proposals. 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. Motion carried.

Executive Session

Corbett announced the Board will meet in Executive Session in accordance with 5 ILCS 120/2(c)(5) *THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED*. There will be no action upon return to Open Session. He called for a motion to *ADJOURN TO EXECUTIVE SESSION*; moved by Kuhlman and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried; open session adjourned at 8:54 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 9:49 PM.

Roll Call

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

Members absent: none

Others present: Director Lauren Rosenthal

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

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

Meeting adjourned at 9:50 PM.

Christine L. Evans, Secretary Pro Tem

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 7/1/2020 Through 7/31/2020

Vendor Name	Check Number	Effective Date	Check Amount
Ziegler's Ace Hardware	43004	7/22/2020	70.34
Advanced Disposal	43005	7/22/2020	176.40
Alarm Detection Systems	43006	7/22/2020	201.00
SYNCB/AMAZON	43007	7/22/2020	922.65
AT&T	43008	7/22/2020	328.99
AT & T Mobility	43009	7/22/2020	65.52
Baker & Taylor	43010	7/22/2020	5,000.00
Bazos, Freeman, Schuster & Braithwait...	43011	7/22/2020	937.50
Bibliotheca, LLC	43012	7/22/2020	1,299.00
Breakroom Solutions	43013	7/22/2020	232.56
Brodart Co.	43014	7/22/2020	930.61
Steve Brusatte	43015	7/22/2020	800.00
CDS Office Technologies	43016	7/22/2020	258.47
Gale	43017	7/22/2020	1,979.08
Comcast	43018	7/22/2020	494.74
Comcast	43019	7/22/2020	1,182.99
ComEd	43020	7/22/2020	2,501.95
Demco, Inc.	43021	7/22/2020	615.09
United States Treasury	43022	7/22/2020	55.88
Dundee Township Park District	43023	7/22/2020	32,445.00
e.Norman Security Systems, Inc.	43024	7/22/2020	154.00
Ehlers Investment Partners, LLC	43025	7/22/2020	579.41
Garveys Office Products	43026	7/22/2020	1,091.23
Government Finance Officers Association	43027	7/22/2020	160.00
Green Emerald Chem-Dry	43028	7/22/2020	1,800.00
HR Source	43029	7/22/2020	1,340.00
ID Label, Inc.	43030	7/22/2020	235.50
Illinois Library Association	43031	7/22/2020	237.10
INGRAM Library Services	43033	7/22/2020	8,201.41
OPP.FRANCHISING, INC. DBA JANI-KI...	43034	7/22/2020	2,722.00
KONE, INC	43035	7/22/2020	275.56
Library Furniture International, Inc.	43036	7/22/2020	1,183.51
LIBRARY IDEAS LLC	43037	7/22/2020	8,275.00
LIMRiCC Unemployment Compensatio...	43038	7/22/2020	1,387.57
LinkedIn Corporation	43039	7/22/2020	13,125.00
Meilahn Manufacturing	43040	7/22/2020	1,960.00
Midwest Tape Exchange, Inc.	43041	7/22/2020	14,966.00
MINITEX	43042	7/22/2020	1,197.00
Swank Movie Licensing USA	43043	7/22/2020	0.00
Motion Picture Licensing Corporation	43044	7/22/2020	0.00
Nicor Gas	43045	7/22/2020	68.51
Northern Kane County Chamber of Co...	43046	7/22/2020	175.00
Overdrive, Inc.	43047	7/22/2020	10,000.00
Postmaster - Algonquin	43048	7/22/2020	2,000.00
Prairie State Story League	43049	7/22/2020	20.00
Pronuniator LLC	43050	7/22/2020	1,950.00
RAILS	43051	7/22/2020	1,298.00
Peregrine,Stime,Newman,Ritzman & B...	43052	7/22/2020	3,150.00
Rotary Club of Carpentersville - Mornng	43053	7/22/2020	190.00
S&S Worldwide	43054	7/22/2020	45.94
Sebert Landscaping Inc.	43055	7/22/2020	525.00
Showcases	43056	7/22/2020	113.73
Team One Repair, Inc.	43057	7/22/2020	478.80
Technology Management Rev Fund	43058	7/22/2020	427.50
Vidcode Inc.	43059	7/22/2020	2,900.00

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 7/1/2020 Through 7/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Cardmember Service	43060	7/22/2020	8,755.37
Wellness Insurance Network	43061	7/22/2020	14,609.56
S & S License & Title Service, Inc	DD202007-01	7/2/2020	8.75
TSYS Merchant Solutions-Omaha	DD202007-02	7/2/2020	15.22
TSYS Merchant Solutions-Omaha	DD202007-03	7/2/2020	22.40
Paylocity Payroll	DD202007-04	7/3/2020	161.85
Paylocity Payroll	DD202007-05	7/17/2020	196.15
Paylocity Payroll	DD202007-06	7/31/2020	436.10
Illinois Municipal Retirement	DD202007-07	7/31/2020	26,100.85
Office of the Secretary of State of Illinois	DD202007-08	7/31/2020	5,194.00
	Total 10100 - BANK ACCOUNTS		188,230.79
Report Total			188,230.79

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- July (3 Payrolls)	171,840.10
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	8,293.42
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	17,807.43
MEDICARE/F.I.C.A.	12,999.20
TOTAL PAYROLL EXPENSE	<u>192,437.29</u>
*Minus IMRF Employer Portion Direct Debit	<u>(17,807.43)</u>
	<u>174,629.86</u>

<u>174,629.86</u>	
<u>362,860.65</u>	Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	1,754,548.23	1,754,548.23	51.98%	1,620,285.00	3,374,833.23	(48.01)%
43020	PPRT	7,307.76	7,307.76	16.23%	37,692.24	45,000.00	(83.76)%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	(100.00)%
44010	INT & DIV INCOME	723.57	723.57	2.41%	29,276.43	30,000.00	(97.59)%
45010	PER CAPITA GRANT	0.00	0.00	0.00%	86,672.50	86,672.50	(100.00)%
45011	E-RATE GRANT	1,780.12	1,780.12	39.55%	2,719.88	4,500.00	(60.44)%
45020	OTHER GRANTS	0.00	0.00	0.00%	2,000.00	2,000.00	(100.00)%
46020	FINES & FEES	0.00	0.00	0.00%	500.00	500.00	(100.00)%
46030	LOST & DAMAGED	245.29	245.29	4.90%	4,754.71	5,000.00	(95.09)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	0.80	0.80	0.00%	(0.80)	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	5,471.50	5,471.50	2.87%	184,728.50	190,200.00	(97.12)%
46400	MISCELLANEOUS INCOME	91.00	91.00	542.63%	(74.23)	16.77	442.64%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	10,000.00	10,000.00	(100.00)%
46500	CASH OVER	20.00	20.00	8.01%	229.50	249.50	(91.98)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	1,496.00	7.48%	18,504.00	20,000.00	(92.52)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	(100.00)%
46200	PRINT/COPY REVENUE	0.00	0.00	0.00%	15,000.00	15,000.00	(100.00)%
46210	FAX REVENUE	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	300.00	300.00	(100.00)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	100.00	100.00	(100.00)%
Total REVENUES		<u>1,771,684.27</u>	<u>1,771,684.27</u>	<u>46.68%</u>	<u>2,023,837.73</u>	<u>3,795,522.00</u>	<u>(53.32)%</u>
Total Revenues		<u>1,771,684.27</u>	<u>1,771,684.27</u>	<u>46.68%</u>	<u>2,023,837.73</u>	<u>3,795,522.00</u>	<u>(53.32)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,197.54	11,197.54	6.78%	153,802.46	165,000.00	93.21%
52121	IMRF	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
52122	REIMBURSED INS	1,496.00	1,496.00	7.48%	18,504.00	20,000.00	92.52%
52160	TUITION REIMB	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
52212	FICA / MEDICARE	12,978.21	12,978.21	9.98%	117,021.79	130,000.00	90.02%
05	ADMINISTRATION						
52100	SALARIES	22,633.01	22,633.01	6.90%	305,270.99	327,904.00	93.10%
40	PUBLIC RELATIONS						
52100	SALARIES	3,961.31	3,961.31	6.11%	60,831.69	64,793.00	93.89%
50	IT / NETWORK						
52100	SALARIES	6,066.15	6,066.15	5.96%	95,563.85	101,630.00	94.03%
60	PATS						
52100	SALARIES	8,161.61	8,161.61	6.61%	115,168.39	123,330.00	93.38%
90	FACILITIES						
52100	SALARIES	4,953.09	4,953.09	5.66%	82,430.91	87,384.00	94.33%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	22,280.00	22,280.00	6.11%	342,264.00	364,544.00	93.89%
20	YOUTH SERVICES						
52100	SALARIES	14,978.47	14,978.47	5.81%	242,821.53	257,800.00	94.19%
70	ACCOUNT SERVICES						
52100	SALARIES	16,812.96	16,812.96	5.48%	289,566.04	306,379.00	94.51%
75	SHELVERS						
52100	SALARIES	513.12	513.12	1.39%	36,255.88	36,769.00	98.60%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	9,784.52	9,784.52	5.77%	159,682.48	169,467.00	94.23%
	Total PERSONNEL SERVICES/BENEFITS	135,815.99	135,815.99	6.28%	2,028,184.01	2,164,000.00	93.72%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	299.87	299.87	3.25%	8,900.13	9,200.00	96.74%
61500	DATABASES	19,954.08	19,954.08	32.40%	41,620.92	61,575.00	67.59%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 10 - GENERAL/CORPORATE
 From 7/1/2020 Through 7/31/2020

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	61510	EBOOKS	9,241.47	9,241.47	23.19%	30,608.53	39,850.00	76.81%
	61520	DOWNLOADABLE MEDIA	11,516.11	11,516.11	35.68%	20,758.89	32,275.00	64.32%
	61540	HOTSPOTS	2,543.00	2,543.00	63.57%	1,457.00	4,000.00	36.42%
	64100	PROC FEES BOOKS	255.45	255.45	6.38%	3,744.55	4,000.00	93.61%
	64200	PROC FEES AV	249.85	249.85	3.12%	7,750.15	8,000.00	96.88%
	64500	ONLINE ORDERING FEE	0.00	0.00	0.00%	750.00	750.00	100.00%
	69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	4,750.00	4,750.00	100.00%
05		ADMINISTRATION						
	61120	BOOKS NF	499.40	499.40	499.40%	(399.40)	100.00	(399.40)%
	61200	PERIODICALS	1,987.72	1,987.72	99.38%	12.28	2,000.00	0.61%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	0.00	0.00%	5,500.00	5,500.00	100.00%
	61600	VIDEOGAMES	1,054.28	1,054.28	6.20%	15,945.72	17,000.00	93.80%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	3,160.26	3,160.26	10.53%	26,839.74	30,000.00	89.47%
	61111	BOOKS LARGE TYPE	129.49	129.49	3.69%	3,370.51	3,500.00	96.30%
	61120	BOOKS NF	1,960.48	1,960.48	13.06%	13,039.52	15,000.00	86.93%
	61130	BOOKS SPANISH	425.98	425.98	10.64%	3,574.02	4,000.00	89.35%
	61330	AUDIOBOOKS	709.83	709.83	10.14%	6,290.17	7,000.00	89.86%
	61350	MUSIC	185.39	185.39	3.70%	4,814.61	5,000.00	96.29%
	61400	DVD	624.47	624.47	3.67%	16,375.53	17,000.00	96.33%
	61700	NONTRADITIONAL MATERIALS	3,553.00	3,553.00	71.06%	1,447.00	5,000.00	28.94%
15		TEEN						
	61100	BOOKS	428.20	428.20	6.58%	6,071.80	6,500.00	93.41%
	61130	BOOKS SPANISH	86.66	86.66	2.88%	2,913.34	3,000.00	97.11%
	61330	AUDIOBOOKS	289.92	289.92	9.66%	2,710.08	3,000.00	90.34%
20		YOUTH SERVICES						
	61100	BOOKS	432.54	432.54	0.80%	53,567.46	54,000.00	99.20%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%
	61330	AUDIOBOOKS	725.84	725.84	48.38%	774.16	1,500.00	51.61%
	61350	MUSIC	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
	61400	DVD	223.69	223.69	3.72%	5,776.31	6,000.00	96.27%
	61700	NONTRADITIONAL MATERIALS	26.98	26.98	0.89%	2,973.02	3,000.00	99.10%
2		Randall Oaks						
00		DEPARTMENT-WIDE						

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	61200	PERIODICALS	407.87	407.87	27.19%	1,092.13	1,500.00	72.81%
	61600	VIDEOGAMES	0.00	0.00	0.00%	6,000.00	6,000.00	100.00%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	1,299.37	1,299.37	12.99%	8,700.63	10,000.00	87.01%
	61120	BOOKS NF	401.75	401.75	13.39%	2,598.25	3,000.00	86.61%
	61400	DVD	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%
15		TEEN						
	61100	BOOKS	230.77	230.77	5.76%	3,769.23	4,000.00	94.23%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20		YOUTH SERVICES						
	61100	BOOKS	0.00	0.00	0.00%	19,000.00	19,000.00	100.00%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
	61400	DVD	80.94	80.94	2.69%	2,919.06	3,000.00	97.30%
	61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
		Total LIBRARY MATERIALS	62,984.66	62,984.66	15.00%	357,015.34	420,000.00	85.00%
51		LIBRARY OPERATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	52123	WORKERS COMP	0.00	0.00	0.00%	6,500.00	6,500.00	100.00%
	52124	UNEMPLOYMENT INS	1,387.57	1,387.57	23.12%	4,612.43	6,000.00	76.87%
	52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	70800	POSTAGE	17.99	17.99	0.22%	7,982.01	8,000.00	99.78%
	70900	SUPPLIES	2,369.95	2,369.95	23.69%	7,630.05	10,000.00	76.30%
	73225	PUBLIC LIABILITY INS	3,859.08	3,859.08	12.86%	26,140.92	30,000.00	87.14%
	73230	TRANSPORTATION REIMBURSEMENT	21.28	21.28	0.42%	4,978.72	5,000.00	99.57%
	73240	BOARD EXPENSES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	73241	LEGAL NOTICES FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	73242	MEMBERSHIPS	1,515.00	1,515.00	49.26%	1,560.00	3,075.00	50.73%
	73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
	73250	BANK CHARGES	37.62	37.62	0.62%	5,962.38	6,000.00	99.37%
	73255	INVESTMENT FEES	579.41	579.41	7.24%	7,420.59	8,000.00	92.76%
	73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
	73281	TAX EXPENSE	55.88	55.88	110.65%	(5.38)	50.50	(10.65)%
	73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	5,194.00	5,194.00	2.86%	176,006.00	181,200.00	97.13%

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73283	LICENSE PLATE S&SLT FEES	8.75	8.75	0.58%	1,491.25	1,500.00	99.42%
73285	REIMBURSED PURCHASES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73290	HOSPITALITY	0.00	0.00	0.00%	500.00	500.00	100.00%
73295	MEETING EXPENSE	206.27	206.27	5.89%	3,293.73	3,500.00	94.11%
76500	CASH UNDER	0.00	0.00	0.00%	249.50	249.50	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,049.00	1,049.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73242	MEMBERSHIPS	350.00	350.00	13.10%	2,320.00	2,670.00	86.89%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
30	PUBLIC SERVICE						
70900	SUPPLIES	745.60	745.60	7.01%	9,879.40	10,625.00	92.98%
40	PUBLIC RELATIONS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	100.00	100.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	137.00	137.00	100.00%
90	FACILITIES						
70900	SUPPLIES	187.04	187.04	1.87%	9,812.96	10,000.00	98.13%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	153.21	153.21	1.70%	8,846.79	9,000.00	98.30%
73520	PLANT OPERATION	2,516.83	2,516.83	11.44%	19,483.17	22,000.00	88.56%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	980.00	980.00	100.00%
20	YOUTH SERVICES						
73242	MEMBERSHIPS	70.00	70.00	14.00%	430.00	500.00	86.00%
70	ACCOUNT SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	105.26	105.26	5.26%	1,894.74	2,000.00	94.74%
73505	RENT EXPENSE	5,407.50	5,407.50	8.33%	59,482.50	64,890.00	91.67%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	205.00	205.00	100.00%

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73242	MEMBERSHIPS	0.00	0.00	0.00%	319.00	319.00	100.00%
	Total LIBRARY OPERATIONS	24,788.24	24,788.24	5.85%	398,961.76	423,750.00	94.15%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	2,000.00	2,000.00	20.00%	8,000.00	10,000.00	80.00%
70900	SUPPLIES	26.82	26.82	0.32%	8,173.18	8,200.00	99.67%
73010	NEWSLETTER	0.00	0.00	0.00%	19,200.00	19,200.00	100.00%
73020	OUTSIDE PRINTING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	2,026.82	2,026.82	4.99%	38,573.18	40,600.00	95.01%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	1,007.50	1,007.50	6.29%	14,992.50	16,000.00	93.70%
73152	WINTER READING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	500.00	500.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	115.39	115.39	3.60%	3,084.61	3,200.00	96.39%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	74.40	74.40	4.96%	1,425.60	1,500.00	95.04%
20	YOUTH SERVICES						
70900	SUPPLIES	491.76	491.76	3.78%	12,508.24	13,000.00	96.22%
73150	PERFORMERS	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total GENERAL PROGRAMMING	1,689.05	1,689.05	3.85%	42,210.95	43,900.00	96.15%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	44.97	44.97	1.46%	3,020.03	3,065.00	98.53%
73320	CCS SHARED COST	0.00	0.00	0.00%	51,199.00	51,199.00	100.00%

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
	73340	SOFTWARE	90.00	90.00	0.60%	14,910.00	15,000.00	99.40%
	73350	INTERNET LINES	756.49	756.49	7.64%	9,143.51	9,900.00	92.36%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	124.90	4.16%	2,875.10	3,000.00	95.84%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	124.90	4.16%	2,875.10	3,000.00	95.84%
		Total COMPUTER	1,141.26	1,141.26	1.14%	99,022.74	100,164.00	98.86%
55		PROFESSIONAL FEES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	794.10	794.10	7.94%	9,205.90	10,000.00	92.06%
	73410	LEGAL FEES	0.00	0.00	0.00%	20,000.00	20,000.00	100.00%
	73420	AUDIT EXPENSE	0.00	0.00	0.00%	10,050.00	10,050.00	100.00%
		Total PROFESSIONAL FEES	794.10	794.10	1.98%	39,255.90	40,050.00	98.02%
61		MAINTENANCE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	0.00	0.00%	15,050.00	15,050.00	100.00%
	73310	CATALOGING - COMPUTER SERVICE	0.00	0.00	0.00%	6,870.00	6,870.00	100.00%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
	73640	FUEL	122.75	122.75	12.27%	877.25	1,000.00	87.72%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.00	5.00	100.00%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	0.00	0.00%	28,397.00	28,397.00	100.00%
	73500	BUILDING REPAIRS AND MAINTENANCE	473.99	473.99	1.57%	29,526.01	30,000.00	98.42%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
	73540	CONTRACTS: BUILDING MAINTENANCE	1,177.96	1,177.96	1.74%	66,487.04	67,665.00	98.26%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	0.00	0.00%	16,783.00	16,783.00	100.00%

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	73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	500.00	500.00	100.00%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%
	73540	CONTRACTS: BUILDING MAINTENANCE	0.00	0.00	0.00%	18,000.00	18,000.00	100.00%
		Total MAINTENANCE	<u>1,774.70</u>	<u>1,774.70</u>	<u>0.95%</u>	<u>185,795.30</u>	<u>187,570.00</u>	<u>99.05%</u>
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	96.57	96.57	8.04%	1,103.43	1,200.00	91.95%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,192.04	1,192.04	8.51%	12,807.96	14,000.00	91.49%
	73610	ELECTRICITY	2,501.95	2,501.95	6.25%	37,498.05	40,000.00	93.75%
	73620	WATER AND SEWER	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	73630	GAS	68.51	68.51	1.37%	4,931.49	5,000.00	98.63%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	<u>235.89</u>	<u>235.89</u>	<u>9.43%</u>	<u>2,264.11</u>	<u>2,500.00</u>	<u>90.56%</u>
		Total UTILITIES	<u>4,094.96</u>	<u>4,094.96</u>	<u>6.05%</u>	<u>63,605.04</u>	<u>67,700.00</u>	<u>93.95%</u>
70		CAPITAL EXPENSE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73270	FURNITURE & EQUIP	0.00	0.00	0.00%	11,500.00	11,500.00	100.00%
	73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	12,250.00	12,250.00	100.00%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	73270	FURNITURE & EQUIP	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
2		Randall Oaks						
80		RANDALL OAKS						
	73270	FURNITURE & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>100.00%</u>
		Total CAPITAL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>29,750.00</u>	<u>29,750.00</u>	<u>100.00%</u>
		Total Expenditures	<u>235,109.78</u>	<u>235,109.78</u>	<u>6.68%</u>	<u>3,282,374.22</u>	<u>3,517,484.00</u>	<u>93.32%</u>
		Net Increase(Decrease) in Fund Balance	<u>1,536,574.49</u>	<u>1,536,574.49</u>	<u>552.64%</u>	<u>(1,258,536.49)</u>	<u>278,038.00</u>	<u>452.65%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 20 - FICA
 From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	20.99	20.99	0.20%	9,979.01	10,000.00	99.79%
	Total PERSONNEL	20.99	20.99	0.21%	9,979.01	10,000.00	99.79%
	SERVICES/BENEFITS						
	Total Expenditures	20.99	20.99	0.21%	9,979.01	10,000.00	99.79%
	Net Increase(Decrease) in Fund Balance	(20.99)	(20.99)	0.20%	(9,979.01)	(10,000.00)	(99.79)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
30 - IMRF
From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	62,391.91	62,391.91	51.99%	57,608.09	120,000.00	(48.01)%
44010	INT & DIV INCOME	16.84	16.84	3.36%	483.16	500.00	(96.63)%
	Total REVENUES	<u>62,408.75</u>	<u>62,408.75</u>	<u>51.79%</u>	<u>58,091.25</u>	<u>120,500.00</u>	<u>(48.21)%</u>
	Total Revenues	<u>62,408.75</u>	<u>62,408.75</u>	<u>51.79%</u>	<u>58,091.25</u>	<u>120,500.00</u>	<u>(48.21)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	17,807.43	17,807.43	11.12%	142,192.57	160,000.00	88.87%
	Total PERSONNEL SERVICES/BENEFITS	<u>17,807.43</u>	<u>17,807.43</u>	<u>11.13%</u>	<u>142,192.57</u>	<u>160,000.00</u>	<u>88.87%</u>
	Total Expenditures	<u>17,807.43</u>	<u>17,807.43</u>	<u>11.13%</u>	<u>142,192.57</u>	<u>160,000.00</u>	<u>88.87%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>44,601.32</u></u>	<u><u>44,601.32</u></u>	<u><u>(112.91)%</u></u>	<u><u>(84,101.32)</u></u>	<u><u>(39,500.00)</u></u>	<u><u>(212.91)%</u></u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	60.33	60.33	0.15%	39,939.67	40,000.00	(99.85)%
	Total REVENUES	60.33	60.33	0.15%	39,939.67	40,000.00	(99.85)%
	Total Revenues	60.33	60.33	0.15%	39,939.67	40,000.00	(99.85)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	47,500.00	47,500.00	100.00%
73340	SOFTWARE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total COMPUTER	0.00	0.00	0.00%	57,500.00	57,500.00	100.00%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	48,000.00	48,000.00	100.00%
	Total MAINTENANCE	0.00	0.00	0.00%	48,000.00	48,000.00	100.00%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	35,000.00	35,000.00	100.00%
73430	OTHER PROF FEES	0.00	0.00	0.00%	141,288.00	141,288.00	100.00%
	Total CAPITAL EXPENSE	0.00	0.00	0.00%	176,288.00	176,288.00	100.00%
	Total Expenditures	0.00	0.00	0.00%	281,788.00	281,788.00	100.00%
	Net Increase(Decrease) in Fund Balance	60.33	60.33	(0.02)%	(241,848.33)	(241,788.00)	(100.02)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 80 - WORKING CASH
 From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%
	Total REVENUES	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%
	Total Revenues	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%
	Net Increase(Decrease) in Fund Balance	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 90 - DONATION / GIFT
 From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	0.00	0.00	0.00%	6,000.00	6,000.00	(100.00)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	0.00	0.00	0.00%	11,000.00	11,000.00	(100.00)%
	Total Revenues	0.00	0.00	0.00%	11,000.00	11,000.00	(100.00)%
	Net Increase(Decrease) in Fund Balance	0.00	0.00	0.00%	11,000.00	11,000.00	(100.00)%

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021
 From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.d

	<u>Month Activity</u>	<u>Year Activity</u>	<u>Percent Budget Used FY2021</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Budget \$ Remaining FY2021</u>	<u>Percent Budget Remaining FY2021</u>	
Revenues							
43010	TAX LEVY	1,816,940.14	1,816,940.14	51.98%	3,494,833.23	1,677,893.09	48.01%
43020	PPRT	7,307.76	7,307.76	16.23%	45,000.00	37,692.24	83.76%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	800.74	800.74	1.01%	78,750.00	77,949.26	98.98%
45010	PER CAPITA GRANT	0.00	0.00	0.00%	86,672.50	86,672.50	100.00%
45011	E-RATE GRANT	1,780.12	1,780.12	39.55%	4,500.00	2,719.88	60.44%
45020	OTHER GRANTS	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
46020	FINES & FEES	0.00	0.00	0.00%	500.00	500.00	100.00%
46030	LOST & DAMAGED	245.29	245.29	4.90%	5,000.00	4,754.71	95.09%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	100.00%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	100.00%
46200	PRINT/COPY REVENUE	0.80	0.80	0.00%	20,000.00	19,999.20	99.99%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	5,471.50	5,471.50	2.87%	190,200.00	184,728.50	97.12%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	91.00	91.00	542.63%	16.77	(74.23)	(442.63)%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
46500	CASH OVER	20.00	20.00	8.01%	249.50	229.50	91.98%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	1,496.00	7.48%	20,000.00	18,504.00	92.52%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>1,834,153.35</u>	<u>1,834,153.35</u>	<u>46.21%</u>	<u>3,969,272.00</u>	<u>2,135,118.65</u>	<u>53.79%</u>
	Net Increase(Decrease) in Fund Balance	<u>1,834,153.35</u>	<u>1,834,153.35</u>	<u>46.20%</u>	<u>3,969,272.00</u>	<u>2,135,118.65</u>	<u>53.79%</u>

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021
From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2021 Percent Used</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>FY2021 \$ Remaining</u>	<u>FY2021 Percent Remaining</u>	
Expenditures							
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	153,644.41	153,644.41	6.58%	2,334,000.00	2,180,355.59	93.42%
	Total Personnel Expenses	153,644.41	153,644.41	6.58%	2,334,000.00	2,180,355.59	93.42%
20	Library Materials						
20	LIBRARY MATERIALS	62,984.66	62,984.66	14.99%	420,000.00	357,015.34	85.01%
	Total Library Materials	62,984.66	62,984.66	15.00%	420,000.00	357,015.34	85.00%
50	Operating Expenses						
51	LIBRARY OPERATIONS	24,788.24	24,788.24	5.84%	423,750.00	398,961.76	94.16%
52	PUBLIC RELATIONS	2,026.82	2,026.82	4.99%	40,600.00	38,573.18	95.01%
53	GENERAL PROGRAMMING	1,689.05	1,689.05	3.84%	43,900.00	42,210.95	96.16%
54	COMPUTER	1,141.26	1,141.26	0.72%	157,664.00	156,522.74	99.28%
55	PROFESSIONAL FEES	794.10	794.10	1.98%	40,050.00	39,255.90	98.02%
	Total Operating Expenses	30,439.47	30,439.47	4.31%	705,964.00	675,524.53	95.69%
60	Building Expenses						
61	MAINTENANCE	1,774.70	1,774.70	0.75%	235,570.00	233,795.30	99.25%
65	UTILITIES	4,094.96	4,094.96	6.04%	67,700.00	63,605.04	93.96%
	Total Building Expenses	5,869.66	5,869.66	1.94%	303,270.00	297,400.34	98.06%
70	Capital Expense						
70	CAPITAL EXPENSE	0.00	0.00	0.00%	206,038.00	206,038.00	100.00%
	Total Capital Expense	0.00	0.00	0.00%	206,038.00	206,038.00	100.00%
	Total Expenditures	252,938.20	252,938.20	6.37%	3,969,272.00	3,716,333.80	93.63%
	Net Increase(Decrease) in Fund Balance	<u>(252,938.20)</u>	<u>(252,938.20)</u>	<u>6.37%</u>	<u>(3,969,272.00)</u>	<u>(3,716,333.80)</u>	<u>93.63%</u>

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021
 From 7/1/2020 Through 7/31/2020

Attachment to Exhibit A.1.g

		Month Activity	Year Activity	FY2021 Budget % Used	Total Budget - FY2021 Working Budget	FY2021 Budget \$ Remaining	FY2021 Budget % Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	89,275.34	89,275.34	7.44%	1,199,041.00	1,109,765.66	92.56%
20	Library Materials	46,546.95	46,546.95	27.95%	166,500.00	119,953.05	72.05%
50	Operating Expenses	21,255.32	21,255.32	3.68%	576,970.00	555,714.68	96.32%
60	Building Expenses	219.32	219.32	0.87%	25,125.00	24,905.68	99.13%
70	Capital Expense	0.00	0.00	0.00%	200,038.00	200,038.00	100.00%
	Total District Wide	157,296.93	157,296.93	7.26%	2,167,674.00	2,010,377.07	92.74%
1	Dundee Library						
15	Personnel Expenses	54,584.55	54,584.55	5.65%	965,492.00	910,907.45	94.35%
20	Library Materials	14,017.01	14,017.01	7.18%	195,000.00	180,982.99	92.82%
50	Operating Expenses	3,546.49	3,546.49	6.21%	57,080.00	53,533.51	93.79%
60	Building Expenses	5,414.45	5,414.45	2.09%	258,062.00	252,647.55	97.91%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	77,562.50	77,562.50	5.24%	1,480,134.00	1,402,571.50	94.76%
2	Randall Oaks						
15	Personnel Expenses	9,784.52	9,784.52	5.77%	169,467.00	159,682.48	94.23%
20	Library Materials	2,420.70	2,420.70	4.13%	58,500.00	56,079.30	95.87%
50	Operating Expenses	5,637.66	5,637.66	7.83%	71,914.00	66,276.34	92.17%
60	Building Expenses	235.89	235.89	1.17%	20,083.00	19,847.11	98.83%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	18,078.77	18,078.77	5.62%	321,464.00	303,385.23	94.38%
	Total Expenditures	252,938.20	252,938.20	6.37%	3,969,272.00	3,716,333.80	93.63%
	Net Increase(Decrease) in Fund Balance	(252,938.20)	(252,938.20)	6.37%	(3,969,272.00)	(3,716,333.80)	93.63%

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 7/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,312,637.12
30	IMRF	66,685.70
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>459,775.48</u>
	Total Checking Accounts	3,839,098.30
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	158,415.78
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,920,800.50
80	WORKING CASH	158,920.34
90	DONATION / GIFT	<u>256,320.21</u>
	Total Investments	<u>3,494,456.83</u>
	Total Cash and Investments	7,333,992.63
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	32,445.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	10,545.42
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	23,637.45
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	337.00
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	245.74
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,851.72
80	WORKING CASH	246.50
90	DONATION / GIFT	397.58
14300	GRANT RECEIVABLES	
10	GENERAL/CORPORATE	86,672.50
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,620,276.48
30	IMRF	<u>57,616.61</u>
	Total Other Assets	<u>1,837,272.00</u>
	Total Assets	<u><u>9,171,264.63</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	12,468.45
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	26.82
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	1,133.25
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	100.00
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	2,535.62
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	43.49
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	282.50

Fox River Valley Public Library District

Attachment to Exhibit A.1.i

Balance Sheet
As of 7/31/2020

		<u>Current Year</u>
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	1,393.00
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	92.75
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	1,496.00
27800	DEFERRED GRANTS	
10	GENERAL/CORPORATE	86,672.50
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	1,620,276.48
30	IMRF	<u>57,616.61</u>
	Total Liabilities	1,784,137.47
	Fund Balance	
10	GENERAL/CORPORATE	3,519,129.13
30	IMRF	66,685.70
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,385,427.70
80	WORKING CASH	159,166.84
90	DONATION / GIFT	<u>256,717.79</u>
	Total Fund Balance	<u>7,387,127.16</u>
	Total Liabilities and Fund Balance	<u><u>9,171,264.63</u></u>



**Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
07/31/2020**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	07/31/2020	---	0.00	0.000	---	MMDA12	275,847.32
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	20033AXB7	245,824.67
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	321118BJ9	202,280.00
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	61747MG96	217,497.44
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	127,158.63
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	158,288.02
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	205,249.80
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	139,041.23
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,936.70
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	153,678.30
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,947.12
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	174,891.53
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	112,412.77
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,947.31
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,819.85
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	207,533.80
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,893.30
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	263381DM4	27,716.93
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,957.57
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	22,247.94
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,941.03
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	142,201.48
NEW BRITAIN CONN	05/21/2020	03/01/2023	---	5,000.00	5.000	1.398	6427137M7	5,574.08
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	87,566.90
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	160,061.40
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	3133EK4A1	115,400.43
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	202,091.03
---	---	02/26/2022	---	3,110,000.00	2.514	2.233	---	3,486,006.56

C.1 Illinois Public Library Annual Report (IPLAR)

RECOMMENDED MOTION: I move to approve the draft Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2019 – 2020 and authorize the Director to file it with the State Library electronically.

BACKGROUND INFORMATION:

Public library districts are required by statute to submit an online annual report in compliance with the requirements of the Illinois State Library on or before September 1 of each year [75 ILCS 16/30-65].

Submission of an IPLAR is required to qualify for grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency charged by the *Illinois Compiled Statutes* [hereinafter referred to as ILCS] to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)].

The Illinois State Library is a participant in the Institute of Museum and Library Services (IMLS) Public Library Statistics Cooperative (PLSC) that requires the collection of a core set of national public library data. All fifty states are participants in this data collection, analysis, and comparison program. PLSC questions are coded using this designation [PLSC ###], where ### indicates the PLSC question number.

We use the collected data to compare ourselves with our peers throughout the state as well as local comparisons via the monthly dashboard.

The attached draft IPLAR has been prepared by staff and reviewed by the director. Approval of this draft will authorize the Director to file the report with the State Library.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30238
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0146
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Fox River Valley Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	555 Barrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	East Dundee
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60118
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	555 Barrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	East Dundee
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60118
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 428-3661
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 428-4021
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.frvpld.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Lauren A. Rosenthal
1.15 Title	Director
1.16 Library Director's E-mail	lrosenthal@frvpld.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Kane
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	69,338
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
RANDALL OAKS LIBRARY	Randall Oaks Library		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
RANDALL OAKS LIBRARY	30238	3023801
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30238	3023800

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
RANDALL OAKS LIBRARY	500 North Randall Road		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	555 BARRINGTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	West Dundee		60118	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	EAST DUNDEE		60118	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	Kane		847-428-3661	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	Kane		8474283661	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
RANDALL OAKS LIBRARY	5,000		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30,000		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
RANDALL OAKS LIBRARY	2,245	37	41,454
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	2,443	37	96,468

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Heather Zabski
3.5 Telephone Number of Person Preparing Report	847-428-3661
3.6 FAX Number	847-428-4021
3.7 E-Mail Address	hzabski@frvpld.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the	4.4 Referendum Date	4.5 Passed or	4.6 Effective Date	4.7 Referendum ballot language

Type	referendum type?	(mm/dd/year)	Failed?	(mm/dd/year)	documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Brian Lindholm
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	blindholm@frvpld.info
5.10 Home Address	[REDACTED]
5.11 City	[REDACTED]
5.12 State	[REDACTED]
5.13 Zip Code	[REDACTED]

Second member

5.5 Name	Dave Nutt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	dnutt@frvpld.info

5.10 Home Address**5.11 City****5.12 State****5.13 Zip Code****Third member****5.5 Name****Chris Evans****5.6 Trustee Position**

Other

5.7 Present Term Ends (mm/year)**04/2023****5.8 Telephone Number****5.9 E-mail Address****cevans@frvpld.info****5.10 Home Address****5.11 City****5.12 State****5.13 Zip Code****Fourth member****5.5 Name****Nikki Kuhlman****5.6 Trustee Position**

Secretary

5.7 Present Term Ends (mm/year)**04/2021****5.8 Telephone Number****5.9 E-mail Address****nkuhlman@frvpld.info****5.10 Home Address****5.11 City****5.12 State****5.13 Zip Code****Fifth member****5.5 Name****Richard V Corbett****5.6 Trustee Position**

President

5.7 Present Term Ends (mm/year)**04/2023****5.8 Telephone Number****5.9 E-mail Address****rcorbett@frvpld.info****5.10 Home Address****5.11 City****5.12 State****5.13 Zip Code****Sixth member****5.5 Name****Kristina Weber PhD****5.6 Trustee Position**

Vice-President

5.7 Present Term Ends (mm/year)**04/2023****5.8 Telephone Number****5.9 E-mail Address****kweber@frvpld.info****5.10 Home Address****5.11 City**

5.12 State

5.13 Zip Code

Seventh member

5.5 Name

Mike Tennis

5.6 Trustee Position

Other

5.7 Present Term Ends (mm/year)

04/2021

5.8 Telephone Number

5.9 E-mail Address

mtennis@frvpld.info

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Eighth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Ninth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	30,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	0
6.4b Total number of times study room(s) used by the public during the fiscal year	0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,815,157
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Approximately \$2.25M has accumulated in the General Fund for future operating costs, and \$3.4M has accumulated in the Special Reserve Fund for current capital expenses and planning for expansion.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,446,814
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$1,981,189

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$86,673
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$51,526
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$138,199

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$4,568

8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$4,568

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$0
8.14 Other receipts intended to be used for operating expenditures	\$276,605
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$276,605
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,866,186
---	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,750
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,730,746
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$447,407
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,178,153

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] ¹	\$109,640
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$152,299
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$62,855
10.3b Please provide an explanation of the other types of material expenditures.	Audio & video physical units, DVDs, videogames, CDs, nontraditional
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$324,794

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$617,216
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,120,163

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0

12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$46,975
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	10	10	\$296.12	400.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$53.84	40.00
	Manager- Randall Oaks	Other Type of Librarian	\$25.00	40.00
	Manager- Youth Services	Young Adult Services	\$30.82	40.00
	Manager- Account Services	Circulation	\$30.82	40.00
	Manager- PATS	Cataloging	\$29.92	40.00
	Assistant Director	Assistant Library Director	\$33.41	40.00
	Librarian- Randall Oaks Branch	Other Type of Librarian	\$22.52	40.00
	Librarian- Youth Services	Children's Services	\$20.02	40.00
	Librarian- Adult and Teens Services	Young Adult Services	\$25.68	40.00
	Librarian- Adult and Teen Services	Adult Services	\$24.09	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

10.00

Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	\$30.82	40.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Manager- Adult and Teen Services	Adult Services	Bachelor's Degree: No library science	\$30.82	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)

1.00

13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]

11.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,019.00
13.14 Minimum hourly rate actually paid	\$12.59
13.15 Maximum hourly rate actually paid	\$26.56
13.16 Total FTE Group C employees (13.13 / 40)	25.48

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	56.00
13.18 Minimum hourly rate actually paid	\$9.50
13.19 Maximum hourly rate actually paid	\$13.19
13.20 Total FTE Group D employees (13.17 / 40)	1.40

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	56.00
13.22 Minimum hourly rate actually paid	\$15.07
13.23 Maximum hourly rate actually paid	\$28.98
13.24 Total FTE Group E employees (13.21 / 40)	1.40
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	28.28
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	39.28

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary					
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	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
1				40.00	1	\$43,992	1
	Librarian- Youth Services	Reference	Master's Degree (ALA accredited)	40.00	01/2020	\$43,992	No longer needed

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,443
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	2,245
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	4,688
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	37
14.3 Total annual visits/attendance in the library [PLSC 501]	138,566

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	721	26,115	48	9,867
Young Adult	97	667	9	2,517
Other	193	2,368	25	1,007
Total	1,011	29,150	82	13,391
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Sensory storytimes			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	30,409
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	30,409
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	110,031
17.2 Current Print Serial Subscriptions [PLSC 460]	109
17.3 Total Print Materials (17.1+17.2)	110,140
17.4 E-books Held at end of the fiscal year [PLSC 451]	65,433
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	8,725
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	31,621
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	18,034
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ²	2,781

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	24
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	37

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	194,328
18.2 Number of young adult materials loaned	13,027
18.3 Number of children's materials loaned [PLSC 551]	158,220
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	365,575

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	194,722
18.6 Videos/DVDs- Physical	122,623
18.7 Audios (include music)- Physical	18,752
18.8 Magazines/Periodicals- Physical	2,444
18.9 Other Items- Physical	27,034
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	365,575
18.11 Use of Electronic Materials [PLSC 552]	75,036
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	440,611
18.13 Successful Retrieval of Electronic Information [PLSC 554]	64,375
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	139,411
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	504,986
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	26,048
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	19,816

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	9,696
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	284
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	145
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	74
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	50 Mbps
21.3 What is the monthly cost of the library's internet access?	\$1,060
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	57
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	30,072
21.6 Wireless Sessions Per Year [PLSC 652]	10,287
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	383,440 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$7,866
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$13,792
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,474.25
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Library was closed from March 13 until July 6th in response to COVID-19. Staff training spending was increased this year because of the PLA conference in Nashville.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Delivery service was available from May 20th to June 30th. Curbside service was available from June 15 to June 30.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Kristina Weber
25.4 Second board member completing the audit	Chris Evans
25.5 Date the Secretary's Audit was completed	06/19/2020

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 10.1 We prioritized digital materials to print materials due to pandemic and the library being closed. This resulted in lower spending for print materials. (0-2020-08-04)

², 17.6b Hoopla usage increased this number greatly this year. (0-2020-08-04)

C.2 Jani-King of Illinois Services Agreement for Randall Oaks Library

RECOMMENDED **MOTION**: I move to authorize the Director to enter into a service agreement with Jani-King of Illinois to clean the Randall Oaks library for \$1,450 per month.

BACKGROUND INFORMATION:

At the April board meeting, the board authorized entering into a service agreement with Jani-King of Illinois to handle janitorial duties at the Dundee Library. Our previous on-staff custodian retired in March, with the intention of being re-hired part-time to clean the Randall Oaks library a few times per week, empty the book drops, drop off the deposit at our bank, and assist with maintenance projects. However, with COVID-19 these plans have changed. It is essential that the buildings are disinfected daily, not just vacuumed and dusted a few times per week. We need a reliable service to provide cleaning staff every day Randall Oaks is open.

The additional duties the custodian was going to perform (bank deposits and book drops) will be handled by existing Account Services staff. The cost for seven-day-per-week cleaning service is slightly more than the anticipated cost of janitorial service at DL only and having a part-time staff custodian.

	Feb-20	Mar-20	Aug-20
Custodian Salary	\$30,888	\$12,355	\$0
Custodian IMRF	\$3,118	\$0	\$0
Custodian FICA	\$2,363	\$945	\$0
Custodian health, dental insurance	\$6,372	\$0	\$0
Janitorial Service – weekend only	\$8,384	\$0	\$0
Janitorial Service DL - monthly (including weekends)	\$0	\$29,304	\$29,304
Janitorial Service RO - monthly (including weekends)	\$0	\$0	\$17,400
Total and Savings	\$51,125	\$42,604	\$46,704

Jani-King of Illinois started cleaning the Randall Oaks Library in July so we could reopen on schedule while we worked out the details in our sanitizing and disinfecting plan. Their service has been reliable and we are happy to be able to advertise that the buildings are sanitized nightly.

C.3 Equipment Maintenance Contract Renewal – Bibliotheca (3M)

RECOMMENDED **MOTION**: I move to approve annual Equipment Maintenance Agreements for Bibliotheca/3M equipment / software in an amount not to exceed \$42,200.

BACKGROUND INFORMATION:

The Bibliotheca/3M Service Agreements cover labor, parts and equipment modifications necessary to keep our (6) self-check units, (2) Security gates, and (2) Automated Materials handling (AMH) library automation system operating at peak performance. The agreement also covers service and maintenance on the hardware's accompanying enterprise software, which is necessary for device management and reporting. All the hardware and software are to be renewed by 9/10/2020.

The equipment was originally purchased from 3M, who have since been acquired by Bibliotheca. Hardware support has remained consistently excellent, in large part because the servicing technician has remained the same.

The IT department reviewed the RFID Staff workstations and the MEDIACHECK 1230/AV unlocker units and determined that these do not break down regularly (looking at data from the last 2 years). We feel that it will be fine to remove them from the maintenance agreement and this will reduce the annual expenditures by \$4,289.

Last year's renewal was \$47,628.08 so this year's renewal represents a reduction from last year.