

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 an emergency. 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 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 12 pm on Tuesday, September 15, 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 5 pm on Tuesday, September 15 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, September 25.

Fox River Valley Public Library District Board of Trustees Meeting

AGENDA

September 15, 2020
7:00 PM

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call – Secretary Nikki Kuhlman

Adjourn to Budget and Appropriation Hearing

Roll Call – Secretary Kuhlman

Public Comment

The Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Due to current public health concerns the September 15, 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

- Trustee Election

Director's Report—Director Lauren Rosenthal

- Binge Box Presentation – Account Services Manager Keri Carroll, Public Relations Manager Kirstin Finneran, and Purchasing, Acquisitions, and Tech Services Manager Karin Nelson
- Department Reports
- Dashboard

- A. **Consent Agenda**
 - Exhibit A.1 **Items to be included in Consent Agenda**
 - A.1.a **Minutes from the August 18, 2020 Board of Trustees Meeting**
 - A.1.b **Check/Voucher Register – AP & Payroll Complete for August 2020 totaling \$247,217.48**
 - A.1.c **Monthly Financial Report for August 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 August 2020**
 - A.1.j **Ehlers Account Statement for August 2020**
- B. **Unfinished Business** **None**
- C. **New Business**
 - Exhibit C.1 **Ordinance 2020-07 Budget and Appropriation**
 - Exhibit C.2 **Election Day Holiday**
 - Exhibit C.3 **Property Donation – Photo Reproductions**
 - Exhibit C.4 **Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to March 15, 2019**

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

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Fox River Valley Public Library District Budget and Appropriation Hearing

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7:00 PM**

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Roll Call—Secretary Nikki Kuhlman

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Adjournment

Director's Report

Goals for August 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) **The Board decided to go in a different direction**
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. 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) **Done**
10. Meeting: Rotary (8/5, 8/12, 8/26) **Done**
11. Meeting: Joe Huberty – Engberg Andersen Architects (8/6) **Done**
12. Meeting: Tom Varga, Roofing Consultant (8/7) **Done**
13. Meeting: LIRA Executive Committee (8/18) **Done**
14. Meeting: FRVPLD board (8/18) **Done**
15. Meeting: Engberg Anderson – engineering walk-through (8/19) **Done**
16. Meeting: Kane County CAAC (8/24) **Done**
17. Meeting: Carpentersville JRB (8/27) **Done**
18. Meeting: Pre-agenda for September (8/27) **Done**
19. Task: Daily Herald Letter to the Editor – license plate renewals (8/5) **Done**
20. Task: D300 Community Share document (8/10) **Done**
21. Task: W2W (8/13, 8/27) **Done**
22. Task: Payroll (8/11, 8/25) **Done**
23. Task: Prepare final B&A (8/12) **Done**
24. Task: Prepare board packet (8/12) **Done**
25. Task: Ship July Rotary 19K medals (8/14) **Only a handful to ship, will combine with September**
26. Task: Auditor visit (8/20) **Done**
27. Task: Modify Paylocity employee notifications (8/31) **Not completed**
28. Task: Gilberts Book Drop ribbon cutting (goal of mid-August) **Not completed**
29. Task: File IPLAR with Illinois State Library (8/30) **Done**
30. Task: Benchmark Illinois libraries using IPLAR data (8/30) **Done**
31. Task: Apply for CARES act reimbursements for pandemic-related expenses – Kane County (9/15) **In process**
32. Training: Energy Efficiency for Public Sector Customers (8/20) **Not completed**

Internal meetings with individual staff members not included

Goals for September 2020

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7. Meeting: Anti-Racism Library Directors Group (9/3) **Did not attend – conflict with another meeting**
8. Meeting: Engberg-Anderson (9/8) **Done**
9. Meeting: IRS & VITA (9/8) **Done**
10. Meeting: D300 Food Pantry Board (9/11)
11. Meeting: MTM (9/8, 9/22, 9/29)
12. Meeting: Rotary (9/9, 9/16, 9/23, 9/30)
13. Meeting: FRVPLD board (9/15)
14. Task: Apply for CARES act reimbursements for pandemic-related expenses – Kane County (9/15) **In process**
15. Task: W2W (9/10, 9/24)
16. Task: Payroll (9/8, 9/22)
17. Task: Prepare board packet (9/9)
18. Task: Ship July Rotary 19K medals (9/16)
19. Task: Review draft audit (9/25)
20. Task: Gilberts Book Drop ribbon cutting (goal of mid-August)
21. Training: All Staff (9/18)
22. Vacation September 9-11

Internal meetings with individual staff members not included

The Board's determination that the seller wants too much money for the former Dominick's property at the corner of Randall and Huntley Roads means the Library will not have a referendum question on the ballot in 2021, and will therefore be unable to have construction of a new facility completed by the expiration of the Randall Oaks lease in 2022. In 2021 we will begin making plans for the closure the Randall Oaks Library. Leasing a portion of the space assisted DTPD with financing the building in 2012. With COVID dramatically reducing park district revenues, I asked if DTPD would be interested in leasing additional space to FRVPLD: perhaps the entire lower level, or the entire southern portion of the building? The response was they preferred us out of the building and were not interested in leasing us additional space. The Dundee Township Park District has been an outstanding community partner, and the Library was never meant to be a permanent tenant at Randall Oaks. I trust the FRVPLD Board will return the favor and be a good community partner back, and not make it appear that DTPD is evicting us just because they are willing and able to proceed with their long-term plans for the space.

Most libraries include a "History of the Library" on their webpage, and Karen Werle has been compiling historical minutes & resolutions for years, so composing a narrative was a simple project for me in August. I was fascinated – and disheartened – to learn that since the Library's inception in 1876 our voters have never approved a tax referendum. Ever. In 150 years. I've included a copy of what's being added to our webpage in my Director's Report so you can familiarize yourself with our history.

Michael and I met with a roofing consultant to get to the bottom of our constant roof leaks at DL. The new roof was installed in 2012, and has been leaking 4-6 times per year since the first year. We have a 10-year warranty that will be up in 2022 and continuing the litany of repairs is not a solution. Our current construction manager Ian Lamp (who was NOT our construction manager for the roof project in 2012) recommended Tom Varga to conduct a thorough analysis of the design, material and workmanship to determine the cause of failures. As we learn more I will keep the Board updated.

Engberg-Anderson visited DL twice in August as part of the redesign process. The mechanical engineers remarked that while they would not design a building with 12 HVAC units on the roof, because they have been maintained so well they're in great shape and will not need to be replaced as part of a remodel project. However, we may need to install a sprinkler system which will be very pricy.

My Rotary club – Carpentersville Morning- includes many well-connected members and I'm grateful for the helpful guidance of Chris Kious in August. Chris is a Kane County Board member, and he'd been keeping me in the loop regarding CARES Act reimbursements for Kane County library districts. Lake County, Cook County, Will County all allocated funds for library districts but the only special districts Kane County Cares Act Allocation Committee permitted were Townships, Park Districts, and Forest Preserve Districts. So Chris suggested I go to the committee meeting on August 17 and plead my case. I contacted the directors of Gail Borden, Aurora, and Ella Johnson (the only ones I knew) and suggested we go together but only Carole Medal of Gail Borden could attend. We spoke at the committee meeting, representing all 11 Kane County library districts, and I'm proud to report the committee decided to recommend adding \$250,000 for libraries. Additionally, the recommendation was approved by the full Kane County board on September 8.

In the meantime, I'm working on our CARES Act reimbursement application. Qualified expenses include the entire janitorial service bill for RO (\$1,450 per month) which eases the pain of that unplanned expenditure. Costs to improve virtual learning for students, and virtual work-from-home for staff, are also included. All in all we could see reimbursements as much as \$45,000 incurred from March thru December.

Carpentersville held their annual TIF Joint Review Board meeting last month, and I learned some good news for FRVPLD: TIF 1 will be closed this year and \$673,000 disbursed to the taxing districts (our share will be tiny). This will free up \$7,000,000 in EAV to include in this fall's levy which will help keep the tax rate low for each individual taxpayer.

We received our entire PPRT check from Illinois last week, \$86,672.50, which is the amount that was included in the FY2021 Working Budget. PPRT revenue is detailed in the Monthly Financial document in your consent agenda.

A Bit of History

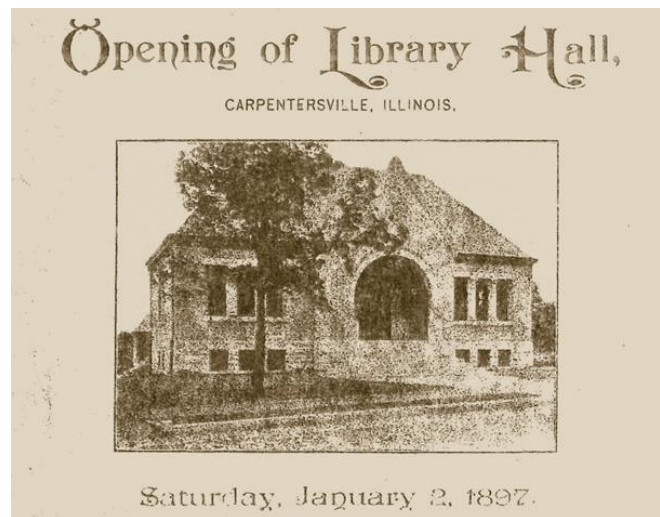
Library service in the Fox River Valley Public Library District grew out of two subscription libraries: the Carpentersville Library and the old Dundee Library.

The Carpentersville Library

In the 1850's a small collection of books was brought together by the Hand in Hand group of the Sons of Temperance into a small frame building located at Main and Grove Streets in Carpentersville called Library Hall. The Temperance organization jointly owned the building with the School District. The first Library resided upstairs while the Village School used the downstairs floor. In 1871, the School District sold their share of the building to the newly formed Carpentersville Literary and Library Association, who expanded the original collection of books and operated as a subscription library with members of the Literary and Library Association serving as volunteer librarians.

1871 was also the great Chicago Fire, and all of Chicago's various libraries were lost in the flames. Great Britain sent a donation of more than 8,000 books to Chicago, but no suitable building or organization existed to either receive or preserve them. The donation spurred state legislators to support the library bill and Gov. John M. Palmer – known as a champion of reading and education – signed the Illinois Library Act of 1872 into law. The bill called for municipalities to form a governing board, levy taxes, hire library staff and maintain a collection for the interests of the community. By 1876 Carpentersville had a tax supported Library – among the first in Illinois. And in 1883 Mrs. Lucia Gorman became the first paid librarian.

In 1895, Mrs. Mary Carpenter Lord, in memory of her deceased husband J.A. Carpenter, built and donated the Library Hall located at 21 Washington Street jointly to the Congregational Church and the Literary and Library Association of Carpentersville. This landmark, which was selected as a historic site by the State of Illinois in 1973 and is in the National Register of Historic Places, is the present Dundee Township Park District Administration Building.



The Old Dundee Library

Dundee Library had its beginnings in the early 1870's with a collection of approximately 50 books in English and German, organized through the efforts of Dr. E.F. Cleveland and Fred Haverkamp, who were leaders of several civic movements of the period. The young Dr. Cleveland was a scholarly individual who deplored the lack of cultural institutions in the community. Mr. Haverkamp, a self-educated man who emigrated from Germany at age 17 to become a successful merchant in Dundee, held strong convictions regarding the Temperance

Movement and hoped to provide for the young people in the community some center of activity other than the local saloons.

The first Dundee Library was housed in the Allan Hollister real estate and insurance office, a small frame building which stood at the corner of Main and First Streets. With the building of the drug store adjacent to this site, the library was moved into the combination offices and drug store of Drs. Cleveland and Test. Young Henry Baumann, druggist apprentice, served as librarian. He later became owner of the drug store and served for many years as librarian and president of the Board of Trustees. During the 1890s, the books were located on a balcony at the rear of his store and were reached by use of a library ladder.

During these early years, the library's holdings were listed on printed leaflets entitled "Dundee Public Library Catalogue." The catalogue of 1884 lists 1120 books, which included 223 books printed in German. It is believed the German books were disposed of with the move across Main Street to the Opera House Building in 1900. The Opera House of that era was a center for community activities and celebrations as well as a theater where professional and amateur theatricals were staged. Here the library had its home on the second floor in one of several rooms which had been planned as offices.



In 1909 it became necessary to find new quarters for the library to make way for the new telephone switchboard and office to be installed in the Opera House. A committee appointed to seek the construction of a building to house both the library and the Dundee village offices was unsuccessful,¹ and the library collection was moved across Main Street into temporary quarters in the drug store of C.S. Sinclair. Here Mr. Sinclair served as volunteer librarian along with his professional duties as druggist.

In 1910 the library was moved into quarters on the first floor of the new Dundee Village Hall (the current West Dundee Village Hall). By the early 1920's the library had outgrown its limited space in one room on the first floor of Village Hall, and it was moved upstairs to occupy one half of the second-floor space. In its expanded second floor space, by 1929 the book collection had grown to 6012 and library patrons totaled 1296.



By 1937, the Dundee Library qualified for government assistance in bringing the reference collection and loan book collection up to date and in setting up a subject heading card catalog. Also at this time the juvenile department was organized and outfitted, open access to book stacks for the public was instituted, and a small reference and community meeting room was furnished. When the library held an open house at the time of this expansion and renovation, the book collection totaled 10,000.

¹ First failed attempt at building a new tax-supported library building - 1909

With the increasing growth of the community during the 1950's the Library Board, under the direction of Joseph Estes, stepped up efforts to provide a larger home for the library. One who foresaw this need and worked tirelessly toward this goal was Mrs. Ruth Wendt, who retired from the Library Board in 1963 after 26 years of devoted service. In 1958, plans were presented for a proposed library to be built facing the Fox River on Lincoln Avenue in West Dundee. A \$175,000 referendum was defeated.² At this time the Dundee Library was serving 3500 active patrons, with a staff of 3 full time librarians and a collection of 12,000 volumes.

The Two Become One

In 1959 the Dundee Library merged with the Carpentersville Literary and Library Association to form the Dundee Township Library, with the main library at 21 Washington Street in Carpentersville and the branch in the West Dundee Village Hall.

In 1962 the Brinkerhoff-Hall house, a Victorian building located at 218 W. Main St., Dundee, became the first building owned by the Dundee Township Library. Under the direction of Head Librarian Alice Herron, the library increased its services during the years at this location. Recordings, films, foreign language materials, and books for the visually impaired became available. The library sponsored Great Books discussion groups and book reviews and worked closely with the schools to alleviate shortages of books available in local school libraries during this period. This expansion in materials and services, combined with the rapidly growing community, quickly proved the old Victorian building inadequate to serve population's needs.



Under the leadership of Board President John Snow the Library Board continued its resolute efforts to provide adequate library facilities. Several sites for a new building were proposed. These included a proposed Bridge Library spanning the Fox River between East and West Dundee. While this proposal was architecturally beautiful the cost of \$1,300,000 proved prohibitive.³ A simpler plan to add a wing to the existing library building on Main Street and erect a branch library in the Meadowdale area of Carpentersville was conceived, but the \$350,000 referendum was defeated in 1965.⁴

The Dundee Township Library boundaries encompassed Dundee Township, but villages in Rutland Township had no library service and used the Dundee Township Library. So in November 1967 the Library Board voted to convert to a District Library and filed the resolution with Kane County. On December 21, members of the Library Board appeared before the Circuit Judge and were granted permission to become a Library District as of March 1, 1968. However, during building planning the bond firm of Chapman and Cutler questioned the legality of a taxing body created without a public vote so they refused to handle the sale of municipal bonds, causing the Library Board to question the resolution. In February 1968, two weeks before the

² Second failed attempt at building a new tax-supported library building - 1958

³ Third failed attempt at building a new tax-supported library building - 1962

⁴ Fourth failed attempt at building a new tax-supported library building - 1965

conversion, the Library Board rescinded the resolution and remained a Township Library. Certain of their legality to issue municipal bonds in November 1968 the Library Board went to referendum for \$749,000 but it was defeated.⁵ That same year, to ease crowding, a portable building was erected adjoining the library and the entire adult non-fiction collection moved into it.

Dundee Township Funds the Building

In 1971 the Library Board established a Building Fund toward the time when both community support and a feasible library site might become available. In 1973 the Library Board set goals based on population size: 25,000 square feet of space was needed currently, and for a projected population of 60,000 to 65,000 in 1990 the Library should have 40,00 to 45,000 square feet of space. In the summer of 1973 2.5 acres on Route 68 in East Dundee was purchased. The building on Main Street was sold and the proceeds were added to the Building Fund. Dundee Township provided Federal Revenue Sharing Funds and the new library was built without a bond issue or tax increase. In October 1975 the Dundee Library opened with 25,000 square feet in its current location 555 Barrington Avenue in East Dundee.



In 1981 the Library Board again sought to convert from Township Library to District Library, and the proposed ballot question (which did not include a tax increase question) was approved by voters – the first and only library referendum to be approved by voters. However, the result of conversion from Township to District Library permitted the Library Board to increase the maximum rate from .13 to .15 per \$100 of assessed valuation.⁶

Population growth continued, and the Library struggled to provide service within its tax rate. In November 1987 the Board asked residents to approve a property tax increase from 15 cents to 21 cents per \$100 of assessed valuation for operating expenses, but the referendum was defeated.⁷ After reducing hours the library was open to save money, the request was reduced to 20 cents again in spring 1988, and was again defeated.⁸

⁵ Fifth failed attempt at building a new tax-supported library building - 1968

⁶ Only library referendum approved by voters – no tax increase question - 1981

⁷ First failed attempt at increasing the operating tax rate - 1987

⁸ Second failed attempt at increasing the operating tax rate - 1988

In 1991 Public Act 87-17 reduced the taxing ability of districts: Property Tax Extension Limitation Law (PTELL) reduced the amount of increase in the total levy to the rate of inflation or 5%, whichever was less. As a result, the Library property tax rate decreased from 1992 to 1996.

In March 1994 the Library Board annexed approximately one-third of the property in Rutland Township into the Library District which included the village of Gilberts, expanding the total geography by 30%. The annexed property provided additional – and much needed – revenues. However, the decade ended with the Dundee Township Library District still housed in 25,000 square feet despite serving 55,000 residents.

Still Looking for a 21st Century Library Space

The growth in residential and commercial construction over the next 15 years provided an adequate revenue stream for operations but population grew to 70,000 in 2010. During this time the Library Board decided not to plan for space commensurate with population. Patrons – especially in Rutland Township – expressed a desire for service closer to their homes.

In 2012 Randall Oaks branch opened in a 5,000 square foot leased space in the Randall Oaks Recreation Center via a cooperative arrangement with the Dundee Township Park District, providing service more centrally located within the geography of the Library District. The 5-year lease permitted an additional 5-year extension, so the end date will be 2022. In conjunction with this expansion the Dundee Township Library District name changed to Fox River Valley Public Library District to more accurately reflect the residents of both Dundee and Rutland Township. In 2013 Dundee Township moved their offices to a new location, freeing up 5,000 square feet of space to expand into bringing square footage of the Dundee Library to 30,000, and the total District space to 35,000.

Plans for expansion of the Dundee Library location, as well as construction of a permanent library on the west side of the Fox River, were crafted. A new building adjacent to the Randall Oaks Recreation Center would provide central geographic service. However, a November 2016 referendum to increase the PTELL limiting rate from 21 cents to 42 cents was defeated.⁹

Despite the 2016 referendum failure, residential and commercial construction continued and population in Rutland Township grew. Residents expressed a desire for expanded library service, but preferred an existing vacant building be used instead of new construction. All vacant real estate west of the Fox River was examined, and the former Dominick's at the corner of Randall and Huntley roads was preferred. However, negotiations with the vacant building's owners failed to produce a viable agreement and the Fox River Valley Public Library District ends 2020 with no plans for expansion.

⁹ Sixth failed attempt at building a new tax-supported library building - 2016

Fox River Valley Public Library District September 2020 Department Reports

Assistant Director: Heather Zabski

Traffic at both locations remained mostly light throughout August. However, we saw a 28% increase in check outs this month, thanks in large part to the return of interlibrary loan. As of right now, 22 of the 26 libraries in our consortium CCS are participating in Interlibrary Loan.

The Safe Re-Opening Taskforce continues to monitor federal, state, and local news and guidelines. Unfortunately, we haven't seen a steady enough decline in local cases to start reoffering additional services (i.e. reopening public computers) yet. Staff at Dundee Library noticed a demand for patrons to make physical copies, so a printer with a scanner was moved to the Adult and Teens Services desk. Staff will now make physical copies of documents for patrons with the same restrictions as printing from email (less than 20 pages per person). We increased our quarantine period for returned materials to 7 days based on findings from the REALM project (a study on how long COVID-19 can survive on library materials), which showed trace amounts of virus could survive for more than 5 days on certain types of plastics including DVD cases and storage containers.

Summer Meals wrapped up on August 10th. We served a record number of 12,108 meals this year! It was nice to be able to offer the meals curbside thanks to temporary waivers due to COVID-19. During non-pandemic summers, children must enjoy their meals only in the library meeting room and are not able to take any food home with them. The curbside format enabled a greater variety of families to participate, though in future years we will likely need to return to the meeting room only option.

I compiled our 2020 IPLAR statistics for the library and used OpenGov to create charts to analyze the last five years of IPLAR data. OpenGov has proved very useful in analyzing and sharing library data. I was glad to use it for my board presentation on IPLAR and will share the data analysis with staff at our virtual All Staff meeting on September 18.

One of my goals for the year is to improve person-in-charge (PIC) training at the library. PICs are library employees designated to take the lead in an emergency or difficult situation at the library. As part of this goal, I formed a PIC committee to discuss training for PICs, safety and wellness at the library, common PIC situations, and how best to keep PICs informed and feel prepared. The PIC committee is comprised of 10 staff members from public services departments as well as Facilities and HR. I'm looking forward to working with the group and hearing their great ideas for improving PIC training. Our first meeting will be in mid-September.

Two more libraries- Grayslake and Palatine- will be joining our CCS consortium catalog over Labor Day weekend. As a result, both the Dundee Library and Randall Oaks library will be "offline" from September 5 to September 9. This means that staff will be unable to place holds, check in materials, or run the picklist. Due to the holiday, we are expecting library traffic to be light, so hopefully the offline period will be of minimum impact. Additionally, one of the biggest issues with previous offline periods was checking in returned materials. Since we are currently quarantining all returned items, this is likely to be less of an issue for staff.

Randall Oaks: Brittany Berger

Randall Oaks saw an increase in foot traffic during August, particularly in the mornings before and after the Park District's preschool programs that are held in the Rec Center. Staff assisted patrons with 132 reference questions and 399 general queries throughout the month, and processed 28 complimentary print jobs. Thanks to the Youth Services department we offered two take home crafts this month and handed out a total of 54 race cars and sunflowers.



Two RO clerks were deputized as voter registrars on August 24 through the Kane County Clerk's Office and they registered two new voters that same week. Librarian Sam Bunte led two virtual Book Club programs with ATS Librarian Sean Plagge via Zoom. They had a total of 12 participants on August 26th.

Though the Summer Reading Challenge ended July 26, patrons could visit either the Dundee or Randall Oaks Library to pick out their book prize through August 16.

- 567 Patrons signed up
- 167 Patrons completed the challenge
- 129 Patrons collected their Finisher prize

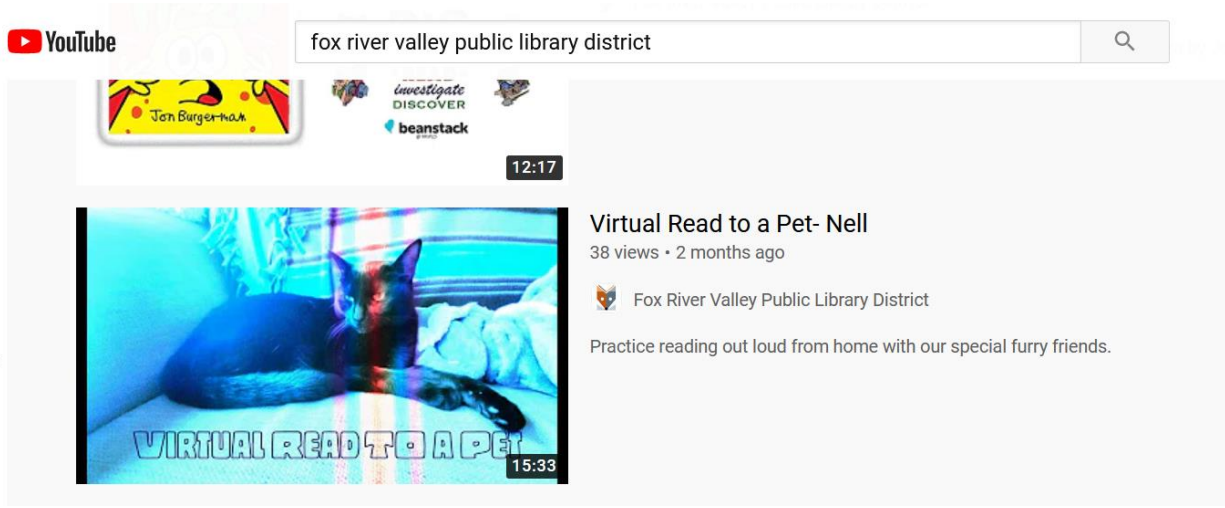
There is a lot of empty space in the library now that we have removed all of the tables and chairs. This gave us an opportunity to repurpose four display units that have been stored in the shed behind the Dundee Library for years. The Facilities department also repainted one of our carts that was beginning to rust which has allowed us to highlight our Teen Audiobook collection.



Youth Services: Monica Boyer

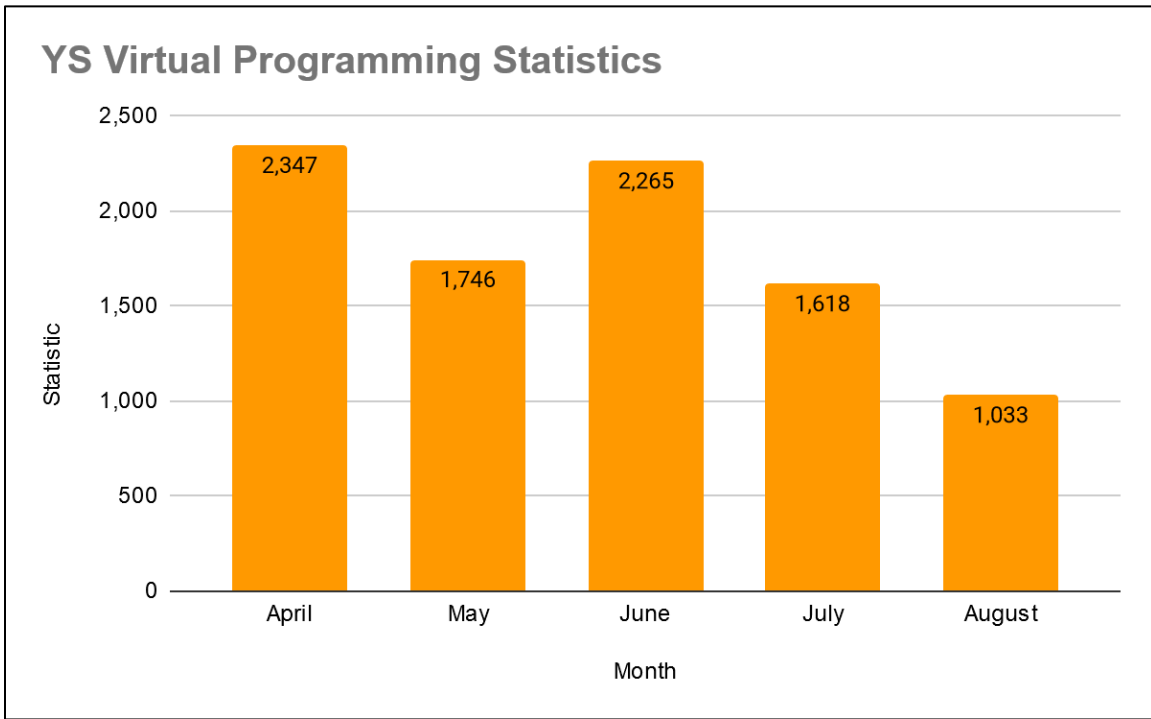
In August, we continued to offer our series of programs such as Virtual Storytime, Bilingual Storytime, Tween Tuesday and Virtual Read to a Pet. Virtual Read to a Pet had to evolve because of the pandemic. Before COVID-19, the program was titled Read to a Dog. Children were welcome to practice reading to a certified therapy dog. The program was popular, and staff looked forward to the visiting pup parade on Sunday afternoons. I noticed that hospitals in the area who had certified dogs come in to cheer patients were also trying to figure out how they would get the furry visitors in without possibly exposing folks to the pandemic. Hospitals recorded videos of these cute companions, and that is the route YS took as well. Like the in-person program, the virtual version has been a hit! We have offered six episodes of Virtual Read to a Pet and they have generated a total of 539 viewers. We are very happy that readers can practice

reading out loud to these adorable companions. The episodes are featured on our Facebook and YouTube pages so that our young readers can utilize them at any time.

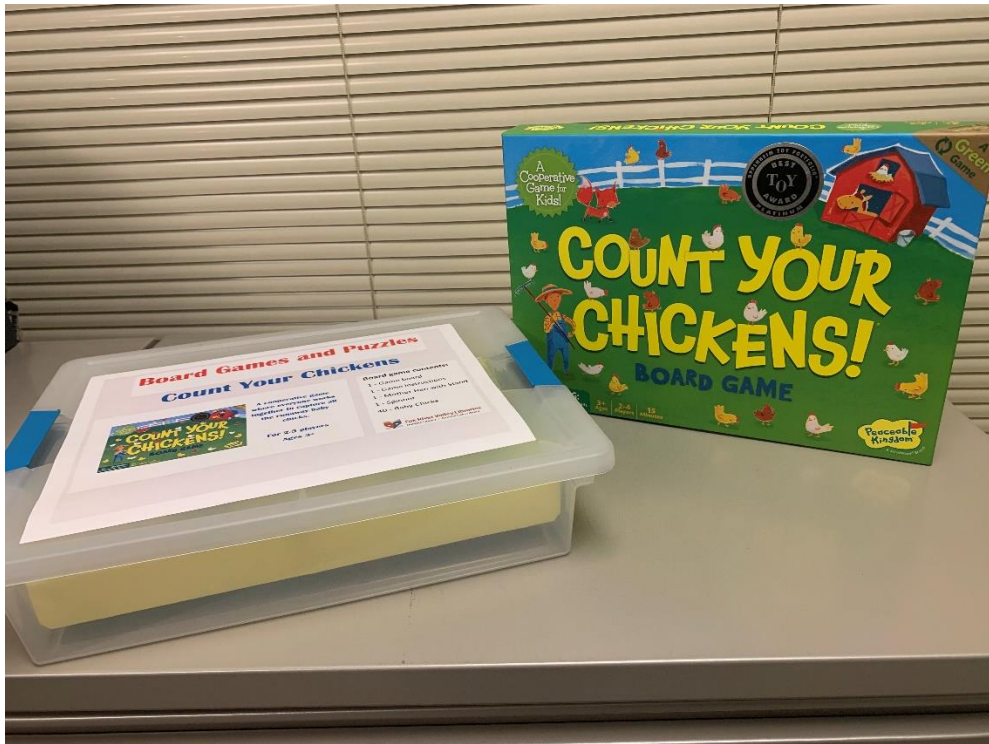


An episode of Virtual Read to a Pet featuring Nell the cat

In gathering statistics for August 2020, I was curious on the overall statistics of all our YS programming since we started to offer virtual programming. Below are the figures of all our programming from April to August 2020. To say that I am proud of staff for adapting to our current circumstances is an understatement. When we realized in late March that we would have to move all our programming online, staff took on the task diligently and with a positive attitude. Their programming continued to be fun, educational and accessible. I've received a few emails from the community thanking us for the changes we've made in order for their children to enjoy programming safely from home.




The pandemic did not stop YS Librarian Heather Ji from reaching out to local preschools and daycares (via email) to ask if they would like a delivery of books. Heather received a few responses agreeing to the service. We are pleased to offer this service to local organizations. Also, the department started working on expanding and creating collections. Collections such as Book Club in a Bag, circulating board games and puzzles and additional American Girl Dolls are being added to aid families in our service community.



A cooperative game that is part of our new Board Games and Puzzles collection

Account Services: Keri Carroll

Back in January, we held a staff-wide competition to create Binge Boxes, curated collections of 4-6 movies following a theme and selected twenty winners. With the libraries' closures in March, purchasing those titles was placed on hold, but I'm thrilled to say that with our reopened buildings and circulating materials we can soon introduce these collections to the public. I've been working with Karin Nelson and Kirstin Finneran to finalize these Binge Boxes: Karin has been receiving and assembling the DVDs into sets, and Kirstin has created the cover image for the cases. The Binge Box competition was tremendously received when first introduced and I'm so glad that we're finally able to see the fruits of everyone's labor. I'll be giving a brief presentation on these new acquisitions at the September board meeting.



555 Barrington Ave.
Dundee, Illinois 60118-1496
www.frvpld.info

B DVD
BINGE

BINGE BOX
FRVPLD Staff Edition!
This box was curated for you by
Karin, Technical Services

▶ Pixar Picks

Finding Nemo
In the depths of the Great Barrier Reef, Marlin, an overly protective clownfish, embarks on a daring rescue mission when his beloved son, Nemo, gets scooped up by a diver. With his unforgettable friend Dory by his side, Marlin encounters an ocean full of memorable comedic characters on his momentous journey to find Nemo.

Incredibles
Bob was one of the world's greatest superheroes fifteen years ago; now he's an insurance adjuster, living in the suburbs. Wanting to get back into action, he gets his chance when a mysterious call summons him to an island for a top-secret assignment.

Inside Out
Growing up can be a bumpy road, and it's no exception for Riley, who is uprooted from her Midwest life when her father starts a new job in San Francisco. Like all of us, Riley is guided by her emotions - Joy, Fear, Anger, Disgust, and Sadness. The emotions live in Headquarters, the control center inside Riley's mind, where they help advise her through everyday life.

Monsters, Inc.
Lonnie Sulley and his wisecracking sidekick Mike Wazowski are the top scare team at Monsters, Inc., the scream-producing factory in Monstropolis. When a little girl named Boo wanders into their world, it's the monsters who are scared silly, and it's up to Sulley and Mike to keep her out of sight and get her back home.

Toy Story
Set in a world where toys have a life of their own when people are not present, go on a fantastic fun-filled journey viewed mostly through the eyes of two rival toys. Woody, a pull-string talking cowboy, and Buzz Lightyear, a superhero space action-figure. The mismatched duo seems to put aside their differences when circumstances separate them from their owner, Andy, and they find themselves on an adventure-filled mission where the only way they can survive is to form an uneasy alliance.

Up
Seventy-eight-year-old balloon salesman Carl Fredricksen finally fulfills his lifelong dream of a great adventure when he ties thousands of balloons to his house and flies away to the wilds of South America. He discovers too late that an 8-year-old Wilderness Explorer named Russell has stowed away.



Twelve public service staff members received deputy registrar training on August 24 from the Kane County Clerk's Office. Lynn McShane, who trained our staff, commented on how this election already feels like it's well underway, emphasizing our decision to train as many eligible staff members as possible. Now, nearly all ATS and AS staff members can register someone to vote, as well as two Randall Oaks clerks.

Recent results from the REALM study recommended that we increase our quarantine period to seven days, a switch we made a day before RAILS made the same move for their materials. Patron accounts still reflect that materials could remain for up to 14 days as we continue to navigate new information about how the virus lives on certain materials. Loan periods will remain at six weeks through the rest of 2020.

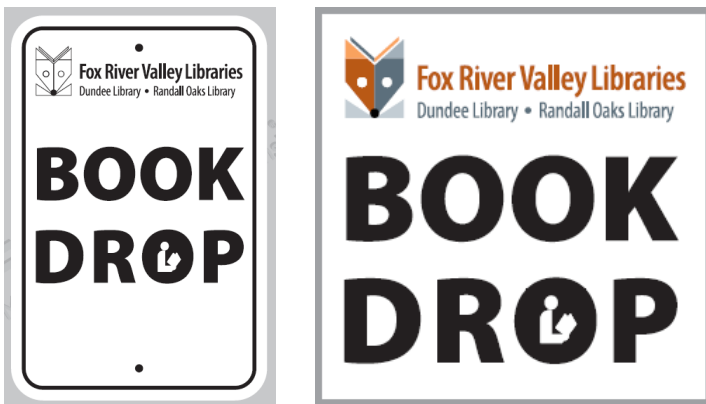
Word continues to spread of our license plate renewal services as we renewed 50 plates for patrons and staff alike in August.

Public Relations & Outreach: Kirstin Finneran

Take & Make Kit Labels. Created labels for the new Take & Make Kits. Branded to match, but a different color for each age group so they would be easily identifiable to staff as they pass them out.



Sign & Decal for Gilberts Book Drop. Designed and ordered a street sign and giant decals for the new book drop headed for Gilberts. Branded with our logo as well as the universal library symbol to increase recognition in the community.



Dundee Lions Poster Contest. “We’re In This Together” Poster contest entries were hung in the Ruth Wendt Gallery so they could be enjoyed by the community. Patrons can vote for their favorite using the ballot box near the Teen Area.

Community Bulletin Boards. In an effort to improve visibility in the district, we’ve identified a number of community bulletin boards in the area and contacted them to determine best practices for getting our flyers out there (mail, email, in person delivery). We started by distributing flyers to promote our upcoming Job Fair. The goal is to create another way to reach residents who are not active with us online (whether they don’t get eNews because they don’t have a card or do not follow us on social media. Note to trustees...if you know of any bulletin boards, please let me know! kfinneran@frvpld.info.)

Fall Newsletter Printed & Mailed. The Fall newsletter went to the printer, followed by the usual follow up tasks like adding to website with slider, social media posts, mailing to local villages and community partners, and uploading events to Daily Herald online calendar. Updated bookmarks of recurring programs for fall. Will be following that up with other promotional tools like sliders, press releases, social media posts, etc. as the season unfolds.

Binge Box DVD Inserts. Created graphics for the Binge Box DVD inserts. Special thanks to Karin Nelson who gathered all movie graphics and descriptions! Design was based on Midwest Tape’s design, plus we added credit to staff member who “curated” the box.

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Timelines, eLearning, Parenting	8/5/2020	10289	2295	22.32%	194
hoopla enhanced, Contest Winners, Census	8/12/2020	10277	2047	19.92%	262
Pick Up Summer Reading Prizes by Monday, August 17	8/13/2020	237	142	60.17%	3
Fall Newsletter, More Vidcode, Back to School	8/19/2020	10271	2287	22.30%	272
Register to Vote, Yellowstone Reads	8/26/2020	10247	2188	21.36%	201

Social Media

•Facebook (1892 Followers)

- Followers: 12 new followers
- Number of posts: 45
- People who saw our posts: 13,391
- Post likes: 204
- Comments: 16
- Shares: 21
- Clicks/Photo & Video Views: 471

Top three posts according to reach:

- 1273 saw: Join us today at 3:00 P.M. for another edition of Virtual Read to a Pet, featuring Sebastian. (August 16)
- 1034 saw: Our fall newsletter will arrive in your mailbox next week. Click on the link to get an early look at all the great programs we have in store for you this fall!
https://www.frvpld.info/sites/default/files/u142/fall_2020_newsletter.pdf (August 14)
- 643 saw: Just added to the Community Bulletin Board on the main level of the Dundee Library. Elgin Community College (August 25) *Note: This was a flyer about the Future Workforce Leaders Program at ECC. We’ve started a new practice, where we will post the flyers we receive for our community bulletin board on our social media channels to get more exposure for our community organizations.*

•Twitter (735 Followers)

•Instagram

- FRVPLD (159 Followers)
- FRVPLD Youth (143 Followers)
- FRVPLD Teens (86 Followers)

Adult and Teen Services: Jason Katsion

August was a busy month for the Adult & Teen Services Department, as we expanded the number of online programs, underwent staff training, and provided opportunities for parents to prepare for the unique challenges of schooling in 2020.

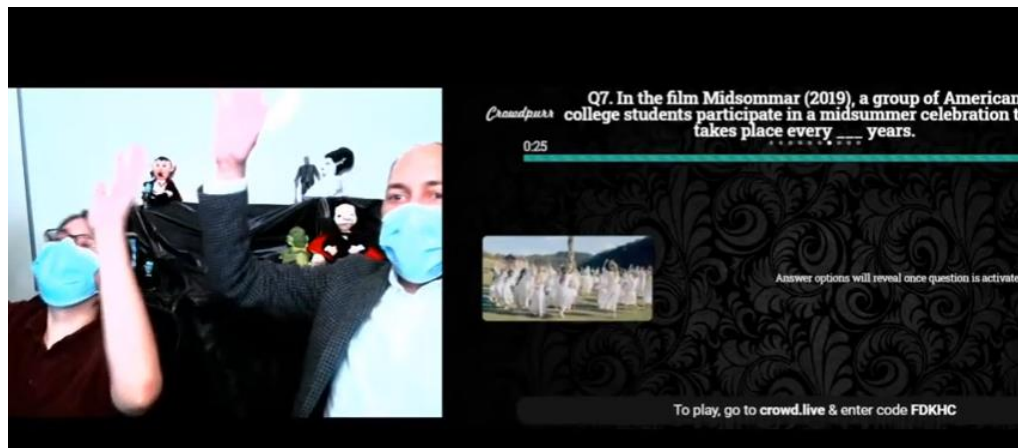
Two especially noteworthy programs helped parents prepare for the school year. On August 24, we presented Homeschooling 101 with guest speaker Kathy Wentz of Wentz Educational Services. 57 patrons attended the program and responses were highly positive. We received emails from attendees expressing appreciation for this timely program: “Thank you for all the invaluable information!!!” and “Excellent seminar tonight. Appreciate being able to attend. So

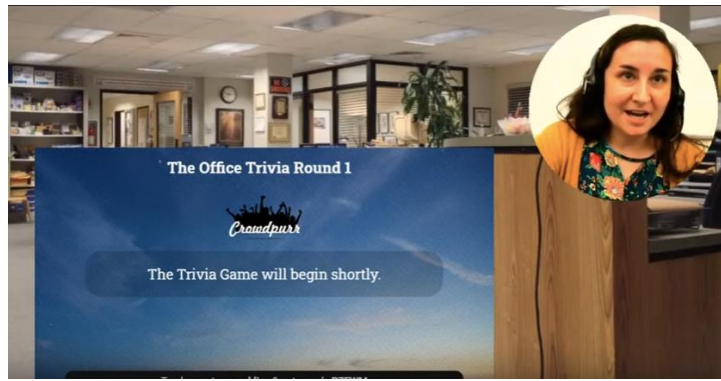
pleased the FRVPLD has programs like this! Thank you!” On August 31, we presented Learning Effectively at Home with guest speaker Carol Cortilet of C2 Education. This program provided tips for helping students to remain focused and study effectively while attending school remotely. The presentation was attended by 19 patrons, who readily participated in the interactive Q&A portion of the program. Both of these education-centered programs were organized by Library Assistant Cari Poweziak.

Our August programming included a number of highlights. Teen Librarian Danielle Pacini continued her ongoing Teen Coding series as well as Anime Club, which featured a *Wheel of Fortune*-type game and several rounds of virtual Pictionary. Library Assistant Jasmin Munoz presented Virtual Sip and Paint. Sean Plagge hosted monthly book club (*The Nickel Boys* by Colton Whitehead) in partnership with Randall Oaks Librarian Sam Bunte. Library Assistant Katie Redding presented two craft programs for teens: Macrame Wall Hanging and Felt Cell Phone Case. These craft programs are highly interactive, as patrons pick up customized supply kits at the Dundee Library in advance of the program and then assemble the crafts together during the live Zoom meetup.



We presented two trivia programs via YouTube Live in August. Library Specialist Erica Acevedo and I hosted Horror Movie Trivia: From *Dracula* to *Midsommar* on August 5, and Teen Librarian Danielle Pacini hosted a follow-up to her *Office*-themed trivia on August 25.





Library Assistant Jasmin Munoz has implemented a number of creative book displays since the library reopening, including August's Romance Awareness Month display. She has subsequently highlighted some of these displays via the FRVPLD Instagram account.



The Adult & Teen Services Department continues to provide advanced one-on-one assistance to our patrons by appointment, via Zoom or over the phone; eighteen of these one-on-one appointments were conducted in August. Adult & Teen Services staff also provided twenty-one notary appointments in August, which is a significant increase from the eleven notary appointments provided in July. On August 25, six members of the department participated in onsite Deputy Registrar training. This training increased the number of deputy registrars across departments, raising the number of registrars in Adult & Teen Services from two to eight.

Adult & Teen Services staff regularly utilize the Library Blogs as a means of engaging with our patrons. August highlights include: #OwnVoices; Want More Hamilton?: Books and Music for Fans of the Musical; New Content in VidCode; New Teen Non-Fiction. Additionally, each of the three winners of our Creative Writing Contest were featured on the blog, including their winning writing contributions.

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, (this is now the “new norm”), 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.

In last month's report I had the opportunity to talk about the air filters that we have in our RTU's (roof top units). I sent along some questions to Pat Hudgens, President of Elgin Sheet Metal that arose from our visit with the architect and mechanical engineers. The answers to my questions are as follows:

In the RTU's we are currently using MERV 10's, what is the additional cost to put in MERV 13's due to the current COVID issue?

The filters we have installed are somewhat of a hybrid that the manufacturer has rated as MERV 10. Your original units were shipped with 1" filters (MERV 4 by design) from Trane.

Can the units handle MERV 13's?

The units do not have space in the filter rack for a MERV 13 filter.

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. They were onsite on 8/18 to try and find voids in the roof penetrating into Corner 68 and again on 9/02. I foresee them visiting the roof additional times in the coming month.

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. This has been completed. A ribbon cutting and fanfare will be announced soon.

Painting update: doors (redone due to cart scuffing), YS hallway to meeting room, accent pillars and main floor hallway from admin. to teen area.

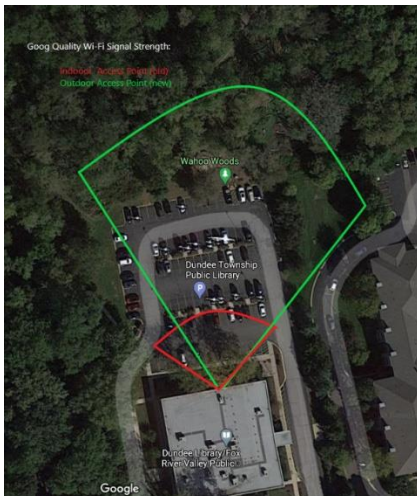
PATS (Purchasing, Acquisitions and Technical Services): Karin Nelson

Savings: \$5,234.13 The high majority of this amount was due to not renewing various Bibliotheca equipment which was approved at the last Library Board meeting. A savings of \$462 occurred because we performed early bird registration for an upcoming training series for all the Library managers.

COVID19 Supplies : I had already created a spreadsheet documenting the supplies the Library specifically purchased due to COVID19. All of that data was utilized in order to complete the CARES ACT reimbursement form to be submitted to Kane County

DVD Binge Box Sets: We've received the majority of the needed DVDs for these special sets created by staff during a competition awhile back. PR is working on the jacket cover art, and we will soon have these special binge boxes out for the public. It was so neat to see the staff's creativity when they created the various themes, and then which ones won after the staff voting!

IT/ Network: John Sabala



One of the Strategic Goals for the library is to become a community Leader in innovative services. We know not all patrons can make it inside the library due to the Covid-19 pandemic. Expanding our Wi-Fi network footprint partially fulfills our objective to increase the sustainability of the facility. The increased Wi-Fi range will allow more students and remote workers to have access to the library's internet. The IT department researched the current Wi-Fi footprint and have determined that only 25% of the parking lot can get a good Wi-Fi connection. That equates to approximately the first two parking lot rows. We have come to realize that Outdoor Access-Points are reasonable in cost and provide far greater reach to the outdoors. Additionally, we are submitting the purchase to be refunded by the CARES ACT because it qualifies in aiding Student and Remote Workers access to the internet. We have tested the Meraki MR-76 outdoor AP and streamed video beyond the parking lot and all the way to the swing in the Wahoo Woods. The library can now offer faster data speeds, better radio signal and more connectivity

for our patrons outside and we can explore new opportunities for further digital programming to the areas in the Wahoo Woods.

How are we doing?

The monthly Dashboard tells our story

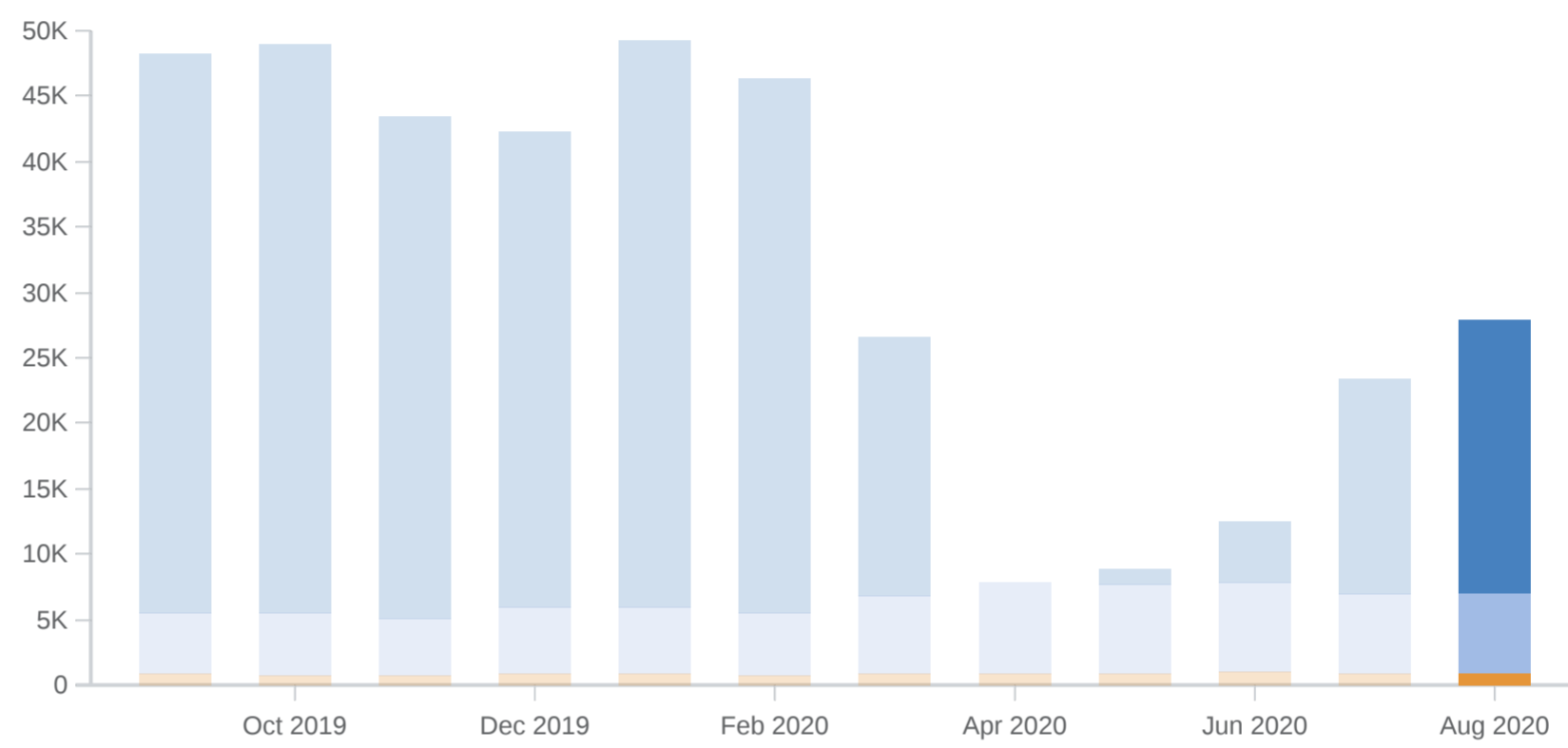
Click the graphs to see more details

Checkouts

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

Check outs have been increasing since the library reopened.

Data Updated 6 days ago



27,929

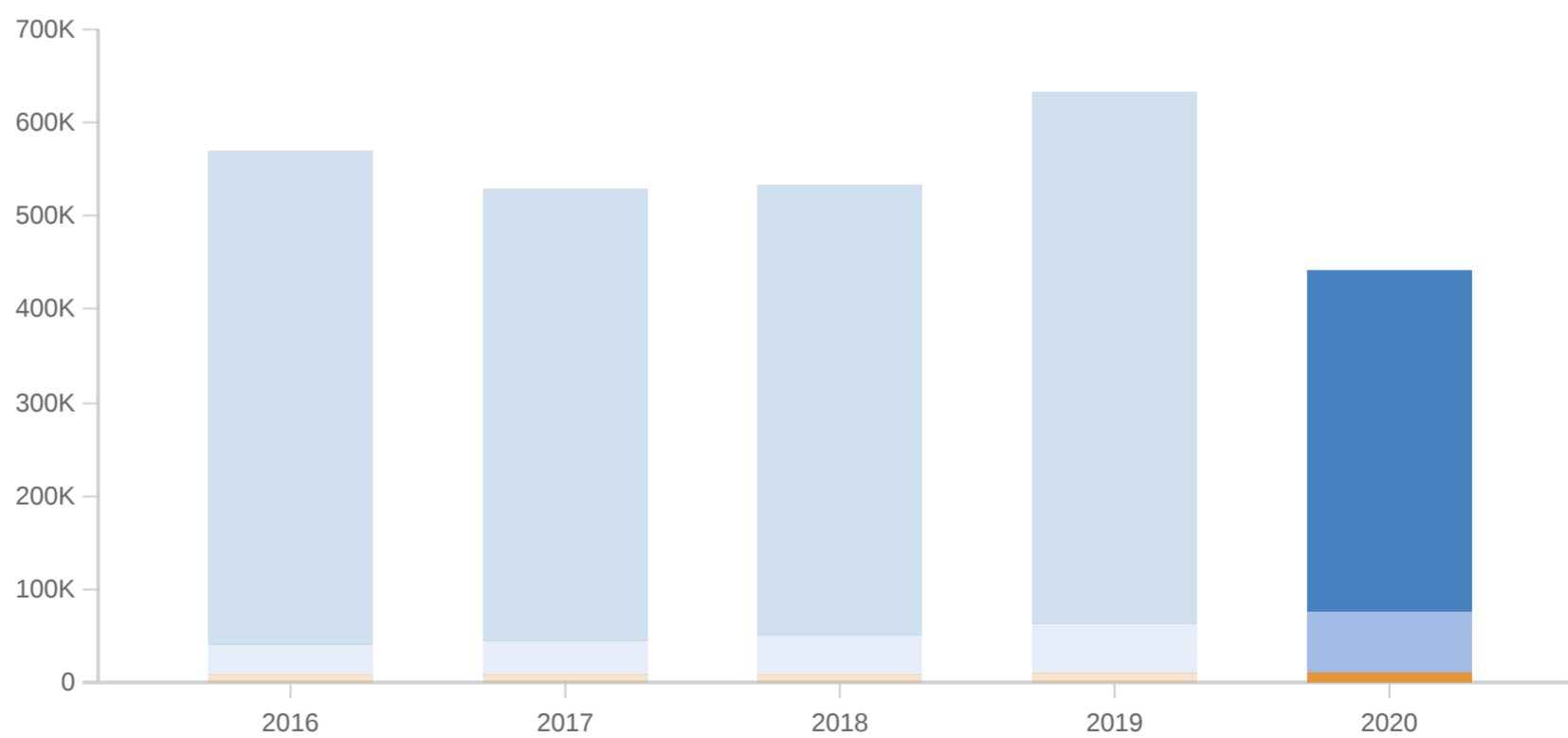
Metric Type in Aug 2020

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 6 days ago



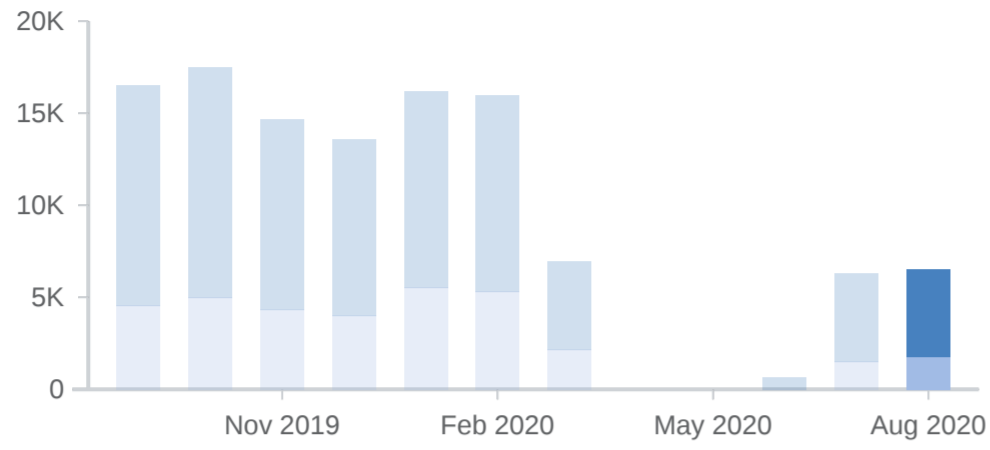
440,611

Metric Type in 2020

Library Visits

How many people visit the library each month?

Visits have been increasing since the library reopened.



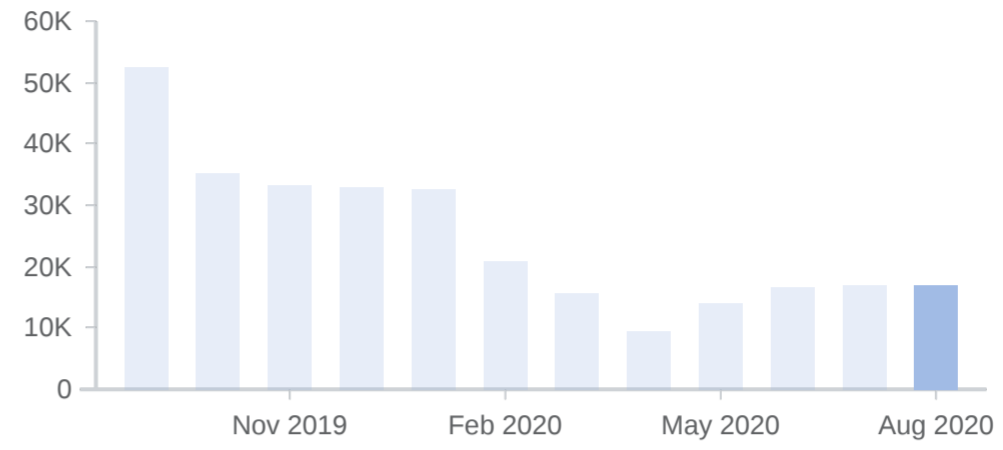
6,509

Location in Aug 2020

Website Visits

How many people visit the library each month?

Website visits remained steady in August.

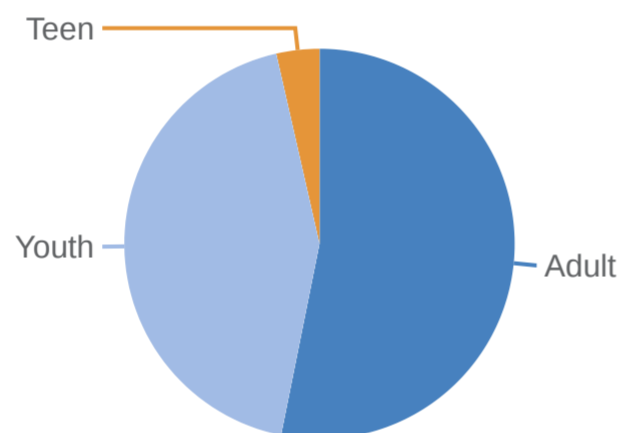


17,094

Location in Aug 2020

Physical item checkouts

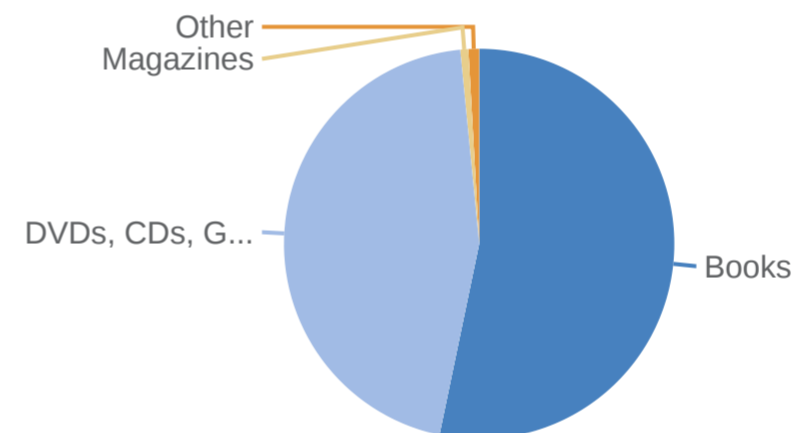
Checkouts by Audience - last fiscal year



365,575

Department in 2020

Checkouts by Material Type - last fiscal year



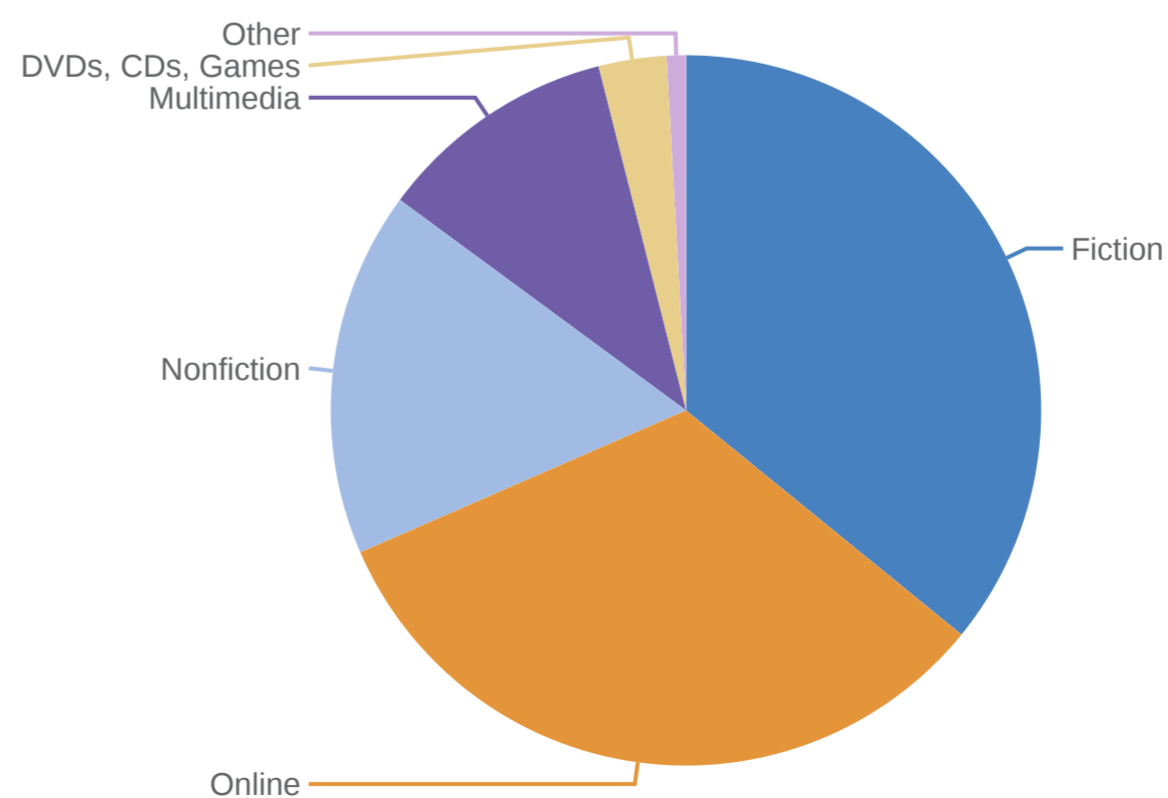
365,575

Material Type in 2020

How many items are owned by our libraries?

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

Updated 7 weeks ago



205,469

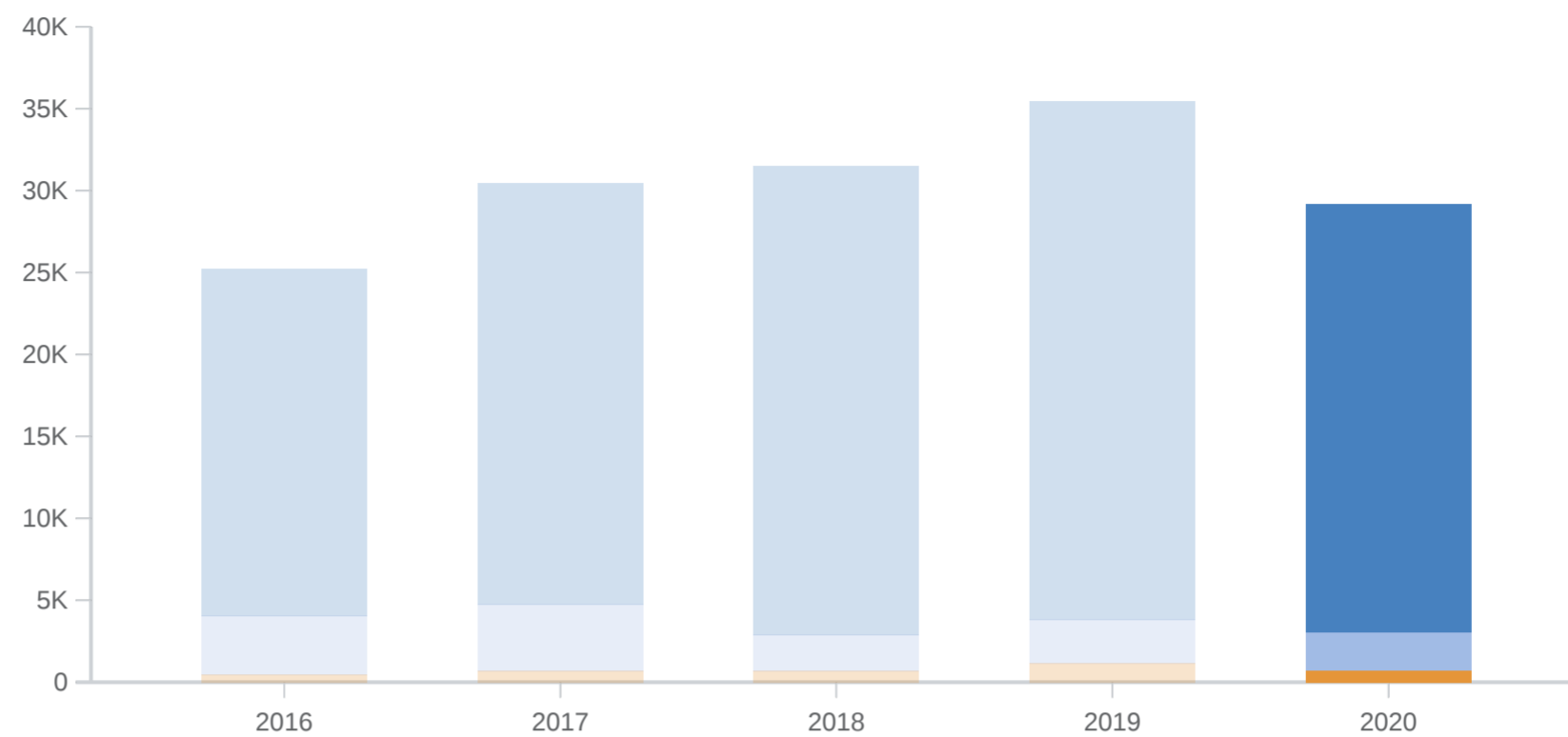
Material Type in 2020

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.

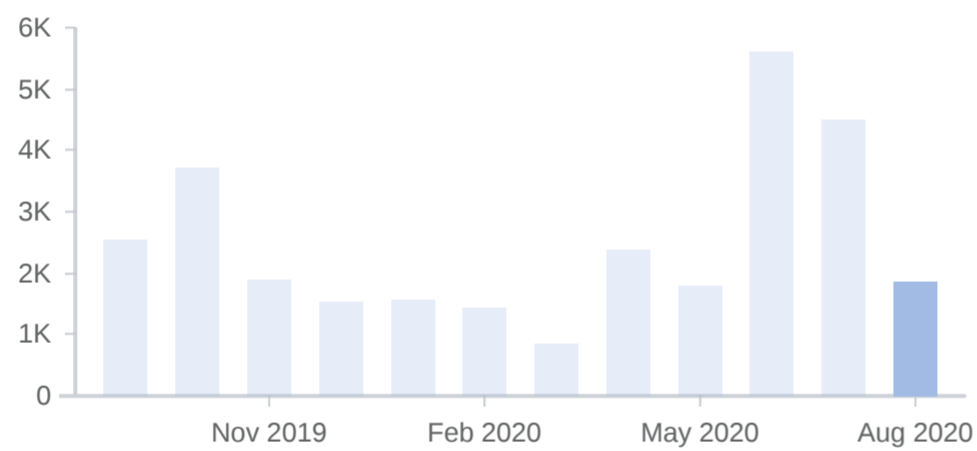
Data Updated 6 days ago



29,150
Metric Type in 2020

How many people attended library programs each month?

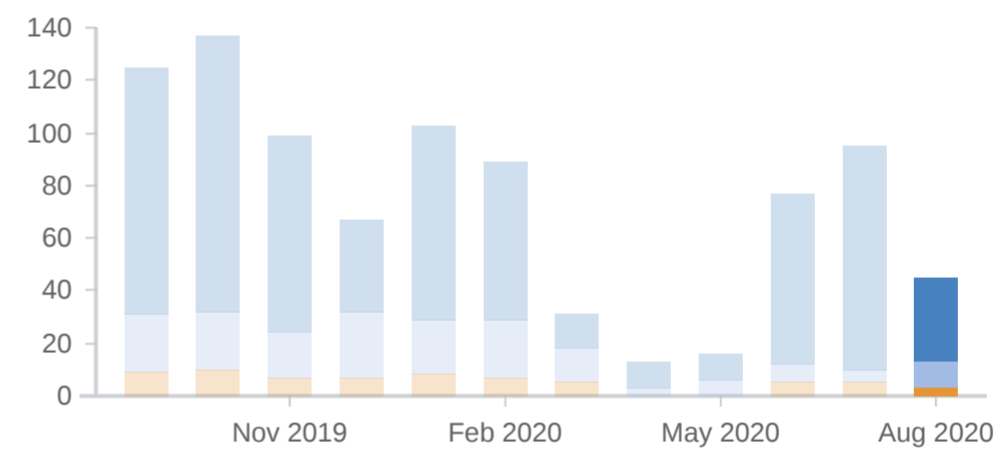
Summer meals increased program attendance greatly this summer.



1,855
Metric Type in Aug 2020

How many programs are held each month?

The majority of our programs are for children.

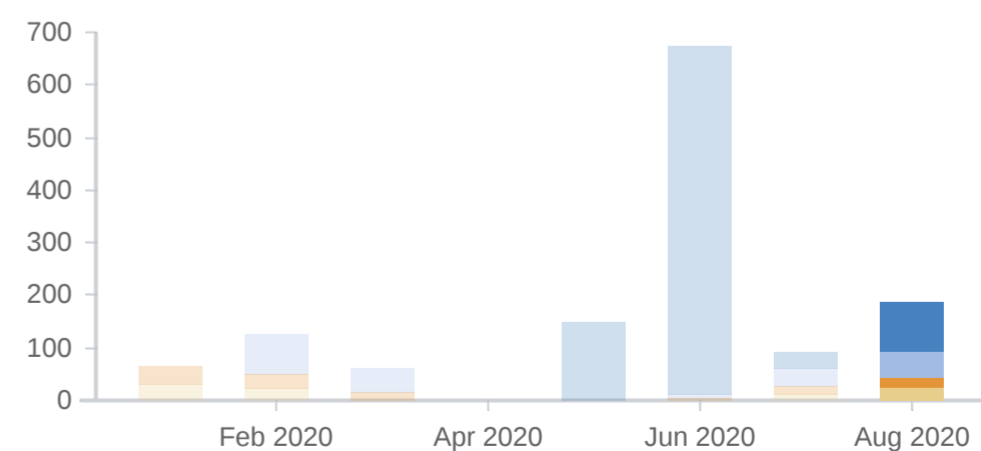


45
Metric Type in Aug 2020

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



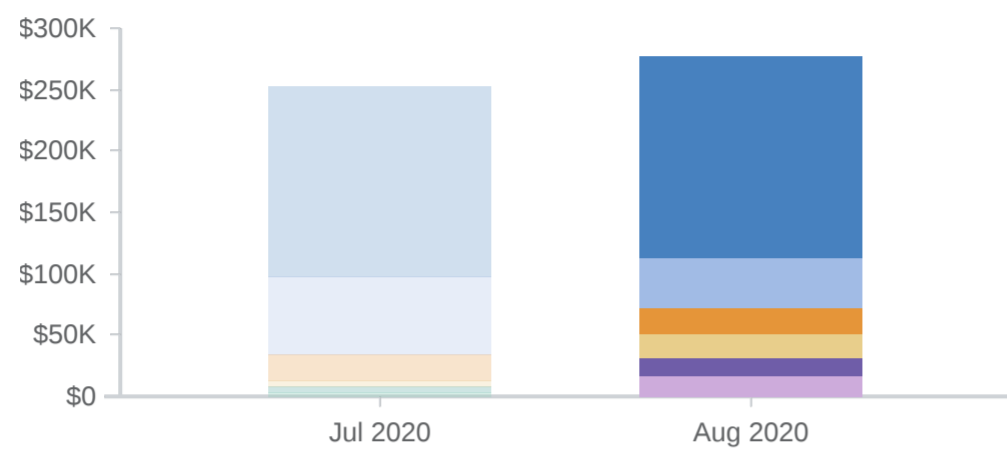
186
Metric Type in Aug 2020

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.



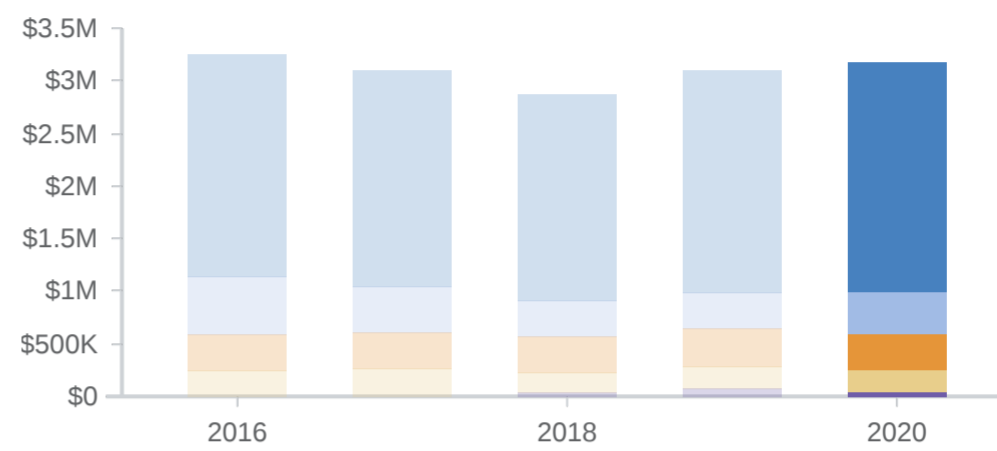
\$277,008.06

Expenses in Aug 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



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A. Consent Agenda

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

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

- A.1.a Minutes from the August 18, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for August 2020 totaling \$247,217.48**
- A.1.c Monthly Financial Report for August 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 August 2020**
- A.1.j Ehlers Account Statement for August 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
August 18, 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 an emergency. 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, 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.

The meeting was called to order by President Richard Corbett at 7:04 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

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

Members absent: none

Others present electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Brittany Berger, 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 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, 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 reported Fox River Valley Public Library District received no phone messages or emails in

response to the posted Public Notice; there was no public comment.

President's Report

Corbett noted there was no correspondence. No further report.

Director's Report

Noche de Cuentos Mini-Grant Award

Youth Services Manager Monica Boyer announced FRVPLD is one of 8 libraries nationwide to receive a grant to promote Library and Information Services to the Spanish speaking community. In celebration of Hispanic Heritage Month and to highlight the rich tradition of wrestling in Mexican culture, FRVPLD will host Storytime with a Luchador on September 26th at 10 AM on the Library's Facebook and YouTube channels.

Illinois Public Library Annual Report

Assistant Director Heather Zabski reviewed the FY1920 IPLAR Report, which records the statistical achievements and operations of FRVPLD and all libraries throughout Illinois and serves to qualify the Library as eligible to receive grant funding. Tennis thanked Zabski for addressing his questions in the review.

Department Reports and Dashboard

Rosenthal reported FRVPLD presently has 9 staff members still on furlough.

Consent Agenda

Exhibit A.1 Items 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

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

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

Unfinished Business - none

New Business

Exhibit C.1 Illinois Public Library Annual Report (IPLAR)

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

Corbett noted Zabski's review of the Report and inquired if there were any questions or comments. 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 Jani-King Cleaning and Janitorial Services Agreement

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH JANIKING OF ILLINOIS TO CLEAN THE RANDALL OAKS LIBRARY FOR \$1,450 PER MONTH*. Moved by Weber and seconded by Kuhlman, item opened for discussion.

Tennis inquired about cost and bidding. Rosenthal noted there was a recent bidding process in which Jani-King, as lowest bidder, was selected in March to clean Dundee Library. 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.3 Equipment Maintenance Agreement Renewal - Bibliotheca

Corbett called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA/3M EQUIPMENT / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$42,200*. Moved by Kuhlman and seconded by Evans, item opened for discussion.

Rosenthal reported IT Manager John Sabala did a cost/benefit analysis and determined there were areas where over \$4,200 in savings could be realized. Those determinations were incorporated into the agreement renewal. 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.

Executive Session

Corbett announced the Board will meet in Executive Session in accordance with 5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and 5 ILCS 120/2(c)(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. 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 7:53 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 8:57 PM.

Roll Call

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

Members absent:	Trustee	Dave Nutt
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Others present:	Director Lauren Rosenthal
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There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Lindholm and seconded by Evans, Corbett called for a roll call vote.

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

Meeting adjourned at 8:58 PM.

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 8/1/2020 Through 8/31/2020

Vendor Name	Check Number	Effective Date	Check Amount
Roman Endeavors, Inc.	43062	8/14/2020	560.00
123 Andres	43063	8/19/2020	300.00
Ziegler's Ace Hardware	43064	8/19/2020	14.77
Advanced Disposal	43065	8/19/2020	176.40
American Library Association	43066	8/19/2020	499.40
SYNCB/AMAZON	43067	8/19/2020	1,376.48
Anthony Roofing Tecta America	43068	8/19/2020	132.00
Arthur J. Gallagher & Co.	43069	8/19/2020	1,750.00
AT&T	43070	8/19/2020	328.99
AT & T Mobility	43071	8/19/2020	118.65
Brainfuse Inc.	43072	8/19/2020	5,600.00
Brodart Co.	43073	8/19/2020	465.11
Carlos Robles -GALLI Lucha Libre	43074	8/19/2020	0.00
Cooperative Computer Services	43075	8/19/2020	16,966.74
CDS Office Technologies	43076	8/19/2020	112.25
Comcast	43077	8/19/2020	494.72
Comcast	43078	8/19/2020	1,183.33
ComEd	43079	8/19/2020	3,301.94
Demco, Inc.	43080	8/19/2020	9.95
Ehlers Investment Partners, LLC	43081	8/19/2020	569.03
Elgin Key & Lock Co., Inc.	43082	8/19/2020	160.00
Garveys Office Products	43083	8/19/2020	1,278.00
HR Source	43084	8/19/2020	150.00
Illinois Library Association	43085	8/19/2020	600.00
INGRAM Library Services	43088	8/19/2020	11,304.17
OPP.FRANCHISING, INC. DBA JANI-KI...	43089	8/19/2020	3,658.02
Jo-ann Stores, LLC	43090	8/19/2020	2,075.00
KONE, INC	43091	8/19/2020	275.56
Lakeshore Learning	43092	8/19/2020	26.98
Midwest Tape Exchange, Inc.	43093	8/19/2020	3,045.67
Nicor Gas	43094	8/19/2020	77.31
Paddock Publications, Inc.	43095	8/19/2020	94.30
ProQuest LLC	43096	8/19/2020	3,762.89
Sebert Landscaping Inc.	43097	8/19/2020	525.00
Sebert Landscaping Inc.	43098	8/19/2020	493.00
Showcases	43099	8/19/2020	80.51
Technology Management Rev Fund	43100	8/19/2020	427.50
Tee Jay Service Company, Inc	43101	8/19/2020	364.00
Village of East Dundee	43102	8/19/2020	228.16
Cardmember Service	43103	8/19/2020	5,768.43
W.T. Cox Subscriptions, Inc.	43104	8/19/2020	6,453.64
Wellness Insurance Network	43105	8/19/2020	14,609.56
Kathleen Wentz	43106	8/19/2020	100.00
World Book, Inc.	43107	8/19/2020	1,875.00
S & S License & Title Service, Inc	DD202008-01	8/3/2020	45.00
TSYS Merchant Solutions-Omaha	DD202008-02	8/3/2020	63.12
Paylocity Payroll	DD202008-03	8/14/2020	208.40
Paylocity Payroll	DD202008-04	8/28/2020	443.45
Paylocity Payroll	DD202008-05	8/28/2020	71.20
Illinois Municipal Retirement	DD202008-06	8/31/2020	18,226.40
Office of the Secretary of State of Illinois	DD202008-07	8/31/2020	6,874.00
	Total 10100 - BANK ACCOUNTS		117,324.03

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 8/1/2020 Through 8/31/2020

Vendor Name	Check Number	Effective Date	Check Amount
Report Total			117,324.03

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- August	127,946.52
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,778.38
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,448.02
MEDICARE/F.I.C.A.	9,641.33
TOTAL PAYROLL EXPENSE	142,341.47

*Minus IMRF Employer Portion Direct Debit	(12,448.02)
	129,893.45

129,893.45	
247,217.48	Grand Total

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 10 - GENERAL/CORPORATE
 From 8/1/2020 Through 8/31/2020

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	56,277.40	1,810,825.63	53.65%	1,564,007.60	3,374,833.23	(46.34)%
43020	PPRT	5,400.15	12,707.91	28.23%	32,292.09	45,000.00	(71.76)%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	(100.00)%
44010	INT & DIV INCOME	479.86	1,203.43	4.01%	28,796.57	30,000.00	(95.99)%
45010	PER CAPITA GRANT	86,672.50	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	1,780.12	39.55%	2,719.88	4,500.00	(60.44)%
45020	OTHER GRANTS	1,861.19	1,861.19	93.05%	138.81	2,000.00	(6.94)%
46020	FINES & FEES	2.00	2.00	0.40%	498.00	500.00	(99.60)%
46030	LOST & DAMAGED	277.07	522.36	10.44%	4,477.64	5,000.00	(89.55)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	13.60	14.40	0.00%	(14.40)	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	6,909.50	12,381.00	6.50%	177,819.00	190,200.00	(93.49)%
46400	MISCELLANEOUS INCOME	19.97	110.97	661.71%	(94.20)	16.77	561.72%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	10,000.00	10,000.00	(100.00)%
46500	CASH OVER	0.00	20.00	8.01%	229.50	249.50	(91.98)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	2,992.00	14.96%	17,008.00	20,000.00	(85.04)%
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	13.20	13.20	0.08%	14,986.80	15,000.00	(99.91)%
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>159,422.44</u>	<u>1,931,106.71</u>	<u>50.88%</u>	<u>1,864,415.29</u>	<u>3,795,522.00</u>	<u>(49.12)%</u>
Total Revenues		<u>159,422.44</u>	<u>1,931,106.71</u>	<u>50.88%</u>	<u>1,864,415.29</u>	<u>3,795,522.00</u>	<u>(49.12)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 8/1/2020 Through 8/31/2020

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	22,395.08	13.57%	142,604.92	165,000.00	86.43%
52121	IMRF	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
52122	REIMBURSED INS	1,496.00	2,992.00	14.96%	17,008.00	20,000.00	85.04%
52160	TUITION REIMB	2,544.00	2,544.00	63.60%	1,456.00	4,000.00	36.40%
52212	FICA / MEDICARE	9,641.33	22,619.54	17.39%	107,380.46	130,000.00	82.60%
73295	MEETING EXPENSE	13.96	13.96	0.00%	(13.96)	0.00	0.00%
05	ADMINISTRATION						
52100	SALARIES	24,324.64	46,957.65	14.32%	280,946.35	327,904.00	85.68%
40	PUBLIC RELATIONS						
52100	SALARIES	4,871.67	8,832.98	13.63%	55,960.02	64,793.00	86.37%
50	IT / NETWORK						
52100	SALARIES	6,715.40	12,781.55	12.57%	88,848.45	101,630.00	87.42%
60	PATS						
52100	SALARIES	9,274.52	17,436.13	14.13%	105,893.87	123,330.00	85.86%
90	FACILITIES						
52100	SALARIES	5,714.40	10,667.49	12.20%	76,716.51	87,384.00	87.79%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,410.89	47,690.89	13.08%	316,853.11	364,544.00	86.92%
20	YOUTH SERVICES						
52100	SALARIES	18,660.21	33,638.68	13.04%	224,161.32	257,800.00	86.95%
70	ACCOUNT SERVICES						
52100	SALARIES	20,387.02	37,199.98	12.14%	269,179.02	306,379.00	87.86%
75	SHELVERS						
52100	SALARIES	1,226.64	1,739.76	4.73%	35,029.24	36,769.00	95.27%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,361.13	21,145.65	12.47%	148,321.35	169,467.00	87.52%
	Total PERSONNEL SERVICES/BENEFITS	152,839.35	288,655.34	13.34%	1,875,344.66	2,164,000.00	86.66%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	671.12	970.99	10.55%	8,229.01	9,200.00	89.45%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 10 - GENERAL/CORPORATE
 From 8/1/2020 Through 8/31/2020

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
61500	DATABASES	15,663.14	35,617.22	57.84%	25,957.78	61,575.00	42.16%
61510	EBOOKS	3,500.03	12,741.50	31.97%	27,108.50	39,850.00	68.03%
61520	DOWNLOADABLE MEDIA	3,242.25	14,758.36	45.72%	17,516.64	32,275.00	54.27%
61540	HOTSPOTS	0.00	2,543.00	63.57%	1,457.00	4,000.00	36.42%
64100	PROC FEES BOOKS	286.65	542.10	13.55%	3,457.90	4,000.00	86.45%
64200	PROC FEES AV	443.25	693.10	8.66%	7,306.90	8,000.00	91.34%
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	0.00	499.40	499.40%	(399.40)	100.00	(399.40)%
61200	PERIODICALS	0.00	1,987.72	99.38%	12.28	2,000.00	0.61%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	4,058.05	4,058.05	73.78%	1,441.95	5,500.00	26.22%
61600	VIDEOGAMES	974.77	2,029.05	11.93%	14,970.95	17,000.00	88.06%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	1,829.68	4,989.94	16.63%	25,010.06	30,000.00	83.37%
61111	BOOKS LARGE TYPE	82.18	211.67	6.04%	3,288.33	3,500.00	93.95%
61120	BOOKS NF	1,032.61	2,993.09	19.95%	12,006.91	15,000.00	80.05%
61130	BOOKS SPANISH	10.19	436.17	10.90%	3,563.83	4,000.00	89.10%
61330	AUDIOBOOKS	642.84	1,352.67	19.32%	5,647.33	7,000.00	80.68%
61350	MUSIC	356.69	542.08	10.84%	4,457.92	5,000.00	89.16%
61400	DVD	678.50	1,302.97	7.66%	15,697.03	17,000.00	92.34%
61700	NONTRADITIONAL MATERIALS	49.61	3,602.61	72.05%	1,397.39	5,000.00	27.95%
15	TEEN						
61100	BOOKS	354.22	782.42	12.03%	5,717.58	6,500.00	87.96%
61130	BOOKS SPANISH	147.54	234.20	7.80%	2,765.80	3,000.00	92.19%
61330	AUDIOBOOKS	113.97	403.89	13.46%	2,596.11	3,000.00	86.54%
20	YOUTH SERVICES						
61100	BOOKS	2,180.32	2,612.86	4.83%	51,387.14	54,000.00	95.16%
61130	BOOKS SPANISH	7.90	7.90	0.09%	7,992.10	8,000.00	99.90%
61330	AUDIOBOOKS	0.00	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	1,108.26	1,331.95	22.19%	4,668.05	6,000.00	77.80%
61700	NONTRADITIONAL MATERIALS	0.00	26.98	0.89%	2,973.02	3,000.00	99.10%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 8/1/2020 Through 8/31/2020

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
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	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	1,003.05	2,302.42	23.02%	7,697.58	10,000.00	76.98%
61120	BOOKS NF	263.06	664.81	22.16%	2,335.19	3,000.00	77.84%
61400	DVD	329.84	329.84	4.12%	7,670.16	8,000.00	95.88%
15	TEEN						
61100	BOOKS	328.42	559.19	13.97%	3,440.81	4,000.00	86.02%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	480.38	480.38	2.52%	18,519.62	19,000.00	97.47%
61130	BOOKS SPANISH	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
61400	DVD	78.71	159.65	5.32%	2,840.35	3,000.00	94.68%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
	Total LIBRARY MATERIALS	39,917.23	102,901.89	24.50%	317,098.11	420,000.00	75.50%
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	0.00	1,387.57	23.12%	4,612.43	6,000.00	76.87%
52130	STAFF DEVELOPMENT	2,642.40	2,642.40	88.08%	357.60	3,000.00	11.92%
70800	POSTAGE	25.59	43.58	0.54%	7,956.42	8,000.00	99.46%
70900	SUPPLIES	1,641.74	4,011.69	40.11%	5,988.31	10,000.00	59.88%
73225	PUBLIC LIABILITY INS	2,109.08	5,968.16	19.89%	24,031.84	30,000.00	80.11%
73230	TRANSPORTATION REIMBURSEMENT	16.10	37.38	0.74%	4,962.62	5,000.00	99.25%
73240	BOARD EXPENSES	150.00	150.00	5.00%	2,850.00	3,000.00	95.00%
73241	LEGAL NOTICES FEES	94.30	94.30	3.14%	2,905.70	3,000.00	96.86%
73242	MEMBERSHIPS	450.00	1,965.00	63.90%	1,110.00	3,075.00	36.10%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
73250	BANK CHARGES	49.12	86.74	1.44%	5,913.26	6,000.00	98.55%
73255	INVESTMENT FEES	569.03	1,148.44	14.35%	6,851.56	8,000.00	85.64%
73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
73281	TAX EXPENSE	0.00	55.88	110.65%	(5.38)	50.50	(10.65)%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	6,874.00	12,068.00	6.66%	169,132.00	181,200.00	93.34%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 8/1/2020 Through 8/31/2020

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
73283	LICENSE PLATE S&SLT FEES	45.00	53.75	3.58%	1,446.25	1,500.00	96.42%
73285	REIMBURSED PURCHASES	189.90	189.90	1.89%	9,810.10	10,000.00	98.10%
73290	HOSPITALITY	0.00	0.00	0.00%	500.00	500.00	100.00%
73295	MEETING EXPENSE	116.28	322.55	9.21%	3,177.45	3,500.00	90.78%
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	500.00	500.00	50.00%	500.00	1,000.00	50.00%
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73242	MEMBERSHIPS	150.00	500.00	18.72%	2,170.00	2,670.00	81.27%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	101.59	101.59	2.53%	3,898.41	4,000.00	97.46%
30	PUBLIC SERVICE						
70900	SUPPLIES	603.87	1,349.47	12.70%	9,275.53	10,625.00	87.30%
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	900.90	1,087.94	10.87%	8,912.06	10,000.00	89.12%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	72.77	225.98	2.51%	8,774.02	9,000.00	97.49%
73520	PLANT OPERATION	1,777.17	4,294.00	19.51%	17,706.00	22,000.00	80.48%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	980.00	980.00	100.00%
20	YOUTH SERVICES						
73242	MEMBERSHIPS	0.00	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	39.48	144.74	7.23%	1,855.26	2,000.00	92.76%
73505	RENT EXPENSE	5,407.50	10,815.00	16.66%	54,075.00	64,890.00	83.33%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	205.00	205.00	100.00%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 10 - GENERAL/CORPORATE
 From 8/1/2020 Through 8/31/2020

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
73242	MEMBERSHIPS	0.00	0.00	0.00%	319.00	319.00	100.00%
	Total LIBRARY OPERATIONS	24,525.82	49,314.06	11.64%	374,435.94	423,750.00	88.36%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	2,000.00	20.00%	8,000.00	10,000.00	80.00%
70900	SUPPLIES	55.00	81.82	0.99%	8,118.18	8,200.00	99.00%
73010	NEWSLETTER	3,904.00	3,904.00	20.33%	15,296.00	19,200.00	79.67%
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	3,959.00	5,985.82	14.74%	34,614.18	40,600.00	85.26%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
73151	SUMMER READING	54.94	1,062.44	6.64%	14,937.56	16,000.00	93.36%
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	41.88	157.27	4.91%	3,042.73	3,200.00	95.09%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	5.94	80.34	5.35%	1,419.66	1,500.00	94.64%
20	YOUTH SERVICES						
70900	SUPPLIES	1,178.21	1,669.97	12.84%	11,330.03	13,000.00	87.15%
73150	PERFORMERS	300.00	300.00	12.00%	2,200.00	2,500.00	88.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	7.95	7.95	0.53%	1,492.05	1,500.00	99.47%
	Total GENERAL PROGRAMMING	1,588.92	3,277.97	7.47%	40,622.03	43,900.00	92.53%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	65.92	110.89	3.61%	2,954.11	3,065.00	96.38%
73320	CCS SHARED COST	12,922.56	12,922.56	25.23%	38,276.44	51,199.00	74.76%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 8/1/2020 Through 8/31/2020

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
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
73340	SOFTWARE	90.00	180.00	1.20%	14,820.00	15,000.00	98.80%
73350	INTERNET LINES	756.49	1,512.98	15.28%	8,387.02	9,900.00	84.72%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	249.80	8.32%	2,750.20	3,000.00	91.67%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	249.80	8.32%	2,750.20	3,000.00	91.67%
	Total COMPUTER	14,084.77	15,226.03	15.20%	84,937.97	100,164.00	84.80%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	723.05	1,517.15	15.17%	8,482.85	10,000.00	84.83%
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	723.05	1,517.15	3.79%	38,532.85	40,050.00	96.21%
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	1,843.93	1,843.93	26.84%	5,026.07	6,870.00	73.16%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73640	FUEL	82.68	205.43	20.54%	794.57	1,000.00	79.46%
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	132.00	605.99	2.01%	29,394.01	30,000.00	97.98%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	3,418.96	4,596.92	6.79%	63,068.08	67,665.00	93.21%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	0.00	0.00%	16,783.00	16,783.00	100.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 8/1/2020 Through 8/31/2020

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	
	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	1,216.02	1,216.02	6.75%	16,783.98	18,000.00	93.24%
		Total MAINTENANCE	<u>6,693.59</u>	<u>8,468.29</u>	<u>4.51%</u>	<u>179,101.71</u>	<u>187,570.00</u>	<u>95.49%</u>
65		UTILITIES						
0		District Wide						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	128.65	225.22	18.76%	974.78	1,200.00	81.23%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,192.34	2,384.38	17.03%	11,615.62	14,000.00	82.97%
	73610	ELECTRICITY	3,301.94	5,803.89	14.50%	34,196.11	40,000.00	85.49%
	73620	WATER AND SEWER	228.16	228.16	4.56%	4,771.84	5,000.00	95.44%
	73630	GAS	77.31	145.82	2.91%	4,854.18	5,000.00	97.08%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	<u>235.91</u>	<u>471.80</u>	<u>18.87%</u>	<u>2,028.20</u>	<u>2,500.00</u>	<u>81.13%</u>
		Total UTILITIES	<u>5,164.31</u>	<u>9,259.27</u>	<u>13.68%</u>	<u>58,440.73</u>	<u>67,700.00</u>	<u>86.32%</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>249,496.04</u>	<u>484,605.82</u>	<u>13.78%</u>	<u>3,032,878.18</u>	<u>3,517,484.00</u>	<u>86.22%</u>
		Net Increase(Decrease) in Fund Balance	<u>(90,073.60)</u>	<u>1,446,500.89</u>	<u>520.25%</u>	<u>(1,168,462.89)</u>	<u>278,038.00</u>	<u>420.25%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 20 - FICA
 From 8/1/2020 Through 8/31/2020

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	0.00	20.99	0.20%	9,979.01	10,000.00	99.79%
	Total PERSONNEL	0.00	20.99	0.21%	9,979.01	10,000.00	99.79%
	SERVICES/BENEFITS						
	Total Expenditures	0.00	20.99	0.21%	9,979.01	10,000.00	99.79%
	Net Increase(Decrease) in Fund Balance	0.00	(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 8/1/2020 Through 8/31/2020

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	2,001.24	64,393.15	53.66%	55,606.85	120,000.00	(46.34)%
44010	INT & DIV INCOME	6.37	23.21	4.64%	476.79	500.00	(95.36)%
	Total REVENUES	<u>2,007.61</u>	<u>64,416.36</u>	<u>53.46%</u>	<u>56,083.64</u>	<u>120,500.00</u>	<u>(46.54)%</u>
	Total Revenues	<u>2,007.61</u>	<u>64,416.36</u>	<u>53.46%</u>	<u>56,083.64</u>	<u>120,500.00</u>	<u>(46.54)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,448.02	30,255.45	18.90%	129,744.55	160,000.00	81.09%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,448.02</u>	<u>30,255.45</u>	<u>18.91%</u>	<u>129,744.55</u>	<u>160,000.00</u>	<u>81.09%</u>
	Total Expenditures	<u>12,448.02</u>	<u>30,255.45</u>	<u>18.91%</u>	<u>129,744.55</u>	<u>160,000.00</u>	<u>81.09%</u>
	Net Increase(Decrease) in Fund Balance	<u>(10,440.41)</u>	<u>34,160.91</u>	<u>(86.48)%</u>	<u>(73,660.91)</u>	<u>(39,500.00)</u>	<u>(186.48)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 8/1/2020 Through 8/31/2020

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	1,790.52	1,850.85	4.62%	38,149.15	40,000.00	(95.37)%
	Total REVENUES	1,790.52	1,850.85	4.63%	38,149.15	40,000.00	(95.37)%
	Total Revenues	1,790.52	1,850.85	4.63%	38,149.15	40,000.00	(95.37)%
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%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	3,250.00	3,250.00	0.00%	(3,250.00)	0.00	0.00%
	Total PROFESSIONAL FEES	3,250.00	3,250.00	0.00%	(3,250.00)	0.00	0.00%
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	89.00	89.00	0.25%	34,911.00	35,000.00	99.75%
73430	OTHER PROF FEES	11,725.00	11,725.00	8.29%	129,563.00	141,288.00	91.70%
	Total CAPITAL EXPENSE	11,814.00	11,814.00	6.70%	164,474.00	176,288.00	93.30%
	Total Expenditures	15,064.00	15,064.00	5.35%	266,724.00	281,788.00	94.65%
	Net Increase(Decrease) in Fund Balance	(13,273.48)	(13,213.15)	5.46%	(228,574.85)	(241,788.00)	(94.54)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 80 - WORKING CASH
 From 8/1/2020 Through 8/31/2020

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	88.74	88.74	3.94%	2,161.26	2,250.00	(96.06)%
	Total REVENUES	88.74	88.74	3.94%	2,161.26	2,250.00	(96.06)%
	Total Revenues	88.74	88.74	3.94%	2,161.26	2,250.00	(96.06)%
	Net Increase(Decrease) in Fund Balance	88.74	88.74	3.94%	2,161.26	2,250.00	(96.06)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 90 - DONATION / GIFT
 From 8/1/2020 Through 8/31/2020

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	143.13	143.13	2.38%	5,856.87	6,000.00	(97.61)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>143.13</u>	<u>143.13</u>	<u>1.30%</u>	<u>10,856.87</u>	<u>11,000.00</u>	<u>(98.70)%</u>
	Total Revenues	<u>143.13</u>	<u>143.13</u>	<u>1.30%</u>	<u>10,856.87</u>	<u>11,000.00</u>	<u>(98.70)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>143.13</u></u>	<u><u>143.13</u></u>	<u><u>1.30%</u></u>	<u><u>10,856.87</u></u>	<u><u>11,000.00</u></u>	<u><u>(98.70)%</u></u>

Fox River Valley Public Library District
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021
 From 8/1/2020 Through 8/31/2020

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	58,278.64	1,875,218.78	53.65%	3,494,833.23	1,619,614.45	46.34%
43020	PPRT	5,400.15	12,707.91	28.23%	45,000.00	32,292.09	71.76%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	2,508.63	3,309.37	4.20%	78,750.00	75,440.63	95.79%
45010	PER CAPITA GRANT	86,672.50	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	1,780.12	39.55%	4,500.00	2,719.88	60.44%
45020	OTHER GRANTS	1,861.19	1,861.19	93.05%	2,000.00	138.81	6.94%
46020	FINES & FEES	2.00	2.00	0.40%	500.00	498.00	99.60%
46030	LOST & DAMAGED	277.07	522.36	10.44%	5,000.00	4,477.64	89.55%
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	26.80	27.60	0.13%	20,000.00	19,972.40	99.86%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	6,909.50	12,381.00	6.50%	190,200.00	177,819.00	93.49%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	19.97	110.97	661.71%	16.77	(94.20)	(561.71)%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
46500	CASH OVER	0.00	20.00	8.01%	249.50	229.50	91.98%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	2,992.00	14.96%	20,000.00	17,008.00	85.04%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>163,452.45</u>	<u>1,997,605.80</u>	<u>50.33%</u>	<u>3,969,272.00</u>	<u>1,971,666.20</u>	<u>49.67%</u>
	Net Increase(Decrease) in Fund Balance	<u>163,452.45</u>	<u>1,997,605.80</u>	<u>50.32%</u>	<u>3,969,272.00</u>	<u>1,971,666.20</u>	<u>49.67%</u>

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021
 From 8/1/2020 Through 8/31/2020

Attachment to Exhibit A.1.f

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	165,287.37	318,931.78	13.66%	2,334,000.00	2,015,068.22	86.34%
	PERSONNEL SERVICES/BENEFITS					
	165,287.37	318,931.78	13.66%	2,334,000.00	2,015,068.22	86.34%
	Total Personnel Expenses					
20	Library Materials					
20	39,917.23	102,901.89	24.50%	420,000.00	317,098.11	75.50%
	LIBRARY MATERIALS					
	39,917.23	102,901.89	24.50%	420,000.00	317,098.11	75.50%
	Total Library Materials					
50	Operating Expenses					
51	24,525.82	49,314.06	11.63%	423,750.00	374,435.94	88.37%
52	3,959.00	5,985.82	14.74%	40,600.00	34,614.18	85.26%
53	1,588.92	3,277.97	7.46%	43,900.00	40,622.03	92.54%
54	14,084.77	15,226.03	9.65%	157,664.00	142,437.97	90.35%
55	3,973.05	4,767.15	11.90%	40,050.00	35,282.85	88.10%
	PROFESSIONAL FEES					
	48,131.56	78,571.03	11.13%	705,964.00	627,392.97	88.87%
	Total Operating Expenses					
60	Building Expenses					
61	6,693.59	8,468.29	3.59%	235,570.00	227,101.71	96.41%
65	5,164.31	9,259.27	13.67%	67,700.00	58,440.73	86.33%
	UTILITIES					
	11,857.90	17,727.56	5.85%	303,270.00	285,542.44	94.15%
	Total Building Expenses					
70	Capital Expense					
70	11,814.00	11,814.00	5.73%	206,038.00	194,224.00	94.27%
	CAPITAL EXPENSE					
	11,814.00	11,814.00	5.73%	206,038.00	194,224.00	94.27%
	Total Capital Expense					
	277,008.06	529,946.26	13.35%	3,969,272.00	3,439,325.74	86.65%
	Total Expenditures					
	(277,008.06)	(529,946.26)	13.35%	(3,969,272.00)	(3,439,325.74)	86.65%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021
From 8/1/2020 Through 8/31/2020

Attachment to Exhibit A.1.g

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	88,241.48	177,516.82	7.35%	1,199,041.00	1,021,524.18	92.65%
20	Library Materials	23,806.44	70,353.39	14.29%	166,500.00	96,146.61	85.71%
50	Operating Expenses	39,050.86	60,306.18	6.76%	576,970.00	516,663.82	93.24%
60	Building Expenses	2,055.26	2,274.58	8.18%	25,125.00	22,850.42	91.82%
70	Capital Expense	11,814.00	11,814.00	5.90%	200,038.00	188,224.00	94.10%
	Total District Wide	164,968.04	322,264.97	7.61%	2,167,674.00	1,845,409.03	92.39%
1	Dundee Library						
15	Personnel Expenses	65,684.76	120,269.31	6.80%	965,492.00	845,222.69	93.20%
20	Library Materials	13,627.33	27,644.34	6.98%	195,000.00	167,355.66	93.02%
50	Operating Expenses	3,500.87	7,047.36	6.13%	57,080.00	50,032.64	93.87%
60	Building Expenses	8,350.71	13,765.16	3.47%	240,062.00	226,296.84	96.53%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	91,163.67	168,726.17	6.23%	1,462,134.00	1,293,407.83	93.77%
2	Randall Oaks						
15	Personnel Expenses	11,361.13	21,145.65	6.70%	169,467.00	148,321.35	93.30%
20	Library Materials	2,483.46	4,904.16	4.24%	58,500.00	53,595.84	95.76%
50	Operating Expenses	5,579.83	11,217.49	7.75%	71,914.00	60,696.51	92.25%
60	Building Expenses	1,451.93	1,687.82	3.81%	38,083.00	36,395.18	96.19%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	20,876.35	38,955.12	6.15%	339,464.00	300,508.88	93.85%
	Total Expenditures	277,008.06	529,946.26	6.98%	3,969,272.00	3,439,325.74	93.02%
	Net Increase(Decrease) in Fund Balance	(277,008.06)	(529,946.26)	6.97%	(3,969,272.00)	(3,439,325.74)	93.03%

Fox River Valley Public Library District

Attachment for Exhibit A.1.i

Balance Sheet
As of 8/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,232,941.54
30	IMRF	56,245.29
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>459,730.37</u>
	Total Checking Accounts	3,748,917.20
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	158,749.99
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,927,398.85
80	WORKING CASH	159,255.58
90	DONATION / GIFT	<u>256,860.92</u>
	Total Investments	<u>3,502,265.34</u>
	Total Cash and Investments	7,251,620.04
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	27,037.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	8,436.34
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	16,895.17
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	634.00
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,563,999.08
30	IMRF	<u>55,615.37</u>
	Total Other Assets	<u>1,672,617.46</u>
	Total Assets	<u><u>8,924,237.50</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	12,149.91
70	CAPITAL PROJECTS/SPECIAL RESERVE	14,975.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	146.23
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	60.88
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	3,021.35
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	410.00
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	68.99
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	174.46
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	18.00
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	26.68
27900	DEFERRED TAXES	
10	GENERAL /CORPORATE	1,563,999.08

Fox River Valley Public Library District

Attachment for Exhibit A.1.i

Balance Sheet
As of 8/31/2020

		<u>Current Year</u>
30	IMRF	<u>55,615.37</u>
	Total Liabilities	1,650,665.95
	Fund Balance	
10	GENERAL/CORPORATE	3,429,055.54
30	IMRF	56,245.29
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,372,154.22
80	WORKING CASH	159,255.58
90	DONATION / GIFT	<u>256,860.92</u>
	Total Fund Balance	<u>7,273,571.55</u>
	Total Liabilities and Fund Balance	<u><u>8,924,237.50</u></u>



Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
08/31/2020

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	08/31/2020	---	0.00	0.000	---	MMDA12	83,312.96
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	20033AXB7	245,452.27
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	321118BJ9	201,837.80
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	61747MG96	217,087.65
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	126,945.88
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	157,986.54
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	204,838.40
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	138,788.78
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,825.44
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	153,493.35
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,854.78
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	174,555.02
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	112,231.66
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,242.40
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,734.03
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,904.32
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	207,342.40
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,802.40
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	27,601.60
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,823.87
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	22,153.96
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,856.29
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	142,117.09
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,549.84
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	87,429.38
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	159,816.00
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	3133EK4A1	115,270.37
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,944.92
---	---	03/01/2022	---	3,310,000.00	2.401	2.132	---	3,488,799.38

C.1 Ordinance 2020-07 Budget and Appropriation

RECOMMENDED **MOTION**: I move to Approve Ordinance 2020-07 Budget and Appropriation in the amount of \$7,472,990 for Fiscal Year 2020-2021 as presented.

BACKGROUND INFORMATION:

In compliance with applicable statutes, the Library is required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The Budget and Appropriation Ordinance outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available.

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

ORDINANCE NO. 2020-07
ANNUAL BUDGET AND APPROPRIATION ORDINANCE
 FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,
 KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING
 JULY 1, 2020 AND ENDING JUNE 30, 2021

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

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

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

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

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

I. <u>GENERAL CORPORATE FUND</u>	FY2021 Appropriation
Fund balance at the beginning of fiscal year	\$2,239,272
 <u>Estimated Revenues</u>	
Property Tax	\$3,377,833
Other Taxes	\$45,000
Grants and Donations	\$93,173
Fine & Fees	\$5,500
Interest Income	\$36,000
<u>Other Income</u>	<u>\$249,016</u>
Total Estimated Revenues	<u>\$3,806,522</u>
Total Estimated Funds Available	\$6,045,795
 <u>Estimated Expenditures</u>	
Personnel Services/Benefits	\$2,272,200
Library Materials	\$462,000

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

II. SPECIAL RESERVE FUND

Fund balance at the beginning of fiscal year \$3,385,367

Estimated Revenues

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

Estimated Expenditures

Furniture & Equipment	\$38,500
Computer Equipment	\$63,250
Professional Fees	\$155,417
Property acquisition & remodeling	\$3,000,000
<u>Building Repairs</u>	<u>\$52,800</u>
Total Estimated Expenditures	<u>\$3,309,967</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$115,401</u>
Amount Appropriated, Special Reserve Fund	\$3,309,967

III. FICA FUND

Fund balance at the beginning of fiscal year \$21

Estimated Revenues

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

Estimated Expenditures

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

IV. IMRF FUND

Fund balance at the beginning of fiscal year	\$22,084
--	----------

Estimated Revenues

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

Estimated Expenditures

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

RECAPITULATION

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

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

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

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

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

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

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

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

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

AYES _____
NAYS _____
ABSENT _____
NOT VOTING _____

APPROVED:

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

Attest:

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

CERTIFICATE OF ESTIMATED REVENUES

In Accordance with 35 ILCS 200/18-50

Unit Name: Fox River Valley Public Library District
Fund: General Revenue estimate for fiscal year beginning July 1, 2020

SOURCE OF REVENUE

FUNDS AVAILABLE, BEGINNING OF FISCAL YEAR	\$ 5,805,912
TAX LEVY	3,494,833
PPRT	45,000
IMPACT FEE	3,000
INT & DIV INCOME	78,750
PER CAPITA GRANT	86,673
E-RATE GRANT	4,500
OTHER GRANTS	2,000
FINES & FEES	500
LOST & DAMAGED	5,000
MEETING RM RENTAL	50
PROGRAM REVENUE	100
PRINT/COPY REVENUE	20,000
FAX REVENUE	3,000
LICENSE PLATE RENEWAL	190,200
TAXABLE SALES (USB, DVD, EARBUDS)	400
MISCELLANEOUS INCOME	17
REIMBURSEMENTS	10,000
CASH OVER	250
RETIRED EMPLOYEE REIMBURSEMENTS	20,000
MONETARY GIFT	<u>5,000</u>
	<u>\$ 9,765,195</u>

Total includes Working Cash and Special Reserve funds

Certification

The undersigned, as chief fiscal officer of the Fox River Valley Public Library District, does hereby certify that the above is a true estimate of the revenues anticipated to be available next fiscal year for the indicated funds.

Dated: September 15, 2020

Brian Lindholm, Treasurer
Board of Library Trustees of the
Fox River Valley Public Library District

CERTIFICATION OF BUDGET

(Appropriation Ordinance)

I, the undersigned, duly elected, qualified and acting Secretary of Fox River Valley Public Library District, Kane County, Illinois, do hereby certify that the attached hereto is a true and correct copy of the Budget (Appropriation Ordinance) of said Board of Library Trustees for the fiscal year beginning July 1, 2020, as adopted on September 15, 2020 .

Date: September 15, 2020

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

C.2 Election Day Holiday

RECOMMENDED MOTION: I move to close the Library on November 3, 2020 in accordance with Public Act 101-0642 and provide holiday pay to benefitted staff.

BACKGROUND INFORMATION:

There are thirteen state holidays in Illinois, but FRVPLD only gives 8.5 paid holidays per year. There is no requirement that units of local government honor the same holidays as the state.

However, in June the Governor signed Public Act 101-0642 declaring November 3, 2020 to be a state holiday and requires all “government offices” to close.

The Library’s law firm Peregrine, Stime, Newman, Ritzman, & Bruckner Ltd as well as ILA’s law firm Ancel Glink both advise that the Library is included in the statute (unless the Library is also a polling place, in which case only the polling place may remain open).

In November 2019 the Board authorized all library closings for 2020, and November 3 was not among them. So this motion authorizes that additional closing.

While the November 2019 resolution listed all library closings for 2020, the Library does not pay holiday time for all closings: paid holidays are spelled out in the Employee Handbook. The Library is closed on Easter, but no holiday pay is received since it’s a Sunday. However, November 3 will be a Tuesday so it is recommended that staff receive holiday pay for the day.

The Public Act specifies November 3, 2020 only, and does not make election day a holiday in future years.

C.3 Property Donation – Photo Reproductions

RECOMMENDED MOTION: I move to donate three mounted photo reproductions of historic West Dundee and Carpentersville to the Village of Carpentersville.

BACKGROUND INFORMATION:

Three large photo reproductions of Carpentersville and West Dundee hang in the Village of Carpentersville's Public Works / Waste Water building on Tamarac Drive (see below). The largest photo of the Fox River hangs proudly in the lobby, and the two slightly smaller photos hang in the adjacent meeting room. Both rooms look as if they've been designed around these art works, with coordinating wall paint and proportional wall spaces. The pictures look like they belong there.

However, the pictures actually belong to the Fox River Valley Public Library District. In 2012 they were lent to Carpentersville, and every year the current Village President has renewed the loan agreement.

Their value is unknown, being photo reproductions. The Library has no immediate use for them, and it's difficult to imagine requesting them back, given their lovely and logical surroundings. And it just would not be the neighborly thing to do.

Rather than renew the loan agreement it is recommended that the Library formally donate the photos to the Village of Carpentersville permanently.



Photo hanging in the lobby of the Village of Carpentersville Public Works building on Tamarac

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT



Photos hanging in the large meeting room at the Village of Carpentersville Public Works building on Tamarac



C.4 Approve Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to March 15, 2019

RECOMMENDED **MOTION**: I move to approve the report of the closed session minutes review and destruction of all audio recordings made prior to March 15, 2019.

BACKGROUND INFORMATION:

The Open Meetings Act [5 ILCS 120/2.06(c)(d)] sets the requirement that closed session minutes must be reviewed no less than semi-annually to make a determination if the need for confidentiality still exists and gives guidance regarding destruction of the verbatim record of closed session meetings.

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

TO: Board of Trustees, Fox River Valley Public Library District
 FROM: Nikki S. Kuhlman, Board Secretary

September 15, 2020

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

May 12, 1998	Remain closed	May 19, 2020	Remain closed
February 11, 2008	Remain closed	June 16, 2020	Remain closed
April 14, 2008	Remain closed	July 21, 2020	Remain closed
May 12, 2008	Remain closed		
May 11, 2009	Remain closed		
May 18, 2009	Remain closed		
September 14, 2009	Remain closed		
December 14, 2009	Remain closed		
November 8, 2010	Remain closed		
November 29, 2016	(1) Remain closed		
February 21, 2017	Remain closed		
October 17, 2017	Remain closed		
February 20, 2018	Remain closed		
March 20, 2018	Remain closed		
May 15, 2018	Remain closed		
April 21, 2020	Remain closed		

Also, recommend the destruction of all executive session audio recordings made on or before March 15, 2019 (requirement is to keep for a period of 18 months).

Nikki S. Kuhlman, Secretary