

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, October 20, 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, October 20 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, October 30.

Fox River Valley Public Library District Board of Trustees Meeting

October 20, 2020

7:00 PM

AGENDA

Dundee Library Meeting Room

Call to Order—President Richard V. Corbett

Pledge of Allegiance

Roll Call—Secretary Nikki 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 October 20, 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

- Correspondence

Director's Report—Director Lauren Rosenthal

- Audit (CAFR) Presentation – Ann Van Vooren, Lauterbach and Amen
- Department Reports
- Dashboard

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the September 15, 2020 Budget and Appropriation Hearing
- A.1.b Minutes from the September 15, 2020 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2020 totaling \$228,642.59
- A.1.d Monthly Financial Report for September 2020
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for September 2020
- A.1.k Ehlers Account Statement for September 2020

B. Unfinished Business - none

C. New Business

Exhibit C.1 Resolution 2020-08 Intergovernmental Agreement Kane County CARES Act

Exhibit C.2 Resolution 2020-09 To Determine Estimate of Funds Needed for FY 2020-2021

Executive Session 5 ILCS 120/2(c)(21) Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or Semi-Annual Minutes review of the Minutes mandated by Section 2.06 of the Act; and

5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

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

Adjournment

Director's Report

Goals for September 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: 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) **Done**
11. Meeting: MTM (9/8, 9/22, 9/29) **Done**
12. Meeting: Rotary (9/30) **Done**
13. Meeting: FRVPLD board (9/15) **Done**
14. Task: Apply for CARES act reimbursements for pandemic-related expenses – Kane County (9/15) **Done**
15. Task: W2W (9/10, 9/24) **Done**
16. Task: Payroll (9/8, 9/22) **Done**
17. Task: Prepare board packet (9/9) **Done**
18. Task: Ship July Rotary 19K medals (9/16) **Done**
19. Task: Update Org Chart for 7/1/2020 Salary Scale (9/30) **Done**
20. Task: Review draft audit (9/25) **Done**
21. Task: Create CAFR Letter of Transmittal (9/25) **Done**
22. Task: Create CAFR Statistical Section (9/25) **Done**
23. Task: Update MD&A (9/30) **Done**
24. Task: Locate & print "Estimated EAV Report" from Kane County Clerk in preparation for 2021 Levy (9/30) **Done**
25. Task: Gilberts Book Drop ribbon cutting (goal of mid-August) **Virtual promotion only**
26. Training: All Staff (9/18) **Done**
27. Training: Storytelling for Special Districts: Telling Your District's Story (9/22) **Done**
28. Training: Storytelling for Special Districts: What is your Story? (9/30) **Done**
29. Training: Fostering an Anti-Racism Library Culture (9/29) **Done**
30. Presentation: First Amendment Audit (9/18) **Done**
31. Vacation September 9-11 **Done**

Internal meetings with individual staff members not included

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7. Meeting: Consult with Ritzman re: VITA program (10/1) **Done**
8. Meeting: Anti-Racism Library Directors Group (10/1) **Did not attend – conflict with another meeting**
9. Meeting: Pre-agenda (10/5) **Done**
10. Meeting: Community Share e-book with Baker & Taylor (10/7) **Done**
11. Meeting: MTM (10/6, 10/13, 10/20, 10/27)
12. Meeting: Rotary (10/7, 10/14, 10/21, 10/28)
13. Meeting: CCS Governing Board (10/14)
14. Meeting: FRVPLD board (10/21)
15. Task: CARES act IGA, Resolution, Documentation for pandemic-related expenses – Kane County (10/31?)
16. Task: Comprise invoicing (10/2) **Done**
17. Task: LJ Anti-racism homework (10/6) **Done**
18. Task: LJ Anti-racism homework (10/13)
19. Task: LJ Anti-racism homework (10/20)
20. Task: CAFR final review (10/9) **Done**
21. Task: Calculate "Estimate of Funds Needed" based on estimated EAV (10/8) **Done**
22. Task: Prepare board packet 10/14) **Done**
23. Task: Record audio and photos for Per Capita Grant / Illinois Library Standards video. (10/16) **Done**
24. Task: W2W (10/8, 10/22)
25. Task: Payroll (10/6, 10/20)
26. Task: Update FCC Form 498 for e-rate grant (10/31)
27. Task: File for e-rate 1st quarter reimbursements (10/31)
28. Task: File e-rate BEAR supplemental information (10/31)
29. Training: Chicago Virtual Digital Government Summit (10/1 & 10/2) **Done**
30. Training: Storytelling for Special Districts: Examples & Tips (10/6)
31. Training: Storytelling for Special Districts: Guerrilla Marketing (10/13)
32. Training: Storytelling for Special Districts: Guerrilla Marketing (10/20)
33. Training: Storytelling for Special Districts: Guerrilla Marketing (10/27)
34. Training: Fostering an Anti-Racism Library Culture (10/6, 10/13)
35. Presentation: RAILS podcast with Dierdre Brennan (10/29)

Internal meetings with individual staff members not included

I spent much of September composing the transmittal letter, statistical tables, MD&A, and reviewing the draft FY1920 CAFR. This year we will, unfortunately, be dinged for my error. To make financial reports easier for taxpayers to understand, the Library has been reducing the number of Nonmajor funds. The Building & Maintenance fund was closed in FY1617, the Audit and Liability Insurance funds were closed in FY1718, and the FICA fund was planned for closure in FY1920. In preparation for closing the FICA fund, reduced tax revenue was levied into the fund with the intention of exhausting the fund balance over the course of the year, then beginning to pay FICA from the Corporate fund. When Ordinance 2019-13 was passed, the estimated opening balance in the FICA fund was understated, which led to a projection of total estimated funds available of \$127,000 in FY1920. After spending \$131,707 from the FICA fund in FY1920 the Library finished the year with \$20.99 remaining in the FICA fund. All FICA expenditures were paid from the FICA fund over the course of FY1920, resulting in expenditures \$4,707 above what was budgeted in Ordinance 2019-13. However, for the Working Budget \$140,000 was budgeted in total FICA expenditures so the Library did not exceed the total Personnel budget in FY1920.

As we finalized the FY1920 CAFR we needed to include an Organizational Chart, and I realized ours should be updated. The salary scale the board approved in January includes positions that we do not currently fill, such as Librarian II, but we may decide to at a future date. This updated chart included in my Directors Report both reflects our current structure including elimination of the Custodian, and allows for flexibility into the future. As you review the FY1920 CAFR (included in this board packet) you'll see it contains the old chart but next year's will contain this updated one.

To qualify for the Per Capita grant of \$86,000, every year we need to review a few chapters of "Serving Our Public 4.0: Standards for Illinois Public Libraries" plus a few chapters of the "Trustee Facts File." Usually these requirements are spelled out much in advance – and by "in advance" I mean something like 2-3 years in advance. But like everything else that's unprecedented in 2020, the Per Capita grant requirements have still not been formally published. And the completed application is usually due 1/15, so by now we're usually about done completing them. Needing to get some definition, library directors have called the Illinois State Library and have been informed that this year we'll "review the whole book." Now, Heather or I usually spend 20-30 minutes reviewing 1-2 chapters with staff and board, so a book of 13 chapters plus 10 appendices would be a long, long presentation(s). So the Management Team is preparing a short video summarizing the book. We expect to have this 30-minute video ready for the November Board meeting, as well as our November All Staff meeting. Think speed standards.

I'll spend the next the next 9 weeks preparing the Library as best I can. With this month's "Estimate of Funds Needed" our levy will be set, and that's the last financial document required for FY2021. I expect to have a draft FY2122 Working Budget completed before I leave, so that will be a huge project that the new Director won't have to worry about. Heather keeps a keen eye on public services so I know operations will remain smoothly functioning. I'll work with Board and staff to do everything I can to ensure a smooth transition.

Citizens of Fox River Valley Public Library District

Elected Board of Library Trustees

Library Director

Assistant Director

Human Resources Specialist

Business Services Specialist

Executive Assistant

Account Services Manager

Randall Oaks Manager

Adult & Teen Services Manager

Youth Services Manager

Purchasing Acquisitions & Technical Services Manager

Facilities Manager

IT / Network Manager

PR & Outreach Manager

Librarian II

Librarian

Librarian II

Librarian

Specialist

Adult & Teen Assistant

Adult & Teen Clerk

Librarian II

Librarian

Specialist

Youth Assistant

Youth Clerk

PATS Assistant

PATS Clerk

Maintenance

IT Specialist

IT Assistant

PR Clerk

Shelving Supervisor

Account Services Clerk

Shelver

Randall Oaks Assistant

Randall Oaks Clerk

Fox River Valley Public Library District September 2020 Department Reports

Assistant Director: Heather Zabski

The offline period from September 5 to September 8th went seamlessly, and we now have two more libraries included in our consortium: Grayslake and Palatine. Since they joined, staff have noticed a sizeable increase in our picklists (items staff pull for holds). However, Account Services staff and Randall Oaks has done a great job keeping up with demand.

Evanston Public Library and Northfield Branch of Winnetka Public Library reopened interlibrary loan in September. This means that 25 of the 29 libraries in CCS are currently participating in interlibrary loan. Highland Park Library had to close briefly because of a staff member testing positive for COVID-19.

We hosted an All Staff meeting virtually on September 18th. During that meeting I presented open enrollment information for our full-time and part-time benefited staff. Additionally, I presented on our annual statistical data from the IPLAR report. It was an informative and celebratory meeting, with presentation highlights including Binge Boxes and Hispanic Heritage Month. With many staff still working partly at home, we don't get the chance to see each other as often. The virtual All Staff meeting gave us a great opportunity to feel connected again. Initial feedback from the meeting was positive.

We had our first PIC (person in charge) committee meeting on September 15. The committee is comprised of 10 staff members for public service departments as well as Facilities and Administration. At our first meeting we discussed topics that PICs would like more training on (plumbing emergencies and patron de-escalation strategies were two suggestions). We also discussed potential training methods for new PICs, including being paired with a PIC mentor. Going forward, we will begin polling customer-facing staff to see what kind of safety and security training they need. The PIC committee will meet every two weeks for the first few months, while we figure out our target goals, and then meet monthly on an ongoing basis. The overarching goals of the committee is to make PICs feel more confident in performing their role and strengthen safety and security at the library.

Besides having to lengthen the quarantine time for returned materials to a week, there haven't been many changes to our procedures since we opened to the public on July 5th. COVID-19 cases in our area continue to increase, preventing us from re-opening services like public computers, though we continue to explore options to do so safely. No news is okay news because it means we haven't had to roll back services. However, we want staff to continue to feel like they are getting the latest news (if there isn't really anything to report). So, I'll be giving staff weekly updates on COVID-19 safety procedures in our internal newsletter Fox Tracks. This will give us a chance to highlight things we are already doing and reiterate any necessary procedure changes.

Randall Oaks: Brittany Berger

In September, staff assisted patrons with 126 reference questions and 404 general queries throughout the month, and processed 24 complimentary print jobs. Thanks to the Youth Services department we offered two take home crafts this month and handed out a total of 70 sunflowers and bears. It was a quiet month, but that allowed staff to refresh displays to better highlight our collections. We received a selection of Binge Boxes, promoted voter registration, and Sam Bunte took staff book recommendations and turned them into eye-catching shelf talkers.



Four patrons registered to vote at RO in September. Librarian Sam Bunte led two virtual Book Club programs with ATSL Librarian Sean Plagge via Zoom and they had a total of 16 participants on September 30th. One notary transaction was also done at Randall Oaks this month. While we currently only have one Notary Public, the rest of the RO staff will attend training in October.

I trained RO staff on procedures to relabel books with incorrect call numbers after we discovered many disparities with Youth Series books between Dundee and Randall Oaks. This alleviates the need to send large quantities of books to the PATS department and significantly reduces the time these books will be out of circulation. It will be an ongoing project to create cohesion across both locations.

At the end of the month I attended the first session of Library Journal's course "Equity in Action: Fostering an Antiracist Library Culture" along with the rest of the management team. I have already begun to share resources about this vital topic with RO staff so we can continue to develop strategies for equity and inclusion at our library.

Youth Services: Monica Boyer

September was a busy time for YS as we launched an array of new programs, collection and outreach endeavors. September 15- October 15 marks National Hispanic Heritage Month. To recognize this month-long observance, we offered a virtual concert from Latin Grammy-winning music duo 123 Andrés. Viewers are welcome to learn or practice Spanish words and travel with them around the Americas. This pre-recorded concert will be available from September 15th to October 15th via the Library's Facebook and YouTube page. Youth Service Specialist, Christian Diaz, presented "Meet the Masters- Hispanic Heritage Month Edition" and "Storytime with a Luchador." During Meet the Masters, patrons were able to learn about Frida Kahlo and her self-portraits. Young artists were then invited to create their own self-portraits with materials supplied by the Library.

Christian did a stellar job in organizing, contacting the professional luchador and filming "Storytime with a Luchador." This program was sponsored by REFORMA (The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking) as part of their Noche de Cuentos grant. Luchador Yakuza was an awesome storyteller as he read *The Great and Mighty Nikko* by Xavier Garza and *Niño Wrestles the World* by Yuyi Morales and showed us some wrestling moves. No registration was needed to view the storytime but the first 10 households who registered received a free copy of *Niño Wrestles the World*. If you have not had the chance to watch the storytime, I highly suggest you check it out.



Storytime with a Luchador featuring Yakuza



Patrons excitedly picking up a copy of *Niño Wrestles the World* by Yuyi Morales

After hearing the requests from folks in our community, we are excited and pleased to be able to offer Storytime on the Front Lawn. Because of the ongoing pandemic, our in person storytimes are not available indoors. We miss seeing our patrons and offering literacy-based programming therefore offering storytime outdoors is the best option currently. The number of attendees will be limited in accordance with state guidelines. We are very happy with number of patrons who have come out to enjoy this program.



Youth Services Assistant, Erin Sikorski, kicking off Storytime on the Front Lawn

On the physical collection front, Michael installed a few more shelves for our Spanish language collection to grow. After analyzing this collection, we concluded that Spanish picture books circulate the most from this collection. We plan to add more of these books to better serve the needs of our patrons. Youth Services Assistant, Rachel Dunne, added 3 Bitty Baby Dolls to our American Girl collection. Bitty Baby is a derivative collection of the traditional American Girl Doll assortment. The goal for this compilation is to increase socio-dramatic play in children ages 3 and above.



The pandemic has greatly impacted the amount of outreach services we perform throughout our community. Recognizing that this is a time of need, we started offering Cold Supper at the Dundee Library. Thus far we have given out 84 cold suppers to families in our service area. We have not marked a full month of service but the fact that we have given out this amount of dinners is impressive and is a testament of the many ways our library diversifies in services. Along with dinners, we give out a paper craft for kids to complete at home. Our goal for this program is to curb hunger while provide a tangible activity for kids. Staff involved with this project are stellar! PATS receives the meals and makes sure all meals are complete while YS is front line giving these meals to families. We as a library should be proud to provide this timely, necessary service to our community.

Account Services: Keri Carroll

The book drop in Gilberts was installed in early September at the Gilberts Village Hall, giving west-side patrons an additional option when returning their library materials. Account Services staff have added this drop box to their morning route when delivering materials to the Randall Oaks branch, and patrons have begun utilizing it immediately.

One of the goals I gave all Account Services staff during their evaluations is to create a library display highlighting our collection. While I was the Randall Oaks branch manager, staff (and myself) enjoyed the creative freedom the space allowed us to make new, fun displays highlighting what our collection held. I wanted Account Services staff to have a similar opportunity to stretch their creative wings and take a deeper dive into our library materials. Since this was new terrain for AS staff, they could partner up for these displays; mostly, I wanted them to have fun with it.

Home deliveries continue to be a huge hit with the public. I realize previously that I had incorrectly reported the number of checkouts we had for home delivery patrons. I've since updated the dashboard and we've delivered over 500 items for the months of August and September each. AS clerk Ruben Carcamo continues the deliveries three times a week and enjoys getting out into the community and seeing our patrons. I saw him making deliveries in my neck of the woods one afternoon (which is right on the Algonquin / FRV district line) and got a thrill seeing our library and its services being promoted.

Several libraries have contacted me regarding license plate renewals for their libraries. Managers from the Westmont Library, Itasca Community Library, Lisle Library, and Plainfield Library (just to name a few) have reached out wondering how they can begin offering this service to their patrons. Emily Foster, Patron Services Department Head of the Itasca Community Library, visited the Dundee branch on September 30 to see the renewals in action. Lauren has informed me that at least five other Illinois libraries have already started offering this service. I expect to continue receiving questions from libraries across the state about this wonderful value-added service.

September had several meeting and training opportunities for me to participate in. The PIC Committee was launched to better establish procedures and training for new and existing PICs. Currently, Account Services does not have established PICs, but we're hoping to train all full-time staff in PIC duties. I got to sit in on the HR and Employment Law Conference through HR Source on September 24 and 25. Though the topics focused primarily on human resources and law (as one would expect), a couple sessions took a deeper dive into diversity and equity within the institution, a fantastic lead-up to starting the Equity in Action training the management team is currently participating in. I look forward to sharing what I picked up from the HR Source conference in the three-week *Library Journal* course, which kicked off on September 29.


Public Relations & Outreach: Kirstin Finneran

Expanded Promotion for Open Trustee Positions. In the past, when a position on the Board of Trustees was up for election, we have used a standard, and fairly dry, statement listing a summary of the responsibilities and instructions on pursuing the position. This statement was released in the Fall newsletter and the Sept. 2 issue of eNews. In an effort to ignite more interest and action from residents who care about library service, we expanded the focus of our message with a "Lead the Library Into the Future" headline, and a statement about where the library is right now in terms of the future, and how our upcoming Board of Trustees will have the opportunity to shape that future. Our updated promotion was sent out in a press release, the Sept. 23 issue of eNews, and a slider linked to a [PDF](#) on our website home page.



Figure 1. Created by AS staff Ruben Carcamo, Amy Lopez, and Julio Hernandez, "Fall" in Love with any of these movie or TV shows!

LEAD THE LIBRARY INTO THE FUTURE;
 FOUR SEATS ON FRVPLD
 BOARD ARE UP FOR ELECTION
 Click here for more info.

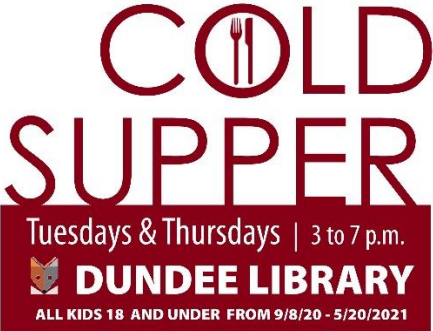


Job Fair Support. The PR department assembled 75 take home bags for those who attended our Outdoor Job Fair on Sept. 25. We included promotional pieces from the library with info on relevant library services like Brainfuse JobNow, eParachute, computer classes, and databases. This year we also included flyers from the businesses who attended the fair. We had some bags left over, which will be on display at the Dundee Library for patrons who could not attend.

1001 Books Before Kindergarten for Beanstack. Worked with Erin Pasetes as she works to add our 1001 Books Before Kindergarten program to the Beanstack online reading platform. Provided Erin with graphics for a header and badges that match our existing printed collateral.

Kicked up promotion of “Terry’s College of Electoral Knowledge.” While all programming at FRVPLD is top notch, there are just some programs that deserve a little extra push. With the upcoming election and it’s potential for confusion and complication, this upcoming program is very timely and relevant. In addition to our usual promotional efforts, we put a bookmark in all the books on the hold shelf (both libraries), sent a flyer via email to D300 guidance and AVID counselors, and gave it the top spot in the Sept. 30 eNews.

Cold Suppers. Created promotional campaign to get the word out about Cold Suppers at the Dundee Library, including flyers, slider, press release, and social media posts. Emailed a flyer to our D300 Family Liaisons and to our email list of community organizations.



Press

- Dundee Lions display winning posters from art contest (Daily Herald, 9/15)
- Library Book Drop Is Now Open at Gilberts Village Hall (Kane County Connects, 9/16)
- Dundee Library serves free cold suppers to kids on Tuesdays & Thursdays (Daily Herald, 9/19)
- Four Seats on FRVPLD Board are Up for Election (Kane County Connects, 9/29)

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
System Down Alert, Cold Suppers	9/2/2020	10235	2340	22.87%	149
Gilberts Book Drop, Job Fair	9/9/2020	10235	2371	23.17%	161
Electoral College, Banned Books, FAFSA	9/30/2020	10358	2240	21.64%	266

Hispanic Heritage, Binge Boxes	9/16/2020	10373	2108	20.33%	186
Job Fair, Lead the Library, RBG	9/23/2020	10365	2211	21.34%	151

Social Media

- Facebook (1899 Followers)
Followers: 7 new followers
Number of posts: 51
People who saw our posts: 17,836
Post likes: 292
Comments: 41
Shares: 58
Clicks/Photo & Video Views: 785
- Twitter (743 Followers)
- Instagram
FRVPLD (162 Followers)
FRVPLD Youth (143 Followers)
FRVPLD Teens (87 Followers)

Adult and Teen Services: Jason Katsion

September was an exciting month for the Adult & Teen Services Department. In addition to the wide range of programming we hosted online via Zoom, YouTube Live and CrowdPurr, we implemented our first onsite program since reopening, the Outdoor Job Fair.

Our most ambitious program in September was the Outdoor Job Fair, hosted on September 25 by Library Assistant Cari Poweziak and Librarian Sean Plagge. Tables and tents were appropriately spaced on the front lawn of the Dundee Library to allow for social distancing, and all participants were required to wear masks. Seventeen local businesses participated, and fifty jobseekers stopped by to share their resumes and speak with prospective employers. We also provided “grab-n-go” bags containing information about the participating businesses and job-hunting resources, which could be shared with interested patrons regardless of their participation in the Job Fair.

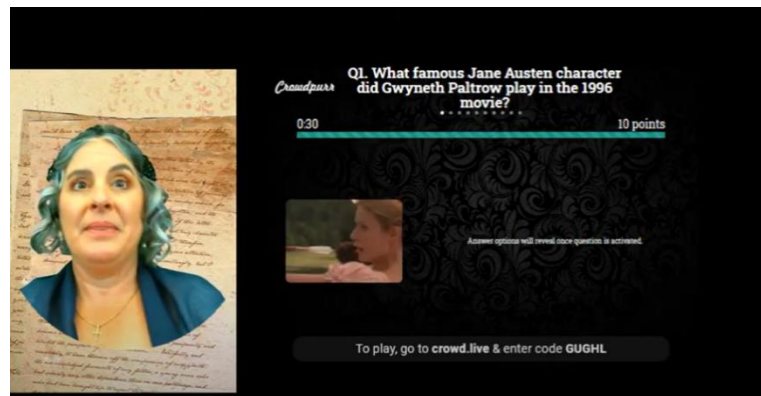


On September 3, we hosted a presentation by Mary Stallings of the Alzheimer’s Association, Understanding and Responding to Dementia Related Behavior. This program provided strategies for family and caregivers to interpret dementia-related behavior.

Cari Poweziak’s ongoing crafting series, Decorate Your Own at Home, was especially well-received in September. Nineteen patrons met via Zoom to paint individual ceramic llamas, and several of the participants subsequently sent us pictures of their colorful finished products.



We presented three trivia programs via YouTube Live in September. Library Specialist Erica Acevedo hosted *Golden Girls* Trivia, Cari Poweziak hosted Jane Austen Trivia, and Library Assistant Jasmin Munoz presented our first Spanish-language trivia event, Trivia de Cantinflas, which celebrated the legacy of the beloved Mexican comedian.



September's technology courses for teens and adults covered a broad range of topics. Librarian Danielle Pacini's ongoing Teen Coding series focused on fun ways to utilize the "array" data structure. Library Assistant Gene Barish instructed a two-part Microsoft Word course, covering basics as well as images, tables, and text boxes. Erica Acevedo presented a course on how to protect your personal information while using mobile devices.

Jasmin Munoz has kept our Instagram feed active with creative book displays and collection highlights.

Throughout September, Adult & Teen Services staff continued to utilize the Library blogs as a means of engaging with our patrons. Library Assistant Katie Redding shared a detailed overview of the fictional character Enola Holmes. Sean Plagge blogged about our language-learning database, Pronunciator, and introduced the career guidance tool eParachute. Danielle Pacini composed a blog post celebrating Latinx authors and created a beautiful accompanying display in the teen area.



The Adult & Teen Services Department continues to provide advanced one-on-one assistance to our patrons by appointment, via Zoom or over the phone. Nineteen one-on-one appointments were conducted in September. Adult & Teen Services staff also provided twenty-three notary appointments in September. Because public computers are unavailable, we continue to provide remote printing via email (libraryhelp@frvpld.info). Patrons have been vocal in expressing gratitude for the services we provide, particularly remote printing. One representative patron comment was submitted on September 4, "Thank you for all your help👍 I don't know what would I do without the library's services and of course all of you that make it work."

I attended the PAS Technical Group meeting on September 17, a bi-monthly meeting of public services librarians in our consortium. This was my first PAS meeting serving as Secretary. Along with my fellow managers, I enthusiastically participated in the *Library Journal* professional development workshop, Equity in Action: Fostering an Antiracist Library Culture.

Facilities: Michael Lorenzetti.

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. With that being said, we have initiated service with Tom Varga of Interstate Roof Systems Consultants to get to the cause of the roof leaking. As I mentioned earlier, IRSC was onsite on 9/22 and by using an infrared camera to detect moisture, they detected five areas of abnormal moisture. The next step according to Mr. Varga is to coordinate a meeting involving IRSC, Anthony Roofing and the representative of Derbigum (the roofing material).



Painting update: doors (redone due to cart scuffing), we have also installed kick plates on many of the doors where appropriate, YS hallway to meeting room areas were redone due to cart scuffing, main floor hallway parts were redone due to cart mishandling and scuffing, main east side doors. Individual carpet tile(s) were replaced with the very few remaining as new stock is unavailable.

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

Savings: A little over \$600 for September.

Collections: For quite some time we've had a variety of American Girl doll kits which patrons are able to check out. We just recently added some American Girl Bitty Baby doll sets for both of our library locations.

IT/ Network: John Sabala



One of the Strategic Goals for the library is to provide equitable access to all patrons. And to really understand the cause of why there is a disparity, we all need to address Racism. I am currently attending a workshop called **Equity in Action: Fostering an Antiracist Library Culture** This is a 3 day course over a 3 week period. The course is conducted over the internet and presented by the Library Journal. The goal at a minimum is to educate myself on how to identify and correct any type of racist interactions that I may come across. However, I hope to

become more of an activist and reformist in regards to moving forward with my life in pursuit of happiness, equality, and health. The very first day I felt that some of the things that I might say and do in a normal everyday occurrence is considered racist. Micro Aggression & prejudice classifications are things I do unconsciously. It was an eye opener because I felt that I wasn't racist. I am glad that Lauren has enrolled the entire management team into the workshop and I feel only good things can come from this program for the library and community.

How are we doing?

The monthly Dashboard tells our story

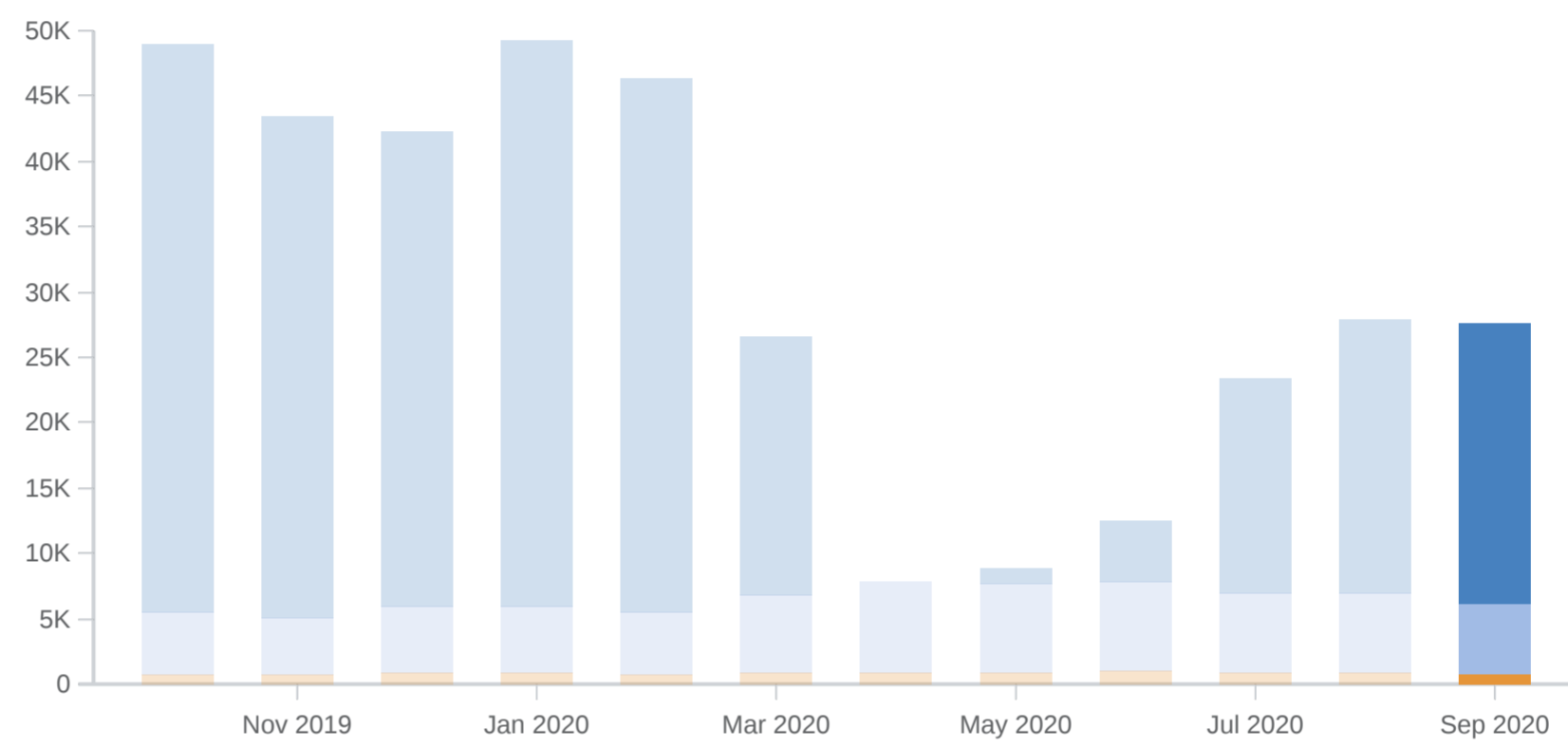
Click the graphs to see more details

Checkouts

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

We increased the checkout period to 6 weeks, which reduced the volume of checkouts. Patrons hold items longer, which reduces item turnover.

Data Updated 5 days ago



27,627

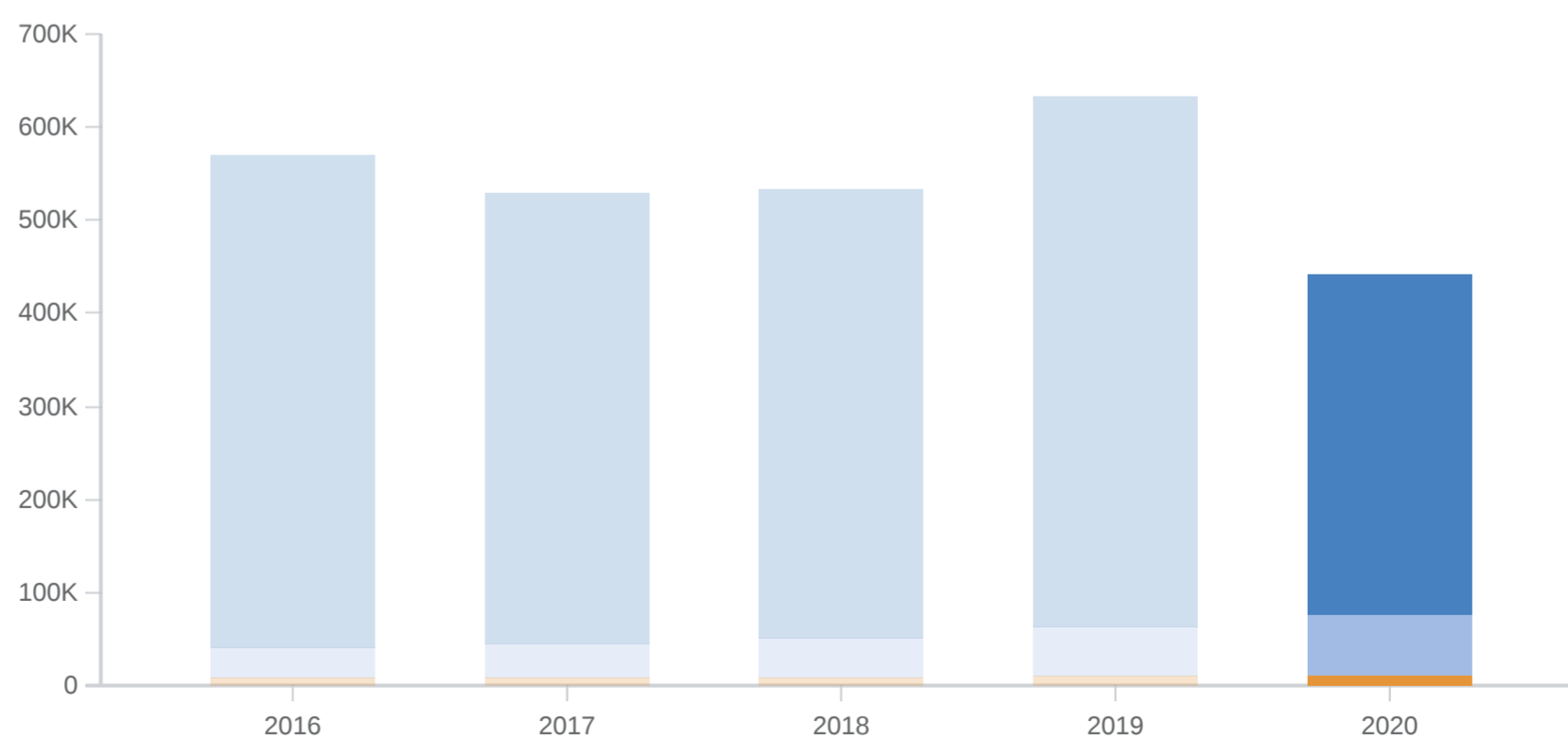
Metric Type in Sep 2020

Checkout Trend

What is the checkout trend for the past 5 years?

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

Data Updated 5 days ago



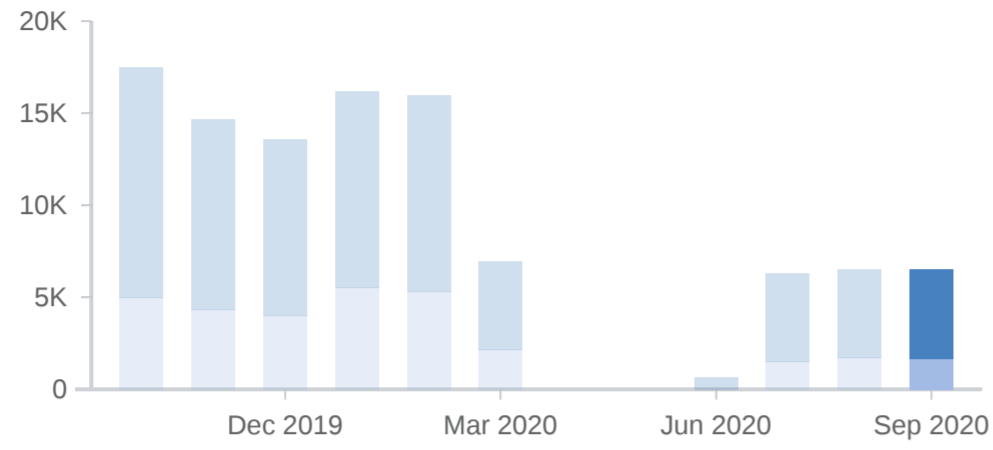
440,611

Metric Type in 2020

Library Visits

How many people visit our libraries each month?

Visits have been increasing since the library reopened.

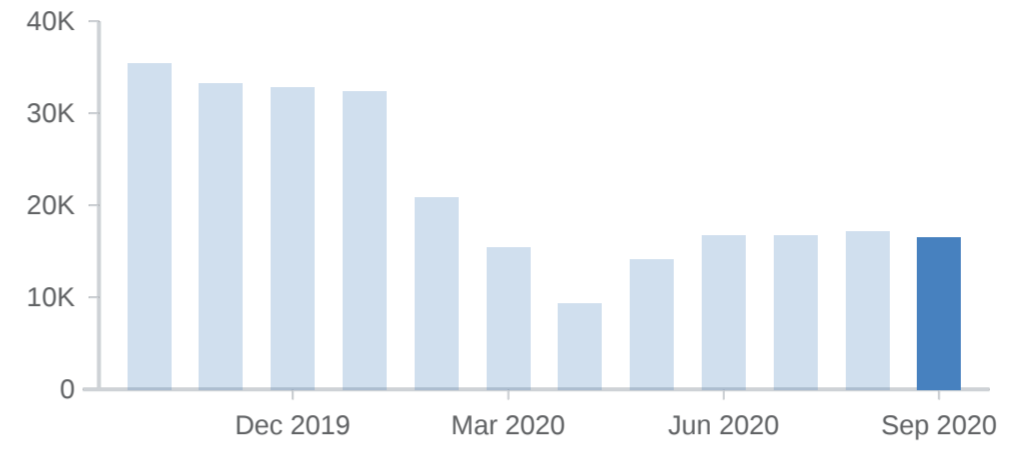


6,540

Location in Sep 2020

Website Visits

How many people visit the library online each month?

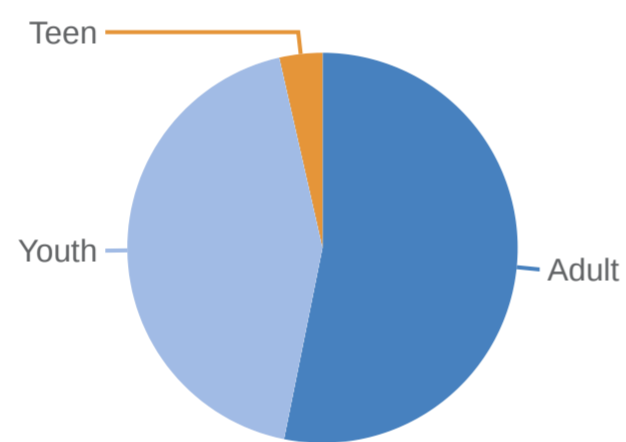


16,596

Location in Sep 2020

Physical item checkouts

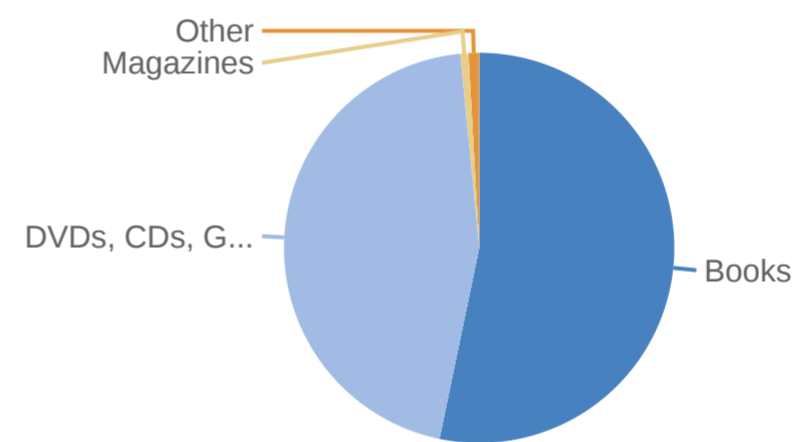
Checkouts by Audience - last fiscal year



365,575

Department in 2020

Checkouts by Material Type - last fiscal year



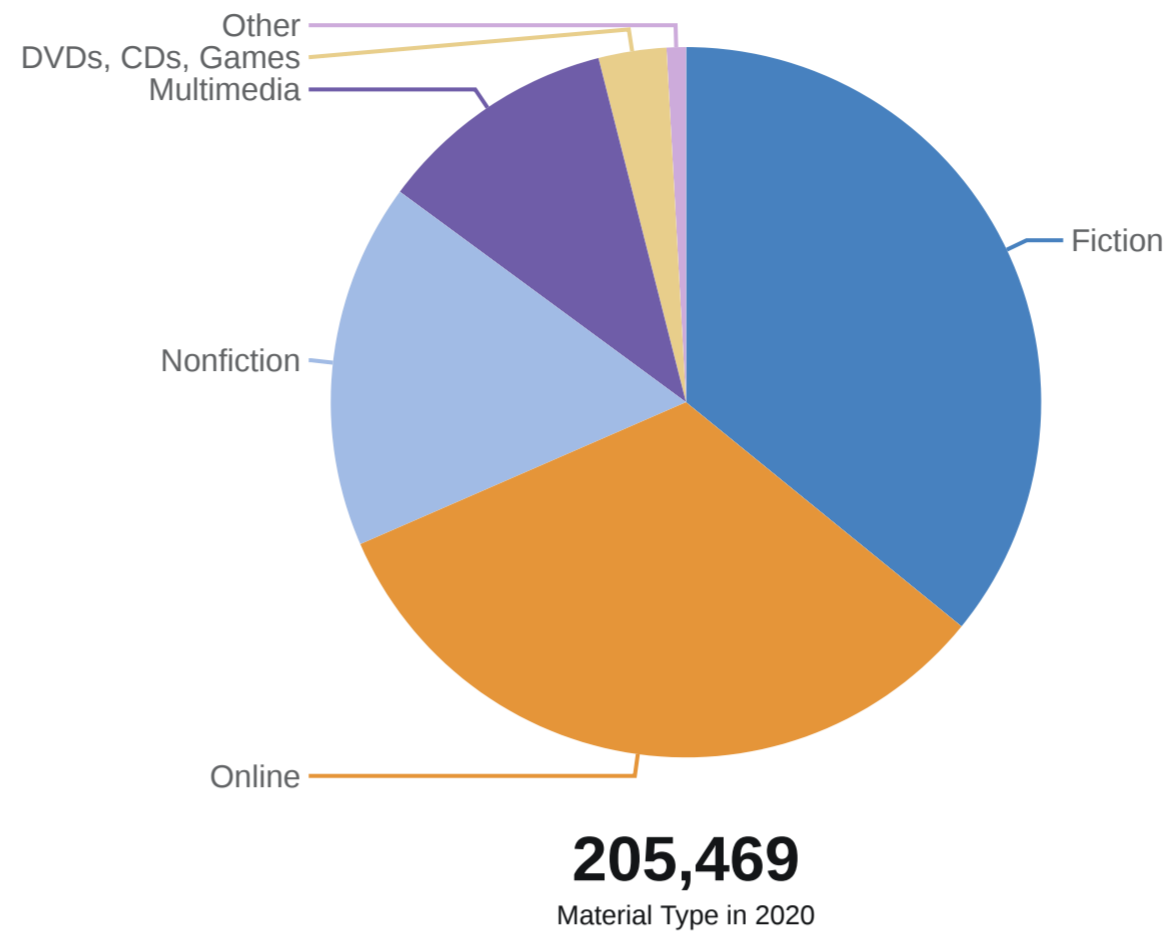
365,575

Material Type in 2020

How many items are owned by our libraries?

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

Updated 12 weeks ago

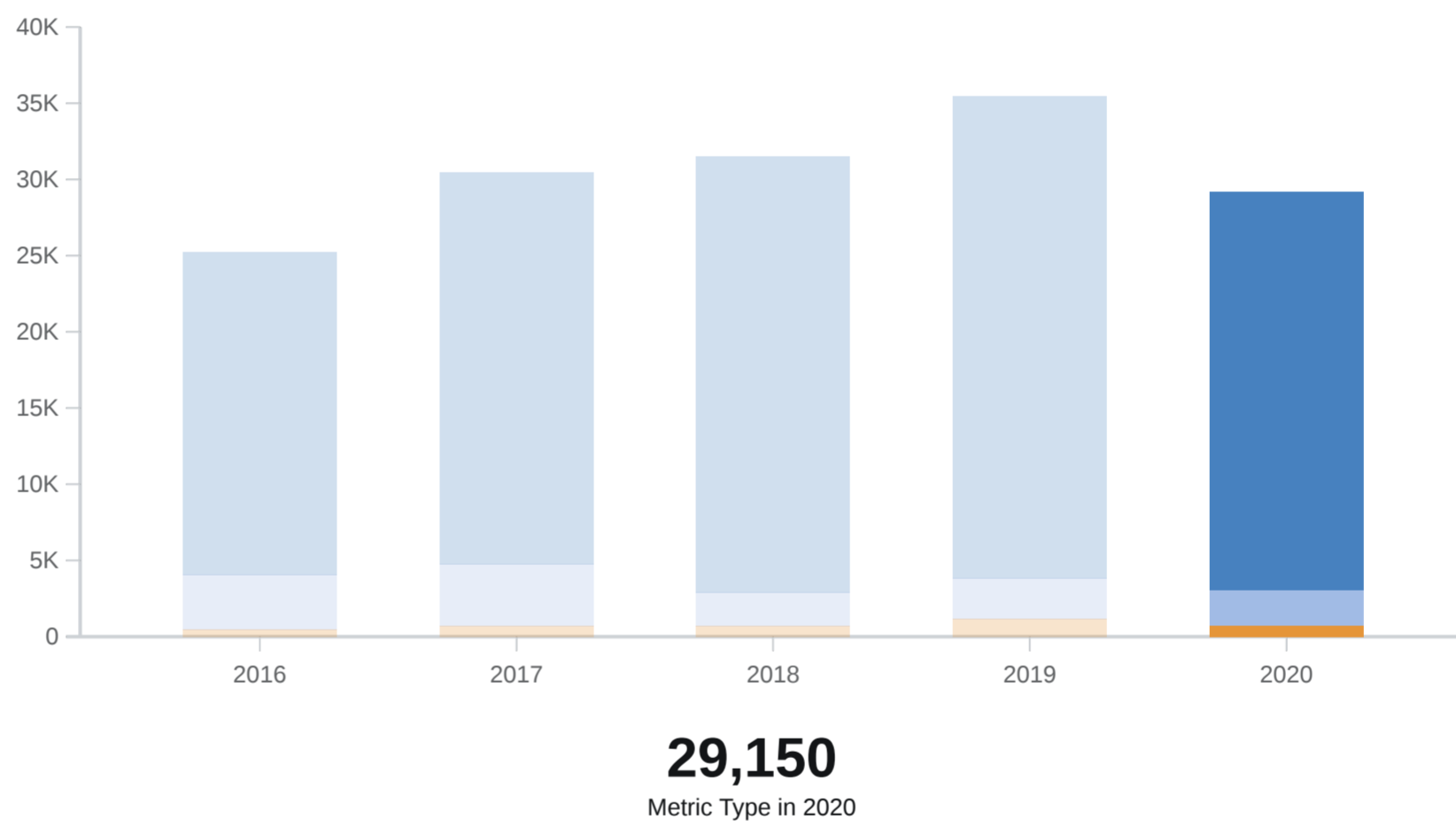


Program Attendance Trend

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

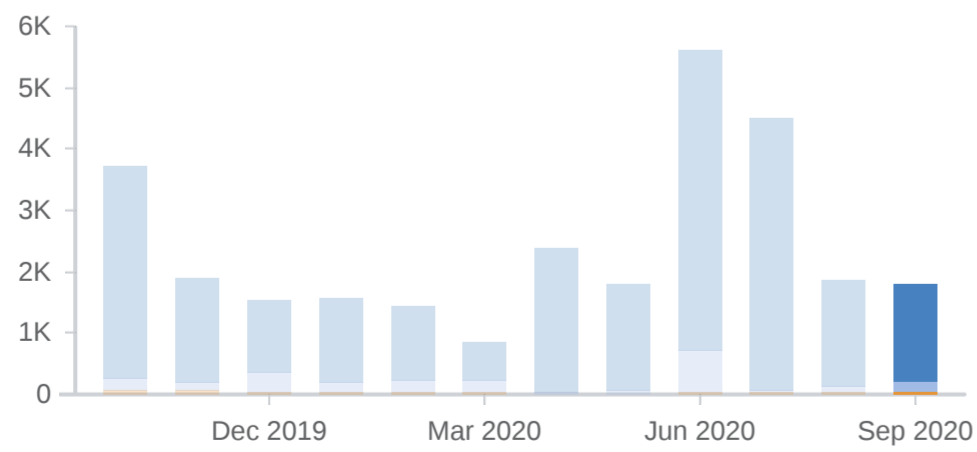
Last year COVID-19 caused a drop in the trend of increasing program attendance.

Data Updated 5 days ago



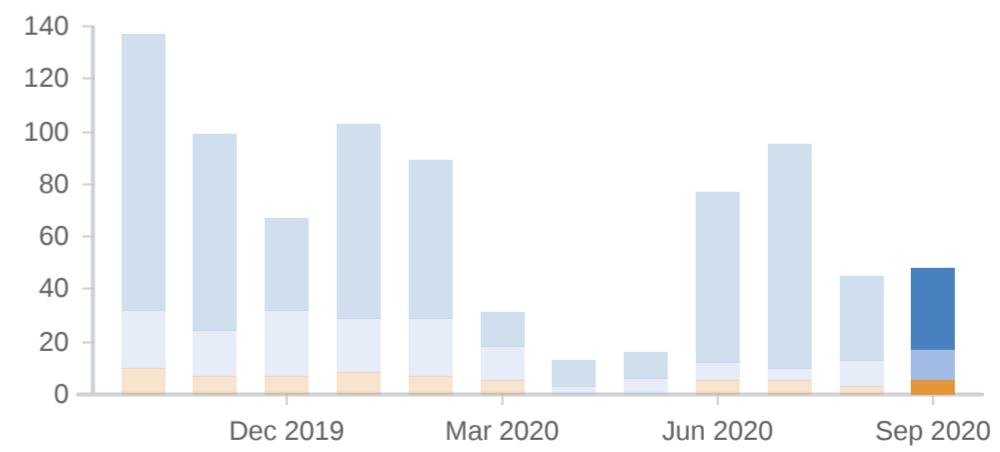
How many people attended library programs each month?

Summer meals increased program attendance greatly this summer.



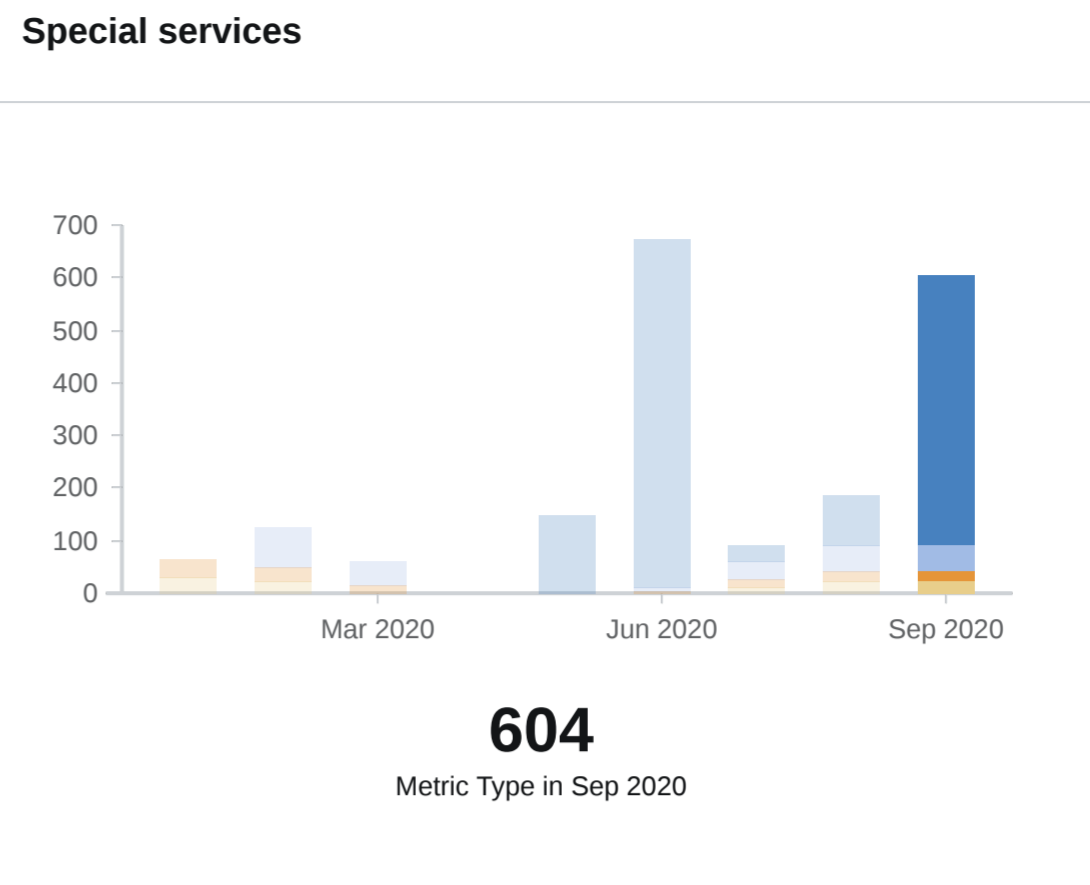
How many programs are held each month?

The majority of programming is for children.



Specialty Services

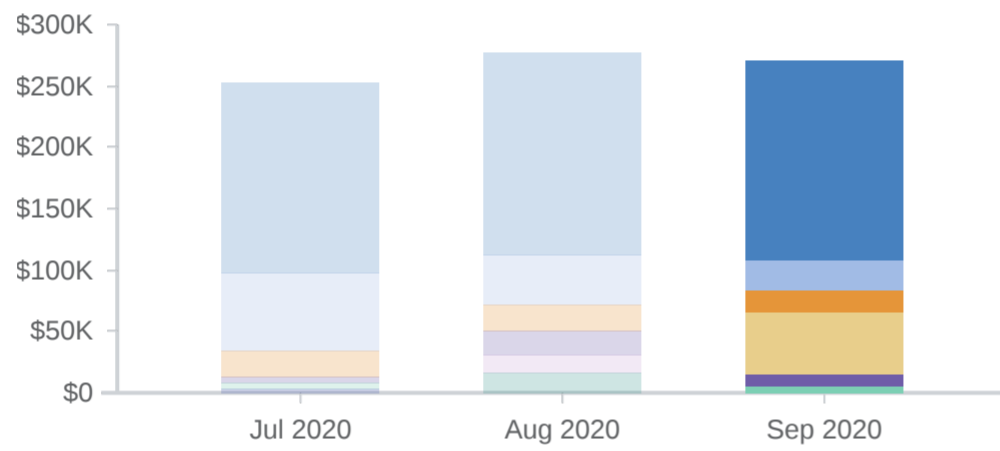
The Library offers many non-traditional services to make patrons' lives easier, such as **one-on-one computer instruction** to teach new software or help repair a computer; **notary services** to act as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing 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 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.

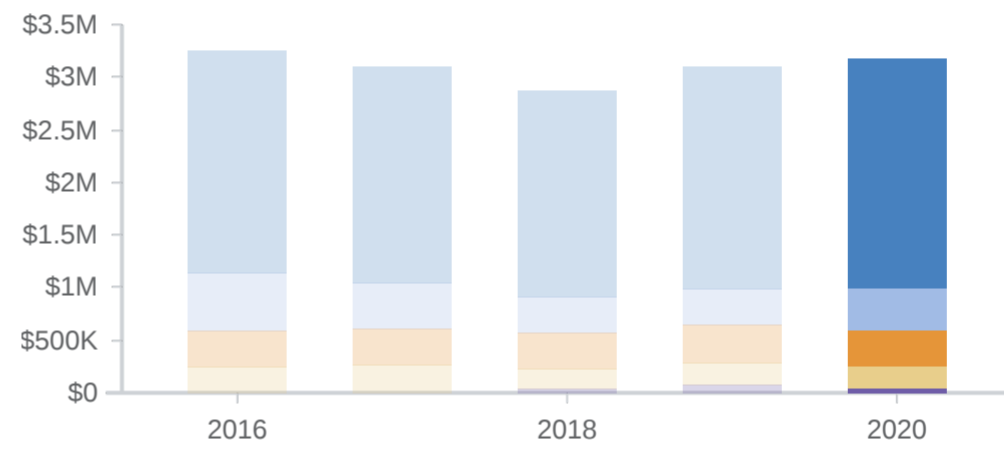


\$270,754.22
Expenses in Sep 2020

Past years' spending

How much does the Library spend each year?

Spending is consistent from year to year.



\$3,167,138.78
Expenses in 2020



www.FRVPLD.info

A. Consent Agenda

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

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

- A.1.a Minutes from the September 15, 2020 Budget and Appropriation Hearing**
- A.1.b Minutes from the September 15, 2020 Board of Trustees Meeting**
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2020 totaling \$228,642.59**
- A.1.d Monthly Financial Report for September 2020**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.i Expenditure Summary – All Funds Combined by Period**
- A.1.j Balance Sheet for September 2020**
- A.1.k Ehlers Account Statement for September 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
Budget and Appropriation Hearing
September 15, 2020

MINUTES

The hearing was called to order by FRVPLD Board President Richard Corbett at 7:07 PM.

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.

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

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Michael Lorenzetti, Judy Whichard, Karen Werle

Public Comment

Corbett read the following statement into the Minutes:

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 Hearing will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice previously read. Citizens will not be requested to sign in to comment.

Corbett asked Director Rosenthal if there were any virtual participants, or if the Library received any comments or correspondence via phone or email from patrons wishing to comment on the Budget and Appropriation Ordinance. There were none; he called for a motion to *ADJOURN TO THE BOARD OF TRUSTEES MEETING*. Moved by Tennis and seconded by Kuhlman, 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.

The Budget and Appropriation Hearing was adjourned at 7:09 PM.

Nikki S. Kuhlman, Secretary

**Fox River Valley Public Library District
Board of Trustee Meeting
September 15, 2020**

MINUTES

President Corbett read the following statement into the meeting:

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 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.

The meeting was called to order by President Richard Corbett at 7:01 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	Chris Evans

Members absent:	Trustee	Dave Nutt
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Others present electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Michael Lorenzetti, Judy Whichard, Karen Werle

Adjourn to Budget and Appropriation Hearing

Corbett called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. Moved by Lindholm and seconded by Tennis; 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 7:06 PM.

Return to Regular Board of Trustees Meeting

The Board of Trustees meeting was reconvened by President Corbett at 7:10 PM.

Roll Call

Members present electronically:	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, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Michael Lorenzetti, Judy Whichard, Karen Werle

Public Comment

Corbett inquired if there were any virtual participants wishing to comment, or if any telephone or email messages had been received. Rosenthal reported there were none.

President's Report

Corbett reported there are four Trustee seats up for election at the April 6, 2021 Consolidated Election. Three are for 4 year terms and one for a 2 year term that completes the term remaining from a Trustee appointment in 2019. Notice of the election was published in FRVPLDs newsletter and sent to every residential address in the District, in the eNews sent to about 10,000 cardholders, and in a press release soon to be published.

Director's Report

Binge Box Presentation

Account Services Manager Keri Carroll introduced a new item in FRVPLDs catalog, the 'Binge Box'. Each box contains 4 to 6 DVDs with a specific theme. Although commercially produced, FRVPLD managers initiated a contest among staff members for creative DVD suggestions to curate as Binge Boxes. Together with the cataloging expertise of Purchasing and Tech Services Manager Karin Nelson and the marketing and design skill of Public Relations Manager Kirstin Finneran, Binge Boxes are now available to patrons in several different genres, ensuring their appeal to all age groups.

Department Reports and Dashboard

Rosenthal noted the Per Capita Grant was received. She noted an agreement in principle has been reached with the Dundee Township Park District to extend the lease at the Randall Oaks Library through 2027. Terms of the lease extension are being discussed. Several Trustees commented on the Library history Rosenthal included in her report, in part noting there had been no tax rate increase since the Library's inception 150 years ago. Corbett pointed out FRVPLD had served over 12,000 summer meals to patrons in the district. Rosenthal thanked staff, in particular Public Relations Manager Kirstin Finneran, HR Specialist Sherry Kenney, and Ruben Carcamo for their dedication to travel even on the hottest days of summer to district areas that were in need, yet had no transportation to the Library. Rosenthal announced the Kane County Board has determined library districts are eligible for reimbursement through the CARES Act. Current and future expenses necessary for the safe re-opening and operation of FRVPLD are eligible for reimbursement. She commended Business Office Specialist Mary Povilonis and Purchasing and Tech Services Manager Karin Nelson for compiling the necessary records to submit with FRVPLDs applications for reimbursement.

Consent Agenda

- Exhibit A.1** Items 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

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

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

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2020-07 Budget and Appropriation Ordinance

Corbett called for a motion to *ADOPT ORDINANCE 2020-07 BUDGET AND APPROPRIATION AS PRESENTED WITH A TOTAL APPROPRIATION OF \$7,472,990.00 FOR FISCAL YEAR 2020-2021*. Moved by Weber and seconded by Evans, item opened for discussion. Notice of the Hearing and the Ordinance were displayed at the Dundee Library and posted to the Public Notices webpage.

Tennis inquired about the amount of funds set aside for improvements at Dundee Library given the age of the building. Rosenthal advised architects have reported the overall integrity of the building is sound. It was noted amounts listed in this Ordinance do not commit the Library to spend them in their entirety, but ensures their availability should the need arise. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Evans, Lindholm, Kuhlman, Weber, Corbett – aye; Tennis – nay; Nutt - absent. 5 ayes, 1 nay, 1 absent. Motion carried.

Exhibit C.2 Election Day Holiday

Corbett called for a motion to *CLOSE THE LIBRARY ON NOVEMBER 3, 2020 IN ACCORDANCE WITH PUBLIC ACT 101-0642 AND PROVIDE HOLIDAY PAY TO BENEFITTED STAFF*. Moved by Weber and seconded by Evans, Corbett opened the item for discussion. Rosenthal explained Public Act 101-0642 requires “government offices” be closed on election day 2020, but the Legislature’s intent has been challenged in court. In an effort to clarify the Legislature’s intent as to which government offices must close, a lawsuit was filed against the State Board of Election by the Illinois Municipal League and a decision is expected on October 15, 2020. If the lawsuit determines that the Legislature’s intent was to extend the existing state employees holiday only to schools and state universities, the Library will not need to close. Since the timing of the outcome of this lawsuit is expected after the October Board Meeting Agenda is set, Rosenthal proposed an alternate motion, to *CLOSE THE LIBRARY ON NOVEMBER 3, 2020 IN ACCORDANCE WITH PUBLIC ACT 101-0642 AND PROVIDE HOLIDAY PAY TO BENEFITTED STAFF, UNLESS THE CASE FILED IN SANGAMON COUNTY; ILLINOIS MUNICIPAL LEAGUE V STATE BOARD OF ELECTIONS; DETERMINES LOCAL GOVERNMENTS DO NOT NEED TO CLOSE*. Moved by Tennis and seconded by Weber, Rosenthal noted the alternate motion allows FRVPLD to act in accordance with the outcome of the lawsuit.

There was no further discussion, Corbett called for a roll call vote on the amended motion.

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

Exhibit C.3 Property Donation – Photo Reproductions

Corbett called for a motion to *DONATE THREE MOUNTED PHOTO REPRODUCTIONS OF HISTORIC WEST DUNDEE AND CARPENTERSVILLE TO THE VILLAGE OF CARPENTERSVILLE*. Moved by Weber and seconded by Evans, item opened for discussion. Rosenthal noted the Dundee Library did not have the space to accommodate three very large photo reproductions that have been on loan to the Village of Carpentersville. In a mutually beneficial

agreement it was determined to gift these reproductions to Carpentersville, having displayed them in their Public Works Building for several years .

There was no further discussion; 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.

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

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO MARCH 15, 2019*. Moved by Tennis and seconded by Weber, item opened for discussion that centered on the next date for review of the closed Minutes.

There was no further discussion; 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.

Corbett announced there would be no Executive Session this evening, and called for a motion to *ADJOURN*. Moved by Tennis and seconded by Kuhlman, he 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 8:15 PM.

Nikki S. Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 9/1/2020 Through 9/30/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Juan Manuel Carballo	43108	9/3/2020	200.00
Ziegler's Ace Hardware	43109	9/17/2020	1,207.17
Advanced Disposal	43110	9/17/2020	176.40
SYNCB/AMAZON	43111	9/17/2020	1,789.95
AT&T	43112	9/17/2020	328.99
AT & T Mobility	43113	9/17/2020	112.81
Breakroom Solutions	43114	9/17/2020	116.28
Brodart Co.	43115	9/17/2020	180.37
C.A. Bruckner & Associates, L. L. C.	43116	9/17/2020	3,250.00
CDS Office Technologies	43117	9/17/2020	271.26
Comcast	43118	9/17/2020	494.72
Comcast	43119	9/17/2020	1,183.33
ComEd	43120	9/17/2020	3,375.79
Demco, Inc.	43121	9/17/2020	202.24
Ehlers Investment Partners, LLC	43122	9/17/2020	569.95
Engberg Anderson, Inc	43123	9/17/2020	11,725.00
Fastsigns	43124	9/17/2020	313.84
Findaway World, LLC	43125	9/17/2020	859.94
Garveys Office Products	43126	9/17/2020	737.18
GovConnection, Inc	43127	9/17/2020	1,667.52
Hagg Press	43128	9/17/2020	3,904.00
Illinois Library Association	43129	9/17/2020	150.00
INGRAM Library Services	43131	9/17/2020	6,071.60
OPP.FRANCHISING, INC. DBA JANI-KI...	43132	9/17/2020	3,892.00
KONE, INC	43133	9/17/2020	275.56
Midwest Tape Exchange, Inc.	43134	9/17/2020	3,859.53
Mobile Beacon	43135	9/17/2020	1,320.00
Nicor Gas	43136	9/17/2020	77.59
Postmaster -Algonquin	43137	9/17/2020	240.00
S&S Worldwide	43138	9/17/2020	80.78
Sebert Landscaping Inc.	43139	9/17/2020	525.00
Technology Management Rev Fund	43140	9/17/2020	427.50
Tumbleweed Press Inc	43141	9/17/2020	479.20
Cardmember Service	43142	9/17/2020	5,654.06
Welders Supply Company	43143	9/17/2020	55.00
Wellness Insurance Network	43144	9/17/2020	14,609.56
S & S License & Title Service, Inc	DD202009-01	9/1/2020	62.50
TSYS Merchant Solutions-Omaha	DD202009-02	9/2/2020	4.57
TSYS Merchant Solutions-Omaha	DD202009-03	9/2/2020	107.63
Paylocity Payroll	DD202009-04	9/2/2020	354.61
Paylocity Payroll	DD202009-05	9/11/2020	208.40
Paylocity Payroll	DD202009-06	9/25/2020	443.45
Illinois Municipal Retirement	DD202009-07	9/30/2020	18,317.19
Office of the Secretary of State of Illinois	DD202009-08	9/30/2020	<u>7,787.00</u>
	Total 10100 - BANK ACCOUNTS		97,669.47
Report Total			<u>97,669.47</u>

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 07/01/2020 Through 07/31/20

Page 1 Total

\$97,669.47

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL- September	128,973.79
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,804.57
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,512.62
MEDICARE/F.I.C.A.	9,719.92
TOTAL PAYROLL EXPENSE	<u><u>143,485.74</u></u>

*Minus IMRF Employer Portion Direct Debit (12,512.62)

130,973.12

130,973.12

\$228,642.59 Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

Table with columns: Month Activity, Year Activity, FY2021 Percent Used, FY2021 \$ Remaining, Total Budget - FY2021 Working Budget, Percent Total Budget Remaining - FY2021 Working Budget. Rows include Revenues, District Wide, DEPARTMENT-WIDE, and specific revenue items like TAX LEVY, PPRT, IMPACT FEES, etc.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		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	33,592.62	20.35%	131,407.38	165,000.00	79.64%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	1,496.00	4,488.00	22.44%	15,512.00	20,000.00	77.56%
52160	TUITION REIMB	0.00	2,544.00	63.60%	1,456.00	4,000.00	36.40%
52212	FICA / MEDICARE	9,719.92	32,339.46	23.10%	107,639.55	139,979.01	76.90%
73295	MEETING EXPENSE	(13.96)	0.00	0.00%	0.00	0.00	0.00%
05	ADMINISTRATION						
52100	SALARIES	24,605.90	71,563.55	21.82%	256,340.45	327,904.00	78.18%
40	PUBLIC RELATIONS						
52100	SALARIES	4,928.00	13,760.98	21.23%	51,032.02	64,793.00	78.76%
50	IT / NETWORK						
52100	SALARIES	6,804.65	19,586.20	19.27%	82,043.80	101,630.00	80.73%
60	PATS						
52100	SALARIES	9,240.95	26,677.08	21.63%	96,652.92	123,330.00	78.37%
90	FACILITIES						
52100	SALARIES	5,656.58	16,324.07	18.68%	71,059.93	87,384.00	81.32%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,331.06	73,021.95	20.03%	291,522.05	364,544.00	79.97%
20	YOUTH SERVICES						
52100	SALARIES	19,014.70	52,653.38	20.42%	205,146.62	257,800.00	79.58%
70	ACCOUNT SERVICES						
52100	SALARIES	20,492.50	57,692.48	18.83%	248,686.52	306,379.00	81.17%
75	SHELVERS						
52100	SALARIES	1,276.76	3,016.52	8.20%	33,752.48	36,769.00	91.80%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,622.69	32,768.34	19.33%	136,698.66	169,467.00	80.66%
	Total PERSONNEL SERVICES/BENEFITS	151,373.29	440,028.63	20.08%	1,751,866.00	2,191,894.63	79.92%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	226.70	1,197.69	13.01%	8,002.31	9,200.00	86.98%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61500	DATABASES	479.20	36,096.42	63.80%	20,478.58	56,575.00	36.20%
61510	EBOOKS	3,089.65	15,831.15	30.53%	36,018.85	51,850.00	69.47%
61520	DOWNLOADABLE MEDIA	2,929.71	17,688.07	41.84%	24,586.93	42,275.00	58.16%
61540	HOTSPOTS	1,320.00	3,863.00	96.57%	137.00	4,000.00	3.42%
64100	PROC FEES BOOKS	277.55	819.65	20.49%	3,180.35	4,000.00	79.51%
64200	PROC FEES AV	501.75	1,194.85	14.93%	6,805.15	8,000.00	85.06%
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%	2,350.00	2,350.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	499.40	99.88%	0.60	500.00	0.12%
61200	PERIODICALS	0.00	1,987.72	99.38%	12.28	2,000.00	0.61%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	4,058.05	73.78%	1,441.95	5,500.00	26.22%
61600	VIDEOGAMES	826.33	2,855.38	16.79%	14,144.62	17,000.00	83.20%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,415.65	7,405.59	29.62%	17,594.41	25,000.00	70.38%
61111	BOOKS LARGE TYPE	308.40	520.07	14.85%	2,979.93	3,500.00	85.14%
61120	BOOKS NF	1,939.24	4,932.33	32.88%	10,067.67	15,000.00	67.12%
61130	BOOKS SPANISH	100.77	536.94	13.42%	3,463.06	4,000.00	86.58%
61330	AUDIOBOOKS	424.90	1,777.57	25.39%	5,222.43	7,000.00	74.61%
61350	MUSIC	368.69	910.77	18.21%	4,089.23	5,000.00	81.78%
61400	DVD	674.45	1,977.42	11.63%	15,022.58	17,000.00	88.37%
61700	NONTRADITIONAL MATERIALS	17.94	3,620.55	72.41%	1,379.45	5,000.00	27.59%
15	TEEN						
61100	BOOKS	628.97	1,411.39	21.71%	5,088.61	6,500.00	78.29%
61130	BOOKS SPANISH	78.95	313.15	10.43%	2,686.85	3,000.00	89.56%
61330	AUDIOBOOKS	39.99	443.88	14.79%	2,556.12	3,000.00	85.20%
20	YOUTH SERVICES						
61100	BOOKS	2,049.97	4,662.83	9.51%	44,337.17	49,000.00	90.48%
61130	BOOKS SPANISH	0.00	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	291.93	1,623.88	27.06%	4,376.12	6,000.00	72.94%
61700	NONTRADITIONAL MATERIALS	1,599.80	1,626.78	54.22%	1,373.22	3,000.00	45.77%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		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	989.37	3,291.79	32.91%	6,708.21	10,000.00	67.08%
61120	BOOKS NF	291.26	956.07	31.86%	2,043.93	3,000.00	68.13%
61400	DVD	404.78	734.62	9.18%	7,265.38	8,000.00	90.82%
15	TEEN						
61100	BOOKS	155.57	714.76	17.86%	3,285.24	4,000.00	82.13%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	559.39	1,039.77	7.42%	12,960.23	14,000.00	92.57%
61130	BOOKS SPANISH	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
61400	DVD	171.65	331.30	11.04%	2,668.70	3,000.00	88.96%
61700	NONTRADITIONAL MATERIALS	226.22	226.22	22.62%	773.78	1,000.00	77.38%
	Total LIBRARY MATERIALS	23,388.78	126,290.67	30.07%	293,709.33	420,000.00	69.93%
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	125.00	2,767.40	69.18%	1,232.60	4,000.00	30.82%
70800	POSTAGE	113.97	157.55	1.96%	7,842.45	8,000.00	98.03%
70900	SUPPLIES	872.42	4,884.11	48.84%	5,115.89	10,000.00	51.16%
73225	PUBLIC LIABILITY INS	2,109.08	8,077.24	26.92%	21,922.76	30,000.00	73.08%
73230	TRANSPORTATION REIMBURSEMENT	65.09	102.47	2.04%	4,897.53	5,000.00	97.95%
73240	BOARD EXPENSES	0.00	150.00	5.00%	2,850.00	3,000.00	95.00%
73241	LEGAL NOTICES FEES	0.00	94.30	3.14%	2,905.70	3,000.00	96.86%
73242	MEMBERSHIPS	0.00	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	112.20	198.94	3.31%	5,801.06	6,000.00	96.68%
73255	INVESTMENT FEES	569.95	1,718.39	21.47%	6,281.61	8,000.00	78.52%
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	7,787.00	19,855.00	10.95%	161,345.00	181,200.00	89.04%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		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	62.50	116.25	7.75%	1,383.75	1,500.00	92.25%
73285	REIMBURSED PURCHASES	200.00	389.90	3.89%	9,610.10	10,000.00	96.10%
73290	HOSPITALITY	0.00	0.00	0.00%	500.00	500.00	100.00%
73295	MEETING EXPENSE	130.24	452.79	12.93%	3,047.21	3,500.00	87.06%
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	445.00	945.00	94.50%	55.00	1,000.00	5.50%
73242	MEMBERSHIPS	0.00	500.00	18.72%	2,170.00	2,670.00	81.27%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	101.59	2.53%	3,898.41	4,000.00	97.46%
30	PUBLIC SERVICE						
70900	SUPPLIES	809.88	2,159.35	20.32%	8,465.65	10,625.00	79.68%
40	PUBLIC RELATIONS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	100.00	100.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	160.00	160.00	5.33%	2,840.00	3,000.00	94.67%
73242	MEMBERSHIPS	0.00	0.00	0.00%	137.00	137.00	100.00%
90	FACILITIES						
70900	SUPPLIES	499.12	1,587.06	15.87%	8,412.94	10,000.00	84.13%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	229.85	455.83	5.06%	8,544.17	9,000.00	94.94%
73520	PLANT OPERATION	3.50	4,297.50	19.53%	17,702.50	22,000.00	80.47%
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	41.41	186.15	9.30%	1,813.85	2,000.00	90.69%
73505	RENT EXPENSE	5,407.50	16,222.50	25.00%	48,667.50	64,890.00	75.00%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	205.00	205.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	319.00	319.00	100.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

Table with 7 columns: Activity, Month Activity, Year Activity, FY2021 Percent Used, FY2021 \$ Remaining, Total Budget - FY2021 Working Budget, Percent Total Budget Remaining - FY2021 Working Budget. Rows include categories like LIBRARY OPERATIONS, PUBLIC RELATIONS, GENERAL PROGRAMMING, and COMPUTER.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	73340	SOFTWARE	4,056.64	4,236.64	28.24%	10,763.36	15,000.00	71.76%
	73350	INTERNET LINES	756.49	2,269.47	22.92%	7,630.53	9,900.00	77.08%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	374.70	12.49%	2,625.30	3,000.00	87.51%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	374.70	12.49%	2,625.30	3,000.00	87.51%
		Total COMPUTER	5,348.90	20,574.93	20.54%	79,589.07	100,164.00	79.46%
55		PROFESSIONAL FEES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	651.85	2,169.00	21.69%	7,831.00	10,000.00	78.31%
	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	651.85	2,169.00	5.42%	37,881.00	40,050.00	94.58%
61		MAINTENANCE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	1,800.00	1,800.00	11.96%	13,250.00	15,050.00	88.04%
	73310	CATALOGING - COMPUTER SERVICE	0.00	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	74.15	279.58	27.95%	720.42	1,000.00	72.04%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.00	5.00	100.00%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	24,735.00	24,735.00	87.10%	3,662.00	28,397.00	12.90%
	73500	BUILDING REPAIRS AND MAINTENANCE	250.00	855.99	2.85%	29,144.01	30,000.00	97.15%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
	73540	CONTRACTS: BUILDING MAINTENANCE	4,042.96	8,639.88	12.76%	59,025.12	67,665.00	87.23%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	15,571.00	15,571.00	92.77%	1,212.00	16,783.00	7.22%
	73500	BUILDING REPAIRS AND MAINTENANCE	151.87	151.87	30.37%	348.13	500.00	69.63%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 9/1/2020 Through 9/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73540	CONTRACTS: BUILDING MAINTENANCE	1,450.00	2,666.02	14.81%	15,333.98	18,000.00	85.19%
	Total MAINTENANCE	48,074.98	56,543.27	30.15%	131,026.73	187,570.00	69.85%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	112.81	338.03	28.16%	861.97	1,200.00	71.83%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,192.34	3,576.72	25.54%	10,423.28	14,000.00	74.45%
73610	ELECTRICITY	3,375.79	9,179.68	22.94%	30,820.32	40,000.00	77.05%
73620	WATER AND SEWER	0.00	228.16	4.56%	4,771.84	5,000.00	95.44%
73630	GAS	77.59	223.41	4.46%	4,776.59	5,000.00	95.53%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	235.91	707.71	28.30%	1,792.29	2,500.00	71.69%
	Total UTILITIES	4,994.44	14,253.71	21.05%	53,446.29	67,700.00	78.95%
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	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total CAPITAL EXPENSE	0.00	0.00	0.00%	29,750.00	29,750.00	100.00%
	Total Expenditures	255,741.60	740,347.42	20.88%	2,805,031.21	3,545,378.63	79.12%
	Net Increase(Decrease) in Fund Balance	1,239,677.40	2,686,178.30	1,073.85%	(2,436,034.93)	250,143.37	973.86%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 20 - FICA
 From 9/1/2020 Through 9/30/2020

		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	100.00%	0.00	20.99	0.00%
	Total PERSONNEL	0.00	20.99	100.00%	0.00	20.99	0.00%
	SERVICES/BENEFITS						
	Total Expenditures	0.00	20.99	100.00%	0.00	20.99	0.00%
	Net Increase(Decrease) in Fund Balance	0.00	(20.99)	100.00%	0.00	(20.99)	0.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
30 - IMRF
From 9/1/2020 Through 9/30/2020

		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	52,757.20	117,150.35	97.62%	2,849.65	120,000.00	(2.37)%
44010	INT & DIV INCOME	0.00	23.21	4.64%	476.79	500.00	(95.36)%
	Total REVENUES	<u>52,757.20</u>	<u>117,173.56</u>	<u>97.24%</u>	<u>3,326.44</u>	<u>120,500.00</u>	<u>(2.76)%</u>
	Total Revenues	<u>52,757.20</u>	<u>117,173.56</u>	<u>97.24%</u>	<u>3,326.44</u>	<u>120,500.00</u>	<u>(2.76)%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,512.62	42,768.07	30.10%	99,316.31	142,084.38	69.90%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,512.62</u>	<u>42,768.07</u>	<u>30.10%</u>	<u>99,316.31</u>	<u>142,084.38</u>	<u>69.90%</u>
	Total Expenditures	<u>12,512.62</u>	<u>42,768.07</u>	<u>30.10%</u>	<u>99,316.31</u>	<u>142,084.38</u>	<u>69.90%</u>
	Net Increase(Decrease) in Fund Balance	<u>40,244.58</u>	<u>74,405.49</u>	<u>(344.71)%</u>	<u>(95,989.87)</u>	<u>(21,584.38)</u>	<u>(444.72)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 9/1/2020 Through 9/30/2020

		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	2,030.75	3,881.60	9.70%	36,118.40	40,000.00	(90.30)%
	Total REVENUES	2,030.75	3,881.60	9.70%	36,118.40	40,000.00	(90.30)%
	Total Revenues	2,030.75	3,881.60	9.70%	36,118.40	40,000.00	(90.30)%
	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	0.00	3,250.00	0.00%	(3,250.00)	0.00	0.00%
	Total PROFESSIONAL FEES	0.00	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	2,500.00	2,500.00	5.20%	45,500.00	48,000.00	94.79%
	Total MAINTENANCE	2,500.00	2,500.00	5.21%	45,500.00	48,000.00	94.79%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	89.00	0.25%	34,911.00	35,000.00	99.75%
73430	OTHER PROF FEES	0.00	11,725.00	8.29%	129,563.00	141,288.00	91.70%
	Total CAPITAL EXPENSE	0.00	11,814.00	6.70%	164,474.00	176,288.00	93.30%
	Total Expenditures	2,500.00	17,564.00	6.23%	264,224.00	281,788.00	93.77%
	Net Increase(Decrease) in Fund Balance	(469.25)	(13,682.40)	5.65%	(228,105.60)	(241,788.00)	(94.34)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 80 - WORKING CASH
 From 9/1/2020 Through 9/30/2020

		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	109.03	197.77	8.78%	2,052.23	2,250.00	(91.21)%
	Total REVENUES	109.03	197.77	8.79%	2,052.23	2,250.00	(91.21)%
	Total Revenues	109.03	197.77	8.79%	2,052.23	2,250.00	(91.21)%
	Net Increase(Decrease) in Fund Balance	109.03	197.77	8.78%	2,052.23	2,250.00	(91.21)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021
 90 - DONATION / GIFT
 From 9/1/2020 Through 9/30/2020

	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	175.86	318.99	5.31%	5,681.01	6,000.00	(94.68)%
49010 MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
Total REVENUES	175.86	318.99	2.90%	10,681.01	11,000.00	(97.10)%
Total Revenues	175.86	318.99	2.90%	10,681.01	11,000.00	(97.10)%
Net Increase(Decrease) in Fund Balance	175.86	318.99	2.89%	10,681.01	11,000.00	(97.10)%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021
From 9/1/2020 Through 9/30/2020

	Month Activity	Year Activity	Percent Budget Used FY2021	Total Budget - FY2021 Working Budget	Budget \$ Remaining FY2021	Percent Budget Remaining FY2021	
Revenues							
43010	TAX LEVY	1,536,364.30	3,411,583.08	97.61%	3,494,833.23	83,250.15	2.38%
43020	PPRT	0.00	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	2,746.98	6,056.35	7.69%	78,750.00	72,693.65	92.30%
45010	PER CAPITA GRANT	0.00	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	0.00	1,861.19	93.05%	2,000.00	138.81	6.94%
46020	FINES & FEES	1.00	3.00	0.60%	500.00	497.00	99.40%
46030	LOST & DAMAGED	595.91	1,118.27	22.36%	5,000.00	3,881.73	77.63%
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	58.60	86.20	0.43%	20,000.00	19,913.80	99.56%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	8,329.05	20,710.05	10.88%	190,200.00	169,489.95	89.11%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	0.00	110.97	661.71%	16.77	(94.20)	(561.71)%
46450	REIMBURSEMENTS	900.00	900.00	9.00%	10,000.00	9,100.00	91.00%
46500	CASH OVER	0.00	20.00	8.01%	249.50	229.50	91.98%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	4,488.00	22.44%	20,000.00	15,512.00	77.56%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>1,550,491.84</u>	<u>3,548,097.64</u>	<u>89.39%</u>	<u>3,969,272.00</u>	<u>421,174.36</u>	<u>10.61%</u>
	Net Increase(Decrease) in Fund Balance	<u>1,550,491.84</u>	<u>3,548,097.64</u>	<u>89.38%</u>	<u>3,969,272.00</u>	<u>421,174.36</u>	<u>10.61%</u>

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021
 From 9/1/2020 Through 9/30/2020

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	163,885.91	482,817.69	20.68%	2,334,000.00	1,851,182.31	79.32%
	SERVICES/BENEFITS					
	163,885.91	482,817.69	20.69%	2,334,000.00	1,851,182.31	79.31%
	Total Personnel Expenses					
20	Library Materials					
20	23,388.78	126,290.67	30.06%	420,000.00	293,709.33	69.94%
	LIBRARY MATERIALS					
	23,388.78	126,290.67	30.07%	420,000.00	293,709.33	69.93%
	Total Library Materials					
50	Operating Expenses					
51	19,743.71	69,057.77	16.29%	423,750.00	354,692.23	83.71%
52	1,298.78	7,284.60	17.94%	40,600.00	33,315.40	82.06%
53	866.87	4,144.84	9.44%	43,900.00	39,755.16	90.56%
54	5,348.90	20,574.93	13.04%	157,664.00	137,089.07	86.96%
55	651.85	5,419.00	13.53%	40,050.00	34,631.00	86.47%
	PROFESSIONAL FEES					
	27,910.11	106,481.14	15.08%	705,964.00	599,482.86	84.92%
	Total Operating Expenses					
60	Building Expenses					
61	50,574.98	59,043.27	25.06%	235,570.00	176,526.73	74.94%
65	4,994.44	14,253.71	21.05%	67,700.00	53,446.29	78.95%
	UTILITIES					
	55,569.42	73,296.98	24.17%	303,270.00	229,973.02	75.83%
	Total Building Expenses					
70	Capital Expense					
70	0.00	11,814.00	5.73%	206,038.00	194,224.00	94.27%
	CAPITAL EXPENSE					
	0.00	11,814.00	5.73%	206,038.00	194,224.00	94.27%
	Total Capital Expense					
	270,754.22	800,700.48	20.17%	3,969,272.00	3,168,571.52	79.83%
	Total Expenditures					
	(270,754.22)	(800,700.48)	20.17%	(3,969,272.00)	(3,168,571.52)	79.83%
	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 9/1/2020 Through 9/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	86,148.20	263,665.02	21.98%	1,199,041.00	935,375.98	78.02%
20	Library Materials	8,824.56	79,177.95	43.62%	181,500.00	102,322.05	56.38%
50	Operating Expenses	21,111.18	81,417.36	14.11%	576,970.00	495,552.64	85.89%
60	Building Expenses	1,986.96	4,261.54	16.96%	25,125.00	20,863.46	83.04%
70	Capital Expense	0.00	11,814.00	5.90%	200,038.00	188,224.00	94.10%
	Total District Wide	118,070.90	440,335.87	20.17%	2,182,674.00	1,742,338.13	79.83%
1	Dundee Library						
15	Personnel Expenses	66,115.02	186,384.33	19.30%	965,492.00	779,107.67	80.70%
20	Library Materials	11,765.98	39,410.32	21.30%	185,000.00	145,589.68	78.70%
50	Operating Expenses	1,225.12	8,272.48	14.49%	57,080.00	48,807.52	85.51%
60	Building Expenses	36,173.68	49,938.84	20.80%	240,062.00	190,123.16	79.20%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	115,279.80	284,005.97	19.56%	1,452,134.00	1,168,128.03	80.44%
2	Randall Oaks						
15	Personnel Expenses	11,622.69	32,768.34	19.33%	169,467.00	136,698.66	80.67%
20	Library Materials	2,798.24	7,702.40	14.39%	53,500.00	45,797.60	85.61%
50	Operating Expenses	5,573.81	16,791.30	23.34%	71,914.00	55,122.70	76.66%
60	Building Expenses	17,408.78	19,096.60	50.14%	38,083.00	18,986.40	49.86%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	37,403.52	76,358.64	22.83%	334,464.00	258,105.36	77.17%
	Total Expenditures	270,754.22	800,700.48	20.17%	3,969,272.00	3,168,571.52	79.83%
	Net Increase(Decrease) in Fund Balance	(270,754.22)	(800,700.48)	20.17%	(3,969,272.00)	(3,168,571.52)	79.83%

Fox River Valley Public Library District

Balance Sheet
As of 9/30/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,526,967.30
30	IMRF	96,489.87
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>444,781.86</u>
	Total Checking Accounts	5,068,239.03
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	158,858.68
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,929,403.11
80	WORKING CASH	159,364.61
90	DONATION / GIFT	<u>257,036.78</u>
	Total Investments	<u>3,504,663.18</u>
	Total Cash and Investments	8,573,339.71
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	21,630.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	6,327.26
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	10,875.81
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	972.38
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	80,391.98
30	IMRF	<u>2,858.17</u>
	Total Other Assets	<u>123,055.60</u>
	Total Assets	<u><u>8,696,395.31</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	54,992.27
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,500.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	116.79
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	445.00
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	23.99
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	328.99
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	1,401.76
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	27.19
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	80,391.98
30	IMRF	<u>2,858.17</u>
	Total Liabilities	143,086.14
Fund Balance		

Fox River Valley Public Library District

Balance Sheet
As of 9/30/2020

		<u>Current Year</u>
10	GENERAL/CORPORATE	4,668,732.94
30	IMRF	96,489.87
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,371,684.97
80	WORKING CASH	159,364.61
90	DONATION / GIFT	<u>257,036.78</u>
	Total Fund Balance	<u>8,553,309.17</u>
	Total Liabilities and Fund Balance	<u><u>8,696,395.31</u></u>



**Investment Inventory Month End
Fox Rvr Valley All Agg (111383)
09/30/2020**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	09/30/2020	---	0.00	0.000	---	MMDA12	5,695.80
Comenity Capital Bank	09/27/2017	10/05/2020	---	245,000.00	1.950	1.951	20033AXB7	245,064.44
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	321118BJ9	201,380.80
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	61747MG96	216,668.83
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	126,699.63
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	157,628.65
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	204,363.60
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	138,487.73
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,714.86
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	153,299.70
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,760.35
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	174,215.83
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	112,036.61
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,304.40
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,696.80
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,876.60
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	207,108.20
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,695.90
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	27,529.98
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,752.33
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	22,097.64
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,740.42
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	142,000.77
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,537.44
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	87,294.49
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	159,577.20
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	3134GWL20	79,964.24
FEDERAL FARM CREDIT BANKS FUNDING CORP	10/30/2019	10/30/2023	10/30/2020	115,000.00	1.930	1.940	3133EK4A1	115,089.82
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,695.45
---	---	03/15/2022	---	3,390,000.00	2.351	2.089	---	3,485,978.49

C.1 Resolution 2020-08 Approving Intergovernmental Agreement (Coronavirus Relief Fund) and Authorizing Execution by Library Director

RECOMMENDED **MOTION**: I move to adopt Resolution 2020-08 approving the Intergovernmental Agreement with Kane County allowing the Fox River Valley Public Library District, as a sub-recipient, to receive requested funds up to \$50,000 from the federal CARES Act.

BACKGROUND INFORMATION:

The Kane County board has authorized \$250,000 in CARES Act funds to be split among the 11 Kane County library districts. We applied for these funds last month, and according to their timeline we should be notified as to details of the award around October 16. To expedite receipt of any funds to which we are entitled, the board needs to approve a Resolution authorizing the Library Director to act as the signing authority for receipt of funds, and to approve an inter-governmental agreement with Kane County.

The attached resolution has been drafted by the Library's attorney, authorizing the Library Director to act on behalf of the Library District to execute any and all documents related to the IGA.

Additionally, the attached exhibit is a draft of what the IGA will look like once award details are approved by Kane County. If we have the final IGA copy prior to the October 20 board meeting this document will be updated with the final award amount on page 12. If we have not received final notification prior to the October 20 board meeting, the board can approve the attached IGA with a requested amount up to \$50,000 with the understanding that the final IGA will include a final award figure.

The final pages of the IGA are the application sheets submitted as part of our application process, so the board can see what composed the almost \$50,000 in CARES Act reimbursements to which we are entitled.

10/20/20

RESOLUTION 2020 - 08

Resolution Approving IGA (Coronavirus Relief Fund) and Authorizing Execution by Library Director

WHEREAS, it is in the best interest of the Fox River Valley Public Library District (Library District) to enter into an intergovernmental agreement with Kane County with respect to receipt by the Library District of funds from the Coronavirus Relief Fund, i.e., an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (IGA).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The IGA is approved;
2. Lauren Rosenthal, the Director of the Library District, is authorized on behalf of the Library District to execute the IGA;
3. Lauren Rosenthal, the Director of the Library District, is authorized on behalf of the Library District to execute any and all other documents related to the IGA.

ADOPTED October 20, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

 Richard Corbett, President
 Board of Library Trustees
 Fox River Valley Public Library District

ATTEST:

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

**INTERGOVERNMENTAL RECIPIENT AGREEMENT FOR
CORONAVIRUS RELIEF FUNDS**

**Between COUNTY OF KANE, ILLINOIS and
Fox River Valley Public Library District
(Recipient)**

THIS AGREEMENT entered this _____ day of _____, 2020, by and between the County of Kane, Illinois, a body politic and corporate of the State of Illinois, (herein called “Kane County”), and Fox River Valley Public Library District (herein called “Recipient”) governs disbursement of Coronavirus Relief Funds by Kane County to Recipient. Kane County and Recipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Kane County qualified as an eligible local government and received CRF funding from the U.S Department of Treasury as it is a unit of local government with an excess of 500,000 residents; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Kane County acknowledges that there are local municipalities and other entities within Kane County that did not directly receive a portion of CRF and Kane County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such local municipalities and other entities in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, much uncertainty remains regarding future costs the County and local municipalities will be forced to bear related to the coronavirus emergency, and

WHEREAS, much uncertainty exists as to the potential for future allocations of federal or state monies to defray those future costs, and

WHEREAS, this agreement is intended to promote the most efficient distribution of resources which have been made available to the State of Illinois and the County of Kane to benefit the citizens of Kane County, and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to reimburse Recipient for funds to pay necessary expenditures which it has incurred due to the COVID-19 public health emergency, the Parties have agreed that Kane County, in its sole and absolute discretion, may reimburse Recipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM & SURVIVAL OF TERMS

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the “Initial Term”). With regard to all dates and time periods set forth, or referred to, in this Agreement, time is of the essence, and Recipient acknowledges it shall comply with its obligations within the required timeframe.
- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Kane County, in its sole and absolute discretion, may terminate this Agreement at any time.
- D. Those terms relating to the parties’ obligations to maintain records and provide records, the Recipient’s indemnification of Kane County, representations and warrants of the Recipient as to Kane County population count, and all other representations and warrants of the Recipient shall survive the termination of this Agreement, including, but not limited to surviving the time period for conducting any audit(s) or any time periods for concluding other residual responsibilities of Kane County or the Recipient.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Recipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Kane County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Kane County, in its sole and absolute discretion, may reimburse and/or provide funding to Recipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Recipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

A. Legal Notices

Legal notices to Kane County as required by this Agreement shall be delivered in writing, and addressed to Kane County as set forth below. Legal notices to Recipient as required by this Agreement shall be in writing, and addressed to Recipient as set forth below. All such legal notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

KANE COUNTY STATE’S ATTORNEY’S OFFICE
ATTN: CIVIL DIVISION
RE: CRF ALLOCATION LEGAL NOTICES
100 S. THIRD STREET, 4th FLOOR
GENEVA, IL 60134

Recipient Information for Legal Notices:

Name of Recipient: Fox River Valley Public Library District

Address: 555 Barrington Ave

East Dundee, IL 60118

B. Communications and Notices, Other than Legal Notices

Other than legal notices, all other communications and notices may be sent between the parties via email or U.S. Mail, as addressed below:

Kane County Coronavirus Relief Fund Program Manager
Attn: Faviola Guzman
100 S. Third Street, 4th Floor
Geneva, IL 60134
crf@co.kane.il.us

Recipient Information for Notices, other than Legal Notices, and all other Communications:

Name of Recipient: Fox River Valley Public Library District

Address: 555 Barrington Ave

East Dundee, IL 60118

Email: BusinessOffice@frvpld.info

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds. The County, by and through departments or Third-Party Consultant hired by the State's Attorney's Office, shall process requests for reimbursement received subject to the requirements set forth herein.

A. Compliance with State and Local Requirements

Recipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Recipient acknowledges that Eligible Expenses reimbursed by Kane County to Recipient are not considered to be grants but are "other financial assistance" under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards. Recipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Recipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Recipient shall comply with all applicable federal laws and regulations, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Recipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Recipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding Recipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Recipient shall hold harmless, release, and defend Kane County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement. Recipient agrees to hold Kane County harmless for any evaluation and/or advice which Kane County provided in its application and review process as to whether requested reimbursement(s) are/were permissible uses of CRF.

D. Indemnification

Recipient shall indemnify Kane County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Recipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Kane County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Kane County. This indemnification shall include, but is not limited to, instances where Kane County relied upon the certification of the Recipient that such expenses which the Recipient sought to have reimbursed from CRF were eligible, and met all requirements for reimbursement, but where the Office of the Inspector General, or any other federal person, official, or agency which is charged with the auditing and review of expenditures of CRF determines that such expenses and/or reimbursement was not permitted under the CARES Act, the Recipient agrees to indemnify, reimburse, and make whole Kane County for any funds which the government of the United States or its agencies seeks to, or does, recoup or collect in any manner, through litigation, by withholding other federal funds owed to Kane County, or otherwise. The Recipient further agrees to indemnify, reimburse, or make whole Kane County for any penalties associated with the federal government seeking to recoup the expended CRF which the County disbursed to the Recipient, including interest, attorney's fees, or any penalty provided by law. Recipient shall reimburse Kane County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Recipient is obligated to indemnify, defend and hold harmless Kane County under this Agreement. Recipient shall also reimburse Kane County for all costs, expenses, and liabilities, including but not limited to, attorney's fees, and/or auditor/auditing fees, as a result of any challenge to the eligibility of reimbursements to Recipient by the federal government.

E. Misrepresentations & Noncompliance

Recipient hereby asserts, certifies and reaffirms that all representations and other information contained in Recipient's Kane County Unit of Government Application for Coronavirus Relief Funds (see Section V.J.(1)), subsequent requests for reimbursement or any agreed-upon budget modifications are true, correct and complete, to the best of Recipient's knowledge. Recipient acknowledges that all such representations and information have been relied on by Kane County to provide the funding under this Agreement.

Recipient shall promptly notify Kane County, in writing, of the occurrence of any event or any material change in circumstances which would make any of Recipient representation(s) or information untrue or incorrect or otherwise impair Recipient's ability to fulfill Recipient's obligations under this Agreement.

F. Workers' Compensation

Recipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

G. Insurance

Recipient shall carry sufficient insurance coverage to protect any funds provided to Recipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Recipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Kane County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties. The Parties otherwise contemplate that the terms of this Agreement shall incorporate any subsequent amendments to the CARES Act or regulations promulgated by the Treasury or other federal agency, without need for further written amendment to this Agreement and the Recipient agrees to adhere to any amendments to the CARES Act or related federal regulations.

I. Suspension or Termination

Kane County may suspend or terminate this Agreement if Recipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Recipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Recipient to Kane County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Recipient must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Recipient pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Kane County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.
- M. The County, by receiving and processing the reimbursement requests of Recipient, does not guarantee approval of the reimbursement requests by the Kane County Board or its authorized agents or committees, the United States Department of Treasury, or the Office of the Inspector General.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Recipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Recipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Recipient receives duplicate benefits from another source, Recipient must refund the benefits provided by Kane County to Kane County.

Recipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Recipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including,

without limitation, Recipient's obligation to promptly notify Kane County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Kane County, or any duly authorized representative of Kane County, shall have the right of access to any records, documents, financial statements, papers, or other records of Recipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Recipient under this Agreement. The right of access also includes timely and reasonable access to Recipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Recipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Recipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of ten (10) years from the date of submission of the final expenditure report.

In circumstances where the reimbursement request has been granted and records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by the Recipient to provide records, for any reason, including but not limited to the prior destruction of records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that the Recipient shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified. Additionally, the Recipient agrees to indemnify, or make whole Kane County for any penalty assessed against the Kane County based upon the Recipient's failure to retain or provide records.

E. Internal Controls

Recipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Recipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Recipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Kane County has the right to and shall evaluate the Recipient's risk of noncompliance and monitor the activities of Recipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Recipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by Kane County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Recipient by Kane County.

Kane County has the right to and shall verify that Recipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Kane County may take enforcement action against a noncompliant Recipient as described in 2 C.F.R. 200.338. Remedies for noncompliance of this part and in program regulations.

H. Close-Outs

Recipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Recipient's obligation to Kane County will not terminate until all close-out requirements are completed.

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Recipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Recipient records with respect to any matters covered by this Agreement shall be made available to Kane County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Recipient within 30 days after notice of such deficiencies by the Recipient. Failure of Recipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Recipient expends \$750,000 or more in total federal awards (all programs) in a single year, Recipient must have a Single Audit or Program-Specific Audit pursuant to 2 C.F.R 200.501(a). Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or Kane County may require return of all funds to Kane County by Recipient.

J. Payment & Reporting Procedures

1. Payment Procedures

Kane County will pay to the Recipient funds available under this Agreement based upon information submitted by the Recipient and consistent with the allocations and disbursement policies established by Kane County. Payments will be made for eligible expenses included in Budget Forms approved by Kane County already incurred since March 1, 2020 that were not included in the most recent approved budget as of March 27, 2020 *and* eligible expenses that will be incurred through December 30, 2020. Recipients must first complete a Kane County Unit

of Government Application for Coronavirus Relief Funds. Once that Application is approved, the Recipient will submit requests for reimbursements of eligible expenses actually incurred by the Recipient. The County shall pay up the Recipient from funds received from the U.S. Department of Treasury and provided herein. Such funds shall be used for payment of expenses eligible under the CARES Act and specifically listed in the budgets attached hereto as Exhibit C.

Recipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Recipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Kane County.

- a. Requests for reimbursement must be submitted through the on-line application processes, at www.countyofkane.org/Pages/CRF.aspx. Incomplete applications may result in a delay in a decision regarding of reimbursement requests.
 - b. Upon receipt of the Applications, Kane County will confirm receipt of application by email.
 - c. The received application will be reviewed and Recipient will receive a Notification Letter by email indicating denial and/or approval of the request within approximately 10 days.
 - d. Notification Letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Recipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Recipient Agreement.
 - e. The Recipient must get approval of and retain documentation for any required modifications to the original Kane County Unit of Government Application for Coronavirus Relief Funds and attached budget to account for any eligible expenditures that were not reflected in the original budget.
2. Reporting Procedures. Recipient will be required to tender to Kane County records addressing how the funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Recipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Recipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Recipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification
- Attachment C – Budget forms, to be appended upon approval by Kane County

VIII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IX. WAIVER

Kane County's failure to act with respect to a breach by the Recipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Kane County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

X. CERTIFICATION

The Recipient hereby certifies that they have the authority and approval from its governing body to execute this Agreement and request reimbursement from Kane County from the allocation of the Coronavirus Relief Fund provided to Kane County for eligible expenditures. The Recipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Recipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the Recipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Recipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Kane County.

Recipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Recipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the Recipient has received any other emergency COVID-19 supplemental funding (whether

state, federal, or private in nature) for that same expense.

XI. SUBAWARD INFORMATION

The Federal Award associated with this Agreement is as follows:

CFDA Number:	21.019
Title:	Coronavirus Relief Fund
Federal Awarding Agency:	United States Treasury

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Recipient's name (must match the name associated with its unique entity identifier):
Fox River Valley Public Library District
- Recipient's unique entity identifier (DUNS): _____
- Federal Award Identification Number (FAIN): _____
- Federal Award Date: _____
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Recipient: \$ \$48,109.27 requested
- Federal Award Program Description:

Kane County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to units of local government. Units of local government may apply for County awarded Coronavirus Relief Funds pursuant to the following procedures and consistent with eligibility guidance. Available funds will be distributed to units of local government consistent with their respective allocations and based on the type of expenditure, the volume of requests, and the balance of funds available.

- Name of Federal Awarding Agency: Department of Treasury
- Name of pass-through entity: County of Kane, Illinois
- Contact Information for pass-through entity:

Kane County Coronavirus Relief Fund Program Manager

Attn: Faviola Guzman

100 S. Third Street, 4th Floor

Geneva, IL 60134

crf@co.kane.il.us

- Award is for Research & Development (R&D): No

XII. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Kane County's allocation of CRF funding to

Recipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Kane County has no legal requirement to provide funding to any Recipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of Recipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer’s authority to execute the Agreement for and on behalf of the Recipient must be attached to the Agreement for review by Kane County. The following signatory on behalf of Kane County has been authorized to execute this Agreement by resolution of the Kane County Board or authorized committee thereof.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

Recipient: Fox River Valley Public Library District

Signed: _____ **Its Duly Authorized Agent**

Printed Name: Lauren A. Rosenthal **Title:** Library Director

Date: _____

KANE COUNTY, ILLINOIS

Signed: _____ **Its Duly Authorized Agent**

Printed Name: _____ **Title:** _____

Date: _____

Approved as to form:

Signed: _____

Office of the Kane County State’s Attorney

ATTACHMENT A – ELIGIBLE EXPENSES

Eligible expenses are subject to approval by Kane County and are contingent on their allowance under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. Kane County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below are taken directly from the guidance of the U.S. Department of Treasury, as of nonexclusive.

Eligible Coronavirus Relief Fund (CRF) Expenses

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures, which fit within the three CARES Act requirements outlined above, include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19- related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.

- Expenses for quarantining individuals.

Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. [NOTE: Kane County will only approve payroll expenses for public safety, public health, health care, human services, or similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, if those expenses were wholly unbudgeted OR if budgeted, were payroll expenses that were diverted for a substantially different use, i.e., payroll for those employees' whose work was diverted for substantially different functions due to the COVID-19 public health emergency. For administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, if unbudgeted, if budgeted – see above. For administrative convenience, public health and public safety employees are presumed to have been substantially dedicated to mitigating or responding to the COVID-19 public health emergency, if unbudgeted, if budgeted – see above.]

3. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
4. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Recipient’s receipt of funds or the commitment of funds by Kane County, Recipient hereby assigns to Kane County all of Recipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Recipient under the Intergovernmental and Recipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Kane County, Illinois, and _____ on _____, 2020. Any such funds received by the Recipient shall be referred to herein as “additional funds.”

Additional funds received by the Recipient that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Recipient agrees to immediately notify Kane County of the source and receipt of additional funds related to the COVID-19 pandemic. Kane County shall notify the Federal awarding agency of the additional funding reported by Recipient to Kane County. Recipient agrees to reimburse Kane County for any additional funding received by the Recipient if such additional funding is determined to be a DOB by Kane County, the Federal awarding agency or an auditing agency. Recipient further agrees to apply for additional funds that the Recipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Recipient and Kane County.

Recipient acknowledges that in the event that Recipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Recipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, Kane County shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Recipient: Fox River Valley Public Library District

Signed: _____
Its Duly Authorized Agent

Printed Name: Lauren A. Rosenthal

Title: Library Director

Date: _____

**ATTACHMENT C – Budget Worksheet Documents, *to be appended upon approval of
Kane County**

Coronavirus Relief Fund Project Budget Summary			
Eligible costs incurred between March 1, 2020 through August 31, 2020			
The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:			
1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);			
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and			
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.			
Recipient Information			
Recipient:	Fox River Valley Public Library District	DUNS Number:	
Address:	555 Barrington Ave, East Dundee, IL 60118	Federal Employer ID:	36-6006253
Phone #:	847-428-3661	Contact Name:	Lauren Rosenthal, Library Director
Summary of Expense Types		Total Amount Requested by Expense Type (amounts will autocalculate from each tab)	
Payroll			\$0.00
Commodities			\$25,683.42
Contractual Services			\$2,900.00
Other			\$0.00
	Totals		\$28,583.42
Kane County Use		Recipient Certification and Authorization	
Additions:	\$ -	I hereby certify that I have reviewed the costs contained in this request for reimbursement and represent that, to the best of my knowledge all costs included are true and correct costs incurred by the service provider. I further certify that all costs included in this request are in accordance with the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), its applicable administrative requirements and the U.S. Treasury's Coronavirus Relief Fund (CRF) and are in compliance with the budget and terms of the	
Deletions:	\$ -		
Less Deductions:	\$ -		

Approved For Payment:	\$ -	underlying the Recipient's Intergovernmental Agreement and any other contract(s) authorizing the actual costs.	
Audited by:			
Approved by:			
		Signature of Authorized Recipient	Date
		Lauren A. Rosenthal, Library Director	9/14/2020
Date Received		Date Submitted to Kane County	



Coronavirus Relief Fund Project Budget and Narrative

Eligible costs incurred between March 1, 2020 through August 31, 2020

Instructions: In Column B, provide a detailed description for each commodity purchased on separate lines or break down each expense withing the description. The description should include the item purchased, cost per unit (if applicable) and any necessary detail. In Column C, provide a justification for this expense by specifically explaining how the cost was/is used to aid in relief during the COVID-19 Pandemic. In Column D, provide a total expense for each line item for which reimbursement is requested. The total of Column D will be shown once expenses are entered and will be linked to the Budget Summary tab. Please ensure all detail is recorded and calculations are accurate.

Note: Examples are provided in gray font in the cells below. Please delete the examples and enter your organization's actual expenses, justification and amount requested.

Commodities

Eligible Expense Type	Expense and Description	Justification for Eligibility Under the U.S. Department of Treasury Guidelines and Kane County CRF	Amount Requested
	10 packages of sani wipes at \$6.49 = 10 x \$6.49 = \$64.90 ; 6 bottles of comet with bleach at \$69.95 = 3 x \$69.95 = \$419.70 ; 2 bottles of cleansing alcohol for sanitizing wipes at \$14.21 = 2 x \$14.21 = \$28.42 ; 4 bottles of clorox cleaner with bleach at \$19.49 = 4 x \$19.49 = \$77.96	Cleaning supplies necessary to disinfect and clean office areas to safeguard employees and customers.	\$590.98

	<p>3 thermometers at \$54.98 = 3 x \$54.98 = \$164.94 ; 10 keyboard covers consisting of 3 covers per pack at \$14.25 = 10 x \$14.25 = \$142.50 (plus shipping \$12.76) ; 25 XL reflective safety vests \$9.10 = 25 x \$9.10 = \$227.50 ; 5 2XL reflective safety vests at \$9.10 = 5 x \$9.10 = \$45.50 (plus shipping \$55.89); 2 packs consisting of 10 safety cones per pack at \$139.98 = 2 x \$139.98 = \$279.96 ; 8 packages of wash your hand decals (eng/spa) consisting of 4 decals per package at \$7.99 = 8 x \$7.99 = \$63.92 (plus shipping \$9.95) ; 1 pack (eng) of social distancing floor decals at \$31.99 ; 2 packs of social distancing floor decals (spa) consisting of 5 decals per pack at \$16.99 = 2 x \$16.99 = \$33.98 ; 3 cleaning wipe dispensers at \$249.95 = 3 x \$249.95 = \$749.85 (plus shipping \$44.85) ; 60 bottles of hand sanitizer at \$4 = 60 x \$4 = \$240 ; 4 touchless sanitizer dispensers \$149 = 4 x \$149 = \$596 ; 4 gallons of hand sanitizer for dispensers \$39.90 = 4 x \$39.90 = \$159.60 ; 2 boxes of C batteries for dispensers consisting of 12 batteries per box at \$12.53 = 2 x \$12.53 = \$25.06 ; 48 bottles of hand sanitizer at \$9.59 = 48 x \$9.59 = \$460.32 ; 8 hanging sneeze guards (31.5"x29.5") at \$108.16 = 8 x \$108.16 = \$865.28 ; 7 hanging sneeze guards (31.5"x47.5") at \$171.34 = 7 x \$171.34 = \$1,139.39 (plus shipping \$214.89) ; 4 hanging sneeze guards (31.5"x47.5") at \$171.34 = 4 x \$171.34 = \$685.36 (plus shipping</p>	<p>Building equipment necessary to safeguard employees and customers from viruses.</p>	<p>\$8,302.74</p>
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Commodities	<p>2 boxes of Heavy duty bags (27"L x 14"W x 10"D & 30"L x 18"W x 10"D white) consisting of 500 bags per box at \$138.95 = 2 x \$138.95 = \$277.90 ; 4 boxes of heavy duty bags (27"L x 14"W x 10"D White) of 500 bags per box \$104.95 = 4 x \$104.95 = \$419.80 ; 2 boxes of paper bags (13"W x 7"D x 13"H) consisting of 250 bags per box \$112.95 = 2 x \$112.95 = \$225.90 ; 2 boxes of paper bags (10"W x 5"D x 13"H) consisting of 250 bags per box at \$96.95 = 2 x \$96.95 = 193.90 ; 2 boxes of Bags (27"L x 14"W x 10"D White) consisting of 500 per box \$111.95 = 2 x \$111.95 = \$223.90 ; 2 boxes of bags (11-1/2"L x 11-1/2"W x 10"D Black) consisting of 1,000 bags per box \$50.95 = 2 x \$50.95 = \$101.90</p>	<p>Supplies necessary to safeguard patrons from viruses when receiving materials delivered to their homes.</p>	\$1,443.30
	<p>30 gray bins at \$25.95 30 x \$25.95 = \$778.50 ; 4 gray bins at \$121.50 = 4 x \$121.50 = \$486 ; 6 packs of gray bins consisting of 6 bins per pack \$109.35 = 6 x \$109.35 = \$656.10</p>	<p>Protective items necessary to quarantine recently returned materials before they're checked out by additional patrons.</p>	\$1,920.60
	<p>20 white cloth masks at \$14.85 = 20 x \$14.85 = \$297 (plus shipping \$9.95) ; 20 blue cloth masks at \$14.50 = 20 x \$14.50 = \$290 (plus shipping \$9.95) ; 50 face shields at \$2.59 = 50 x \$2.59 = \$129.74 ; 6 boxes of large gloves at \$19.17 = 6 x \$19.17 = \$115.02 (plus \$5.32 shipping) ; 6 boxes of medium gloves at \$15.96 = 6 x \$15.96 = \$95.76 (plus \$5.08 shipping) ; 20 boxes of medium gloves at \$6.90 = 20 x \$6.90 = \$138 ; 13 boxes of disposable masks at \$20.50 = 13 x \$20.50 = \$266.50 (plus \$.51 shipping) ; 10 boxes of disposable masks at \$32.50 = 10 x \$32.50 = \$325 (plus \$11.77 shipping)</p>	<p>PPE necessary to safeguard employees and customers from viruses.</p>	\$1,699.60
	<p>3 webcams at \$54.49 = 3 x \$54.49 = \$163.47</p>	<p>Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.</p>	\$163.47

	3 packs of hot spot cases consisting of 10 cases per pack at \$60.13 = 3 x \$60.13 = \$180.39 ; 19 hot spots with service at \$120 = 19 x \$120 = \$3,458 (plus \$95 shipping) ; Beanstack platform at \$2,290 ; 1 Zoom user at \$74.95 ; 1 Zoom admin fee at \$8 ; 1 Zoom user at \$52.36 ; 11 hotspots at \$8 = 11 x 8 = \$88.00 ; 11 hotspot service at \$120 = 11 x \$120 = \$1,320 (plus 55 shipping)	Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.	\$7,621.70
	2 barcode scanners at \$21.99 = 2 x \$21.99 = \$43.98 ; 2 monitors at \$104.49 = 2 x \$104.49 = \$208.98 ; 1 RFID pad at \$1,223.10 (plus \$75.90 shipping) = \$1,299 ; 2 Dell pcs at \$532.21 = 2 x \$532.21 = \$1,064.42	Expenses to facilitate social distancing measures at the Dundee Library to enable compliance with COVID-19 precautions.	\$2,616.38
	4 large space saving ice packs consisting of 2 packs at \$22.95 = 4 x \$22.95 = \$91.80 ; 4 slim ice packs consisting of 10 packs at \$14.99 = 4 x \$14.99 = \$59.96 ; 5 cooler ice packs consisting of 10 per pack at \$19.99 = 5 x \$19.99 = \$99.95 ; 4 coolers at \$61.50 = 4 x \$61.50 = \$246 ; 1 refrigerator at \$809 ; 2 refrigerator thermometers at \$8.97 = 2 x \$8.97 = \$17.94	Expenses for curbside meal pickup and delivery to students in compliance with Summer Food Service Program , in compliance with COVID-19 public health precautions. FRVPLD provided more than 12,000 meals to hungry kids in summer 2020.	\$1,324.65
		Total	\$25,683.42

		Total	\$2,900.00

Coronavirus Relief Fund Project Budget Summary

Eligible costs to be incurred between September 1, 2020 through December 30, 2020

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Recipient Information

Recipient:	Fox River Valley Public Library District	DUNS Number:	
Address:	555 Barrington Ave, East Dundee, IL 60118	Federal Employer ID:	36-6006253
Phone #:	847-428-3661	Contact Name:	Lauren Rosenthal, Library Director

Summary of Expense Types	Total Amount Requested by Expense Type (amounts will autocalculate from each tab)
Payroll	\$0.00
Commodities	\$13,725.85
Contractual Services	\$5,800.00
Other	\$0.00
Totals	\$19,525.85

Kane County Use	Recipient Certification and Authorization
Additions: \$ -	I hereby certify that I have reviewed the costs contained in this request for reimbursement and represent that, to the best of my knowledge all costs included are true and correct costs proposed to be incurred by the service provider. I further certify that all costs included in this request are in accordance with the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), its applicable administrative requirements and the U.S. Treasury's Coronavirus Relief Fund (CRF) and are in compliance with the
Deletions: \$ -	
Less Deductions: \$ -	

Approved For Payment:	\$ -	budget and terms of the underlying the Recipient's Intergovernmental Agreement and any other contract(s) authorizing the actual costs.	
Audited by:			
Approved by:		Signature of Authorized Recipient	Date
		Lauren A. Rosenthal, Library Director	9/14/2020
Date Received		Date Submitted to Kane County	



Coronavirus Relief Fund Project Budget and Narrative

Eligible costs to be incurred between September 1, 2020 through December 30, 2020

Instructions: In Column B, provide a detailed description for each commodity planned to be purchased on separate lines or break down each expense with the description. The description should include the item to be purchased, cost per unit (if applicable) and any necessary detail. In Column C, provide a justification for this expense by specifically explaining how the cost will be used to aid in relief during the COVID-19 Pandemic. In Column D, provide a total expense for each line item for which reimbursement is requested. The total of Column D will be shown once expenses are entered and will be linked to the Budget Summary tab. Please ensure all detail is recorded and calculations are accurate.

Note: Examples are provided in gray font in the cells below. Please delete the examples and enter your organization's actual expenses, justification and amount requested.

Commodities

Eligible Expense Type	Expense and Description	Justification for Eligibility Under the U.S. Department of Treasury Guidelines and Kane County CRF	Amount Requested
	Internet access points for students to check out for the fall semester to provide internet at home: 5 packs of hot spot cases consisting of 10 cases per pack at \$66.17 = 5 x \$66.17 = \$330.85 ; 50 hot spots device cost at \$63 = 50 x \$63 = \$3,150 (plus \$115 shipping); 50 hot spot service fee - 12 month at \$120 = 50 x \$120 = \$6,000. High-speed 24/7 wireless internet access outside the Dundee Library: 2 outdoor wifi antennas at \$2,065 each = 2 x \$2065 = \$4,130	Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.	\$13,725.85
Commodities			

		Total	\$13,725.85

		Total	\$5,800.00

C.2 Resolution 2020-09 to Determine Estimate of Funds Needed for FY 2020-21

RECOMMENDED **MOTION**: I move to adopt Resolution 2020-09 to Determine Estimate of Funds Needed for FY 2020-21 in the amount of \$3,650,000.

BACKGROUND INFORMATION:

The Resolution to Determine Estimate of Funds Needed for Fiscal Year 2020-21 is required in accordance with 35 ILSC 200/Article 18 of the Illinois Property Tax Code. The amount estimated determines whether the district will be required to comply with the Illinois Truth in Taxation Act (TITA). TITA contains specific publication and hearing requirements that must be met prior to the district passing its annual property tax levy. Any estimate greater than 5% above the amount collected the previous year triggers TITA. The "black border notice" required by TITA must be published in language specifically required by state law.

The corporate and special purpose property taxes extended or abated for 2019 were \$3,494,833.

The total Appropriation for FY2021 was \$7,472,990.

Based upon Estimated Rate Setting EAV of \$2,141,731,762 and CPI of 2.3% we predict total tax revenue received in calendar year 2021 to be \$3,617,473.

The recommended levy of \$3,650,000 is 4.44% over the 2020 extension. This option would avoid the TITA notice and hearing. Assuming some slight variation between estimated EAV and final EAV, this levy is expected to capture all property tax revenues the Library is legally permitted to without triggering TITA.

**RESOLUTION 2020-09 TO DETERMINE ESTIMATE OF FUNDS
NEEDED FOR FISCAL YEAR 2020-2021**

WHEREAS, the Fox River Valley Public Library District must file on or before December 31, 2020 its Levy Ordinance for the 2020-2021 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, the Fox River Valley Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fox River Valley Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in the Library District is \$3,650,000.

ADOPTED this 20th day of October 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Richard V. Corbett, President
Board of Library Trustees of the
Fox River Valley Public Library District

ATTEST:

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