

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 and subsequent re-issues, 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, Interim Library Director Roxane E. Bennett 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 and subsequent re-issues, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email [LibraryBoard@frvpld.info](mailto:LibraryBoard@frvpld.info) no later than 12 pm on Tuesday, January 19, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5 pm on Tuesday, January 19 and leave a message, indicating that you would like your message to be read into the record during the "Public Comment" section of the meeting. A recording of this meeting will be available on the library's website by Friday, January 29.

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

**January 19, 2021  
7:00 PM**

#### **AGENDA**

**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 January 19, 2021 meeting will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice detailed above. Citizens will not be requested to sign in to comment.*

#### **President's Report—President Corbett**

- **Director Search Plan - Discussion**

#### **Director's Report—Interim Director Bennett**

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

**A. Consent Agenda**

- Exhibit A.1**      **Items to be included in Consent Agenda**
- A.1.a**      **Minutes from the November 17, 2020 Board of Trustees Meeting**
  - A.1.b**      **Check/Voucher Register – AP & Payroll Complete for November 2020 totaling \$287,104.13**
  - A.1.c**      **Check/Voucher Register – AP & Payroll Complete for December 2020 totaling \$305,652.04**
  - A.1.d**      **Monthly Financial Report for November 2020**
  - A.1.e**      **Monthly Financial Report for December 2020**
  - A.1.f**      **Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2020**
  - A.1.g**      **Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2020**
  - A.1.h**      **Revenue Summary – All Funds Combined by Period for November and December**
  - A.1.i**      **Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2020**
  - A.1.j**      **Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2020**
  - A.1.k**      **Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2020**
  - A.1.l**      **Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2020**
  - A.1.m**      **Expenditure Summary – All Funds Combined by Period for November and December**
  - A.1.n**      **Balance Sheet for November 2020**
  - A.1.o**      **Balance Sheet for December 2020**
  - A.1.p**      **Ehlers Account Statement for November 2020**
  - A.1.q**      **Ehlers Account Statement for December 2020**

**B.      Unfinished Business - none**

**C.      New Business**

- Exhibit C.1**      **Ordinance 2020-01 Nonresident Cards**
- Exhibit C.2**      **Minimum Wage Requirement: Update Salary Scale**
- Exhibit C.3**      **Per Capita Grant Application – Discussion**
- Exhibit C.4**      **3-Year Contract for Internet & Phone Service - Comcast**

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

**Executive Session      ILCS 120/2(c)**

*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**

## Combined Director's Report

### Goals for November & December 2020

1. FY2021 Goal: Standardize hours opened at both locations (12/31/2020) **Done for 2020, will be updated once RO Recreation Center is opened regular hours in 2021**
2. FY2021 Goal: Make Library services family friendly with play space, community gathering space, and study rooms in DL remodel plans (4/30/2021) **Done**
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) **No referendum being pursued**
5. FY2021 Goal: Generate new revenue and appeal to new patrons through value-added patron services (12/31/2020) **Done for 2020 - license plate renewals were started, then suspended when DL was closed to in-person service.**
6. FY2021 Goal: Elevate FRVPLD's reputation in the library community through authorship in a periodical (12/31/2022) **Draft article was submitted to *Advances in Library Administration and Organization (ALAO)* 12/10/2020**

### **Lauren (last day 12/11/2020):**

I submitted the formal request for reimbursement from Kane County for CARES Act qualifying expenses for the period 3/15/2020 through 8/31/2020. Expenses 9/1 – 12/31/2020 will be submitted via a second-round reimbursement process which will be emailed out in January 2021.

The Per Capita grant application is finally available online and is due 3/15. Heather is handling this.

I've created a binder detailing everything the Director needs to do each month of the year. In it I drafted step-by-step instructions for using MIP Fund software for the creation of the Working Budget and all financial reports, as well as procedures for all major job functions. This comprehensive guide should ease the transition to new directorship, whatever course the Board decides to take next.

I've loved working here and will miss it terribly. Many thanks.

### **Roxane (first day 12/13/2020):**

First off, I am very appreciative of all the work Lauren did to prepare for a smooth transition in leadership! While it took me several weeks to solve connectivity challenges and learn to navigate the new virtual/remote work paradigm that Lauren and staff adjusted to back in the Spring of 2020, I am happy to report that I am finally getting my sea legs and have a workable routine. 😊

During December, I familiarized myself with the proposed remodeling plan that was presented to the Board in November, then met individually with each of the managers to gather their feedback on the plan – focusing on identifying critical components. A meeting with the architects and construction manager is scheduled for January.

The filing period for April elections closed December 21 with just one candidate, Dave Nutt, filing for a two-year term and no candidates filing for the 3 open four-year seats. The window for write-in candidates to file with Kane County to run for these seats is currently open and closes in early February. Packets with blank forms, instructions, and sample forms are available from the Karen Werle.

## **Meetings, etc.:**

Meeting: Pre-agenda (11/4) **Done**

Meeting: MTM (11/3, 11/10, 11/17, 12/1, 12/8, 12/14) **Done**

Meeting: Rotary (11/4, 11/11, 11/18, 12/2, 12/9) **Done**

Meeting: FRVPLD board special meeting (11/5) **Done**

Meeting: Former NSLS Library Directors (11/9) **Done**

Meeting: Directors virtual lunch meeting (11/10) **Done**

Meeting: LIRA full membership (11/12) **Done**

Meeting: FRVPLD board (11/17) **Done**

Task: CARES act documentation for pandemic-related expenses thru 8/31/2020– Kane County (11/30)

### **Done**

Task: Levy resolution (11/11) **Done**

Task: Financial resolutions (11/11) **Done**

Task: Prepare board packet (11/11) **Done**

Task: W2W (11/5, 11/19, 12/17) **Done**

Task: Payroll (11/1, 11/16, 11/30, 12/14, 12/28) **Done**

Task: Draft Update Cash Flow analysis for 2021 (12/11) **Done**

Task: Create Draft Salary Budget for FY2122 (12/11) **Done**

Task: Create documentation for creation of Levy (12/11) **Done**

Task: Create documentation for creation of Working Budget (12/11) **Done**

Task: Create documentation for creation of all financial reports (12/11) **Done**

Training: 10 Tips for Complying with FOIA (11/10) **Done**

Training: All Staff (11/20) **Done**

Training: Compliance with the Open Meetings Act (12/8) **Done**

Outreach: Christmas Meal distribution (12/25) **Done**

Numerous internal meetings with individual staff members not included



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

Highlights of our first year 2020-2023 Strategic Plan goals and objectives at the end of 2020.

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

OBJ A: Develop collections and programs to support lifelong literacy.

- Youth and Teen programming will teach nutritional skills to patrons starting in Winter 2021.
- Two Adult book clubs-in-a-bag and two Youth book clubs-in-a-bag are currently in circulation; 10 total will be in circulation by April.
- Hotspots available for extended checkout period for students.

OBJ B: Develop collections and programs to support school curriculum.

- Virtual programming offered to foster nature literacy among students in K-6. Looking forward to expanding this to outdoor programs as soon as possible.
- In partnership with C2 Education Wheaton, virtual practice exams for the ACT, SAT, and PSAT will be hosted during Winter 2021.
- Homeschooling 101 and Learning Effectively at Home were offered in Summer 2020 to help families prepare for hybrid and at home learning due to the COVID-19 pandemic.

OBJ C: Develop collections and programs to support professional development.

- New workforce development programming on Google Drive created and will debut in Spring 2021.
- Programming highlighting library-owned databases created., such as- Job Searching 101, which was created to highlight the functionality of the Brainfuse Job Now Database as well as A-to-Z databases. Subsequent programming dependent on attendance may highlight genealogy and language learning databases.
- 19 library blog posts highlighting library databases.

OBJ D: Develop collections and programs to support home school support.

- Video created highlighting resources for homeschool families. Video will be distributed in Spring 2021.
- Book club-in-a-bag kits will focus on titles for use in homeschooling.

OBJ E: Partner with educational organizations in the district.

- Project to offer eBooks to D300 students underway. Partnered with Algonquin Area Library and Ella Johnson Library to offer books curated by staff to students which are also accessible to our patrons.

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

OBJ A: Maintain a safe and welcoming environment.

- Person in Charge committee created to improve training procedures for staff safety and security.
- Safe Re-Opening Committee planned and put into place safety procedures for patrons and staff in response to various stat the COVID-19 pandemic.

OBJ B: Make the Library ADA compliant and improve services for patrons with disabilities.

- Debuted new programming targeting mental health and dementia. Programs offered include: Caregiver Support Group, Understanding and Responding to Dementia Related Behavior, Collecting or Hoarding, and Extreme Self-Care for Extreme Times.
- Accommodations offered for smaller group programming for teen programs.

OBJ C: Make Library services accessible across the district.

- Implemented ongoing home delivery service starting in May 2020, greatly expanding our prior home delivery service.

OBJ D: Make Library services family-friendly.

- New intergenerational programming offered for families. Programs offered include Storytime with a Luchador, Thankful Plate, numerous trivia events, and Gingerbread House.

OBJ E: Provide a positive customer service experience by maintaining a well-trained staff with streamlined communications.

- Public Services clerks from Randall Oaks and Account Services cross-trained to work Adult and Teen Services and Youth Services desks for curbside service.
- All Staff Training focused on highlighting new library databases offered twice this year.

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

OBJ A: Cultivate inspiring and unique experiences.

- Three large-scaled programs offered including Hispanic Heritage Month, Thankful Plate, and Gingerbread House.
- Digital programs developed and offered in response to the COVID-19 pandemic.
- Stay-at-Home Bingo created to promote library services and local businesses.
- WI-FI signal extended to the parking lot, allowing patrons to access library WI-FI while the building was closed due to the COVID-19 pandemic.

OBJ B: Increase the sustainability of the facility.

- Goals related to this objective are delayed due to the COVID-19 pandemic.

OBJ C: Make the Library a community destination.

- A record 12,081 meals served over the summer at three different locations.
- Cold Suppers offered at the Dundee Library Monday through Friday throughout the school year.
- Summer Reading and Winter Reading Challenges offered in digital format this year due to the COVID-19 pandemic.
- Library Lights holiday display created at Dundee Library that encouraged patrons to drive by the building at night.

OBJ D: Develop a growth culture for staff.

- Wellness goals will be assigned to staff during 2021 Staff Evaluations.
- Karin Nelson started a Walking Club for staff to track their fitness progress during the pandemic.

OBJ E: Elevate FRVPLD's reputation in the library community.

- Monica Boyer participates on ILA Diversity Committee
- John Sabala is Vice President of CCS Technology group and IT Specialist Erin Pasetes is Secretary.
- Monica Boyer was selected for the Caudill Committee.

OBJ F: Improve services on the west side by offering new facility west of the Fox River.

- Goals related to this objective are delayed pending a library building project.

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

OBJ A: Expand maker space services and access.

- 10 circulating craft kits added to our collection.

OBJ B: Develop increased support for local entities.

- Latest edition of exam preparation guides purchased for first responders in our community including firefighter and police exam materials.
- Implemented an Outdoor Job Fair on September 25. Seventeen local businesses participated, and fifty jobseekers stopped by to share their resumes and speak with prospective employers. Provided "grab-n-go" bags containing information about the participating businesses and job-hunting resources.

OBJ C: Provide transparent business services.

- Reviewed and updated fiscal policy to ensure ease of credit access and high bond rating.

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

OBJ A: Make our collections and programming more representative of our Library district.

- Diversity audits conducted of youth biographies and youth DVDs so far.

- Developed programming that highlights our communities linguistic, cultural, and racial diversity. Programming offered includes Bilingual Storytime, Meet the Masters: Hispanic Heritage Month Edition, Storytime with a Luchador, Trivia de Cantinflas, and How to Make Mexican Ponche.

OBJ B: Expand the Library's role in the local community.

- Began offering License Plate renewals when the building is open.
- Expanded Notary services at both locations while the building is open.
- Heather Zabski joined Carpentersville Rotary.
- Monica Boyer virtually attended a Carpentersville and an East Dundee Village board meeting representing the library.

OBJ C: Act as a platform for new immigrant services

- An ATS staff member attended virtual training by the United States Citizenship and Immigration Service in preparation for potential future citizenship classes at the library.

OBJ D: Promote equity within the community.

- Over a quarter of public services staff are bilingual in English and Spanish.

## **Fox River Valley Public Library District November and December 2020 Department Reports**

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

With COVID-19 outbreaks surging in the area and affecting our staff directly for the first time in the pandemic, the difficult decision to close the building and offer library services through contactless curbside pickup and delivery only starting on November 16. However, the operation changed quite a bit from our Summer Curbside experience. Because it gets dark much earlier in the winter, we've had to shorten hours to 9-4 PM for curbside (whereas in the summer we were open normal hours). Our understanding of how the virus spreads has also increased from the summer. We now know the virus spreads primarily from person to person, rather than surfaces. This means that every effort is being taken to greatly limit the staff working inside the building. We have a skeleton crew of primarily clerks operating services at the library. Additionally, we have one Adult and Teen Services staff member on hand for reference questions, a person in charge who operates as floor manager, and Youth Services staff acting as site supervisor for the Cold Supper program during the week.

During the summer, we had weeks to prep for curbside service. However, this transition came quite suddenly, and we had about 4 days to prepare (including the weekend). I worked to quickly create a new curbside schedule from scratch. Keri and I worked together to have a plan in place for staff on the first day of curbside, and we both worked the first day at the library to make sure things went smoothly. Since the first day, we've been working to refine the process, even though things are going well. Staff have been great at taking to their new roles, often working in different departments than their own. Staff help each other out while learning the ropes (and maintaining social distancing). Even though November and December are typically slow for us, traffic for curbside has been busy. We've seen a much bigger increase in traffic than we had in June.

We worked to finalize plans for this year's Winter Reading Challenge. Though we saw a major change in our operations this month, we didn't really have to change the program too much to adapt. Patrons can still pick up prizes either by contactless curbside service or virtually. Patrons can register themselves on Beanstack or call and have staff do so. We hope patrons enjoy participating in the challenge again this year and encourage the board to participate as well (the prize will be our One Book, One District read in the summer).

I have applied to join the Carpentersville Rotary. Lauren had been a member of the community organization and encouraged me to take her spot. As a runner, I'm hoping to participate in planning the Annual 5K. I look forward to representing the library in the organization and helping them continue to do excellent work for the Carpentersville Area community.

December was a short but busy month! Usually, the holiday season is a slow period for us, but not so this year! Curbside pickup and home delivery proved to be extremely popular this year. Our limited crew at the library providing frontline service have remained busy throughout the month. We had 3,733 curbside visits and 1,272 home deliveries (more than doubling November's number). Public service managers and I continue to monitor how things are going and implement procedural improvements. Right now, our staffing level for curbside is manageable with occasional busy periods. Should the service continue to grow, we will adjust staffing assignments accordingly. Material pickups make up the majority of curbside transactions, though printing documents continued to be a well-used service too. Thankfully barring a couple days of wind and snow, weather in December remained unusually mild this year.

I have been working (starting with Lauren and continuing with Roxane's assistance) to learn the financial side of library management. To this end, I attended Government Finance Officer Association training on December 9. It was a very useful course that explained how governmental accounting works and how it is different from corporate accounting. The course helped me understand the basics behind the way our library's finances are organized. I have also started reading *Financial Management for Illinois Public Libraries* by Stewart Diamond and W. Britt Isaly.



I'm pleased to have joined the Carpentersville Rotary in December. I look forward to helping in many great projects to enhance the local community. Beginning last year, the Rotary has organized passing out meals to families in need on Christmas day. This year the organization that normally provides the meals had to back out because of COVID restrictions. Thankfully, donors and a local business stepped up, and we were able to pass out over 400 meals made by Rosie O'Hare's (in East Dundee) on Christmas morning. While last year, families came to the library to pick up meals, this year Rotarians delivered meals to their doorstep. This was my second-year volunteering for this effort and found the experience very rewarding!

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

For the first week and a half of November, Randall Oaks staff assisted patrons with 31 reference questions and processed 6 complimentary print jobs. We also handed out 27 take home crafts. Unfortunately, Randall Oaks needed to close to the public beginning November 11 when a staff member tested positive for Covid-19. The following week, the Dundee Library also closed its doors to patrons to resume curbside only service.

After the standard quarantine period it was safe for Randall Oaks staff to return to the library. At the end of November and throughout December, staff continued to process materials and deliveries, empty the bookdrop, and pull items for the picklist to share with DL and other libraries in our consortium. RO clerks divided their time between handling materials at Randall Oaks and shifts at the Dundee Library to answer phones and pull items for curbside or delivery.

Librarian Sam Bunte continued to provide Adult programs remotely. Her four virtual Book Clubs had a cumulative attendance of 31. Sam also branched out into the popular Trivia programs in collaboration with ATS to utilize the technology available in Corner 68. Her *Parks and Recreation* virtual Trivia was streamed live December 9th on the Library's YouTube page to an audience of 17.

With the transition back to curbside service I began to supervise at the Dundee Library one day per week in rotation with the other Public Services managers. We meet regularly to evaluate and streamline curbside procedures. As we near 2021 I have been working on a revised Summer Reading plan to bring to the committee for our first meeting in January.

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

During this month, YS was determined to start on a few more strategic plan goals. Heather Ji and Andrea Rico created two different bags of book club books. The first two Book Club in a Bag backpacks are ready to be checked out. They include 5 copies of each book and 5 copies of the book discussion guide. These book discussion guides feature questions participants can ask regarding the book, suggested reading, and follow up activities. The first two titles are *New Kid* by Jerry Craft and *Esperanza Rising* by Pam Muñoz Ryan. The goal of this new collection is to support local book clubs and home school curricula. We hope to eventually add more bags with fiction, graphic novels, nonfiction and a few titles for younger readers.



We continued to expand our collection by adding board games! With the recent resurgence of COVID-19, we realized our patrons would really benefit from cooperative family games. This inaugural collection features 10 board games and a few floor puzzles that are ready to be checked out.

As Tier 3 mitigations went into effect on November 20, 2020, we were concerned with how this would affect our “Cold Supper at the Dundee Library” program. This program had launched in September 2020 and was gaining momentum. As a department, we recognize how important and valuable this program is to the public. When we physically closed the building, we acted quickly and decided to not only continue this program, but expand it by providing service Monday through Friday. We serve about 90 suppers a week to folks who have children that are 18 years or younger. Dinners are paid for by the Child Adult Care Food Program (CACFP), a federally funded program managed by the USDA and operated by the Illinois State Board of Education in conjunction with the Northern Illinois Food Bank (NIFB). A big thank you to NIFB for transporting these dinners and helping us expand service. Our community has been very appreciative of us serving cold suppers via our curbside service.

1,071 People Reached 67 Engagements Boost Post

8 2 Comments 1 Share

Like Comment Share

Most Relevant

Comment as Fox River Valley Public Library ...

Rhonda Sarver  
I LOVE that my library is helping feed my community!  
Care · Reply · Message · 5w

Razzoo Rick  
Thank you for doing this for the kids ❤️

Deanna Demonaco-Hejnosz  
Thank you. Happy Thanksgiving

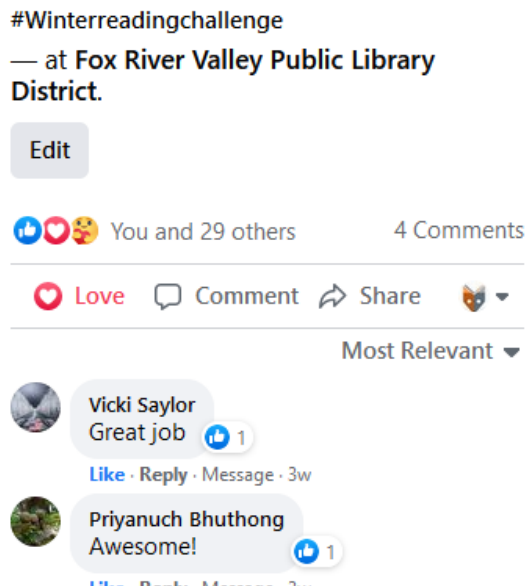
Top Fan  
Tiffany Santiago Zabraniak  
We love our thankful plates. Thank you for a fun program.

Gretchen Krone Reiner  
My girls loved this program. Thank you!

On November 21<sup>st</sup>, Erin Sikorski (YS) and Cari Poweziak (ATS) presented the intergenerational program "Thankful Plate." The program consisted of decorating a ceramic plate with permanent markers to be used as a centerpiece. More than 50 patrons enjoyed this program and were able to spend some creative time with family members. As you can see from the screenshot below, we had many happy, creative patrons.

The winter reading challenge committee and I launched FRVPLD's 3<sup>rd</sup> annual winter reading challenge. Because of the current pandemic situation, the committee decided it was best to migrate this in person program to a digital format. Beanstack, the software that was used last summer for our summer reading challenge, was utilized again. This software has been able to let us offer contactless sign up, award digital badges, let patrons leave book reviews and communicate with our patrons regarding prize redemption. Christian Díaz (Youth Services Specialist) and Heather Ji (Youth Services Librarian) used their creative video production skills to create a promotional video explaining the program to the public. This video is attractive and helps families understand how the challenge works. If you haven't watched it, I highly suggest you check it out via the Library's YouTube channel!

The committee divided the program according to three age groups; Pre-Readers (Ages 0-5), Youth (Grades K-6) and Teens & Adults. Program finisher prizes for the pre-readers include copy of the book *Last Stop on Market Street* by Matt de la Peña (the 2021 One Book, One District title) and a snowball maker. Children in the Youth division receive a copy of the book *New Kid* by Jerry Craft (the 2021 One Book, One District title) and a snowball maker. The program runs from December 1-February 1, 2021. The amount of ingenuity that the WRC committee displayed to get our first ever WRC underway is admirable. Below is a screenshot of a WRC participant enjoying the program.



YS has the tradition of presenting the program "Gingerbread House Workshop." Because of the pandemic, we were worried that we would have to make an exception this year and not host it. Youth Service Assistants Erin Sikorski and Andrea Rico were up to challenge to make this beloved intergenerational program happen and they succeeded! On December 14<sup>th</sup> they virtually "packed the house" with more than 85 participants. Families picked up a packet of materials via curbside and later joined Erin and Andrea on Zoom to enjoy a live tutorial. We are super grateful that this tradition carried on and that we were able to supply our patrons with a memorable activity.



Erin Marie  
Such a fun activity!! Thanks for running this for the kids.  
My daughter and I enjoyed making this house together!



Like · Reply · Message · 2w

↳ 1 Reply



Fiona McEntee  
We had so much fun! Thank you for doing this.

Like · Reply · Message · 2w



Rhonda Sarver  
those are delightful!

Like · Reply · Message · 2w



Although it's been a tumultuous year, I am grateful for the YS team and the rest of FRVPLD for our ability to pivot and continue to provide stellar services even in a pandemic.

### Account Services: Keri Carroll

November was a quiet month, until it wasn't. The library closed its doors to the public on November 16 to help prevent the ongoing spread of COVID-19 after cases began to rise again. However, we continued to offer contactless service via curbside pickup and home delivery and, along with this, new opportunities for my staff. Even with the closing of the building, none of my staff elected to remain home during this time, a testament to how much they had missed work during the furlough in the summer. Those who were unable to participate in curbside service during the summer were about to experience it first-hand.

I worked closely with Assistant Director Heather Zabski on determining the best course for spacing staff within the building while still be able to provide limited service. As none of my staff can work from home, most of these new shifts would be filled by the Account Services team. And these new positions would bring new duties: printing documents for pickup, running materials outside for pickup, and additional delivery drivers to name a few. We were unsure what winter curbside service would look like; during the summer months, staff had long stretches of patron-less time. That is not the case this time! When we introduced this new model of service on Monday, November 16, patrons were calling and emailing nonstop regarding their holds and printouts. Account Services staff were suddenly in constant motion helping patrons with their questions, a welcome (but definitely different) change of pace.

Heather, myself, and the rest of the public services managers will continue to evaluate the current curbside model of service and make any necessary changes to improve staff training or increase the safety for staff while in the building. Kudos to Heather for creating the new schedule on short notice and having all staff and positioned filled. I greatly appreciate her work on this current model of work.

On the stats side, we received 39 online card registrations during November, a number I foresee rocketing upward in December. License plate renewals have been suspended during the building's closure, but we were able to complete 20 before we closed our doors. And home deliveries are getting utilized now more than ever with nearly 600 items delivered to patrons during November. AS clerk Ruben Carcamo continues to amaze me with how quickly he delivers materials to patrons, and now he has some help! AS clerk Jack Gallaway volunteered to assist with deliveries to help reduce the load for Ruben, and he had his first delivery on November 30. (Jack used to drive for Uber, so making deliveries – library materials or otherwise – is right up his alley.) Deliveries are now being made Monday-Friday to help balance out the increase in requests.

December was the first full month of offering contactless service this winter and the numbers show that patrons are appreciative of what we're offering while closed. We recorded 3,737 curbside visits for December. For context, we had 5,015 visits in October and were tracking to continue increasing in November before closing. It's astounding that we only lost around 25% of patron visits this time around as we move into the winter months, especially when you consider we close at 4PM instead of 9PM throughout the week.

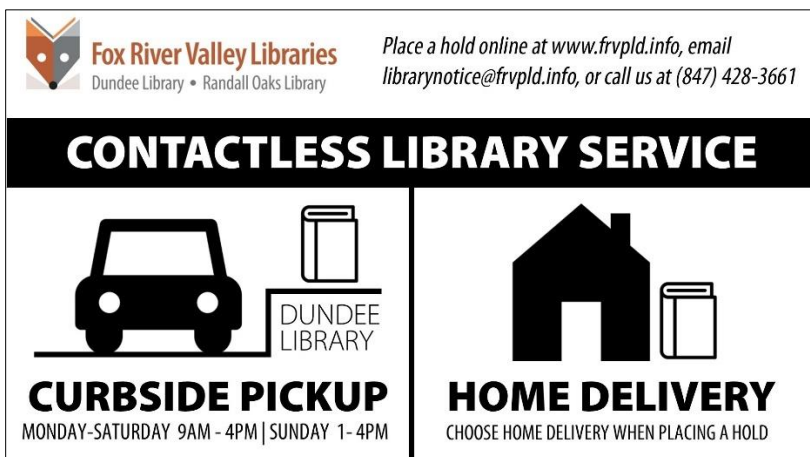
The public services managers and assistant director Heather Zabski have been meeting on a weekly basis to evaluate our current curbside procedures and implement workflow improvements as necessary. As the visits above show, staff are being kept extremely busy during this time and are offering feedback on procedures they carry out daily. I may have said this previously, but it's worth repeating: I'm incredibly appreciative of the work being done by curbside staff while the buildings are closed.

We had 46 online card registrations in December, 7 of which were converted into physical cards. Because the library building is closed indefinitely and we want to continue limiting contact between staff and patrons, patrons can elect to email us a non-photo proof of address and pick up a physical card from curbside. This allows them to also check out physical materials in addition to eContent. For home delivery, we doubled the number of items delivered in November and sent out 1,272 items to patrons while also delivering the craft and programming kits for our awesome virtual programs.

### Public Relations & Outreach: Kirstin Finneran

**Winter Reading Challenge 2020.** Finalized plans with the Winter Reading Challenge committee. Contributions from the Public Relations Department included: design of registration and completion badges for use in Beanstack app, printable reading logs for youth categories, blog post, website slider graphic, Winter newsletter blurb as well as social media posts and eNews features. We also provided a flyer to include with all curbside pickups and home deliveries.

**Return to Curbside Pickup & Home Delivery service.** In mid November, we had to revert back to curbside pickup and home delivery only, as well as close the Randall Oaks Library, due to increased restrictions because of COVID-19. This required a full communication to the public effort using all our tools like social media, extensive website updates, the Winter newsletter (had a sort of "stop the presses" experience!), press releases, email blast, etc. To aid staff in serving the public and present a professional appearance as well, PR ordered two "tip & roll" directional signs and a large banner for the front door area of the Dundee Library.



To further spread the word about our curbside pickup and home delivery service, we reached out to the villages of East Dundee, West Dundee, and Gilberts, who all were able to post messages on their community road signs promoting the services.

**Winter 2021 Newsletter was mailed to all district residents.**

### Press

Fox River Valley Libraries receive CARES Act support (RAILS eNewsletter, 11/3)

Fox River Valley Libraries appoint interim director (Daily Herald, 11/12)

Lead the Library into the Future; Four Seats on FRVPLD Board Are Up For Election & Winter Reading Challenge (Village of Gilberts E-Newsletter, 11/13)

Fox River Valley Contactless Until Further Notice (Village of East Dundee Depot Life, 11/16 & 23)

Fox River Valley Libraries Close Buildings; Offer Contactless Curbside Pickup, Home Delivery (Kane County Connects, 11/18)

Lauren Rosenthal Named New Executive Director of Ela Library (RAILS eNewsletter, 11/24)

Christmas Traditions Library Program with Dickens in Dundee (West Dundee Village Newslist, 11/29)

## eNews

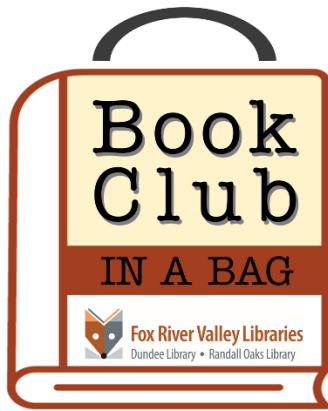
Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
New Craft Kits, Hoopla Bonus Borrows, November Book Releases	11/4/2020	10477	2140	20.45%	585 <b>Wow! Craft Kits got a LOT of clicks!</b>
Board Games, Crafts, Veterans	11/11/2020	10462	2074	19.84%	166
FRVPLD Buildings Closed: Contactless Curbside Pickup & Home Delivery Available	11/16/2020	10452	2823	27.03%	147
Curbside Pickup, More Cold Suppers, Native American Heritage Month	11/18/2020	10441	2300	22.04%	164

## Social Media Followers - November 2020

Facebook	1916
Twitter	736
Instagram FRVPLD	177
Instagram Teens	95
Instagram Youth	145
YouTube	354 views

**Dickens in Dundee.** For many years, we have participated in the annual East Dundee Dickens in Dundee event. Despite the adjustment to a virtual experience this year, we were still able to partner with them. Our virtual program "Twas the Night Before Christmas: American Traditions" was promoted to area residents as one of the Dickens in Dundee virtual events. By clicking on a shared link, area residents could watch the family-friendly program for the entire month of December.

**Fox Picks and Book Club in Bag.** The PR Department is excited to contribute to two new services that are being developed to assist patrons looking for their next great read. For Fox Picks, a service that will curate and package recommended titles for patrons based on their preferences, we created a template in Library Aware. Sam Bunte will use this to customize each Fox Pick, displaying the enclosed titles and recommending further titles. For Book Club in a Bag, we created a graphic that Sean Plagge will affix to the actual bags. We also created a template for the Youth Services Department, which Heather Ji will use to include a reading guide with each bag of books.



**My Library Is... Advisory Group.** I submitted my first My Library Is... blog post, one of the tasks associated with being a member of their advisory group. My topic was the creation of our home delivery service, and included great info and quotes from Account Services Manager Keri Carroll and our driver, Ruben Carcamo. Here is a link to the blog post: <https://www.mylibraryis.org/blog/birth-library-service>.

**Winter Reading Challenge 2020.** Finalized plans with the Winter Reading Challenge committee. Contributions from the Public Relations Department included: design of registration and completion badges for use in Beanstack app, printable reading logs for youth categories, blog post, website slider graphic, Winter newsletter blurb as well as social media posts and eNews features. We also provided a flyer to include with all curbside pickups and home deliveries.

**Library Lights.** This holiday season, light displays were all the rage, as they provided a festive activity folks could do while keeping themselves and others safe from the spread of COVID-19. Leslie Sineni, our PR Clerk who always keeps her eye on opportunities for social media content, initiated our very own light display. Using an FRVPLD staff mini grant to purchase lights (and further supplemented by my own family's Griswold inspired supply that we no longer have the energy to use!) we did our best to give patrons a place to see some lights. Help from Karin Nelson, Karen Werle, and Heather Zabski was much appreciated!



**Student Hotspots.** We began promotion of our newest collection – Student Hotspots – to groups we thought would most likely be interested. A personal email was sent from me to our contacts in D300 Family Liaisons, Carpentersville Police Department Family Matters, D300 Food Pantry, and the Boys & Girls Club of Dundee Township. This was followed up by Facebook post shares to various community groups and the D300 Community Group, an eNews feature, website slider, and press release.

**Press**

Cold Suppers Still Available for Pick Up (Village of East Dundee Depot Life, 12/1)

**eNews**

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Winter Reading Challenge, Holidays with the Library	12/2/2020	10434	2036	19.52%	247
Virtual Trivia, Library of Things	12/9/2020	10415	2025	19.44%	173
Winter Break Meal Boxes, Library Lights, Reminiscence Kits	12/16/2020	10409	2202	21.16%	196
Student Hotspots, Best of 2020 Lists, Unemployment Assistance	12/30/2020	10396	2102	20.23%	182

**Social Media Followers - December 2020**

Facebook	1933
Twitter	735
Instagram FRVPLD	191
Instagram Teens	96
Instagram Youth	149
YouTube	632 views

**Adult and Teen Services: Jason Katsion**

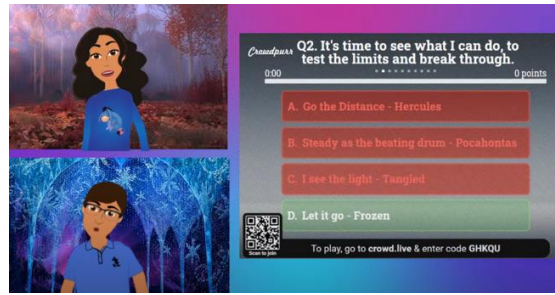
Throughout November and December, the Adult & Teen Services Department provided our patrons with a wealth of opportunities to learn, explore, imagine, create, and connect in a welcoming environment. This environment continues to be exclusively digital, as all of our programming has been presented via Zoom and YouTube Live.

Mindful of how isolating the holiday season can be for many of our older patrons, especially given the unique circumstances of 2020, Library Assistant Cari Poweziak created 131 “Boredom Buster” kits in November. These were delivered to senior apartments, condos, and other facilities within our Library District, including Village Green, Gardiner Place, Spring Hill Senior Residences, Cherished Place, and Right at Home. Each kit contained 16 pages of puzzles, word searches and coloring sheets, as well as a Library-branded pen and information about library services. Another 149 “Boredom Buster” kits were created and shared in December. Additionally, Cari assembled 12 “Gratitude Jar” kits, pictured below, for our neighbors at Village Green.

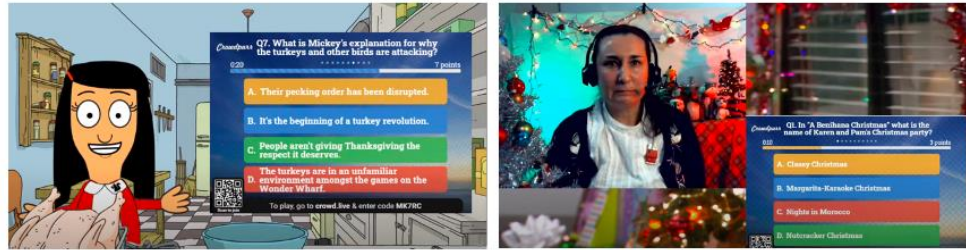


Given the that the majority of our patrons are stuck at home during the COVID-19 mitigation period, we redoubled our efforts to provide fun and interactive trivia events that can be enjoyed from home. These events covered a broad range of pop-culture topics. Library Assistant Jasmin Munoz and Library Specialist Erica Acevedo kicked things off with two Disney-themed trivia events on Saturday, November 14, separated by skill-level. Erica utilized her Photoshop expertise to render she and Jasmin as Disney-style animated avatars!

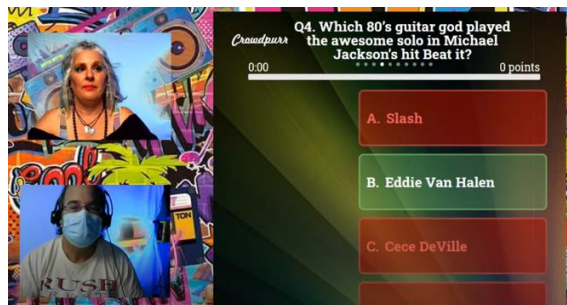




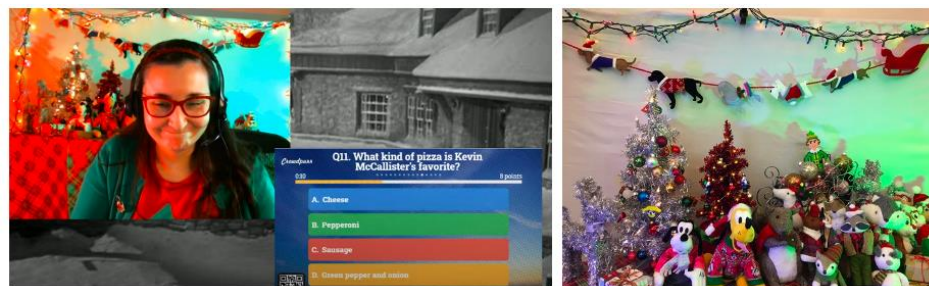
Teen Librarian Danielle Pacini also appeared in cartoon form as host of “*Bob’s Burgers Trivia: Thanksgiving Edition*” on November 24. This event specifically focused on the Thanksgiving episodes of the popular animated sitcom. Danielle took a similar approach with “*The Office Trivia: Holiday Edition*” on December 14, which focused exclusively on the holiday-themed episodes of *The Office*. One extraordinarily knowledgeable patron correctly answered 28 of 30 questions!



Cari Poweziak and Library Assistant Gene Barish presented “1980’s Music Trivia” on December 3. The cohosts, attired in ‘80s costume and vintage Rush t-shirt, challenged the participants to identify songs and artists ranging from Van Halen to Run-DMC to The Bangles.



Danielle continued to utilize her knowledge of holiday pop-culture in a two-part trivia event on December 21: “Holiday Movie Trivia” and “More Holiday Movie Trivia.” These extensively researched programs incorporated short clips from well-known holiday classics like *White Christmas*, *Elf*, *Christmas in Connecticut*, as well as lesser-known holiday films like *Holiday Affair*, and *I’ll Be Seeing You*. Patrons loved the variety: “You did a great job selecting trivia questions from the films. I also loved the clips that you chose. There are a couple of movies I will try to watch and you got me more interested in Barbara Stanwyck.” In response to requests from the program attendees, Danielle compiled an annotated list of the holiday films featured and shared the list on the Library blog. A photo of Danielle’s impressive personal collection of vintage and homemade holiday decorations, which served as background for both programs, is pictured below.



Jasmin Munoz presented “*Schitt’s Creek Trivia*” on December 29, featuring questions across all six seasons of the award-winning Netflix comedy. This was an especially popular trivia event, and we plan to offer a follow-up program to accommodate patron demand.



In a departmental collaboration, Cari Poweziak worked with Youth Services Assistant Erin Sikorski to present “Thankful Plates” on November 21. This all-ages craft program was attended by 51 people, who decorated ceramic plates in advance of their Thanksgiving celebrations. You can see many of the finished products, as well as the smiling faces of the participants, in the photograph below.



Cari Poweziak’s ongoing “Make Your Own at Home” series introduced patrons to the pour painting technique on December 8. With guest instructor Andrea Campbell providing expert advice, 44 patrons created colorful, one-of-a-kind paintings. We received considerable feedback from patrons who were excited for us to see their finished pour paintings. Here is one representative comment: “Thank you again so very much for coordinating this—these art things are so relaxing and therapeutic during all of the chaos right now. Our young children love doing the crafts each month—it’s fun to see them laughing and spending time together. We truly look forward to these—thank you thank you!”

Jasmin Munoz presented a “Winter Centerpiece” craft program on Sunday, December 13. 21 patrons attended the program, several of whom shared photos and comments. One patron used their finished craft as a tree-topper, while another customized theirs by pairing it with other objects: “We enjoyed the craft and I’ve attached a pic of my finished centerpiece. I discovered that the tree fit perfectly into a decorative pillar candle holder that was already on our table! I just exchanged the candle for the tree! Then I added a beaded necklace as the ‘garland,’ and Voila!!”



Library Assistant Katie Redding’s “Sew a Winter Holiday Ornament” program, which focused on beginner sewing techniques, was attended by 36 patrons. Danielle Pacini made excellent use of our maker equipment in preparing for her “Paper Winter Village” craft program on December 19. She used our Silhouette Cameo machine to pre-cut the paper shapes that comprised the village buildings. In total, our Cameo machine cut out 498 paper houses!

As with all of our craft programs, registered patrons receive a craft supply kit—which is picked up curbside at the Dundee Library—in advance of the program date. Preparing these kits requires careful planning and a lot of patience. For example, Danielle’s “Paper Winter Village” program necessitated specific quantities of pom poms, foam stickers, glitter, fake snow, sequins, pipe cleaners and ribbon. Danielle used a funnel to get the glitter and sequins into small bags, pictured below. Katie Redding’s upcoming crochet program required hand-rolling yarn for each kit; preparing twenty kits with 364 yards of yarn, Katie hand-rolled a total of 7,280 yards of yarn!



Katie Redding has hosted a new series of teen gaming programs, in which participants create a Minecraft realm for shared gameplay. One of the participants even left Katie a Christmas present chest within the realm, pictured below.



Erica Acevedo and Gene Barish presented computer classes in November and December that covered a range of useful topics: maintaining online anonymity; Microsoft PowerPoint 2019 for basic and intermediate skills; 3D modeling with Tinkercad. Danielle Pacini hosted another installment of her ongoing “Teen Coding” series in November, in which the attendees learned to code animated emojis. Librarians Sean Plagge and Sam Bunte jointly hosted the Dundee Library Book Club in November and December, discussing *The Keeper of Lost Things* by Ruth Hogan and *Girl in Disguise* by Greer Macallister. On November 12, we hosted a lecture entitled “Collecting or Hoarding” by a representative of Lutheran Homes in Arlington Heights, the parent organization of Cherished Place. A representative from Consumer Credit Counseling presented a class on “Developing Sound Financial Skills” on December 10. Cari Poweziak continued to host our monthly “Caregiver Support Group.” Jasmin Munoz taught patrons how to make a traditional Mexican ponche; a warm fruit punch made of tamarinds, guavas, tejocotes, cinnamon, apples, and brown sugar.

Over the final two weeks of 2020, Adult & Teen Services staff shared their personal “Best of 2020” Lists on the Library Blog. Gene Barish shared “Best Music by Artists We Lost in 2020”; Danielle shared “Best of 2020: Teen Novels in Verse”; Sean shared his Best of 2020 “Fantasy/Science Fiction” as well as “Biographies & Nonfiction”; Jasmin shared her “Top 5 Latin Artists of 2020” as well as a ranking of the “Top 10 Taylor Swift Songs” released in 2020; Cari highlighted the “Best Non-2020 Books” that she read in 2020; I shared a list of “My Favorite New Music of 2020” with an accompanying playlist.

Although our facilities remain closed during this COVID mitigation period, Adult & Teen Services staff are in the building answering reference questions and providing information to our patrons over the phone and via email. Our department also continues to provide advanced one-on-one assistance to our patrons by appointment, via Zoom or over the phone.

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

Painting update: door bottoms and wall areas (redone due to cart scuffing). Individual carpet tile(s) were replaced with the very few remaining as new stock is unavailable. The entry into the Library and in front of the automatic book return has been started. Regarding painting, the business office entry is taking shape with a color to match the rest of the building.

On 11/04/20, Thompson Elevator Inspection Service was onsite for the annual inspection and it failed in two areas. (1) – Emergency phone not working properly – check operation as operator can not hear person in elevator. (2) – Repair oil dripping by valve. KONE, the Libraries elevator service company has been contacted for repair.

UPDATE: Our KONE elevator was serviced and the oil dripping has been an issue and is being monitored. The phone is working properly, the issue that we have found is there is no answer at the other end. A new issue

has become apparent, the door sensor's that automatically tell the door to close are failing. KONE service and sales is in the process of locating this type for the elevator due to its age.

ROOF UPDATE: During the winter season, water entering due to roof leaks have not been an issue. During time(s) of extreme freezing where drainage pipes freeze and thaw specific areas will have condensation dripping issues. There areas have been corrected with an action plan to alleviate the situation. On the weekend of 12/12 and 12/13 the area received heavy rainfall and windy conditions. I inspected the Library for potential leakage on both days and there were none. A subsequent report was sent to Steve Wood of IRSC on 12/14. In my December Board report, IRSC provided a detailed summary of their findings and future game plans. I have included the last paragraph as a reference below since not much will happen during the frozen winter months.

Any upcoming weather events should be monitored and if any water entry is observed, notify IRSC immediately. IRSC will be re looking at the 2012 Project Plans, layout of observed water entry areas and wet insulation for common themes. Review will include the existing RTU's and how they are incorporated into the roof system for a watertight application. Pending findings, additional testing or coordination with other trades maybe necessary to identify the root cause of the water entry.

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

Savings: Information gained from the Director from the CARES Act reimbursements: "Total Amount of Federal Funds allocated to the Recipient: \$48,109.27"

Other savings this month=\$5,623.05 ; This included a courtesy credit (-\$1,182.50) for the renewal of the Smart Kiosk systems which the Director was able to gain for the Library. We were able to trade in our very old and nonfunctioning disc cleaning machine model to get a significant discount (-\$3,795) when purchasing a newer countertop model from our current provider. Various cleaning pads and solution supplies we still had for the older machine can be used for the newer model. We've had quite a backlog of discs to be cleaned due to the previous machine's failure to work properly, and not having a volunteer to do this task due to the building closure. I'm sure with staff now being assigned this duty throughout the week we will be caught up in no time!

Collections: We will be adding another American Girl doll kit to both locations (Courtney from the 1980's, and yes she does have a Walkman cassette player and headset but we were surprised she didn't have leg warmers... 😊). My department has already processed some of the various maker/craft kits which two ATS staff members created. This is related to Strategic Plan Goal 4A1 "Expand non-traditional collections", and the topics for the circulating kits thus far: metal stamping, card-making, embroidery, crochet, hand lettering/bullet journaling, bracelets, book binding, knitting, round knitting loom, and macrame. You can find them in our web catalog by searching "craft kit". Also related to Goal 4A1: We have started processing some YS games and puzzles so that they can circulate. We have begun to determine some specifics for Strategic Plan Goal 1A2 "Support local book clubs by circulating bags of books" by ordering some book club titles and specific bags, and these will be ready for patrons in the future.

Savings: Just over \$620, and over \$120 of that was due to the price savings when comparing which IT provider had the best pricing for renewing our current wifi cloud licenses.

Collections: Last month I mentioned we were working on some strategic plan goals, and the book club in a bags for ATS and YS have now been processed so they can circulate. We have also processed (5) Caregiver kits which were selected by the ATS staff member who has done these type of programs. When you go into our Powerpac you can find these specialized materials by searching for "caregiver kit".

You will now see a "Library of Things" left navigation link in our Powerpac. This showcases the various nontraditional type of collections in a more centralized place for our patrons to access. They include our various "kits", book club in a bag, techie equipment, etc.

In the past we used to circulate a laptop and a hotspot separately. They also used to have their own separate bibliographic and item records. We are still doing that but we have now created one record which showcases the combined 6 former laptops (some were used by patrons and others by staff) and 6 former wifi hotspots. They are put into a nice laptop bag with their various accessories and instructions to become a combo pack which people can check out.

Magazines: We have begun our annual project of pulling magazine issues which our older than our statements of how long we should keep issues on the shelves. They will soon be weeded and some issues are used by various staff for programming.

Savings: This month we were nearly at \$1,700. The majority of this amount was due to price comparisons for IT equipment and software/maintenance from multiple providers (new server and windows software for it as well as renewing one of our firewall's annual maintenance).

We are now halfway through the FY, and when looking at the monthly totals we are over \$14,000 in savings (\*not including the CARES ACT reimbursement check\*). In addition to those figures, we have had some nice discounts (over \$650 thus far) for materials through various online providers such as Amazon, American Girl, RAILS, ALA, and Lakeshore Learning. At the end of our FY I will also report on the total discounts we received from our main book/AV vendors: Ingram, Brodart, and Midwest Tape.

Collections: Almost 50 student hotspots have now been processed, and they were made available on Dec. 28<sup>th</sup>. I asked our consortium office, CCS, to add a link to this equipment in our new "Library of Things" area of the online catalog so that patrons can place holds on these devices.

Magazine weeding: This project has now been completed.

## IT/ Network: John Sabala

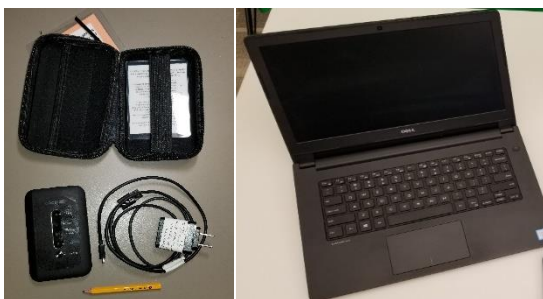
The IT Department will be working primarily on infrastructure for Nov, Dec, and Jan. This is in anticipation of patrons coming back to the library and using all the resources that we have available with no limitations. The work involved would be updating Firewalls, Wi-Fi Access Points, Servers and desktop devices. I know I am being optimistic, but I am

hoping that May and June we will begin normal operations. Having all the equipment up to date and ready for access is would be a welcome sign for the patrons in our district.



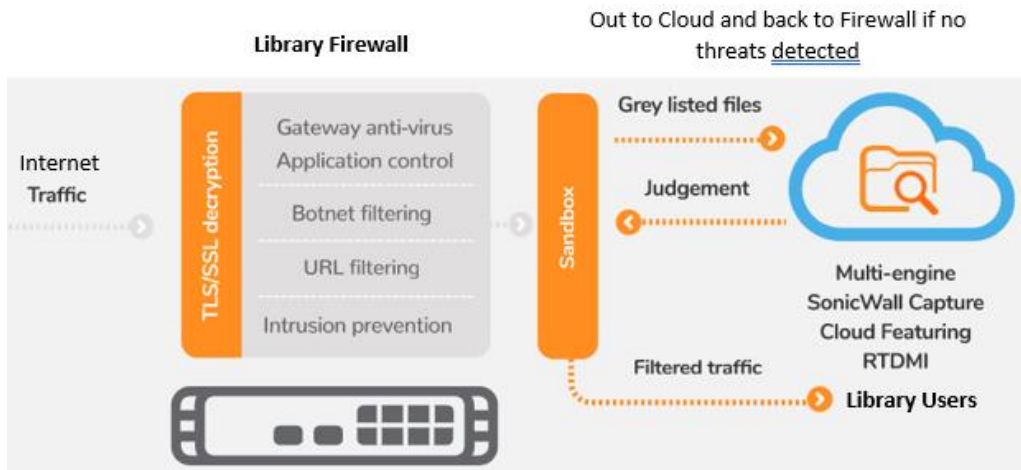
reflects what a great job the team has done.

The Winter Reading Challenge portal was setup and completed for the start of the program on December 1<sup>st</sup>. The WRC resides on a product called Beanstack. We are a quarter of the way through a 2-year contract with Zoobean. The platform is quite popular and it easy to use. We had more time to prepare for the WRC than we did for the SRC, and the site



Laptop Internet Kits are now available in circulation. These kits include Laptop, Hotspot, & Mouse all in a Canvas Bag. It is a perfect bundle for a patron to get connected to information highway from any home in the district, as well as places in the rural America (cell tower not included). We currently have 6 kits available.

In December IT installed SONICWALL CAPTURE ADVANCED THREAT PROTECTION on our firewall. The add-on piece of software was deemed essential to prevent accidental malicious activity inside the FDVPLD networks. Nefarious individuals are getting bolder and more sophisticated with their attacks. Adding the software enhances our firewall with additional forensic capabilities in order to prevent catastrophes.



SonicWall Capture Advanced Threat Protection service is a cloud-based multi-engine sandbox designed to discover and stop unknown, zero-day attacks such as ransomware at the gateway with automated remediation.

Basically, all web surfing traffic will be scanned at the firewall. If traffic is not on a whitelist, then it is sent to a sandbox in the cloud and analyzed. If it is determined to be a threat, then the data is isolated and not allowed into our network.

# How are we doing?

The monthly Dashboard tells our story

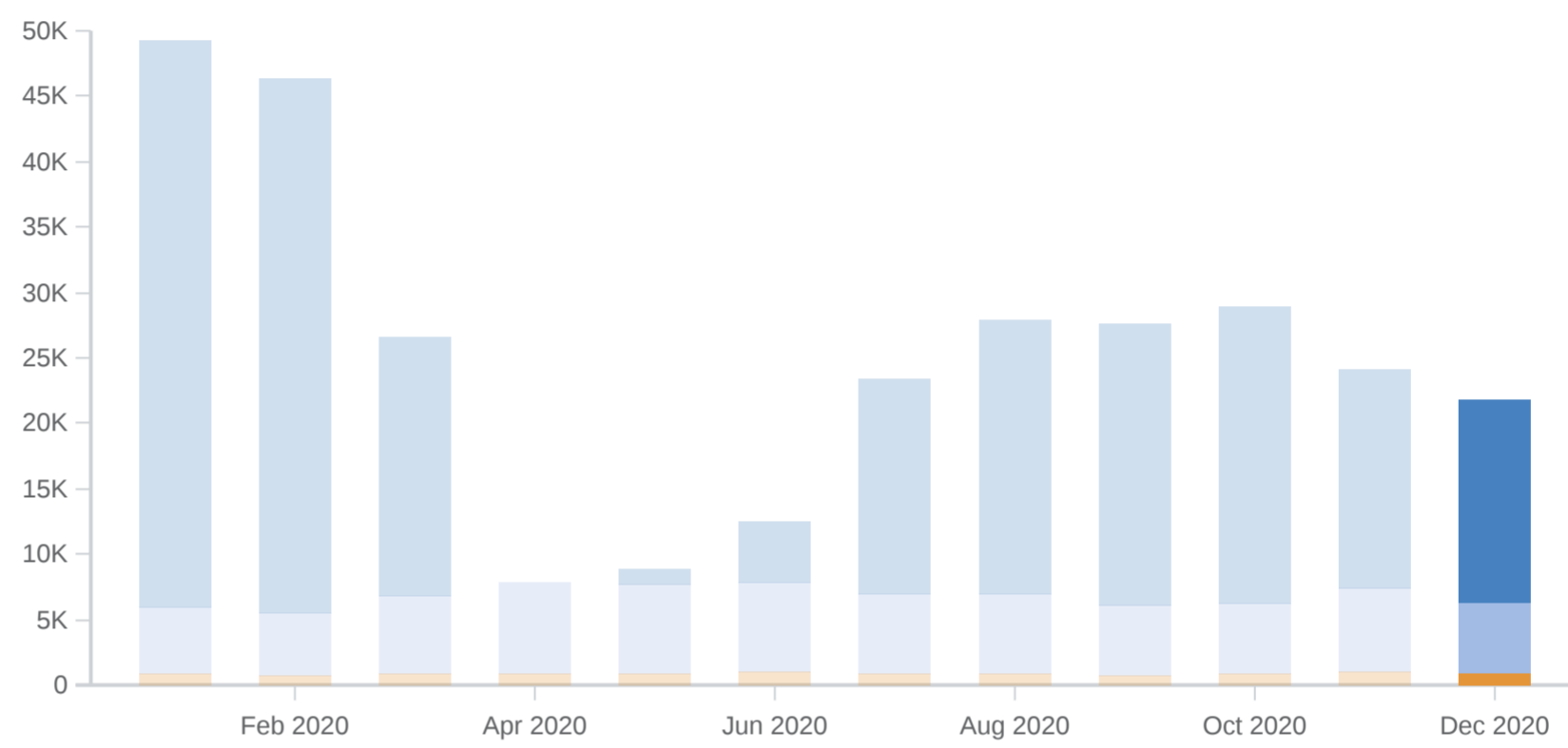
Click the graphs to see more details

## 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 last week



**21,761**

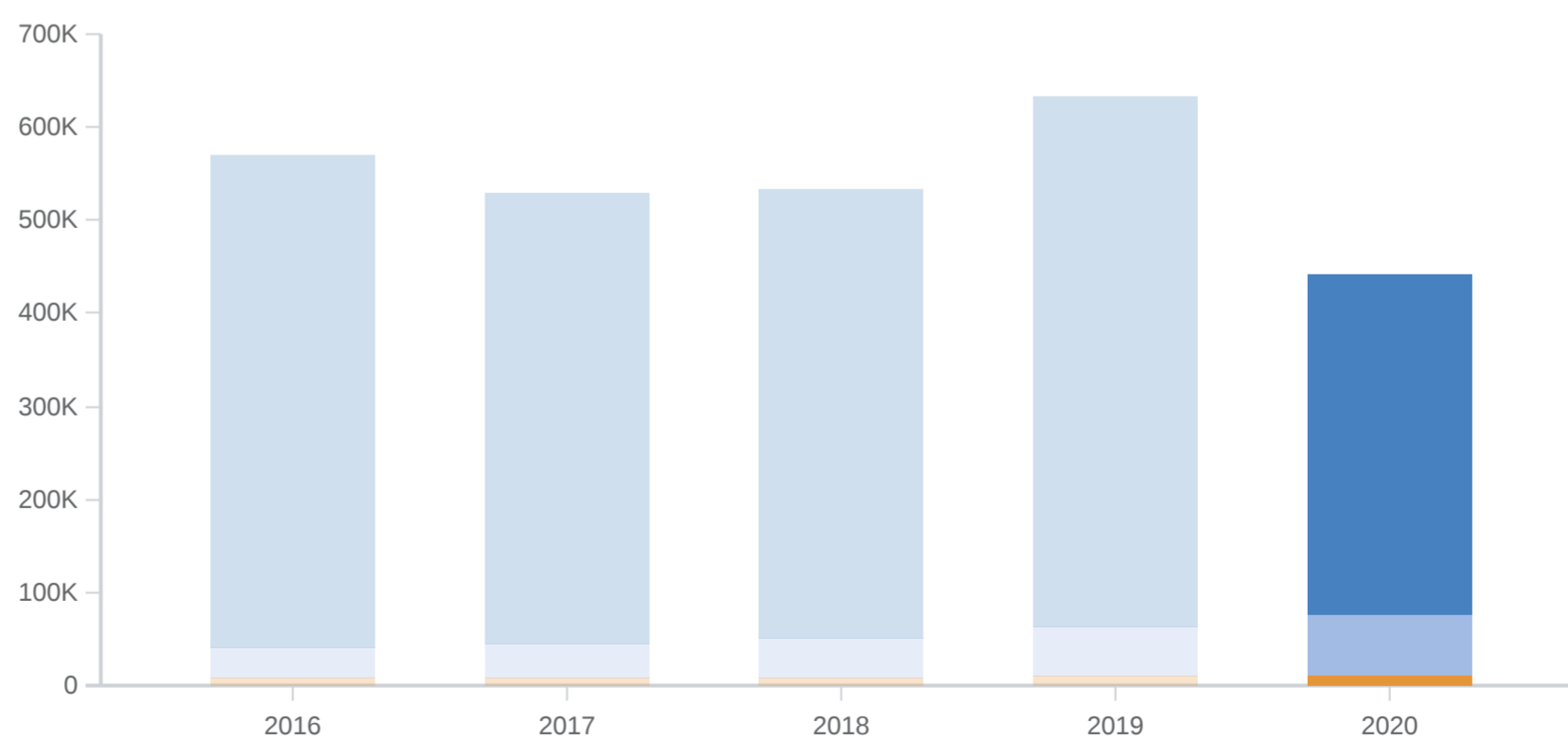
Metric Type in Dec 2020

## 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 last week



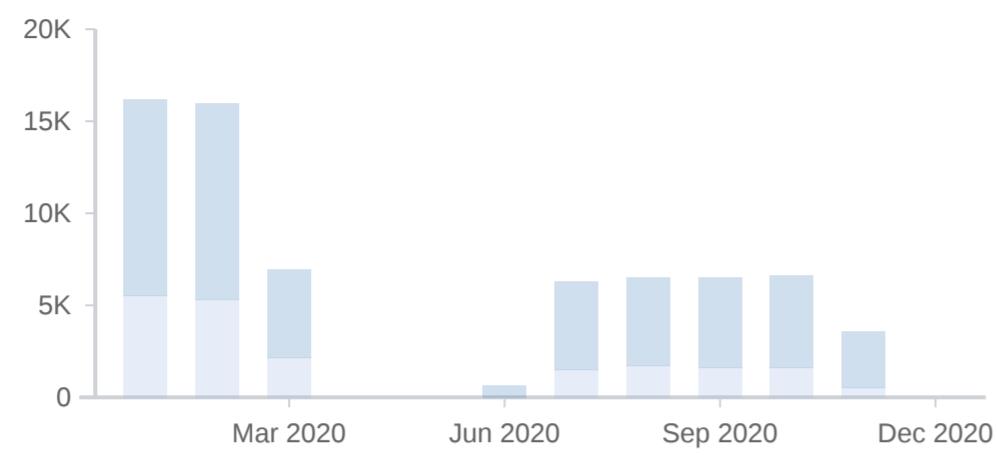
**440,611**

Metric Type in 2020

## Library Visits

How many people visit our libraries each month?

Both libraries were closed to the public for December. Contactless picku...

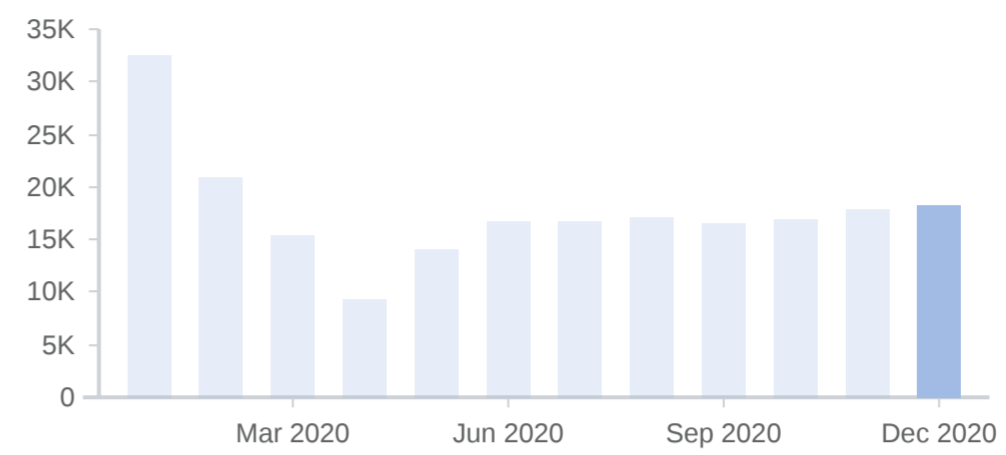


**0**

Location in Dec 2020

## Website Visits

How many people visit the library online each month?

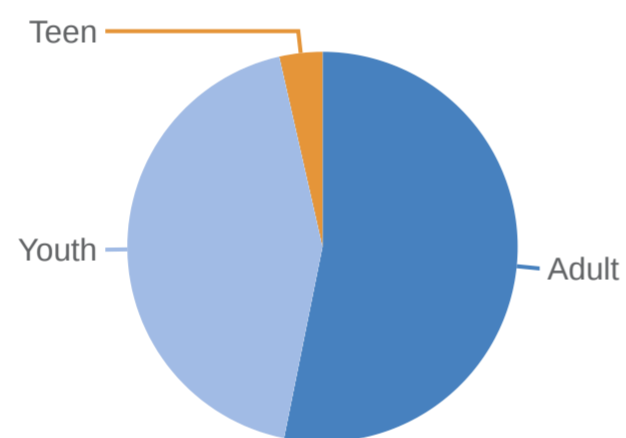


**18,301**

Location in Dec 2020

## Physical item checkouts

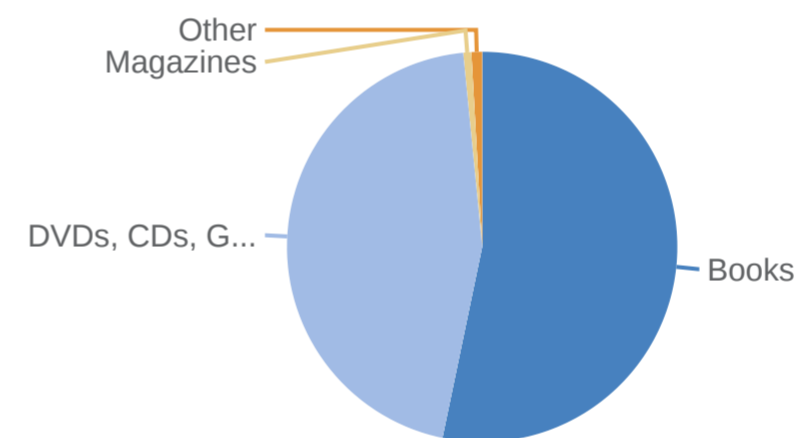
Checkouts by Audience - last fiscal year



**365,575**

Department in 2020

Checkouts by Material Type - last fiscal year



**365,575**

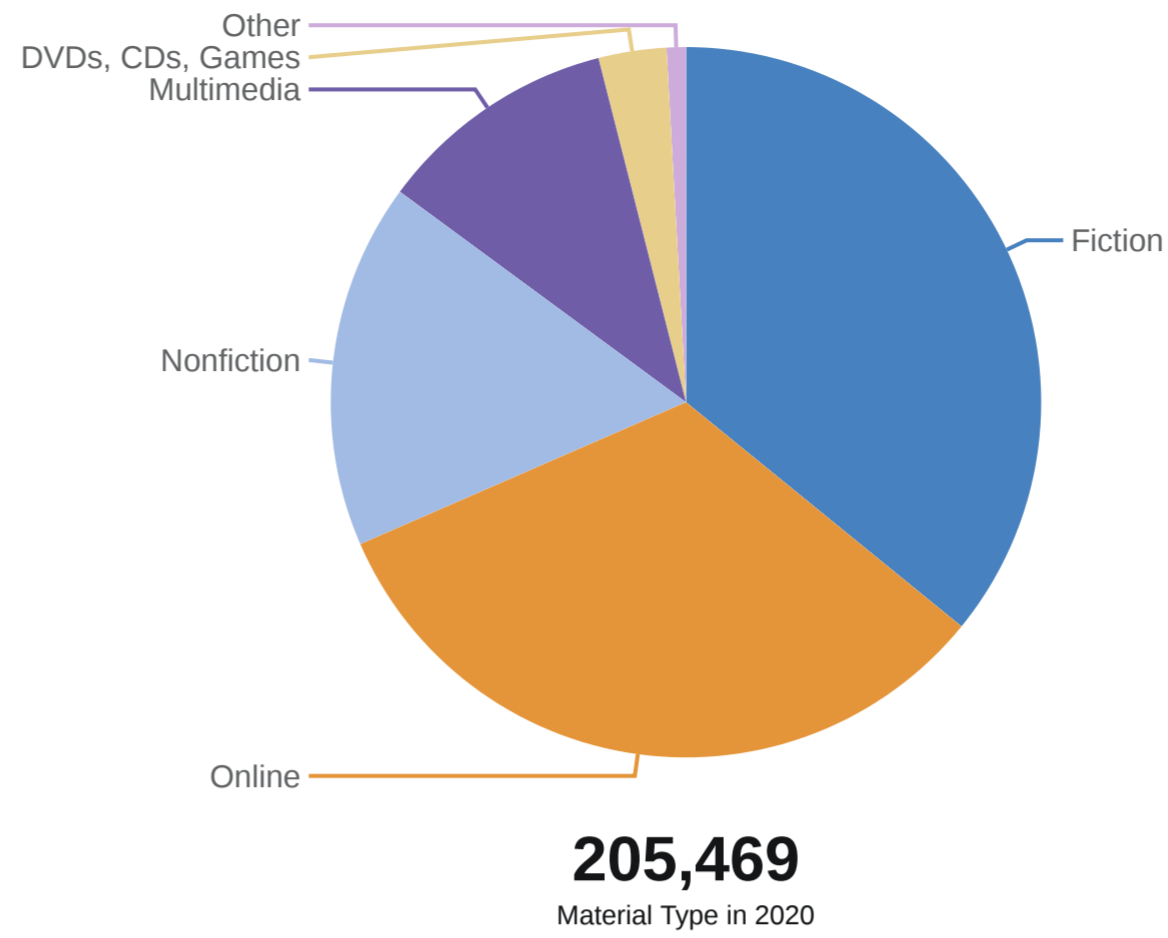
Material Type in 2020



**How many items are owned by our libraries?**

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

Updated 25 weeks ago

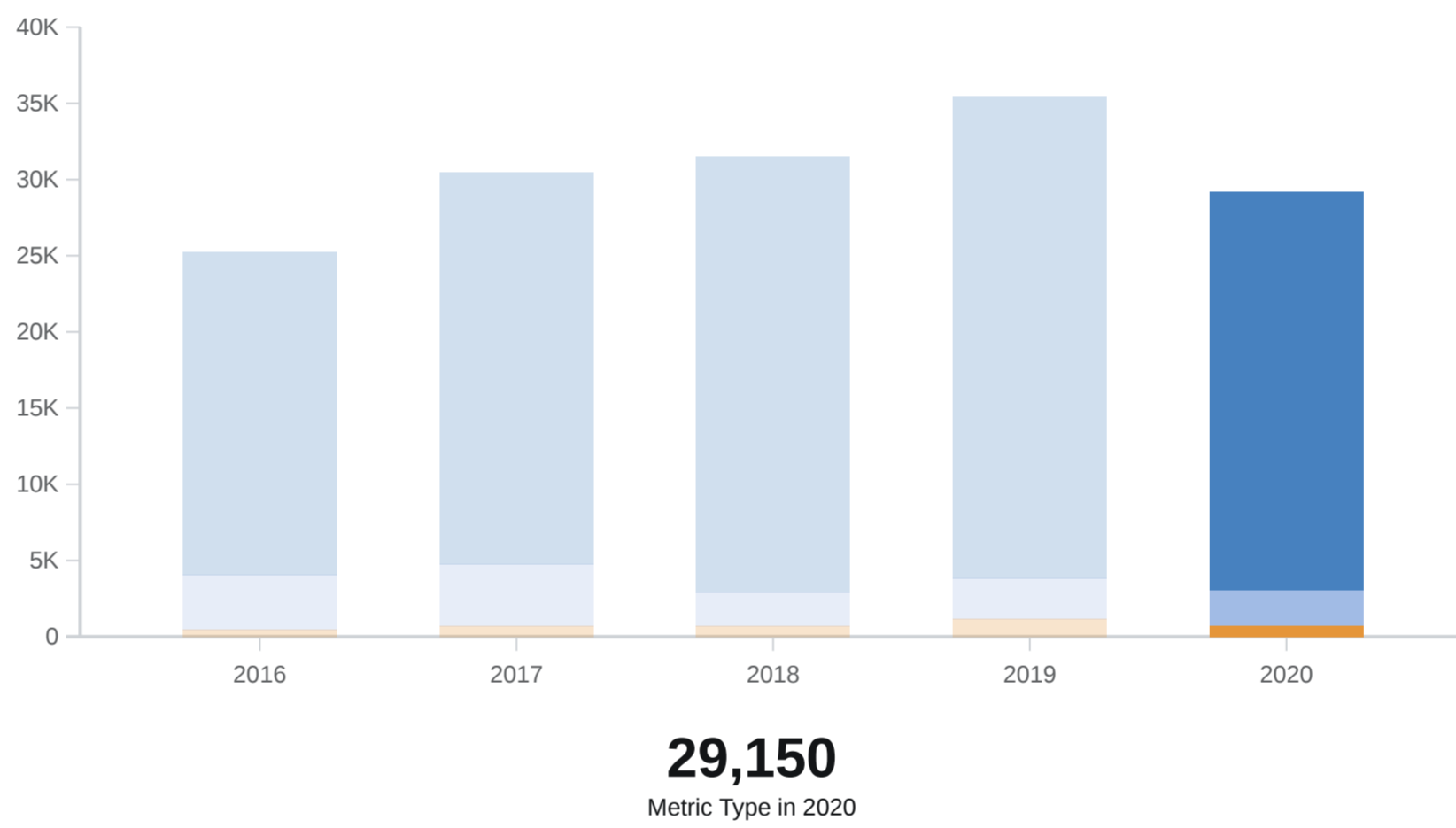


**Program Attendance Trend**

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

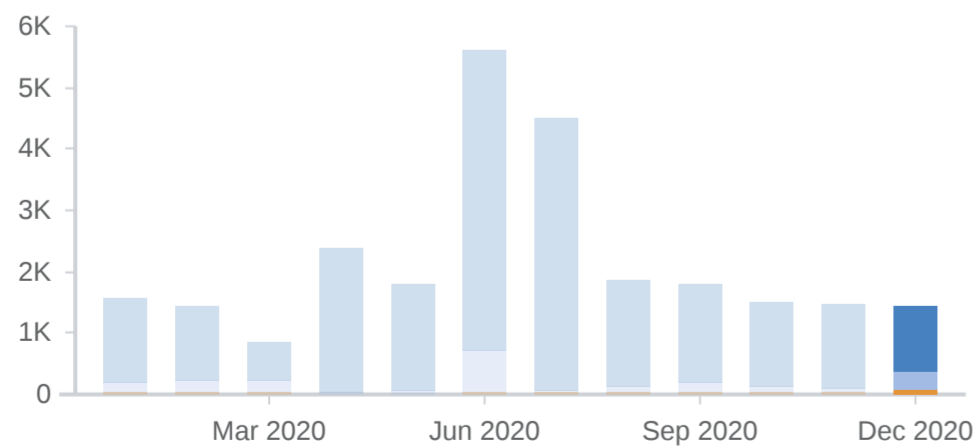
Last year COVID-19 caused a drop in the trend of increasing program attendance.

Data Updated last week



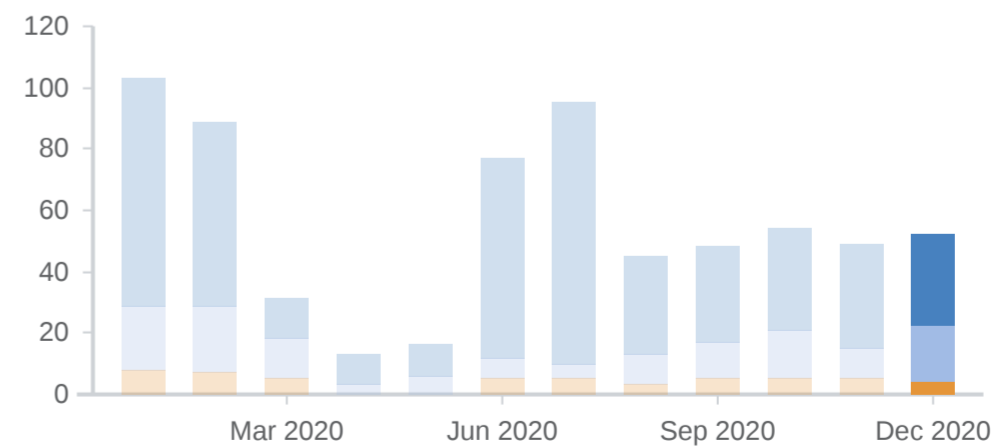
**How many people attended library programs each month?**

Summer meals increased program attendance greatly this summer.



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

Most of our programming is for children.

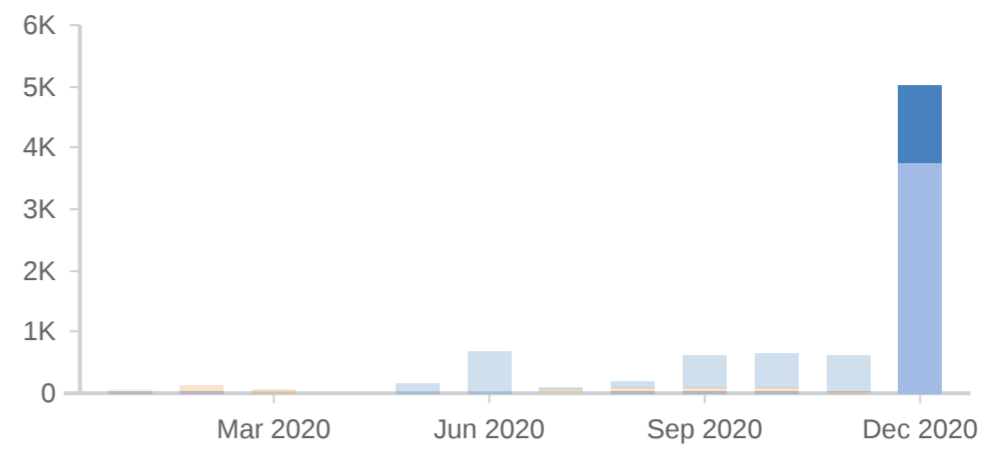


# Specialty Services

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.

## Special services

Curbside pickup and home deliveries were very popular this month!



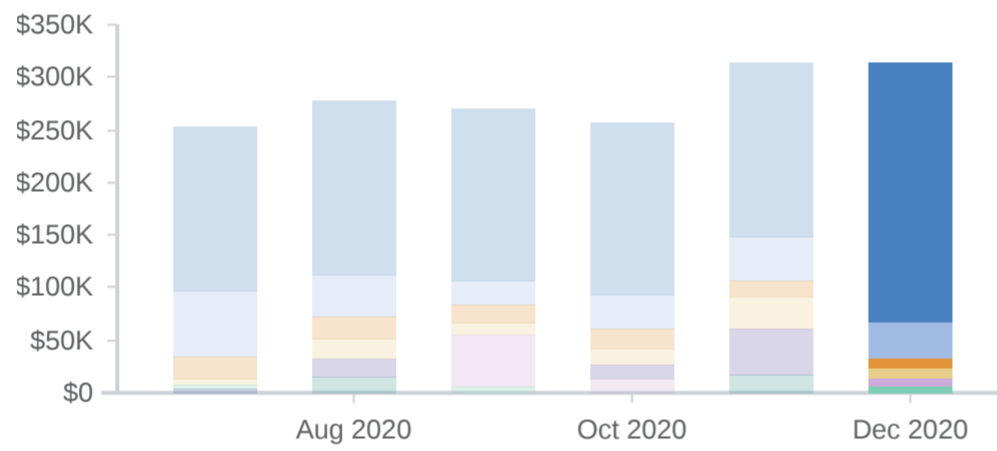
**5,011**

Metric Type in Dec 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.



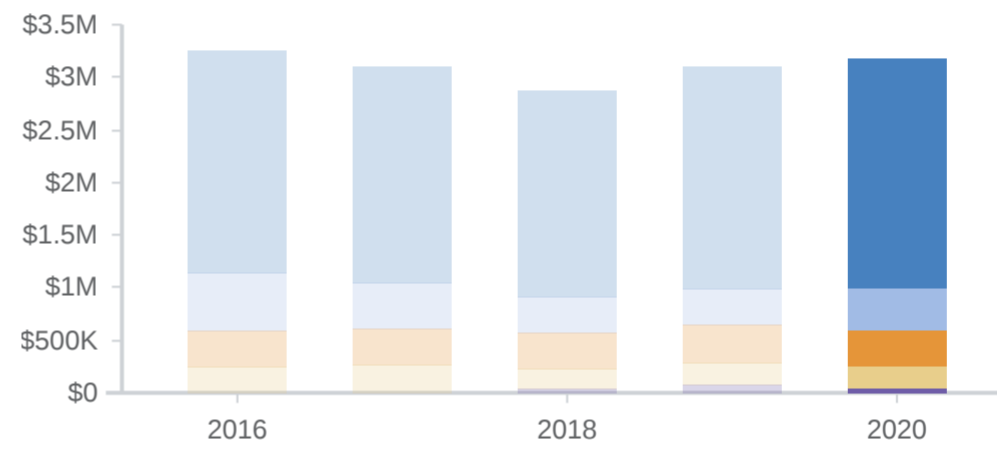
**\$314,789.00**

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

**A. Consent Agenda**

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

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

- A.1.a Minutes from the November 17, 2020 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for November 2020 totaling \$287,104.13**
- A.1.c Check/Voucher Register – AP & Payroll Complete for December 2020 totaling \$305,652.04**
- A.1.d Monthly Financial Report for November 2020**
- A.1.e Monthly Financial Report for December 2020**
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2020**
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2020**
- A.1.h Revenue Summary – All Funds Combined by Period for November and December**
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2020**
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2020**
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2020**
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2020**
- A.1.m Expenditure Summary – All Funds Combined by Period for November and December**
- A.1.n Balance Sheet for November 2020**
- A.1.o Balance Sheet for December 2020**
- A.1.p Ehlers Account Statement for November 2020**
- A.1.q Ehlers Account Statement for December 2020**

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

RECOMMENDED **MOTION** (if needed):

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

**Fox River Valley Public Library District  
Board of Trustee Meeting  
November 17, 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](mailto:LibraryBoard@frvpld.info) no later than 12 pm on Tuesday, November 17, 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, November 17 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, November 27.*

The meeting was called to order by President Richard Corbett at 7:02 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
	Trustee	Dave Nutt

Members absent: none

Others present electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Roxane Bennett, Joe Huberty, Rachel Foley, Ian Lamp, Tom McGrath, Kirstin Finneran, Keri Carroll, Jason Katsion, Karin Nelson, Brittany Berger, Michael Lorenzetti, 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 announced the December Board meeting has been canceled. Roxane Bennett will serve as Interim Director beginning December 12, 2020. The Board will begin to formulate a plan to guide the search for a permanent Library Director at the January 19, 2021 meeting.

## Director's Report

### Dundee Library Renovation Presentation

Joe Huberty of Engberg Anderson Architects presented options for a remodel to Dundee Library, ranging from use of the existing configuration to a major remodel. In all options, the front door will be moved next to the handicap parking spaces to improve accessibility, and reconfigured to be ADA compliant. Tom McGrath of Lamp, Inc. reviewed preliminary construction cost models and presented options for improvements to electrical and HVAC systems, and parking upgrades.

### Department Reports and Dashboard

With another closure to the public due to the pandemic, Assistant Director Zabski implemented a seamless procedure for contactless curb side delivery, and reported on the continued success of the cold supper service. There were no new furloughs needed as curb side service kept existing staff quite busy.

## Consent Agenda

### Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the October 20, 2020 Board of Trustees Meeting
- A.1.b Minutes from the November 5, 2020 Special Board of Trustees Meeting
- A.1.c Minutes from Executive Sessions on November 29, 2016; February 21, 2017; October 17, 2017; April 21, 2020; May 19, 2020; June 16, 2020; July 21, 2020; and August 18, 2020
- A.1.d Check/Voucher Register – AP & Payroll Complete for October 2020 totaling \$306,958.00
- A.1.e Monthly Financial Report for October 2020
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.g Revenue Summary – All Funds Combined by Period
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.j Expenditure Summary – All Funds Combined by Period
- A.1.k Balance Sheet for October 2020
- A.1.l Ehlers Account Statement for October 2020

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

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

## Unfinished Business

There was no Unfinished Business.

## New Business

### Exhibit C.1 Ordinance 2020-10 Tax Levy

Corbett called for a motion to *ADOPT ORDINANCE 2020-10 LEVYING TAXES IN THE AMOUNT OF \$3,650,000 FOR FISCAL YEAR 2020-2021*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

Rosenthal noted there had been no change to the amounts previously reviewed last month, and the increase was small enough as to eliminate the need for a Hearing prior to approval. There being no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.2 Annual Treasurer’s Report**

Corbett called for a motion to *APPROVE THE ANNUAL TREASURER’S REPORT*. Moved by Nutt and seconded by Kuhlman, Corbett opened the item for discussion.

Treasurer Lindholm addressed questions from the Board on the annual report of receipts and disbursements. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.3 Accept Comprehensive Annual Financial Report (CAFR)**

Corbett called for a motion to *ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2020-2021*. Moved by Tennis and seconded by Nutt; item opened for discussion.

Rosenthal noted the CAFR was presented to the Board in October, and their suggestions were incorporated into the final audit presented for acceptance. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.4 Report of Closed Session Minutes Review and Destruction of Audio Recordings made prior to April 20, 2019**

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN NOVEMBER 29, 2016; FEBRUARY 21, 2017; OCTOBER 17, 2017; APRIL 21, 2020; MAY 19, 2020; JUNE 16, 2020; JULY 21, 2020; AND AUGUST 18, 2020 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO APRIL 20, 2019*. Moved by Nutt and seconded by Evans; item opened for discussion.

Kuhlman reported the closed session Minutes were reviewed as required by statute, and recommended 8 sets be opened, along with destruction of audio recordings older than the 18 month requirement to retain. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.5 Resolution 2020-11 Designating Corporate Authority over Livrary District Financial Accounts**

Corbett called for a motion to *ADOPT RESOLUTION 2020-11 AUTHORIZING THE LIBRARY BOARD PRESIDENT AND TREASURER AND THE INTERIM LIBRARY DISTRICT DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD ROXANE E. BENNETT AND REMOVE LAUREN ROSENTHAL AS SIGNATORIES ON ALL LIBRARY FINANCIAL ACCOUNTS, EFFECTIVE DECEMBER 12, 2020*. Moved by Lindholm and seconded by Tennis; item opened for discussion.

Corbett noted this resolution is required as Director Rosenthal will be leaving in December, and Roxane E. Bennett will assume Rosenthal’s responsibilities as Interim Director. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.6 Resolution 2020-12 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent**

Corbett called for a motion to *ADOPT RESOLUTION 2020-12 TO APPOINT INTERIM DIRECTOR ROXANE E. BENNETT AUTHORIZED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AGENT EFFECTIVE DECEMBER 12, 2020*. Moved by Kuhlman and seconded by Nutt; item opened for discussion.

This ordinance is another required due to change in the Director position. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.7 Ordinance 2020-13 Library Holiday Closings for 2021**

Corbett called for a motion to *ADOPT ORDINANCE 2020-13 LIBRARY DISTRICT HOLIDAY CLOSINGS FOR 2021*. Moved by Nutt and seconded by Evans; item opened for discussion.

Corbett noted the annual Ordinance of Library District Holiday closings is unchanged from the prior year's adopted Ordinance. There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.8 Employee Self-Quarantine per CDC Guidelines**

Corbett called for a motion *FOR THE DURATION OF THE COVID-19 PANDEMIC, I MOVE TO GRANT EMPLOYEES WHO ARE REQUIRED TO SELF-QUARANTINE PER CDC GUIDELINES TO RECEIVE REGULAR PAY FOR NORMAL HOURS WORKED FOR THE 14-DAY PERIOD WHILE STAYING HOME AND STAYING SAFE*. Moved by Nutt and seconded by Evans; item opened for discussion.

Rosenthal noted per CDC guidelines, the Library requires a 14 day quarantine of any staff member who had been in close contact as defined by the CDC with someone who has tested positive for the covid virus. While many staff members would have work to do at home, some positions do not perform work that can be done at home. The proposal will keep staff from coming to work during the quarantine period and help to prevent the spread of disease . There was no further discussion, Corbett called for a roll call vote.

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

**Exhibit C.9 Appoint Freedom of Information (FOIA) Officers**

Corbett called for a motion to *APPOINT LIBRARY INTERIM DIRECTOR ROXANE E. BENNETT AND EXECUTIVE ASSISTANT KAREN WERLE AS FOIA OFFICERS FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT EFFECTIVE DECEMBER 12, 2020ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2020-2021*. Moved by Nutt and seconded by Evans; item opened for discussion.

Rosenthal noted the Library has two FOIA officers; one to act as backup in the event the other is away from work. With Rosenthal's departure, Bennett was nominated for appointment. There was no further discussion, Corbett called for a roll call vote.

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

#### **Exhibit C.10 Appoint Deputy Clerks to Accept Trustee Petitions**

Corbett called for a motion to *APPOINT BUSINESS OFFICE SPECIALIST MARY POVILONIS AND EXECUTIVE ASSISTANT KAREN WERLE AS DEPUTY CLERKS TO ACCEPT TRUSTEE NOMINATING PETITIONS FOR THE OFFICE OF LIBRARY TRUSTEE*. Moved by Nutt and seconded by Lindholm; item opened for discussion.

Corbett noted it is prudent to appoint deputy clerks to receive Trustee Nominating Petitions during the December filing period for the April 2021 Consolidated Election. As Petitions require notarization it was determined Adult and Teen Services Specialist Erica Acevedo, also a Notary Public, should be substituted for Mary Povilonis. There was no further discussion, Corbett called for a roll call vote on the motion with Acevedo in place of Povilonis.

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

#### **Exhibit C.11 Resolution 2020-14 Honoring Lauren Rosenthal**

Corbett called for a motion to *ADOPT RESOLUTION 2020-14 HONORING LAUREN ROSENTHAL*. Moved by Lindholm and seconded by Kuhlman; Corbett noted Rosenthal's many accomplishments during her time with the Library District, rising to the role of Director of Fox River Valley Public Library District. Kuhlman read the Resolution into the Minutes.

#### **RESOLUTION 2020-14 HONORING LAUREN ROSENTHAL**

Whereas, Lauren Rosenthal ably served as Assistant Director of Support Services for the Fox River Valley Public Library District from January, 2014 until October, 2016; Deputy Director until June, 2019; and Director of the Library District through mid-December, 2020; and

Whereas, Lauren Rosenthal demonstrated exceptional financial acumen in budgeting and updating fiscal policies, working together with the Business Office to earn one of the first Government Finance Officers Association Awards for Excellence in Financial Reporting given to libraries; and

Whereas, Lauren Rosenthal was instrumental in selection of a comprehensive, scalable system for financial management and informed decision making; and

Whereas, Lauren Rosenthal continued the Library's emphasis on transparency through contracting to be the first Library in the nation to present financial and operational information to the public in a user-friendly, interactive format, paving the way for all libraries; and

Whereas, Lauren Rosenthal worked tirelessly to provide information and support to the Library Board of Trustees in long-range planning and Library expansion, and planning for renovation of the east side facility; and



Whereas, Lauren Rosenthal served on various committees and boards advocating for good stewardship of Library District property and service to the community; and

Whereas, Lauren Rosenthal cultivated valuable community partnerships and participated extensively in outreach throughout the District and in seeking patron feedback; and

Whereas, Lauren Rosenthal, always mindful of community needs, oversaw a revamping of library services and programs to comply with safe opening guidelines during an unprecedented service disruption, introducing home delivery of library materials, license plate renewals, elimination of some late fees, expanded notary public service, and initiated and expanded USDA free meal services to area residents; and

Whereas, Lauren Rosenthal determinedly strove to bring additional sources of revenue to the Library; and

Whereas, Lauren Rosenthal played a pivotal role in strategic planning, hiring practices, and leadership that fostered enthusiasm and teamwork at Fox River Valley Public Library District; and

Whereas, Lauren Rosenthal provided valuable insight and mentoring to all who worked with and for her;

Therefore, be it resolved that in recognition and appreciation of her service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present Lauren this Resolution; and

Be it further resolved that on this, the 17<sup>th</sup> day of November, Two Thousand and Twenty, this Resolution be presented to her and that its contents be spread upon the Minutes of this organization.

Several Trustees commented on their appreciation for Rosenthal's leadership. There was no further discussion, Corbett called for a roll call vote.

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

### **Adjournment**

There being no further business to discuss, Corbett called for a motion to ADJOURN. Moved by Lindholm and seconded by Tennis, Corbett called for a roll call vote.

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

Meeting adjourned at 9:37 PM.

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Nikki S. Kuhlman, Secretary

**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 11/1/2020 Through 11/30/2020

Vendor Name	Check Number	Effective Date	Check Amount
Ziegler's Ace Hardware	43197	11/17/2020	205.01
Advanced Disposal	43198	11/17/2020	176.40
SYNCB/AMAZON	43199	11/17/2020	2,435.85
America's Flooring Store, LLC	43200	11/17/2020	1,229.00
AT&T	43201	11/17/2020	328.99
AT & T Mobility	43202	11/17/2020	112.95
AtoZ Databases	43203	11/17/2020	4,562.00
Baker & Taylor	43204	11/17/2020	495.00
BookPage	43205	11/17/2020	354.00
Brodart Co.	43206	11/17/2020	330.60
IPO/DBA Cardinal Office Supply	43207	11/17/2020	89.60
Cooperative Computer Services	43208	11/17/2020	16,966.74
CDS Office Technologies	43209	11/17/2020	337.74
Comcast	43210	11/17/2020	493.75
Comcast	43211	11/17/2020	1,175.72
ComEd	43212	11/17/2020	2,983.89
ECS Midwest, LLC	43213	11/17/2020	2,540.00
Ehlers Investment Partners, LLC	43214	11/17/2020	566.45
Elgin Sheet Metal Company	43215	11/17/2020	4,900.00
ELM USA Inc.	43216	11/17/2020	117.95
Engberg Anderson, Inc	43217	11/17/2020	31,708.38
Fox Valley Fire and Safety	43218	11/17/2020	267.95
Friends of the FRV Libraries	43219	11/17/2020	36.75
Garveys Office Products	43220	11/17/2020	1,176.92
Green Emerald Chem-Dry	43221	11/17/2020	450.00
INGRAM Library Services	43224	11/17/2020	12,972.02
OPP.FRANCHISING, INC. DBA JANI-KI...	43225	11/17/2020	3,892.00
KONE, INC	43226	11/17/2020	275.56
Lauterbach & Amen, LLP	43227	11/17/2020	2,000.00
Midwest Tape Exchange, Inc.	43228	11/17/2020	3,598.07
Mobile Beacon	43229	11/17/2020	9,265.00
National Notary Association	43230	11/17/2020	53.00
National Notary Association	43231	11/17/2020	165.00
Nicor Gas	43232	11/17/2020	130.05
Notary Public Association of IL	43233	11/17/2020	270.00
PETERS Electric & Technology, Inc.	43234	11/17/2020	1,550.00
RAILS	43235	11/17/2020	184.50
Peregrine,Stime,Newman,Ritzman & B...	43236	11/17/2020	1,575.00
S&S Worldwide	43237	11/17/2020	47.93
Sebert Landscaping Inc.	43238	11/17/2020	525.00
Technology Management Rev Fund	43239	11/17/2020	427.50
Vanderstappen Land Surveying, Inc	43240	11/17/2020	3,250.00
Cardmember Service	43241	11/17/2020	2,119.16
Wellness Insurance Network	43242	11/17/2020	14,609.56
S & S License & Title Service, Inc	DD202011-01	11/2/2020	70.00
TSYS Merchant Solutions-Omaha	DD202011-02	11/2/2020	54.66
TSYS Merchant Solutions-Omaha	DD202011-03	11/2/2020	150.03
Paylocity Payroll	DD202011-04	11/6/2020	210.85
Paylocity Payroll	DD202011-05	11/20/2020	442.70
Illinois Municipal Retirement	DD202011-06	11/30/2020	18,346.94
Office of the Secretary of State of Illinois	DD202011-07	11/30/2020	5,786.00
	Total 10100 - BANK ACCOUNTS		156,012.17

**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 11/1/2020 Through 11/30/2020

Vendor Name	Check Number	Effective Date	Check Amount
Report Total			156,012.17
			156,012.17

MONTHLY PAYROLL EXPENSE	
GROSS PAYROLL-November 2020	129,094.02
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	5,815.16
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,531.78
MEDICARE/F.I.C.A.	9,729.12
TOTAL PAYROLL EXPENSE	143,623.74
*Minus IMRF Employer Portion Direct Debit	(12,531.78)
	131,091.96

131,091.96	
287,104.13	Grand Total

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 12/1/2020 Through 12/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Ziegler's Ace Hardware	43243	12/10/2020	105.94
Advanced Disposal	43244	12/10/2020	176.40
American Library Association	43245	12/10/2020	555.00
AT&T	43246	12/10/2020	328.99
AT & T Mobility	43247	12/10/2020	112.95
Bibliotheca, LLC	43248	12/10/2020	1,549.96
Breakroom Solutions	43249	12/10/2020	232.56
Brodart Co.	43250	12/10/2020	1,699.62
CDS Office Technologies	43251	12/10/2020	206.16
Comcast	43252	12/10/2020	493.75
Comcast	43253	12/10/2020	1,363.82
ComEd	43254	12/10/2020	3,153.02
Demco, Inc.	43255	12/10/2020	450.37
ECS Midwest, LLC	43256	12/10/2020	1,500.00
Ehlers Investment Partners, LLC	43257	12/10/2020	497.74
Elgin Sheet Metal Company	43258	12/10/2020	606.25
Employee Benefits Corporation	43259	12/10/2020	250.00
Findaway World, LLC	43260	12/10/2020	6.48
Friends of the FRV Libraries	43261	12/10/2020	24.50
Garveys Office Products	43262	12/10/2020	507.99
GovConnection, Inc	43263	12/10/2020	1,461.42
Hagg Press	43264	12/10/2020	5,006.00
INGRAM Library Services	43266	12/10/2020	8,366.18
OPP.FRANCHISING, INC. DBA JANI-KI...	43267	12/10/2020	4,433.34
KONE, INC	43268	12/10/2020	540.89
LACONI, INC	43269	12/10/2020	100.00
Libraries First	43270	12/10/2020	500.00
Midwest Environmental Consulting Ser...	43271	12/10/2020	4,700.00
Midwest Tape Exchange, Inc.	43272	12/10/2020	14,607.78
Nicor Gas	43273	12/10/2020	227.33
Paddock Publications, Inc.	43274	12/10/2020	33.35
Rotary Club of Carpentersville - Mornng	43275	12/10/2020	190.00
Technology Management Rev Fund	43276	12/10/2020	427.50
Village of East Dundee	43277	12/10/2020	390.64
Village of West Dundee	43278	12/10/2020	35.00
Cardmember Service	43279	12/10/2020	569.97
Wellness Insurance Network	43280	12/10/2020	14,847.06
WhenToWork, Inc.	43281	12/10/2020	315.00
S & S License & Title Service, Inc	DD202012-01	12/1/2020	25.00
TSYS Merchant Solutions-Omaha	DD202012-02	12/2/2020	29.98
Paylocity Payroll	DD202012-03	12/4/2020	235.90
Paylocity Payroll	DD202012-04	12/18/2020	396.02
Paylocity Payroll	DD202012-05	12/30/2020	249.45
Illinois Municipal Retirement	DD202012-06	12/30/2020	28,933.98
Office of the Secretary of State of Illinois	DD202012-07	12/31/2020	<u>302.00</u>
	Total 10100 - BANK ACCOUNTS		<u>100,745.29</u>
Report Total			<u><u>100,745.29</u></u>

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 12/01/2020 Through 12/31/20

Page 1 Total

\$ 100,745.29

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-December (3 payrolls)	\$ 200,740.22
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,751.50
DENTAL INSURANCE	164.52
I.M.R.F	9,127.50
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	19,806.48
MEDICARE/F.I.C.A.	15,210.05
TOTAL PAYROLL EXPENSE	<u>224,713.23</u>

\*Minus IMRF Employer Portion Direct Debit (19,806.48)  
\$ 204,906.75

\$ 204,906.75  
\$ 305,652.04 Grand Total

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 11/1/2020 Through 11/30/2020

		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	8,108.80	3,343,142.96	99.06%	31,690.27	3,374,833.23	(0.94)%
43020	PPRT	0.00	19,553.79	43.45%	25,446.21	45,000.00	(56.55)%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	(100.00)%
44010	INT & DIV INCOME	287.93	2,714.19	9.04%	27,285.81	30,000.00	(90.95)%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	0.00	86,672.50	0.00%
45011	E-RATE GRANT	0.00	2,867.74	63.72%	1,632.26	4,500.00	(36.27)%
45020	OTHER GRANTS	1,561.19	3,422.38	171.11%	(1,422.38)	2,000.00	71.12%
46020	FINES & FEES	48.20	53.20	10.64%	446.80	500.00	(89.36)%
46030	LOST & DAMAGED	462.91	1,921.01	38.42%	3,078.99	5,000.00	(61.58)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46250	LICENSE PLATE RENEWAL INCOME	6,036.00	32,490.05	17.08%	157,709.95	190,200.00	(82.92)%
46400	MISCELLANEOUS INCOME	40.70	151.67	904.41%	(134.90)	16.77	804.41%
46450	REIMBURSEMENTS	0.00	900.00	9.00%	9,100.00	10,000.00	(91.00)%
46500	CASH OVER	0.00	20.00	8.01%	229.50	249.50	(91.98)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	7,480.00	37.40%	12,520.00	20,000.00	(62.60)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	(100.00)%
46200	PRINT/COPY REVENUE	34.20	276.39	1.84%	14,723.61	15,000.00	(98.16)%
46210	FAX REVENUE	0.00	0.00	0.00%	2,250.00	2,250.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	300.00	300.00	(100.00)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	100.00	100.00	(100.00)%
	Total REVENUES	<u>18,075.93</u>	<u>3,501,665.88</u>	<u>92.26%</u>	<u>293,856.12</u>	<u>3,795,522.00</u>	<u>(7.74)%</u>
	Total Revenues	<u>18,075.93</u>	<u>3,501,665.88</u>	<u>92.26%</u>	<u>293,856.12</u>	<u>3,795,522.00</u>	<u>(7.74)%</u>

Expenditures

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,447.54	56,237.70	34.08%	108,762.30	165,000.00	65.92%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	1,496.00	7,480.00	37.40%	12,520.00	20,000.00	62.60%
52160	TUITION REIMB	0.00	2,544.00	48.45%	2,706.00	5,250.00	51.54%
52212	FICA / MEDICARE	9,729.12	51,760.26	37.31%	86,968.75	138,729.01	62.69%
05	ADMINISTRATION						
52100	SALARIES	24,365.02	120,250.34	36.67%	207,653.66	327,904.00	63.33%
40	PUBLIC RELATIONS						
52100	SALARIES	4,899.02	23,627.84	36.46%	41,165.16	64,793.00	63.53%
50	IT / NETWORK						
52100	SALARIES	6,715.40	33,106.25	32.57%	68,523.75	101,630.00	67.42%
60	PATS						
52100	SALARIES	9,386.52	45,450.12	36.85%	77,879.88	123,330.00	63.15%
90	FACILITIES						
52100	SALARIES	5,687.42	27,575.55	31.55%	59,808.45	87,384.00	68.44%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,749.27	124,094.98	34.04%	240,449.02	364,544.00	65.96%
20	YOUTH SERVICES						
52100	SALARIES	19,010.70	90,668.78	35.17%	167,131.22	257,800.00	64.83%
70	ACCOUNT SERVICES						
52100	SALARIES	21,907.01	100,171.68	29.55%	238,716.32	338,888.00	70.44%
75	SHELVERS						
52100	SALARIES	0.00	4,257.16	99.93%	2.84	4,260.00	0.07%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	11,385.91	55,560.47	32.78%	113,906.53	169,467.00	67.21%
	Total PERSONNEL SERVICES/BENEFITS	<u>151,778.93</u>	<u>742,785.13</u>	<u>33.89%</u>	<u>1,449,109.50</u>	<u>2,191,894.63</u>	<u>66.11%</u>
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	1,766.00	3,379.21	36.73%	5,820.79	9,200.00	63.27%
61500	DATABASES	6,762.25	47,571.67	84.08%	9,003.33	56,575.00	15.91%
61510	EBOOKS	3,055.64	22,233.10	42.87%	29,616.90	51,850.00	57.12%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61520	DOWNLOADABLE MEDIA	2,833.11	23,550.42	55.70%	18,724.58	42,275.00	44.29%
61540	HOTSPOTS	9,572.05	13,435.05	335.87%	(9,435.05)	4,000.00	(235.88)%
64100	PROC FEES BOOKS	334.10	1,567.80	39.19%	2,432.20	4,000.00	60.80%
64200	PROC FEES AV	916.95	2,869.20	35.86%	5,130.80	8,000.00	64.14%
64500	ONLINE ORDERING FEE	679.50	679.50	90.60%	70.50	750.00	9.40%
69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	2,350.00	2,350.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	53.00	552.40	110.48%	(52.40)	500.00	(10.48)%
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	227.94	5,172.89	30.42%	11,827.11	17,000.00	69.57%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,287.89	12,556.74	50.22%	12,443.26	25,000.00	49.77%
61111	BOOKS LARGE TYPE	428.51	1,251.19	35.74%	2,248.81	3,500.00	64.25%
61120	BOOKS NF	1,473.28	8,034.07	53.56%	6,965.93	15,000.00	46.44%
61130	BOOKS SPANISH	138.89	718.78	17.96%	3,281.22	4,000.00	82.03%
61330	AUDIOBOOKS	575.86	3,300.20	47.14%	3,699.80	7,000.00	52.85%
61350	MUSIC	300.99	1,661.86	33.23%	3,338.14	5,000.00	66.76%
61400	DVD	1,235.67	4,111.08	24.18%	12,888.92	17,000.00	75.82%
61700	NONTRADITIONAL MATERIALS	345.64	3,992.15	79.84%	1,007.85	5,000.00	20.16%
15	TEEN						
61100	BOOKS	553.51	2,409.83	37.07%	4,090.17	6,500.00	62.93%
61130	BOOKS SPANISH	0.00	313.15	10.43%	2,686.85	3,000.00	89.56%
61330	AUDIOBOOKS	0.00	778.80	25.96%	2,221.20	3,000.00	74.04%
20	YOUTH SERVICES						
61100	BOOKS	3,435.91	12,029.77	24.55%	36,970.23	49,000.00	75.45%
61130	BOOKS SPANISH	184.28	742.80	9.28%	7,257.20	8,000.00	90.72%
61330	AUDIOBOOKS	0.00	821.82	54.78%	678.18	1,500.00	45.21%
61350	MUSIC	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
61400	DVD	531.00	2,569.31	42.82%	3,430.69	6,000.00	57.18%
61700	NONTRADITIONAL MATERIALS	194.80	2,020.72	67.35%	979.28	3,000.00	32.64%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	407.87	27.19%	1,092.13	1,500.00	72.81%



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61600	VIDEOGAMES	294.43	750.35	12.50%	5,249.65	6,000.00	87.49%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	568.45	4,666.46	46.66%	5,333.54	10,000.00	53.34%
61120	BOOKS NF	109.80	1,402.16	46.73%	1,597.84	3,000.00	53.26%
61400	DVD	635.61	2,011.80	25.14%	5,988.20	8,000.00	74.85%
15	TEEN						
61100	BOOKS	199.63	1,382.04	34.55%	2,617.96	4,000.00	65.45%
61330	AUDIOBOOKS	0.00	311.92	31.19%	688.08	1,000.00	68.81%
20	YOUTH SERVICES						
61100	BOOKS	1,284.73	3,483.24	24.88%	10,516.76	14,000.00	75.12%
61130	BOOKS SPANISH	99.61	99.61	4.98%	1,900.39	2,000.00	95.02%
61400	DVD	404.76	976.61	32.55%	2,023.39	3,000.00	67.45%
61700	NONTRADITIONAL MATERIALS	0.00	508.87	50.88%	491.13	1,000.00	49.11%
	Total LIBRARY MATERIALS	41,483.79	200,370.21	47.71%	219,629.79	420,000.00	52.29%
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	2,159.33	35.98%	3,840.67	6,000.00	64.01%
52130	STAFF DEVELOPMENT	270.00	3,291.40	54.85%	2,708.60	6,000.00	45.14%
70800	POSTAGE	25.59	562.73	18.75%	2,437.27	3,000.00	81.24%
70900	SUPPLIES	227.12	5,949.46	45.76%	7,050.54	13,000.00	54.23%
73225	PUBLIC LIABILITY INS	2,109.08	12,295.40	40.98%	17,704.60	30,000.00	59.02%
73230	TRANSPORTATION REIMBURSEMENT	0.00	186.71	4.66%	3,813.29	4,000.00	95.33%
73240	BOARD EXPENSES	0.00	150.00	5.00%	2,850.00	3,000.00	95.00%
73241	LEGAL NOTICES FEES	33.35	715.30	23.84%	2,284.70	3,000.00	76.16%
73242	MEMBERSHIPS	165.00	2,130.00	69.26%	945.00	3,075.00	30.73%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
73250	BANK CHARGES	204.69	547.47	9.12%	5,452.53	6,000.00	90.88%
73255	INVESTMENT FEES	566.45	2,836.28	35.45%	5,163.72	8,000.00	64.55%
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	5,786.00	30,957.00	17.08%	150,243.00	181,200.00	82.92%
73283	LICENSE PLATE S&SLT FEES	70.00	246.25	16.41%	1,253.75	1,500.00	83.58%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73285	REIMBURSED PURCHASES	0.00	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	49.99	785.35	22.43%	2,714.65	3,500.00	77.56%
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	35.00	1,005.00	50.25%	995.00	2,000.00	49.75%
73242	MEMBERSHIPS	0.00	690.00	25.84%	1,980.00	2,670.00	74.16%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	504.10	12.60%	3,495.90	4,000.00	87.40%
30	PUBLIC SERVICE						
70900	SUPPLIES	783.80	3,337.41	31.41%	7,287.59	10,625.00	68.59%
40	PUBLIC RELATIONS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	100.00	100.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	0.00	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	525.55	2,557.96	25.57%	7,442.04	10,000.00	74.42%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	295.85	948.37	10.53%	8,051.63	9,000.00	89.46%
73520	PLANT OPERATION	158.94	4,661.45	21.18%	17,338.55	22,000.00	78.81%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	376.00	38.36%	604.00	980.00	61.63%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	(375.00)	0.00%	375.00	0.00	0.00%
73242	MEMBERSHIPS	0.00	194.00	38.80%	306.00	500.00	61.20%
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	41.89	270.62	13.53%	1,729.38	2,000.00	86.47%
73505	RENT EXPENSE	5,407.50	27,037.50	41.66%	37,852.50	64,890.00	58.33%
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 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
	Total LIBRARY OPERATIONS	<u>16,755.80</u>	<u>104,625.87</u>	<u>24.69%</u>	<u>319,124.13</u>	<u>423,750.00</u>	75.31%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	4,240.00	42.40%	5,760.00	10,000.00	57.60%
70900	SUPPLIES	53.56	1,194.16	14.56%	7,005.84	8,200.00	85.44%
73010	NEWSLETTER	5,006.00	8,910.00	46.40%	10,290.00	19,200.00	53.59%
73020	OUTSIDE PRINTING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73290	HOSPITALITY	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>200.00</u>	<u>200.00</u>	100.00%
	Total PUBLIC RELATIONS	5,059.56	14,344.16	35.33%	26,255.84	40,600.00	64.67%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	0.00	0.00%	500.00	500.00	100.00%
73151	SUMMER READING	0.00	1,062.44	6.64%	14,937.56	16,000.00	93.36%
73152	WINTER READING	2,383.07	2,383.07	79.43%	616.93	3,000.00	20.56%
73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	229.08	602.07	18.81%	2,597.93	3,200.00	81.19%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	108.60	188.94	12.59%	1,311.06	1,500.00	87.40%
20	YOUTH SERVICES						
70900	SUPPLIES	1,074.14	4,929.08	37.91%	8,070.92	13,000.00	62.08%
73150	PERFORMERS	0.00	300.00	12.00%	2,200.00	2,500.00	88.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	<u>0.00</u>	<u>47.11</u>	<u>3.14%</u>	<u>1,452.89</u>	<u>1,500.00</u>	96.86%
	Total GENERAL PROGRAMMING	3,794.89	9,512.71	21.67%	34,387.29	43,900.00	78.33%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	23.97	1,132.36	36.94%	1,932.64	3,065.00	63.06%
73320	CCS SHARED COST	12,922.56	25,845.12	50.47%	25,353.88	51,199.00	49.52%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	73340	SOFTWARE	90.00	5,713.70	38.09%	9,286.30	15,000.00	61.91%
	73350	INTERNET LINES	756.49	3,782.45	38.20%	6,117.55	9,900.00	61.79%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	624.50	20.81%	2,375.50	3,000.00	79.18%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	624.50	20.81%	2,375.50	3,000.00	79.18%
		Total COMPUTER	14,042.82	37,722.63	37.66%	62,441.37	100,164.00	62.34%
55		PROFESSIONAL FEES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	653.55	3,474.40	34.74%	6,525.60	10,000.00	65.26%
	73410	LEGAL FEES	1,575.00	1,575.00	7.87%	18,425.00	20,000.00	92.13%
	73420	AUDIT EXPENSE	2,000.00	8,550.00	85.07%	1,500.00	10,050.00	14.93%
		Total PROFESSIONAL FEES	4,228.55	13,599.40	33.96%	26,450.60	40,050.00	66.04%
61		MAINTENANCE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	480.90	5,828.40	38.72%	9,221.60	15,050.00	61.27%
	73310	CATALOGING - COMPUTER SERVICE	1,843.93	3,687.86	53.68%	3,182.14	6,870.00	46.32%
	73530	EQUIPMENT MAINT	151.87	151.87	15.18%	848.13	1,000.00	84.81%
	73640	FUEL	54.58	429.98	42.99%	570.02	1,000.00	57.00%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.00	5.00	100.00%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	24,735.00	87.10%	3,662.00	28,397.00	12.90%
	73500	BUILDING REPAIRS AND MAINTENANCE	6,924.25	11,238.03	37.46%	18,761.97	30,000.00	62.54%
	73530	EQUIPMENT MAINT	0.00	267.95	13.39%	1,732.05	2,000.00	86.60%
	73540	CONTRACTS: BUILDING MAINTENANCE	3,684.29	17,394.13	25.70%	50,270.87	67,665.00	74.29%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	15,571.00	92.77%	1,212.00	16,783.00	7.22%
	73500	BUILDING REPAIRS AND MAINTENANCE	298.13	450.00	90.00%	50.00	500.00	10.00%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%

**Fox River Valley Public Library District**  
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10 - GENERAL/CORPORATE  
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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73540	CONTRACTS: BUILDING MAINTENANCE	2,050.00	4,716.02	26.20%	13,283.98	18,000.00	73.80%
	Total MAINTENANCE	15,487.95	84,470.24	45.03%	103,099.76	187,570.00	54.97%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	112.95	563.93	46.99%	636.07	1,200.00	53.01%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,184.96	5,946.64	42.47%	8,053.36	14,000.00	57.52%
73610	ELECTRICITY	2,983.89	15,637.75	39.09%	24,362.25	40,000.00	60.91%
73620	WATER AND SEWER	0.00	534.52	10.69%	4,465.48	5,000.00	89.31%
73630	GAS	130.05	430.43	8.60%	4,569.57	5,000.00	91.39%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	234.71	1,177.13	47.08%	1,322.87	2,500.00	52.91%
	Total UTILITIES	4,646.56	24,290.40	35.88%	43,409.60	67,700.00	64.12%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	79.99	0.69%	11,420.01	11,500.00	99.30%
73300	COMPUTER EQUIPMENT	341.97	341.97	2.79%	11,908.03	12,250.00	97.21%
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	341.97	421.96	1.42%	29,328.04	29,750.00	98.58%
	Total Expenditures	257,620.82	1,232,142.71	34.75%	2,313,235.92	3,545,378.63	65.25%
	Net Increase(Decrease) in Fund Balance	(239,544.89)	2,269,523.17	907.28%	(2,019,379.80)	250,143.37	807.29%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 20 - FICA  
 From 11/1/2020 Through 11/30/2020

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2021 Percent Used</u>	<u>FY2021 \$ Remaining</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Percent Total Budget Remaining - FY2021 Working Budget</u>
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 SERVICES/BENEFITS	0.00	20.99	100.00%	0.00	20.99	0.00%
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 11/1/2020 Through 11/30/2020

		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	288.35	118,882.49	99.06%	1,117.51	120,000.00	(0.93)%
44010	INT & DIV INCOME	0.00	23.21	4.64%	476.79	500.00	(95.36)%
	Total REVENUES	<u>288.35</u>	<u>118,905.70</u>	<u>98.68%</u>	<u>1,594.30</u>	<u>120,500.00</u>	<u>(1.32)%</u>
	Total Revenues	<u>288.35</u>	<u>118,905.70</u>	<u>98.68%</u>	<u>1,594.30</u>	<u>120,500.00</u>	<u>(1.32)%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,531.78	67,781.90	47.70%	74,302.48	142,084.38	52.29%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,531.78</u>	<u>67,781.90</u>	<u>47.71%</u>	<u>74,302.48</u>	<u>142,084.38</u>	<u>52.29%</u>
	Total Expenditures	<u>12,531.78</u>	<u>67,781.90</u>	<u>47.71%</u>	<u>74,302.48</u>	<u>142,084.38</u>	<u>52.29%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,243.43)</u>	<u>51,123.80</u>	<u>(236.85)%</u>	<u>(72,708.18)</u>	<u>(21,584.38)</u>	<u>(336.86)%</u>

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 11/1/2020 Through 11/30/2020

		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	1,917.38	14,851.25	37.12%	25,148.75	40,000.00	(62.87)%
	Total REVENUES	1,917.38	14,851.25	37.13%	25,148.75	40,000.00	(62.87)%
	Total Revenues	1,917.38	14,851.25	37.13%	25,148.75	40,000.00	(62.87)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	980.52	980.52	2.06%	46,519.48	47,500.00	97.94%
73340	SOFTWARE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total COMPUTER	980.52	980.52	1.71%	56,519.48	57,500.00	98.29%
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	1,361.00	3,861.00	8.04%	44,139.00	48,000.00	91.96%
	Total MAINTENANCE	1,361.00	3,861.00	8.04%	44,139.00	48,000.00	91.96%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	3,616.00	10.33%	31,384.00	35,000.00	89.67%
73430	OTHER PROF FEES	40,448.38	59,573.38	42.16%	81,714.62	141,288.00	57.84%
	Total CAPITAL EXPENSE	40,448.38	63,189.38	35.84%	113,098.62	176,288.00	64.16%
	Total Expenditures	42,789.90	71,280.90	25.30%	210,507.10	281,788.00	74.70%
	Net Increase(Decrease) in Fund Balance	(40,872.52)	(56,429.65)	23.33%	(185,358.35)	(241,788.00)	(76.66)%



**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 80 - WORKING CASH  
 From 11/1/2020 Through 11/30/2020

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2021 Percent Used</u>	<u>FY2021 \$ Remaining</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Percent Total Budget Remaining - FY2021 Working Budget</u>
Revenues						
00 REVENUES						
0 District Wide						
00 DEPARTMENT-WIDE						
44010 INT & DIV INCOME	111.62	801.13	35.60%	1,448.87	2,250.00	(64.39)%
Total REVENUES	<u>111.62</u>	<u>801.13</u>	<u>35.61%</u>	<u>1,448.87</u>	<u>2,250.00</u>	<u>(64.39)%</u>
Total Revenues	<u>111.62</u>	<u>801.13</u>	<u>35.61%</u>	<u>1,448.87</u>	<u>2,250.00</u>	<u>(64.39)%</u>
Net Increase(Decrease) in Fund Balance	<u>111.62</u>	<u>801.13</u>	<u>35.60%</u>	<u>1,448.87</u>	<u>2,250.00</u>	<u>(64.39)%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 90 - DONATION / GIFT  
 From 11/1/2020 Through 11/30/2020

		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	180.04	1,292.16	21.53%	4,707.84	6,000.00	(78.46)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>180.04</u>	<u>1,292.16</u>	<u>11.75%</u>	<u>9,707.84</u>	<u>11,000.00</u>	<u>(88.25)%</u>
	Total Revenues	<u>180.04</u>	<u>1,292.16</u>	<u>11.75%</u>	<u>9,707.84</u>	<u>11,000.00</u>	<u>(88.25)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>180.04</u></u>	<u><u>1,292.16</u></u>	<u><u>11.74%</u></u>	<u><u>9,707.84</u></u>	<u><u>11,000.00</u></u>	<u><u>(88.25)%</u></u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021
10 - GENERAL/CORPORATE
From 12/1/2020 Through 12/31/2020

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 various revenue items like TAX LEVY, PPRT, TAX INCREMENT FINANCING (TIF) REVENUE, etc.

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

	Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
Total REVENUES	<u>48,885.80</u>	<u>3,550,551.68</u>	<u>93.55%</u>	<u>244,970.32</u>	<u>3,795,522.00</u>	(6.45)%	
Total Revenues	<u>48,885.80</u>	<u>3,550,551.68</u>	<u>93.55%</u>	<u>244,970.32</u>	<u>3,795,522.00</u>	(6.45)%	
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,435.04	67,672.74	41.01%	97,327.26	165,000.00	58.99%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	1,496.00	8,976.00	44.88%	11,024.00	20,000.00	55.12%
52160	TUITION REIMB	0.00	2,544.00	48.45%	2,706.00	5,250.00	51.54%
52212	FICA / MEDICARE	15,210.05	66,970.31	48.27%	71,758.70	138,729.01	51.73%
05	ADMINISTRATION						
52100	SALARIES	45,831.69	166,082.03	50.64%	161,821.97	327,904.00	49.35%
40	PUBLIC RELATIONS						
52100	SALARIES	7,272.45	30,900.29	47.69%	33,892.71	64,793.00	52.31%
50	IT / NETWORK						
52100	SALARIES	10,073.10	43,179.35	42.48%	58,450.65	101,630.00	57.51%
60	PATS						
52100	SALARIES	13,867.76	59,317.88	48.09%	64,012.12	123,330.00	51.90%
90	FACILITIES						
52100	SALARIES	8,428.97	36,004.52	41.20%	51,379.48	87,384.00	58.80%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	37,755.59	161,850.57	44.39%	202,693.43	364,544.00	55.60%
20	YOUTH SERVICES						
52100	SALARIES	28,512.05	119,180.83	46.22%	138,619.17	257,800.00	53.77%
70	ACCOUNT SERVICES						
52100	SALARIES	32,392.86	132,564.54	39.11%	206,323.46	338,888.00	60.88%
75	SHELVERS						
52100	SALARIES	0.00	4,257.16	99.93%	2.84	4,260.00	0.07%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	<u>16,581.25</u>	<u>72,141.72</u>	<u>42.56%</u>	<u>97,325.28</u>	<u>169,467.00</u>	57.43%
	Total PERSONNEL SERVICES/BENEFITS	228,856.81	971,641.94	44.33%	1,220,252.69	2,191,894.63	55.67%
20	LIBRARY MATERIALS						
0	District Wide						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	1,357.80	4,737.01	51.48%	4,462.99	9,200.00	48.51%
61500	DATABASES	5,625.00	53,196.67	94.02%	3,378.33	56,575.00	5.97%
61510	EBOOKS	2,038.39	24,271.49	46.81%	27,578.51	51,850.00	53.19%
61520	DOWNLOADABLE MEDIA	3,156.50	26,706.92	63.17%	15,568.08	42,275.00	36.83%
61540	HOTSPOTS	0.00	13,435.05	335.87%	(9,435.05)	4,000.00	(235.88)%
64100	PROC FEES BOOKS	416.00	1,983.80	49.59%	2,016.20	4,000.00	50.41%
64200	PROC FEES AV	988.60	3,857.80	48.22%	4,142.20	8,000.00	51.78%
64500	ONLINE ORDERING FEE	0.00	679.50	90.60%	70.50	750.00	9.40%
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	552.40	110.48%	(52.40)	500.00	(10.48)%
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	0.00	5,172.89	30.42%	11,827.11	17,000.00	69.57%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	1,845.83	14,402.57	57.61%	10,597.43	25,000.00	42.39%
61111	BOOKS LARGE TYPE	258.53	1,509.72	43.13%	1,990.28	3,500.00	56.87%
61120	BOOKS NF	1,138.82	9,172.89	61.15%	5,827.11	15,000.00	38.85%
61130	BOOKS SPANISH	121.67	840.45	21.01%	3,159.55	4,000.00	78.99%
61330	AUDIOBOOKS	473.88	3,774.08	53.91%	3,225.92	7,000.00	46.08%
61350	MUSIC	488.63	2,150.49	43.00%	2,849.51	5,000.00	56.99%
61400	DVD	1,122.87	5,233.95	30.78%	11,766.05	17,000.00	69.21%
61700	NONTRADITIONAL MATERIALS	0.00	3,992.15	79.84%	1,007.85	5,000.00	20.16%
15	TEEN						
61100	BOOKS	212.69	2,622.52	40.34%	3,877.48	6,500.00	59.65%
61130	BOOKS SPANISH	0.00	313.15	10.43%	2,686.85	3,000.00	89.56%
61330	AUDIOBOOKS	57.99	836.79	27.89%	2,163.21	3,000.00	72.11%
20	YOUTH SERVICES						
61100	BOOKS	7,733.03	19,762.80	40.33%	29,237.20	49,000.00	59.67%
61130	BOOKS SPANISH	599.14	1,341.94	16.77%	6,658.06	8,000.00	83.23%
61330	AUDIOBOOKS	0.00	821.82	54.78%	678.18	1,500.00	45.21%
61350	MUSIC	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
61400	DVD	991.34	3,560.65	59.34%	2,439.35	6,000.00	40.66%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61700	NONTRADITIONAL MATERIALS	332.22	2,352.94	78.43%	647.06	3,000.00	21.57%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	407.87	27.19%	1,092.13	1,500.00	72.81%
61600	VIDEOGAMES	56.99	807.34	13.45%	5,192.66	6,000.00	86.54%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	647.79	5,314.25	53.14%	4,685.75	10,000.00	46.86%
61120	BOOKS NF	195.48	1,597.64	53.25%	1,402.36	3,000.00	46.75%
61400	DVD	729.35	2,741.15	34.26%	5,258.85	8,000.00	65.74%
15	TEEN						
61100	BOOKS	44.56	1,426.60	35.66%	2,573.40	4,000.00	64.33%
61330	AUDIOBOOKS	134.97	446.89	44.68%	553.11	1,000.00	55.31%
20	YOUTH SERVICES						
61100	BOOKS	2,089.71	5,572.95	39.80%	8,427.05	14,000.00	60.19%
61130	BOOKS SPANISH	471.94	571.55	28.57%	1,428.45	2,000.00	71.42%
61400	DVD	490.92	1,467.53	48.91%	1,532.47	3,000.00	51.08%
61700	NONTRADITIONAL MATERIALS	65.00	573.87	57.38%	426.13	1,000.00	42.61%
	Total LIBRARY MATERIALS	33,885.64	234,255.85	55.78%	185,744.15	420,000.00	44.22%
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	2,159.33	35.98%	3,840.67	6,000.00	64.01%
52130	STAFF DEVELOPMENT	0.00	3,291.40	54.85%	2,708.60	6,000.00	45.14%
70800	POSTAGE	17.99	580.72	19.35%	2,419.28	3,000.00	80.64%
70900	SUPPLIES	840.13	6,789.59	52.22%	6,210.41	13,000.00	47.77%
73225	PUBLIC LIABILITY INS	2,109.10	14,404.50	48.01%	15,595.50	30,000.00	51.98%
73230	TRANSPORTATION REIMBURSEMENT	45.71	232.42	5.81%	3,767.58	4,000.00	94.19%
73240	BOARD EXPENSES	0.00	150.00	5.00%	2,850.00	3,000.00	95.00%
73241	LEGAL NOTICES FEES	0.00	715.30	23.84%	2,284.70	3,000.00	76.16%
73242	MEMBERSHIPS	655.00	2,785.00	90.56%	290.00	3,075.00	9.43%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
73250	BANK CHARGES	(2.99)	544.48	9.07%	5,455.52	6,000.00	90.93%
73255	INVESTMENT FEES	497.74	3,334.02	41.67%	4,665.98	8,000.00	58.32%
73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73281	TAX EXPENSE	0.00	55.88	110.65%	(5.38)	50.50	(10.65)%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	302.00	31,259.00	17.25%	149,941.00	181,200.00	82.75%
73283	LICENSE PLATE S&SLT FEES	25.00	271.25	18.08%	1,228.75	1,500.00	81.92%
73285	REIMBURSED PURCHASES	0.00	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	261.93	1,047.28	29.92%	2,452.72	3,500.00	70.08%
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	85.00	1,090.00	54.50%	910.00	2,000.00	45.50%
73242	MEMBERSHIPS	190.00	880.00	32.95%	1,790.00	2,670.00	67.04%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	504.10	12.60%	3,495.90	4,000.00	87.40%
30	PUBLIC SERVICE						
70900	SUPPLIES	749.89	4,087.30	38.46%	6,537.70	10,625.00	61.53%
40	PUBLIC RELATIONS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	100.00	100.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	0.00	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	0.00	2,557.96	25.57%	7,442.04	10,000.00	74.42%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	206.12	1,154.49	12.82%	7,845.51	9,000.00	87.17%
73520	PLANT OPERATION	178.77	4,840.22	22.00%	17,159.78	22,000.00	78.00%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	376.00	38.36%	604.00	980.00	61.63%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	(375.00)	0.00%	375.00	0.00	0.00%
73242	MEMBERSHIPS	0.00	194.00	38.80%	306.00	500.00	61.20%
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	0.04	270.66	13.53%	1,729.34	2,000.00	86.47%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73505	RENT EXPENSE	5,407.50	32,445.00	50.00%	32,445.00	64,890.00	50.00%
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%
	Total LIBRARY OPERATIONS	11,568.93	116,194.80	27.42%	307,555.20	423,750.00	72.58%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	4,240.00	42.40%	5,760.00	10,000.00	57.60%
70900	SUPPLIES	785.80	1,979.96	24.14%	6,220.04	8,200.00	75.85%
73010	NEWSLETTER	0.00	8,910.00	46.40%	10,290.00	19,200.00	53.59%
73020	OUTSIDE PRINTING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	785.80	15,129.96	37.27%	25,470.04	40,600.00	62.73%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	498.56	498.56	99.71%	1.44	500.00	0.29%
73151	SUMMER READING	0.00	1,062.44	6.64%	14,937.56	16,000.00	93.36%
73152	WINTER READING	559.76	2,942.83	98.09%	57.17	3,000.00	1.91%
73155	LICENSING	500.00	500.00	29.41%	1,200.00	1,700.00	70.59%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	345.35	947.42	29.60%	2,252.58	3,200.00	70.39%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	163.26	352.20	23.48%	1,147.80	1,500.00	76.52%
20	YOUTH SERVICES						
70900	SUPPLIES	201.62	5,130.70	39.46%	7,869.30	13,000.00	60.53%
73150	PERFORMERS	0.00	300.00	12.00%	2,200.00	2,500.00	88.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	47.11	3.14%	1,452.89	1,500.00	96.86%
	Total GENERAL PROGRAMMING	2,268.55	11,781.26	26.84%	32,118.74	43,900.00	73.16%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	70900	SUPPLIES	707.99	1,840.35	60.04%	1,224.65	3,065.00	39.96%
	73320	CCS SHARED COST	0.00	25,845.12	50.47%	25,353.88	51,199.00	49.52%
	73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
	73340	SOFTWARE	416.00	6,129.70	40.86%	8,870.30	15,000.00	59.14%
	73350	INTERNET LINES	756.49	4,538.94	45.84%	5,361.06	9,900.00	54.15%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	749.40	24.98%	2,250.60	3,000.00	75.02%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73350	INTERNET LINES	124.90	749.40	24.98%	2,250.60	3,000.00	75.02%
		Total COMPUTER	2,130.28	39,852.91	39.79%	60,311.09	100,164.00	60.21%
55		PROFESSIONAL FEES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	881.37	4,355.77	43.55%	5,644.23	10,000.00	56.44%
	73410	LEGAL FEES	0.00	1,575.00	7.87%	18,425.00	20,000.00	92.13%
	73420	AUDIT EXPENSE	460.00	9,010.00	89.65%	1,040.00	10,050.00	10.35%
		Total PROFESSIONAL FEES	1,341.37	14,940.77	37.31%	25,109.23	40,050.00	62.69%
61		MAINTENANCE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	2,779.26	8,607.66	57.19%	6,442.34	15,050.00	42.81%
	73310	CATALOGING - COMPUTER SERVICE	0.00	3,687.86	53.68%	3,182.14	6,870.00	46.32%
	73530	EQUIPMENT MAINT	0.00	151.87	15.18%	848.13	1,000.00	84.81%
	73640	FUEL	112.24	542.22	54.22%	457.78	1,000.00	45.78%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5.00	5.00	100.00%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	24,735.00	87.10%	3,662.00	28,397.00	12.90%
	73500	BUILDING REPAIRS AND MAINTENANCE	0.00	11,238.03	37.46%	18,761.97	30,000.00	62.54%
	73530	EQUIPMENT MAINT	435.00	702.95	35.14%	1,297.05	2,000.00	64.85%
	73540	CONTRACTS: BUILDING MAINTENANCE	3,563.96	20,958.09	30.97%	46,706.91	67,665.00	69.03%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
	73301	COMPUTER MAINT	0.00	15,571.00	92.77%	1,212.00	16,783.00	7.22%
	73500	BUILDING REPAIRS AND MAINTENANCE	0.00	450.00	90.00%	50.00	500.00	10.00%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%
	73540	CONTRACTS: BUILDING MAINTENANCE	911.34	5,627.36	31.26%	12,372.64	18,000.00	68.74%
		Total MAINTENANCE	7,801.80	92,272.04	49.19%	95,297.96	187,570.00	50.81%
65		UTILITIES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	112.95	676.88	56.40%	523.12	1,200.00	43.59%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,373.06	7,319.70	52.28%	6,680.30	14,000.00	47.72%
	73610	ELECTRICITY	3,153.02	18,790.77	46.97%	21,209.23	40,000.00	53.02%
	73620	WATER AND SEWER	337.64	872.16	17.44%	4,127.84	5,000.00	82.56%
	73630	GAS	227.33	657.76	13.15%	4,342.24	5,000.00	86.84%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	234.71	1,411.84	56.47%	1,088.16	2,500.00	43.53%
		Total UTILITIES	5,438.71	29,729.11	43.91%	37,970.89	67,700.00	56.09%
70		CAPITAL EXPENSE						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73270	FURNITURE & EQUIP	0.00	79.99	0.69%	11,420.01	11,500.00	99.30%
	73300	COMPUTER EQUIPMENT	0.00	341.97	2.79%	11,908.03	12,250.00	97.21%
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	421.96	1.42%	29,328.04	29,750.00	98.58%
		Total Expenditures	294,077.89	1,526,220.60	43.05%	2,019,158.03	3,545,378.63	56.95%
		Net Increase(Decrease) in Fund Balance	(245,192.09)	2,024,331.08	809.26%	(1,774,187.71)	250,143.37	709.27%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 20 - FICA  
 From 12/1/2020 Through 12/31/2020

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2021 Percent Used</u>	<u>FY2021 \$ Remaining</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Percent Total Budget Remaining - FY2021 Working Budget</u>
	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 SERVICES/BENEFITS	0.00	20.99	100.00%	0.00	20.99	0.00%
	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 12/1/2020 Through 12/31/2020

	Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues						
00						
0						
00						
43010	239.21	119,121.70	99.26%	878.30	120,000.00	(0.73)%
44010	0.00	23.21	4.64%	476.79	500.00	(95.36)%
	<u>239.21</u>	<u>119,144.91</u>	<u>98.88%</u>	<u>1,355.09</u>	<u>120,500.00</u>	<u>(1.12)%</u>
	<u>239.21</u>	<u>119,144.91</u>	<u>98.88%</u>	<u>1,355.09</u>	<u>120,500.00</u>	<u>(1.12)%</u>
Expenditures						
15						
0						
00						
52121	19,806.48	87,588.38	61.64%	54,496.00	142,084.38	38.35%
	<u>19,806.48</u>	<u>87,588.38</u>	<u>61.65%</u>	<u>54,496.00</u>	<u>142,084.38</u>	<u>38.35%</u>
	<u>19,806.48</u>	<u>87,588.38</u>	<u>61.65%</u>	<u>54,496.00</u>	<u>142,084.38</u>	<u>38.35%</u>
	<u>19,806.48</u>	<u>87,588.38</u>	<u>61.65%</u>	<u>54,496.00</u>	<u>142,084.38</u>	<u>38.35%</u>
	<u>(19,567.27)</u>	<u>31,556.53</u>	<u>(146.20)%</u>	<u>(53,140.91)</u>	<u>(21,584.38)</u>	<u>(246.20)%</u>
	<u>(19,567.27)</u>	<u>31,556.53</u>	<u>(146.20)%</u>	<u>(53,140.91)</u>	<u>(21,584.38)</u>	<u>(246.20)%</u>

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 12/1/2020 Through 12/31/2020

		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	5,980.34	20,831.59	52.07%	19,168.41	40,000.00	(47.92)%
	Total REVENUES	5,980.34	20,831.59	52.08%	19,168.41	40,000.00	(47.92)%
	Total Revenues	5,980.34	20,831.59	52.08%	19,168.41	40,000.00	(47.92)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	904.63	1,885.15	3.96%	45,614.85	47,500.00	96.03%
73340	SOFTWARE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total COMPUTER	904.63	1,885.15	3.28%	55,614.85	57,500.00	96.72%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	(3,250.00)	0.00	0.00%	0.00	0.00	0.00%
	Total PROFESSIONAL FEES	(3,250.00)	0.00	0.00%	0.00	0.00	0.00%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	3,861.00	8.04%	44,139.00	48,000.00	91.96%
	Total MAINTENANCE	0.00	3,861.00	8.04%	44,139.00	48,000.00	91.96%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	3,616.00	10.33%	31,384.00	35,000.00	89.67%
73430	OTHER PROF FEES	3,250.00	62,823.38	44.46%	78,464.62	141,288.00	55.54%
	Total CAPITAL EXPENSE	3,250.00	66,439.38	37.69%	109,848.62	176,288.00	62.31%
	Total Expenditures	904.63	72,185.53	25.62%	209,602.47	281,788.00	74.38%
	Net Increase(Decrease) in Fund Balance	5,075.71	(51,353.94)	21.23%	(190,434.06)	(241,788.00)	(78.76)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 80 - WORKING CASH  
 From 12/1/2020 Through 12/31/2020

		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	350.68	1,151.81	51.19%	1,098.19	2,250.00	(48.81)%
	Total REVENUES	350.68	1,151.81	51.19%	1,098.19	2,250.00	(48.81)%
	Total Revenues	350.68	1,151.81	51.19%	1,098.19	2,250.00	(48.81)%
	Net Increase(Decrease) in Fund Balance	350.68	1,151.81	51.19%	1,098.19	2,250.00	(48.81)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 90 - DONATION / GIFT  
 From 12/1/2020 Through 12/31/2020

		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	565.60	1,857.76	30.96%	4,142.24	6,000.00	(69.04)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>565.60</u>	<u>1,857.76</u>	<u>16.89%</u>	<u>9,142.24</u>	<u>11,000.00</u>	<u>(83.11)%</u>
	Total Revenues	<u>565.60</u>	<u>1,857.76</u>	<u>16.89%</u>	<u>9,142.24</u>	<u>11,000.00</u>	<u>(83.11)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>565.60</u></u>	<u><u>1,857.76</u></u>	<u><u>16.88%</u></u>	<u><u>9,142.24</u></u>	<u><u>11,000.00</u></u>	<u><u>(83.11)%</u></u>

**Fox River Valley Public Library District**  
 Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021  
 From 11/1/2020 Through 11/30/2020

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>Percent Budget Used FY2021</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>Budget \$ Remaining FY2021</u>	<u>Percent Budget Remaining FY2021</u>	
Revenues							
43010	TAX LEVY	8,397.15	3,462,025.45	99.06%	3,494,833.23	32,807.78	0.93%
43020	PPRT	0.00	19,553.79	43.45%	45,000.00	25,446.21	56.54%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	2,496.97	19,681.94	24.99%	78,750.00	59,068.06	75.00%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	2,867.74	63.72%	4,500.00	1,632.26	36.27%
45020	OTHER GRANTS	1,561.19	3,422.38	171.11%	2,000.00	(1,422.38)	(71.11)%
46020	FINES & FEES	48.20	53.20	10.64%	500.00	446.80	89.36%
46030	LOST & DAMAGED	462.91	1,921.01	38.42%	5,000.00	3,078.99	61.57%
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	34.20	276.39	1.38%	20,000.00	19,723.61	98.61%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	6,036.00	32,490.05	17.08%	190,200.00	157,709.95	82.91%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	40.70	151.67	904.41%	16.77	(134.90)	(804.41)%
46450	REIMBURSEMENTS	0.00	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	7,480.00	37.40%	20,000.00	12,520.00	62.60%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>20,573.32</u>	<u>3,637,516.12</u>	<u>91.64%</u>	<u>3,969,272.00</u>	<u>331,755.88</u>	<u>8.36%</u>
	Net Increase(Decrease) in Fund Balance	<u>20,573.32</u>	<u>3,637,516.12</u>	<u>91.64%</u>	<u>3,969,272.00</u>	<u>331,755.88</u>	<u>8.35%</u>



**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	Percent Budget Used FY2021	Total Budget - FY2021 Working Budget	Budget \$ Remaining FY2021	Percent Budget Remaining FY2021
Revenues							
43010	TAX LEVY	6,966.06	3,468,991.51	99.26%	3,494,833.23	25,841.72	0.73%
43020	PPRT	1,771.82	21,325.61	47.39%	45,000.00	23,674.39	52.60%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	12,374.24	12,374.24	0.00%	0.00	(12,374.24)	0.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	7,184.68	26,866.62	34.11%	78,750.00	51,883.38	65.88%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	2,867.74	63.72%	4,500.00	1,632.26	36.27%
45015	CARE ACT REVENUES	25,683.42	25,683.42	0.00%	0.00	(25,683.42)	0.00%
45020	OTHER GRANTS	0.00	3,422.38	171.11%	2,000.00	(1,422.38)	(71.11)%
46020	FINES & FEES	0.00	53.20	10.64%	500.00	446.80	89.36%
46030	LOST & DAMAGED	107.01	2,028.02	40.56%	5,000.00	2,971.98	59.43%
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	121.40	397.79	1.98%	20,000.00	19,602.21	98.01%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	317.00	32,807.05	17.24%	190,200.00	157,392.95	82.75%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	0.00	151.67	904.41%	16.77	(134.90)	(804.41)%
46450	REIMBURSEMENTS	0.00	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	8,976.00	44.88%	20,000.00	11,024.00	55.12%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>56,021.63</u>	<u>3,693,537.75</u>	<u>93.05%</u>	<u>3,969,272.00</u>	<u>275,734.25</u>	<u>6.95%</u>
	Net Increase(Decrease) in Fund Balance	<u>56,021.63</u>	<u>3,693,537.75</u>	<u>93.05%</u>	<u>3,969,272.00</u>	<u>275,734.25</u>	<u>6.94%</u>



**Fox River Valley Public Library District**  
Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021  
From 11/1/2020 Through 11/30/2020

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	164,310.71	810,588.02	34.72%	2,334,000.00	1,523,411.98	65.28%
	SERVICES/BENEFITS					
	164,310.71	810,588.02	34.73%	2,334,000.00	1,523,411.98	65.27%
20	Library Materials					
20	41,483.79	200,370.21	47.70%	420,000.00	219,629.79	52.30%
	LIBRARY MATERIALS					
	41,483.79	200,370.21	47.71%	420,000.00	219,629.79	52.29%
50	Operating Expenses					
51	16,755.80	104,625.87	24.69%	423,750.00	319,124.13	75.31%
52	5,059.56	14,344.16	35.33%	40,600.00	26,255.84	64.67%
53	3,794.89	9,512.71	21.66%	43,900.00	34,387.29	78.34%
54	15,023.34	38,703.15	24.54%	157,664.00	118,960.85	75.46%
55	4,228.55	16,849.40	42.07%	40,050.00	23,200.60	57.93%
	PROFESSIONAL FEES					
	44,862.14	184,035.29	26.07%	705,964.00	521,928.71	73.93%
60	Building Expenses					
61	16,848.95	88,331.24	37.49%	235,570.00	147,238.76	62.51%
65	4,646.56	24,290.40	35.87%	67,700.00	43,409.60	64.13%
	UTILITIES					
	21,495.51	112,621.64	37.14%	303,270.00	190,648.36	62.86%
70	Capital Expense					
70	40,790.35	63,611.34	30.87%	206,038.00	142,426.66	69.13%
	CAPITAL EXPENSE					
	40,790.35	63,611.34	30.87%	206,038.00	142,426.66	69.13%
	Total Capital Expense					
	312,942.50	1,371,226.50	34.55%	3,969,272.00	2,598,045.50	65.45%
	Total Expenditures					
	(312,942.50)	(1,371,226.50)	34.54%	(3,969,272.00)	(2,598,045.50)	65.46%
	Net Increase(Decrease) in Fund Balance					

**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021  
 From 12/1/2020 Through 12/31/2020

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining	
Expenditures							
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	248,663.29	1,059,251.31	45.38%	2,334,000.00	1,274,748.69	54.62%
	Total Personnel Expenses	248,663.29	1,059,251.31	45.38%	2,334,000.00	1,274,748.69	54.62%
20	Library Materials						
20	LIBRARY MATERIALS	33,885.64	234,255.85	55.77%	420,000.00	185,744.15	44.23%
	Total Library Materials	33,885.64	234,255.85	55.78%	420,000.00	185,744.15	44.22%
50	Operating Expenses						
51	LIBRARY OPERATIONS	11,568.93	116,194.80	27.42%	423,750.00	307,555.20	72.58%
52	PUBLIC RELATIONS	785.80	15,129.96	37.26%	40,600.00	25,470.04	62.74%
53	GENERAL PROGRAMMING	2,268.55	11,781.26	26.83%	43,900.00	32,118.74	73.17%
54	COMPUTER	3,034.91	41,738.06	26.47%	157,664.00	115,925.94	73.53%
55	PROFESSIONAL FEES	(1,908.63)	14,940.77	37.30%	40,050.00	25,109.23	62.70%
	Total Operating Expenses	15,749.56	199,784.85	28.30%	705,964.00	506,179.15	71.70%
60	Building Expenses						
61	MAINTENANCE	7,801.80	96,133.04	40.80%	235,570.00	139,436.96	59.20%
65	UTILITIES	5,438.71	29,729.11	43.91%	67,700.00	37,970.89	56.09%
	Total Building Expenses	13,240.51	125,862.15	41.50%	303,270.00	177,407.85	58.50%
70	Capital Expense						
70	CAPITAL EXPENSE	3,250.00	66,861.34	32.45%	206,038.00	139,176.66	67.55%
	Total Capital Expense	3,250.00	66,861.34	32.45%	206,038.00	139,176.66	67.55%
	Total Expenditures	314,789.00	1,686,015.50	42.48%	3,969,272.00	2,283,256.50	57.52%
	Net Increase(Decrease) in Fund Balance	(314,789.00)	(1,686,015.50)	42.47%	(3,969,272.00)	(2,283,256.50)	57.53%

**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021  
 From 11/1/2020 Through 11/30/2020

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	86,257.82	435,834.95	36.34%	1,199,041.00	763,206.05	63.66%
20	Library Materials	25,972.60	117,826.07	64.91%	181,500.00	63,673.93	35.09%
50	Operating Expenses	37,296.34	143,606.15	24.88%	576,970.00	433,363.85	75.12%
60	Building Expenses	2,644.23	10,662.04	42.43%	25,125.00	14,462.96	57.57%
70	Capital Expense	40,790.35	63,611.34	31.79%	200,038.00	136,426.66	68.21%
	Total District Wide	192,961.34	771,540.55	35.35%	2,182,674.00	1,411,133.45	64.65%
1	Dundee Library						
15	Personnel Expenses	66,666.98	319,192.60	33.06%	965,492.00	646,299.40	66.94%
20	Library Materials	11,914.17	66,543.21	35.96%	185,000.00	118,456.79	64.04%
50	Operating Expenses	1,991.51	12,449.41	21.81%	57,080.00	44,630.59	78.19%
60	Building Expenses	16,268.44	80,045.45	33.34%	240,062.00	160,016.55	66.66%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	96,841.10	478,230.67	32.93%	1,452,134.00	973,903.33	67.07%
2	Randall Oaks						
15	Personnel Expenses	11,385.91	55,560.47	32.78%	169,467.00	113,906.53	67.22%
20	Library Materials	3,597.02	16,000.93	29.90%	53,500.00	37,499.07	70.10%
50	Operating Expenses	5,574.29	27,979.73	38.90%	71,914.00	43,934.27	61.10%
60	Building Expenses	2,582.84	21,914.15	57.54%	38,083.00	16,168.85	42.46%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	23,140.06	121,455.28	36.31%	334,464.00	213,008.72	63.69%
	Total Expenditures	312,942.50	1,371,226.50	34.55%	3,969,272.00	2,598,045.50	65.45%
	Net Increase(Decrease) in Fund Balance	(312,942.50)	(1,371,226.50)	34.54%	(3,969,272.00)	(2,598,045.50)	65.46%

## Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021  
From 12/1/2020 Through 12/31/2020

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	133,421.54	569,256.49	47.47%	1,199,041.00	629,784.51	52.53%
20	Library Materials	13,582.29	131,408.36	72.40%	181,500.00	50,091.64	27.60%
50	Operating Expenses	8,997.10	152,603.25	26.44%	576,970.00	424,366.75	73.56%
60	Building Expenses	3,004.45	13,666.49	54.39%	25,125.00	11,458.51	45.61%
70	Capital Expense	3,250.00	66,861.34	33.42%	200,038.00	133,176.66	66.58%
	Total District Wide	162,255.38	933,795.93	42.78%	2,182,674.00	1,248,878.07	57.22%
1	Dundee Library						
15	Personnel Expenses	98,660.50	417,853.10	43.27%	965,492.00	547,638.90	56.73%
20	Library Materials	15,376.64	81,919.85	44.28%	185,000.00	103,080.15	55.72%
50	Operating Expenses	1,220.02	13,669.43	23.94%	57,080.00	43,410.57	76.06%
60	Building Expenses	9,090.01	89,135.46	37.13%	240,062.00	150,926.54	62.87%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	124,347.17	602,577.84	41.50%	1,452,134.00	849,556.16	58.50%
2	Randall Oaks						
15	Personnel Expenses	16,581.25	72,141.72	42.56%	169,467.00	97,325.28	57.44%
20	Library Materials	4,926.71	20,927.64	39.11%	53,500.00	32,572.36	60.89%
50	Operating Expenses	5,532.44	33,512.17	46.60%	71,914.00	38,401.83	53.40%
60	Building Expenses	1,146.05	23,060.20	60.55%	38,083.00	15,022.80	39.45%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	28,186.45	149,641.73	44.74%	334,464.00	184,822.27	55.26%
	Total Expenditures	314,789.00	1,686,015.50	42.48%	3,969,272.00	2,283,256.50	57.52%
	Net Increase(Decrease) in Fund Balance	(314,789.00)	(1,686,015.50)	42.47%	(3,969,272.00)	(2,283,256.50)	57.53%



## Fox River Valley Public Library District

Balance Sheet  
As of 11/30/2020

	<u>Current Year</u>
Assets	
Cash and Investments	
Checking Accounts	
10100	BANK ACCOUNTS
10	GENERAL/CORPORATE 4,241,868.10
30	IMRF 73,208.18
70	CAPITAL PROJECTS/SPECIAL RESERVE <u>612,936.76</u>
	Total Checking Accounts 4,928,013.04
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
70	CAPITAL PROJECTS/SPECIAL RESERVE 2,723,181.48
80	WORKING CASH 159,967.97
90	DONATION / GIFT <u>258,009.95</u>
	Total Investments 3,141,159.40
	Total Cash and Investments 8,069,609.94
Other Assets	
13000	PREPAID RENT
10	GENERAL/CORPORATE 10,815.00
13100	PREPAID INSURANCE
10	GENERAL/CORPORATE 2,109.10
13200	PREPAID EXPENSE
10	GENERAL/CORPORATE 18,494.01
14000	ACCOUNTS RECEIVABLE
10	GENERAL/CORPORATE 11.00
14500	PROPERTY TAX RECEIVABLES
10	GENERAL/CORPORATE 31,681.75
30	IMRF <u>1,126.03</u>
	Total Other Assets <u>64,236.89</u>
	Total Assets <u><u>8,133,846.83</u></u>
Liabilities and Fund Balance	
Liabilities	
20000	ACCOUNTS PAYABLE
10	GENERAL/CORPORATE 21,106.93
70	CAPITAL PROJECTS/SPECIAL RESERVE 7,180.52
22055	CREDIT CARD PAYABLE NELSON
10	GENERAL/CORPORATE 264.15
22068	CREDIT CARD PAYABLE ZABSKI
10	GENERAL/CORPORATE 69.75
22074	CREDIT CARD PAYABLE KATSION
10	GENERAL/CORPORATE 49.99
22077	CREDIT CARD PAYABLE CARROLL
10	GENERAL/CORPORATE 7.60
22083	CREDIT CARD PAYABLE BOYER
10	GENERAL/CORPORATE 33.90
22084	CREDIT CARD PAYABLE SABALA
10	GENERAL/CORPORATE 70.00
22087	CREDIT CARD PAYABLE CARCAMO
10	GENERAL/CORPORATE 54.58
27900	DEFERRED TAXES
10	GENERAL/CORPORATE 31,681.75
30	IMRF <u>1,126.03</u>
	Total Liabilities 61,645.20
Fund Balance	



## Fox River Valley Public Library District

Balance Sheet  
As of 11/30/2020

		<u>Current Year</u>
10	GENERAL/CORPORATE	4,252,077.81
30	IMRF	73,208.18
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,328,937.72
80	WORKING CASH	159,967.97
90	DONATION / GIFT	<u>258,009.95</u>
	Total Fund Balance	<u>8,072,201.63</u>
	Total Liabilities and Fund Balance	<u><u>8,133,846.83</u></u>

## Fox River Valley Public Library District

Balance Sheet  
As of 12/31/2020

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,013,312.43
30	IMRF	53,640.91
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>605,766.91</u>
	Total Checking Accounts	4,672,720.25
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	
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,729,151.15
80	WORKING CASH	160,318.65
90	DONATION / GIFT	<u>258,575.55</u>
	Total Investments	3,148,045.35
	Total Cash and Investments	7,821,203.10
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	23,199.12
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	158.50
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	24,954.90
30	IMRF	<u>886.82</u>
	Total Other Assets	<u>54,606.84</u>
	Total Assets	<u><u>7,875,809.94</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	32,166.64
70	CAPITAL PROJECTS/SPECIAL RESERVE	904.63
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	498.56
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	411.98
22064	CREDIT CARD PAYABLE ROSENTHAL	
10	GENERAL/CORPORATE	460.00
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	85.00
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	49.99
22079	CREDIT CARD PAYABLE REDDING	
10	GENERAL/CORPORATE	163.26
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	161.66
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	112.24
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	1,520.00
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	24,954.90
30	IMRF	886.82

## Fox River Valley Public Library District

Balance Sheet  
As of 12/31/2020

		<u>Current Year</u>
	Total Liabilities	<u>62,375.68</u>
	Fund Balance	
10	GENERAL/CORPORATE	4,006,885.72
30	IMRF	53,640.91
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,334,013.43
80	WORKING CASH	160,318.65
90	DONATION / GIFT	<u>258,575.55</u>
	Total Fund Balance	<u>7,813,434.26</u>
	Total Liabilities and Fund Balance	<u><u>7,875,809.94</u></u>



**Investment Inventory Month End  
Fox Rvr Valley All Agg (111383)  
11/30/2020**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	11/30/2020	---	0.00	0.000	---	MMDA12	2,192.02
First National Bank of Decatur County	07/02/2018	12/29/2020	---	200,000.00	2.850	2.868	321118BJ9	200,453.20
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	61747MG96	215,803.03
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	126,223.38
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	156,926.65
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	203,417.60
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	137,842.43
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,463.44
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	152,868.00
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,539.29
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	173,469.07
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	111,607.09
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,356.20
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,763.77
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,529.73
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	206,522.80
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,389.70
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	27,330.00
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,530.85
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,937.26
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,383.84
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	141,628.13
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,495.03
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	86,943.53
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	158,949.30
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	3134GWL20	79,985.76
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,121.84
---	---	04/04/2022	---	3,030,000.00	2.399	2.105	---	3,111,672.93



**Investment Inventory Month End  
Fox Rvr Valley All Agg (111383)  
12/31/2020**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
MMDA12	---	12/31/2020	---	0.00	0.000	---	MMDA12	209,077.97
Morgan Stanley Bank, N.A.	01/25/2018	01/25/2021	---	215,000.00	2.450	2.450	61747MG96	215,357.76
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	125,968.75
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	156,570.93
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	202,945.20
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	137,518.97
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,333.56
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	152,646.00
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,431.84
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	173,099.98
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	111,416.04
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,614.00
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,453.83
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,736.63
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	206,431.60
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,381.60
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	27,291.58
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,435.72
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,862.04
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,363.06
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	141,614.71
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,475.57
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	86,855.14
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	158,791.35
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	3134GWL20	80,007.60
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,365.61
---	---	05/06/2022	---	2,830,000.00	2.368	2.052	---	3,115,047.00

**C.1 Ordinance 2021-01 Nonresident Cards**

RECOMMENDED **MOTION**: I move to Adopt Ordinance 2021-01 Nonresident Cards.

**BACKGROUND INFORMATION:**

As a condition of regional library system membership, each public library board of trustees must annually review its nonresident fee policy and take formal action to decide whether to issue nonresident library cards during the next year. Subsequent notification to the regional library system is part of the annual membership certification process.

Although FRVPLD has no unserved adjacent areas, in order to accommodate our nonresident taxpayers and as a matter of good public relations, Administration recommends that the Board participate in the state's nonresident services program by passing the attached nonresident card ordinance.

**ORDINANCE 2021-01**

**AN ORDINANCE ADOPTING A POLICY FOR NONRESIDENT CARDS**

WHEREAS, the Fox River Valley Public Library District is a tax-supported public library (Library District) operating pursuant to the Public Library District Act, 75 ILCS 16/1-*et seq.* (the Act) for the benefit of its residents and tax payers; and

WHEREAS, residents of the Library District are eligible to receive a library card; and

WHEREAS, the Act provides that the Board of Library Trustees of the Library District may allow nonresidents to purchase a library card, i.e., the Act provides “The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district” (75 ILCS 16/30-55.60); and

WHEREAS, the Act provides “A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person’s principal residence” (75 ILCS 16/30-55.60); and

WHEREAS, given the proximity of the boundaries/service areas of nearby Public Libraries, there are no ‘nonresidents’, i.e., there are no persons in the vicinity of the Library District residing in areas without public library service; and

WHEREAS, the Illinois Administrative Code provides that the Board shall decide annually whether to issue nonresident library cards and, if so, the fee for such cards (23 IL ADC 3050); and

WHEREAS, given the lack of nonresidents under the circumstances described above, there is no need for the Library District to determine a fee for nonresidents; and

WHEREAS, there may be persons residing outside of Library District boundaries who own or lease taxable property within Library District boundaries; and

WHEREAS, an exception to charging a nonresident fee applies to “a nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.” (75 ILCS 16/30-55.60)

WHEREAS, the Library District wishes to provide library services in accordance with the Act to persons residing outside of Library District boundaries who own or lease taxable property within Library District boundaries.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois as follows:

Section 1. A nonresident who owns or leases taxable property in the Library District is entitled to receive a library card in accordance with the Act;

Section 2. This Ordinance is effective immediately.

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on this 19<sup>th</sup> day of January 2021, by a vote of:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Richard V. Corbett, President  
Board of Library Trustees of the Fox River Valley  
Public Library District, Kane County, Illinois

ATTEST:

\_\_\_\_\_  
Nikki S. Kuhlman, Secretary  
Board of Library Trustees of the Fox River Valley  
Public Library District, Kane County, Illinois



## **C.2 Minimum Wage Requirement – Update Salary Scale**

RECOMMENDED **MOTION**: I move to approve the updated salary scale as presented.

### **BACKGROUND INFORMATION:**

Our current salary scale lowest pay grade is \$10.00. As of January 1, 2022, the minimum wage in Illinois will be \$12.00 per hour with \$1 per hour increases every year until January 1, 2025 when the minimum wage in Illinois will be \$15.00. Since the minimum wage increase happens in the middle of our fiscal year, this year's salary scale includes two years of minimum wage increases.

Attached are copies of the board approved FY2021 salary scale, and the recommended FY2122 update. A summary of the changes from the bottom up:

- 2-NE minimum hourly rate is the Illinois minimum wage, which becomes \$12.00 on 1/1/2022.
- 3-NE has an 8% increase to prevent compression. However, we currently do not have anyone on staff at this grade.
- 4-NE and 5-NE have a 7% increase to prevent compression. Since Maintenance and Clerk have been combined to one grade, 5-NE is currently an empty position on the scale.
- 6-NE has increased 6% to prevent compression.
- 7-NE Specialist / Supervisor increased 8% due to market benchmarking. Similar positions in surrounding libraries pay \$21-\$24 per hour for specialized HR, Administrative, and Accounting skills.
- 8-NE and 9-NE increased significantly last year, so they're only increasing 3% this year.
- 10-NE through 13-NE increased 3%.

# FY2021 Salary Scale

Grade	Positions Included	Salary Range	
		Bottom	Top
20-E	Library Director		
Salaried			
13-E	Deputy Director	\$77,165	\$108,031
Salaried			
12-E	Assistant Director	\$70,150	\$98,210
Salaried			
11-E	Manager II	\$61,000	\$85,400
Salaried			
10-E	Manager I	\$57,000	\$79,800
Salaried			
9-NE	Librarian II	\$53,560.00	\$74,984.00
Hourly		\$25.75	\$36.05
8 - NE	Librarian I	\$51,480.00	\$72,072.00
Hourly		\$24.75	\$34.65
7 - NE	Specialist / Supervisor	\$41,600.00	\$58,240.00
Hourly		\$20.00	\$28.00
6 - NE	Library Assistant	\$33,280.00	\$46,592.00
Hourly		\$16.00	\$22.40
5 - NE	Maintenance	\$29,120.00	\$40,768.00
Hourly		\$14.00	\$19.60
4 -NE	Clerk	\$29,120.00	\$40,768.00
Hourly		\$14.00	\$19.60
3 - NE	Custodian	\$24,960.00	\$34,944.00
Hourly		\$12.00	\$16.80
2 - NE	Shelver	\$20,800.00	\$29,120.00
Hourly		\$10.00	\$14.00

# FY2122 Salary Scale

Grade	Positions Included:	Salary Range:		Bottom of FY2021 Salary Scale
		Bottom	Top	
20-E	Library Director			
Salaried				
13-E	Deputy Director	\$79,695	\$111,573	\$77,165
Salaried				
12-E	Assistant Director	\$72,450	\$101,430	\$70,150
Salaried				
11-E	Manager II	\$63,000	\$88,200	\$61,000
Salaried				
10-E	Manager I	\$58,730	\$82,600	\$57,000
Salaried				
9-NE	Librarian II	\$55,120.00	\$77,168.00	\$53,560.00
Hourly		\$26.50	\$37.10	\$25.75
8-NE	Librarian I	\$53,040.00	\$74,256.00	\$51,480.00
Hourly		\$25.50	\$35.70	\$24.75
7 - NE	Specialist / Supervisor	\$44,720.00	\$62,608.00	\$41,600.00
Hourly		\$21.50	\$30.10	\$20.00
6 - NE	Library Assistant	\$35,360.00	\$49,504.00	\$33,280.00
Hourly		\$17.00	\$23.80	\$16.00
5 - NE	Empty	\$31,200.00	\$43,680.00	\$29,120.00
Hourly		\$15.00	\$21.00	\$14.00
4 -NE	Clerk / Maintenance	\$31,200.00	\$43,680.00	\$29,120.00
Hourly		\$15.00	\$21.00	\$14.00
3 - NE	Custodian	\$27,040.00	\$37,856.00	\$24,960.00
Hourly		\$13.00	\$18.20	\$12.00
2 - NE	Shelver	\$24,960.00	\$34,944.00	\$20,800.00
Hourly		\$12.00	\$16.80	\$10.00

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.3  
January 19, 2021  
Attachments

**Exhibit C.3 Per Capita Grant Application**

No motion needed – Discussion Only

**BACKGROUND INFORMATION:**

The Public Library Per Capita Grant program was created by the Illinois Legislature and is administered by the Illinois State Library. The intent of the program is to help public libraries improve and increase library services to their service areas.

Under Illinois law, a grant allocation of up to \$1.475 per resident is available to public libraries that comply with the criteria each year and submit an application on or before the deadline to file. The Library received 2020 Per Capita Grand funds of \$86,672.50.

For 2021 grants, the application deadline is March 15, 2021. The actual allocation received will be based upon the funds appropriated by the legislature for the program in the upcoming year, if they choose to do so.

While the Director does not need a vote of the Board to apply for grant funds, the draft application is provided to the Board for comment, questions, or feedback.



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 Illinois State Library, Gwendolyn Brooks Building  
 300 South Second Street, Springfield, IL 62701-1796  
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### Illinois State Library

#### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Fox River Valley Public Library District

Library's Control Number: 30238 Branch Number: 0 Today's Date: 01/19/20

**Contact information of the person completing this grant application:**

Preparer's Name: Heather Zabski  
(First Name) (Last Name)

Preparer's Title: Assistant Director

Preparer's Phone Number: (224) 699-5830

Preparer's Email Address: hzabski@frvpld.info

- By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 69,338

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Core Standards were reviewed by library staff, the library board, and the director. After review, we meet all the Core Standards outlined in this chapter.

**Chapter 2: Governance and Administration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Our library currently meets all the components of the Governance and Administration checklist.

**Chapter 3: Personnel**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Our library currently meets all components of the Personnel checklist.

**Chapter 4: Access**

**Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)**

Our library meets most of the components, but our building size is too small to meet the provisions of our strategic plan. The library board and director are actively working to expand our facility size to provide adequate space for a district of our population size.

**Chapter 5: Building Infrastructure and Maintenance**

**Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)**

Our library currently meets all components of the Building Infrastructure and Maintenance checklists. However, our main branch facility is aging and needs to be modernized. Our board is currently working on a plan to remodel our main building within the next year.



**Chapter 6: Safety**

**Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)**

Our library currently meets all components of the Safety checklist.

**Chapter 7: Collection Management**

**Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)**

Our library meets all components of the Collection Management checklist. Our strategic plan goals include conducting collection audits for diversity and inclusion, and updating our Collection Management strategy for increasing diversity representation in our library collections.

**Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Our library currently meets all components of the System Membership Responsibilities and Resource Sharing checklist. Part of our strategic plan includes increasing our staff's participation in wider regional, state and national boards, committees, taskforces, councils, etc., relating to the greater library world.

**Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Our library meets all components of the Reference Service checklist and Reader's Advisory Service checklist, although some services are limited currently due to the COVID-19 pandemic. As soon as it is safe to return to normal services, we will again meet all these components.

**Chapter 10: Programming**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Our library meets all components of the Programming checklist. Our strategic plan includes goals for increasing programming related to equity and inclusion.

**Chapter 11: Youth/Young Adult Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The library meets all of the components of the Youth/ Young Adult Services checklist, although some services are limited during the COVID-19 pandemic. As soon as it is safe to return to normal services, we will again meet all components.

**Chapter 12: Technology**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Our library meets all of the components of the Technology checklist.

**Chapter 13: Marketing, Promotion and Collaboration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Our library meets all components of the Marketing, Promotion and Collaboration checklist.

**Part II: Planned Use of Grant Funds**

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

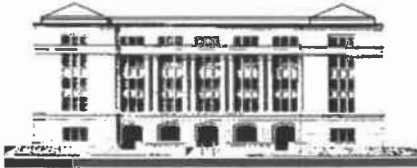
To demonstrate our library's commitment to diversity in programs, services, and collections, FY2020 Per Capita grant monies will be used to fund staff to attend Equity, Diversity and Inclusion training. Some monies will be set aside to augment the Library's collections and ensure that we are providing adequate representation in our collections with regard to our diverse community. Our diversity audit will help identify the areas of the collection that we will augment.

To demonstrate our library's commitment to reader's advisory, FY2020 Per Capita grant monies will be used for library staff to attend at least one reader's advisory training workshop.

To demonstrate our library's commitment to transparency, monies will be set aside to have one staff member attend GFOA training in Chicago in June 2021.

To reach patrons who may not have the time or resources to visit the Library, FY 2020 grant monies will be used to purchase electronic access in the form of remotely accessible databases and to augment the Library's collections and ensure we are providing adequate materials to meet patron demand. Specifically, we will use the money to purchase additional copies of high demand titles.

Funds will also be used to pay for contractual services associated with planning for future facility needs.



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### Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

**Library Name:** Fox River Valley Public Library District      **City:** East Dundee

**Control Number:** 30238      **Branch Number:** 00

**Fiscal Year:** 2019      **Exact amount of Per Capita Grant received:** \$86,672.50

#### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

- Materials** (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

New titles and copies were purchased to satisfy patron demand, using Collection Management procedures based on circulation trends. Electronic resources were purchased for patrons to access the library remotely; added databases included Creativebug, Miss Humblebee's Academy, and VidCode.

- Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

- Personnel**

- Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

- Continuing Education** (*staff and/or board*)

Two Youth Services librarians attended the Illinois Youth Services Institute in March 2019. The Account Services manager attended the American Library Association conference in New Orleans in June 2019.

- Supplies**

- Equipment (office equipment, computer software and hardware, etc.)
  
- Travel
  
- Public Relations (newsletters, media ads, etc.)
  
- Telecommunications (phone, fax, internet, cable, etc.)
  
- Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)
  
- Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)
  
- Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

**C.4 3-Year Contract for Internet & Phone Service - Comcast**

**RECOMMENDED MOTION:** Authorize the Director to enter into new three-year service agreements with Comcast Business to provide Internet, Telephone lines, and Network and Telephone equipment for the Dundee and Randall Oaks Libraries with a maximum value of \$39,000 or \$13,000 on an annual basis.

**BACKGROUND INFORMATION:**

The Dundee and Randall Oaks Libraries are currently under contract service agreements with Comcast Business to provide Internet and Telephone services and equipment. The existing contracts have not yet expired. However, a special promotion is currently available. The Library will be allowed to cancel the current agreements and enter into new 3-year agreements. The new agreements will allow the Fox River Valley Library District to decrease the cost of service by 33% in total. As an added bonus, the internet service speed will increase (download 2.5 times and upload 1.5 times) and the telephone service will allow more concurrent phone calls.

Service Description	Monthly Service Costs		Difference
	Current	New Proposed	
DL Internet & Phone Service	\$ 275.30	\$ 268.40	\$ 6.90
DL Telephone Service (Equipment and Licenses)	\$ 1,012.95	\$ 538.10	\$ 474.85
RO Internet & Phone Service	\$ 173.30	\$ 193.40	\$ (20.10)
RO Telephone Service (Equipment and Licenses)	\$ 144.65	\$ 69.75	\$ 74.90
Subtotal	<b>\$ 1,606.20</b>	<b>\$ 1,069.65</b>	<b>\$ 536.55</b>

			Decrease
<b>Annual value of contract</b>	\$ 19,274.40	\$ 12,835.80	33%
<b>Total value of contract</b>	\$ 57,823.20	\$ 38,507.40	

We are very happy with Comcast Business service and they have met our business needs. Our library infrastructure is key to providing a great deal of content to the patrons of the district and is especially vital during this pandemic.