

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, February 16, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5 pm on Tuesday, February 16 and leave a message, indicating that you would like your message to be read into the record during the "Public Comment" section of the meeting. Each speaker will be allowed five minutes. A recording of this meeting will be available on the library's website by Friday, February 26.

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

#### AGENDA

February 16, 2021  
7:00 PM

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. and Citizens will not be requested to sign in to comment, and each speaker will be allowed five minutes.*

President's Report—President Corbett

- Economic Interests Statement

Director's Report—Interim Director Bennett

- Cash Flow Analysis
- Department Head Reports
- Dashboard

- A. Consent Agenda**
  - Exhibit A.1 Items to be included in Consent Agenda**
    - A.1.a Minutes from the January 19, 2021 Board of Trustees Meeting**
    - A.1.b Check/Voucher Register – AP & Payroll Complete for January 2021 totaling \$315,539.59**
    - A.1.c Monthly Financial Report for January 2021**
    - A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
    - A.1.e Revenue Summary – All Funds Combined by Period**
    - A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
    - A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
    - A.1.h Expenditure Summary – All Funds Combined by Period**
    - A.1.i Balance Sheet for January 2021**
    - A.1.j Ehlers Account Statement for January 2021**
- B. Unfinished Business – none**
- C. New Business**
  - Exhibit C.1 Landscape Contract – Sebert Landscaping**
  - Exhibit C.2 Director Search – discussion only**

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

**Executive Session 5 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**

**Fox River Valley Public Library District  
Interim Director's January 2021 Report  
For February 16, 2021 Board Meeting**

**Highlights:**

I submitted documentation to Kane County via the Cares Act Grants portal on January 18 requesting reimbursement for \$21,601.45 in eligible expenditures from September through December 2020. We are awaiting a response. If fully reimbursed, that would bring the total to \$47,284.87.

Monitoring constantly shifting COVID-19 mitigation levels and discussions with Heather as she coordinated the library's Safe Re-Opening Task Force occupied a significant chunk of time this month. Our target for re-opening was Monday, February 8 and the goal was to open with full hours of service at both locations. Successful, smooth implementation required every member of the Management Team and Administrative Staff to execute their functions flawlessly and they did so! As of this writing, all but two furloughed staff members have returned to work. We hope to have everyone back by the end of February.

Business Specialist Mary Povilonis tendered her resignation this month. After 17 years of faithful service, the last 9 of which have been in the Business Office, we bid her adieu with regret. Her last day with FRVPLD is February 19. An internal candidate, Ewa Jankowski, has been selected to take her place and has begun training with Mary to ensure a smooth hand-off of the Business Office. Heather and I are looking forward to working closely with Ewa, who has a degree in accounting, to continue FRVPLD's tradition of excellence in fiscal operations.

**Director's Calendar:**

Meeting: Pre-Agenda meeting with Corbett, Kuhlman, Zabski, Werle – January 4

Meeting: Management Team – January 5, 12, 19, 26

Meeting: Write-in Candidate Inquiry – January 7

Meeting: Library Board – January 19

Meeting: CCS Governing Board – January 13

Meeting: Allstaff Training January 15

Meeting: President Corbett – January 21

Meeting: Director's Discussion Group – January 21

Meeting: Dundee Library Renovation w/Engberg Anderson, Lamp Inc, & Zabski – January 21

Meeting: Vice President Weber & Trustee Evans – January 27

Phone calls and unscheduled meetings not included.

Respectfully submitted,

*Roxane E. Bennett*

### FY2021 Cash Flow Analysis

### FY2122 Cash Flow Analysis

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
<b>Beginning Balances (Liquid) - First American &amp; Illinois Funds</b>	2,421,988	3,839,098	3,748,917	5,068,239	4,914,565	5,140,153	5,119,110	5,178,403	4,972,904	4,703,554	4,620,996	4,519,498	6,220,995	6,067,772	5,882,586	7,355,167	7,301,419	7,287,809	7,135,123	7,055,448	6,812,006	6,679,056	6,438,117	6,397,188
Total Receipts	40,342	40,342	1,599,250	100,342	100,342	40,342	40,342	40,342	40,341	40,341	40,341	1,850,000	40,342	40,342	1,675,250	100,342	100,342	40,342	40,342	40,341	40,341	40,341	40,341	1,850,000
(DL Remodel)																								
Total Disbursements	(252,095)	(253,441)	(316,842)	(254,274)	(254,990)	(267,269)	(202,282)	(252,450)	(314,612)	(252,828)	(301,988)	(353,925)	(199,336)	(366,309)	(288,689)	(257,257)	(270,129)	(294,215)	(294,215)	(289,992)	(287,510)	(287,510)	(287,511)	(336,530)
<b>Net Operating Cash Inflow (Outflow)</b>	<b>(211,753)</b>	<b>(213,099)</b>	<b>1,282,408</b>	<b>(153,932)</b>	<b>(154,648)</b>	<b>(226,927)</b>	<b>(161,940)</b>	<b>(212,108)</b>	<b>(274,271)</b>	<b>(212,487)</b>	<b>(261,647)</b>	<b>1,496,075</b>	<b>(158,994)</b>	<b>(325,967)</b>	<b>1,386,561</b>	<b>(156,915)</b>	<b>(169,787)</b>	<b>(253,873)</b>	<b>(253,873)</b>	<b>(249,650)</b>	<b>(247,169)</b>	<b>(247,169)</b>	<b>(247,170)</b>	<b>1,513,470</b>
Investment Maturities / Redemptions	240,000				375,000	200,000	215,000			125,000	155,000	200,000		135,000	80,000	97,000	150,000	95,000	168,000		108,000		200,000	
(Investments Purchased / Reinvested)	(240,000)																							
<b>Net Investments Redeemed (Purchased)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375,000</b>	<b>200,000</b>	<b>215,000</b>	<b>0</b>	<b>0</b>	<b>125,000</b>	<b>155,000</b>	<b>200,000</b>	<b>0</b>	<b>135,000</b>	<b>80,000</b>	<b>97,000</b>	<b>150,000</b>	<b>95,000</b>	<b>168,000</b>	<b>0</b>	<b>108,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>
Projected Ending Balance (Liquid) - First American	1,959,362	1,868,926	1,988,003	1,834,071	1,679,423	1,452,496	1,290,555	2,078,447	1,804,177	1,591,689	1,330,042	2,826,116	2,667,123	2,341,155	3,727,716	3,667,801	3,648,014	3,489,141	3,403,267	3,153,617	3,014,448	2,767,279	2,720,109	4,233,579
Investment Balance (Liquid) - Illinois Funds	1,879,736	1,879,991	3,080,236	3,080,494	3,460,731	3,666,614	3,887,847	2,894,457	2,899,377	3,029,306	3,189,456	3,394,878	3,400,649	3,541,430	3,627,451	3,633,618	3,639,795	3,645,982	3,652,181	3,658,389	3,664,609	3,670,838	3,677,079	3,683,330
<b>Total Cash (All Liquid) Balances</b>	<b>3,839,098</b>	<b>3,502,265</b>	<b>5,068,239</b>	<b>4,914,565</b>	<b>5,140,153</b>	<b>5,119,110</b>	<b>5,178,403</b>	<b>4,972,904</b>	<b>4,703,554</b>	<b>4,620,996</b>	<b>4,519,498</b>	<b>6,220,995</b>	<b>6,067,772</b>	<b>5,882,586</b>	<b>7,355,167</b>	<b>7,301,419</b>	<b>7,287,809</b>	<b>7,135,123</b>	<b>7,055,448</b>	<b>6,812,006</b>	<b>6,679,056</b>	<b>6,438,117</b>	<b>6,397,188</b>	<b>7,916,909</b>
Investment Balance (Illiquid)- Ehlers	3,494,457	3,500,572	3,504,663	3,507,584	3,135,194	2,937,640	2,724,909	2,727,180	2,729,452	2,606,623	2,453,666	2,255,544	2,257,423	2,124,192	2,045,896	1,950,520	1,802,020	1,708,443	1,541,726	1,543,011	1,436,207	1,437,404	1,238,435	1,239,467
<b>Total Balances</b>	<b>7,333,555</b>	<b>7,002,837</b>	<b>8,572,902</b>	<b>8,422,148</b>	<b>8,275,347</b>	<b>8,056,750</b>	<b>7,903,312</b>	<b>7,700,084</b>	<b>7,433,006</b>	<b>7,227,618</b>	<b>6,973,164</b>	<b>8,476,538</b>	<b>8,325,195</b>	<b>8,006,778</b>	<b>9,401,062</b>	<b>9,251,938</b>	<b>9,089,829</b>	<b>8,843,566</b>	<b>8,597,174</b>	<b>8,355,017</b>	<b>8,115,263</b>	<b>7,875,521</b>	<b>7,635,622</b>	<b>9,156,376</b>

Cash flow projection based on:

Actual balances thru 9/30/2020

FY2122 Actual Levy plus \$500,000 other revenues

3% increase over FY2021 anticipated expenditures

Transfer \$1,200,000 to Illinois Funds from First American to earn interest on Operating funds

Transfer \$1,000,000 to First American from Illinois Funds to pay bills

Originally planned to transfer \$6,000,000 to cover DL Library remodel, now postponed.

## **Fox River Valley Public Library District January 2021 Department Reports**

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

Due to the COVID-19 pandemic, we had to do a major pivot in the way we offered programming to our patrons. However, it wasn't until January that we received official guidance from the state library on how to count virtual programming statistics for the Illinois Public Library Annual Report (IPLAR). Pre-recorded programs watched on demand, such as take-home crafts and storytimes, are now counted as passive program statistics. All live virtual programs are still counted as program statistics. I went back and updated our programming statistics for this fiscal year in compliance with the new guidance. To make it easier for citizens and the board to understand, I have added new graphs to the Transparency Dashboard that clearly separates live virtual programs, passive programming, and meal service.

Managers and the Safe Re-Opening committee have been planning for reopening services on February 8. The restrictions we have in place will be similar to what we had back in July. However, Randall Oaks will now be open regular hours. Additionally, if COVID-19 statistics continue to improve, we are hoping to reopen limited computer services at the Dundee Library later in February. To help accommodate these changes, we are bringing back furlough staff throughout February.

The block census data that we need to determine district population won't be available until after the Per Capita Grant deadline. I went ahead and submitted the application for the grant that the board saw at the January board meeting. Additionally, I worked on adjusting our salary scale to comply with minimum wage increases in January 2021 and January 2022, which the board passed last month.

I've been working with managers and staff on some projects that will be rolling out in the Spring. We are looking at offering a personalized book curation service called Fox Picks. Patrons will fill out a web form with their preferences and receive customized book selections handpicked by our staff. Other area libraries, including Algonquin, have rolled out similar programs. It is a way to give patrons the joy of discovering new books and authors without browsing the stacks. Look for details to come! Additionally, we are working at creating a universal online form for receiving programming feedback from patrons. We have previously relied upon paper forms to get feedback, which resulted in limited feedback from program participants. Kudos to John Sabala, who has done wonderful work to create perfect online forms using our website for both projects!

Carpentersville Rotary is planning for summer fundraising events. I've volunteered to serve on the committees for the annual 5k event and a Pub in the Park event (a more COVID friendly version of the annual pub crawl). I'm also currently taking an intensive governmental accounting class from the GFOA, in preparation for handling more of the library's finances.

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

January was a quiet month for the Randall Oaks Library as we remained closed to the public. Staff continued to work at RO daily 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 and delivery.

Librarian Sam Bunte continued to provide Adult programs remotely. Her virtual Book Clubs had a cumulative attendance of 14 on January 27th. Sam also utilized the technology available in Corner 68 on January 13th to conduct a Shakespeare Trivia program with 6 patrons in attendance.

Youth Services Manager Monica Boyer and I led the first committee meeting for the library's Summer Reading Challenge 2021 on January 20th. The committee chose to utilize this year's iREAD theme "Reading Colors Your World"! We will once again be using the online and mobile app platform called Beanstack that we purchased last year. Similar to both SRC 2020 and the Winter Reading Challenge that just came to an end, this year's program will track minutes read and offer a variety of extra activity badges related to the theme. In addition to the virtual component, patron's will also have the option to use a paper log. SRC 2021 will begin on June 1st and end on July 31st. Patrons will have until August 22nd

to pick up their finisher book prize. There will be additional raffle prizes awarded to patrons who complete activity badges.

The Randall Oaks Library is set to reopen to the public February 8th at 25% capacity. Patrons will be able to come inside to browse, check out materials, sign up for library cards, have their documents notarized, and receive complimentary print jobs. RO will be open for full hours: Monday-Thursday 9 a.m.-8 p.m., Friday-Saturday 9 a.m.-5 p.m., and Sunday 1 p.m.-5 p.m.

### Youth Services: Monica Boyer

In January we hosted our annual “Preschool & Daycare Fair.” This program fulfills Goal 4, Objective B of our Strategic Plan 2020-2023. Youth Services (YS) Librarian Heather Ji did a great job of coordinating with nine local child care organizations from our service area to present on amenities that each center has to offer. The goal of this program was to provide a public platform where caregivers could scout out a safe and educational learning environment for their child. Along with presentations from representatives of local preschools and daycare organizations, Heather hosted a question and answer session. She also completed an online directory of the featured organizations that is live on our website (Feel free to consult it by clicking on this [link](#)). Again, we are delighted that we were able to offer this annual program in order help caregivers make an important decision for their children and their families.



- THE CENTRE OF ELGIN
- D300
- DUNDEE PARK DISTRICT
- EINSTEIN ACADEMY
- ELGIN ACADEMY
- JERRI HOFFMANN CHILD & FAMILY CENTER
- LITTLEST DISCIPLES PRESCHOOL – FIRST CONGREGATIONAL CHURCH
- SONSHINE CHRISTIAN PRESCHOOL – ST. PETER EVANGELICAL LUTHERAN CHURCH
- ST. CATHERINE OF SIENA

*Virtual*  
**Preschool & Daycare Fair**

Wednesday, January 27, 6 to 8 p.m. via Zoom  
*Click here to register and receive the Zoom meeting link.*

Andrea Rico (YS Assistant) continued her monthly outreach with Literacy Connection. This monthly virtual visit to families has been occurring virtually as part of Penny Severns Family Literacy Program. Andrea spend time with children and their families exploring timely topics, discussing seasonal holidays and library resources. The goal of this grant is to strengthen the ability of the parent to foster educational achievement and increase their ability to use the resources and services of the library. We feel very fortunate to continue this partnership with Literacy Connection. It’s evident that the Library continues to partner with local organizations and establishments in order to provide timely services to our service area.

### Account Services: Keri Carroll

Curbside service continued into January, though we did see a downtick in visits most likely attributed to the colder weather and several inches of snow we received, further supported by the reduction in our items checked out at Algonquin. While curbside saw fewer visits, home delivery continues to be as popular as ever with the total number of items delivered jumping nearly 100 more since December to 1,357. Once we reopen to the public in February, we will

continue to offer home delivery Monday – Friday to meet demand and will consider weekend deliveries as necessary. We had 65 online card registrations with 26 of those becoming physical cards.

On January 15 I attended my first CCS Circulation Technical meeting as the group’s secretary. One of the biggest focal points from the meeting was keeping staff morale boosted during limited service. Some libraries bring individually-wrapped treats and maintain a connection via text or Teams, while others opted to bring their staff a food truck (!) as a lunch alternative. While the management team has held multiple staff trivia events during All Staff (hosted by the always excellent Erica Acevedo), I can attest that keeping AS staff motivated these past couple months have been a primary concern of mine as options seem limited.

I am part of several committees going into the new year that met in January, including Summer Reading. We had a great discussion about how to frame this year’s program and what changes we hope to make from previous years. Since the coming months are still unknown regarding what our library services will look like, we’re hoping to continue to digital component using Beanstack for tracking, but we will offer physical logs for those who prefer them.

### **Public Relations & Outreach: Kirstin Finneran**

**FRVPLD recognized by the Northern Kane County Chamber of Commerce.** Back in November, the Northern Kane County Chamber of Commerce asked for nominations for a special recognition for businesses and individuals who worked hard in 2020 to strengthen the community. As I felt that the library more than qualified for that, I submitted FRVPLD for consideration. I’m happy to share that we received notification that we did receive the recognition, as well as a lovely plaque to go with it. NKCC has recently shared the recipients in the media, so we should get some nice coverage from that.



**Connected with D300 Food Pantry re: Student Hotspots.** While following up on a previous commitment to loan a hotspot to the D300 Food Pantry for the spring semester, I was able to connect with their new Executive Director. They now have (along with a hotspot) a supply of bilingual flyers promoting our Student Hotspots to the families that visit them. This will help us reach some of the very students who we intended to benefit. We have plans to make appearances at Food Pantry pick up nights as soon as social distancing precautions begin to lift.

**2021 Spring Newsletter.** A majority of our work time this month was spent on the spring newsletter. Each issue I am impressed by the programs and services that are created with our patrons in mind.

**2021 Winter Reading Challenge.** Created and sent an email blast to all those who registered for the Winter Reading Challenge to encourage them to finish and claim their prize! Beanstack made it easy to collect all of those email addresses and upload them to LibraryAware for the email.

### **Press**

Wi-Fi Hotspots Available for Students (Village of East Dundee Depot Life, 1/4 & 11)

Fox River Valley Public Library District offers Student Hotspots for internet service (Daily Herald, 1/5)

Fox River Valley Public Library District offers Student Hotspots for internet service (Barrington Observer, 1/7)

Free Cold Suppers for 18 and Under Continues (Village of East Dundee Depot Life, 1/18)

## eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Practice College Tests, Preschool Fair, Author Tracy Clark	1/6/2021	10382	2250	21.68%	167
Winter Reading, Book Club in a Bag, Chess	1/13/2021	10380	2276	21.94%	198
Tax Forms, Black History Program, Mittens	1/27/2021	10406	2205	21.25%	226
Winter Reading Challenge ends Feb. 1!	1/25/2021	138	85	61.59%	16

### **Social Media Followers - December 2020**

Facebook	1939
Twitter	751
Instagram FRVPLD	197
Instagram Teens	99
Instagram Youth	151
YouTube	495 views

### **Adult and Teen Services: Jason Katsion**

Throughout January, the Adult & Teen Services Department continued to provide educational and engaging programming, over-the-phone reference help, remote printing service, and worked hard to prepare for the reopening of our physical facilities.

In pursuit of our strategic goal of teaching nutritional skills, Teen Librarian Danielle Pacini has hosted the first of a multi-part Healthy Snacks series. Healthy Snacks Part 1 featured several delicious snacks, pictured below, including peanut butter chickpea muffins, crispy chickpeas, Greek salad pinwheels, and spiced almonds. Patrons had the opportunity to follow along with Danielle as she prepared the snacks via Zoom, as well as ask questions about the process.



The January edition of Cari Poweziak's ongoing "Make Your Own at Home" series featured Food for Your Face, in which she instructed patrons in how to make 10 food-based facials. Library Assistant Katie Redding's Intermediate Crochet program built upon skills acquired at prior crochet classes presented by Katie. Participants were provided with a crochet hook, yarn and tapestry needle in advance of the live program, where they crocheted colorful winter cowls.



Danielle hosted the highly anticipated *Game of Thrones* Trivia on January 25, and it was quite a spectacle. Dressed in a Night's Watch cloak, seated upon an Iron Throne which she constructed herself, Danielle rewarded the *GoT* fans with 68 original questions drawn from the entirety of the popular series.





Librarians Sean Plagge and Sam Bunte jointly hosted the Dundee Library Book Club in January, discussing *Girl in Disguise* by Greer Macallister. The Senior Book Club discussed *The Forgotten Room* by Karen White, Beatriz Williams and Lauren Willig. Cari Poweziak's monthly Caregiver Support Group provided attendees with the opportunity to discuss the COVID vaccine and the added stressors of caregiving during the pandemic. In partnership with C2 Education, we hosted virtual practice tests in January for the ACT, SAT, and PSAT 8/9.

Library Assistant Cari Poweziak continued to create "Boredom Buster" kits for residents of 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. 87 of these kits were delivered in January, containing puzzles, word searches, coloring sheets, as well as a Library-branded pen and information about library services.

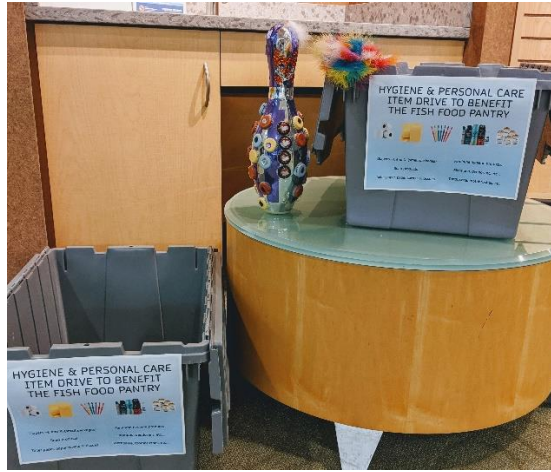
Librarian Sean Plagge created two "Book Club in a Bag" kits, pictured below, featuring *How to be an Antiracist* by Ibram X. Kendi and *Anxious People* by Fredrik Backman. Each kit contains twelve copies of the book (ten regular print, 2 large print), as well as a discussion guide. Three more "Book Club in a Bag" kits are being prepared for circulation.



We have received our Federal and state of Illinois tax forms and booklets. These tax materials are available to our patrons on-demand, free of charge, at the Dundee Library.



In January, we implemented a staff-only donation drive for FISH Food Pantry of Carpentersville. While FISH accepts many types of donations—ranging from food to cash—we specifically focused on hygiene & personal care products, e.g., diapers, soap products, feminine hygiene products, shampoo and deodorant, toothpaste and toothbrushes, etc. We chose this as our focus because hygiene & personal care products are especially prized by the Food Pantry. Thanks to the generosity of Library staff, we donated 37 pounds of donations to FISH!



Library Specialist Erica Acevedo created two instructional videos on device security settings, one in English and one in Spanish, for the Family Matters educational series organized by Carpentersville Police Social Services. Danielle Pacini attended two training sessions regarding the Community Share collection of Axis 360/Baker & Taylor audiobooks. Librarian Sean Plagge presented an overview of our Library District’s e-book lending platforms (Overdrive, Hoopla, Axis 360) at our January All Staff training event. Pursuant to the recommendation of the Library’s Additional Services Committee, I have outlined a plan for reintroducing public computer access at the Dundee Library. I attended two training sessions in January: a RAILS webinar entitled “Assessing Virtual Programs,” and “Earned Income Tax Credit (EITC) Awareness Day” presented by the IRS, which focused on services available to help taxpayers, like the Taxpayer Advocate Service, and legal assistance from a low-income taxpayer clinic.

**Facilities: Michael Lorenzetti.**

Painting update: door bottoms and wall areas (redone due to cart scuffing). Regarding painting, the business office entry is taking shape with trim work finishing.

Roof update: Quiet this time of year as everything is frozen. When pipes begin to thaw and the rain begins with windy conditions is where roof issues become interesting. Nothing to report this past month of leaks in the building.

**Executive Summary: Dundee Library Landscape Contract**

The Fox River Valley Public Library District (Dundee Library location) is due to have the landscape contract reviewed and ultimately renewed. A request for proposal was sent out and the Library received two (2) quotes for the work to be done. In the proposal I asked if they would provide numbers for extending the contract for a three (3) year term and each replied positively. They are as follows:

	Monthly Visit	Total Annually
Sebert Landscape Management	\$ 551.00	\$ 4,408.00
Berreles Lawn Service	\$ 725.00	\$ 5,800.00

The lowest proposal submitted was from Sebert Landscape Management which was our previous landscape management contractor from 2018 to 2020. During the past 3 years Sebert has been very accommodating to work with and has provided exceptional service for the Dundee Library. A total of 13 request for proposals were sent via USPS and were given a minimum of two (2) weeks to reply.

In summary, the Facilities Manager would like to accept the proposal from Sebert Landscape Management for \$ 551 monthly and \$ 4,408.00 annually for a three (3) year period April 2021 – November 2023 pending your approval and authorization.

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

Savings: A little above \$690 this month.

Videogames: We have done a retro project to find and correct all the videogames which had utilized an older call number format. When we first started this collection years ago we had a different system than we do now, and we have grown this section with more types of formats. It was difficult for re-shelving to have two type of call number systems in place so this project will help alleviate those discrepancies.

Nontraditional items: We are working on processing a few more YS STEAM kits. These items are based on various famous fairy tales and focus on problem solving. They are linked in our Powerpac's left side under "Library of Things" and STEAM kits section. Our Adult and Teens Services department has ordered three more titles for our book club in a bag, and these are also seen in our "Library of Things" area of the online catalog.

## **IT/ Network: John Sabala**

The IT department is in the process of updating the server infrastructure to accommodate staff and patron networks. This process had started in November with bidding on a new server which was purchased in December. The server arrived in January and we have installed and tested the machine. Going forward we will incorporate the new server into the Private Staff infrastructure. And then move a slightly older server to the Public Patron infrastructure. The project goal was to give Staff and Patrons infrastructure improvements in data space, Server performance, and reliability. Expected completion would be March 2021.

Randall Oaks now has a wireless phone to aid in Patron requests for reference shelf look ups. While RO was closed there was only one person staffed at a time in the library. The staff was very mobile in their daily routines and not near a phone. Additionally, a new printer was installed for behind the counter printing. There was only one printer at the facility which was used by Patrons and Staff.

# How are we doing?

The monthly Dashboard tells our story

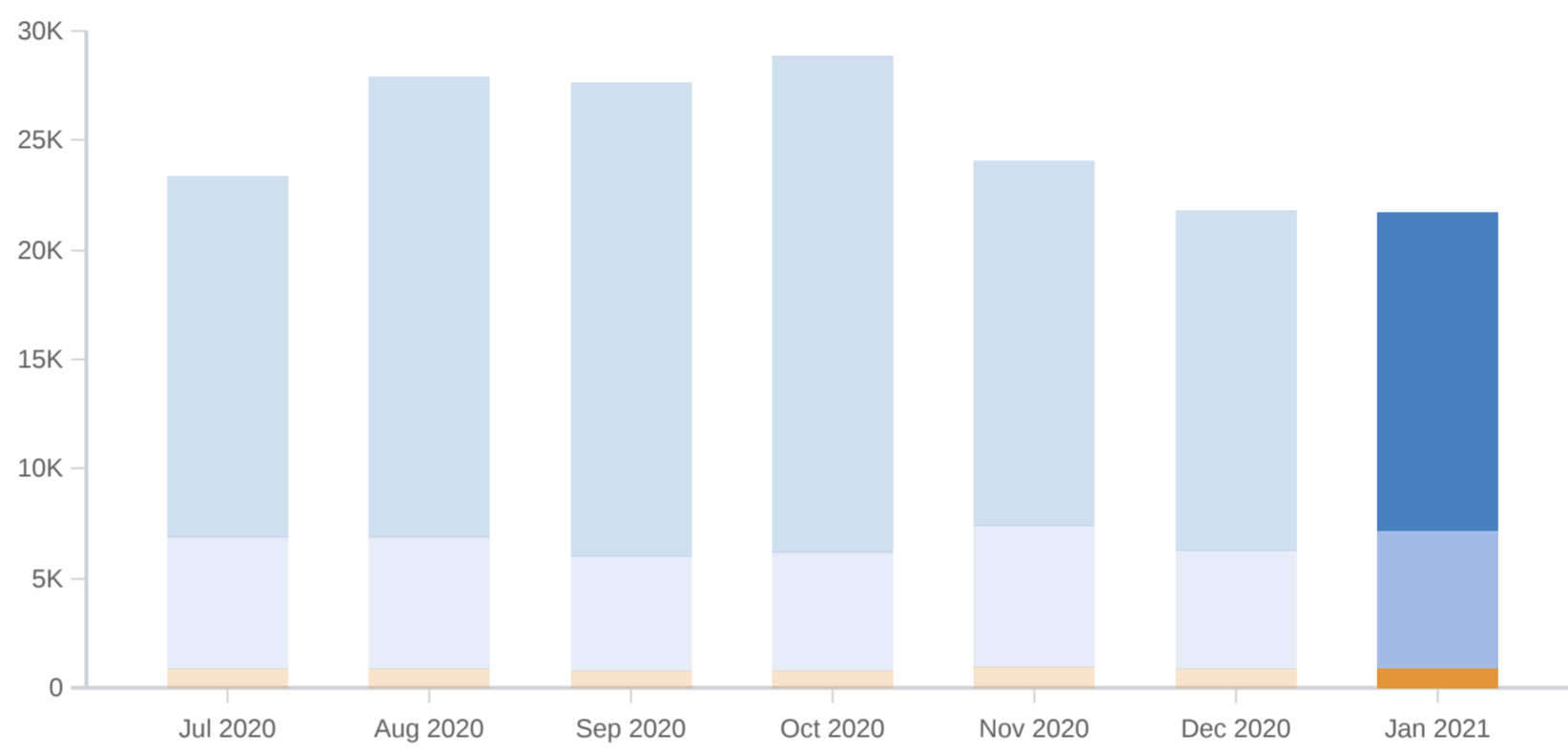
Click the graphs to see more details

## Checkouts

### How many items are checked out each month?

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

Data Updated 5 days ago



**21,699**

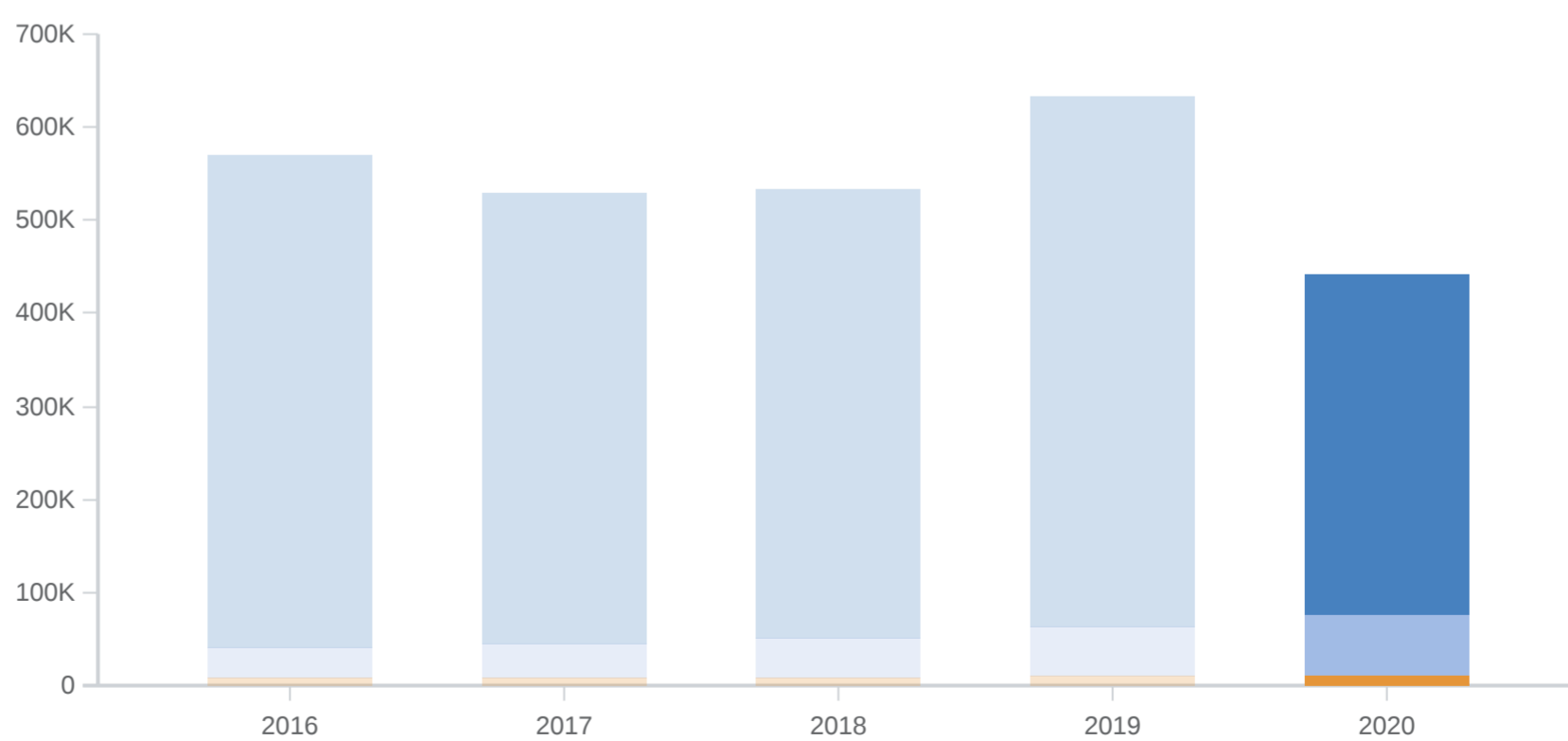
Metric Type in Jan 2021

## Checkout Trend

### What is the checkout trend for the past 5 years?

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

Data Updated 5 days ago



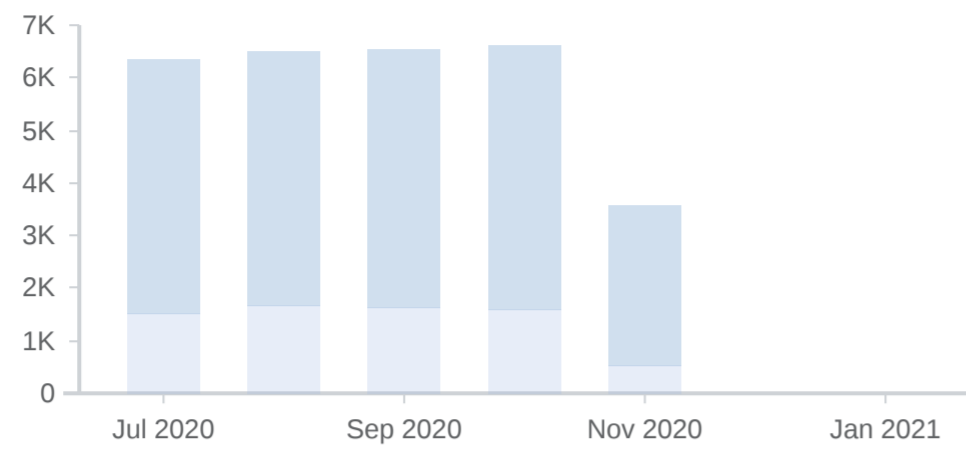
**440,559**

Metric Type in 2020

## Library Visits

How many people visited our libraries so far in FY2021?

Both libraries were closed to the public in January. Contactless pickup s...

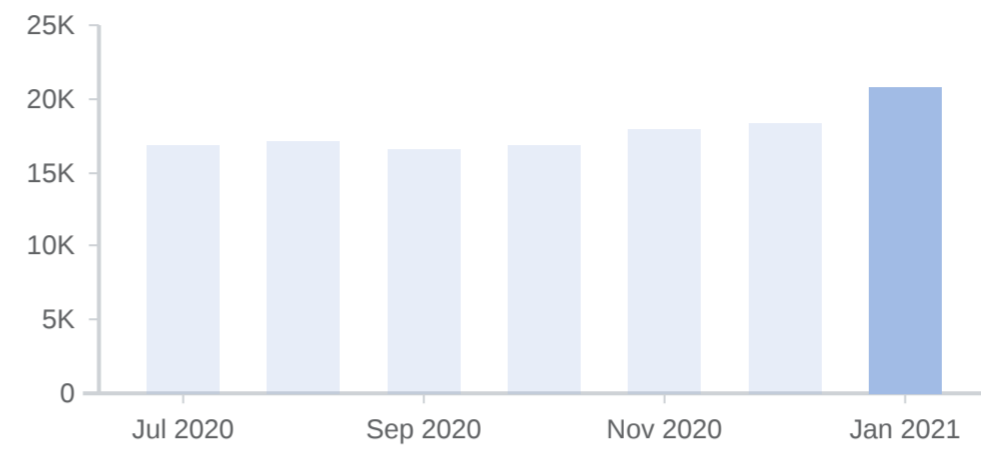


**0**

Location in Jan 2021

## Website Visits

How many people visited our libraries online?

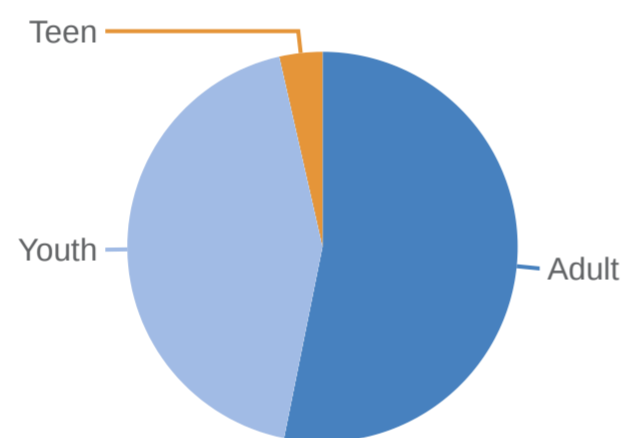


**20,782**

Location in Jan 2021

## Physical item checkouts

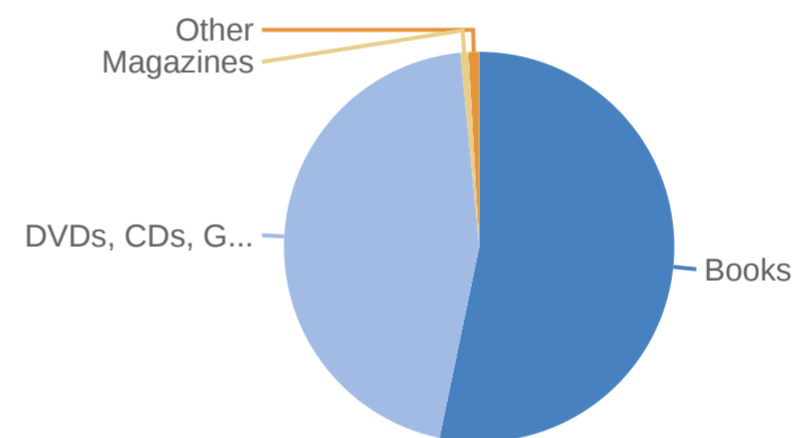
Checkouts by Audience - last fiscal year



**365,575**

Department in 2020

Checkouts by Material Type - last fiscal year



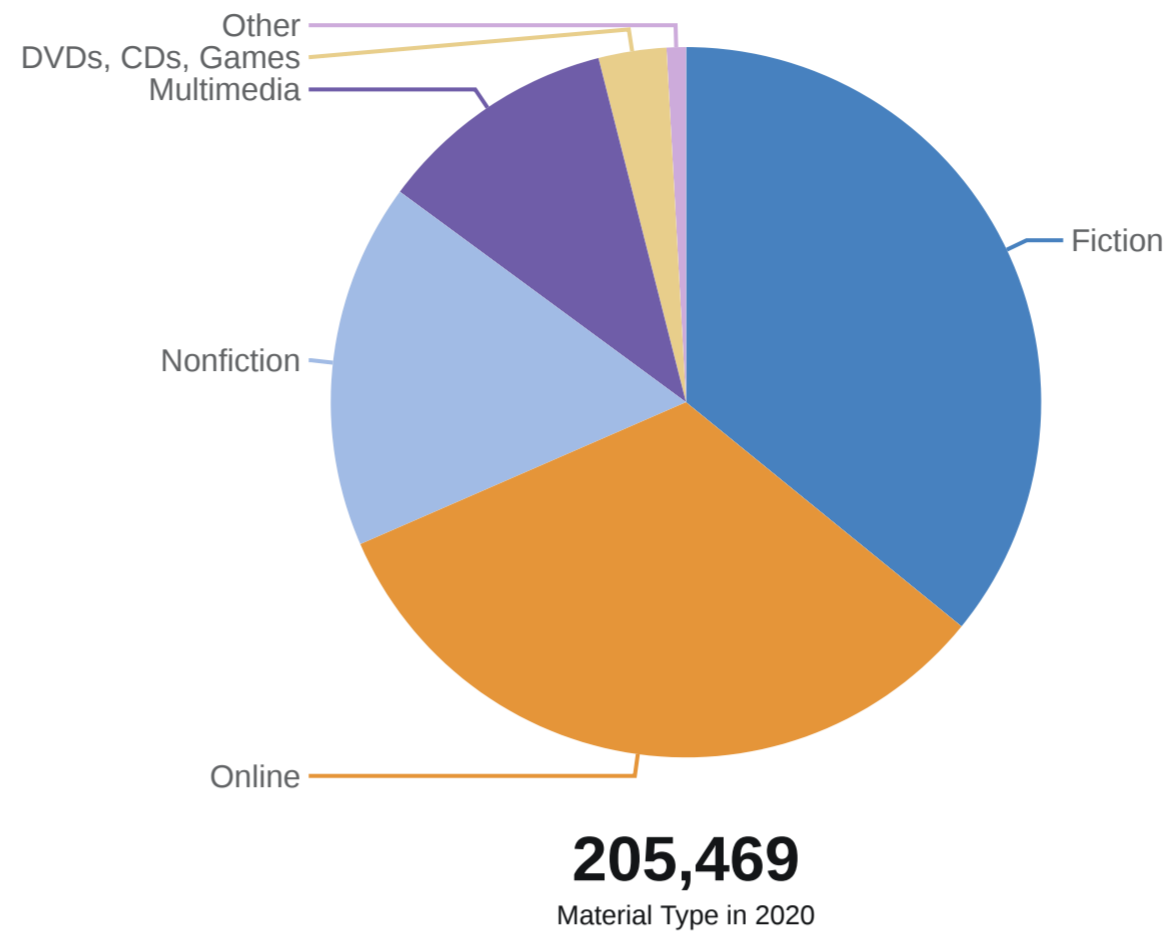
**365,575**

Material Type in 2020

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

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

Data Updated 29 weeks ago

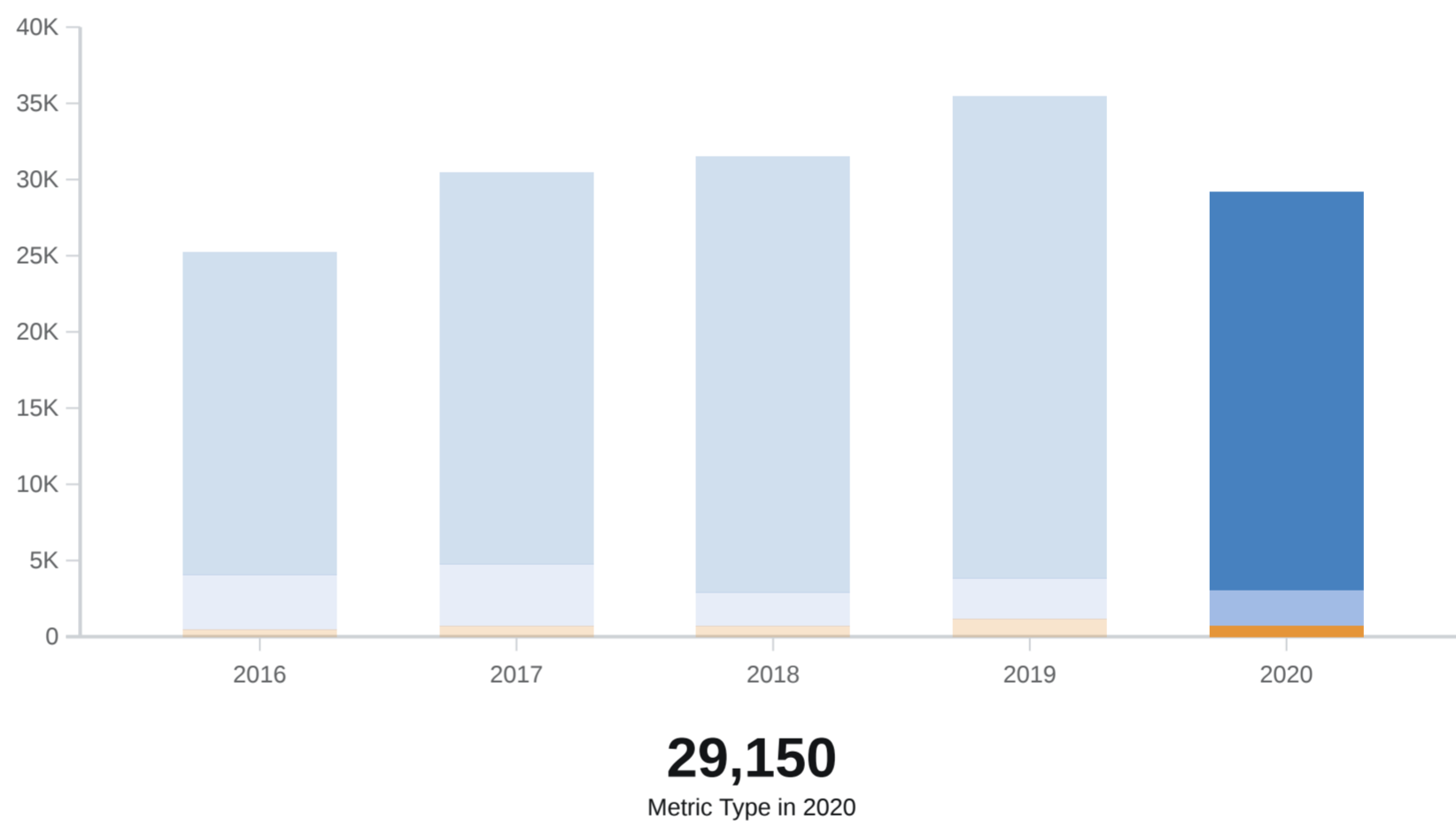


**Program Attendance Trend**

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

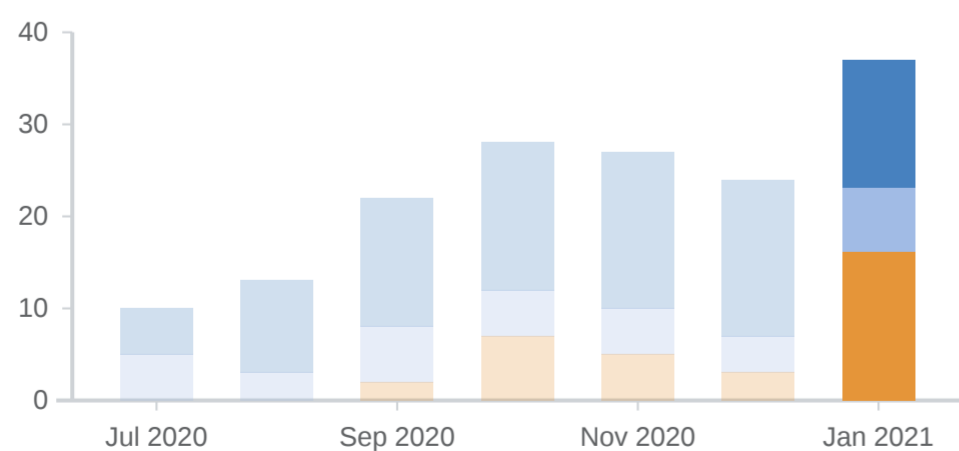
Last year COVID-19 caused a drop in the trend of increasing program attendance.

Data Updated 5 days ago



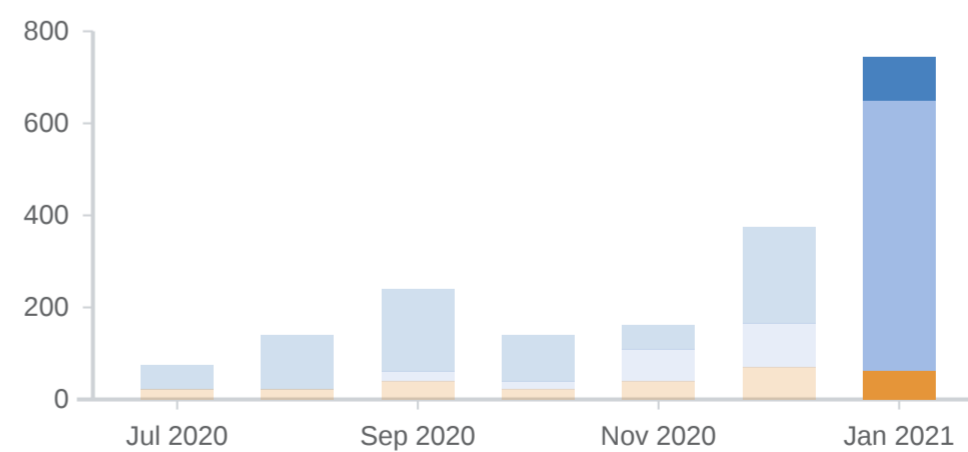
**How many virtual programs were held each month in FY2021?**

Virtual programs are hosted live through platforms like Zoom, Facebook...



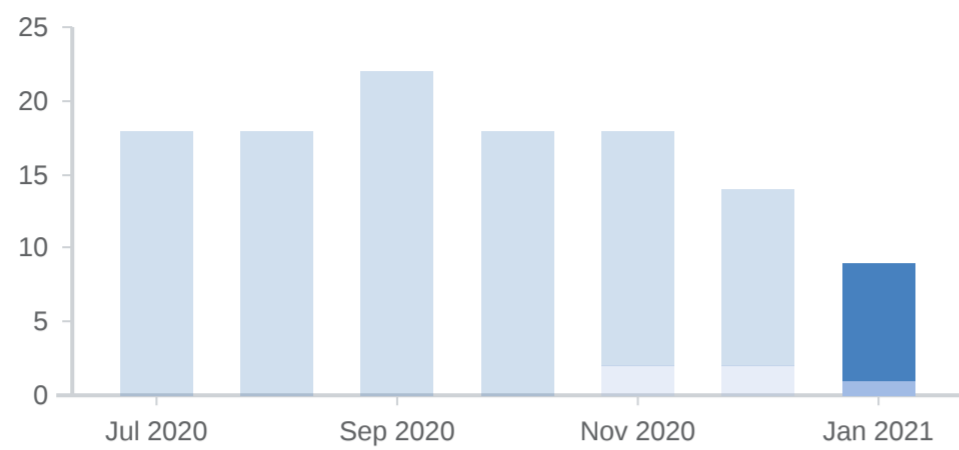
**How many people attended our virtual programs?**

Youth programming recently switched to Facebook live.



### How many passive programs were held each month in FY2021?

Passive programs are pre-recorded videos watched on demand such as...

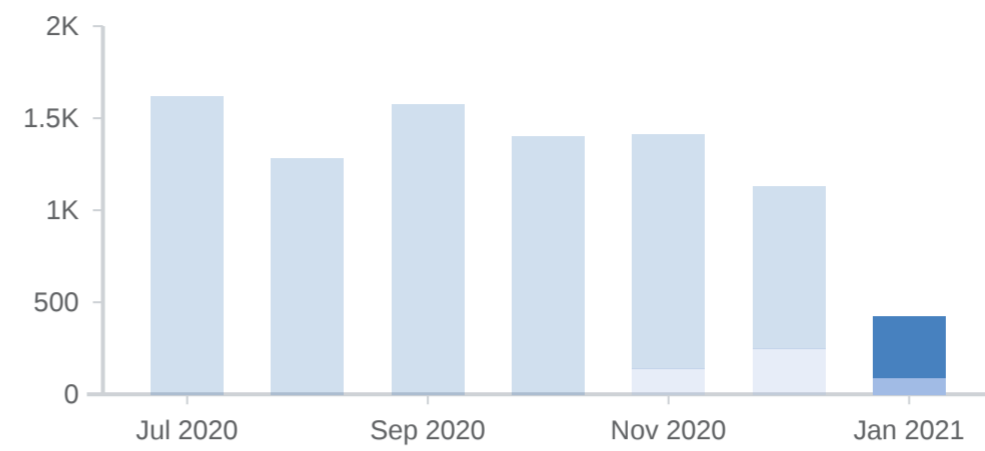


**9**

Metric Type in Jan 2021

### How many people participated in our passive programs?

Digital story times views account for most of our passive programming a...



**428**

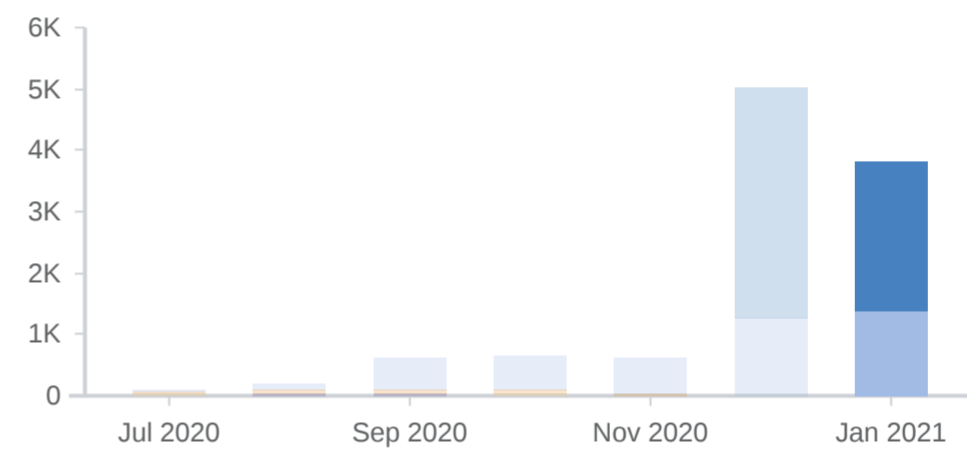
Metric Type in Jan 2021

## 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; **home delivery** which began in May 2020, and **curbside checkouts** offered while the building is closed due to COVID-19 restrictions.

### Special Services

Home deliveries were very popular this month!



**3,826**

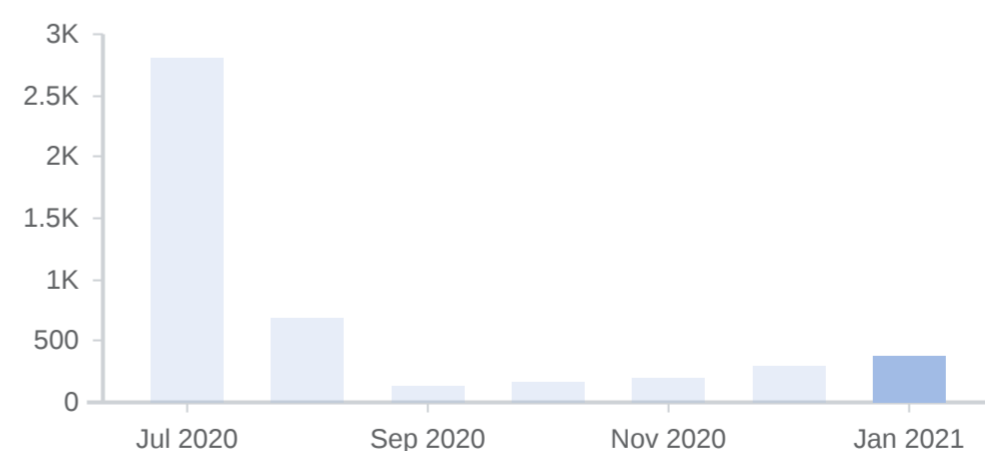
Metric Type in Jan 2021

## Free Meals Served to Children

This summer we saw record demand for our Summer Meals program, so we expanded to three sites. During the fall, we continued to supply cold suppers through Child Adult Care Food Program. Meals are freely provided to children under 18. Meals are provided freely to the library from the Northern Illinois Food Bank, and the program is funded by the USDA and administered by the Illinois State Board of Education. Usually meals have to be eaten on site, but due to COVID-19 restrictions they are currently offered as a grab-and-go model.

### Number of free meals service to children

We saw record demand for breakfast and lunch service over the Summer.



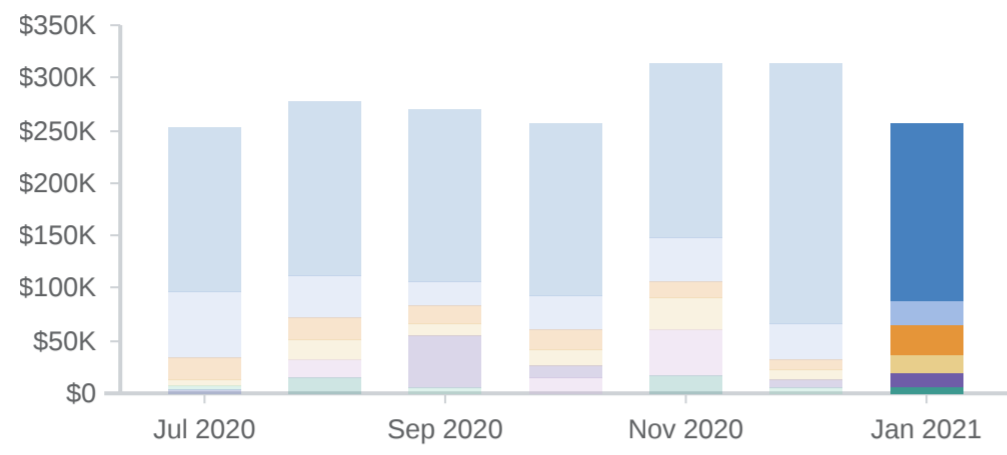
**374**

Metric Type in Jan 2021

## 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.



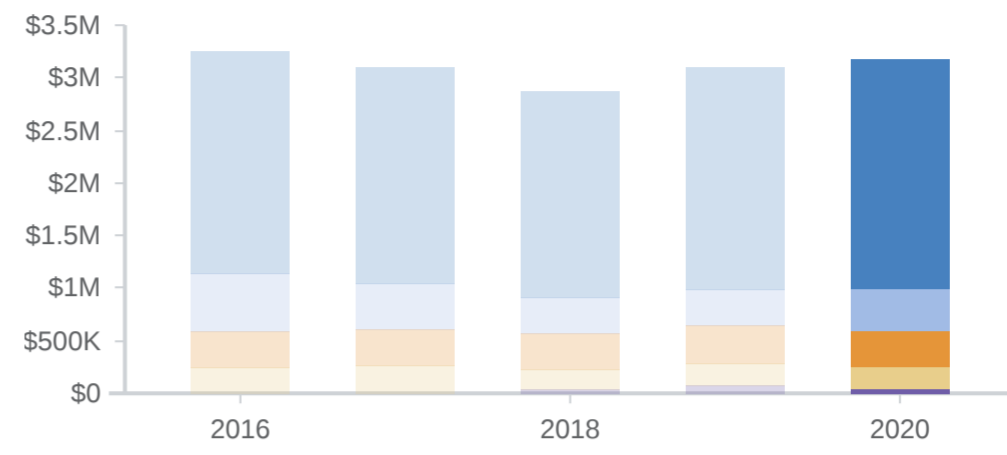
**\$257,216.51**

Expenses in Jan 2021

## 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.j under the Consent Agenda as presented

**A.1.a Minutes from the January 19, 2021 Board of Trustees Meeting**

**A.1.b Check/Voucher Register – AP & Payroll Complete for January 2021 totaling \$315,539.59**

**A.1.c Monthly Financial Report for January 2021**

**A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**

**A.1.e Revenue Summary – All Funds Combined by Period**

**A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**

**A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**

**A.1.h Expenditure Summary – All Funds Combined by Period**

**A.1.i Balance Sheet for January 2021**

**A.1.j Ehlers Account Statement for January 2021**

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  
January 19, 2021**

**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 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 Bennett 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 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.*

The meeting was called to order by President Richard Corbett at 7:03 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	arrived 7:09 PM
	Trustee	Dave Nutt	

Members absent: none

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

**Public Comment**

Corbett inquired if there were any virtual participants wishing to comment, noting each speaker would be allowed five minutes; or if any telephone or email messages had been received. Bennett reported there were none.

## President's Report

### Director Search Plan Discussion

Vice President Weber reviewed options available to the Board to oversee a comprehensive search for a permanent Library Director. Discussion centered on the optimum way to ensure the candidate selected is not only highly qualified, but committed to the FRVPLD community. Trustee Evans will work with Weber to create a concise job description and director profile to bring before the Board.

## Director's Report

Director Bennett reported that the Library has received its distribution from Carpentersville for the closing of Tax Increment Financing (TIF) District #1 in the amount of \$12,374.24. The property will be levied next year and increase revenues received. A second reimbursement for expenses incurred by the Library to ensure safety for patrons and staff during the pandemic is being processed through the Kane County CARES Act, and will bring total reimbursements to date up to approximately \$47,283.00. Kane County has been moved to Tier II status as respects covid mitigation, and staff is looking at safe, limited re-opening possibilities.

### Strategic Plan Update; Department Reports and Dashboard

The Strategic Plan was favorably reviewed with a suggested edit, and Trustees were pleased with the updates provided in the Department Reports.

## Consent Agenda

### **Exhibit A.1** Items 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
- 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
- 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

Corbett inquired if there were any items Trustees would like removed for further discussion; Tennis requested A.1.o be withheld. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.N, AND A.1.P AND A.1.Q AS PRESENTED*. Moved by Tennis and seconded by Nutt, Corbett called for a roll vote.

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

Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.O AS PRESENTED*. Moved by Kuhlman and seconded by Tennis, item opened for discussion. Tennis inquired about the amount held in non-interest bearing checking accounts; Bennett explained the balance sheet does not delineate between interest-bearing and non-interest bearing accounts. The General Corporate line contains several accounts, one of which is a money market-type product, another is the payroll account, and the Illinois Funds investment account is reflected in this line as well. 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.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

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

Corbett called for a motion to *ADOPT ORDINANCE 2021-01 NONRESIDENT CARDS*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

Bennett reported the annual ordinance is required to be eligible for the Per Capita Grant. There are no unserved areas in the Library District, and library cards are available to nonresidents who own or lease property in the Library District. 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 Minimum Wage Requirement – Update Salary Scale**

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Kuhlman and seconded by Nutt, Corbett opened the item for discussion.

Tennis spoke to the Board's fiduciary duty to the taxpayers of the Library District, and recited statistics reflective of the current economic climate. Assistant Director Zabski explained the minimum wage requirement takes effect every January until the \$15 minimum wage is established in January 2025. Although the Library updates salary scales in January, raises are not implemented until July at the beginning of the fiscal year. This document allows for the January 2021 and 2022 required increases to the minimum wage to ensure the library remains in compliance with the law through the upcoming fiscal year. Other pay grades were adjusted to avoid compression with the lowest grade as it is increased per statute. There was no further discussion, Corbett called for a roll call vote.

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

#### **Exhibit C.3 Per Capita Grant Application - Discussion**

Zabski reviewed the draft Per Capita Grant Application, noting that increased 2020 population counts will be incorporated if new census figures become available before the March filing deadline. Funding of the grant each year depends on the amount appropriated by the State Legislature. There was no further discussion.

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

Corbett called for a motion to *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.* Moved by Lindholm and seconded by Evans; item opened for discussion.

Information Technology Manager John Sabala reported Business Office Specialist Mary Povilonis brought potential cost increases for the current service to his attention. He contacted Comcast and was able to secure significant savings through current promotions being offered. 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 Nutt, Corbett called for a roll call vote.

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

Meeting adjourned at 8:53 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 1/1/2021 Through 1/31/2021

Vendor Name	Check Number	Effective Date	Check Amount
SYNCB/AMAZON	43282	1/18/2021	5,462.46
Fastsigns	43283	1/18/2021	750.80
GovConnection, Inc	43284	1/18/2021	3,683.89
Ziegler's Ace Hardware	43285	1/19/2021	178.77
Advanced Disposal	43286	1/19/2021	176.40
Alarm Detection Systems	43287	1/19/2021	201.00
Arthur J. Gallagher & Co.	43288	1/19/2021	5,592.00
AT&T	43289	1/19/2021	328.99
AT & T Mobility	43290	1/19/2021	113.72
Roxane E Bennett	43291	1/19/2021	645.00
CDS Office Technologies	43292	1/19/2021	267.47
Comcast	43293	1/19/2021	530.53
Comcast	43294	1/19/2021	1,367.23
ComEd	43295	1/19/2021	2,910.21
Demco, Inc.	43296	1/19/2021	114.20
Dundee Township Park District	43297	1/19/2021	32,445.00
Ehlers Investment Partners, LLC	43298	1/19/2021	514.35
Engberg Anderson, Inc	43299	1/19/2021	5,400.00
Fox Valley Fire and Safety	43300	1/19/2021	435.00
Friends of the FRV Libraries	43301	1/19/2021	24.50
Garveys Office Products	43302	1/19/2021	545.98
Illinois Library Association	43303	1/19/2021	100.00
INGRAM Library Services	43306	1/19/2021	15,176.68
OPP.FRANCHISING, INC. DBA JANI-KI...	43307	1/19/2021	2,442.00
Kane Co. Clerk	43308	1/19/2021	44.00
KONE, INC	43309	1/19/2021	275.56
Lakeshore Learning	43310	1/19/2021	304.99
Libraries of Illinois Risk Agency	43311	1/19/2021	33,326.00
LIMRICC Unemployment Compensatio...	43312	1/19/2021	796.97
Midwest Tape Exchange, Inc.	43313	1/19/2021	5,301.98
Nicor Gas	43314	1/19/2021	424.31
Northern Kane County Chamber of Co...	43315	1/19/2021	10.00
Notary Public Association of IL	43316	1/19/2021	54.00
Shanta S. Nurullah	43317	1/19/2021	350.00
S&S Worldwide	43318	1/19/2021	72.85
SHI International Corp	43319	1/19/2021	5,388.00
Team One Repair, Inc.	43320	1/19/2021	478.80
Technology Management Rev Fund	43321	1/19/2021	427.50
Valley Enterprises, Inc.	43322	1/19/2021	5,471.00
Value Line Publishing LLC	43323	1/19/2021	5,625.00
Cardmember Service	43324	1/19/2021	2,229.63
Wellness Insurance Network	43325	1/19/2021	14,516.68
Overdrive, Inc.	43326	1/29/2021	9,900.00
Postmaster -Algonquin	43327	1/29/2021	2,500.00
S & S License & Title Service, Inc	DD202101-01	1/4/2021	2.50
TSYS Merchant Solutions-Omaha	DD202101-02	1/4/2021	0.91
TSYS Merchant Solutions-Omaha	DD202101-03	1/4/2021	22.59
Paylocity Payroll	DD202101-04	1/15/2021	205.95
Paylocity Payroll	DD202101-05	1/29/2021	437.07
Illinois Dept. of Revenue	DD202101-06	1/27/2021	5.00
Illinois Municipal Retirement	DD202101-07	1/29/2021	18,056.04
	Total 10100 - BANK ACCOUNTS		185,633.51

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 1/01/21 Through 01/31/21

Page 1 Total

\$ 185,633.51

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-January 2021	\$ 128,121.74
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,805.00
DENTAL INSURANCE	232.22
I.M.R.F	5,823.90
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,232.14
MEDICARE/F.I.C.A.	9,645.46
TOTAL PAYROLL EXPENSE	<u>142,138.22</u>

\*Minus IMRF Employer Portion Direct Debit (12,232.14)  
\$ 129,906.08

\$ 129,906.08  
\$ 315,539.59 Grand Total

Fox River Valley Public Library District  
Statement of Revenues and Expenditures - MonFin FY2021  
10 - GENERAL/CORPORATE  
From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	2,554.03	3,352,423.84	99.33%	22,409.39	3,374,833.23	(0.66)%
43020	PPRT	8,426.71	29,752.32	66.11%	15,247.68	45,000.00	(33.88)%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	12,374.24	0.00%	(12,374.24)	0.00	0.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	(100.00)%
44010	INT & DIV INCOME	243.25	3,245.50	10.81%	26,754.50	30,000.00	(89.18)%
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)%
45015	CARE ACT REVENUES	0.00	25,683.42	0.00%	(25,683.42)	0.00	0.00%
45020	OTHER GRANTS	0.00	3,422.38	171.11%	(1,422.38)	2,000.00	71.12%
46020	FINES & FEES	0.00	53.20	10.64%	446.80	500.00	(89.36)%
46030	LOST & DAMAGED	128.68	2,156.70	43.13%	2,843.30	5,000.00	(56.87)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46250	LICENSE PLATE RENEWAL INCOME	0.00	32,807.05	17.24%	157,392.95	190,200.00	(82.75)%
46400	MISCELLANEOUS INCOME	0.00	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	875.00	9,851.00	49.25%	10,149.00	20,000.00	(50.74)%
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	27.75	425.54	2.83%	14,574.46	15,000.00	(97.16)%
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)%



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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
Total REVENUES		<u>12,255.42</u>	<u>3,562,807.10</u>	<u>93.87%</u>	<u>232,714.90</u>	<u>3,795,522.00</u>	(6.13)%
Total Revenues		<u>12,255.42</u>	<u>3,562,807.10</u>	<u>93.87%</u>	<u>232,714.90</u>	<u>3,795,522.00</u>	(6.13)%
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,604.46	79,277.20	48.04%	85,722.80	165,000.00	51.95%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	875.00	9,851.00	49.25%	10,149.00	20,000.00	50.74%
52160	TUITION REIMB	0.00	2,544.00	48.45%	2,706.00	5,250.00	51.54%
52212	FICA / MEDICARE	9,645.46	76,615.77	55.22%	62,113.24	138,729.01	44.77%
05	ADMINISTRATION						
52100	SALARIES	24,971.03	191,053.06	58.26%	136,850.94	327,904.00	41.74%
40	PUBLIC RELATIONS						
52100	SALARIES	4,739.63	35,639.92	55.00%	29,153.08	64,793.00	44.99%
50	IT / NETWORK						
52100	SALARIES	6,715.40	49,894.75	49.09%	51,735.25	101,630.00	50.91%
60	PATS						
52100	SALARIES	9,305.38	68,623.26	55.64%	54,706.74	123,330.00	44.36%
90	FACILITIES						
52100	SALARIES	5,313.48	41,318.00	47.28%	46,066.00	87,384.00	52.72%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,281.36	187,131.93	51.33%	177,412.07	364,544.00	48.67%
20	YOUTH SERVICES						
52100	SALARIES	18,808.70	137,989.53	53.52%	119,810.47	257,800.00	46.47%
70	ACCOUNT SERVICES						
52100	SALARIES	21,754.25	154,318.79	45.53%	184,569.21	338,888.00	54.46%
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>11,220.26</u>	<u>83,361.98</u>	<u>49.19%</u>	<u>86,105.02</u>	<u>169,467.00</u>	50.81%
Total PERSONNEL SERVICES/BENEFITS		150,234.41	1,121,876.35	51.18%	1,070,018.28	2,191,894.63	48.82%
20	LIBRARY MATERIALS						
0	District Wide						

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		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	330.53	5,067.54	55.08%	4,132.46	9,200.00	44.92%
61500	DATABASES	0.00	53,196.67	94.02%	3,378.33	56,575.00	5.97%
61510	EBOOKS	3,213.77	27,485.26	53.00%	24,364.74	51,850.00	46.99%
61520	DOWNLOADABLE MEDIA	3,225.91	29,932.83	70.80%	12,342.17	42,275.00	29.19%
61540	HOTSPOTS	0.00	13,435.05	335.87%	(9,435.05)	4,000.00	(235.88)%
64100	PROC FEES BOOKS	387.40	2,371.20	59.28%	1,628.80	4,000.00	40.72%
64200	PROC FEES AV	465.20	4,323.00	54.03%	3,677.00	8,000.00	45.96%
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	(856.13)	3,201.92	58.21%	2,298.08	5,500.00	41.78%
61600	VIDEOGAMES	710.84	5,883.73	34.61%	11,116.27	17,000.00	65.39%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,421.23	16,823.80	67.29%	8,176.20	25,000.00	32.70%
61111	BOOKS LARGE TYPE	403.69	1,913.41	54.66%	1,586.59	3,500.00	45.33%
61120	BOOKS NF	1,464.29	10,637.18	70.91%	4,362.82	15,000.00	29.09%
61130	BOOKS SPANISH	38.16	878.61	21.96%	3,121.39	4,000.00	78.03%
61330	AUDIOBOOKS	628.84	4,402.92	62.89%	2,597.08	7,000.00	37.10%
61350	MUSIC	255.10	2,405.59	48.11%	2,594.41	5,000.00	51.89%
61400	DVD	1,386.09	6,620.04	38.94%	10,379.96	17,000.00	61.06%
61700	NONTRADITIONAL MATERIALS	168.54	4,160.69	83.21%	839.31	5,000.00	16.79%
15	TEEN						
61100	BOOKS	321.79	2,944.31	45.29%	3,555.69	6,500.00	54.70%
61130	BOOKS SPANISH	0.00	313.15	10.43%	2,686.85	3,000.00	89.56%
61330	AUDIOBOOKS	62.98	899.77	29.99%	2,100.23	3,000.00	70.01%
20	YOUTH SERVICES						
61100	BOOKS	3,936.93	23,699.73	48.36%	25,300.27	49,000.00	51.63%
61130	BOOKS SPANISH	1,608.36	2,950.30	36.87%	5,049.70	8,000.00	63.12%
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	218.92	3,779.57	62.99%	2,220.43	6,000.00	37.01%

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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
61700	NONTRADITIONAL MATERIALS	0.00	2,352.94	78.43%	647.06	3,000.00	21.57%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	(98.53)	309.34	20.62%	1,190.66	1,500.00	79.38%
61600	VIDEOGAMES	265.95	1,073.29	17.88%	4,926.71	6,000.00	82.11%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	1,042.60	6,356.85	63.56%	3,643.15	10,000.00	36.43%
61120	BOOKS NF	315.79	1,913.43	63.78%	1,086.57	3,000.00	36.22%
61400	DVD	132.68	2,873.83	35.92%	5,126.17	8,000.00	64.08%
15	TEEN						
61100	BOOKS	180.36	1,606.96	40.17%	2,393.04	4,000.00	59.83%
61330	AUDIOBOOKS	0.00	446.89	44.68%	553.11	1,000.00	55.31%
20	YOUTH SERVICES						
61100	BOOKS	1,709.57	7,282.52	52.01%	6,717.48	14,000.00	47.98%
61130	BOOKS SPANISH	653.41	1,224.96	61.24%	775.04	2,000.00	38.75%
61400	DVD	0.00	1,467.53	48.91%	1,532.47	3,000.00	51.08%
61700	NONTRADITIONAL MATERIALS	0.00	573.87	57.38%	426.13	1,000.00	42.61%
	Total LIBRARY MATERIALS	24,594.27	258,850.12	61.63%	161,149.88	420,000.00	38.37%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	5,592.00	5,592.00	86.03%	908.00	6,500.00	13.97%
52124	UNEMPLOYMENT INS	796.97	2,956.30	49.27%	3,043.70	6,000.00	50.73%
52130	STAFF DEVELOPMENT	109.00	3,400.40	56.67%	2,599.60	6,000.00	43.33%
70800	POSTAGE	17.99	598.71	19.95%	2,401.29	3,000.00	80.04%
70900	SUPPLIES	90.23	6,879.82	52.92%	6,120.18	13,000.00	47.08%
73225	PUBLIC LIABILITY INS	16,663.00	31,067.50	103.55%	(1,067.50)	30,000.00	(3.56)%
73230	TRANSPORTATION REIMBURSEMENT	0.00	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	100.00	2,885.00	93.82%	190.00	3,075.00	6.18%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
73250	BANK CHARGES	24.03	568.51	9.47%	5,431.49	6,000.00	90.52%
73255	INVESTMENT FEES	514.35	3,848.37	48.10%	4,151.63	8,000.00	51.90%

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73260	LOST & PAID FORWARDING	22.95	22.95	0.00%	(22.95)	0.00	0.00%
73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
73281	TAX EXPENSE	5.00	60.88	120.55%	(10.38)	50.50	(20.55)%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	0.00	31,259.00	17.25%	149,941.00	181,200.00	82.75%
73283	LICENSE PLATE S&SLT FEES	2.50	273.75	18.25%	1,226.25	1,500.00	81.75%
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	246.52	1,293.80	36.96%	2,206.20	3,500.00	63.03%
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	490.00	1,580.00	79.00%	420.00	2,000.00	21.00%
73242	MEMBERSHIPS	225.00	1,105.00	41.38%	1,565.00	2,670.00	58.61%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	53.90	558.00	13.95%	3,442.00	4,000.00	86.05%
30	PUBLIC SERVICE						
70900	SUPPLIES	223.51	4,310.81	40.57%	6,314.19	10,625.00	59.43%
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	495.74	3,053.70	30.53%	6,946.30	10,000.00	69.46%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	267.47	1,421.96	15.79%	7,578.04	9,000.00	84.20%
73520	PLANT OPERATION	261.85	5,102.07	23.19%	16,897.93	22,000.00	76.81%
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	198.00	392.00	78.40%	108.00	500.00	21.60%
70	ACCOUNT SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%

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2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	270.66	13.53%	1,729.34	2,000.00	86.47%
73505	RENT EXPENSE	5,407.50	37,852.50	58.33%	27,037.50	64,890.00	41.67%
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	31,807.51	148,002.31	34.93%	275,747.69	423,750.00	65.07%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	2,500.00	6,740.00	67.40%	3,260.00	10,000.00	32.60%
70900	SUPPLIES	42.00	2,021.96	24.65%	6,178.04	8,200.00	75.34%
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	2,542.00	17,671.96	43.53%	22,928.04	40,600.00	56.47%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	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	0.00	2,942.83	98.09%	57.17	3,000.00	1.91%
73155	LICENSING	0.00	500.00	29.41%	1,200.00	1,700.00	70.59%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	477.83	1,425.25	44.53%	1,774.75	3,200.00	55.46%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	44.77	396.97	26.46%	1,103.03	1,500.00	73.54%
20	YOUTH SERVICES						
70900	SUPPLIES	657.49	5,788.19	44.52%	7,211.81	13,000.00	55.48%
73150	PERFORMERS	350.00	650.00	26.00%	1,850.00	2,500.00	74.00%
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	1,530.09	13,311.35	30.32%	30,588.65	43,900.00	69.68%

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54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	547.24	2,387.59	77.89%	677.41	3,065.00	22.10%
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	2,554.00	8,683.70	57.89%	6,316.30	15,000.00	42.11%
73350	INTERNET LINES	756.49	5,295.43	53.48%	4,604.57	9,900.00	46.51%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	874.30	29.14%	2,125.70	3,000.00	70.86%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	874.30	29.14%	2,125.70	3,000.00	70.86%
	Total COMPUTER	4,107.53	43,960.44	43.89%	56,203.56	100,164.00	56.11%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	643.02	4,998.79	49.98%	5,001.21	10,000.00	50.01%
73410	LEGAL FEES	337.50	1,912.50	9.56%	18,087.50	20,000.00	90.44%
73420	AUDIT EXPENSE	0.00	9,010.00	89.65%	1,040.00	10,050.00	10.35%
	Total PROFESSIONAL FEES	980.52	15,921.29	39.75%	24,128.71	40,050.00	60.25%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	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	140.40	682.62	68.26%	317.38	1,000.00	31.74%
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	1,162.50	12,400.53	41.33%	17,599.47	30,000.00	58.66%
73530	EQUIPMENT MAINT	0.00	702.95	35.14%	1,297.05	2,000.00	64.85%

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73540	CONTRACTS: BUILDING MAINTENANCE	11,410.96	32,369.05	47.83%	35,295.95	67,665.00	52.16%
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	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	0.00	5,627.36	31.26%	12,372.64	18,000.00	68.74%
	Total MAINTENANCE	<u>12,713.86</u>	<u>104,985.90</u>	<u>55.97%</u>	<u>82,584.10</u>	<u>187,570.00</u>	<u>44.03%</u>
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	113.72	790.60	65.88%	409.40	1,200.00	34.12%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,412.11	8,731.81	62.37%	5,268.19	14,000.00	37.63%
73610	ELECTRICITY	2,910.21	21,700.98	54.25%	18,299.02	40,000.00	45.75%
73620	WATER AND SEWER	0.00	872.16	17.44%	4,127.84	5,000.00	82.56%
73630	GAS	424.31	1,082.07	21.64%	3,917.93	5,000.00	78.36%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	<u>235.85</u>	<u>1,647.69</u>	<u>65.90%</u>	<u>852.31</u>	<u>2,500.00</u>	<u>34.09%</u>
	Total UTILITIES	<u>5,096.20</u>	<u>34,825.31</u>	<u>51.44%</u>	<u>32,874.69</u>	<u>67,700.00</u>	<u>48.56%</u>
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	589.98	669.97	5.82%	10,830.03	11,500.00	94.17%
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	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>100.00%</u>
	Total CAPITAL EXPENSE	<u>589.98</u>	<u>1,011.94</u>	<u>3.40%</u>	<u>28,738.06</u>	<u>29,750.00</u>	<u>96.60%</u>
	Total Expenditures	<u>234,196.37</u>	<u>1,760,416.97</u>	<u>49.65%</u>	<u>1,784,961.66</u>	<u>3,545,378.63</u>	<u>50.35%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021  
 10 - GENERAL/CORPORATE  
 From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.c

	Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Net Increase(Decrease) in Fund Balance	<del>(221,940.95)</del>	<del>1,802,390.13</del>	<del>720.54%</del>	<del>(1,552,246.76)</del>	<del>250,143.37</del>	620.54%



**Fox River Valley Public Library District**  
**Statement of Revenues and Expenditures - MonFin FY2021**  
**20 - FICA**  
**From 1/1/2021 Through 1/31/2021**

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52212	FICA / MEDICARE	0.00	20.99	100.00%	0.00	20.99	0.00%
	Total PERSONNEL	0.00	20.99	100.00%	0.00	20.99	0.00%
	SERVICES/BENEFITS						
	Total Expenditures	0.00	20.99	100.00%	0.00	20.99	0.00%
	Net Increase(Decrease) in Fund Balance	0.00	(20.99)	100.00%	0.00	(20.99)	0.00%

Fox River Valley Public Library District  
Statement of Revenues and Expenditures - MonFin FY2021  
30 - IMRF  
From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	90.82	119,212.52	99.34%	787.48	120,000.00	(0.66)%
44010	INT & DIV INCOME	0.00	23.21	4.64%	476.79	500.00	(95.36)%
	Total REVENUES	<u>90.82</u>	<u>119,235.73</u>	<u>98.95%</u>	<u>1,264.27</u>	<u>120,500.00</u>	<u>(1.05)%</u>
	Total Revenues	<u>90.82</u>	<u>119,235.73</u>	<u>98.95%</u>	<u>1,264.27</u>	<u>120,500.00</u>	<u>(1.05)%</u>
Expenditures							
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	12,232.14	99,820.52	70.25%	42,263.86	142,084.38	29.75%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,232.14</u>	<u>99,820.52</u>	<u>70.25%</u>	<u>42,263.86</u>	<u>142,084.38</u>	<u>29.75%</u>
	Total Expenditures	<u>12,232.14</u>	<u>99,820.52</u>	<u>70.25%</u>	<u>42,263.86</u>	<u>142,084.38</u>	<u>29.75%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,141.32)</u>	<u>19,415.21</u>	<u>(89.95)%</u>	<u>(40,999.59)</u>	<u>(21,584.38)</u>	<u>(189.95)%</u>

Fox River Valley Public Library District  
Statement of Revenues and Expenditures - MonFin FY2021  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	6,786.70	27,618.29	69.04%	12,381.71	40,000.00	(30.95)%
	Total REVENUES	6,786.70	27,618.29	69.05%	12,381.71	40,000.00	(30.95)%
	Total Revenues	6,786.70	27,618.29	69.05%	12,381.71	40,000.00	(30.95)%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	5,388.00	7,273.15	15.31%	40,226.85	47,500.00	84.69%
73340	SOFTWARE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total COMPUTER	5,388.00	7,273.15	12.65%	50,226.85	57,500.00	87.35%
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	5,400.00	68,223.38	48.28%	73,064.62	141,288.00	51.71%
	Total CAPITAL EXPENSE	5,400.00	71,839.38	40.75%	104,448.62	176,288.00	59.25%
	Total Expenditures	10,788.00	82,973.53	29.45%	198,814.47	281,788.00	70.55%
	Net Increase(Decrease) in Fund Balance	(4,001.30)	(55,355.24)	22.89%	(186,432.76)	(241,788.00)	(77.11)%

**Fox River Valley Public Library District**  
**Statement of Revenues and Expenditures - MonFin FY2021**  
**80 - WORKING CASH**  
**From 1/1/2021 Through 1/31/2021**

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	398.30	1,550.11	68.89%	699.89	2,250.00	(31.11)%
	Total REVENUES	398.30	1,550.11	68.89%	699.89	2,250.00	(31.11)%
	Total Revenues	398.30	1,550.11	68.89%	699.89	2,250.00	(31.11)%
	Net Increase(Decrease) in Fund Balance	398.30	1,550.11	68.89%	699.89	2,250.00	(31.11)%

**Fox River Valley Public Library District**  
**Statement of Revenues and Expenditures - MonFin FY2021**  
**90 - DONATION / GIFT**  
**From 1/1/2021 Through 1/31/2021**

Attachment to Exhibit A.1.c

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	642.41	2,500.17	41.66%	3,499.83	6,000.00	(58.33)%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
	Total REVENUES	<u>642.41</u>	<u>2,500.17</u>	<u>22.73%</u>	<u>8,499.83</u>	<u>11,000.00</u>	<u>(77.27)%</u>
	Total Revenues	<u>642.41</u>	<u>2,500.17</u>	<u>22.73%</u>	<u>8,499.83</u>	<u>11,000.00</u>	<u>(77.27)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>642.41</u></u>	<u><u>2,500.17</u></u>	<u><u>22.72%</u></u>	<u><u>8,499.83</u></u>	<u><u>11,000.00</u></u>	<u><u>(77.27)%</u></u>

Fox River Valley Public Library District  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021  
From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.d

		Month Activity	Year Activity	Percent Budget Used FY2021	Total Budget - FY2021 Working Budget	Budget \$ Remaining FY2021	Percent Budget Remaining FY2021
Revenues							
43010	TAX LEVY	2,644.85	3,471,636.36	99.33%	3,494,833.23	23,196.87	0.66%
43020	PPRT	8,426.71	29,752.32	66.11%	45,000.00	15,247.68	33.88%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	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	8,070.66	34,937.28	44.36%	78,750.00	43,812.72	55.63%
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	0.00	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	128.68	2,156.70	43.13%	5,000.00	2,843.30	56.86%
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	27.75	425.54	2.12%	20,000.00	19,574.46	97.87%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	0.00	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	875.00	9,851.00	49.25%	20,000.00	10,149.00	50.74%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>20,173.65</u>	<u>3,713,711.40</u>	<u>93.56%</u>	<u>3,969,272.00</u>	<u>255,560.60</u>	<u>6.44%</u>
	Net Increase(Decrease) in Fund Balance	<u>20,173.65</u>	<u>3,713,711.40</u>	<u>93.56%</u>	<u>3,969,272.00</u>	<u>255,560.60</u>	<u>6.43%</u>



**Fox River Valley Public Library District**  
**Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021**  
**From 1/1/2021 Through 1/31/2021**

Attachment to Exhibit A.1.f

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2021 Percent Used</u>	<u>Total Budget - FY2021 Working Budget</u>	<u>FY2021 \$ Remaining</u>	<u>FY2021 Percent Remaining</u>
Expenditures						
15	Personnel Expenses					
15	162,466.55	1,221,717.86	52.34%	2,334,000.00	1,112,282.14	47.66%
	PERSONNEL SERVICES/BENEFITS					
	162,466.55	1,221,717.86	52.34%	2,334,000.00	1,112,282.14	47.66%
	Total Personnel Expenses					
20	Library Materials					
20	24,594.27	258,850.12	61.63%	420,000.00	161,149.88	38.37%
	LIBRARY MATERIALS					
	24,594.27	258,850.12	61.63%	420,000.00	161,149.88	38.37%
	Total Library Materials					
50	Operating Expenses					
51	31,807.51	148,002.31	34.92%	423,750.00	275,747.69	65.08%
	LIBRARY OPERATIONS					
52	2,542.00	17,671.96	43.52%	40,600.00	22,928.04	56.48%
	PUBLIC RELATIONS					
53	1,530.09	13,311.35	30.32%	43,900.00	30,588.65	69.68%
	GENERAL PROGRAMMING					
54	9,495.53	51,233.59	32.49%	157,664.00	106,430.41	67.51%
	COMPUTER					
55	980.52	15,921.29	39.75%	40,050.00	24,128.71	60.25%
	PROFESSIONAL FEES					
	46,355.65	246,140.50	34.87%	705,964.00	459,823.50	65.13%
	Total Operating Expenses					
60	Building Expenses					
61	12,713.86	108,846.90	46.20%	235,570.00	126,723.10	53.80%
	MAINTENANCE					
65	5,096.20	34,825.31	51.44%	67,700.00	32,874.69	48.56%
	UTILITIES					
	17,810.06	143,672.21	47.37%	303,270.00	159,597.79	52.63%
	Total Building Expenses					
70	Capital Expense					
70	5,989.98	72,851.32	35.35%	206,038.00	133,186.68	64.65%
	CAPITAL EXPENSE					
	5,989.98	72,851.32	35.36%	206,038.00	133,186.68	64.64%
	Total Capital Expense					
	257,216.51	1,943,232.01	48.96%	3,969,272.00	2,026,039.99	51.04%
	Total Expenditures					
	(257,216.51)	(1,943,232.01)	48.95%	(3,969,272.00)	(2,026,039.99)	51.05%
	Net Increase(Decrease) in Fund Balance					



Fox River Valley Public Library District  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021  
 From 1/1/2021 Through 1/31/2021

Attachment to Exhibit A.1.g

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
Expenditures							
0	District Wide						
15	Personnel Expenses	85,401.98	654,658.47	54.59%	1,199,041.00	544,382.53	45.41%
20	Library Materials	7,622.81	139,031.17	76.60%	181,500.00	42,468.83	23.40%
50	Operating Expenses	38,440.94	191,044.19	33.11%	576,970.00	385,925.81	66.89%
60	Building Expenses	254.12	13,920.61	55.40%	25,125.00	11,204.39	44.60%
70	Capital Expense	5,989.98	72,851.32	36.41%	200,038.00	127,186.68	63.59%
	Total District Wide	137,709.83	1,071,505.76	49.09%	2,182,674.00	1,111,168.24	50.91%
1	Dundee Library						
15	Personnel Expenses	65,844.31	483,697.41	50.09%	965,492.00	481,794.59	49.91%
20	Library Materials	12,769.63	94,689.48	51.18%	185,000.00	90,310.52	48.82%
50	Operating Expenses	2,382.31	16,051.74	28.12%	57,080.00	41,028.26	71.88%
60	Building Expenses	17,320.09	106,455.55	44.34%	240,062.00	133,606.45	55.66%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	98,316.34	700,894.18	48.27%	1,452,134.00	751,239.82	51.73%
2	Randall Oaks						
15	Personnel Expenses	11,220.26	83,361.98	49.19%	169,467.00	86,105.02	50.81%
20	Library Materials	4,201.83	25,129.47	46.97%	53,500.00	28,370.53	53.03%
50	Operating Expenses	5,532.40	39,044.57	54.29%	71,914.00	32,869.43	45.71%
60	Building Expenses	235.85	23,296.05	61.17%	38,083.00	14,786.95	38.83%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	21,190.34	170,832.07	51.08%	334,464.00	163,631.93	48.92%
	Total Expenditures	257,216.51	1,943,232.01	48.96%	3,969,272.00	2,026,039.99	51.04%
	Net Increase(Decrease) in Fund Balance	(257,216.51)	(1,943,232.01)	48.95%	(3,969,272.00)	(2,026,039.99)	51.05%



Fox River Valley Public Library District

Balance Sheet  
As of 1/31/2021

Attachment to Exhibit A.1.i

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,734,192.82
30	IMRF	41,499.59
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>594,080.60</u>
	Total Checking Accounts	4,369,773.01
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	2,735,931.53
80	WORKING CASH	160,716.95
90	DONATION / GIFT	<u>259,217.96</u>
	Total Investments	<u>3,155,866.44</u>
	Total Cash and Investments	7,526,076.95
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	32,445.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	16,663.00
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	27,957.44
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	19.30
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	22,400.87
30	IMRF	<u>796.00</u>
	Total Other Assets	<u>100,281.61</u>
	Total Assets	<u><u>7,626,358.56</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	24,815.41
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	32.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	216.26
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	715.00
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	157.90
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	287.30
22079	CREDIT CARD PAYABLE REDDING	
10	GENERAL/CORPORATE	39.95
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	374.00
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	18.00
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	114.47
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	22,400.87
30	IMRF	796.00

Fox River Valley Public Library District

Balance Sheet  
As of 1/31/2021

Attachment to Exhibit A.1.i

	<u>Current Year</u>
Total Liabilities	<u>49,967.16</u>
Fund Balance	
10 GENERAL/CORPORATE	3,784,944.77
30 IMRF	41,499.59
70 CAPITAL PROJECTS/SPECIAL RESERVE	3,330,012.13
80 WORKING CASH	160,716.95
90 DONATION / GIFT	<u>259,217.96</u>
Total Fund Balance	<u>7,576,391.40</u>
Total Liabilities and Fund Balance	<u><u>7,626,358.56</u></u>



**Investment Inventory Month End**  
**FR Valley Investment Holdings (104089)**  
**01/31/2021**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	01/31/2021	---	0.00	0.000	---	CCYUSD	0.59
FEDERATED HRMS GV O INST	01/27/2021	01/31/2021	---	0.00	0.010	---	60934N104	431,000.00
MMDA12	---	01/31/2021	---	0.00	0.000	---	MMDA12	898.47
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	125,727.63
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	156,234.89
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	202,504.80
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	137,203.34
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,202.80
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	152,429.70
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,316.23
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	172,735.92
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	111,202.09
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,643.60
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,400.15
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,707.84
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	206,131.40
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,233.10
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	27,220.48
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,365.02
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,811.50
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	127,190.49
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	141,433.59
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,465.10
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	86,677.77
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	158,472.90
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	3134GWL20	80,010.72
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,114.43
---	---	<b>06/14/2022</b>	---	<b>2,615,000.00</b>	<b>2.361</b>	<b>2.019</b>	---	<b>3,118,334.53</b>

**C.1 Landscape Maintenance Contract – Sebert Landscaping**

**RECOMMENDED MOTION:** Authorize the Director to enter a 3-year contract for basic lawn maintenance with Sebert Landscaping with a 3-year value up to \$14,000.

**BACKGROUND INFORMATION:**

The Fox River Valley Public Library District (Dundee Library location) is due to have the landscape contract reviewed and ultimately renewed.

A request for proposal was sent out via US mail to thirteen (13) area businesses and the Library received just two (2) quotes for the work to be done. In the proposal respondents were asked if they would provide numbers for extending the contract for a three (3) year term and each replied positively. Annual service rates are based on an 8-month season, April through November. Responses are as follows:

	Monthly Visit	Total Annually	3-Year Value
Sebert Landscape Management	\$ 551	\$ 4,408	\$ 13,224
Berreles Lawn Service	\$ 725	\$ 5,800	\$ 17,400

The lowest proposal submitted was from Sebert Landscape Management which is the company we used from 2018 to 2020. During the past 3 years Sebert has been very accommodating to work with and has provided exceptional service for the Dundee Library. The 3-year value in the recommended motion allows for an extra month of service in the event of an unusually early spring or late fall.

In summary, Library Administration and the Facilities Department would like to accept the proposal from Sebert Landscape Management for a three (3) year period April 2021 – November 2023 pending the Board’s authorization.

**C.2 Director Search – discussion only**

There is no motion; discussion only

**BACKGROUND INFORMATION:**

Vice President and Personnel Liaison Kristina Weber will lead a discussion on progress to date and next steps in the search for a new Director for Fox River Valley Public Library District.