

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 a disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library. A verbatim recording of this meeting will be made available to the public.

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 no later than 12 pm on Tuesday, March 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, March 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, March 26.

Fox River Valley Public Library District Board of Trustees Meeting

March 16, 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 March 16, 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

- **Department Head Reports**
- **Dashboard**

- A. Consent Agenda**
 - Exhibit A.1 Items to be included in Consent Agenda**
 - A.1.a Minutes from the February 16, 2021 Board of Trustees Meeting**
 - A.1.b Check/Voucher Register – AP & Payroll Complete for February 2021 totaling \$250,919.67**
 - A.1.c Monthly Financial Report for February 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 February 2021**
 - A.1.j Ehlers Account Statement for February 2021**
- B. Unfinished Business**
 - Exhibit B.1 Director Search – Brochure and Promotional Expenses**
- C. New Business - none**

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

KANE COUNTY STATEMENT OF ECONOMIC INTERESTS

State law requires Kane County elected officials, appointed officials, and certain local and county government employees to file a Statement of Economic Interests with the Clerk's office each year

Remember: **Spouse always counts as YOU**



STATEMENT OF ECONOMIC INTERESTS ONLINE

- I. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by the street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

Who should have an answer other than n/a?

- Anyone who owns \$5,000+ worth of stock in a company that the library does business with.
- Amazon.com stock
- AT&T stock
- ComEd / Exelon stock
- Mutual funds that hold these companies NOT part of a retirement account
- Not sure if they do business with the library? Check with Library Director.

- I. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by the street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

What doesn't matter?

- Mutual funds held in a 401k, 403b, 457, etc.
- Bank accounts

- I. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by the street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

I don't own any, but my spouse does?

- Spouse counts as YOU

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding year

Note: Does not ask if you received money from the Library, only if you received money from professional organizations.

What professions should be listed?

- Attorneys
- Physicians
- Accountants
- Bankers
- Engineers
- Architects
- Dentists
- Clinical Psychologist

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required to file) to each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement.

Note: Does not ask if you received money from the Library, only if you received money for professional work. Do not list clients, only nature of services.

What professions should be listed?

- Attorneys
- Physicians
- Accountants
- Bankers
- Engineers
- Architects
- Dentists
- Clinical Psychologist

4. List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized during the preceding calendar year.

What is a capital asset?

- Sale of land, house, etc.
- Single blocks of stock
- NO CARS
- Only name of stock and/or address of property need to be listed (No dollar amounts)
- The capital gain is before taxes or re-investment

5. List the name of any entity and the nature of the governmental action requested by any entity that has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year:

Who should have an answer other than n/a?

- Pretty much anyone who filed for a license, franchise or permit for annexation, zoning or rezoning of real estate

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

Who should have an answer other than n/a?

- This answer tends to be similar to Question #1
- If you own something worth \$5,000+, it probably generates \$1,200 in income

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

Who should have an answer other than n/a?

- Anyone employed by a school district
- Anyone employed by a village
- Anyone on another board (Park District, School Board, Zoning Board, County Board)

8. List the name of any entity from which a gift or gifts, or honorarium, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year.

What is a gift?

- Any inheritance
- Speaker fees



STATEMENT OF ECONOMIC INTERESTS ONLINE

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

Highlights:

We received \$20,803.21 in February from Kane County as the final disbursement of the 2020 Cares Act Grant. Our total reimbursement under the program was \$46,486.63. This is about \$1600 short of the initial award allocation and reflects reduced expenses for facility cleaning during the time Randall Oaks was closed in November and December.

Both Dundee Library and Randall Oaks re-opened on Monday, Feb 8 with full hours but limited services and occupancy levels due to COVID-19 mitigation requirements. Because Recreation Center buildings are subject to different requirements than Libraries, we had to negotiate with the Park District regarding how we'd handle contact tracing for visitors to our Randall Oaks location. Since re-opening, patrons have returned cautiously and occupancy levels have remained within capacity limits. As detailed in Department Reports, programming continues to be offered virtually with good attendance numbers. In early March, we opened a limited number of public computers on the main floor of the Dundee Library and, as of this writing, all furloughed staff have returned to work.

Public Service Managers (Jason Katsion, Monica Boyer, and Brittany Berger) began reporting directly to me in February so that Assistant Director Heather Zabski can focus fully on the Fiscal and Support Services side of the organization. A lot of time and effort was invested by the Administrative Team to ensure a smooth transition of operations both before and after the departure of Mary Povilonis on February 19. Heather and Ewa make a great team and have proven their ability to successfully tackle unexpected bumps in the road over the last few weeks.

After fielding inquiries from potential write-in candidates for library board in January, I was able to pair both Matt Goyke and Maryann Dellamaria up with staff notaries to get their paperwork notarized in the two days before the filing deadline of February 4.

Director's Calendar:

Meeting: Pre-Agenda meeting with Corbett, Kuhlman, Zabski, Werle – February 1

Meeting: Director Search w/Weber – Feb 3

Meeting: Requirements for re-opening of Randall Oaks location w/Park District Director & staff - February 5

Meeting: Management Team – February 9, 16, 23

Meeting: Friends of the Library use of storage space w/President Ptack – Feb 12

Meeting: Director Search w/Weber, Evans – February 15, Feb 25

Meeting: Library Board – February 16

Meeting: President Corbett – February 17

Numerous phone calls, informal meetings, and weekly one-on-ones with direct reports not included.

Respectfully submitted,

Roxane E. Bennett

Fox River Valley Public Library District February 2021 Department Reports

Assistant Director: Heather Zabski

February was full of financial training for me which made the month fly by. I started out the month by taking a weeklong governmental accounting class from the GFOA. The class was a good introduction into the theory and methodology of government accounting. Thankfully, libraries have a relatively simple structure compared to other government entities! I learned more of the proper terminology and how the CAFR works.

Soon after that, I started putting theory into practice, training one-on-one with former business specialist Mary Povilonis. Since our new business specialist Ewa Jankowski is part-time, we worked together as to divide up Mary's former tasks between us logically. Mary and I trained intensively together over the week of February 8th, and I was trained both on tasks specifically pertaining to me as well as what Ewa would be doing. Then, Ewa trained intensively with Mary the following week.

It was great to be exposed to business office procedures by an expert, but Ewa and I expect we will slowly gain mastery as we practice the procedures daily and monthly. While we miss Mary's quick answers, Ewa and I have been working using written procedures that Mary trained us on. That along with examples from previous months has been a guiding light. We've already encountered some unusual situations and had to work our way through them with some help from Roxane and Abila (our accounting software company).

We completed all 1095B forms for all full-time staff receiving library insurance, and issued the form along with the W2's. We've also submitted the required 1094B form to the IRS, completing our ACA requirements for 2021. Staff were assigned online training to be completed in February in compliance with the Illinois state requirement for all staff to have sexual harassment and discrimination training based upon the new "actual and perceived protected class" criteria.

We launched Fox Picks on March 1st. This is a new service where patrons can get curated books and materials chosen for them by a librarian. Materials are put into a branded bag and automatically checked out to the patron. Carpentersville Rotary will once again be giving out Easter Dinner Baskets. The library will serve as sorting location because we have refrigeration, and I'll be assisting in the effort as best needed.

Randall Oaks: Brittany Berger

The Randall Oaks Library reopened to the public February 8th at 25% capacity. Patrons are welcome to visit to browse, check out materials, sign up for library cards, have their documents notarized, take home crafts, and receive complimentary print jobs. RO is 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. During the three weeks that we were open, RO staff assisted patrons with 105 reference and 228 general questions, 19 complimentary print jobs, and 1 notary transaction.

On February 16th, the Randall Oaks book drop was damaged when a snowplow was clearing the parking lot. The Dundee Township Park District will cover the cost of repairs and the book drop has remained out of service for the remainder of February and into March. In the meantime, patrons are welcome to return their items inside the library during open hours, or to visit our other book drops at the Dundee Library and Gilberts Village Hall.



This month for Book Club, our patrons celebrated Black History Month by reading *Broken Places* by black female crime writer Tracy Clark, who visited our Library virtually to discuss her book, life, and career. The virtual author visit was hosted live on February 18 and was attended by 26 patrons. On February 24, RO Librarian Sam Bunte and ATS Librarian Sean Plagge led discussions on *Broken Places* during two virtual Book Club programs attended by 12 patrons.



New take home crafts created by Lisa Knapp will be available at both locations for children of all ages. We made these crafts available the last weekend in February and during those two days patrons took home 25 Rainbow Windsocks! In collaboration with Youth Services, patrons will also be able to pick-up Take-Home Kits for all ages beginning in March.

Youth Services: Monica Boyer

In observance of Black History Month, Youth Services (YS) offered a myriad of programming to commemorate this special month. We invited back storyteller Shanta Nurullah to present *Stories & Songs of African People*. Nurullah is known for African folktales and contemporary African American perspectives. We also took the opportunity to join in on District 300's Black History Month Read Aloud initiative. When I heard of this awesome opportunity, I was able to get in touch with Adrian Harries, D300's Director of Diversity, Equity and Inclusion (DEI). Conversating with Harries, we both realized the importance of an ongoing partnership to promote DEI initiatives in our communities. To contribute to D300's DEI initiative, YS Librarian Heather Ji created a video of recommended titles that highlight relevant books such as *This Is Your Time* by Ruby Bridges and *The ABCs of Black History* by Rio Cortez. As always, anything in our capacity that we can help D300 achieve, we are more than happy to do.



This month our science, technology, engineering, art and math (STEAM) kits grew by adding Fairy-Tale Problem-Solving Kits. Youth Services Assistant, Rachel Dunne did a great job in curating kits that tell the classic stories *The Three Billy Goats Gruff*, *The Three Little Pigs*, *Goldilocks and the Three Bears*, and *Little Red Riding Hood*. Within the day that they premiered on our shelves, they were checked out to patrons! The kits help children and their caregivers exercise their problem-solving skills while completing a hands-on activity.



Randall Oaks Manager Brittany Berger and I are spearheading the Library's summer reading challenge. The committee has decided to adapt Illinois Library Association's theme, "Reading colors your world". The Summer Reading Committee is currently working on gathering potential donors, virtual programming and utilizing Beanstack. We are very excited to see how we can continue to grow our blended summer reading challenge.

In March, YS plans to focus on highlighting Women's History Month, the Library's summer reading challenge, summer 2021 district wide programming and early learning literacy initiatives.

Account Services: Keri Carroll

We reopened to the public on Monday, February 8, and the Account Services staff was ready and excited to welcome patrons back into the Dundee Library. Curbside was incredible successful and a valuable service, but it's nice to slowly make our way back to normal.

I had several committees and groups meet in February: our new subscription-based service Fox Picks was finalized and is ready for its rollout on March 1, the Summer Reading Committee discussed potential donors within our district and began focusing on the beginning of the program. Since we will still be offering most of our related programming remotely – including the kickoff festivities – the committee decided to offer a kickoff week to celebrate summer reading.

The CCS ILL technical group met on Thursday, February 25, another welcome chance to chat with other CCS libraries and see what they have going on. One of the interesting topics for discussion was the continued effort to integrate ILL requests into the online catalog. While there are beginnings of that feature, it is still not ready to be fully patron-driven, and CCS actually recommends against fully utilizing it. Hopefully we'll get to that sometime in the near future!

I also had the time to attend a couple webinars this month, one which was titled *Pipeline Problem, Discrimination, Or Something Else? Addressing Real-World Diversity and Inclusion in Libraries and Schools*. The library-focused portion of the webinar addressed the necessary efforts needed by libraries to not only seek out diverse and inclusive individuals when hiring but to also make sure that's not the end goal. Speaker Elaine Norlin emphasized that institutions need to welcome diverse and inclusive staff and not see it as only a strategic goal to be reached.

Home deliveries dipped a bit to 1,015 items delivered, a number I still find incredible considering so many of our patrons who were utilizing it while we were closed resumed visiting in person. We continue to regularly receive online card registrations with 38 in February, but we are once again asking patrons to visit either Dundee or Randall Oaks if they wish to convert it to a permanent card. Along the library card front, I will be looking into partnering with Randall Oaks manager Brittany Berger to deliver library cards to residents of the new Seasons at Randall Oaks apartment complex sometime next month.

Public Relations & Outreach: Kirstin Finneran

Reopen Communication. We were pleased to prepare various forms of communications to let the public know the libraries would be reopening buildings to the public. We used all the tools in the bag for this one...social media, email blast, eNews, press release, website, etc. We also listed what was available and not available on our sandwich boards and positioned those at the start of the sidewalk leading into the Dundee Library. Our intention was to save some steps for patrons who were coming in to use a service that was not yet available.

Fox Picks. The team of staff working on our new Fox Picks (book curation) service hammered out the final questions and procedures in preparation to launch the service. The PR department created a special graphic to brand the new service. This department created a template using Library Aware that Sam Bunte and Heather Ji will use to highlight the selections made and recommend even more titles accompany their Fox Picks. We also created and ordered the bags that will be used to deliver the Fox Picks.



2021 Spring Newsletter. The spring newsletter arrived in mailboxes all over the district. This will set off our quarterly task of updating bookmarks, calendars, and other promotional tools. In February, the PR department also reclaimed the ongoing task of creating Facebook Events and program flyers for all library programs. This is an effort to improve consistency in branding, timeliness, and copy style. Program flyers received a design update and are now created using Library Aware.

Standard Loan Periods Return communication. Another important message to get out to patrons was that standard loan periods would be returning as of March 1. We spread out the communication of this message so as not to create

too much confusion. While our more comprehensive tools were used such as social media and the website, we also did some more targeted messages to library users who would most need to be aware of the message.

D300 Promo for Women’s History Month. Through a connection made by Monica Boyer with D300, we were able to share a PDF with links to be distributed to students in their virtual backpacks. The theme was Women’s History Month, and the PDF included programs, book recommendations, and database suggestions. All had links directly to the appropriate place on our website. Youth Services provided the content and PR created the PDF and sent it to D300.

Director Search Brochure. With such clear and specific direction provided from team working on our search, creating the Director Search brochure was a fun project that came together quickly.

Press

Fox River Valley Libraries Will Reopen buildings to Public on Monday, Feb. 8 (Kane County Connects, 2/3)

Dundee, Randall Oaks libraries to reopen Feb. 8 (Northwest Herald, 2/3)

Fox River Valley Libraries to reopen buildings to the public Feb. 8 (Daily Herald, 2/5)

Fox River Valley Libraries to reopen buildings to the public Feb. 8 (The Barrington Hills Observer, 2/5)

Reopening to the Public Today (Village of East Dundee eNewsletter, 2/8)

Northern Kane County Chamber recognizes inspiring community businesses (Daily Herald, 2/9)

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Dundee & Randall Oaks Libraries will reopen to the public on Feb. 8	2/2/2021	10373	2578	24.91%	66
Buildings Open Monday, Super Bowl Sunday, Hoopla Bonus Borrows	2/3/2021	10344	2204	21.32%	136
Facebook Live Storytimes, Resume Reboot	2/24/2021	10302	2058	20.03%	120
We're Open, Poetry, Publish Your Own eBook	2/10/2021	10335	2151	20.84%	184
Loan Periods, Spring Newsletter, Author Tracy Clark	2/17/2021	10321	2305	22.37%	270

Social Media Followers - February 2021

Facebook	1946
Twitter	758
Instagram FRVPLD	214
Instagram Teens	100
Instagram Youth	151
YouTube	473 views

Adult and Teen Services: Jason Katsion

On February 8, our physical facilities reopened, and the Adult & Teen Services Department were once again able to interact with our patrons face to face. We are gratified to once again provide in-person reference assistance, readers’ advisory, notary appointments, and many other library services. Our programming continues to be hosted virtually, via Zoom and YouTube Live.

We were privileged to engage Chicago novelist Tracy Clark for an exclusive author visit on February 18. She read from her latest novel, *Broken Places*, provided writing tips, and related her personal experiences as a Black female crime writer. In anticipation of this exciting author visit, both of our book clubs chose *Broken Places* as their February book selection; the Dundee Library Book Club hosted by Librarians Sean Plagge and Sam Bunte, as well as the Senior Book Club hosted by Library Assistant Cari Poweziak.

The February edition of Cari Poweziak's ongoing "Make Your Own at Home" series was Valentine's Day themed wine glass painting. Thirty-four patrons participated in the live program and completed the craft. Here are two representative comments from the attendees: "Thanks so much for hosting the paint night tonight. We had so much fun!" and "I had a supply of glass paint and found a picture of a birch tree w/ hearts and decided to try my hand in recreating the design. Thank you for the many craft programs that have been made available to the patrons."



Cari Poweziak's Artist & Tea program spotlighted Jacob Lawrence, an artist renowned for powerful depictions of the black experience in the early-to-mid Twentieth Century. The program attendees met to discuss the artist's life and work, and then created their own reproductions of one of his pieces. The featured piece is from Lawrence's *Migration Series*, which depicts the historical migration of African Americans to the northern United States from the South. One patron commented: "Thank you for the program because I had not heard of Jacob Lawrence, so I learned a lot about him. Enjoyed painting the piece you chose."



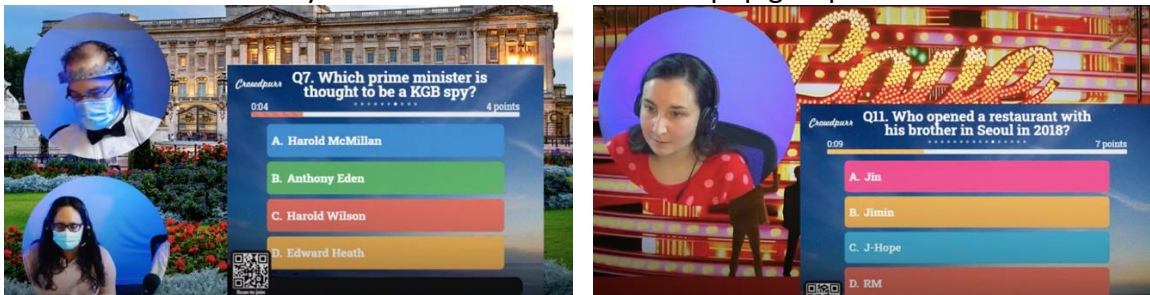
In pursuit of our strategic goal of teaching nutritional skills to the community, Teen Librarian Danielle Pacini presented two programs in February specific to our foodies. In both events, patrons had the opportunity to follow along with Danielle as she prepared her recipes via Zoom, as well as ask questions about the process. She continued her multi-part Healthy Snacks series with Healthy Snacks Part 2, featuring roasted edamame with cranberries, no-bake omega 3 mint brownie energy bites, peanut butter chocolate energy bites, and nut and seed Granola.



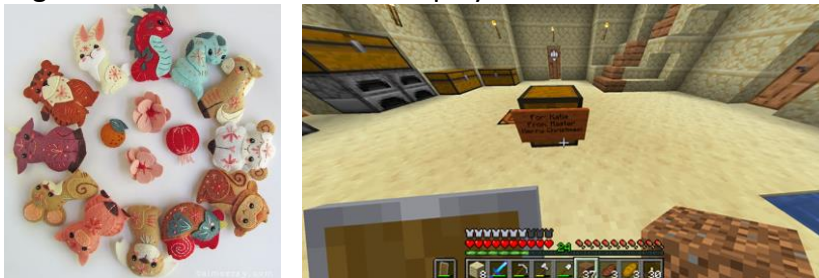
Danielle's second food-focused program of the month was Breakfast Bites & Beverages, which emphasized healthy ingredients like flaxseed meal, fresh ginger, fresh and dried fruit. Her healthy and delicious recipes included: coffee hazelnut smoothies, Turkish "waker-upper" coffee, strawberry, grapefruit, and ginger smoothies, iced raspberry mocha, zingy juice cocktails, and oatmeal breakfast cookies.



We presented two unique trivia events in February. Library Assistants Vanessa Fernandez and Gene Barish co-hosted *The Crown* trivia on February 6. (This was Vanessa’s very first program!) On February 10, Danielle presented a trivia event entirely devoted to the South Korean pop group BTS.



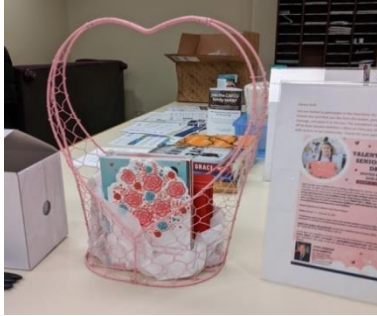
On February 13, Library Assistant Katie Redding presented a craft program inspired by Little Dear’s Chinese Zodiac designs. Katie also hosted the third and final installment of her Minecraft Realms program, in which teen gamers worked together to build their own multiplayer server.



Library Assistant Jasmin Munoz hosted DIY Spa on February 20, in which the attendees learned to create their own body scrub and bath salts. Cari Poweziak’s monthly Caregiver Support Group had a featured guest in February, Debbie Miller from Senior Services of Kane County. Debbie stopped by to talk about the free counseling services available through Senior Services. Library Specialist Erica Acevedo and Library Assistant Gene Barish continued to provide live computer classes for our patrons via Zoom. February computer classes included Microsoft PowerPoint 2019: Intermediate Skills, Microsoft Excel 2019 Part 2: Charts and Graphs, and Microsoft PowerPoint 2019: Basic Slideshow.

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. 148 of these kits were delivered in February, containing puzzles, word searches, coloring sheets, and information about library services. The Adult & Teen Services Department invited all library staff to participate in State Senator Don DeWitte’s Valentines for

Seniors Card Drive. We contributed sixty handwritten Valentine's Day cards, with the goal of bringing cheer and love to seniors living in assisted-living and long-term care facilities.



In February I assumed responsibility for the PIC (Person In Charge) Committee, which will meet monthly to discuss library safety and develop training procedures. PIC Committee members include Erica Acevedo and Sean Plagge (Adult & Teen Services), Julio Hernandez and Gemma Winger (Account Services), Heather Ji and Andrea Rico (Youth Services), and Sam Bunte (Randall Oaks). Our first month together has been productive; we have revised the Library's Incident Report form and accompanying instructions, and we are currently composing a "best practices" document that emphasizes the use of person-first, non-judgmental language when reporting library incidents.

I attended the ALA training webinar "Libraries & Technology in the Post-Pandemic Landscape," as well as meetings of the Summer Reading Committee and the team working together to launch the Fox Picks book curation program. On February 26, I participated in a meeting of Area Planning Council (APC) 509. The APC meets three times each fiscal year to share community resources, announce upcoming events, identify existing needs, and brainstorm solutions relevant to adult education and family literacy. I was proud to relate the many services the Library District has provided over the last year.

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. We will paint the area along the west doors/windows when the weather warms the steel. It is too damp to paint.

Roof update: February was quiet as everything is frozen. We did have an interesting "new" leak that did occur above the stairs/Karen W. desk area (southeast area of roof). Upon inspection, the drain itself was clear in that area but with the roof completely covered to the rim with snow it was impossible to find the origin. After 24 hours the leak had unexpectedly stopped and to this point has not re-occurred.

The Dundee Library elevator had two service calls placed in February for excessive noises and they were properly corrected. It is good to know that it did pass inspection on 2/18.

The west entry stairs (the south half) are caution taped off until repairs can be properly made. The winter weather of freezing and thawing has made a couple of the steps decay. As the weather warms these areas will be re-surfaced.

An electronic door release has been installed on the west door. This greatly assists staff in that they do not have to get up from their desk to open the door for deliveries or team members without their key. A button is pressed (located at their desk) that unlocks the door.

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

Welcome Back Brent

The Covid-19 pandemic caused a closing of the library in March of 2020. It put many staff in the remote work from home initially and part-time staff were not required to work at all. However, it was encouraged that they work on their training. Eventually most part time staff were furloughed. Fast-Forward it is now March 2021 and with the opening of the computer area to the public, we now have a need for Brent Richardson our last staff member to come back from furlough. Brent's main duties will be to sanitize, repair/update, and verify working order of our patron equipment. Additionally, he will assist in other IT projects as needed. Thank you, Brent, for your dedication to your library.

New Large Format Printer for PR



The PR Department has been with-out a large format printer since April 2020. The existing printer broke down and repairs were estimated to be a little over half the value of the printer. With the pandemic raging on, there was no need to get a new one. However, signage is a big part of getting the message out to our Patrons, and as library was reopening more and more there was growing to purchase a new printer. Our new printer is a HP DesignJet Z6 PostScript - 24" acquired for the cost of \$3,117.00 The new printer has a little better quality but can print 5 times faster than the old one. The printer will be installed in March.

How are we doing?

The monthly Dashboard tells our story

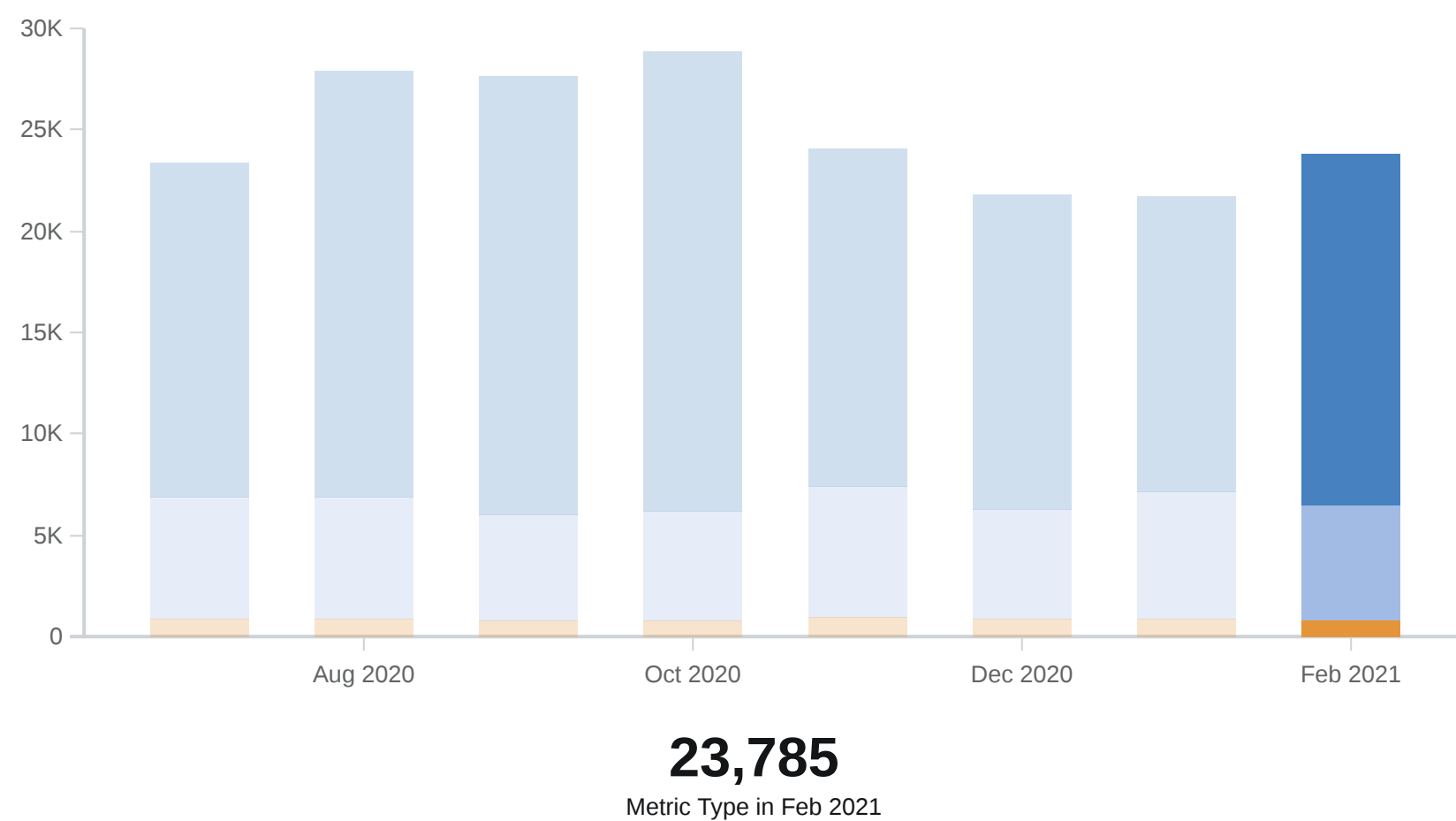
Click the graphs to see more details

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 last week

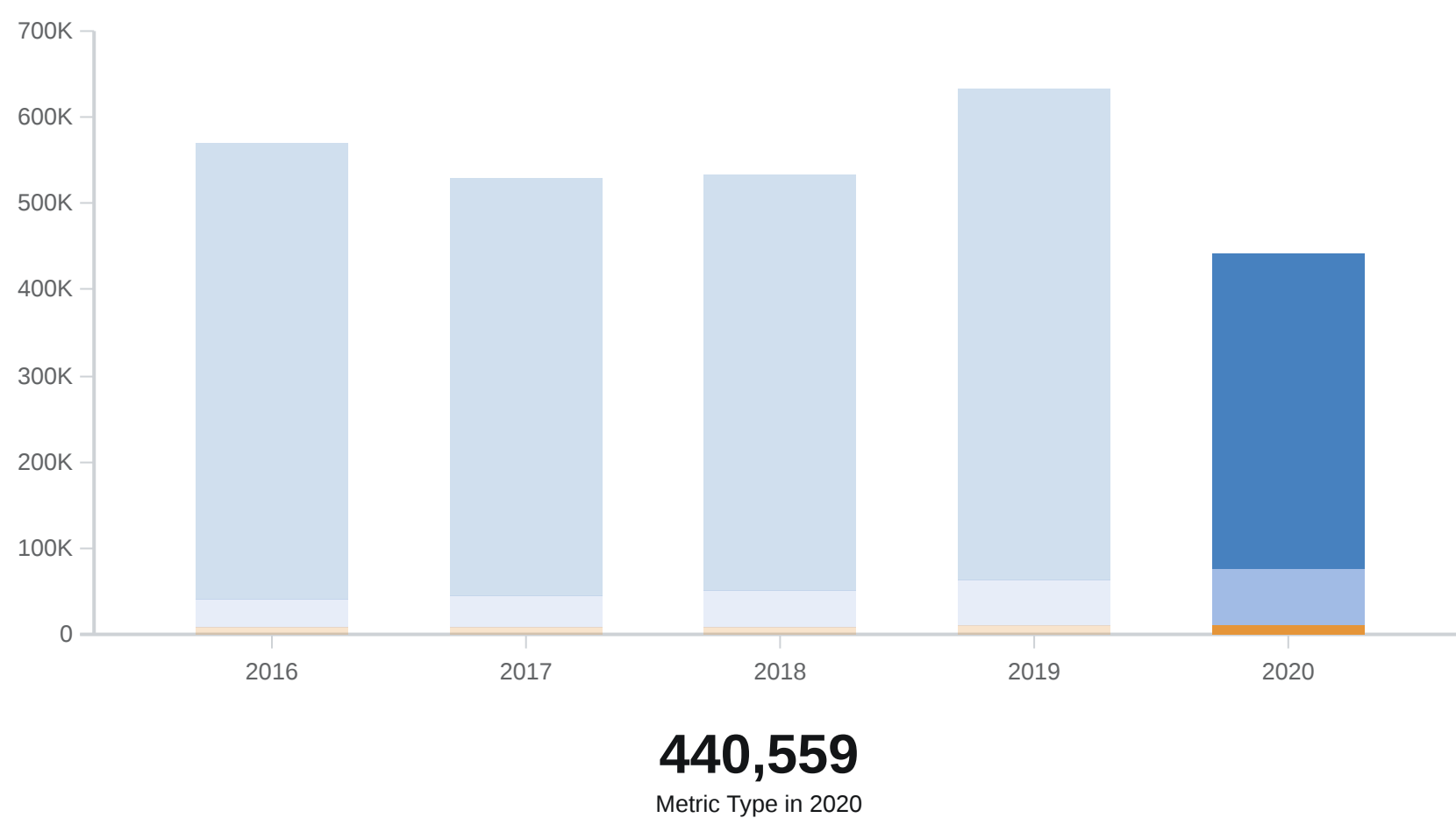


Checkout Trend

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.

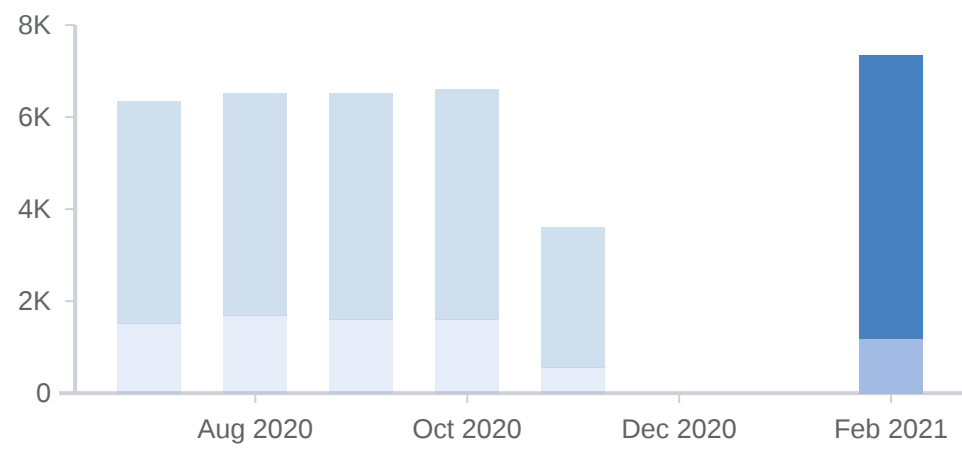
Data Updated last week



Library Visits

How many people visited our libraries so far in FY2021?

Both libraries reopened to the public on February 8th.

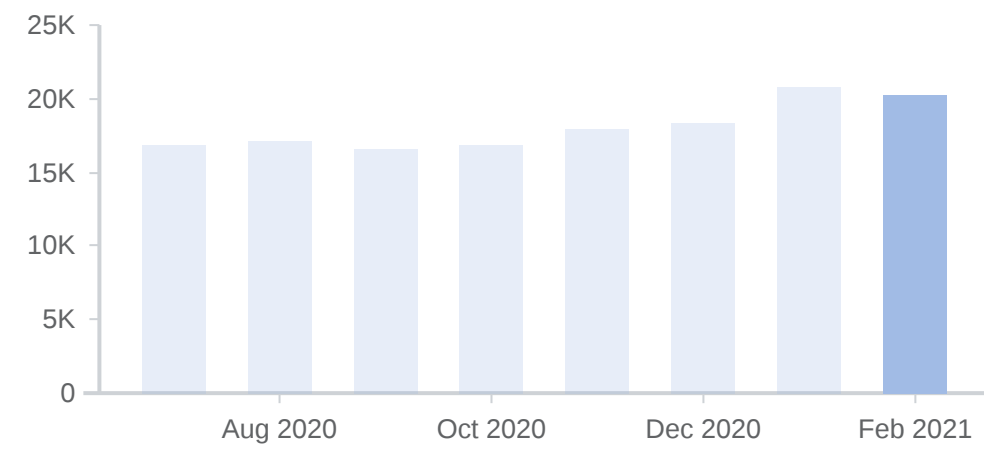


7,346

Location in Feb 2021

Website Visits

How many people visited our libraries online?

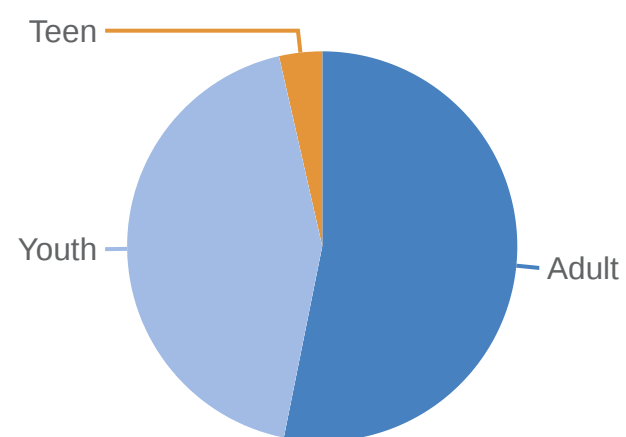


20,260

Location in Feb 2021

Physical item checkouts

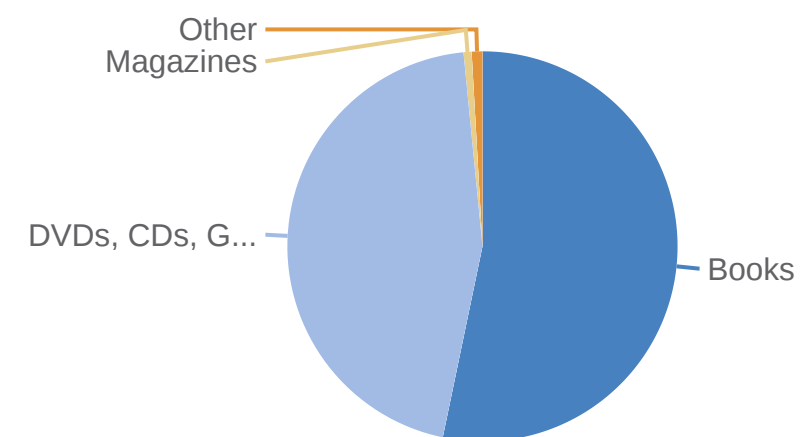
Checkouts by Audience - last fiscal year



365,575

Department in 2020

Checkouts by Material Type - last fiscal year



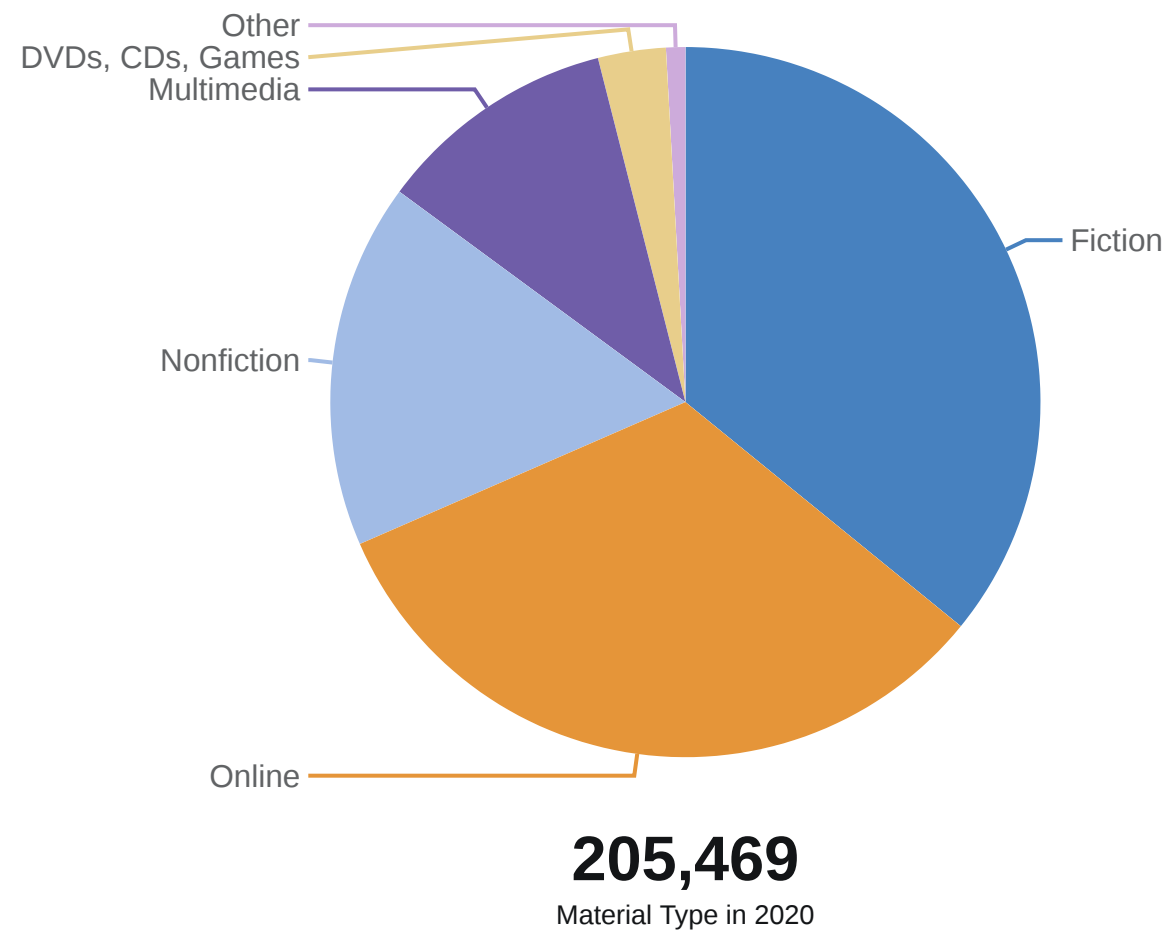
365,575

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 33 weeks ago

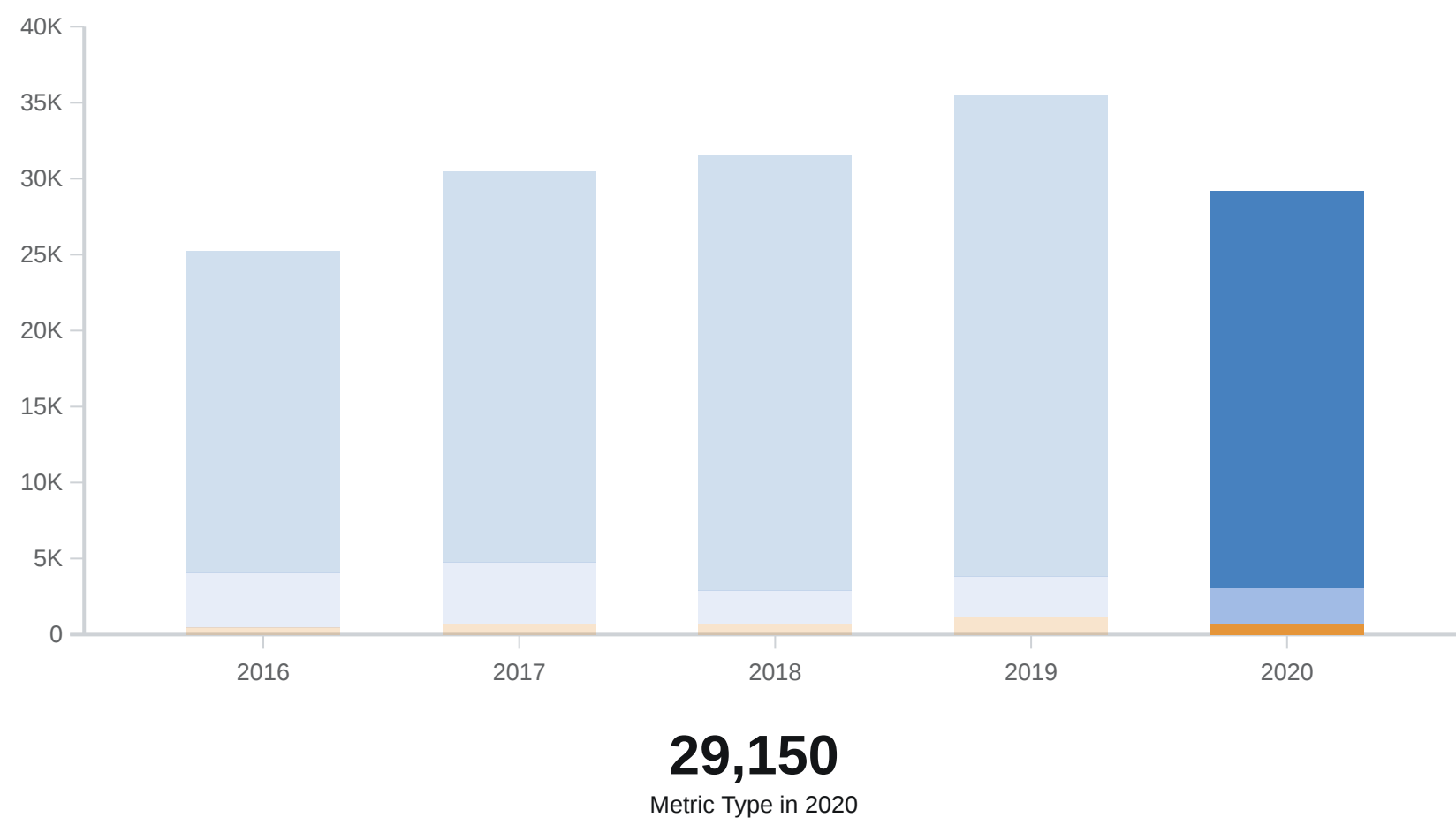


Program Attendance Trend

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

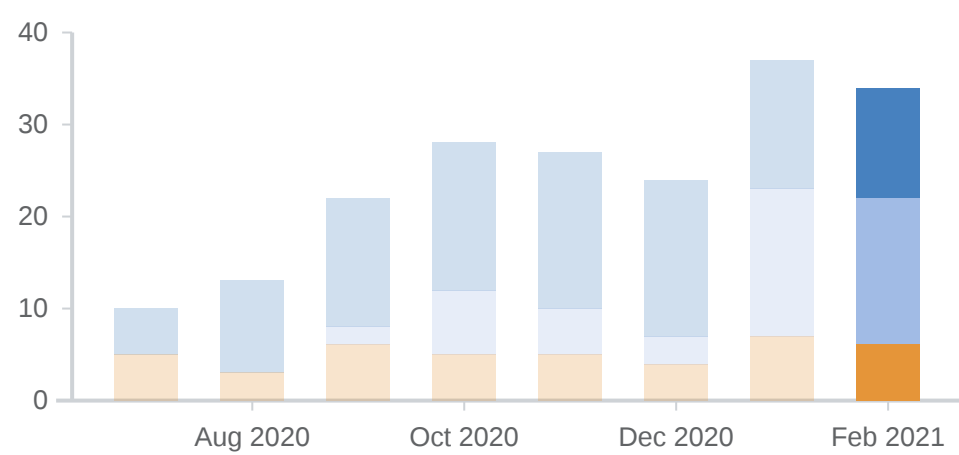
Last year COVID-19 caused a drop in the trend of increasing program attendance.

Data Updated last week



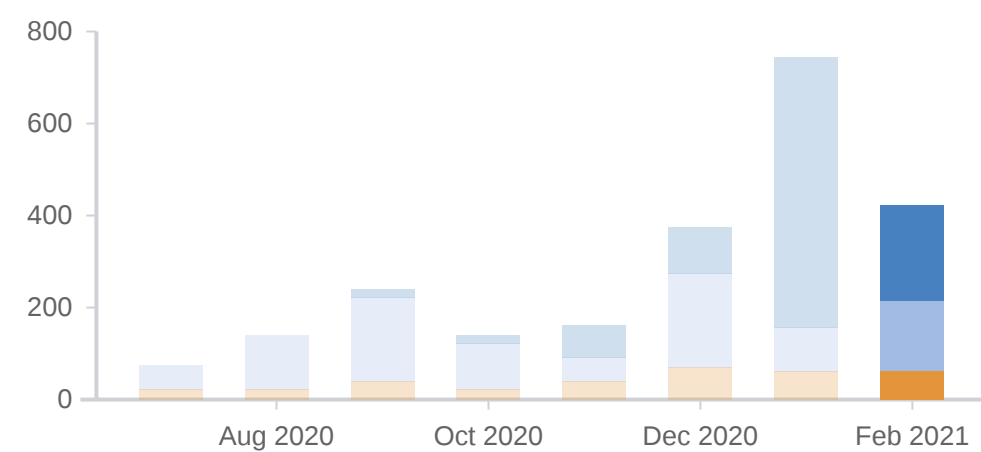
How many virtual programs were held each month in FY2021?

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



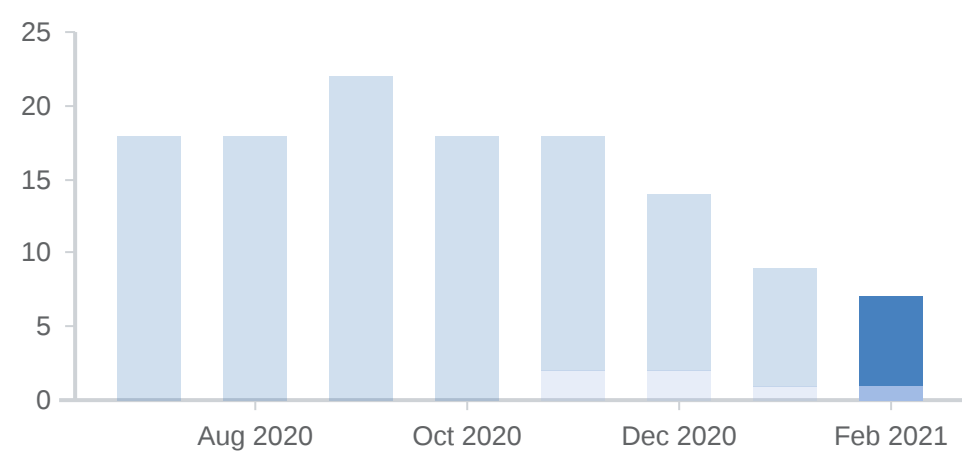
How many people attended our virtual programs?

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...

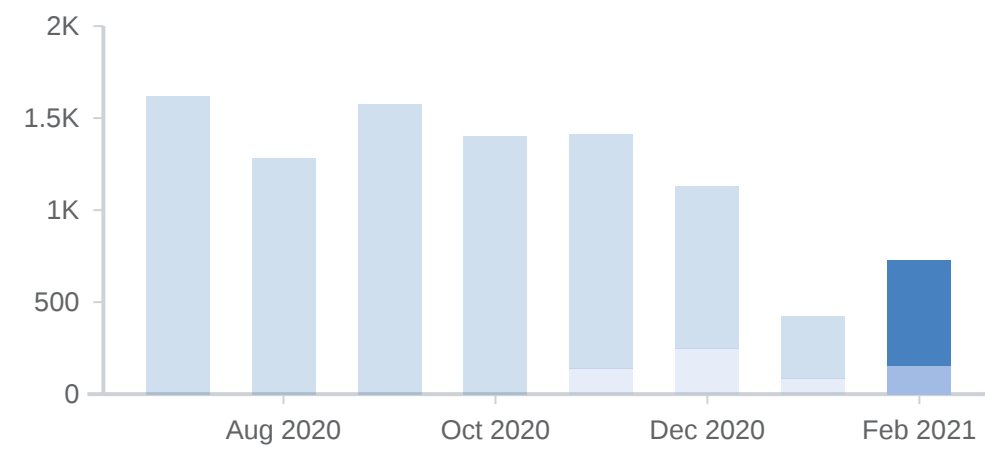


7

Metric Type in Feb 2021

How many people participated in our passive programs?

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



730

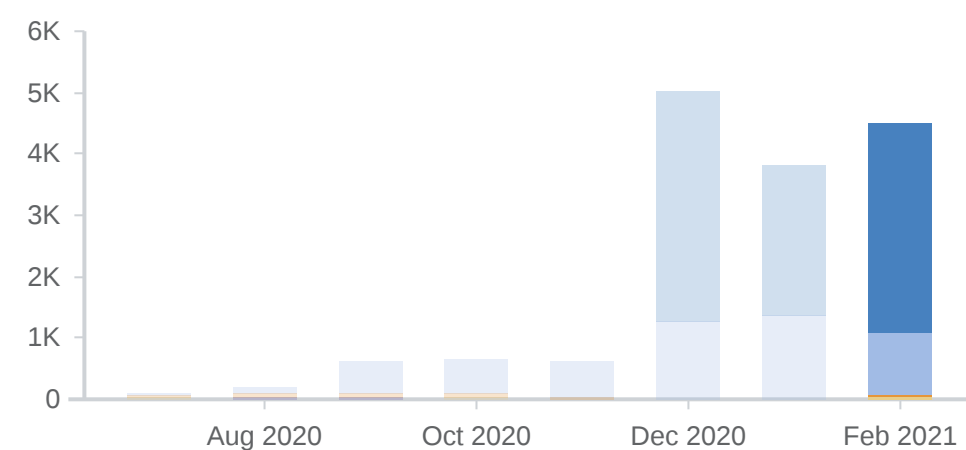
Metric Type in Feb 2021

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; and **home delivery** which began in May 2020.

Special Services

Home deliveries were very popular this month!



4,502

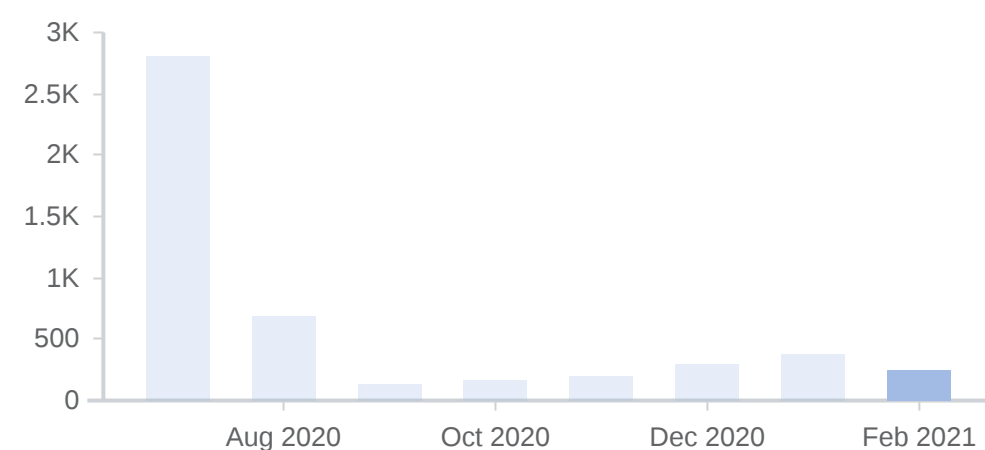
Metric Type in Feb 2021

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.



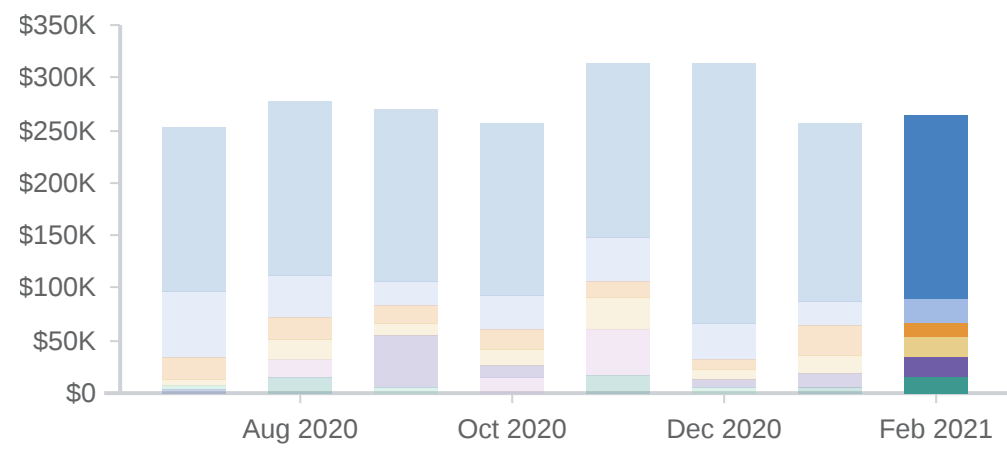
240

Metric Type in Feb 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.



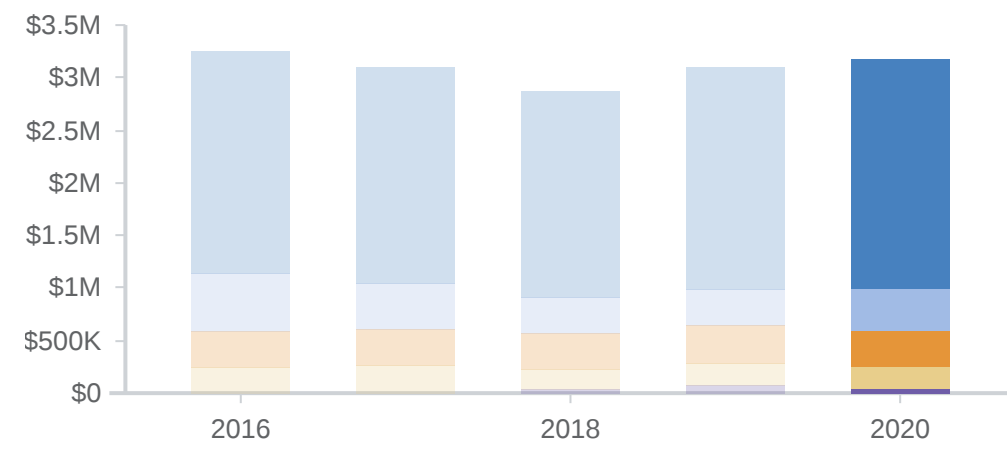
\$264,105.24

Expenses in Feb 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

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 February 16, 2021 Board of Trustees Meeting

A.1.b Check/Voucher Register – AP & Payroll Complete for February 16, 2021 totaling \$250,919.67

A.1.c Monthly Financial Report for February 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 February 2021

A.1.j Ehlers Account Statement for February 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
February 16, 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 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. A recording of this meeting will be available on the library's website by Friday, February 26.

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

Roll Call

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

Corbett was pleased to announce there will be three candidates running for the office of Library Trustee in the April 6, 2021 Consolidated Election. Trustee Nutt, appointed in 2019, will run for a 2 year term; the balance of the term to which he was appointed. Two candidates, Matthew Goyke and Maryann Dellamaria, have filed to run as write-in candidates for 4 year terms.

Economic Interests Statement

Corbett noted returning Trustees will receive their annual Economic Interests Statement from Kane County in March.

Director's Report

Cash Flow Analysis

Bennett explained cash flow projections for the current and upcoming fiscal years, and noted an impending transfer of cash from interest-bearing accounts to the Library's general account for bill payments in the coming months prior to receipt of tax revenues. A planned use for cash to remodel Dundee Library has been delayed. The Library is working with Treasurer Lindholm and its investment advisor to determine the optimum way to keep liquid assets working in the interim.

Department Head Reports and Dashboard

Kuhlman noted almost all furloughed staff has returned to the Library; Bennett reported the last furloughed member is expected to return soon. Weber recognized Public Relations Manager Kirstin Finneran for submitting Fox River Valley Public Library District as a candidate for recognition in Northern Kane County Chamber of Commerce's search for individuals and businesses who worked to strengthen the community in 2020. The Library was selected and received a plaque in recognition. Evans thanked staff for their contributions to the FISH Food Pantry. Staff also participated in Senator DeWitt's request for valentines to be distributed to senior citizens in the area.

Director Bennett reported the Randall Oaks Library book drop was recently damaged. A new book drop is on order. At this time, materials may be returned either inside Randall Oaks Library or at the Gilberts Village Hall book drop or the Dundee Library book drop. Laptops, hotspots and kits must still be returned in person. As the Library moves forward with safe-reopening restrictions, material loan periods will return to pre-covid time frames.

Consent Agenda

Exhibit A.1 Items 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 \$315,359.59
- 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

Corbett inquired if there were any items Trustees would like removed for further discussion; Tennis requested A.1.d be withheld. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.C, AND A.1.E THROUGH A.1.J AS PRESENTED*. Moved by Nutt and seconded by Evans, 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.D AS PRESENTED*. Moved by Lindholm and seconded by Nutt, item opened for discussion. Tennis noted the Library had provided limited free printing services due to covid restrictions, and inquired about the budget variance for print copy revenue this fiscal year. Interim Director Bennett responded that the revenue deficit in the print copy line was expected to remain through the end of the fiscal year. 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 Landscape Contract – Sebert Landscaping

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

Bennett reported 13 requests for proposals were sent to local landscapers with two responding. Sebert Landscaping, the District's last contractor, submitted the lowest bid. The Library's experience with Sebert has been satisfactory and recommended continued service. 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 Director Search - discussion

Vice President and Personnel Liaison Kristina Weber reported on efforts to create a job posting brochure that clearly delineates duties and responsibilities along with qualities desired in a Library Director candidate. Trustees reviewed the existing job description and agreed by consensus to lower the required experience to a minimum of 5 years. The job description along with responses from a survey sent to trustees, library management, and staff about the qualities desired in a candidate will be used to shape the final posting.

Adjournment

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

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

Meeting adjourned at 8:05 PM.

Nikki S. Kuhlman, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 2/1/2021 Through 2/28/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Ziegler's Ace Hardware	43328	2/16/2021	103.95
Advanced Disposal	43329	2/16/2021	176.40
SYNCB/AMAZON	43330	2/16/2021	1,459.95
AT&T	43331	2/16/2021	328.99
AT & T Mobility	43332	2/16/2021	112.65
Baker & Taylor	43333	2/16/2021	98.42
Roxane E Bennett	43334	2/16/2021	645.00
Breakroom Solutions	43335	2/16/2021	232.56
Brodart Co.	43336	2/16/2021	2,790.28
Cooperative Computer Services	43337	2/16/2021	16,966.74
CDS Office Technologies	43338	2/16/2021	258.61
Comcast	43339	2/16/2021	569.99
Comcast	43340	2/16/2021	1,414.32
ComEd	43341	2/16/2021	2,941.53
Deerfield Public Library	43342	2/16/2021	22.95
Demco, Inc.	43343	2/16/2021	413.32
Ehlers Investment Partners, LLC	43344	2/16/2021	516.14
Elgin Sheet Metal Company	43345	2/16/2021	1,162.50
Friends of the FRV Libraries	43346	2/16/2021	36.75
Garveys Office Products	43347	2/16/2021	1,352.48
GovConnection, Inc	43348	2/16/2021	1,075.35
INGRAM Library Services	43351	2/16/2021	11,651.32
OPP.FRANCHISING, INC. DBA JANI-KI...	43352	2/16/2021	2,442.00
Kane Co. Clerk	43353	2/16/2021	11.00
KONE, INC	43354	2/16/2021	275.56
Midwest Tape Exchange, Inc.	43356	2/16/2021	3,513.23
Nicor Gas	43357	2/16/2021	537.10
OpenGov, Inc.	43358	2/16/2021	2,464.00
OTC Brands, Inc.	43359	2/16/2021	135.75
PETERS Electric & Technology, Inc.	43360	2/16/2021	2,576.00
RAILS	43361	2/16/2021	1,298.00
Peregrine,Stime,Newman,Ritzman & B...	43362	2/16/2021	337.50
SHI International Corp	43363	2/16/2021	830.00
Showcases	43364	2/16/2021	68.30
Technology Management Rev Fund	43365	2/16/2021	427.50
Valley Enterprises, Inc.	43366	2/16/2021	10,341.00
Cardmember Service	43367	2/16/2021	3,215.23
Wellness Insurance Network	43368	2/16/2021	14,516.68
Paylocity Payroll	DD202102-01	2/12/2021	884.07
Paylocity Payroll	DD202102-02	2/26/2021	264.15
Office of the Secretary of State of Illinois	DD202102-03	2/26/2021	2,869.00
Illinois Municipal Retirement	DD202102-08	2/26/2021	19,319.77
TSYS Merchant Solutions-Omaha	TSYS Fees 3347	2/28/2021	8.86
TSYS Merchant Solutions-Omaha	TSYS Fees 9323	2/28/2021	15.48
	Total 10100 - BANK ACCOUNTS		110,680.38
Report Total			110,680.38

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 2/01/21 Through 02/28/21

Page 1 Total

\$ 110,680.38

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-February 2021	\$ 138,087.66
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,805.00
DENTAL INSURANCE	232.22
I.M.R.F	6,219.00
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	13,100.77
MEDICARE/F.I.C.A.	10,407.85
TOTAL PAYROLL EXPENSE	<u>153,340.06</u>
*Minus IMRF Employer Portion Direct Debit	<u>(13,100.77)</u>
	<u>\$ 140,239.29</u>

\$ 140,239.29\$ 250,919.67 Grand Total

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		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	14,902.79	3,367,326.63	99.77%	7,506.60	3,374,833.23	(0.22)%
43020	PPRT	0.00	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	169.53	3,415.03	11.38%	26,584.97	30,000.00	(88.62)%
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	1,561.19	4,983.57	249.17%	(2,983.57)	2,000.00	149.18%
46020	FINES & FEES	0.00	53.20	10.64%	446.80	500.00	(89.36)%
46030	LOST & DAMAGED	80.94	2,237.64	44.75%	2,762.36	5,000.00	(55.25)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46250	LICENSE PLATE RENEWAL INCOME	2,257.00	35,064.05	18.43%	155,135.95	190,200.00	(81.56)%
46400	MISCELLANEOUS INCOME	58.69	210.36	1,254.38%	(193.59)	16.77	1,154.38%
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	10,726.00	53.63%	9,274.00	20,000.00	(46.37)%
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	17.40	442.94	2.95%	14,557.06	15,000.00	(97.05)%
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)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

	Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget	
Total REVENUES	<u>19,922.54</u>	<u>3,582,729.64</u>	<u>94.39%</u>	<u>212,792.36</u>	<u>3,795,522.00</u>	(5.61)%	
Total Revenues	<u>19,922.54</u>	<u>3,582,729.64</u>	<u>94.39%</u>	<u>212,792.36</u>	<u>3,795,522.00</u>	(5.61)%	
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,604.46	90,881.66	55.07%	74,118.34	165,000.00	44.92%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	875.00	10,726.00	53.63%	9,274.00	20,000.00	46.37%
52160	TUITION REIMB	0.00	2,544.00	48.45%	2,706.00	5,250.00	51.54%
52212	FICA / MEDICARE	10,407.85	87,023.62	62.72%	51,705.39	138,729.01	37.27%
05	ADMINISTRATION						
52100	SALARIES	30,910.41	221,963.47	67.69%	105,940.53	327,904.00	32.31%
40	PUBLIC RELATIONS						
52100	SALARIES	4,866.42	40,506.34	62.51%	24,286.66	64,793.00	37.48%
50	IT / NETWORK						
52100	SALARIES	6,720.65	56,615.40	55.70%	45,014.60	101,630.00	44.29%
60	PATS						
52100	SALARIES	9,330.06	77,953.32	63.20%	45,376.68	123,330.00	36.79%
90	FACILITIES						
52100	SALARIES	5,741.39	47,059.39	53.85%	40,324.61	87,384.00	46.15%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,889.60	213,021.53	58.43%	151,522.47	364,544.00	41.56%
20	YOUTH SERVICES						
52100	SALARIES	18,542.71	156,532.24	60.71%	101,267.76	257,800.00	39.28%
70	ACCOUNT SERVICES						
52100	SALARIES	23,067.91	177,386.70	52.34%	161,501.30	338,888.00	47.66%
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>13,055.26</u>	<u>96,417.24</u>	<u>56.89%</u>	<u>73,049.76</u>	<u>169,467.00</u>	43.11%
	Total PERSONNEL SERVICES/BENEFITS	161,011.72	1,282,888.07	58.53%	909,006.56	2,191,894.63	41.47%
20	LIBRARY MATERIALS						
0	District Wide						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		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	320.52	5,388.06	58.56%	3,811.94	9,200.00	41.43%
61500	DATABASES	2,200.25	55,396.92	97.91%	1,178.08	56,575.00	2.08%
61510	EBOOKS	2,938.19	30,423.45	58.67%	21,426.55	51,850.00	41.32%
61520	DOWNLOADABLE MEDIA	3,182.26	33,115.09	78.33%	9,159.91	42,275.00	21.67%
61540	HOTSPOTS	0.00	13,435.05	335.87%	(9,435.05)	4,000.00	(235.88)%
64100	PROC FEES BOOKS	359.45	2,730.65	68.26%	1,269.35	4,000.00	31.73%
64200	PROC FEES AV	590.35	4,913.35	61.41%	3,086.65	8,000.00	38.58%
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	29.99	582.39	116.47%	(82.39)	500.00	(16.48)%
61200	PERIODICALS	0.00	1,987.72	99.38%	12.28	2,000.00	0.61%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	(93.43)	3,108.49	56.51%	2,391.51	5,500.00	43.48%
61600	VIDEOGAMES	0.00	5,883.73	34.61%	11,116.27	17,000.00	65.39%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,499.63	19,323.43	77.29%	5,676.57	25,000.00	22.71%
61111	BOOKS LARGE TYPE	387.70	2,301.11	65.74%	1,198.89	3,500.00	34.25%
61120	BOOKS NF	1,763.20	12,400.38	82.66%	2,599.62	15,000.00	17.33%
61130	BOOKS SPANISH	0.00	878.61	21.96%	3,121.39	4,000.00	78.03%
61330	AUDIOBOOKS	579.32	4,982.24	71.17%	2,017.76	7,000.00	28.83%
61350	MUSIC	187.37	2,592.96	51.85%	2,407.04	5,000.00	48.14%
61400	DVD	829.04	7,449.08	43.81%	9,550.92	17,000.00	56.18%
61700	NONTRADITIONAL MATERIALS	0.00	4,160.69	83.21%	839.31	5,000.00	16.79%
15	TEEN						
61100	BOOKS	286.39	3,230.70	49.70%	3,269.30	6,500.00	50.30%
61130	BOOKS SPANISH	0.00	313.15	10.43%	2,686.85	3,000.00	89.56%
61330	AUDIOBOOKS	0.00	899.77	29.99%	2,100.23	3,000.00	70.01%
20	YOUTH SERVICES						
61100	BOOKS	2,544.01	26,243.74	53.55%	22,756.26	49,000.00	46.44%
61130	BOOKS SPANISH	228.12	3,178.42	39.73%	4,821.58	8,000.00	60.27%
61330	AUDIOBOOKS	0.00	821.82	54.78%	678.18	1,500.00	45.21%
61350	MUSIC	380.38	380.38	38.03%	619.62	1,000.00	61.96%
61400	DVD	835.09	4,614.66	76.91%	1,385.34	6,000.00	23.09%

Fox River Valley Public Library District
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10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61700	NONTRADITIONAL MATERIALS	351.00	2,703.94	90.13%	296.06	3,000.00	9.87%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	(17.95)	291.39	19.42%	1,208.61	1,500.00	80.57%
61600	VIDEOGAMES	0.00	1,073.29	17.88%	4,926.71	6,000.00	82.11%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	897.82	7,254.67	72.54%	2,745.33	10,000.00	27.45%
61120	BOOKS NF	257.12	2,170.55	72.35%	829.45	3,000.00	27.65%
61400	DVD	0.00	2,873.83	35.92%	5,126.17	8,000.00	64.08%
15	TEEN						
61100	BOOKS	263.10	1,870.06	46.75%	2,129.94	4,000.00	53.25%
61330	AUDIOBOOKS	0.00	446.89	44.68%	553.11	1,000.00	55.31%
20	YOUTH SERVICES						
61100	BOOKS	1,411.51	8,694.03	62.10%	5,305.97	14,000.00	37.90%
61130	BOOKS SPANISH	303.83	1,528.79	76.43%	471.21	2,000.00	23.56%
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	23,514.26	282,364.38	67.23%	137,635.62	420,000.00	32.77%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	0.00	5,592.00	86.03%	908.00	6,500.00	13.97%
52124	UNEMPLOYMENT INS	0.00	2,956.30	49.27%	3,043.70	6,000.00	50.73%
52130	STAFF DEVELOPMENT	11.00	3,411.40	56.85%	2,588.60	6,000.00	43.14%
70800	POSTAGE	360.00	958.71	31.95%	2,041.29	3,000.00	68.04%
70900	SUPPLIES	1,272.27	8,152.09	62.70%	4,847.91	13,000.00	37.29%
73225	PUBLIC LIABILITY INS	0.00	31,067.50	103.55%	(1,067.50)	30,000.00	(3.56)%
73230	TRANSPORTATION REIMBURSEMENT	43.34	275.76	6.89%	3,724.24	4,000.00	93.11%
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	0.00	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	24.34	592.85	9.88%	5,407.15	6,000.00	90.12%
73255	INVESTMENT FEES	516.14	4,364.51	54.55%	3,635.49	8,000.00	45.44%

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10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73260	LOST & PAID FORWARDING	15.00	37.95	0.00%	(37.95)	0.00	0.00%
73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
73281	TAX EXPENSE	0.00	60.88	120.55%	(10.38)	50.50	(20.55)%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	2,869.00	34,128.00	18.83%	147,072.00	181,200.00	81.17%
73283	LICENSE PLATE S&SLT FEES	0.00	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	43.66	1,337.46	38.21%	2,162.54	3,500.00	61.79%
76500	CASH UNDER	0.00	0.00	0.00%	249.50	249.50	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,049.00	1,049.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	0.00	1,580.00	79.00%	420.00	2,000.00	21.00%
73242	MEMBERSHIPS	0.00	1,105.00	41.38%	1,565.00	2,670.00	58.61%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	558.00	13.95%	3,442.00	4,000.00	86.05%
30	PUBLIC SERVICE						
70900	SUPPLIES	1,155.30	5,466.11	51.44%	5,158.89	10,625.00	48.55%
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	540.55	3,594.25	35.94%	6,405.75	10,000.00	64.06%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	253.18	1,675.14	18.61%	7,324.86	9,000.00	81.39%
73520	PLANT OPERATION	3,051.74	8,153.81	37.06%	13,846.19	22,000.00	62.94%
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	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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10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	5.43	276.09	13.80%	1,723.91	2,000.00	86.20%
73505	RENT EXPENSE	5,407.50	43,260.00	66.66%	21,630.00	64,890.00	33.33%
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%
	Total LIBRARY OPERATIONS	15,568.45	163,570.76	38.60%	260,179.24	423,750.00	61.40%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	6,740.00	67.40%	3,260.00	10,000.00	32.60%
70900	SUPPLIES	0.00	2,021.96	24.65%	6,178.04	8,200.00	75.34%
73010	NEWSLETTER	4,806.00	13,716.00	71.43%	5,484.00	19,200.00	28.56%
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	4,806.00	22,477.96	55.36%	18,122.04	40,600.00	44.64%
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	15.00	1,077.44	6.73%	14,922.56	16,000.00	93.27%
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	269.65	1,694.90	52.96%	1,505.10	3,200.00	47.03%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	0.00	396.97	26.46%	1,103.03	1,500.00	73.54%
20	YOUTH SERVICES						
70900	SUPPLIES	437.12	6,225.31	47.88%	6,774.69	13,000.00	52.11%
73150	PERFORMERS	0.00	650.00	26.00%	1,850.00	2,500.00	74.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	51.00	98.11	6.54%	1,401.89	1,500.00	93.46%
	Total GENERAL PROGRAMMING	772.77	14,084.12	32.08%	29,815.88	43,900.00	67.92%

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10 - GENERAL/CORPORATE
From 2/1/2021 Through 2/28/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	502.15	2,889.74	94.28%	175.26	3,065.00	5.72%
73320	CCS SHARED COST	12,922.56	38,767.68	75.71%	12,431.32	51,199.00	24.28%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
73340	SOFTWARE	408.18	9,091.88	60.61%	5,908.12	15,000.00	39.39%
73350	INTERNET LINES	756.49	6,051.92	61.13%	3,848.08	9,900.00	38.87%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	999.20	33.30%	2,000.80	3,000.00	66.69%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	124.90	999.20	33.30%	2,000.80	3,000.00	66.69%
	Total COMPUTER	14,839.18	58,799.62	58.70%	41,364.38	100,164.00	41.30%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,148.22	6,147.01	61.47%	3,852.99	10,000.00	38.53%
73410	LEGAL FEES	0.00	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	1,148.22	17,069.51	42.62%	22,980.49	40,050.00	57.38%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	1,075.35	9,683.01	64.33%	5,366.99	15,050.00	35.66%
73310	CATALOGING - COMPUTER SERVICE	1,843.93	5,531.79	80.52%	1,338.21	6,870.00	19.48%
73530	EQUIPMENT MAINT	0.00	151.87	15.18%	848.13	1,000.00	84.81%
73640	FUEL	57.19	739.81	73.98%	260.19	1,000.00	26.02%
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	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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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	16,906.96	49,276.01	72.82%	18,388.99	67,665.00	27.18%
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	19,883.43	124,869.33	66.57%	62,700.67	187,570.00	33.43%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	112.65	903.25	75.27%	296.75	1,200.00	24.73%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	1,475.20	10,207.01	72.90%	3,792.99	14,000.00	27.09%
73610	ELECTRICITY	6,167.87	27,868.85	69.67%	12,131.15	40,000.00	30.33%
73620	WATER AND SEWER	134.32	1,006.48	20.12%	3,993.52	5,000.00	79.87%
73630	GAS	537.10	1,619.17	32.38%	3,380.83	5,000.00	67.62%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	259.31	1,907.00	76.28%	593.00	2,500.00	23.72%
	Total UTILITIES	8,686.45	43,511.76	64.27%	24,188.24	67,700.00	35.73%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	773.99	1,443.96	12.55%	10,056.04	11,500.00	87.44%
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	773.99	1,785.93	6.00%	27,964.07	29,750.00	94.00%
	Total Expenditures	251,004.47	2,011,421.44	56.73%	1,533,957.19	3,545,378.63	43.27%

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 10 - GENERAL/CORPORATE
 From 2/1/2021 Through 2/28/2021

	<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>
Net Increase(Decrease) in Fund Balance	<u>(231,081.93)</u>	<u>1,571,308.20</u>	<u>628.16%</u>	<u>(1,321,164.83)</u>	<u>250,143.37</u>	528.16%

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 20 - FICA
 From 2/1/2021 Through 2/28/2021

	<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%

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 Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
 30 - IMRF
 From 2/1/2021 Through 2/28/2021

		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	529.95	119,742.47	99.78%	257.53	120,000.00	(0.21)%
44010	INT & DIV INCOME	0.00	23.21	4.64%	476.79	500.00	(95.36)%
	Total REVENUES	<u>529.95</u>	<u>119,765.68</u>	<u>99.39%</u>	<u>734.32</u>	<u>120,500.00</u>	<u>(0.61)%</u>
	Total Revenues	<u>529.95</u>	<u>119,765.68</u>	<u>99.39%</u>	<u>734.32</u>	<u>120,500.00</u>	<u>(0.61)%</u>
	Expenditures						
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52121	IMRF	13,100.77	112,921.29	79.47%	29,163.09	142,084.38	20.53%
	Total PERSONNEL SERVICES/BENEFITS	<u>13,100.77</u>	<u>112,921.29</u>	<u>79.47%</u>	<u>29,163.09</u>	<u>142,084.38</u>	<u>20.53%</u>
	Total Expenditures	<u>13,100.77</u>	<u>112,921.29</u>	<u>79.47%</u>	<u>29,163.09</u>	<u>142,084.38</u>	<u>20.53%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,570.82)</u>	<u>6,844.39</u>	<u>(31.70)%</u>	<u>(28,428.77)</u>	<u>(21,584.38)</u>	<u>(131.71)%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 2/1/2021 Through 2/28/2021

		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	5,598.31	33,216.60	83.04%	6,783.40	40,000.00	(16.96)%
	Total REVENUES	5,598.31	33,216.60	83.04%	6,783.40	40,000.00	(16.96)%
	Total Revenues	5,598.31	33,216.60	83.04%	6,783.40	40,000.00	(16.96)%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	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	0.00	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	0.00	68,223.38	48.28%	73,064.62	141,288.00	51.71%
	Total CAPITAL EXPENSE	0.00	71,839.38	40.75%	104,448.62	176,288.00	59.25%
	Total Expenditures	0.00	82,973.53	29.45%	198,814.47	281,788.00	70.55%
	Net Increase(Decrease) in Fund Balance	5,598.31	(49,756.93)	20.57%	(192,031.07)	(241,788.00)	(79.42)%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
 80 - WORKING CASH
 From 2/1/2021 Through 2/28/2021

	<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	<u>328.86</u>	<u>1,878.97</u>	<u>83.50%</u>	<u>371.03</u>	<u>2,250.00</u>	(16.49)%
Total REVENUES	<u>328.86</u>	<u>1,878.97</u>	<u>83.51%</u>	<u>371.03</u>	<u>2,250.00</u>	(16.49)%
Total Revenues	<u>328.86</u>	<u>1,878.97</u>	<u>83.51%</u>	<u>371.03</u>	<u>2,250.00</u>	(16.49)%
Net Increase(Decrease) in Fund Balance	<u><u>328.86</u></u>	<u><u>1,878.97</u></u>	<u><u>83.50%</u></u>	<u><u>371.03</u></u>	<u><u>2,250.00</u></u>	(16.49)%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report
90 - DONATION / GIFT
From 2/1/2021 Through 2/28/2021

	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	530.42	3,030.59	50.50%	2,969.41	6,000.00	(49.49)%
49010 MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
Total REVENUES	<u>530.42</u>	<u>3,030.59</u>	<u>27.55%</u>	<u>7,969.41</u>	<u>11,000.00</u>	<u>(72.45)%</u>
Total Revenues	<u>530.42</u>	<u>3,030.59</u>	<u>27.55%</u>	<u>7,969.41</u>	<u>11,000.00</u>	<u>(72.45)%</u>
Net Increase(Decrease) in Fund Balance	<u>530.42</u>	<u>3,030.59</u>	<u>27.55%</u>	<u>7,969.41</u>	<u>11,000.00</u>	<u>(72.45)%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021
From 2/1/2021 Through 2/28/2021

	Month Activity	Year Activity	Percent Budget Used FY2021	Total Budget - FY2021 Working Budget	Budget \$ Remaining FY2021	Percent Budget Remaining FY2021	
Revenues							
43010	TAX LEVY	15,432.74	3,487,069.10	99.77%	3,494,833.23	7,764.13	0.22%
43020	PPRT	0.00	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	6,627.12	41,564.40	52.78%	78,750.00	37,185.60	47.21%
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	1,561.19	4,983.57	249.17%	2,000.00	(2,983.57)	(149.17)%
46020	FINES & FEES	0.00	53.20	10.64%	500.00	446.80	89.36%
46030	LOST & DAMAGED	80.94	2,237.64	44.75%	5,000.00	2,762.36	55.24%
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	17.40	442.94	2.21%	20,000.00	19,557.06	97.78%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	2,257.00	35,064.05	18.43%	190,200.00	155,135.95	81.56%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	58.69	210.36	1,254.38%	16.77	(193.59)	(1,154.38)%
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	10,726.00	53.63%	20,000.00	9,274.00	46.37%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>26,910.08</u>	<u>3,740,621.48</u>	<u>94.24%</u>	<u>3,969,272.00</u>	<u>228,650.52</u>	<u>5.76%</u>
	Net Increase(Decrease) in Fund Balance	<u>26,910.08</u>	<u>3,740,621.48</u>	<u>94.23%</u>	<u>3,969,272.00</u>	<u>228,650.52</u>	<u>5.76%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2020 Through 6/30/2021

	7/1/2020 - 7/31/2020	8/1/2020 - 8/31/2020	9/1/2020 - 9/30/2020	10/1/2020 - 10/31/2020	11/1/2020 - 11/30/2020	12/1/2020 - 12/31/2020	1/1/2021 - 1/31/2021	2/1/2021 - 2/28/2021	3/1/2021 - 3/31/2021	4/1/2021 - 4/30/2021	5/1/2021 - 5/31/2021	6/1/2021 - 6/30/2021	Total
Revenues													
TAX LEVY	1,816,940.14	58,278.64	1,536,364.30	42,045.22	8,397.15	6,966.06	2,644.85	15,432.74	0.00	0.00	0.00	0.00	3,487,069.10
PPRT	7,307.76	5,400.15	0.00	6,845.88	0.00	1,771.82	8,426.71	0.00	0.00	0.00	0.00	0.00	29,752.32
TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00	0.00	0.00	12,374.24	0.00	0.00	0.00	0.00	0.00	0.00	12,374.24
INT & DIV INCOME	800.74	2,508.63	2,746.98	11,128.62	2,496.97	7,184.68	8,070.66	6,627.12	0.00	0.00	0.00	0.00	41,564.40
PER CAPITA GRANT	0.00	86,672.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,672.50
E-RATE GRANT	1,780.12	0.00	0.00	1,087.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,867.74
CARE ACT REVENUES	0.00	0.00	0.00	0.00	0.00	25,683.42	0.00	0.00	0.00	0.00	0.00	0.00	25,683.42
OTHER GRANTS	0.00	1,861.19	0.00	0.00	1,561.19	0.00	0.00	1,561.19	0.00	0.00	0.00	0.00	4,983.57
FINES & FEES	0.00	2.00	1.00	2.00	48.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.20
LOST & DAMAGED	245.29	277.07	595.91	339.83	462.91	107.01	128.68	80.94	(30.01)	0.00	0.00	0.00	2,207.63
PRINT/COPY REVENUE	0.80	26.80	58.60	155.99	34.20	121.40	27.75	17.40	0.00	0.00	0.00	0.00	442.94
LICENSE PLATE RENEWAL INCOME	5,471.50	6,909.50	8,329.05	5,744.00	6,036.00	317.00	0.00	2,257.00	0.00	0.00	0.00	0.00	35,064.05
MISCELLANEOUS INCOME	91.00	19.97	0.00	0.00	40.70	0.00	0.00	58.69	0.00	0.00	0.00	0.00	210.36
REIMBURSEMENTS	0.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
CASH OVER	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
RETIRED EMPLOYEE REIMBURSEMENTS	1,496.00	1,496.00	1,496.00	1,496.00	1,496.00	1,496.00	875.00	875.00	0.00	0.00	0.00	0.00	10,726.00
Total Revenues	<u>1,834,153.35</u>	<u>163,452.45</u>	<u>1,550,491.84</u>	<u>68,845.16</u>	<u>20,573.32</u>	<u>56,021.63</u>	<u>20,173.65</u>	<u>26,910.08</u>	<u>(30.01)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,740,591.47
Net Increase(Decrease) in Fund Balance	<u>1,834,153.35</u>	<u>163,452.45</u>	<u>1,550,491.84</u>	<u>68,845.16</u>	<u>20,573.32</u>	<u>56,021.63</u>	<u>20,173.65</u>	<u>26,910.08</u>	<u>(30.01)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	3,740,591.47

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021
 From 2/1/2021 Through 2/28/2021

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	174,112.49	1,395,830.35	59.80%	2,334,000.00	938,169.65	40.20%
	SERVICES/BENEFITS					
	174,112.49	1,395,830.35	59.80%	2,334,000.00	938,169.65	40.20%
	Total Personnel Expenses					
20	Library Materials					
20	23,514.26	282,364.38	67.22%	420,000.00	137,635.62	32.78%
	LIBRARY MATERIALS					
	23,514.26	282,364.38	67.23%	420,000.00	137,635.62	32.77%
	Total Library Materials					
50	Operating Expenses					
51	15,568.45	163,570.76	38.60%	423,750.00	260,179.24	61.40%
52	4,806.00	22,477.96	55.36%	40,600.00	18,122.04	44.64%
53	772.77	14,084.12	32.08%	43,900.00	29,815.88	67.92%
54	14,839.18	66,072.77	41.90%	157,664.00	91,591.23	58.10%
55	1,148.22	17,069.51	42.62%	40,050.00	22,980.49	57.38%
	PROFESSIONAL FEES					
	37,134.62	283,275.12	40.13%	705,964.00	422,688.88	59.87%
	Total Operating Expenses					
60	Building Expenses					
61	19,883.43	128,730.33	54.64%	235,570.00	106,839.67	45.36%
65	8,686.45	43,511.76	64.27%	67,700.00	24,188.24	35.73%
	UTILITIES					
	28,569.88	172,242.09	56.79%	303,270.00	131,027.91	43.21%
	Total Building Expenses					
70	Capital Expense					
70	773.99	73,625.31	35.73%	206,038.00	132,412.69	64.27%
	CAPITAL EXPENSE					
	773.99	73,625.31	35.73%	206,038.00	132,412.69	64.27%
	Total Capital Expense					
	264,105.24	2,207,337.25	55.61%	3,969,272.00	1,761,934.75	44.39%
	Total Expenditures					
	(264,105.24)	(2,207,337.25)	55.61%	(3,969,272.00)	(1,761,934.75)	44.39%
	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 2/1/2021 Through 2/28/2021

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	93,557.01	748,215.48	62.40%	1,199,041.00	450,825.52	37.60%
20	Library Materials	9,621.01	148,652.18	81.90%	181,500.00	32,847.82	18.10%
50	Operating Expenses	27,409.20	218,453.39	37.86%	576,970.00	358,516.61	62.14%
60	Building Expenses	3,089.12	17,009.73	67.70%	25,125.00	8,115.27	32.30%
70	Capital Expense	773.99	73,625.31	36.80%	200,038.00	126,412.69	63.20%
	Total District Wide	134,450.33	1,205,956.09	55.25%	2,182,674.00	976,717.91	44.75%
1	Dundee Library						
15	Personnel Expenses	67,500.22	551,197.63	57.08%	965,492.00	414,294.37	42.92%
20	Library Materials	10,777.82	105,467.30	57.00%	185,000.00	79,532.70	43.00%
50	Operating Expenses	4,136.59	20,188.33	35.36%	57,080.00	36,891.67	64.64%
60	Building Expenses	25,221.45	131,677.00	54.85%	240,062.00	108,385.00	45.15%
70	Capital Expense	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	Total Dundee Library	107,636.08	808,530.26	55.68%	1,452,134.00	643,603.74	44.32%
2	Randall Oaks						
15	Personnel Expenses	13,055.26	96,417.24	56.89%	169,467.00	73,049.76	43.11%
20	Library Materials	3,115.43	28,244.90	52.79%	53,500.00	25,255.10	47.21%
50	Operating Expenses	5,588.83	44,633.40	62.06%	71,914.00	27,280.60	37.94%
60	Building Expenses	259.31	23,555.36	61.85%	38,083.00	14,527.64	38.15%
70	Capital Expense	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	Total Randall Oaks	22,018.83	192,850.90	57.66%	334,464.00	141,613.10	42.34%
	Total Expenditures	264,105.24	2,207,337.25	55.61%	3,969,272.00	1,761,934.75	44.39%
	Net Increase(Decrease) in Fund Balance	(264,105.24)	(2,207,337.25)	55.61%	(3,969,272.00)	(1,761,934.75)	44.39%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
From 7/1/2020 Through 6/30/2021

	7/1/2020 - 7/31/2020	8/1/2020 - 8/31/2020	9/1/2020 - 9/30/2020	10/1/2020 - 10/31/2020	11/1/2020 - 11/30/2020	12/1/2020 - 12/31/2020	1/1/2021 - 1/31/2021	2/1/2021 - 2/28/2021	3/1/2021 - 3/31/2021	4/1/2021 - 4/30/2021	5/1/2021 - 5/31/2021	6/1/2021 - 6/30/2021	Total
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	153,644.41	165,287.37	163,885.91	163,459.62	164,310.71	248,663.29	162,466.55	174,112.49	13,892.18	0.00	0.00	0.00	1,409,722.53
Library Materials													
LIBRARY MATERIALS	62,984.66	39,917.23	23,388.78	32,595.75	41,483.79	33,885.64	24,594.27	23,514.26	236.50	0.00	0.00	0.00	282,600.88
Operating Expenses													
LIBRARY OPERATIONS	24,788.24	24,525.82	19,743.71	18,812.30	16,755.80	11,568.93	31,807.51	15,568.45	0.00	0.00	0.00	0.00	163,570.76
PUBLIC RELATIONS	2,026.82	3,959.00	1,298.78	2,000.00	5,059.56	785.80	2,542.00	4,806.00	0.00	0.00	0.00	0.00	22,477.96
GENERAL PROGRAMMING	1,689.05	1,588.92	866.87	1,572.98	3,794.89	2,268.55	1,530.09	772.77	269.52	0.00	0.00	0.00	14,353.64
COMPUTER	1,141.26	14,084.77	5,348.90	3,104.88	15,023.34	3,034.91	9,495.53	14,839.18	756.49	0.00	0.00	0.00	66,829.26
PROFESSIONAL FEES	794.10	3,973.05	651.85	7,201.85	4,228.55	(1,908.63)	980.52	1,148.22	0.00	0.00	0.00	0.00	17,069.51
Building Expenses													
MAINTENANCE	1,774.70	6,693.59	50,574.98	12,439.02	16,848.95	7,801.80	12,713.86	19,883.43	2,971.76	0.00	0.00	0.00	131,702.09
UTILITIES	4,094.96	5,164.31	4,994.44	5,390.13	4,646.56	5,438.71	5,096.20	8,686.45	475.10	0.00	0.00	0.00	43,986.86
Capital Expense													
CAPITAL EXPENSE	0.00	11,814.00	0.00	11,006.99	40,790.35	3,250.00	5,989.98	773.99	0.00	0.00	0.00	0.00	73,625.31
Total Expenditures	<u>252,938.20</u>	<u>277,008.06</u>	<u>270,754.22</u>	<u>257,583.52</u>	<u>312,942.50</u>	<u>314,789.00</u>	<u>257,216.51</u>	<u>264,105.24</u>	<u>18,601.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	2,225,938.80
Net Increase(Decrease) in Fund Balance	<u>(252,938.20)</u>	<u>(277,008.06)</u>	<u>(270,754.22)</u>	<u>(257,583.52)</u>	<u>(312,942.50)</u>	<u>(314,789.00)</u>	<u>(257,216.51)</u>	<u>(264,105.24)</u>	<u>(18,601.55)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	(2,225,938.80)

Fox River Valley Public Library District

Balance Sheet
As of 2/28/2021

	<u>Current Year</u>
Assets	
Cash and Investments	
Checking Accounts	
10100	BANK ACCOUNTS
10	GENERAL/CORPORATE 3,516,891.34
30	IMRF 28,928.77
70	CAPITAL PROJECTS/SPECIAL RESERVE <u>594,080.60</u>
	Total Checking Accounts 4,139,900.71
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 2,741,529.84
80	WORKING CASH 161,045.81
90	DONATION / GIFT <u>259,748.38</u>
	Total Investments <u>3,162,324.03</u>
	Total Cash and Investments 7,302,662.24
Other Assets	
13000	PREPAID RENT
10	GENERAL/CORPORATE 27,037.50
13100	PREPAID INSURANCE
10	GENERAL/CORPORATE 16,663.00
13200	PREPAID EXPENSE
10	GENERAL/CORPORATE 21,836.99
14000	ACCOUNTS RECEIVABLE
10	GENERAL/CORPORATE <u>19.30</u>
	Total Other Assets <u>65,556.79</u>
	Total Assets <u><u>7,368,219.03</u></u>
Liabilities and Fund Balance	
Liabilities	
20000	ACCOUNTS PAYABLE
10	GENERAL/CORPORATE 28,048.55
22055	CREDIT CARD PAYABLE NELSON
10	GENERAL/CORPORATE 360.00
22075	CREDIT CARD PAYABLE BERGER
10	GENERAL/CORPORATE 51.00
22080	CREDIT CARD PAYABLE POWESIAK
10	GENERAL/CORPORATE 52.24
22083	CREDIT CARD PAYABLE BOYER
10	GENERAL/CORPORATE 65.63
22084	CREDIT CARD PAYABLE SABALA
10	GENERAL/CORPORATE 388.18
22087	CREDIT CARD PAYABLE CARCAMO
10	GENERAL/CORPORATE <u>57.19</u>
	Total Liabilities 29,022.79
Fund Balance	
10	GENERAL/CORPORATE 3,553,862.84
30	IMRF 28,928.77
70	CAPITAL PROJECTS/SPECIAL RESERVE 3,335,610.44
80	WORKING CASH 161,045.81
90	DONATION / GIFT <u>259,748.38</u>
	Total Fund Balance <u>7,339,196.24</u>
	Total Liabilities and Fund Balance <u><u>7,368,219.03</u></u>



Investment Inventory Month End
FR Valley Investment Holdings (104089)
02/28/2021

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	Identifier	Market Value
Cash	---	02/28/2021	---	0.00	0.000	---	CCYUSD	2.72
Receivable	---	02/28/2021	---	0.00	0.000	---	CCYUSD	493.15
Payable	---	02/28/2021	---	0.00	0.000	---	CCYUSD	(105,015.00)
FEDERATED HRMS GV O INST	01/27/2021	02/28/2021	---	0.00	0.010	---	60934N104	112,000.00
MMDA12	---	02/28/2021	---	0.00	0.000	---	MMDA12	339.82
Sallie Mae Bank	04/24/2019	04/26/2021	---	125,000.00	2.450	2.470	7954502K0	125,493.25
ConnectOne Bank	05/10/2018	05/10/2021	---	155,000.00	2.850	2.867	20786ACE3	155,870.33
Bar Harbor Bank & Trust Company	07/02/2018	06/29/2021	---	200,000.00	3.000	3.015	066851WF9	202,004.60
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	136,891.62
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	98,060.60
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	152,177.10
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	96,194.44
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	172,374.05
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	110,979.18
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,606.60
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,304.05
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,675.88
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	205,793.40
ILLINOIS ST	02/22/2021	11/01/2022	---	200,000.00	5.000	0.516	452152P62	212,954.60
CHICAGO ILL BRD ED	02/22/2021	12/01/2022	---	100,000.00	5.000	0.631	167505XU5	106,964.20
LA SALLE CNTY ILL SCH DIST NO 141 OTTAWA	03/10/2021	12/01/2022	---	105,000.00	0.350	0.342	504588GD0	104,965.25
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	103,053.40
DU PAGE CNTY ILL CMNTY HIGH SCH DIST NO 094 WEST C	05/21/2020	01/01/2023	---	25,000.00	5.000	1.150	263381DM4	27,071.23
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	37,242.49
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,692.02
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	126,958.02
Raymond James Bank, N.A.	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	141,183.43
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,436.87
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	86,459.65
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	158,081.55
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	3134GWL20	80,003.52
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	200,375.14
---	---	07/04/2022	---	3,020,000.00	2.553	1.815	---	3,113,687.13

B.1 Director Search - Brochure and Promotional Expenses

RECOMMENDED MOTION: I move to approve the Director Search Brochure as presented and to authorize promotional expenditures associated with the search up to a maximum of \$2,500.

BACKGROUND INFORMATION:

The first five pages of the brochure are intended to introduce a national audience of potential director candidates to the FRVPLD, its community, lifestyle amenities available in the area, and the wonderful opportunities posed by this job opening. With its professional graphics presentation and local photos, it clearly communicates who we are, how we operate, and what is important to us. Northern Illinois libraries regularly attract quality director candidates from a national audience due to their stellar and well-deserved reputation of being leaders in the industry. Links to relevant pages on the library’s website and our social media feeds are embedded in the text of the brochure.

Page six highlights The Position itself, outlining the minimum qualifications the board agreed were required to be considered as a candidate and, borrowing from the formal job description previously approved by the board, summarizes the most important responsibilities of the Director. A link to the full job description is included at the bottom of the page.

Page seven defines the Ideal Candidate by pulling together the common themes and important elements identified in recent surveys completed by trustees, the administrative/management team, and staff.

The last page informs prospective candidates what to expect from us, including starting salary range, components of the benefits package, and how to apply. A link to download the application form is included.

The brochure is designed to be a digital document, so there is no anticipated cost for printing. It will be housed on the FRVPLD website. Postings directing potential applicants to the brochure will be submitted to a wide variety of free and paid job search sites. Sites identified are those specific to the library industry as well as others used regularly by Executive Recruiters that specialize in library searches.

Sample promotional expense budget (for illustration purposes only):

\$ 0.	RAILS & Iowa State Library
\$ 200.	Illinois Library Association
\$ 750.	American Library Association
\$ 60.	Wisconsin Library Association
\$ 150.	LibJobs
\$ 500.	Indeed
\$ 750.	LinkedIn
\$ 90.	Miscellaneous
\$ 2,500.	TOTAL