

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

**August 3, 2021  
7:00 PM**

**Dundee Library Meeting Room  
555 Barrington Avenue  
East Dundee, IL 60118**

**AGENDA**

**Call to Order—President Richard V. Corbett**

**Pledge of Allegiance**

**Roll Call—Secretary Evans**

**Public Comment**

*The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, asks that anyone wishing to address the Board sign in on the Public Comment sheet prior to the start of the meeting by name, town, and organization (if applicable).*

**New Business**

**Exhibit C.1     Declare New Board Officers**

**President’s Report**

- **Secretary’s Audit for Illinois Public Library Annual Report**

**Director’s Report—Interim Director Bennett**

- **Tentative Budget and Appropriation Presentation – Assistant Director Heather Zabski**
- **Per Capita Grant Award**
- **Department Head Reports**
- **Dashboard**

**A.     Consent Agenda**

**Exhibit A.1     Items to be included in Consent Agenda**

- A.1.a     Minutes from the June 15, 2021 Board of Trustees Meeting**
- A.1.b     Minutes from the June 17, 2021 Special Board of Trustees Meeting**
- A.1.c     Minutes from the June 24, 2021 Special Board of Trustees Meeting**
- A.1.d     Check/Voucher Register – AP & Payroll Complete for June 2021  
            totaling \$262,376.94**
- A.1.e     Monthly Financial Report for June 2021**
- A.1.f     Revenue Summary – All Funds Combined – Budget v Actual Revenues  
            for June 2021**
- A.1.g     Revenue Summary – All Funds Combined by Period for June 2021**

- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses for June 2021
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for June 2021
- A.1.j Expenditure Summary – All Funds Combined by Period for June
- A.1.k Balance Sheet for June 2021
- A.1.l Ehlers Investment Inventory for June 2021

**B. Unfinished Business – none**

**C. New Business**

- Exhibit C.2 Ordinance 2021-09 Tentative Budget and Appropriation
  - Announce Hearing Date and Time: September 21, 2021, 7:00 pm
- Exhibit C.3 Amend Investment Policy – Delegation of Authority
- Exhibit C.4 Resolution 2021-10 Designating Corporate Authority over Financial Accounts
- Exhibit C.5 Resolution 2021-11 Designating Corporate Authority over Investment Accounts
- Exhibit C.6 Resolution 2021-12 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent
- Exhibit C.7 Appoint Freedom of Information (FOIA) Officers
- Exhibit C.8 Equipment Maintenance Renewal – Bibliotheca
- Exhibit C.9 Agreement to Extend Lease - Dundee Township Park District

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

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

*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.*

- Exhibit C.10 Report of Closed Session Review and Destruction of Audio Recordings made prior to February 3, 2020

**Adjournment**

**C.1 Declare New Board Officers**

RECOMMENDED **MOTION**: I move that effective this date, August 3, 2021, the officers of the Board of Library Trustees of the Fox River Valley Public Library District shall be: President, Kristina Weber; Vice President, Richard Corbett; Secretary, Chris Evans; and Treasurer, David Nutt.

**Fox River Valley Public Library District**  
**Interim Director's June & July 2021 Report**  
For August 3, 2021 Board Meeting

**Highlights:**

As reflected clearly in the Director's Calendar below, key activities for June and July revolved around the Director Search and orientations for both new Board Officers and new Trustees.

I scheduled, coordinated, and attended both the screening interviews and the final interviews for all of the Director Candidates, assisting Vice President Weber, Secretary Evans, and the full board; welcomed each of the Finalists, providing a tour of the Dundee Library building and overview of the Library District; and also provided guidance to the staff interview team. I have confidence that the Board's resulting appointment of Amy Dodson in late June as incoming Director will serve FRVPLD well as it looks to a brighter future.

Due to the focus on the Director Search, most trustee orientation activity was deferred to July. As of today (July 28), I have met with each of the trustees for orientations except for Trustee Finn who is tentatively scheduled for her first orientation session this Friday.

Kirstin Finneran and I have reestablished communication lines with the Friends of the Library (FOL) who had been on hiatus since March 2020, when the pandemic first shut our doors. We hosted a virtual meeting with FOL Officers in June followed by an in-person meeting of members in July. While the future of book donations and book sales remain uncertain due to both Covid concerns and facility issues, members were glad to be able to meet face-to-face (while generously spaced) and look forward to working with the new Director.

Financial reports for June were flawlessly completed by Heather and Ewa – capping off the 2020/2021 Fiscal Year. July brought a first visit from the library's auditing firm whose work will continue in August and September. Heather is gaining confidence and proficiency with the preparation of annual financial ordinances as she assembled the Tentative B&A for the August meeting.

The library entered Phase 5 of the State of Illinois Re-opening Plan on June 13. In this phase, seating was returned to the floor of the library and public computers were returned to full use. Despite the relaxing of mask mandates nationwide and statewide, staff at FRVPLD continue wearing masks in public spaces for the comfort of our visitors and guests. See Department Reports for details on public service and programming changes they implemented this Summer. With the recent rise in Covid infection rates due to new variants, we are keeping a close watch on guidance from the CDC, Illinois Department of Public Health, etc as we remain flexible and ready to respond to changes in conditions.

We received notice from the Illinois State Library in June that FRVPLD has been awarded a FY2021 Illinois Public Library Per Capita Grant in the amount of \$102,273.55, the largest amount we've ever received from this program. The long-standing statutory limit of \$1.25 per resident was raised to \$1.475 per resident with the passage last year of the State of Illinois budget for FY2020-21 (Public Act 101-0638). The award letter is attached to this report.

The Village of Algonquin provided notice in July that they are considering establishment of a new TIF District at the Southwest corner of the intersection of Randall Road and Longmeadow Parkway. It is unclear at this time what their expectations are about development within the subject area which is currently farmland.

Interstate Roof Systems Consultants (IRSC) conducted water testing on the roof of the Dundee Library in mid-July. They found a variety of issues that they believe are fixable without a complete re-roof. That's a good thing because the manufacturer's warranty on the roofing material has another 11 years to go on it! We are awaiting IRSC's written report with specific recommendations for long-term fixes, but meanwhile have taken temporary steps to reduce the amount of standing water on the roof from summer HVAC condensate.

**Fox River Valley Public Library District**  
**Interim Director's June & July 2021 Report**  
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At the mid-year full membership meeting of LIRA (Libraries of Illinois Risk Agency - our commercial insurance cooperative), Heather and I learned about what is happening in the commercial market for cyber liability coverage. This necessary component of our coverage is expected to increase in cost exponentially for the upcoming renewal which will cover calendar year 2022. No surprise if you've been following the news about the growing threats posed by ransomware. Fortunately, our FY21/22 budget is positioned to accommodate the increased costs due to early warnings from LIRA.

The Illinois Legislature recently amended the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) relative to whistleblower reporting. The changes were included in a lengthy piece of legislation dealing with police conduct (SAFE-T Act P.A. 101-0652) and became effective July 1, imposing new notice requirements on all units of local government and creating a framework for employee whistleblower complaints. Our attorney has provided an opinion memo regarding this issue which is attached to this report.

**Director's Calendar:**

Meeting: Pre-Agenda meeting with President Corbett, Secretary Evans, Zabski, Werle – June 1  
Meeting: Director Search Candidate Screenings w/Vice President Weber & Secretary Evans – June 1, 2, 3  
Meeting: Trustee Vacancy Interviews w/President Corbett – June 7  
Meeting: Management Team – June 8, 22, 29, July 13, 20, 27  
Meeting: Director Search w/Vice President Weber & Secretary Evans – June 8, 15  
Meeting: Friends of the Library w/Finneran – June 10  
Meeting: Treasurer Orientation #1 w/Treasurer Nutt & Zabski – June 15  
Meeting: Library Board Regular Meeting – June 15  
Meeting: Library Board Special Meetings Re: Director Search Interviews – June 17, 18, 19  
Meeting: Library Board Special Meeting Re: Appointment of New Director – June 24  
Meeting: Secretary's Orientation #1 w/Secretary Evans – July 12  
Meeting: North Suburban Library Directors – July 12  
Meeting: Pre-Agenda meeting with Vice President Weber, Secretary Evans, Zabski, Werle – July 14  
Meeting: Mid-Year Full Membership of LIRA (Libraries of Illinois Risk Agency) – July 16  
Meeting: Trustee Orientation #1 w/Trustees Goyke & Dellamaria – July 16  
Meeting: Secretary's Orientation #2 w/Secretary Evans – July 19  
Meeting: Orientation for Facilities Liaison/Review of roof situation w/Trustee Goyke – July 23  
Meeting: Trustee Orientation #2 w/ Trustees Goyke & Dellamaria – July 23  
Meeting: Orientation for Bylaws & Policy Liaison w/Trustee Dellamaria – July 23  
Meeting: Investment Policy Review w/Treasurer Nutt, Vice President Weber, & Zabski – July 23

**Upcoming**

Meeting: Secretary Evans – July 29  
Meeting: General Trustee Orientation & review of Community Engagement Liaison duties w/Trustee Finn – July 30

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

Respectfully submitted,

*Roxane E. Bennett*



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

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June 24, 2021

Ms. Heather Zabski, Assistant Director  
Fox River Valley Public Library District  
Dundee Library  
555 Barrington Avenue  
East Dundee, Illinois 60118-1422

Dear Ms. Zabski:

I am pleased to award the Fox River Valley Public Library District a FY2021 Illinois Public Library Per Capita Grant in the amount of \$102,273.55. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State and State Librarian

cc: Richard Corbett  
Fox River Valley Public Library District Per Capita File

JW:isl

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HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
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**MEMO RE: WHISTLEBLOWER REPORTING**

**Part of SAFE-T Act (P. A. 101-0652)**

TO: Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: July 9, 2021

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This Memo addresses a recent amendment to the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) relative to whistleblowers (Amendment).

The bottom line first, i.e., no immediate action is required. Action, if any, is optional.\*

The Amendment became effective July 1, 2021.

The Amendment was included in P.A. 101-0652, a lengthy piece of legislation (764 pages) dealing in large part with police conduct (SAFE-T Act).

A copy of the Amendment is attached.

Note: A whistleblower law has been in place for many years (see the Whistleblower Act, 740 ILCS 174/1 et.seq.).

\*See NOTE on page 2 requiring information to employees.

The Amendment:

- a. Prohibits retaliation against an employee whistleblower;
- b. Directs a whistleblower to describe in writing any retaliation for reporting improper governmental action;
- c. Directs a whistleblower to report improper governmental action to an "auditing official" for investigation and possible restitution.

Please note:

- a. The Amendment does not require a Library to appoint an auditing official;
- b. If a Library does not appoint an auditing official, the auditing official shall be the County State's Attorney.

We suspect most Libraries, in lieu of appointing an auditing official, will opt to let the County State's Attorney serve as auditing official.

If a Library chooses to appoint an auditing official, additional action by the Library is required, including establishing policies and procedures for managing whistleblower complaints.

#### NOTE

Even if a Library opts to let the County State's Attorney to serve as auditing official, the Amendment requires Libraries to take the following affirmative action regarding Library employees, i.e.:

"Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official".

If the auditing official is the County State's Attorney (in essence by default), the Library should ask the County State's Attorney for a copy of the County State's Attorney's "written processes and procedures".

Given that the Amendment just became effective (July 1, 2021), it may take some time for the County State's Attorney to establish "written processes and procedures".

Roger A. Ritzman/ Mark A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
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(50 ILCS 105/4.1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

(1) reports an improper governmental action under this Section;

(2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or

(3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21.)

## Fox River Valley Public Library District June 2021 Department Reports

### Assistant Director: Heather Zabski

Early June was spent preparing the board packet financials, finalizing the budget, and calculating the amount to transfer to the special reserve fund. Then focus shifted to the director search, including helping to prepare interview questions for the staff panel and participating in the staff interview panel. It was a unique experience, and I am glad to have been able to participate. The staff interview panel worked together very well, and it was a bonding experience for the staff involved. I'm thrilled the search was so successful and look forward to working with our new director at the end of August!

June was a busy month in the HR Department. We hired for three open positions (Youth Services Clerk, Youth Services Assistant, and Shelver), and are still looking to fill one custodian position. Additionally, June is the month that staff receive their performance reviews. HR Specialist Sherry Kenney has been working hard to make sure that all staff receive copies of their reviews and raise letters, and that salary increases are entered into our payroll software. Sherry was also pivotal in preparing questions for the director's search.

On June 29<sup>th</sup>, the Boys & Girls Clubs of Dundee Township (BGCDT) invited both the Carpentersville and Dundee Rotary Clubs to tour their impact center. The Impact Center is designed to teach teens technical skills that can later be applied to a career. It features several labs including a Café and Culinary Lab, a Create Lab (for art), a Tech Lab for computer skills, a Game Lab, a Sound Lab, and a Build Lab for bike repair. It was very interesting to tour the facility and see all the good work BGCDT does with the community.

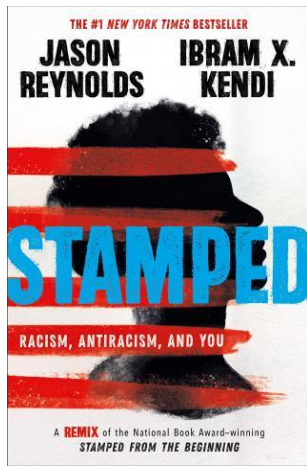
### Randall Oaks: Brittany Berger

I am pleased to say that Randall Oaks had an exceptionally busy month. Staff assisted patrons with 458 reference questions and registered more than 350 patrons for the Summer Reading Challenge. Our overall visits increased from 1,810 in May to 2,457 in June. Last month, RO reintroduced seating and eliminated time limits and mask requirements, and this month we continued our return to normalcy by reopening public computers and the printer/copy machine.

Take & Make Kits and take home crafts continue to be extremely popular. We handed out 101 Kits the first week of June, and then continued to provide craft bags to 75 patrons throughout the rest of the month. June's Scavenger Hunt tied into this year's Summer Reading Challenge theme and asked children to find eight colorful crayons. A total of 212 children completed the scavenger hunt and claimed a toy from our treasure chest!



Librarian Sam Bunte continued to curate the popular Fox Picks bags for teen and adult patrons. There were a record-breaking total of 14 Fox Picks requests in June. Sam also co-hosted this month's Book Club with ATS Librarian Sean Plagge at the Dundee Library. This was the first time since the start of the pandemic that Book Club was able to meet in person, though patrons who preferred to attend virtually were still able to do so over Zoom. In total, 16 patrons gathered to discuss this year's "One Book, One District" selection *Stamped: racism, antiracism, and you* by Jason Reynolds and Ibram X. Kendi.



June also saw a return to programming at Randall Oaks. Library Assistant Lisa Knapp kicked off the first Outdoor Storytime with a staggering 50 patrons in attendance. Total attendance for storytimes in June was 155. Many of our patrons visited the library after storytime and remarked on how happy they were to attend in-person programs again!

Both Sam Bunte and I received training from the Northern Illinois Food Bank last month which has allowed us to serve as site supervisors for this year's Summer Meals program. We have both participated in grab-and-go style programs at the Dundee Library once per week and will continue to do so for the duration of the program.

Randall Oaks welcomed a new Public Services Clerk this month, Eric Torres. I trained Eric on the many duties of an RO Clerk, including Leap and patron accounts, library policies, SRC sign-ups, material processing and shelving, etc. This also gave me an opportunity to provide some refresher training to established RO staff members. I also wrapped up the month by meeting with each of my staff for their annual evaluations.

The 2021 Summer Reading Challenge kicked off on Tuesday, June 1st! As of Monday, June 28th I am pleased to say that we have already surpassed 800 sign ups -- a welcome increase over 2020's 345 total. Here is the current breakdown:

- 293 Adults
- 81 Teens
- 317 Youth
- 118 Pre-Readers
- 809 Total

The Challenge runs through July, but finisher prizes were made available starting June 14th for participants who completed the reading requirements ahead of schedule. Patrons can continue to register, log minutes, and complete extra activity badges until July 31st.

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

Summer has historically been a very busy time for YS. This summer is not an exception to previous years. The department has been busy getting ready for the 2021 Summer Reading Challenge (SRC): Reading Colors Your World! Like our website states, "This year's theme focuses on colors and the many ways that reading can expand your world through kindness, growth, and community. We hope you will be encouraged to get creative, try new things, explore art, and find beauty in diversity."

From June 1-July 31, library users are welcome to sign up for our challenge using the software Beanstack or a traditional paper log. Patrons have the option to register themselves and their families via the app. They can also physically visit us and register at any public service desk at Dundee or Randall Oaks. Like previous years, there are four age categories: pre-reader, youth, teen, and adult. Pre-readers and Youth must read a total of 14 hours to claim their finisher prize. Teens and adults must read a total of 20 hours. Since activity badges were popular in previous years, we brought them back again as an optional enhancement to the challenge requirements. Patron can choose to complete a variety of fun activities for the chance to win raffle prizes. Christian Diaz (YS Specialist) and Heather Ji (YS Librarian) did an awesome

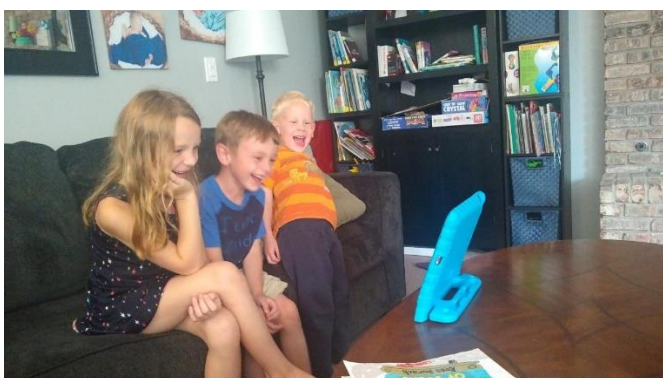


job of producing an engaging [video](#) with all the program's details. If you have not watched the video or signed up for the program, it is not too late to join in on the fun!

To go promote SRC, Adult and Teen Services (ATS), Randall Oaks (RO) and YS launched a week worth of programming revolving around the theme "Reading Colors Your World!" Staff led programs such as Summer Reading Challenge Kick-Off Storytime, Colorful Cocktails, Family Color Scavenger Hunt and Wahoo Woods Family Fridays to get staff excited about SRC. Paid performers were also invited to help us celebrate the program's kick off. Dan Laib of The Magic and Art of Dan Gogh via Zoom and Dave Herzog presented a live, outdoor marionette show.



Snapshots of Summer Reading Challenge Kick-Off Storytime and Face Painting Workshop



Patrons enjoying The Magic and Art of Dan Gogh and Dave Herzog's Marionettes

I worked collaboratively with Fast Signs in Carpentersville, Dundee Township and Penguin Random House to produce the library's first StoryWalk®. According to the Kellogg-Hubbard Library website, "StoryWalk® is an innovative and delightful way for children — and adults! — to enjoy reading and the outdoors at the same time. As you stroll down the trail, you're directed to the next page in the story." The StoryWalk® concept was created by Anne Ferguson of Montpelier, VT and was developed with the help of Rachel Senechal, Kellogg-Hubbard Library. Many libraries all over the world have developed their own StoryWalk® to increase physical exercise and the love of literature. Katie Meyer of Dundee Township was an integral partner to the completion of the project. The installation is in Wahoo Woods, right behind the Dundee Library. It features 16 panels that tell the story of *Last Stop on Market Street* by Matt de la Peña. Both sides of the panels are used as one side is the English version of the story and the back side features the story in Spanish. We plan to feature a new story every season.





Even at the height of the pandemic, we never stopped performing outreach services to schools or daycares. As we are getting more acclimated to in person services, we are partnering with local daycares for in person visits. On June 16<sup>th</sup>, we had a daycare of more than 40 kids visit us for craft activities and scavenger hunt around the YS department. We are so excited to re start our in-person outreach efforts in a safe manner for all involved. We have reached out to our pre-COVID-19 outreach partners to see if they are interested in visits in the fall. I'm happy to report that many have signed up for visits this upcoming fall season.



While performing programming and planning the logistics of new collections, we welcomed two new staff members. Edward Granata (YS Clerk) and Amanda Keen (YS Assistant) joined our department in early June. Seasoned staff were given their annual evaluations, including new goals for the upcoming year. I am grateful that an eventful financial year has wrapped up and that our organization is moving forward.

### **Account Services: Keri Carroll**

Library visits at both Dundee and Randall Oaks spiked in June for the beginning of summer reading. Additionally, the number of physical items circulating increased over 5,000 items from May to June, emphasizing the public's excitement about the start of one of our most popular and successful programs. Home deliveries dropped by around 200 items as I'm sure more and more folks are looking for opportunities to enjoy the nice (albeit *hot*) weather.

Otherwise, June was a fairly quiet month in Account Services, even with the increase in circulation. I've taken a stronger initiative in keeping my selector collections updated and culled, enlisting the help of my staff to search for missing or

claimed materials and cleaning up our database of items. Large print, DVDs, and J-DVDs should continue to be refreshed and updated as I've settled into a scheduled routine on ensuring those collection don't grow stale.

I trained the two new youth services staff members – library assistant Amanda Keen and library clerk Edward Granata - in Leap policies and procedures, allowing them to have a solid leg-up on assisting patrons with new library cards and checking materials both in and out. And while not training, I was able to deliver my staff evaluations before the end of the month. I am incredibly fortunate to have the staff that I do and I look forward to the “new” year with them.

**Public Relations & Outreach: Kirstin Finneran**

**Library Director Amy Dodson Announcement.** Prepared press release to announce the hiring of Library Director Amy Dodson. Announcement was sent to: media, staff, RAILS, American Library Association, Illinois Library Association, Public Library Association, community organizations, villages and village officials, Friends of the Library.

**2021 Summer Reading Challenge.** Final push to announce the 2021 summer reading program. We sent an email blast to all cardholders, updated social media channels with the appropriate headers, and hung fliers and posters around both libraries.

**My Library Is... Advisory Group.** Submitted new blog post “Bringing the Community Together with Peanut Butter & Jelly” which explained how our summer meals program helped us create and strengthen relationships with other community organizations. The post was then shared in the latest MLI...Marketing eNewsletter.

**Connected with D300 Food Pantry.** I met with Leslie LaMarca who showed me around their facility on Washington St. in Carpentersville. They are interested in providing some programming at this location, focusing on adults at first.

**Organized Summer Outreach Strategy.** Finalized dates and staffing needs for summer outreach events. Strategized which library materials/services to promote at which events. Ordered giveaway items, some branded, for our prize wheel and other promotional opportunities.

**eNews**

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Sign up for the FRVPLD 2021 Summer Reading Challenge!	6/1/2021	11571	2474	21.40%	247
Randall Oaks Storytime, Marionette Show, Summer Reading	6/2/2021	11515	2485	21.59%	297
Museum Adventure Pass, Explore More Illinois	6/23/2021	11624	2817	24.24%	790
Juneteenth, Pride Events, Covid Update	6/16/2021	11641	2627	22.58%	298
New FRVPLD Director, Culinary Arts Month, Love Your Librarian	6/30/2021	11611	2815	24.27%	477
Immigration Help, Storywalk in Wahoo Woods	6/9/2021	11495	2584	22.49%	242

**Social Media Followers - June 2021**

Facebook	2010
Twitter	775
Instagram FRVPLD	301
Instagram Teens	113
Instagram Youth	166
YouTube	641 views

## Adult and Teen Services: Jason Katsion

In June, the Adult & Teen Services Department launched a new service that provides immigration assistance, hosted book clubs to discuss our “One Book, One District” community read, and provided informational assistance in-person and virtually.

On June 10, we implemented the first of our new Immigration Help at the Dundee Library programs. These are monthly drop-in programs, in which DOJ accredited professionals from Alianza Hispanoamericana offer free, personal consultations onsite at the Dundee Library. No appointment is required; all are welcome on a first come, first served basis. Alianza is a non-profit that provides free naturalization assistance, thanks to grants received from the YWCA of Elgin and Illinois Access to Justice (A2J). Immigration assistance is a long-overdue service for the Library District. At our very first Immigration Help drop-in program, nineteen families received assistance. Before we opened the meeting room door, people were already waiting to come inside and ask their questions. In partnership with Alianza and YWCA of Elgin, we will expand this service in the fall to include two Citizenship Workshops at which the attendees will receive an assessment of their eligibility to naturalize, application preparation and documentation packaging, and application review by a qualified legal representative. We had hoped to also present two workshops specific to Deferred Action for Childhood Arrivals (DACA). Unfortunately, the DACA-specific workshops are unlikely to move forward due to the recent U.S. District Court ruling that blocks approval of new DACA applicants.



Our popular Summer Meals program returned June 1 and will continue through August 13. We are once again providing meals curbside, Monday through Friday, 12:00 to 1:00 pm. Each child receives a breakfast and a lunch. Pictured below are two staff members, librarians Sam Bunte and Danielle Pacini, distributing meals. Summer Meals is an opportunity for all children 18 and under to receive free, healthy, and nutritious meals. These meals are paid for by the Summer Food Service Program (SFSP), a federally funded program managed by the USDA and operated by the Illinois State Board of Education in conjunction with the Northern Illinois Food Bank. This is my first year overseeing the Summer Meals program and I am gratified to manage a program that has always been close to my heart. Within this first month of meal service, we distributed over 1,000 breakfasts and 1,000 lunches to children in our community. The recipients of these meals frequently express gratitude for the service the Library District is providing and share stories of how it benefits their families. Following our annual on-site audit, we received this highly complimentary message from one of the Northern Illinois Food Bank’s Child Nutrition Specialists: “You are all so friendly and well organized--it is truly a pleasure partnering with your library! Thank you for all of your dedication to the meal service. The Dundee community is beyond lucky to have you!!”





The Dundee Library Book Club, hosted by librarians Sean Plagge and Sam Bunte, and the Senior Center Book Club, hosted by library assistant Cari Poweziak, discussed *Stamped: Racism, Antiracism, and You* by Jason Reynolds and Ibram X. Kendi. *Stamped* is our 2021 “One Book, One District” community read. This book was chosen to address the issue of social justice and start conversations about how community members can take positive steps toward change. In advance of the book discussions, each book club member was provided their own copy of *Stamped* to read and keep.

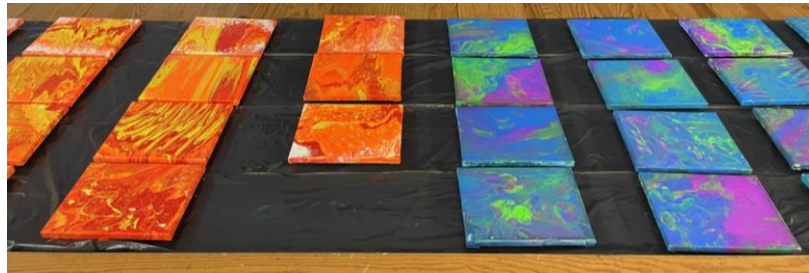
Teen Librarian Danielle Pacini presented several highly creative craft programs in June, including DIY Suncatcher and Stained Glass Art. These programs require considerable prep work, as each participant receives customized supply kits in advance. The craft instruction takes place via a group Zoom meeting, where the attendees can ask questions and show off their work. All of our Adult & Teen Services programmers are looking forward to our planned return to in-person programming.



Library Specialist Erica Acevedo presented Pixar Movie Trivia on June 30, an all-ages program in which questions were drawn from media related to Pixar Animation Studios. Our virtual trivia programs were originally created as a fun way to engage with patrons throughout the pandemic-related shutdown. They have taken on a life of their own and continue to be popular with staff and well-attended by our patrons. We intend to continue hosting these trivia events virtually, even after we transition back to in-person programming in the fall.



Cari Poweziak hosted two separate pour painting classes in June. On June 2, she instructed 34 attendees in a Zoom class. On June 28, she hosted an in-person pour painting class at the Dundee Township Adult Activities Center for adults aged 50 and over. The attendees loved working with this medium, and their finished artwork is pictured below.



June computer classes, presented by library assistant Gene Barish, included Microsoft Word: The Basics and Microsoft Word Part 2: Images, Tables, and Text Boxes.

Library assistant Katie Redding began another series of Minecraft Realms programs, in which teen gamers work together to build their own multiplayer server. The first session in the series, hosted on June 4, was attended by nine teens. Katie has also invited teens to drop by the information desk to receive a different shrink charm kit every week. These creative kits contain a sampling of plastic charms that teens can decorate with markers and then bake in the oven.

The 2021 Summer Reading Challenge (SRC) has been popular with adults and teens. In June, 293 adults and 81 teens signed up for the program. Pictured below is the whiteboard in our staff workroom, which SRC Committee Member Danielle Pacini utilized as an inspiration for Adult & Teen Services staff to support the reading program!



The Adult & Teen Services Department answered 318 reference questions in June, provided thirteen notary appointments, and seventeen one-on-one instruction appointments. These one-on-one appointments can address a wide range of information needs and allow for more personalized assistance than is possible at the reference desk. On June 17, I attended the PAS Technical Group meeting. PAS is a bi-monthly meeting for public services librarians in our library consortium (CCS). On June 22, I attended a virtual workshop hosted by LACONI entitled: "How to Set Up Your Hybrid Library Programming for Success." On June 30, I attended the DuPage Federation on Human Services Reform 2021 Virtual Forum: "Advancing Equity Through Cross-Sector Partnerships." I also had meetings with select community groups in June.

On June 17 and 18, I was privileged to participate in the series of Library Director interviews. Every staff member involved in this interview process understood the critical importance of the undertaking, and I am proud of the work done by this staff interview committee. Our task was subordinate to that of the Library Trustees, who performed the impressive labor of selecting and vetting these candidates. I could not be happier with the outcome of this process and look forward to working with our new Library Director.

### **Facilities: Michael Lorenzetti**

Painting update: door bottoms and wall areas (redone due to cart scuffing).

Roof update: The Chicagoland area saw a very dry spring. The Friday of Father's Day weekend severe storms rolled through the area and water did begin to leak into the Corner 68 room (southwest corner of the building). Interstate Roof Systems Consultants (IRSC) has been kept up to date on the roof issues and plans are to conduct a test in July.

A part time janitorial/maintenance team member (Jorge Guzman) began employment on June 23<sup>rd</sup>. With discontinuing the janitorial service contract, he is a welcomed addition.

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

Summary of savings this past FY: I would consider there to be three main categories: there was over \$21,500 in savings for regular purchases. The second group would be for the two CARES Act reimbursement checks which were over \$46,400. Third, we would figure in amounts when looking at the major vendors we purchase our print and AV materials from. I ask for the retail/list pricing versus our discounted totals which would show that savings of over \$77,000. That would mean our grand total this past FY was over \$144,000!

Deliveries: I know that our selectors did consistent ordering even during this odd year so our delay in getting more material deliveries this FY must still be a result of the pandemic. I believe the material vendor warehouses and shipping companies must not be fully staffed yet since my department didn't get as deluged with boxes from these vendors at the end of the FY like we typically do. Since the items didn't come into the building by June 30, 2021 then the invoices will need to be paid in the new FY. I expect that we'll get some major deliveries this fall, and our selectors will be looking at their monthly fund summaries more closely to see how their budgets are being utilized and how this may affect their future monthly purchasing decisions

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



Microsoft is releasing a new version of Windows 10, their flagship desktop operating system. It will be replaced by Windows 11. This upgrade contains features that support customization and connectivity to your world. The Covid-19 Pandemic made more people rely on their devices and this upgrade boasts many improvements. There is an easier user interface which integrates some of their popular applications Microsoft Edge and Teams. Along with being able to seamlessly move from one device to another without having to log out and login in again.

The IT department will continue to monitor the Windows 11 progress. There is no hurry to upgrade. Currently Microsoft support for Windows 10 will continue through October 14, 2025. The official release date has not been established. Microsoft has hinted to a release date of Winter 2021 and Beta Preview release any day now. Most Windows 10 PC's can upgrade for free.

# How are we doing?

The monthly Dashboard tells our story

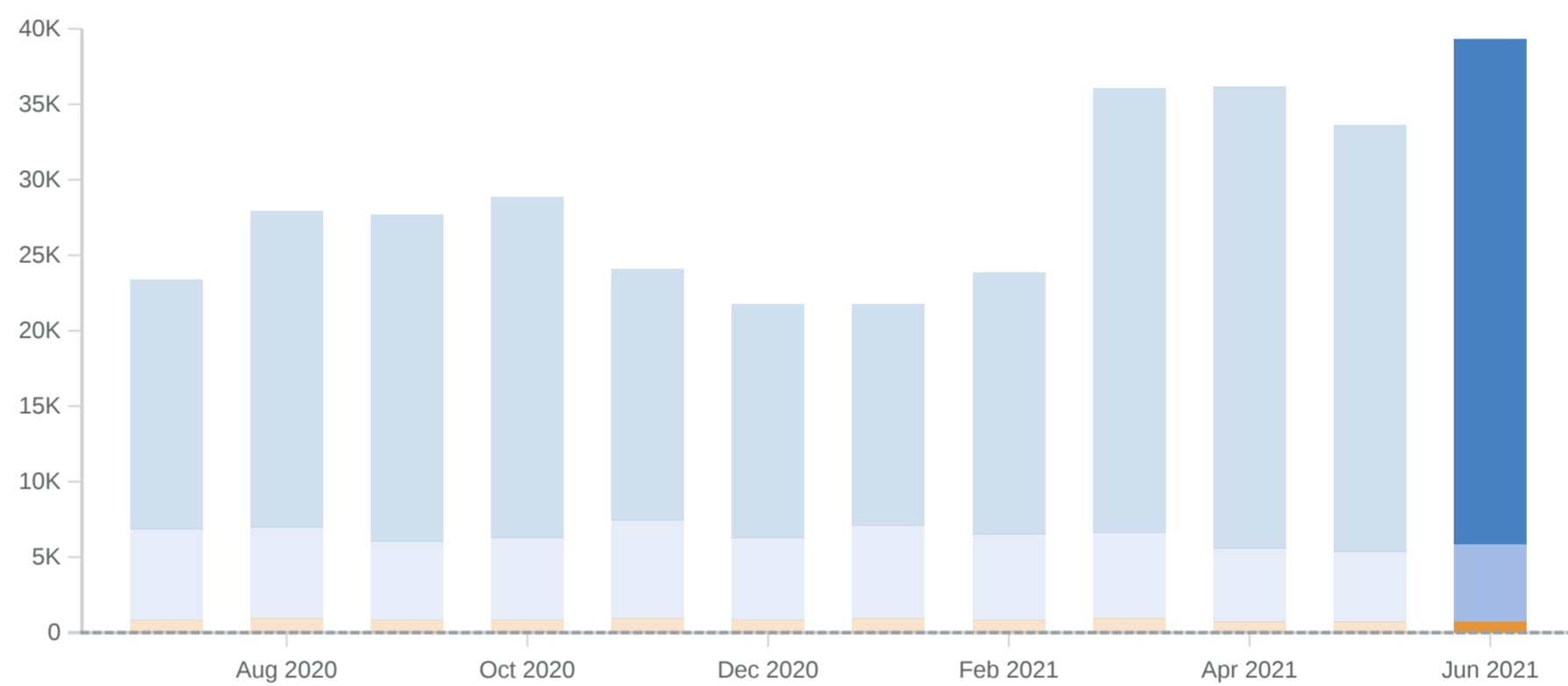
Click the graphs to see more details

## Checkouts

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

June had the highest circulation of materials since the pandemic struck.

Data Updated 2 weeks ago



**39,267**

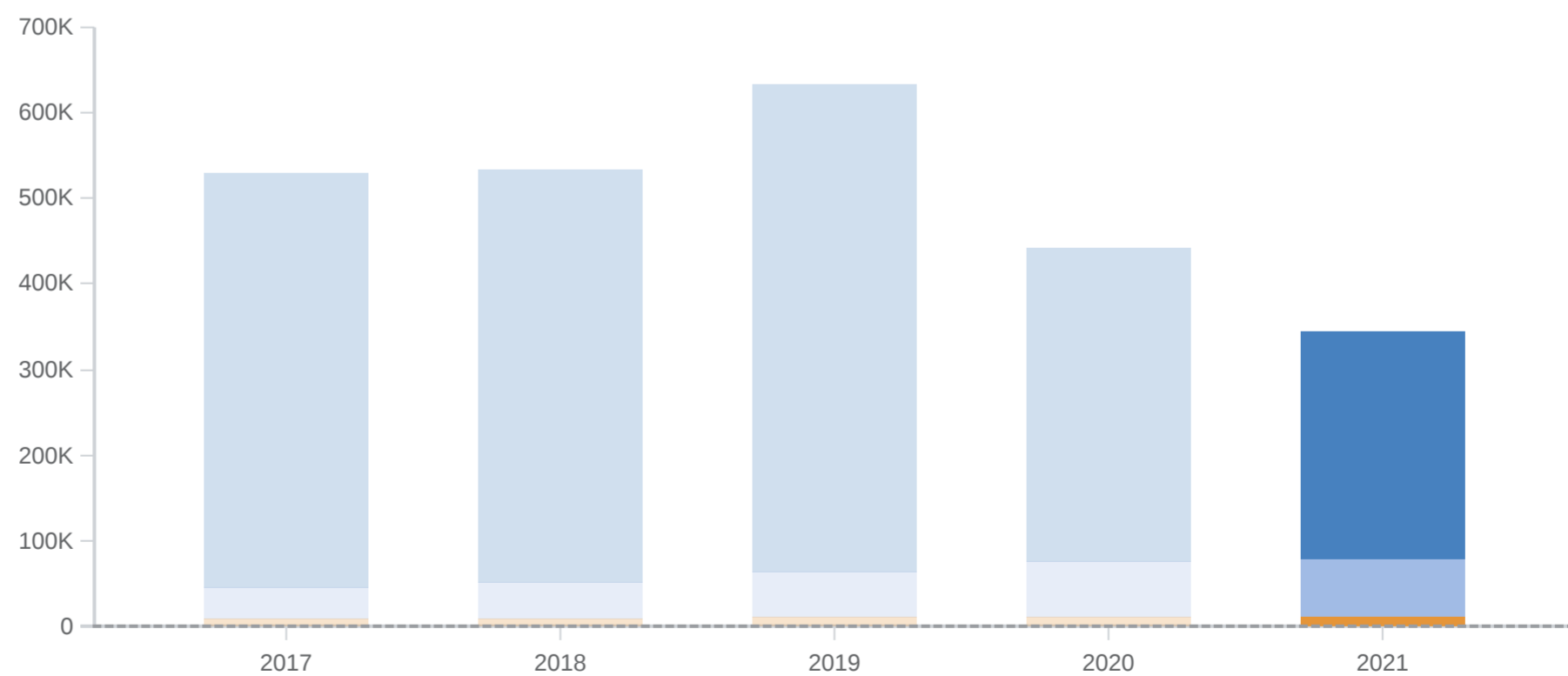
Metric Type in Jun 2021

## Checkout Trend

### How many items circulated annually for the past five years?

COVID-19 caused a drop in physical material circulations for 2020 and 2021. Digital checkouts increased during the pandemic.

Data Updated 2 weeks ago



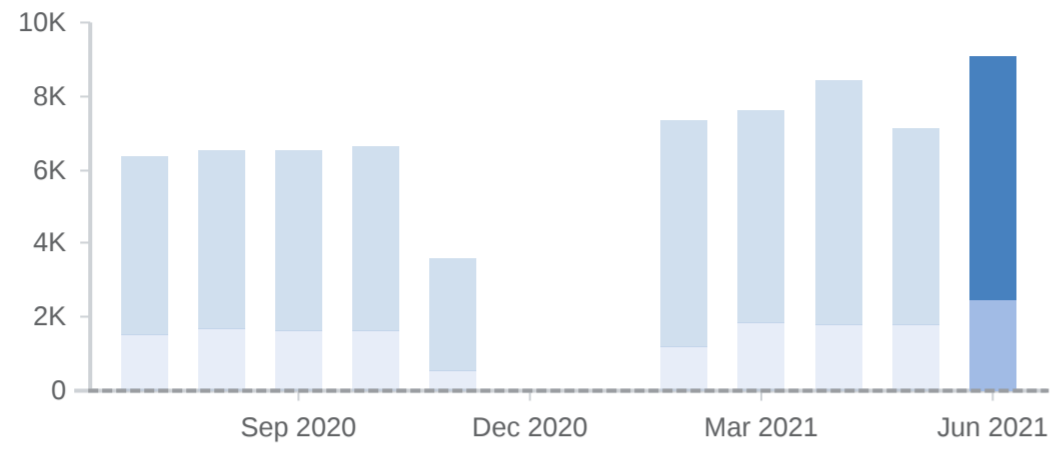
**344,156**

Metric Type in 2021

## Library Visits

How many people visited our libraries so far in FY2021?

Visits were up at both locations in June.



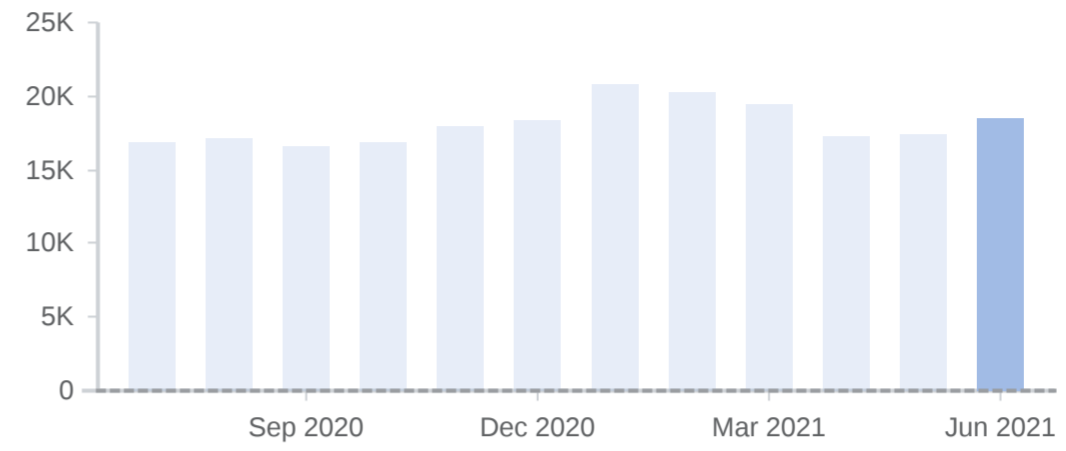
**9,096**

Location in Jun 2021

## Website Visits

How many people visited our libraries online?

Website visits increased slightly in June.

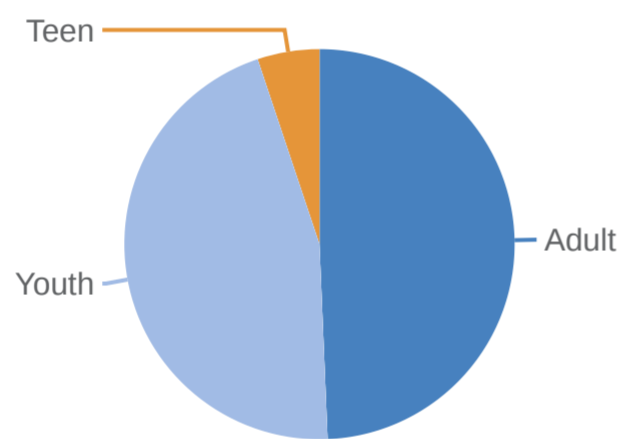


**18,417**

Location in Jun 2021

## Physical item checkouts

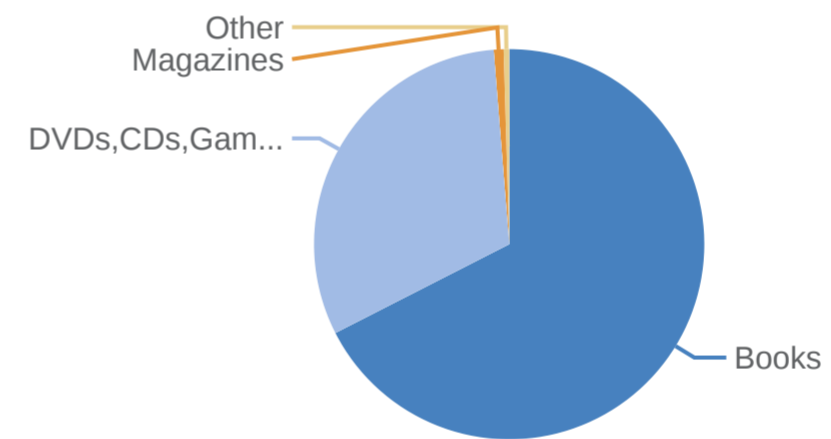
Checkouts by Audience - last fiscal year



**270,227**

Department in 2021

Checkouts by Material Type - last fiscal year



**270,227**

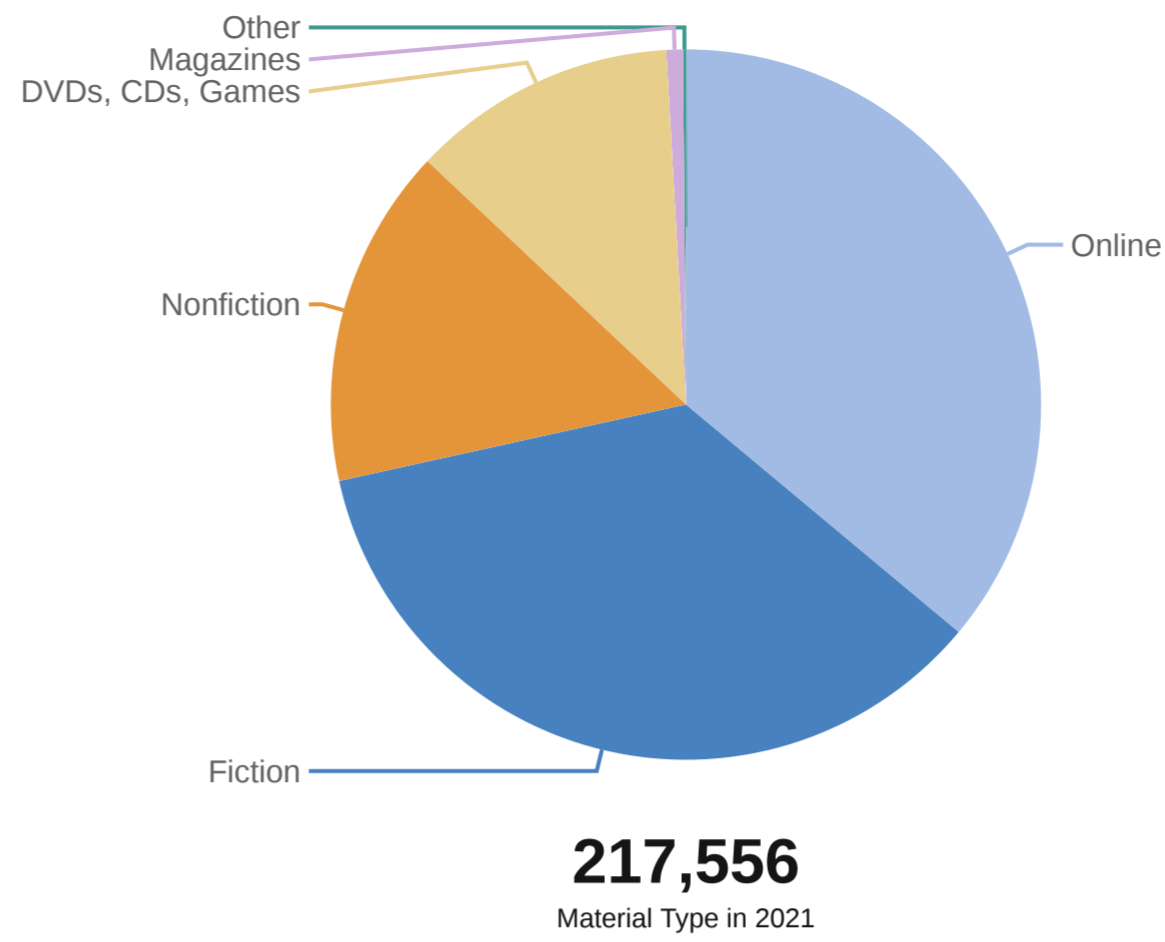
Material Type in 2021



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

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

Data Updated today

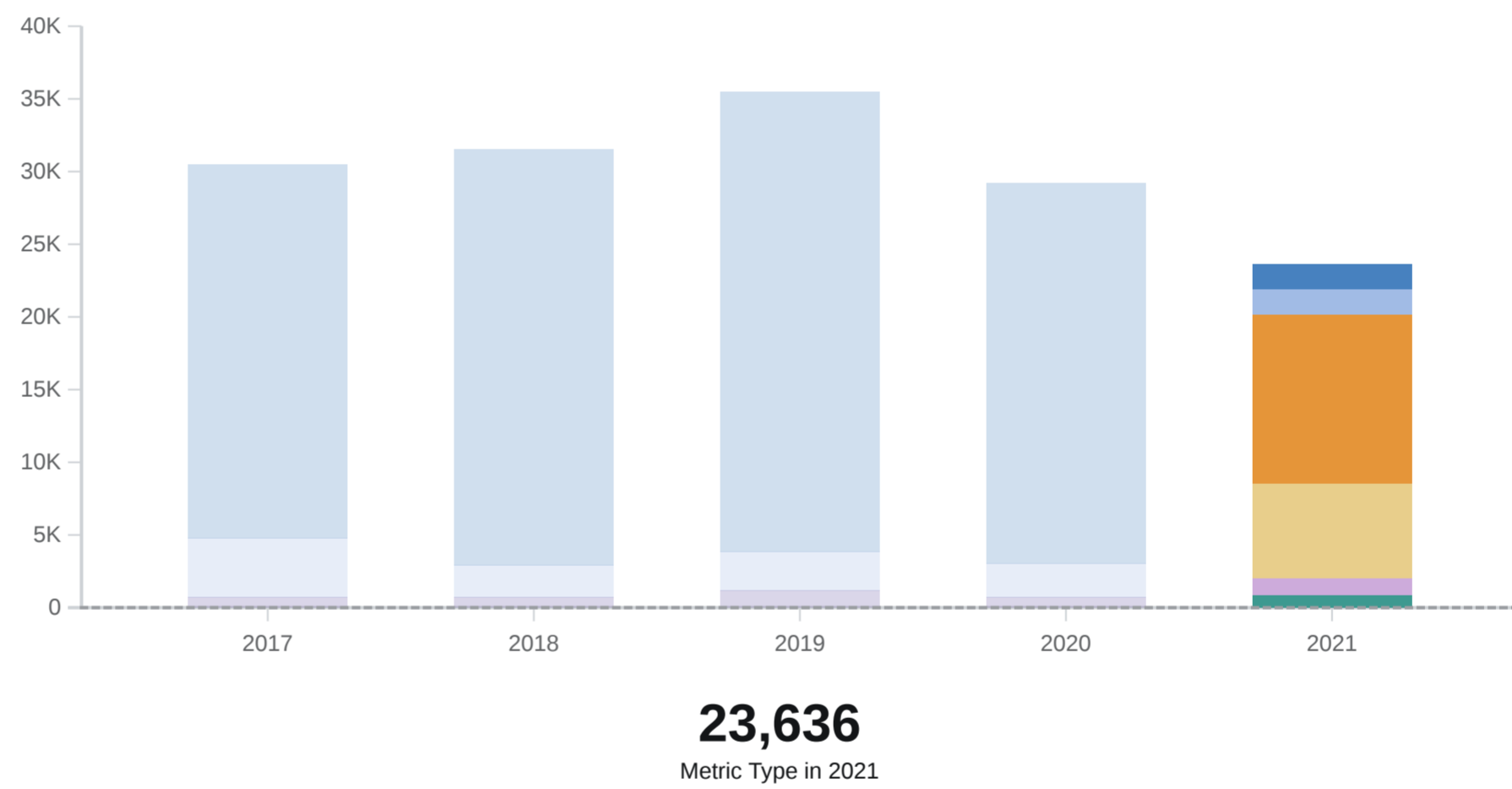


## Program Attendance Trend

### Program Attendance Trend

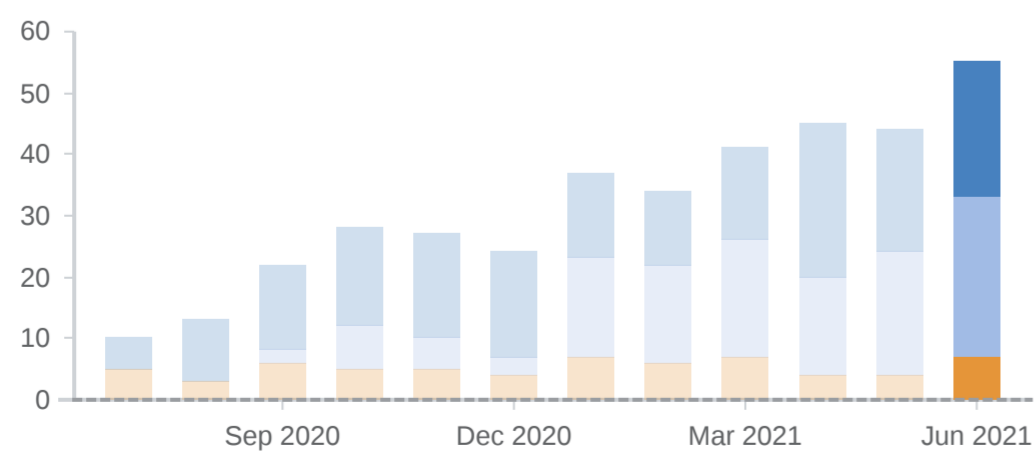
COVID-19 caused a drop in program attendance overall. We began categorizing our programming stats more specifically in 2021.

Data Updated 2 weeks ago



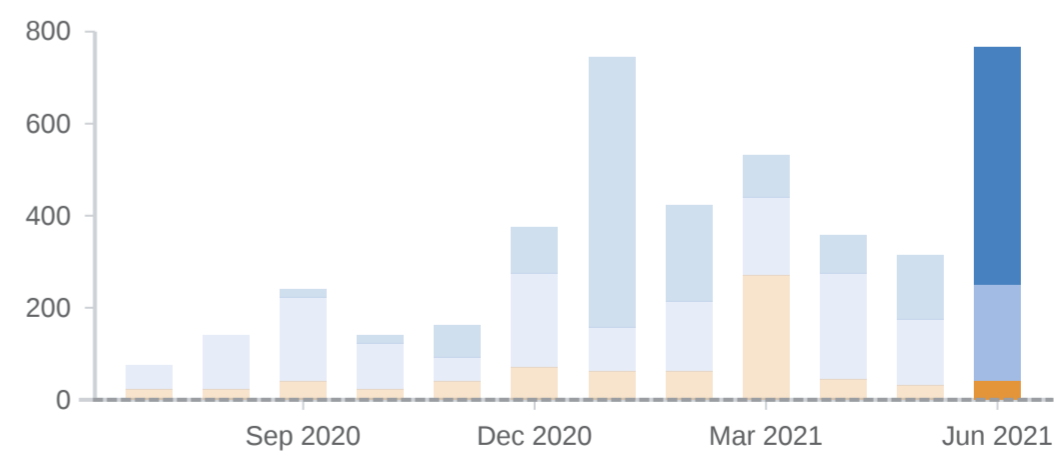
### How many programs were held each month in FY2021?

Virtual and in-person programming increased in June.



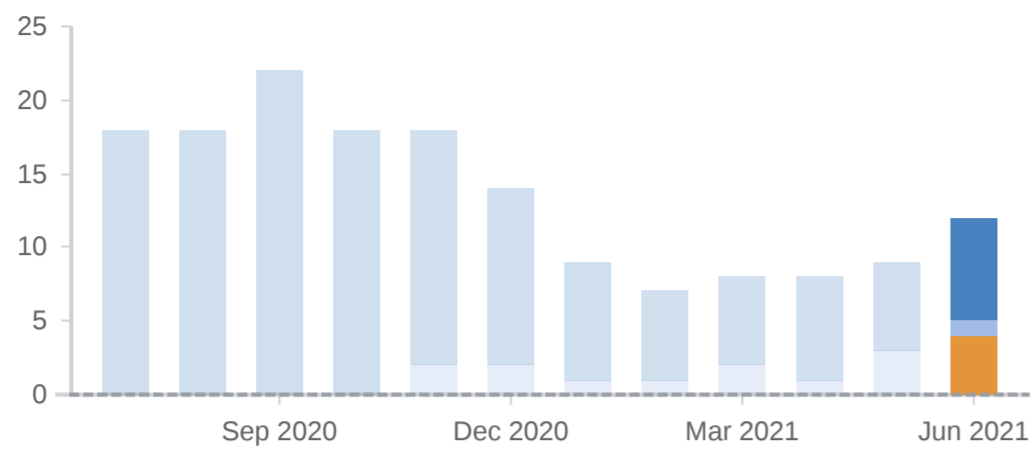
### How many people attended our virtual programs?

In-person, outdoor programming greatly increased youth program attendanc...



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

Passive programs include make and take kits.

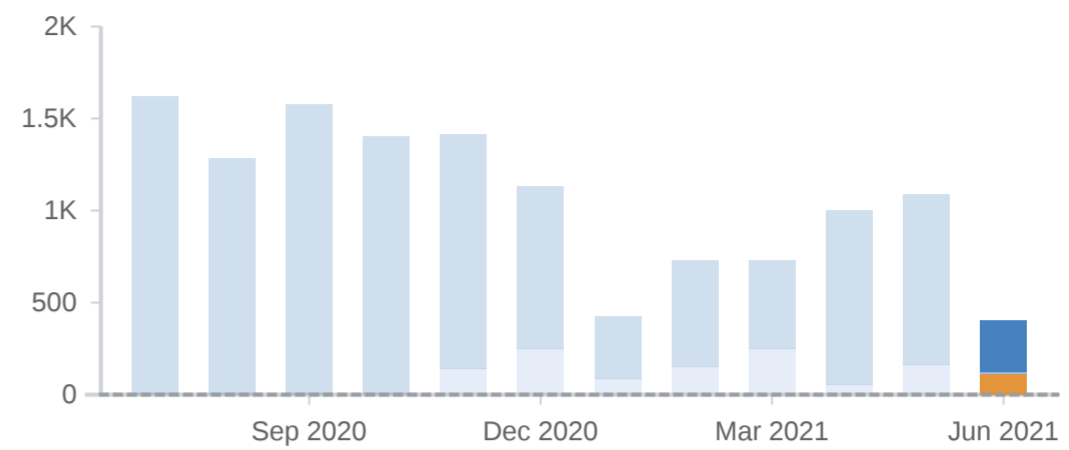


**12**

Metric Type in Jun 2021

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

We saw more attendance for live, in-person program, than passive programs...



**404**

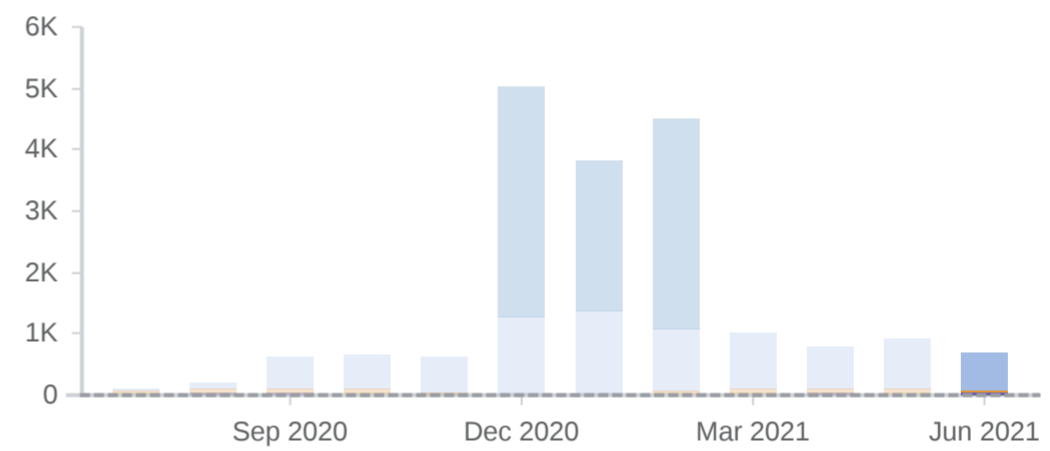
Metric Type in Jun 2021

## 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 delivery usage has been dropping slowly.



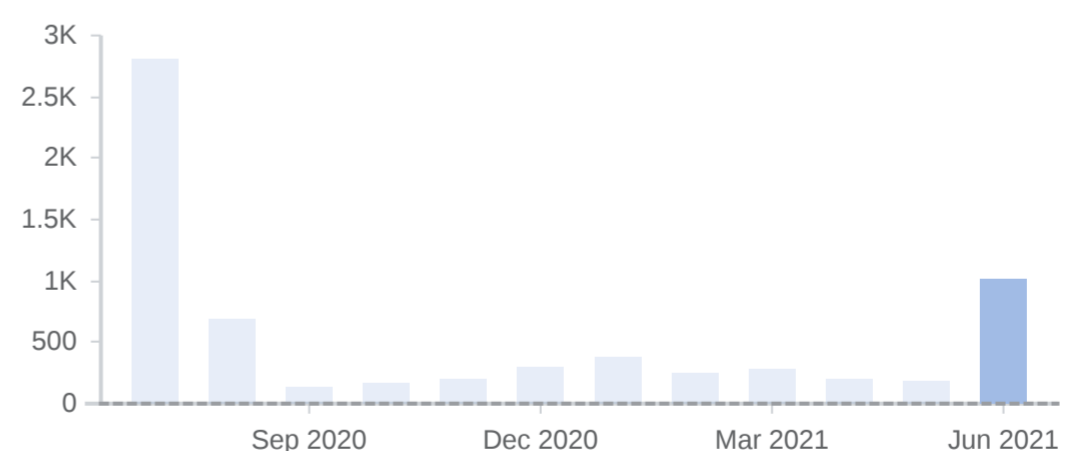
**688**

Metric Type in Jun 2021

## Free Meals Served to Children

We had three meal sites in Summer 2020 due to record demand. Demand for meals has lowered since then, so we are operating as a single site this summer. Overall, summer meal attendance at the Dundee Library has remained strong. 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



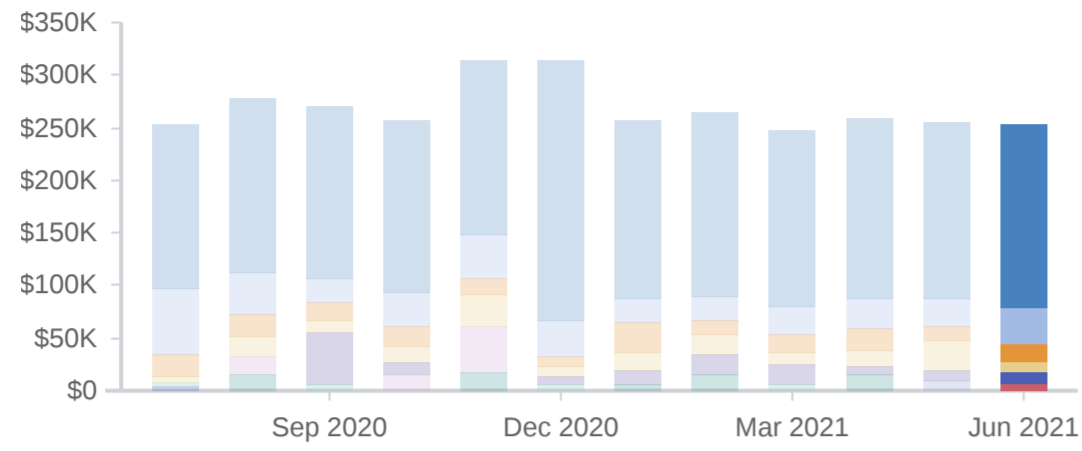
**1,019**

Metric Type in Jun 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.



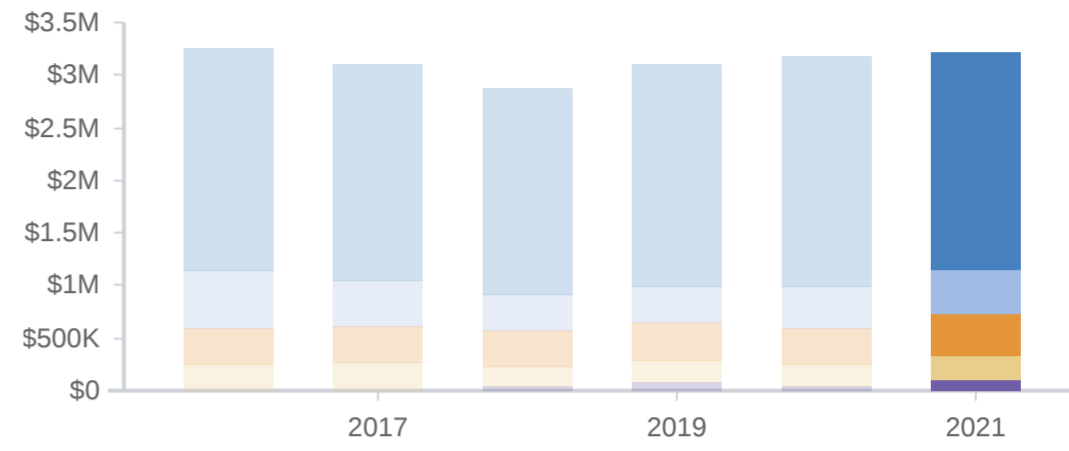
**\$253,617.52**

Expenses in Jun 2021

## Past years' spending

**How much does the Library spend each year?**

Spending is consistent from year to year.



**\$3,223,252.55**

Expenses in 2021



[www.FRVLPLD.info](http://www.FRVLPLD.info)



**A. Consent Agenda**

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

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

- A.1.a Minutes from the June 15, 2021 Board of Trustees Meeting**
- A.1.b Minutes from the June 17, 2021 Board of Trustees Meeting**
- A.1.c Minutes from the June 24, 2021 Board of Trustees Meeting**
- A.1.d Check/Voucher Register – AP & Payroll Complete for May 2021 totaling \$262,376.94**
- A.1.e Monthly Financial Report for June 2021**
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.g Revenue Summary – All Funds Combined by Period**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.j Expenditure Summary – All Funds Combined by Period**
- A.1.k Balance Sheet for June 2021**
- A.1.l Ehlers Investment Inventory for June 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 Trustees Meeting  
June 15, 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 a disaster. I have also determined 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.*

Corbett then polled all in attendance to ensure they could clearly hear the proceedings, and read the following previously posted notice into the Minutes:

**PUBLIC NOTICE**

*Due to current public health concerns and extension of the Governor’s stay-at-home mandate by Executive Order 2020-33 and subsequent re-issues, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email [LibraryBoard@frvpld.info](mailto:LibraryBoard@frvpld.info) no later than 12 pm on Tuesday, June 15 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, June 15 and leave a message, indicating that you would like your message to be read into the record during the “Public Comment” section of the meeting. Each speaker will be allowed five minutes. A recording of this meeting will be available on the library’s website by Friday, June 25.*

**Call to Order**

The meeting was called to order by President Richard Corbett at 7:05 PM.

All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present electronically:	President	Richard Corbett	
	Vice Pres	Kristina Weber	(arrived 7:19 PM)
	Secretary	Chris Evans	
	Treasurer	Dave Nutt	
	Trustee	Matthew Goyke	
	Trustee	Maryann Dellamaria	
	Trustee	Vacancy	

Members absent: none

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

**New Business**

**Exhibit C.1 Resolution 2021-06 Appoint New Library Trustee**

Corbett called for a motion to *ADOPT RESOLUTION 2021-06 TO APPOINT TARA FINN AS LIBRARY TRUSTEE EFFECTIVE JUNE 15, 2021*. Moved by Nutt and seconded by Dellamaria, item opened for discussion. Corbett

reviewed Finn’s exceptional qualifications to serve as Trustee. There being no further discussion, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Corbett – aye; Weber – absent. 5 ayes, 0 nays, 1 absent, 1 vacant. Motion carried.

### **Oath of Office – Secretary Evans**

The Oath of Office was administered to Finn by Secretary Evans.

### **Public Comment**

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

Secretary Evans noted the arrival of Vice President Weber at 7:19 PM.

### **President’s Report**

Corbett welcomed newly appointed Trustee Finn to the Board and she accepted the appointment as Community Engagement Liaison. Treasurer Nutt reported on his review of the Consent Agenda financial reports and no changes are recommended at this time. Vice President Weber reported Director interviews will be conducted this week. Corbett noted the upcoming Illinois Public Library Annual Report requires two trustees to review the Secretary’s records. He appointed Goyke and Dellamaria to conduct the review.

### **Director’s Report**

#### Department Head Reports and Dashboard

Bennett inquired if there were any questions or comments on the Director’s or Department Head Reports or Dashboard. Corbett commented on the new QR code or onsite tablets that can be used for patron feedback on events that do not require programming.

#### Transferring Funds to Special Reserve Presentation

Assistant Director Heather Zabski reviewed the fiscal policies governing the Special Reserve and General Funds, and how the library prepares for building, maintenance, and emergency expenditures.

#### Summer Reading Challenge

Youth Services Manager Monica Boyer reviewed the annual Summer Reading Challenge. This year’s program is entitled “Reading Colors Your World” incorporating both in-person and virtual events with opportunities to win prizes in Pre-Reader, Youth, Teen, and Adult groups. The Challenge ends July 31. Nutt congratulated Boyer on her election to the Bartlett Public Library Board of Trustees.

### **Consent Agenda**

- Exhibit A.1** Items included in Consent Agenda
- A.1.a Minutes from the May 18, 2021 Board of Trustees Meeting
  - A.1.b Check/Voucher Register – AP & Payroll Complete for May 2021 totaling \$231,596.30
  - A.1.c Monthly Financial Report for May 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 May 2021
  - A.1.j Ehlers Account Statement for May 2021

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

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

### **Unfinished Business**

#### **Exhibit B.1 Working Budget FY2122**

Corbett called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2021-2022*; moved by Nutt and seconded by Dellamaria, item opened for discussion. Zabski noted two updates to the Working Budget for an additional staff position and major repair to the elevator. Budgeting for major improvements to the roof are anticipated in the next fiscal year. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

### **New Business**

#### **Exhibit C.2 Ordinance 2021-07 Transferring Funds to Special Reserve**

Corbett called for a motion to *ADOPT RESOLUTION 2021-07 TRANSFERRING FUNDS IN THE AMOUNT OF \$750,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND*. Moved by Dellamaria and seconded by Nutt, item opened for discussion. Bennett reported Assistant Director Zabski looked at funds projected to remain at the end of the current fiscal year and the library's fund balance policy when determining how much to transfer into Special Reserve. There were no funds transferred in the last fiscal year due to economic uncertainty caused by the pandemic. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

#### **Exhibit C.3 Ordinance 2021-08 Board Meeting Dates FY2122**

Corbett called for a motion to *ADOPT ORDINANCE 2021-08 BOARD MEETING DATES FOR FISCAL YEAR 2021-2022*. Moved by Nutt and seconded by Goyke, item opened for discussion. Corbett noted there would be no July meeting, and the August meeting would take place on the 3<sup>rd</sup>. The December meeting will be cancelled if there is no pressing business. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

#### **Exhibit C.4 North Suburban Digital Consortium – OverDrive eBook Renewal**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH SUBURBAN DIGITAL CONSORTIUM, FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$25,000*. Moved by Evans and seconded by Weber, item opened for discussion. Bennett noted eBook interest increased due to the pandemic and has remained higher than pre-pandemic levels. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

#### **Exhibit C.5 Electronic Resource – LinkedIn Learning Contract**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LINKEDIN LEARNING, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING, AT A COST OF \$13,125*. Moved by Nutt and seconded by Dellamaria, item opened for discussion. Zabski noted the popularity of the database, and Adult and Teen Services Manager Jason Katsion reported LinkedIn had acquired it from Lynda.com. LinkedIn Learning

account setup has been streamlined to protect user privacy based on concerns expressed by the public library community. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

**Adjournment**

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

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 8:20 PM.

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Chris Evans, Secretary

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

**June 17, 2021  
10:00 AM**

**MINUTES**

**Call to Order**

The meeting was called to order by President Richard Corbett at 10:07 AM.

All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Public Comment**

Noting each speaker would be allowed five minutes, Corbett inquired if there were any virtual participants wishing to comment, or if any telephone or email messages had been received. Bennett reported there were none, nor was any member of the public present to comment.

President Corbett outlined the schedule for the meeting noting it will recess at the end of the day and reconvene at 11:00 AM on Friday, June 18. He further noted the reconvened meeting on Friday will be recessed at the end of the day and reconvened a second time at 1:00 PM on Saturday, June 19. There will also be a lunch recess today and Friday.

**Executive Session**

Corbett announced the Board will go into executive session and called for a motion to *ADJOURN IN ACCORDANCE WITH 5 ILCS 120/2(c)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. Moved by Dellamaria and seconded by Nutt, Corbett noted no action will be taken upon return to open session and called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 10:12 AM

**(The following discussion was determined to be appropriate for open session; see 6/19 section of these Minutes)**

There was discussion on the director interview process; Weber provided questions to trustees for feedback. Corbett would welcome the candidate, Weber and Evans were selected to ask questions, and Corbett would close after inquiring about availability, salary expectations, etc. All trustees would evaluate each candidate's answers and were cautioned not to discuss any responses until all candidates were interviewed. Interim Director Bennett would be present for each interview and act as a resource for any FRVPLD related questions. Each interview would last a maximum of 2 hours. All trustees agreed with the format and thanked Weber, Evans, and Bennett for their long hours of work on the entire search process.

**Return to Open Session**

**Call to Order**

The meeting was called to order by President Richard Corbett at 12:56 PM.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Motion to Recess**

With the first portion of the meeting concluded; Corbett called for a motion to *RECESS UNTIL 3:30 PM*. Moved by Weber and seconded by Nutt, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting recessed at 12:57 PM

**Call to Reconvene**

Corbett reconvened the meeting at 3:32 PM.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matt Goyke (arrived 3:33 PM)
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Executive Session**

Corbett announced the Board will go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 5 ILCS 120/2(c)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. Moved by Weber and seconded by Finn, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 3:33 PM.

**Return to Open Session**

**Call to Order**

The meeting was called to order by President Richard Corbett at 4:47 PM.

**Roll Call**

Members present:	President	Richard Corbett
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Vice Pres	Kristina Weber
Secretary	Chris Evans
Treasurer	Dave Nutt
Trustee	Matt Goyke
Trustee	Maryann Dellamaria

Members absent: Tara Finn

Others present: Interim Director Roxane Bennett

#### **Motion to Recess**

Corbett announced that the June 17, 2021 Special Board of Trustees Meeting will recess until 11:00 AM Friday, June 18, 2021 at which time it will reconvene. He then called for a motion to *RECESS UNTIL 11:00 AM ON FRIDAY, JUNE 18*. Moved by Nutt and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye; Finn – absent. 6 ayes, 0 nays, 1 absent. Motion carried; meeting recessed at 4:48 PM until 11:00 AM Friday, June 18, 2021.

### **FRIDAY, JUNE 18, 2021 11:00 AM**

#### **Call to Order**

The meeting was called to order by President Richard Corbett at 11:03 AM.

#### **Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

#### **Executive Session**

Corbett announced the Board will go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 5 ILCS 120/2(c)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. Moved by Nutt and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 11:05 AM.

#### **Return to Open Session**

#### **Call to Order**

The meeting was called to order by President Richard Corbett at 12:58 PM.

#### **Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke



Trustee Maryann Dellamaria  
Trustee Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Motion to Recess**

With the first portion of the meeting concluded; Corbett called for a motion to *RECESS UNTIL 3:30 PM*. Moved by Dellamaria and seconded by Nutt, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting recessed at 12:59 PM.

**Call to Reconvene**

Corbett reconvened the meeting at 3:32 PM.

**Roll Call**

Members present: President Richard Corbett  
Vice Pres Kristina Weber  
Secretary Chris Evans  
Treasurer Dave Nutt  
Trustee Matt Goyke  
Trustee Maryann Dellamaria  
Trustee Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Executive Session**

Corbett announced the Board will go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 5 ILCS 120/2(c)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. Moved by Nutt and seconded by Dellamaria, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 3:34 PM.

**Return to Open Session**

**Call to Order**

The meeting was called to order by President Richard Corbett at 4:58 PM.

**Roll Call**

Members present: President Richard Corbett  
Vice Pres Kristina Weber  
Secretary Chris Evans  
Treasurer Dave Nutt  
Trustee Matthew Goyke  
Trustee Maryann Dellamaria  
Trustee Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

**Motion to Recess**

Corbett announced the Special Board of Trustees meeting will recess until 1:00 PM Saturday, June 19, 2021 at which time it will reconvene. He then called for a motion to *RECESS UNTIL 1:00 PM ON SATURDAY, JUNE 19*. Moved by Nutt and seconded by Dellamaria, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting recessed at 4:59 PM.

**SATURDAY, JUNE 19, 2021  
1:00 PM**

**Call to Order**

The meeting was called to order by President Richard Corbett at 1:04 PM.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett

Corbett announced the first hour of the June 17, 2021 meeting should have been in open session as some topics discussed were not permitted in closed session. Accordingly, the Minutes for that portion of the 6/17 meeting will reflect the discussion that transpired, and the audio recording of the 1<sup>st</sup> hour of Thursday's meeting will be available to the public as is customary for all open sessions.

**Executive Session**

Corbett announced the Board will go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 5 ILCS 120/2(c)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. Moved by Weber and seconded by Nutt, he called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 1:07 PM.

**Return to Open Session**

**Call to Order**

The meeting was called to order by President Richard Corbett at 3:39 PM.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria

Members absent: Trustee Tara Finn

Others present: Interim Director Roxane Bennett

**Adjournment**

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

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye; Finn – absent. 6 ayes, 0 nays, 1 absent. Motion carried; meeting adjourned at 3:40 PM.

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Chris Evans, Secretary

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

**June 24, 2021  
7:00 PM**

**MINUTES**

**Call to Order**

The meeting was called to order by President Richard Corbett at 7:03 PM.

All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber (arrived 7:13 PM)
	Secretary	Chris Evans
	Treasurer	Dave Nutt
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: none

Others present: Interim Director Roxane Bennett, Assistant Director Heather Zabski, Jason Kation, Brittany Berger, Monica Boyer, Karin Nelson, John Sabala, Keri Carroll, Kiorstin Finneran, Michael Lorenzetti, Karen Werle, Amy Dodson

**Public Comment**

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

Corbett noted the business to be conducted and spoke of Amy Dodson's qualifications for the position of Director along with salary and benefits detailed in the employment agreement

**New Business**

**Exhibit C.1 Appoint New Library Director**

Corbett called for a motion to *APPOINT AMY DODSON AS THE NEW DIRECTOR OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT EFFECTIVE AUGUST 23, 2021, AND TO AUTHORIZE THE BOARD PRESIDENT TO ENTER INTO A ONE-YEAR EMPLOYMENT AGREEMENT*. Moved by Dellamaria and seconded by Nutt, item opened for discussion. Vice President Weber detailed the search and screening process leading to Dodson's selection. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

**Exhibit C.1 (second motion) Appoint New Library Director**

Corbett called for a motion *IN ADDITION TO THE COMPENSATION CONTAINED WITHIN THE NEW DIRECTOR'S EMPLOYMENT AGREEMENT, I MOVE TO AUTHORIZE REIMBURSEMENT OF MOVING EXPENSES UP TO A MAXIMUM OF \$10,000 IN CONJUNCTION WITH HER RELOCATION TO TAKE THIS POSITION*; moved by Nutt and seconded by Finn. Bennett spoke to typical moving expenses associated with supplies, professional movers, or a do-it-yourself move. Corbett then called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Dodson expressed her gratitude to the Board for her selection and excitement over the opportunity. She thanked Bennett for the time spent with her.

**Adjournment**

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

Roll Call Vote: Goyke, Dellamaria, Nutt, Evans, Weber, Corbett – aye; Finn – absent. 6 ayes, 0 nays, 1 absent. Motion carried; meeting adjourned at 7:29 PM.

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Chris Evans, Secretary

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 6/1/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
A & T Plumbing, Inc. and Son	43486	6/14/2021	289.00
Ziegler's Ace Hardware	43487	6/14/2021	101.07
Advanced Disposal	43488	6/14/2021	184.69
SYNCB/AMAZON	43489	6/14/2021	4,908.01
AT&T	43490	6/14/2021	328.99
Baker & Taylor	43491	6/14/2021	84.36
Breakroom Solutions	43492	6/14/2021	232.56
Brodart Co.	43493	6/14/2021	1,209.03
CDS Office Technologies	43494	6/14/2021	485.14
Comcast	43495	6/14/2021	503.81
Comcast	43496	6/14/2021	918.77
ComEd	43497	6/14/2021	3,205.49
Ehlers Investment Partners, LLC	43498	6/14/2021	478.97
Elgin Sheet Metal Company	43499	6/14/2021	145.00
Fastsigns	43500	6/14/2021	586.95
Garveys Office Products	43501	6/14/2021	3,692.72
Green Emerald Chem-Dry	43502	6/14/2021	1,250.00
Hagg Press	43503	6/14/2021	4,806.00
INGRAM Library Services	43507	6/14/2021	18,160.81
OPP.FRANCHISING, INC. DBA JANI-KI...	43508	6/14/2021	3,892.00
KONE, INC	43509	6/14/2021	288.62
Lakeshore Learning	43510	6/14/2021	61.97
Midwest Tape Exchange, Inc.	43511	6/14/2021	4,998.73
Nicor Gas	43512	6/14/2021	141.91
OTC Brands, Inc.	43513	6/14/2021	5,002.48
Overdrive, Inc.	43514	6/14/2021	9,900.00
RAILS	43515	6/14/2021	962.00
S&S Worldwide	43516	6/14/2021	362.60
Sebert Landscaping Inc.	43517	6/14/2021	727.00
Technology Management Rev Fund	43518	6/14/2021	427.50
ULINE	43519	6/14/2021	112.03
Village of East Dundee	43520	6/14/2021	353.28
Cardmember Service	43521	6/14/2021	6,530.68
Wellness Insurance Network	43522	6/14/2021	14,516.68
AT & T Mobility	43523	6/16/2021	112.86
SYNCB/AMAZON	43524	6/18/2021	8,682.63
Joliet Public Library	43525	6/18/2021	350.00
TSYS Merchant Solutions-Omaha	DD202106-02	6/1/2021	22.54
TSYS Merchant Solutions-Omaha	DD202106-03	6/1/2021	154.82
Paylocity Payroll	DD202106-04	6/1/2021	255.23
Paylocity Payroll	DD202106-05	6/18/2021	517.39
Paylocity Payroll	DD202106-06	6/29/2021	77.57
Illinois Municipal Retirement	DD202106-07	6/30/2021	18,682.76
Office of the Secretary of State of Illinois	DD202106-08	6/30/2021	6,003.25
	Total 10100 - BANK ACCOUNTS		124,707.90
Report Total			124,707.90

**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 6/01/21 Through 06/30/21

Page 1 Total

\$ 124,707.90

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-June 2021	\$ 135,515.15
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	1,776.60
DENTAL INSURANCE	229.87
I.M.R.F	6,053.08
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	12,629.68
MEDICARE/F.I.C.A.	10,213.44
TOTAL PAYROLL EXPENSE	<u>150,298.72</u>

\*Minus IMRF Employer Portion Direct Debit (12,629.68)

\$ 137,669.04

\$ 137,669.04

\$ 262,376.94

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		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	0.00	3,367,326.63	99.77%	7,506.60	3,374,833.23	(0.22)%
43020	PPRT	0.00	65,355.92	145.23%	(20,355.92)	45,000.00	45.24%
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	65.84	3,780.01	12.60%	26,219.99	30,000.00	(87.40)%
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	46,486.63	0.00%	(46,486.63)	0.00	0.00%
45020	OTHER GRANTS	0.00	16,544.77	827.23%	(14,544.77)	2,000.00	727.24%
46020	FINES & FEES	0.00	2,061.91	412.38%	(1,561.91)	500.00	312.38%
46030	LOST & DAMAGED	519.03	3,569.26	71.38%	1,430.74	5,000.00	(28.61)%
46115	PROGRAM REVENUE	0.00	0.00	0.00%	100.00	100.00	(100.00)%
46200	PRINT/COPY REVENUE	0.00	190.70	0.00%	(190.70)	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	6,926.73	60,088.90	31.59%	130,111.10	190,200.00	(68.41)%
46400	MISCELLANEOUS INCOME	1.05	929.61	5,543.29%	(912.84)	16.77	5,443.29%
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	14,226.00	71.13%	5,774.00	20,000.00	(28.87)%
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	89.15	9,020.74	60.13%	5,979.26	15,000.00	(39.86)%
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	1.50	0.50%	298.50	300.00	(99.50)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	3.00	3.00	0.06%	4,997.00	5,000.00	(99.94)%
46210	FAX REVENUE	0.00	0.00	0.00%	750.00	750.00	(100.00)%



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	100.00	100.00	(100.00)%
	Total REVENUES	8,479.80	3,692,420.06	97.28%	103,101.94	3,795,522.00	(2.72)%
	Total Revenues	8,479.80	3,692,420.06	97.28%	103,101.94	3,795,522.00	(2.72)%
Expenditures							
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	750,000.00	750,000.00	0.00%	(750,000.00)	0.00	0.00%
	Total TRANSFERS BETWEEN FUNDS	750,000.00	750,000.00	0.00%	(750,000.00)	0.00	0.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,635.21	135,641.25	82.20%	29,358.75	165,000.00	17.79%
52121	IMRF	0.00	0.00	0.00%	22,915.62	22,915.62	100.00%
52122	REIMBURSED INS	875.00	14,226.00	71.13%	5,774.00	20,000.00	28.87%
52160	TUITION REIMB	0.00	2,544.00	48.45%	2,706.00	5,250.00	51.54%
52212	FICA / MEDICARE	10,595.94	127,875.23	92.17%	10,853.78	138,729.01	7.82%
05	ADMINISTRATION						
52100	SALARIES	28,010.78	318,396.59	97.10%	9,507.41	327,904.00	2.90%
40	PUBLIC RELATIONS						
52100	SALARIES	4,960.60	60,229.19	92.95%	4,563.81	64,793.00	7.04%
50	IT / NETWORK						
52100	SALARIES	7,828.16	87,287.36	85.88%	14,342.64	101,630.00	14.11%
60	PATS						
52100	SALARIES	9,188.68	115,017.93	93.26%	8,312.07	123,330.00	6.74%
90	FACILITIES						
52100	SALARIES	5,540.93	69,670.28	79.72%	17,713.72	87,384.00	20.27%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,943.43	317,240.77	87.02%	47,303.23	364,544.00	12.98%
20	YOUTH SERVICES						
52100	SALARIES	20,114.20	233,573.05	90.60%	24,226.95	257,800.00	9.40%
70	ACCOUNT SERVICES						
52100	SALARIES	24,869.73	275,672.22	81.34%	63,215.78	338,888.00	18.65%
75	SHELVERS						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
52100	SALARIES	0.00	4,257.16	99.93%	2.84	4,260.00	0.07%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	14,059.00	152,309.91	89.87%	17,157.09	169,467.00	10.12%
	Total PERSONNEL SERVICES/BENEFITS	163,621.66	1,913,940.94	87.32%	277,953.69	2,191,894.63	12.68%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	1,039.96	8,974.55	97.54%	225.45	9,200.00	2.45%
61500	DATABASES	0.00	58,374.17	103.18%	(1,799.17)	56,575.00	(3.18)%
61510	EBOOKS	3,705.50	41,208.26	79.47%	10,641.74	51,850.00	20.52%
61520	DOWNLOADABLE MEDIA	3,431.69	42,419.80	100.34%	(144.80)	42,275.00	(0.34)%
61540	HOTSPOTS	0.00	13,555.05	338.87%	(9,555.05)	4,000.00	(238.88)%
64100	PROC FEES BOOKS	359.77	4,333.62	108.34%	(333.62)	4,000.00	(8.34)%
64200	PROC FEES AV	809.60	7,314.45	91.43%	685.55	8,000.00	8.57%
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%
70900	SUPPLIES	0.00	31.53	0.00%	(31.53)	0.00	0.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	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	0.00	3,227.49	58.68%	2,272.51	5,500.00	41.32%
61600	VIDEOGAMES	7,118.86	14,446.28	84.97%	2,553.72	17,000.00	15.02%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,107.64	27,335.99	109.34%	(2,335.99)	25,000.00	(9.34)%
61111	BOOKS LARGE TYPE	216.39	3,591.73	102.62%	(91.73)	3,500.00	(2.62)%
61120	BOOKS NF	1,295.04	19,077.20	127.18%	(4,077.20)	15,000.00	(27.18)%
61130	BOOKS SPANISH	452.24	2,894.59	72.36%	1,105.41	4,000.00	27.64%
61330	AUDIOBOOKS	686.84	7,639.59	109.13%	(639.59)	7,000.00	(9.14)%
61350	MUSIC	364.63	3,673.10	73.46%	1,326.90	5,000.00	26.54%
61400	DVD	1,348.77	11,303.58	66.49%	5,696.42	17,000.00	33.51%
61700	NONTRADITIONAL MATERIALS	0.00	4,160.69	83.21%	839.31	5,000.00	16.79%
15	TEEN						
61100	BOOKS	439.41	5,269.10	81.06%	1,230.90	6,500.00	18.94%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
61130	BOOKS SPANISH	10.17	1,611.91	53.73%	1,388.09	3,000.00	46.27%
61330	AUDIOBOOKS	1,411.72	2,367.48	78.91%	632.52	3,000.00	21.08%
20	YOUTH SERVICES						
61100	BOOKS	3,281.96	44,566.97	90.95%	4,433.03	49,000.00	9.05%
61130	BOOKS SPANISH	276.23	5,703.89	71.29%	2,296.11	8,000.00	28.70%
61330	AUDIOBOOKS	0.00	1,619.61	107.97%	(119.61)	1,500.00	(7.97)%
61350	MUSIC	203.97	650.30	65.03%	349.70	1,000.00	34.97%
61400	DVD	484.30	5,988.66	99.81%	11.34	6,000.00	0.19%
61700	NONTRADITIONAL MATERIALS	422.64	3,224.72	107.49%	(224.72)	3,000.00	(7.49)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	291.39	19.42%	1,208.61	1,500.00	80.57%
61600	VIDEOGAMES	1,767.29	4,122.81	68.71%	1,877.19	6,000.00	31.29%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	648.33	10,146.53	101.46%	(146.53)	10,000.00	(1.47)%
61120	BOOKS NF	231.58	3,226.64	107.55%	(226.64)	3,000.00	(7.55)%
61400	DVD	570.47	4,957.02	61.96%	3,042.98	8,000.00	38.04%
15	TEEN						
61100	BOOKS	184.08	2,917.59	72.93%	1,082.41	4,000.00	27.06%
61330	AUDIOBOOKS	0.00	446.89	44.68%	553.11	1,000.00	55.31%
20	YOUTH SERVICES						
61100	BOOKS	1,829.95	16,964.38	121.17%	(2,964.38)	14,000.00	(21.17)%
61130	BOOKS SPANISH	18.61	1,950.33	97.51%	49.67	2,000.00	2.48%
61400	DVD	359.07	2,371.52	79.05%	628.48	3,000.00	20.95%
61700	NONTRADITIONAL MATERIALS	0.00	962.87	96.28%	37.13	1,000.00	3.71%
	Total LIBRARY MATERIALS	35,076.71	396,171.89	94.33%	23,828.11	420,000.00	5.67%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	(1,079.00)	4,692.00	72.18%	1,808.00	6,500.00	27.82%
52124	UNEMPLOYMENT INS	0.00	7,084.04	118.06%	(1,084.04)	6,000.00	(18.07)%
52130	STAFF DEVELOPMENT	0.00	3,861.40	64.35%	2,138.60	6,000.00	35.64%
70800	POSTAGE	398.99	1,827.31	60.91%	1,172.69	3,000.00	39.09%
70900	SUPPLIES	229.17	13,175.62	101.35%	(175.62)	13,000.00	(1.35)%
73225	PUBLIC LIABILITY INS	0.00	31,067.50	103.55%	(1,067.50)	30,000.00	(3.56)%
73230	TRANSPORTATION REIMBURSEMENT	86.69	501.83	12.54%	3,498.17	4,000.00	87.45%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73240	BOARD EXPENSES	458.79	1,669.79	55.65%	1,330.21	3,000.00	44.34%
73241	LEGAL NOTICES FEES	0.00	715.30	23.84%	2,284.70	3,000.00	76.16%
73242	MEMBERSHIPS	200.00	3,085.00	100.32%	(10.00)	3,075.00	(0.33)%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	800.00	800.00	100.00%
73250	BANK CHARGES	177.36	1,137.30	18.95%	4,862.70	6,000.00	81.05%
73255	INVESTMENT FEES	933.51	6,777.37	84.71%	1,222.63	8,000.00	15.28%
73260	LOST & PAID FORWARDING	0.00	37.95	0.00%	(37.95)	0.00	0.00%
73280	COST OF ITEMS SOLD	28.60	28.60	5.72%	471.40	500.00	94.28%
73281	TAX EXPENSE	0.00	60.88	120.55%	(10.38)	50.50	(20.55)%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	6,003.25	64,218.25	35.44%	116,981.75	181,200.00	64.56%
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	9.15	9.15	1.83%	490.85	500.00	98.17%
73295	MEETING EXPENSE	232.56	2,213.75	63.25%	1,286.25	3,500.00	36.75%
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	1,770.00	88.50%	230.00	2,000.00	11.50%
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	3,012.86	8,984.63	84.56%	1,640.37	10,625.00	15.44%
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	472.50	5,179.17	51.79%	4,820.83	10,000.00	48.21%
1	Dundee Library						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	14.59	419.24	0.00%	(419.24)	0.00	0.00%
73215	COPIER/PRINT EXPENSE	441.65	3,326.13	36.95%	5,673.87	9,000.00	63.04%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73520	PLANT OPERATION	1,675.07	13,932.42	63.32%	8,067.58	22,000.00	36.67%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	0.00	526.00	53.67%	454.00	980.00	46.33%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	(375.00)	0.00%	375.00	0.00	0.00%
73242	MEMBERSHIPS	150.00	542.00	108.40%	(42.00)	500.00	(8.40)%
70	ACCOUNT SERVICES						
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	43.49	445.91	22.29%	1,554.09	2,000.00	77.70%
73505	RENT EXPENSE	5,407.50	64,890.00	100.00%	0.00	64,890.00	0.00%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	205.00	205.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	319.00	319.00	100.00%
	Total LIBRARY OPERATIONS	18,896.73	244,290.19	57.65%	179,459.81	423,750.00	42.35%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	8,740.00	87.40%	1,260.00	10,000.00	12.60%
70900	SUPPLIES	2,416.33	5,208.31	63.51%	2,991.69	8,200.00	36.48%
73010	NEWSLETTER	0.00	18,522.00	96.46%	678.00	19,200.00	3.53%
73020	OUTSIDE PRINTING	0.00	430.41	14.34%	2,569.59	3,000.00	85.65%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	2,416.33	32,900.72	81.04%	7,699.28	40,600.00	18.96%
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	3,933.42	12,562.60	78.51%	3,437.40	16,000.00	21.48%
73152	WINTER READING	1,432.33	4,375.16	145.83%	(1,375.16)	3,000.00	(45.84)%
73155	LICENSING	770.00	1,270.00	74.70%	430.00	1,700.00	25.29%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	553.09	3,610.44	112.82%	(410.44)	3,200.00	(12.83)%
73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15	TEEN						
70900	SUPPLIES	334.03	1,130.15	75.34%	369.85	1,500.00	24.66%

**Fox River Valley Public Library District**  
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10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
20	YOUTH SERVICES						
70900	SUPPLIES	3,022.51	12,809.87	98.53%	190.13	13,000.00	1.46%
73150	PERFORMERS	350.00	2,400.00	96.00%	100.00	2,500.00	4.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	399.29	1,135.46	75.69%	364.54	1,500.00	24.30%
	Total GENERAL PROGRAMMING	10,794.67	39,792.24	90.64%	4,107.76	43,900.00	9.36%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	388.40	3,572.45	116.55%	(507.45)	3,065.00	(16.56)%
73320	CCS SHARED COST	0.00	51,690.24	100.95%	(491.24)	51,199.00	(0.96)%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
73340	SOFTWARE	90.00	11,574.73	77.16%	3,425.27	15,000.00	22.84%
73350	INTERNET LINES	756.49	9,505.38	96.01%	394.62	9,900.00	3.99%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	228.56	1,784.90	59.49%	1,215.10	3,000.00	40.50%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	200.25	1,724.85	57.49%	1,275.15	3,000.00	42.51%
	Total COMPUTER	1,663.70	79,852.55	79.72%	20,311.45	100,164.00	20.28%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	740.19	9,018.29	90.18%	981.71	10,000.00	9.82%
73410	LEGAL FEES	0.00	2,700.00	13.50%	17,300.00	20,000.00	86.50%
73420	AUDIT EXPENSE	0.00	9,010.00	89.65%	1,040.00	10,050.00	10.35%
	Total PROFESSIONAL FEES	740.19	20,728.29	51.76%	19,321.71	40,050.00	48.24%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	5.20	11,862.51	78.82%	3,187.49	15,050.00	21.18%
73310	CATALOGING - COMPUTER SERVICE	0.00	7,375.72	107.36%	(505.72)	6,870.00	(7.36)%
73530	EQUIPMENT MAINT	0.00	151.87	15.18%	848.13	1,000.00	84.81%
73640	FUEL	155.38	1,348.70	134.87%	(348.70)	1,000.00	(34.87)%

**Fox River Valley Public Library District**  
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10 - GENERAL/CORPORATE  
From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
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	485.47	18,437.18	61.45%	11,562.82	30,000.00	38.54%
73530	EQUIPMENT MAINT	0.00	702.95	35.14%	1,297.05	2,000.00	64.85%
73540	CONTRACTS: BUILDING MAINTENANCE	1,024.31	73,046.54	107.95%	(5,381.54)	67,665.00	(7.95)%
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	11,116.74	61.75%	6,883.26	18,000.00	38.24%
	Total MAINTENANCE	1,670.36	164,798.21	87.86%	22,771.79	187,570.00	12.14%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	112.86	1,464.48	122.04%	(264.48)	1,200.00	(22.04)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	903.11	13,962.50	99.73%	37.50	14,000.00	0.27%
73610	ELECTRICITY	4,179.16	41,656.23	104.14%	(1,656.23)	40,000.00	(4.14)%
73620	WATER AND SEWER	353.28	1,744.32	34.88%	3,255.68	5,000.00	65.11%
73630	GAS	141.91	2,969.25	59.38%	2,030.75	5,000.00	40.62%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	90.66	2,345.66	93.82%	154.34	2,500.00	6.17%
	Total UTILITIES	5,780.98	64,142.44	94.75%	3,557.56	67,700.00	5.25%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	4,333.28	37.68%	7,166.72	11,500.00	62.32%
73300	COMPUTER EQUIPMENT	295.00	636.97	5.19%	11,613.03	12,250.00	94.80%
1	Dundee Library						
10	ADULT & TEEN SERVICES						

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
 10 - GENERAL/CORPORATE  
 From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	FY2021 \$ Remaining	Total Budget - FY2021 Working Budget	Percent Total Budget Remaining - FY2021 Working Budget
73270	FURNITURE & EQUIP	32.51	6,186.60	137.48%	(1,686.60)	4,500.00	(37.48)%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIP	0.00	1,387.53	92.50%	112.47	1,500.00	7.50%
	Total CAPITAL EXPENSE	327.51	12,544.38	42.17%	17,205.62	29,750.00	57.83%
	Total Expenditures	990,988.84	3,719,161.85	104.90%	(173,783.22)	3,545,378.63	(4.90)%
	Net Increase(Decrease) in Fund Balance	<u>(982,509.04)</u>	<u>(26,741.79)</u>	<u>(10.69)%</u>	<u>276,885.16</u>	<u>250,143.37</u>	<u>(110.69)%</u>



**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
 20 - FICA  
 From 6/1/2021 Through 6/30/2021

	<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%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
30 - IMRF  
From 6/1/2021 Through 6/30/2021

		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	0.00	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>0.00</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>0.00</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	12,628.68	162,979.18	114.70%	(20,894.80)	142,084.38	(14.71)%
	Total PERSONNEL SERVICES/BENEFITS	<u>12,628.68</u>	<u>162,979.18</u>	<u>114.71%</u>	<u>(20,894.80)</u>	<u>142,084.38</u>	<u>(14.71)%</u>
	Total Expenditures	<u>12,628.68</u>	<u>162,979.18</u>	<u>114.71%</u>	<u>(20,894.80)</u>	<u>142,084.38</u>	<u>(14.71)%</u>
	Net Increase(Decrease) in Fund Balance	<u>(12,628.68)</u>	<u>(43,213.50)</u>	<u>200.20%</u>	<u>21,629.12</u>	<u>(21,584.38)</u>	<u>100.21%</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 6/1/2021 Through 6/30/2021

		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	5,631.69	53,884.04	134.71%	(13,884.04)	40,000.00	34.71%
	Total REVENUES	5,631.69	53,884.04	134.71%	(13,884.04)	40,000.00	34.71%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	750,000.00	750,000.00	0.00%	(750,000.00)	0.00	0.00%
	Total TRANSFERS BETWEEN FUNDS	750,000.00	750,000.00	0.00%	(750,000.00)	0.00	0.00%
	Total Revenues	755,631.69	803,884.04	2,009.71%	(763,884.04)	40,000.00	1,909.71%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	10,390.15	21.87%	37,109.85	47,500.00	78.13%
73340	SOFTWARE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total COMPUTER	0.00	10,390.15	18.07%	47,109.85	57,500.00	81.93%
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	73,223.38	51.82%	68,064.62	141,288.00	48.17%
	Total CAPITAL EXPENSE	0.00	76,839.38	43.59%	99,448.62	176,288.00	56.41%
	Total Expenditures	0.00	91,090.53	32.33%	190,697.47	281,788.00	67.67%
	Net Increase(Decrease) in Fund Balance	755,631.69	712,793.51	(294.80)%	(954,581.51)	(241,788.00)	(394.80)%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
 80 - WORKING CASH  
 From 6/1/2021 Through 6/30/2021

	<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>369.98</u>	<u>3,147.59</u>	<u>139.89%</u>	<u>(897.59)</u>	<u>2,250.00</u>	39.89%
Total REVENUES	<u>369.98</u>	<u>3,147.59</u>	<u>139.89%</u>	<u>(897.59)</u>	<u>2,250.00</u>	39.89%
Total Revenues	<u>369.98</u>	<u>3,147.59</u>	<u>139.89%</u>	<u>(897.59)</u>	<u>2,250.00</u>	39.89%
Net Increase(Decrease) in Fund Balance	<u>369.98</u>	<u>3,147.59</u>	<u>139.89%</u>	<u>(897.59)</u>	<u>2,250.00</u>	39.89%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2021 - Unposted Transactions Included In Report  
90 - DONATION / GIFT  
From 6/1/2021 Through 6/30/2021

	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	596.73	5,076.72	84.61%	923.28	6,000.00	(15.39)%
49010 MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	(100.00)%
Total REVENUES	<u>596.73</u>	<u>5,076.72</u>	<u>46.15%</u>	<u>5,923.28</u>	<u>11,000.00</u>	<u>(53.85)%</u>
Total Revenues	<u>596.73</u>	<u>5,076.72</u>	<u>46.15%</u>	<u>5,923.28</u>	<u>11,000.00</u>	<u>(53.85)%</u>
Net Increase(Decrease) in Fund Balance	<u>596.73</u>	<u>5,076.72</u>	<u>46.15%</u>	<u>5,923.28</u>	<u>11,000.00</u>	<u>(53.85)%</u>

**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2021  
From 6/1/2021 Through 6/30/2021

	Month Activity	Year Activity	Percent Budget Used FY2021	Total Budget - FY2021 Working Budget	Budget \$ Remaining FY2021	Percent Budget Remaining FY2021	
Revenues							
43010	TAX LEVY	0.00	3,487,069.10	99.77%	3,494,833.23	7,764.13	0.22%
43020	PPRT	0.00	65,355.92	145.23%	45,000.00	(20,355.92)	(45.23)%
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	6,664.24	65,911.57	83.69%	78,750.00	12,838.43	16.30%
45010	PER CAPITA GRANT	0.00	86,672.50	100.00%	86,672.50	0.00	0.00%
45011	E-RATE GRANT	0.00	2,867.74	63.72%	4,500.00	1,632.26	36.27%
45015	CARE ACT REVENUES	0.00	46,486.63	0.00%	0.00	(46,486.63)	0.00%
45020	OTHER GRANTS	0.00	16,544.77	827.23%	2,000.00	(14,544.77)	(727.23)%
46020	FINES & FEES	0.00	2,061.91	412.38%	500.00	(1,561.91)	(312.38)%
46030	LOST & DAMAGED	519.03	3,569.26	71.38%	5,000.00	1,430.74	28.61%
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	92.15	9,214.44	46.07%	20,000.00	10,785.56	53.92%
46210	FAX REVENUE	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
46250	LICENSE PLATE RENEWAL INCOME	6,926.73	60,088.90	31.59%	190,200.00	130,111.10	68.40%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	0.37%	400.00	398.50	99.62%
46400	MISCELLANEOUS INCOME	1.05	929.61	5,543.29%	16.77	(912.84)	(5,443.29)%
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	14,226.00	71.13%	20,000.00	5,774.00	28.87%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>15,078.20</u>	<u>3,874,294.09</u>	<u>97.61%</u>	<u>3,969,272.00</u>	<u>94,977.91</u>	<u>2.39%</u>
	Net Increase(Decrease) in Fund Balance	<u>15,078.20</u>	<u>3,874,294.09</u>	<u>97.60%</u>	<u>3,969,272.00</u>	<u>94,977.91</u>	<u>2.39%</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													
TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750,000.00	750,000.00
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	3,044.55	0.00	32,559.05	0.00	65,355.92
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	2,145.12	8,932.16	6,605.65	6,664.24	65,911.57
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	20,803.21	0.00	0.00	0.00	46,486.63
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	11,561.20	0.00	16,544.77
FINES & FEES	0.00	2.00	1.00	2.00	48.20	0.00	0.00	0.00	0.00	0.00	2,008.71	0.00	2,061.91
LOST & DAMAGED	245.29	277.07	595.91	339.83	462.91	107.01	128.68	80.94	240.63	267.49	304.47	519.03	3,569.26
PRINT/COPY REVENUE	0.80	26.80	58.60	155.99	34.20	121.40	27.75	17.40	8,376.09	209.50	93.76	92.15	9,214.44
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	1,948.12	7,827.00	8,323.00	6,926.73	60,088.90
TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	1.50
MISCELLANEOUS INCOME	91.00	19.97	0.00	0.00	40.70	0.00	0.00	58.69	120.00	324.24	273.96	1.05	929.61
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	875.00	875.00	875.00	875.00	14,226.00
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>37,552.72</u>	<u>18,436.89</u>	<u>62,604.80</u>	<u>765,078.20</u>	4,624,294.09
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>37,552.72</u>	<u>18,436.89</u>	<u>62,604.80</u>	<u>765,078.20</u>	4,624,294.09

**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenditures FY2021  
 From 6/1/2021 Through 6/30/2021

	Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining	
Expenditures							
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	176,250.34	2,076,941.11	88.98%	2,334,000.00	257,058.89	11.02%
	Total Personnel Expenses	176,250.34	2,076,941.11	88.99%	2,334,000.00	257,058.89	11.01%
20	Library Materials						
20	LIBRARY MATERIALS	35,076.71	396,171.89	94.32%	420,000.00	23,828.11	5.68%
	Total Library Materials	35,076.71	396,171.89	94.33%	420,000.00	23,828.11	5.67%
50	Operating Expenses						
51	LIBRARY OPERATIONS	18,896.73	244,290.19	57.64%	423,750.00	179,459.81	42.36%
52	PUBLIC RELATIONS	2,416.33	32,900.72	81.03%	40,600.00	7,699.28	18.97%
53	GENERAL PROGRAMMING	10,794.67	39,792.24	90.64%	43,900.00	4,107.76	9.36%
54	COMPUTER	1,663.70	90,242.70	57.23%	157,664.00	67,421.30	42.77%
55	PROFESSIONAL FEES	740.19	20,728.29	51.75%	40,050.00	19,321.71	48.25%
	Total Operating Expenses	34,511.62	427,954.14	60.62%	705,964.00	278,009.86	39.38%
60	Building Expenses						
61	MAINTENANCE	1,670.36	168,659.21	71.59%	235,570.00	66,910.79	28.41%
65	UTILITIES	5,780.98	64,142.44	94.74%	67,700.00	3,557.56	5.26%
	Total Building Expenses	7,451.34	232,801.65	76.76%	303,270.00	70,468.35	23.24%
70	Capital Expense						
70	CAPITAL EXPENSE	327.51	89,383.76	43.38%	206,038.00	116,654.24	56.62%
	Total Capital Expense	327.51	89,383.76	43.38%	206,038.00	116,654.24	56.62%
	Total Expenditures	253,617.52	3,223,252.55	81.21%	3,969,272.00	746,019.45	18.79%
	Net Increase(Decrease) in Fund Balance	(253,617.52)	(3,223,252.55)	81.20%	(3,969,272.00)	(746,019.45)	18.80%



**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2021  
 From 6/1/2021 Through 6/30/2021

		Month Activity	Year Activity	FY2021 Percent Used	Total Budget - FY2021 Working Budget	FY2021 \$ Remaining	FY2021 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	91,263.98	1,093,888.00	91.23%	1,199,041.00	105,153.00	8.77%
20	Library Materials	9,346.52	179,461.04	98.87%	181,500.00	2,038.96	1.13%
50	Operating Expenses	21,691.59	319,651.77	55.40%	576,970.00	257,318.23	44.60%
60	Building Expenses	273.44	22,203.28	88.37%	25,125.00	2,921.72	11.63%
70	Capital Expense	295.00	81,809.63	40.89%	200,038.00	118,228.37	59.11%
	Total District Wide	122,870.53	1,697,013.72	77.75%	2,182,674.00	485,660.28	22.25%
1	Dundee Library						
15	Personnel Expenses	70,927.36	830,743.20	86.04%	965,492.00	134,748.80	13.96%
20	Library Materials	20,120.81	168,352.88	91.00%	185,000.00	16,647.12	9.00%
50	Operating Expenses	6,769.50	40,106.15	70.26%	57,080.00	16,973.85	29.74%
60	Building Expenses	7,087.24	181,114.97	75.44%	240,062.00	58,947.03	24.56%
70	Capital Expense	32.51	6,186.60	137.48%	4,500.00	(1,686.60)	(37.48)%
	Total Dundee Library	104,937.42	1,226,503.80	84.46%	1,452,134.00	225,630.20	15.54%
2	Randall Oaks						
15	Personnel Expenses	14,059.00	152,309.91	89.87%	169,467.00	17,157.09	10.13%
20	Library Materials	5,609.38	48,357.97	90.38%	53,500.00	5,142.03	9.62%
50	Operating Expenses	6,050.53	68,196.22	94.83%	71,914.00	3,717.78	5.17%
60	Building Expenses	90.66	29,483.40	77.41%	38,083.00	8,599.60	22.59%
70	Capital Expense	0.00	1,387.53	92.50%	1,500.00	112.47	7.50%
	Total Randall Oaks	25,809.57	299,735.03	89.62%	334,464.00	34,728.97	10.38%
	Total Expenditures	253,617.52	3,223,252.55	81.21%	3,969,272.00	746,019.45	18.79%
	Net Increase(Decrease) in Fund Balance	(253,617.52)	(3,223,252.55)	81.20%	(3,969,272.00)	(746,019.45)	18.80%

**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	168,263.35	168,204.66	168,392.41	176,250.34	2,076,941.11
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	26,394.01	26,966.86	25,369.93	35,076.71	396,171.89
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	18,666.67	24,118.03	19,038.00	18,896.73	244,290.19
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	430.41	2,711.83	4,864.19	2,416.33	32,900.72
GENERAL PROGRAMMING	1,689.05	1,588.92	866.87	1,572.98	3,794.89	2,268.55	1,530.09	772.77	2,513.20	5,014.61	7,385.64	10,794.67	39,792.24
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	5,248.77	15,982.16	1,275.30	1,663.70	90,242.70
PROFESSIONAL FEES	794.10	3,973.05	651.85	7,201.85	4,228.55	(1,908.63)	980.52	1,258.22	685.94	1,460.89	661.76	740.19	20,728.29
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	19,467.64	9,561.96	9,228.92	1,670.36	168,659.21
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	5,421.38	4,891.51	4,536.81	5,780.98	64,142.44
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	877.85	0.00	14,553.09	327.51	89,383.76
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>264,215.24</u>	<u>247,969.22</u>	<u>258,912.51</u>	<u>255,306.05</u>	<u>253,617.52</u>	3,223,252.55
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>(264,215.24)</u>	<u>(247,969.22)</u>	<u>(258,912.51)</u>	<u>(255,306.05)</u>	<u>(253,617.52)</u>	(3,223,252.55)

## Fox River Valley Public Library District

Balance Sheet  
As of 6/30/2021

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,782,134.88
30	IMRF	(21,129.12)
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>1,843,906.97</u>
	Total Checking Accounts	5,604,912.73
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	2,254,253.91
80	WORKING CASH	162,314.43
90	DONATION / GIFT	<u>261,794.51</u>
	Total Investments	<u>2,678,362.85</u>
	Total Cash and Investments	8,283,713.08
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	16,663.00
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	21,547.47
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	2,662.01
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	<u>634.00</u>
	Total Other Assets	<u>46,913.98</u>
	Total Assets	<u><u>8,330,627.06</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	24,491.90
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	107.62
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	854.73
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	484.89
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	147.14
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	62.50
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	90.36
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	45.94
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	197.28
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	370.20
22087	CREDIT CARD PAYABLE CARCAMO	
10	GENERAL/CORPORATE	42.03
22500	STAFF REIMBURSEMENTS PAYABLE	

## Fox River Valley Public Library District

Balance Sheet  
As of 6/30/2021

		<u>Current Year</u>
10	GENERAL/CORPORATE	145.70
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	<u>1,846,633.22</u>
	Total Liabilities	1,873,673.51
	Fund Balance	
10	GENERAL/CORPORATE	1,955,812.85
30	IMRF	(21,129.12)
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,098,160.88
80	WORKING CASH	162,314.43
90	DONATION / GIFT	<u>261,794.51</u>
	Total Fund Balance	<u>6,456,953.55</u>
	Total Liabilities and Fund Balance	<u><u>8,330,627.06</u></u>



**Investment Inventory Month End**  
**FR Valley Investment Holdings (104089)**  
**06/30/2021**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	CUSIP	Market Value
MMDA12	---	06/30/2021	---	0.00	0.000	---	MMDA12	3,366.36
Ally Bank	08/16/2018	08/16/2021	---	135,000.00	3.000	3.014	02007GEN9	135,519.75
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	97,490.24
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	151,186.05
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	95,683.81
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	170,724.12
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	110,031.70
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,468.00
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	26,010.25
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,525.39
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	204,544.80
ILLINOIS ST	02/22/2021	11/01/2022	---	200,000.00	5.000	0.516	452152P62	212,463.80
CHICAGO ILL BRD ED	02/22/2021	12/01/2022	---	100,000.00	5.000	0.631	167505XU5	106,351.20
LA SALLE CNTY ILL SCH DIST NO 141 OTTAWA	03/10/2021	12/01/2022	---	105,000.00	0.350	0.342	504588GD0	104,955.69
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	102,441.50
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	26,766.08
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	36,933.61
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,483.58
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	126,200.95
Raymond James Bank, National Association	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	140,385.96
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,372.03
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	85,689.59
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	156,692.55
FEDERAL HOME LOAN MORTGAGE CORP	09/15/2020	09/15/2023	09/15/2021	80,000.00	0.300	0.294	6134GWL20	79,847.52
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	202,329.86
---	---	09/19/2022	---	2,540,000.00	2.505	1.624	---	2,613,464.38

## **C.2 Ordinance 2021-09 Tentative Budget and Appropriation**

**RECOMMENDED MOTION:** I move to Approve Ordinance 2021-09 Tentative Budget and Appropriation in the amount of \$6,119,806 for Fiscal Year 2021-2022 as presented.

### **BACKGROUND INFORMATION:**

Following the Board's approval of the FY2122 Working Budget in June, the next step on the fiscal calendar is approval of the FY2122 B&A.

In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available.

A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following tonight's meeting; the document will be available both on the library's website and on the public notice bulletin board at the Dundee Library.

We appropriate 5% above the working budget for personnel expenses which make up the bulk of our library's budget, and 10% above the working budget for library materials, computer and equipment expenses, and furniture and equipment expenses. For all remaining categories, which relate to the operation of the building, we appropriate 50% above the working budget. Most of the remaining categories are smaller expenses that have less of an impact on the overall budget of the library. Additionally, our Dundee Library building needs major repairs, with several building components in need of immediate repair (the roof and west side staff/ delivery entrance), and other components that may require repair within the fiscal year (the elevator and main entrance).

This allows the Library some cushion for expenditures within their buckets. We may decide to spend more on books and less on DVDs, which is permitted within the "Materials" appropriation line item. Snow removal is included in the "Maintenance" appropriation line item, so higher than expected snow removal costs are offset by lower expenditures in other maintenance line items but we remain compliant with the B&A.

Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 21, 2021 at 7:00 pm.

The Appropriation will pave the way for the Levy request this fall, which will fund FY22/23 expenditures.

**ORDINANCE NO. 2021-09**  
**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**  
 FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,  
 KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING  
 JULY 1, 2021 AND ENDING JUNE 30, 2022

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

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

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

Section 1. That the fiscal year for this FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT ("District") be and the same is fixed and declared to from the first day of July 2021 to the thirtieth day of June 2022.

Section 2. That the following budget containing an estimate of the receipts and of the expenditures there from, be and the same is hereby adopted as the budget of said District for the fiscal year 2021-2022, and shall be in full force and effect from and after its passage and publication as is required by law.

<b>I. <u>GENERAL CORPORATE FUND</u></b>	<b>FY2122 Appropriation</b>
Cash balance at the beginning of fiscal year	\$1,955,813
<b><u>Estimated Revenues</u></b>	
Property Tax	\$3,640,139
Other Taxes	\$40,000
Grants and Donations	\$88,673
Fine & Fees	\$5,000
Interest Income	\$4,000
<u>Other Income</u>	<u>\$129,205</u>
Total Estimated Revenues	<u>\$3,907,016</u>
Total Estimated Funds Available	\$5,862,829
<b><u>Estimated Expenditures</u></b>	
Personnel Services/Benefits	\$2,618,066

Library Materials	\$449,804
Operating Expenses	\$911,606
Utilities	\$103,650
Building & Maintenance	\$219,774
<u>Capital Expense</u>	<u>\$39,075</u>
<u>Transfer to Special Reserve Fund</u>	<u>\$250,000</u>
Total Estimated Expenditures	\$4,591,975
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$1,270,855</u>
Amount Appropriated, General Corporate Fund	\$4,591,975

## II. SPECIAL RESERVE FUND

Cash Balance beginning of fiscal year	\$4,098,161
Transfer from Corporate Fund	\$250,000

### Estimated Revenues

<u>Interest Income</u>	<u>\$40,000</u>
<u>Grants</u>	<u>\$150,000</u>
Total Estimated Revenues	<u>\$190,000</u>
Total Estimated Funds Available	\$4,538,161

### Estimated Expenditures

Furniture & Equipment	\$38,500
Computer Equipment	\$72,050
Remodeling and Other Professional Fees	\$397,281
<u>Building Repairs</u>	<u>\$1,020,000</u>
Total Estimated Expenditures	<u>\$1,527,831</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>\$3,010,330</u>
Amount Appropriated, Special Reserve Fund	\$1,527,831

## III. FICA FUND

Cash Balance beginning of fiscal year	\$0
---------------------------------------	-----

### Estimated Revenues

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

### Estimated Expenditures



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

#### **IV. IMRF FUND**

Cash Balance beginning of fiscal year - \$21,129

#### **Estimated Revenues**

Property Tax	\$0
Interest Income	\$0
Total Estimated Revenues	<u>\$0</u>
Total Estimated Funds Available	-21,129

#### **Estimated Expenditures**

<u>IMRF Payments</u>	<u>\$0</u>
Total Estimated Expenditures	<u>\$0</u>
<u>Estimated Cash Balance end of fiscal year</u>	<u>-21,129</u>
Amount Appropriated, IMRF Fund	\$0

#### **RECAPITULATION**

General Corporate Fund	\$4,591,975
Special Reserve Fund	\$1,527,831
FICA Fund	\$0
IMRF Fund	\$0
Total Appropriation	\$6,119,806

Section 3. That there is hereby appropriated six million, one-hundred and nineteen thousand, eight hundred and six dollars from the taxes to be levied and other sources for the fiscal year, the same to be divided among the several corporate objects and purposes as herein above specified in Section 2 for purposes of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT for the fiscal year ending June 30, 2022.

Section 4. That the levy of taxes upon all taxable property within the corporate limits of the District subject to taxation for the year 2021 for the general fund is authorized at applicable statutory rates and the County Clerk of Kane County, Illinois is authorized to extend taxes upon such property at such rate.

Section 5. Appropriations for all audit expenses, all liability insurance expenses, and

all building and maintenance expenses are included in the appropriations for the General Corporate Fund and / or Special Reserve Fund.

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

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

Section 8. That the several amounts set opposite the several objects and purposes hereinabove set forth under the estimated expenditures for said District for the operation of the Library is hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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

PASSED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT this 21<sup>st</sup> day of September 2021, pursuant to roll call vote as follows:

AYES	_____
NAYS	_____
ABSENT	_____
NOT VOTING	_____

APPROVED:

\_\_\_\_\_  
 Kristina Weber, PhD, President  
 Board of Library Trustees  
 FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
 KANE COUNTY, ILLINOIS

Attest:

\_\_\_\_\_  
 Chris Evans, Secretary  
 Board of Library Trustees  
 FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
 KANE COUNTY, ILLINOIS

### C.3 Amend Investment Policy – Delegation of Authority

RECOMMENDED **MOTION**: I move to amend the Investment Policy to update Standards of Care Section C) Delegation of Authority to read: “Management responsibility for the investment program of FRVPLD is entrusted to the Treasurer under the direction of the Board. Individuals authorized to engage in investment transactions on behalf of FRVPLD are the Treasurer and those individuals designated by the Board, such as the Director and Assistant Director or Business Manager. Administrative responsibility for the investment program is hereby delegated to the Director.”

#### BACKGROUND INFORMATION:

The ability to make timely decisions on invested funds that have reached maturity is critical to optimizing returns for the Library District. The Policy currently directs the Treasurer *and Board-designated individuals* to make these decisions. The financial institution who manages securities for the Library requires specificity regarding the *positions* of those individuals who may be designated. The actual delegation to specific *individuals* is accomplished by board action separate from the proposed policy change (see proposed Resolution 2021-10).

Administration recommends amending Standards of Care, section C, Delegation of Authority to identify staff positions to which the authority to engage in investment decisions may be delegated (changes in red):

Management responsibility for the investment program of FRVPLD is entrusted to the Treasurer under the direction of the Board. Individuals authorized to engage in investment transactions on behalf of FRVPLD are the Treasurer ~~or~~ **and** those individuals designated by the Board, **such as the Director and Assistant Director or Business Manager**. Administrative responsibility for the investment program is hereby delegated to the Director.

Full Investment Policy, as it is currently written, follows. Section to be changed is highlighted in yellow:

02.37.01

#### Investment Policy

This policy applies to those funds that are under the authority of the Fox River Valley Public Library District.

#### General Objectives

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least two qualified institutions will be contacted each time an investment is placed.

#### A) Safety

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall

## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

portfolio. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

### 1. Credit Risk

FRVPLD will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities permitted under Illinois Public Funds Investment Act, 30 ILCS 235/1 *et.seq.*
- b. The Board shall by resolution approve the public depositories that are deemed appropriate for use under Illinois and Federal law.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

### 2. Interest Rate Risk

FRVPLD will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that the securities mature to meet case requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

### 3. Custodial Risk

FRVPLD will minimize custodial risk, which is the risk that in the event of a financial institution failure, the District deposits may not be returned to it, by:

- a. Maintaining a list of public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services.
- b. All public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services must supply as appropriate audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

### B) Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market mutual funds or local government investment pools authorized and permissible under Illinois statutes which offer same-day liquidity for short term funds.

### C) Yield

Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and

## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions;

1. A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
2. Liquidity needs of FRVPLD require a security or securities are sold prior to maturity.
3. A security swap would improve the safety and yield of the overall portfolio.

### Standards of Care

#### A) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard, which states “investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Notwithstanding any other provision of law, the Board Treasurer and Director, or other FRVPLD employee in the absence of the Director, who deposits public money in any authorized public depository, in compliance with Illinois statutes regarding public deposits, is relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits.

#### B) Ethics and Conflicts of Interest

FRVPLD officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of FRVPLD.

#### C) Delegation of Authority

Management responsibility for the investment program of FRVPLD is entrusted to the Treasurer under the direction of the

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

Board. Individuals authorized to engage in investment transactions on behalf of FRVPLD are the Treasurer or those individuals designated by the Board. Administrative responsibility for the investment program is hereby delegated to the Director.

D) Authorized and Suitable Investments

Authorized investments include any investment stipulated in Illinois Public Funds Investment Act, 30 ILCS 235/1 *et.seq.*

1. Unless matched to a specific cash flow requirement, FRVPLD will not directly invest in securities maturing more than five (5) years from the date of purchase.
2. Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Internal Controls

The Board Treasurer and Director shall establish a system of internal controls designed to prevent losses of FRVPLD funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees.

Internal Controls shall address:

- A) Separation of transaction authority from accounting and record keeping.
- B) Clear delegation of authority to subordinate staff members.
- C) Written confirmation of transactions for investments and wire transfers.
- D) Dual authorizations of wire transfers.
- E) Development of a wire transfer agreement with the lead bank and third-party custodian.
- F) Investment and interest earnings will be recorded in FRVPLD accounting records based on generally accepted government accounting procedures.
- G) A monthly summary of all investment transactions will be prepared by the Director for review by the Board.

Investment Parameters

Investments shall be diversified by:

- A) Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
- B) Investing in securities with varying maturities.

## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

- C) Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under Illinois statutes.

### Investment Reporting

The Director and Board Treasurer shall prepare a monthly investment report that provides the following information:

- A) Principal and type of investments
- B) Earnings for the Current Month and Year to Date
- C) Market value of the Portfolio

The investment report shall be used as a performance measure and as a means to demonstrate to the Board the degree of compliance with the Policy.

In addition to monthly reports, a comprehensive annual report shall be prepared. This review will focus on the overall performance of investments during the year as well as a projection of what may be anticipated in the future as compared to the results of the past year.

From time to time, the Treasurer and/or the Library Director may suggest policies and improvements that might be made in the Investment Policy.

### Pooling of Cash

Except where otherwise provided by the Board, the Director is authorized to pool the cash of various funds to maximize the investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

### Sustainability

Material, relevant, and decision-useful sustainability factors have been or are regularly considered by FRVPLD, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

**C.4 Resolution 2021-10 Designating Corporate Authority over Financial Accounts**

RECOMMENDED **MOTION**: I move to Adopt Resolution 2021-10 Designating Corporate Authority over Library District Financial Accounts and authorizing the Library Board Officers and the Director to sign all documents reasonably necessary to add Amy Dodson as signatory on all library financial accounts effective August 25, 2021.

**BACKGROUND INFORMATION:**

In addition to Library Board of Trustees officers identified in its Bylaws, Interim Library Director Roxane Bennett has been a designated authority over FRVPLD's financial accounts. As of August 23, 2021, Amy Dodson will assume the role of Library Director and have a two week overlap with Bennett before Bennett's departure on September 3, 2021. An effective date of August 25 for the Resolution allows Dodson a few days to get situated before taking full responsibility for the financial accounts.



**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
KANE COUNTY, ILLINOIS  
RESOLUTION 2021-10  
RESOLUTION DESIGNATING CORPORATE AUTHORITY  
OVER LIBRARY DISTRICT FINANCIAL ACCOUNTS**

WHEREAS, the Fox River Valley Public Library District Board of Library Trustees designates authority over its financial accounts; and

WHEREAS, Interim Library Director Roxane E. Bennett, named a designated authority with the Library Board President and Treasurer, will leave Fox River Valley Public Library District on September 3, 2021; and Amy Dodson has been selected to serve as Director beginning on August 23, 2021;

NOW, THEREFORE, BE IT RESOLVED by the CORPORATE AUTHORITIES of the Fox River Valley Public Library District, Kane County, Illinois, that Amy Dodson, as Director of the Fox River Valley Public Library District, and the Library Board President and Treasurer are hereby appointed to be designated authorities over the financial accounts of the Fox River Valley Public Library District, commencing August 25, 2021.

Passed by the Board of Trustees of the Fox River Valley Public Library District, Illinois, this 3<sup>rd</sup> day of August, 2021.

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

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

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

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

\_\_\_\_\_  
Kristina Weber, PhD, President  
Fox River Valley Public Library District  
Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Chris Evans, Secretary  
Fox River Valley Public Library District  
Board of Library Trustees

**C.5 Resolution 2021-11 Designating Corporate Authority over Investment Accounts**

**RECOMMENDED MOTION:** I move to Adopt Resolution 2021-11 Designating Corporate Authority over the Library District's Investment Accounts and authorizing the Library Board Officers and the Director to sign all documents reasonably necessary to add Amy Dodson as signatory on all library investment accounts and to authorize Amy Dodson and Heather Zabski to engage in investment transactions within those accounts effective August 25, 2021.

**BACKGROUND INFORMATION:**

In addition to Library Board of Trustees officers identified in its Bylaws, Interim Library Director Roxane Bennett has been a designated authority over FRVPLD's investment accounts. As of August 23, 2021, Amy Dodson will assume the role of Library Director and have a two week overlap with Bennett before Bennett's departure on September 3, 2021. An effective date of August 25 for the Resolution allows Dodson a few days to get situated before taking responsibility for financial matters.

The resolution also identifies the specific individuals to whom responsibility for selecting investment vehicles is delegated consistent with the change in the District's Investment Policy recommended earlier in this meeting (Agenda Item C.3).

**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
KANE COUNTY, ILLINOIS  
RESOLUTION 2021-11  
DESIGNATING CORPORATE AUTHORITY OVER INVESTMENT ACCOUNTS**

RESOLVED, that the President, Vice President and the Treasurer of this corporation, or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over; and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness, or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness, and other securities (on margin or otherwise), and to make, execute, and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

AND, BE IT FURTHER RESOLVED, that Amy Dodson, as Director, and Heather Zabski, as Assistant Director, are hereby designated and authorized to engage in investment transactions within and between such accounts as are opened on behalf of the Fox River Valley Public Library District, effective August 25, 2021.

Passed by the Board of Trustees of the Fox River Valley Public Library District, Illinois, this 3<sup>rd</sup> day of August, 2021.

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

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

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

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

\_\_\_\_\_  
Kristina Weber, PhD, President  
Fox River Valley Public Library District  
Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Chris Evans, Secretary  
Fox River Valley Public Library District  
Board of Library Trustees

**C.6 Resolution 2021-12 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent**

RECOMMENDED **MOTION**: I move to Adopt Resolution 2021-12 to Appoint Director Amy Dodson Authorized Illinois Municipal Retirement Fund (IMRF) Agent effective August 25, 2021.

**BACKGROUND INFORMATION:**

Interim Director Roxane Bennett has been FRVPLD's Authorized Agent for Illinois Municipal Retirement Fund (IMRF) since December, 2020. With Bennett's departure on September 3, 2021, a replacement must be officially appointed by the Library Board to take over as Authorized Agent.

**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
KANE COUNTY, ILLINOIS**

**RESOLUTION 2021-12  
RESOLUTION APPOINTING AN AUTHORIZED AGENT TO THE  
ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

WHEREAS, the Fox River Valley Public Library District adopted the Contract and Bylaws of the Illinois Municipal Retirement Fund (IMRF) by Ordinance and thereby became a member of said cooperative; and

NOW, THEREFORE, BE IT RESOLVED by the CORPORATE AUTHORITIES of the Fox River Valley Public Library District, Kane County, Illinois, that Amy Dodson, Director of the Fox River Valley Public Library District is hereby appointed to be an authorized agent of the Fox River Valley Public Library District to said Illinois Municipal Retirement Fund (IMRF), commencing August 25, 2021.

Passed by the Board of Trustees of the Fox River Valley Public Library District, Illinois, this 3<sup>rd</sup> day of August, 2021.

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

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

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

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

\_\_\_\_\_  
Kristina Weber, PhD, President  
Fox River Valley Public Library District  
Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Chris Evans, Secretary  
Fox River Valley Public Library District  
Board of Library Trustees

**C.7 Appointment of Freedom of Information Act (FOIA) Officers**

RECOMMENDED **MOTION**: I move to appoint Library Director Amy Dodson and Executive Assistant Karen Werle as FOIA Officers for the Fox River Valley Public Library District, effective August 25, 2021.

**BACKGROUND INFORMATION:**

In accordance with 5 ILCS 140/3.5, each public body must designate one or more officials or employees to act as its Freedom of Information Act officers. Fox River Valley Public Library District appoints two individuals to ensure incoming FOIA requests are handled in a timely manner in accordance with the Act.

**C.8 Equipment Maintenance Contract Renewal – Bibliotheca (3M)**

RECOMMENDED **MOTION**: I move to approve annual Equipment Maintenance Agreements for Bibliotheca/3M equipment / software in an amount not to exceed \$42,200.

BACKGROUND INFORMATION:

The Bibliotheca/3M Service Agreements cover labor, parts and equipment modifications necessary to keep our (6) self-check units, (2) Security gates, and (2) Automated Materials handling (AMH) library automation system operating at peak performance. The agreement also covers service and maintenance on the hardware's accompanying enterprise software, which is necessary for device management and reporting. All the hardware and software are to be renewed by 9/10/2021.

The equipment was originally purchased from 3M, who have since been acquired by Bibliotheca. Hardware support has remained consistently excellent, in large part because the servicing technician has remained the same.

The overall renewal package is the same pricing as the past FY.

**C.9 Agreement to Extend Lease with Dundee Township Park District**

RECOMMENDED **MOTION**: I move to approve an extension of the Library's lease of space at the Randall Oaks Recreation Center and authorize the Board President to execute the **Agreement to Extend Lease** to August 31, 2027 unless terminated sooner under the terms of the Agreement at an annual cost of \$64,890.

**BACKGROUND INFORMATION:**

The intent of this **Agreement to Extend Lease (Agreement)** is to confirm a five (5) year extension of the Fox River Valley Public Library District's lease of space at the Randall Oaks Recreation Center.

By Intergovernmental Agreement for Lease of Park District Property (IGA) effective May 1, 2011 (the Lease), the Dundee Township Public Library District (now Fox River Valley Public Library District) (Library District) and the Dundee Township Park District (Park District) agreed that the Library District would lease space at the Park District's Randall Oaks Recreation Center.

The Library District and Park District previously agreed that the term of the Lease was extended to August 31, 2022.

The Library District and Park District wish to extend the Lease until August 31, 2027, i.e. a five (5) year extension from August 31, 2022 to August 31, 2027.

Agreement

- A. The Library District and Park District hereby confirm their agreement to extend the Lease to August 31, 2027.
- B. Except as modified by this Agreement, all terms and conditions of the Lease remain in effect.
- C. The Library District and Park District confirm:
  1. Unless the Library District and Park District agree in writing, the Lease terminates August 31, 2027.
  2. The Library District shall pay rent to the Park District as follows:
    - a. \$32,445 on August 1, 2021 and August 1 of each year thereafter with the final August 1 payment due August 1, 2026.
    - b. \$32,445 on February 1, 2022 and February 1 of each year thereafter with the final February 1 payment due February 1, 2027.
  3. The Library District may terminate the Lease on written notice to the Park District given 120 days prior to the due date of any Lease payment with rent prorated to the last date of Library District occupancy.
  4. Further extension of the Lease, if any, requires the written agreement of the Library District and the Park District.



**C.10 Approve Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to February 3, 2020**

RECOMMENDED **MOTION**: I move to approve the report of the closed session minutes review, open October 20, 2020 executive session minutes, and destruction of all audio recordings made prior to February 3, 2020.

**BACKGROUND INFORMATION:**

The Open Meetings Act [5 ILCS 120/2.06(c)(d)] sets the requirement that closed session minutes must be reviewed semi-annually to make a determination if the need for confidentiality still exists and gives guidance regarding destruction of the verbatim record of closed session meetings.

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