

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

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

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

**AGENDA**

**Call to Order—President Kristina Weber**

**Pledge of Allegiance**

**Roll Call—Secretary Christine 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).*

**President’s Report—President Weber**

**Director’s Report—Executive Director Amy Dodson**

- **Per Capita Grant Requirement; Serving Our Public 4.0 Review – Assistant Director Heather Zabski**
- **Illinois Libraries Present – Adult and Teen Services Library Assistant Cari Poweziak**
- **Department Reports**
- **Dashboard**

**A. Consent Agenda**

- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from the September 21, 2021 Budget and Appropriation Hearing**
  - A.1.b Minutes from the September 21, 2021 Board of Trustees Meeting**
  - A.1.c Check/Voucher Register – AP & Payroll Complete for September 2021 totaling \$326,819.47**
  - A.1.d Monthly Financial Report for September 2021**
  - A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
  - A.1.f Revenue Summary – All Funds Combined by Period**
  - A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
  - A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
  - A.1.i Expenditure Summary – All Funds Combined by Period**
  - A.1.j Balance Sheet for September 2021**
  - A.1.k Ehlers Investment Inventory for September 2021**

**B. Unfinished Business**

**Exhibit B.1 Covid 19 Policy Review – discussion only**

**C. New Business**

**Exhibit C.1 Resolution 2021-15 To Determine Estimate of Funds Needed for FY 2021-2022**

**Exhibit C.2 Illinois Libraries Present Agreement**

**Exhibit C.3 Purchase of Replacement PCs**

**Exhibit C.4 Facilities Projects Status Report and Timeline**

**Executive Session 5 ILCS 120/2(c)**

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

**Adjournment**

**Fox River Valley Public Library District  
Director's Report to the Board of Library Trustees  
October 19, 2021 Regular Meeting**

I continue to learn more about our library and the materials, services, and programs we provide. I meet with each member of the management team on a regular basis now. These meetings are informative and productive. We problem-solve, brainstorm, and discuss plans for future programs and improvements. This is a great learning opportunity for me.

I have also met with Facilities Manager Michael Lorenzetti, Interstate Roof Systems Consultants, Derbigum, and construction representatives concerning the roof of the Dundee library. It was generally agreed that the problems with the roof originate from the installation, exacerbated by inadequate repair work and the passage of time. The problems fall completely within the warranty. The representative from Derbigum will be meeting with us next week to finalize the scope of the repair work. Hopefully, the roof problems will be completely resolved in the near future. Once there are concrete dates and plans, I will provide the Board with updates.

I attended the Algonquin TIF Joint Review Board meeting on September 30. The JRB discussed the Development Plan for the Longmeadow/Randall Redevelopment Project Area. The property has been purchased. Once the property is redeveloped, the Library will receive increased eligible revenue; possibly as much as \$30,000 annually.

In my efforts to streamline and balance the library's departments, Gemma Winger has been transferred to the Facilities department in the role of Specialist. She will regularly inspect the buildings and grounds to troubleshoot and identify any need for improvements or repairs. She will help Facilities Manager Michael Lorenzetti with some of the long-term projects. She will also help to identify safety issues and work with Michael to resolve them.

We are gathering information and price quotes for two projects at the Dundee library, which are high priority: repairs to the steps and ramp on the west side of the library, and sidewalk repairs on both sides. These projects have a direct impact on staff and patron safety. We are obligated and entrusted to provide a safe environment for everyone. Thus, any potential risk factor needs to be addressed as soon as possible.

It has been nearly two months since I arrived, and I continue to be amazed by the library staff. They are creative, devoted, and energetic. We are going to accomplish a lot together!

*Amy Dodson*

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

### Assistant Director: Heather Zabski

Several changes were put into place during the month of September to strengthen the administrative team. First, Sherry Kenney went full-time and was promoted to HR manager. She will make a great addition to the management team. I'm looking forward to the new ideas and focus she will bring to the position. Additionally, there were some changes to my direct reports. While I've enjoyed managing John Sabala and Michael Lorenzetti for the past few months, Facilities and IT often need to engage in long-term contracts and make purchases that exceed my approval limit. Therefore, it was a better fit for them to report to the Executive Director. I'm also very pleased to have Brittany Berger reporting once again to me.

Along with several other managers, I attended the RAILS (Reaching Across Illinois Library System) Update meeting on September 30<sup>th</sup>. RAILS is a regional library system that provides interlibrary loan deliveries between libraries, continuing education, and many other services to libraries. RAILS is currently in the process of updating their strategic plan. There will be several townhall sessions throughout October and November for RAILS members to provide their feedback on the strategic plan. The meeting also highlighted a new joint programming service called Illinois Libraries Present. This service will allow libraries to continue to present joint programming virtually. Participating libraries will be able to pool their resources to offer programming they otherwise couldn't afford. Membership to Illinois Libraries Present is offered in tiers based on the annual budget of the member library. For our library, it would be a fee of \$750. I have submitted an interest form expressing our Library's interest to become a member. The board will need to pass an intergovernmental agreement before December 2021 to participate in the program. More details to come at the October board meeting.

For the September board meeting, I spent time putting together the Certificate of Estimated Revenues. This is a required step in the annual budget and levy process each year. I also compiled statistics from the last five-years of IPLAR (Illinois Public Library Annual Report) to present trends during my annual IPLAR presentation to the board.



I was very pleased to represent the library once again at the annual Heritage Fest in West Dundee on September 18. Kirstin and I worked the opening shift of the festival, and it was an amazing day. The weather was perfect. Many patrons stopped by the booth to tell us how much they value the library, and we were able to issue and reissue several library cards.

On September 29<sup>th</sup>, I attended Authorized Agent training for IMRF (Illinois Municipal Retirement Fund; the library staff's retirement fund). While I previously attended the same training in November 2019, I like to revisit the training every couple of years to make sure we have current information. I will attend two more sessions of the training in October and

December. The first session focused on the resources available on the IMRF website and the process of enrolling new members.

Completion of our annual financial audit has been delayed due to personnel changes at our auditing firm, Lauterbach & Amen.

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

September was a busy month at Randall Oaks as we welcomed back patrons for in-person storytimes and programs. Notary service saw a slight increase at Randall Oaks this month, I believe due to the new online request form. We currently have two notaries on staff which allows us to offer this service during a majority of our opening hours. Staff answered 358 reference questions, provided 157 take home crafts, and gave small prizes to 225 children who completed our scavenger hunt!



Library Assistant Lisa Knapp has had great success with reintroducing in-person programs at Randall Oaks. She hosted two all ages family programs: Family Game Night and Puppet Stage Theater that had a combined attendance of 16. Family Game Nights will continue throughout the fall. Lisa also offers two storytimes each week: Monday Family Storytime and Thursday Preschool Storytime. Due to limited space these storytimes are restricted to approximately 20 patrons each, and total attendance for September was 127. To maintain some level of social distancing among unvaccinated children, we have marked out several areas for groups to choose from on the floor (as seen in the photo below). Monday Family Storytime is in especially high demand so we plan to offer an additional time slot in October for patrons on the waiting list.

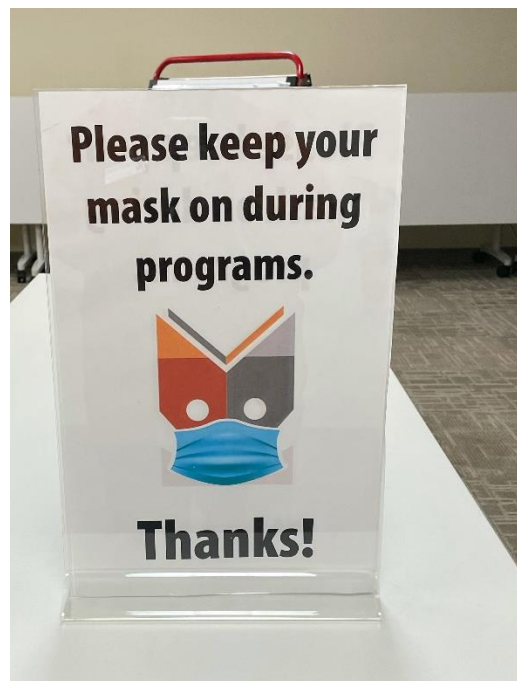


Librarian Sam Bunte continues to curate Fox Picks bags for teens and adults, and she made 4 in September. Sam also collaborated with ATS staff to create the Hispanic Heritage Month reading challenge that patrons can access on the Beanstack app. RO staff handed out 5 finisher goody bags to patrons who completed the challenge by reading one of the recommended titles so far, and the challenge runs through October 15.

My staff and I also kept busy this month by stuffing envelopes with welcome letters and blank library cards, and addressing them to our newest neighbors. This project began with AS Manager Keri Carroll in an effort to reach a recent addition to our community: The Seasons at Randall Road apartments. Now that these cards have been mailed to 300 households, I am looking forward to welcoming many new patrons to our library in the coming weeks!

### Youth Services: Monica Boyer

In September we cautiously and excitedly began offering indoor programs. After discussing programming options, the YS staff agreed that in person instruction would be more beneficial for children and their families. At length, as a department, we discussed how we would go about presenting programs in a safe manner for all involved. Utilizing Illinois' Coronavirus Response Plan (Phase 4), we decided to enact protocols such as not having more than 30 people in the meeting room at one time, requiring all program attendees to wear a mask during the program, and sanitizing all materials before and after use. Kirstin Finneran (PR Manager) and John Sabala (IT Manager) did a great job of making signs, which state the need to wear masks inside the library. I am grateful that as a library we are able to work together in order to produce a safe environment for patrons to enjoy library resources.



Sign used during indoor programming (Above)

Banner featured on our website reminding patrons of mask use in our facilities (Above)

Erin Sikorski (YS Assistant) kicked off our indoor programming by offering programs such as Teddy Bear Picnic and Clifford the Big Red Dog Extravaganza (Pictures below). Erin specializes in presenting programs to children ages 3-5 and their caregivers and has earned quite a following! During these programs she introduces children to early reading and math skills in an engaging, fun way.



In honor of Hispanic Heritage Month, Christian Diaz (YS Specialist) and Andrea Rico (YS Assistant) hosted Latinx Heritage Month Celebration. The outdoor program celebrated Hispanic heritage with customary music, traditional Mexican food, crafts and piñatas, and a live performance by Nelson Sosa. During the performance, our audience learned how Latin dances hail from several different countries, and most have had influence far beyond Latin America. Students learned where Latin American countries are located, what their flag looks like, and what instruments are typically used in each rhythm. Below is a fun picture of this well executed program.



Christian started a new partnership with a new local business, Elder + Oat. Located in West Dundee, the community's coffee shop and micro-bakery invited us in by hosting a monthly 30 minute storytime on Saturday mornings. Elder + Oat

graciously supplies a small treat for the program attendees at the end of each storytime. Many thanks (And congratulations) to Elder + Oat for partnering with us!



On the collection front, Andrea added tabletop games such as Tic Tac Toe, Mancala and puzzles that illustrate animal wildlife. From the beginning, it generated a high checkout rate. The collection is composed of family cooperative games and appeals to a wide audience, thus making it successful.



Amanda Keen (YS Librarian) ventured out to offer storytimes to community stakeholders. She has visited places such as St. Catherine of Siena Preschool, Dundee Park District-Randall Oaks Preschool and Dundee Park District-Sleepy Hollow II Preschool. Amanda has passion for outreach and its evident as we see many smiling faces in pictures of visits. This month alone, Amanda has visited more than 104 patrons!





Although physical outreach is fantastic and is very useful during this time, Heather Ji (YS Librarian) and Rachel Dunne (Randall Oaks Librarian) completed our monthly D300 Diversity, Equity and Inclusion (DEI) newsletter as part of our outreach efforts. Congruent with D300's monthly Cultural Celebration, YS librarians compile library resources which match the cultural group spotlighted that month. As Hispanic Heritage Month is from September 15-October 15, Heather and Rachel included programs, electronic resources, physical material and a reading recommendations video. Titles recommended spanned from picture books to teen graphic novels. If you missed the book recommendations video, it is available by clicking [here](#).

## HISPANIC HERITAGE MONTH

CELEBRATE CULTURE WITH THE YOUTH SERVICES DEPARTMENT OF THE FOX RIVER VALLEY PUBLIC LIBRARIES

All ages!  
Fox River Valley Libraries present...

### HISPANIC HERITAGE MONTH

Reading Challenge

September 15th - October 15th

[frvpld.beanstack.org](http://frvpld.beanstack.org)

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**Jose Luis Orozco Virtual Concert**  
Saturday, September 25, 2 to 3 p.m. Dundee Library  
sábado, 25 de septiembre, 2 a 3 p.m. Biblioteca Dundee  
The Dundee Library is honored to present a virtual concert by José-Luis Orozco. José-Luis Orozco is a bilingual educator, children's author and recording artist with over 50 years of experience. / La biblioteca de Dundee tiene el honor de presentar un concierto virtual de José-Luis Orozco. José-Luis Orozco es un educador bilingüe, autor infantil y artista discográfico con más de 50 años de experiencia. [Register/Registrar](#)

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**Mexican Tin Hearts**  
Monday, September 27, 6:30 to 8 p.m. Dundee Library  
Make your own Mexican folk art using loteria images, paint, and molded flowers made from hot glue. Grades 6-12. [Register](#)

#### Reading Recommendations

Watch the video of FRVPLD librarians for Hispanic Heritage book summaries!  
<https://youtu.be/VEG5dUHGwxE>

*My Two Bunches Towns* by David Bowles, illustrated by Erika Meza

*Run, Little Chicken! An Inka Trail Adventure* by Mariana Llanos, Mariana Ruiz Johnson

*Sing with Me: the Story of Selena Quintanilla* by Diana López, illustrated by Teresa Martinez

*Training Day and Jay Jay* by Roal the Third, colors by Elaine Bay

*Messi Suarez Can't Dance* by Meg Medina

*Pablo Santiago and the River of Tears* by Tehlor Kay Mejia

*Nightlights* by Lorena Alvarez

*Water: A Nightlight Story* by Lorena Alvarez

*Miles Morales: Shock Waves* by Justin Reynolds, illustrated by Pablo Leon

Luciana Vega  
2018

Josefina Montoya-1824

Check out one of our Latinx American Girl Dolls!  
*American Girl Dolls* can be checked out for one week at a time and can be renewed up to two times. Kits can be checked out at the Dundee Library or the Randall Oaks Library, and returned to it's original location.

The distribution of this information through the school district does not imply District 300 endorsement.

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

September was Library Card Sign-Up Month and, in an effort to continue reaching to all corners of our district, I mailed out blank library cards to the residents of the Spring Hills Senior Residences. This is the third mailing effort the library has done to new apartment complexes and residents to alert those tenants of their public library. I'll be able to monitor any patrons who bring in and register the blank card mailed to them using the card numbers.

September was slightly slower than August in terms of circulation for both branches and visits for Dundee, though Randall Oaks did have a spike in visitors. By looking at the past couple years, it's interesting to note that, while visitors are still at half what we had in September 2019, circulations are at two-thirds what they were during that same time. Our power users have long since returned to the library within the last year and a half, or general patrons are maximizing their visits to the library to reduce the number of visits.

Home deliveries remained steady with 530 items delivered in September, though license plate renewals took a dive with 44. I received a call from another Illinois library who is also starting with license plate renewals soon and had some questions about the process; it's great to know that we're a trailblazer within the state!

I attended my first CCS Circulation/ILL Advisory Group meeting on September 10 where we discussed topics such as claims workflow (what to do when a patron claims they've returned an item) and lost and missing item record deletion. While I don't have the tenure many of my circulation manager peers may have, I'm thrilled to be part of this committee and hope that my opinions and outlook can help shape our consortiums policies for the better.

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

**Heritage Fest 2021.** It was the perfect weekend for a return to the beloved local event, Heritage Fest! In our booth, we focused on reconnecting with the community. We had the ever-popular prize wheel, lots of promotional flyers and bookmarks, we renewed and issued new library cards, and anyone who showed us their card (or stopped in to chat really, we're pretty generous with the swag) could pick out a library swag item like a pen, magnet, bag, button, etc. The weather was very warm, especially on Sunday, causing a run on the "reading fans" (see photo below). We got to the fest with about 400 of the giveaway fans, and left with none, so it's fair to assume there were 400 fans fluttering all over Heritage Fest!



**IL State Representative Suzanne Ness Visit.** We hosted the first (of hopefully many) “Mobile Office Hours” event with IL State Representative Suzanne Ness of the 66<sup>th</sup> District. Two of her staffers were able to attend. We have had some great opportunities to connect with Rep. Ness and her staff recently and hope to continue to build on that important relationship. They reached out to request copies of our Welcome Brochure to have on hand in their office, and dropped off some flyers about a fundraiser they are sponsoring.

**Targeted marketing.** Leslie and I have been looking for new and additional ways to get our message out to the right patrons. We have done some targeted promotion such as: bags for the Citizenship Workshop that contained info in Spanish on our Spanish programs, library cards, Museum Pass, and Pronunciator; fliers promoting Creativebug, our current Art Contest, and Winter Gardening Program to attendees of the most recent adult art program; a storytime bookmark and Randall Oaks Halloween Dance Party Flier in the Baby Scientist Take Home Kits; a Hispanic Heritage Month Reading Challenge Flier to the Dundee Library Book Club meetings (they read a book set in Cuba, so had already completed the challenge!), emailed a flier about our art contest to D300 librarians and art teachers, and more.

### eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Open %	Total Clicks
Family Game Night, Clases de Computadora	9/1/2021	11771	2670	22.70%	266
9/11, Fall Storytimes, F.I.S.H. Collection	9/8/2021	11761	2730	23.24%	304
New Wahoo Woods Storywalk, Job Fair, Explore More Illinois	9/29/2021	11721	2768	23.64%	227
José-Luis Orozco, Kona Ice, Job Fair	9/22/2021	11736	2896	24.70%	127
Hispanic Heritage Month, IL Rep. Ness Visit	9/15/2021	11744	2535	21.60%	132

### Social Media Followers - September 2021

Facebook	2044 (+17)
Twitter	780 (-1)
Instagram FRVPLD	338 (+15)
Instagram Teens	116 (+/- 0)
Instagram Youth	168 (+1)
YouTube	666 views (+/- 0)

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

In September, the Adult & Teen Services Department initiated a diversity-focused art contest, a reading challenge in celebration of National Hispanic Heritage Month and provided a range of programming and informational assistance in-person and virtually.

On September 1, we initiated the Celebrate Diversity Art Contest. Residents of the Library District ages 13 and over are invited to share an original work of art, in any medium, that represents a vision of our diverse community. The winning submission will be displayed at the Dundee Library for one year, serving as a public celebration of the creativity of our diverse users. Additionally, the winning artist will receive one-year membership to the Art Institute of Chicago (\$150 value). Submissions will be accepted September 1 through October 15. The winner will be announced on November 8.

Library Assistant Cari Poweziak and Library Specialist Erica Acevedo continued their new monthly technology series at the Dundee Township’s Adult Activities Center, designed for people aged 50 and over to receive hands-on assistance with tech devices. This new outreach endeavor inspired some patrons to visit the library for additional tech assistance, which accounts for the increase in one-on-one appointments in September. Our ongoing computer classes, presented by Library Assistant Gene Barish and Library Specialist Erica Acevedo, included two Microsoft Word classes and one Excel class presented in English, and two Introduction to Computers classes presented in Spanish.

On September 23, Cari Poweziak continued her “Make Your Own” series with a highly anticipated program about pop culture icon Bob Ross. 35 patrons attended the program to learn about Bob Ross and make their own artwork inspired by “America’s favorite curly-haired, super chill artist.” Some of the attendees even arrived in costume!



Bob Ross aficionados (Cari Poweziak in the center)

We continued our monthly Immigration Help at the Dundee Library programs in September. These are monthly drop-in programs, in which DOJ accredited professionals from Alianza Hispanoamericana offer free, personal consultations onsite at the Dundee Library. Additionally, we hosted our first Citizenship Workshop, in partnership with Alianza and YWCA of Elgin, at which the attendees received an assessment of their eligibility to naturalize, application preparation and documentation packaging, and application review by a qualified legal representative. These services are made possible by grants received from the YWCA of Elgin and Illinois Access to Justice (A2J). Ten families utilized these services at the September workshop.

In September we began a donation drive for F.I.S.H. Food Pantry in Carpentersville. While F.I.S.H. accepts many types of donations—ranging from food to cash—we are focusing exclusively on hygiene and personal care. We have selected this as our target because we know that these items are especially scarce right now at the Food Pantry. (Eligible items for donation include diapers, soap products, toilet tissue, paper towels, feminine hygiene products, shampoo and deodorant, toothpaste and toothbrushes.) Donations can be left in the donation boxes on the main floor of the Dundee Library, near the holds shelf. The final day to drop off donations is Friday, October 22. As of this writing, we’ve filled eight bins with donations!



Donations for F.I.S.H. Food Pantry

We initiated the Hispanic Heritage Month Reading Challenge on September 15. In celebration of National Hispanic Heritage Month, participants are challenged to read any book written by a Hispanic author, or a book about a Latin American country, or a book set in a Latin American country. Library Assistant Jasmin Munoz and Librarian Sam Bunte curated an extensive list of recommended books, which can be viewed within the Reading Challenge app and on our library website. Anyone who completes the reading challenge is invited to collect a goodie bag at either the Dundee or Randall Oaks Library. The goodie bags for adults and teens contain an assortment of international candies, a Hispanic Heritage Month sticker, a unique recipe for Mexican ponche, and a bookmark celebrating authors Roberto Bolaño and Jorge Luis Borges.



In September, the Adult and Teen Services Department answered 213 reference questions, provided 17 notary appointments, and 36 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. Here is a thank you note that Library Assistant Katie Redding received following a one-on-one appointment: "Thank you so much for taking the time to teach Isabella (and me!) the basics of crochet last night. Isabella was up bright and early practicing before school this morning! She can't wait until the next class. Thanks again!"



I was gratified to learn in September that the National Network of Libraries of Medicine accepted our application for the Partner Outreach Program (POP). The purpose of POP is to "support health equity by providing health information access throughout the region," with an emphasis on "providing health information resources and training to underserved and underrepresented groups." Fox River Valley Public Library District will serve as an ambassador organization for this initiative, and we are currently one of only two public libraries in Illinois to do so. Ambassador organizations utilize training from the National Library of Medicine and National Institute of Health to implement outreach activities in support of the program's goals of providing health information. The grant provides for some remuneration as well, as we will be reimbursed \$300 per outreach activity or event, for a total annual combined budget of \$1200. On September 19, I hosted an outreach booth at Heritage Fest with Account Services Manager Keri Carroll. I also had meetings with select community groups in September, and I attended various meetings and training events hosted by RAILS, CCS, and LACONI.

**HR: Sherry Kenney**

Open enrollment will run from Oct. 1 to November 16. 2022 benefit information was distributed to every FTE and Sherry will follow with each staff member individually to address any questions and make the necessary changes/deletions/subtractions.

I am researching various companies that offer supplemental insurance such as accident, cancer, or life insurance. This is not designed to replace our existing benefits packages but will compliment them with plans that fill in the gaps other providers may not cover. These plans will be open to all employees and are permanent and portable, so if you leave the Library, you can carry the coverage as long as you continue the premiums. I am gauging staff interest to see if this is something we want to pursue.



The 3<sup>rd</sup> Annual FRVPLD Pumpkin Decorating Challenge is underway. Staff is encouraged to bring in their creations and proudly display them in their departments.



In recognition of October Breast Cancer Awareness month, staff was encouraged to wear pink on Friday, October 8. Pink ribbons were available to all staff.

**Facilities: Michael Lorenzetti**

A&T Plumbing was onsite for what began as a toilet re-set due to movement and the flange being broken. Unfortunately, a serious clog was discovered behind the wall at the "T" section of the drainpipe and the toilets in the public restrooms of youth services share a common drain. We successfully corrected these issues, and the restroom was put back in service by midday 9/10.

Roof update: The report from Interstate Roof Systems Consultants, Inc. arrived and has been reviewed. A meeting was held on Sept. 1<sup>st</sup> with Amy Dodson, Roxane Bennett, Heather Zabski, Matt Goyke and Ian Lamp to determine the next step in this process. It was determined to coordinate a meeting with the same listed and include the representative from Derbigum (roof material manufacturer) and a member of the IRSC team. This second meeting took place on 9/27. It was well received and the outcome positive. The representative of Derbigum (Tim McKenna) was present and is aware of our ongoing issues with water penetrating the roof. Steps are being taken including new infrared scans for moisture to have the wet insulation removed along with a different installer approved by Derbigum for the work. As stated in the meeting, this is a process, and we all are working towards the goal of having a dry interior.

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

Savings last month: over \$3,350. The majority of it was over \$2,900 savings by upgrading our Windows standard 2019 server licenses through Tech Soup Boost instead of another technology provider. We also waited until a certain date to renew a grant station license so we could save \$100.

Videogame provider: I've made some progress on the set-up configurations with the other company to get videogames, and hopefully in October we will have a successful import of data from their site into Polaris.

New CCS Website: A short time ago CCS was asking for member library volunteers to help them as a usability tester as they work on completing the design of their new site. I quickly responded to this need and was chosen to participate. The various volunteer sessions would be recorded, and other CCS staff would be watching the session and taking notes. Kathleen, the CCS User Experience Specialist, would be leading the Zoom call. She would ask me a series of questions, and I needed to talk through where I was going on their new site, what I was clicking on and why, in order for them to see if I could answer each request. Their focus was to see what roadblocks, link names issues, or architecture problems of their site needed to be improved so users could find what they needed in an efficient fashion. I have a strong interest in website usability, and thoroughly enjoyed my user experience course for my MLIS so I was very happy to help CCS in this project. They said they were grateful for my perspective and willingness to help them improve the site before it went "live" for the rest of the member library staff in the near future.

[Vox Books](#) in YS: I've submitted the order for this new type of read along book, and we have almost received all of the 50 items we purchased. Processing specifications are almost finalized so that this collection can soon be out for our patrons to enjoy!

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

### **Security Improvements to the Library Network Assets**



shutterstock.com · 778321882

The library stores most of their data on hard drives attached to the Domain Controller server. Specifically, our policies, plans, accounting, and operational day to day. This is a secured environment, and it is also backed-up and sent off site too. However, there are nefarious people in this world that want to control data. This represents power and more than likely illicit revenue. The more they control the more power they will have. We combat these individuals with products, training, and best practice solutions. But that "Hacker" keeps getting smarter. Which means we need to be more proactive. So, we have moved our data to a new virtual server to isolate it as well as the Domain Controller from exposure. Over the next month we will transition our staff to this new server. The benefits of this change should be a very slight improvement in performance since the domain controller and new File Server will no longer fighting for the same CPU Cycles and an additional layer of security.

# How are we doing?

The monthly Dashboard tells our story

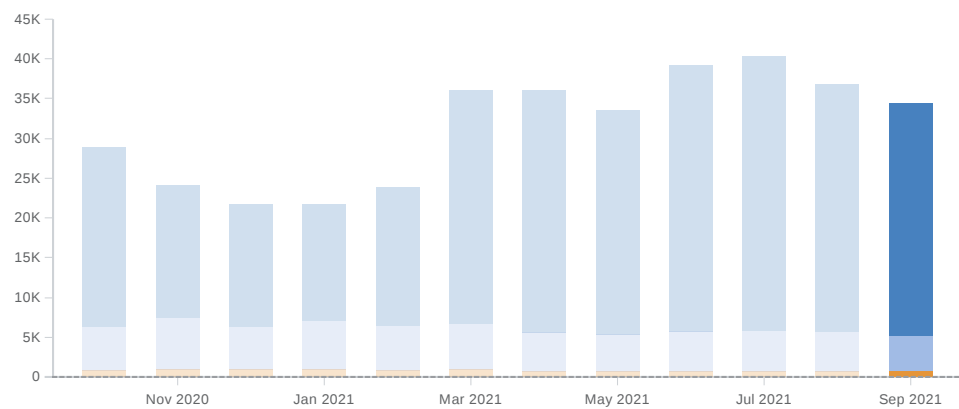
Click the graphs to see more details

## Checkouts

### How many items check out each month?

Circulation is highest in June and July, during the Summer Reading Challenge.

Data Updated 7 days ago



**34,439**

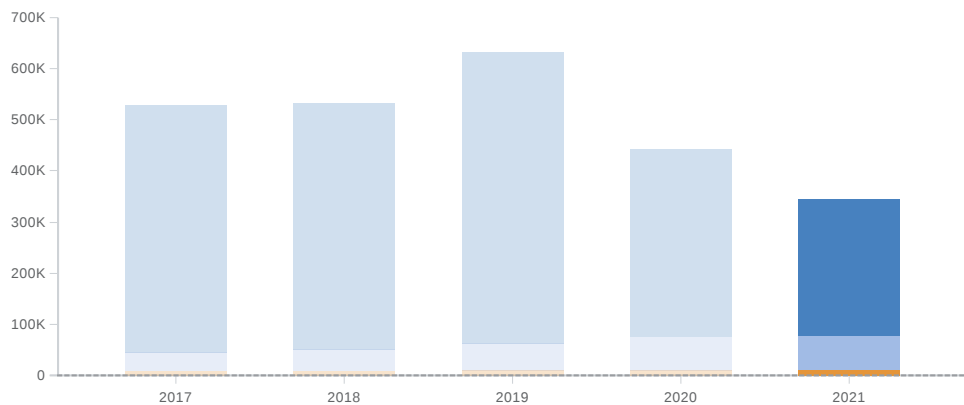
Metric Type in Sep 2021

## 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 7 days ago



**344,156**

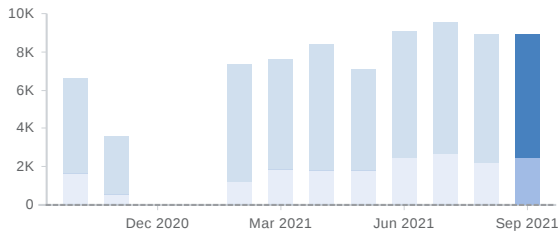
Metric Type in 2021



## Library Visits

### How many people visit our library each month?

Randall Oaks saw an increase in visitors in September.

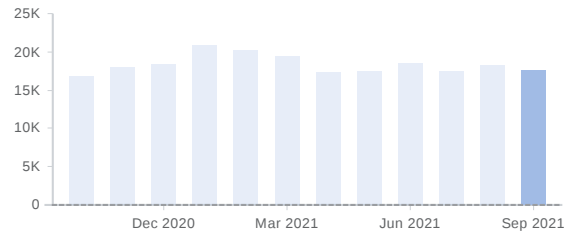


**8,940**  
Location in Sep 2021

## Website Visits

### How many people visited our libraries online?

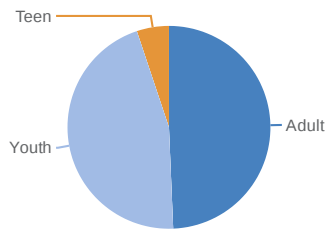
Website views have remained relatively stable for the past year.



**17,550**  
Location in Sep 2021

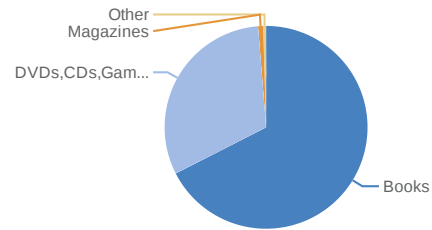
## Physical item checkouts

### Checkouts by Audience - last fiscal year



**270,227**  
Department in 2021

### Checkouts by Material Type - last fiscal year

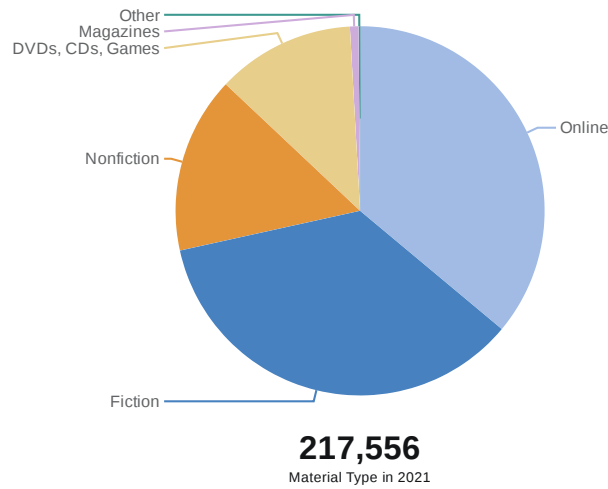


**270,227**  
Material Type in 2021

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

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

Data Updated 11 weeks ago

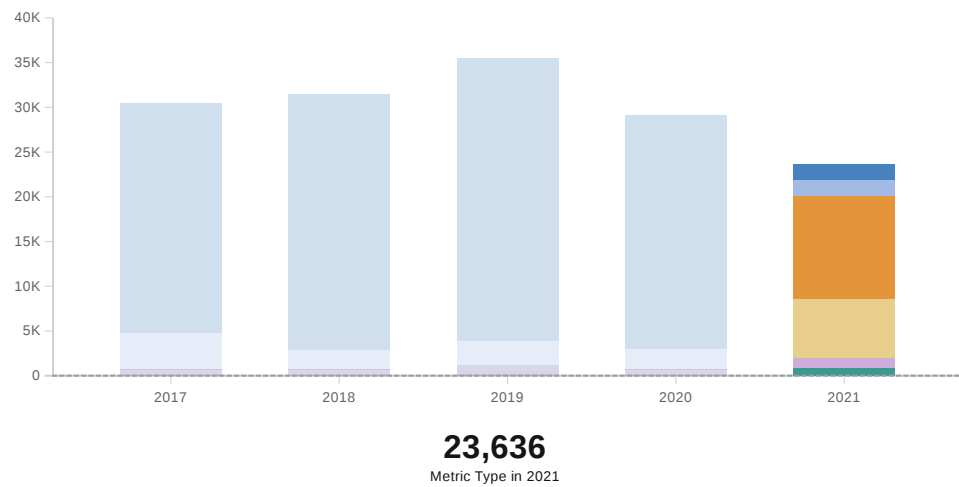


## Program Attendance Trend

### Program Attendance Trend

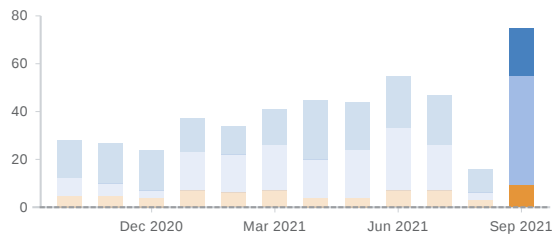
COVID-19 caused a drop in program attendance overall. We began categorizing our programming stats more specifically in 2021.

Data Updated 7 days ago



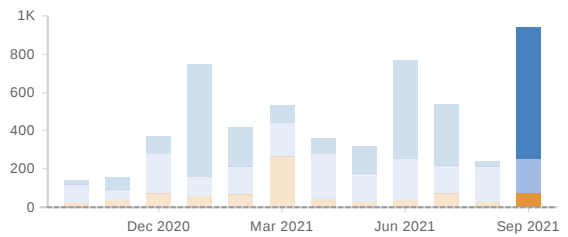
### How many programs are held at the library each month?

In person, indoor youth programming restarted in September with safety prot...



### How many people attend our programs each month?

Attendance at our programs soared in September thanks to returning in-pers...

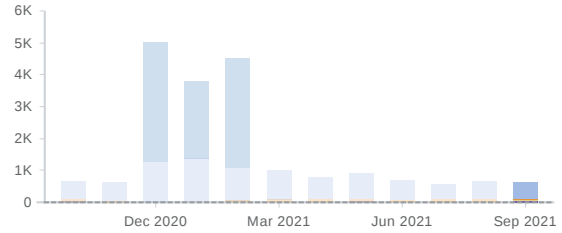


# Specialty Services

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.

## Specialty Services

Home delivery is our most popular specialty service.



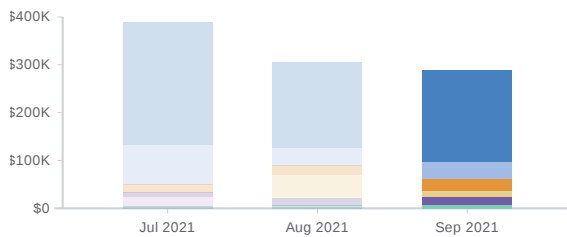
**629**

Metric Type in Sep 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.

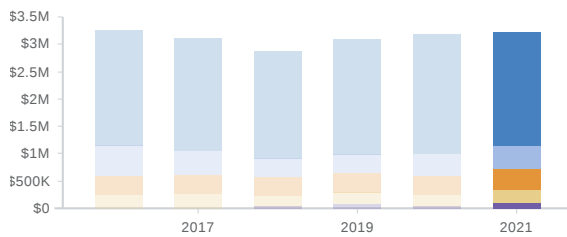


**\$289,220.45**  
Expenses in Sep 2021

# 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.FRVPLD.info](http://www.FRVPLD.info)

**A. Consent Agenda**

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

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

- A.1.a Minutes from the September 21, 2021 Budget and Appropriation Hearing**
- A.1.b Minutes from the September 21, 2021 Board of Trustees Meeting**
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2021 totaling \$326,819.47**
- A.1.d Monthly Financial Report for September 2021**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.i Expenditure Summary – All Funds Combined by Period**
- A.1.j Balance Sheet for September 2021**
- A.1.k Ehlers Investment Inventory for September 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  
Budget and Appropriation Hearing  
September 21, 2021**

**MINUTES**

The hearing was called to order by FRVPLD Board President Kristina Weber at 7:071 PM.

**Roll Call**

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

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Jason Katsion, Brittany Berger, Karin Nelson, Sherry Kenney, Keri Carroll, Monica Boyer, Michael Lorenzetti, John Sabala, Kirstin Finneran, Mike Tennis, Karen Werle

**Public Comment**

Weber read the following statement into the Minutes:

*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). Each speaker will be allowed five minutes.*

Weber inquired if there was anyone present wishing to comment on the Budget and Appropriation Ordinance. Mike Tennis of Sleepy Hollow noted the differential in comparisons he made between FY2021 and FY2122 operating expenditures.

There was no further comment; Weber called for a motion to *ADJOURN TO THE BOARD OF TRUSTEES MEETING*. Moved by Corbett and seconded by Nutt, Weber called for a roll call vote.

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

The Budget and Appropriation Hearing was adjourned at 7:07 PM.

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Christine L. Evans, Secretary

**Fox River Valley Public Library District  
Board of Trustee Meeting  
September 21, 2021**

**MINUTES**

The meeting was called to order by President Kristina Weber at 7:00 PM. All present rose to recite the Pledge of Allegiance.

**Roll Call**

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

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Jason Katsion, Brittany Berger, Karin Nelson, Sherry Kenney, Keri Carroll, Monica Boyer, Michael Lorenzetti, John Sabala, Kirstin Finneran, Mike Tennis, Karen Werle

**Adjourn to Budget and Appropriation Hearing**

Weber called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. Moved by Corbett and seconded by Dellamaria; Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 7:01 PM

**Return to Regular Board of Trustees Meeting**

The Board of Trustees meeting was reconvened by President Weber at 7:07 PM.

**Roll Call**

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

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Jason Katsion, Brittany Berger, Karin Nelson, Sherry Kenney, Keri Carroll, Monica Boyer, Michael Lorenzetti, John Sabala, Kirstin Finneran, Mike Tennis, Karen Werle

**Public Comment**

Weber read the following statement into the Minutes:

*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). Each speaker will be allowed five minutes.*

Weber inquired if there were any individuals wishing to address the Board. Mike Tennis of Sleepy Hollow noted the Illinois Public Library Annual Report (IPLAR) on the agenda and commented on budgeted elevator expense and his comparison of the Working Budget with the IPLAR report.

### **President's Report**

Trustee Goyke, Facilities liaison, reported on a recent meeting that addressed ongoing roof issues. A second meeting to determine the path forward and take steps to resolve the matter has been set. The roof is currently under warranty.

### **Director's Report**

Dodson expressed excitement over the opportunities before her as the new Executive Director of Fox River Valley Public Library District. Some position changes have been made and are well-received by managers and staff. A diversity audit is being conducted to ensure FRVPLD is diverse in all areas.

### Illinois Public Library Annual Report

Assistant Director Zabski presented a statistical overview of the achievements and operations of FRVPLD from FY1617 through FY2021. The pandemic has affected public service statistics negatively for a second year with closures and limited occupancy, however the safety protocols worked well in keeping patrons and staff safe.

### Per Capita Grant Requirement

Zabski outlined the criteria for the Board and staff to complete in order to be eligible to apply for funding available under the Per Capita Grant. Under Illinois law, a grant allocation of up to \$1.475 per resident is available to public libraries that comply with the criteria each year and submit an application on or before the filing deadline. Last fiscal year FRVPLD received \$102,273.55.

### Summer Reading Challenge Wrap-up

Youth Services Manager Monica Boyer and Randall Oaks Manager Brittany Berger noted an increased participation rate of 66% for all age groups this year, partially due to FRVPLD's closure in the month of June, 2020. Similarly, all groups had significantly more finishers in 2021, up 167% from last year and returning to pre-pandemic completion rates.

### Department Reports and Dashboard

Weber inquired if there were any questions or comments on the Department Reports or Dashboard; conversation ensued on patron interest in hot spot checkouts. A portion of hot spots will likely be deactivated at the end of the year.

### **Consent Agenda**

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

- A.1.a Minutes from the August 3, 2021 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2021 totaling \$413,291.08
- A.1.c Check/Voucher Register – AP & Payroll Complete for August 2021 totaling \$245,716.17
- A.1.d Monthly Financial Report for July 2021
- A.1.e Monthly Financial Report for August 2021
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2021
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for August 2021
- A.1.h Revenue Summary – All Funds Combined by Period
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2021

- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for August 2021
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2021
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for August 2021
- A.1.m Expenditure Summary – All Funds Combined by Period
- A.1.n Balance Sheet for July 2021
- A.1.o Balance Sheet for August 2021
- A.1.p Ehlers Investment Inventory for July and August 2021

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

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

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

#### **Exhibit C.1 Ordinance 2021-14 Budget and Appropriation Ordinance**

Weber called for a motion to *ADOPT ORDINANCE 2021-14 BUDGET AND APPROPRIATION AS PRESENTED WITH A TOTAL APPROPRIATION OF \$6,119,806.00 FOR FISCAL YEAR 2021-2022*. Moved by Nutt and seconded by Finn, item opened for discussion.

Trustees noted the ordinance was well explained, and the presentation noted the significant effect of the pandemic on last year's numbers. There being no further discussion, Weber called for a roll call vote.

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

#### **Exhibit C.2 Covid 19 Vaccine Mandate – discussion only**

Dodson shared recent CDC recommendations regarding booster vaccination and noted staff has been encouraged to consult with their health care providers in this regard. A recent federal mandate for companies with 100 employees or more is being considered by libraries even though staff may be fewer than 100. Regular testing is also being considered as an option. Dodson will gather more information for discussion in October.

### **Executive Session**

Weber announced the Board would go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 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 REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06*. Moved by Finn and seconded by Nutt, action is expected upon return to open session. Meeting adjourned at 8:07 PM by unanimous voice vote.

### **Return to Open Session**

Weber called the regular meeting back to order at 8:17 PM.

### **Roll Call**



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

Members absent:                    none

Others present:                      Executive Director Amy Dodson

**Exhibit C.3        Report of Closed Session Minutes Review and Destruction of Audio Recordings made prior to March 21, 2020**

Weber called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN JUNE 17, 2021 AND AUGUST 3, 2021 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO MARCH 21, 2020*. Moved by Dellamaria and seconded by Finn, item opened for discussion.

There was no discussion; Weber called for a roll call vote.

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

Weber inquired if there were any questions or future agenda items Trustees would like to address; a report on currently identified Facilities projects and a timeline to address them was requested. There was brief discussion clarifying public comment policy.

There being no further business to discuss, Weber called for a motion to *ADJOURN*. Moved by Nutt and seconded by Finn, motion approved by unanimous voice vote.

Meeting adjourned at 8:26 PM.

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Christine L. Evans, Secretary

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 9/1/2021 Through 9/30/2021

Vendor Name	Check Number	Effective Date	Check Amount
A & T Plumbing, Inc. and Son	43624	9/20/2021	1,450.00
SYNCB/AMAZON	43625	9/20/2021	2,483.01
Arthur J. Gallagher & Co.	43626	9/20/2021	1,950.00
AT&T	43627	9/20/2021	328.99
AT & T Mobility	43628	9/20/2021	112.65
Bibliotheca, LLC	43629	9/20/2021	42,685.00
Brodart Co.	43630	9/20/2021	1,433.93
CDS Office Technologies	43631	9/20/2021	665.45
Comcast	43632	9/20/2021	499.37
Comcast	43633	9/20/2021	904.88
ComEd	43634	9/20/2021	4,543.50
Comprise Technologies, Inc.	43635	9/20/2021	6,162.00
Daily Herald	43636	9/20/2021	59.80
Demco, Inc.	43637	9/20/2021	239.95
Ehlers Investment Partners, LLC	43638	9/20/2021	431.24
Garveys Office Products	43639	9/20/2021	1,116.55
Government Finance Officers Association	43640	9/20/2021	160.00
GovConnection, Inc	43641	9/20/2021	1,847.04
Hagg Press	43642	9/20/2021	5,015.00
INGRAM Library Services	43645	9/20/2021	9,503.51
Interstate Roof Systems Consultants, Inc	43646	9/20/2021	4,525.00
Kona Ice	43647	9/20/2021	475.00
KONE, INC	43648	9/20/2021	288.62
Lakeshore Learning	43649	9/20/2021	126.96
Lauterbach & Amen, LLP	43650	9/20/2021	6,725.00
Midwest Tape Exchange, Inc.	43651	9/20/2021	14,284.33
NCPERS Group Life Ins.	43652	9/20/2021	32.00
Nicor Gas	43653	9/20/2021	82.12
Overdrive, Inc.	43654	9/20/2021	9,900.00
Postmaster -Algonquin	43655	9/20/2021	265.00
Scholastic Book Fairs	43656	9/20/2021	1,542.00
Sebert Landscaping Inc.	43657	9/20/2021	551.00
Shaw Media	43658	9/20/2021	500.00
Tech Soup Global	43659	9/20/2021	1,691.00
Technology Management Rev Fund	43660	9/20/2021	427.50
Tumbleweed Press Inc	43661	9/20/2021	479.20
Cardmember Service	43662	9/20/2021	1,197.02
Waste Management Corporate Service...	43663	9/20/2021	184.69
Wellness Insurance Network	43664	9/20/2021	15,893.18
Green Emerald Chem-Dry	43665	9/21/2021	850.00
TSYS Merchant Solutions-Omaha	DD202109-02	9/1/2021	21.40
TSYS Merchant Solutions-Omaha	DD202109-03	9/1/2021	214.40
Paylocity Payroll	DD202109-04	9/10/2021	266.51
Paylocity Payroll	DD202109-05	9/24/2021	538.53
Illinois Municipal Retirement	DD202109-07	9/30/2021	21,610.44
Office of the Secretary of State of Illinois	DD202109-08	9/30/2021	7,112.50
	Total 10100 - BANK ACCOUNTS		171,375.27
Report Total			171,375.27

**Fox River Valley Public Library District**  
 Check/Voucher Register - AP & Payroll Complete  
 10100 - BANK ACCOUNTS  
 From 09/01/21 Through 09/30/21

Page 1 Total

\$ 171,375.27

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-September 2021	\$ 154,051.62
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	2,855.00
DENTAL INSURANCE	272.18
I.M.R.F	7,027.48
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	14,582.96
MEDICARE/F.I.C.A.	11,547.24
TOTAL PAYROLL EXPENSE	<u>170,027.16</u>
*Minus IMRF Employer Portion Direct Debit	<u>(14,582.96)</u>
	<u>\$ 155,444.20</u>

\$ 155,444.20\$ 326,819.47 Grand Total

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	1,327,222.13	3,333,894.46	91.58%	306,244.30	3,640,138.76	8.41%
43020	PPRT	0.00	15,058.10	37.64%	24,941.90	40,000.00	62.35%
44010	INT & DIV INCOME	73.84	215.74	5.39%	3,784.26	4,000.00	94.60%
45010	PER CAPITA GRANT	0.00	102,273.55	118.00%	(15,601.05)	86,672.50	(18.00)%
45011	E-RATE GRANT	0.00	644.89	0.00%	(644.89)	0.00	0.00%
45020	OTHER GRANTS	0.00	2,228.74	1.46%	149,771.26	152,000.00	98.53%
46030	LOST & DAMAGED	437.21	1,725.95	34.51%	3,274.05	5,000.00	65.48%
46200	PRINT/COPY REVENUE	0.00	133.30	0.00%	(133.30)	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	7,868.00	26,437.50	25.61%	76,767.50	103,205.00	74.38%
46400	MISCELLANEOUS INCOME	0.00	254.06	254.06%	(154.06)	100.00	(154.06)%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	6,500.00	6,500.00	100.00%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	875.00	2,625.00	52.50%	2,375.00	5,000.00	47.50%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	302.10	714.55	7.14%	9,285.45	10,000.00	92.85%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	300.00	300.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	8.90	68.25	1.70%	3,931.75	4,000.00	98.29%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	100.00	100.00	100.00%
	Total REVENUES	<u>1,336,787.18</u>	<u>3,486,274.09</u>	<u>85.93%</u>	<u>570,742.17</u>	<u>4,057,016.26</u>	<u>14.07%</u>
	Total Revenues	<u>1,336,787.18</u>	<u>3,486,274.09</u>	<u>85.93%</u>	<u>570,742.17</u>	<u>4,057,016.26</u>	<u>14.07%</u>
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	11,942.98	34,699.22	18.26%	155,300.78	190,000.00	81.73%
52121	IMRF	14,582.96	47,060.71	26.14%	132,939.29	180,000.00	73.85%
52122	REIMBURSED INS	875.00	2,625.00	52.50%	2,375.00	5,000.00	47.50%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining	
	52160	TUITION REIMB	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
	52212	FICA / MEDICARE	11,547.24	37,970.82	25.31%	112,029.18	150,000.00	74.68%
05		ADMINISTRATION						
	52100	SALARIES	35,149.99	93,695.83	27.58%	245,962.17	339,658.00	72.41%
40		PUBLIC RELATIONS						
	52100	SALARIES	5,102.70	17,681.12	26.46%	49,130.88	66,812.00	73.53%
50		IT / NETWORK						
	52100	SALARIES	8,158.63	27,874.51	26.30%	78,105.49	105,980.00	73.69%
60		PATS						
	52100	SALARIES	9,579.00	33,393.44	26.32%	93,451.56	126,845.00	73.67%
90		FACILITIES						
	52100	SALARIES	6,172.91	21,204.24	21.81%	75,987.76	97,192.00	78.18%
1		Dundee Library						
	10	ADULT & TEEN SERVICES						
	52100	SALARIES	26,801.38	92,981.39	24.48%	286,708.61	379,690.00	75.51%
20		YOUTH SERVICES						
	52100	SALARIES	24,221.19	83,942.66	25.78%	241,606.34	325,549.00	74.21%
70		ACCOUNT SERVICES						
	52100	SALARIES	24,233.92	81,691.00	24.22%	255,462.00	337,153.00	75.77%
75		SHELVERS						
	52100	SALARIES	384.00	1,288.00	0.00%	(1,288.00)	0.00	0.00%
2		Randall Oaks						
	80	RANDALL OAKS						
	52100	SALARIES	14,247.90	49,723.21	26.37%	138,793.79	188,517.00	73.62%
		Total PERSONNEL SERVICES/BENEFITS	192,999.80	625,831.15	25.10%	1,867,564.85	2,493,396.00	74.90%
20		LIBRARY MATERIALS						
0		District Wide						
	00	DEPARTMENT-WIDE						
	60900	MATERIALS SUPPLIES	89.53	2,683.79	29.17%	6,516.21	9,200.00	70.82%
	61500	DATABASES	0.00	38,193.12	61.16%	24,244.88	62,438.00	38.83%
	61510	EBOOKS	9,763.00	31,688.41	57.77%	23,161.59	54,850.00	42.22%
	61520	DOWNLOADABLE MEDIA	1,615.92	11,644.09	34.99%	21,630.91	33,275.00	65.00%
	61540	HOTSPOTS	1,320.00	4,800.00	120.00%	(800.00)	4,000.00	(20.00)%
	64100	PROC FEES BOOKS	523.90	1,147.90	28.69%	2,852.10	4,000.00	71.30%
	64200	PROC FEES AV	559.10	1,835.85	22.94%	6,164.15	8,000.00	77.05%
	64500	ONLINE ORDERING FEE	0.00	0.00	0.00%	700.00	700.00	100.00%
	69990	CONTINGENT-LIBRARY MATERIALS	0.00	0.00	0.00%	2,250.00	2,250.00	100.00%
05		ADMINISTRATION						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
61120	BOOKS NF	50.00	50.00	5.00%	950.00	1,000.00	95.00%
61200	PERIODICALS	0.00	1,929.40	96.47%	70.60	2,000.00	3.53%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	3,961.82	72.03%	1,538.18	5,500.00	27.96%
61600	VIDEOGAMES	465.41	3,405.58	20.03%	13,594.42	17,000.00	79.96%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,381.19	6,845.29	22.81%	23,154.71	30,000.00	77.18%
61111	BOOKS LARGE TYPE	310.96	1,103.90	36.79%	1,896.10	3,000.00	63.20%
61120	BOOKS NF	1,636.28	4,096.72	25.60%	11,903.28	16,000.00	74.39%
61130	BOOKS SPANISH	654.45	1,502.71	37.56%	2,497.29	4,000.00	62.43%
61330	AUDIOBOOKS	554.86	1,589.62	22.70%	5,410.38	7,000.00	77.29%
61350	MUSIC	248.64	701.70	17.54%	3,298.30	4,000.00	82.45%
61400	DVD	875.50	2,623.50	17.49%	12,376.50	15,000.00	82.51%
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
15	TEEN						
61100	BOOKS	945.85	1,816.76	27.95%	4,683.24	6,500.00	72.04%
61130	BOOKS SPANISH	115.94	395.55	19.77%	1,604.45	2,000.00	80.22%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	5,637.99	11,601.59	25.78%	33,398.41	45,000.00	74.21%
61130	BOOKS SPANISH	1,369.10	3,168.16	39.60%	4,831.84	8,000.00	60.39%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
61350	MUSIC	22.48	105.06	21.01%	394.94	500.00	78.98%
61400	DVD	246.62	1,240.55	20.67%	4,759.45	6,000.00	79.32%
61700	NONTRADITIONAL MATERIALS	164.97	1,011.31	31.60%	2,188.69	3,200.00	68.39%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,428.15	95.21%	71.85	1,500.00	4.79%
61600	VIDEOGAMES	688.62	1,703.82	34.07%	3,296.18	5,000.00	65.92%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	963.77	2,568.55	25.68%	7,431.45	10,000.00	74.31%
61120	BOOKS NF	323.88	770.08	38.50%	1,229.92	2,000.00	61.49%
61400	DVD	677.68	1,720.37	34.40%	3,279.63	5,000.00	65.59%
15	TEEN						
61100	BOOKS	231.36	695.77	23.19%	2,304.23	3,000.00	76.80%
61330	AUDIOBOOKS	0.00	0.00	0.00%	500.00	500.00	100.00%
20	YOUTH SERVICES						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
61100	BOOKS	2,197.47	4,460.32	31.85%	9,539.68	14,000.00	68.14%
61130	BOOKS SPANISH	1,159.46	1,190.00	79.33%	310.00	1,500.00	20.66%
61400	DVD	242.16	929.45	30.98%	2,070.55	3,000.00	69.01%
61700	NONTRADITIONAL MATERIALS	184.00	498.00	49.80%	502.00	1,000.00	50.20%
	Total LIBRARY MATERIALS	36,220.09	155,106.89	37.93%	253,806.11	408,913.00	62.07%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	0.00	0.00	0.00%	7,800.00	7,800.00	100.00%
52124	UNEMPLOYMENT INS	0.00	1,753.66	14.61%	10,246.34	12,000.00	85.38%
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	6,000.00	6,000.00	100.00%
70800	POSTAGE	407.99	443.97	14.79%	2,556.03	3,000.00	85.20%
70900	SUPPLIES	783.56	2,086.49	16.04%	10,913.51	13,000.00	83.95%
73225	PUBLIC LIABILITY INS	0.00	1,950.00	6.00%	30,550.00	32,500.00	94.00%
73230	TRANSPORTATION REIMBURSEMENT	125.94	164.47	4.11%	3,835.53	4,000.00	95.88%
73240	BOARD EXPENSES	10,000.00	10,825.00	83.26%	2,175.00	13,000.00	16.73%
73241	LEGAL NOTICES FEES	0.00	59.80	1.99%	2,940.20	3,000.00	98.00%
73242	MEMBERSHIPS	0.00	1,555.00	50.56%	1,520.00	3,075.00	49.43%
73245	BACKGROUND CHECK FEES	0.00	36.00	4.50%	764.00	800.00	95.50%
73250	BANK CHARGES	235.80	559.50	9.32%	5,440.50	6,000.00	90.67%
73255	INVESTMENT FEES	431.24	872.78	10.90%	7,127.22	8,000.00	89.09%
73260	LOST & PAID FORWARDING	0.00	0.00	0.00%	500.00	500.00	100.00%
73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
73281	TAX EXPENSE	0.00	0.00	0.00%	150.00	150.00	100.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	7,112.50	25,004.50	25.47%	73,145.50	98,150.00	74.52%
73283	LICENSE PLATE S&SLT FEES	0.00	0.00	0.00%	812.50	812.50	100.00%
73285	REIMBURSED PURCHASES	0.00	0.00	0.00%	6,500.00	6,500.00	100.00%
73290	HOSPITALITY	214.78	214.78	21.47%	785.22	1,000.00	78.52%
73295	MEETING EXPENSE	272.73	541.07	10.82%	4,458.93	5,000.00	89.17%
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	0.00	0.00%	2,500.00	2,500.00	100.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
52150	DIRECTOR'S CONF	0.00	0.00	0.00%	3,500.00	3,500.00	100.00%
73242	MEMBERSHIPS	0.00	350.00	13.10%	2,320.00	2,670.00	86.89%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	258.21	8.60%	2,741.79	3,000.00	91.39%
30	PUBLIC SERVICE						
70900	SUPPLIES	177.04	367.95	2.91%	12,257.05	12,625.00	97.08%
40	PUBLIC RELATIONS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	150.00	150.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	137.00	137.00	100.00%
60	PATS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	150.00	150.00	100.00%
90	FACILITIES						
70900	SUPPLIES	697.89	2,117.77	28.23%	5,382.23	7,500.00	71.76%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	620.02	1,436.19	15.95%	7,563.81	9,000.00	84.04%
73520	PLANT OPERATION	879.98	1,501.69	8.17%	16,868.31	18,370.00	91.82%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
73242	MEMBERSHIPS	192.00	192.00	18.02%	873.00	1,065.00	81.97%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	814.00	814.00	100.00%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	45.43	134.37	6.71%	1,865.63	2,000.00	93.28%
73505	RENT EXPENSE	5,407.50	16,222.50	25.00%	48,667.50	64,890.00	75.00%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	1,075.00	1,075.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	515.00	515.00	100.00%
	Total LIBRARY OPERATIONS	27,604.40	68,647.70	18.43%	303,899.30	372,547.00	81.57%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining	
	70800	POSTAGE	265.00	2,265.00	22.65%	7,735.00	10,000.00	77.35%
	70900	SUPPLIES	1,380.83	1,894.42	23.10%	6,305.58	8,200.00	76.89%
	73010	NEWSLETTER	0.00	5,015.00	25.07%	14,985.00	20,000.00	74.92%
	73020	OUTSIDE PRINTING	0.00	25.00	0.83%	2,975.00	3,000.00	99.16%
	73290	HOSPITALITY	0.00	100.00	50.00%	100.00	200.00	50.00%
		Total PUBLIC RELATIONS	1,645.83	9,299.42	22.46%	32,100.58	41,400.00	77.54%
53		GENERAL PROGRAMMING						
0		District Wide						
00		DEPARTMENT-WIDE						
	70900	SUPPLIES	200.00	200.00	40.00%	300.00	500.00	60.00%
	73150	PERFORMERS	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	73151	SUMMER READING	0.00	2,664.91	16.65%	13,335.09	16,000.00	83.34%
	73152	WINTER READING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	70900	SUPPLIES	191.41	695.39	18.79%	3,004.61	3,700.00	81.20%
	73150	PERFORMERS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
15		TEEN						
	70900	SUPPLIES	97.50	379.31	25.28%	1,120.69	1,500.00	74.71%
20		YOUTH SERVICES						
	70900	SUPPLIES	1,288.09	1,483.36	11.41%	11,516.64	13,000.00	88.58%
	73150	PERFORMERS	275.00	1,050.00	42.00%	1,450.00	2,500.00	58.00%
2		Randall Oaks						
80		RANDALL OAKS						
	70900	SUPPLIES	47.58	344.11	22.94%	1,155.89	1,500.00	77.05%
		Total GENERAL PROGRAMMING	2,099.58	6,817.08	14.38%	40,582.92	47,400.00	85.62%
54		COMPUTER						
0		District Wide						
00		DEPARTMENT-WIDE						
	70900	SUPPLIES	45.99	102.41	2.85%	3,487.59	3,590.00	97.14%
	73320	CCS SHARED COST	0.00	15,223.34	25.07%	45,476.66	60,700.00	74.92%
	73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
	73340	SOFTWARE	1,421.12	4,920.15	18.05%	22,329.85	27,250.00	81.94%
	73350	INTERNET LINES	756.49	2,269.47	0.00%	(2,269.47)	0.00	0.00%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	224.94	674.99	28.12%	1,725.01	2,400.00	71.87%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	199.43	598.34	24.93%	1,801.66	2,400.00	75.06%
	Total COMPUTER	2,647.97	23,788.70	21.37%	87,551.30	111,340.00	78.63%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	805.04	2,651.51	26.51%	7,348.49	10,000.00	73.48%
73410	LEGAL FEES	0.00	1,350.00	9.00%	13,650.00	15,000.00	91.00%
73420	AUDIT EXPENSE	6,725.00	6,725.00	66.91%	3,325.00	10,050.00	33.08%
	Total PROFESSIONAL FEES	7,530.04	10,726.51	30.60%	24,323.49	35,050.00	69.40%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	6,530.00	44.24%	8,230.00	14,760.00	55.75%
73310	CATALOGING - COMPUTER SERVICE	0.00	1,935.08	25.29%	5,714.92	7,650.00	74.70%
73530	EQUIPMENT MAINT	520.00	520.00	52.00%	480.00	1,000.00	48.00%
73640	FUEL	118.70	344.65	17.23%	1,655.35	2,000.00	82.76%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	24,735.00	100.00%	0.00	24,735.00	0.00%
73500	BUILDING REPAIRS AND MAINTENANCE	3,325.61	3,705.55	13.72%	23,294.45	27,000.00	86.27%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	6,173.31	9,397.93	18.79%	40,602.07	50,000.00	81.20%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	15,571.00	100.00%	0.00	15,571.00	0.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	500.00	500.00	100.00%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	300.00	300.00	100.00%
	Total MAINTENANCE	10,137.62	62,739.21	42.82%	83,776.79	146,516.00	57.18%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	112.65	337.95	28.16%	862.05	1,200.00	71.83%
1	Dundee Library						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	890.48	2,678.01	22.88%	9,021.99	11,700.00	77.11%
73610	ELECTRICITY	4,736.61	13,446.43	29.88%	31,553.57	45,000.00	70.11%
73620	WATER AND SEWER	0.00	386.35	7.72%	4,613.65	5,000.00	92.27%
73630	GAS	0.00	266.07	5.32%	4,733.93	5,000.00	94.67%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	89.40	268.58	22.38%	931.42	1,200.00	77.61%
	Total UTILITIES	5,829.14	17,383.39	25.16%	51,716.61	69,100.00	74.84%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	356.45	3.09%	11,143.55	11,500.00	96.90%
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	13,550.00	13,550.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	814.98	814.98	81.49%	185.02	1,000.00	18.50%
	Total CAPITAL EXPENSE	814.98	1,171.43	4.50%	24,878.57	26,050.00	95.50%
	Total Expenditures	287,529.45	981,511.48	26.16%	2,770,200.52	3,751,712.00	73.84%
	Net Increase(Decrease) in Fund Balance	1,049,257.73	2,504,762.61	820.41%	(2,199,458.35)	305,304.26	(720.41)%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	FY2122 \$ Remaining	Total Budget - FY2122 Working Budget	FY2122 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	634.67	9,516.77	23.79%	30,483.23	40,000.00	76.20%
	Total REVENUES	634.67	9,516.77	23.79%	30,483.23	40,000.00	76.21%
	Total Revenues	634.67	9,516.77	23.79%	30,483.23	40,000.00	76.21%
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	47,500.00	47,500.00	100.00%
73340	SOFTWARE	1,691.00	1,691.00	9.39%	16,309.00	18,000.00	90.60%
	Total COMPUTER	1,691.00	1,691.00	2.58%	63,809.00	65,500.00	97.42%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	660,000.00	660,000.00	100.00%
	Total MAINTENANCE	0.00	0.00	0.00%	660,000.00	660,000.00	100.00%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	35,000.00	35,000.00	100.00%
73430	OTHER PROF FEES	0.00	0.00	0.00%	140,000.00	140,000.00	100.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	114,854.00	114,854.00	100.00%
	Total CAPITAL EXPENSE	0.00	0.00	0.00%	289,854.00	289,854.00	100.00%
	Total Expenditures	1,691.00	1,691.00	0.17%	1,013,663.00	1,015,354.00	99.83%
	Net Increase(Decrease) in Fund Balance	(1,056.33)	7,825.77	(0.80)%	(983,179.77)	(975,354.00)	100.80%

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
 80 - WORKING CASH  
 From 9/1/2021 Through 9/30/2021

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2122 Percent Used</u>	<u>FY2122 \$ Remaining</u>	<u>Total Budget - FY2122 Working Budget</u>	<u>FY2122 Percent Remaining</u>
Revenues						
00 REVENUES						
0 District Wide						
00 DEPARTMENT-WIDE						
44010 INT & DIV INCOME	47.59	589.76	26.21%	1,660.24	2,250.00	73.78%
Total REVENUES	<u>47.59</u>	<u>589.76</u>	<u>26.21%</u>	<u>1,660.24</u>	<u>2,250.00</u>	<u>73.79%</u>
Total Revenues	<u>47.59</u>	<u>589.76</u>	<u>26.21%</u>	<u>1,660.24</u>	<u>2,250.00</u>	<u>73.79%</u>
Net Increase(Decrease) in Fund Balance	<u>47.59</u>	<u>589.76</u>	<u>26.21%</u>	<u>1,660.24</u>	<u>2,250.00</u>	<u>73.78%</u>

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2122 - Unposted Transactions Included In Report  
 90 - DONATION / GIFT  
 From 9/1/2021 Through 9/30/2021

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2122 Percent Used</u>	<u>FY2122 \$ Remaining</u>	<u>Total Budget - FY2122 Working Budget</u>	<u>FY2122 Percent Remaining</u>
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	76.75	951.22	15.85%	5,048.78	6,000.00	84.14%
49010	MONETARY GIFT	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>5,000.00</u>	<u>5,000.00</u>	100.00%
	Total REVENUES	<u>76.75</u>	<u>951.22</u>	<u>8.65%</u>	<u>10,048.78</u>	<u>11,000.00</u>	91.35%
	Total Revenues	<u>76.75</u>	<u>951.22</u>	<u>8.65%</u>	<u>10,048.78</u>	<u>11,000.00</u>	91.35%
	Net Increase(Decrease) in Fund Balance	<u><u>76.75</u></u>	<u><u>951.22</u></u>	<u><u>8.64%</u></u>	<u><u>10,048.78</u></u>	<u><u>11,000.00</u></u>	91.35%

**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2122  
From 9/1/2021 Through 9/30/2021

	Month Activity	Year Activity	FY2122 Percent Used	Total Budget - FY2122 Working Budget	FY2122 \$ Remaining	FY2122 Percent Remaining	
Revenues							
43010	TAX LEVY	1,327,222.13	3,333,894.46	91.58%	3,640,138.76	306,244.30	8.41%
43020	PPRT	0.00	15,058.10	37.64%	40,000.00	24,941.90	62.35%
44010	INT & DIV INCOME	832.85	11,273.49	21.57%	52,250.00	40,976.51	78.42%
45010	PER CAPITA GRANT	0.00	102,273.55	118.00%	86,672.50	(15,601.05)	(18.00)%
45011	E-RATE GRANT	0.00	644.89	0.00%	0.00	(644.89)	0.00%
45020	OTHER GRANTS	0.00	2,228.74	1.46%	152,000.00	149,771.26	98.53%
46030	LOST & DAMAGED	437.21	1,725.95	34.51%	5,000.00	3,274.05	65.48%
46200	PRINT/COPY REVENUE	311.00	916.10	6.54%	14,000.00	13,083.90	93.45%
46250	LICENSE PLATE RENEWAL INCOME	7,868.00	26,437.50	25.61%	103,205.00	76,767.50	74.38%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	0.00	0.00%	400.00	400.00	100.00%
46400	MISCELLANEOUS INCOME	0.00	254.06	254.06%	100.00	(154.06)	(154.06)%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	6,500.00	6,500.00	100.00%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	875.00	2,625.00	52.50%	5,000.00	2,375.00	47.50%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>1,337,546.19</u>	<u>3,497,331.84</u>	<u>85.09%</u>	<u>4,110,266.26</u>	<u>612,934.42</u>	<u>14.91%</u>
	Net Increase(Decrease) in Fund Balance	<u>1,337,546.19</u>	<u>3,497,331.84</u>	<u>85.08%</u>	<u>4,110,266.26</u>	<u>612,934.42</u>	<u>14.91%</u>





**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2122  
 From 9/1/2021 Through 9/30/2021

	Month Activity	Year Activity	FY2122 Percent Used	Total Budget - FY2122 Working Budget	FY2122 \$ Remainings	FY2122 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	192,999.80	625,831.15	25.09%	2,493,396.00	1,867,564.85	74.90%
	PERSONNEL SERVICES/BENEFITS					
	192,999.80	625,831.15	25.10%	2,493,396.00	1,867,564.85	74.90%
20	Library Materials					
20	36,220.09	155,106.89	37.93%	408,913.00	253,806.11	62.06%
	LIBRARY MATERIALS					
	36,220.09	155,106.89	37.93%	408,913.00	253,806.11	62.07%
50	Operating Expenses					
51	27,604.40	68,647.70	18.42%	372,547.00	303,899.30	81.57%
52	1,645.83	9,299.42	22.46%	41,400.00	32,100.58	77.53%
53	2,099.58	6,817.08	14.38%	47,400.00	40,582.92	85.61%
54	4,338.97	25,479.70	14.40%	176,840.00	151,360.30	85.59%
55	7,530.04	10,726.51	30.60%	35,050.00	24,323.49	69.39%
	PROFESSIONAL FEES					
	43,218.82	120,970.41	17.97%	673,237.00	552,266.59	82.03%
60	Building Expenses					
61	10,137.62	62,739.21	7.77%	806,516.00	743,776.79	92.22%
65	5,829.14	17,383.39	25.15%	69,100.00	51,716.61	74.84%
	UTILITIES					
	15,966.76	80,122.60	9.15%	875,616.00	795,493.40	90.85%
70	Capital Expense					
70	814.98	1,171.43	0.37%	315,904.00	314,732.57	99.62%
	CAPITAL EXPENSE					
	814.98	1,171.43	0.37%	315,904.00	314,732.57	99.63%
	Total Capital Expense					
	289,220.45	983,202.48	20.62%	4,767,066.00	3,783,863.52	79.38%
	Total Expenditures					
	(289,220.45)	(983,202.48)	20.62%	(4,767,066.00)	(3,783,863.52)	79.37%
	Net Increase(Decrease) in Fund Balance					

**Fox River Valley Public Library District**  
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2122  
 From 9/1/2021 Through 9/30/2021

		Month Activity	Year Activity	FY2122 Percent Used	Total Budget - FY2122 Working Budget	FY2122 \$ Remaining	FY2122 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	103,111.41	316,204.89	25.04%	1,262,487.00	946,282.11	74.95%
20	Library Materials	13,921.45	93,972.56	51.71%	181,713.00	87,740.44	48.28%
50	Operating Expenses	33,749.94	96,258.16	18.02%	534,008.00	437,749.84	81.97%
60	Building Expenses	751.35	9,667.68	35.01%	27,610.00	17,942.32	64.98%
70	Capital Expense	0.00	356.45	0.11%	314,904.00	314,547.55	99.88%
	Total District Wide	<u>151,534.15</u>	<u>516,459.74</u>	<u>22.25%</u>	<u>2,320,722.00</u>	<u>1,804,262.26</u>	<u>77.75%</u>
1	Dundee Library						
15	Personnel Expenses	75,640.49	259,903.05	24.93%	1,042,392.00	782,488.95	75.06%
20	Library Materials	15,630.24	45,169.82	24.99%	180,700.00	135,530.18	75.00%
50	Operating Expenses	3,768.94	7,412.93	11.08%	66,849.00	59,436.07	88.91%
60	Building Expenses	15,126.01	54,615.34	6.57%	830,435.00	775,819.66	93.42%
70	Capital Expense	814.98	814.98	81.49%	1,000.00	185.02	18.50%
	Total Dundee Library	<u>110,980.66</u>	<u>367,916.12</u>	<u>17.34%</u>	<u>2,121,376.00</u>	<u>1,753,459.88</u>	<u>82.66%</u>
2	Randall Oaks						
15	Personnel Expenses	14,247.90	49,723.21	26.37%	188,517.00	138,793.79	73.62%
20	Library Materials	6,668.40	15,964.51	34.33%	46,500.00	30,535.49	65.66%
50	Operating Expenses	5,699.94	17,299.32	23.90%	72,380.00	55,080.68	76.09%
60	Building Expenses	89.40	15,839.58	90.14%	17,571.00	1,731.42	9.85%
	Total Randall Oaks	<u>26,705.64</u>	<u>98,826.62</u>	<u>30.41%</u>	<u>324,968.00</u>	<u>226,141.38</u>	<u>69.59%</u>
	Total Expenditures	<u>289,220.45</u>	<u>983,202.48</u>	<u>20.62%</u>	<u>4,767,066.00</u>	<u>3,783,863.52</u>	<u>79.38%</u>
	Net Increase(Decrease) in Fund Balance	<u>(289,220.45)</u>	<u>(983,202.48)</u>	<u>20.62%</u>	<u>(4,767,066.00)</u>	<u>(3,783,863.52)</u>	<u>79.37%</u>



## Fox River Valley Public Library District

Balance Sheet  
As of 9/30/2021

		<u>Current Year</u>
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,428,584.91
30	IMRF	(21,129.12)
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>1,987,298.51</u>
	Total Checking Accounts	6,394,754.30
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	2,118,688.14
80	WORKING CASH	162,904.19
90	DONATION / GIFT	<u>262,745.73</u>
	Total Investments	<u>2,544,338.06</u>
	Total Cash and Investments	8,939,529.86
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	21,630.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	16,663.00
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	31,834.28
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	3,510.20
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	<u>1,313.10</u>
	Total Other Assets	<u>74,950.58</u>
	Total Assets	<u><u>9,014,480.44</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	37,277.60
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	423.39
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	804.32
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	55.94
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	1,320.00
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	673.97
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	1,034.50
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	92.83
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	62.52
22083	CREDIT CARD PAYABLE BOYER	
10	GENERAL/CORPORATE	75.40
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	1,401.12
22087	CREDIT CARD PAYABLE CARCAMO	

## Fox River Valley Public Library District

Balance Sheet  
As of 9/30/2021

		<u>Current Year</u>
10	GENERAL/CORPORATE	29.80
22088	CREDIT CARD PAYABLE DIAZ	
10	GENERAL/CORPORATE	210.50
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	<u>137.63</u>
	Total Liabilities	43,599.52
	Fund Balance	
10	GENERAL/CORPORATE	4,460,373.47
30	IMRF	(21,129.12)
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,105,986.65
80	WORKING CASH	162,904.19
90	DONATION / GIFT	<u>262,745.73</u>
	Total Fund Balance	<u>8,970,880.92</u>
	Total Liabilities and Fund Balance	<u><u>9,014,480.44</u></u>



**Investment Inventory Month End**  
**FR Valley Investment Holdings (104089)**  
**09/30/2021**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	CUSIP	Market Value
MMDA12	---	09/30/2021	---	0.00	0.000	---	MMDA12	84,341.57
Ally Bank	10/10/2019	10/12/2021	---	97,000.00	1.800	1.800	02007GMF7	97,054.90
Bank of New England	07/26/2019	11/26/2021	---	150,000.00	2.000	2.018	06426KBJ6	150,443.25
Synovus Bank	12/09/2019	12/09/2021	---	95,000.00	1.650	1.667	87164DPS3	95,286.14
Citibank, N.A.	01/25/2019	01/25/2022	---	168,000.00	2.900	2.923	17312Q2D0	169,527.96
Merrick Bank Corporation	03/20/2019	03/21/2022	---	108,000.00	2.650	2.663	59013J6W4	109,307.77
WEST OTTAWA MICH PUB SCH DIST	08/12/2020	05/01/2022	---	200,000.00	0.643	0.555	955023UZ7	200,405.40
RIO RANCHO N MEX PUB SCH DIST NO 94	05/21/2020	08/01/2022	---	25,000.00	4.000	0.956	767171QB0	25,774.25
NEW YORK N Y	05/21/2020	08/01/2022	---	10,000.00	5.000	1.096	64966MNX3	10,399.73
Goldman Sachs Bank USA	10/09/2019	10/11/2022	---	200,000.00	1.900	1.932	38149MHE6	203,676.40
ILLINOIS ST	02/22/2021	11/01/2022	---	200,000.00	5.000	0.516	452152P62	209,947.20
CHICAGO ILL BRD ED	02/22/2021	12/01/2022	---	100,000.00	5.000	0.631	167505XU5	105,194.80
LA SALLE CNTY ILL SCH DIST NO 141 OTTAWA	03/10/2021	12/01/2022	---	105,000.00	0.350	0.342	504588GD0	104,988.87
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	102,004.90
DU PAGE CNTY ILL CMNTY HIGH SCH DIST NO 094 WEST C	05/21/2020	01/01/2023	---	25,000.00	5.000	1.150	263381DM4	26,481.25
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	36,640.03
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	21,235.78
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	125,671.81
Raymond James Bank	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	139,824.94
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,311.00
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	85,100.42
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	155,627.10
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	201,122.98
---	---	09/29/2022	---	2,325,000.00	2.552	1.589	---	2,465,368.45

**B.1 Covid 19 Policy Review - discussion**

RECOMMENDED **MOTION**: There is no motion

**BACKGROUND INFORMATION:**

Executive Director Dodson provides information on the latest updates available in order that the Board may consider whether to make changes in current protocols regarding a Covid 19 vaccination mandate.

## CDC - Centers for Disease Control and Prevention

Excerpts from:

“Interim Guidance for SARS-CoV-2 Testing in Non-Healthcare Workplaces”

### Summary of Recent Changes

Updates as of October 6, 2021

- Updated descriptions of test types.
- Updated to align with new antigen testing algorithms, one for [community settings](#) and one for [congregate settings](#).
- Updated testing recommendations for [fully vaccinated](#) workers who are close contacts of someone with COVID-19.
- Clarified that screening testing recommendations apply to asymptomatic, unvaccinated workers.

### Key Points

- Workplace-based testing for SARS-CoV-2, the virus that causes COVID-19, could identify workers with SARS-CoV-2 infection, and thus help prevent or reduce further transmission. The purpose of this guidance is to provide employers with considerations for incorporating testing for SARS-CoV-2 into a workplace COVID-19 preparedness, response, and control plan in non-healthcare workplaces.
- This guidance includes descriptions of different types of SARS-CoV-2 tests; scenarios where SARS-CoV-2 testing may be used; considerations for screening testing (testing asymptomatic and unvaccinated workers with no known or suspected exposure to SARS-CoV-2); and use of antigen tests for serial screening testing.
- Screening testing could be effective in helping to prevent transmission for workplace settings.
- These interim considerations on SARS-CoV-2 testing strategies for non-healthcare workplaces during the COVID-19 pandemic are based on what is currently known about the transmission and severity of COVID-19 and is subject to change as additional information becomes available.

**Note: This document provides guidance on the appropriate use of testing and does not dictate the determination of payment decisions or insurance coverage of such testing, except as may be otherwise referenced (or prescribed) by another entity or federal or state agency.**



## Introduction

The purpose of this document is to provide employers with strategies to consider for incorporating testing for SARS-CoV-2, the virus that causes COVID-19, into workplace preparedness, response, and control plans in non-healthcare workplaces.

Employers are encouraged to collaborate with [state, territorial, tribal, and local health officials](#) to determine whether and how to implement the following testing strategies and which one(s) would be most appropriate for their circumstances. These considerations are meant to supplement, not replace, any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations with which workplaces must comply. These strategies should be carried out in a manner consistent with existing laws and regulations, including laws protecting employee privacy and confidentiality. They should also be carried out consistent with [Equal Employment Opportunity Commission \(EEOC\) guidance](#) regarding permissible testing policies and procedures. Employers providing testing of employees should put procedures in place for rapid notification of results and establish appropriate measures based on testing results, including instructions regarding self-[isolation](#) and restrictions on workplace access.

## Considerations when testing

SARS-CoV-2 testing may be incorporated as part of a comprehensive approach to reducing transmission in non-healthcare workplaces. [Testing](#) identifies workers infected with SARS-CoV-2, the virus that causes COVID-19, so that actions can be taken to slow and stop the spread of the virus. For guidance on quarantine and testing of fully vaccinated people for COVID-19, please visit [Interim Public Health Recommendations for Fully Vaccinated People](#).

Employees undergoing testing should [receive clear information](#) on:

- the manufacturer and name of the test, the type of test, the purpose of the test, the performance specifications of the test, any limitations associated with the test, who will pay for the test, how the test will be performed, how and when they will receive test results, and;
- how to understand what the results mean, actions associated with negative or positive results, the difference between testing for workplace screening versus for medical diagnosis, who will receive the results, how the results may be used, and any consequences for declining to be tested.

Individuals tested are required to receive patient fact sheets as part of the test's [emergency use authorization](#) (EUA).

According to the Americans with Disabilities Act (ADA), when employers implement any mandatory testing of employees, it must be "job related and consistent with business necessity." In the context of the COVID-19 pandemic, the U.S. EEOC notes that testing to determine if an employee has SARS-CoV-2 infection with an "accurate and reliable test" is

permissible as a condition to enter the workplace because an employee with the virus will “pose a direct threat to the health of others.” EEOC notes that testing administered by employers that is consistent with current CDC guidance will meet the ADA’s business necessity standard. Employers who mandate workplace testing for SARS-CoV-2 infection should discuss further with employees who decline testing and consider providing alternatives as feasible and appropriate, such as reassignment to tasks that can be performed via telework.

Under OSHA’s recordkeeping requirements in 29 CFR Part 1904 COVID-19 can be a recordable illness . Thus, employers are responsible for recording cases of COVID-19, if the case meets certain requirements. Employers are encouraged to frequently check OSHA’s webpage for updates.

### Overview of testing scenarios

**Diagnostic testing** is intended to identify current infection in individuals and is performed when a person has signs or symptoms consistent with COVID-19 or when a person is asymptomatic but has a recent known or suspected exposure to SARS-CoV-2.

Examples of diagnostic testing include:

- Testing people who have [symptoms](#) consistent with COVID-19 and who present to their healthcare provider
- Testing people as a result of contact tracing efforts
- Testing people who indicate that they were exposed to someone with a confirmed or suspected case of COVID-19.
- Testing people who attended an event where another attendee was later confirmed to have COVID-19

**Screening tests** are intended to identify infected people who are asymptomatic and do not have known, suspected, or reported exposure to SARS-CoV-2. Screening helps to identify unknown cases so that measures can be taken to prevent further transmission.

Examples of screening testing include:

- Testing unvaccinated employees in a workplace setting
- Testing unvaccinated students, faculty, and staff in a [K-12 school](#) or [institute of higher education](#) setting
- Testing an unvaccinated person before or after [travel](#)
- Testing at [home](#) for someone who does not have symptoms associated with COVID-19 and no known exposures to someone with COVID-19

## Screening testing

Testing asymptomatic persons without known or suspected exposure to SARS-CoV-2 for early identification, isolation, and disease prevention

### *When to consider screening testing*

Screening testing in non-healthcare settings of unvaccinated workers without known or suspected exposure to SARS-CoV-2 may be useful to detect COVID-19 early and stop transmission quickly, particularly in areas with community COVID-19 indicators in the moderate to high categories (Table 2, Table 3). Screening testing can be used in addition to symptom and temperature checks, which will miss asymptomatic or pre-symptomatic contagious workers. Persons with asymptomatic or pre-symptomatic SARS-CoV-2 infection are significant contributors to SARS-CoV-2 transmission.

In general, fully vaccinated workers should continue to follow employer guidance on screening testing. Please see [Interim Public Health Recommendations for Fully Vaccinated People](#) for more information.

### *Types of workplaces*

Workplace settings for which screening testing of unvaccinated, asymptomatic workers should be considered include:

- Large workplaces
- Workplaces at increased risk of introduction of SARS-CoV-2 (e.g., workplaces where workers are in [close contact](#) with the public, such as restaurants or salons, or workplaces in communities with moderate to high transmission)
- Workplaces where there is a higher risk of SARS-CoV-2 transmission (e.g., workplaces where physical distancing is difficult and workers might be in close contact, such as manufacturing or food processing plants, or workplaces that provide congregate housing for employees such as fishing vessels, offshore oil platforms, farmworker housing or wildland firefighter camps)
- Workplaces where SARS-CoV-2 infection among employees will lead to greater negative impact, such as
  - Workplaces in remote settings where medical evaluation or treatment may be delayed
  - Workplaces where continuity of operations is a high priority (e.g., [critical infrastructure sectors](#))
  - Workplaces with a high proportion of employees at [increased risk for severe illness](#)

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#### FOR MORE INFORMATION

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/testing-non-healthcare-workplaces.html#print>

**C.1 Resolution 2021-15 to Determine Estimate of Funds Needed for FY 2021-2022**

RECOMMENDED **MOTION**: I move to adopt Resolution 2021-15 to Determine Estimate of Funds Needed for FY 2021-2022 in the amount of \$3,821,782.

BACKGROUND INFORMATION:

The Resolution to Determine Estimate of Funds Needed for Fiscal Year 2021-22 is required in accordance with 35 ILSC 200/Article 18 of the Illinois Property Tax Code. The amount estimated determines whether the district will be required to comply with the Illinois Truth in Taxation Act (TITA). TITA contains specific publication and hearing requirements that must be met prior to the district passing its annual property tax levy. Any estimate greater than 5% above the amount collected the previous year triggers TITA. The "black border notice" required by TITA must be published in language specifically required by state law.

The corporate and special purpose property taxes extended or abated for 2020 were \$3,640,139.

The total Appropriation for FY2122 was \$6,119,806.

Based upon Estimated Rate Setting EAV of \$2,228,971,299 and CPI of 1.4% we predict total tax revenue received in calendar year 2022 to be \$3,805,362.

The recommended levy of of \$3,821,782 is 4.99% over the 2020 extension. This option would avoid the TITA notice and hearing. Assuming some slight variation between estimated EAV and final EAV, this levy is expected to capture all property tax revenues the Library is legally permitted to without triggering TITA.

**RESOLUTION 2021-15 TO DETERMINE ESTIMATE OF FUNDS  
NEEDED FOR FISCAL YEAR 2021-2022**

WHEREAS, the Fox River Valley Public Library District must file on or before December 31, 2021 its Levy Ordinance for the 2021-2022 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, the Fox River Valley Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2021-2022 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fox River Valley Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2021-2022 fiscal year upon the taxable property in the Library District is \$3,821,782.

ADOPTED this 19<sup>th</sup> day of October 2021, pursuant to a roll call vote as follows:

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

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

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

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

\_\_\_\_\_  
Kristina Weber, Ph.D., President  
Board of Library Trustees of the  
Fox River Valley Public Library District

ATTEST:

\_\_\_\_\_  
Christine L. Evans, Secretary  
Board of Library Trustees of the  
Fox River Valley Public Library District

**C.2 Illinois Libraries Present Intergovernmental Agreement**

**RECOMMENDED MOTION:** I move to authorize the Library Board President to enter into a cooperative agreement with Northbrook Public Library and Reaching Across Illinois Library System (RAILS) for Illinois Libraries Present, effective January 1, 2022 through June 30, 2022, at a cost not to exceed \$750.00.

**BACKGROUND INFORMATION:**

For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. Public libraries in Illinois are being offered the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines FRVPLDs responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$40.00
\$250,000-\$749,999	127	\$75.00
\$750,000-\$1,499,999	53	\$200.00
\$1,500,000-\$2,999,999	36	\$375.00
\$3,000,000-\$4,999,999	36	\$750.00
\$5,000,000+	44	\$1,150.00

Upon approval, FRVPLD will be a full participant in the pilot program from January-June 2022 and receive access to the programs offered. The library will remain a member beyond the pilot period unless it notifies ILP in writing 90 days in advance of the intent to withdraw from the cooperative. The library will be billed in January 2022.

Partnering with ILP will give patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this October 19, 2021, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT, an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.



B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

#### Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the Fox River Valley Public Library District:

Adult and Teen Services Manager  
Fox River Valley Public Library District  
555 Barrington Avenue  
East Dundee, IL 60118

If to RAILS:

Reaching Across Illinois Library System  
Re:Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: Kristina Weber, Ph.D., Board President

Date: September 23, 2021

Date: October 19, 2021

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

# SAMPLE CONTRACT

**Service Contract**

Northbrook Public Library  
c/o Illinois Libraries Present  
1201 Cedar Lane  
Northbrook, Illinois 60062  
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and \_\_\_\_\_ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through \_\_\_\_\_, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

**Payment Terms:**

The Library will pay the Contractor, as compensation for services rendered, \$ \_\_\_\_\_. Payment is due within 30 days of the program date and payable to \_\_\_\_\_.

**Technical requirements:**

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive \_\_\_\_\_ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

**Force Majeure:**

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

**Governing Law:**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

**Waiver:**

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

**Termination:**

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

**Library Recordings:**

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor’s program available to Library patrons who register for the Program until \_\_\_\_\_(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor’s Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor’s Program.

**Indemnification/Assumption of Risk:**

I, the undersigned, agree that I \_\_\_\_\_ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys’ fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

**Intellectual Property:**

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor’s programs, performances, and merchandise sales.

**Entire Agreement:**

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

## EXHIBIT B

### PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

<b>Library's Operating Budget</b>	<b>Total Pilot Cost</b>
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin  
Arlington Heights  
Downers Grove  
Effingham  
Evanston  
Fairview Heights



Fox River Valley  
Niles  
Northbrook  
Oak Park  
Schaumburg  
Shorewood-Troy






# ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXccMj7LC6rfkxIWGQ-q07zjFQzOnGnx

## "ILP IGA" History

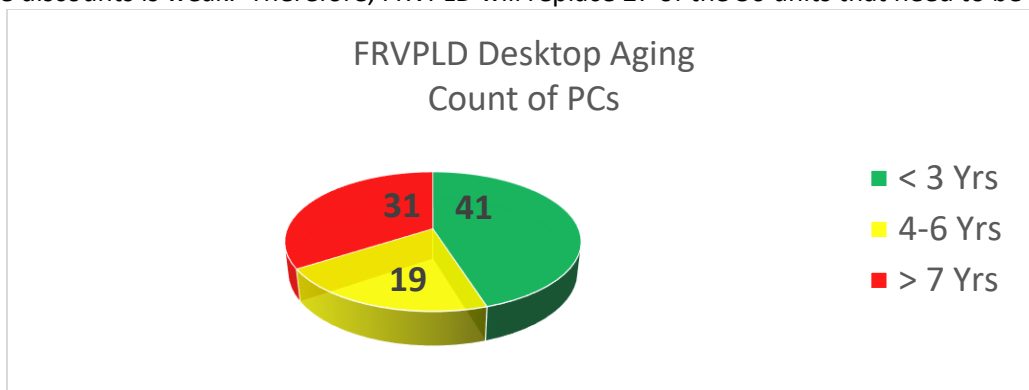
-  Document created by Administration Assistant (adminasst@northbrook.info)  
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature  
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)  
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)  
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.  
2021-10-07 - 9:02:58 PM GMT

**C.3 Purchase of Replacement PCs**

**RECOMMENDED MOTION:** I move to authorize the Director to purchase replacement PCs in an amount not to exceed \$ 19,500.00

**BACKGROUND INFORMATION:**

The library wishes to exceed patron and staff expectations whenever possible. This can happen with good customer service and great product offerings. To stay on top, the Library recycles its computer equipment. The desktop computers in the library are refreshed over 4-5 years. Using this method helps reduce the burden of expensing all the computer costs at once. Last year FRVPLD did not perform the refresh due to the pandemic. This year fewer PCs will need to be refreshed because social distancing in the library labs prevents access to those PCs, and with the supply chain being very tight obtaining favorable discounts is weak. Therefore, FRVPLD will replace 27 of the 50 units that need to be replaced.

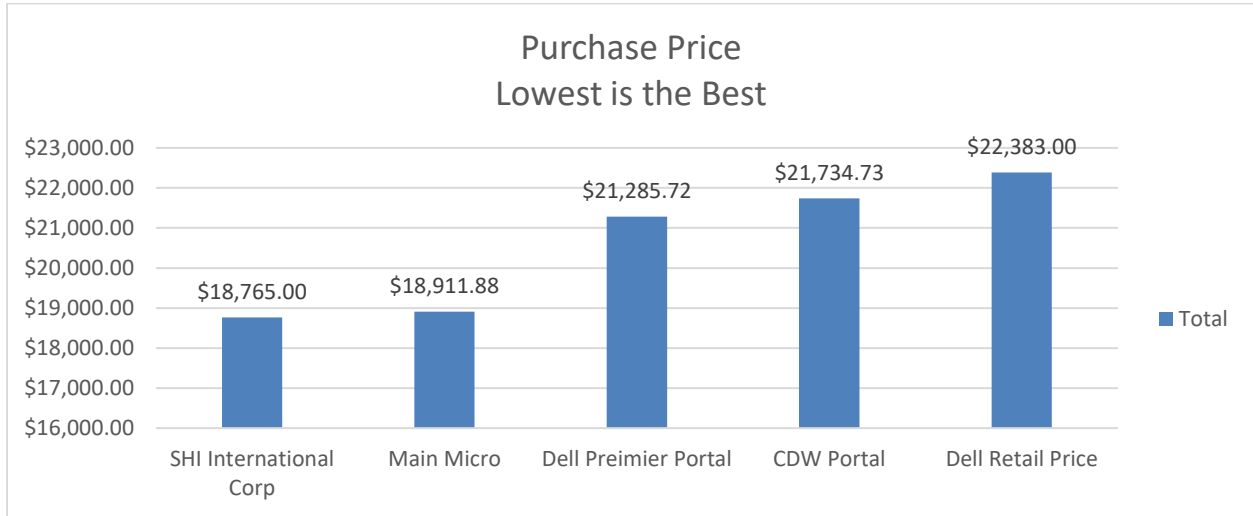


The Library anticipates a great performance increase because of technology changes in the last 6-7 years. As a result, most of the users should be more satisfied with their experience at the library.

The 27 units will be removed and recycled. The need of this project was anticipated, and the fiscal 20-21 budget reflects the planning for this purchase.

FRVPLD has had great success with Dell OptiPlex PCs. The chassis is solid, and components are modular in design. If a PC needed repair, then it would be fast and easy to do. We received quotes from five vendors, and the best price was from SHI International Corporation directly reflecting a discount of 16% off the retail price. (See graph)

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT



**C.4 Facilities Projects Status Report and Timeline**

RECOMMENDED **MOTION**: There is no motion required

BACKGROUND INFORMATION: Executive Director Dodson has identified the major projects that require attention and project status.

**Dundee Library Projects  
Status Report**

<b>Project</b>	<b>Problem</b>	<b>Status</b>	<b>Approximate Timeline</b>	<b>Notes</b>
Roof	Leaks	Evaluated by Interstate Roof Systems and manufacturer. Installation issues identified 9/27/21. Needed repairs covered by warranty.	Work to be completed before winter season begins.	Recurring and ongoing leaks since roof was installed in 2012
Sidewalks	Crumbling, gaps, uneven in some areas  <b>Safety issue</b>	Quotes for repair work are being obtained	Unknown	May be possible to have sidewalks, ramp, and steps repaired simultaneously. We are asking for work to be completed before winter.
Steps and ramp, west side	Crumbling, cracks  <b>Safety issue</b>	Quotes for repair work are being obtained	Unknown	May be possible to have sidewalks, ramp, and steps repaired simultaneously. We are asking for work to be completed before winter.
Main entrance	Accessibility from parking; non-compliant with ADA requirements	Project not started	TBD	Ideally this would be done as part of a major renovation.
Elevator	Non-compliant with ADA. Frequent breakdown due to age	See notes	N/A	Elevator would need replacement to achieve compliance and to perform as it should. This could only be done as part of major renovation.