

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

**April 18, 2023
5:00 PM**

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

AGENDA

Call to Order—President Kristina Weber

Pledge of Allegiance

Roll Call—Secretary Christine L. 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

- **Appoint Committee to Nominate Slate of Officers**
- **Economic Interests Statement**

Director’s Report—Executive Director Amy Dodson

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

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the March 21, 2023 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for March 2023**
- A.1.c Monthly Financial Report for March 2023**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for March 2023**
- A.1.j Ehlers Investment Inventory for March 2023**

B. Unfinished Business

Exhibit B.1 Parking Lot Repair – Everlast Blacktop Contract

Exhibit B.2 **FY2324 Strategic Plan Update – Discussion**
Exhibit B.3 **Decennial Committee – Nominations**

A. New Business

Exhibit C.1 **Future Planning – Presentations and Discussion**
Exhibit C.2 **Adopt Library District Flag Policy**
Exhibit C.3 **Resolution 2023-02 Recognizing LGBT Pride Month and fly Rainbow Flag**
Exhibit C.4 **Resolution 2023-03 Honoring Richard V. Corbett**

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

Executive Session

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
April 18, 2023 Regular Meeting

In March I met with two prospective strategic planning consultants to discuss the upcoming strategic planning process for our library district. I met with a third prospective consultant on April 14. The subject of strategic planning is on the agenda for the April board meeting. The strategic planning process gathers input from the community, library staff, and trustees to create a plan that serves as a blueprint for the achievement of goals, and specifies the necessary resource allocations, timelines, and other actions necessary to attain those goals. The process will take approximately eight to ten months to complete.

On March 11, I joined the Deputy Director and library staff in participating in the annual Thom McNamee Memorial St. Patrick's Day Parade. This was the first time I took part in the parade, and it was great fun! We loved hearing the enthusiastic comments and reactions from the crowd. I'm looking forward to next year.

On March 28 I completed the "Equity-Centered Library Leadership" training course from Library Journal. It was a very enlightening three-part course. Most of the content can be applied to strategic planning, so I found this to be both timely and relevant. I am sharing some of the lectures from the class with the management team.

Our quarterly All Staff Day training event on March 24 covered two important topics: sexual harassment and discrimination awareness, and active threat/safety training. Joe Crimmins from Serve and Protect LLC spoke to the staff and conducted an active threat response drill, with assistance from the East Dundee Police Department. The staff did a great job and learned a lot from the training.

Deputy Director Heather Zabski and I met with the CEO of the Boys and Girl Club and our construction consultant Ian Lamp to discuss a possible collaboration that would provide library service in Carpentersville. This potential project will be discussed at the April board meeting.

I attended the monthly Directors meeting (for public libraries in the northwest suburbs) at the Palatine Library. We discussed upcoming conferences, payroll systems, travel policies, and many other topics. I also attended the quarterly CCS Governing Board meeting.

Respectfully submitted,

Amy Dodson

Deputy Director: Heather Zabski

Monthly Report for March 2023

During March, managers worked on their department budgets. Finance Manager Sumitra Potharazu and I worked on compiling the personnel and administrative budget for the library. The working budget will be finalized in May and presented to trustees at the May board meeting.

The library will be participating in Summer Lunches for the seventh consecutive year. Summer Lunches is an opportunity for all children 18 and under to receive free, healthy, and nutritious meals. The meals are paid for by the Summer Food Service Program (SFSP), a federally funded program managed by the USDA and operated by the Illinois State Board of Education (ISBE) in conjunction with the Northern Illinois Food Bank. The meals are served in the craft room five days a week. Summer Lunches will start June 6 and run until August 14. Lunches will be served from noon to 1 PM at the Dundee Library.

HR Manager Sherry Kenney, Public Services Manager Jason Katsion and I have been working to arrange training for our May 12 all-day staff meeting. This will be the first all-day staff meeting in several years. Going forward, we are planning to make the all-day staff meeting an annual thing. This meeting allows us to provide longer and more in-depth professional development for our staff members.



On March 11, I helped represent the library in the annual Thom McNamee Memorial Dundee St. Patrick's Day Parade. This is my first time participating in the parade since 2019 (it was canceled in 2020, 2021, and too cold in 2022), and it was great to be back! The event was well attended, and people were excited to see the library represented in the parade.

Our practicum student's sessions at the library are expected to wrap up in April. In addition to working shifts in all public services departments, she has been busy aiding the PATS department in reclassifying romance books as her project for the practicum. This is part of a larger project being done by Librarians Danielle Pacini and Sam Bunte in Adult and Teen Services to expand the romance collection beyond mass market paperbacks. Now the collection will include trade paperbacks and hardcover books. The goal of this shift is to make the collection more interesting and inclusive for our patrons.

Public Services Manager: Jason Katsion

Monthly Report for March 2023

In March, Public Services launched two new storytime sessions, celebrated spring with crafting and cooking classes for all ages, hosted an overdose prevention and Narcan training workshop, and

expanded our Tablets to Seniors initiative, which has allowed us to provide free robotic companion pets to seniors in our Library District. In addition to our unique and highly creative programming, we participated in community outreach and provided a range of information services to our patrons.

Two long planned storytime sessions went live in March; Sensory Storytime presented by librarian Heather Ji, and In My Neighborhood Storytime presented by librarian Amanda Keen. Sensory Storytime is a monthly interactive experience designed for preschool age children with autism and/or sensory challenges. To prepare for this new storytime, Heather reviewed the relevant professional literature, met with peers at other libraries who have implemented neurodivergent-focused storytimes, and consulted the Northwest Special Recreation Association (NWSRA) for advice and best practices. Amanda Keen's monthly In My Neighborhood Storytime is an opportunity for our young patrons to explore their neighborhood through stories and activities with a special visit from a different community helper each month. In March, that special guest was Illinois State Representative Suzanne Ness, and the focus was on the importance of voting. The children in attendance got to participate in a mock election (for Mo Willems' characters Gerald, Piggie, and Pidgeon), listened to a story read by Suzanne Ness, and enjoyed ice cream with rainbow sprinkles. Future guests to In My Neighborhood include recycling workers from Groot, and Animal Rescue workers from Hoof, Woof, and Meow.



We hosted an Overdose Prevention-Narcan Training session in March, presented by the volunteer organization Live4Lali. Attendees learned about the terrible realities of the opioid epidemic and how to use the life-saving drug naloxone (Narcan®). This educational session proved to be a memorable and highly emotional experience for everyone involved. A mother and daughter were driving past the library on the night of the program, and saw the event advertised on our digital sign. They immediately registered for the program, specifically to share how they were personally affected by the opioid epidemic. They shared that a member of their immediate family, 21 years old, had overdosed on fentanyl six months ago. Everyone in attendance was brought to tears by their personal tragedy, and left inspired by the training.

The Summer Reading Challenge Committee, co-chaired by Teen Librarian Danielle Pacini and Randall Oaks Manager Brittany Berger, worked to finalize activity badges, select prizes, began to prepare reading lists, and organize the annual Summer Reading Kickoff Party which will take place in June.

Danielle Pacini's Pixel Art program, in which teens work with colorful perler beads to create creative designs, has long been a popular monthly event. It has recently been adapted to a kid-friendly version as well, led by Elizabeth Flores and Lizbeth Hernandez of the Youth Services Department. Both of these Pixel Art sessions continue to gain popularity and result in a wide variety of creative projects.



Foodie Kids, our monthly hands-on snack-making workshop, was especially popular in March. 56 patrons turned up to make colorful cupcakes in celebration of Dr. Seuss's birthday. Our monthly Little Artists program was a hit as well, with 39 people in attendance for this hot air balloon craft.





Amanda Keen's Homeschool Hangout was another successful and educational partnership with Library Specialist Erica Acevedo of the Adult & Teen Services Department. The attendees utilized our virtual reality gaming equipment in this session, and even one of the dads in attendance took the driving simulator for a spin! Amairani Lopez of the Youth Services Department led a two part embroidery program in March, using beginner's kits for sock bunnies and sock caterpillars. Everyone had a great time and learned new skills.



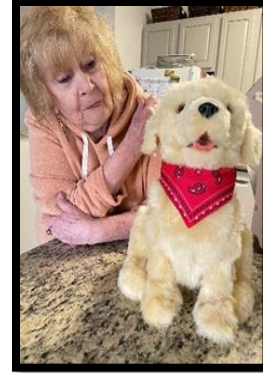
Our brand-new Seed Library, unveiled in February, has been steadily used by patrons. We began with 2,966 packets of seeds, and as of March 31 approximately 654 packets have been taken! Several programs in March focused on gardening and cooking with plants that can be grown from heirloom and open-pollinated seeds freely available in our Seed Library. Library Assistant Katie Reding hosted Garden Planning and Seed Starting, which was a wonderful opportunity for beginners to learn about the garden planning process. Library Specialist Cari Poweziak led a creative craft that utilized flowerpots and seed

packets. Library Assistant Erin Sikorski taught patrons how to utilize these seeds to grow ingredients for homemade salsa.



Our partnership with AgeGuide Northeastern Illinois has allowed us to provide free Samsung tablets to seniors in our Library District over the last year. Tablet training is provided by Cari Poweziak and Erica Acevedo of the Adult & Teen Services Department at three locations: Dundee Township Adult Activities Center, Village Green, and Gardiner Place. Because of this existing partnership with AgeGuide, we were able to participate in a brand new initiative in which robotic companion pets are available at no cost to seniors in our service area. Joy For All Companion Pets are robotic cats and dogs with built-in sensors and speakers, designed to “recreate some of the more delightful moments of owning a dog including being a best friend for aging loved ones.” In March, Cari Poweziak delivered 15 of these pets to seniors at Village Green, Gardiner Place, Cherished Place Adult Day Club in West Dundee, and a member of our monthly Caregiver Support Group. All of the recipients expressed gratitude for their new companions and reminisced about cats and dogs that they had loved in the past. The recipients from Cherished Place shared the following thank you note: “From the bottom of our hearts...thank you! The robotic therapy pets have brought joy and peace to our club members and team members alike, and that is priceless and much appreciated!”





As always, Public Services staff provided one-on-one assistance by appointment, which address a wide range of information needs and allow for more personalized assistance than is possible at the reference desk. In March, we provided 19 one-on-one appointments, including device troubleshooting and help completing online job applications, as well as more specialized information requests such as setting up a tablet and helping a patron enhance their keyboarding skills.

Account Services Manager: Keri Carroll

Monthly Report for March 2023

Dundee finally played catch-up with Randall Oaks in terms of visits with the main branch hitting its highest visitor count in three years. The numerous Spring Break programs hosted at both branches paired with the peek into good weather brought patrons out in droves. Stats were up across the board, at both locations, for renewals and physical items circulated. Home deliveries and license plate renewals remained steady.

Account Services clerk Kayla Lawrence was promoted to Adult and Teen Services Library Assistant at the end of the month, and it's a bittersweet moment for our department. Her kindness and compassion while working with patrons will be missed within Account Services, but her creativity and energy for programming will be utilized and appreciated in Adult and Teen Services. She continued to flex her display-making muscles in March and created an astounding Oscars display with custom "stills" from the ten Best Picture nominees, as well as an additional display promoting past winners.



Public Relations and Outreach: Kirstin Finneran

Monthly Report for March 2023

Lego Train Expo. We welcomed 1,136 patrons of all ages to the Dundee Library on April 1 & 2 for the much-anticipated Northern Illinois Lego Train Club Expo. So much work, planning, and promotion occurred in March that it seemed a report on this event belonged in our March report. Taking the lead on the entire event was PR Content Coordinator Leslie Sineni. Leslie took a request from Executive Director Amy Dodson to explore an event or program featuring Legos and turned it into an event that was clearly the best attended in Dundee Library history. Be sure to scroll through all the event photos on our Facebook and Instagram accounts, and check out our press coverage in *The Courier/Chicago Tribune*, *The Daily Herald*, *The Barrington Hills Observer*, and *The Northwest Herald*. Thanks to Leslie who, with strong graphic support from Dan Mitchell:

- Found, contacted, and scheduled the NILTC for the event.
- Arranged Lego donation opportunities with Lego Replay, which donates recycled Legos to Boys & Girls Clubs, and Bricks of Hope, which donates new Legos to children in Chicago-area hospitals. Two giant boxes, decorated to look like Legos, are filled to the top with donations for both groups.
- Created anticipation of the event with a display of staff-created Lego sculptures that filled the glass display case in the Youth Services Department.
- Created consistent, buzzy social media posts that were shared in multiple Facebook groups for maximum exposure. Leslie even put on a Lego Star Wars Batman costume to kick it up a notch.
- Created an eye-popping “selfie” station photo backdrop with colorful balloon arch and seven-foot red-carpet inspired “step and repeat” to make it a memory for many visitors.
- Collaborated with the Youth Services staff to create a giant bulletin board display on their north wall.



St. Patrick's Day Parade. FRVPLD once again enjoyed the spotlight at this annual community highlight. Thanks to the team who enthusiastically represented, including Amy Dodson, Heather Zabski, Lizbeth Hernandez, Elizabeth Flores, Marjie Sanabria, and Hattie Hickrod. Thanks to Michael Lorenzetti and Leslie Sineni for making sure the team was ready with a shiny van and festive carts.



Celebrate Earth Beanstack Challenge. All PR hands were on deck preparing for the Celebrate Earth Beanstack Challenge to launch on April 1. In an effort to join the world’s focus on sustainability, the challenge shines a light on the materials, eResources, and programs the library has to offer in this important movement. Leslie Sineni created the challenge in Beanstack with great support as always from Erin Pasetes in the IT Dept. Dan Mitchell customized Beanstack graphics for our cause, and also created a graphic for the finisher prize, a reusable lunch cooler bag. For the first time, the challenge has no age categories, making a perfect opportunity for families and groups to complete it together and create teachable moments for children.

Summer Reading Challenge 2023. Early work on the SRC challenge continued as staff t-shirts were designed and ordered. Dan Mitchell has also created the Once Upon a Time themed badges for the Beanstack challenge. I met with librarians from D300 to strategize new ways to promote the challenge to students. We have a number of new ways to reach students in process and look forward to sharing those with D300 faculty, staff, and students.

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
Seed Library, Beyond the Binary Reading Challenge	3/1/2023	12483	5435	43.59%	243
Lego Expo, Selena Art Contest	3/15/2023	12469	5508	44.26%	218
Spring Break, Ramadan, Tofu Delicioso	3/22/2023	12458	5422	43.77%	223
Lego Train Expo, Celebrate Earth Beanstack Challenge	3/29/2023	12395	5277	42.65%	182

Social Media Insights - March 2023

Facebook

Reach: 18,573

Engagement: 4,360

Followers: 2,526 (+49)

Instagram

Followers: 666 (+38)

Accounts reached: 1,483

Accounts engaged: 213

Randall Oaks Manager: Brittany Berger

Monthly Report for March 2023

March was a busy month at Randall Oaks, full of exciting programs and passive activities for kids. There was also lots of St. Patrick's Day fun throughout the month, including a Leprechaun Mayhem program, a themed scavenger hunt, and two special golden books that were hidden among the stacks. A total of 311 children collected a prize for completing the scavenger hunt and 26 got an extra treat for finding one of the golden books. We handed out 200 snail and umbrella crafts in addition to 20 Baby Scientist Labs. There was also a significant demand for in-house board games with a whopping 41 enjoyed this month. 346 transportation vehicles were added to our cityscape interactive board, check out the picture below! Also pictured below are just two of the awesome book displays created by staff, one promoting the Beyond the Binary reading challenge and another to celebrate Ramadan.



There were 11 programs at Randall Oaks this month and all were very well attended, total attendance was 241. Lisa kicked off the month with spring wreaths for Family Night, and celebrating St. Patrick's Day with Leprechaun Mayhem. She led a group of 35 through games and making leprechaun traps. Rachel and Lisa created Space Week to take place over D300's spring break, which consisted of Lisa's Space STEM challenges and Intergalactic Foodies astronaut treats. Rachel hosted Nebula Night on the 28th where kids created their own nebula-in-a-jar, and Space Party on the 30th where a group of 31 made astronaut helmets and read space books.



The Summer Reading Committee met again on March 15 to continue planning for our Once Upon a Time challenge. Staff and board members have been asked to select one of three t-shirt designs, which we will have available in time for early registration on May 1. We also finalized registration and finisher prizes for the program: all ages will receive a drawstring bag with our Once Upon a Time design with a choice of purple or green. Teen and adult finishers will have their pick of a free book and either a purple or green notebook. Youth finishers will pick a free book and also receive a cute dragon plushie. Finishers of all ages will also be invited to our Finisher Pool Party at Dolphin Cove on August 6. The Kick-

Off picnic is set for Thursday June 1 6-8pm. Staff will be on hand to register patrons for SRC and to pass out fresh popcorn. We have also invited back Duke's Blues N BBQ and Elder + Oat this year to provide food. Entertainment is still in the works, but one part will include a 30-minute fire performance by Intrinsic Arts.



Purchasing, and Technical Services (PATS) Manager: Karin Nelson

Monthly Report for March 2023

Savings: over \$900 this month. Some major savings based on doing price comparison for toner and DVD locking cases, and some nice discounts when buying SRC promotional items.

Lots of budget preparation: I looked over our database statistics and determined one resource, part of our Newsbank bundle, should be replaced with local full-text newspaper access in which direct links can be added to our website. I also cited a new Youth Services resource which we may want to add in the new Fiscal Year. More streaming coverage for Freegal has also been put into the budget. Magazine usage was also researched, and we have determined not to renew any Youth Services magazines titles and also to cancel other ATS magazine titles which have very low usage. Our PR copier is near its EOL (end of life), and parts will be harder to attain if the system continues to decline and need more attention in the future. A quote was received in order to gain the cost estimate for replacement as well as to have an add-on feature which our PR department has wanted. Another major quote received was for renewing maintenance on our Bibliotheca/3M equipment.

Facilities Manager: Michael Lorenzetti

Monthly Report for March 2023

Roof – Updates for this report include visits from Anthony Roofing responding to the weather events of February/March. During March, they were onsite twice for inspections and repairs. The leak

areas are in the ATS workroom south wall and in Corner 68, 14 to 16 feet away from the west wall. As previously stated, all work done and continues to be done is covered under the warranty.

Parking lot repaving project – The bid notice for this project was placed in the *Daily Herald* on March 8, with a due date of 2pm on April 3. The seven bids received were publicly opened and read at that time. The information is presented for review and action.

Elgin Sheet Metal – Our HVAC service company was onsite for filter changing.

Fire Alarm Test - As reported in the March report, Fox Valley Fire and Safety was onsite for the annual Fire Alarm testing. Passed all phases, although facilities will need to purchase and replace two (2) backup batteries. This has since been accomplished and information sent to Fox Valley Fire and Safety as well as the East Dundee Fire Inspector.

Facilities welcomed back a team member from an extended absence in March, and I enjoyed time off for spring break with the family.

IT Manager: John Sabala

Monthly Report for March 2023

The IT department wrapped up some security enhancements with our systems and networks. Multi-Factor Authentication (MFA) was implemented in several systems. Utilizing MFA improves security by requiring the user to provide a second piece of information to gain access to networks and or applications. This tool has been enabled for the following access:

- Logging into all physical servers.
- Logging in remotely (from anywhere outside the building) to the Staff Network.
- Logging into MIP accounting software.
- Logging in as an administrator in key applications or hardware
- Logging into Email.

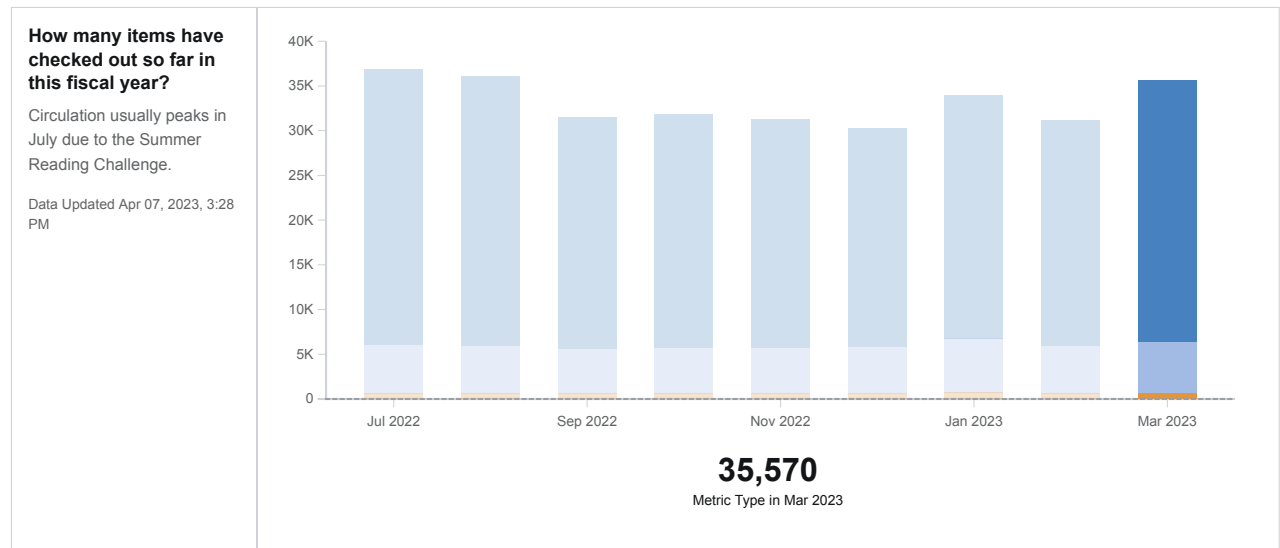
Phishing is another area of high-risk security concern that was investigated. We have seen an increase in phishing attempts over the last several months. Some of these emails are crafted so well that it is very easy to comply with the sender. In the past, the IT department has provided guidelines and reminders almost on a weekly basis. It is not known how successful this type of training has been and we are not confident that it is the best method. So, we investigated additional training tools. A vendor named KnowBe4.com has an automated method of testing and training users. This testing and training will be on-going throughout the year. IT will get reports back on the testing and training and be able to provide more assistance if needed, as well as allow staff members to report suspected Phishing emails back to the vendor for further analysis. The goal is to stop staff from blindly opening attachments or clicking links that send them off to other websites. This tool will be implemented in April.

How are we doing?

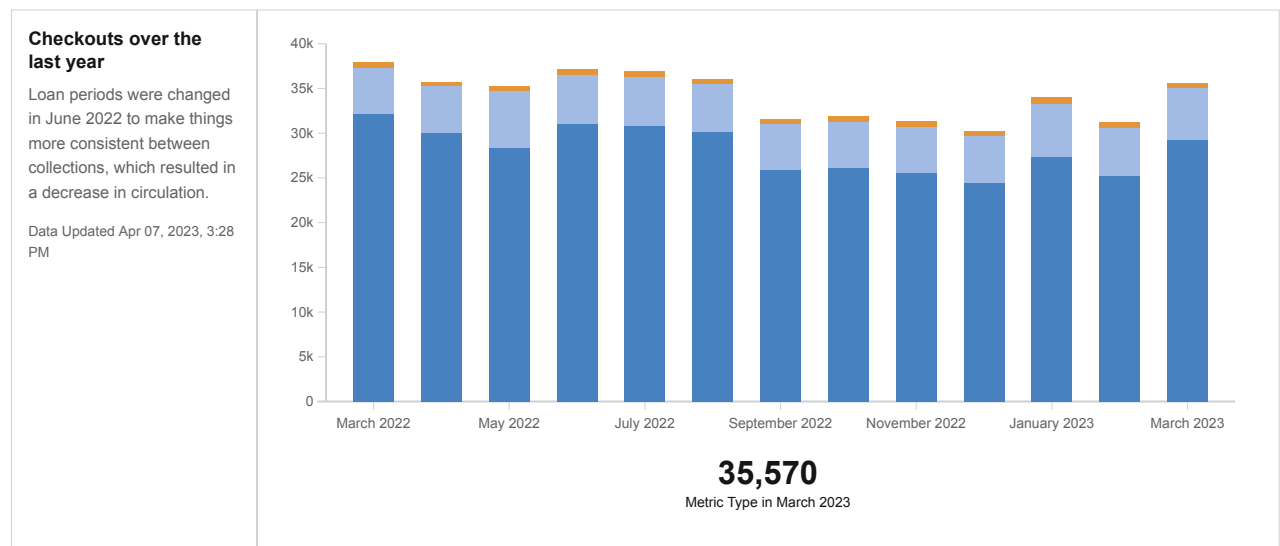
The monthly Dashboard tells our story

Click the graphs to see more details

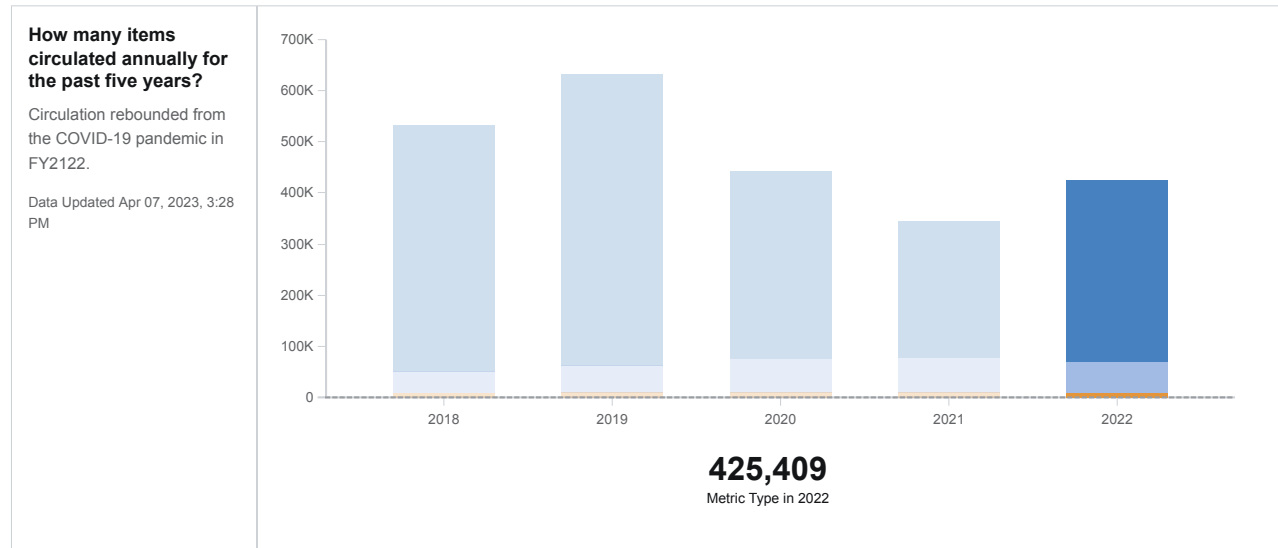
Checkouts - This Fiscal Year



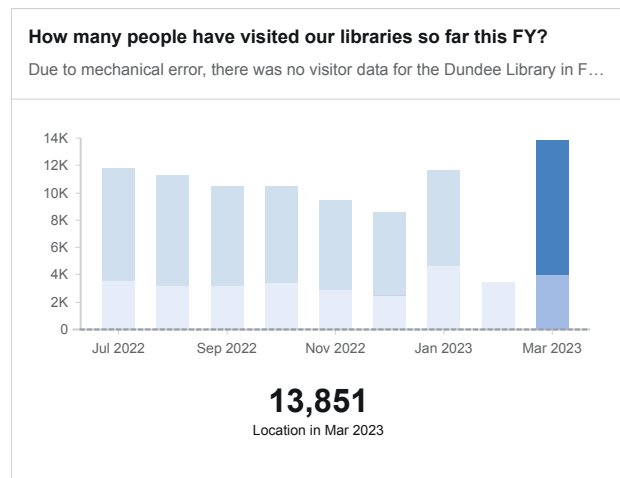
Checkouts - 13 Month Trends



Checkout Trend



Library Visits - This Fiscal Year

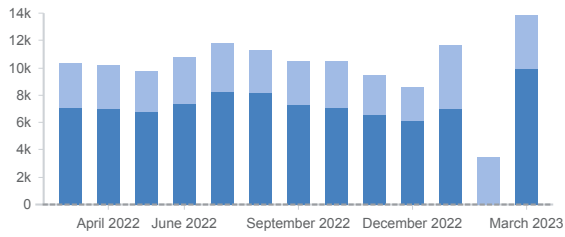


Website Visits - This Fiscal Year



Library Visits - Past 13 Months

Visits were up by 33% from last March.

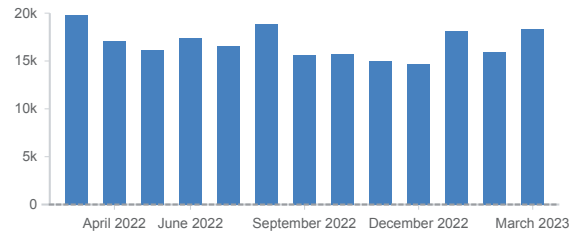


13,851

Location in March 2023

Website Visits - Past 13 Months

Website usage was similar to last March.

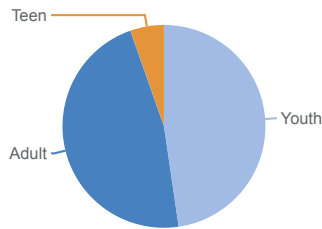


18,348

Location in March 2023

Physical item checkouts

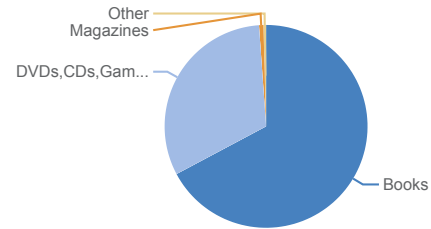
Checkouts by Audience - last fiscal year



369,402

Department in 2022

Checkouts by Material Type - last fiscal year



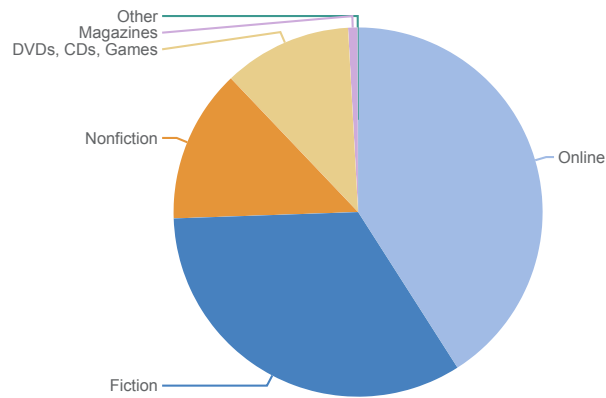
369,402

Material Type in 2022

How many items are owned by our libraries?

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

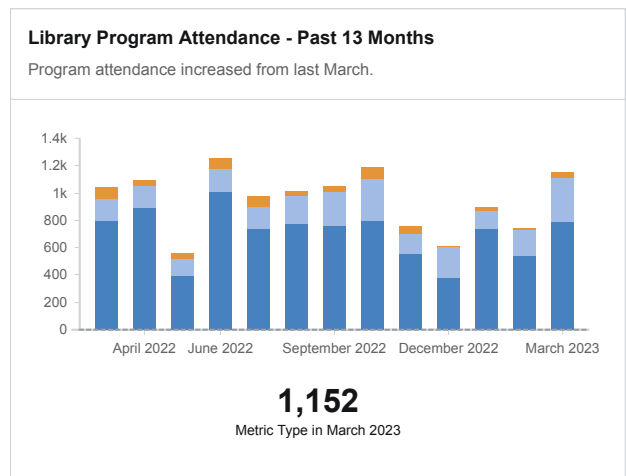
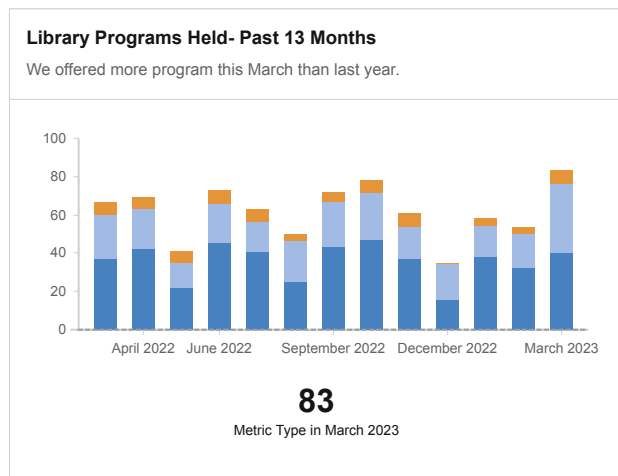
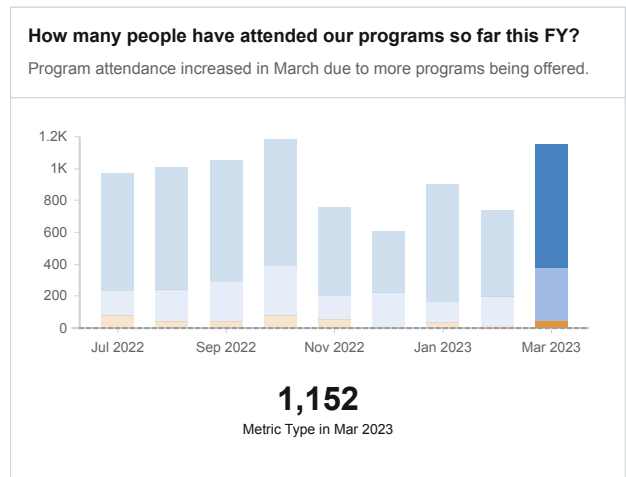
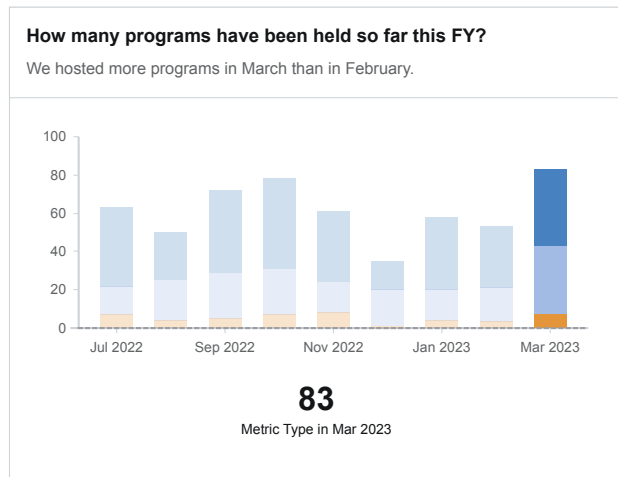
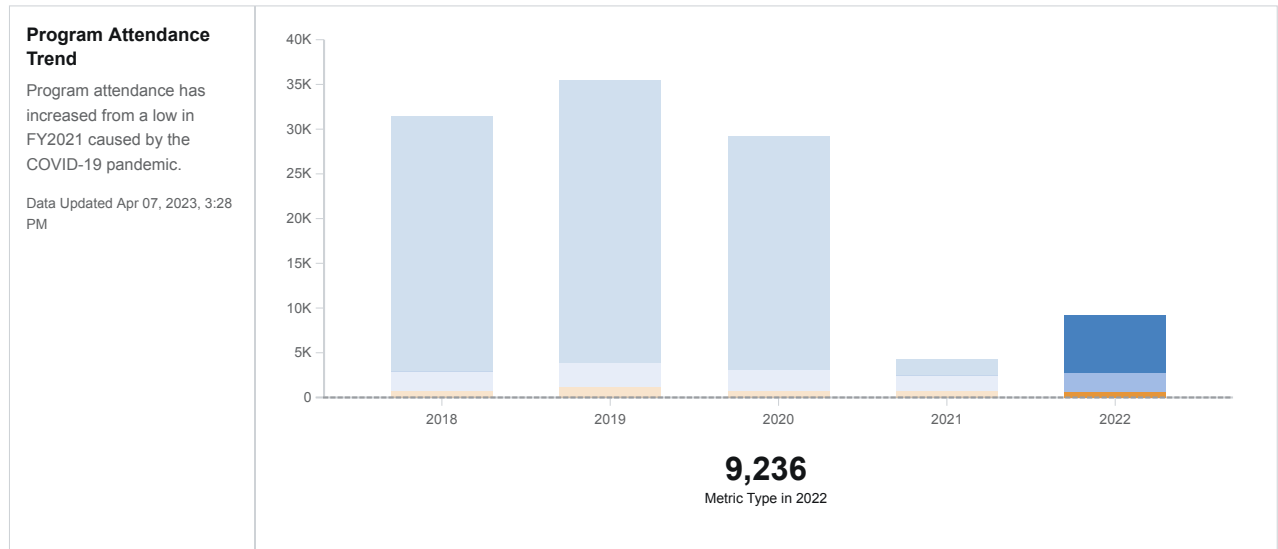
Data Updated Aug 10, 2022, 2:39 PM



220,057

Material Type in 2022

Program Attendance Trend

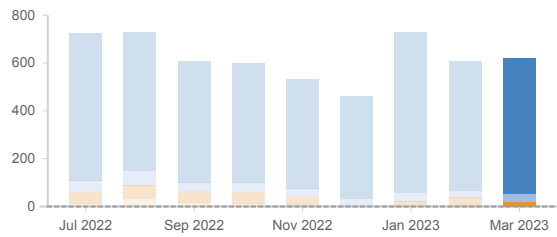


Specialty Services

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 This Fiscal Year

Home Delivery is our most used specialty service.

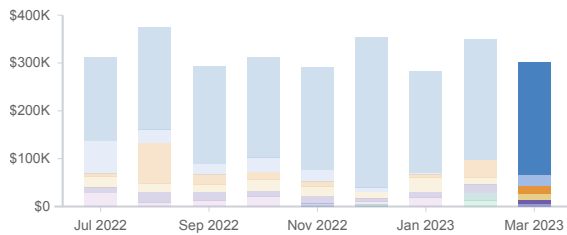


616

Metric Type in Mar 2023

Monthly Spending- this year

How much does the Library spend each month this FY?



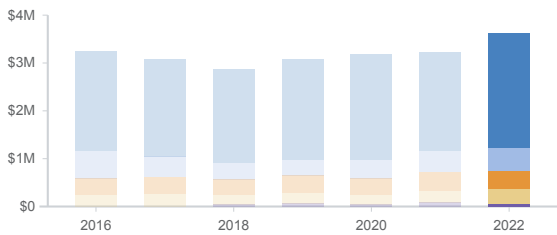
\$301,835.96

Expenses in Mar 2023

Past years' spending

How much does the Library spend each year?

Inflation and building improvement projects increased expenses in FY2122.



\$3,631,243.27

Expenses in 2022



www.FRVPLD.info

A. Consent Agenda

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

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

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

RECOMMENDED MOTION (if needed):

Approve Item _____ as presented

**Fox River Valley Public Library District
Board of Trustees Meeting
March 21, 2023**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 7:00 PM; Vice President Corbett will be attending electronically. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett (attending electronically)
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria

Members absent: Trustee Paula Lauer

Others present: Executive Director Amy Dodson, Sumitra Potharazu, Jason Katsion, Keri Carroll, John Sabala, Kirstin Finneran, Karin Nelson, Michael Lorenzetti, Tami Olszewski, Karen Werle

Public Comment

There was no public comment.

President's Report

Weber noted Board members should expect to receive an email from Kane County before the end of the month advising them to file the annual Economic Interests Statement.

Director's Report

Ehlers Investment Inventory Presentation

Tami Olszewski of Ehlers Investment Partners reviewed the Library District's investment portfolio and explained how investments align with current policy and allow for maximum return with minimal risk.

Department Reports and Dashboard

Activities and statistics for February were provided; Trustees commented on the innovative outreach and programming.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the February 21, 2023 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for February 2023**
- A.1.c Monthly Financial Report for February 2023**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for January 2023**
- A.1.j Ehlers Investment Inventory for January 2023**

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.J AS PRESENTED*. Moved by Dellamaria and seconded by Goyke, Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Unfinished Business

B.1 Strategic Plan Update – Discussion

Executive Director Amy Dodson spoke on options for formulating the Strategic Plan update. She presented the option to hire a consultant to conduct the research and create the update using community and staff input. Trustees were interested in hearing presentations from interested consultants. The issue will be taken up again at a future Board meeting.

New Business

C.1 Decennial Committee - Discussion

Illinois legislature has mandated creation of a Decennial Committee to assess efficiencies in government. One requirement is to recruit two members of the community to serve on the committee. Trustees will submit suggestions for Board President Weber to consider.

C.2 Working Budget – possible amendment

Weber opened the floor to discussion for Trustees to consider a possible amendment to the working budget approved last June. Trustees reached consensus and Weber called for a motion to *REJECT AMENDING THE FISCAL YEAR 2223 WORKING BUDGET*. Moved by Goyke and seconded by Finn, Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Adjournment to Executive Session

Weber inquired if Trustees had any additional topics for future meetings. Hearing none she called for a motion to *ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120/2(C)(21) discussion OF MINUTES OF MEETINGS LAWFULLY CLOSED FOR THE PURPOSES OF THE SEMI-ANNUAL REVIEW OF THE MINUTES*. Moved by Dellamaria and seconded by Goyke, she noted action will be taken upon return to Open Session and called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Open Session adjourned at 7:49 PM.

Return to Open Session

The meeting was called back into order by President Kristina Weber at 7:55 PM.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett (attending electronically)
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria

Members absent:	Trustee	Paula Lauer
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Others present:	none
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New Business

C.3 Report of Closed Session Minutes Review and Destruction of Audio Recordings made prior to September 21, 2022.

Weber called for a motion to *APPROVE THE REPORT OF CLOSED SESSION MINUTES REVIEW AND DESTRUCTION OF AUDIO RECORDINGS MADE PRIOR TO SEPTEMBER 21, 2022*. Moved by Goyke and seconded by Dellmaria, Weber inquired if there was any further discussion. There being none, she called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Trustees noted the future parking lot project and information to be provided for the Committee of the Whole meeting on March 25, 2023. Weber then called for a motion to *ADJOURN*. Moved by Finn and seconded by Corbett, Weber called for a roll call vote.

Roll Call Vote: Goyke, Dellamaria, Finn, Evans, Corbett, Weber – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Meeting adjourned at 8:00 PM.

Christine L. Evans, Secretary

Fox River Valley Public Library District

Check/Voucher Register

10100 - BANK ACCOUNTS

From 3/1/2023 Through 3/31/2023

Vendor Name	Check Number	Effective Date	Check Amount
Abila	44382	3/21/2023	241.50
Accurate Office Supply Co.	44383	3/21/2023	310.99
Ziegler's Ace Hardware	44384	3/21/2023	1.98
AT & T Mobility	44385	3/21/2023	105.90
Baker & Taylor	44386	3/21/2023	5,000.00
Brodart Co.	44387	3/21/2023	627.92
CDS Office Technologies	44388	3/21/2023	625.73
Colchester District Library	44389	3/21/2023	17.50
ComEd	44390	3/21/2023	2,172.72
Demco, Inc.	44391	3/21/2023	474.18
Dundee Township Park District	44392	3/21/2023	32,445.00
Ehlers Investment Partners, LLC	44393	3/21/2023	305.33
Faronics Technology USA Inc	44394	3/21/2023	1,334.88
Fastsigns	44395	3/21/2023	167.50
Garveys Office Products	44396	3/21/2023	984.60
GovConnection, Inc	44397	3/21/2023	1,632.00
Groot, Inc	44398	3/21/2023	118.65
Hagg Press	44399	3/21/2023	6,937.00
IHLS-OCLC	44400	3/21/2023	701.88
Imperial Service Systems, Inc	44401	3/21/2023	6,971.00
INGRAM Library Services	44405	3/21/2023	11,633.57
Ingram Entertainment, Inc	44406	3/21/2023	515.20
KONE, INC	44407	3/21/2023	808.56
Midwest Tape Exchange, Inc.	44408	3/21/2023	3,672.53
Nick Bartholomew	44409	3/21/2023	425.00
Nicor Gas	44410	3/21/2023	1,038.09
Paddock Publications, Inc.	44411	3/21/2023	136.85
Record Information Services	44412	3/21/2023	777.00
Rosa Esquivel	44413	3/21/2023	350.00
SHI International Corp	44414	3/21/2023	3,500.00
Stacie Harissis	44415	3/21/2023	320.00
Cardmember Service	44416	3/21/2023	3,784.44
Wellness Insurance Network	44417	3/21/2023	18,880.68
Winter Services LLC	44418	3/21/2023	6,265.00
SYNCB/AMAZON	Amazon ACH 03/0...	3/3/2023	1,919.85
Paylocity Payroll	DD03/2023 Paylo...	3/10/2023	309.52
Paylocity Payroll	DD03/2023 Paylo...	3/24/2023	656.13
Paylocity Payroll	DD03/2023 Paylo...	3/24/2023	92.44
Illinois Municipal Retirement	DD03/24/2023-IM...	3/24/2023	19,355.71
Office of the Secretary of State of Illinois	SSLT Fee Feb In ...	3/1/2023	33.75
Comcast	STMT202303Com...	3/24/2023	931.77
Comcast	STMT202303DL-C...	3/27/2023	333.88
Comcast	STMT202303RO-...	3/27/2023	226.82
TSYS Merchant Solutions-Omaha	TSYS Fees Feb In ...	3/1/2023	217.02
Office of the Secretary of State of Illinois	TSYS March ACH ...	3/31/2023	5,175.00
Office of the Secretary of State of Illinois	TSYS Withdrawal ...	3/1/2023	1,064.00
	Total 10100 - BANK ACCOUNTS		143,599.07
Report Total			143,599.07

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY 2223 Percent Used	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
	Revenues					
00	REVENUES					
0	District Wide					
00	DEPARTMENT-WIDE					
43010	TAX LEVY	0.00	3,750,934.26	97.98%	3,828,249.00	2.01%
43020	PPRT	0.00	98,027.34	122.53%	80,000.00	(22.53)%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	24,177.88	0.00%	0.00	0.00%
43500	IMPACT FEES	4,042.00	4,042.00	0.00%	0.00	0.00%
44010	INT & DIV INCOME	11,760.19	99,040.19	3,301.33%	3,000.00	(3,201.33)%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	102,273.55	(3.16)%
45020	OTHER GRANTS	0.00	7,304.61	73.04%	10,000.00	26.95%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	0.00	0.00%
46030	LOST & DAMAGED	1,169.02	4,328.15	86.56%	5,000.00	13.43%
46200	PRINT/COPY REVENUE	0.00	401.80	0.00%	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	5,588.50	52,937.50	66.17%	80,000.00	33.82%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	100.90	0.00%	0.00	0.00%
46400	MISCELLANEOUS INCOME	0.00	185.91	37.18%	500.00	62.81%
46450	REIMBURSEMENTS	0.00	500.00	2.77%	18,000.00	97.22%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	(68.76)	946.00	78.83%	1,200.00	21.16%
1	Dundee Library					
00	DEPARTMENT-WIDE					
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	100.00%
46200	PRINT/COPY REVENUE	602.10	4,355.60	124.44%	3,500.00	(24.44)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	119.80	193.13	386.26%	50.00	(286.26)%
2	Randall Oaks					
00	DEPARTMENT-WIDE					
46200	PRINT/COPY REVENUE	117.20	530.25	106.05%	500.00	(6.05)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	9.50	12.50	25.00%	50.00	75.00%
	Total REVENUES	23,339.55	4,153,570.57	100.51%	4,132,372.55	(0.51)%
51	LIBRARY OPERATIONS					
0	District Wide					
00	DEPARTMENT-WIDE					

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

Table with columns: Month Activity, Year Activity, FY 2223 Percent Used, Total Budget - FY2223 Working Budget, FY 2223 Percent Remaining. Rows include CASH OVER, LIBRARY OPERATIONS, Expenditures (TRANSFERS BETWEEN FUNDS, PERSONNEL SERVICES/BENEFITS) with various sub-categories and amounts.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

Table with columns: Month Activity, Year Activity, FY 2223 Percent Used, Total Budget - FY2223 Working Budget, FY 2223 Percent Remaining. Rows include Randall Oaks (SALARIES, PERSONNEL SERVICES/BENEFITS), LIBRARY MATERIALS (District Wide, DEPARTMENT-WIDE), ADMINISTRATION (BOOKS NF, PERIODICALS), Dundee Library (DEPARTMENT-WIDE, ADULT & TEEN SERVICES, TEEN, YOUTH SERVICES).

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY 2223 Percent Used	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
61100	BOOKS	3,152.70	21,994.71	48.87%	45,000.00	51.12%
61130	BOOKS SPANISH	499.62	1,464.62	18.30%	8,000.00	81.69%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	100.00%
61350	MUSIC	0.00	0.00	0.00%	500.00	100.00%
61400	DVD	240.12	3,097.50	61.95%	5,000.00	38.05%
61700	NONTRADITIONAL MATERIALS	0.00	1,377.05	39.34%	3,500.00	60.65%
2	Randall Oaks					
00	DEPARTMENT-WIDE					
61200	PERIODICALS	(7.56)	1,512.98	100.86%	1,500.00	(0.86)%
61600	VIDEOGAMES	0.00	2,778.60	55.57%	5,000.00	44.42%
10	ADULT & TEEN SERVICES					
61110	BOOKS FICTION	1,228.54	7,818.54	78.18%	10,000.00	21.81%
61120	BOOKS NF	267.89	1,721.19	57.37%	3,000.00	42.62%
61400	DVD	720.42	4,652.27	62.03%	7,500.00	37.96%
15	TEEN					
61100	BOOKS	486.23	2,273.63	75.78%	3,000.00	24.21%
61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	100.00%
20	YOUTH SERVICES					
61100	BOOKS	1,225.21	7,319.59	52.28%	14,000.00	47.71%
61130	BOOKS SPANISH	0.00	0.00	0.00%	1,500.00	100.00%
61400	DVD	65.97	1,905.49	63.51%	3,000.00	36.48%
61700	NONTRADITIONAL MATERIALS	0.00	762.00	152.40%	500.00	(52.40)%
	Total LIBRARY MATERIALS	31,354.57	276,180.86	66.32%	416,428.00	33.68%
51	LIBRARY OPERATIONS					
0	District Wide					
00	DEPARTMENT-WIDE					
52123	WORKERS COMP	0.00	6,411.00	82.19%	7,800.00	17.80%
52124	UNEMPLOYMENT INS	0.00	(468.64)	(4.68)%	10,000.00	104.68%
52130	STAFF DEVELOPMENT	32.48	2,492.58	37.20%	6,700.00	62.79%
70800	POSTAGE	9.00	1,718.25	57.27%	3,000.00	42.72%
70900	SUPPLIES	701.53	7,291.49	56.08%	13,000.00	43.91%
73225	PUBLIC LIABILITY INS	0.00	36,371.64	90.92%	40,000.00	9.07%
73230	TRANSPORTATION REIMBURSEMENT	58.43	774.79	15.49%	5,000.00	84.50%
73240	BOARD EXPENSES	0.00	375.00	15.00%	2,500.00	85.00%
73241	LEGAL NOTICES FEES	136.85	1,206.65	60.33%	2,000.00	39.66%
73242	MEMBERSHIPS	0.00	1,100.00	37.93%	2,900.00	62.06%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY 2223 Percent Used	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
73245	BACKGROUND CHECK FEES	0.00	66.00	16.50%	400.00	83.50%
73250	BANK CHARGES	360.01	2,875.08	95.83%	3,000.00	4.16%
73255	INVESTMENT FEES	305.33	2,970.97	49.51%	6,000.00	50.48%
73260	LOST & PAID FORWARDING	17.50	17.50	3.50%	500.00	96.50%
73280	COST OF ITEMS SOLD	0.00	45.36	9.07%	500.00	90.92%
73281	TAX EXPENSE	0.00	55.56	37.04%	150.00	62.96%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	5,326.00	50,485.25	67.31%	75,000.00	32.68%
73283	LICENSE PLATE S&SLT FEES	43.75	426.25	68.20%	625.00	31.80%
73285	REIMBURSED PURCHASES	57.51	11,873.81	65.96%	18,000.00	34.03%
73290	HOSPITALITY	65.93	947.07	27.05%	3,500.00	72.94%
73295	MEETING EXPENSE	15.25	911.18	91.11%	1,000.00	8.88%
76500	CASH UNDER	1.10	88.92	35.63%	249.50	64.36%
79990	CONTINGENT EXPENSES	0.00	3,183.76	106.12%	3,000.00	(6.12)%
05	ADMINISTRATION					
52130	STAFF DEVELOPMENT	0.00	2,981.70	54.21%	5,500.00	45.78%
52150	DIRECTOR'S CONF	0.00	845.20	24.14%	3,500.00	75.85%
73242	MEMBERSHIPS	0.00	989.50	37.05%	2,670.00	62.94%
10	ADULT & TEEN SERVICES					
70900	SUPPLIES	523.51	1,514.06	75.70%	2,000.00	24.29%
30	PUBLIC SERVICE					
70900	SUPPLIES	146.67	2,611.83	37.31%	7,000.00	62.68%
40	PUBLIC RELATIONS					
52130	STAFF DEVELOPMENT	0.00	864.50	86.45%	1,000.00	13.55%
73242	MEMBERSHIPS	0.00	100.00	66.66%	150.00	33.33%
50	IT / NETWORK					
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	1,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	290.00	100.00%
60	PATS					
73242	MEMBERSHIPS	0.00	150.00	100.00%	150.00	0.00%
90	FACILITIES					
70900	SUPPLIES	416.20	4,430.47	44.30%	10,000.00	55.69%
1	Dundee Library					
00	DEPARTMENT-WIDE					
73215	COPIER/PRINT EXPENSE	500.58	5,836.43	83.37%	7,000.00	16.62%
73520	PLANT OPERATION	(7.35)	8,958.09	44.79%	20,000.00	55.20%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY 2223 Percent Used	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
10	ADULT & TEEN SERVICES					
52130	STAFF DEVELOPMENT	0.00	275.00	5.50%	5,000.00	94.50%
73242	MEMBERSHIPS	0.00	490.00	37.98%	1,290.00	62.01%
20	YOUTH SERVICES					
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	5,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	1,000.00	100.00%
70	ACCOUNT SERVICES					
52130	STAFF DEVELOPMENT	0.00	2,190.08	146.00%	1,500.00	(46.00)%
73242	MEMBERSHIPS	0.00	199.00	66.33%	300.00	33.66%
2	Randall Oaks					
00	DEPARTMENT-WIDE					
73215	COPIER/PRINT EXPENSE	125.15	1,057.92	105.79%	1,000.00	(5.79)%
73505	RENT EXPENSE	5,407.50	48,667.50	75.00%	64,890.00	25.00%
80	RANDALL OAKS					
52130	STAFF DEVELOPMENT	0.00	225.00	7.50%	3,000.00	92.50%
73242	MEMBERSHIPS	0.00	0.00	0.00%	425.00	100.00%
	Total LIBRARY OPERATIONS	14,242.93	213,605.75	61.29%	348,489.50	38.71%
52	PUBLIC RELATIONS					
0	District Wide					
00	DEPARTMENT-WIDE					
70800	POSTAGE	0.00	7,790.00	70.81%	11,000.00	29.18%
70900	SUPPLIES	167.96	5,678.14	94.63%	6,000.00	5.36%
73010	NEWSLETTER	0.00	19,172.00	71.00%	27,000.00	28.99%
73020	OUTSIDE PRINTING	0.00	0.00	0.00%	1,500.00	100.00%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	100.00%
	Total PUBLIC RELATIONS	167.96	32,640.14	71.42%	45,700.00	28.58%
53	GENERAL PROGRAMMING					
0	District Wide					
00	DEPARTMENT-WIDE					
70900	SUPPLIES	0.00	78.90	3.94%	2,000.00	96.05%
73150	PERFORMERS	0.00	1,500.00	33.33%	4,500.00	66.66%
73151	SUMMER READING	0.00	1,499.20	9.37%	16,000.00	90.63%
73152	WINTER READING	0.00	2,235.11	74.50%	3,000.00	25.49%
73153	MISC READING CHALLENGES	122.19	546.37	21.85%	2,500.00	78.14%
73155	LICENSING	0.00	1,420.00	83.52%	1,700.00	16.47%
1	Dundee Library					
10	ADULT & TEEN SERVICES					
70900	SUPPLIES	714.59	3,886.34	74.02%	5,250.00	25.97%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY 2223 Percent Used	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
15	TEEN					
70900	SUPPLIES	0.53	618.01	30.90%	2,000.00	69.09%
73150	PERFORMERS	0.00	0.00	0.00%	500.00	100.00%
20	YOUTH SERVICES					
70900	SUPPLIES	484.80	8,749.97	67.30%	13,000.00	32.69%
73150	PERFORMERS	350.00	1,325.00	33.12%	4,000.00	66.87%
2	Randall Oaks					
80	RANDALL OAKS					
70900	SUPPLIES	144.19	1,571.16	78.55%	2,000.00	21.44%
	Total GENERAL PROGRAMMING	1,816.30	23,430.06	41.51%	56,450.00	58.49%
54	COMPUTER					
0	District Wide					
00	DEPARTMENT-WIDE					
70900	SUPPLIES	107.49	2,355.99	94.23%	2,500.00	5.76%
73320	CCS SHARED COST	0.00	45,815.28	71.92%	63,700.00	28.07%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	100.00%
73340	SOFTWARE	773.88	8,979.05	27.62%	32,500.00	72.37%
73350	INTERNET LINES	0.00	12,759.70	128.88%	9,900.00	(28.88)%
1	Dundee Library					
00	DEPARTMENT-WIDE					
73350	INTERNET LINES	258.88	2,104.20	87.67%	2,400.00	12.32%
2	Randall Oaks					
00	DEPARTMENT-WIDE					
73350	INTERNET LINES	226.82	1,844.84	76.86%	2,400.00	23.13%
	Total COMPUTER	1,367.07	73,859.06	57.52%	128,400.00	42.48%
55	PROFESSIONAL FEES					
0	District Wide					
00	DEPARTMENT-WIDE					
73246	PAYROLL SERVICE	1,058.09	9,560.08	63.73%	15,000.00	36.26%
73410	LEGAL FEES	0.00	1,912.50	19.12%	10,000.00	80.87%
73420	AUDIT EXPENSE	0.00	9,360.00	90.00%	10,400.00	10.00%
	Total PROFESSIONAL FEES	1,058.09	20,832.58	58.85%	35,400.00	41.15%
61	MAINTENANCE					
0	District Wide					
00	DEPARTMENT-WIDE					
73301	COMPUTER MAINT	1,632.00	13,464.48	64.11%	21,000.00	35.88%
73310	CATALOGING - COMPUTER SERVICE	0.00	6,506.07	80.99%	8,032.50	19.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 3/1/2023 Through 3/31/2023

Table with columns: Month Activity, Year Activity, FY 2223 Percent Used, Total Budget - FY2223 Working Budget, FY 2223 Percent Remaining. Rows include categories like EQUIPMENT MAINT, FUEL, CONTINGENT EXPENSES, Dundee Library, Randall Oaks, UTILITIES, and CAPITAL EXPENSE.

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
 10 - GENERAL/CORPORATE
 From 3/1/2023 Through 3/31/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY 2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY 2223 Percent Remaining</u>
1					
10					
73270					
20					
73270					
	<u>0.00</u>	<u>12,616.15</u>	<u>74.21%</u>	<u>17,000.00</u>	<u>25.78%</u>
	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>8,275.00</u>	<u>100.00%</u>
	<u>167.50</u>	<u>14,385.39</u>	<u>26.85%</u>	<u>53,575.00</u>	<u>73.15%</u>
	<u>306,305.56</u>	<u>3,088,849.26</u>	<u>72.88%</u>	<u>4,238,539.00</u>	<u>27.12%</u>
	<u>(282,966.01)</u>	<u>1,064,734.92</u>	<u>(1,002.89)%</u>	<u>(106,166.45)</u>	<u>1,102.89%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 3/1/2023 Through 3/31/2023

Table with columns: Month Activity, Year Activity, FY 2223 Percent Used, Total Budget - FY2223 Working Budget, FY 2223 Percent Remaining. Rows include Revenues (REVENUES, DEPARTMENT-WIDE, INT & DIV INCOME, MARKET VALUE ADJUSTMENT, TRANSFERS BETWEEN FUNDS) and Expenditures (COMPUTER, MAINTENANCE, CAPITAL EXPENSE).

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 3/1/2023 Through 3/31/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY 2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY 2223 Percent Remaining</u>
Net Increase(Decrease) in Fund Balance	<u>13,388.89</u>	<u>83,300.01</u>	<u>(10.00)%</u>	<u>(832,854.00)</u>	<u>110.00%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
 80 - WORKING CASH
 From 3/1/2023 Through 3/31/2023

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY 2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY 2223 Percent Remaining</u>
Revenues						
00	REVENUES					
0	District Wide					
00	DEPARTMENT-WIDE					
44010	INT & DIV INCOME	249.09	2,668.84	76.25%	3,500.00	23.74%
44011	MARKET VALUE ADJUSTMENT	597.30	382.59	0.00%	0.00	0.00%
	Total REVENUES	<u>846.39</u>	<u>3,051.43</u>	<u>87.18%</u>	<u>3,500.00</u>	<u>12.82%</u>
	Total Revenues	<u>846.39</u>	<u>3,051.43</u>	<u>87.18%</u>	<u>3,500.00</u>	<u>12.82%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>846.39</u></u>	<u><u>3,051.43</u></u>	<u><u>87.18%</u></u>	<u><u>3,500.00</u></u>	<u><u>12.81%</u></u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report
 90 - DONATION / GIFT
 From 3/1/2023 Through 3/31/2023

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY 2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY 2223 Percent Remaining</u>
Revenues						
00	REVENUES					
0	District Wide					
00	DEPARTMENT-WIDE					
44010	INT & DIV INCOME	401.74	4,304.49	71.74%	6,000.00	28.25%
44011	MARKET VALUE ADJUSTMENT	963.36	617.06	0.00%	0.00	0.00%
49010	MONETARY GIFT	0.00	20.00	0.40%	5,000.00	99.60%
49020	MONETARY GIFTS -FRIENDS	0.00	1,000.00	0.00%	0.00	0.00%
	Total REVENUES	<u>1,365.10</u>	<u>5,941.55</u>	<u>54.01%</u>	<u>11,000.00</u>	<u>45.99%</u>
	Total Revenues	<u>1,365.10</u>	<u>5,941.55</u>	<u>54.01%</u>	<u>11,000.00</u>	<u>45.99%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,365.10</u></u>	<u><u>5,941.55</u></u>	<u><u>54.01%</u></u>	<u><u>11,000.00</u></u>	<u><u>45.98%</u></u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2223
From 3/1/2023 Through 3/31/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2223 Percent Budget Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY2223 Budget \$ Remaining</u>	<u>FY2223 Percent Budget Remaining</u>	
Revenues							
43010	TAX LEVY	0.00	3,750,934.26	97.98%	3,828,249.00	77,314.74	2.01%
43020	PPRT	0.00	98,027.34	122.53%	80,000.00	(18,027.34)	(22.53)%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	24,177.88	0.00%	0.00	(24,177.88)	0.00%
43500	IMPACT FEES	4,042.00	4,042.00	0.00%	0.00	(4,042.00)	0.00%
44010	INT & DIV INCOME	23,437.42	159,664.93	277.67%	57,500.00	(102,164.93)	(177.67)%
44011	MARKET VALUE ADJUSTMENT	7,423.15	4,754.74	0.00%	0.00	(4,754.74)	0.00%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	102,273.55	(3,233.20)	(3.16)%
45020	OTHER GRANTS	0.00	7,304.61	73.04%	10,000.00	2,695.39	26.95%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	0.00	(45.80)	0.00%
46030	LOST & DAMAGED	1,169.02	4,328.15	86.56%	5,000.00	671.85	13.43%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	100.00%
46200	PRINT/COPY REVENUE	719.30	5,287.65	132.19%	4,000.00	(1,287.65)	(32.19)%
46250	LICENSE PLATE RENEWAL INCOME	5,588.50	52,937.50	66.17%	80,000.00	27,062.50	33.82%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	129.30	306.53	306.53%	100.00	(206.53)	(206.53)%
46400	MISCELLANEOUS INCOME	0.00	185.91	37.18%	500.00	314.09	62.81%
46450	REIMBURSEMENTS	0.00	500.00	2.77%	18,000.00	17,500.00	97.22%
46500	CASH OVER	0.00	13.61	0.00%	0.00	(13.61)	0.00%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	(68.76)	946.00	78.83%	1,200.00	254.00	21.16%
49010	MONETARY GIFT	0.00	20.00	0.40%	5,000.00	4,980.00	99.60%
49020	MONETARY GIFTS -FRIENDS	0.00	1,000.00	0.00%	0.00	(1,000.00)	0.00%
	Total Revenues	<u>42,439.93</u>	<u>4,219,983.66</u>	<u>100.67%</u>	<u>4,191,872.55</u>	<u>(28,111.11)</u>	<u>(0.67)%</u>
	Net Increase(Decrease) in Fund Balance	<u>42,439.93</u>	<u>4,219,983.66</u>	<u>100.67%</u>	<u>4,191,872.55</u>	<u>(28,111.11)</u>	<u>(0.67)%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2022 Through 6/30/2023

	7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022	9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023	2/1/2023 - 2/28/2023	3/1/2023 - 3/31/2023	4/1/2023 - 4/30/2023	5/1/2023 - 5/31/2023	6/1/2023 - 6/30/2023	Total
Revenues													
TRANSFER IN	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00
TAX LEVY	2,003,737.84	41,532.33	1,255,111.37	416,417.48	34,135.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750,934.26
PPRT	25,295.94	2,888.03	0.00	34,072.09	0.00	0.00	0.00	35,771.28	0.00	0.00	0.00	0.00	98,027.34
TAX INCREMENT	0.00	0.00	0.00	0.00	0.00	24,177.88	0.00	0.00	0.00	0.00	0.00	0.00	24,177.88
FINANCING (TIF) REVENUE													
IMPACT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,042.00	0.00	0.00	0.00	4,042.00
INT & DIV INCOME	7,636.49	12,840.09	13,969.82	18,240.69	20,061.33	23,889.71	19,815.07	19,774.31	23,437.42	0.00	0.00	0.00	159,664.93
MARKET VALUE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,668.41)	7,423.15	0.00	0.00	0.00	4,754.74
PER CAPITA GRANT	0.00	0.00	105,506.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,506.75
OTHER GRANTS	0.00	0.00	2,334.87	300.00	2,334.87	0.00	0.00	2,334.87	0.00	0.00	0.00	0.00	7,304.61
SRC SPONSORSHIP	0.00	0.00	45.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.80
LOST & DAMAGED	634.67	265.58	614.23	256.50	304.43	263.06	417.15	403.51	1,169.02	0.00	0.00	0.00	4,328.15
PRINT/COPY REVENUE	572.60	798.95	776.69	532.71	432.70	401.80	399.10	653.80	719.30	0.00	0.00	0.00	5,287.65
LICENSE PLATE RENEWAL INCOME	7,172.00	8,720.00	5,870.00	6,443.00	4,514.50	4,574.00	5,870.00	4,185.50	5,588.50	0.00	0.00	0.00	52,937.50
TAXABLE SALES (USB, DVD, EARBUDS)	1.50	15.00	1.50	0.00	41.10	59.80	49.35	8.98	129.30	0.00	0.00	0.00	306.53
MISCELLANEOUS INCOME	0.00	62.58	27.03	37.94	24.45	0.00	0.00	33.91	0.00	0.00	0.00	0.00	185.91
REIMBURSEMENTS	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
CASH OVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.61	0.00	0.00	0.00	0.00	13.61
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	94.00	94.00	350.38	350.38	94.00	(156.00)	(68.76)	0.00	0.00	0.00	946.00
MONETARY GIFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00
MONETARY GIFTS -FRIENDS	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Revenues	<u>2,245,145.04</u>	<u>67,216.56</u>	<u>1,384,352.06</u>	<u>476,394.41</u>	<u>63,699.00</u>	<u>53,716.63</u>	<u>26,644.67</u>	<u>60,375.36</u>	<u>42,439.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,419,983.66</u>
Net Increase(Decrease) in Fund Balance	<u>2,245,145.04</u>	<u>67,216.56</u>	<u>1,384,352.06</u>	<u>476,394.41</u>	<u>63,699.00</u>	<u>53,716.63</u>	<u>26,644.67</u>	<u>60,375.36</u>	<u>42,439.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,419,983.66</u>

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2223
From 3/1/2023 Through 3/31/2023

	Month Activity	Year Activity	FY2223 Percent Used	Total Budget - FY2223 Working Budget	FY2223 \$ Remaining	FY2223 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	236,598.30	2,028,384.02	69.29%	2,927,105.00	898,720.98	30.70%
	SERVICES/BENEFITS					
	236,598.30	2,028,384.02	69.30%	2,927,105.00	898,720.98	30.70%
20	Library Materials					
20	23,384.97	268,211.26	64.40%	416,428.00	148,216.74	35.59%
	LIBRARY MATERIALS					
	23,384.97	268,211.26	64.41%	416,428.00	148,216.74	35.59%
50	Operating Expenses					
51	14,242.93	213,605.75	61.29%	348,489.50	134,883.75	38.70%
52	167.96	32,640.14	71.42%	45,700.00	13,059.86	28.57%
53	1,816.30	23,430.06	41.50%	56,450.00	33,019.94	58.49%
54	4,867.07	106,760.51	57.27%	186,400.00	79,639.49	42.72%
55	1,058.09	20,832.58	58.84%	35,400.00	14,567.42	41.15%
	PROFESSIONAL FEES					
	22,152.35	397,269.04	59.08%	672,439.50	275,170.46	40.92%
60	Building Expenses					
61	15,823.71	285,381.29	42.41%	672,791.50	387,410.21	57.58%
65	3,709.13	45,705.17	61.59%	74,200.00	28,494.83	38.40%
	UTILITIES					
	19,532.84	331,086.46	44.32%	746,991.50	415,905.04	55.68%
70	Capital Expense					
70	167.50	30,035.37	8.49%	353,429.00	323,393.63	91.50%
	CAPITAL EXPENSE					
	167.50	30,035.37	8.50%	353,429.00	323,393.63	91.50%
	Total Capital Expense					
	301,835.96	3,054,986.15	59.71%	5,116,393.00	2,061,406.85	40.29%
	Total Expenditures					
	(301,835.96)	(3,054,986.15)	59.70%	(5,116,393.00)	(2,061,406.85)	40.29%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2223
 From 3/1/2023 Through 3/31/2023

		Month Activity	Year Activity	FY2223 Percent Used	Total Budget - FY2223 Working Budget	FY2223 Budget \$ Remaining	FY2223 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	126,378.30	1,102,691.03	66.64%	1,654,687.00	551,995.97	33.35%
20	Library Materials	12,700.93	146,671.89	79.52%	184,428.00	37,756.11	20.47%
50	Operating Expenses	13,946.66	309,270.50	58.29%	530,484.50	221,214.00	41.70%
60	Building Expenses	1,766.40	22,467.69	67.70%	33,182.50	10,714.81	32.29%
70	Capital Expense	167.50	17,419.22	5.30%	328,154.00	310,734.78	94.69%
	Total District Wide	<u>154,959.79</u>	<u>1,598,520.33</u>	58.53%	2,730,936.00	1,132,415.67	41.47%
1	Dundee Library						
15	Personnel Expenses	91,515.63	762,582.39	73.46%	1,038,088.00	275,505.61	26.53%
20	Library Materials	8,028.26	92,126.00	50.41%	182,750.00	90,624.00	49.58%
50	Operating Expenses	2,302.03	34,632.12	50.75%	68,240.00	33,607.88	49.24%
60	Building Expenses	16,017.20	280,574.01	40.29%	696,237.00	415,662.99	59.70%
70	Capital Expense	0.00	12,616.15	49.91%	25,275.00	12,658.85	50.08%
	Total Dundee Library	<u>117,863.12</u>	<u>1,182,530.67</u>	58.82%	2,010,590.00	828,059.33	41.18%
2	Randall Oaks						
15	Personnel Expenses	18,704.37	163,110.60	69.60%	234,330.00	71,219.40	30.39%
20	Library Materials	2,655.78	29,413.37	59.72%	49,250.00	19,836.63	40.27%
50	Operating Expenses	5,903.66	53,366.42	72.39%	73,715.00	20,348.58	27.60%
60	Building Expenses	1,749.24	28,044.76	159.59%	17,572.00	(10,472.76)	(59.59)%
	Total Randall Oaks	<u>29,013.05</u>	<u>273,935.15</u>	73.08%	374,867.00	100,931.85	26.92%
	Total Expenditures	<u>301,835.96</u>	<u>3,054,986.15</u>	59.71%	5,116,393.00	2,061,406.85	40.29%
	Net Increase(Decrease) in Fund Balance	<u>(301,835.96)</u>	<u>(3,054,986.15)</u>	59.70%	(5,116,393.00)	(2,061,406.85)	40.29%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
From 7/1/2022 Through 6/30/2023

	<u>7/1/2022 - 7/31/2022</u>	<u>8/1/2022 - 8/31/2022</u>	<u>9/1/2022 - 9/30/2022</u>	<u>10/1/2022 - 10/31/2022</u>	<u>11/1/2022 - 11/30/2022</u>	<u>12/1/2022 - 12/31/2022</u>	<u>1/1/2023 - 1/31/2023</u>	<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>4/1/2023 - 4/30/2023</u>	<u>5/1/2023 - 5/31/2023</u>	<u>6/1/2023 - 6/30/2023</u>	<u>Total</u>
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	169,791.32	215,307.43	203,155.87	209,183.92	214,700.77	314,197.97	212,840.11	252,608.33	236,598.30	0.00	0.00	0.00	2,028,384.02
Library Materials													
LIBRARY MATERIALS	70,713.26	34,452.98	23,253.53	37,422.85	29,568.00	17,606.46	14,509.64	17,299.57	23,384.97	0.00	0.00	0.00	268,211.26
Operating Expenses													
LIBRARY OPERATIONS	31,430.23	23,810.60	17,843.76	32,218.59	24,652.23	19,463.02	32,414.73	17,529.66	14,242.93	0.00	0.00	0.00	213,605.75
PUBLIC RELATIONS	3,108.70	2,878.44	7,421.94	2,549.99	6,327.24	140.34	2,908.54	7,136.99	167.96	0.00	0.00	0.00	32,640.14
GENERAL PROGRAMMING	2,383.56	2,083.21	751.45	2,772.02	6,837.66	2,080.86	3,565.20	1,139.80	1,816.30	500.00	0.00	0.00	23,930.06
COMPUTER	25,160.02	9,792.37	15,625.31	20,448.58	1,237.78	7,327.08	20,217.77	2,084.53	4,867.07	0.00	0.00	0.00	106,760.51
PROFESSIONAL FEES	2,078.30	7,780.77	887.25	916.80	921.01	3,714.80	1,954.91	1,520.65	1,058.09	0.00	0.00	0.00	20,832.58
Building Expenses													
MAINTENANCE	8,651.66	83,663.32	23,545.58	16,390.05	74,918.73	7,468.92	18,633.00	36,286.32	15,823.71	0.00	0.00	0.00	285,381.29
UTILITIES	5,949.30	5,849.57	6,749.98	5,049.26	3,946.68	5,747.47	6,476.49	2,227.29	3,709.13	0.00	0.00	0.00	45,705.17
Capital Expense													
CAPITAL EXPENSE	0.00	0.00	895.00	0.00	649.98	59.98	949.66	27,313.25	167.50	0.00	0.00	0.00	30,035.37
Total Expenditures	<u>319,266.35</u>	<u>385,618.69</u>	<u>300,129.67</u>	<u>326,952.06</u>	<u>363,760.08</u>	<u>377,806.90</u>	<u>314,470.05</u>	<u>365,146.39</u>	<u>301,835.96</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,055,486.15</u>
Net Increase(Decrease) in Fund Balance	<u>(319,266.35)</u>	<u>(385,618.69)</u>	<u>(300,129.67)</u>	<u>(326,952.06)</u>	<u>(363,760.08)</u>	<u>(377,806.90)</u>	<u>(314,470.05)</u>	<u>(365,146.39)</u>	<u>(301,835.96)</u>	<u>(500.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,055,486.15)</u>

Fox River Valley Public Library District
Balance Sheet
As of 4/2/2023

Attachment to Exhibit A.1.i

Current Year		
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	3,573,455.66
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,354,999.57
90	DONATION / GIFT	5,370.00
	Total Checking Accounts	5,933,825.23
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	258.15
	Total Other Cash	258.15
Investments		
10500	INVESTMENT ACCOUNTS	
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,581,437.37
80	WORKING CASH	161,123.99
90	DONATION / GIFT	259,872.93
	Total Investments	2,002,434.29
	Total Cash and Investments	7,936,517.67
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	21,630.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	18,452.64
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	22,650.50
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	1,061.65
	Total Other Assets	63,794.79
	Total Assets	8,000,312.46
Liabilities and Fund Balance		
Liabilities		
20002	AP license Plate	
10	GENERAL/CORPORATE	151.00
20003	AP Other	
10	GENERAL/CORPORATE	403.76
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	81,591.80
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	229.20
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	94.00
	Total Liabilities	82,469.76
Fund Balance		
10	GENERAL/CORPORATE	3,555,159.44
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,936,436.94
80	WORKING CASH	161,123.99
90	DONATION / GIFT	265,242.93
	Total Fund Balance	7,917,963.30
	Total Liabilities and Fund Balance	8,000,433.06



Investment Inventory Month End
FR Valley Investment Holdings (104089)
03/31/2023

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Original Cost	Current Face Value	Coupon Rate	Purchase Yield	Market Value	CUSIP
Cash	---	03/31/2023	---	1,509.38	0.00	0.000	---	1,509.38	CCYUSD
DREYFUS TREASURY OBLIGATIONS CSH MGT PTP	---	03/31/2023	---	12,001.65	0.00	4.300	---	12,001.65	261908404
Citibank, N.A.	04/02/2019	04/03/2023	---	81,933.00	82,000.00	2.750	2.772	81,985.24	17312Q3R8
UNITED STATES TREASURY	10/12/2022	04/06/2023	---	208,882.59	213,000.00	0.000	4.088	212,916.93	912796YN3
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	149,865.00	150,000.00	2.700	2.724	149,896.50	61760AYK9
UNITED STATES TREASURY	11/04/2022	05/04/2023	---	204,369.62	209,000.00	0.000	4.569	208,168.18	912796YW3
UNITED STATES TREASURY	12/07/2022	06/01/2023	---	59,652.34	61,000.00	0.000	4.685	60,546.16	912796ZG7
UMassFive College Federal Credit Union	12/09/2022	06/09/2023	---	250,010.00	250,000.00	4.850	4.842	249,940.00	90407LAB9
UNITED STATES TREASURY	01/04/2023	06/29/2023	---	69,411.45	71,000.00	0.000	4.746	70,204.80	912796ZR3
UNITED STATES TREASURY	02/09/2023	08/10/2023	---	141,514.32	145,000.00	0.000	4.940	142,575.60	912796XY0
UNITED STATES TREASURY	02/16/2023	08/17/2023	---	136,574.36	140,000.00	0.000	5.030	137,517.80	912796Z36
UNITED STATES TREASURY	03/23/2022	09/30/2023	---	106,369.20	105,000.00	2.875	2.001	104,077.05	9128285D8
WAUKEGAN ILL	07/21/2020	12/30/2023	---	206,993.40	190,000.00	3.543	0.898	187,997.40	942860QM2
American Express Bank, FSB	03/02/2022	03/04/2024	---	178,925.50	179,000.00	1.600	1.621	173,307.80	02589ABL5
UNITED STATES TREASURY	05/11/2022	05/15/2024	---	209,825.00	220,000.00	0.250	2.626	209,789.80	91282CCC3
---	---	08/26/2023	---	2,017,836.81	2,015,000.00	1.568	3.456	2,002,434.29	---

B.1 Removal and Replacement of the Asphalt Parking Lot Including Re-Striping at the Dundee Library – Everlast Blacktop Contract

RECOMMENDED **MOTION**: I move to award a contract for removal and replacement of the asphalt parking lot including re-striping at the Dundee Library, to Everlast Blacktop in an amount not to exceed \$75,000.00.

BACKGROUND INFORMATION:

Removal and replacement of the Dundee Library asphalt parking lot, to include re-striping. Specifications were developed by Facilities Manager Michael Lorenzetti and solicitation of bids was required. Sealed bids were received up until 2:00 P.M. Monday April 3, 2023 and bids were publicly opened and read immediately following.

The following qualified proposals were received:

Bid Results 4/03/2023	Bid Amount	Completion Time
Everlast Blacktop	\$ 74,594	3 days
TAT Enterprises, Inc.	\$ 77,500	4 days
Chicagoland Paving Contractors, Inc.	\$ 85,000	4 days
Schroeder Asphalt Services, Inc.	\$ 87,665	
Accu-Paving Co.	\$ 87,880	
Maneval Construction, Inc.	\$ 94,736	
A Lamp Concrete Contractors, Inc.	\$ 99,975	

In summary, after reviewing qualifications and experience, contacting references of previous clients, the Facilities Manager would like to accept the bid from Everlast Blacktop in an amount not to exceed \$75,000.

Bid Amount of \$74,594 plus estimated permits; budgeted amount for this project is \$ 75,000.

Lorenzetti has reviewed the proposals and recommends award of a contract to the lowest qualified bid from Everlast Blacktop. Estimated date of construction will be determined following Board approval.

B.2 Fiscal Year 2324 Strategic Plan Update - Discussion

There is no motion to be made; discussion will continue.

BACKGROUND INFORMATION:

Trustees will offer feedback after reviewing information on potential consultants under consideration to assist in drafting the Strategic Plan update for FY2324.

B.3 Decennial Committee – Nominations and Committee Formation; set meeting date

There is no motion to be made initially. Trustees will discuss nominations for citizen appointments to the Decennial Committee. Appointments to be made by the Board President. Discussion on incorporation of Decennial Committee meeting into regular Board Meeting in May, 2023.

Upon agreement of committee member appointments, the Board President will call for the following motion:

RECOMMENDED MOTION: I move to appoint _____ and _____ to the Fox River Valley Public Library District Decennial Committee, effective April 18, 2023; and set its first meeting for May 16, 2023.

BACKGROUND INFORMATION:

On June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088 creating the “Decennial Committees on Local Government Efficiency Act”. The Act applies to units of local government that may levy any tax, excluding municipalities and counties.

The Committee must be formed and is recommended to meet **no later than 6/09/23**. Members include the governing board of the governmental unit, at least 2 residents of the district appointed by the chair of the board, and the Library Executive Director.

Administration recommends that Trustees be prepared to submit citizen nominations at the April 18 Board of Trustees meeting in order to form the Committee and set a date for its first meeting. Nominees for appointment would be invited to the April meeting, but not required to stay for the duration after appointment. It is further recommended that Trustees choose to incorporate the Decennial Committee meeting into the regular May 16, 2023 Board of Trustees meeting.

- Committee studies the governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state of Illinois. Committee collects data, research, and analysis as necessary to prepare a written report. Report must include recommendations as to increased accountability and efficiency. Report must be submitted to county board no later than 18 months after the formation of committee

C.1 Future Planning – Presentations and Discussions

There is no motion to be made.

BACKGROUND INFORMATION:

Executive Director Dodson will review the purpose for discussion following Administrative and Library Manager presentations on various topics as respects the Dundee Library and plans for the Library's presence throughout the District.

Dodson will then introduce the presenters in order:

- Dundee Library Remodel – Deputy Director Heather Zabski and Public Services Manager Jason Katsion
 - Staff-identified challenges and priorities
 - Necessary infrastructure repairs
 - Potential infrastructure repairs
 - Ideas from library visits
- 24 Hour Kiosks – IT Manager John Sabala and PATS Manager Karin Nelson
 - Features and functions
 - Location and construction
 - Budgeting factors
- Book Lockers – Public Relations Manager Kirstin Finneran
 - Functionality and space requirements
 - Technology features and requirements
 - Price estimates
- Book Returns – Facilities Manager Michael Lorenzetti
 - Options
 - Cost
 - Locations
- District Service Goals – Executive Director Amy Dodson
 - Review of goals
 - Underserved communities
 - Options and Locations
 - Dundee Township Boys and Girls Club collaboration

Staff Survey: Potential Dundee Library Renovation Results

Question 1: Take some time to think about what you would want a renovation of the Dundee Library to accomplish, and then rank the following in importance:

Average priorities over 40 responses:

- infrastructure repairs
- building layout that highlights programs and services
- improved staff workspaces
- updated aesthetics
- building layout that highlights collections

Question 2: What do you find most difficult/challenging about the Dundee Library building?

- lack of space and the layout leaves much to be desired with programming, also staff workspaces are not designed for collaborative design when planning programs. Large tables for staff are necessary when working on large projects. I've worked on the floor many times due to lack of table space.
- Ongoing roof leaks are a problem for staff workspaces as well as public areas of the library. Accessibility is another major concern for me; the main entrance is far from the parking lot, the elevator is too small, staff workrooms and public areas are crowded.
- Ceiling leaks, staff bathrooms are gross, Wi-Fi, not enough space for collections
- The layout overall. Everything feels retrofitted. Our primary programming room is in the furthest corner of the building and staff spaces do not feel natural. Never mind that the building itself is an infrastructural mess.
- The leaky roof has caused major problems, everything in the building looks shabby and dated, and we don't have enough space for programming or in our workrooms. The ceiling in Corner 68 looks like Swiss cheese and is unappealing for staff and patrons.
- We aren't using our space of the library thoughtfully.
- The ceiling is leaking, bathroom sink wastes a lot of water, there is no drive thru/drop off to return books, it has no study rooms
- Having enough space to do my job
- Lack of staff resources, in particular adequate workspaces, adequate storage (shelves, etc.) and a meeting room that needs some permanent fixtures: a projector like in Corner 68, for example.
- The layout is awkward. Maybe in the beginning it worked well, but with the library community growth, new technologies, etc., it seems the building can be re-organized better. The roof leakage is a big issue too. It would be nice not to be able to listen to the public toilet flush from the main floor
- Lack of staff workspace. "Stuff" crowding everywhere. Poor use of space- overcrowding upstairs and under usage of space downstairs.
- Lack of meeting space/private study rooms for patrons (a frequent request).
- Lack of meeting space/private study rooms for patrons (definitely a question Account Services gets often). The lack of an easily accessible, front-and-center teen/YA area.
- constant roof leaks, insufficient programming and storage space
- The layout of public sections, especially upstairs, keeps some areas from being easily seen by patrons. Especially the teen/YA section¹, corner 68 and the magazine area where you have to go through the aisles to get to it. Downstairs there are lots of questions about where the meeting room is.
- We are always working around the roof leaks in Corner 68 and our workroom. With Corner 68 being our main programming space for teen programs, it's difficult to have part of that space always dirty and stained from roof water leakage. Space is also an issue for fitting in programs.

¹ Survey results predate the relocation of the Teen section

- as a patron, there's no flow or organization on the main floor, including lack of signage; also, no drive up window; as a staff member, I don't understand why the library roof continues to leak
- The old elevator
- None
- As an RO employee who really only visits during staff meetings or special occasions, I don't believe I've personally experienced challenges during my visits.
- The layout, especially in the basement, is very maze-like. It takes longer than it needs to get from the offices to the library spaces.
- Age, poor layout, antiquated interior design
- Long trek from car park to entry doors, leaky roof (health hazard), old worn carpet
- ADA accessibility
- The elevator never feels safe, we need more programming and study room usable space, and I worry about improving a building that needs a reliable infrastructure!
- Libraries need to be easily accessible. Our entrance is not convenient for patrons. Also book drop is not located so that patrons can drive up and drop off items. These items are challenge for our patrons.
- The roof has leaked for most of my career here (13 years). Bathrooms are old and never look clean. Staff need more space and a better layout. Replacing the elevator to make it ADA accessible.
- The never ending problems with the roof and water leaks that just never seem to be fixed. Also, the lack of private space for discussions and planning with colleagues.
- It's total lack of functionality.
- The lack of space for programs, materials, varying size of meetings and issues with the elevators, bathrooms, etc. and patron unfriendly book drop.
- Layout, entry/exit locations
- Not having enough space for our collections.
- Space and leaks
- The main entrance. I feel like the entrance does not make sense where it is, considering where the handicap spaces are. It is not convenient for patrons to have the main entrance somewhat far from these parking spaces.
- Downstairs there are lots of questions about where the meeting room is so layout that highlights the direction of meeting room.
- Antiquated infrastructure. Insufficient wayfinding signage. Lack of room for collection displays. Updated shelving for more bookstore-like experience. Need much better public bathroom facilities. Need more powerful Wi-Fi connection. Need better staff workspace...everyone is JAMMED into their space.
- The space in the building. To have a good amount of space for collections, patrons, programming and for employees.
- Lack of work space
- Leaky roof, old carpeting and elevator breaking down
- the lack of energy for fixing the roof.

Question 3: What do you want the Board of Trustees and Library Administration to consider when planning for improvements to the Dundee Library building?

- Collaborative design, Dedicated programming spaces, Is there a way to build another level on top of what is there? Youth oriented Makerspace. Reorganization for existing spaces to improve storage and layout designs.
- The condition of the building--its aesthetics, infrastructure, accessibility--have a direct impact on the patron experience and the well-being of the people who work here. I would encourage the Board to invest in long-term improvements and establish a system for ongoing building assessments.
- Improve Wi-Fi downstairs, add study rooms, update bathrooms, update paint colors downstairs

- We cannot plan on making improvements via referendum, nor can we rely on district support in building a new facility. Whether we redirect funds from collection development or elsewhere to increase our savings for improvements, concerted action needs to take place to further increase our reserve.
- It would be great to have a space that would move us forward into the future. Right now this building is trapped in the past. It limits our ability as staff to perform our jobs to the best of our abilities and it limits the patrons as well.
- Fix the stuff that's falling apart first. Don't start with other projects before corner 68 is fixed, that place is falling apart.
- It would be great if the library had music practice rooms, Kitchen for community to bake/cook, expand the art gallery, a media/photography/music studio room for recording music, green screen filmmaking, etc., a station for charging phones, easy crossing from library to Village Green, vending machine
- Space - having study room space that could double as small group staff meeting space would be great
- A new building would be the best option. But, since that's not likely to happen soon: fix the roof leaks, rewire for electrical and computer needs, better storage, better workspaces.
- Consider creating a new building all together. Whether here or moving to a new location that is more centralized in order to reach the entire community.
- The downstairs area: PATS, Business Office, PR Workroom, the two Facilities area, and the bat cave take up so much space because they are blocked off by walls. Open up the space and clean out all the "stuff" would add some much needed staff workspace.
- The current lack of meeting spaces/private study areas. Also looking at larger collections, especially non-fiction.
- The current lack of meeting spaces/private study areas (there are under-utilized corners of the first floor that may be a great space for this). Also looking at larger collections, especially non-fiction. As well as dedicated storage area for library of things, crafting, and club materials.
- stop putting band aids on the roof and find a lasting solution.
- The Board and admin should bear in mind that a lot of patrons are not regular users of the library and are here for programs or services so a layout that highlights program areas should be a high priority.
- It would be helpful to improve the building so we don't have to worry about ceiling tiles falling on us or the roof leaking and ruining programming supplies or materials in the collection.
- Accessibility-such as ADA compliant bathrooms, shelves that are easy to reach, lots of (friendly) signs; also seating for collaboration & independent work (study rooms), distinct zones for different uses - check out WebJunction (Small Libraries Create Smart Spaces)
- Drive-up window and main entry closer to the parking lot
- New carpet in the meeting room and fix all leaks on the roof.
- I would urge them to consider the safety of staff and patrons.
- Consider comfort and accessibility for patrons and staff.
- What it is actually like to work in the different parts of this building.
- Moving main door to facing car park, new carpet & paint throughout, new elevator & roof
- ADA accessibility
- To make it a usable space while not looking like we are spending the peoples tax dollars in an extravagant way.
- The need to make the library self-sustaining. By reducing energy and other resource consumption. I.e. Reducing electric with LED light bulbs or install solar panels or additional motion sensor light triggers or fix the air/heating which eliminates need for personal fan or heater. Recycle Programs
- First, replace the roof. If we are going to stay in this building another second, the roof needs to be fixed. Second, replace the elevator. Then start looking at projects to fix layout and improve aesthetics.
- The renovations should not be limited to the public area- staff needs better conditions too (i.e. more space, temperature and humidity control)
- Most people don't care how shiny the penny is as long as it spends.
- Repairing ad nauseum does not save money and costs time and energy in continual workarounds

- Community input, then do it.
- Update youth services dept.
- Space and revamping the look of the library to look more modern
- We constantly get asked by patrons if we have study rooms. I would like for the board to consider getting study rooms for patrons that need a quieter area for them to study in or work in.
- A lot of patrons are not regular users of the library and are here for programs or services so a layout that highlights program areas should be a high priority.
- I would like the Board to make the community top priority and then the staff. We need increase our support to the Hispanic community.
- A new or remodeled building to have more space to be able to provide more for our patrons. Or at the least be able to provide study rooms for them.
- Expand the existing space ie: addition or renovate to improve the workspace.
- To fix the roof, improve the work space and the over all aesthetic so we can offer more proper services
- The roof should be the first priority.

Supplemental Staff Feedback, Submitted Via Email

- Bookmobile
 - More space in the workrooms! It would be really great to have more desk space.
 - More storage space for ATS crafty/programming supplies
 - Study rooms
 - Updated floors and wall colors
 - Better lighting - maybe less ceiling/dimmer lights and LED lighting on the shelves themselves. We saw this at the library in Scottsdale and it was AWESOME! <https://www.southwestsolutions.com/image/library-stack-lighting-led-lights-book-shelving-ranges/>
-
- Drive up window for holds, returns...
 - ADA compliance bathroom on main floor...
 - ATS/IT/AS staff room could be bigger with larger staff desks/storage area and a different layout.
 - More study cubicles for patrons or like 1-2 study rooms (one for a large sized group and another for a small sized group) since people do ask about them...
 - More windows/natural lighting for both patrons and staff areas (especially the staff lunchroom area)
 - Cake displays for books or face out backings (not sure what they are called but the backing piece in the stacks) to showcase more material walking through the stacks...
 - Vending machine with ability to pay with card, apple pay etc.
 - Automatic closing announcement.
 - Library layout re-configured...Jason's office shouldn't be in the middle of the youth area tbh...
-
- Inside – Reconfigure the space (there's so much wasted space) and refresh/remodel everything on the main floor (Note: I really like having the children's section on the main floor...but understand that's not what most libraries do so I'll assume that the adult and teen areas will remain on the main floor)
 - Refresh & replace everything, including but not limited to
 - Flooring/carpeting
 - Colors/paint
 - Lighting (LED)
 - Modular & easy-to-clean furniture for patrons
 - Shelving (maybe...)
 - Add at least 2 study rooms
 - Reduce the number of study carrels
 - Add a local and family history/genealogy space
 - Add a (vending) café
 - Add display cases
 - Add periodical reading room
 - Install large computer/TV screen by the front entrance - it would have scrolling information with the day, date, programs (and location of programs in the building)
 - Better signage (for everything – see 2 photos for information desk)
 - Completely re-do staff workroom
 - It would be nice if PT employees could have a space but FT employees need something much better than what they have...I'm sure they will have lots of great ideas
 - IT needs their own space
 - AS Director needs her own space

- Add more storage
 - Replace gender specific bathrooms with family bathrooms
 - ADA compliant (e.g., wheelchair accessible)
 - Energy efficient, including but not limited to
 - low volume toilets (with buttons to flush liquid or solid waste)
 - ii. (automatic) LED lighting
 - iii. Automatic soap dispensers (that actually work)
 - Replace the elevator
 - Maybe the Information desk should be up front, by the entrance (replacing the “greeter” desk)
 - Reconfigure layout of information desk (no box shape, please)
 - New furniture
 - Add charging stations
 - Outside
 - Add outdoor patio
 - Fix parking lot pavement
 - Create spaces for a few handicap parking spots that are close to the front entrance
 - Electric vehicle charging stations
 - Drive-up window
- If the renovation or the expansion were to happen, I definitely think the study rooms are needed, both in the children's area and the adult area. A lot of kids ask during the school year for a study room to meet in and do the big poster projects. Also, another suggestion would be to have a meeting room where people such as non-profit organizations could reserve a time slot to hold a meeting. I also think it would be really nice to have a cafe where patrons could stop by and grab some coffee or food if they have been studying/working for a while and need a break, or also to stop by and meet up in.
- The meeting room is a nice space, but by removing the stage, I think it would give us more space. A little area for employees can take a small break alone. If one feels overwhelmed, we can have this space without having to worry someone will walk in, take a breather and go.
 - Better Wi-Fi. The library is supposed to be a resource. The internet is a necessity here. Downstairs, we don't have that much great of a signal. Many patrons have made comments about this and it's understandable.
 - Changing the wall paint, along with the carpet.
 - Better front main entrance location for handicapped patrons.
- Besides study rooms, I would enjoy music practice rooms!
 - Expand the art gallery from a hallway to a room
 - A media/photography/music studio room where I could work on recording and mixing music, edit movies, green screen to shoot youtube videos or music videos, filmmaking, etc.
 - A station where I could charge my phone

Estimated Needed Infrastructure Repair Costs				
Project	Estimated Cost	Source	Date of Estimate	Notes
Misc. Planned Capital Replacement Projects	\$ 650,615.99	Capital Replacement Schedule	2017	Breakdown of expenses on third page.
New Roof	\$ 675,000	Capital Needs Assessment	2017	For BUR Roofing System, 2012 roof cost \$434,913.40
Modern HVAC System	\$930,982	Lamp Construction Estimates for Proposed 2020 Remodel	2020	Includes new units, UV Filtrations, and Building Automation System (BAS)
Remodel Former Township Space	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project
New Carpeting	\$ 200,000.00	FY223 Facilities Budget	2022	
Updated Shelving	\$ 100,000.00	2009 Remodel Costs	2009	Not sure if all the shelving was replaced for this project
Bathrooms	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project
Elevator	\$ 160,000.00	FY2122 Facilities Budget	2021	This is just the cost of a replacement elevator, doesn't include building remodeling costs that would need to be done to accommodate a larger ADA-compliant elevator shaft
Sprinkler System	\$ 125,000.00	Lamp Construction Estimates for Proposed 2020 Remodel	2020	This likely does not include labor to install the system.
Public Services Furniture Upgrade	\$ 250,000.00	2009 Remodel Costs	2009	We used Herman Miller the 2009. Using a cheaper furniture vendor may offer some cost savings.

Minimum Cost to Stay in Building 10 more years	\$ 3,091,597.99
--	-----------------

Potential Infrastructure Improvement Costs				
Project	Estimated Cost	Source	Date of Estimate	Notes
Move Meeting Room	Project Estimate Needed	n/a	n/a	Possible Locations Upstairs
Remodel Multipurpose Spaces	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project
Move Account Services	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project
Reconfigure Parking Lot	\$126,230	Lamp Construction Estimates for Proposed 2020 Remodel	2020	
Move Main Entrance	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project
Drive Up Window	\$ 259,530	Lamp Construction Estimates for Proposed 2020 Remodel	2020	
Study Rooms	Project Estimate Needed	n/a	n/a	Has only been explored as part of a larger project

Anticipated Capital Replacement Needs for Dundee Library

Component	Installed Date (year)	Service Life (years)	Anticipated Replacement Date (year)	Estimated Budget
Windows	1974	43	2017	\$ 218,000.00
Cabinet heaters (2)	1974	43	2017	\$ 2,950.00
Doors-Hollow Metal	1974	43	2017	\$ 16,100.00
Emergency exit doors	1974	43	2017	\$ 3,076.00
Fire doors	1974	43	2017	\$ 1,600.00
Hot Water Heater Electric (3)	2003	15	2018	\$ 4,500.00
Evaporator blower	2009	10	2019	\$ 6,500.00
Walkway Pole light replacement (2)	1999	20	2019	\$ 6,000.00
Interior Paint	2015	5	2020	\$ 35,000.00
Sorter	2011	15	2023	\$ 199,290.91
Parking Lot Light Poles (4)	1999	25	2024	\$ 3,376.53
Interior Lighting	2009	15	2024	\$ 56,275.44
Baseboard Heater (4)	2009	15	2024	\$ 1,350.31
Dehumidifier	2009	15	2024	\$ 1,463.16
Bottle Filling Station/Fountain (2)	2015	10	2025	\$ 4,000.00
Security cameras/ NVR	2015	10	2025	\$ 20,866.93
Bathroom upgrades	2005	20	2025	\$ 20,000.00
Masonry Repair	2002	25	2027	\$ 26,878.33
Acoustic Ceiling Tile	2009	20	2029	\$ 20,388.38
Emergency Lighting	2009	20	2029	\$ 3,000.00
Total Cost				\$ 650,615.99

C.2 Adopt Library District Flag Policy

RECOMMENDED **MOTION**: I move to adopt the Library District Flag Policy as presented.

BACKGROUND INFORMATION:

Administration recommends adoption of a policy governing flags the Library District may choose to fly on the Dundee Library flagpole. The Library's attorney has favorably reviewed the recommended policy. Draft policy:

Policy 02.36.00 Flag Policy of Fox River Valley Public Library District

The Board of Library Trustees adopts this policy 2.36.00 as the flag policy of Fox River Valley Public Library District.

The Dundee Library has a single flagpole. The Library will follow provisions governing the display of flags found in the United States Code, Title 4, Chapter 1, and the Illinois Flag Display Act 5 ILCS 465.

Other flags: From time to time the Board may approve flying other flags. Any flags approved by the Board shall represent an expression of the Library's official sentiments or the Library's mission, values, and priorities. Flags flown on the Library's flagpole will be approved by the Board and serve as a government forum for expression of the Library's mission, values, priorities, or official sentiments (government speech) as was recognized by the United States Supreme Court in its decision in *Shurtleff et al. v. City of Boston*.

The Library does not fly flags at the request of the public, any organization, or any individual. Use of a Library flagpole is not intended to serve as or create a forum for free expression by the public. When approving flags to be flown on the Library flagpole, the Board will consider the following:

1. Whether the United States or the State of Illinois has recognized the flag or cause through statute or proclamation, or other official communications, e.g., National Heritage Months or National Awareness Months;
2. Whether the flag represents a national, state, or local interest and is consistent with the Library's Mission, values, priorities, or official sentiments;
3. Whether the flag represents a positive interest or value worthy of public recognition and is consistent with the Library's mission, values, priorities or official sentiments

The Board will express its approval of flags on the library flagpole either by a written resolution or by majority vote of the Board of Library Trustees which majority vote will be documented in the minutes of a Board meeting.

C.3 Resolution 2023-02 to Recognize LGBT Pride Month and fly the rainbow flag for the month of June, 2023

RECOMMENDED **MOTION**: I move to adopt Resolution 2023-02 to recognize LGBT Pride Month and fly the rainbow flag for the month of June, 2023.

BACKGROUND INFORMATION:

Administration recommends adoption of Resolution 2023-02 recognizing June 2023 as LGBT Pride Month. It further recommends flying the rainbow flag for the month of June 2023. The Library's attorney has favorably reviewed the Resolution.

RESOLUTION 2023-02

TO RECOGNIZE LGBT PRIDE MONTH AND FLY THE RAINBOW FLAG FOR THE MONTH OF JUNE, 2023

Whereas, the month of June has been recognized as Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month to recognize the contributions of LGBT persons to society and their struggle for equality and acceptance; and

Whereas, LGBT persons live in and contribute to the quality of life in Fox River Valley Public Library District and the Board of Library Trustees (the Board) believes that LGBT persons are valued members of our community and deserve equality and acceptance; and

Whereas, the Library District’s Mission Statement includes the Board’s belief in diversity and inclusion.

Now therefore, the Board declares June, 2023 as LGBT Pride Month and for the month of June, 2023, the Dundee Library will fly the rainbow flag on the Library flagpole.

Further, use of a Library flagpole for the month of June, 2023 as stated, is not intended to serve as or create a forum for free expression. To the contrary, use of a Library flagpole for the month of June, 2023 as stated is an expression of the Board’s official sentiments.

This Resolution shall be in full force and effect from and after its passage.

Adopted this eighteenth day of April, 2023 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

Attest:

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

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.4
April 18, 2023

C.4 Resolution 2023-03 Honoring Richard V. Corbett

RECOMMENDED **MOTION**: I move to adopt Resolution 2023-03 Honoring Richard V. Corbett.

BACKGROUND INFORMATION:

Board tradition is to honor outgoing Library Trustees with a resolution detailing their accomplishments, to read that resolution aloud at a meeting, and thereby have said resolution recorded in the Library's Minutes.

RESOLUTION 2023-03
HONORING
RICHARD V. CORBETT

Whereas, Richard V. Corbett ably served as Trustee of the Fox River Valley Public Library District from May 2011 through April 2023; and

Whereas, Richard V. Corbett served as Secretary for the Library Board of Trustees from October 2011 until May 2017, President of the Library Board from May 2017 until August 2021, Vice President of the Library Board from August 2021 until April 2023; and

Whereas, Richard V. Corbett served as liaison in various roles including Financial Operations, Ad Hoc for mentoring a new Library Director, serving on Illinois Library Association's Advocacy Committee and as a member of ILAs Trustee Forum; and

Whereas, Richard V. Corbett was instrumental in setting long-range plans for the Library District, including Library expansion, due diligence in potential land acquisition for a permanent west side facility, leasing space for a temporary west side facility, renovation planning for the east side facility, re-naming the Library District, selection of a new Library logo; and

Whereas, Richard V. Corbett provided valuable insight in hiring a new Library Director; and

Whereas, Richard V. Corbett, a champion of compliance and transparency, was essential in updating Library policies, formalizing use of Parliamentary Procedure to improve decorum, ensuring information is accessible to the public; and

Whereas, Richard V. Corbett played a pivotal role in developing evaluation practices using goals and established measures; and

Whereas, Richard V. Corbett gave oversight to modification of Library services and programs to comply with safe opening guidelines during an unprecedented service disruption, which brought home delivery of Library materials, license plate renewals, elimination of some late fees, and USDA free meal services to the community; and

Whereas, Richard V. Corbett was unsurpassed in outreach on behalf of the Library through involvement in local community events and reestablishing community relationships;

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

Be it further resolved that on this, the 18th day of April, Two Thousand and Twenty Three, this Resolution be presented to him and that its contents be spread upon the Minutes of this organization.

Kristina Weber, Ph.D., President
Library Board of Trustees

Christine L. Evans, Secretary
Library Board of Trustees