

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

**September 24, 2024
7:00 PM**

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

AGENDA

Call to Order—President Kristina Weber

Pledge of Allegiance

Roll Call – Secretary Christine L. Evans

Adjourn to Budget and Appropriation Hearing

Call to Order – President Weber

Roll Call – Secretary Evans

Public Comment

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

President’s Report – President Weber

Director’s Report—Interim Director Heather Zabski

- **Summer Reading Wrap-up – Randall Oaks Manager Brittany Berger**
- **Illinois Public Library Annual Report (IPLAR) Presentation – Interim Director Heather Zabski**
- **Department Reports**
- **Dashboard**

Consent Agenda

Exhibit A.1

Items to be included in Consent Agenda

- A.1.a Minutes from the August 13, 2024 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for August 2024**
- A.1.c Monthly Financial Report for August 2024**
- 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 August 2024**

Unfinished Business None

A. New Business

- Exhibit C.1 Ordinance 2024-07 Budget and Appropriation**
- Exhibit C.2 Resolution 2024-08 Designating Corporate Authority Over Financial Accounts**
- Exhibit C.3 Resolution 2024-09 Designating Corporate Authority Over Investment Accounts**
- Exhibit C.4 Resolution 2024-10 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent**
- Exhibit C.5 Approve the Employment Agreement of Interim Director**

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

Executive Session 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and

5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes, or semi-annual review of the minutes as mandated by section 2.06.

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.

C. New Business

- Exhibit C.6 Report of the August 13, 2024 Closed Session Minutes Review and destruction of audio recordings made prior to March 21, 2023**

Adjournment

**Fox River Valley Public Library District
Budget and Appropriation Hearing**

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Roll Call—Secretary Christine L. Evans

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Adjournment

Fox River Valley Public Library District Interim Director's Report

August 2024:

Finance Manager Sumitra Potharazu's last day at the library was August 21. In the weeks leading up to her departure, she collaborated closely with Finance Assistant Colin Pool and me to ensure the finance department's daily operations continued smoothly. While we were searching for a new Finance Manager, Sumitra expressed her gratitude for her time at the library and said she left the department in excellent condition. In recognition of the significant growth and responsibility Colin Pool has demonstrated during his time at the library, he has been promoted to Finance Specialist. The Finance Office and I have also been working on the audit process with Lauterbach & Amen. Representatives from the firm were on-site on August 27 and 28 to conduct fieldwork for our audit report.

All public libraries are legally required to prepare and submit an annual report to the State Library as a condition of membership. This report, known as the Illinois Public Library Annual Report (IPLAR), is due by September 1st each year. It includes detailed statistics on our collection, staffing, programs, public access to technology, and more. By gathering monthly statistics from department heads, along with data from CCS and other vendors, I successfully submitted our library's IPLAR before the September 1st deadline.

After observing a significant decrease in reference transactions over the past few years, I collaborated with Adult and Teen Services Manager Sam Bunte and Youth Services Manager Heather Ji to refine our counting methods according to state criteria. This adjustment led to a substantial increase in reported reference transactions. We also recorded a 9.6% increase in visits compared to the previous fiscal year. Usage of electronic materials (eBooks, eAudiobooks, etc.) and online databases rose, while physical material circulation declined by 5%. Despite this, overall collection usage increased from the prior year. While programming attendance saw a slight decline, the average number of attendees per program increased, indicating that we are effectively tailoring our programs to patron needs. Additionally, computer usage experienced a significant uptick, and for the first time since the pandemic, the number of cardholders has increased. Below are the data details.

	<u>2023</u>	<u>2024</u>	<u>% Change</u>
<i>Programs Offered</i>	727	649	-11%
<i>Program Attendance</i>	12,736	11,561	-9%
<i>Public Computer Sessions</i>	15,041	19,154	27%
<i>Electric Content Use</i>	127,317	151,294	19%

Goals for August 2024:

1. Meeting: Weekly Rotary meetings: (8/7, 8/14, 8/21, 8/28) **done**
2. Meeting: August Board Meeting (8/13) **done**
3. Meeting: Management Team meetings (8/13, 8/28) **done**
4. Meeting: Manager Farewell Lunch (8/20) **done**
5. Meeting: Trustee Weber (8/22) **done**
6. Meeting: With auditor (8/23) **done**
7. Task: Payroll (8/5, 8/19) **done**
8. Task: W2W (8/9, 8/23) **done**
9. Task: Purchase Alert (8/7, 8/12) **done and trained ATS manager to complete**
10. Task: Prepare financial reports, department reports, and monthly dashboard for Board packet (8/8) **done**
11. Task: Train executive assistant on preparing board packet (8/9) **done**
12. Task: Finalize B&A (8/9) **done**
13. Task: Audit Field Work:(8/27, 8/28) **done**
14. Task: IPLAR (8/30) **done**
15. Training: With Finance Manager (8/9-8/20) **done**
16. Task: Reconcile bank balances and work with the business specialist (daily) **done**
17. Event: Raceway Woods 5K pre-registration (8/9) & event (8/10) **done**

Internal meetings with individual staff members are not included.

Goals for September:

1. Meeting: Weekly Rotary meeting (9/4, 9/25)
2. Meeting: Pre-Agenda (9/5) **done**
3. Meeting: Weekly Management Team Meeting (9/3, 9/24)
4. Task: Payroll (9/3, 9/16)
5. Task: Check run (9/4, 9/24)
6. Task: W2W: (9/6) **done**
7. Task: Prepare financial reports, department reports, and monthly dashboard for Board packet (9/6) **done**
8. Task: Director's report (9/6) **done**
9. Task: Update Budget and Appropriations as needed (9/6) **done**
10. Task: Certificate of estimated funds (9/6) **done**
11. Task: LIRA insurance renewal (9/6) **done**
12. Task: Designate signer for vacation (9/6) **done**
13. Task: Reconcile bank balances and work with business specialist (daily)
14. Task: Update Employee Handbook (asap)
15. Task: Update account signers (asap)
16. Outreach: Don DeWitte senior fair (9/5) **done**

Internal meetings with individual staff members are not included.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2024
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30238
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0146
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Fox River Valley Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	555 Barrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	East Dundee
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60118
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	555 Barrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	East Dundee
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60118
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8474283661
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8474284021
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.frvpld.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Heather Zabski
1.15 Title	Interim Director
1.16 Library Director's E-mail	hzabski@frvpld.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Kane
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	71,530
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	1
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
RANDALL OAKS LIBRARY	Randall Oaks Library		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
RANDALL OAKS LIBRARY	30238	3023801

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30238	3023800
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Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
RANDALL OAKS LIBRARY	500 North Randall Road		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	555 BARRINGTON AVENUE		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	West Dundee		60118	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	EAST DUNDEE		60118	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	Kane		8474283661	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	Kane		8474283661	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
RANDALL OAKS LIBRARY	5,000		
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
RANDALL OAKS LIBRARY	3,164	52	43,349
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	3,378	52	93,561

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024
3.3 Number of months in this fiscal year	
3.4 Name of person preparing this annual report	Heather Zabski
3.5 Telephone Number of Person Preparing Report	847-428-3661
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	hzabski@frvpld.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Kristina Weber, PhD.
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Second member

5.5 Name	Maryann Dellamaria
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5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Third member

5.5 Name	Chris Evans
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Fourth member

5.5 Name	Tara Finn
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Fifth member

5.5 Name	Matt Goyke
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Sixth member

5.5 Name	Paula Lauer
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL

5.13 Zip Code

Seventh member

5.5 Name	Dan Wisniewski
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	2
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$9,300,000
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7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Approximately \$3M has accumulated in the General Fund for operating costs, and \$4.3M in the Special Reserve Fund for current capital expenses and planning for expansion.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)

\$3,948,870

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

Yes

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

\$2,141,253

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$105,507
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$106,060
8.5 Other State Government funds received	\$24,805
8.6 If Other, please specify	TIF Revenue
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$236,372

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$16,142
8.14 Other receipts intended to be used for operating expenditures	\$526,416
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$542,558
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,727,800
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Surety Bond.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,054,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,324,625
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$524,338
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,848,963

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$143,712
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$141,997
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$57,476
10.3b Please list the types of materials purchased in 10.3a	Audio & video physical units, DVDs, videogames, CDs, nontraditional, hotspots
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$343,185

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,016,827
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,208,975

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0

12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$390,161
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	11	11	\$399.73	440.00
13.1 Position Title		13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
Executive Director		Library Director	\$67.64	40.00
Deputy Director		Assistant Library Director	\$45.43	40.00
Adult and Teen Services Manager		Adult Services	\$32.69	40.00
Account Services Manager		Circulation	\$36.97	40.00
Randall Oaks Manager		Other Type of Librarian	\$34.33	40.00
Youth Services Manager		Children's Services	\$32.69	40.00
Purchasing, Acquisitions, and Technical Services Manager		Cataloging	\$35.10	40.00
Adult and Teen Services Librarian		Adult Services	\$27.50	40.00
Teen Librarian II		Young Adult Services	\$31.50	40.00
Randall Oaks Librarian		Other Type of Librarian	\$28.38	40.00
Youth Services Librarian		Children's Services	\$27.50	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	11.00
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	11.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,149.00
13.14 Minimum hourly rate actually paid	\$17.00
13.15 Maximum hourly rate actually paid	\$34.34
13.16 Total FTE Group C employees (13.13 / 40)	28.73

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	44.00
13.18 Minimum hourly rate actually paid	\$15.00
13.19 Maximum hourly rate actually paid	\$16.80
13.20 Total FTE Group D employees (13.17 / 40)	1.10

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	88.00
13.22 Minimum hourly rate actually paid	\$17.00
13.23 Maximum hourly rate actually paid	\$33.21
13.24 Total FTE Group E employees (13.21 / 40)	2.20
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	32.03
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	43.03

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is

entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	3	3	3	120.00	3	\$67,962	3
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
	Public Services Manager	Other Type of Librarian	Master's Degree (ALA accredited)	40.00	09/2023	\$80,000	Became two separate positions
	Reader Services Librarian II	Adult Services	Master's Degree (ALA accredited)	40.00	09/2023	\$61,942	Promoted to Manager position
	Youth Services Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	09/2023	\$61,942	Promoted to Manager position

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	136,910
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	233	4,871	38	6,523
Children (6-11)	102	2,581	45	8,194

Young Adults (12-18)	53	437	1	93
Adults (19 and older)	1211	2,030	27	8,721
General Interest	50	1,642	30	438
Total	649	11,561	141	23,969

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	613	10,742
Synchronous In-Person Offsite Program Sessions	25	767
Synchronous Virtual Program Sessions	11	52
Total	649	11,561

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	0
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	0

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
15.39b Please describe the programming provided.	

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	17,745
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	17,745
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	108,415
17.2 Current Print Serial Subscriptions	51
17.3 Total Print Materials (17.1+17.2)	108,466
17.4 E-books Held at end of the fiscal year [PLS 451]	90,033
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,497
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	54,956
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	16,366
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	1,164
17.6c Other Circulating Physical Items [PLS 462]	358
17.6d Total Physical Items in Collection [PLS 461]	133,636

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	22
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	38

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	194,113
18.2 Number of young adult materials loaned	21,679
18.3 Number of children's materials loaned [PLS 551]	157,357
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	373,149

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	216,848
18.6 Videos/DVDs- Physical	45,230
18.7 Audios (include music)- Physical	12,965
18.8 Magazines/Periodicals- Physical	1,821
18.9 Other Items- Physical [PLS 561]	16,153
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	293,017
18.11 Use of Electronic Materials [PLS 552]	80,132
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	373,149
18.13 Successful Retrieval of Electronic Information [PLS 554]	71,162
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	151,294
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	444,311
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	29,236

18.17 Interlibrary Loans Received FROM other libraries [PLS 576]**24,076****PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]**13,116**

19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

510

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

155

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

89

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

45 Mbps or more

21.2b If Other, please specify

1G

21.3 What is the monthly cost of the library's internet access?

\$720

21.4 Number of Internet Computers Available for Public Use [PLS 650]

74

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

19,154

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

17,358

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

No

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

21.9 Number of website visits or sessions to your library website [PLS 653]

233,452 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program?

Too much tracking for funds provided.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$9,813

23.2 Does the above amount include travel expenses?

No

23.3 How many hours of training did employees receive this year?

891.00

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

No

23.5 Would you like to receive autism training at your library?

Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?

Yes

25.2 If NO, please list and explain any errors or discrepancies.

25.3 First board member completing the audit

Paula Lauer

25.4 Second board member completing the audit

Dan Wisiewski

25.5 Date the Secretary's Audit was completed

08/13/2024

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, [PLS 604] Some general interest programs reclassified as adult. (0-2024-07-24)

August 2024 Department Reports

Randall Oaks: Brittany Berger

August is always a very quiet month at Randall Oaks once school is back in session and storytimes go on break. In celebration of back to school, we gave out 146 apple and worm take home crafts. Other than that, the library had a beach and ocean theme throughout. The scavenger hunt was a collection of sea creatures and 238 kids won a fish prize after finding them all. The monthly interactive board was a beach and patrons added 209 colorful sea shells. At the voting station, 138 votes were cast in Whales Vs. Sharks, with whales taking the win! Below you can see a picture of Lisa's beach read's display that also listed the locations of every beach in the nearby area.



There were only 4 programs in August, in part because storytimes are on break until after Labor Day, but also because we keep the offerings light while families are busy preparing to go back to school. Librarian Rachel Dunne typically hosts a pre-school age program during storytime breaks, and this time it was Bird Bonanza! Participants listened to books about birds and made bird feeder crafts to feed birds at home. Library Assistant Lisa Knapp hosted her annual Kindergarten, Here I Come! programs on August 5. There was a morning and an afternoon session, with a combined attendance of 53. Children and caregivers were invited to celebrate the milestone and practice kindergarten skills like raising your hand to speak and lining up.



The Summer Reading Challenge officially ended on July 31 and patrons were able to log their badges and collect prizes until August 11. One of the prizes included a ticket to the finisher Pool Party at Dolphin Cove Family Aquatic Center on Sunday, August 4 6:30-8:30 p.m. Unlike the past few years, we had great weather for the party and patrons really turned out to celebrate! Account Services Manager Keri Carroll, Youth Services Manager Heather Ji, and I welcomed 475 SRC finishers and their families to the party. In total, there were 2,064 SRC registrations this year and 872 finishers. For comparison, last year we had 1,751 registrations and 809 finishers. I believe that a significant portion of the registration increase was a direct result of the new District 300 READ300 program that encouraged students to participate in a local library Summer Reading program this year. However, our finisher numbers didn't see the same significant increase, which lowered this year's completion rate to 43%. The Challenge was split into two categories, Youth and Adult/Teen. There were 1,152 Youth registrations and 509 finishers. There were 912 Adult/Teen registrations and 363 finishers. For

comparison, here are 2023's numbers: 991 Youth, 760 Adult/Teen registrations. 467 Youth and 342 Adult/Teen finishers. Below I have included a breakdown of all the 2024 percentage increases as compared to last year's challenge:

- Total Registration: 18% increase
- Total Finisher: 7% increase
- Youth Registration: 16% increase
- Youth Finisher: 9% increase
- Adult/Teen Registration: 20% increase
- Adult/Teen Finisher: 6% increase

Adult and Teen Services: Sam Bunte

The first week of August wrapped up our intensive six-week U.S. Citizenship program with the YWCA. We had an excellent turnout for this course and are so happy to be able to provide opportunities of this caliber through our partnership. By the end of this course, 14 more people in our community are that much closer to their citizenship journey.

Library Specialist Cari Poweziak joined PR manager Corinne Vargas to represent the library at Representative Moeller's Senior Fair at the beginning of the month. While there, Cari was able to distribute electronic medicine dispensers to some of the seniors in attendance.

6 bands vied for the top spot in the library's second Battle of the Bands contest on August 10 and heavy metal band Satara reigned victorious. Last year's event was initially intended as a one-off, but when questions were immediately posed to Library Assistant Dian Martinez about when the next contest would be, she decided that it would become an annual event. We love to give the people what they want! This event is truly a labor of love, with our resident musician Dian overseeing and coordinating the whole event, Library Assistant Gene Barish assisting and working as one of the judges, and Library Specialist Erica Acevedo lending a hand for all the technical audiovisual components.



Library Assistant Katie Redding's Polymer Clay Faux Stones programs are usually for teens, but we get so many adults interested when they see the final products that Katie developed a program that also welcomed adults. 15 people had a great time and made beautiful creations such as those seen here.



Dian's Latin Dance programs continue to be popular, and we always get patron feedback telling us how much fun they have at these classes. This month focused on the more difficult dances the Lambada and the Samba. We can't wait to see what comes next.



August ended our Summer Scares programming, and since Librarian Marisol Bribiescas was able to build a steady group of participants in a Horror Book Club, the horror genre club will continue into the fall and beyond. Marisol continues to offer a wide variety of reading materials in our various book clubs, catering to all tastes. It's often difficult to build a steady group of regulars in a new program, so we're always excited when we get familiar faces back repeatedly to book groups.

31 people joined us at Black and Gray for Yacht Rock Returns live music trivia. That's right, last year's Yacht Rock event was such a blast that we had to return with a sequel. Nautical jokes abounded during the friendly competition and sing-alongs. Captains Gene and Cari did an excellent job steering the ship, as always.

Library Assistant Jasmin Munoz (with the assistance of YS Library Assistant Lizbeth Hernandez) hosted a Resin Pet Tags program in which participants created their own tags after choosing the pigments and glitter they'd like to use. Everyone had a choice between a dog or a cat tag (we don't play favorites!). Patrons also had the opportunity to have their pet's name added to the tag for complete personalization.



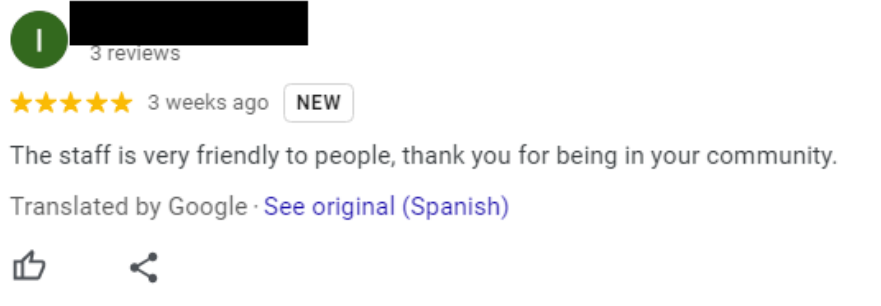
Library Assistant Kayla Lawrence is again leading our Mini Masterpiece art contest that kicks off in September. Bigger and better this year, it took even more time to prepare for. With the help of Jasmin and Library Assistant Stephanie Carreno, 200 kits were prepared for artists who will participate and voting slips were created for the contest. Kayla created multiple displays around art and this year's myths and legend's theme. The results of the competition are sure to be stunning.



Erica and Stephanie hosted a Mall-stallgia program on August 21 in which patrons could spend time learning about the history of Spring Hill Mall and reminiscing with others about their time at the mall. As a vital part of our community for such a long period, patrons had a lot of memories to share! Along with presenting in-depth research from across the decades and sharing photos, Erica and Stephanie provided tables full of ephemera relating to the mall from the library's local history collection.

On August 28, I attended the Elgin Hispanic Network monthly meeting with Jasmin and we had a great time. This network features organizations and businesses from all over the area, not just Elgin, and provides opportunities for them to connect with one another and find ways to partner. Jasmin and I each spoke to people who are eager to work with the library to provide amazing opportunities to our community, so I'm very hopeful we can bring these to life.

One final thing of note for our department and the library as a whole: Stephanie spent some time working with a patron who then left the following 5-star review on Google. We love seeing positive feedback about the wonderful service our staff provides.



Account Services: Keri Carroll

Visits for both locations trended slightly down as expected, but both locations saw more patrons than in August 2023. Physical items circulated were lower than August 2023, but home deliveries increased. License plate renewals stayed consistent.

As a refresher, I enrolled in a six-week online course for Cataloging Basics which was sponsored by the Illinois Heartland Library System, which finished on August 18. While I don't normally utilize cataloging in my daily responsibilities, I enjoy participating in courses that touch on topics I studied while pursuing my MLIS. The course acted as a good resource to keep myself familiarized with aspects of librarianship I may not normally experience but am still interested in.

Youth Services: Heather Ji

August is usually a slower month for Youth Services as the summer is winding down and parents and kids are preparing for the new school year. YS programmers take a break from storytimes to prepare for their Fall sessions, work on the department collections, and attend training workshops. Librarian Eilis Corcoran worked on several areas of the collection

and attended ALA committee meetings while Jessica Nelson and Amairani Lopez attended training events at other libraries. We answered 251 reference questions and had 370 passive program participants.

The Summer Reading Pool Party was a highlight of the month, with 475 people joining Brittany Berger, Keri Carroll, and me at Dolphin Cove to enjoy a beautiful summer night and celebrate their reading accomplishments.

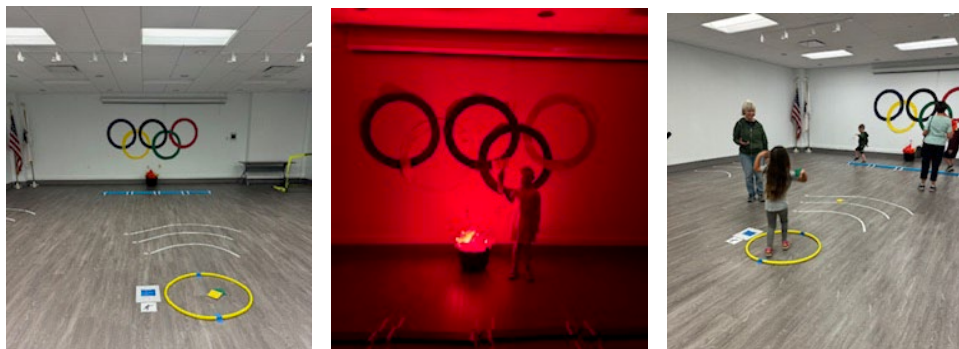
In August our foodies were making S'mores cones in Lizbeth Hernandez's Foodie Kids. In Erin Sikorski's Foodie Kids Jr. they read *Pigeon Will Ride the Roller Coaster* and made Pigeon, a ticket to ride the coaster, and a roller coaster cart with Twizzler tracks.



Amairani invited the East Dundee Fire Department back to present information on Infant and Child CPR, and then to provide car seat checks in our parking lot. They answered many questions and provided great tips for parents.



Erin brought the excitement of the Olympics to preschoolers with her program "All About the Olympics". Kids made Olympic torches with tea lights inside so that they glowed when the lights were turned out, then played Olympic games such as javelin, shot put, soccer, gymnastics, and long jump.



Smarty Pants brought his Big Balloon Show back to the library and delighted 63 patrons with magic, jokes, and of course lots of balloons!



Panecitos con mis Abuelitos was a Spanish language program for grandparents and grandkids featuring a story, craft, and conchitas with hot chocolate. Twenty-four patrons attended this sweet program hosted by Amairani.



YS was out and about at three outreach events in August. Lizbeth represented the library at a Parkview Elementary School Open House, Ellis Corcoran was at the Lakewood Elementary School Kindergarten Orientation, and Erin joined PR and Outreach Manager Corinne Vargas at National Night Out.

**Facilities: Michael Lorenzetti**

Roof Update – In an effort not to be redundant, I will just say that there has been no leakage and continuous inspections are being done.

Facilities continue to be busy with facility preventive maintenance. Heritage Fest and Fiestapalooza are big events coming up in September that will require assistance.

A major back-up occurred in July and A&T Plumbing was onsite to rod out the lower level. This happens when patrons attempt to flush things down the toilets that they shouldn't. As a preventive measure, we have installed snap poster frames above the toilets with an appropriate notice/message to not flush any products other than toilet paper. These snap poster frames are located throughout the library and contain various information that can easily be switched. Thank you to our PR department.

A new janitorial company took over on August 1st. I have been doing daily inspections and although they are not perfect, I have had meetings with them on 8/19 and 8/28. They had a change in team members that were scheduled for our libraries which resulted in an additional meeting.

Peters Electric was onsite in August for ballast replacement of can lights on both floors. They also added an outlet for the fax machine which previously had an unsightly extension cord.

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

Savings : almost \$500 again this month.

Library of Things: We have now added Toniebox kits to this collection. A Toniebox is a screen-free digital listening experience with stories and songs. They are designed for independent play by children ages 3+. There are 4 for Dundee Library and 2 for Randall Oaks. There is also now a pickleball set at Dundee Library which includes 4 balls and 4 paddles. You can find these items on our PowerPac's Library of Things area, and on our website.

IT/ Network: John Sabala

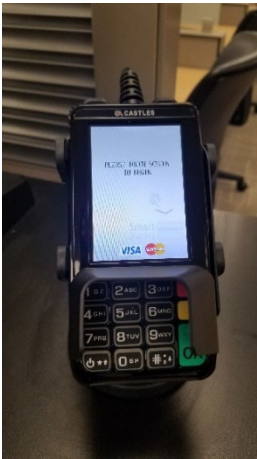
Library Cyber Defense



Dundee library has installed a new Firewall replacing the seven-year-old model. Our new firewall will allow the library to refine our security policies at a granular level allowing us to lock down threats at the application level. This increase in defense is necessary because cybercrime is on the rise.

Additionally, the increase in security functions and features included with our new firewall does not compromise speed. This new firewall triples the throughput speed of the older model. Our patrons and staff will enjoy their digital experiences at the library, knowing that their data is safe and readily available.

Credit Card Terminal Upgrades



We're thrilled to announce that both Dundee and Randall Oaks libraries have completed a comprehensive upgrade of their credit card terminals. These replacements were driven by the need to align with industry standards and ensure ongoing support from our Card Processor.

Here are the key highlights of the new terminals:

Advanced Technology:

The upgraded terminals support multiple payment methods, including:

- Mag Stripe: Traditional card swiping.
- EMV Chip: Enhanced security for chip-based transactions.
- NFC (Near Field Communication): Convenient tap-and-go payments.

These technologies enhance both security and convenience for patrons and staff.

Stylish and Efficient:

- The new terminals not only meet functional requirements but also elevate aesthetics. Their sleek design complements the library environment.
- Additionally, they offer improved processing speed, ensuring smoother transactions for everyone.

Our foundational commitment to exceptional service is further bolstered by this technological upgrade.

We strive to create the best possible experience for patrons and staff while safeguarding the library's assets and serving our community.

Public Relations and Outreach: Corinne Vargas

- On August 7, the PR & Outreach Manager and Library Assistant Erin Sikorski represented the Library at Carpentersville's National Night Out, which over 1,500 people attended.



- On August 13, the PR Manager and Graphic Designer visited the Palatine Library and met with their marketing team to discuss their current 100th Anniversary marketing campaign. The PR team reviewed the creation of logos, signage, displays, decorations, and float designs, as well as discussed processes and budgeting for the celebration. This visit was prompted by the upcoming 150th Anniversary of the FRVPLD in 2026, with planning set to begin at the end of 2024.



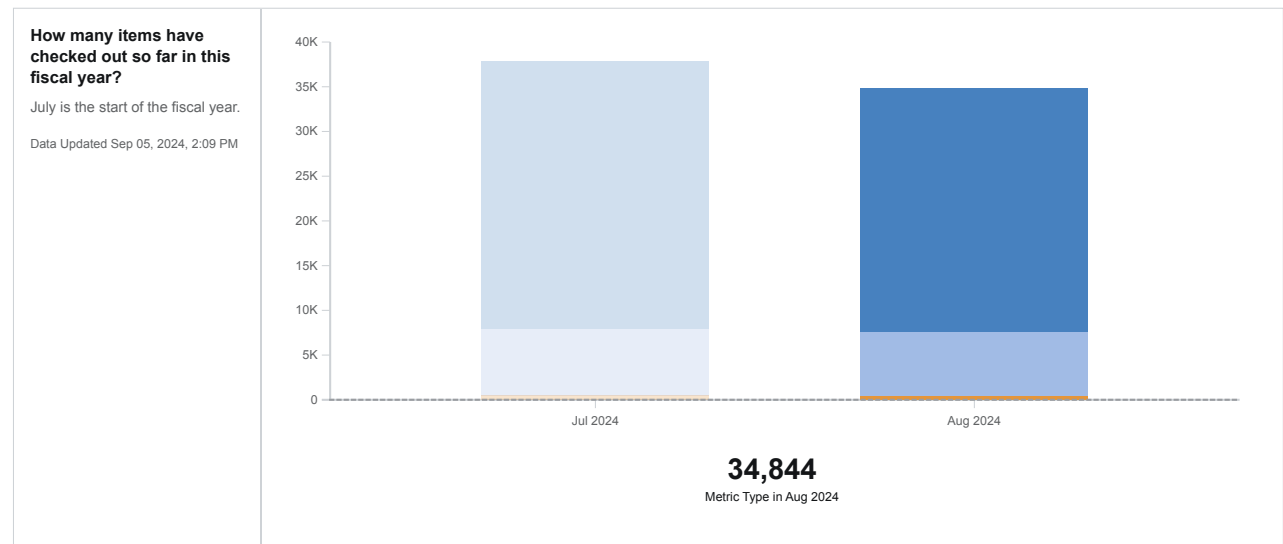
- PR recently purchased a new 10x10ft event tent for the Library's outreach and events. The bright orange tent matches our new tablecloths and features our logo on all four sides of the topper. It replaces an old, damaged tent that posed a risk of pinching fingers. The new tent will debut at Heritage Fest, September 14-15.
- PR initiated a bi-weekly All Staff email, with the first edition sent on August 30th. This email is designed to keep everyone informed about the latest updates from each department, including new developments, upcoming events, and current priorities. Each manager at the Library contributes by submitting information to PR, ensuring that all staff stay in the loop.
- Cari Poweziak, Adult Services Specialist, has accepted the part-time Public Relations Coordinator position and will officially join the PR team on September 16. The PR coordinator's responsibilities include managing the Library's social media platforms. The PR Coordinator will also partake in community outreach and represent the library at community events.
- The PR team has been reviewing the library's social media presence and streamlining our current pages. As part of this effort, we've closed the Teens and Youth Services Instagram accounts due to inactivity for about three years. The library's main Instagram account remains active and is updated daily.

How are we doing?

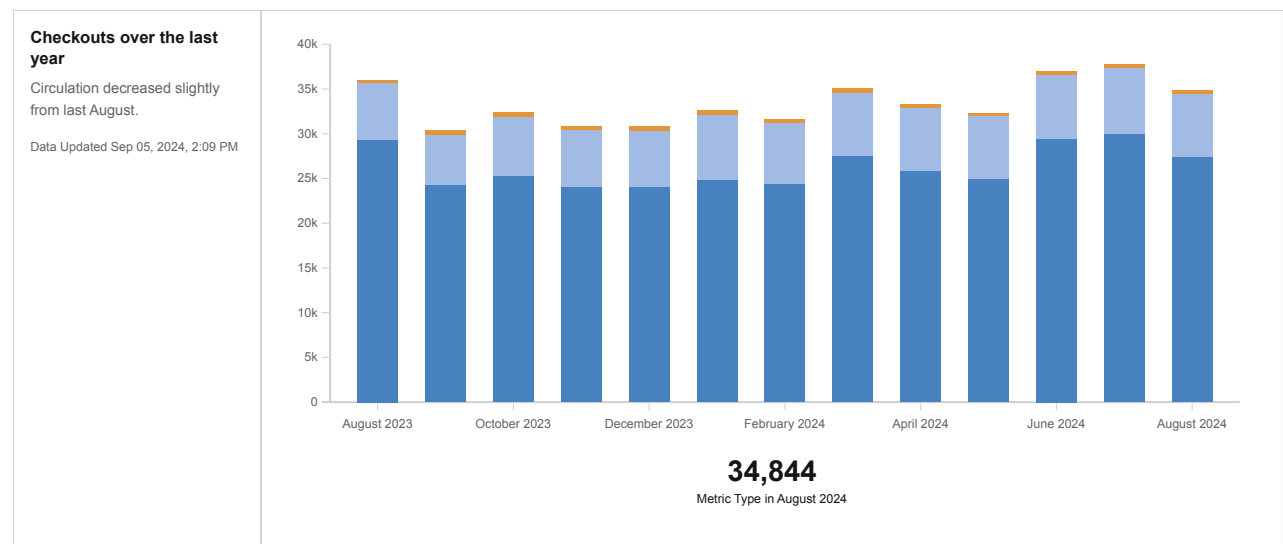
The monthly Dashboard tells our story

Click the graphs to see more details

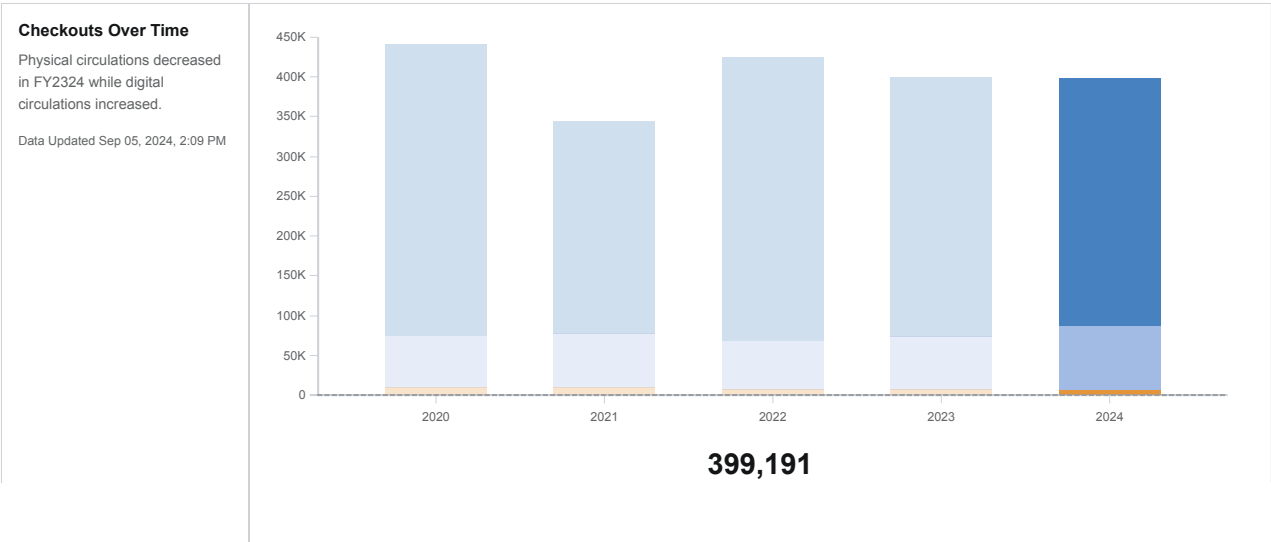
Checkouts - This Fiscal Year



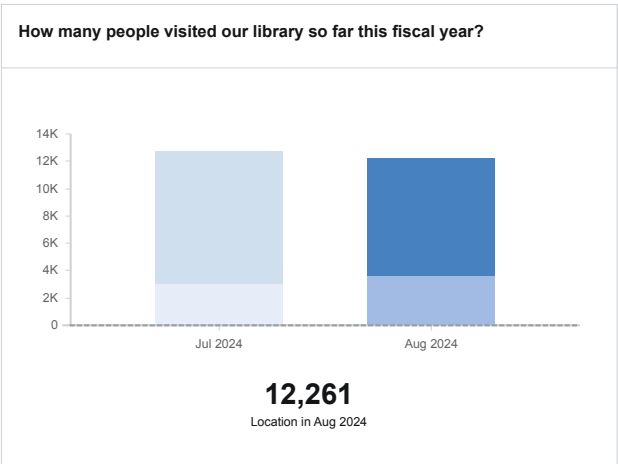
Checkouts - 13 Month Trends



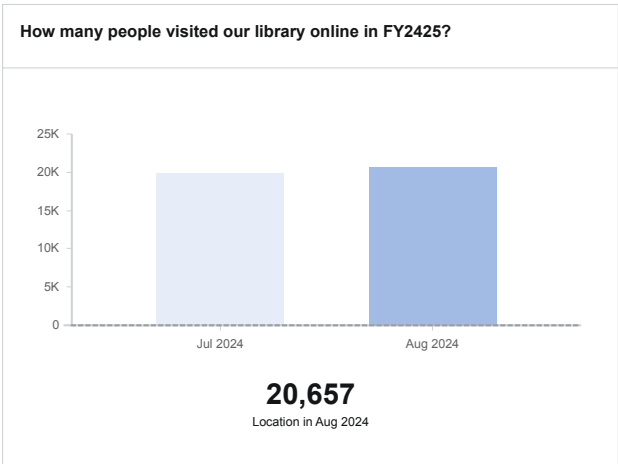
Checkout Trend



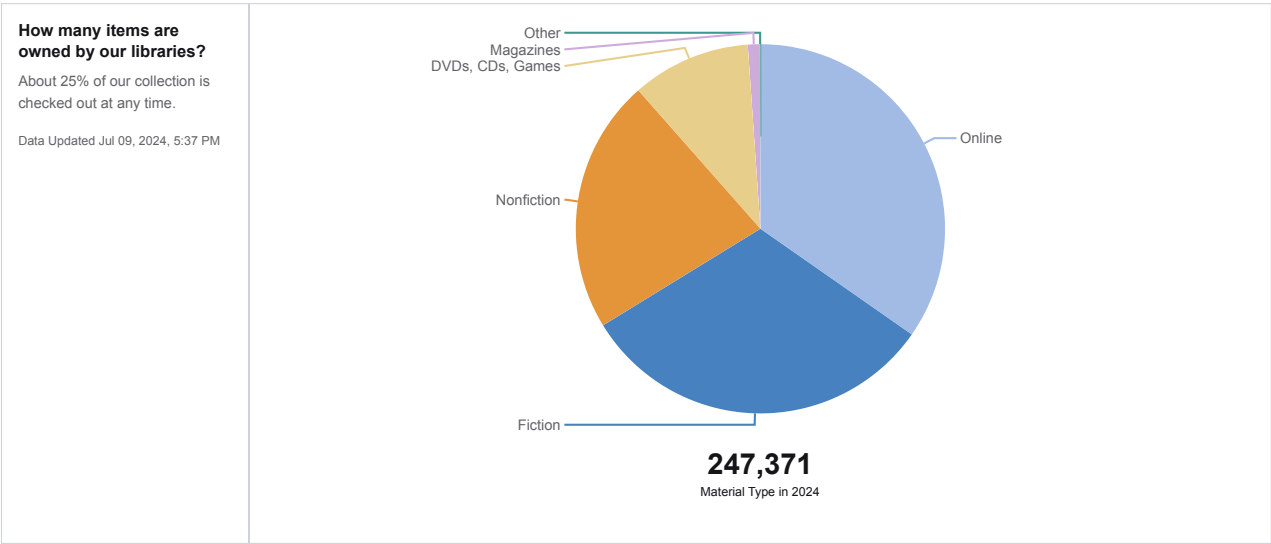
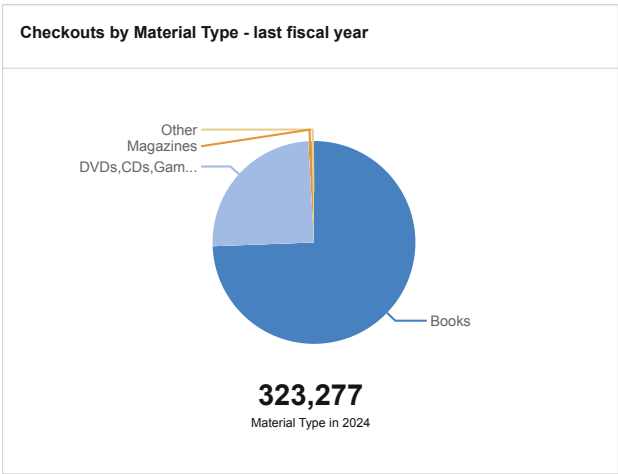
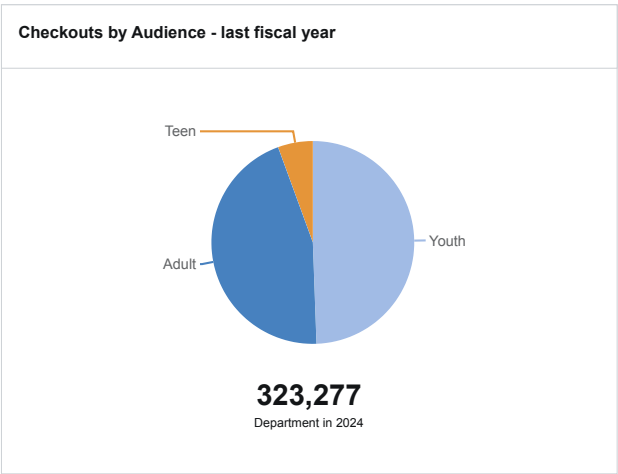
Library Visits - This Fiscal Year



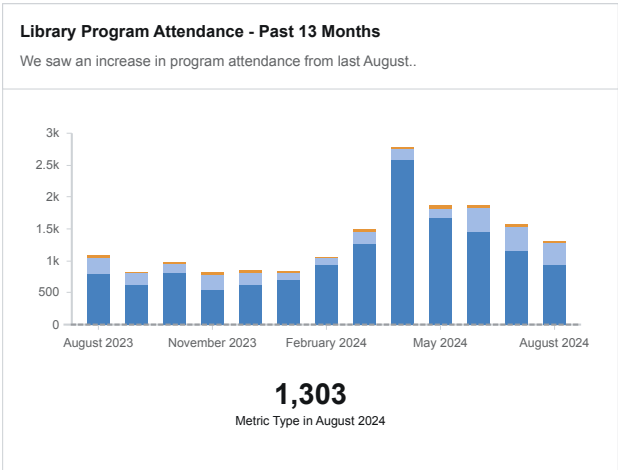
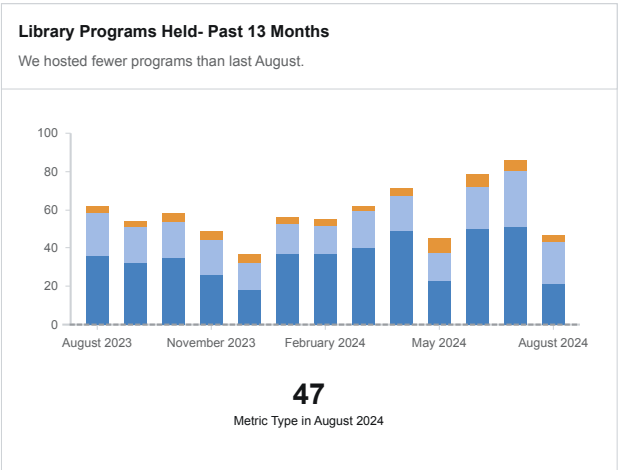
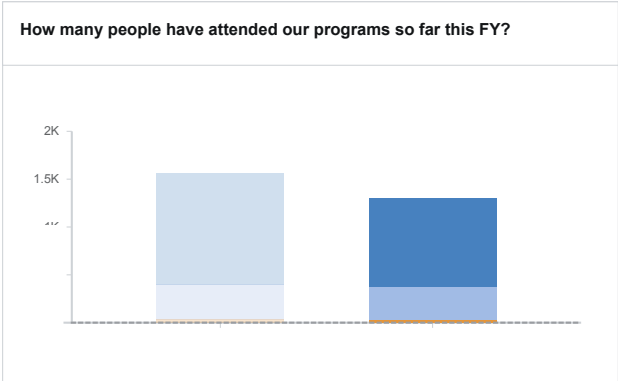
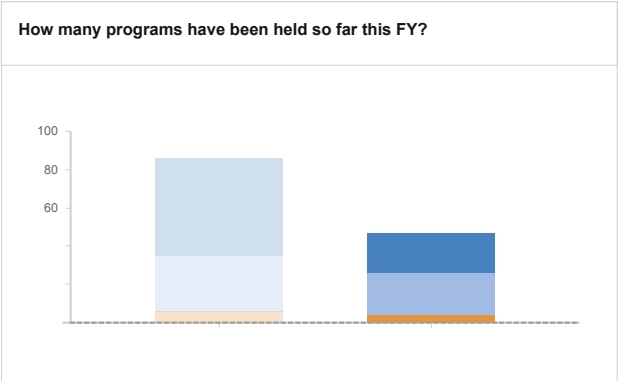
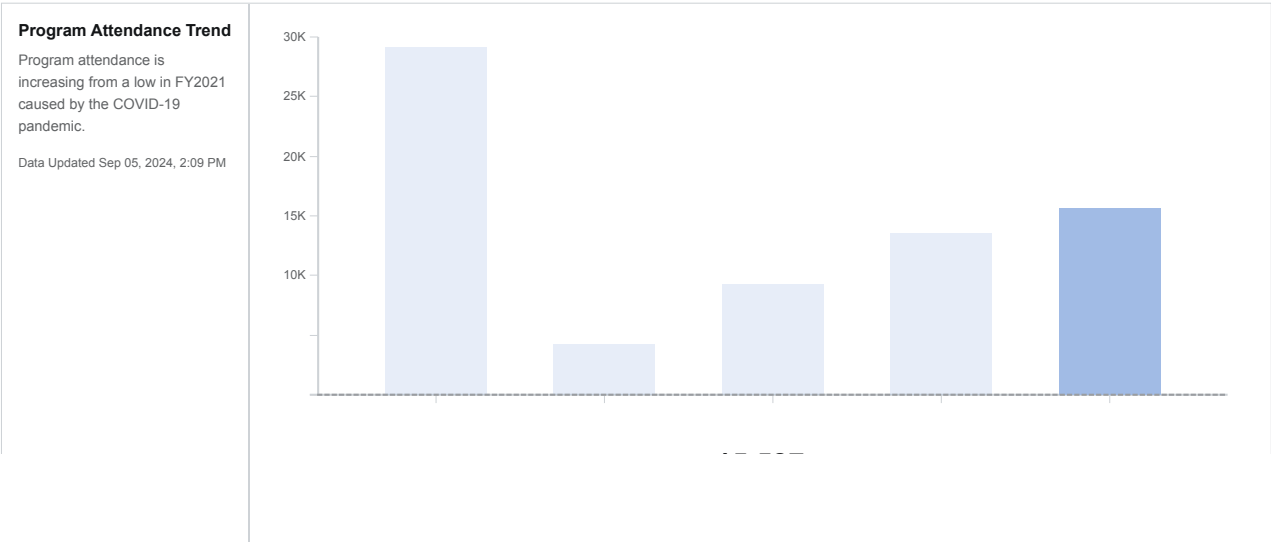
Website Visits - This Fiscal Year



Physical item checkouts



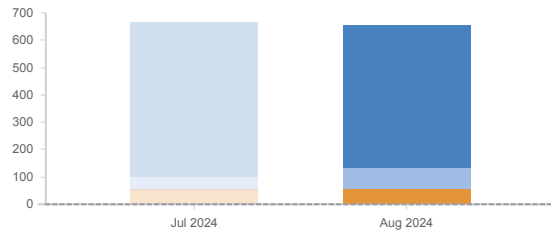
Program Attendance Trend



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; **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

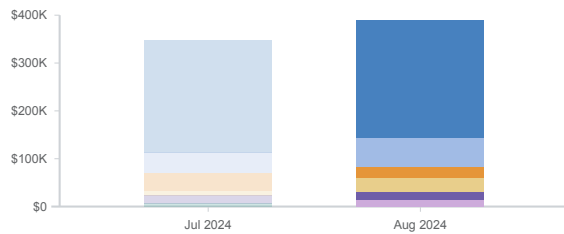


653

Metric Type in Aug 2024

Monthly Spending- this year

How much does the Library spend each month this FY?



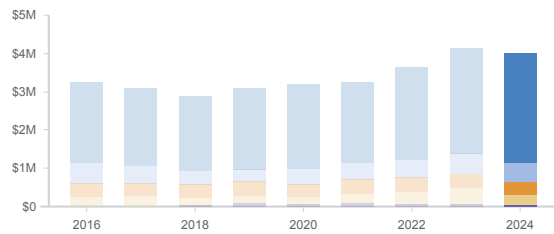
\$389,620.00

Expenses in Aug 2024

Past years' spending

How much does the Library spend each year?

Expenses decreased slightly from FY2223.



\$4,002,927.57

Expenses in 2024



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.i under the Consent Agenda as presented

- A.1.a Minutes from the August 13, 2024 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for August 2024**
- A.1.c Monthly Financial Report for August 2024**
- 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 August 2024**

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
August 13, 2024**

MINUTES

Call to Order

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

Roll Call

Members present: **President Kristina Weber**
 Vice Pres Maryann Dellamaria
 Secretary Chris Evans
 Treasurer Tara Finn
 Trustee Matt Goyke – Virtual
 Trustee Dan Wisniewski
 Trustee Paula Lauer

Members absent: **None**

Others present: *Executive Director Amy Dodson, Deputy Director Heather Zabski, Brittany Berger, Keri Carroll, Heather Ji, Deanna Roy, Sumitra Potharazu, John Sabala, Corinne Vargas*

Public Comment

There was none.

President's Report

ILA Trustee Day

Weber spoke about ILA Trustee Day, starting on October 10, 2024. Trustees can attend at the library's expense. Let EA Deanna Roy know if interested in attending.

Director's Report

Strategic Plan Marketing Update

Executive Director Amy Dodson mentioned the B&A hearing will be held on September 17, 2024.

Department Reports and Dashboard

Dodson remarked that the past month has been filled with finalizing the strategic plan and drafting working budget. Dodson also presented an overview of this year's Summer Reading Challenge, Heritage Fest, presented the new format for the newsletter, and spoke a little bit about the "million-dollar grant" Congressman Raja Krishnamoorthi presented to Fox River Valley Library.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the June 18, 2024 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for June 2024**
- A.1.c Check/Voucher Register for July 2024**
- A.1.d Monthly Financial Report for June 2024**
- A.1.e Monthly Financial Report for July 2024**
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues for June 2024**
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2024**
- A.1.h Revenue Summary – All Funds Combined by Period for June and July 2024**
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses for June 2024**
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2024**
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for June 2024**
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2024**
- A.1.m Expenditure Summary – All Funds Combined by Period for June and July 2024**
- A.1.n Balance Sheet for June 2024**
- A.1.o Balance Sheet for July 2024**
- A.1.p Ehlers Investment Inventory for June and July 2024**

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

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

Exhibit B.1 Strategic Plan Update FY2425

Executive Director Amy Dodson provided an update on the strategic planning process for Fiscal Years 2024 through 2029. The director will provide quarterly updates going forward, starting with the September 2024 Board Meeting.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

New Business

Exhibit C.1 Ordinance 2024-07 Tentative Budget and Appropriation

- **Announce Hearing Date and Time: September 17, 2024, 7:00 pm**

Weber called for a motion to ADOPT ORDINANCE 2024-07 Tentative Budget and Appropriation hearing date. Moved by Finn and seconded by Dellamaria. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.2 Electronic Resource- LinkedIn Learning Contract

Weber called for a motion to authorize the director to contract with LinkedIn for LinkedIn Learning, an electronic resource for online learning, at a cost not to exceed \$13,125. Moved by Dellamaria and seconded by Finn. Item opened for discussion. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.3 North Suburban Digital Consortium – OverDrive Contract Renewal

Weber called for a motion to AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH SUBURBAN DIGITAL CONSORTIUM, FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$25,000. Moved by Finn and seconded by Wisniewski, item opened for discussion. NSDC is a cost-sharing consortium that allows libraries to provide a wide array of digital titles. There was no further discussion; Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.4 Resolution 2024-05 to Accept Property Donation

Weber called for a motion for *RESOLUTION 2024-05 TO ACCEPT PROPERTY – PIANO*. Motion did not pass. Item opened for discussion. Lauer asked where the item would be stored, what would the item be used for. Lauer also mentioned that after speaking with a professional, there would be a cost to inspect the item; there would also be fees for general upkeep and movement of the item, at the cost of the library.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 0 ayes, 7 nays, 0 absent. Motion not carried.

Exhibit C.5 Purchase of Firewall

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO PURCHASE A FIREWALL, AT A COST NOT TO EXCEED \$12,000 FROM FIREWALL-DOT-COM*. Moved by Wisniewski and seconded by Finn, item opened for discussion. Weber asked IT Manager John Sabala for more information. Sabala suggested the current contract with Sonicwall since 2018, has been above satisfactory, and expressed that he would like to stay with the brand.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.6 Resolution 2024-06 Closure of the Working Cash Fund

Weber called for a motion for *RESOLUTION 2024-06 CLOSURE OF WORKING CASH FUND*. Moved by Dellamaria and seconded by Wisniewski. Item opened for discussion.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried

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

Weber called for a motion to APPOINT EXECUTIVE ASSISTANT DEANNA ROY AND DEPUTY DIRECTOR HEATHER ZABSKI AS FOIA OFFICERS FOR THE FOX RIVER VALLEY PUBLIC DISTRICT, EFFECTIVE AUGUST 13, 2024. Moved by Wisniewski and seconded by Finn, item opened for discussion. Deputy Director Zabski noted that both she and Executive Assistant Roy had undergone the required annual FOIA training. There was no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.8 Library Executive Director Employment Agreement Renewal

Weber called for a motion to TABLE THE VOTE REGARDING THE *LIBRARY EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT*. Item was tabled for discussion, until further notice. Motion made by Wisniewski and seconded by Dellamaria. There was no further discussion, Weber called for a roll call vote.

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion not carried.

Executive Session

Weber announced the Board would go into Executive Session and called for a motion to ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120/2(C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES. Moved by Wisniewski and seconded by Finn, action is not expected upon return to open session. Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned to Executive Session at 7:35 PM.

Return to Open Session

Weber called the regular meeting back to order at 9:01 PM.

Roll Call:

Members present: **President Kristina Weber**
 Vice President Maryann Dellamaria
 Secretary Chris Evans
 Treasurer Tara Finn
 Trustee Matt Goyke – Virtual
 Trustee Paula Lauer
 Trustee Dan Wisniewski

Members absent: **None**

Others present: **None**

Adjournment

Weber inquired if there were any topics Trustees wished to address in the future. There being no further business, Weber called for a motion to ADJOURN. Moved By Wisniewski and seconded by Finn. Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 9:02 pm

Christine L. Evans, Secretary

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 8/1/2024 Through 8/31/2024

Vendor Name	Check Number	Effective Date	Check Amount
Groot, Inc	12941422T107	8/16/2024	124.59
Village of West Dundee	45031	8/6/2024	25.00
Accurate Office Supply Co.	45032	8/13/2024	371.52
AT&T	45033	8/13/2024	209.40
AT & T Mobility	45034	8/13/2024	112.49
Blooming Color	45035	8/13/2024	291.32
Brodart Co.	45036	8/13/2024	0.00
Cooperative Computer Services	45037	8/13/2024	16,258.98
ComEd	45038	8/13/2024	4,725.47
Comprise Technologies, Inc.	45039	8/13/2024	5,030.00
Demco, Inc.	45040	8/13/2024	98.77
Dundee Township Park District	45041	8/13/2024	1,000.00
Garveys Office Products	45042	8/13/2024	359.54
GovConnection, Inc	45043	8/13/2024	529.00
Monica Gray	45044	8/13/2024	135.48
Hall Pass	45045	8/13/2024	18.00
INGRAM Library Services	45048	8/13/2024	9,870.07
KONE, INC	45049	8/13/2024	344.19
LinkedIn Corporation	45050	8/13/2024	13,125.00
Midwest Tape Exchange, Inc.	45051	8/13/2024	4,076.99
Mobile Beacon	45052	8/13/2024	3,120.00
Multisystem Management Company	45053	8/13/2024	3,405.15
NewsBank Inc.	45054	8/13/2024	6,376.00
Nicor Gas	45055	8/13/2024	90.04
OTC Brands, Inc.	45056	8/13/2024	351.20
ProQuest LLC	45057	8/13/2024	4,151.82
RAILS	45058	8/13/2024	2,522.00
Risk Program Administrators	45059	8/13/2024	377.00
Sebert Landscaping Inc.	45060	8/13/2024	607.36
Village of East Dundee	45061	8/13/2024	1,232.44
Cardmember Service	45062	8/13/2024	3,213.19
Wellness Insurance Network	45063	8/13/2024	19,738.18
Brodart Co.	45064	8/13/2024	30.59
AMAZON	Amazon ACH 08/1...	8/14/2024	2,004.14
Office of the Secretary of State of Illinois	August LP Withdr...	8/31/2024	6,531.00
Illinois Municipal Retirement	DD08/06/2024-IM...	8/6/2024	18,696.70
Paylocity Payroll	DD08/2024 Paylo...	8/9/2024	306.28
Paylocity Payroll	DD08/2024 Paylo...	8/23/2024	732.09
Paylocity Payroll	DD08/2024 Paylo...	8/9/2024	89.20
ePay	Epay Fees Jul In ...	8/1/2024	117.19
Office of the Secretary of State of Illinois	LP Withdrawal Jul ...	8/1/2024	1,366.00
Office of the Secretary of State of Illinois	SSLT Fee Jul In Aug	8/1/2024	78.00
Comcast	STMT202408Com...	8/27/2024	1,329.89
Comcast	STMT202408DL-C...	8/26/2024	344.06
Comcast	STMT202408RO-C...	8/26/2024	225.10
Total 10100 - BANK ACCOUNTS			133,740.43
Report Total			133,740.43

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	4,230,101.53	100.00%	4,230,000.00	(101.53)	0.00%
43020	PPRT	3,067.28	19,512.03	22.95%	85,000.00	65,487.97	77.04%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	20,648.39	42,231.74	33.78%	125,000.00	82,768.26	66.21%
44011	MARKET VALUE ADJUSTMENT	1,177.04	2,372.14	474.42%	500.00	(1,872.14)	(374.42)%
45010	PER CAPITA GRANT	0.00	106,222.05	101.16%	105,000.00	(1,222.05)	(1.16)%
45020	OTHER GRANTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
46030	LOST & DAMAGED	338.89	1,146.42	32.75%	3,500.00	2,353.58	67.24%
46200	PRINT/COPY REVENUE	649.65	1,432.85	23.88%	6,000.00	4,567.15	76.11%
46250	LICENSE PLATE RENEWAL INCOME	7,847.75	15,904.75	24.46%	65,000.00	49,095.25	75.53%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.30	0.33	0.33%	100.00	99.67	99.67%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	188.00	15.66%	1,200.00	1,012.00	84.33%
49010	MONETARY GIFT	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	150.00	150.00	100.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	20.25	76.80	25.60%	300.00	223.20	74.40%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46300	TAXABLE SALES (USB, DVD, EARBUDS)	1.50	1.50	0.00%	0.00	(1.50)	0.00%
	Total REVENUES	33,845.05	4,419,190.14	95.03%	4,650,250.00	231,059.86	4.97%
	Total Revenues	33,845.05	4,419,190.14	95.03%	4,650,250.00	231,059.86	4.97%
	Expenditures						
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	17,338.10	34,013.30	13.60%	250,000.00	215,986.70	86.39%
52121	IMRF	11,724.21	22,936.51	14.60%	157,000.00	134,063.49	85.39%
52122	REIMBURSED INS	94.00	188.00	15.66%	1,200.00	1,012.00	84.33%
52160	TUITION REIMB	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%
52212	FICA/MEDICARE/SS-R	13,798.52	27,017.98	13.85%	195,000.00	167,982.02	86.14%
05	ADMINISTRATION						
52100	SALARIES	43,919.70	78,242.51	15.52%	503,884.50	425,641.99	84.47%
40	PUBLIC RELATIONS						
52100	SALARIES	10,853.94	21,652.63	12.45%	173,796.00	152,143.37	87.54%
50	IT / NETWORK						
52100	SALARIES	11,099.40	22,175.59	16.86%	131,521.95	109,346.36	83.13%
60	PATS						
52100	SALARIES	11,115.97	22,232.54	15.04%	147,795.60	125,563.06	84.95%
90	FACILITIES						
52100	SALARIES	9,965.66	19,719.90	16.14%	122,151.75	102,431.85	83.85%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	41,014.35	80,682.87	16.65%	484,299.19	403,616.32	83.34%
20	YOUTH SERVICES						
52100	SALARIES	27,433.96	55,354.31	16.01%	345,704.52	290,350.21	83.98%
70	ACCOUNT SERVICES						
52100	SALARIES	28,459.84	57,457.66	16.95%	338,832.78	281,375.12	83.04%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	20,079.41	40,338.89	16.72%	241,244.85	200,905.96	83.27%
	Total PERSONNEL SERVICES/BENEFITS	246,897.06	482,012.69	15.55%	3,100,431.14	2,618,418.45	84.45%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	523.40	582.51	5.82%	10,000.00	9,417.49	94.17%
61500	DATABASES	19,798.82	28,453.69	65.52%	43,422.00	14,968.31	34.47%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining	
	61510	EBOOKS	21,329.14	25,348.63	49.94%	50,750.00	25,401.37	50.05%
	61520	DOWNLOADABLE MEDIA	2,968.98	15,337.90	28.10%	54,575.00	39,237.10	71.89%
	61540	HOTSPOTS	3,120.00	3,240.00	32.14%	10,080.00	6,840.00	67.85%
	64100	PROC FEES BOOKS	283.14	731.97	13.30%	5,500.00	4,768.03	86.69%
	64200	PROC FEES AV	418.16	1,650.47	23.57%	7,000.00	5,349.53	76.42%
	64500	ONLINE ORDERING FEE	0.00	0.00	0.00%	755.00	755.00	100.00%
05		ADMINISTRATION						
	61120	BOOKS NF	0.00	0.00	0.00%	500.00	500.00	100.00%
	61200	PERIODICALS	624.00	624.00	100.00%	624.00	0.00	0.00%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	2,584.22	66.29%	3,898.00	1,313.78	33.70%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	2,421.06	5,739.25	17.93%	32,000.04	26,260.79	82.06%
	61111	BOOKS LARGE TYPE	577.64	1,214.04	30.35%	4,000.00	2,785.96	69.64%
	61120	BOOKS NF	729.95	1,581.61	13.18%	12,000.00	10,418.39	86.81%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	3,500.00	3,500.00	100.00%
	61140	GRAPHIC NOVELS	342.32	683.84	17.09%	4,000.00	3,316.16	82.90%
	61330	AUDIOBOOKS	376.92	731.84	10.45%	7,000.00	6,268.16	89.54%
	61350	MUSIC	113.16	462.26	15.40%	3,000.00	2,537.74	84.59%
	61400	DVD	855.16	3,721.52	32.36%	11,500.00	7,778.48	67.63%
	61600	VIDEOGAMES	0.00	0.00	0.00%	13,000.00	13,000.00	100.00%
	61700	NONTRADITIONAL MATERIALS	183.96	183.96	4.59%	4,000.00	3,816.04	95.40%
15		TEEN						
	61100	BOOKS	549.36	1,299.71	16.24%	8,000.00	6,700.29	83.75%
	61130	BOOKS SPANISH	231.53	371.30	18.56%	2,000.00	1,628.70	81.43%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	500.00	500.00	100.00%
20		YOUTH SERVICES						
	61100	BOOKS	2,306.18	4,332.55	10.83%	39,999.96	35,667.41	89.16%
	61130	BOOKS SPANISH	0.00	293.01	3.66%	8,000.04	7,707.03	96.33%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	61400	DVD	454.31	626.02	25.04%	2,500.00	1,873.98	74.95%
	61600	VIDEOGAMES	0.00	0.00	0.00%	4,100.00	4,100.00	100.00%
	61700	NONTRADITIONAL MATERIALS	42.61	42.61	1.21%	3,500.04	3,457.43	98.78%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,170.36	86.62%	1,351.00	180.64	13.37%
10		ADULT & TEEN SERVICES						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining	
	61110	BOOKS FICTION	1,112.65	2,003.43	20.03%	10,000.00	7,996.57	79.96%
	61120	BOOKS NF	245.27	640.61	25.62%	2,500.00	1,859.39	74.37%
	61400	DVD	425.86	1,244.54	20.74%	6,000.00	4,755.46	79.25%
	61600	VIDEOGAMES	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
15	TEEN							
	61100	BOOKS	156.49	659.22	26.36%	2,500.00	1,840.78	73.63%
20	YOUTH SERVICES							
	61100	BOOKS	474.91	1,043.65	7.45%	14,000.04	12,956.39	92.54%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	61400	DVD	241.40	297.62	14.88%	2,000.00	1,702.38	85.11%
	61600	VIDEOGAMES	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
	61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	750.00	750.00	100.00%
	Total LIBRARY MATERIALS	60,906.38	106,896.34	26.77%	399,305.12	292,408.78	73.23%	
51	LIBRARY OPERATIONS							
0	District Wide							
00	DEPARTMENT-WIDE							
	52123	WORKERS COMP	377.00	377.00	4.71%	8,000.00	7,623.00	95.28%
	52124	UNEMPLOYMENT INS	0.00	863.94	8.63%	10,000.00	9,136.06	91.36%
	52130	STAFF DEVELOPMENT	52.09	115.00	2.87%	4,000.00	3,885.00	97.12%
	52170	ALLSTAFF SPEAKER	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
	70800	POSTAGE	19.99	451.10	12.88%	3,500.00	3,048.90	87.11%
	70900	SUPPLIES	1,058.80	1,278.06	9.83%	13,000.00	11,721.94	90.16%
	73215	COPIER/PRINT EXPENSE	611.79	1,217.52	13.83%	8,800.00	7,582.48	86.16%
	73225	PUBLIC LIABILITY INS	0.00	21,032.55	37.55%	56,000.00	34,967.45	62.44%
	73240	BOARD EXPENSES	0.00	375.00	75.00%	500.00	125.00	25.00%
	73241	LEGAL NOTICES FEES	308.20	308.20	15.41%	2,000.00	1,691.80	84.59%
	73242	MEMBERSHIPS	0.00	0.00	0.00%	3,500.00	3,500.00	100.00%
	73245	BACKGROUND CHECK FEES	6.00	18.00	18.00%	100.00	82.00	82.00%
	73250	BANK CHARGES	167.10	284.29	18.95%	1,500.00	1,215.71	81.04%
	73255	INVESTMENT FEES	423.19	829.77	10.37%	8,000.00	7,170.23	89.62%
	73260	LOST & PAID FORWARDING	0.00	0.00	0.00%	500.00	500.00	100.00%
	73280	COST OF ITEMS SOLD	27.29	27.29	9.09%	300.00	272.71	90.90%
	73281	TAX EXPENSE	0.00	0.00	0.00%	100.00	100.00	100.00%
	73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	7,437.00	15,091.00	23.57%	64,000.00	48,909.00	76.42%
	73283	LICENSE PLATE S&SLT FEES	79.50	157.50	22.50%	700.00	542.50	77.50%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining	
	73290	HOSPITALITY	0.00	0.00	0.00%	500.00	500.00	100.00%
	76400	Miscellaneous Expense	250.00	250.00	50.00%	500.00	250.00	50.00%
	76500	CASH UNDER	0.45	0.45	0.18%	250.00	249.55	99.82%
	79010	MONETARY GIFT EXPENDITURES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	4,418.86	4,418.86	100.00%
05		ADMINISTRATION						
	52140	PROFESSIONAL EDUCATION	355.16	355.16	3.94%	9,000.00	8,644.84	96.05%
	73242	MEMBERSHIPS	149.00	149.00	3.31%	4,500.00	4,351.00	96.68%
10		ADULT & TEEN SERVICES						
	52140	PROFESSIONAL EDUCATION	44.48	304.48	6.08%	5,000.00	4,695.52	93.91%
	70900	SUPPLIES	87.96	87.96	4.39%	2,000.00	1,912.04	95.60%
	73242	MEMBERSHIPS	0.00	150.00	15.03%	998.00	848.00	84.96%
20		YOUTH SERVICES						
	52140	PROFESSIONAL EDUCATION	0.00	38.00	1.08%	3,500.00	3,462.00	98.91%
	73242	MEMBERSHIPS	0.00	215.00	47.77%	450.00	235.00	52.22%
30		PUBLIC SERVICE						
	70900	SUPPLIES	0.00	0.00	0.00%	4,425.00	4,425.00	100.00%
40		PUBLIC RELATIONS						
	52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	73242	MEMBERSHIPS	0.00	0.00	0.00%	200.00	200.00	100.00%
50		IT / NETWORK						
	52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	3,650.00	3,650.00	100.00%
60		PATS						
	73242	MEMBERSHIPS	150.00	150.00	100.00%	150.00	0.00	0.00%
70		ACCOUNT SERVICES						
	52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	1,100.00	1,100.00	100.00%
	73242	MEMBERSHIPS	0.00	0.00	0.00%	200.00	200.00	100.00%
80		RANDALL OAKS						
	73242	MEMBERSHIPS	0.00	0.00	0.00%	296.00	296.00	100.00%
90		FACILITIES						
	70900	SUPPLIES	0.00	801.55	6.16%	13,000.00	12,198.45	93.83%
1		Dundee Library						
00		DEPARTMENT-WIDE						

Fox River Valley Public Library District
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10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
73520	PLANT OPERATION	514.60	514.60	4.78%	10,750.00	10,235.40	95.21%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73505	RENT EXPENSE	5,407.50	10,815.00	16.63%	65,000.00	54,185.00	83.36%
	Total LIBRARY OPERATIONS	17,527.10	56,257.42	17.11%	328,887.86	272,630.44	82.89%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	2,531.82	2,556.82	25.56%	10,000.00	7,443.18	74.43%
73010	NEWSLETTER	9,498.32	9,498.32	23.74%	40,000.00	30,501.68	76.25%
73020	OUTSIDE PRINTING	503.07	794.39	52.95%	1,500.00	705.61	47.04%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	12,533.21	12,849.53	24.85%	51,700.00	38,850.47	75.15%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73150	PERFORMERS	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73151	SUMMER READING	1,000.00	1,000.00	5.55%	18,000.00	17,000.00	94.44%
73152	WINTER READING	0.00	0.00	0.00%	3,500.00	3,500.00	100.00%
73153	MISC READING CHALLENGES	0.00	0.00	0.00%	1,200.00	1,200.00	100.00%
73155	LICENSING	0.00	0.00	0.00%	1,650.00	1,650.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	640.62	797.01	12.26%	6,500.00	5,702.99	87.73%
73150	PERFORMERS	0.00	0.00	0.00%	3,600.00	3,600.00	100.00%
15	TEEN						
70900	SUPPLIES	75.78	150.80	7.54%	2,000.00	1,849.20	92.46%
20	YOUTH SERVICES						
70900	SUPPLIES	581.62	801.29	5.72%	14,000.04	13,198.75	94.27%
73150	PERFORMERS	400.00	400.00	10.00%	4,000.00	3,600.00	90.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	107.65	613.54	15.33%	4,000.00	3,386.46	84.66%
	Total GENERAL PROGRAMMING	2,805.67	3,762.64	6.03%	62,450.04	58,687.40	93.97%
54	COMPUTER						
0	District Wide						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
00	DEPARTMENT-WIDE						
70900	SUPPLIES	219.63	219.63	2.83%	7,760.00	7,540.37	97.16%
73320	CCS SHARED COST	0.00	13,937.38	23.62%	59,000.00	45,062.62	76.37%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73340	SOFTWARE	2,745.47	2,945.51	9.98%	29,501.00	26,555.49	90.01%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	478.46	955.92	13.61%	7,020.00	6,064.08	86.38%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	225.10	450.00	15.95%	2,820.00	2,370.00	84.04%
	Total COMPUTER	3,668.66	18,508.44	15.94%	116,101.00	97,592.56	84.06%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,127.57	2,162.70	14.41%	15,000.00	12,837.30	85.58%
73410	LEGAL FEES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73420	AUDIT EXPENSE	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73430	OTHER PROF FEES	0.00	0.00	0.00%	20,000.00	20,000.00	100.00%
	Total PROFESSIONAL FEES	1,127.57	2,162.70	3.93%	55,000.00	52,837.30	96.07%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
73230	TRANSPORTATION REIMBURSEMENT	139.13	265.83	6.64%	4,000.00	3,734.17	93.35%
	Total TRANSPORTATION	139.13	265.83	6.65%	4,000.00	3,734.17	93.35%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	0.00	0.00%	9,575.00	9,575.00	100.00%
73310	CATALOGING - COMPUTER SERVICE	0.00	2,321.60	23.21%	10,000.00	7,678.40	76.78%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	820.00	820.00	100.00%
73640	FUEL	152.28	294.67	14.73%	2,000.00	1,705.33	85.26%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	3,547.50	3,547.50	44.37%	7,995.00	4,447.50	55.62%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

			Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
	73500	BUILDING REPAIRS AND MAINTENANCE	3,475.00	4,170.00	12.75%	32,700.00	28,530.00	87.24%
	73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
	73540	CONTRACTS: BUILDING MAINTENANCE	3,801.29	7,901.17	8.71%	90,701.00	82,799.83	91.28%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	1,182.50	1,182.50	97.32%	1,215.00	32.50	2.67%
	73540	CONTRACTS: BUILDING MAINTENANCE	680.00	1,360.00	16.00%	8,500.00	7,140.00	84.00%
		Total MAINTENANCE	12,838.57	20,777.44	12.21%	170,206.00	149,428.56	87.79%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	112.49	224.98	13.80%	1,630.00	1,405.02	86.19%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	1,313.45	2,188.69	19.82%	11,040.00	8,851.31	80.17%
	73610	ELECTRICITY	5,142.36	9,867.83	20.99%	47,000.00	37,132.17	79.00%
	73620	WATER AND SEWER	1,232.44	1,232.44	30.81%	4,000.00	2,767.56	69.18%
	73630	GAS	90.04	194.58	3.24%	6,000.00	5,805.42	96.75%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	91.44	182.52	14.48%	1,260.00	1,077.48	85.51%
		Total UTILITIES	7,982.22	13,891.04	19.58%	70,930.00	57,038.96	80.42%
70		CAPITAL EXPENSE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73215	COPIER/PRINT EXPENSE	6,890.00	6,890.00	95.03%	7,250.00	360.00	4.96%
	73270	FURNITURE & EQUIP	97.43	97.43	0.54%	18,000.00	17,902.57	99.45%
	73300	COMPUTER EQUIPMENT	5,030.00	5,559.00	17.96%	30,950.00	25,391.00	82.03%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	73270	FURNITURE & EQUIP	0.00	26.89	0.53%	5,000.00	4,973.11	99.46%
20		YOUTH SERVICES						
	73270	FURNITURE & EQUIP	99.91	256.70	3.66%	6,999.96	6,743.26	96.33%
2		Randall Oaks						
80		RANDALL OAKS						
	73270	FURNITURE & EQUIP	171.57	171.57	5.64%	3,039.00	2,867.43	94.35%
		Total CAPITAL EXPENSE	12,288.91	13,001.59	18.25%	71,238.96	58,237.37	81.75%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2024 Through 8/31/2024

	Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Total Expenditures	<u>378,714.48</u>	<u>730,385.66</u>	<u>15.71%</u>	<u>4,650,250.12</u>	<u>3,919,864.46</u>	<u>84.29%</u>
Net Increase(Decrease) in Fund Balance	<u>(344,869.43)</u>	<u>3,688,804.48</u>	<u>...74,003,800.00)%</u>	<u>(0.12)</u>	<u>(3,688,804.60)</u>	<u>3,074,003,800.00%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	14,863.38	31,826.55	31.82%	100,000.00	68,173.45	68.17%
44011	MARKET VALUE ADJUSTMENT	3,883.32	7,823.08	1,564.61%	500.00	(7,323.08)	(1,464.61)%
45020	OTHER GRANTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total REVENUES	18,746.70	39,649.63	35.88%	110,500.00	70,850.37	64.12%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
	Total Revenues	18,746.70	39,649.63	12.00%	330,500.00	290,850.37	88.00%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	11,172.67	11,172.67	7.02%	159,000.00	147,827.33	92.97%
73340	SOFTWARE	0.00	0.00	0.00%	28,000.00	28,000.00	100.00%
	Total COMPUTER	11,172.67	11,172.67	5.97%	187,000.00	175,827.33	94.03%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	970,000.00	970,000.00	100.00%
	Total MAINTENANCE	0.00	0.00	0.00%	970,000.00	970,000.00	100.00%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	0.00	0.00	0.00%	150,000.00	150,000.00	100.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	2,510,000.00	2,510,000.00	100.00%
	Total CAPITAL EXPENSE	0.00	0.00	0.00%	2,660,000.00	2,660,000.00	100.00%
	Total Expenditures	11,172.67	11,172.67	0.29%	3,817,000.00	3,805,827.33	99.71%

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
 70 - CAPITAL PROJECTS/SPECIAL RESERVE
 From 8/1/2024 Through 8/31/2024

	Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Net Increase(Decrease) in Fund Balance	<u><u>7,574.03</u></u>	<u><u>28,476.96</u></u>	<u><u>(0.81)%</u></u>	<u><u>(3,486,500.00)</u></u>	<u><u>(3,514,976.96)</u></u>	<u><u>100.81%</u></u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
80 - WORKING CASH
From 8/1/2024 Through 8/31/2024

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2425 Percent Used</u>	<u>Total Budget - FY2425 Working Budget</u>	<u>FY2425 \$ Remaining</u>	<u>FY2425 Percent Remaining</u>
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	386.78	985.54	19.71%	5,000.00	4,014.46	80.28%
44011	MARKET VALUE ADJUSTMENT	395.65	797.05	159.41%	500.00	(297.05)	(59.41)%
	Total REVENUES	<u>782.43</u>	<u>1,782.59</u>	<u>32.41%</u>	<u>5,500.00</u>	<u>3,717.41</u>	<u>67.59%</u>
	Total Revenues	<u>782.43</u>	<u>1,782.59</u>	<u>32.41%</u>	<u>5,500.00</u>	<u>3,717.41</u>	<u>67.59%</u>
	Net Increase(Decrease) in Fund Balance	<u>782.43</u>	<u>1,782.59</u>	<u>32.41%</u>	<u>5,500.00</u>	<u>3,717.41</u>	<u>67.58%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
90 - DONATION / GIFT
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	636.54	1,621.94	16.21%	10,000.00	8,378.06	83.78%
44011	MARKET VALUE ADJUSTMENT	651.14	1,311.74	262.34%	500.00	(811.74)	(162.34)%
	Total REVENUES	<u>1,287.68</u>	<u>2,933.68</u>	<u>27.94%</u>	<u>10,500.00</u>	<u>7,566.32</u>	<u>72.06%</u>
	Total Revenues	<u>1,287.68</u>	<u>2,933.68</u>	<u>27.94%</u>	<u>10,500.00</u>	<u>7,566.32</u>	<u>72.06%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,287.68</u></u>	<u><u>2,933.68</u></u>	<u><u>27.93%</u></u>	<u><u>10,500.00</u></u>	<u><u>7,566.32</u></u>	<u><u>72.06%</u></u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - FY2425 Budget v Actual Revenues
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 % Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 % Remaining
	Revenues						
43010	TAX LEVY	0.00	4,230,101.53	100.00%	4,230,000.00	(101.53)	0.00%
43020	PPRT	3,067.28	19,512.03	22.95%	85,000.00	65,487.97	77.04%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	36,535.09	76,665.77	31.94%	240,000.00	163,334.23	68.05%
44011	MARKET VALUE ADJUSTMENT	6,107.15	12,304.01	615.20%	2,000.00	(10,304.01)	(515.20)%
45010	PER CAPITA GRANT	0.00	106,222.05	101.16%	105,000.00	(1,222.05)	(1.16)%
45020	OTHER GRANTS	0.00	0.00	0.00%	20,000.00	20,000.00	100.00%
46030	LOST & DAMAGED	338.89	1,146.42	32.75%	3,500.00	2,353.58	67.24%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	150.00	150.00	100.00%
46200	PRINT/COPY REVENUE	649.65	1,432.85	23.88%	6,000.00	4,567.15	76.11%
46250	LICENSE PLATE RENEWAL INCOME	7,847.75	15,904.75	24.46%	65,000.00	49,095.25	75.53%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	21.75	78.30	26.10%	300.00	221.70	73.90%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.30	0.33	0.33%	100.00	99.67	99.67%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	188.00	15.66%	1,200.00	1,012.00	84.33%
49010	MONETARY GIFT	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total Revenues	<u>54,661.86</u>	<u>4,463,556.04</u>	<u>93.44%</u>	<u>4,776,750.00</u>	<u>313,193.96</u>	<u>6.56%</u>
	Net Increase(Decrease) in Fund Balance	<u>54,661.86</u>	<u>4,463,556.04</u>	<u>93.44%</u>	<u>4,776,750.00</u>	<u>313,193.96</u>	<u>6.55%</u>

From 7/1/2024 Through 6/30/2025

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Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - FY2425 Budget v Actual Expenditures
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY 2425 \$ Remaining	FY2425 Percent Remaining
	Expenditures						
15	Personnel Expenses						
15	PERSONNEL	246,897.06	482,012.69	7.96%	3,100,431.14	2,618,418.45	84.45%
	SERVICES/BENEFITS						
	Total Personnel Expenses	246,897.06	482,012.69	7.96%	3,100,431.14	2,618,418.45	84.45%
20	Library Materials						
20	LIBRARY MATERIALS	60,906.38	106,896.34	15.25%	399,305.12	292,408.78	73.22%
	Total Library Materials	60,906.38	106,896.34	15.25%	399,305.12	292,408.78	73.23%
50	Operating Expenses						
51	LIBRARY OPERATIONS	17,527.10	56,257.42	5.32%	328,887.86	272,630.44	82.89%
52	PUBLIC RELATIONS	12,533.21	12,849.53	24.24%	51,700.00	38,850.47	75.14%
53	GENERAL PROGRAMMING	2,805.67	3,762.64	4.49%	62,450.04	58,687.40	93.97%
54	COMPUTER	14,841.33	29,681.11	4.89%	303,101.00	273,419.89	90.20%
55	PROFESSIONAL FEES	1,127.57	2,162.70	2.05%	55,000.00	52,837.30	96.06%
58	TRANSPORTATION	121.98	248.68	3.04%	4,000.00	3,751.32	93.78%
	Total Operating Expenses	48,956.86	104,962.08	6.08%	805,138.90	700,176.82	86.96%
60	Building Expenses						
61	MAINTENANCE	12,838.57	20,777.44	1.12%	1,140,206.00	1,119,428.56	98.17%
65	UTILITIES	7,982.22	13,891.04	11.25%	70,930.00	57,038.96	80.41%
	Total Building Expenses	20,820.79	34,668.48	1.72%	1,211,136.00	1,176,467.52	97.14%
70	Capital Expense						
70	CAPITAL EXPENSE	12,288.91	13,001.59	0.44%	2,731,238.96	2,718,237.37	99.52%
	Total Capital Expense	12,288.91	13,001.59	0.45%	2,731,238.96	2,718,237.37	99.52%
	Total Expenditures	389,870.00	741,541.18	4.73%	8,247,250.12	7,505,708.94	91.01%
	Net Increase(Decrease) in Fund Balance	(389,870.00)	(741,541.18)	4.72%	(8,247,250.12)	(7,505,708.94)	91.00%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - FY2425 Budget v Actual Expenditures by Location
From 8/1/2024 Through 8/31/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 Budget \$ Remaining	FY2425 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	129,909.50	248,178.96	7.68%	1,690,349.80	1,560,440.30	92.31%
20	Library Materials	49,065.64	75,969.17	26.78%	183,206.00	134,140.36	73.21%
50	Operating Expenses	40,525.53	89,463.92	5.91%	685,448.86	644,923.33	94.08%
60	Building Expenses	264.77	2,841.25	0.91%	29,025.00	28,760.23	99.08%
70	Capital Expense	12,017.43	12,546.43	0.44%	2,716,200.00	2,704,182.57	99.55%
	Total District Wide	231,782.87	428,999.73	4.37%	5,304,229.66	5,072,446.79	95.63%
1	Dundee Library						
15	Personnel Expenses	96,908.15	193,494.84	8.29%	1,168,836.49	1,071,928.34	91.70%
20	Library Materials	9,184.16	23,867.74	5.46%	167,998.08	158,813.92	94.53%
50	Operating Expenses	2,691.08	3,619.62	5.62%	47,870.04	45,178.96	94.37%
60	Building Expenses	18,602.08	29,102.21	1.58%	1,171,136.00	1,152,533.92	98.41%
70	Capital Expense	99.91	283.59	0.83%	11,999.96	11,900.05	99.16%
	Total Dundee Library	127,485.38	250,368.00	4.96%	2,567,840.57	2,440,355.19	95.04%
2	Randall Oaks						
15	Personnel Expenses	20,079.41	40,338.89	8.32%	241,244.85	221,165.44	91.67%
20	Library Materials	2,656.58	7,059.43	5.52%	48,101.04	45,444.46	94.47%
50	Operating Expenses	5,740.25	11,878.54	7.99%	71,820.00	66,079.75	92.00%
60	Building Expenses	1,953.94	2,725.02	17.80%	10,975.00	9,021.06	82.19%
70	Capital Expense	171.57	171.57	5.64%	3,039.00	2,867.43	94.35%
	Total Randall Oaks	30,601.75	62,173.45	8.16%	375,179.89	344,578.14	91.84%
	Total Expenditures	389,870.00	741,541.18	4.73%	8,247,250.12	7,857,380.12	95.27%
	Net Increase(Decrease) in Fund Balance	(389,870.00)	(741,541.18)	4.72%	(8,247,250.12)	(7,857,380.12)	95.27%

From 7/1/2024 Through 6/30/2025

[illegible]

Fox River Valley Public Library District
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

			<u>Current Year</u>
Assets			
Cash and Investments			
Checking Accounts			
10100	BANK ACCOUNTS		
10	GENERAL/CORPORATE		4,402,718.44
70	CAPITAL PROJECTS/SPECIAL RESERVE		<u>2,627,721.81</u>
	Total Checking Accounts		7,030,440.25
Other Cash			
10900	CASH ON HAND DUNDEE		
10	GENERAL/CORPORATE		245.00
10902	Kiosk Cash		
10	GENERAL/CORPORATE		<u>107.60</u>
	Total Other Cash		352.60
Investments			
10500	INVESTMENT ACCOUNTS		
10	GENERAL/CORPORATE		515,278.25
70	CAPITAL PROJECTS/SPECIAL RESERVE		1,701,407.10
80	WORKING CASH		173,347.04
90	DONATION / GIFT		<u>285,284.95</u>
	Total Investments		<u>2,675,317.34</u>
	Total Cash and Investments		9,706,110.19
Other Assets			
13000	PREPAID RENT		
10	GENERAL/CORPORATE		27,037.50
13200	PREPAID EXPENSE		
10	GENERAL/CORPORATE		30,221.87
14000	ACCOUNTS RECEIVABLE		
10	GENERAL/CORPORATE		1,739.78
14500	PROPERTY TAX RECEIVABLES		
10	GENERAL/CORPORATE		<u>1,930,226.17</u>
	Total Other Assets		<u>1,989,225.32</u>
	Total Assets		<u><u>11,695,335.51</u></u>
Liabilities and Fund Balance			
Liabilities			
20000	ACCOUNTS PAYABLE		
10	GENERAL/CORPORATE		73,938.73
70	CAPITAL PROJECTS/SPECIAL RESERVE		11,172.67
20002	AP license Plate		
10	GENERAL/CORPORATE		906.00
20003	AP Other		
10	GENERAL/CORPORATE		246.60
21000	ACCRUED PAYROLL		
10	GENERAL/CORPORATE		91,278.99
22055	CREDIT CARD PAYABLE NELSON		
10	GENERAL/CORPORATE		910.31
22068	CREDIT CARD PAYABLE ZABSKI		
10	GENERAL/CORPORATE		149.00
22080	CREDIT CARD PAYABLE POWESIAK		
10	GENERAL/CORPORATE		100.00
22084	CREDIT CARD PAYABLE SABALA		
10	GENERAL/CORPORATE		731.48
22085	CREDIT CARD PAYABLE JI		
10	GENERAL/CORPORATE		53.98
22089	CREDIT CARD PAYABLE AMY DODSON		
10	GENERAL/CORPORATE		(35.00)
22094	CREDIT CARD PAYABLE HERNANDEZ		
10	GENERAL/CORPORATE		189.60
22220	IMRF EXPENSE PAYABLE		
10	GENERAL /CORPORATE		19,534.02

Fox River Valley Public Library District
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

		<u>Current Year</u>
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	<u>17.15</u>
	Total Liabilities	199,193.53
	Fund Balance	
10	GENERAL/CORPORATE	6,717,762.02
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,317,956.24
80	WORKING CASH	173,347.04
90	DONATION / GIFT	<u>285,284.95</u>
	Total Fund Balance	<u>11,494,350.25</u>
	Total Liabilities and Fund Balance	<u><u>11,693,543.78</u></u>

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.1
September 24, 2024
Attachment

C.1 Ordinance 2024-07 Budget and Appropriation

RECOMMENDED MOTION: I move to Approve Ordinance 2024-07 Budget and Appropriation in the amount of \$9,278,000 for Fiscal Year 2024-2025 as presented.

BACKGROUND INFORMATION:

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

The Appropriation will pave the way for the Levy request this fall, which will fund FY24/25 expenditures.

ORDINANCE NO. 2024-07
ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,
KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING
JULY 1, 2024 AND ENDING JUNE 30, 2025

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

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

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

Section 1. That the fiscal year for this FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT ("District") be and the same is fixed and declared to from the first day of July 2024 to the thirtieth day of June 2025.

Section 2. That the following budget containing an estimate of the receipts and of the expenditures there from, be and the same is hereby adopted as the budget of said District for the fiscal year 2024-2025, and shall be in full force and effect from and after its passage and publication as is required by law.

I. GENERAL CORPORATE FUND, WORKING CAPITAL FUND, DONATION/GIFT FUND	FY2425 Appropriation
Fund balance at the beginning of fiscal year	\$3,482,873.26
<u>ESTIMATED REVENUES</u>	
Property Tax Levy	\$4,230,000
Other Taxes	\$85,000
Impact Fee	\$8,000
Interest & Dividend Income	\$141,500
Grants	\$115,000
Monetary Gift	\$10,000
Print/copy, lost/ damaged, sales	\$9,800
License Plate Renewal	\$65,000
Other Income	\$1,950
Total Estimated Revenues	\$4,666,250
Total Estimated Funds Available	\$8,149,123.00
<u>ESTIMATED EXPENDITURES</u>	

Transfer into Special Reserve Fund	\$220,000
Personnel Services/Benefits	\$3,400,000
Library Materials	\$440,000
Library Operations	\$365,000
Public Relations	\$60,000
General Programming	\$70,000
Computer	\$130,000
Professional fees	\$85,000
Transportation	\$8,000
Maintenance	\$200,000
Utilities	\$100,000
Capital Expense	\$80,000
Total Estimated Expenditures	\$5,158,000
Estimated Cash Balance End of Fiscal Year	\$2,991,123.00
Amount Appropriated for General Corporate Fund	\$5,158,000
II. SPECIAL RESERVE FUND	
Fund Balance at the Beginning of the Fiscal Year	\$4,289,478.00
Transfer from Corporate Fund to Special Reserve Fund	\$220,000
ESTIMATED REVENUES	
Interest & Dividend Income	\$100,000
Other Income Including Grants	\$10,500
Total Estimated Revenues	\$110,500
Total Estimated Funds Available	\$4,619,979.00
ESTIMATED EXPENDITURES	
Computer Equipment & Software	\$210,000
Maintenance	\$1,110,000
Capital Expense	\$2,800,000
Total Estimated Expenditures	\$4,120,000
Amount Appropriated, Special Reserve Fund	\$4,120,000
Estimated Cash Balance End of Fiscal Year	\$499,979.00
APPROPRIATION RECAPITULATION	
General Corporate Fund	\$5,158,000
Special Reserve Fund	\$4,120,000
Total Appropriation	\$9,278,000

Section 3. That there is hereby appropriated nine million, two hundred and seventy-eight thousand dollars from the taxes to be levied and other sources for the fiscal year, the same to be divided among the several corporate objects and purposes as herein above specified in Section 2 for purposes of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT for the fiscal year ending June 30, 2025.

Section 4. That the levy of taxes upon all taxable property within the corporate limits of the District subject to taxation for the year 2024 for the general fund is authorized at applicable statutory rates and the County Clerk of Kane County, Illinois is authorized to extend taxes upon such property at such rate.

Section 5. Appropriations for all audit expenses, all liability insurance expenses, and all building and maintenance expenses are included in the appropriations for the General Corporate Fund and / or Special Reserve Fund.

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

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

Section 8. That the several amounts set opposite the several objects and purposes hereinabove set forth under the estimated expenditures for said District for the operation of the Library is hereby appropriated for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

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

PASSED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT this 24th day of September 2024, pursuant to roll call vote as follows:

AYES _____
NAYS _____
ABSENT _____
NOT VOTING _____

APPROVED:

Kristina Weber, Ph.D., President
Board of Library Trustees
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
KANE COUNTY, ILLINOIS

ATTEST:

Christine L. Evans, Secretary
Board of Library Trustees
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
KANE COUNTY, ILLINOIS

CERTIFICATE OF ESTIMATED REVENUES
In Accordance with 35 ILCS 200/18-50

Unit Name: Fox River Valley Public Library District
Fund: General Revenue estimate for fiscal year beginning July 1, 2024

<u>SOURCE OF REVENUE</u>		
FUNDS AVAILABLE, BEGINNING OF FISCAL YEAR	\$	7,772,353
TAX LEVY		4,230,000
PPRT		85,000
TAX INCREMENT FINANCING (TIF) REVENUE		5,000
IMPACT FEE		3,000
INT & DIV INCOME		240,000
MARKET VALUE ADJUSTMENT		2,000
PER CAPITA GRANT		105,000
OTHER GRANTS		20,000
LOST & DAMAGED		3,500
MEETING RM RENTAL		150
PRINT/COPY REVENUE		6,000
LICENSE PLATE RENEWAL		65,000
TAXABLE SALES (USB, DVD, EARBUDS)		300
MISCELLANEOUS INCOME		500
CASH OVER		50
RETIRED EMPLOYEE REIMBURSEMENTS		1,200
MONETARY GIFT		<u>1000</u>
Total includes Working Cash, Donation, and Special Reserve funds	\$	<u>12,549,103</u>

Certification

The undersigned, as chief fiscal officer of the Fox River Valley Public Library District, does hereby certify that the above is a true estimate of the revenues anticipated to be available next fiscal year for the indicated funds.

Dated: September 24, 2024

Tara Finn, Treasurer
Board of Library Trustees of the
Fox River Valley Public Library District

CERTIFICATION OF BUDGET
(Appropriation Ordinance)

I, the undersigned, duly elected, qualified and acting Secretary of Fox River Valley Public Library District, Kane County, Illinois, do hereby certify that the attached hereto is a true and correct copy of the Budget (Appropriation Ordinance) of said Board of Library Trustees for the fiscal year beginning July 1, 2024, as adopted on September 24, 2024 .

Date: September 24, 2024

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

C.2 Resolution 2024-08 Designating Corporate Authority over Library District Financial Accounts

RECOMMENDED MOTION: I move to Adopt Resolution 2024-08 authorizing the Library Board President and Treasurer to sign all documents reasonably necessary to add Heather Zabski and remove Amy Dodson as signatories on all library financial accounts, effective August 14, 2024.

BACKGROUND INFORMATION:

In addition to Library Board of Trustees officers identified in its Bylaws, Library Director Amy Dodson had been a designated authority over FRVPLD's financial accounts. Effective August 14, 2024, Heather Zabski will assume the role of Interim Library Director at Dodson's departure, having been appointed by the Board and as such shall replace Dodson effective August 14, 2024, as such designated authority.

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

**RESOLUTION 2024-08
RESOLUTION DESIGNATING CORPORATE AUTHORITY
OVER LIBRARY DISTRICT FINANCIAL ACCOUNTS**

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

WHEREAS, Library Director Amy Dodson, named a designated authority with the Library Board President and Treasurer, left Fox River Valley Public Library District on August 13, 2024 and Heather Zabski has been selected to serve as Interim Director effective August 14, 2024.

NOW, THEREFORE, BE IT RESOLVED by the CORPORATE AUTHORITIES of the Fox River Valley Public Library District, Kane County, Illinois, that Heather Zabski, as Interim Director of the Fox River Valley Public Library District, and the Library Board President and Treasurer are hereby appointed to be designated authorities over the financial accounts of the Fox River Valley Public Library District, commencing August 14, 2024.

Passed by the Board of Trustees of the Fox River Valley Public Library District, Illinois, this 24th day of September 2024.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Adopted this 24th day of September 2024.

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

ATTEST:

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

C.3 Resolution 2024-09 Designating Corporate Authority over Investment Accounts

RECOMMENDED MOTION: I move to Adopt Resolution 2024-09 authorizing the Library Board President and Treasurer to sign all documents reasonably necessary to add Heather Zabski and remove Amy Dodson as signatories on all library financial accounts, effective August 14, 2024.

BACKGROUND INFORMATION:

In addition to Library Board of Trustees officers identified in its Bylaws, Library Director Amy Dodson had been a designated authority over FRVPLD's investment accounts. As of August 14, 2024, Heather Zabski will assume the role of Library Interim Director.

**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
KANE COUNTY, ILLINOIS
RESOLUTION 2024-09
DESIGNATING CORPORATE AUTHORITY OVER INVESTMENT ACCOUNTS**

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

AND, BE IT FURTHER RESOLVED, that Heather Zabski, as Interim Director, are hereby designated and authorized to engage in investment transactions within and between such accounts as are opened on behalf of the Fox River Valley Public Library District, effective August 14, 2024.

Passed by the Board of Trustees of the Fox River Valley Public Library District, Illinois, this 24th day of September, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:

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

C.4 Resolution 2024-10 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent

RECOMMENDED MOTION: I move to Adopt Resolution 2024-10 to Appoint Interim Director Heather Zabski as an Authorized Illinois Municipal Retirement Fund (IMRF) Agent effective August 14, 2024.

BACKGROUND INFORMATION:

Amy Dodson has been FRVPLD's Authorized Agent for Illinois Municipal Retirement Fund (IMRF) since August 2021. With Dodson's departure on August 13, 2024, a replacement must be officially appointed by the Library Board to take over as Authorized Agent.

Due to the complexity of the program, it is essential that a well-informed staff member oversee the library's participation in IMRF. Heather Zabski is trained and ready to take over this function and will appoint Web Assistants under her to handle day-to-day interactions with IMRF.

C.5 Approve the Employment Agreement for Interim Director

RECOMMENDED MOTION: I move to appoint Heather Zabski as the new Interim Director of the Fox River Valley Public Library District effective August 14, 2024, and to authorize the Board President to enter into a six-month employment agreement.

BACKGROUND INFORMATION:

A new Interim Library Director has been selected by the Library Board and must be officially appointed under Illinois law to act as administrator of the district's daily operations (75 ILCS 16/30-55.35).

The Interim Library Director is the only employee of the Library Board. All other employees of the Library District work for the Director.

C.6 Approve Report of Closed Session Minutes Review and destruction of audio recordings made prior to March 21, 2023

RECOMMENDED MOTION: I move to approve the report of the closed session minutes review and destruction of audio recordings made prior to March 21, 2023.

BACKGROUND INFORMATION:

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

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