Fox River Valley Public Library District
Board of Trustees Meeting

December 16, 2025
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 Wisniewski

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, including name, town, and organization (if applicable).

President's Report – President Weber

Director's Report—Executive Director Kristi Howe

Consent Agenda

Exhibit A.1		Items to be included in Consent Agenda
	A.1.a	Minutes from the November 18, 2025 Board of Trustees Meeting
	A.1.b	Check/Voucher Register for November 2025
	A.1.c	Monthly Financial Report for November 2025
	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 November 2025
	A.1.j	Ehlers Monthly Summary for November 2025

Unfinished Business – None.

New Business

      Exhibit C.1   Library Standards
      Exhibit C.2   Per Capita Grant Application
      Exhibit C.3   Construction Bids

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

Adjournment

Executive Director: Kristi Howe

On November 21, FRVPLD hosted the final All Staff Meeting of the year, at which I presented a session on the upcoming construction project, the associated timeline, and the impact it will have on staff workspaces, public programming, and day-to-day library operations. While some details remain unknown, it is helpful to begin preparing ourselves for disruption! Learning Strategist Xandi Wright presented a session on Artificial Intelligence, including a number of exercises for staff. It can be challenging to discuss technology with a large group comprised of people with different levels of ability and interest, but staff feedback indicated that Xandi was an excellent presenter and should be considered for future training. Staff also received information about the various philanthropic activities happening at the Library, such as the FISH food drive, the Mitten Tree, etc. Lastly, staff enjoyed fellowship and conversation over a meal featuring BBQ and tamales from 2 local businesses and an abundance of sides, appetizers, and desserts shared by staff.

I attended the D300 Leadership Luncheon, the Algonquin Join Task Review Meeting, and a virtual call with our HUD representative regarding our federal grant. Weekly architectural meetings continue, and myriad contractors were on site in early December for a pre-bid meeting and walk-through.

Winter weather came fast and furiously, but it was good opportunity for us to dust off procedures and make sure that all staff know how decisions regarding emergency closings are made, when and how news will be shared, etc. To help wrap up a fabulous year, a few fun activities are planned, including a Sweet and Salty day (staff will bring baked goods, dips, or snacks to share), and a holiday luncheon for staff hosted by the management team to share our appreciation for their work and to celebrate the upcoming holidays.

Deputy Director: Heather Zabski

On November 20, I attended LIRA's Full Membership Renewal Meeting in Rolling Meadows. LIRA is the insurance collective that provides the library's property and worker's compensation insurance coverage. This year's renewal saw a 1.1% increase. The library had budgeted for a 10-12% increase in rates, which was the amount predicted back in July.

With the sudden closure of library vendor Baker & Taylor (B&T), Reaching Across Illinois Libraries (RAILS) quickly worked to save content from the B&T owned platform Boundless. RAILS worked with the company Palace Project to move the content from Boundless to their platform, so libraries wouldn't lose access to their materials. The transfer of content was completed for our library on December 2. Public Services staff are working to quickly get familiar with the new platform in advance of rolling it out.

PR Manager Vargas, Trustee Finn, and I attended the ILA Legislative Meet Up in Dekalb, IL. Representatives from State Senator DeWitte's office and State Representative Ness's office were present at the event, along with representatives from other districts. Future legislation to benefit libraries was discussed at the event, including expanding fund opportunities and making eBooks and eContent more affordable for libraries.

The library is once again serving as a drop-off location for FISH Food Pantry's annual toy drive. FISH will be collecting items through December 17.

I worked with Lauterbach & Amen to submit the Annual Comptroller's Report.

December Staff Anniversaries:

Name	Department	Title	Years of Service
Julio Hernandez	Account Services	Library Clerk	7
Danielle Bartelt	Youth Services	Library Assistant	3

Randall Oaks: Brittany Berger

November alternated between busy and very quiet, and many of our stats were down due to Thanksgiving and severe weather. The take home crafts and scavenger hunt were both dinosaur-themed to celebrate Dino-vember, while the interactive coloring board and voting station leaned into a cozy autumn vibe. There were about 630 participants in our passive programs this month, and the scavenger hunt continues to be the most popular activity for kids visiting the library.

There were 12 programs at Randall Oaks this month, and total attendance was 281! Storytimes wrapped up at the end of the month and will return in January. During the first week of the storytime break, Librarian Rachel Dunne and Library Assistant Lisa Knapp hosted Parachute Play for preschoolers and toddlers, which was full of lots of music and movement.

For the older kids, Lisa did a Puppet Stage Theater program on November 12 where participants got to make their own puppets and then perform a fairytale story for the group. She also took over Turkey-Palooza this year and encouraged some friendly competition during games and relay races, all while wearing cute turkey hats. Rachel offered another needle felting program, this time featuring popular foods eaten at Thanksgiving.

Randall Oaks staff are conducting shelf checks for items marked "missing" in the catalog as part of ongoing collection maintenance. So far, we've had luck finding a few, and this project will continue into December when the library is quiet, and staff have some free time.

Adult and Teen Services: Sam Bunte

Similar to other departments, ATS saw a dip in both 1-on-1 appointments and reference questions in November. We had a few shifts where staff were kept incredibly busy, and then many other times where people were visiting and using our services but never needed help, and plenty of times when there just weren't as many folks in the library to begin with. This is usually true of our winter season, and as we've all been living the past couple of weeks, winter came early this year!

Keeping in the theme of the winter spirit, in November we kicked off a food drive to assist our community. Running from mid-November through the end of December, we're serving as a drop point for any donations of food and personal hygiene products and then taking these donations to FISH Food Pantry. Heather Z. helped me get in touch with Vince over at the pantry, and they are incredibly grateful for any extra assistance they receive. We've had a wonderful turnout from our community so far. The tragic apartment fire that recently happened in Carpentersville has been a further catalyst for neighbors wanting to help out. I know December will be an even better month with donations for this, the mitten tree, and the toy drive!

We also got involved in a 3D printing Toys for Tots campaign as a "Printer Elf". A staff member at the Algonquin Area Public Library is the current Chicagoland representative for this program, meaning their library is a drop site for printed gifts. After we learned of this wonderful opportunity to give back, Library Specialist Erica Acevedo kept our 3D printer incredibly busy creating toys on their list. She is delivering the toys to Algonquin Library soon so they can be distributed to children in need!

Library Assistant Kayla Lawrence created a mini bookshelf take home kit for teens. This proved a huge hit and every kit was taken home in less than a week. We certainly had plenty of adults who were also interested in this one, but we had to save them for the teens!

Kayla also put together a Family Portrait Studio in which patrons could take holiday portraits, professional headshots, or whatever they liked. This single program was a good portion of our entire attendance for the month, with 93 people getting their photo taken! It was incredibly popular, with every time slot full and an extensive waitlist. Due to having 2 photographers on hand, Librarian Francesca Daniels stepped in to help during the program so each photographer could have a staff member assist them. Hiring the photographers was certainly a worthy investment and we would love to make this an annual (or even semiannual) event.

Library Assistant Dian Martinez celebrated Day of the Dead with a painting program in which a professional artist guided attendees through creating a painting using a stencil. While everyone worked off of the same stencil, they each flexed creative skills and walked away with their own uniquely designed pieces!

As part of our ongoing partnership with Pivotal Counseling Center, Library Assistant Jasmin Munoz hosted a program called "Staying Connected: Combatting Loneliness and Isolation." We had lovely feedback from attendees who learned tips on reconnecting with themselves and with others in our increasingly digital and isolating world.

Multiple ATS staff members attended training on The Palace Project in preparation of our launch date for the new app that is replacing Boundless. It seems relatively easy and straightforward for those who have been working with e-reading apps for a while, so we know we will be able to guide patrons who ask questions about this.

I was excited to be voted onto the steering committee for the Adult Reading Round Table at the beginning of November. Working in readers' advisory, I've found a lot of value over the years in the work this group puts out and have shared

their resources with my staff. As they were looking for new members for their steering committee, I saw it as my chance to reciprocate for others the assistance I've found. I can't wait to start working in earnest with this group.

Account Services: Keri Carroll
November saw a surprising dip in visits for the Dundee Library – around 1,500 lower than last year. Randall Oaks visit were also slightly lower than last year. Overall circulation numbers were lower when compared to November 2024; perhaps the earlier winter weather took its toll on patrons visiting the library! Home deliveries and license renewals remained consistent.

Youth Services hired two new staff members – Deanna Gerard and Donna Brown – giving me the opportunity to train them in Polaris together on Wednesday, November 12. Both asked fantastic questions about the Polaris check-out software and humored me during the long training session.

Later that week was a two-day virtual conference called Back in Circulation hosted by the University of Wisconsin-Madison. This conference, normally held bi-annually on the UWM campus, had a virtual version in its off year, allowing me to attend more easily. The topics focused primarily on circulation-based inquiries, but this year also saw a number of sessions dedicated to student workers.

Account Services and Randall Oaks staff have been a huge help regarding inventory projects for both libraries, the most recent being a massive sweep of all items marked as Missing. They've been able to relocate dozens of titles, allowing them to be checked in and made available again for patrons.

Youth Services: Heather Ji
It was Dino-vember in Youth Services this month with dinosaur book displays, dinosaurs to color and add to our desk, dinosaur toys in the department, and dinosaur programs. Library Assistant Erin Sikorski hosted a performance by Dinosaur Dimensions, a popular show with schools and libraries that features realistic and interactive dinosaurs that kids can meet.

Library Assistant Lizbeth Hernandez took her Wahoo Woods Explorers group out for a beautiful afternoon walk in the woods. First the participants put together their trail mix and customized their visors, then they headed out to do a nature scavenger hunt and collect leaves for a project.

Library Assistant Jessica Nelson showed tweens how to create adorable mini libraries inside trinket boxes with cardboard bookshelves, mini books, and mini picture frames, and Erin celebrated World Nursery Rhyme week with activities based on all the classics.

Thanksgiving Break was packed full of programs this year with our popular Thank-O-Rama being the main event. Library Assistants Amairani Lopez and Jessica Nelson created different stations for patrons to create a doughnut turkey, turkey craft, and assemble a wreath together as a family, writing what they were thankful for on the leaves. Other programs included Library Assistant Danielle Bartelt's Baby Playdate, Lizbeth, and Danielle's Tween Videogaming, and Erin's Fall Break Drop-In Play.

Outreach events this month included our first elementary school visit as part of the new Monarch Book Award Read Aloud program created with Beth Goudy from District 300. I read to three smart and energized kindergarten classes at Parkview Elementary School.

I also attended meetings with the Elgin Community Outreach Group, which is focused on early childhood, and the D300 Birth to Five Advisory Council.

Facilities: Michael Lorenzetti
Roof Update – No roof issues during the month of November.

On 11/11, Peters Electric was onsite to rewire the sidewalk lamp post at the southwest corner of the library and to uncover and repair a subgrade building penetration. The building penetration originally existed for electrical conduit; said conduit has now been replaced and the penetration has been appropriately sealed to eliminate water leakage into the lower level of the library.

During routine fall maintenance for the winter season, Elgin Sheet Metal identified 2 defective parts on the rooftop units. We have requested additional information regarding the defective parts to determine if replacement is needed for operational or safety purposes or if the units can safely operate through this final winter season since they are scheduled for replacement in the spring.

Our summer landscaping service (Sebert) provided a proposal for wintery festive scenes on the library grounds. It was accepted and has since been installed at 2 locations on the east side of the building and in the raised bed surrounding the electronic sign in the front lawn. The installations have some height, so you can see them despite the accumulated snow.

PATS (Purchasing, Acquisitions and Technical Services): Karin Nelson
Savings: Over $650 for November, and a large part of that figure was because we successfully upgraded our standard Amazon Business account to the Amazon Business Prime account. We were able to maximize our institutional Illinois Library Association (ILA) membership to get the Prime benefits at no cost to the Library. If we had moved to that type of account on our own it would have been $349/year. By working with ILA, we were able to gain more online user accounts, we earn reward points on certain items, and we keep our current net 45-day terms for invoicing. We will now have free shipping on Prime-eligible items as well as discounted pricing.

 Vendors: After the news that Baker and Taylor would be closing, our main print provider, Ingram, has been overloaded creating new accounts for a high number of libraries. In order to try and get our books in a timelier fashion we have created accounts with other providers so that we have multiple avenues for ordering which could help us fulfill items with high patron hold rates.

IT/ Network: John Sabala

The IT Department is currently in the midst of a laptop replacement initiative to enhance technology resources for both patrons and staff. The library has purchased 23 new laptops, which will be distributed during November and December. Allocation of these devices is as follows:

- 8 laptops designated for use by library managers.
- 11 laptops replacing existing units in the Multi-Purpose Classroom (Corner Sixty-Eight).
- 2 laptops replacing older devices in the Multi-Media Conversion area.
- 2 laptops replacing aging laptops used for outreach services.

Additionally, laptops previously used in Corner Sixty-Eight will be repurposed to refresh the Library of Things collection, ensuring continued access to reliable technology for patrons.

This laptop refresh will deliver enhanced performance and the latest Windows 11 operating system, ensuring a faster, more reliable, and user-friendly experience for patrons and staff.

**Public Relations & Outreach: Corinne Vargas**

Pursuing Alternative Locations for Programming During Construction – PR has been working with ATS and YS managers to identify alternative locations for programs and events during the upcoming construction period. Over the next couple of months, you'll begin to see some programs temporarily relocated to sites such as the Dundee Township Park District's Rakow Center and The Depot in East Dundee.

FRVPLD is on Santa's Nice List –A huge THANK YOU to all the team members who represented the Library at Dickens in Dundee in both East and West Dundee, as well as at Winterville in Carpentersville. And let's not forget those who helped decorate the Christmas tree at Randall Oaks Zoo for Winterfest. Your hard work and enthusiasm truly shine!

We Went Viral on TikTok! – Thanks to the creativity and hard work of our social media coordinator, the Library's TikTok video featuring Wicked, themed items you can borrow, went viral, with an unexpected boost from this year's People Magazine Sexiest Man Alive. As of 12/2, the video has garnered 31.5K likes, 35 comments, 1,041 bookmarks, and 2,358 shares.

Monday Munchies is Back! – Beginning 12/1, PR is celebrating the holiday season. Each week, a recipe from recipe books available for borrowing is highlighted with an original video created by the PR team (seen cooking or baking a highlighted holiday recipe), helping bring holiday cheer and inspiring festive cooking to the community.
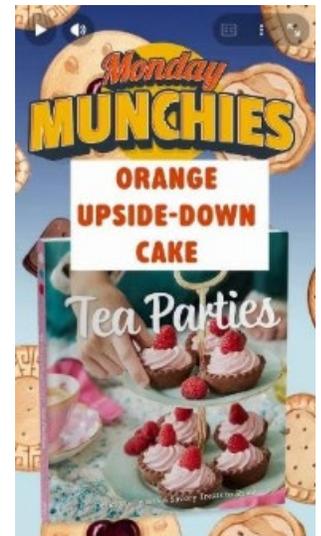
Social Media Report
November 2025

Fox River Valley Libraries
Dundee Library • Randall Oaks Library

Social Media Followers

Facebook	▲	**3,184**	**Oct. 3,156**
Instagram	▲	**974**	**Oct. 970**
X/Twitter	▲	**722**	**Oct. 719**
LinkedIn	▼	**133**	**Oct. 134**
YouTube		**223**	**Oct. 223**
TikTok	▲	**665**	**Oct. 513**
Blue Sky	▲	**64**	**Oct. 62**

Website Analytics – November 1 - 30
User Engagement – 41,938
Overall website views – 74,560

Top 5 Page Views

1. Homepage – 8,675
2. Monthly Calendar – 4,286
3. Upcoming Events – 2,554
4. Online Resources – 1,033
5. Randall Oaks - 667

eNewsletter – via LibraryAware for November

- Total Users – 14,470
- 1 email sent in November
- Mobile 1.88% | Desktop 98.12%
- 42% open rate
- 157 click-throughs

Top 3 Facebook posts for November

Impressions
1,769

Views
2,694

Interactions
23

Impressions
1,336

Views
2,069

Interactions
33

Looking for a way to give back?

Dundee Library is collecting items for FISH Food Pantry in Carpentersville!

We're welcoming non-perishable food and personal care items

Fox River Valley Libraries
Dundee Library • Randall Oaks Library

Impressions
1,256

Views
1,951

Interactions
29

![Fox River Valley Libraries logo] Fox River Valley Libraries
Dundee Library • Randall Oaks Library

How are we doing?

The monthly Dashboard tells our story

Click the graphs to see more details

Checkouts - This Fiscal Year

How many items have checked out so far in this fiscal year?

Circulation is typically highest in June and July.

Data Updated Dec 08, 2025, 4:19 PM

29,071
Metric Type in Nov 2025
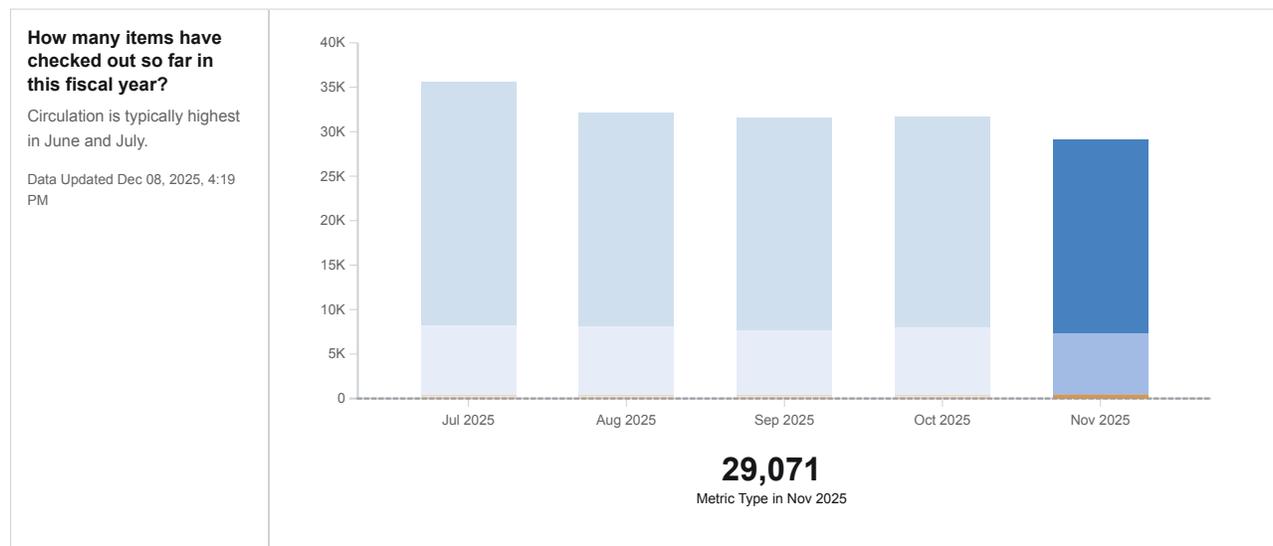
Checkouts - 13 Month Trends

Checkouts over the last year
Physical checks out decreased from last November, but digital checkouts increased.

Legend:
- Music & Movie do…
- Digital checkouts
- Physical item che…

Data Updated: Dec 08, 2025, 4:19 PM

Checkout Trend

Checkouts Over Time

Physical circulations decreased in FY2324 while digital circulations increased.

Data Updated Dec 08, 2025, 4:19 PM

399,191
Metric Type in 2024
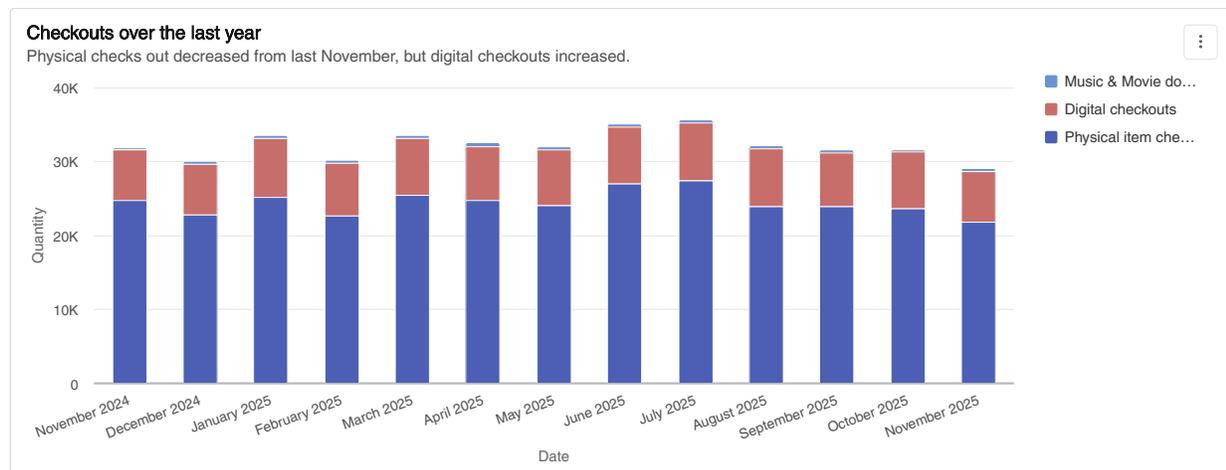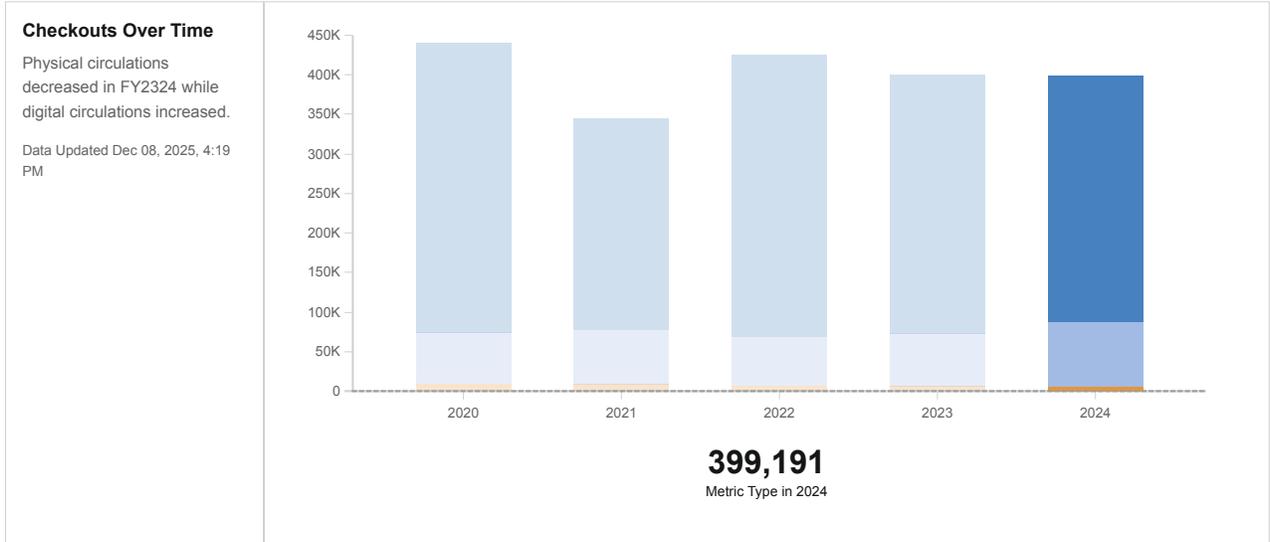
Library Visits - This Fiscal Year

How many people visited our libraries in FY2526?

June and July are typically the busiest months for foot traffic at the library.

9,079
Location in Nov 2025
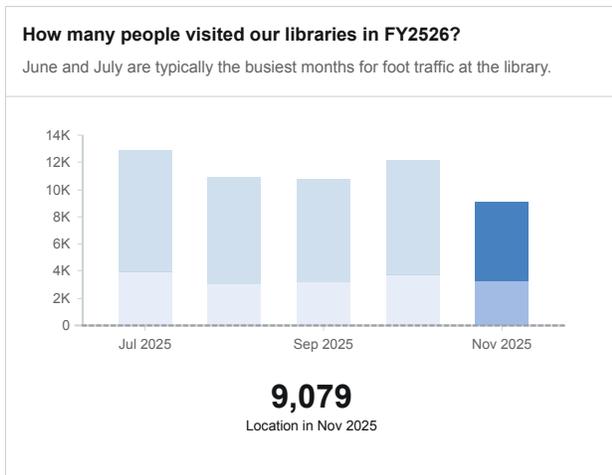
Website Visits - This Fiscal Year

How many people visited online in FY2526?

Visits to the website increased in November.

24,125
Location in Nov 2025

Library Visits - Past 13 Months

Library visits decreased from last November.

Quantity

15K

10K

5K

0

November 2024 — January 2025 — March 2025 — May 2025 — July 2025 — September 2025 — November 2025

Date

■ Randall Oaks ■ Dundee
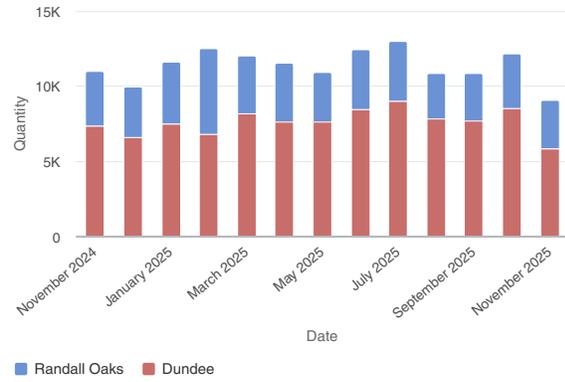
Data Updated: Dec 08, 2025, 4:19 PM

Website Visits - Past 13 Months

Website visits increased from last November.

District-wide

30K

25K

20K

15K

10K

5K

0

November 2024 — December 2024 — January 2025 — February 2025 — March 2025 — April 2025 — May 2025 — June 2025 — July 2025 — August 2025 — September 2025 — October 2025 — November 2025
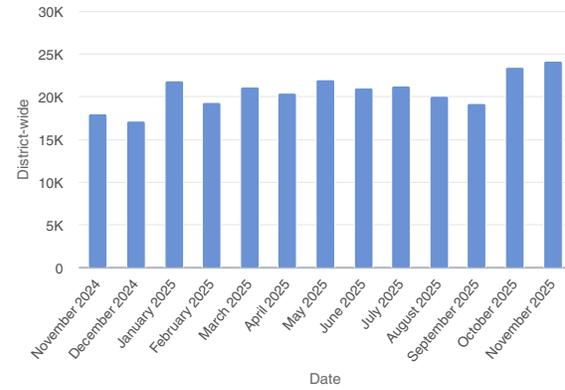
Date

Data Updated: Dec 08, 2025, 4:19 PM

Physical item checkouts

Checkouts by Audience - last fiscal year

Teen

Adult

Youth

315,631

Department in 2025
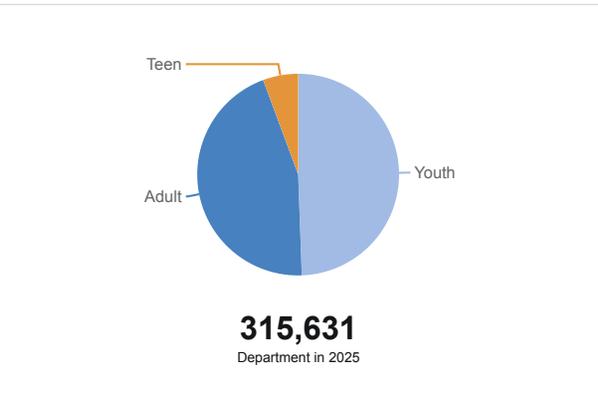
Checkouts by Material Type - last fiscal year

Other
Magazines
DVDs,CDs,Gam...

Books

315,631

Material Type in 2025
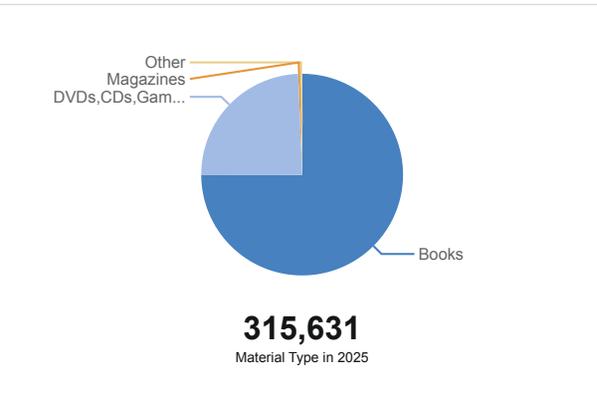
How many items are owned by our libraries?

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

Data Updated Aug 11, 2025, 3:31 PM

Other
Magazines
DVDs, CDs, Games

Nonfiction

Online

Fiction

222,118

Material Type in 2025
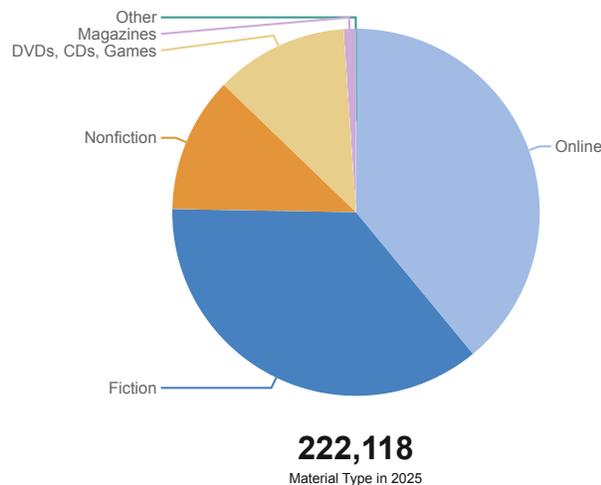
Program Attendance Trend

Program Attendance Trend

Program attendance is increasing from a low in FY2021 caused by the COVID-19 pandemic.

Data Updated Dec 08, 2025, 4:19 PM
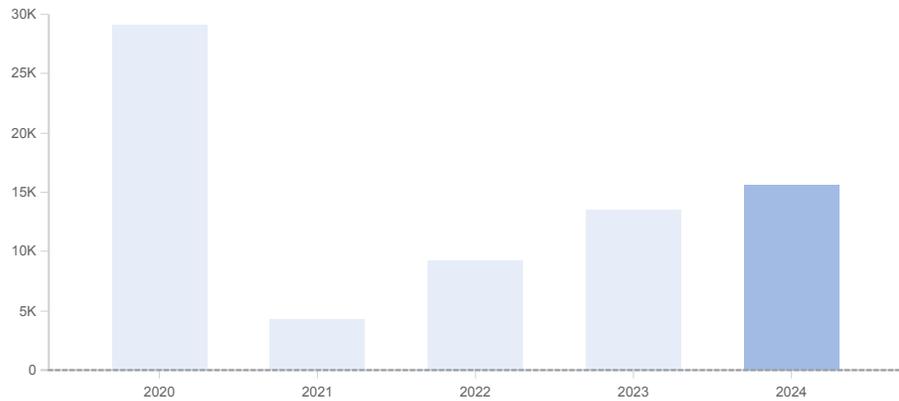
15,587
Metric Type in 2024

How many programs have we held so far in FY2526?

Programming decreased in November due to a pause on storytimes for the h…
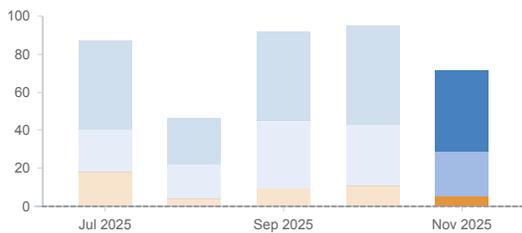
71
Metric Type in Nov 2025

How many people have attended programs in FY2526?

Program attendance decreased in November due to fewer programs being off…
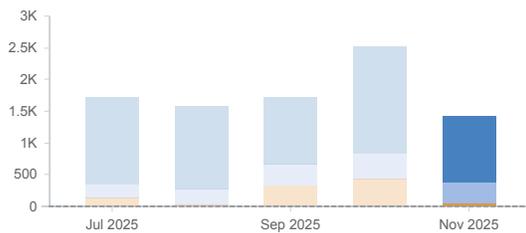
1,414
Metric Type in Nov 2025

Library Programs Held - Past 13 Months

We offered more programs this November than last year.

Teen Programs ■ Adult Programs ■ Youth Programs
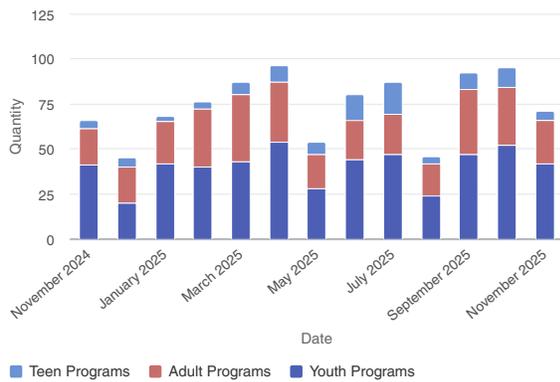
Data Updated: Dec 08, 2025, 4:19 PM

13 Month Program Attendance

Program attendance increased from last November.

Teen Attendance ■ Adult Attendance ■ Youth Attendance
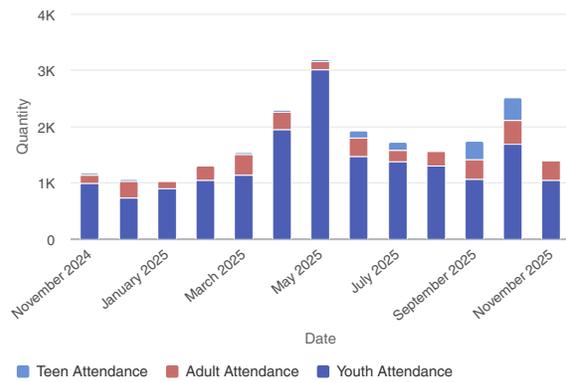
Data Updated: Dec 08, 2025, 4:19 PM

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 FY2526

License plate renewals have been a popular service so far this year.
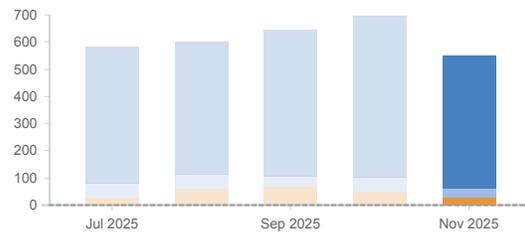
546

Metric Type in Nov 2025

Monthly Spending- this year

How much does the Library spend each month this FY?
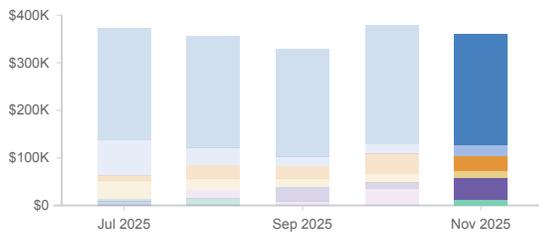
$361,593.08

Expenses in Nov 2025

Past years' spending

How much does the Library spend each year?

Spending decreased slightly from FY2324.
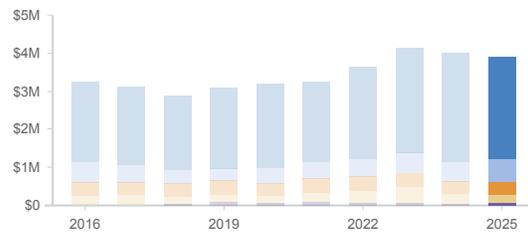
$3,914,057.23

Expenses in 2025

A. Consent Agenda

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

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

> **A.1.a** **Minutes from the November 18, 2025 Board of Trustees Meeting**
> **A.1.b** **Check/Voucher Register for November 2025**
> **A.1.c** **Monthly Financial Report for November 2025**
> **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 November 2025**
> **A.1.j** **Ehlers Investment Inventory for November 2025**

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
November 18, 2025

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 President	Matt Goyke
	Secretary	Dan Wisniewski
	Treasurer	Tara Finn
	Trustee	Melissa Iwinski
	Trustee	Paula Lauer

Members absent: Chris Evans

Others present*:*   Executive Director Kristi Howe, Heather Zabski, Keri Carroll, Deanna Roy, Corinne Vargas, Karin Nelson, Michael Lorenzetti, John Sabala, Heather Ji, Brittany Berger, and Hannah Cullerton – Lauterbach & Amen.

Public Comment
No public comment

President's Report
Weber informed trustees about Senate Resolution 104, explaining that the Secretary of State has expanded trustee training. Weber commented that it is highly recommended that trustees take advantage of this training.

Director's Report
There were no questions about the *Administrative Report.*

Comprehensive Annual Financial Report
Hannah Cullerton of Lauterbach & Amen reviewed the annual audit report for fiscal year 2024-2025. She congratulated the Fox River Valley Public Library District for another clean audit, noted the competence and helpfulness of the library staff, and reviewed for the Board key points of the audit.

Youth Services
Youth Services Manager Heather Ji provided dates and information regarding the upcoming Winter Reading Challenge, that will run from December 1st through January 31st. Also, in the coming months, the Library and School District 300 will be collaborating on literacy projects for grades K-3.

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

A.1.a   Amended Minutes from the September 16, 2025 Board of Trustees Meeting
A.1.b   Minutes from the October 21, 2025 Board of Trustees Meeting
A.1.c   Check/Voucher Register for October 2025
A.1.d   Monthly Financial Report for October 2025
A.1.e   Revenue Summary – All Funds Combined – Budget v Actual Revenues
A.1.f   Revenue Summary – All Funds Combined by Period
A.1.g   Expenditure Summary – All Funds Combined – Budget v Actual Expenses
A.1.h   Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location

A.1.i	Expenditure Summary – All Funds Combined by Period
A.1.j	Amended Balance Sheet for September 2025
A.1.k	Balance Sheet for October 2025
A.1.l	Ehler's Investment Inventory for October 2025

Weber asked Secretary Wisniewski to read aloud the items included on the Consent Agenda. Weber then 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.l AS PRESENTED*. Moved by Goyke and seconded by Finn; Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Unfinished Business
There was no Unfinished Business.

New Business
Exhibit C.1   Ordinance 2025-11 Levying Taxes for Fiscal Year 2025-2026
Weber called for a motion to *ADOPT ORDINANCE 2025-11 LEVYING TAXES FOR FISCAL YEAR 2025-2026 IN THE AMOUNT OF FOUR MILLION SIX HUNDRED EIGHTY-FIVE DOLLARS ($4,685,000).* Moved by Goyke and seconded by Iwinski, item opened for discussion. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Exhibit C.2   Ordinance 2025-12 Library District Closings for 2026
Weber called for a motion to *ADOPT ORDINANCE 2025-12 LIBRARY DISTRICT CLOSINGS FOR 2026.* Moved by Wisniewski and seconded by Iwinski, item opened for discussion. There was no comment. Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Exhibit C.3   Annual Treasurer's Report
Weber called for a motion to *APPROVE THE ANNUAL TREASURER'S REPORT.* Moved by Wisniewski and seconded by Iwinski; item opened for discussion. There was no discussion; Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Exhibit C.4   Accept Annual Comprehensive Financial Report (ACFR)
Weber called for a motion to *APPROVE THE ANNUAL COMPREHENSIVE REPORT (ACFR) FOR FISCAL YEAR 2024-2025 AS PRESENTED.* Moved by Wisniewski, seconded by Goyke; item opened for discussion. There was no discussion; Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Exhibit C.5   Affirm Janitorial Services
Weber called for a motion to *AFFIRM THE SELECTION OF IMPERIAL MAINTENANCE TO PROVIDE JANITORIAL SERVICES AT BOTH LIBRARY FACILITIES THROUGH JULY 2026 AT A RATE OF THREE THOUSAND THREE HUNDRED TWENTY-FIVE DOLLARS PER MONTH.* Moved by Finn and seconded by Iwinski; item opened for discussion. There was no discussion; Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

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 Finn and Seconded by Evans. Weber called for a roll call vote.

Roll Call Vote: 6 ayes – Finn, Goyke, Iwinski, Lauer, Wisniewski, Weber, 0 nays, 1 absent - Evans. Motion carried.

Meeting adjourned at 7:28 pm

_____

Dan Wisniewski, Secretary

Fox River Valley Public Library District
Check/Voucher Register - AP & Payroll Complete
10100 - BANK ACCOUNTS
From 11/1/2025 Through 11/30/2025

Vendor Name	Check Number	Effective Date	Check Amount
Groot, Inc	15374527T107	11/5/2025	130.82
Abila	45578	11/18/2025	3,616.77
Accurate Office Supply Co.	45579	11/18/2025	0.00
Ziegler's Ace Hardware	45580	11/18/2025	175.05
American Library Association	45581	11/18/2025	690.00
Alliance Entertainment	45582	11/18/2025	1,859.20
AT&T	45583	11/18/2025	209.40
AT & T Mobility	45584	11/18/2025	218.64
Blackstone Publishing	45585	11/18/2025	337.62
BookPage	45586	11/18/2025	420.00
Brodart Co.	45587	11/18/2025	439.46
ComEd	45588	11/18/2025	6,839.44
Dell Marketing L.P.	45589	11/18/2025	17,296.84
Demco, Inc.	45590	11/18/2025	138.75
Dundee Township Park District Park Se...	45591	11/18/2025	100.00
Dundee Township Park District	45592	11/18/2025	900.00
Engberg Anderson, Inc	45593	11/18/2025	41,626.40
Hagg Press	45594	11/18/2025	9,883.49
Hall Pass	45595	11/18/2025	21.00
INGRAM Library Services	45598	11/18/2025	6,431.14
KONE, INC	45599	11/18/2025	361.40
Midwest Tape, LLC	45600	11/18/2025	1,952.00
Nicor Gas	45601	11/18/2025	179.32
Quality Carpet Cleaning	45602	11/18/2025	2,237.00
Sebert Landscaping Inc.	45603	11/18/2025	584.00
Shaw Media	45604	11/18/2025	500.00
Value Line Publishing LLC	45605	11/18/2025	6,025.00
Wellness Insurance Network	45606	11/18/2025	18,512.18
DUKE'S BLUES N BBQ	45608	11/20/2025	330.00
Warehouse Direct, Inc.	45609	11/20/2025	377.56
AMAZON	Amazon ACH 11/2...	11/24/2025	4,124.98
Illinois Municipal Retirement	DD11/05/2025-IM...	11/5/2025	28,985.54
Paylocity Payroll	DD11/2025 Paylo...	11/28/2025	1,240.47
ePay	Epay and INB Fee...	11/1/2025	174.67
Office of the Secretary of State of Illinois	LP Withdrawal Oct...	11/1/2025	1,661.00
Office of the Secretary of State of Illinois	November LP Wit...	11/30/2025	3,928.00
Office of the Secretary of State of Illinois	SSLT Fee Oct In N...	11/1/2025	81.00
Cardmember Service	STMT20251105VI...	11/25/2025	14,184.80
Comcast	STMT202511Com...	11/25/2025	954.84
Comcast	STMT202511DL-C...	11/25/2025	348.80
Comcast	STMT202511RO-C...	11/25/2025	231.75
Total 10100 - BANK ACCOUNTS			178,308.33
Report Total			178,308.33

			Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
		Revenues						
00		REVENUES						
0		District Wide						
00		DEPARTMENT-WIDE						
43010		TAX LEVY	(7,024.03)	4,454,940.63	99.84%	4,461,964.66	7,024.03	0.15%
43020		PPRT	11,624.34	24,781.25	38.12%	65,000.00	40,218.75	61.87%
43030		TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	25,000.00	25,000.00	100.00%
43500		IMPACT FEES	0.00	2,785.10	92.83%	3,000.00	214.90	7.16%
44010		INT & DIV INCOME	20,957.98	99,238.04	76.33%	130,000.00	30,761.96	23.66%
44011		MARKET VALUE ADJUSTMENT	439.34	1,983.53	396.70%	500.00	(1,483.53)	(296.70)%
45010		PER CAPITA GRANT	0.00	105,506.75	99.53%	106,000.00	493.25	0.46%
45020		OTHER GRANTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
46030		LOST & DAMAGED	233.02	1,424.26	35.60%	4,000.00	2,575.74	64.39%
46110		MEETING RM RENTAL	40.00	280.00	0.00%	0.00	(280.00)	0.00%
46200		PRINT/COPY REVENUE	670.95	3,755.25	62.58%	6,000.00	2,244.75	37.41%
46250		LICENSE PLATE RENEWAL INCOME	5,736.25	36,710.75	56.47%	65,000.00	28,289.25	43.52%
46400		MISCELLANEOUS INCOME	1.00	1.00	0.20%	500.00	499.00	99.80%
46500		CASH OVER	0.00	0.76	0.76%	100.00	99.24	99.24%
46600		RETIRED EMPLOYEE REIMBURSEMENTS	102.00	510.00	41.63%	1,225.00	715.00	58.36%
49010		MONETARY GIFT	500.00	505.00	10.10%	5,000.00	4,495.00	89.90%
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)	33.00	348.42	116.14%	300.00	(48.42)	(16.14)%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
46300		TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	0.00%	0.00	(1.50)	0.00%
		Total REVENUES	33,313.85	4,732,772.24	96.91%	4,883,739.66	150,967.42	3.09%
		Total Revenues	33,313.85	4,732,772.24	96.91%	4,883,739.66	150,967.42	3.09%
		Expenditures						
01		TRANSFERS BETWEEN FUNDS						
0		District Wide						

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	300,000.00	300,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	300,000.00	300,000.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	16,724.66	83,573.55	31.30%	267,000.00	183,426.45	68.69%
52121	IMRF	11,515.61	60,804.56	38.00%	160,000.00	99,195.44	61.99%
52122	REIMBURSED INS	102.00	510.00	41.63%	1,225.00	715.00	58.36%
52160	TUITION REIMB	0.00	1,360.00	17.00%	8,000.00	6,640.00	83.00%
52212	FICA/MEDICARE/SS-R	13,574.40	72,883.16	37.37%	195,000.00	122,116.84	62.62%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	22,894.80	22,894.80	100.00%
05	ADMINISTRATION						
52100	SALARIES	28,204.22	143,382.88	29.71%	482,470.00	339,087.12	70.28%
40	PUBLIC RELATIONS						
52100	SALARIES	14,170.28	65,168.27	40.37%	161,400.00	96,231.73	59.62%
50	IT / NETWORK						
52100	SALARIES	11,233.69	56,864.46	41.23%	137,900.00	81,035.54	58.76%
60	PATS						
52100	SALARIES	10,031.02	51,093.81	36.85%	138,630.00	87,536.19	63.14%
90	FACILITIES						
52100	SALARIES	10,201.29	51,504.51	42.27%	121,840.00	70,335.49	57.72%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	40,128.69	195,748.51	39.76%	492,260.00	296,511.49	60.23%
20	YOUTH SERVICES						
52100	SALARIES	31,094.92	146,561.33	41.53%	352,825.20	206,263.87	58.46%
70	ACCOUNT SERVICES						
52100	SALARIES	28,003.28	145,127.61	40.00%	362,810.00	217,682.39	59.99%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	20,466.52	103,025.48	41.16%	250,270.00	147,244.52	58.83%
	Total PERSONNEL SERVICES/BENEFITS	235,450.58	1,177,608.13	37.33%	3,154,525.00	1,976,916.87	62.67%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	379.74	919.05	4.59%	20,000.00	19,080.95	95.40%
61500	DATABASES	6,025.00	38,379.19	85.27%	45,004.00	6,624.81	14.72%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
61510	EBOOKS	2,314.08	31,095.98	56.28%	55,250.00	24,154.02	43.71%
61520	DOWNLOADABLE MEDIA	3,112.49	25,559.93	41.51%	61,575.00	36,015.07	58.48%
61540	HOTSPOTS	0.00	3,960.00	41.25%	9,600.00	5,640.00	58.75%
64100	PROC FEES BOOKS	341.66	1,832.60	32.15%	5,700.00	3,867.40	67.84%
64200	PROC FEES AV	255.48	1,469.05	19.58%	7,500.00	6,030.95	80.41%
64500	ONLINE ORDERING FEE	0.00	203.66	27.78%	733.00	529.34	72.21%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	70.00	14.00%	500.00	430.00	86.00%
61200	PERIODICALS	0.00	1,045.94	93.30%	1,121.00	75.06	6.69%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	3,844.74	107.09%	3,590.00	(254.74)	(7.09)%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,345.76	12,329.91	38.53%	32,000.00	19,670.09	61.46%
61111	BOOKS LARGE TYPE	135.59	1,498.79	37.46%	4,000.00	2,501.21	62.53%
61120	BOOKS NF	746.24	4,234.96	42.34%	10,000.00	5,765.04	57.65%
61130	WORLD LANGUAGES	248.21	1,914.16	47.85%	4,000.00	2,085.84	52.14%
61140	GRAPHIC NOVELS	142.91	1,222.76	34.93%	3,500.00	2,277.24	65.06%
61330	AUDIOBOOKS	630.56	1,687.26	33.74%	5,000.00	3,312.74	66.25%
61350	MUSIC	297.83	962.61	38.50%	2,500.00	1,537.39	61.49%
61400	DVD	406.34	3,184.01	25.47%	12,500.00	9,315.99	74.52%
61600	VIDEOGAMES	326.70	4,779.74	39.83%	12,000.00	7,220.26	60.16%
61700	NONTRADITIONAL MATERIALS	6.99	251.76	7.19%	3,500.00	3,248.24	92.80%
15	TEEN						
61100	BOOKS	339.10	2,643.70	33.04%	8,000.00	5,356.30	66.95%
61130	WORLD LANGUAGES	0.00	285.90	14.29%	2,000.00	1,714.10	85.70%
20	YOUTH SERVICES						
61100	BOOKS	2,210.46	10,898.20	27.41%	39,750.00	28,851.80	72.58%
61130	WORLD LANGUAGES	640.85	1,551.52	27.21%	5,700.00	4,148.48	72.78%
61330	AUDIOBOOKS	0.00	47.99	0.00%	0.00	(47.99)	0.00%
61400	DVD	136.45	1,310.29	52.41%	2,500.00	1,189.71	47.58%
61600	VIDEOGAMES	51.98	891.70	22.29%	4,000.00	3,108.30	77.70%
61700	NONTRADITIONAL MATERIALS	0.00	398.67	12.26%	3,250.00	2,851.33	87.73%
50	IT / NETWORK						
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	700.00	700.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	3,156.97	181.01%	1,744.00	(1,412.97)	(81.01)%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	760.86	4,252.13	42.52%	10,000.00	5,747.87	57.47%
61120	BOOKS NF	242.94	745.09	29.80%	2,500.00	1,754.91	70.19%
61400	DVD	251.15	1,630.62	29.64%	5,500.00	3,869.38	70.35%
61600	VIDEOGAMES	0.00	476.88	10.59%	4,500.00	4,023.12	89.40%
15	TEEN						
61100	BOOKS	223.17	768.18	25.60%	3,000.00	2,231.82	74.39%
20	YOUTH SERVICES						
61100	BOOKS	670.39	4,430.39	31.64%	14,000.00	9,569.61	68.35%
61130	WORLD LANGUAGES	0.00	7.46	0.49%	1,500.00	1,492.54	99.50%
61400	DVD	86.22	644.44	42.96%	1,500.00	855.56	57.03%
61600	VIDEOGAMES	186.95	967.68	48.38%	2,000.00	1,032.32	51.61%
61700	NONTRADITIONAL MATERIALS	0.00	247.97	38.14%	650.00	402.03	61.85%
	Total LIBRARY MATERIALS	23,516.10	175,801.88	42.63%	412,367.00	236,565.12	57.37%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%
52124	UNEMPLOYMENT INS	0.00	2,451.17	24.51%	10,000.00	7,548.83	75.48%
52130	STAFF DEVELOPMENT	947.55	1,333.91	13.33%	10,000.00	8,666.09	86.66%
52170	ALLSTAFF SPEAKER	0.00	500.00	16.66%	3,000.00	2,500.00	83.33%
70800	POSTAGE	20.99	856.95	19.04%	4,500.00	3,643.05	80.95%
70900	SUPPLIES	342.29	3,272.71	25.17%	13,000.00	9,727.29	74.82%
73215	COPIER/PRINT EXPENSE	578.01	3,290.59	36.56%	9,000.00	5,709.41	63.43%
73225	PUBLIC LIABILITY INS	0.00	22,722.35	42.07%	54,000.00	31,277.65	57.92%
73240	BOARD EXPENSES	0.00	450.00	45.00%	1,000.00	550.00	55.00%
73241	LEGAL NOTICES FEES	0.00	73.60	2.45%	3,000.00	2,926.40	97.54%
73242	MEMBERSHIPS	0.00	1,373.75	39.25%	3,500.00	2,126.25	60.75%
73245	BACKGROUND CHECK FEES	21.00	42.00	42.00%	100.00	58.00	58.00%
73250	BANK CHARGES	56.48	728.05	48.53%	1,500.00	771.95	51.46%
73255	INVESTMENT FEES	598.30	2,930.17	32.55%	9,000.00	6,069.83	67.44%
73260	LOST & PAID FORWARDING	0.00	0.00	0.00%	500.00	500.00	100.00%
73280	COST OF ITEMS SOLD	26.49	26.49	8.83%	300.00	273.51	91.17%
73281	TAX EXPENSE	0.00	0.00	0.00%	150.00	150.00	100.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	5,465.00	34,919.00	54.56%	64,000.00	29,081.00	45.43%
73283	LICENSE PLATE S&SLT FEES	52.50	348.00	49.71%	700.00	352.00	50.28%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
76400	MISC EXPENSE	0.00	0.00	0.00%	500.00	500.00	100.00%
76500	CASH UNDER	0.30	2.45	0.98%	250.00	247.55	99.02%
79010	MONETARY GIFT EXPENDITURES	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
79990	CONTINGENT EXPENSES	0.00	522.72	3.48%	15,000.00	14,477.28	96.51%
05	ADMINISTRATION						
52140	PROFESSIONAL EDUCATION	484.00	1,084.00	13.55%	8,000.00	6,916.00	86.45%
73242	MEMBERSHIPS	0.00	630.00	18.00%	3,500.00	2,870.00	82.00%
10	ADULT & TEEN SERVICES						
52140	PROFESSIONAL EDUCATION	0.00	852.35	9.86%	8,642.00	7,789.65	90.13%
70900	SUPPLIES	133.39	1,085.21	45.21%	2,400.00	1,314.79	54.78%
73242	MEMBERSHIPS	0.00	150.00	14.19%	1,057.00	907.00	85.80%
20	YOUTH SERVICES						
52140	PROFESSIONAL EDUCATION	0.00	646.51	12.62%	5,120.00	4,473.49	87.37%
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%
30	PUBLIC SERVICE						
70900	SUPPLIES	611.03	1,745.16	39.34%	4,435.00	2,689.84	60.65%
40	PUBLIC RELATIONS						
52140	PROFESSIONAL EDUCATION	0.00	680.41	45.36%	1,500.00	819.59	54.63%
73242	MEMBERSHIPS	0.00	0.00	0.00%	400.00	400.00	100.00%
50	IT / NETWORK						
52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
60	PATS						
52140	PROFESSIONAL EDUCATION	0.00	380.59	63.43%	600.00	219.41	36.56%
73242	MEMBERSHIPS	0.00	150.00	93.75%	160.00	10.00	6.25%
70	ACCOUNT SERVICES						
52140	PROFESSIONAL EDUCATION	0.00	740.88	113.98%	650.00	(90.88)	(13.98)%
73242	MEMBERSHIPS	0.00	150.00	75.00%	200.00	50.00	25.00%
80	RANDALL OAKS						
52140	PROFESSIONAL EDUCATION	0.00	313.64	44.80%	700.00	386.36	55.19%
73242	MEMBERSHIPS	0.00	200.00	100.00%	200.00	0.00	0.00%
90	FACILITIES						
70900	SUPPLIES	601.04	2,579.60	28.66%	9,000.00	6,420.40	71.33%

			Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
1		Dundee Library						
00		DEPARTMENT-WIDE						
73520		PLANT OPERATION	1,098.73	1,573.79	6.29%	25,000.00	23,426.21	93.70%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
73505		RENT EXPENSE	5,407.50	27,037.50	41.59%	65,000.00	37,962.50	58.40%
		Total LIBRARY OPERATIONS	16,444.60	115,843.55	32.64%	354,964.00	239,120.45	67.36%
52		PUBLIC RELATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
70900		SUPPLIES	1,272.60	4,366.57	27.81%	15,700.00	11,333.43	72.18%
73010		NEWSLETTER	9,883.49	19,851.98	48.41%	41,000.00	21,148.02	51.58%
73020		OUTSIDE PRINTING	1,546.84	4,453.91	31.03%	14,350.00	9,896.09	68.96%
73154		150th ANNIVERSARY	821.80	1,161.64	11.61%	10,000.00	8,838.36	88.38%
73290		DIGITAL	0.00	501.68	4.31%	11,625.00	11,123.32	95.68%
		Total PUBLIC RELATIONS	13,524.73	30,335.78	32.73%	92,675.00	62,339.22	67.27%
53		GENERAL PROGRAMMING						
0		District Wide						
00		DEPARTMENT-WIDE						
70900		SUPPLIES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73150		PERFORMERS	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73151		SUMMER READING	0.00	1,053.97	5.85%	18,000.00	16,946.03	94.14%
73152		WINTER READING	1,841.40	3,322.74	94.93%	3,500.00	177.26	5.06%
73153		MISC READING CHALLENGES	134.28	979.70	61.23%	1,600.00	620.30	38.76%
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	137.89	1,804.16	27.75%	6,500.00	4,695.84	72.24%
73150		PERFORMERS	0.00	2,517.50	41.95%	6,000.00	3,482.50	58.04%
15		TEEN						
70900		SUPPLIES	156.09	560.39	28.01%	2,000.00	1,439.61	71.98%
20		YOUTH SERVICES						
70900		SUPPLIES	1,302.05	5,153.12	36.80%	14,000.00	8,846.88	63.19%
73150		PERFORMERS	0.00	1,611.25	50.35%	3,200.00	1,588.75	49.64%
2		Randall Oaks						
80		RANDALL OAKS						
70900		SUPPLIES	265.23	1,515.30	37.88%	4,000.00	2,484.70	62.11%
		Total GENERAL PROGRAMMING	3,836.94	18,518.13	29.19%	63,450.00	44,931.87	70.81%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	486.16	1,215.95	12.99%	9,360.00	8,144.05	87.00%
73320	CCS SHARED COST	0.00	28,514.08	48.32%	59,000.00	30,485.92	51.67%
73330	OCLC - CATALOG SERVICES	0.00	0.00	0.00%	12,000.00	12,000.00	100.00%
73340	SOFTWARE	227.16	9,531.24	17.03%	55,948.20	46,416.96	82.96%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	483.20	2,404.62	34.25%	7,020.00	4,615.38	65.74%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	231.75	1,151.90	39.99%	2,880.00	1,728.10	60.00%
	Total COMPUTER	1,428.27	42,817.79	29.29%	146,208.20	103,390.41	70.71%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,240.47	6,316.50	37.15%	17,000.00	10,683.50	62.84%
73410	LEGAL FEES	0.00	4,387.50	29.25%	15,000.00	10,612.50	70.75%
73420	AUDIT EXPENSE	2,000.00	9,480.00	94.80%	10,000.00	520.00	5.20%
73430	OTHER PROF FEES	0.00	0.00	0.00%	19,085.41	19,085.41	100.00%
	Total PROFESSIONAL FEES	3,240.47	20,184.00	33.04%	61,085.41	40,901.41	66.96%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
73230	TRANSPORTATION REIMBURSEMENT	137.83	495.11	9.90%	5,000.00	4,504.89	90.09%
	Total TRANSPORTATION	137.83	495.11	9.90%	5,000.00	4,504.89	90.10%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	0.00	0.00%	8,225.00	8,225.00	100.00%
73310	CATALOGING - COMPUTER SERVICE	0.00	5,097.68	42.48%	12,000.00	6,902.32	57.51%
73530	EQUIPMENT MAINT	0.00	520.00	63.41%	820.00	300.00	36.58%
73640	FUEL	70.18	532.74	26.63%	2,000.00	1,467.26	73.36%
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	0.00	3,547.50	50.90%	6,968.25	3,420.75	49.09%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
73500	BUILDING REPAIRS AND MAINTENANCE	5,994.00	13,975.54	69.87%	20,000.00	6,024.46	30.12%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	3,313.22	17,743.66	20.87%	85,000.00	67,256.34	79.12%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	1,182.50	32.51%	3,636.30	2,453.80	67.48%
73540	CONTRACTS: BUILDING MAINTENANCE	0.00	3,835.67	45.12%	8,500.00	4,664.33	54.87%
	Total MAINTENANCE	9,377.40	46,435.29	30.18%	153,849.55	107,414.26	69.82%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	218.64	671.49	40.86%	1,643.00	971.51	59.13%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	908.03	4,398.58	38.87%	11,316.00	6,917.42	61.12%
73610	ELECTRICITY	3,044.61	28,723.16	61.11%	47,000.00	18,276.84	38.88%
73620	WATER AND SEWER	0.00	1,133.80	28.34%	4,000.00	2,866.20	71.65%
73630	GAS	179.32	693.56	13.87%	5,000.00	4,306.44	86.12%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	121.81	589.93	45.67%	1,291.50	701.57	54.32%
	Total UTILITIES	4,472.41	36,210.52	51.54%	70,250.50	34,039.98	48.46%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	6,715.00	97.46%	6,890.00	175.00	2.53%
73270	FURNITURE & EQUIP	0.00	12,958.02	64.79%	20,000.00	7,041.98	35.20%
73300	COMPUTER EQUIPMENT	0.00	8,398.56	29.52%	28,450.00	20,051.44	70.47%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	60.15	992.03	14.17%	7,000.00	6,007.97	85.82%
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIP	0.00	222.68	7.36%	3,025.00	2,802.32	92.63%
	Total CAPITAL EXPENSE	60.15	29,286.29	42.22%	69,365.00	40,078.71	57.78%
	Total Expenditures	311,489.48	1,693,536.47	34.68%	4,883,739.66	3,190,203.19	65.32%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2526 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2025 Through 11/30/2025

	Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
Net Increase(Decrease) in Fund Balance	(278,175.63)	3,039,235.77	0.00%	0.00	(3,039,235.77)	0.00%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	15,955.14	83,259.24	83.25%	100,000.00	16,740.76	16.74%
44011	MARKET VALUE ADJUSTMENT	1,097.62	4,951.59	99.03%	5,000.00	48.41	0.96%
45020	OTHER GRANTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total REVENUES	17,052.76	88,210.83	76.71%	115,000.00	26,789.17	23.29%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	300,000.00	300,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	300,000.00	300,000.00	100.00%
	Total Revenues	17,052.76	88,210.83	21.26%	415,000.00	326,789.17	78.74%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	9,299.00	26,595.84	36.08%	73,700.00	47,104.16	63.91%
73340	SOFTWARE	0.00	5,919.83	15.57%	38,000.00	32,080.17	84.42%
	Total COMPUTER	9,299.00	32,515.67	29.11%	111,700.00	79,184.33	70.89%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	3,000,000.00	3,000,000.00	100.00%
	Total MAINTENANCE	0.00	0.00	0.00%	3,000,000.00	3,000,000.00	100.00%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	41,626.40	70,982.13	35.49%	200,000.00	129,017.87	64.50%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	500,000.00	500,000.00	100.00%
	Total CAPITAL EXPENSE	41,626.40	70,982.13	10.14%	700,000.00	629,017.87	89.86%
	Total Expenditures	50,925.40	103,497.80	2.72%	3,811,700.00	3,708,202.20	97.28%
	Net Increase(Decrease) in Fund Balance	(33,872.64)	(15,286.97)	0.45%	(3,396,700.00)	(3,381,413.03)	99.54%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	930.78	4,722.24	47.22%	10,000.00	5,277.76	52.77%
44011	MARKET VALUE ADJUSTMENT	184.04	830.25	0.00%	0.00	(830.25)	0.00%
	Total REVENUES	1,114.82	5,552.49	55.52%	10,000.00	4,447.51	44.48%
	Total Revenues	1,114.82	5,552.49	55.52%	10,000.00	4,447.51	44.48%
	Net Increase(Decrease) in Fund Balance	1,114.82	5,552.49	55.52%	10,000.00	4,447.51	44.47%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - FY2526 Budget v Actual Revenues
From 11/1/2025 Through 11/30/2025

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
	Revenues						
43010	TAX LEVY	(7,024.03)	4,454,940.63	99.84%	4,461,964.66	7,024.03	0.15%
43020	PPRT	11,624.34	24,781.25	38.12%	65,000.00	40,218.75	61.87%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	25,000.00	25,000.00	100.00%
43500	IMPACT FEES	0.00	2,785.10	92.83%	3,000.00	214.90	7.16%
44010	INT & DIV INCOME	37,843.90	187,219.52	78.00%	240,000.00	52,780.48	21.99%
44011	MARKET VALUE ADJUSTMENT	1,721.00	7,765.37	141.18%	5,500.00	(2,265.37)	(41.18)%
45010	PER CAPITA GRANT	0.00	105,506.75	99.53%	106,000.00	493.25	0.46%
45020	OTHER GRANTS	0.00	0.00	0.00%	20,000.00	20,000.00	100.00%
46030	LOST & DAMAGED	233.02	1,424.26	35.60%	4,000.00	2,575.74	64.39%
46110	MEETING RM RENTAL	40.00	280.00	186.66%	150.00	(130.00)	(86.66)%
46200	PRINT/COPY REVENUE	670.95	3,755.25	62.58%	6,000.00	2,244.75	37.41%
46250	LICENSE PLATE RENEWAL INCOME	5,736.25	36,710.75	56.47%	65,000.00	28,289.25	43.52%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	33.00	349.92	116.64%	300.00	(49.92)	(16.64)%
46400	MISCELLANEOUS INCOME	1.00	1.00	0.20%	500.00	499.00	99.80%
46500	CASH OVER	0.00	0.76	0.76%	100.00	99.24	99.24%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	102.00	510.00	41.63%	1,225.00	715.00	58.36%
49010	MONETARY GIFT	500.00	505.00	10.10%	5,000.00	4,495.00	89.90%
	Total Revenues	51,481.43	4,826,535.56	96.36%	5,008,739.66	182,204.10	3.64%
	Net Increase(Decrease) in Fund Balance	51,481.43	4,826,535.56	96.36%	5,008,739.66	182,204.10	3.63%

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2025 Through 6/30/2026

	7/1/2025 - 7/31/2025	8/1/2025 - 8/31/2025	9/1/2025 - 9/30/2025	10/1/2025 - 10/31/2025	11/1/2025 - 11/30/2025	12/1/2025 - 12/31/2025	1/1/2026 - 1/31/2026	2/1/2026 - 2/28/2026	3/1/2026 - 3/31/2026	4/1/2026 - 4/30/2026	5/1/2026 - 5/31/2026	6/1/2026 - 6/30/2026	Total
Revenues													
TAX LEVY	4,461,964.66	0.00	0.00	0.00	(7,024.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,454,940.63
PPRT	0.00	0.00	0.00	13,156.91	11,624.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,781.25
IMPACT FEES	2,785.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,785.10
INT & DIV INCOME	33,152.02	34,006.34	41,267.64	40,949.62	37,843.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187,219.52
MARKET VALUE ADJUSTMENT	(5,528.24)	6,188.31	5,632.90	(248.60)	1,721.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,765.37
PER CAPITA GRANT	0.00	105,506.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,506.75
LOST & DAMAGED	345.67	295.34	239.22	311.01	233.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,424.26
MEETING RM RENTAL	0.00	160.00	80.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00
PRINT/COPY REVENUE	655.50	781.90	753.70	893.20	670.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,755.25
LICENSE PLATE RENEWAL INCOME	8,050.50	8,578.75	6,040.75	8,304.50	5,736.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,710.75
TAXABLE SALES (USB, DVD, EARBUDS)	163.07	62.85	36.00	55.00	33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349.92
MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
CASH OVER	0.20	0.16	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.76
RETIRED EMPLOYEE REIMBURSEMENTS	102.00	102.00	102.00	102.00	102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	510.00
MONETARY GIFT	0.00	5.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	505.00
Total Revenues	4,501,690.48	155,687.40	54,152.61	63,523.64	51,481.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,826,535.56
Net Increase(Decrease) in Fund Balance	4,501,690.48	155,687.40	54,152.61	63,523.64	51,481.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,826,535.56

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - FY2526 Budget v Actual Expenditures

From 11/1/2025 Through 11/30/2025

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
	Expenditures						
15	Personnel Expenses						
15	PERSONNEL SERVICES/BENEFITS	235,450.58	1,177,608.13	37.33%	3,154,525.00	1,976,916.87	62.66%
	Total Personnel Expenses	235,450.58	1,177,608.13	37.33%	3,154,525.00	1,976,916.87	62.67%
20	Library Materials						
20	LIBRARY MATERIALS	23,516.10	175,801.88	42.63%	412,367.00	236,565.12	57.36%
	Total Library Materials	23,516.10	175,801.88	42.63%	412,367.00	236,565.12	57.37%
50	Operating Expenses						
51	LIBRARY OPERATIONS	16,444.60	115,843.55	32.63%	354,964.00	239,120.45	67.36%
52	PUBLIC RELATIONS	12,702.93	29,174.14	35.28%	82,675.00	53,500.86	64.71%
53	GENERAL PROGRAMMING	3,836.94	18,518.13	29.18%	63,450.00	44,931.87	70.81%
54	COMPUTER	10,727.27	75,333.46	29.20%	257,908.20	182,574.74	70.79%
55	PROFESSIONAL FEES	3,240.47	20,184.00	33.04%	61,085.41	40,901.41	66.95%
58	TRANSPORTATION	137.83	495.11	9.90%	5,000.00	4,504.89	90.09%
	Total Operating Expenses	47,090.04	259,548.39	31.46%	825,082.61	565,534.22	68.54%
60	Building Expenses						
61	MAINTENANCE	9,377.40	46,435.29	1.47%	3,153,849.55	3,107,414.26	98.52%
65	UTILITIES	4,472.41	36,210.52	51.54%	70,250.50	34,039.98	48.45%
	Total Building Expenses	13,849.81	82,645.81	2.56%	3,224,100.05	3,141,454.24	97.44%
70	Capital Expense						
70	CAPITAL EXPENSE	41,686.55	100,268.42	13.03%	769,365.00	669,096.58	86.96%
	Total Capital Expense	41,686.55	100,268.42	13.03%	769,365.00	669,096.58	86.97%
	Total Expenditures	361,593.08	1,795,872.63	21.42%	8,385,439.66	6,589,567.03	78.58%
	Net Increase(Decrease) in Fund Balance	(361,593.08)	(1,795,872.63)	21.41%	(8,385,439.66)	(6,589,567.03)	78.58%

		Month Activity	Year Activity	FY2526 Percent Used	Total Budget - FY2526	FY2526 $ Remaining	FY2526 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	115,757.17	587,145.20	34.61%	1,696,359.80	1,109,214.60	65.38%
20	Library Materials	12,428.45	104,535.40	50.50%	206,983.00	102,447.60	49.49%
50	Operating Expenses	38,007.60	214,218.86	31.06%	689,482.61	475,263.75	68.93%
60	Building Expenses	288.82	6,821.91	22.97%	29,688.00	22,866.09	77.02%
70	Capital Expense	41,626.40	99,053.71	13.11%	755,340.00	656,286.29	86.88%
	Total District Wide	208,108.44	1,011,775.08	29.95%	3,377,853.41	2,366,078.33	70.05%
1	Dundee Library						
15	Personnel Expenses	99,226.89	487,437.45	40.35%	1,207,895.20	720,457.75	59.64%
20	Library Materials	8,665.97	53,938.67	34.03%	158,490.00	104,551.33	65.96%
50	Operating Expenses	3,177.96	15,624.83	24.52%	63,720.00	48,095.17	75.47%
60	Building Expenses	13,439.18	70,215.80	2.20%	3,180,984.25	3,110,768.45	97.79%
70	Capital Expense	60.15	992.03	9.01%	11,000.00	10,007.97	90.98%
	Total Dundee Library	124,570.15	628,208.78	13.59%	4,622,089.45	3,993,880.67	86.41%
2	Randall Oaks						
15	Personnel Expenses	20,466.52	103,025.48	41.16%	250,270.00	147,244.52	58.83%
20	Library Materials	2,421.68	17,327.81	36.95%	46,894.00	29,566.19	63.04%
50	Operating Expenses	5,904.48	29,704.70	41.32%	71,880.00	42,175.30	58.67%
60	Building Expenses	121.81	5,608.10	41.76%	13,427.80	7,819.70	58.23%
70	Capital Expense	0.00	222.68	7.36%	3,025.00	2,802.32	92.63%
	Total Randall Oaks	28,914.49	155,888.77	40.44%	385,496.80	229,608.03	59.56%
	Total Expenditures	361,593.08	1,795,872.63	21.42%	8,385,439.66	6,589,567.03	78.58%
	Net Increase(Decrease) in Fund Balance	(361,593.08)	(1,795,872.63)	21.41%	(8,385,439.66)	(6,589,567.03)	78.58%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
From 7/1/2025 Through 6/30/2026

	7/1/2025 - 7/31/2025	8/1/2025 - 8/31/2025	9/1/2025 - 9/30/2025	10/1/2025 - 10/31/2025	11/1/2025 - 11/30/2025	12/1/2025 - 12/31/2025	1/1/2026 - 1/31/2026	2/1/2026 - 2/28/2026	3/1/2026 - 3/31/2026	4/1/2026 - 4/30/2026	5/1/2026 - 5/31/2026	6/1/2026 - 6/30/2026	Total
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	232,301.18	234,554.37	225,887.15	249,414.85	235,450.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,177,608.13
Library Materials													
LIBRARY MATERIALS	74,566.00	38,014.00	20,276.52	19,429.26	23,516.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175,801.88
Operating Expenses													
LIBRARY OPERATIONS	42,500.92	17,517.30	19,245.95	20,134.78	16,444.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115,843.55
PUBLIC RELATIONS	627.79	10,844.69	1,913.75	3,084.98	12,702.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,174.14
GENERAL PROGRAMMING	3,021.15	1,997.62	5,328.18	4,334.24	3,836.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,518.13
COMPUTER	1,022.46	18,081.56	2,725.22	42,776.95	10,727.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,333.46
PROFESSIONAL FEES	2,156.02	1,423.73	8,627.71	4,736.07	3,240.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,184.00
TRANSPORTATION	58.94	48.51	106.12	143.71	137.83	43.82	0.00	0.00	0.00	0.00	0.00	0.00	538.93
Building Expenses													
MAINTENANCE	4,292.50	18,068.19	4,365.12	10,332.08	9,377.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,435.29
UTILITIES	8,189.06	8,745.52	6,124.34	8,679.19	4,472.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,210.52
Capital Expense													
CAPITAL EXPENSE	2,078.10	7,010.66	33,996.90	15,496.21	41,686.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,268.42
Total Expenditures	370,814.12	356,306.15	328,596.96	378,562.32	361,593.08	43.82	0.00	0.00	0.00	0.00	0.00	0.00	1,795,916.45
Net Increase(Decrease) in Fund Balance	(370,814.12)	(356,306.15)	(328,596.96)	(378,562.32)	(361,593.08)	(43.82)	0.00	0.00	0.00	0.00	0.00	0.00	(1,795,916.45)

			Current Year
	Assets		
	Cash and Investments		
	Checking Accounts		
10100	BANK ACCOUNTS		
10		GENERAL/CORPORATE	5,832,940.08
70		CAPITAL PROJECTS/SPECIAL RESERVE	3,308,976.44
	Total Checking Accounts		9,141,916.52
	Other Cash		
10900	CASH ON HAND DUNDEE		
10		GENERAL/CORPORATE	230.00
10902	Kiosk Cash		
10		GENERAL/CORPORATE	118.20
	Total Other Cash		348.20
	Investments		
10500	INVESTMENT ACCOUNTS		
10		GENERAL/CORPORATE	722,847.25
70		CAPITAL PROJECTS/SPECIAL RESERVE	1,807,406.61
90		DONATION / GIFT	303,058.49
	Total Investments		2,833,312.35
	Total Cash and Investments		11,975,577.07
	Other Assets		
13000	PREPAID RENT		
10		GENERAL/CORPORATE	10,815.00
13200	PREPAID EXPENSE		
10		GENERAL/CORPORATE	25,181.19
14000	ACCOUNTS RECEIVABLE		
10		GENERAL/CORPORATE	2,267.72
	Total Other Assets		38,263.91
	Total Assets		12,013,840.98
	Liabilities and Fund Balance		
	Liabilities		
20000	ACCOUNTS PAYABLE		
10		GENERAL/CORPORATE	18,021.12
70		CAPITAL PROJECTS/SPECIAL RESERVE	9,299.00
20002	AP license Plate		
10		GENERAL/CORPORATE	1,537.00
20003	AP Other		
10		GENERAL/CORPORATE	108.98
21000	ACCRUED PAYROLL		
10		GENERAL/CORPORATE	52,066.46
22010	CREDIT CARD PAYABLE VARGAS		
10		GENERAL/CORPORATE	584.93
22011	CREDIT CARD PAYABLE SIKORSKI		
10		GENERAL/CORPORATE	165.76
22013	CREDIT CARD PAYABLE ROY		
10		GENERAL/CORPORATE	92.37
22014	CREDIT CARD PAYABLE JOHNSON		
10		GENERAL/CORPORATE	45.91
22015	CREDIT CARD PAYABLE HOWE		
10		GENERAL/CORPORATE	120.00
22055	CREDIT CARD PAYABLE NELSON		
10		GENERAL/CORPORATE	1,731.99
22084	CREDIT CARD PAYABLE SABALA		
10		GENERAL/CORPORATE	19.98
22085	CREDIT CARD PAYABLE JI		
10		GENERAL/CORPORATE	1,865.89
22093	CREDIT CARD PAYABLE MUNOZ		
10		GENERAL/CORPORATE	22.93
22094	CREDIT CARD PAYABLE HERNANDEZ		

Fox River Valley Public Library District
Balance Sheet
As of 11/30/2025

		Current Year
10	GENERAL/CORPORATE	142.65
22220	IMRF EXPENSE PAYABLE	
10	GENERAL/CORPORATE	19,753.09
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	48.16
	Total Liabilities	105,626.22
	Fund Balance	
10	GENERAL/CORPORATE	6,499,680.83
70	CAPITAL PROJECTS/SPECIAL RESERVE	5,107,084.05
90	DONATION / GIFT	303,058.49
	Total Fund Balance	11,909,823.37
	Total Liabilities and Fund Balance	12,015,449.59

Maturity Schedule Report

Household: Fox River Valley Public Library District
Fox River Valley Public Library District - General Fund
Period: 11/30/2025

EHLERS INVESTMENT PARTNERS

Maturity Period

Maturity Period	Value
0 - 60 Days	$125,000.00
60 - 120 Days	$493,000.00
120 - 360 Days	$499,000.00
1 - 2 Years	$1,170,000.00

Maturity Period

Security	Cusip	Maturity Date	Quantity	Allocation
0 - 60 Days				
US Treasury Bill 0.00% 1/6/2026	91xxxxSE8	1/6/2026	125,000.00	100.00 %
60 - 120 Days				
Bankunited Inc. 0.50% 2/19/2026	06xxxxQH5	2/19/2026	248,000.00	50.31 %
Neighbors Fcu Baton Rouge La 0.75% 3/19/2026	64xxxxAV6	3/19/2026	245,000.00	49.69 %
120 - 360 Days				
Goldman Sachs Bank USA CD 0.90% 5/19/2026	38xxxxWH2	5/19/2026	249,000.00	49.20 %
Johnson Cnty KS 4.00% 9/1/2026	47xxxxMY8	9/1/2026	100,000.00	20.26 %
MD St Cmnty Dev Admin Dept Hsg & Cmnty Dev Taxable Residential Rev Bds 4.472% 9/1/2026	57xxxxNU8	9/1/2026	150,000.00	30.54 %
1 - 2 Years				
Peoria & Tazewell Counties Il Community College 5.18% 12/1/2026	71xxxxET4	12/1/2026	175,000.00	15.11 %
Idaho Hsg & Fin Assn Single Family Mtg Rev Taxable Bds 2025 A 4.341% 1/1/2027	45xxxx6Y7	1/1/2027	115,000.00	9.79 %
Texas Tech Univ Revs Taxable Fing Sys Ref Impt Bds 2025b 4.56% 2/15/2027	88xxxxKX9	2/15/2027	135,000.00	11.48 %
Louisiana Hsg Corp Single Family Mtg Rev Taxable Bds 2025b 4.56% 6/1/2027	54xxxxUB5	6/1/2027	245,000.00	21.06 %
MD St Cmnty Dev Admin Dept Hsg & Cmnty Dev Taxable Residential Rev Bds 4.522% 9/1/2027	57xxxxNW4	9/1/2027	250,000.00	21.29 %
New York NY Trans Auth 4.754% 11/1/2027	64xxxxQY7	11/1/2027	250,000.00	21.26 %

EXHIBIT C.1
December 16, 2025

Exhibit C.1   Review of Public Library Standards

No motion needed

BACKGROUND INFORMATION:

Per 75 ILCS 10/8.1, in order to be eligible for Per Capita Grant funding, Illinois public libraries must provide services that meet or show progress toward meeting Illinois library standards. The State Library tasks the Illinois Library Association with developing the standards and reviewing them annually. This year's ILA committee completed a thorough review AND rolled out a number of changes to previous standards, including moving beyond a simple core service checklist to incorporate 2 additional levels of service measurement/designation. Including core, intermediate, and advanced service levels allows libraries to better assess their services and to determine particular needs for each individual library/community.

The Library Director completed an initial review of the new standards and subsequently met with department heads to identify accomplishments, clarify current services as related to the standards, and to determine areas in need of attention. The written report provides the Board with the new standards and how we measure up against them.

The Board must review the standards prior to authorizing staff to submit the Per Capita Grant application. A formal vote is not necessary; the minutes can reflect that the review occurred. Questions/comments/direction are welcome.

Overview

The Illinois Public Library Standards, previously referred to as *Serving Our Public*, act as a resource compiled by experts offering benchmarks upon which libraries can measure and evaluate their services to ensure all communities are benefiting from quality library services.

Libraries should annually review the core standards and use their findings to shape priorities, direct financial expenditures, inform strategic planning, etc.

The standards include various aspects of library service and management and are grouped into 12 different categories:

- Access
- Advocacy & Community Engagement
- Buildings & Grounds
- Collection Management
- Finance & Budget
- Governance & Administration
- Human Resources
- Information Services
- Marketing & Promotion
- Programming
- Safety & Emergency Preparedness
- Technology

For each category, a list of 6-15 core standards are provided, and libraries are tasked with evaluating whether or not they meet the criteria of the core standards. In an effort to recognize that communities have differing needs and resources, many of the standards have been expanded this year to include 2 levels above/beyond the core standard. These are referenced as intermediate and advanced, and they outline service measures that extend beyond the basic or core standard.

In total, 116 core standards are referenced this year. 96 of the 116 have criteria for an intermediate standard and 67 of the 116 have criteria for an advanced standard. FRVPLD meets or exceeds the core standard for 113 of the 116 standards. (49 core, 36 intermediate, 28 advanced)

To qualify for grants administered by the State Library, such as the Per Capita Grant, each library must review the core standards annually, and as part of the grant application, either certify that all standards are met or share plans for achieving standards that are not met.

FRVPLD consistently meets the majority of the core standards each year but has struggled to follow through on addressing areas of deficiency. Addressing unmet standards (marked in red) will be the priority this year, after which, sufficient attention should be paid to some of the standards that are technically being met, but would benefit tremendously from updates, clarifications, etc. (marked in yellow or orange).

Given the number of changes to the categories and library standards in this year's IL Public Library Standards, FRVPLD should be proud to exceed the core criteria for more than half of the standards.

Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).
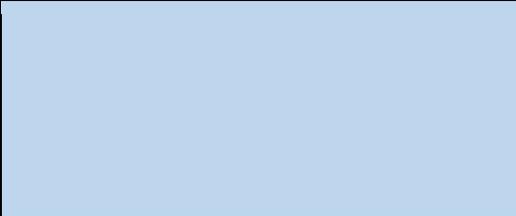
Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.

Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of $850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is $850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).

Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, *ILA Reporter*).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

| 9 | The library has a succession plan for the director. | The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists. | |

Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

| 8 | The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions). | In multilingual communities, the library strives to provide information services in languages relevant to patron needs. | In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise. |

Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

| 9 | The library regularly evaluates the effectiveness of its marketing efforts. | The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing. | |

Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new uses. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

| 10 | The library follows all local and state requirements for emergency systems and equipment inspections. | The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis. | |

Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.

EXHIBIT C.2
December 16, 2025
Attachment

Exhibit C.2   Per Capita Grant Application

RECOMMENDED MOTION: I move to authorize Library Administration to submit the Per Capita Grant application on behalf of the Library Board of Trustees.

BACKGROUND INFORMATION:

The Public Library Per Capita Grant program was created by the Illinois Legislature and is administered by the Illinois State Library. The intent of the program is to help public libraries improve and increase library services to their service areas.

Under Illinois law, a grant allocation of up to $1.475 per resident is available to public libraries that submit an application and comply with grant criteria each year. The final allocation received will be based upon the funds appropriated by the legislature for the program in the upcoming year, if they choose to do so.

The application includes brief notes related to Illinois Public Library Standards, as well as contract language outlining Board commitment, including:

- Board agreement to expend funds as stipulated by the application, state statute 75 ILCS 10/8 and 10/8.1, and administrative code 23 Ill. Adm.Code 3035.115 and 3035.135.
- Board affirmation that all funds received shall be used for services by supplementing the regular budget, not reducing the levy in current or subsequent years.

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

❑ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

❑ **Is providing a written policy or procedure, approved and in force at the applicant library(s),** declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ **First Name:** _____ **Last Name:** _____
  (e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ **Pronouns:** _____ **Date:** _____

Printed by authority of the State of Illinois by union employees. September 2025 – 1 – LD A 179.12

1

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
  (e.g., Mr., Ms., Mx., Dr., etc)
Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

❑   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

❑   **Library meets all Core Standards**   5

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

❑   **Library meets all Core Standards**   6

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

❑   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

❑   **Library meets all Core Standards**   8

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

❑   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

❏   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

☐   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

❑　**Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

❑   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

❑ **Library meets all Core Standards**   14

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

❑   **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.

ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Fox River Valley Public Library District

Name of Library or Agency

☑ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library,** declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.
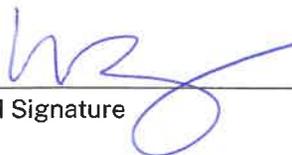
Authorized Signature	12/04/2025
	Date
Heather Zabski	Deputy Director
Signature Name (Typed or Printed)	Title
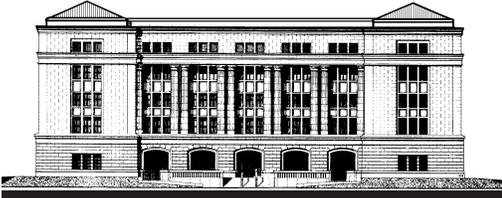
Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

❏ Core Standards — Chapter 1

❏ Governance and Administration — Chapter 2

❏ Personnel — Chapter 3

❏ Access — Chapter 4

❏ Building Infrastructure and Maintenance — Chapter 5

Illinois Public Library Per Capita and Equalization Aid   Deadline – on or before January 30

Printed by authority of the State of Illinois by union employees. November 2025 – 1 – LD A 274.7

❑ Safety — Chapter 6

❑ Collection Management — Chapter 7

❑ System Member Responsibilities and Resource Sharing — Chapter 8

❑ Public Services: Reference and Reader's Advisory — Chapter 9

❑ Programming — Chapter 10

❑ Youth/Young Adult Services — Chapter 11

❑ Technology — Chapter 12

❑ Marketing, Promotion, and Collaboration — Chapter 13

EXHIBIT C.3
December 16, 2025
Attachment

Exhibit C.3   Construction Bids

RECOMMENDED MOTION: I move to authorize the Library Director to work with LAMP, Inc. to execute contracts with the selected bidders for general trades, roofing, aluminum/glass/glazing, HVAC, and electrical, incorporating alternates 1-4, as presented.

BACKGROUND INFORMATION:

Notice to Bidders was provided via publication in the Daily Herald on November 11 that bids would be accepted for the Fox River Valley Public Library District construction project on December 11 (30-day notice). Public notice was also provided via the library website, and all bid documents were made available by Lamp, Inc. Lamp hosted a pre-bid meeting and walk-thru on December 1, and handled all communication with prospective bidders to ensure a fair and competitive public bid process.

On December 11, FRVPLD hosted a public opening of the bids, which were read aloud by Lamp in a room filled with contractors eager to hear the results. Lamp subsequently completed bid tabs to share information publicly and began scope review with apparent low bidders to ensure bids were comprehensive, responsive, and responsible.

Included in the packet you will find 2 letters from our construction manager. Each letter includes the company determined to be the low bidder for the various trade packages, as well as the price for the project. *There are 2 letters because the low bidder for roofing work changes if we include Alternate 1 in the scope of work*.

As a reminder, 4 aspects of the project were broken out as alternates in case the scope of work needed to be reduced for budgetary purposes. The bids have come in within our projected budget, so we recommend proceeding with <u>all</u> alternates. Still, we have provided you with options so you can make an informed decision.

- Alternate 1 – Cover Board for Roof – provides additional support for the surface/helps minimize damage, necessary should you want to consider solar panels in the future.
- Alternate 2 – Addition of 2 windows in lower level on south façade.
- Alternate 3 – Motorize window shades to eliminate cords/chains/patron intervention, improves safety and staff control.
- Alternate 4 – Motorized window shades for 2 additional windows.

In addition to the letters from Lamp, you will find a summary budget outlining combined costs for the trades with and without the alternates, as well as a complete listing of the companies who bid on the project.

460 N. Grove Ave.
Elgin, IL 60120
www.lampinc.net

O: 847.741.7220
F: 847.741.9677

December 16, 2025

Kristi Howe
Executive Director
Fox River Valley Library District
555 Barrington Ave
East Dundee, IL 60118

RE: Letter of Bid Compliance for the Fox River Valley Public Library District
        Dundee Library Improvements – Bid Release 1

Dear Kristi Howe,

On December 11, 2025 we received bids for Bid Release 1 for the FRVPL Dundee Library Improvements Project. Lamp Incorporated completed a work scope review for each of the following Trade Packages and have found the apparent low bidders to be in compliance with the Contract Documents.

06A-1 General Trades
Manusos General Contracting, Fox Lake, IL

Base Bid:	$791,025.00
Alternate #2 (Lower Level South Windows):	$28,250.00
Alternate #3 (Upgrade to Motorized Shades):	$34,000.00
Alternate #4 (Upgrade to Motorized Shades for Alternate #2):	$4,600.00
Proposed Contract Amount (If all Alternates are accepted):	**$857,875.00**

07A-1 Roofing
Weatherguard Roofing, Elgin, IL

Base Bid:	$428,000.00
Alternate #1 (Roofing Coverboard)	$34,200.00
Proposed Contract Amount:	**$462,200.00**

08B-1 Aluminum and Glass
3F Corporation, Alsip, IL

Base Bid:	$164,000.00
Alternate #2 (Lower Level South Windows):	$8,000.00
Proposed Contract Amount (If all Alternates are accepted):	**$172,000.00**

Construction Management
General Construction
Design/Build

Building a tradition of quality construction since 1932

23A-1 HVAC
Hartwig Mechanical, Harvard, IL

Base Bid:	$597,400.00
Proposed Contract Amount:	**$597,400.00**

26A-1 Electrical
Associated Electrical Contractors, Woodstock, IL

Base Bid:	$329,465.00
Alternate #3 (Upgrade to Motorized Shades):	$18,588.00
Alternate #4 (Upgrade to Motorized Shades for Alternate #2):	$3,164.00
Proposed Contract Amount (If all Alternates are accepted):	**$351,217.00**

Should you have any questions, or require any additional

Respectfully,
Lamp Incorporated

Greg Lamp
Estimator / Project Manager / Safety Manager

460 N. Grove Ave.
Elgin, IL 60120
www.lampinc.net

O: 847.741.7220
F: 847.741.9677

LAMP
INCORPORATED

December 16, 2025

Kristi Howe
Executive Director
Fox River Valley Library District
555 Barrington Ave
East Dundee, IL 60118

RE: Letter of Bid Compliance for the Fox River Valley Public Library District
         Dundee Library Improvements – Bid Release 1

Dear Kristi Howe,

On December 11, 2025 we received bids for Bid Release 1 for the FRVPL Dundee Library Improvements Project. Lamp Incorporated completed a work scope review for each of the following Trade Packages and have found the apparent low bidders to be in compliance with the Contract Documents.

06A-1 General Trades
Manusos General Contracting, Fox Lake, IL

Base Bid:	$791,025.00
Alternate #2 (Lower Level South Windows):	$28,250.00
Alternate #3 (Upgrade to Motorized Shades):	$34,000.00
Alternate #4 (Upgrade to Motorized Shades for Alternate #2):	$4,600.00
Proposed Contract Amount (If all Alternates are accepted):	**$857,875.00**

07A-1 Roofing
WBMM Joint Venture dba Metalmaster Roofmaster

Base Bid:	$424,770.00
Proposed Contract Amount:	**$424,770.00**

08B-1 Aluminum and Glass
3F Corporation, Alsip, IL

Base Bid:	$164,000.00
Alternate #2 (Lower Level South Windows):	$8,000.00
Proposed Contract Amount (If all Alternates are accepted):	**$172,000.00**

Building a tradition of quality construction since 1932

23A-1 HVAC
Hartwig Mechanical, Harvard, IL

Base Bid:	$597,400.00
Proposed Contract Amount:	**$597,400.00**

26A-1 Electrical
Associated Electrical Contractors, Woodstock, IL

Base Bid:	$329,465.00
Alternate #3 (Upgrade to Motorized Shades):	$18,588.00
Alternate #4 (Upgrade to Motorized Shades for Alternate #2):	$3,164.00
Proposed Contract Amount (If all Alternates are accepted):	**$351,217.00**

Should you have any questions, or require any additional

Respectfully,
Lamp Incorporated

Greg Lamp
Estimator / Project Manager / Safety Manager

Fox River Valley Public Library District
Dundee Library Improvements

Budget vs. Bid Comparisons

December 16, 2025

PKG #	TRADE PACKAGE	BUDGET	BIDS W/ ALT #1 ROOFING COVERBOARD ONLY
06A-1	General Trades (Carpentry and Misc. Trades)	$ 881,920	$ 791,025
07A-1	Roofing	$ 576,050	$ 462,200
08B-1	Aluminum, Glass, and Glazing	$ 192,240	$ 164,000
23A-1	HVAC	$ 1,192,650	$ 597,400
26A-1	Electrical	$ 110,300	$ 329,465
	TRADE PACKAGE SUBTOTAL	$ 2,953,160	$ 2,344,090
	Preconstruction	$ 10,000	$ 10,000
	General Conditions (Supervision)	$ 55,790	$ 55,790
	Project General Conditions	$ 26,550	$ 26,550
	Construction Management Fee (3%)	$ 91,365	$ 73,093
	Insurance	$ 23,526	$ 18,821
	SUBTOTAL	$ 3,160,391	$ 2,528,344
	Construction Contingency	$ 147,658	$ 117,205
	Design Contingency	$ 73,829	$ -
	SUBTOTAL	$ 221,487	$ 117,205
	Architectural Fees	$ 158,870	$ 158,870
	Civil Engineering Fees	$ -	$ -
	Specialty Consultants	$ -	$ -
	Architectural/Engineer Reimbursables	$ 5,000	$ 5,000
	SUBTOTAL	$ 163,870	$ 163,870
	Owner Reimburseable Costs (Permit Fees and Testing)	$ 15,500	$ 15,500
	PROJECT TOTAL	$ 3,561,248	$ 2,824,919

Alternates (CM Fee, Insurance, and Construction Contingency will be applied on the below pricing)

1)	To remove the roofing coverboard from the project,	($37,430.00)
2)	To add two new windows in the lower level meeting room,	$36,250.00
3)	To add motorized window shades to all of the new windows,	$52,588.00
4)	To add motorized window shades to the lower level meeting room windows,	$7,764.00
	NOTE: To accept Alternate #4, Alternate #2 must also be accepted	

Fox River Valley Public Library

Dundee Library Improvements
Thursday, December 11, 2025, at 10:00 AM
06A-1 General Trades

Trade Contractor	Base Bid	Alternate #2 Lower Level South Windows	Alternate #3 Motorized Shades	Alternate #4 Motorized Shades Lower Level Meeting Room	Addenda 1 and 2	Bond or Cert. Check	Labor Rate Sheet	Public Certificates	Combination Bid	Notes
D Kersey Construction Co.	$ 1,017,475.00	$ 26,296.00	$ 12,200.00	$ 4,450.00	X	X	X	X		
Manusos General Contracting, Inc.	$ 791,025.00	$ 28,250.00	$ 34,000.00	$ 4,600.00	X	X	X	X		

Fox River Valley Public Library

Dundee Library Improvements

Thursday, December 11, 2025, at 10:00 AM

07A-1 Roofing

Trade Contractor	Base Bid	Alternate #1 Roofing Coverboard	Addenda 1 and 2	Bond or Cert. Check	Labor Rate Sheet	Public Certificates	Combination Bid	Notes
All American Exterior Solutions	$ 579,700.00	$ 28,000.00	X	X	X	X		
Bennett & Brosseau Roofing Inc.	$ 540,500.00	$ 28,000.00	X	X	X	X		
L. Marshall Roofing, Inc.	$ 582,000.00	$ 44,000.00	X	X	X	X		
Malcor Roofing of Illinois, Inc.	$ 594,325.00	$ 28,000.00	X	X	X	X		
Metalmaster Roofmaster	$ 424,770.00	$ 37,990.00	X	X	X	X		
Olsson Roofing Company	$ 549,980.00	$ 34,738.00	X	X	X	X		
SCR-Sterling Commercial Roofing	$ 557,388.00	$ 30,000.00	X	X	X	X		
TORI Construction, LLC	$ 696,800.00	$ 293,600.00	X	X	X	X		
Weatherguard Roofing	$ 428,000.00	$ 34,200.00	X	X	X	X		

Fox River Valley Public Library

Dundee Library Improvements

Thursday, December 11, 2025, at 10:00 AM

08B-1 Aluminum, Glass & Glazing

Trade Contractor	Base Bid	Alternate #2 Lower Level South Windows	Addenda 1 and 2	Bond or Cert. Check	Labor Rate Sheet	Public Certificates	Combination Bid	Notes
3F Corporation	$ 164,000.00	$ 8,000.00	X	X	X	X		
Gateway Glazing, Inc.	$ 174,900.00	$ 6,130.00	X	X	X	X		
IGCommercial	$ 193,400.00	$ 6,500.00	X	X	X	X		
Mark Industries Ltd.	$ 193,548.00	$ 1,830.00	X	X	X	X		
Reliant Contract Glass	$ 174,800.00	$ 6,560.00	X	X	X	X		

Fox River Valley Public Library

Dundee Library Improvements

Thursday, December 11, 2025, at 10:00 AM

23A-1 HVAC

Trade Contractor	Base Bid	Addenda 1 and 2	Bond or Cert. Check	Labor Rate Sheet	Public Certificates	Combination Bid	Notes
1 Source Mechanical Inc.	$ 797,817.00	X	X	X	X		
Amber Mechanical Contractors	$ 608,000.00	X	X	X	X		
C. Acitelli Heating & Piping Contractors, Inc.	$ 671,000.00	X	X	X	X		
DeKalb Mechanical, Inc.	$ 830,000.00	X	X	X	X		
F.E. Moran, Inc.	$ 718,799.00	X	X	X	X		
Hartwig Mechanical, LLC	$ 597,400.00	X	X	X	X		
Helm Mechanical (FKA Mechanical Inc)	$ 612,500.00	X	X	X	X		
MG Mechanical Contracting, Inc.	$ 668,000.00	X	X	X	X		
Voris Mechanical, Inc.	$ 750,000.00	X	X	X	X		

Fox River Valley Public Library

Dundee Library Improvements

Thursday, December 11, 2025, at 10:00 AM

26A-1 Electrical

Trade Contractor	Base Bid	Alternate #3 Motorized Shades	Alternate #4 Motorized Shades Lower Level Meeting Room	Addenda 1 and 2	Bond or Cert. Check	Labor Rate Sheet	Public Certificates	Combination Bid	Notes
Ascend Electric	$ 430,900.00	$ 23,155.00	$ 4,386.00	X	X	X	X		
Associated Electrical Contractors, LLC	$ 329,465.00	$ 18,588.00	$ 3,164.00	X	X	X	X		
Carey Electric Contracting, LLC	$ 425,465.00	$ 27,225.00	$ 4,785.00	X	X	X	X		
Peters Electric & Technology	$ 389,800.00	$ 22,870.00	$ 2,900.00	X	X	X	X		