

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

**November 15, 2022  
7:00 PM**

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

**AGENDA - AMENDED**

**Call to Order—President Kristina Weber**

**Pledge of Allegiance**

**Roll Call – Secretary Christine Evans**

**Public Comment**

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

**President’s Report—President Weber**

- **December 2022 Board of Trustees Meeting**

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

- **Audit (ACFR) Presentation – Ann Scales, Lauterbach and Amen**
- **Per Capita Grant Requirement – Serving our Public 4.0**
- **Department Reports**
- **Dashboard**

**A. Consent Agenda**

- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from October 18, 2022 Board of Trustees Meeting**
  - A.1.b Check/Voucher Register – AP & Payroll Complete for October 2022 totaling \$312,071.99**
  - A.1.c Monthly Financial Report for October 2022**
  - 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 October 2022**
  - A.1.j Ehlers Investment Inventory for October 2022**

**B. Unfinished Business - none**

**A. New Business**

- Exhibit C.1 Ordinance 2022-10 Tax Levy**
- Exhibit C.2 Ordinance 2022-11 Amending Library Holiday Closings for 2022**
- Exhibit C.3 Ordinance 2022-12 Library Holiday Closings for 2023**
- Exhibit C.4 Annual Treasurer's Report**
- Exhibit C.5 Plumbing Upgrades – A&T Plumbing Inc. & Son**
- Exhibit C.6 Accept Annual Comprehensive Financial Report (ACFR)**
- Exhibit C.7 Per Capita Grant Application – Discussion only**
- Exhibit C.8 Memo of Understanding Extension and Intergovernmental Agreement with D300 and Algonquin Area and Ella Johnson Public Library Districts**
- Exhibit C.9 Appoint Deputy Clerks to Receive Trustee Nominating Petitions**

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

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

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

**Adjournment**

**Fox River Valley Public Library District  
Director's Report to the Board of Library Trustees  
November 15, 2022 Regular Meeting**

Halloween "season" has been full of activities and programs. This month has also been a remarkable showcase of staff creativity! Our Halloween-themed events were very well attended. Many of our staff were in costume on October 31, and patrons of all ages enjoyed seeing library workers have fun with the holiday.



We are currently working on our next All Staff Training Day, which will be on November 18. The half-day program – on a variety of training topics – brings everyone together, boosting morale and engagement, in a fun learning environment. This will be our last All Staff Day of the year. We will have quarterly All Staff training days again in 2023.

On December 1 and 2, I will be attending the annual Director's Summit in Baltimore, MD, presented by *Library Journal*.

The library is very grateful to accept the donation of two wheelchairs from Board Treasurer Tara Finn and her family. The wheelchairs will be available for patrons to use on both the first and second floors of the Dundee Library.

The tree stump in front of the Dundee Library is being carved, sculpted, and transformed by Illinois chainsaw artist Chris Hubbart from Hillsboro, IL. The stump will soon become a fox sculpture that will be a one-of-a-kind artistic feature at the front of the library.

*Respectfully submitted,*  
**Amy Dodson**

## Fox River Valley Public Library District October 2022 Department Reports

### Deputy Director: Heather Zabski

In October, we worked with Lauterbach & Amen to finalize the audit process. Sumitra, Colin and I worked with the auditor to provide any additional documentation requested quickly so the audit could be completed before the November board meeting. Additionally, I compiled statistics and drafted the transmittal letter for the Annual Comprehensive Financial Report (ACFR).

Trustees will complete the requirements for the Per Capita Grant application at the November Board meeting, having reviewed all chapters of *Serving Our Public 4.0* and comparing the requirements with our library. The requirements were the same as last year, and likely to be the same next year. Besides our limited space and aging east-side facility, our library overall does a great job of exceeding most of the requirements outlined in *Serving Our Public 4.0*. I filled out our library's Per Capita Grant application in early November, and trustees will be able to review our application in their board packets. After the November board meeting, I will submit the application to the State Library. Additionally, I spent time in October compiling the Annual Treasurer's Report and Levy Ordinance for the November board packet.



*(left) Carpentersville Rotary's Haunted Camper; (right) Heather in flamingo costume handing out fun library prizes at the West Dundee Halloween party*

Carpentersville Rotary hosted our second annual "Haunted Camper" at two trunk-or-treat events this year. I helped decorate the camper and pass out candy (along with Trustee Goyke and dog Lapis) at Randall Oak's Boo-Thru event on October 21. It was well-attended, with over 500 cars participating throughout the three-hour event. Public Relations Manager Kirstin Finneran, Youth Services Librarian Amanda Keen, and I represented the library at the West Dundee Halloween Party in Grafelman Park on October 29. We handed out a variety of prizes and had a pumpkin-themed prize wheel. There was lovely weather during the event, which encouraged even more people to participate than last year. We easily interacted with over a thousand trick-or-treaters during the three-hour event. Many of our frequent library visitors attended the event and were glad to see us out in the community.

### Public Services Manager: Jason Katsion

Throughout October, Public Services staff embraced the fun and excitement of the Halloween season with unprecedented enthusiasm, while providing educational, creative experiences for our patrons inside and outside the library.

Several of this month's programs put the spotlight on animals. Youth Services Assistant Lizbeth Hernandez organized an adopt-a-pet event, hosted on the front lawn of the Dundee Library, in cooperation with Hoof Woof & Meow Animal Rescue. 70 people came by to meet the animals and learn more about pet adoption. Thanks to this event, several animals have found homes with our library patrons! We also hosted two sessions of our ongoing Paws to Read program in October, in which new readers are invited to spend one-on-one time reading with certified therapy dogs, which can help boost confidence and improve literacy skills.





74 people participated in our all-ages Incredible Bats and Exotic Animals program, organized by Youth Services Librarian Heather Ji. The attendees got to see and touch a variety of animals, such as bats, tarantulas, snakes, skunks, and hedgehogs, while learning all about these amazing creatures. As pictured below, the audience even got to see a bat fly across the meeting room and into its cage!



Youth Services Assistant Amairani Lopez ushered in the Halloween season by hosting a pumpkin painting program, attended by 37 of our youngest and most creative patrons.



Two virtual trivia events were held in October, on aptly macabre topics. Library Specialist Erica Acevedo utilized her mastery of *Simpsons* lore to host a trivia event entirely focused on the long-running “Treehouse of Horror” episodes. For the third year in a row, Erica and I co-hosted a horror movie trivia event, this time with emphases on horror movie sequels and horror-comedies.



Jasmin Munoz of the Adult & Teen Services Department took the lead in organizing our first-ever Ghostly Lock-in, providing a space for tweens to celebrate Halloween in a safe yet spooky environment. This unique three-hour event was held after hours at the Dundee Library. The attendees participated in a costume contest and scavenger hunt, enjoyed pizza and snacks, used the library's VR gaming equipment, and were taken on a haunted trail-walk through Wahoo Woods, where ghostly apparitions (library staff) evoked screams of terror and a lot of laughter. Responses to this program were uniformly positive and several of the attendees and their parents commented that they hope the Ghostly Lock-in will become an annual event. Implementing this program required a high level of organization and collaboration across the Adult & Teen and Youth Services Departments. This was truly a group effort for everyone in Public Services, whether it was helping with festive decorations, planning the logistics of the scavenger hunt, or acting as a specter in Wahoo Woods. Special thanks to Sam Bunte, Danielle Pacini, Erica Acevedo, Gene Barish, Diane Martinez, Kate Shepherd, Elizabeth Flores, and Lizbeth Hernandez.



Librarian Danielle Pacini continued her recurring teen programs in October, Anime Club and Pixel Art. These well-attended programs provide teens with a safe space to share their interests and collaborate on projects. Danielle also hosted watercolor silhouette painting programs in Corner 68 and at the Randall Oaks Library. Library Assistant Katie Redding took a fun approach to teaching hand sewing skills with her Sew a Mini Monster Plushie program. The teens were invited to select their favorite movie monster—such as the Mummy, Bride of Frankenstein, Frankenstein's Monster, Wolf Man, or Dracula—and use a pattern to turn it into a mini-plushie.





One of the highlights of October is the annual Halloween Parade and Extravaganza, at which families proudly march throughout the library in their Halloween costumes, participate in games and crafts, and pose for family photos. In the pictures below, you can see Youth Services Assistant Erin Sikorski leading the parade, and the attendees having a great time.



Lizbeth Hernandez hosted two bilingual programs in the Youth Services Department, both of which helped our young patrons get ready to celebrate Día de los Muertos. At her Recuerdame Shadow Box program, she taught them to construct shadow boxes to honor departed loved ones. At her Decoren una Galleta de Calavera de Azúcarby program, the attendees decorated colorful sugar skull cookies.

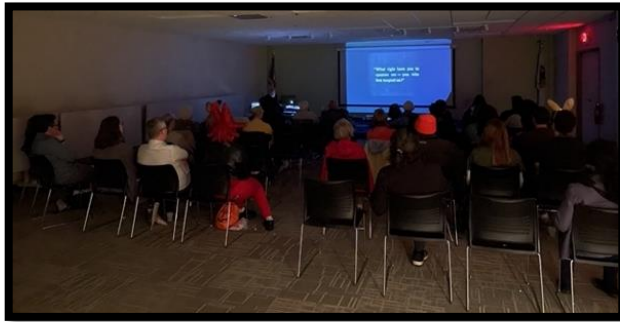


Signing, Snacks & Stories, hosted by Amairani Lopez, continues to gain momentum. At each storytime session, the attendees enjoy a story and a snack while learning ASL skills. This month's ASL vocabulary focused on animal signs and Halloween signs. One of our regular Tuesday Tales storytime sessions, hosted by Erin Sikorski, featured a special guest from the Carpentersville Fire Department. Erin and her guest read a book about firefighters and fire safety, after which the children in attendance got to try on fire safety gear!



Many other educational programs were offered in October. Community Discussion for Social Change, facilitated by Librarian Sam Bunte and Jasmin Munoz, met to discuss voter suppression. Making the Most of Your Social Security, presented by Renee Boyle of The Dala Group, provided details on various filing strategies as well as topics such as social security earned income limits and the taxation of social security benefits. Jasmin Munoz continued her English and Spanish-language baking classes in October with “spooky” bread baking.

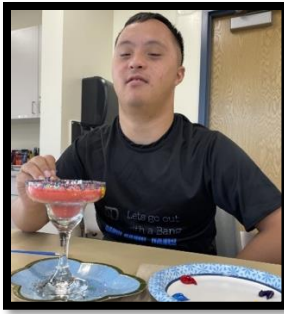
We closed out our October programming on Halloween with a silent movie enhanced with live musical accompaniment by organist Jay Warren. 31 people attended this showing of *Dr. Jekyll and Mr. Hyde*. As pictured below, many staff members and patrons came to the library in fun costumes.



Youth Services staff members Amanda Keen and Erin Sikorski visited all four of the Dundee Township Park District pre-school locations in October, to engage with the students and to promote the Library District and its services. This included a.m. and p.m. visits to multiple pre-school classes, providing them with a wonderful and memorable introduction to the library. Amanda Keen also represented the library at West Dundee’s Trunk or Treat celebration in Grafelman Park, appearing as a witch with colorful apothecary jars while leading several outdoor storytime sessions. Danielle Pacini and Jasmin Munoz attended Carpentersville Middle School’s Scary Story Night, meeting with students, parents, and educators to share information about library programs and services. Danielle also represented the Library District at several after school clubs at Dundee-Crown High School, including Anime Club, LGBT+ Club, and Writing Club. Cari Poweziak paid a special visit to the Dundee Township Adult Activities Center for crafting with members of NISRA (Northern Illinois Special Recreation Association), which provides year-round recreation activities for people with disabilities.







The Public Services departments answered a combined total of 305 reference questions in October: Adult & Teen Services answered 240, and Youth Services answered 65. Public Services staff provided 44 one-on-one appointments in October. One-on-one appointments can address a wide range of information needs and allow for more personalized assistance than is possible at the reference desk.

Throughout October, I participated in regular meetings of the Illinois Library Association's Diversity Committee, the Illinois Libraries Present Steering Committee, and I continue to work on the REFORMA Midwest Chapter Taskforce. On October 18, I attended the Illinois Library Association Annual Conference and participated in a panel presentation entitled "Illinois Libraries Present: A Statewide Virtual Programming Collaboration." This conference presentation afforded me the opportunity to share the great work being done by Public Services at the Fox River Valley Public Library District.

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

October was a busy month full of programs, passive activities, and Halloween celebrations. We handed out treats to over 90 trick-or-treaters who visited the Rec Center all month long. 219 kids completed our Halloween scavenger hunt to win a spooky prize, and we handed out 195 crafts, and 20 Baby Scientist Kits provided by Youth Services. Our in-house board games got a lot of use, with 43 families enjoying games like Uno, Munchkin, and Fluxx. This month also saw the return of a popular Randall Oaks activity: our youth interactive board. Children were invited to color a leaf and add it to our tree, and by the end of the month our tree was thoroughly covered by 316 leaves!



There were 18 programs at Randall Oaks this month and total attendance was a whopping 228! Pictured below is Rachel and Lisa's Halloween Dance Party from October 17, where 24 kids danced the "Monster Mash" and paraded around the library in their costumes. Lisa also hosted a Painting Pumpkin Night on October 5, and families were able to leave their creations on display at Randall Oaks before bringing them home to enjoy on Halloween weekend. Further Halloween programs included Lisa's Frankenscience and Rachel's Zombie Bears. Teen Librarian Danielle visited RO for the second time this fall on October 20, when she led teens in Watercolor Silhouette Painting. Those of us working on the morning of Halloween decided to team up and dress as the Scooby-Doo gang!



This year's Winter Reading Challenge will be called Cozy Up with a Good Book. The challenge begins on December 1 and runs through January 15. Patrons can sign up and track their progress with the Beanstack app or by using a paper log. Everyone who registers will receive a cookie cutter and their choice of a bookmark. To finish the challenge, patrons will need to complete 4 out of 6 activity badges that have been designed for each age group. Teens and adults who finish will receive a booklight and touchscreen gloves with the FRVPLD logo. Youth and pre-readers will win a stress ball and winter bear plush. Prizes will be available December 15 through the end of January. Last year, there were 299 total sign-ups and 136 finishers.



### Account Services: Keri Carroll

Circulation numbers and visits remained steady across the board for both Dundee and Randall Oaks. Our new Home Delivery software is working wonderfully, allowing for easy route-creating and directions. License plate renewals increased to 42, and the 2024 license plate stickers were delivered, allowing us to seamlessly continue renewals into the new year. Supply chain issues at the beginning of 2022 had me curious if those problems would persist, but we seem to be back on track.

I attended the Back in Circulation Conference at the University of Wisconsin-Madison on October 3 and 4. Though the conference was on the smaller side, there was a solid variety of topics covered: effective leadership through intentionality, library security, and place-based librarianship. Some of the topics covered are already implemented at FRVPLD—circulating community passes and consortial delivery—but it was reaffirming what we do to reach our public. After the conference was over, I was able to attend a tour of the special collections department in Memorial Library, which was a nice finish to the event. Back in Circulation is biannual and I would love the opportunity to attend in 2024.

Additional training opportunities were afforded to me, three of which came from Ryan Dowd at Hesed House. Dowd is well known within the library world, and getting a chance to view his training topics for free is a rare treat. I watched *Basic Introduction to Mental Illness*, *How to Respond to Prejudicial Comments from Customers*, and *How to Backup Your Coworkers During a Crisis*. All three of these were viewed with the intention of gauging their usefulness for staff training, and all three were deemed valuable in my opinion. The training focused on backing up coworkers felt especially viable, as we move toward removing the Person-in-Charge designation and empowering all staff to take charge during a potential incident. The management team recently laid out our All Staff training dates for 2023 and I believe it would be worthwhile including any and all of these trainings next year.

### Public Relations & Outreach: Kirstin Finneran

**Outreach.** We visited four of the towns we covered a lot of ground this month with our outreach efforts. We attended the Algonquin Lakes Elementary Book Fair, Gilberts Bonfire, Carpentersville Middle School Literacy Night, and the West Dundee Halloween Party (where we connected with over 1,000 children!). New and exciting at this year's Halloween Party was a special spooky storytime by our own Miss Amanda.



**Custom Sign for Adult Graphic Novels.** With the creation of a dedicated adult graphic novel section in our stacks came the need to differentiate it from the rest of our collection. We wanted to make sure our patrons notice this new focus on a genre that is growing in popularity. Graphic Designer Dan Mitchell created overhead signage with matching shelf talkers to project the graphic novel vibe and immediately catch the eye of those browsing the stacks or looking for it outright.



**Digital Street Sign.** The PR department worked closely with Facilities to acquire a new digital street sign that will increase visibility and streamline the process to update and maintain it. PR has walked through basic training on how to program it and will also get more detailed and in-person training in the near future. One of the best features is the ability to program the sign in advance which cuts down on the need to constantly monitor the freshness of the messages.

**Winter Newsletter 2023.** Much of our time was spent preparing the winter newsletter. We knocked the publication down to 8 pages from 12 due to increasing printing costs. This option does not allow for much more than program descriptions, so it is not a viable option for the long term. We have way more to say about the library! That being said, the newsletter looks better than ever as Dan Mitchell updated the design to reflect his style and coordinate the rest of the design work he has taken on since his arrival. It is not a total redesign right off the bat, but that is a project that we will see happen within the next year.



## **Meetings/Training/Events**

Board of Trustees Meeting, October 18

## **eNews**

Subject	Date Sent	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
Halloween, Fire Fighters, Star Wars	10/5/2022	12739	5384	42.35%	520
Help with FAFSA & College Essays	10/12/2022	12717	5472	43.10%	96
Halloween, Election Fiction	10/26/2022	12698	5078	40.06%	83
Alzheimer's, Crochet 101, Halloween Reads	10/19/2022	12708	5375	42.37%	149

## **Social Media Insights - October 2022**

### *Facebook*

Reach: 6633 (-40.8%)

Engagement: 1,297 (+78%)

Followers: 2216 (+20)

Check Ins: 3

# of posts: 34

# of stories: 8

### *Instagram*

Followers: 563 (+29)

Accounts reached: 5,757 (+752%)

Accounts engaged: 139 (+29.9%)

# of posts: 9

# of stories: 48

# of reels: 1

## **Facilities: Michael Lorenzetti**

Roof update: There were a couple of rainy periods during October and no leakage was detected. A weekly cleaning of the drains was done as it is very important this time of year with all the leaves and debris.

Electronic Message Sign: The suspense is over, Doyle Signs was onsite 10/06 and 10/07 for the sign install. It went smoothly and the Public Relations department is controlling the messages that appear on the sign. The Facilities Department is very happy to not have to change letters during rain/snow/cold weather. Positive responses and reviews have been received on the new sign. The next step is the base foundation, delayed due to a shortage of bricks. That will be followed by a Sebert representative evaluating the site and providing a proposal for aesthetic groundcover planting to take place in the spring of 2023.

Wahoo Woods: The Township is adding an ADA compliant entrance to the area.

Electric: Peters Electric was onsite on 10/25 and 10/26 to correct electrical issues.

LIRA Inspection: On 10/27 a representative from LIRA (Libraries of Illinois Risk Association), our insurance group, was onsite for the annual Physical Hazard Survey. This consisted of a walkthrough and inspection of the Dundee Library, as well as a Loss Control Assessment. Many of the recent safety upgrades, such as sidewalk repairs and electronic key-card locks, were recognized as improvements. The report that results from the inspection helps us to identify potential risks and address requirements that need to be met. This year's report only indicated minor issues that need correction.

Fire Extinguishers: Fox Valley Fire and Safety was onsite on 11/01 for our annual certification of the fire extinguishers.

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

Savings: over \$500 in large part due to a discount from RAILS when renewing our SWANK movie license for 2023.

Magazines: We will complete our annual magazine issue weeding project this month so that our holdings statements in our ILS match what we have on our shelving units.

**IT/ Network: John Sabala**

The library patrons who attend our computer classes in Corner 68 will now be using newer laptops and an updated version of Microsoft Office. We have replaced the 13 laptops in the lab with newer HP models. Additionally, those older 13 laptops are still valuable and will be used to replace the existing inventory that is circulated with a normal three-week check-out period. IT will spend November reconfiguring those older laptops and send 12 to Account Services and retain 1 for Randall Oaks outreach use. This refresh is expected to improve the patron's experience with our technology. It is the library's goal to stay relevant with our circulated items as much as possible.

# How are we doing?

The monthly Dashboard tells our story

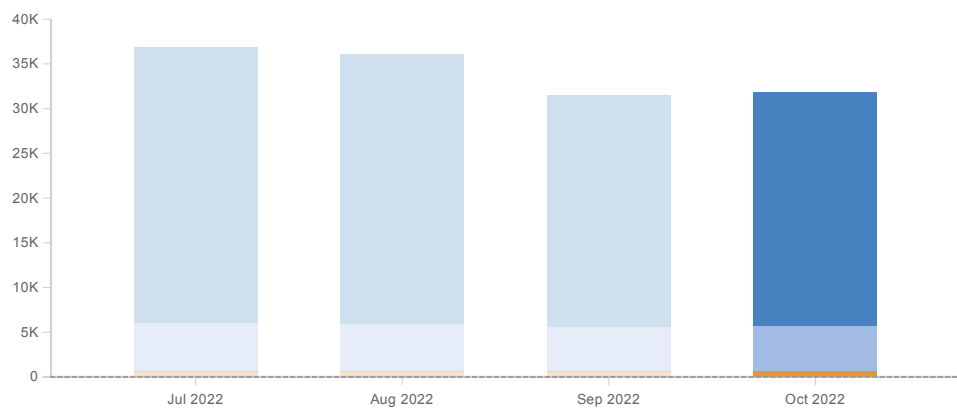
Click the graphs to see more details

## Checkouts - This Fiscal Year

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

Circulation usually peaks in July due to the Summer Reading Challenge.

Data Updated 3 days ago



**31,848**

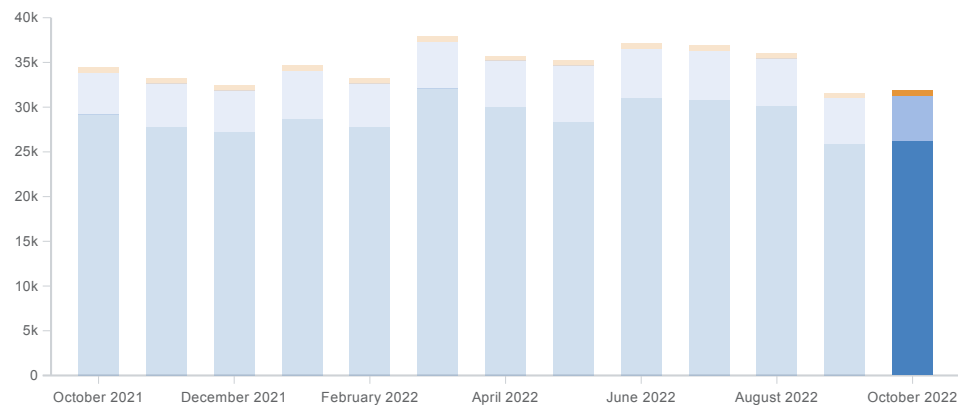
Metric Type in Oct 2022

## Checkouts - 13 Month Trends

### Checkouts over the last year

Loan periods were changed in June 2022 to make things more consistent between collections, which resulted in a decrease in circulation.

Data Updated 3 days ago



**31,848**

Metric Type in October 2022

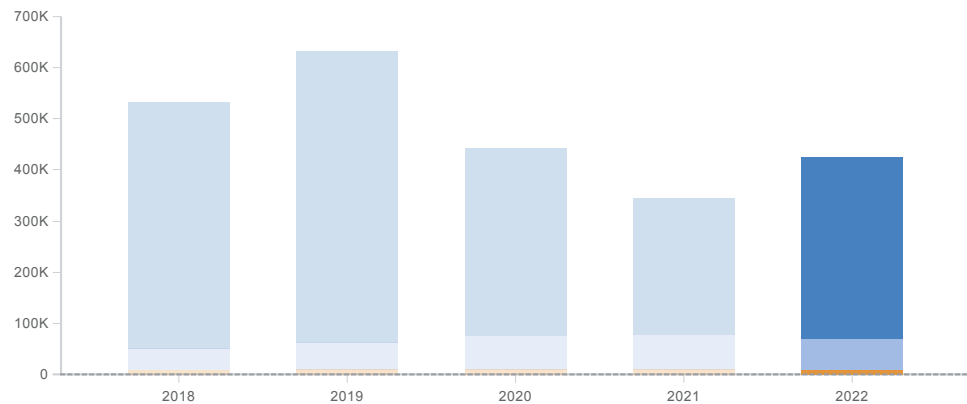


## Checkout Trend

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

Circulation rebounded from the COVID-19 pandemic in FY2122.

Data Updated 3 days ago

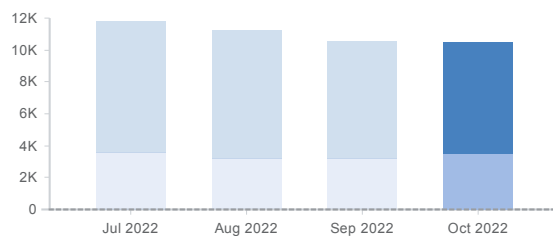


**425,409**  
Metric Type in 2022

## Library Visits - This Fiscal Year

### How many people have visited our libraries so far this FY?

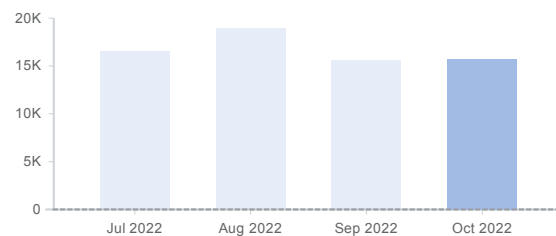
Library visits are usually the highest in the summertime.



**10,505**  
Location in Oct 2022

## Website Visits - This Fiscal Year

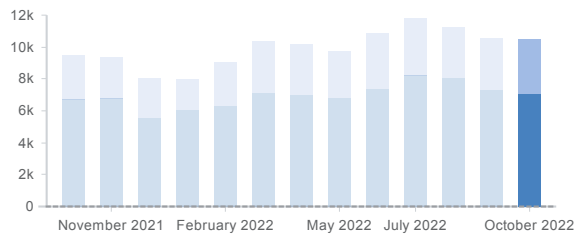
### How many people visited our library online so far this FY?



**15,809**  
Location in Oct 2022

### Library Visits - Past 13 Months

Visits are up 11% from last October.

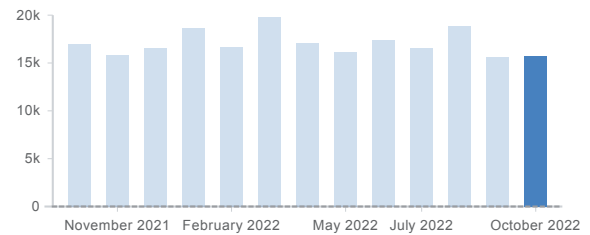


**10,505**

Location in October 2022

### Website Visits - Past 13 Months

Website visits are down slightly from last October.

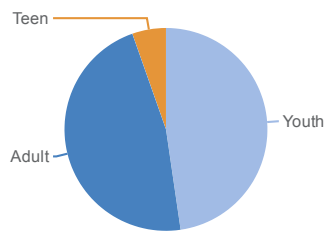


**15,809**

Location in October 2022

## Physical item checkouts

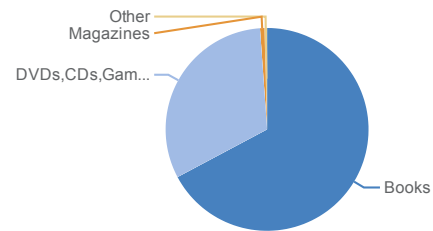
### Checkouts by Audience - last fiscal year



**369,402**

Department in 2022

### Checkouts by Material Type - last fiscal year



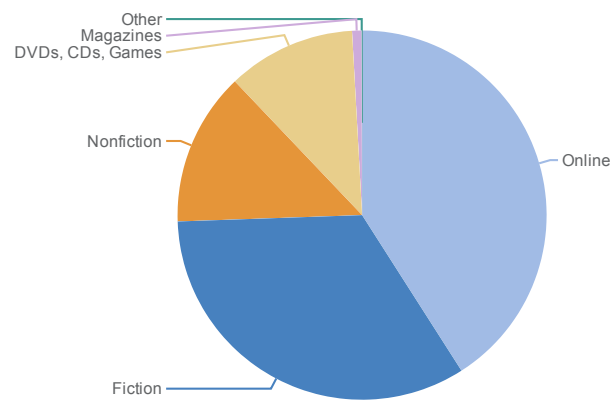
**369,402**

Material Type in 2022

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

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

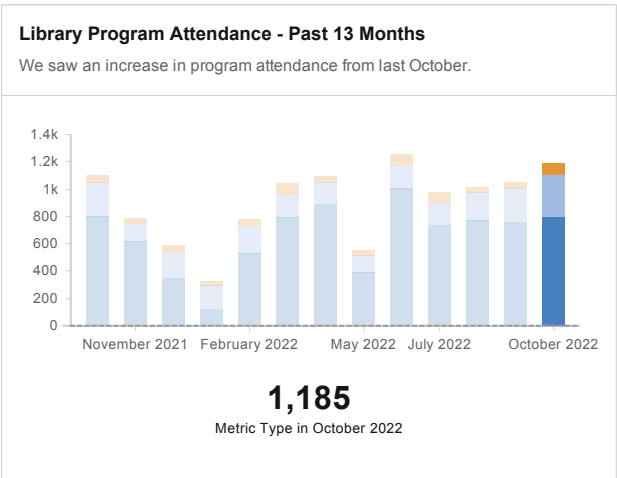
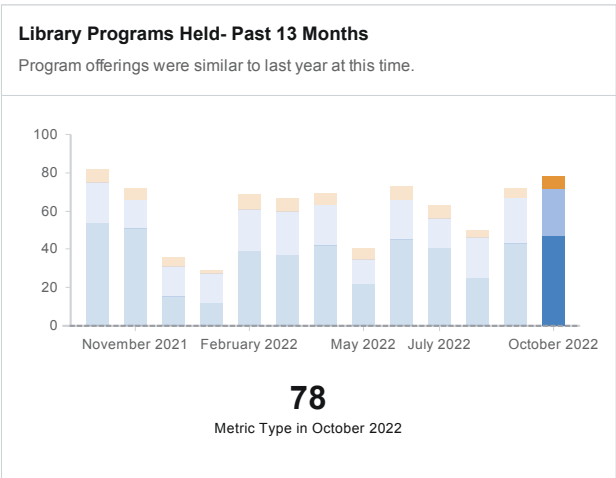
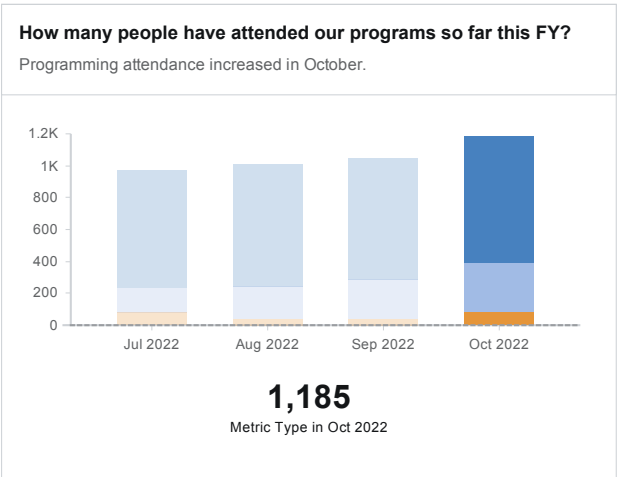
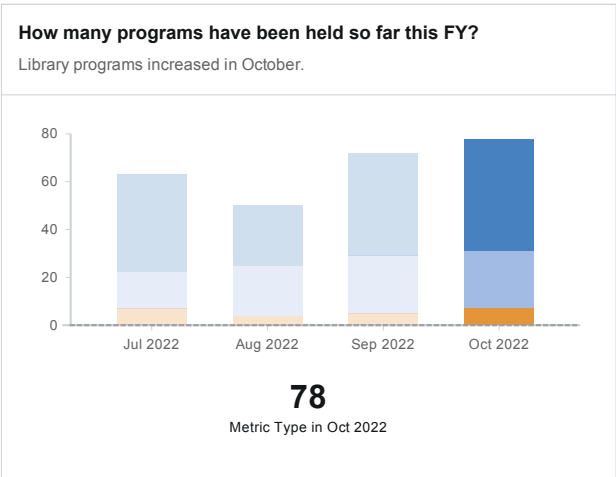
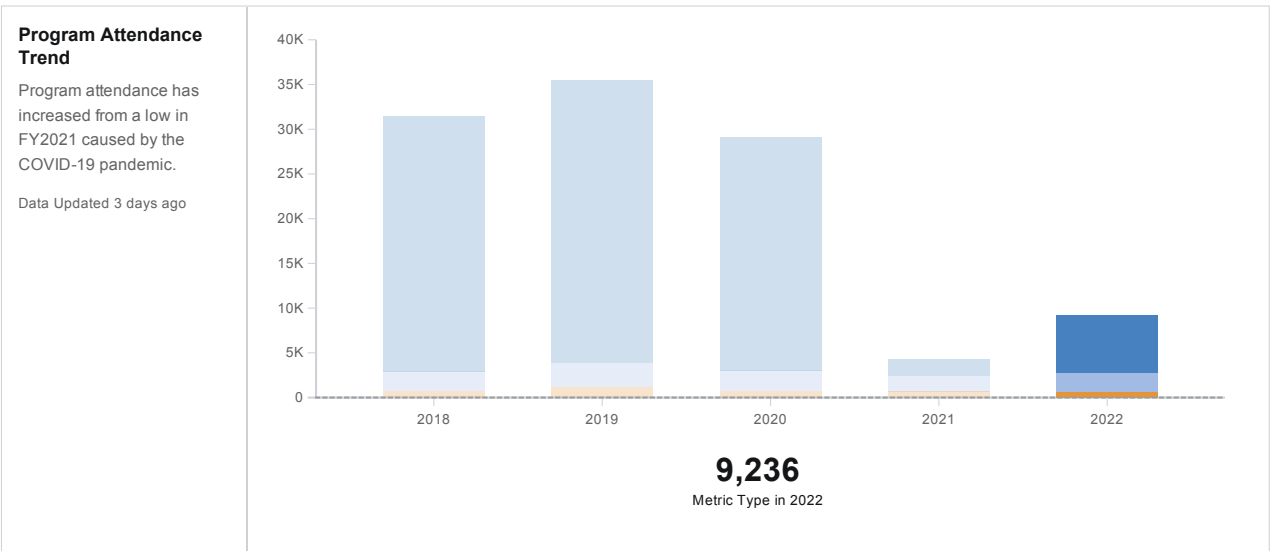
Data Updated 13 weeks ago



**220,057**

Material Type in 2022

# Program Attendance Trend



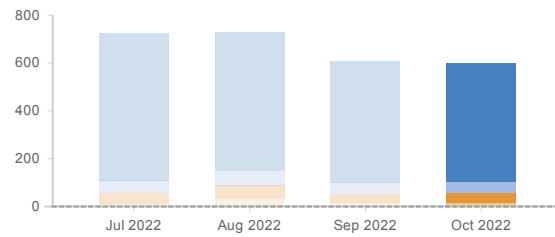


## Specialty Services

The Library offers many non-traditional services to make patrons' lives easier, such as **one-on-one computer instruction** to teach new software or help repair a computer; **notary services** to act as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents; **Illinois license plate renewals** enabling patrons to renew plates and receive updated stickers immediately, anytime the Dundee Library is open; and **home delivery** which began in May 2020.

### Specialty Services This Fiscal Year

Home Delivery is our most used specialty service.

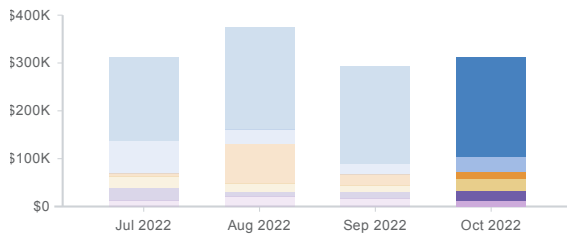


**601**

Metric Type in Oct 2022

## Monthly Spending- this year

### How much does the Library spend each month this FY?



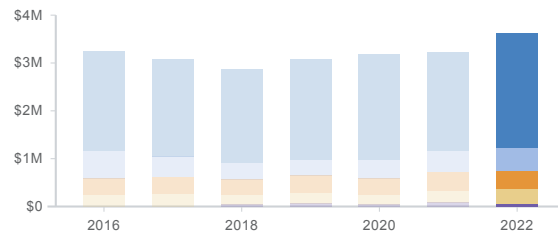
**\$313,651.43**

Expenses in Oct 2022

## Past years' spending

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

Inflation and building improvement projects increased expenses in FY2122.



**\$3,631,243.27**

Expenses in 2022



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

**A. Consent Agenda**

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

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

- A.1.a Minutes from the October 18, 2022 Board of Trustees Meeting**
- A.1.b Check/Voucher Register – AP & Payroll Complete for October 2022 totaling \$312,071.99**
- A.1.c Monthly Financial Report for October 2022**
- 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 October 2022**
- A.1.j Ehlers Investment Inventory for October 2022**

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  
October 18 2022**

**MINUTES**

**Call to Order**

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

**Roll Call**

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

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Jason Katsion, Kirstin Finneran, Michael Lorenzetti, Sherry Kenny, Brittany Berger, Keri Carroll, John Sabala, Karin Nelson, Paula Lauer, Mark Castelvechi, Karen Werle

**New Business**

**C.1 Resolution 2022-08 Appoint New Library Trustee**

Weber called for a motion to *ADOPT RESOLUTION 2022-08 TO APPOINT PAULA LAUER AS LIBRARY TRUSTEE EFFECTIVE OCTOBER 18, 2022*. Moved by Corbett and seconded by Dellamaria, item opened for discussion. Lauer's exceptional qualifications were noted and Trustees agreed. There was no further discussion; Weber called for a roll call vote.

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

**Oath of Office**

Secretary Evans administered the Oath of Office; Trustee Paula Lauer took her seat with the Board.

**Public Comment**

Mark Castelvechi of Sleepy Hollow reiterated his comments from last month's meeting and urged Trustees to reconsider to whom they award the parking lot repavement contract.

**President's Report**

Consolidated Election Nomination Petitions

Weber noted the time to circulate petitions for election to the Board of Trustees in April, 2023 began last month; petitions are filed December 12-19, 2022.

**Director's Report**

Dodson reported on continuing work to improve safety at FRVPLD. The Library District is grateful for a patron memorial donation, and appreciative of Senator DeWitte's contribution to Dundee Library's Little Free Pantry.

Department Reports and Dashboard

Youth Services, Adult and Teen Services, and Public Relations joined forces to present a highly successful Hispanic Heritage Month event, attended by 160 families. Trustees commented on the improved parking lot lighting and patron appreciation for the Tablets for Seniors outreach.



## Consent Agenda

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

- A.1.a Minutes from the September 20, 2022 Budget and Appropriation Hearing
- A.1.b Minutes from the September 20, 2022 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2022 totaling \$277,608.69
- A.1.d Monthly Financial Report for September 2022
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for September 2022
- A.1.k Ehlers Investment Inventory for September 2022

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

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

### Unfinished Business

#### B.1 Parking Lot Repair Contract – Done Rite Sealcoating

Weber called for a motion to *AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000*. Moved by Corbett and seconded by Finn, item opened for discussion. Weber stated it was late in the season and suggested all bids be rejected and the Library District solicit new bids again in the spring. There was no further discussion; Weber called for a roll call vote on the motion on the floor to *AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE ASPHALT PARKING LOT INCLUDING RE-STRIPING AT THE DUNDEE LIBRARY, TO DONE RITE SEALCOATING IN AN AMOUNT NOT TO EXCEED \$84,000*.

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

Weber then called for a motion to *REJECT ALL BIDS AND POSTPONE THE PARKING LOT PROJECT UNTIL SPRING*. Moved by Dellamaria and seconded by Goyke, Weber called for a roll call vote.

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

### New Business

#### C.2 Resolution 2022-09 To Determine Estimate of Funds Needed for FY 2022-2023

Weber called for a motion to *ADOPT RESOLUTION 2022-09 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY2022-2023*. Moved by Finn and seconded by Corbett, item opened for discussion. Corbett noted by holding the Levy request to 5% a hearing prior to adoption of the Levy ordinance in November is not required.

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

### Adjournment

No further business was discussed, Weber called for a motion to *ADJOURN*. Moved by Dellamaria and seconded by Goyke, meeting adjourned by unanimous voice vote at 7:21 PM

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 10/1/2022 Through 10/31/2022

Vendor Name	Check Number	Effective Date	Check Amount	
Abila	44176	10/17/2022	995.00	
Accurate Office Supply Co.	44177	10/17/2022	231.81	
Ziegler's Ace Hardware	44178	10/17/2022	29.71	
Alarm Detection Systems	44179	10/17/2022	204.90	
SYNCB/AMAZON	44180	10/17/2022	3,029.13	
Arthur J. Gallagher & Co.	44181	10/17/2022	771.00	
AT & T Mobility	44182	10/17/2022	110.82	
AtoZ Databases	44183	10/17/2022	4,562.00	
Brodart Co.	44184	10/17/2022	801.39	
Cooperative Computer Services	44185	10/17/2022	17,440.45	Quarterly payment for catalog service
CDS Office Technologies	44186	10/17/2022	671.65	
ComEd	44187	10/17/2022	4,638.05	
Demco, Inc.	44188	10/17/2022	121.47	
EBSCO Information Services	44189	10/17/2022	4,999.00	
Ehlers Investment Partners, LLC	44190	10/17/2022	323.46	
Elgin Key & Lock Co., Inc.	44191	10/17/2022	112.80	
Elgin Sheet Metal Company	44192	10/17/2022	9,960.00	HVAC repairs
ELM USA Inc.	44193	10/17/2022	520.00	
Garveys Office Products	44194	10/17/2022	810.72	
Green Emerald Chem-Dry	44195	10/17/2022	1,725.00	
Groot, Inc	44196	10/17/2022	118.65	
Hall Pass	44197	10/17/2022	30.00	
Imperial Service Systems, Inc	44198	10/17/2022	6,971.00	
INGRAM Library Services	44202	10/17/2022	10,189.62	
Ingram Entertainment, Inc	44203	10/17/2022	1,418.80	
KONE, INC	44204	10/17/2022	304.84	
LIMRiCC Unemployment Compensatio...	44205	10/17/2022	1,339.99	
Midwest Tape Exchange, Inc.	44206	10/17/2022	5,425.62	
NascoEducation.com	44207	10/17/2022	4,255.99	
Nicor Gas	44208	10/17/2022	130.81	
OTC Brands, Inc.	44209	10/17/2022	359.83	
Postmaster -Algonquin	44210	10/17/2022	2,500.00	
RAILS	44211	10/17/2022	193.84	
Sebert Landscaping Inc.	44212	10/17/2022	1,146.08	
Securitas Electronic Security, Inc	44213	10/17/2022	655.20	
Serve and Protect Law LLC	44214	10/17/2022	1,800.00	
Technology Management Rev Fund	44215	10/17/2022	427.50	
Village of East Dundee	44216	10/17/2022	555.08	
Cardmember Service	44217	10/17/2022	7,559.03	
Wellness Insurance Network	44218	10/17/2022	15,951.18	
Illinois Municipal Retirement	DD10/21/2022-IM...	10/21/2022	22,241.27	
Paylocity Payroll	DD202210 Paylocity	10/7/2022	293.32	
TSYS Merchant Solutions-Omaha	DD202210-03	10/3/2022	190.72	
TSYS Merchant Solutions-Omaha	DD202210-03-2	10/3/2022	20.00	
TSYS Merchant Solutions-Omaha	DD202210-04	10/4/2022	42.50	
Paylocity Payroll	DD202210-2 Payl...	10/21/2022	623.48	
Office of the Secretary of State of Illinois	DD202210-31	10/31/2022	5,373.00	
	Sep TSYS Withdra...	10/3/2022	453.00	
Comcast	STMT202210Com...	10/1/2022	921.96	
Comcast	STMT202210DL-C...	10/1/2022	303.77	
Comcast	STMT202210RO-...	10/1/2022	201.18	
Total 10100 - BANK ACCOUNTS			144,055.62	

Fox River Valley Public Library District  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 10/1/2022 Through 10/31/2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Report Total			144,055.62

**Fox River Valley Public Library District**  
Check/Voucher Register - AP & Payroll Complete  
10100 - BANK ACCOUNTS  
From 09/01/22 Through 09/30/22

Page 1 Total

\$ 144,055.62

<u>MONTHLY PAYROLL EXPENSE</u>	
GROSS PAYROLL-September 2022	\$ 165,668.87
<u>LESS EMPLOYEE PORTION:</u>	
MEDICAL INSURANCE	2,049.36
DENTAL INSURANCE	290.98
I.M.R.F	8034.39
<u>PLUS EMPLOYER PORTION:</u>	
I.M.R.F	14,206.88
MEDICARE/F.I.C.A.	12,722.23
TOTAL PAYROLL EXPENSE	<u>182,223.25</u>
*Minus IMRF Employer Portion Direct Debit	<u>(14,206.88)</u>
	<u>\$ 168,016.37</u>

\$ 168,016.37\$ 312,071.99

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	416,417.48	3,716,799.02	97.08%	111,449.98	3,828,249.00	2.91%
43020	PPRT	34,072.09	62,256.06	77.82%	17,743.94	80,000.00	22.17%
44010	INT & DIV INCOME	10,942.96	32,405.04	1,080.16%	(29,405.04)	3,000.00	(980.16)%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	(3,233.20)	102,273.55	(3.16)%
45020	OTHER GRANTS	300.00	2,634.87	26.34%	7,365.13	10,000.00	73.65%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	(45.80)	0.00	0.00%
46030	LOST & DAMAGED	256.50	1,770.98	35.41%	3,229.02	5,000.00	64.58%
46250	LICENSE PLATE RENEWAL INCOME	6,443.00	29,473.00	36.84%	50,527.00	80,000.00	63.15%
46400	MISCELLANEOUS INCOME	37.94	127.55	25.51%	372.45	500.00	74.49%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	18,000.00	18,000.00	100.00%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	376.00	31.33%	824.00	1,200.00	68.66%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	100.00%
46200	PRINT/COPY REVENUE	497.41	2,462.10	70.34%	1,037.90	3,500.00	29.65%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	16.50	33.00%	33.50	50.00	67.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	35.30	222.95	44.59%	277.05	500.00	55.41%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	3.00%	48.50	50.00	97.00%
	Total REVENUES	<u>469,096.68</u>	<u>3,954,098.12</u>	<u>95.69%</u>	<u>178,274.43</u>	<u>4,132,372.55</u>	<u>4.31%</u>
	Total Revenues	<u>469,096.68</u>	<u>3,954,098.12</u>	<u>95.69%</u>	<u>178,274.43</u>	<u>4,132,372.55</u>	<u>4.31%</u>
	Expenditures						
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	<u>0.00</u>	<u>200,000.00</u>	<u>0.00%</u>	<u>(200,000.00)</u>	<u>0.00</u>	<u>0.00%</u>
	Total TRANSFERS BETWEEN FUNDS	<u>0.00</u>	<u>200,000.00</u>	<u>0.00%</u>	<u>(200,000.00)</u>	<u>0.00</u>	<u>0.00%</u>



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
15	PERSONNEL						
	SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	13,516.84	52,868.86	22.40%	183,131.14	236,000.00	77.59%
52121	IMRF	14,206.88	59,323.50	28.93%	145,676.50	205,000.00	71.06%
52122	REIMBURSED INS	94.00	376.00	31.33%	824.00	1,200.00	68.66%
52160	TUITION REIMB	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
52212	FICA / MEDICARE	12,722.23	48,094.19	28.62%	119,905.81	168,000.00	71.37%
05	ADMINISTRATION						
52100	SALARIES	34,987.70	127,036.32	27.18%	340,249.68	467,286.00	72.81%
40	PUBLIC RELATIONS						
52100	SALARIES	12,122.01	39,673.51	26.23%	111,526.49	151,200.00	73.76%
50	IT / NETWORK						
52100	SALARIES	8,724.29	34,617.22	30.43%	79,115.78	113,733.00	69.56%
60	PATS						
52100	SALARIES	9,703.76	38,783.31	28.67%	96,487.69	135,271.00	71.32%
90	FACILITIES						
52100	SALARIES	9,890.90	36,016.86	21.56%	130,980.14	166,997.00	78.43%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	34,153.43	124,542.74	27.97%	320,697.26	445,240.00	72.02%
20	YOUTH SERVICES						
52100	SALARIES	19,348.00	79,322.77	28.01%	203,821.23	283,144.00	71.98%
70	ACCOUNT SERVICES						
52100	SALARIES	22,936.03	90,614.78	29.25%	219,089.22	309,704.00	70.74%
75	SHELVERS						
52100	SALARIES	0.00	444.00	0.00%	(444.00)	0.00	0.00%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	16,777.85	65,724.48	28.04%	168,605.52	234,330.00	71.95%
	Total PERSONNEL	209,183.92	797,438.54	27.24%	2,129,666.46	2,927,105.00	72.76%
	SERVICES/BENEFITS						
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	409.91	3,789.38	37.89%	6,210.62	10,000.00	62.10%
61500	DATABASES	9,561.00	36,564.77	63.31%	21,188.23	57,753.00	36.68%
61510	EBOOKS	1,557.24	41,880.10	72.58%	15,819.90	57,700.00	27.41%
61520	DOWNLOADABLE MEDIA	1,805.13	7,420.33	22.30%	25,854.67	33,275.00	77.69%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining	
	61540	HOTSPOTS	0.00	4,800.00	48.00%	5,200.00	10,000.00	52.00%
	64100	PROC FEES BOOKS	291.75	1,113.22	27.83%	2,886.78	4,000.00	72.16%
	64200	PROC FEES AV	886.43	2,865.80	35.82%	5,134.20	8,000.00	64.17%
	64500	ONLINE ORDERING FEE	193.84	193.84	27.69%	506.16	700.00	72.30%
	70900	SUPPLIES	0.00	12.74	0.00%	(12.74)	0.00	0.00%
05		ADMINISTRATION						
	61120	BOOKS NF	242.01	242.01	24.20%	757.99	1,000.00	75.79%
	61200	PERIODICALS	0.00	1,622.88	81.14%	377.12	2,000.00	18.85%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	3,187.43	70.83%	1,312.57	4,500.00	29.16%
	61600	VIDEOGAMES	854.40	1,680.50	9.88%	15,319.50	17,000.00	90.11%
10		ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	3,106.13	10,948.37	34.21%	21,051.63	32,000.00	65.78%
	61111	BOOKS LARGE TYPE	289.17	1,074.55	26.86%	2,925.45	4,000.00	73.13%
	61120	BOOKS NF	771.18	2,223.23	13.89%	13,776.77	16,000.00	86.10%
	61130	BOOKS SPANISH	273.18	393.03	9.82%	3,606.97	4,000.00	90.17%
	61140	GRAPHIC NOVELS	107.83	1,490.24	59.60%	1,009.76	2,500.00	40.39%
	61330	AUDIOBOOKS	509.87	2,021.52	28.87%	4,978.48	7,000.00	71.12%
	61350	MUSIC	230.64	1,219.10	30.47%	2,780.90	4,000.00	69.52%
	61400	DVD	1,821.28	5,565.78	45.43%	6,684.22	12,250.00	54.56%
	61700	NONTRADITIONAL MATERIALS	818.16	863.42	17.26%	4,136.58	5,000.00	82.73%
15		TEEN						
	61100	BOOKS	551.69	2,222.09	27.77%	5,777.91	8,000.00	72.22%
	61130	BOOKS SPANISH	30.56	222.35	11.11%	1,777.65	2,000.00	88.88%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20		YOUTH SERVICES						
	61100	BOOKS	3,376.99	9,223.53	20.49%	35,776.47	45,000.00	79.50%
	61130	BOOKS SPANISH	123.44	856.65	10.70%	7,143.35	8,000.00	89.29%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	61350	MUSIC	0.00	0.00	0.00%	500.00	500.00	100.00%
	61400	DVD	402.45	1,455.70	29.11%	3,544.30	5,000.00	70.88%
	61700	NONTRADITIONAL MATERIALS	142.68	1,377.05	39.34%	2,122.95	3,500.00	60.65%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,497.44	99.82%	2.56	1,500.00	0.17%
	61600	VIDEOGAMES	493.00	1,085.70	21.71%	3,914.30	5,000.00	78.28%
10		ADULT & TEEN SERVICES						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining	
	61110	BOOKS FICTION	1,168.97	3,911.25	39.11%	6,088.75	10,000.00	60.88%
	61120	BOOKS NF	129.39	386.17	12.87%	2,613.83	3,000.00	87.12%
	61400	DVD	679.90	1,927.24	25.69%	5,572.76	7,500.00	74.30%
15	TEEN							
	61100	BOOKS	326.86	949.43	31.64%	2,050.57	3,000.00	68.35%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	250.00	100.00%
20	YOUTH SERVICES							
	61100	BOOKS	1,027.73	3,488.33	24.91%	10,511.67	14,000.00	75.08%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	61400	DVD	181.38	837.32	27.91%	2,162.68	3,000.00	72.08%
	61700	NONTRADITIONAL MATERIALS	151.00	201.00	40.20%	299.00	500.00	59.80%
	Total LIBRARY MATERIALS	32,515.19	160,813.49	38.62%	255,614.51	416,428.00	61.38%	
51	LIBRARY OPERATIONS							
0	District Wide							
00	DEPARTMENT-WIDE							
	52123	WORKERS COMP	0.00	1,950.00	25.00%	5,850.00	7,800.00	75.00%
	52124	UNEMPLOYMENT INS	1,339.99	3,019.55	30.19%	6,980.45	10,000.00	69.80%
	52130	STAFF DEVELOPMENT	1,800.00	2,200.00	32.83%	4,500.00	6,700.00	67.16%
	70800	POSTAGE	17.99	850.55	28.35%	2,149.45	3,000.00	71.64%
	70900	SUPPLIES	1,171.25	3,531.52	27.16%	9,468.48	13,000.00	72.83%
	73225	PUBLIC LIABILITY INS	2,604.00	11,793.00	29.48%	28,207.00	40,000.00	70.51%
	73230	TRANSPORTATION REIMBURSEMENT	190.01	214.88	4.29%	4,785.12	5,000.00	95.70%
	73240	BOARD EXPENSES	0.00	375.00	15.00%	2,125.00	2,500.00	85.00%
	73241	LEGAL NOTICES FEES	0.00	263.35	13.16%	1,736.65	2,000.00	86.83%
	73242	MEMBERSHIPS	650.00	950.00	32.75%	1,950.00	2,900.00	67.24%
	73245	BACKGROUND CHECK FEES	30.00	57.00	14.25%	343.00	400.00	85.75%
	73250	BANK CHARGES	210.72	946.58	31.55%	2,053.42	3,000.00	68.44%
	73255	INVESTMENT FEES	323.46	1,336.17	22.26%	4,663.83	6,000.00	77.73%
	73260	LOST & PAID FORWARDING	0.00	0.00	0.00%	500.00	500.00	100.00%
	73280	COST OF ITEMS SOLD	0.00	0.00	0.00%	500.00	500.00	100.00%
	73281	TAX EXPENSE	0.00	0.00	0.00%	150.00	150.00	100.00%
	73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	6,128.00	26,945.25	35.92%	48,054.75	75,000.00	64.07%
	73283	LICENSE PLATE S&SLT FEES	42.50	175.00	28.00%	450.00	625.00	72.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
73285	REIMBURSED PURCHASES	4,705.99	7,705.99	42.81%	10,294.01	18,000.00	57.18%
73290	HOSPITALITY	232.69	252.80	7.22%	3,247.20	3,500.00	92.77%
73295	MEETING EXPENSE	10.88	460.16	46.01%	539.84	1,000.00	53.98%
76500	CASH UNDER	0.00	0.00	0.00%	249.50	249.50	100.00%
79990	CONTINGENT EXPENSES	88.46	1,598.46	53.28%	1,401.54	3,000.00	46.71%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	500.00	1,495.00	27.18%	4,005.00	5,500.00	72.81%
52150	DIRECTOR'S CONF	507.96	607.96	17.37%	2,892.04	3,500.00	82.62%
73242	MEMBERSHIPS	107.00	958.00	35.88%	1,712.00	2,670.00	64.11%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	627.48	829.44	41.47%	1,170.56	2,000.00	58.52%
30	PUBLIC SERVICE						
70900	SUPPLIES	665.02	1,164.83	16.64%	5,835.17	7,000.00	83.35%
40	PUBLIC RELATIONS						
52130	STAFF DEVELOPMENT	0.00	475.00	47.50%	525.00	1,000.00	52.50%
73242	MEMBERSHIPS	0.00	0.00	0.00%	150.00	150.00	100.00%
50	IT / NETWORK						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	290.00	290.00	100.00%
60	PATS						
73242	MEMBERSHIPS	0.00	150.00	100.00%	0.00	150.00	0.00%
90	FACILITIES						
70900	SUPPLIES	517.14	1,529.77	15.29%	8,470.23	10,000.00	84.70%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	613.55	2,629.19	37.55%	4,370.81	7,000.00	62.44%
73520	PLANT OPERATION	1,894.51	4,613.20	23.06%	15,386.80	20,000.00	76.93%
10	ADULT & TEEN SERVICES						
52130	STAFF DEVELOPMENT	0.00	275.00	5.50%	4,725.00	5,000.00	94.50%
73242	MEMBERSHIPS	0.00	286.00	22.17%	1,004.00	1,290.00	77.82%
20	YOUTH SERVICES						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
70	ACCOUNT SERVICES						
52130	STAFF DEVELOPMENT	911.46	911.46	60.76%	588.54	1,500.00	39.23%
73242	MEMBERSHIPS	0.00	0.00	0.00%	300.00	300.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	58.10	256.11	25.61%	743.89	1,000.00	74.38%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
73505	RENT EXPENSE	5,407.50	21,630.00	33.33%	43,260.00	64,890.00	66.66%
80	RANDALL OAKS						
52130	STAFF DEVELOPMENT	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	425.00	425.00	100.00%
	Total LIBRARY OPERATIONS	31,355.66	102,436.22	29.39%	246,053.28	348,489.50	70.61%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	2,500.00	5,000.00	45.45%	6,000.00	11,000.00	54.54%
70900	SUPPLIES	49.99	3,971.07	66.18%	2,028.93	6,000.00	33.81%
73010	NEWSLETTER	0.00	6,988.00	25.88%	20,012.00	27,000.00	74.11%
73020	OUTSIDE PRINTING	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	2,549.99	15,959.07	34.92%	29,740.93	45,700.00	65.08%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73150	PERFORMERS	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
73151	SUMMER READING	0.00	1,499.20	9.37%	14,500.80	16,000.00	90.63%
73152	WINTER READING	259.87	259.87	8.66%	2,740.13	3,000.00	91.33%
73153	MISC READING CHALLENGES	0.00	0.00	0.00%	2,500.00	2,500.00	100.00%
73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	318.52	1,394.78	26.56%	3,855.22	5,250.00	73.43%
15	TEEN						
70900	SUPPLIES	0.00	275.68	13.78%	1,724.32	2,000.00	86.21%
73150	PERFORMERS	0.00	0.00	0.00%	500.00	500.00	100.00%
20	YOUTH SERVICES						
70900	SUPPLIES	1,727.35	3,134.19	24.10%	9,865.81	13,000.00	75.89%
73150	PERFORMERS	0.00	300.00	7.50%	3,700.00	4,000.00	92.50%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	0.00	660.24	33.01%	1,339.76	2,000.00	66.98%
	Total GENERAL PROGRAMMING	2,305.74	7,523.96	13.33%	48,926.04	56,450.00	86.67%
54	COMPUTER						



**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	484.27	935.67	37.42%	1,564.33	2,500.00	62.57%
73320	CCS SHARED COST	15,271.76	30,543.52	47.94%	33,156.48	63,700.00	52.05%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
73340	SOFTWARE	473.90	3,341.65	10.28%	29,158.35	32,500.00	89.71%
73350	INTERNET LINES	855.00	5,519.37	55.75%	4,380.63	9,900.00	44.24%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	228.77	1,132.54	47.18%	1,267.46	2,400.00	52.81%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	201.18	995.61	41.48%	1,404.39	2,400.00	58.51%
	Total COMPUTER	17,514.88	42,468.36	33.08%	85,931.64	128,400.00	66.92%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	916.80	3,863.12	25.75%	11,136.88	15,000.00	74.24%
73410	LEGAL FEES	0.00	900.00	9.00%	9,100.00	10,000.00	91.00%
73420	AUDIT EXPENSE	0.00	6,900.00	66.34%	3,500.00	10,400.00	33.65%
	Total PROFESSIONAL FEES	916.80	11,663.12	32.95%	23,736.88	35,400.00	67.05%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	8,109.00	38.61%	12,891.00	21,000.00	61.38%
73310	CATALOGING - COMPUTER SERVICE	2,168.69	4,337.38	53.99%	3,695.12	8,032.50	46.00%
73530	EQUIPMENT MAINT	0.00	520.00	52.00%	480.00	1,000.00	48.00%
73640	FUEL	154.73	670.23	33.51%	1,329.77	2,000.00	66.48%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	22,687.00	100.00%	0.00	22,687.00	0.00%
73500	BUILDING REPAIRS AND MAINTENANCE	189.00	14,517.00	48.39%	15,483.00	30,000.00	51.61%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	12,217.63	24,133.40	48.26%	25,866.60	50,000.00	51.73%
2	Randall Oaks						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	14,072.00	100.00%	0.00	14,072.00	0.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	1,550.54	310.10%	(1,050.54)	500.00	(210.10)%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	500.00	500.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	1,660.00	3,320.00	0.00%	(3,320.00)	0.00	0.00%
	Total MAINTENANCE	16,390.05	93,916.55	61.47%	58,874.95	152,791.50	38.53%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	110.82	459.82	306.54%	(309.82)	150.00	(206.54)%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	908.07	3,676.17	25.26%	10,873.83	14,550.00	74.73%
73610	ELECTRICITY	3,255.59	17,713.45	37.68%	29,286.55	47,000.00	62.31%
73620	WATER AND SEWER	555.08	1,007.98	20.15%	3,992.02	5,000.00	79.84%
73630	GAS	130.81	458.97	9.17%	4,541.03	5,000.00	90.82%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	88.89	356.72	14.26%	2,143.28	2,500.00	85.73%
	Total UTILITIES	5,049.26	23,673.11	31.90%	50,526.89	74,200.00	68.10%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	895.00	8.13%	10,105.00	11,000.00	91.86%
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	17,300.00	17,300.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	17,000.00	17,000.00	100.00%
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	8,275.00	8,275.00	100.00%
	Total CAPITAL EXPENSE	0.00	895.00	1.67%	52,680.00	53,575.00	98.33%
	Total Expenditures	317,781.49	1,456,787.42	34.37%	2,781,751.58	4,238,539.00	65.63%
	Net Increase(Decrease) in Fund Balance	151,315.19	2,497,310.70	(2,352.25)%	(2,603,477.15)	(106,166.45)	2,452.25%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
70 - CAPITAL PROJECTS/SPECIAL RESERVE  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	6,243.61	17,615.79	39.14%	27,384.21	45,000.00	60.85%
	Total REVENUES	6,243.61	17,615.79	39.15%	27,384.21	45,000.00	60.85%
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	200,000.00	0.00%	(200,000.00)	0.00	0.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	200,000.00	0.00%	(200,000.00)	0.00	0.00%
	Total Revenues	6,243.61	217,615.79	483.59%	(172,615.79)	45,000.00	(383.59)%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	2,740.00	27,164.30	50.30%	26,835.70	54,000.00	49.69%
73340	SOFTWARE	0.00	1,649.87	41.24%	2,350.13	4,000.00	58.75%
	Total COMPUTER	2,740.00	28,814.17	49.68%	29,185.83	58,000.00	50.32%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	38,334.06	7.37%	481,665.94	520,000.00	92.62%
	Total MAINTENANCE	0.00	38,334.06	7.37%	481,665.94	520,000.00	92.63%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	35,000.00	35,000.00	100.00%
73430	OTHER PROF FEES	0.00	0.00	0.00%	150,000.00	150,000.00	100.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	114,854.00	114,854.00	100.00%
	Total CAPITAL EXPENSE	0.00	0.00	0.00%	299,854.00	299,854.00	100.00%
	Total Expenditures	2,740.00	67,148.23	7.65%	810,705.77	877,854.00	92.35%
	Net Increase(Decrease) in Fund Balance	3,503.61	150,467.56	(18.06)%	(983,321.56)	(832,854.00)	118.06%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report  
80 - WORKING CASH  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY2223 Percent Total Budget Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	403.43	1,020.43	29.15%	2,479.57	3,500.00	70.84%
	Total REVENUES	403.43	1,020.43	29.16%	2,479.57	3,500.00	70.84%
	Total Revenues	403.43	1,020.43	29.16%	2,479.57	3,500.00	70.84%
	Net Increase(Decrease) in Fund Balance	403.43	1,020.43	29.15%	2,479.57	3,500.00	70.84%

## Fox River Valley Public Library District

Statement of Revenues and Expenditures - MonFin FY2223 - Unposted Transactions Included In Report

90 - DONATION / GIFT

From 10/1/2022 Through 10/31/2022

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2223 Percent Used</u>	<u>FY2223 \$ Remaining</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY2223 Percent Total Budget Remaining</u>
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	650.69	1,645.83	27.43%	4,354.17	6,000.00	72.56%
49010	MONETARY GIFT	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>100.00%</u>
	Total REVENUES	<u>650.69</u>	<u>1,645.83</u>	<u>14.96%</u>	<u>9,354.17</u>	<u>11,000.00</u>	<u>85.04%</u>
	Total Revenues	<u>650.69</u>	<u>1,645.83</u>	<u>14.96%</u>	<u>9,354.17</u>	<u>11,000.00</u>	<u>85.04%</u>
	Net Increase(Decrease) in Fund Balance	<u>650.69</u>	<u>1,645.83</u>	<u>14.96%</u>	<u>9,354.17</u>	<u>11,000.00</u>	<u>85.03%</u>



**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2223  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Budget Used	Total Budget - FY2223 Working Budget	FY2223 Budget \$ Remaining	FY2223 Percent Budget Remaining
	Revenues						
43010	TAX LEVY	416,417.48	3,716,799.02	97.08%	3,828,249.00	111,449.98	2.91%
43020	PPRT	34,072.09	62,256.06	77.82%	80,000.00	17,743.94	22.17%
44010	INT & DIV INCOME	18,240.69	52,687.09	91.62%	57,500.00	4,812.91	8.37%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	102,273.55	(3,233.20)	(3.16)%
45020	OTHER GRANTS	300.00	2,634.87	26.34%	10,000.00	7,365.13	73.65%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	0.00	(45.80)	0.00%
46030	LOST & DAMAGED	256.50	1,770.98	35.41%	5,000.00	3,229.02	64.58%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	100.00%
46200	PRINT/COPY REVENUE	532.71	2,685.05	67.12%	4,000.00	1,314.95	32.87%
46250	LICENSE PLATE RENEWAL INCOME	6,443.00	29,473.00	36.84%	80,000.00	50,527.00	63.15%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	18.00	18.00%	100.00	82.00	82.00%
46400	MISCELLANEOUS INCOME	37.94	127.55	25.51%	500.00	372.45	74.49%
46450	REIMBURSEMENTS	0.00	0.00	0.00%	18,000.00	18,000.00	100.00%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	376.00	31.33%	1,200.00	824.00	68.66%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
	Total Revenues	<u>476,394.41</u>	<u>3,974,380.17</u>	<u>94.81%</u>	<u>4,191,872.55</u>	<u>217,492.38</u>	5.19%
	Net Increase(Decrease) in Fund Balance	<u>476,394.41</u>	<u>3,974,380.17</u>	<u>94.81%</u>	<u>4,191,872.55</u>	<u>217,492.38</u>	5.18%

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

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**Fox River Valley Public Library District**  
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2223  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	Total Budget - FY2223 Working Budget	FY2223 \$ Remaining	FY2223 Percent Remaining
	Expenditures						
15	Personnel Expenses						
15	PERSONNEL	209,183.92	797,438.54	27.24%	2,927,105.00	2,129,666.46	72.75%
	SERVICES/BENEFITS						
	Total Personnel Expenses	209,183.92	797,438.54	27.24%	2,927,105.00	2,129,666.46	72.76%
20	Library Materials						
20	LIBRARY MATERIALS	32,364.19	160,662.49	38.58%	416,428.00	255,765.51	61.41%
	Total Library Materials	32,364.19	160,662.49	38.58%	416,428.00	255,765.51	61.42%
50	Operating Expenses						
51	LIBRARY OPERATIONS	26,175.18	91,129.74	26.14%	348,489.50	257,359.76	73.85%
52	PUBLIC RELATIONS	2,549.99	15,959.07	34.92%	45,700.00	29,740.93	65.07%
53	GENERAL PROGRAMMING	1,561.60	6,779.82	12.01%	56,450.00	49,670.18	87.98%
54	COMPUTER	19,723.00	70,750.65	37.95%	186,400.00	115,649.35	62.04%
55	PROFESSIONAL FEES	916.80	11,663.12	32.94%	35,400.00	23,736.88	67.05%
	Total Operating Expenses	50,926.57	196,282.40	29.19%	672,439.50	476,157.10	70.81%
60	Building Expenses						
61	MAINTENANCE	16,235.32	132,095.88	19.63%	672,791.50	540,695.62	80.36%
65	UTILITIES	5,049.26	23,673.11	31.90%	74,200.00	50,526.89	68.09%
	Total Building Expenses	21,284.58	155,768.99	20.85%	746,991.50	591,222.51	79.15%
70	Capital Expense						
70	CAPITAL EXPENSE	0.00	895.00	0.25%	353,429.00	352,534.00	99.74%
	Total Capital Expense	0.00	895.00	0.25%	353,429.00	352,534.00	99.75%
	Total Expenditures	313,759.26	1,311,047.42	25.62%	5,116,393.00	3,805,345.58	74.38%
	Net Increase(Decrease) in Fund Balance	(313,759.26)	(1,311,047.42)	25.62%	(5,116,393.00)	(3,805,345.58)	74.37%

## Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2223  
From 10/1/2022 Through 10/31/2022

		Month Activity	Year Activity	FY2223 Percent Used	Total Budget - FY2223 Working Budget	FY2223 Budget \$ Remaining	FY2223 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	115,968.61	436,789.77	26.39%	1,654,687.00	1,217,897.23	73.60%
20	Library Materials	14,947.31	100,505.07	54.49%	184,428.00	83,922.93	45.50%
50	Operating Expenses	41,087.35	159,310.12	30.03%	530,484.50	371,174.38	69.96%
60	Building Expenses	2,279.51	13,941.70	42.01%	33,182.50	19,240.80	57.98%
70	Capital Expense	0.00	895.00	0.27%	328,154.00	327,259.00	99.72%
	Total District Wide	174,282.78	711,441.66	26.05%	2,730,936.00	2,019,494.34	73.95%
1	Dundee Library						
15	Personnel Expenses	76,437.46	294,924.29	28.41%	1,038,088.00	743,163.71	71.58%
20	Library Materials	13,409.65	46,024.54	25.18%	182,750.00	136,725.46	74.81%
50	Operating Expenses	4,172.44	13,430.32	19.68%	68,240.00	54,809.68	80.31%
60	Building Expenses	17,256.18	122,528.03	17.59%	696,237.00	573,708.97	82.40%
70	Capital Expense	0.00	0.00	0.00%	25,275.00	25,275.00	100.00%
	Total Dundee Library	111,275.73	476,907.18	23.72%	2,010,590.00	1,533,682.82	76.28%
2	Randall Oaks						
15	Personnel Expenses	16,777.85	65,724.48	28.04%	234,330.00	168,605.52	71.95%
20	Library Materials	4,007.23	14,132.88	28.69%	49,250.00	35,117.12	71.30%
50	Operating Expenses	5,666.78	23,541.96	31.93%	73,715.00	50,173.04	68.06%
60	Building Expenses	1,748.89	19,299.26	109.82%	17,572.00	(1,727.26)	(9.82)%
	Total Randall Oaks	28,200.75	122,698.58	32.73%	374,867.00	252,168.42	67.27%
	Total Expenditures	313,759.26	1,311,047.42	25.62%	5,116,393.00	3,805,345.58	74.38%
	Net Increase(Decrease) in Fund Balance	(313,759.26)	(1,311,047.42)	25.62%	(5,116,393.00)	(3,805,345.58)	74.37%

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

[illegible]

## Fox River Valley Public Library District

Balance Sheet  
As of 10/31/2022

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,985,801.21
20	FICA	(21.00)
30	IMRF	21.88
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,446,865.21
90	DONATION / GIFT	4,350.00
	Total Checking Accounts	7,437,017.30
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	332.70
10901	CASH ON HAND RANDALL OAKS	
10	GENERAL/CORPORATE	104.80
	Total Other Cash	437.50
Investments		
10500	INVESTMENT ACCOUNTS	
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,679,397.11
80	WORKING CASH	167,579.99
90	DONATION / GIFT	270,287.21
	Total Investments	2,117,264.31
	Total Cash and Investments	9,554,719.11
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	16,222.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	31,978.00
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	23,709.81
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	7,664.24
14100	ACCRUED INTEREST RECEIVABLE	
10	GENERAL/CORPORATE	1,313.10
70	CAPITAL PROJECTS/SPECIAL RESERVE	54,622.00
80	WORKING CASH	3,932.00
90	DONATION / GIFT	54,622.00
14300	GRANT RECEIVABLES	
10	GENERAL/CORPORATE	(107,841.62)
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,793,506.00
	Total Other Assets	1,879,728.03
	Total Assets	11,434,447.14
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	28,543.93
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,740.00
20002	AP license Plate	
10	GENERAL/CORPORATE	755.00
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	19,501.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	(136.61)
70	CAPITAL PROJECTS/SPECIAL RESERVE	373.96
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	83.26
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	(230.00)



## Fox River Valley Public Library District

Balance Sheet  
As of 10/31/2022

		<u>Current Year</u>
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	(83.26)
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	(20.00)
22089	CREDIT CARD PAYABLE AMY DODSON	
10	GENERAL/CORPORATE	(1,649.87)
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,649.87
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	84.17
27800	DEFERRED GRANTS	
10	GENERAL/CORPORATE	(107,841.62)
27900	DEFERRED TAXES	
10	GENERAL/CORPORATE	<u>1,793,506.00</u>
	Total Liabilities	1,737,275.83
	Fund Balance	
10	GENERAL/CORPORATE	5,020,278.74
20	FICA	(21.00)
30	IMRF	21.88
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,176,120.49
80	WORKING CASH	171,511.99
90	DONATION / GIFT	<u>329,259.21</u>
	Total Fund Balance	<u>9,697,171.31</u>
	Total Liabilities and Fund Balance	<u><u>11,434,447.14</u></u>



**Investment Inventory Month End**  
**FR Valley Investment Holdings (104089)**  
**10/31/2022**

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Current Face Value	Coupon Rate	Purchase Yield	CUSIP	Market Value
DREYFUS TRS SEC SVC	---	10/31/2022	---	0.00	2.320	---	261941702	4,556.88
ILLINOIS ST	02/22/2021	11/01/2022	---	200,000.00	5.000	0.516	452152P62	200,000.00
CHICAGO ILL BRD ED	02/22/2021	12/01/2022	---	100,000.00	5.000	0.631	167505XU5	100,059.00
LA SALLE CNTY ILL SCH DIST NO 141 OTTAWA	03/10/2021	12/01/2022	---	105,000.00	0.350	0.342	504588GD0	104,665.05
Morgan Stanley Private Bank, National Association	12/05/2019	12/05/2022	---	100,000.00	1.850	1.862	61760A3U1	99,863.00
DU PAGE CNTY ILL CMNTY HIGH SCH DIST NO 094 WEST C	05/21/2020	01/01/2023	---	25,000.00	5.000	1.150	263381DM4	25,074.25
WILL & KENDALL CNTYS ILL CMNTY CONS SCH DIST NO 20	05/21/2020	01/01/2023	---	35,000.00	4.000	1.063	968648C78	35,042.35
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	20,000.00	5.000	0.965	113853LD5	20,084.40
Sallie Mae Bank	02/05/2020	02/06/2023	---	123,000.00	1.800	1.834	7954506E0	122,349.33
Raymond James Bank	02/14/2020	02/14/2023	---	137,000.00	1.700	1.720	75472RAX9	136,157.45
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,000.00	5.000	1.398	6427137M7	5,028.75
Citibank, N.A.	04/02/2019	04/03/2023	---	82,000.00	2.750	2.772	17312Q3R8	81,567.04
UNITED STATES TREASURY	10/12/2022	04/06/2023	---	213,000.00	0.000	4.088	912796YN3	209,099.97
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	150,000.00	2.700	2.724	61760AYK9	149,109.00
UNITED STATES TREASURY	03/23/2022	09/30/2023	---	105,000.00	2.875	2.001	9128285D8	103,461.75
WAUKEGAN ILL	07/21/2020	12/30/2023	---	190,000.00	3.543	0.898	942860QM2	186,984.70
American Express Bank, FSB	03/02/2022	03/04/2024	---	179,000.00	1.600	1.621	02589ABL5	172,069.12
UNITED STATES TREASURY	05/11/2022	05/15/2024	---	220,000.00	0.250	2.626	91282CCC3	205,717.60
---	---	06/09/2023	---	1,989,000.00	2.269	1.859	---	1,960,889.64

**C.1 Ordinance 2022-10 Levying Taxes for Fiscal Year 2022 - 2023**

RECOMMENDED **MOTION**: I move to adopt ordinance 2022-10 levying taxes in the amount of \$3,945,200. for fiscal year 2022-2023

**BACKGROUND INFORMATION:**

Illinois State Statute 75 ILCS 16/5-45 authorizes the library district to levy annual public library taxes on properties within the district. The principal function of the levy is to fund that portion of the budget that is not funded by other sources. All taxes proposed to be levied by a district must be levied by ordinance, a certified copy of which must be filed with the County Clerk, not later than the last Tuesday in December in each year. The library taxes provided in the Illinois Public Library District Act shall be levied by the district and collected in the same manner as other general taxes by the county collector or collectors affected by the levy.

The levy is prepared in a manner which maximizes the library district's ability to keep pace with economic pressures and capture growth of new property within the confines of the Property Tax Extension Limitation Law (PTELL). Specifically, the FY2223 levy amount is based upon our FY2223 Appropriation and matches the "Estimate of Funds Needed" total figure of \$3,945,200 the Board approved in the October meeting.

- We've appropriated \$5,074,040 in the General Corporate fund, so the entire levy \$3,945,200 will be for that fund.

This levy is expected to capture all property tax revenues the Library is legally permitted to receive without triggering Truth in Taxation Act (TITA) notice and hearing requirements.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
ORDINANCE NO. 2022-10  
AN ORDINANCE LEVYING TAXES FOR  
THE FISCAL YEAR 2022-2023

WHEREAS, applicable statutes require the Fox River Valley Public Library District to adopt a levy ordinance levying taxes for Library District purposes upon all property subject to taxation within the Library District; and

WHEREAS, pursuant to applicable statutes, a Budget and Appropriation Ordinance was previously adopted, published, and filed.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Fox River Valley Public Library District as follows:

Section 1. The Budget and Appropriation Ordinance for the fiscal year 2022-2023 is incorporated by reference.

Section 2. A tax in the sum of THREE MILLION NINE HUNDRED AND FORTY-FIVE THOUSAND AND TWO HUNDRED DOLLARS (\$3,945,200) is levied as follows:

I.	<u>GENERAL CORPORATE LEVY</u>	<u>FY2223 APPROPRIATION</u>	<u>LEVY</u>
	Personnel Services/Benefits	\$3,073,460	
	Library Materials	\$458,071	
	Operating Expenses	\$921,659	
	Utilities	\$111,300	
	Building & Maintenance	\$229,187	
	Capital Expense	\$80,363	
	Transfer to Special Reserve fund	\$200,000	
	Total Corporate:	\$5,074,040	<b>\$3,945,200</b>
II.	<u>SPECIAL TAX LEVIES</u>		
	FICA	\$0	
	IMRF	\$0	
	Total Special Taxes:	\$0	
	<u>RECAP</u>		
I.	General Corporate Levy	\$5,074,040	\$3,945,200
II.	Special Tax Levies		
	FICA	\$0	\$0
	IMRF	\$0	\$0
	Special Reserve	\$1,316,781	
	<b>Totals:</b>	<b>\$6,390,821</b>	<b>\$3,945,200</b>

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

Section 4. The Secretary of this Board shall file on or before the last Tuesday in December a certified copy of this Levy Ordinance with the Kane County Clerk.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on the 15th day of November, 2022 by a vote of:

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

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

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

ABSTAINING: \_\_\_\_\_

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS                    )  
  ) SS:  
COUNTY OF KANE                    )

CERTIFICATION OF COMPLIANCE WITH THE TRUTH IN TAXATION LAW

I, Kristina Weber, the duly qualified and presiding officer of the Fox River Valley Public Library District, Kane County, Illinois, hereby certify that the attached Levy Ordinance of the Fox River Valley Public Library District for the fiscal year beginning July 1, 2022 was adopted in full compliance with the Truth in Taxation Law (35 ILS 200/18-55 et seq.).

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Library District this 15<sup>th</sup> day of November, 2022.

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

(Library District Seal)

STATE OF ILLINOIS            )  
  ) SS:  
COUNTY OF KANE            )

CERTIFICATE OF AUTHENTICITY

I, Christine L. Evans, hereby certify that I am the duly qualified Secretary of The Board of Library Trustees of the Fox River Valley Public Library District of Kane County, Illinois, and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that the attached is a true and correct copy of that certain Levy Ordinance levying taxes for said Library District for the fiscal year beginning July 1, 2022 which was adopted by the Board of Library Trustees at a meeting of said Board of Library Trustees held November 15, 2022.

I further certify that the attached Levy Ordinance has not been amended, altered, changed or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Library District, this 15<sup>th</sup> day of November, 2022.

---

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

(Library District Seal)



**C.2 Ordinance 2022-11 Amending Library District Holiday Closings for 2022**

RECOMMENDED **MOTION**: I move to adopt Ordinance 2022-11 Amending Library District Holiday Closings for 2022.

**BACKGROUND INFORMATION:**

In accordance with Library Policy 02.03.00 Hours of Operation, the board must approve holiday closings for the year via Board Ordinance:

*"The Library shall maintain hours of operation which are best suited to serve the community it serves. Hours of operation will be seven (7) days per week. Hours of operation will be conspicuously posted at the building entrance, in newsletters and on the library website.*

*The Library will close on those holidays during the year approved by the Board Ordinance and may close for staff training, special circumstances or an emergency. Revised December 8, 2014"*

The Library proposes amending the library holiday closures in calendar year 2022 to include an unpaid holiday closure at 5 pm on Wednesday, November 23<sup>rd</sup>. This proposed amendment is highlighted in red type on the attached ordinance. The paid holiday closure for Thanksgiving remains Thursday and Friday, November 24<sup>th</sup> and 25<sup>th</sup>. There are no other changes.

A chart comparing FRVPLD holiday closures with national and state closings is attached to this document.

Federal and State holiday observances do not take weekends into consideration unlike the library district, which is open 7 days a week.

FRVPLD Holidays  
Amended for 2022

HOLIDAY	Recommended Library Holidays/Closures 2022	Federal Holidays 2022	State Holidays 2022
New Year's Day	Saturday, Jan. 1	Friday, Dec. 31, 2021	Friday, Dec. 31, 2021
*Martin Luther King, Jr. Day	Monday, January 17	Monday, January 17	Monday, January 17
*Lincoln's Birthday	<i>Not observed</i>	<i>Not observed</i>	Friday, Feb. 11
*Washington's Birthday aka President's Day	Monday, February 21	Monday, February 21	Monday, February 21
Easter	Sunday, April 17 <i>Closed, not a paid holiday</i>	<i>Not observed</i>	<i>Not observed</i>
Memorial Day	Monday, May 30	Monday, May 30	Monday, May 30
*Juneteenth	Monday, June 20	Monday, June 20	<i>not observed</i>
Independence Day	Monday, July 4	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5	Monday, September 5
*Columbus Day	<i>Not observed</i>	Monday, October 10	Monday, October 10
*Election Day	<i>Not observed</i>	<i>Not observed</i>	Tuesday, November 8
*Veteran's Day	Friday, November 11	Friday, November 11	Friday, November 11
Thanksgiving	<i>Wed. 5 PM closed, not a paid holiday</i> Thursday, November 24 Friday, November 25	Thursday, November 24	Thursday, November 24 and Friday, November 25
Christmas	Saturday, December 24 Sunday, December 25 Monday, December 26	Monday, December 26	Monday, December 26
New Year's Eve	Saturday, Dec. 31	N/A	N/A

*\*Currently/historically not observed at FRVPLD*

**ORDINANCE NO. 2022-11****ORDINANCE AMENDING ANNUAL CALENDAR for 2022  
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT HOLIDAY CLOSINGS**

Library District Facilities will be closed on the following holidays:

New Year's Day	Saturday, January 1
Martin Luther King Day	Monday, January 17
President's Day	Monday, February 21
Easter	Sunday, April 17
Memorial Day	Monday, May 30
Juneteenth	Monday, June 20
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving	Wednesday, Nov. 23, close at 5 PM
	Thursday, November 24
	Friday, November 25
Christmas	Saturday, December 24
	Sunday, December 25
	Monday, December 26
New Year's Eve	Saturday, December 31

The library may also close for staff training to ensure highly trained personnel, and for special circumstances or an emergency.

Adopted this 15<sup>th</sup> day of November, 2022, pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Approved:

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

Attest:

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

**C.3 Ordinance 2022-12 Library District Holiday Closings for 2023**

RECOMMENDED **MOTION**: I move to adopt Ordinance 2022-12 Library District Holiday Closings for 2023.

**BACKGROUND INFORMATION:**

In accordance with Library Policy 02.03.00 Hours of Operation, the board must approve holiday closings for the year via Board Ordinance:

*“The Library shall maintain hours of operation which are best suited to serve the community it serves. Hours of operation will be seven (7) days per week. Hours of operation will be conspicuously posted at the building entrance, in newsletters and on the library website.*

*The Library will close on those holidays during the year approved by the Board Ordinance and may close for staff training, special circumstances or an emergency. Revised December 8, 2014”*

A chart comparing FRVPLD holiday closures with federal and state closings is attached to this document.

Administration proposes to close libraries on Saturday, November 11 in observance of Veterans’ Day, rather than the federal holiday of November 10.

The Libraries close at 5 pm the day before Thanksgiving and remain closed on Thanksgiving Day and the following day. The Libraries reopen for regular hours on the Saturday after Thanksgiving. Administration proposes the paid holidays to be Thursday Thanksgiving Day and Friday, as two full paid holidays.

For Christmas, the Library closes on December 24<sup>th</sup> and 25<sup>th</sup>. Administration proposes to close on Sunday, December 24 and Monday, December 25<sup>th</sup> as two full paid holidays.

Federal and State holiday observances do not take weekends into consideration unlike the Library District, which is open 7 days a week.

## FRVPLD Holidays Proposed for 2023

HOLIDAY	Recommended Library Holidays/Closures 2023	Federal Holidays	Illinois State Holidays
New Year's Day	Sunday, January 1 Monday, January 2	Monday, January 2	Monday, January 2
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 16	Monday, January 16
Lincoln's Birthday	<i>Not observed</i>	<i>Not observed</i>	Monday, February 13
President's Day	Monday, February 20	Monday, February 20	Monday, February 20
Easter	Sunday, April 9 <i>Closed, not a paid holiday</i>	<i>Not observed</i>	<i>Not observed</i>
Memorial Day	Monday, May 29	Monday, May 29	Monday, May 29
Juneteenth	Monday, June 19	Monday, June 19	Monday, June 19
Independence Day	Tuesday, July 4	Tuesday, July 4	Tuesday, July 4
Labor Day	Monday, September 4	Monday, September 4	Monday, September 4
Columbus Day	<i>Not observed</i>	Monday, October 9	Monday, October 9
Veterans' Day	Saturday, Nov. 11	Friday, November 10	Friday, November 10
Thanksgiving	<i>Wednesday, Nov. 22 close at 5:00 PM not a paid holiday</i>	Thursday, November 23	Thursday, November 23 Friday, November 24
	Thursday, November 23 Friday, November 24		
Christmas	Sunday, December 24 Monday December 25	Monday, December 25	Monday, December 25
New Year's Eve	Sunday, December 31	<i>Not observed</i>	<i>Not observed</i>
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024	Monday, January 1, 2024

**ORDINANCE NO. 2022-12**

**ANNUAL CALENDAR for 2023**  
**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT HOLIDAY CLOSINGS**

Library District Facilities will be closed on the following holidays:

New Year's Day	Sunday, January 1
	Monday, January 2
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Easter	Sunday, April 9
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veteran's Day	Saturday, November 11
Thanksgiving	Wednesday, November 22 close at 5 PM
	Thursday, November 23
	Friday, November 24
Christmas	Sunday, December 24
	Monday, December 25
New Year's Eve	Sunday, December 31

The library may also close for staff training to ensure highly trained personnel, and for special circumstances or an emergency.

Approved this 15<sup>th</sup> day of November, 2022, pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Approved:

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

Attest:

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

#### **C.4 Annual Treasurer's Report**

RECOMMENDED **MOTION**: I move to approve the annual Treasurer's Report.

#### **BACKGROUND INFORMATION:**

The Public Funds Statement Publication Act (30 ILCS 15/1 et seq.) requires the public officer, usually the Treasurer of the Library Board, of every library that by virtue of his office receives and disperses public funds to prepare and file an Annual Statement of Receipts and Disbursements, commonly known as the Annual Treasurer's Report.

The report must be filed in the office of the County Clerk within six months from the end of the fiscal year.

The report must identify and contain the following information:

- Identify all monies received by source and amount, and combine all funds together
- Identify all monies paid out to vendors where the total amount paid during the fiscal year exceeds \$2500.00 in the aggregate, naming such vendors and indicating the amount paid and the amount charged (not including payroll) and combine all funds together
- Identify all vendors receiving less than \$2500.00, report this amount as "All Other Disbursements Less than \$2500.00, and combine all funds together
- Identify all monies paid as compensation (gross, before deductions) for payroll services, listing the name and compensation received by every elected/appointed official and employee. The Treasurer may elect to report compensation by name, listing each person in one of the following categories:
  - Under \$25,000.00
  - \$25,000.00 to \$49,999.00
  - \$50,000.00 to \$74,999.00
  - \$75,000.00 to \$99,999.00
  - \$100,000.00 to \$124,999.00
  - \$125,000.00 and up
- Draw up a summary statement of operations for all funds and account groups as excerpted from the annual financial report filed with the Office of the State Comptroller, 30 ILCS 15/1.

Administration has prepared the attached Annual Treasurer's Report on behalf of the Treasurer and in compliance with state law. Approval is recommended so that the report can be filed with the County Clerk within the statutory deadline. Publication is not required as the Library will publish an Availability of Audit Notice within the statutory deadline. (30 ILCS 15/2)



FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT  
ANNUAL TREASURER'S REPORT FOR FISCAL YEAR ENDING JUNE 30, 2022

Summary of Condition

		Capital Projects		
	General	Special Reserve	Nonmajor	Total
<b>Revenues</b>				
Taxes	\$3,636,043	-	-	3,636,043
Charges for Services	124,930	-	-	124,930
Fines and Forfeitures	6,613	-	-	6,613
Intergovernmental	260,772	-	-	260,772
Interest	9,269	(13,085)	(310)	(4,126)
Miscellaneous	8,732	-	-	8,732
<b>Total Revenues</b>	<b>4,046,359</b>	<b>(13,085)</b>	<b>(310)</b>	<b>4,032,964</b>
<b>Expenditures</b>				
Current - Culture & Recreation	3,459,599	-	-	3,459,599
Capital Outlay	16,455	177,317	-	193,772
<b>Total Expenditures</b>	<b>3,476,054</b>	<b>177,317</b>	<b>-</b>	<b>3,653,371</b>
<b>Net Change in Fund Balances</b>	<b>570,305</b>	<b>(190,402)</b>	<b>(310)</b>	<b>379,593</b>
<b>Fund Balances - Beginning</b>	<b>2,176,943</b>	<b>4,043,539</b>	<b>158,383</b>	<b>6,378,865</b>
<b>Fund Balances - Ending</b>	<b>2,747,248</b>	<b>3,853,137</b>	<b>158,073</b>	<b>6,758,458</b>

Disbursements – Aggregate

Vendor Payments over \$2,500: Amazon \$40,276.08; American Library Association \$2,734.33; America's Flooring Store, LLC. \$2,518.75; Arthur J. Gallagher \$7,045.00; AT&T \$3,948.53; AtoZ Databases \$4,562.00; Baker & Taylor \$10,565.30; Bibliotheca, LLC. \$43,722.00; Brainfuse Inc.\$ 5600.00; Brodart Co.\$13,033.37; Cooperative Computer Services \$68,633.68; CDS Office Technologies \$7,166.49; Comcast \$5,933.98; Comcast Business Class \$10,848.32; ComEd \$49,193.52; Comprise Technologies, Inc.\$ 6,162.00; Demco, Inc.\$ 6,699.56; Dundee Township Park District \$65,070.00; EBSCO Information Services \$4,854.00; Ehlers Investment Partners, LLC. \$4,570.98; Elgin Sheet Metal Company \$5,050.00; Garveys Office Products \$18,098.10; GovConnection, Inc. \$8,885.80; Green Emerald Chem-Dry \$6,479.00; Hagg Press \$22,223.00; HR Source \$3,044.00; Illinois Municipal Retirement \$253,866.75; INGRAM Library Services \$120,290.91; Ingram Entertainment, Inc. \$13,883.13; Interstate Roof Systems Consultants, Inc. \$5,925.00; KONE, INC. \$5,717.94; Lamp Incorporated \$149,595.00; Lauterbach & Amen, LLP \$8,725.00; Libraries of Illinois Risk Agency \$36,756.00; LIBRARY IDEAS LLC. \$10,392.50; LIMRICC Unemployment Compensation Group Account \$8,672.40; LinkedIn Corporation \$13,125.00; Midwest Tape Exchange, Inc. \$65,811.28; MINITEX \$2,517.00; Mobile Beacon \$9,600.00; NewsBank Inc.\$ 5,612.00; Nicor Gas \$5,447.11; North Suburban Digital Consortium \$15,970.31; Office of the Secretary of State of Illinois

\$74,342.25; Overdrive, Inc.\$19,800.00; Paylocity Payroll \$10,721.26; Peregrine,Stime,Newman,Ritzman & Bruckner \$4,500.00; Postmaster -Algonquin \$8,265.00; ProQuest LLC. \$3,762.89; Quality Logo Products, Inc. \$6,708.67; RAILS \$3,512.19; Sebert Landscaping Inc. \$4,430.04; SHI International Corp \$23,793.00; Technology Management Rev Fund \$5,130.00; Thomas Interiors Systems, Inc. \$5,980.80; TSYS Merchant Solutions-Omaha \$2,638.84; Valley Enterprises, Inc. \$23,665.00; Valueline \$5,675.00; Village of East Dundee \$2,748.37; Visa Community Cardmember Service \$38,983.13; W.T. Cox Subscriptions, Inc. \$7,370.37; Wellness Insurance Network \$187,653.66. Vendor's Paid Under \$2,500: \$93,428.97. Total All Vendors \$1,691,934.56.

Personnel Services: **Under \$25,000:** Arriola, Gissell ; Barish, Gene; Carcamo, Ruben; Dean, Pamela; Errera-Ott, Donna; Fernandez, Vanessa; Fester, Walter; Flores, Elizabeth; Fuerholzer, James; Gallaway, Jack; Patricia Gort; Granata, Edward; Guzman, Jorge; Hernandez Almanza, Lizbeth; Hernandez, Julio; Hickrod, Hatti; Hussain, Usrah, Jankiewicz, Malgorzata; Johnson, Christine; Jones, Albert, Jozwiak, Audrey; Knapp, Lisa; Lawrence, Kayla; Lloyd, Kerren; Lopez, Amairani; McCann, Jennifer, McNana, Patricia; Perez, Eleazar; Perez, Leslie; Polcyn, Kevin; Redding, Katie; Richardson, Donald; Richmond, Susan; Rico, Andrea; Sanabria, Marjorie; Saravia, Delfina; Sikorski, Erin; Sutfin, Darla; Thompson, Stephanie; Torres, Eric; Tracy, Anika; Whichard, Judith. **\$25,000 to \$49,999:** Acevedo, Erica; Bennet, Roxane; Diaz, Christina; Hughes, Dolores; Jankowski, Ewa; Keen, Amanda; Mauro, Louanne; Munoz, Jasmin; Pasetes, Erin; Plagge, Sean; Poweziak, Carolyn; Winger, Gemma. **\$50,000 to \$74,999:** Berger,Brittany; Boyer, Monica; Bunte, Samantha; Carroll, Keri; Dunne, Rachel; Finneran, Kirstin; Ji, Heather; Katsion, Jason; Kenney, Sheryl; Lorenzetti, Michael; Nelson, Karin; Pacini, Danielle; Sabala, John; Werle, Karen; Zabski, Heather. **\$75,000 to \$99,999:** Dodson, Amy. Gross Payroll: \$1,873,633.33.

APPROVED:

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Tara Finn, Treasurer  
Board of Library Trustees  
Fox River Valley Public Library District  
Kane County, Illinois

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.5  
November 15, 2022

**Exhibit C.5      Plumbing Upgrades – A&T Plumbing Inc. & Son**

RECOMMENDED **MOTION**: I move to allow the Director to enter into an agreement with A&T Plumbing Inc. & Son to install plumbing upgrades at Dundee Library in an amount not to exceed \$22,000.00

**BACKGROUND INFORMATION:**

The current restroom facilities at Dundee Library were last renovated in 2008. Since that time certain fixtures have become outdated and are no longer ADA compliant. Additionally, some sensor valves need replacing and some new valves will be installed. In addition to hands-free faucets and soap dispensers, all toilets will be auto-flush.

Total estimate for work is over the Director's authorized spending limit but below the threshold that requires going out for bid on this project. A&T Plumbing has performed work for the Library District in the past and proven both competitive and competent in cost and quality of work.

**C.6 Accept Annual Comprehensive Financial Report (ACFR)**

RECOMMENDED **MOTION**: I move to accept the Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2021-2022

**BACKGROUND INFORMATION:**

The Annual Audit (ACFR) for FY 2021-2022 was prepared by Lauterbach & Amen, LLP and will be presented at the November 15, 2022 Board of Trustees meeting. [50 ILCS 310/2, 3]

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.7  
November 15, 2022  
Attachment

**Exhibit C.7 Per Capita Grant Application - discussion**

No motion needed

**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 comply with the criteria each year and submit an application on or before the deadline to file. The Library received 2022 Per Capita Grant funds of over \$100,000.

For 2023 grants, the application deadline is once again anticipated to be January 30, 2023. The actual 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.

While the Director does not need a vote of the Board to apply for grant funds, the draft application is provided to the Board for comment, questions, or feedback.

**Illinois State Library**

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 shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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 as a result 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.

**Library's Control Number:** 30238      **Branch Number:** 00      **Today's Date:** 11/16/2022

**Preparer's Name:** Heather Zabski  
(First Name) (Last Name)

**Preparer's Email Address:** hzabski@frvpld.info

☒ **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.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. 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.

**Service Area Population** 71,541

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

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 below standard performance levels 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 *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Our library meets all 23 core standards outlined in Chapter 1 of Serving Our Public 4.0.

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Our library board and executive director will work on developing a succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. Library trustees are encouraged to attend conferences pertinent to libraries when fiscally possible. Our library meets all other components of the Governance and Administration checklist.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Our library recently increased our staffing levels to improve service to our community and meet the staffing levels considered "growing" as outlined in Appendix E. Management team will be working to revise our annual evaluation format. We are currently in the process of updating our employee on-boarding procedures. Our library currently meets all the components of the Personnel Checklist.



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Our library board and management team are working to develop a plan to expand facilities in order to provide the right amount of space to meet the provisions of our strategic plan as well as having enough shelving, display space, staff work areas, and storage. This process is anticipated to take a few years until our library has adequate building size to serve our population size. During 2022, our library undertook significant construction projects to improve safety and access at the library. We now have an ADA compliant entrance at the library. Our library meets all other components of the Access Checklist.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Our library currently meets all components of Building Infrastructure and Maintenance checklists.

**Chapter 6: Safety**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Our library currently meets all components of the Safety checklist. We recently replaced our sidewalks, ramp and front entrance which increased safety at the main library location.

**Chapter 7: Collection Management**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Our library currently meets all the components of the Collection Management checklist.

**Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Our library meets all components of the System Membership Responsibilities and Resource Sharing checklist. Part of our strategic plan includes increasing our staff's participation in wider regional, state and national boards, committees, taskforces, councils, etc., relating to the greater library world. We currently have several staff who serve on state or nation-wide committees and task forces.

**Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Our library currently meets all requirements of the Reference Service checklist and the Reader's Advisory Service checklist.

**Chapter 10: Programming**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Our library meets all the requirements of the Programming checklist. Our strategic plan goals include increasing the number of programs offered related to diversity and inclusion.

**Chapter 11: Youth/Young Adult Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Our library meets all components of the Youth/ Young Adult Services checklist.

**Chapter 12: Technology**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Our library meets all components of the Technology checklist.

**Chapter 13: Marketing, Promotion and Collaboration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

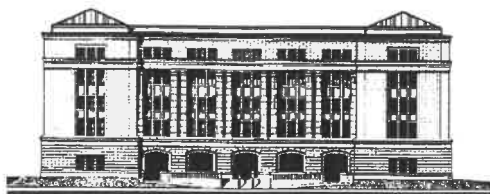
Our library currently meets all the components of the Marking, Promotion and Collaboration checklist.

**Part II: Planned Use of Grant Funds**

**Describe** objectives and priorities for use of grant monies 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). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

To increase the flexibility and usability of our limited building space, most of the Per Capita Grant funds will be set aside to facilitate a major remodel of our meeting room. This renovation will give the space flexibility to host more programs simultaneously and allow for more storage space for programming supplies. This project demonstrates our dedication to providing quality and diverse programming offerings to our service population.

Any remaining funds will be allocated to allow staff to attend regional and national conferences, to help our library maintain a well-trained staff familiar with current industry trends and training. Funds will also be used to purchase e-Books and electronic access to databases for patrons who may not have the time or resources to visit the Library.



**JESSE WHITE • Secretary of State & State Librarian**  
 Illinois State Library, Gwendolyn Brooks Building  
 300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois Public Library Equalization Aid Grant Expenditures Report

**Control Number:** 30238 **City:** East Dundee

**Library Name:** Fox River Valley Public Library District

**Exact amount of Equalization Grant received in Fiscal Year 2021:** \$ 102,273.55

Report on the use of grant monies 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.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☒ Personnel — Chapter 3

Funds were allocated to allow staff to attend conference training relevant to their jobs including sending staff to ABOS conference, Back in Circulation Conference, and a library marketing conference.

☒ Access — Chapter 4

To provide access to patrons who cannot easily visit the library, digital resources were purchased to enhance our digital offerings. This included adding the database Newsbank, and purchasing additional e-book licenses for titles with high patron demand.

☒ Building Infrastructure and Maintenance — Chapter 5

Funds were utilized to facilitate a major repair of sidewalks and a ramp at the main library. This project was much needed and helped increase safety and accessibility at our facility.

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

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

Funds were used to add a new collection of circulating Caregiver Kits to our library. These kits help patrons interact with people experiencing memory loss or dementia.

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13



**C.8 Memo of Understanding Extension and Intergovernmental Agreement with D300 and the Algonquin Area and Ella Johnson Public Library Districts**

RECOMMENDED **MOTION**: I move to enter into an Intergovernmental Agreement with the Algonquin Area and Ella Johnson Public Library Districts to extend the D300 Community Share e-Book Project.

**BACKGROUND INFORMATION:**

One of our strategic plan goals is to “Enrich learning opportunities for all ages” by “increasing partnerships with D300 and other educational organizations.” This Intergovernmental Agreement (IGA) between our library, Algonquin Area Public Library, and Ella Johnson Memorial Library District defines the responsibilities of all three libraries in offering Axis 360’s Community Share platform to expand access to eBooks for D300 students.

The IGA was verbally agreed upon by all three library directors.

# Extension of Memorandum of Understanding

## Re: Community Share Project/ebooks

Between

Algonquin Area Public Library  
District  
2600 Harnish Drive  
Algonquin, Illinois 60102

Ella Johnson Memorial Public  
Library District  
109 S. State Street  
PO Box 429  
Hampshire, Illinois 60140  
"the Public Libraries"

Fox River Valley Public  
Library District  
555 Barrington Avenue  
East Dundee, Illinois 60118

and

Community Unit School District 300  
2550 Harnish Drive  
Algonquin, Illinois 60102  
"District 300"

1. The undersigned parties to an Intergovernmental Agreement (IGA) executed in 2020 (copy attached) whereby the Public Libraries agreed to provide Community Share Project/ebooks access to District 300 students.
2. The term of the IGA was three (3) years.
3. The parties listed above wish to extend the terms of the IGA.
4. The parties agree to extend the term of the IGA on the same bases stated in the IGA with a term effective on January 1, 2023 and ending on December 31, 2025.

Algonquin Area Public Library District  
Sara Murray, Executive Director  
2600 Harnish Drive  
Algonquin, Illinois 60102  
smurray@aapld.org  
847-458-3134

Fox River Valley Public Library District  
Amy Dodson, Executive Director  
555 Barrington Avenue  
East Dundee, Illinois 60118  
adodson@frvpld.info  
224-699-5829

Signature: \_\_\_\_\_  
Date signed: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date signed: \_\_\_\_\_

Ella Johnson Memorial Public Library District  
Stephen Bero, Executive Director  
109 S. State Street  
Hampshire, Illinois 60140  
sbero@ellajohnsonlibrary.org  
847-683-4490

Community School Unit District 300  
Susan Harkin, Superintendent  
2550 Harnish Drive  
Algonquin, Illinois 60102  
Susan.Harkin@d300.org  
847-551-8308

Signature: \_\_\_\_\_  
Date signed: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date signed: \_\_\_\_\_

**INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY SERVICES**

**Re: Community Share Project/ebooks**

This Intergovernmental Agreement for Library Services (Agreement) is effective January 1, 2020 by and between:

Algonquin Area Public Library District  
2600 Harnish Drive  
Algonquin, Illinois 60102

Ella Johnson Memorial Public Library District  
109 S. State Street; PO Box 429  
Hampshire, Illinois 60140

Fox River Valley Public Library District  
555 Barrington Avenue  
East Dundee, Illinois 60118

**RECITALS:**

WHEREAS, the three (3) Public Libraries participating in this Intergovernmental Agreement are Public Library Districts operating pursuant to the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (collectively "LIBRARY DISTRICTS"), and wish to cooperate on borrowing of library materials; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Public Library District Act, the LIBRARY DISTRICTS are authorized to enter into inter-governmental agreements for library services; and

WHEREAS, the LIBRARY DISTRICTS wish to cooperate to furnish economical, efficient, and curated digital eBook collection through an electronic shared platform for the students of Community Unit School District 300 ("District 300") and LIBRARY DISTRICT patrons.

**AGREEMENT**

NOW, THEREFORE, the LIBRARY DISTRICTS agree as follows:

1. Library Services

The LIBRARY DISTRICTS agree to provide an electronic shared platform for the use of District 300 students and LIBRARY DISTRICTS' patrons.

2. Title to Property

The LIBRARY DISTRICTS shall retain title to the electronic shared platform and its digital resources.

3. Library Users

All holders of a valid system Library card granted by the LIBRARY DISTRICTS are allowed to use the electronic shared platform.

#### 4. Transit of Materials

All materials will be delivered electronically.

#### 5. Fines and Fees – Parental Responsibility

Parents/legal guardians will be responsible for any fines or fees incurred through use of any Library card.

#### 6. Financial

LIBRARY DISTRICTS will provide \$10,000 total each year for maintenance of the electronic shared platform. LIBRARY DISTRICTS will contribute a percentage as follows:

Fox River Valley Public Library District = 50%

Algonquin Area Public Library District = 30%

Ella Johnson Memorial Public Library District = 20%

Funds will remain on deposit with the electronic shared platform provider and will be depleted as titles are purchased. As titles are purchased, statements will be sent to LIBRARY DISTRICTS detailing how funds are being used. When balance is depleted, LIBRARY DISTRICTS may mutually agree to contribute additional funds for the year and will be invoiced in the same breakdown as above. Initial estimate is \$10,000 total commitment per year from the LIBRARY DISTRICTS.

#### 7. Amendments to this Intergovernmental Agreement

This Intergovernmental Agreement may be amended only in writing and after approval by the LIBRARY DISTRICTS.

#### 8. Term and Renewal of Intergovernmental Agreement

This Intergovernmental Agreement is effective January 1, 2020 ("Effective Date") and shall end on December 31, 2022 (3 years) (the Term) unless terminated earlier. A library district may terminate this Intergovernmental Agreement during the Term, with or without cause, provided written notice of termination has been given to the other library districts at least ninety (90) days prior to the effective date of the termination. Any such notice of termination must be by U.S. Postal Service first-class mail, postage paid, return receipt requested. Funds contributed and on deposit with the electronic shared platform provider will not be returned to the terminating library unless the LIBRARY DISTRICTS mutually agree to terminate the program.

The LIBRARY DISTRICTS agree to extend the term of this Intergovernmental Agreement an additional three (3) years with a term effective January 1, 2023 and ending on December 31, 2025.

#### 9. Savings Clause

All agreements and covenants herein are severable. In the event any agreement or covenant shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

#### 10. Notice

Any notice required to be given under this Intergovernmental Agreement shall be sent to the addresses stated above.

Algonquin Area Public Library District

ATTESTED BY:

\_\_\_\_\_  
Board President  
Date signed: \_\_\_\_\_

\_\_\_\_\_  
Secretary  
Date signed: \_\_\_\_\_

Ella Johnson Memorial Public Library District

ATTESTED BY:

\_\_\_\_\_  
Board President  
Date signed: \_\_\_\_\_

\_\_\_\_\_  
Secretary  
Date signed: \_\_\_\_\_

Fox Valley River Public Library District

ATTESTED BY:

\_\_\_\_\_  
Kristina Weber, Ph.D.  
Board President  
Date signed: \_\_\_\_\_

\_\_\_\_\_  
Christine L. Evans,  
Secretary  
Date signed: \_\_\_\_\_

**C.9 Appoint Deputy Clerks to Accept Trustee Nominating Petitions**

RECOMMENDED **MOTION**: I move to appoint Deputy Director Heather Zabski and Executive Assistant Karen Werle as Deputy Clerks to Accept Trustee Nominating Petitions for the office of Library Trustee.

**BACKGROUND INFORMATION:**

State statutes identify the Library Board Secretary as the Local Election Authority for the Library District. This action allows the library staff members named to act in the place of the Secretary for the purpose of accepting nominating petitions for candidates filing to run in the 2023 Consolidated Election.

The filing period runs from December 12<sup>th</sup> through 19<sup>th</sup>, 2022.

All petitions must be filed with the Fox River Valley Public Library District Administration Office; 555 Barrington Avenue, East Dundee (847-428-3661, ext. 5832).

**Hours for filing are:**

- 9:00 AM to 4:00 PM Monday through Thursday, December 12 – December 15, 2022
- 9:00 AM to 12 PM Friday, December 16, 2022
- 9:00 AM to 5:00 PM Monday, December 19, 2022