

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

**February 21, 2023
7:00 PM**

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

AGENDA

Call to Order—President Kristina Weber

Pledge of Allegiance

Roll Call—Secretary Christine L. Evans

Public Comment

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

President's Report—President Weber

Director's Report—Executive Director Amy Dodson

- **Strategic Plan Update**
- **Department Head Reports**
- **Dashboard**
- **Winter Reading Challenge Wrap-up Presentation – Randall Oaks Manager Brittany Berger**

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the January 17, 2023 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for January, 2023**
- A.1.c Monthly Financial Report for January 2023**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for January 2023**
- A.1.j Ehlers Investment Inventory for January 2023**

B. Unfinished Business – none

C. New Business

Exhibit C.1 Annual Comprehensive Financial Report (ACFR) Contract – Lauterbach & Amen, LLC

Exhibit C.2 FY2324 Strategic Plan – discussion only

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

Executive Session 5 ILCS 120/2(c)

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

Adjournment

**Fox River Valley Public Library District
Director's Report to the Board of Library Trustees
February 21, 2023 Regular Meeting**

I have been working very closely with the IT Department this month as we continue to work on improving technology and security for the library district's data systems. More information about this project will be available in the near future.

My research for the Library Board's Future Planning continues as I look for opportunities for service points throughout the district. I met with community members from the Community First Alliance, who are working to find alternative land use and development ideas in Carpentersville. Public Relations and Outreach Manager Kirstin Finneran and I met with the owner of the Meadowdale Shopping Center to brainstorm ideas for available space there.

We partnered with Senator Don DeWitte's office and their third annual Valentines for Seniors Card Drive. Staff at both libraries signed Valentine's Day cards for local seniors. Senator DeWitte's office distributed the cards to residents of assisted living and long-term care facilities in the 33rd Senate District. We also partnered with Representative Suzanne Ness for the Healthcare Heroes Valentine Card drive. State Representative Suzanne Ness and State Representative Anna Moeller collected valentines and notes of gratitude to share with health care workers who serve our community. Her office delivered supplies, and we offered a passive program/craft, along with a book display about healthcare workers, in the Dundee Library YS department.

I met with Joe Crimmins of Serve and Protect, LLC to continue our safety improvements. Mr. Crimmins will be providing Active Threat training at the March 24 All Staff Day.

I serve on the Executive Board of the American Library Association's Rainbow Round Table. We are currently working on the 50th Anniversary Gala, which will take place at the ALA Annual Conference in Chicago this June. (The actual 50th anniversary of the round table was in 2020, so the gala event was subsequently postponed due to the pandemic.) The Rainbow Round Table is the first professional LGBTQIA+ group in the nation, and is now one of the largest round tables within ALA.

Respectfully submitted,

Amy Dodson



**Fox River Valley Public Library District
Strategic Plan 2020-2023
Goals & Objectives**

Highlights of our third year 2020-2023 Strategic Plan goals and objectives at the end of 2022.

Goal 1: Learn: Promote lifelong learning from birth through adulthood.

OBJ A: Develop collections and programs to support lifelong literacy.

- Youth Services staff organized a graduation ceremony for children who completed the 1,001 Books Before Kindergarten program.
- Automatic program surveys are sent to all registered attendees of our programs allowing us to capture better statistics.
- The library is now promoting programs via electronic outdoor sign. This sign is programable and allows for flexibility to time-sensitive content.
- Paws to Read is an opportunity for young readers to spend one-on-one time with certified therapy dogs, which can help boost confidence and improve literacy skills.
- Expanded FRVPLD website for the promotion of Library of Things

OBJ B: Develop collections and programs to support school curriculum.

- The memorandum of understanding between D300 and local public libraries was renewed, so our Library District will continue to participate in the Community Share e-book initiative.
- Communicate to faculty, staff, students, and parents through emailed monthly events calendars that are included in virtual backpacks (elementary and middle schools). This year, we've added all programs to the calendar, not just youth and teen programs. To reach high schools, we email certain faculty and media center staff specifically to target teens. We reach preschools on a regular basis by emailing the monthly events calendar as well as any other flyers and promotions that are relevant to that audience.

OBJ C: Develop collections and programs to support professional development.

- New materials were added to our Library's professional development collection, selected by managers as well as staff from Youth Services and Adult & Teen Services.

OBJ D: Develop collections and programs to support home schooling families.

- Homeschool Hangout is a biweekly program that features a rotating theme of student-led activities.

OBJ E: Partner with educational organizations in the district.

- Resumed outreach at multiple D300 schools after a long break due to the pandemic.
- Participated in a virtual call with members of the D300 media staff to discuss the promotion of our Summer Reading Challenge to the student body. As a result, our video was shared with elementary school students during their weekly 30-minute media center visit, with middle school students via their student announcements and/or ELA class, and with high school students through their daily email announcements.
- D300 partnership to promote Summer Reading Challenge with digital promotional materials for the "virtual backpacks" and library staff making school visits.
- Interest in teacher cards has been renewed with school visits resuming. With our increased loan periods for all FRVPLD users, teacher cards are truly valuable to school staff who reside outside of our district.

Goal 2: Explore: Maintain a welcoming environment while increasing the usability and browsability of collections and services.

OBJ A: Maintain a safe and welcoming environment.

- Security of Dundee Library was increased by installing keyless access system in August 2022.

- Reorganized DVD collection by genre color coding.
- Reorganized the Adult “Popular Authors” collection at Randall Oaks into genre sections (Mystery, Fiction, Sci-Fi).
- Working with security specialist Joe Crimmins to make updates to the building to increase safety.
- Library relocation of the Adult Computer Lab, the Teen Collection space, and Periodicals sections provides additional room for growth and improved functionality. Because of the reduction of needed patron computers, additional study cubes were created for patrons seeking a quiet work environment.
- Active threat training given to all staff at August All Staff Meeting. Further training on this topic will be provided at the March 2023 All Staff Meeting.

OBJ B: Make the Library ADA compliant and improve services for patrons with disabilities.

- Home deliveries and Homeward Bound services make it easier for homebound individuals who are unable to place holds themselves and require a librarian to select materials on their behalf.
- Trustee Finn donated two wheelchairs for use at the Dundee Library. A walker was purchased. Both are readily accessible in the front vestibule of the library.
- Signing, Snacks & Stories is a storytime at which the attendees enjoy a story and a snack while learning ASL skills, with the goal of building ASL vocabulary over time.
- Hosted a Deaf and Hard of Hearing Family Meetup in September, which was scheduled as an immediate precursor to the Illinois Libraries Present virtual presentation “From Oscar to West Wing and Beyond with Marlee Matlin.”
- Welcomed the Dundee Lions back into the library to offer their free Kids Eye Health Screening.
- Updated restrooms at the Dundee Library with ADA compliant fixtures.

OBJ C: Make Library services accessible across the district.

- Automatic door access was added at the main door of Dundee Library in May 2022.
- Attended two local senior fairs with targeted flyers and displays featuring Memory Care Kits, and senior-focused library programming.

OBJ D: Make Library services family-friendly.

- Offered regular passive craft programs and baby scientist kits at both locations.
- Created space for “E” rated videogame section at both libraries in the youth area.
- Hosted annual Summer Reading Kick-Off Party at the Dundee Library.

OBJ E: Provide a positive customer service experience by maintaining a well-trained staff with streamlined communications.

- Staff in the Youth Services and Adult & Teen Services departments now report to a single manager, which streamlines communication and makes public services training more comprehensive.
- Four All Staff Meeting training events hosted.
- Small team created to assess the content for potential staff intranet. This is an ongoing process.

Goal 3: Imagine: Become a community leader in innovative services.

OBJ A: Cultivate inspiring and unique experiences.

- Organized a “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, used the library’s VR gaming equipment, and were taken on a haunted trail-walk through Wahoo Woods.
- Promoted our first Black History Month Reading Challenge. Initiated promo area on Powerwall with banner signage and books that support the Black History Month Reading Challenge.
- Hosted a Harry Potter themed escape room, featuring unique lighting, glittering potions, six-feet long tentacles, and more.
- Arranged appearance of Miss Illinois USA Angel Reyes to kick off Hispanic Heritage Month. The event was covered on the WGN-TV Evening News.
- Organized an “Adopt-a-Pet” event on the front lawn of the Dundee Library.
- One unusual teen activity involved drawing SpongeBob SquarePants as the Mona Lisa, or “Sponge-A-

Lisa," on Post-it Notes. A surprising number of teen patrons took on the challenge.



OBJ B: Increase the sustainability of the facility.

- Plumbing upgrades to sinks in restrooms will reduce water usage in the library.

OBJ C: Make the Library a community destination.

- Increased signups for Summer Reading (SRC) and Winter Reading Challenges (WRC) from 2021. WRC saw a 10% increase in registration, and 52% increase in finishers. SRC had a 44% increase in registrations and 36% increase in finishers.
- 787 free lunches served over Summer 2022
- Hosted author visits, including Dennis Avelar (*The Blue Q: The World as I See It / El Quetzal Azul: El Mundo Desde El Cielo*) and Rory Fanning (*Worth Fighting For*).
- Created a sidewalk chalk art activity to coincide with our summer reading challenge. Boxes of chalk were available at the greeter desk for patrons to create ocean-related art. Promoted on social media by inviting Bridge Yrtis of Building Bridges Art to create the first chalk drawing.
- Organized on-site watch parties at the Dundee Library for select Illinois Libraries Present virtual events, such as "From Oscar to West Wing and Beyond with Marlee Matlin."
- FRVPLD contracted with American Marketing & Publishing, LLC to provide a Google Street View Trusted virtual interior tour of the Dundee Library and Randall Oaks Library. People who do a Google Search for our locations will now have the option to take a virtual tour inside the buildings.
- Presented an "Hispanic Heritage Celebration" that was attended by 160 people, featuring Mexican regional dances performed by Grupo De Danza Folklorica Quetzaly, as well as baked goods and aguas frescas, and creative crafts for the whole family.
- "Community Discussion for Social Change" was a monthly opportunity for patrons to discuss timely topics with fellow community members in a safe environment. For example, the topic of discussion in September was the Supreme Court's overturn of Roe v. Wade.
- Hired chainsaw artists to create a fox chainsaw sculpture out of a tree stump that was left on the property due to a lightning strike.

OBJ D: Develop a growth culture for staff.

- Promoted several talented staff to leadership roles in their departments, including Sam Bunte, Heather Ji and Danielle Pacini. All three staff were promoted to Librarian II and took on greater responsibilities in their new positions, such as co-chairing the Summer and Winter Reading Challenges with Randall Oaks Manager Brittany Berger or managing the department schedules.
- Sam Bunte attended the first annual LibLearnX Conference in New Orleans, LA.
- Account Services Manager Keri Carroll attended the Back in Circulation conference in October 2022.

OBJ E: Elevate FRVPLD's reputation in the library community.

- Library Specialist Cari Poweziak was the recipient of the 2022 Senior Services Super Star Award, which is presented annually by the Association of Bookmobile and Outreach Services (ABOS).
- At the 2022 Reaching Forward Conference, hosted by the Illinois Library Association, Library Specialist Erica Acevedo gave a presentation entitled "Virtual Trivia: Your Obsession Should Be A Program."
- Public Services Manager Jason Katsion participated in a panel presentation at the Illinois Library Association Annual Conference entitled "Illinois Libraries Present: A Statewide Virtual Programming Collaboration." He was also appointed to the Illinois Library Association's Diversity Committee and presented a webinar for the Public Library Association entitled "Providing Immigration Help with

Community Partnerships,” detailing the work we’ve done at the Fox River Valley Public Library District to meet the immigration needs of our community.

OBJ F: Improve services on the west side by offering new facility west of the Fox River.

- Goals related to this objective are delayed pending a library building project.

Goal 4: Create: Foster creative, artistic and business ventures of our local community.

OBJ A: Expand maker space services and access.

- Presented a series of sewing classes in English and Spanish.
- Utilized our maker equipment in Corner 68 for many one-on-one appointments with patrons.
- Hosted classes in Corner 68 that engage our younger patrons, such as the January session of “Homeschool Hangout,” which was an introduction to tinker technologies, e.g., 3D printing and Tinkercad.

OBJ B: Develop increased support for local entities.

- Partnered with multiple local business for library programs, such as Hoof Woof & Meow Animal Rescue, Dukes Blues-n-BBQ, and Elder + Oat, as well as non-profits (Alianza Hispanoamericana, Centro de Informacion) and local government entities (Carpentersville Fire Department).

OBJ C: Provide transparent business services.

- Achieved a budget surplus of \$200,000 in the general fund for FY2122, which was transferred to Special Reserve funds.
- Awarded Certification of Achievement in Financial Reporting for 2021 Audit.
- Created Finance Department Orientation documents to make sure that organizational learning remains within the organization. These documents detail everyday Finance Department Activities from collecting kiosks to entering transactions into MIP to Bank Reconciliation and report printing for the Board packet.
- Developed Internal Controls document that guides how we handle cash, credit, and other resources and duties to ensure fiduciary responsibility and transparency. This document will be continually updated.
- Updated current procedures regarding cash receipts and reimbursement processes to be in keeping with best practices contained in Internal Controls.
- Restricted access, digitally and physically, to finance documents so that only those employees whose job functions require access are granted that.
- Updated Fiscal Policy, adding new and revising existing policies for clarity, coherence, conciseness, and accuracy.
- Updated Procedures for Credit Card Use, Travel Authorization, and Mileage Reimbursement for transparency.

Goal 5: Connect: Increase library services to our diverse community.

OBJ A: Make our collections and programming more representative of our Library district.

- To highlight and celebrate the diversity of authors and themes within our collection, we initiated the Hispanic Heritage Month Reading Challenge, Black History Month Reading Challenge, and Women’s History Month Reading Challenge. March will feature Beyond the Binary Reading Challenge, which celebrates the diversity of gender identities.
- Established new Spanish-language programming, such as a series of baking classes, as well as computer and technology classes.

OBJ B: Expand the Library’s role in the local community.

- Arranged and hosted two COVID-19 vaccine clinics at the Dundee Library (Feb. 26 & Mar. 20).
- Teen Librarian Danielle Pacini represented the Library District at several after-school clubs at Dundee-Crown High School, including Anime Club, LGBT+ Club, and Writing Club.
- Youth Services staff visited most public schools in the Library District and visited all of the Dundee Township Park District pre-school locations.
- Adult & Teen Services staff hosted multiple trivia events at Black & Gray Brewing Co. in East Dundee.

- Blank library cards and welcome letters were mailed to residents of the Spring Hill Senior Residences and the Seasons at Randall Oaks apartment complexes.
- Cari Poweziak led several classes at the Dundee Township Adult Activities Center for members of NISRA (Northern Illinois Special Recreation Association), which provides year-round recreation activities for people with disabilities.
- Two librarians, Amanda Keen and Danielle Pacini, participated in the Dundee Middle School Career Fair, at which they spoke with more than 400 students about their profession and the Library they serve.
- Resumed offsite community outreach at multiple community events such as NKCC Home & Business Expo, Memorial Day Parade, Gilberts Community Days, Carpentersville Fourth of July Parade, West Dundee River Challenge, and National Night Out, Heritage Fest, etc.
- Deputy Director Heather Zabski is the current president of Carpentersville Rotary. She led annual Easter Basket giveaway for families in need and participated on the Blind Flights and 5K fundraising committees.
- Executive Director Amy Dodson is on steering committee for the Village of Carpentersville long-range comprehensive plan.

OBJ C: Act as a platform for new immigrant services

- Continued our partnership with Alianza Hispanoamericana NFP to provide on-site immigration help drop-in programs monthly, as well as citizenship workshops.

OBJ D: Promote equity within the community.

- Rainbow Storytime, presented by Librarian Heather Ji, emphasized that the library is a safe place where everyone is welcome.
- In an effort to promote digital equity, we continued our partnership with AgeGuide Northeastern Illinois and the Tablets To Seniors initiative, which allowed us to provide free Internet-connected tablets to fourteen adults (aged 60+) in our community on the condition that we train the recipients to effectively use the devices. Each participant received a brand-new Samsung tablet on a two-year prepaid data plan, as well as personalized training by library staff.
- Starting in March 2023 will host monthly The Queer Book Cub meetings. This Book Cub discusses LGBTQIA+ themed books spanning numerous genres.
- Over a quarter of public services staff are bilingual in English and Spanish.

Deputy Director: Heather Zabski

Monthly Report for January 2023

January was a busy month for the Finance Department. 1099 forms were created and issued to relevant performers or contractors in which the library did business over the prior calendar year. Additionally, we calculated and filed our annual sales tax receipts with the Illinois Department of Revenue. Finance Manager Sumitra Potharazu updated and streamlined several internal purchasing and travel forms, making the forms more intuitive and strengthening internal controls.

HR Manager Sherry Kenney completed 1095 forms for full-time staff receiving library insurance and issued the forms to those staff members. We submitted the required 1094B form to the IRS completing our ACA requirements for 2023. Sherry has several fun staff appreciation events planned for the month of February at the library.

As research for our Future Planning presentation, Public Services Manager Jason Katsion and I visited Crystal Lake Library on January 9. Crystal Lake Library was recently remodeled in 2020 to improve air-flow issues and make updates to an aging building. Crystal Lake's library building is around the same age as ours and has faced similar challenges. We received insight into how the library plans to stage its building renovations to address infrastructure issues. Overall, it was a very useful visit and will help inform our future board presentation.

On January 13, I attended the Assistant Directors' meeting at Prospect Heights Library. This is a networking group made up of Assistant and Deputy Directors from libraries throughout the northern Illinois suburbs that meets quarterly. Topics discussed included emergency weather closures, material and programs challenges, and updating policies and procedures. Our library will be hosting the next meeting in April.

Our library is currently hosting a practicum student from the College of DuPage. She will spend time in all the public services departments (Account Services, Adult and Teen Services, Randall Oaks, and Youth Services) as well as the PATS Department. Practicums are a great way for our library staff to strengthen the library profession by providing students with direct experience in the field.

Public Services Manager: Jason Katsion

Monthly Report for January 2023

Public Services staff leapt into 2023 with library field trips, creative crafting programs, new storytime sessions, outreach at local preschools, a preschool and daycare fair, and much more! And, in collaboration with multiple departments, we were able to realize our long-planned project of moving the Teen area on the main floor of the Dundee library to a larger space.

In January, we had the privilege of hosting multiple field trips from Dundee Highlands Elementary School. We were visited by seven classrooms (Kindergarten, 1st and 2nd grades) over four days, with a total of 186 students! Each visit lasted an hour, and included a tour of the Youth Services department and a presentation on the many exciting things that can be done at the library. These field trips required support from the entire Youth Services Department, and the tours and presentations were led by Heather Ji, Amanda Keen, Lizbeth Hernandez, Amairani Lopez, Erin Sikorski, and Elizabeth Flores. We were even able to provide library cards to 90 of our visiting students! Special thanks to Account Services Manager Keri Carroll who processed these library card applications in advance of the field trips. We were further gratified by the fact that several families visited the library in the weeks after our field trips, specifically to use their brand new library cards.



A range of creative crafting programs were available to youth, teens, and adults in January. Some of the youth offerings included Winter Wonderland Mason Jar craft, led by Lizbeth Hernandez, and Artist Hub, led by Amairani Lopez. Artist Hub in January focused on the work of Pablo Picasso. Take a look at the amazing cubist paintings that our young patrons created with oil pastels.



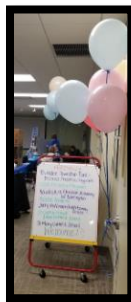
For our teen and adult crafters, Katie Redding reprised her popular Beginner Crochet program, and Cari Poweziak and Marisol Bribiescas taught a class on how to make wood bookmarks. Marisol created eight different bookmark designs for patrons to choose from, and patrons customized these designs using Sharpies, colored pencils, oil pastels, glitter, washi tape, and ribbon.



We resumed our storytime sessions in January after the December hiatus, bringing back Amanda Keen's Rise & Shine Storytime, Elizabeth Flores' Bilingual Storytime (pictured below), Erin Sikorski's Tuesday Tales, and Amairani Lopez' Signing, Snacks & Stories. Each of these storytimes has a unique focus and continues to develop its own audience. For example, Signing, Snacks & Stories provides an opportunity to learn basic American Sign Language (ASL) skills for grades K-3. In January, the ASL themes focused on winter signs, and the attending families received laminated sheets with the ASL alphabet.



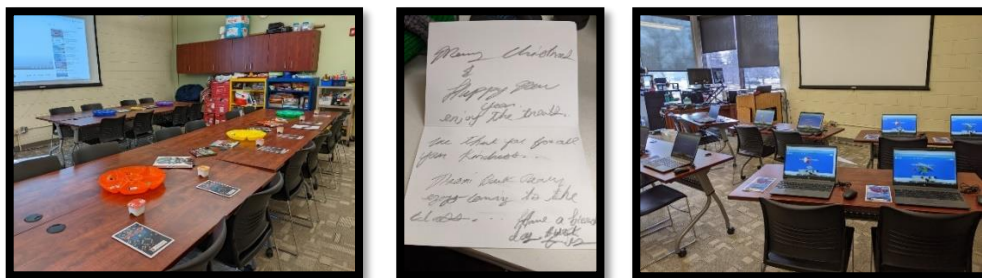
In an effort to educate young people in our community about the library, Youth Services staff paid visits to all four Dundee Township Park District preschool locations in January. Amanda Keen and Erin Sikorski visited Sleepy Hollow, Rakow, Washington Street, and Randall Oaks (morning and afternoon sessions) for stories, singing, and games. Additionally, Youth Services Librarian Heather Ji coordinated a Preschool and Daycare Fair in January. Staff from seven preschool and daycare organizations were in attendance to answer questions about the educational services they provide.



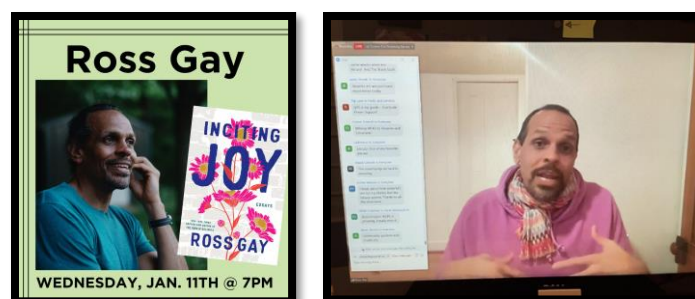
Library Specialists Erica Acevedo and Cari Poweziak began another round of Tablets for Seniors training in January. Continuing our partnership with AgeGuide Northeastern Illinois, 28 seniors in our community received free Samsung tablets and in-person instruction from library staff. This time, training is taking place at three locations: Dundee Township Adult Activities Center, Village Green and Gardiner Place. To make these training sessions as productive as possible, Cari and Erica have received additional on-site support from Adult & Teen Services Assistant Dian Martinez.



Youth Services Librarian Amanda Keen partnered with Adult & Teen Services Specialist Erica Acevedo for a special crossover edition of Homeschool Hangout. Homeschool Hangout is Amanda's biweekly program that features a rotating theme of student-led activities. One of the January sessions was an introduction to tinker technologies in Corner 68, where Erica shared her expertise with 3D printers and Tinkercad. Both Amanda and Erica were thrilled that the young people in attendance so enthusiastically experimented with this new software. Amanda even received a thank you note from one of the attendees!

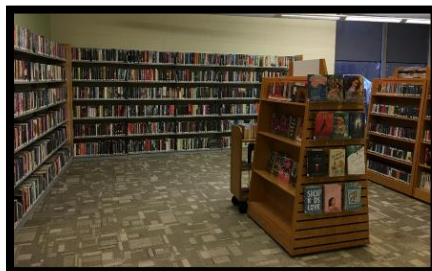


As a member of Illinois Libraries Present (ILP), our Library District continues to make high-profile virtual programming available to our patrons in partnership with hundreds of other public libraries across the state. In January, our very own Cari Poweziak provided the introduction and outro to "Inciting Joy: A Conversation with Ross Gay." The best-selling essayist and award-winning poet Ross Gay engaged in a passionate discussion on what we love and what brings us together.



After months of planning and cooperation across library departments, we successfully swapped the computer lab and Teen area of the Dundee Library, resulting in more appropriate use of our limited space. We had long lamented the fact that our popular YA collections and teen graphic novels were shelved in an area of the library that was too small to accommodate these materials. Teen Librarian Danielle Pacini always made creative use of the Teen area and carefully curated her collections, but

there was no room for growth. IT Manager John Sabala had reported to the Board of Trustees last year that fewer public computers were necessary, due to decreasing demand for this service. It was John who experienced the flash of inspiration, “We now have fewer computers in the computer lab, and the Teen area is always cramped, what if we swapped spaces?” With Amy’s approval, we began working toward “The Swap.” PATS Manager Karin Nelson consolidated our magazine collection so that it occupied fewer shelves, and these shelves were shifted by Facilities Manager Michael Lorenzetti to a new location. The newly cleared space on the west wall of the building, where the magazines had been shelved, was now free for disused computer desks to be set up as study carrels. Michael engaged the services of Hallett Movers to shift the remaining row of computer desks to the former Teen area, and brought in Peters Electric to install data and power connections. Over two thousand books in the Teen area were shifted onto carts by Adult & Teen Services staff members and wheeled to a temporary staging area while this work was being done. Michael moved all the Teen shelving to its new space in the former computer lab, and then the carts of books were reshelfed. In one of the photos included below, you can see Danielle gleefully celebrating all the open space in her new Teen area. Staff are very excited about these changes, and we have received many positive comments from our patrons. I encourage all Trustees, as their time allows, to check out this reallocation of library space.



Sam Bunte, Librarian II in the Adult & Teen Services Department, attended the LibLearnX conference in New Orleans for four days in January. LibLearnX is an American Library Association conference designed to “motivate, inspire, and engage in discussions that will shape the future of libraries and their communities.” Sam appreciated the opportunity to learn from the guest speakers and engage with peers from around the country, from all types of libraries.

As always, Public Services staff provided one-on-one assistance by appointment, which address a wide range of information needs and allow for more personalized assistance than is possible at the reference desk. In January, we provided 22 one-on-one appointments, including device troubleshooting and help completing online job applications, as well as more specialized information requests such as “how to repair a Conestoga wagon wheel” and searching through historical phone directories from the 1950s.

Throughout January, I participated in regular meetings of the Illinois Library Association's Diversity Committee, the Illinois Libraries Present Steering Committee, and our library consortium's Patron Access Services (PAS) Technical Group. In preparation for the Future Planning presentations at the upcoming Board of Trustees meeting, Deputy Director Heather Zabski and I visited the Crystal Lake Public Library to tour the building and learn about its renovation from the Crystal Lake administrators.

Account Services Manager: Keri Carroll

Monthly Report for January 2023

The total number of cardholders for our district dropped 5,834 in the past two months. While this dip is significant, it is one of the final statistics to feel the impact of COVID. Cardholders are deleted from our database after three years of inactivity, and as visits and circulation numbers can support, there are still countless households who have yet to revisit the library. I suspect that this trend will continue for the next few months before plateauing.

On a more positive note, the Randall Oaks branch is not feeling the effects of COVID this January as 4,652 patrons visited the branch, the highest visit total they've had in three years. For additional context, that's nearly double the number of visitors from December to January. Dundee was up nearly 1,000 visits from January 2022, trying to hang with the westside facility. Home deliveries were nearly identical to last January, as were license plate renewals.

I presided over my penultimate CCS Circulation Technical Group meeting as Chair on January 13th. Among the topics we discussed included our potential change to how online payments will be processed and procedures in place to retrieve items from patrons above a certain fine threshold. Discussion at the Circulation meetings is always engaging and informative, and this was no exception! Additionally, several CCS circulation managers have retired in the past few months, and I'm excited to get to know these new faces. I hope I'm able to help them get acquainted in the same way so many current and former managers helped me as I found my footing.

Public Relations and Outreach: Kirstin Finneran

Monthly Report for January 2023



Village of Gilberts 2023 Calendar. Every year, the Village of Gilberts produces a wall calendar and distributes it to all residents. They hold a contest to acquire the cover photo, and feature a different community department or resource every month. We reached out to them this year and they generously featured us for the month of September, which is Library Card Sign Up Month.

3D Fox Sculpture Courier-News Article. Erica Acevedo, our talented ATS Specialist, was able to create a replica of our chainsaw fox sculpture using our 3D printer. After seeing a social media post created by Content Coordinator Leslie Sineni, the reporter who did the initial article about the sculpture wrote another one featuring Erica and how she went about creating it.

2023 Summer Reading Challenge Graphics. For the first time ever, FRVPLD will be using our very own theme and graphics for the summer reading challenge. Graphic Designer Dan Mitchell has created the initial graphic, and will be following up with many other coordinated elements for badges, tshirts, promotional items, reading logs and so much more. Stay tuned!

Meetings/Training/Events

Board of Trustees Meeting, January 17

eNews

Date Sent	Subject	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
1/4/2023	Winter Storytimes, Best of 2022	12597	5525	43.93%	201
1/11/2023	MLK Jr., Preschool Fair, Budgeting	12574	5468	43.54%	187
1/18/2023	Lunar New Year, MasterClasses	12561	5540	44.18%	321
1/25/2023	Tax Forms, New Gallery Display, Travel Lecture	12545	5461	43.58%	316

Social Media Insights - January 2023

Facebook

Reach: 14,625 (+149%)

Engagement: 1,580 (+102%)

Followers: 2258 (+21)

Instagram

Followers: 608 (+45)

Accounts reached: 7,093 (-74.3%)

Accounts engaged: 975 (-975%)

Randall Oaks Manager: Brittany Berger

Monthly Report for January 2023

January was one of the busiest months I've seen in years! Our foot traffic for the month, 4,652, was almost double December's 2,537. I think a good portion of this increase can be directly tied to the start of the Park District's basketball season. Whenever our neighboring gym hosts a practice or a game, people visit the library in droves. Likewise, our passive program participation saw a large increase, with a grand total of 882; 310 of which was from our popular scavenger hunt, where kids searched the library for unique snowflakes and got to choose a prize from our treasure chest. Our monthly interactive coloring board is also a huge draw, as you can see in the photo below. What started as a penguin snow globe was completely covered by nearly 400 winter animals.



There were 10 programs at Randall Oaks this month, with a total of 153 attendees. Two of the month's most popular programs are photographed below: Tropical Party and Tiny Art Show - Love. At Lisa's Tropical Party on the 18th, families escaped the cold for an hour of hula dancing, searching for buried treasure, and attempting the limbo! Rachel revamped her popular Tiny Art Show program in preparation for Valentine's Day. After painting their creations on the 31st, the 21 participants were invited to leave their mini paintings on display at Randall Oaks until Valentine's Day.



This year's Winter Reading Challenge, Cozy Up with a Good Book, began on December 1st and ended January 15th. Participants were able to pick up their prizes through the end of the month. To complete the challenge, patrons needed to complete 4 out of 6 activity badges that were designed for each age group. Teens and adults who finished the challenge received a booklight and touchscreen gloves with the FRVPLD logo. Youth and pre-readers won a stress ball and winter bear plush. I'm thrilled to say that the challenge was a success and we saw a significant increase in registrations and finishers. Thanks to the hard work of Librarians Danielle Pacini and Heather Ji, PR Manager Kirstin Finneran and her whole department, and of course every single staff member who promoted the challenge this year! In 2022 there were 299 total registrations and 136 finishers with 1,080 completed activities. This year there were 394 registrations and 172 finishers with 1,250 completed activities. Overall, that's about a 30% increase!

In other Reading Challenge news, planning for 2023's Summer Reading Challenge is well underway. For the first year ever, the committee has decided to create our own theme from scratch with the support of the PR department. Creating our own theme has generated a lot of enthusiasm and new ideas that I'm excited to see unfold. So far, we have settled on a fantasy theme that will be called "Once Upon a Time." Similar to years past, early registration is set for May 1st and the program will officially launch on June 1st. More info to come soon!

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

Monthly Report for January 2023

Savings: Over \$400 with over \$180 savings was due to discounts from one of our major IT supply vendors when purchasing a Sonicwall gateway and licenses.

Magazine Area: All issues were shifted to the new location since numerous former computer area carrels were put into the public space where the magazines had been shelved.

Facilities Manager: Michael Lorenzetti

Monthly Report for January 2023

Roof: In the month of January, the heart of the winter season, any water on the roof is frozen. The Corner 68 room/area remains dry, although a section of the southern and western ceiling continues to have periodic drippings. This information was also reported in the January FRVPLD report. Conversations and communications with Complete Roofing is continuous as we did have some thaw action and dripping was observed on the southern section of the building.

Locks: Elgin Lock and Key was onsite (1/23) to install locks on specific cabinets that contain financial matters in the business office.

Electrical: On 1/24, John Peters was onsite to discuss the data and power connections that will take place after the computer/study cubes relocation project. The next day, Hallett movers were onsite for the computer/study cube relocation project. In the last week of January, Peters Electric was onsite for the data and power connections for the new computer/study cube areas.

Plumbing: Also in the last week of January, A&T Plumbing was onsite for the upgrade of the plumbing fixtures. All restroom fixtures (toilets/faucets) are now ADA and code compliant.

How are we doing?

The monthly Dashboard tells our story

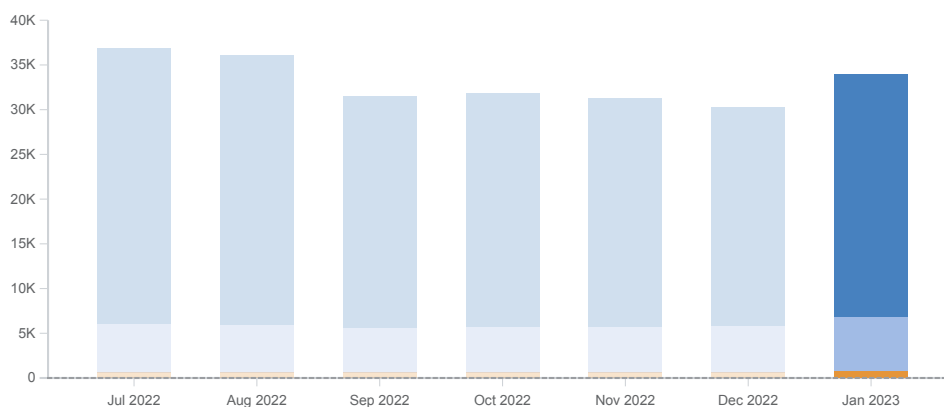
Click the graphs to see more details

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 Feb 07, 2023, 10:20 PM



33,991

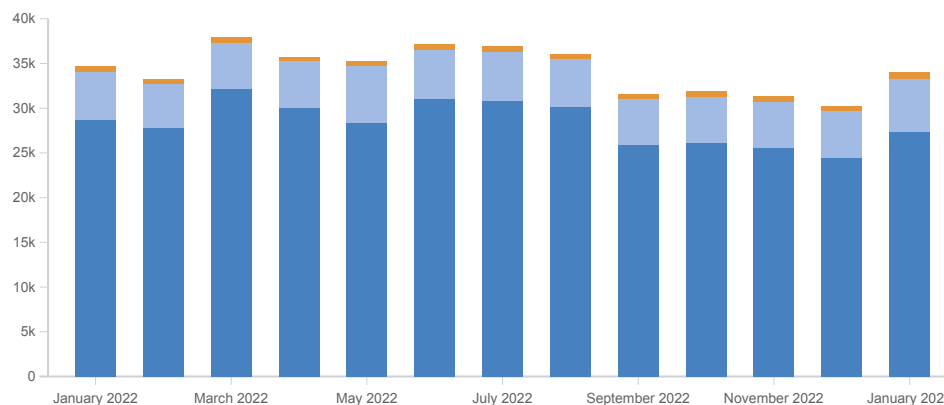
Metric Type in Jan 2023

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 Feb 07, 2023, 10:20 PM



33,991

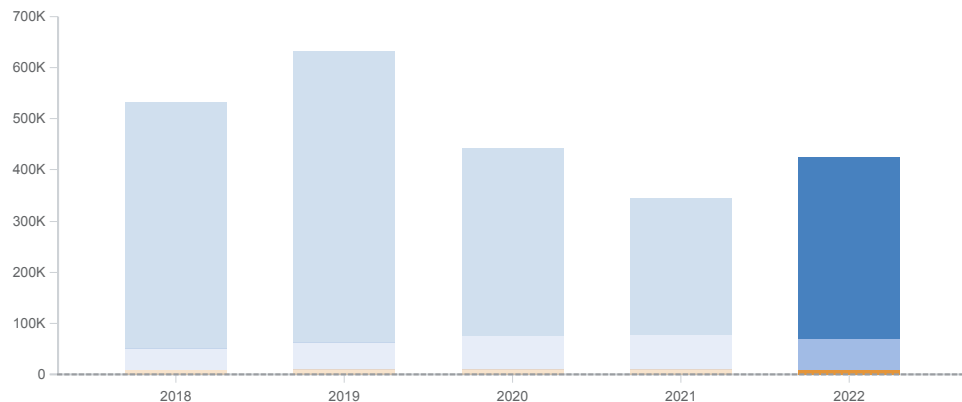
Metric Type in January 2023

Checkout Trend

How many items circulated annually for the past five years?

Circulation rebounded from the COVID-19 pandemic in FY2122.

Data Updated Feb 07, 2023, 10:20 PM



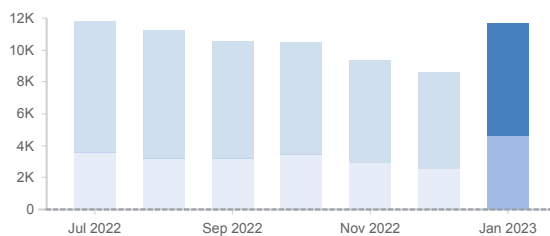
425,409

Metric Type in 2022

Library Visits - This Fiscal Year

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

Randall Oaks had a huge increase in visitors in January.



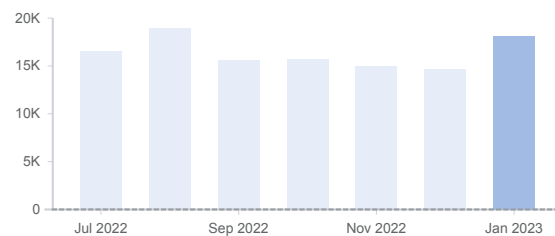
11,667

Location in Jan 2023

Website Visits - This Fiscal Year

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

Online visits increased in January.

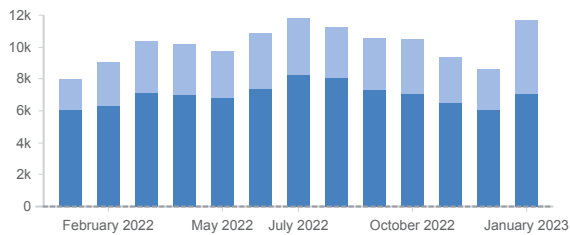


18,138

Location in Jan 2023

Library Visits - Past 13 Months

Library visits increased by 64% from last January.

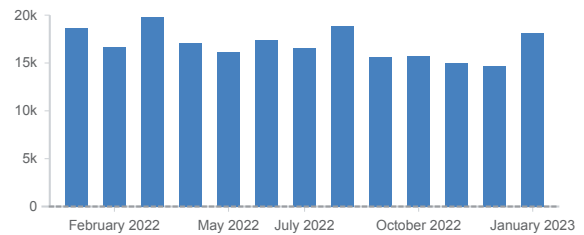


11,667

Location in January 2023

Website Visits - Past 13 Months

Website usage was similar to last January.

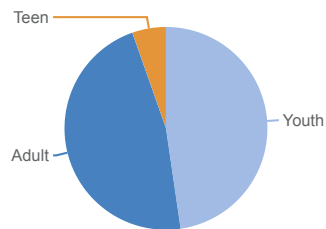


18,138

Location in January 2023

Physical item checkouts

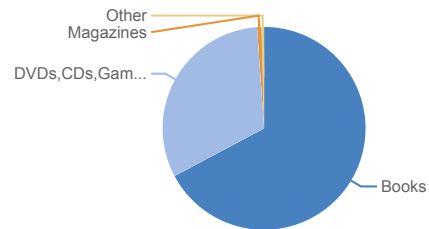
Checkouts by Audience - last fiscal year



369,402

Department in 2022

Checkouts by Material Type - last fiscal year



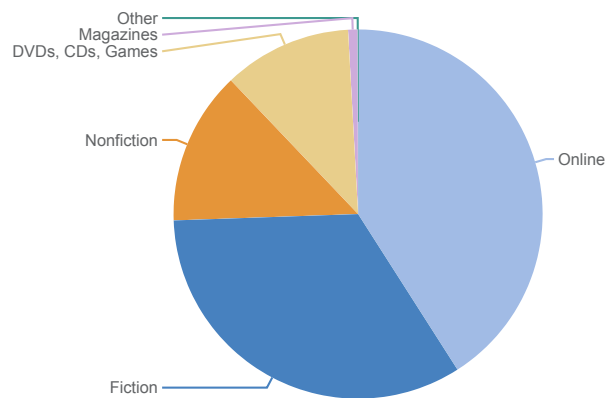
369,402

Material Type in 2022

How many items are owned by our libraries?

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

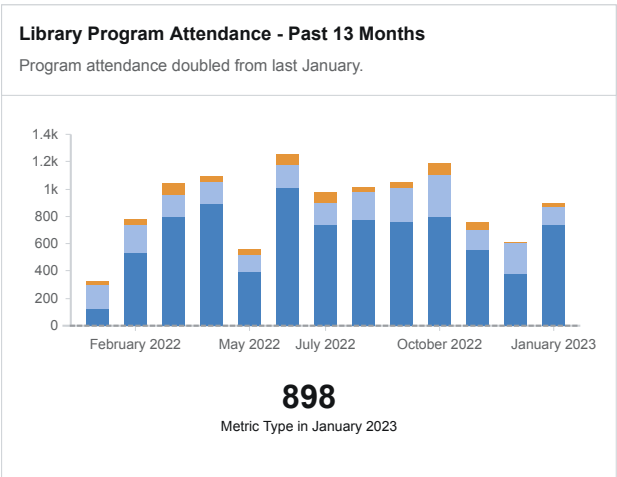
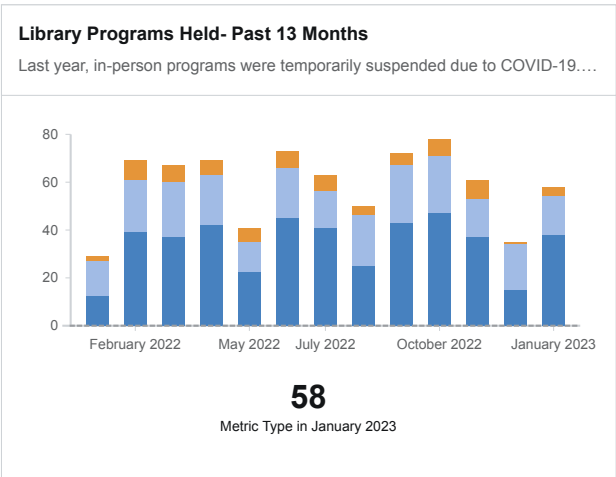
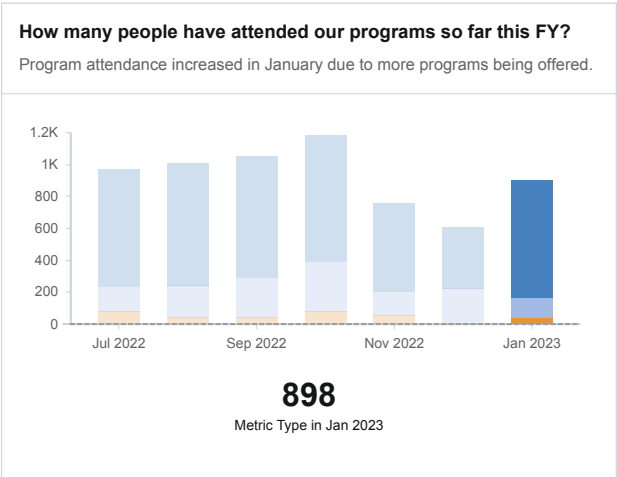
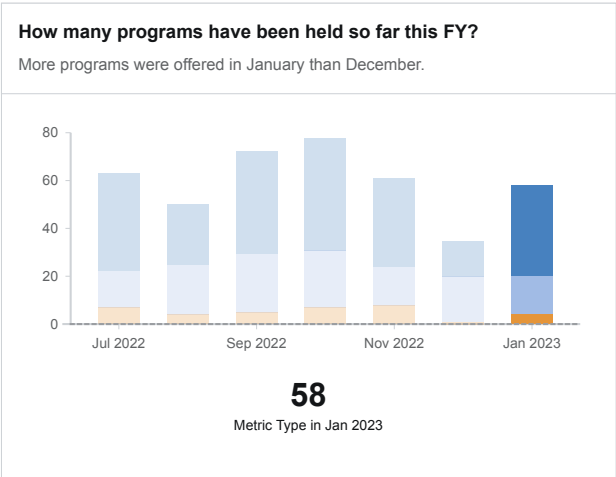
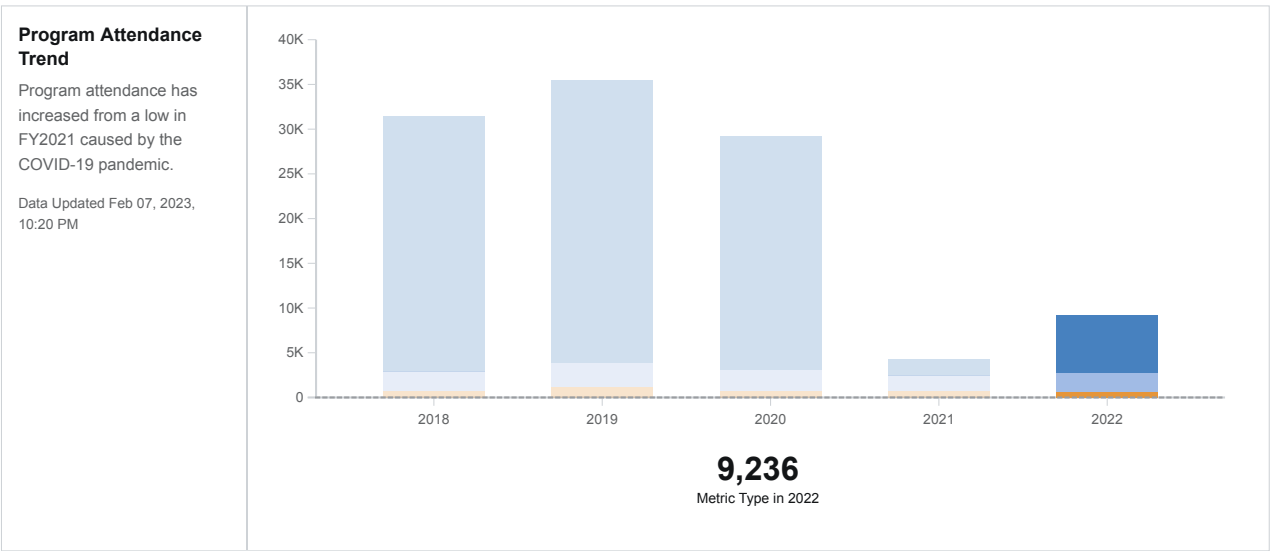
Data Updated Aug 10, 2022, 2:39 PM



220,057

Material Type in 2022

Program Attendance Trend

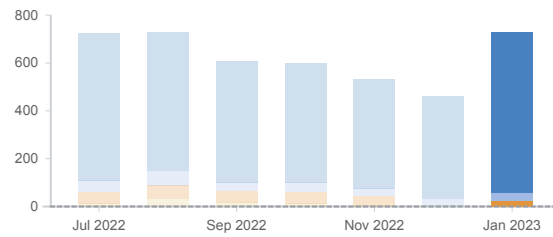


Specialty Services

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

Specialty Services This Fiscal Year

Home Delivery is our most used specialty service.

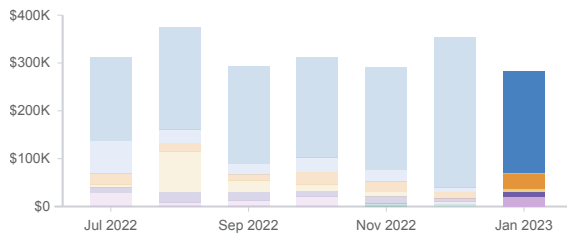


728

Metric Type in Jan 2023

Monthly Spending- this year

How much does the Library spend each month this FY?



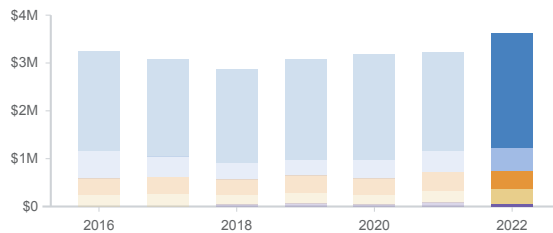
\$282,854.92

Expenses in Jan 2023

Past years' spending

How much does the Library spend each year?

Inflation and building improvement projects increased expenses in FY2122.



\$3,631,243.27

Expenses in 2022



www.FRVPLD.info

A. Consent Agenda

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

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

- A.1.a Minutes from the January 17, 2023 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for January 2023**
- A.1.c Monthly Financial Report for January 2023**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for January 2023**
- A.1.j Ehlers Investment Inventory for January 2023**

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
January 17, 2023**

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; attending electronically
	Treasurer	Tara Finn
	Trustee	Matthew Goyke
	Trustee	Maryann Dellamaria
	Trustee	Paula Lauer

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Sumitra Potharazu, Jason Katsion, Kirstin Finneran, Michael Lorenzetti, Brittany Berger, John Sabala, Mark Castelvechi, Karen Werle

Public Comment

There was no public comment.

President's Report

There was no report.

Director's Report

Executive Director Dodson recapped the November and December events at the library, noting the addition of Dundee Library's street address on the new electronic sign. A recap of meetings with the communities served by FRVPLD will be forthcoming in February.

Department Reports and Dashboard

Activities and statistics for November and December were provided; there were no questions or comments.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from November 15, 2022 Board of Trustees Meeting**
- A.1.b Minutes from December 28, 2022 Emergency Board Meeting**
- A.1.c Check Voucher Register for November 2022**
- A.1.d Check Voucher Register for December 2022**
- A.1.e Monthly Financial Report for November 2022**
- A.1.f Monthly Financial Report for December 2022**
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2022**
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2022**
- A.1.i Revenue Summary – All Funds Combined by Period for November and December**

- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2022**
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2022**
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2022**
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2022**
- A.1.n Expenditure Summary – All Funds Combined by Period for November and December**
- A.1.o Balance Sheet for November 2022**
- A.1.p Balance Sheet for December 2022**
- A.1.q Ehlers Investment Inventory for November and December**

Weber inquired if there were any items Trustees would like removed for further discussion. Vice President Corbett requested exhibit A.1.F be withheld. Weber then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.E AND A.1.G THROUGH A.1.Q 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 – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Weber then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.F AS PRESENTED*. Moved by Finn and seconded by Dellamaria, item opened for discussion. Corbett inquired as to the nature of revenues in the Tax Increment budget line. Deputy Director Zabski explained it was tax revenues due the Library, collected by West Dundee from a tax increment financing zone recently closed. There were no further questions; Weber called for a roll call vote.

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

Unfinished Business

B.1 Plumbing Upgrades – A&T Plumbing Inc. & Son

Weber called for a motion 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*. Moved by Goyke and seconded by Dellamaria, item opened for discussion. Dodson noted this motion was first presented in November and tabled in order to solicit additional proposals, and Facilities Manager Michael Lorenzetti launched a formal Request for Proposals. Although two inquiries were addressed, no proposals were forthcoming. Weber then called for a roll call vote.

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

New Business

C.1 Ordinance 2023-01 Nonresident Cards

Weber called for a motion to *ADOPT ORDINANCE 2023-01 NONRESIDENT CARDS*. Moved by Corbett and seconded by Finn, item opened for discussion. Dodson reported this ordinance is routine and required for regional library system membership. There was no further discussion, Weber called for a roll call vote.

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

C.2 Minimum Wage Requirement – Update Salary Scale

Weber called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Finn and seconded by Dellamaria, item opened for discussion. Dodson explained salary adjustments are necessary to meet the requirements of Illinois' minimum wage law. Weber called for a roll call vote.

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

C.3 Fiscal Policy Review and Updates

Weber called for a motion to *ADOPT THE FISCAL POLICY AS PRESENTED*. Moved by Finn and seconded by Goyke, item opened for discussion. Dodson noted the library's fiscal policy was due for review. Finance Manager Sumitra Potharazu updated the policy to current standards. Trustees commented on the high caliber of the document. Weber called for a roll call vote.

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

Adjournment

No further business was discussed, Weber called for a motion to *ADJOURN*. Moved by Corbett and seconded by Goyke, Weber called for a roll call vote.

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

Meeting adjourned at 7:20 PM.

Christine L. Evans, Secretary

Fox River Valley Public Library District
Check/Voucher Register
10100 - BANK ACCOUNTS
From 1/1/2023 Through 1/31/2023

Vendor Name	Check Number	Effective Date	Check Amo...	
Abila	44028	1/27/2023	(690.00)	
Accurate Office Supply Co.	44305	1/17/2023	5.06	
Ziegler's Ace Hardware	44306	1/17/2023	47.12	
Alarm Detection Systems	44307	1/17/2023	204.90	
Algonquin Area Public Library District	44308	1/17/2023	179.00	
Arthur J. Gallagher & Co.	44309	1/17/2023	4,254.00	
AT&T	44310	1/17/2023	193.70	
AT & T Mobility	44311	1/17/2023	111.35	
Brodart Co.	44312	1/17/2023	507.24	
Cooperative Computer Services	44313	1/17/2023	17,440.45	
CDS Office Technologies	44314	1/17/2023	623.10	
ComEd	44315	1/17/2023	3,153.32	
Demco, Inc.	44316	1/17/2023	179.93	
Doyle Signs	44317	1/17/2023	65,300.00	New electronic sign
Ehlers Investment Partners, LLC	44318	1/17/2023	992.13	
Garveys Office Products	44319	1/17/2023	625.95	
GovConnection, Inc	44320	1/17/2023	4,785.22	
Groot, Inc	44321	1/17/2023	118.65	
Imperial Service Systems, Inc	44322	1/17/2023	6,971.00	
INGRAM Library Services	44324	1/17/2023	6,490.75	
KONE, INC	44325	1/17/2023	304.84	
Libraries of Illinois Risk Agency	44326	1/17/2023	36,905.28	
LIMRiCC Unemployment Compensatio...	44327	1/17/2023	1,392.06	
Midwest Tape Exchange, Inc.	44328	1/17/2023	12,335.85	
Nicor Gas	44329	1/17/2023	1,348.92	
OpenGov, Inc.	44330	1/17/2023	2,464.00	
Overdrive, Inc.	44331	1/17/2023	9,900.00	
Paddock Publications, Inc.	44332	1/17/2023	164.45	
Postmaster -Algonquin	44333	1/17/2023	2,500.00	
Raluca Barbu	44334	1/17/2023	100.00	
Peregrine,Stime,Newman,Ritzman & ...	44335	1/17/2023	1,012.50	
Rotary Club of Carpentersville - Mornng	44336	1/17/2023	190.00	
Showcases	44337	1/17/2023	158.52	
Technology Management Rev Fund	44338	1/17/2023	427.50	
Cardmember Service	44339	1/17/2023	2,593.41	
Wellness Insurance Network	44340	1/17/2023	19,500.68	
Winter Services LLC	44341	1/17/2023	1,265.00	
SYNCB/AMAZON	Amazon ACH 01/...	1/27/2023	3,654.76	
Paylocity Payroll	DD01/2023 Paylo...	1/13/2023	306.28	
Paylocity Payroll	DD01/2023 Paylo...	1/27/2023	636.13	
Illinois Municipal Retirement	DD01/27/2023-I...	1/27/2023	19,348.50	
Illinois Dept. of Revenue	DD20230124 IL ...	1/24/2023	14.29	
Office of the Secretary of State of Illi...	SSLT Fee For De...	1/3/2023	37.50	
Comcast	STMT202301Co...	1/23/2023	931.77	
Comcast	STMT202301DL-...	1/3/2023	312.69	
Comcast	STMT202301RO-...	1/3/2023	206.07	
Office of the Secretary of State of Illi...	TSYS Dec ACH W...	1/1/2023	359.00	
TSYS Merchant Solutions-Omaha	TSYS Fees Dec in...	1/3/2023	484.34	
Office of the Secretary of State of Illi...	TSYS Withdrawal...	1/31/2023	5,107.00	
Total 10100 - BANK ACCOUNTS			235,454.21	
Report Total			235,454.21	

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

		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	0.00	3,750,934.26	97.98%	77,314.74	3,828,249.00	2.01%
43020	PPRT	0.00	62,256.06	77.82%	17,743.94	80,000.00	22.17%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	24,177.88	0.00%	(24,177.88)	0.00	0.00%
44010	INT & DIV INCOME	14,661.30	73,538.30	2,451.27%	(70,538.30)	3,000.00	(2,351.27)%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	(3,233.20)	102,273.55	(3.16)%
45020	OTHER GRANTS	0.00	4,969.74	49.69%	5,030.26	10,000.00	50.30%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	(45.80)	0.00	0.00%
46030	LOST & DAMAGED	417.15	2,755.62	55.11%	2,244.38	5,000.00	44.88%
46200	PRINT/COPY REVENUE	0.00	401.80	0.00%	(401.80)	0.00	0.00%
46250	LICENSE PLATE RENEWAL INCOME	5,870.00	43,163.50	53.95%	36,836.50	80,000.00	46.04%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	100.90	0.00%	(100.90)	0.00	0.00%
46400	MISCELLANEOUS INCOME	0.00	152.00	30.40%	348.00	500.00	69.60%
46450	REIMBURSEMENTS	0.00	500.00	2.77%	17,500.00	18,000.00	97.22%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	1,170.76	97.56%	29.24	1,200.00	2.43%
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	304.10	3,176.10	90.74%	323.90	3,500.00	9.25%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	49.35	65.85	131.70%	(15.85)	50.00	(31.70)%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46200	PRINT/COPY REVENUE	95.00	336.65	67.33%	163.35	500.00	32.67%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	1.50	3.00%	48.50	50.00	97.00%
	Total REVENUES	21,490.90	4,073,253.47	98.57%	59,119.08	4,132,372.55	1.43%
	Total Revenues	21,490.90	4,073,253.47	98.57%	59,119.08	4,132,372.55	1.43%
	Expenditures						
01	TRANSFERS BETWEEN FUNDS						

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

		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
0	District Wide						
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	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%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	16,464.36	100,721.66	42.67%	135,278.34	236,000.00	57.32%
52121	IMRF	11,048.10	106,413.94	51.90%	98,586.06	205,000.00	48.09%
52122	REIMBURSED INS	94.00	1,170.76	97.56%	29.24	1,200.00	2.43%
52160	TUITION REIMB	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
52212	FICA / MEDICARE/SS-R	12,954.28	93,504.79	55.65%	74,495.21	168,000.00	44.34%
05	ADMINISTRATION						
52100	SALARIES	34,987.70	249,457.72	53.38%	217,828.28	467,286.00	46.61%
40	PUBLIC RELATIONS						
52100	SALARIES	12,110.76	82,061.17	54.27%	69,138.83	151,200.00	45.72%
50	IT / NETWORK						
52100	SALARIES	10,011.90	66,480.74	58.45%	47,252.26	113,733.00	41.54%
60	PATS						
52100	SALARIES	8,623.49	71,211.57	52.64%	64,059.43	135,271.00	47.35%
90	FACILITIES						
52100	SALARIES	10,690.90	73,767.01	44.17%	93,229.99	166,997.00	55.82%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	36,958.66	255,753.23	57.44%	189,486.77	445,240.00	42.55%
20	YOUTH SERVICES						
52100	SALARIES	21,440.01	153,030.80	54.04%	130,113.20	283,144.00	45.95%
70	ACCOUNT SERVICES						
52100	SALARIES	21,167.78	161,336.62	52.09%	148,367.38	309,704.00	47.90%
75	SHELVERS						
52100	SALARIES	0.00	444.00	0.00%	(444.00)	0.00	0.00%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	16,288.17	123,823.38	52.84%	110,506.62	234,330.00	47.15%
	Total PERSONNEL SERVICES/BENEFITS	212,840.11	1,539,177.39	52.58%	1,387,927.61	2,927,105.00	47.42%
20	LIBRARY MATERIALS						
0	District Wide						

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		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	442.85	7,757.92	77.57%	2,242.08	10,000.00	22.42%
61500	DATABASES	0.00	42,289.77	73.22%	15,463.23	57,753.00	26.77%
61510	EBOOKS	1,568.38	47,797.29	82.83%	9,902.71	57,700.00	17.16%
61520	DOWNLOADABLE MEDIA	0.00	12,882.09	38.71%	20,392.91	33,275.00	61.28%
61540	HOTSPOTS	0.00	9,480.00	94.80%	520.00	10,000.00	5.20%
64100	PROC FEES BOOKS	174.85	1,767.77	44.19%	2,232.23	4,000.00	55.80%
64200	PROC FEES AV	372.18	4,358.88	54.48%	3,641.12	8,000.00	45.51%
64500	ONLINE ORDERING FEE	544.50	738.34	105.47%	(38.34)	700.00	(5.47)%
70900	SUPPLIES	0.00	12.74	0.00%	(12.74)	0.00	0.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	371.96	37.19%	628.04	1,000.00	62.80%
61200	PERIODICALS	65.00	1,687.88	84.39%	312.12	2,000.00	15.60%
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	479.10	4,136.10	24.33%	12,863.90	17,000.00	75.67%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,045.07	16,514.36	51.60%	15,485.64	32,000.00	48.39%
61111	BOOKS LARGE TYPE	416.66	2,186.18	54.65%	1,813.82	4,000.00	45.34%
61120	BOOKS NF	874.79	4,957.07	30.98%	11,042.93	16,000.00	69.01%
61130	BOOKS SPANISH	0.00	430.86	10.77%	3,569.14	4,000.00	89.22%
61140	GRAPHIC NOVELS	216.27	1,941.38	77.65%	558.62	2,500.00	22.34%
61330	AUDIOBOOKS	535.87	3,562.16	50.88%	3,437.84	7,000.00	49.11%
61350	MUSIC	122.44	1,776.96	44.42%	2,223.04	4,000.00	55.57%
61400	DVD	516.49	8,700.67	71.02%	3,549.33	12,250.00	28.97%
61700	NONTRADITIONAL MATERIALS	145.94	1,611.31	32.22%	3,388.69	5,000.00	67.77%
15	TEEN						
61100	BOOKS	806.36	3,625.94	45.32%	4,374.06	8,000.00	54.67%
61130	BOOKS SPANISH	92.00	657.64	32.88%	1,342.36	2,000.00	67.11%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	1,795.39	16,472.28	36.60%	28,527.72	45,000.00	63.39%
61130	BOOKS SPANISH	0.00	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	165.64	2,207.43	44.14%	2,792.57	5,000.00	55.85%
61700	NONTRADITIONAL MATERIALS	0.00	1,377.05	39.34%	2,122.95	3,500.00	60.65%

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		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,520.54	101.36%	(20.54)	1,500.00	(1.36)%
61600	VIDEOGAMES	75.80	2,778.60	55.57%	2,221.40	5,000.00	44.42%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	659.87	5,750.08	57.50%	4,249.92	10,000.00	42.49%
61120	BOOKS NF	319.85	1,170.51	39.01%	1,829.49	3,000.00	60.98%
61400	DVD	416.08	3,400.33	45.33%	4,099.67	7,500.00	54.66%
15	TEEN						
61100	BOOKS	496.29	1,563.65	52.12%	1,436.35	3,000.00	47.87%
61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	250.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	484.81	5,920.91	42.29%	8,079.09	14,000.00	57.70%
61130	BOOKS SPANISH	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
61400	DVD	116.16	1,313.99	43.79%	1,686.01	3,000.00	56.20%
61700	NONTRADITIONAL MATERIALS	561.00	762.00	152.40%	(262.00)	500.00	(52.40)%
	Total LIBRARY MATERIALS	14,509.64	227,526.72	54.64%	188,901.28	416,428.00	45.36%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	4,254.00	6,204.00	79.53%	1,596.00	7,800.00	20.46%
52124	UNEMPLOYMENT INS	(4,880.25)	(468.64)	(4.68)%	10,468.64	10,000.00	104.68%
52130	STAFF DEVELOPMENT	0.00	2,460.10	36.71%	4,239.90	6,700.00	63.28%
70800	POSTAGE	17.99	1,282.26	42.74%	1,717.74	3,000.00	57.25%
70900	SUPPLIES	507.54	5,767.93	44.36%	7,232.07	13,000.00	55.63%
73225	PUBLIC LIABILITY INS	18,452.64	36,371.64	90.92%	3,628.36	40,000.00	9.07%
73230	TRANSPORTATION REIMBURSEMENT	5.63	648.83	12.97%	4,351.17	5,000.00	87.02%
73240	BOARD EXPENSES	0.00	375.00	15.00%	2,125.00	2,500.00	85.00%
73241	LEGAL NOTICES FEES	108.10	1,069.80	53.49%	930.20	2,000.00	46.51%
73242	MEMBERSHIPS	0.00	1,100.00	37.93%	1,800.00	2,900.00	62.06%
73245	BACKGROUND CHECK FEES	0.00	66.00	16.50%	334.00	400.00	83.50%
73250	BANK CHARGES	240.64	2,298.05	76.60%	701.95	3,000.00	23.39%
73255	INVESTMENT FEES	335.71	2,328.30	38.80%	3,671.70	6,000.00	61.19%
73260	LOST & PAID FORWARDING	0.00	0.00	0.00%	500.00	500.00	100.00%
73280	COST OF ITEMS SOLD	0.00	45.36	9.07%	454.64	500.00	90.92%
73281	TAX EXPENSE	55.56	55.56	37.04%	94.44	150.00	62.96%

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		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	5,600.00	41,176.25	54.90%	33,823.75	75,000.00	45.09%
73283	LICENSE PLATE S&SLT FEES	45.00	348.75	55.80%	276.25	625.00	44.20%
73285	REIMBURSED PURCHASES	0.00	10,705.99	59.47%	7,294.01	18,000.00	40.52%
73290	HOSPITALITY	29.27	560.03	16.00%	2,939.97	3,500.00	83.99%
73295	MEETING EXPENSE	0.00	895.93	89.59%	104.07	1,000.00	10.40%
76500	CASH UNDER	0.25	87.74	35.16%	161.76	249.50	64.83%
79990	CONTINGENT EXPENSES	0.00	3,183.76	106.12%	(183.76)	3,000.00	(6.12)%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	0.00	2,981.70	54.21%	2,518.30	5,500.00	45.78%
52150	DIRECTOR'S CONF	0.00	845.20	24.14%	2,654.80	3,500.00	75.85%
73242	MEMBERSHIPS	236.00	936.00	35.05%	1,734.00	2,670.00	64.94%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	0.00	990.55	49.52%	1,009.45	2,000.00	50.47%
30	PUBLIC SERVICE						
70900	SUPPLIES	171.96	2,147.34	30.67%	4,852.66	7,000.00	69.32%
40	PUBLIC RELATIONS						
52130	STAFF DEVELOPMENT	0.00	864.50	86.45%	135.50	1,000.00	13.55%
73242	MEMBERSHIPS	100.00	100.00	66.66%	50.00	150.00	33.33%
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	461.03	3,492.24	34.92%	6,507.76	10,000.00	65.07%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	4,348.69	62.12%	2,651.31	7,000.00	37.87%
73520	PLANT OPERATION	420.46	7,113.46	35.56%	12,886.54	20,000.00	64.43%
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	325.00	25.19%	965.00	1,290.00	74.80%
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	686.25	2,002.91	133.52%	(502.91)	1,500.00	(33.52)%

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		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
73242	MEMBERSHIPS	0.00	0.00	0.00%	300.00	300.00	100.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	685.98	68.59%	314.02	1,000.00	31.40%
73505	RENT EXPENSE	5,407.50	37,852.50	58.33%	27,037.50	64,890.00	41.66%
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	32,255.28	181,673.71	52.13%	166,815.79	348,489.50	47.87%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	2,790.00	7,790.00	70.81%	3,210.00	11,000.00	29.18%
70900	SUPPLIES	118.54	5,310.19	88.50%	689.81	6,000.00	11.49%
73010	NEWSLETTER	0.00	12,235.00	45.31%	14,765.00	27,000.00	54.68%
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	2,908.54	25,335.19	55.44%	20,364.81	45,700.00	44.56%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	78.90	3.94%	1,921.10	2,000.00	96.05%
73150	PERFORMERS	0.00	1,500.00	33.33%	3,000.00	4,500.00	66.66%
73151	SUMMER READING	0.00	1,499.20	9.37%	14,500.80	16,000.00	90.63%
73152	WINTER READING	0.00	2,235.11	74.50%	764.89	3,000.00	25.49%
73153	MISC READING CHALLENGES	184.30	424.18	16.96%	2,075.82	2,500.00	83.03%
73155	LICENSING	770.00	1,420.00	83.52%	280.00	1,700.00	16.47%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	312.66	3,110.39	59.24%	2,139.61	5,250.00	40.75%
15	TEEN						
70900	SUPPLIES	10.68	590.49	29.52%	1,409.51	2,000.00	70.47%
73150	PERFORMERS	0.00	0.00	0.00%	500.00	500.00	100.00%
20	YOUTH SERVICES						
70900	SUPPLIES	2,090.17	8,074.71	62.11%	4,925.29	13,000.00	37.88%
73150	PERFORMERS	50.00	350.00	8.75%	3,650.00	4,000.00	91.25%
2	Randall Oaks						
80	RANDALL OAKS						

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	70900	SUPPLIES	122.39	1,165.98	58.29%	834.02	2,000.00	41.70%
		Total GENERAL PROGRAMMING	3,540.20	20,448.96	36.22%	36,001.04	56,450.00	63.78%
54		COMPUTER						
0		District Wide						
00		DEPARTMENT-WIDE						
	70900	SUPPLIES	647.27	2,248.50	89.94%	251.50	2,500.00	10.06%
	73320	CCS SHARED COST	15,271.76	45,815.28	71.92%	17,884.72	63,700.00	28.07%
	73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
	73340	SOFTWARE	3,074.00	6,603.32	20.31%	25,896.68	32,500.00	79.68%
	73350	INTERNET LINES	193.70	12,759.70	128.88%	(2,859.70)	9,900.00	(28.88)%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	237.69	1,588.02	66.16%	811.98	2,400.00	33.83%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	206.07	1,392.64	58.02%	1,007.36	2,400.00	41.97%
		Total COMPUTER	19,630.49	70,407.46	54.83%	57,992.54	128,400.00	45.17%
55		PROFESSIONAL FEES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	942.41	6,981.34	46.54%	8,018.66	15,000.00	53.45%
	73410	LEGAL FEES	1,012.50	1,912.50	19.12%	8,087.50	10,000.00	80.87%
	73420	AUDIT EXPENSE	0.00	9,360.00	90.00%	1,040.00	10,400.00	10.00%
		Total PROFESSIONAL FEES	1,954.91	18,253.84	51.56%	17,146.16	35,400.00	48.44%
61		MAINTENANCE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	3,481.98	11,590.98	55.19%	9,409.02	21,000.00	44.80%
	73310	CATALOGING - COMPUTER SERVICE	2,168.69	6,506.07	80.99%	1,526.43	8,032.50	19.00%
	73530	EQUIPMENT MAINT	0.00	520.00	52.00%	480.00	1,000.00	48.00%
	73640	FUEL	89.94	973.10	48.65%	1,026.90	2,000.00	51.34%
	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	1,243.00	16,854.00	56.18%	13,146.00	30,000.00	43.82%

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	73520	PLANT OPERATION	0.00	(8.00)	0.00%	8.00	0.00	0.00%
	73530	EQUIPMENT MAINT	0.00	171.70	8.58%	1,828.30	2,000.00	91.41%
	73540	CONTRACTS: BUILDING MAINTENANCE	9,989.39	46,419.81	92.83%	3,580.19	50,000.00	7.16%
2		Randall Oaks						
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	8,300.00	0.00%	(8,300.00)	0.00	0.00%
		Total MAINTENANCE	18,633.00	129,637.20	84.85%	23,154.30	152,791.50	15.15%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	111.35	792.81	528.54%	(642.81)	150.00	(428.54)%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	917.53	6,365.38	43.74%	8,184.62	14,550.00	56.25%
	73610	ELECTRICITY	3,086.23	26,429.40	56.23%	20,570.60	47,000.00	43.76%
	73620	WATER AND SEWER	0.00	1,614.15	32.28%	3,385.85	5,000.00	67.71%
	73630	GAS	2,272.14	3,943.27	78.86%	1,056.73	5,000.00	21.13%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	89.24	623.74	24.94%	1,876.26	2,500.00	75.05%
		Total UTILITIES	6,476.49	39,768.75	53.60%	34,431.25	74,200.00	46.40%
70		CAPITAL EXPENSE						
0		District Wide						
00		DEPARTMENT-WIDE						
	73270	FURNITURE & EQUIP	549.76	1,504.74	13.67%	9,495.26	11,000.00	86.32%
	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	399.90	399.90	2.35%	16,600.10	17,000.00	97.64%
20		YOUTH SERVICES						
	73270	FURNITURE & EQUIP	0.00	0.00	0.00%	8,275.00	8,275.00	100.00%
		Total CAPITAL EXPENSE	949.66	1,904.64	3.56%	51,670.36	53,575.00	96.44%
		Total Expenditures	313,698.32	2,454,133.86	57.90%	1,784,405.14	4,238,539.00	42.10%

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

	Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
Net Increase(Decrease) in Fund Balance	<u><u>(292,207.42)</u></u>	<u><u>1,619,119.61</u></u>	<u><u>(1,525.07)%</u></u>	<u><u>(1,725,286.06)</u></u>	<u><u>(106,166.45)</u></u>	<u><u>1,625.07%</u></u>

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

		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	4,713.81	37,195.00	82.65%	7,805.00	45,000.00	17.34%
	Total REVENUES	4,713.81	37,195.00	82.66%	7,805.00	45,000.00	17.34%
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	4,713.81	237,195.00	527.10%	(192,195.00)	45,000.00	(427.10)%
	Expenditures						
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	587.28	27,751.58	51.39%	26,248.42	54,000.00	48.60%
73340	SOFTWARE	0.00	1,649.87	41.24%	2,350.13	4,000.00	58.75%
	Total COMPUTER	587.28	29,401.45	50.69%	28,598.55	58,000.00	49.31%
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	103,634.06	19.92%	416,365.94	520,000.00	80.07%
	Total MAINTENANCE	0.00	103,634.06	19.93%	416,365.94	520,000.00	80.07%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73270	FURNITURE & EQUIP	0.00	649.98	1.85%	34,350.02	35,000.00	98.14%
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	649.98	0.22%	299,204.02	299,854.00	99.78%
	Total Expenditures	587.28	133,685.49	15.23%	744,168.51	877,854.00	84.77%
	Net Increase(Decrease) in Fund Balance	4,126.53	103,509.51	(12.42)%	(936,363.51)	(832,854.00)	112.42%

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

		Month Activity	Year Activity	FY 2223 Percent Used	FY2223 \$ Remaining	Total Budget - FY2223 Working Budget	FY 2223 Percent Remaining
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	<u>168.38</u>	<u>2,189.12</u>	<u>62.54%</u>	<u>1,310.88</u>	<u>3,500.00</u>	<u>37.45%</u>
	Total REVENUES	<u>168.38</u>	<u>2,189.12</u>	<u>62.55%</u>	<u>1,310.88</u>	<u>3,500.00</u>	<u>37.45%</u>
	Total Revenues	<u>168.38</u>	<u>2,189.12</u>	<u>62.55%</u>	<u>1,310.88</u>	<u>3,500.00</u>	<u>37.45%</u>
	Net Increase(Decrease) in Fund Balance	<u>168.38</u>	<u>2,189.12</u>	<u>62.54%</u>	<u>1,310.88</u>	<u>3,500.00</u>	<u>37.45%</u>

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

		<u>Month Activity</u>	<u>Year Activity</u>	<u>FY 2223 Percent Used</u>	<u>FY2223 \$ Remaining</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY 2223 Percent Remaining</u>
	Revenues						
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	271.58	3,530.78	58.84%	2,469.22	6,000.00	41.15%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
49020	MONETARY GIFTS -FRIENDS	0.00	1,000.00	0.00%	(1,000.00)	0.00	0.00%
	Total REVENUES	<u>271.58</u>	<u>4,530.78</u>	<u>41.19%</u>	<u>6,469.22</u>	<u>11,000.00</u>	<u>58.81%</u>
	Total Revenues	<u>271.58</u>	<u>4,530.78</u>	<u>41.19%</u>	<u>6,469.22</u>	<u>11,000.00</u>	<u>58.81%</u>
	Net Increase(Decrease) in Fund Balance	<u>271.58</u>	<u>4,530.78</u>	<u>41.18%</u>	<u>6,469.22</u>	<u>11,000.00</u>	<u>58.81%</u>

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

		Month Activity	Year Activity	FY2223 Percent Budget Used	Total Budget - FY2223 Working Budget	FY2223 Budget \$ Remaining	FY2223 Percent Budget Remaining
Revenues							
43010	TAX LEVY	0.00	3,750,934.26	97.98%	3,828,249.00	77,314.74	2.01%
43020	PPRT	0.00	62,256.06	77.82%	80,000.00	17,743.94	22.17%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	24,177.88	0.00%	0.00	(24,177.88)	0.00%
44010	INT & DIV INCOME	19,815.07	116,453.20	202.52%	57,500.00	(58,953.20)	(102.52)%
45010	PER CAPITA GRANT	0.00	105,506.75	103.16%	102,273.55	(3,233.20)	(3.16)%
45020	OTHER GRANTS	0.00	4,969.74	49.69%	10,000.00	5,030.26	50.30%
45030	SRC SPONSORSHIP	0.00	45.80	0.00%	0.00	(45.80)	0.00%
46030	LOST & DAMAGED	351.73	2,690.20	53.80%	5,000.00	2,309.80	46.19%
46110	MEETING RM RENTAL	0.00	0.00	0.00%	50.00	50.00	100.00%
46200	PRINT/COPY REVENUE	373.60	3,889.05	97.22%	4,000.00	110.95	2.77%
46250	LICENSE PLATE RENEWAL INCOME	4,403.50	41,697.00	52.12%	80,000.00	38,303.00	47.87%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	47.85	166.75	166.75%	100.00	(66.75)	(66.75)%
46400	MISCELLANEOUS INCOME	0.00	152.00	30.40%	500.00	348.00	69.60%
46450	REIMBURSEMENTS	0.00	500.00	2.77%	18,000.00	17,500.00	97.22%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	1,170.76	97.56%	1,200.00	29.24	2.43%
49010	MONETARY GIFT	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
49020	MONETARY GIFTS -FRIENDS	0.00	1,000.00	0.00%	0.00	(1,000.00)	0.00%
	Total Revenues	<u>25,085.75</u>	<u>4,115,609.45</u>	<u>98.18%</u>	<u>4,191,872.55</u>	<u>76,263.10</u>	<u>1.82%</u>
	Net Increase(Decrease) in Fund Balance	<u>25,085.75</u>	<u>4,115,609.45</u>	<u>98.18%</u>	<u>4,191,872.55</u>	<u>76,263.10</u>	<u>1.81%</u>

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

	7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022	9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023	2/1/2023 - 2/28/2023	3/1/2023 - 3/31/2023	4/1/2023 - 4/30/2023	5/1/2023 - 5/31/2023	6/1/2023 - 6/30/2023	Total
Revenues													
TRANSFER IN	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00
TAX LEVY	2,003,737.84	41,532.33	1,255,111.37	416,417.48	34,135.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750,934.26
PPRT	25,295.94	2,888.03	0.00	34,072.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,256.06
TAX INCREMENT	0.00	0.00	0.00	0.00	0.00	24,177.88	0.00	0.00	0.00	0.00	0.00	0.00	24,177.88
FINANCING (TIF) REVENUE													
INT & DIV INCOME	7,636.49	12,840.09	13,969.82	18,240.69	20,061.33	23,889.71	19,815.07	0.00	0.00	0.00	0.00	0.00	116,453.20
PER CAPITA GRANT	0.00	0.00	105,506.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,506.75
OTHER GRANTS	0.00	0.00	2,334.87	300.00	2,334.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,969.74
SRC SPONSORSHIP	0.00	0.00	45.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.80
LOST & DAMAGED	634.67	265.58	614.23	256.50	304.43	263.06	351.73	0.00	0.00	0.00	0.00	0.00	2,690.20
PRINT/COPY REVENUE	572.60	798.95	776.69	532.71	432.70	401.80	373.60	0.00	0.00	0.00	0.00	0.00	3,889.05
LICENSE PLATE RENEWAL INCOME	7,172.00	8,720.00	5,870.00	6,443.00	4,514.50	4,574.00	4,403.50	0.00	0.00	0.00	0.00	0.00	41,697.00
TAXABLE SALES (USB, DVD, EARBUDS)	1.50	15.00	1.50	0.00	41.10	59.80	47.85	0.00	0.00	0.00	0.00	0.00	166.75
MISCELLANEOUS INCOME	0.00	62.58	27.03	37.94	24.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00
REIMBURSEMENTS	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	94.00	94.00	350.38	350.38	94.00	0.00	0.00	0.00	0.00	0.00	1,170.76
MONETARY GIFTS -FRIENDS	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Revenues	2,245,145.04	67,216.56	1,384,352.06	476,394.41	63,699.00	53,716.63	25,085.75	0.00	0.00	0.00	0.00	0.00	4,315,609.45
Net Increase(Decrease) in Fund Balance	2,245,145.04	67,216.56	1,384,352.06	476,394.41	63,699.00	53,716.63	25,085.75	0.00	0.00	0.00	0.00	0.00	4,315,609.45

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

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY2223 \$ Remaining</u>	<u>FY2223 Percent Remaining</u>
Expenditures						
15 Personnel Expenses						
15 PERSONNEL	212,840.11	1,539,177.39	52.58%	2,927,105.00	1,387,927.61	47.41%
SERVICES/BENEFITS						
Total Personnel Expenses	212,840.11	1,539,177.39	52.58%	2,927,105.00	1,387,927.61	47.42%
20 Library Materials						
20 LIBRARY MATERIALS	3,854.87	216,838.63	52.07%	416,428.00	199,589.37	47.92%
Total Library Materials	3,854.87	216,838.63	52.07%	416,428.00	199,589.37	47.93%
50 Operating Expenses						
51 LIBRARY OPERATIONS	29,290.09	178,708.52	51.28%	348,489.50	169,780.98	48.71%
52 PUBLIC RELATIONS	2,594.77	25,021.42	54.75%	45,700.00	20,678.58	45.24%
53 GENERAL PROGRAMMING	2,482.08	19,390.84	34.35%	56,450.00	37,059.16	65.64%
54 COMPUTER	19,659.77	99,250.91	53.24%	186,400.00	87,149.09	46.75%
55 PROFESSIONAL FEES	1,954.91	18,253.84	51.56%	35,400.00	17,146.16	48.43%
Total Operating Expenses	55,981.62	340,625.53	50.66%	672,439.50	331,813.97	49.34%
60 Building Expenses						
61 MAINTENANCE	7,161.52	221,799.78	32.96%	672,791.50	450,991.72	67.03%
65 UTILITIES	2,467.04	35,759.30	48.19%	74,200.00	38,440.70	51.80%
Total Building Expenses	9,628.56	257,559.08	34.48%	746,991.50	489,432.42	65.52%
70 Capital Expense						
70 CAPITAL EXPENSE	549.76	2,154.72	0.60%	353,429.00	351,274.28	99.39%
Total Capital Expense	549.76	2,154.72	0.61%	353,429.00	351,274.28	99.39%
Total Expenditures	282,854.92	2,356,355.35	46.06%	5,116,393.00	2,760,037.65	53.94%
Net Increase(Decrease) in Fund Balance	<u>(282,854.92)</u>	<u>(2,356,355.35)</u>	<u>46.05%</u>	<u>(5,116,393.00)</u>	<u>(2,760,037.65)</u>	<u>53.94%</u>

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

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2223 Percent Used</u>	<u>Total Budget - FY2223 Working Budget</u>	<u>FY2223 Budget \$ Remaining</u>	<u>FY2223 Percent Remaining</u>
Expenditures						
0 District Wide						
15 Personnel Expenses	116,985.49	844,789.36	51.05%	1,654,687.00	809,897.64	48.94%
20 Library Materials	1,937.25	127,913.48	69.35%	184,428.00	56,514.52	30.64%
50 Operating Expenses	47,832.58	273,144.59	51.48%	530,484.50	257,339.91	48.51%
60 Building Expenses	5,379.48	19,910.48	60.00%	33,182.50	13,272.02	39.99%
70 Capital Expense	549.76	2,154.72	0.65%	328,154.00	325,999.28	99.34%
Total District Wide	172,684.56	1,267,912.63	46.43%	2,730,936.00	1,463,023.37	53.57%
1 Dundee Library						
15 Personnel Expenses	79,566.45	570,564.65	54.96%	1,038,088.00	467,523.35	45.03%
20 Library Materials	1,550.33	67,507.11	36.93%	182,750.00	115,242.89	63.06%
50 Operating Expenses	2,413.08	26,383.84	38.66%	68,240.00	41,856.16	61.33%
60 Building Expenses	4,159.84	214,762.32	30.84%	696,237.00	481,474.68	69.15%
70 Capital Expense	0.00	0.00	0.00%	25,275.00	25,275.00	100.00%
Total Dundee Library	87,689.70	879,217.92	43.73%	2,010,590.00	1,131,372.08	56.27%
2 Randall Oaks						
15 Personnel Expenses	16,288.17	123,823.38	52.84%	234,330.00	110,506.62	47.15%
20 Library Materials	367.29	21,418.04	43.48%	49,250.00	27,831.96	56.51%
50 Operating Expenses	5,735.96	41,097.10	55.75%	73,715.00	32,617.90	44.24%
60 Building Expenses	89.24	22,886.28	130.24%	17,572.00	(5,314.28)	(30.24)%
Total Randall Oaks	22,480.66	209,224.80	55.81%	374,867.00	165,642.20	44.19%
Total Expenditures	282,854.92	2,356,355.35	46.06%	5,116,393.00	2,760,037.65	53.94%
Net Increase(Decrease) in Fund Balance	(282,854.92)	(2,356,355.35)	46.05%	(5,116,393.00)	(2,760,037.65)	53.94%

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 1/31/2023

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,105,097.41
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,383,672.58
90	DONATION / GIFT	5,350.00
	Total Checking Accounts	6,494,119.99
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	244.65
	Total Other Cash	244.65
Investments		
10500	INVESTMENT ACCOUNTS	
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,572,973.86
80	WORKING CASH	160,261.68
90	DONATION / GIFT	258,482.16
	Total Investments	1,991,717.70
	Total Cash and Investments	8,486,082.34
Other Assets		
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	18,452.64
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	32,190.85
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	571.26
	Total Other Assets	51,214.75
	Total Assets	8,537,297.09
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	465.00
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	24,970.00
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	237.35
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	83.26
22068	CREDIT CARD PAYABLE ZABSKI	
10	GENERAL/CORPORATE	(230.00)
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	(83.26)
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	(20.00)
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	229.20
	Total Liabilities	25,651.55
Fund Balance		
10	GENERAL/CORPORATE	4,131,014.61
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,956,646.44
80	WORKING CASH	160,261.68
90	DONATION / GIFT	263,832.16
	Total Fund Balance	8,511,754.89
	Total Liabilities and Fund Balance	8,537,406.44



Investment Inventory Month End
FR Valley Investment Holdings (104089)
01/31/2023

Description	Purchase/Settle Date	Maturity Date	Next Call Date	Original Cost	Current Face Value	Coupon Rate	Purchase Yield	CUSIP	Market Value
DREYFUS TREASURY OBLIGATIONS CSH MGT PTP	---	01/31/2023	---	637.86	0.00	3.830	---	261908404	637.86
BROOKLYN CENTER MINN INDPT SCH DIST NO 286	05/21/2020	02/01/2023	---	22,141.20	20,000.00	5.000	0.965	113853LD5	20,000.00
Sallie Mae Bank	02/05/2020	02/06/2023	---	122,879.70	123,000.00	1.800	1.834	7954506E0	122,952.03
Raymond James Bank	02/14/2020	02/14/2023	---	136,919.10	137,000.00	1.700	1.720	75472RAX9	136,867.11
NEW BRITAIN CONN	05/21/2020	03/01/2023	03/01/2023	5,488.95	5,000.00	5.000	1.398	6427137M7	5,009.95
Citibank, N.A.	04/02/2019	04/03/2023	---	81,933.00	82,000.00	2.750	2.772	17312Q3R8	81,772.04
UNITED STATES TREASURY	10/12/2022	04/06/2023	---	208,882.59	213,000.00	0.000	4.088	912796YN3	211,304.52
Morgan Stanley Private Bank, National Association	04/11/2019	04/11/2023	---	149,865.00	150,000.00	2.700	2.724	61760AYK9	149,494.50
UNITED STATES TREASURY	11/04/2022	05/04/2023	---	204,369.62	209,000.00	0.000	4.569	912796YW3	206,571.42
UNITED STATES TREASURY	12/07/2022	06/01/2023	---	59,652.34	61,000.00	0.000	4.685	912796ZG7	60,070.97
UMassFive College Federal Credit Union	12/09/2022	06/09/2023	---	250,010.00	250,000.00	4.850	4.842	90407LAB9	250,247.50
UNITED STATES TREASURY	01/04/2023	06/29/2023	---	69,411.45	71,000.00	0.000	4.746	912796ZR3	69,665.20
UNITED STATES TREASURY	03/23/2022	09/30/2023	---	106,369.20	105,000.00	2.875	2.001	9128285D8	103,704.30
WAUKEGAN ILL	07/21/2020	12/30/2023	---	206,993.40	190,000.00	3.543	0.898	942860QM2	188,160.80
American Express Bank, FSB	03/02/2022	03/04/2024	---	178,925.50	179,000.00	1.600	1.621	02589ABL5	173,093.00
UNITED STATES TREASURY	05/11/2022	05/15/2024	---	209,825.00	220,000.00	0.250	2.626	91282CCC3	207,985.80
---	---	07/31/2023	---	2,014,303.91	2,015,000.00	1.855	2.993	---	1,987,537.00

C.1 Annual Comprehensive Financial Report (ACFR) Contract – Lauterbach and Amen, LLC

RECOMMENDED MOTION: Authorize the Director to enter a five-year contract with Lauterbach and Amen, LLC for Annual Comprehensive Financial Report (ACFR) for FY2223 through FY2627. Cost for FY2223 will be \$8,880 with annual increases of \$300 in years 2 through 5.

BACKGROUND INFORMATION:

A formal Request for Proposal was submitted to five qualified and recommended audit firms (Lauterbach & Amen; Baker Tilly; BKD; Crowe Horwath; and Gregory Roach & Associates). The RFP specified completion of the ACFR of the District's annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work specified electronic submission of the ACFR and Annual Financial Report with the Comptroller, including meetings with District personnel and/or board of trustees as necessary.

Of the five firms, three never responded and two provided quotes. The two quoting firms were Lauterbach & Amen (priced at \$8,880 for FY2223 and increasing \$300 per year every year for the 5-year term) and George Roach & Associates (priced at \$8,075 for the first year, and increasing between \$200 and \$225 per each year for the 5-year term).

Both firms were very responsive and appreciative of being given the opportunity to provide a quote. Both meet the requirements. The main differences are in size of the firm, level of specialization in governmental sector, number of library district clients, familiarity with library operations, and professionalism of their presentation.

The proposal from Lauterbach was very thorough. Lauterbach's proposal offered services not included in the proposal from Gregory Roach & Associates, including client educational opportunities and portal security. Lauterbach's proposal highlighted their experience with GFOA's Certificate of Achievement of Excellence for Financial Reporting. The proposal from Gregory Roach & Associates was less detailed and offered fewer services. Gregory Roach & Associates is a much smaller firm than Lauterbach and has worked with fewer library clients. Because of Lauterbach's extensive background with the governmental sector, familiarity with the submission process for the GFOA's Certificate of Achievement of Excellence for Financial Reporting, and proposed additional services, we recommend Lauterbach & Amen for our next contract.

L&A is a large firm employing 50+ professionals. The entire firm specializes in the governmental sector. L&A have proven responsive and knowledgeable throughout the eleven years we've used them, consulting for the finance office whenever a question or concern arises. Their staff are courteous and unobtrusive when conducting site visits and their finished work is professional and accurate. We've been extremely happy with Lauterbach & Amen's audit services and recommend continuing with them for another contract period.

C.2 FY2324 Strategic Plan – discussion only

There is no motion to be made; topic is for discussion only.

BACKGROUND INFORMATION:

Executive Director Dodson will lead discussion and collect Board feedback on their vision for the future Strategic Plan in fiscal year 2324.