

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

**September 19, 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

Adjourn to Budget and Appropriation Hearing

Call to Order – President Weber

Roll Call – Secretary Evans

Public Comment

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

President’s Report – President Weber

Director’s Report—Executive Director Amy Dodson

- **Illinois Public Library Annual Report (IPLAR) Presentation – Deputy Director Heather Zabski**
- **Department Reports**
- **Dashboard**

A. Consent Agenda

- Exhibit A.1 Items to be included in Consent Agenda**
- A.1.a Minutes from the August 15, 2023 Board of Trustees Meeting**
 - A.1.b Check/Voucher Register for August 2023**
 - A.1.c Monthly Financial Report for August 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 August 2023**
 - A.1.j Ehlers Investment Inventory for August 2023**

B. Unfinished Business None

C. New Business

Exhibit C.1 Ordinance 2023-08 Budget and Appropriation

**Exhibit C.2 Resolution 2023-09 Library Insurance Management and Risk Control
Combination (LIMRiCC) Administrative Amendments to Intergovernmental
Agreement**

**Exhibit C.3 Resolution 2023-10 Library Insurance Management and Risk Control
Combination (LIMRiCC) Substantive Amendments to Intergovernmental
Agreement**

Exhibit C.4 A&T Plumbing, Inc. and Son Plumbing Repair Agreement

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

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

**5 ILCS 120/2(c)(11) Litigation, when the public body finds that an action is
probably or imminent, in which case the basis for the finding shall be recorded
and entered into the minutes of the closed meeting.**

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

C. New Business

**Exhibit C.5 Report of Closed Session Minutes Review and destruction of audio recordings
made prior to March 19, 2022**

Adjournment

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Budget and Appropriation Hearing**

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Roll Call—Secretary Christine L. Evans

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Adjournment

**Fox River Valley Public Library District
Director's Report to the Board of Library Trustees
September 19, 2023 Regular Meeting**

We held our quarterly All Staff Day on August 18. The staff attended training sessions on the use of Narcan and the opioid epidemic, as well as a preview of upcoming library events and programs. A large part of the day was dedicated to strategic planning. The consultants at ReThinking Libraries led three engagement sessions – two staff sessions, and one session for the management team. The staff sessions excluded managers, which provided an opportunity for the staff to freely share their views and opinions in a relaxed setting, without the presence of supervisors. Likewise, the management team's session did not include me or the Deputy Director. We have received very positive feedback. The staff really enjoyed contributing to the strategic planning process.

In August I was appointed to the RAILS Board Resource Sharing Committee. (RAILS is the Reaching Across Illinois Library System, a regional library system that provides services to libraries in the northern and west-central areas of the state of Illinois.) The Resource Sharing Committee works on ways to improve and increase resource sharing in RAILS libraries, to provide the best library services and optimize the use of tax dollars.

I have completed the steps necessary to renew our LIRA Insurance policies. This includes General Liability, Workers' Compensation, and Cyber insurance. The policies will be in effect from December 31, 2023 through December 31, 2024.

Deputy Director Heather Zabski and I continue to do the background work on the new strategic plan with the consultants from ReThinking Libraries. We have finalized the community survey and provided the documents and information requested by the consultants, such as IPLAR reports, collection analysis, statistics, and organizational information. We are looking forward to the public engagement sessions in October.

After 25 years of service at FRVPLD, Public Services Manager Jason Katsion has left our library district and is now the Deputy Director at the Barrington Area Library.

On September 7, we experienced a significant plumbing leak at the Dundee Library that resulted in flooding in the public restrooms. The library's cast iron pipes have multiple cracks and need to be replaced. Currently, the public restrooms on the lower level are functional, while the upstairs restrooms are closed. The plumbing emergency resulted in closing the library early on September 7th and 11th. Repairs are scheduled to begin on October 3.

Respectfully submitted,



ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2023

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

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

Library Director's Information

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

1.14 Name	Amy Dodson
1.15 Title	Executive Director
1.16 Library Director's E-mail	adodson@frvpld.info

Library Information

Please provide the requested information about the library type.

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

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Kane
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	71,530
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.16)

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

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

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

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	
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ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
RANDALL OAKS LIBRARY	30238	3023801
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	30238	3023800

Street Address

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

Address

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

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
RANDALL OAKS LIBRARY	Kane		847-428-3661	
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	Kane		8474283661	

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
RANDALL OAKS LIBRARY	3,188	52	40,943	0	0
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	3,365	52	83,982	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Heather Zabski
3.5 Telephone Number of Person Preparing Report	847-428-3661
3.6 FAX Number	847-376-3532
3.7 E-Mail Address	hzabski@frvpld.info

REFERENDA (4.1 - 4.7)

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

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

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

Second member

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

Third member

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

5.13 Zip Code [REDACTED]

Fourth member

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

Fifth member

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

Sixth member

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

Seventh member

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

5.13 Zip Code [REDACTED]

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms ¹	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	0
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-

populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$2,730,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$2,730,000	0	\$0
Roof repair/replacement	1	\$700,000	0	\$0
Heating/ventilation/air conditioning	1	\$450,000	0	\$0
Electrical systems other than alarms	1	\$1,235,000	0	\$0
Plumbing systems	1	\$410,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$650,000	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$250,000	0	\$0
Asbestos abatement	1	\$195,000	0	\$0
Security measures	1	\$65,000	0	\$0
Energy conservation	1	\$65,000	0	\$0
Repair of sidewalks, curbing, parking areas	1		0	\$0
Accessibility measures	1	\$350,000	0	\$0
Technology upgrading	1	\$135,000	0	\$0
New building construction (construction of a new facility)	1	\$33,000,000	0	\$33,000,000
Building additions (adding square feet to existing facility)	1	\$4,000,000	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,815,157
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Approximately \$2.7M has accumulated in the General Fund for future operating costs, and \$3.9 Million has accumulated in the Special Reserve Fund for current capital expenses and planning for expansion.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value

of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,750,934
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes <input type="checkbox"/>
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$2,024,267

State Government

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

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

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

8.2 Per capita grant	\$105,508
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$161,020
8.5 Other State Government funds received	\$28,220
8.6 If Other, please specify	Impact Fees
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$294,748

Federal Government

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

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

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

Other Income

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

8.13 Monetary Gifts and Donations	\$19,383
8.14 Other receipts intended to be used for operating expenditures	\$355,115
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$374,498

8.16 Other non-capital receipts placed in reserve funds	\$0
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Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,420,180
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Safeguarding of Library Funds

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

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

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

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

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,219,039
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$517,340

9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,736,379
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COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$137,398
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$129,685
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$81,752
10.3b Please list the types of materials purchased in 10.3a	Audio & video physical units, DVDs, videogames, CDs, nontraditional, hotspots
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$348,835

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$976,992
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,062,206

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to

support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$259,756
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	12	12	\$415.93	480.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$64.42	40.00
	Deputy Director	Assistant Library Director	\$43.27	40.00
	Public Services Manager	Other Type of Librarian	\$38.46	40.00
	Account Services Manager	Circulation	\$35.21	40.00
	Randall Oaks Manager	Other Type of Librarian	\$32.69	40.00
	Purchasing, Acquisitions, and Technical Services Manager	Cataloging	\$35.10	40.00
	Adult and Teen Services Librarian	Adult Services	\$26.00	40.00
	Reader's Advisory Librarian II	Adult Services	\$28.36	40.00
	Teen Librarian II	Young Adult Services	\$30.00	40.00
	Randall Oaks Librarian	Other Type of Librarian	\$27.03	40.00
	Youth Services Librarian	Children\'s Services	\$27.03	40.00
	Youth Services Librarian II	Children\'s Services	\$28.36	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	12.00
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional

training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

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

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	12.00

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,157.00
13.14 Minimum hourly rate actually paid	\$16.00
13.15 Maximum hourly rate actually paid	\$33.65
13.16 Total FTE Group C employees (13.13 / 40)	28.93

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	28.00
13.18 Minimum hourly rate actually paid	\$13.00
13.19 Maximum hourly rate actually paid	\$14.59
13.20 Total FTE Group D employees (13.17 / 40)	0.70

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	60.00
13.22 Minimum hourly rate actually paid	\$17.00
13.23 Maximum hourly rate actually paid	\$31.63
13.24 Total FTE Group E employees (13.21 / 40)	1.50
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	31.13
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	43.13

Librarian Vacancies

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

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

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Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	124,925
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

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

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

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

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

Self-Directed Activities:

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

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

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

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	202	3,621	64	11,003
Children (6-11)	2118	31,725	1	19
Young Adults (12-18)	54	445	9	282
Adults (19 and older)	200	2,257	2	250
General Interest	153	4,688	54	988
Total	727	12,736	130	12,542

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	655	11,390
Synchronous In-Person Offsite Program Sessions	55	1,242
Synchronous Virtual Program Sessions	17	104
Total	727	12,736

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	11
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] ⁴	-1 Unknown

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	16,645
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	16,645
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

RESOURCES OWNED (17.1 - 17.9)

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

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that

have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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

17.1 Print Materials [PLS 450]	107,326
17.2 Current Print Serial Subscriptions	74
17.3 Total Print Materials (17.1+17.2)	107,400
17.4 E-books Held at end of the fiscal year [PLS 451]	70,921
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,349
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	38,786
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	16,758
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	974
17.6c Other Circulating Physical Items [PLS 462]	326
17.6d Total Physical Items in Collection [PLS 461]	132,759

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLS 456]	23
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	39

USE OF RESOURCES (18.1 - 18.17)

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

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

18.1 Number of adult materials loaned	181,455
18.2 Number of young adult materials loaned	21,743
18.3 Number of children's materials loaned [PLS 551]	171,126
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	374,324

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

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

18.5 Books- Physical	232,717
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18.6 Videos/DVDs- Physical	44,856
18.7 Audios (include music)- Physical	12,567
18.8 Magazines/Periodicals- Physical	2,211
18.9 Other Items- Physical [PLS 561]	15,536
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	307,887
18.11 Use of Electronic Materials [PLS 552]	66,437
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	374,324
18.13 Successful Retrieval of Electronic Information [PLS 554]	60,880
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	127,317
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	435,204
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	29,280
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	23,127

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502]	5,982
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19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Count

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials

499

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library

160

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

94

20.3 Is your library's catalog automated?

Yes

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

Yes

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

No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?

Yes

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

45 Mbps or more

21.2b If Other, please specify

1G

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

\$350

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

77

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

15,041

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

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

16,310

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

Annual Count

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

No

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

Yes

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

202,770 --Select--

E-RATE (22.1 - 22.3)

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

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

No

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

Too much work for funds provided.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

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

\$13,612

23.2 Does the above amount include travel expenses?

No

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

1,382.00

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

No

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

Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	We have increased our circulation periods for DVDs, blurays, videogames, Prize Picks, and Library of Things materials in order to make circulation periods more consistent and generous. This has resulted in a planned for drop in circulation.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We offer home deliveries throughout our library district. We have started circulating musical instruments this year.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	Yes

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

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

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

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

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Matt Goyke
25.4 Second board member completing the audit	Paula Lauer
25.5 Date the Secretary's Audit was completed	07/07/2023

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	Amy Dodson	08/30/2023
President	Kristina Weber	08/30/2023
Secretary	Chris Evans	08/30/2023

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 6.2 One of our meeting rooms is temporarily closed due to roof leak issues. (0-2023-08-30)

², [PLS 602] Last year we had to cancel some programs due to the COVID-19 pandemic. (0-2023-08-30)

³, [PLS 612] We did not have to cancel any programs due to covid cases, causing an increase in program attendance for this category. (0-2023-08-30)

⁴, 15.38 All programs were through a partnership with other libraries, so ILP has the stats for streaming views. (0-2023-08-16)

Fox River Valley Public Library District August 2023 Department Reports

Deputy Director: Heather Zabski

We had our last day of summer lunch service on August 14. As students started to prepare for the upcoming school year, attendance at meals varied greatly day to day in August. However, the program still did a good job of reaching hungry children in our community during the school summer break. We served 810 meals this summer, a slight increase from last year.

On August 1 I helped represent the library at Carpentersville National Night Out. It was a very popular event and the library booth never ceased having a line throughout the evening. We were able to sign up several patrons for library cards and renew expired library cards.

All public libraries are required by statute to prepare and submit an annual report to the State Library as a condition of membership. The report is called the Illinois Public Library Annual Report (IPLAR) and is submitted by September 1st each year. This report includes statistics about our collection, staffing, programs, access to technology for the public, and more. Using monthly statistics kept by department heads and other available statistics from CCS and vendors, I filled out and submitted our library's IPLAR to the state library on September 1. This year we saw a big increase in program attendance and visits. We also saw a sizable decrease in circulation, due to streamlined and more generous circulation periods for items like DVDs, Blurays, Hotspots, Videogames, etc. Circulation of books increased though. We also saw a decrease in cardholders. This is due to the pandemic, as patrons who did not renew their library cards in 2020 would be removed from the database in 2023.

In August, the Finance Office worked with Lauterbach & Amen to begin the auditing process. The auditor was onsite August 16 and 17 to collect fieldwork for our annual audit report.

On August 12, Carpentersville Rotary Club hosted its tenth annual Raceway Woods running/ walking event. This year it had three different competitions, a 3K, 5K and 10K. This was my first year leading the committee in charge of the event. This year we saw a slight decline in participation, though the weather was excellent. Despite a lower than usual turnout, it was still a successful event for the club which raised money for purchasing coats for children in the community.

Randall Oaks: Brittany Berger

August is typically a quiet month at Randall Oaks, and this year was no exception. With kids heading back to school and a month long storytime break, we saw a lot less foot traffic. This month's scavenger hunt and voting station were both Party Animal themed. 220 kids won a prize for completing the scavenger hunt, and 92 votes were cast in "Would you rather party with an elephant or a llama?" (Llama won by a landslide). Pictured below is our interactive board which was covered in 239 ice cream cones. We also handed out 100 wands and fairy crafts. There was also a slight uptick of in-house board game use this month, with 16 families enjoying some game time in the library! I also made some changes to our reference tracking sheet, which I hope will help staff keep more accurate counts; this resulted in an increase of reference tallies for the month: 372.



Party Animals



There were just four programs at RO this month, and total attendance was 87. Library Assistant Lisa Knapp offered her annual "Kindergarten, Here We Come!" program at two separate times on August 7. She had a great turn out, as you can

see pictured below. Kids practiced essential kindergarten skills like raising their hands and walking in lines. Lisa also continued her quarterly program “International Foodies”, this time with food from Turkey. 24 patrons came out to learn about Turkey and try snacks like Turkish Delight, hazelnut chocolate, and halva.



The Summer Reading Challenge officially ended July 31st. Patrons could complete their reading and claim their prize from June 15th through August 6th, which also happened to be the date of our Finisher pool party. The final piece of the challenge was the raffle prize drawings which took place on August 7th; from which 24 patrons won things like family tickets to Medieval Times, and gift cards to local businesses Van's Frozen Custard and Village Pizza. The Finisher Pool Party at Dolphin Cove Family Aquatic Center on Sunday August 6th was a great success despite the looming threat of rain clouds and a slight chill in the air. 340 patrons made it out to celebrate the end of Summer Reading! And we've heard lots of feedback from patrons about how much they enjoy this party and look forward to it all summer long.

We saw a slight increase in registrations and finishers over last year, but I'm most pleased to say that our completion rate is steadily climbing back towards 50%. We had a total of 1,751 registrations: 991 of which were Youth, and 760 adults and teens. 809 patrons finished the challenge: 467 Youth and 342 adults and teens. Here's how we stacked up to last year's Challenge: There was a 3.5% increase in total registrations, 8.5% youth increase but (the total was so small because there was) a 5% adult/teen decrease. There was a 21% finisher increase over last year, 34% youth increase and a 7.5% adult/teen increase.



Adult and Teen Services: Sam Bunte

Through the month of August, Adult and Teen Services provided 28 one-on-one appointments assisting patrons with a things like learning to use an iPad, using Zoom, learning how to use social media, creating flyers on Canva, setting up an email account, and more. They also answered 353 reference questions and assisted 505 patrons on the library computers. These numbers represent a small dip from the busier summer months of June and July, which was expected as Summer Reading ended and students went back to school.

Our main 3D printer has been out of commission for a little while, so creating patron requests was paused. Library Specialist Erica Acevedo worked tirelessly to get it back up and running again after receiving the replacement part we needed. That printer is now back in action and is ready to be moved to its new home out on the public floor where patrons will be able to see it while it works.

On August 12, Library Assistant Katie Redding hosted one of the ever-popular Polymer Clay 7 UV Resin programs for teens, where they can make anything they want with the materials at hand. Katie has a display at the Information Desk showcasing some of the jewelry and figures teens can make, and patrons constantly take the time to look at the items and comment. It's a great showcase for the program!



August 12 was a busy day, as we also welcomed 7 bands to our first ever Battle of the Bands. Envisioned and then spearheaded by Library Assistant Dian Martinez, this was a great event that left the artists and other attendees wanting more, all assuming there would be another contest. This might indeed become an annual event. It truly was a group effort, with Library Specialist Gene Barish sitting in as one of the contest judges, and Erica Acevedo, Danielle Pacini, Library Specialist Cari Poweziak, and Library Assistant Jasmin Munoz all helping with prize creation and technical aspects like getting the all-important sound system working.



Gene Barish and Dian Martinez also partnered on our latest pub trivia at Black and Grey on August 29, this one a tribute to the genre of Yacht Rock. The off-site pub trivia proved popular as ever, with 30 attendees, including many library staff members from various departments.

With Corner 68 under repair, Danielle Pacini chose to hold August's Pixel Art program out in the teen area. This was a fun alternative to the meeting room and was a creative way of utilizing the extra space our shift of the teen materials gave us. The freestanding shelving was shifted to the sides and more tables added to create a cozy atmosphere amid the materials for the age group.



Librarian Marisol Bribiescas led the third in her watercolor art series for adults, with attendees painting koi fish. These classes are kept small to ensure patrons get the most out of the experience and receive the help they need, so the registration fills up incredibly quickly. We can't wait to see how the fall linocut series turns out.



Library Assistant Kayla Lawrence prepped for the September Mini-Masterpiece event, which will see patrons create their own works to display in a mini gallery. After prepping 150 take-home bags of art supplies, a couple of displays were created to promote what is sure to be a huge hit with our patrons.



On a final note, in August I took over as chair of the PAS technical group, a CCS group dedicated to public services. I liaised with Kathleen Weiss at CCS to get up to speed with all that it entails and in September will be leading our first in-person session in a few years (the last few years being on Zoom), hosted at CCS's new offices.

Account Services: Keri Carroll

Cardholders saw a noticeable increase in numbers, undoubtedly from the numerous outreach events spearheaded by our Public Relations department. Visits, checkouts, license plate renewals, and home deliveries remained consistent with the August 2022 numbers.

All CCS libraries spent the latter half of August preparing for Warren-Newport's migration into the consortium. They will be the 29th library to join CCS and bring with them over 300,000 items available for patrons to use at no additional cost to us. Account Services has been working closely with IT and Randall Oaks to ensure our self-checks and sorters are prepared, and public services staff were given a detailed breakdown of what to expect during the migration. Randall Oaks manager Brittany Berger and I were on-hand at our respective branches that holiday weekend to assist staff and answer patron questions.

Part of my collection management responsibilities include nonfiction DVDs, and a number of both adult and youth nonfiction DVDs were weeded in August following our collection management plan. Usage statistics show that nonfiction DVDs are not as popular as print materials, especially in our current streaming age. Additionally, many of the "hot" nonfiction DVDs only remain as such while they're in the cultural zeitgeist and quickly lose their staying power.

Youth nonfiction DVDs have been especially difficult to purchase as it appears fewer and fewer are being released. I attended a webinar from our media distributor Midwest Tape where the current state of the movie industry was discussed, and the presenters briefly touched on the drought of youth titles available for purchase. With a few notable exceptions (Disney and Pixar), even former powerhouses like Nickelodeon and Cartoon Network selectively release their media on DVD.

Public Relations & Outreach: Kirstin Finneran

Community Outreach

National Night Out, Carpentersville Police Department

Popsicles with the Principal, Liberty Elementary

Popsicles with the Principal, Lakewood Elementary

Carpentersville Middle School Orientation Night, Carpentersville Middle School

Lakewood Elementary School Kindergarten Orientation, Lakewood Elementary Senior Fair, IL Rep Anna Moeller
Parkview Elementary Open House, Parkview Elementary
Carpentersville Middle School Open House, Carpentersville Middle School
Meadowdale Elementary Open House, Meadowdale Elementary
Lakewood Elementary School Open House, Lakewood Elementary
Dundee Middle School Open House, Dundee Middle School
Badges & Books Storytime w/Carpentersville Police Department, Carpenter Park
Carpentersville Rotary Raceway 5K Water Station, Raceway Woods, Carpentersville

Note: Our outreach visits in the month of August resulted in **151 new cardholders**.

Record-Breaking Facebook Post. On August 15, our favorite staff baker Danielle Pacini brought a batch of one of her many famous cupcakes in to share with the staff. They were so unique, we decided to make a Facebook post about it. It turned out to be the most-seen post in our history. There were **443,625** people who saw the post at least once, 705 likes/loves, 57 comments, and 60 shares.



Fall Newsletter. The fall newsletter was sent along to the printer and contains the usual impressive catalog of programs and library news. What makes this one extra special is the commissioned art that was created to promote the special events planned for Dia de los Muertos this quarter. PR Content Coordinator Leslie Sineni worked with Lake Forest artist Andrea Robles to create a pictorial map of the Dundee Library with an ofrenda twist. All the scenarios represented reflect actual programs planned for this fall as well as some landmarks around our building. We have had great positive feedback from staff as well as the community. Look for the image to emerge this fall on posters and a few other surprises.



Badges & Books. We have partnered with the Carpentersville Police Department, more specifically with Walter the outreach dog and his handler Meg Kruse, to create a new storytime and Beanstack Reading Challenge called Badges & Books. The monthly storytime will be hosted by Walter at the Carpentersville Village Hall. Officers will read to the children and Walter will be available for photo ops. Books will be selected and provided by the library. There is also a coordinated Beanstack challenge to encourage the children to keep reading.

Website Update. John Sabala, Erin Pasetes, and I have settled into our regularly scheduled weekly meetings with our vendor Library Market, as well as with just our team to do our “homework” for the week. We have covered updates to the online calendar, taxonomies, and have also built a site map. We think the new organization and update of graphics will result in improved usability. We are now moving into the design stage.

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
Pool Party, Battle of the Bands, Hoopla Bonus Borrows	8/2/2023	12146	5529	45.57%	339
Back to School, Battle of the Bands	8/9/2023	12137	5440	44.93%	319
50th Anniversary of Hip-Hop, Save Money on Your Energy Bills, Yacht Rock	8/16/2023	12109	5418	44.81%	370
Stay Cool, Fall Newsletter, Fantasy Football	8/23/2023	12097	5401	44.70%	548
Service Interruption This Weekend, Homeschool, Grandparents!	8/30/2023	12604	5913	46.98%	190

Social Media Insights - August 2023

Facebook

Reach: 459,795

Engagement: 4,336

Followers: 2,721 (+26)

Instagram

Followers: 775 (+14)

Accounts reached: 1,266

Accounts engaged: 191

Youth Services: Heather Ji

Youth Services wrapped up summer with the final movie in our Summertime Cinema series and of course our annual Summer Reading Pool Party, then welcomed Fall with a full schedule of science and crafting programs sure to get kids excited about going back to school!

The Summertime Cinema series run by Lizbeth Hernandez and Elizabeth Flores ended on a beautiful night with 54 people attending Disney's *The Princess and the Frog*. Kids were given cute light-up fireflies made of plastic Easter eggs.



We kicked off the school year with an exciting science show by the renowned Mr. Freeze, also known as Jerry Zimmerman from Fermilab. He amazed 63 kids and adults with his Cryogenics demonstrations that explained the effects

of extreme cold through experiments with liquid nitrogen. Yes, this means lots of frozen balloons popping loudly and cool fog! Thanks to Amairani Lopez for overseeing this program.



Amanda Keen brought in another exciting guest for her In My Neighborhood series. Flight paramedic Tom Bradtke of Air Methods-LifeNet McHenry joined us to talk about what it's like to fight the instinct to avoid dangerous situations in order to help others. The kids stepped into his world for an afternoon by rescuing American Girl Dolls, transporting them to a hospital, and making "casts" out of medical wrap for their broken legs.



The STEM programming continued as the kids in Amanda's Homeschool Hangout program experimented to discover the largest, longest lasting, and bounciest bubbles, and preschoolers in Erin Sikorski's All About Bees program wore many hats to learn about bees and beekeepers.



I personally had the joy of celebrating with the graduates of our fun reading incentive program 1001 Books Before Kindergarten. These kids are off to a great start!



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

Collections: A few more circulating "kits" which have been added for the Adult and Teen Services department. We now have (2) PS5 Virtual reality kits as well as (4) Nintendo Switch lite kits. These show on our online catalog as well as on the "Library of Things" webpage. These items should soon be available for the public to check out.

Savings: over \$600 for August, and \$250 of that total was doing price comparison between two companies when renewing our RO firewall maintenance. Other bigger savings of that final figure were also price comparisons for lower spending on toner cartridges and ear buds.

The IT Manager, the AS Manager, and I decided to only renew our aging Bibliotheca devices still under maintenance for just six months rather than a year. Our plan is to utilize those savings with new, improved devices (if deemed necessary) to make the Account Services area much better for their workflow and staff space needs.

IT/ Network: John Sabala

IT and Account Services have started to investigate the replacement of the Automated Material Handling equipment (aka. the sorter) and the self-check machines. A visit was made by the current vendor. We voiced the following concerns:

- The Equipment is getting old and part delays are affecting operational service.
- The On-Going Maintenance is very expensive.

- The AMH is taking up too much space and the library needs more room for staff.

-

The results from the meeting were positive.

- Bibliotheca will provide a quote for new equipment with several finance options.
- Bibliotheca will cut the maintenance contract into 6 months terms. The cost is exactly half the annual contract. We will renew for 6 months at a cost of \$14,221.43. The Board approved \$29,000 for Maintenance in August. We are confident that a new system can be purchased from any vendor before the 6 month is up in March 2024.
- Kerri Carroll feels confident that space can be gained by removal of the AMH and replaced with an Auto Check-in Bin system. We would potentially gain 9'x9' space.

Website Upgrade

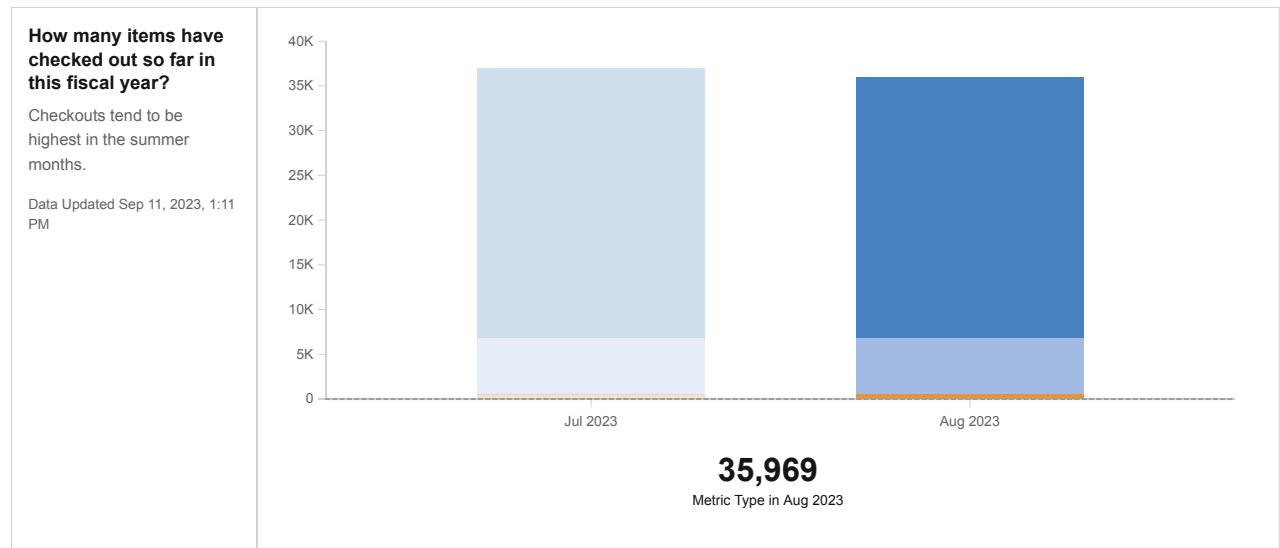
Work has begun on the Upgrade/Update of the library website www.frvpld.info. Library Markets is developing the new site with most of our existing content. We expect to see mock site pages in September. The team has revamped taxonomy terms and refined the Calendar system. During September the old pages will be reworked and developed for the new Drupal 9 framework. The goal is to have a new website up and running by December 2023.

How are we doing?

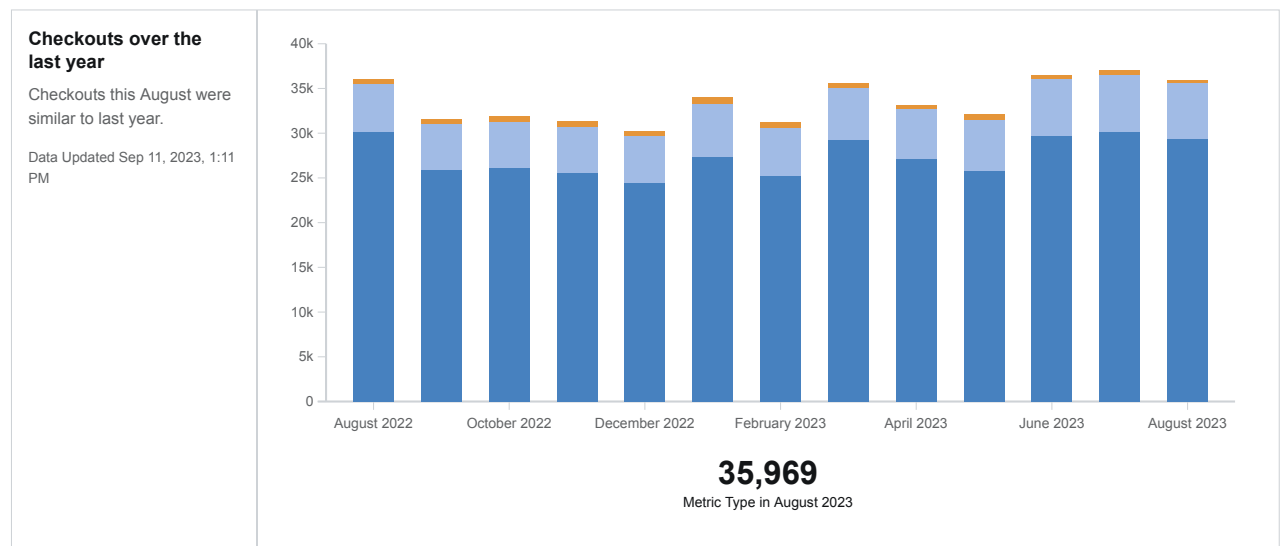
The monthly Dashboard tells our story

Click the graphs to see more details

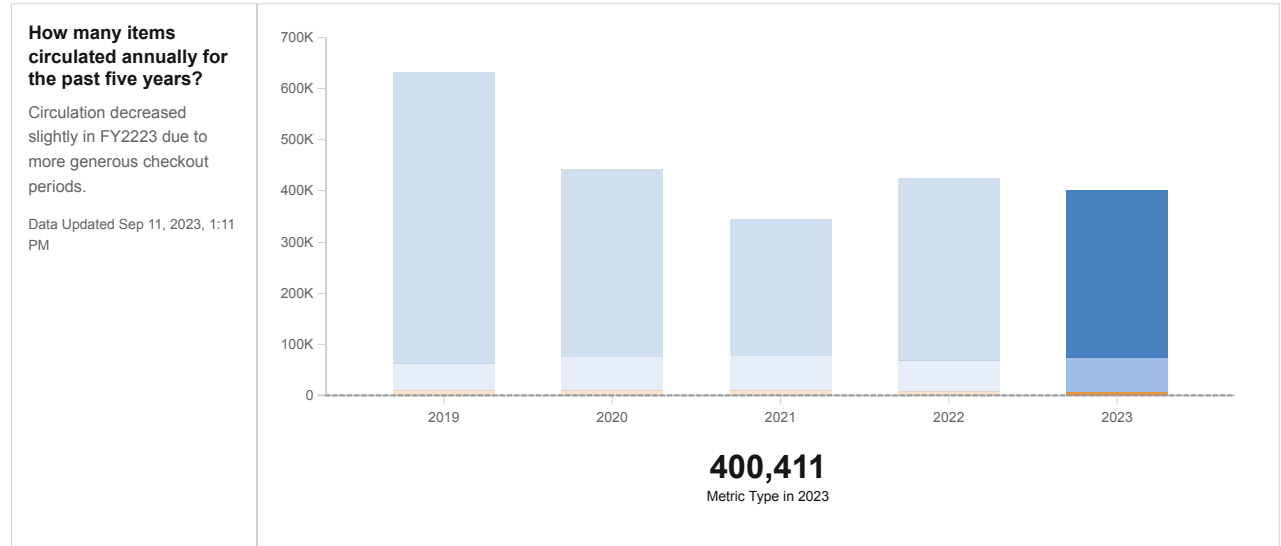
Checkouts - This Fiscal Year



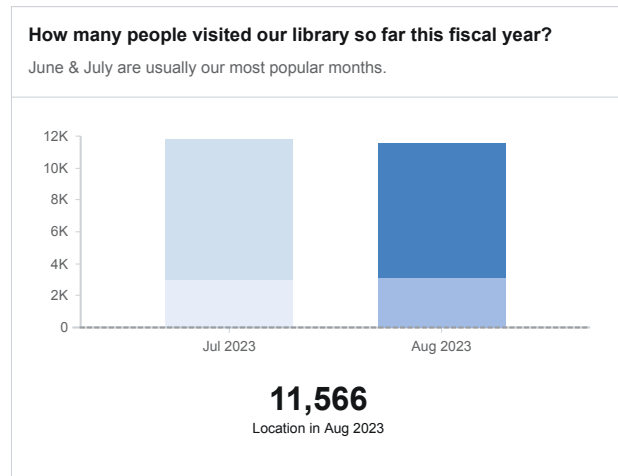
Checkouts - 13 Month Trends



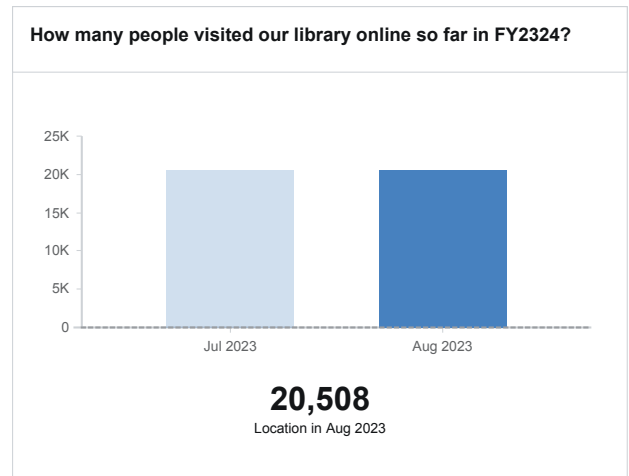
Checkout Trend



Library Visits - This Fiscal Year

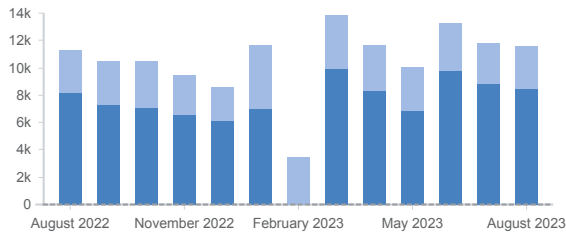


Website Visits - This Fiscal Year



Library Visits - Past 13 Months

The number of visitors to both libraries increased slightly from last August.

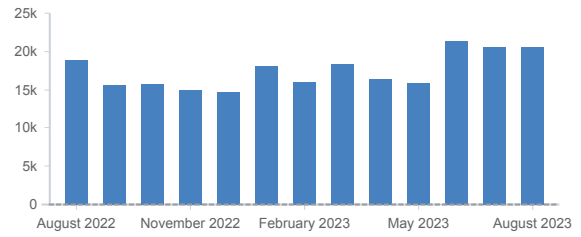


11,566

Location in August 2023

Website Visits - Past 13 Months

Website usage was up from last year.

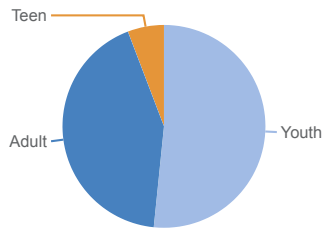


20,508

Location in August 2023

Physical item checkouts

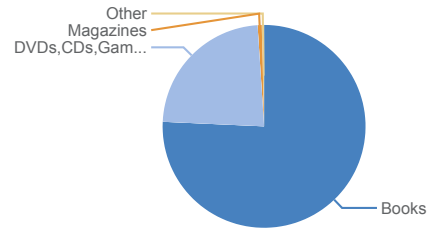
Checkouts by Audience - last fiscal year



337,412

Department in 2023

Checkouts by Material Type - last fiscal year



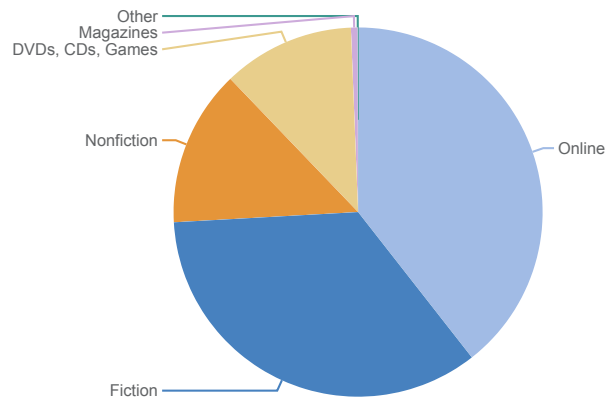
337,412

Material Type in 2023

How many items are owned by our libraries?

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

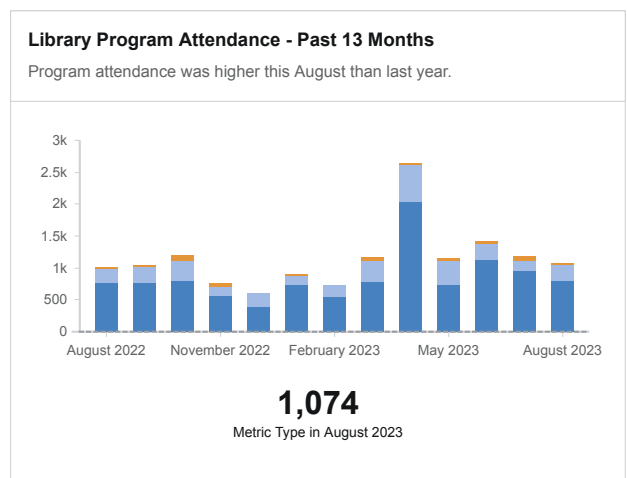
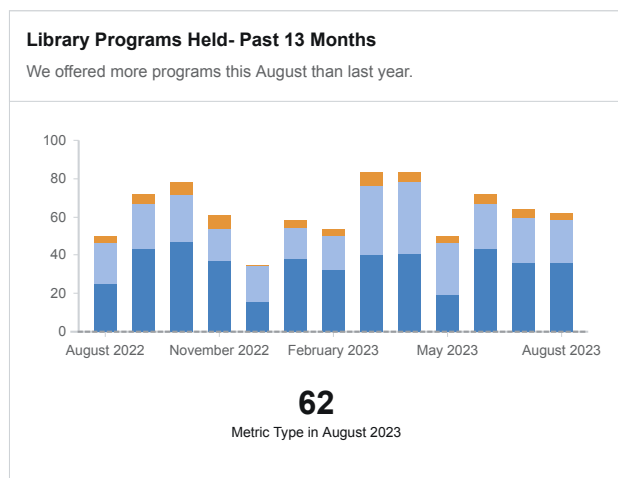
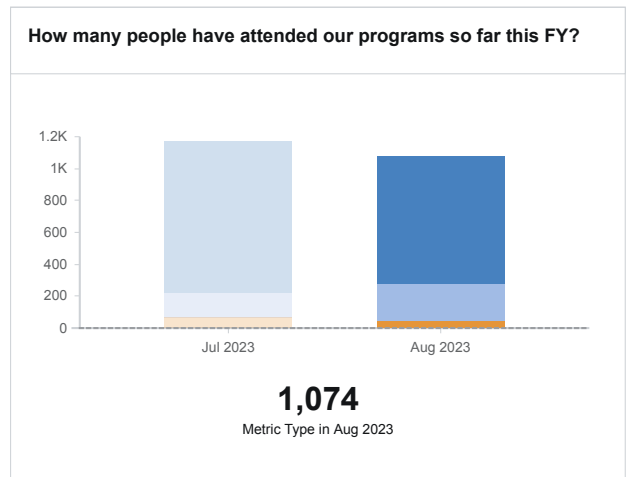
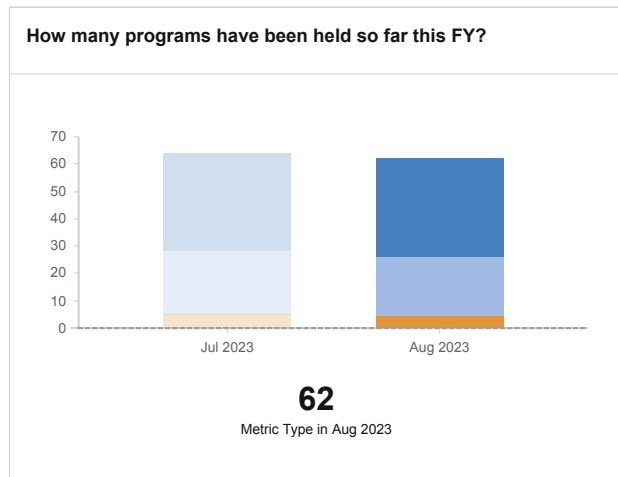
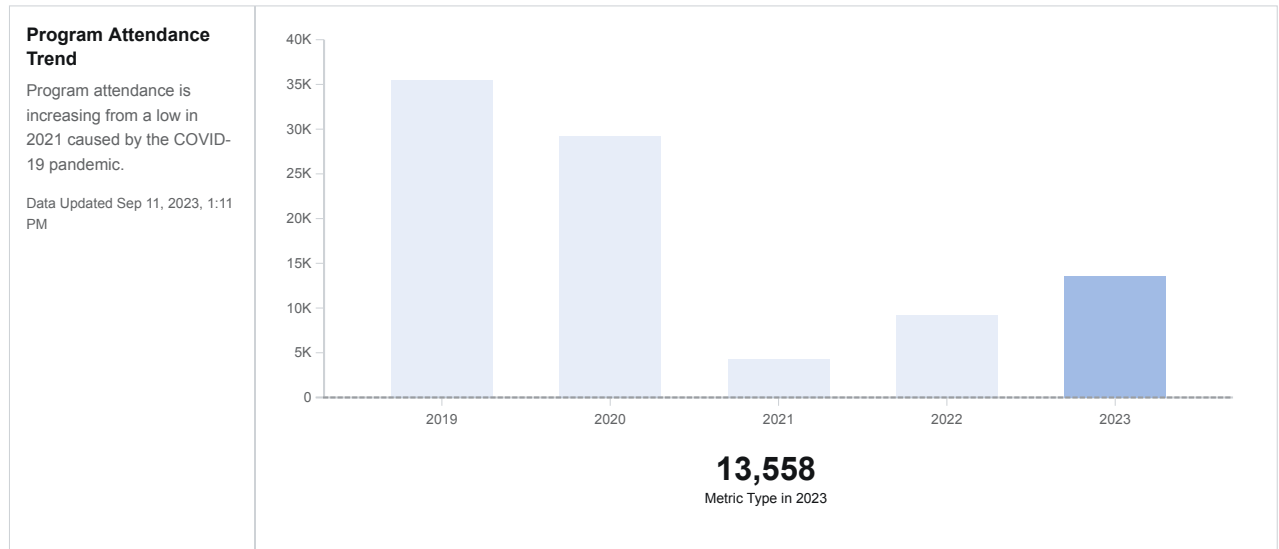
Data Updated Jul 13, 2023, 6:28 PM



218,007

Material Type in 2023

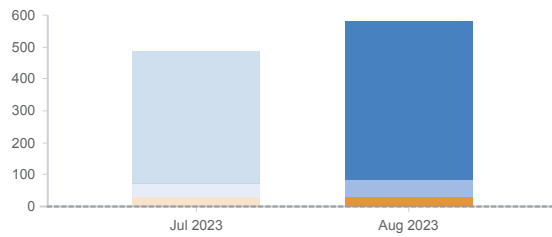
Program Attendance Trend



Specialty Services

The Library offers many non-traditional services to make patrons' lives easier, such as **one-on-one computer instruction** to teach new software or help repair a computer; **Illinois license plate renewals** enabling patrons to renew plates and receive updated stickers immediately, anytime the Dundee Library is open; and **home delivery** which began in May 2020.

Specialty Services This Fiscal Year

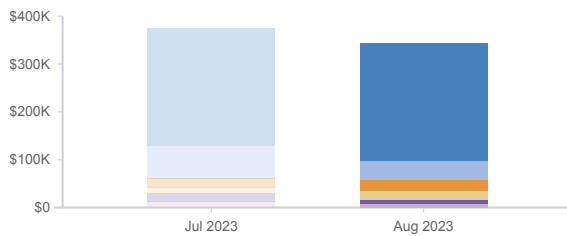


582

Metric Type in Aug 2023

Monthly Spending- this year

How much does the Library spend each month this FY?



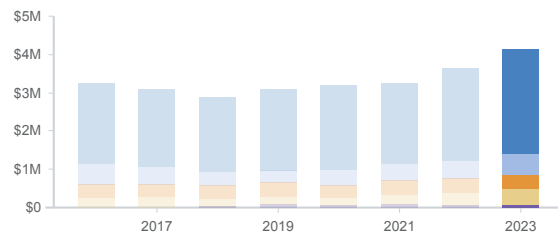
\$342,990.05

Expenses in Aug 2023

Past years' spending

How much does the Library spend each year?

Inflation and building improvement projects increased expenses in FY2223.



\$4,121,962.47

Expenses in 2023



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 August 15, 2023 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for August 2023**
- A.1.c Monthly Financial Report for August 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 August 2023**
- A.1.j Ehlers Investment Inventory for August 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 Trustee Meeting
August 15, 2023**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 7:05 PM.

President Weber nominated Trustee Goyke as Secretary Pro-Tem; there were no other nominations and Goyke was appointed.

All present rose to recite the Pledge of Allegiance.

New Business

Exhibit C.1 Resolution 2023-06 Appoint New Library Trustee

Weber called for a motion to *ADOPT RESOLUTION 2023-06 TO APPOINT DAN WISNIEWSKI AS LIBRARY TRUSTEE EFFECTIVE AUGUST 15, 2023*. Moved by Dellamaria and seconded by Finn, item opened for discussion. Weber stated Wisniewski’s resume has been shared with the Board, and he was found to be well qualified to sit on the Library Board of Trustees. There being no further discussion she called for a roll call vote.

Roll call vote: Goyke, Lauer, Finn, Dellamaria, Weber – aye. 5 ayes, 0 nays, 1 absent, 1 vacant. Motion carried.

Wisniewski was sworn in and took his seat with the Board. Secretary Pro-Tem Goyke called the roll.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Secretary	absent
	Treasurer	Tara Finn
	Trustee	Matthew Goyke (Secretary Pro-Tem)
	Trustee	Paula Lauer
	Trustee	Dan Wisniewski

Members absent: Secretary Christine L. Evans (arrived 7:14 PM)

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Kirstin Finneran, Sumitra Potharazu, Jason Katsion, Karin Nelson, John Sabala, Brittany Berger, Sherry Kenney, Michael Lorenzetti, Keri Carroll, Karen Werle

Public Comment

There was no public comment.

President’s Report

Weber thanked Trustees Goyke and Lauer for their review of the Secretary’s records, which were found to be in order.

ILA Trustee Day 2023

Weber noted the Illinois Library Association will hold its annual Trustee Day on October 26, 2023 in Springfield. Interested Trustees were asked to contact Administration for details.

Director’s Report

Executive Director Dodson reported preparation for formulating the Strategic Plan has begun. More details

will be presented and discussion will occur later in the meeting. Dodson announced the unexpected passing of long-time staff member Gemma Winger. She will be greatly missed.

Tentative Budget and Appropriation Ordinance Presentation

Dodson presented an overview of the Tentative Budget and Appropriation Ordinance set for approval this evening. She highlighted the amounts appropriated into various budget lines for fiscal year 2023 – 2024.

Summer Reading Wrap-up

Randall Oaks Manager Brittany Berger reported on the increase in sign-ups and finishers in all categories. The Dolphin Cove pool party for all finishers was a great success and well-attended.

Department Head Reports and Dashboard

There were no comments.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the June 20, 2023 Board of Trustees Meeting
- A.1.b Check/Voucher Register for June 2023
- A.1.c Check/Voucher Register for July 2023
- A.1.d Monthly Financial Report for June 2023
- A.1.e Monthly Financial Report for July 2023
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues for June 2023
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2023
- A.1.h Revenue Summary – All Funds Combined by Period for June and July 2023
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses for June 2023
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2023
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for June 2023
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2023
- A.1.m Expenditure Summary – All Funds Combined by Period for June and July 2023
- A.1.n Balance Sheet for June 2023
- A.1.o Balance Sheet for July 2023
- A.1.p Ehlers Investment Inventory for June and July 2023

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

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

Exhibit B.1 Strategic Plan Update

Dodson reported there would be a survey conducted in English and Spanish in September at Heritage Fest. There will be three sessions with ReThinking Libraries staff to gather input from library staff, managers, and the Board.

New Business

Exhibit C.2 Ordinance 2023-07 Tentative Budget and Appropriation

Weber called for a motion to *APPROVE ORDINANCE 2023-07 TENTATIVE BUDGET AND APPROPRIATION IN THE AMOUNT OF EIGHT MILLION, SEVEN HUNDRED EIGHTY-EIGHT THOUSAND, FIVE HUNDRED TWENTY-THREE DOLLARS FOR FISCAL YEAR 2023-2024 AS PRESENTED*. Moved by Goyke and seconded by Finn, item opened for

discussion. Weber announced the ordinance in tentative form is presented for approval. Prior to adoption there will be a hearing at 7:00 PM on the Budget and Appropriation Ordinance at the September 19, 2023 Board of Trustees meeting. Weber noted planned capital projects necessitated drawing upon reserve funds this fiscal year. There being no further discussion, she called for a roll call vote.

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Exhibit C.3 Library Executive Director Employment Agreement Renewal

Weber stated this item of business will come later in the meeting and upon return to open session.

Exhibit C.4 Equipment Maintenance Contract Renewal - Bibliotheca

Weber called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$29,000*. Moved by Finn and seconded by Dellamaria; item opened for discussion. IT Manager John Sabala reported the agreement covers the automatic sorters for the next year. Weber then called for a roll call vote.

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Adjourn to Executive Session

Weber called for a motion to *ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120//2(C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, AND 5 ILCS 120/2(C)(11) LITIGATION, WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING*. Weber further noted there will be business conducted upon return to open session. Moved by Goyke and seconded by Finn, Weber called for a roll call vote.

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried. Open session adjourned at 7:45 PM.

Return to Open Session

Weber called the meeting to order at 8:29 PM.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Maria Dellamaria
	Secretary	Christine L. Evans
	Trustee	Tara Finn
	Trustee	Matthew Goyke
	Trustee	Paula Lauer
	Trustee	Dan Wisniewski

Members absent: none

Others present: Director Amy Dodson

Exhibit C.3 Library Executive Director Employment Agreement Renewal

Weber called for a motion to *APPROVE RENEWAL OF LIBRARY EXECUTIVE DIRECTOR'S EMPLOYMENT*

AGREEMENT EFFECTIVE AUGUST 31, 2023 UNTIL AUGUST 31, 2024. Moved by Goyke and seconded by Finn, item opened for discussion. Board members expressed satisfaction with Director Dodson's leadership, professionalism, and openness to suggestions. There was no further discussion, Weber called for a roll call vote.

Roll call vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Adjournment

Weber inquired if there were any topics Trustees wished to address in the future; there was interest in current and future staff insurance costs. There was no further business to discuss, Weber called for a motion to *ADJOURN*. Moved by Finn and seconded by Goyke, meeting adjourned at 8:38 PM by unanimous voice vote.

Christine L. Evans, Secretary

Fox River Valley Public Library District
Check/Voucher Register - Check Voucher Register
10100 - BANK ACCOUNTS
From 8/1/2023 Through 8/31/2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Groot, Inc	11050001T107	8/16/2023	124.59
Abila	44590	8/15/2023	241.49
Ziegler's Ace Hardware	44591	8/15/2023	164.97
AT&T	44592	8/15/2023	209.40
AT & T Mobility	44593	8/15/2023	110.53
Brainfuse Inc.	44594	8/15/2023	5,432.00
Brodart Co.	44595	8/15/2023	4,336.37
Cooperative Computer Services	44596	8/15/2023	17,011.52
CDS Office Technologies	44597	8/15/2023	660.23
ComEd	44598	8/15/2023	3,519.15
Demco, Inc.	44599	8/15/2023	184.00
Dundee Township Park District	44600	8/15/2023	32,445.00
Ehlers Investment Partners, LLC	44601	8/15/2023	345.46
Garveys Office Products	44602	8/15/2023	2,330.40
Illinois Library Association	44603	8/15/2023	375.00
Imperial Service Systems, Inc	44604	8/15/2023	5,311.00
INGRAM Library Services	44607	8/15/2023	12,129.37
KONE, INC	44608	8/15/2023	322.40
LinkedIn Corporation	44609	8/15/2023	13,125.00
Midwest Tape Exchange, Inc.	44610	8/15/2023	1,734.71
Mobile Beacon	44611	8/15/2023	1,320.00
Nicor Gas	44612	8/15/2023	101.74
Northern Kane County Chamber of Co...	44613	8/15/2023	183.75
OTC Brands, Inc.	44614	8/15/2023	477.51
Overdrive, Inc.	44615	8/15/2023	9,900.00
PETERS Electric & Technology, Inc.	44616	8/15/2023	452.00
RAILS	44617	8/15/2023	3,500.00
Sebert Landscaping Inc.	44618	8/15/2023	551.00
Village of East Dundee	44619	8/15/2023	931.20
Village of West Dundee	44620	8/15/2023	25.00
Cardmember Service	44621	8/15/2023	2,552.02
W.T. Cox Subscriptions, Inc.	44622	8/15/2023	1,144.24
Wellness Insurance Network	44623	8/15/2023	18,880.68
Audio Video Specialists	44624	8/24/2023	6,800.08
SYNCB/AMAZON	Amazon ACH 08/0...	8/3/2023	1,846.91
Illinois Municipal Retirement	DD08/02/2023-IM...	8/2/2023	20,210.61
Paylocity Payroll	DD08/2023 Paylo...	8/11/2023	309.52
Paylocity Payroll	DD08/2023 Paylo...	8/25/2023	623.44
Illinois Municipal Retirement	DD08/25/2023-IM...	8/25/2023	20,493.17
Office of the Secretary of State of Illinois	SSLT Fee Jul In Aug	8/1/2023	55.00
Comcast	STMT202308Com...	8/22/2023	901.51
Comcast	STMT202308DL-C...	8/22/2023	335.52
Comcast	STMT202308RO-C...	8/22/2023	227.22
Office of the Secretary of State of Illinois	TSYS August ACH ...	8/31/2023	5,875.00
TSYS Merchant Solutions-Omaha	TSYS Fees Jul In ...	8/1/2023	367.97
Office of the Secretary of State of Illinois	TSYS Withdrawal ...	8/1/2023	906.00
	Total 10100 - BANK ACCOUNTS		199,083.68
Report Total			199,083.68

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

Table with 8 columns: Code, Description, Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include Revenues (District Wide, Dundee Library, Randall Oaks) and Expenditures (PERSONNEL SERVICES/BENEFITS).

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

Table with 8 columns: Account Number, Description, Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include categories like FICA/MEDICARE/SS-R, ADMINISTRATION, PUBLIC RELATIONS, IT / NETWORK, PATS, FACILITIES, Dundee Library, Randall Oaks, LIBRARY MATERIALS, and DEPARTMENT-WIDE.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	2,355.01	2,355.01	97.71%	2,410.00	54.99	2.28%
61600	VIDEOGAMES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,741.41	5,646.38	17.64%	32,000.00	26,353.62	82.35%
61111	BOOKS LARGE TYPE	421.16	503.24	12.58%	4,000.00	3,496.76	87.41%
61120	BOOKS NF	644.80	1,441.07	9.00%	16,000.00	14,558.93	90.99%
61130	BOOKS SPANISH	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
61140	GRAPHIC NOVELS	534.47	682.16	17.05%	4,000.00	3,317.84	82.94%
61330	AUDIOBOOKS	788.82	1,221.72	17.45%	7,000.00	5,778.28	82.54%
61350	MUSIC	170.26	306.95	10.23%	3,000.00	2,693.05	89.76%
61400	DVD	724.92	964.82	9.18%	10,500.00	9,535.18	90.81%
61700	NONTRADITIONAL MATERIALS	104.78	104.78	2.09%	5,000.00	4,895.22	97.90%
15	TEEN						
61100	BOOKS	651.72	1,109.53	13.86%	8,000.00	6,890.47	86.13%
61130	BOOKS SPANISH	78.22	176.98	7.07%	2,500.00	2,323.02	92.92%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	3,785.20	5,844.81	12.98%	45,000.00	39,155.19	87.01%
61130	BOOKS SPANISH	103.99	4,013.97	50.17%	8,000.00	3,986.03	49.82%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
61400	DVD	299.10	360.54	14.42%	2,500.00	2,139.46	85.57%
61700	NONTRADITIONAL MATERIALS	12.42	12.42	0.31%	4,000.00	3,987.58	99.68%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	1,180.24	1,369.53	97.12%	1,410.00	40.47	2.87%
61600	VIDEOGAMES	0.00	0.00	0.00%	7,000.00	7,000.00	100.00%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	878.59	1,648.24	16.48%	10,000.00	8,351.76	83.51%
61120	BOOKS NF	229.46	379.03	12.63%	3,000.00	2,620.97	87.36%
61400	DVD	416.06	485.78	7.47%	6,500.00	6,014.22	92.52%
15	TEEN						
61100	BOOKS	74.12	313.16	10.43%	3,000.00	2,686.84	89.56%
61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	250.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	1,395.66	2,421.73	17.29%	14,000.00	11,578.27	82.70%
61130	BOOKS SPANISH	21.58	230.93	15.39%	1,500.00	1,269.07	84.60%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
	61400	152.16	152.16	6.08%	2,500.00	2,347.84	93.91%	
	61700	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%	
		Total LIBRARY MATERIALS	43,295.58	110,492.85	27.65%	399,587.00	289,094.15	72.35%
51		LIBRARY OPERATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	52123	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%	
	52124	0.00	887.43	8.87%	10,000.00	9,112.57	91.12%	
	52130	151.33	151.33	3.02%	5,000.00	4,848.67	96.97%	
	52140	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%	
		EDUCATION						
	52150	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%	
	52170	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%	
	70800	472.89	501.88	16.72%	3,000.00	2,498.12	83.27%	
	70900	769.34	1,100.40	8.46%	13,000.00	11,899.60	91.53%	
	73215	0.00	0.00	0.00%	8,800.00	8,800.00	100.00%	
	73225	3,075.44	6,150.88	13.03%	47,200.00	41,049.12	86.96%	
	73230	0.00	401.45	0.00%	0.00	(401.45)	0.00%	
		REIMBURSEMENT						
	73240	375.00	375.00	25.00%	1,500.00	1,125.00	75.00%	
	73241	59.80	59.80	2.99%	2,000.00	1,940.20	97.01%	
	73242	190.00	373.75	5.75%	6,500.00	6,126.25	94.25%	
	73245	0.00	0.00	0.00%	200.00	200.00	100.00%	
		FEES						
	73250	358.35	726.32	18.15%	4,000.00	3,273.68	81.84%	
	73255	345.46	677.91	11.29%	6,000.00	5,322.09	88.70%	
	73260	0.00	0.00	0.00%	500.00	500.00	100.00%	
		FORWARDING						
	73280	0.00	0.00	0.00%	500.00	500.00	100.00%	
	73281	0.00	0.00	0.00%	100.00	100.00	100.00%	
	73282	7,763.00	14,326.00	22.38%	64,000.00	49,674.00	77.61%	
		STATE REIMBURSEMENT						
	73283	67.50	122.50	20.41%	600.00	477.50	79.58%	
		FEES						
	73290	392.45	392.45	78.49%	500.00	107.55	21.51%	
	73295	90.76	90.76	0.00%	0.00	(90.76)	0.00%	
	76500	199.50	199.50	79.80%	250.00	50.50	20.20%	
	79990	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%	
05		ADMINISTRATION						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

Table with 8 columns: Account Number, Description, Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include categories like STAFF DEVELOPMENT, MEMBERSHIPS, ADULT & TEEN SERVICES, PUBLIC SERVICE, Pats, Dundee Library, Randall Oaks, PUBLIC RELATIONS, and GENERAL PROGRAMMING.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

Table with columns: Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include categories like MISC READING CHALLENGES, LICENSING, YOUTH SERVICES, SUPPLIES, ADULT & TEEN SERVICES, PERFORMERS, TEEN, RANDALL OAKS, COMPUTER, and PROFESSIONAL FEES.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
	Total PROFESSIONAL FEES	3,444.21	4,389.86	5.12%	85,700.00	81,310.14	94.88%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
52150	CONFERENCES	0.00	738.10	49.20%	1,500.00	761.90	50.79%
73230	TRANSPORTATION REIMBURSEMENT	58.63	68.98	2.75%	2,500.00	2,431.02	97.24%
	Total TRANSPORTATION	58.63	807.08	20.18%	4,000.00	3,192.92	79.82%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	4,971.49	4,971.49	49.54%	10,035.00	5,063.51	50.45%
73310	CATALOGING - COMPUTER SERVICE	0.00	2,192.79	24.36%	9,000.00	6,807.21	75.63%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
73640	FUEL	136.77	253.02	12.65%	2,000.00	1,746.98	87.34%
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	0.00	0.00%	21,405.00	21,405.00	100.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	909.97	3.03%	30,000.00	29,090.03	96.96%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	2,247.99	10,762.09	12.81%	84,000.00	73,237.91	87.18%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	0.00	0.00%	12,275.00	12,275.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	0.00	3,320.00	39.05%	8,500.00	5,180.00	60.94%
	Total MAINTENANCE	7,356.25	22,409.36	12.37%	181,215.00	158,805.64	87.63%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	110.53	221.06	14.08%	1,570.00	1,348.94	85.91%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	886.41	1,761.89	13.18%	13,360.00	11,598.11	86.81%
73610	ELECTRICITY	4,696.22	8,215.37	17.47%	47,000.00	38,784.63	82.52%
73620	WATER AND SEWER	931.20	931.20	23.28%	4,000.00	3,068.80	76.72%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
73630	GAS	101.74	212.53	3.54%	6,000.00	5,787.47	96.45%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	90.10	179.08	13.16%	1,360.00	1,180.92	86.83%
	Total UTILITIES	6,816.20	11,521.13	15.72%	73,290.00	61,768.87	84.28%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	0.00	0.00%	6,600.00	6,600.00	100.00%
73270	FURNITURE & EQUIP	1,342.10	1,342.10	22.36%	6,000.00	4,657.90	77.63%
73300	COMPUTER EQUIPMENT	6,800.08	6,800.08	48.57%	14,000.00	7,199.92	51.42%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	357.05	1,035.05	12.93%	8,000.00	6,964.95	87.06%
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	7,000.00	7,000.00	100.00%
	Total CAPITAL EXPENSE	8,499.23	9,177.23	22.06%	41,600.00	32,422.77	77.94%
	Total Expenditures	343,014.19	716,361.32	16.22%	4,417,853.00	3,701,491.68	83.78%
	Net Increase(Decrease) in Fund Balance	<u>(314,830.25)</u>	<u>3,417,916.35</u>	<u>0.00%</u>	<u>0.00</u>	<u>(3,417,916.35)</u>	<u>0.00%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	16,656.79	28,952.77	64.33%	45,000.00	16,047.23	35.66%
44011	MARKET VALUE ADJUSTMENT	(4,300.82)	(3,646.53)	0.00%	0.00	3,646.53	0.00%
	Total REVENUES	<u>12,355.97</u>	<u>25,306.24</u>	<u>56.24%</u>	<u>45,000.00</u>	<u>19,693.76</u>	<u>43.76%</u>
	Total Revenues	<u>12,355.97</u>	<u>25,306.24</u>	<u>56.24%</u>	<u>45,000.00</u>	<u>19,693.76</u>	<u>43.76%</u>
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	0.00	0.00%	110,500.00	110,500.00	100.00%
73340	SOFTWARE	0.00	4,000.00	8.88%	45,000.00	41,000.00	91.11%
	Total COMPUTER	<u>0.00</u>	<u>4,000.00</u>	<u>2.57%</u>	<u>155,500.00</u>	<u>151,500.00</u>	<u>97.43%</u>
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	1,855,000.00	1,855,000.00	100.00%
	Total MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,855,000.00</u>	<u>1,855,000.00</u>	<u>100.00%</u>
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73430	OTHER PROF FEES	0.00	0.00	0.00%	150,000.00	150,000.00	100.00%
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	0.00	0.00%	116,072.00	116,072.00	100.00%
	Total CAPITAL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>266,072.00</u>	<u>266,072.00</u>	<u>100.00%</u>
	Total Expenditures	<u>0.00</u>	<u>4,000.00</u>	<u>0.18%</u>	<u>2,276,572.00</u>	<u>2,272,572.00</u>	<u>99.82%</u>
	Net Increase(Decrease) in Fund Balance	<u>12,355.97</u>	<u>21,306.24</u>	<u>(0.95)%</u>	<u>(2,231,572.00)</u>	<u>(2,252,878.24)</u>	<u>100.95%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
80 - WORKING CASH
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	849.27	1,315.43	32.88%	4,000.00	2,684.57	67.11%
44011	MARKET VALUE ADJUSTMENT	(438.19)	(371.53)	0.00%	0.00	371.53	0.00%
	Total REVENUES	<u>411.08</u>	<u>943.90</u>	<u>23.60%</u>	<u>4,000.00</u>	<u>3,056.10</u>	<u>76.40%</u>
	Total Revenues	<u>411.08</u>	<u>943.90</u>	<u>23.60%</u>	<u>4,000.00</u>	<u>3,056.10</u>	<u>76.40%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>411.08</u></u>	<u><u>943.90</u></u>	<u><u>23.59%</u></u>	<u><u>4,000.00</u></u>	<u><u>3,056.10</u></u>	<u><u>76.40%</u></u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
90 - DONATION / GIFT
From 8/1/2023 Through 8/31/2023

Table with 7 columns: Description, Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include Revenues, REVENUES, District Wide, DEPARTMENT-WIDE, INT & DIV INCOME, MARKET VALUE ADJUSTMENT, MONETARY GIFT, Total REVENUES, Total Revenues, and Net Increase(Decrease) in Fund Balance.

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2324
From 8/1/2023 Through 8/31/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2324 Percent Used</u>	<u>Total Budget - FY2324 Working Budget</u>	<u>FY2324 \$ Remaining</u>	<u>FY2324 Percent Remaining</u>	
Revenues							
43010	TAX LEVY	0.00	3,951,428.18	1.00	3,951,428.00	(0.18)	0.00
43020	PPRT	0.00	25,408.99	0.17	151,000.00	125,591.01	4.99
43500	IMPACT FEES	0.00	0.00	0.00	15,000.00	15,000.00	6.00
44010	INT & DIV INCOME	35,321.22	64,552.81	0.42	155,000.00	90,447.19	3.50
44011	MARKET VALUE ADJUSTMENT	(5,460.15)	(4,629.49)	0.00	0.00	4,629.49	0.00
45010	PER CAPITA GRANT	0.00	105,506.75	1.00	105,000.00	(506.75)	(0.01)
45020	OTHER GRANTS	2,234.19	2,234.19	0.11	20,000.00	17,765.81	5.33
46030	LOST & DAMAGED	393.67	844.70	0.24	3,500.00	2,655.30	4.55
46110	MEETING RM RENTAL	0.00	0.00	0.00	50.00	50.00	6.00
46200	PRINT/COPY REVENUE	954.60	1,555.50	0.31	5,000.00	3,444.50	4.13
46250	LICENSE PLATE RENEWAL INCOME	8,009.50	14,882.50	0.23	65,000.00	50,117.50	4.63
46300	TAXABLE SALES (USB, DVD, EARBUDS)	14.00	38.50	0.31	125.00	86.50	4.15
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00	500.00	500.00	6.00
46500	CASH OVER	66.50	70.60	1.41	50.00	(20.60)	(2.47)
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	188.00	0.16	1,200.00	1,012.00	5.06
49010	MONETARY GIFT	150.00	150.00	0.15	1,000.00	850.00	5.10
	Total Revenues	<u>41,777.53</u>	<u>4,162,231.23</u>	<u>0.93</u>	<u>4,473,853.00</u>	<u>311,621.77</u>	<u>0.18</u>
	Net Increase(Decrease) in Fund Balance	<u>41,777.53</u>	<u>4,162,231.23</u>	<u>0.93</u>	<u>4,473,853.00</u>	<u>311,621.77</u>	<u>0.18</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2023 Through 6/30/2024

	<u>7/1/2023 - 7/31/2023</u>	<u>8/1/2023 - 8/31/2023</u>	<u>9/1/2023 - 9/30/2023</u>	<u>10/1/2023 - 10/31/2023</u>	<u>11/1/2023 - 11/30/2023</u>	<u>12/1/2023 - 12/31/2023</u>	<u>1/1/2024 - 1/31/2024</u>	<u>2/1/2024 - 2/29/2024</u>	<u>3/1/2024 - 3/31/2024</u>	<u>4/1/2024 - 4/30/2024</u>	<u>5/1/2024 - 5/31/2024</u>	<u>6/1/2024 - 6/30/2024</u>	<u>Total</u>
Revenues													
TAX LEVY	3,951,428.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,951,428.18
PPRT	25,408.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,408.99
INT & DIV INCOME	29,231.59	35,321.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,552.81
MARKET VALUE ADJUSTMENT	830.66	(5,460.15)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,629.49)
PER CAPITA GRANT	105,506.75	0.00	0.00	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	2,234.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,234.19
LOST & DAMAGED	451.03	393.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	844.70
PRINT/COPY REVENUE	600.90	954.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,555.50
LICENSE PLATE RENEWAL INCOME	6,873.00	8,009.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,882.50
TAXABLE SALES (USB, DVD, EARBUDS)	24.50	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.50
CASH OVER	4.10	66.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.60
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.00
MONETARY GIFT	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
Total Revenues	<u>4,120,453.70</u>	<u>41,777.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,162,231.23</u>
Net Increase(Decrease) in Fund Balance	<u>4,120,453.70</u>	<u>41,777.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,162,231.23</u>

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2324
From 8/1/2023 Through 8/31/2023

	Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	244,688.51	489,938.24	15.75%	3,109,193.00	2,619,254.76	84.24%
	SERVICES/BENEFITS					
	244,688.51	489,938.24	15.76%	3,109,193.00	2,619,254.76	84.24%
20	Library Materials					
20	43,295.58	110,492.85	27.65%	399,587.00	289,094.15	72.34%
	LIBRARY MATERIALS					
	43,295.58	110,492.85	27.65%	399,587.00	289,094.15	72.35%
50	Operating Expenses					
51	21,387.27	40,958.79	14.02%	292,075.00	251,116.21	85.97%
52	889.38	3,896.03	7.95%	49,000.00	45,103.97	92.04%
53	3,335.56	3,805.83	6.48%	58,700.00	54,894.17	93.51%
54	3,227.09	22,948.64	8.46%	270,993.00	248,044.36	91.53%
55	3,444.21	4,389.86	5.12%	85,700.00	81,310.14	94.87%
	PROFESSIONAL FEES					
	32,283.51	75,999.15	10.05%	756,468.00	680,468.85	89.95%
60	Building Expenses					
61	7,356.25	22,409.36	1.10%	2,036,215.00	2,013,805.64	98.89%
65	6,816.20	11,521.13	15.71%	73,290.00	61,768.87	84.28%
	UTILITIES					
	14,172.45	33,930.49	1.61%	2,109,505.00	2,075,574.51	98.39%
70	Capital Expense					
70	8,499.23	9,177.23	2.98%	307,672.00	298,494.77	97.01%
	CAPITAL EXPENSE					
	8,499.23	9,177.23	2.98%	307,672.00	298,494.77	97.02%
	Total Capital Expense					
	342,939.28	719,537.96	10.77%	6,682,425.00	5,962,887.04	89.23%
	Total Expenditures					
	(342,939.28)	(719,537.96)	10.76%	(6,682,425.00)	(5,962,887.04)	89.23%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2324
From 8/1/2023 Through 8/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 Budget \$ Remaining	FY2324 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	127,800.05	257,484.75	15.02%	1,713,193.00	1,455,708.25	84.97%
20	Library Materials	25,531.43	78,747.91	45.38%	173,517.00	94,769.09	54.61%
50	Operating Expenses	23,125.61	59,750.35	9.40%	635,072.00	575,321.65	90.59%
60	Building Expenses	5,218.79	7,638.36	31.04%	24,605.00	16,966.64	68.95%
70	Capital Expense	<u>8,142.18</u>	<u>8,142.18</u>	<u>2.78%</u>	<u>292,672.00</u>	<u>284,529.82</u>	<u>97.21%</u>
	Total District Wide	<u>189,818.06</u>	<u>411,763.55</u>	<u>14.50%</u>	<u>2,839,059.00</u>	<u>2,427,295.45</u>	<u>85.50%</u>
1	Dundee Library						
15	Personnel Expenses	98,558.74	194,799.44	16.74%	1,163,000.00	968,200.56	83.25%
20	Library Materials	13,416.28	24,744.38	14.06%	175,910.00	151,165.62	85.93%
50	Operating Expenses	2,284.27	3,608.86	6.99%	51,564.00	47,955.14	93.00%
60	Building Expenses	8,863.56	22,793.05	1.10%	2,062,765.00	2,039,971.95	98.89%
70	Capital Expense	<u>357.05</u>	<u>1,035.05</u>	<u>6.90%</u>	<u>15,000.00</u>	<u>13,964.95</u>	<u>93.09%</u>
	Total Dundee Library	<u>123,479.90</u>	<u>246,980.78</u>	<u>7.12%</u>	<u>3,468,239.00</u>	<u>3,221,258.22</u>	<u>92.88%</u>
2	Randall Oaks						
15	Personnel Expenses	18,329.72	37,654.05	16.16%	233,000.00	195,345.95	83.83%
20	Library Materials	4,347.87	7,000.56	13.95%	50,160.00	43,159.44	86.04%
50	Operating Expenses	6,873.63	12,639.94	18.10%	69,832.00	57,192.06	81.89%
60	Building Expenses	<u>90.10</u>	<u>3,499.08</u>	<u>15.80%</u>	<u>22,135.00</u>	<u>18,635.92</u>	<u>84.19%</u>
	Total Randall Oaks	<u>29,641.32</u>	<u>60,793.63</u>	<u>16.21%</u>	<u>375,127.00</u>	<u>314,333.37</u>	<u>83.79%</u>
	Total Expenditures	<u>342,939.28</u>	<u>719,537.96</u>	<u>10.77%</u>	<u>6,682,425.00</u>	<u>5,962,887.04</u>	<u>89.23%</u>
	Net Increase(Decrease) in Fund Balance	<u>(342,939.28)</u>	<u>(719,537.96)</u>	<u>10.76%</u>	<u>(6,682,425.00)</u>	<u>(5,962,887.04)</u>	<u>89.23%</u>

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
From 7/1/2023 Through 6/30/2024

	<u>7/1/2023 - 7/31/2023</u>	<u>8/1/2023 - 8/31/2023</u>	<u>9/1/2023 - 9/30/2023</u>	<u>10/1/2023 - 10/31/2023</u>	<u>11/1/2023 - 11/30/2023</u>	<u>12/1/2023 - 12/31/2023</u>	<u>1/1/2024 - 1/31/2024</u>	<u>2/1/2024 - 2/29/2024</u>	<u>3/1/2024 - 3/31/2024</u>	<u>4/1/2024 - 4/30/2024</u>	<u>5/1/2024 - 5/31/2024</u>	<u>6/1/2024 - 6/30/2024</u>	<u>Total</u>
Expenditures													
Personnel Expenses													
PERSONNEL SERVICES/BENEFITS	245,249.73	244,688.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489,938.24
Library Materials													
LIBRARY MATERIALS	67,197.27	43,295.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,492.85
Operating Expenses													
LIBRARY OPERATIONS	19,571.52	21,387.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,958.79
PUBLIC RELATIONS	3,006.65	889.38	49.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,946.02
GENERAL PROGRAMMING	470.27	3,335.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,805.83
COMPUTER	19,721.55	3,227.09	52.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,000.64
PROFESSIONAL FEES	945.65	3,444.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,389.86
Building Expenses													
MAINTENANCE	15,053.11	7,356.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,409.36
UTILITIES	4,704.93	6,816.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,521.13
Capital Expense													
CAPITAL EXPENSE	678.00	8,499.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,177.23
Total Expenditures	<u>376,598.68</u>	<u>342,939.28</u>	<u>101.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>719,639.95</u>
Net Increase(Decrease) in Fund Balance	<u>(376,598.68)</u>	<u>(342,939.28)</u>	<u>(101.99)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(719,639.95)</u>

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 8/31/2023

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,362,042.89
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,307,827.55
90	DONATION / GIFT	150.00
	Total Checking Accounts	6,670,020.44
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	260.40
10902	Kiosk Cash	
10	GENERAL/CORPORATE	116.05
	Total Other Cash	376.45
Investments		
10500	INVESTMENT ACCOUNTS	
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,612,796.76
80	WORKING CASH	164,319.03
90	DONATION / GIFT	270,427.16
	Total Investments	2,047,542.95
	Total Cash and Investments	8,717,939.84
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	27,037.50
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	12,301.76
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	24,503.73
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	2,685.79
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	1,822,210.42
	Total Other Assets	1,888,739.20
	Total Assets	10,606,679.04
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	30,011.19
20002	AP license Plate	
10	GENERAL/CORPORATE	1,888.00
20003	AP Other	
10	GENERAL/CORPORATE	425.85
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	78,260.58
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	718.23
22056	CREDIT CARD PAYABLE WERLE	
10	GENERAL/CORPORATE	72.52
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	73.51
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	136.77
22074	CREDIT CARD PAYABLE KATSION	
10	GENERAL/CORPORATE	199.00
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	192.53
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	38.00
22085	CREDIT CARD PAYABLE II	

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 8/31/2023

		Current Year
10	GENERAL/CORPORATE	197.02
22090	CREDIT CARD PAYABLE SHERRY KENNEY	
10	GENERAL/CORPORATE	392.45
22092	CREDIT CARD PAYABLE DUNNE	
10	GENERAL/CORPORATE	154.64
22093	CREDIT CARD PAYABLE MUNOZ	
10	GENERAL/CORPORATE	32.97
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	253.34
	Total Liabilities	113,046.60
	Fund Balance	
10	GENERAL/CORPORATE	6,138,048.96
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,920,624.31
80	WORKING CASH	164,319.03
90	DONATION / GIFT	270,577.16
	Total Fund Balance	10,493,569.46
	Total Liabilities and Fund Balance	10,606,616.06

Month End Holdings - Settled Trades

		US Dollar						
		8/31/2023						
		Estimated						
		Annual						
		Income						
Quantity	Symbol	Security	Total Cost/ Unit Cost	Market Price	Market Value	% Assets	Unrealized Gain/Loss	Estimated Annual Income
	DTPXX	Dreyfus MMKT Sweep	7,712.48		7,712.48	0.4		330.87
			0.00					
315,000	912796CR8	United States Treas Bills 0.000% Due 9/21/2023	310,915.24 98.70	99.71	314,076.22	15.3	3,160.98	0.00
75,000	912796CS6	United States Treas Bills 0.000% Due 9/28/2023	74,017.96 98.69	99.60	74,702.44	3.6	684.48	0.00
105,000	9128285D8	United States Treasury Notes 2.875% Due 9/30/2023	106,344.55 101.28	99.79	104,782.70	5.1	-1,561.85	3,018.75
12,000	912797FA0	United States Treas Bills 0.000% Due 10/12/2023	11,709.10 97.58	99.40	11,927.60	0.6	218.50	0.00
210,000	06063HRA3	Bank Baroda New York BRH 5.300% Due 10/16/2023	210,000.00 100.00	100.01	210,029.01	10.3	29.01	11,130.00
190,000	942860QM2	Waukegan IL 3.543% Due 12/30/2023	197,433.69 103.91	99.30	188,664.30	9.2	-8,769.39	6,731.70
260,000	912797GN1	United States Treas Bills 0.000% Due 2/15/2024	253,046.59 97.33	97.55	253,625.70	12.4	579.11	0.00
179,000	02589ABL5	American Express Natl Bank Brok 1.600% Due 3/4/2024	178,925.50 99.96	98.09	175,572.16	8.6	-3,353.34	2,864.00
220,000	91282CCC3	United States Treasury Notes 0.250% Due 5/15/2024	209,825.00 95.38	96.45	212,179.69	10.4	2,354.69	550.00
247,000	39573LED6	Greenstate Cr Un North Liberty 5.500% Due 7/19/2024	246,985.30 99.99	99.97	246,914.53	12.1	-70.77	13,585.00
248,000	70087TAC9	Park View Fcu Harrisonburg VA 5.350% Due 2/18/2025	247,948.00 99.98	99.74	247,358.11	12.1	-589.89	13,268.00
Total Portfolio			2,054,863.41		2,047,544.93	100.0	-7,318.48	51,478.32

C.1 Ordinance 2023-08 Budget and Appropriation

RECOMMENDED **MOTION**: I move to Approve Ordinance 2023-08 Budget and Appropriation in the amount of \$8,788,523.00 for Fiscal Year 2023-2024 as presented.

BACKGROUND INFORMATION:

In compliance with applicable statutes, the Library is required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The Budget and Appropriation Ordinance outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available.

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

ORDINANCE NO. 2023-08
ANNUAL BUDGET AND APPROPRIATION ORDINANCE
 FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT,
 KANE COUNTY, ILLINOIS FOR FISCAL YEAR BEGINNING
 JULY 1, 2023 AND ENDING JUNE 30, 2024

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

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

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

Section 1. That the fiscal year for this FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT ("District") be and the same is fixed and declared to from the first day of July 2023 to the thirtieth day of June 2024.

Section 2. That the following budget containing an estimate of the receipts and of the expenditures there from, be and the same is hereby adopted as the budget of said District for the fiscal year 2023-2024, and shall be in full force and effect from and after its passage and publication as is required by law.

<u>I. GENERAL CORPORATE FUND, WORKING CAPITAL FUND, DONATION/GIFT FUND</u>	FY2324 Appropriation
Fund balance at the beginning of fiscal year	\$3,151,872
 <u>Estimated Revenues</u>	
Property Tax Levy	\$3,951,428
Other Taxes	\$151,000
Impact Fee	\$15,000
Interest & Dividend Income	\$110,000
Grants	\$125,000
Monetary Gift	\$1,000
Print/copy, lost/ damaged, sales	\$8,625
License Plate Renewal	\$65,000
Other Income	\$1,800
Total Estimated Revenues	\$4,428,853
Total Estimated Funds Available	\$7,580,725

Estimated Expenditures

Personnel Services/Benefits	\$3,264,653
Library Materials	\$439,546
Library Operations	\$450,113
Public Relations	\$73,500
General Programming	\$88,050
Computer	\$173,240
Professional fees	\$128,550
Transportation	\$6,000
Maintenance	\$271,823
Utilities	\$109,935
Capital Expense	\$62,400
Total Estimated Expenditures	<u>\$5,067,808</u>
Estimated Cash Balance End of Fiscal Year	<u>\$2,512,917</u>
Amount Appropriated for General Corporate Fund	<u>\$5,067,808</u>

II. SPECIAL RESERVE FUND

Fund Balance at the Beginning of the Fiscal Year	\$3,899,318
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Estimated Revenues

Interest & Dividend Income	\$45,000
Total Estimated Revenues	<u>\$45,000</u>
Total Estimated Funds Available	<u>\$3,944,318</u>

Estimated Expenditures

Computer Equipment & Software	\$194,375
Maintenance	\$3,193,750
Capital Expense	\$332,590
Total Estimated Expenditures	<u>\$3,720,715</u>
Amount Appropriated, Special Reserve Fund	<u>\$3,720,715</u>
Estimated Cash Balance End of Fiscal Year	\$223,603

Appropriation Recapitulation

General Corporate Fund	\$5,067,808
Special Reserve Fund	\$3,720,715
Total Appropriation	\$8,788,523

Section 3. That there is hereby appropriated eight million, seven hundred and eighty-eight thousand, five hundred and twenty-three dollars from the taxes to be levied and other sources for the fiscal year, the same to be divided among the several corporate objects and purposes as herein above specified in Section 2 for purposes of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT for the fiscal year ending June 30, 2024.

Section 4. That the levy of taxes upon all taxable property within the corporate limits of the District subject to taxation for the year 2023 for the general fund is authorized at applicable statutory rates and the County Clerk of Kane County, Illinois is authorized to extend taxes upon such property at such rate.

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

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

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

Section 8. That the several amounts set opposite the several objects and purposes hereinabove set forth under the estimated expenditures for said District for the operation of the Library is hereby appropriated for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

PASSED by the Board of Library Trustees of the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT this 19th day of September 2023, pursuant to roll call vote as follows:

AYES _____
NAYS _____
ABSENT _____
NOT VOTING _____

APPROVED:

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

Attest:

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

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

Unit Name: Fox River Valley Public Library District
Fund: General Revenue estimate for fiscal year beginning July 1, 2023

SOURCE OF REVENUE

FUNDS AVAILABLE, BEGINNING OF FISCAL YEAR	\$ 7,051,190
TAX LEVY	3,951,428
PPRT	151,000
IMPACT FEE	15,000
INT & DIV INCOME	155,000
PER CAPITA GRANT	105,000
OTHER GRANTS	20,000
LOST & DAMAGED	3,500
MEETING RM RENTAL	50
PRINT/COPY REVENUE	5,000
LICENSE PLATE RENEWAL	65,000
TAXABLE SALES (USB, DVD, EARBUDS)	125
MISCELLANEOUS INCOME	500
CASH OVER	50
RETIRED EMPLOYEE REIMBURSEMENTS	1,200
MONETARY GIFT	<u>1000</u>
	\$
Total includes Working Cash, Donation, and Special Reserve funds	<u>11,525,043</u>

Certification

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

Dated: September 19, 2023

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

CERTIFICATION OF BUDGET

(Appropriation Ordinance)

I, the undersigned, duly elected, qualified and acting Secretary of Fox River Valley Public Library District, Kane County, Illinois, do hereby certify that the attached hereto is a true and correct copy of the Budget (Appropriation Ordinance) of said Board of Library Trustees for the fiscal year beginning July 1, 2023, as adopted on September 19, 2023 .

Date: September 19, 2023

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

C.2 Resolution 2023-09 Library Insurance Management and Risk Control Combination (LIMRiCC) Administrative Amendments to Intergovernmental Agreement

RECOMMENDED **MOTION**: I move to Adopt Resolution 2023-09 Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Administrative Amendments to the Intergovernmental Agreement.

BACKGROUND INFORMATION:

Please keep in mind FRVPLD does not contract for health benefits with LIMRiCC; only for unemployment compensation. The proposed administrative amendments affect the IGA in this manner:

Section 2. LIMRiCC is requesting a change to the acronym by which we refer to the Health Insurance plan (right now referred to as PHIP - Purchase of Health Insurance Plan or SHIP - Self-Insurance Health Insurance Plan) to HIP- Health Insurance Plan

Section 3. LIMRiCC is tidying up some language in the IGA

Section 4. LIMRiCC may appoint a designee to handle a piece of business

Section 5. For UCGA membership, it adds language about how it assists in filing for a refund with the Illinois Department of Employment Security.

Section 6. LIMRiCC no longer employs staff (we contract with Lauterbach & Amen), so this moves this duty to the Board of Directors

Section 7. Cleans up language.

Section 8. LIMRiCC no longer offers a plan called JSIP (Joint Self-Insurance Pool), which was a Property & Casualty Plan - Please contact LIRA if your library is interested in coverage like that. The updated IGA is removing all references to JSIP.

Section 9: Removing references to JSIP

Section 10: Removing references to JSIP

Section 11: Removing references to JSIP

Section 12: Cleaning up language

Section 13: Updating the address to the current address (the old address in the IGA is not current and hasn't been for about 5-6 years).

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Section 14: Removing references to JSIP

Section 15: Notices may also come from emails, not just mailings.

Section 16: Cleans up the language in the IGA

Section 17: Simplifies the language in the IGA

Section 18: Simplifies the language in the IGA

Section 19: Simplifies the outdated language in the IGA (we're no longer in the year 2015...)

Section 20: Simplifies the language

Section 21: Updates the language

Section 22: Fixes a typo

Section 23: LIMRiCC no longer employs an Executive Director

Section 24: Updates the address again

Section 25: Simplifies the language

Section 26: Updates the address again

Section 27: LIMRiCC no longer has a staff (we contract with Lauterbach & Amen), so it deletes the word "staff"

Section 28: Capitalizes a word

Section 29: Suggest November 15th, 2023 for the new agreement date

Section 29: Each member affected by the amendments will receive notice of the amendments and the notice period and a voting ballot

Section 30: The new IGA will need 2/3rds of the membership to approve

Section 31: The President of the Library Board will be authorized to sign, and the Secretary is authorized to attest the resolution upon passage by the Library Board

the LIMRiCC Board authorized the sending of this Resolution on July 26th, 2023

RESOLUTION 2023-09

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

SECTION 9: It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

SECTION 10: It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

SECTION 15: It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

SECTION 16: It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

SECTION 18: It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund)”)and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

SECTION 23: It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

SECTION 24: It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

SECTION 26: It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by Fox River Valley Public Library District this 19th day of September, 2023.

By: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

C.3 Resolution 2023-10 Library Insurance Management and Risk Control Combination (LIMRiCC) Substantive Amendments to Intergovernmental Agreement

RECOMMENDED MOTION: I move to Adopt Resolution 2023-10 Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Substantive Amendments to the Intergovernmental Agreement.

BACKGROUND INFORMATION:

Please keep in mind FRVPLD does not contract for health benefits through LIMRiCC; only for unemployment compensation. The proposed substantive amendments to the IGA are:

Section 2: Removing the distinction between PHIP and SHIP insurance. It will now be referred to as HIP "Health Insurance Plan"

Section 3: For UCGA (Unemployment Compensation Insurance), a late fee will be assessed for \$50.00 any paperwork or payment submitted after the due date. The Board has the authority to increase the late fee by up to 10% in a calendar year.

Section 4: Adds the words "and dental insurance for insured participants" - basically, dental insurance wasn't part of the package included in the wording before.

Section 5: The Administration fee for the Calendar year will be announced each year at the Annual Fall membership meeting.

Section 6: Cleans up language

Section 7: Employers are required to maintain HR paperwork for employees demonstrating that employees are eligible for the purchase of insurance benefits (meeting hourly requirements, etc.) Employers must also notify LIMRiCC of new and terminated employees in a timely fashion.

Section 8: Members must have at least 1 representative from their library at each full membership meeting; failure to have a member at the meeting without good cause may result in a \$150 fee.

Section 9: In years where LIMRiCC's benefit provider (health insurance plan) allows new members to join, an application for membership will be required. If the health insurance provider clears the library for membership, the new member will be required to sign the IGA AND pay a non-refundable 2-month premium into LIMRiCC's reserves. The premium will be based on the new member's enrollment and will apply to PHIP and SHIP.

Section 10: Adds language related to how late fees are determined.

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Section 11: Adds language related to how refunds from LIMRiCC are handled if an adjustment to an invoice is necessary.

Section 12: Clarifies language about termination of membership or voluntary withdrawal, including the notice period to be provided to LIMRiCC and the length of run-out period of payments to be made to LIMRiCC.

Section 13: Removes language about Metropolitan Library System/Suburban Library System (which is a wee bit of history about LIMRiCC)

Section 14: The proposed date of the amendments is November 15, 2023

Section 15: That members were given notice about the amendments

Section 16: The amendments will be adopted upon 2/3rds of an affirmative vote of the members

Section 17: The President of the Library Board is empowered to sign, and the Secretary of the Board can attest once the Library Board votes to approve the Resolution

RESOLUTION 2023-10

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”

SECTION 5: It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

SECTION 8: It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

SECTION 10: It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by Fox River Valley Public Library District this 19th day of September, 2023.

By: _____

President, Library Board of Trustees

ATTEST:

Secretary, Library Board of Trustees

C.4 A&T Plumbing, Inc. and Son Plumbing Repair Agreement

RECOMMENDED **MOTION**: I move to Authorize the Director to enter into an Agreement with A&T Plumbing, Inc. and Son for replacement of plumbing pipes at Dundee Library, and also for the cost to repair walls in an amount not to exceed \$25,000 collectively.

BACKGROUND INFORMATION:

Dundee Library has been making interim repairs to the plumbing system due to cracked and leaking pipes. Old, cast iron pipes require replacement in order to have effective, clean, and safe plumbing. A&T Plumbing, Inc. and Son has proven to be competitive, able, and familiar with the building.

This particular situation is in need of urgent attention. Existing fiscal policy allows the Director or their designee to spend up to \$20,000 for any unbudgeted expenditures with the approval of any two officers of FRVPLD Board. Additionally, statute allows the library district to spend up to \$25,000 without going out to public bid. The repair will be a major project and require closure of the Dundee Library for an estimated 4 days, targeted for October 2 – 5, 2023. Wall repair is expected following pipe replacement; the amount to be authorized includes those repairs.

A&T Plumbing Inc. & Son

77 Old Farm Ln. Carpentersville, IL. 60110
(847) 426-5639 FAX (847) 426-0959
leeplumber@antplumbing.com www.antplumbing.com

119404
9/12/2023

Proposal Submitted to:

DUNDEE LIBRARY
555 BARRINGTON AVE
E. DUNDEE , IL 60118
428-3661 224-699-4121

Work To Be Performed At:

ATT MICHEAL

IL
826-0873

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

CAST IRON DRAIN LINES FOR MAIN FLOOR BATHROOMS KEEP CLOGGING AND ARE LEAKING.

REPLACE CAST IRON DRAIN LINES UNDER MAIN FLOOR MEN'S AND WOMEN'S BATHROOM'S.

REPLACES CAST IRON DRAINS FROM BATHROOMS CEILING TO HALLWAY CEILING.

INSTALL A PROPER CLEAN OUT IN FLOOR FOR FUTURE RODDING FOR ANY FUTURE CLOGS.

WILL HAVE TO OPEN UP A FEW SPOTS IN BATHROOM WALL TO GET TO PIPING TO ATTACH TO.

HOLES IN WALL TO BE REPAIRED BY OTHERS.

HAUL AWAY ALL OLD PIPING

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **\$15,880.00** with payments to be made as follows:

The undersigned agrees and guarantees that in the event of default in payments when due, that he will pay in addition to all sums due, all costs of collection including reasonable attorney's fees and court costs incurred by A&T Plumbing Inc. The undersigned agrees to pay a service charge of 1-1/2% per month or 18% on an annual rate for all invoices not paid on or before the due date. Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. (Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by A&T Plumbing Inc. .

Note : This proposal may be withdrawn by us if not accepted within 30 days

Respectfully submitted, Leth Pearson, President

ACCEPTANCE OF PROPOSAL

The above prices ,specifications and conditions are satisfactory and herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Date _____

Signature _____

C.5 Approve Report of Closed Session Minutes Review and destruction of audio recordings made prior to March 19, 2022

RECOMMENDED **MOTION**: I move to approve the report of the closed session minutes review and destruction of audio recordings made prior to March 19, 2022.

BACKGROUND INFORMATION:

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

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