

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

**October 17, 2023**

**7:00 PM (time approximate pending conclusion of Decennial Committee meeting)**

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

**AGENDA**

**Call to Order—President Kristina Weber**

**Pledge of Allegiance**

**Roll Call—Secretary Christine L. Evans**

**Public Comment**

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

**President’s Report—President Weber**

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

- **Audit (ACFR) Presentation – Hannah Cullerton, Lauterbach & Amen**
- **Department Reports**
- **Dashboard**

**A. Consent Agenda**

**Exhibit A.1**

**Items to be included in Consent Agenda**

- A.1.a Minutes from the September 19, 2023 Budget and Appropriation Hearing**
- A.1.b Minutes from the September 19, 2023 Board of Trustees Meeting**
- A.1.c Check/Voucher Register for September 2023**
- A.1.d Monthly Financial Report for September 2023**
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.f Revenue Summary – All Funds Combined by Period**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.i Expenditure Summary – All Funds Combined by Period**
- A.1.j Balance Sheet for September 2023**
- A.1.k Ehlers Investment Inventory for September 2023**

**B. Unfinished Business – none**

**C. New Business**

**Exhibit C.1**      **Resolution 2023-11 To Determine Estimate of Funds Needed for FY 2023-2024**  
**Exhibit C.2**      **Meeting Space Update and Proctoring Tests Policy**  
**Exhibit C.3**      **Restricted Monetary Donation Acceptance**

**Executive Session**      **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.*

**Adjournment**

**Fox River Valley Public Library District**  
**Director's Report to the Board of Library Trustees**  
**October 17, 2023 Regular Meeting**

The Teen area of the Dundee Library has two new segments of shelving, a much-needed expansion of space for the Teen collection. When we relocated the public computers and the Teen area a few months ago, we discovered we would have additional wall space in one corner. Our shelving capacity is quite limited throughout the library, so an addition like this is a welcome improvement.

The Library District has recently changed our credit card payment system. This is generally a "behind-the-scenes" change. The Library accepts credit card payments from the public for lost items, prints and copies, license plate renewals, and more. For many years, we have been using a payment system vendor through our membership in the CCS consortium, to facilitate credit card transactions. CCS ended their contract with that vendor and moved to the Illinois State Treasurer's ePay program. ePAY is an electronic payment program (specifically designed for Illinois governments) that enables us to securely receive credit card payments through customized channels. The IT and Finance teams have recently completed the conversion of our payment system to ePay. This will reduce our costs as well as streamline accounts receivable and fund tracking.

The strategic planning process continues. The community survey, created with the consultants from ReThinking Libraries, became available in September and will remain open through October 31. We held engagement sessions with stakeholders and the public on October 10, 11, and 12.

Several recent bomb threat hoaxes at libraries in our region have prompted a review of our emergency procedures. I consulted with East Dundee Police and safety consultant Joe Crimmins. The managers and I attended training from the FBI, and we have incorporated information from the FBI and the Department of Homeland Security into procedures.

The Dundee Library was closed October 3<sup>rd</sup> through October 6<sup>th</sup> for major plumbing repairs following a significant leak that resulted in flooding the library's four public restrooms. The cast iron pipes (original to the building) were cracked and deteriorated. The repairs and replacements were successful and completed on time. The pipes were replaced with PVC, and all of our restrooms are functional once again.

Our library family continues to grow! We recently welcomed four new staff members and promoted two librarians. Jen Acevedo joined the Randall Oaks team in September as a part-time clerk. In October, Jessica Nelson started as a new part-time Library

Assistant on the Youth Services team. Stephanie Carreno is a new part-time Library Assistant in Adult and Teen Services. We also brought Joe Pilarski on board as a part-time Maintenance Assistant/Driver in the Facilities department. In September, we welcomed two new members to the Management Team. Youth Services Librarian Heather Ji was promoted to Youth Services Manager, and Adult and Teen Services Librarian Samantha Bunte was promoted to Adult and Teen Services Manager. Both have been in a Librarian II role since May 2022.

Respectfully submitted,

*Amy Dodson*

## Fox River Valley Public Library District September 2023 Department Reports

### Deputy Director: Heather Zabski

For the September board meeting, I spent time putting together the Certificate of Estimated Revenues. This is a required step in the budget and levy process each year. I also compiled statistics from the last five years of IPLAR (Illinois Public Library Annual Report) data for my presentation to the board.

On September 16, I once again had the pleasure of representing the library at the Heritage Fest booth. PATS Manager Karin Nelson and I manned the booth in that Saturday Morning, encouraging community members to fill out the strategic planning survey and handing out prizes to children who spun the prize wheel. It was a busy morning, and we were joined for part of our shift by Trustee Paula Lauer.

Carpentersville Rotary Club participated in "It's Our Fox River" day, cleaning up the riverbanks from Otto Engineering to Carpentersville Dam. I participated in the cleanup effort before heading to my shift at Heritage Fest.

Our retirement fund, the Illinois Municipal Retirement Fund (IMRF) is in the process of changing its website and wage reporting. As part of preparing for that change, I attended training about the upcoming changes to their website on September 5. I've been working with our payroll provider Paylocity to update our wage report to meet the new requirements from IMRF.

On September 20, I attended the Wellness Insurance Network(WIN) board meeting virtually. Several large claims this year will bring up the cost of employee health insurance rates for 2024. Open Enrollment will begin in October for any employees who wish to make changes to their insurance coverage.

The Finance Department spent time working with the auditor to review and update the reports from this year's ACFR report. A representative from our audit firm Lauterbach & Amen will present the audit to the board at the October board meeting.

### Randall Oaks: Brittany Berger

September was a relatively busy month. Randall Oaks saw an increase in foot traffic including great attendance at our programs. Just in time for the autumn rush, RO got back to full staff; we welcomed new clerk Jen at the beginning of September! This month, we got a lot of laughs and compliments on our "I mustache you to read these biographies" display, curated by Rachel and Lisa. This coincided with our scavenger hunt theme full of mustache wearing smiley faces, which 177 kids completed. We had an increase in crafts (mustache themed, of course!) and board game usage this month, 151 and 25 respectively. The interactive youth board is always popular and 242 kids added their colorful hot air balloons. The nearby voting station polled "Would you rather fly in a blimp or a hot air balloon?", unsurprisingly balloons won with 122 votes. Staff also created displays highlighting reading challenges for Banned Books Week, and a Hispanic Heritage Month display that will transform into a Day of the Dead challenge promotion in October.



There were ten programs at RO this month, and total attendance was 239. Librarian Rachel guided 17 grade schoolers through four different seasonal art techniques at Tree-tacular Art, pictured below. Library Assistant Lisa continued her International Foodies series with snacks from Guatemala this month, and 19 patrons came out to learn a little about the country and sample some chips and sweets. On the 27th, Lisa made learning science fun by leading 20 kids through Sports STEM activities.



Winter Reading Challenge planning is underway! I, along with ATS Librarian Danielle Pacini and YS Librarian Amanda Keen, have chosen Beanstack's theme "Reading Wrap-Up". The challenge is set to run December 1 through January 20, while prizes will be available December 15 through January 31. The challenge will run on the Beanstack app and we will have paper logs available as well. This year's challenge will be very similar to 2022, in which we had a selection of activity/reading badges for patrons to choose from. More details to come in October!



### Adult and Teen Services: Sam Bunte

September saw Adult and Teen Services providing reference help 300 times, which was a slight dip from last month, and providing 53 one-on-one help sessions, which is a jump up from the last couple of months. Our biggest number was in passive program participants, which was 523.

The bulk of this number came from participation in our Mini Masterpiece program, conceived by Library Specialist Cari Poweziak and Library Assistant Kayla Lawrence. During the month of September, Kayla spearheaded this enormous undertaking, creating and handing out 190 individual mini masterpiece art kits for patrons to take home. 87 of these were returned for display, at which point Kayla created a mini gallery, each painting with its own information card. Patrons then voted in droves, submitting 285 voting slips (each of which included votes for all of the separate age groups).



We had new audio-visual equipment installed in the Craft Room, which has already proven to be beneficial in its earliest days. With Corner 68 out of bounds, our computer classes in particular have faced challenges. Due to the size of the Meeting Room, the distance from attendee tables is quite far from the projector screen, so it can be difficult to see small details on the screen when learning Excel, for example. The new equipment in the Craft Room allows a much clearer view for our attendees.

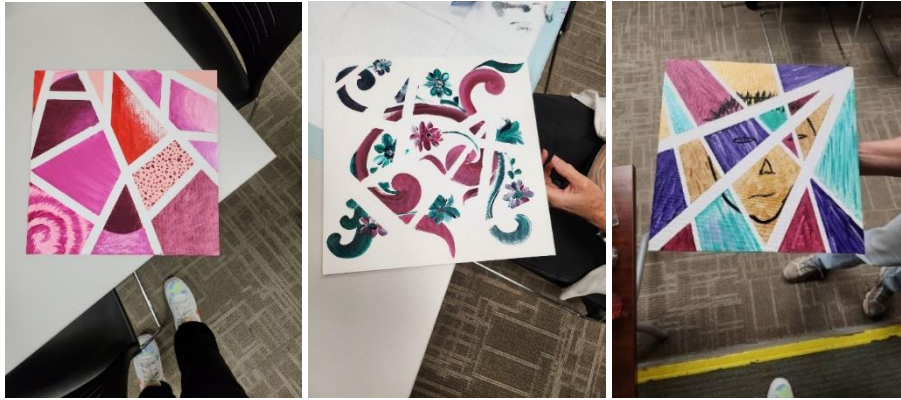
With our 3D printer back in action after some time out of service, Library Specialist Erica Acevedo has been busy printing a hundred boxes for Cari Poweziak to take to the ABOS conference she'll be presenting at in October, as well as trying to get to 100 items printed for PR to showcase at an expo we will have a table at in October. Even with Corner 68 closed and maker equipment more inaccessible, our Silhouette Cameo has been getting plenty of use. Teen Librarian Danielle Pacini has wheeled out the equipment and helped multiple patrons create projects, including this Yorkshire terrier bag.



September saw another of the ever-popular pub trivia events at Black and Gray Brewing. Library Specialist Gene Barish and Library Assistant Dian Martinez hosted a We Love the 80s Music Trivia: One Hit Wonders event that had 28 people packed into the bar. Gene and Dian dressed the part and had a fun photo op set up for participants to commemorate their evening.



Librarian Marisol Bribiescas and Kayla Lawrence hosted a Tape Resist Art crafting program, which gave patrons the freedom to create individualized pieces rather. Each was unique and equally interesting.



Our newest Beanstack reading challenge began in September (the Banned Book Reading Challenge), putting attention on books that have been banned and challenged in the US in the past year. This is a topic close to many of our hearts, and it has been encouraging getting positive feedback from participants about how important they think the topic and these individual books are. In conjunction with this reading challenge, we brought back our Community Discussion for Social Change for a one-off session, hosted by me and Library Assistant Jasmin Munoz. A Banned Book Club also read one of the most challenged books in the country, *All Boys Aren't Blue*.

September was my first month as manager of the Adult and Teen Services department, so it involved a lot of learning and finding my way in a new role. To kick this off, I had one-on-one meetings with every staff member in my department, just to get a feel for their concerns and their wishes. I worked a Heritage Fest shift and it was encouraging seeing how many people in our community wanted to give their input about the future of the library. I also attended my first PAS (Patron Access Services) technical group as Chair. We met in person at the new CCS headquarters and it was a very productive meeting and well worth the time spent in person rather than on Zoom.

### **Account Services: Keri Carroll**

Visits to both locations remained consistent when compared to previous August-to-September numbers as kids head back to school. The library was closed for Labor Day and closed early on Monday, September 11, due to plumbing issues, but we still had more overall visitors than September 2022.

Physical items circulated took a notable dip from previous months, even when factoring in our extended loan periods. The consistency in visits appears to be tied more to patrons simply utilizing our facilities versus checking out materials. Home deliveries and license plate renewals remained constant.

As noted in last month's report, Warren-Newport joined CCS during Labor Day weekend, with all CCS libraries operating offline. The migration went as smoothly as possible, no doubt aided by the holiday weekend and fewer-than-normal visitors. Staff at Dundee handled patron requests with ease and continued to deliver excellent customer service during this period. We're thrilled that we can offer patrons even more options when browsing materials at no additional cost to us.

Earlier in the summer, I volunteered to be a judge for the Soon To Be Famous Illinois Author Project, in conjunction with RAILS. As a judge, I'm asked to read through numerous works of both adult and YA fiction and help select which titles make it through. As someone who's tried to write a novel previously, I applaud the folks who are able to put story to paper, and I look forward to contributing to this contest.

### **Public Relations & Outreach: Kirstin Finneran** **Community Outreach**

Jacobs High School Open House, Jacobs High School  
Senator DeWitte Senior Fair, Rakow Center - DTPD  
deLacey Family Education Center Open House, deLacey Family Education Center  
Heritage Fest, Village of West Dundee  
Fiestapalooza, Village of Carpentersville



Note: Our outreach visits in the month of September resulted in **22 new cardholders**.



We had double the fun this month as Heritage Fest and the new Carpentersville event “Fiestapalooza” were held on the very same weekend. We prepared materials, giveaways, packing, etc. for the simultaneous events, each with a different theme and message. At Heritage Fest, our focus was on Community Survey and Engagement Sessions. Three laptops were loaded with the survey and 50 people came into the tent to fill it out (for which they were rewarded with a snazzy fanny pack). Many copies of the flier were distributed with QR codes to the survey and engagement session sign up. Meanwhile in Carpenter Park, Jasmin Munoz (ATS Dept.) and Lizbeth Hernandez (YS Dept.) promoted our upcoming Día de los Muertos celebration. They handed out 300 conchas (donated by Village Fresh Market in Carpentersville), cachetadas (candy) and FRVPLD branded bags filled with promotional flyers in Spanish.

In addition to the above events, I was invited to attend the East Dundee Art Council’s September meeting. On the agenda was a discussion about where they will choose to locate their next mural. I was there to let them know we have some prime space on the outside and even the inside of the Dundee Library. Stay tuned!

**Community Survey & Engagement Sessions.** Upon receipt of the survey and engagement session info from ReThinking Libraries, the PR Department kicked into high gear on the methods of (bilingual) promotion that will take us all the way through October. So far we have created a website page, flyer, poster for both libraries, buttons for staff to wear, a link to the web pages on every single online calendar event, mini posters around the library, an eBlast to all of our community partners, featured it in two issues of eNews, created physical stations at both libraries with a laptop as well as paper copies (thanks Erin Pasetes!), a message on our Watchfire sign, and added all engagement sessions to the online calendar with a filtered link to just those sessions. Still to come is an eBlast to all patrons, additional social media posts and eNews features, a press release, and a possible postcard to the community. As of this moment, we have received 327 surveys.

**New Welcome Brochure.** After many, many revisions and translations, we are pleased to say there is a fresh new Welcome Brochure, available in English & Spanish, to help welcome new cardholders to the FRVPLD.

**Website Update.** This month we got our first look at the new website design and colors. It is fresh and much more reflective of website design trends at this time. We are now getting to work on page content. One of our main goals with the redesign is to eliminate the need to update the site in multiple areas when a change is made. The use of template blocks and dynamic content will make keeping the site current much easier. We have reorganized some things for a more intuitive navigation experience.

**eNews**

Subject	Date Sent	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
Mini Masterpieces, Classical Music Month	9/6/2023	12583	5729	45.60%	342
Hispanic Heritage Month, Preschoolers in the Park	9/13/2023	12567	3537	28.17%	109

Community Survey & Engagement Sessions, Banned Books Reading Challenge	9/20/2023	12552	5705	45.80%	481
Dundee Library closed Oct. 3-6; Curbside Service Available	9/25/2023	12459	5265	42.33%	77
Closed for Plumbing Repair, Community Ofrenda, Freegal Playlists	9/27/2023	12442	LibraryAware system down; unable to provide data 😞		

### Social Media Insights - August 2023

Facebook

Reach: 14,753

Engagement: 6,895

Followers: 2,751 (+30)

Instagram

Followers: 788 (+13)

Accounts reached: 1,256

Accounts engaged: 151

### Youth Services: Heather Ji

Youth Services celebrated Hispanic Heritage Month in September with many engaging events. Elizabeth Flores and Lizbeth Hernandez brought in our very own Brenda Sandoval, Carpentersville Village Trustee, along with Grisel Arroyo from Arroyo Pet to speak at their Hispanic Heritage Month: Community Voices family program. Activities included having kids brainstorm ideas for future Carpentersville festivals, designing a care float for the town, and decorating houses for pet dogs and cats. Food was provided by Churros y Chocolate Inc.



Other Hispanic Heritage Month events included an outdoor showing of the movie *La Misma Luna* featuring Eugenio Derbez, a craft program to make deliciously fragrant vanilla cinnamon candles in traditional Mexican cazuelitas, and Amairani Lopez's Amate Bark painting program, featuring a type of art used as communication by Indigenous Peoples of Mexico.



Amairani also created a very engaging display with biographies of famous people from Mexico, El Salvador, Puerto Rico, Cuba, Dominican Republic, Chile, Panama, Argentina, Colombia, Spain, and Nicaragua.



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

Savings: Over \$450 this month, and the biggest notation was for comparing toner pricing between our two office supply vendors to save over \$120.

PR Copier: The original research, price comparison summary, and recommendation for this new system and booklet finisher option was done in the Spring so that it would be in FY23/24 budget. It was ordered at the beginning of July, and installed just a few weeks ago. It will be put on next month’s maintenance renewal form along with our (3) other current copiers.

Axis360: This e-resource was automatically migrated over to the Boundless platform by Baker & Taylor at the end of September. Our website and PowerPAC (online catalog) was updated to reflect this new name.

**IT/ Network: John Sabala**  
**Youth Service Craft Room – Technology Updates**

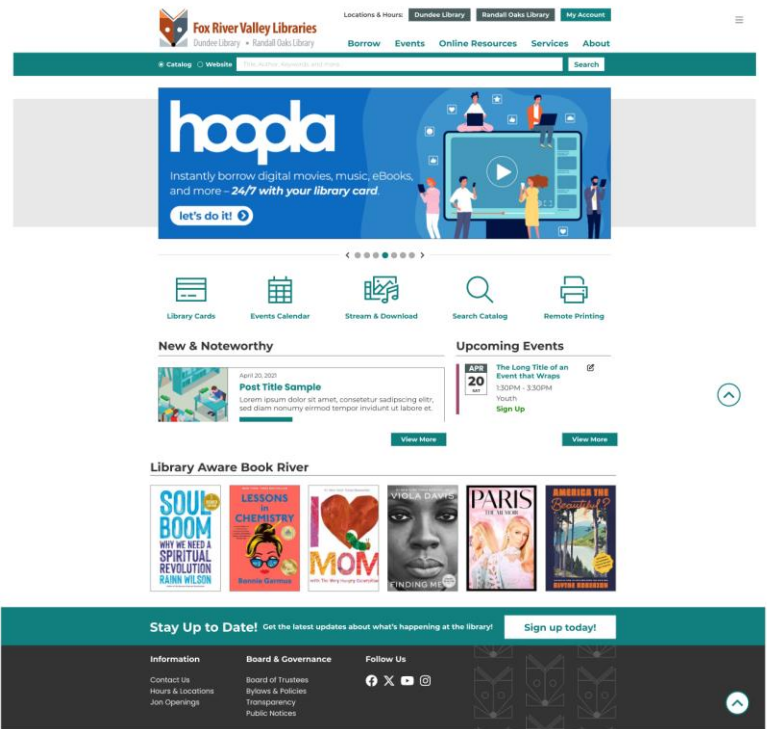


The library has expanded the capability of conducting programs which require Audi Visual technology. The need for expansion has been known for a while and was amplified by the closure of the Corner 68 room. The large meeting room was left as the only room that could accommodate a projector and screen. However, the size of the meeting room is quite attractive for larger groups, and we found many conflicts in scheduling for this room. We are super excited to now have a second option for events that require Audio Visual technology. We have already used the room for some events in September and more planned for the future.

### Website Update

Work is continuing with the Upgrade/Update of the library website www.frvpld.info. Library Markets is developing the new site with most of our existing content. A small mock home page was built and allows us to get a feel of the colors, fonts, and potential structure of the site. During October the structure will be solidified, and content added. The goal is to have a new website up and running by December 2023.

### Mock Home Page Exhibit

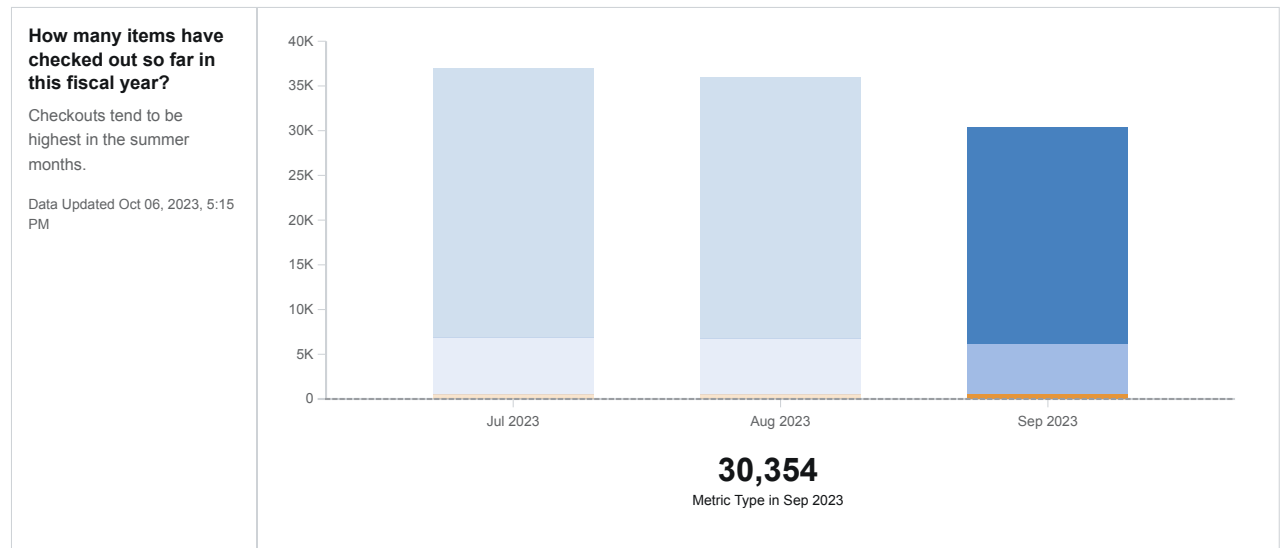


# How are we doing?

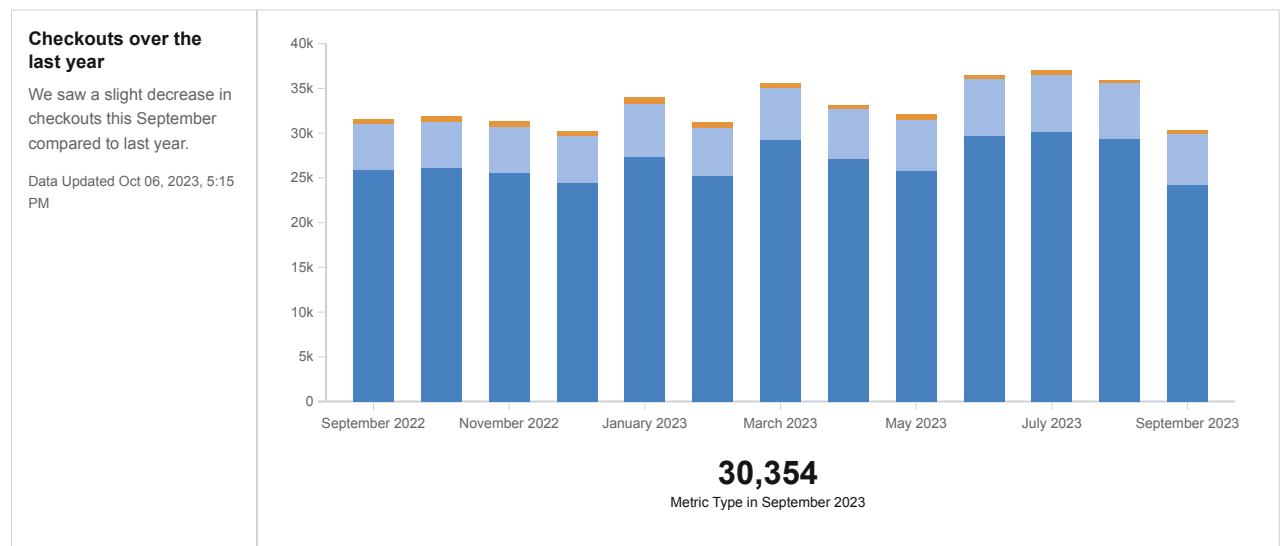
The monthly Dashboard tells our story

Click the graphs to see more details

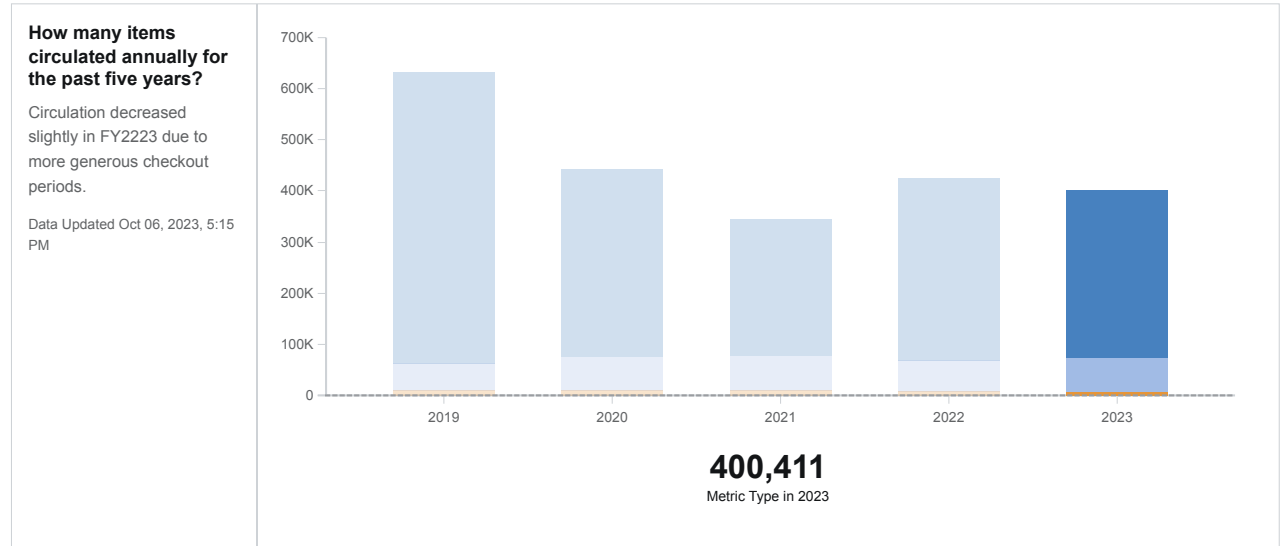
## Checkouts - This Fiscal Year



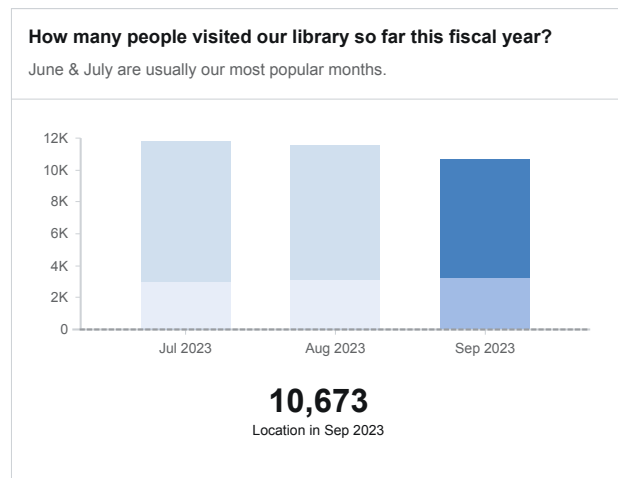
## Checkouts - 13 Month Trends



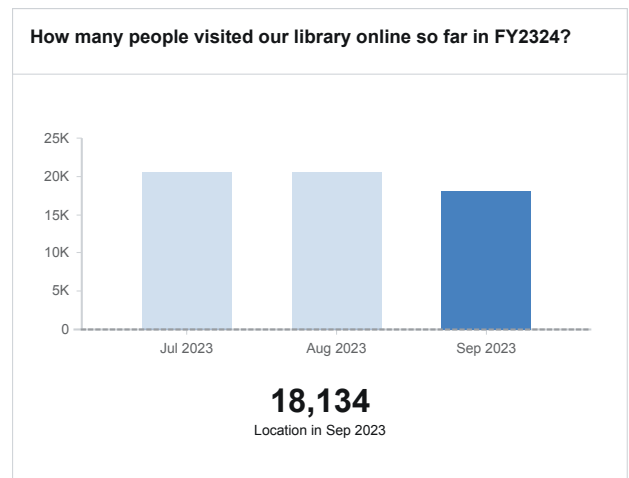
# Checkout Trend



## Library Visits - This Fiscal Year

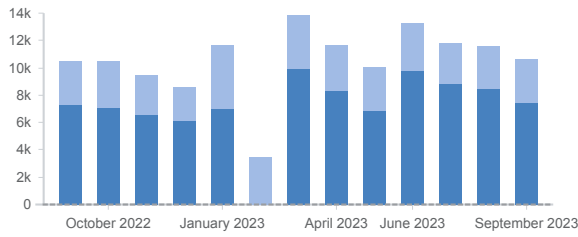


## Website Visits - This Fiscal Year



### Library Visits - Past 13 Months

The number of visitors increased slightly from last September.

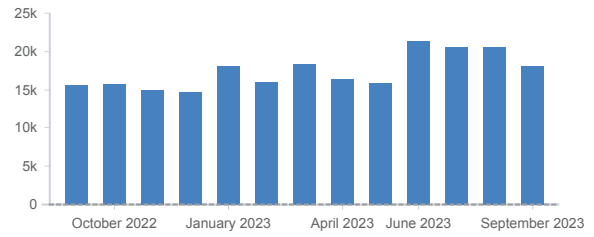


**10,673**

Location in September 2023

### Website Visits - Past 13 Months

Website usage was up from last year.

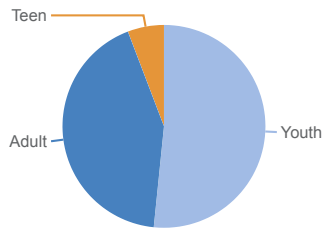


**18,134**

Location in September 2023

## Physical item checkouts

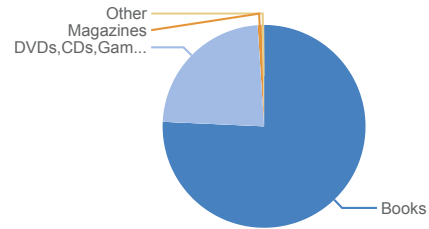
### Checkouts by Audience - last fiscal year



**337,412**

Department in 2023

### Checkouts by Material Type - last fiscal year



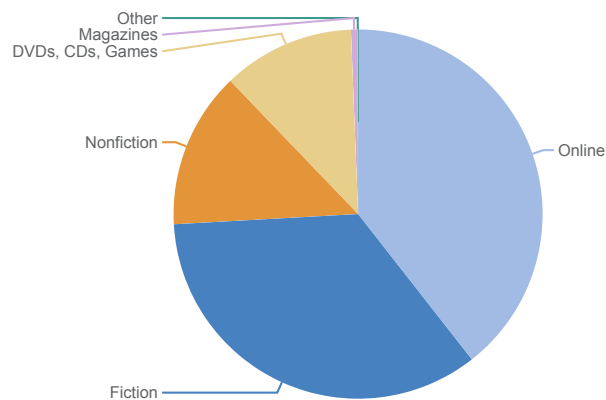
**337,412**

Material Type in 2023

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

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

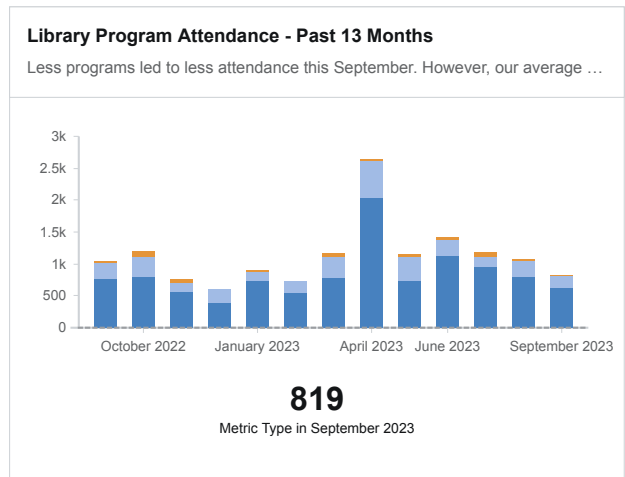
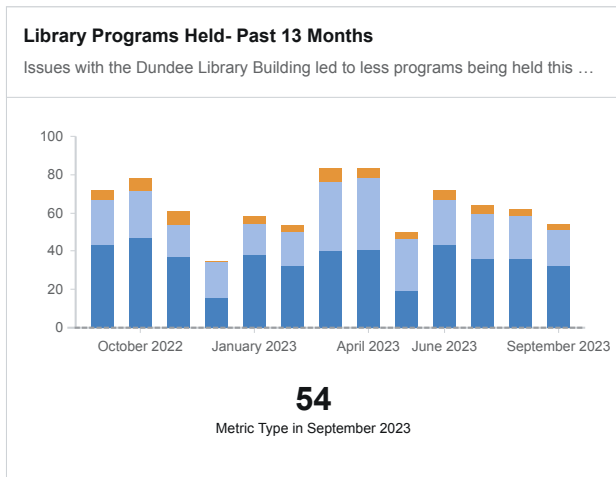
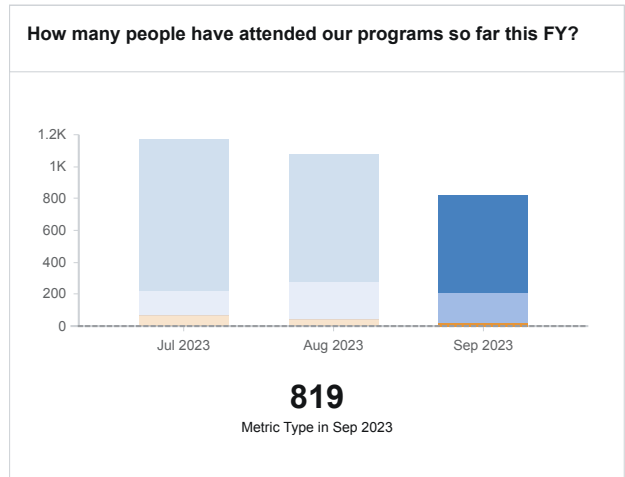
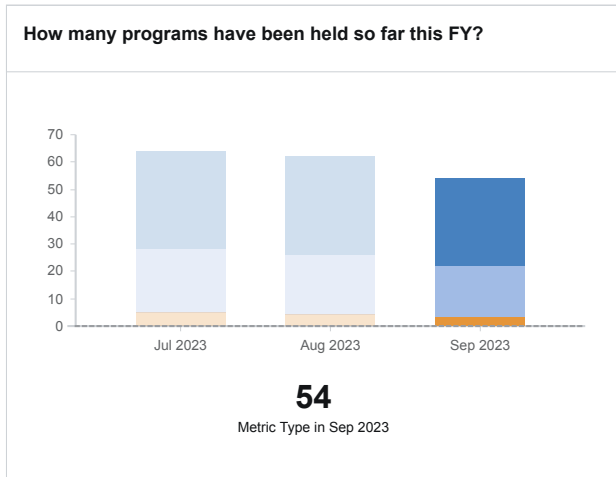
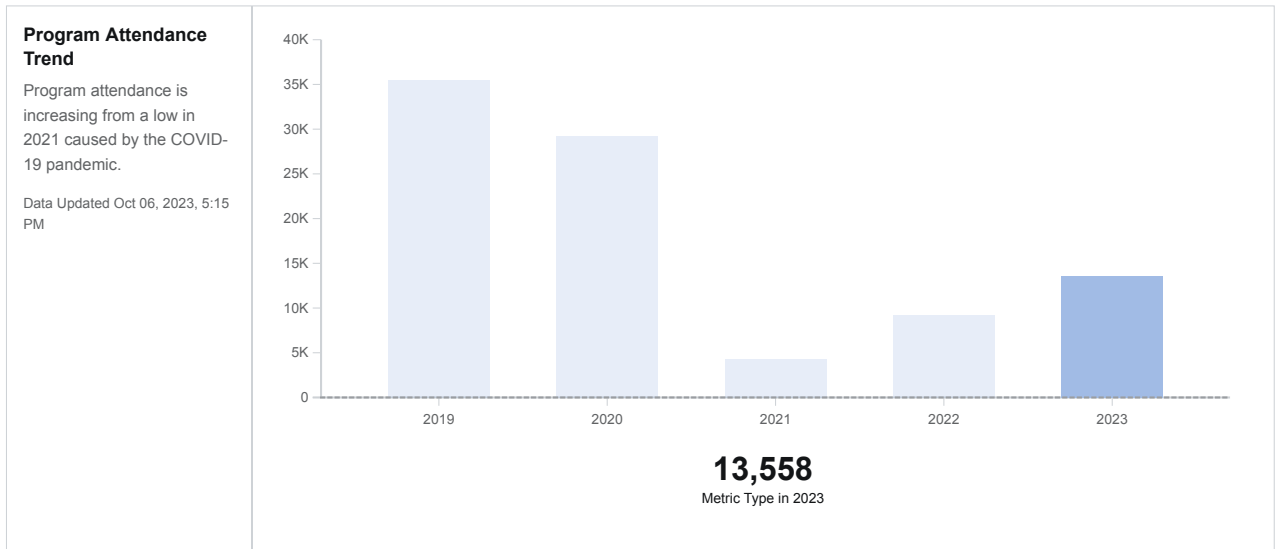
Data Updated Jul 13, 2023, 6:28 PM



**218,007**

Material Type in 2023

# Program Attendance Trend

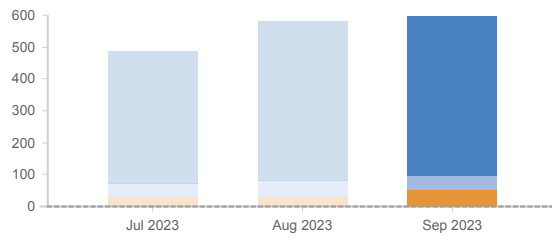




# Specialty Services

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

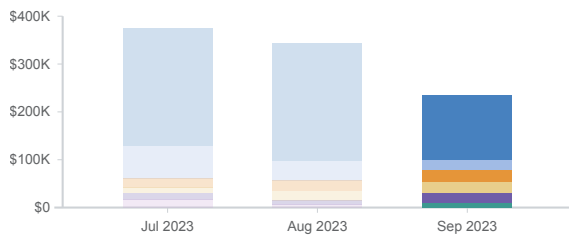


**597**

Metric Type in Sep 2023

# Monthly Spending- this year

How much does the Library spend each month this FY?



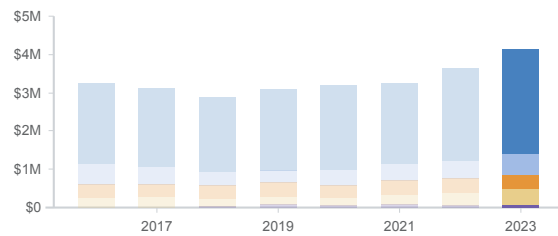
**\$234,088.14**

Expenses in Sep 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](http://www.FRVPLD.info)

**A. Consent Agenda**

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

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

- A.1.a Minutes from the September 19, 2023 Budget and Appropriation Hearing**
- A.1.b Minutes from the September 19, 2023 Board of Trustees Meeting**
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- A.1.j Balance Sheet for September 2023**
- A.1.k Ehlers Investment Inventory for September 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  
Budget and Appropriation Hearing  
September 19, 2023**

**MINUTES**

The hearing was called to order by FRVPLD Board President Kristina Weber at 7:02 PM. Secretary Evans and Trustee Lauer were approved to attend remotely.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Treasurer	Tara Finn
	Secretary	Christine Evans (attended remotely)
	Trustee	Matt Goyke
	Trustee	Paula Lauer (attended remotely)
	Trustee	Dan Wisniewski

Members absent: none

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Sam Bunte, Heather Ji, Karin Nelson, Sherry Kenney, Michael Lorenzetti, Kirstin Finneran, Sumitra Potharazu, Mike Tennis, Karen Werle

**Public Comment**

Weber inquired if there was anyone present wishing to comment on the Budget and Appropriation Ordinance; Mike Tennis, former Library Trustee and resident of Sleepy Hollow, spoke to his thoughts on amounts appropriated into various accounts in the Budget and Appropriations Ordinance.

Weber called for a motion to *ADJOURN TO THE BOARD OF TRUSTEES MEETING*. Moved by Finn and seconded by Goyke, 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; meeting adjourned at 7:08 PM.

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Christine L. Evans, Secretary

**Fox River Valley Public Library  
District Board of Trustees Meeting  
September 19, 2023**

**MINUTES**

The meeting was called to order by President Kristina Weber at 7:00 PM. Secretary Evans and Trustee Lauer were approved to attend remotely. All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Treasurer	Tara Finn
	Secretary	Christine Evans (attended remotely)
	Trustee	Matt Goyke
	Trustee	Paula Lauer (attended remotely)
	Trustee	Dan Wisniewski

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Sam Bunte, Heather Ji, Karin Nelson, Sherry Kenney, Michael Lorenzetti, Kirstin Finneran, Sumitra Potharazu, Mike Tennis, Karen Werle

**Adjourn to Budget and Appropriation Hearing**

Weber called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. 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; meeting adjourned at 7:02 PM

**Return to Regular Board of Trustees Meeting**

The Board of Trustees meeting was reconvened by President Weber at 7:08 PM.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Treasurer	Tara Finn
	Secretary	Christine Evans (attended remotely)
	Trustee	Matt Goyke
	Trustee	Paula Lauer (attended remotely)
	Trustee	Dan Wisniewski

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Sam Bunte, Heather Ji, Karin Nelson, Sherry Kenney, Michael Lorenzetti, Kirstin Finneran, Sumitra Potharazu, Mike Tennis, Karen Werle

**Public Comment**

Weber inquired if there were any individuals wishing to address the Board. Mike Tennis, former Library Board Trustee, of Sleepy Hollow spoke to his concerns over percentage drops and increases in various categories as

reported on the FY2223 Illinois Public Library Annual Report (IPLAR).

### **President's Report**

There was no report.

### **Director's Report**

#### Illinois Public Library Annual Report

Deputy Director Zabski presented a statistical overview of the achievements and operations of FRVPLD from FY1819 through FY2223. The IPLAR Report ensures Fox River Valley Public Library District is eligible to receive grant funding from the State of Illinois.

#### Department Reports and Dashboard

Weber inquired if there were any questions or comments on the Department Reports or Dashboard; Evans reported briefly on her attendance at Heritage Fest, thanking staff for their work.

### **Consent Agenda**

#### **Exhibit A.1** Items 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

Weber inquired whether there were any items trustees would like withheld prior to discussion. Hearing none, she called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J AS PRESENTED*. Moved by Dellamaria and seconded by Goyke, item opened for discussion. There were no questions; 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**

There was no Unfinished Business.

### **New Business**

#### **Exhibit C.1 Ordinance 2023-08 Budget and Appropriation Ordinance**

Weber called for a motion to *ADOPT ORDINANCE 2023-08 BUDGET AND APPROPRIATION IN THE AMOUNT OF \$8,788,523.00 FOR FISCAL YEAR 2023 - 2024 AS PRESENTED*. Moved by Finn and seconded by Goyke, item opened for discussion. Weber noted her appreciation for comments requesting thoughtfulness in the appropriation process; the Library District currently finds itself in need of major infrastructure repairs that demand attention. There being 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.

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

Weber called for a motion 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.* Moved by Goyke and seconded by Finn, item opened for discussion. Executive Director Dodson explained the LIMRiCC is a co-op with other libraries which allows FRVPLD to benefit from lower Unemployment Compensation Insurance costs. The Administrative Amendments update language from the current Agreement, which was last done in 2015. 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.

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

Weber called for a motion 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.* Moved by Finn and seconded by Goyke, item opened for discussion. These updates were largely confined to fee updates. 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.

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

Weber called for a motion 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.* Moved by Finn and seconded by Goyke, item opened for discussion. Executive Director Dodson noted a recent plumbing emergency led to the discovery of cracked, cast iron pipes. Replacement of these pipes will necessitate closure of the library October 3<sup>rd</sup> through the 6<sup>th</sup>. A&T Plumbing, Inc. and Son has performed competitive and highly satisfactory work for Dundee Library before. Once the pipes are replaced, FRVPLD will contract for restorations to areas of the building affected by the repairs. 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.

**Executive Session**

Weber announced the Board would go into Executive Session and called for a motion to *ADJOURN IN ACCORDANCE WITH 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 PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING.* Moved by Dellamaria and seconded by Goyke, action is expected upon return to open session. 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.

Meeting adjourned at 7:51 PM by unanimous voice vote.

**Return to Open Session**

Weber called the regular meeting back to order at 8:14 PM.

**Roll Call**

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

Members absent: none

Others present: Executive Director Amy Dodson

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

Weber called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW AND DESTRUCTION OF AUDIO RECORDINGS MADE PRIOR TO MARCH 19, 2022*. Moved by Dellamaria and seconded by Goyke, item opened for discussion. There was no 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.

Trustees briefly discussed the narrow time frame on which IPLAR data was compiled. There being no further business, Weber called for a motion to *ADJOURN*. Moved by Finn and seconded by Goyke, motion approved by unanimous voice vote.

Meeting adjourned at 8:17 PM.

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Christine L. Evans, Secretary

**Fox River Valley Public Library District**  
 Check/Voucher Register - Check Voucher Register  
 10100 - BANK ACCOUNTS  
 From 9/1/2023 Through 9/30/2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Groot, Inc	11181630T107	9/18/2023	124.59
Abila	44625	9/19/2023	241.49
Andrea Robles	44626	9/19/2023	100.00
Arthur J. Gallagher Risk Management ...	44627	9/19/2023	2,054.00
AT&T	44628	9/19/2023	209.40
AT & T Mobility	44629	9/19/2023	110.53
Bibliotheca, LLC	44630	9/19/2023	14,221.43
Brodart Co.	44631	9/19/2023	25.05
CDS Office Technologies	44632	9/19/2023	7,767.67
Chem-Wise	44633	9/19/2023	175.00
Chicago Distribution Center	44634	9/19/2023	32.60
ComEd	44635	9/19/2023	4,696.22
Comprise Technologies, Inc.	44636	9/19/2023	6,162.00
Creative Promotional Apparel, Inc.	44637	9/19/2023	1,583.10
Demco, Inc.	44638	9/19/2023	208.09
Dundee Township Park District	44639	9/19/2023	1,000.00
Elgin Key & Lock Co., Inc.	44640	9/19/2023	136.10
Elgin Sheet Metal Company	44641	9/19/2023	2,543.00
ELM USA Inc.	44642	9/19/2023	580.44
Garveys Office Products	44643	9/19/2023	2,311.25
GovConnection, Inc	44644	9/19/2023	934.00
Hagg Press	44645	9/19/2023	6,968.00
HR Source	44646	9/19/2023	2,950.00
Illinois Library Association	44647	9/19/2023	300.00
INGRAM Library Services	44650	9/19/2023	10,563.77
Interstate Roof Systems Consultants, Inc	44651	9/19/2023	1,250.00
Kathryn Eli Roberts	44652	9/19/2023	750.00
KONE, INC	44653	9/19/2023	322.40
Midwest Tape Exchange, Inc.	44654	9/19/2023	2,823.59
Multisystem Management Company	44655	9/19/2023	4,680.00
Nicor Gas	44656	9/19/2023	102.65
Paddock Publications, Inc.	44657	9/19/2023	59.80
Pioneer Library System	44658	9/19/2023	19.99
ReThinking Libraries	44659	9/19/2023	4,288.36
Robbins Schwartz	44660	9/19/2023	2,511.25
Rotary Club of Carpentersville - Morning	44661	9/19/2023	190.00
Sebert Landscaping Inc.	44662	9/19/2023	551.00
Team One Repair, Inc.	44663	9/19/2023	585.00
U of I Extension	44664	9/19/2023	150.00
Cardmember Service	44665	9/19/2023	2,881.81
W.T. Cox Subscriptions, Inc.	44666	9/19/2023	3,535.25
Wellness Insurance Network	44667	9/19/2023	19,368.18
SYNCB/AMAZON	Amazon ACH 09/1...	9/13/2023	1,757.78
Paylocity Payroll	DD09/2023 Paylo...	9/8/2023	299.80
Paylocity Payroll	DD09/2023 Paylo...	9/22/2023	600.12
Illinois Municipal Retirement	DD09/22/2023-IM...	9/22/2023	20,646.81
Office of the Secretary of State of Illinois	SSLT Fee Aug In ...	9/1/2023	67.50
Comcast	STMT202309Com...	9/22/2023	901.51
Comcast	STMT202309DL-C...	9/22/2023	332.53
Comcast	STMT202309RO-C...	9/22/2023	227.22
TSYS Merchant Solutions-Omaha	TSYS Fees Aug In...	9/1/2023	358.35
Office of the Secretary of State of Illinois	TSYS September ...	9/30/2023	4,660.00
Office of the Secretary of State of Illinois	TSYS Withdrawal ...	9/1/2023	1,888.00
	Total 10100 - BANK ACCOUNTS		141,806.63



**Fox River Valley Public Library District**  
Check/Voucher Register - Check Voucher Register  
10100 - BANK ACCOUNTS  
From 9/1/2023 Through 9/30/2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Report Total			<u>141,806.63</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 9/1/2023 Through 9/30/2023

Table with columns: 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, District Wide).

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
52212	FICA/MEDICARE/SS-R	13,792.73	41,421.89	21.80%	190,000.00	148,578.11	78.19%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	21,993.00	21,993.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	20,964.96	100,848.45	20.70%	487,000.00	386,151.55	79.29%
40	PUBLIC RELATIONS						
52100	SALARIES	7,275.60	35,290.97	21.00%	168,000.00	132,709.03	78.99%
50	IT / NETWORK						
52100	SALARIES	5,500.32	26,646.26	21.31%	125,000.00	98,353.74	78.68%
60	PATS						
52100	SALARIES	6,024.57	29,585.93	20.26%	146,000.00	116,414.07	79.73%
90	FACILITIES						
52100	SALARIES	3,817.84	25,143.13	16.87%	149,000.00	123,856.87	83.12%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	25,094.49	113,563.05	23.31%	487,185.43	373,622.38	76.68%
20	YOUTH SERVICES						
52100	SALARIES	13,160.48	63,986.29	18.25%	350,554.38	286,568.09	81.74%
70	ACCOUNT SERVICES						
52100	SALARIES	13,337.26	68,842.33	21.18%	325,000.00	256,157.67	78.81%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	9,299.73	46,953.78	20.15%	233,000.00	186,046.22	79.84%
	Total PERSONNEL SERVICES/BENEFITS	146,905.29	636,843.53	20.48%	3,108,932.81	2,472,089.28	79.52%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	163.78	2,805.33	28.05%	10,000.00	7,194.67	71.94%
61500	DATABASES	0.00	27,179.78	59.99%	45,307.00	18,127.22	40.00%
61510	EBOOKS	688.20	40,599.18	69.10%	58,750.00	18,150.82	30.89%
61520	DOWNLOADABLE MEDIA	2,360.49	7,812.56	22.97%	34,000.00	26,187.44	77.02%
61540	HOTSPOTS	0.00	1,320.00	12.94%	10,200.00	8,880.00	87.05%
64100	PROC FEES BOOKS	599.44	1,344.69	33.61%	4,000.00	2,655.31	66.38%
64200	PROC FEES AV	385.29	928.62	11.60%	8,000.00	7,071.38	88.39%
64500	ONLINE ORDERING FEE	0.00	0.00	0.00%	750.00	750.00	100.00%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	0.00	0.00%	500.00	500.00	100.00%
61200	PERIODICALS	0.00	954.95	47.50%	2,010.00	1,055.05	52.49%
1	Dundee Library						
00	DEPARTMENT-WIDE						

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
61200	PERIODICALS	(23.37)	2,331.64	96.74%	2,410.00	78.36	3.25%
61600	VIDEOGAMES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,569.78	8,216.16	25.67%	32,000.00	23,783.84	74.32%
61111	BOOKS LARGE TYPE	248.66	751.90	18.79%	4,000.00	3,248.10	81.20%
61120	BOOKS NF	906.13	2,347.20	14.67%	16,000.00	13,652.80	85.33%
61130	BOOKS SPANISH	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
61140	GRAPHIC NOVELS	233.80	915.96	22.89%	4,000.00	3,084.04	77.10%
61330	AUDIOBOOKS	539.89	1,761.61	25.16%	7,000.00	5,238.39	74.83%
61350	MUSIC	126.50	433.45	14.44%	3,000.00	2,566.55	85.55%
61400	DVD	646.96	1,611.78	15.35%	10,500.00	8,888.22	84.64%
61700	NONTRADITIONAL MATERIALS	7.49	112.27	2.24%	5,000.00	4,887.73	97.75%
15	TEEN						
61100	BOOKS	748.32	1,857.85	23.22%	8,000.00	6,142.15	76.77%
61130	BOOKS SPANISH	0.00	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	3,857.96	9,702.77	21.56%	45,000.00	35,297.23	78.43%
61130	BOOKS SPANISH	35.12	4,049.09	50.61%	8,000.00	3,950.91	49.38%
61330	AUDIOBOOKS	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
61400	DVD	302.10	662.64	26.50%	2,500.00	1,837.36	73.49%
61700	NONTRADITIONAL MATERIALS	29.93	42.35	1.05%	4,000.00	3,957.65	98.94%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	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	964.02	2,612.26	26.12%	10,000.00	7,387.74	73.87%
61120	BOOKS NF	258.25	637.28	21.24%	3,000.00	2,362.72	78.75%
61400	DVD	413.07	898.85	13.82%	6,500.00	5,601.15	86.17%
15	TEEN						
61100	BOOKS	306.80	619.96	20.66%	3,000.00	2,380.04	79.33%
61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	250.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	1,696.71	4,118.44	29.41%	14,000.00	9,881.56	70.58%
61130	BOOKS SPANISH	0.00	230.93	15.39%	1,500.00	1,269.07	84.60%
61400	DVD	179.92	332.08	13.28%	2,500.00	2,167.92	86.71%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
61700	NONTRADITIONAL MATERIALS	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
	Total LIBRARY MATERIALS	18,245.24	128,738.09	32.22%	399,587.00	270,848.91	67.78%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%
52124	UNEMPLOYMENT INS	(9,755.48)	(8,868.05)	(88.68)%	10,000.00	18,868.05	188.68%
52130	STAFF DEVELOPMENT	230.76	382.09	7.64%	5,000.00	4,617.91	92.35%
52140	PROFESSIONAL EDUCATION	35.70	35.70	1.19%	3,000.00	2,964.30	98.81%
52150	CONFERENCES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
52170	ALLSTAFF SPEAKER	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
70800	POSTAGE	19.99	521.87	17.39%	3,000.00	2,478.13	82.60%
70900	SUPPLIES	1,155.81	2,256.21	17.35%	13,000.00	10,743.79	82.64%
73215	COPIER/PRINT EXPENSE	2,184.90	2,184.90	24.82%	8,800.00	6,615.10	75.17%
73225	PUBLIC LIABILITY INS	5,129.44	11,280.32	23.89%	47,200.00	35,919.68	76.10%
73230	TRANSPORTATION REIMBURSEMENT	(401.45)	0.00	0.00%	0.00	0.00	0.00%
73240	BOARD EXPENSES	0.00	375.00	25.00%	1,500.00	1,125.00	75.00%
73241	LEGAL NOTICES FEES	0.00	59.80	2.99%	2,000.00	1,940.20	97.01%
73242	MEMBERSHIPS	795.00	1,168.75	17.98%	6,500.00	5,331.25	82.01%
73245	BACKGROUND CHECK FEES	0.00	0.00	0.00%	200.00	200.00	100.00%
73250	BANK CHARGES	284.55	1,010.87	25.27%	4,000.00	2,989.13	74.72%
73255	INVESTMENT FEES	0.00	677.91	11.29%	6,000.00	5,322.09	88.70%
73260	LOST & PAID FORWARDING	19.99	19.99	3.99%	500.00	480.01	96.00%
73280	COST OF ITEMS SOLD	101.72	101.72	20.34%	500.00	398.28	79.65%
73281	TAX EXPENSE	0.00	0.00	0.00%	100.00	100.00	100.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	6,032.00	20,358.00	31.80%	64,000.00	43,642.00	68.19%
73283	LICENSE PLATE S&SLT FEES	52.50	175.00	29.16%	600.00	425.00	70.83%
73290	HOSPITALITY	21.21	413.66	82.73%	500.00	86.34	17.26%
73295	MEETING EXPENSE	(90.76)	0.00	0.00%	0.00	0.00	0.00%
76500	CASH UNDER	(26.00)	173.50	69.40%	250.00	76.50	30.60%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
05	ADMINISTRATION						
52130	STAFF DEVELOPMENT	(140.00)	0.00	0.00%	0.00	0.00	0.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
73242	MEMBERSHIPS	(106.00)	0.00	0.00%	0.00	0.00	0.00%
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	159.91	159.91	7.99%	2,000.00	1,840.09	92.00%
30	PUBLIC SERVICE						
70900	SUPPLIES	773.04	1,037.10	13.96%	7,425.00	6,387.90	86.03%
60	PATS						
73242	MEMBERSHIPS	(150.00)	0.00	0.00%	0.00	0.00	0.00%
90	FACILITIES						
70900	SUPPLIES	686.75	1,909.28	19.09%	10,000.00	8,090.72	80.90%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	(1,055.89)	0.00	0.00%	0.00	0.00	0.00%
73520	PLANT OPERATION	1,511.10	1,676.07	8.38%	20,000.00	18,323.93	91.61%
10	ADULT & TEEN SERVICES						
73242	MEMBERSHIPS	(40.00)	0.00	0.00%	0.00	0.00	0.00%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	(263.98)	0.00	0.00%	0.00	0.00	0.00%
73505	RENT EXPENSE	5,407.50	16,222.50	24.95%	65,000.00	48,777.50	75.04%
80	RANDALL OAKS						
73242	MEMBERSHIPS	(199.00)	0.00	0.00%	0.00	0.00	0.00%
	Total LIBRARY OPERATIONS	12,373.31	53,332.10	17.77%	300,075.00	246,742.90	82.23%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	2,700.00	23.47%	11,500.00	8,800.00	76.52%
70900	SUPPLIES	1,248.86	1,944.45	27.77%	7,000.00	5,055.55	72.22%
73010	NEWSLETTER	6,968.00	6,968.00	24.19%	28,800.00	21,832.00	75.80%
73020	OUTSIDE PRINTING	0.00	500.44	33.36%	1,500.00	999.56	66.63%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	8,216.86	12,112.89	24.72%	49,000.00	36,887.11	75.28%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73150	PERFORMERS	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
73151	SUMMER READING	0.00	985.37	5.79%	17,000.00	16,014.63	94.20%
73152	WINTER READING	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
	73153	MISC READING CHALLENGES	61.36	61.36	4.09%	1,500.00	1,438.64	95.90%
	73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
20		YOUTH SERVICES						
	70900	SUPPLIES	(83.64)	0.00	0.00%	0.00	0.00	0.00%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	70900	SUPPLIES	983.52	1,528.70	25.47%	6,000.00	4,471.30	74.52%
	73150	PERFORMERS	900.00	900.00	45.00%	2,000.00	1,100.00	55.00%
15		TEEN						
	70900	SUPPLIES	126.58	251.59	10.06%	2,500.00	2,248.41	89.93%
20		YOUTH SERVICES						
	70900	SUPPLIES	819.39	1,978.04	15.21%	13,000.00	11,021.96	84.78%
	73150	PERFORMERS	0.00	0.00	0.00%	4,000.00	4,000.00	100.00%
2		Randall Oaks						
80		RANDALL OAKS						
	70900	SUPPLIES	98.96	1,023.22	51.16%	2,000.00	976.78	48.83%
		Total GENERAL PROGRAMMING	2,906.17	6,728.28	11.46%	58,700.00	51,971.72	88.54%
54		COMPUTER						
0		District Wide						
00		DEPARTMENT-WIDE						
	70900	SUPPLIES	0.00	1,087.98	4.50%	24,175.00	23,087.02	95.49%
	73320	CCS SHARED COST	0.00	14,818.73	24.69%	60,000.00	45,181.27	75.30%
	73340	SOFTWARE	968.76	2,618.75	11.95%	21,905.00	19,286.25	88.04%
	73350	INTERNET LINES	209.40	628.20	24.95%	2,517.00	1,888.80	75.04%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	257.53	776.69	19.11%	4,064.00	3,287.31	80.88%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73350	INTERNET LINES	227.22	681.20	24.05%	2,832.00	2,150.80	75.94%
		Total COMPUTER	1,662.91	20,611.55	17.85%	115,493.00	94,881.45	82.15%
55		PROFESSIONAL FEES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73246	PAYROLL SERVICE	899.92	2,778.53	18.52%	15,000.00	12,221.47	81.47%
	73410	LEGAL FEES	0.00	2,511.25	25.11%	10,000.00	7,488.75	74.88%
	73420	AUDIT EXPENSE	0.00	0.00	0.00%	10,700.00	10,700.00	100.00%
	73430	OTHER PROF FEES	7,238.36	7,238.36	14.47%	50,000.00	42,761.64	85.52%

**Fox River Valley Public Library District**  
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
10 - GENERAL/CORPORATE  
From 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
	Total PROFESSIONAL FEES	8,138.28	12,528.14	14.62%	85,700.00	73,171.86	85.38%
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	410.03	479.01	19.16%	2,500.00	2,020.99	80.83%
	Total TRANSPORTATION	410.03	1,217.11	30.43%	4,000.00	2,782.89	69.57%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	1,143.96	6,115.45	60.94%	10,035.00	3,919.55	39.05%
73310	CATALOGING - COMPUTER SERVICE	0.00	2,192.79	24.36%	9,000.00	6,807.21	75.63%
73530	EQUIPMENT MAINT	596.43	596.43	59.64%	1,000.00	403.57	40.35%
73640	FUEL	70.73	323.75	16.18%	2,000.00	1,676.25	83.81%
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	7,967.31	7,967.31	37.22%	21,405.00	13,437.69	62.77%
73500	BUILDING REPAIRS AND MAINTENANCE	3,543.00	4,452.97	14.84%	30,000.00	25,547.03	85.15%
73530	EQUIPMENT MAINT	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73540	CONTRACTS: BUILDING MAINTENANCE	3,797.99	14,560.08	17.33%	84,000.00	69,439.92	82.66%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	5,351.65	5,351.65	43.59%	12,275.00	6,923.35	56.40%
73540	CONTRACTS: BUILDING MAINTENANCE	680.00	4,000.00	47.05%	8,500.00	4,500.00	52.94%
	Total MAINTENANCE	23,151.07	45,560.43	25.14%	181,215.00	135,654.57	74.86%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	110.53	331.59	21.12%	1,570.00	1,238.41	78.87%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	886.41	2,648.30	19.82%	13,360.00	10,711.70	80.17%
73610	ELECTRICITY	4,611.52	12,826.89	27.29%	47,000.00	34,173.11	72.70%
73620	WATER AND SEWER	0.00	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 9/1/2023 Through 9/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
73630	GAS	102.65	315.18	5.25%	6,000.00	5,684.82	94.74%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	90.10	269.18	19.79%	1,360.00	1,090.82	80.20%
	Total UTILITIES	5,801.21	17,322.34	23.64%	73,290.00	55,967.66	76.36%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	6,243.00	6,243.00	94.59%	6,600.00	357.00	5.40%
73270	FURNITURE & EQUIP	0.00	1,342.10	22.36%	6,000.00	4,657.90	77.63%
73300	COMPUTER EQUIPMENT	0.00	6,800.08	48.57%	14,000.00	7,199.92	51.42%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	64.56	1,099.61	13.74%	8,000.00	6,900.39	86.25%
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	7,000.00	7,000.00	100.00%
	Total CAPITAL EXPENSE	6,307.56	15,484.79	37.22%	41,600.00	26,115.21	62.78%
	Total Expenditures	234,117.93	950,479.25	21.52%	4,417,592.81	3,467,113.56	78.48%
	Net Increase(Decrease) in Fund Balance	<u>(206,686.01)</u>	<u>3,211,230.34</u>	<u>1,234,186.72%</u>	<u>260.19</u>	<u>(3,210,970.15)</u>	<u>(1,234,086.72)%</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 9/1/2023 Through 9/30/2023

		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	15,711.21	44,663.98	99.25%	45,000.00	336.02	0.74%
44011	MARKET VALUE ADJUSTMENT	(750.48)	(4,397.01)	0.00%	0.00	4,397.01	0.00%
	Total REVENUES	<u>14,960.73</u>	<u>40,266.97</u>	<u>89.48%</u>	<u>45,000.00</u>	<u>4,733.03</u>	<u>10.52%</u>
	Total Revenues	<u>14,960.73</u>	<u>40,266.97</u>	<u>89.48%</u>	<u>45,000.00</u>	<u>4,733.03</u>	<u>10.52%</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>14,960.73</u>	<u>36,266.97</u>	<u>(1.62)%</u>	<u>(2,231,572.00)</u>	<u>(2,267,838.97)</u>	<u>101.62%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
80 - WORKING CASH
From 9/1/2023 Through 9/30/2023

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, Total REVENUES, Total Revenues, and Net Increase(Decrease) in Fund Balance.

**Fox River Valley Public Library District**  
 Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report  
 90 - DONATION / GIFT  
 From 9/1/2023 Through 9/30/2023

		<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							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	1,201.00	3,365.85	56.09%	6,000.00	2,634.15	43.90%
44011	MARKET VALUE ADJUSTMENT	(125.84)	(737.27)	0.00%	0.00	737.27	0.00%
49010	MONETARY GIFT	<u>0.00</u>	<u>150.00</u>	<u>15.00%</u>	<u>1,000.00</u>	<u>850.00</u>	<u>85.00%</u>
	Total REVENUES	<u>1,075.16</u>	<u>2,778.58</u>	<u>39.69%</u>	<u>7,000.00</u>	<u>4,221.42</u>	<u>60.31%</u>
	Total Revenues	<u>1,075.16</u>	<u>2,778.58</u>	<u>39.69%</u>	<u>7,000.00</u>	<u>4,221.42</u>	<u>60.31%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,075.16</u></u>	<u><u>2,778.58</u></u>	<u><u>39.69%</u></u>	<u><u>7,000.00</u></u>	<u><u>4,221.42</u></u>	<u><u>60.30%</u></u>

**Fox River Valley Public Library District**  
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2324  
From 9/1/2023 Through 9/30/2023

	<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	4,096.61	29,505.60	0.20	151,000.00	121,494.40	3.22
43500	IMPACT FEES	0.00	0.00	0.00	15,000.00	15,000.00	4.00
44010	INT & DIV INCOME	33,799.72	98,352.53	0.63	155,000.00	56,647.47	1.46
44011	MARKET VALUE ADJUSTMENT	(952.78)	(5,582.27)	0.00	0.00	5,582.27	0.00
45010	PER CAPITA GRANT	0.00	105,506.75	1.00	105,000.00	(506.75)	(0.00)
45020	OTHER GRANTS	0.00	2,234.19	0.11	20,000.00	17,765.81	3.55
46030	LOST & DAMAGED	93.96	938.66	0.27	3,500.00	2,561.34	2.93
46110	MEETING RM RENTAL	0.00	0.00	0.00	50.00	50.00	4.00
46200	PRINT/COPY REVENUE	631.60	2,187.10	0.44	5,000.00	2,812.90	2.25
46250	LICENSE PLATE RENEWAL INCOME	6,347.00	21,229.50	0.33	65,000.00	43,770.50	2.69
46300	TAXABLE SALES (USB, DVD, EARBUDS)	9.00	47.50	0.38	125.00	77.50	2.48
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00	500.00	500.00	4.00
46500	CASH OVER	2.00	72.60	1.45	50.00	(22.60)	(1.81)
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	282.00	0.23	1,200.00	918.00	3.06
49010	MONETARY GIFT	0.00	150.00	0.15	1,000.00	850.00	3.40
	Total Revenues	<u>44,121.11</u>	<u>4,206,352.34</u>	<u>0.94</u>	<u>4,473,853.00</u>	<u>267,500.66</u>	<u>0.10</u>
	Net Increase(Decrease) in Fund Balance	<u>44,121.11</u>	<u>4,206,352.34</u>	<u>0.94</u>	<u>4,473,853.00</u>	<u>267,500.66</u>	<u>0.10</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	4,096.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,505.60
INT & DIV INCOME	29,231.59	35,321.22	33,799.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98,352.53
MARKET VALUE ADJUSTMENT	830.66	(5,460.15)	(952.78)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,582.27)
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	93.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	938.66
PRINT/COPY REVENUE	600.90	954.60	631.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,187.10
LICENSE PLATE RENEWAL INCOME	6,873.00	8,009.50	6,347.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,229.50
TAXABLE SALES (USB, DVD, EARBUDS)	24.50	14.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.50
CASH OVER	4.10	66.50	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.60
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.00
MONETARY GIFT	<u>0.00</u>	<u>150.00</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>0.00</u>	<u>150.00</u>
Total Revenues	<u>4,120,453.70</u>	<u>41,777.53</u>	<u>44,121.11</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>4,206,352.34</u>
Net Increase(Decrease) in Fund Balance	<u>4,120,453.70</u>	<u>41,777.53</u>	<u>44,121.11</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>4,206,352.34</u>

**Fox River Valley Public Library District**  
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2324  
From 9/1/2023 Through 9/30/2023

	Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	146,905.29	636,843.53	20.48%	3,108,932.81	2,472,089.28	79.51%
	SERVICES/BENEFITS					
	146,905.29	636,843.53	20.48%	3,108,932.81	2,472,089.28	79.52%
20	Library Materials					
20	18,245.24	128,738.09	32.21%	399,587.00	270,848.91	67.78%
	LIBRARY MATERIALS					
	18,245.24	128,738.09	32.22%	399,587.00	270,848.91	67.78%
50	Operating Expenses					
51	12,717.85	53,676.64	18.37%	292,075.00	238,398.36	81.62%
52	8,216.86	12,112.89	24.72%	49,000.00	36,887.11	75.27%
53	2,906.17	6,728.28	11.46%	58,700.00	51,971.72	88.53%
54	1,662.91	24,611.55	9.08%	270,993.00	246,381.45	90.91%
55	8,138.28	12,528.14	14.61%	85,700.00	73,171.86	85.38%
	PROFESSIONAL FEES					
	33,642.07	109,657.50	14.50%	756,468.00	646,810.50	85.50%
60	Building Expenses					
61	23,151.07	45,560.43	2.23%	2,036,215.00	1,990,654.57	97.76%
65	5,801.21	17,322.34	23.63%	73,290.00	55,967.66	76.36%
	UTILITIES					
	28,952.28	62,882.77	2.98%	2,109,505.00	2,046,622.23	97.02%
70	Capital Expense					
70	6,307.56	15,484.79	5.03%	307,672.00	292,187.21	94.96%
	CAPITAL EXPENSE					
	6,307.56	15,484.79	5.03%	307,672.00	292,187.21	94.97%
	Total Capital Expense					
	234,052.44	953,606.68	14.27%	6,682,164.81	5,728,558.13	85.73%
	Total Expenditures					
	(234,052.44)	(953,606.68)	14.27%	(6,682,164.81)	(5,728,558.13)	85.72%
	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 9/1/2023 Through 9/30/2023

		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	86,013.33	343,498.08	20.05%	1,713,193.00	1,369,694.92	79.94%
20	Library Materials	4,197.20	82,945.11	47.80%	173,517.00	90,571.89	52.19%
50	Operating Expenses	22,528.88	82,279.23	12.95%	635,072.00	552,792.77	87.04%
60	Building Expenses	1,921.65	9,560.01	38.85%	24,605.00	15,044.99	61.14%
70	Capital Expense	6,243.00	14,385.18	4.91%	292,672.00	278,286.82	95.08%
	Total District Wide	120,904.06	532,667.61	18.76%	2,839,059.00	2,306,391.39	81.24%
1	Dundee Library						
15	Personnel Expenses	51,592.23	246,391.67	21.19%	1,162,739.81	916,348.14	78.80%
20	Library Materials	10,229.27	34,973.65	19.88%	175,910.00	140,936.35	80.11%
50	Operating Expenses	5,206.50	8,815.36	17.09%	51,564.00	42,748.64	82.90%
60	Building Expenses	20,908.88	43,701.93	2.11%	2,062,765.00	2,019,063.07	97.88%
70	Capital Expense	64.56	1,099.61	7.33%	15,000.00	13,900.39	92.66%
	Total Dundee Library	88,001.44	334,982.22	9.66%	3,467,978.81	3,132,996.59	90.34%
2	Randall Oaks						
15	Personnel Expenses	9,299.73	46,953.78	20.15%	233,000.00	186,046.22	79.84%
20	Library Materials	3,818.77	10,819.33	21.56%	50,160.00	39,340.67	78.43%
50	Operating Expenses	5,906.69	18,562.91	26.58%	69,832.00	51,269.09	73.41%
60	Building Expenses	6,121.75	9,620.83	43.46%	22,135.00	12,514.17	56.53%
	Total Randall Oaks	25,146.94	85,956.85	22.91%	375,127.00	289,170.15	77.09%
	Total Expenditures	234,052.44	953,606.68	14.27%	6,682,164.81	5,728,558.13	85.73%
	Net Increase(Decrease) in Fund Balance	(234,052.44)	(953,606.68)	14.27%	(6,682,164.81)	(5,728,558.13)	85.72%



**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	146,905.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	636,843.53
Library Materials													
LIBRARY MATERIALS	67,197.27	43,295.58	18,245.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128,738.09
Operating Expenses													
LIBRARY OPERATIONS	19,571.52	21,387.27	12,717.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,676.64
PUBLIC RELATIONS	3,006.65	889.38	8,216.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,112.89
GENERAL PROGRAMMING	470.27	3,351.84	2,906.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,728.28
COMPUTER	19,721.55	3,227.09	1,662.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,611.55
PROFESSIONAL FEES	945.65	3,444.21	8,138.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,528.14
Building Expenses													
MAINTENANCE	15,053.11	7,356.25	23,151.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,560.43
UTILITIES	4,704.93	6,816.20	5,801.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,322.34
Capital Expense													
CAPITAL EXPENSE	678.00	8,499.23	6,307.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,484.79
Total Expenditures	<u>376,598.68</u>	<u>342,955.56</u>	<u>234,052.44</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>953,606.68</u>
Net Increase(Decrease) in Fund Balance	<u>(376,598.68)</u>	<u>(342,955.56)</u>	<u>(234,052.44)</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>(953,606.68)</u>

Fox River Valley Public Library District  
Balance Sheet - Unposted Transactions Included In Report  
As of 9/30/2023

Attachment to Exhibit A.1.j

Current Year		
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	5,428,088.22
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,316,376.13
90	DONATION / GIFT	150.00
	Total Checking Accounts	7,744,614.35
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	266.15
10902	Kiosk Cash	
10	GENERAL/CORPORATE	116.40
	Total Other Cash	382.55
Investments		
10500	INVESTMENT ACCOUNTS	
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,619,208.91
80	WORKING CASH	164,972.33
90	DONATION / GIFT	271,502.32
	Total Investments	2,055,683.56
	Total Cash and Investments	9,800,680.46
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	21,630.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	9,226.32
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	31,355.04
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	1,503.70
14500	PROPERTY TAX RECEIVABLES	
10	GENERAL/CORPORATE	467,723.62
	Total Other Assets	531,438.68
	Total Assets	10,332,119.14
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	24,544.42
20002	AP license Plate	
10	GENERAL/CORPORATE	1,372.00
20003	AP Other	
10	GENERAL/CORPORATE	337.05
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	487.99
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	479.05
22081	CREDIT CARD PAYABLE BUNTE	
10	GENERAL/CORPORATE	17.85
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	916.76
22085	CREDIT CARD PAYABLE JI	
10	GENERAL/CORPORATE	59.83
22093	CREDIT CARD PAYABLE MUNOZ	
10	GENERAL/CORPORATE	37.35
22500	STAFF REIMBURSEMENTS PAYABLE	
10	GENERAL/CORPORATE	29.79
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	94.00
	Total Liabilities	28,376.09

Fox River Valley Public Library District  
Balance Sheet - Unposted Transactions Included In Report  
As of 9/30/2023

<u>Current Year</u>		
	Fund Balance	
10	GENERAL/CORPORATE	5,930,889.45
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,935,585.04
80	WORKING CASH	164,972.33
90	DONATION / GIFT	271,652.32
	Total Fund Balance	<u>10,303,099.14</u>
	Total Liabilities and Fund Balance	<u><u>10,331,475.23</u></u>

## Month End Holdings - Settled Trades

								US Dollar
								9/30/2023
								<b>Estimated</b>
Quantity	Symbol	Security	Total Cost/ Unit Cost	Price	Market Value	% Assets	Unrealized Gain/Loss	Annual Income
	CASH	CASH ACCOUNT	106,509.37		106,509.37	5.2		0.00
			0.00					
	DTPXX	Dreyfus Tsy Obligations (Sweep)	96,791.57		96,791.57	4.7		4,655.67
			0.00					
12,000	912797FA0	United States Treas Bills 0.000% Due 10/12/2023	11,709.10	99.85	11,982.43	0.6	273.33	0.00
			97.58					
210,000	06063HRA3	Bank Baroda New York BRH 5.300% Due 10/16/2023	210,000.00	99.99	209,987.15	10.2	-12.85	11,130.00
			100.00					
190,000	942860QM2	Waukegan IL 3.543% Due 12/30/2023	197,433.69	99.45	188,953.10	9.2	-8,480.59	6,731.70
			103.91					
260,000	912797GN1	United States Treas Bills 0.000% Due 2/15/2024	253,046.59	98.00	254,797.90	12.4	1,751.31	0.00
			97.33					
179,000	02589ABL5	American Express Natl Bank Brok 1.600% Due 3/4/2024	178,925.50	98.36	176,066.80	8.6	-2,858.70	2,864.00
			99.96					
220,000	91282CCC3	United States Treasury Notes 0.250% Due 5/15/2024	209,825.00	96.82	213,013.28	10.4	3,188.28	550.00
			95.38					
247,000	39573LED6	Greenstate Cr Un North Liberty 5.500% Due 7/19/2024	246,985.30	99.90	246,758.96	12.0	-226.34	13,585.00
			99.99					
200,000	00832KBL2	Affinity Fedl Credit Union 5.800% Due 9/26/2024	199,990.00	100.10	200,198.26	9.7	208.26	11,600.00
			100.00					
248,000	70087TAC9	Park View Fcu Harrisonburg VA 5.350% Due 2/18/2025	247,948.00	99.60	246,998.39	12.0	-949.61	13,268.00
			99.98					
105,000	92838DAD8	Visions Fedl Credit Union Endwell NY 5.650% Due 9/29/2025	104,957.50	100.13	105,138.79	5.1	181.29	5,932.50
			99.96					
<b>Total Portfolio</b>			<b>2,064,121.62</b>		<b>2,057,196.01</b>	<b>100.0</b>	<b>-6,925.61</b>	<b>70,316.87</b>

**C.1 Resolution 2023-11 to Determine Estimate of Funds Needed for FY 2023-2024**

RECOMMENDED **MOTION**: I move to adopt Resolution 2023-11 to Determine Estimate of Funds Needed for FY 2023-2024 in the amount of \$4,544,142

BACKGROUND INFORMATION:

The Resolution to Determine Estimate of Funds Needed for Fiscal Year 2023-24 is required in accordance with 35 ILSC 200/Article 18 of the Illinois Property Tax Code. The amount estimated determines whether the district will be required to comply with the Illinois Truth in Taxation Act (TITA). TITA contains specific publication and hearing requirements that must be met prior to the district passing its annual property tax levy. The amount recommended by Administration for this year's levy is \$4,544,142, an increase of 15% over the amount of property taxes extended or abated last year. Any estimate greater than 5% above the amount collected the previous year triggers TITA, The "black border notice" required by TITA must be published in language specifically required by state law.

The corporate and special purpose property taxes extended or abated for 2022 were \$3,951,428.

The total Appropriation for FY2324 was \$8,788,523.

Based upon Estimated Rate Setting EAV of \$2,679,466,307, estimated new construction of \$54,224,978 and a PTELL of 5%, we predict total tax revenue received in calendar year 2024 to be \$4,234,698.

The Property Tax Extension Limitation Law (PTELL) will limit the actual increase for 2023 taxes to 5% (below the Consumer Price Index) plus new construction added to the tax rolls in 2023. We will not know the actual assessed valuation of new construction until March or April 2024 - well after the 2023 levy is passed. To be sure we capture all of the revenue the district is entitled to collect from new construction, the levy passed must be greater than the district expects to receive from CPI.

The "black border notice" required by TITA must be published in language specifically required by state law. Because this required language can be confusing, the following clarifications will be provided to any district resident who inquires about the levy after the notice appears in the newspaper:

1. The phrase "property tax increase" does not mean the property tax paid by individual property owners to the Library District will increase. The amount of tax paid by individual property owners depends on the relative value of individual properties compared to other properties within the Library District. The tax cap limits the increase in revenue derived from taxation to the lesser of 5% or Consumer Price Increase (CPI). The PTELL for 2023 taxes is capped at 5%. If your property increases in valuation or decreases in valuation less than that of other properties, you may pay more in library taxes regardless of the amount of the total levy.
2. The Library District is requesting a levy increase over 5% to allow for the addition of any new construction not previously on the tax rolls and for the expiration of any TIF Districts. The 15% increase in the notice refers to the total amount requested in the aggregate, NOT an individual's property tax amount. Almost all of any increase in revenue to the Library District is expected from new development.

## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

If new development is not added to the tax rolls, the County Clerk automatically reduces the total tax amount requested by the Library District such that, as a general rule, EXISTING TAXPAYERS, IN THE AGGREGATE, WILL ONLY SEE A MAXIMUM OF A 5% INCREASE IN THEIR 2023 TAXES FOR THE LIBRARY DISTRICT.

3. Total property taxes requested for 2023 represents the sum of taxation on both new and existing properties.

**RESOLUTION 2023-11 TO DETERMINE ESTIMATE OF FUNDS  
NEEDED FOR FISCAL YEAR 2023 - 2024**

WHEREAS, the Fox River Valley Public Library District must file on or before December 26, 2023 its Levy Ordinance for the 2023-2024 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, the Fox River Valley Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fox River Valley Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in the Library District is \$4,544,142.

ADOPTED this 17<sup>th</sup> day of October 2023, pursuant to a roll call vote as follows:

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

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

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

ABSTAIN: \_\_\_\_\_

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

ATTEST:

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

**C.2 Meeting Room Policy status and Proctoring Tests Policy update**

RECOMMENDED **MOTION**: I move to approve resumption of renting Meeting Space as available and according to policy, and the Proctoring Tests Policy update as presented.

BACKGROUND INFORMATION:

Meeting Space rentals at Dundee Library were placed on hiatus during covid. When the library re-opened, requests for space were few, and further hampered by limited availability largely due to program frequency. Administration will continue rentals that adhere to the meeting space rental policy, shown below:

02.15.01

Meeting Space

The Library makes its meeting space available as 'designated and limited forums' for meetings and programs conducted by individuals and not-for-profit organizations limited strictly to subjects of community, civic, cultural, governmental, or educational interest.

Meeting space is available on an equitable first-come, first-served basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Individuals, not-for-profit, and non-profit community, civic, cultural, governmental, or educational organizations, including local governmental agencies, organizations and elected officials, are eligible to use the meeting space. Programs, classes or other activities presented or sponsored by the Library take precedence over other use of the meeting space.

Civic organizations may be eligible to use meeting space for subjects of community, civic, cultural, governmental, or educational interest; however, political rallies or electioneering are prohibited.

Meeting space is not available for commercial use, seminars, workshops and lectures presented by members of law firms, financial advisors, real-estate agencies, health care providers, or other commercial groups, individuals, or organizations.

Meeting space is not available for non-library affiliated social gatherings, private events or fund-raising activities.

All meetings must be open to the public.

The Library Director makes the final decision regarding eligibility.

*Updated January 16, 2018*

Administration also recommends eliminating the existing Proctoring Tests service as FRVPLD does not have the space or staff available to continue the practice. With elimination of the service, elimination of the corresponding policy is also necessary.

~~02.25.01 Proctoring Tests~~

~~The Library will proctor exams for residents of the Library and employees of businesses located within the Library District. It is the patron's responsibility to verify that the proctoring conditions provided by the Library meet all requirements of the institution administering the exam.~~



### C.3 Donation Acceptance

RECOMMENDED **MOTION**: I move to approve acceptance of specific restricted monetary donations.

#### BACKGROUND INFORMATION:

The Library has received two monetary gifts totaling \$130.00 that are considered a 'restricted gift' as specification was given it is to be used as a memorial donation for a past employee. Current policy reads:

#### 020.33.02 Specific Donation Guidelines

##### (C) Monetary Gifts

Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Board deems appropriate. The Board may place unrestricted monetary gifts in the Gift Fund, the primary purpose of which is to utilize earnings for the purchase of library materials and the growth of the Fund itself. Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Board.

Administration recommends the Board approve accepting these restricted gifts.