

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

**November 14, 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 Evans

Adjourn to Truth in Taxation 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

- **December 2023 Board of Trustees Meeting**

Director’s Report—Executive Director Amy Dodson

- **Per Capita Grant Requirement – Serving our Public 4.0 - 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 October 17, 2023 Decennial Committee Meeting**
- A.1.b Minutes from October 17, 2023 Board of Trustees Meeting**
- A.1.c Check/Voucher Register for October 2023**
- A.1.d Monthly Financial Report for October 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 October 2023
- A.1.k Ehlers Investment Inventory for October 2023

B. Unfinished Business – none

C. New Business

- Exhibit C.1 Ordinance 2023-12 Tax Levy
- Exhibit C.2 Ordinance 2023-13 Library Holiday Closings for 2024
- Exhibit C.3 Compensation and Leaves Policy Update
- Exhibit C.4 Annual Treasurer’s Report
- Exhibit C.5 Accept Annual Comprehensive Financial Report (ACFR)
- Exhibit C.6 Per Capita Grant Application – Discussion only

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

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
Truth in Taxation Hearing**

**November 14, 2023
7:00 PM**

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AGENDA

Call to Order—President Kristina Weber

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
November 14, 2023 Regular Meeting

Corner 68 at the Dundee Library will soon be reopened for programs and classes. This space had significant water damage over the summer, but has now been repaired and refreshed. The walls were repainted, new carpet has been installed, and we have added new cabinets and counter space. The furniture and supplies are being moved back in, and we plan to have programs in Corner 68 in the very near future.

Our next All Staff Training Day is coming up on November 17. The half-day program brings all the employees together to learn new things, discuss various topics, and share news and information. This will be our last All Staff Day of 2023, and concludes with a Thanksgiving potluck lunch.

The strategic planning process continues to move along. The community survey brought 763 responses. We held engagement sessions with the public on October 10, 11, and 12 at the Dundee Library, Randall Oaks Recreation Center, and Gilberts Village Hall. Attendance at the engagement sessions was not what we hoped for, but was a learning experience all the same. The consultants are compiling and analyzing the data and comments that came from the surveys and public sessions. We are looking forward to the upcoming retreat on December 2.

On October 13, the library welcomed our annual safety and risk control visit from our insurance group. The purpose of the annual tour and inspection is to "conduct the LIRA Loss Control Baseline Exposure Assessment" and follow-up on recommendations from previous visits. The insurance representative did a Physical Hazard Survey of the Dundee Library. The assessment covers four categories: Liability Controls, Vehicle Risk Management Controls, Property Exposure, and Technology Exposure. The assessment addresses "risks and exposures that are potentially consequential to LIRA and the library, should a loss occur, and to assist the library with identifying any areas of improvement along with strengths that are seen through the assessment process." The assessment went very well, and the LIRA representative noted several areas of improvement.

I have taken advantage of several learning opportunities in recent weeks. I attended an IMRF Employer Access Training webinar. I attended a remote training session on "Responding to and Investigating Bomb Threats and Swatting Hoaxes", presented by the FBI. (All library managers also attended this training.) I also took part in ePay training and meetings. I attended an "Open Meetings Act – Better Understanding and Compliance" training from the Illinois Attorney General's Office. Finally, I attended two training courses related to the new Paid Leave for All Workers Act, from HR Source and the Illinois Department of Labor.

Respectfully submitted,

Amy Dodson

Fox River Valley Public Library District October 2023 Department Reports

Deputy Director: Heather Zabski

October, the Finance Department wrapped up working with Lauterbach & Amen for our annual audit. Sumitra, Colin and I worked to verify reports and provide any additional documentation so the report could be completed before the October board meeting. Additionally, I compiled statistics and drafted the transmittal letter for the Annual Comprehensive Financial Report (ACFR). Trustees will be approving the audit at the November board meeting.

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

Starting in 2024, the IRS will now require electronic filing for ACA reporting (1095-C forms). In the past, we had mailed in the forms to avoid the cost and difficulty of electronic filing. This year, I have been working with our payroll provider Paylocity to set up a new ACA compliance module that will allow us to electronically file the reports. I have met with Paylocity representatives to make sure that everything is in place before the deadline. We plan to finish implementation in November. HR Manager Sherry Kenney and I have been working with Amy to implement a new time off policy for non-benefitted part-time workers to follow the new Illinois law called Paid Leave for All Workers Act (PLAWA). Both Sherry and I have attended training on the new act through HR Source and the Illinois Department of Labor. The paid time off will start accumulating on January 1, 2024.



Carpentersville Rotary Club participated in Randall Oaks Boo-Thru event for the third year on October 20, 2023. While in the past we had decorated a camper, this year we decorated a large trailer. I helped decorate the trailer and pass out candy (along with Trustee Goyke and dog Lapis) during the three-hour event. It was a sold-out event with a steady stream of cars throughout the evening. Overall, the event ran smoothly. Trustee Finn was at the event well representing Fox Valley Flourish with glow-in-the dark batons.

Randall Oaks: Brittany Berger

October was a very busy month at Randall Oaks. We had increases in stats across the board including visits, items circulated, and program attendance. There was a noticeable increase in foot traffic during the first week of October when the Dundee Library was closed for plumbing repairs. It seemed that many patrons made the trip to Randall Oaks to use our public computers and find a quiet table to work at during that week.

Our passive program numbers also increased this month, and I think we saw one of the highest in-house board games stats ever at 34! RO was decked out for Halloween and our materials displays and passive activities reflected that as well. 284 kids colored monsters to add to our interactive board, 277 completed a pumpkin scavenger hunt, and 139 votes were cast at the Ghosts Vs. Monsters station. Staff also passed out 160 haunted house crafts. We get plenty of trick-or-treaters at RO during the week of Halloween when the Park District preschool classes go on their costume parades; in total, we handed out 45 goodie bags.



There were 13 programs at RO in October, and total attendance was 307. On October 3, Librarian Rachel Dunne led thirteen tweens through another round of Sewing Studio, this time they learned to hand sew their own ghost. Rachel also reprised her zombie bear program on the October 24 where kids could redecorate a bear to fit the spooky season! Rachel and Lisa collaborated on October 16 to lead two Halloween Dance Parties, one at 10 a.m. and one at 4 p.m. Check out the photo above of the 10 a.m. session that was packed with a crowd of 50! Library Assistant Lisa Knapp also offered a Foam Pumpkin Painting program that was attended by 40 patrons of all ages. Due to the brief closure at the Dundee Library, Teen Librarian Danielle Pacini was able to move the Managing College Costs program to Randall Oaks on October 5.



The 2024-24 Winter Reading Challenge is called “Reading Wrap-Up”, and it will kick off on December 1. Patrons can register for the challenge on the Beanstack app or they are welcome to visit a service desk at either library to register in person and receive a paper reading log. Teen and adult registrants will receive a coloring bookmark and a chocolate treat, while youth participants will receive a packet of hot chocolate and a candy cane. This year’s challenge can be completed three ways: by reading, by completing activities, or by a combination of the two. All patrons must complete 4 out of 6 challenge badges; each badge can be completed through 2 hours of reading or by doing the listed activity. The challenge ends on January 20, but finisher prizes will be available December 15 through January 31. This year’s finisher prize is the same for all age groups: a limited edition FRVPLD branded fleece blanket, while supplies last!



Adult and Teen Services: Sam Bunte

Although we were closed to the public for most of the first week of October, that did not stop ATS from being incredibly busy. During the closure, we worked on various projects, including shifting the entire adult fiction collection (including general fiction, mystery, and sci fi/fantasy) to make space for a new romance genre. All the romance books had to be relabeled and have updated catalog records before being shelved in their new area.

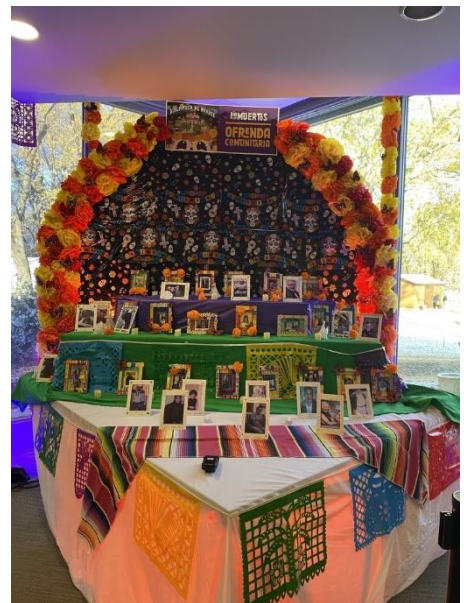
Teen Librarian Danielle Pacini and I have been working on the background aspects of this project for a while, with Danielle shouldering the bulk of the work in the last month. While making space for the new genre, we also changed the layout of the fiction to make it more easily browsable for patrons. This was truly a group effort for our department, with

nearly every person working on it at some point. We've received great feedback from patrons and staff alike, so the new layout has been a success.

That first week of October also heralded the arrival of a new Library Assistant to our department. We are very happy to have Stephanie Carreno join us and she's been eager to learn the ropes and jump into assisting our community. Stephanie has already proved herself to be a team player, assisting many of her coworkers with projects for which they need an extra pair of hands.

After numerous delays from the vendor, we also finally received some new shelving for our teen area. This has been a huge help with creating more space for the teen fiction and graphic novel collections. It looks great and makes the whole space feel more inviting.

We kicked off our Dia de los Muertos (Day of the Dead) Beanstack challenge towards the end of the month. We had multiple programs to go along with it, including one in which patrons could decorate their own frames for pictures of their deceased loved ones that would be featured on our ofrenda. The ofrenda itself went up at the end of the month and it turned out beautifully. Library Assistant Jasmin Munoz and YS Library Assistant Lizbeth Hernandez spearheaded this project.



Keeping with the Dia de los Muertos celebration, Library Assistant Dian Martinez commissioned local artist Kathryn Eli Roberts to create window art in three different areas of the library. These gorgeous windows have certainly spruced up our space.



Our very own Library Specialist Cari Poweziak presented at the Association of Bookmobile and Outreach Services (ABOS) conference in Hershey, PA. Last year, Cari presented at the conference and was presented with the Senior Services

Super Star award, so it was a natural choice to attend again this year. Her presentation on burnout was very well-received by her fellow outreach specialists.



Account Services: Keri Carroll

Visits to Dundee were down, continuing the trend from previous years as we move into the colder months. On the other hand, Randall Oaks saw an increase in visits, hitting the highest number of visits since January 2023. Circulation and renewals remained consistent from previous Octobers, as well as home deliveries and license plate renewals.

I attended several training opportunities, as well as hosting one of my own. Both Adult and Teen Services and Youth Services recently hired a Library Assistant each for their department. I sat down with ATS Assistant Stephanie Carreno and YS Assistant Jessica Nelson and did hands-on training with our ILS. While CCS offers numerous training opportunities through their website, such as videos and interactive courses, I believe staff benefit from getting their hands dirty working in Leap and trying things out practically. CCS is great in offering a training database to allow staff to do just that: create patrons, check items out, and anything else they'd like to try in Leap without consequences.

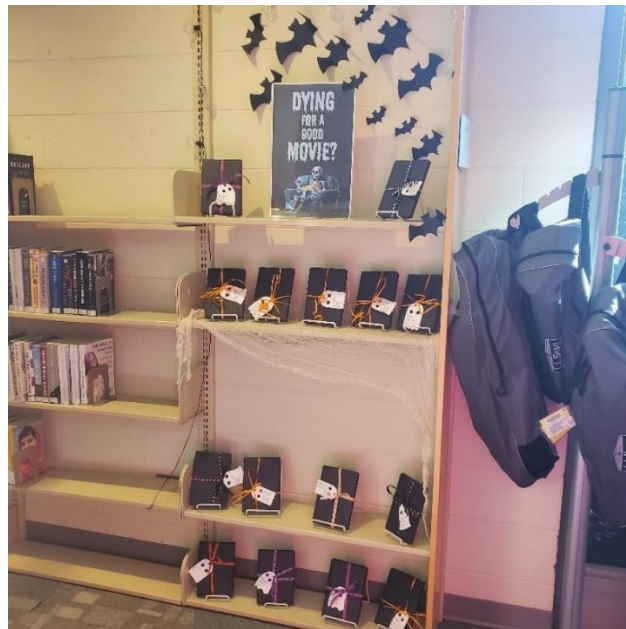
On Thursday, October 19, CCS hosted a webinar on Find More Illinois, an interlibrary loan platform for all Illinois libraries. As of now, no CCS libraries participate, but consideration is being made to potentially join. For many smaller libraries, Find More Illinois acts as a much cheaper alternative to OCLC for interlibrary loan materials. CCS is considering joining to both strengthen the numbers for this Illinois-based initiative but also to incentivize other libraries to join. The webinar focused primarily on how placing requests through Find More Illinois would work locally. For the moment, CCS is not looking at this as an alternative to OCLC.

Several managers also attended "Responding to & Investigating Hoax Bomb Threats and Swatting" organized by the FBI Boston Joint Terrorism Task Force. While this training was primarily targeted for 911 dispatchers, numerous library staff were in attendance, specifically from the northern Illinois area. After the stretch of bomb threats made to several CCS libraries in early September, this training opportunity was shared as an additional means of understanding how to handle any threats. The biggest takeaway was also the scariest:

most of the time, the bomb threat will be fake, which is easier to say than act upon (or in this case, not act upon). But the presenter also provided numerous tips on what to listen for during the call and questions to ask the caller. Staff have been provided with an updated Code White and additional instructions from the Department of Homeland Security. I will be reviewing these procedures for Account Services staff at our November All Staff department meeting.

The CCS Circulation Technical Group met in person for the first time in over three years, regrouping at CCS's newest offices in Lincolnshire. Topics discussed include CCS's new service MessageBee which is used to track bounced text notifications, the Find More Illinois webinar mentioned above, and Waukegan's approval to join CCS. As it had been multiple years since I had seen any of my circulation peers in person, it was great to reconnect on a more personal level than Zoom can provide.

Account Services clerk Julio Hernandez created an eye-catching Halloween display reminiscent of February's "Blind Date with a Book." Julio hand-curated the scary movies for patrons, wrapping and adorning them with ghostly tags giving brief descriptions of the contents. Graphic designer Dan Mitchell provided Julio with the succinct but impactful signage used. As the month progressed, the display was regularly browsed and borrowed from. I love when Account Services staff create fun, engaging displays for patrons to highlight their creativity and our collections.



Public Relations & Outreach: Kirstin Finneran

Community Outreach

Created In Carpentersville, Village of Carpentersville

Golfview Elementary Hispanic Heritage Poetry Reading, Golfview Elementary

Meadowdale Elementary Book Fair, Meadowdale Elementary

Lakewood Elementary Fiesta Night, Lakewood Elementary

Perry Elementary Reading & Math Night, Perry Elementary

Carpentersville Middle School Literacy Night, Carpentersville Middle School

Dundee Highlands Elementary Book Fair, Dundee Highlands Elementary

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



Created in Carpentersville. FRVPLD participated in the first-ever “Created in Carpentersville” event at The Brix on the Fox. Hosted by the village, the event was created to promote the industrial businesses in town and inspire the next generation of creators. Erica Acevedo packed up our 3D printer and put it to work so attendees could see it in action. PR created a new brochure to promote 3D printing service at the library and was also present to register residents for library cards.

Website Update. This month we started providing content for Library Market to begin building the new site and its pages. PR contributed a list of available equipment, default images and program descriptions for recurring programs. This will make it easier and faster for programmers to add their events to the online calendar while providing a more consistent description and image. We also provided content for the new reading challenges page, logos of all the organizations that appear on our local area services page, photos of our Board of Trustees and management staff, and a list of frequently asked questions and their answers.

Community Survey & Engagement Sessions. We continued to promote the community survey and as of the survey’s closing we received 763 responses. This month we have composed an email and list of community leaders and engaged patrons to invite them to attend the Strategic Planning Retreat on Dec. 2 and created “dot boards” for both locations to elicit more feedback about the library from the public.



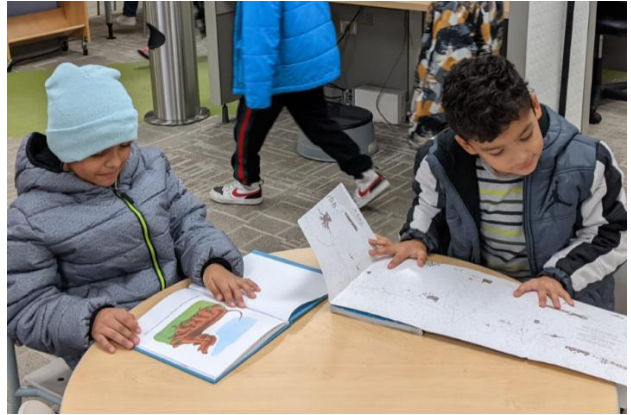
Spanish eNews. We are very excited to announce that we sent out our first Spanish eNewsletter in October. This new communication will be sent out monthly to promote our Spanish programs, services, and collection. We are building the list from email addresses shared with us via program registration and will be looking for any additional opportunities to collect email addresses.

Día de los Muertos Reading Challenge. PR was eager to use the cool Día de los Muertos art to promote the Día Reading Challenge. We created Beanstack graphics, a promotional brochure, Powerwall Banner, website banner, Freegal playlists, and featured it in eNews and social media.

Youth Services: Heather Ji

In October, we were happy to be busy with more outreach requests. YS Librarian Amanda Keen and Library Assistants Elizabeth Flores and Erin Sikorski presented storytimes at seven different preschool and daycare locations, Library Assistant Amairani Lopez participated in a poetry reading at Golfview Elementary school, and Library Assistant Lizbeth Hernandez, Elizabeth and Amairani hosted three second grade classes from Meadowdale Elementary school, altogether reaching 380 kids.





The department was looking very spooky this month thanks to Erin, Lizbeth and Amanda, and our popular Halloween Parade and Extravaganza run by Erin and Family Pumpkin Painting Program run by Amairani brought in many families. Foodie Kids, Foodie Kids Jr., Good Vibes Yoga, and the Drive-In Movie joined in the fun as well.





We had two program collaborations with ATS to help prepare for the library's first community Ofrenda, an altar made to honor deceased loved ones as part of the Día de Los Muertos celebration. Lizbeth held the Recuerdame Picture Frames program again, this time joined by Diane from ATS so that they could expand it to a family program. They started the emotional program with a short presentation on the Ofrenda, then helped 42 patrons decorate framed pictures of the people they wanted to honor in the library Ofrenda. During *The Book of Life* Movie Night, 37 patrons helped make paper marigolds and monarch butterflies to decorate the Ofrenda while watching the movie.



October also saw the completion of several collection development projects in both locations. Amanda assessed the Randall Oaks picture book collection for condition and usage and in Dundee I added a Parent-Teacher section that contains guides to different types of learning activities as well as picture books that can be used as conversation starters on topics such as emotions, self-esteem, disabilities, race, gender, and poverty, in addition to a small collection of Homeschooling handbooks recommended by Amanda. Also, a lengthy reorganization of the Spanish language book collection was completed by Elizabeth. The whole department helped make this happen by shifting the entire picture book section to make room for the English language board books in their new, more accessible bins, and then shifting the Spanish language book section now that these board books were no longer in that area of the library.



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

Savings: over \$1,800 this month mostly due to research for vendor comparisons to purchase additional Corner 68 cabinets as well as our RAILS discount for our Swank movie license.

Annual magazine weeding project: We have begun pulling magazine issues which are older than our holdings statement. Weeded issues go quickly after we put them on the Free cart over by our holds shelf. Due to budget constraints, and the fact the magazine industry continues to lessen print titles or change frequency as well as move to online only access, we have a number of titles we didn't renew. Some of them were a result of very low usage statistics while for others we were reducing a duplication of content. In those situations we decided to not renew the print version if we already had the online subscription through our Libby app.

IT/ Network: John Sabala

New Ecommerce Vendor for Library Credit Card Payments

In conjunction with our consortia Cooperative Computer Services, we have changed our credit card ecommerce vendor from Comprise to ePAY. CCS had decided to cancel the Comprise contract. This decision was approved by the CCS Governing Board

ePAY is a full-service electronic payment program specifically designed for Illinois governments so they can quickly and securely receive monies through convenient, customized payment channels that offer constituents easier, faster payment choices to pay fees 24 hours a day, seven days a week."

https://www.illinoistreasurer.gov/Local_Governments/ePay_Overview

The transition to ePAY was smooth. Both the web Power PAC and the library Kiosks now process credit cards through ePAY. In the coming month an additional feature to split and segregate License Plate sticker payments into a separate bank account will be implemented. This feature allows the Kiosks to process transactions in a way that ePAY can easily transfer collected License Plate card funds to the correct library fund account. The library has separate accounts because the State of Illinois automatically withdraws their money from our License Plate Account.

ILLINOIS ePAY Convenience and Security in Every Transaction

Michael W. Frerichs
ILLINOIS STATE TREASURER

ILLINOIS ePAY

Make A Payment - Payment Information - Illinois: Fox River Valley Public Library District

Cart Information Payment Information

Billing Contact Information

Email*

Next Step: Add Payment Method

Shopping Cart

| | |
|--------------------|--------|
| Fines/Fees | \$1.00 |
| Subtotal | \$1.00 |
| Projected Card Fee | \$0.00 |

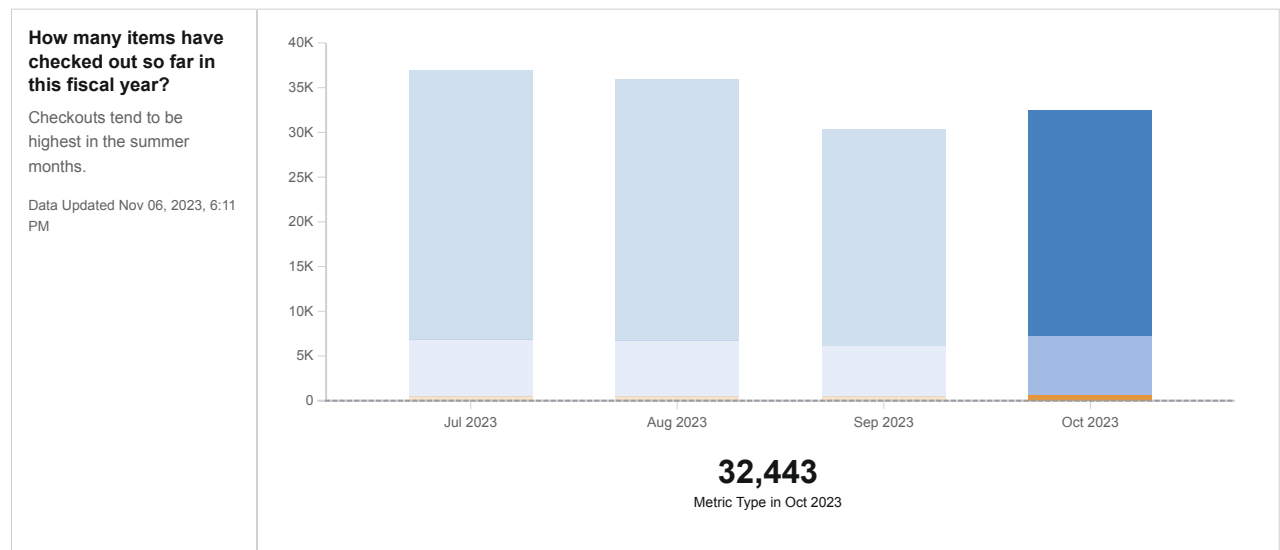
Cancel Transaction

How are we doing?

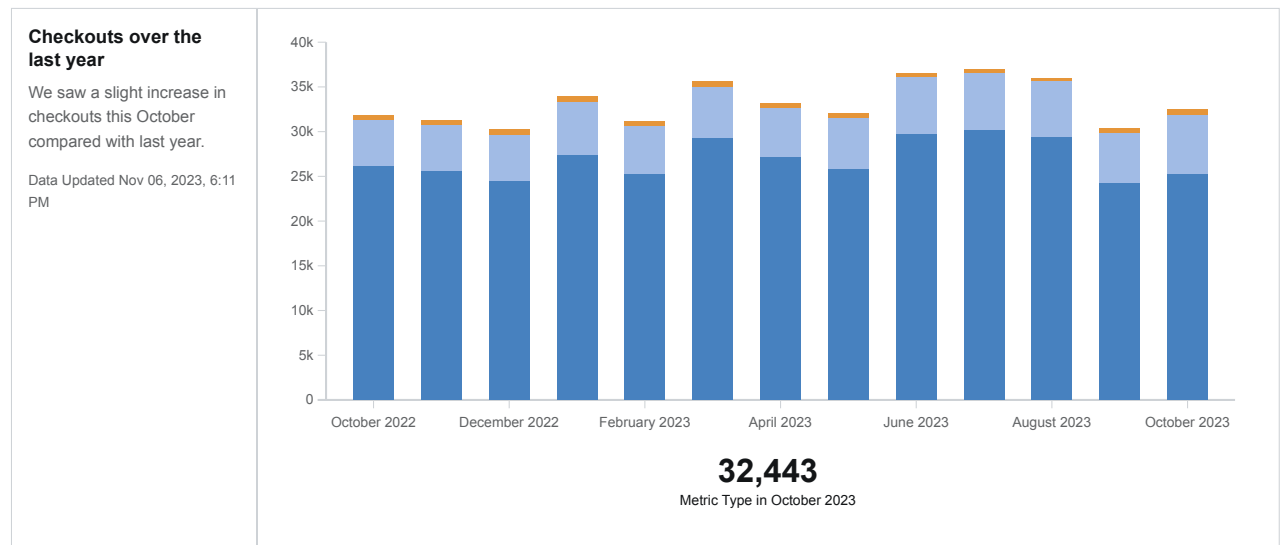
The monthly Dashboard tells our story

Click the graphs to see more details

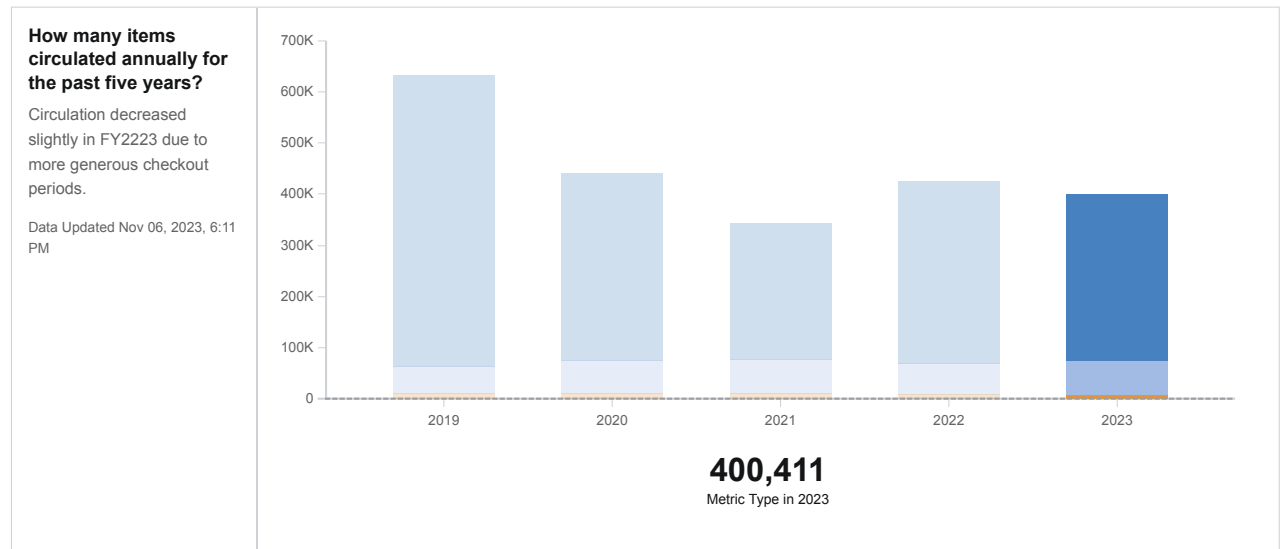
Checkouts - This Fiscal Year



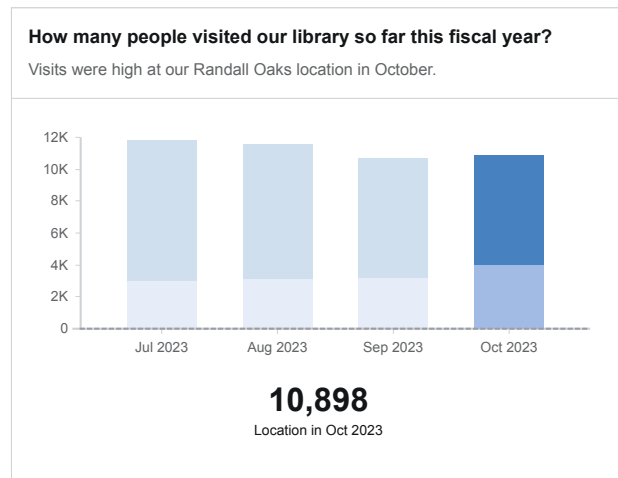
Checkouts - 13 Month Trends



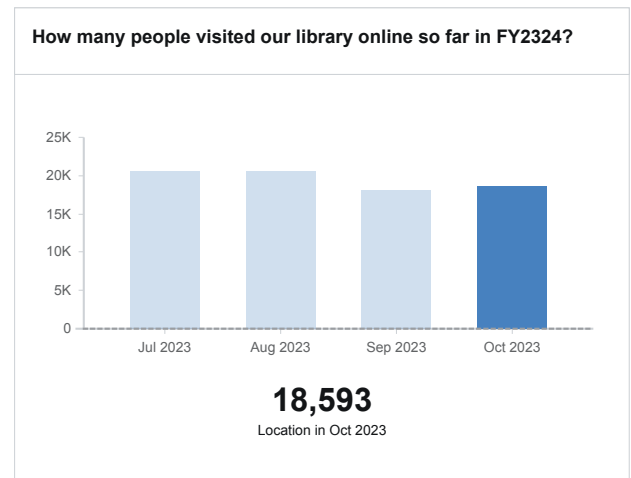
Checkout Trend



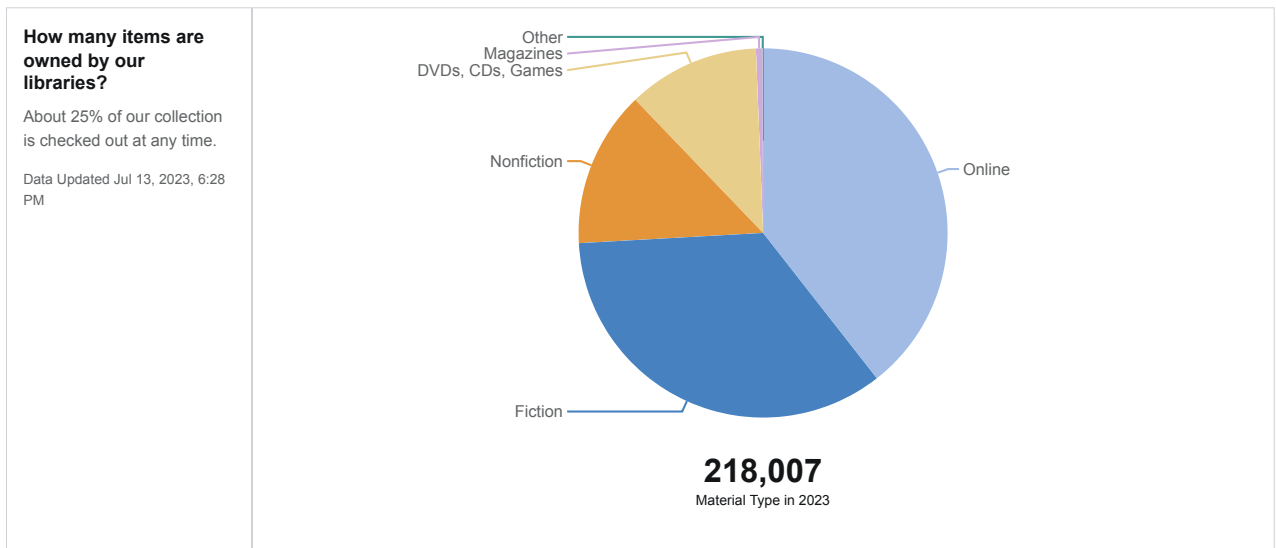
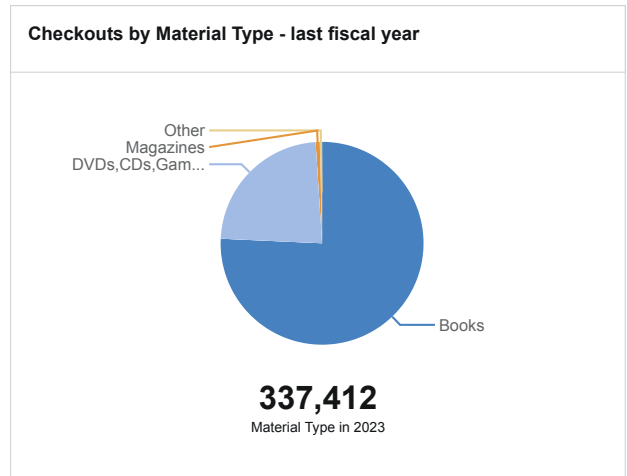
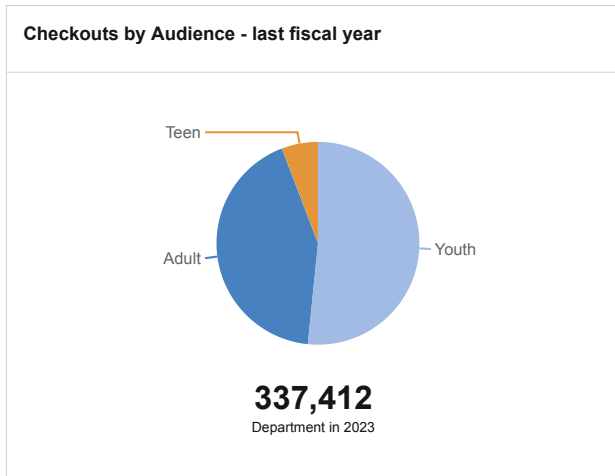
Library Visits - This Fiscal Year



Website Visits - This Fiscal Year



Physical item checkouts

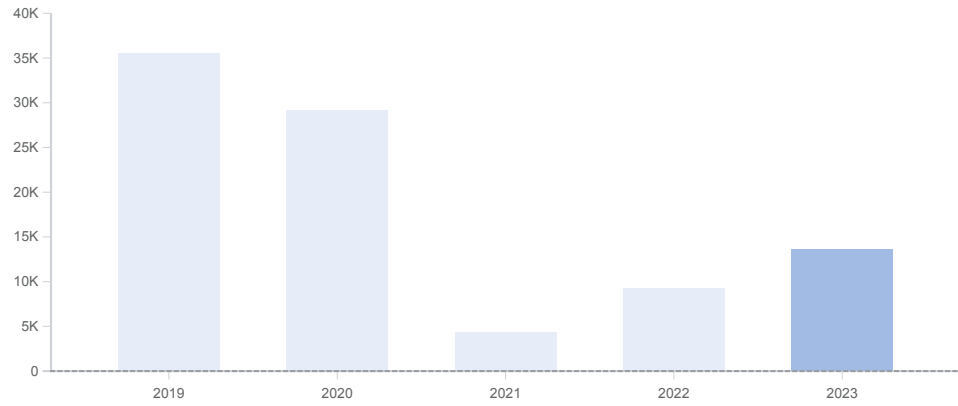


Program Attendance Trend

Program Attendance Trend

Program attendance is increasing from a low in 2021 caused by the COVID-19 pandemic.

Data Updated Nov 06, 2023, 6:11 PM

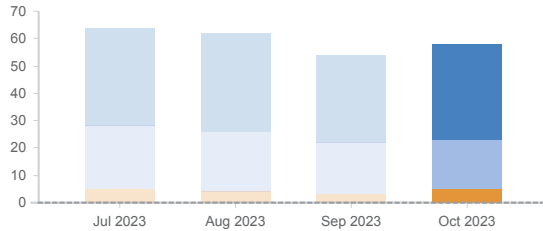


13,558

Metric Type in 2023

How many programs have been held so far this FY?

October is a popular month for programming.

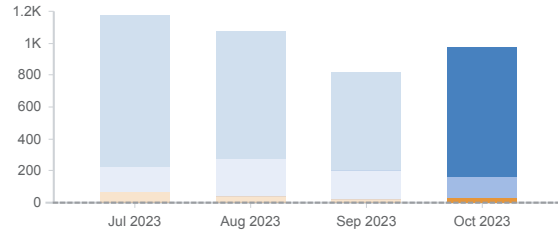


58

Metric Type in Oct 2023

How many people have attended our programs so far this FY?

Attendance is up due an increase in programs held in October.

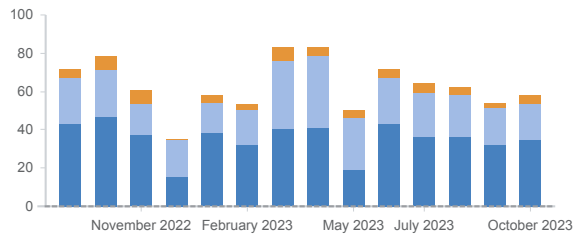


976

Metric Type in Oct 2023

Library Programs Held- Past 13 Months

We offered fewer programs this October than we did last year.

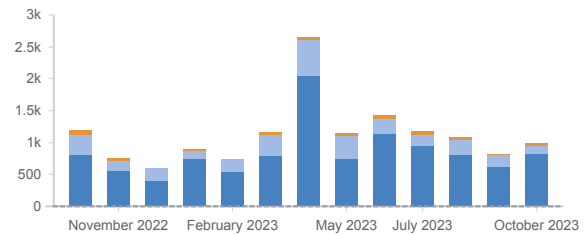


58

Metric Type in October 2023

Library Program Attendance - Past 13 Months

Less programs led to less attendance this October. However, our average pro...



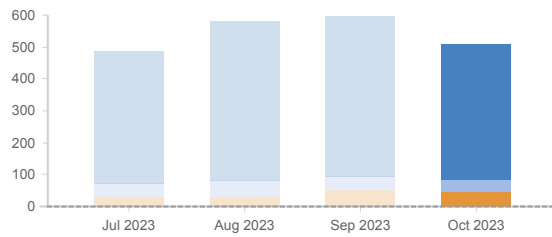
976

Metric Type in October 2023

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

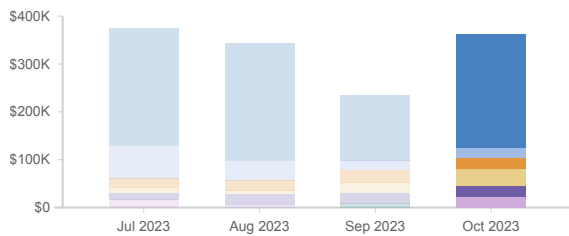


510

Metric Type in Oct 2023

Monthly Spending- this year

How much does the Library spend each month this FY?



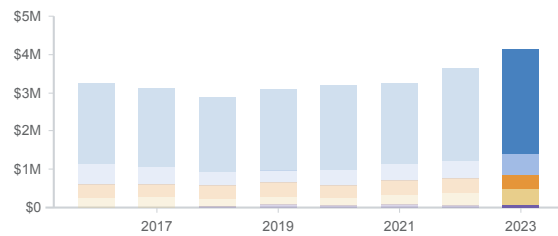
\$362,434.99

Expenses in Oct 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.k under the Consent Agenda as presented

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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
Decennial Committee Meeting
October 17, 2023**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 6:33 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

| | | |
|------------------|--------------------|--------------------|
| Members present: | President | Kristina Weber |
| | Vice President | Maryann Dellamaria |
| | Secretary | Christine L. Evans |
| | Treasurer | Tara Finn |
| | Trustee | Matthew Goyke |
| | Trustee | Paula Lauer |
| | Executive Director | Amy Dodson |
| | Citizen Member | Cintia Hernandez |

| | | |
|-----------------|----------------|----------------|
| Members absent: | Trustee | Dan Wisniewski |
| | Citizen Member | Jonathan Roth |

Others present: Deputy Director Heather Zabski, Karen Werle

Public Comment

There was no public comment.

New Business

Exhibit 1 Approval of Minutes of September 12, 2023 Decennial Committee Meeting

Weber called for a motion to *APPROVE MINUTES FROM THE SEPTEMBER 12, 2023 DECENNIAL COMMITTEE MEETING*. Moved by Goyke and seconded by Dellamaria, item opened for discussion. Weber inquired if there were questions or comments. There being none, Weber called for a roll call vote.

Roll call vote: Hernandez, Dodson, Goyke, Lauer, Finn, Evans, Dellamaria, Weber – aye. 8 ayes; 0 nays; 2 absent. Motion carried.

Exhibit 2 Approval of Final Decennial Committee Report

Weber called for a motion to *APPROVE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT*. Moved by Goyke and seconded by Dellamaria, item opened for discussion. Weber noted the final report was submitted to Committee members for review and asked if members found their comments were accurately captured in it. There were no questions, and committee members agreed with the content of the final report. Weber then called for a roll call vote.

Roll call vote: Hernandez, Dodson, Goyke, Lauer, Finn, Evans, Dellamaria, Weber – aye. 8 ayes; 0 nays; 2 absent. Motion carried.

Adjournment

Weber thanked members Hernandez and Roth for their participation on the Committee, noting the value of having direct community involvement. No further business was discussed. Weber called for a motion to *ADJOURN*. Moved by Finn and seconded by Dellamaria, Weber called for a roll call vote.

Roll call vote: Hernandez, Dodson, Goyke, Lauer, Finn, Evans, Dellamaria, Weber – aye. 8 ayes; 0 nays; 2 absent.
Motion carried.

Meeting adjourned at 6:39 PM.

Christine L. Evans, Secretary

**Fox River Valley Public Library District
Board of Trustees Meeting
October 17, 2023**

MINUTES

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

Roll Call

| | | |
|------------------|-----------|--------------------|
| Members present: | President | Kristina Weber |
| | Vice Pres | 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, Deputy Director Heather Zabski, Sam Bunte, Heather Ji, Keri Carroll, Karin Nelson, Michael Lorenzetti, Sumitra Potharazu, John Sabala, Brittany Berger, Hannah Cullerton, Karen Werle

Public Comment

There were no comments.

President's Report

There was no report.

Director's Report

Comprehensive Annual Financial Report

Hannah Cullerton of Lauterbach and Amen reviewed the annual audit report for fiscal year 2022-2023. She noted Fox River Valley Public Library District received the highest rating available, and reviewed key points of the audit. Acceptance of the audit will come before the Board at the November 14, 2023 meeting.

Department Reports and Dashboard

There were no questions on department reports or the statistical dashboard.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the September 19, 2023 Budget & 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

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.K AS PRESENTED*; moved by Finn and seconded by Goyke. 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 Resolution 2023-11 To Determine Estimate of Funds Needed for Fiscal Year 2023-2024

Weber called for a motion to *ADOPT RESOLUTION 2023-11 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FISCAL YEAR 2023 - 2024 AS PRESENTED*. Moved by Goyke and seconded by Finn, item opened for discussion. Deputy Director Zabski outlined FRVPLDs projections for the next fiscal year. A Truth in Taxation Hearing is scheduled for the November 14, 2023 Board of Trustees Meeting. 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 Meeting Space Update and Proctoring Tests Policy

Weber called for a motion to *APPROVE RESUMPTION OF RENTING MEETING SPACE AS AVAILABLE AND ACCORDING TO POLICY, AND THE PROCTORING TESTS POLICY UPDATE AS PRESENTED*. Moved by Goyke and seconded by Finn, item opened for discussion. Executive Director Dodson explained while meeting space rentals were on hold during the pandemic, FRVPLD now intends to make the space available again when there is no conflict with programming. The Library does not have space for proctoring exams, therefore Administration recommends deletion of the applicable policy. 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 Restricted Monetary Donation Acceptance

Weber called for a motion to *APPROVE ACCEPTANCE OF SPECIFIC RESTRICTED MONETARY DONATIONS*. Moved by Wisniewski and seconded by Dellamaria, item opened for discussion. The library recently received memorial donations, and policy requires acceptance of any restricted donation be approved by the Board. 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)(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 Goyke and seconded by Wisniewski, action is not expected upon return to open session. Weber called for a vote, meeting adjourned by unanimous voice vote at 7:25 PM.

Return to Open Session

Weber called the regular meeting back to order at 7:35 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

There being no further business, Weber called for a motion to *ADJOURN*. Moved by Goyke and seconded by Finn, motion approved by unanimous voice vote.

Meeting adjourned at 7:36 PM.

Christine L. Evans, Secretary

Fox River Valley Public Library District
Check/Voucher Register - Check Voucher Register
10100 - BANK ACCOUNTS
From 10/1/2023 Through 10/31/2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> |
|--|----------------------|-----------------------|---------------------|
| Groot, Inc | 11313379T107 | 10/17/2023 | 124.59 |
| ComEd | 44598 | 10/16/2023 | (3,519.15) |
| A & T Plumbing, Inc. and Son | 44668 | 10/17/2023 | 17,172.00 |
| Abila | 44669 | 10/17/2023 | 3,342.30 |
| Accurate Office Supply Co. | 44670 | 10/17/2023 | 39.28 |
| Ziegler's Ace Hardware | 44671 | 10/17/2023 | 19.88 |
| American Library Association | 44672 | 10/17/2023 | 674.00 |
| Alarm Detection Systems | 44673 | 10/17/2023 | 214.11 |
| AT&T | 44674 | 10/17/2023 | 209.40 |
| AT & T Mobility | 44675 | 10/17/2023 | 111.26 |
| Belfor USA Group, Inc. | 44676 | 10/17/2023 | 1,000.00 |
| Brodart Co. | 44677 | 10/17/2023 | 36.60 |
| Cooperative Computer Services | 44678 | 10/17/2023 | 17,011.52 |
| CDS Office Technologies | 44679 | 10/17/2023 | 700.22 |
| Chicago Distribution Center | 44680 | 10/17/2023 | 116.46 |
| ComEd | 44681 | 10/17/2023 | 8,130.67 |
| Demco, Inc. | 44682 | 10/17/2023 | 443.71 |
| Dennis Wolkowicz | 44683 | 10/17/2023 | 225.00 |
| EBSCO Information Services | 44684 | 10/17/2023 | 5,149.00 |
| Ehlers Investment Partners, LLC | 44685 | 10/17/2023 | 683.05 |
| Elgin Sheet Metal Company | 44686 | 10/17/2023 | 360.00 |
| First Metropolitan Translation Services | 44687 | 10/17/2023 | 100.00 |
| Garveys Office Products | 44688 | 10/17/2023 | 377.75 |
| Hall Pass | 44689 | 10/17/2023 | 24.00 |
| Holly Stear | 44690 | 10/17/2023 | 17.99 |
| INGRAM Library Services | 44693 | 10/17/2023 | 9,902.55 |
| KONE, INC | 44694 | 10/17/2023 | 322.40 |
| Lauterbach & Amen, LLP | 44695 | 10/17/2023 | 6,880.00 |
| LIMRICC Unemployment Compensatio... | 44696 | 10/17/2023 | 477.87 |
| Meilahn Manufacturing | 44697 | 10/17/2023 | 1,185.00 |
| Midwest Tape Exchange, Inc. | 44698 | 10/17/2023 | 13,215.19 |
| Multisystem Management Company | 44699 | 10/17/2023 | 3,480.00 |
| Nicor Gas | 44700 | 10/17/2023 | 116.40 |
| Paddock Publications, Inc. | 44701 | 10/17/2023 | 402.50 |
| PETERS Electric & Technology, Inc. | 44702 | 10/17/2023 | 882.00 |
| Playaway Products LLC | 44703 | 10/17/2023 | 2.99 |
| Postmaster -Algonquin | 44704 | 10/17/2023 | 3,000.00 |
| RAILS | 44705 | 10/17/2023 | 193.84 |
| ReThinking Libraries | 44706 | 10/17/2023 | 1,950.00 |
| Sebert Landscaping Inc. | 44707 | 10/17/2023 | 551.00 |
| Securitas Electronic Security, Inc | 44708 | 10/17/2023 | 655.20 |
| Village of East Dundee | 44709 | 10/17/2023 | 523.64 |
| Cardmember Service | 44710 | 10/17/2023 | 2,558.72 |
| Wellness Insurance Network | 44711 | 10/17/2023 | 18,683.68 |
| Audio Video Specialists | 44712 | 10/31/2023 | 2,266.69 |
| SYNCB/AMAZON | Amazon ACH 10/2... | 10/26/2023 | 2,935.41 |
| Illinois Municipal Retirement | DD10/20/2023-IM... | 10/20/2023 | 19,768.99 |
| Paylocity Payroll | DD10/2023 Paylo... | 10/6/2023 | 1,046.56 |
| Paylocity Payroll | DD10/2023 Paylo... | 10/20/2023 | 719.46 |
| Paylocity Payroll | DD10/2023 Paylo... | 10/20/2023 | 89.20 |
| Office of the Secretary of State of Illinois | SSLT Fee Sep In ... | 10/1/2023 | 52.50 |
| Comcast | STMT202310Com... | 10/24/2023 | 984.15 |
| Comcast | STMT202310DL-C... | 10/23/2023 | 335.52 |
| Comcast | STMT202310RO-C... | 10/23/2023 | 227.22 |
| TSYS Merchant Solutions-Omaha | TSYS Fees Sep In ... | 10/1/2023 | 284.55 |

Fox River Valley Public Library District
Check/Voucher Register - Check Voucher Register
10100 - BANK ACCOUNTS
From 10/1/2023 Through 10/31/2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> |
|--|--------------------------------|-----------------------|--------------------------|
| Office of the Secretary of State of Illinois | TSYS October AC... | 10/31/2023 | 4,902.00 |
| Office of the Secretary of State of Illinois | TSYS Withdrawal ... | 10/1/2023 | <u>1,372.00</u> |
| | Total 10100 - BANK ACCOUNTS | | <u>152,730.87</u> |
| Report Total | | | <u><u>152,730.87</u></u> |

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

| | | 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 | | | | | | |
| 43010 | TAX LEVY | 0.00 | 3,951,428.18 | 100.00% | 3,951,428.00 | (0.18) | 0.00% |
| 43020 | PPRT | 21,060.52 | 50,566.12 | 33.48% | 151,000.00 | 100,433.88 | 66.51% |
| 43500 | IMPACT FEES | 0.00 | 0.00 | 0.00% | 15,000.00 | 15,000.00 | 100.00% |
| 44010 | INT & DIV INCOME | 17,857.61 | 66,135.12 | 66.13% | 100,000.00 | 33,864.88 | 33.86% |
| 45010 | PER CAPITA GRANT | 0.00 | 105,506.75 | 100.48% | 105,000.00 | (506.75) | (0.48)% |
| 45020 | OTHER GRANTS | 0.00 | 2,234.19 | 11.17% | 20,000.00 | 17,765.81 | 88.82% |
| 46030 | LOST & DAMAGED | 434.12 | 1,372.78 | 39.22% | 3,500.00 | 2,127.22 | 60.77% |
| 46200 | PRINT/COPY REVENUE | 738.20 | 2,925.30 | 58.50% | 5,000.00 | 2,074.70 | 41.49% |
| 46250 | LICENSE PLATE RENEWAL INCOME | 5,783.50 | 27,013.00 | 41.55% | 65,000.00 | 37,987.00 | 58.44% |
| 46400 | MISCELLANEOUS INCOME | 0.00 | 0.00 | 0.00% | 500.00 | 500.00 | 100.00% |
| 46500 | CASH OVER | 1.45 | 74.05 | 148.10% | 50.00 | (24.05) | (48.10)% |
| 46600 | RETIREED EMPLOYEE REIMBURSEMENTS | 94.00 | 376.00 | 31.33% | 1,200.00 | 824.00 | 68.66% |
| 49010 | MONETARY GIFT | 130.00 | 130.00 | 0.00% | 0.00 | (130.00) | 0.00% |
| 1 | Dundee Library | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 46110 | MEETING RM RENTAL | 0.00 | 0.00 | 0.00% | 50.00 | 50.00 | 100.00% |
| 46300 | TAXABLE SALES (USB, DVD, EARBUDS) | 14.80 | 62.30 | 62.30% | 100.00 | 37.70 | 37.70% |
| 2 | Randall Oaks | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 46300 | TAXABLE SALES (USB, DVD, EARBUDS) | 0.00 | 0.00 | 0.00% | 25.00 | 25.00 | 100.00% |
| | Total REVENUES | <u>46,114.20</u> | <u>4,207,823.79</u> | <u>95.25%</u> | <u>4,417,853.00</u> | <u>210,029.21</u> | <u>4.75%</u> |
| | Total Revenues | <u>46,114.20</u> | <u>4,207,823.79</u> | <u>95.25%</u> | <u>4,417,853.00</u> | <u>210,029.21</u> | <u>4.75%</u> |
| Expenditures | | | | | | | |
| 15 | PERSONNEL SERVICES/BENEFITS | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 52120 | EMPLOYEE INSURANCES | 16,184.76 | 65,672.84 | 26.80% | 245,000.00 | 179,327.16 | 73.19% |
| 52121 | IMRF | 11,169.05 | 45,960.42 | 27.03% | 170,000.00 | 124,039.58 | 72.96% |
| 52122 | REIMBURSED INS | 94.00 | 376.00 | 31.33% | 1,200.00 | 824.00 | 68.66% |

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

| | | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining |
|-------|--------------------------------------|----------------|---------------|------------------------|--|------------------------|-----------------------------|
| 52160 | TUITION REIMB | 0.00 | 0.00 | 0.00% | 10,000.00 | 10,000.00 | 100.00% |
| 52212 | FICA/MEDICARE/SS-R | 13,363.18 | 54,785.07 | 28.83% | 190,000.00 | 135,214.93 | 71.16% |
| 79990 | CONTINGENT EXPENSES | 0.00 | 0.00 | 0.00% | 21,993.00 | 21,993.00 | 100.00% |
| 05 | ADMINISTRATION | | | | | | |
| 52100 | SALARIES | 40,690.92 | 141,539.37 | 29.06% | 487,000.00 | 345,460.63 | 70.93% |
| 40 | PUBLIC RELATIONS | | | | | | |
| 52100 | SALARIES | 14,096.48 | 49,387.45 | 29.39% | 168,000.00 | 118,612.55 | 70.60% |
| 50 | IT / NETWORK | | | | | | |
| 52100 | SALARIES | 10,638.31 | 37,284.57 | 29.82% | 125,000.00 | 87,715.43 | 70.17% |
| 60 | PATS | | | | | | |
| 52100 | SALARIES | 11,827.43 | 41,413.36 | 28.36% | 146,000.00 | 104,586.64 | 71.63% |
| 90 | FACILITIES | | | | | | |
| 52100 | SALARIES | 7,639.22 | 32,782.35 | 22.00% | 149,000.00 | 116,217.65 | 77.99% |
| 1 | Dundee Library | | | | | | |
| 10 | ADULT & TEEN SERVICES | | | | | | |
| 52100 | SALARIES | 38,117.75 | 151,680.80 | 31.13% | 487,185.43 | 335,504.63 | 68.86% |
| 20 | YOUTH SERVICES | | | | | | |
| 52100 | SALARIES | 26,736.80 | 90,723.09 | 25.87% | 350,554.38 | 259,831.29 | 74.12% |
| 70 | ACCOUNT SERVICES | | | | | | |
| 52100 | SALARIES | 27,251.65 | 96,093.98 | 29.56% | 325,000.00 | 228,906.02 | 70.43% |
| 2 | Randall Oaks | | | | | | |
| 80 | RANDALL OAKS | | | | | | |
| 52100 | SALARIES | 19,154.89 | 66,108.67 | 28.37% | 233,000.00 | 166,891.33 | 71.62% |
| | Total PERSONNEL SERVICES/BENEFITS | 236,964.44 | 873,807.97 | 28.11% | 3,108,932.81 | 2,235,124.84 | 71.89% |
| 20 | LIBRARY MATERIALS | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 60900 | MATERIALS SUPPLIES | 582.25 | 3,387.58 | 33.87% | 10,000.00 | 6,612.42 | 66.12% |
| 61500 | DATABASES | 5,149.00 | 32,328.78 | 71.35% | 45,307.00 | 12,978.22 | 28.64% |
| 61510 | EBOOKS | 810.49 | 41,409.67 | 70.48% | 58,750.00 | 17,340.33 | 29.51% |
| 61520 | DOWNLOADABLE MEDIA | 2,549.10 | 10,361.66 | 30.47% | 34,000.00 | 23,638.34 | 69.52% |
| 61540 | HOTSPOTS | 0.00 | 1,320.00 | 12.94% | 10,200.00 | 8,880.00 | 87.05% |
| 64100 | PROC FEES BOOKS | 392.04 | 1,736.73 | 43.41% | 4,000.00 | 2,263.27 | 56.58% |
| 64200 | PROC FEES AV | 542.05 | 1,470.67 | 18.38% | 8,000.00 | 6,529.33 | 81.61% |
| 64500 | ONLINE ORDERING FEE | 193.84 | 193.84 | 25.84% | 750.00 | 556.16 | 74.15% |
| 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 | | | | | | |

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

| | | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining |
|-------|-----------------------------|----------------|---------------|------------------------|--|------------------------|-----------------------------|
| 00 | DEPARTMENT-WIDE | | | | | | |
| 61200 | PERIODICALS | 0.00 | 2,331.64 | 96.74% | 2,410.00 | 78.36 | 3.25% |
| 61600 | VIDEOGAMES | 363.59 | 363.59 | 2.42% | 15,000.00 | 14,636.41 | 97.57% |
| 10 | ADULT & TEEN SERVICES | | | | | | |
| 61110 | BOOKS FICTION | 2,497.40 | 10,713.56 | 33.47% | 32,000.00 | 21,286.44 | 66.52% |
| 61111 | BOOKS LARGE TYPE | 290.16 | 1,042.06 | 26.05% | 4,000.00 | 2,957.94 | 73.94% |
| 61120 | BOOKS NF | 681.82 | 3,029.02 | 18.93% | 16,000.00 | 12,970.98 | 81.06% |
| 61130 | BOOKS SPANISH | 0.00 | 0.00 | 0.00% | 4,500.00 | 4,500.00 | 100.00% |
| 61140 | GRAPHIC NOVELS | 278.46 | 1,194.42 | 29.86% | 4,000.00 | 2,805.58 | 70.13% |
| 61330 | AUDIOBOOKS | 900.81 | 2,662.42 | 38.03% | 7,000.00 | 4,337.58 | 61.96% |
| 61350 | MUSIC | 320.60 | 754.05 | 25.13% | 3,000.00 | 2,245.95 | 74.86% |
| 61400 | DVD | 1,144.01 | 2,755.79 | 26.24% | 10,500.00 | 7,744.21 | 73.75% |
| 61700 | NONTRADITIONAL MATERIALS | 18.62 | 130.89 | 2.61% | 5,000.00 | 4,869.11 | 97.38% |
| 15 | TEEN | | | | | | |
| 61100 | BOOKS | 346.98 | 2,204.83 | 27.56% | 8,000.00 | 5,795.17 | 72.43% |
| 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 | 2,590.33 | 12,293.10 | 27.31% | 45,000.00 | 32,706.90 | 72.68% |
| 61130 | BOOKS SPANISH | 0.00 | 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 | 533.05 | 1,195.69 | 47.82% | 2,500.00 | 1,304.31 | 52.17% |
| 61700 | NONTRADITIONAL MATERIALS | 265.00 | 307.35 | 7.68% | 4,000.00 | 3,692.65 | 92.31% |
| 2 | Randall Oaks | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 61200 | PERIODICALS | 0.00 | 1,369.53 | 97.12% | 1,410.00 | 40.47 | 2.87% |
| 61600 | VIDEOGAMES | 363.58 | 363.58 | 5.19% | 7,000.00 | 6,636.42 | 94.80% |
| 10 | ADULT & TEEN SERVICES | | | | | | |
| 61110 | BOOKS FICTION | 700.40 | 3,312.66 | 33.12% | 10,000.00 | 6,687.34 | 66.87% |
| 61120 | BOOKS NF | 200.78 | 838.06 | 27.93% | 3,000.00 | 2,161.94 | 72.06% |
| 61400 | DVD | 561.50 | 1,460.35 | 22.46% | 6,500.00 | 5,039.65 | 77.53% |
| 15 | TEEN | | | | | | |
| 61100 | BOOKS | 82.42 | 702.38 | 23.41% | 3,000.00 | 2,297.62 | 76.58% |
| 61330 | AUDIOBOOKS | 0.00 | 0.00 | 0.00% | 250.00 | 250.00 | 100.00% |
| 20 | YOUTH SERVICES | | | | | | |
| 61100 | BOOKS | 855.00 | 4,973.44 | 35.52% | 14,000.00 | 9,026.56 | 64.47% |
| 61130 | BOOKS SPANISH | 0.00 | 230.93 | 15.39% | 1,500.00 | 1,269.07 | 84.60% |
| 61400 | DVD | 101.19 | 433.27 | 17.33% | 2,500.00 | 2,066.73 | 82.66% |

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

| | | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining |
|-------|---|----------------|---------------|------------------------|--|------------------------|-----------------------------|
| 61700 | NONTRADITIONAL MATERIALS | 265.00 | 265.00 | 26.50% | 1,000.00 | 735.00 | 73.50% |
| | Total LIBRARY MATERIALS | 23,579.47 | 152,317.56 | 38.12% | 399,587.00 | 247,269.44 | 61.88% |
| 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 | 477.87 | (8,390.18) | (83.90)% | 10,000.00 | 18,390.18 | 183.90% |
| 52130 | STAFF DEVELOPMENT | 181.15 | 563.24 | 11.26% | 5,000.00 | 4,436.76 | 88.73% |
| 52140 | PROFESSIONAL EDUCATION | 400.00 | 435.70 | 14.52% | 3,000.00 | 2,564.30 | 85.47% |
| 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 | 407.99 | 939.35 | 31.31% | 3,000.00 | 2,060.65 | 68.68% |
| 70900 | SUPPLIES | 875.62 | 3,131.83 | 24.09% | 13,000.00 | 9,868.17 | 75.90% |
| 73215 | COPIER/PRINT EXPENSE | 700.22 | 2,885.12 | 32.78% | 8,800.00 | 5,914.88 | 67.21% |
| 73225 | PUBLIC LIABILITY INS | 3,075.44 | 14,355.76 | 30.41% | 47,200.00 | 32,844.24 | 69.58% |
| 73240 | BOARD EXPENSES | 0.00 | 375.00 | 25.00% | 1,500.00 | 1,125.00 | 75.00% |
| 73241 | LEGAL NOTICES FEES | 402.50 | 462.30 | 23.11% | 2,000.00 | 1,537.70 | 76.88% |
| 73242 | MEMBERSHIPS | 674.00 | 1,892.75 | 29.11% | 6,500.00 | 4,607.25 | 70.88% |
| 73245 | BACKGROUND CHECK FEES | 24.00 | 24.00 | 12.00% | 200.00 | 176.00 | 88.00% |
| 73250 | BANK CHARGES | 321.18 | 1,332.05 | 33.30% | 4,000.00 | 2,667.95 | 66.69% |
| 73255 | INVESTMENT FEES | 683.05 | 1,360.96 | 22.68% | 6,000.00 | 4,639.04 | 77.31% |
| 73260 | LOST & PAID FORWARDING | 0.00 | 19.99 | 3.99% | 500.00 | 480.01 | 96.00% |
| 73280 | COST OF ITEMS SOLD | 0.00 | 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 | 5,506.00 | 25,864.00 | 40.41% | 64,000.00 | 38,136.00 | 59.58% |
| 73283 | LICENSE PLATE S&SLT FEES | 46.25 | 221.25 | 36.87% | 600.00 | 378.75 | 63.12% |
| 73290 | HOSPITALITY | 0.00 | 413.66 | 82.73% | 500.00 | 86.34 | 17.26% |
| 76500 | CASH UNDER | 0.00 | 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% |
| 10 | ADULT & TEEN SERVICES | | | | | | |
| 70900 | SUPPLIES | 0.00 | 159.91 | 7.99% | 2,000.00 | 1,840.09 | 92.00% |
| 30 | PUBLIC SERVICE | | | | | | |
| 70900 | SUPPLIES | 191.57 | 1,228.67 | 16.54% | 7,425.00 | 6,196.33 | 83.45% |
| 90 | FACILITIES | | | | | | |

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

Table with columns: Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include categories like SUPPLIES, DEPARTMENT-WIDE, PLANT OPERATION, RENT EXPENSE, PUBLIC RELATIONS, GENERAL PROGRAMMING, ADULT & TEEN SERVICES, and YOUTH SERVICES.

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

| | | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining |
|-------|----------------------------------|----------------|---------------|------------------------|--|------------------------|-----------------------------|
| | Total GENERAL PROGRAMMING | 5,954.41 | 12,682.69 | 21.61% | 58,700.00 | 46,017.31 | 78.39% |
| 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 | 14,818.73 | 29,637.46 | 49.39% | 60,000.00 | 30,362.54 | 50.60% |
| 73340 | SOFTWARE | 473.90 | 3,092.65 | 14.11% | 21,905.00 | 18,812.35 | 85.88% |
| 73350 | INTERNET LINES | 209.40 | 837.60 | 33.27% | 2,517.00 | 1,679.40 | 66.72% |
| 1 | Dundee Library | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73350 | INTERNET LINES | 260.52 | 1,037.21 | 25.52% | 4,064.00 | 3,026.79 | 74.47% |
| 2 | Randall Oaks | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73350 | INTERNET LINES | 227.22 | 908.42 | 32.07% | 2,832.00 | 1,923.58 | 67.92% |
| | Total COMPUTER | 15,989.77 | 36,601.32 | 31.69% | 115,493.00 | 78,891.68 | 68.31% |
| 55 | PROFESSIONAL FEES | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73246 | PAYROLL SERVICE | 1,855.22 | 4,633.75 | 30.89% | 15,000.00 | 10,366.25 | 69.10% |
| 73410 | LEGAL FEES | 0.00 | 2,511.25 | 25.11% | 10,000.00 | 7,488.75 | 74.88% |
| 73420 | AUDIT EXPENSE | 6,880.00 | 6,880.00 | 64.29% | 10,700.00 | 3,820.00 | 35.70% |
| 73430 | OTHER PROF FEES | 1,950.00 | 9,188.36 | 18.37% | 50,000.00 | 40,811.64 | 81.62% |
| | Total PROFESSIONAL FEES | 10,685.22 | 23,213.36 | 27.09% | 85,700.00 | 62,486.64 | 72.91% |
| 58 | TRANSPORTATION | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 52150 | CONFERENCES | 570.43 | 1,308.53 | 87.23% | 1,500.00 | 191.47 | 12.76% |
| 73230 | TRANSPORTATION REIMBURSEMENT | 95.18 | 574.19 | 22.96% | 2,500.00 | 1,925.81 | 77.03% |
| | Total TRANSPORTATION | 665.61 | 1,882.72 | 47.07% | 4,000.00 | 2,117.28 | 52.93% |
| 61 | MAINTENANCE | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73301 | COMPUTER MAINT | 3,342.30 | 9,457.75 | 94.24% | 10,035.00 | 577.25 | 5.75% |
| 73310 | CATALOGING - COMPUTER SERVICE | 2,192.79 | 4,385.58 | 48.72% | 9,000.00 | 4,614.42 | 51.27% |
| 73530 | EQUIPMENT MAINT | 0.00 | 596.43 | 59.64% | 1,000.00 | 403.57 | 40.35% |
| 73640 | FUEL | 123.74 | 447.49 | 22.37% | 2,000.00 | 1,552.51 | 77.62% |
| 79990 | CONTINGENT EXPENSES | 0.00 | 0.00 | 0.00% | 1,000.00 | 1,000.00 | 100.00% |

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

| | | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining |
|-------|-------------------------------------|----------------|---------------|------------------------|--|------------------------|-----------------------------|
| 1 | Dundee Library | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73301 | COMPUTER MAINT | 0.00 | 7,967.31 | 37.22% | 21,405.00 | 13,437.69 | 62.77% |
| 73500 | BUILDING REPAIRS AND MAINTENANCE | 10,776.25 | 15,229.22 | 50.76% | 30,000.00 | 14,770.78 | 49.23% |
| 73530 | EQUIPMENT MAINT | 0.00 | 0.00 | 0.00% | 2,000.00 | 2,000.00 | 100.00% |
| 73540 | CONTRACTS: BUILDING MAINTENANCE | 4,667.30 | 19,227.38 | 22.88% | 84,000.00 | 64,772.62 | 77.11% |
| 2 | Randall Oaks | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73301 | COMPUTER MAINT | 0.00 | 5,351.65 | 43.59% | 12,275.00 | 6,923.35 | 56.40% |
| 73540 | CONTRACTS: BUILDING MAINTENANCE | 680.00 | 4,680.00 | 55.05% | 8,500.00 | 3,820.00 | 44.94% |
| | Total MAINTENANCE | 21,782.38 | 67,342.81 | 37.16% | 181,215.00 | 113,872.19 | 62.84% |
| 65 | UTILITIES | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73200 | TELEPHONE & FAX | 111.26 | 442.85 | 28.20% | 1,570.00 | 1,127.15 | 71.79% |
| 1 | Dundee Library | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73200 | TELEPHONE & FAX | 968.32 | 3,616.62 | 27.07% | 13,360.00 | 9,743.38 | 72.92% |
| 73610 | ELECTRICITY | 3,930.94 | 16,757.83 | 35.65% | 47,000.00 | 30,242.17 | 64.34% |
| 73620 | WATER AND SEWER | 523.64 | 1,454.84 | 36.37% | 4,000.00 | 2,545.16 | 63.62% |
| 73630 | GAS | 116.40 | 431.58 | 7.19% | 6,000.00 | 5,568.42 | 92.80% |
| 2 | Randall Oaks | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73200 | TELEPHONE & FAX | 90.83 | 360.01 | 26.47% | 1,360.00 | 999.99 | 73.52% |
| | Total UTILITIES | 5,741.39 | 23,063.73 | 31.47% | 73,290.00 | 50,226.27 | 68.53% |
| 70 | CAPITAL EXPENSE | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73215 | COPIER/PRINT EXPENSE | 0.00 | 6,243.00 | 94.59% | 6,600.00 | 357.00 | 5.40% |
| 73270 | FURNITURE & EQUIP | 250.23 | 1,592.33 | 26.53% | 6,000.00 | 4,407.67 | 73.46% |
| 73300 | COMPUTER EQUIPMENT | 2,266.69 | 9,066.77 | 64.76% | 14,000.00 | 4,933.23 | 35.23% |
| 1 | Dundee Library | | | | | | |
| 10 | ADULT & TEEN SERVICES | | | | | | |
| 73270 | FURNITURE & EQUIP | 1,185.00 | 2,284.61 | 28.55% | 8,000.00 | 5,715.39 | 71.44% |
| 20 | YOUTH SERVICES | | | | | | |
| 73270 | FURNITURE & EQUIP | 0.00 | 0.00 | 0.00% | 7,000.00 | 7,000.00 | 100.00% |
| | Total CAPITAL EXPENSE | 3,701.92 | 19,186.71 | 46.12% | 41,600.00 | 22,413.29 | 53.88% |

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

| | <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> |
|---|-----------------------|----------------------|--------------------------------|---|--------------------------------|-------------------------------------|
| Total Expenditures | <u>348,578.87</u> | <u>1,299,117.61</u> | <u>29.41%</u> | <u>4,417,592.81</u> | <u>3,118,475.20</u> | <u>70.59%</u> |
| Net Increase(Decrease) in Fund Balance | <u>(302,464.67)</u> | <u>2,908,706.18</u> | <u>1,117,916.21%</u> | <u>260.19</u> | <u>(2,908,445.99)</u> | <u>(1,117,816.21)%</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 10/1/2023 Through 10/31/2023

| | | 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 | 13,687.51 | 58,351.49 | 129.66% | 45,000.00 | (13,351.49) | (29.66)% |
| 44011 | MARKET VALUE ADJUSTMENT | 1,967.56 | (2,429.45) | 0.00% | 0.00 | 2,429.45 | 0.00% |
| | Total REVENUES | <u>15,655.07</u> | <u>55,922.04</u> | <u>124.27%</u> | <u>45,000.00</u> | <u>(10,922.04)</u> | <u>(24.27)%</u> |
| | Total Revenues | <u>15,655.07</u> | <u>55,922.04</u> | <u>124.27%</u> | <u>45,000.00</u> | <u>(10,922.04)</u> | <u>(24.27)%</u> |
| | Expenditures | | | | | | |
| 54 | COMPUTER | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73300 | COMPUTER EQUIPMENT | 1,118.00 | 1,118.00 | 1.01% | 110,500.00 | 109,382.00 | 98.98% |
| 73340 | SOFTWARE | 0.00 | 4,000.00 | 8.88% | 45,000.00 | 41,000.00 | 91.11% |
| | Total COMPUTER | <u>1,118.00</u> | <u>5,118.00</u> | <u>3.29%</u> | <u>155,500.00</u> | <u>150,382.00</u> | <u>96.71%</u> |
| 61 | MAINTENANCE | | | | | | |
| 1 | Dundee Library | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 73500 | BUILDING REPAIRS AND MAINTENANCE | 17,172.00 | 17,172.00 | 0.92% | 1,855,000.00 | 1,837,828.00 | 99.07% |
| | Total MAINTENANCE | <u>17,172.00</u> | <u>17,172.00</u> | <u>0.93%</u> | <u>1,855,000.00</u> | <u>1,837,828.00</u> | <u>99.07%</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>18,290.00</u> | <u>22,290.00</u> | <u>0.98%</u> | <u>2,276,572.00</u> | <u>2,254,282.00</u> | <u>99.02%</u> |
| | Net Increase(Decrease) in Fund Balance | <u>(2,634.93)</u> | <u>33,632.04</u> | <u>(1.50)%</u> | <u>(2,231,572.00)</u> | <u>(2,265,204.04)</u> | <u>101.50%</u> |

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

| | | <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 | | | | | | | |
| 00 | REVENUES | | | | | | |
| 0 | District Wide | | | | | | |
| 00 | DEPARTMENT-WIDE | | | | | | |
| 44010 | INT & DIV INCOME | 618.13 | 2,663.32 | 66.58% | 4,000.00 | 1,336.68 | 33.41% |
| 44011 | MARKET VALUE ADJUSTMENT | 200.46 | (247.53) | 0.00% | 0.00 | 247.53 | 0.00% |
| | Total REVENUES | <u>818.59</u> | <u>2,415.79</u> | <u>60.39%</u> | <u>4,000.00</u> | <u>1,584.21</u> | <u>39.61%</u> |
| | Total Revenues | <u>818.59</u> | <u>2,415.79</u> | <u>60.39%</u> | <u>4,000.00</u> | <u>1,584.21</u> | <u>39.61%</u> |
| | Net Increase(Decrease) in Fund Balance | <u><u>818.59</u></u> | <u><u>2,415.79</u></u> | <u><u>60.39%</u></u> | <u><u>4,000.00</u></u> | <u><u>1,584.21</u></u> | <u><u>39.60%</u></u> |

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

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 10/1/2023 Through 10/31/2023

| | <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 | 21,060.52 | 50,566.12 | 0.33 | 151,000.00 | 100,433.88 | 2.00 |
| 43500 | IMPACT FEES | 0.00 | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 3.00 |
| 44010 | INT & DIV INCOME | 33,180.53 | 131,533.06 | 0.85 | 155,000.00 | 23,466.94 | 0.45 |
| 44011 | MARKET VALUE ADJUSTMENT | 2,497.93 | (3,084.34) | 0.00 | 0.00 | 3,084.34 | 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 | 2.66 |
| 46030 | LOST & DAMAGED | 434.12 | 1,372.78 | 0.39 | 3,500.00 | 2,127.22 | 1.82 |
| 46110 | MEETING RM RENTAL | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 | 3.00 |
| 46200 | PRINT/COPY REVENUE | 738.20 | 2,925.30 | 0.58 | 5,000.00 | 2,074.70 | 1.24 |
| 46250 | LICENSE PLATE RENEWAL INCOME | 5,783.50 | 27,013.00 | 0.42 | 65,000.00 | 37,987.00 | 1.75 |
| 46300 | TAXABLE SALES (USB, DVD, EARBUDS) | 14.80 | 62.30 | 0.50 | 125.00 | 62.70 | 1.51 |
| 46400 | MISCELLANEOUS INCOME | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 3.00 |
| 46500 | CASH OVER | 1.45 | 74.05 | 1.48 | 50.00 | (24.05) | (1.44) |
| 46600 | RETIRED EMPLOYEE REIMBURSEMENTS | 94.00 | 376.00 | 0.31 | 1,200.00 | 824.00 | 2.06 |
| 49010 | MONETARY GIFT | 130.00 | 280.00 | 0.28 | 1,000.00 | 720.00 | 2.16 |
| | Total Revenues | <u>63,935.05</u> | <u>4,270,287.39</u> | <u>0.95</u> | <u>4,473,853.00</u> | <u>203,565.61</u> | <u>0.06</u> |
| | Net Increase(Decrease) in Fund Balance | <u><u>63,935.05</u></u> | <u><u>4,270,287.39</u></u> | <u><u>0.95</u></u> | <u><u>4,473,853.00</u></u> | <u><u>203,565.61</u></u> | <u><u>0.06</u></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 | 21,060.52 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,566.12 |
| INT & DIV INCOME | 29,231.59 | 35,321.22 | 33,799.72 | 33,180.53 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 131,533.06 |
| MARKET VALUE ADJUSTMENT | 830.66 | (5,460.15) | (952.78) | 2,497.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (3,084.34) |
| 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 | 434.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,372.78 |
| PRINT/COPY REVENUE | 600.90 | 954.60 | 631.60 | 738.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,925.30 |
| LICENSE PLATE RENEWAL INCOME | 6,873.00 | 8,009.50 | 6,347.00 | 5,783.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,013.00 |
| TAXABLE SALES (USB, DVD, EARBUDS) | 24.50 | 14.00 | 9.00 | 14.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.30 |
| CASH OVER | 4.10 | 66.50 | 2.00 | 1.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 74.05 |
| RETIRED EMPLOYEE REIMBURSEMENTS | 94.00 | 94.00 | 94.00 | 94.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 376.00 |
| MONETARY GIFT | <u>0.00</u> | <u>150.00</u> | <u>0.00</u> | <u>130.00</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>280.00</u> |
| Total Revenues | <u>4,120,453.70</u> | <u>41,777.53</u> | <u>44,121.11</u> | <u>63,935.05</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>4,270,287.39</u> |
| Net Increase(Decrease) in Fund Balance | <u>4,120,453.70</u> | <u>41,777.53</u> | <u>44,121.11</u> | <u>63,935.05</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>4,270,287.39</u> |

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2324
From 10/1/2023 Through 10/31/2023

| | Month Activity | Year Activity | FY2324 Percent Used | Total Budget - FY2324 Working Budget | FY2324 \$ Remaining | FY2324 Percent Remaining | |
|--------------|--|---------------|---------------------|---|---------------------|--------------------------|--------|
| Expenditures | | | | | | | |
| 15 | Personnel Expenses | | | | | | |
| 15 | PERSONNEL SERVICES/BENEFITS | 236,964.44 | 873,807.97 | 28.10% | 3,108,932.81 | 2,235,124.84 | 71.89% |
| | Total Personnel Expenses | 236,964.44 | 873,807.97 | 28.11% | 3,108,932.81 | 2,235,124.84 | 71.89% |
| 20 | Library Materials | | | | | | |
| 20 | LIBRARY MATERIALS | 23,049.47 | 151,787.56 | 37.98% | 399,587.00 | 247,799.44 | 62.01% |
| | Total Library Materials | 23,049.47 | 151,787.56 | 37.99% | 399,587.00 | 247,799.44 | 62.01% |
| 50 | Operating Expenses | | | | | | |
| 51 | LIBRARY OPERATIONS | 19,186.97 | 72,542.86 | 24.83% | 292,075.00 | 219,532.14 | 75.16% |
| 52 | PUBLIC RELATIONS | 3,335.57 | 15,448.46 | 31.52% | 49,000.00 | 33,551.54 | 68.47% |
| 53 | GENERAL PROGRAMMING | 3,125.91 | 9,854.19 | 16.78% | 58,700.00 | 48,845.81 | 83.21% |
| 54 | COMPUTER | 16,723.87 | 41,335.42 | 15.25% | 270,993.00 | 229,657.58 | 84.74% |
| 55 | PROFESSIONAL FEES | 10,685.22 | 23,213.36 | 27.08% | 85,700.00 | 62,486.64 | 72.91% |
| | Total Operating Expenses | 53,057.54 | 162,394.29 | 21.47% | 756,468.00 | 594,073.71 | 78.53% |
| 60 | Building Expenses | | | | | | |
| 61 | MAINTENANCE | 38,921.63 | 84,482.06 | 4.14% | 2,036,215.00 | 1,951,732.94 | 95.85% |
| 65 | UTILITIES | 5,741.39 | 23,063.73 | 31.46% | 73,290.00 | 50,226.27 | 68.53% |
| | Total Building Expenses | 44,663.02 | 107,545.79 | 5.10% | 2,109,505.00 | 2,001,959.21 | 94.90% |
| 70 | Capital Expense | | | | | | |
| 70 | CAPITAL EXPENSE | 3,701.92 | 19,186.71 | 6.23% | 307,672.00 | 288,485.29 | 93.76% |
| | Total Capital Expense | 3,701.92 | 19,186.71 | 6.24% | 307,672.00 | 288,485.29 | 93.76% |
| | Total Expenditures | 361,436.39 | 1,314,722.32 | 19.68% | 6,682,164.81 | 5,367,442.49 | 80.32% |
| | Net Increase(Decrease) in Fund Balance | (361,436.39) | (1,314,722.32) | 19.67% | (6,682,164.81) | (5,367,442.49) | 80.32% |

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2324
From 10/1/2023 Through 10/31/2023

| | | 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 | 125,703.35 | 469,201.43 | 27.38% | 1,713,193.00 | 1,243,991.57 | 72.61% |
| 20 | Library Materials | 10,218.77 | 93,163.88 | 53.69% | 173,517.00 | 80,353.12 | 46.30% |
| 50 | Operating Expenses | 44,138.14 | 128,436.88 | 20.22% | 635,072.00 | 506,635.12 | 79.77% |
| 60 | Building Expenses | 5,737.34 | 15,297.35 | 62.17% | 24,605.00 | 9,307.65 | 37.82% |
| 70 | Capital Expense | <u>2,516.92</u> | <u>16,902.10</u> | <u>5.77%</u> | <u>292,672.00</u> | <u>275,769.90</u> | <u>94.22%</u> |
| | Total District Wide | <u>188,314.52</u> | <u>723,001.64</u> | <u>25.47%</u> | <u>2,839,059.00</u> | <u>2,116,057.36</u> | <u>74.53%</u> |
| 1 | Dundee Library | | | | | | |
| 15 | Personnel Expenses | 92,106.20 | 338,497.87 | 29.11% | 1,162,739.81 | 824,241.94 | 70.88% |
| 20 | Library Materials | 9,965.83 | 44,939.48 | 25.54% | 175,910.00 | 130,970.52 | 74.45% |
| 50 | Operating Expenses | 3,033.91 | 10,145.00 | 19.67% | 51,564.00 | 41,419.00 | 80.32% |
| 60 | Building Expenses | 38,154.85 | 81,856.78 | 3.96% | 2,062,765.00 | 1,980,908.22 | 96.03% |
| 70 | Capital Expense | <u>1,185.00</u> | <u>2,284.61</u> | <u>15.23%</u> | <u>15,000.00</u> | <u>12,715.39</u> | <u>84.76%</u> |
| | Total Dundee Library | <u>144,445.79</u> | <u>477,723.74</u> | <u>13.78%</u> | <u>3,467,978.81</u> | <u>2,990,255.07</u> | <u>86.22%</u> |
| 2 | Randall Oaks | | | | | | |
| 15 | Personnel Expenses | 19,154.89 | 66,108.67 | 28.37% | 233,000.00 | 166,891.33 | 71.62% |
| 20 | Library Materials | 2,864.87 | 13,684.20 | 27.28% | 50,160.00 | 36,475.80 | 72.71% |
| 50 | Operating Expenses | 5,885.49 | 23,812.41 | 34.09% | 69,832.00 | 46,019.59 | 65.90% |
| 60 | Building Expenses | <u>770.83</u> | <u>10,391.66</u> | <u>46.94%</u> | <u>22,135.00</u> | <u>11,743.34</u> | <u>53.05%</u> |
| | Total Randall Oaks | <u>28,676.08</u> | <u>113,996.94</u> | <u>30.39%</u> | <u>375,127.00</u> | <u>261,130.06</u> | <u>69.61%</u> |
| | Total Expenditures | <u>361,436.39</u> | <u>1,314,722.32</u> | <u>19.68%</u> | <u>6,682,164.81</u> | <u>5,367,442.49</u> | <u>80.32%</u> |
| | Net Increase(Decrease) in Fund Balance | <u>(361,436.39)</u> | <u>(1,314,722.32)</u> | <u>19.67%</u> | <u>(6,682,164.81)</u> | <u>(5,367,442.49)</u> | <u>80.32%</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 | 146,905.29 | 236,964.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 873,807.97 |
| Library Materials | | | | | | | | | | | | | |
| LIBRARY MATERIALS | 67,197.27 | 43,295.58 | 18,245.24 | 23,049.47 | 2,134.04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 153,921.60 |
| Operating Expenses | | | | | | | | | | | | | |
| LIBRARY OPERATIONS | 19,571.52 | 21,387.27 | 12,397.10 | 19,186.97 | 37.98 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 72,580.84 |
| PUBLIC RELATIONS | 3,006.65 | 889.38 | 8,216.86 | 3,335.57 | 4.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,453.06 |
| GENERAL PROGRAMMING | 470.27 | 3,351.84 | 2,906.17 | 3,125.91 | 58.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,912.67 |
| COMPUTER | 19,721.55 | 3,227.09 | 1,662.91 | 16,723.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 41,335.42 |
| PROFESSIONAL FEES | 945.65 | 3,444.21 | 8,138.28 | 10,685.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,213.36 |
| Building Expenses | | | | | | | | | | | | | |
| MAINTENANCE | 15,053.11 | 7,356.25 | 23,151.07 | 38,921.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 84,482.06 |
| UTILITIES | 4,704.93 | 6,816.20 | 5,801.21 | 5,741.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,063.73 |
| Capital Expense | | | | | | | | | | | | | |
| CAPITAL EXPENSE | 678.00 | 8,499.23 | 6,307.56 | 3,701.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19,186.71 |
| Total Expenditures | <u>376,598.68</u> | <u>342,955.56</u> | <u>233,731.69</u> | <u>361,436.39</u> | <u>2,235.10</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>1,316,957.42</u> |
| Net Increase(Decrease) in Fund Balance | <u>(376,598.68)</u> | <u>(342,955.56)</u> | <u>(233,731.69)</u> | <u>(361,436.39)</u> | <u>(2,235.10)</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>(1,316,957.42)</u> |

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 10/31/2023

| | | Current Year |
|------------------------------|----------------------------------|---------------|
| Assets | | |
| Cash and Investments | | |
| Checking Accounts | | |
| 10100 | BANK ACCOUNTS | |
| 10 | GENERAL/CORPORATE | 5,587,337.69 |
| 70 | CAPITAL PROJECTS/SPECIAL RESERVE | 2,306,824.67 |
| 90 | DONATION / GIFT | 150.00 |
| | Total Checking Accounts | 7,894,312.36 |
| Other Cash | | |
| 10900 | CASH ON HAND DUNDEE | |
| 10 | GENERAL/CORPORATE | 271.15 |
| 10902 | Kiosk Cash | |
| 10 | GENERAL/CORPORATE | 112.80 |
| | Total Other Cash | 383.95 |
| Investments | | |
| 10500 | INVESTMENT ACCOUNTS | |
| 70 | CAPITAL PROJECTS/SPECIAL RESERVE | 1,627,243.44 |
| 80 | WORKING CASH | 165,790.92 |
| 90 | DONATION / GIFT | 272,849.51 |
| | Total Investments | 2,065,883.87 |
| | Total Cash and Investments | 9,960,580.18 |
| Other Assets | | |
| 13000 | PREPAID RENT | |
| 10 | GENERAL/CORPORATE | 16,222.50 |
| 13100 | PREPAID INSURANCE | |
| 10 | GENERAL/CORPORATE | 6,150.88 |
| 13200 | PREPAID EXPENSE | |
| 10 | GENERAL/CORPORATE | 27,995.45 |
| 14000 | ACCOUNTS RECEIVABLE | |
| 10 | GENERAL/CORPORATE | 1,912.99 |
| 14500 | PROPERTY TAX RECEIVABLES | |
| 10 | GENERAL/CORPORATE | 39,028.35 |
| | Total Other Assets | 91,310.17 |
| | Total Assets | 10,051,890.35 |
| Liabilities and Fund Balance | | |
| Liabilities | | |
| 20000 | ACCOUNTS PAYABLE | |
| 10 | GENERAL/CORPORATE | 23,551.18 |
| 70 | CAPITAL PROJECTS/SPECIAL RESERVE | 1,118.00 |
| 20002 | AP license Plate | |
| 10 | GENERAL/CORPORATE | 604.00 |
| 20003 | AP Other | |
| 10 | GENERAL/CORPORATE | 367.43 |
| 21000 | ACCRUED PAYROLL | |
| 10 | GENERAL/CORPORATE | 19,066.50 |
| 22052 | CREDIT CARD PAYABLE FINNERAN | |
| 10 | GENERAL/CORPORATE | 117.85 |
| 22055 | CREDIT CARD PAYABLE NELSON | |
| 10 | GENERAL/CORPORATE | 1,107.57 |
| 22070 | CREDIT CARD PAYABLE LORENZETTI | |
| 10 | GENERAL/CORPORATE | 40.97 |
| 22077 | CREDIT CARD PAYABLE CARROLL | |
| 10 | GENERAL/CORPORATE | 416.65 |
| 22080 | CREDIT CARD PAYABLE POWESIAK | |
| 10 | GENERAL/CORPORATE | 760.12 |
| 22084 | CREDIT CARD PAYABLE SABALA | |
| 10 | GENERAL/CORPORATE | 90.00 |
| 22085 | CREDIT CARD PAYABLE JI | |
| 10 | GENERAL /CORPORATE | 245.59 |

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 10/31/2023

| | | Current Year |
|-------|------------------------------------|---------------|
| 22089 | CREDIT CARD PAYABLE AMY DODSON | |
| 10 | GENERAL/CORPORATE | 2,828.50 |
| 22091 | CREDIT CARD PAYABLE POTHARAZU | |
| 10 | GENERAL/CORPORATE | 400.00 |
| 22093 | CREDIT CARD PAYABLE MUNOZ | |
| 10 | GENERAL/CORPORATE | 468.77 |
| 22094 | CREDIT CARD PAYABLE HERNANDEZ | |
| 10 | GENERAL/CORPORATE | 259.00 |
| 22095 | CREDIT CARD PAYABLE LESLIE PEREZ | |
| 10 | GENERAL/CORPORATE | 67.73 |
| 22500 | STAFF REIMBURSEMENTS PAYABLE | |
| 10 | GENERAL/CORPORATE | 81.16 |
| | Total Liabilities | 51,591.02 |
| | Fund Balance | |
| 52140 | PROFESSIONAL EDUCATION | |
| 10 | GENERAL/CORPORATE | (435.70) |
| 76400 | Miscellaneous Expense | |
| 10 | GENERAL/CORPORATE | 229.20 |
| | Other | |
| 10 | GENERAL/CORPORATE | 5,628,765.29 |
| 70 | CAPITAL PROJECTS/SPECIAL RESERVE | 3,932,950.11 |
| 80 | WORKING CASH | 165,790.92 |
| 90 | DONATION / GIFT | 272,999.51 |
| | Total Fund Balance | 10,000,299.33 |
| | Total Liabilities and Fund Balance | 10,051,890.35 |

Month End Holdings - Settled Trades

US Dollar

Fox River Valley Public Library District - General Fund

10/31/2023

Estimated

| Quantity | Symbol | Security | Total Cost/ Unit Cost | Price | Market Value | % Assets | Unrealized Gain/Loss | Annual Income |
|------------------------|-----------|--|--------------------------|--------|---------------------|--------------|-------------------------|------------------|
| | CASH | CASH ACCOUNT | -0.01 | | -0.01 | 0.0 | | 0.00 |
| | | | 0.00 | | | | | |
| | DTPXX | Dreyfus Tsy Obligations (Sweep) | 6,314.59 | | 6,314.59 | 0.3 | | 303.73 |
| | | | 0.00 | | | | | |
| 190,000 | 942860QM2 | Waukegan IL 3.543% Due 12/30/2023 | 197,433.69 | 99.63 | 189,297.00 | 9.2 | -8,136.69 | 6,731.70 |
| | | | 103.91 | | | | | |
| 260,000 | 912797GN1 | United States Treas Bills 0.000% Due 2/15/2024 | 253,046.59 | 98.44 | 255,940.64 | 12.4 | 2,894.05 | 0.00 |
| | | | 97.33 | | | | | |
| 179,000 | 02589ABL5 | American Express Natl Bank Brok 1.600% Due 3/4/2024 | 178,925.50 | 98.70 | 176,676.60 | 8.6 | -2,248.90 | 2,864.00 |
| | | | 99.96 | | | | | |
| 220,000 | 91282CCC3 | United States Treasury Notes 0.250% Due 5/15/2024 | 209,825.00 | 97.23 | 213,915.63 | 10.4 | 4,090.63 | 550.00 |
| | | | 95.38 | | | | | |
| 247,000 | 39573LED6 | Greenstate Cr Un North Liberty 5.500% Due 7/19/2024 | 246,985.30 | 99.90 | 246,754.92 | 11.9 | -230.38 | 13,585.00 |
| | | | 99.99 | | | | | |
| 200,000 | 00832KBL2 | Affinity Fedl Credit Union 5.800% Due 9/26/2024 | 199,990.00 | 100.10 | 200,207.84 | 9.7 | 217.84 | 11,600.00 |
| | | | 100.00 | | | | | |
| 248,000 | 70087TAC9 | Park View Fcu Harrisonburg VA 5.350% Due 2/18/2025 | 247,948.00 | 99.57 | 246,924.43 | 12.0 | -1,023.57 | 13,268.00 |
| | | | 99.98 | | | | | |
| 200,000 | 749622BL9 | Ria Fedl Credit Union 5.650% Due 4/4/2025 | 199,960.00 | 99.95 | 199,890.00 | 9.7 | -70.00 | 11,300.00 |
| | | | 99.98 | | | | | |
| 105,000 | 92838DAD8 | Visions Fedl Credit Union Endwell NY 5.650% Due 9/29/2025 | 104,957.50 | 99.98 | 104,975.41 | 5.1 | 17.91 | 5,932.50 |
| | | | 99.96 | | | | | |
| 225,000 | 130162BB5 | California Cr Un Glendale Cali 5.650% Due 10/27/2025 | 224,897.50 | 99.99 | 224,985.49 | 10.9 | 87.99 | 12,712.50 |
| | | | 99.95 | | | | | |
| Total Portfolio | | | 2,070,283.66 | | 2,065,882.54 | 100.0 | -4,401.12 | 78,847.43 |

C.1 Ordinance 2023-12 Levying Taxes for Fiscal Year 2023 - 2024

RECOMMENDED MOTION: I move to adopt ordinance 2023-12 levying taxes in the amount of \$4,544,142 for fiscal year 2023-2024

BACKGROUND INFORMATION:

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

The levy is prepared in a manner which maximizes the library district's ability to keep pace with economic pressures and capture growth of new property within the confines of the Property Tax Extension Limitation Law (PTELL). Specifically, the FY2324 levy amount is based upon our FY2324 Appropriation and matches the "Estimate of Funds Needed" total figure of \$4,544,142 the Board approved in the October meeting.

- We've appropriated \$5,067,808 in the General Corporate fund, so the entire levy \$4,544,142 will be for that fund.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2023-12
AN ORDINANCE LEVYING TAXES FOR
THE FISCAL YEAR 2023-2024

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

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

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

Section 1. The Budget and Appropriation Ordinance for the fiscal year 2023-2024 is incorporated by reference.

Section 2. A tax in the sum of FOUR MILLION FIVE HUNDRED AND FORTY-FOUR THOUSAND AND ONE HUNDRED AND FORTY-TWO DOLLARS (\$4,544,142) is levied as follows:

| I. | <u>GENERAL CORPORATE LEVY</u> | <u>FY2324 APPROPRIATION</u> | <u>LEVY</u> |
|----|-------------------------------|-----------------------------|--------------------|
| | 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 Corporate: | \$5,067,808 | \$4,544,142 |
| | | | |
| | <u>RECAP</u> | | |
| I. | General Corporate Levy | \$5,067,808 | \$4,544,142 |
| | Special Reserve | \$3,720,715 | |
| | Totals: | \$8,788,523 | \$4,544,142 |

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

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

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

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on the 14th day of November, 2023 by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS)
) SS:
COUNTY OF KANE)

CERTIFICATION OF COMPLIANCE WITH THE TRUTH IN TAXATION LAW

I, Kristina Weber, the duly qualified and presiding officer of the Fox River Valley Public Library District, Kane County, Illinois, hereby certify that the attached Levy Ordinance of the Fox River Valley Public Library District for the fiscal year beginning July 1, 2023 was adopted in full compliance with the Truth in Taxation Law (35 ILCS 200/18-55 et seq.).

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Library District this 14th day of November, 2023.

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

(Library District Seal)

STATE OF ILLINOIS)
) SS:
COUNTY OF KANE)

CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of that certain Levy Ordinance levying taxes for said Library District for the fiscal year beginning July 1, 2023 which was adopted by the Board of Library Trustees at a meeting of said Board of Library Trustees held November 14, 2023.

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Library District, this 14th day of November, 2023.

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

(Library District Seal)

C.2 Ordinance 2023-13 Library District Holiday Closings for 2024

RECOMMENDED **MOTION**: I move to adopt Ordinance 2023-13 Library District Holiday Closings for 2024.

BACKGROUND INFORMATION:

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

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

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

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

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

FRVPLD Holidays Proposed for 2024

| HOLIDAY | Recommended Library Holidays/Closures 2024 | Federal Holidays | Illinois State Holidays |
|--|--|-------------------------|--|
| New Year's Day | Monday, January 1 | Monday, January 1 | Monday, January 1 |
| Martin Luther King, Jr. Day | Monday, January 15 | Monday, January 15 | Monday, January 15 |
| President's Day | Monday, February 19 | Monday, February 19 | Monday, February 19 |
| Easter <i>Closed, not a paid holiday</i> | Sunday, March 31 | <i>{not observed}</i> | <i>{not observed}</i> |
| Memorial Day | Monday, May 27 | Monday, May 27 | Monday, May 27 |
| Juneteenth | Wednesday, June 19 | Wednesday, June 19 | Wednesday, June 19 |
| Independence Day | Thursday, July 4 | Thursday, July 4 | Thursday, July 4 |
| Labor Day | Monday, September 2 | Monday, September 2 | Monday, September 2 |
| Veterans' Day | Monday, Nov. 11 | Monday, November 11 | Monday, November 11 |
| Thanksgiving | <i>Wed., Nov. 27 Libraries close at 5:00</i> Thursday, November 28 Friday, November 29 | Thursday, November 28 | Thursday, November 28 Friday, November 29 |
| Christmas | Tuesday, December 24 Wednesday, December 25 | Wednesday, December 25 | Wednesday, December 25 |
| New Year's Eve | Tuesday, December 31 | <i>Not observed</i> | <i>Not observed</i> |

ORDINANCE NO. 2023-13

**ANNUAL CALENDAR for 2024
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT HOLIDAY CLOSINGS**

Library District Facilities will be closed on the following holidays:

| | |
|------------------------|--|
| New Year’s Day | Monday, January 1 |
| Martin Luther King Day | Monday, January 15 |
| President’s Day | Monday, February 19 |
| Easter | Sunday, March 31 |
| Memorial Day | Monday, May 27 |
| Juneteenth | Wednesday, June 19 |
| Independence Day | Thursday, July 4 |
| Labor Day | Monday, September 2 |
| Veteran’s Day | Monday, November 11 |
| Thanksgiving | Wednesday, November 27 close at 5 PM Thursday, November 28 Friday, November 29 |
| Christmas Eve | Tuesday, December 24 |
| Christmas Day | Wednesday, December 25 |
| New Year’s Eve | Tuesday, December 31 |

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

Approved this 14th day of November, 2023, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Approved:

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

Attest:

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

C.3 Compensation and Leave Policy Update

RECOMMENDED **MOTION**: I move to adopt the Compensation and Leaves Policy update as presented.

BACKGROUND INFORMATION:

The Illinois Legislature recently adopted the Paid Leave for All Workers Act, 820 ILCS 192/*et.al*. The Act mandates that beginning January 1, 2024, non-benefitted, part-time staff will accrue paid time off during the year that can be taken for any reason. Part time, otherwise non-benefitted employees will accrue paid time off at the rate of 1 hour for every 40 hours worked.

Additionally, Administration recommends the amount of paid Personal Leave in the calendar year be increased from 24 to 40 hours for full time staff; from 8 to 16 hours for part-time, benefitted staff; and part-time, non-benefitted staff will now have 8 hours of paid Personal Leave.

Recommended updates to the Compensation and Leave Policy are shown below:

03.25.00 Compensation and Leaves

The Director shall recommend to the Board procedures for fair and reasonable compensation and leave for all Library employees in accordance with the Fair Labor Standards Act (FLSA) ~~regulations and the Illinois Department of Labor~~. The Board reserves the right to review and request changes to the schedule of classification at any time as its fiduciary responsibility. This section of Board policy does not apply to the Director whose contract may address benefits differently.

To ensure compliance with all applicable Federal and State Laws concerning compensation and leaves for all employees, the Director shall develop procedures for Vacation, Sick, Personal, Holidays, Jury Duty, Military, Bereavement, and Paid Leave for All Workers leaves. The Director shall inform the Board and publish procedures for employees in the Employee Handbook

03.25.01 Vacation Leave

Vacation time off with pay is available to ~~eligible all full time and benefitted part-time~~ employees to provide opportunities for rest, relaxation, and personal pursuits. An equitable vacation procedure for both full-time and part-time employees of the Library is published in the Employee Handbook.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work in accordance with applicable Federal, State and ~~Local-local~~ laws. However, if the Library, in its sole discretion, terminates employment for conduct related reasons, forfeiture of unused vacation time may result.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

- 03.25.02 Sick Leave
All full-time employees earn 8 hours of sick leave each month starting from their date of employment or the date on which they were promoted to full-time status. Part-time ~~benefitted~~ employees ~~with benefits~~ earn 4 hours of sick leave each month. Unused sick leave accrues to a maximum of 2,080 hours for full-time employees and 1,040 hours for ~~benefitted~~ part-time employees ~~with benefits~~. Upon termination of employment, unused sick time is forfeited but is reported to IMRF where applicable.
- 03.25.03 Personal Leave
All full-time and ~~benefitted~~ part-time employees earn personal leave after 6 months of employment and annually thereafter on ~~their anniversary date~~ January 1st.
- ~~Full-time employees will be awarded 40 hours of paid personal leave per calendar year. Full-time exempt employees are entitled to 3 days personal leave with pay. Full-time nonexempt employees are entitled to 24 hours personal leave with pay. Part-time nonexempt benefitted employees are entitled to will be granted 168 hours of paid personal leave with pay. Unused Personal Leave will convert to sick leave.~~
- ~~Non-benefitted part-time employees will be given 8 hours of paid Personal Leave. This paid Personal Leave may not be carried over from one calendar year to the next – it must be used within the calendar year it is granted. If not used within the calendar year, any unused Personal Leave is forfeited after December 31st.~~
- ~~For all employees, unused Personal Leave is forfeited upon an employee's termination of employment. If not taken within the anniversary year, the personal leave will accrue to the employee's sick leave bank. Upon termination of employment, unused personal leave time is forfeited.~~
- ~~Updated March 20, 2018~~
- 03.25.04 Holidays
The Library will grant paid holiday time off to all ~~Full~~ full-time and ~~Benefitted~~ benefitted ~~Part~~ part-time employees. Board-approved Annual holidays are published in the Employee Handbook.
- 03.25.05 Jury Duty
Employees who are called for jury duty or are subpoenaed to court are granted Jury Duty/eCourt leave. During the time of service, full-time employees will receive their regular pay and part-time employees will receive their regular pay for scheduled hours that are missed. Employees may keep Jury dDuty pay and reimbursements may be kept by the employee to be used to offset the employee's jury service expenses ~~incurred~~.
- 03.25.06 Military Duty
An employee who volunteers for or is called up to active military duty in a branch of the US Armed Forces will be granted a leave of absence according to applicable Federal and State laws for the period of active duty.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

03.25.07 Bereavement Leave
An employee may be granted bereavement leave with pay as outlined in
~~according to~~ the Employee Handbook.

03.25.08 Paid Leave for All Workers
Any non-benefitted employees who are not covered by Vacation Leave
policy 03.25.01 will earn paid leave time according to the Illinois Paid
Leave for All Workers Act (PLAWA), effective January 1, 2024.

These employees will earn one hour of paid leave time for every 40
hours worked. Up to a maximum of 40 hours of paid leave in a 12-month
period. The Library will award paid leave time based on a 12-month
period tied to the employee's anniversary date. The leave may be taken
for any reason.

~~Amended, adopted, renumbered~~Updated December 20, 2016November 14, 2023

A clean copy of the recommended updates is shown below:

03.25.00 Compensation and Leaves

The Director shall recommend to the Board procedures for fair and reasonable compensation and leave for all Library employees in accordance with the Fair Labor Standards Act (FLSA) and the Illinois Department of Labor. The Board reserves the right to review and request changes to the schedule of classification at any time as its fiduciary responsibility. This section of Board policy does not apply to the Director whose contract may address benefits differently.

To ensure compliance with all applicable Federal and State Laws concerning compensation and leaves for all employees, the Director shall develop procedures for Vacation, Sick, Personal, Holidays, Jury Duty, Military, Bereavement, and Paid Leave for All Workers leaves. The Director shall inform the Board and publish procedures for employees in the Employee Handbook

03.25.01 Vacation Leave
Vacation time off with pay is available to all full-time and benefitted part-time employees to provide opportunities for rest, relaxation, and personal pursuits. An equitable vacation procedure for both full-time and part-time employees of the Library is published in the Employee Handbook.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work in accordance with applicable Federal, State and local laws. However, if the Library, in its sole discretion, terminates employment for conduct related reasons, forfeiture of unused vacation time may result.

03.25.02 Sick Leave
All full-time employees earn 8 hours of sick leave each month starting from their date of employment or the date on which they were promoted to full-time status. Part-time benefitted employees earn 4 hours of sick leave each month. Unused sick leave accrues to a maximum of 2,080 hours for full-time employees and 1,040 hours for benefitted part-time employees. Upon termination of employment, unused sick time is forfeited but is reported to IMRF where applicable.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

03.25.03 Personal Leave

All full-time and part-time employees earn personal leave after 6 months of employment and annually thereafter on January 1st.

Full-time employees will be awarded 40 hours of paid personal leave per calendar year. Part-time benefitted employees will be granted 16 hours of paid personal leave. Unused Personal Leave will convert to sick leave.

Non-benefitted part-time employees will be given 8 hours of paid personal leave. This paid leave may not carry over from one calendar year to the next – it must be used within the calendar year it is granted. If not used within the calendar year, and unused Personal Leave is forfeited after December 31st.

For all employees, unused Personal Leave is forfeited upon an employee's termination of employment.

03.25.04 Holidays

The Library will grant paid holiday time off to all full-time and benefitted part-time employees. Board-approved Annual holidays are published in the Employee Handbook.

03.25.05 Jury Duty

Employees who are called for jury duty or are subpoenaed to court are granted Jury Duty/Court leave. During the time of service, full-time employees will receive their regular pay and part-time employees will receive their regular pay for scheduled hours that are missed. Employees may keep Jury Duty pay and reimbursements to offset the employee's jury service expenses.

03.25.06 Military Duty

An employee who volunteers for or is called up to active military duty in a branch of the US Armed Forces will be granted a leave of absence according to applicable Federal and State laws for the period of active duty.

03.25.07 Bereavement Leave

An employee may be granted bereavement leave with pay as outlined in the Employee Handbook.

03.25.08 Paid Leave for All Workers

Any non-benefitted employees who are not covered by Vacation Leave policy (03.25.01) will earn paid leave time according to the Illinois Paid Leave for All Workers Act (PLAWA), effective January 1, 2024.

These employees will earn one hour of paid leave time for every 40 hours worked. Up to a maximum of 40 hours of paid leave in a 12-month period. The Library will award paid leave time based on a 12-month period tied to the employee's anniversary date. The leave may be taken for any reason.

Updated November 14, 2023

C.4 Annual Treasurer's Report

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

BACKGROUND INFORMATION:

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

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

The report must identify and contain the following information:

- Identify all monies received by source and amount, and combine all funds together
- Identify all monies paid out to vendors where the total amount paid during the fiscal year exceeds \$2500.00 in the aggregate, naming such vendors and indicating the amount paid and the amount charged (not including payroll) and combine all funds together
- Identify all vendors receiving less than \$2,500.00, report this amount as "All Other Disbursements Less than \$2,500.00, and combine all funds together
- Identify all monies paid as compensation (gross, before deductions) for payroll services, listing the name and compensation received by every elected/appointed official and employee. The Treasurer may elect to report compensation by name, listing each person in one of the following categories:
 - Under \$25,000.00
 - \$25,000.00 to \$49,999.00
 - \$50,000.00 to \$74,999.00
 - \$75,000.00 to \$99,999.00
 - \$100,000.00 to \$124,999.00
 - \$125,000.00 and up
- Draw up a summary statement of operations for all funds and account groups as excerpted from the annual financial report filed with the Office of the State Comptroller, 30 ILCS 15/1.

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

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
ANNUAL TREASURER'S REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023

Summary of Condition

| | | Capital Projects | | |
|--|------------------|------------------|----------------|------------------|
| | General | Special Reserve | Nonmajor | Total |
| Revenues | | | | |
| Taxes | \$3,750,934 | - | - | 3,750,934 |
| Charges for Services | 114,382 | - | - | 114,382 |
| Intergovernmental | 276,212 | - | - | 276,212 |
| Interest | 141,278 | 105,938 | 5,302 | 252,518 |
| Miscellaneous | 21,965 | - | - | 21,965 |
| Total Revenues | 4,304,771 | 105,938 | 5,302 | 4,416,011 |
| Expenditures | | | | |
| Current - Culture & Recreation | 4,171,291 | 259,757 | - | 4,431,048 |
| Total Expenditures | 4,171,291 | 259,757 | - | 4,431,048 |
| Excess (Deficiency) of Revenues | | | | |
| Over (under) Expenditures | 133,480 | (153,819) | 5,302 | (15,037) |
| Other Financing Sources (Uses) | | | | |
| Debt Issuance | 309,084 | | | 309,084 |
| Transfers In | | 200,000 | | 200,000 |
| Transfers Out | (200,000) | | | (200,000) |
| | 109,084 | 200,000 | | 309,084 |
| Net Change in Fund Balances | 242,564 | 46,181 | 5,302 | 294,047 |
| Fund Balances - Beginning | 2,745,935 | 3,853,137 | 158,073 | 6,757,145 |
| Fund Balances - Ending | 2,988,499 | 3,899,318 | 163,375 | 7,051,192 |

Disbursements – Aggregate

Vendor Payments over \$2,500: 4Imprint \$3,483; A & T Plumbing \$22,110; Affordable Office Interiors \$4,130; American Library Association \$6,265.72; Amazon \$37,926.76; American Marketing & Publishing \$3,095.30; Arthur J. Gallagher \$7,182; AT&T \$10,807.20; AtoZ Databases \$4,562; B&H Foto & Electronic Corp \$8,959; Baker & Taylor \$5,591.35; Bibliotheca \$38,559; Brainuse \$5,432; Brodart \$5,316.69; Cooperative Computer Systems \$69,761.80; CDS Office Technologies \$9,362.82; Comcast \$6,305.54; Comcast Business Class \$11,017.52; ComEd \$41,728.85; Comprise Technologies \$6,162; Creative Promotion Apparel \$5,716.64; Current Technologies \$32,069.55; Demco \$2,944.29; Doyle

Signs \$65,300; Dundee Township Park District \$65,890; EBSCO Information Services \$4,999; Ehlers Investment Partners \$3,983.09; Elgin Sheet Metal Company \$17,696; Everlast Blacktop \$74,594; Garveys Office Product \$16,715.81; GoConnection \$20,565.48; Green Emerald Chem-Dry \$4,525; Hagg Press \$26,309; Hallett Movers \$3,754.25; HR Source \$5,572; Hubbart Wood \$6,000; Illinois Library Association \$2,945; Imperial Service Systems \$66,264.82; Illinois Municipal Retirement \$275,871.08. Ingram Library Services \$133,301.47; Ingram Entertainment \$13,312.80; KnowBe4 \$4,062.96; Kone \$4,196.92; Lauterbach & Amen \$8,900; Libraries of Illinois Risk Agency \$36,905.28; Library Ideas \$8,960.39; LIMRiCC Unemployment Compensation Group \$6,791.33; LinkedIn Corporation \$13,125; MainMicro Technologies \$5,025; Midwest Tape Exchange \$70,738.64; Mobile Beacon \$13,080; MoxFive \$15,000; NascoEducation.com \$4,255.99; NewsBank \$5,781; Nicor Gas \$6,028.33; Overdrive \$19,800; Park Ridge Public Library \$20,250; Paylocity Payroll \$12,688.39; Peregrine, Stime, Newman, Ritzman & Bruckner \$3,937.50; PETERS Electric \$17,808; Postmaster – Algonquin \$10,290; ProQuest \$3,875.77; RAILS \$5,037.84; Sebert Landscaping \$22,391.24; Office of the Secretary of State of Illinois \$65,554.50; Serve and Protect Law \$4,950; SHI \$3,500; Technology Management \$2,992.50; TSYS Merchant Solutions – Omaha: \$3,398.90; Regents of the University of Minnesota \$3,502; Value Line Publishing \$5,725; Village of East Dundee \$3,667.94; Visa Cardmember Service \$45,327.19; W.T. Cox Subscriptions \$6,356.37; Walmart \$4,933.07; Wellness Insurance Network \$212,239.66; Winter Services: \$18,257.50. Vendor's Paid Under \$2,500: \$95,612.34. Total All Vendors \$1,957,579.20.

Personnel Services: **Under \$25,000**: Barish, Gene; Bartelt, Danielle; Dean, Pamela; Diaz, Christian; Errera-Ott, Donna; Fernandez, Vanessa; Fester, Walter; Fuerholzer; James; Gallaway, Jack; Gort, Patricia; Guzman, Jorge; Hernandez, Julio; Hickrod, Hatti; Hussain, Usrah; Jankowski, Ewa; Johnson, Christine; Jones, Albert; Knapp, Lisa; Lawrence, Kayla; Lloyd, Cody; McCann, Jennifer; Polcyn, Kevin; Redding, Katie; Richardson, Donald; Richmond, Susan; Sanabria, Marjorie; Saravia, Delfina; Schaffer, Kevin; Seelam, Vijaya Kumari; Shepherd, Kate; Sikorski, Erin; Thompson, Stephanie; Torres, Eric; Tracy, Anika; Uzzo, Sam; Whichard, Judith. **\$25,000 to \$49,999**: Acevedo, Erica; Bribiescas, Marisol; Flores, Elizabeth; Hernandez – Amanza, Lizbeth; Jozwiak, Audrey; Lopez, Amairani; Martinez, Diane; Mauro, Louanne; Mitchell, Daniel; Munoz, Jasmin; Pasetes, Erin; Perez, Leslie; Pool, Colin; Poweziak, Carolyn; Winger, Gemma. **\$50,000 to \$74,999**: Berger, Brittany; Bunte, Samantha; Dunne, Rachel; Finneran, Kirstin; Hughes, Dolores; Ji, Heather; Keen, Amanda; Kenney, Sheryl; Lorenzetti, Michael; Nelson, Karin; Pacini, Danielle; Potharazu, Sumitra; Sabala, John; Werle, Karen. **\$75,000 to \$99,999**: Carroll, Keri; Katsion, Jason; Zabski, Heather. **\$125,000 and up**: Dodson, Amy. Gross Payroll: \$2,276,716.26.

APPROVED:

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

C.5 Accept Annual Comprehensive Financial Report (ACFR)

RECOMMENDED MOTION: I move to accept the Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2022-2023.

BACKGROUND INFORMATION:

The Annual Audit (ACFR) for FY 2022-2023 was prepared by Lauterbach & Amen, LLP and was presented at the October 17, 2023 Board of Trustees meeting. [50 ILCS 310/2, 3]

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.6
November 14, 2023
Attachment

Exhibit C.6 Per Capita Grant Application - discussion

No motion needed

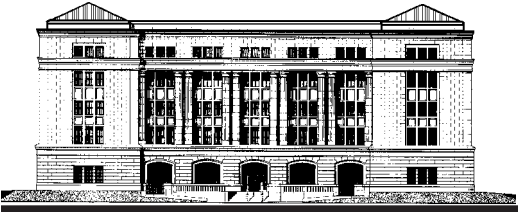
BACKGROUND INFORMATION:

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

Under Illinois law, a grant allocation of up to \$1.475 per resident is available to public libraries that comply with the criteria each year and submit an application on or before the deadline to file. The Library received 2023 Per Capita Grand funds of over \$100,000.

For 2024 grants, the application deadline is once again anticipated to be January 30, 2024. The actual allocation received will be based upon the funds appropriated by the legislature for the program in the upcoming year, if they choose to do so.

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



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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

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

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

Legal Name of Library: _____

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

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

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

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

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

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

Service Area Population _____

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

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

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

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

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

Chapter 2: Governance and Administration

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

Chapter 3: Personnel

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

Chapter 4: Access

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

Chapter 5: Building Infrastructure and Maintenance

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

Chapter 6: Safety

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

Chapter 7: Collection Management

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

Chapter 10: Programming

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

Chapter 11: Youth/Young Adult Services

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

Chapter 12: Technology

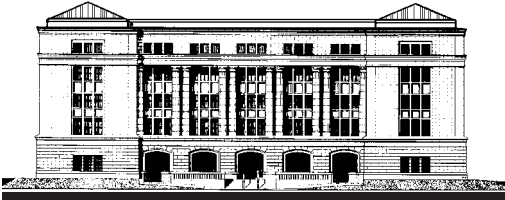
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please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

Chapter 13: Marketing, Promotion and Collaboration

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

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



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

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2022: _____

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13