

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

**January 16, 2024
7:00 PM**

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

AGENDA

Call to Order—President Kristina Weber

Pledge of Allegiance

Roll Call – Secretary Christine L. Evans

Public Comment

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

President’s Report—President Weber

Director’s Report—Executive Director Amy Dodson

- Ehlert Investment Portfolio Review – Tami Olszewski, Ehlert, Inc.
- Strategic Plan Update
- Department Reports
- Dashboard

A. Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the November 14, 2023 Truth in Taxation Hearing**
- A.1.b Minutes from the November 14, 2023 Board of Trustees Meeting**
- A.1.c Minutes from the December 2, 2023 Strategic Planning Retreat**
- A.1.d Check/Voucher Register for November 2023**
- A.1.e Check/Voucher Register for December 2023**
- A.1.f Monthly Financial Report for November 2023**
- A.1.g Monthly Financial Report for December 2023**
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2023**
- A.1.i Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2023**
- A.1.j Revenue Summary – All Funds Combined by Period for November and December 2023**
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2023**

- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2023
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2023
- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2023
- A.1.o Expenditure Summary – All Funds Combined by Period for November and December 2023
- A.1.p Balance Sheet for November 2023
- A.1.q Balance Sheet for December 2023
- A.1.r Ehlers Investment Inventory for November and December 2023

B. Unfinished Business – none

C. New Business

- Exhibit C.1 Ordinance 2024-01 Nonresident Cards
- Exhibit C.2 Public Comment Bylaws Update
- Exhibit C.3 Security Cameras Policy Update
- Exhibit C.4 Minimum Wage Requirement: Update Salary Scale
- Exhibit C.5 Landscape Maintenance Contract – Sebert Landscape Management

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

Executive Session ILCS 120/2(c)

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

Adjournment

Fox River Valley Public Library District
Director's Report to the Board of Library Trustees
January 16, 2024 Regular Meeting

Corner 68 at the Dundee Library is open for programs and classes! Programs moved back to the space in late November. Following substantial water damage during the summer, the room had a mini-makeover with new carpet, paint, and cabinetry.

We held our All-Staff Training Day on November 17. The library closes for a half-day training program once per quarter, covering a variety of topics. Our Charitable Giving program was a featured topic. Employees have the opportunity to donate to the D300 food pantry, FISH food pantry, and Boys & Girls Club of Dundee Township through a paycheck deduction. A representative from FISH food pantry spoke to us about the pantry's needs and how they help the community year-round. At the end of the training sessions, we held our annual Thanksgiving potluck lunch. Our next quarterly All Staff training will be in February.

The strategic planning consultants from ReThinking Libraries conducted a board retreat on December 2. This was a key event in the process, which included representatives from the public, staff, and management team, in addition to six library trustees. The consultants shared information and their data analyses, which was based on data they have been gathering over the last few months, such as survey responses, statistics, and demographics of the district. They led brainstorming sessions, in which we identified opportunities and priorities that will shape the strategic plan. We are looking forward to receiving the first draft of the plan later this month.

A former library patron included FRVPLD as a beneficiary in their will. As a result, the Library received a very generous unrestricted donation of \$13,300 from the estate of Mary Pawlak in December. Recommendations and possibilities on how best to use the funds are forthcoming.

For the last several weeks I have been focusing on revising, improving, and updating library policies and procedures. I look forward to presenting new and revised policies to the board this year. I am currently working on updating and improving the Employee Handbook and miscellaneous operational procedures.

The recent and rising wave of the flu, RSV, COVID and various other illnesses has definitely impacted the library staff. Despite the increased absences, our outstanding team members always pitch in to make sure the library can continue to operate smoothly. They support each other and work together to provide the best services and programs for our patrons.

Respectfully submitted,

Amy Dodson



Portfolio Review

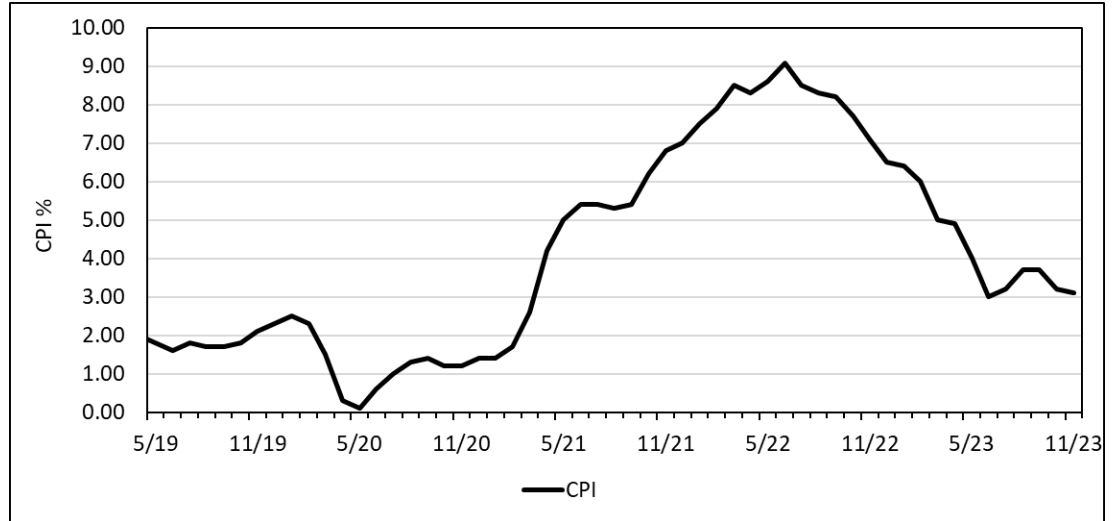
Fox River Valley Public Library District, IL



ECONOMIC UPDATE

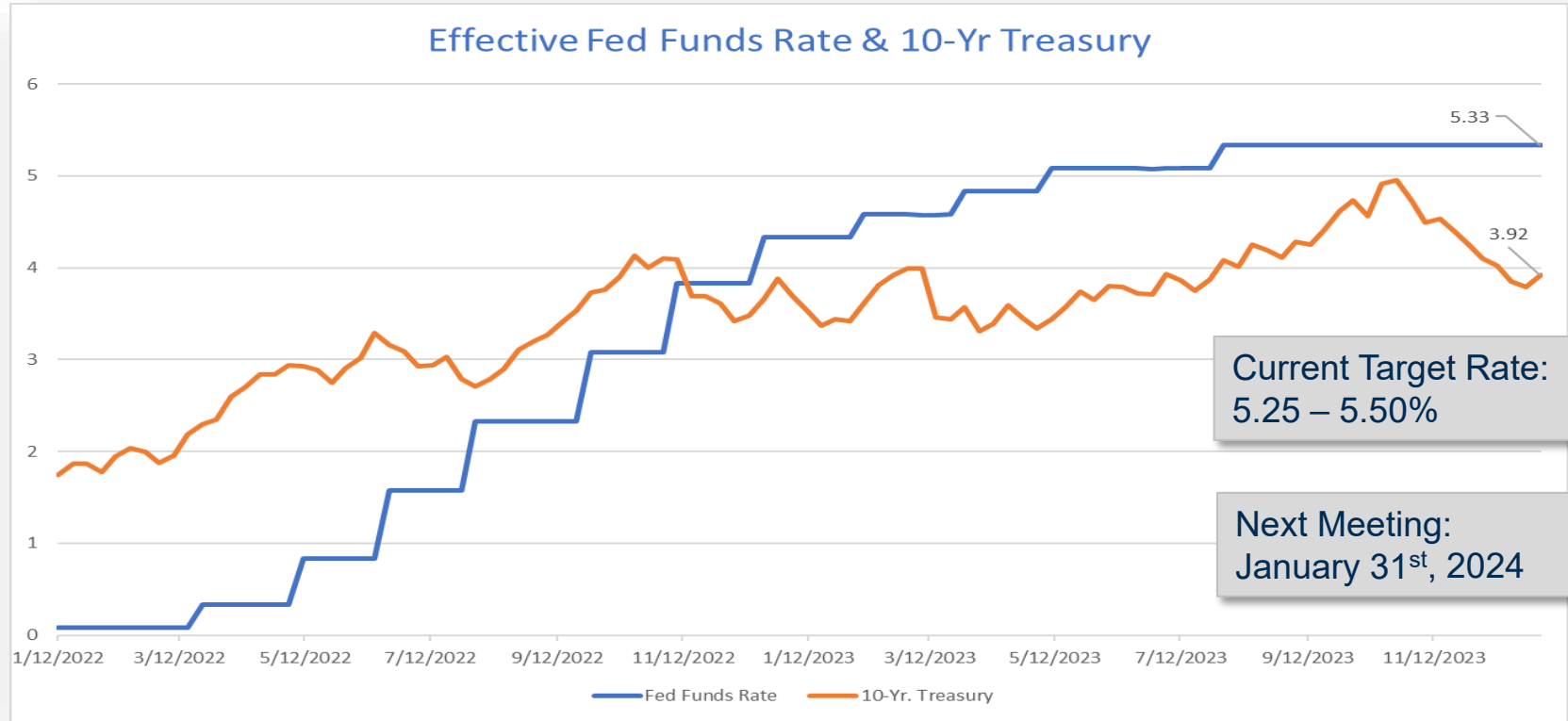
Unemployment & Inflation

	Unemployment		CPI
	State of Illinois	United States	United States
2023 November	4.7	3.8	3.1
2023 October	4.6	3.8	3.2
2023 September	4.4	3.8	3.7
2023 August	4.1	3.8	3.7
2023 July	4	3.5	3.2
2023 June	4.0	3.6	3.0
2023 May	4.1	3.7	4.0
2023 April	4.2	3.4	4.9
2023 March	4.4	3.5	5
2023 February	4.5	3.6	6
2023 January	4.5	3.4	6.4
2022 December	4.6	3.5	6.5
2022 November	4.6	3.6	7.1
2022 October	4.6	3.7	7.7
2022 September	4.6	3.5	8.2
2022 August	4.5	3.7	8.3
2022 July	4.4	3.5	8.5
2022 June	4.4	3.6	9.1
2022 May	4.4	3.6	8.6
2022 April	4.5	3.6	8.3

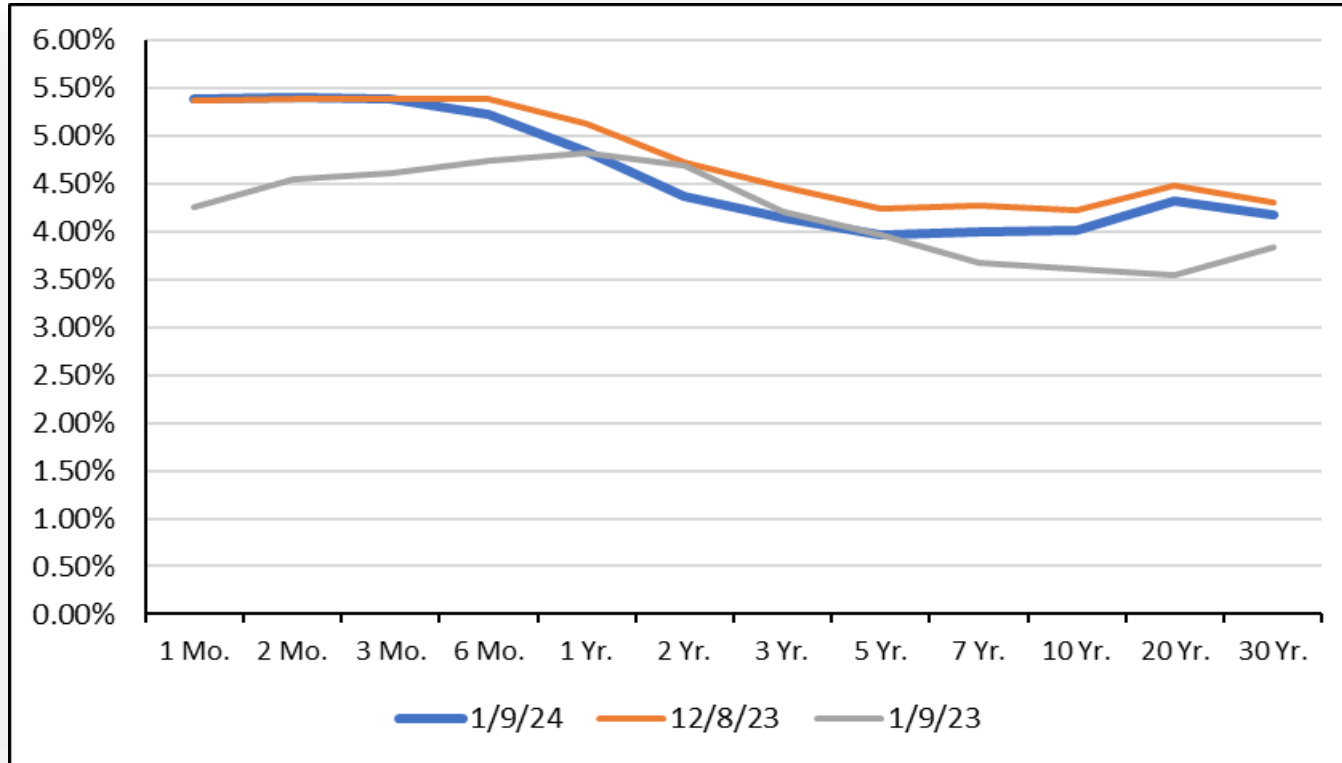


CPI Data Source: U.S. Bureau of Labor Statistics. Data is seasonally adjusted.

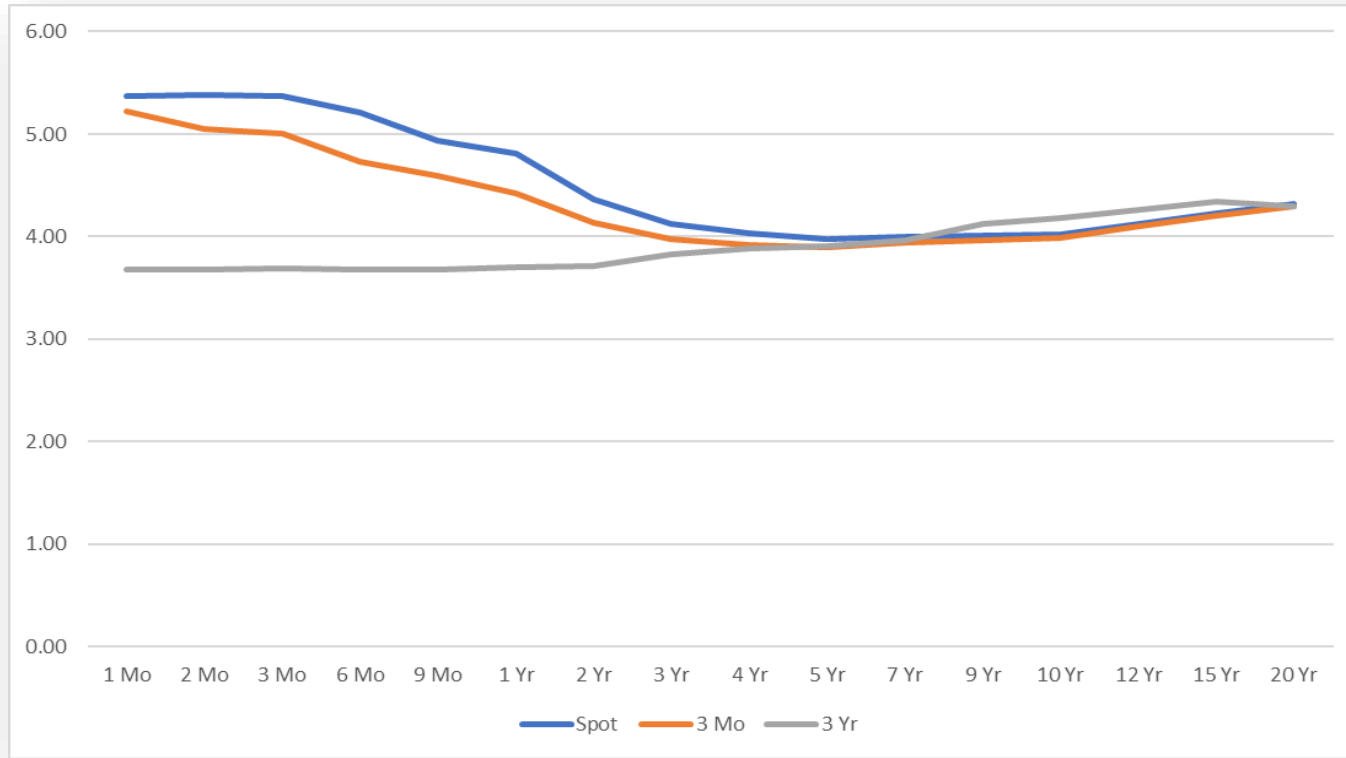
Federal Funds Effective Rate



U.S. Treasury Rates: Par Curve



U.S. Treasury Forward Rates





PORTFOLIO OVERVIEW

Our Approach: *It's How We Work.*



Our Process: Portfolio & Reporting Solution



Investment Policy

Review & Update
Recommend Best Practices



Cash Forecast

Identify Core & Liquid Funds
Monthly Investment Cash
Forecast



Investment Plan

Establish Portfolio
Recommendations
Produce Predictable Income



Banking & Treasury Management

Analyze Current
Recommendations for Updates

Library Fiscal Policies

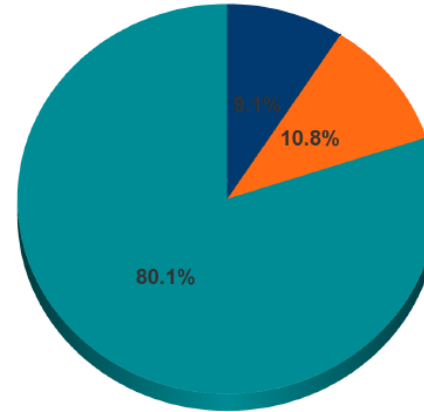
- Illinois State Statute Permissible Investments 30ILCS 235
- Sustainable Investing Act 30ILCS 238
- Internal Policies, Fund Balances, Compliance
- Objectives: Safety, Liquidity, Yield
- Reporting
- Income Projections and Fee Updates for 2024

Portfolio Summary: as of 12/31/23

Weighted Averages

Average Yield	5.06
Average Maturity	0.88
Average Coupon	4.21
Average Duration	1.31
Average Moody	Aaa
Average S&P	AA+
Average Fitch	Not Rated

Fixed Income Allocation



Fixed Income Totals

Par Value	2,380,000
Market Value	2,383,789.81
Total Cost	2,376,060.57
Net Gain/Loss	7,729.25
Annual Income	99,712.00

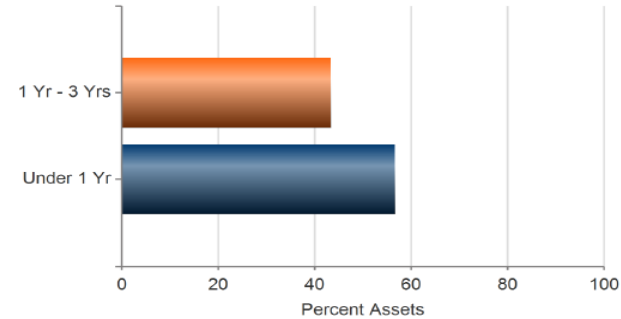
Security Type	Market Value	% Fixed Income	% Assets
GOVERNMENT BONDS (USD)	216,046.88	9.1	8.3
TREASURY BILLS (USD)	258,334.53	10.8	10.0
CERTIFICATES OF DEPOSIT (USD)	1,909,408.41	80.1	73.6
Fixed Income Total	2,383,789.81	100.0	91.9

Portfolio Summary: as of 12/31/23

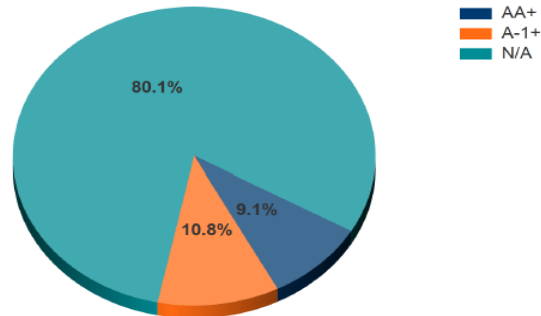
Distribution by Maturity

Maturity	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
Under 1 Yr	6	1,349,528.75	56.6	4.6	3.156%	1.2
1 Yr - 3 Yrs	5	1,034,261.06	43.4	5.6	5.578%	1.5

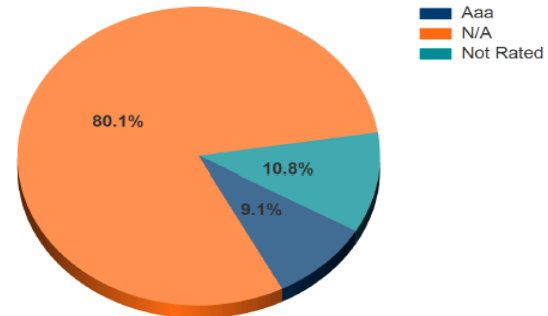
Distribution by Maturity



Distribution by S&P Rating



Distribution by Moody Rating

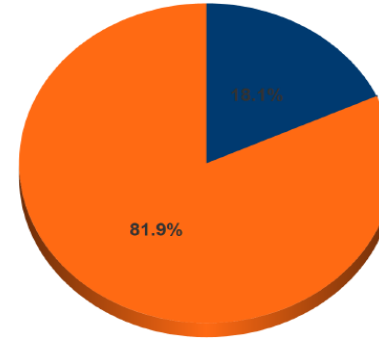


Performance Summary: 2023

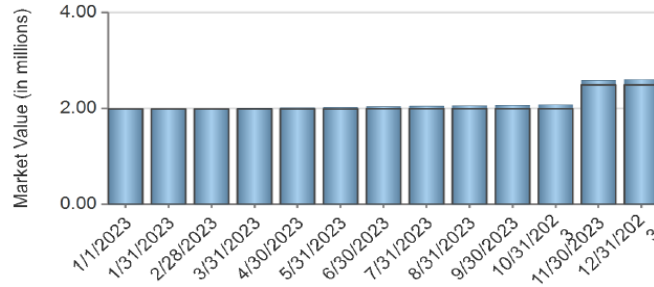
Activity Summary

	Since 1/1/2023
Beginning Value	1,982,889.00
Accrued Interest	6,905.00
Net Contributions/Withdrawals	500,685.88
Realized Gains	6,095.59
Unrealized Gains	30,020.48
Income Received	75,244.14
Change in Accrued Interest	694.46
Ending Value	2,594,935.08
Accrued Interest	7,599.46

Portfolio Allocation as of 12/31/2023

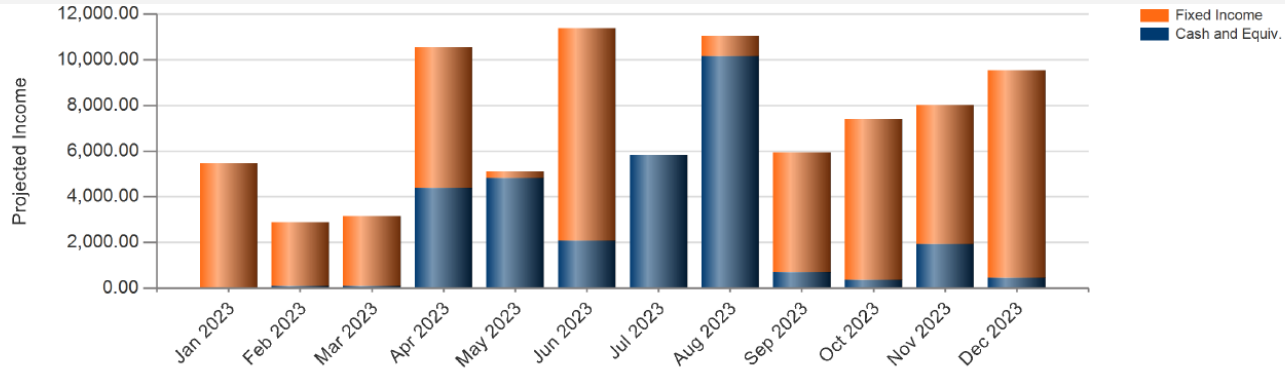


Change in Portfolio



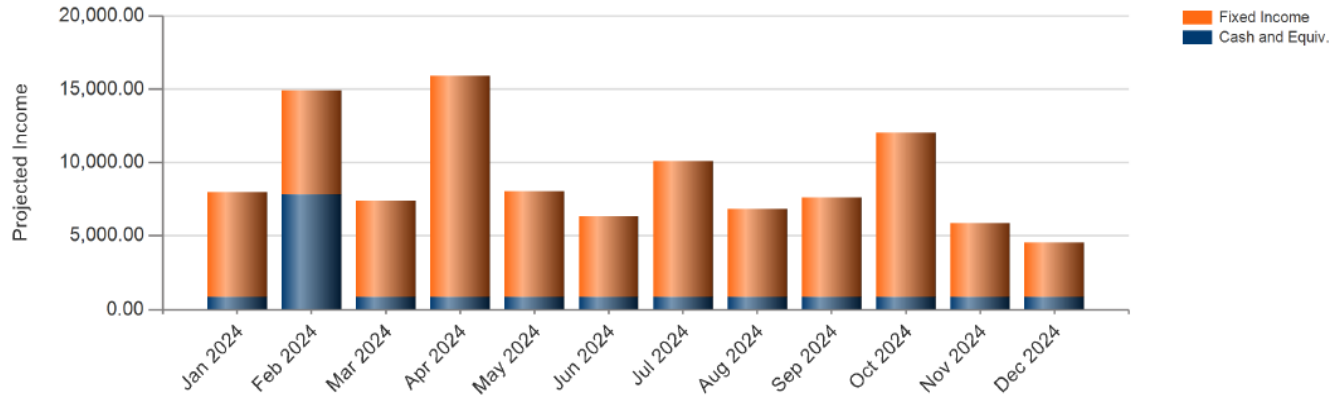
Asset Class	Market Value	% Assets	Yield
Cash and Equiv.	469,479.80	18.1	3.2
Fixed Income	2,125,455.29	81.9	5.0
Total	2,594,935.08	100.0	4.7

Portfolio Income: 2023



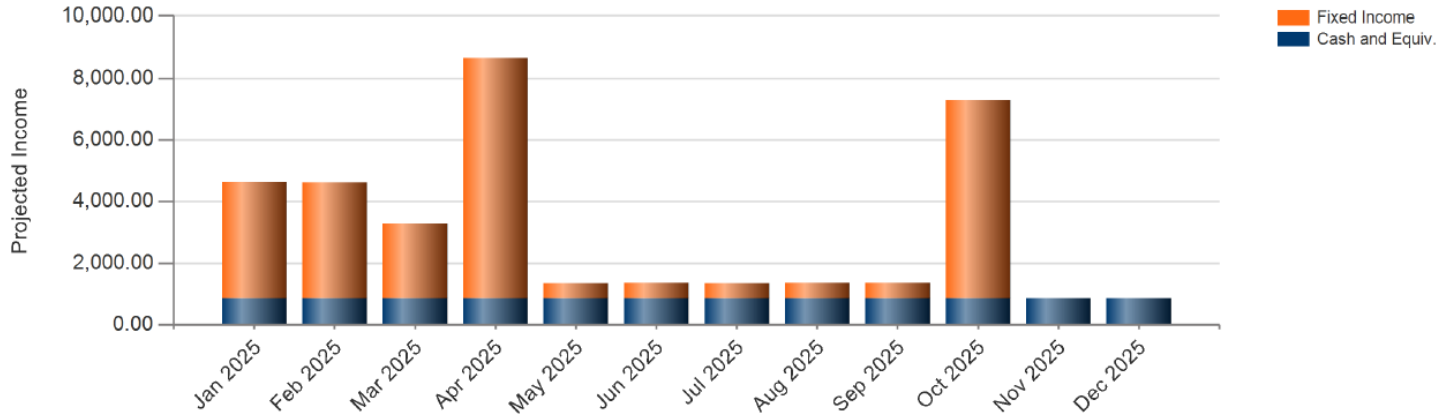
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
Cash and Equiv.	6.16	91.42	88.96	4,404.81	4,829.88	2,087.59	5,811.52	10,165.47	690.13	363.03	1,931.08	454.06
TREASURY BILLS (USD)	0.00	0.00	0.00	4,117.41	4,630.38	1,588.55	5,601.81	9,795.72	0.00	0.00	0.00	0.00
CASH AND EQUIVALENTS (USD)	6.16	91.42	88.96	287.40	199.50	499.04	209.71	369.75	690.13	363.03	1,931.08	454.06
Fixed Income	5,454.89	2,796.23	3,054.61	6,139.77	275.00	9,297.75	0.00	893.26	5,233.80	7,039.48	6,091.31	9,084.22
MUNICIPAL BONDS (USD)	4,690.85	500.00	125.00	0.00	0.00	3,365.85	0.00	0.00	0.00	0.00	0.00	3,365.85
GOVERNMENT BONDS (USD)	0.00	0.00	1,509.38	0.00	275.00	0.00	0.00	0.00	1,509.37	1,509.38	275.00	0.00
TREASURY BILLS (USD)	0.00	0.00	0.00	0.00	0.00	1,347.66	0.00	0.00	0.00	0.00	0.00	0.00
CERTIFICATES OF DEPOSIT (USD)	764.04	2,296.23	1,420.23	6,139.77	0.00	4,584.24	0.00	893.26	3,724.43	5,530.10	5,816.31	5,718.37
Total	5,461.05	2,887.65	3,143.57	10,544.58	5,104.88	11,385.34	5,811.52	11,058.73	5,923.93	7,402.50	8,022.39	9,538.28
Grand Total	86,284.43											

Portfolio Income: 2024



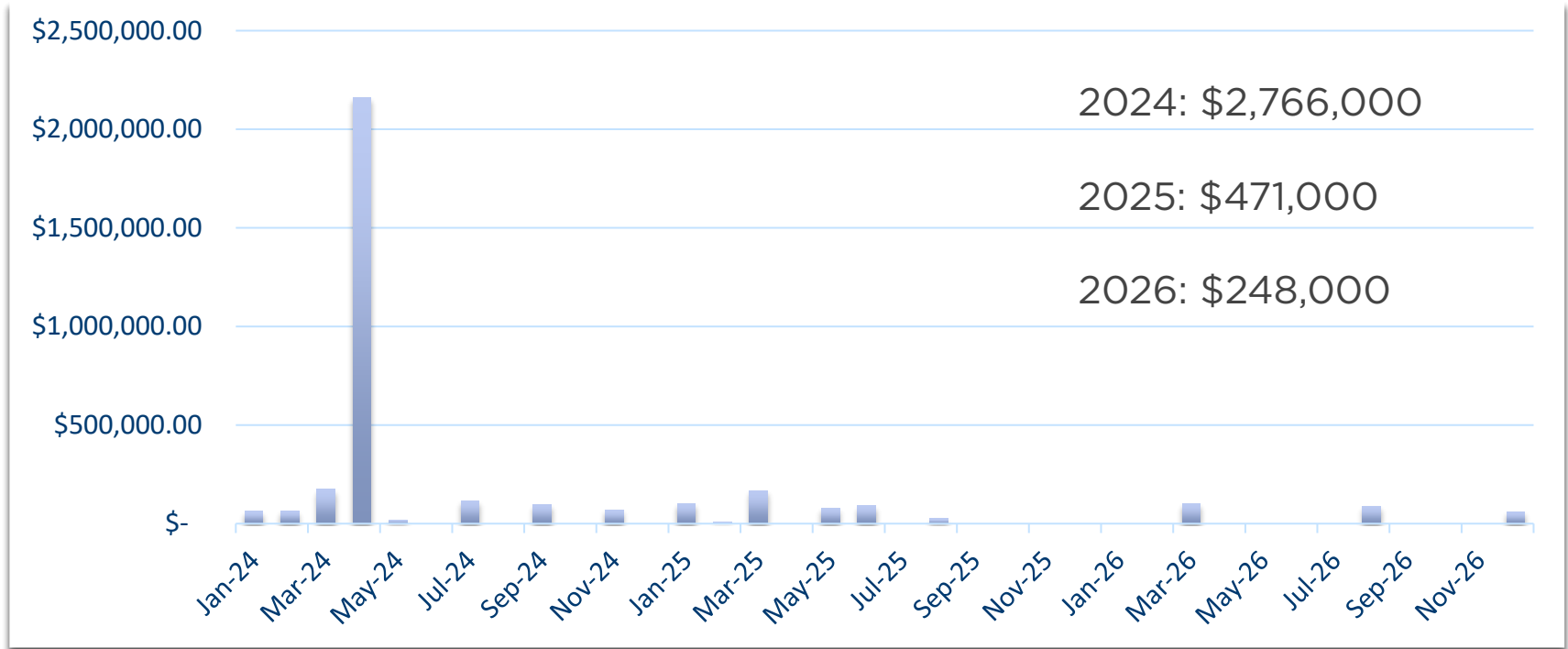
	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
Cash and Equiv.	858.76	7,812.17	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76
TREASURY BILLS (USD)	0.00	6,953.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH AND EQUIVALENTS (USD)	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76
Fixed Income	7,099.05	7,099.04	6,510.03	15,047.49	7,145.04	5,415.66	9,223.37	5,945.25	6,739.77	11,173.71	4,960.04	3,658.56
GOVERNMENT BONDS (USD)	0.00	0.00	0.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CERTIFICATES OF DEPOSIT (USD)	7,099.05	7,099.04	6,510.03	15,047.49	6,870.04	5,415.66	9,223.37	5,945.25	6,739.77	11,173.71	4,960.04	3,658.56
Total	7,957.81	14,911.21	7,368.79	15,906.25	8,003.80	6,274.42	10,082.13	6,804.01	7,598.53	12,032.47	5,818.80	4,517.32
Grand Total	107,275.55											

Portfolio Income: 2025



	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
Cash and Equiv.	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76
CASH AND EQUIVALENTS (USD)	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76	858.76
Fixed Income	3,780.51	3,764.26	2,413.09	7,802.42	487.60	503.86	487.60	503.86	503.86	6,443.32	0.00	0.00
CERTIFICATES OF DEPOSIT (USD)	3,780.51	3,764.26	2,413.09	7,802.42	487.60	503.86	487.60	503.86	503.86	6,443.32	0.00	0.00
Total	4,639.28	4,623.02	3,271.85	8,661.18	1,346.36	1,362.62	1,346.36	1,362.62	1,362.62	7,302.08	858.76	858.76
Grand Total	36,995.52											

Maturity Projection



Looking Ahead

- Seek reinvestments targeted in 2-5 year maturities Core Funds
- Limit idle cash when possible
- Monitor Fed policy decisions and rate changes



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

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

Objective A: Develop collections and programs to support lifelong literacy

- Moved Adult graphic novel collection to a more prominent location at Dundee Library.
- Created Careers & Education collection.
- Moved ESL/adult literacy collection to a more prominent location.
- Offered ESL classes.
- Youth Services expanded programming to include Good Vibes Yoga and Foodie Kids Jr. (an extension of the pre-existing Foodie Kids program) to promote healthy habits for exercise and nutrition to children.
- Installed new laptops in Corner 68 and new Apple PCs at all library branches.
- Streamlined the turnaround time for Library of Things hotspots, laptops and other technology. IT Department verifies equipment is clean and functional when it has been returned from being circulated.

Objective B: Develop collections and programs to support school curriculum

- Hosted two Preschoolers in the Park events to promote early learning to local preschools by providing fun science-related activities and opportunities for the kids to check out picture books from our collection.
- Provided science-related programming to children such as hosting Mr. Freeze from Fermilab and a Severe Weather Information program.
- Contacted D300 leaders to determine summer reading lists and criteria.
- Continued to curate a shared Libby collection for D300 students.
- Updated test prep books section of non-fiction collection.
- Hosted open study sessions scheduled in Corner 68 during school breaks.

Objective C: Develop collections and programs to support professional development

- Attended D300 staff development day to promote library cards and professional development resources to faculty and staff.
- Held more one-on-one appointments focusing on résumé and job search help.
- Created Careers & Education collection.
- Hosted ECC job fair on site
- Increased promotion of online resources via social media, newsletter, and eNews.

Objective D: Develop collections and programs to support home school support

- Offered programs targeted to members of the home school community that taught subjects for lifelong learning including Scratch coding, electrical circuits, physics and creative writing.
- Expanding Home School programming to include an all-age program in January 2024.
- Expanded Parent Teacher section to include a home school book collection.

Objective E: Partner with educational organizations in the district

- Invited every D300 student to participate in Summer Reading Challenge 2023 through school visits and presentations, promotional items, and fliers for students' "digital backpacks."
- Collaborated with representatives from Boys and Girls Club to provide programming in 2024.



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

- Hosted four visits from Dundee Highlands Middle School in January 2023 totaling 186 kids from grades K-2, and about 90 library cards were created for the kids who visited.
- Participated in World Read Aloud day at Carpentersville Middle School, presenting to six classes of kids and bringing 100 books for them to browse.
- Hosted our first Back to School Fair at the end of Summer, which brought in close to 300 people. Kids received free haircuts, saw a firetruck, slid down an inflatable slide and had popsicles while parents spoke with representatives of community organizations.
- Hosted three classes of second graders from Meadowdale Elementary School in October and participated in a poetry night at Golfview Elementary School.
- Attended Dundee Middle School's career night in November, interacted with almost 500 tweens.
- Coordinated Elgin Community College Job Fair with their Human Resources Department
- Increased presence in D300 Back to School events resulting in 151 new cardholders.

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

Objective A: Maintain a safe and welcoming environment

- Safety training provided to staff at quarterly All Staff meetings.
- Shifted the board book collection and moved the signs in the Youth Services Department to better identify the Picture Book and Spanish language collections.
- Updated signage including Powerwall banners, new fiction area banner, and other wayfinding updates in teens, public computers, adult graphic novels, Spanish language.
- Improved the Network Security with updated Firewall and policies.
- Added Endpoint Detection Response software to protect against malware.
- Down-Sized Adult Computer Center. Adult Computer Center was moved and downsized to allow the Teen Collection to potentially double.

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

- Expanded Homeward Bound to more patrons. In process of working out relationship with Woodlands senior living facility to deliver there.
- Continued outreach to Cherished Place and tablet training for seniors.
- Added Sensory Storytimes for patrons on the Autism spectrum and/or with sensory processing challenges.
- Added Signing and Stories, a storytime program that also teaches basic American Sign Language.
- Two wheelchairs were donated to the library by a library trustee and a walker was purchased for patron use.
- Updated website meets WCAG 2.0 compliance, which is in line with industry best practices and Accessibility Standards put forth by the American Library Association.

Objective C: Make Library services accessible across the district

- Storytime programs were presented at different locations throughout the district including Elder + Oat and public parks.
- Held storytimes at seven different preschool and daycare locations.
- Hosted multiple sessions of tablet training at senior facilities throughout the district.
- Held regular programs at Black and Gray Brewing.



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

- Updated library's website. Now it has a more modernized look and is easier to navigate.
- Randall Oaks expanded programming to include three programs for adults. This is the first time the branch has offered adult programming since 2016.

Objective D: Make Library services family-friendly

- Hosted several large-scale programs targeted at families including Black History Month: Community Voices, Hispanic Heritage Month: Community Voices, Recuérdame picture frames, Pumpkin Painting, Shrek, Chillin' with the Villains, Día de los Muertos, Posada Navideña, Jurassic Park Escape Room, Gingerbread House, and family movie nights.
- Held a Tiny Art Show with categories for all ages and including many submissions from different members of the same families.
- Started offering Drop-In Crafting programs in the downstairs Craft Room at Dundee Library.
- Randall Oaks Library expanded the youth play space with a new voting station and an interactive floor walk.
- Comissioned custom window murals on east side and east corners of the Dundee exterior to promote Día de los Muertos programs and Winter Reading Challenge.

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

- Regular programming meetings held for Youth Services, Public Relations and Adult and Teen Services staff providing more knowledge of library-wide programming.
- Relevant staff trained on the new website procedures.
- Staff attended several customer service focused webinars.

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

Objective A: Cultivate inspiring and unique experiences

- Large scale, interdepartmental Summer Reading Challenge program including the Kick-Off event.
- Increased the number of blogs posted by the Youth Services department with two in December and at least one monthly going forward.
- Hosted many large-scale programs. Besides those mentioned under Goal 2, objective D, we had a Halloween Parade and Extravaganza, SelenaFest and an Easter Egg Hunt.
- Moved 3D printer to floor at Dundee Library to showcase maker equipment and services.
- Organized and hosted Lego Train Expo, a two-day event. Attended by 1,136 people.

Objective B: Increase the sustainability of the facility

- Created a Celebrate Earth Reading Challenge to promote sustainability in the community.
- Partnered with Kane County Recycling organization to host a Recycling Drop Off Day at the Dundee Library.

Objective C: Make the Library a community destination

- Summer Reading Challenge registration increased 3.5%.
- Winter Reading Challenge registration increased 29%.
- 810 meals served in our Summer Food Service Program providing free meals to children 18 and under.
- Updated and redesigned the Welcome Brochure, now available in English and Spanish.
- Hosted Kane County Clerk's Office for a demo day featuring their new touchscreen voting equipment at both libraries.



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

- Added in-house use of library laptops.
- Added Audio Visual technologies to the Dundee Library Youth Craft Room.
- Added no-cost patron faxing at the Dundee Library.
- Updated the Patron Internet connection to fiber, which allows for up to 10 times faster service.
- Collaborated with Black and Gray Brewing to feature FRVPLD coasters in the bar to promote library programs.
- Participated in Heritage Fest and Fiestapalooza to encourage visits to the library.

Objective D: Develop a growth culture for staff

- Hosted four All Staff meetings for employee training.
- Sent staff to Reaching Forward and the American Library Association conference in Chicago.
- Added a comprehensive training program for staff in Data Security and Human Resources.

Objective E: Elevate FRVPLD's reputation in the library community

- Account Services Manager Keri Carroll acted as judge for the Soon to Be Famous Author Project.
- Adult and Teen Services Specialist Cari Poweziak presented at ABOS conference.
- Adult and Teen Services Manager Sam Bunte met with Illinois Library Association communications manager about 1619 Project discussion group. Bunte also serves as chair of the PAS technical group through CCS consortium.
- Youth Services Librarian Amanda Keen published an article in the ALSC journal.
- Youth Services Manager Heather Ji was accepted to the board of LACONI Youth Services Section.

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

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

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

Objective A: Expand maker space services and access

- Moved one of the 3D printers into a public space to draw more attention to the service.
- Added musical instruments, DVD player and more jigsaw puzzles to the Library of Things collection.

Objective B: Develop increased support for local entities

- Hosted a Preschool Fair in January, a Black History Month: Community Voices program in February that featured two local businesses, a Hispanic Heritage Month: Community Voices program in September that featured two local businesses, and a Pet Adoption event in May.
- Partnered with local businesses to supply refreshments for our Día de los Muertos, Posada Navideña, and Cookie Decorating program.
- Our In My Neighborhood program featured a different local person, business, or organization each month.
- Continued partnerships with Alianza and the YWCA to support their work.
- Provided programming to support Cherished Place, Adult Activities Center, and Village Green.



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

- In the process of developing a partnership with Woodlands senior living to develop special use cards and support their activities with residents.
- Deputy Director Heather Zabski is a member of Carpentersville Rotary board. Zabski runs the club's annual Raceway 5K event and assists with the Blind Flights event committee.

Objective C: Provide transparent business services

- Oversaw audit process. Alerted the audit annual report team to errors in their work, esp. capital asset numbers, and had them correct the annual report.
- Achieved GFOA award for excellence in reporting.
- Regularly updating Internal Controls document that guides how we handle cash, credit, and other resources and duties to ensure fiduciary responsibility and transparency.
- Restricted access, digitally and physically, to finance documents so that only those employees whose job functions require access are granted that.
- Reviewed investments with the investment manager, made necessary changes to our investment strategy, and successfully negotiated no-fee-increase-for-this-year
- Moved to a new vendor—ePay NCR—to process kiosk and non-kiosk transactions.
- Updated travel and other forms and procedures for credit card, travel, and reimbursement. Annotating documentation meticulously (email etc.) if anything is not routine.
- Developed new worksheets to review and track entries into the accounting software.
- Updated processes to reconcile with third party reports for transparency—Comprise, Leap, Secretary of State Reports—daily.
- Developed and currently executing a process to track invoices—when they come in and when they are due—for timely, accurate payments and recording of those payments.

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

Objective A: Make our collections and programming more representative of our community

- Highlighting marginalized communities with our month-long Beanstack challenges.
- Ongoing diversity audit to make selectors more conscious of being representative in their purchasing.
- Launched Queer Book Club.
- Continued to offer Spanish baking programs which are increasing in popularity.
- Change in strategy on social media from focus individual programs to a more library/people wide spotlight resulted in surge of followers.
- Comissioned custom art piece to promote numerous events focusing on Día de los Muertos.
- Started new monthly eNewsletter in Spanish.
- Hosted a Black History Month: Community Voices program that featured two local Black-owned businesses.
- Held a Rainbow Storytime for Pride Month in June.
- Hosted several programs for our Latine community such as Hispanic Heritage Month: Community Voices, Día de los Muertos, Posada Navideña, and five programs in Spanish, besides our existing bilingual storytime.

Objective B: Expand the Library's role in the local community



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

- To attract more people in their 20s, Youth Services and Adult and Teen Services successfully collaborated on Una Noche de Benito, a program for fans of the musician Bad Bunny, held offsite at DC Cobb's.
- Offered ESL classes in 2023.
- Created a new seed library.
- Public safety campaign offering free gun locks has brought people in who don't use traditional library services.
- Attended first ever Created in Carpentersville Maker Fair to promote 3D printing capabilities.
- Offered continued home delivery service to patrons throughout the library district.
- Secured space in the Village of Gilberts annual wall calendar, featured in the month of September (Library Card Sign Up Month).
- Partnered with Carpentersville Police Department to develop a "Badges & Books" monthly storytime and Beanstack Reading Challenge.
- Attended Fiestapalooza in Carpentersville for the first time.

Objective C: Act as a platform for new immigrant services

- Continued partnership with Alianza to provide citizenship workshops and immigration help.

Objective D: Promote equity within the community

- Over a quarter of public services staff are bilingual in English and Spanish.

Fox River Valley Public Library District November and December 2023 Department Reports

Deputy Director: Heather Zabski

November 2023:

On November 3, I attended the Assistant Director's Group meeting at Fremont Public Library. This is a networking group of Assistant and Deputy Directors from around the Chicagoland area that meets on a quarterly basis to swap ideas and share information. Many libraries in the area have just completed or are in the process of updating their strategic plans, so it was interesting to hear which companies have worked with other libraries and how the experience went. Other topics included incident tracking software and procedures, access to security cameras, and the recent bomb threats to area libraries. After the meeting, I did a tour of the building, which underwent a remodeling project recently using our architectural firm of Engberg Anderson.

On November 14, I attended Library Journal's Designing Within Your Means webinar. This webinar included several short presentations by different architectural firms that had done recent projects at libraries. Topics covered included sustainability, adaptive reuse, capital planning models, and designing youth spaces in libraries. Given the age of our Dundee Library facility, I found the section on capital planning models the most relevant. This section went over options for creating a capital plan for a building that gives priorities and timelines for building projects based on revenue and budgets. Creating a capital plan for the Dundee Library seems like a logical next step to renovating our aging facility in a financially responsible way.

We've seen a slight increase in patrons experiencing homelessness at the Dundee Library facility. To provide these patrons with up-to-date resources, I met with representatives from PADS Elgin, which is the shelter that services our library district. Currently, most homeless shelters in the state are at capacity (including PADs), so people seeking shelter should call PADS in advance to get on the waitlist. The PADS representative provided the library with several brochures, contact information for their staff, and other available community resources for patrons in need. I've passed this information along to public services staff. Additionally, I attended a free webinar on homelessness by Ryan Dowd (the former Executive Director of the Hesed House shelter in Aurora) on November 7. The training provided background on the trauma experienced by individuals facing homelessness and some de-escalation techniques. Dowd offers training packages to library staff on de-escalation training and working with patrons with substance abuse and mental health issues. I'll work with public services staff to see if this training package is worth pursuing for our institution.

Additionally, HR Manager Sherry Kenney and I have been working with the IT department to expand our KnowB4 training to include HR topics such as the annually required Illinois Harassment training. KnowB4 seems like a relatively affordable and comprehensive option for our library, so we will be moving forward in providing this training to staff in the new year.

We received our employee contribution rate for Illinois Mutual Retirement Fund (IMRF) for 2024 of 7.42%. This is a slight increase from 2023, which had the rate of 7.15%.

December 2023:

December was a quiet but productive month, giving me the chance to get ahead on projects for winter and attend additional training. I attended four webinars including one on succession planning, one on library customer service, and two on leadership. Additionally, I received training for the new website on adding content and events.

Finance Manager Dr. Sumitra Potharazu became a Certified Public Finance Officer (CPFO) in October 2023. It's a big achievement requiring passing several exams on best practices and standards in public finance through the Government Finance Officer Association (GFOA). In December, Sumitra was profiled by GFOA in their CPFO Spotlight. Trustees can read the profile here: <https://www.gfoa.org/cpfo-spotlight-sumitra-potharazu>.

On December 21, Sumitra, Director Dodson and I met with representatives from First American Bank to discuss options for collateral (bonds held in the library's name to secure bank account balances) and interest rates on the accounts. The meeting was very successful. We gained a better idea of how collateral is arranged and that we have more than an adequate amount to protect our bank accounts. We received clarification on how our account balances affect our interest rate, which will allow us to strategize keeping money in the bank vs. investing in Illinois Funds. After the meeting we negotiated a higher interest rate for our MMA (money market account) and changed our license plate account to be interest bearing. We added an additional security feature to our account to prevent fraud at no cost to the library.

The end of the year is a busy time for our HR department, with HR Manager Sherry Kenney working to make relevant updates to our payroll software.



On December 9, the Carpentersville Rotary Club hosted its annual Christmas movie. The club rented out several movie theaters at Classic Cinemas to allow families in the area to see a classic Christmas movie for free. I brought games from the library for children to use while they wait for the main show. Families also have an opportunity to take a picture with a professional Santa Claus. This year, we showed **Polar Express** and had a record attendance for the film.

Randall Oaks: Brittany Berger **November 2023:**

As the start of the holiday season, November tends to be pretty quiet at Randall Oaks. Our busiest times were on program and storytime days. We continued to see a lot of patrons coming in to work quietly at the desks and chairs near the front of the library. The downside to this is that they would lose their quiet spot as soon as a storytime or program began. Once the Strategic Plan survey concluded, we also promoted it with a tri-fold board. November is typically "Dinovember" themed at RO, and this year was no different! 205 kids received a prize for completing the dinosaur scavenger hunt. We also had dinosaur displays and a T-Rex Tea Party program. 94 votes were cast in the "carnivore vs. herbivore" voting station, which herbivore won. It wouldn't be November without mentioning food, so we also had a few Thanksgiving book displays and a farmer's market interactive board that accumulated 202 pieces of produce.





There were 9 programs at RO in November, and total attendance was 185. T-Rex Tea Party was the best attended, with 30 patrons learning how to eat their snacks and play games like a proper dinosaur. Library Assistant Lisa Knapp also hosted Turkey-palooza again this year, and 19 attendees had fun making turkey hats and competing in activities. November also saw the return of programs for adults for the first time since 2016! Lisa and Librarian Rachel Dunne offered “Artful Adventures: Wood Sign” twice, once during the daytime and once in the evening. Both programs were full within about a week after the Fall Newsletter was published. We’re thrilled that there is such a demand for these new programs! Rachel and Lisa plan to continue the Artful Adventures series for adults on a quarterly basis.



December 2023:

It always surprises me how busy Randall Oaks becomes in December. Even though storytimes were on break, families continued to flock to the library for the Winter Reading Challenge, passive activities, and programs. Of course, we had the usual monthly offerings, including the interactive board that accumulated 229 gingerbread men and a voting station where mittens won over gloves with 86 votes. We had a very special scavenger hunt this month that was requested by two young patrons, you can see their handwritten note below! In total, 234 kids received a prize for finding all of Santa’s reindeer hidden around the library.

RO's Mitten Tree also went up the first week of December and we collected hats, gloves, and scarves for the Elgin Crisis Center until the 21st. The Kane County Clerk's office set up a demonstration at both libraries on December 16, and the new touchscreen voting equipment was shown to patrons at Randall Oaks from 10 to 11:45 a.m. that morning. In more unfortunate news, the materials sorter went offline on December 4 and has been out of service ever since. One of the belts stopped functioning properly and caused materials to jam and/or not be sorted properly. RO staff have been processing all materials manually this month.



There were 4 programs at RO in December, and total attendance was 125. The most well attended program of the year was Happy Holidays Storytime by Library Assistant Lisa Knapp. You can see the photos below of 51 excited patrons listening to a story and dancing to music and bubbles. Lisa also put on a Gingerbread Man Party the previous week for a crowd of 43, where patrons got to indulge in storytime fun and a delicious snack. Pictured above is another adult program hosted by Lisa: Puzzle Swap! 20 patrons came to swap more than 200 puzzles and play a couple rounds of BINGO for a chance to win a brand new puzzle. Every patron left the program with multiple puzzles, and they were very vocal about wanting another swap in the future!



The 2024-24 Winter Reading Challenge is called “Reading Wrap-Up” and it began 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. All participants receive a coloring bookmark and packet of hot chocolate for signing up. The challenge can be completed three ways: by reading, by completing activities, or by a combination of the two. Patrons have to complete 4 out of 6 challenge badges to earn their finisher prize: a FRVPLD fleece blanket! The challenge continues through January 20, and blanket prizes will be available December 15 through January 31. By the end of December, 435 patrons have registered for the challenge and there have already been 158 finishers. This is a significant increase over stats from this time last year, which only had 340 registrations and 81 finishers.

Adult and Teen Services: Sam Bunte November 2023:

After losing Corner 68 about 5 months earlier due to water damage from roofing issues, we were finally able to move back in at the end of November. A new paint job, carpet replacement, and additional cabinet storage have created a more inviting space for programs and for staff who need extra space while working on projects. It’s a relief to be back in there, and it will create fewer scheduling conflicts going forward having 3 programming spaces once again.

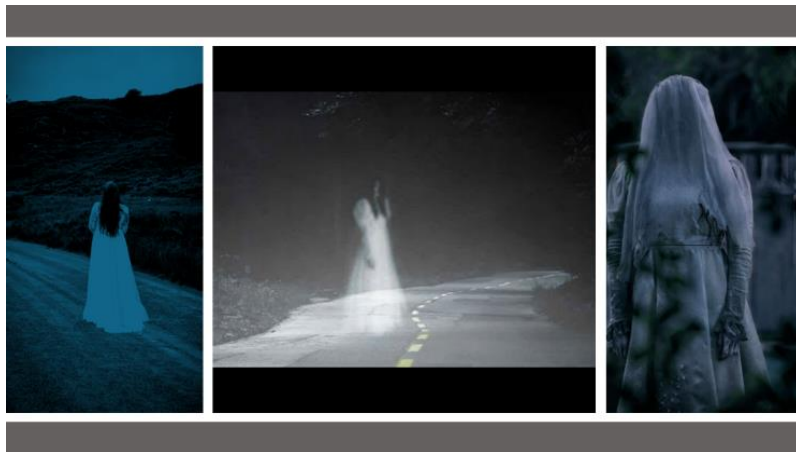
November had a few large-scale programs, one of which was the Jurassic Park Escape Room. This was probably the most intensive escape room we’ve had yet. Library Specialist Erica Acevedo and Library Assistants Kayla Lawrence and Jasmin Munoz hosted this family friendly “dino mayhem”, to use Jasmin’s words. An incredible amount of work was put into preparing this program from décor, puzzle creation, photo ops, lighting, sound, and more. Amy Lopez in YS was a great help with the preparation, as well. Patrons have already asked when the next dinosaur escape room will be!



Wrapping up our Dia de los Muertos Beanstack Challenge that began towards the end of October, ATS and YS co-hosted a Day of the Dead celebration. During this celebration, patrons played themed Loteria, decorated skulls, ate delicious Day of the Dead bread, and voted for the best catrina/catrin costumes. Everyone viewed the ofrenda and those who had submitted photos of their departed loved ones featured on the altar had the opportunity to take those photo frames home.



Bridging Halloween and Day of the Dead, Library Assistant Dian Martinez hosted Leyendas de Terror Mexicanas. Since it was too cold the evening of the program to be outside as planned, it shifted indoors but still creatively made use of a fire pit and lighting to create a faux campfire around which to congregate in a darkened room. Dian mixed an informational presentation and storytelling to immerse attendees in the culture, archeology, and folklore of horror legends in Mexico.



Anime Club is one of our most popular ongoing teen programs, and this month one teen had a lot of fun making buttons featuring her friends to gift them during the holiday season.



Librarian Danielle Pacini and YS Librarian Amanda Keen attended the DMS Career Fair for the second year running. They had a great time engaging with the students. One student was even so excited to see the library staff that she jumped up and down in glee. Students had bingo cards to fill out while visiting the career fair, and multiple students used their interactions with the librarians to check off a square for “someone who has a profession you are interested in”.



Danielle was also the subject of a letter of recognition from a patron that the patron shared with the board. The patron recognized how Danielle goes above and beyond to assist them in completing their projects and knows what a boon she is to our library community. We're grateful to have her on our staff!

During the November all-staff meeting, I presented with Brittany on Library Happenings to tell the rest of the staff about some of the most exciting things coming up over the course of winter, including programming, the reading challenge, and various projects.

I also had my final Banned Book Club gathering, having this club meet once a month throughout the fall. The number of attendees never exceeded 4, but every month participants said how much they loved the idea of the book club and how it got them reading things they wouldn't have picked up otherwise. They appreciated the opportunity to discover for themselves what was so controversial about the books and discuss with others what the fuss was about. It's encouraging to hear directly from our patrons that they appreciate the breadth of material we provide to them and that they want to critically engage with these materials.

Throughout November, we had 271 attendees at adult and teen programs, which is an increase from the same month last year. We answered 535 reference questions and provided 31 one-on-one appointments.

December 2023:

Since it often gets a bit quieter during December, we decided to use the time to begin another large shifting project of the adult collections (which naturally meant that December was nowhere near as quiet as we expected it to be). Librarian Marisol Bribiescas suggested creating a new "Careers & Education" area in non-fiction where we highlight all of our test prep, resume, and career advice type books. These are very popular with patrons but have call numbers spanning all throughout Dewey, making it difficult to point patrons in one specific area if they are seeking career advice and assistance. This will make it much easier for browsing. The largest part of the shift includes a full mirror image flip of the non-fiction collection. We've reversed the direction the collection flows in to make it more in line with the rest of the collections upstairs.

Another change is that our Prusa 3D printer has moved out into the public area. Sitting across from the Information Desk, this prominent location allows patrons can see it in action while it prints other patrons' requests and staff projects. It's a great way to highlight this equipment and has already led to more questions about the printer and what it can do.

The Winter Reading Challenge kicked off strong and has continued doing well. Librarian Danielle Pacini created (with Spanish translation assistance from Library Assistant Dian Martinez) all the activities like gift tag craft kits, movie and song matching, naming the movie, word searches, and coloring sheets, which have been wildly popular. Between this and Library Assistant Kayla Lawrence's gift-wrapped books, this led to an impressive number (501) of adult and teen passive program participants in December.

Library Specialist Cari Poweziak attended a Rotary Club meeting at the beginning of the month to solicit a donation to be used for our Seed Library, so we look forward to hearing whether they vote to assist us. The Seed Library prep is in full swing, getting us ready to launch year 2 sometime in February. Cari has spent countless hours preparing packets and has received assistance from other members of ATS, as well as staff in Account Services and Youth Services. It's an all hands on deck operation!

With the launch of the updated FRVPLD website, most ATS staff took part in various trainings for blogging and using the calendar for registrations and creating events. Speaking of the blogs, we always like to wrap up the year by showcasing a "Best of..." series. Our Best of 2023 series featured 8 posts with distinct topics, expanding out of ATS to also feature pieces written by Keri in AS, Leslie in PR, and Heather in YS.

Library Assistants Kayla Lawrence and Jasmin Munoz launched a new Edible Cinema series in which patrons watch a film and partake in delicious treats featured in the film. December's film was Willy Wonka & the Chocolate Factory. Patrons loved the dishes they were served, eating alongside characters in the film. They had so much fun, most immediately signed up for the next event before they left the Meeting Room.

Our trivia programs proved just as popular as ever, with both Holiday Music Trivia at Black and Gray (hosted by Dian Martinez and Library Assistant Gene Barish) and Holiday Movie Trivia at the library (hosted by Danielle Pacini and Gene Barish) drawing large crowds of those eager to show off their knowledge. Library staff from across departments turned up to cheer them on during both events.



Overall, we had 235 attendees for our adult and teen programs in December, which was again a slight increase from last year. Staff also provided reference assistance 913 times and provided 40 one-on-one appointments.

Account Services: Keri Carroll

November 2023:

Visits remained consistent from November 2022, with Randall Oaks seeing a slight uptick in visitors. Considering we were open three fewer days in 2023, it's impressive that we trended upward at both libraries. Circulation statistics remained steady as well with home deliveries increasing by over 25% from a year ago. As we continue to increase outreach efforts for this service, it's great to see it regularly utilized by a core group of users.

Account Services Clerk Cody Lloyd completed his six-month evaluation on November 8. Cody's presence in the Account Services department has been a welcome addition to our group. He's done a phenomenal job learning the ins and outs of our procedures and policies and has been a resident and cardholder for several years. I'm thrilled at his expeditious adaptability and look forward to his continued work going forward.

Several select members of library staff participated in training for the library's new website. I was fortunate enough to take Editor Training, allowing me to make necessary edits and additions to the website for things such as updated circulation policies, borrowing information, and so on. I'm excited to see what the finished product looks like when it debuts in mid-December!

November's All Staff is always an exciting one as staff bring in food and baked goods to share with their coworkers during the staff potluck. In addition to the delicious meal, on Friday the 17th staff were also treated to numerous training and informational sessions, two of which I created and presented. Patron Privacy was the first topic I shared with staff, informing them on best practices for handling patron privacy and requests and the legitimate responsibility we have as library staff when it comes to patron data and information.

Additionally, I provided staff with a breakdown of a couple of initiatives that could participate in in the coming months, one of which is our Secret Santa gift exchange. The other is our Charitable Giving Drive is an annual event where staff donate a portion of their paycheck to one or more of three local organizations: FISH Food Pantry, the D300 Food Pantry, and the Boys and Girls Club of West Dundee. Staff participation during this initiative is outstanding, and it's encouraging to see how many of them continue to help the same people they serve on a regular basis.

December 2023:

December statistics picked up slightly from November, undoubtedly due in part to our Reading Wrap-Up winter reading challenge. Visits were up significantly from December 2022, with Dundee seeing nearly 800 more visits and Randall Oaks with close to 1,000. The return of teen and adult programming to the Randall Oaks Library carries significant weight as to their impressive increase. Home deliveries and license plate renewals remained consistent compared to December 2022 numbers; many patrons are away or focused less on library materials during these colder months.

Public Relations & Outreach: Kirstin Finneran

November & December 2023:

Community Outreach

- We arranged for a visit from Illinois State Representative Suzanne Ness. She held a Town Hall Meeting at the Dundee Library on November 28.
- Leslie Sineni was joined by Youth Services Assistant Lizbeth Hernandez to decorate a Christmas Tree in Grafelman Park in East Dundee. We participate to support the Dundee Lions in this annual event.
- To have a presence at the Riverside Parade of Lights in East and West Dundee on Dec. 2, we created a coaster that was used that night at popular local establishments including Rosie O'Hare's, Diamond Jims, and Aliano's. We then used the same graphic to spice up 300 candy canes that were given out by Santa himself at Carpentersville's Winterfest on the same night. The coaster had a QR code that linked to a blog post with all kinds of recommendations on how to get "Holiday Help from the Library."
- FRVPLD submitted copy to the villages of Sleepy Hollow and Carpentersville which they included in their winter newsletters.

- FRVPLD is prominently featured in the 2024 Northern Kane County Chamber of Commerce guide with an article and an ad.
- We arranged for the Kane County Clerk’s office to demo the new touchscreen voting equipment at both the Randall Oaks and Dundee Libraries on December 16. We will be partnering with them more in the coming year with the federal election looming.
- We initiated a book drop off with Bill Woods, the Detainee Programs Coordinator for the Kane County Sheriff’s Office. We dropped off approximately 100 paperbacks of various genres that were weeded from our collection at the Kane County Sheriff’s Office in St. Charles. The purpose of this effort is to provide literacy opportunity to inmates, many of whom are from our library district. This will be an ongoing initiative.



Website Update. We were very pleased to hit our December 18 launch date goal. The months of November and December were spent going over all the new pages and content to make sure all info was accurate and links were live and went to the right place.

2024 Winter Newsletter. Another issue went out to promote the library to all residents of our district, whether they have a library card or not. Among the many high-quality programs, we were able to find space to promote our winter reading challenge, our home delivery service (it’s winter!), the visit from the Kane County Clerks’s office, the free gun locks now available, a beefed up homeschool offering, and SAT practice tests on Brainfuse.

2024 Winter Reading Challenge: Reading Wrap Up. PR created printed reading logs for youth and teens and adults in both English and Spanish, and numerous digital and print promos like posters, flyers, and banners to get the word out about our latest challenge.

Press

Kane County Clerk Offers Public Demonstrations of New Voting Equipment at Events in November and December, Kane County Connects (11/1), Daily Herald (11/2) & Kane County Chronicle (11/4)
 Don’t worry about Santa getting fat from too many cookies, kids say: ‘He has magic powers’ — and a home gym (featuring kids at Dundee Library “Foodie Kids”), Elgin Courier-News (12/22)

eNews

Subject	Date Sent	Emails Sent	Unique Opens	Unique Opens %	Total Clicks
Día de los Muertos, Pixel Art, Library Apps	11/1/2023	12776	5755	45.06%	259
Veterans Day, Diwali, NaNoWriMo	11/9/2023	12765	5685	44.58%	309

Thanksgiving, Town Hall Meeting	11/15/2023	12751	5779	45.38%	257
Spanish eNews	11/28/2023	128	88	68.75%	22
Winter Newsletter, Holiday Trivia, Virtual Author Visits	11/29/2023	12741	5647	44.42%	349
Reading Wrap-Up Challenge, Happy Hanukkah, Free Gun Locks	12/6/2023	12721	5650	44.48%	183
Holiday Help from the Library, Voting Equipment Demo, Puzzle Swap at RO	12/13/2023	12705	5649	44.53%	387
Holiday Movie Trivia, Best of 2023	12/20/2023	12687	5482	43.29%	231
Spanish eNews	12/27/2023	140	68	48.57%	20
Happy Kwanzaa, Cumplir Tus Propósitos	12/27/2023	12674	4255	33.59%	150

Social Media Insights - December 2023

Facebook

Reach: 7,030

Engagement: 1,039

Followers: 2,795

Instagram

Followers: 804

Accounts reached: 910

Accounts engaged: 135

Youth Services: Heather Ji

November & December 2023:

November and December tend to be slower months at the library as we take a break from our storytime sessions, but this year we held several successful large-scale family programs and our program attendance was up almost forty percent from the same time last year. We started November with 97 patrons celebrating Día de los Muertos with us by playing loteria, eating traditional food, and participating in a Catrina/Catrin costume contest. The program was a collaboration between YS Library Assistant Lizbeth Hernandez and ATS Library Assistant Jasmin Munoz with assistance from Library Assistant Elizabeth Flores.





Youth Services Librarian Amanda Keen also collaborated with ATS for her November Homeschool program, bringing in Library Specialist Erica Acevedo to help teach about the progression of gaming technology using a GameCube and Wii-U.



Amanda also brought in officers from the West Dundee police department for her In My Neighborhood program and kids were able to look inside squad cars, talk with the officers, and learn about emergency safety and calling 911.



Library Assistant Erin Sikorski got kids excited for Thanksgiving by making crafts and playing turkey-themed games in her Turkey Time program, and then held a Llama Llama Red Pajama Party that had fans of the popular book series doing a pajama toss, matching quilt squares, rolling a llama, and enjoying popcorn while listening to a story. Library Assistant Amairani Lopez's Fall Fingerprinting program for toddlers led to some adorably messy Fall trees.



We started December by spreading some holiday cheer to our local seniors. Lizbeth's card making program had the goal of creating a festive card for every resident in our two senior living facilities: Village Green and The Woodlands, and with a little help from staff we were able to present them with 180 cards. We received multiple emails from both facilities thanking us. Janelle Goin from The Woodlands said "It really brightened up the place. Thanks again for thinking of us, Heather. The residents (and staff) are crazy about them. We're handing them out to all our residents, but we have more than we need. So, we made a garland out of them, too."



Other fun December programs included Lizbeth's all ages Cookie Decorating program with cookies made by Elder & Oat, Lizbeth and Elizabeth's Little Artists Reindeer Ornament program, and Erin's Drive-In Movie featuring Paw Patrol.



Foodie Kids chefs made pancake ornaments, and the program was featured in the Elgin Courier newspaper! Foodie Kids Jr.'s featured book was *Click, Clack, Moo: Cows That Type*, and the kids made barns and cow faces. It's hard not to let them play with their food when it looks that cute!



We helped keep kids stress free during their Winter Break from school with Elizabeth's Good Vibes Yoga. Our space projector is great for meditative moments. Amairani and Jessica's Tots Town program for toddlers got their wiggles out with winter themed activities like cotton ball "snow" shoveling, play doh "gingerbread cookie baking", and an "ice rink" made from packing tape.



Erin Sikorski's Gingerbread House program is one of our most popular programs so this year she added a second session to accommodate more patrons. She was assisted by Library Assistant Stephanie Carreno from ATS and YS Library Assistant Jessica Nelson. A total of 96 people participated!





Elizabeth and Lizbeth brought back our beautiful Posada Navideña program, which we hadn't done since 2019. They were assisted by Amairani to present this traditional Mexican Christmas celebration that served ponche and tamales to 70 patrons while they watched professional dancers from Danza Mexicana Macehualiztli and then broke a piñata.



Outreach was busy with Elizabeth and Amairani making their monthly visits to Jerri Hoffmann and Luna Park, then Amanda made the library's first trip to the Goddard School of Elgin and also spent a day at the Dundee Middle School Career Fair with Librarian Danielle Pacini from ATS, reaching nearly 500 tweens.



We started “wrapping” up the end of the year with Amanda helping to plan our Winter Reading Challenge and blog about it with Elizabeth’s input, and the entire department choosing their favorite children’s books published in 2023 for another blog and display. There were so many great titles this year that we could only narrow it down to 86 books in six categories!



Then Erin and Amairani brought our year to a close celebrating Noon Year’s Eve with two balloon drops, crafts, games, and a sparkling apple cider toast to 2024. Happy New Year!



**IT/ Network: John Sabala
November & December 2023:
Apple PC Replacements**

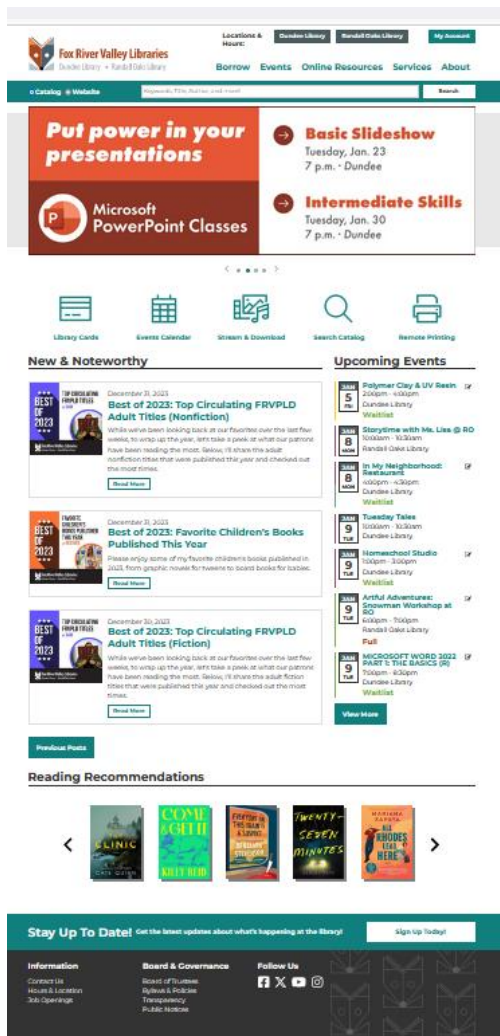


The library replaced 4 of 7 Apple iMacs with new Mac mini2 stations. Apple PC's are a popular item at the libraries. Statistics showed an increase in usage over the last 2 years. However, the usage was not significant enough for us to justify replacing all seven units. One iMac is still in use with the silhouette maker in Corner 68. The remaining six units will be recycled. The project was budgeted for \$10,000 initially. However, we did not replace all the units, instead we bought 4 units and improved 1 of the Mac Mini2 with additional resources. This improved station is equipped with

video editing and sound editing software that allows users to make quality video and sound productions. The Mac mini2 are located:

- 2 in Adult Computer Center at the Dundee Library. One of these is also the improved station.
- 1 in Youth Computer Center at the Dundee Library.
- 1 in Computer Center at the Randall Oaks Library.

Library Website Upgrade



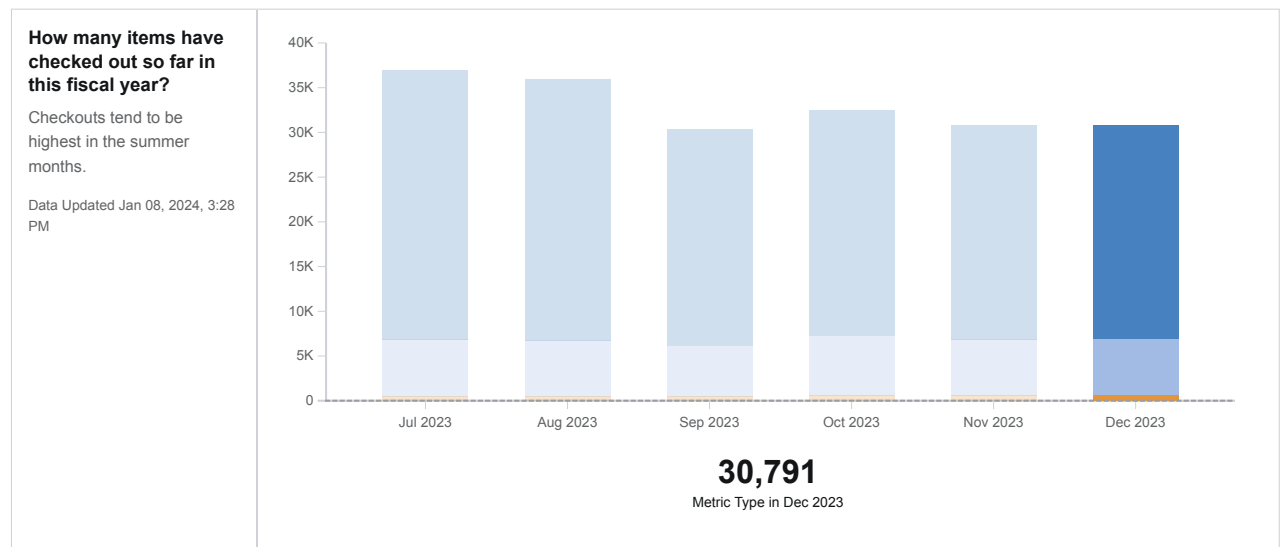
The <https://www.frvpld.info> website was upgraded. The content management system was upgraded from Drupal 7.0 to Drupal 10.0. This platform provides more security, features, and responsiveness. Additionally, the site layout as well as the color scheme was improved to aid in readability and address many ADA compliance issues. The new website was launched on 12/19/23.

How are we doing?

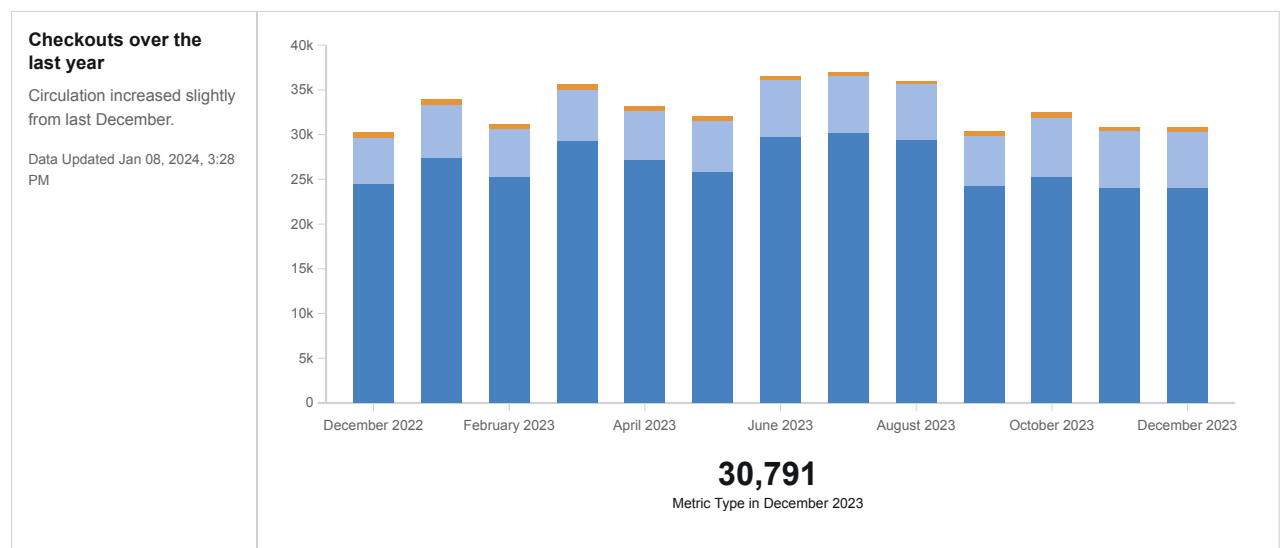
The monthly Dashboard tells our story

Click the graphs to see more details

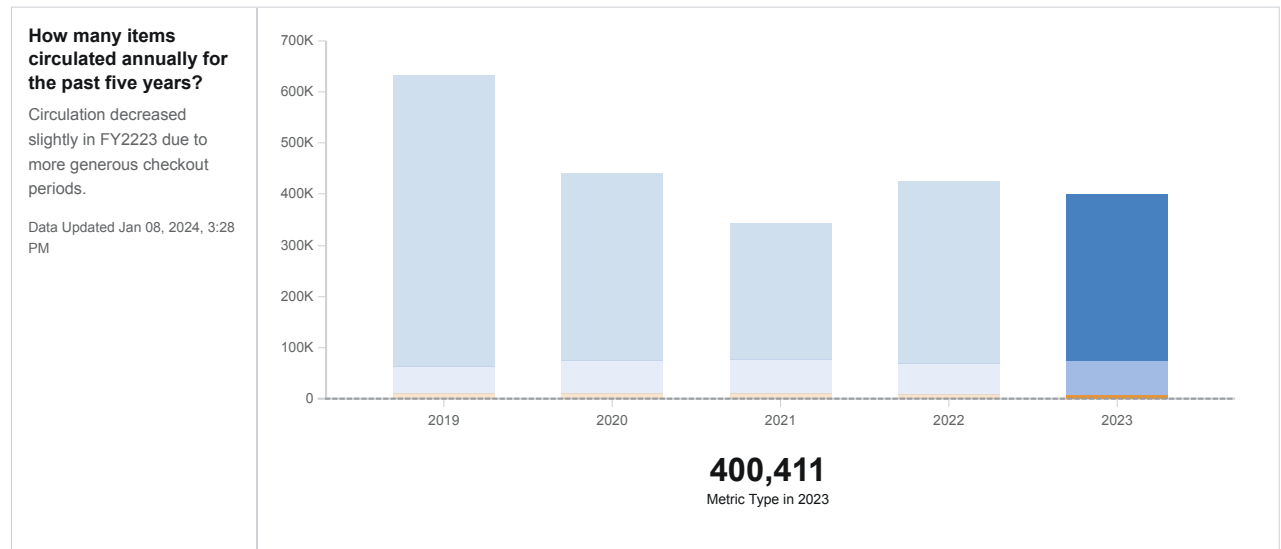
Checkouts - This Fiscal Year



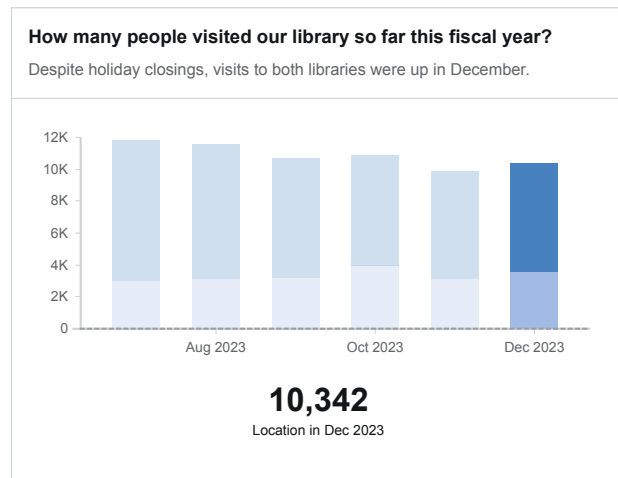
Checkouts - 13 Month Trends



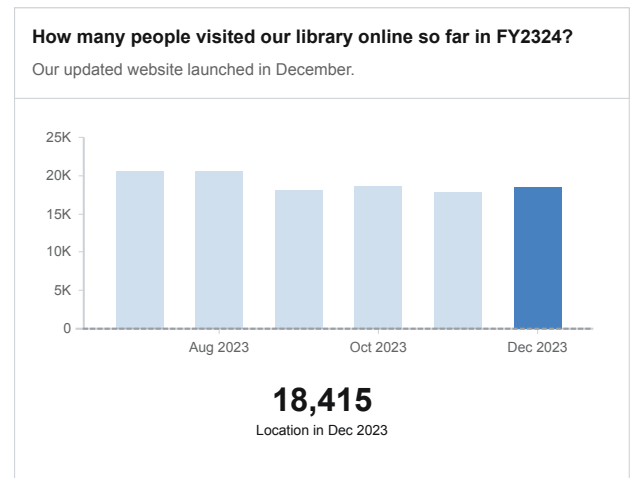
Checkout Trend



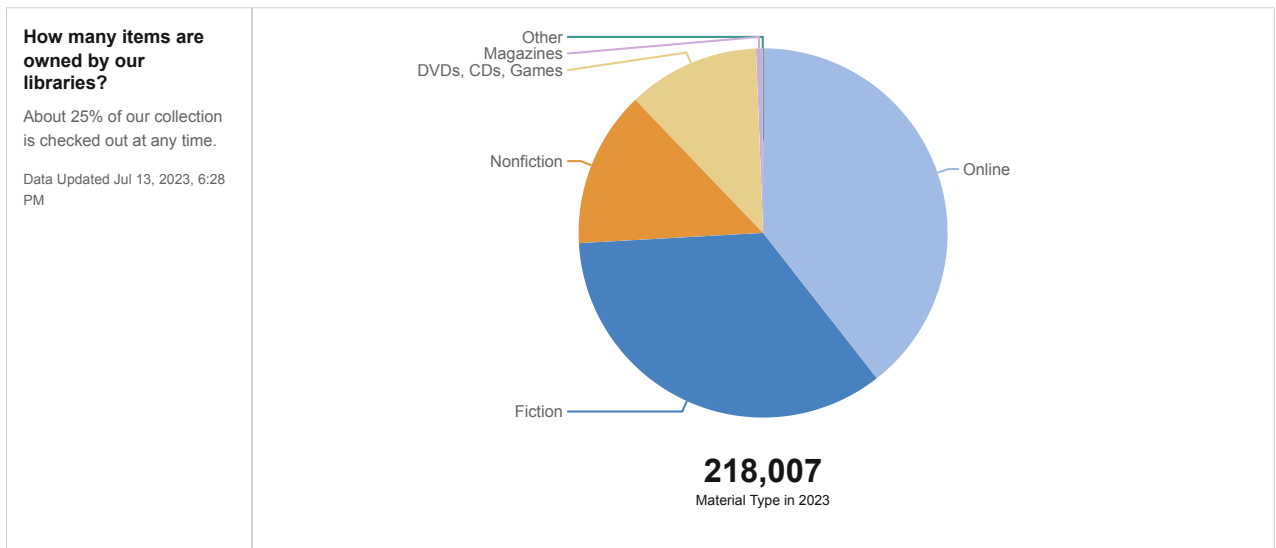
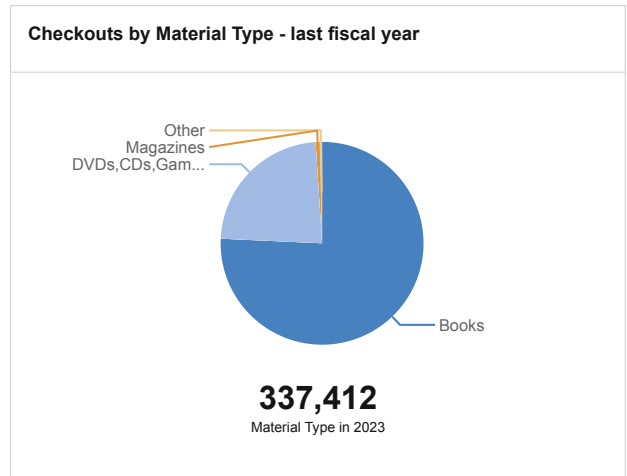
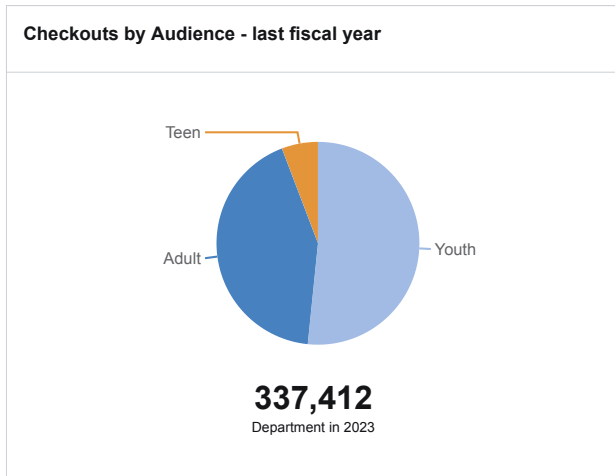
Library Visits - This Fiscal Year



Website Visits - This Fiscal Year



Physical item checkouts

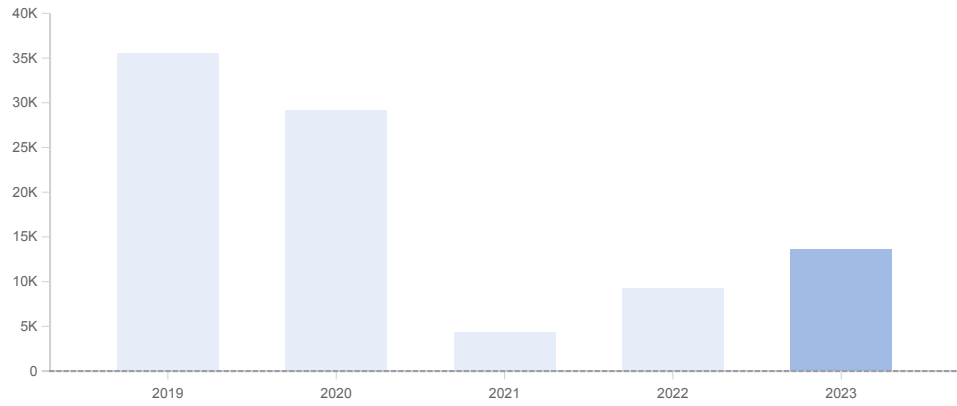


Program Attendance Trend

Program Attendance Trend

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

Data Updated Jan 08, 2024, 3:28 PM

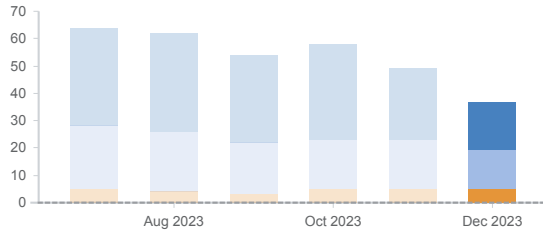


13,558

Metric Type in 2023

How many programs have been held so far this FY?

We hosted fewer programs in December due to holiday closings.

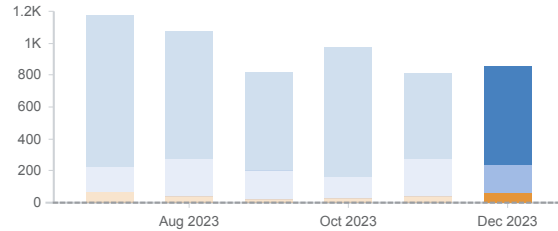


37

Metric Type in Dec 2023

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

Popular holiday programs caused an increase in attendance in December.

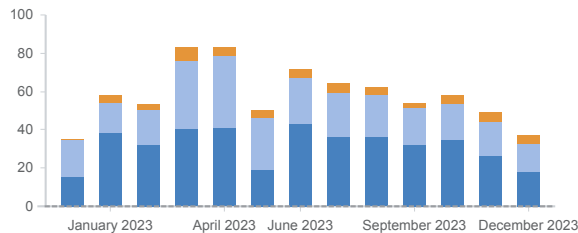


853

Metric Type in Dec 2023

Library Programs Held- Past 13 Months

We offered around the same number of programs as last December.

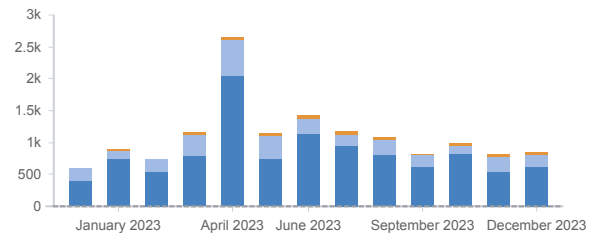


37

Metric Type in December 2023

Library Program Attendance - Past 13 Months

We had over a 40% increase in attendance from last December.



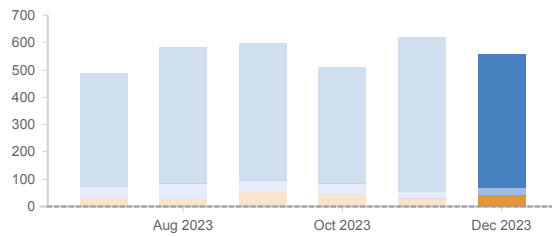
853

Metric Type in December 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

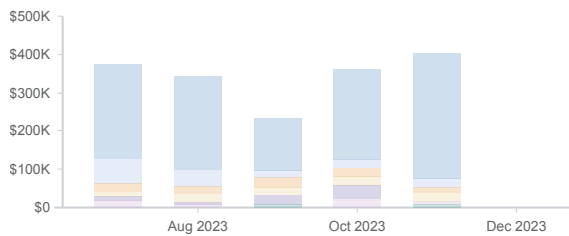


555

Metric Type in Dec 2023

Monthly Spending- this year

How much does the Library spend each month this FY?



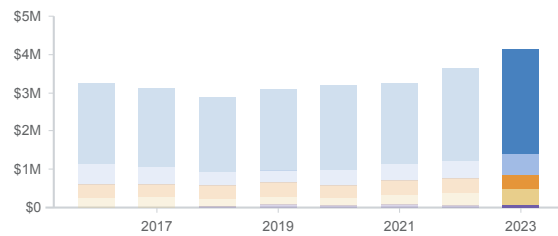
\$0.00

Expenses in Dec 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.q under the Consent Agenda as presented

- A.1.a Minutes from the November 14, 2023 Truth in Taxation Hearing
- A.1.b Minutes from the November 14, 2023 Board of Trustees Meeting
- A.1.c Minutes from the December 2, 2023 Strategic Planning Retreat
- A.1.d Check/Voucher Register for November 2023
- A.1.e Check/Voucher Register for December 2023
- A.1.f Monthly Financial Report for November 2023
- A.1.g Monthly Financial Report for December 2023
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2023
- A.1.i Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2023
- A.1.j Revenue Summary – All Funds Combined by Period for November and December 2023
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2023
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2023
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2023
- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2023
- A.1.o Expenditure Summary – All Funds Combined by Period for November and December 2023
- A.1.p Balance Sheet for November 2023
- A.1.q Balance Sheet for December 2023
- A.1.r Ehlers Investment Inventory for November and December 2023

A separate motion to approve each withheld item is needed prior to discussion and voting on that item.

RECOMMENDED MOTION (if needed):

Approve Item _____ as presented

Fox River Valley Public Library District
Truth in Taxation Hearing
November 14, 2023

Attachment to Exhibit A.1.a

MINUTES

The hearing was called to order by FRVPLD Board President Kristina Weber at 7:01 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, Deputy Director Heather Zabski, Sherry Kenney, Michael Lorenzetti, Keri Carroll, Sam Bunte, Heather, Ji, Sumitra Potharazu, John Sabala, Kirstin Finneran, Karen Werle

Public Comment

Weber inquired if there was anyone present wishing to comment on the proposed Levy Ordinance; there were no comments. Weber then called for a motion to *ADJOURN TO THE BOARD OF TRUSTEES MEETING*. Moved by Finn and seconded by Goyke, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 7:02 PM.

Christine L. Evans, Secretary

**Fox River Valley Public Library District
Board of Trustees Meeting
November 14, 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, Sherry Kenney, Michael Lorenzetti, Keri Carroll, Sam Bunte, Heather, Ji, Sumitra Potharazu, John Sabala, Kirstin Finneran, Karen Werle

Adjourn to Truth in Taxation Hearing

Weber called for a motion to *ADJOURN TO THE TRUTH IN TAXATION HEARING*. Moved by Dellamaria and seconded by Finn; Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried; meeting adjourned at 7:01 PM

Return to Regular Board of Trustees Meeting

The Board of Trustees meeting was reconvened by President Weber at 7:02 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, Deputy Director Heather Zabski, Sherry Kenney, Michael Lorenzetti, Keri Carroll, Sam Bunte, Heather, Ji, Sumitra Potharazu, John Sabala, Kirstin Finneran, Karen Werle

Public Comment

Weber inquired if there were any individuals wishing to address the Board. There were no comments.

President's Report

Weber noted with the adoption of the Levy Ordinance this evening, all statutory requirements for 2023 have been fulfilled by the Board. She inquired if Trustees felt there were other pressing issues still remaining, or

whether Trustees felt a December meeting was not necessary. Consensus was to cancel the December regular meeting. Trustees' next regular meeting will be on January 16, 2024.

Director's Report

Per Capita Grant Requirement

Deputy Director Heather Zabski will send Trustees a short presentation to view in order to fulfill a requirement for the Per Capita Grant.

Executive Director Dodson noted Corner 68 will soon re-open; providing a third meeting space. She noted the upcoming Strategic Planning Retreat on December 2.

Department Reports and Dashboard

Dodson inquired if there were any questions or comments on the Department Reports or Dashboard; there were none.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the October 17, 2023 Decennial Committee Meeting
- A.1.b Minutes from the 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

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 Goyke and seconded by Dellamaria, item opened for discussion. There were no questions; Weber called for a roll call vote.

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

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2023-12 Tax Levy

Weber called for a motion to *ADOPT ORDINANCE 2023-12 LEVYING TAXES IN THE AMOUNT OF \$4,544,142 FOR FISCAL YEAR 2023-2024 AS PRESENTED*. Moved by Finn and seconded by Goyke, item opened for discussion. Zabski noted the levy matches the estimate of funds needed presented in October. 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 Ordinance 2023-13 Library Holiday Closings for 2024

Weber called for a motion to *ADOPT ORDINANCE 2023-13 LIBRARY DISTRICT HOLIDAY CLOSINGS FOR 2024 AS PRESENTED*. Moved by Goyke and seconded by Wisniewski, item opened for discussion. Executive Director Dodson explained the holidays remain the same as in 2023. 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 Compensation and Leaves Policy Update

Weber called for a motion to *ADOPT THE COMPENSATION AND LEAVES POLICY UPDATE AS PRESENTED*. Moved by Wisniewski and seconded by Finn, item opened for discussion. Dodson noted a recent new statute mandates paid time for all workers. Non-benefitted staff will earn 1 hour of paid time off for every 40 hours worked. There were some additional updates to the current leave policy as noted to Trustees. There was no further discussion, Weber called for a roll call vote.

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

Exhibit C.4 Treasurer's Report

Weber called for a motion to *APPROVE THE ANNUAL TREASURER'S REPORT*. Moved by Goyke and seconded by Wisniewski, item opened for discussion. Deputy Director Zabski explained the report lists all monies received and all expenses paid over the aggregate amount of \$2500.00 during the fiscal year. It further groups salaries in increments of approximately \$25,000. 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.5 Accept Annual Comprehensive Financial Report (ACFR)

Weber called for a motion to *ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR 2022 - 2023*. Moved by Dellamaria and seconded by Goyke, item opened for discussion.

Exhibit C.6 Per Capita Grant Application - discussion

Weber noted there was no motion necessary, item then opened for discussion. Zabski noted the per capita grant application requires submission in order to receive funding from the state of Illinois. There were no questions.

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 Finn, action is not expected upon return to open session.

Meeting adjourned at 7:31 PM by unanimous voice vote.

Return to Open Session

Weber called the regular meeting back to order at 7:40 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; Facilities Manager Michael Lorenzetti

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

Meeting adjourned at 7:43 PM.

Christine L. Evans, Secretary

**Fox River Valley Public Library District
Strategic Planning Retreat
December 2, 2023**

MINUTES

The retreat was called to order by President Kristina Weber at 9:01 A.M. 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	Paula Lauer (arrived 9:05 A.M.)
	Trustee	Dan Wisniewski (arrived 9:20 A.M.)

Members absent:	Trustee	Matt Goyke
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Others present:	Executive Director Amy Dodson, Deputy Director Heather Zabski, Leslie Perez, Kirstin Finneran, John Sabala, Brittany Berger, June Cavaretta, Erin Sikorski, Lisa Knapp, Heather Ji, Wally Fester, Jennifer G. Maniscalco, Martina Mathisen, Jasmin Munoz, Sumitra Potharazu, Keri Carroll, Drew Glassford, Samantha Bunte, Rob Cullin, Janet Nelson, Svetha Hetzler.
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Public Comment

There were no comments.

President Weber introduced Janet Nelson from ReThinking Libraries; Director Dodson thanked everyone for attending.

I. Purpose of the Retreat; Agenda Review; Introductions

Nelson ran through the day's events, reviewing the engagement sessions already completed. Rob Cullin of ReThinking Libraries spoke to the data and how it will fit together. Svetha Hetzler, Director of Sun Prairie Public Library, was on hand to help with questions. Attendees will decide on three to five issues to focus on in the future. Everyone briefly introduced themselves.

II. Library Values

Participants discussed valued behaviors that dovetail with a defined mission/reason for existence, and a vision for future accomplishments. Nelson referenced the current FRVPLD Culture Statement as containing desirable values. Participants were provided with several values typical of libraries.

III. Findings Review and Shareable Insights

The District is made up of several communities which create a barrier to commonality. Patron visits, computer use, checkouts, and adult and teen programs are below average; children's programs, youth checkouts and digital use are above average. Current facilities are undersized. Retaining quality staff is a concern, and significant investment in the facility is needed.

IV. Small Group Ideation; Brainstorming

Awareness in the community is considered paramount. FRVPLD receives positive feedback from current library users; there was discussion on why non-users are disengaged or uninterested, and what the

library could do to create a compelling reason for them to feel connected. Building issues also require attention. With a river splitting the District, both sides must be equally considered.

V. Values Voting

Attendees prioritized several value concepts from which those that capture FRVPLDs values to aspire to will be selected. Emphasis was on customer service and community partnerships, along with being welcoming, fiscally responsible, data-driven, and relevant.

VI. Values Result; Mission & Vision

Draft values results will be presented to the Board in January. FRVPLD competes with other libraries in the area; the mission statement must be short and compelling to set the District apart from the competition and draw patrons to services that can be accessed through their library. Further, it should be used as a guide for staff to measure the Library's undertakings against. There was discussion on whether 'equity' should replace 'for all' in the current statement. While 'equity' was considered important to ensure consideration for grants, there was also support for the term 'for all' being sufficient. There was some agreement for conveying the Library enriches lives as well as one, unified community. Encompassing several communities geographically into one District requires achieving a commonality amongst all. A District name change may be considered.

VII. Strategic Initiative; Ideas Voting

Attendees selected several ideas for incorporation into FRVPLDs mission statement, a draft version will be provided to the Library in January and discussed at a future Board meeting.

VIII. Plan Format Preferences

Cullin presented different format options for the upcoming Strategic Plan draft. The plan is geared to staff but suitable for sharing with the public. There was preference for strong strategy, guidance and direction.

IX. Strategic Initiatives; Ideas Results

Executive Director Dodson noted a broad, yet simple document containing 3 or 4 focus areas is desired. Sustained improvement is considered preferable to progress measurements. Library strengths, weaknesses, opportunities, and threats were discussed. Building updates are critical.

X. Next Steps; Wrap-up

A draft plan will be submitted to Dodson and the Board for review. Once final, ReThinking Libraries will work with Administration to draft the first 12 month plan.

Adjournment

Dodson thanked attendees for their time and participation, along with the ReThinking Libraries staff for their efforts. Weber thanked all guests for providing valuable feedback for Fox River Valley Public Library District as it seeks to restructure its strategic plan for the future. There being no further business to conduct, Weber called for a motion to *ADJOURN*. Moved by Dellamaria and seconded by Wisniewski, motion approved by unanimous voice vote.

Retreat adjourned at 3:31 PM.

Christine L. Evans, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - Check Voucher Register
 10100 - BANK ACCOUNTS
 From 11/1/2023 Through 11/30/2023

Vendor Name	Check Number	Effective Date	Check Amount
Groot, Inc	11525156T107	11/22/2023	130.82
SYNCB/AMAZON	Amazon ACH 11/2...	11/30/2023	3,980.94
Paylocity Payroll	DD11/2023 Paylo...	11/3/2023	306.28
Paylocity Payroll	DD11/2023 Paylo...	11/17/2023	732.09
Office of the Secretary of State of Illinois	SSLT Fee Oct In N...	11/1/2023	46.25
Comcast	STMT202311Com...	11/21/2023	984.15
Comcast	STMT202311DL-C...	11/21/2023	336.89
Comcast	STMT202311RO-C...	11/21/2023	227.54
TSYS Merchant Solutions-Omaha	TSYS Fees Oct In ...	11/1/2023	321.18
Office of the Secretary of State of Illinois	TSYS November A...	11/30/2023	2,355.00
Office of the Secretary of State of Illinois	TSYS November A...	11/30/2023	151.00
Office of the Secretary of State of Illinois	TSYS Withdrawal ...	11/1/2023	604.00
Accurate Office Supply Co.	44713	11/14/2023	82.85
Ziegler's Ace Hardware	44714	11/14/2023	228.93
Alliance Entertainment	44715	11/14/2023	727.17
America's Flooring Store, LLC	44716	11/14/2023	5,783.00
AT&T	44717	11/14/2023	209.40
AT & T Mobility	44718	11/14/2023	111.26
Brown Industries, Inc	44719	11/14/2023	103.00
ComEd	44720	11/14/2023	3,930.94
Danza Mexicana Macehualiztli	44721	11/14/2023	400.00
Demco, Inc.	44722	11/14/2023	74.89
Fox Valley Fire and Safety	44723	11/14/2023	130.05
Garveys Office Products	44724	11/14/2023	3,081.76
Government Finance Officers Association	44725	11/14/2023	460.00
GovConnection, Inc	44726	11/14/2023	1,118.00
Hall Pass	44727	11/14/2023	6.00
INGRAM Library Services	44730	11/14/2023	9,478.83
Interstate Roof Systems Consultants, Inc	44731	11/14/2023	3,751.25
KONE, INC	44732	11/14/2023	322.40
Lauterbach & Amen, LLP	44733	11/14/2023	2,000.00
Midwest Tape Exchange, Inc.	44734	11/14/2023	3,295.42
Multisystem Management Company	44735	11/14/2023	4,930.00
Nicor Gas	44736	11/14/2023	177.80
Paddock Publications, Inc.	44737	11/14/2023	257.60
ReThinking Libraries	44738	11/14/2023	4,633.91
Robbins Schwartz	44739	11/14/2023	1,163.75
School Specialty LLC	44740	11/14/2023	101.91
Sebert Landscaping Inc.	44741	11/14/2023	551.00
Shaw Media	44742	11/14/2023	500.00
Today's Classroom LLC	44743	11/14/2023	5,058.00
Cardmember Service	44744	11/14/2023	7,035.76
Wellness Insurance Network	44745	11/14/2023	<u>18,683.68</u>
	Total 10100 - BANK ACCOUNTS		88,564.70
Report Total			<u><u>88,564.70</u></u>

Fox River Valley Public Library District
Check/Voucher Register - Check Voucher Register
10100 - BANK ACCOUNTS
From 12/1/2023 Through 12/31/2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
Groot, Inc	11652794T107	12/18/2023	123.36
Alliance Entertainment	44746	12/19/2023	6,186.26
Apple, Inc	44747	12/19/2023	2,875.98
AT&T	44748	12/19/2023	209.40
AT & T Mobility	44749	12/19/2023	111.90
Baker & Taylor	44750	12/19/2023	544.50
Bibliotheca, LLC	44751	12/19/2023	1,440.39
BookPage	44752	12/19/2023	402.00
Brodart Co.	44753	12/19/2023	36.90
CDS Office Technologies	44754	12/19/2023	638.13
ComEd	44755	12/19/2023	3,725.55
Demco, Inc.	44756	12/19/2023	53.84
Elgin Sheet Metal Company	44757	12/19/2023	5,050.00
Employee Benefits Corporation	44758	12/19/2023	275.00
First Metropolitan Translation Services	44759	12/19/2023	106.60
Garveys Office Products	44760	12/19/2023	934.61
GovConnection, Inc	44761	12/19/2023	4,469.56
Hagg Press	44762	12/19/2023	6,968.00
INGRAM Library Services	44766	12/19/2023	12,561.11
Kathryn Eli Roberts	44767	12/19/2023	750.00
KnowBe4, Inc	44768	12/19/2023	1,190.00
KONE, INC	44769	12/19/2023	322.40
Libraries First	44770	12/19/2023	650.00
Midwest Tape Exchange, Inc.	44771	12/19/2023	8,584.47
Mobile Beacon	44772	12/19/2023	4,680.00
Multisystem Management Company	44773	12/19/2023	3,480.00
Nicor Gas	44774	12/19/2023	438.44
Paddock Publications, Inc.	44775	12/19/2023	55.50
RAILS	44776	12/19/2023	685.00
ReThinking Libraries	44777	12/19/2023	8,392.10
Peregrine,Stime,Newman,Ritzman & B...	44778	12/19/2023	675.00
Rotary Club of Carpentersville - Morning	44779	12/19/2023	190.00
Value Line Publishing LLC	44780	12/19/2023	5,800.00
Village of East Dundee	44781	12/19/2023	523.64
Cardmember Service	44782	12/19/2023	2,650.25
W.T. Cox Subscriptions, Inc.	44783	12/19/2023	35.25
Wellness Insurance Network	44784	12/19/2023	18,683.68
Winter Services LLC	44785	12/19/2023	1,439.00
Illinois Municipal Retirement	DD12/01/2023-IM...	12/1/2023	19,949.33
Paylocity Payroll	DD12/2023 Paylo...	12/1/2023	309.52
Paylocity Payroll	DD12/2023 Paylo...	12/15/2023	312.76
Paylocity Payroll	DD12/2023 Paylo...	12/29/2023	763.65
Illinois Municipal Retirement	DD12/29/2023-IM...	12/29/2023	28,511.07
Office of the Secretary of State of Illinois	December LP ACH...	12/31/2023	3,265.00
ePay	Epay Fees Nov In ...	12/1/2023	97.20
Office of the Secretary of State of Illinois	LP Withdrawal No...	12/1/2023	1,070.00
Office of the Secretary of State of Illinois	SSLT Fee Nov In ...	12/1/2023	30.00
Comcast	STMT202312Com...	12/22/2023	984.15
Comcast	STMT202312DL-C...	12/22/2023	336.89
Comcast	STMT202312RO-C...	12/22/2023	227.54
	Total 10100 - BANK ACCOUNTS		161,794.93
Report Total			161,794.93

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
 10 - GENERAL/CORPORATE
 From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	(2,558.17)	3,948,870.01	99.93%	3,951,428.00	2,557.99	0.06%
43020	PPRT	0.00	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	20,314.56	86,449.68	86.44%	100,000.00	13,550.32	13.55%
44011	MARKET VALUE ADJUSTMENT	1,344.69	1,344.69	0.00%	0.00	(1,344.69)	0.00%
45010	PER CAPITA GRANT	0.00	105,506.75	100.48%	105,000.00	(506.75)	(0.48)%
45020	OTHER GRANTS	2,234.19	4,468.38	22.34%	20,000.00	15,531.62	77.65%
46030	LOST & DAMAGED	384.98	1,757.76	50.22%	3,500.00	1,742.24	49.77%
46200	PRINT/COPY REVENUE	533.70	3,459.00	69.18%	5,000.00	1,541.00	30.82%
46250	LICENSE PLATE RENEWAL INCOME	3,756.00	30,769.00	47.33%	65,000.00	34,231.00	52.66%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.31	74.36	148.72%	50.00	(24.36)	(48.72)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	470.00	39.16%	1,200.00	730.00	60.83%
49010	MONETARY GIFT	1,411.63	1,541.63	0.00%	0.00	(1,541.63)	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)	14.05	76.35	76.35%	100.00	23.65	23.65%
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>27,529.94</u>	<u>4,235,353.73</u>	<u>95.87%</u>	<u>4,417,853.00</u>	<u>182,499.27</u>	<u>4.13%</u>
	Total Revenues	<u>27,529.94</u>	<u>4,235,353.73</u>	<u>95.87%</u>	<u>4,417,853.00</u>	<u>182,499.27</u>	<u>4.13%</u>

Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	16,459.76	82,132.60	33.52%	245,000.00	162,867.40	66.47%

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10 - GENERAL/CORPORATE
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		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
52121	IMRF	11,279.73	57,240.15	33.67%	170,000.00	112,759.85	66.32%
52122	REIMBURSED INS	94.00	470.00	39.16%	1,200.00	730.00	60.83%
52160	TUITION REIMB	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
52212	FICA/MEDICARE/SS-R	20,204.12	74,989.19	39.46%	190,000.00	115,010.81	60.53%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	21,993.00	21,993.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	57,754.85	199,294.22	40.92%	487,000.00	287,705.78	59.07%
40	PUBLIC RELATIONS						
52100	SALARIES	20,007.90	69,395.35	41.30%	168,000.00	98,604.65	58.69%
50	IT / NETWORK						
52100	SALARIES	15,177.47	52,462.04	41.96%	125,000.00	72,537.96	58.03%
60	PATS						
52100	SALARIES	15,107.18	56,520.54	38.71%	146,000.00	89,479.46	61.28%
90	FACILITIES						
52100	SALARIES	12,404.41	45,186.76	30.32%	149,000.00	103,813.24	69.67%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	55,395.74	207,076.54	42.50%	487,185.43	280,108.89	57.49%
20	YOUTH SERVICES						
52100	SALARIES	39,148.59	129,871.68	37.04%	350,554.38	220,682.70	62.95%
70	ACCOUNT SERVICES						
52100	SALARIES	38,441.98	134,535.96	41.39%	325,000.00	190,464.04	58.60%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	26,797.49	92,906.16	39.87%	233,000.00	140,093.84	60.12%
	Total PERSONNEL SERVICES/BENEFITS	328,273.22	1,202,081.19	38.67%	3,108,932.81	1,906,851.62	61.33%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	102.06	3,489.64	34.89%	10,000.00	6,510.36	65.10%
61500	DATABASES	5,800.00	38,128.78	84.15%	45,307.00	7,178.22	15.84%
61510	EBOOKS	669.68	42,079.35	71.62%	58,750.00	16,670.65	28.37%
61520	DOWNLOADABLE MEDIA	2,568.47	12,930.13	38.02%	34,000.00	21,069.87	61.97%
61540	HOTSPOTS	0.00	1,320.00	12.94%	10,200.00	8,880.00	87.05%
64100	PROC FEES BOOKS	389.07	2,125.80	53.14%	4,000.00	1,874.20	46.85%
64200	PROC FEES AV	394.66	1,865.33	23.31%	8,000.00	6,134.67	76.68%
64500	ONLINE ORDERING FEE	544.50	738.34	98.44%	750.00	11.66	1.55%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	0.00	0.00%	500.00	500.00	100.00%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
1	61200	PERIODICALS	0.00	954.95	47.50%	2,010.00	1,055.05	52.49%
		Dundee Library						
	00	DEPARTMENT-WIDE						
	61200	PERIODICALS	(423.00)	1,908.64	79.19%	2,410.00	501.36	20.80%
	61600	VIDEOGAMES	0.00	363.59	2.42%	15,000.00	14,636.41	97.57%
	10	ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	2,296.08	13,009.64	40.65%	32,000.00	18,990.36	59.34%
	61111	BOOKS LARGE TYPE	441.58	1,483.64	37.09%	4,000.00	2,516.36	62.90%
	61120	BOOKS NF	1,069.43	4,098.45	25.61%	16,000.00	11,901.55	74.38%
	61130	BOOKS SPANISH	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	61140	GRAPHIC NOVELS	333.26	1,527.68	38.19%	4,000.00	2,472.32	61.80%
	61330	AUDIOBOOKS	447.91	3,110.33	44.43%	7,000.00	3,889.67	55.56%
	61350	MUSIC	201.91	955.96	31.86%	3,000.00	2,044.04	68.13%
	61400	DVD	1,040.35	3,796.14	36.15%	10,500.00	6,703.86	63.84%
	61700	NONTRADITIONAL MATERIALS	195.74	326.63	6.53%	5,000.00	4,673.37	93.46%
	15	TEEN						
	61100	BOOKS	1,003.89	3,208.72	40.10%	8,000.00	4,791.28	59.89%
	61130	BOOKS SPANISH	220.25	397.23	15.88%	2,500.00	2,102.77	84.11%
	61330	AUDIOBOOKS	345.94	345.94	34.59%	1,000.00	654.06	65.40%
	20	YOUTH SERVICES						
	61100	BOOKS	2,708.32	15,001.42	33.33%	45,000.00	29,998.58	66.66%
	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	86.96	1,282.65	51.30%	2,500.00	1,217.35	48.69%
	61700	NONTRADITIONAL MATERIALS	503.45	810.80	20.27%	4,000.00	3,189.20	79.73%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	61200	PERIODICALS	0.00	1,369.53	97.12%	1,410.00	40.47	2.87%
	61600	VIDEOGAMES	0.00	363.58	5.19%	7,000.00	6,636.42	94.80%
	10	ADULT & TEEN SERVICES						
	61110	BOOKS FICTION	755.04	4,067.70	40.67%	10,000.00	5,932.30	59.32%
	61120	BOOKS NF	178.69	1,016.75	33.89%	3,000.00	1,983.25	66.10%
	61400	DVD	550.40	2,010.75	30.93%	6,500.00	4,489.25	69.06%
	15	TEEN						
	61100	BOOKS	398.19	1,100.57	36.68%	3,000.00	1,899.43	63.31%
	61330	AUDIOBOOKS	0.00	0.00	0.00%	250.00	250.00	100.00%
	20	YOUTH SERVICES						
	61100	BOOKS	591.54	5,564.98	39.74%	14,000.00	8,435.02	60.25%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
	61130	0.00	230.93	15.39%	1,500.00	1,269.07	84.60%	
	61400	62.97	496.24	19.84%	2,500.00	2,003.76	80.15%	
	61700	0.00	265.00	26.50%	1,000.00	735.00	73.50%	
		Total LIBRARY MATERIALS	23,477.34	175,794.90	43.99%	399,587.00	223,792.10	56.01%
51		LIBRARY OPERATIONS						
0		District Wide						
00		DEPARTMENT-WIDE						
	52123	0.00	0.00	0.00%	8,000.00	8,000.00	100.00%	
	52124	0.00	(8,390.18)	(83.90)%	10,000.00	18,390.18	183.90%	
	52130	434.32	997.56	19.95%	5,000.00	4,002.44	80.04%	
	52140	0.00	435.70	14.52%	3,000.00	2,564.30	85.47%	
		EDUCATION						
	52150	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%	
	52170	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%	
	70800	37.15	976.50	32.55%	3,000.00	2,023.50	67.45%	
	70900	868.81	4,000.64	30.77%	13,000.00	8,999.36	69.22%	
	73215	638.13	3,523.25	40.03%	8,800.00	5,276.75	59.96%	
	73225	3,075.44	17,431.20	36.93%	47,200.00	29,768.80	63.06%	
	73240	0.00	375.00	25.00%	1,500.00	1,125.00	75.00%	
	73241	313.10	775.40	38.77%	2,000.00	1,224.60	61.23%	
	73242	0.00	1,892.75	29.11%	6,500.00	4,607.25	70.88%	
	73245	6.00	30.00	15.00%	200.00	170.00	85.00%	
		FEES						
	73250	97.20	1,429.25	35.73%	4,000.00	2,570.75	64.26%	
	73255	0.00	1,360.96	22.68%	6,000.00	4,639.04	77.31%	
	73260	19.99	39.98	7.99%	500.00	460.02	92.00%	
		FORWARDING						
	73280	0.00	101.72	20.34%	500.00	398.28	79.65%	
	73281	0.00	0.00	0.00%	100.00	100.00	100.00%	
	73282	3,576.00	29,440.00	46.00%	64,000.00	34,560.00	54.00%	
		STATE REIMBURSEMENT						
	73283	30.00	251.25	41.87%	600.00	348.75	58.12%	
		FEES						
	73290	185.40	599.06	119.81%	500.00	(99.06)	(19.81)%	
	76500	0.00	173.50	69.40%	250.00	76.50	30.60%	
	79990	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%	
10		ADULT & TEEN SERVICES						
	70900	0.00	159.91	7.99%	2,000.00	1,840.09	92.00%	
30		PUBLIC SERVICE						

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70900	SUPPLIES	402.00	1,630.67	21.96%	7,425.00	5,794.33	78.03%
90	FACILITIES						
70900	SUPPLIES	559.61	3,083.78	30.83%	10,000.00	6,916.22	69.16%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73520	PLANT OPERATION	1,678.93	3,544.46	17.72%	20,000.00	16,455.54	82.27%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73505	RENT EXPENSE	5,407.50	27,037.50	41.59%	65,000.00	37,962.50	58.40%
	Total LIBRARY OPERATIONS	17,329.58	90,899.86	30.29%	300,075.00	209,175.14	69.71%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	5,700.00	49.56%	11,500.00	5,800.00	50.43%
70900	SUPPLIES	1,914.10	4,194.12	59.91%	7,000.00	2,805.88	40.08%
73010	NEWSLETTER	0.00	6,968.00	24.19%	28,800.00	21,832.00	75.80%
73020	OUTSIDE PRINTING	0.00	500.44	33.36%	1,500.00	999.56	66.63%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	1,914.10	17,362.56	35.43%	49,000.00	31,637.44	64.57%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	44.99	44.99	2.24%	2,000.00	1,955.01	97.75%
73150	PERFORMERS	685.00	685.00	17.12%	4,000.00	3,315.00	82.87%
73151	SUMMER READING	0.00	985.37	5.79%	17,000.00	16,014.63	94.20%
73152	WINTER READING	155.24	2,983.74	99.45%	3,000.00	16.26	0.54%
73153	MISC READING CHALLENGES	0.00	182.99	12.19%	1,500.00	1,317.01	87.80%
73155	LICENSING	0.00	0.00	0.00%	1,700.00	1,700.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	326.10	2,820.39	47.00%	6,000.00	3,179.61	52.99%
73150	PERFORMERS	0.00	1,125.00	56.25%	2,000.00	875.00	43.75%
15	TEEN						
70900	SUPPLIES	115.64	367.23	14.68%	2,500.00	2,132.77	85.31%
20	YOUTH SERVICES						
70900	SUPPLIES	440.91	3,981.87	30.62%	13,000.00	9,018.13	69.37%
73150	PERFORMERS	400.00	400.00	10.00%	4,000.00	3,600.00	90.00%
2	Randall Oaks						

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80	RANDALL OAKS						
70900	SUPPLIES	240.56	1,514.55	75.72%	2,000.00	485.45	24.27%
	Total GENERAL PROGRAMMING	2,408.44	15,091.13	25.71%	58,700.00	43,608.87	74.29%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	136.96	1,224.94	5.06%	24,175.00	22,950.06	94.93%
73320	CCS SHARED COST	0.00	29,637.46	49.39%	60,000.00	30,362.54	50.60%
73340	SOFTWARE	97.67	3,190.32	14.56%	21,905.00	18,714.68	85.43%
73350	INTERNET LINES	209.40	1,047.00	41.59%	2,517.00	1,470.00	58.40%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	261.89	1,299.10	31.96%	4,064.00	2,764.90	68.03%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	227.54	1,135.96	40.11%	2,832.00	1,696.04	59.88%
	Total COMPUTER	933.46	37,534.78	32.50%	115,493.00	77,958.22	67.50%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,038.37	5,672.12	37.81%	15,000.00	9,327.88	62.18%
73410	LEGAL FEES	1,163.75	3,675.00	36.75%	10,000.00	6,325.00	63.25%
73420	AUDIT EXPENSE	2,460.00	9,340.00	87.28%	10,700.00	1,360.00	12.71%
73430	OTHER PROF FEES	4,633.91	13,822.27	27.64%	50,000.00	36,177.73	72.35%
	Total PROFESSIONAL FEES	9,296.03	32,509.39	37.93%	85,700.00	53,190.61	62.07%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
52150	CONFERENCES	0.00	1,308.53	87.23%	1,500.00	191.47	12.76%
73230	TRANSPORTATION REIMBURSEMENT	138.93	713.12	28.52%	2,500.00	1,786.88	71.47%
	Total TRANSPORTATION	138.93	2,021.65	50.54%	4,000.00	1,978.35	49.46%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	9,457.75	94.24%	10,035.00	577.25	5.75%
73310	CATALOGING - COMPUTER SERVICE	0.00	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%

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10 - GENERAL/CORPORATE
From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
	73640	FUEL	83.09	530.58	26.52%	2,000.00	1,469.42	73.47%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	7,967.31	37.22%	21,405.00	13,437.69	62.77%
	73500	BUILDING REPAIRS AND MAINTENANCE	0.00	15,229.22	50.76%	30,000.00	14,770.78	49.23%
	73530	EQUIPMENT MAINT	130.05	130.05	6.50%	2,000.00	1,869.95	93.49%
	73540	CONTRACTS: BUILDING MAINTENANCE	3,804.22	23,031.60	27.41%	84,000.00	60,968.40	72.58%
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	5,360.00	63.05%	8,500.00	3,140.00	36.94%
		Total MAINTENANCE	4,697.36	72,040.17	39.75%	181,215.00	109,174.83	60.25%
65		UTILITIES						
	0	District Wide						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	111.26	554.11	35.29%	1,570.00	1,015.89	64.70%
1		Dundee Library						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	968.32	4,584.94	34.31%	13,360.00	8,775.06	65.68%
	73610	ELECTRICITY	3,725.55	20,483.38	43.58%	47,000.00	26,516.62	56.41%
	73620	WATER AND SEWER	0.00	1,454.84	36.37%	4,000.00	2,545.16	63.62%
	73630	GAS	177.80	609.38	10.15%	6,000.00	5,390.62	89.84%
2		Randall Oaks						
	00	DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	90.83	450.84	33.15%	1,360.00	909.16	66.85%
		Total UTILITIES	5,073.76	28,137.49	38.39%	73,290.00	45,152.51	61.61%
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	0.00	1,592.33	26.53%	6,000.00	4,407.67	73.46%
	73300	COMPUTER EQUIPMENT	2,003.65	11,070.42	79.07%	14,000.00	2,929.58	20.92%
1		Dundee Library						
	10	ADULT & TEEN SERVICES						
	73270	FURNITURE & EQUIP	5,058.00	7,342.61	91.78%	8,000.00	657.39	8.21%
	20	YOUTH SERVICES						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2023 Through 11/30/2023

	Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
73270	FURNITURE & EQUIP	0.00	0.00	0.00%	7,000.00	7,000.00	100.00%
	Total CAPITAL EXPENSE	7,061.65	26,248.36	63.10%	41,600.00	15,351.64	36.90%
	Total Expenditures	400,603.87	1,699,721.48	38.48%	4,417,592.81	2,717,871.33	61.52%
	Net Increase(Decrease) in Fund Balance	<u>(373,073.93)</u>	<u>2,535,632.25</u>	<u>974,531.05%</u>	<u>260.19</u>	<u>(2,535,372.06)</u>	<u>(974,431.05)%</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 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	11,732.01	70,083.50	155.74%	45,000.00	(25,083.50)	(55.74)%
44011	MARKET VALUE ADJUSTMENT	4,411.59	1,982.14	0.00%	0.00	(1,982.14)	0.00%
	Total REVENUES	<u>16,143.60</u>	<u>72,065.64</u>	<u>160.15%</u>	<u>45,000.00</u>	<u>(27,065.64)</u>	<u>(60.15)%</u>
	Total Revenues	<u>16,143.60</u>	<u>72,065.64</u>	<u>160.15%</u>	<u>45,000.00</u>	<u>(27,065.64)</u>	<u>(60.15)%</u>
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	3,686.50	4,804.50	4.34%	110,500.00	105,695.50	95.65%
73340	SOFTWARE	0.00	4,000.00	8.88%	45,000.00	41,000.00	91.11%
	Total COMPUTER	<u>3,686.50</u>	<u>8,804.50</u>	<u>5.66%</u>	<u>155,500.00</u>	<u>146,695.50</u>	<u>94.34%</u>
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	17,172.00	0.92%	1,855,000.00	1,837,828.00	99.07%
	Total MAINTENANCE	<u>0.00</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>3,686.50</u>	<u>25,976.50</u>	<u>1.14%</u>	<u>2,276,572.00</u>	<u>2,250,595.50</u>	<u>98.86%</u>
	Net Increase(Decrease) in Fund Balance	<u>12,457.10</u>	<u>46,089.14</u>	<u>(2.06)%</u>	<u>(2,231,572.00)</u>	<u>(2,277,661.14)</u>	<u>102.06%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
80 - WORKING CASH
From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	389.84	3,053.16	76.32%	4,000.00	946.84	23.67%
44011	MARKET VALUE ADJUSTMENT	449.47	201.94	0.00%	0.00	(201.94)	0.00%
	Total REVENUES	<u>839.31</u>	<u>3,255.10</u>	<u>81.38%</u>	<u>4,000.00</u>	<u>744.90</u>	<u>18.62%</u>
	Total Revenues	<u>839.31</u>	<u>3,255.10</u>	<u>81.38%</u>	<u>4,000.00</u>	<u>744.90</u>	<u>18.62%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>839.31</u></u>	<u><u>3,255.10</u></u>	<u><u>81.37%</u></u>	<u><u>4,000.00</u></u>	<u><u>744.90</u></u>	<u><u>18.62%</u></u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
 90 - DONATION / GIFT
 From 11/1/2023 Through 11/30/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2324 Percent Used</u>	<u>Total Budget - FY2324 Working Budget</u>	<u>FY2324 \$ Remaining</u>	<u>FY2324 Percent Remaining</u>
Revenues						
00 REVENUES						
0 District Wide						
00 DEPARTMENT-WIDE						
44010 INT & DIV INCOME	641.58	5,024.71	83.74%	6,000.00	975.29	16.25%
44011 MARKET VALUE ADJUSTMENT	739.72	332.36	0.00%	0.00	(332.36)	0.00%
49010 MONETARY GIFT	<u>(150.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>100.00%</u>
Total REVENUES	<u>1,231.30</u>	<u>5,357.07</u>	<u>76.53%</u>	<u>7,000.00</u>	<u>1,642.93</u>	<u>23.47%</u>
Total Revenues	<u>1,231.30</u>	<u>5,357.07</u>	<u>76.53%</u>	<u>7,000.00</u>	<u>1,642.93</u>	<u>23.47%</u>
Net Increase(Decrease) in Fund Balance	<u><u>1,231.30</u></u>	<u><u>5,357.07</u></u>	<u><u>76.52%</u></u>	<u><u>7,000.00</u></u>	<u><u>1,642.93</u></u>	<u><u>23.47%</u></u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		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	3,948,870.01	99.93%	3,951,428.00	2,557.99	0.06%
43020	PPRT	6,536.15	57,102.27	37.81%	151,000.00	93,897.73	62.18%
43500	IMPACT FEES	0.00	0.00	0.00%	15,000.00	15,000.00	100.00%
44010	INT & DIV INCOME	21,558.09	108,007.77	108.00%	100,000.00	(8,007.77)	(8.00)%
44011	MARKET VALUE ADJUSTMENT	2,053.92	3,398.61	0.00%	0.00	(3,398.61)	0.00%
45010	PER CAPITA GRANT	0.00	105,506.75	100.48%	105,000.00	(506.75)	(0.48)%
45020	OTHER GRANTS	0.00	4,468.38	22.34%	20,000.00	15,531.62	77.65%
46030	LOST & DAMAGED	363.41	2,121.17	60.60%	3,500.00	1,378.83	39.39%
46200	PRINT/COPY REVENUE	555.60	4,014.60	80.29%	5,000.00	985.40	19.70%
46250	LICENSE PLATE RENEWAL INCOME	3,913.00	34,682.00	53.35%	65,000.00	30,318.00	46.64%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.04	74.40	148.80%	50.00	(24.40)	(48.80)%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	564.00	47.00%	1,200.00	636.00	53.00%
49010	MONETARY GIFT	13,300.13	14,841.76	0.00%	0.00	(14,841.76)	0.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	60.00	60.00	120.00%	50.00	(10.00)	(20.00)%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	9.00	85.35	85.35%	100.00	14.65	14.65%
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>48,443.34</u>	<u>4,283,797.07</u>	<u>96.97%</u>	<u>4,417,853.00</u>	<u>134,055.93</u>	<u>3.03%</u>
	Total Revenues	<u>48,443.34</u>	<u>4,283,797.07</u>	<u>96.97%</u>	<u>4,417,853.00</u>	<u>134,055.93</u>	<u>3.03%</u>
Expenditures							
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	16,184.76	98,317.36	40.12%	245,000.00	146,682.64	59.87%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
52121	IMRF	15,700.14	72,940.29	42.90%	170,000.00	97,059.71	57.09%
52122	REIMBURSED INS	94.00	564.00	47.00%	1,200.00	636.00	53.00%
52160	TUITION REIMB	957.59	957.59	9.57%	10,000.00	9,042.41	90.42%
52212	FICA/MEDICARE/SS-R	13,619.02	88,608.21	46.63%	190,000.00	101,391.79	53.36%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	21,993.00	21,993.00	100.00%
05	ADMINISTRATION						
52100	SALARIES	40,773.60	240,067.82	49.29%	487,000.00	246,932.18	50.70%
40	PUBLIC RELATIONS						
52100	SALARIES	14,096.47	83,491.82	49.69%	168,000.00	84,508.18	50.30%
50	IT / NETWORK						
52100	SALARIES	10,617.81	63,079.85	50.46%	125,000.00	61,920.15	49.53%
60	PATS						
52100	SALARIES	12,227.50	68,748.04	47.08%	146,000.00	77,251.96	52.91%
90	FACILITIES						
52100	SALARIES	10,003.89	55,190.65	37.04%	149,000.00	93,809.35	62.95%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	38,859.40	245,935.94	50.48%	487,185.43	241,249.49	49.51%
20	YOUTH SERVICES						
52100	SALARIES	27,644.34	157,516.02	44.93%	350,554.38	193,038.36	55.06%
70	ACCOUNT SERVICES						
52100	SALARIES	25,600.11	160,136.07	49.27%	325,000.00	164,863.93	50.72%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	18,655.20	111,561.36	47.88%	233,000.00	121,438.64	52.11%
	Total PERSONNEL SERVICES/BENEFITS	245,033.83	1,447,115.02	46.55%	3,108,932.81	1,661,817.79	53.45%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	1,565.09	5,054.73	50.54%	10,000.00	4,945.27	49.45%
61500	DATABASES	0.00	38,128.78	84.15%	45,307.00	7,178.22	15.84%
61510	EBOOKS	401.43	42,480.78	72.30%	58,750.00	16,269.22	27.69%
61520	DOWNLOADABLE MEDIA	2,512.52	15,442.65	45.41%	34,000.00	18,557.35	54.58%
61540	HOTSPOTS	4,680.00	6,000.00	58.82%	10,200.00	4,200.00	41.17%
64100	PROC FEES BOOKS	388.07	2,513.87	62.84%	4,000.00	1,486.13	37.15%
64200	PROC FEES AV	393.79	2,259.12	28.23%	8,000.00	5,740.88	71.76%
64500	ONLINE ORDERING FEE	0.00	738.34	98.44%	750.00	11.66	1.55%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	40.50	8.10%	500.00	459.50	91.90%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
1	61200	0.00	954.95	47.50%	2,010.00	1,055.05	52.49%
	Dundee Library						
	00						
	61200	247.60	2,156.24	89.47%	2,410.00	253.76	10.52%
	61600	3,552.34	3,915.93	26.10%	15,000.00	11,084.07	73.89%
	10						
	ADULT & TEEN SERVICES						
	61110	1,262.77	14,272.41	44.60%	32,000.00	17,727.59	55.39%
	61111	474.48	1,958.12	48.95%	4,000.00	2,041.88	51.04%
	61120	465.79	4,564.24	28.52%	16,000.00	11,435.76	71.47%
	61130	0.00	0.00	0.00%	4,500.00	4,500.00	100.00%
	61140	57.16	1,584.84	39.62%	4,000.00	2,415.16	60.37%
	61330	264.94	3,375.27	48.21%	7,000.00	3,624.73	51.78%
	61350	147.66	1,103.62	36.78%	3,000.00	1,896.38	63.21%
	61400	909.39	4,705.53	44.81%	10,500.00	5,794.47	55.18%
	61700	1.01	327.64	6.55%	5,000.00	4,672.36	93.44%
	15						
	TEEN						
	61100	323.28	3,532.00	44.15%	8,000.00	4,468.00	55.85%
	61130	0.00	397.23	15.88%	2,500.00	2,102.77	84.11%
	61330	44.99	390.93	39.09%	1,000.00	609.07	60.90%
	20						
	YOUTH SERVICES						
	61100	3,702.84	18,704.26	41.56%	45,000.00	26,295.74	58.43%
	61130	44.68	4,093.77	51.17%	8,000.00	3,906.23	48.82%
	61330	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
	61400	309.61	1,592.26	63.69%	2,500.00	907.74	36.30%
	61700	0.00	810.80	20.27%	4,000.00	3,189.20	79.73%
	2						
	Randall Oaks						
	00						
	DEPARTMENT-WIDE						
	61200	83.02	1,452.55	103.01%	1,410.00	(42.55)	(3.01)%
	61600	3,138.07	3,501.65	50.02%	7,000.00	3,498.35	49.97%
	10						
	ADULT & TEEN SERVICES						
	61110	585.04	4,652.74	46.52%	10,000.00	5,347.26	53.47%
	61120	98.61	1,115.36	37.17%	3,000.00	1,884.64	62.82%
	61400	324.61	2,335.36	35.92%	6,500.00	4,164.64	64.07%
	15						
	TEEN						
	61100	120.77	1,221.34	40.71%	3,000.00	1,778.66	59.28%
	61330	0.00	0.00	0.00%	250.00	250.00	100.00%
	20						
	YOUTH SERVICES						
	61100	1,208.28	6,773.26	48.38%	14,000.00	7,226.74	51.61%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

Table with columns: Month Activity, Year Activity, FY2324 Percent Used, Total Budget - FY2324 Working Budget, FY2324 \$ Remaining, FY2324 Percent Remaining. Rows include categories like BOOKS SPANISH, DVD, NONTRADITIONAL MATERIALS, LIBRARY OPERATIONS, DEPARTMENT-WIDE, WORKERS COMP, UNEMPLOYMENT INS, STAFF DEVELOPMENT, PROFESSIONAL EDUCATION, CONFERENCES, ALLSTAFF SPEAKER, POSTAGE, SUPPLIES, COPIER/PRINT EXPENSE, PUBLIC LIABILITY INS, BOARD EXPENSES, LEGAL NOTICES FEES, MEMBERSHIPS, BACKGROUND CHECK FEES, BANK CHARGES, INVESTMENT FEES, LOST & PAID FORWARDING, COST OF ITEMS SOLD, TAX EXPENSE, LICENSE PLATE SEC OF STATE REIMBURSEMENT, LICENSE PLATE S&SLT FEES, HOSPITALITY, CASH UNDER, CONTINGENT EXPENSES, ADULT & TEEN SERVICES, SUPPLIES, PUBLIC SERVICE.

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
70900	SUPPLIES	0.00	1,630.67	21.96%	7,425.00	5,794.33	78.03%
90	FACILITIES						
70900	SUPPLIES	672.46	3,756.24	37.56%	10,000.00	6,243.76	62.43%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73520	PLANT OPERATION	0.00	3,544.46	17.72%	20,000.00	16,455.54	82.27%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73505	RENT EXPENSE	5,407.50	32,445.00	49.91%	65,000.00	32,555.00	50.08%
	Total LIBRARY OPERATIONS	16,619.95	107,519.81	35.83%	300,075.00	192,555.19	64.17%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70800	POSTAGE	0.00	5,700.00	49.56%	11,500.00	5,800.00	50.43%
70900	SUPPLIES	156.59	4,350.71	62.15%	7,000.00	2,649.29	37.84%
73010	NEWSLETTER	6,968.00	13,936.00	48.38%	28,800.00	14,864.00	51.61%
73020	OUTSIDE PRINTING	0.00	500.44	33.36%	1,500.00	999.56	66.63%
73290	HOSPITALITY	0.00	0.00	0.00%	200.00	200.00	100.00%
	Total PUBLIC RELATIONS	7,124.59	24,487.15	49.97%	49,000.00	24,512.85	50.03%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	750.00	794.99	39.74%	2,000.00	1,205.01	60.25%
73150	PERFORMERS	0.00	685.00	17.12%	4,000.00	3,315.00	82.87%
73151	SUMMER READING	0.00	985.37	5.79%	17,000.00	16,014.63	94.20%
73152	WINTER READING	0.00	2,983.74	99.45%	3,000.00	16.26	0.54%
73153	MISC READING CHALLENGES	0.00	182.99	12.19%	1,500.00	1,317.01	87.80%
73155	LICENSING	650.00	650.00	38.23%	1,700.00	1,050.00	61.76%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	207.47	3,027.86	50.46%	6,000.00	2,972.14	49.53%
73150	PERFORMERS	0.00	1,125.00	56.25%	2,000.00	875.00	43.75%
15	TEEN						
70900	SUPPLIES	72.61	439.84	17.59%	2,500.00	2,060.16	82.40%
20	YOUTH SERVICES						
70900	SUPPLIES	839.40	4,821.27	37.08%	13,000.00	8,178.73	62.91%
73150	PERFORMERS	0.00	400.00	10.00%	4,000.00	3,600.00	90.00%
2	Randall Oaks						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
80	RANDALL OAKS						
70900	SUPPLIES	0.00	1,514.55	75.72%	2,000.00	485.45	24.27%
	Total GENERAL PROGRAMMING	2,519.48	17,610.61	30.00%	58,700.00	41,089.39	70.00%
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	0.00	1,224.94	5.06%	24,175.00	22,950.06	94.93%
73320	CCS SHARED COST	0.00	29,637.46	49.39%	60,000.00	30,362.54	50.60%
73340	SOFTWARE	90.00	3,280.32	14.97%	21,905.00	18,624.68	85.02%
73350	INTERNET LINES	209.40	1,256.40	49.91%	2,517.00	1,260.60	50.08%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	261.89	1,560.99	38.41%	4,064.00	2,503.01	61.58%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	227.54	1,363.50	48.14%	2,832.00	1,468.50	51.85%
	Total COMPUTER	788.83	38,323.61	33.18%	115,493.00	77,169.39	66.82%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,385.93	7,058.05	47.05%	15,000.00	7,941.95	52.94%
73410	LEGAL FEES	675.00	4,350.00	43.50%	10,000.00	5,650.00	56.50%
73420	AUDIT EXPENSE	0.00	9,340.00	87.28%	10,700.00	1,360.00	12.71%
73430	OTHER PROF FEES	8,392.10	22,214.37	44.42%	50,000.00	27,785.63	55.57%
	Total PROFESSIONAL FEES	10,453.03	42,962.42	50.13%	85,700.00	42,737.58	49.87%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
52150	CONFERENCES	0.00	1,308.53	87.23%	1,500.00	191.47	12.76%
73230	TRANSPORTATION REIMBURSEMENT	81.69	794.81	31.79%	2,500.00	1,705.19	68.20%
	Total TRANSPORTATION	81.69	2,103.34	52.58%	4,000.00	1,896.66	47.42%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	9,457.75	94.24%	10,035.00	577.25	5.75%
73310	CATALOGING - COMPUTER SERVICE	0.00	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%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining	
	73640	FUEL	90.64	621.22	31.06%	2,000.00	1,378.78	68.93%
	79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	1,000.00	1,000.00	100.00%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73301	COMPUTER MAINT	0.00	7,967.31	37.22%	21,405.00	13,437.69	62.77%
	73500	BUILDING REPAIRS AND MAINTENANCE	0.00	15,229.22	50.76%	30,000.00	14,770.78	49.23%
	73530	EQUIPMENT MAINT	0.00	130.05	6.50%	2,000.00	1,869.95	93.49%
	73540	CONTRACTS: BUILDING MAINTENANCE	11,022.76	34,054.36	40.54%	84,000.00	49,945.64	59.45%
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	6,040.00	71.05%	8,500.00	2,460.00	28.94%
		Total MAINTENANCE	11,793.40	83,833.57	46.26%	181,215.00	97,381.43	53.74%
65		UTILITIES						
0		District Wide						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	111.90	666.01	42.42%	1,570.00	903.99	57.57%
1		Dundee Library						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	968.32	5,553.26	41.56%	13,360.00	7,806.74	58.43%
	73610	ELECTRICITY	3,104.68	23,588.06	50.18%	47,000.00	23,411.94	49.81%
	73620	WATER AND SEWER	523.64	1,978.48	49.46%	4,000.00	2,021.52	50.53%
	73630	GAS	438.44	1,047.82	17.46%	6,000.00	4,952.18	82.53%
2		Randall Oaks						
00		DEPARTMENT-WIDE						
	73200	TELEPHONE & FAX	90.83	541.67	39.82%	1,360.00	818.33	60.17%
		Total UTILITIES	5,237.81	33,375.30	45.54%	73,290.00	39,914.70	54.46%
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	0.00	1,592.33	26.53%	6,000.00	4,407.67	73.46%
	73300	COMPUTER EQUIPMENT	4,469.56	15,539.98	110.99%	14,000.00	(1,539.98)	(10.99)%
1		Dundee Library						
10		ADULT & TEEN SERVICES						
	73270	FURNITURE & EQUIP	0.00	7,342.61	91.78%	8,000.00	657.39	8.21%
20		YOUTH SERVICES						

Fox River Valley Public Library District

Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report

10 - GENERAL/CORPORATE

From 12/1/2023 Through 12/31/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
73270	FURNITURE & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>100.00%</u>
	Total CAPITAL EXPENSE	<u>4,469.56</u>	<u>30,717.92</u>	<u>73.84%</u>	<u>41,600.00</u>	<u>10,882.08</u>	<u>26.16%</u>
	Total Expenditures	<u>331,715.91</u>	<u>2,031,477.89</u>	<u>45.99%</u>	<u>4,417,592.81</u>	<u>2,386,114.92</u>	<u>54.01%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>(283,272.57)</u></u>	<u><u>2,252,319.18</u></u>	<u><u>865,644.04%</u></u>	<u><u>260.19</u></u>	<u><u>(2,252,058.99)</u></u>	<u><u>(865,544.04)%</u></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 12/1/2023 Through 12/31/2023

		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	13,701.57	83,785.07	186.18%	45,000.00	(38,785.07)	(86.18)%
44011	MARKET VALUE ADJUSTMENT	6,738.36	8,720.50	0.00%	0.00	(8,720.50)	0.00%
	Total REVENUES	<u>20,439.93</u>	<u>92,505.57</u>	<u>205.57%</u>	<u>45,000.00</u>	<u>(47,505.57)</u>	<u>(105.57)%</u>
	Total Revenues	<u>20,439.93</u>	<u>92,505.57</u>	<u>205.57%</u>	<u>45,000.00</u>	<u>(47,505.57)</u>	<u>(105.57)%</u>
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	396.00	5,200.50	4.70%	110,500.00	105,299.50	95.29%
73340	SOFTWARE	7,700.00	11,700.00	26.00%	45,000.00	33,300.00	74.00%
	Total COMPUTER	<u>8,096.00</u>	<u>16,900.50</u>	<u>10.87%</u>	<u>155,500.00</u>	<u>138,599.50</u>	<u>89.13%</u>
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	17,172.00	0.92%	1,855,000.00	1,837,828.00	99.07%
	Total MAINTENANCE	<u>0.00</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>8,096.00</u>	<u>34,072.50</u>	<u>1.50%</u>	<u>2,276,572.00</u>	<u>2,242,499.50</u>	<u>98.50%</u>
	Net Increase(Decrease) in Fund Balance	<u>12,343.93</u>	<u>58,433.07</u>	<u>(2.61)%</u>	<u>(2,231,572.00)</u>	<u>(2,290,005.07)</u>	<u>102.61%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
 80 - WORKING CASH
 From 12/1/2023 Through 12/31/2023

		<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	395.26	3,448.42	86.21%	4,000.00	551.58	13.78%
44011	MARKET VALUE ADJUSTMENT	686.54	888.48	0.00%	0.00	(888.48)	0.00%
	Total REVENUES	<u>1,081.80</u>	<u>4,336.90</u>	<u>108.42%</u>	<u>4,000.00</u>	<u>(336.90)</u>	<u>(8.42)%</u>
	Total Revenues	<u>1,081.80</u>	<u>4,336.90</u>	<u>108.42%</u>	<u>4,000.00</u>	<u>(336.90)</u>	<u>(8.42)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,081.80</u></u>	<u><u>4,336.90</u></u>	<u><u>108.42%</u></u>	<u><u>4,000.00</u></u>	<u><u>(336.90)</u></u>	<u><u>(8.42)%</u></u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - MonFin FY2324 - Unposted Transactions Included In Report
 90 - DONATION / GIFT
 From 12/1/2023 Through 12/31/2023

		<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	650.49	5,675.20	94.58%	6,000.00	324.80	5.41%
44011	MARKET VALUE ADJUSTMENT	1,129.86	1,462.22	0.00%	0.00	(1,462.22)	0.00%
49010	MONETARY GIFT	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>100.00%</u>
	Total REVENUES	<u>1,780.35</u>	<u>7,137.42</u>	<u>101.96%</u>	<u>7,000.00</u>	<u>(137.42)</u>	<u>(1.96)%</u>
	Total Revenues	<u>1,780.35</u>	<u>7,137.42</u>	<u>101.96%</u>	<u>7,000.00</u>	<u>(137.42)</u>	<u>(1.96)%</u>
	Net Increase(Decrease) in Fund Balance	<u><u>1,780.35</u></u>	<u><u>7,137.42</u></u>	<u><u>101.96%</u></u>	<u><u>7,000.00</u></u>	<u><u>(137.42)</u></u>	<u><u>(1.96)%</u></u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2324
From 11/1/2023 Through 11/30/2023

	<u>Month Activity</u>	<u>Year Activity</u>	<u>FY2324 Percent Used</u>	<u>Total Budget - FY2324 Working Budget</u>	<u>FY2324 \$ Remaining</u>	<u>FY2324 Percent Remaining</u>	
Revenues							
43010	TAX LEVY	(2,558.17)	3,948,870.01	1.00	3,951,428.00	2,557.99	0.00
43020	PPRT	0.00	50,566.12	0.33	151,000.00	100,433.88	1.60
43500	IMPACT FEES	0.00	0.00	0.00	15,000.00	15,000.00	2.40
44010	INT & DIV INCOME	33,077.99	164,611.05	1.06	155,000.00	(9,611.05)	(0.15)
44011	MARKET VALUE ADJUSTMENT	6,945.47	3,861.13	0.00	0.00	(3,861.13)	0.00
45010	PER CAPITA GRANT	0.00	105,506.75	1.00	105,000.00	(506.75)	(0.00)
45020	OTHER GRANTS	2,234.19	4,468.38	0.22	20,000.00	15,531.62	1.86
46030	LOST & DAMAGED	384.98	1,757.76	0.50	3,500.00	1,742.24	1.19
46110	MEETING RM RENTAL	0.00	0.00	0.00	50.00	50.00	2.40
46200	PRINT/COPY REVENUE	533.70	3,459.00	0.69	5,000.00	1,541.00	0.74
46250	LICENSE PLATE RENEWAL INCOME	3,756.00	30,769.00	0.47	65,000.00	34,231.00	1.26
46300	TAXABLE SALES (USB, DVD, EARBUDS)	14.05	76.35	0.61	125.00	48.65	0.93
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00	500.00	500.00	2.40
46500	CASH OVER	0.31	74.36	1.49	50.00	(24.36)	(1.17)
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	470.00	0.39	1,200.00	730.00	1.46
49010	MONETARY GIFT	<u>1,261.63</u>	<u>1,541.63</u>	<u>1.54</u>	<u>1,000.00</u>	<u>(541.63)</u>	<u>(1.30)</u>
	Total Revenues	<u>45,744.15</u>	<u>4,316,031.54</u>	<u>0.96</u>	<u>4,473,853.00</u>	<u>157,821.46</u>	<u>0.04</u>
	Net Increase(Decrease) in Fund Balance	<u>45,744.15</u>	<u>4,316,031.54</u>	<u>0.96</u>	<u>4,473,853.00</u>	<u>157,821.46</u>	<u>0.04</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Budget v Actual Revenues FY2324
From 12/1/2023 Through 12/31/2023

	<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	3,948,870.01	1.00	3,951,428.00	2,557.99	0.00
43020	PPRT	6,536.15	57,102.27	0.38	151,000.00	93,897.73	1.24
43500	IMPACT FEES	0.00	0.00	0.00	15,000.00	15,000.00	2.00
44010	INT & DIV INCOME	36,305.41	200,916.46	1.30	155,000.00	(45,916.46)	(0.59)
44011	MARKET VALUE ADJUSTMENT	10,608.68	14,469.81	0.00	0.00	(14,469.81)	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	4,468.38	0.22	20,000.00	15,531.62	1.55
46030	LOST & DAMAGED	363.41	2,121.17	0.61	3,500.00	1,378.83	0.79
46110	MEETING RM RENTAL	60.00	60.00	1.20	50.00	(10.00)	(0.40)
46200	PRINT/COPY REVENUE	555.60	4,014.60	0.80	5,000.00	985.40	0.39
46250	LICENSE PLATE RENEWAL INCOME	3,913.00	34,682.00	0.53	65,000.00	30,318.00	0.93
46300	TAXABLE SALES (USB, DVD, EARBUDS)	9.00	85.35	0.68	125.00	39.65	0.63
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00	500.00	500.00	2.00
46500	CASH OVER	0.04	74.40	1.49	50.00	(24.40)	(0.98)
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	564.00	0.47	1,200.00	636.00	1.06
49010	MONETARY GIFT	<u>13,300.13</u>	<u>14,841.76</u>	<u>14.84</u>	<u>1,000.00</u>	<u>(13,841.76)</u>	<u>(27.68)</u>
	Total Revenues	<u>71,745.42</u>	<u>4,387,776.96</u>	<u>0.98</u>	<u>4,473,853.00</u>	<u>86,076.04</u>	<u>0.02</u>
	Net Increase(Decrease) in Fund Balance	<u>71,745.42</u>	<u>4,387,776.96</u>	<u>0.98</u>	<u>4,473,853.00</u>	<u>86,076.04</u>	<u>0.02</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	(2,558.17)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,948,870.01
PPRT	25,408.99	0.00	4,096.61	21,060.52	0.00	6,536.15	0.00	0.00	0.00	0.00	0.00	0.00	57,102.27
INT & DIV INCOME	29,231.59	35,321.22	33,799.72	33,180.53	33,077.99	36,305.41	0.00	0.00	0.00	0.00	0.00	0.00	200,916.46
MARKET VALUE ADJUSTMENT	830.66	(5,460.15)	(952.78)	2,497.93	6,945.47	10,608.68	0.00	0.00	0.00	0.00	0.00	0.00	14,469.81
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	2,234.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,468.38
LOST & DAMAGED	451.03	393.67	93.96	434.12	384.98	363.41	0.00	0.00	0.00	0.00	0.00	0.00	2,121.17
MEETING RM RENTAL	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
PRINT/COPY REVENUE	600.90	954.60	631.60	738.20	533.70	555.60	0.00	0.00	0.00	0.00	0.00	0.00	4,014.60
LICENSE PLATE RENEWAL INCOME	6,873.00	8,009.50	6,347.00	5,783.50	3,756.00	3,913.00	0.00	0.00	0.00	0.00	0.00	0.00	34,682.00
TAXABLE SALES (USB, DVD, EARBUDS)	24.50	14.00	9.00	14.80	14.05	9.00	0.00	0.00	0.00	0.00	0.00	0.00	85.35
CASH OVER	4.10	66.50	2.00	1.45	0.31	0.04	0.00	0.00	0.00	0.00	0.00	0.00	74.40
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	94.00	94.00	94.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	564.00
MONETARY GIFT	0.00	150.00	0.00	130.00	1,261.63	13,300.13	0.00	0.00	0.00	0.00	0.00	0.00	14,841.76
Total Revenues	<u>4,120,453.70</u>	<u>41,777.53</u>	<u>44,121.11</u>	<u>63,935.05</u>	<u>45,744.15</u>	<u>71,745.42</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>4,387,776.96</u>
Net Increase(Decrease) in Fund Balance	<u><u>4,120,453.70</u></u>	<u><u>41,777.53</u></u>	<u><u>44,121.11</u></u>	<u><u>63,935.05</u></u>	<u><u>45,744.15</u></u>	<u><u>71,745.42</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>4,387,776.96</u></u>

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2324
From 11/1/2023 Through 11/30/2023

	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	328,273.22	1,202,081.19	38.66%	3,108,932.81	1,906,851.62	61.33%
	Total Personnel Expenses	328,273.22	1,202,081.19	38.67%	3,108,932.81	1,906,851.62	61.33%
20	Library Materials						
20	LIBRARY MATERIALS	23,477.34	175,794.90	43.99%	399,587.00	223,792.10	56.00%
	Total Library Materials	23,477.34	175,794.90	43.99%	399,587.00	223,792.10	56.01%
50	Operating Expenses						
51	LIBRARY OPERATIONS	17,329.58	90,464.16	30.97%	292,075.00	201,610.84	69.02%
52	PUBLIC RELATIONS	1,730.08	17,178.54	35.05%	49,000.00	31,821.46	64.94%
53	GENERAL PROGRAMMING	2,408.44	15,091.13	25.70%	58,700.00	43,608.87	74.29%
54	COMPUTER	4,438.99	46,158.31	17.03%	270,993.00	224,834.69	82.96%
55	PROFESSIONAL FEES	9,296.03	32,509.39	37.93%	85,700.00	53,190.61	62.06%
	Total Operating Expenses	35,203.12	201,401.53	26.62%	756,468.00	555,066.47	73.38%
60	Building Expenses						
61	MAINTENANCE	4,697.36	89,212.17	4.38%	2,036,215.00	1,947,002.83	95.61%
65	UTILITIES	5,073.76	28,137.49	38.39%	73,290.00	45,152.51	61.60%
	Total Building Expenses	9,771.12	117,349.66	5.56%	2,109,505.00	1,992,155.34	94.44%
70	Capital Expense						
70	CAPITAL EXPENSE	7,061.65	26,248.36	8.53%	307,672.00	281,423.64	91.46%
	Total Capital Expense	7,061.65	26,248.36	8.53%	307,672.00	281,423.64	91.47%
	Total Expenditures	403,786.45	1,722,875.64	25.78%	6,682,164.81	4,959,289.17	74.22%
	Net Increase(Decrease) in Fund Balance	(403,786.45)	(1,722,875.64)	25.78%	(6,682,164.81)	(4,959,289.17)	74.21%

Fox River Valley Public Library District
Expenditure Summary - All Funds Combined - Budget V Actual Expenditures FY2324
From 12/1/2023 Through 12/31/2023

	Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 \$ Remaining	FY2324 Percent Remaining
Expenditures						
15	Personnel Expenses					
15	245,033.83	1,447,115.02	46.54%	3,108,932.81	1,661,817.79	53.45%
	SERVICES/BENEFITS					
	245,033.83	1,447,115.02	46.55%	3,108,932.81	1,661,817.79	53.45%
20	Library Materials					
20	27,593.74	203,429.14	50.90%	399,587.00	196,157.86	49.09%
	LIBRARY MATERIALS					
	27,593.74	203,429.14	50.91%	399,587.00	196,157.86	49.09%
50	Operating Expenses					
51	14,228.94	104,693.10	35.84%	292,075.00	187,381.90	64.15%
52	7,124.59	24,487.15	49.97%	49,000.00	24,512.85	50.02%
53	2,519.48	17,610.61	30.00%	58,700.00	41,089.39	69.99%
54	8,884.83	55,224.11	20.37%	270,993.00	215,768.89	79.62%
55	10,453.03	42,962.42	50.13%	85,700.00	42,737.58	49.86%
	PROFESSIONAL FEES					
	43,210.87	244,977.39	32.38%	756,468.00	511,490.61	67.62%
60	Building Expenses					
61	11,793.40	101,005.57	4.96%	2,036,215.00	1,935,209.43	95.03%
65	5,237.81	33,375.30	45.53%	73,290.00	39,914.70	54.46%
	UTILITIES					
	17,031.21	134,380.87	6.37%	2,109,505.00	1,975,124.13	93.63%
70	Capital Expense					
70	4,469.56	30,717.92	9.98%	307,672.00	276,954.08	90.01%
	CAPITAL EXPENSE					
	4,469.56	30,717.92	9.98%	307,672.00	276,954.08	90.02%
	Total Capital Expense					
	337,339.21	2,060,620.34	30.84%	6,682,164.81	4,621,544.47	69.16%
	Total Expenditures					
	(337,339.21)	(2,060,620.34)	30.83%	(6,682,164.81)	(4,621,544.47)	69.16%
	Net Increase(Decrease) in Fund Balance					

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2324
From 11/1/2023 Through 11/30/2023

		Month Activity	Year Activity	FY2324 Percent Used	Total Budget - FY2324 Working Budget	FY2324 Budget \$ Remaining	FY2324 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	168,489.42	637,690.85	37.22%	1,713,193.00	1,075,502.15	62.77%
20	Library Materials	10,468.44	103,632.32	59.72%	173,517.00	69,884.68	40.27%
50	Operating Expenses	26,104.05	158,175.47	24.90%	635,072.00	476,896.53	75.09%
60	Building Expenses	194.35	15,524.45	63.09%	24,605.00	9,080.55	36.90%
70	Capital Expense	2,003.65	18,905.75	6.45%	292,672.00	273,766.25	93.54%
	Total District Wide	207,259.91	933,928.84	32.90%	2,839,059.00	1,905,130.16	67.10%
1	Dundee Library						
15	Personnel Expenses	132,986.31	471,484.18	40.54%	1,162,739.81	691,255.63	59.45%
20	Library Materials	10,472.07	55,676.55	31.65%	175,910.00	120,233.45	68.34%
50	Operating Expenses	3,223.47	13,538.05	26.25%	51,564.00	38,025.95	73.74%
60	Building Expenses	8,805.94	90,662.72	4.39%	2,062,765.00	1,972,102.28	95.60%
70	Capital Expense	5,058.00	7,342.61	48.95%	15,000.00	7,657.39	51.04%
	Total Dundee Library	160,545.79	638,704.11	18.42%	3,467,978.81	2,829,274.70	81.58%
2	Randall Oaks						
15	Personnel Expenses	26,797.49	92,906.16	39.87%	233,000.00	140,093.84	60.12%
20	Library Materials	2,536.83	16,486.03	32.86%	50,160.00	33,673.97	67.13%
50	Operating Expenses	5,875.60	29,688.01	42.51%	69,832.00	40,143.99	57.48%
60	Building Expenses	770.83	11,162.49	50.42%	22,135.00	10,972.51	49.57%
	Total Randall Oaks	35,980.75	150,242.69	40.05%	375,127.00	224,884.31	59.95%
	Total Expenditures	403,786.45	1,722,875.64	25.78%	6,682,164.81	4,959,289.17	74.22%
	Net Increase(Decrease) in Fund Balance	(403,786.45)	(1,722,875.64)	25.78%	(6,682,164.81)	(4,959,289.17)	74.21%

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - Budget v Actual Expenses by Location FY2324
From 12/1/2023 Through 12/31/2023

		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	134,274.78	771,965.63	45.06%	1,713,193.00	941,227.37	54.93%
20	Library Materials	9,940.90	113,613.72	65.47%	173,517.00	59,903.28	34.52%
50	Operating Expenses	36,194.46	194,734.92	30.66%	635,072.00	440,337.08	69.33%
60	Building Expenses	202.54	15,726.99	63.91%	24,605.00	8,878.01	36.08%
70	Capital Expense	4,469.56	23,375.31	7.98%	292,672.00	269,296.69	92.01%
	Total District Wide	185,082.24	1,119,416.57	39.43%	2,839,059.00	1,719,642.43	60.57%
1	Dundee Library						
15	Personnel Expenses	92,103.85	563,588.03	48.47%	1,162,739.81	599,151.78	51.52%
20	Library Materials	11,808.54	67,485.09	38.36%	175,910.00	108,424.91	61.63%
50	Operating Expenses	1,381.37	14,919.42	28.93%	51,564.00	36,644.58	71.06%
60	Building Expenses	16,057.84	106,720.56	5.17%	2,062,765.00	1,956,044.44	94.82%
70	Capital Expense	0.00	7,342.61	48.95%	15,000.00	7,657.39	51.04%
	Total Dundee Library	121,351.60	760,055.71	21.92%	3,467,978.81	2,707,923.10	78.08%
2	Randall Oaks						
15	Personnel Expenses	18,655.20	111,561.36	47.88%	233,000.00	121,438.64	52.11%
20	Library Materials	5,844.30	22,330.33	44.51%	50,160.00	27,829.67	55.48%
50	Operating Expenses	5,635.04	35,323.05	50.58%	69,832.00	34,508.95	49.41%
60	Building Expenses	770.83	11,933.32	53.91%	22,135.00	10,201.68	46.08%
	Total Randall Oaks	30,905.37	181,148.06	48.29%	375,127.00	193,978.94	51.71%
	Total Expenditures	337,339.21	2,060,620.34	30.84%	6,682,164.81	4,621,544.47	69.16%
	Net Increase(Decrease) in Fund Balance	(337,339.21)	(2,060,620.34)	30.83%	(6,682,164.81)	(4,621,544.47)	69.16%

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	328,273.22	245,033.83	0.00	0.00	0.00	0.00	0.00	0.00	1,447,115.02
Library Materials													
LIBRARY MATERIALS	67,197.27	43,295.58	18,245.24	23,579.47	23,517.84	27,593.74	0.00	0.00	0.00	0.00	0.00	0.00	203,429.14
Operating Expenses													
LIBRARY OPERATIONS	19,571.52	21,387.27	12,397.10	19,778.69	17,329.58	14,228.94	0.00	0.00	0.00	0.00	0.00	0.00	104,693.10
PUBLIC RELATIONS	3,006.65	889.38	8,216.86	3,335.57	1,914.10	7,124.59	0.00	0.00	0.00	0.00	0.00	0.00	24,487.15
GENERAL PROGRAMMING	470.27	3,351.84	2,906.17	5,954.41	2,408.44	2,519.48	0.00	0.00	0.00	0.00	0.00	0.00	17,610.61
COMPUTER	19,721.55	3,227.09	1,662.91	17,107.77	4,619.96	8,884.83	1,000.00	0.00	0.00	0.00	0.00	0.00	56,224.11
PROFESSIONAL FEES	945.65	3,444.21	8,138.28	10,685.22	9,296.03	10,453.03	0.00	0.00	0.00	0.00	0.00	0.00	42,962.42
Building Expenses													
MAINTENANCE	15,053.11	7,356.25	23,151.07	38,954.38	4,697.36	11,793.40	0.00	0.00	0.00	0.00	0.00	0.00	101,005.57
UTILITIES	4,704.93	6,816.20	5,801.21	5,741.39	5,073.76	5,237.81	0.00	0.00	0.00	0.00	0.00	0.00	33,375.30
Capital Expense													
CAPITAL EXPENSE	678.00	8,499.23	6,307.56	3,701.92	7,061.65	4,469.56	0.00	0.00	0.00	0.00	0.00	0.00	30,717.92
Total Expenditures	<u>376,598.68</u>	<u>342,955.56</u>	<u>233,731.69</u>	<u>365,803.26</u>	<u>404,191.94</u>	<u>337,339.21</u>	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,061,620.34</u>
Net Increase(Decrease) in Fund Balance	<u>(376,598.68)</u>	<u>(342,955.56)</u>	<u>(233,731.69)</u>	<u>(365,803.26)</u>	<u>(404,191.94)</u>	<u>(337,339.21)</u>	<u>(1,000.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,061,620.34)</u>

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 11/30/2023

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,797,630.18
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>2,312,801.82</u>
	Total Checking Accounts	7,110,432.00
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	266.15
10902	Kiosk Cash	
10	GENERAL/CORPORATE	<u>112.50</u>
	Total Other Cash	378.65
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	498,511.00
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,635,481.37
80	WORKING CASH	166,630.23
90	DONATION / GIFT	<u>274,230.81</u>
	Total Investments	<u>2,574,853.41</u>
	Total Cash and Investments	9,685,664.06
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	10,815.00
13100	PREPAID INSURANCE	
10	GENERAL/CORPORATE	3,075.44
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	24,757.30
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>1,426.30</u>
	Total Other Assets	<u>40,074.04</u>
	Total Assets	<u><u>9,725,738.10</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	20,801.45
70	CAPITAL PROJECTS/SPECIAL RESERVE	2,875.98
20002	AP license Plate	
10	GENERAL/CORPORATE	1,070.00
20003	AP Other	
10	GENERAL/CORPORATE	127.20
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	31,588.57
22052	CREDIT CARD PAYABLE FINNERAN	
10	GENERAL/CORPORATE	184.02
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	412.99
22056	CREDIT CARD PAYABLE WERLE	
10	GENERAL/CORPORATE	478.23
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	64.12
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	51.17
22080	CREDIT CARD PAYABLE POWESIAK	
10	GENERAL/CORPORATE	25.98
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	180.97
22090	CREDIT CARD PAYABLE SHERRY KENNEY	
10	GENERAL /CORPORATE	40.93

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 11/30/2023

		Current Year
22092	CREDIT CARD PAYABLE DUNNE	
10	GENERAL/CORPORATE	138.65
22094	CREDIT CARD PAYABLE HERNANDEZ	
10	GENERAL/CORPORATE	440.91
22095	CREDIT CARD PAYABLE PEREZ	
10	GENERAL/CORPORATE	62.28
22200	I.M.R.F. /I.M.R.F. VOLUNTARY WITHHELD	
10	GENERAL/CORPORATE	4,257.31
22220	IMRF EXPENSE PAYABLE	
10	GENERAL/CORPORATE	19,949.33
22400	MEDICAL INSURANCE WITHHOLDING	
10	GENERAL/CORPORATE	1,101.40
22401	DENTAL INSURANCE WITHHOLDING	
10	GENERAL/CORPORATE	101.06
	Total Liabilities	83,952.55
	Fund Balance	
10	GENERAL/CORPORATE	5,255,484.86
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,945,407.21
80	WORKING CASH	166,630.23
90	DONATION / GIFT	274,230.81
	Total Fund Balance	9,641,753.11
	Total Liabilities and Fund Balance	9,725,705.66

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 12/31/2023

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	4,500,233.33
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>2,319,747.96</u>
	Total Checking Accounts	6,819,981.29
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	266.15
10902	Kiosk Cash	
10	GENERAL/CORPORATE	<u>109.70</u>
	Total Other Cash	375.85
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	501,747.41
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,646,099.18
80	WORKING CASH	167,712.03
90	DONATION / GIFT	<u>276,011.16</u>
	Total Investments	<u>2,591,569.78</u>
	Total Cash and Investments	9,411,926.92
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	5,407.50
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	26,343.35
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>1,164.50</u>
	Total Other Assets	<u>32,915.35</u>
	Total Assets	<u><u>9,444,842.27</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	9,665.38
70	CAPITAL PROJECTS/SPECIAL RESERVE	7,700.00
20002	AP license Plate	
10	GENERAL/CORPORATE	453.00
20003	AP Other	
10	GENERAL/CORPORATE	113.01
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	50,838.09
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	67.96
22062	CREDIT CARD PAYABLE PACINI	
10	GENERAL/CORPORATE	135.74
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	207.85
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	38.00
70	CAPITAL PROJECTS/SPECIAL RESERVE	396.00
22085	CREDIT CARD PAYABLE JI	
10	GENERAL/CORPORATE	185.76
22091	CREDIT CARD PAYABLE POTHARAZU	
10	GENERAL/CORPORATE	635.00
22093	CREDIT CARD PAYABLE MUNOZ	
10	GENERAL/CORPORATE	25.66
22094	CREDIT CARD PAYABLE HERNANDEZ	
10	GENERAL/CORPORATE	481.04
22500	STAFF REIMBURSEMENTS PAYABLE	

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 12/31/2023

		Current Year
10	GENERAL/CORPORATE	19.13
27700	DEFERRED OTHER	
10	GENERAL/CORPORATE	94.00
	Total Liabilities	71,055.62
	Fund Balance	
10	GENERAL/CORPORATE	4,972,171.79
70	CAPITAL PROJECTS/SPECIAL RESERVE	3,957,751.14
80	WORKING CASH	167,712.03
90	DONATION / GIFT	276,011.16
	Total Fund Balance	9,373,646.12
	Total Liabilities and Fund Balance	9,444,701.74

Month End Holdings - Settled Trades

Fox River Valley Public Library District - General Fund

US Dollar

12/31/2023

Quantity	Symbol	Security	Total Cost/		Market	%	Unrealized	Estimated
			Unit Cost	Price				
	CASH	CASH ACCOUNT	194,994.92		194,994.92	7.5		0.00
			0.00					
	DTPXX	Dreyfus Tsy Obligations (Sweep)	16,150.35		16,150.35	0.6		776.83
			0.00					
260,000	912797GN1	United States Treas Bills 0.000% Due 2/15/2024	253,046.59	99.36	258,334.53	10.0	5,287.94	0.00
179,000	02589ABL5	American Express Natl Bank Brok 1.600% Due 3/4/2024	178,925.50	99.35	177,844.44	6.9	-1,081.06	2,864.00
			99.96					
220,000	91282CCC3	United States Treasury Notes 0.250% Due 5/15/2024	209,825.00	98.20	216,046.88	8.3	6,221.88	550.00
			95.38					
247,000	39573LED6	Greenstate Cr Un North Liberty 5.500% Due 7/19/2024	246,985.30	100.17	247,422.38	9.5	437.08	13,585.00
			99.99					
200,000	00832KBL2	Affinity Fedl Credit Union 5.800% Due 9/26/2024	199,990.00	100.45	200,905.78	7.7	915.78	11,600.00
			100.00					
248,000	01664MAJ5	All In Fedl Credit Union Daleville AI 5.600% Due 11/29/2024	248,010.00	100.39	248,974.75	9.6	964.75	13,888.00
			100.00					
248,000	70087TAC9	Park View Fcu Harrisonburg VA 5.350% Due 2/18/2025	247,948.00	100.27	248,658.55	9.6	710.55	13,268.00
			99.98					
248,000	59161YBH8	Metro Cr Un Chelsea MA 5.650% Due 3/11/2025	247,972.80	100.65	249,623.83	9.6	1,651.03	14,012.00
			99.99					
200,000	749622BL9	Ria Fedl Credit Union 5.650% Due 4/4/2025	199,960.00	100.72	201,440.13	7.8	1,480.13	11,300.00
			99.98					
105,000	92838DAD8	Visions Fedl Credit Union Endwell NY 5.650% Due 9/29/2025	104,957.50	101.32	106,382.37	4.1	1,424.87	5,932.50
			99.96					
225,000	130162BB5	California Cr Un Glendale Cali 5.650% Due 10/27/2025	224,897.50	101.40	228,156.17	8.8	3,258.67	12,712.50
			99.95					
Total Portfolio			2,573,663.46		2,594,935.08	100.0	21,271.62	100,488.83

C.1 Ordinance 2024-01 Nonresident Cards

RECOMMENDED **MOTION**: I move to Adopt Ordinance 2024-01 Nonresident Cards.

BACKGROUND INFORMATION:

As a condition of regional library system membership, each public library board of trustees must annually review its nonresident fee policy and take formal action to decide whether to issue nonresident library cards during the next year. Subsequent notification to the regional library system is part of the annual membership certification process.

Although FRVPLD has no unserved adjacent areas, in order to accommodate our nonresident taxpayers and as a matter of good public relations, Administration recommends that the Board participate in the state's nonresident services program by passing the attached nonresident card ordinance.

ORDINANCE 2024-01

AN ORDINANCE ADOPTING A POLICY FOR NONRESIDENT CARDS

WHEREAS, the Fox River Valley Public Library District is a tax-supported public library (Library District) operating pursuant to the Public Library District Act, 75 ILCS 16/1-*et seq.* (the Act) for the benefit of its residents and tax payers; and

WHEREAS, residents of the Library District are eligible to receive a library card; and

WHEREAS, the Act provides that the Board of Library Trustees of the Library District may allow nonresidents to purchase a library card, i.e., the Act provides “The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district” (75 ILCS 16/30-55.60); and

WHEREAS, the Act provides “A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person’s principal residence” (75 ILCS 16/30-55.60); and

WHEREAS, given the proximity of the boundaries/service areas of nearby Public Libraries, there are no ‘nonresidents’, i.e., there are no persons in the vicinity of the Library District residing in areas without public library service; and

WHEREAS, the Illinois Administrative Code provides that the Board shall decide annually whether to issue nonresident library cards and, if so, the fee for such cards (23 IL ADC 3050); and

WHEREAS, given the lack of nonresidents under the circumstances described above, there is no need for the Library District to determine a fee for nonresidents; and

WHEREAS, there may be persons residing outside of Library District boundaries who own or lease taxable property within Library District boundaries; and

WHEREAS, an exception to charging a nonresident fee applies to “a nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.” (75 ILCS 16/30-55.60)

WHEREAS, the Library District wishes to provide library services in accordance with the Act to persons residing outside of Library District boundaries who own or lease taxable property within Library District boundaries.

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

Section 1. A nonresident who owns or leases taxable property in the Library District is entitled to receive a library card in accordance with the Act;

Section 2. This Ordinance is effective immediately.

PASSED by the Board of Library Trustees of the Fox River Valley Public Library District, Kane County, Illinois, on this 16th day of January 2024, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

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

ATTEST:

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

C.2 Public Comment Bylaws Update

RECOMMENDED MOTION: I move to approve the Public Comment Bylaws update as presented.

BACKGROUND INFORMATION:

Fox River Valley Public Library District desires to be inclusive to all who wish to comment at any open meeting of the Board of Trustees. With that in mind, Administration recommends minor updates to the existing Public Comment Bylaws.

01.07.07

Public Comment

~~Citizens~~Meeting Attendees, individually or as organized groups, desiring to address the Board may do so during the designated Public Comment portion of any open meeting. (5 ILCS 120/2.06(g))

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~~with their name, town, and organization (if applicable).

All attendees shall respect the rights of others to be heard. Failure to do so may result in removal from the meeting. Only one person may speak at a given time. Individuals may not assign their allotted time to another speaker. Each person or group is limited to ~~no more than~~ 5 minutes, with a total of no more than 30 minutes for all public comments. Speakers will be identified in the Minutes of the meeting.

Any person may record open session by tape, film or other means. Recording shall not interfere with another person's ability to see and hear the proceedings or cause a distraction. (5 ILCS 120/2.05)

The Board will not ~~enter into~~engage in two-way conversations with ~~members of the public~~meeting attendees. Trustees will take public comments under advisement. Trustees wishing to ask clarifying questions will be recognized by the president before speaking.

Public Comment revised March 9, 2015; updated February 20, 2018 Updated January 16, 2024

C.3 Security Cameras Policy update

RECOMMENDED **MOTION**: I move to approve the Security Camera Policy update as presented.

BACKGROUND INFORMATION:

Fox River Valley Public Library District reviewed the existing security camera policy and proposes an informative and comprehensive policy update. With that in mind, Administration recommends the existing Security Cameras Policy be replaced with the proposed policy shown below.

02.18.00 Security Cameras *(existing policy)*

~~Security cameras are limited to use in public spaces where patrons and/or staff have no reasonable expectation of privacy. The purpose of security cameras is to enhance the safety and security of library users and staff by: discouraging criminal activity, discouraging violations of the Library's Rules of Conduct, assisting library staff in preventing the occurrence of any violations, and when necessary, providing assistance to law enforcement in prosecuting criminal activity. The Library disclaims any liability for use of the video data in accordance with the terms of this policy.~~

Approved December 8, 2014

PROPOSED Security Cameras Policy, January 2024

The Library uses security cameras for the safety and security of Library users, staff and property. The security cameras provide real-time surveillance through a video management system. Security cameras are used to monitor library property, discourage violations of the Rules of Conduct, and discourage illegal behavior and activities. Cameras are positioned to monitor public areas (such as building entrances, common areas, service desks, parking lots) where patrons and/or staff have no reasonable expectation of privacy. Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

Security camera footage is protected under the same considerations of privacy and confidentiality as all other library records and will therefore be accorded the same level of protection provided to Library users by Illinois state law and the Library's policies. Security camera recordings shall be kept for approximately 30 days with the exception of appropriate images or portions of recorded data relating to specific incidents.

Access to live feeds and recorded footage is restricted to the Executive Director and Facilities Manager. Only the Executive Director can authorize access to the security camera system, including cameras, live feed, recordings, and still images taken from recordings. Exceptions may be made for incidental access, such as repairs, installations, or upgrades, or allowing entry for deliveries at the west entrance. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period. Any Library District employee who becomes aware of unauthorized access or disclosure of security camera footage shall immediately inform the Executive Director.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

Information and/or footage from security cameras may, in some situations, be provided to law enforcement or other parties in accordance with applicable federal, state and local law. The Executive Director will respond to all requests. The Library will cooperate with law enforcement officials and seek to protect the rights of patrons in accordance with the Illinois Library Confidentiality Act (75 ILCS 70/1).

Security cameras will not be used for the purpose of monitoring or evaluating staff performance.

Any violation of this Policy by Library employees may result in disciplinary action up to and including termination. Any unauthorized attempt to access or disclose recordings, or any other privacy breach involving the security camera system, by any library employee will result in disciplinary action up to and including termination.

Approved January 16, 2024

C.4 Minimum Wage Requirement – Update Salary Scale

RECOMMENDED **MOTION**: I move to approve the updated salary scale as presented.

BACKGROUND INFORMATION:

Our current salary scale lowest pay grade is \$14.00. As of January 1, 2025, the minimum wage in Illinois will be \$15.00 per hour. Since the minimum wage increase happens in the middle of our fiscal year, this salary scale establishes compliance with the new minimum wage standard in advance of the mandatory state deadline.

Attached are copies of the Board approved FY2324 salary scale, and the recommended FY2425 update. The 2-NE grade is increased by 7.1% to \$15.00 per hour. The 3-NE and 5-NE grades are currently empty positions on the scale. The remaining grades have not been changed, as they were increased significantly in the past two years.

FY2324 Salary Scale

Grade	Postions Included	Salary Range		FY2223 Salary Scale
		Bottom	Top	
20-E	Library Director			
Salaried				
13-E	Deputy Director	\$86,020	\$120,428	\$82,225
Salaried				
12-E	Manager III	\$78,200	\$109,480	\$74,750
Salaried				
11-E	Manager II	\$68,000	\$95,200	\$65,000
Salaried				
10-E	Manager I	\$61,000	\$85,400	\$60,000
Salaried				
9-NE	Librarian II	\$57,200.00	\$80,080.00	\$56,160.00
Hourly		\$27.50	\$38.50	\$27.00
8-NE	Librarian I	\$55,120.00	\$77,168.00	\$54,080.00
Hourly		\$26.50	\$37.10	\$26.00
7 - NE	Specialist / Supervisor	\$46,800.00	\$65,520.00	\$45,760.00
Hourly		\$22.50	\$31.50	\$22.00
6 - NE	Library Assistant	\$39,520.00	\$55,328.00	\$37,440.00
Hourly		\$19.00	\$26.60	\$18.00
5 - NE	Empty	\$35,360.00	\$49,504.00	\$33,280.00
Hourly		\$17.00	\$23.80	\$16.00
4 -NE	Clerk / Maintenance	\$35,360.00	\$49,504.00	\$33,280.00
Hourly		\$17.00	\$23.80	\$16.00
3 - NE	Custodian	\$31,200.00	\$43,680.00	\$29,120.00
Hourly		\$15.00	\$21.00	\$14.00
2 - NE	Shelver	\$29,120.00	\$40,768.00	\$27,040.00
Hourly		\$14.00	\$19.60	\$13.00

FY2425 Salary Scale

Grade	Postions Included	Salary Range		FY2324 Salary Scale
		Bottom	Top	
20-E	Library Director			
Salaried				
13-E	Deputy Director	\$86,020	\$120,428	\$86,020
Salaried				
12-E	Manager III	\$78,200	\$109,480	\$78,200
Salaried				
11-E	Manager II	\$68,000	\$95,200	\$68,000
Salaried				
10-E	Manager I	\$61,000	\$85,400	\$61,000
Salaried				
9-NE	Librarian II	\$57,200.00	\$80,080.00	\$57,200.00
Hourly		\$27.50	\$38.50	\$27.00
8-NE	Librarian I	\$55,120.00	\$77,168.00	\$55,120.00
Hourly		\$26.50	\$37.10	\$26.00
7 - NE	Specialist / Supervisor	\$46,800.00	\$65,520.00	\$46,800.00
Hourly		\$22.50	\$31.50	\$22.00
6 - NE	Library Assistant	\$39,520.00	\$55,328.00	\$39,520.00
Hourly		\$19.00	\$26.60	\$18.00
5 - NE	Empty	\$35,360.00	\$49,504.00	\$35,360.00
Hourly		\$17.00	\$23.80	\$16.00
4 -NE	Clerk / Maintenance	\$35,360.00	\$49,504.00	\$35,360.00
Hourly		\$17.00	\$23.80	\$16.00
3 - NE	Empty	\$31,200.00	\$43,680.00	\$31,200.00
Hourly		\$15.00	\$21.00	\$14.00
2 - NE	Shelver	\$31,200.00	\$43,680.00	\$27,040.00
Hourly		\$15.00	\$21.00	\$14.00

C.5 Landscape Maintenance Contract – Sebert Landscape Management

RECOMMENDED MOTION: Authorize the Director to enter a 3-year contract for basic lawn maintenance with Sebert Landscape Management at a 3-year cost not to exceed \$14,016.

BACKGROUND INFORMATION:

The Fox River Valley Public Library District (Dundee Library location) is due to have the landscape contract reviewed and ultimately renewed.

A request for proposal was sent out and the Facility Manager received six (6) quotes for the seasonal work to be done. In the proposal I asked if they would provide numbers for extending the contract for a three (3) year term and each replied positively. They are as follows:

	Monthly Visit/8 per yr.	Total Annually	3 Year Cost
Sebert Landscape Management	\$ 584.00	\$ 4,672.00	\$ 14,016.00
RYCO Landscaping	\$ 616.25	\$ 4,930.00	\$ 14,790.00
DIAZ Group LLC	\$ 673.13	\$ 5,385.00	\$ 16,155.00
Priority Landscape & Maintenance	\$ 694.64	\$ 5,517.14	\$ 16,551.42
Alvarez, Inc.	\$ 1,196.00	\$ 9,568.00	\$ 28,704.00
Mark 1 Landscape, Inc.	\$ 3,069.00	\$ 21,483.00	\$ 64,449.00

The lowest proposal submitted was from Sebert Landscape Management which was our previous landscape management contractor from 2021 to 2023. During the past 3 years Sebert has been very accommodating to work with and has provided exceptional service for the Dundee Library. A total of nine (9) companies made inquiries, and six (6) responded with quotes. Those that did not submit include:

- Langton Group
- Allied Solution Enterprise
- Milieu Design

In summary, the Facilities Manager would like to accept the proposal from Sebert Landscape Management for \$584.00 monthly / \$4672.00 annually for a three (3) year period April 2024 – November 2026 pending the Board’s approval and authorization. This proposal represents an increase of \$33.00 monthly and \$264.00 annually.