

Fox River Valley Public Library District Board of Trustees Meeting

December 17, 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

Call to Order – President Weber

Roll Call – Secretary Evans

Public Comment

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

President’s Report – President Weber

- Staff Morale Survey

Director’s Report—Interim Director Heather Zabski

- Department Reports
- Dashboard

Consent Agenda

- A.1.a Minutes from the November 19, 2024 Truth in Taxation Hearing
- A.1.b Minutes from the November 15, 2024 Board of Trustees Meeting
- A.1.c Check/Voucher Register for November 2024
- A.1.d Monthly Financial Report for November 2024
- 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 November 2024
- A.1.k Ehlers Investment Inventory for November 2024

Unfinished Business *None*

A. New Business

- Exhibit C.1 Per Capita Grant Application – Discussion only**
- Exhibit C.2 HR Temporary Services Agreement**

- Exhibit C.3 Architect Expenditures**
- Exhibit C.4 Review and Select Executive Director Search Proposals**

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

Executive Session None

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
Interim Director's Report**

November:

On November 14, I attended LIRA's Full Membership Renewal Meeting in Schaumburg. LIRA is the insurance collective that provides the library's property and worker's compensation coverage. This year renewal costs have increased by a total of 7.8%. Thankfully, the library budgeted for a higher increase than predicted in our budget. Tracy Lesiak from LIRA came out to do an annual lost control prevention visit on November 18. During the meeting we reviewed seasonal property protection for the fall and winter months, and the library was found to be compliant with LIRA's best practices.

After considerable consideration, we made the difficult decision to remove our Little Free Pantry. We do not receive sufficient donations to meet its demands. While community contributions have been generous, they often include expired items or non-food donations. Since its creation, we've seen an increase in patrons consuming inappropriate food items within the library. Although the pantry was a thoughtful and unique initiative, it has proven unsustainable and has created additional challenges for staff. The pantry will be removed on December 13. PR has created a flyer with local resources for people facing food insecurity.

The annual application for the Per Capita grant is approaching on January 31, 2025. This is an annual state grant that gives libraries funds based on the population size served. This year we received \$106,222.05 in funds from the state from the grant I applied for last December. I have filled out the application for the upcoming fiscal year, which is included in the board packet. After the December board meeting, I will submit the 2025 application to the State Library.

In December, we are once again acting as a drop off location for our community partners FISH Food pantry's gift drive. The bin for dropping off gifts was dropped off on Wednesday, November 27 and will remain in the library until December 11.

Goals for November

1. Meeting: Weekly Rotary meetings (11/13, 11/27) **done**
2. Meeting: Pre-agenda (11/5) **done**
3. Meeting: With Kristina (11/11) **done**
4. Meeting: with Paylocity Representative (11/13, 11/20) **done**
5. Meeting Weekly Management Team (11/12, 11/19) **done**
6. Meeting: LIRA full membership meeting (11/14) **done**
7. Meeting: Lauterbach & Amen (11/15) **done**
8. Meeting: LIRA loss control meeting (11/18) **done**
9. Meeting Bibliotheca (11/20) **done**
10. Meeting: Algonquin TIF (11/21) **done**
11. Meeting: PuzzleHR (11/25) **done**
12. Task: Payroll (11/12, 11/25) **done**
13. Task: Prepare financial reports, department reports and monthly dashboard for Board packet (11/13) **done**
14. Task: Check run (11/19) **done**
15. Task: Levy (11/13) **done**
16. Task: Compile Annual Treasurer's Report (11/13) **done**
17. Task: Reconcile bank balances and work with business specialist (daily) **ongoing**
18. Task: Update Employee Handbook (asap) **done- but table of contents needs updating**
19. Training: All staff meeting (11/22) **done**

Goals for December:

1. Meeting: Weekly Rotary Meetings (12/4, 12/11, 12/18)
2. Meeting: Pre-Agenda (12/5) **done**
3. Meeting with Paylocity Representative (12/6, 12/13)
4. Meeting: Weekly Management Team (12/3, 12/10,12/17)
5. Meeting: Engberg Andersen (12/9,12/23)
6. Meeting: Board Committee (12/18)
7. Task: Interview and hire new YS Librarian (12/2-12/5) **done**

8. Task: Payroll (12/9, 12/23)
9. Task: Publish W2W Schedule (12/2, 12/26)
10. Task: Prepare financial reports, exhibits, department reports and monthly dashboard for Board packet (12/12)
11. Task: Check run (12/17)
12. Task: Fill out Per Capita Grant (12/13) **done**
13. Task: Submit Per Capita Grant (1/31)
14. Task: Annual Comptroller's Report (12/31) **done**
15. Task: Add Salary Scale to Website (12/31)
16. Task: Remove Little Free Pantry (12/13)
17. Training: Post-Staff-Engagement Survey: Analyzing Data and Action Planning Webinar(12/16)

December 2024 Department Reports Fox River Valley Public Library District

Randall Oaks: Brittany Berger

Randall Oaks toggled between busy and slow throughout November due to a combination of well attended programs and people being busy with the start of the holidays. The main theme of the month was Dinovember, and we gave out 145 dinosaur crafts and 182 prizes to kids who found all eight dinosaurs hidden in the library. 177 fossils were added to this month's interactive board. And lastly there was a thanksgiving themed voting station that featured pumpkin pie vs. apple pie (pumpkin won!). There was a significant increase in board game use this month, with 28 families enjoying games like Battleship and Candyland.



There were 10 programs at Randall Oaks this month and total attendance was 251. Storytimes continue to be a big draw, often with 35+ attendees. Librarian Rachel Dunne continued her Sewing Studio series with Squishmallow inspired animals on November 5. Likewise, Library Assistant Lisa Knapp did another round of International Foodies on the 13th, this time with snacks from South Africa. Rachel hosted one adult program this month, Keep Calm and Embroider On which was attended by 13 enthusiastic patrons. Lisa's T-Rexplorers on the 20th was the most popular program this month, with a crowd of 40 patrons who participated in fun paleontology experiments.



The Park District completed spackling, sanding, and painting the walls throughout the library this month. I was able to finish installing the first round of signs designed by PR, and the remainder of the signs are in the works so I estimate the project will be completed by the end of January. One other way we've been keeping our space tidy is by shelf reading. RO staff completed the first round of this project in November, and the future upkeep will happen bi-monthly. This was a great way to organize our shelves and gave us the chance to look for items that had gone missing.

Adult and Teen Services: Sam Bunte

November was a quieter month overall as we get closer to winter hibernation. We did have great numbers in our Beanstack Reading Challenge again, very similar to the October blockbuster. We encouraged participants to read something cozy to immerse themselves in autumnal vibes. We had 136 registrants and 75 completions. These last couple of small, focused reading challenges have really taken off and have required us to expand the number of prize books available due to so many people engaging!

Library Assistants Kayla Lawrence and Jasmin Munoz hosted a Mystery Craft Night on November 20. They used materials left from previous crafting programs and came up with 5 fun autumn and winter projects patrons got to choose from once they arrived (hence the “mystery”). It created some really unique pieces and was a great way to make use of items already purchased that were sitting in storage.



Library Assistant Stephanie Carreno recently joined a networking group of called HOLA (Hispanic Outreach Library Association) and attended her first meeting at Gail Borden Library. She learned a lot about what other libraries in the region are doing for their Spanish speaking communities and shared some great ideas we're working on implementing. We look forward to learning more from other libraries and sharing our success stories with them, as well.

Library Specialist Erica Acevedo hosted the penultimate Harry Potter trivia focusing all on book 6. This long-running trivia series was something Erica inherited from a former YS staff member, and she has done a fantastic job running with it and keeping patrons coming back every couple of months for the next book. With the darker content in book 6 (and based on the book cover), she transformed the Meeting Room with an eerie green haze.



Librarian Marisol Bribiescas introduced a new Crochet and Knit Club just before Thanksgiving. This club meeting gave people an opportunity to come in and work on whatever project they have going at the moment and simply chat and be social with other crafters. 5 attendees showed up, which was a great start to a new club, particularly one meeting on a weekday morning. We look forward to seeing this grow. Librarian Danielle Pacini and YS Library Assistant Lizbeth Hernandez attended the Dundee Middle School Career Fair. They brought books, craft samples, bookmarks, and library pencils to display at the table. They had a great response from many students over the course of the day and got to answer

a lot of questions about their respective professions. We have had a presence at the Career Fair for a number of years now and it's always a good time, especially with the potential to get young people interested in pursuing library careers!

Account Services: Keri Carroll



Patron visits to both locations saw an increase at both branches versus November 2023 with the visits per hour jumping three patrons over October 2024. November saw quite a few closures due to holidays and staff training, making this early winter bump a nice change of pace from previous years. Both locations continue to crank out meaningful, enjoyable programs that are bringing patrons to the building even as the weather cools down.

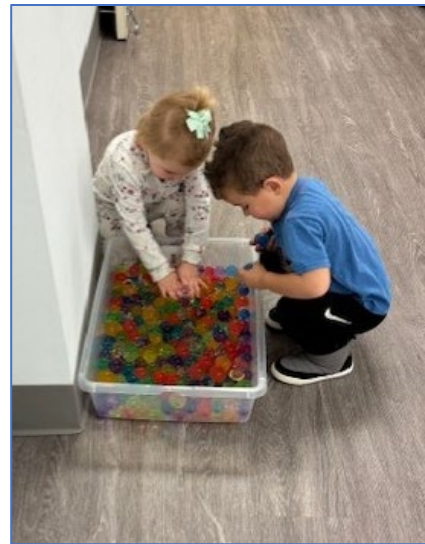
Items circulated remained consistent when compared to previous Novembers with home deliveries taking a noticeable drop. (Patrons were coming here instead!) License plate renewals increased by nine over November 2023; the library received the 2026 license plate stickers at the end of the month, equipping us to start another year of this valuable service for our community.

Delivery driver Jack Gallaway bid farewell to the library in November to pursue new endeavors. Jack was one of the original staff members who volunteered to run deliveries while the libraries were closed during COVID and continued providing this service when it was made a permanent addition. Jack's willingness to step up amidst the uncertainty, initially balancing desk duties in addition to driving, will never not be appreciated. He was a tremendous asset to the library and became a recognized face and name for our regular delivery patrons. For the time being, Account Services Manager Keri Carroll will take over the twice weekly home deliveries for our patrons as options are investigated.

Youth Services: Heather Ji

Youth Services was busy in November with weekly storytimes and the ongoing monthly programs that our patrons love, and we also had some new programs and seasonal events that I want to highlight.

Erin created another new program called All Things Goey that brought in thirty-five people on a Monday night, which is a great turnout for an evening preschool program. Preschoolers had a great time playing with Cloud dough, Rainbow mud, different types of slime, and Orbees. Parents appreciated the mess staying at the library!



Jessica Nelson's Book Nook craft was made by painting the inside of a box, glueing moss, a fairy door, pebbles, and mushrooms inside of it, and then finishing it off with fairy lights. It looked so cute that parents stayed with their kids to make their own Book Nooks. Parents also participated in Jessica's Homeschool Hangout, where this month's theme was space, and the project was constellation jar lamps.



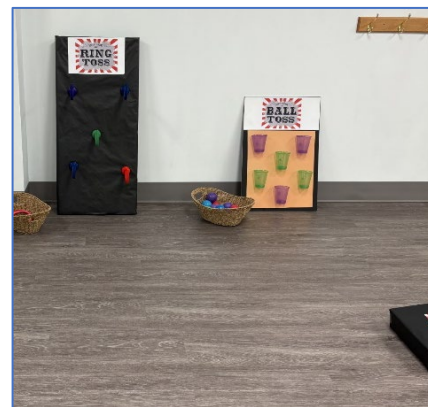
Kids expressed their creativity and saw how tall they have grown while making Life-Sized Scarecrows in Amairani Lopez's program. Caregivers handled the tracing while kids did the decorating.



This year Thank-O-Rama was hosted during the Fall School Break by Jessica Nelson and Amairani Lopez. Forty-five people attended and had fun making crafts and snacks at different stations around the room. Families made turkey snacks, which were plastic food gloves filled with colorful goldfish in the fingers and popcorn in the rest of the hand, turkey hand puppets, pumpkin pie crafts, and a keepsake wooden handprint plaque.



Erin Sikorski and I set up a Thanksgiving Drop-In Play program on the day before Thanksgiving and had thirty-eight people attend. Kids could choose to run off some energy in the obstacle course or have fun with carnival style games.



Danielle Bartelt is now hosting LEGO Club, where kids can either make their own creations or try our challenge theme, which for November was to make a turkey. Photographs of the creations are shared after the program.



In addition to storytimes at Dundee Park District locations, the Jerri Hoffmann Center, and Luna Park Daycare, outreach events this month included the DMS Career Fair and the D300 Early Childhood Resource Fair. Lizbeth Hernandez attended the Career Fair with Danielle Pacini and represented the library on her own at the Family Resource Fair.



Facilities: Michael Lorenzetti

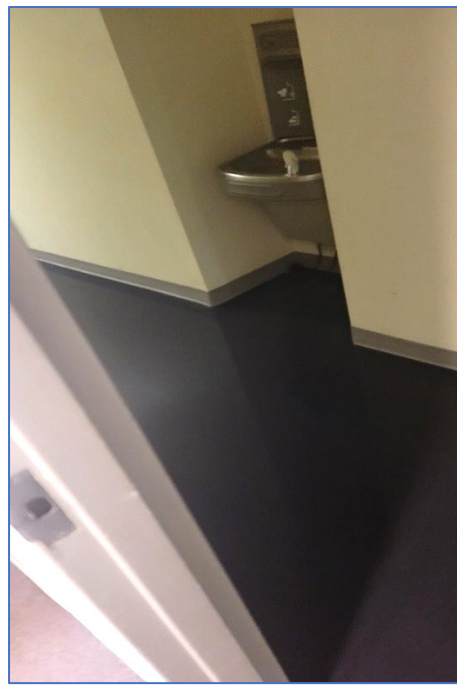
Roof Update – Continuous inspections are routinely being done and this time of year with the wind and leaves it is very important. With the leaves gone, ice forms in areas around the drains and needs to be broken up. During the frozen winter months, the roof is less likely to leak.

Elevator – On a monthly basis, facilities are contacting KONE regarding low hydraulic fluid. When it is low and doesn't refill itself the elevator shudders and sounds like it is grinding, it's really trying to prime itself with hydraulic fluid. These visits are covered with the monthly service fee. In 2024, KONE was contacted in March, June, September, October, and November for this reason.

Carpet/Painting – On November 11th while the library was closed, facilities were on hand to do carpet cleaning and painting.

LIRA was onsite for a visit on November 18th.

Lower-Level Water Fountain – the water tank on the lower-level water fountain sprung a leak and had to be replaced. The cleaning company saw the issue and contacted me immediately. Water removal, the water line was shut off and had the floor fans running most of the day to dry the area out.



Attended our annual Thanksgiving All Staff on November 22nd.

The library van went in for preventive maintenance service on Nov. 27th and was picked up on Nov. 30th.

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

Savings : We had another month of over \$1,500 in savings, and the reports of other managers showed a number of items which helped get to that figure (re: elevator replacement battery purchase, and Walmart grant).

CCS adding more libraries: When our consortium added a few new libraries recently there ends up to be thousands of duplicate records. Not all of these can be merged automatically through backend configurations so CCS then looks for libraries who are willing to help. We then look through a record set of duplicate records, and see if they are truly the same record. Most of the time the new libraries holdings can be merged to the record that a majority of our other CCS libraries are using. I have volunteered to assist with this, and thus far have done over 300 DVD record merges, and will also be doing a book record set of a few hundred items.

Audiobook vendor: The ATS Manager has worked with a vendor which is new to us so that we can get a higher discount on audiobooks. I'm starting to work with them so that I can download records and order information from their site into our Polaris acquisitions module.

IT/ Network: John Sabala

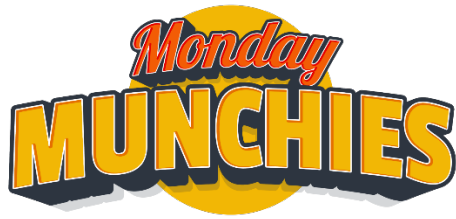
Large Meeting Room Audio and Video Improvements

Several Improvements were completed in the Large Meeting Room at the East Dundee library. The meeting room is now fitted with a ceiling mounted video projector and a new wall screen. The projector can project 4K images at 3500 Lumens. The images are now clearly visible even when the ceiling lights are active. Additional features:

- Audio Bluetooth Connection - Allows any BT capable device to play sound through system.
- HDMI Connection – Use an HDMI cable to connect external device to wall socket. The setup time is 5 minutes or less.
- Built Internet Browser and Fire TV – Access content from the internet through a Browser App on the projector.

Additionally, a sound system was installed in the ceiling. There are eight speakers which provide high quality sound throughout the meeting room. The new AV system was a joint department team project with Facilities and was completed without interfering with any library programming events.

Public Relations and Outreach: Corinne Vargas



From November 18 to December 30, PR is celebrating *Monday Munchies* on our social media platforms. Each week, a recipe from recipe books available for borrowing is highlighted with an original video created by the PR team (a PR team member can be seen cooking or baking a highlighted holiday recipe), helping bring holiday cheer and inspiring festive cooking to the community.



On November 19, the PR manager issued a press release titled "*Celebrate the Season with Holiday Events at Fox River Valley Library,*" showcasing the library's upcoming December events.

On November 26, the IT team and PR manager met with the Clarivate Library Software Group to explore their options for a new library app. IT and PR estimate that once a company is selected, the project will take approximately two to three months to develop and launch. We plan to meet with two additional companies to assess their app capabilities before making a final decision.

On December 4, the PR Manager participated in the State of Illinois Grant Training hosted by the Department of Commerce (DCEO's) Office of Accountability. The training focused on pre-qualification requirements for state grantees. Pre-qualification ensures that all necessary registrations are completed, and the grantee is in good standing to conduct business with the State of Illinois.

On December 13, the PR department announced the closure of the Little Free Pantry via social media and a poster displayed at its former location. If you or someone you know is experiencing food insecurity, we encourage you to reach out to a local food pantry or community resource for assistance. Please refer to the informational flyer, which includes details about six area food pantries, to share with those in need. Below are the social media post images highlighted with the announcement.

Little Free Pantry at Fox River Valley Library Update

Little Free Pantry at Fox River Valley Library Update

The Little Free Pantry at the Library is now closed. Unfortunately, it has been increasingly difficult to keep the pantry stocked, as area food pantries are also facing high demand and limited surplus.

If you or someone you know is experiencing food insecurity, we encourage you to contact a local food pantry or community resource for support. Thank you for understanding as we continue to explore ways to support our community.



D300 Food Pantry

100 Cleveland Ave, Carpentersville, IL 60110
(847) 783-7030 | d300foodpantry.org

FISH Food Pantry

150 Jf Kennedy Dr, Carpentersville, IL 60110
(847) 428-4357 | fish-food-pantry.org

Food for Greater Elgin

1553 Commerce Dr, Elgin, IL 60123
(847) 931-9330 | foodforgreaterelgin.org

All People's Interfaith Pantry

256 E Chicago St, Elgin, IL 60120
(847) 741-2329 | fcc-elgin.org

South Elgin Food Pantry

400 W Spring St, South Elgin, IL 60177
(847) 931-0563 | southelginumc.org

Salvation Army

316 Douglas Ave, Elgin, IL 60120
(847) 741-2304
centralusa.salvationarmy.org



It's beginning to look a lot like springtime! The holiday season is upon us, but the PR team is already planning for spring! Production for the spring newsletter kicks off on December 18.

Social Media Report

November 2024

Social Media Followers

Facebook ▲	2,976	Oct. 2,973
Instagram ▲	901	Oct. 894
X/Twitter ▼	761	Oct. 775
LinkedIn	114	Oct. 114
YouTube ▲	207	Oct. 203
TikTok ▲	181	Oct. 112

Website Analytics – November 1-31

Community Views – 44,569

Overall website views – 72,464

Top 6 Page Views

1. Homepage – 44,569
2. Monthly Calendar – 3,610
3. Upcoming Events – 2,971
4. Online Resources – 1,066
5. Job Openings – 363
6. Library Cards – 231

eNewsletter – via LibraryAware

for November

- Total Users – 42,005
- 3 emails sent in November
- Mobile 2% | Desktop 98%
- 41% open rate
- 791 click-throughs

Top 3 Facebook posts for November



Reactions
9

Impressions
338

Reach
326



Reactions
9

Impressions
327

Reach
320



Reactions
35

Impressions
290

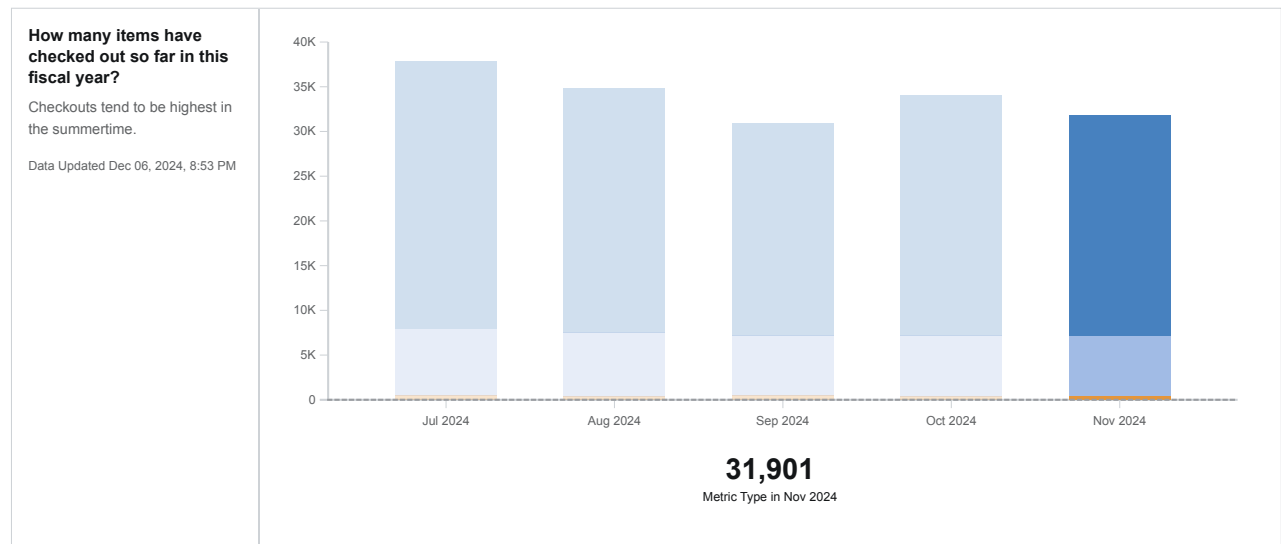
Reach
278

How are we doing?

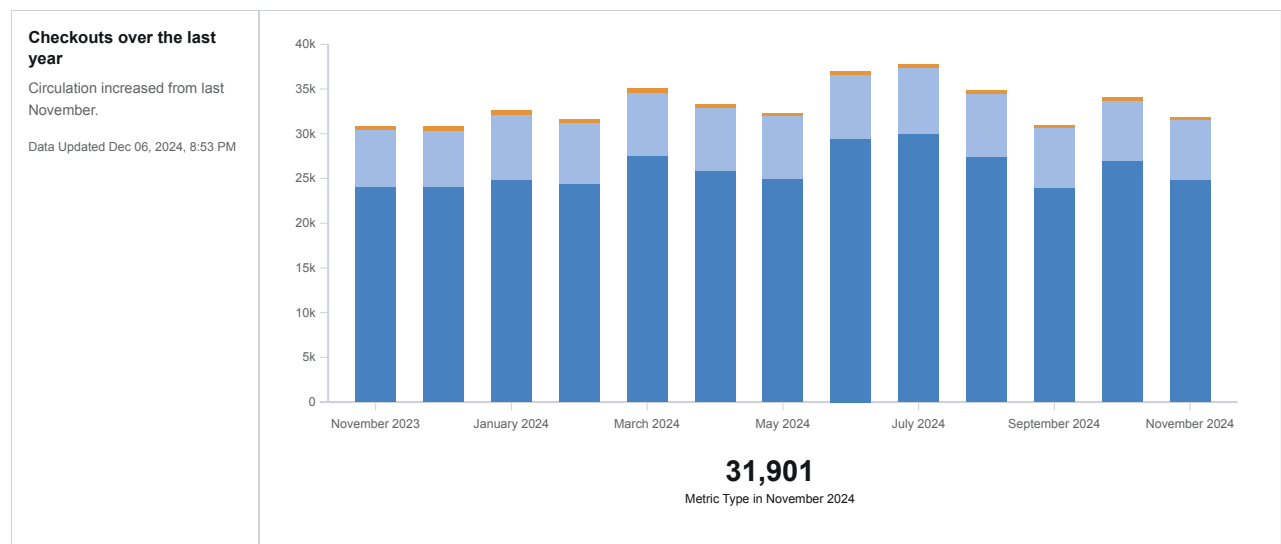
The monthly Dashboard tells our story

Click the graphs to see more details

Checkouts - This Fiscal Year



Checkouts - 13 Month Trends

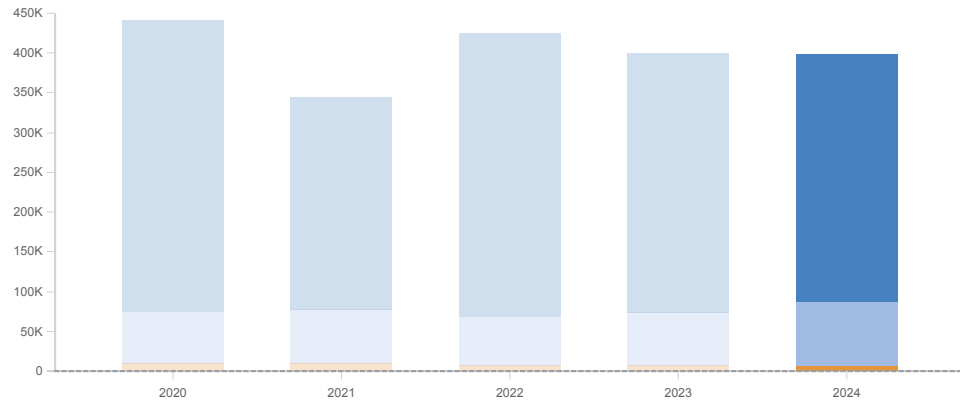


Checkout Trend

Checkouts Over Time

Physical circulations decreased in FY2324 while digital circulations increased.

Data Updated Dec 06, 2024, 8:53 PM



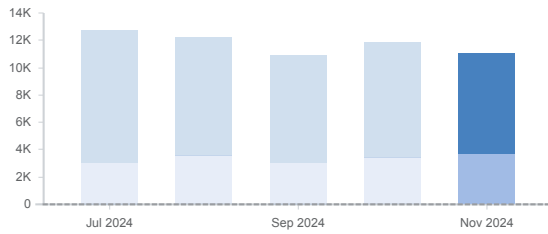
399,191

Metric Type in 2024

Library Visits - This Fiscal Year

How many people visited our library so far this fiscal year?

Library visits usually peak in the summertime.

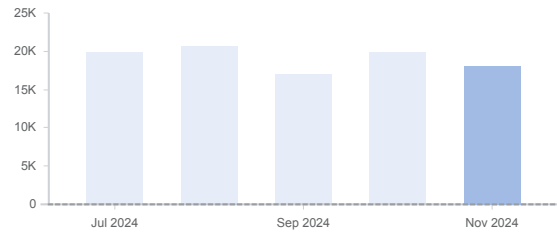


11,005

Location in Nov 2024

Website Visits - This Fiscal Year

How many people visited our library online in FY2425?

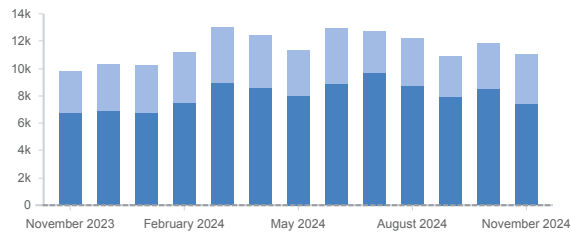


18,041

Location in Nov 2024

Library Visits - Past 13 Months

Library visits increased from last November.

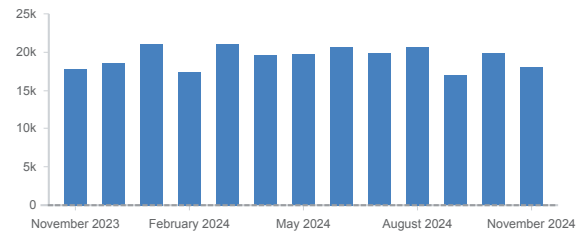


11,005

Location in November 2024

Website Visits - Past 13 Months

Website usage increased slightly from last November.

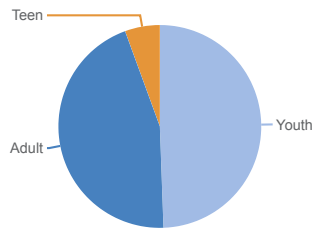


18,041

Location in November 2024

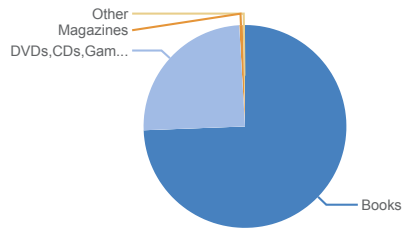
Physical item checkouts

Checkouts by Audience - last fiscal year



323,277
Department in 2024

Checkouts by Material Type - last fiscal year

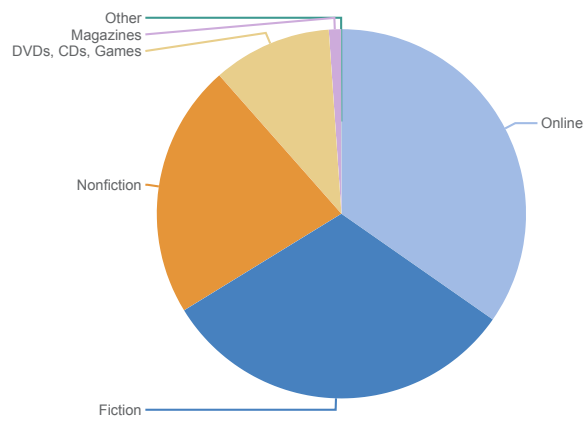


323,277
Material Type in 2024

How many items are owned by our libraries?

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

Data Updated Jul 09, 2024, 5:37 PM



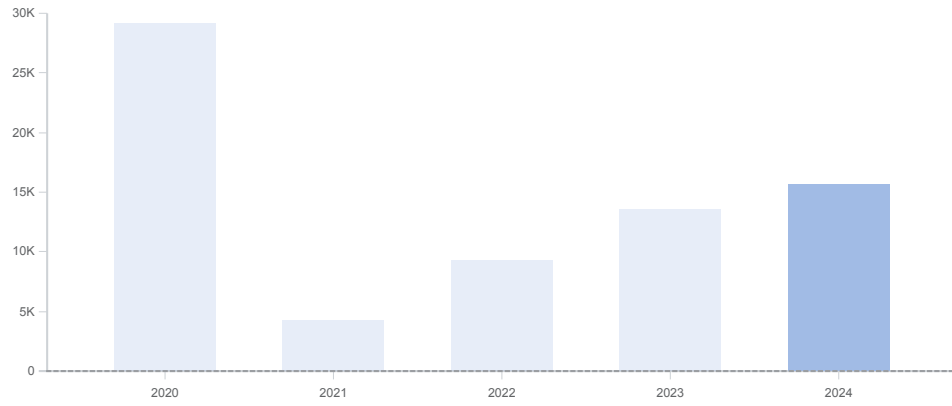
247,371
Material Type in 2024

Program Attendance Trend

Program Attendance Trend

Program attendance is increasing from a low in FY2021 caused by the COVID-19 pandemic.

Data Updated Dec 06, 2024, 8:53 PM

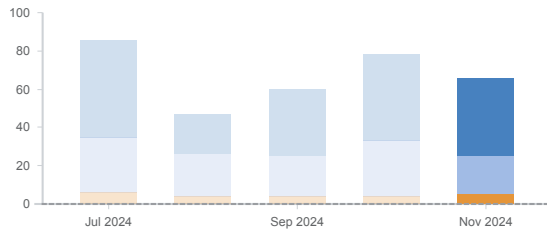


15,587

Metric Type in 2024

How many programs have been held so far this FY?

We offered fewer programs in November than we did in October.

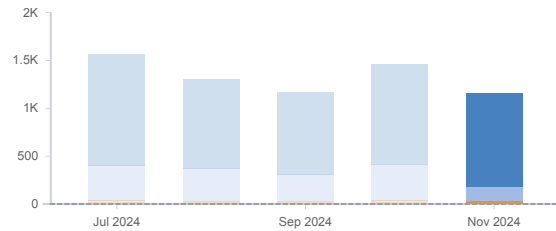


66

Metric Type in Nov 2024

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

Program attendance decreased in November from October.

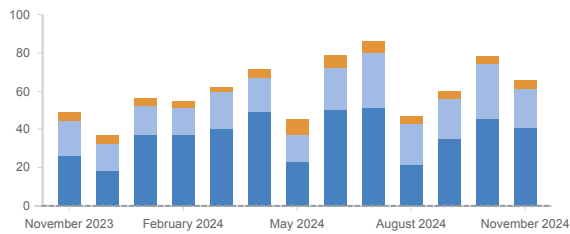


1,166

Metric Type in Nov 2024

Library Programs Held- Past 13 Months

We hosted more programs than last November.

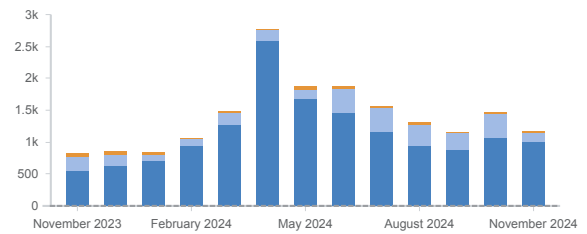


66

Metric Type in November 2024

Library Program Attendance - Past 13 Months

We saw an increase in program attendance from last November.



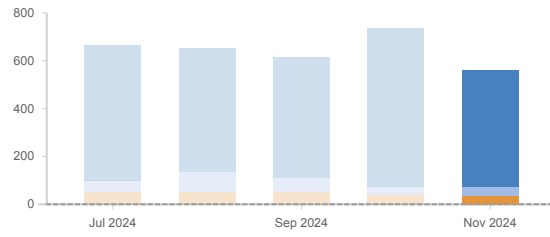
1,166

Metric Type in November 2024

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

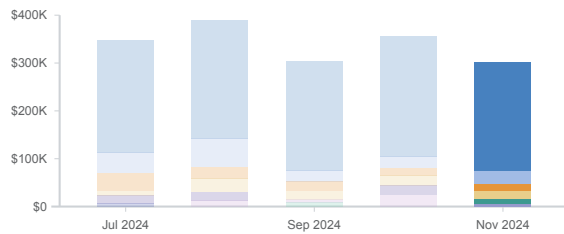


563

Metric Type in Nov 2024

Monthly Spending- this year

How much does the Library spend each month this FY?



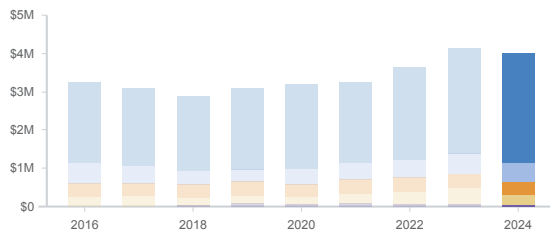
\$302,799.13

Expenses in Nov 2024

Past years' spending

How much does the Library spend each year?

Expenses decreased slightly from FY2223.



\$4,002,927.57

Expenses in 2024



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 request that an item or items be removed from the Consent Agenda for separate consideration.

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

- A.1.a Minutes from the November 19, 2024 Truth in Taxation Hearing**
- A.1.b Minutes from the November 19, 2024 Board of Trustees Meeting**
- A.1.c Check/Voucher Register for November 2024**
- A.1.d Monthly Financial Report for November 2024**
- 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 November 2024**
- A.1.k Ehlers Investment Inventory for November 2024**

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 19, 2024**

MINUTES

The hearing was called to order by FRVPLD Board President Kristina Weber at 7:02 PM.

Roll Call

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

Members absent: none

Others present: Interim Director Heather Zabski, Michael Lorenzetti, Sherry Kenny, Brittany Berger, Keri Carroll, John Sabala, Karin Nelson, Deanna Roy, Sam Bunte, Corinne Vargas, Heather Ji

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 Dellamaria and seconded by Wisniewski, 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 7:03 PM.

Christine L. Evans, Secretary

**Fox River Valley Public Library District
Board of Trustees Meeting
November 19 2024**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 7:01 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

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

Members absent: none

Others present: Interim Director Heather Zabski, Michael Lorenzetti, Sherry Kenny, Brittany Berger, Keri Carroll, John Sabala, Karin Nelson, Deanna Roy, Sam Bunte, Corinne Vargas, Heather Ji

Adjourn to Truth in Taxation Hearing

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

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

Return to Regular Board of Trustees Meeting

The Board of Trustees meeting was reconvened by President Weber at 7:03 PM.

Roll Call

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

Members absent: none

Others present: Interim Director Heather Zabski, Michael Lorenzetti, Sherry Kenny, Brittany Berger, Keri Carroll, John Sabala, Karin Nelson, Deanna Roy, Sam Bunte, Corinne Vargas, Heather Ji

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 2024 have been fulfilled by the Board. Weber stated that typically the board would not meet for a December meeting, but felt that there were a few items that needed to be addressed, so there will be a Board of Trustees meeting held on December 17, 2024.

Director's Report

Interim Director Zabski talked about the Per Capita application. Zabski stated that the application was not made available in time for the November meeting but will be addressed in the December meeting. Interim Director Zabski also mentioned that the board will be doing a search for a director; Weber stated that hopefully for the December meeting, the board will be presented with more information and options.

Department Reports and Dashboard

Weber asked if anyone had any questions or comments on the department and Dashboard reports. Several board members commented on the social media report and how much they appreciate the information, presented by PR Manager Vargas. Board commented on one of our social media accounts losing followers. Vargas explained that many of our followers are leaving platform X (formerly Twitter) not due to library actions but possibly due to the negative atmosphere of X.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the October 15, 2024 Board of Trustees Meeting
- A.1.b Check/Voucher Register for October 2024
- A.1.c Monthly Financial Report for October 2024
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e Revenue Summary – All Funds Combined by Period
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for October 2024
- A.1.j Ehlers Investment Inventory for October 2024

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

None

New Business

C.1 Ordinance 2024-12 Tax Levy

Weber called for a motion to *ADOPT ORDINANCE 2024-12 LEVYING TAXES IN THE AMOUNT OF \$4,525,000 FOR FISCAL YEAR 2024-2025 AS PRESENTED*. Moved by Finn and seconded by Wisniewski, 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 – 7 ayes, 0 nays, 0 absent. Motion carried.

C.2 Ordinance 2024-13 Library Holiday Closings for 2025

Weber called for a motion to *ADOPT ORDINANCE 2024-13 LIBRARY DISTRICT HOLIDAY CLOSINGS FOR 2025 AS PRESENTED*. Moved by Wisniewski and seconded by Finn, item opened for discussion. Interim Director Zabski stated that in previous years, the library would close early on the day before Thanksgiving. She went on to state that for Thanksgiving 2025 the library will not be closing early Thanksgiving Eve. 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.

C.3 Annual Treasure's Report

Weber called for a motion to *APPROVE THE ANNUAL TREASURER'S REPORT*. Moved by Dellamaria and seconded by Finn, item opened for discussion. Interim Director Zabski explained the report lists all monies received and all expenses paid over the aggregate amount of \$2,500.00 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.

C.4 Accept Annual Comprehensive Financial Report (ACFR)

Weber called for a motion to *ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR FISCAL YEAR 2023 - 2024*. Moved by Dellamaria and Seconded by Wisniewski, item opened for discussion. Interim Zabski commented on Octobers meeting and the changes that Mike Tennis suggested. Zabski informed the board that the changes and updates have been completed. 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.

C.5 Appoint Deputy Clerks

Weber noted there was no motion necessary, item then opened for discussion. Interim Director Zabski stated that in the past, appointing Deputy Clerks was voted on by the board but after confirming with other libraries, it is not necessary to bring the item up for vote. Board Secretary Evans has authority to appoint Deputy Clerks.

C.6 Approval of Separation Agreement with the Former Library Director

Weber called for a motion to *APPROVE THE SEPARATION AGREEMENT WITH THE FORMER LIBRARY DIRECTOR*. Moved by Lauer and seconded by Goyke, item opened for discussion. Board inquired of Weber if meeting needed to adjourn to executive session for vote. Weber said no and that vote can be taken in open session. There was no further discussion, Weber called for a roll call vote.

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

Executive Session

Weber announced the Board would not go into Executive Session.

Adjournment

No further business was discussed, Weber called for a motion to *ADJOURN*. Moved by Wisniewski and seconded by Finn. Meeting adjourned by unanimous voice vote at 7:42 P.M.

Christine L. Evans, Secretary

Fox River Valley Public Library District
 Check/Voucher Register - AP & Payroll Complete
 10100 - BANK ACCOUNTS
 From 11/1/2024 Through 11/30/2024

Vendor Name	Check Number	Effective Date	Check Amount
Groot, Inc	13424294T107	11/5/2024	137.05
4imprint	45150	11/19/2024	1,060.79
Accurate Office Supply Co.	45151	11/19/2024	581.34
Ziegler's Ace Hardware	45152	11/19/2024	104.09
American Library Association	45153	11/19/2024	690.00
Alliance Entertainment	45154	11/19/2024	2,827.30
Alliance Entertainment	45155	11/19/2024	2,886.70
AT&T	45156	11/19/2024	209.40
AT & T Mobility	45157	11/19/2024	127.69
BookPage	45158	11/19/2024	414.00
CDS Office Technologies	45159	11/19/2024	760.37
ComEd	45160	11/19/2024	4,418.77
Demco, Inc.	45161	11/19/2024	223.30
Employee Benefits Corporation	45162	11/19/2024	275.00
Garveys Office Products	45163	11/19/2024	373.72
GovConnection, Inc	45164	11/19/2024	21.30
Hagg Press	45165	11/19/2024	9,534.32
INGRAM Library Services	45169	11/19/2024	12,677.27
KONE, INC	45170	11/19/2024	344.19
Lauterbach & Amen, LLP	45171	11/19/2024	2,000.00
Midwest Tape Exchange, Inc.	45172	11/19/2024	4,517.62
Mobile Beacon	45173	11/19/2024	840.00
Nicor Gas	45174	11/19/2024	142.00
Quality Logo Products, Inc	45175	11/19/2024	1,756.18
Quick Signs	45176	11/19/2024	294.00
Robbins Schwartz	45177	11/19/2024	1,040.00
Sebert Landscaping Inc.	45178	11/19/2024	584.00
Shaw Media	45179	11/19/2024	500.00
SWAN	45180	11/19/2024	50.71
Value Line Publishing LLC	45181	11/19/2024	5,900.00
Vega Building Maintenance & Supplies	45182	11/19/2024	2,608.67
Cardmember Service	45183	11/19/2024	4,329.60
Wellness Insurance Network	45184	11/19/2024	17,912.18
AMAZON	Amazon ACH 11/2...	11/26/2024	3,122.57
Illinois Municipal Retirement	DD11/06/2024-IM...	11/6/2024	20,369.37
Paylocity Payroll	DD11/2024 Paylo...	11/1/2024	299.80
Paylocity Payroll	DD11/2024 Paylo...	11/5/2024	178.40
Paylocity Payroll	DD11/2024 Paylo...	11/15/2024	474.86
Paylocity Payroll	DD11/2024 Paylo...	11/29/2024	451.96
ePay	Epay and INB Fee...	11/1/2024	124.81
Office of the Secretary of State of Illinois	LP Withdrawal Oct...	11/1/2024	1,057.00
Office of the Secretary of State of Illinois	November LP Wit...	11/30/2024	3,231.00
Office of the Secretary of State of Illinois	SSLT Fee Oct In N...	11/1/2024	60.00
Comcast	STMT202411Com...	11/25/2024	889.76
Comcast	STMT202411DL-C...	11/25/2024	344.63
Comcast	STMT202411RO-C...	11/25/2024	238.68
	Total 10100 - BANK ACCOUNTS		110,984.40
Report Total			110,984.40

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
43010	TAX LEVY	521.76	4,230,447.65	100.01%	4,230,000.00	(447.65)	(0.01)%
43020	PPRT	0.00	32,052.95	37.70%	85,000.00	52,947.05	62.29%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	23,866.35	109,837.34	87.86%	125,000.00	15,162.66	12.13%
44011	MARKET VALUE ADJUSTMENT	(901.15)	287.08	57.41%	500.00	212.92	42.58%
45010	PER CAPITA GRANT	0.00	106,222.05	101.16%	105,000.00	(1,222.05)	(1.16)%
45020	OTHER GRANTS	1,935.97	3,371.94	33.71%	10,000.00	6,628.06	66.28%
46030	LOST & DAMAGED	609.95	2,535.63	72.44%	3,500.00	964.37	27.55%
46200	PRINT/COPY REVENUE	573.93	3,337.09	55.61%	6,000.00	2,662.91	44.38%
46250	LICENSE PLATE RENEWAL INCOME	5,131.75	35,221.75	54.18%	65,000.00	29,778.25	45.81%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.00	5.88	5.88%	100.00	94.12	94.12%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	470.00	39.16%	1,200.00	730.00	60.83%
49010	MONETARY GIFT	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
46110	MEETING RM RENTAL	0.00	60.00	40.00%	150.00	90.00	60.00%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	32.25	193.15	64.38%	300.00	106.85	35.61%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
46300	TAXABLE SALES (USB, DVD, EARBUDS)	0.00	3.25	0.00%	0.00	(3.25)	0.00%
Total REVENUES		<u>31,864.81</u>	<u>4,524,045.76</u>	<u>97.29%</u>	<u>4,650,250.00</u>	<u>126,204.24</u>	<u>2.71%</u>
Total Revenues		<u>31,864.81</u>	<u>4,524,045.76</u>	<u>97.29%</u>	<u>4,650,250.00</u>	<u>126,204.24</u>	<u>2.71%</u>

01 Expenditures
0 TRANSFERS BETWEEN FUNDS
District Wide

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
00	DEPARTMENT-WIDE						
70000	TRANSFER OUT	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
15	PERSONNEL SERVICES/BENEFITS						
0	District Wide						
00	DEPARTMENT-WIDE						
52120	EMPLOYEE INSURANCES	16,245.00	82,901.15	33.16%	250,000.00	167,098.85	66.83%
52121	IMRF	16,022.42	62,689.22	39.92%	157,000.00	94,310.78	60.07%
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%	8,000.00	8,000.00	100.00%
52212	FICA/MEDICARE/SS-R	13,010.92	74,039.02	37.96%	195,000.00	120,960.98	62.03%
05	ADMINISTRATION						
52100	SALARIES	27,637.31	183,154.96	36.34%	503,884.50	320,729.54	63.65%
40	PUBLIC RELATIONS						
52100	SALARIES	12,668.38	59,065.25	33.98%	173,796.00	114,730.75	66.01%
50	IT / NETWORK						
52100	SALARIES	10,797.63	54,863.08	41.71%	131,521.95	76,658.87	58.28%
60	PATS						
52100	SALARIES	10,795.72	54,893.22	37.14%	147,795.60	92,902.38	62.85%
90	FACILITIES						
52100	SALARIES	10,030.95	49,551.86	40.56%	122,151.75	72,599.89	59.43%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
52100	SALARIES	38,236.57	195,645.50	40.39%	484,299.19	288,653.69	59.60%
20	YOUTH SERVICES						
52100	SALARIES	25,854.76	132,911.76	38.44%	345,704.52	212,792.76	61.55%
70	ACCOUNT SERVICES						
52100	SALARIES	28,126.00	140,448.19	41.45%	338,832.78	198,384.59	58.54%
2	Randall Oaks						
80	RANDALL OAKS						
52100	SALARIES	19,620.85	99,499.93	41.24%	241,244.85	141,744.92	58.75%
	Total PERSONNEL SERVICES/BENEFITS	229,140.51	1,190,133.14	38.39%	3,100,431.14	1,910,298.00	61.61%
20	LIBRARY MATERIALS						
0	District Wide						
00	DEPARTMENT-WIDE						
60900	MATERIALS SUPPLIES	261.23	1,179.85	11.79%	10,000.00	8,820.15	88.20%
61500	DATABASES	5,900.00	39,621.69	91.24%	43,422.00	3,800.31	8.75%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
61510	EBOOKS	609.46	28,086.45	55.34%	50,750.00	22,663.55	44.65%
61520	DOWNLOADABLE MEDIA	2,968.37	24,351.66	44.62%	54,575.00	30,223.34	55.37%
61540	HOTSPOTS	0.00	4,200.00	41.66%	10,080.00	5,880.00	58.33%
64100	PROC FEES BOOKS	411.84	2,060.37	37.46%	5,500.00	3,439.63	62.53%
64200	PROC FEES AV	729.94	3,302.13	47.17%	7,000.00	3,697.87	52.82%
64500	ONLINE ORDERING FEE	0.00	149.02	19.73%	755.00	605.98	80.26%
05	ADMINISTRATION						
61120	BOOKS NF	0.00	0.00	0.00%	500.00	500.00	100.00%
61200	PERIODICALS	0.00	624.00	100.00%	624.00	0.00	0.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	2,584.22	66.29%	3,898.00	1,313.78	33.70%
10	ADULT & TEEN SERVICES						
61110	BOOKS FICTION	2,139.58	13,540.00	42.31%	32,000.04	18,460.04	57.68%
61111	BOOKS LARGE TYPE	533.40	2,557.51	63.93%	4,000.00	1,442.49	36.06%
61120	BOOKS NF	586.68	3,691.23	30.76%	12,000.00	8,308.77	69.23%
61130	BOOKS SPANISH	0.00	0.00	0.00%	3,500.00	3,500.00	100.00%
61140	GRAPHIC NOVELS	222.15	1,605.21	40.13%	4,000.00	2,394.79	59.86%
61330	AUDIOBOOKS	404.90	1,778.60	25.40%	7,000.00	5,221.40	74.59%
61350	MUSIC	127.26	1,057.31	35.24%	3,000.00	1,942.69	64.75%
61400	DVD	2,621.15	8,699.61	69.59%	12,500.00	3,800.39	30.40%
61600	VIDEOGAMES	2,477.60	5,197.89	39.98%	13,000.00	7,802.11	60.01%
61700	NONTRADITIONAL MATERIALS	0.00	197.94	4.94%	4,000.00	3,802.06	95.05%
15	TEEN						
61100	BOOKS	285.65	2,789.01	34.86%	8,000.00	5,210.99	65.13%
61130	BOOKS SPANISH	0.00	951.40	47.57%	2,000.00	1,048.60	52.43%
61330	AUDIOBOOKS	0.00	0.00	0.00%	500.00	500.00	100.00%
20	YOUTH SERVICES						
61100	BOOKS	3,179.16	13,084.50	32.71%	39,999.96	26,915.46	67.28%
61130	BOOKS SPANISH	568.22	872.86	10.91%	8,000.04	7,127.18	89.08%
61330	AUDIOBOOKS	0.00	52.99	3.53%	1,500.00	1,447.01	96.46%
61400	DVD	486.54	1,604.37	106.95%	1,500.00	(104.37)	(6.95)%
61600	VIDEOGAMES	0.00	506.06	12.34%	4,100.00	3,593.94	87.65%
61700	NONTRADITIONAL MATERIALS	63.28	406.89	11.62%	3,500.04	3,093.15	88.37%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
61200	PERIODICALS	0.00	1,170.36	86.62%	1,351.00	180.64	13.37%
10	ADULT & TEEN SERVICES						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
61110	BOOKS FICTION	805.52	4,676.56	46.76%	10,000.00	5,323.44	53.23%
61120	BOOKS NF	198.72	1,398.30	55.93%	2,500.00	1,101.70	44.06%
61400	DVD	600.51	2,803.08	40.04%	7,000.00	4,196.92	59.95%
61600	VIDEOGAMES	370.44	1,213.56	24.27%	5,000.00	3,786.44	75.72%
15	TEEN						
61100	BOOKS	179.10	1,123.46	44.93%	2,500.00	1,376.54	55.06%
20	YOUTH SERVICES						
61100	BOOKS	807.13	4,443.27	31.73%	14,000.04	9,556.77	68.26%
61130	BOOKS SPANISH	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
61400	DVD	199.40	802.91	80.29%	1,000.00	197.09	19.70%
61600	VIDEOGAMES	122.85	506.52	20.26%	2,500.00	1,993.48	79.73%
61700	NONTRADITIONAL MATERIALS	0.00	239.00	31.86%	750.00	511.00	68.13%
	Total LIBRARY MATERIALS	27,860.08	183,129.79	45.86%	399,305.12	216,175.33	54.14%
51	LIBRARY OPERATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
52123	WORKERS COMP	0.00	377.00	4.71%	8,000.00	7,623.00	95.28%
52124	UNEMPLOYMENT INS	0.00	1,312.62	13.12%	10,000.00	8,687.38	86.87%
52130	STAFF DEVELOPMENT	417.80	550.94	13.77%	4,000.00	3,449.06	86.22%
52170	ALLSTAFF SPEAKER	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
70800	POSTAGE	19.99	942.85	26.93%	3,500.00	2,557.15	73.06%
70900	SUPPLIES	632.59	3,842.96	29.56%	13,000.00	9,157.04	70.43%
73215	COPIER/PRINT EXPENSE	760.37	3,130.57	35.57%	8,800.00	5,669.43	64.42%
73225	PUBLIC LIABILITY INS	0.00	23,086.55	41.22%	56,000.00	32,913.45	58.77%
73240	BOARD EXPENSES	0.00	375.00	75.00%	500.00	125.00	25.00%
73241	LEGAL NOTICES FEES	0.00	834.90	41.74%	2,000.00	1,165.10	58.25%
73242	MEMBERSHIPS	690.00	1,006.00	28.74%	3,500.00	2,494.00	71.25%
73245	BACKGROUND CHECK FEES	0.00	18.00	18.00%	100.00	82.00	82.00%
73250	BANK CHARGES	159.52	695.31	46.35%	1,500.00	804.69	53.64%
73255	INVESTMENT FEES	570.87	2,376.96	29.71%	8,000.00	5,623.04	70.28%
73260	LOST & PAID FORWARDING	0.00	50.71	10.14%	500.00	449.29	89.85%
73280	COST OF ITEMS SOLD	0.00	48.59	16.19%	300.00	251.41	83.80%
73281	TAX EXPENSE	0.00	0.00	0.00%	100.00	100.00	100.00%
73282	LICENSE PLATE SEC OF STATE REIMBURSEMENT	4,876.00	33,447.00	52.26%	64,000.00	30,553.00	47.73%
73283	LICENSE PLATE S&SLT FEES	49.50	343.50	49.07%	700.00	356.50	50.92%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
73290	HOSPITALITY	0.00	0.00	0.00%	500.00	500.00	100.00%
76400	Miscellaneous Expense	35.00	285.00	57.00%	500.00	215.00	43.00%
76500	CASH UNDER	1.04	4.14	1.65%	250.00	245.86	98.34%
79010	MONETARY GIFT EXPENDITURES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	4,418.86	4,418.86	100.00%
05	ADMINISTRATION						
52140	PROFESSIONAL EDUCATION	0.00	504.16	5.60%	9,000.00	8,495.84	94.39%
73242	MEMBERSHIPS	0.00	309.00	6.86%	4,500.00	4,191.00	93.13%
10	ADULT & TEEN SERVICES						
52140	PROFESSIONAL EDUCATION	0.00	813.70	16.27%	5,000.00	4,186.30	83.72%
70900	SUPPLIES	255.37	811.57	40.57%	2,000.00	1,188.43	59.42%
73242	MEMBERSHIPS	0.00	150.00	15.03%	998.00	848.00	84.96%
20	YOUTH SERVICES						
52140	PROFESSIONAL EDUCATION	39.50	1,951.40	55.75%	3,500.00	1,548.60	44.24%
73242	MEMBERSHIPS	0.00	215.00	47.77%	450.00	235.00	52.22%
30	PUBLIC SERVICE						
70900	SUPPLIES	1,137.17	1,352.74	30.57%	4,425.00	3,072.26	69.42%
40	PUBLIC RELATIONS						
52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	1,500.00	1,500.00	100.00%
73242	MEMBERSHIPS	0.00	0.00	0.00%	200.00	200.00	100.00%
50	IT / NETWORK						
52140	PROFESSIONAL EDUCATION	0.00	0.00	0.00%	3,650.00	3,650.00	100.00%
60	PATS						
73242	MEMBERSHIPS	0.00	150.00	100.00%	150.00	0.00	0.00%
70	ACCOUNT SERVICES						
52140	PROFESSIONAL EDUCATION	0.00	827.07	75.18%	1,100.00	272.93	24.81%
73242	MEMBERSHIPS	0.00	0.00	0.00%	200.00	200.00	100.00%
80	RANDALL OAKS						
73242	MEMBERSHIPS	0.00	0.00	0.00%	296.00	296.00	100.00%
90	FACILITIES						
70900	SUPPLIES	1,221.12	3,052.21	23.47%	13,000.00	9,947.79	76.52%
1	Dundee Library						
00	DEPARTMENT-WIDE						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
73520	PLANT OPERATION	104.09	1,156.85	10.76%	10,750.00	9,593.15	89.23%
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	16,377.43	111,059.80	33.77%	328,887.86	217,828.06	66.23%
52	PUBLIC RELATIONS						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	58.48	2,976.95	29.76%	10,000.00	7,023.05	70.23%
73010	NEWSLETTER	9,534.32	19,032.64	47.58%	40,000.00	20,967.36	52.41%
73020	OUTSIDE PRINTING	500.00	1,294.39	86.29%	1,500.00	205.61	13.70%
73290	HOSPITALITY	0.00	111.06	55.53%	200.00	88.94	44.47%
	Total PUBLIC RELATIONS	10,092.80	23,415.04	45.29%	51,700.00	28,284.96	54.71%
53	GENERAL PROGRAMMING						
0	District Wide						
00	DEPARTMENT-WIDE						
70900	SUPPLIES	50.00	50.00	2.50%	2,000.00	1,950.00	97.50%
73150	PERFORMERS	0.00	0.00	0.00%	2,000.00	2,000.00	100.00%
73151	SUMMER READING	0.00	1,000.00	5.55%	18,000.00	17,000.00	94.44%
73152	WINTER READING	2,956.90	3,442.88	98.36%	3,500.00	57.12	1.63%
73153	MISC READING CHALLENGES	132.48	942.16	78.51%	1,200.00	257.84	21.48%
73155	LICENSING	0.00	0.00	0.00%	1,650.00	1,650.00	100.00%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
70900	SUPPLIES	215.70	2,123.26	32.66%	6,500.00	4,376.74	67.33%
73150	PERFORMERS	120.00	1,320.00	36.66%	3,600.00	2,280.00	63.33%
15	TEEN						
70900	SUPPLIES	0.00	580.15	29.00%	2,000.00	1,419.85	70.99%
20	YOUTH SERVICES						
70900	SUPPLIES	1,207.07	4,456.19	31.82%	14,000.04	9,543.85	68.17%
73150	PERFORMERS	0.00	400.00	10.00%	4,000.00	3,600.00	90.00%
2	Randall Oaks						
80	RANDALL OAKS						
70900	SUPPLIES	214.36	1,084.20	27.10%	4,000.00	2,915.80	72.89%
	Total GENERAL PROGRAMMING	4,896.51	15,398.84	24.66%	62,450.04	47,051.20	75.34%
54	COMPUTER						
0	District Wide						

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
00	DEPARTMENT-WIDE						
70900	SUPPLIES	257.73	513.00	6.61%	7,760.00	7,247.00	93.38%
73320	CCS SHARED COST	0.00	27,874.76	47.24%	59,000.00	31,125.24	52.75%
73330	CONSULTING - COMPUTER SERVICES	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
73340	SOFTWARE	129.66	9,076.90	30.76%	29,501.00	20,424.10	69.23%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	479.03	2,391.87	34.07%	7,020.00	4,628.13	65.92%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73350	INTERNET LINES	238.68	1,165.76	41.33%	2,820.00	1,654.24	58.66%
	Total COMPUTER	1,105.10	41,022.29	35.33%	116,101.00	75,078.71	64.67%
55	PROFESSIONAL FEES						
0	District Wide						
00	DEPARTMENT-WIDE						
73246	PAYROLL SERVICE	1,405.02	5,588.10	37.25%	15,000.00	9,411.90	62.74%
73410	LEGAL FEES	1,625.00	5,970.00	59.70%	10,000.00	4,030.00	40.30%
73420	AUDIT EXPENSE	0.00	9,180.00	91.80%	10,000.00	820.00	8.20%
73430	OTHER PROF FEES	0.00	0.00	0.00%	20,000.00	20,000.00	100.00%
	Total PROFESSIONAL FEES	3,030.02	20,738.10	37.71%	55,000.00	34,261.90	62.29%
58	TRANSPORTATION						
0	District Wide						
00	DEPARTMENT-WIDE						
73230	TRANSPORTATION REIMBURSEMENT	62.04	834.82	20.87%	4,000.00	3,165.18	79.12%
	Total TRANSPORTATION	62.04	834.82	20.87%	4,000.00	3,165.18	79.13%
61	MAINTENANCE						
0	District Wide						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	0.00	0.00%	9,575.00	9,575.00	100.00%
73310	CATALOGING - COMPUTER SERVICE	0.00	4,643.20	46.43%	10,000.00	5,356.80	53.56%
73530	EQUIPMENT MAINT	0.00	520.00	63.41%	820.00	300.00	36.58%
73640	FUEL	100.78	632.32	31.61%	2,000.00	1,367.68	68.38%
79990	CONTINGENT EXPENSES	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	3,547.50	44.37%	7,995.00	4,447.50	55.62%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
73500	BUILDING REPAIRS AND MAINTENANCE	1,127.51	7,179.41	21.95%	32,700.00	25,520.59	78.04%
73530	EQUIPMENT MAINT	135.00	135.00	7.94%	1,700.00	1,565.00	92.05%
73540	CONTRACTS: BUILDING MAINTENANCE	2,891.31	22,623.62	24.94%	90,701.00	68,077.38	75.05%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73301	COMPUTER MAINT	0.00	1,182.50	97.32%	1,215.00	32.50	2.67%
73540	CONTRACTS: BUILDING MAINTENANCE	782.60	3,707.80	43.62%	8,500.00	4,792.20	56.37%
	Total MAINTENANCE	5,037.20	44,171.35	25.95%	170,206.00	126,034.65	74.05%
65	UTILITIES						
0	District Wide						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	127.69	577.85	35.45%	1,630.00	1,052.15	64.54%
1	Dundee Library						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	865.13	4,432.06	40.14%	11,040.00	6,607.94	59.85%
73610	ELECTRICITY	3,540.07	22,374.16	47.60%	47,000.00	24,625.84	52.39%
73620	WATER AND SEWER	0.00	1,756.08	43.90%	4,000.00	2,243.92	56.09%
73630	GAS	142.00	517.25	8.62%	6,000.00	5,482.75	91.37%
2	Randall Oaks						
00	DEPARTMENT-WIDE						
73200	TELEPHONE & FAX	99.63	476.22	37.79%	1,260.00	783.78	62.20%
	Total UTILITIES	4,774.52	30,133.62	42.48%	70,930.00	40,796.38	57.52%
70	CAPITAL EXPENSE						
0	District Wide						
00	DEPARTMENT-WIDE						
73215	COPIER/PRINT EXPENSE	0.00	6,890.00	95.03%	7,250.00	360.00	4.96%
73270	FURNITURE & EQUIP	422.94	645.35	3.58%	18,000.00	17,354.65	96.41%
73300	COMPUTER EQUIPMENT	0.00	5,649.26	18.25%	30,950.00	25,300.74	81.74%
1	Dundee Library						
10	ADULT & TEEN SERVICES						
73270	FURNITURE & EQUIP	79.99	106.88	2.13%	5,000.00	4,893.12	97.86%
20	YOUTH SERVICES						
73270	FURNITURE & EQUIP	74.99	462.61	6.60%	6,999.96	6,537.35	93.39%
2	Randall Oaks						
80	RANDALL OAKS						
73270	FURNITURE & EQUIP	0.00	2,315.57	76.19%	3,039.00	723.43	23.80%
	Total CAPITAL EXPENSE	577.92	16,069.67	22.56%	71,238.96	55,169.29	77.44%

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
10 - GENERAL/CORPORATE
From 11/1/2024 Through 11/30/2024

	Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Total Expenditures	<u>302,954.13</u>	<u>1,676,106.46</u>	<u>36.04%</u>	<u>4,650,250.12</u>	<u>2,974,143.66</u>	<u>63.96%</u>
Net Increase(Decrease) in Fund Balance	<u>(271,089.32)</u>	<u>2,847,939.30</u>	<u>...73,282,800.00)%</u>	<u>(0.12)</u>	<u>(2,847,939.42)</u>	<u>2,373,282,800.00%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	17,034.26	86,185.55	86.18%	100,000.00	13,814.45	13.81%
44011	MARKET VALUE ADJUSTMENT	(2,981.12)	932.19	186.43%	500.00	(432.19)	(86.43)%
45020	OTHER GRANTS	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total REVENUES	<u>14,053.14</u>	<u>87,117.74</u>	<u>78.84%</u>	<u>110,500.00</u>	<u>23,382.26</u>	<u>21.16%</u>
01	TRANSFERS BETWEEN FUNDS						
0	District Wide						
00	DEPARTMENT-WIDE						
40000	TRANSFER IN	0.00	0.00	0.00%	220,000.00	220,000.00	100.00%
	Total TRANSFERS BETWEEN FUNDS	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>220,000.00</u>	<u>220,000.00</u>	<u>100.00%</u>
	Total Revenues	<u>14,053.14</u>	<u>87,117.74</u>	<u>26.36%</u>	<u>330,500.00</u>	<u>243,382.26</u>	<u>73.64%</u>
Expenditures							
54	COMPUTER						
0	District Wide						
00	DEPARTMENT-WIDE						
73300	COMPUTER EQUIPMENT	0.00	14,137.43	8.89%	159,000.00	144,862.57	91.10%
73340	SOFTWARE	0.00	0.00	0.00%	28,000.00	28,000.00	100.00%
	Total COMPUTER	<u>0.00</u>	<u>14,137.43</u>	<u>7.56%</u>	<u>187,000.00</u>	<u>172,862.57</u>	<u>92.44%</u>
61	MAINTENANCE						
1	Dundee Library						
00	DEPARTMENT-WIDE						
73500	BUILDING REPAIRS AND MAINTENANCE	0.00	13,964.94	1.43%	970,000.00	956,035.06	98.56%
	Total MAINTENANCE	<u>0.00</u>	<u>13,964.94</u>	<u>1.44%</u>	<u>970,000.00</u>	<u>956,035.06</u>	<u>98.56%</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%	2,510,000.00	2,510,000.00	100.00%
	Total CAPITAL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>2,660,000.00</u>	<u>2,660,000.00</u>	<u>100.00%</u>
	Total Expenditures	<u>0.00</u>	<u>28,102.37</u>	<u>0.74%</u>	<u>3,817,000.00</u>	<u>3,788,897.63</u>	<u>99.26%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
70 - CAPITAL PROJECTS/SPECIAL RESERVE
From 11/1/2024 Through 11/30/2024

	Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Net Increase(Decrease) in Fund Balance	<u>14,053.14</u>	<u>59,015.37</u>	<u>(1.69)%</u>	<u>(3,486,500.00)</u>	<u>(3,545,515.37)</u>	<u>101.69%</u>

Fox River Valley Public Library District
 Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
 80 - WORKING CASH
 From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	694.73	3,447.07	68.94%	5,000.00	1,552.93	31.05%
44011	MARKET VALUE ADJUSTMENT	(303.73)	94.97	18.99%	500.00	405.03	81.00%
	Total REVENUES	<u>391.00</u>	<u>3,542.04</u>	<u>64.40%</u>	<u>5,500.00</u>	<u>1,957.96</u>	<u>35.60%</u>
	Total Revenues	<u>391.00</u>	<u>3,542.04</u>	<u>64.40%</u>	<u>5,500.00</u>	<u>1,957.96</u>	<u>35.60%</u>
	Net Increase(Decrease) in Fund Balance	<u>391.00</u>	<u>3,542.04</u>	<u>64.40%</u>	<u>5,500.00</u>	<u>1,957.96</u>	<u>35.59%</u>

Fox River Valley Public Library District
Statement of Revenues and Expenditures - FY2425 MonFin - Unposted Transactions Included In Report
90 - DONATION / GIFT
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 Percent Remaining
Revenues							
00	REVENUES						
0	District Wide						
00	DEPARTMENT-WIDE						
44010	INT & DIV INCOME	1,143.35	5,672.99	56.72%	10,000.00	4,327.01	43.27%
44011	MARKET VALUE ADJUSTMENT	(499.86)	156.31	31.26%	500.00	343.69	68.73%
	Total REVENUES	<u>643.49</u>	<u>5,829.30</u>	<u>55.52%</u>	<u>10,500.00</u>	<u>4,670.70</u>	<u>44.48%</u>
	Total Revenues	<u>643.49</u>	<u>5,829.30</u>	<u>55.52%</u>	<u>10,500.00</u>	<u>4,670.70</u>	<u>44.48%</u>
	Net Increase(Decrease) in Fund Balance	<u>643.49</u>	<u>5,829.30</u>	<u>55.51%</u>	<u>10,500.00</u>	<u>4,670.70</u>	<u>44.48%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - FY2425 Budget v Actual Revenues
From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 % Used	Total Budget - FY2425 Working Budget	FY2425 \$ Remaining	FY2425 % Remaining
Revenues							
43010	TAX LEVY	521.76	4,230,447.65	100.01%	4,230,000.00	(447.65)	(0.01)%
43020	PPRT	0.00	32,052.95	37.70%	85,000.00	52,947.05	62.29%
43030	TAX INCREMENT FINANCING (TIF) REVENUE	0.00	0.00	0.00%	5,000.00	5,000.00	100.00%
43500	IMPACT FEES	0.00	0.00	0.00%	3,000.00	3,000.00	100.00%
44010	INT & DIV INCOME	42,738.69	205,142.95	85.47%	240,000.00	34,857.05	14.52%
44011	MARKET VALUE ADJUSTMENT	(4,685.86)	1,470.55	73.52%	2,000.00	529.45	26.47%
45010	PER CAPITA GRANT	0.00	106,222.05	101.16%	105,000.00	(1,222.05)	(1.16)%
45020	OTHER GRANTS	1,935.97	3,371.94	16.85%	20,000.00	16,628.06	83.14%
46030	LOST & DAMAGED	609.95	2,535.63	72.44%	3,500.00	964.37	27.55%
46110	MEETING RM RENTAL	0.00	60.00	40.00%	150.00	90.00	60.00%
46200	PRINT/COPY REVENUE	573.93	3,337.09	55.61%	6,000.00	2,662.91	44.38%
46250	LICENSE PLATE RENEWAL INCOME	5,131.75	35,221.75	54.18%	65,000.00	29,778.25	45.81%
46300	TAXABLE SALES (USB, DVD, EARBUDS)	32.25	196.40	65.46%	300.00	103.60	34.53%
46400	MISCELLANEOUS INCOME	0.00	0.00	0.00%	500.00	500.00	100.00%
46500	CASH OVER	0.00	5.88	5.88%	100.00	94.12	94.12%
46600	RETIRED EMPLOYEE REIMBURSEMENTS	94.00	470.00	39.16%	1,200.00	730.00	60.83%
49010	MONETARY GIFT	0.00	0.00	0.00%	10,000.00	10,000.00	100.00%
	Total Revenues	<u>46,952.44</u>	<u>4,620,534.84</u>	<u>96.73%</u>	<u>4,776,750.00</u>	<u>156,215.16</u>	<u>3.27%</u>
	Net Increase(Decrease) in Fund Balance	<u>46,952.44</u>	<u>4,620,534.84</u>	<u>96.72%</u>	<u>4,776,750.00</u>	<u>156,215.16</u>	<u>3.27%</u>

Fox River Valley Public Library District
Revenue Summary - All Funds Combined - Revenue by Period - Posted Transactions Only
From 7/1/2024 Through 6/30/2025

	<u>7/1/2024 - 7/31/2024</u>	<u>8/1/2024 - 8/31/2024</u>	<u>9/1/2024 - 9/30/2024</u>	<u>10/1/2024 - 10/31/2024</u>	<u>11/1/2024 - 11/30/2024</u>	<u>12/1/2024 - 12/31/2024</u>	<u>1/1/2025 - 1/31/2025</u>	<u>2/1/2025 - 2/28/2025</u>	<u>3/1/2025 - 3/31/2025</u>	<u>4/1/2025 - 4/30/2025</u>	<u>5/1/2025 - 5/31/2025</u>	<u>6/1/2025 - 6/30/2025</u>	<u>Total</u>
Revenues													
TAX LEVY	4,229,925.89	0.00	0.00	0.00	521.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,230,447.65
PPRT	16,444.75	3,067.28	0.00	12,540.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,052.95
INT & DIV INCOME	40,130.68	36,535.09	43,756.66	41,981.83	42,738.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205,142.95
MARKET VALUE ADJUSTMENT	6,196.86	6,107.15	(5,035.66)	(1,111.94)	(4,685.86)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,470.55
PER CAPITA GRANT	106,222.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,222.05
OTHER GRANTS	0.00	0.00	0.00	1,435.97	1,935.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,371.94
LOST & DAMAGED	807.53	338.89	307.00	472.26	609.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,535.63
MEETING RM RENTAL	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
PRINT/COPY REVENUE	783.20	649.65	717.50	612.81	573.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,337.09
LICENSE PLATE RENEWAL INCOME	8,057.00	7,847.75	8,077.25	6,108.00	5,131.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,221.75
TAXABLE SALES (USB, DVD, EARBUDS)	56.55	21.75	37.75	48.10	32.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.40
CASH OVER	0.03	0.30	0.30	5.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.88
RETIRED EMPLOYEE REIMBURSEMENTS	94.00	94.00	94.00	94.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.00
Total Revenues	<u>4,408,718.54</u>	<u>54,661.86</u>	<u>48,014.80</u>	<u>62,187.20</u>	<u>46,952.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,620,534.84</u>
Net Increase(Decrease) in Fund Balance	<u>4,408,718.54</u>	<u>54,661.86</u>	<u>48,014.80</u>	<u>62,187.20</u>	<u>46,952.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,620,534.84</u>

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - FY2425 Budget v Actual Expenditures

From 11/1/2024 Through 11/30/2024

	Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY 2425 \$ Remaining	FY2425 Percent Remaining	
Expenditures							
15	Personnel Expenses						
15	PERSONNEL	229,140.51	1,190,133.14	38.38%	3,100,431.14	1,910,298.00	61.61%
	SERVICES/BENEFITS						
	Total Personnel Expenses	229,140.51	1,190,133.14	38.39%	3,100,431.14	1,910,298.00	61.61%
20	Library Materials						
20	LIBRARY MATERIALS	27,860.08	183,129.79	45.86%	399,305.12	216,175.33	54.13%
	Total Library Materials	27,860.08	183,129.79	45.86%	399,305.12	216,175.33	54.14%
50	Operating Expenses						
51	LIBRARY OPERATIONS	16,377.43	111,059.80	33.76%	328,887.86	217,828.06	66.23%
52	PUBLIC RELATIONS	10,092.80	23,415.04	45.29%	51,700.00	28,284.96	54.70%
53	GENERAL PROGRAMMING	4,776.51	15,278.84	24.46%	62,450.04	47,171.20	75.53%
54	COMPUTER	1,105.10	55,159.72	18.19%	303,101.00	247,941.28	81.80%
55	PROFESSIONAL FEES	3,030.02	20,738.10	37.70%	55,000.00	34,261.90	62.29%
58	TRANSPORTATION	62.04	834.82	20.87%	4,000.00	3,165.18	79.12%
	Total Operating Expenses	35,443.90	226,486.32	28.13%	805,138.90	578,652.58	71.87%
60	Building Expenses						
61	MAINTENANCE	5,037.20	58,136.29	5.09%	1,140,206.00	1,082,069.71	94.90%
65	UTILITIES	4,774.52	30,133.62	42.48%	70,930.00	40,796.38	57.51%
	Total Building Expenses	9,811.72	88,269.91	7.29%	1,211,136.00	1,122,866.09	92.71%
70	Capital Expense						
70	CAPITAL EXPENSE	577.92	16,069.67	0.58%	2,731,238.96	2,715,169.29	99.41%
	Total Capital Expense	577.92	16,069.67	0.59%	2,731,238.96	2,715,169.29	99.41%
	Total Expenditures	302,834.13	1,704,088.83	20.66%	8,247,250.12	6,543,161.29	79.34%
	Net Increase(Decrease) in Fund Balance	(302,834.13)	(1,704,088.83)	20.66%	(8,247,250.12)	(6,543,161.29)	79.33%

Fox River Valley Public Library District

Expenditure Summary - All Funds Combined - FY2425 Budget v Actual Expenditures by Location

From 11/1/2024 Through 11/30/2024

		Month Activity	Year Activity	FY2425 Percent Used	Total Budget - FY2425 Working Budget	FY2425 Budget \$ Remaining	FY2425 Percent Remaining
	Expenditures						
0	District Wide						
15	Personnel Expenses	117,302.33	621,627.76	36.77%	1,690,349.80	1,573,047.47	63.22%
20	Library Materials	10,880.84	103,575.17	56.53%	183,206.00	172,325.16	43.46%
50	Operating Expenses	27,577.47	184,890.54	26.97%	685,448.86	657,871.39	73.02%
60	Building Expenses	228.47	6,373.37	21.95%	29,025.00	28,796.53	78.04%
70	Capital Expense	422.94	13,184.61	0.48%	2,716,200.00	2,715,777.06	99.51%
	Total District Wide	<u>156,412.05</u>	<u>929,651.45</u>	<u>17.53%</u>	<u>5,304,229.66</u>	<u>5,147,817.61</u>	<u>82.47%</u>
1	Dundee Library						
15	Personnel Expenses	92,217.33	469,005.45	40.12%	1,168,836.49	1,076,619.16	59.87%
20	Library Materials	13,695.57	61,177.60	36.41%	167,998.08	154,302.51	63.58%
50	Operating Expenses	2,005.89	12,308.32	25.71%	47,870.04	45,864.15	74.28%
60	Building Expenses	8,701.02	76,530.02	6.53%	1,171,136.00	1,162,434.98	93.46%
70	Capital Expense	154.98	569.49	4.74%	11,999.96	11,844.98	95.25%
	Total Dundee Library	<u>116,774.79</u>	<u>619,590.88</u>	<u>24.13%</u>	<u>2,567,840.57</u>	<u>2,451,065.78</u>	<u>75.87%</u>
2	Randall Oaks						
15	Personnel Expenses	19,620.85	99,499.93	41.24%	241,244.85	221,624.00	58.75%
20	Library Materials	3,283.67	18,377.02	38.20%	48,101.04	44,817.37	61.79%
50	Operating Expenses	5,860.54	29,287.46	40.77%	71,820.00	65,959.46	59.22%
60	Building Expenses	882.23	5,366.52	48.89%	10,975.00	10,092.77	51.10%
70	Capital Expense	0.00	2,315.57	76.19%	3,039.00	3,039.00	23.80%
	Total Randall Oaks	<u>29,647.29</u>	<u>154,846.50</u>	<u>41.27%</u>	<u>375,179.89</u>	<u>345,532.60</u>	<u>58.73%</u>
	Total Expenditures	<u>302,834.13</u>	<u>1,704,088.83</u>	<u>20.66%</u>	<u>8,247,250.12</u>	<u>7,944,415.99</u>	<u>79.34%</u>
	Net Increase(Decrease) in Fund Balance	<u>(302,834.13)</u>	<u>(1,704,088.83)</u>	<u>20.66%</u>	<u>(8,247,250.12)</u>	<u>(7,944,415.99)</u>	<u>79.33%</u>

Fox River Valley Public Library District
 Expenditure Summary - All Funds Combined - Expenditures by Period - Posted Transactions Only
 From 7/1/2024 Through 6/30/2025

	<u>7/1/2024 - 7/31/2024</u>	<u>8/1/2024 - 8/31/2024</u>	<u>9/1/2024 - 9/30/2024</u>	<u>10/1/2024 - 10/31/2024</u>	<u>11/1/2024 - 11/30/2024</u>	<u>12/1/2024 - 12/31/2024</u>	<u>1/1/2025 - 1/31/2025</u>	<u>2/1/2025 - 2/28/2025</u>	<u>3/1/2025 - 3/31/2025</u>	<u>4/1/2025 - 4/30/2025</u>	<u>5/1/2025 - 5/31/2025</u>	<u>6/1/2025 - 6/30/2025</u>	<u>Total</u>
Expenditures													
Personnel Expenses													
PERSONNEL	235,115.63	246,897.06	227,665.18	251,314.76	229,140.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190,133.14
SERVICES/BENEFITS													
Library Materials													
LIBRARY MATERIALS	45,989.96	60,906.38	24,418.87	23,954.50	27,860.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	183,129.79
Operating Expenses													
LIBRARY OPERATIONS	38,730.32	17,527.10	20,643.96	17,780.99	16,377.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,059.80
PUBLIC RELATIONS	316.32	12,533.21	222.84	249.87	10,092.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,415.04
GENERAL PROGRAMMING	956.97	2,805.67	2,106.31	4,633.38	4,776.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,278.84
COMPUTER	14,839.78	14,841.33	6,020.85	18,352.66	1,105.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,159.72
PROFESSIONAL FEES	1,035.13	1,127.57	8,195.05	7,350.33	3,030.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,738.10
TRANSPORTATION	126.70	139.13	262.06	244.89	62.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	834.82
Building Expenses													
MAINTENANCE	7,938.87	12,838.57	6,634.34	25,687.31	5,037.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,136.29
UTILITIES	5,908.82	7,982.22	5,357.57	6,110.49	4,774.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,133.62
Capital Expense													
CAPITAL EXPENSE	<u>712.68</u>	<u>12,288.91</u>	<u>2,398.51</u>	<u>91.65</u>	<u>577.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,069.67</u>
Total Expenditures	<u>351,671.18</u>	<u>389,887.15</u>	<u>303,925.54</u>	<u>355,770.83</u>	<u>302,834.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,704,088.83</u>
Net Increase(Decrease) in Fund Balance	<u>(351,671.18)</u>	<u>(389,887.15)</u>	<u>(303,925.54)</u>	<u>(355,770.83)</u>	<u>(302,834.13)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,704,088.83)</u>

Fox River Valley Public Library District
 Balance Sheet - Unposted Transactions Included In Report
 As of 11/30/2024

		Current Year
Assets		
Cash and Investments		
Checking Accounts		
10100	BANK ACCOUNTS	
10	GENERAL/CORPORATE	5,401,897.85
70	CAPITAL PROJECTS/SPECIAL RESERVE	<u>2,629,818.41</u>
	Total Checking Accounts	8,031,716.26
Other Cash		
10900	CASH ON HAND DUNDEE	
10	GENERAL/CORPORATE	252.00
10902	Kiosk Cash	
10	GENERAL/CORPORATE	<u>109.90</u>
	Total Other Cash	361.90
Investments		
10500	INVESTMENT ACCOUNTS	
10	GENERAL/CORPORATE	518,957.31
70	CAPITAL PROJECTS/SPECIAL RESERVE	1,718,676.24
80	WORKING CASH	175,106.49
90	DONATION / GIFT	<u>288,180.57</u>
	Total Investments	<u>2,700,920.61</u>
	Total Cash and Investments	10,732,998.77
Other Assets		
13000	PREPAID RENT	
10	GENERAL/CORPORATE	10,815.00
13200	PREPAID EXPENSE	
10	GENERAL/CORPORATE	28,370.29
14000	ACCOUNTS RECEIVABLE	
10	GENERAL/CORPORATE	<u>1,818.19</u>
	Total Other Assets	<u>41,003.48</u>
	Total Assets	<u><u>10,774,002.25</u></u>
Liabilities and Fund Balance		
Liabilities		
20000	ACCOUNTS PAYABLE	
10	GENERAL/CORPORATE	10,755.11
20002	AP license Plate	
10	GENERAL/CORPORATE	1,645.00
20003	AP Other	
10	GENERAL/CORPORATE	179.20
21000	ACCRUED PAYROLL	
10	GENERAL/CORPORATE	42,561.30
22055	CREDIT CARD PAYABLE NELSON	
10	GENERAL/CORPORATE	1,241.11
22070	CREDIT CARD PAYABLE LORENZETTI	
10	GENERAL/CORPORATE	1,156.02
22077	CREDIT CARD PAYABLE CARROLL	
10	GENERAL/CORPORATE	82.20
22084	CREDIT CARD PAYABLE SABALA	
10	GENERAL/CORPORATE	20.00
22085	CREDIT CARD PAYABLE JI	
10	GENERAL/CORPORATE	80.52
22090	CREDIT CARD PAYABLE SHERRY KENNEY	
10	GENERAL/CORPORATE	76.54
22093	CREDIT CARD PAYABLE MUNOZ	
10	GENERAL/CORPORATE	123.98
22220	IMRF EXPENSE PAYABLE	
10	GENERAL/CORPORATE	<u>26,788.66</u>
	Total Liabilities	84,709.64
Fund Balance		

Fox River Valley Public Library District
Balance Sheet - Unposted Transactions Included In Report
As of 11/30/2024

		<u>Current Year</u>
10	GENERAL/CORPORATE	5,876,896.84
70	CAPITAL PROJECTS/SPECIAL RESERVE	4,348,494.65
80	WORKING CASH	175,106.49
90	DONATION / GIFT	<u>288,180.57</u>
	Total Fund Balance	<u>10,688,678.55</u>
	Total Liabilities and Fund Balance	<u><u>10,773,388.19</u></u>

Fox River Valley Public Library District - General Fund
 Portfolio Maturity Snapshot
 30-Nov-24

Maturity Date	Cusip	Security	Security Type	Quantity	Coupon/Int Rate	Total Cost	Market Value	YTM	FDIC/NCUA	Moody's	S&P
		CASH ACCOUNT	CASH AND EQUIVALENTS (USD)		0	2057.74	2057.74		0	N/A	
	261908404	Dreyfus Tsy Obligations (Sweep)	CASH AND EQUIVALENTS (USD)		4.41	1396.42	1396.42		4.41	N/A	
12/5/2024	41880LBH4	Hatch Bank San Marcos CA	CERTIFICATES OF DEPOSIT (USD)	240000	5.05	239684.2	240015.2		4.42	25803	N/A
12/26/2024	912796ZV4	United States Treas Bills	TREASURY BILLS (USD)	991000	0	987625.7	987997.3		4.21	N/A	A-1+
2/18/2025	70087TAC9	Park View Fcu Harrisonburg VA	CERTIFICATES OF DEPOSIT (USD)	248000	5.35	247948	248459		4.56	CU19541	N/A
3/7/2025	80280JXG1	Santander Bank NA	CERTIFICATES OF DEPOSIT (USD)	170000	5.15	169993	170221.8		4.49	29950	N/A
3/11/2025	59161YBH8	Metro Cr Un Chelsea MA	CERTIFICATES OF DEPOSIT (USD)	248000	5.65	247972.8	248807.4		4.6	CU66364	N/A
4/4/2025	749622BL9	Ria Fedl Credit Union	CERTIFICATES OF DEPOSIT (USD)	200000	5.65	199960	200810		4.52	CU17117	N/A
6/20/2025	06251FAE9	Bank Hapoalim B M New York	CERTIFICATES OF DEPOSIT (USD)	90000	5.35	90005.5	90406.62		4.4	33686	N/A
9/29/2025	92838DAD8	Visions Fedl Credit Union Endwell NY	CERTIFICATES OF DEPOSIT (USD)	105000	5.65	104957.5	106096.7		4.41	CU17429	N/A
10/27/2025	130162BB5	California Cr Un Glendale Cali	CERTIFICATES OF DEPOSIT (USD)	225000	5.65	224897.5	227618.5		4.33	CU60784	N/A
12/1/2026	713244ET4	Peoria Tazewell Etc Counties IL	MUNICIPAL BONDS (USD)	175000	5.18	175010	177031.8		4.54	N/A	AA+
TOTAL PORTFOLIO							2691508	2700918	4.38		

Exhibit C.1 Per Capita Grant Application - discussion

No motion needed

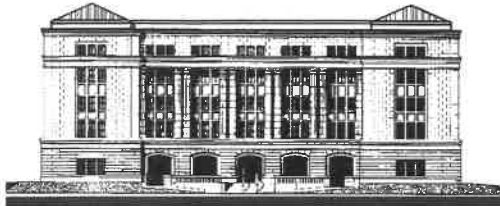
BACKGROUND INFORMATION:

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

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

For 2025 grants, the application deadline is once again anticipated to be January 30, 2025. The actual allocation received will be based upon the funds appropriated by the legislature for the program in the upcoming year, if they choose to do so.

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



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

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

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

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

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

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

Legal Name of Library: Fox River Valley Public Library District

Library's Control Number: 30238 **Branch Number:** 00 **Today's Date:** 11/18/2024

Contact information of the person completing this grant application:

Preparer's Name: Heather Zabski
(First Name) *(Last Name)*

Preparer's Title: Interim Director

Preparer's Phone Number: (224) 699-5830

Preparer's Email Address: hzabski@frvpld.info

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

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

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

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

Service Area Population 71,530

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

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

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

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

Chapter 1: Core Standards

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

Our library meets the 23 core standards outlined in Chapter 1 of Serving Our Public 4.0.

Chapter 2: Governance and Administration

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

Our library board and director will work on developing a succession plan focused on both internal and external development to fill anticipated needs for library leadership and other key personnel. Library trustees are encouraged to attend training when fiscally possible. Our library meets all other components of the Governance Administration checklist.

Chapter 3: Personnel

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

Our library has a small staff for the large population we serve. However, we currently meet all the components of the Personnel checklist. We are working on revising our annual evaluation process.

Chapter 4: Access

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

Our library board and management team are actively working to develop a plan to expand/ improve facilities to provide the amount of space needed to meet the provisions of our strategic plan as well as having enough staff workspace, shelving, display space, study rooms and programming that a library district of our population size needs. Our library meets all the components of the Access checklist.

Chapter 5: Building Infrastructure and Maintenance

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

Our library currently meets all components of the Building Infrastructure and Maintenance checklists.

Chapter 6: Safety

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

Our library currently meets all components of the Safety checklist.

Chapter 7: Collection Management

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

Our library currently meets all components of the Collection Management checklist.

Chapter 8: System Member Responsibilities and Resource Sharing

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

Our library currently meets all components of the System Membership Responsibilities and Resource Sharing checklist. Our library is a net lender.

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

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

Our library currently meets all the components of the Reference Service checklist and Reader's Advisory Service checklist.

Chapter 10: Programming

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

Our library meets all the components of the Programming checklist.

Chapter 11: Youth/Young Adult Services

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

Our library meets all components of the Youth/ Young Adult Services checklist.

Chapter 12: Technology

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

Our library currently meets all components of the Technology checklist.

Chapter 13: Marketing, Promotion and Collaboration

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

The library currently meets all the components of the Marketing, Promotion and Collaboration checklist.

Part II: Planned Use of Grant Funds

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

Our main library facility, the Dundee Library, is reaching 50 years of age and in need of several major building projects. Funds for the grant will first be applied to building projects to improve our main library facility to increase the flexibility and usability of the space, as well as make necessary repairs to keep the building operational. These projects will help us improve access, maintenance and safety at our main location.

The cost of repairs needed is likely to exceed the amount in the grant, but in the event leftover funds are available, they will be utilized for library collections. Specifically, we will use the money to purchase additional copies of high demand titles.



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

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Fox River Valley Public Library District

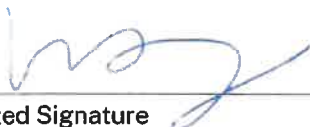
Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

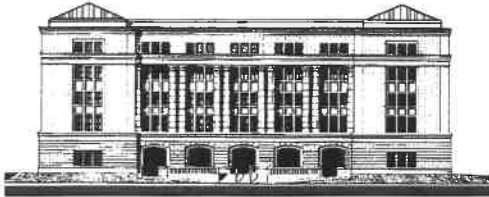
By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.


Authorized Signature

Heather Zabski
Signature Name (Typed or Printed)

12/02/2024
Date

Interim Director
Title



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

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30238 **City:** East Dundee

Library Name: Fox River Valley Public Library Distirct

Exact amount of Per Capita Grant received in Fiscal Year 2023: \$ 105,506.75

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

To demonstrate our commitment to having a well trained staff, funds were set aside to hire speakers for all staff training on safety, computer security and customer service related topics. Grant funds were also used to send staff to conferences including Reaching Forward and ABOS.

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Grant funds were used to make necessary repairs to our building's plumbing system after cracks were discovered causing leaks.

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Grant funds were used to expand non-traditional circulating collections to include board games and video game consoles.

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Grant funds were used to buy additional shelving while relocating our teen collections to a larger space within the building.

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13

Exhibit C.2 HR Temporary Services

RECOMMENDED **MOTION**: I move to Authorize the Director to enter into an agreement with HR Source for temporary HR Assistance for \$120 an hour.

BACKGROUND INFORMATION:

The library currently has no dedicated Human Resources staff. HR Source is an association for employers that the library is a member of and frequently works with libraries. They offer temporary, short-term HR services at a rate of \$120 per hour. It is estimated that an organization of our size would need around 10 hours per week. The estimated monthly cost would be around \$5,400.

C.3 Architect Expenditures

RECOMMENDED **ACTION**: I move to approve Pre-Construction professional services for Engberg Anderson Architects to plan for a remodel of the Dundee Library in an amount not to exceed \$40,000.

BACKGROUND INFORMATION:

We need to make firm plans to remodel the Dundee Library. Several capital assets are nearing their expected life expectancy. Carpet and furniture from 2009 remodeling look frayed and needs to be replaced. This proposal will give our library a plan to renovate the Dundee Library in stages based upon funding available to the library district. This will allow us to remodel the library in a logical manner, rather than replacing things as they break. It will also help us identify smaller projects that can be done using grant funds available from the state of Illinois.

March 6, 2024

AGREEMENT FOR STRATEGIC PLANNING SERVICES FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT | DUNDEE LIBRARY

between

The Board of Library Trustees of the
Fox River Valley Public Library District
555 Barrington Avenue
East Dundee, IL 60118

and

Engberg Anderson, Inc.

8616 West Catalpa Avenue, Suite 1116
Chicago, IL 60656

Engberg Anderson Project No. 243818

Dear Heather,

Engberg Anderson is pleased to submit this proposal for a Strategic Facility Plan Update for the Dundee Library. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Library is seeking a Strategic Facilities Plan (SFP) Update to evaluate options related to maintaining, renovating, and improving the existing facility. The Library desires to leverage the planning process included in the 2020 plans to expand and renovate the building with adjustments to reflect District priorities.

- The building entry will remain as currently located.
- Drive up returns will remain remote.
- Parking areas will remain as currently configured. Maintenance projects will be identified and addressed by the Library as a separate effort.
- The elevator continues to be a maintenance issue. Alternatives to continued maintenance should be included in the study.
- The former Village Offices space is still used on an ad hoc basis and needs to be developed for use by the public and staff in a meaningful and sustainable arrangement.
- The existing administrative/staff work zone is not efficiently used and can be considered for reorganization or relocation in this study to achieve greater efficiencies and better public service.
- There continues to be strong needed for better arrangements of collections to support discovery, discernment and fulfillment in support of patron needs.

- Small group activity rooms are needed.
- Large and medium sized group and multi-purpose spaces are needed. The Community Room can remain in its current location or be relocated as needed to fit a broader, more comprehensive assessment of space utilization.
- Roof repairs have been made but there are continuing issues with leaks.
- The various components of the HVAC and other building systems are continuing to age with many of the components having passed their useful life expectancy. These are becoming increasingly difficult and expensive to operate, maintain, and repair. A review of the overall performance of the HVAC system is needed.

This SFP is to provide comparative cost and performance data to assist the library in determining the best approach to implementing a series of improvements within the context of a guiding framework.

STUDY COMPONENTS

1. Capital Repair Plan Update

This is an evaluation to better understand the condition of the building, prioritize needed repairs or replacements, coordinate capital maintenance projects with service-based improvements to the buildings, and identify appropriate funding levels to replace those building systems or components using designated reserve funds. It will build on work completed in the recent 2020 Dundee Library Study and recent efforts by the Library.

- We will review available documentation including construction or record drawings and specifications as provided by the Library.
- We will convene a group of engineers and architects familiar with library building systems for a review of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
 - We will utilize 20/10 Engineering Consultants, LLC for review of plumbing, fire protection, HVAC and electrical systems.
 - We will utilize Eriksson Engineering Associates, Ltd for site paving and drainage.
- The results of these conversations and the walk through will become the basis for updates to the Capital Repair Plan, development of repair and replacement concepts, definition of the impact of these concepts on other building systems, risks associated with delaying the repair or replacement, and impact on long term utility of the building. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
- Cost estimates, schedule, phasing and implementation strategies will be provided by the Library's Construction Manager, SMC Construction Services, who is familiar with the building and both new and phased renovation projects for public libraries.
- Any discernable violations of plumbing, mechanical or electrical codes will be identified to the Library. Building systems that appear to warrant more intensive investigation or inspection will be identified to the Library.
- The replacement schedules will be submitted to the Library in draft form for review and comment. A final version will include modifications as the Library deems appropriate.

2. Strategic Facility Plan Update

Needs Assessment

The planning team will make use of previous efforts on the part of the Library to provide context for an update to establishing a list of overall Space Need Statements. These will provide a reference point for the planning and estimating processes and allow definition of service capabilities at several milestone configurations. We anticipate the Needs Statements will identify the most pressing space needs and is envisioned as addressing accessibility and safety, in particular at the entries to the building; the need for medium and large group multi-purpose space; a shortage of small group activity rooms; and select other services. It is also intended to identify needs related to the site that may offer both improved service and reduced operational costs. We envision this Statement of Need including the following a la carte items:

Repairs (10- to 20-year life expectancy)

- Identify repairs to keep the building operational and its occupants safe for a period of 10 to 20 years.
- Identify repairs to be made to reduce the reactive nature of maintenance
- Focus on mechanical, electrical, fire protection, roof, window, exterior masonry or other exterior walls as needed

High Priority Service Improvements

- Reorganize interior spaces as needed for long term utility
 - Large Multi-Purpose Room
 - Expanded Adult and Children's Services Areas
- Essentially renew the existing facility

Capital Project Cost Models

Conceptual cost opinions will be developed to define probable costs on a conceptual basis.

- We will utilize the services of an independent Construction Manager to aid in the evaluation of renovation costs associated with the various plan components
- Cost analysis will be conceptual in nature and will reflect the nature of the building needed to support continuous library functions during construction.
- Analysis will include site development, acquisition, furnishings, implementations costs, and project expenses as well as hard construction costs.

Implementation Strategies

- Using the Cost Models and the Library's prioritization of service improvements, we will identify logical improvement/funding steps to match the available resources.

SCHEDULE

We propose to provide the normal scope of services within 180 days of receipt of authorization to proceed.

DELIVERABLES

Within this approach we will provide the following products

- Summary Report
- Evaluation/replacement cost spreadsheets
- Diagrams and other Illustrations
- PowerPoint presentation

FEE PROPOSAL

FEE

Based on this understanding, we propose to complete the outlined services for a series of a la carte fees.

This will include our efforts as well as the plumbing, mechanical and electrical engineers. Interim and final documentation will be provided to the library in portable document format (pdf). This fee is proposed as an aggregate. An initial allocation of the aggregate fee to the various components is provided in the following table.

1. Capital Repair Plan Update		Fee
Core and Shell, Elevator, Interior Construction	Engberg Anderson	\$5,000
Mechanical, Electrical, Plumbing and Fire Protection Reviews, Concepts	20/10 Engineering Group	\$6,800
TOTAL		\$11,800

2. Strategic Facility Plan Update		Fee
Needs Assessments, Concepts, Evaluations, Preparatory Meetings, Board Workshop, Renderings, Reports	Engberg Anderson	\$24,000
TOTAL		\$24,000

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will charged based on the attached **Current Rate Schedule** up to the limits specified for each service.

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client in accordance with the attached **Reimbursable Expenses Exhibit**. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expenses shall be invoiced at 1.0 times our cost.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the **Insurance Coverages Exhibit**.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other’s right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

- Exhibit: Current Rate Schedule
- Exhibit: Reimbursable Expenses
- Exhibit: Insurance Coverages

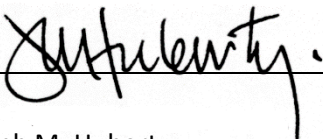
ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
**BOARD OF LIBRARY TRUSTEES OF THE
FOX RIVER VALLEY DISTRICT LIBRARY**

CHECK ALL THAT APPLY:
 CAPITAL REPAIR PLAN UPDATE: \$11,800
 STRATEGIC FACILITY PLAN UPDATE \$26,800

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Principal

Title: _____

Date: December 9, 2024

Date: _____

Copied

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2024 3694\243818 Fox River Valley PLD SFP Update\1-Project Administration\1-Contracts & Fees\1-Client\OAA SFP 2024 Update.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Principal	\$215	Project Architect	\$145
Partner	\$180	Project Interior Designer	\$145
Senior Team Leader	\$165	Designer	\$130
Team Leader	\$160	Staff	\$115
Senior Project Architect	\$155	Interns	\$90
Senior Interior Designer	\$155	Administrative Support	\$80

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Airfare is purchased at coach rates, prices as available with 14 day advance purchase. Last minute meetings are purchased at the best available commercial prices for the date and time chosen for the meeting.
 - Lodging is \$125/night maximum.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the **Insurance Coverages Exhibit**:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

SIMILAR STRATEGIC FACILITY PLAN PROJECTS

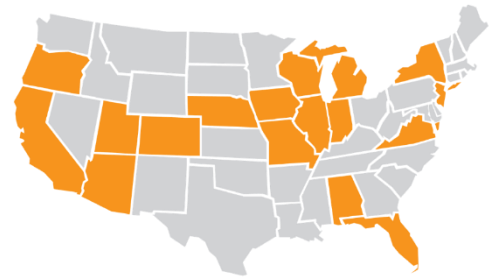
Appleton (WI) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 140,000 sf.
Auburn (AL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for multi-building system.
Barrington Area (IL) Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 60,000 sf facility.
Beloit (WI) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 57,000 sf facility.
Bettendorf (IA) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 52,000 sf facility.
Bloomington (IL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment Update, <input checked="" type="checkbox"/> Facility Condition Assessment Update, <input checked="" type="checkbox"/> Strategic Space Needs Update, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 51,000 sf facility expanded to 70,000 sf.
Crystal Lake (IL) Public Library	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 40,000 sf facility expanded to 72,000 sf

Edwardsville (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 20,000 sf facility expanded to 36,000 sf.
Evergreen Park (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 23,000 sf facility.
Helen Plum Memorial (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 37,000 sf facility expanded to 52,000 sf.
Indian Trails (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 40,000 sf facility expanded to 60,000 sf.
Joliet (IL) Public library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 74,000 sf facility.
Lisle (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 29,000 sf facility expanded to 51,000 sf.
Marion (IA) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Branching, Mobile Library, and New Building concepts for 24,000 sf building replaced by 50,000 sf facility.
Palatine (IL) Public library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 96,000 sf facility and two branches.

Poplar Creek (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 98,000 sf facility.
Rockford (IL) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for Interim and new Main Library; Consolidation from 80,000 sf to 68,000 sf.
Waukesha (WI) Public Library	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion concepts for 71,500 sf facility.
Winnetka Northfield (IL) Public Library District	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Accessibility Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Branching, concepts for 22,000 sf building renovated and 4,000 sf facility expanded to 10,000 sf.
<i>Academic Library Master Plans</i>	
Hudson County (NJ) Community College Libraries <ul style="list-style-type: none"> • North Hudson Library • Gabert Library 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 7,000 and 33,200 sf libraries.
University of Wisconsin – Green Bay <ul style="list-style-type: none"> • Cofrin Library 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, and New Building concepts. Recommend replacement of 185,000 sf building with new facility of 180,000 sf.
University of Wisconsin – Madison <ul style="list-style-type: none"> • Memorial Library • College library • Steenbock Library • 24 building system assessment and system redevelopment plan 	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts. Recommend overall restructuring from 782,000 sf and 24 locations to 595,000 sf in 7 facilities.

ABOUT ENGBERG ANDERSON

Serving libraries across the nation, Engberg Anderson possesses an unparalleled breadth and depth of knowledge. Our extensive portfolio encompasses over 310+ library renovation and expansion projects, spanning across 17 states. These projects vary in size, ranging from a modest 300 sf to an expansive 360,000+ sf. Library patrons can experience our work in the following locations:



ONE TEAM, AND A SHARED COMMITMENT TO

ARCHITECTURE THAT INSPIRES PEOPLE, STRENGTHENS NEIGHBORHOODS, AND BUILDS COMMUNITIES

We are a family of creatives: architects, interior designers, planners, travelers, and artists, driven to create design that serves a higher purpose.

Collaboration with our clients leads us to a deeper understanding of user needs, community identity, and inspires our best work.

Building neighborhoods improves the lives of people through impactful projects that are intensely local, detail obsessed, and reflective of their users.

MANY SKILLS, AND A HOLISTIC UNDERSTANDING OF LIBRARY BUILDINGS



Planning

- Facility Planning
- Feasibility/ Site Analysis
- Accessibility
- Facility Analysis
- Capital Budgeting



Design

- Architecture
- Interior Design
- Furnishings
- Signage & Art
- Technology
- Sustainable Design
- Urban Design



Construction

- Construction Administration
- Contract Control
- Cost Control
- Schedule Control
- Quality Control



Repairs

- Building Integrity Studies
- Systems Evaluations
- Energy Studies
- Life Cycle Cost Analysis
- Capital Repairs Plans



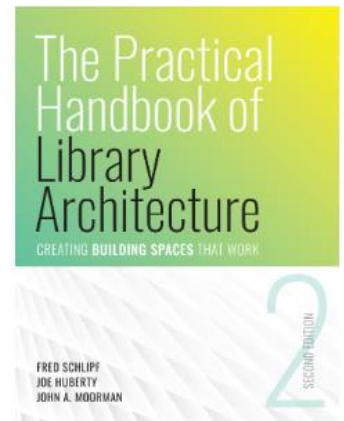
Renovations

- Patron Experience
- Member Services
- Updated Furnishings
- Merchandising
- Work Room Alignments
- Revitalizations

JOSEPH M. HUBERTY | AIA | LEED AP | NCARB, PRINCIPAL

Joe is a Principal with Engberg Anderson since 2000 and an addicted library user since reading Harold and the Purple Crayon in a small branch of the Milwaukee Public Library. He has spent the last 30+ years planning and designing award-winning and much-loved libraries across the nation, mostly so he can hang out with librarians. Joe sees architecture as a practical art that provides future-friendly, pragmatic, and functional space that is comfortable, aspirational, and inspirational. Libraries are the ultimate embodiment of the relationship between people, services, and space. His contributions to public and academic libraries have been featured in numerous presentations at both state and national conferences. Additionally, he is a co-author of the upcoming 2nd Edition of *"The Practical Handbook of Library Architecture: Creating Building Spaces that Work."*

Joe is a licensed architect in Alabama, Arizona, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Michigan, Missouri, Nevada, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Oregon, Utah, Virginia, and Wisconsin



CONFERENCES, SEMINARS, AND PUBLICATIONS



The Top 5 Mistakes Renovating Your Library | ALA 2023, Co-presenter.

Ethnographic Design: Creating Culturally Centered Spaces | ALA 2022, Co-presenter.

Reopening Under COVID-19, A Space Planning Approach | Reaching Across Illinois Library System, July 8, 2020. Iowa State Library. 2020.

Space Planning: Reinventing Your Library Space | ALA Regional Training, Jacksonville, FL Co-presenter. 2019.

The Challenges of Opportunity: Service, Space, Community & Economic Development | ILA 2018

Getting Your Community to Say Yes! | ILA 2017 Co-presenter.

Don't Worry, We're Only Going to Change Everything | PLA 2016, Denver CO, Co-presenter.

Space Planning Without the Space: Re-imagining Your Existing Library | RAILS. Co-presenter. January 2016.

Design and Working Relationships in Library Projects | University of Illinois-Urbana Champaign iSchool, 2006-2019.

The Twenty-First Century Library: Tomorrow's Design is Here Today | ILA 2009 Co-presenter.

The Efficient, Saleable Public Library | ProjectShoehorn ILA 2009, Peoria, IL. Co-presenter.

Creating a New Model for Today's Branch | ILA 2009. Co-presenter.

Extreme Makeover: Library Edition-How We Programmed, Designed, Funded and Built a Library in Just Two Years | ILA 2005, Co-presenter.

Mainstreaming Green Design Practices | Energy & Environmental Building Association Excellence Conference, 2001



TRAINING

New Mexico Library Association - Albuquerque

Missouri Library Association - Columbia

Virginia State Library - Norfolk, Fredericksburg

Iowa State Library - Council Bluffs, Des Moines, Waterloo

Reaching Across Illinois Library System - Elgin, Burr Ridge, Barrington Area, IL

MAIN Library Alliance - Long Hill Township, NJ

PALS Plus Library Consortium - Wayne, NJ

Bergen County Cooperative Library System - Livingston, NJ



Exhibit C.4 Review and Select Executive Search Proposals

RECOMMENDED **MOTION**: I move to Authorize the Director to enter into an agreement with Stack Consulting Group LLC to conduct a director search with a cost not to exceed \$20,000.

BACKGROUND INFORMATION:

The library needs to conduct a search for an executive director. Three local firms were contacted and asked to submit proposals, which are attached to this exhibit. All three search firms have conducted executive searches for libraries before, come recommended, and are similar prices. Stacks Consulting Group LLC is recommended because of the thoroughness of their proposed process.

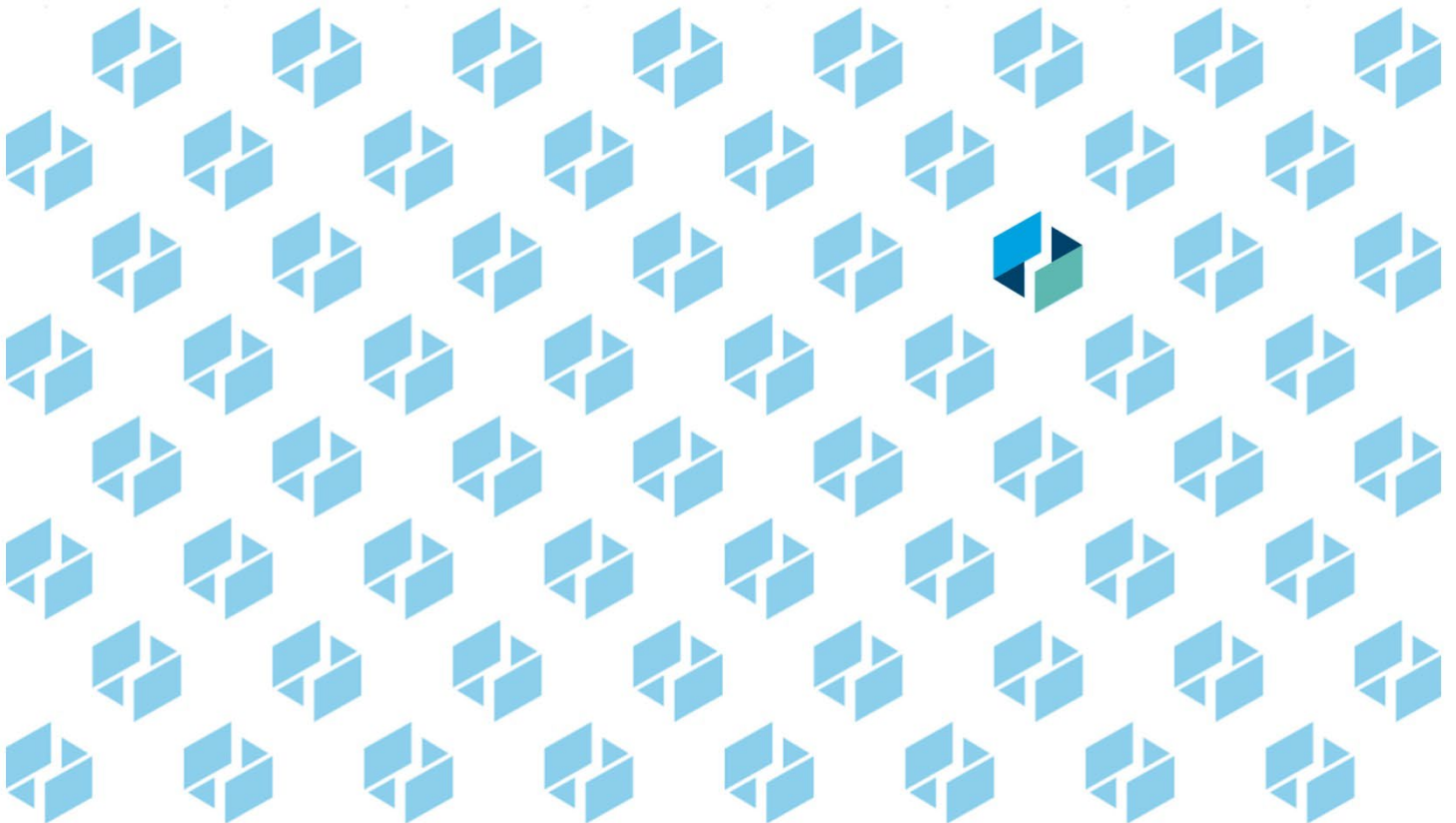
PROPOSAL:

Fox River Valley Public Library District Executive Director Search Services

November 14, 2024

SUBMITTED BY:

Jackie Throop, SPHR
Director, Outsourced HR & Recruiting Services
jthroop@hrsourc.org



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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of close to 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

The HR Source offers comprehensive support for organizations and Human Resources departments by providing both on-site and off-site resources to aid in recruiting, managing and/or setting up day-to-day HR functions, providing leave coverage, supporting an existing HR department on a long- or short-term basis, and completion of other projects related to HR departments. We also offer long-term outsourced solutions for HR departments that provides dedicated HR expertise in a flexible and customized fashion. Our Outsourced HR & Recruiting Team fully understands the confidential nature of the work HR departments are responsible for and employees expect.

We have a professional human resources staff with strong generalist and management experience, and/or recruiting backgrounds, who work with our members through our Outsourced HR & Recruiting services. Our flexibility and experience make us a leader in this area and quite unique. Currently, we employ fourteen HR and recruiting professionals who are part of our Outsourced HR & Recruiting team. This team has well over 450 years combined experience in Human Resources.

Our team has led the effort to fill hundreds of positions ranging from entry level to top management and leaders in an organization. Specific to Library Executive Director searches, we have developed a comprehensive process designed to support the Board and engage the most qualified candidates. Our goal is to find the best candidate for your organization, and we focus on your specific needs to help identify and attract the best fit.

One of the unique aspects of our process is that we have a full support model where we work directly with the Board and will manage the entire process. We can also work in conjunction with an HR person or Board and take on parts of the search process and develop a hybrid approach that is specific to you. Each partnership we engage in is customized depending on the specific needs of the Library.

At the end of the search, as a member organization, we continue to be your HR Partner. Your new Executive Director can be provided full access to all of our member benefits to help him/her as they embark on your new role.

Project Scope and Membership

Based on information provided by Heather Zabski, Interim Director, the scope of this project is to provide recruiting support for an Executive Director search for Fox River Valley Public Library District. It is recommended that the following activities are included in the scope of work provided by the Outsourced HR & Recruiting Team at HR Source:

- Work with the team at (Organization) to clearly define the leadership role and scope of duties
- Gain an understanding of the culture, leadership style and work structure of the Library
- Develop a job posting and sourcing strategy
- Investigate databases and other avenues to source passive candidates
- Screen all candidates (resume review and phone screen) and provide a pool of qualified candidates to (Organization) Search Committee for further review
- Conduct active recruiting for passive candidates by using LinkedIn Recruiter Lite and other on-line and networking sources if necessary
- Handle all candidate communication including scheduling interviews
- Available to be onsite to assist with in-person interviews
- Support the hiring team/selection committee at (Organization) to provide a consistent and effective process
- Develop interview questions for the Search Committee and Board
- Complete references

Other duties related to a successful search and transition of the new Executive Director can also be included. Specific added services can include:

- Interviewing coaching/training for the Board
- Executive coaching for new Executive Director
- Market Benchmarking
- Library Staff Culture Assessment
- Use of HR Source's ATS system

At the onset of the partnership, a specific process and timeline will be developed and confirmed prior to work being performed.

Cost and Billing Procedures

Currently, Fox River Valley Public Library District is a member of HR Source. Outsourced HR & Recruiting services are billed on an hourly basis for actual hours worked on the project. Invoices will be processed on the last day of the month reflecting actual hours worked.

As a member, Fox River Valley Public Library District receives a 40% discount on rates. Therefore, recruiting services outlined above would be billed at \$150.00/hour.

The above rates do not include project related expenses, such as advertisements or database access, agreed to and purchased on behalf of the Library. These expenses will be billed directly to the organization.

Estimated hours are approximately 80-100 hours to complete this project. The approximate hours is an estimate and can fluctuate. Invoices will be based on actual hours worked. Member organizations also receive a maximum out of pocket for this search not to exceed \$15,000.00 for Outsourced HR & Recruiting billable hours on the search activities.

Sourcing additional fee: If efforts are approved to source for passive candidates through LinkedIn, there is a flat fee of \$150.00/month for each month this strategy is being used. This would be in addition to the hourly rate.

Additional Options

If any of the additional services are requested, the following member rates will apply:

- Interviewing coaching/training for the Board: \$1,750.00
- Executive coaching for new Executive Director:
 - First in-person one-hour session: \$450.00
 - Subsequent one-hour sessions: \$350.00 each
- Market Benchmarking: \$300
- Library Staff Culture Assessment: based on electronic submission and up to 100 employees: \$2,700.00. Includes a final report and employee comments. If an analysis of the data is requested, time will be billable at \$195.00/hour.
- HR Source has an Applicant Tracking System (ATS) which allows for a dedicated site for Fox River Valley Public Library District. This branded page allows job seekers to have a clear path to apply. HR Source covers the cost of the ATS system but there are three fees associated with use of our ATS. (next page)

The costs involved if Fox River Valley Public Library District chooses to have the Executive Director job post run through HR Source's ATS system are:

- Fox River Valley Public Library District would give permission to copy their website logo to create a branded career page for this search. This page is only connected to the ATS system.
- There is a one-time set-up fee of \$150.00.
- Any administrative time that is spent managing the search from an ATS perspective is billable at \$55.00/hour.

Using the ATS system can help streamline the process and save time. The ATS system also gives the candidate a professional application experience as they will see the Library's branded page as they apply to the job. The system also provides for a very smooth and quick application process.

Pricing is subject to change if the scope of the partnership deviates from the scope outline. Any changes in pricing will be discussed with Fox River Valley Public Library District prior to any adjustments taking place.

References

Cassandra Henwood, HR Manager
Niles-Maine District Library (appr. 59,000 residents)
(847) 663-6403 chenwood@nileslibrary.org

Doug Nieman, Board Vice-President
Lake Villa District Library (appr. 40,000 residents)
Dougnieman791@gmail.com

Dave Della Terza, Executive Director
Naperville Public Library (appr 147,000 residents)
ddellaterza@naperville-lib.org

Aaron Skog, Executive Director
SWAN Libraries
(630) 326-7022 aaron@swanlibraries.net

Warrette Coleman, Secretary (former Board President)
Richton Park Public Library District (approximately 14,000 residents)
warrette.coleman@gmail.com

Maureen Barry, Board President
Hillside Public Library (approximately 8,100 residents)
(708) 476-9445 mobarry99@gmail.com

Jason Laureys, Board President
Wauconda Area Public Library (appr. 27,000 residents)
jasonlaureys.wal@gmail.com

Letter of Agreement

November 14, 2024

HR Source agrees to offer the proposed Outsourced HR & Recruiting services for:

Member / Client Organization: Fox River Valley Public Library District

Contact Name: Heather Zabski

Address: 555 Barrington Avenue, East Dundee, IL 60118

Telephone: (847) 428-3661

Services to be offered: Executive Director Recruiting Support

This Letter of Agreement ("**Agreement**") sets forth the terms and conditions whereby HR Source agrees to provide certain services (as described in Section 1) to Organization, hereinafter referred to as the "Organization."

1. Services. You hereby engage, and HR Source hereby accepts such engagement, to provide certain services to the Organization on the terms and conditions set forth in this Agreement. HR Source shall provide to the Organization the following services:

This proposal is for a Library Director Search partnership. The scope of this project can include developing a job posting and sourcing strategy, sourcing candidates, screening candidates, conducting phone screens, handling all candidate communication, setting up interviews and checking references if needed. A specific process will be confirmed with the Organization at the onset of this project.

The scope can also include the additional services noted in this proposal.

Unless otherwise set forth in this Section, any additional services are not included as part of this Agreement. Services that exceed the scope of this Section may result in additional fees. HR Source shall not exceed the scope of this Agreement without the approval of the Organization.

2. Term. Estimated hours are approximately 80-100 hours to complete this project. The approximate hours is an estimate and can fluctuate. Invoices will be based on actual hours worked. Member organizations also receive a maximum out of pocket for this search not to exceed \$15,000.00 for Outsourced HR & Recruiting billable hours on the search activities.

Member Initials: _____

HR Source Initials: *JT*

3. Fees and Expenses. In exchange for these services, the Organization agrees to pay \$150.00/hour. Pricing is reflective of the Organization being a current member and may fluctuate if the project deviates from the project overview and scope as outlined above. Currently, the Organization is a member of HR Source. If the Organization were to become a non-member, and the partnership outlined in this Agreement is retained, HR Source reserves the right to adjust the fees accordingly.

Sourcing additional fee: If efforts are approved to source for passive candidates through LinkedIn, there is a flat fee of \$150.00/month for each month this strategy is being used. This would be in addition to the hourly rate.

Please check the box next to each additional option to select supplemental services if known at this time:

- Interviewing coaching/training for the Board: \$1,750.00
- Executive coaching for new Library Director:
 - First in-person one-hour session: \$450.00
 - Subsequent one-hour sessions: \$350.00 each
- Market Benchmarking: \$300
- Library Staff Culture Assessment: based on electronic submission and up to 100 employees: \$2,700.00. Includes a final report and employee comments. If an analysis of the data is requested, time will be billable at \$195.00/hour.
- Applicant Tracking System (ATS) usage
 - \$150 One-time set up fee
 - \$55.00/hour Administrative Support

4. Confidentiality. HR Source acknowledges that its employees may have access to information that is treated as confidential and proprietary by the Organization. All HR Source employees sign a Confidentiality Agreement as a requirement of their employment with HR Source and will use or share confidential information only as needed to perform the work agreed to. This may include engaging with other HR Source employees on behalf of the Organization to provide recommendations or complete a specific task or project. HR Source will not disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of the Organization in each instance.

5. Indemnification. The Organization and HR Source shall defend, indemnify, and hold each other harmless (this includes their affiliates and officers, directors, employees, agents, successors, and assigns) from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

(a) bodily injury, death of any person or damage to real or tangible, personal property resulting from each other's acts or omissions; and

(b) breach of any representation, warranty, or obligation under this Agreement.

6. Insurance. During the Term of this Agreement, HR Source and the Organization shall obtain and maintain the following minimum levels of insurance: (i) Workers' Compensation insurance with coverage in accordance with statutory limits, and Employers Liability insurance with limits of not less than \$2,000,000 per occurrence; (ii) Commercial General Liability insurance, including blanket contractual liability with limits of not less than \$2,000,000 per occurrence/\$3,000,000 aggregate; and (iii) Errors and Omissions insurance with limits of not less than \$2,000,000 per occurrence. HR Source shall be immediately notified in writing of any such notice of termination. Upon written request, HR Source and the Organization shall produce proof of coverage to each other.

7. Non-Solicitation. The Organization agrees that it will not make offers of employment to any employees of HR Source who have provided professional services to the Organization without providing HR Source a minimum of two (2) weeks' notice of the Organization's intent to make such an offer. The Organization further agrees to pay a placement fee of \$20,000 if the offer is made within one (1) year of completion of the assignment or if the HR Source professional is still currently working with the Organization.

8. Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section) and to the person who signs the agreement on the last page. All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees prepaid), email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice and (b) the party giving the Notice has complied with the requirements of this Section.

9. Governing Law/Venue. This Agreement and all related documents and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Illinois without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Illinois. Venue is proper in the State of Illinois, County of DuPage, or the Northern District of Illinois, Eastern Division.

10. Counterparts. This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

11. Survival. The terms and conditions of this clause and Section 4, Section 5, Section 6, Section 7, Section 9, Section 10 and Section 11 shall survive the expiration or termination of this Agreement.

If this letter accurately sets forth our understanding, kindly execute the enclosed copy of this letter and send back a copy.

HR Source

Member: Fox River Valley Public Library District

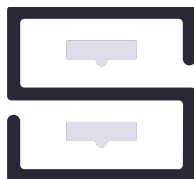
By:

By:

Jackie Throop, SPHR

Jackie Throop, SPHR, Director,
Outsourced HR & Recruiting Services

Date: November 14, 2024



Fox River Valley Libraries

Dundee Library • Randall Oaks Library

Executive Search Proposal

Fox River Valley Public Library District

11.14.2024

Stacks Consulting Group LLC

739 Clinton Place
River Forest, IL 60305

stackscg.com

312.510.3751

November 14, 2024

Fox River Valley Public Library District

Dear Library Trustees,

We appreciate the opportunity to engage in this preliminary discussion in the hopes of working with the Fox River Valley Public Library District in its search for your next Library Director. We are pleased to submit this proposal for your consideration.

Stacks Consulting Group is a young company (2023) committed to delivering an exceptional client experience. All of the Stacks consultants are professionals with extensive experience in their specific areas of expertise. While we may be new to the consulting world, our consultants have executed the exact work you need assistance with through their real-world work. Should Stacks Consulting Group be selected as your search partner, we will give the project our full attention and handle the search with the highest integrity and professionalism.

We aim to facilitate a process that is collaborative and successful for your library. To ensure a positive outcome we will work with the Search Committee/Board to define leadership expectations to guide recruitment of the right candidate for your library. The Stacks team has deep knowledge of the library landscape and an extensive network, which we would utilize to bring in top-tier candidates. We think creatively about where to find talent that matches your ideal profile. We promise to work closely with the Search Committee/Board throughout the process as we work through the recruiting and interviewing.

The library's next Library Director must be committed to ensuring the library continues to bridge diverse communities through the joy of discovery. We are confident that we can deliver a diverse candidate pool who are forward-thinking, knowledgeable about public library management and the right fit for your library.

With over 30 years of combined experience working in libraries, the Stacks team has the expertise and knowledge to identify a director's skills and strengths to navigate the current library landscape. We are committed to supporting the Board and staff through this process and will provide guidance and training as needed. We look forward to meeting with you regarding possible next steps. Thank you for the opportunity to present our credentials for your consideration.

Thank you,

Suzanne Wulf

Director & Consultant

Your Consultants



Suzy Wulf (Lead Consultant) has pioneered digital and public services in libraries for 15 years. Suzy has experience working at a wide range of libraries in different communities both urban and suburban. At Stacks Consulting Group, she leads in management coaching, team building, executive searches, and facilities management. Suzy has experience identifying and hiring diverse and talented library professionals. She has demonstrated excellence in staff management and development, event planning, public speaking, strategic planning and innovative programming.

Suzy is an active member of American Library Association (ALA), Illinois Library Association (ILA), and LACONI (Library Administrators Conference of Northern Illinois). She is currently serving on the ILA Awards Committee, the PLA Conference committee and coordinates the Annual LACONI Trustee Banquet. Suzy will be supported on your project by **Pilar Shaker**.



Pilar Shaker (Co-Consultant), co-founder of Stacks Consulting Group, Pilar offers extensive library leadership and administrative consulting, emphasizing tailored web and design solutions. For over 15 years Pilar Shaker has been a noteworthy leader in public libraries. You may know her from her work as Executive Director at New Lenox Public Library, Forest Park Public Library, or from her work as an Interim Executive Director. In 2022, after leaving her full-time role at Forest Park Public Library, Pilar joined her husband at his web and creative company while also offering services as a consultant to libraries in Northern Illinois. In 2024 Pilar joined with long time colleagues and library professionals, Suzy Wulf and Molly Coleman to create Stacks Consulting Group. SCG is a collaborative group offering a wide array of individualized consulting services in a conveniently centralized way with each consultant specializing in a unique set of offerings. Pilar's area of expertise is focused on administrative services including Interim ED services, new director training, and board training. She has also integrated the services of her web and design colleagues to offer targeted web and design services specifically oriented to the needs (and budgets!) of public libraries.

Process

The Stacks process is flexible and will be customized to meet the needs of the client. Searches are led by your identified Stacks consultant and are supported by additional Stacks team members to ensure that you always have access to a member of your team. Your consultant will begin your search process by meeting with your team with the goal of learning more about what your needs are and what your ideal candidate looks like.

Each phase of the process can include remote meeting opportunities that will not be capped. Your consultant or support consultant will be present at all meetings of the committee/board as necessary until the search is completed. If in-person attendance is not possible due to unforeseen circumstances, virtual attendance will be offered.

Guarantee

While Stacks consultants will do their best to help your library find the best candidate for your job, occasionally the selected candidate will not meet the board's performance expectations. Should your selected candidate be dismissed from the position of Director for performance related issues within six months of their hire, Stacks will perform one additional search process beginning at Phase 2.7 through completion at no additional cost.

Proposed Timeline

Phase 1 is estimated to last for up to **two weeks**

Phase 2 is estimated to last for up to **six weeks** which includes three to four weeks of active advertisement. This timeline can be adjusted as needed.

Phase 3 will begin during the period of advertisement and will not extend the timeline.

Phase 4 is estimated to last up to **four weeks**

Phase 5 is estimated to last up to **two weeks**

This fourteen week timeline is dependent upon many factors outside of the consultant's control including responsiveness and availability of the client. However, we will do our best to adhere to the proposed timeline in order to keep the project moving forward.

Phase 1: Position Development

1. Assess needs through conversations with trustees, staff, and stakeholders. Gather feedback to understand the Library's culture, mission, and problems.
2. Determine the best way to solicit community input on the Library Director.
3. Review and recommend possible revisions to the existing position job description or assist in developing a new job description.
4. Review current market conditions to confirm competitiveness of proposed salary

Phase 2: Promotion & Recruiting

5. Prepare a detailed job announcement/ad
6. Present strategies for using social media and other online platforms if social media is an intended mode of communication.
7. Advertise on professional library and non-profit websites, these may include several diverse library-related websites and Listservs - BCALA (Black Caucus of the American Library Association, REFORMA, etc.
8. Host a dedicated page for the position on the Stacks website.
9. Leverage our team's strong network by reaching out to our colleagues for personal recommendations and nominations.
10. Communicate directly with potential and prospective candidates.

Phase 3: Candidate Screening

11. Establish mutually agreeable interview questions to address the needs and priorities of the board.
12. Conduct phone screenings of qualified candidates and share the results.
13. Share all candidate documents with the committee in whatever format is preferred.
14. Create a candidate list and qualified comparison matrix for review if desired.
15. Provide training on leading a successful interview as deemed necessary.

Phase 4: Semifinal and Final Interviews

16. Present the Search Committee/Board with a list of recommended candidates
17. Select semi-finalists for first round interviews.
18. Invite and coordinate interviews with candidates and the Search Committee/Board.
19. Identify final candidates for the second round of interviews.
20. Facilitate second-round interviews with trustee *and* staff participation if desired.

Phase 5: References and Offer Letter

21. Conduct reference and background checks on finalist candidates, report findings back to the Search Committee/Board.
22. Assist in final selection conversations.
23. Mediate the final offer and negotiations.
24. Notify candidates who were not selected about the library's decision.
25. Draft a communications plan for announcing the new Director if desired.
26. Develop talking points for Board and Staff to announce the new director

Costs

The project is quoted at a price of fifteen thousand and five hundred dollars (\$15,500.00) plus reimbursable charges. Payment is due at the completion of each phase as detailed below:

- Upon contract approval: 50%
- Upon completion of Phase 4: 50%
- Upon completion of Phase 5: Remaining reimbursables

Reimbursables:

Mileage for your consultant will be calculated using the annual rate provided by the [Illinois Department of Central Management Services](#). The 2024 rate is .67 cents/mile.

Additional Optional Services

I. Focus Groups

If you would like to incorporate staff, trustee, or stakeholder focus groups into your search project, please request pricing.

II. Surveys

Surveys can be incorporated into your project for an additional fee. Survey fees start at \$2,000 for internal (staff) small group (25 and under) assessment surveys with prices increasing based on variables including sample size, length of survey, and population type (internal vs. external). Results are provided in a written report with outcomes tailored to client needs. Adding a survey to your project requires an updated timeline agreement. Surveys are completed electronically via email and participant contact information must be provided by the client. Sourcing custom external panel group participants can be provided for an additional fee. For a detailed quote on your survey needs please contact us to provide project details.

III. Interim Director and New Director Onboarding/Training

Stacks can provide Interim Director services and new director onboarding and/or training at hourly in-person or virtual rates. Training packages can be purchased in block hours for a discounted hourly rate. Please request pricing.

Recent Relevant Clients:

- Niles-Maine District Library - Services provided include Interim Director and Board Guidance
- River Grove Public Library District - Services provided include Interim Director and Executive Director Search
- Bellwood Public Library - Services provided include Executive Director Search

References

1. **Robert Conway** - Former Client of Stacks CG LLC utilizing services of Interim Director and Executive Search with Pilar Shaker

Board President
River Grove Public Library District
trusteeconway@rivergrovelibrary.org

"We are delighted with the results achieved during our time with Pilar Shaker and Stacks Library Consulting, and we would highly recommend their services to any organization seeking expert guidance and support in the library field." - *Robert Conway*

2. **Becky Keane** - Former Client of Stacks CG LLC utilizing services of Interim Director with Pilar Shaker and Trustee during the tenure of Suzy Wulf

Board President
Niles-Maine District Library
bkeane@nileslibrary.org

"Pilar is wonderful to work with! She handles tough topics and conversations with tact and confidence. She presents different perspectives so stakeholders can make informed decisions. I would welcome the opportunity to work with Pilar again." - *Becky Keane*

3. **Constance Riales** - Current Client of Stacks CG LLC utilizing services of Executive Director Search with Suzy Wulf and Pilar Shaker

Board President
Bellwood Public Library
trusteeriales@bellwoodlibrary.org

"Suzy and Pilar made the search process seem easy! They were thorough, professional, and timely. They handled what was surely a challenging search with ease. I will, and have, recommended Stacks Consulting Group on many occasions. I wish Suzy and Pilar continued success in what is obviously something that they love doing." - *Connie Riales*

THIS AGREEMENT, made and entered this _____ day of _____ 2024 by and between STACKS CONSULTING LLC, referred to as the "CONTRACTOR", and the FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT located at 555 Barrington Ave, East Dundee, IL 60118, hereinafter referred to as "The Library", witnesseth:

1. Scope of Work. In consideration of the mutual promises hereafter specified, the Consultant and the Library agree to the services delineated in the attached proposal, which document is incorporated by reference herein and made a part hereof.
2. Terms of Agreement. The term of this Agreement shall be from the date above through September 1, 2025 or the completion of the project, unless the term is extended by the mutual written agreement of the parties.
3. Compensation. As full and complete compensation for these services, the Library shall pay the Consultant a fee of \$15,500, plus any optional components desired (additional pricing upon request) and reimbursables as detailed in the proposal, with the final cost determined by the number of additional services selected and associated travel costs, payable according to the following payment schedule:
50% upon contract execution, 50% upon completion of phase 4, additional fees and balance due upon project completion
4. Signed Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Agreement must be manually signed and may be delivered by facsimile or email (in .pdf format) and upon such delivery the facsimile or .pdf signature will be deemed to have the same effect as if the original signature has been delivered to the other Party.

5. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF; the parties have caused this Agreement to be executed as and of the day and year first written above.

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

STACKS CONSULTING GROUP LLC

SIGNED _____

SIGNED _____

NAME _____

NAME _____

TITLE _____

TITLE _____

DATE _____

SIGNED _____

FEIN _____

NAME _____

(REQUIRED)

TITLE _____

DATE _____

August 22, 2024

Dear Dr. Weber

Deiters & Todd Library Consulting (DTLC) is very excited at the prospect of helping the Fox River Valley Libraries (FRVL) find its next Director. Jim and Alex have over 50-years of library experience, including 25-years in library administration. We are working librarians and this practical experience gives us unmatched knowledge and an extensive network of potential applicants.

We have helped place twenty directors throughout northern Illinois since we began in 2020. Several of our clients are the nearby libraries of Town & Country PLD in Elburn, Ella Johnson PLD in Hampshire, and St. Charles PLD in, well, in St. Charles. We are also currently working with the Poplar Creek Public Library District Board of Trustees with their director search.

Our search process takes approximately four-months to complete though the time needed for your new director to transition from their current position may affect that schedule. It is built around open communication with the Board of Trustees and full transparency of our workflow. It begins with conversations with the Board and with the Management Team to help us gain a better understanding of the Library, the community you serve and the qualities you're looking for in your next director. We also survey the rest of the staff to gain their feedback as well.

This information helps us craft the position ad as well as the questions that will be asked during each round of interviews.

DTLC will conduct a national search for your next Director which includes advertising in state, regional, and national publications as well as the targeted recruiting of qualified individual candidates. As resumes are submitted, Jim and Alex begin the screening process by eliminating applications lacking the basic qualifications.

After the application deadline, DTLC conducts initial phone interviews and narrows the candidate pool down to 4-6 strong candidates whom we invite to participate in online interviews with the Board which are held over two sessions. Jim and Alex are present for these interviews, but do not participate. We will take notes, monitor time limits, and otherwise moderate the proceedings. After the online interviews, Board members will

select 2 finalists to invite back for in-person interviews. DTLC will conduct preliminary background checks on those finalists.

Each final interview takes 2.5 hours and has three main components. First is a presentation and Q&A for the staff and Board. The candidate then meets with the management team and finally with the Board. After each interview, the Board discusses the qualifications of that candidate. After the second interview, the Board determines the best person for the job.

As President, you conduct the final negotiations with the successful candidate. DTLC offers guidance, but this is a critical first step in establishing the President/Director relationship. Once an agreement is finalized, Jim and Alex will notify the other finalist of the decision. We will also assist the Library and new director on making the announcement.

This process is designed to find you the next long-term leader of the Fox River Valley Libraries. However, unforeseen events do happen. We offer a 12-month guarantee where we will provide one-time services to replace the I candidate if they leave for any reason.

Our fee for this project will be \$15,000.00 and includes search expenses such as printing, advertising, background checks, as well as mileage and travel expenses for Jim and Alex. It does not include mileage, travel or per diem costs for candidates. Those costs would be paid by FRVL directly to the candidate.

We are excited to introduce ourselves to you and would welcome the opportunity to provide a more robust proposal. We are also available to answer any questions you or the other trustees may have about our firm or our process.

Sincerely,

Alex Todd
Principal & Co-Founder
Deiters & Todd Library Consulting