

**AGENDA FOR THE ROSELLE PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
VIRTUAL MEETING VIA ZOOM
OCTOBER 14, 2020
7:00 P.M.**

Meeting ID: 896 4075 1521

Passcode: 60172

Dial-in: 1-312-626-6799

Link: <https://us02web.zoom.us/j/89640751521?pwd=UWl0emtqVkhiR2Jabm5uWVRsR3E4QT09>

Public Comment: Members of the public are encouraged to submit comments to the Board of Trustees in writing in advance of the meeting by 6:30 p.m. to Samantha Johnson at sjohnson@rosellepld.org

I. Call to Order

II. Pledge of Allegiance

III. Adoption of Agenda

Action

IV. Public Comment

Members of the public are encouraged to submit comments to the Board of Trustees in writing in advance of the meeting by 6:30 p.m. to Samantha Johnson at sjohnson@rosellepld.org

V. Consent Agenda

Action

A. Secretary's Report

1. Minutes of the Budget and Appropriation Public Hearing 9/9/20
2. Minutes of the Regular Board of Trustees Meeting 9/9/20

B. Approval of Expenditure Warrants

1. Bill List Dated 9/29/20 in the Amount of \$750.00 (re-issue of check #45300 originally dated 5/13/20 not cashed)
2. Bill List Dated 9/30/20 in the Amount of \$39,056.12
3. Bill List Dated IMRF Electronic Payment Transfer Dated 9/30/20 in the Amount of \$12,688.20
4. Bill List Dated 10/14/20 in the Amount of \$24,191.03
5. Payroll for 10/15/20 and 10/30/20
6. Bill List Dated 10/14/20A

C. Committee Reports

1. Budget/Finance – Minutes Dated 9/9/20
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 9/9/20
7. Audit – No Report

VI. Treasurer's Report

Action

- VII. Correspondence
- VIII. Executive Director's Report
- IX. Presidents Report
 - Trustee's Report
- X. Friends of the Library Report
- XI. RAILS (Reaching Across Illinois Library System) Report
- XII. Roselle Public Library Foundation Report
- XIII. Unfinished Business
- XIV. New Business
 - A. Approve Resolution No. 2020-6, Resolution to Determine Estimate of Funds Needed Action
 - B. Approve Ordinance No. 2020-6, Annexing Territory Owned by Robert & Elzbieta Bys Action
 - C. Approve Resolution No. 2020-7, Cook County Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Action
 - D. Approve Temporary Library Building Closure on Tuesday, 11/3/20, with Exception for Areas of the Library Used for Election Polling Action
 - E. Annual Health Care Renewal Effective 12/1/20 Action
 - F. Approve Library Funded HRA Amounts for Health Insurance Renewal Action
 - G. Approve \$50 Monetary Gift for All Employees in Lieu of Annual Holiday Gathering Action
- XV. Citizen Comments/Questions
- XVI. Adjourn Action

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET & APPROPRIATIONS PUBLIC HEARING
VIRTUAL MEETING VIA ZOOM
FOR FISCAL YEAR 2020/2021
SEPTEMBER 9, 2020
7:00 P.M.**

CALL TO ORDER

President Piorkowski called the Public Hearing to order at 7:00 p.m.

PRESENT

Six (6) Board Members were present at the start of the hearing: President, Tom Piorkowski; Vice President, Sue Ellen Eichholz; Treasurer, Sue Harold; Secretary, Len Baumgart; Trustee, Terrell Barnes; and Trustee, Katie Smith. Also, present were Executive Director, Samantha Johnson; Recording Secretary, Debbie Green; Adult and Teen Services Department Manager, Maureen Garzaro; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one (1) Board Member who was absent: Trustee, Priscilla Spencer.

PUBLIC COMMENT

The Public Hearing was held for public comments and questions pertaining to the fiscal year 2020/2021 Budget and Appropriations. There were no questions/discussion.

ADJOURN

Secretary Baumgart moved to adjourn the hearing at 7:01 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

Minutes Approved: Secretary

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
SEPTEMBER 9, 2020, AT 7:00 P.M.**

CALL TO ORDER

President Piorkowski called the meeting to order at 7:01 p.m.

PRESENT

Six (6) Trustees were present at the start of the meeting: President, Tom Piorkowski; Vice President, Sue Ellen Eichholz; Treasurer, Sue Harold; Secretary, Len Baumgart; Trustee, Terrell Barnes; and Trustee, Katie Smith. Also present were Executive Director, Samantha Johnson; Recording Secretary, Debbie Green; Adult and Teen Services Department Manager, Maureen Garzaro; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one (1) absent Trustee: Trustee, Priscilla Spencer.

ADOPTION OF AGENDA

Vice President Eichholz moved to adopt the agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 8/12/20

B. Approval of Expenditure Warrants

1. Bill List Dated 8/31/20 in the Amount of \$8,359.66
2. Bill List for Electronic Funds Transfer to IMRF Dated 8/31/20 in the Amount of \$13,229.99
3. Bill List Dated 9/3/20 in the Amount of \$1,616.98
4. Bill List Dated 9/9/20 in the Amount of \$30,192.29
5. Payroll Dated 9/15/20 and 9/30/20
6. Bill List for 9/9/20A in the Amount of \$23,239.93

C. Committee Reports

1. Budget/Finance – Minutes Dated 8/12/20
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – No Report
5. Building – Minutes Dated 8/12/20
6. Planning – No Report
7. Audit – No Report
8. Finance – No Report

Executive Johnson reported that corrected minutes of the 8/12/20 Regular Board of Trustees meeting was forwarded earlier to reflect the correct staff members in attendance.

Vice President Eichholz moved to approve the Consent Agenda with the adjusted 8/12/20 Regular Board of Trustee minutes. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on expenses with approximately \$3,000 spent on small equipment purchase; \$7,600 for final payment for LED lighting project installed in July from the Special Reserve Fund; and that normal expenses were expended during the month of July totaling approximately \$135,000. She also reported that approximately \$12,000 HRA funds have been spent to date, well below the \$58,000 maximum amount.

Trustee Barnes moved to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Johnson reported that the Village of Roselle requested a representative from the Roselle Public Library District to join their new TIF District Joint Review Board. Executive Director Johnson replied as the designated representative.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Johnson presented her report. See Attachment A.

PRESIDENT'S REPORT

President Piorkowski reported on the Flags for Roselle program. Instead of placing flags at individual residences, a few will be distributed for posting throughout the community remembering 9/11. Then at 6:00 p.m., a commemoration of this date will be held at the Roselle American Legion.

President Piorkowski continued to encourage Trustees to advocate for libraries.

TRUSTEE'S REPORT

Trustee Smith pitched the idea for the Library to coordinate with the school district's instructional help for parents navigating the Google platform while their schoolchildren are schooling remotely. She stated along with navigational help, perhaps support groups could be created for both the parents and children during this period.

Secretary Baumgart would like to see discussion on the next Board meeting agenda for the replacement to a digital library sign including cost from different vendors. Executive Director Johnson replied that she would add to the October Committee of the Whole meeting agenda.

Vice President Eichholz reported on National Hunger Month. Both Lynfred Winery and Pollyanna are hoping to provide projects to help fund food donations during this campaign.

FRIENDS OF THE LIBRARY REPORT

Vice President Eichholz reported that the Friends held no meeting, but are working on scheduling a possible virtual meeting.

RAILS REPORT

Executive Director Johnson reported that RAILS has requested all Inter-library loan items be quarantined for seven days before returning items. The Library is already in compliance with their request.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Johnson reported that the Foundation's last meeting was held in July. They are getting closer to sending out their annual appeal.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Ordinance No. 2020-4, Final Budget and Appropriation Ordinance

Trustee Barnes moved to adopt Ordinance No. 2020-4, Final Budget and Appropriation Ordinance. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

B. Approve Certified Estimate of Revenue by Source

Trustee Smith moved to approve the Certified Estimate of Revenue by Source. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

C. Appointment of Executive Director to Act as Local Election Official in Place of Board Secretary

Trustee Barnes moved to appoint the Executive Director to act as the local election official in place of the Board Secretary. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Smith

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Treasurer Harold moved to adjourn the meeting at 7:30 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

Minutes Approved: Secretary

Date

COVID-19 & Moderated Service

We have been in this phase of moderated service for about two months now and overall operations are as smooth as can be while we continue to rotate staff on and offsite and provide limited service. We are slowly and cautiously adding new staff where needed and have been working to resume homebound delivery and inter-library loans.

General Updates

We are now hosting the travelling exhibit *Telling A People's Story: African American Children's Illustrated Literature*. The exhibit consists of 12 free standing panels split between the first and second floors. The exhibit will be available through the end of October.

On the evening of 8/25 the new Rotary Club President was sworn in and I officially became Immediate Past President. I still continue also to serve as the club's Virtual Meeting Coordinator as we continue to meet only virtually.

Following a vacancy, I was invited to join the LIRA Executive Board and am excited to take this on and learn more about how our insurance pool operates. This board is also meeting only virtually, and I will be attending about 6 meetings each year in addition to the semi-annual full LIRA membership meetings.

I issued a press release about the 2021 Consolidated Election informing the public that packets will be available on 9/14. Packets will be available in the wall folder outside my office door.

For the General Election in November, we are not yet confirmed with the county that we will serve again as a polling place. Before signing the agreement they issued to us, I am waiting to hear definitively from the Election Division whether they will or will not provide deep cleaning services or reimbursement following Election Day. Additionally, I am following a recent lawsuit filed against the State by the Illinois Municipal League regarding the recently-declared state holiday on Election Day, seeking to determine whether municipalities are meant to be included in the State's definition of "government offices," which is otherwise poorly defined.

We are progressing with our email domain change. The new @rosellepld.org address are active and we will be sending messages from the old domain until that's switched over on 10/1. We will not shut off the old domain accounts until the beginning of 2021.

After reviewing documentation from the IRS, HR Source, and our payroll vendor I have decided to opt out of the Executive Order to cease payroll tax withholding that was issued on 8/5. We

Executive Director's Report

August 12 – September 9, 2020

Samantha Johnson

Exhibit A

are not explicitly required to opt-in and without any legislation to permanently defer the tax currently making its way through Congress, it is likely we would have to withhold the unpaid taxes in the first quarter of 2021 and would have no mechanism to recoup unpaid taxes by any employee who terminates their employment after 1/1/21.

Meetings/Events/Training

8/17	SWAN Weekly Meeting Management Team Meeting
8/18	Rotary Zoom Meeting
8/19	SWAN VPN Conference Call
8/24	SWAN Weekly Meeting Management Team Meeting
8/25	Rotary Zoom Meeting
8/31	SWAN Weekly Meeting Management Team Meeting
9/8-10	Annual Financial Audit

**Roselle Public Library District
Cash Disbursements Journal****For the Period From Sep 29, 2020 to Sep 29, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check	Account ID	Line Description	Debit Amount	Credit Amount	Account Description
9/29/20	45695	10-53300 00-11100	Invoice: BT1581198 Baker Tilly Virchow Krause, LLP	750.00	750.00	Accounting Fees Itasca Bank - Checking
Total				750.00	750.00	

Reissue of check #45300 Dated 5/13/20, which was
voided due to not cashing within 120 days. 06-9-29-20

Roselle Public Library District
Cash Disbursements Journal
For the Period From Sep 30, 2020 to Sep 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount	Account Description
9/30/20	45668	10-53300 00-11100	Invoice: BT1673667 Baker Tilly Virchow Krause, LLP	750.00	750.00	Accounting Fees Itasca Bank - Checking
9/30/20	45669	10-51710 00-11100	Invoice: 93020 Guardian	928.83	928.83	HRA+Med/Dent/Life/Vis Insuranc Itasca Bank - Checking
9/30/20	45670	10-52600 00-11100	Invoice: 0101664326 Coverall North America, Inc.	1,686.81	1,686.81	Custodial Services Itasca Bank - Checking
9/30/20	45671	10-55500 00-11100	Invoice: 99335599 Midwest Tape	402.96	402.96	Downloadable Media Itasca Bank - Checking
9/30/20	45672	10-55630 00-11100	Invoice: 93020 Kate Bragg	12.99	12.99	Programming - Youth Services Itasca Bank - Checking
9/30/20	45673	00-22100 00-11100	Invoice: 93020 NCPERS Group Life Ins.	64.00	64.00	Life Insurance Withholding Itasca Bank - Checking
9/30/20	45674	10-52300 00-11100	Invoice: 93020 Village of Roselle	105.32	105.32	Utilities-Water Itasca Bank - Checking
9/30/20	45675	10-56120 10-56350 00-11100	Invoice: 6834553 Invoice: 6834553 DEMCO	35.84 4.00	39.84	Supplies - RASD Supplies - Processing Itasca Bank - Checking
9/30/20	45676	10-52800 00-11100	Invoice: 207088 Sebert Landscaping	560.00	560.00	Landscaping Itasca Bank - Checking
9/30/20	45677	10-57400 00-11100	Invoice: S661218218-20248 AT&T	309.20	309.20	Internet Fees Itasca Bank - Checking
9/30/20	45678	10-52300 00-11100	Invoice: 93020 Village of Roselle	292.67	292.67	Utilities-Water Itasca Bank - Checking
9/30/20	45679	10-56600 10-56300 10-56600 00-11100	Invoice: 4033836596 Invoice: 147022528 Invoice: 4033828647 Canon Solutions America, Inc.	10.00 93.00 123.74	226.74	Equipment Contracts Supplies - Copy Machine Paper Equipment Contracts Itasca Bank - Checking
9/30/20	45680	10-52700 00-11100	Invoice: 319320 Call One	682.33	682.33	Telephone Itasca Bank - Checking
9/30/20	45681	10-54510 10-55630 00-11100	Invoice: 4405034 Invoice: 4405034 Blick art materials	139.80 14.68	154.48	Administrative Public Relation Programming - Youth Services Itasca Bank - Checking
9/30/20	45682	10-57700 00-11100	Invoice: 10511 Revize Software Systems	2,400.00	2,400.00	Web Hosting Itasca Bank - Checking
9/30/20	45683	10-56350 00-11100	Invoice: 0138620-IN ID Label, Inc.	204.00	204.00	Supplies - Processing Itasca Bank - Checking
9/30/20	45684	10-57600 10-57200	Invoice: 28756 Invoice: 28749	1,547.00 6,930.00		Software Licensing LAN Maintenance

Roselle Public Library District
Cash Disbursements Journal
For the Period From Sep 30, 2020 to Sep 30, 2020

Filter Criteria includes: Report order is by Date, Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount	Account Description
		00-11100	Computer View, Inc.		8,477.00	Itasca Bank - Checking
9/30/20	45685	10-55420	Invoice: 10000136946-1	7,917.00		Databases - RASD
		00-11100	EBSCO Information Services		7,917.00	Itasca Bank - Checking
9/30/20	45686	10-56350	Invoice: 464512	295.54		Supplies - Processing
		00-11100	The Library Store		295.54	Itasca Bank - Checking
9/30/20	45687	00-22400	Invoice: 93020	15.34		AFLAC Pre Tax Withholding
		00-11100	AFLAC		15.34	Itasca Bank - Checking
9/30/20	45688	10-51710	Invoice: 93020	7,852.29		HRA+Med/Dent/Life/Vis Insuranc
		00-11100	Blue Cross and Blue Shield of IL		7,852.29	Itasca Bank - Checking
9/30/20	45689	10-55625	Invoice: 1257066A	50.39		Programming - Teen/YA
		10-55625	Invoice: 1257066	36.50		Programming - Teen/YA
		10-56250	Invoice: 7714662	172.99		Supplies - Patron
		10-55230	Invoice: 8369846	34.99		AV Material-Youth Services
		10-55230	Invoice: 3068223	118.86		AV Material-Youth Services
		10-55630	Invoice: 6929867	53.24		Programming - Youth Services
		10-55630	Invoice: 8457031A	17.00		Programming - Youth Services
		10-55625	Invoice: 9614600	34.99		Programming - Teen/YA
		00-11100	Amazon		518.96	Itasca Bank - Checking
9/30/20	45690	10-54510	Invoice: 87171	252.70		Administrative Public Relation
		00-11100	Printing Plus		252.70	Itasca Bank - Checking
9/30/20	45691	10-54400	Invoice: 1897	3,686.16		Newsletter-Printing
		00-11100	Creekside Printing		3,686.16	Itasca Bank - Checking
9/30/20	45696	10-51710	Invoice: 810387033	128.85		HRA+Med/Dent/Life/Vis Insuranc
		00-11100	VSP Illinois		128.85	Itasca Bank - Checking
9/30/20	45697	10-56350	Invoice: 1034428	77.77		Supplies - Processing
		00-11100	Jackson-Hirsh, Inc.		77.77	Itasca Bank - Checking
9/30/20	45698	10-55620	Invoice: 93020	75.56		Programming - RASD
		10-56200	Invoice: 93020	29.99		Supplies - Graphics
		10-51870	Invoice: 93020	100.00		Conferences
		10-56110	Invoice: 93020	6.99		Supplies - Office
		10-51810	Invoice: 93020	25.00		Continuing Education - Adminis
		10-55630	Invoice: 93020	75.56		Programming - Youth Services
		10-53500	Invoice: 93020	299.00		Bank Fees
		10-57400	Invoice: 93020	120.00		Internet Fees
		10-55620	Invoice: 93020	40.00		Programming - RASD
		00-11100	Chase Card Services		772.10	Itasca Bank - Checking
9/30/20	45699	10-52700	Invoice: 2052565	53.00		Telephone
		00-11100	PTS		53.00	Itasca Bank - Checking
9/30/20	45700	10-52750	Invoice: 270847	189.24		Security Systems
		00-11100	Sentry Security LLC		189.24	Itasca Bank - Checking
Total				39,056.12	39,056.12	

Roselle Public Library District

ELECTRONIC FUNDS TRANSFER to
ILLINOIS MUNICIPAL RETIREMENT FUND

An Electronic Funds Transfer was made in the amount of:

\$ 12,688.20 to Account #1055 with a pay date of
9-30-20 to the Illinois Municipal Retirement Fund.

Funds should be applied to:

Account #91020	Employer's Contribution	\$ <u>8,383.42</u>
Account #2104	Employee's Contribution	\$ <u>3,044.86</u>
Account #2110	Employee's Voluntary Contribution	\$ <u>1,259.92</u>

Drawn from Itasca Bank and Trust Center Account #108438101.

Transfer Confirmation # 90286 9-30-20



IMRF WAGE REPORT SUMMARY

IMRF Form e3.10 (Rev. 12/10)

PAYMENT SUMMARY

EMPLOYER NAME ROSELLE PUBLIC LIB DIST		EMPLOYER NUMBER 04949
PAYMENT DUE DATE 10/10/2020	TOTAL CONTRIBUTIONS DUE 12,688.20	PAYMENT METHOD EFT

PLAN SUMMARY

REPORTING PERIOD: **09/2020**

PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	12	35,476.07	1,596.43	4,395.49
Regular Tier 2	RG03	13	32,186.68	1,448.43	3,987.93
Voluntary Additional Tier 1	VA01	3	0.00	904.22	0.00
Voluntary Additional Tier 2	VA03	1	0.00	355.70	0.00
TOTAL		25*	67,662.75	4,304.78	8,383.42

* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION

User ID:	49494101	eForm Tracking Number:	E00000001632763
User Name:	DEBBIE GREEN	eForm Time Stamp:	Tue Sep 29 07:48:36 CDT 2020
Employer Number:	04949	Authorized Agent Name:	Samantha Millsap

Roselle Public Library District
Cash Disbursements Journal
For the Period From Oct 14, 2020 to Oct 14, 2020

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Date	Check #	Account ID	Line Description	Debit Amou	Credit Amount	Account Description
10/14/20	45701	10-55620 00-11100	Invoice: 101420 Kraig Kenning	350.00	350.00	Programming - RASD Itasca Bank - Checking
10/14/20	45702	10-55500 00-11100	Invoice: 99455035 Midwest Tape	373.97	373.97	Downloadable Media Itasca Bank - Checking
10/14/20	45703	10-52400 00-11100	Invoice: 001348120200 F.E. Moran, Inc.	1,015.00	1,015.00	Building/Mechanical Maintenanc Itasca Bank - Checking
10/14/20	45704	10-56120 00-11100	Invoice: 800282-0 Runco Office Supply	780.00	780.00	Supplies - RASD Itasca Bank - Checking
10/14/20	45705	10-57400 00-11100	Invoice: 101420 Kate Bragg	24.32	24.32	Internet Fees Itasca Bank - Checking
10/14/20	45706	10-50025 00-11100	Invoice: 101420 Friends of the Roselle Pub Lib	12.00	12.00	Friends Book Sale - Perpetual Itasca Bank - Checking
10/14/20	45707	10-52400 00-11100	Invoice: 3005514240 Thyssenkrupp Elevator Corp	684.37	684.37	Building/Mechanical Maintenanc Itasca Bank - Checking
10/14/20	45708	10-52800 00-11100	Invoice: S524129 Sebert Landscaping	345.00	345.00	Landscaping Itasca Bank - Checking
10/14/20	45709	10-55625 00-11100	Invoice: 705082902-01 Oriental Trading Co, Inc.	19.08	19.08	Programming - Teen/YA Itasca Bank - Checking
10/14/20	45710	10-51750 00-11100	Invoice: AUR2004872 CareerBuilder Employ. Screening	49.00	49.00	Recruiting/Advertising Itasca Bank - Checking
10/14/20	45711	10-52700 10-57400 00-11100	Invoice: 101420 Invoice: 101420 Elizabeth Larimer	2.40 11.33	13.73	Telephone Internet Fees Itasca Bank - Checking
10/14/20	45712	10-57400 00-11100	Invoice: 101420 Elaine Kartel	122.68	122.68	Internet Fees Itasca Bank - Checking
10/14/20	45713	10-56115 00-11100	Invoice: 10726 Forest Awards & Engraving	17.55	17.55	Supplies - Circulation Itasca Bank - Checking
10/14/20	45714	10-57400 00-11100	Invoice: 101420 Deanna Siegel	53.94	53.94	Internet Fees Itasca Bank - Checking
10/14/20	45715	10-52100 00-11100	Invoice: 101420 Constellation NewEnergy Inc.	3,796.37	3,796.37	Utilities - Electric Itasca Bank - Checking
10/14/20	45716	10-55620 00-11100	Invoice: 1466 Keith's Komix, Inc.	98.60	98.60	Programming - RASD Itasca Bank - Checking

Roselle Public Library District
Cash Disbursements Journal
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Date	Check #	Account ID	Line Description	Debit Amou	Credit Amount	Account Description
10/14/20	45717	10-55420	Invoice: 1000136946-1C	6,598.00		Databases - RASD
		00-11100	EBSCO Information Services		6,598.00	Itasca Bank - Checking
10/14/20	45718	10-52200	Invoice: 101420	511.74		Utilities - Gas
		00-11100	NICOR		511.74	Itasca Bank - Checking
10/14/20	45719	10-56600	Invoice: 100610077	306.22		Equipment Contracts
		00-11100	GFC Leasing WI		306.22	Itasca Bank - Checking
10/14/20	45720	10-55230	Invoice: 328239	1,059.31		AV Material-Youth Services
		00-11100	Findaway World, LLC		1,059.31	Itasca Bank - Checking
10/14/20	45721	00-22400	Invoice: 101420	15.34		AFLAC Pre Tax Withholding
		00-11100	AFLAC		15.34	Itasca Bank - Checking
10/14/20	45722	10-52600	Invoice: 10946896	102.71		Custodial Services
		00-11100	McCloud Services		102.71	Itasca Bank - Checking
10/14/20	45723	10-57400	Invoice: 101420	28.00		Internet Fees
		00-11100	Tammi Mellert		28.00	Itasca Bank - Checking
10/14/20	45724	10-55500	Invoice: 01107CQ20274265	151.43		Downloadable Media
		10-55500	Invoice: 01107DA20231465	12.99		Downloadable Media
		10-55500	Invoice: 01107DA20210809	16.95		Downloadable Media
		10-55500	Invoice: 01107DA20219292	28.50		Downloadable Media
		10-55500	Invoice: 01107DA20280522	0.99		Downloadable Media
		10-55500	Invoice: 01107DA20312120	45.00		Downloadable Media
		00-11100	OverDrive Inc.		255.86	Itasca Bank - Checking
10/14/20	45725	10-56600	Invoice: IN13074018	48.14		Equipment Contracts
		00-11100	Gordon Flesch Co. Inc.		48.14	Itasca Bank - Checking
10/14/20	45726	10-55625	Invoice: 6524219	25.64		Programming - Teen/YA
		10-55630	Invoice: 6929867A	62.56		Programming - Youth Services
		10-55625	Invoice: 2649013	29.99		Programming - Teen/YA
		10-55625	Invoice: 5653825	24.95		Programming - Teen/YA
		00-11100	Amazon		143.14	Itasca Bank - Checking
10/14/20	45727	10-55120	Invoice: 48162616	161.98		Books-Adult
		00-11100	Ingram Library Services		161.98	Itasca Bank - Checking
10/14/20	45728	10-57400	Invoice: 101420	21.33		Internet Fees
		00-11100	Stephanie Forrest		21.33	Itasca Bank - Checking
10/14/20	45729	10-52700	Invoice: 101420	44.28		Telephone
		10-57400	Invoice: 101420	92.70		Internet Fees
		00-11100	Kristen Lawson		136.98	Itasca Bank - Checking

[illegible]

Roselle Public Library District
Cash Disbursements Journal
For the Period From Oct 14, 2020 to Oct 14, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amou	Credit Amount	Account Description
		10-56850	Invoice: 2035490457	13.80		Processing/Outsourced
		00-11100	Baker & Taylor		1,027.90	Itasca Bank - Checking
10/14/20	45743	00-11100	VOID			Itasca Bank - Checking
10/14/20	45744	10-55120	Invoice: 2035311537	137.98		Books-Adult
		10-56850	Invoice: 2035311537	7.65		Processing/Outsourced
		00-11100	Baker & Taylor		145.63	Itasca Bank - Checking
10/14/20	45745	10-55130	Invoice: 2035306520	12.85		Books-Youth
		10-56850	Invoice: 2035306520	0.29		Processing/Outsourced
		00-11100	Baker & Taylor		13.14	Itasca Bank - Checking
10/14/20	45746	10-55120	Invoice: 501630202	109.12		Books-Adult
		10-55120	Invoice: 5016419921	34.23		Books-Adult
		10-55120	Invoice: 2035344924	101.42		Books-Adult
		10-56850	Invoice: 2035344924	2.98		Processing/Outsourced
		00-11100	Baker & Taylor		247.75	Itasca Bank - Checking
			Books			
10/14/20	45747	10-55230	Invoice: 99416976	142.40		AV Material-Youth Services
		10-56850	Invoice: 99416976	15.00		Processing/Outsourced
		10-55230	Invoice: 9932605	44.98		AV Material-Youth Services
		10-56850	Invoice: 9932605	3.00		Processing/Outsourced
		10-55230	Invoice: 99303247	22.99		AV Material-Youth Services
		10-55230	Invoice: 99392395	134.68		AV Material-Youth Services
		10-56850	Invoice: 99392395	10.50		Processing/Outsourced
		10-55230	Invoice: 99326829	18.99		AV Material-Youth Services
		10-56850	Invoice: 99342152	7.50		Processing/Outsourced
		10-55230	Invoice: 99342152	83.20		AV Material-Youth Services
		10 56850	Invoice: 99367609	3.00		Processing/Outsourced
		10-55230	Invoice: 99367609	44.98		AV Material-Youth Services
		10-55230	Invoice: 99354996	18.99		AV Material-Youth Services
		00-11100	Midwest Tape		550.21	Itasca Bank - Checking
10/14/20	45748	00-11100	VOID			Itasca Bank - Checking
Total				24,191.03	24,191.03	

Enrollee Account Balance

BBP Admin-T00849

Roselle Public Library District -BBPROSELLE

Account Balances as of: 9/18/2020

Acct Type	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due
Total: HRA (Prefunded)	\$58,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,960.33	(\$13,960.33)	\$44,039.67	\$0.00
Total Enrollees:	12								



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
09/02	ADOBE STOCK 408-536-6000 CA ALYCE L DENNIS TRANSACTIONS THIS CYCLE	29.99
09/13	LATE FEE REVERSAL	-39.00
09/13	Payment ThankYou - Image Check	-1,616.98
08/18	ILLINOIS LIBRARY ASSOC 312-644-1896 IL	100.00
08/18	PROPAY INC- fee@propay.co 801-3415300 UT	299.00
08/26	MGMT ASSC OF IL 630-963-7600 IL	25.00
08/31	WWW.WEVIDEO.COM/CHARGE HTTPSWWW.WEVI CA	151.12
09/01	MOBILE BEACON 401-934-0500 RI	120.00
09/01	DOCHUB.COM/BILL HTTPSDOCHUB.C MA	6.99
09/10	ZOOM.US 888-799-9666 CA	40.00
09/13	LATE FEE SAMANTHA L JOHNSON TRANSACTIONS THIS CYCLE INCLUDING PAYMENTS RECEIVED	39.00

2020 Totals Year-to-Date

Total fees charged in 2020	\$78.00
Total interest charged in 2020	\$18.87

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	9.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	19.24%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	9.24%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET/FINANCE BOARD COMMITTEE OF THE WHOLE MEETING VIRTUAL MEETING
HELD ON SEPTEMBER 19, 2020**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:34 p.m.

ATTENDANCE

Six (6) Board Committee of the Whole Members attended the meeting: Len Baumgart, Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Tom Piorkowski, and Katie Smith. Also in attendance were Executive Director Samantha Johnson; and Business Office Manager, Debbie Green.

ABSENT

There was one (1) absent Board Committee Member: Priscilla Spencer.

DISCUSSION

The Executive Director presented the Draft Ordinance Levying and Assessing Taxes. The proposed draft levy represents a 4.9% increase over the previous year's tax extension. If approved by the Board, no Truth-In-Taxation-Act (TITA) hearing would be required, as is the case when the proposed tax levy is more than 5% greater than the previous year's tax extension. There were no comments or questions.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:35 p.m.

Chairman, Sue Harold

Date

Secretary Approved

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
PLANNING BOARD COMMITTEE OF THE WHOLE MEETING VIRTUAL MEETING HELD ON
SEPTEMBER 19, 2020**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 7:36 p.m.

ATTENDANCE

Six (6) Board Committee of the Whole Members attended the meeting: Len Baumgart, Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Tom Piorkowski, and Katie Smith. Also in attendance were Executive Director Samantha Johnson; and Business Office Manager, Debbie Green.

ABSENT

There was one (1) absent Board Committee Member: Priscilla Spencer.

DISCUSSION

We will most likely not be able to hold a gathering to be able to include all staff for the holiday gathering. In lieu of any gathering, would like to give staff a gift card. All members were in favor of a gift card of at least \$50 to be given.

Additional discussion included, is the Library a polling place and will they have enough volunteers? How many volunteers will they have? Reply was approximately 6-8.

ADJOURNMENT

Chairman Eichholz adjourned the meeting at 7:40 p.m.

Chairman, Sue Ellen Eichholz

Date

Secretary Approved

Date



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October 7, 2020

To: Samantha Johnson
From: Joe Lightcap

I have enclosed the financial statements for the one month and three months ended September 30, 2020. The accompanying financial statements are intended for the internal use of members of the management of the Roselle Public Library District and have not been audited by us. Because these are internal statements, some of the information that would be included in the annual audit, such as the footnotes are not included in these statements. Roselle Public Library District is audited annually and the audited financial statements are more appropriate for external users of the financial statements.

Roselle Public Library District:

Management is responsible for the accompanying financial statements of the Roselle Public Library District which comprise the balance sheet as of September 30, 2020 and the related statements of cash receipts, disbursements and changes in fund balance schedules for the one month and three months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

These financial schedules have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Management has elected to omit substantially all of the disclosures from the financial statements in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Roselle Public Library District's assets, liabilities, fund balances, receipts and disbursements. Accordingly, the financial statements are not designed for, and should not be used by, those who are not informed about such matters.

We are not independent with respect to the Roselle Public Library District.

BAKER TILLY US, LLP
Oak Brook, Illinois
October 7, 2020

Roselle Public Library District
All Funds
Balance Sheet
September 30, 2020

Assets	<u>Prior Month</u>	<u>Current Month</u>	<u>Net Change</u>
Itasca Bank - Checking	\$ 16,325.56	\$ 466,608.51	\$ 450,282.95
Itasca Bank - HRA Medical	37,937.77	34,284.05	(3,653.72)
Itasca Bank - Money Market	1,244,645.15	1,244,747.45	102.30
Circulation Drawer	100.00	100.00	-
Petty Cash	350.00	350.00	-
Canon Copier Change Machine	133.35	133.35	-
Illinois Funds	26,200.19	26,201.30	1.11
Illinois Funds - Patron Charge	10,174.47	10,993.47	819.00
Illinois National Bank - EPAY	2,000.00	2,000.00	-
PMA Investment Account - CDs	2,294,328.85	2,295,789.03	1,460.18
Itasca Bank - CD	134,414.75	134,757.23	342.48
Roselle Bank & Trust - CDs	221,783.08	221,783.08	-
Total Assets	<u>\$ 3,988,393.17</u>	<u>\$ 4,437,747.47</u>	<u>\$ 449,354.30</u>
Liabilities			
Payroll Tax Credits	128.92	-	(128.92)
Life Insurance Withholding	64.00	64.00	-
Medical Flexible Spending	(141.07)	(72.07)	69.00
AFLAC Pre Tax Withholding	-	15.34	15.34
Deferred Tax Revenue - Cook	-	-	-
Deferred Tax Revenue - DuPage	-	-	-
Total Liabilities	<u>51.85</u>	<u>7.27</u>	<u>(44.58)</u>
Fund Balances			
Fund Balance - Library Fund	2,747,256.18	3,161,567.05	414,310.87
Fund Balance - Special Reserve Fund	870,483.66	870,908.31	424.65
Fund Balance - Working Cash Fund	187,154.18	187,245.49	91.31
Fund Balance - Building Maintenance Fund	13,956.84	14,483.77	526.93
Fund Balance - FICA Fund	44,089.90	57,803.35	13,713.45
Fund Balance - IMRF Fund	83,855.99	102,220.33	18,364.34
Fund Balance - Unemployment Comp Fund	20,030.72	20,224.26	193.54
Fund Balance - Workers Comp Fund	4,202.20	5,460.74	1,258.54
Fund Balance - Insurance Fund	13,117.78	13,382.47	264.69
Fund Balance - Audit Fund	4,193.87	4,444.43	250.56
Total Fund Balances	<u>3,988,341.32</u>	<u>4,437,740.20</u>	<u>449,398.88</u>
Total Liabilities & Fund Balances	<u>\$ 3,988,393.17</u>	<u>\$ 4,437,747.47</u>	<u>\$ 449,354.30</u>

See Accountants' Compilation Report

Roselle Public Library District
Library Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current General	\$ 3,382.28	\$ 187,082.33	\$ 198,338.00	(\$ 11,255.67)	94.33%
Tax Levy- Cook Prior	(559.94)	(912.29)	-	(912.29)	0.00%
Tax Levy- DuPage Current General	568,693.27	1,651,378.07	1,739,303.67	(87,925.60)	94.94%
Tax Levy- DuPage Prior	-	-	-	-	0.00%
Total Tax Levy	571,515.61	1,837,548.11	1,937,641.67	(100,093.56)	94.83%
Other Receipts					
Personal Property Replacement Tax	-	2,947.02	10,000.00	(7,052.98)	29.47%
Per Capita Grant - Current	-	-	28,488.50	(28,488.50)	0.00%
Other Grants	-	32,755.93	2,000.00	30,755.93	1637.80%
Late Fees & Fines	(9.15)	22.65	2,000.00	(1,977.35)	1.13%
Patron Supplies	5.25	5.25	-	5.25	0.00%
Copies	-	-	6,000.00	(6,000.00)	0.00%
Staff Purchases	-	46.66	-	46.66	0.00%
Lost Materials	17.95	57.95	3,000.00	(2,942.05)	1.93%
Non-Resident Fees - Cards	838.08	838.08	2,000.00	(1,161.92)	41.90%
Program Registration	-	-	100.00	(100.00)	0.00%
Room /AV Rentals	-	-	100.00	(100.00)	0.00%
3D Printer Income	-	-	100.00	(100.00)	0.00%
Coffee Donations	-	-	50.00	(50.00)	0.00%
Gifts - Friends	5,500.00	5,500.00	5,000.00	500.00	110.00%
Gifts - Other	-	1.30	2,500.00	(2,498.70)	0.05%
Gifts - Summer Reading	-	-	1,000.00	(1,000.00)	0.00%
Commemorative Books/Memorials	200.00	200.00	500.00	(300.00)	40.00%
Friends Book Sale - Perpetual	12.00	12.00	-	12.00	0.00%
Developer Fees	400.00	400.00	400.00	0.00	100.00%
Over/Under	-	0.60	-	0.60	0.00%
OTC Postage Stamps	22.00	110.00	1,000.00	(890.00)	11.00%
E-Rate Refund	-	741.64	4,000.00	(3,258.36)	18.54%
Miscellaneous Income	-	-	500.00	(500.00)	0.00%
Insurance Dividend	-	-	500.00	(500.00)	0.00%
Interest - General Fund	1,340.24	7,864.07	51,000.00	(43,135.93)	15.42%
Interest Itasca Bank - HRA Medical	0.30	0.95	-	0.95	0.00%
Total Other Receipts	8,326.67	51,504.10	120,238.50	(68,734.40)	42.83%
Total Receipts	579,842.28	1,889,052.21	2,057,880.17	(168,827.96)	91.80%
Disbursements					
Salaries					
Salaries - Administration	16,016.48	50,471.98	198,000.00	(147,528.02)	25.49%
Salaries - Adult Services	17,789.30	57,027.45	240,000.00	(182,972.55)	23.76%
Salaries - Circulation	12,727.85	39,775.55	180,000.00	(140,224.45)	22.10%
Salaries - Youth Services	16,159.05	51,185.49	198,000.00	(146,814.51)	25.85%
Salaries - Tech Services	3,791.86	11,765.49	60,000.00	(48,234.51)	19.61%
Salaries - Maintenance	3,433.50	10,665.65	43,700.00	(33,034.35)	24.41%
Total Salaries	69,918.04	220,891.61	919,700.00	(698,808.39)	24.02%

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Personnel Costs					
Intermittent Labor	-	-	500.00	(500.00)	0.00%
HRA+Med/Dent/Life/Vis Insurance	19,547.73	35,009.03	191,000.00	(155,990.97)	18.33%
Employee Recognition	-	305.65	2,900.00	(2,594.35)	10.54%
Association Dues	-	655.00	4,000.00	(3,345.00)	16.38%
Mileage/Travel Costs	-	-	2,000.00	(2,000.00)	0.00%
Recruiting/Advertising	49.00	49.00	500.00	(451.00)	9.80%
Continuing Education - Admins	25.00	25.00	700.00	(675.00)	3.57%
Continuing Education - RASD	-	-	700.00	(700.00)	0.00%
Continuing Education - Circ	-	-	700.00	(700.00)	0.00%
Continuing Education - YS	-	-	700.00	(700.00)	0.00%
Continuing Education - TS	-	-	350.00	(350.00)	0.00%
Conferences	100.00	(263.00)	2,800.00	(3,063.00)	-9.39%
Tuition Reimbursement	-	732.00	2,000.00	(1,268.00)	36.60%
Total Personnel Costs	19,721.73	36,512.68	208,850.00	(172,337.32)	17.48%
Building Operations					
Utilities - Electric	52.54	8,239.03	48,000.00	(39,760.97)	17.16%
Utilities - Gas	489.78	1,367.54	14,000.00	(12,632.46)	9.77%
Utilities-Water	397.99	900.21	5,000.00	(4,099.79)	18.00%
Building/Mechanical Maintenance	96.72	7,671.01	45,000.00	(37,328.99)	17.05%
HVAC System (Controls & Mech)	21,347.00	21,347.00	33,088.00	(11,741.00)	64.52%
Custodial Services	1,975.28	7,355.70	47,000.00	(39,644.30)	15.65%
Telephone	788.33	2,531.89	8,000.00	(5,468.11)	31.65%
Security Systems	189.24	1,215.84	8,000.00	(6,784.16)	15.20%
Landscaping	560.00	1,680.00	6,600.00	(4,920.00)	25.45%
Snow Removal	-	-	10,000.00	(10,000.00)	0.00%
Equipment Rental	-	-	750.00	(750.00)	0.00%
Total Building Operations	25,896.88	52,308.22	225,438.00	(173,129.78)	23.20%
Professional Services					
Legal Fees/Expenses	264.00	400.00	8,000.00	(7,600.00)	5.00%
Consulting Services	-	-	11,000.00	(11,000.00)	0.00%
Building Insurance	-	-	19,500.00	(19,500.00)	0.00%
Accounting Fees	750.00	3,028.76	10,500.00	(7,471.24)	28.85%
Audit & Actuary Fees	-	4,152.00	13,000.00	(8,848.00)	31.94%
Payroll Processing	238.04	1,134.55	7,150.00	(6,015.45)	15.87%
Bank Fees	309.24	329.51	500.00	(170.49)	65.90%
Appraisal Fees	-	3,500.00	4,500.00	(1,000.00)	77.78%
Total Professional Services	1,561.28	12,544.82	74,150.00	(61,605.18)	16.92%
Trustee Expenses					
Board Supplies	-	15.75	500.00	(484.25)	3.15%
Board Training & Continuing Ed	-	-	500.00	(500.00)	0.00%
Legal Notices	-	349.60	3,000.00	(2,650.40)	11.65%
Advocacy/Public Relations	-	-	700.00	(700.00)	0.00%
Association Dues - Board	-	225.00	400.00	(175.00)	56.25%
Mileage Expense	-	-	200.00	(200.00)	0.00%
Total Trustee Expenses	-	590.35	5,300.00	(4,709.65)	11.14%

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Library Materials					
Books - Administrative	-	150.00	500.00	(350.00)	30.00%
Books - Adult	3,030.92	6,255.38	50,000.00	(43,744.62)	12.51%
Books - Teen	47.24	475.42	3,000.00	(2,524.58)	15.85%
Books - Youth	916.41	1,450.51	35,000.00	(33,549.49)	4.14%
Audio Visual - Adult	418.09	1,014.90	23,000.00	(21,985.10)	4.41%
AV Material-Youth Services	780.86	2,619.35	12,000.00	(9,380.65)	21.83%
Periodicals - Adult	-	-	7,000.00	(7,000.00)	0.00%
Periodicals - Youth Services	-	-	750.00	(750.00)	0.00%
Databases - RASD	10,953.10	15,652.10	42,000.00	(26,347.90)	37.27%
Databases - Youth	3,892.00	3,892.00	11,500.00	(7,608.00)	33.84%
Downloadable Media	2,081.59	14,636.30	27,000.00	(12,363.70)	54.21%
Total Library Materials	22,120.21	46,145.96	211,750.00	(165,604.04)	21.79%
Programming & Events					
Programming - Administration	(250.00)	(250.00)	3,000.00	(3,250.00)	-8.33%
Programming - RASD	1,305.56	1,705.56	7,400.00	(5,694.44)	23.05%
Programming - Teen/YA	164.56	164.56	2,000.00	(1,835.44)	8.23%
Programming - Youth Services	394.56	541.76	7,000.00	(6,458.24)	7.74%
Programs - Interdepartmental	-	120.81	1,100.00	(979.19)	10.98%
Total Programming & Events	1,614.68	2,282.69	20,500.00	(18,217.31)	11.14%
Public Relations & Marketing					
Newsletter - Printing	3,686.16	3,686.16	11,000.00	(7,313.84)	33.51%
Newsletter - Postage	-	1,090.00	6,000.00	(4,910.00)	18.17%
Administrative Public Relation	392.50	606.06	2,500.00	(1,893.94)	24.24%
RASD Public Relations	-	30.83	750.00	(719.17)	4.11%
Youth Service Public Relations	-	-	750.00	(750.00)	0.00%
Circulation Public Relations	-	-	750.00	(750.00)	0.00%
Promotional Materials	-	-	2,000.00	(2,000.00)	0.00%
Total Public Relations & Marketing	4,078.66	5,413.05	23,750.00	(18,336.95)	22.79%
Library Operations					
Supplies - Office	436.65	870.44	5,000.00	(4,129.56)	17.41%
Supplies - Circulation	104.39	317.01	4,550.00	(4,232.99)	6.97%
Supplies - RASD	35.84	77.22	4,550.00	(4,472.78)	1.70%
Supplies - Youth Services	56.55	118.20	4,550.00	(4,431.80)	2.60%
Supplies - Graphics	59.98	89.97	1,000.00	(910.03)	9.00%
Supplies - Patron	172.99	172.99	-	172.99	0.00%
Supplies - Copy Machine Paper	217.00	217.00	1,500.00	(1,283.00)	14.47%
Supplies - Processing	1,000.13	2,164.05	6,500.00	(4,335.95)	33.29%
Supplies - Custodial	279.52	964.73	5,000.00	(4,035.27)	19.29%
Small Equipment Purchase	-	3,430.71	1,500.00	1,930.71	228.71%
Equipment Contracts	500.71	1,145.98	9,000.00	(7,854.02)	12.73%
Postage - General	-	37.65	900.00	(862.35)	4.18%
Postage - Circulation	-	-	1,200.00	(1,200.00)	0.00%
RBP Payments	59.11	59.11	600.00	(540.89)	9.85%
Binding	-	-	300.00	(300.00)	0.00%
Processing/Outsourced	157.21	271.57	4,000.00	(3,728.43)	6.79%
COVID-19 Expenses	93.12	1,437.56	5,000.00	(3,562.44)	28.75%
OTC Stamps	-	-	1,500.00	(1,500.00)	0.00%
Contingency	-	-	10,000.00	(10,000.00)	0.00%
Total Library Operations	3,173.20	11,374.19	66,650.00	(55,275.81)	17.07%

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Automation					
TLC Software Maintenance	-	-	10,000.00	(10,000.00)	0.00%
LAN Maintenance	6,930.00	6,930.00	29,000.00	(22,070.00)	23.90%
Computer Equipment	1,360.00	12,222.20	37,000.00	(24,777.80)	33.03%
Internet Fees	429.20	3,000.82	20,000.00	(16,999.18)	15.00%
Computer Hardware	-	-	5,000.00	(5,000.00)	0.00%
Software Licensing	3,841.00	10,430.65	21,000.00	(10,569.35)	49.67%
Web Hosting	2,400.00	2,400.00	3,000.00	(600.00)	80.00%
OCLC Pricing	-	206.14	300.00	(93.86)	68.71%
SWAN Fees	-	-	22,716.00	(22,716.00)	0.00%
Total Automation	14,960.20	35,189.81	148,016.00	(112,826.19)	23.77%
Capital Equipment					
Library Equipment	-	-	3,000.00	(3,000.00)	0.00%
Furniture	-	-	7,000.00	(7,000.00)	0.00%
Total Capital Equipment	-	-	10,000.00	(10,000.00)	0.00%
Other Expenditures					
Friends of the Library Exp.	-	15.30	-	15.30	0.00%
Friends Book Sale - Perpetual	-	9.25	-	9.25	0.00%
Gift Expenditures	-	295.00	-	295.00	0.00%
Commemorative Expenditures	21.72	21.72	-	21.72	0.00%
Summer Reading Donation Expens	-	299.98	-	299.98	0.00%
Grant Expenditures	-	192.00	-	192.00	0.00%
Per Capita - Prior	924.81	924.81	-	924.81	0.00%
PC - Adult Circulation Material	1,540.00	1,684.00	-	1,684.00	0.00%
Total Other Expenditures	2,486.53	3,442.06	-	3,442.06	0.00%
Total Disbursements	165,531.41	426,695.44	1,914,104.00	(1,487,408.56)	22.29%
Excess Deficiency of Receipts Over Disbursements	414,310.87	1,462,356.77	143,776.17	1,318,580.60	
Beginning Fund Balance - Library Fund	2,747,256.18	1,699,210.28	-	-	
Fund Balance End of Period	\$ 3,161,567.05	\$ 3,161,567.05	\$ 143,776.17	\$ 3,017,790.88	

**Roselle Public Library District
Special Reserve Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020**

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Interest-Special Reserve Fund	\$ 424.65	\$ 2,758.02	\$ -	\$ 2,758.02	0.00%
Total Receipts	<u>424.65</u>	<u>2,758.02</u>	<u>-</u>	<u>2,758.02</u>	<u>0.00%</u>
Disbursements					
Special Reserve Expenditures	-	23,467.10	500,000.00	(476,532.90)	4.69%
Total Disbursements	<u>-</u>	<u>23,467.10</u>	<u>500,000.00</u>	<u>(476,532.90)</u>	<u>4.69%</u>
Excess Deficiency of Receipts Over Disbursements	<u>424.65</u>	<u>(20,709.08)</u>	<u>(500,000.00)</u>	<u>479,290.92</u>	
 Beginning Fund Balance - Special Reserve	 870,483.66	 891,617.39	 -	 -	
Fund Balance End of Period	<u>\$ 870,908.31</u>	<u>\$ 870,908.31</u>	<u>(\$ 500,000.00)</u>	<u>\$ 1,370,908.31</u>	

Roselle Public Library District
Working Cash Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Interest - Working Cash Fund	\$ 91.31	\$ 588.41	\$ -	\$ 588.41	0.00%
Total Receipts	<u>91.31</u>	<u>588.41</u>	<u>-</u>	<u>588.41</u>	0.00%
Disbursements					
Working Cash Expenditures	-	-	-	0.00	0.00%
Total Disbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00</u>	0.00%
Excess Deficiency of Receipts Over Disbursements	<u>91.31</u>	<u>588.41</u>	<u>-</u>	<u>588.41</u>	
Beginning Fund Balance - Working Cash	187,154.18	186,657.08	-	-	
Fund Balance End of Period	<u>\$ 187,245.49</u>	<u>\$ 187,245.49</u>	<u>\$ -</u>	<u>\$ 187,245.49</u>	

Roselle Public Library District
Building Maintenance Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current Bldg Mn	\$ 23.01	\$ 1,272.67	\$ 1,347.00	(\$ 74.33)	94.48%
Tax Levy- Cook Prior Bldg Mnt	(3.06)	(4.94)	-	(4.94)	0.00%
Tax Levy- Dup Current Bldg Mnt	500.17	1,452.39	1,529.73	(77.34)	94.94%
Tax Levy- Dup Prior Bldg Mnt	-	-	-	0.00	0.00%
Interest - Bldg Maint Fund	6.81	41.42	-	41.42	0.00%
Total Receipts	<u>526.93</u>	<u>2,761.54</u>	<u>2,876.73</u>	<u>(115.19)</u>	<u>96.00%</u>
Disbursements					
Building Maintenance	-	-	12,000.00	(12,000.00)	0.00%
Total Disbursements	<u>-</u>	<u>-</u>	<u>12,000.00</u>	<u>(12,000.00)</u>	<u>0.00%</u>
Excess Deficiency of Receipts Over Disbursements	<u>526.93</u>	<u>2,761.54</u>	<u>(9,123.27)</u>	<u>11,884.81</u>	
 Beginning Fund Balance - Building Maintenance	 13,956.84	 11,722.23	 -	 -	
Fund Balance End of Period	<u>\$ 14,483.77</u>	<u>\$ 14,483.77</u>	<u>(\$ 9,123.27)</u>	<u>\$ 23,607.04</u>	

Roselle Public Library District
FICA Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current FICA	\$ 143.47	\$ 7,935.46	\$ 8,533.00	(\$ 597.54)	93.00%
Tax Levy- Cook Prior FICA	(23.64)	(38.45)	-	(38.45)	0.00%
Tax Levy- Dupage Current FICA	18,756.37	54,464.97	57,364.90	(2,899.93)	94.94%
Tax Levy- Dupage Prior FICA	-	-	-	-	0.00%
Interest - FICA Fund	21.52	115.76	-	115.76	0.00%
Total Receipts	<u>18,897.72</u>	<u>62,477.74</u>	<u>65,897.90</u>	<u>(3,420.16)</u>	94.81%
Disbursements					
FICA	<u>5,184.27</u>	<u>16,404.83</u>	<u>70,386.05</u>	<u>(53,981.22)</u>	23.31%
Total Disbursements	<u>5,184.27</u>	<u>16,404.83</u>	<u>70,386.05</u>	<u>(53,981.22)</u>	23.31%
Excess Deficiency of Receipts Over Disbursements	<u>13,713.45</u>	<u>46,072.91</u>	<u>(4,488.15)</u>	<u>50,561.06</u>	
Beginning Fund Balance - FICA	<u>44,089.90</u>	<u>11,730.44</u>	<u>-</u>	<u>-</u>	
Fund Balance End of Period	<u>\$ 57,803.35</u>	<u>\$ 57,803.35</u>	<u>(\$ 4,488.15)</u>	<u>\$ 62,291.50</u>	

Roselle Public Library District
IMRF Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current IMRF	\$ 238.20	\$ 13,175.85	\$ 14,012.00	(\$ 836.15)	94.03%
Tax Levy- Cook Prior IMRF	(40.35)	(65.20)	-	(65.20)	0.00%
Tax Levy- Dup Current IMRF	26,509.00	76,977.16	81,075.72	(4,098.56)	94.94%
Tax Levy- Dup Prior IMRF	-	-	-	-	0.00%
Interest - IMRF Fund	40.91	232.09	-	232.09	0.00%
Total Receipts	<u>26,747.76</u>	<u>90,319.90</u>	<u>95,087.72</u>	<u>(4,767.82)</u>	94.99%
Disbursements					
IMRF	<u>8,383.42</u>	<u>26,347.11</u>	<u>113,950.83</u>	<u>(87,603.72)</u>	23.12%
Total Disbursements	<u>8,383.42</u>	<u>26,347.11</u>	<u>113,950.83</u>	<u>(87,603.72)</u>	23.12%
Excess Deficiency of Receipts Over Disbursements	<u>18,364.34</u>	<u>63,972.79</u>	<u>(18,863.11)</u>	<u>82,835.90</u>	
Beginning Fund Balance - IMRF	<u>83,855.99</u>	<u>38,247.54</u>	<u>-</u>	<u>-</u>	
Fund Balance End of Period	<u>\$ 102,220.33</u>	<u>\$ 102,220.33</u>	<u>(\$ 18,863.11)</u>	<u>\$ 121,083.44</u>	

**Roselle Public Library District
Unemployment Comp Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020**

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current Unemplo	\$ 8.12	\$ 449.18	\$ 449.00	\$ 0.18	100.04%
Tax Levy- Cook Prior Unemploy	(1.72)	(3.13)	-	(3.13)	0.00%
Tax Levy- Dup Current Unemploy	250.08	726.19	764.87	(38.68)	94.94%
Interest - Unemployment Fund	9.76	62.14	-	62.14	0.00%
Total Receipts	<u>266.24</u>	<u>1,234.38</u>	<u>1,213.87</u>	<u>20.51</u>	101.69%
Disbursements					
Unemployment Compensation	<u>72.70</u>	<u>255.98</u>	<u>5,748.13</u>	<u>(5,492.15)</u>	4.45%
Total Disbursements	<u>72.70</u>	<u>255.98</u>	<u>5,748.13</u>	<u>(5,492.15)</u>	4.45%
Excess Deficiency of Receipts Over Disbursements	<u>193.54</u>	<u>978.40</u>	<u>(4,534.26)</u>	<u>5,512.66</u>	
 Beginning Fund Balance - Unemployment Comp	 <u>20,030.72</u>	 <u>19,245.86</u>	 <u>-</u>	 <u>-</u>	
Fund Balance End of Period	<u>\$ 20,224.26</u>	<u>\$ 20,224.26</u>	<u>(\$ 4,534.26)</u>	<u>\$ 24,758.52</u>	

**Roselle Public Library District
Workers Comp Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020**

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current Work Co	\$ 8.12	\$ 449.18	\$ 449.00	\$ 0.18	100.04%
Tax Levy- Cook Prior Work Cmp	(2.05)	(3.48)	-	(3.48)	0.00%
Tax Levy- Dup Current Work Cmp	1,250.42	3,630.99	3,824.33	(193.34)	94.94%
Interest - Workers Comp Fund	2.05	10.59	-	10.59	0.00%
Total Receipts	<u>1,258.54</u>	<u>4,087.28</u>	<u>4,273.33</u>	<u>(186.05)</u>	<u>95.65%</u>
Disbursements					
Workers Compensation	-	-	5,500.00	(5,500.00)	0.00%
Total Disbursements	<u>-</u>	<u>-</u>	<u>5,500.00</u>	<u>(5,500.00)</u>	<u>0.00%</u>
Excess Deficiency of Receipts Over Disbursements	<u>1,258.54</u>	<u>4,087.28</u>	<u>(1,226.67)</u>	<u>5,313.95</u>	
 Beginning Fund Balance - Workers Comp	 4,202.20	 1,373.46	 -	 -	
Fund Balance End of Period	<u>\$ 5,460.74</u>	<u>\$ 5,460.74</u>	<u>(\$ 1,226.67)</u>	<u>\$ 6,687.41</u>	

**Roselle Public Library District
Insurance Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020**

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current Insurance	\$ 12.18	\$ 673.76	\$ 718.00	(\$ 44.24)	93.84%
Tax Levy- Cook Prior Insurance	(3.97)	(6.69)	-	(6.69)	0.00%
Tax Levy- Dup Current Insurance	250.08	726.19	764.87	(38.68)	94.94%
Tax Levy- Dup Prior Insurance	-	-	-	-	0.00%
Interest - Insurance Fund	6.40	39.92	-	39.92	0.00%
Total Receipts	<u>264.69</u>	<u>1,433.18</u>	<u>1,482.87</u>	<u>(49.69)</u>	<u>96.65%</u>
Disbursements					
Liability Insurance	-	-	1,000.00	(1,000.00)	0.00%
Total Disbursements	<u>-</u>	<u>-</u>	<u>1,000.00</u>	<u>(1,000.00)</u>	<u>0.00%</u>
Excess Deficiency of Receipts Over Disbursements	<u>264.69</u>	<u>1,433.18</u>	<u>482.87</u>	<u>950.31</u>	
Beginning Fund Balance - Insurance	<u>13,117.78</u>	<u>11,949.29</u>	<u>-</u>	<u>-</u>	
Fund Balance End of Period	<u>\$ 13,382.47</u>	<u>\$ 13,382.47</u>	<u>\$ 482.87</u>	<u>\$ 12,899.60</u>	

Roselle Public Library District
Audit Fund
Statement of Cash Receipts, Disbursements, and Changes in Fund Balance
For the One Month and Three Months Ended September 30, 2020

	Month Ended September 30	Year to Date Actual	Year to Date Budget	Year to Date Variance	Actual as a % of Budget
Receipts					
Tax Levy- Cook Current Audit	\$ 2.70	\$ 149.73	\$ 89.00	\$ 60.73	168.24%
Tax Levy- Cook Prior Audit	(4.27)	(6.96)	-	(6.96)	0.00%
Tax Levy- Dup Current Audit	250.08	726.19	764.87	(38.68)	94.94%
Tax Levy- Dup Prior Audit	-	-	-	-	0.00%
Interest - Audit Fund	2.05	12.56	-	12.56	0.00%
Total Receipts	<u>250.56</u>	<u>881.52</u>	<u>853.87</u>	<u>27.65</u>	103.24%
Disbursements					
Audit Fees	-	-	1,000.00	(1,000.00)	0.00%
Total Disbursements	<u>-</u>	<u>-</u>	<u>1,000.00</u>	<u>(1,000.00)</u>	0.00%
Excess Deficiency of Receipts Over Disbursements	<u>250.56</u>	<u>881.52</u>	<u>(146.13)</u>	<u>1,027.65</u>	
 Beginning Fund Balance - Audit	 <u>4,193.87</u>	 <u>3,562.91</u>	 <u>-</u>	 <u>-</u>	
Fund Balance End of Period	<u>\$ 4,444.43</u>	<u>\$ 4,444.43</u>	<u>(\$ 146.13)</u>	<u>\$ 4,590.56</u>	

Roselle Public Library District
Cook County
Tax Collections
July 1, 2020 to June 30, 2021

YEAR	EXTENSIONS	COLLECTED TO DATE	COLLECTED SEPTEMBER	COLLECTED SINCE JULY 1, 2020	UNCOLLECTED & PERCENT COLLECTED	
2007	163,975.68	160,164.67	0.00	0.00	3,811.01	98%
2008	157,766.10	154,880.34	0.00	0.00	2,885.76	98%
2009	161,736.56	158,338.63	0.00	0.00	3,397.93	98%
2010	167,514.79	164,480.06	0.00	0.00	3,034.73	98%
2011	174,990.96	173,387.87	0.00	0.00	1,603.09	99%
2012	179,566.70	177,298.15	0.00	0.00	2,268.55	99%
2013	192,984.36	188,756.37	0.00	(64.76)	4,227.99	98%
2014	198,641.50	194,209.14	0.00	0.00	4,432.36	98%
2015	212,789.17	206,839.27	0.00	0.00	5,949.90	97%
2016	212,010.75	207,790.82	(88.94)	(114.60)	4,219.93	98%
2017	208,043.04	203,711.20	(226.47)	(468.71)	4,331.84	98%
2018	215,500.28	211,697.93	(323.59)	(393.07)	3,802.35	98%
2019	224,630.67	211,188.16	3,818.08	97,649.90	13,442.51	94%
	\$2,470,150.56	\$2,412,742.61	\$3,179.08	\$96,608.76	\$57,407.95	

See Accountants' Compilation Report

Roselle Public Library District
DuPage County
Tax Collections
July 1, 2020 to June 30, 2021

YEAR	EXTENSIONS	COLLECTED TO DATE	COLLECTED SEPTEMBER	COLLECTED SINCE JULY 1, 2020	UNCOLLECTED & PERCENT COLLECTED	
2014	1,692,573.73	1,688,438.43	0.00	0.00	4,135.30	100%
2015	1,724,297.78	1,719,797.51	0.00	0.00	4,500.27	100%
2016	1,759,770.69	1,757,261.36	0.00	0.00	2,509.33	100%
2017	1,806,562.41	1,804,180.98	0.00	0.00	2,381.43	100%
2018	1,845,149.37	1,837,492.36	0.00	0.00	7,657.01	100%
2019	1,885,392.96	1,790,082.15	616,459.47	835,874.59	95,310.81	95%
	\$10,713,746.94	\$10,597,252.79	\$616,459.47	\$835,874.59	\$116,494.15	

See Accountants' Compilation Report



COVID-19 & Moderated Service

Following a staff member testing positive for COVID-19, I made the decision to close the Library building effective Monday 10/5 after consulting with the Management Team, Board President, CDC, and IDPH. I was not able to make contact with DuPage County until after deciding to close. Eighteen staff members were identified as having low-risk exposure due to working in the building at the same time as the employee did during their last shift, as well as the shift that occurred 48 hours before onset of symptoms. IDPH recommended these staff members take COVID-19 tests, “just to be safe,” and there have been no additional positive tests. No one, staff or patron, was identified as having been in close contact of the employee.

We resumed in-person service on 10/12 and are working to fully catch up from the weeklong closure. Effective this week is a required survey built into our payroll system asking all staff to confirm any diagnosis, close contacts, and symptoms related to COVID-19 when they report to work or return from a lunch break. If anyone responds ‘yes’ to a question, they will be unable to clock in for their shift. Our protocol from the start has been that anyone exhibiting any known COVID-19 symptoms should not report into work.

General Updates

Our special exhibit *Telling A People's Story: African American Children's Illustrated Literature* is still up through October. The exhibit consists of 12 free standing panels split between the first and second floors.

Packets for the 2021 Consolidated Election have been available since mid-September outside my office doors.

For the General Election in November, I am asking the Board consider approving a one-day closure to reduce any possible risk of community spread that may occur while voting takes place at the Library. Though election judges are required to provide PPE and clean voting equipment after each use, they cannot deny entry to anyone who refuses to wear a mask. I feel it is in everyone's best interest if we suspend library services that day. We will still provide remote assistance and host regularly scheduled virtual programming.

Reminder that our email domain has been updated to @rosellepld.org. Please update your contacts accordingly. The former domain will remain active into early 2021 to ensure messages reach the Library as intended.

Executive Director's Report

September 9 – October 14, 2020

Samantha Johnson

Meetings/Events/Training

9/11	Attended HR Source Webinar on non-COVID related HR updates
9/14	SWAN Weekly Meeting Management Team Meeting
9/15	Rotary Meeting
9/21	SWAN Weekly Meeting Management Team Meeting
9/22	Rotary Meeting
9/28	SWAN Weekly Meeting Management Team Meeting
9/29	Benefits Renewal Meeting w/ Better Business Planning Project Management Webinar
10/5	Week-long library closure began, ending 10/12 Management Team Meeting
10/6	Rotary Meeting
10/7	LED Lighting Check-in Meeting
10/12	Weekly SWAN Meeting Management Team Meeting



Department Overview

In September I focused on the annual audit and boxing up documentation in the Business Office that was moved to storage to make room for the new fiscal year financials. I also researched or contacted agencies/vendors on various issues/needs. In addition, continued researching invoices or deliveries that were not received during this pandemic period.

Manager's Highlights

- Gathered documentation and answered questions as needed by auditor, Judy Walther from McClure Inserra, who conducted the annual in-house audit on September 8th and 10th.
- Prepared annual notice of creditable coverage for prescription drug coverage through the Library and forwarded to Medicare eligible participant on September 29th.
- Prepared Paylocity profile and enrollment in IMRF for new hire, Duane Dubuque, Circulation Assistant.
- Contacted HR Source for clarification and documentation on emergency paid sick leave that may be needed before year-end.
- Coordinated printing of legal notice for Budget and Appropriations Ordinance with Paddock Publications (Daily Herald).
- Boxed up FY19/20 financials after the audit process to make room for FY20/21 financials in the Business Office.
- Worked with Paylocity on correcting taxes on new tax codes. All were corrected by month-end and did not affect the applicable employee's paycheck. Also am working with Paylocity on collecting information on product availability pertaining to employee surveys and punching in and out.
- Contacted DuPage County Election coordinator and discussed RPLD as a polling location and what they will be providing.
- Contacted Iron Mountain to obtain off-site storage documentation quotation.
- Re-issued vendor check not cashed within 120 days.
- Worked with Maintenance Technician to register for the RAILS Facility networking group and also to register for the October Zoom Facility Networking group meeting.

Staff Meetings/Workshops

- Audit with Judy Walther from McClure Inserra & Co. 9/8/20 – DG (8 hour period)
- Contact for on-site FE Moran sprinkler inventory 9/8/20 – DG (.25 hour)
- Audit with Judy Walther from McClure Inserra & Co. 9/10/20 – DG (7 hour period)
- Contact for on-site FE Moran fire panel update 9/10/20 –DG (.50 hour)
- Management Team Zoom Meeting 9/14/20 - DG (1.50 hours)
- New Hire Personnel Orientation with Duane Dubuque 9/19/20 – DG (.50 hour)
- Management Team Zoom Meeting 9/21/20 – DG (1.50 hours)
- Position Update Zoom Meeting with Director 9/22/20 – DG (1 hour)
- Management Team Zoom Meeting 9/28/20 – DG (1.50 hours)

Administration Department/Business Office & Maintenance

Debbie Green, Business Office Manager

September 2020

- Zoom meeting with Joe Liberty, insurance broker from BBP, and Director to review insurance rates & options on 9/29/20 – DG (1 hour)

Staff Achievements Highlights

Pam Delaney, Business Office Assistant

- Refiled FY 19/20 invoices after the in-house audit and moved to two bottom file drawers. Filed FY 20/21 invoices in top two invoice drawers.
- Boxed up FY18/19 invoices for storage to make room in invoice drawers for current fiscal year invoices.
- Went through two storage boxes from the basement and shredded items, per listing from Business Office Manager.
- Contacted various vendors, per information provided by the Business Office Manager, to apply credits to invoices or obtain invoices not received.
- Collected current pricing for next hand sanitizer order. Also continues to research for in-stock disinfecting wipes.
- Researched pricing and availability for new printers needed.

Eric Annala, Maintenance Technician

- Replaced story walk frames at Park District with new story.
- Registered for online RAILS Facility group and October Zoom Library Facility Networking Meeting, as instructed by Business Office Manager.



Department Overview

In general, ATS has been seeing more patrons in the library. Most are using computers while some have made appointments for notary. Patrons also seem to be lingering a bit longer than last month, taking time to browse through the collection and even sitting for a bit in big comfy chairs or doing work in the study carrels. In addition, ILL requests have been increasing.

Homebound delivery started back up this month and I made one delivery so far. The patron greeted me behind her screen door (more than 6 feet apart) and said she was happy to see another face! She hasn't left her house since March. The gratefulness of patrons who use this service is so rewarding.

The YS Manager and I co-wrote and submitted an application for the Back to Books grant this month. If awarded, we plan to fund our foreign language and ESL collections to help with our literacy goals.

I hosted my first virtual program on 9/14; DIY Windchimes. This program was in the form of a pre-recorded video that posted on the library's YouTube channel and posted on the library's Facebook Page. I also hosted a brief check in through Zoom in case anyone had any questions. I think it went well. Only 3 attended the check in but there were 14 views on the video.

ATS staff continues to work on a wide variety of adult virtual programs and teens take and make crafts. There is also an opportunity for virtual volunteering for teens.

In preparation for SWAN migration, ATS has been continuing to weed the collection and we are making headway! We hope to make room for new materials and also have a nice, clean and relevant collection before the migration. Staff has also started to attend SWAN training whether it's live or recorded.

Manager's Highlights

- 9/7 Virtual Management Team Meeting / 2hr.
- 9/7 Virtual Meeting with YS Manager / 1 hr.
- 9/14 Virtual Management Team Meeting / 2 hr.
- 9/14 Virtual Meeting with YS Manager / 1 hr.
- 9/21 Virtual Management Team Meeting / 1 hr.
- 9/21 Virtual Meeting with YS Manager / 1 hr.



- 9/21 Virtual Swan Meeting / 1.5 hr.
- 9/28 Virtual Management Team Meeting /1 hr.
- 9/28 Virtual Meeting with YS Manager / 1 hr.

Staff Meetings/Workshops

- 9/8-9/10– Virtual One on one meeting with ATS staff
- 9/3 & 9/17 – Virtual ATS Department Meetings

Staff Achievements

- 9/1 Lisa hosted a Virtual program called Don't Run Just Win with the League of Women Voters / 2 hr.
- 9/2- Mark worked on his Book Lover's Instagram video / ongoing
- 9/9 Lisa hosted Virtual Tai Chi. / 1 hr.
- 9/12 Lisa worked on building the metadata on Springshare to track our libchat stats. / 2 hours.
- 9/13 John hosted Virtual Yoga/ 1 hr.
- 9/14 Anna made available a Make and Take Craft for Teens / 1 hr.
- 9/14 Susan and Joanne attended virtual Swan Training / 1.5 hr
- 9/19 Lisa hosted Virtual ACA Healthcare in English and Spanish. The videos are shareable on the library's YouTube channel/ 3 hr.
- 9/21- Anna made available a Make and Take Craft for Teens / 1 hr.
- 9/21 – Susan and Joanne attended virtual Swan Training / 1 hr.
- 9/23 & 9/3- John hosted a virtual Creative Journaling class. This is a 3 part series that is being recorded but share with participants only. / 4 hr.
- 9/26 – Anna attended a webinar on How to Become a D&D Dungeon Master /1 hr.
- 9/28- Anna made available a Teen Make and Take Craft. / 1 hr.
- 9/28 Susan and Joanne attended virtual Swan Training. / 1.5 hr
- Ongoing –Mark is working on an automated stat sheet for the reference desk.
- Ongoing – ATS staff is weeding and cleaning up the collection.



Department Overview

This September we were happy to welcome a new staff member into the Circulation Team, Jody Dubuque. Jody comes to us from a variety of previous customer service positions, including retail and reception, as well as Materials Handler at Carol Stream Library.

September is National Library Card Sign –up month. We scaled back much of our usual activity and promotion at the Circulation desk, but were able to hand out surprise gift bags of books to any child who register for a new card this month. The book gift bags were much appreciated.

Manager's Highlights

- Hired new employee and began onboarding and training
- Worked with SWAN librarians evaluating our testing data for the migration
- Attended weekly meetings with SWAN
- Attended weekly and twice weekly SWAN trainings and arranged for staff to also attend relevant trainings.
- Worked with Maintenance to keep Quarantine room current and safe and developed a procedure for rest of staff to follow
- Trained new Voter Registrar, Christina, and updated Registrar rolls with DuPage County.
- Prepared and submitted invoices for materials, determining fund allocations.

Staff Meetings/Workshops

- 9/14, 9/21, 9/28: SWAN100 meetings, Christy, .75 hr. each
- 9/14, 9/21, 9/28: Management Team meetings, Christy, 2 hr. each
- 9/9, 9/16, 9/23: Content Creation meetings, Karen Corrigan, 1 hr. each
- 9/14, 9/21, 9/23, 9/28, 9/30: SWAN live remote training, CTS staff, 1-1.5 hr. each
- 9/9: SWAN office hours Christy, 30 min
- 9/14: SWAN SirsiDynix Data Load, Christy 1 hr.
- 9/18: New employee orientation, Christy & Jody, 2 hr.
- 9/23: Circulation Manager Roundtable, Christy 1.5 hr.
- 9/23: meeting with SWAN, test data review and questions, Christy & Karen Cu, 1 hr.
- 8/31: SWAN support training, Karen Cu, Karen Co, Jan, Corey, Shelly, Christy, 1.5 hr.

Circulation – Technical Services

Christy Snyders

September 2020

Staff Achievements

- Karen Cucchi worked with Youth Services to re-catalog and re-label their YS admin reference collection to achieve better consistency. This project included having to completely add dozens of items back into the catalog that had been previously removed.
- Karen Corrigan assisted with Content creation.
- Elaine assisted in new employee training.
- Jan continues to take the lead on Voter Registration. She's contacted DuPage County Clerk elections office to clarify some procedures and has added relevant links for voter look-up forms to the Circulation desktops.
- Circulation and technical services staff have been joining in on SWAN training meetings and watching recorded trainings.
- Karen Cucchi worked in Circulation 1 shift a week.
- Christina completed state required Sexual Harassment and discrimination training.
- Bill completed discard of 2018 ATS periodicals, and the relocation and organization of 2019 periodicals into the Periodical room.
- Corey continued with her resurface/cleaning of juvenile DVDs project, completing 136 discs.



Department Overview

We were extremely proud to see the complete Telling a People's Story exhibit installed in the library starting September 1, thanks to Deanna's and Eric's hard work. This exhibit focuses on African-American children's illustrated literature, and panels can be found throughout the library on both floors. Further, Stephanie created a short promotional video for the exhibit that we posted on our YouTube channel and that Jason sent to patrons in eNews. We are also offering a recommended reading list to go with the exhibit.

Manager's Highlights

- Trained YS Team in LibChat tool
- With Maureen, wrote and submitted a Back to Books grant application
- Started preparing for a hybrid physical/digital Winter Reading program
- Planned and wrote newsletter copy for Winter/Spring events

Staff Meetings/Workshops

- 9/2, 9/16, 9/30: YS Department Meetings (YS Team) 1 hour each
- 9/9: Library Board Meeting (Kristen) 1 hour
- 9/11: Prairie State Story League (Stephanie) 2.5 hours
- 9/14, 9/21, 9/28: Management Team Meetings (Kristen) 1 hour each
- 9/15: School Facilitator's Network meeting (Stephanie) 2 hours
- 9/16: Check in meeting with Sam (Kristen) 1.5 hours
- 9/16: Equity, Diversity, and Inclusion in Storytime (Stephanie) 2 hours
- 9/18: Middle Managers' Meetup (Kristen) 2 hours
- 9/15, 9/24: Storytelling Math, YS Lit (Tammi) 2 hours total
- 9/15, 9/17: EDI, HR Source COVID-19 Employer Info (Kristen) 2 hours total
- 9/14-9/30: SWAN training (all YS staff) 24 hours total

Staff Achievements

- Deanna wrote and submitted a post for the ALSC blog.
- Stephanie independently learned two types of software in order to create the preview video for our Telling a People's Story exhibit.
- Liz and Tammi have been developing take and make kit component ideas for increasing participation in Winter/Spring programs.
- Kate 3D printed and assembled face shields for library staff

Library Statistics
September 2020 (FY20-21)

Patrons	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Visits to the Library	3415	3008	2794										9217
Library Cards (Reside	11860	11787	11685										
Library Cards (Non-R	23	20	28										

Circulation	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Adult Materials	2263	2692	2754										7709
Teen Materials	261	332	217										810
Children's Materials	2383	3079	3408										8870
Interlibrary Loans	7	32	54										93
Total Physical Mater	4960	6207	6547										17714
eAudiobook & Freeg	1626	1560	1218										4404
eBooks*	1485	1347	1257										4089
Total Circulation	8540	10580	10819										29939

Social Media	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Facebook Followers	1147	1160	1170										
Twitter Followers	832	831	834										
Instagram Followers	188	194	205										

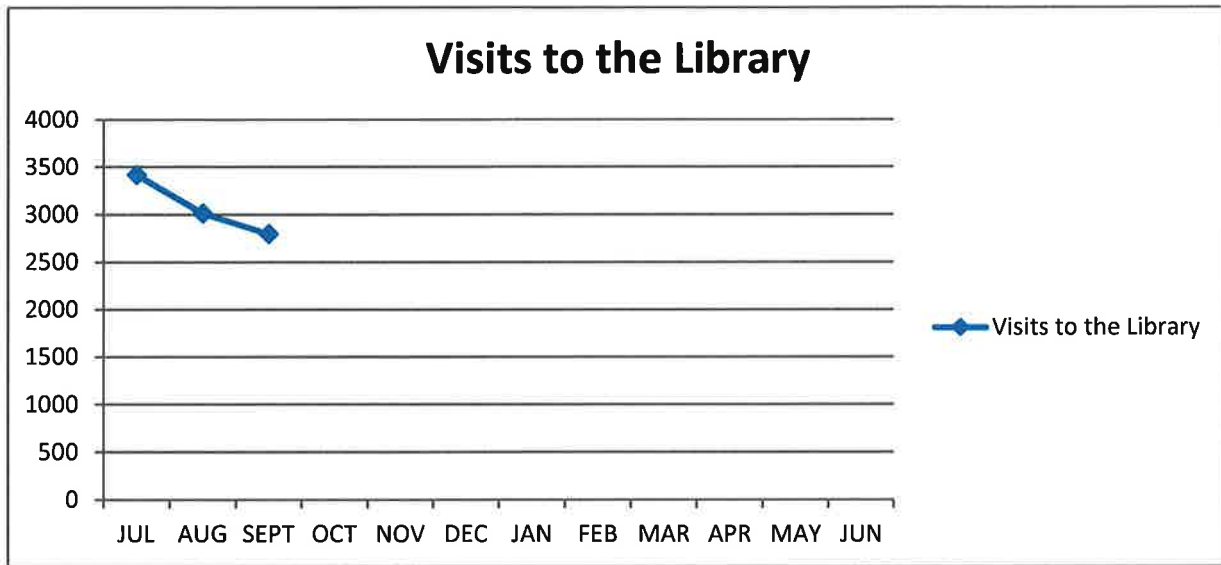
Web & Internet	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Website Visits	5776	5152	5030										15958
Pageviews	20418	17623	17768										55809
Wireless Sessions	51	49	93										193

Reference Q's	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Adult/Teen Services	278	672	694										1644
Circulation Services	403	353	143										899
Youth Services	107	140	219										466

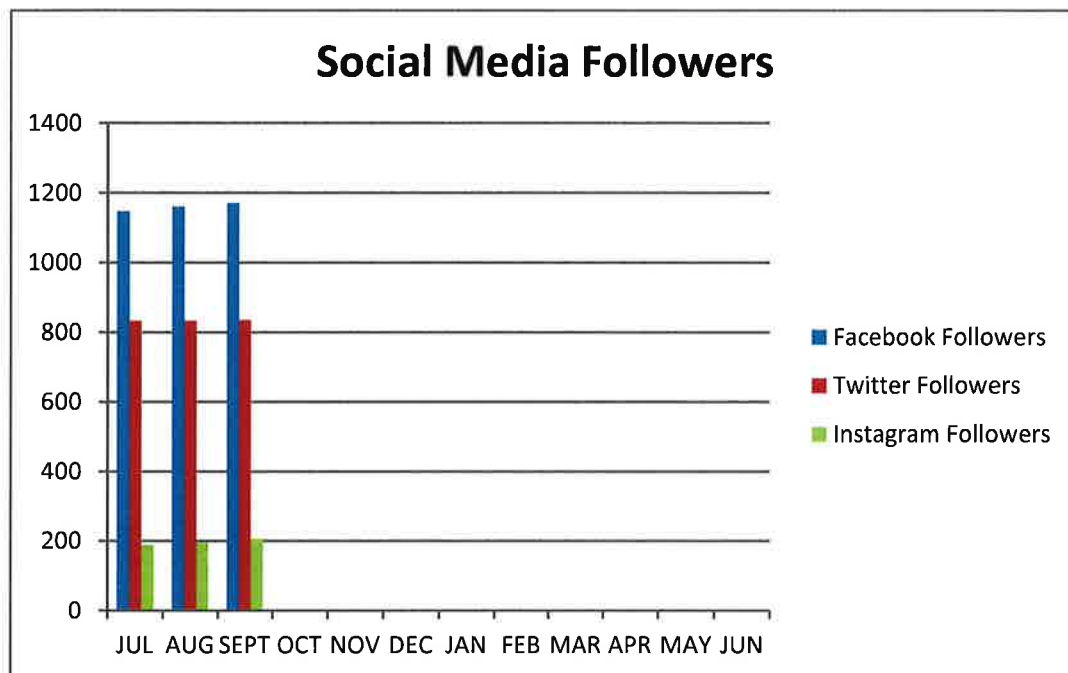
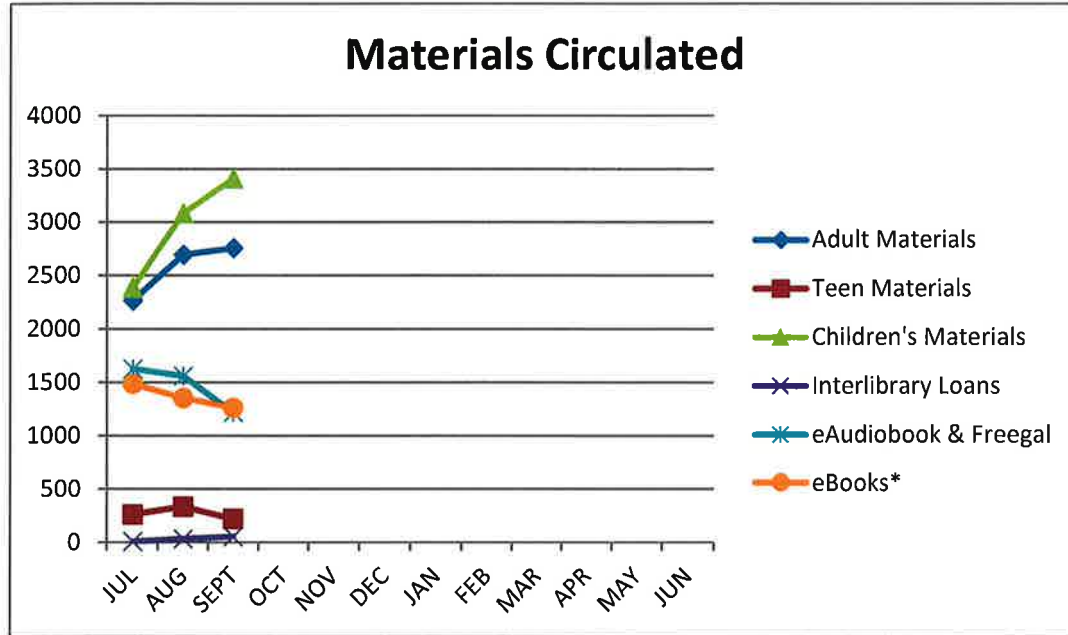
Programs	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Teen Programs	8	3	6										17
Teen Attendance	0	0	13										13
Adult Programs	8	4	9										21
Adult Attendance	128	25	85										238
Youth Programs	55	3	38										96
Youth Attendance	127	12	97										236
Waitlist (all)	0	0	0										0

Staff Training h	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Business/Admin	0.5	0	4										4.5
Adult/Teen Services	20	10	30										60
Circulation Services	24	16	40.5										80.5
Youth Services	5.5	16.5	30										52
Tech Services/Auton	5	11	9										25

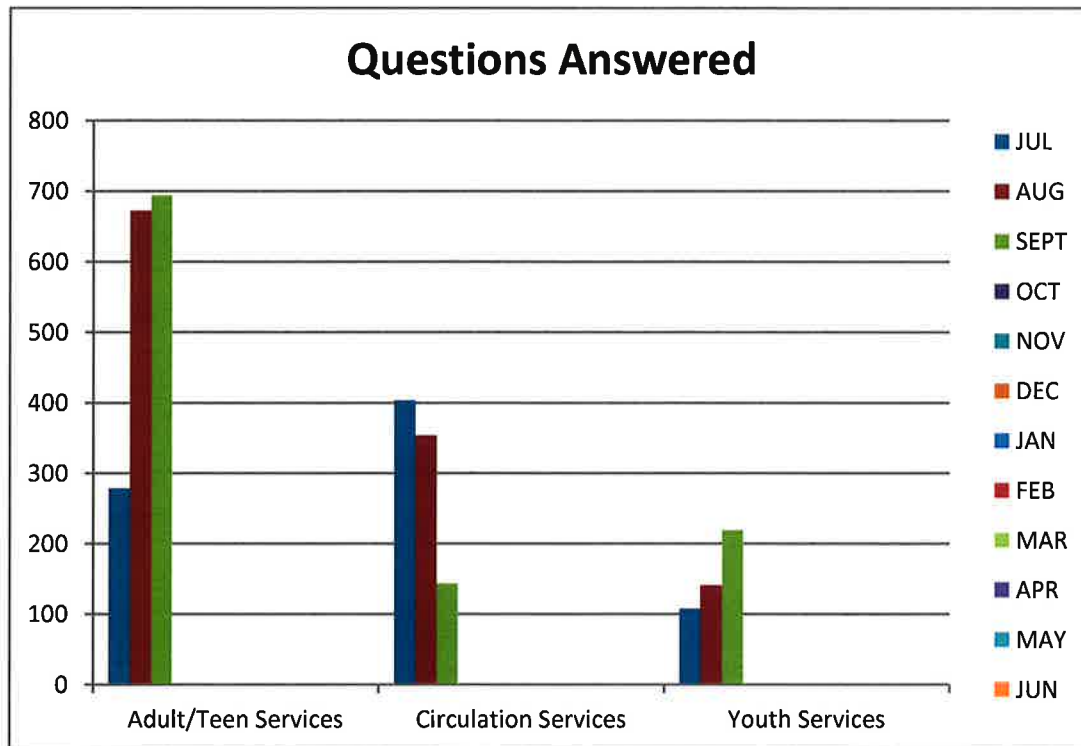
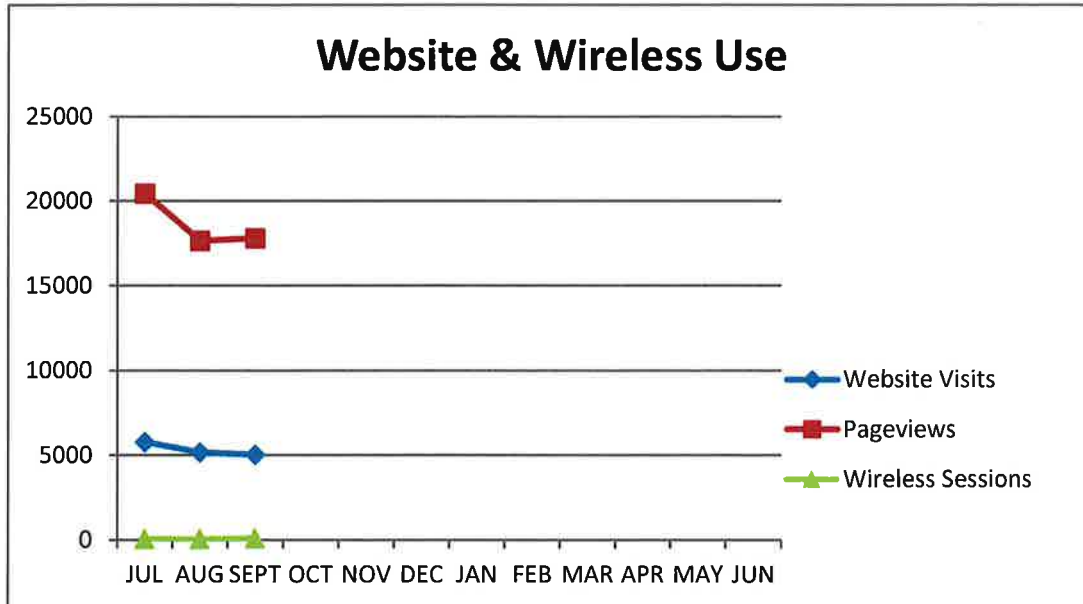
Library Statistics
September 2020 (FY20-21)



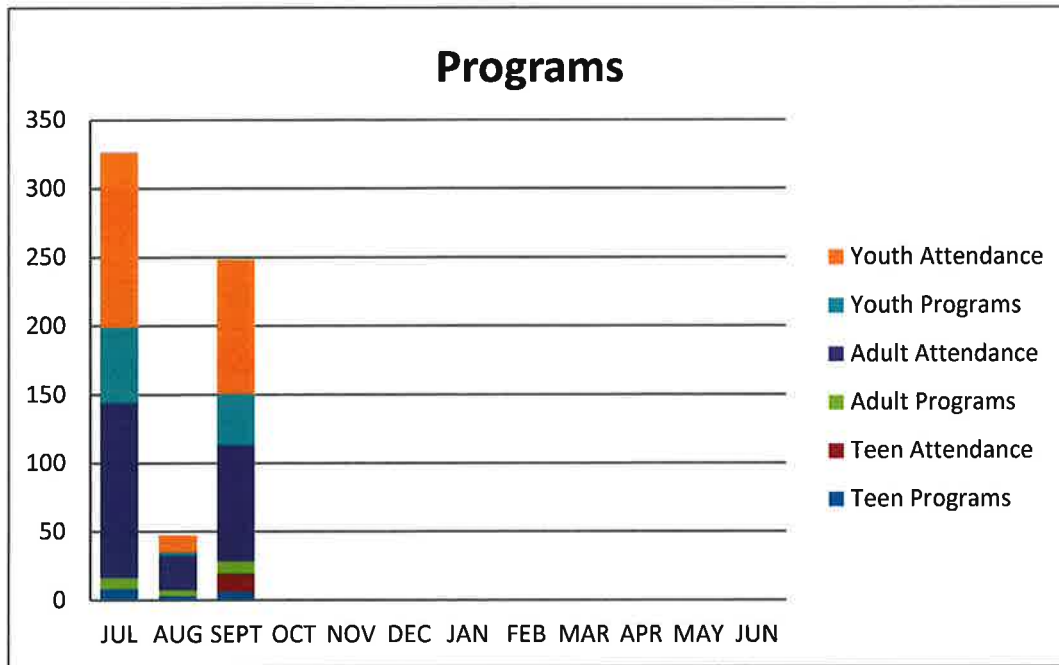
Library Statistics
September 2020 (FY20-21)



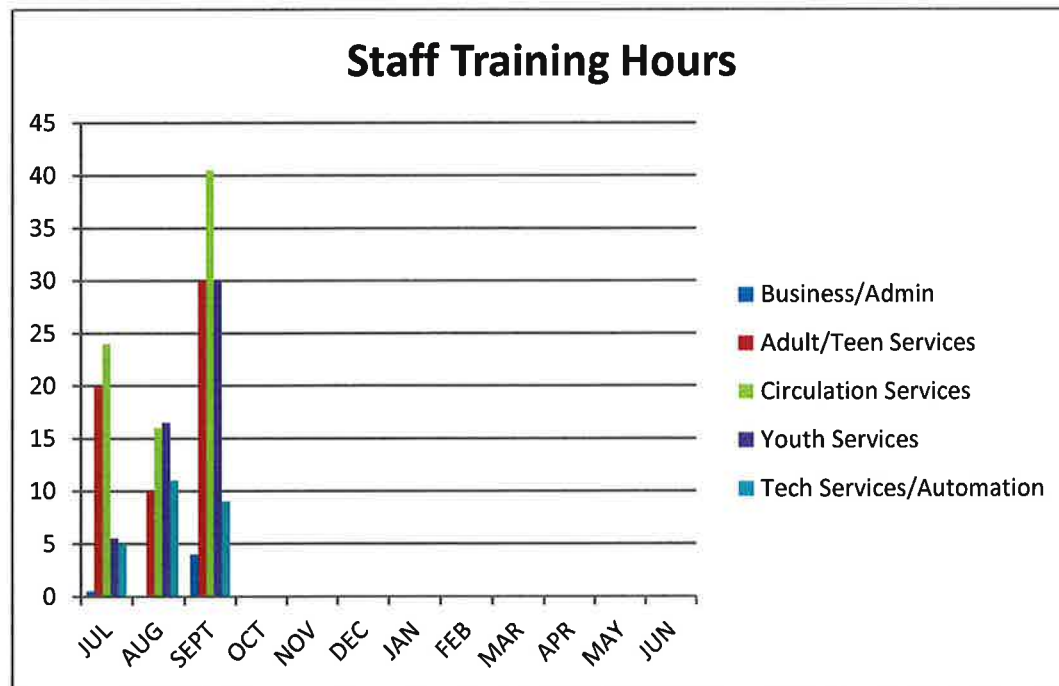
Library Statistics
September 2020 (FY20-21)



**Library Statistics
September 2020 (FY20-21)**

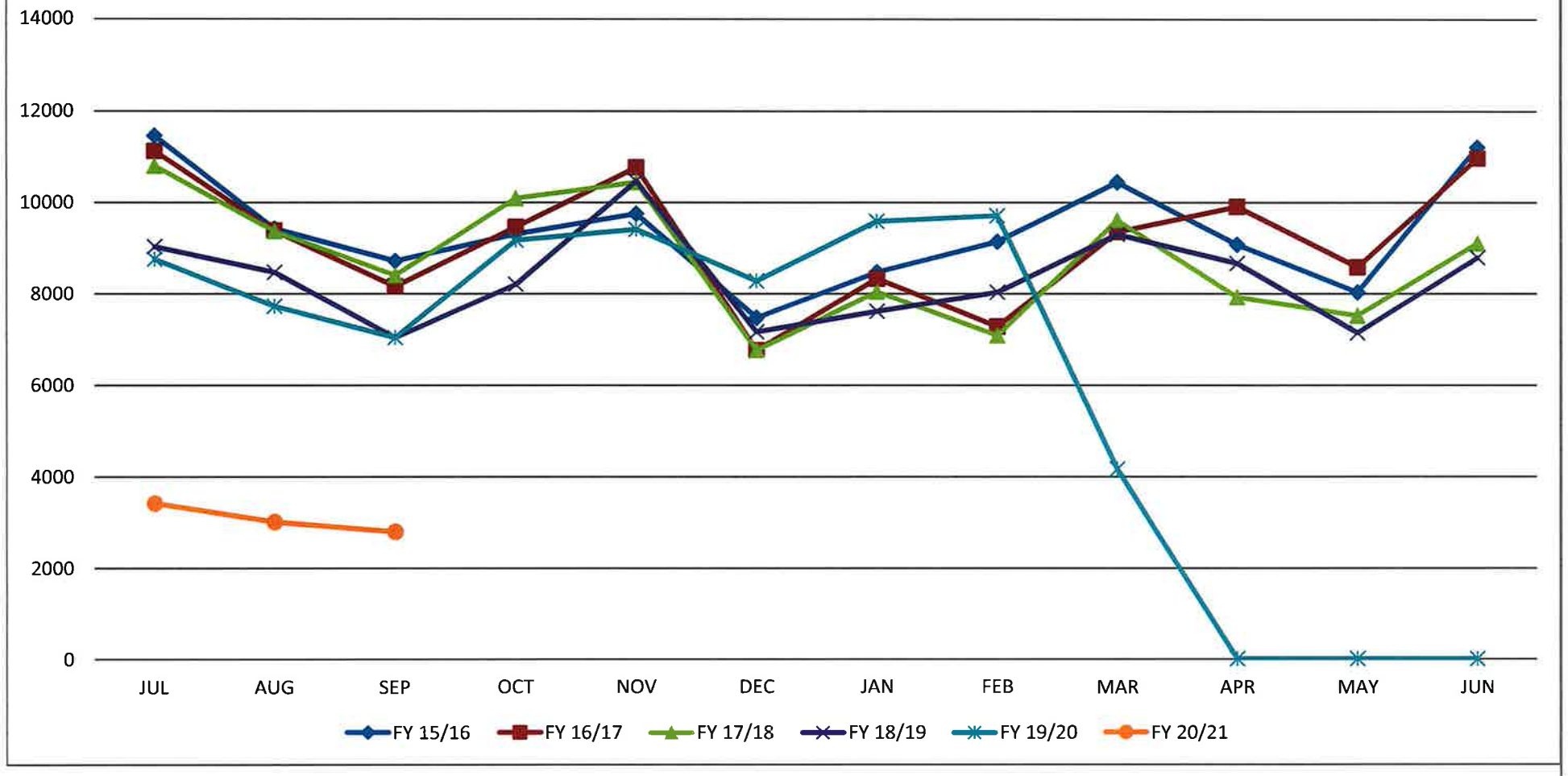


*Note: YS Program Stats now include Outreach Programs



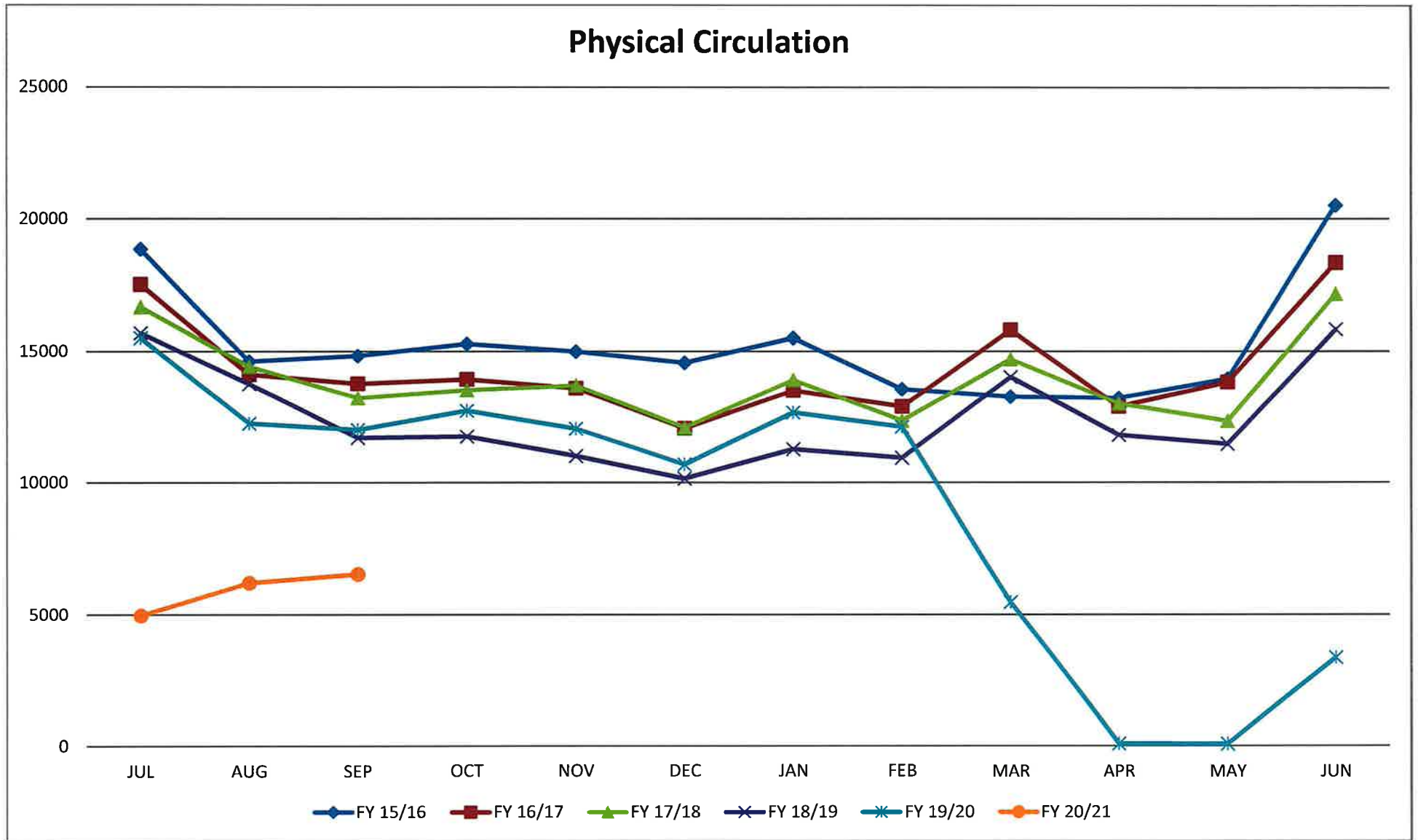
Multi-Year Comparison Charts

Library Visits



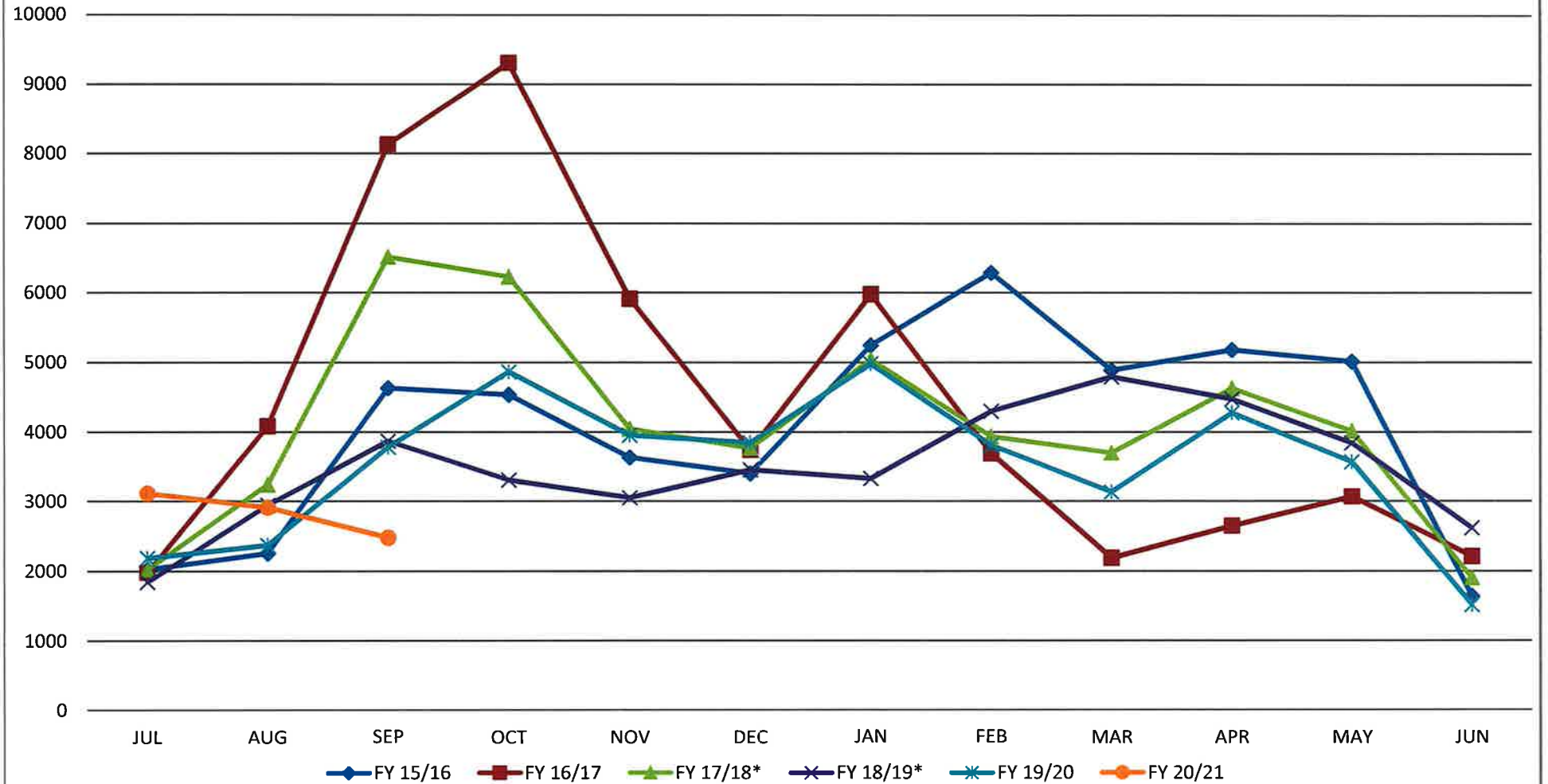
Multi-Year Comparison Charts

Physical Circulation



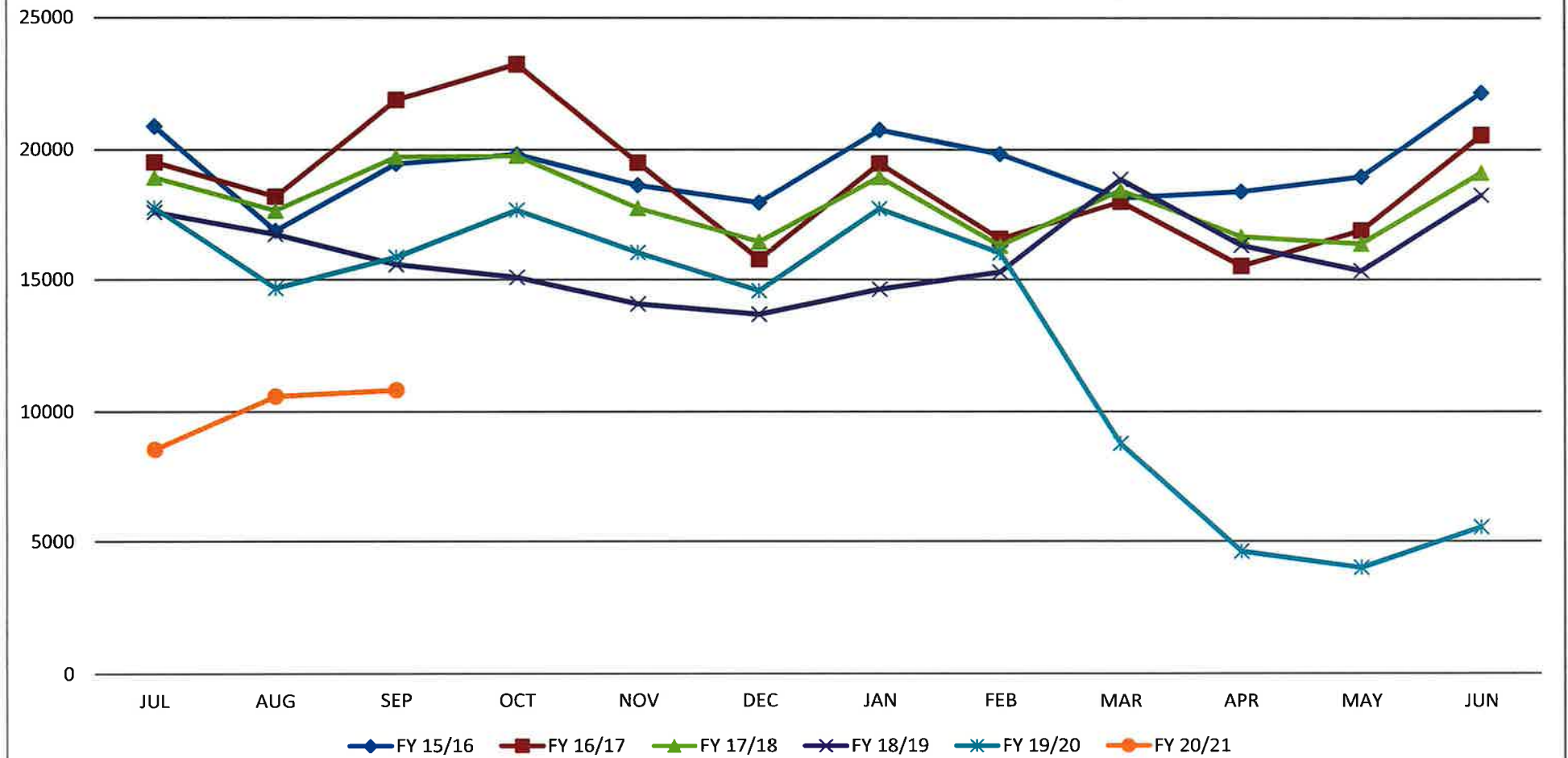
Multi-Year Comparison Charts

e-Circulation



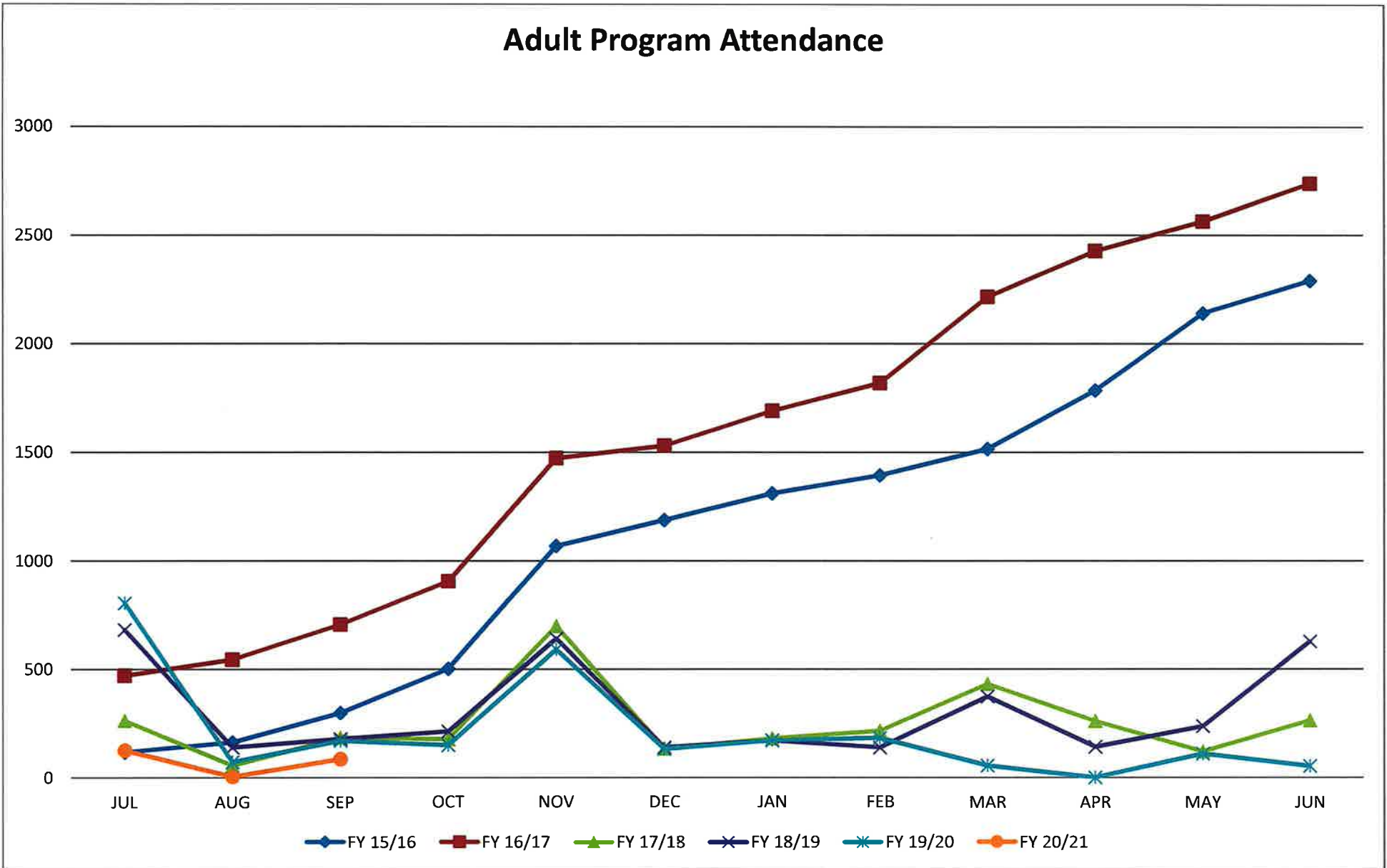
Multi-Year Comparison Charts

Total Circulation



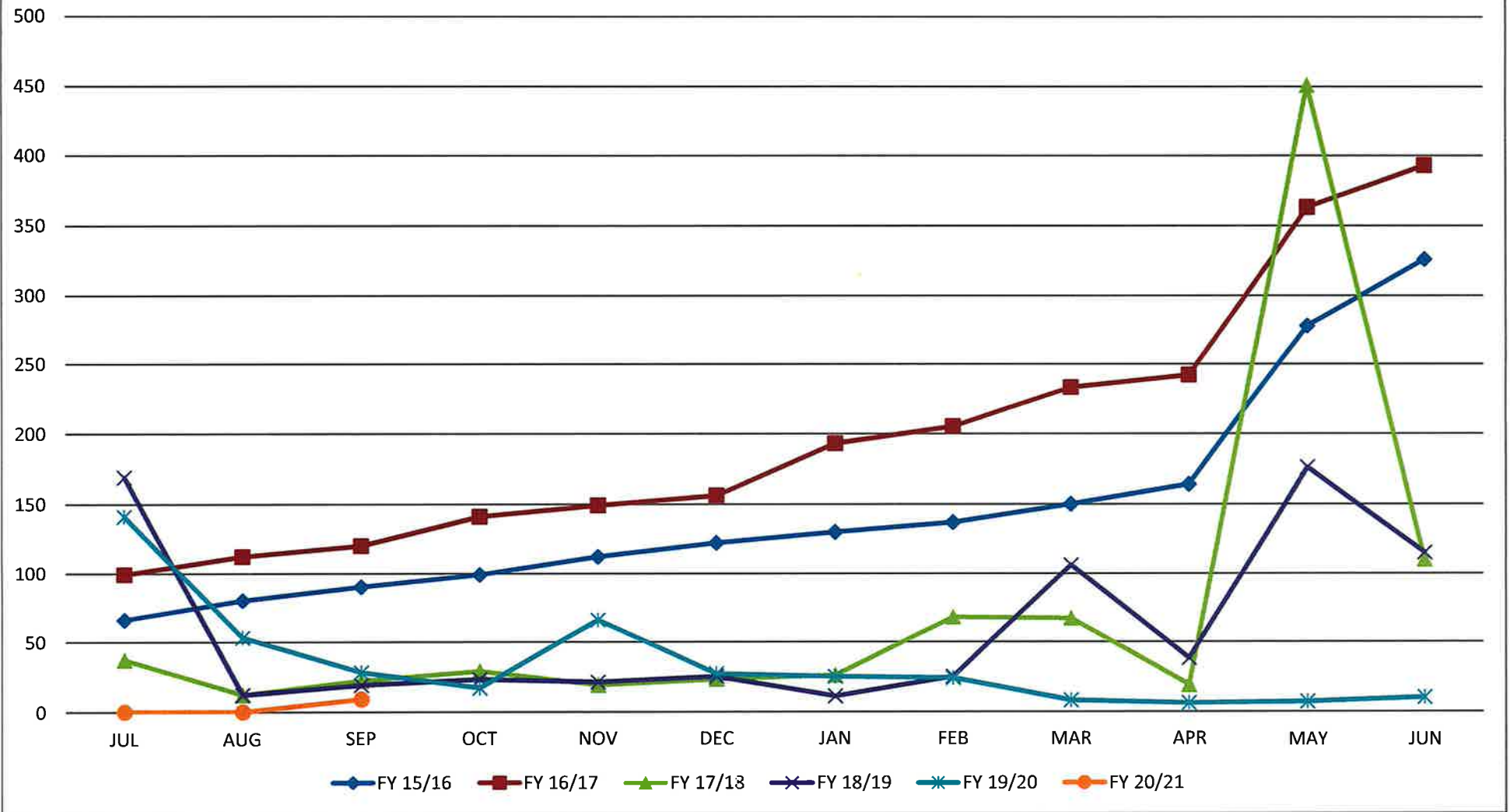
Multi-Year Comparison Charts

Adult Program Attendance



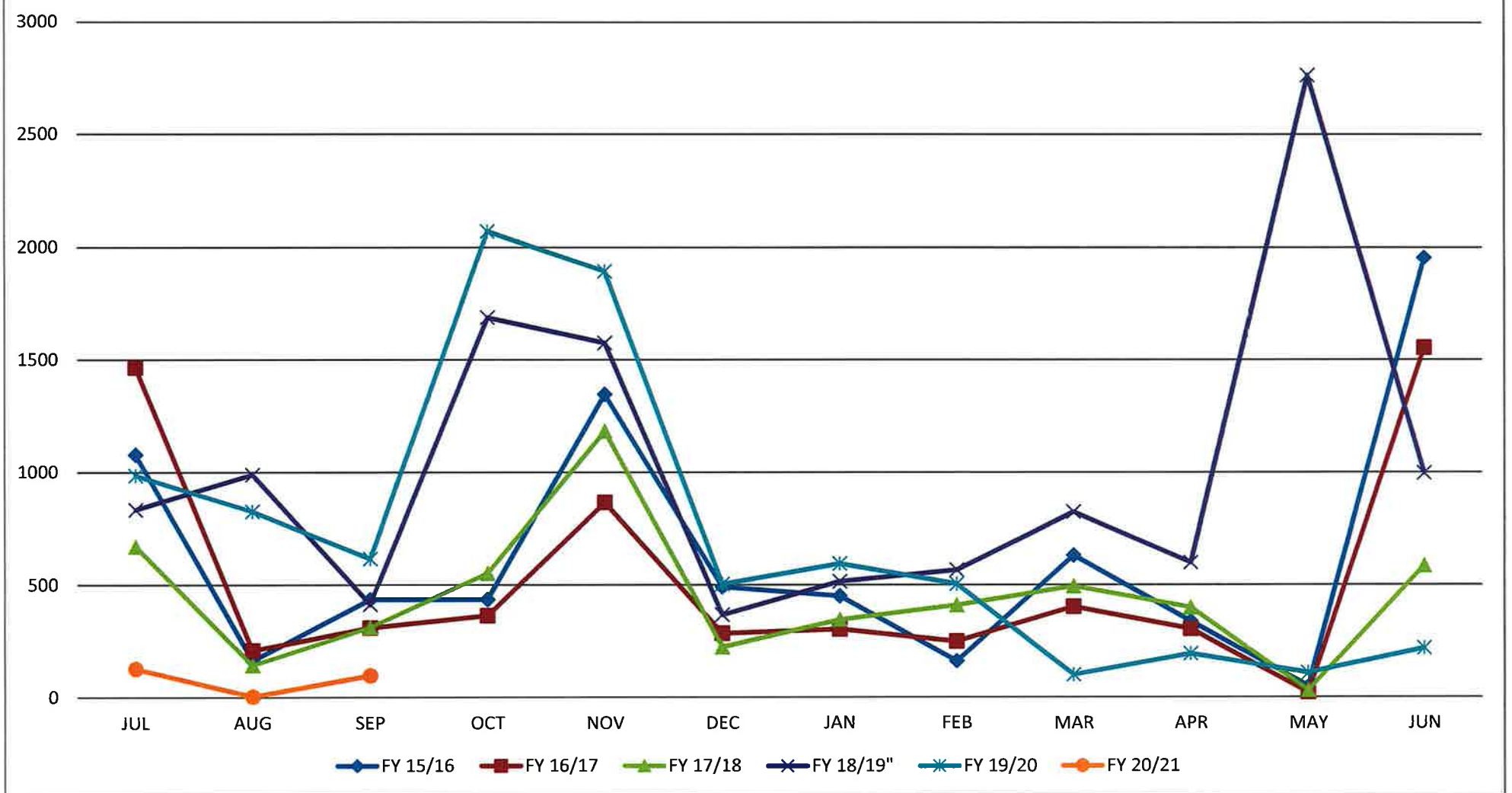
Multi-Year Comparison Charts

Teen Program Attendance



Multi-Year Comparison Charts

Youth Program Attendance



*Note: YS Program Stats now include Outreach Programs 07/18

Multi-Year Comparison Charts

RAW DATA

Total Circulation

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	20882	16870	19448	19814	18624	17961	20747	19829	18134	18380	18954	22150	231793
FY 16/17	19511	18189	21883	23224	19489	15772	19463	16555	17987	15512	16883	20552	225020
FY 17/18	18919	17649	19718	19752	17748	16442	18941	16292	18431	16639	16371	19107	216009
FY 18/19	17583	16731	15571	15080	14072	13676	14629	15277	18853	16312	15331	18242	191357
FY 19/20	17755	14665	15856	17668	16036	14572	17727	16014	8768	4613	3989	5537	153200
FY 20/21	8540	10580	10819										

e-Circulation

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	2024	2256	4629	4535	3630	3400	5243	6286	4886	5177	5011	1633	48710
FY 16/17	1979	4082	8131	9302	5908	3735	5977	3685	2184	2644	3062	2208	52897
FY 17/18*	2021	3240	6517	6228	4043	3765	5039	3934	3696	4626	4012	1899	49020
FY 18/19*	1842	2943	3867	3305	3048	3453	3327	4297	4790	4472	3840	2615	41799
FY 19/20	2184	2368	3780	4865	3953	3847	4979	3811	3133	4276	3566	1509	42271
FY 20/21	3111	2907	2475										

Physical Circulation

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	18858	14614	14819	15279	14994	14561	15504	13543	13248	13203	13943	20517	183083
FY 16/17	17532	14107	13752	13922	13581	12037	13486	12870	15803	12868	13821	18344	172123
FY 17/18	16681	14409	13201	13509	13688	12070	13900	12336	14691	12983	12318	17170	166956
FY 18/19	15697	13746	11676	11723	10987	10138	11244	10911	14008	11779	11437	15826	149172
FY 19/20	15511	12226	11981	12718	12023	10670	12647	12093	5480	80	69	3331	108829
FY 20/21	4960	6207	6547										

*Now including Tumblebooks usage 11/18

Library Visits

Multi-Year Comparison Charts

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	11460	9426	8719	9308	9754	7473	8467	9139	10441	9072	8030	11206	112495
FY 16/17	11123	9382	8161	9462	10760	6763	8328	7279	9351	9906	8575	10966	110056
FY 17/18	10799	9372	8399	10091	10443	6763	8040	7088	9608	7923	7519	9099	105144
FY 18/19	9035	8467	7042	8205	10465	7169	7611	8030	9297	8662	7143	8785	99911
FY 19/20	8759	7725	7046	9174	9408	8280	9587	9711	4166	0	0	0	73856
FY 20/21	3415	3008	2794										
Program Attendance - Adults													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	117	162	298	502	1069	1187	1311	1394	1515	1785	2140	2290	13770
FY 16/17	470	543	705	906	1472	1529	1690	1819	2216	2428	2563	2739	19080
FY 17/18	262	55	184	177	697	132	180	214	430	259	119	262	2971
FY 18/19	680	139	178	212	639	139	170	138	372	141	236	626	3670
FY 19/20	804	71	169	149	589	131	171	182	55	0	109	52	2482
FY 20/21	125	4	85										
Program Attendance - Teen													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	66	80	90	99	112	122	130	137	150	164	278	326	1754
FY 16/17	99	112	120	141	149	156	193	205	233	242	363	393	2406
FY 17/18	37	12	22	29	19	23	26	68	67	19	451	110	883
FY 18/19	169	12	19	23	21	25	11	25	106	38	176	115	740
FY 19/20	141	53	28	17	66	27	25	24	8	6	7	10	412
FY 20/21	0	0	9										
Program Attendance - Youth													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
FY 15/16	1078	164	435	435	1347	490	450	162	630	338	50	1953	7532
FY 16/17	1464	210	310	364	864	285	303	250	403	305	20	1552	6330
FY 17/18	670	144	312	551	1182	225	346	410	494	400	30	585	5349
FY 18/19"	832	988	414	1687	1574	367	514	565	822	598	2762	995	12118
FY 19/20	985	824	615	2070	1891	502	593	503	100	194	109	219	8605
FY 20/21	127	3	97										

"Now including outreach program attendance 07/18

10/26/18 - new outreach event: Rotary Trunk or Treat (drew in estimated 1200)

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF DU PAGE)

RESOLUTION NO. 2020-6

CERTIFICATE

I, the undersigned do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, and as such official I am the keeper of the records and files of the Board of Library Trustees of said Library District.

I do further certify that the foregoing is a full, true, and complete copy of a resolution presented, passed and recorded by said Board at a regular meeting at which a quorum was present held pursuant to the Illinois Open Meetings Act held on the 14th day of October, 2020, entitled:

**RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2020/2021 FISCAL YEAR**

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Library District, this 14th day of October 2020.

Secretary
Board of Library Trustees
Roselle Public Library District,
DuPage and Cook Counties, Illinois

(S E A L)

ROSELLE PUBLIC LIBRARY DISTRICT

RESOLUTION NO. 2020-6

**RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2020/2021 FISCAL YEAR**

WHEREAS, the Roselle Public Library District ("Library District") must file on or before December 31, 2020, its levy ordinance for the 2020/2021 fiscal year;

WHEREAS, pursuant to the "Truth in Taxation Act" (35 ILCS 200/18-55, *et seq.*), the Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2020/2021 fiscal year upon the taxable property of the Library District;

NOW, THEREFORE, BE IT RESOLVED and determined by the Board of Trustees of the Library District that the amount of money estimated to be necessary to be raised by taxation, exclusive of bond retirement costs, for the 2020/2021 fiscal year upon the taxable property in the Library District, is \$2,201,533.00.

BE IT FURTHER RESOLVED that no public hearing pursuant to the Truth in Taxation Act shall be held due to the estimated levy amount not exceeding 105% of the previous year's aggregate extension.

RESOLUTION NO. 2020-6

Adopted this 14th day of October, 2020.

The roll was called with the following results:

AYES: _____

NAYS: _____

ABSENT OR NOT VOTING: _____

APPROVED:

President
Board of Library Trustees
Roselle Public Library District
DuPage and Cook Counties, Roselle, IL

(S E A L)

ATTEST:

Secretary
Board of Library Trustees
Roselle Public Library District
DuPage and Cook Counties, Roselle, IL

ORDINANCE 2020-6

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

I, **the undersigned**, do hereby certify that I am the duly qualified and acting Secretary of The Board of Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, and as such official I am the keeper of the records and files of the Board of Library Trustees of said Library District.

I do further certify that the foregoing is a full, true and complete copy of Ordinance passed and recorded by said Board at a regular meeting at which a quorum was present held pursuant to the Illinois Open Meetings Act held on the 14th day of October, 2020 entitled:

ORDINANCE NO. 2020-6

**ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES OF
THE ROSELLE PUBLIC LIBRARY DISTRICT,
DUPAGE AND COOK COUNTIES, ILLINOIS,
ANNEXING TERRITORY OWNED BY
ROBERT & ELZBIETA BYS**

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of October, 2020.

Secretary, Board of Trustees
Roselle Public Library District
DuPage and Cook Counties, Illinois

(S E A L)

ORDINANCE NO. 2020-6

**ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES OF
THE ROSELLE PUBLIC LIBRARY DISTRICT,
DUPAGE AND COOK COUNTIES, ILLINOIS
ANNEXING TERRITORY OWNED BY
ROBERT & ELZBIETA BYS**

WHEREAS, the Illinois Public Library District Act, Ch. 81, Ill. Rev. Stat., Sec. 1-1 (par. 1001-1), provides in Sec. 2-8 (par. 1002-8(3)) thereof for the annexation of territory to a public library district upon petition of the owner (s) of record of the territory requesting such annexation and that said territory is contiguous to the Library District which it is sought to be annexed to; and

WHEREAS, Robert and Elzbieta Bys have petitioned this Board of Library Trustees requesting the annexation of the following described territory owned by them, to wit:

SEE EXHIBIT A ATTACHED

WHEREAS, the above described territory is outside of any public library district and is contiguous to the Roselle Public Library District.

NOW, THEREFORE, Be It Ordained by the Board of the Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, as follows:

Section 1: That all of the territory legally described as follows to wit:

SEE EXHIBIT B ATTACHED

be and the same is hereby annexed to the Roselle Public Library District

Section 2: The Secretary of the Roselle Public Library District is hereby authorized and directed to file a certified copy of this Ordinance with the Offices of the County Clerk and County Recorder of DuPage County.

Section 3: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 14th day of October, 2020.

President

ATTEST:

Secretary

**PETITION FOR ANNEXATION OF TERRITORY
TO THE ROSELLE PUBLIC LIBRARY DISTRICT
DU PAGE AND COOK COUNTIES, ILLINOIS**

TO: The Board of Library Trustees of
Roselle Public Library District
40 South Park Street
Roselle, IL 60172

The undersigned being the owner(s) of record of the following described real estate:

LOT 3 IN THE LAUK RESUBDIVISION, BEING A RESUBDIVISION OF LOT 63 IN BRANIGAR'S MEDINAH WOODS, A SUBDIVISION OF THE WEST HALF OF THE NORTHEAST QUARTER AND OF THAT PART OF THE WEST HALF OF THE SOUTHEAST QUARTER LYING NORTH OF THE CHICAGO, MILWAUKEE, AND ST. PAUL RAILROAD, OF SECTION 2, TOWNSHIP 40 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 18, 2004 AS DOCUMENT NUMBER R2004-267166, IN DUPAGE COUNTY, ILLINOIS.

PIN(s):

02-02-204-010

Property Address:

22W271 Juniper Drive, Medinah, IL 60157 (former)

829 Juniper Drive, Medinah, IL 60157 (current)

Hereby petition the Board of Library Trustees of the Roselle Public Library District, Du Page and Cook Counties, Illinois, for the annexation of the above-described territory to the Roselle Public Library District.

The undersigned petitioner(s) state that said territory is not within the corporate limits of any public library district and that said territory is contiguous to the Roselle Public Library District.

**PETITION FOR ANNEXATION OF TERRITORY
TO THE ROSELLE PUBLIC LIBRARY DISTRICT
DU PAGE AND COOK COUNTIES, ILLINOIS**

(Continued)

Petitioner(s):


 Signature

ROBERT BYS Printed or typed name

 Signature

ELZBIETA BYS Printed or typed name

Subscribed and Sworn to Before Me This 21st Day of Aug, 2020.

 Notary, Public





Andrew J. Maglio Mayor
Patty Burns Village Clerk

DISTRIBUTION:

Annexation File _____
ComEd External Affairs _____
Nicor _____
Park District _____
Tax Assessor _____
Township Supervisor _____
Highway Commissioner _____
Township Clerk _____
Post Office (2) _____
US Postal Svs., Addr. Mgmt. _____
Owner _____

Bloomington Fire Prot. – Email _____
Library District – Email _____
ETSB-911 Email _____
DUCOMM Email _____
Comcast Email _____
AT&T Email _____
Republic Services Email _____

Email the following Depts.

Public Works Dir. _____ Police Dept. _____
Water Dir. _____ Fire Dept. _____
Street Dir. _____ ComDev Dept. _____
Engr. Tech. _____
Village Engr. _____
Vehicle Lic., Utility & General Billing _____

Local Tax Allocation Division 3-500 – IL Dept. of Rev _____
Board of Elections _____ County Clerk _____

OFFICIAL ANNEXATION NOTICE

This is official notice by the Board of Trustees of the Village of Roselle of action taken regarding annexation of property. Listed below is information necessary for your files.

Property Annexed (Legal Description):

LOT 3 IN THE LAUK RESUBDIVISION, BEING A RESUBDIVISION OF LOT 63 IN BRANIGAR'S MEDINAH WOODS, A SUBDIVISION OF THE WEST HALF OF THE NORTHEAST QUARTER AND OF THAT PART OF THE WEST HALF OF THE SOUTHEAST QUARTER LYING NORTH OF THE CHICAGO, MILWAUKEE, AND ST. PAUL RAILROAD, OF SECTION 2, TOWNSHIP 40 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 18, 2004 AS DOCUMENT NUMBER R2004-267166, IN DUPAGE COUNTY, ILLINOIS.

Name of Owner: Robert and Elzbieta Bys

New Address of Property: 829 Juniper Drive, Medinah, IL 60157

Former Address of Property: 22W271 Juniper Drive, Medinah IL 60157

Permanent Parcel Number: PIN 02-02-204-010

Ordinance Number:

Annexation Zoning: 2020-4094
County Zoned R-1 Single Family Residence District
Approved Date: 3/9/2020 Effective Date: 3/9/2020

Attachments:

Ordinance and Plat of Annexation


Patricia E. Burns, Village Clerk


Date

ORDINANCE NO. 2020-4094

**AN ORDINANCE ANNEXING TERRITORY TO THE VILLAGE OF ROSELLE,
DUPAGE AND COOK COUNTIES, ILLINOIS AND
ESTABLISHING R-1 SINGLE FAMILY RESIDENCE DISTRICT ZONING
AND AMENDING THE ZONING MAP
22W271 Juniper Drive (829 Juniper Drive)**

WHEREAS, the real estate commonly referred to as 22W271 Juniper Drive, Medinah, Illinois (hereinafter "Property"), is in unincorporated DuPage County, Illinois and is owned by Robert and Elzbieta Bys (hereinafter "Owners"); and,

WHEREAS, the Property, hereinafter legally described, is not within the corporate limits of any municipality, but is contiguous to the Village; and,

WHEREAS, the Owner signed a written Petition for Annexation to the Village of Roselle, an Illinois Municipal Corporation located in DuPage and Cook Counties, Illinois (hereinafter "Village"), and filed the same with the Clerk of the Village; and,

WHEREAS, the Village published a Public Hearing notice in a newspaper of general circulation, and gave statutory notice of the proposed annexation of the Property to the Trustees of the Roselle Fire Protection District, and Bloomingdale Township officials of: Supervisor, Clerk, Trustee(s) and Highway Commissioner; and,

WHEREAS, the Mayor and Board of Trustees of the Village (hereinafter "Corporate Authorities") held a Public Hearing on March 22, 2010 on the question of annexation, have been advised of the land use on the Property and the desire to establish the Property as part of the R-1 Single-Family Residence District upon annexation by amending the zoning map, and believe it is in the best interest of the Village that the Property be annexed into the Village; and,

WHEREAS, the Village and the Owner entered into a certain Pre-Annexation Agreement on April 12, 2010 for the Property, which the Corporate Authorities approved by Ordinance 2010-3505; and,

WHEREAS, the Pre-Annexation Agreement is effective until April 12, 2030; and,

WHEREAS, the Pre-Annexation provides for annexation of the Property when it becomes contiguous to the Village; and

WHEREAS, the Property is currently developed as a detached single-family residence on a lot containing more than 16,000 square feet in area, and has a lot width of not less than 100 feet, and therefore, qualifies to be classified as part of the R-1 Single-Family Residence District in accordance of Appendix A of the Village's Code of Ordinances (hereinafter "Zoning Ordinance"); and,

WHEREAS, the Property will be commonly referred to as 829 Juniper Drive, Medinah upon annexation.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Roselle, an Illinois Municipal Corporation located in DuPage and Cook Counties, Illinois, as follows:

SECTION 1: The foregoing recitals are incorporated herein as if fully set forth as substantive provisions of this Ordinance.

SECTION 2: All steps, proceedings, notices, hearings, and actions necessary and proper for the purpose of annexing territory into the Village and zoning the Property have been complied with according to law.

SECTION 3: That the Property is legally described as follows:

LOT 3 IN THE LAUK RESUBDIVISION, BEING A RESUBDIVISION OF LOT 63 IN BRANIGAR'S MEDINAH WOODS, A SUBDIVISION OF THE WEST HALF OF THE NORTHEAST QUARTER AND OF THAT PART OF THE WEST HALF OF THE SOUTHEAST QUARTER LYING NORTH OF THE CHICAGO, MILWAUKEE, AND ST. PAUL RAILROAD, OF SECTION 2, TOWNSHIP 40 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 18, 2004 AS DOCUMENT NUMBER R2004-267166, IN DUPAGE COUNTY, ILLINOIS (PIN 02-02-204-010)

SECTION 4: The Property is contiguous to the Village of Roselle.

SECTION 5: The Plat of Annexation, attached hereto as "Exhibit One," is an accurate map of the Property and adjacent right of way, and is hereby made a part of this Ordinance by reference as if fully set forth herein.

SECTION 6: The Property is hereby annexed into, included within the boundary lines of, and shall be subject to the jurisdiction of the Village of Roselle, an Illinois municipal corporation located in DuPage and Cook Counties, Illinois.

SECTION 7: The Property shall cease being zoned R-3, Single-Family Residence District, in the County of DuPage, and is hereby rezoned R-1 Single-Family Residence District in conformance with the Zoning Ordinance. The Zoning Map of the Village shall be amended to reflect this zoning.

SECTION 8: Upon passage, approval, and publication of this Ordinance as required by law, the Clerk shall record this Ordinance annexing and zoning the Property, together with the Plat of Annexation certified as correct by the Clerk of the Village, in the Office of the Recorder of the County of DuPage and with the Clerk of the County of DuPage. All costs associated with recording shall be solely at the Owner's expense.

SECTION 9: If any part or portion of this Ordinance is declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect the remainder of this Ordinance.

SECTION 10: All ordinances and parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION 11: This Ordinance shall take effect and be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

AYES: Pileski, Trejo, Pransky, Berkshire, Domke, Devitt

NAYS: None

ABSENT: None

PASSED and APPROVED this 9th Day of March, 2020.

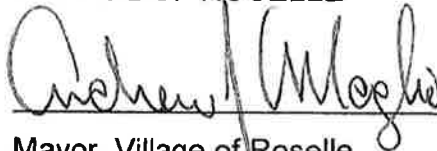
PUBLISHED in pamphlet form this 10th Day of March, 2020.

ATTEST:



Village Clerk

VILLAGE OF ROSELLE



Mayor, Village of Roselle

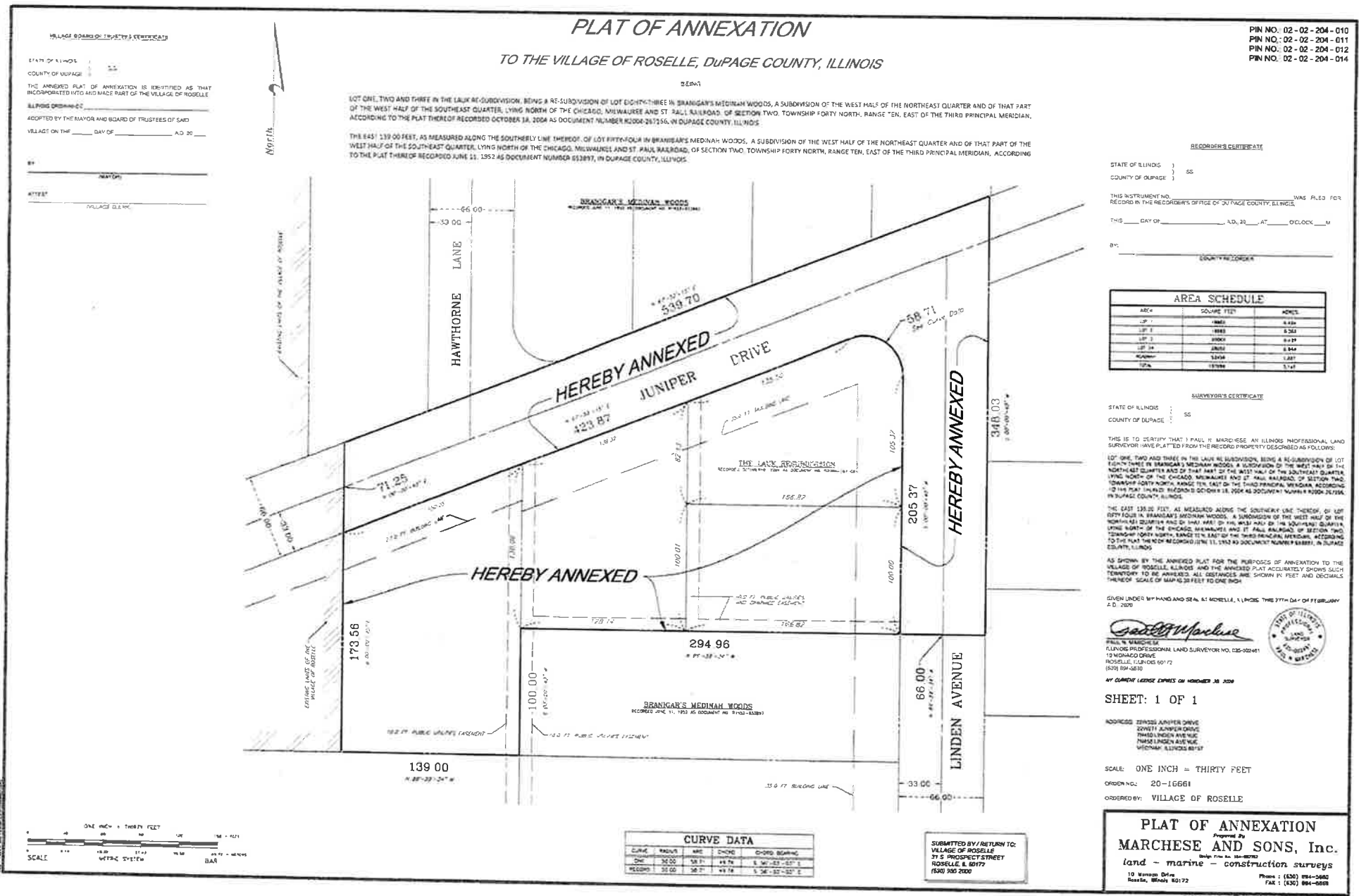
Juniper Drive / Linden Avenue Map - Aerial



 Previously Annexed Properties/VOR Boundaries

 Properties to be Annexed 3/9/2020





STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF DU PAGE)

RESOLUTION NO. 2020-7

CERTIFICATE

I, the undersigned do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, and as such official I am the keeper of the records and files of the Board of Library Trustees of said Library District.

I do further certify that the foregoing is a full, true, and complete copy of a resolution presented, passed and recorded by said Board at a regular meeting at which a quorum was present held pursuant to the Illinois Open Meetings Act held on the 14th day of October, 2020, entitled:

RESOLUTION NO. 2020-7

A RESOLUTION PROVIDING FOR AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY, ILLINOIS

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Library District, this 14th day of October, 2020.

Secretary, Board of Library Trustees,
Roselle Public Library District,
DuPage and Cook Counties, Illinois

(S E A L)

RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ROSELLE PUBLIC LIBRARY DISTRICT, COOK AND DUPAGE COUNTIES, ILLINOIS, PROVIDING FOR AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY

WHEREAS, the Roselle Public Library District, DuPage and Cook Counties, Illinois ("District") is a library district duly organized under the laws of the State of Illinois; and

WHEREAS, the Board of Trustees of the District ("Board") has the full power to pass all necessary ordinances, regulations, and resolutions for the proper management and conduct of District business pursuant to 75 ILCS 16/30-55.5; and

WHEREAS, the District has been financially impacted by the 2019 novel coronavirus global pandemic and required to procure certain supplies and equipment necessary to continue safe operation of the District, per state and federal guidance issued since the onset of the pandemic; and

WHEREAS, the County of Cook, Illinois, ("County") has been awarded approximately Four Hundred Twenty Nine Million Dollars (\$429,000,000) from the United States Treasury through CARES Act funds to distribute to local governments, including library districts, in the county to reimburse applicable coronavirus response expenditures; and

WHEREAS, the District has prepared such an application for Five Thousand Dollars (\$5,000.00) of applicable expenses incurred by the District and seeks to receive

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1: That the Board formally approves an Intergovernmental and Subrecipient Agreement for Coronavirus Relief funds between the Roselle Public Library District and the County of Cook, Illinois, in substantially the form set forth as Exhibit A.

SECTION 2: That the Executive Director of the Roselle Public Library District is hereby authorized and directed to execute and deliver the attached document marked: Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds.

SECTION 3: That this Resolution shall be in force and effect from and after its passage and approval according to law.

Ayes:

Nays:

Absent:

PASSED by the Board of Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, on October 14th, 2020.

Board President

ATTEST:

Board Secretary

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**



Between

COUNTY OF COOK, ILLINOIS

And

Roselle Public Library District

(Cook County, Illinois Library District (Subrecipient))

Entered into this 14th day of October, 2020

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):
Roselle Public Library District
- Subrecipient's unique entity identifier (DUNS): 112391412
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ 5,000
- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: SuburbanCovidFundingRequest@cookcountyil.gov
- Award is for Research & Development (R&D): NO

THIS AGREEMENT entered this 14th day of October, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called "Cook County"), and Roselle Public Library District (herein called "Subrecipient") a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the "Party" and collectively as the "Parties."

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund ("CRF"), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a "necessary expenditure" to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: Samantha Johnson
Address: 40 S. Park Street Roselle, IL 60172
Email: sjohnson@rosellepld.org

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

- A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequest@cookcountyil.gov.
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library District Application for CRF
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT


This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: 
Its Duly Authorized Agent

Printed Name: Samantha JOhnson
Title: Executive Director
Date: 10/14/2020

COOK COUNTY, ILLINOIS

Signed: _____
Its Duly Authorized Agent

Printed Name: _____
Title: _____
Date: _____

Approved as to form:

Signed: _____
Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY DISTRICT APPLICATION FOR CRF



Cook County Library District Application for Coronavirus Relief Funds

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov.

Completed applications must be submitted via email to:
SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Roselle Public Library District	Samantha Johnson, Executive Director	October 14, 2020
Request Description and Background Information		
<p>Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):</p> <p>These expenditures were used primarily to cover the cost of procuring and installing clear plastic barriers or sneeze guards at all public service desks within our library facility, per OSHA guidance for our organization's level of risk associated with COVID-19. These locations are where staff routinely interact in close proximity with our patrons/customers visiting our building. Labor was performed in-house by our maintenance employee.</p> <p>Additionally, these expenditures were used to procure masks and gloves, PPE required to ensure staff were able to carry out their duties and responsibilities successfully within the confines of our facility.</p>		

Indicate the total amount requested (project specific and date specific to the extent possible):
\$5,000.00 to reimburse applicable expenses incurred between 4/30/20 and 8/4/20.

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

These plastic barriers and PPE enabled us to resume minimal in-person operations on 6/15 (curbside pickup only) and then modified in-person operations with doors open on 7/13 while keeping staff and patrons safe and reducing the probability of community spread within our facility. After we reopened, we surveyed the initial patrons who visited us in-person and all responded that they felt safe by the safety measures we had in place, including these barriers and PPE and other distancing measures deployed throughout the building.

Our duties rely heavily on serving our community from our building, so keeping our staff in their roles and based at least partially in the building is paramount to our continued value to the people we serve. Even with fewer residents venturing out for errands and some continuing to rely on curbside pickup only, we still have been serving about 136 patrons in person per day since reopening in July - some of whom rely on us for regular access to the Internet.

If we don't receive reimbursement for these funds, we will continue to push our current budget's capabilities with the now recurring need to supply masks, gloves, hand sanitizer, approved cleaning solutions and more due to COVID-19. Reimbursement of these funds will enable us to continue to adequately stock other supplies and equipment we require to maintain regular library operations.

Are any requested funds expected to be expended after December 30, 2020?	No
If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (<i>please be as precise as possible</i>)?	N/A

Cook County Reimbursement Information: Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); • Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<p><input checked="" type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</p> <p><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.</p>
<p>Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions</p>	

Required Attachments

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

Signatures and Certification
<p>1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.</p> <p>2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.</p> <p>3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.</p> <p>4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:</p> <ul style="list-style-type: none"> d. Are <i>necessary expenditures</i> incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); e. Were not accounted for in the budget most recently approved as of March 27, 2020; and f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. <p>5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We</p>

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.



Library District Head (signature)

Executive Director

Title

October 14, 2020

Date

Samantha Johnson

Library District Head (printed)

Effective: [__NA__]

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient's receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and Roselle Public Library District on October 14th, 2020. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: Roselle Public Library District

Signed: 
Its Duly Authorized Agent

Printed Name: Samantha Johnson

Title: Executive Director

Date: October 14, 2020

Roselle Public Library 2020



CENSUS				
EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILDREN	FAMILY	TOTAL
7	1	1	2	11
7	1	1	2	11

BlueCross BlueShield of Illinois www.bcsil.com	Provider Network Name	Deductible Accumulation	IN-NETWORK			OUT-OF-NETWORK			MEMBER'S RESPONSIBILITY (In-Network Scenarios)					RATES				PREMIUM		
			DEDUCTIBLE Individual / Family	%	OUT-OF-POCKET Individual / Family	DEDUCTIBLE Individual / Family	%	OUT-OF-POCKET Individual / Family	INPATIENT ADMISSION	OUTPATIENT SURGERY	EMERGENCY ROOM	PHYSICIAN PCP / Specialist	PRESCRIPTIONS	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILDREN	FAMILY	MONTHLY TOTAL	ANNUAL TOTAL	CHANGE FROM CURREN

CURRENT PLANS & RATES:

12/01/19 - 11/30/20																				
IHP S507OPT	Tier 1: Blue Choice Options	Embedded	\$4,000 / \$12,000	100%	\$4,000 / \$12,000	\$9,500 / \$26,200	50%	Unlimited	Ded., then 0%	Ded., then 0%	Ded., then 0%	Ded., then 0%	Ded., then 0%	Rates vary by age - see rate table				\$7,852	\$94,227	
	Tier 2: PPO	Embedded	\$4,750 / \$13,100	80%	\$6,550 / \$13,100															

The figure listed above as the "Out of Pocket" includes the Deductible, per occurrence deductibles, ER Copays, OV & Rx Copays.

PREMIUM TOTAL: \$7,852 \$94,227

ANNUAL REIMBURSEMENT LIABILITY: \$4,000 \$5,000 \$6,000 \$6,000 \$52,000

TOTAL COSTS: \$146,227

RENEWAL PLANS & RATES:

12/01/20 - 11/30/21																				
IHP S507OPT	Tier 1: Blue Choice Options	Embedded	\$4,000 / \$12,000	100%	\$4,000 / \$12,000	\$9,500 / \$27,000	50%	Unlimited	Ded., then 0%	Ded., then 0%	Ded., then 0%	Ded., then 0%	Ded., then 0%	Rates vary by age - see rate table				\$8,916	\$106,992	13.5%
	Tier 2: PPO	Embedded	\$4,750 / \$13,500	80%	\$6,550 / \$13,500															

The figure listed above as the "Out of Pocket" includes the Deductible, per occurrence deductibles, ER Copays, OV & Rx Copays.

PREMIUM TOTAL: \$8,916 \$106,992 13.5%

ANNUAL REIMBURSEMENT LIABILITY: \$4,000 \$5,000 \$6,000 \$6,000 \$52,000

TOTAL COSTS: \$158,992 8.7%