

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**January 11, 2016 - 7:00 P.M.**  
**902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer Financial Statement  
Payment of Bills
9. Report of the Library Director Statistics
10. City Council Liaison
11. Standing Committees Policy            Personnel  
Finance        Community Relations
12. Unfinished Business Library 101
13. New Business Evening Hours  
Meeting Room Name  
Review Executive Session
14. Executive Session
  1. For the discussion of minutes lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
  2. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. New Business (cont'd) Release of Executive Session Minutes
16. Adjournment

DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, December 14, 2015, 7pm  
902 Game Farm Road – Library Historic Wing

The meeting was called to order at 7:00pm by President Beth Gambro.

**Roll Call:**

Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:01pm), Sandy Lindblom-yes, Barb Johnson-yes, Jo Ann Gryder-yes, Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes

Absent: Kate Elder

**Others Present:**

Library Director Michelle Pfister  
City Finance Director Rob Fredrickson  
Library Liaison, Alderman Seaver Tarulis

**Recognition of Visitors:**

Ms. Gambro recognized the visitors.

**Amendments to the Agenda:**

Ms. Lindblom asked to discuss the proposed salary increases in Executive Session.

Ms. Gambro requested to add a review of a training session Ms. Gryder attended. This will be added under new Business.

**Minutes:** November 9, 2015

The minutes were approved as read on a motion by Ms. Johnson and second by Mr. Walter.  
Unanimous voice vote approval.

**Correspondence:**

Correspondence was received from library employee, Dixie, regarding books that Ms. Gambro recently donated on behalf of the Board of Trustees and the Yorkville School reading specialists. The donation was for the 100-year anniversary of the library.

**Public Comment:** None

**Staff Comment:** None

### **Report of the Treasurer:**

Treasurer Lindblom reported the following:

#### **Bill List**

She stated the credit card bills are listed separately and she gave highlights of the other bills, noting that books were ordered using development fees. There were also 2 payroll periods.

#### **Summary Page**

There was a debt service payment of \$66,056.25 and total disbursements of \$115,963.19.

#### **Budget Report**

The budget is at 58% of the FY with \$7,876 in property taxes received. The total revenue received for the month was \$10,503 and \$676,575 YTD. Development fees totaled \$1,450 for the month.

#### **Gifts & Memorials**

The total reflected is \$4,158.75, part of which is earmarked for the mini-golf.

#### **Cash Statement**

The cash will be substantially decreased with the debt service payment of approximately \$500,000. Mr. Fredrickson added that November was the final month for property tax allotments putting the library at 94% of the yearly budget, but he noted that the library was only at 53% of the expenditures. He predicted a small deficit for the budget year.

Ms. Lindblom also reported on the previous month's question regarding Pulte. A permit was refunded since the project did not proceed as planned.

#### **Payment of Bills**

Trustee Johnson moved and Trustee Gryder seconded the motion to pay the bills as follows:

\$17,044.96	Accounts Payable
\$66,056.25	Debt Service
\$32,861.98	Payroll
\$115,963.19	TOTAL

Roll call: Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Gambro-yes, Walter-yes, LaChance-yes, Chacon-yes. Passed 8-0.

### **Report of the Library Director:**

1. Ms. Pfister reported monthly stats
2. Drop-in help is available for the e-readers, more patrons are using them
3. Patrons can pay fines on-line
4. New self-checkout at the front desk.
5. All programs are very active, especially children's programs
6. In November had raffle basket provided by the Friends, over \$1,000 raised
7. 100 people attended 100<sup>th</sup> library anniversary party, Ms. Pfister thanked the staff for naming the Historic room after her
8. The mini-golf is progressing very well
9. Had holiday party with polar express theme
10. Library attorney sent poinsettia
11. Friends provided lunch for staff

12. In lieu of recent newsletter suggestion, Ms. Pfister said there is free information in 4 separate papers and on TV, radio, etc.
13. Information provided on a possible library ad in the spring Parks and Rec catalog. Ms. Gambro also said that the school district newsletter provides a link to library events
14. Ms. Pfister handed out a list of short training videos for trustees, to be viewed on-line

### **City Council Liaison**

Mr. Tarulis reported the Council vote on the library levy was unanimous. Ms. Johnson said Ms. Lindblom had given a very comprehensive presentation to the Council, in support of the levy. Mr. Walter asked Mr. Fredrickson if it was possible for the library to add a small sales tax to raise revenue. Mr. Fredrickson did not think that would be an option.

### **Standing Committees:**

#### **Policy Committee**

Ms. Gryder reported she and Ms. Pfister are reviewing policies and the committee will update them in January.

At this time, Ms. Gambro stated that Executive Session minutes need to be reviewed in January and she asked Board members to review prior to then.

President Gambro noted that the coffee shop idea would be revisited in January. Ms. Rodriguez commented that a coffee shop should make a lot of money, the teachers would support it and she noted the good location being across from the high school. It was also stated that no interested vendor had been found yet and another issue is the historic room is frequently being used.

Ms. Gryder asked to include a discussion of the upstairs Board room on the January meeting agenda. She noted that many people ask why the library is not open longer hours and suggested perhaps the library could be open longer on meeting nights.

### **Unfinished Business:**

#### **Library 101**

Ms. Gryder and Ms. Elder will meet after the holidays to further discuss the library "wish list".

#### **Tax Levy – Budget F/Y 2016/17**

Ms. Johnson commented that the library is not part of the City tax cap. It was noted the budget must be approved by the March meeting. Ms. Gambro also reviewed committee assignments at this time.

Ms. Gryder inquired if the Board had voted to name the historic room in Ms. Pfister's honor. This will be placed on the next meeting agenda for formal approval. Discussion of the placard wording will also be on the agenda.

### **New Business:**

#### **Training Review—Ms. Gryder**

Ms. Gryder attended training in Peoria in October regarding tax levy and budgets. The attorney firm Ancel Glink conducted the presentations. They commented that our library attorney was very competent. They also said that there were some things "wrong" with the tax levy and tax cap. Mr. Fredrickson said he thought the comments were referring to being a district library. Ms. Gryder said

the training confirmed that libraries were allowed to have their own audits conducted and can levy separately for IMRF. Handouts were given regarding specific topics. Ms. Gryder also attended a session on Board governance that confirmed that the library should set their own budget and levy.

**Executive Session:**

At 8:47pm Ms. Lindblom moved to go into Executive Session **for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.** Ms. Johnson seconded the motion.

Roll call vote: Lindblom-yes, Johnson-yes, Gryder-yes, Gambro-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes. Passed 8-0.

The Executive Session ended at approximately 8:20pm and the regular session was resumed with Board members present as follows: Chacon, Rodriguez, Lindblom, Johnson, Gryder, Gambro, Walter, LaChance.

As a result of Executive Session action, Ms. Johnson made a motion that a 3.5% salary increase be given to the full time staff effective the first day of work in January and to provide a \$500 bonus to the full time staff effective immediately. Ms. LaChance seconded this motion.

Roll call: Gambro-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes. Passed 8-0.

A motion was made by Mr. Walter and seconded by Ms. LaChance to give a 3.5% salary increase to part-time staff effective the first working day of January 2016.

Roll call: Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Gambro-yes. Passed 8-0.

**Adjournment:**

There was no further business and the meeting adjourned at 8:20pm on a motion by Gambro and second by Chacon. Unanimous voice vote.

Minutes respectfully submitted by  
Marlys Young

DATE: 12/11/15  
TIME: 08:27:40  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900022	FNBO	FIRST NATIONAL BANK OMAHA		12/26/15		
	122615-J.WEISS	11/30/15	01 WALMART-STORYTIME SUPPLIES		82-000-24-00-2480	49.59
			02 HOBBY LOBBY-STORYTIME CRAFT		82-000-24-00-2480	117.39
			03 SUPPLIE		** COMMENT **	
					INVOICE TOTAL:	166.98 *
					*	
	122615-M.EBERHARDT	11/30/15	01 NCG CINEMAS GIFTCARDS FOR TEEN		82-000-24-00-2480	45.00

DATE: 12/11/15  
TIME: 08:27:40  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900022	FNBO	FIRST NATIONAL BANK OMAHA			12/26/15		
	122615-M.EBERHARDT	11/30/15	02	PROGRAM REWARDS		** COMMENT ** INVOICE TOTAL:	45.00 *
	122615-M.PFISTER	11/30/15	01	AMAZON-7 PORT USB		84-840-56-00-5635	54.48
			02	THERMAL RECEIPT PRINTER		84-840-56-00-5635	199.99
			03	AMAZON-STORYTIME LEARNING		84-840-56-00-5635	139.14
			04	FLASH CARDS		** COMMENT ** INVOICE TOTAL:	393.61 *

DATE: 12/11/15  
TIME: 08:27:40  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900022	FNBO	FIRST NATIONAL BANK OMAHA			12/26/15		
	122615-S.AUGUSTINE	11/30/15	01	DOLLAR TREE-STORYTIME SUPPLIES		82-000-24-00-2480	38.41
			02	OFFICE MAX-LABELS		82-000-24-00-2480	6.48
			03	PARTY CITY-STORYTIME SUPPLIES		82-000-24-00-2480	119.05
			04	GOOD WILL-STORYTIME SUPPLIES		82-000-24-00-2480	15.64
						INVOICE TOTAL:	179.58 *
	122615-S.IWANSKI	11/30/15	01	STAMPS		82-820-54-00-5452	253.25
						INVOICE TOTAL:	253.25 *

Total Amount Paid : \$ 1,038.42

DATE: 01/06/16  
 TIME: 08:08:17  
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 01/11/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104102	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0608428-IN		12/04/15	01	LAMPS	82-820-56-00-5620	243.59
						INVOICE TOTAL:	243.59 *
	0608491-IN		12/07/15	01	LAMPS	82-820-56-00-5620	57.85
						INVOICE TOTAL:	57.85 *
	0609629-IN		12/11/15	01	LAMPS	82-820-56-00-5620	58.80
						INVOICE TOTAL:	58.80 *
						CHECK TOTAL:	360.24
104103	BAKTAY	BAKER & TAYLOR					
	2031447612		12/07/15	01	BOOKS	84-840-56-00-5686	481.04
						INVOICE TOTAL:	481.04 *
	2031478302		12/14/15	01	BOOKS	84-840-56-00-5686	519.40
						INVOICE TOTAL:	519.40 *
	2031507384		12/21/15	01	BOOKS	84-840-56-00-5686	629.79
						INVOICE TOTAL:	629.79 *
						CHECK TOTAL:	1,630.23
104104	FVFS	FOX VALLEY FIRE & SAFETY					
	956945		12/17/15	01	ANNUAL FIRE ALARM INSPECTION	82-820-54-00-5495	1,001.00
						INVOICE TOTAL:	1,001.00 *
						CHECK TOTAL:	1,001.00
104105	JEWEL	JEWEL					
	120515		12/05/15	01	CHRISTMAS SANTA PROGRAM	82-000-24-00-2480	61.28

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 01/06/16  
 TIME: 08:08:17  
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 01/11/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104105	JEWEL	JEWEL					
	120515		12/05/15	02	SUPPLIES	** COMMENT **	
						INVOICE TOTAL:	61.28 *
						CHECK TOTAL:	61.28
104106	KONICAMI	KONICA MINOLTA BUSINESS					
	9002002349		12/18/15	01	11/19-12/18 COPIER CHARGES	82-820-54-00-5462	7.04
						INVOICE TOTAL:	7.04 *
						CHECK TOTAL:	7.04
104107	LLWCONSU	LLW CONSULTING INC.					
	10385		01/04/16	01	DEC 2015 ONSITE IT SUPPORT	82-820-54-00-5462	1,080.00
						INVOICE TOTAL:	1,080.00 *
						CHECK TOTAL:	1,080.00
104108	MENLAND	MENARDS - YORKVILLE					
	32896		01/04/16	01	PLATES, TAPE, BATTERIES, CANDY	82-820-56-00-5620	60.90
				02	SWIFFER	** COMMENT **	
						INVOICE TOTAL:	60.90 *
						CHECK TOTAL:	60.90
104109	MIDWTAPE	MIDWEST TAPE					
	93475034		12/03/15	01	DVDS	82-820-56-00-5685	45.98
						INVOICE TOTAL:	45.98 *
	93498909		12/11/15	01	DVDS	82-820-56-00-5685	154.92
						INVOICE TOTAL:	154.92 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 01/06/16  
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UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 01/11/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104109	MIDWTAPE	MIDWEST TAPE					
	93518975		12/17/15	01	DVDS	82-820-56-00-5685	35.98
						INVOICE TOTAL:	35.98 *
	93530880		12/21/15	01	AUDIO BOOKS	84-840-56-00-5683	54.98
						INVOICE TOTAL:	54.98 *
						CHECK TOTAL:	291.86
104110	NICOR	NICOR GAS					
	91-85-68-4012	8-1115	12/09/15	01	11/05-12/08 902 GAME FARM RD	82-820-54-00-5480	922.50
						INVOICE TOTAL:	922.50 *
						CHECK TOTAL:	922.50
104111	RJKUHN	R.J. KUHN INC.					
	0000022041		12/10/15	01	REMOVED ANOD ROD AND	82-820-54-00-5495	437.50
				02	REINSTALLED HEATER WITH BOILER	** COMMENT **	
				03	DRAIN	** COMMENT **	
						INVOICE TOTAL:	437.50 *
						CHECK TOTAL:	437.50
104112	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3002292771		01/01/16	01	01/2016-03/2016 ELEVATOR	82-820-54-00-5462	743.28
				02	MAINTENANCE FEE	** COMMENT **	
						INVOICE TOTAL:	743.28 *
	6000173585		12/23/15	01	12/15/15 ELEVATOR REPAIR	82-820-54-00-5462	442.50
						INVOICE TOTAL:	442.50 *
						CHECK TOTAL:	1,185.78

DATE: 01/06/16  
 TIME: 08:08:17  
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 01/11/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104113	TRICO	TRICO MECHANICAL SERVICE GROUP					
	3822		12/15/15	01	CHANGED MAIN AIR HANDLER AIR	82-820-54-00-5495	3,217.44
				02	FILTERS	** COMMENT **	
					INVOICE TOTAL:		3,217.44 *
					CHECK TOTAL:		3,217.44
104114	WAREHOUS	WAREHOUSE DIRECT					
	2919218-0		12/17/15	01	INK CARTRIDGES, TONER	82-820-56-00-5610	414.85
					INVOICE TOTAL:		414.85 *
					CHECK TOTAL:		414.85
104115	WEBLINX	WEBLINX INCORPORATED					
	22290		12/14/15	01	WEBSITE DESIGN CHANGES	82-820-54-00-5468	52.50
					INVOICE TOTAL:		52.50 *
					CHECK TOTAL:		52.50
104116	YOUNGM	MARLYS J. YOUNG					
	121415		12/28/15	01	12/14/15 MEETING MINUTES	82-820-54-00-5462	68.25
					INVOICE TOTAL:		68.25 *
					CHECK TOTAL:		68.25
					TOTAL AMOUNT PAID:		10,791.37

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



**UNITED CITY OF YORKVILLE**  
**PAYROLL SUMMARY**  
**December 4, 2015**

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 11,984.48	\$ -	11,984.48	\$ 1,307.51	\$ 469.99	\$ 13,761.98
FINANCE	8,329.62	-	8,329.62	941.49	646.32	9,917.43
POLICE	99,169.62	9,095.29	108,264.91	549.09	7,966.13	116,780.13
COMMUNITY DEV.	11,924.48	-	11,924.48	1,300.96	865.82	14,091.26
STREETS	12,875.55	818.34	13,693.89	1,449.84	1,010.98	16,154.71
WATER	13,544.97	1,805.29	15,350.26	1,674.73	1,116.87	18,141.86
SEWER	7,740.67	-	7,740.67	860.85	588.33	9,189.85
PARKS	14,345.79	-	14,345.79	1,565.11	1,065.78	16,976.68
RECREATION	11,121.59	-	11,121.59	1,087.73	832.04	13,041.36
LIBRARY	14,071.28	-	14,071.28	819.70	1,050.86	15,941.84
<b>TOTALS</b>	<b>\$ 205,108.05</b>	<b>\$ 11,718.92</b>	<b>\$ 216,826.97</b>	<b>\$ 11,557.01</b>	<b>\$ 15,613.12</b>	<b>\$ 243,997.10</b>
				<b>TOTAL PAYROLL</b>		<b>\$ 243,997.10</b>



**UNITED CITY OF YORKVILLE  
PAYROLL SUMMARY  
December 18, 2015**

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
MAYOR & LIQ. COM.	\$ 1,043.34	\$ -	\$ 1,043.34	\$ -	\$ 79.82	\$ 1,123.16
CLERK	618.34	-	618.34	9.09	6.36	633.79
TREASURER	83.34	-	83.34	9.09	47.29	139.72
ALDERMAN	4,845.00	-	4,845.00	108.02	367.59	5,320.61
ADMINISTRATION	12,179.48	-	12,179.48	1,307.51	484.93	13,971.92
FINANCE	8,329.63	-	8,329.63	908.77	623.37	9,861.77
POLICE	99,849.11	2,725.29	102,574.40	549.09	7,231.76	110,355.25
COMMUNITY DEV.	11,924.48	-	11,924.48	1,300.96	865.82	14,091.26
STREETS	12,830.53	-	12,830.53	1,360.54	945.60	15,136.67
WATER	14,734.66	134.66	14,869.32	1,590.06	1,080.23	17,539.61
SEWER	7,740.66	-	7,740.66	844.50	576.71	9,161.87
PARKS	15,006.58	-	15,006.58	1,637.21	1,115.67	17,759.46
RECREATION	11,592.60	-	11,592.60	1,076.82	860.44	13,529.86
LIBRARY	16,913.47	-	16,913.47	1,037.90	1,268.23	19,219.60
<b>TOTALS</b>	<b>\$ 217,691.22</b>	<b>\$ 2,859.95</b>	<b>\$ 220,551.17</b>	<b>\$ 11,739.56</b>	<b>\$ 15,553.82</b>	<b>\$ 247,844.55</b>

**TOTAL PAYROLL                    \$ 247,844.55**



**UNITED CITY OF YORKVILLE  
PAYROLL SUMMARY  
December 28, 2015**

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 11,984.48	\$ -	11,984.48	\$ 1,307.51	\$ 491.16	\$ 13,783.15
FINANCE	8,329.63	-	8,329.63	908.77	631.09	9,869.49
POLICE	98,159.26	8,172.30	106,331.56	549.09	7,690.78	114,571.43
COMMUNITY DEV.	11,924.47	-	11,924.47	1,300.96	891.83	14,117.26
STREETS	12,758.55	219.65	12,978.20	1,384.51	985.48	15,348.19
WATER	13,699.93	170.33	13,870.26	1,496.33	1,040.62	16,407.21
SEWER	7,740.65	-	7,740.65	844.50	588.06	9,173.21
PARKS	14,345.80	-	14,345.80	1,565.12	1,097.45	17,008.37
RECREATION	11,581.84	-	11,581.84	1,158.63	886.06	13,626.53
LIBRARY	13,878.70	-	13,878.70	819.70	1,061.73	15,760.13
<b>TOTALS</b>	<b>\$ 204,403.31</b>	<b>\$ 8,562.28</b>	<b>\$ 212,965.59</b>	<b>\$ 11,335.12</b>	<b>\$ 15,364.26</b>	<b>\$ 239,664.97</b>
				<b>TOTAL PAYROLL</b>		<b>\$ 239,664.97</b>



**YORKVILLE LIBRARY BOARD**

**BILL LIST SUMMARY**

**Monday, January 11, 2016**

**ACCOUNTS PAYABLE**

Library CC Check Register ( <i>Pages 1-3</i> )	12/26/2015	\$1,038.42
Library Check Register ( <i>Pages 4 - 7</i> )	01/11/2016	\$10,791.37
Guardian - Dec. 2015 life insurance	12/08/2015	\$36.92
Guardian -Dec.2015 dental insurance	12/08/2015	\$419.51
Mesirow - Renewal Service Fee	12/15/2015	\$433.42
Eye Med - Dec. 2015 <i>Vision Ins.</i>	12/08/2015	\$54.24
IPRF -Jan.2016 Worker's Comp. Ins.	12/08/2015	\$1,033.92
DAC - Dec.2015 HRA Fees	12/08/2015	\$12.00
BCBS Jan.2016 Health Insurance	12/15/2015	\$5,174.15
<b>TOTAL BILLS PAID:</b>		<b>\$18,993.95</b>

**PAYROLL**

	<b><u>DATE</u></b>	
Bi-weekly ( <i>Page 8</i> )	12/04/2015	\$15,941.84
Bi-weekly ( <i>Page 9</i> )	12/18/2015	\$19,219.60
Bi-weekly ( <i>Page 10</i> )	12/28/2015	\$15,760.13
<b>TOTAL PAYROLL:</b>		<b>\$50,921.57</b>

**TOTAL DISBURSEMENTS: \$69,915.52**



**YORKVILLE PUBLIC LIBRARY  
BUDGET REPORT  
FOR THE MONTH ENDING DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	Fiscal Year										Year-to-Date Totals Total	FISCAL YEAR 2016	% of Budget		
		May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15							
<b>LIBRARY OPERATIONS REVENUES</b>																
<i>Taxes</i>																
82-000-40-00-4000	PROPERTY TAXES	70,880	243,350	8,132	32,015	251,117	9,158	7,876	-			622,529	635,000	98.04%		
<i>Intergovernmental</i>																
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,163	-	955	129	-	960	-	235			3,442	5,250	65.56%		
82-000-41-00-4170	STATE GRANTS	21,151	-	-	-	-	-	-	-			21,151	17,200	122.97%		
<i>Fines &amp; Forfeits</i>																
82-000-43-00-4330	LIBRARY FINES	555	977	762	1,031	301	603	758	415			5,401	9,300	58.07%		
<i>Charges for Service</i>																
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	-	746	592	493	293	928	-	371			3,423	7,500	45.64%		
82-000-44-00-4422	COPY FEES	166	189	217	188	194	191	173	125			1,444	3,000	48.12%		
82-000-44-00-4439	PROGRAM FEES	26	152	88	62	197	34	37	73			669	1,000	66.93%		
<i>Investment Earnings</i>																
82-000-45-00-4500	INVESTMENT EARNINGS	17	22	27	29	29	34	31	40			228	1,500	15.23%		
<i>Miscellaneous</i>																
82-000-48-00-4820	RENTAL INCOME	135	100	201	161	130	150	200	200			1,277	2,000	63.85%		
82-000-48-00-4824	DVD RENTAL INCOME	155	290	294	246	179	160	321	174			1,819	5,000	36.37%		
82-000-48-00-4850	MISCELLANEOUS INCOME	-	54	121	7	26	44	53	262			567	500	113.42%		
<i>Other Financing Sources</i>																
82-000-49-00-4901	TRANSFER FROM GENERAL	5,852	1,923	1,923	1,923	1,923	1,922	1,053	1,467			17,987	34,168	52.64%		
<b>TOTAL REVENUES: LIBRARY</b>		<b>100,100</b>	<b>247,803</b>	<b>13,312</b>	<b>36,284</b>	<b>254,388</b>	<b>14,185</b>	<b>10,503</b>	<b>3,362</b>			<b>679,937</b>	<b>721,418</b>	<b>94.25%</b>		

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>														
82-820-50-00-5010	SALARIES & WAGES	15,027	15,979	22,540	15,027	15,027	15,027	15,027	24,540			138,193	202,860	68.12%
82-820-50-00-5015	PART-TIME SALARIES	14,809	14,349	21,889	14,729	14,407	14,669	14,025	20,323			129,201	195,000	66.26%
<i>Benefits</i>														
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,639	1,743	2,459	1,639	1,639	1,639	1,639	2,677			15,077	22,569	66.80%
82-820-52-00-5214	FICA CONTRIBUTION	2,231	2,269	3,348	2,225	2,200	2,220	2,171	3,381			20,045	29,849	67.16%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,259	5,940	5,480	6,884	4,669	4,586	5,443	4,856			48,117	78,823	61.04%
82-820-52-00-5222	GROUP LIFE INSURANCE	37	37	37	37	37	37	37	37			295	418	70.66%
82-820-52-00-5223	DENTAL INSURANCE	428	428	428	428	385	420	420	420			3,356	4,690	71.56%
82-820-52-00-5224	VISION INSURANCE	54	54	54	54	54	54	54	54			434	496	87.48%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	130	-			130	2,500	5.22%
82-820-52-00-5231	LIABILITY INSURANCE	5,852	1,923	1,923	1,923	1,923	1,922	923	1,467			17,857	31,668	56.39%
<i>Contractual Services</i>														



**YORKVILLE PUBLIC LIBRARY  
BUDGET REPORT  
FOR THE MONTH ENDING DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	Month of Fiscal Year										Year-to-Date Total	FISCAL YEAR 2015	
		May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15	% of Budget	% of Budget			
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	13	44	210	13			280	500	55.91%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	45	-	-	43	-			88	600	14.74%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	23	-	-	-	-	-	-			23	100	22.80%
82-820-54-00-5440	TELECOMMUNICATIONS	504	66	1,011	887	-	786	387	-			3,642	11,000	33.11%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	-	-	147	-	-	253			400	500	80.05%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	67	183	-	775	4,799	1,740	-	1,208			8,772	12,000	73.10%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,894	1,276	2,896	1,733	378	3,067	2,301	1,159			16,704	29,000	57.60%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	-			-	2,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	3,511	-	-	6,511	795	-			10,816	35,000	30.90%
82-820-54-00-5480	UTILITIES	-	-	389	282	228	287	429	457			2,073	15,359	13.50%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	1,500	5,243	782	100	1,700	1,832	2,150			13,307	20,000	66.53%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-			1,689	2,190	77.10%
<b>Supplies</b>														
82-820-56-00-5610	OFFICE SUPPLIES	-	342	298	794	481	1,755	933	629			5,232	8,000	65.40%
82-820-56-00-5620	OPERATING SUPPLIES	13	1,632	248	3,501	417	1,870	323	1			8,005	8,000	100.06%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	90	-	47	297	81	-			515	1,000	51.52%
82-820-56-00-5685	DVD'S	-	208	86	186	118	171	59	150			977	2,000	48.87%
<b>TOTAL FUND REVENUES</b>		100,100	247,803	13,312	56,384	254,348	14,185	10,503	3,262			679,937	721,818	94.25%
<b>TOTAL FUND EXPENDITURES</b>		54,815	49,052	71,998	52,510	47,070	58,803	47,262	63,776			445,228	716,122	62.17%
<b>FUND SURPLUS (DEFICIT)</b>		45,285	198,751	(58,686)	(16,226)	207,278	(14,618)	(36,759)	(60,514)			234,710	5,296	
<b>BEGINNING FUND BALANCE</b>												466,683		
<b>FUND SURPLUS (DEFICIT)</b>												234,710		
<b>ENDING RESERVED FUND BALANCE</b>												334,198		
<b>ENDING UNRESERVED FUND BALANCE</b>												367,195		
<b>ENDING TOTAL FUND BALANCE</b>												701,393		



**YORKVILLE PUBLIC LIBRARY  
BUDGET REPORT  
FOR THE MONTH ENDING DECEMBER 31, 2015**

ACCOUNT NUMBER	DESCRIPTION	10/15	11/15	12/15	Actuals	September 15	October 15	November 15	December 15	Actuals	Budget	%
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**LIBRARY DEBT SERVICE REVENUES**

83-000-40-00-4000	PROPERTY TAXES	85,009	291,859	9,753	38,397	301,173	10,984	9,446	-	746,621	749,846	99.57%
83-000-45-00-4500	INVESTMENT EARNINGS	0	-	-	-	-	2	2	7	12	30	39.60%
<b>TOTAL REVENUES: LIBRARY DEBT SERVICE</b>		<b>85,009</b>	<b>291,859</b>	<b>9,753</b>	<b>38,397</b>	<b>301,173</b>	<b>10,986</b>	<b>9,449</b>	<b>7</b>	<b>746,633</b>	<b>749,876</b>	<b>99.57%</b>

**LIBRARY DEBT SERVICE EXPENDITURES**

<b>2006 Bond</b>												
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	50,000	50,000	100.00%
83-830-84-00-8050	INTEREST PAYMENT	-	16,056	-	-	-	-	-	16,056	32,113	32,113	100.00%
<b>2013 Refunding Bond</b>												
83-830-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	485,000	485,000	485,000	100.00%
83-830-99-00-8050	INTEREST PAYMENT	-	91,366	-	-	-	-	-	91,366	182,733	182,733	100.00%
<b>TOTAL FUND REVENUES</b>		<b>85,009</b>	<b>291,859</b>	<b>9,753</b>	<b>38,397</b>	<b>301,173</b>	<b>10,986</b>	<b>9,449</b>	<b>7</b>	<b>746,633</b>	<b>749,876</b>	<b>99.57%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>114,478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>672,425</b>	<b>667,733</b>	<b>667,733</b>	<b>100.00%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>85,009</b>	<b>177,381</b>	<b>9,753</b>	<b>38,397</b>	<b>301,173</b>	<b>10,986</b>	<b>9,449</b>	<b>(665,418)</b>	<b>82,143</b>	<b>82,143</b>	<b>100.00%</b>

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	2,500	2,150	1,800	2,150	6,150	3,450	1,450	2,300	21,950	20,000	109.75%
84-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	1	1	1	1	1	6	20	27.90%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>2,501</b>	<b>2,151</b>	<b>1,801</b>	<b>2,151</b>	<b>6,151</b>	<b>3,451</b>	<b>1,451</b>	<b>2,301</b>	<b>21,956</b>	<b>20,020</b>	<b>109.67%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	93	-	-	93	-	-	186	3,500	5.30%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	653	-	-	265	-	-	-	394	1,311	-	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	-	47	175	122	35	85	142	606	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVD'S	-	-	23	-	42	41	35	-	141	-	0.00%
84-840-56-00-5686	BOOKS	-	959	1,729	715	1,306	1,133	1,733	3,828	11,402	8,395	135.82%
<b>TOTAL FUND REVENUES</b>		<b>2,501</b>	<b>2,151</b>	<b>1,801</b>	<b>2,151</b>	<b>6,151</b>	<b>3,451</b>	<b>1,451</b>	<b>2,301</b>	<b>21,956</b>	<b>20,020</b>	<b>109.67%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>653</b>	<b>959</b>	<b>1,891</b>	<b>1,156</b>	<b>1,470</b>	<b>1,302</b>	<b>1,853</b>	<b>4,364</b>	<b>13,646</b>	<b>11,895</b>	<b>114.72%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>1,848</b>	<b>1,192</b>	<b>(91)</b>	<b>995</b>	<b>4,681</b>	<b>2,149</b>	<b>(402)</b>	<b>(2,063)</b>	<b>8,310</b>	<b>8,125</b>	<b>101.05%</b>



**YORKVILLE PUBLIC LIBRARY  
CASH STATEMENT  
AS OF DECEMBER 31, 2015**

**FISCAL YEAR 2016**

		May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016
Library Operations	Old Second	\$ 408,704	\$ 349,257	\$ 282,594	\$ 233,373	\$ 689,057	\$ 636,563	\$ 592,441	\$ 468,609				
Building Development Fees	Old Second	12,049	13,603	13,863	14,508	14,689	20,038	21,636	18,723				
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837				
Library Operations	Illinois Funds	105,955	363,001	371,416	403,179	154,311	163,475	171,357	171,372				
Library Debt Service	Illinois Funds	13,689	0	0	0	58,459	69,444	78,893	78,900				
<b>Total:</b>		<b>\$ 549,233</b>	<b>\$ 734,698</b>	<b>\$ 676,710</b>	<b>\$ 659,897</b>	<b>\$ 925,352</b>	<b>\$ 898,357</b>	<b>\$ 873,164</b>	<b>\$ 746,441</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Restricted

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD	\$ 16,846	\$ 17,472	\$ 16,916	\$ 16,831	\$ 16,756	\$ 16,440	\$ 16,645	\$ 15,942	\$ -	\$ -	\$ -	\$ -
2 <sup>ND</sup> PAY PERIOD	16,861	16,868	16,322	16,789	16,518	17,116	16,217	19,220	-	-	-	-
3 <sup>RD</sup> PAY PERIOD	-	-	16,998	-	-	-	-	15,760	-	-	-	-
<b>Total</b>	<b>\$ 33,706</b>	<b>\$ 34,340</b>	<b>\$ 50,236</b>	<b>\$ 33,620</b>	<b>\$ 33,274</b>	<b>\$ 33,556</b>	<b>\$ 32,862</b>	<b>\$ 50,922</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

ACTIVITY THROUGH FISCAL PERIOD 09

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L) ESCROW -	MEMORIALS & GIFTS							
01		05/01/2015		BEGINNING BALANCE					3,454.96
	AP-150511	05/05/2015	01	BOOKS	BAKER & TAYLOR	103970	2030520866	317.98	
		05/05/2015	02	BOOKS	BAKER & TAYLOR	103970	2030532270	220.14	
		05/05/2015	03	BOOKS	BAKER & TAYLOR	103970	2030573394	287.68	
		05/05/2015	04	AUG.15, 2015 PROGRAM FEE	SHARON PETERSON	103971	081515	300.00	
		05/05/2015	05	BANNER	THE LOGO SHIRT FACTO	103972	22866	69.00	
	GJ-150531LB	06/04/2015	07	MAY 2015 DEPOSITS					84.00
				TOTAL PERIOD 01 ACTIVITY				1,194.80	84.00
02	GJ-150630LB	07/01/2015	08	June 2015 Deposits					1,362.00
				TOTAL PERIOD 02 ACTIVITY				0.00	1,362.00
03	GJ-150731LB	07/31/2015	08	JULY 2015 DEPOSITS					100.00
				TOTAL PERIOD 03 ACTIVITY				0.00	100.00
04	AP-150810	08/03/2015	01	BOOKS	BAKER & TAYLOR	104021	2030853013	210.48	
		08/03/2015	02	BOOKS	BAKER & TAYLOR	104021	2030876404	270.67	
		08/03/2015	03	CHILDRENS WOOD TABLE	DEMCO, INC.	104025	5632551	218.97	
	GJ-150831LB	09/02/2015	08	August 2015 Deposits					107.00
	AP-50825M	08/19/2015	180	TARGET-SUMMER READING PRIZES	FIRST NATIONAL BANK	900018	082515-J.WEISS	320.12	
		08/19/2015	181	DOLLAR TREE-SUMMER READING	FIRST NATIONAL BANK	900018	082515-J.WEISS	39.07	
				TOTAL PERIOD 04 ACTIVITY				1,059.31	107.00
05	AP-150914	09/09/2015	01	BOOKS	BAKER & TAYLOR	104038	2030898053	195.71	
		09/09/2015	02	BOOKS	BAKER & TAYLOR	104038	2030935291	251.70	
		09/09/2015	03	BOOKS	BAKER & TAYLOR	104038	2030959633	260.74	
	GJ-150930LB	10/05/2015	08	September 2015 Deposits					427.00
	AP-50925M	09/16/2015	159	NCG-TEEN VOLUNTEER GIFT CARDS	FIRST NATIONAL BANK	900019	092515-M.EBERHARDT	45.00	
		09/16/2015	160	EBAY-LEGOS	FIRST NATIONAL BANK	900019	092515-M.EBERHARDT	9.99	
		09/16/2015	161	DOMINOS-PIZZAS FOR VOLUNTEERS	FIRST NATIONAL BANK	900019	092515-M.EBERHARDT	34.78	
		09/16/2015	162	AMAZON-LEGOS	FIRST NATIONAL BANK	900019	092515-M.EBERHARDT	31.33	
		09/16/2015	163	PANERA-GIFT CARD FOR ADULT	FIRST NATIONAL BANK	900019	092515-S.AUGUSTINE	25.00	
		09/16/2015	164	NCG-GIFT CARD FOR ADULT	FIRST NATIONAL BANK	900019	092515-S.AUGUSTINE	25.00	
		09/16/2015	165	TARGET-2 GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900019	092515-S.AUGUSTINE	50.00	
				TOTAL PERIOD 05 ACTIVITY				929.25	427.00
06	AP-151012	10/06/2015	01	BOOKS	BAKER & TAYLOR	104054	2031035424	204.41	
		10/06/2015	02	BOOKS	BAKER & TAYLOR	104054	2031128317	285.64	
	GJ-151031LB	11/02/2015	08	Oct. 2015 Deposits					2,238.99
	AP-51025M	10/20/2015	177	1000 FLOWER BULBS	FIRST NATIONAL BANK	900020	102515-D.DEBORD	127.00	
		10/20/2015	178	BEST BUY-TABLETS	FIRST NATIONAL BANK	900020	102515-S.AUGUSTINE	333.99	
				TOTAL PERIOD 06 ACTIVITY				951.04	2,238.99
07	GJ-151130LB	12/01/2015	07	November 2015 Deposits					519.20
				TOTAL PERIOD 07 ACTIVITY				0.00	519.20
08	GJ-151231LB	01/04/2016	08	December 2015 Deposits					3,044.96
	AP-51226M	12/11/2015	164	WALMART-STORYTIME SUPPLIES	FIRST NATIONAL BANK	900022	122615-J.WEISS	49.59	

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UNITED CITY OF YORKVILLE  
GENERAL LEDGER ACTIVITY REPORT

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ACTIVITY THROUGH FISCAL PERIOD 09

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
08	AP-51226M	12/11/2015	165	HOBBY LOBBY-STORYTIME CRAFT	FIRST NATIONAL BANK	900022	122615-J.WEISS	117.39	
		12/11/2015	166	NCG CINEMAS GIFTCARDS FOR TEEN	FIRST NATIONAL BANK	900022	122615-M.EBERHARDT	45.00	
		12/11/2015	167	DOLLAR TREE-STORYTIME SUPPLIES	FIRST NATIONAL BANK	900022	122615-S.AUGUSTINE	38.41	
		12/11/2015	168	OFFICE MAX-LABELS	FIRST NATIONAL BANK	900022	122615-S.AUGUSTINE	6.48	
		12/11/2015	169	PARTY CITY-STORYTIME SUPPLIES	FIRST NATIONAL BANK	900022	122615-S.AUGUSTINE	119.05	
		12/11/2015	170	GOOD WILL-STORYTIME SUPPLIES	FIRST NATIONAL BANK	900022	122615-S.AUGUSTINE	15.64	
				TOTAL PERIOD 08 ACTIVITY				391.56	3,044.96
				TOTAL ACCOUNT ACTIVITY				4,525.96	7,883.15
				ENDING BALANCE					6,812.15
				GRAND TOTAL				0.00	6,812.15
				TOTAL DIFFERENCE				0.00	6,812.15

**December****Public Relations**

Articles – Photos - Kendall Country Record - Beacon News  
Sun Times- WSBY

**Meetings, Workshop  
Programs, Activities  
Adult Programs**
**Number Attending**

Adult Book Discussion,	5
Lunch Time Book Club	10
Men’s Book Club	8
Friends Meeting	11
Threads and More	14
Creative Writing –Lisa Macaione	9
EBook Drop- In Help	10
Plarn - Jessica Faedtke	12
Birthday Celebration	100

**Young Adult Programs**

Teen Meeting -TAG (2 programs)	14
Writing Group(2times) Laura Mackley	11
Christmas Party for Volunteers	12

**Children Programs**

Yorkville Junior Women’s Story Time	5
Tots and Toddlers (2 Programs)	65
Dance Party -Theron Garcia	20
Read with Paws	4
Afternoon Read (2 times)	9
Ice Cream Book Club	6
Spanish Story Time – Marta Duran	4
Lego Club	15
Lego Club Duplo	31
Grade 1 -2 Book Club (2 programs)	4
Book Club (Grades 1-2 – 2 programs)	5
Book Club (Grades 3-5 – 2 programs)	8
Panera Stories (2 programs)	72
Girl Scout Tour	18
Literacy Center	16
Home School Program	25
Visit with Santa	83
Polar Express (2 programs)	61
Game Day	6

**Patron Count**

4605

**Meeting Room**

Library 9 - Rent 4 -City

**Teens Volunteers**

Breanna English, Anna Halsey, Juleah Richardson,  
Morgan List, Jasmin Filippi

**Adult Volunteers**

Friends cleaning children’s shelves

**Gifts and Memorials**

Friends \$2000

DECEMBER 2015

December 2015 Circ Stats by Transaction Type

	All Transactions	Check-out + Renewals	Check-outs	Renewals	All Holds Placed	Holds Filled	Check-ins	Usage
Yorkville Public Library - YKBB-3	11,629	5,395	4,356	1,039	300	957	4,977	0

Yorkville borrowed 820 items from other libraries in December.

Yorkville lent 524 items to other libraries in December.

249 items were checked out to reciprocal borrowers at Yorkville.

297 items were added.

55 patrons were added.

678 OMNI e-books were checked out.

150 OMNI e-audio books were checked out.

4 OMNI videos were streamed.

189 People used OMNI.

37 Illinois e-read books were checked out.

9 Illinois e-read e-audio books were checked out.

20 People used Illinois e-read.

E-commerce patrons paid \$125.50.