

DRAFT

Yorkville Public Library
Board of Trustees
Monday, January 11, 2016, 7pm
902 Game Farm Road – Library Historic Wing

The meeting was called to order at 7:02pm by President Beth Gambro.

Roll Call:

Wamecca Rodriguez-yes, Sandy Lindblom-yes, Jo Ann Gryder-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder-(arr. 7:26pm), Susan Chacon (arr. 7:28pm)

Absent: Carol LaChance, Barb Johnson

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson

Recognition of Visitors:

President Gambro recognized Mr. Fredrickson.

Amendments to the Agenda: None

Minutes: December 14, 2015

Trustee Gryder moved to approve the minutes as presented and Trustee Walter seconded the motion. Unanimous voice vote approval.

Correspondence:

A thank-you was received from the Byron, IL Public Library for the wooden birthday cake which will be used for their anniversary celebration. The connection was made through the library system website. A thank-you was received from staff member Kay Livingston for approving the recent raises.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom said the first 3 pages are charges on the VISA bill. She also highlighted some of the remaining bills and said the total on the check register is \$10,791.37.

Payroll Summary

There were 3 payrolls last month.

The total disbursements for December were \$69,915.52.

Budget Report

The budget is at 67% of the FY. The following items are below budget: fines, subscriptions, and DVD's. President Gambro suggested publicity in the paper encouraging people to rent DVD's during the winter. There is competition from Netflix and Redbox since it is convenient and an impulse buy, said Ms. Rodriguez. Investments are down partly due to no longer participating in the IMET funds. This will be adjusted in next year's budget. Ms. Lindblom said the bond payments were made and that \$2,300 in development fees was received. Mr. Fredrickson added that the expenses are only at 62% of the budget. Also, good weather has allowed December building.

General Ledger

Memorials and special gifts has a total of \$6,812.15, some of which is earmarked for mini-golf.

Cash Statement

Cash peaked in September and October due to property taxes, however, the bond payments took a large portion of it.

Payment of Bills

Ms. Gryder moved to pay the bills as follows and Mr. Walter seconded the motion:

\$18,993.95 Accounts Payable

\$50,921.57 Payroll

\$69,915.52 TOTAL

Roll call: Rodriguez-yes, Lindblom-yes, Gryder-yes, Gambro-yes, Walter-yes. Passed 5-0.

Report of the Library Director:

1. E-books usage increasing
2. \$125.50 in fines paid through computer system
3. Had holiday party for volunteers, treats provided to 3 book clubs, had party for kids' programs
4. Mini-golf plans going well, will include raffle, clowns, Star Wars characters
5. Had Polar Express and visit from Santa
6. Patron count high in December
7. Friends gave \$2,000 for books and programming
8. Winston Gambro's artwork featured on art wall upstairs
9. Shelley made a scrapbook of the 100-year anniversary
10. Thank you notes will be sent to the anniversary committee—Secretary Elder will send

City Council Liaison No report

Standing Committees:

Finance Committee

A meeting will be set up to discuss the next budget.

Unfinished Business:

Library 101

Ms. Gryder and Ms. Elder will discuss following the meeting and report next month.

New Business:

Evening Hours

A suggestion had been made at the previous meeting about possibly keeping the library open later on the Monday evenings when Board meetings are held. This would allow the second floor Board room to be used for the meetings. Discussion included: it should be determined if money is available to stay

open longer, staying open one Monday night might be confusing, and decision had already been made against changing hours. Ms. Rodriguez pointed out that since the library is closed on Sunday, that the Board might want to consider longer hours on Monday and she also said that Monday is a big day for turning things in at school. Ms. Gambro said the budget committee should review the cost of being open 1.5 additional hours. Ms. Lindblom said that following the survey, the Board had discussed the hours and decided a change would not be feasible. She also said there could be controversy if the hours were changed just to use the Board room. The library staff also did not want the hours changed. Ms. Rodriguez said many good programs start at 4:30 and participants have to be out by 7pm. She thought the library would be used more if other programs could be offered.

Ms. Elder asked if the room could be re-purposed for other community meetings and Ms. Gryder suggested using it as a coffee shop (with the kitchen nearby). Ms. Pfister asked the Board to not reduce morning hours and to extend the evening hours. She said it would take 4-5 staff members to work during the extra hours.

This item will be tabled until after the Budget Committee meets. It was noted the budget is needed by the April meeting at the latest. However, this will be placed on the February agenda as well.

Meeting Room Name

This was placed on the agenda for an official vote to rename the historic room. Ms. Gambro moved to officially name the room the "Michelle Pfister Meeting Room". Mr. Walter seconded the motion and it was approved unanimously on a voice vote.

Ms. Lindblom has inquired about sign prices and said the cost is based on the size, not the number of words. She found a price of \$250 for a 10-1/2" x 8" sign. Ms. Gambro asked to place this purchase of a plaque on the February agenda and the price should not exceed \$400. It was suggested to hang the sign inside the room.

Review of Executive Session Minutes

Mr. Walter made a motion to remove the February 2015 committee meeting minutes pertaining to Ms. Pfister's evaluation which had been included with the Executive Session minutes. Ms. Lindblom seconded the motion. Unanimous voice vote approval.

The Board also discussed other Executive Session minutes from January 12, 2015, February 9, 2015, March 9, 2015 and December 14, 2015. Ms. Lindblom recommended all except December 14, 2015 remain sealed. She made a motion to release the December 14, 2015 minutes from "Packet 2" and Mr. Walter seconded the motion. Unanimous voice vote approval.

Another motion was made by Ms. Gryder and seconded by Ms. Lindblom to retain "Packet 1" in its current state. Unanimous voice vote approval.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:57pm on a motion by Mr. Walter and second by Ms. Elder. Voice vote approval.

Minutes respectfully submitted by

DATE: 02/02/16
 TIME: 11:30:38
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 02/08/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104117	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0611397-IN		12/22/15	01	BALLAST	82-820-56-00-5620	87.40
						INVOICE TOTAL:	87.40 *
						CHECK TOTAL:	87.40
104118	BAKTAY	BAKER & TAYLOR					
	2031530531		12/24/15	01	BOOKS	84-840-56-00-5686	572.58
						INVOICE TOTAL:	572.58 *
	2031568787		01/06/16	01	BOOKS	84-840-56-00-5686	236.93
						INVOICE TOTAL:	236.93 *
	2031585648		01/11/16	01	BOOKS	84-840-56-00-5686	577.63
						INVOICE TOTAL:	577.63 *
	2031586353		01/12/16	01	BOOKS	84-840-56-00-5686	386.53
						INVOICE TOTAL:	386.53 *
	2031617575		01/18/16	01	BOOKS	82-000-24-00-2480	305.83
						INVOICE TOTAL:	305.83 *
	2031634427		01/22/16	01	BOOKS	84-840-56-00-5686	527.23
						INVOICE TOTAL:	527.23 *
	2031640143		01/22/16	01	BOOKS	84-840-56-00-5686	562.17
						INVOICE TOTAL:	562.17 *
						CHECK TOTAL:	3,168.90
104119	BUGGITER	BUG GIT-ERS LLC					
	2956		01/13/16	01	BI-MONTHLY PEST CONTROL	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/02/16
 TIME: 11:30:38
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 02/08/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104120	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	37145		12/22/15	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5620	650.04
				02	GARBAGE BAGS, BOWL CLEANER,	** COMMENT **	
				03	WINDEX, GLOVES	** COMMENT **	
					INVOICE TOTAL:		650.04 *
	37220		01/25/16	01	CLOROX WIPES	82-820-56-00-5620	80.20
					INVOICE TOTAL:		80.20 *
					CHECK TOTAL:		730.24
104121	ILA	ILA					
	107931		01/07/16	01	ANNUAL MEMBERSHIP RENEWAL	82-820-54-00-5460	175.00
					INVOICE TOTAL:		175.00 *
					CHECK TOTAL:		175.00
104122	MIDWTAPE	MIDWEST TAPE					
	93544680		12/28/15	01	DVDS	82-820-56-00-5685	23.99
					INVOICE TOTAL:		23.99 *
	93547352		12/29/15	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	93560319		12/31/15	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	93579375		01/08/16	01	DVD	82-820-56-00-5685	17.99
					INVOICE TOTAL:		17.99 *
	93591449		01/13/16	01	AUDIO BOOK	84-840-56-00-5683	44.99
					INVOICE TOTAL:		44.99 *
	93595775		01/14/16	01	DVDS	82-820-56-00-5685	92.96
					INVOICE TOTAL:		92.96 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/02/16
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UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 02/08/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104122	MIDWTAPE	MIDWEST TAPE					
	93599008		01/15/16	01	DVD SECURITY CASES	82-820-56-00-5610	141.99
						INVOICE TOTAL:	141.99 *
	93618211		01/22/16	01	AUDIO BOOKS	84-840-56-00-5683	79.98
						INVOICE TOTAL:	79.98 *
	93618418		01/22/16	01	DVD	82-820-56-00-5685	14.99
						INVOICE TOTAL:	14.99 *
	93623470		01/25/16	01	DVDS	82-820-56-00-5685	66.97
						INVOICE TOTAL:	66.97 *
						CHECK TOTAL:	529.84
104123	OVERDRIV	OVERDRIVE					
	H-0032682		01/01/16	01	E-BOOK SUBSCRIPTION ANNUAL	84-840-54-00-5460	3,000.00
				02	RENEWAL	** COMMENT **	
						INVOICE TOTAL:	3,000.00 *
						CHECK TOTAL:	3,000.00
104124	SOUND	SOUND INCORPORATED					
	D1306940		01/27/16	01	NEC BATTERY PACKS	82-820-54-00-5462	73.27
						INVOICE TOTAL:	73.27 *
	R140180		01/12/16	01	CCTV & ACCESS CONTROL ANNUAL	82-820-54-00-5462	797.19
				02	MAINTENANCE CONTRACT RENEWAL	** COMMENT **	
						INVOICE TOTAL:	797.19 *
						CHECK TOTAL:	870.46
104125	TRICO	TRICO MECHANICAL SERVICE GROUP					

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/02/16
 TIME: 11:30:38
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 02/08/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104125	TRICO	TRICO MECHANICAL SERVICE GROUP					
	3854		01/30/16	01	ADDED FREON TO SYSTEM AND	82-820-54-00-5462	300.00
				02	REPLACED SCHRADER VALVE	** COMMENT **	
					INVOICE TOTAL:		300.00 *
					CHECK TOTAL:		300.00
104126	WAREHOUS	WAREHOUSE DIRECT					
	2938613-0		01/11/16	01	TONER, MARKERS, TAPE, PADS	82-820-56-00-5610	141.18
					INVOICE TOTAL:		141.18 *
	2938945-0		01/11/16	01	TONER	82-820-56-00-5610	83.19
					INVOICE TOTAL:		83.19 *
	2945508-0		01/15/16	01	TONER	82-820-56-00-5610	605.64
					INVOICE TOTAL:		605.64 *
	2945532-0		01/15/16	01	TONER	82-820-56-00-5610	216.78
					INVOICE TOTAL:		216.78 *
	2949655-0		01/20/16	01	TONER	82-820-56-00-5610	203.78
					INVOICE TOTAL:		203.78 *
	C2945532-0		01/27/16	01	RETURNED TONER CREDIT	82-820-56-00-5610	-216.78
					INVOICE TOTAL:		-216.78 *
					CHECK TOTAL:		1,033.79
104127	YOUNGM	MARLYS J. YOUNG					
	011116		01/24/16	01	01/11/16 MEETING MINUTES	82-820-54-00-5462	58.00
					INVOICE TOTAL:		58.00 *
					CHECK TOTAL:		58.00
					TOTAL AMOUNT PAID:		10,028.63

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 01/15/16
TIME: 11:50:55
ID: AP225000,CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900023	FNBO	FIRST NATIONAL BANK OMAHA		01/25/16		
	012516-R.FREDRICKSON	12/31/15	01 COMCAST-11/10-12/09 CABLE, 02 VOICE & INTERNET		82-820-54-00-5440 ** COMMENT **	386.96
			19 COMCAST-12/10-01/09 CABLE, 20 INTERNET & VOICE		82-820-54-00-5440 ** COMMENT **	386.96
					INVOICE TOTAL:	773.92*

DATE: 01/15/16
TIME: 11:50:55
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
	012516-J.WEISS	12/31/15	01 NCG CINEMAS-TEEN PROGRAM		82-000-24-00-2480	35.00
			02 CHRISTMAS GIFT CARDS		** COMMENT **	
			03 TARGET-CANDY, BAKING SUPPLIES,		82-820-56-00-5671	95.17
			04 PLATES, GIFT BAGS, CRAFT SETS		** COMMENT **	
					INVOICE TOTAL:	130.17
	012516-M.PFISTER	12/31/15	01 VMI 2500 BUFFER AND SUPPLIES		82-000-24-00-2480	794.96
			02 AMAZON-CORDLESS PHONE BATTERY		82-820-56-00-5610	15.17
			03 AMAZON-MARACAS		82-820-56-00-5671	10.00
					INVOICE TOTAL:	820.13
CHECK TOTAL: \$1,724.22						



UNITED CITY OF YORKVILLE
PAYROLL SUMMARY
 January 15, 2016

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 13,630.61	\$ -	13,630.61	\$ 1,417.04	\$ 971.20	\$ 16,018.85
FINANCE	8,329.64	-	8,329.64	917.34	646.32	9,893.30
POLICE	95,491.25	8,555.39	104,046.64	535.01	7,662.56	112,244.21
COMMUNITY DEV.	11,924.50	-	11,924.50	1,267.58	865.82	14,057.90
STREETS	12,794.50	1,217.85	14,012.35	1,455.05	1,033.04	16,500.44
WATER	14,682.37	214.74	14,897.11	1,583.59	1,083.65	17,564.35
SEWER	7,740.67	-	7,740.67	838.79	588.90	9,168.36
PARKS	15,595.79	-	15,595.79	1,657.83	1,161.70	18,415.32
RECREATION	11,293.23	-	11,293.23	1,059.79	845.18	13,198.20
LIBRARY	14,411.54	-	14,411.54	815.43	1,076.87	16,303.84
TOTALS	\$ 205,894.10	\$ 9,987.98	\$ 215,882.08	\$ 11,547.45	\$ 15,935.24	\$ 243,364.77

TOTAL PAYROLL \$ 243,364.77



**UNITED CITY OF YORKVILLE
PAYROLL SUMMARY
January 29, 2016**

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	483.34	-	483.34	8.85	36.96	529.15
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	3,200.00	-	3,200.00	-	241.73	3,441.73
ADMINISTRATION	12,321.97	-	12,321.97	1,273.95	871.11	14,467.03
FINANCE	8,329.64	-	8,329.64	885.45	623.37	9,838.46
POLICE	99,688.23	2,353.42	102,041.65	535.00	7,486.18	110,062.83
COMMUNITY DEV.	11,924.49	-	11,924.49	1,267.57	865.82	14,057.88
STREETS	12,794.50	1,757.78	14,552.28	1,512.47	1,071.95	17,136.70
WATER	13,544.93	115.43	13,660.36	1,452.10	991.29	16,103.75
SEWER	7,740.67	-	7,740.67	822.83	577.22	9,140.72
PARKS	14,345.79	-	14,345.79	1,524.96	1,066.40	16,937.15
RECREATION	12,937.60	-	12,937.60	1,120.71	963.33	15,021.64
LIBRARY	14,959.62	-	14,959.62	826.62	1,118.77	16,905.01
TOTALS	\$ 213,162.46	\$ 4,226.63	\$ 217,389.09	\$ 11,239.36	\$ 15,982.33	\$ 244,610.78

TOTAL PAYROLL \$ 244,610.78



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, February 08, 2016

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1-4</i>)	02/08/2016	\$10,028.63
Library Check Register (<i>Pages 5 - 6</i>)	01/25/2016	\$1,724.22
Guardian - Jan 2016 life insurance	01/12/2016	\$36.92
Guardian -Jan 2016 dental insurance	01/12/2016	\$419.51
Glatfelter Liability Ins. - Policy Premium	01/12/2016	\$2,641.45
Eye Med - Jan 2016 Vision Ins.	01/12/2016	\$54.24
IPRF -Feb 2016 Worker's Comp. Ins.	01/12/2016	\$890.89
DAC - Jan 2016 HRA Fees	01/26/2016	\$12.00
BCBS Feb 2016 Health Insurance	01/26/2016	\$5,174.15
TOTAL BILLS PAID:		\$20,982.01

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 7</i>)	01/15/2016	\$16,303.84
Bi-weekly (<i>Page 8</i>)	01/29/2016	\$16,905.01
TOTAL PAYROLL:		\$33,208.85

TOTAL DISBURSEMENTS: \$54,190.86



**YORKVILLE PUBLIC LIBRARY
BUDGET REPORT
FOR THE MONTH ENDING JANUARY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	Year-to-Date Totals Total	FISCAL YEAR 2016 BUDGET	% of Budget
			May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15	January-16			
LIBRARY OPERATIONS REVENUES														
<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>Inter-governmental</i>														
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,163	-	955	129	-	960	-	235	764	4,205	5,250	80.10%
82-000-41-00-4170	STATE GRANTS		21,151	-	-	-	-	-	-	-	-	21,151	17,200	122.97%
<i>Fines & Fees</i>														
82-000-43-00-4330	LIBRARY FINES		555	977	762	1,031	301	603	758	415	835	6,236	9,300	67.05%
<i>Charges for Service</i>														
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		-	746	592	493	293	928	-	371	444	3,867	7,500	51.57%
82-000-44-00-4422	COPY FEES		166	189	217	188	194	191	173	125	185	1,629	3,000	54.29%
82-000-44-00-4439	PROGRAM FEES		26	152	88	62	197	34	37	73	66	735	1,000	73.53%
<i>Investment Earnings</i>														
82-000-45-00-4500	INVESTMENT EARNINGS		17	22	27	29	29	34	31	40	43	271	1,500	18.07%
<i>Miscellaneous</i>														
82-000-48-00-4820	RENTAL INCOME		135	100	201	161	130	150	200	200	150	1,427	2,000	71.35%
82-000-48-00-4824	DVD RENTAL INCOME		155	290	294	246	179	160	321	174	229	2,048	5,000	40.95%
82-000-48-00-4850	MISCELLANEOUS INCOME		-	54	121	7	26	44	53	262	17	584	500	116.82%
<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	3,532	21,519	34,168	62.98%
TOTAL REVENUES: LIBRARY			100,100	247,803	13,312	36,284	254,388	14,185	10,503	3,362	6,265	686,202	721,418	95.12%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & 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	15,447	153,640	202,860	75.74%
82-820-50-00-5015	PART-TIME SALARIES		14,809	14,349	21,889	14,729	14,407	14,669	14,025	20,323	13,924	143,125	195,000	73.40%
<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	1,642	16,719	22,569	74.08%
82-820-52-00-5214	FICA CONTRIBUTION		2,231	2,269	3,348	2,225	2,200	2,220	2,171	3,381	2,196	22,241	29,849	74.51%
82-820-52-00-5216	GROUP HEALTH INSURANCE		10,259	5,940	5,480	6,884	4,669	4,586	5,443	4,856	4,852	52,969	78,823	67.20%
82-820-52-00-5222	GROUP LIFE INSURANCE		37	37	37	37	37	37	37	37	37	332	418	79.49%
82-820-52-00-5223	DENTAL INSURANCE		428	428	428	428	385	420	420	420	420	3,776	4,690	80.50%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	54	54	54	54	54	488	496	98.42%
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	3,532	21,389	31,668	67.54%
<i>Contractual Services</i>														
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	-	13	44	210	13	-	280	500	55.91%



**YORKVILLE PUBLIC LIBRARY
BUDGET REPORT
FOR THE MONTH ENDING JANUARY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year										Year-to-Date Totals Totals	FISCAL YEAR 2016	
		3% May-15	17% June-15	25% July-15	33% August-15	42% September-15	50% October-15	59% November-15	67% December-15	75% January-16	BUDGET		% of Budget	
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	-	774	4,416	11,000	40.14%	
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	2,341	19,045	29,000	65.67%	
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	-	2,000	0.00%	
82-820-54-00-5468	AUTOMATION	-	-	3,511	-	-	6,511	795	-	53	10,869	35,000	31.05%	
82-820-54-00-5480	UTILITIES	-	-	389	282	228	287	429	457	923	2,996	15,359	19.50%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	1,500	5,243	782	100	1,700	1,832	2,150	4,656	17,962	20,000	89.81%	
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-	-	1,689	2,190	77.10%	
<i>Supplies</i>														
82-820-56-00-5610	OFFICE SUPPLIES	-	342	298	794	481	1,755	933	629	430	5,662	8,000	70.77%	
82-820-56-00-5620	OPERATING SUPPLIES	13	1,632	248	3,501	417	1,870	323	1	421	8,426	8,000	105.33%	
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	90	-	47	297	81	-	105	620	1,000	62.04%	
82-820-56-00-5685	DVDS	-	208	86	186	118	171	59	150	237	1,214	2,000	60.72%	
TOTAL FUND REVENUES		100,100	247,803	13,312	36,284	254,388	14,185	10,503	3,362	6,265	686,202	721,418	95.12%	
TOTAL FUND EXPENDITURES		54,815	49,052	71,930	52,520	47,070	58,803	47,262	63,776	52,043	497,270	716,122	69.44%	
FUND SURPLUS (DEFICIT)		45,285	198,751	(58,618)	(16,235)	207,318	(44,618)	(36,759)	(60,414)	(45,778)	188,932	5,296		
BEGINNING FUND BALANCE											466,683			
FUND SURPLUS (DEFICIT)											188,932			
ENDING RESERVED FUND BALANCE											334,198			
ENDING UNRESERVED FUND BALANCE											321,417			
ENDING TOTAL FUND BALANCE											655,615			
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	10	22	30	73.07%	
TOTAL REVENUES: LIBRARY DEBT SERVICE		85,009	291,859	9,753	38,397	301,173	10,986	9,449	7	10	746,643	749,876	99.57%	



**YORKVILLE PUBLIC LIBRARY
BUDGET REPORT
FOR THE MONTH ENDING JANUARY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	59%	67%	75%	Year-to-Date Totals	FISCAL YEAR 2016	% of Budget
			May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15	January-16			
LIBRARY DEBT SERVICE EXPENDITURES														
<i>2006 Bond</i>														
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%
<i>2013 Refunding Bond</i>														
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%
TOTAL FUND REVENUES			85,009	291,859	9,753	38,397	301,173	10,986	9,449	7	10	746,643	749,876	99.57%
TOTAL FUND EXPENDITURES			-	107,423	-	-	-	-	-	642,423	-	749,845	749,846	100.00%
FUND SURPLUS (DEFICIT)			85,009	184,436	9,753	38,397	301,173	10,986	9,449	(642,415)	10	(3,202)	30	

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	800	22,750	20,000	113.75%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	1	1	1	1	6	20	32.05%
TOTAL REVENUES: LIBRARY CAPITAL			2,501	2,151	1,801	2,151	6,151	3,451	1,451	2,301	801	22,756	20,020	113.67%

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	55	661	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVDS		-	-	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	1,630	13,032	8,395	155.24%
TOTAL FUND REVENUES			2,501	2,151	1,801	2,151	6,151	3,451	1,451	2,301	801	22,756	20,020	113.67%
TOTAL FUND EXPENDITURES			653	959	1,891	1,156	1,470	1,302	1,853	4,364	1,685	15,331	11,895	128.89%
FUND SURPLUS (DEFICIT)			1,848	1,192	(91)	995	4,681	2,149	(402)	(2,063)	(884)	7,425	8,125	

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	

DATE: 02/02/2016
 TIME: 15:00:20
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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
09	AP-160111	01/06/2016	01	CHRISTMAS SANTA PROGRAM	JEWEL	104105	120515	61.28	
	GJ-160131LB	02/01/2016	08	Jan 2016 Deposits					1,075.00
	AP-60125M	01/15/2016	162	NCG CINEMAS-TEEN PROGRAM	FIRST NATIONAL BANK	900023	012516-J.WEISS	35.00	
		01/15/2016	163	VMI 2500 BUFFER AND SUPPLIES	FIRST NATIONAL BANK	900023	012516-M.PFISTER	794.96	
				TOTAL PERIOD 09 ACTIVITY				891.24	1,075.00
				TOTAL ACCOUNT ACTIVITY				5,417.20	8,958.15
				ENDING BALANCE					6,995.91
				GRAND TOTAL				0.00	6,995.91
				TOTAL DIFFERENCE				0.00	6,995.91



**YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of January 31, 2016**

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	\$ 502,229			
Building Development Fees	Old Second	12,049	13,603	13,863	14,508	14,689	20,038	21,636	18,723	19,339			
Library Operations	IMET *	8,837	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	171,394			
Library Debt Service	Illinois Funds	13,689	0	0	0	58,459	69,444	78,893	78,900	10			
Total:		\$ 549,233	\$ 734,698	\$ 676,710	\$ 659,897	\$ 925,352	\$ 898,357	\$ 873,164	\$ 746,441	\$ 701,809	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD	\$ 16,846	\$ 17,472	\$ 16,916	\$ 16,831	\$ 16,756	\$ 16,440	\$ 16,645	\$ 15,942	\$ 16,304	\$ -	\$ -	\$ -
2 ND PAY PERIOD	16,861	16,868	16,322	16,789	16,518	17,116	16,217	19,220	16,905	-	-	-
3 RD PAY PERIOD	-	-	16,998	-	-	-	-	15,760	-	-	-	-
Total	\$ 33,706	\$ 34,340	\$ 50,236	\$ 33,620	\$ 33,274	\$ 33,556	\$ 32,862	\$ 50,922	\$ 33,209	\$ -	\$ -	\$ -

JANUARY 2016

Jan. 2016 Circ by Transaction Type	All Transactions	Checkout + Renewals	Checkouts	Renewals	All Holds Placed	Holds Filled	Checkins	Usage
Yorkville Public Library - YKBB-3	12,048	5,904	5,186	718	288	1,353	4,503	0

Yorkville borrowed 692 items from other libraries.

Yorkville lent 1,119 items to other libraries.

245 items were checked out to reciprocal borrowers at Yorkville

372 items were added.

82 patrons were added.

768 OMNI E-books were checked out.

207 OMNI e-audio books were checked out.

6 OMNI videos were streamed

216 People used OMNI.

26 Illinois e-read books were checked out.

17 Illinois e-read audio books were checked out.

18 people used Illinois e-read.

E-commerce patrons paid \$84.50

January

**Public Relations - Kendall Country Record - Beacon News
- Sun Times- WSBY Chamber of Commerce**

**Meetings, Workshop
Programs, Activities
Adult Programs**

Number Attending	
5	Adult Book Discussion,
7	Lunch Time Book Club
8	Men's Book Club
11	Friends Meeting
8	Threads and More
9	Creative Writing –Lisa Macaione
8	EBook Drop-in-Help
10	Plarn - Jessica Faedtke
	Mini Golf FunRaiser

Young Adult Programs

25	Teen Meeting -TAG (2 programs)
11	Writing Group(2times) Laura Mackley

Children Programs

17	Yorkville Junior Women's Story Time
72	Tots and Toddlers (2 Programs)
9	Lapsit
27	Dance Party -Theron Garcia
9	Read with Paws
11	Afternoon Read (2 times)
8	Ice Cream Book Club
8	Spanish Story Time – Marta Duran
16	Lego Club
29	Lego Club Duplo
4	Grade 1 -2 Book Club (2 programs)
29	Book Club (Grades 1-2 – 2 programs)
14	Book Club (Grades 3-5 – 2 programs)
41	Panera Stories (2 programs)
21	Literacy Center
22	Home School Program

Patron Count

5,841

Meeting Room

Library 10- Rent 3 -City

Teens Volunteers

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

Adult Volunteers

Friends cleaning children's shelves

Gifts and Memorials

Jim and Jean Birch \$100.00
\$1000 from Virginia Nauman
in Memory of Corabelle Miller-Chase