

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
June 13, 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
 - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
 - Policy
 - Finance
 - Personnel
 - Community Relations
12. Unfinished Business
 - Evening Hours
 - Update on Cost Cutting
13. New Business
 - Nominations of Officers
 - Inventory Update
 - State Report
14. Executive Session (if needed)
 1. 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.
15. Adjournment

DRAFT

Yorkville Public Library
Board of Trustees
Monday, May 9, 2016, 7pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Barb Johnson.

Roll Call:

Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:05pm), Sandy Lindblom-yes, Barb Johnson-yes, Jo Ann Gryder-yes, Russ Walter-yes, Carol LaChance-yes

Absent: Beth Gambro, Kate Elder

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson

Recognition of Visitors:

Vice-President Johnson recognized Mr. Fredrickson.

Amendments to the Agenda: None

Minutes: April 11, 2016

The minutes were approved on a motion by Ms. Gryder and second by Ms. Chacon. Voice vote approval. Ms. Johnson questioned if the letter to the State representatives, discussed last month, had been written. She also asked if the lighting company had been contacted about adjusting the library lighting schedule. Both of these items will be kept on the agenda for further discussion.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom said \$1,148.52 was paid with the credit card. Many adults and children's books were purchased with money from the Gifts and Memorial Fund. She highlighted some of the other larger bills and said the bill total is \$14,069.35.

Treasurer Lindblom said Today's Business Solution was paid from the next FY budget. It is the annual licensing fee in the amount of \$3,479.90 for the public computers and card system. There were 2 payroll periods. The total disbursements for the month is \$61,827.75. Memorials and Special Gifts Fund has \$6,071.73 with about \$1,300 from the Gardner memorial.

Budget Report

Some property tax was received and the revenues are at 96.7% of the budget. Salaries stayed under 100% even with the increases and insurance costs are at about the 100% level due to higher than anticipated increases. Office supplies were slightly over 100% and operating supplies were substantially over budget. The library should have a small surplus at the end of the FY. Development fees received were \$4,200. Ms. Chacon questioned the RENEW program which is a building incentive program.

Cash Statement

Mr. Walter inquired about the status of the IMET Funds. Mr. Fredrickson said funds have not been distributed yet until a ruling is issued. Trustee Gryder questioned the charge for IPRF worker's comp audit. Mr. Fredrickson said it's an annual audit and the City had to pay an additional \$20,000 this year.

Payment of Bills

Trustee Gryder moved to pay the bills as follows and Trustee Walter seconded the motion.

\$26,596.85 Accounts Payable

\$35,230.90 Payroll

\$61,827.75 TOTAL

Roll call: Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes. Passed 7-0.

Report of the Library Director:

1. Ms. Pfister presented the monthly statistics
2. Over 10,000 e-books have been checked out so far for the fiscal year
3. \$187.85 was collected in fines
4. Ms. Pfister was one of 45 directors who attended Prairiecat Assembly, discussed automation
5. Adult program "polishing your manuscript" attended by 17 people
6. Seven people joined creative writing group
7. Jackie O program attended by 65 people
8. Community storytime held at martial arts studio, will be held at other locations in future
9. Celebrated National Library Week, had handouts for patrons
10. Holding movie day at library
11. Friends contributed \$2,000 and additional \$1,000 as of today
12. Staff member will make puppet theatre
13. Lawrence Gardner memorial money, \$1,300, will be spent on large print books
14. Presented info to sign up for email newsletter, 46 already signed up
15. Michelle would like to have yard clean-up, cost last year was \$1,700
16. Mannheim Steamroller drummer concert scheduled for May 10
17. Nomination of officers to be held in June with a vote in July
18. Michelle thanked the Board for the room dedication event prior to the meeting

City Council Liaison No report

Standing Committees:

Policy

Ms. Gryder said the policy book has been revised by Ms. Johnson and her.

Unfinished Business:

Evening Hours

Ms. Johnson said the Board agrees the hours need to be extended depending on funding. Ms. Rodriguez suggested the funding should be addressed first by establishing the coffee shop or by cost-cutting. Ms. Gryder suggested having people or businesses sponsor an "Adopt a Sunday Program" and she will provide website info to the Board.

Ms. Rodriguez said the coffee shop location should be closer to the actual library and could be staffed by teens doing in-service hours. Having volunteers would bring in revenue very quickly. She also said the Adopt A Sunday program should be more than just Sunday and perhaps include expanded hours.

The Finance and Community Relations Committees will be asked to explore this possibility prior to the next Board meeting.

New Business:

Update on Cost Cutting

This information is being gathered by Trustee Elder and will be discussed at a later time.

Participants in Public Act 92-0166 Non-Resident Card

Each year the Library Board must vote to allow non-residents to buy a library card, the cost being based on their tax bill. Ms. Gryder read the policy for the Board and then made a motion to participate in Public Act 92-0166 non-residential program. Ms. Lindblom seconded the motion and the motion passed unanimously on a voice vote.

In other discussion, Trustee Rodriguez reminded the Board of the August 2nd Book Bonanza being held at the library. She asked for volunteers for the event which will include both morning and evening hours. All profits will go to the library.

Regarding an earlier discussion in the meeting, Ms. Gryder said The Friends will assemble a group of volunteers if mulch is received from ComEd after a spring clean-up.

Ms. LaChance inquired if the library building will be painted. A portion above the older part of the library was repaired and painted. Mr. Fredrickson said the Fund Balance is about \$335,000. Ms. Chacon made a motion to paint the entire building and Ms. LaChance seconded the motion. The motion was revised to say that estimates will be obtained. The last bid received was \$25,000 and it was noted there is already a problem starting with a pump which would be a very expensive repair. A voice vote unanimously approved obtaining bids. Ms. Rodriguez said she would like to know the cost of a new pump, if needed, before deciding on painting the building.

Executive Session:

At approximately 7:44pm, Ms. Gryder made a motion to adjourn out of regular session and move 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.** Mr. Walter seconded the motion.

Roll call: Lindblom-yes, Johnson-yes, Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes. Passed 7-0

The Executive session concluded at approximately 8:35 and the Board returned to regular session with the following Board members present for the remainder of the regular session: Chacon, Rodriguez, Lindblom, Johnson, Gryder, Walter, Lachance. Ms. LaChance made a motion to approve the Library Director goal recommendations as discussed and Ms. Rodriguez seconded the motion. There was a voice vote approval.

Adjournment:

There was no further business and the meeting was adjourned by Vice-President Johnson at 8:36pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 05/17/16
TIME: 13:30:20
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 16

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900027	FNBO	FIRST NATIONAL BANK OMAHA			05/25/16		
	052516-A.SIMMONS2	04/29/16	01	KONICA-2/19-3/18 COPIER CHARGE		82-820-54-00-5462	5.43
			02	KONICA-IMAGING CARTRIDGE		82-820-54-00-5462	225.17
						INVOICE TOTAL:	230.60 *



DATE: 05/17/16
TIME: 13:30:20
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 16

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900027	FNBO	FIRST NATIONAL BANK OMAHA			05/25/16		
	052516-J.WEISS	04/29/16	01	TARGET-STORYTIME SUPPLIES		82-820-56-00-5671	118.08
			02	DOLLAR TREE-STORYTIME SUPPLIES		82-820-56-00-5671	9.00
				INVOICE TOTAL:			127.08 *



DATE: 05/17/16
TIME: 13:30:20
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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 16

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900027	FNBO	FIRST NATIONAL BANK OMAHA			05/25/16		
	052516-M.PFISTER	04/29/16	01	AMAZON-COLD PACKS, SKELETON		82-820-56-00-5610	151.64
			02	KEYS, BOOKS		** COMMENT **	
			03	STAMPS		82-820-54-00-5452	94.00
						INVOICE TOTAL:	245.64 *



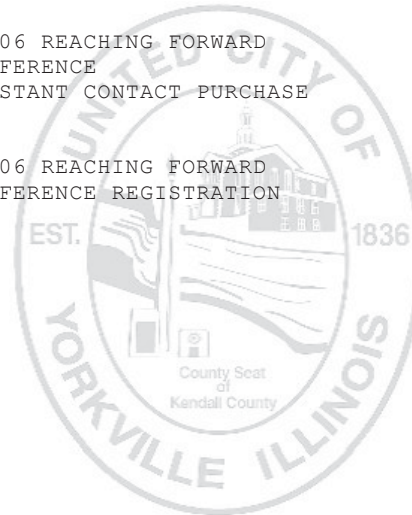
TOTAL AMOUNT PAID: \$603.32

DATE: 05/17/16
TIME: 13:36:13
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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 17

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900028	FNBO	FIRST NATIONAL BANK OMAHA			05/25/16		
	052516-A.SIMMONS	04/29/16	02	LIBERTY MUTUAL BOND RENEWAL		82-820-54-00-5462	100.00
						INVOICE TOTAL:	100.00 *
						*	
	052516-S.AUGUSTINE	04/29/16	01	05/06 REACHING FORWARD		82-820-54-00-5412	150.00
			02	CONFERENCE		** COMMENT **	
			03	CONSTANT CONTACT PURCHASE		82-000-24-00-2480	45.00
						INVOICE TOTAL:	195.00 *
	052516-S.IWANSKI	04/25/16	01	05/06 REACHING FORWARD		82-820-54-00-5412	150.00
			02	CONFERENCE REGISTRATION		** COMMENT **	
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	445.00
						TOTAL AMOUNT PAID:	445.00



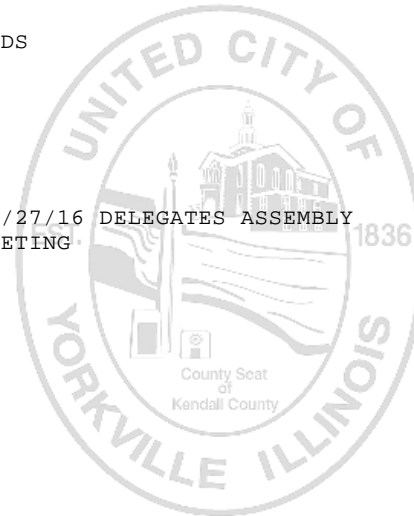
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UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 16

CHECK DATE: 06/13/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104180	LLWCONS	LLW CONSULTING INC.					
	10392		05/09/16	01	04/04 & 04/18 ON-SITE SUPPORT	82-820-54-00-5462	720.00
						INVOICE TOTAL:	720.00 *
						CHECK TOTAL:	720.00
104181	MIDWTAPE	MIDWEST TAPE					
	93920105		04/29/16	01	DVDS	82-820-56-00-5685	52.97
						INVOICE TOTAL:	52.97 *
						CHECK TOTAL:	52.97
104182	PRAIRCAT	PRAIRIECAT					
	4792		05/04/16	01	04/27/16 DELEGATES ASSEMBLY	82-820-54-00-5412	13.00
				02	MEETING	** COMMENT **	
						INVOICE TOTAL:	13.00 *
						CHECK TOTAL:	13.00
						TOTAL AMOUNT PAID:	785.97



DATE: 06/08/16
TIME: 08:38:57
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UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 17

CHECK DATE: 06/13/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104183	AMPERAGE	AMPERAGE	ELECTRICAL	SUPPLY	INC		
	0633305-IN		05/04/16	01	BALLAST, LAMPS	82-820-56-00-5620	342.42
					INVOICE TOTAL:		342.42 *
	0633342-IN		05/04/16	01	LAMP	82-820-56-00-5620	53.40
					INVOICE TOTAL:		53.40 *
	0633465-IN		05/04/16	01	BALLAST, LAMP	82-820-56-00-5620	190.98
					INVOICE TOTAL:		190.98 *
	0633681-IN		05/05/16	01	BATTERY	82-820-56-00-5620	66.20
					INVOICE TOTAL:		66.20 *
	0635504-IN		05/13/16	01	BALLAST	82-820-56-00-5620	89.40
					INVOICE TOTAL:		89.40 *
	0636468-IN		05/11/16	01	LIGHT BALLAST	82-820-56-00-5620	355.45
					INVOICE TOTAL:		355.45 *
	0637182-IN		05/24/16	01	BALLAST	82-820-56-00-5620	169.10
					INVOICE TOTAL:		169.10 *
					CHECK TOTAL:		1,266.95
104184	AUGUSTIS	SHELLY	AUGUSTINE				
	050916		05/09/16	01	REACHING FORWARD CONFERENCE	82-820-54-00-5415	69.14
				02	TRAVEL REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		69.14 *
					CHECK TOTAL:		69.14
104185	BAKTAY	BAKER & TAYLOR					
	2031964070		05/02/16	01	BOOKS	84-840-56-00-5686	487.41
					INVOICE TOTAL:		487.41 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104185	BAKTAY	BAKER & TAYLOR					
	2031987568		05/06/16	01	BOOKS	84-840-56-00-5686	374.61
						INVOICE TOTAL:	374.61 *
	2032016411		05/18/16	01	BOOKS	82-000-24-00-2480	322.21
						INVOICE TOTAL:	322.21 *
	2032030826		05/24/16	01	BOOKS	84-840-56-00-5686	407.79
						INVOICE TOTAL:	407.79 *
	2032033560		05/23/16	01	BOOKS	82-000-24-00-2480	381.79
						INVOICE TOTAL:	381.79 *
						CHECK TOTAL:	1,973.81
104186	BNYMGLOB	THE BANK OF NEW YORK MELLON					
	252-1945180		05/11/16	01	BOND, SERIES 2013 ADMIN & TAX	82-820-54-00-5498	1,100.00
				02	ESCROW AGENT FEES	** COMMENT **	
						INVOICE TOTAL:	1,100.00 *
						CHECK TOTAL:	1,100.00
104187	BUGGITER	BUG GIT-ERS LLC					
	3130		05/11/16	01	MAY PEST CONTROL	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
104188	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	37588		05/03/16	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5620	630.10
				02	TISSUE, GARBAGE BAGS, VACUUM	** COMMENT **	
				03	BAGS, SOAP, AIR FRESHENER,	** COMMENT **	

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 06/08/16
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UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 17

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104188	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	37588		05/03/16	04	WINDEX, BOWL CLEANER	** COMMENT ** INVOICE TOTAL:	630.10 *
					CHECK TOTAL:		630.10
104189	CINTASFP	CINTAS CORPORATION NO. 2					
	F9400140079		04/12/16	01	ANNUAL FIRE EXTINGUISHER	82-820-54-00-5462	124.95
				02	INSPECTION	** COMMENT ** INVOICE TOTAL:	124.95 *
					CHECK TOTAL:		124.95
104190	DEBORDD	DEBORD, DIXIE					
	051216		05/12/16	01	CATALOGING WORKSHOP MILEAGE	82-820-54-00-5415	53.46
				02	REIMBURSEMENT	** COMMENT ** INVOICE TOTAL:	53.46 *
					CHECK TOTAL:		53.46
104191	DEOCONSU	DALE OBROCHTA					
	071416		05/05/16	01	07/14/16 SUMMER READING	82-000-24-00-2480	350.00
				02	PROGRAM BALLOON SHOW	** COMMENT ** INVOICE TOTAL:	350.00 *
					CHECK TOTAL:		350.00
104192	EBERHARM	MARIANNE EBERHARDT					
	051316		05/13/16	01	SCHOLASTIC BOOK FAIR MILEAGE	82-820-54-00-5415	41.04
				02	REIMBURSEMENT	** COMMENT ** INVOICE TOTAL:	41.04 *
					CHECK TOTAL:		41.04

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104193	ERICSCUT	ERIC K HILL					
	1547		05/16/16	01	TRIM BUSHES, REMOVE 20 SHRUBS	82-820-54-00-5495	2,275.00
				02	PULL WEEDS, LEAF CLEAN-UP,	** COMMENT **	
				03	TRIM LOWER GROUND COVER	** COMMENT **	
					INVOICE TOTAL:		2,275.00 *
					CHECK TOTAL:		2,275.00
104194	LLWCONS	LLW CONSULTING INC.					
	10393		05/23/16	01	05/09 & 05/23 ON-SITE COMPUTER	82-820-54-00-5462	720.00
				02	SUPPORT	** COMMENT **	
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
104195	LOGOSHRT	THE LOGO SHIRT FACTORY					
	G25225		05/21/16	01	8 RAGLAN JERSEYS	82-000-24-00-2480	159.92
					INVOICE TOTAL:		159.92 *
					CHECK TOTAL:		159.92
104196	MENARDS	MENARDS YORKVILLE					
	46004		05/20/16	01	BATTERIES	82-820-56-00-5620	19.98
					INVOICE TOTAL:		19.98 *
					CHECK TOTAL:		19.98
104197	MENLAND	MENARDS - YORKVILLE					
	45807		05/18/16	01	PLASTIC FORKS, SWIFFER REFILL,	82-820-56-00-5620	96.76
				02	CLOROX WIPES, GRASS SEED	** COMMENT **	
					INVOICE TOTAL:		96.76 *
					CHECK TOTAL:		96.76

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
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104198	MIDWTAPE	MIDWEST TAPE						
	93930187		05/03/16	01	AUDIO BOOKS	84-840-56-00-5683	253.91	
					INVOICE TOTAL:		253.91	*
	93947037		05/09/16	01	AUDIO BOOKS	84-840-56-00-5683	25.99	
					INVOICE TOTAL:		25.99	*
	93968880		05/16/16	01	DVDS	82-820-56-00-5685	22.99	
					INVOICE TOTAL:		22.99	*
	93972866		05/17/16	01	AUDIO BOOKS	84-840-56-00-5683	44.99	
					INVOICE TOTAL:		44.99	*
	94005912		05/27/16	01	DVDS	82-820-56-00-5685	98.95	
					INVOICE TOTAL:		98.95	*
					CHECK TOTAL:			446.83
104199	OESTREIC	OESTREICH SALES & SERVICE, INC						
	216623		06/03/16	01	ADJUST DOOR CLOSURE	82-820-54-00-5495	175.50	
					INVOICE TOTAL:		175.50	*
					CHECK TOTAL:			175.50
104200	ORIENTAL	ORIENTAL TRADING CO INC						
	677588532-01		05/09/16	01	STORYTIME SUPPLIES	82-820-56-00-5671	95.31	
					INVOICE TOTAL:		95.31	*
					CHECK TOTAL:			95.31
104201	RIVISTAS	RIVISTAS SUBSCRIPTION SERVICES						
	25036		05/19/16	01	MAGAZINE SUBSCRIPTIONS	82-820-54-00-5460	1,725.17	
					INVOICE TOTAL:		1,725.17	*
					CHECK TOTAL:			1,725.17

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104202	SOUND	SOUND INCORPORATED					
	R142323		05/13/16	01	6/1/16-8/31/16 SERVICE	82-820-54-00-5462	291.00
				02	AGREEMENT	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00
104203	TRICO	TRICO MECHANICAL SERVICE GROUP					
	3942		05/24/16	01	REPAIR BOILER PUMP	82-820-54-00-5462	1,907.06
					INVOICE TOTAL:		1,907.06 *
					CHECK TOTAL:		1,907.06
104204	WAREHOUS	WAREHOUSE DIRECT					
	3062419-0		05/06/16	01	PAPER, STAMP, TONER, INK	82-820-56-00-5610	264.79
				02	CARTRIDGE	** COMMENT **	
					INVOICE TOTAL:		264.79 *
	3078188-0		05/24/16	01	TONER, INK CARTRIDGES, LABELS,	82-820-56-00-5610	700.30
				02	ENVELOPES	** COMMENT **	
					INVOICE TOTAL:		700.30 *
					CHECK TOTAL:		965.09
104205	YOUNGM	MARLYS J. YOUNG					
	050916		05/30/16	01	MAY 9 MEETING MINUTES	82-820-54-00-5462	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
					TOTAL AMOUNT PAID:		14,637.07

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 6, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 12,096.98	\$ -	12,096.98	\$ 1,273.94	\$ 841.25	\$ 14,212.17
FINANCE	8,329.63	-	8,329.63	917.33	644.71	9,891.67
POLICE	101,474.82	2,139.71	103,614.53	970.84	7,595.92	112,181.29
COMMUNITY DEV.	13,112.48	-	13,112.48	1,267.57	953.96	15,334.01
STREETS	12,803.53	-	12,803.53	1,325.62	938.96	15,068.11
WATER	13,544.94	92.27	13,637.21	1,449.64	982.36	16,069.21
SEWER	7,750.28	-	7,750.28	839.80	589.03	9,179.11
PARKS	16,774.25	123.46	16,897.71	1,538.08	1,253.29	19,689.08
RECREATION	13,710.93	-	13,710.93	1,059.79	1,024.15	15,794.87
LIBRARY	15,709.23	-	15,709.23	826.62	1,174.27	17,710.12
TOTALS	\$ 215,307.07	\$ 2,355.44	\$ 217,662.51	\$ 11,469.23	\$ 15,997.90	\$ 245,129.64
TOTAL PAYROLL						\$ 245,129.64



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

May 20, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	8.85	44.61	636.80
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	4,000.00	-	4,000.00	-	299.56	4,299.56
ADMINISTRATION	15,541.05	26.08	15,567.13	1,654.80	1,106.71	18,328.64
FINANCE	8,618.83	-	8,618.83	916.19	643.90	10,178.92
POLICE	111,584.41	2,402.22	113,986.63	553.72	8,366.40	122,906.75
COMMUNITY DEV.	17,543.72	-	17,543.72	1,730.97	1,292.93	20,567.62
STREETS	13,129.27	-	13,129.27	1,371.40	963.86	15,464.53
WATER	14,606.62	403.12	15,009.74	1,532.41	1,087.36	17,629.51
SEWER	8,020.18	-	8,020.18	852.55	598.20	9,470.93
PARKS	16,058.55	31.94	16,090.49	1,597.43	1,191.52	18,879.44
RECREATION	14,239.15	-	14,239.15	1,132.60	1,056.95	16,428.70
LIBRARY	16,080.55	-	16,080.55	855.55	1,202.65	18,138.75

TOTALS \$ 240,997.35 \$ 2,863.36 \$ 243,860.71 \$ 12,215.32 \$ 17,930.50 \$ 274,006.53

TOTAL PAYROLL \$ 274,006.53



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, June 13, 2016

ACCOUNTS PAYABLE

Library CC Check Register - FY16 <i>(Pages 1-3)</i>	05/25/2016	\$603.32
Library CC Check Register - FY17 <i>(Page 4)</i>	05/25/2016	\$445.00
Library Check Register - FY 16 <i>(Page 5)</i>	06/13/2016	\$785.97
Library Check Register - FY 17 <i>(Pages 6 - 11)</i>	06/13/2016	\$14,637.07

FY 2016

DR Horton - RENEW Build Program-2722 Cranston	05/10/2016	\$500.00
DR Horton - RENEW Build Program-2484 Ellsworth	05/10/2016	\$250.00

FY 2017

Guardian -May 2016 life insurance	05/12/2016	\$36.92
Guardian -May 2016 dental insurance	05/12/2016	\$428.07
Eye Med - May 2016 Vision Ins.	05/12/2016	\$54.24
IPRF -June 2016 Workers Comp	05/12/2016	\$922.78
Glatfelter Liability Ins. - Installment #5	05/12/2016	\$1,000.26
DAC - May 2016 HRA Fees	05/24/2016	\$12.00
Dearborne National - May 2016 Life Ins	05/24/2016	\$33.60
BCBS - June 2016 Health Insurance	05/24/2016	\$5,785.96

TOTAL BILLS PAID:		\$25,495.19
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PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 12)</i>	05/06/2016	\$17,710.12
Bi-weekly <i>(Page 13)</i>	05/20/2016	\$18,138.75

TOTAL PAYROLL:	\$35,848.87
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TOTAL DISBURSEMENTS:	<u>\$61,344.06</u>
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
FOR THE MONTH ENDING MAY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES						
<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES		61,391	61,391	644,719	9.52%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX		882	882	5,250	16.81%
82-000-41-00-4170	STATE GRANTS		-	-	17,200	0.00%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES		459	459	9,300	4.94%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	365	7,500	4.87%
82-000-44-00-4422	COPY FEES		275	275	3,000	9.17%
82-000-44-00-4439	PROGRAM FEES		44	44	1,000	4.40%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS		58	58	350	16.48%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME		115	115	2,000	5.75%
82-000-48-00-4824	DVD RENTAL INCOME		187	187	5,000	3.74%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	78	500	15.59%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL		1,757	1,757	36,068	4.87%
TOTAL REVENUES: LIBRARY			65,612	65,612	731,887	8.96%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES		15,825	15,825	217,309	7.28%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,965	201,825	7.91%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,682	23,470	7.17%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,377	31,448	7.56%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	11,742	83,960	13.98%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	34	403	8.34%
82-820-52-00-5223	DENTAL INSURANCE		440	440	5,638	7.81%
82-820-52-00-5224	VISION INSURANCE		54	54	651	8.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	2,500	0.00%
82-820-52-00-5231	LIABILITY INSURANCE		1,757	1,757	33,568	5.24%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES		300	300	500	60.00%
82-820-54-00-5415	TRAVEL & LODGING		-	-	600	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	100	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	6,000	0.00%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	500	0.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	-	12,000	0.00%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
FOR THE MONTH ENDING MAY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
82-820-54-00-5462	PROFESSIONAL SERVICES		3,580	3,580	29,000	12.34%
82-820-54-00-5466	LEGAL SERVICES		-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	35,000	0.00%
82-820-54-00-5480	UTILITIES		-	-	16,281	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		496	496	25,000	1.98%
82-820-54-00-5498	PAYING AGENT FEES		-	-	2,190	0.00%
Supplies						
82-820-56-00-5610	OFFICE SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5620	OPERATING SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	1,000	0.00%
82-820-56-00-5685	DVD'S		-	-	2,000	0.00%
82-820-56-00-5686	BOOKS		-	-	5,000	0.00%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE		-	-	3,000	0.00%
TOTAL FUND REVENUES			65,612	65,612	731,887	8.96%
TOTAL FUND EXPENDITURES			54,252	54,252	756,943	7.17%
FUND SURPLUS (DEFICIT)			11,361	11,361	(25,056)	

BEGINNING FUND BALANCE

496,243

FUND SURPLUS (DEFICIT)

11,361

ENDING RESERVED FUND BALANCE

334,198

ENDING UNRESERVED FUND BALANCE

173,406

ENDING TOTAL FUND BALANCE

507,604

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES	73,129	73,129	749,771	9.75%
83-000-45-00-4500	INVESTMENT EARNINGS	-	-	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE		73,129	73,129	752,771	9.71%

LIBRARY DEBT SERVICE EXPENDITURES

2006 Bond					
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	50,000	0.00%
83-830-84-00-8050	INTEREST PAYMENT	-	-	29,738	0.00%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
FOR THE MONTH ENDING MAY 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
2013 Refunding Bond						
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	500,000	0.00%
83-830-99-00-8050	INTEREST PAYMENT		-	-	173,033	0.00%
TOTAL FUND REVENUES			73,129	73,129	752,771	9.71%
TOTAL FUND EXPENDITURES			-	-	752,771	0.00%
FUND SURPLUS (DEFICIT)			73,129	73,129	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,100	3,100	20,000	15.50%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	10	6.90%
TOTAL REVENUES: LIBRARY CAPITAL			3,101	3,101	20,010	15.50%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	0.00%
84-840-56-00-5683	AUDIO BOOKS		-	-	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	0.00%
84-840-56-00-5685	DVD'S		-	-	-	0.00%
84-840-56-00-5686	BOOKS		-	-	8,395	0.00%
TOTAL FUND REVENUES			3,101	3,101	20,010	15.50%
TOTAL FUND EXPENDITURES			-	-	11,895	0.00%
FUND SURPLUS (DEFICIT)			3,101	3,101	8,115	

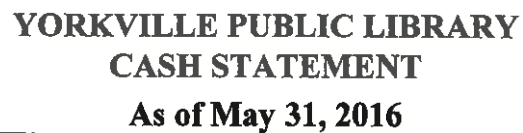
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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT

PAGE: 1
F-YR: 17

ACTIVITY THROUGH FISCAL PERIOD 01

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480			(L)	ESCROW - MEMORIALS & GIFTS					
01		05/01/2016		BEGINNING BALANCE					6,071.73
	AP-160525	05/17/2016	08	CONSTANT CONTACT PURCHASE	FIRST NATIONAL BANK	900028	052516-S.AUGUSTINE	45.00	
	GJ-160531LB	06/06/2016	08	May 2016 Deposits					1,640.00
				TOTAL PERIOD 01 ACTIVITY				45.00	1,640.00
				TOTAL ACCOUNT ACTIVITY				45.00	1,640.00
				ENDING BALANCE					7,666.73
				GRAND TOTAL				0.00	7,666.73
				TOTAL DIFFERENCE				0.00	7,666.73

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PAYROLL

[illegible]

MONTHLY STATS FY 2017

MAY 2016

May 2016 Monthly Circ by Transaction Type	All Trans actions	Checkout + Renewals	Check- outs	Re newals	All Holds Placed	Holds Filled	Check ins	Usage
Yorkville Public Library - YKBB-3	12,809	5,825	4,951	874	402	1,107	5,475	0

Yorkville borrowed 944 items from other libraries.

Yorkville lent 578 items to other libraries.

169 items were checked out to reciprocal borrowers at Yorkville.

99 Patrons were added.

453 items were added.

625 OMNI e-books were checked out.

208 OMNI e-audio books were checked out.

3 OMNI streaming videos were checked out.

201 OMNI users in May.

47 Illinois E-read books were checked out.

14 Illinios E-read audio books were checked out.

21 Illinois E-read users in May.

Patrons paid \$295.98 thru E-commerce in May.

May		
Public Relations	Kendall Country Record - Beacon News Sun Times-WSBY Chamber of Commerce	
Meetings, Workshop	Reaching Forward Conference Augustine-Iwanski Cataloging DeBord	
Programs, Activities	Number Attending	
Adult Programs	Adult Book Discussion,	3
	Lunch Time Book Club	8
	Men's Book Club	8
	Friends Meeting	13
	Threads and More	9
	Creative Writing –Lisa Macaione	12
	EBook Drop-in-Help	3
	Plam - Jessica Faedtke	4
	Creative Coloring	8
	Drop-in-EBook	5
	Music Performance by Tom Sharp	
	Drummer for Mannheim Steamroller	55
Young Adult Programs	Teen Meeting -TAG (3 programs)	20
	Writing Group(2times) Laura Mackley	11
	Community Service Day – Plano High School	2
Children Programs	Yorkville Junior Women's Story Time	9
	Tots and Toddlers (2 Programs)	37
	Lapsit	4
	Dance Party -Theron Garcia	13
	Read with Paws	12
	Afternoon Read (3 Programs)	14
	Ice Cream Book Club	6
	Spanish Story Time – Marta Duran	4
	Lego Club	10
	Lego Club Duplo (2programs)	32
	Grade 1 -2 Book Club (2 programs)	4
	Book Club (Grades 1-2 – 2 programs)	3
	Book Club (Grades 3-5 – 2 programs)	8
	Literacy Center	8
	Home School Program	27
	Panera Story time (2 times)	25
	Community Story time (2 programs)	71
	Mother's Day Make and Take Craft	9
	Movie Day (2 programs)	20
	Gear Up for Kindergarten (4 Programs)	134
	Bristol Bay Grade School	650
	Yorkville Grade School	150

Meeting Room	Library 9- Rent 2-City
Patron Count	6,451
Teens Volunteers	Breanna English, Anna Halsey, Juleah Richardson, Morgan List, Jasmin Filippi, Rebecca Chacon, Natalie Malinowski
Adult Volunteers	Friends cleaning adult shelves
Gifts and Memorials	<p>\$92.00 Yorkville Lion's Club Magazine Donation Men's Health and Readers Digest –LP</p> <p>\$24.00 Marianne Eberhardt Magazine Donation National Geographic for Kids</p> <p>\$25.00 Shirley Ellis - \$25 Lawrence Gardner from Jo Ann Gryder</p> <p>\$30.00 TAG Brick</p>

Inventory

2006 furnishing and equipping the library from bond money

Furniture cost	Equipment	Lighting	
			600,000.00
Furnishing used from existing library			10,000.00
		Total	610,000.00

Items purchased in 2007/2008

Cart	498.00
2 Dictionary holders	39.00
Telephone System	11,984.00
toaster Oven	199.00
Shelving	1,109.00
Theatre Post	457.00
Coin bill tower	2,095.00
Checkpoint system	112,227.00
Garment rack	460.00
Steel organizer for workroom	306.00
Shelves	923.00
Microwave & refrigerator	908.00
cabinets	298.00
2 Laminators	506.00
Laser Printer	603.00
Printer	342.00
Tables for meeting room	1,700.00
Shedder	200.00
Coin and bill tower	2,095.00
Bar code scanner	516.00
Coffee maker	99.00
Headphones	357.00
Fireside art piece	2,500.00
Framed historical pictures	1,400.00
Signs	414.00
Christmas decoration	644.00
2 Microwaves	318.00
Wireless-G access point	174.00
Speakers for projectors	50.00
Projector	1,000.00
Projector stand	300.00
Easel	78.00
File Cabinet	439.00
Palm tree	188.00
Receipt Printer	203.00
Display sign	136.00
Digital Reader Printer	9,987.00
Konica Minolta color printer	7,936.00
Konica Minolta second floor	4,192.00

Phillips heart start	2,119.00
Book truck	961.00
2 Rocking chairs	434.00
Oak furniture children's	407.00
Lamp	200.00
Art picture winter	350.00
Art picture summer	350.00
Art picture fall	350.00
Coat rack	203.00
Laser printer	1,209.00
3 Smoker Stations	504.00
2 Microwaves	318.00
Projector, speakers, stand	50.00
2 Picnic tables	618.00
Total	175,953.00

Items Purchased in 2008/2009

Ivy plant	98.00
Rugs, plants, wall hangings	1,066.00
Easel bookshelves, bean bag chairs	796.00
Wall clocks	261.00
Book truck	548.00
Signs-Pollock	1,560.00
Shelves	899.00
2 Receipt printers	598.00
Easel	186.00
Heart start cabinet	200.00
Konica Minolta scanner/copier	4,048.00
Book truck	1,001.00
4 Floor lamps	900.00
Activity center	419.00
rocking chair	200.00
Security Camera's	9,525.00
2 Floor lamp	502.00
Table lamp	187.00
Motorized roller shade	2,218.00
Magnifier Reader	2,898.00
Disk repair unit	1,421.00
2 Bookshelves	700.00
Total	30,231.00

Items Purchased in 2009-2010

Kids Chairs						290.00
Lectern						300.00
Easel						200.00
Hands on Activity Panel						264.00
Framed Print						217.00
Microscope Slide Set						452.00
Microscope						434.00
Printer						119.00
Various Die Cuts						254.00
Fax Machine						1,090.00
Window Signs (Poblocki)						85.00
Sign Holders						284.00
Die Cuts						61.00
Ellision Equipment						856.00
Chairs						289.00
Folding Tables						392.00
Folding Chairs						589.00
2 Chairs						264.00
Table						312.00
6 Chairs						792.00
					Total	7,544.00

Items Purchased in 2010-2011

Teens Display Cabinet						535.00
Coat Tree						210.00
Stereo Listening Center						317.00
Pelco Cam DVR						1,198.00
Recorder						178.00
Meeting Room Electric Screen						5,900.00
Board Room Electric Screen						5,900.00
Book Truck						412.00
Wood Book Truck						210.00
APC battery						183.00
Stereo Listening Center						317.00
Wood Window Blinds						2,289.00
Bean bag Chairs						250.00
						17,899.00

Items Purchase in 2011/2012

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Items Purchase in 2012/2013

Book Scanner						2,000.00
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Items Puchase in 2013-2014

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Items Purchase in 2014-2015

Bench with Plaque						1,550.00
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Items Purchase in 215-2016

Childerens Wood Table						219.00
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Total Items / Books							
F/Y 06	610,000.00						
F/Y 07-08	175,953.00						
F/Y 08-09	30,689.00						
F/Y 09-10	7,544.00						
F/Y 10-11	17,899.00						
F/Y 11-12	0.00						
F/Y 12-13	2,000.00						
F/Y13/14	0.00						
F/Y14/15	1,550.00						
F/Y 15/16	219.00						
Books etc	1,457,309.72						
Total	2,303,163.72						

Value of Collection

All Material Types	Item Count	Total Value
Book	50,992	1,209,345.12
Large Print Books	2,621	76,864.05
Audio Book CD	1,790	63,331.11
DVD	2,447	56,875.24
Music CD	1,686	25,522.25
Sheet Music/ Score	1,253	14,300.25
Magazine	1,126	5,627.00
Kit	28	2,229.50
3-D Object	12	1,730.00
Map / Atlases	28	1,305.50
Software CD ROMS in Genealogy	7	179.70
Total	61,990	Total 1,457,309.72

Item CountTotal Value

Book	50.992	1 209 345 12
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Large Print Books	2,621	76,864.05
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Audio Book CD	1,790	63,331.11
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DVD	2,447	56.875.24
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Music CD	1,686	25,522.25
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Sheet Music/ Score	1,253	14,300.25
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Magazine	1,126	5 627 00
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Kit	28	2.229,50
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3-D Object	12	1.730.00
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Map / Atlases	28	1.305.50
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Software	CD ROMS in Genealogy	7	179.70
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Total61,990Total1 457 309 72

YORKVILLE PUBLIC LIBRARY

ANNUAL
REPORT
2015-2016



Current library statistics,
information, and
financial budget.

Library Statistics

Total patron visits	71,185
Number of patron library cards	6309
Program attendance for:	
Children's	4,845
Young Adult's	451
Adult's	1,535
Total program attendance	6,831
Resources Owned:	
Books	53,613
DVD's	2447
Audio Recordings	3476
Sheet music	1,253
Magazine Sub.	84
Kendall Co. Record on Microfilm	150
Illinois US Census on Microfilm	18
Newspaper Sub.	4
Access to E-Books	39,794
Access to E-Audio Recordings	6,045
Items borrowed from other libraries for our patrons	13,032
Items loaned to other libraries from our collection	8,005
Items checked out by patrons	72,995
Circulation of electronic materials	10,181
New items added this fiscal year	3,561

Library Debt Service Outstanding at 4/30/2016

G.O. Bonds 2006	625,000
Refi Bonds 2013	<u>5,530,000</u>
Total	\$6,155,000

Library Operations Reserve at 4/30/2016	<u>\$335,072</u>
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Library Revenues*

Property Taxes - Library Operations	622,529
Property Taxes - Library Debt Service	746,621
PPRT	5,604
State Grants	21,151
Development Fees	35,350
Library Fines	8,081
Subscription Cards	6,038
Copy & Program Fees	3,153
Investment Earnings	467
Rental Income	1,942
DVD Rental Income	2,454
Misc. Reimb/Income	724
Transfer In	25,928
Total Library Revenues	\$1,480,041

Library Expenditures*

Salaries	389,615
Benefits	151,439
Contractual Services	87,251
Supplies	22,278
Computer Equip & Software	* * 1,311
DVD/CD's	* * 155
Books/E-books/Audio Books	* * 23,813
Debt Service - 2006	82,113
Debt Service - 2013 Refi	<u>667,733</u>

Total Library Expenditures	\$ 1,425,707
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Surplus(Deficit)	<u>54,334</u>
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Beginning Fund Balance	\$ 479,397
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Ending Fund Balance	<u>\$ 533,731</u>
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* Cash basis

** Paid for by Development Fees

Memorials & Gifts

FY 2016 Beg Balance	3,454.96
Reciepts	12,370.02
Disbursements	<u>(9,753.25)</u>
FY16Ending Balance	<u><u>\$6,071.73</u></u>

Library Board of Trustees

Beth Gambro
Barb Johnson
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Russell Walter
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Susan Chacon
Kate Elder
Wamecca Rodriguez

YORKVILLE PUBLIC LIBRARY

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