

DRAFT

Yorkville Public Library
Board of Trustees
Monday, July 11, 2016, 7pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:15pm by President Beth Gambro.

Roll Call:

Beth Gambro-yes, Russ Walter-yes, Wamecca Rodriguez-yes, Sandy Lindblom-yes, Barb Johnson-yes
Absent: Kate Elder, Jo Ann Gryder, Carol LaChance, Susan Chacon

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson
Library Liaison/Alderman Seaver Tarulis

Recognition of Visitors:

President Gambro recognized the guests.

Amendments to the Agenda:

Ms. Gambro asked to discuss the summer program being held with the school district, under Unfinished Business. Adopt A Sunday will be discussed also.

Minutes: June 13, 2016

Ms. Johnson moved and Ms. Lindblom seconded the motion to approve the minutes as presented. Unanimous voice vote approval.

Correspondence:

A letter was received from the library attorney stating the rates would increase from \$195/hour to \$210/hour effective July 1. The lower rate had been in effect for three years. Also Ms. Pfister received a complimentary note in the suggestion box saying the children's librarians were amazing!

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom highlighted some of the invoices and said the register total is \$15,396.94. There were also two payrolls in the amounts of \$20,265.09 and \$17,714.15. Ms. Lindblom questioned the BUILD program refund. Mr. Fredrickson explained the developer had paid their fee, which is refunded from the Library Capital Fund as part of their incentives in the BUILD program. An interest payment for bonds was also made and the total disbursement is \$76,318.42.

Other: Property tax of \$244,019 was received for 47% of the property tax budget, State grant in the amount of \$13,044 has been received, library cards totaled \$588, administrative fees for bonds paid were \$1,100 and \$3,500 in development fees was received. Mr. Walter questioned the Renew Fund and why it's shown twice. One entry is the revenue coming in and the other is expense going out. Ms. Johnson asked about the development fees which have increased and Ms. Pfister said some is being saved to buy new computers.

General Ledger Activity Report

There is a balance in the Gifts and Memorials of \$6,103.30 with \$3,000 of that being Friend's money.

Cash Statement

Ms. Lindblom asked why there is a deficit in the Library Debt Service and Mr. Fredrickson gave an explanation. The property tax money initially goes to the Bank of New York to pay the 2013 bond. After the debt service is paid, the property tax flows into the Illinois funds account. He said this is a normal procedure. He also reported that preliminary numbers show just under \$33,000 surplus for budget year 2016. The overall Library Operations Fund Balance is just below \$500,000. The Library Capital Fund has \$14,806 for capital purchases. A detailed report will be sent in the next week.

Payment of Bills

Mr. Johnson moved to pay the bills as follows and Mr. Walter seconded the motion.

\$23,470.43	Accounts Payable
\$14,868.75	Debt Service Payment
\$37,979.24	Payroll
\$76,318.42	TOTAL

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

Report of the Library Director:

1. Ms. Pfister presented monthly statistics
2. Staff had safety walk, identified fire extinguisher locations, discussed fibrillator, etc.
3. Friends will purchase 2 flower pots for front door in the Spring and will buy a replacement tree
4. Creative coloring groups going well
5. Storytime program held at parks and at playgrounds
6. Had summer kickoff party for summer programs, 52 attended
7. 12,600 patron count in one month compared to norm of 6,000-7,000 per month
8. Received memorials
9. Great programs coming up, November 8 is a 'campaign' program
10. Artwork from recycled books displayed in front case
11. Ukelele program scheduled for August 25 at 7pm

Ms. Pfister also reported findings on the possible coffee shop. She spoke with both the Health Department and the City for zoning. The Health Dept. referred her to a website and said that any plan must be presented to them. Two sinks are required. Ms. Pfister is waiting for a reply from the City regarding zoning. She also visited the Sugar Grove and Batavia libraries. Both are only open during regular library hours and therefore unavailable to high school students early in the morning.

Ms. Pfister reported on quotes for general landscaping maintenance. She also mentioned the City had recently trimmed trees and spread mulch. A motion was made by Ms. Johnson to hire Eric's Cut

Above at \$360 a month (\$45 per hour) and it was seconded by Mr. Walter. Ms. Johnson amended her motion to add “as needed” and Mr. Walter seconded the amended motion.

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

The disaster policy will be updated next month and Board members should bring their books.

City Council Liaison

Alderman Seaver also noted the recent City maintenance work at the library and said he had spoken with the City Administrator and a groundskeeper. In another matter, he said the Police Department has a t-shirt program supporting the department and gave info on how to order the shirts. Mr. Walter added information about the Comp Plan having a final update on August 10 and he gave a brief explanation of the Plan. During discussion of the Plan, Ms. Rodriguez noted the railing downtown is not aesthetically pleasing.

Standing Committees: None

Unfinished Business:

Evening Hours

Ms. Johnson drafted a letter to businesses regarding the “Adopt a Sunday”. A cost is needed before the letter can be mailed and a suggestion was made that businesses can contribute to a Sunday if not able to sponsor the entire day. Ms. Johnson will assemble a list of potential letter recipients.

Update on Cost Cutting

Mr. Walter reported on information that Ms. Elder obtained. She reviewed the elevator contract which has automatically renewed until 2018. It appears the Board has been paying for repairs that should be covered under the contract. She has asked the elevator company to review their invoices for covered expenses. Ms. Elder also requested that no more cleaning supplies be ordered except necessities, until the other supplies have been nearly depleted. Ms. Rodriguez commented that some of the supplies are stockpiled and not being used very fast. Ms. Elder is also looking at ways to cut costs with Trico and this will be placed on next month's agenda. Ms. Lindblom said the Board should be careful about other service companies not being able to do the work due to patents. Regarding Trico, she said they know our system and cautioned about changing companies since Trico has been very responsive. Ms. Pfister commented that the Clorox wipes are being used by the Friends for cleaning the books and other uses.

Painting Bid for Building

Ms. Pfister has not received the final bid yet. Mr. Walter commented that the painting would most likely not be done until spring and that a separate meeting may be needed to open the bids. This will be placed on the agenda for next month.

5K Run Expenses \$1000

Mr. Walter said expenses will be incurred, he has developed a flier and he gave information on discounted meal tickets. Ms. Lindblom questioned if this race is a fundraiser for the library since money is being paid out. She also cautioned against the library directing people to a specific vendor. Ms. Rodriguez said she contacted the school regarding use of a timer for “chip” timing. Mr. Walter said Tim Evans also had a contact for a chip timer. Ms. Rodriguez provided info about the fliers and donations from businesses. She also provided details on t-shirts and recommended a vendor from Elgin as having the best price. President Gambro said the committee should make a recommendation of the money needed and finalize prior to the next meeting. The committee will meet in the next two weeks to finalize all details and volunteers will be scheduled.

Book Fair Bonanza (added to agenda)

Ms. Gambro said more info is needed to be able to answer questions about the book fair and specify individuals for certain jobs. She asked for a written protocol when the school and library work together on projects.

New Business:

Election of Officers

Ms. Johnson made a motion to elect the slate of officers nominated at the last meeting as follows: Russ Walter for President, Barb Johnson for Vice-President, Kate Elder for Secretary and Sandy Lindblom for Treasurer. Mr. Walter seconded the motion and the motion was approved unanimously on a voice vote. Ms. Gambro then turned the meeting over to the new President, Russ Walter.

Policy Updates

The policy books should be given to Ms. Pfister for changes and updates. She detailed some of the changes made:

1. The Director evaluation will now be kept at the library instead of the City.
2. Under emergency closing, verbage added to say employees must use vacation or other time if absent due to inclement weather if library is open.
3. Re: health insurance, Board may add plans that are cost-effective
4. Safety policy: security camera policy added
5. Fee for testing for non-residents raised to \$25 for on-line courses, \$10 for residents

Ms. Lindblom made a motion to approve the updates as presented and Ms. Gambro seconded. Approved on a unanimous voice vote.

Executive Session:

At approximately 8:40pm, Ms. Johnson made a motion to adjourn out of regular session and move into Executive Session **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.** Ms. Lindblom seconded the motion.

Roll call into Executive Session: Rodriguez-yes, Lindblom-yes, Johnson-yes, Gambro-yes, Walter-yes
Passed 5-0.

The Executive session concluded at approximately 8:50pm and the Board returned to regular session with the following Board members present: Rodriguez, Lindblom, Johnson, Gambro and Walter.

Ms. Johnson made a motion to release the Executive Session minutes dated April 27, 2016 and May 9, 2016 from "Packet 2" and keep "Packet 1" intact. Ms. Lindblom seconded the motion. Unanimous voice vote approval.

Adjournment:

There was no further business and the meeting was adjourned at 8:51pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 07/18/16
TIME: 16:14:29
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900033	FNBO	FIRST NATIONAL BANK OMAHA			07/25/16		
	072516-A.SIMMONS	06/30/16	01	LIBERTY-SURETY BOND RENEWAL		82-820-54-00-5462	568.00
			05	KONICA-MAY COPY CHARGES		82-820-54-00-5462	6.03
						INVOICE TOTAL:	574.03*



DATE: 07/18/16
TIME: 16:14:29
ID: AP225000.CBL

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900033	FNBO	FIRST NATIONAL BANK OMAHA			07/25/16		
	072516-CC	REBATE	06/30/16				
			10	2016 CC REBATE		82-000-48-00-4850	-120.22
						INVOICE TOTAL:	-120.22 *



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900033	FNBO	FIRST NATIONAL BANK OMAHA			07/25/16		
	072516-J.WEISS	06/30/16	01	LITTLE CAESARS-PIZZA		82-820-56-00-5671	10.83
			02	DAIRY QUEEN-4 GIFT CARDS		82-820-56-00-5671	20.00
						INVOICE TOTAL:	30.83 *



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900033	FNBO	FIRST NATIONAL BANK OMAHA			07/25/16		
	072516-M.EBERHARDT	06/30/16	01	WALMART-STORYTIME SUPPLIES		82-820-56-00-5671	55.30
			02	DOLLAR TREE-HOOP, CENTERPEICE,		82-820-56-00-5671	5.00
			03	STORAGE BIN		** COMMENT **	
						INVOICE TOTAL:	60.30 *
	072516-M.PFISTER	06/30/16	01	AMAZON-BOOKS		84-840-56-00-5686	26.91
						INVOICE TOTAL:	26.91 *



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900033	FNBO	FIRST NATIONAL BANK OMAHA		07/25/16		
	072516-R.FREDRICKSON	06/30/16				
			02 COMCAST-05/10/-06/9 INTERNET, 03 PHONE & CABLE		82-820-54-00-5440 ** COMMENT **	387.99
			22 COMCAST-06/10-07/09 INTERNET, 23 CABLE & PHONE		82-820-54-00-5440 ** COMMENT **	387.99
					INVOICE TOTAL:	775.98 *



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900033	FNBO	FIRST NATIONAL BANK OMAHA			07/25/16		
	072516-S.IWANSKI	06/30/16	01	2 PKGS SHIPPED		82-820-54-00-5452	18.90
						INVOICE TOTAL:	18.90 *



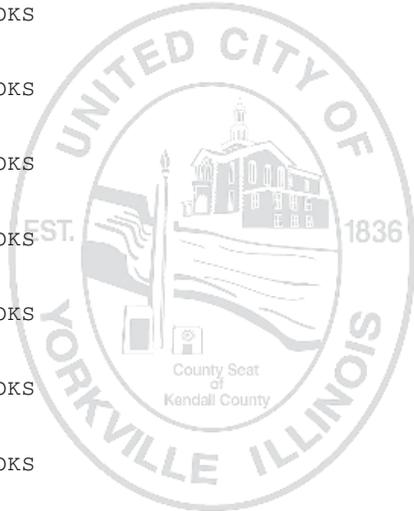
TOTAL AMOUNT PAID: \$ 1,316.33

DATE: 08/01/16
 TIME: 15:22:37
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 08/08/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104219	BAKTAY	BAKER & TAYLOR					
	0002833930		07/07/16	01	RETURNED BOOK CREDIT	82-820-56-00-5686	-36.09
						INVOICE TOTAL:	-36.09 *
	2032097018		06/21/16	01	BOOKS	82-000-24-00-2480	343.39
						INVOICE TOTAL:	343.39 *
	2032106344		06/23/16	01	BOOKS	82-820-56-00-5686	570.17
						INVOICE TOTAL:	570.17 *
	2032106543		06/23/16	01	BOOKS	84-840-56-00-5683	558.37
						INVOICE TOTAL:	558.37 *
	2032111716		06/27/16	01	BOOKS	82-820-56-00-5686	656.33
						INVOICE TOTAL:	656.33 *
	2032125964		07/05/16	01	BOOKS	82-000-24-00-2480	495.37
						INVOICE TOTAL:	495.37 *
	2032142803		07/11/16	01	BBOOKS	82-000-24-00-2480	379.17
						INVOICE TOTAL:	379.17 *
	2032156467		07/18/16	01	BOOKS	84-840-56-00-5686	815.90
						INVOICE TOTAL:	815.90 *
	2032169725		07/22/16	01	BOOKS	84-840-56-00-5686	213.48
						INVOICE TOTAL:	213.48 *
						CHECK TOTAL:	3,996.09
104220	BUGGITER	BUG GIT-ERS LLC					
	3274		07/13/16	01	JULY BI-MONTHLY PEST CONTROL	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00



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104221	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	37764		07/07/16	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5620	1,417.59
				02	KLEENEX, GARBAGE BAGS, WINDOW	** COMMENT **	
				03	CLEANER, VACCUM BAGS, CLEANERS	** COMMENT **	
				04	MOPS, SANITIZER, GLOVES,	** COMMENT **	
				05	URINAL BLOCK, WINDEX	** COMMENT **	
					INVOICE TOTAL:		1,417.59 *
					CHECK TOTAL:		1,417.59
104222	DEMCO	DEMCO, INC.					
	5911187		07/11/16	01	ACRYLIC FRAME	82-820-56-00-5610	85.21
					INVOICE TOTAL:		85.21 *
	5922450		07/27/16	01	4X6 AMERICAN FLAG	82-820-56-00-5610	76.94
					INVOICE TOTAL:		76.94 *
					CHECK TOTAL:		162.15
104223	ERICSCUT	ERIC K HILL					
	1780		07/21/16	01	JULY LAWN SERVICE	82-820-54-00-5462	270.00
					INVOICE TOTAL:		270.00 *
					CHECK TOTAL:		270.00
104224	INDIANAI	INDIANA INSURANCE COMPANY					
	700003020335-062916		06/29/16	01	BOND PREMIUM RENEWAL	82-820-54-00-5462	456.00
					INVOICE TOTAL:		456.00 *
					CHECK TOTAL:		456.00
104225	MENLAND	MENARDS - YORKVILLE					

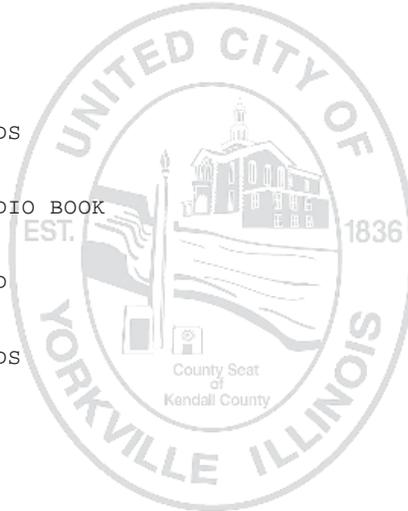


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104225	MENLAND	MENARDS - YORKVILLE					
	52153		07/20/16	01	NAPKINS, BATTERIES, PLATES,	82-820-56-00-5620	44.45
				02	WIPES	** COMMENT **	
						INVOICE TOTAL:	44.45 *
	52613		07/25/16	01	CLEANING PRODUCTS	82-820-56-00-5620	48.85
						INVOICE TOTAL:	48.85 *
						CHECK TOTAL:	93.30
104226	MIDWTAPE	MIDWEST TAPE					
	94105749		06/30/16	01	DVDS	82-820-56-00-5685	46.98
						INVOICE TOTAL:	46.98 *
	94111115		06/30/16	01	AUDIO BOOK	84-840-56-00-5683	39.99
						INVOICE TOTAL:	39.99 *
	94128425		07/08/16	01	DVD	82-820-56-00-5685	25.99
						INVOICE TOTAL:	25.99 *
	94128426		07/08/16	01	DVDS	82-820-56-00-5685	68.97
						INVOICE TOTAL:	68.97 *
						CHECK TOTAL:	181.93
104227	PFISTERM	PFISTER, MICHAEELEN					
	072816		07/28/16	01	PRAIRIE CAT DELEGATE ASSEMBLY	82-820-54-00-5415	40.82
				02	MEETING MILEAGE REIMBURSEMENT	** COMMENT **	
						INVOICE TOTAL:	40.82 *
						CHECK TOTAL:	40.82
104228	PRAIRCAT	PRAIRIECAT					

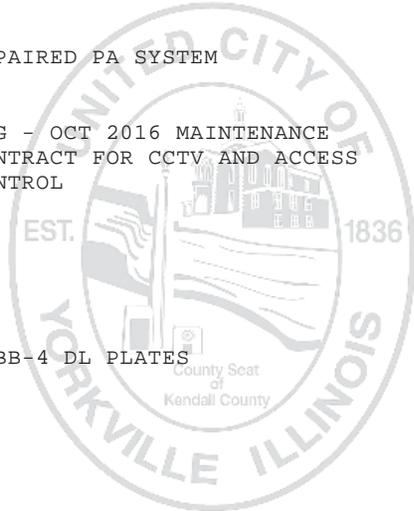


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104228	PRAIRCAT	PRAIRIECAT					
	4916		07/07/16	01	INNOVATIVE EXPRESS LANE	84-840-56-00-5635	216.00
				02	LICENSES - MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		216.00 *
					CHECK TOTAL:		216.00
104229	SOUND	SOUND INCORPORATED					
	D1311437		06/30/16	01	REPAIRED PA SYSTEM	82-820-54-00-5462	181.00
					INVOICE TOTAL:		181.00 *
	R143429		07/12/16	01	AUG - OCT 2016 MAINTENANCE	82-820-54-00-5462	876.90
				02	CONTRACT FOR CCTV AND ACCESS	** COMMENT **	
				03	CONTROL	** COMMENT **	
					INVOICE TOTAL:		876.90 *
					CHECK TOTAL:		1,057.90
104230	SOURCONE	SOURCE ONE OFFICE PRODUCTS					
	408669		07/19/16	01	YKBB-4 DL PLATES	82-820-56-00-5610	10.00
					INVOICE TOTAL:		10.00 *
					CHECK TOTAL:		10.00
104231	THOMREUT	WEST PUBLISHING CORPORATION					
	834323773		07/04/16	01	2015 STATE BAR SUPPLEMENT	82-000-24-00-2480	86.06
					INVOICE TOTAL:		86.06 *
					CHECK TOTAL:		86.06
104232	TRIBUNE	CHICAGO TRIBUNE					
	10394737-072116		07/21/16	01	SUBSCRIPTION RENEWAL THROUGH	82-820-54-00-5460	305.50



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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104232	TRIBUNE	CHICAGO TRIBUNE					
	10394737-072116		07/21/16	02	02/16/17		
						** COMMENT **	
						INVOICE TOTAL:	305.50 *
						CHECK TOTAL:	305.50
104233	YOUNGM	MARLYS J. YOUNG					
	071116		07/31/16	01	JULY 11 MEETING MINUTES	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
						TOTAL AMOUNT PAID:	8,443.34





UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 1, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 12,371.81	\$ -	12,371.81	\$ 1,315.13	\$ 862.25	\$ 14,549.19
FINANCE	8,628.44	-	8,628.44	949.09	667.58	\$ 10,245.11
POLICE	99,631.59	3,183.16	102,814.75	553.72	7,543.02	\$ 110,911.49
COMMUNITY DEV.	12,036.96	-	12,036.96	1,050.93	879.99	\$ 13,967.88
STREETS	15,389.27	-	15,389.27	1,530.85	1,136.75	\$ 18,056.87
WATER	14,637.61	800.68	15,438.29	1,574.65	1,120.14	\$ 18,133.08
SEWER	8,020.20	-	8,020.20	868.49	609.68	\$ 9,498.37
PARKS	18,379.67	255.56	18,635.23	1,621.20	1,386.19	\$ 21,642.62
RECREATION	13,349.42	-	13,349.42	1,133.32	985.70	\$ 15,468.44
LIBRARY	15,955.07	-	15,955.07	855.55	1,193.04	\$ 18,003.66
TOTALS	\$ 218,400.04	\$ 4,239.40	\$ 222,639.44	\$ 11,452.93	\$ 16,384.34	\$ 250,476.71
TOTAL PAYROLL						\$ 250,476.71



UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 15, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	583.34	-	583.34	19.48	44.62	647.44
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	3,900.00	-	3,900.00	-	291.91	4,191.91
ADMINISTRATION	12,371.84	-	12,371.84	1,315.14	862.26	14,549.24
FINANCE	8,628.44	-	8,628.44	917.21	644.64	10,190.29
POLICE	99,025.89	11,555.80	110,581.69	553.73	8,114.28	119,249.70
COMMUNITY DEV.	12,176.94	-	12,176.94	1,050.93	886.88	14,114.75
STREETS	14,638.41	-	14,638.41	1,410.64	1,079.31	17,128.36
WATER	15,121.52	162.57	15,284.09	1,573.67	1,108.36	17,966.12
SEWER	8,020.18	-	8,020.18	852.55	598.20	9,470.93
PARKS	19,551.19	-	19,551.19	1,867.09	1,458.57	22,876.85
RECREATION	12,982.98	-	12,982.98	1,133.63	957.65	15,074.26
LIBRARY	15,381.01	-	15,381.01	855.56	1,149.13	17,385.70

TOTALS \$ 223,273.42 \$ 11,718.37 \$ 234,991.79 \$ 11,558.48 \$ 17,264.01 \$ 263,814.28

TOTAL PAYROLL \$ 263,814.28



UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 29, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 12,691.82	\$ -	12,691.82	\$ 1,315.13	\$ 914.74	\$ 14,921.69
FINANCE	8,628.44	-	8,628.44	917.20	652.94	\$ 10,198.58
POLICE	99,549.04	1,413.96	100,963.00	553.72	7,580.90	\$ 109,097.62
COMMUNITY DEV.	13,875.06	-	13,875.06	1,238.80	1,037.23	\$ 16,151.09
STREETS	14,136.28	-	14,136.28	1,371.40	1,075.72	\$ 16,583.40
WATER	14,492.60	139.16	14,631.76	1,504.33	1,101.50	\$ 17,237.59
SEWER	8,020.20	-	8,020.20	852.55	613.55	\$ 9,486.30
PARKS	17,392.84	351.39	17,744.23	1,516.79	1,357.44	\$ 20,618.46
RECREATION	12,993.44	-	12,993.44	1,133.63	990.91	\$ 15,117.98
LIBRARY	16,351.30	-	16,351.30	855.55	1,250.88	\$ 18,457.73
TOTALS	\$ 218,131.02	\$ 1,904.51	\$ 220,035.53	\$ 11,259.10	\$ 16,575.81	\$ 247,870.44
TOTAL PAYROLL						\$ 247,870.44



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, August 08, 2016

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1-6)</i>	07/25/2016	\$1,3 6. 3
Library Check Register <i>(Pages 7 - 11)</i>	08/08/2016	\$8,443.34
Guardian -JuLY 2016 dental insurance	07/12/2016	\$440.48
Eye Med - July 2016 Vision Ins.	07/12/2016	\$54.24
IPRF -August 2016 Workers Comp	07/12/2016	\$890.89
Glatfelter Liability Ins. - Installment #7	07/12/2016	\$866.52
DAC - 2016 PCORI HRA Tax	07/12/2016	\$16.09
DAC - July 2016 HRA Fees	07/26/2016	\$12.00
Dearborne National - August 2016 Life Ins	07/26/2016	\$33.60
BCBS - August 2016 Health Insurance	07/26/2016	\$5,785.96
TOTAL BILLS PAID:		\$17, 9. 5

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 12)</i>	07/01/2016	\$18,003.66
Bi-weekly <i>(Page 13)</i>	07/15/2016	\$17,385.70
Bi-weekly <i>(Page 14)</i>	07/29/2016	\$18,457.73
TOTAL PAYROLL:		\$53,847.09

TOTAL DISBURSEMENTS: \$71,7 6. 4



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending July 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	% of Fiscal Year			Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
			8% May-16	17% June-16	25% July-16			
LIBRARY OPERATIONS REVENUES								
<i>Taxes</i>								
82-000-40-00-4000	PROPERTY TAXES		61,391	244,019	20,045	325,455	644,719	50.48%
<i>Intergovernmental</i>								
82-000-41-00-4120	PERSONAL PROPERTY TAX		882	-	959	1,842	5,250	35.08%
82-000-41-00-4170	STATE GRANTS		-	13,044	-	13,044	17,200	75.83%
<i>Fines & Forfeits</i>								
82-000-43-00-4330	LIBRARY FINES		459	511	443	1,413	9,300	15.20%
<i>Charges for Service</i>								
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	588	305	1,258	7,500	16.78%
82-000-44-00-4422	COPY FEES		275	200	187	662	3,000	22.07%
82-000-44-00-4439	PROGRAM FEES		44	80	181	305	1,000	30.50%
<i>Investment Earnings</i>								
82-000-45-00-4500	INVESTMENT EARNINGS		58	67	71	196	350	55.93%
<i>Miscellaneous</i>								
82-000-48-00-4820	RENTAL INCOME		115	275	76	466	2,000	23.30%
82-000-48-00-4824	DVD RENTAL INCOME		187	257	249	693	5,000	13.86%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	95	176	349	500	69.76%
<i>Other Financing Sources</i>								
82-000-49-00-4901	TRANSFER FROM GENERAL		1,757	1,757	1,757	5,272	36,068	14.62%
TOTAL REVENUES: LIBRARY			65,612	260,893	24,449	350,955	731,887	47.95%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>								
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	57,991	217,309	26.69%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	55,038	201,825	27.27%
<i>Benefits</i>								
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,916	2,567	6,164	23,470	26.27%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	8,482	31,448	26.97%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	21,907	83,960	26.09%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	67	34	134	403	33.35%
82-820-52-00-5223	DENTAL INSURANCE		440	440	440	1,321	5,638	23.44%
82-820-52-00-5224	VISION INSURANCE		54	54	54	163	651	25.00%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	-	2,500	0.00%
82-820-52-00-5231	LIABILITY INSURANCE		1,757	1,757	1,757	5,272	33,568	15.71%
<i>Contractual Services</i>								
82-820-54-00-5412	TRAINING & CONFERENCES		300	-	-	300	500	60.00%
82-820-54-00-5415	TRAVEL & LODGING		-	164	-	164	600	27.27%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	100	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	776	776	6,000	12.93%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	19	19	500	3.78%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,725	-	1,725	12,000	14.38%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,580	3,193	2,106	8,879	29,000	30.62%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	3,158	3,158	35,000	9.02%
82-820-54-00-5480	UTILITIES		-	-	-	-	16,281	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		496	2,451	5,196	8,142	25,000	32.57%
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		-	965	881	1,846	8,000	23.08%
82-820-56-00-5620	OPERATING SUPPLIES		-	2,014	346	2,360	8,000	29.50%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	155	91	247	1,000	24.66%
82-820-56-00-5685	DVD'S		-	122	174	296	2,000	14.79%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending July 31, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year			Year-to-Date Totals Totals	FISCAL YEAR 2017	
		8% May-16	17% June-16	25% July-16		BUDGET	% of Budget
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	260,893	24,449	350,955	731,887	47.95%
TOTAL FUND EXPENDITURES		54,252	56,752	75,069	186,073	756,943	24.58%
FUND SURPLUS (DEFICIT)		11,361	204,141	(50,620)	164,882	(25,056)	

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES	73,129	290,675	23,877	387,682	749,771	51.71%
83-000-45-00-4500	INVESTMENT EARNINGS	-	-	5	5	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE		73,129	290,675	23,882	387,687	752,771	51.50%

LIBRARY DEBT SERVICE EXPENDITURES

<i>2006 Bond</i>							
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	50,000	0.00%
83-830-84-00-8050	INTEREST PAYMENT	-	14,869	-	14,869	29,738	50.00%
<i>2013 Refunding Bond</i>							
83-830-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	500,000	0.00%
83-830-99-00-8050	INTEREST PAYMENT	-	86,516	-	86,516	173,033	50.00%
TOTAL FUND REVENUES		73,129	290,675	23,882	387,687	752,771	51.50%
TOTAL FUND EXPENDITURES		-	101,385	-	101,385	752,771	13.47%
FUND SURPLUS (DEFICIT)		73,129	189,290	23,882	286,302	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	3,100	3,500	3,750	10,350	20,000	51.75%
84-000-42-00-4224	RENEW PROGRAM PERMIT	-	200	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	2	10	21.90%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	-	10	10	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		3,101	3,701	3,761	10,563	20,010	52.79%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5406	RENEW PROGRAM	-	200	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	161	161	3,500	4.60%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	325	110	435	-	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	-	1,518	369	1,887	8,395	22.48%
TOTAL FUND REVENUES		3,101	3,701	3,761	10,563	20,010	52.79%
TOTAL FUND EXPENDITURES		-	2,043	640	2,683	11,895	22.56%
FUND SURPLUS (DEFICIT)		3,101	1,657	3,121	7,879	8,115	

UNITED CITY OF YORKVILLE
 GENERAL LEDGER ACTIVITY REPORT

ACTIVITY THROUGH FISCAL PERIOD 03

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
02	AP-160613	06/08/2016	01	BOOKS	BAKER & TAYLOR	104185	2032016411	322.21	
		06/08/2016	02	BOOKS	BAKER & TAYLOR	104185	2032033560	381.79	
		06/08/2016	03	07/14/16 SUMMER READING	DALE OBROCHTA	104191	071416	350.00	
		06/08/2016	04	8 RAGLAN JERSEYS	THE LOGO SHIRT FACTO	104195	G25225	159.92	
	AP-160625	06/16/2016	95	AMAZON-BOOKS, CAMERA	FIRST NATIONAL BANK	900030	062516-M.PFISTER	237.45	
		06/16/2016	96	CONSTANT CONTACT NEWSLETTER	FIRST NATIONAL BANK	900030	062516-M.PFISTER	333.00	
		06/16/2016	97	CONSTANT CONTACT TOOLKIT	FIRST NATIONAL BANK	900030	062516-S.AUGUSTINE	45.00	
	GJ-160630LB	07/05/2016	08	June 206 Deposits					265.94
				TOTAL PERIOD 02 ACTIVITY				1,829.37	265.94
03	AP-160711	07/06/2016	01	BOOKS	BAKER & TAYLOR	104208	2032045926	611.37	
		07/06/2016	02	BOOKS	BAKER & TAYLOR	104208	2032064689	296.28	
	GJ-160731LB	08/02/2016	08	July 2016 Deposits					102.00
				TOTAL PERIOD 03 ACTIVITY				907.65	102.00
				TOTAL ACCOUNT ACTIVITY				2,782.02	2,007.94
				ENDING BALANCE					5,297.65
				GRAND TOTAL				0.00	5,297.65
				TOTAL DIFFERENCE				0.00	5,297.65

JULY 2016

July 2016 Circ by Transaction Type	All Transactions	Checkout Renewals	Check outs	Renewals	All Holds Placed	Holds Filled	Check ins	Usage
Yorkville Public Library - YKBB-4	16,116	7,474	6,241	1,233	466	1,438	6,738	0

Yorkville borrowed 1,241 items from other libraries.

Yorkville lent 566 items to other libraries.

302 items were checked out to reciprocal borrowers at Yorkville.

119 patrons were added.

231 items were added.

771 OMNI e-books were checked out.

192 OMNI e-audio books were checked out.

1 OMNI video was streamed.

209 OMNI users in July.

42 Illinois E-read books were checked out.

10 Illinois E-read audio books were checked out.

22 Illinois E-read users in July.

Patrons paid \$ through E-commerce in July.

July**Public Relations**

Kendall Country Record - Beacon News Sun Times-
WSBY – PrairieCat Delegates Assembly - Pfister

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

Adult Book Discussion,	3
Lunch Time Book Club	8
Men's Book Club	9
Friends Meeting	12
Threads and More	9
Creative Writing –Lisa Macaione	10
EBook Drop-in-Help	4
Plarn - Jessica Faedtke	4
Creative Coloring	9
Book Art	24

Young Adult Programs

Teen Meeting -TAG (2 programs)	4
Pre-teen Coloring	12

Children Programs

Drop-In Story Time	2
Tots and Toddlers	20
Lapsit	13
Read with Paws	18
Afternoon Read (4 Programs)	18
Ice Cream Book Club	7
Spanish Story Time – Marta Duran	8
Lego Club	13
Lego Club Duplo (2programs)	23
Book Club (Grades 1-2 – 2 programs)	16
Book Club (Grades 3-5 – 2 programs)	11
Community Story time (2 programs)	33
Movie Day	34
Magic the Gathering	8
Book Activities	17
Stories in the Park	98
How to be a Viking (2 programs)	65
Game Day	18
Martial Arts	54

Meeting Room

Library 15- Rent 2-City

Patron Count

5,050

Teens Volunteers

Breanna English, Juleah Richardson, Morgan List, Jasmin Filippi, Natalie Malinowski, Francesca Cinardi, Morgan Rutsay, Naytona Faedtke, Ruby McKinney, Nicholas Markoutsis, Brantley Osbourne

Adult Volunteers

Friends cleaning adult shelves

Gifts and Memorials

\$100 from "Friends of the Library" for Prizes for Adult Summer Reading Program.
\$25.00 Donation from Marie Ortiz

Yorkville Public Library
BOARD MEMBERS FY 2016-2017

		Term Exp. May
Russell Walter [REDACTED] Russ.walter@yorkville.lib.il.us	[REDACTED] President	2019
Barbara Johnson [REDACTED] Barb.johnson@yorkville.lib.il.us	[REDACTED] Vice-President	2017
Sandy Lindblom [REDACTED] Sandy.lindblom@yorkville.lib.il.us	[REDACTED] Treasurer	2017
Kate Elder [REDACTED] Kate.Elder@yorkville.lib.il.us	[REDACTED] Secretary	2019
Susan Chacon [REDACTED] Susan.chacon@yorkville.lib.il.us	[REDACTED]	2019
Carol La Chance [REDACTED] Carol.lachance@yorkville.lib.il.us	[REDACTED]	2018
Jo Ann Gryder [REDACTED] Joann.gryder@yorkville.lib.il.us	[REDACTED]	2017
Wamecca Rodriguez [REDACTED] Wamecca.Rodriguez@yorkville.lib.il.us	[REDACTED]	2018
Beth Gambro [REDACTED] Beth.gambro@yorkville.lib.il.us	[REDACTED]	2018

Standing Committees 2016/2017

Finance: Chairperson: Lindblom, Chacon, Johnson, Gambro
Personnel: Chairperson: LaChance, Gryder, Gambro, Rodriguez
Policy: Chairperson: Gryder, Elder, Johnson, Rodriguez
Community Relation: Chairperson: Elder, Lindblom, Chacon, LaChance

City Council Liaison: Seaver Tarulis



Library Director: Michelle Pfister



mpfister@yorkville.lib.il.us

AGENDA NOTE: Items to include on the agenda for Board Meetings are to be given to the Board President or Library Director at least one week prior to the meeting.