

**Agenda  
Yorkville Public Library  
Michelle Pfister Meeting Room  
Board of Trustees  
September 12, 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**

<b>Financial Statement</b>
<b>Payment of Bills</b>
<b>Statistics</b>
- 9. Report of the Library Director**
- 10. City Council Liaison**
- 11. Standing Committees**

<b>Policy</b>	<b>Personnel</b>
<b>Finance</b>	<b>Community Relations</b>
- 12. Unfinished Business**

<b>Update on Cost Cutting</b>
<b>Painting Bid for Building</b>
<b>Adopt a Sunday</b>
- 13. New Business**

<b>Positive Pay</b>
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- 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, August 8, 2016, 7pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter.

**Roll Call:**

Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:12pm), Sandy Lindblom-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder-yes (arr. 7:05pm)

Absent: Barb Johnson, Jo Ann Gryder

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson

Friends of the Library member Judy Somerlot  
Megann Horstead, *Beacon News*

President Russ Walter called the meeting to order at 7:00pm and a quorum was established.

**Recognition of Visitors:**

President Walter recognized the guests.

**Amendments to the Agenda:**

Later in the meeting, Ms. Gambro asked to add a discussion under Old Business regarding release of Executive Session minutes.

**Minutes:** July 11, 2016

Ms. Gambro questioned a comment under the Cost Cutting topic about patents regarding the servicing of equipment. Ms. Gambro then moved and Ms. LaChance seconded the motion to approve the minutes as presented. Unanimous voice vote approval.

**Correspondence:** None

**Public Comment:**

Ms. Somerlot asked the Board members to save January 29, 2017 for the next mini-golf fundraiser at the library. She has already received calls about sponsorships and a steering committee will be meeting soon. She also discussed the 8<sup>th</sup> annual used book sale over Labor Day weekend. Volunteers will be needed August 31 at 9am to sort books and also on the sale day. She said two checkouts will be set up this year. On the day after the sale, books will be sold for \$.25 to \$1.00. Leftover books will be taken to the county jail or Hillside Nursing Home and two other locations. She also noted that the Friends have just given \$300 to the library for a new tree.

**Staff Comment:** None

## **Report of the Treasurer:**

### **Budget Report**

Treasurer Lindblom reported the following:

1. Budget is at 25% of the FY and 50% of budgeted property taxes have been received
2. The total revenue is at 48%, one-quarter of the way through the FY
3. \$2,750 in development fees has been received which is 51% of the revenue budgeted
4. \$3,000 of the Gifts & Memorials is Friends money, remainder is for library use
5. Ms. Pfister has set some money aside for computers

### **Check Register**

Credit card payments totaled \$1,366.33. Books were purchased with the money coming from development fees and Gifts and Memorials. The landscaper, Eric Hill, came for 3 hours and the total cost was approximately \$600. Ms. Pfister said they did a good job, however, they might be hired just for a fall cleanup which will be discussed next month. Ms. Lindblom highlighted some of the other invoices for the month and said \$8,443.34 was the total expenditure.

There were 3 pay periods for the month. The disbursements for the month are \$71,756.94.

### **Cash Statement**

Ms. Lindblom said the unaudited budget projections were sent to her and Ms. Pfister. Mr. Fredrickson commented that the surplus is \$32,673 resulting in a \$499,356 Fund Balance. The expense level was about 93% for the year. Mr. Walter said that some agenda pages with this information were missing on the City website.

### **Payment of Bills**

Ms. Gambro moved to pay the bills as follows and Ms. Chacon seconded the motion.

\$17,909.85	Accounts Payable
\$53,847.09	Payroll
\$71,756.94	TOTAL

Roll call: Chacon-yes, Rodriguez-yes, Lindblom-yes, Gambro-yes, Walter-yes, Elder-yes, LaChance-yes. Passed 7-0.

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

1. Presented monthly statistics
2. Attended PrairieCat meeting, gave e-book information
3. \$873 in overdue fines was collected
4. Article in library flier talks about old and new programs, book sale & 5K run
5. Friends gave \$300 for new tree by outside bench, City has offered to plant
6. Shelley did nice job on adult programs, 24 persons attended
7. Barb Johnson did great job on Viking program
8. Summer reading totals will be presented next month, \$100 from Friends for prizes
9. Friends to sponsor Ukelele program August 25<sup>th</sup>
10. 12 new computers to be purchased
11. Comcast was down 2 days—no phone service
12. Book fair went very well, Ms. Rodriguez gave details, \$875 in sales, 450 people attended.  
Will include some evening hours and put out signs next year.

**City Council Liaison** No report

**Standing Committees:** No report

**Unfinished Business:**

**Update on Cost Cutting**

Ms. Elder said she will be contacting Trico for possible cost cutting measures. She said currently there are enough supplies for a long while and there is 40 of a certain cleaner. She suggested using supplies on hand before ordering any new and to cancel any current orders. Home Depot or Menards should be used for toilet tissue purchases. Ms. Rodriguez suggested using Amazon Prime to save money as long as the rates are competitive. The custodians currently do the majority of the ordering of supplies and do so through Cambria. There was a discussion of possibly using City vendors. Ms. Pfister said many rubber gloves and wipes are used for the computers and toilets. The public also uses the wipes for the computers. Ms. Pfister was asked to speak with the custodians to enlist their efforts to be conservative in the use of the supplies and with the amount ordered. Ms. Elder also noted that it is dangerous to stockpile the chemicals if they expire.

A motion was made by Ms. Elder to temporarily suspend Cambria cleaning supply orders until a conversation is initiated with the custodians regarding the inventory. Ms. LaChance seconded the motion. After discussion, the motion was amended by Ms. Elder to include not ordering anything already in stock. Ms. LaChance seconded the amended motion. A verbal vote was taken with 6 ayes and 0 nays.

**Painting Bid for Building**

Ms. Pfister said she does not have a response from Public Works Director Eric Dhuse for assistance in drafting language for a bid. Mr. Walter suggested that Tim Evans could help as well. Ms. Pfister said when a bid is published, it is valid for 3 months and it was decided to not publish this until next year.

**Adopt A Sunday**

Trustee Johnson is working on this program, however, in her absence it was decided to delay discussion. Ms. Rodriguez asked Ms. Chacon to email Ms. Johnson the costs of 3 hours of operation on a Sunday. This will be discussed next month.

**Book It! 5K Fun Run**

Four persons have signed up to run, however, many people sign up at the last minute. Two requests for sponsorships were turned down due to time constraints, saying that 90 days was required. "Race Time" will be present to time the race and provide envelopes for packet information and other items. Ms. Rodriguez gave information on other details of the race. It was noted the book sale begins at 9am and the race will not be over until 9:30am. Parking and other details were discussed extensively for both the book sale and race. It was finally decided to divide the library parking lot with cones, half for the book sale and half for the race. Ms. Gambro encouraged communication with the Friends regarding the parking, etc. Ms. Rodriguez also gave details of the t-shirts that will be ordered for the runners. It is hoped to also have coupons for local eating establishments.

**Executive Session Minutes** (added to the agenda)

Ms. Gambro discussed a protocol for release of executive session minutes. After an earlier discussion between Ms. Gambro and the City Clerk, it was decided that the City Attorney would be asked to review the minutes prior to release. A written confirmation of this action will be forthcoming.

**New Business:**

**Disaster Plan Update**

Ms. Pfister will be updating the Disaster Plans and will be done by next month for those providing their books/plans at this meeting.

**Standing Committees 2016/2017**

President Walter read the updated list of standing committees.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting was adjourned at 8:25pm on a motion by Ms. Elder and second by Ms. Gambro.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 08/15/16  
TIME: 13:00:30  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

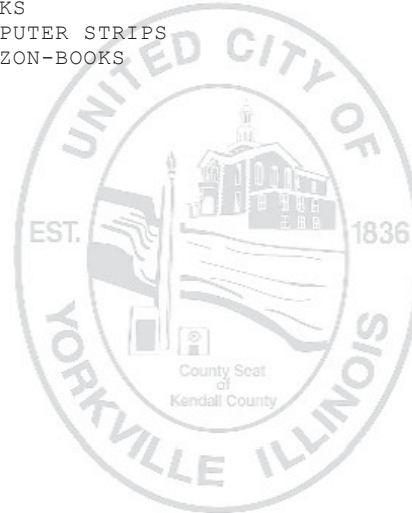
CHECK #	VENDOR #	INVOICE	ITEM	CHECK	ACCOUNT #	ITEM AMT
	INVOICE #	DATE	# DESCRIPTION	DATE		
900034	FNBO	FIRST NATIONAL BANK OMAHA		08/25/16		
	082516-A.SIMMONS	07/31/16	02 KONICA-5/19-6/18 COPIER CHARGE		82-820-54-00-5462	13.47
			16 KONICA-4/5-7/4 COPIER CHARGES		82-820-54-00-5462	491.89
					INVOICE TOTAL:	505.36 *



DATE: 08/15/16  
TIME: 13:00:30  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900034	FNBO	FIRST NATIONAL BANK OMAHA			08/25/16		
	082516-J.WEISS	07/31/16	01	TARGET-STORYTIME SUPPLIES		82-820-56-00-5671	47.40
			02	TARGET-STORYTIME SUPPLIES		82-820-56-00-5671	56.15
				INVOICE TOTAL:			103.55 *
	082516-M.PFISTER	07/31/16	01	AMAZON-BOOKS		82-000-24-00-2480	42.05
			02	AMAZON-GLUE DOTS CRAFT ROLL		82-820-56-00-5610	48.21
			03	BOOKS		82-000-24-00-2480	32.04
			04	COMPUTER STRIPS		84-840-56-00-5635	2,865.00
			05	AMAZON-BOOKS		82-820-56-00-5671	5.81
				INVOICE TOTAL:			2,993.11 *



DATE: 08/15/16  
TIME: 13:00:30  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900034	FNBO	FIRST NATIONAL BANK OMAHA			08/25/16		
	082516-R.FREDRICKSON	07/31/16	11	WAREHOUSE DRCT-GLUE STICK,		82-820-56-00-5610	607.22
			12	TONER, TAPE, PENS, MARKERS		** COMMENT **	
						INVOICE TOTAL:	607.22 *



TOTAL AMOUNT PAID: \$4,209.24



DATE: 09/06/16  
TIME: 12:12:04  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104234	ABRAHAM	ABRAHAM LINCOLN					
	10277		07/29/16	01	11/2013-2/2014 KENDALL COUNTY	82-820-54-00-5460	93.00
				02	RECORD	** COMMENT **	
						INVOICE TOTAL:	93.00 *
						CHECK TOTAL:	93.00
104235	BAKTAY	BAKER & TAYLOR					
	2032195313		08/03/16	01	BOOKS	82-820-56-00-5686	176.74
						INVOICE TOTAL:	176.74 *
	2032202031		08/05/16	01	BOOKS	82-820-56-00-5686	324.68
						INVOICE TOTAL:	324.68 *
	2032223482		08/16/16	01	BOOKS	82-820-56-00-5686	478.18
						INVOICE TOTAL:	478.18 *
	2032237913		08/23/16	01	BOOKS	82-820-56-00-5686	301.61
						INVOICE TOTAL:	301.61 *
	2032241552		08/24/16	01	BOOKS	82-820-56-00-5686	211.85
						INVOICE TOTAL:	211.85 *
						CHECK TOTAL:	1,493.06
104236	GALE	THE GALE GROUP INC.					
	416559-090116		09/01/16	01	2017 SUBSCRIPTION RENEWAL	82-820-54-00-5460	3,810.18
						INVOICE TOTAL:	3,810.18 *
						CHECK TOTAL:	3,810.18
104237	LLWCONSU	LLW CONSULTING INC.					
	10398		08/03/16	01	7/11 & 7/27 ON SITE IT SUPPORT	82-820-54-00-5462	720.00
						INVOICE TOTAL:	720.00 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 09/06/16  
TIME: 12:12:04  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104237	LLWCONSU	LLW CONSULTING INC.					
	10399		09/01/16	01	AUGUST 2016 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		1,440.00
104238	MENLAND	MENARDS - YORKVILLE					
	31206		12/14/15	01	TOGGLE BOLT	82-820-56-00-5620	5.98
					INVOICE TOTAL:		5.98 *
	38148		03/02/16	01	SOCKET	82-820-56-00-5620	5.98
					INVOICE TOTAL:		5.98 *
	55510		08/26/16	01	SPONGES	82-820-56-00-5620	12.78
					INVOICE TOTAL:		12.78 *
	55775		08/29/16	01	BATTERIES	82-820-56-00-5620	13.08
					INVOICE TOTAL:		13.08 *
					CHECK TOTAL:		37.82
104239	MIDWTAPE	MIDWEST TAPE					
	94187295		07/29/16	01	DVD	82-820-56-00-5685	14.99
					INVOICE TOTAL:		14.99 *
	94212220		08/08/16	01	DVDS	82-820-56-00-5685	36.98
					INVOICE TOTAL:		36.98 *
	94223934		08/11/16	01	DVD	82-820-56-00-5685	25.99
					INVOICE TOTAL:		25.99 *
	94235873		08/16/16	01	AUDIO BOOK	84-840-56-00-5683	34.99
					INVOICE TOTAL:		34.99 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 09/06/16  
TIME: 12:12:04  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104239	MIDWTAPE	MIDWEST TAPE					
	94240059		08/19/16	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	94254968		08/22/16	01	AUDIO BOOKS	84-840-56-00-5683	84.97
					INVOICE TOTAL:		84.97 *
	94272384		08/29/16	01	AUDIO BOOKS	84-840-56-00-5683	84.98
					INVOICE TOTAL:		84.98 *
	94272691		08/29/16	01	DVDS	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
					CHECK TOTAL:		328.88
104240	SCHOL	SCHOLASTIC BOOK CLUBS, INC					
	W3679214BF		08/03/16	01	BOOKS	82-000-24-00-2480	575.89
					INVOICE TOTAL:		575.89 *
					CHECK TOTAL:		575.89
104241	SOUND	SOUND INCORPORATED					
	R144050		08/12/16	01	9/2016-11/2016 SERVICE	82-820-54-00-5462	291.00
				02	AGREEMENT	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00
104242	THOMPSON	ROB THOMPSON					
	100616		05/24/16	01	10/06/16 MAGIC SHOW	82-000-24-00-2480	350.00
					INVOICE TOTAL:		350.00 *
					CHECK TOTAL:		350.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 09/06/16  
TIME: 12:12:04  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104243	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	081516-80		08/18/16	01	APR-JUN 2016 FAXES	82-820-54-00-5440	25.44
					INVOICE TOTAL:		25.44 *
					CHECK TOTAL:		25.44
104244	WAREHOUS	WAREHOUSE DIRECT					
	3178310-0		08/30/16	01	PAPER, TONER, ENVELOPES, TAPE,	82-820-56-00-5610	751.82
				02	NOTE PADS	** COMMENT **	
					INVOICE TOTAL:		751.82 *
	C3117454-0		07/12/16	01	DRAFTING DOTS	82-820-56-00-5610	-27.78
					INVOICE TOTAL:		-27.78 *
					CHECK TOTAL:		724.04
					TOTAL AMOUNT PAID:		9,169.31





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 12, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 12,715.82	\$ -	12,715.82	\$ 1,315.13	\$ 888.57	\$ 14,919.52
FINANCE	8,628.43	-	8,628.43	949.09	667.58	\$ 10,245.10
POLICE	96,354.48	2,742.66	99,097.14	553.72	7,256.77	\$ 106,907.63
COMMUNITY DEV.	13,173.06	-	13,173.06	1,198.12	963.08	\$ 15,334.26
STREETS	14,012.79	17.81	14,030.60	1,373.29	1,032.72	\$ 16,436.61
WATER	15,032.60	456.91	15,489.51	1,538.11	1,124.05	\$ 18,151.67
SEWER	8,020.17	-	8,020.17	868.49	609.76	\$ 9,498.42
PARKS	17,518.36	-	17,518.36	1,559.88	1,303.04	\$ 20,381.28
RECREATION	12,166.37	-	12,166.37	1,133.63	895.19	\$ 14,195.19
<b>LIBRARY</b>	<b>16,254.39</b>	<b>-</b>	<b>16,254.39</b>	<b>855.55</b>	<b>1,215.93</b>	<b>\$ 18,325.87</b>
<b>TOTALS</b>	<b>\$ 213,876.47</b>	<b>\$ 3,217.38</b>	<b>\$ 217,093.85</b>	<b>\$ 11,345.01</b>	<b>\$ 15,956.69</b>	<b>\$ 244,395.55</b>
<b>TOTAL PAYROLL</b>						<b>\$ 244,395.55</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### August 26, 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	-	238.36	3,438.36
ADMINISTRATION	12,499.82	-	12,499.82	1,315.14	872.07	14,687.03
FINANCE	8,628.43	-	8,628.43	917.21	644.64	10,190.28
POLICE	98,366.55	1,417.11	99,783.66	553.72	7,286.30	107,623.68
COMMUNITY DEV.	14,234.67	-	14,234.67	1,345.30	1,044.29	16,624.26
STREETS	14,041.28	-	14,041.28	1,371.40	1,033.62	16,446.30
WATER	14,329.61	138.81	14,468.42	1,504.30	1,045.94	17,018.66
SEWER	8,020.19	-	8,020.19	852.55	598.20	9,470.94
PARKS	16,793.86	14.25	16,808.11	1,559.88	1,245.73	19,613.72
RECREATION	11,345.08	-	11,345.08	1,133.63	832.37	13,311.08
<b>LIBRARY</b>	<b>16,373.38</b>	<b>-</b>	<b>16,373.38</b>	<b>855.56</b>	<b>1,225.05</b>	<b>18,453.99</b>

**TOTALS** \$ 219,207.89 \$ 1,570.17 \$ 220,778.06 \$ 11,426.39 \$ 16,171.73 \$ 248,376.18

**TOTAL PAYROLL \$ 248,376.18**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, September 12, 2016

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1-3</i> )	08/25/2016	\$4,209.24
Library Check Register ( <i>Pages 4 - 7</i> )	09/12/2016	\$9,169.31
Guardian -August 2016 dental insurance	08/09/2016	\$440.48
Eye Med - August 2016 Vision Ins.	08/09/2016	\$54.24
First Non-Profift-3rd Qtr Unemployment	08/09/2016	\$233.11
IPRF -September 2016 Workers Comp	08/09/2016	\$890.89
Glatfelter Liability Ins. - Installment #8	08/09/2016	\$866.52
DAC - August 2016 HRA Fees	08/23/2016	\$12.00
BCBS - September 2016 Health Insurance	08/23/2016	\$5,785.96
TOTAL BILLS PAID:		<hr/> \$21,661.75

#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 8</i> )	08/12/2016	\$18,325.87
Bi-weekly ( <i>Page 9</i> )	08/26/2016	\$18,453.99
TOTAL PAYROLL:		<hr/> \$36,779.86

TOTAL DISBURSEMENTS: \$58,441.61



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

		% of Fiscal Year	8%	17%	25%	33%	Year-to-Date Totals	FISCAL YEAR 2017	
ACCOUNT NUMBER	DESCRIPTION		May-16	June-16	July-16	August-16	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES									
Taxes									
82-000-40-00-4000	PROPERTY TAXES		61,391	244,019	20,045	20,796	346,251	644,719	53.71%
Intergovernmental									
82-000-41-00-4120	PERSONAL PROPERTY TAX		882	-	959	112	1,953	5,250	37.21%
82-000-41-00-4170	STATE GRANTS		-	13,044	-	1,650	14,694	17,200	85.43%
Fines & Forfeits									
82-000-43-00-4330	LIBRARY FINES		459	511	443	1,185	2,598	9,300	27.93%
Charges for Service									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	588	305	492	1,750	7,500	23.33%
82-000-44-00-4422	COPY FEES		275	200	187	184	846	3,000	28.19%
82-000-44-00-4439	PROGRAM FEES		44	80	181	42	347	1,000	34.70%
Investment Earnings									
82-000-45-00-4500	INVESTMENT EARNINGS		58	67	71	77	273	350	77.88%
Miscellaneous									
82-000-48-00-4820	RENTAL INCOME		115	275	76	300	766	2,000	38.30%
82-000-48-00-4824	DVD RENTAL INCOME		187	257	249	199	892	5,000	17.84%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	95	56	48	277	500	55.45%
Other Financing Sources									
82-000-49-00-4901	TRANSFER FROM GENERAL		5,276	1,757	1,757	1,991	10,781	36,068	29.89%
TOTAL REVENUES: LIBRARY			69,131	260,893	24,330	27,073	381,427	731,887	52.12%

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>									
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	16,097	74,088	217,309	34.09%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	16,531	71,569	201,825	35.46%
<i>Benefits</i>									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,916	2,567	1,711	7,876	23,470	33.56%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	2,441	10,923	31,448	34.73%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	5,832	27,739	83,960	33.04%
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	440	1,762	5,638	31.25%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	217	651	33.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	233	233	2,500	9.32%
82-820-52-00-5231	LIABILITY INSURANCE		5,276	1,757	1,757	1,757	10,548	33,568	31.42%
<i>Contractual Services</i>									
82-820-54-00-5412	TRAINING & CONFERENCES		300	-	-	-	300	500	60.00%
82-820-54-00-5415	TRAVEL & LODGING		-	164	-	41	204	600	34.08%
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	-	306	2,031	12,000	16.92%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,580	3,193	2,106	2,439	11,318	29,000	39.03%
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	828	2,674	8,000	33.42%
82-820-56-00-5620	OPERATING SUPPLIES		-	2,014	346	1,511	3,871	8,000	48.38%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	155	91	109	356	1,000	35.59%
82-820-56-00-5685	DVD'S		-	122	174	142	438	2,000	21.89%
82/820-56-00-5686	BOOKS		-	-	-	1,190	1,190	5,000	23.81%





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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year				Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
		8% May-16	17% June-16	25% July-16	33% August-16			
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	3,000	0.00%
	<b>TOTAL FUND REVENUES</b>	69,131	260,893	24,330	27,073	381,427	731,887	52.12%
	<b>TOTAL FUND EXPENDITURES</b>	57,770	56,752	75,069	51,663	241,255	756,943	31.87%
	<b>FUND SURPLUS (DEFICIT)</b>	11,361	204,141	(50,739)	(24,590)	140,173	(25,056)	
	<b>BEGINNING FUND BALANCE</b>					499,355		
	<b>FUND SURPLUS (DEFICIT)</b>					140,173		
	<b>ENDING RESERVED FUND BALANCE</b>					334,198		
	<b>ENDING UNRESERVED FUND BALANCE</b>					305,330		
	<b>ENDING TOTAL FUND BALANCE</b>					639,528		

**LIBRARY DEBT SERVICE REVENUES**

83-000-40-00-4000	PROPERTY TAXES	73,129	290,675	23,877	24,772	412,454	749,771	55.01%
83-000-45-00-4500	INVESTMENT EARNINGS	-	-	5	5	10	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	-	-	3,000	0.00%
	<b>TOTAL REVENUES: LIBRARY DEBT SERVICE</b>	73,129	290,675	23,882	24,777	412,464	752,771	54.79%

**LIBRARY DEBT SERVICE EXPENDITURES**

<b>2006 Bond</b>								
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%
<b>2013 Refunding Bond</b>								
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%
	<b>TOTAL FUND REVENUES</b>	73,129	290,675	23,882	24,777	412,464	752,771	54.79%
	<b>TOTAL FUND EXPENDITURES</b>	-	101,385	-	-	101,385	752,771	13.47%
	<b>FUND SURPLUS (DEFICIT)</b>	73,129	189,290	23,882	24,777	311,079	-	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	3,100	3,500	3,750	8,550	18,900	20,000	94.50%
84-000-42-00-4224	RENEW PROGRAM PERMIT	-	200	-	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	1	3	10	30.40%
	<b>TOTAL REVENUES: LIBRARY CAPITAL</b>	3,101	3,701	3,751	8,551	19,103	20,010	95.47%

**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	-	-	-	3,081	3,081	-	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	325	110	598	1,033	-	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	1,029	2,917	8,395	34.74%
	<b>TOTAL FUND REVENUES</b>	3,101	3,701	3,751	8,551	19,103	20,010	95.47%
	<b>TOTAL FUND EXPENDITURES</b>	-	2,043	640	4,709	7,392	11,895	62.14%
	<b>FUND SURPLUS (DEFICIT)</b>	3,101	1,657	3,111	3,842	11,711	8,115	

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UNITED CITY OF YORKVILLE  
 GENERAL LEDGER ACTIVITY REPORT

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ACTIVITY THROUGH FISCAL PERIOD 04

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
<b>82-000-24-00-2480 (L) ESCROW - MEMORIALS &amp; GIFTS</b>									
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
04	AP-160808	08/01/2016	01	BOOKS	BAKER & TAYLOR	104219	2032097018	343.39	
		08/01/2016	02	BOOKS	BAKER & TAYLOR	104219	2032125964	495.37	
		08/01/2016	03	BOOKS	BAKER & TAYLOR	104219	2032142803	379.17	
		08/01/2016	04	2015 STATE BAR SUPPLEMENT	WEST PUBLISHING CORP	104231	834323773	86.06	
	AP-160825	08/15/2016	193	AMAZON-BOOKS	FIRST NATIONAL BANK	900034	082516-M.PFISTER	42.05	
		08/15/2016	194	BOOKS	FIRST NATIONAL BANK	900034	082516-M.PFISTER	32.04	
	GJ-160831LB	09/01/2016	08	August 2016 Deposits					881.94
				TOTAL PERIOD 04 ACTIVITY				1,378.08	881.94
				TOTAL ACCOUNT ACTIVITY				4,160.10	2,889.88
				ENDING BALANCE					4,801.51
				GRAND TOTAL				0.00	4,801.51
				TOTAL DIFFERENCE				0.00	4,801.51



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

**FISCAL YEAR 2017**

		May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017
<b>Library Operations</b>	<b>Old Second</b>	\$ 365,618	\$ 535,824	\$ 502,514	\$ 475,971								
<b>Building Development Fees</b>	<b>Old Second</b>	14,797	17,705	18,926	17,968								
<b>Library Operations</b>	<b>IMET *</b>	8,837	8,837	8,837	8,837								
<b>Library Operations</b>	<b>Illinois Funds</b>	171,550	184,641	184,693	171,540								
<b>Library Debt Service</b>	<b>Illinois Funds</b>	10	(14,859)	(14,859)	-								
<b>Total:</b>		\$ 560,812	\$ 732,148	\$ 700,111	\$ 674,316								

\* Restricted

**PAYROLL**

<b>1<sup>ST</sup> PAY PERIOD</b>		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326								
<b>2<sup>ND</sup> PAY PERIOD</b>		18,139	17,714	17,386	18,454								
<b>3<sup>RD</sup> PAY PERIOD</b>		-	-	18,458	-								
<b>Total</b>		\$ 35,849	\$ 37,979	\$ 53,847	\$ 36,780								

## AUGUST 2016

Aug. 2016 Circ by Transaction Type	All Trans actions	Check- out Renewals	Check- outs	Renewals	All Holds Placed	Holds Filled	Check- ins	Usage
Yorkville Public Library - YKBB-4	14,396	6,618	5,644	974	423	1,291	6,064	0

Yorkville Borrowed 1096 items from other libraries.

Yorkville Lent 614 items to other libraries.

356 items were checked out to reciprocal borrowers at Yorkville.

134 patrons were added.

225 items were added.

706 OMNI e-books were checked out.

231 OMNI e-audio books were checked out.

2 OMNI videos were streamed.

202 OMNI users in August.

49 Illinois E-read books were checked out.

7 Illinois E-read audio books were checked out.

21 Illinois E-read users in August.

<b>August</b>		
<b>Public Relations</b>	Kendall Country Record - Beacon News Sun Times-WSBY- City of Yorkville Flyer – Yorkville Patch	
<b>Meetings, Workshop</b>	Staff Meeting	
<b>Programs, Activities</b>	<b>Number Attending</b>	
<b>Adult Programs</b>	Group Book Club	15
	Adult Book Discussion, Lunch Time Book Club	8
	Men's Book Club	
	Friends Meeting	9
	Threads and More	7
	Creative Writing –Lisa Macaione	10
	EBook Drop-in-Help	4
	Plam - Jessica Faedtke	3
	Creative Coloring	7
	Book Art	24
	Hix Brothers Ukulele Band	90
<b>Young Adult Programs</b>	Teen Meeting -TAG (2 programs)	4
	Pre-teen Coloring	5
<b>Children Programs</b>	Drop-In Story Time	13
	Tots and Toddlers	36
	Read with Paws	3
	Afternoon Read (3 Programs)	15
	Ice Cream Book Club	8
	Spanish Story Time – Marta Duran	9
	Lego Club	13
	Lego Club Duplo (2programs)	22
	Book Club (Grades 1-2 – 2 programs)	16
	Book Club (Grades 3-5 – 2 programs)	11
	Magic the Gathering	12
	Book Activities	17
	Stories in the Park	65
	Mystery Program	12
	Book Club (3-5 Grade)	6
	Summer Reading Program	400
<b>Meeting Room</b>	Library 13- Rent 6-City 1	
<b>Patron Count</b>	5,532	

<b>Teens Volunteers</b>	Breanna English, Juleah Richardson, Mikayla Mika, Jasmin Filippi, Natalie Malinowski, Morgan Rutsay, Naytona Faedtke, Nicholas Markoutsis, Brantley Osbourne
<b>Adult Volunteers</b>	Friends cleaning adult shelves
<b>Gifts and Memorials</b>	\$300 from “Friends of the Library” Oak Tree