

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
January 9, 2017 - 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
 - Update on Cost Cutting
 - Painting Bid for Building
13. New Business
 - Building Maintenance Hire
 - IT Hours Increased
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, December 12, 2016, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Barb Johnson-yes, Darren Crawford-yes, Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes (left 8:42pm), Sandy Lindblom-yes, Wamecca Rodriguez-yes (arr. 7:02pm)

Absent: Kate Elder

Others Present:

Library Director Michelle Pfister
Alderman/Library Liaison Seaver Tarulis
Finance Director Rob Fredrickson
Diana, parent of middle school students

Recognition of Visitors:

Guests were recognized by President Walter.

Amendments to the Agenda:

Ms. Lindblom asked to add a discussion on maintenance and Ms. Gambro asked to give information regarding a reading initiative, both for discussion under New Business.

Minutes: November 14, 2016

Ms. Lindblom and Ms. LaChance moved and seconded, respectively, to approve the minutes as presented. Unanimous voice vote approval.

Correspondence:

Library Director Pfister received a thank you note from a patron expressing appreciation of the children's books and family issue books.

Public Comment:

Guest Diana (last name unknown) said middle school Moms were discussing how to address the causes of a recent middle school student suicide. She said there is pervasive bullying in the schools. Ms. Rodriguez said there is much teen depression and access to so much negative information. She shared her knowledge of many of the issues involved and that social media can be a factor. Ms. Gambro said there is a curriculum in school regarding internet safety. President Walter asked what the Library could do and possible solutions included awareness signs, messages on the scrolling TV at the library entrance and a workshop for students and parents. Many different strategies were discussed including the fact that supervision must begin at home. Guest Diana suggested a coffee shop in the library to attract students.

Staff Comment: None

Report of the Treasurer:

Check Register

Treasurer Lindblom said the library is converting to LED light bulbs to lower expenses. She also commented that the fall cleanup, gutter and window cleaning had all been done. The total of the check register bills is \$9,637.60. There were also two payrolls in the month and the total distributions from the summary sheet are \$54,002.50.

Budget Report

Property tax of \$8,533 and development fees of \$4,000 were received and the budget is at 58% of the FY and 91% of the total revenues. The fines were down, but the library did "food for fines".

Memorials and Gifts

There is \$3,000+ that has come in for mini-golf and \$2,000 is designated for books with the rest for programs.

Cash Statement

Bond payments will be made this month and will reduce the balance considerably. Mr. Fredrickson explained how the bonds are paid and how much.

Ms. Johnson asked why the part-time salaries had decreased considerably in the second payroll period. It was thought to be due to holidays.

Payment of Bills

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

\$19,151.12 Accounts Payable

\$34,851.38 Payroll

\$54,002.50 TOTAL

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

Report of the Library Director:

Library Director Michelle Pfister reported the following:

1. Presented stats for month
2. Displayed Yorkville booklet containing library article and *VOICE* newspaper which published programs at library
3. Many mini-golf meetings have been held, over \$3,000 given by sponsors
4. Friends asked Michelle to thank Board for assistance with mini-golf preparations
5. Luncheon was held for staff
6. 20 people attended the "Mudslinging" event
7. Joanne Matlock contributed \$36 for large print book
8. Profit of \$240 for 5K run
9. Presented a new list of Board members
10. "Birthday cake" used in 100-year celebration was advertised on system website and is now a traveling birthday cake
11. Baking books were chosen to honor former Board member Jo Ann Gryder and one book was dedicated to her granddaughter

City Council Liaison

Alderman Tarulis announced Alderman Kot is resigning effective December 31. He also said the City Council had completed their goal-setting for the year and the library is included in an audit of all city buildings. A study will be done in 2017/2018. Mr. Fredrickson added that the library levy vote will be taken on December 13.

Standing Committees:

A list of standing committees is included in the meeting packet. It was noted the next budget will be approved in April and Mr. Fredrickson will send a template.

Unfinished Business:

Update on Cost Cutting

This is tabled since Board member Kate Elder is absent.

Painting Bid for Building

Revisions are still needed in the painting bid. Dates were changed to reflect a close of bids on January 31, 2017. Ms. Lindblom also raised several questions. She said a 90-day period is needed for when prices are effective and should be valid until the end of April. It was suggested to make the closing date at the end of February to move the 90-day period into May when painting could be done. Ms. Lindblom also said the Library Board is not mentioned in the contract. There were many other concerns: paint color, primer, number of coats, exact areas to be painted, Hardie siding, to whom questions should be directed, licensing/bonding and other details.

Ms. Gambro suggested hiring a consultant to oversee this project because of the many questions being raised and Mr. Walter asked if Mr. Lindblom would assist. Mr. Walter will contact Mr. Lindblom and input will also be needed from the Public Works Director. Ms. Johnson suggested a committee be formed and that the old records be reviewed. A revised contract is needed by January and all Board members are encouraged to bring forward any wording changes for the bid. The notice must be published for 30 days in a daily paper and a CD or flash drive of the bid notice will also be available.

Adopt a Sunday

Ms. Johnson moved and Ms. Lindblom seconded a motion to withdraw the letter to sponsors requesting support for Sunday hours. Unanimous voice vote approval.

Fundraising Option for the Library

Ms. Gambro mentioned that some of the schools use this program and the library might be competing. Ms. Lindblom said the Board should not be involved with fundraising which the Friends already do. Ms. Rodriguez suggested that this option be made known to the Friends and the Board's wishes to be open on Sundays. Adding a half hour at the beginning and the end of each day was suggested. A recent survey showed a need to be open longer and this should be included in budget discussions. This option will be tabled at this time.

Ordinance Regulation Reimbursement of Expenses

The library attorney had previously suggested the Board should adopt a policy regarding reimbursement for travel. The Board discussed this topic last month and a motion was made at this meeting by Ms. Johnson and seconded by Ms. LaChance to accept the policy as presented. The effective date in the policy needs to be changed. There was also discussion about the cost for dinners

when traveling and it was decided to use \$22 as the amount.

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

New Business:

Maintenance

Ms. Lindblom said the library may need a part-time maintenance person to relieve Ms. Pfister from many maintenance items she does. A job description would be needed and there should be discussion during budget talks. Ms. Pfister was asked to draft a list of tasks and amount of time for a handyman prior to any decision. A part-time IT person was also mentioned as being a higher priority than a handyman. This will be included on the January agenda.

Reading Initiative

Trustee Gambro presented information regarding a reading initiative in the middle school for next year entitled "One Community Reads". It is in the early planning stages and may involve activities in the City. It has been done in Naperville and Plainfield.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:51pm on a motion and second by Ms. Gambro and Mr. Walter, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 12/21/16
 TIME: 09:17:32
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900038	FNBO	FIRST NATIONAL BANK OMAHA			12/26/16		
	122616-A.SIMMONS	11/30/16	01	KONICA-7/05-10/04 MAINTENANCE		82-820-54-00-5462	437.95
			02	CHARGES		** COMMENT **	
			03	KONICA-7/04-10/03 MAINTENANCE		82-820-54-00-5462	3.53
			04	CHARGES		** COMMENT **	
			0				
			33	KONICA-09/19-10/18 COPY CHARGE		82-820-54-00-5462	4.62
						INVOICE TOTAL:	HHHÈF€ *



DATE: 12/21/16
TIME: 09:17:32
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900038	FNBO	FIRST NATIONAL BANK OMAHA			12/26/16		
	122616-J.WEISS	11/30/16	01	STORYTIME HOLIDAY SUPPLIES		82-000-24-00-2480	104.39
						INVOICE TOTAL:	104.39 *



UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

[illegible]

DATE: 01/04/17
TIME: 08:08:32
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104284	BAKTAY	BAKER & TAYLOR					
	2032461531		11/22/16	01	BOOKS	84-840-56-00-5686	854.35
						INVOICE TOTAL:	854.35 *
	2032478334		11/30/16	01	BOOKS	84-840-56-00-5686	327.47
						INVOICE TOTAL:	327.47 *
	2032479655		11/30/16	01	BOOKS	84-840-56-00-5686	291.00
						INVOICE TOTAL:	291.00 *
	2032485436		12/02/16	01	BOOKS	82-000-24-00-2480	455.31
						INVOICE TOTAL:	455.31 *
	2032504872		12/12/16	01	BOOKS	84-840-56-00-5686	349.95
						INVOICE TOTAL:	349.95 *
	2032505076		12/12/16	01	BOOKS	84-840-56-00-5685	479.44
						INVOICE TOTAL:	479.44 *
	2032522494		12/20/16	01	BOOKS	84-840-56-00-5686	303.57
						INVOICE TOTAL:	303.57 *
	2032532462		12/22/16	01	BOOKS	84-840-56-00-5686	429.25
						INVOICE TOTAL:	429.25 *
						CHECK TOTAL:	3,490.34
104285	DEMCO	DEMCO, INC.					
	6021573		12/07/16	01	BOOK TAPE, FILAMENT TAPE,	82-820-56-00-5610	211.14
				02	DVD/CD POUCHES, WAX PAPER,	** COMMENT **	
				03	LABELS	** COMMENT **	
						INVOICE TOTAL:	211.14 *
						CHECK TOTAL:	211.14

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 01/04/17
TIME: 08:08:32
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104286	ERATEFUN	E-RATE FUND SERVICES, LLC					
	91		12/18/16	01	E-RATE CONSULTING SERVICES	82-820-54-00-5462	250.00
				02	FOR FY2017	** COMMENT **	
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00
104287	LLWCONSU	LLW CONSULTING INC.					
	10400		12/29/16	01	SEPT 2016 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
	10401		12/29/16	01	OCT 2016 ONSITE IT SUPPORT	82-820-54-00-5462	1,860.00
					INVOICE TOTAL:		1,860.00 *
	10402		12/29/16	01	NOV 2016 ONSITE IT SUPPORT	82-820-54-00-5462	1,140.00
					INVOICE TOTAL:		1,140.00 *
	10403		12/29/16	01	DEC 2016 ONSITE IT SUPPORT	82-820-54-00-5462	1,170.00
					INVOICE TOTAL:		1,170.00 *
					CHECK TOTAL:		4,890.00
104288	MIDWTAPE	MIDWEST TAPE					
	94548677		11/28/16	01	DVD	82-820-56-00-5685	17.99
					INVOICE TOTAL:		17.99 *
	94568683		12/03/16	01	DVDS	84-840-56-00-5685	63.97
					INVOICE TOTAL:		63.97 *
	94592419		12/12/16	01	AUDIO BOOK	84-840-56-00-5683	9.99
					INVOICE TOTAL:		9.99 *
	94593919		12/12/16	01	DVDS	84-840-56-00-5685	82.96
					INVOICE TOTAL:		82.96 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 01/04/17
TIME: 08:08:32
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104288	MIDWTAPE	MIDWEST TAPE					
	94614311		12/17/16	01	AUDIO BOOKS	84-840-56-00-5683	59.98
					INVOICE TOTAL:		59.98 *
	94629915		12/22/16	01	DVD CASES	82-820-56-00-5610	147.99
					INVOICE TOTAL:		147.99 *
	94631023		12/23/16	01	DVDS	84-840-56-00-5685	89.96
					INVOICE TOTAL:		89.96 *
	94637404		12/27/16	01	DVD	84-840-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
					CHECK TOTAL:		495.83
104289	NICOR	NICOR GAS					
	91-85-68-4012 8-1116		12/02/16	01	11/01-12/01 902 GAME FARM RD	82-820-54-00-5480	724.93
					INVOICE TOTAL:		724.93 *
					CHECK TOTAL:		724.93
104290	PRAIRCAT	PRAIRIECAT					
	5202		01/03/17	01	JAN 2017-MAR 2017 E-READER FEE	84-840-54-00-5460	161.00
				02	JAN 2017-MAR 2017 QUARTERLY	82-820-54-00-5468	3,158.19
				03	PARTICIPATING FEES	** COMMENT **	
					INVOICE TOTAL:		3,319.19 *
					CHECK TOTAL:		3,319.19
104291	YOUNGM	MARLYS J. YOUNG					
	121216		12/29/16	01	12/12/16 MEETING MINUTES	82-820-54-00-5462	81.25
					INVOICE TOTAL:		81.25 *
					CHECK TOTAL:		81.25
					TOTAL AMOUNT PAID:		13,462.68

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 2, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 17,208.39	\$ -	17,208.39	\$ 1,829.25	\$ 842.24	\$ 19,879.88
FINANCE	12,176.47	-	12,176.47	1,326.24	939.00	\$ 14,441.71
POLICE	125,965.66	8,960.15	134,925.81	567.33	9,984.05	\$ 145,477.19
COMMUNITY DEV.	16,588.42	-	16,588.42	1,717.43	1,220.56	\$ 19,526.41
STREETS	12,901.28	-	12,901.28	1,371.40	946.41	\$ 15,219.09
WATER	14,012.61	297.66	14,310.27	1,521.18	1,033.86	\$ 16,865.31
SEWER	8,020.18	-	8,020.18	868.49	609.68	\$ 9,498.35
PARKS	18,397.20	-	18,397.20	1,895.50	1,364.29	\$ 21,656.99
RECREATION	14,024.50	-	14,024.50	1,308.37	1,037.35	\$ 16,370.22
LIBRARY	15,602.43	-	15,602.43	855.56	1,166.06	\$ 17,624.05
TOTALS	\$ 254,897.14	\$ 9,257.81	\$ 264,154.95	\$ 13,260.75	\$ 19,143.50	\$ 296,559.20
TOTAL PAYROLL						\$ 296,559.20



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

December 16, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	19.48	44.63	647.45
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	4,000.00	-	4,000.00	-	299.56	4,299.56
ADMINISTRATION	16,104.52	-	16,104.52	1,711.92	757.79	18,574.23
FINANCE	10,024.22	-	10,024.22	1,065.58	751.41	11,841.21
POLICE	98,115.08	1,952.47	100,067.55	553.72	6,902.85	107,524.12
COMMUNITY DEV.	14,512.20	-	14,512.20	1,370.44	1,061.74	16,944.38
STREETS	12,901.27	2,061.02	14,962.29	1,590.49	1,080.64	17,633.42
WATER	14,012.61	22.05	14,034.66	1,491.90	998.53	16,525.09
SEWER	8,020.19	-	8,020.19	852.54	579.99	9,452.72
PARKS	16,802.90	-	16,802.90	1,766.79	1,243.61	19,813.30
RECREATION	13,646.38	-	13,646.38	1,191.51	1,008.41	15,846.30
LIBRARY	16,217.54	-	16,217.54	855.55	1,213.08	18,286.17

TOTALS \$ 225,931.93 \$ 4,035.54 \$ 229,967.47 \$ 12,478.77 \$ 16,018.09 \$ 258,464.33

TOTAL PAYROLL \$ 258,464.33



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 30, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 16,104.53	\$ -	16,104.53	\$ 1,711.91	\$ 782.84	\$ 18,599.28
FINANCE	8,864.98	-	8,864.98	942.35	480.74	\$ 10,288.07
POLICE	101,772.66	636.47	102,409.13	553.73	7,374.66	\$ 110,337.52
COMMUNITY DEV.	14,660.72	-	14,660.72	1,370.45	1,097.32	\$ 17,128.49
STREETS	12,901.26	8,193.28	21,094.54	2,242.37	1,510.08	\$ 24,846.99
WATER	16,114.20	149.22	16,263.42	1,728.80	1,131.33	\$ 19,123.55
SEWER	8,020.17	-	8,020.17	852.54	517.06	\$ 9,389.77
PARKS	16,572.72	-	16,572.72	1,732.64	1,267.77	\$ 19,573.13
RECREATION	13,970.63	-	13,970.63	1,253.31	1,065.64	\$ 16,289.58
LIBRARY	14,896.71	-	14,896.71	855.56	1,139.56	\$ 16,891.83
TOTALS	\$ 223,878.58	\$ 8,978.97	\$ 232,857.55	\$ 13,243.66	\$ 16,367.00	\$ 262,468.21
TOTAL PAYROLL						\$ 262,468.21



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, January 09, 2017

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1-3</i>)	12/26/2016	\$605.61
Library Check Register (<i>Pages 3 - 8</i>)	01/09/2017	\$13,462.68
Guardian -December 2016 dental insurance	12/13/2016	\$440.48
IPRF -January 2017 Workers Comp	12/13/2016	\$1,018.59
Eye Med - December 2016 Vision Ins.	12/13/2016	\$54.24
Mesirow -12/31-04/30 Libailty Renewal	12/13/2016	\$407.59
Dearborne National - January 2017 Life Ins	12/21/2016	\$33.60
DAC - December 2016 HRA Fees	12/13/2016	\$12.00
BCBS -January 2017 Health Insurance	12/21/2016	\$5,785.96
TOTAL BILLS PAID:		<hr/> \$21,820.75

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 9</i>)	12/02/2016	\$17,624.05
Bi-weekly (<i>Page 10</i>)	12/16/2016	\$18,286.17
Bi-weekly (<i>Page 11</i>)	12/30/2016	\$16,891.83
TOTAL PAYROLL:		<hr/> \$52,802.05

TOTAL DISBURSEMENTS: \$74,622.80



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date Total	FISCAL YEAR 2017 BUDGET	% of Budget
			May-16	June-16	July-16	August-16	September-16	October-16	November-16	December-16			
LIBRARY OPERATIONS REVENUES													
<i>Taxes</i>													
82-000-40-00-4000	PROPERTY TAXES		61,391	244,019	20,045	20,796	262,622	8,776	8,533	-	626,183	644,719	97.12%
<i>Intergovernmental</i>													
82-000-41-00-4120	PERSONAL PROPERTY TAX		882	-	959	112	-	872	-	232	3,058	5,250	58.25%
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	1,185	362	1,021	424	261	4,667	9,300	50.18%
<i>Charges for Service</i>													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	588	305	492	681	1,078	-	636	4,144	7,500	55.26%
82-000-44-00-4422	COPY FEES		275	200	187	184	194	165	197	114	1,516	3,000	50.52%
82-000-44-00-4439	PROGRAM FEES		44	80	181	42	110	79	36	54	626	1,000	62.60%
<i>Investment Earnings</i>													
82-000-45-00-4500	INVESTMENT EARNINGS		58	67	71	77	78	88	90	89	618	350	176.58%
<i>Miscellaneous</i>													
82-000-46-00-4690	REIMB-MISCELLANEOUS		-	-	-	-	-	-	-	1,433	1,433	-	0.00%
82-000-48-00-4820	RENTAL INCOME		115	275	76	300	175	200	250	200	1,591	2,000	79.55%
82-000-48-00-4824	DVD RENTAL INCOME		187	257	249	199	198	220	145	150	1,605	5,000	32.10%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	95	55	48	738	512	47	145	1,719	500	343.75%
<i>Other Financing Sources</i>													
82-000-49-00-4901	TRANSFER FROM GENERAL		5,276	1,757	1,757	1,991	1,757	1,758	891	1,426	16,614	36,068	46.06%
TOTAL REVENUES: LIBRARY			69,131	260,893	24,329	25,423	266,916	14,770	10,614	4,740	676,815	731,887	92.48%
LIBRARY OPERATIONS EXPENDITURES													
<i>Salaries & Wages</i>													
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	16,097	16,097	16,097	16,097	24,145	146,525	217,309	67.43%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	16,531	15,027	16,441	14,739	22,571	140,348	201,825	69.54%
<i>Benefits</i>													
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,916	2,567	1,711	1,711	1,711	1,711	2,567	15,576	23,470	66.36%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	2,441	2,326	2,434	2,304	3,519	21,505	31,448	68.38%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	5,832	5,501	5,554	5,187	7,180	51,161	83,960	60.94%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	67	34	-	67	34	34	34	302	403	75.04%
82-820-52-00-5223	DENTAL INSURANCE		440	440	440	440	440	440	440	440	3,524	5,638	62.50%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	54	54	54	54	434	651	66.65%



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

ACCOUNT NUMBER	DESCRIPTION	Y of Fiscal Year								Year-to-Date Total	FISCAL YEAR 2017	
		8% May-16	17% June-16	23% July-16	33% August-16	42% September-16	50% October-16	55% November-16	67% December-16		BUDGET	% of Budget
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	1,757	1,758	891	1,426	16,380	33,568	48.80%
Contractual Services												
82-820-54-00-5412	TRAINING & CONFERENCES	300	-	-	-	-	30	-	-	330	500	66.00%
82-820-54-00-5415	TRAVEL & LODGING	-	164	-	41	-	41	44	-	290	600	48.33%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	-	-	100	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	-	776	-	490	-	1,033	-	2,299	6,000	38.31%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	19	-	-	201	-	-	220	500	43.95%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	-	1,725	-	306	3,903	-	1,268	-	7,202	12,000	60.02%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,580	3,193	2,106	2,439	1,737	729	2,919	869	17,572	29,000	60.59%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	3,158	-	-	3,158	-	-	6,316	35,000	18.05%
82-820-54-00-5480	UTILITIES	-	-	-	-	-	-	-	3,225	3,225	16,281	19.81%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	496	2,451	5,196	-	-	2,193	7,707	5,070	23,113	25,000	92.45%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	589	-	-	-	-	-	1,689	2,190	77.10%
Supplies												
82-820-56-00-5610	OFFICE SUPPLIES	-	965	881	828	786	477	520	246	4,703	8,000	58.79%
82-820-56-00-5620	OPERATING SUPPLIES	-	2,014	346	1,511	38	1,116	1,548	739	7,311	8,000	91.39%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	155	91	109	137	99	21	-	613	1,000	61.30%
82-820-56-00-5685	DVD'S	-	122	174	142	124	110	302	23	997	2,000	49.85%
82-820-56-00-5686	BOOKS	-	-	-	1,190	1,493	1,592	1,146	427	5,849	5,000	116.97%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		69,131	260,293	24,329	25,423	206,918	14,770	18,614	4,740	678,818	731,887	92.48%
TOTAL FUND EXPENDITURES		57,770	56,752	75,869	51,663	51,698	54,269	57,966	72,535	477,714	750,943	63.14%
FUND SURPLUS (DEFICIT)		11,361	204,141	(50,740)	(26,240)	215,220	(39,499)	(39,352)	(67,795)	199,104	(18,056)	

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES	73,129	290,675	23,877	24,772	260,578	62,711	10,165	-	745,908	749,771	99.48%
83-000-45-00-4500	INVESTMENT EARNINGS	-	-	5	5	-	-	201	113	324	-	0.00%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date	FISCAL YEAR 2017	% of Budget
			May-16	June-16	July-16	August-16	September-16	October-16	November-16	December-16	Total	BUDGET	
83-000-49-00-4982	TRANSFER FROM LIB OPS		-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE			73,129	290,675	23,882	24,777	260,578	62,711	10,366	113	746,233	752,771	99.13%

LIBRARY DEBT SERVICE EXPENDITURES

2006 Bond													
83-830-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	50,000	50,000	50,000	100.00%
83-830-84-00-8050	INTEREST PAYMENT		-	14,869	-	-	-	-	-	14,869	29,738	29,738	100.00%
2013 Refunding Bond													
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	500,000	500,000	500,000	100.00%
83-830-99-00-8050	INTEREST PAYMENT		-	86,516	-	-	-	-	-	86,516	173,033	173,033	100.00%
TOTAL FUND REVENUES			73,129	290,675	23,882	24,777	260,578	62,711	10,366	113	746,233	752,771	99.13%
TOTAL FUND EXPENDITURES			-	101,385	-	-	-	-	-	681,385	752,770	752,771	100.00%
FUND SURPLUS (DEFICIT)			73,129	189,290	23,882	24,777	260,578	62,711	10,366	(681,272)	(6,537)	-	-

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,100	3,500	3,750	8,550	11,950	2,550	4,000	2,900	40,300	20,000	201.50%
84-000-42-00-4224	RENEW PROGRAM PERMIT		-	200	-	-	-	-	-	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	1	1	1	8	10	75.40%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,901	40,508	20,010	202.44%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5406	RENEW PROGRAM		-	200	-	-	-	-	-	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	161	-	-	161	-	-	322	3,500	9.20%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	3,081	6,956	-	71	-	10,108	-	0.00%
84-840-56-00-5683	AUDIO BOOKS		-	325	110	598	205	-	320	160	1,718	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVD'S		-	-	-	-	-	-	-	75	75	-	0.00%



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

94 of Fiscal Year		FISCAL YEAR 2017									Year-to-Date	
ACCOUNT NUMBER	DESCRIPTION	8% May-16	17% June-16	23% July-16	33% August-16	42% September-16	50% October-16	58% November-16	67% December-16	Total	BUDGET	% of Budget
84-840-56-00-5686	BOOKS	-	1,518	369	1,029	16	1,523	3,071	2,505	10,032	8,395	119.50%
TOTAL FUND REVENUES		3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,901	40,508	20,010	202.44%
TOTAL FUND EXPENDITURES		-	2,843	640	4,789	7,177	1,634	3,462	2,740	22,455	11,896	188.78%
FUND SURPLUS (DEFICIT)		3,101	1,657	3,111	3,842	4,774	867	539	161	18,053	8,115	

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UNITED CITY OF TORRVILLE
 GENERAL LEDGER ACTIVITY REPORT

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ACTIVITY THROUGH FISCAL PERIOD 08

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
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
05	AP-160912	09/06/2016	01	BOOKS	SCHOLASTIC BOOK CLUB	104240	W3679214BF	575.89	
		09/06/2016	02	10/06/16 MAGIC SHOW	ROB THOMPSON	104242	100616	350.00	
	AP-160925	09/15/2016	182	TARGET-GIFTCARDS	FIRST NATIONAL BANK	900035	092516-S.AUGUSTINE	100.00	
	GJ-160930LB	10/03/2016	08	Sept 2016 Deposit					925.00
				TOTAL PERIOD 05 ACTIVITY				1,025.89	925.00
06	GJ-161021NF	11/01/2016	01	NSF GILLESPIE/DONATION				50.00	
	GJ-161031LB	11/01/2016	08	Oct 2016 Deposits					1,550.00
				TOTAL PERIOD 06 ACTIVITY				50.00	1,550.00
07	GJ-161130LB	12/01/2016	07	Nov 2016 Deposits					2,164.09
	GJ-61114RC2	11/14/2016	01	RC Wnd Crk Inv#195848-Tree				395.00	
				TOTAL PERIOD 07 ACTIVITY				395.00	2,164.09
08	AP-161226M	12/21/2016	175	STORYTIME HOLIDAY SUPPLIES	FIRST NATIONAL BANK	900038	122616-J.WEISS	104.39	
		12/21/2016	176	NCG CINEMA-GIFT CARD	FIRST NATIONAL BANK	900038	122616-M.EBERHARDT	25.00	
	GJ-161231LB	01/03/2017	08	December 2016 Deposits					485.00
				TOTAL PERIOD 08 ACTIVITY				129.39	485.00
				TOTAL ACCOUNT ACTIVITY				5,760.38	8,013.97
				ENDING BALANCE					8,325.32

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UNITED CITY OF YORKVILLE
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ACTIVITY THROUGH FISCAL PERIOD 08

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
95-000-24-00-2456		(L)	ESCROW	- MEMORIALS & GIFTS					
					GRAND TOTAL			0.00	8,325.32
					TOTAL DIFFERENCE			0.00	8,325.32



**YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of December 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
Library Operations	Old Second	\$ 365,618	\$ 535,824	\$ 502,514	\$ 475,971	\$ 692,498	\$ 714,939	\$ 679,458	\$ 611,958				
Building Development Fees	Old Second	14,797	17,705	18,926	17,968	19,342	29,609	28,698	29,959				
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837				
Library Operations	Illinois Funds	171,550	184,641	184,693	171,540	169,947	170,006	170,068	105,262				
Library Debt Service	Illinois Funds	10	(14,859)	(14,859)	-	-	-	-	-				
Total:		\$ 560,812	\$ 732,148	\$ 700,111	\$ 674,316	\$ 890,624	\$ 923,390	\$ 887,061	\$ 756,016				

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326	\$ 18,055	\$ 18,033	\$ 18,101	\$ 17,624				
2 ND PAY PERIOD		18,139	17,714	17,386	18,454	17,107	18,651	16,750	18,286				
3 RD PAY PERIOD		-	-	18,458	-	-	-	-	16,892				
Total		\$ 35,849	\$ 37,979	\$ 53,847	\$ 36,780	\$ 35,161	\$ 36,683	\$ 34,851	\$ 52,802				

DECEMBER 2015

Dec 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	10,124	4,644	3,874	770	262	1,011	4,207	0

Yorkville borrowed 846 items from other libraries.

Yorkville lent 491 items to other libraries.

230 items were checked out to reciprocal borrowers.

63 patrons were added.

367 items were added.

570 OMNI e-books were checked out.

232 OMNI audio books were checked out.

5 OMNI videos were streamed.

184 OMNI users in December.

48 Illinois E-read books were checked out.

17 Illinois E-read audio books were checked out.

20 Illinois E-read users in December.

Patrons paid \$153.50 through e-commerce in December.

December**Public Relations**

Kendall Country Record - Beacon News Sun Times-
WSBY- – Yorkville Patch
Library E-Newsletter

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

Evening Book Club	5
Lunch Time Book Club	6
Men's Book Club	7
Friends Meeting	10
Threads and More	11
Creative Writing –Lisa Macaione	11
EBook Drop-in-Help	1
Creative Coloring	2

Young Adult Programs

Teen Meeting -TAG (4 programs)	24
Pre-teen Coloring	5
Anime Monday (3 Programs)	15
Plarn - Jessica Faedtke	8
Anime Monday (3 Programs)	18

Children Programs

Drop-In Story Time	5
Lapsit	8
Tots and Toddlers (2 programs)	27
Afternoon Read (2 programs)	9
Lego Club	12
Lego Club Duplo (2 programs)	17
Book Club (Grade K-12 (2 programs)	9
Book Club (Grades 3-5 (2 programs)	15
Magic the Gathering	6
Book Activities	17
Stories in the Park	65
Mystery Program	12
Panera Story Time (2 programs)	31
Literacy Center	10
Home School Murder Mystery	19
Community Story Time	18
Movies Night (2 programs)	23
Dance Party	16
Polar Express (2 programs)	57
Santa Visit	31
Make and Take Ornaments	76
YGS Tour (3 programs)	75

Meeting Room	Library 8- Rent 3-City 3
Patron Count	4412
Proctored Test	2
Teens Volunteers	Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle Fillipi, Morgan Rutsay, Brantley Osbourne, Breanna English
Adult Volunteers	JoAnn Britton, Theron Garcia, Marta Duran, Jessica Faedtke
Gifts and Memorials	\$250.00 Yorkville Lions Club \$85.00 James and Jean Birch

Building Maintenance Manager

Supervisor

Library Director

Hours of work

As needed

Primary Function

Oversee general maintenance and repair.

Qualifications

Mechanical aptitude

Previous experience with building operations.

Knowledge of construction trades.

Specific Duties

Inspect and diagnose problems and determine the best way to correct them.

Oversee routine preventive maintenance and ensure that the building continues to run smoothly, building systems operate efficiently, and the physical condition of the building does not deteriorate.

Be available to respond to various building emergencies.

Oversee various service contracts.

Maintenance

1. Run water weekly to remove rust and odor
2. Start chiller up when we have an electrical storm / rain
3. Salt and shovel sidewalks when needed
4. Checks pumps for water/oil leaks
5. Assemble new items (Puppet Theater etc.)
6. Keep courtyard and patio clean and trim
7. Schedule yearly inspections: backflow, fire alarms, sprinklers, elevator state inspection
8. Replace smoke detector batteries
9. Pick up litter in parking lot and remove gum on sidewalks
10. Pressure wash patio or other areas as needed
11. Knock down spider webs on outside windows in the fall
12. Repair furniture as needed
13. Check on building on days library is closed (Sunday – Holidays) for frozen pipes and heating problems when temp is below freezing
14. Remove birds nest from outside fire alarm
15. Replace snow points that fall off roof
16. Fix spray on water fountains