

**Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
May 8, 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
- 9. Report of the Library Director**

Statistics
- 10. City Council Liaison**
- 11. Standing Committees**

Policy
Finance

Personnel
Community Relations
- 12. Unfinished Business**

Painting Bid for Building
- 13. New Business**

Director's Retirement
Appoint an Interim Director
State Report
Approve Painting Bid for Building
BP & T Co. \$25,800
5K Race Time Fee \$750
- 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, April 10, 2017, 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:

Jason Hedman-yes, Russ Walter-yes, Kate Elder-yes, Carol LaChance-yes, Susan Chacon-yes, Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes

Absent: Wamecca Rodriguez

Others Present:

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

Recognition of Visitors: President Walter recognized the guests.

Amendments to the Agenda:

Ms. Pfister asked for discussion of library hours under New Business

Mr. Walter recognized the new Library Trustee Jason Hedman at this time.

Minutes: March 13, 2017

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

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Lindblom reported the following:

Check Register

A summary was given of the charges on the register and there were two payrolls in the month.
Disbursements totaled \$69,882.04.

Budget Report

The budget is at 92% of the FY and almost 95% of the budgeted revenue has been received. The group life insurance and outside repair and maintenance are over budget. Development fees of \$5,800 were received as well as memorials.

Cash Statement

Mr. Fredrickson said there is a surplus of \$50,000 on the budget report. He projected the ending Fund Balance to be about \$500,000 at the end of the FY.

Payment of Bills

Ms. Johnson made a motion to pay the bills as follows and Ms. Chacon seconded:

\$33,944.65 Accounts Payable

\$35,937.39 Payroll

\$69,882.04 TOTAL

Roll call vote: Walter-yes, Elder-yes, LaChance-yes, Chacon-yes, Lindblom-yes, Johnson-yes, Crawford-yes, Hedman-yes. Carried 8-0.

Report of the Library Director:

Library Director Pfister presented the following:

1. Monthly stats were given
2. 20 people attended the Queen Elizabeth program sponsored by the Friends
3. Kids' program included life-size Candyland game
4. Memorial totals will be presented next month, \$1,200 thus far
5. Library has new button-making machine
6. This is National Library Week
7. "Mind Games" program on April 11th, Friends are sponsoring
8. Teens "blackout" poetry on display
9. Display case features Cubs and Sox items, will be drawing for Sox/Cubs book
10. Ms. Pfister said this is the final board meeting for Ms. Lindblom (21 years of service) and Ms. Johnson (10 years of service). A book and brick will honor each of them.

City Council Liaison

Mr. Tarulis reported the City Council has approved a contract for the building study discussed last month. He said Joliet Junior College contracted for these services and was very satisfied. This study will assist in long-term budgeting.

Standing Committees:

Finance

This committee recently met to discuss the budget and a budget was drafted.

Unfinished Business:

Approve 2017/18 Library Budget

Ms. Lindblom explained the changes made in the budget. It was recommended to give a 3% increase to full and part-time staff and to increase the library hours to include three hours on Sunday. DVD's and books were reduced on the regular budget. She said this is the budget the Finance Committee attendees recommended.

Ms. Elder questioned how much deficit spending this includes. The deficit would be about \$84,000 while the Fund Balance/reserve would still be at about \$400,000 at the end of FY 2018. Ms. Chacon and Ms. Elder both said cost savings should still be explored. Ms. LaChance asked if the library would receive money from the proposed hotel to be built on the old Countryside property. It would be under a TIF for several years and then money could be pro-rated.

A motion was made by Ms. Lindblom to approve the budget as presented and Ms. Johnson seconded the motion.

Roll call: Elder-yes, LaChance-yes, Chacon-yes, Lindblom-yes, Johnson-yes, Crawford-yes, Hedman-yes, Walter-yes. Carried 8-0.

Painting Bid for Building

Ms. Pfister noted she had received inquiring phone calls, but no bids. She noted the Board will have to choose a paint color from samples Sherwin Williams has provided. Ms. Pfister asked the Board to look at color samples in the daylight.

New Business:

Public Notice

A list of dates for the library Board meetings was included for 2017 and 2018. Ms. Pfister said the library should be closed on Mother's Day and Easter Sunday and the Board agreed. Ms. Chacon moved to accept the Public Notice list of Board meetings and closure dates for the library in 2017/2018. Ms. Elder seconded the motion and the motion carried on a unanimous voice vote.

Ms. Pfister also proposed being open the Sunday after Labor Day and closed on the Sunday before Memorial Day. President Walter said this would be a policy change and asked for a vote. Trustee Crawford moved to accept the new policy hours and Trustee Walter seconded. Approved unanimously on a voice vote. Ms. Pfister asked all Board members to replace the policy in their books.

Participants in Public Act 92-1066/Non Resident Fee Card

Non-residents are able to purchase library cards with fees based on their property tax. The library must vote on this each year and Ms. Walter moved to continue participation. Ms. Elder seconded the motion and the motion carried on a unanimous voice vote.

Additional Business:

President Walter thanked Ms. Lindblom and Ms. Johnson for their many years of service. He said Mayor Golinski has appointed replacements for them. Ms. Lindblom and Ms. Johnson presented a flowering plant to Ms. Pfister in appreciation.

Adjournment:

There was no further business and the meeting was adjourned on a motion by Ms. Johnson and second by many. Adjourned at 7:41pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 04/19/17
TIME: 11:08:23
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 2017

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900042	FNBO	FIRST NATIONAL BANK OMAHA			04/25/17		
	042517-A.SIMMONS	03/31/17	09	ADS ANNUAL MAINTENANCE CHARGE		82-820-54-00-5462	299.40
			10	KONICA-COPIER CHARGES		82-820-54-00-5462	7.78
						INVOICE TOTAL:	307.18 *



DATE: 04/19/17
TIME: 11:08:23
ID: AP225000,CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 2017

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900042	FNBO	FIRST NATIONAL BANK OMAHA			04/25/17		
	042517-J.WEISS	03/31/17	01	DOLLAR TREE-PINWHEELS, FORKS,		82-820-56-00-5671	24.00
			02	PLATES, TABLE COVERS, CAKE		** COMMENT **	
			03	SERVER SETS, BASKETS		** COMMENT **	
			04	JEWEL-GIFT CARDS		82-820-56-00-5671	45.00
						INVOICE TOTAL:	69.00 *



DATE: 04/19/17
TIME: 11:08:23
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 2017

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900042	FNBO	FIRST NATIONAL BANK OMAHA			04/25/17		
	042517-M.EBERHARDT	03/31/17	01	JEWEL-STORYTIME REFRESHMENTS		82-820-56-00-5671	88.01
						INVOICE TOTAL:	88.01 *
	042517-M.PFISTER	03/31/17	01	AMAZON-PRINTER CARTRIDGES		82-820-56-00-5610	408.43
			02	AMAZON-TONER CARTRIDGES, GAMES		82-820-56-00-5610	244.99
			03	AMAZON-BUTTON MACHINE		82-000-24-00-2480	378.99
			04	BEST BUY-2 IPADS		82-000-24-00-2480	1,199.98
			05	AMAZON-2 WALL CLOCKS		82-000-24-00-2480	94.98
						INVOICE TOTAL:	2,327.37 *



DATE: 04/19/17
TIME: 11:08:23
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 2017

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900042	FNBO	FIRST NATIONAL BANK OMAHA			04/25/17		
	042517-S.AUGUSTINE	03/31/17	01	CONSTANT CONTACT-EMAIL		82-000-24-00-2480	378.00
			02	NEWSLETTER		** COMMENT **	
						INVOICE TOTAL:	378.00 *

Total Amount Paid: \$3,169.56



DATE: 05/01/17
TIME: 15:27:46
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 2017

CHECK DATE: 05/08/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104342	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0689530-IN		03/17/17	01	BALLAST, EMERGENCY UNIT,	82-820-56-00-5620	110.15
				02	BATTERY	** COMMENT **	
					INVOICE TOTAL:		110.15 *
					CHECK TOTAL:		110.15
104343	BAKTAY	BAKER & TAYLOR					
	2032748123		03/28/17	01	BOOKS	84-840-56-00-5686	840.41
					INVOICE TOTAL:		840.41 *
	2032751999		03/28/17	01	BOOKS	82-000-24-00-2480	215.43
					INVOICE TOTAL:		215.43 *
	2032760741		03/30/17	01	BOOKS	82-000-24-00-2480	307.22
					INVOICE TOTAL:		307.22 *
	2032763544		04/03/17	01	BOOKS	82-000-24-00-2480	861.23
					INVOICE TOTAL:		861.23 *
	2032779150		04/10/17	01	BOOKS	82-000-24-00-2480	575.69
					INVOICE TOTAL:		575.69 *
	2032780149		04/10/17	01	BOOKS	82-000-24-00-2480	549.61
					INVOICE TOTAL:		549.61 *
	2032782875		04/11/17	01	BOOKS	84-840-56-00-5686	518.02
					INVOICE TOTAL:		518.02 *
	2032786105		04/11/17	01	BOOKS	84-840-56-00-5686	387.19
					INVOICE TOTAL:		387.19 *
	2032794989		04/14/17	01	BOOKS	84-840-56-00-5686	749.16
					INVOICE TOTAL:		749.16 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 05/01/17
TIME: 15:27:46
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 2017

CHECK DATE: 05/08/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104343	BAKTAY	BAKER & TAYLOR					
	2032799691		04/17/17	01	BOOKS	84-840-56-00-5686	372.37
					INVOICE TOTAL:		372.37 *
	2032808438		04/19/17	01	BOOKS	84-840-56-00-5686	417.26
					INVOICE TOTAL:		417.26 *
					CHECK TOTAL:		5,793.59
104344	CANBLMEC	CANNONBALL MECHANICAL CORP					
	27030		04/06/17	01	TEST & CERTIFY 5 DEVICES	82-820-54-00-5462	619.75
					INVOICE TOTAL:		619.75 *
					CHECK TOTAL:		619.75
104345	CINTASFP	CINTAS CORPORATION FIRE 636525					
	OF94508300		04/12/17	01	FIRE EXTINGUISHER INSPECTION	82-820-54-00-5462	128.74
					INVOICE TOTAL:		128.74 *
					CHECK TOTAL:		128.74
104346	KONICAMI	KONICA MINOLTA BUSINESS					
	9003392615		05/03/17	01	1/4/17-4/3/17 COPIER CHARGE	82-820-54-00-5462	-1.06
				02	CREDIT	** COMMENT **	
					INVOICE TOTAL:		-1.06 *
	9003424725		05/01/17	01	3/19/17-4/18/17 COPIER CHARGES	82-820-54-00-5462	9.03
					INVOICE TOTAL:		9.03 *
					CHECK TOTAL:		7.97
104347	LLWCONSU	LLW CONSULTING INC.					

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 05/01/17
TIME: 15:27:46
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 2017

CHECK DATE: 05/08/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104347	LLWCONSU	LLW CONSULTING INC.					
	10415		05/01/17	01	4/3 & 4/24 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
104348	MIDWTAPE	MIDWEST TAPE					
	94921640		04/04/17	01	AUDIO BOOKS	84-840-56-00-5683	44.98
				02	DVDS	84-840-56-00-5685	68.97
					INVOICE TOTAL:		113.95 *
	94943375		04/11/17	01	DVD	84-840-56-00-5685	22.99
				02	AUDIO BOOKS	84-840-56-00-5683	112.97
					INVOICE TOTAL:		135.96 *
	94958260		04/17/17	01	DVD	84-840-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	95000558		04/24/17	01	AUDIO BOOKS	84-840-56-00-5683	34.99
				02	DVDS	84-840-56-00-5685	22.99
					INVOICE TOTAL:		57.98 *
					CHECK TOTAL:		330.88
104349	OSWEGOL	OSWEGO PUBLIC LIBRARY					
	040317		04/03/17	01	REPLACEMENT OF LOST BOOKS	82-820-56-00-5686	101.00
				02	REPLACEMENT OF LOST DVDS	82-820-56-00-5685	56.00
					INVOICE TOTAL:		157.00 *
					CHECK TOTAL:		157.00
104350	R0001839	THREE RIVERS LIBRARY DISTRICT					
	040617		04/06/17	01	REPLACEMENT COST FOR LOST BOOK	82-820-56-00-5686	19.00
					INVOICE TOTAL:		19.00 *
					CHECK TOTAL:		19.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 05/01/17
TIME: 15:27:46
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 2017

CHECK DATE: 05/08/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104351	R0001840	HANOVER TOWNSHIP LIBRARY					
	040617		04/06/17	01	REPLACEMENT COST FOR LOST BOOK	82-820-56-00-5686	14.00
					INVOICE TOTAL:		14.00 *
					CHECK TOTAL:		14.00
104352	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	041017-60		04/13/17	01	JAN-MAR 2017 FAX CHARGES	82-820-54-00-5462	42.56
					INVOICE TOTAL:		42.56 *
					CHECK TOTAL:		42.56
104353	YORKAREA	YORKVILLE AREA CHAMBER OF					
	32385		04/30/17	01	ANNUAL MEMBERSHIP DUE RENEWAL	82-820-54-00-5460	100.00
					INVOICE TOTAL:		100.00 *
					CHECK TOTAL:		100.00
104354	YOUNGM	MARLYS J. YOUNG					
	041017		04/26/17	01	4/10/17 MEETING MINUTES	82-820-54-00-5462	52.00
					INVOICE TOTAL:		52.00 *
					CHECK TOTAL:		52.00
					TOTAL AMOUNT PAID:		8,095.64

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 05/01/17
TIME: 15:34:52
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 2018

CHECK DATE: 05/08/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104355	SOUND	SOUND INCORPORATED					
	R148605		04/14/17	01	5/1/17-7/31/17 MAINTENANCE	82-820-54-00-5462	876.90
				02	CONTRACT RENEWAL FOR CCTV AND	** COMMENT **	
				03	ACCESS CONTROL	** COMMENT **	
					INVOICE TOTAL:		876.90 *
					CHECK TOTAL:		876.90
					TOTAL AMOUNT PAID:		876.90



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY April 7, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 15,968.35	\$ -	15,968.35	\$ 1,693.80	\$ 1,177.64	\$ 18,839.79
FINANCE	8,864.97	-	8,864.97	987.98	684.30	\$ 10,537.25
POLICE	97,152.23	3,302.39	100,454.62	642.39	7,436.21	\$ 108,533.22
COMMUNITY DEV.	14,768.71	-	14,768.71	1,389.77	1,096.51	\$ 17,254.99
STREETS	12,901.28	83.61	12,984.89	1,399.76	955.70	\$ 15,340.35
WATER	14,012.61	279.91	14,292.52	1,540.73	1,038.08	\$ 16,871.33
SEWER	8,020.18	-	8,020.18	880.75	608.15	\$ 9,509.08
PARKS	16,852.23	-	16,852.23	1,816.67	1,245.16	\$ 19,914.06
RECREATION	12,579.93	-	12,579.93	1,161.67	925.88	\$ 14,667.48
LIBRARY	15,612.18	-	15,612.18	867.62	1,162.38	\$ 17,642.18
TOTALS	\$ 216,732.67	\$ 3,665.91	\$ 220,398.58	\$ 12,381.14	\$ 16,330.01	\$ 249,109.73

TOTAL PAYROLL \$ 249,109.73



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

April 21 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	8.98	44.61	636.93
TREASURER	83.34	-	83.34	8.98	6.36	98.68
ALDERMAN	3,500.00	-	3,500.00	-	261.31	3,761.31
ADMINISTRATION	14,880.38	-	14,880.38	1,586.00	1,094.42	17,560.80
FINANCE	8,864.98	-	8,864.98	955.64	661.37	10,481.99
POLICE	104,710.85	685.18	105,396.03	561.54	7,791.27	113,748.84
COMMUNITY DEV.	14,687.72	-	14,687.72	1,389.78	1,090.31	17,167.81
STREETS	12,901.27	-	12,901.27	1,390.74	949.30	15,241.31
WATER	15,247.14	285.27	15,532.41	1,674.40	1,132.94	18,339.75
SEWER	8,020.18	-	8,020.18	864.58	596.67	9,481.43
PARKS	16,858.73	79.86	16,938.59	1,826.00	1,251.77	20,016.36
RECREATION	13,673.21	-	13,673.21	1,161.68	1,009.51	15,844.40
LIBRARY	15,946.70	-	15,946.70	867.62	1,187.98	18,002.30
TOTALS	\$ 230,866.18	\$ 1,050.31	\$ 231,916.49	\$ 12,295.94	\$ 17,147.31	\$ 261,359.74

TOTAL PAYROLL \$ 261,359.74



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, May 08, 2017

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 4</i>)	04/25/2017	\$3,169.56
Library Check Register - FY17 (<i>Pages 5 - 8</i>)	05/08/2017	\$8,095.64
Library Check Register - FY18 (<i>Page 9</i>)	05/08/2017	\$876.90

FY 2017

Guardian - April 2017 dental insurance	04/11/2017	\$440.48
Eye Med - April 2017 Vision Ins.	04/11/2017	\$54.24
Chicago Tribune Advertising	04/25/2017	\$146.34
Nicor-03/03-04/03 2017 Service	04/25/2017	\$1,408.77

FY 2018

Dearborne National - May 2017 Life Ins	04/25/2017	\$33.60
BCBS - May 2017 Health Insurance	04/25/2017	\$6,061.56

TOTAL BILLS PAID:	<hr/>	\$20,287.09
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PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	04/07/2017	\$17,642.18
Bi-weekly (<i>Page 11</i>)	04/21/2017	\$18,002.30

TOTAL PAYROLL:	<hr/>	\$35,644.48
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TOTAL DISBURSEMENTS:	<hr/> <hr/>	\$55,931.57
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YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending April 30, 2017

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Total	FISCAL YEAR 2017	
		5% May-16	17% Jun-16	25% Jul-16	33% Aug-16	42% Sep-16	50% Oct-16	58% Nov-16	67% Dec-16	75% Jan-17	83% Feb-17	92% Mar-17	100% Apr-17		BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES																
Taxes																
R2-000-40-00-4000	PROPERTY TAXES	61,391	244,019	20,045	20,796	262,622	8,776	8,533	-	-	-	-	-	626,183	644,719	97.12%
Intergovernmental																
R2-000-41-00-4120	PERSONAL PROPERTY TAX	882	-	959	112	-	872	-	232	863	-	554	1,412	5,887	5,250	112.13%
R2-000-41-00-4170	STATE GRANTS	-	13,044	-	-	-	-	-	-	-	-	-	-	13,044	17,200	75.83%
Fines & Forfeits																
R2-000-43-00-4330	LIBRARY FINES	459	511	443	1,185	362	1,021	424	261	1,047	538	582	521	7,355	9,300	79.08%
Charges for Service																
R2-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	365	588	305	492	681	1,078	-	636	794	580	-	1,058	6,576	7,500	87.68%
R2-000-44-00-4422	COPY FEES	275	200	187	184	194	165	197	114	349	210	333	310	2,717	3,000	90.57%
R2-000-44-00-4439	PROGRAM FEES	44	80	181	42	110	79	36	54	74	37	111	67	915	1,000	91.50%
Investment Earnings																
R2-000-45-00-4500	INVESTMENT EARNINGS	58	67	71	77	78	88	90	89	75	70	120	123	1,006	350	287.51%
Miscellaneous																
R2-000-46-00-4690	REIMB-MISCELLANEOUS	-	-	-	-	-	-	-	1,433	708	-	-	-	2,141	-	0.00%
R2-000-48-00-4820	RENTAL INCOME	115	275	76	300	175	200	250	200	151	200	108	150	2,200	2,000	110.00%
R2-000-48-00-4824	DVD RENTAL INCOME	187	257	249	199	198	220	145	150	164	196	295	184	2,444	5,000	48.89%
R2-000-48-00-4850	MISCELLANEOUS INCOME	78	95	55	48	738	512	47	145	-	82	19	491	2,311	500	462.25%
Other Financing Sources																
R2-000-49-00-4901	TRANSFER FROM GENERAL	5,276	1,757	1,757	1,991	1,757	1,758	891	1,426	3,587	2,074	1,769	-	24,044	36,068	66.66%
TOTAL REVENUES: LIBRARY		69,131	260,893	24,329	25,423	266,916	14,770	10,614	4,740	7,812	3,988	3,891	4,315	696,822	731,887	95.21%
LIBRARY OPERATIONS EXPENDITURES																
Salaries & Wages																
R2-820-50-00-5010	SALARIES & WAGES	15,825	18,021	24,145	16,097	16,097	16,097	16,097	24,145	16,097	16,097	16,097	16,097	210,913	217,309	97.06%
R2-820-50-00-5015	PART-TIME SALARIES	15,965	15,531	23,542	16,531	15,027	16,441	14,739	22,571	12,956	16,140	15,734	15,462	200,639	201,825	99.41%
Benefits																
R2-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,682	1,916	2,567	1,711	1,711	1,711	1,711	2,567	1,735	1,735	1,735	1,735	22,517	23,470	95.94%
R2-820-52-00-5214	FICA CONTRIBUTION	2,377	2,512	3,593	2,441	2,326	2,434	2,304	3,519	2,159	2,402	2,371	2,350	30,788	31,448	97.90%
R2-820-52-00-5216	GROUP HEALTH INSURANCE	11,742	4,565	5,600	5,832	5,501	5,554	5,187	7,180	6,748	6,187	8,959	1,345	74,401	83,960	88.61%
R2-820-52-00-5222	GROUP LIFE INSURANCE	34	67	34	-	67	34	34	34	34	34	34	-	403	403	100.03%
R2-820-52-00-5223	DENTAL INSURANCE	440	440	440	440	440	440	440	440	440	440	440	440	5,286	5,638	93.75%
R2-820-52-00-5224	VISION INSURANCE	54	54	54	54	54	54	54	54	54	54	54	54	651	651	99.98%
R2-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	233	-	-	-	-	-	241	-	-	474	2,500	18.96%
R2-820-52-00-5231	LIABILITY INSURANCE	5,276	1,757	1,757	1,757	1,757	1,758	891	1,426	3,587	1,834	1,769	-	23,570	33,568	70.21%
Contractual Services																
R2-820-54-00-5412	TRAINING & CONFERENCES	300	-	-	-	-	30	-	-	-	-	-	-	330	500	66.00%
R2-820-54-00-5415	TRAVEL & LODGING	-	164	-	41	-	41	44	-	-	43	-	32	365	600	60.87%
R2-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	-	-	-	-	146	146	100	146.34%
R2-820-54-00-5440	TELECOMMUNICATIONS	-	-	776	-	490	-	1,033	-	-	1,151	-	-	3,450	6,000	57.50%
R2-820-54-00-5452	POSTAGE & SHIPPING	-	-	19	-	-	201	-	-	178	-	-	-	398	500	79.56%
R2-820-54-00-5460	DUES & SUBSCRIPTIONS	-	1,725	-	306	3,903	-	1,268	-	-	1,573	130	-	8,905	12,000	74.21%
R2-820-54-00-5462	PROFESSIONAL SERVICES	3,580	3,193	2,106	2,439	1,737	729	2,919	869	5,234	2,422	1,258	5,841	32,326	29,000	111.47%
R2-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	0.00%
R2-820-54-00-5468	AUTOMATION	-	-	3,158	-	-	3,158	-	-	3,158	-	-	3,158	12,633	35,000	36.09%
R2-820-54-00-5480	UTILITIES	-	-	-	-	-	-	-	3,225	725	3,735	1,228	1,409	10,321	16,281	63.39%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending April 30, 2017

		% of Fiscal Year												FISCAL YEAR 2017		
ACCOUNT NUMBER	DESCRIPTION	8% May-16	17% Jun-16	25% Jul-16	33% Aug-16	42% Sep-16	50% Oct-16	58% Nov-16	67% Dec-16	75% Jan-17	83% Feb-17	92% Mar-17	100% Apr-17	Year-to-Date Totals	BUDGET	% of Budget
R2-R20-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	496	2,451	5,196	-	-	2,193	7,707	5,070	-	3,340	271	467	27,190	25,000	108.76%
R2-R20-54-00-5498	PAYING AGENT FEES	-	1,100	589	-	-	-	-	-	-	-	-	-	1,689	2,190	77.10%
Supplies																
R2-R20-56-00-5610	OFFICE SUPPLIES	-	965	881	828	786	477	520	246	359	1,185	797	1,140	8,184	8,000	102.30%
R2-R20-56-00-5620	OPERATING SUPPLIES	-	2,014	346	1,511	38	1,116	1,548	739	-	510	471	1,231	9,524	8,000	119.05%
R2-R20-56-00-5671	LIBRARY PROGRAMMING	-	155	91	109	137	99	21	-	76	86	97	357	1,230	1,000	122.98%
R2-R20-56-00-5685	DVDS	-	122	174	142	124	110	302	23	18	70	-	-	1,085	2,000	54.24%
R2-R20-56-00-5686	BOOKS	-	-	-	1,190	1,493	1,592	1,146	427	-	-	-	-	5,849	5,000	116.97%
R2-R20-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		69,131	260,893	24,329	25,423	266,916	14,778	10,614	4,740	7,812	3,988	3,891	4,315	696,822	731,887	95.21%
TOTAL FUND EXPENDITURES		57,770	56,752	75,069	51,663	51,698	54,269	57,966	72,535	53,559	59,281	51,446	51,265	693,264	756,943	91.59%
FUND SURPLUS (DEFICIT)		11,361	204,141	(50,740)	(26,240)	215,226	(39,499)	(47,353)	(67,795)	(45,747)	(55,293)	(47,555)	(46,949)	3,558	(25,056)	
BEGINNING FUND BALANCE														499,355		
FUND SURPLUS (DEFICIT)														3,558		
ENDING RESERVED FUND BALANCE														334,198		
ENDING UNRESERVED FUND BALANCE														168,715		
ENDING TOTAL FUND BALANCE														502,913		
LIBRARY DEBT SERVICE REVENUES																
R3-000-40-00-4000	PROPERTY TAXES	73,129	290,675	23,877	24,772	260,578	62,711	10,165	-	-	-	-	-	745,908	749,771	99.48%
R3-000-45-00-4500	INVESTMENT EARNINGS	-	-	5	5	-	-	201	113	315	-	0	0	640	-	0.00%
R3-000-49-00-4982	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	315	-	0	0	746,549	752,771	99.17%
LIBRARY DEBT SERVICE EXPENDITURES																
2006 Bond																
R3-R30-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	-	-	-	-	50,000	50,000	100.00%
R3-R30-84-00-8050	INTEREST PAYMENT	-	14,869	-	-	-	-	-	14,869	-	-	-	-	29,738	29,738	100.00%
2013 Refunding Bond																
R3-R30-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	500,000	-	-	-	-	500,000	500,000	100.00%
R3-R30-99-00-8050	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	315	-	0	0	746,549	752,771	99.17%
TOTAL FUND EXPENDITURES		-	101,385	-	-	-	-	-	651,385	-	-	-	-	752,770	752,771	100.00%
FUND SURPLUS (DEFICIT)		73,129	189,290	23,882	24,777	260,578	62,711	10,366	(651,272)	315	-	0	0	(6,221)	-	
LIBRARY CAPITAL REVENUES																
R4-000-42-00-4214	DEVELOPMENT FEES	3,100	3,500	3,750	8,550	11,950	2,550	4,000	2,900	1,950	2,100	5,800	3,300	53,450	20,000	267.25%
R4-000-42-00-4224	RENEW PROGRAM PERMIT	-	200	-	-	-	-	-	-	-	-	-	-	200	-	0.00%
R4-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	1	1	1	1	1	1	1	1	1	12	10	116.80%
TOTAL REVENUES: LIBRARY CAPITAL		3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,901	1,951	2,101	5,801	3,301	53,662	20,010	268.17%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
 For the Month Ending April 30, 2017

ACCOUNT NUMBER	DESCRIPTION	8% May-16	17% Jun-16	25% Jul-16	33% Aug-16	42% Sep-16	50% Oct-16	58% Nov-16	67% Dec-16	75% Jan-17	83% Feb-17	92% Mar-17	100% Apr-17	Year-to-Date Total	FISCAL YEAR 2017 BUDGET	% of Budget
LIBRARY CAPITAL EXPENDITURES																
84-840-54-00-5406	RENEW PROGRAM	-	200	-	-	-	-	-	-	-	-	-	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	161	-	-	161	-	-	161	3,000	-	161	3,644	3,500	104.11%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	3,081	6,956	-	71	-	-	62	5,035	112	15,317	-	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	325	110	598	205	-	320	160	70	151	369	257	2,565	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVDS	-	-	-	-	-	-	-	75	739	225	361	238	1,638	-	0.00%
84-840-56-00-5686	BOOKS	-	1,518	369	1,029	16	1,523	3,071	2,505	2,556	2,418	3,454	2,868	21,328	8,395	254.06%
TOTAL FUND REVENUES		3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,981	1,951	2,101	5,801	3,301	53,662	20,010	268.17%
TOTAL FUND EXPENDITURES		-	2,043	640	4,709	7,177	1,684	3,462	2,740	3,526	5,855	9,220	3,636	44,692	11,895	375.72%
FUND SURPLUS (DEFICIT)		3,101	1,657	3,111	3,842	4,774	867	539	161	(1,575)	(3,754)	(3,418)	(335)	8,970	8,115	

ACTIVITY THROUGH FISCAL PERIOD 12

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	BBOOKS	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

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
09	AP-170109	01/04/2017	01	BOOKS	BAKER & TAYLOR	104284	2032485436	455.31	
	AP-170125	01/23/2017	197	JEWEL-STORYTIME PROGRAM	FIRST NATIONAL BANK	900039	012517-J.WEISS	48.31	
		01/23/2017	198	ALDI-STORYTIME PROGRAM	FIRST NATIONAL BANK	900039	012517-J.WEISS	89.93	
		01/23/2017	199	DOLAR TREE-CANDY	FIRST NATIONAL BANK	900039	012517-M.EBERHARDT	9.00	
		01/23/2017	200	NCG-MOVIE GIFT CARDS FOR	FIRST NATIONAL BANK	900039	012517-M.EBERHARDT	45.00	
		01/23/2017	201	JEWEL-SUPPLIES FOR SANTA	FIRST NATIONAL BANK	900039	012517-M.PFISTER	105.70	
		01/23/2017	202	DOLLAR TREE-CHRISTMAS CANDY	FIRST NATIONAL BANK	900039	012517-S.AUGUSTINE	18.49	
	GJ-170131LB	02/01/2017	08	Jan 2017 Deposits					150.00
				TOTAL PERIOD 09 ACTIVITY				771.74	150.00
10	AP-170213	02/07/2017	01	BOOKS	BAKER & TAYLOR	104293	2032537820	365.77	
	GJ-170228LB	03/01/2017	08	Feb 2017 Deposits					100.00
				TOTAL PERIOD 10 ACTIVITY				365.77	100.00
11	AP-170313	03/02/2017	01	BOOKS	BAKER & TAYLOR	104313	2032597278	407.65	
		03/02/2017	02	BOOKS	BAKER & TAYLOR	104313	2032607364	624.88	
	AP-170325M	03/20/2017	154	AMAZON-BOOKS, DRY ERASE BOARD	FIRST NATIONAL BANK	900041	032517-M.PFISTER	75.01	
	GJ-170331LB	04/03/2017	07	March 2017 Deposits					3,938.00
				TOTAL PERIOD 11 ACTIVITY				1,107.54	3,938.00
12	AP-170410	04/04/2017	02	BOOKS	BAKER & TAYLOR	104323	20326396205	484.81	
		04/04/2017	03	BOOKS	BAKER & TAYLOR	104323	2032705630	1,230.60	
		04/04/2017	04	BOOKS	BAKER & TAYLOR	104323	2032711531	921.25	
		04/04/2017	05	BOOKS	BAKER & TAYLOR	104323	2032715165	488.06	
		04/04/2017	06	ANNUAL COPYRIGHT COMPLIANCE	SWANK MOTION PICTURE	104333	2305406	226.00	
		04/04/2017	07	STAMPS, PUPPETS, RUBBER DUCKS	ORIENTAL TRADING CO	104335	682784039-01	110.95	
		04/04/2017	08	DRY ERASE BOARD, ERASER,	SOURCE ONE OFFICE PR	104337	416440	69.99	
	AP-170425M	04/19/2017	184	AMAZON-BUTTON MACHINE	FIRST NATIONAL BANK	900042	042517-M.PFISTER	378.99	
		04/19/2017	185	BEST BUY-2 IPADS	FIRST NATIONAL BANK	900042	042517-M.PFISTER	1,199.98	
		04/19/2017	186	AMAZON-2 WALL CLOCKS	FIRST NATIONAL BANK	900042	042517-M.PFISTER	94.98	
		04/19/2017	187	CONSTANT CONTACT-EMAIL	FIRST NATIONAL BANK	900042	042517-S.AUGUSTINE	378.00	
	GJ-170430LB	05/01/2017	08	April 2017 Deposits					1,270.00
				TOTAL PERIOD 12 ACTIVITY				5,583.61	1,270.00
				TOTAL ACCOUNT ACTIVITY				13,589.04	13,471.97
				ENDING BALANCE					5,954.66
				GRAND TOTAL				0.00	5,954.66
				TOTAL DIFFERENCE				0.00	5,954.66



YORKVILLE PUBLIC LIBRARY CASH STATEMENT

As of April 30, 2017

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	\$ 567,205	\$ 445,062	\$ 399,447	\$ 344,397
Building Development Fees	Old Second	14,797	17,705	18,926	17,968	19,342	29,609	28,698	29,959	29,335	25,430	22,978	20,477
Library Operations	IMET *	8,837	8,837	8,837	8,837	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	105,314	170,235	170,336	170,444
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	\$ 710,691	\$ 649,564	\$ 601,598	\$ 544,156

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326	\$ 18,055	\$ 18,033	\$ 18,101	\$ 17,624	\$ 15,721	\$ 18,013	\$ 17,301	\$ 17,642
2 ND PAY PERIOD		18,139	17,714	17,386	18,454	17,107	18,651	16,750	18,286	17,226	18,361	18,636	18,002
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	\$ 32,947	\$ 36,374	\$ 35,937	\$ 35,644

April 2017

April 2017 Circ by Transaction Type	All Trans actions	Checkout + Renewals	Check- outs	Renewals	All Holds Placed	Holds Filled	Check- ins	Usage
Yorkville Public Library - YKBB-4	12,313	5,628	4,588	1,040	430	1,119	5,136	0

Yorkville borrowed 921 items from other libraries.

Yorkville Lent 542 items to other libraries.

287 items were checked out to Reciprocal Borrowers at Yorkville in April.

83 patrons were added.

381 items were added.

562 OMNI e-books were checked out.

232 OMNI audio books were checked out.

1 OMNI videos were streamed.

187 OMNI users

19 Illinois e-Read books were checked out.

17 Illinois e-Read audio books were checked out.

15 Illinois e-Read users.

Patrons paid \$172.20 through e-commerce in April.

April**Public Relations**

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

Meetings, Workshop

PrairieCat User Group –DeBord – Iwanski
Delegates Assembly – DeBord
RAILS Webinar on Adult Programs- Augustine
Programmers Group for Kendall and
DeKalb County – Augustine

Programs, Activities**Number Attending****Adult Programs**

Evening Book Club	5
Lunch Time Book Club	4
Men's Book Club	8
Friends Meeting	11
Threads and More	8
Creative Writing	6
EBook Drop-in-Help	2
Mind Games A Night of Self Deception	52

Young Adult Programs

Teen Meeting -TAG (3 programs)	18
Anime Monday	15
Plarn	2
High School Research (6)	180

Children Programs

Drop-In Story Time	15
Tots and Toddlers (2 programs)	30
Afternoon Read (4 programs)	15
Lego Club Duplo (2 programs)	15
Book Club (Grade 1-2 (2 programs)	14
Book Club (Grades 3-5 (2 programs)	10
Beginner Readers	6
Ice Cream Book Club	7
Panera Story Time	16
Literacy Center (2 programs)	19
Spanish Story Time	5
Dance Party	10
Read with Paws	12
School Tours (3)	51
ChiLUG Workshop	19
Magic Game	5

National Library activities include: Guess the number of books in the library, Great Character Hunt, and Blackout Poetry (teen activity)

Meeting Room
Patron Count
Proctored Test

Library 12- Rent 4-City 2
5781
5

Teens Volunteers

Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle
Fillipi, Morgan Rutsay, Brantley Osbourne,
Breanna English, Emily Malas and Nicholas Markoutsis

Adult Volunteers

Marta Duran, Lisa Macaione, Jessica Faedtke,
Theron Garcia

Gifts and Memorials

Kay Livingston	Memorial	\$750
Jennette Medin	Memorial	\$1126



Memorandum

To: Russ Walter, Library Board President
From: Erin Willrett, Assistant City Administrator
CC: Bart Olson, City Administrator
Date: May 2, 2017
Subject: Library Director Information

Summary

For the Library Board's consideration, attached are an updated Library Director Job Description, Salary Survey and Proposals for Recruitment

Background

Staff met with Library Board President, Russ Walter on April 17, 2017 regarding Michelle Pfister's upcoming retirement. Staff offered to update the job description for the Library Director position, as well as conduct a salary survey and obtain information on a search firm to aid with the Director Search. Staff reached out to Reaching Across Illinois Library System (RAILS) as well as the Library Administrators Conference of Northern Illinois (LACONI) to aid with the information gathering.

Michelle Pfister shared her current job description and staff updated it with the most recent format that the City is using. In addition, staff used updated information from RAILS current Library Director listings and used the link that they shared below for a guide to the description.

RAILS also provided 4 contacts for consulting firms in Northern Illinois that aid in Library Director recruitments. Attached are 3 proposals from 1 firm. If the Board would like staff to solicit proposals for this type of recruitment we can do so with your direction.

LACONI shared their last salary survey which was completed in Fiscal Year 2015. Staff was able to extrapolate the municipalities and/or districts that were similar in budget, population, and EAV and create a table listing the salary range (minimum and maximum) and the Director's current salary. The survey is attached so the Board can view the comparables of other municipalities/districts as well. Each Library was contacted for the requested information. Staff will continue to update the chart with current salary information and share it with the Board. An overall table was made showing the comparable communities and a second table was made showing libraries that are close in proximity with the City. An average salary was also calculated with the information provided and is included in the table.

RAILS also sent links are resources/guides for more information on the process:

- Library Director Job Descriptions:
https://www.webjunction.org/documents/webjunction/Library_Director_Job_Descriptions.html
- ALA "What the director needs to know"
<http://www.ala.org/educationcareers/careers/librarycareerssite/whatyouneeddirector>
- Trustee Toolkit – Hiring a new library director:
http://www.cosla.org/content.cfm/id/trustee_toolkit_hiring_a_new_library_director



UNITED CITY OF YORKVILLE

JOB DESCRIPTION

APPROVED:

JOB TITLE: Library Director

DEPARTMENT: Library

STATUS: Full-time

FLSA STATUS: Exempt

REPORTS TO: Library Board of Trustees

SUPERVISES: Library Staff

Position Description Overview

Under board policy, guidance, and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing and directing public library services for the Yorkville Public Library. These duties include budget preparation, personnel, collection development, community relations and facility maintenance.

Essential Job Functions

1. Administers board policies and makes policy recommendations to Library Board. Attends staff, Library Board and City Council meetings as required and makes recommendations as assigned on subjects under discussion.
2. Works to further goals and objectives of the Library as determined by the library's long-range plan in conjunction with the Board of Trustees. Oversees updating of the long-range plan.
3. Prepares monthly and annual statistical reports, including annual report to the State. Maintains records and documents necessary for the administration and accountability of the Library.
4. Prepares budget for Library Board Approval. Monitors and approves expenditures, administers gifts, grants, state and federal money. Recommends purchases of equipment and materials for library and patron use.
5. Responsible for the selecting, acquiring, cataloging, classifying and wedding the collection. Providing a quality collection of materials in a variety of formats and reading levels to meet the needs of the community.

6. Act as a Freedom of Information Act Officer for the City which includes receiving requests for city records, reviewing and redacting applicable records, providing a written response to requester, and filing competed requests, all in a timely manner as required by law.
7. Conducts records research and data collection as requested.
8. Supervises personnel, hires and provides training to employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.
9. Oversees the care and maintenance of the library building and grounds.
10. Responds to building emergencies and takes appropriate action. Maintains a Disaster and Evacuation Plan.
11. Maintains and evaluates the library computerized system. Organizes training for staff on the software. Maintains the library's website and other electronic media.
12. Analyze records management practices and carry-out processes to ensure efficient and accurate records storage, retrieval, retention, destruction and adherence to applicable laws..
13. Acts as a liaison to the Friends of the Library and other community groups.
14. Other duties as directed by the Library Board or designee.

Requirements – Knowledge, Skills and Abilities

1. Knowledge of municipal government functions and practices.
2. Considerable knowledge of general management and organization principles and practices.
3. Ability to direct and supervise professional and office support personnel.
4. Considerable skill in planning organizing and maintaining records and files.
5. Ability to communicate clearly and effectively in both oral and written format.
6. Ability to establish and maintain satisfactory working relationships and tactfully and diplomatically handle controversial situations with City personnel, elected and/or appointed officials, professional groups and the general public.
7. Ability to maintain strict confidentiality.
8. Ability to lift and move filing boxes and other storage containers, up to thirty (30) pounds.
9. Computer literate with working knowledge of current software applications.

Experience and Education

1. Masters degree in library science from an ALA accredited program.

2. Three to Five (3-5) years of library experience.
3. Experience and education that provides the required knowledge, skills, and abilities associated with this position and its essential job functions may be considered.
4. Must successfully complete a job related background investigation.

The duties listed above are intended only as an illustration of the various types of tasks that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee, and is subject to modification by the employer as the needs of the employer and/or agency change, or requirements of the position change.

We are an equal opportunity employer and this obligation includes our commitment to providing reasonable accommodations when necessary to assist our employees and applicants who are disabled (and those who are pregnant or have a pregnancy related medical condition or disability) in order for those individuals to perform their essential job functions. If you are in need of a reasonable accommodation to perform the essential job functions listed above, we urge you to contact your supervisor or HR to schedule a meeting to discuss the available options.

Municipality	District	Title	Min and Max Range	FY 14/15 Salary	Current Salary
Oak Forest, IL	Acorn	Library Director			\$ 65,000.00
Batavia, IL	Batavia	Library Director	\$80,363 - \$120,545	\$98,979.00	
Elmwood Park, IL		Library Director			\$ 83,750.00
Evergreen Park, IL		Library Director	\$65,000 - \$97,500		\$ 84,000.00
Flossmor, IL		Library Director	\$63,185 - \$94,777		\$ 77,000.00
Forest Park, IL		Library Director	\$69,749 - \$104,624		\$ 79,200.00
Highwood, IL		Library Director	\$42,000 - \$53,000		\$ 53,000.00
Hillside, IL		Library Director	\$71,550 - \$107,326		\$ 87,000.00
Itasca, IL		Library Director	\$69,426 - \$104,138		\$ 89,000.00
Lake Bluff, IL		Library Director			\$ 68,000.00
North Aurora, IL		Library Director	\$73,067 - \$109,601		\$ 100,418.88
Palos Heights, IL		Library Director			\$ 77,625.00
Palos Park, IL		Library Director			\$ 53,500.00
Sandwich, IL	Sandwich	Library Director	\$30,000 - \$52,500		\$ 53,000.00
Somonauk, IL	Somonauk	Library Director		\$58,860.00	
Sycamore, IL		Library Director	\$60,000 - \$80,000		\$ 63,000.00
Elburn, IL	Town and Country	Library Director	\$45,000 (min)		\$ 60,000.00
Winfield, IL		Library Director	\$45,000 - \$100,000	\$82,000.00	
Woodstock, IL		Library Director	\$71,614 - \$111,217	\$95,261.00	
				Average	\$ 72,899.59

Municipality	District	Title	Min and Max Range	FY 14/15 Salary	Current Salary
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Sandwich, IL	Sandwich	Library Director	\$30,000 - \$52,500		\$ 53,000.00
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Sycamore, IL		Library Director	\$60,000 - \$80,000		\$ 63,000.00
Elburn, IL	Town and Country	Library Director	\$45,000 (min)		\$ 60,000.00
				Average	\$ 69,104.72

Name	Email	Address	Phone	Pressure Washing	Repair	Caulking	Prep and Paint	Total
Allied Paint	mike@alliedpaintingservices.com	707 Colomba Court, Suite 107, St. Charles, IL 60174	630-549-7672	\$1,450.00	\$500.00	\$2,450.00	\$23,000.00	\$27,400.00
K & J Painting LLC	JTrapp@KJ.Painting.LLC.com	732 North Street, Geneva, 60134	331 -248-0915	\$4,500.00	\$4,000.00	\$2,500.00	\$27,500.00	\$38,500.00
BP & T Co.	bpandtco@gmail.com	800 Northwest Highway, Suite 100, Mount Prospect, IL 60056	847-715-6555	\$4,700.00	\$4,000.00	\$2,000.00	\$15,100.00	\$25,800.00
Capital Painting and Decorating, Inc.	info@capitalpaintingc.com	5536 Vest Avenue, Naperville, IL 60563	630-747-6729	\$2,545.00	\$930.00	\$1,275.00	\$27,695.00	\$32,445.00
Tiles in Style, LLC	timz@tilesinstyle.com	697 Executive Dr, Willowbrook, IL 60527	630-219-1978	\$6,039.20	\$8,786.00	\$4,500.00	\$41,025.00	\$60,350.20

Company	Assigned to	Outcome
Boombah	Kate	
Naperville Running Company	Kate	
State Farm Yorkville	Kate	
Southern Belles	Kate	
Paradise Car Wash	Wamecca	
Grand Station Rental	Wamecca	
Steven's Silkscreening	Wamecca	
Martin Plumbing	Russ	
Yorkville Liquor		
Gruber & Kostel DDS LTD		
Meadowvale		
BH Martial Arts, Inc		
Todd Surveying		
Elite PC Experts		
Calamity Janes		
Spring Green		
Jimmy Johns	Wamecca	
Good Times Liquor		
Joe Heriaud		
Casa Santiago		
Wings Etc		
RKA Enterprises LTD		
OMG Liquor & Wine		
Silver Dollar		
Just in Time		
Logo Shirt Company	Wamecca (For Banner)	
Cornish Chiro	Russ	
RPG Financial	Russ	
Culvers	Wamecca (free ice cream chips)	

Dear Community Partner,

The 2nd Annual Yorkville Library “Book It” 5k is fast approaching! Race day is scheduled for Saturday September 2, 2017 at 8:00am. Our mission is to support the Library through all functions and operations. Currently, the Yorkville Public Library has a vibrant Children’s Program, as well as Young Adult programs and Adult Book Clubs. Our goal is to be able to continue to provide the best programming we can offer to the members of our community.

As a valued leader in our community, we ask for your support. Please consider being a sponsor for the 2017 Book It 5k.

Sponsorship Tiers:

Gold Sponsor \$350+

- Race Day Banner
- Prominent placement on shirts
- YPL Website
- YPL Facebook
- Race bag promotion

Silver Sponsor \$150 – \$349

- YPL Website
- YPL Facebook
- Logo placement on shirts
- Race bag promotion

Bronze Sponsor \$149 & below

- YPL Website
- YPL Facebook
- Race bag promotion

We hope we can count on your support, to deliver a successful race. More importantly, we hope to deliver an important service to our community through the library.

Thank you,

Yorkville Public Library

5k Meeting Notes:

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- Race bag promotion

Silver Sponsor \$150 – \$349

- YPL Website
- YPL Facebook
- Logo placement on shirts
- Race bag promotion

Bronze Sponsor \$149 & below

- YPL Website
- YPL Facebook
- Race bag promotion

Outstanding Items:

- Medals for more age groups
- Finisher medals (maybe)
- Tee shirts (same as last year, new color + sponsors)
- Water & Bananas (same plan as last year)
- Finalize/Sign contract with RaceTime – approve at May Board Meeting

Get Volunteers:

- RunJunkees (Kate)
- Yorkville Cross Country/Track teams (Wamecca)
- Boy Scouts (Susan)
- Friends of YPL



Annual Trustee Workshop

June 3 from 9 am to noon
Green Hills Public Library

Being a Library Board member is a wonderful to way to give back to your community and to your library, but some years can be really confusing and overwhelming! Join us as we review some key items that will make you a much more effective trustee and help you to thrive in your role.

Jane Schulten, retired Director from the Crete Public Library District, will offer a **levy and budget breakdown** to help with the financial side of your responsibilities. Then **Karolyn Nance** and **Dave Barry** will lead us through board meeting etiquette and the importance of training and getting involved within the community. This workshop is both a great primer for new trustees and refresher for tenured ones. A light breakfast will be served. ATLAS is sponsored in part by:

Ancel
Glink

DIAN WONG BUSH
DIJIANKE
& KRISTIN

Make checks payable and mail by May 26, 2017 to:

ATLAS

c/o Megan Millen

Joliet Public Library 150 N Ottawa St

Joliet, IL 60432

\$15 for members, \$20 for non-members

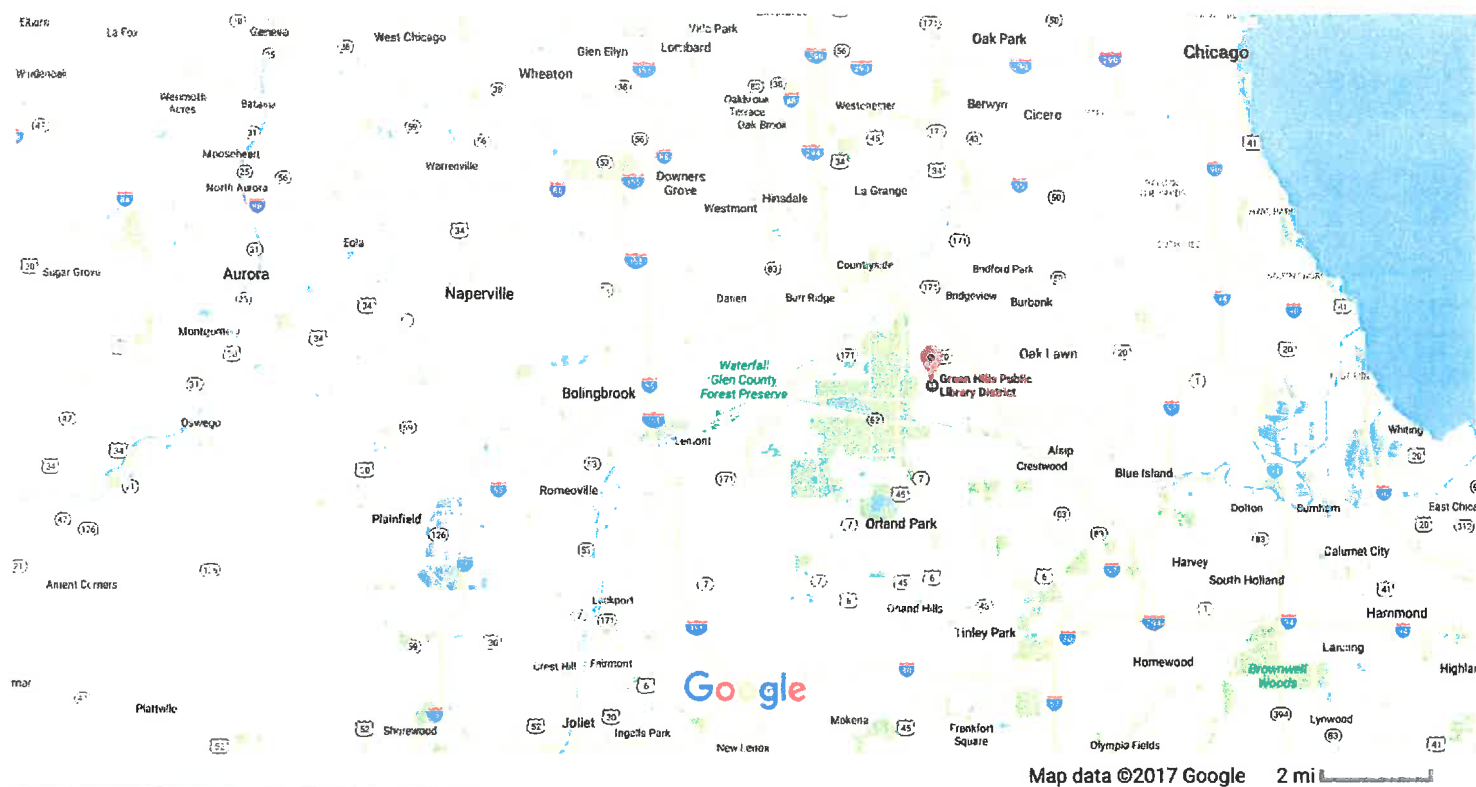
NAME: _____

LIBRARY: _____

EMAIL: _____ Phone _____

Google Maps

Green Hills Public Library District



Green Hills Public Library District

4.3 ★ ★ ★ ★ ★ · 16 reviews

Public Library

📍 10331 Interlochen Dr, Palos Hills, IL 60465

🌐 greenhillslibrary.org

☎ (708) 598-8446

🕒 Open now: 9AM–9PM

Popular times Tuesdays ▾

Trustee Academy

The Trustee Academy is a series of online courses offered by United for Libraries to help Trustees become exceptionally proficient in their roles on behalf of their libraries. All of the online courses are taught by a professional in the field. Courses include:

- Trustee Competencies
- Trustee Basics, Part I
- Trustee Basics, Part II
- Working Effectively with Your Library Director
- The Library's Budget
- Advocating for Your Library
- Evaluating the Library Director
- Working Effectively with Your Trustees

To access the courses, follow the link below and when prompted, enter the login and password. This is the same login that provides access to Short Takes for Trustees, which you can now also access from the Trustee Academy left menu navigation.

[http://www.ala.org/AUTH/Shibboleth.sso/Login?
target=http://www.ala.org/united/trustees/trustee_academy/rails](http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/trustee_academy/rails)
([http://www.ala.org/AUTH/Shibboleth.sso/Login?
target=http://www.ala.org/united/trustees/trustee_academy/rails](http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/trustee_academy/rails))

Login: short-takes

Password: rails2965

If you experience any issues logging in or accessing courses, please email Beth Nawalinski at bnawalinski@ala.org (<mailto:bnawalinski@ala.org>)

[Trustee Academy access \(http://www.ala.org/AUTH/Shibboleth.sso/Login?
target=http%3A//www.ala.org/united/trustees/trustee_academy/rails\)](http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http%3A//www.ala.org/united/trustees/trustee_academy/rails)

Tags

Category:

[Library Management \(/categories/library-management\)](/categories/library-management/)
[Trustee Development \(/categories/trustee-development\)](/categories/trustee-development/)

Library Types:

[Public \(/library-type/public\)](/library-type/public/)