

DRAFT

Yorkville Public Library
Board of Trustees
Monday, June 12, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Theron Garcia-yes, Jason Hedman-yes, Carol LaChance-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Wamecca Rodriguez (arr. 7:12pm)

Absent: Krista Danis, Kate Elder

Others Present:

Dixie DeBord, Director of Technical Services
Shelley Augustine, Director of Adult Services
Rob Fredrickson, City Finance Director
Seaver Tarulis, Alderman/Library Liaison
Daniel Chacon

Recognition of Visitors: Mr. Walter recognized the guests.

Amendments to the Agenda:

President Walter asked to discuss a city proposal under New Business and Ms. DeBord asked to discuss interview questions under Standing Committees/Personnel.

Minutes: May 8, 2017 and May 31, 2017

Ms. DeBord corrected the titles for her and Ms. Augustine. Ms. Augustine is Director of Adult Services (May 8 minutes) and Ms. DeBord is Director of Technical Services (May 8 and 31 minutes). Also, in the May 31 minutes the arrival time for Ms. Garcia should be 7:03pm.

Ms. Chacon and Ms. LaChance moved and seconded respectively, to approve the May 8 minutes as corrected. Unanimous voice vote approval.

Ms. LaChance and Ms. Chacon moved and seconded respectively, to approve the May 31 minutes as corrected. Unanimous voice vote approval.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

President Walter highlighted some of the charges from the previous month including air conditioner repairs and 2nd floor window reglazing. Trustee Hedman questioned if preventative maintenance is undertaken for mechanicals, in particular. Since that is currently not being done, President Walter said preventative maintenance should be discussed with Trico or to at least look at the manufacturer requirements.

There were two payrolls in the month. Some property tax was received as well as some fines and subscriber card revenue. President Walter asked if a sample tax bill is still posted since out-of-district subscriber fees are based on their tax bills. Development fees of \$6,100 and memorial funds of \$300 were also received.

Payment of Bills

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

\$31,695.79 Accounts Payable

\$35,536.97 Payroll

\$67,232.76 TOTAL

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Passed 7-0.

Report of the Library Director:

Ms. DeBord presented the report.

1. 100 people attended Michelle's retirement party
2. Teen TAG program had 18 teens in attendance
3. The Literacy Center served 24 kids for 2 programs
4. Tots and Toddlers hosted 37 toddlers
5. June/July calendar provided as well as brochure for summer reading program
6. Circulation stats will be presented monthly in spreadsheet for comparison
7. Ancestry database stats will be provided
8. Shelley noted e-newsletter can be subscribed to, it includes any library closures

City Council Liaison

Next month, Mr. Tarulis hopes to have an updated status report on the building study.

Standing Committees:

Personnel

Ms. LaChance reported on the recent committee meeting regarding the hiring of a new Library Director. She said any Board member wishing to participate in the interview process is welcome, but it was later decided to invite all Board members to second interviews. Trustee Hedman suggested asking library staff to participate in second interviews as well. A list of 21 possible interview questions was presented, reviewed and some revisions were made. President Walter discussed the legalities of posting meetings.

The final job description will be placed in the policy book and Ms. Garcia suggested that the new Director should sign and date the description. The revised job description will include a line for the Director to sign as well as the date the Board approved it before entry into the policy book. Going forward, when policy changes are made, the date will be included.

Ms. Garcia moved to approve the new job description as amended and Ms. Chacon seconded.
Approved by unanimous voice vote.

Ms. Garcia read a sample letter to be sent to those candidates not considered and they will be sent by email after being signed by Board member(s). Resumes received will be kept by Dixie and Shelley and Shelley is maintaining a spreadsheet of the applications.

It was also decided to post the Director job on ILA at a cost of \$100, which the interim Directors have the authority to spend.

There was also discussion of dates for the interviews as well as the fact that the interviews will need to be held in Executive Session due to the number of Board members in the interviews, constituting a meeting quorum. The meetings must be posted and recorded. Mr. Walter will verify the process with the City Clerk.

Unfinished Business: None

New Business:

Nominations of Officers

The following nominations for officers were made and voting will take place next month:
President--Russ Walter, Vice-President--Carol LaChance, Treasurer--Susan Chacon, Secretary--Kate Elder. Mr. Fredrickson recommended keeping check-signing ability only with Board officers.

Inventory Update

An inventory list was included for the Board. Ms. DeBord said all new library equipment is entered on a list and removed if de-commissioned. This inventory is conducted for insurance purposes.

City Proposal

President Walter shared a proposal made by City personnel Tim Evans, Bart Olson and Mayor Gary Golinski. The idea was to integrate the Parks Department and the library with Tim Evans assuming the role of Library Director/Business Manager. The current interim Directors would stay in similar roles as now. Recreation staff (5-6) would move to the library and assist at the front desk and library hours could be increased with extra staff. Parks programming would be integrated with the library. Mr. Walter said the Parks Department currently brings in about \$500,000 in program fees. The action is an attempt to boost the library budget and provide extra staff for increased hours. It was noted that Parks personnel would likely work daytime hours, while present library personnel would work night hours.

Comments from Trustees included: this is not a good idea, library experience is needed, this library is too small for a business manager, not all libraries are run by a Director, money might not be saved because Assistant Director(s) need to be upgraded in pay to compile state reports and assume jobs Mr. Evans would not have time for, State law may not allow this, give Library Director job description to City to determine if this idea would work or if Mr. Evans' time allows, no qualifications for this job, current interim Co-Directors could perform the work, concern for programs being held in historic room and room not available for renting or library programs, more open hours would be a plus, how much time would Parks employees devote to library—50/50 split?, how would salary be paid, taking over the maintenance of the building would be a positive point. It was noted that the Parks Department is currently self-supporting.

After much discussion, Mr. Hedman suggested giving the Job Description to the City and asking for a formal proposal with more details for the next Board meeting and before making a decision.

Executive Session:

At approximately 8:18pm a motion was made by President Walter to enter into Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Ms. LaChance seconded the motion.

Roll call to enter into Executive Session: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes Passed 7-0

A short break was taken and the session began at 8:21pm.

At approximately 8:39pm, the Board resumed their regular meeting with the following present: Garcia, Hedman, LaChance, Rodriguez, Walter, Chacon, Crawford.

Additional Business:

President Walter made a motion to increase the salaries by 15% (retroactively) for Ms. Augustine and Ms. DeBord while they serve as Interim Co-Directors for the library. Mr. Hedman seconded.

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes. Passed 7-0.

Adjournment:

There was no further business and the meeting was adjourned at 8:40pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Personnel Committee Meeting
Saturday, June 24, 2017, 10:00am
Library Board Room
902 Game Farm Road

The Personnel Committee meeting was called to order at 10:06am by Carol LaChance. The purpose of the meeting was to conduct an interview for the Library Director position.

Roll Call:

Carol LaChance-yes, Russ Walter-yes, Darren Crawford-yes, Jason Hedman-yes,
Theron Garcia (arr. 10:43am)

Others Present:

Lorene Kennard

Recognition of Visitors: Recognition was given to Lorene Kennard, an applicant for the Library Director position.

Public Comment: none

Executive Session:

At approximately 10:07am a motion was made by Russ Walter to enter into Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Jason Hedman seconded.

Roll call: Walter-yes, Crawford-yes, Hedman-yes, LaChance-yes. Passed 4-0.

The Session ended at approximately 11:46am.

Unfinished Business:

No further business.

Adjournment:

The regular meeting was adjourned at 11:46am immediately following the Executive Session.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Personnel Committee Meeting
Monday, June 26, 2017, 7:00pm
Michelle Pfister Meeting Room
902 Game Farm Road

The Personnel Committee meeting was called to order at 7:00pm by Carol LaChance. The purpose of the meeting was to conduct an interview for the Library Director position.

Roll Call:

Russ Walter-yes, Theron Garcia-yes, Jason Hedman-yes, Carol LaChance-yes,
Darren Crawford (arrived 7:06pm)

Others Present:

Ms. Dana Russell

Recognition of Visitors: Recognition was given to Dana Russell, an applicant for the Library Director position.

Public Comment: none

Executive Session:

At approximately 7:01pm Ms. LaChance moved to enter into Executive Session and stated the reason as follows: 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. Jason Hedman seconded.

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Walter-yes. Passed 4-0.

The Session ended at approximately 8:32pm.

Unfinished Business:

No action or further business.

Adjournment:

The regular meeting was adjourned at 8:33pm immediately following the Executive Session.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 06/19/17
TIME: 12:51:48
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 17

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900045	FNBO	FIRST NATIONAL BANK OMAHA		06/25/17		
	062517-CC REBATE	05/31/17				
			08 2017 CC REBATE		82-000-48-00-4850	-143.35
			09 2017 CC REBATE		84-000-48-00-4850	-130.12
					INVOICE TOTAL:	-GÍĀĒHÍ*



DATE: 06/19/17
 TIME: 12:51:48
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

FY 17

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900045	FNBO	FIRST NATIONAL BANK OMAHA			06/25/17		
	062517A-M.PFISTER	05/31/17	01	AMAZON-WALL DECAL		82-820-56-00-5610	30.90
						INVOICE TOTAL:	30.90 *
	062517A-R.WRIGHT	05/31/17	05	RUSH#16600-EMPLOYEE DRUG TESTS		82-820-54-00-5462	40.00
						INVOICE TOTAL:	40.00*
						CHECK TOTAL:	70.90
						TOTAL AMOUNT PAID:	70.90



DATE: 06/19/17
 TIME: 12:10:15
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

FY 18

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900046	FNBO	FIRST NATIONAL BANK OMAHA		06/25/17		
	062517-D.DEBORD	05/31/17	01 MENARDS-PLANTS, SOIL		82-820-56-00-5620	36.73
			02 HOME DEPO-PLANTS		82-820-56-00-5620	30.04
					INVOICE TOTAL:	66.77 *

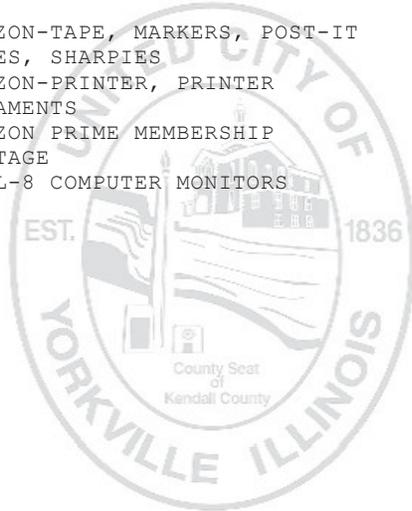


DATE: 06/19/17
 TIME: 12:10:15
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

FY 18

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900046	FNBO	FIRST NATIONAL BANK OMAHA			06/25/17		
	062517-M.EBERHARDT	05/31/17	01	SCHOLASTIC-BOOKS		84-840-56-00-5686	323.06
			02	DOLLAR TREE-STORYTIME SUPPLIES		82-820-56-00-5671	12.00
			03	WALMART-STORYTIME SUPPLIES		82-820-56-00-5671	142.95
						INVOICE TOTAL:	478.01*
	062517-M.PFISTER	05/31/17	01	AMAZON-TAPE, MARKERS, POST-IT		82-820-56-00-5610	138.05
			02	NOTES, SHARPIES		** COMMENT **	
			03	AMAZON-PRINTER, PRINTER		82-000-24-00-2480	436.17
			04	FILAMENTS		** COMMENT **	
			05	AMAZON PRIME MEMBERSHIP		82-820-56-00-5610	10.99
			06	POSTAGE		82-820-54-00-5452	294.00
			07	DELL-8 COMPUTER MONITORS		84-840-56-00-5635	861.82
						INVOICE TOTAL:	1,741.03 *



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MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900046	FNBO	FIRST NATIONAL BANK OMAHA			06/25/17		
	062517-S.AUGUSTINE	05/31/17	01	TARGET-TARGUS CASES		82-000-24-00-2480	99.98
						INVOICE TOTAL:	99.98 *
	062517-S.IWANSKI	05/31/17	01	WAREHOUSE DIRECT-PAPER		82-820-56-00-5610	153.07
						INVOICE TOTAL:	153.07 *
						TOTAL AMOUNT PAID:	\$2,538.86



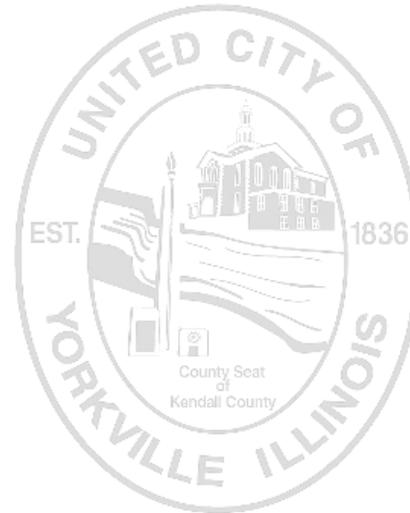
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UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 17

CHECK DATE: 07/10/17

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104376	MIDWTAPE	MIDWEST TAPE					
	94614709		12/19/16	01	DVDS	84-840-56-00-5685	43.98
						INVOICE TOTAL:	43.98 *
						CHECK TOTAL:	43.98
						TOTAL AMOUNT PAID:	43.98



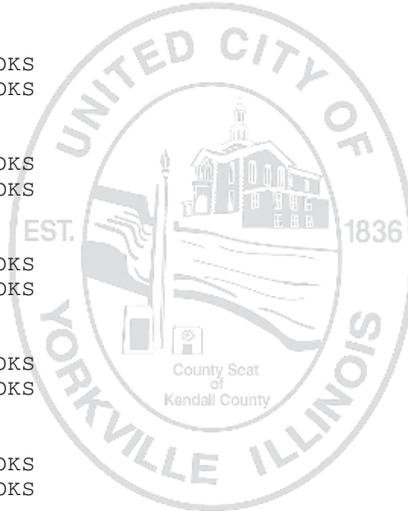
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UNITED CITY OF YORKVILLE
 CHECK REGISTER

FY 18

CHECK DATE: 07/10/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104377	BAKTAY	BAKER & TAYLOR					
	2032916077		06/05/17	01	BOOKS	82-000-24-00-2480	31.02
				02	BOOKS	84-840-56-00-5686	273.02
						INVOICE TOTAL:	304.04 *
	2032937543		06/13/17	01	BOOKS	82-000-24-00-2480	51.15
				02	BOOKS	84-840-56-00-5686	978.55
						INVOICE TOTAL:	1,029.70 *
	2032944087		06/14/17	01	BOOKS	82-000-24-00-2480	14.95
				02	BOOKS	84-840-56-00-5686	201.83
						INVOICE TOTAL:	216.78 *
	2032946730		06/14/17	01	BOOKS	82-000-24-00-2480	34.61
				02	BOOKS	84-840-56-00-5686	398.27
						INVOICE TOTAL:	432.88 *
	2032960762		06/20/17	01	BOOKS	82-000-24-00-2480	287.41
				02	BOOKS	84-840-56-00-5686	258.12
						INVOICE TOTAL:	545.53 *
	2032963290		06/19/17	01	BOOKS	82-000-24-00-2480	9.77
				02	BOOKS	84-840-56-00-5686	13.35
						INVOICE TOTAL:	23.12 *
	2032970774		06/23/17	01	BOOKS	82-000-24-00-2480	65.53
				02	BOOKS	84-840-56-00-5686	357.53
						INVOICE TOTAL:	423.06 *
						CHECK TOTAL:	2,975.11
104378	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	38752		05/15/17	01	ENVIRO CARE LIQUI-BAC	82-820-56-00-5620	65.88
						INVOICE TOTAL:	65.88 *
						CHECK TOTAL:	65.88



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

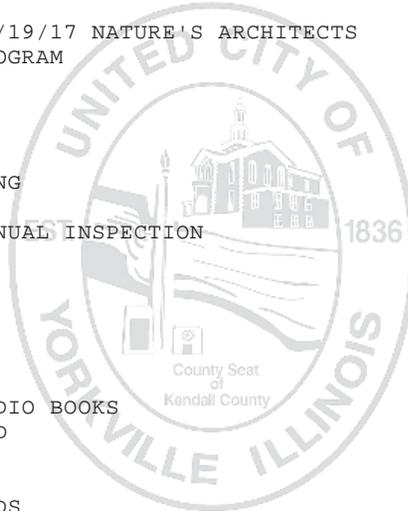
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UNITED CITY OF YORKVILLE
 CHECK REGISTER

FY 18

CHECK DATE: 07/10/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104379	DAIKIN	DAIKIN APPLIED					
	3141184		06/05/17	01	CHILLER REPAIR	82-820-54-00-5495	1,515.00
						INVOICE TOTAL:	1,515.00 *
						CHECK TOTAL:	1,515.00
104380	FORESTPK	FOREST PARK NATURE CENTER					
	071917		03/26/17	01	07/19/17 NATURE'S ARCHITECTS	82-000-24-00-2480	135.00
				02	PROGRAM	** COMMENT **	
						INVOICE TOTAL:	135.00 *
						CHECK TOTAL:	135.00
104381	GREATLKS	GREAT LAKES PLUMBING & HEATING					
	13858		06/19/17	01	ANNUAL INSPECTION	82-820-54-00-5462	375.00
						INVOICE TOTAL:	375.00 *
						CHECK TOTAL:	375.00
104382	MIDWTAPE	MIDWEST TAPE					
	95122711		06/05/17	01	AUDIO BOOKS	84-840-56-00-5683	29.99
				02	DVD	84-840-56-00-5685	17.99
						INVOICE TOTAL:	47.98 *
	95136344		06/09/17	01	DVDS	84-840-56-00-5685	49.98
						INVOICE TOTAL:	49.98 *
	95159021		06/19/17	01	DVDS	84-840-56-00-5685	22.99
						INVOICE TOTAL:	22.99 *
	95171499		06/26/17	01	AUDIO BOOKS	84-840-56-00-5683	119.97
				02	DVDS	82-820-56-00-5685	48.97
						INVOICE TOTAL:	168.94 *
						CHECK TOTAL:	289.89



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 07/05/17
 TIME: 14:57:26
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

FY 18

CHECK DATE: 07/10/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104383	RAILS	RAILS					
	4158		07/01/17	01	ERead ILLINOIS MEMBERSHIP FEE	84-840-54-00-5460	127.50
						INVOICE TOTAL:	127.50 *
						CHECK TOTAL:	127.50
104384	SMITHERE	SMITHEREEN PEST MANAGEMENT					
	1526154		07/05/17	01	JUNE 2017 PEST CONTROL	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
104385	THOMREUT	WEST PUBLISHING CORPORATION					
	836284437		06/04/17	01	2016 STATE BAR SUBSCRIPTIONS	84-840-56-00-5686	235.90
						INVOICE TOTAL:	235.90 *
						CHECK TOTAL:	235.90
104386	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3003267380		07/01/17	01	7/1/17-9/30/17 ELEVATOR	82-820-54-00-5462	768.92
				02	MAINTENANCE	** COMMENT **	
						INVOICE TOTAL:	768.92 *
						CHECK TOTAL:	768.92
104387	TRICO	TRICO MECHANICAL SERVICE GROUP					
	4201		06/14/17	01	REPLACED LOW-WATER CUT OFF	82-820-54-00-5495	1,350.05
				02	SENSOR AND CONTROL	** COMMENT **	
						INVOICE TOTAL:	1,350.05 *
						CHECK TOTAL:	1,350.05



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 07/05/17
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 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

FY 18

CHECK DATE: 07/10/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104388	YOUNGM	MARLYS J. YOUNG						
	053117		06/08/17	01	05/31/17 MEETING MINUTES	82-820-54-00-5462	45.50	
						INVOICE TOTAL:	45.50 *	
	061217		06/28/17	01	06/12/17 MEETING MINUTES	82-820-54-00-5462	76.75	
						INVOICE TOTAL:	76.75 *	
	062417		06/29/17	01	06/24/17 MEETING MINUTES	82-820-54-00-5462	47.50	
						INVOICE TOTAL:	47.50 *	
	062617		06/30/17	01	06/26/17 MEETING MINUTES	82-820-54-00-5462	47.50	
						INVOICE TOTAL:	47.50 *	
						CHECK TOTAL:	217.25	
						TOTAL AMOUNT PAID:	8,130.50	





UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 2, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,203.69	\$ -	18,203.69	\$ 1,962.37	\$ 1,346.15	\$ 21,512.21
FINANCE	11,122.66	-	11,122.66	1,215.19	836.60	\$ 13,174.45
POLICE	115,007.64	1,079.10	116,086.74	580.83	8,645.04	\$ 125,312.61
COMMUNITY DEV.	23,697.09	-	23,697.09	2,411.71	1,778.75	\$ 27,887.55
STREETS	14,002.97	85.19	14,088.16	1,485.94	1,043.79	\$ 16,617.89
WATER	17,572.80	218.33	17,791.13	1,835.96	1,304.14	\$ 20,931.23
SEWER	9,673.01	71.25	9,744.26	1,066.59	739.48	\$ 11,550.33
PARKS	24,754.70	391.32	25,146.02	2,505.92	1,866.06	\$ 29,518.00
RECREATION	13,821.31	-	13,821.31	1,325.78	1,019.66	\$ 16,166.75
LIBRARY	18,165.05	-	18,165.05	1,066.30	1,363.43	\$ 20,594.78
TOTALS	\$ 266,020.92	\$ 1,845.19	\$ 267,866.11	\$ 15,456.59	\$ 19,943.10	\$ 303,265.80
TOTAL PAYROLL						\$ 303,265.80



UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 16, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	583.34	-	583.34	8.98	6.36	598.68
TREASURER	83.34	-	83.34	8.98	44.61	136.93
ALDERMAN	4,100.00	-	4,100.00	-	302.35	4,402.35
ADMINISTRATION	15,188.83	-	15,188.83	1,637.36	1,115.52	17,941.71
FINANCE	9,270.01	-	9,270.01	999.31	683.41	10,952.73
POLICE	105,199.88	10,217.78	115,417.66	580.83	8,555.35	124,553.84
COMMUNITY DEV.	16,526.07	-	16,526.07	1,627.25	1,222.22	19,375.54
STREETS	14,120.82	-	14,120.82	1,407.52	1,043.06	16,571.40
WATER	14,606.40	250.27	14,856.67	1,560.59	1,079.64	17,496.90
SEWER	8,171.35	-	8,171.35	880.87	607.68	9,659.90
PARKS	20,376.86	175.70	20,552.56	1,897.78	1,514.69	23,965.03
RECREATION	13,684.30	-	13,684.30	1,223.16	1,009.20	15,916.66
LIBRARY	27,995.05	-	27,995.05	2,234.98	2,115.45	32,345.48

TOTALS \$ 250,714.59 \$ 10,643.75 \$ 261,358.34 \$ 14,067.61 \$ 19,361.38 \$ 294,787.33

TOTAL PAYROLL \$ 294,787.33



UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 30, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 15,862.04	\$ -	15,862.04	\$ 1,709.94	\$ 1,194.85	\$ 18,766.83
FINANCE	9,270.01	-	9,270.01	999.31	700.67	\$ 10,969.99
POLICE	102,025.09	1,077.34	103,102.43	580.83	7,814.37	\$ 111,497.63
COMMUNITY DEV.	16,336.55	-	16,336.55	1,627.25	1,232.74	\$ 19,196.54
STREETS	16,076.84	85.19	16,162.03	1,578.42	1,233.58	\$ 18,974.03
CENSUS	4,143.28	-	4,143.28	-	316.95	\$ 4,460.23
WATER	14,986.41	315.71	15,302.12	1,567.64	1,158.36	\$ 18,028.12
SEWER	8,171.36	-	8,171.36	880.87	623.58	\$ 9,675.81
PARKS	20,615.90	543.92	21,159.82	1,926.27	1,618.74	\$ 24,704.83
RECREATION	14,133.31	-	14,133.31	1,223.16	1,078.08	\$ 16,434.55
LIBRARY	13,759.23	-	13,759.23	672.00	1,048.20	\$ 15,479.43
TOTALS	\$ 235,380.02	\$ 2,022.16	\$ 237,402.18	\$ 12,765.69	\$ 18,020.12	\$ 268,187.99

TOTAL PAYROLL \$ 268,187.99



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, July 10, 2017

ACCOUNTS PAYABLE

Library CC Rebates - FY17 (<i>Page 1</i>)	06/25/2017	(\$273.47)
Library CC Check Register - FY17 (<i>Page 2</i>)	06/25/2017	\$70.90
Library CC Check Register - FY18 (<i>Pages 3 - 5</i>)	06/25/2017	\$2,538.86
Library Check Register - FY17 (<i>Page 6</i>)	07/10/2017	\$43.98
Library Check Register - FY18 (<i>Pages 7 - 10</i>)	07/10/2017	\$8,130.50

FY 2017

Illinois State Police-Background Checks	06/13/2017	\$27.00
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FY 2018

Dearborne National - Junly 2017 Vision Ins	06/27/2017	\$33.02
Glatfelter Liability Ins. - Installment #6	06/13/2017	\$852.19
Bank Of New York - Series 2013 Escrow & Admin Fees	06/13/2017	\$1,100.00
Dearborne National - July 2017 Life Ins	06/27/2017	\$22.08
Sunlife - June 2017 Dental Ins	06/13/2017	\$443.01
Marlys Young-05/08/17 Meeting Minutes	06/27/2017	\$54.00
BCBS - July 2017 Health Insurance	06/27/2017	\$3,320.74
IPRF -June 2017 Workers Comp	06/13/2017	\$967.96

TOTAL BILLS PAID:		\$17,330.77
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PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 11</i>)	06/02/2017	\$20,594.78
Bi-weekly (<i>Page 12</i>)	06/16/2017	\$32,345.48
Bi-weekly (<i>Page 13</i>)	06/30/2017	\$15,479.43

TOTAL PAYROLL:		\$68,419.69
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TOTAL DISBURSEMENTS:		\$85,750.46
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending June 30, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2018		% of Budget
			8% May-17	17% June-17		BUDGET		
LIBRARY OPERATIONS REVENUES								
<i>Taxes</i>								
82-000-40-00-4000	PROPERTY TAXES		52,665	272,734	325,399	645,867	50.38%	
<i>Intergovernmental</i>								
82-000-41-00-4120	PERSONAL PROPERTY TAX		909	-	909	5,250	17.32%	
82-000-41-00-4170	STATE GRANTS		-	-	-	17,200	0.00%	
<i>Fines & Forfeits</i>								
82-000-43-00-4330	LIBRARY FINES		1,289	654	1,943	8,000	24.29%	
<i>Charges for Service</i>								
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		698	1,340	2,038	6,500	31.35%	
82-000-44-00-4422	COPY FEES		248	226	475	2,500	18.98%	
82-000-44-00-4439	PROGRAM FEES		60	108	168	1,000	16.78%	
<i>Investment Earnings</i>								
82-000-45-00-4500	INVESTMENT EARNINGS		129	137	266	800	33.24%	
<i>Miscellaneous</i>								
82-000-48-00-4820	RENTAL INCOME		170	150	320	2,000	16.00%	
82-000-48-00-4824	DVD RENTAL INCOME		157	221	378	2,500	15.12%	
82-000-48-00-4850	MISCELLANEOUS INCOME		26	125	151	1,000	15.10%	
<i>Other Financing Sources</i>								
82-000-49-00-4901	TRANSFER FROM GENERAL		1,903	1,820	3,723	26,440	14.08%	
TOTAL REVENUES: LIBRARY			58,254	277,516	335,769	719,057	46.70%	

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>								
82-820-50-00-5010	SALARIES & WAGES		16,338	36,858	53,196	223,828	23.77%	
82-820-50-00-5015	PART-TIME SALARIES		15,098	23,061	38,160	232,689	16.40%	
<i>Benefits</i>								
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,761	3,973	5,735	24,435	23.47%	
82-820-52-00-5214	FICA CONTRIBUTION		2,339	4,527	6,866	34,263	20.04%	
82-820-52-00-5216	GROUP HEALTH INSURANCE		13,349	4,104	17,453	88,996	19.61%	
82-820-52-00-5222	GROUP LIFE INSURANCE		67	22	89	403	22.15%	
82-820-52-00-5223	DENTAL INSURANCE		404	443	847	5,550	15.25%	
82-820-52-00-5224	VISION INSURANCE		117	33	150	670	22.36%	
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		92	-	92	1,000	9.19%	
82-820-52-00-5231	LIABILITY INSURANCE		1,811	1,820	3,631	25,440	14.27%	
<i>Contractual Services</i>								
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	500	0.00%	
82-820-54-00-5415	TRAVEL & LODGING		-	-	-	600	0.00%	
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	100	0.00%	
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	-	6,000	0.00%	
82-820-54-00-5452	POSTAGE & SHIPPING		-	294	294	500	58.80%	
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,717	1,717	12,000	14.31%	
82-820-54-00-5462	PROFESSIONAL SERVICES		877	3,691	4,568	40,000	11.42%	
82-820-54-00-5466	LEGAL SERVICES		-	-	-	2,000	0.00%	
82-820-54-00-5468	AUTOMATION		-	-	-	20,000	0.00%	
82-820-54-00-5480	UTILITIES		-	-	-	8,480	0.00%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		513	6,560	7,073	50,000	14.15%	



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending June 30, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2018	
		8% May-17	17% June-17		BUDGET	% of Budget
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	1,100	1,700	64.71%
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES	-	302	302	8,000	3.78%
82-820-56-00-5620	OPERATING SUPPLIES	-	1,500	1,500	10,000	15.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	193	193	1,000	19.29%
82-820-56-00-5685	DVD'S	-	138	138	500	27.59%
82/820-56-00-5686	BOOKS	-	11	11	1,500	0.72%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		58,254	277,516	335,769	719,057	46.70%
TOTAL FUND EXPENDITURES		52,766	90,348	143,114	803,154	17.82%
FUND SURPLUS (DEFICIT)		5,488	187,168	192,656	(84,097)	

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES	62,037	321,269	383,306	757,396	50.61%
83-000-45-00-4500	INVESTMENT EARNINGS	0	0	0	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE		62,037	321,269	383,307	760,396	50.41%

LIBRARY DEBT SERVICE EXPENDITURES

<i>2006 Bond</i>						
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	-	50,000	0.00%
83-830-84-00-8050	INTEREST PAYMENT	-	13,681	13,681	27,363	50.00%
<i>2013 Refunding Bond</i>						
83-830-99-00-8000	PRINCIPAL PAYMENT	-	-	-	520,000	0.00%
83-830-99-00-8050	INTEREST PAYMENT	-	81,517	81,517	163,033	50.00%
TOTAL FUND REVENUES		62,037	321,269	383,307	760,396	50.41%
TOTAL FUND EXPENDITURES		-	95,198	95,198	760,396	12.52%
FUND SURPLUS (DEFICIT)		62,037	226,071	288,108	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	6,150	7,000	13,150	35,000	37.57%
84-000-45-00-4500	INVESTMENT EARNINGS	1	-	1	10	8.20%
TOTAL REVENUES: LIBRARY CAPITAL		6,151	7,000	13,151	35,010	37.56%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	862	862	15,000	5.75%
84-840-56-00-5683	AUDIO BOOKS	-	1,001	1,001	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	0.00%
84-840-56-00-5685	DVD'S	-	18	18	-	0.00%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending June 30, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2018	
			8% May-17	17% June-17		BUDGET	% of Budget
84-840-56-00-5686	BOOKS		-	2,466	2,466	16,500	14.95%
TOTAL FUND REVENUES			6,151	7,000	13,151	35,010	37.56%
TOTAL FUND EXPENDITURES			-	4,347	4,347	35,000	12.42%
FUND SURPLUS (DEFICIT)			6,151	2,653	8,804	10	

ACTIVITY THROUGH FISCAL PERIOD 02

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
01		05/01/2017		BEGINNING BALANCE					3,077.05
	GJ-170531LB	06/02/2017	08	May 2017 Deposits					300.00
TOTAL PERIOD 01 ACTIVITY								0.00	300.00
02	AP-170612B	06/06/2017	01	BOOKS	BAKER & TAYLOR	104361	2032897995	52.18	
		06/06/2017	02	NAME PLATES	KING & SONS MONUMENT	104364	051717	180.00	
	AP-170625	06/19/2017	148	AMAZON-PRINTER, PRINTER	FIRST NATIONAL BANK	900046	062517-M.PFISTER	436.17	
		06/19/2017	149	TARGET-TARGUS CASES	FIRST NATIONAL BANK	900046	062517-S.AUGUSTINE	99.98	
	GJ-170630LB	07/05/2017	08	June 2017 Deposits					2,675.23
TOTAL PERIOD 02 ACTIVITY								768.33	2,675.23
TOTAL ACCOUNT ACTIVITY								768.33	2,975.23
ENDING BALANCE									5,283.95
GRAND TOTAL								0.00	5,283.95
TOTAL DIFFERENCE								0.00	5,283.95

June 2017 Librarians Report

Public Relations	Kendall Country Record - Beacon News Sun Times- WSPY Radio & Television Station - Yorkville Patch		
Meetings, Workshops	Dixie attended the PrairieCat Tech. Services Committee Meeting and MARC cataloger's Meeting via Online.		
Adult Programs	Evening Book Club		0
	Lunch Time Book Club		6
	Men's Book Club		7
	Friends Meeting		10
	Threads and More		8
	Creative Writing		10
	EBook Drop-in-Help		4
	Total Adult attendance		45
Young Adult Programs	Teen Meeting -TAG (2 programs)		8
	Anime Monday (2 programs)		7
	Total YA attendance		15
Children Programs	Summer Reading Kick-off		53
	Stories in the Parks (3)		162
	Future Foxes Ready for Kindergarten (3)		52
	One and Only you		11
	Dance Party		16
	Drop-In Story Time		16
	Tots and Toddlers (2 programs)		54
	Afternoon/Morning Read (2 programs)		16
	Lego Club Duplo		28
	Lego Club		16
	Book Club (Grades 3-5 (2 programs)		3
	Ice Cream Book Club		9
	Read with Paws		6
	Shrinky Dinks		12
	Make and take crafts (Father's Day/ coloring)		95
	Movie		23
	Total Children attendance		572
Meeting Room	Parks & Recs. – 3	Library – 11	other org. – 2
Patron Count	6650		
Proctored Tests	5		

Teens Volunteers

Morgan Rutsay, Mikayla Mika, Brantley Osbourne, Emily Malas, Mark Sandford, Holly Pletka, Juleah Richardson, Naytona Faedtke, Rachel Robinette, Nicholas Markoutsis, Natasha Markoutsis.

Adult Volunteers

Theron Garcia is donating her time to present a dance class to children of all ages once a month.

Gifts and Memorials

Received \$700.00 more in donations for memorials to Kay Livingston from friends & family.

Received \$1800.00 from Friends of the Library for books and AV.

Received \$45.00 from a young girl, Anita Werderich, who had a lemonade stand and donated her proceeds to the library for children's books.

Received \$100.00 from Friends for Ipad cases.

