

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
February 12, 2018 - 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
 - Personnel
 - Finance
 - Community Relations
12. Unfinished Business
 - Update on the Intergovernmental Agreement
 - Approve Sexual Harassment Policy
 - Update on Fire Alarm Panel/Parking Lot Lights
13. New Business
 - Approve Revised Bylaws
 - Approve Revised Collection Development Policy
 - 2018 Bookit 5K
14. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance 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, January 8, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by President Russ Walter and a quorum was established.

Roll Call:

Susan Chacon-present, Darren Crawford-present, Krista Danis-present, Theron Garcia-present, Jason Hedman-present, Carol LaChance-present, Wamecca Rodriguez-present, Russ Walter-present

Absent: none

Others Present:

Elisa Topper-Library Director, Shelley Augustine-Director Adult Services, Dixie DeBord-Director Technical Services, Sharyl Iwanski-Circulation Manager, Jackie Milschewski-Library Liaison

Recognition of Visitors:

President Walter recognized all guests.

Amendments to the Agenda:

The city's sexual harassment policy will be approved January 9 by City Council and it was decided that the Library Board would also approve it at this meeting.

Minutes: December 11, 2017

Mr. Hedman moved to approve the minutes and Ms. Garcia seconded. Unanimous voice approval.

Correspondence:

Ms. Topper said kids in the youth services department made cards for hospitalized children and some will be made for Valentine's Day as well. Mr. Walter said a Christmas card was received from the library e-rate consultant.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Ms. Chacon presented the monthly report and said most of the property tax has now been received and the outside repair and maintenance continues to be above budget. She summarized some of the bills that were paid. Ms. Topper had sent a report on the air handler issues and also questioned the cost difference of the cleanup last fall vs. this fall. President Walter noted the property tax budgeted was almost the exact amount that had been received.

Payment of Bills

Trustees Jason Hedman moved and Krista Danis seconded, to pay the bills as follows:

\$19,999.94 Accounts Payable

\$52,502.52 Payroll

\$72,502.46 Total

Roll call: Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter- yes, Chacon-yes

Motion carried 8-0

Report of the Library Director:

Ms. Topper said her first 90-days has passed as Library Director. She compiled a report of her accomplishments and the goals for the next six months. The only item not completed is the IGA which is in process. She said she is now including “facilities management” on her report. She said she had a meeting with Mr. Olson on December 18. She also contacted 4 Illinois libraries that have agreements with the schools. She would like to work with Mr. Shimp from the school district and has gotten ideas from the other libraries on starting the process. Ms. Topper reported the library did not get the science grant that she had applied for. Also noted, was a medical emergency in the library. She commended Sharyl and Dixie for their actions to assist. As a result, library employees will refresh their first aid skills and advanced training such as CPR and AED-use will be available to those employees who wish to take it.

City Council Liaison

Ms. Milschewski confirmed the IGA is in process at the city hall.

Standing Committees:

Personnel

The Personnel committee will meet to conduct the Director's performance review.

Finance

In the near future, the Finance Committee will meet to discuss the upcoming budget.

Policy

All Board members should review the Policy book and note any needed changes. Mr. Walter said library policies should be posted on the website when they are finished.

Unfinished Business:

Update on the Intergovernmental Agreement

Ms. Topper said the city attorney is making some revisions and the policy should be returned to her this week. She hopes when the policy is returned it will be review-ready for the Policy Committee and the the Board. Ms. Topper also said the Mayor signed a proclamation for the mini-golf fundraiser.

Per Capita Grant Requirement--Board By-laws

President Walter said all Board members needed to review the by-laws from the policy book as part of the per capita grant process. Ms. Danis suggested a change be made to the policy regarding the required notice when a Board member resigns or is repeatedly absent from the meetings. An update to the by-laws will be made at the policy committee meeting within 30 days.

New Business:

Approve Sexual Harassment Policy

The library attorney forwarded a version of this policy from the ILA. Trustee Rodriguez raised questions about how the library would handle such a situation. Ms. Hedman moved to send the policy

to the Policy Committee for review and Ms. LaChance seconded. Unanimous voice vote approval.

Fire Alarm Panel Proposal

Director Topper attempted to obtain other proposals to replace the fire alarm panel, however, the panel is out of date and other companies will not submit a bid. She will try to get the current price proposal of \$3,970 reduced. If there was no panel, the Fire Department would have to be paid to silence the alarm on each occurrence. President Walter moved to approve the replacement cost of the fire alarm control panel, connections and labor not to exceed \$3,970 and Ms. Chacon seconded the motion.

Roll call: Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 8-0.

Outside Lights Repair Proposal

The library sign and one parking lot light are currently not working due to the driveway being moved and the electric feed being destroyed. Ms. Topper sent a repair proposal to Mr. Olson and staff to see if city staff can help. Correct Electric also examined the problem. Since it is not urgent, this item will be tabled until next month to await the city's reply.

Book Collection-Christian Fiction Labels

Ms. Topper wished to re-discuss the recent monetary donation for Christian fiction books and actions taken following the purchase of 24 books. As a compromise, the library placed 'cross' labels on the book spines rather than reserving a separate section for the books.

In a related incident, a patron/city resident voiced concern that there were no Hindu fiction books and that he had an issue with the cross labels placed on the Christian fiction books. Staff discussed the library policy with him and a complaint form from the policy book was given to the patron, however, it was not returned. Staff encouraged the patron to attend the Board meeting and the patron also contacted the Mayor.

The Board had a lengthy discussion regarding this issue. Mr. Hedman said an individual has a right to be involved or not involved with religious items. He asked what the library policy is for requesting labeling of religious materials and said the policy committee should review this. It was noted this is the first time the cross label was used on books at the library. Ms. Danis pointed out that the Library of Congress does not necessarily recognize the subject heading. She added that parts of the Yorkville population are diverse and that the library must be consistent with all religions. Mr. Crawford said this library represents the community and that Christian fiction and the labeling is no different than religious symbols seen at Christmas. Mr. Hedman said the question to be considered is why would the library listen to one patron requesting labeling and not listen to the other person complaining. He said the law must be followed. After many comments from Board members, it was decided to move this item to the Policy Committee for further consideration. Mr. Hedman moved to obtain legal feedback and interpretation of the law prior to the committee meeting and President Walter seconded the motion. Unanimous voice vote approval. Ms. Topper will send an email to the library attorney.

Executive Session:

At approximately 8:10pm, a motion was made by Ms. Chacon to enter into Executive Session for the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. The motion was seconded by Mr. Crawford.

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes Motion carried 8-0.

The Session began at 8:12pm, concluded at approximately 8:27pm and the Board returned to regular session at 8:28pm.

New Business cont.:

Release of Executive Session Minutes

Following the review of the Executive Minutes, President Walter moved and Mr. Hedman seconded a motion to keep sealed all of the minutes in Packet #2 and also to keep sealed the following minutes from Packet #1: September 14, 1987, July 15, 1988, August 8, 1988, July 8, 1991, April 10, 1995, June 13, 2011, August 11, 2014, June 24, 2017 and June 26, 2017. The remainder of the minutes from Packet #1 will be released. Approved by unanimous voice vote.

Adjournment:

There was no further business and the meeting was adjourned at 8:29pm on a motion by Mr. Walter and second by Ms. LaChance. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Policy Committee

Monday, January 29, 2018, 7pm

902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:10pm by Chairman Darren Crawford.

Roll Call:

Darren Crawford-yes, Wamecca Rodriguez-yes

Absent: Krista Danis

Others Present:

Library Director Elisa Topper, Trustees: Russ Walter, Carol LaChance, Theron Garcia (left 8:54pm), Susan Chacon (left 8:11pm)

Recognition of Visitors: None

Public Comment: None

New Business:

C. By-Laws (out of sequence)

Participation Requirements

The committee decided that if a Board member does not attend meetings for 6 months (rather than one year as current policy states) a Board vacancy will exist.

Resignation

It was also recommended that Trustees who resign from the Board should submit their notice a minimum of 2 months prior to leaving.

B. Review of Library Policies (out of sequence)

Sexual Harassment

The proposed policy was received from the attorney and ILA. The committee discussed with whom a complaint should be filed, whether it be the supervisor, EEOC and/or police. The committee decided the policy was OK as presented and it will move forward for a vote at the next Board meeting.

Collection Development/Censorship

Ms. Topper said the attorney stated it is OK to have religious material classified as “Christian Fiction” in the card catalog system, however, no religious symbol should be placed on the book/material. Non-religious labels were also considered.

Ms. Rodriguez suggested creating a section “*E. Material Identification*” in the policy for religious material designations and that the designation should be “religious fiction”. ALA language is to be included in the new section E and the revised policy will be brought to the next Board meeting

In a related matter, Ms. Rodriguez said the library should welcome all religious groups who may want to use the library meeting rooms. The meeting room policy will be revised accordingly.

A. Review of Intergovernmental Agreement (IGA) (out of sequence)

The following points/topics in the IGA and proposed changes were discussed:

1. The IGA does not list the Board Secretary as a check signer. Language will be changed to reflect two signers are needed: the City Finance Director and a Board officer or two Board officers.
2. City owns the library land and building
3. Discussion of \$300,000 to \$400,000 in a library account from sale of bonds, earmarked for building. Bonds were re-negotiated and moved to a different account not designated for specific uses.
4. Levy that was not done for bond payments, but situation later rectified.
5. Discussion of section 5.2 in IGA, regarding annual calendar for rental space in the library. Talked about available meeting space in city overall. Committee said it would be difficult to provide an annual calendar due to programming.
6. Number of employees needed for safety and assistance, IMRF issues related to 1,000 hours restriction.
7. Provide some space to city in exchange for maintenance outside.
8. Cleanup of rooms by Park District encouraged when they use space. Only occasional use by Park District encouraged so paid rentals can be scheduled. Park District collects a building use fee in program fees. Library Board room is part of administrative suite and not available for "non-library use". Also decided that study rooms and children's areas not to be used for meeting space. This language will be incorporated into agreement.
9. Ms. Topper noted that adult programs are done in 3 month increments. Committee suggested planning for 6 months in advance.
10. Proposed language to provide a 6-month schedule of Michelle Pfister Meeting Room and Youth Services meeting space. Youth Services program and work rooms areas to be used exclusively for library-sponsored events. Ms. Garcia suggested "meeting room rental agreement" for group rentals and new language drafted. Consideration of security of building/meeting rooms when groups rent rooms.
11. Talked about advertising for festivals. Section 5.6 gives free space at Hometown Days, committee encouraged participation in this event.
12. Mr. Crawford made motion to strike #6. City places value of \$49,000 on services provided, committee wishes to obtain breakdown for cost of each service.
13. After documenting library needs, present to city for review, then both parties need to meet to reach agreement. Need to know what services not provided so budget can be created
14. Discussion of building study and city's earlier request for library to reimburse cost
15. City stated they will not cover cost of painting library (library has already paid bill)
16. Library checks printed on library stock, possibly print on city stock to save money, however, different account numbers
17. Discussed City request for information regarding library stats
18. Book purchases made with donations, Friends group and memorials when lack of money
19. IGA to be placed on Administration Committee agenda and library Board members will attend meeting
20. No personnel reviews found at city hall for previous Director

Summary: Ms. Rodriguez will make revisions to the IGA and send to all trustees prior to the library board meeting on February 12. The document will be forwarded to the Administration Committee after the board meeting.

Adjournment:

There was no further business and the meeting was adjourned at 9:44pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of January 31, 2018

FISCAL YEAR 2018

		May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018
Library Operations	Old Second	\$ 349,886	\$ 533,078	\$ 504,996	\$ 485,272	\$ 742,421	\$ 724,470	\$ 693,626	\$ 562,336	\$ 515,309			
Building Development Fees	Old Second	20,004	21,754	21,732	23,660	34,099	35,016	36,851	33,687	33,236			
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837			
Library Operations	Illinois Funds	170,559	170,682	170,821	170,967	171,115	171,270	171,423	171,596	171,787			
Total:		\$ 549,286	\$ 734,351	\$ 706,386	\$ 688,736	\$ 956,471	\$ 939,593	\$ 910,736	\$ 776,456	\$ 729,169	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,692	\$ 20,595	\$ 14,577	\$ 14,818	\$ 15,201	\$ 16,196	\$ 17,339	\$ 17,117	\$ 14,889			
2 ND PAY PERIOD		17,845	32,345	15,447	15,213	14,283	18,558	17,623	17,977	17,055			
3 RD PAY PERIOD		-	15,479	-	-	-	-	-	17,409	-			
Total		\$ 35,537	\$ 68,420	\$ 30,024	\$ 30,031	\$ 29,484	\$ 34,754	\$ 34,962	\$ 52,503	\$ 31,944	\$ -	\$ -	\$ -

UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending January 31, 2018 *

	January Actual	YTD Actual	% of Budget	FY 2018 Budget	Fiscal Year 2017 For the Month Ending January 31, 2017 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 644,025	99.7%	\$ 645,867	\$ 626,183	2.85%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	570	3,254	62.0%	5,250	3,921	-17.01%
State Grants	-	-	0.0%	17,200	13,044	-100.00%
Total Intergovernmental	\$ 570	\$ 3,254	14.5%	\$ 22,450	\$ 16,964	-80.82%
Library Fines	\$ 529	\$ 6,752	84.4%	\$ 8,000	\$ 5,714	18.18%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 176	\$ 6,623	101.9%	\$ 6,500	\$ 4,939	34.11%
Copy Fees	273	2,720	108.8%	2,500	1,865	45.88%
Program Fees	85	664	66.4%	1,000	700	-5.17%
Total Charges for Services	\$ 533	\$ 10,007	100.1%	\$ 10,000	\$ 7,503	33.37%
Investment Earnings	\$ 213	\$ 1,535	191.9%	\$ 800	\$ 693	121.54%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ 691	0.0%	\$ -	\$ 2,141	0.00%
Rental Income	150	1,374	68.7%	2,000	1,742	-21.13%
DVD Rental Income	238	2,105	84.2%	2,500	1,769	-9.10%
Miscellaneous Income	-	1,608.02	160.8%	1,000	1,719	1116.46%
Transfer In	3,606	20,908	79.1%	26,440	20,200	3.50%
Total Miscellaneous & Transfers	\$ 3,994	\$ 26,685	83.5%	\$ 31,940	\$ 27,571	-3.21%
Total Revenues and Transfers	\$ 5,839	\$ 692,259	96.3%	\$ 719,057	\$ 684,627	1.11%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 52,974</u>	<u>\$ 529,569</u>	<u>65.9%</u>	<u>\$ 803,154</u>	<u>\$ 531,273</u>	<u>-0.32%</u>
50 Salaries	28,122	307,041	67.3%	456,517	315,925	-2.81%
52 Benefits	13,469	118,500	65.6%	180,757	123,873	-4.34%
54 Contractual Services	10,829	95,657	67.4%	141,880	71,549	33.69%
56 Supplies	554	8,371	39.9%	21,000	19,926	-57.99%
99 Transfers Out	-	-	0.0%	3,000	-	0.00%
Total Expenditures and Transfers	\$ 52,974	\$ 529,569	65.9%	\$ 803,154	\$ 531,273	-0.32%
<i>Surplus(Deficit)</i>	<i>\$ (47,135)</i>	<i>\$ 162,690</i>		<i>\$ (84,097)</i>	<i>\$ 153,354</i>	

* January represents 75% of fiscal year 2018



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending January 31, 2018

		% of Fiscal Year											
ACCOUNT NUMBER	DESCRIPTION	8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	50% October-17	58% November-17	67% December-17	75% January-18	Year-to-Date Totals	FISCAL YEAR 2018 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES													
Taxes													
82-000-40-00-4000	PROPERTY TAXES	52,665	272,734	10,239	23,713	265,842	11,974	6,859	-	-	644,025	645,867	99.71%
Intergovernmental													
82-000-41-00-4120	PERSONAL PROPERTY TAX	909	-	930	43	-	635	-	167	570	3,254	5,250	61.98%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	-	-	-	-	-	-	17,200	0.00%
Fines & Forfeits													
82-000-43-00-4330	LIBRARY FINES	1,289	654	1,649	604	294	515	927	292	529	6,752	8,000	84.41%
Charges for Service													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	698	1,340	147	531	908	627	1,206	990	176	6,623	6,500	101.89%
82-000-44-00-4422	COPY FEES	248	226	401	520	341	276	205	230	273	2,720	2,500	108.81%
82-000-44-00-4439	PROGRAM FEES	60	108	170	25	65	30	49	72	85	664	1,000	66.38%
Investment Earnings													
82-000-45-00-4500	INVESTMENT EARNINGS	129	137	161	169	166	184	181	196	213	1,535	800	191.88%
Miscellaneous													
82-000-46-00-4690	REIMB-MISCELLANEOUS	-	-	-	691	-	-	-	-	-	691	-	0.00%
82-000-48-00-4820	RENTAL INCOME	170	150	109	-	200	200	245	150	150	1,374	2,000	68.70%
82-000-48-00-4824	DVD RENTAL INCOME	157	221	220	438	170	246	268	147	238	2,105	2,500	84.20%
82-000-48-00-4850	MISCELLANEOUS INCOME	26	125	68	269	1,041	10	32	37	-	1,608	1,000	160.80%
Other Financing Sources													
82-000-49-00-4901	TRANSFER FROM GENERAL	5,448	1,820	1,820	2,049	1,820	1,197	1,820	1,328	3,606	20,908	26,440	79.08%
TOTAL REVENUES: LIBRARY		61,799	277,516	15,914	29,050	270,847	15,893	11,792	3,608	5,839	692,259	719,057	96.27%
LIBRARY OPERATIONS EXPENDITURES													
Salaries & Wages													
82-820-50-00-5010	SALARIES & WAGES	16,338	36,858	12,468	12,468	12,468	16,218	16,325	24,487	16,325	163,954	223,828	73.25%
82-820-50-00-5015	PART-TIME SALARIES	15,098	23,061	14,223	14,230	13,721	14,491	14,574	21,892	11,797	143,087	232,689	61.49%
Benefits													
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,761	3,973	1,344	1,344	1,344	1,748	1,760	2,640	1,722	17,637	24,435	72.18%
82-820-52-00-5214	FICA CONTRIBUTION	2,339	4,527	1,989	1,990	1,951	2,297	2,304	3,484	2,100	22,981	34,263	67.07%
82-820-52-00-5216	GROUP HEALTH INSURANCE	13,349	4,104	4,808	4,617	4,418	4,796	5,690	5,434	5,524	52,740	88,996	59.26%
82-820-52-00-5222	GROUP LIFE INSURANCE	67	22	28	28	28	28	41	35	35	311	403	77.28%
82-820-52-00-5223	DENTAL INSURANCE	404	443	253	338	338	338	443	423	423	3,402	5,550	61.30%
82-820-52-00-5224	VISION INSURANCE	117	33	46	46	46	46	71	58	58	521	670	77.69%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	92	-	-	229	-	229	-	-	-	549	1,000	54.90%
82-820-52-00-5231	LIABILITY INSURANCE	5,356	1,820	1,820	1,820	1,820	968	1,820	1,328	3,606	20,359	25,440	80.03%
Contractual Services													
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	-	112	-	112	500	22.41%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	42	-	-	115	35	-	192	600	31.94%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending January 31, 2018

		% of Fiscal Year									FISCAL YEAR 2018		
ACCOUNT NUMBER	DESCRIPTION	8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	50% October-17	58% November-17	67% December-17	75% January-18	Year-to-Date Totals	BUDGET	% of Budget
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	100	-	-	-	-	-	-	100	100	100.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	-	518	-	1,127	-	-	1,463	264	3,371	6,000	56.18%
82-820-54-00-5452	POSTAGE & SHIPPING	-	294	-	7	13	27	11	28	41	421	500	84.15%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	-	1,717	11	468	11	728	1,342	1,250	130	5,657	12,000	47.14%
82-820-54-00-5462	PROFESSIONAL SERVICES	877	3,691	1,510	5,107	1,483	942	2,465	1,952	1,527	19,554	40,000	48.89%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	-	3,147	373	3,147	-	-	-	6,667	20,000	33.33%
82-820-54-00-5480	UTILITIES	-	-	362	384	337	502	536	954	1,590	4,666	8,480	55.02%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	513	6,560	2,865	-	25,800	1,415	4,891	3,907	7,279	53,229	50,000	106.46%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-	-	1,689	1,700	99.32%
Supplies													
82-820-56-00-5610	OFFICE SUPPLIES	-	302	570	392	13	1,008	104	781	394	3,564	8,000	44.56%
82-820-56-00-5620	OPERATING SUPPLIES	-	1,500	96	664	-	978	-	506	-	3,744	10,000	37.44%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	193	23	-	32	62	95	89	44	538	1,000	53.81%
82-820-56-00-5685	DVD'S	-	138	49	55	-	41	-	80	116	479	500	95.75%
82-820-56-00-5686	BOOKS	-	11	-	13	-	22	-	-	-	46	1,500	3.05%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		61,799	277,516	15,914	29,050	270,847	15,893	11,792	3,608	5,839	692,259	719,057	96.27%
TOTAL FUND EXPENDITURES		56,311	90,348	43,082	47,976	65,323	50,031	52,586	70,938	52,974	529,569	803,154	65.94%
FUND SURPLUS (DEFICIT)		5,488	187,168	(27,167)	(18,926)	205,525	(34,138)	(40,794)	(67,330)	(47,135)	162,690	(84,097)	
BEGINNING FUND BALANCE											489,057		
FUND SURPLUS (DEFICIT)											162,690		
ENDING RESERVED FUND BALANCE											334,198		
ENDING UNRESERVED FUND BALANCE											317,549		
ENDING TOTAL FUND BALANCE											651,747		
LIBRARY DEBT SERVICE REVENUES													
83-000-40-00-4000	PROPERTY TAXES	62,037	321,269	12,061	27,932	313,150	14,105	8,079	-	-	758,634	757,396	100.16%
83-000-45-00-4500	INVESTMENT EARNINGS	0	0	2	70	227	240	275	472	476	1,762	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE		62,037	321,269	12,064	28,002	313,378	14,345	8,354	472	476	760,396	760,396	100.00%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending January 31, 2018

		% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	Year-to-Date	FISCAL YEAR 2018
ACCOUNT NUMBER	DESCRIPTION		May-17	June-17	July-17	August-17	September-17	October-17	November-17	December-17	January-18	Totals	BUDGET
% of Budget													

DATE: 01/19/18
TIME: 14:54:04
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900054	FNBO	FIRST NATIONAL BANK OMAHA		01/25/18		
	012518-A.SIMMONS	01/16/18				
			09 COMCAST-12/01-12/31 INTERNET		82-820-54-00-5440	263.55
			10 KONICA-10/19-11/18 COPY CHARGE		82-820-54-00-5462	6.85
			11 KONICA-07/04-10/03 COPY CHARGE		82-820-54-00-5462	17.84
					INVOICE TOTAL:	G11ÈGH *



DATE: 01/19/18
TIME: 14:54:04
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900054	FNBO	FIRST NATIONAL BANK OMAHA			01/25/18		
	012518-E.TOPPER	12/31/17	01	AMAZON-BATTERIES		82-820-56-00-5610	119.92
			02	AMAZON PRIME MONTHLY		82-820-54-00-5462	10.99
			03	MEMBERSHIP FEE		** COMMENT **	
			04	AMAZON-RECEIPT PRINTER PAPER		82-820-56-00-5610	53.89
			05	DOLLAR TREE-NAPKINS, FORKS,		82-820-56-00-5610	17.00
			06	PLATES, GREETING CARDS		** COMMENT **	
						INVOICE TOTAL:	201.80 *



DATE: 01/19/18
TIME: 14:54:04
ID: AP225000.CBL

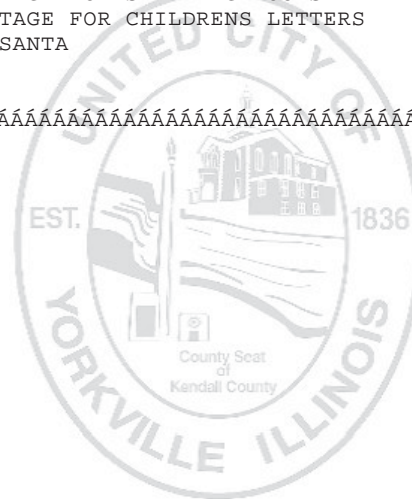
UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900054	FNBO	FIRST NATIONAL BANK OMAHA			01/25/18		
	012518-M.EBERHARDT	12/31/17	01	POSTAGE FOR CARDS FOR KIDS		82-820-54-00-5452	13.60
			02	ALDI-SUPPLIES FOR COOKIE		82-820-56-00-5671	24.69
			03	DECORATING		** COMMENT **	
			04	ELLISON-CUTTING PAD, SURE CUT		82-000-24-00-2480	178.20
			05	DIE SHAPES		** COMMENT **	
						INVOICE TOTAL:	216.49 *



UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900054	FNBO	FIRST NATIONAL BANK OMAHA			01/25/18		
	012518-S.AUGUSTINE	12/31/17	01	AMAZON-CAMERA BATTERY &		82-820-56-00-5610	17.99
			02	CHARGER KIT		** COMMENT **	
						INVOICE TOTAL:	17.99 *
	012518-S.IWANSKI	12/31/17	01	POSTAGE FOR SHIPPING BOOKS		82-820-54-00-5452	27.15
			02	POSTAGE FOR CHILDRENS LETTERS		82-820-56-00-5671	19.60
			03	TO SANTA		** COMMENT **	
						INVOICE TOTAL:	46.75 *

[illegible]

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104463	BAKTAY	BAKER & TAYLOR					
	2033379254		12/19/17	01	BOOKS	82-000-24-00-2480	23.66
				02	BOOKS	84-840-56-00-5686	81.59
						INVOICE TOTAL:	105.25 *
	2033403826		01/02/18	01	BOOKS	82-000-24-00-2480	233.40
						INVOICE TOTAL:	233.40 *
	2033421604		01/09/18	01	BOOKS	82-000-24-00-2480	59.12
				02	BOOKS	82-820-56-00-5686	354.50
						INVOICE TOTAL:	413.62 *
	2033427801		01/11/18	01	BOOKS	82-000-24-00-2480	328.11
						INVOICE TOTAL:	328.11 *
	2033433262		01/15/18	01	BOOKS	84-840-56-00-5686	1,643.36
						INVOICE TOTAL:	1,643.36 *
	2033443716		01/17/18	01	BOOKS	82-820-56-00-5686	498.86
						INVOICE TOTAL:	498.86 *
	2033457834		01/24/18	01	BOOKS	82-820-56-00-5686	467.56
						INVOICE TOTAL:	467.56 *
	2033464650		01/29/18	01	BOOKS	82-000-24-00-2480	92.28
				02	BOOKS	84-840-56-00-5686	723.78
						INVOICE TOTAL:	816.06 *
	B80074690		01/25/18	01	DVDS	82-820-56-00-5685	20.61
						INVOICE TOTAL:	20.61 *
						CHECK TOTAL:	4,526.83
104464	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	39409		01/16/18	01	PAPER TOWEL, GARBAGE BAGS,	82-820-56-00-5620	582.12

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104464	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	39409		01/16/18	02	BOWL CLEANER, SOAP, WINDEX	** COMMENT **	
					INVOICE TOTAL:		582.12 *
					CHECK TOTAL:		582.12
104465	CDWG	CDW GOVERNMENT INC.					
	LHX0388		01/08/18	01	HP OFFICE JET E PRINTER	82-820-56-00-5620	84.40
					INVOICE TOTAL:		84.40 *
					CHECK TOTAL:		84.40
104466	GALE	THE GALE GROUP INC.					
	62423784		01/01/18	01	2018 SUBSCRIPTION RENEWAL	82-820-54-00-5460	2,428.00
					INVOICE TOTAL:		2,428.00 *
					CHECK TOTAL:		2,428.00
104467	ILLIBASC	ILLINOIS LIBRARY ASSOCIATION					
	141854		01/17/18	01	2018-19 ILA MEMBERSHIP RENEWAL	82-820-54-00-5460	150.00
					INVOICE TOTAL:		150.00 *
					CHECK TOTAL:		150.00
104468	KONICAMI	KONICA MINOLTA BUSINESS					
	9004198804		01/03/18	01	10/04/17-01/03/18 COPY CREDIT	82-820-54-00-5462	-1.61
					INVOICE TOTAL:		-1.61 *
	9004233122		01/18/18	01	12/19-01/18 COPY CHARGE	82-820-54-00-5462	5.09
					INVOICE TOTAL:		5.09 *
					CHECK TOTAL:		3.48

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104469	MIDWTAPE	MIDWEST TAPE					
	95686589		12/28/17	01	DVD SECURITY CASES	82-820-56-00-5610	147.99
					INVOICE TOTAL:		147.99 *
	95708726		01/02/18	01	DVDS	84-840-56-00-5685	216.90
					INVOICE TOTAL:		216.90 *
	95711557		01/05/18	01	DVDS	84-840-56-00-5685	60.97
					INVOICE TOTAL:		60.97 *
	95739947		01/15/18	01	DVDS	84-840-56-00-5685	32.98
					INVOICE TOTAL:		32.98 *
	95763083		01/23/18	01	DVD	84-840-56-00-5685	26.99
					INVOICE TOTAL:		26.99 *
	95774265		01/29/18	01	AUDIO BOOKS	84-840-56-00-5683	44.98
				02	DVDS	84-840-56-00-5685	37.98
					INVOICE TOTAL:		82.96 *
					CHECK TOTAL:		568.79
104470	OVERDRIV	OVERDRIVE					
	H-0047180		01/01/18	01	MAINTENANCE FEE AND	84-840-54-00-5460	3,000.00
				02	PARTICIPATION FEE FOR FUTURE	** COMMENT **	
				03	CONTENT PURCHASES	** COMMENT **	
					INVOICE TOTAL:		3,000.00 *
					CHECK TOTAL:		3,000.00
104471	PRAIRCAT	PRAIRIECAT					
	5705		01/02/18	01	JAN-MAR 2018 PARTICPATION FEES	82-820-54-00-5468	3,147.08
					INVOICE TOTAL:		3,147.08 *
					CHECK TOTAL:		3,147.08

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104472	R0002001	MALTA TOWNSHIP PUBLIC LIBRARY					
	030918		01/31/18	01	LWT STAFF DEVELOPMENT DAY	82-820-54-00-5412	46.00
				02	REGISTRATION FOR 2 PEOPLE	** COMMENT **	
					INVOICE TOTAL:		46.00 *
					CHECK TOTAL:		46.00
104473	RAILS	RAILS					
	4771		01/02/18	01	JAN-MAR 2018 EREAD MEMBERSHIP	84-840-54-00-5460	127.50
				02	FEE	** COMMENT **	
					INVOICE TOTAL:		127.50 *
					CHECK TOTAL:		127.50
104474	SMITHERE	SMITHEREEN PEST MANAGEMENT					
	1676140		01/23/18	01	JAN 2018 PEST CONTROL SERVICE	82-820-54-00-5495	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
104475	SOUND	SOUND INCORPORATED					
	R153435		01/12/18	01	02/01/18-04/30/18 MAINTENANCE	82-820-54-00-5495	929.52
				02	CONTRACT CHARGE	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104476	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	5000793087		12/13/17	01	ELEVATOR REPAIR	82-820-54-00-5495	916.58
					INVOICE TOTAL:		916.58 *
					CHECK TOTAL:		916.58

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104477	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	012218-67		01/25/18	01	4TH QTR COST FOR FAXES	82-820-54-00-5462	22.24
					INVOICE TOTAL:		22.24 *
					CHECK TOTAL:		22.24
104478	TOPPERE	ELISA TOPPER					
	013118		02/01/18	01	PRAIRIE CAT DELEGATES	82-820-54-00-5415	44.06
				02	ASSEMBLY MEETING MILEAGE	** COMMENT **	
				03	REIMBURSEMENT - TOPPER	** COMMENT **	
					INVOICE TOTAL:		44.06 *
					CHECK TOTAL:		44.06
104479	TRICO	TRICO MECHANICAL SERVICE GROUP					
	4341		12/16/17	01	HVAC SYSTEM MAINTENANCE	82-820-54-00-5495	250.00
					INVOICE TOTAL:		250.00 *
	4343		12/16/17	01	REMOVED FAILED PUMP SEAL AND	82-820-54-00-5495	1,624.00
				02	REPLACED	** COMMENT **	
					INVOICE TOTAL:		1,624.00 *
	4344		12/16/17	01	FAN BEARING REPAIR	82-820-54-00-5495	500.00
					INVOICE TOTAL:		500.00 *
	4345		12/16/17	01	SERVICE CALL TO DISCUSS REPAIR	82-820-54-00-5495	187.50
				02	OF RETURN FAN ASSEMBLY	** COMMENT **	
					INVOICE TOTAL:		187.50 *
	4374		01/13/18	01	REPLACED CONTROL BOARD FOR	82-820-54-00-5495	250.00
				02	LOW WATER SHUT-OFF	** COMMENT **	
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		2,811.50

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/05/18
TIME: 12:08:56
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104480	YOUNGM	MARLYS J. YOUNG					
	010818		01/28/18	01	01/08/18 MEETING MINUTES	82-820-54-00-5462	71.25
					INVOICE TOTAL:		71.25 *
					CHECK TOTAL:		71.25
					TOTAL AMOUNT PAID:		19,534.35





UNITED CITY OF YORKVILLE PAYROLL SUMMARY January 12, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,594.04	\$ -	18,594.04	\$ 1,961.68	\$ 1,349.18	\$ 21,904.90
FINANCE	9,350.86	-	9,350.86	1,002.34	704.87	\$ 11,058.07
POLICE	117,130.76	12,541.08	129,671.84	571.48	9,659.57	\$ 139,902.89
COMMUNITY DEV.	15,525.08	-	15,525.08	1,608.36	1,156.99	\$ 18,290.43
STREETS	13,370.44	7,376.69	20,747.13	2,156.80	1,533.98	\$ 24,437.91
WATER	14,236.02	117.62	14,353.64	1,514.27	1,051.05	\$ 16,918.96
SEWER	8,171.34	-	8,171.34	877.90	619.16	\$ 9,668.40
PARKS	16,608.28	-	16,608.28	1,752.18	1,229.08	\$ 19,589.54
RECREATION	11,389.41	-	11,389.41	1,183.55	848.00	\$ 13,420.96
LIBRARY	13,055.03	-	13,055.03	861.14	973.06	\$ 14,889.23
TOTALS	\$ 237,431.26	\$ 20,035.39	\$ 257,466.65	\$ 13,489.70	\$ 19,124.94	\$ 290,081.29
TOTAL PAYROLL						\$ 290,081.29



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

January 26, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	483.34	-	483.34	8.79	36.96	529.09
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	3,100.00	-	3,100.00	-	225.85	3,325.85
ADMINISTRATION	17,112.15	-	17,112.15	1,805.34	1,235.84	20,153.33
FINANCE	9,350.84	-	9,350.84	986.52	693.41	11,030.77
POLICE	118,359.71	2,694.80	121,054.51	571.48	8,966.00	130,591.99
COMMUNITY DEV.	16,412.07	-	16,412.07	1,671.66	1,213.36	19,297.09
STREETS	23,579.58	6,141.21	29,720.79	3,103.60	2,224.29	35,048.68
WATER	22,890.67	356.29	23,246.96	2,452.54	1,729.71	27,429.21
SEWER	10,431.30	10.12	10,441.42	1,101.57	781.35	12,324.34
PARKS	22,699.61	70.20	22,769.81	2,402.09	1,698.32	26,870.22
RECREATION	15,501.17	-	15,501.17	1,173.00	1,154.89	17,829.06
LIBRARY	15,066.74	-	15,066.74	861.14	1,126.95	17,054.83

TOTALS \$ 275,878.86 \$ 9,272.62 \$ 285,151.48 \$ 16,146.52 \$ 21,155.13 \$ 322,453.13

TOTAL PAYROLL \$ 322,453.13



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, February 12, 2018

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 -4</i>)	01/25/2018	\$771.27
Library Check Register - (<i>Pages 5 - 10</i>)	02/12/2018	\$19,534.35
Sunlife - Jan 2018 Dental Ins	01/09/2018	\$423.27
Glatfelter Liability Ins. - Installment #1	01/09/2018	\$2,690.42
LLW Consulting-Nov-Dec 2017 IT Support	01/09/2018	\$1,440.00
IPRF -Feb 2018 Workers Comp	01/23/2018	\$915.44
Nicor -11/30-01/02 services	01/23/2018	\$1,589.61
Flex - Dec 2017 HRA & FSA Fees	01/23/2018	\$24.00
Dearborne National - Feb 2018 Life Ins	01/23/2018	\$34.66
Dearborne National - Feb 2018 Vision Ins	01/23/2018	\$58.40
BCBS - Feb 2018 Health Insurance	01/23/2018	\$5,325.68
TOTAL BILLS PAID:		<hr/> \$32,807.10

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 14</i>)	01/12/2018	\$14,889.23
Bi-weekly (<i>Page 15</i>)	01/26/2018	\$17,054.83
TOTAL PAYROLL:		<hr/> \$31,944.06

TOTAL DISBURSEMENTS:	<hr/> \$64,751.16 <hr/>
-----------------------------	--------------------------------

ACTIVITY THROUGH FISCAL PERIOD 09

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
03	AP-170710	07/05/2017	01	BOOKS	BAKER & TAYLOR	104377	2032916077	31.02	
		07/05/2017	02	BOOKS	BAKER & TAYLOR	104377	2032937543	51.15	
		07/05/2017	03	BOOKS	BAKER & TAYLOR	104377	2032944087	14.95	
		07/05/2017	04	BOOKS	BAKER & TAYLOR	104377	2032946730	34.61	
		07/05/2017	05	BOOKS	BAKER & TAYLOR	104377	2032960762	287.41	
		07/05/2017	06	BOOKS	BAKER & TAYLOR	104377	2032963290	9.77	
		07/05/2017	07	BOOKS	BAKER & TAYLOR	104377	2032970774	65.53	
		07/05/2017	08	07/19/17 NATURE'S ARCHITECTS	FOREST PARK NATURE C	104380	071917	135.00	
	GJ-170731LB	08/01/2017	08	July 2017 Deposits					2.00
TOTAL PERIOD 03 ACTIVITY								629.44	2.00
04	AP-170814	08/09/2017	01	BOOKS	BAKER & TAYLOR	104390	2032988056	212.74	
		08/09/2017	02	BOOKS	BAKER & TAYLOR	104390	2032994518	13.80	
		08/09/2017	03	BOOKS	BAKER & TAYLOR	104390	2033005997	74.38	
		08/09/2017	04	BOOKS	BAKER & TAYLOR	104390	2033019466	273.87	
		08/09/2017	05	BOOKS	BAKER & TAYLOR	104390	2033029979	143.42	
		08/09/2017	06	BOOKS	BAKER & TAYLOR	104390	2033032006	350.87	
		08/09/2017	07	BOOKS	BAKER & TAYLOR	104390	2033048611	112.15	
		08/09/2017	08	DVD	MIDWEST TAPE	104396	95229398	22.99	
		08/09/2017	09	AUDIO BOOK	MIDWEST TAPE	104396	95254126	39.99	
		08/09/2017	10	DVD, AUDIO BOOK	MIDWEST TAPE	104396	95273332	69.98	
	GJ-170831LB	09/01/2017	08	August 2017 Deposits					385.00
	GJ-170903RC	09/05/2017	02	RC Aug 2017 Lib Deposits					277.00
TOTAL PERIOD 04 ACTIVITY								1,314.19	662.00
05	AP-170911	09/06/2017	01	BOOKS	BAKER & TAYLOR	104403	2033052718	24.46	
		09/06/2017	02	BOOKS	BAKER & TAYLOR	104403	2033074220	74.42	
		09/06/2017	03	BOOKS	BAKER & TAYLOR	104403	2033092389	86.13	
		09/06/2017	04	BOOKS	BAKER & TAYLOR	104403	2033096069	155.34	
		09/06/2017	05	BOOKS	BAKER & TAYLOR	104403	2033111556	110.03	
		09/06/2017	06	2 MEMORIAL BRICKS	KING & SONS MONUMENT	104406	082317	60.00	
		09/06/2017	07	DVD	MIDWEST TAPE	104407	95284174	14.99	
		09/06/2017	08	AUDIO BOOK	MIDWEST TAPE	104407	95311530	39.99	
		09/06/2017	09	AUDIO BOOK	MIDWEST TAPE	104407	95326184	39.99	
		09/06/2017	10	AUDIO BOOKS	MIDWEST TAPE	104407	95344286	69.98	
		09/06/2017	11	BOKK-IT 5K TIMING	RACE TIME	104410	N0902	481.81	
	AP-170925M	09/19/2017	165	TARGET-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	32.87	

ACTIVITY THROUGH FISCAL PERIOD 09

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
05	AP-170925M	09/19/2017	166	DOLLAR TREE-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	8.00	
		09/19/2017	167	TARGET-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	50.00	
		09/19/2017	168	NCG CINEMA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
		09/19/2017	169	PANERA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
	GJ-170930LB	09/29/2017	08	Sept 2017 Deposits					330.00
TOTAL PERIOD 05 ACTIVITY								1,298.01	330.00
06	AP-171009	10/03/2017	01	BOOKS	BAKER & TAYLOR	104415	2033127088	51.73	
		10/03/2017	02	BOOKS	BAKER & TAYLOR	104415	2033130769	42.69	
		10/03/2017	03	BOOKS	BAKER & TAYLOR	104415	2033131319	11.49	
		10/03/2017	04	BOOKS	BAKER & TAYLOR	104415	2033150590	12.59	
		10/03/2017	05	BOOKS	BAKER & TAYLOR	104415	2033160913	84.57	
		10/03/2017	06	BOOKS	BAKER & TAYLOR	104415	2033172409	14.37	
		10/03/2017	07	BOOKS	BAKER & TAYLOR	104415	2033175842	14.94	
		10/03/2017	08	AUDIO BOOKS	MIDWEST TAPE	104420	95382801	39.99	
		10/03/2017	09	2 DVDS, 1 AUDIO BOOK	MIDWEST TAPE	104420	95409502	77.97	
		10/03/2017	10	1 AUDIO BOOK, 1 DVD	MIDWEST TAPE	104420	95430011	59.98	
	GJ-171031LB	11/01/2017	08	Oct 2017 Deposits					1,850.00
TOTAL PERIOD 06 ACTIVITY								410.32	1,850.00
07	AP-171113	11/06/2017	01	BOOKS	BAKER & TAYLOR	104426	2033191873	14.95	
		11/06/2017	02	BOOKS	BAKER & TAYLOR	104426	2033210465	14.94	
		11/06/2017	03	BOOK	BAKER & TAYLOR	104426	2033231304	14.94	
		11/06/2017	04	BOOK	BAKER & TAYLOR	104426	2033245448	15.53	
		11/06/2017	05	DVD	MIDWEST TAPE	104433	95481997	22.99	
		11/06/2017	06	DVD	MIDWEST TAPE	104433	95509775	23.99	
		11/06/2017	07	DVDS	MIDWEST TAPE	104433	95530036	45.98	
	AP-171125M	11/30/2017	175	AMAZON-BINGO CARDS, DAUBERS,	FIRST NATIONAL BANK	900052	112517-D.DEBORD	37.44	
	GJ-171130LB	12/01/2017	08	Nov 2017 Deposits					2,644.00
TOTAL PERIOD 07 ACTIVITY								190.76	2,644.00
08	AP-171211	12/04/2017	01	BOOKS	BAKER & TAYLOR	104441	2033253908	285.39	
		12/04/2017	02	BOOKS	BAKER & TAYLOR	104441	2033277843	32.99	
		12/04/2017	03	BOOKS	BAKER & TAYLOR	104441	2033279262	47.27	
		12/04/2017	04	BOOKS	BAKER & TAYLOR	104441	2033297864	23.23	
		12/04/2017	05	BOOKS	BAKER & TAYLOR	104441	2033303265	80.48	
		12/04/2017	06	BOOKS	BAKER & TAYLOR	104441	2033324276	8.99	
		12/04/2017	07	BOOKS	BAKER & TAYLOR	104441	2033325433	10.34	
	AP-171225M	12/18/2017	139	MCDONALDS-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	140	NCG CINEMA-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	141	IMPRINT-TABLE THROW & RUNNER	FIRST NATIONAL BANK	900053	122517-S.AUGUSTINE	187.08	
	GJ-171231LB	01/02/2018	08	Dec 2017 Deposits					971.08
TOTAL PERIOD 08 ACTIVITY								715.77	971.08
09	GJ-170131LB	02/01/2018	08	January 2018 Deposits					346.20
	AP-180108	01/03/2018	01	BOOKS	BAKER & TAYLOR	104455	2033341157	61.29	
		01/03/2018	02	BOOKS	BAKER & TAYLOR	104455	2033372209	599.34	
		01/03/2018	03	DVD	MIDWEST TAPE	104459	95649185	17.99	

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480			(L)	ESCROW - MEMORIALS & GIFTS					
09	AP-180108	01/03/2018	04	DVD	MIDWEST TAPE	104459	95686677	22.99	
	AP-180125M	01/19/2018	152	ELLISON-CUTTING PAD, SURE CUT	FIRST NATIONAL BANK	900054	012518-M.EBERHARDT	178.20	
				TOTAL PERIOD 09 ACTIVITY				879.81	346.20
				TOTAL ACCOUNT ACTIVITY				6,206.63	9,780.51
				ENDING BALANCE					6,650.93
				GRAND TOTAL				0.00	6,650.93
				TOTAL DIFFERENCE				0.00	6,650.93

LIBRARY DIRECTOR REPORT— January, 2018

Facilities Management	Negotiated reduced rate (33%) for service call Arranged for fire panel installation and reduced rate of \$200 (2/7/18) Questioned bill from Trico resulted in \$250 reduction.														
Public Relations	Article in the Kendall Record on 2/1/18 Mini-Golf Front Page Photo of Director/Mayor 1/29/18 Mini-Golf Proclamation Kendall Record, Letter to the Editor 1/29/18 Youth Services Department														
Marketing/Branding	Working on the redesign of the library card using new logo														
Reports/Filings	Submitted the Per Capita Grant/received confirmation Started work on the Illinois Public Library Report (IPLAR) Filed the listing for the Economic Indicators Report														
Notary Service	Notarized paperwork for 2 residents (estate planning documents)														
Meetings	Attended the PrairieCat Delegates Assembly (Jan 31 st) at Kishwaukee College in Malta, Illinois														
Consultations	Worked with City Administrator on draft IGA Consulted with library attorney on legal issue														
Staff Recruitment	Interviewed and hired a library clerk for Youth Services- Nicole Strike Conducted exit interview with staff that resigned														
Friends Support/Summary	<table><tr><td>Five Mini-Golf Events</td><td>\$22,757</td><td></td></tr><tr><td>(2018=\$5,656)</td><td></td><td></td></tr><tr><td>Nine Book Sales</td><td>\$41,841</td><td>(2009-2017)</td></tr><tr><td>Total</td><td>\$64,598</td><td></td></tr></table>			Five Mini-Golf Events	\$22,757		(2018=\$5,656)			Nine Book Sales	\$41,841	(2009-2017)	Total	\$64,598	
Five Mini-Golf Events	\$22,757														
(2018=\$5,656)															
Nine Book Sales	\$41,841	(2009-2017)													
Total	\$64,598														
Programs, Activities															
Adult Programs	<table><tr><td>Evening Book Club</td><td>5</td></tr><tr><td>Men’s Book Club</td><td>6</td></tr><tr><td>Friends Meeting</td><td>10</td></tr><tr><td>Threads and More</td><td>7</td></tr><tr><td>Creative Writing</td><td>10</td></tr></table>			Evening Book Club	5	Men’s Book Club	6	Friends Meeting	10	Threads and More	7	Creative Writing	10		
Evening Book Club	5														
Men’s Book Club	6														
Friends Meeting	10														
Threads and More	7														
Creative Writing	10														

Lunch Bunch 6

TOTAL ADULT ATTENDANCE 44

Young Adult Programs Teen Meeting -TAG 18

TOTAL YA ATTENDANCE 18

Children Programs

- Drop-In Storytime 13
- Tots and Toddlers (2 programs) 66
- Afternoon/Morning Read (2 programs) 10
- Lego Club 9
- Book Club (Grades 1-2) 6
- Book Club (Grades 3-5) 7
- Panera Storytime 8
- Literacy Center 22
- 3D Printer 3
- Beginning Read 3
- Chess Club 8
- Lapsit 18
- Read with Paws 11

TOTAL CHILDREN'S ATTENDANCE 184

Passive programs included: Winter hats (87) and Maker Pattern Blocks (43).

Computer Use

- Adult 335
- Young Adult 19
- Children 21
- Express 29

TOTAL COMPUTER USE 404

Database & E-book Use

- Ancestry 98 (Jan) 164 (Dec)
- Gale 69 (Jan) 25 (Dec)
- Omni E-Book 684 E-Audio 267 (Users)
- E-Read IL E-Book 16 Audio 40 (Users)

Circulation

- Checkouts 13,487
- New Patrons Added 118
- New Items Added 399

Teen Volunteers Morgan Rustsay, Mikayla Mika, Juleah Richardson, Naytona Faedtke, Rachel Robinette, Halle Jones, Sydney Klebenow, Skyler Krantz, Riley

Benning, Brooklyn Souza, Alexa Roehr, Estella Tejada, Mark Sanford, Katyln Tugman, Leah English, Zach Weiss, Kurt Bowen.

Adult Volunteers Yorkville Jr. Women's Club (Drop in Story Time) and Fox Valley Therapy Dogs (Read with Paws).

Meeting Room 3 Rental, 13 Programs

Patron Count 6,180

[illegible][illegible]

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN
THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS
AND THE YORKVILLE PUBLIC LIBRARY, YORKVILLE, ILLINOIS**

THIS INTERGOVERNMENTAL AGREEMENT (the “*Agreement*”) made and entered into this _____ day of _____ 2018, pursuant to authority of the Illinois Constitution and State statutes, between the United City of Yorkville, an Illinois corporation (the “*City*”) and the Board of Library Trustees of the Yorkville Public Library (the “*Library*”), a public library under the Illinois Local Library Act.

RECITALS:

WHEREAS, the Library is a public library pursuant to the Illinois Local Library Act (75 ILCS 5/1-01.1 *et seq.*) (the “*Library Act*”) and as such has certain powers as described in said Act; and,

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and,

WHEREAS, intergovernmental cooperation to exercise any power or privilege is further authorized by the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and,

WHEREAS, Section 5/4-7 of the Library Act authorizes public libraries to contract with public corporations for the purposes of performing acts and carrying out the responsibilities, spirit and provisions of the Illinois Local Library Act; and,

WHEREAS, it has been determined by the City and the Library that this Agreement would be beneficial to the welfare of the City and Library; and,

WHEREAS, the City is the Owner of all the real estate and improvements on which the Library Building is now located commonly known as 902 Game Farm Road, Yorkville, Illinois, in which the Library is the sole occupant; and,

WHEREAS, the parties agree it is appropriate for the Library and the City to enter into an intergovernmental agreement governing the relationship between the parties as to those things contained in this Agreement.

NOW, THEREFORE, it is agreed by and between the City and the Library, in consideration of the welfare of City residents, and the mutual covenants contained herein, as follows:

1.0 RECITALS

1.1 The above recitals are substantive and are incorporated herein by reference.

2.0 EMPLOYMENT, PAYROLL PROCESSING, EMPLOYEE BENEFITS

2.1 At all times Library employees shall be employees of the Library and not the City. The City shall have no obligation to compensate Library employees, or to provide Library employees with any employee benefits or services other than as provided hereinafter in this Agreement during the term of this Agreement.

2.2 The City shall provide payroll checks on City check stock and the Library shall annually reimburse the City for the cost of the printed checks. Payroll checks shall be processed by the City on the same schedule as processed for City employees.

2.3 The City shall administer the Library's unemployment compensation program for all Library employees.

2.4 Library employees may participate in the City's health, dental, vision, and life insurance benefit plans on the same terms available to City employees as determined by the sole

cost of the Library, it being understood that the Library retains the discretion and authority to allocate the cost of such benefits between the Library and the Library employees.

2.5 The City shall provide administrative services for the Library in regards to the applicable health, dental and life insurance benefit plans.

2.6 The City may include Library employees in any and all voluntary tax deferred investment benefit plans, in addition to the Illinois Municipal Retirement Fund (“IMRF”), the City maintains in on behalf of City employees, provided such inclusion does not disqualify the plan from its tax-exempt status; and, shall provide administrative services to the Library for Library employees participating in the IMRF, and any Voluntary Tax Deferred Investment Benefit Plans in which Library employees participate.

2.7 All Library Director~~’s~~ personnel files shall be maintained by the City.

3.0 ADMINISTRATIVE SERVICES

3.1 The City shall perform accounting and (M.I.S.) services for the Library, including, but not limited to, processing of payments based on the Library Director’s instructions for the Library’s accounts payable.

3.2 The City shall include the Library in its annual and other auditing services; provided, however, the Library shall provide their own bonding services.

3.3 The City shall maintain a separate account on behalf of the Library (the “*Library Account*”) to hold the following funds: (i) Library Money Market Fund; (ii) Library Expansion Fund; and, (iii) Library Checking. The City shall invest the Library Account and credit all interest earned by each fund to the respective fund. The City shall prepare a monthly financial report for the Library which shall show the status of each fund of the Library Account.

3.4 Signators for the Library Account and each fund shall be two of the following, the City Treasurer and a, ~~the Library Treasurer and the President of the~~ Library Board Officer. The schedule for distribution for signing of all checks for Library expenses, invoices and liabilities shall be on the same schedule as that of the City.

3.5 The City shall keep all Board Meeting Minutes, agendas and Executive Session Minutes.

4.0 MAINTENANCE OF LIBRARY BUILDING

4.1 The City may provide maintenance and improvements to the exterior and the interior of the building at its sole discretion, based on available funding and other management decisions, except for the items later described in this section. City schedules for exterior and interior maintenance and improvements will generally be done at the same time as other City buildings' maintenance and improvements.

4.2 In the event the Library determines, in its sole discretion, that exterior or interior maintenance or improvements are required, the Library may proceed to contract for such additional services at its sole cost.

4.3. With regard to the Library Building, the City shall be responsible to provide, at its sole cost, AED equipment, replacements of flags and picnic tables, and snow removal services of the parking lot and exterior entrances to the Library.

4.4. With regard to the Library building, the Library shall be responsible to provide at its sole cost, interior janitorial services, elevator maintenance and repair, and all utility costs to operate.

5. MUTUAL ASSISTANCE

5.1 Library is allowed access to the City Attorney on an as needed basis, but only as approved by the City Administrator or his or her designee, such services to be paid by the City.

5.2 The Library will provide the city with a six month schedule of the availability of the Michelle Pfister Meeting Room. The City will have 30 days from receipt of the schedule ~~to establish an annual schedule for the use of each room within the Library Building for Library use on or before September 1 i.e., Library programs, exclusive of outside groups whether grandfathered or not and deliver such schedule to the City. The City shall~~ notify the Library ~~on or before October 1 of each year~~ of its need for the use of the room ~~s~~ not reserved for Library use, at no cost to the City. The City agrees to abide by the Meeting Room Rental policies. The Library shall schedule all general public and other miscellaneous requests any time after the City's 30 days, October 1 after ~~after~~ eliminating such dates and times required by the Library or the City. The Youth Services program and work rooms shall be used exclusively for library sponsored events. The library board room is part of the administrative office suite and therefore is not available for non-library use.

5.3 The Library may request the use of any City facilities and/or equipment, at no cost to the Library, so long as such use is not needed for City purposes.

5.4 The Library is allowed one full page in each of the tri-annual Parks and Rec Catalogs for advertising or notices of programming, at the Library's discretion. If the catalogs become more or less frequent (*i.e.*, two, four, five time per year, *etc.*), the Library is allowed one full page in each catalog for general advertising. Design and content is ultimately up to the city's policies related to catalog content.

5.6 The City shall give the Library priority and free booth space at the Hometown Days festival, subject to review by the Director of Parks and Recreation or his or her designee. The

Library shall select an activity or attraction that will complement the festival. This attraction should be fully planned and executed by the Library or designated group.

5.7 The City and the Library will cross promote events and programs on social media and website; *i.e.*, mini golf event, used book sale, changes in hours, *etc.*

5.8 The City and the Library shall work together to extend the benefits of cooperative purchases.

6. FINANCIAL CONTRIBUTIONS TO THE CITY FOR SERVICES PROVIDED.

This part has been removed. Financial contributions for services provided cannot be determined until there is an agreement between the City and the Library about the specific services being ~~Notwithstanding the foregoing, all of the services to be provided to the Library by the City pursuant to this Agreement shall be at the sole cost of the City so long as the Library Operations fund balance is less than one hundred percent (100%) of its annual operating expenditures, excluding debt service. Should the Library Operations fund balance be equal to or exceed one hundred percent (100%) of annual operating expenditures and transfers as of the close of the most recent fiscal year, the City shall be reimbursed by the Library for the lesser of: (i) the full value of all services provided by the City to the Library, currently estimated in 2017 at \$49,000; or, (ii) the difference between actual Library Operations fund balance and one hundred percent (100%) of annual operating expenditures and transfers. Said reimbursement shall occur within sixty (60) days after notice has been received by the Library from the City provided for the library and an agreement about the cost of each service provided.-~~

7. AMENDMENTS AND MODIFICATIONS

This Agreement may be modified or amended from time to time by the City and the Library; provided, however, that no such amendment or modification shall be effective unless

reduced to writing, duly authorized, and signed by the Mayor and the appropriate officers of the Library Board.

8. SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

9. TERM, RENEWAL AND TERMINATION.

9.1 This Agreement shall be a term of five (5) years commencing upon its execution by both parties and shall automatically renew unless it is terminated pursuant to the provisions hereinafter set forth.

9.2 Either party may terminate the provision of one or more of the services to be provided to the Library by the City as set forth in this Agreement, including termination of this entire Agreement, effective at the end of the City's fiscal year, which shall be April 30, unless otherwise mutually agreed.

9.3 Notice of termination by either party to this Agreement must be made in writing and shall be effective upon receipt of ninety (90) days written notice of the effective date of said termination from the terminating party. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

10. NOTICE

Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, or personal service to the persons

and addresses indicated below or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

City Administrator
United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560

Library Director
Yorkville Public Library
902 Game Farm Road
Yorkville, Illinois 60560

10.1 Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

11. ENTIRE AGREEMENT

This Agreement sets forth all the covenants, conditions and promises between the parties. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Yorkville, Illinois.

United City of Yorkville, Kendall County,
Illinois, a municipal corporation

By: _____
Mayor

Attest:

City Clerk

Board of Library Trustees of the United
City of Yorkville

By: _____
Its President

Attest:

Its: _____

Yorkville Public Library

Bylaws of the Board of Trustees

Article I - Objectives

The objectives of the Yorkville Public Library shall be:

- A. To assemble, preserve, and administer in organized collections, books and related educational and recreational materials in order to promote an enlightened citizenship and to enrich personal lives.
- B. To serve the community as a center of reliable information.
- C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- D. To support educational, civic, and cultural activities of groups and organizations.
- E. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- F. To seek continually to identify community needs and work toward providing programs of service to meet such needs.
- G. To provide opportunity for recreation through literature and other art forms as available funds permit.

Article II - Role of the Library Board

The Responsibility of the Library Board is:

- A. To determine the mission of the library in the community and to develop appropriate goals for service.
- B. To seek adequate funding to achieve the goals of the library.
- C. To adopt written policies to govern the operation of the library.
- D. To authorize plans of expenditures to allow implementation of the library's service program.
- E. To communicate actively with local government and the general public.
- F. To employ a competent and qualified Library Director.

Article III - Officers

- A. The offices shall be:

1. President

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, shall be the ex-officio member of all committees, and generally performs the duties of a presiding officer.

2. Vice- President

In the absence of the President, the Vice-President shall preside. In the event that both the President and the Vice-President shall be absent, any other member of the Board may preside.

3. Secretary

The Secretary has the responsibility to see that adequate minutes of the Board are taken and maintained as a public record. The secretary signs minutes of the meeting after their approval by the Library Board. The Secretary also certifies documents on behalf of the Library Board, including levy requests, grant applications, and annual reports. In the absence of the Secretary, a secretary pro tem will be appointed.

4. Treasurer

The Treasurer shall have charge of the library funds and income. The signing of all library checks shall be done in the following manner: any two of the following four people shall be delegated to sign any library checks - President, Vice-President, Secretary and Treasurer. A security bond shall be taken out to cover the Treasurer and Director, with the sum to be in compliance with the state law.

B. Election Procedures

1. The Library Board will nominate officers at the regular meeting in June. Election of officers will take place at the regular meeting in July. Election of an officer requires an affirmative vote by the majority of the appointed Trustees. Newly elected officers will assume their responsibilities after the close of the meeting in which the election was held.

C. Term of Office

1. The Library Board consists of nine members appointed by the Mayor. A full term is three years. The terms are staggered so that three terms expire each year. A Trustee is appointed when a vacancy occurs and serves until the end of the term.

The Board shall recognize the service of a retiring Board member by donating a book (cost not to exceed \$50.00) to the library in his/her name.

D. Participation Requirements

Illinois Compiled Statutes, Chapter 75 Section 5/4-4, a vacancy occurs when the appointed Trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of ~~one year~~ **add 6months.**

E. Resignation

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of two months notice be sent to the Mayor, so a new appointment can be made.

Article IV - Meetings

A. Regular Meetings

The regular meeting of the Board of Trustees shall be held at the library the second Monday of each month at 7:00 P.M. Time and place of meetings shall be published at the beginning of each calendar year. All business meetings and committee meetings are open to the public as provided in the Illinois Open Meeting Act.

B. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two members of the Board, provided that notice and agenda of the special meetings be posted at least 48 hours prior to the time of the meeting.

C. Quorum

A quorum at the Library Board meetings is achieved when five members are present.

D. Public Notice

The Library Director shall issue notice of all meetings to the public in accordance with current legal requirements. Notice shall include the place, the time, and agenda of business items to be discussed at the meeting.

The Library Director shall be responsible for the distribution of the agenda and information for all regular and special meetings. The board packet will be available to all Board Members by 12:00 P.M. Friday, before the regular Board Meeting.

Article V - Committees

A. Finance

This committee shall be responsible for the financial planning of the library in conjunction with the Director. It shall plan the income and expenses for the fiscal year. A budget shall be submitted to the Board for its action at the meeting preceding the date established by the Yorkville City Council for its acceptance of the budget.

B. Personnel

This committee shall be responsible for making recommendations to the Board as to the qualification requirements of the Director, screening applicants and recommending the individual for this position to the Board. This committee shall be responsible for annually reviewing the performance of the Director, and recommending salary adjustments to the Board within the constraints of the budget.

C. Library Policy

This committee shall be responsible for making recommendations to the Board to revise or update policies.

D. Community Relations and Publicity

This committee shall work with the Director to establish good public relations with the community.

E. Special Committees

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

Article VI - Parliamentary Authority

The parliamentary authority of the board shall be Robert's Rules of Order Newly Revised.

Article VII - Amendment

These bylaws may be amended only by a two-thirds vote of the trustees with notice given at the previous meeting.

Revised 2/12/18

Collection Development

General Considerations on Selection of Materials

A. Selection Criteria

B. Censorship

C. De-Selection

D. Scope of the Collection

E. Material Identification

F. Gift Policy

G. Criteria for Discarding and Replacing Materials

General Considerations in Selection of Materials

A. Selection Criteria

Materials are selected for the library in a variety of ways. Library staff considers reviews and prepublication announcements in professional journals, trade publications, and the popular press. In addition, library users make suggestions for the purchase of specific titles or of materials in particular subject areas.

To fulfill the general selection philosophy the library staff applies specific criteria to the selection of materials. The decision to purchase or not to purchase a title is based on the staff's judgment of the suitability of one or more of the following criteria to the title under consideration. This judgment is based on the library staff's knowledge of the community and the existing collection, as well as their practical experience filling library patrons' requests for materials and information.

All members of the staff and patrons may recommend titles for consideration. Recommendations for materials from patrons of the library should be encouraged. All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested items the library does not purchase.

The criteria staff uses include:

- Significance and permanent value to the existing collection
- Suitability of subject and style for intended audience
- Authenticity of information
- Authenticity of authors
- Quality of format
- Currency of materials
- Curriculum support
- Diversity of subjects, idea, and opinion
- Literary quality
- Local interest
- Physical features and format
- Demand by Patrons
- Price and availability
- Readability and style
- Availability of materials in other libraries

B. Censorship

Although the library accepts responsibility for providing free access by the public to all points of view, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it. All sides of controversial issues are represented in the library as far as budget, space, and availability of materials allow. Selection is based upon the criteria cited in this policy statement. The race, religion, nationality, or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Children are not limited to materials in the juvenile collection. Responsibility for materials selected for a child must rest with the parent or legal guardian. Selections will not be inhibited by the possibility that controversial materials may come into the possession of children. The library will provide a Request for Reconsideration of Materials Form, (see attached sheet) for the Library Board to take under consideration.

C. De-Selection

The Library keeps the collection vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, badly marked or damaged, contain outdated or inaccurate information, are superseded by a newer edition, of little historical significance, or no longer in demand. Materials which are removed from the collection may be donated to The Friends of the Yorkville Library for their used book sale. Items that are very much worn and have no resale value will be discarded. The Library does not reserve discarded items for individuals.

D. Scope of the Collection

The collection will be current, general in scope, and balanced in terms of subject coverage, point of view and age/interest level. Materials will be selected in a variety of formats including, but not limited to, print, audiovisual, electronic, and online. It is beyond the general scope of the library to provide materials of a highly technical or specialized nature. A large print collection is provided for patrons with visual impairments. Persons who have visual or physical impairments that prevents their use of books may also be referred to the Library of Congress Talking Book Program.

E. Material Identification

Religious materials that are not catalogued in the Dewey Decimal System as non-fiction will be designated as “religious fiction”. As long as both the selection of materials to be so labeled and the label used are viewpoint-neutral and inclusive, this practice does not violate the Library Bill of Rights.

F. Gift Policy

The library encourages and accepts gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials.

Gift materials not meeting these standards, such as those that are out of date, unneeded duplicates of items already owned, or those in format unsuitable for library use may be given to other organizations, sold, exchanged or recycled.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library. Gift items may be marked with an appropriate bookplate. A letter for tax purposes (see attached sheet) may be sent to the donor if requested at the time the donation is made, acknowledging the receipt of the gift only.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

Any gift, memorial, or bequest which is given with conditions or stipulations as to its use or placement will be accepted only if the Library Director can agree to all conditions and stipulations.

Patrons will be given a Donation Waiver to sign. (See attached sheet)

A Book Donation Parameters handout is available for patrons donating used items, along with collection criteria and receipt.

(See attached sheet)

G. Criteria for Discarding and Replacing Materials

Discarded Materials

The Yorkville Public Library cannot be a permanent depository of all materials that they have acquired. Just as care is taken in selecting materials to add to the collection so must attention be directed towards withdrawing materials which have outlived their usefulness? Factors that are considered in discarding materials include:

1. Deteriorated appearance
2. Inaccurate or dated information
3. Unneeded duplications of titles or subjects no longer in heavy demand
4. Lack of use

Discarded library materials are generally offered for sale on the library premises at a nominal cost.

Replacements

Consideration is given to the cost of repairing a book versus replacement of the title with a new volume. Only items of ongoing value to the collection are replaced.

D/4

Request for Reconsideration of Materials

Date_____

Author_____ **Title**_____

Publisher_____ (if known)

Format (Book, Tape, etc.)_____

Requested by _____

Address_____

City _____ **State** _____ **Zip Code** _____

Phone_____

Do you represent:

_____ **Yourself** _____ **Organization (name)** _____

Did you read or view the entire work? _____

What part did you read or view? _____

To what in the book do you object? (Please be specific, cite pages)

What would you like the library to do with this material?

Signature

DONATION WAIVER

This donation given by me to the Yorkville Public Library is given freely and without obligation. Upon delivery to the Library the donated items are the property of the Library. The Library will determine if the donation is to be added to the collection, discarded or attempted to be sold for an amount of time after which it may be discarded or passed on to a local non-profit organization.

I have read and understand the above statement.

Name

Date

Thank you for your donation.

Yorkville Public Library
902 Game Farm Rd.
Yorkville, IL 60560

Please contact me and I will pick up my items if they will not be used in the Yorkville Public Library collection.

Name

Phone

BOOK DONATION PARAMETERS

Yorkville Public Library will not accept:

1. Encyclopedias
 2. Magazines
 3. Textbooks
 4. Serials (i.e. Time/Life etc.)
 5. Any books that are stained, mildewed, yellowed, dusty or smelly
- (If any of the above are donated, they will be discarded)

Yorkville Public Library will only accept one small box or one bag of books at a time. (Not to weigh more than 30 lbs.)

Yorkville Public Library will put on the SHARE shelf:

1. Mass market and trade paperback fiction in good condition.

Yorkville Public Library will put on the donation shelf for consideration:

1. Hardcover fiction and nonfiction in good to excellent condition 5 years old or newer we will be considered for the collection. If it is determined that Yorkville Public already has one or two copies the item will be evaluated for possibly replacing a worn copy. If Yorkville Public Library has two copies in good condition in the collection then the item will be put on the sale shelf for a period of 3-6 months after which it will be discarded or given to a local non-profit organization. If an item is a best seller in high demand Yorkville Public Library may add it to the collection as a third or fourth copy to meet the demand after which it may be discarded.
2. Fiction and nonfiction over 5 years old that are considered classics, relevant, are in good to excellent condition, and/or are in a subject that Yorkville Public Library is lacking, it will be considered for the collection. If it is determined that Yorkville Public Library already has a copy in the collection the item will be evaluated for possibly replacing a worn copy. If the existing copy is in good condition the item will be put on the sale shelf for a period of 3-6 months after which it will be discarded or given to a local non-profit organization.
3. Non-fiction that may have value for our local history collection if in good to excellent condition will be considered.
4. DVDs and music CDs that are in good condition and include original cases along with content information will be considered.

Places that Yorkville Public Library may give items that will not be used will include but not be limited to:

Kendall County Jail

Yorkville Senior Centers

Kendall County Schools

Hessed House

Collection Criteria

We appreciate the special place that books have in people's lives and the reluctance to discard them. However, to maintain a quality collection the library must follow certain criteria.

Hardback books that are within five years of their publication date may be added to our collection if they are in good condition and we do not have an existing copy. Books considered to be in good condition will not have a lot of "wear and tear" and will be free of things like water damage or mold.

Older books and paperbacks will go on our for sale shelf. The proceeds from these sales will be used to purchase new books.

Books that are moldy or musty or for some other reason are not appropriate for our sale shelf will be recycled.

Please be sure you are comfortable with the possible fate of your books before you leave them with us.

Thank you for thinking of the library and contributing to our growing collection.



Date_____

The Yorkville Public Library gratefully acknowledges receipt of the following items:

Hardcover Books_____

Paperback Books_____

Periodicals_____

Other_____

Thank You,

Yorkville Public Library

902 Game Farm Road
Yorkville, IL
630.553.4354