

**Agenda**  
**Yorkville Public Library**  
**Board of Trustees Meeting**  
**September 11, 2023, at 7:00 P.M.**  
**Michelle Pfister Meeting Room**  
**902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations Amanda Standerfer – Fast Forward Libraries LLC
5. Approval of Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer: Financial Statement  
Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees: Policy - report Personnel  
Physical Facilities Finance
14. Unfinished Business: HVAC update  
Strategic Planning Discussion/Action  
Future Library Planning Discussion/Action
15. New Business: Board of Trustees - Oath of Office  
Disaster Plan Update  
Approve Reference Service Policy  
Approve updated Public Comment Policy  
Approve updated YPL Statements  
Approve updated YPL Board ByLaws
16. Executive Session: (if needed)
  1. For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
17. New Business (continued)
18. Adjournment



## United City of Yorkville

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Yorkville, Illinois 60560  
Telephone: 630-553-4350  
www.yorkville.il.us

NOTICE  
**YORKVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**  
**Monday, September 11, 2023**  
**7:00 p.m.**  
Michelle Pfister Meeting Room  
902 Game Farm Road, Yorkville, IL

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**Remote Meeting Attendance Instructions for the  
Yorkville Public Library Board of Trustees Meeting to be held on September 11, 2023 at 7:00 p.m.**

The Yorkville Public Library Board of Trustees meeting to be held on Monday, September 11, 2023 at 7:00 p.m. Instructions for joining the meeting are listed below.

City of Yorkville is inviting you to a scheduled Zoom meeting.

Topic: Yorkville Public Library Board of Trustees meeting – September 11, 2023

Time: September 11, 2023 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84961767557?pwd=S3dNT2xGUUxXNnRmVE5xNDgzY2oyUT09>

Meeting ID: 849 6176 7557

Passcode: 232814

One tap mobile

+13126266799,,84961767557#,,, \*232814# US (Chicago)

+13092053325,,84961767557#,,, \*232814# US

Dial by your location

+1 312 626 6799 US (Chicago)

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+1 646 931 3860 US

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+1 305 224 1968 US

+1 646 558 8656 US (New York)

+1 386 347 5053 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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Meeting ID: 849 6176 7557

Passcode: 232814

Find your local number: <https://us02web.zoom.us/j/84961767557>

## DRAFT

**Yorkville Public Library**  
Personnel Committee Meeting  
Monday, August 14, 2023, 6:00pm  
Yorkville Public Library  
902 Game Farm Road – Michelle Pfister Meeting Room

The Personnel Committee meeting was called to order at 6:00pm by Chairwoman Theron Garcia.

**Roll Call of Committee Members:**

Theron Garcia-yes, Ryan Forristall-yes, Rosie Millen-yes (6:01pm), Keri Pesola-yes

**Others Present:** None

**Recognition of Visitors:** No visitors

**Public Comment:** None

**New Business:**

**Annual Director's Evaluation**

The purpose of this meeting was to finalize the Library Director's annual evaluation.

**Executive Session:**

Chairwoman Garcia made a motion at 6:01pm to enter into Executive Session and read 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.** Mr. Forristall seconded the motion.

Roll call: Pesola-yes, Forristall-yes, Garcia-yes, Millen-yes. Passed 4-0.

The Session concluded at approximately 6:23pm and the Committee returned to the regular session.

**New Business cont.**

Chairman Garcia said the completed Director evaluation will be presented at the Board of Trustees meeting which immediately follows this meeting.

**Adjournment:**

There was no further business and the meeting was adjourned at 6:24pm on a motion and second by Ms. Garcia and Mr. Forristall, respectively.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, August 14, 2023 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by President Theron Garcia, roll was called and a quorum was established.

**Roll Call:**

Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck (arr. 7:03pm)

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Valerie Burd, Laura Allen, Jerre Henriksen, Susan Neustrom-Friends of the Library, Molly Krempski, Mike Krempski, Brynn Krempski, Rachel Engelhardt

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes:** July 6, 2023 Personnel Committee; July 10, 2023 Board of Trustees; July 17, 2023 Finance Committee

Ms. Millen noted a correction on the July 10 Board minutes, page 2, under Friends of Library Report—should say “**Friends of the** Library already has a federal EIN number”. Ms. Garcia then moved and Ms. Milschewski seconded the motion to approve all minutes and the correction.

Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes. Carried 8-0.

**Correspondence:**

Ms. Augustine read an email from A.I.D. (Association for Individual Development) thanking the library for their support and hospitality.

**Public Comment:**

Valerie Burd: She thanked the staff for their service and dedication to the library. She is a former City Council member. She realizes there is some negative feedback, but she said the library is a wonderful resource for the community and she is excited to see all the new things going on at the library. She does the Community Guide for the Chamber of Commerce and put the library on the front cover this year. She said the library represents the citizens of Yorkville.

Rachel Engelhardt: She grew up in the library and has seen the library in various locations. She and her family have checked out thousands of books over the past few years. She thanked all the Board and staff and said the



library is an important part of people's lives and she also thanked the library for all the programs including the mini-golf. She is thankful for all the available books and said the library opened up the world for her children. She said the library makes people feel welcome and she is happy the kids have access to books that reflect who they are and also people who aren't like them and to learn about other religions, cultures and places.

Jerre Henriksen: She is a former citizen and thanked the library for providing a welcoming environment. She is a strong believer in life-long learning and the library supports that.

Molly Krempski: Ms. Krempski handed out pages that she had copied from a book titled Gender Queer and she also quoted from some of the pages. She said the library has more erotic type books. Ms. Krempski quoted the Preamble to the Illinois Constitution which asks for God's blessings and she said you [Board members] took an oath to facilitate the flow of God's blessings by upholding the Constitution. We must run public establishments according to God's law. She said supplying 'homosexual gender-bending pornography' to minors is not something that will bring blessings to the people of Illinois. The books being provided to children in this library violate rights. She said the people and God do not consent to these books and the books will be removed. She encouraged all to turn away from leading children into sexual depravity.

Michael Krempski: He said one does not need to be a Christian to live or govern in America but we must uphold the constitution of the Christian nation. He shared quotes from John Adams, a signer of the Declaration of Independence, who said this nation was founded on Christianity. Mr. Krempski also quoted Patrick Henry an orator, attorney and more. Christianity was the religion of our founders, said Mr. Krempski. He also quoted Dr. Benjamin Rush, signer of the Declaration, physician and other titles. Mr. Krempski said our founding fathers were Christians and expected the country to be Christian and run by the laws of God.

Laura Allen: She said it is a 'dumb' idea to ban books and she said the Bible does not say that homosexuality is wrong. She said John Adams did not go to church and said Christianity should not run the government—those two things are separate. She will let her children choose their own books but will tell them if it's wrong for them. She will not force her religion on others.

#### **Friends of the Library Report:**

Ms. Neustrom said the Friends met today with a record-breaking number of members present. She reported the amount of money in their account and said a large amount is already earmarked for programs. She also reported on funds raised from lobby book sales this month and from yoga. The Friends approved an increase for the Dabblers and the monthly Explorer program.

**Staff Comment:** None

#### **Report of the Treasurer:**

##### **Financial Statement and Payment of Bills**

Treasurer Milschewski noted the \$14,605 Trico bill and the development fees of \$22,000 that were received, resulting in 111% funding in the budget. Ms. Milschewski moved and Ms. Garcia seconded a motion to pay the bills as follows:

\$41,293.14	Accounts Payable
\$37,297.54	Payroll
<b>\$78,590.68</b>	<b>Total</b>

Roll call: Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes. Carried 8-0.

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

Ms. Augustine reported the following:

1. She highlighted the many upcoming programs to be presented.
2. Friends of the Library book sale to be held during Hometown Days September 2nd and 3rd.
3. There were 10 bids for cleaning services and the library will join the city in a contract. The new cost to the library is \$1,950 monthly, compared to the prior \$5,177 monthly. The same services previously provided are included in this one-year contract.
4. Library had a recent power failure forcing closure for the day. It was found to be a problem in ComEd lines. A breaker on the rooftop server unit had to be replaced.
5. Received one reply/quote for gutter and window cleaning (inside & outside) at cost of \$3,550.
6. For library outreach, staff had a tent at Riverfest and participated in National Police Night Out.
7. At monthly managers' meeting, staff asked for statement from the Board to address book ban challenges. A Policy Committee meeting will be scheduled.
8. Tornado siren sounded in July and all patrons were moved to downstairs bathrooms.
9. Library to be closed September 29th for PUG Day and 15 staff members will attend training.
10. Will be hiring 2 part-time staff to replace staff who have moved to full-time jobs.
11. State Senator Sue Rezin's office will be at library on Thursday.
12. Received FOIA from NBC News regarding books being challenged in libraries, 200 other libraries also received the FOIA request. The FOIA is now closed.
13. Library asked PD to retrieve a laptop and hotspot not returned by a patron after 2 months. Value \$530.
14. Moving to new on-line catalog on PrairieCat.
15. Ms. Augustine attended several meetings and events in the month. She also met with Sugar Grove Library Director (to be discussed later in meeting), will also meet with the 2 new interim school Superintendents on August 22<sup>nd</sup>.
16. Director presented pamphlet from RAILS and she also created a sheet explaining RAILS and PrairieCat.

**City Council Liaison:** No report

### **Standing Committees:**

#### **Personnel and Finance**

Ms. Garcia said the Personnel Committee and Finance Committee both met to finish the Director's Annual Evaluation which will be discussed later in Executive Session.

### **Unfinished Business:**

#### **HVAC Update**

In a previous meeting, Ms. Augustine explained how the refrigerant was contaminated and was replaced in one of the 2 circuits. Last week that circuit failed and the library is now running on one. Trico is bringing a manufacturer's rep with them tomorrow to determine the cause. Also, she said boiler #2 was not functioning today because the water pump failed. In addition, Ted Milschewski has several concerns about the equipment in the ceiling and as a result, Ted from Trico has recommended a survey be done of all boxes, valves, actuators, etc. He said a complete survey would be beneficial and could be done over 2-3 days. The survey would allow them to see how things are set up, repairs needed and cost of repairs. The survey cost and testing would be \$2,300-\$3,500. Mr. Forristall said the library should receive "as built" after that and Mr. Hedman noted the library already has "as built" that Trico could use.

### **New Business:**

#### **Strategic Planning for FY25-28**

Ms. Augustine presented Strategic Plan materials she received from a consultant. She also attended a 3-part Zoom seminar that itemized the labor-intensive process for Strategic Plans. Director Augustine asked

for a quote from the consultant and was told the services are ala carte pricing. The program is divided into phases which are Learn Phase, Do Phase and Dream Phase and Ms. Augustine gave a further explanation of each of those. The Plan is good for 3-5 years and can be spearheaded either by the consultant or staff. The cost for the consultant to do all is \$22,000 or \$6,900 to do some of the phases.

The Board decided they would like the consultant to give a presentation. Board members' comments: Ms. Pesola said the Board must evaluate costs vs. time as the process would require much staff time. The Board must look very carefully at the costs of a consultant in view of the boiler issues, stated Ms. Schumacher. Mr. Hedman asked if the library could engage more on the analysis and planning side and do a blended approach.

Ms. Augustine will contact the consultant who is from Champaign and who may wish to do a Zoom appearance at the Board meeting. Ms. Millen asked for references and for the Director to contact libraries who used the ala carte or the whole program.

### **Future Library Planning Discussion**

Ms. Augustine said this discussion coincides with Strategic Planning. Currently the library gets \$1.8 in revenue and \$864,000 is for debt service for the bond which will be fulfilled in December, 2024. She said the library was constructed in 2006 and there is much deferred maintenance with many repairs needed. She discussed this with City Administrator Bart Olson and gave him a list of the many things needed and desired for the library.

The Director also met with Sugar Grove's Library Director since their library bonds were recently fully paid. Sugar Grove reached out to their community asking for a no-tax referendum by rolling the money they would have spent on bonds, into their operating costs, resulting in no extra cost for the taxpayers. The money will be used for building improvements and towards savings for their capital improvement plan. Sugar Grove hired a bond attorney and a marketing consultant who drafted papers to help put the message out to the community. It was stressed that if this idea did not pass, hours and people would be cut. Ms. Augustine said in 2008-2010, hours and budget had to be cut at this library. She made the following points:

1. Library is open 55 hours a week now, state recommends 56 hours; Director would like 66 hours, would need more staff.
2. Additional staffing-- state has guidelines--we are at 10.8 and for a growing library it would be 18.8.
3. Outreach services & programming: would like to add an outreach department, visit schools, assisted living visits, daycares, etc. would need staffing for this.
4. Offer competitive wages, we have lost part-time and full-time employees to other libraries. Would like to create salary survey.
5. Add more collaborative spaces, present space is used/full every day.
6. Create maker space—hands on learning, would like space for podcast.
7. Would like creative space (for music, etc.)
8. Would like laser cutters & vinyl cutters for people to create for Etsy.
9. Possible space utilization study to re-allocate space.
10. Increase digital collections.
11. Add more databases.

Director Augustine also detailed the numerous infrastructure needs:

1. LED lighting
2. New chiller
3. Server room unit
4. BAS (Building Automation System) upgrade/maintenance contract, can't control our lighting since not connected with BAS
5. HVAC infrastructure, current one coming to end of life, quote for new one soon
6. Boilers nearing end of life within 5 years
7. New carpeting, have original carpet now, a 2017 price was \$267,000
8. Update bathroom plumbing, faucets need to be replaced

9. Add insulation to roof (result of frozen pipes this winter)
10. Upgrade PA system
11. Painting/caulking
12. Update meeting room and nearby bathrooms, modular tables able to be moved, stackable chairs
13. Spoke with city about option of library paying for some of the services provided
14. Long-term goal...to become sustainable

Director Augustine also spoke with the County Clerk and they discussed the taxing bodies and taxing rate for area libraries. Yorkville Library is the second to last in collecting tax for operating costs. Yorkville has the largest building except for Oswego and Aurora and we collect the least amount of tax for operating costs. Mr. Hedman stated that Sugar Grove is a district library vs. Yorkville being a municipal library and he suggested that the library should continue to work closely with the city on the value of the library. Ms. Augustine said Mr. Olson would like to see more information. Mr. Hedman suggested a plan of allocation if we had this extra money and Ms. Pesola said the Board needs to draft a priority list. A special Board meeting was suggested by President Garcia and a tentative date of August 28<sup>th</sup> at 7pm was set. Ms. Augustine will contact all board members.

Ms. Milschewski asked about the cost of Sugar Grove's referendum. Their consultant did not charge unless it passed, which it did. She also suggested we invite a city rep, Mr. Olson and the Mayor to attend the meeting. Ms. Milschewski said this info should be disseminated to the community as well.

A Policy Committee meeting was also set and they will meet August 23rd at 6pm.

#### **Executive Session:**

At approximately 8:20pm, Ms. Garcia made a motion to go into Executive Session and she read 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.** Mr. Hedman seconded the motion.

Roll call: Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes. Carried 8-0.

The Session concluded at about 8:31pm and the Board returned to their regular meeting.

#### **New Business continued:**

Based upon a recommendation during the Executive Session, Ms. Milschewski moved and Ms. Garcia seconded to approve the Director's evaluation as presented along with the 5% increase in pay and retroactive.

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Passed 8-0.

#### **Adjournment:**

The meeting adjourned at 8:32pm on a motion by Ms. Garcia and second by Ms. Schumacher.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

## DRAFT

**Yorkville Public Library**  
**Policy Committee Meeting**  
Wednesday, August 23, 2023 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Policy Committee meeting was called to order at 6:00pm by Chairperson Keri Pesola, roll was called and a quorum was established.

**Roll Call Committee Members:** Keri Pesola-yes, Theron Garcia-yes, Tara Schumacher-yes

**Others Present:**

Library Director Shelley Augustine, Mike Krempski, Briggs Krempski

**Recognition of Visitors:** Ms. Pesola recognized the visitors

**Public Comment:**

Mr. Krempski gave each of the committee members a handout regarding selection of materials for the library. He said materials should be selected by a governing body and follow the Constitution, however, they cannot violate the inalienable rights of people. He said the handout had a flow chart and a few excerpts from the Constitution along with Q & A. He also spoke about an agenda item, the Public Comment policy. He said many Boards are violating the rights of citizens with their policies. He appreciates the Board, what they do and the personal time involved, but when something is being done unconstitutionally it is his job to remind the Board of the law and due process. He said the main objective of the government is to protect and preserve rights and the law of God. He cited several Articles and Sections from the Constitution. People are allowed to freely speak, have the right to speak at the local meetings and are to be free from interruptions. He stated that local policies cannot be made if they infringe upon guaranteed rights and if they supersede the Illinois or U.S. Constitution. He said he has the authority to give the Board instruction per the Illinois Constitution. Mr. Krempski said when addressing policies such as public speaking, the Board has no right to restrict it. He said the Board had taken oaths, signed them and they are on file at the County Clerk.

**New Business:**

Director Augustine said there are four policies to be addressed at this meeting, which will be taken to the Board of Trustees for a vote.

**Draft Reference Services Policy**

The Library has not had a policy for this before. It is taken from ILA with guidelines from ALA. Ms. Augustine noted that under the Forms of Inquiry and Response, the library has no incoming fax. Ms. Schumacher asked if this would include scanned material that someone might send—it would include that.

### **Review/Draft Updates to Public Comment Policy**

This was sent to the Attorney for review. Ms. Augustine provided the previous and updated policy and areas highlighted in yellow are proposed changes. The Attorney stated the Board could limit Public Comment to 15 minutes for this size of a library, but Ms. Augustine believes it should be kept to 3 minutes per person or 5 minutes for one person if they represent a group. This is based on the number of speakers at the last meeting. The time limit can also be at the discretion of the Board President. Some punctuation changes were noted by Ms. Schumacher.

### **Review/Draft Updates to YPL Statements Policies**

Director Augustine said this includes the Mission Statement, Value Statement, Vision Statement, Bill of Rights, Freedom to Read, Freedom to View, Code of Ethics Statement and Yorkville Public Library Trustee Ethics Statement. The Mission/Value/Vision Statements will not be revised until the Strategic Plan is compiled. The Code of Ethics for Trustees is new and combines the Trustee Ethics Statement and Code of Ethics Statement into this new policy. Ms. Schumacher asked if the Board can give input on these policies. No changes can be made since laws were passed enacting them. She asked what the purpose of reviewing the policies is, since Board members cannot change them. It is just for review by the Board each year. Ms. Augustine said the old Code of Ethics did not contain a statement which addresses dignity, rights and inclusion which is included in the new version. This revised policy came from ALA and United Board Libraries.

### **Review/Draft Updates to Board Bylaws Policies**

The bylaws were last updated in 2018. The language highlighted in yellow is what the Director would like to add and language in red is to be determined. The State Statute says that a vacancy occurs when a Trustee declines to serve or is unable or absent for 12 months. The Director removed the portion referring to fines incurred by Trustees, removed language about electronic participation since a new policy is effective and removed references to the Community Relations committee since it no longer exists. Ms. Schumacher noted punctuation revisions.

These revised policies will be presented to the Board of Trustees at the next Board meeting. Ms. Augustine will also be including a policy regarding bomb threats, due to some suburban libraries receiving threats recently. She will also consult other libraries about their policies concerning this.

**Executive Session:** None needed

**New Business cont.** None

### **Adjournment:**

There was no other business and the meeting was adjourned at 6:34pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

**Yorkville Public Library**  
**Special Meeting of Board of Trustees**  
**Monday, August 28, 2023 7:00pm**  
**902 Game Farm Road – Michelle Pfister Meeting Room**

The Board of Trustees meeting was called to order at 7:00pm by President Theron Garcia, roll was called and a quorum was established.

**Roll Call:**

Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes

Absent: Tara Schumacher

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Mayor John Purcell (arr. 7:03pm), City Administrator Bart Olson

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Public Comment:** None

**New Business:**

**Future Library Planning Discussion/Action**

At the previous Library Board of Trustees meeting, Director Augustine brought several building issues forward to the Board. Subsequently, she also met with Mr. Olson to discuss those needs.

Mr. Olson compiled a memo which lists library capital projects, ranked in the order of priority, as well as the estimated cost. He asked the Board to review the document and he will take it to a future budget meeting. A May 1st budget proposal is done in early spring and many staff level meetings are held as early as September/October/November in the prior year, said Mr. Olson. The top four needs discussed were: 1) The chiller is the number one priority on the list. It cannot be repaired further and the Facilities Manager said it needs to be replaced. So far, \$250,000 has been budgeted and a computer system also goes with this. Mr. Olson said the city will help with the RFQ and procurement of the chiller and the engineering should be started now. 2) Insulation was next on the list and is a direct result of the freezing pipe this winter. 3) LED lighting--the electric power is from the city's franchise agreement and the library does not pay for it. All of the electric bills for Yorkville have a line item that pays for the city's power. Mr. Olson said the city wishes to be energy efficient to save the taxpayers money, which is why the LED system is important. It is estimated it would cost \$60,000 for LED lighting and grants/loans are available to defray costs. 4) The VAV replacement will be about \$200,000 in addition to the chiller.

The City Finance Director Rob Fredrickson compiled capital and operational budgets. Mr. Olson said the library has a healthy fund balance and the operational fund has \$793,000. None is earmarked and some could be spent on operational issues, said Mr. Olson. He made some suggestions about how the money could be spent from the various funds. He said Ms. Augustine can make some recommendations and then come back to the Board with a 5-year budget proposal. He said he appreciates Ms. Augustine's openness about the library concerns and he said

much staff time has been spent to provide answers.

Ms. Augustine said the chiller is the first priority and must be kept running since it will take some time to obtain a new one. Ted Milschewski said he hopes the library can get 2 more years from it. Mr. Reifsteck asked about the steps for the chiller, which are: RFQ, engineering, design bid specs, go out to bid.

The Director got a quote from Trico to balance the building air and they would check the boilers and all other equipment. Mr. Forristall said when the VAV's are replaced, the building would be balanced. He said the BAS was upgraded 2 years ago.

Mr. Hedman asked about the status of the boilers since there were problems two years ago. Ms. Augustine said they were put on the list, but taken off since they are not at end-of-life. She also said the main panel was replaced before the flood. Mr. Olson will request the Facilities Manager to put together an explanation of the boilers.

It was also requested by Mr. Hedman to have the technology person compile a capital projection plan for the technology side. Ms. Augustine has a capital list to be filled out for the server, including switches, firewall, etc. There is currently \$25,000 budgeted for computer equipment and a 5-year replacement plan should be made.

Trustee Millen asked if we have dates for addressing all listed items. Mr. Olson will ask Ted Milschewski and the Facilities Manager for a list of end-of-life dates. She also had concern if the chiller will realistically last 2 more years since it has had problems each time the Board meets. Ms. Augustine added that if the chiller completely fails before a new one is received, renting a chiller is extremely expensive.

Ms. Milschewski asked if the library is a cooling center and if so, is there possible funding for that? It will be researched.

With the outlay of \$250,000 for the chiller and \$200,00 for the VAV replacement, Mr. Hedman stated that the library will go into deficit. Mr. Olson said the city will make the 5-year budget tighter because of the outlay. He also said impact fees received must be spent within 10 years. Mayor Purcell discussed impact fees and Ms. Augustine noted that this year's fees have already surpassed the library budget. He also asked the Board to prioritize the rest of the items in Mr. Olson's memos. The Board said the cost of the chiller will likely surpass the estimate of \$400,000 due to the time it will take to actually receive it. Then they will rank the rest of the projects. The Mayor said perhaps the Board should authorize more than one project per year even though it may nearly deplete the funds.

The library bonds were also briefly discussed. Ms. Milschewski asked if the residents will see a tax decrease when the bonds are paid. They will decrease and the tax authorization will be gone when paid in 2024.

Ms. Garcia thanked the city for their collaboration on these important matters. Mayor Purcell assured the Board that the city would help them obtain the chiller. Mr. Olson will ask the Facilities Manager about the next step, whether it be RFQ or design work. No vote will be needed on the RFQ and Mr. Olson will try to get it prior to the next meeting. Engineering is thought to be \$5,000 or \$7,000.

The Board further discussed the LED and Mr. Hedman inquired if there are other available programs. It was noted an LED rep presented information a couple years ago and also said the light fixtures could not be converted to LED. Mr. Olson said \$30,000 was refunded to the city after their project was complete. Much time is spent in the library, replacing light bulbs and ballast and that power outages exacerbate this. The Board questioned the estimated \$10,000 to replace light switches. The estimate is from Public Works and includes needed upgrades in conduit and the electrical panel since it is a safety issue. They also discussed the electrical work for the server room. If a "mini split" could be used instead of a rooftop unit, it would result in considerable savings. Mr. Hedman said the lighting controls which are now based in California, need to be brought back in-house and put on the BAS.



**Summary:**

The Board decided the 4 most important items to address are:

1. RFQ for chiller--Mr. Olson will also get estimate for repairing the light to the flagpole which would require digging up the parking lot.
2. Electrical panel should be done while waiting on chiller--it will be determined if the work can be done in-house.
3. HVAC for server room.
4. LED lighting control panel.

Other comments: Ms. Millen asked about insulation for the roof based on the frozen pipes last winter. Mr. Olson will report to the library on a monthly basis and Ms. Augustine will contribute. Mr. Hedman noted that as maintenance costs decrease, the library can buy other equipment as discussed as part of the Strategic Plan. A space study would be needed prior to any purchase.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:46pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900137	FNBO	FIRST NATIONAL BANK OMAHA			08/25/23		
	082523-R.WOOLSEY	07/31/23	07	MINER#344603-JUL 2023 MANAGED		79-790-54-00-5462	510.40
			08	SERVICES RADIO		** COMMENT **	
			09	GJOVIKS#430996-BRAKE REPAIR		01-410-54-00-5490	3,798.60
			10	AMPERAGE#1417243-BATTERY		51-510-56-00-5638	24.98
			11	ARAMARK#6100167489-MATS		01-410-54-00-5485	70.73
			12	FOX RIDGE-GRAVEL		51-510-56-00-5640	150.00
			13	WATER PRODUCTS-MISSION BANDS		51-510-56-00-5640	173.84
			14	ARNESON#224623-JUN 2023 GAS		01-410-56-00-5695	114.58
			15	ARNESON#224623-JUN 2023 GAS		51-510-56-00-5695	114.58
			16	ARNESON#224623-JUN 2023 GAS		52-520-56-00-5695	114.59
			17	ARNESON#224624-JUN 2023 DIESEL		01-410-56-00-5695	120.43
			18	ARNESON#224624-JUN 2023 DIESEL		51-510-56-00-5695	120.43
			19	ARNESON#224624-JUN 2023 DIESEL		52-520-56-00-5695	120.43
			20	ARNESON#230057-JUN 2023 DIESEL		01-410-56-00-5695	181.51
			21	ARNESON#230057-JUN 2023 DIESEL		51-510-56-00-5695	181.50
			22	ARNESON#230057-JUN 2023 DIESEL		52-520-56-00-5695	181.50
			23	ARNESON#230056-JUN 2023 GAS		01-410-56-00-5695	498.40
			24	ARNESON#230056-JUN 2023 GAS		51-510-56-00-5695	498.40
			25	ARNESON#230056-JUN 2023 GAS		52-520-56-00-5695	498.40
			26	TRAFFIC CONTROL-STREET SIGNS		23-230-56-00-5642	550.00
			27	ARAMARK#6100170201-MATS		52-520-54-00-5485	70.73
			28	WELDSTAR-CYLINDER RENTAL		01-410-54-00-5485	73.28
			29	WATER PRODUCTS-BAND REPAIR		51-510-56-00-5640	234.00
			30	CLAMPS		** COMMENT **	
			31	ARNESON#228565-JUN 2023 GAS		01-410-56-00-5695	230.08
			32	ARNESON#228565-JUN 2023 GAS		51-510-56-00-5695	230.08
			33	ARNESON#228565-JUN 2023 GAS		52-520-56-00-5695	230.09
			34	ARNESON#228566-JUN 2023 DIESEL		01-410-56-00-5695	244.60
			35	ARNESON#228566-JUN 2023 DIESEL		51-510-56-00-5695	244.60
			36	ARNESON#228566-JUN 2023 DIESEL		52-520-56-00-5695	244.59
			37	AMPERAGE#1419710-PHOTO CONTROL		23-230-56-00-5642	179.64
						INVOICE TOTAL:	11,089.59 *
	082523-S.AUGUSTINE	07/31/23	01	ILA-ANNUAL CONFERENCE		82-820-54-00-5412	300.00
			02	REGISTRATION		** COMMENT **	
			03	AMAZON-BOOKS		82-000-24-00-2480	55.20
			04	AMAZON-BOOKS		82-000-24-00-2480	20.00
			05	AMAZON-BOOKS		82-000-24-00-2480	27.72
			06	LIBERTY MUTUAL-SURETY BOND		82-820-54-00-5462	895.00
			07	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	14.99
			08	QUILL-PAPR TOWEL, WINDEX,		82-820-56-00-5621	225.10
			09	PEN, KLEEXEX		** COMMENT **	
			10	AMAZON-BOOKS, KEY CHAINS,		82-000-24-00-2480	105.75
			11	STICKERS, GLUE STICKS, LIQUID		** COMMENT **	
			12	SLIME		** COMMENT **	
			13	AMAZON-GIFT TAGS		82-000-24-00-2480	13.77

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900137	FNBO	FIRST NATIONAL BANK OMAHA			08/25/23		
	082523-S.AUGUSTINE	07/31/23	14	AMPERAGE#1422338-LAMPS		82-820-56-00-5621	105.34
						INVOICE TOTAL:	1,762.87 *
	082523-S.IWANSKI	07/31/23	01	4 CHILDREN-K'NEX		82-820-56-00-5620	10.94
			02	YORKVILLE POST-POSTAGE		82-820-54-00-5452	31.11
						INVOICE TOTAL:	42.05 *
	082523-S.REDMON	07/31/23	01	LISA LOMBARDI-CAMP INSTRUCTION		79-795-54-00-5462	462.00
			02	AMAZON-BEACH PARTY SUPPLIES		79-795-56-00-5606	-14.15
			03	REFUND		** COMMENT **	
			04	AMAZON-DUMDUM POPS		79-795-56-00-5606	22.99
			05	AMAZON-JULY 4TH SUPPLY REFUND		79-795-56-00-5606	-56.40
			06	AMAZON-RIVERFEST PRIZES		79-795-56-00-5606	291.28
			07	AT&T - 06/24-07/23 INTERNET		79-795-54-00-5440	104.70
			08	FOR TOWN SQUARE SIGN		** COMMENT **	
			09	AMAZON-RIVER FEST SUPPLIES		79-795-56-00-5606	189.41
			10	LISA LOMBARDI-CAMP INSTRUCTION		79-795-54-00-5462	323.40
			11	4 IMPRINT-RIVER FEST TASTING		79-795-56-00-5606	868.08
			12	GLASSES		** COMMENT **	
			13	PLUG & PAY-JUNE 2023 FEES		79-795-54-00-5462	30.00
			14	MENARDS#070623-SAFE, CABLE		79-795-56-00-5606	215.21
			15	TIES, CORDS		** COMMENT **	
			16	AMAZON-LIQUID DROPPERS		79-795-56-00-5606	15.97
			17	AMAZON-KRAFT PAPER ROLLS		79-795-56-00-5606	110.31
			18	AMAZON-MONEY STRAPS		79-795-56-00-5610	14.06
			19	RUNCO-COPY PAPER, ENVELOPES,		79-795-56-00-5610	276.64
			20	TAPE, PENCILS		** COMMENT **	
			21	AMAZON-STRAWS		79-795-56-00-5606	114.95
			22	MENARDS#071223-WATER, CORDS,		79-795-56-00-5606	44.00
			23	UTILITY KNIFE, SAND, BLEACH		** COMMENT **	
			24	WALMART-LEMONADE		79-795-56-00-5606	47.08
			25	WALMART-RIVER FEST DRINKS		79-795-56-00-5606	65.38
			26	SAMS-LEMONADE		79-795-56-00-5606	97.56
			27	WALMART-LEMONADE		79-795-56-00-5606	108.20
			28	SMITHEREEN-JUN 2023 PEST		79-795-54-00-5495	74.00
			29	CONTROL		** COMMENT **	
			30	ARNESON#228567-JUN 2023 GAS		79-790-56-00-5695	1,022.83
			31	ARNESON#224621-JUN 2023 GAS		79-790-56-00-5695	962.50
			32	ARNESON#221603-MAY 2023 GAS		79-790-56-00-5695	870.89
			33	ARNESON#228267-JUN 2023 GAS		79-790-56-00-5695	780.97
			35	ARNESON#225476-MAY 2023 GAS		79-790-56-00-5695	714.22
			36	ARNESON#652233-MAY 2023 GAS		79-790-56-00-5695	299.10
			37	ARNESON#228268-JUN 2023 DIESEL		79-790-56-00-5695	183.91
			38	ARNESON#225477-MAY 2023 DIESEL		79-790-56-00-5695	170.75
			39	ARNESON#221607-MAY 2023 DIESEL		79-790-56-00-5695	160.50
			40	SEAL MASTER-NEUTRAL		79-790-56-00-5620	937.61

Total for all Highlighted Library Invoices: \$1,804.92

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/11/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105358	BAKTAY	BAKER & TAYLOR					
	2037692111		08/01/23	01	BOOKS	82-820-56-00-5686	331.76
					INVOICE TOTAL:		331.76 *
	20377056442		08/04/23	01	BOOKS	82-820-56-00-5686	327.10
					INVOICE TOTAL:		327.10 *
	2037720027		08/17/23	01	BOOKS	82-820-56-00-5686	675.17
					INVOICE TOTAL:		675.17 *
	2037722061		08/16/23	01	BOOKS	82-820-56-00-5686	707.28
					INVOICE TOTAL:		707.28 *
					CHECK TOTAL:		2,041.31
105359	DELAGÉ	DLL FINANCIAL SERVICES INC					
	79327256		03/17/23	01	MAY 2023 COPIER LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
	79882243		05/17/23	01	JULY 2023 COPIER LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
	80682344		08/17/23	01	OCT 2023 COPIER LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
					CHECK TOTAL:		555.00
105360	FRNKMRSH	FRANK MARSHALL					
	91694		07/31/23	01	REPAIR TO IT CONDENSING UNIT	82-820-54-00-5495	477.02
				02	BREAKER	** COMMENT **	
					INVOICE TOTAL:		477.02 *
					CHECK TOTAL:		477.02

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 09/11/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105361	IMPERIAL	IMPERIAL SERVICE SYSTEMS, INC					
	163816		08/08/23	01	AUG 2023 CLEANING SERVICES	82-820-54-00-5488	5,177.00
					INVOICE TOTAL:		5,177.00 *
					CHECK TOTAL:		5,177.00
105362	LLWCONSU	LLOYD WARBER					
	10557		09/01/23	01	AUG 2023 ON SITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105363	METRONET	METRO FIBERNET LLC					
	1651373-090123		09/05/23	01	SEPT 2023 INTERNET	82-820-54-00-5440	124.97
					INVOICE TOTAL:		124.97 *
					CHECK TOTAL:		124.97
105364	MIDWTAPE	MIDWEST TAPE LLC					
	504247312		08/22/23	01	DVD	82-820-56-00-5685	26.24
					INVOICE TOTAL:		26.24 *
	504274235		08/29/23	01	DVD	82-820-56-00-5685	26.24
				02	AUDIO BOOKS	82-820-56-00-5683	634.90
					INVOICE TOTAL:		661.14 *
					CHECK TOTAL:		687.38
105365	PRESNAJE	JESSICA PRESNAK					
	100		08/14/23	01	POLLINATING FLOWERS	82-000-24-00-2480	150.00
				02	PRESENTATION	** COMMENT **	
					INVOICE TOTAL:		150.00 *
					CHECK TOTAL:		150.00

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 09/11/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105366	SECOND	SECOND CHANCE CARDIAC SOLUTION					
	23-008-2954		08/11/23	01	AED ADULT ELECTRODES	82-820-54-00-5462	110.00
					INVOICE TOTAL:		110.00 *
					CHECK TOTAL:		110.00
105367	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	081423-86		08/18/23	01	1ST QTR FAXES COST	82-820-54-00-5462	29.44
					INVOICE TOTAL:		29.44 *
					CHECK TOTAL:		29.44
105368	UMBRELLA	UMBRELLA TECHNOLOGIES					
	1417		09/01/23	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		480.00
105369	YOUNGM	MARLYS J. YOUNG					
	070623-LPC		07/12/23	01	07/06/23 MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	081423-LIB		08/24/23	01	08/14/23 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	081423-LPC		08/17/23	01	08/14/23 MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	082323-LPC		09/01/23	01	08/23/23 MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	082823-LIB		09/04/23	01	08/28/23 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		425.00
					TOTAL AMOUNT PAID:		10,977.12

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 4, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,663.61	-	18,663.61	1,224.34	1,374.54	21,262.49
FINANCE	12,503.58	-	12,503.58	820.23	925.32	14,249.13
POLICE	131,325.94	4,054.93	135,380.87	431.23	10,043.88	145,855.98
COMMUNITY DEV.	25,748.63	-	25,748.63	1,708.79	1,915.04	29,372.46
STREETS	23,414.30	-	23,414.30	1,542.54	1,741.17	26,698.01
BUILDING & GROUNDS	5,854.29	-	5,854.29	393.88	450.82	6,698.99
WATER	22,169.45	128.37	22,297.82	1,462.74	1,630.85	25,391.41
SEWER	9,628.78	20.94	9,649.72	633.02	709.84	10,992.58
PARKS	39,106.60	34.45	39,141.05	2,310.21	2,927.58	44,378.84
RECREATION	21,802.42	-	21,802.42	1,349.49	1,627.43	24,779.34
<b>LIBRARY</b>	<b>16,954.67</b>	<b>-</b>	<b>16,954.67</b>	<b>717.05</b>	<b>1,266.46</b>	<b>18,938.18</b>
<b>TOTALS</b>	<b>\$ 327,172.27</b>	<b>\$ 4,238.69</b>	<b>\$ 331,410.96</b>	<b>\$ 12,593.52</b>	<b>\$ 24,612.93</b>	<b>\$ 368,617.41</b>

**TOTAL PAYROLL                    \$ 368,617.41**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### August 18, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	5,916.64	-	5,916.64	-	452.68	6,369.32
ADMINISTRATION	18,913.61	-	18,913.61	1,240.74	1,393.65	21,548.00
FINANCE	12,670.25	-	12,670.25	831.16	938.07	14,439.48
POLICE	149,353.06	2,426.09	151,779.15	431.24	11,280.02	163,490.41
COMMUNITY DEV.	25,748.63	-	25,748.63	1,689.11	1,892.08	29,329.82
STREETS	23,618.52	148.64	23,767.16	1,559.13	1,760.50	27,086.79
BUILDING & GROUNDS	5,854.29	-	5,854.29	384.04	439.34	6,677.67
WATER	19,624.79	333.62	19,958.41	1,309.29	1,458.04	22,725.74
SEWER	10,974.97	-	10,974.97	719.94	805.08	12,499.99
PARKS	32,803.00	127.88	32,930.88	1,884.04	2,441.00	37,255.92
RECREATION	22,602.22	-	22,602.22	1,347.57	1,677.15	25,626.94
LIBRARY	18,088.31	-	18,088.31	784.98	1,345.53	20,218.82

**TOTALS** \$ 347,751.63 \$ 3,036.23 \$ 350,787.86 \$ 12,181.24 \$ 26,004.27 \$ 388,973.37

**TOTAL PAYROLL \$ 388,973.37**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, September 11, 2023

#### ACCOUNTS PAYABLE

Library CC Check Register - FY24 <i>(Pages 1 - 2)</i>	08/25/2023	\$ 1,804.92
Library Check Register - FY24 <i>(Pages 3 - 5)</i>	09/11/2023	10,977.12
Nicor -06/03/23-07/03/23 services	08/08/2023	847.67
First Non-Profit-2023 3rd Qtr Unemployment Ins	08/08/2023	342.47
Glatfelter - Liability Ins Installment #8	08/08/2023	1,204.17
IPRF - Sept.. 2023 Work Comp Ins	08/08/2023	1,025.69
<b>TOTAL BILLS PAID:</b>		<hr/> \$16,202.04

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 6)</i>	08/04/2023	\$18,938.18
Bi-weekly <i>(Page 7)</i>	08/18/2023	20,218.82
<b>TOTAL PAYROLL:</b>		<hr/> \$39,157.00

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>\$55,359.04</b> <hr/>
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DATE: 09/06/2023  
TIME: 15:39:03  
ID: GL440000.WOW

UNITED CITY OF YORKVILLE  
GENERAL LEDGER ACTIVITY REPORT  
FOR FISCAL YEAR 2024

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 04

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2023		BEGINNING BALANCE					56,505.06
	AP-230525MB	05/30/2023	24	AMAZON-YOGA MATS	FIRST NATIONAL BANK	900133	052523-M.CURTIS-B	99.65	
		05/30/2023	25	AMAZON-BOOKS	FIRST NATIONAL BANK	900133	052523-M.CURTIS-B	78.36	
		05/30/2023	26	AMAZON-DISECTION KITS	FIRST NATIONAL BANK	900133	052523-S.AUGUSTINE-B	12.99	
		05/30/2023	27	AMAZON-BOX BUILDING SET	FIRST NATIONAL BANK	900133	052523-S.AUGUSTINE-B	40.00	
				TOTAL PERIOD 01 ACTIVITY				231.00	0.00
02	AP-230612B	06/06/2023	01	MAY YOGA & COOKING CLASSES	JESSICA YOUHANAIE	105320	202305	392.88	
	AP-230625MB	06/23/2023	282	DOLLAR TREE-PROGRAM SUPPLIES	FIRST NATIONAL BANK	900135	062523-J.WEISS-B	38.75	
		06/23/2023	283	AMAZON-YOGA AIDS	FIRST NATIONAL BANK	900135	062523-S.AUGUSTINE-B	81.75	
		06/23/2023	284	BRICKS R US-ENGRAVED MEMORIAL	FIRST NATIONAL BANK	900135	062523-S.AUGUSTINE-B	40.65	
	GJ-230629LB	07/05/2023	05	June 2023 Deposits					100.00
				TOTAL PERIOD 02 ACTIVITY				554.03	100.00
03	AP-230710	07/05/2023	01	LIBRARY GARDENING PROGRAM	PEARL CARPENTER	105334	061523	150.00	
	AP-230725MB	07/20/2023	395	DOLLARE TREE-KIDS PROGRAMMING	FIRST NATIONAL BANK	900136	072523-J.WEISS	28.75	
		07/20/2023	396	AMAZON-ACRYLIC SEALER, PAINT	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	22.98	
		07/20/2023	397	AMAZON-DONATION BOX	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	39.65	
		07/20/2023	398	AMAZON-MOD PODGE	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	14.37	
		07/20/2023	399	AMAZON-LEGOS, TABLET DOODLE	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	124.18	
	GJ-230730LB	08/02/2023	06	July 2023 Deposits					100.00
				TOTAL PERIOD 03 ACTIVITY				379.93	100.00
04	AP-230814	08/08/2023	01	JUNE CHAIR YOGA AND COOKING	JESSICA YOUHANAIE	105352	202306	395.00	
	AP-230825M	08/22/2023	302	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	55.20	
		08/22/2023	303	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	20.00	
		08/22/2023	304	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	27.72	
		08/22/2023	305	AMAZON-BOOKS, KEY CHAINS,	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	105.75	
		08/22/2023	306	AMAZON-GIFT TAGS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	13.77	
				TOTAL PERIOD 04 ACTIVITY				617.44	0.00
				TOTAL ACCOUNT ACTIVITY				1,782.40	200.00
				ENDING BALANCE					54,922.66
				GRAND TOTAL				0.00	54,922.66
				TOTAL DIFFERENCE				0.00	54,922.66



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2024 BUDGET REPORT  
For the Month Ended August 31, 2023

		% of Fiscal Year							
ACCOUNT NUMBER	DESCRIPTION		8% May-23	17% June-23	25% July-23	33% August-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES									
Taxes									
82-000-40-00-4000	PROPERTY TAXES		70,444	403,741	12,629	47,399	534,212	899,043	59.42%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		67,261	385,503	12,059	45,258	510,081	864,150	59.03%
Intergovernmental									
82-000-41-00-4120	PERSONAL PROPERTY TAX		3,574	-	2,890	466	6,930	17,000	40.76%
82-000-41-00-4170	STATE GRANTS		-	-	31,761	-	31,761	30,000	105.87%
Fines & Forfeits									
82-000-43-00-4330	LIBRARY FINES		209	25	560	118	911	1,000	91.12%
Charges for Service									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		2,709	774	3,002	579	7,064	3,500	201.83%
82-000-44-00-4422	COPY FEES		277	227	319	1	824	2,500	32.94%
82-000-44-00-4439	PROGRAM FEES		29	-	10	15	54	-	0.00%
Investment Earnings									
82-000-45-00-4500	INVESTMENT EARNINGS		1,385	1,376	1,605	1,677	6,042	15,000	40.28%
Miscellaneous									
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	-	250	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		181	792	250	214	1,437	3,000	47.91%
Other Financing Sources									
82-000-49-00-4901	TRANSFER FROM GENERAL		2,230	2,230	2,230	2,572	9,262	31,335	29.56%
TOTAL REVENUES: LIBRARY			148,298	794,667	67,315	98,298	1,108,578	1,866,778	59.38%
LIBRARY OPERATIONS EXPENDITURES									
Salaries & Wages									
82-820-50-00-5010	SALARIES & WAGES		32,522	21,661	21,661	22,797	98,641	288,307	34.21%
82-820-50-00-5015	PART-TIME SALARIES		12,630	11,752	11,724	12,246	48,353	168,000	28.78%
Benefits									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		2,140	1,428	1,428	1,502	6,497	21,201	30.65%
82-820-52-00-5214	FICA CONTRIBUTION		3,399	2,487	2,485	2,612	10,984	33,917	32.38%
82-820-52-00-5216	GROUP HEALTH INSURANCE		14,362	7,081	7,924	15,504	44,871	89,456	50.16%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	42	50	50	209	554	37.71%
82-820-52-00-5223	DENTAL INSURANCE		1,178	570	570	(4,854)	(2,536)	6,835	-37.11%
82-820-52-00-5224	VISION INSURANCE		105	73	85	85	348	940	37.00%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	342	342	1,250	27.40%
82-820-52-00-5231	LIABILITY INSURANCE		2,230	2,230	2,230	2,230	8,919	30,085	29.65%
Contractual Services									
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK		-	-	-	-	-	15,000	0.00%
82-820-54-00-5412	TRAINING & CONFERENCES		-	270	65	300	635	3,000	21.17%
82-820-54-00-5415	TRAVEL & LODGING		-	45	-	350	394	1,500	26.28%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	445	699	125	1,269	8,000	15.86%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	23	31	54	1,000	5.39%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK		624	624	624	624	2,495	7,486	33.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		421	1,030	281	1,015	2,747	18,000	15.26%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,088	3,310	1,277	4,056	11,732	33,500	35.02%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	5,463	-	5,463	25,000	21.85%
82-820-54-00-5480	UTILITIES		-	900	-	1,775	2,675	24,719	10.82%
82-820-54-00-5488	OFFICE CLEANING		-	5,177	5,177	5,177	15,531	75,000	20.71%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	-	2,272	17,511	19,783	131,000	15.10%
82-820-54-00-5498	PAYING AGENT FEES		-	1,689	-	-	1,689	1,700	99.32%
Supplies									
82-820-56-00-5610	OFFICE SUPPLIES		-	1,359	223	-	1,583	8,000	19.78%
82-820-56-00-5620	OPERATING SUPPLIES		-	35	211	11	257	4,000	6.42%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	-	697	330	1,027	7,000	14.68%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	3,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	60	30	90	2,000	4.50%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	23	39	39	300	13.04%



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2024 BUDGET REPORT**  
For the Month Ended August 31, 2023

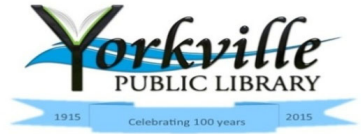
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-23	17% June-23	25% July-23	33% August-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
82-820-56-00-5683	AUDIO BOOKS		-	116	306	124	546	3,500	15.60%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	53	-	-	53	500	10.59%
82-820-56-00-5685	DVD'S		-	26	85	80	191	3,000	6.37%
82-820-56-00-5686	BOOKS		-	3,469	1,518	6,475	11,463	20,000	57.31%
<i>2006 Bond</i>									
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT		-	4,775	-	-	4,775	9,550	50.00%
<i>2013 Refunding Bond</i>									
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	700,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	28,600	-	-	28,600	57,200	50.00%
<b>TOTAL FUND REVENUES</b>			<b>148,298</b>	<b>794,667</b>	<b>67,315</b>	<b>98,298</b>	<b>1,108,578</b>	<b>1,866,778</b>	<b>59.38%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>72,765</b>	<b>99,246</b>	<b>67,177</b>	<b>90,529</b>	<b>329,718</b>	<b>1,909,000</b>	<b>17.27%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>75,533</b>	<b>695,421</b>	<b>138</b>	<b>7,769</b>	<b>778,860</b>	<b>(42,222)</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES		15,500	18,000	22,000	9,000	64,500	50,000	129.00%
84-000-45-00-4500	INVESTMENT EARNINGS		21	22	22	25	91	150	60.58%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	22	-	-	22	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>			<b>15,521</b>	<b>18,044</b>	<b>22,022</b>	<b>9,025</b>	<b>64,613</b>	<b>50,150</b>	<b>128.84%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	25,000	0.00%
84-840-56-00-5686	BOOKS		-	-	-	-	-	30,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS		-	-	-	-	-	56,000	0.00%
<b>TOTAL FUND REVENUES</b>			<b>15,521</b>	<b>18,044</b>	<b>22,022</b>	<b>9,025</b>	<b>64,613</b>	<b>50,150</b>	<b>128.84%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,500</b>	<b>0.00%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>15,521</b>	<b>18,044</b>	<b>22,022</b>	<b>9,025</b>	<b>64,613</b>	<b>(64,350)</b>	



YORKVILLE PUBLIC LIBRARY  
CASH STATEMENT  
As of August 31, 2023

FISCAL YEAR 2024

		May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
Library Operations	Old Second	\$ 540,138	\$ 862,652	\$ 817,202	\$ 782,184								
Building Development Fees	Old Second	251,541	258,085	285,107	307,132								
Library Operations	Illinois Funds	311,158	312,484	345,779	347,381								
Total:		\$ 1,102,836	\$ 1,433,221	\$ 1,448,088	\$ 1,436,697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 31,324	\$ 18,289	\$ 18,852	\$ 18,938								
2 <sup>ND</sup> PAY PERIOD		19,368	19,039	18,446	20,219								
3 <sup>RD</sup> PAY PERIOD		-	-	-	-								
Total		\$ 50,692	\$ 37,328	\$ 37,298	\$ 39,157	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended August 31 , 2023 \***

					Fiscal Year 2023	
	August Actual	YTD Actual	% of Budget	FY 2024 Budget	For the Month Ended August 31, 2022 YTD Actual	% Change
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ 92,656	\$ 1,044,293	59.23%	\$ 1,763,193	\$ 943,963	10.63%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 466	\$ 6,930	40.76%	\$ 17,000	\$ 7,201	-3.77%
Federal & State Grants	-	31,761	105.87%	30,000	33,471	-5.11%
Total Intergovernmental	\$ 466	\$ 38,691	82.32%	\$ 47,000	\$ 40,672	-4.87%
Library Fines	\$ 118	\$ 911	91.12%	\$ 1,000	\$ 1,598	-42.98%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 579	\$ 7,064	201.83%	\$ 3,500	\$ 6,498	8.71%
Copy Fees	1	824	32.94%	2,500	1,059	-22.22%
Total Charges for Services	\$ 579	\$ 7,888	131.46%	\$ 6,000	\$ 7,557	4.37%
Investment Earnings	\$ 1,677	\$ 6,042	40.28%	\$ 15,000	\$ 1,612	274.87%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	-	0.00%	250	-	0.00%
Miscellaneous Income	229	1,491	49.71%	3,000	1,633	-8.68%
Transfer In	2,572	9,262	29.56%	31,335	13,312	-30.42%
Total Miscellaneous & Transfers	\$ 2,802	\$ 10,753	31.09%	\$ 34,585	\$ 14,945	-28.05%
<b>Total Revenues and Transfers</b>	<b>\$ 98,298</b>	<b>\$ 1,108,578</b>	<b>59.38%</b>	<b>\$ 1,866,778</b>	<b>\$ 1,010,347</b>	<b>9.72%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 90,529</u>	<u>\$ 329,718</u>	<u>17.27%</u>	<u>\$ 1,909,000</u>	<u>\$ 314,931</u>	<u>4.70%</u>
50 Salaries	35,043	146,994	32.21%	456,307	150,639	-2.42%
52 Benefits	17,472	69,634	37.80%	184,238	75,244	-7.46%
54 Contractual Services	30,964	64,466	18.40%	350,405	36,327	77.46%
56 Supplies	7,051	15,249	29.72%	51,300	4,064	275.20%
99 Debt Service	-	33,375	3.85%	866,750	48,656	-31.41%
<b>Total Expenditures and Transfers</b>	<b>\$ 90,529</b>	<b>\$ 329,718</b>	<b>17.27%</b>	<b>\$ 1,909,000</b>	<b>\$ 314,931</b>	<b>4.70%</b>
<i>Surplus(Deficit)</i>	\$ 7,769	\$ 778,860		\$ (42,222)	\$ 695,417	

\* August represents 34% of fiscal year 2024

## YPL Director's Report for September 2023

### Upcoming Events/Programs

- **Dabblers – Adult Painting Classes – Tue, 9/12/23 10:00 & 5:30** Learn to paint with Carolyn Kyle. In our fun new art series, learn the basics of painting - each month focusing on different techniques, mediums, or styles. From basic brush strokes to matting and framing your masterpieces, come check it out and dabble a bit with Carolyn.
- **Mommy and Me Yoga – Tue, 9/12/23 10:30**  
Parents/caregivers bond with your little one while exploring yoga. This class includes simple breathing work, playful yoga poses, songs, games, and story time. Participants will use their imagination while increasing strength, flexibility, and balance.
- **Your Friend in Health: Health & Wellness Program – Wed, 9/13/23 11:00**  
Do you wish you had a simple way to train yourself in how to make healthy food choices? This is an interactive class in healthy eating made simple. Participants will learn how to categorize food as well as the basics of label reading. By the end, they'll feel more confident about making decisions at the grocery store for themselves and their families.
- **Hands on Weaving – Sat, 9/16/23 11:00 for Adults & 1:00 for Kids**  
Meet members of the Illinois Prairie Weavers Guild and their Everyone will each have an opportunity to weave. There will be several different kinds of looms with experienced weavers to guide participants' hands.
- **Healthy Cooking with Jess – Mon, 9/18/23 11:30**  
A monthly series on nutrition and wellness after retirement and beyond! Learn to care for yourself in your new found time. We'll talk about nutritionally dense foods, what foods that can help you feel your best, food energetics, and how to add joyful movement to your everyday. Certified Holistic Health Coach, Jess Stewart, will demonstrate how easy and simple cooking healthy can be.
- **Decorating Like it's a piece of cake – Wed, 9/20/23 10:30**  
Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany Breyne - a certified decorating instructor since 2014, who has worked as a cake decorator at Sweet Temptations Bakery and has taught private classes in homes, clubs, and our library. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!
- **Yorkville StoryWalk Annual Event – Wed, 9/20/23 4:30**  
Join us for our annual free family event at the Yorkville StoryWalk. We are excited to see you at YJWC Heartland Park, 1267 Taus Circle, for music, raffles, and a celebration of story! Frozen treats will be available for purchase. Hosted by the Yorkville Educational Foundation, Y115, and the Yorkville Public Library
- **Bee Keeping 101 – Wed, 9/20/23 7:00**  
Learn about the basics of bees and bee keeping with Bill Novicki
- **Inspired! A Celebration of Poetry & Art – Sat, 9/23/23 1:00**  
Local poets and artists will unite to present their work at the 3rd annual Inspired! A Celebration of Poetry and Art. Poets submitted their poems earlier this year and artists chose a poem to use to inspire their original piece of art. At this event each poet will read their work followed by a reveal by the artist of the artwork it inspired. After the read and reveal portion of the day there will be an opportunity to talk to the creatives and see their work up close.

- **Hix Bros. Ukulele Band – Thurs, 10/5/23 5:00**

The Hix Bros Ukulele Band is coming back to the Yorkville Public Library! This wonderful music group started as a small club at a family-owned business, but over time has evolved into a talented and entertaining music ensemble that performs at fairs and festivals all over the Chicago area.

## **Library Operations**

Our quarterly pest control application was performed this month.

The Metronet internet service was sporadic on 8/31. We were without internet and phone system 5-6 times throughout the day and evening.

We started a new cleaning company on Sept. 1. Staff will monitor their cleaning and report any problems/issues.

We hosted the musical entertainment for Hometown Days on Friday in our upstairs staff lounge.

## **Staff**

I have received 2 resignation letters, one from a part time staff member who has found full time employment, and the second from a part time staff member who is caring for an elderly parent.

We had 2 part time staff members starting this month.

## **Other**

The library received 2 FOIA's in the month of August. One was requesting a copy of our Collection Development Policy and the oath of office for all board members. The second was for the oath of office for all trustees from 1965-2023.

We received a donation of 12 cases of hand sanitizer from the YPD who received a very large donation from a local business.

Reminder – the library will be closed all day on Friday, Sept. 29 for staff to attend PUG (PrairieCat Users Group Conference) as an in-service day of training.

## **Meeting & events attended:**

8/4	WSPY visit
8/9	Lunch w/Sugar Grove Director
8/10	Harry Potter Planning Meeting
8/14	Friends monthly meeting
8/14	Personnel Committee meeting
8/14	Library board meeting
8/15	Chamber Business Women Connect meeting
8/21	Administration Department weekly meeting
8/21	Meeting w/Bart for facility planning
8/23	Policy Committee meeting
8/28	Administration Department weekly meeting
8/28	Special Board Meeting



## AUGUST 2024 Programs

### Youth Programs:

AUGUST	Program	Age 0-5	Age 6-11	Age 12-18	All Ages	TOTAL
	3D printing (in person)				12	12
	window art	2	8	2		12
	Crafternoon		23			23
	4H (ages 5-7) paper		20			20
	4H (ages 5-7) wind		21			21
	4H (ages 8-12) paper		18			18
	4H (ages 8-12) wind		16			16
	Drop Story (4)				180	180
	Storybook Yoga (2)		16			16
	Color with Cops				77	77
	Books for BINGO				81	81
	Chalk the Walk				11	11
	LEGO kits	10	10	3		23
	Book Club grades 1-2		8			8
	Book club grades 3-5		2			2
	Family Fort Night				52	52
	STEM - Zipline		10	7		17
	Mr Freeze				120	120
	Tots and Toddlers	20			18	38
	Read with Paws	6	8		5	19
	Creek STOMP				34	34
	TAG			3		3
	D&D			8		8

**Total AUG Youth Programs      23**  
**Total Attendance                811**

**+6 passive programs with 562 attending (Color Pages, Scavenger Hunt, Makerspace, Escape Room, Virtual 3D Printing, Facebook Spanish Storytime)**

**Summer Reading Packets:** handed out 468, 217 returned

**AUGUST Adult Programs:**

8/1	Threads & More	8	8/17	Chair Yoga	17
8/1	Books & Cooks	11	8/17	Dungeons & Dragons	11
8/1	Tuesday ELL	2	8/17	Men's Book Club	9
8/2	Wednesday ELL	3	8/18	Roaming Readers	3
8/3	Thursday ELL	0	8/19	Saturday ELL	2
8/3	Chair Yoga	22	8/19	Branch by Branch Genealogy	3
8/3	Dungeons & Dragons	11	8/21	Monday ELL	3
8/4	Roaming Readers	5	8/21	Healthy Cooking	18
8/5	Saturday ELL	3	8/22	Tuesday ELL	2
8/7	Monday ELL	2	8/22	Creative Writing	7
8/8	Tuesday ELL	2	8/23	Wednesday ELL	0
8/8	Dabblers (morning)	7	8/23	Computer Basics for Seniors	5
8/8	Dabblers (evening)	11	8/24	Thursday ELL	-
8/9	Wednesday ELL	2	8/24	Chair Yoga	31
8/9	Lunch Bunch	13	8/24	Dungeons & Dragons	11
8/10	Chair Yoga	22	8/26	Saturday ELL	3
8/10	Thursday ELL	0	8/28	Monday ELL	2
8/12	Saturday ELL	2	8/28	Monday Movie Madness	8
8/14	Monday ELL	1	8/28	Medicare 101	10
8/15	Tuesday ELL	2	8/28	Horror Book Club	9
8/15	Financial Rules of the Road	3	8/30	Wednesday ELL	4
8/16	Wednesday ELL	2			
8/16	Getting the Dirt on Gardening	11			
8/17	Thursday ELL	0			
<b>Total AUG Programs</b>					<b>41</b>
<b>Total Attendance</b>					<b>303</b>

**5 passive programs with 126 attending (puzzle, chess, poem of the week, art wall, summer reading)**

**Summer Reading Logs: 65**

**Meeting Room Use:** rentals- 5, library use- 23, zoom- 4

**Board Room Use:** community- 0, library- 7

**Study Room Use:** 58

**Museum Pass:** 15

**Volunteers:** Friends of the Library have been setting up for the Annual Used Book Sale, and have been continuing to index the KCR Obits (this month's volunteer/s: Nancy A.)

YORKVILLE STATISTICS FOR FY24															
PRAIRIECAT															
	web		checkouts			holds	holds		Items	Items	Items to		Patrons		
	renewals	web holds	+ renewals	checkouts	renewals	placed	filled	checkins	lent to other libraries	borrowed from other libraries	Reciprocal Borrowers at Yorkville	Items added	added		
MAY	768	1477	5785	5519	266	351	1540	5432	551	1228	369	293	88		
JUNE	710	1707	8915	8562	353	341	1798	7038	615	1448	530	277	197		
JUL	1082	1928	8289	7951	338	411	1893	8128	635	1514	347	361	119		
AUG	929	1697	7313	6947	366	451	1900	7492	655	1525	330	323	124		
SEP															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
Totals															
CIRCULATION TOTAL							Books	Videos	Audios	Mag	other	Total Circs			
	ANCESTRY		E-READ IL			OMNI			OCLC						
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED				
MAY	84	62	27	103	43	812	717	385	0	18	3				
JUN	51	13	18	88	43	777	739	405	0	16	25				
JUL	32	27	44	106	44	906	806	443	0	16	31				
AUG	609	2717	33	103	44	948	792	408	0	19	22				
SEP															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
Totals															

FY 2023 ATTENDANCE		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTALS	
PATRON DOOR COUNT		6330	7535	6450	7135										
CURBSIDE PATRONS		8	11	5	7										
HOME DELIVERY		8	9	11	17										
CARDS ISSUED THROUGH WEBSITE		10	25	16	26										
CHILDREN'S AGE 0-5 PROGRAMS		10	18	9	11										
AGE 0-5 ATTENDANCE		240	514	311	348										
CHILDREN'S AGE 6-11 PROGRAMS		7	22	11	14										
AGE 6-11 ATTENDANCE		289	587	274	375										
NUMBER OF CHILDREN'S PASSIVE PROGRAMS		4	6	6	6										
CHILDREN'S PASSIVE PROGRAM ATTENDANCE		364	550	465	495										
NUMBER OF YA PROGRAMS		4	6	7	4										
YA PROGRAM ATTENDANCE		21	44	92	40										
NUMBER OF YA PASSIVE PROGRAMS		3	1	2	2										
YA PASSIVE PROGRAM ATTENDANCE		83	40	29	67										
YOUTH SUMMER/WINTER READING			468 handed out, 217 returned												
NUMBER OF ADULT PROGRAMS		46	46	35	41										
ADULT PROGRAM ATTENDANCE		349	389	226	303										
NUMBER OF ADULT PASSIVE PROGRAMS		4	4	4	5										
ADULT PASSIVE PROGRAM ATTENDANCE		45	57	55	126										
ADULT SUMMER/WINTER READING					65										
MEETING RM. RENTAL/COMMUNITY USE		6	3	5	9										
MEETING ROOM USE:		18	29	27	23										
BOARD ROOM USE		15	14	7	7										
STUDY ROOM USE		67	57	56	58										
MUSEUM PASS		11	21	14	15										
YOUTH COMPUTER SESSIONS		26	28	17	27										
ADULT COMPUTER SESSIONS		214	228	209	276										
YOUTH VOLUNTEER HOURS															



## Monthly Statistics August 2023

### Checkouts

2023: 8,242

2022: 7,403

Change: +11.33%

### Visits

2023: 7,135

2022: 5,441

Change: +31.13%

### New Cardholders Added

2023: 124

2022: 152

Change: -18.42%



## Technology Stats

### Digital Checkouts

2023: 1,876

2022: 1,561

Change: +20.18%

### Computer Use

2023: 303

2022: 273

Change:  
+10.99%

### Website Hits

2023: 5,750

2022: 5,449

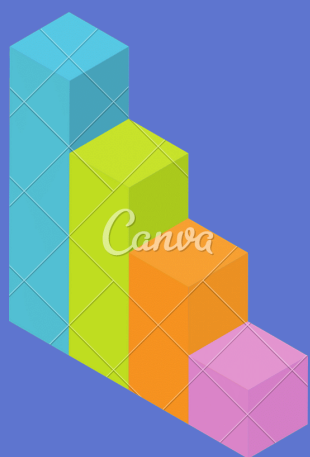
Change: +5.52

## Events and Programs

2023: 83

2022: 55

Change: +50.91%



## Events and Program Attendance

2023: 1,971

2022: 1,394

Change: +41.39%

## Items Added

2023: 323




2022: 317

Change: +1.89%





For more information on Yorkville Public Library's Children's programs Call Us: 630-553-4354 ext. 108  
Check out our Facebook or our Twitter  
@Yorkvillekidsread Registration is now online!!  
Sign up for programs at <http://www.yorkville.lib.il.us>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>ESCAPE ADVENTURE</b> This Escape Adventure is available the entire month of September. Contact the library for an appointment.					<b>1</b> <b>DROP IN STORY TIME</b> 10:30 @ YPL	<b>2</b> Friends of the Library Annual Book Sale
<b>3</b> Friends of the Library Annual Book Sale	<b>4</b> <b>CLOSED</b>	<b>5</b> Paying for College Without Going Broke WEBINAR @ 7:00pm Registration Required	<b>6</b> PreschoolZone 10:30 or 1:30 Registration Required	<b>7</b>	<b>8</b> <b>DROP IN STORY TIME</b> 10:30 @ YPL	<b>9</b>
<b>Window Art (September 5-8) Contact the library for an appointment time</b>						
<b>10</b> <b>LEGO Kits</b> Sept. 11-15 Registration Required <b>*SEE WEBSITE</b> 	<b>11</b> <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 Registration Required	<b>12</b> MOMMY & ME YOGA @10:30 Registration Required <b>T.A.G. @ 2:45</b>	<b>13</b> Facebook Spanish Story Time at 10:00 am 	<b>14</b> Tots and Toddlers @ 10:30 Registration Required	<b>15</b> <b>DROP IN STORY TIME</b> 10:30 @ YPL <b>CHALK THE WALK</b> 11:00 Registration Required	<b>16</b> <b>**Weaving @ 1:00</b> Read With Paws 10:30-11:30 Contact lib for appointment time
<b>17</b>	<b>18</b>	<b>19</b> 	<b>20</b> <b>Annual Family StoryWalk Event</b> 4:30-6:30 @ YJWC Heartland	<b>21</b> <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required	<b>22</b> <b>DROP IN STORY TIME</b> 10:30 @ YPL	<b>23</b> <b>Farmacy Farmstand Story Time at 10:30</b> See website for details
LITERACY CENTERS TUESDAY-FRIDAY *DROP IN*						
<b>24</b> Facebook Spanish Story Time at 10:00 am on Sept. 27	<b>25</b> <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 Registration Required	<b>26</b> MOMMY & ME YOGA @10:30 Registration Required <b>T.A.G. @</b>	<b>27</b> Tots and Toddlers @ 10:30 Registration Required	<b>28</b> <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required	<b>29</b> <b>CLOSED</b>	<b>30</b>



# More Special Events



## English Language Learners Adult Classes

New to the community?  
New to the country?  
Looking to learn English?

The Yorkville Library is starting a conversation-based English Language Learners program for adults. Come to our open house to meet our volunteers and find out more about this exciting new program!

Open House Meet and Greet  
Saturday, September 9th @ 11 am - 3 pm

## Hands on Weaving Class

Saturday, September 16th

Adult session @ 11:00 am

Kid's session @ 1:00 pm

Far more than an ancient craft, weaving is magnificent art, personal expression, tranquilizer, a bit of easy exercise, and an incredibly satisfying way to spend time! Meet members of the Illinois Prairie Weavers Guild and their looms! You'll see how weavers at their looms can weave wonderful things, hear us describe the art and the craft of weaving, and learn about the craft's history. Everyone will each have an opportunity to weave. There will be several different kinds of looms with experienced weavers to guide their hands.



Wednesdays  
@ 10:30 am

Sept. 20 Oct. 18  
Nov. 15 Dec. 13

## Learning to Decorate Like it's a Piece of Cake

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany Breynne - a certified decorating instructor since 2014, who has worked as a cake decorator and has taught private classes in homes, clubs, and our library. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!

For a complete listing of upcoming adult programs and book groups, check out the Adult Services pages on the library's website.



**Yorkville Public Library**

902 GAME FARM RD,  
YORKVILLE, Illinois 60560  
630-553-4354

[www.yorkville.lib.il.us/](http://www.yorkville.lib.il.us/)

Yorkville Public Library

# Adult Services

upcoming programs

Special Events, Informational Programs, Book Clubs, Creative Outlets, & Social Groups

Sept. 2023

## Upcoming Special Events

The Friends of the Yorkville Public Library present

## Annual Used Book Sale

Saturday, September 2nd | 9 am - 4 pm

Sunday, September 3rd | 10 am - 4 pm

Thousands of children's, YA, and adult books of all genres to choose from.  
All books \$1!

## Getting the Dirt on Gardening

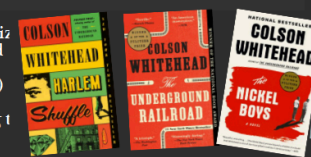
### Beekeeping 101

Wednesday, September 20th @ 7:00 pm

Join beekeeper Bill Novicki for this special discussion on bees and beekeeping. Learn the basics from the different types of hives to harvesting honey to what gear you need to start your own bee colony.

## An Evening with Colson Whitehead

Join us for this very special Zoom event. Colson Whitehead is a two-time Pulitzer Prize winning author and a National Book Award winner for his novel *Underground Railroad* (also an Amazon Prime mini-series) and *The Nickel Boys*. His latest novel *Harlem Shuffle* a crime drama set in Harlem during the early 1960s, has also gotten rave reviews.



Wednesday, September 6th @ 7:00 pm via Zoom  
Register on the library website to reserve your spot.



This event is made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality events.



# August Adult Classes

## Computer Basics for Seniors

All classes Wednesday mornings @ 10:00 am

August 23rd: Computer Basics  
September 27th: Internet Basics  
October 25th: File Management Basics  
November 22nd: Computer Maintenance Basics  
December 27th: Email Basics

January 24th: Google Drive Basics  
February 28th: Google Docs  
March 27th: Google Docs Tables, Sharing, and Notes  
April 24th: Google Sheets and Google Forms  
May 22nd: Google Slides

Registration Required  
See a librarian if you need help registering.



## Threads & More...

First Tuesday of every month at 10:00 am  
Next meeting: September 5th

Do you crochet, knit, needlepoint, sew, or quilt?

If so, get together with fellow "threaders" for a creativity blast!

Come work on your unfinished projects, show off finished projects, and check out what other people are doing.

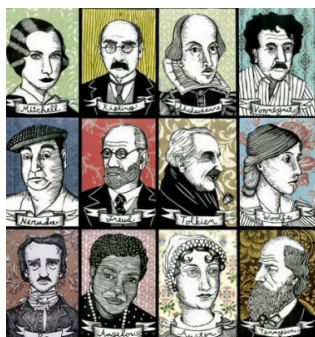


## Yorkville

### Creative Writing Group

Need inspiration? Do you have that creative voice inside of you? Have ideas and don't know where to go with them? Looking for a friendly community of writers? Join the Yorkville Creative Writing Group and spark your creative energies. Meetings on the 4th Tuesday of every month. New writers always welcome!!

**This month's writing prompt:** Write a story or a poem about characters going on a summer road trip - then join the group on **Tuesday, September 26 @ 7:00 pm** to discuss everyone's



## Dabblers

### Learning to Paint with Carolyn Kyle

Join us once a month at this fun new art program where participants can learn different painting techniques, different mediums, and different styles. Everyone from newbies to experienced artists are welcome to come and dabble with Carolyn.

**Second Tuesday of the month.**  
**First session at 10:00 am.**  
**Second session at 5:30 pm**

Registration required. Please register on our website or see library staff for assistance.



# September Book Clubs

## Roaming Readers Walking Book Club

Meet at Hoover Forest Preserve for a walk and to talk about books

**Fridays @ 9:00 am**  
**September 1st & 15th**  
**October 6th & 20th**  
**November 3rd & 17th**



## Healthy Cooking with Jess

### Retirement Well-th

A monthly series on nutrition and wellness after retirement and beyond! Learn to care for yourself in your new found time. We'll talk about nutritionally dense foods, what foods that can help you feel your best, food energetics, and how too add joyful movement to your everyday. Certified Holistic Health Coach, Jess Stewart will demonstrate how easy and simple cooking healthy can be.

**Mondays @ 11:30 am**  
**July 17**  
**August 21**  
**Sept. 18**  
**Oct. 16**  
**Nov. 20**  
**Dec. 18**



### Wellness Program

## CHAIR YOGA

Join us for this weekly, fun, wellness-based class! Everyone is welcome!  
Chair yoga benefits adults of all ages and experience levels.

Yoga can help to:  
Reduce inflammation  
Lower blood pressure  
Improve balance  
Increase strength  
Increase flexibility

**Thursdays at 10:15 AM**  
**September 7**  
**September 14**  
**September 21**  
**September 28**



A Health & Wellness Series  
with Certified Health Coach,  
Arlene Dickson

Your friend in  
**HEALTH**  
Embracing Real Food for Life, Together



**September 13th @ 11:00 am**  
**Traffic Light Eating**  
**November 8th @ 1:00 pm**  
**Fueling Your Body for Sustained Energy**  
**January 10th @ 11:00 am**  
**Make Your Own Medicine**  
**March 13th @ 1:00 pm**  
**Make Health Your Hobby**

Check the library website for more details about each class and to register.





# Strategic Planning Proposal for the Yorkville Public Library

August 10, 2023



**Proposal submitted by:**



Amanda E. Standerfer, Founder and Lead Consultant  
Fast Forward Libraries LLC  
712 Arlington Ct.  
Champaign, IL 61820  
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[amanda@standerferconsulting.com](mailto:amanda@standerferconsulting.com)  
[fastforwardlibraries.com](http://fastforwardlibraries.com)

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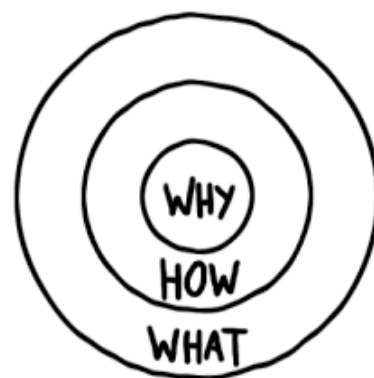
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## Cover Letter

I am pleased to submit this proposal to Yorkville Public Library (YPL) for strategic planning process facilitation and consulting. I am the founder and lead consultant for [Fast Forward Libraries LLC](#), a small consulting group specializing in assisting libraries and nonprofits over the past 20 plus years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, we assist organizations with fundraising and development planning, capacity building/organizational development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a grounded research planning process that will result in a focused, actionable 3-5 year strategic plan for YPL. The Fast Forward Libraries team has extensive experience working with public libraries, and strives to be a neutral process facilitator and partner to maximize community and stakeholder input, reflection, and learning so the resulting strategic plan is compelling, responsive, and focused. We are steeped in organizational development methods and group dynamics, both essential elements of the strategic planning process. We specialize in processes leading to a graphical one-page strategic plan (see examples provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using [Simon Sinek's "Golden Circle" \(Why? How? What?\)](#) model and PLA's new ["Strategic Planning for Public Libraries" by Joy L. Fuller](#)<sup>1</sup> as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.



Each process we facilitate is customized to achieve shared goals. Helping libraries develop their strengths and become learning organizations is our passion because libraries are the anchor of democracy in our society and we need to evolve to respond to community needs in holistic ways that honor the complexities of our society. Adopting the practices of a learning organization during the planning process will equip YPL to be a flexible, nimble, and vital institution for decades to come.

It's exciting that YPL is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact YPL for years to come. I think you will find that our proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!

**Amanda E. Standerfer**

Founder & Lead Consultant

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<sup>1</sup> Our client [Indian Trails Public Library District](#) in Wheeling, Illinois is heavily featured in this new publication.

## Executive Summary

The Yorkville Public Library (YPL) seeks to engage in a collaborative, participatory planning process that will result in a comprehensive 3-5 year strategic plan for the library. After the uncertainty of the last several years, it's a good time to celebrate success, assess what's working, deepen community connections, and set a course for the next three plus years. Using a fresh, streamlined strategic planning process, YPL can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations through an appreciative inquiry and grounded research approach. To that end, this proposed learning-focused strategic planning process will result in a clear, adaptive plan that is grounded in the library's strengths to streamline decision-making and focus on impact.

In our approach, we use:

- [Systems thinking](#) - considering individual aspects of the library, how they interrelate, and what this means for overall dynamics and potential levers for change.
- [Design thinking](#) - putting humans as the core of the library's work.
- [Adaptive action](#) - the simple framework of *what? so what? now what?* grounds us in inquiry throughout the process. By coming back to this framework throughout the process, we can be iterative in our learning that will inform our final recommendations.
- [Diversity, equity, and inclusion](#) - DEI is a critical foundational framework that is applied throughout the process.

The planning process is organized into three phases:

**LEARN:** Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process—both internally within the library, and externally out in the community—to help participants deeply connect with all things YPL. Our role as process facilitators is to direct learning activities and to serve as a neutral guide during the process.

*Internal learning:* Board and Staff members will have several opportunities to participate in and contribute to the strategic planning process during this phase including engaging in an environmental scan, SOAR (strengths, opportunities, aspirations, results) analysis, and survey.

*External learning:* Community input (qualitative and quantitative) will be gathered in multiple ways (TBD based on process design). We will concurrently engage in a community needs assessment process using focus groups and interviews to gain a view of what's on the minds of community members representing various stakeholders and groups, especially focusing on non-users. At the same time, we will conduct a community survey to get broad community input about library strengths and impact. In addition, we will compile data on community demographics and community organization strategies to give additional context to the process. We will look for strengths and connections to help Trustees and Staff consider YPL's role in new ways.

At the end of this phase, we'll summarize all data with findings in a Learning Report. The Learning Report is key to informing the agenda for the DREAM phase of the process.

**DREAM:** During this phase, Trustees and Staff members will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow for dedicated time and space to step back and think strategically, working through ideas together to build strategic plan elements. In addition, we'll review (and update if needed) the current vision and mission statements.

**DO:** Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll develop an activity plan that will guide

implementation over the life of the plan and help YPL think about the plan's narrative and milestones. We'll also develop an evaluation framework and talk about reporting structures to communicate success to stakeholders and the community.

The final product will be a comprehensive, data-driven, outcome-focused strategic plan with an accompanying one-page graphical version. The plan will be realistic in scope and includes a recommended activity plan draft with an evaluation framework. Committing to this process and way of operating will require clear communication and buy-in from Staff and the Board. The results will unify and energize all involved!

#### **A Note on COVID-19**

Planning always comes with unique challenges and opportunities for the organizations involved. Current events dictate further complications with renewed efforts to fight COVID-19 and its variants. As such, this plan relies on gathering community, staff, and stakeholder aspirations, wants, and needs using a hybrid of virtual engagement tools and, should conditions allow, in-person methods.

With extensive experience in virtual community engagement and collection of qualitative data, the consultants of Fast Forward Libraries can confidently deliver virtual engagement and planning activities when necessary. In our experience, there is no substitute for in-person conversations and engagement. However, virtual options remove some barriers and allow for collection of ideas and opinions from a more diverse pool of community members and stakeholders. When it is safe for communities and stakeholders to gather in person, our consultants will be there to lead activities. Ideally, a hybrid virtual/in-person approach will be adopted regardless of the effects of COVID-19.

## Your Strategic Plan Overview / Summary of Deliverables

<b>Deliverable</b>	<b>Purpose</b>
<b>Learning Report</b> <ul style="list-style-type: none"> <li>Comprehensive report of all data gathered during the initial phase of the planning process.</li> <li>Provides analysis and findings that helps Staff members and Trustees build strategic plan elements.</li> </ul>	<ul style="list-style-type: none"> <li>Key tool for informing strategic planning process.</li> <li>Summary to provide community members and stakeholders as support for strategic plan elements.</li> </ul>
<b>One-page Graphical Plan</b> <ul style="list-style-type: none"> <li>High-level graphical version of the strategic plan.</li> <li>Quick reference for: <ul style="list-style-type: none"> <li>Vision</li> <li>Mission</li> <li>Strategic Directions</li> <li>Goals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For communication about strategic direction.</li> <li>Use in library (as a flyer and poster), on website, and in publications.</li> <li>Use in Board reports as reminder of high-level strategy.</li> <li>Use in staff areas as reminder of high-level strategy.</li> <li>Use with library users/the community in publications and at meetings as a reminder of high-level strategy.</li> </ul>
<b>Strategic Plan Document</b> <ul style="list-style-type: none"> <li>This is the expanded, more traditional text-heavy strategic planning document for Board approval.</li> <li>It provides additional context and detail about the planning process and other plan components.</li> </ul>	<ul style="list-style-type: none"> <li>Use on your website as the “full plan” for community/stakeholders to review.</li> <li>Staff should have access to this document so they can understand their role in implementation.</li> </ul>
<b>Implementation Elements: Activity Plan and Evaluation Framework</b> <ul style="list-style-type: none"> <li>The activity plan is an internal document for staff members to use when planning annual activities that will help meet the plan goals, timeline, and staff responsibilities for the activity.</li> <li>The activity plan can also be used for internal updates/reports to streamline strategic plan management.</li> <li>The activity plan changes and is updated annually by staff.</li> <li>The evaluation framework breaks down which metrics will show progress for each goal.</li> </ul>	<ul style="list-style-type: none"> <li>Staff use the activity plan to detail annual activities and accomplishments.</li> <li>The activity plan can also be used to set individual performance goals.</li> <li>The activity plan can be used to develop progress reporting using template.</li> <li>Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success.</li> </ul>

## Key Personnel and Qualifications/Experience

### Amanda E. Standerfer, MA, MLIS



Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022). Recent clients include [PrairieCat](#) (library consortium in Illinois), [Indian Trails Public Library District](#) (Wheeling, IL), and [Spring Lake District Library](#) (MI).

Amanda was most recently the Director of Community Engagement for [The Urbana \(IL\) Free Library](#). She's spent about half of her career working in philanthropy (as Program Officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed “philanthro-brarian.”

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#). You can find out more about Amanda on [LinkedIn](#).

Amanda is the lead consultant for this project and will manage all aspects of the process.

### Laura Huddleston, MLIS



Laura Huddleston is an associate consultant with Fast Forward Libraries. She has a special interest in the “how” of public libraries and loves to learn about ways they can thrive to benefit patrons and communities.

For ten years, Laura led the children's department at the Mattoon Public Library perfecting a few story time voices and the ability to find a title based on a two-word description. During her tenure, Laura managed collection development, various school/public collaborations, and all children's programming. She helped design and launch the MPL's inaugural Book Buggy mobile library to reach underserved youth and piloted the First Grade, First Card program to bring library cards to local first-graders. Laura served on the ISLMA Monarch Award Committee and received a 20 Under 40 Award from the Mattoon Journal Gazette for contributions to her community.

Laura recently served as Program Officer for Community Outreach and Organizational Learning at the Lumpkin Family Foundation where she led new efforts in trust-based philanthropy, impact evaluation, and organizational learning including a facilitated EDI process for board and staff.

Laura currently serves as a trustee of the Mattoon Public Library and as a community advisor for the Coles County Peace and Justice Fund. She holds a BA in Spanish and secondary education from Eastern Illinois University and an MLIS from Indiana University.



Laura is the project manager, providing research and logistical support, supports community input elements, and manages the development of the Learning Report.

### **Sarah Forbes, PhD.**



Dr. Sarah Forbes is the founding Director of Student Academic Success at [Rose-Hulman Institute of Technology](#), helping students to discover new strategies to achieve their academic goals. Prior to this, Sarah spent 10 years as the Director of Data Management and Reporting. Her role in the Office of Institutional Research, Planning and Assessment was to manage data collection and reporting to all functional units on campus as well as to external constituents. She also served as a liaison between Academic Affairs and Enterprise Information Technology, helping each group to identify their needs and streamline both data entry and reporting processes.

Prior to working at Rose-Hulman, Sarah worked at the [Helen Matthes Library](#) in Effingham, Illinois. There she focused on marketing, outreach, and adult education.

In her spare time, Sarah serves as a research consultant to non-profit organizations. Sarah earned a B.A. in Psychology from [McKendree University](#), an M.A. in Experimental Psychology from [Indiana State University](#), and a Ph.D. in Curriculum and Instruction from [Indiana State University](#).

Sarah assists with community survey development and compiles data for the Learning Report.

### **Jennie Grace, BFA**



Jennie Grace is the Graphic & Web Designer for [The Urbana \(IL\) Free Library](#), a position she's held since 2007. Jennie holds a BFA in graphic design from [Eastern Illinois University](#).

Jennie creates the one-page plan document.



## Work Plan

### Phase I: LEARN

The first phase of the strategic planning process is the longest and the most important! During this phase, we'll spend time gathering data internally and externally to inform the strategic planning process.

**Form the Planning Team:** First, we will establish the Planning Team (5-7 staff and Trustees) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a kick off meeting to finalize the timeline, get some initial input, and start planning the community survey and focus groups/interviews. The Planning Team will gather internal and external documents to inform the process, like library data, evaluation reports, previous strategic plan reports, community demographic data, and strategic plans for other community organizations.



**Board & Staff Process Orientation & Input:** It is key to generate excitement about the process with the Board and Staff and to involve them early in the process. To do this, we'll focus inward. Amanda will hold sessions with the Board and Staff to get them oriented to the strategic planning process and conduct an environmental scan, SOAR analysis (similar to a SWOT, but with an appreciative inquiry lens focusing on strengths, opportunities, aspirations, and results), and get input on what else we need to learn as part of the process. Paired with these sessions is a Board and Staff Survey to get insight into the library's working culture to start identifying strengths and gaps.

**Community Needs Assessment Focus Groups & Interviews:** To gather input from non-users, we will use a needs assessment approach. It is key to reach out to community stakeholders and groups working with underserved populations to ask for their assistance in organizing specific focus groups and encouraging participation in the process. These focus groups and interviews will give vital input into the process related to overarching community concerns that the library needs to consider during the planning process.

**Gather Community Feedback & Conduct Research:** At the same time as the community needs assessment process, we'll gather community and stakeholder feedback via a survey. The community survey is key to gaining a broad understanding of YPL's current state, strengths, and potential future direction from community members that care about the future of the library. Amanda will develop the community survey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of YPL's work do respondents value the most? Are they satisfied with YPL's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?
4. **Future Focus** – What's important going forward? What are YPL's strengths? How should YPL measure success?
5. **Other relevant questions** – Operating hours? Facilities? Accessibility? Support of a future referendum? TBD by the Planning Team

In addition, we'll compile community demographic data and complete a scan of community organization strategic plans to identify needs, opportunities, and gaps.

At the end of this phase, Amanda, Sarah, and Laura (with assistance from library staff) will gather all information into a Learning Report. The Learning Report will identify library strengths and provide findings that will ground the Board and staff retreats in the next phase.

<b>Deliverables:</b>	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, focus groups, and interviews. Regular check-ins with Library Director.
<b>Timeframe:</b>	September – December 2023

**Phase II: DREAM**

This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and staff retreats.

**Board Retreat Session:** The 3-hour Board retreat will focus on reviewing learning and dreaming about the future. During the retreat, we'll get the Board up to speed on the planning process, review and discuss the Learning Report, review and update the vision, mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about possible activities that will help achieve plan goals. We'll use our time to critically think about what's most important for YPL, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

**Staff Retreat Session(s):** During this phase, we'll also hold a 3-hour staff retreat (or multiple, shorter retreats to maximize staff participation) to also share the Learning Report and dream about the next 3 years. Staff will spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation. (Note: While it's best to have the Board retreat before the staff retreat, we are flexible with the timeline for these sessions as which retreat is held first is not critical for the overall development of the plan.)

It's important that everyone feel engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that YPL is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief on the retreats and discuss a draft strategic plan outline.

<b>Deliverables:</b>	Board and staff retreat sessions. Strategic plan outline. Regular check-ins with Library Director.
<b>Timeframe:</b>	January – March 2024

**Phase III: DO**

In this phase, we'll draft and revise the various plan documents. Amanda, Laura, and Jennie will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we'll present the draft plan documents to the Board for final comment/revisions. This session will allow the Board to clarify next steps and discuss an implementation and communication strategy for the plan.

After the Board session, Amanda will make revisions and present final plan documents for approval. Final implementation steps, like finalizing the activity plan, and developing the evaluation framework will take place with the Planning Team around the time of Board approval to move from strategic planning to implementation.

<b>Deliverables:</b>	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Regular check-ins with Library Director.
<b>Timeframe:</b>	March – April 2024

**Phase IV: IMPLEMENTATION**

Transitioning from the planning process to implementation is critical and often where the library’s management team gets stuck. Without a clear plan of how to transition to implementation, a strategic plan can get set aside and the momentum of the planning process is lost. We recommend reading [“Managing Transitions: Making the Most of Change” by William Bridges](#) for guidance during this period. Amanda is also available for transition coaching support for the Library Director or staff teams working on implementation plans.

**Exclusions or Exceptions**

Fast Forward Libraries is pleased to offer Spanish translation of the community survey for an additional fee (see the Work Plan). Unfortunately, at this time, no other languages are available.

Fast Forward Libraries excludes any interpretation service related to the focus groups or interviews. The library is responsible to provide any on-site interpretation services required.

Fast Forward Libraries excludes any cost related to the printing and/or mailing of the community survey. A print-ready version of the survey will be provided upon survey launch and the library can print and distribute this version at the library and throughout the community. While a mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. The library might want to consider a postcard mailing to the community to inform them about the online survey (this type of mailing is less costly and has been effective in other communities). Fast Forward Libraries would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

## Schedule of Costs and Timeline

Phase I: LEARN				
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant- led</u>	<u>Option 2: Staff-led</u>
<b>Planning Team Kick-Off Meeting:</b> Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	September 2023 <i>2 hours preparation 2-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$500	\$500
<b>Community Survey Development and Administration:</b> Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution.  <i>*Print survey available for distribution. Library staff enter responses.  **Mailed survey not recommended. Mailing cost not included.  ***Spanish translation of SurveyMonkey version of the community survey is available for \$1,500. This includes a paper version of the survey for the library to print on-demand.</i>	Amanda, Laura, and Sarah with assistance from Planning Team	October 2023 <i>20 hours survey development 10 hours survey administration/monitoring Email/phone meeting(s) as needed</i>	\$3,000	\$200 (Amanda provides examples, staff administers survey)
<b>Initial Board and Staff sessions:</b> Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	October or November 2023 <i>4 hours preparation 1.5-hour session with Board (via Zoom videoconference) 1-hour session with staff (via Zoom, may need multiple staff sessions) 2 hours follow-up</i>	\$1,000	\$100 (Amanda provides agenda and worksheets, staff conduct sessions)

<b>Board and Staff Survey:</b> Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Laura with assistance from Planning Team	December 2023 <i>8 hours survey development, administration, and monitoring</i>	\$800	\$100 (Amanda provides template, staff administer survey)
<b>Community Needs Assessment – Focus Groups and Interviews:</b> 3 focus group sessions (one-hour each, in-person) and up to 6 interviews (15-30 minutes each, via phone), develop focus group/interview questions, review agenda with Planning Team, compile notes.	Amanda (with logistical assistance from Planning Team)	November 2023 <i>2 hours preparation 3 1-hour sessions (in-person) 6 15-30-minute interviews 4 hours notes/reporting 1 day on-site</i>	\$3,000	\$200 (Amanda provides agenda, staff conducts sessions/interviews)
<b>Learning Report:</b> Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).	Amanda and Laura with editing assistance from Planning Team	December 2023 – January 2024 <i>30 hours learning report</i>	\$3,000	\$200 (Amanda reviews and edits report that staff develops)
<b>Phase I total (inclusive of supplies and travel):</b>			<b>\$11,300</b>	<b>\$1,300</b>

## Phase II: DREAM

**Goal:** To report learning to the Board and staff and build plan elements at retreat sessions.

<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant- led</u>	<u>Option 2: Staff-led</u>
<b>Planning Meeting:</b> Review Learning Report and prepare for Board and staff retreats.	Amanda and Planning Team	January 2024 <i>1 hour preparation</i> <i>1-hour meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$300	Same as consultant-led
<b>Board Retreat Session:</b> 3-hour, in-person session with Board to review learning and develop strategic plan elements.	Amanda	January or February 2024 <i>4 hours preparation</i> <i>3-hour meeting with Board</i> <i>2 hours follow-up</i> <i>1 day on-site</i>	\$3,000	Same as consultant-led
<b>Staff Retreat Session:</b> 3-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning, review strategic plan elements, and brainstorm activities to achieve plan goals.  <i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i>	Amanda	January or February 2024 <i>4 hours preparation</i> <i>3-hour meeting with staff</i> <i>2 hours follow-up</i> <i>1 day on-site</i>	\$3,000	Same as consultant-led
<b>Planning Team Debrief Meeting:</b> Check-in with Planning Team to review strategic plan outline document.  <b>Deliverable:</b> Strategic plan outline.	Amanda and Planning Team	February or March 2024 <i>4 hours preparation</i> <i>1-hour meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$600	Same as consultant-led
<b>Phase II total (inclusive of supplies and travel):</b>			<b>\$6,900</b>	<b>\$6,900</b>

### Phase III: DO

**Goal:** To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.

<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
<b>Document Development:</b> Develop graphical and written plan for review by Board.  <b>Deliverable:</b> Draft plan documents for Board review.	Amanda and Laura	March 2024 <i>30 hours</i>	\$3,000	\$200 (Amanda provides examples and reviews staff drafts)
<b>Board Meeting:</b> Meeting with Board to review all plan documents and make final revisions.  <b>Deliverable:</b> Final plan documents for Board approval.	Amanda with Board	March or April 2024 <i>2 hours preparation 1 hour meeting with Board (via Zoom) 2 hours follow-up</i>	\$500	\$0 (staff design presentation)
<b>Activity Plan and Evaluation Framework:</b> Develop draft documents for review by Director/Planning Team.  <b>Deliverable:</b> Draft evaluation framework.	Amanda and Director/Planning Team	April 2024 <i>1-hour meeting with Director/staff 6 hours document development</i>	\$700	\$200 (Amanda provides examples and reviews staff drafts)
<b>Phase III total (inclusive of supplies):</b>			<b>\$4,200</b>	<b>\$400</b>
<b>Grand total: (inclusive of supplies and travel):</b>			<b>\$22,400</b>	<b>\$8,600</b>

## References

**Mr. Brian Shepard**

Executive Director  
Indian Trails Public Library District  
Wheeling, IL  
847-279-2202  
[bshepard@indiantrailslibrary.org](mailto:bshepard@indiantrailslibrary.org)

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

**Ms. Donna Richards**

Board President  
Pollard Memorial Library  
Lowell, MA  
978-502-7373  
[Donna.S.Richards@gmail.com](mailto:Donna.S.Richards@gmail.com)

Provided facilitation for strategic planning process for public library serving 111,306 residents.

**Ms. Carolyn Coulter**

LLSAP Services Manager / Director  
PrairieCat (Illinois)  
309-623-4176  
[carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info)

Provided strategic planning facilitation for multi-type library automation consortium.

**Ms. Ann Hokanson**

Executive Director  
Traverse des Sioux Library System  
Minnesota Multicounty Multitype Library Systems  
Coordinating Council  
833-837-5422 x. 700  
[ahokanson@tds.lib.mn.us](mailto:ahokanson@tds.lib.mn.us)

Provided facilitation for seven multicounty multitype library systems across Minnesota to create the group's first member-informed, joint strategic plan.

*I am happy to provide contact information for any client listed on the following page – just ask!*



## Library Strategic Planning:

- Allegan District Library (MI)
- Athens Regional Library System (GA)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Carlock Public Library District (IL)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (Bolingbrook, IL)
- Franklin Public Library (MI)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Indian Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Kewanee Public Library (IL)
- LACONI (continuing education consortium in northern Illinois)
- La Grange Public Library (IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- LibraryLinkNJ
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Mt. Zion Public Library District (IL)
- Nashua Public Library (NH)
- Norfolk Public Library (NE) Palatine Public Library District (IL)
- Orien Township Public Library (MI)
- Oswego Public Library (NY)
- Otsego District Public Library (MI)
- Paw Paw District Library (MI)
- Peter White Public Library (MI)
- Pinnacle Library Cooperative (IL)
- Plainfield Public Library District (IL)

## Library Strategic Planning (con't):

- Pollard Memorial Library (Lowell, MA)
- Portage District Library (MI)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- Richland Community Library (MI)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Santa Clara City Library (CA)
- Schaumburg Township District Library (IL)
- Southwest Michigan Library Cooperative (MI)
- Spring Lake District Library (MI)
- Three Rivers Public Library District (Minooka, IL)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)
- The Urbana Free Library (IL)
- Utah Library Association
- Viking Library System (MN)

## Library Organizational Capacity Building:

- Addison Public Library (IL) (culture code)
- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Grayslake Area Public Library District Foundation (IL) (capacity building)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)
- Palatine Public Library District (IL) (culture code)

## Library Training, Workshop, Webinar, or Coaching:

- Alaska State Library DirLead (director's retreat)
- Bloomington Public Library (IL) (fundraising capacity building)
- Fast Forward Library Leadership Cohort (leadership development program – two sessions annually)
- Herrick District Library (MI) (facilitation)
- Illinois Library Association (Trustee Day programs)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- Next Level Library Leadership Institute (FL) (coaching)
- Reaching Across Illinois Library System (webinar)

### **LSTA 5-year Evaluation Projects:**

Idaho Commission for Libraries (2021)

#### **Nonprofits (strategic planning facilitation unless noted):**

- Champaign County Design and Conservation Foundation (IL)
- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and strategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)
- Illinois Environmental Council / Education Fund
- Illinois Stewardship Alliance (Springfield, IL)
- The James Project (Springfield, IL)
- Kidzeum (Springfield, IL)
- Lincoln Memorial Garden (Springfield, IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sugar Grove Nature Center (IL)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)



# Memorandum

To: City Council  
From: Bart Olson, City Administrator  
CC: Shelley Augustine, Library Director  
Date: September 6, 2023  
Subject: Library Projects - status

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## Summary

Review of the current status of various Library building projects.

## Background

This item was last discussed at the August 28<sup>th</sup> Library Board meeting. At that meeting, the Board reviewed an informational memo about various Library building capital projects, including relative priority rankings for each project. Since that meeting, the City and the Library staff have been working to gather the following information (listed in order of priority):

1. Electrical panel breaker improvement in the old library. Board requested this be done immediately.
  - a. Facilities Manager Jesus Navarro has a quote from Marshall Electric for around \$5,000. At time of packet creation, he is still reviewing the quote for proper scope. Assuming he recommends us to proceed, we would look to get authorization at a staff level (assuming the Library procurement laws allow it) and for the work to be done in 3-4 weeks after approval. Finance Director Fredrickson has reviewed this project and opined that it can be done without a further budget amendment.
2. Chiller replacement. Board requested that an RFP be drafted immediately and for the project to go to bid as soon as possible.
  - a. Mr. Navarro has been in contact with Trico, who has provided a quote to draft the specs of the RFP for ~\$4,000. Staff feels this is a reasonable price for the work product and we do not think there's anyone on City staff that can do this work in-house. Trico has opined that it will take 30 days to draft the RFP. Once this RFP is complete, it is the staff's intent to take the project out to bid immediately. While our current in-house cost estimates for the project are in the \$450,000 range and the Library only has \$200,000 budgeted for this project, we think there is value in testing the market through the RFP and then making a decision on budgeting after the bids are received. We have been told by Trico that delivery times for the chiller equipment are around 6 months from actual order date. This will require a budget amendment when authorized.
3. HVAC system replacement in the server room.

- a. Mr. Navarro has confirmed with Trico that a mini split is feasible for this project, at an estimated cost of ~\$10,300 and \$2,068 for the electrical work for a total of \$12,368. At time of packet creation, he is still reviewing the proposal for proper scope. Procurement rules and budget amendment determinations are to be determined.
4. LED lighting throughout the building
  - a. Mr. Navarro has contacted Verde Energy Efficiency Experts for an updated proposal, and it was provided to our staff late Wednesday afternoon. At time of packet creation, the proposal was still under review, and a follow up meeting with a Verde representative is scheduled for next week.
5. The remaining projects on the August 28<sup>th</sup> Library Board memo are listed below in priority order as directed by the Board. There have been no updates on these since that meeting:
  - a. Fifth priority – Insulation improvements and air balancing
  - b. Sixth – VAV replacements
  - c. Seventh – Replace the roof
  - d. Eighth – carpeting
  - e. Ninth – exterior painting
  - f. Tenth – old library furnaces and hvac
  - g. Eleventh – operational hours increase
  - h. Twelfth – outreach service employee
6. Miscellaneous updates
  - a. The Library Board had asked about the status of the boilers in the building, and whether those boilers should be on a list to be replaced. At this time, Mr. Navarro has opined that the boilers are in ok working order and 16 years old, with a lifespan of 25 years. They would be scheduled be replaced in ~2032.
  - b. Director Augustine has contacted the current Library IT vendor for a five-year IT purchasing plan. We expect that plan to be reviewed by the Library Board as part of the FY 25 budget proposal.
  - c. Useful lifespan of various pieces of building equipment
    - i. Variable Air Volume (VAV) Units lifespan is 15 years and are currently 16 years old. 32 total
    - ii. Roof, EPDM Membrane has a lifespan of 20 years and its currently 16 years old. 4,745 Square Feet
    - iii. Carpet's lifespan is 10 years and its currently 11 years old. 36,850 Square Feet
    - iv. Exterior wall paint has a lifespan of 10 years and its currently 11 years old. 12,675 Square Feet
    - v. Old library two (2) Condensing units lifespan is 15 years one is 18years and the other is 12.
  - d. The Library Board asked if there were any grants available for cooling center improvements. Staff has not found any yet.

- e. The Library Board asked about the lighting system being on a proprietary system. This is still being researched.
- f. The Library Board asked about the scope of a flagpole light repair. This is still being researched.

**Recommendation**

This is an informational item.

# Proposal

## Frank Marshall Electric

Electrical Contractors

1043 Oliver Avenue

Aurora, Illinois 60506

Phone: (630) 892-2942

Submitted to:

City of Yorkville

651 Prairie Pointe Drive

Yorkville, IL 60560

Attn: Mr. Jesus Navarro

Job Name and Location:

Switches For Interior Lighting

Yorkville Public Library

902 Game Farm Road

Yorkville, IL 60560

Architect(s):

Addenda Received

Date of Plans:

Plans:

NONE

NONE

09/06/23

Verbal / Jesus

Items not included in proposal: overtime, permits, fees, drywall cutting, drywall patching or painting.

Items included: layout, coordination, lock out tag out, labeling, demolition of existing conduits / conductors as needed, new conduits, new conductors, new custom flush mount boxes, new box support brackets, (7) new 20 amp switches and reterminating of circuits at panelboard.

Materials..... \$591.00

Labor..... \$3,102.00

Total Cost Of Project..... \$3,693.00

Payments to be made according to the following terms:

Net 30 days from Invoice Date

Retainage to be held as follows: None

Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, delays, or other events beyond our control.

Owner to carry fire, tornado, builder's risk, liability and other necessary insurance.

**ACCEPTANCE OF PROPOSAL.** We agree to pay for the above work at the above prices.

Specifications and conditions are satisfactory and hereby accepted. Our signature is authorization to do the work as specified and to make payments according to terms.

Signature\_\_\_\_\_

Name: Adam Marshall

Date: 9/7/2023

Title: Project Manager

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

Title\_\_\_\_\_



1980 W. U.S. Hwy 30, Suite 11  
SUGAR GROVE IL 60554

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Phone 630-466-3662  
Fax 630-466-3664

**August 30, 2023**

**Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560**

**Supply and install (1) new Samsung 3 Ton 208/230 volt single phase low ambient heat pump (-40 degree) mini split, line set and condensate pump for IT room.**

**Remove and dispose old Liebert system  
New electrical to condensing unit not included.**

**Price for materials...\$5,985.00**

**Price for labor...\$4,320.00**

**Total Price...\$10,305.00**

Tom Wegman  
Trico Mechanical Inc.  
(630) 818-5730 - cell

Visit us on the web at [www.tricomechanicalinc.com](http://www.tricomechanicalinc.com)

# Proposal

## Frank Marshall Electric

Electrical Contractors  
1043 Oliver Avenue  
Aurora, Illinois 60506  
Phone: (630) 892-2942

### Submitted to:

City of Yorkville  
651 Prairie Pointe Drive  
Yorkville, IL 60560  
Attn: Mr. Jesus Navarro

### Job Name and Location:

Server Room Split Coil  
Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

### Architect(s):

NONE

### Addenda Received

NONE

### Date of Plans:

09/06/23

### Plans:

Verbal / Jesus

Items not included in proposal: overtime, permits, fees or removal of existing conduit.

Items included: layout, coordination, lock out tag out, labeling, removal of existing breakers, removal of existing wire to existing units, disconnection of cables at existing units, removal of disconnect at condensing unit, removal of liquid tight whip at condensing unit, installation of new 2 pole 3 amp breaker, new liquid tight whip, new conductors from panel to condensing unit, reinstallation of disconnect and final terminations to condensing unit.

Materials.....	\$235.00
Labor.....	\$1,833.00
Total Cost Of Project.....	\$2,068.00

Payments to be made according to the following terms:

Net 30 days from Invoice Date

Retainage to be held as follows: None

Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, delays, or other events beyond our control.

Owner to carry fire, tornado, builder's risk, liability and other necessary insurance.

**ACCEPTANCE OF PROPOSAL.** We agree to pay for the above work at the above prices.

Specifications and conditions are satisfactory and hereby accepted. Our signature is authorization to do the work as specified and to make payments according to terms.

Signature\_\_\_\_\_

Name: Adam Marshall

Date: 9/7/2023

Title: Project Manager

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

Title\_\_\_\_\_



## **F. REFERENCE SERVICE POLICY - draft**

### **PURPOSE**

The library offers confidential and personalized reference service to help patrons find library materials and online resources for their informational needs. This service is provided by both librarians and library staff trained in accordance with the guidelines and ethics of the American Library Association. Any library patron who requests information or materials will be assisted. If information appropriate to the patron's need is not available in the library, patrons may be referred to other local libraries or agencies. Yorkville Public Library cardholders may also request additional materials through the Interlibrary Loan process.

### **SERVICE TO NON-RESIDENTS**

Non-residents will be assisted with local library resources. If the request requires resources beyond the Yorkville Public Library, the library reserves the right to refer patrons back to their home libraries for service.

### **FORMS OF INQUIRY AND RESPONSE**

Reference service will be provided in response to various forms of inquiry, including in-person queries, telephone, fax, mail, or e-mail. Inquiries are answered in the form library staff judge to be the most expedient.

### **RESPONSE TO QUESTIONS**

- Requests will generally be handled in the order in which they are received. Requests submitted by patrons in the library are given priority over telephone requests that are received at the same time. Staff members will attempt to answer questions at the time the request is made and to work within the patron's time limits. This may not be possible for complex questions. In such situations staff will inform the patron that a longer response time will be necessary. Staff will also inform the patron if it becomes necessary to refer the questions to an outside agency.
- When answering a patron's reference question, staff will cite the resource(s) from which the information is obtained. The producers of that resource, not the library itself, are responsible for that resource's accuracy. Staff will decide when all reasonable resources have been exhausted at this library and will also decide when it is time to refer the question to another agency or to cease working on a question. Staff will offer no interpretation, advice, or personal recommendations in any area other than library science. Staff does not provide medical, legal, financial, or tax advice.
- Whenever possible and practical, library staff who are responding to reference inquiries will also attempt to guide and instruct patrons in how to use library resources.
- Students working on homework assignments will be directed to resources and given assistance with their use.
- Electronically retrievable information, such as online databases, is provided to patrons according to terms of the library's Internet Use Policy.

## **FEES**

There is no charge for reference service. However, charges assessed by outside agencies and costs incurred for providing photocopies and printouts will be passed on to the patron. The patron will be notified in advance of any such charges.

## **ETHICS AND STANDARDS**

All transactions with patrons will be treated with equal importance and confidentiality. Patron records will be disclosed only by force of legal authority.

## **AVAILABILITY OF SERVICE**

Yorkville Public Library Reference Service is available during all operating hours. All staff members providing reference service must read and understand the written reference policy.

Adopted 9-11-23

**DRAFT**

The meetings of the Yorkville Public Library Board of Trustees are open to members of the public, pursuant to the Illinois Open Meetings Act. This policy established the rules for public comment during meetings of the Yorkville Public Library Board of Trustees.

Members of the public have a right to speak at all regular and special open meetings of the Yorkville Public Library Board of Trustees. All viewpoints and opinions are welcome; positive comments and constructive criticism are encouraged.

Minutes are a summary of the Board's discussions and actions; therefore, public comments and written materials submitted by the public may not be reflected in the minutes.

**Providing Comment at a Board Meeting**

Members of the public wishing to address the Board during the Public Comment portion of the meeting, are urged to sign-in on the sign-up sheet, providing a full name and address. The Board President or designee will recognize speakers in the order they signed in. After a public comment, trustees may ask questions for their own clarification but will generally not provide direct responses to a speaker. The Board President or designee may grant a request to address the Board during other portions of the meeting.

**Time Limits**

Comments by members of the public are limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments. The Board requests that any group appoint one speaker to present the views of the entire group. In such a case, the representative will be allowed to speak for 5 minutes. The public comment section of the meeting will not exceed 30 minutes, except with majority consent of the Board of Trustees.

**Prohibited Conduct**

Visitors to meetings of the Yorkville Public Library Board of Trustees must adhere to all behavior guidelines in the Library's Patron Use and Behavior Policy. Speakers must refrain from harassing or directing threats or personal attacks at the Library Board, staff, other speakers, and members of the public. If a visitor engages in prohibited conduct, the Board President may prohibit further comment at the specific meeting or may ask the visitor to leave the meeting. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in this policy.

**Adopted May 9, 2011**

**Revised Sept 11, 2023**

## **Yorkville Public Library Statements**

**A. Mission Statement**

**B. Value Statement**

**C. Vision Statements/Strategic Objectives**

**D. Library Bill of Rights**

**E. Freedom to Read Statement**

**F. Freedom to View Statement**

**G. ALA Code of Ethics**

**H. YPL Trustee Ethics Statement**

**A. Mission Statement**

Nurturing a love of reading and lifelong learning. Providing access to support and resources that will educate, entertain, inspire, inform, and foster a sense of community in all patrons.

**B. Values Statement**

The values and principles that guide the library's decisions and actions include a commitment to:

1. Operate with integrity and respect privacy.
2. Serving all patrons of our diverse community.
3. Possessing a positive and engaging attitude.
4. Protecting intellectual freedom and fair and equitable access for all.
5. Valuing teamwork, helpfulness, and friendliness.

**C. Vision Statement/Strategic Objectives**

1. Refine organizational structure and staff development
2. Enhance technology, programs, and availability of services.
3. Focus on community involvement and marketing.
4. Focus on financial stability through alternative funding and fiscal responsibility.
5. Redesign emergency procedures and safety protocols.

Adopted October 9, 2019

Revised date:

Yorkville Public Library Board of Trustees

**(endorsed by the Yorkville Public Library Board of Trustees)**

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Reviewed 8/23/23

**(endorsed by the Yorkville Public Library Board of Trustees)**

## **Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in

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order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.



Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression

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that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;  
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Reviewed 8/23/23

(endorsed by the Yorkville Public Library Board of Trustees)

### Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Reviewed 8/23/23

**(endorsed by the Yorkville Public Library Board of Trustees)**

**G. American Library Association's Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Revised 9/11/23

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

**(Endorsed by the Yorkville Public Library Board of Trustees)**

**H. PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT**

**Official Statement from United for Libraries** (Approved by the United for Libraries Board in January 2012)

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Adopted: 9/11/23

**Articles****DRAFT**

- I. Mission of Library
- II. Role of the Library Board
- III. Officers, Elections, and Terms
- IV. Meetings
- V. Order of Business
- VI. Committees
- VII. Parliamentary Authority
- VIII. Amendment

**Article I Mission of Library**

Nurturing a love of reading and lifelong learning. Providing access to support and resources that will educate, entertain, inspire, inform, and foster a sense of community in all patrons.

**Article II – Role of the Library Board**

The Yorkville Public Library Board of Trustees is a governing board, appointed by the Mayor of the City of Yorkville, with the approval of the City Council of Yorkville. The number of Trustees comprising the Board of the Yorkville Public Library will be nine in accordance with Illinois state law. The term in office for a Trustee shall be three years. The Trustees shall take their oath of office as prescribed in Illinois law.

- A. General Administration
  - 1. Recruiting and employing a qualified Director.
  - 2. Maintaining an ongoing performance appraisal process for the Director.
  - 3. Participating in all board and committee meetings.
- B. Financial Oversight
  - 1. Seeking adequate funds to carry out library operations.
  - 2. Approving an annual levy in accordance with local laws.
  - 3. Approving an annual budget in accordance with local laws.
- C. Policy
  - 1. Identify and adopt written policies to govern the operation of the Library.
- D. Strategic Plan
  - 1. Determine the mission of the library in the community and to develop appropriate goals for service.
  - 2. Ensuring that the Library has a strategic plan with implementation and evaluation components.
- E. Advocacy
  - 1. Promoting the mission of the Library within the community.
  - 2. Advocating for the Library to legislators.
  - 3. Joining state and national library associations as a resource for policies, operations, and advocacy for Libraries.

Revised 9/10/18

Revised 9/11/23

### Article III – Officers, Elections, and Terms

#### 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, signs official documents, functions as the Board spokesperson in official, public capacities, 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

In the absence of an official minute taker, the Secretary has the responsibility to see that adequate minutes of the Board are taken and maintained as a public record. The Secretary certifies documents on behalf of the Library Board including levy requests, grant applications and annual reports. In the absence of the Secretary, the secretary pro tem will be appointed.

##### 4. Treasurer

The Treasurer shall have charge of the library funds and income and certify levy requests on behalf of the Library Board to the City. The Treasurer shall serve on the Finance committee and report the state of funds to the full board at each regular meeting. In the absence of the Treasurer or when they are unable to serve, the President or Vice President may perform the duties of the Treasurer. 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 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 state law.

#### B. Election Procedures

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

The Library Board consists of nine members appointed by the Mayor with the approval of the City Council. Each trustee shall be a legal resident of the City of Yorkville. 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. Trustees shall take an oath of office as prescribed in Illinois law.

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.

Revised 9/10/18

Revised 9/11/23



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 12 months.

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.

F. Board Borrowing

All Board members of the Yorkville Public Library are eligible for a library card. Board members are required to pay fees for lost or damaged materials.

## **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 board meetings and committee meetings are open to the public and conducted according to 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 three 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 except in the case of a bona fide emergency.

C. Quorum

For the transaction of business at any meeting of the full Board, five Trustees who are present shall constitute a quorum.

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.

E. Agenda and Board Packet

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 – Order of Business**

Unless otherwise determined by the Board, the order of business at all meetings of the Board shall be as follows:

A. Roll Call

B. Recognition of Visitors

C. Amendments to the Agenda

D. Presentations

E. Approval of Minutes

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- F. Correspondence
- G. Public Comment
- H. Friends of the Library Report
- I. Staff Comment
- J. Report of the Treasurer and approval of payment of bills
- K. Report of the Library Director
- L. City Council Liaison
- M. Standing Committees report
- N. Unfinished Business
- O. New Business
- P. Executive Sessions (if needed)
- Q. Adjournment

## **Article VI - Committees**

### **A. Finance**

This committee shall be responsible for the financial planning of the library in conjunction with the Director. 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 regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value.

### **D. Physical Facilities Committee**

This committee's responsibilities include, but are not limited to, conducting an annual inspection of the Library's physical facility to identify areas which are in need of repair and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises. The committee oversees capital plans for current and future years for the Library to be used in the budget planning process.

### **E. Special Committees**

Special committees of the Board may be created for specific purposes as the Board may require from time to time. A Special Committee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board.

Revised 9/10/18

Revised 9/11/23

## **Article VII – Parliamentary Authority**

### **A. Parliamentary Authority**

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

## **Article VIII – Amendment**

### **A. Amendment**

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