

Agenda
Yorkville Public Library
Board of Trustees Meeting
October 9, 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
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 Personnel
Physical Facilities Finance
14. Unfinished Business: HVAC update
Strategic Planning Discussion/Action
Future Library Planning/Projects Discussion/Action
Approve updated YPL Board ByLaws
15. New Business: Lighting Improvements – Verde Energy Efficiency Experts - Discussion/Action
Approve annual tax levy
Approve 2024 holiday closures and board meeting dates
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

Yorkville Public Library
Board of Trustees
Monday, September 11, 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:

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

Staff Present:

Library Director Shelley Augustine

Others Present:

Sue Smithmeyer-Friends of the Library, Daniel Chacon, Russ Walter via Zoom, Amanda Standerfer-Fast Forward Libraries via Zoom, Molly Krempski, Mike Krempski, Brynn Krempski, Rick Koshko-WSPY Also 2 attendees who signed in as “Good Guy” and “Good Citizen”

Recognition of Visitors:

President Garcia recognized staff and guests.

Amendments to the Agenda:

Ms. Garcia asked to move up the item “Board of Trustees – Oath of Office”, from New Business.

New Business (out of sequence):

Board of Trustees – Oath of Office

Lead by Board Secretary Rosie Millen, the Board members recited an oath to support the Constitutions of the United States and State of Illinois and to faithfully discharge their duties as trustees for the Yorkville Public Library. They also signed their oaths.

Presentations:

Ms. Amanda Standerfer of Fast Forward Libraries was present via Zoom and gave a presentation regarding Strategic Plans. She said Director Augustine had attended her Zoom program regarding Strategic Planning and gave Ms. Augustine a proposal to present to the Board. She said Strategic Plans are road maps for the future for dealing with all aspects of the library. Ms. Standerfer said there are 3 phases: Learn phase, Dream phase and Do phase and she explained the components of each phase. A Vision Statement and Mission Statement will also result from this project. Ms. Standerfer made the following comments in response to Board members' questions.

1. An estimate for ala carte assistance vs. doing the entire plan will depend on the library's budget and staff capacity.
2. She has worked with several suburban libraries and others.
3. The deliverables she provides if working with staff, would be notes and whatever the staff requests. If she reviews the community survey administered by staff, it would be \$200 for the review.

4. If a staff member works with her, Ms. Standerfer would be the resource, however, it becomes expensive if she coordinates committees. It is better if a staff member takes the lead.
5. A Board member commented that a big part of a Strategic Plan is finding out what we don't know about trends at other libraries, what is happening there, etc. She would only be able to share minimal information from other libraries since it is intellectual property and she would need their permission to share. For smaller libraries, she looks at local censuses, internal data trends and focus groups.
6. Through the survey, Ms. Standerfer said she could bring in fresh ideas after seeing interest levels. It is during the retreat sessions, that ideas come out, what is working and how to use the data gathered. The trends will be brought forth by staff and the Board since they know the community the best. Ms. Standerfer would be the facilitator.
7. Many libraries do 2-year plans, but 3 years is standard. The goals are focused, but changes can be made in the Activity Plan to respond to changes in the community. After a 3-year period, another survey can be done or new focus groups can be formed. The Activity Plan is used to do specific things that will have impact in the community.

Ms. Garcia thanked her for the information and said the Board will be discussing this further.

Minutes: Personnel Committee August 14, 2023; Board of Trustees August 14, 2023; Policy Committee August 23, 2023; Special Board of Trustees August 28, 2023

Mr. Hedman moved and Ms. Garcia seconded the motion to approve all minutes as presented. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

Correspondence:

Ms. Augustine read a letter of resignation from a part-time library employee who is leaving to assist a family member.

Public Comment:

Mr. Mike Krempski discussed the oath the Board members took and said they swore to uphold both Constitutions. He said the people have the authority to give the Board instruction per Article 1, Section 5 of the Illinois Constitution. Further, he said the Board swore to vote without favor, partiality or prejudice. Mr. Krempski said failure to carry out the law in good faith is punishable by law. He discussed various maxims of the law and asked the Board to please study the documents they swore to uphold.

Ms. Molly Krempski thanked the Board for taking the oath and had given each Board member a copy of the Illinois Constitution. She asked them to pay attention to the Preamble which says that the state was formed for the purpose of seeking God's blessings. She also referred to the Bill of Rights. Section 20 prohibits communications that display depravity or lack of virtue. She said there was an article from the ALA President whose beliefs are different from the constitutional government. She said people may come before the Board that push the same beliefs and Ms. Krempski is counting on the Board to stand up to the people/groups because the Board members have an obligation to the oath they took. She said that state funding will be withheld if the library does not follow the state laws and Ms. Krempski called that extortion. Now that the oath has been taken, she asked the Board to uphold the Constitution regarding material selections for this library.

Ms. Brynn Krempski read a Q&A regarding depravity, the oath and Constitution. She also asked if materials should be included in the library, if the majority of the staff or patrons favor the materials, even if they infringe on the rights of the people that are protected by the Constitutions? She said the Library Trustees, by taking the oath, have agreed to the terms of the Constitution.

Friends of the Library Report:

Ms. Smithmeyer said the Friends of the Library did not meet today, but they postponed their meeting to the following Monday. She said the used book sale made over \$8,000 and the remainder of the books were donated to the public, which was well-received by them. Over 4,000 books were given away.

Staff Comment: None

Report of the Treasurer:

Financial Statement and Payment of Bills

Treasurer Milschewski reported there were no big bills this month, but the final cleaning bill was received from the former cleaning service. She moved to pay the bills as follows and Ms. Garcia seconded.

Accounts Payable:	\$16,202.04
Payroll:	\$39,157.00
Total:	\$55,359.04

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

Report of the Library Director:

Director Augustine noted the following: she listed the special programs coming up, reported there were city-wide internet issues one day, the new cleaning company has begun and the library hosted the Hometown Days musical entertainment during one day of the festival. She displayed a book written by staff member Mike Curtis, who also donated a copy to the library. There are 2 new part-time staff members, however, 2 have also resigned. A donation of hand sanitizer was received from the Police Department. Ms. Augustine reminded the Board that the library will be closed on September 29th for PUG day training.

City Council Liaison: None

Standing Committees:

The Policy Committee previously met and Ms. Pesola said policy approvals will be discussed in New Business.

Unfinished Business:

HVAC Update

Director Augustine said Trico and Ted Milschewski will be at the library tomorrow to inspect VAV's and equipment in the ceiling.

Strategic Planning Discussion/Action

The Board discussed this topic in more detail and questioned if it should be an in-house project or done with Ms. Standerfer's assistance. It is not budgeted, but there is savings from using a new cleaning company. Ms. Augustine checked her references and she is highly recommended by other libraries. There was concern that she does not bring perspectives from other libraries, but is more just a facilitator and if there is value to this. The timeline of this project would allow for expenses to be spread over more than one FY. It was suggested that a lead person could be appointed and then bring the consultant in after the project starts.

Other comments were: A community needs assessment is critical to kick off this project. Ms. Augustine had initiated a community survey to get started. Survey Monkey collects the data, so the value of the consultant doing the survey for \$11,000 was questioned. Another opinion is that the administration of the survey and getting replies takes time, so there is value in spending money on this phase. On the other hand, if the library is doing the work on the survey, recording responses, what are we saving? Ms. Standerfer spoke of responses as being in the single digits. The library has an internal resource in the marketing person. A planning team is needed, comprised of a staff member, board member and the Director. Another suggestion was to have Ms. Standerfer do the Learn & Dream phases and the Do phase be done in-house. The scope of this project is massive, part time employees are not paid enough to do this. A facilitator keeps the "ball rolling". Ms.

Standerfer laid out 8 months of time for this Plan.

President Garcia asked each Board member for their input on this matter. Some were supportive of having Ms. Standerfer do the first phase since it gathers the info that influences everything else. They thought the survey could be started in-house and bring her in for the last 2 phases. Some felt the entire project should be done by her since the project stopped when initiated 3 years ago. She only provides templates for the survey and should this item be re-negotiated? Getting Ms. Augustine's input was recognized as being valuable. It was also suggested to look at other proposals to better make a decision. Cost must be considered as well since there are many projects at the library that the library cannot afford now.

President Garcia asked Ms. Augustine to look at 2 other possible consultants and Ms. Augustine noted that Ms. Standerfer is the only one who does ala carte. Mr. Forristall said that we must have the same scope of work in order to compare costs.

Future Library Planning Discussion/Action

Ms. Garcia referred to a memo from City Administrator Bart Olson which prioritized the library needs discussed in a previous meeting with him. The first priority is the electric panel breaker in the older part of the library. The Facilities Manager Jesus Navarro contacted an electrical contractor for a quote. The cost estimate is \$3,693 which is below the Director's staff authorization level so the library can move forward with this. The second request is for an RFP to be drafted. Mr. Navarro contacted Trico for a quote for specs for the RFP. Mr. Forristall questioned the fact that Trico would draft the RFP and then possibly do the work, though the price is very reasonable. Ms. Augustine will clarify that with the city to avoid a conflict of interest.

Regarding the IT room HVAC, Mr. Navarro said the mini-split discussed at the last meeting is feasible for this project. The mini-split quote is for \$10,300. Electrical work is needed prior to that and that quote is \$2,068 for total of \$12,368. The scope of work has not been determined yet.

Mr. Navarro is still working on a proposal for the building LED lighting and has a meeting with Verde next week.

The Board had previously asked for a list of lifespans for building equipment which was provided by Mr. Navarro. Mr. Hedman noted the exterior wall paint was done about 5 years ago, not the 11 years as indicated on the report. Ms. Milschewski asked for a list that shows all dates. Ms. Augustine is updating a list that Dixie DeBord had begun.

New Business:

Disaster Plan Update

This plan was originally created in 2019, updated in 2021 and now. Ms. Augustine added these categories: purpose, succession and definitions in the policy. She also briefly described the many additions to the policy.

Approve Reference Service Policy

Ms. Pesola said this is a new policy, it was reviewed at a committee level and is brought forward to the Board for their approval. She moved to approve the policy as written and Ms. Milschewski seconded. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 8-0.

Approve Updated Public Comment Policy

This revised policy was also reviewed at the committee level. Ms. Pesola entertained a motion for approval as presented and Ms. Milschewski seconded. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Approve Updated YPL Statements

Ms. Augustine said these statements (Mission/Value/Vision) will be updated with the Strategic Plan. The Library Bill of Rights had no changes. The American Library Association's Code of Ethics was previously titled Code of Ethics. Number 9 was added to "G" Code of Ethics statement. Ms. Schumacher said she struggled with this particular statement in the committee meeting and said she preferred that the ALA did not dictate policy. She would rather have local control where the Board can protect the rights of the U.S. and State constitutions, even if ALA does not. Ms. Pesola moved to approve the Item G—American Library Association's Code of Ethics. Ms. Milschewski seconded. Roll call: Reifsteck-no, Schumacher-abstain, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried: 6-yes, 1-no, 1-abstain.

Ms. Pesola moved to approve item "H" Public Library Trustee Ethics Statement as presented and Ms. Milschewski seconded the motion. Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes. Carried 8-0.

Approve Updated YPL Board ByLaws

Ms. Augustine said the ByLaws were revised in 2018. There were many changes made to this ByLaws revision. Mr. Hedman noted that Article VIII requires that notice be given prior to approval of the By-Laws. He said notice needs to be given at this meeting that the amended ByLaws will be addressed at the next meeting. A motion was made by Ms. Milschewski and seconded by Ms. Garcia to table the ByLaws until the next meeting. Ms. Milschewski asked to see old language vs. new language when changes are made, in order to see the changes.

Additional Business:

Mr. Hedman noted that pdf page 65 (Mission/Values/Vision Statements) in the packet, is the result of the Strategic Planning begun in 2019.

Adjournment:

There was no further business and the meeting adjourned at 8:39pm on a motion by Ms. Garcia and second by Ms. Milschewski.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900138	FNBO	FIRST NATIONAL BANK OMAHA			09/25/23		
	092523-J.GALAUNER	08/31/23	03	STTIRE		** COMMENT **	
			04	QUICK SCORES-SOFTBALL LEAGUE		79-795-56-00-5606	420.00
			05	QUICK SCORES		** COMMENT **	
			06	BSN#922469951-BASEBALL JERSEYS		79-795-56-00-5606	1,179.50
			07	BSN#922449922-BASEBALL JERSEYS		79-795-56-00-5606	1,161.25
			08	BSN#922449923-BASEBALL JERSEYS		79-795-56-00-5606	2,158.25
			09	BSN#922449924-BASEBALL JERSEYS		79-795-56-00-5606	1,355.75
			10	BSN#922420550-SOCCER COACHES		79-795-56-00-5606	1,236.00
			11	SHIRTS		** COMMENT **	
				INVOICE TOTAL:			12,470.25 *
	092523-J.JACKSON	08/31/23	01	MENARDS#080323-ELECTRICAL TAPE		52-520-56-00-5620	24.48
			02	MENARDS#082423-MULCH		52-520-56-00-5628	3.33
			03	MENARDS#080423-BAD STRAINER		52-520-56-00-5620	11.96
			04	MENARDS#-EXHAUST FLUID		52-520-56-00-5695	131.94
			05	HOME DEPO-HAMMER DRILL		52-520-56-00-5630	379.00
			06	WALGREENS-POISON IVY CREAM		51-510-56-00-5620	10.00
				INVOICE TOTAL:			560.71 *
	092523-J.JENSEN	08/31/23	01	ILACP-SAFE-T ACT TRAILER		01-210-54-00-5412	20.00
			02	TRAINING REGISTRATION		** COMMENT **	
			03	AMAZON-STANDING DESK		01-210-56-00-5620	229.76
				INVOICE TOTAL:			249.76 *
	092523-J.NAVARO	08/31/23	01	MENARDS#081023-EXIT LIGHTS		24-216-56-00-5656	194.97
			02	ACE#573395-KEYS		24-216-56-00-5656	25.52
			03	ORKIN-BUG TREATMENTS		24-216-54-00-5446	650.00
			05	ILLCO-CLOSET MODULE		24-216-56-00-5656	376.00
			06	AMAZON-BINDER TAB DIVIDERS		24-216-56-00-5656	22.25
			07	SECURITY BUILDERS-KEYS		24-216-56-00-5656	42.53
			08	GJOVIKS#433324-OIL CHANGE		01-410-54-00-5490	54.12
			09	AMAZON-RESTROOM SIGNS		24-216-56-00-5656	55.73
				INVOICE TOTAL:			1,421.12 *
	092523-J.SLEEZER	08/31/23	01	HOME DEPO-GRINDER		01-410-56-00-5630	348.00
			02	MENARDS#080423-UTILITY MATS		01-410-56-00-5620	17.96
			03	MENARDS#080423-HAND TRUCK		01-410-56-00-5630	89.99
				INVOICE TOTAL:			455.95 *
	092523-J.WEISS	08/31/23	01	DOLLAR TREE-AUG 2023 PROGRAM		82-000-24-00-2480	37.50
			02	SUPPLIES		** COMMENT **	
				INVOICE TOTAL:			37.50 *
	092523-J.WHEELER	08/31/23	01	DOLLAR TREE-ORNAMENTS		79-795-56-00-5606	3.75
				INVOICE TOTAL:			3.75 *

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900138	FNBO	FIRST NATIONAL BANK OMAHA			09/25/23		
	092523-R.WOOLSEY	08/31/23	71	ARNESON#231342-AUG 2023 GAS		01-410-56-00-5695	309.85
			72	ARNESON#231342-AUG 2023 GAS		51-510-56-00-5695	309.85
			73	ARNESON#231342-AUG 2023 GAS		52-520-56-00-5695	309.86
						INVOICE TOTAL:	14,329.21 *
	092523-S.AUGUSTINE	08/31/23	01	AMAZON-FILE FOLDERS		82-820-56-00-5610	62.96
			02	AMAZON-DISH DRYING RACK		82-820-56-00-5621	17.99
			03	QUILL-TONER		82-820-56-00-5610	422.66
			04	TRIBUNE-SUBSCRIPTION RENEWALS		82-820-54-00-5460	532.34
			05	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	14.99
			06	AMPERAGE#1425835-LAMPS		82-820-56-00-5621	11.70
			07	THERMOSYSTEMS-AIR COOLER		82-820-54-00-5495	1,610.00
			08	CHILLER REPAIR		** COMMENT **	
			09	SMITHEREEN-AUG 2023 PEST		82-820-54-00-5462	87.00
			10	CONTROL		** COMMENT **	
			11	QUILL-COPY PAPER		82-820-56-00-5621	229.92
						INVOICE TOTAL:	2,989.56 *
	092523-S.IWANSKI	08/31/23	01	YORK POST-POSTAGE		82-820-54-00-5452	12.58
						INVOICE TOTAL:	12.58 *
	092523-S.REDMON	08/31/23	01	AMAZON-NINJA TURTLE PRIZES		79-795-56-00-5606	89.45
			02	AT&T-7/24-8/23 INTERNET FOR		79-795-54-00-5440	104.70
			03	TOWN SQAURE PARK SIGN		** COMMENT **	
			04	SMITHEREEN-JUL 2023 PEST		79-790-54-00-5495	97.00
			05	CONTROL @ 185 WOLF		** COMMENT **	
			06	SMITHEREEN-JUL 2023 PEST		79-790-54-00-5495	55.00
			07	CONTROL @ BEECHER FIELD		** COMMENT **	
			08	GOLD MEDAL-BEECHER CONCESSION		79-795-56-00-5607	1,264.48
			09	SUPPLIES		** COMMENT **	
			10	GOLD MEDAL-BRIDGE CONCESSION		79-795-56-00-5607	344.08
			11	SUPPLIES		** COMMENT **	
			12	AMPERAGE#1426186-GLOBES		79-790-56-00-5640	529.54
			13	AMPERAGE#1426186-GLOBES		79-790-56-00-5640	432.68
			14	PLUG & PAY-JUL 2023 FEES		79-795-54-00-5462	30.00
			15	NATIONAL ENTERTAINMENT-FILLED		79-795-56-00-5606	945.00
			16	EGGS FOR HALLOWEEN EGG HUNT		** COMMENT **	
			17	RUNCO-STAPLER, SCISSORS,		79-795-56-00-5610	90.31
			18	MARKERS, DUCK TAPE		** COMMENT **	
			19	ARNESON#231397-AUG 2023 DIESEL		79-790-56-00-5695	246.04
			20	ARNESON#231396-AUG 2023 GAS		79-790-56-00-5695	759.61
			21	ARNESON#228352-JUL 2023 GAS		79-790-56-00-5695	1,381.09
			22	ARNESON#231344-AUG 2023 GAS		79-790-56-00-5695	818.57
			23	ARNESON#231345-AUG 2023 DIESEL		79-790-56-00-5695	502.63
			24	ARNESON#229987-JUL 2023 GAS		79-790-56-00-5695	295.60

Total for all Highlighted Library Invoices: \$3,039.64

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 10/09/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105370	BAKTAY	BAKER & TAYLOR					
	2037737281		08/23/23	01	BOOKS	82-820-56-00-5686	671.34
					INVOICE TOTAL:		671.34 *
	2037754031		08/30/23	01	BOOKS	82-820-56-00-5686	850.01
					INVOICE TOTAL:		850.01 *
	2037769740		09/07/23	01	BOOKS	82-820-56-00-5686	738.33
					INVOICE TOTAL:		738.33 *
	2037783647		09/13/23	01	BOOKS	82-820-56-00-5686	441.57
					INVOICE TOTAL:		441.57 *
	2037792669		09/21/23	01	BOOKS	82-820-56-00-5686	1,019.18
					INVOICE TOTAL:		1,019.18 *
	2037795996		09/21/23	01	BOOKS	82-820-56-00-5686	475.60
					INVOICE TOTAL:		475.60 *
					CHECK TOTAL:		4,196.03
105371	DELAGE	DLL FINANCIAL SERVICES INC					
	80963402		09/18/23	01	COPY MACHINE LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
					CHECK TOTAL:		185.00
105372	LLWCONSU	LLOYD WARBER					
	10558		10/01/23	01	SEPT 2023 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105373	METRONET	METRO FIBERNET LLC					

CHECK DATE: 10/09/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105373	METRONET	METRO FIBERNET LLC					
	1651373-100123		10/01/23	01	OCT 2023 INTERNET	82-820-54-00-5440	124.97
					INVOICE TOTAL:		124.97 *
					CHECK TOTAL:		124.97
105374	MIDWTAPE	MIDWEST TAPE LLC					
	504296549		09/05/23	01	DVD	82-820-56-00-5685	22.49
				02	AUDIO BOOKS	82-820-56-00-5686	270.95
					INVOICE TOTAL:		293.44 *
	504372162		09/18/23	01	DVDS	82-820-56-00-5685	44.98
					INVOICE TOTAL:		44.98 *
	504412106		09/27/23	01	PLAYAWAY DVD LOCKS	82-820-56-00-5620	153.97
					INVOICE TOTAL:		153.97 *
					CHECK TOTAL:		492.39
105375	NICOR	NICOR GAS					
	91-85-68-4012 8-0828		09/05/23	01	08/02-08/31 902 GAME FARM RD	82-820-54-00-5480	438.15
					INVOICE TOTAL:		438.15 *
					CHECK TOTAL:		438.15
105376	NOVICKIW	WILLIAM NOVICKI					
	101		09/16/23	01	BEEKEEPING PRESENTATION	82-000-24-00-2480	150.00
					INVOICE TOTAL:		150.00 *
					CHECK TOTAL:		150.00
105377	PRAIRCAT	PRAIRIECAT					

CHECK DATE: 10/09/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105377	PRAIRCAT	PRAIRIECAT					
	8676		10/02/23	01	OCT-DEC 2023 PARTICIPATION FEE	82-820-54-00-5468	5,018.50
					INVOICE TOTAL:		5,018.50 *
					CHECK TOTAL:		5,018.50
105378	R0002585	KAREN STERIOTI					
	00004		09/12/23	01	SEPT 2023 STORYBOOK YOGA	82-820-56-00-5671	30.00
					INVOICE TOTAL:		30.00 *
	00005		10/02/23	01	OCT 2023 STORYBOOK YOGA	82-820-56-00-5671	30.00
					INVOICE TOTAL:		30.00 *
					CHECK TOTAL:		60.00
105379	TRICO	TRICO MECHANICAL , INC					
	7841		08/28/23	01	AC CHILLER REPAIR	82-820-54-00-5495	2,243.00
					INVOICE TOTAL:		2,243.00 *
					CHECK TOTAL:		2,243.00
105380	UNIMAX	UNI-MAX MANAGEMENT CORP					
	4675		10/02/23	01	CARPET CLEANING AND BATHROOM	82-820-54-00-5495	4,000.00
				02	FLOORS SCRUBBED	** COMMENT **	
					INVOICE TOTAL:		4,000.00 *
					CHECK TOTAL:		4,000.00
105381	YOUNGM	MARLYS J. YOUNG					
	091123-LIB		09/26/23	01	09/11/23 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		17,713.04



UNITED CITY OF YORKVILLE PAYROLL SUMMARY September 1, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	17,718.43	-	17,718.43	1,162.33	1,307.31	20,188.07
FINANCE	13,543.28	-	13,543.28	888.44	999.78	15,431.50
POLICE	132,078.49	2,384.60	134,463.09	431.24	9,985.94	144,880.27
COMMUNITY DEV.	25,748.64	-	25,748.64	1,708.79	1,915.04	29,372.47
STREETS	23,516.40	119.99	23,636.39	1,557.09	1,758.45	26,951.93
BUILDING & GROUNDS	5,854.30	-	5,854.30	393.89	450.82	6,699.01
WATER	17,348.18	222.50	17,570.68	1,152.64	1,270.29	19,993.61
SEWER	9,915.30	118.91	10,034.21	658.25	732.83	11,425.29
PARKS	31,027.49	-	31,027.49	1,893.41	2,383.39	35,304.29
RECREATION	21,611.03	-	21,611.03	1,334.80	1,885.68	24,831.51
LIBRARY	17,358.62	-	17,358.62	726.98	1,297.39	19,382.99
TOTALS	\$ 315,720.16	\$ 2,846.00	\$ 318,566.16	\$ 11,907.86	\$ 23,986.92	\$ 354,460.94

TOTAL PAYROLL \$ 354,460.94



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

September 15, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	6,066.64	-	6,066.64	-	464.16	6,530.80
ADMINISTRATION	18,718.42	-	18,718.42	1,227.93	1,383.80	21,330.15
FINANCE	13,709.93	-	13,709.93	899.37	1,012.53	15,621.83
POLICE	136,030.80	10,487.24	146,518.04	519.43	10,877.56	157,915.03
COMMUNITY DEV.	25,748.64	-	25,748.64	1,689.11	1,892.08	29,329.83
STREETS	23,641.46	267.55	23,909.01	1,568.44	1,771.38	27,248.83
BUILDING & GROUNDS	5,854.30	-	5,854.30	384.05	439.35	6,677.70
WATER	21,031.28	701.22	21,732.50	1,425.65	1,588.56	24,746.71
SEWER	10,879.08	-	10,879.08	713.66	797.85	12,390.59
PARKS	31,862.94	551.25	32,414.19	1,939.83	2,401.49	36,755.51
RECREATION	26,715.36	-	26,715.36	1,353.84	1,996.89	30,066.09
LIBRARY	16,674.53	-	16,674.53	720.42	1,237.38	18,632.33
TOTALS	\$ 338,516.72	\$ 12,007.26	\$ 350,523.98	\$ 12,441.73	\$ 25,984.16	\$ 388,949.87

TOTAL PAYROLL \$ 388,949.87



UNITED CITY OF YORKVILLE PAYROLL SUMMARY September 29, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	17,718.44	-	17,718.44	1,162.33	1,342.23	20,223.00
FINANCE	13,543.26	-	13,543.26	888.44	1,033.72	15,465.42
POLICE	135,401.56	2,400.36	137,801.92	462.39	10,493.11	148,757.42
COMMUNITY DEV.	25,834.87	-	25,834.87	1,694.77	1,952.40	29,482.04
STREETS	23,641.45	-	23,641.45	1,550.89	1,803.76	26,996.10
BUILDING & GROUNDS	5,854.29	-	5,854.29	384.04	447.85	6,686.18
WATER	19,938.83	320.03	20,258.86	1,328.99	1,534.49	23,122.34
SEWER	10,026.47	97.53	10,124.00	664.12	774.45	11,562.57
PARKS	32,087.78	181.11	32,268.89	1,957.24	2,462.68	36,688.81
RECREATION	25,813.80	-	25,813.80	1,375.09	1,974.76	29,163.65
LIBRARY	16,508.52	-	16,508.52	720.42	1,262.90	18,491.84
TOTALS	\$ 326,369.27	\$ 2,999.03	\$ 329,368.30	\$ 12,188.72	\$ 25,082.35	\$ 366,639.37

TOTAL PAYROLL \$ 366,639.37



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, October 9, 2023

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 2</i>)	09/25/2023	\$ 3,039.64
Library Check Register (<i>Pages 3 - 5</i>)	10/09/2023	17,713.04
Illinois State Police-Background Checks	09/12/2023	56.50
Ryan Homes-Cancelled Building Permit	09/12/2023	500.00
Glatfelter - Liability Ins Installment #9	09/12/2023	1,204.17
IPRF - Oct. 2023 Work Comp Ins	09/12/2023	1,025.69
Physicians Immediate Care-Drug Screening	09/26/2023	55.00
TOTAL BILLS PAID:		<hr/> \$ 23,594.04

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 6</i>)	09/01/2023	\$19,382.99
Bi-weekly (<i>Page 7</i>)	09/15/2023	18,632.33
Bi-weekly (<i>Page 8</i>)	09/29/2023	18,491.84
TOTAL PAYROLL:		<hr/> \$56,507.16

TOTAL DISBURSEMENTS:	<hr/> \$80,101.20
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ACTIVITY THROUGH FISCAL PERIOD 05

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
05	AP-230911	09/06/2023	01	POLLINATING FLOWERS	JESSICA PRESNAK	105365	100	150.00	
	AP-230925M	09/18/2023	357	DOLLAR TREE-AUG 2023 PROGRAM	FIRST NATIONAL BANK	900138	092523-J.WEISS	37.50	
				TOTAL PERIOD 05 ACTIVITY				187.50	0.00
				TOTAL ACCOUNT ACTIVITY				1,969.90	200.00
				ENDING BALANCE					54,735.16
				GRAND TOTAL				0.00	54,735.16
				TOTAL DIFFERENCE				0.00	54,735.16



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2024 BUDGET REPORT
For the Month Ended September 30, 2023

% of Fiscal Year		8%	17%	25%	33%	42%	Year-to-Date	FISCAL YEAR 2024	
ACCOUNT NUMBER	DESCRIPTION	May-23	June-23	July-23	August-23	September-23	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES									
Taxes									
82-000-40-00-4000	PROPERTY TAXES	70,444	403,741	12,629	47,399	349,447	883,659	899,043	98.29%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	67,261	385,503	12,059	45,258	333,662	843,742	864,150	97.64%
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	5	916	1,000	91.61%
Charges for Service									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	2,709	774	3,002	579	934	7,998	3,500	228.53%
82-000-44-00-4422	COPY FEES	277	227	319	1	357	1,180	2,500	47.21%
82-000-44-00-4439	PROGRAM FEES	29	-	10	15	17	71	-	0.00%
Investment Earnings									
82-000-45-00-4500	INVESTMENT EARNINGS	1,385	1,376	2,360	3,627	1,637	10,384	15,000	69.23%
Miscellaneous									
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	250	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	181	792	250	214	116	1,553	3,000	51.77%
Other Financing Sources									
82-000-49-00-4901	TRANSFER FROM GENERAL	2,230	2,230	2,230	2,572	2,230	11,492	31,335	36.67%
TOTAL REVENUES: LIBRARY		148,298	794,667	68,070	100,248	688,404	1,799,687	1,866,778	96.41%
LIBRARY OPERATIONS EXPENDITURES									
Salaries & Wages									
82-820-50-00-5010	SALARIES & WAGES	32,522	21,661	21,661	22,797	32,946	131,587	288,307	45.64%
82-820-50-00-5015	PART-TIME SALARIES	12,630	11,752	11,724	12,246	17,596	65,949	168,000	39.26%
Benefits									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	2,140	1,428	1,428	1,502	2,168	8,665	21,201	40.87%
82-820-52-00-5214	FICA CONTRIBUTION	3,399	2,487	2,485	2,612	3,798	14,782	33,917	43.58%
82-820-52-00-5216	GROUP HEALTH INSURANCE	14,362	7,081	7,924	15,504	3,420	48,290	89,456	53.98%
82-820-52-00-5222	GROUP LIFE INSURANCE	67	42	50	50	50	259	554	46.74%
82-820-52-00-5223	DENTAL INSURANCE	1,178	570	570	(4,854)	570	(1,967)	6,835	-28.78%
82-820-52-00-5224	VISION INSURANCE	105	73	85	85	85	433	940	46.07%
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	2,230	11,149	30,085	37.06%
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	125	1,394	8,000	17.42%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	23	31	13	66	1,000	6.65%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	624	624	624	624	624	3,119	7,486	41.67%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	421	1,030	281	1,015	547	3,294	18,000	18.30%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,088	3,310	1,277	4,056	2,518	14,250	33,500	42.54%
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	5,177	20,708	75,000	27.61%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,272	17,511	2,087	21,870	131,000	16.69%
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	-	486	2,068	8,000	25.85%
82-820-56-00-5620	OPERATING SUPPLIES	-	35	211	11	-	257	4,000	6.42%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	697	330	260	1,287	7,000	18.39%
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	-	-	39	-	-	39	300	13.04%
82-820-56-00-5683	AUDIO BOOKS	-	116	306	124	635	1,181	3,500	33.74%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	53	-	-	-	53	500	10.59%
82-820-56-00-5685	DVD'S	-	26	85	80	52	244	3,000	8.12%
82-820-56-00-5686	BOOKS	-	3,469	1,518	6,475	2,041	13,504	20,000	67.52%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2024 BUDGET REPORT
For the Month Ended September 30, 2023

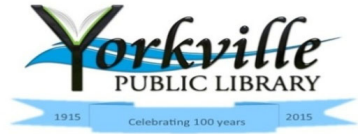
% of Fiscal Year		8%	17%	25%	33%	42%	Year-to-Date	FISCAL YEAR 2024	
ACCOUNT NUMBER	DESCRIPTION	May-23	June-23	July-23	August-23	September-23	Totals	BUDGET	% of Budget
2006 Bond									
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	4,775	-	-	-	4,775	9,550	50.00%
2013 Refunding Bond									
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%
TOTAL FUND REVENUES		148,298	794,667	68,070	100,248	688,404	1,799,687	1,866,778	96.41%
TOTAL FUND EXPENDITURES		72,765	99,246	67,177	90,529	77,426	407,144	1,909,000	21.33%
FUND SURPLUS (DEFICIT)		75,533	695,421	893	9,719	610,977	1,392,543	(42,222)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	15,500	18,000	22,000	9,000	14,500	79,000	50,000	158.00%
84-000-45-00-4500	INVESTMENT EARNINGS	21	22	22	25	26	117	150	78.23%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	22	-	-	-	22	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		15,521	18,044	22,022	9,025	14,526	79,139	50,150	157.80%

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%
TOTAL FUND REVENUES		15,521	18,044	22,022	9,025	14,526	79,139	50,150	157.80%
TOTAL FUND EXPENDITURES		-	-	-	-	-	-	114,500	0.00%
FUND SURPLUS (DEFICIT)		15,521	18,044	22,022	9,025	14,526	79,139	(64,350)	



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of September 30, 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	\$ 1,156,284							
Building Development Fees	Old Second	251,541	258,085	285,107	307,132	315,658							
Library Operations	Illinois Funds	311,158	312,484	345,779	347,381	348,955							
Total:		\$ 1,102,836	\$ 1,433,221	\$ 1,448,088	\$ 1,436,697	\$ 1,820,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 31,324	\$ 18,289	\$ 18,852	\$ 18,938	\$ 19,383							
2 ND PAY PERIOD		19,368	19,039	18,446	20,219	18,632							
3 RD PAY PERIOD		-	-	-	-	18,492							
Total		\$ 50,692	\$ 37,328	\$ 37,298	\$ 39,157	\$ 56,507	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended September 30 , 2023 *

		Fiscal Year 2023								
		September	YTD	% of	FY 2024	For the Month Ended September 30, 2022				
		Actual	Actual	Budget	Budget	YTD Actual	% Change			
LIBRARY OPERATIONS FUND (82)										
Revenues										
Property Taxes	\$	683,109	\$	1,727,402	97.97%	\$	1,763,193	\$	1,636,671	5.54%
Intergovernmental										
Personal Property Replacement Tax	\$	-	\$	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	\$	-	\$	38,691	82.32%	\$	47,000	\$	40,672	-4.87%
Library Fines	\$	5	\$	916	91.61%	\$	1,000	\$	1,665	-44.96%
Charges for Services										
Library Subscription Cards	\$	934	\$	7,998	228.53%	\$	3,500	\$	7,127	12.23%
Copy Fees		357		1,180	47.21%		2,500		1,180	0.02%
Total Charges for Services	\$	1,291	\$	9,179	152.98%	\$	6,000	\$	8,307	10.50%
Investment Earnings	\$	1,637	\$	10,384	69.23%	\$	15,000	\$	3,742	177.54%
Reimbursements/Miscellaneous/Transfers In										
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$	-	\$	-	0.00%
Rental Income		-		-	0.00%		250		-	0.00%
Miscellaneous Income		132		1,624	54.13%		3,000		1,820	-10.79%
Transfer In		2,230		11,492	36.67%		31,335		15,615	-26.40%
Total Miscellaneous & Transfers	\$	2,362	\$	13,116	37.92%	\$	34,585	\$	17,435	-24.77%
Total Revenues and Transfers	\$	688,404	\$	1,799,687	96.41%	\$	1,866,778	\$	1,708,491	5.34%
Expenditures										
Library Operations	\$	77,426	\$	407,144	21.33%	\$	1,909,000	\$	404,111	0.75%
50 Salaries		50,542		197,536	43.29%		456,307		206,178	-4.19%
52 Benefits		12,320		81,954	44.48%		184,238		95,141	-13.86%
54 Contractual Services		11,091		75,557	21.56%		350,405		47,940	57.61%
56 Supplies		3,474		18,723	36.50%		51,300		6,196	202.17%
99 Debt Service		-		33,375	3.85%		866,750		48,656	-31.41%
Total Expenditures and Transfers	\$	77,426	\$	407,144	21.33%	\$	1,909,000	\$	404,111	0.75%
Surplus(Deficit)	\$	610,977	\$	1,392,543		\$	(42,222)	\$	1,304,380	

* September represents 42% of fiscal year 2024

YPL Director's Report for October 2023

Upcoming Events/Programs

- **Pumpkin Decorating Contest – starting Oct 18, voting Oct 25, winner announced Oct 31**
Design and decorate a no-carve pumpkin as a family. Drop off your family's pumpkin starting Oct. 18. Voting for the favorite pumpkin begins Oct 25. The pumpkin with the most votes will win a prize. Winner will be announced October 31.
- **Chamber of Commerce Biz Boo Business Trick or Treat – Oct 31 10:00-2:00**
- **Live Action Role Play (LARP) – School of Wizardry – Sat, Oct 21 6:00-8:00**
The library will be transformed into a magical world of Hogwarts. As a family, you will experience many activities and earn points for your hours. Please register and purchase the non-refundable \$2.00 ticket/per person for entrance on Platform 9 ¾ at King's Cross Station.
- **Solar Eclipse Program – Tue, Oct 10 1:00 -2:00**
We will try some experiments, make a craft, and receive a pair of eclipse glasses that you can use to view the partial eclipse on Sat, Oct 14.
- **Psychological Thriller Book Club – Wed, Oct 18 7:00-8:30**
Join us for a brand-new book club focused on psychological thrillers, mysteries, and suspenseful stories. If you love those gripping tales that leave you on the edge of your seat, trying to figure out whodunnit or how your hero/heroine is going to get themselves out of this jam... then this might be the book club for you.
- **An Evening of Conversation with Congresswoman Lauren Underwood – Tue, Nov 7 7:00-8:00**
Join us for an evening of conversation with Congresswoman Underwood, at which the Congresswoman will speak with the people she represents in Congress. If you want to chat about jobs, healthcare, transportation, and other needs of our community, stop by to speak with your representative.
- **Storytelling, Self-Publishing, & Sandwiches – Thurs, Nov 9 6:00 – 7:30**
Join the library's Adult Services Director, and author of *Around the World in 80 Sandwiches*, for this program about Mike's journey to bring the flavors and cultures of the world to his family through sandwiches. Learn about the world of sandwiches and a bit about how to share your stories by self-publishing.
- **Planning a Trip to Disney – Wed, Nov 15 6:00 – 7:00**
Thinking about a trip to Disneyworld, Disneyland, or on a Disney Cruise? Join us for this special event with travel planner Kirbie Poss to find out all sorts of tips and tricks to make your Disney planning more efficient and your Disney vacation more fun for the family.

Library Operations

We had our annual fire alarm and panel inspection with Fox Valley Fire & Safety and in coordination with TK Elevator for the elevator alarm inspection. We also had to have the batteries on the fire panel replaced – 3 years old.

We closed the library at 4:00 on 9/28 because the Homecoming parade route was changed to run directly in front of the library. This would give staff time to leave before the parade line up started in the parking lot behind the library. A representative from our cleaning company was here to do a walk-

through of the library and go over a few concerns we have with the quality and amount of time spent to clean each night.

While the library was closed for our staff in-service day on 9/29, the carpet in the entire building was deep cleaned and the bathroom floors scrubbed by our cleaning service.

The library will be moving into a group service agreement under the city for our alarm monitoring services with ADS. The contract will be for 5 years and the price will be locked in for the initial term of the agreement. We will be saving \$16.03 per month from what we are currently paying.

Outreach

We hosted the Chamber of Commerce Business Women Connect monthly meeting with 35 members in attendance. We will host this meeting again in November.

Y115, Yorkville Education Foundation, and the Yorkville Public Library hosted a Storywalk program at Heartland Circle for our community. There were over 400 kids in attendance and we had a long line the entire event to visit our table and spin our wheel for a prize.

Our ELL (English Language Learners) adult classes are up to 30 students. Last month they held an open house and picked up more students. They are 30 students and 13 volunteer tutors who meet 8 times a week with 2 classes on Tuesday (am & pm) and one on Saturday. There are Spanish, Romanian, Russian, and Mongolian language speaking students. They are meeting in the Quiet Reading Room, Staff Lounge, and Board Room.

We have 5 class tours scheduled with the Y115 Life and Academics program for students with special needs for the end of October.

There will be 3-4 students and their job coach from the Vocational Education Program with Y115 coming to the library on a daily basis for volunteer work. We are currently working on a schedule for them.

Staff

Several of our staff members met after work at Flight for a Sunshine Committee get-together.

We had 13 staff members attend the PUG (PrairieCat Users Group) Day conference at Waubensee Community College. We treated this day as a staff in-service day.

Other

Boundless is our new e-book platform replacing Axis 360/eRead Illinois. When you open the Axis 360 app, it will prompt you to download the new Boundless app. All reading history should migrate to the new platform.

For the past few weeks several libraries have been experiencing bomb threats through their online chat service on their websites. The Illinois State Police and the FBI are now investigating. For some libraries, this is their 3rd threat they have received. (Poplar Creek, Schaumburg, Addison, Aurora all branches, Fountaindale, Crystal Lake, Oak Park). I attended a RAILS online discussion with other public library directors to discuss the recent experiences with bomb threats and ways that RAILS can help our libraries. There was an opportunity to share advice and best practices.

We received a check from Fidelity Charitable Donor-Advised Fund grant from local Family Giving Fund. The check was for \$100 and will be used to purchase items for our Library of Things collection. I will send a thank you note to the family.

Our local directors' group met at our library on the 9/28 for our quarterly meeting. When the meeting ended, I gave the directors a tour of our facility.

Meeting & events attended:

9/2 FOL annual book sale
 9/3 FOL annual book sale
 9/7 SAIL group meeting in Shorewood
 9/11 Board of Trustees meeting
 9/12 Baker & Taylor Boundless e-book platform training
 9/12 Harry Potter meeting
 9/14 Manager's meeting
 9/18 Friends of the Library monthly meeting
 9/19 Chamber of Commerce Business Women Connect meeting/hosted
 9/20 Y115 & Education Foundation Storywalk community program
 9/26 Meeting with cleaning company to discuss service
 9/26 Meeting with Jim Gay, Interim Superintendent Y115
 9/26 Harry Potter meeting
 9/28 Local Director's Group meeting/hosted
 9/29 PUG Day – staff in-service

SEPTEMBER 2024 Programs

Youth Programs:

September		0-5	6-11	12-18	Adult	All Ages	At Library	Off Site	Live Virtual	Total Attendance
	3D Print -In person		2				x			2
	Drop In Storytime (4)						x			76
	Chalk the Walk	7	2		7		x			16
	Paying for College w/o going broke					28			x	28
	Window Art	3	7	4			x			14
	Preschool Zone	9			9		x			18
	LEGO Kits	6	9	4			x			19
	Book Club (1-2 grades)		8				x			8
	Book Club (3-5 grades)		4				x			4
	Mommy and Me YOGA	16			16		x			32
	TAG			1			x			1
	Tots and Toddlers (2)	24			22		x			44
	Weaving For Kids					29	x			29
	Annual Story Walk Event					439+		x		439
	Farmacy Farmstand Story Time					55		x		55

785

Total SEP Youth Programs	15
Total Attendance	785

785

+9 passive programs with 792 attending (Color Pages, Scavenger Hunt, Makerspace, Escape Room, Virtual 3D Printing, Facebook Spanish Storytime, Literacy Centers, Library Card Holder, Library Drawing)

9/1	Roaming Readers	2	9/18	Healthy Cooking	22
9/5	Threads and More	6	9/18	Monday ELL	-
9/5	Books and Cooks	9	9/19	Tuesday ELL	10
9/5	Tuesday ELL	3	9/20	Wednesday ELL	2
9/6	Wednesday ELL	3	9/20	Cake Decorating	13
9/6	Colson Whitehead Zoom	6	9/20	Beekeeping	7
9/7	Thursday ELL	3	9/21	Thursday ELL	-
9/7	Dungeons & Dragons	10	9/21	Chair Yoga	22
9/7	Chair Yoga	18	9/21	Dungeons & Dragons	10
9/9	Saturday ELL	-	9/21	Men's Book Club	10
9/9	ELL Open House	22	9/23	Inspired : Poetry and Art	40
9/11	Monday ELL	4	9/23	Saturday ELL	4
9/12	Dabblers AM	9	9/25	Monday Movie Madness	9
9/12	Dabblers PM	5	9/25	Horror Book Club	9
9/12	Tuesday ELL	5	9/25	Monday ELL	-
9/13	Lunch Bunch	10	9/26	Tuesday ELL	16
9/13	Wednesday ELL	3	9/26	Creative Writing	7
9/13	Your Friend in Health	12	9/27	Computer Basics	4
9/14	Thursday ELL	0	9/27	Wednesday ELL	2
9/14	Chair Yoga	23	9/28	Thursday ELL	9
9/14	Dungeons & Dragons	11	9/28	Chair Yoga	21
9/15	Roaming Readers	-	9/28	Dungeons & Dragons	-
9/16	Genealogy	-			
9/16	Weaving	20		Total SEP Programs	39
9/16	Saturday ELL	3		Total Attendance	414

4 passive programs with 60 attending (puzzle, chess, poem of the week, art wall)

Board Room Use: community- 0, library- 14

Museum Pass: 7

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	674	1622	5585	5274	311	302	1603	5612	691	1230	413	299	95		
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	236	1495	39	82	47	890	757	396	0	17	20				
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	8150								
CURBSIDE PATRONS	8	11	5	7	4								
HOME DELIVERY	8	9	11	17	15								
CARDS ISSUED THROUGH WEBSITE	10	25	16	26	13								
CHILDREN'S AGE 0-5 PROGRAMS	10	18	9	11	10								
AGE 0-5 ATTENDANCE	240	514	311	348	365								
CHILDREN'S AGE 6-11 PROGRAMS	7	22	11	14	9								
AGE 6-11 ATTENDANCE	289	587	274	375	330								
NUMBER OF CHILDREN'S PASSIVE PROGRAMS	4	6	6	6	7								
CHILDREN'S PASSIVE PROGRAM ATTENDANCE	364	550	465	495	728								
NUMBER OF YA PROGRAMS	4	6	7	4	4								
YA PROGRAM ATTENDANCE	21	44	92	40	37								
NUMBER OF YA PASSIVE PROGRAMS	3	1	2	2	2								
YA PASSIVE PROGRAM ATTENDANCE	83	40	29	67	64								
YOUTH SUMMER/WINTER READING			468 handed out, 217 returned										
NUMBER OF ADULT PROGRAMS	46	46	35	41	39								
ADULT PROGRAM ATTENDANCE	349	389	226	303	414								
NUMBER OF ADULT PASSIVE PROGRAMS	4	4	4	5	4								
ADULT PASSIVE PROGRAM ATTENDANCE	45	57	55	126	60								
ADULT SUMMER/WINTER READING				65									
MEETING RM. RENTAL/COMMUNITY USE	6	3	5	9	4								
MEETING ROOM USE:	18	29	27	23	20								
BOARD ROOM USE	15	14	7	7	14								
STUDY ROOM USE	67	57	56	58	61								
MUSEUM PASS	11	21	14	15	7								
YOUTH COMPUTER SESSIONS	26	28	17	27	19								
ADULT COMPUTER SESSIONS	214	228	209	276	210								
YOUTH VOLUNTEER HOURS													



Monthly Statistics September 2023

Checkouts
2023: 6,259
2022: 5,948
Change: +5.23%

Visits
2023: 8,150
2022: 4,747
Change: +71.69%

New Cardholders Added
2023: 95
2022: 106
Change: -10.38%



Technology Stats

Digital Checkouts

2023: 1,768
2022: 1,437
Change: +23.03%

Computer Use

2023: 229
2022: 207
Change: +10.63%

Website Hits

2023: 5,674
2022: 4,995
Change: +13.59%

Events and Programs

2023: 75
2022: 54
Change: +38.89%



Events and Program Attendance

2023: 1,998
2022: 1,215
Change: +64.44%

Items Added

2023: 299
2022: 317
Change: -5.68%



October

For more information on Yorkville Public Library's Children's programs or to register, please visit our website at <http://www.yorkville.lib.il.us>

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Escape Room

This Escape Adventure is available the entire month of October. Contact the library for an appointment.

BANNED BOOK WEEK OCTOBER 1-7

1 Facebook Spanish Story Time at 10:00 am October 11 & 25

2 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30
Registration Required

3 T.A.G. @ 2:45

4 Preschool Zone 10:30 Or 1:30
Registration Required

6 DROP IN STORY TIME 10:30 @ YPL
CHALK THE WALK 11:00

7 3D PRINTING (In-person)
Registration Required
*SEE WEBSITE

8

9 Books for BINGO 1:00-2:00
Registration Required

10 Learn about the Solar Eclipse 1:00-2:00
Registration Required

11

12 Tots and Toddlers @ 10:30
Registration Required

13 DROP IN STORY TIME 10:30 @ YPL

14

15 LEGO Kits October 16-20
Registration Required
*SEE WEBSITE

16 BOOK CLUB (GRADE 3-5) 4:30-5:00
Registration Required

17 MOMMY & ME YOGA @ 10:30
Registration Required
T.A.G. @ 2:45

18 Drop off your No-Carve pumpkins

19 BOOK CLUB (1-2) 4:30-5:00
Registration Required

20 DROP IN STORY TIME 10:30 @ YPL

21 BIZ Boo 10:00-2:00
Harry Potter LARP 6:00-8:00 pm
Registration Required

No-Carve Pumpkin Decorating Contest

Drop off October 18
Voting begins October 25

23

24 MOMMY & ME YOGA @ 10:30
Registration Required

25 Dollars and Cents Kids Guide to Saving 10:00-11:00
Registration Required

26 BOOK CLUB (1-2) 4:30-5:00
Registration Required

27 DROP IN STORY TIME 10:30 @ YPL

28 VIRTUAL 3D PRINTING
SEE WEBSITE

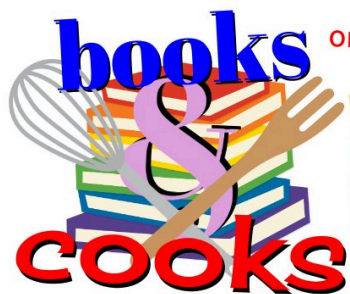
31 HALLOWEEN
Tots and Toddlers @ 10:30
Registration Required

30 BOOK CLUB (GRADE 3-5) 4:30-5:00
Registration Required

OCTOBER 21 10:30-11:30
Read With Paws
Contact lib for appointment time

LITERACY CENTERS TUESDAY - FRIDAY *DROP IN*

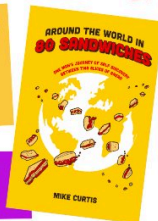
Some of our October Book Clubs



A book club for readers who love to eat...
or is it a book club for eaters who love to read?

The Books & Cooks book club meets
one Tuesday a month to discuss
great books and share some food
inspired by the books they've read.

Next meeting: Tuesday, October 3rd @ 7:00 pm
Discussing and Eating *Around the World in 80 Sandwiches* by Mike Curtis



Psychological Thriller Book Club

Join us for a brand new book club focused on Psychological Thrillers, Mindbending Mysteries, and Suspenseful Stories. If you love those gripping tales that leave you on the edge of your seat, trying to figure out whodunit or how your hero/heroine is going to get themselves out of this jam...

then this might be the book club for you.

First Meeting: Wednesday, October 18th @ 7:00 pm

This meeting will just be a "meet and greet" and we'll pass out copies of the first group read.

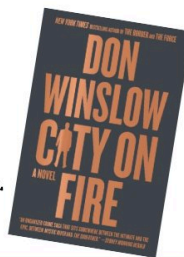


Any library patrons 18+ are welcome to join.

Men's Book Club

Get excited and energized about reading with the YPL Men's Book Club, a monthly group that centers on thought provoking and lively discussions about fascinating and diverse books from all different

Next Meeting: Thursday, October 19th @ 7:00 pm
Discussing: *City on Fire* by Don Winslow



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/

Yorkville Public Library

Adult Services

upcoming programs

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

Oct. 2023

Upcoming Special Events

Hix Bros. Ukulele Band

Enjoy a free ukulele concert at the library!

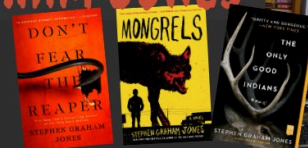
Thursday,
October 5th
@ 5:00 pm

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.



TALKING HORROR WITH STEPHEN GRAHAM JONES

Join us for this very special Zoom event. National Endowment for the Arts recipient and winner of both the Bram Stoker and the Ray Bradbury awards, Stephen Graham Jones, will talk about his unique writing style, experimental fiction, and the horror books that have won him world-wide acclaim.



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

WEDNESDAY, OCTOBER 4TH @ 7:00 PM VIA ZOOM
REGISTER ON THE LIBRARY WEBSITE TO RESERVE YOUR SPOT.

Ups & Downs and Ins & Outs

Learning the Basics of Playing the Stock Market

Join retired financial advisor and stock broker Lance Davenport as he helps you understand the basics of playing the market. Learn the difference between stocks and bonds, CDs and mutual funds, and when to buy and when to sell.

Wednesday, October 11th @ 9:00am
& Tuesday, October 17th @ 4:30pm



Adult Education

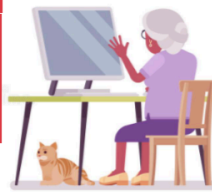
Computer Basics for Seniors

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.



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!

Wednesdays
@ 10:30 am

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

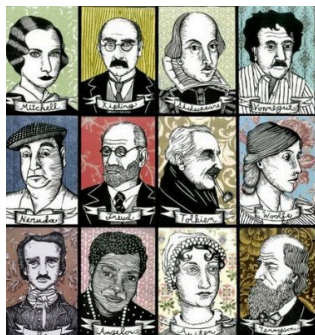


Yorkville

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: Think about the sound of fallen leaves when you walk on them - then join the group on **Tuesday, October 24th @ 7:00 pm** to discuss everyone's pieces.



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.

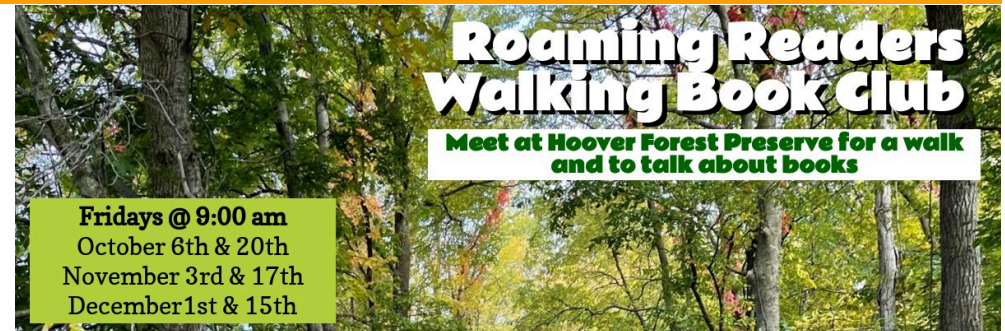


Healthy Programs

Roaming Readers Walking Book Club

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

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



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,
Arlinne 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

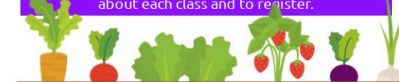
January 10th @ 11:00 am

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.



10/3/2023

Yorkville Library VAV Report

VAV 101- 3 panel valves, VAV damper actuator and hot water valve operational, readings don't match computer, recommend control contractor.

VAV 102- Panel valves, VAV valve and damper actuator operational

VAV 103- Panel valves, VAV valve and damper actuator operational

VAV 104- Panel valves, VAV valve and damper actuator operational

VAV105- VAV valve and damper actuator operational, readings don't match computer recommend control/balancer contractor to investigate.

VAV 106- VAV valve and damper actuator operational

VAV 107- VAV valve and damper actuator operational, only 87 CFM reading of desired 215, recommend control/balancing contractor.

VAV 108- Hot water valve operational, VAV damper actuator not operational, recommend control contractor.

VAV 109- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 110- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 111- VAV valve and damper actuator operational

VAV 112- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV113- VAV valve and damper actuator operational, only 87 CFM reading of desired 215, recommend control/balancing contractor.

VAV 114- VAV valve and damper actuator operational

VAV 115- Panel valves, VAV valve and damper actuator operational

VAV 116- VAV valve operational, VAV damper actuator not receiving signal, recommend control contractor.

VAV 117- Panel valves, VAV valve and damper actuator operational

VAV 118- VAV valve and damper actuator operational

VAV 119- VAV valve and damper actuator operational

VAV 120- - Panel valves, VAV valve and damper actuator operational

VAV121- Panel valves, VAV valve and damper actuator operational

VAV 122- Panel valves, VAV valve and damper actuator operational

VAV 123- VAV damper actuator bad, panel and VAV valves operational

Honeywell ML6161B2024

VAV 124- VAV damper actuator bad, panel and VAV valves operational

Honeywell ML6161B2024

VAV 125- VAV damper actuator operational, hot water valve is bad.

Honeywell ML6161B2024

VAV 126- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 127- VAV and damper actuator are operational, 2 panel actuators are bad.

Honeywell ML6161B2024

VAV 128- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 129- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 130- VAV valve and damper actuator operational, readings don't match computer, recommend control contractor.

VAV 131- VAV and damper actuator are operational, 1 panel actuators are bad.

Honeywell ML6161B2024

VAV 132- - Panel valves, VAV valve and damper actuator operational

VAV 133- - Panel valves, VAV valve and damper actuator operational

VAV 134- - Panel valves, VAV valve and damper actuator operational

CUH 1- Hot water valve ok, needs new motor.

YDK 110/26-4-60H

CUH 2- Unit is operational.

CUH 3- Unit is operational.

CUH 8- Hot water valve and motor are operational, needs control contractor to investigate.

FCU 3- Heating valve and motor operational, cooling actuator loud and should be replaced.

Honeywell ML6161B2024

Green - Trico/Staff can make repairs.

Yellow - Other contractors needed/recommended

LIBRARY STRATEGIES

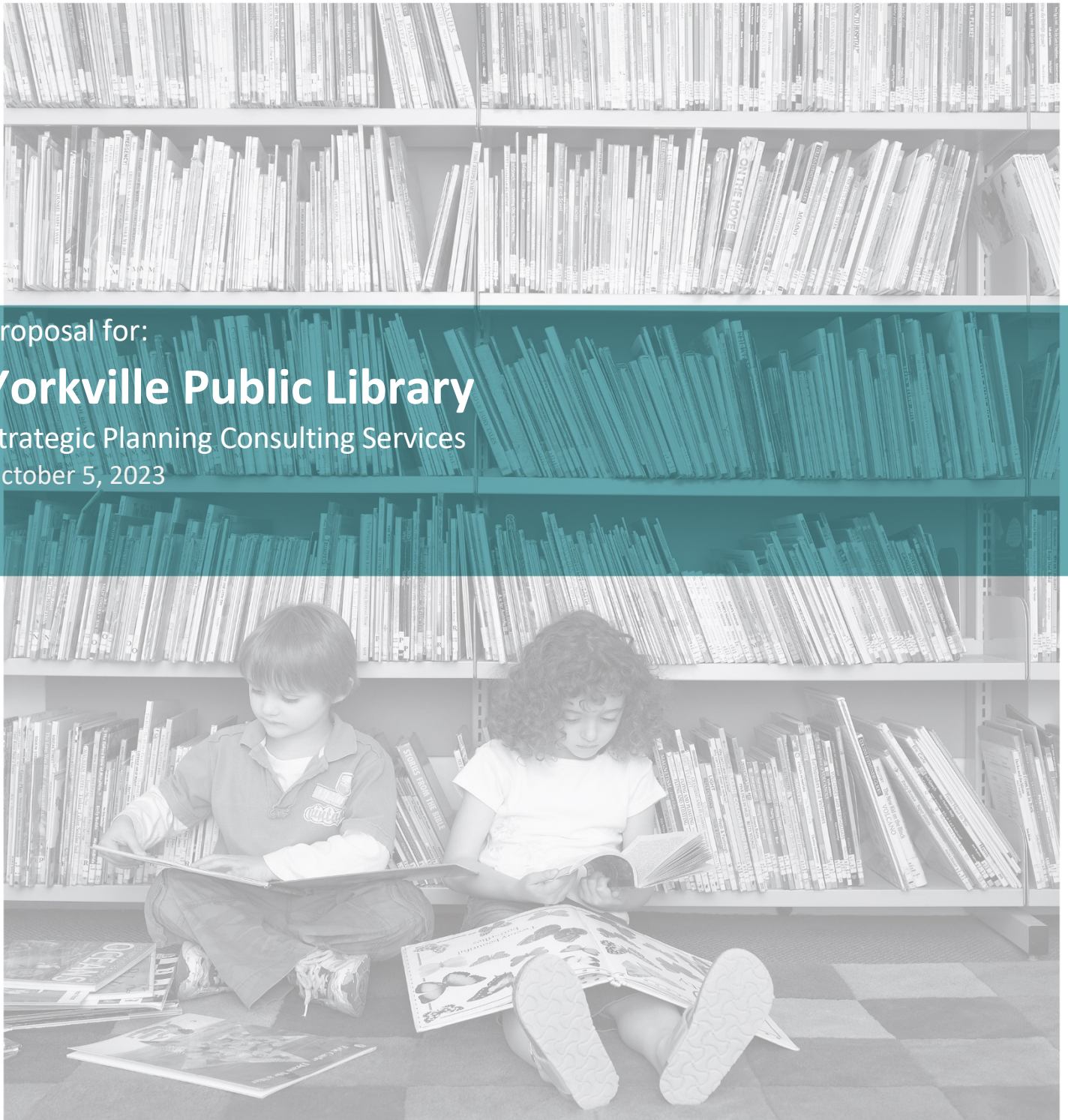


Proposal for:

Yorkville Public Library

Strategic Planning Consulting Services

October 5, 2023



COVER LETTER

Shelley Augustine
Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560

Dear Shelley Augustine,

Library Strategies is pleased to submit the following proposal to facilitate the Yorkville Public Library's project to update its strategic plan.

As demonstrated by this proposal, Library Strategies offers unique insights and specialization to support the Yorkville Public Library for its strategic planning goals. Our team includes distinguished members of the library community, ready to apply their knowledge and experience to guiding the staff, trustees, and community in developing an actionable strategic plan for the library. We have been a division of The Friends of Saint Paul Public Library for seventeen years. During that time, we have facilitated dozens of strategic plans for libraries of all sizes across the country.

Library Strategies Consulting Group
332 Minnesota Street, Suite W1420
Saint Paul, MN 55101
Primary Contact: Richmond Kinney
Programs & Services Manager
(651) 366-6498
richmond@thefriends.org

We look forward to the opportunity to work with the Yorkville Public Library team and stakeholders. Thank you for your consideration of our attached proposal.

Best regards,

Alayne Hopkins
Programs & Services Director

EXECUTIVE SUMMARY

Yorkville Public Library is a valued organization with a dedicated board and staff that serve the growing population of Yorkville and Kendall County. Like many public libraries across the country, YPL has many building and service needs, and must prioritize some over the others.

This may be more open hours, increased outreach to targeted audiences, or reallocating space.



As outlined in our proposal, Library Strategies uses several tools to engage and incorporate inputs from a wide range of internal and external stakeholders. We can tailor a plan to fit your budget and timeline.

We propose a four-phase series of services:

1. Preparation, data analysis, trend research, and peer benchmarking (optional)
2. Stakeholder input: community survey and staff survey (optional), one-on-one interviews (optional), and staff and Board SOAR sessions (optional)
3. Community engagement: Community retreat or focus groups
4. Year 1 implementation planning with administration and staff (optional)

This process results in a tailored, actionable strategic plan, and numerous secondary deliverables intended to document the process and underscore the needs and priorities identified in the plan:

- Community and staff survey summary reports
- SOAR analyses write-ups and notes
- Focus group/community retreat notes
- Executive summary of key interview takeaways
- Draft strategic plan with prioritized goals
- New mission statement and core values statement
- Finalized strategic plan + tracking dashboard
- Presentation on data and feedback to YPL strategic planning team, administrative team, and other designated individuals
- Implementation plan with measurable objectives

We believe the resulting strategic plan will set YPL on course to continue its responsiveness to varied community interests and build a dynamic future for the Library and community.

KEY PERSONNEL / PROJECT TEAM

CINDY FESEMYER is a lead consultant with Library Strategies and principal at Fesemyer Consulting LLC. Fesemyer served as State Library Consultant for the Wisconsin Department of Public Instruction from 2019-21, with an emphasis in adult and community services. Prior to her consulting career, she served as director of the Columbus (WI) Public Library (2012-19). In addition to consulting, Fesemyer serves as a trustee for the Madison (WI) Public Library and a continuing education instructor for the prestigious UW-Madison iSchool.

DAVID KATZ (project manager) is Assistant Director of Programs and Services with Library Strategies. He manages the firm's special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin-Madison. Katz will contribute remotely to the survey research, benchmark analysis, drafting of reports, and overall project management.

WENDY WERDIN (data synthesis) is the Programs and Services Coordinator at The Friends of Saint Paul Public Library. In her capacity with Library Strategies she creates, manages, and compiles community and staff engagement surveys for our clients.

MIKE YANG (graphic design) is the Graphic Design & Marketing Coordinator at The Friends of Saint Paul Public Libraries. He will design the final report and other materials needed for the project.

This is a tentative assignment of potential key personnel for the project. Final assignments will be determined based on scheduling for the project activities and availability of individual consultants.

CINDY FESEMYER

Madison, WI · 608-443-6362 · FesemyerConsulting@gmail.com

Passionate, collaborative library leader with a knack for big picture thinking and making connections.

LIBRARY EXPERIENCE

FESEMYER CONSULTING LLC—2021-PRESENT

PRINCIPAL

Independent consultant specializing in public library strategic planning, community engagement training, leadership development, and speaking engagements. Current contracts include Placer County Public Library, Santa Clara Pubic Library, the American Library Association, Reaching Across Illinois Library System, and the Iowa State Library. Recent contracts include Michigan and Arizona State Libraries.

UNIVERSITY OF WISCONSIN-MADISON—2010-PRESENT

CONTINUING EDUCATION INSTRUCTOR

Develop and teach courses in community engagement and strategic planning, 2015-present

ASSOCIATE LECTURER

Develop and teach LIS 855: “Community Partnerships”, a one-credit academic course, 2016-2018

PROJECT ASSISTANT

Research financial literacy efforts in WI, 2010-2011

ALLIED DRIVE COMMUNITY READ

LITERACY PROGRAM 2010-2012

WI DEPARTMENT OF PUBLIC INSTRUCTION—2019-2021

ADULT AND COMMUNITY SERVICES CONSULTANT

Created and administering 36 person, state-wide, 18-month community engagement cohort; Enterprise Management Development Academy Fellow; professional development activities for WI library staff; plan and orchestrate LSTA-funded programs & services; statewide outreach activities.

COLUMBUS PUBLIC LIBRARY, WI—2012-2019

LIBRARY DIRECTOR

Awarded Runner up for *Library Journal* Best Small Library in America 2017; awarded IMLS National Leadership grant 2018; 2017 PLA Leadership Fellow; WI Public Library System Redesign (PLSR) facilitator; awarded ALA Libraries Transforming Communities grant; PLA and ALA conference and webinar presenter; South Central Library System Foundation President; Level 1 Director Certificate

LIBRARY EXPERIENCE

MADISON PUBLIC LIBRARY, WI—2010-PRESENT

BOARD OF TRUSTEES

Vice President, 2021-present, Treasurer/Secretary, 2019-2021, At-large member 2016-present

PAGE II, PINNEY BRANCH

Circulation desk, 2011

FRIENDS OF THE HAWTHORNE LIBRARY BRANCH

Community member, 2010-12

AMERICAN LIBRARY ASSOCIATION—2013-PRESENT

AMERICAN LIBRARY ASSOCIATION

Frequent conference and webinar presenter, 2016-present

Public Programming Office

- Libraries Transforming Communities Advisor, 2016-present
- 21st Century Libraries Advisor for library programming competencies based on National Impact of Library Programs Assessment white paper, 2020-present
- Libraries Transforming Communities program participant, 2013-15

PUBLIC LIBRARY ASSOCIATION

Finance Committee, 2021-present

Board member, small/rural seat, 2019-2021

Leadership Academy Fellow

EDUCATION

UNIVERSITY OF WISCONSIN-MADISON

MLS 2012, BA ENGLISH 1990

HUMBOLDT STATE UNIVERSITY, CA

MA LITERATURE & MA TEACHING WRITING 1993

PUBLICATIONS

CHAPTER CONTRIBUTIONS

Ch 4 *Partnering for Great Impact* and Ch 5 *Respect and Compromise Aid School-City Partnership in* M. Davis-Fournier (Ed.) *Ask Listen Empower: Grounding Your Library Work in Community Engagement*. Chicago, IL: ALA Publishing, Inc. (2021)

Food for Thought: Feeding Mind & Bodies at Public Libraries in C. Smallwood (Ed.) *Social Justice and Activism in Libraries: Moving Beyond Diversity to Action*. Jefferson, NC: McFarland & Company, Inc. (2019)

DAVID KATZ

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

Experience

- 2012-present Programs and Services Manager, Library Strategies, St. Paul, MN
Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group
- 2011-2017 Research Consultant, Minnesota Historical Society, St. Paul, MN
- 2012-present Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN
- 2008-2011 Communications Assistant, Schreiber Inc., Green Bay, WI

Education

- B.A. (Journalism) – University of Minnesota
- B.A. (History) – University of Minnesota
- MLIS – University of Wisconsin, Madison

ABOUT US: QUALIFICATIONS & EXPERIENCE

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library, the foundation of the Saint Paul Public Library system in Minnesota. We are the only consulting group in the country based inside a library support organization. Our consultants are leaders in the national library community and outstanding professionals in other fields, who offer a wide range of practical skills and decades of successful leadership in a variety of areas.



We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning™ model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training

The Friends of the Saint Paul Public Library formally established Library Strategies in 2006 to provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA).

We strengthen communities, one library at a time.

Libraries are essential. They are centers for community connection, collaboration, and inspiration. To effectively serve their communities, libraries must continually adapt to evolving needs. We can help.

- **We believe in libraries. We *get* libraries.** As the only consulting group in the country based within a library support organization, we understand your mission because it's *our* mission. We also understand the challenges libraries and library organizations face. We bring this unique library-focused knowledge and experience and tailor it to achieve your goals.
- **We help you serve your community by *engaging* your community.** We spend time listening to people across your community, to understand their aspirations and what they hope for from their library. We help you turn this insight into practical strategies to hone your services and deepen your community relationships for years to come.
- **We empower you with tools for meaningful change.** Together, we'll create straightforward,

actionable plans based on our proven process and equip your team to be champions for sustainable change.

- **We embed equity into every phase and every plan.** Your library will thrive when every person feels welcome to participate and valued for who they are. We bring our commitment to embracing and celebrating diversity, creating inclusive environments, and producing equitable outcomes to every project and partnership.

Current and past strategic planning clients include:

Arlington Heights Public Library (IL)	LaCrosse Public Library (WI)
Atlanta-Fulton County Library Foundation (GA)	Loudoun County Public Library (VA)
Bozeman Public Library (MT)	Meridian Library District (ID)
Brentwood Library (TN) – 2 rounds	Millburn Public Library (NJ)
Central Arkansas Library System (Little Rock, AR)	Montana State Library – IMLS (MT)
Champaign Public Library (IL)	Montclair Public Library Foundation (NJ)
Chattahoochee Valley Libraries (GA)	Muskegon Area District Library (MI) – 2 rounds
Clarksville-Montgomery County Public Library (TN)	Newark Public Library (NJ)
Community Library Network (ID)	Nobles County Public Library (MN)
Council of State Library Agencies (KY)	Normal Public Library (IL)
Council Bluffs Public Library (IA)	Nova Southeastern University Libraries (FL)
Cromaine District Library (MI)	Palm Springs Public Library (CA)
Crystal Lake Public Library (IL)	Robbins Library (Arlington, MA)
Davenport Public Library (IA)	Schlow Centre Region Library (State College, PA)
Decatur Public Library (IL)	SELCO/SELS regional system (MN)
Dubuque County Library District (IA)	St. Charles City-County Library District (MO)
Duluth Public Library (MN)	Washington County Library System (PA)
Evanston Public Library (IL)	Way Public Library (OH)
Friends of the Bozeman Library (MT)	White Lake Township Library (MI)
Jackson County Library District (OR)	White Plains Public Library (NY) – 2 rounds
Kingsport Public Library (TN)	Wilsonville Public Library (OR)
Kitchigami Regional Library System (MN)	Wisconsin Dept. of Public Instruction

WORK PLAN

If selected by the Yorkville Public Library, the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning™ is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

Phase 1: Preparation, Data Analysis, and Benchmarking

Strategic Planning Committee Meeting

Library Strategies recommends forming a Strategic Planning Steering Committee at the outset if one has not already been organized. This committee will oversee the process, provide local context and insights, identify key leaders and influencers, and help ensure the final plan is inclusive and comprehensive. We recommend that the Steering Committee be made up of a selection of members from the following groups:

- Library leadership
- One or two Library Board members
- Friends of the Library leadership
- City government representatives as deemed appropriate
- Community leaders representing at least two of the following:
 - Business
 - Philanthropy
 - Education
 - Arts & Culture

The role of the Strategic Planning Committee is to:

- Provide critical information on the library service area
- Identify key stakeholders to engage in the process
- Assist with invitations/logistics for community engagement activities
- Approve and oversee the work plan and timeline
- Review drafts of the strategic plan

The initial meeting of the Planning Committee with Library Strategies will address the following agenda items:

- Clarify roles/responsibilities for data gathering, reporting, logistics, etc.
- Agree on the process and steps of the planning process, including expectations for timing of

deliverables.

- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.).
- Establish initial focus areas for community input. These could include staffing models, specific communities, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.
- Identify individuals who will be invited to participate in the community engagement phase, with careful attention given to including a broad representation of residents – both library users and non-users.

Community and Library Assessment

Library Strategies will conduct a data audit and assessment of each Library's service area demographics, reports, library services, and resources. This audit will review:

- Census data + trends for each community, including:
 - ✓ Age distribution / Household status
 - ✓ Race and Ethnic background / Special populations
 - ✓ Income / Education
 - ✓ Population/ Geographic distribution
 - ✓ Economic development projections
- Library data (including branch by branch breakdowns, if applicable/available):
 - ✓ Circulation numbers and trends for the past 3-5 years
 - ✓ Library visits / programming attendance
 - ✓ Technology access and usage
 - ✓ Community outreach efforts
 - ✓ Budget and financial sources
 - ✓ Staffing patterns
 - ✓ Board of Trustees structure and governance
 - ✓ Friends/Foundation fundraising model / patterns
 - ✓ Public relations and marketing

As part of an in-person visit, a lead Library Strategies consultant will visit Yorkville Public Library.

Peer Analysis and Benchmarking (optional)

With input from the Library, the Library Strategies consultant will select 2-3 peer libraries to benchmark. Peers will be identified based on similar community size, community environmental distinctions, library

size (staff, collections, usage), etc. Key areas of interest to YPL for benchmarking are likely to include budgets, funding sources and amounts, staff and volunteer workers, impact of Friends, facilities, outreach services, collections, and resources. Specific benchmark targets will be agreed between the Library and the Library Strategies consultant to assure appropriate scope of this activity.

Phase 2: Stakeholder Input

Community Survey

The Library Strategies consultant will design and administer a community survey. This tool will explore the interests and needs of the Yorkville service area both quantitatively and qualitatively. This may include (but are not limited to):

- Awareness and perception of the Library
- Satisfaction with Library services
- Barriers to using the Library and its services
- Facilities needs
- Diversity, equity, and inclusion concerns
- Opportunities for outreach
- Future directions for the Library to best meet needs and expectations

Our consultant will present a draft survey to Library leadership and the Steering Committee and make final revisions as necessary.

The survey will be posted online using SurveyMonkey. Library Strategies can also format the questionnaire for print; the Library will be responsible for converting print survey responses to an appropriate electronic format. Library Strategies will assist in identifying the best outlets and a promotional strategy to encourage broad-based participation in the survey (online and physical outlets such as local media, churches, schools, businesses, municipalities and townships, partnership organizations, etc.).

If it is determined to be beneficial during the preliminary Steering Committee meetings, the online survey form may be translated to facilitate feedback from non-English speaking residents, at an additional cost as outlined in the Project Budget.

Staff Survey (optional)

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations, and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

Board and Staff SOAR Sessions (optional)

These sessions provide an opportunity for internal stakeholders to offer their insights and express concerns in a collaborative environment, and typically yield insights that complement and build upon the staff survey (see below).

SOAR exercises share much in common with the better-known SWOT (*Strengths, Weaknesses, Opportunities, Threats*) methodology. However, the latter is a deficit-based approach while SOAR is optimized to uncover and capture the advantages, partners, and other assets that equip the Library to fulfill its work. This tends to be the more fruitful point of departure.

For the staff session, the consultant advises crafting an invitee roster that cuts across the organizational chart. Doing so will enfranchise part- as well as full-time employees; intermix frontline and back-of-house staff in a way that gives extra depth to the conversation; and provide a voice (and literal seat at the table) to the pages, clerks and assistants who so often feel “unseen” in their library’s decision-making processes.

Note: These are suggestions rather than requirements core to the integrity of the process. Group composition can be discussed in greater detail at a later date.

One-on-One Interviews (optional)

In preparation for Phase 3, the Library Strategies consultant will conduct 4-6 confidential phone interviews with key community members- long-serving Library trustees, Council members, lead government officials, key community leaders, and similar stakeholders.

The list of interviewees will be developed in consultation with the Library Director and Steering Committee. Ordinarily, questions focus on interviewees’ perceptions of their community’s most salient needs, what the Library can do (and is not already doing) to address them, and key challenges the Library is facing in its mission to enhance residents’ quality of life.

Phase 3: Community Engagement

Depending on preferences of the Library and community, Phase 3 Community Engagement will include an in-person community retreat, or a series of virtual or in-person community focus groups designed to maximize opportunities for community members to participate. Library Strategies’ initial recommendation is to conduct a community retreat or a series of three focus groups (in-person or virtual) to encourage participation from a wide range of individuals. This recommendation is flexible and can be adjusted to meet the needs and preferences of the Library.

The Steering Committee should be prepared to help develop the invitation list (usually twice as many people as you realistically expect to attend) and then personally invite them by mail, phone, or email. In total, we recommend 30-40 participants for this community engagement phase, whether it is one in-person community retreat or a series of focus groups.

In addition to facilitating the development of strategic goals, brainstorming, and discussions during the retreat or focus groups will contribute to updating the Mission and Values statements for the Library.

In-Person Community Retreat (Option 3.1)

The retreat gathers a cross-section of users, non-users, diverse populations, and key stakeholders all in one room. By including many participants from all walks of life, Yorkville Public Library gains valuable insights while securing early buy-in and future advocates for its vision.

The in-person retreat agenda is usually structured as follows:

A short presentation by the Director on the current state/activities of the Library. This gives all participants a common baseline understanding of what the Yorkville Public Library currently does – and how.

A short presentation/discussion on regional and national trends. The Library Strategies team will offer a short primer on “Libraries 101,” with an emphasis on emerging trends in this dynamic field. Trends reviewed by the consultant might include technology, makerspaces, literacy programs, partnerships, community outreach, removal of barriers to service, etc. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions and to encourage them to think broadly about the YPL’s role in the community.

A large group, “big picture” visioning session and development of goal areas. This part of the retreat invites participants to brainstorm broad, strategic visions for the community and consider the Yorkville Public Library’s role as a contributor to residents’ quality of life. In anticipation of addressing strategic goals, the group may review and identify potential modifications to the Library’s Mission and Values to enhance engagement with the strategic goals. Following the Mission and Values discussion, this session will shift to discussions about strategic “goal areas” where the Library should concentrate its attentions over the next five years. These areas might pertain to technology, advocacy, marketing and outreach, collection management, workforce development, cooperative opportunities, etc. Specific “goal areas” will be identified through and driven by the multiple community inputs to ensure relevance to the Yorkville Public Library.

Small group strategy sessions. Towards the end of the day, participants will be encouraged to dive deeper by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. The consulting team will mediate these smaller discussions and facilitate a share-out at the end of the retreat.

Focus Groups (Option 3.2; virtual or in-person)

The focus group process also involves representatives from a cross-section of the community: library users, non-users, diverse populations, and key stakeholders. Library Strategies and the Steering Committee will discuss options for the composition of the focus group invitees, which may be selected to bring together groups of similar stakeholders *or* a diversity of stakeholders, to provide optimal energy to the discussions. Each focus group typically includes 8-10 participants and lasts 2 hours.

Like the community retreat format, focus groups are the culmination of the community engagement activities. Quantitative and qualitative information gleaned through the data analysis, community survey, and interviews are used to drive the content of the focus group discussions. This provides a responsive and localized discussion platform for the focus groups.

As a tool to keep the focus group on track during the two-hour meeting, the facilitator may share a basic agenda:

1. Introduction to Library Strategies and our role in the process
2. Brief review of the What and Why for this Strategic Planning project
3. Review and group comments related to the Yorkville Public Library Mission and Values statements
4. 3-6 broad goal areas for the group to explore, add onto, modify, and/or discard

Suggested starting goal areas are based on the outcomes of the earlier community engagement activities and defined during the preparation period.

While each of these options is available, what is “best” will be determined in consultation with Yorkville Public Library leadership and may include a retreat, virtual focus groups, and/or in-person focus groups.

Phase 4: Crafting Strategic and Implementation Plans

Strategic Plan & Dashboard Tool

Following the community retreat or focus groups, the Library Strategies consultant will draft a short, concrete Strategic Plan (typically four pages) for review by the Steering Committee. The plan will also include new or revised Mission and Values statements.

The Steering Committee will determine whether the goals and strategies in the draft plan are realistic, given finite resources, timetables, and their own evolving understanding of the community’s needs. Our consultant will then make revisions based on the feedback for final approval.

Ultimately, Yorkville Public Library’s planning document will be translated into an easy-to-interpret graphic. This illustrative accompaniment can be presented to the full board of trustees, other governing bodies as applicable, and the community at large.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular, daily culture. Therefore, Library Strategies will also provide an easy-to-use dashboard measurement tool to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

Implementation Plan (optional)

To move the plan forward, our process can also include a consultant-facilitated implementation

planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of an Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

TIMELINE

The tentative timeline presented here is flexible and represents a typical strategic planning process. The timeline will be adjusted at the initiation of the project to accommodate key stakeholders of the Library and the deadline for approval of the strategic plan.

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5
Phase 1: Preparation, Data Analysis & Benchmarking					
Initial meeting, finalize work plan	X				
Collect Library and other background data	X				
Data analysis, assessment, and trends research		X			
Phase 2: Stakeholder Input					
Create and publish online community and staff surveys		X			
<i>(Optional) Translate and publish community survey for non-English language audience</i>		X			
<i>(Optional) Translate non-English language survey results for analysis</i>			X		
Synthesize and analyze survey results			X		
Present summary survey report				X	
<i>(Optional) Staff and Board SOAR Session (same visit as focus groups, below)</i>				X	
Phase 3: Community Engagement					
Launch retreat or focus group invitation process		X			
Facilitate retreat or series of focus groups				X	
Phase 4: Crafting Strategic and Implementation Plans					
Submit draft Strategic Plan				X	
Revise and present final Strategic Plan					X
Create Dashboard Measurement					X
<i>(Optional) Develop and finalize Implementation Plan</i>					X

BUDGET

Library Strategies proposes to provide the stated services below for the following fees, plus expenses reimbursed at actual cost. Fees are based on an hourly rate of \$225.00. This rate covers all consultant and staff time.

CONSULTING ACTIVITY DESCRIPTION	PROPOSAL COSTS	OPTIONAL COSTS
Phase 1: Preparation, Data Analysis & Benchmarking		
Prep meetings, steering committee kickoff	\$1,800	
Data collection and review	\$1,800	
Optional: Benchmark analysis		\$4,500
Phase 2: Stakeholder Input		
Community survey creation and management	\$1,800	
Staff survey creation and management		\$900
Translate, post, and manage online non-English language community survey		\$1,800 per translated survey
Survey analysis and write-ups	\$1,800	
Board and staff SOAR sessions, analyses, and write-ups		\$2,700
Prep/schedule/conduct 4-6 one-on-one interviews	\$2,700	More interviews @ \$1,800 per 5
Phase 3: Community Engagement		
Lead, launch, and oversee invitation process	\$900	
Community Retreat or 3 focus groups	\$4,500	More focus groups @ \$900/ea.
Phase 4: Crafting Strategic and Implementation Plans		
Presentation of data and feedback	\$2,700	
Draft and finalize strategic plan	\$3,600	
Create dashboard measurement tool	\$900	
Partner with staff to develop Implementation Plan		\$3,600
TOTAL CONSULTING FEES: \$22,500		

EXPENSE DESCRIPTION	ESTIMATED COST
Mileage Madison WI to Yorkville, IL	\$196.50

Hotel (\$107 – local GSA rate), 2 nights	\$214.00
Per diem (local GSA rate) meals and incidentals, 3 days	\$147.50
Total Estimated Expenses	\$558.00

Library Strategies does not charge for consultant travel time. Expense estimates are included above, but actual expenses will be billed.

TOTAL ESTIMATED FEES & EXPENSES: \$23,058

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly. Additionally, if the Library elects to conduct more of the consultant services remotely, travel expenses would correspondingly be reduced.

EXCLUSIONS OR EXCEPTIONS

There are no exclusions or exceptions.

REFERENCES

Library Strategies has worked with hundreds of libraries across the country, offering our unique approach to planning designed *specifically* for public libraries. Here are highlights of other planning processes Library Strategies has conducted in recent years:

Dubuque County Library District (IA)

Dubuque County Library District (DCLD) hired Library Strategies in 2020-21 to conduct a hybridized strategic planning process – one that incorporated site visits alongside robust but largely remote community engagement activities. DCLD faces some fairly unique operational and perception challenges, most stemming from the system’s proximity and relationship to other libraries: patrons in Dubuque County are also served by independent libraries operated by and for the cities of Dubuque, Dyersville and Cascade. DCLD services Asbury plus the most rural subsets of the community – a population of approx. 38,000. Library Strategies’ catered process reflected these special circumstances. Between remote and in-person community engagement efforts, consultants ultimately incorporated feedback from nearly 300 community members and staff into an actionable 2021-2027 roadmap for DCLD.



Contact: Amanda Vazquez, Director - amandav@dubcolib.org, (563) 582-0008

Community Library Network (ID)

Library Strategies provided the Community Library Network with a comprehensive Strategic Planning RRP™ process in 2022 to help the Library maintain direction and focus during its upcoming service growth initiatives and building projects. Services included staff and community surveys, stakeholder interviews, and a community retreat. Particular attention was paid to both individual library needs and the overarching goals for the Network.



Contact: Amy Rodda, former Director – arodda07@gmail.com, (303) 658-2640

Wilsonville Public Library (OR)

Library Strategies facilitated the Wilsonville Public Library’s strategic planning process during 2020-2021. The delivery of our RRP™ process was a hybrid project, with some of the work being completed virtually during the Covid-19 pandemic and an in-person implementation planning session to close out the project.



Contact: Shasta Sasser, Library Director – sasser@wilsonvillelibrary.org, (503) 570-1590



Memorandum

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

Summary

Review of the current status of various Library building projects.

Background

This item was last discussed at the August 28th 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. **Update: Work started Wed, Oct 4 and finishing on Fri, Oct 6 if needed.**
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. **Update: at the 9/11/23 Library Board Meeting, the trustees wanted to get a few quotes from other engineering firms. Shelley sent 2 recommendations she received from discussions she had**

with past Facilities Manager to Jesus, current Facilities Manager. A board member sent Jesus a list of other companies to contact. _____

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. **Update: Jesus confirmed to Shelley that the proposal was reviewed for proper scope. Shelley will confirm at the Oct 9 board meeting if the board would like to proceed with replacement.**
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. **Update: Verde Energy has submitted an updated proposal. This proposal will be discussed at the Oct 9 board meeting under New Business.**
5. The remaining projects on the August 28th 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 **Update: Trico & Ted conducted a 3day inspection of all units. The report will be shared at the Oct 9 board meeting.**
 - c. Seventh – Replace the roof **Update: Jesus had Olsson Roofing inspected the roof and it was determined to be in good condition and no replacement is currently needed.**
 - d. Eighth – carpeting **Update: The carpet for the entire building was cleaned on Sept 29, 2023.**
 - 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.



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

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

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_____

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.

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.

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

- 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.

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.



PARTNERSHIP AGREEMENT

Customized for:

Yorkville Public Library
902 Game Farm Rd
Yorkville , Illinois



About us

Verde Energy Efficiency Experts, L3C was founded on a mission:
To reduce energy consumption of existing buildings.
This is what we do, this is who we are.

Our core values, the fabric of our business.

Curiously exploring new solutions
Positive contagious energy
Eloquent communication
Taking pride in our work
Confident and resilient
Humble and gracious

Our trusted partners

PHILIPS

GREEN INOVA
the quality light



OUR PROCESS IS TURNKEY

1. Energy Efficiency Assessment

- Explore all energy-savings opportunities
- Listen to your pains and desired outcomes
- Identify which program maximizes your incentives

2. Digital Paperwork and Invoicing

- Communicate directly with the utility program
- Prepare all paperwork
 - Verde CSA
 - Utility Program Agreement
 - Digital invoice
- You provide digital signatures - that's it!

3. Project Installation

- An in-house team of ICC certified technicians
- All necessary materials
- All equipment and lifts included
- Caters to your hours of operation
- Note: We can only address fixtures that are currently operational

4. Partnership Perks

- Warranty on all labor and materials
- Recycling of all existing fluorescent tubes and other materials where applicable
- Lowered maintenance and operating costs, of course!

WHAT WE LEARNED

Pains and Current State

The library still has fluorescent lighting and it is time to upgrade to LED. The emergency fixtures were not addressed over the years so most of them have failed. The library is interested in smart fixtures with sensors on the interior and photocells on the exterior.

Desired Gains and Proposed State

Phase by phase, we plan to upgrade the library to LED. There will be brand new Philips fixtures in the troffers and can lights and on the exterior, and while the remaining fixtures will be retrofitted with a new Philips lamp and driver. The new LEDs will be maintenance free and are set to last 70,000-100,000 hours. The new lighting will be consistent throughout and will transform the look & feel of the library. There is a 1 year warranty through us with the option to extend it every year. Every emergency fixture in the library has been accounted for in this proposal. We will get the library back up to code with the emergency lights.

Recommendations



Trim Kit: The can lights will be retrofitted with a dimmable LED can trim kit. This will update the aesthetic of the lighting by closing the hole in the ceiling. The fixture lays flush against the ceiling, putting more light into the space and permanently removing maintenance issues with ballasts.

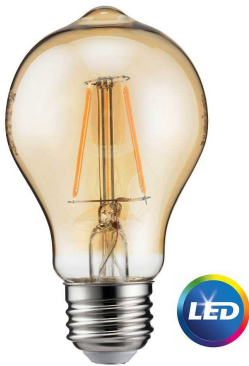
New LED retrofit fixtures replace existing fluorescent lamps, using the existing housing. This will provide an upgraded



aesthetic while improving illumination and light distribution. These fixtures have an optional smart sensor technology which saves an additional 30% through the occupancy and daylight harvesting sensors. Evokits are one of our most popular items, as they both save energy and transform a space.



The fluorescent lights throughout the facility will be retrofitted with Philips tube LEDs and new drivers will be installed to replace existing ballasts. In addition to a much longer lifetime of 70,000 hours for the system, the LED tubes are made of plastic and therefore pose no risk of shattering and releasing harmful mercury-vapor into the space. The existing lenses will be left in place.

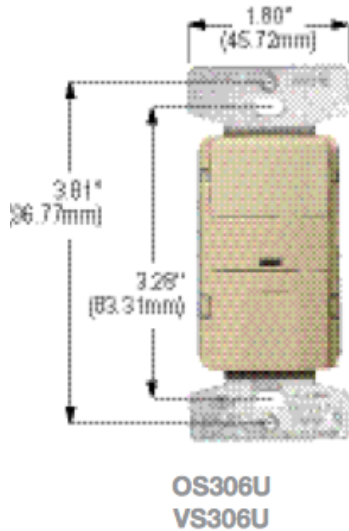


Incandescent and CFL lamps will be swapped with an LED equivalent lamp. Verde uses the Philips brand, and can typically accommodate 2700 - 5000k for most lamp types. We also offer vintage style LEDs, as well as warm-glow technology, which dim lights to 2200k for ambient mood lighting in restaurants.

Wall Mounted Occupancy Sensors: We will be replacing light switches with occupancy sensors, which turn on and off based on motion. This will save additional energy by ensuring lights are not left on when the space is unoccupied.

Vacancy Sensors: Ask us about our vacancy sensors, which means a light needs to be manually turned out, but will turn off after a preset time period. These sensors save additional energy by avoiding false positives, but depend on a client's

preference. Often, the same light switch can do both functions.



Photocells: Photocells control the new exterior LED fixtures, so they only operate when there is insufficient daylight. This eliminates the issue of needing to manually control a lighting timer which can't adapt in real time to changes in annual sunlight patterns.



New Pole Heads: The exterior pole heads will be replaced with a new LED pole head. This new fixture will eliminate the need for both the metal halide lamp and ballast. This upgrade will significantly reduce the consumed watts while not compromising illumination. Optional motion sensors for this fixture can be included, dimming or turning off lights when possible for advanced energy savings.



WallPack: The exterior wall packs will be replaced with a new LED fixture. This new fixture will eliminate the need for both the metal halide lamp and ballast. This upgrade will significantly reduce the consumed watts while not compromising illumination. Additionally, this fixture can be installed to wall wash or forward throw lights, mitigating neighbor complaints.



Bullet Spot Light: The 30w LED Bullet Flood light provides energy efficient, directional lighting for landscape, outdoor signage, and accent lighting. It's IP65 rated, sealed to prevent dirt, bugs, and moisture, and has shatter-resistant glass.

ANNUAL PROJECT SAVINGS

We calculate savings based on your hours of operation, current equipment, and proposed equipment. While not exact, we are pretty darn good at this calculation after over 10 years of experience.



Electricity Savings: 149,994 kWh annually.



Trees Planted: 1,685 trees.

This is the greenhouse gas equivalent of trees planted to absorb the carbon produced from the blend of electricity in Illinois. The work we do together is important to future generations.



Dollars Saved: \$16,499 annually.

This amount of energy savings will save your building operating costs. Additional savings will be captured in both labor and lamps/ballasts purchased.

WHAT WE NEED FROM YOU

The right person for the job

Who is the correct contact to...



- sign contracts
- schedule the installation
- on site contact



Feedback

After the installation, we'll ask you to share your experience. This is the best way for us to learn and grow.

Where's the electric panel?



Please identify which **bathroom** is appropriate for our team to use during the installation.



Scope changes during installation



Sometimes small changes are necessary in order to deliver a world-class install. Any changes that will impact the cost of the project will be approved by you before moving forward.



Parking

Where's the best spot for us?

Scrap

Where can we place scrap for a later pickup?



Your hours of operation

Two More Things



In general, our installs take place M-F 7am to 3pm. You will have an assigned Crew Chief for the project who you can speak to at any time.

LIGHTING INVESTMENT

Price after incentive includes

- All materials and installation equipment*

*If specialty lifts are required, any additional cost will be approved by you before moving forward.

- Utility program paperwork processing
- 1 year warranty on labor and material, for lighting and lighting controls
- Recycling of existing equipment, where applicable

Pricing Breakdown

Phase 1 - Floor 2 (entire 2nd floor includes stairwells, excludes can lights)	QTY	Price	Prevailing Wage	Subtotal
T8 4ft 4K 8.9W 1600lm Type A/C Specification Sheet	94	\$13.50	27.00%	\$1,611.63
A19 4K 12.2W 1100lm E26	67	\$12.00	27.00%	\$1,021.08
T5 HO 4ft 4K 24W 3500lm Type C Specification Sheet for Tube	63	\$29.00	27.00%	\$2,320.29
Driver T8 2L Specification Sheet for Driver	46	\$30.00	27.00%	\$1,752.60
EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4 Specification Sheet	35	\$180.00	27.00%	\$8,001.00
PL VL 3/35/4K 11W 1500lm G24d/G24q TypeB Specification Sheet	35	\$32.00	27.00%	\$1,422.40
Driver T5 HO 2L Specification Sheet for Driver	24	\$37.00	27.00%	\$1,127.76

EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4 Specification Sheet	12	\$180.00	27.00%	\$2,743.20
H.O. A19 LED w/ Socket Retrofit Specification Sheet	10	\$27.00	27.00%	\$342.90
Legrand - Wall Mounted Occ. Sensor Specification Sheet	2	\$59.00	27.00%	\$149.86
MR16 3K 8W 620lm GU5.3 DIM Specification Sheet	2	\$24.00	27.00%	\$60.96
T8 3ft 4K 8.5W 1400lm Type A/C Specification Sheet for Tube	1	\$18.00	27.00%	\$22.86
T8 2ft 4K 7W 1200lm Type A/C Specification Sheet for Tube	1	\$15.00	27.00%	\$19.05
Emergency Driver EvoKit Specification Sheet	9	\$190.00	0.00%	\$1,710.00
Emergency Ballast T8/T5 HE/HO 1L (B50CT) Specification Sheet	38	\$232.00	0.00%	\$8,816.00

Subtotal Price **\$31,121.59**

Utility Paperwork and Inspection Services **\$300.00**

Delivery and Lift Services **\$200.00**

Recycling and Scrap Pick Up **\$200.00**

Utility Incentives **-\$6,974.77**

Price after Incentive \$24,846.82

Phase 2 - Floor 1 recessed troffers & exterior	QTY	Price	Prevailing Wage	Subtotal
EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4 Specification Sheet	65	\$180.00	27.00%	\$14,859.00

EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4 Specification Sheet	29	\$180.00	27.00%	\$6,629.40
Emergency Driver EvoKit Specification Sheet	38	\$190.00	0.00%	\$7,220.00
A19 5K 13.5W 1500lm E26	15	\$6.00	27.00%	\$114.30
Retrofit Kit 30W 5K 3840lm [Green Inova] Specification Sheet	9	\$199.00	27.00%	\$2,274.57
Pole Head 100W 5K [Duralac] Specification Sheet	7	\$149.00	27.00%	\$1,324.61
Wall Pack 28/40/60W 3/4/5K 3800- 8100lm Specification Sheet	3	\$129.00	27.00%	\$491.49
Bullet Flood 5K 30W 3800lm [Green Inova] Specification Sheet	2	\$50.00	27.00%	\$127.00
Photocell Multi-Voltage Pencil Style Specification Sheet	10	\$20.00	27.00%	\$254.00

Subtotal Price **\$33,294.37**

Utility Paperwork and Inspection Services **\$300.00**

Delivery and Lift Services **\$300.00**

Recycling and Scrap Pick Up **\$200.00**

Utility Incentives **-\$9,126.75**

Price after Incentive \$24,967.62

Phase 3 - Remaining Floor 1 (excluding can lights)	QTY	Price	Prevailing Wage	Subtotal
A19 4K 12.2W 1100lm E26	144	\$12.00	27.00%	\$2,194.56

Legrand - Wall Mounted Occ. Sensor Specification Sheet	5	\$59.00	27.00%	\$374.65
PL VL 3/35/4K 11W 1500lm G24d/G24q TypeB Specification Sheet	3	\$32.00	27.00%	\$121.92
T8 4ft 4K 8.9W 1600lm Type A/C Specification Sheet	296	\$13.50	27.00%	\$5,074.92
T5 HO 4ft 4K 24W 3500lm Type C Specification Sheet for Tube	80	\$29.00	27.00%	\$2,946.40
Driver T8 2L Specification Sheet for Driver	255	\$30.00	27.00%	\$9,715.50
T8 3ft 4K 8.5W 1400lm Type A/C Specification Sheet for Tube	2	\$18.00	27.00%	\$45.72
T8 2ft 4K 7W 1200lm Type A/C Specification Sheet for Tube	5	\$15.00	27.00%	\$95.25
Emergency Ballast T8/T5 HE/HO 1L (B50CT) Specification Sheet	36	\$240.00	0.00%	\$8,640.00
A19 5K 13.5W 1500lm E26	6	\$6.00	27.00%	\$45.72
LED Retrofit Kit 4" Specification Sheet	10	\$135.00	27.00%	\$1,714.50
BR30 4K 7.2W 650lm E26	12	\$12.25	27.00%	\$186.69
Driver T5 HO 2L - COST WAIVED Specification Sheet for Driver	52	\$0.00	27.00%	\$0.00

Subtotal Price **\$31,155.83**

Utility Paperwork and Inspection Services **\$300.00**

Delivery and Lift Services **\$300.00**

Recycling and Scrap Pick Up **\$200.00**

Utility Incentives **-\$7,107.64**

Price after Incentive \$24,848.19

Phase 4 - Can Lights Entire Library Interior Floors 1&2	QTY	Price	Prevailing Wage	Subtotal
Emergency Inverter Trim Kit Specification Sheet	40	\$382.00	27.00%	\$19,405.60
Trim Kit 6in 3/35/4K 7/10/17W 700-1500lm Specification Sheet	45	\$75.00	27.00%	\$4,286.25
Trim Kit 4in LED	2	\$120.00	27.00%	\$304.80

Subtotal Price **\$23,996.65**

Utility Paperwork and Inspection Services **\$300.00**

Delivery and Lift Services **\$300.00**

Recycling and Scrap Pick Up **\$200.00**

Utility Incentives (no incentives for can lights) **\$0.00**

Price after Incentive \$24,796.65

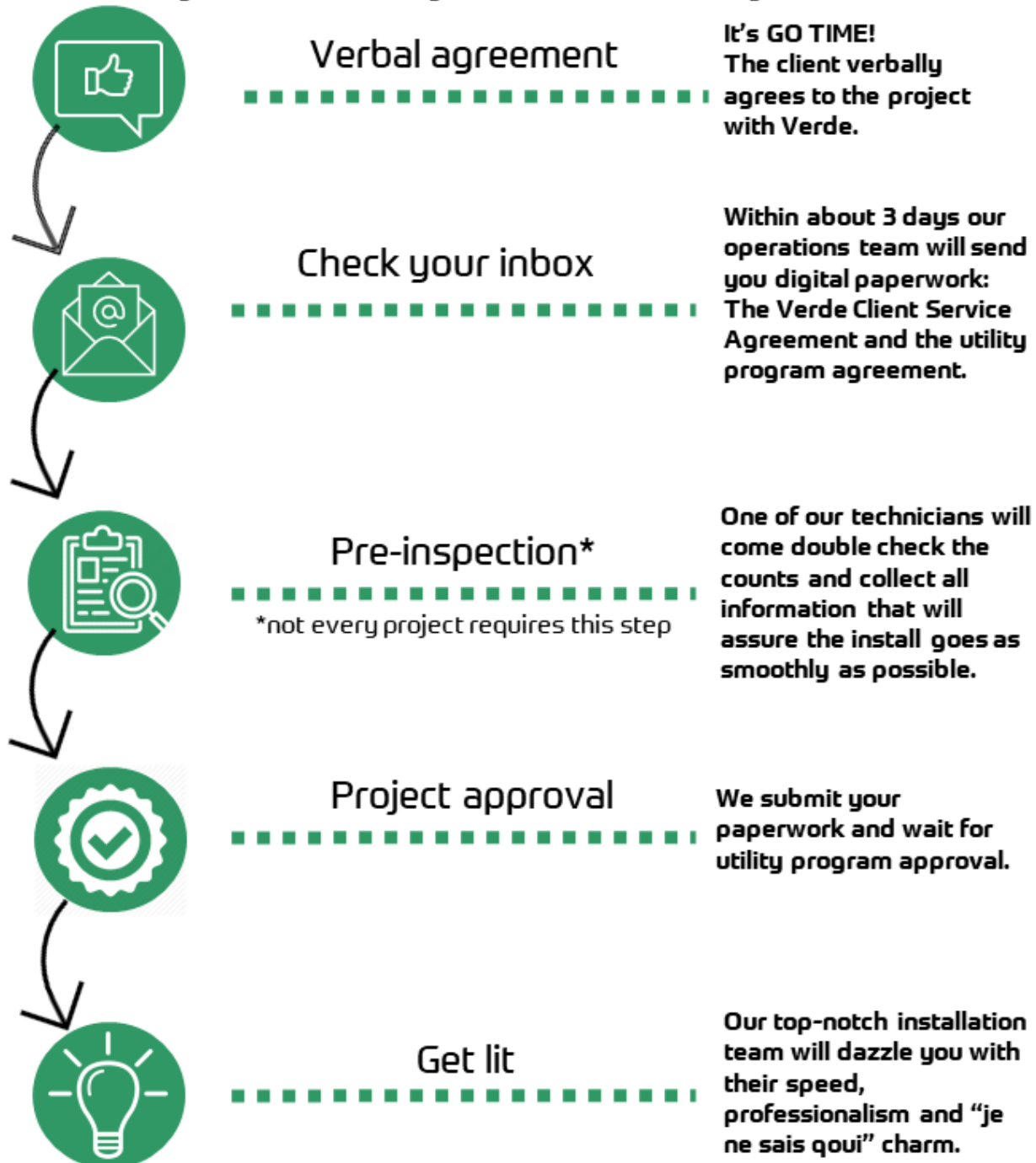
Deposit Request \$50% upfront

Final Payment \$50% net10 post installation plus est. tax **\$0**

Pricing is valid for 30 days

YOUR PROJECT TIMELINE

The average time from Verbal Agreement to Installation ranges from 6-8 weeks.



Questions? We got you.
Email : projects@verde.expert
Call : 773-413-9587

Verde Client Service Agreement

This Agreement is made as of 09 / 25 / 2023 by and between Verde Sustainable Solutions, L3C, DBA Verde Energy Efficiency Experts, ("Verde") at 5328 N Northwest Hwy Chicago, IL 60630 and Yorkville Public Library at 902 Game Farm Rd Yorkville , Illinois (the "Client").

1. Services

Verde will perform the Scope of Work for Yorkville Public Library as described in the above Partnership Agreement provided that the corresponding utility incentive program agreement with estimated rebates is approved after submission by Verde by the applicable utility program implementer. Verde will determine the method, details and means of performing services.

2. Site Pre-Conditions

Conditions on the project site must be safe and of a reasonable functional and working standard to successfully perform each task identified in the Scope of Work in a professional manner. Verde does not run power to fixtures unless it is explicitly stated in the Scope of Work. Client understands and expressly agrees that any project site will comply with OSHA as well as any other applicable Federal, State, or municipal law or regulation dealing with worksite safety, and further agrees that Verde and it's personnel shall have the final say as to whether a job site is sufficiently safe for Verde to complete any work under this Agreement.

3. Compensation

Verde will be compensated for services provided under this Agreement with an estimated project fee of X with estimated tax of 0. The Verde estimated project fee includes labor, materials, delivery, recycling and applicable taxes (on materials). In the situation that the utility rebate for this project changes, Verde agrees to honor the stated project fee. Verde reserves the right to charge the material cost for high voltage equipment and/or emergency ballasts or drivers not included on the Scope of Work. Additions to the Scope of Work beyond emergency ballasts and drivers will require a change order signed by the Client.

4. Payment Terms

A deposit of 50% upfront, payable by check, ACH, or credit card (*3% transaction fee will be applied to credit card transactions greater than \$3,000.00*) is due to Verde prior to the commencement of the installation or NET10 upon receipt. Projects will only be scheduled for installation after receipt of the deposit. If for any reason the rebate is not approved, the deposit is refundable to Client. The balance of the final actual project fee, 50% net10 post installation with estimated tax of \$0, will be billed upon completion of the project and payment is due

NET10 upon receipt. All payments by check should be addressed and mailed to: Verde Energy Efficiency Experts at 5328 N Northwest Hwy Chicago, IL 60630.

5. Client Requested Additional Services and Charges

Any service requested by Client and provided by Verde in addition to and above and beyond the services defined in the Scope of Work will be presented to the Client as a change order and will require a signature before proceeding. Verde reserves the right to decline work that was not stated on the original scope.

6. Client Energy Savings Estimate and Warranties

A) No warranty as to energy/cost savings. Verde has presented estimated energy cost savings to Client. This information was based upon an on-site assessment of conditions observed at the project site, information provided by the Client, and industry standard practices and costs for similar projects. Verde does not guarantee that any specific level of energy/cost savings will result from implementing any of the improvements.

B) Limitation on Other Express and Implied Warranties. Client understands that Verde makes no express or implied warranties as to the equipment installed or work performed under this Agreement other than as set forth herein:

- Verde warrants that all tasks completed by Verde will be free of defects resulting from poor workmanship for a period of 1 year, with the exception of HVAC equipment installations which shall be warranted for a period of 90 days. An additional exception exists when Client does not choose to change existing ballast to LED driver (i.e. Type A retrofit). The manufacturer's warranty may cover additional time, in which case Verde will work with Client to assist in making any such warranty claim with the manufacturer.

C) No Emergency Services or Liability for Non-Working Equipment. Client understands that Verde does not offer emergency services and does not have an emergency or 24-hour call line. Client agrees that Verde shall not be liable for damages related to economic losses as a result of malfunctioning equipment or warranty-related claims.

D) Maintenance Requests. Maintenance Requests will be fulfilled by Verde within 5 business days of notification as long as Client and Verde's schedules can be coordinated.

7. Time of Performance

Verde will endeavor to perform the services required under this Agreement in accordance with a reasonable schedule agreed to by both Verde and Client.

8. Indemnification and Limitation of Liability

Verde and Client each indemnifies the other from any claim or damages due to the injury or death of any person, or the loss of or damages to real or personal property resulting from acts or omissions of the indemnifying party. Neither party (Verde or the Client) will be liable to the other for any special, indirect, incidental, consequential, or exemplary or punitive damages, including but not limited to lost profits, cost of cover, lost revenue, even if both parties have knowledge of the possibility of such damages. Verde's aggregate liability for any and all claims will not exceed the total amount of compensation paid by Client to Verde under this Agreement.

9. Force Majeure

Verde will not be liable for failure or delay in performing its obligations in this Agreement if such failure is due to circumstances beyond its reasonable control, including without limitation, fire, flood, interruption of or delay in transportation, inability to obtain power used or equipment needed to provide the services within this Agreement.

10. Hazardous Materials

Verde will ensure proper removal, disposal and/or recycling of all hazardous and non-hazardous replaced old equipment from the Client's site. Other scrap metal and cardboard will be disposed of on site. Verde is responsible for moderate cleaning of post-installation dust/debris/scraps. Verde recommends that Client arrange for more thorough cleaning after the installation is complete.

11. Integration Clause

This Agreement contains the entire agreement between the Parties to this Agreement relating to the settlement and transactions contemplated hereby, and supersedes any and all prior agreements, understandings, representations, and statements between the Parties, whether oral or written, and whether by a Party or such Party's legal counsel. The Parties are entering into this Agreement based solely on the representations and warranties herein and not based on any promises, representations, and/or warranties not found herein. No modification, waiver, amendment, discharge, or change of this Agreement shall be valid unless the same is in writing.

12. Applicable Law, Venue, and Attorney's Fees

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. Any claim brought under this Agreement or by either party against the other as a result of the engagement of Verde by Client under this Agreement shall be brought in the State Court sitting in the County where the work is to be performed. Each party understands and agrees that the prevailing party in any lawsuit brought under this Agreement shall pay all court costs as well as the other party's reasonable attorney's fees.

The Parties have executed this Agreement as of the date first set forth above.

Verde Energy Efficiency Experts	
Company Name	Company Name
Authorized Representative Signature	Authorized Representative Signature
Alisa Hansen	
Authorized Representative Name	Authorized Representative Name
Principal Analyst	
Authorized Representative Title	Authorized Representative Title
09 / 27 / 2023	
Date	Date

2023 Tax Levy - Public Hearing

** (Based on new construction EAV estimate of \$28,825,072) **

(Limiting Rate Applied to City)

	2021 Rate Setting EAV	% Change over Prior Yr EAV		2022 Rate Setting EAV	% Change over Prior Yr EAV		2023 Estimated EAV	% Change over Prior Yr EAV	\$ Change
Farm	\$ 3,524,082	4.88%	Farm	\$ 3,936,704	11.71%	Farm	\$ 4,163,860	5.77%	\$ 227,156
Residential	524,668,429	8.40%	Residential	594,475,190	13.30%	Residential	687,742,410	15.69%	93,267,220
Commercial	79,815,145	0.21%	Commercial	80,620,321	1.01%	Commercial	86,335,951	7.09%	5,715,630
Industrial	15,512,284	-0.48%	Industrial	15,925,318	2.66%	Industrial	16,557,914	3.97%	632,596
State Railroad	77,628	2.33%	State Railroad	90,328	16.36%	State Railroad	90,328	0.00%	-
Total	\$ 623,597,568	7.02%	Total	\$ 695,047,861	11.46%	Total	\$ 794,890,463	14.36%	\$ 99,842,602

	2021 Rate	2021 Levy Request	2021 Levy Extension		2022 Rate	2022 Levy Request	2022 Levy Extension		2023 Rate	2023 Levy Request	% Change over Prior Yr Ext.	\$ Change over Prior Yr Ext.
Corporate	0.15791	\$ 984,681	\$ 984,723		0.14168	\$ 984,723	\$ 984,744		0.12388	\$ 984,744	0.00%	\$ 0
Bonds & Interest	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
IMRF Pension	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
Police Protection	0.15963	995,406	995,449		0.16249	1,129,316	1,129,383		0.15800	1,255,925	11.20%	126,542
Police Pension	0.21405	1,334,771	1,334,811		0.19839	1,378,837	1,378,905		0.17612	1,400,000	1.53%	21,095
Audit	0.00482	30,000	30,057		0.00432	30,000	30,026		0.00377	30,000	-0.09%	(26)
Liability Insurance	0.00642	40,000	40,035		0.00576	40,000	40,035		0.00503	40,000	-0.09%	(35)
Social Security	0.02406	150,000	150,038		0.02159	150,000	150,061		0.01887	150,000	-0.04%	(61)
School Crossing Guard	0.00321	20,000	20,017		0.00288	20,000	20,017		0.00252	20,000	-0.09%	(17)
Unemployment Insurance	0.00000	-	-		0.00000	-	-		0.00000	-	0.00%	-
Revenue Recapture	0.00090	-	5,612		0.00060	-	4,170		0.00000	-	-	(4,170)
Subtotal City	0.57100	\$ 3,554,858	\$ 3,560,742		0.53771	\$ 3,732,876	\$ 3,737,342		0.48820	\$ 3,880,669	3.84%	143,327
Library Operations	0.13146	\$ 934,994	\$ 819,781		0.13032	\$ 1,041,921	\$ 905,786		0.15000	\$ 1,192,336	31.64%	\$ 286,549
Library Bonds & Interest	0.13588	847,313	847,344		0.12471	866,750	866,794		0.10869	864,000	-0.32%	(2,794)
Revenue Recapture	0.00043	-	2,681		0.00029	-	2,016		0.00000	-	-	(2,016)
Subtotal Library	0.26777	\$ 1,782,307	\$ 1,669,807		0.25532	\$ 1,908,671	\$ 1,774,596		0.25869	\$ 2,056,336	15.88%	281,739
Total City (PTELL & Non-PTELL)	0.83877	\$ 5,337,165	\$ 5,230,549		0.79303	\$ 5,641,547	\$ 5,511,938		0.74690	\$ 5,937,005	7.71%	\$ 425,067
less Bonds & Interest / Rev Recapture	0.13721	847,313	855,638		0.12560	866,750	872,980		0.10869	864,000	-1.03%	(8,980)
P-TELL Totals	0.70156	\$ 4,489,852	\$ 4,374,911		0.66743	\$ 4,774,797	\$ 4,638,958		0.63820	\$ 5,073,005	9.36%	\$ 434,047

2023 Tax Levy - Public Hearing

(Limiting Rate Applied to City)

2023 Tax Levy - Estimated CPI and New Construction Increments

** (Based on original new construction EAV estimate of \$26,204,611 as of August 11, 2023) **

(Limiting Rate Applied to City & Library)

	2021 Rate Setting EAV	% Change over Prior Yr EAV		2022 Rate Setting EAV	% Change over Prior Yr EAV		2023 Estimated EAV	% Change over Prior Yr EAV	\$ Change
Farm	\$ 3,524,082	4.88%	Farm	\$ 3,936,704	11.71%	Farm	\$ 4,163,860	5.77%	\$ 227,156
Residential	524,668,429	8.40%	Residential	594,475,190	13.30%	Residential	687,742,410	15.69%	93,267,220
Commercial	79,815,145	0.21%	Commercial	80,620,321	1.01%	Commercial	86,335,951	7.09%	5,715,630
Industrial	15,512,284	-0.48%	Industrial	15,925,318	2.66%	Industrial	16,557,914	3.97%	632,596
State Railroad	77,628	2.33%	State Railroad	90,328	16.36%	State Railroad	90,328	0.00%	-
Total	\$ 623,597,568	7.02%	Total	\$ 695,047,861	11.46%	Total	\$ 794,890,463	14.36%	\$ 99,842,602

	2021 Rate	2021 Levy Request	2021 Levy Extension		2022 Rate	2022 Levy Request	2022 Levy Extension		2023 Rate	2023 Levy Request	% Change over Prior Yr Ext.	\$ Change over Prior Yr Ext.
Corporate	0.15791	\$ 984,681	\$ 984,723		0.14168	\$ 984,723	\$ 984,744		0.12388	\$ 984,744	0.00%	\$ 0
Bonds & Interest	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
IMRF Pension	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
Police Protection	0.15963	995,406	995,449		0.16249	1,129,316	1,129,383		0.17974	1,428,703	26.50%	299,320
Police Pension	0.21405	1,334,771	1,334,811		0.19839	1,378,837	1,378,905		0.17612	1,400,000	1.53%	21,095
Audit	0.00482	30,000	30,057		0.00432	30,000	30,026		0.00377	30,000	-0.09%	(26)
Liability Insurance	0.00642	40,000	40,035		0.00576	40,000	40,035		0.00503	40,000	-0.09%	(35)
Social Security	0.02406	150,000	150,038		0.02159	150,000	150,061		0.01887	150,000	-0.04%	(61)
School Crossing Guard	0.00321	20,000	20,017		0.00288	20,000	20,017		0.00252	20,000	-0.09%	(17)
Unemployment Insurance	0.00000	-	-		0.00000	-	-		0.00000	-	0.00%	-
Revenue Recapture	0.00090	-	5,612		0.00060	-	4,170		0.00000	-	-	(4,170)
Subtotal City	0.57100	\$ 3,554,858	\$ 3,560,742		0.53771	\$ 3,732,876	\$ 3,737,342		0.50994	\$ 4,053,447	8.46%	316,105
Library Operations	0.13146	\$ 934,994	\$ 819,781		0.13032	\$ 1,041,921	\$ 905,786		0.12373	\$ 983,517	8.58%	\$ 77,731
Library Bonds & Interest	0.13588	847,313	847,344		0.12471	866,750	866,794		0.10869	864,000	-0.32%	(2,794)
Revenue Recapture	0.00043	-	2,681		0.00029	-	2,016		0.00000	-	-	(2,016)
Subtotal Library	0.26777	\$ 1,782,307	\$ 1,669,807		0.25532	\$ 1,908,671	\$ 1,774,596		0.23242	\$ 1,847,517	4.11%	72,921
Total City (PTELL & Non-PTELL)	0.83877	\$ 5,337,165	\$ 5,230,549		0.79303	\$ 5,641,547	\$ 5,511,938		0.74236	\$ 5,900,964	7.06%	\$ 389,026
less Bonds & Interest / Rev Recapture	0.13721	847,313	855,638		0.12560	866,750	872,980		0.10869	864,000	-1.03%	(8,980)
P-TELL Totals	0.70156	\$ 4,489,852	\$ 4,374,911		0.66743	\$ 4,774,797	\$ 4,638,958		0.63367	\$ 5,036,964	8.58%	\$ 398,006

2023 Tax Levy - Estimated CPI and New Construction Increments

(Limiting Rate Applied to City & Library)

2023 Tax Levy - Estimated New Construction Increment Only

** (Based on original new construction EAV estimate of \$26,204,611 as of August 11, 2023) **

(Limiting Rate Applied to City & Library)

	2021 Rate Setting EAV	% Change over Prior Yr EAV		2022 Rate Setting EAV	% Change over Prior Yr EAV		2023 Estimated EAV	% Change over Prior Yr EAV	\$ Change
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Residential	524,668,429	8.40%	Residential	594,475,190	13.30%	Residential	687,742,410	15.69%	93,267,220
Commercial	79,815,145	0.21%	Commercial	80,620,321	1.01%	Commercial	86,335,951	7.09%	5,715,630
Industrial	15,512,284	-0.48%	Industrial	15,925,318	2.66%	Industrial	16,557,914	3.97%	632,596
State Railroad	77,628	2.33%	State Railroad	90,328	16.36%	State Railroad	90,328	0.00%	-
Total	\$ 623,597,568	7.02%	Total	\$ 695,047,861	11.46%	Total	\$ 794,890,463	14.36%	\$ 99,842,602

	2021 Rate	2021 Levy Request	2021 Levy Extension		2022 Rate	2022 Levy Request	2022 Levy Extension		2023 Rate	2023 Levy Request	% Change over Prior Yr Ext.	\$ Change over Prior Yr Ext.
Corporate	0.15791	\$ 984,681	\$ 984,723		0.14168	\$ 984,723	\$ 984,744		0.12388	\$ 984,744	0.00%	\$ 0
Bonds & Interest	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
IMRF Pension	0.00000	-	-		0.00000	-	-		0.00000	-	-	-
Police Protection	0.15963	995,406	995,449		0.16249	1,129,316	1,129,383		0.15625	1,242,044	9.98%	112,661
Police Pension	0.21405	1,334,771	1,334,811		0.19839	1,378,837	1,378,905		0.17612	1,400,000	1.53%	21,095
Audit	0.00482	30,000	30,057		0.00432	30,000	30,026		0.00377	30,000	-0.09%	(26)
Liability Insurance	0.00642	40,000	40,035		0.00576	40,000	40,035		0.00503	40,000	-0.09%	(35)
Social Security	0.02406	150,000	150,038		0.02159	150,000	150,061		0.01887	150,000	-0.04%	(61)
School Crossing Guard	0.00321	20,000	20,017		0.00288	20,000	20,017		0.00252	20,000	-0.09%	(17)
Unemployment Insurance	0.00000	-	-		0.00000	-	-		0.00000	-	0.00%	-
Revenue Recapture	0.00090	-	5,612		0.00060	-	4,170		0.00000	-	-	(4,170)
Subtotal City	0.57100	\$ 3,554,858	\$ 3,560,742		0.53771	\$ 3,732,876	\$ 3,737,342		0.48646	\$ 3,866,788	3.46%	129,446
Library Operations	0.13146	\$ 934,994	\$ 819,781		0.13032	\$ 1,041,921	\$ 905,786		0.11803	\$ 938,228	3.58%	\$ 32,442
Library Bonds & Interest	0.13588	847,313	847,344		0.12471	866,750	866,794		0.10869	864,000	-0.32%	(2,794)
Revenue Recapture	0.00043	-	2,681		0.00029	-	2,016		0.00000	-	-	(2,016)
Subtotal Library	0.26777	\$ 1,782,307	\$ 1,669,807		0.25532	\$ 1,908,671	\$ 1,774,596		0.22673	\$ 1,802,228	1.56%	27,632
Total City (PTELL & Non-PTELL)	0.83877	\$ 5,337,165	\$ 5,230,549		0.79303	\$ 5,641,547	\$ 5,511,938		0.71318	\$ 5,669,016	2.85%	\$ 157,078
less Bonds & Interest / Rev Recapture	0.13721	847,313	855,638		0.12560	866,750	872,980		0.10869	864,000	-1.03%	(8,980)
P-TELL Totals	0.70156	\$ 4,489,852	\$ 4,374,911		0.66743	\$ 4,774,797	\$ 4,638,958		0.60449	\$ 4,805,016	3.58%	\$ 166,058

2023 Tax Levy - Estimated New Construction Increment Only

(Limiting Rate Applied to City & Library)

		<u>2021 Requested</u>	<u>2021 Extended</u>			<u>2022 Requested</u>	<u>2022 Extended</u>			<u>2023 Levy Request</u>	<u>% Change over Prior Yr Ext.</u>	<u>\$ Change over Prior Yr Ext.</u>
City	\$	2,220,087	\$ 2,225,932	City	\$	2,354,039	\$ 2,358,436	City	\$	2,466,788	4.59%	\$ 108,352
Library		934,994	822,463	Library		1,041,921	907,802	Library		938,228	3.35%	30,426
Police Pension		1,334,771	1,334,811	Police Pension		1,378,837	1,378,905	Police Pension		1,400,000	1.53%	21,095
City Debt Service		-	-	City Debt Service		-	-	City Debt Service		-	-	-
Library Debt Service		847,313	847,344	Library Debt Service		866,750	866,794	Library Debt Service		864,000	-0.32%	(2,794)
Total	\$	5,337,165	\$ 5,230,549	Total	\$	5,641,547	\$ 5,511,938	Total	\$	5,669,016	2.85%	\$ 157,078
less B&I / Rev Recapture		847,313	855,638	less B&I / Rev Recapture		866,750	872,980	less B&I / Rev Recapture		864,000	-1.03%	(8,980)
PTELL Subtotal	\$	4,489,852	\$ 4,374,911	PTELL Subtotal	\$	4,774,797	\$ 4,638,958	PTELL Subtotal	\$	4,805,016	3.58%	\$ 166,058
<i>City (excluding D/S & Rev Rec)</i>	<i>\$</i>	<i>3,554,858</i>	<i>\$ 3,555,130</i>	<i>City (excluding D/S & Rev Rec)</i>	<i>\$</i>	<i>3,732,876</i>	<i>\$ 3,733,172</i>	<i>City (excluding D/S & Rev Rec)</i>	<i>\$</i>	<i>3,866,788</i>	<i>3.58%</i>	<i>\$ 133,616</i>
<i>Lib (excluding D/S & Rev Rec)</i>		<i>934,994</i>	<i>819,781</i>	<i>Lib (excluding D/S & Rev Rec)</i>		<i>1,041,921</i>	<i>905,786</i>	<i>Lib (excluding D/S & Rev Rec)</i>		<i>938,228</i>	<i>3.58%</i>	<i>32,442</i>

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/12/2023

Exhibit D

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023
2022	296.797	6.5%	5.0%		2023	2024

Tax Computation Report Kendall County

Exhibit E

Taxing District LYYV - YORKVILLE LIBRARY

Equalization Factor 1.000000

Property Type	Total EAV	Rate Setting EAV
Farm	3,936,704	3,936,704
Residential	595,832,271	594,475,190
Commercial	84,412,769	80,620,321
Industrial	15,926,373	15,925,318
Mineral	0	0
State Railroad	90,328	90,328
Local Railroad	0	0
County Total	700,198,445	695,047,861
Total + Overlap	700,198,445	695,047,861

PTELL Values	
Annexation EAV	0
Disconnection EAV	0
Recovered TIF EAV	0
Agg. Ext. Base (2021)	819,781
Limiting Rate	0.13032
% of Burden	0.00%
TIF Increment	5,150,584
New Property	34,518,313
New Property (Overlap)	0
Total New Property	34,518,313

Fund/Name	Levy Request	Max. Rate	Calc. Rate	Actual Rate	Non-PTELL Extension	PTELL Factor	Limited Rate	% Burden Rate	Kendall County Total Extension	Percent
003 BONDS & INTEREST	866,750	0.00000	0.124704	0.12471	\$866,794.19	1.00000	0.12471	0.00000	\$866,794.19	48.8446
** 016 LIBRARY	1,041,921	0.15000	0.149906	0.14991	\$1,041,946.25	0.86933	0.13032	0.00000	\$905,786.37	51.0418
200 REVENUE RECAPTURE	1,957	0.00000	0.000282	0.00029	\$2,015.64	1.00000	0.00029	0.00000	\$2,015.64	0.1136
Totals (Capped)	1,041,921		0.149906	0.14991	\$1,041,946.25		0.13032	0.00000	\$905,786.37	51.0418
Totals (Not Capped)	868,707		0.124986	0.12500	\$868,809.83		0.12500	0.00000	\$868,809.83	48.9582
Totals (All)	1,910,628		0.274892	0.27491	\$1,910,756.08		0.25532	0.00000	\$1,774,596.20	100.0000

** Subject to PTELL

I agree with the above figures

Signature

Taxing District LYYV - YORKVILLE LIBRARY

Taxing Body

Title:

E-Mail Address:

Phone Number:

Fax Number:

Finance Director
 r.fredrickson@yorkville.il.us
 630-553-8534
 630-553-7575

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library will be closed for the following holidays for the calendar year 2024.

Holiday	Date	Day Observed
New Year's Eve	Sun, December 31, 2023	Tue, Jan 2, 2024
New Year's Day	Mon, January 1, 2024	Mon, Jan 1, 2024
President's Day	Mon, February 19, 2024	Mon, Feb 19, 2024
Good Friday	Fri, March 29, 2024	Fri, Mar 29, 2024 (Closing at 1 pm)
Memorial Day	Mon, May 27, 2024	Mon, May 27, 2024
Independence Day	Thurs, July 4, 2024	Thurs, Jul 4, 2024
Labor Day	Mon, September 2, 2024	Mon, Sept 2, 2024
Veterans Day	Mon, November 11, 2024	Mon, Nov 11, 2024
Thanksgiving Eve	Wed, November 27, 2024	Wednesday, Nov. 27, 2024 (Closing at 5 pm)
Thanksgiving Day	Thurs, November 28, 2024	Thurs, Nov 28, 2024
Christmas Eve	Tue, December 24, 2024	Tue, Dec 24, 2024
Christmas Day	Wed, December 25, 2024	Wed, Dec 25, 2024
New Year's Eve	Tue, December 31, 2024	Tue, Dec 31, 2024
New Year's Day 2025	Wed, Jan 1, 2025	Wed, Jan 1, 2025

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library Board will meet on the second Monday of each month at 7:00 p.m. at the Library located at 902 Game Farm Road during the 2024 calendar year.

January 8

February 12

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 11

December 9