

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	
15. New Business:	Review Serving Our Public 4.0 Standards for Illinois Public Libraries (Chapters 7-13) for annual Per Capita Grant	
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		

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DRAFT

Yorkville Public Library
Board of Trustees
Monday, November 13, 2023 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

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

Absent: Bret Reifsteck

Staff Present:

Library Director Shelley Augustine

Others Present:

Kathi Murphy-Friends of the Library, Alderman Craig Soling (arr. 7:11pm), Mike Krempski, Molly Krempski, Alayne Hopkins-Library Strategies, Cindy Fesemyer- Library Strategies, Richmond Kinney- Library Strategies, Donald Duffy-Team Eagle Packaging Systems, Jenny McCann, Kelsey (no last name given) via Zoom

Recognition of Visitors:

President Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations:

Library Strategies representatives were present via Zoom, to present their proposal for a Strategic Plan. They are based in St. Paul, Minnesota and each of the reps explained their qualifications and roles for Library Strategies. Ms. Fesemyer would be the lead consultant and would collect all data and all other components for the project. They explained the types of data that would be collected and how it would be gathered. Their plan would also include a SOAR session, one-on-one interviews, surveys and a steering committee established by the library. They explained the options available and said the process would take about 5-6 months.

Approval of Minutes: October 9, 2023

Ms. Garcia moved and Ms. Milschewski seconded to approve the minutes as presented. Roll call: Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes Carried 7-0.

Correspondence: None

Public Comment:

Mike Krempski: He recited the Pledge of Allegiance with emphasis on “republic”. He said republic is a form of government where the power resides in the people and elected representation and that individuals have a say. He said this guarantees our democracy. The U.S. shall guarantee a republican form of government and protect each state. He quoted Thomas Jefferson about republican type of government. He said a constitutional

republic is the greatest government formed by man, which can deteriorate without care. On a side note, he said that all other board meetings he has attended in other towns always start the meeting with the Pledge of Allegiance or a prayer and that this Board does neither.

Molly Krempski: She said upholding the Illinois state standards for public libraries is being discussed tonight and it grants material selection power to an un-elected, non-governmental, Marxist association like ALA. She said it is an abuse of the power granted to the Board by the people and violation of the U.S. Constitution. She said ALA is pushing licentious material on minors and that the Board is selling out "our childrens' future for a state grant". She said the Board was never granted the authority to do this and that is unethical and illegal. Her point was to make sure each Board member is well-informed about this path. She read a statement of a "prophetic warning".

Jenny McCann: She thanked the staff and library Board for their work and for supporting everyone who is attending regardless of their background or beliefs. She said many appreciate all that they do.

Alderman Craig Soling: Mr. Soling said no Library liaison was appointed, but he would be attending Library meetings when he can.

Dan Duffy: He said he has served on many Boards and thanked all Trustees and staff and knows how much work is involved with a Strategic Plan. He doubts that Board members are being paid. He has attended a couple School Board meetings and was flabbergasted that a book was banned in the high school. He said that after hearing some of the comments at the meeting tonight, he hopes that some people can see beyond the narrow scope. He hopes the Board can keep from being swayed by a vocal minority that suggests we narrow down and stop the learning that goes on. He has copies of *Just Mercy*, the book that was banned by the School Board, and offered them to the Library Board. He said it is an excellent piece of literature.

Friends of the Library Report:

President of the Friends Kathi Murphy said they are beginning their fiscal year and have 51 memberships, 24 being family memberships. The mini-golf preparations are proceeding for February 4th and they have added an extra golf hole featuring Harry Potter. She said the library programs are becoming more popular and 431 adults attended programs in October. She said the Friends Group now has a non-profit status designation of 501c3. Ms. Murphy said Judy Somerlot was very instrumental in completing the work for this and should be commended. As required by the State, there are 3 members on the Board of Directors and bylaws were approved today.

Staff Comment: None

Report of the Treasurer:

Financial Statement and Payment of Bills

Treasurer Milschewski said there was a \$466 charge for programming, however, the Friends are reimbursing. She also highlighted some of the other bills pertaining to building improvements. She made a motion to approve payment of the bills as follows and Ms. Garcia seconded.

\$48,941.34	Accounts Payable
\$37,654.69	Payroll
\$86,596.03	Total

Roll call: Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes. Pesola-yes. Carried 7-0.

Report of the Library Director:

Ms. Augustine reported on the programs held during the month as well as upcoming programs. In addition, she said there was a false fire alarm triggered by city work on the water lines. The staff evacuated all patrons. Also, the exterior of the building was recently power washed. A scarecrow contest was held, the Police Department

hosted a scavenger hunt which included the library, feminine hygiene products are being collected for the Girls From the World organization, the library Sunshine Committee is having a food and hat/glove drive and the Conservation Foundation is going to be holding a monthly program series at the library.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Update

Ms. Augustine reported the chiller is running on one circuit. Tom from Trico recommended against spending more money for repairs, but to replace it instead. The 2 boilers are running well and were serviced for winter maintenance. She received an email from Tom Wegman about rebuilding the pumps which are original and at the end of life. He said to rebuild or replace to avoid an emergency repair. He recommends a rebuild at a cost of \$1,550 plus labor. A possible rewind of the pumps might be needed, but it is not known until the work begins. The rewinding would cost an additional \$2,170 each and it would take about a week to repair a pump. Mr. Forristall asked if the pumps are stock items. Alderman Soling works for Fox Metro and has rebuilt these kind of pumps. They are not stock items and there is a 3-4 month lead time. He recommended replacing.

Ms. Augustine continued and discussed chiller pumps. There is only one and to rebuild it is \$7,675 and a new one is \$9,740 with a 4 month lead time. Mr. Wegman suggested a new chiller pump and rebuild the existing pump to keep as a backup. Ms. Milschewski asked if the pump would be compatible with a new chiller. Mr. Soling said the new one should be compatible. Ms. Millen asked if it is better to replace the boiler and Mr. Soling said if the pump casing is worn and pitting, it is probably a waste of money to rebuild.

Ms. Augustine also said there are 2 primary pumps that circulate hot water through the building and to rebuild both is \$7,500 which includes labor. Mr. Hedman said the city needs to review, recommend and determine the order of repair/replace. Mr. Forristall said this is package work and to include the items discussed, along with a chiller quote. Ms. Augustine noted that at this time we are looking at engineering work. In summary, the Board would like city input and recommendation and then to have the Director report to the Board.

Strategic Planning Discussion/Action

The Board has now heard from two firms who do Strategic Plans. Ms. Millen said that in the presentation tonight, the SOAR analysis and implementation plan were not included and Ms. Milschewski noted that in the first presentation, all phases were included. After an informal poll of the Board, it was agreed that Fast Forward, the first presenter, was their choice. Ms. Schumacher suggested a committee to determine the options desired and coordinate with Ms. Augustine who could then present it to the Board. Ms. Millen requested the committee include language "for a fee not to exceed" and Mr. Hedman asked for the 'national trends'.

President Garcia made the following motion: Direct Ms. Augustine to contact Fast Forward stating that the Board would like to move ahead with their proposal, but to not exceed their proposal of \$22,400, create a committee, include national trends and have the ability to decide which options the Board wants to include. After some discussion and questions, Ms. Garcia rescinded her motion and Ms. Milschewski made a new motion to begin Phase 1, enter into a contract with Fast Forward Libraries in an amount not to exceed \$11,300 and to include national trends. That motion was also rescinded after some questions and discussion.

President Garcia then directed Ms. Augustine to contact Fast Forward Libraries and advise that the Board is ready to move forward, but it must be clarified if a national trends analysis can be included. After that conversation occurs, Ms. Augustine is to report to the Board. Mr. Hedman asked if the Director felt comfortable asking Amanda from Fast Forward about a staff-led vs. consultant-led project to see what the total spend might be. Ms. Augustine said she prefers the consultant to lead the project. Ms. Garcia stated that a decision should be made by next month.

Future Library Planning/Projects Discussion/Action

Ms. Augustine said proposals for a new chiller were received from Kluber, 20/10 and IMEG. Facilities Manager Jesus Navarro recommended 20/10, partly due to cost. Mr. Forristall noted that 20/10 said there could be additional costs and Ms. Augustine noted IMEG did not do a site visit. Ms. Garcia made a motion to approve the engineering firm 20/10 proposal as presented, seconded by Ms. Milschewski. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 7-0.

Lighting Improvements – Discussion/Action

Ms. Augustine had been asked to obtain additional quotes for new lighting and she was only able to get one. She received an update just today from Verde. If the Board approves phase 1, the Verde rep can offer a 5% discount and if the Board approves phase 1 and 2, the rep can offer a 15% discount. The quote includes the ComEd incentives. Ms. Augustine said Verde does all the consultation, the contractor and electrical work. She provided other qualifications that Verde has and they have access to all ComEd incentives. The Director said that if no decision is reached tonight, the incentives will be forfeited. She said it is in the budget to complete Phase 1 and 2. Ms. Milschewski made a motion to approve the partnership agreement with Verde Energy Efficiency Experts with the new price breakdown as presented and Mr. Hedman seconded. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

New Business:

Review Serving Our Public 4.0 Standards for Illinois Public Libraries (Chapters 1-6) for Annual Per Capita Grant

Director Augustine said this information must be submitted by January. She pointed out that Chapters 4, 5 and 6 were just updated this year. She detailed some of the updates or changes and briefly discussed new policies, governance, staffing levels, salary updates, space, access, lighting, infrastructure maintenance and safety.

Executive Session:

At approximately 8:55pm, President Garcia made a motion to go into Executive Session and she read the reason as follows: **For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.** Mr. Hedman seconded the motion. Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 7-0.

The Session started at 8:58 and concluded at 9:04pm and the Board returned to their regular meeting.

New Business continued:

The Board determined that “Packet 1” should remain sealed and all minutes in “Packet 2” can be released.

Adjournment:

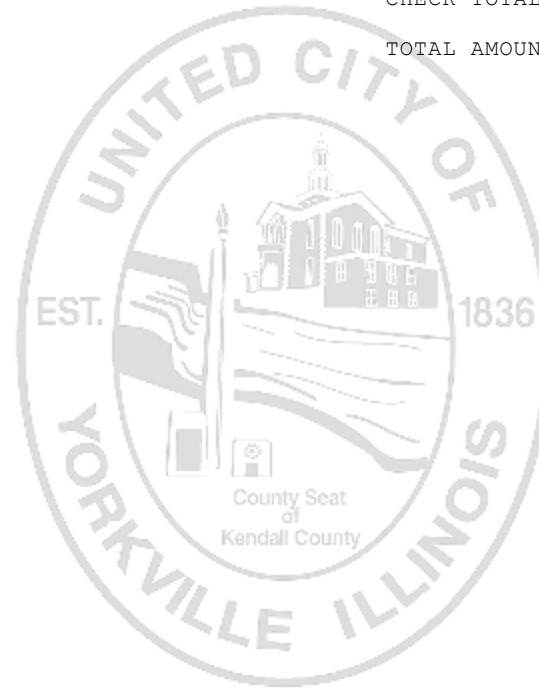
The meeting adjourned at 9:04pm on a motion by Ms. Garcia and second by Ms. Milschewski.

Minutes respectfully submitted by
Marlys Young, Minute Taker

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/17/23

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105403	VERDE	VERDE ENERGY EFFICIENCY EXPERT					
	22892		11/14/23	01	LED LIGHTING PROJECT DEPOSIT	84-840-60-00-6020	11,256.35
					INVOICE TOTAL:		11,256.35 *
	22893		11/14/23	01	LED LIGHTING PROJECT PHASE 2	84-840-60-00-6020	11,235.27
				02	DEPOSIT	** COMMENT **	
					INVOICE TOTAL:		11,235.27 *
					CHECK TOTAL:		22,491.62
					TOTAL AMOUNT PAID:		22,491.62



01-110	ADMIN	12-112	SUNFLOWER SSA	25-225	PARK & RECREATION CAPITAL	84-840	LIBRARY CAPITAL
01-120	FINANCE	15-155	MOTOR FUEL TAX (MFT)	51-510	WATER OPERATIONS	87-870	COUNTRYSIDE TIF
01-210	POLICE	23-230	CITY WIDE CAPITAL	52-520	SEWER OPERATIONS	88-880	DOWNTOWN TIF
01-220	COMMUNITY DEVELOPMENT	24-216	BUILDING & GROUNDS	79-790	PARKS DEPARTMENT	89-890	DOWNTOWN II TIF
01-410	STREETS OPERATIONS	25-205	POLICE CAPITAL	79-795	RECREATION DEPARTMENT	90-XXX	DEVELOPER ESCROW
01-640	ADMINISTRATIVE SERVICES	25-212	GENERAL GOVERNMENT CAPITAL	82-820	LIBRARY OPERATIONS	95-000	ESCROW DEPOSIT
11-111	FOX HILL SSA	25-215	PUBLIC WORKS CAPITAL				

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900140	FNBO	FIRST NATIONAL BANK OMAHA			11/25/23		
	112523-J.NAVARRO	10/31/23	15	AMAZON-DRY ERASE MARKERS, FLAG		24-216-56-00-5656	175.67
			16	AMAZON-SHOCK ABSORBING SAFETY		24-216-56-00-5656	27.98
			17	LANYARD		** COMMENT **	
				INVOICE TOTAL:			1,929.18 *
	112523-J.SLEEZER	10/31/23	01	AMAZON-FIRE HOSE NOZZLE		01-410-56-00-5620	39.41
			02	LINDCO-TRUCK TOOL BOXES		01-410-56-00-5628	2,079.68
			03	MENARDS#092723-UTILITY BLADES		01-410-56-00-5630	176.91
			04	MENARDS#101623-SLEDGE HAMMER		01-410-56-00-5630	32.98
			05	MENARDS#101623-BOARDS		01-410-56-00-5640	20.28
				INVOICE TOTAL:			2,349.26 *
	112523-J.WEISS	10/31/23	01	DOLLAR TREE-HARRY POTTER		82-820-56-00-5671	36.25
			02	PROGRAMMING SUPPLIES		** COMMENT **	
			03	TARGET-WATER		82-820-56-00-5671	18.76
			04	TARGET-PUMPKIN CONTEST GIFT		82-820-56-00-5671	20.00
			05	CARD		** COMMENT **	
			06	DOLLAR TREE-HALLOWEEN PROGRAM		82-820-56-00-5671	23.75
			07	SUPPLIES		** COMMENT **	
				INVOICE TOTAL:			98.76 *
	112523-J.WHEELER	10/31/23	01	DOLLAR TREE-STREAMERS		79-795-56-00-5606	1.25
				INVOICE TOTAL:			1.25 *
	112523-K.BALOG	10/31/23	01	COMCAST-09/15-10/14 INTERNET		24-216-54-00-5446	701.65
			02	AMAZON-ENDUST		01-210-56-00-5610	36.84
			03	AMAZON-STANDING DESK, WIPES		01-210-56-00-5610	370.90
			04	CARSTAR-ACCIDENT DAMAGE REPAIR		01-210-54-00-5495	1,000.00
			05	CARSTAR-ACCIDENT DAMAGE REPAIR		01-640-56-00-5625	5,312.42
			06	SHREDIT-ON SITE SHREDDING		01-210-54-00-5462	248.85
			07	ACCURINT-SEPT 2023 SEARCHES		01-210-54-00-5462	200.00
				INVOICE TOTAL:			7,870.66 *
	112523-K.BARKSDALE	10/31/23	01	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	54.99
			02	FEE		** COMMENT **	
				INVOICE TOTAL:			54.99 *
	112523-K.GRAGORY	10/31/23	01	IPRA MEMBERSHIP DUES		79-795-54-00-5460	245.00
			02	FACEBOOK-HOMETOWN DAYS ADS		79-795-56-00-5602	146.57
			03	PAYPAL-HALLOWEEN HAWAIIAN		01-110-56-00-5610	454.25
			04	SHIRTS		** COMMENT **	
				INVOICE TOTAL:			845.82 *
	112523-K.JONES	10/31/23	01	AMAZON-LETTER OPENER		01-110-56-00-5610	8.77
			02	AMAZON-LEGAL PADS,PENS, STAPLER		01-110-56-00-5610	49.85

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900140	FNBO	FIRST NATIONAL BANK OMAHA			11/25/23		
	112523-K.JONES	10/31/23	03	KENDALL PRINT-BUSINESS CARDS-		01-110-56-00-5610	82.45
			04	MAYOR		** COMMENT **	
			05	AMAZON-COPY PAPER		01-110-56-00-5610	156.40
				INVOICE TOTAL:			297.47 *
	112523-M.CARYLE	10/31/23	01	FAA-DRONE REGISTRATION		01-210-54-00-5462	5.00
			02	GJOVIKS#433244-REPLACE TIE ROD		01-210-54-00-5495	1,844.46
			03	GJOVIKS#433644-OIL CHANGE		01-210-54-00-5495	198.45
			04	SHERETON-IACP CONFERENCE		01-210-54-00-5415	1,262.36
			05	LODGING		** COMMENT **	
				INVOICE TOTAL:			3,310.27 *
	112523-M.CISIJA	10/31/23	01	UPS-1 PKG BRISTOL RDG SOLAR		01-110-54-00-5452	37.80
			02	JEWEL-CITY COUNCIL DRINKS		01-110-56-00-5610	62.89
			03	AMAZON-BATTERIES, STAPLER,		01-110-56-00-5610	104.74
			04	TISSUE, LABELS, STAPLES		** COMMENT **	
				INVOICE TOTAL:			205.43 *
	112523-M.CURTIS	10/31/23	01	SAMS-COOKIE TRAYS		82-820-56-00-5671	40.36
				INVOICE TOTAL:			40.36 *
	112523-M.DONOVAN	10/31/23	01	TARGET-HOTDOGS, BUNS		79-795-56-00-5607	102.02
			02	TARGET-HOTDOGS, BUNS, HOT		79-795-56-00-5607	28.00
			03	CHOCOLATE		** COMMENT **	
			04	TARGET-BUNS		79-795-56-00-5607	12.04
			05	TARGET-HIT CHOCOLATE, BUNS,		79-795-56-00-5607	54.21
			06	HOT DOGS		** COMMENT **	
				INVOICE TOTAL:			196.27 *
	112523-M.MCGREGORY	10/31/23	01	AMAZON-SEAT COVERS		51-510-56-00-5628	66.94
			02	AMAZON-FLOOR LINERS		51-510-56-00-5628	176.95
				INVOICE TOTAL:			243.89 *
	112523-M.NELSON	10/31/23	01	AMAZON-AMAZON FIRE STICK		01-210-56-00-5620	44.99
				INVOICE TOTAL:			44.99 *
	112523-M.SENG	10/31/23	01	NAPA#350501-FILTERS		01-410-56-00-5628	127.32
			02	HOME DEPO-PLANTING AUGERS		01-410-56-00-5620	59.94
			03	HOME DEPO-PAINT-ROLLER FRAME		01-410-56-00-5628	60.41
			04	MENARDS#101123-DUCT TAPE,		01-410-56-00-5620	52.27
			05	SNAPS		** COMMENT **	
			06	RUSSO#120407822-BEARING		01-410-56-00-5628	32.99
			07	HOUSING		** COMMENT **	
				INVOICE TOTAL:			332.93 *
	112523-P.MCMAHON	10/31/23	01	NEST-MONTHLY AWARE FEE		01-210-54-00-5460	6.00

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900140	FNBO	FIRST NATIONAL BANK OMAHA			11/25/23		
	112523-R.WOOLSEY	10/31/23	61	FIRE SYSTEM INSPECTION AT 3299	** COMMENT **		
			62	LEHMAN	** COMMENT **		
			63	AMPERAGE#1453658-WIRE	23-230-56-00-5642		3,007.54
			64	LINDCO#230915P-MUDFLAPS	01-410-56-00-5628		107.99
			65	TRUGREEN-VAN EMMON GROUND CARE	24-216-54-00-5446		614.50
				INVOICE TOTAL:			19,674.29 *
	112523-S.AUGUSTINE	10/31/23	01	AMAZON-BLOOD PRESSURE	82-000-24-00-2480		94.97
			02	MONITOR, ADAPTER, TRIPOD STAND	** COMMENT **		
			03	TRIBUNE-SUBSCRIPTION RENEWAL	82-820-54-00-5460		322.33
			04	TARGET-CANDY	82-820-56-00-5671		18.49
			05	AMAZON-CRAFTING SUPPLIES	82-820-56-00-5610		63.21
			06	AMAZON PRIME MONTHLY FEE	82-820-54-00-5460		14.99
			07	AMAZON-KRAFT GIFT BAGS	82-820-56-00-5671		20.99
			08	AMAZON-ENVELOPES	82-820-56-00-5610		25.66
			09	TRIBUNE-SUBSCRIPTION RENEWAL	82-820-54-00-5460		322.33
			10	AMAZON-STORYWALK BOOKS	82-820-56-00-5671		35.98
			11	IPLA CONFERENCE LODGING AND	82-820-54-00-5415		493.39
			12	MEALS	** COMMENT **		
				INVOICE TOTAL:			1,412.34 *
	112523-S.IWANSKI	10/31/23	01	YORK POST-POSTAGE	82-820-54-00-5452		17.72
				INVOICE TOTAL:			17.72 *
	112523-S.REDMON	10/31/23	01	SAMS-CANDY	79-795-56-00-5606		125.80
			02	SMITHEREEN-SEPT 2023 PEST	79-790-54-00-5495		97.00
			03	CONTROL AT 185 WOLF ST	** COMMENT **		
			04	ARNESON#230287-SEPT 2023 DSL	79-790-56-00-5695		349.20
			05	ARNESON#230286-SEPT 2023 GAS	79-790-56-00-5695		593.11
			06	GOLD MEDAL#407517-BRIDGE	79-795-56-00-5607		492.69
			07	CONCESSION SUPPLIES	** COMMENT **		
			08	GOLD MEDAL#407516-BEECHER	79-795-56-00-5607		154.15
			09	CONCESSION SUPPLIES	** COMMENT **		
			10	ARNESON#230348-SEPT 2023 GAS	79-790-56-00-5695		919.17
			11	AT&T-09/24-10/25 INTERNET FOR	79-795-54-00-5440		104.70
			12	TOWN SQUARE PARK SIGN	** COMMENT **		
			13	IPRA=MEMBERSHIP RENEWAL-EVANS	79-795-54-00-5460		245.00
			14	IPRA=MEMBERSHIP	79-795-54-00-5460		245.00
			15	RENEWAL-SCHREIBER	** COMMENT **		
			16	IPRA=MEMBERSHIP	79-795-54-00-5460		245.00
			17	RENEWAL-SLEEZER	** COMMENT **		
			18	IPRA=MEMBERSHIP RENEWAL-REMUS	79-795-54-00-5460		245.00
			19	IPRA=MEMBERSHIP RENEWAL-SENDRA	79-795-54-00-5460		245.00
			20	IPRA=MEMBERSHIP	79-795-54-00-5460		245.00
			21	RENEWAL-GALAUNER	** COMMENT **		

Total for all Highlighted Library Invoices: \$1,569.18

UNITED CITY OF YORKVILLE
CHECK REGISTER

INVOICES DUE ON/BEFORE 12/11/2023

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
105404	BAKTAY	BAKER & TAYLOR					
	2037851040	11/09/23	01	BOOKS	84-840-56-00-5686		752.59
					INVOICE TOTAL:		752.59 *
	2037854269	11/15/23	01	BOOKS	84-840-56-00-5686		705.21
					INVOICE TOTAL:		705.21 *
	2037903163	11/01/23	01	BOOKS	84-840-56-00-5686		822.77
					INVOICE TOTAL:		822.77 *
	2037919893	11/09/23	01	BOOKS	84-840-56-00-5686		723.60
					INVOICE TOTAL:		723.60 *
	2037941843	11/21/23	01	BOOKS	84-840-56-00-5686		383.57
					INVOICE TOTAL:		383.57 *
					CHECK TOTAL:		3,387.74
105405	DELAGÉ	DLL FINANCIAL SERVICES INC					
	81390957	11/17/23	01	JAN 2024 COPIER LEASE	82-820-54-00-5462		185.00
					INVOICE TOTAL:		185.00 *
					CHECK TOTAL:		185.00
105406	FVFILTER	FOX VALLEY FILTER					
	1010427	11/14/23	01	FILTERS	82-820-56-00-5621		862.20
					INVOICE TOTAL:		862.20 *
					CHECK TOTAL:		862.20
105407	IMPACT	IMPACT NETWORKING, LLC					
	3077334	10/17/23	01	7/15-10/14 COPY CHARGES	82-820-54-00-5462		467.63
					INVOICE TOTAL:		467.63 *
					CHECK TOTAL:		467.63

INVOICES DUE ON/BEFORE 12/11/2023

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
105408	LIBMARKE	LIBRARY SOLUTIONS LLC					
	3070	12/01/23	01	INSTALLATION & CUSTOMIZATION	82-820-54-00-5462		2,000.00
			02	OF LIBRARY CALENDAR	** COMMENT **		
					INVOICE TOTAL:		2,000.00 *
					CHECK TOTAL:		2,000.00
105409	LLWCONSU	LLOYD WARBER					
	10564	11/28/23	01	NOV 2023 ONSITE IT SUPPORT	82-820-54-00-5462		720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105410	METRONET	METRO FIBERNET LLC					
	165373-120123	12/01/23	01	DEC 2023 INTERNET	82-820-54-00-5440		125.00
					INVOICE TOTAL:		125.00 *
					CHECK TOTAL:		125.00
105411	MIDWTAPE	MIDWEST TAPE LLC					
	504604185	11/07/23	01	AUDIO BOOK	82-820-56-00-5683		44.99
			02	DVD	82-820-56-00-5685		20.24
					INVOICE TOTAL:		65.23 *
	504636730	11/14/23	01	DVD	82-820-56-00-5685		26.24
					INVOICE TOTAL:		26.24 *
	504701382	11/27/23	01	DVDS	82-820-56-00-5685		198.16
					INVOICE TOTAL:		198.16 *
					CHECK TOTAL:		289.63
105412	OUTSOURC	OUTSOURCE SOLUTIONS GROUP, INC					

INVOICES DUE ON/BEFORE 12/11/2023

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
105412	OUTSOURC	OUTSOURCE SOLUTIONS GROUP, INC					
	76306	10/11/23	01	WATCHGUARD FIREWALL RENEWAL	82-820-56-00-5635		2,869.57
					INVOICE TOTAL:		2,869.57 *
	76967	11/30/23	01	NOV 2023 REMOTE IT SUPPORT	82-820-54-00-5462		231.25
					INVOICE TOTAL:		231.25 *
					CHECK TOTAL:		3,100.82
105413	PRAIRCAT	PRAIRIECAT					
	8789	11/09/23	01	MOBILE BASE APPLICATION	82-820-54-00-5468		499.00
					INVOICE TOTAL:		499.00 *
					CHECK TOTAL:		499.00
105414	R0002585	KAREN STERIOTI					
	001	12/01/23	01	MOMMY & ME YOGA CLASS	82-820-56-00-5671		45.00
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		45.00
105415	TCG	TCG SOLUTIONS, INC					
	23-0454	12/01/23	01	MONTHLY HOSTED VOIP SERVICES	82-820-54-00-5440		445.00
					INVOICE TOTAL:		445.00 *
					CHECK TOTAL:		445.00
105416	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	15600	11/29/23	01	PAPERCUT AGREEMENT	82-820-54-00-5462		3,584.10
					INVOICE TOTAL:		3,584.10 *
					CHECK TOTAL:		3,584.10

INVOICES DUE ON/BEFORE 12/11/2023

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
105417	UMBRELLA	UMBRELLA TECHNOLOGIES					
	1471	12/01/23	01	ACCESS CLOUD CONTROL HOSTING	82-820-54-00-5462		480.00
			02	FOR 11 ENTRIES	** COMMENT **		
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		480.00
105418	YOUNGM	MARLYS J. YOUNG					
	111323LIB	11/28/23	01	11/13/23 LIB MEETING MINUTES	82-820-54-00-5462		85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		16,276.12





UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

November 9, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,622.43	-	18,622.43	1,221.63	895.10	20,739.16
FINANCE	13,543.28	-	13,543.28	888.45	999.78	15,431.51
POLICE	126,637.14	1,153.67	127,790.81	481.74	9,481.07	137,753.62
COMMUNITY DEV.	25,748.62	-	25,748.62	1,708.79	1,915.04	29,372.45
STREETS	23,641.46	-	23,641.46	1,557.45	1,758.57	26,957.48
BUILDING & GROUNDS	5,938.01	-	5,938.01	399.38	457.22	6,794.61
WATER	19,978.56	648.05	20,626.61	1,353.13	1,495.50	23,475.24
SEWER	10,066.18	-	10,066.18	660.31	735.61	11,462.10
PARKS	32,345.40	-	32,345.40	1,998.86	2,407.70	36,751.96
RECREATION	25,809.29	-	25,809.29	1,359.47	1,941.56	29,110.32
LIBRARY	16,996.89	-	16,996.89	726.98	1,269.73	18,993.60
TOTALS	\$ 319,327.26	\$ 1,801.72	\$ 321,128.98	\$ 12,356.19	\$ 23,356.88	\$ 356,842.05

TOTAL PAYROLL \$ 356,842.05



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

November 22, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	5,916.64	-	5,916.64	-	452.68	6,369.32
ADMINISTRATION	18,872.42	-	18,872.42	1,238.03	914.21	21,024.66
FINANCE	13,772.44	-	13,772.44	903.47	1,017.31	15,693.22
POLICE	138,245.51	1,832.42	140,077.93	474.21	10,390.43	150,942.57
COMMUNITY DEV.	25,748.62	-	25,748.62	1,689.11	1,892.08	29,329.81
STREETS	23,641.48	29.73	23,671.21	1,552.84	1,753.19	26,977.24
BUILDING & GROUNDS	5,938.02	-	5,938.02	389.54	445.75	6,773.31
WATER	19,978.54	811.89	20,790.43	1,363.86	1,507.91	23,662.20
SEWER	10,066.15	-	10,066.15	660.32	735.72	11,462.19
PARKS	30,089.94	336.36	30,426.30	1,952.41	2,249.41	34,628.12
RECREATION	26,200.41	-	26,200.41	1,364.37	1,959.99	29,524.77
LIBRARY	16,779.79	-	16,779.79	720.42	1,245.44	18,745.65

TOTALS	\$ 336,833.30	\$ 3,010.40	\$ 339,843.70	\$ 12,308.58	\$ 24,685.25	\$ 376,837.53
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TOTAL PAYROLL \$ 376,837.53



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, December 11, 2023

ACCOUNTS PAYABLE

Library Manual Register (<i>Page 1</i>)	11/25/2023	\$ 22,491.62
Library CC Check Register (<i>Pages 2 - 4</i>)	11/25/2023	1,569.18
Library Check Register (<i>Pages 5 - 8</i>)	12/11/2023	16,276.12
Unimax - Oct 2023 Office Cleaning	11/14/2023	1,950.00
BCBSIL - Dearborn/BCBS EAP-Dec 2023	11/14/2023	7.05
IPRF - Dec. 2023 Work Comp Ins	11/14/2023	1,025.69
TOTAL BILLS PAID:		<hr/> 43,319.66

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 9</i>)	11/09/2023	\$18,993.60
Bi-weekly (<i>Page 10</i>)	11/22/2023	18,745.65
TOTAL PAYROLL:		<hr/> 37,739.25

TOTAL DISBURSEMENTS:	<hr/> 81,058.91 <hr/>
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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITYREPORT
FOR FISCAL YEAR 2024

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 07

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
06	AP-231009	10/03/2023	01	BEEKEEPING PRESENTATION	WILLIAM NOVICKI	105376	101	150.00	
	AP-231025M	10/24/2023	368	AMAZON-GOOGLY EYES	FIRST NATIONAL BANK	900139	102523-M.CURTIS	5.40	
		10/24/2023	369	AMAZON-SATIN RIBBON	FIRST NATIONAL BANK	900139	102523-M.CURTIS	8.65	
		10/24/2023	370	WEBSTAIRANT-COTTON WASHCLOTHS	FIRST NATIONAL BANK	900139	102523-M.CURTIS	40.26	
		10/24/2023	371	AMAZON-HARRY POTTER PROGRAM	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	101.10	
		10/24/2023	372	AMAZON-WOOD CRAFT STICKS	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	14.69	
		10/24/2023	373	AMAZON-DRY ERASE MARKERS &	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	466.77	
		10/24/2023	374	AMAZON-TABLE COVERS	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	69.98	
	GJ-231030LB	11/02/2023	05	Oct 2023 Deposits					400.00
				TOTAL PERIOD 06 ACTIVITY				856.85	400.00
07	AP-231113	11/07/2023	01	ILLINOIS LIBRARY PRESENTS	RAILS	105395	11713	685.00	
	AP-231125M	11/21/2023	339	AMAZON-BLOOD PRESSURE	FIRST NATIONAL BANK	900140	112523-S.AUGUSTINE	94.97	

ACTIVITY THROUGH FISCAL PERIOD 07

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW - MEMORIALS & GIFTS							
07	GJ-231129LB	12/05/2023	07	Nov 2023 Deposits					1,120.00
				TOTAL PERIOD 07 ACTIVITY				779.97	1,120.00
				TOTAL ACCOUNT ACTIVITY				3,606.72	1,720.00
				ENDING BALANCE					54,618.34
				GRAND TOTAL				0.00	54,618.34
				TOTAL DIFFERENCE				0.00	54,618.34



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
			May-23	June-23	July-23	August-23	September-23	October-23	November-23			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>												
82-000-40-00-4000	PROPERTY TAXES		70,444	403,741	12,629	47,399	349,447	10,445	6,712	900,817	899,043	100.20%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		67,261	385,503	12,059	45,258	333,662	9,973	6,409	860,125	864,150	99.53%
<i>Intergovernmental</i>												
82-000-41-00-4120	PERSONAL PROPERTY TAX		3,574	-	2,890	466	-	2,395	-	9,325	17,000	54.85%
82-000-41-00-4170	STATE GRANTS		-	-	31,761	-	-	-	-	31,761	30,000	105.87%
<i>Fines & Forfeits</i>												
82-000-43-00-4330	LIBRARY FINES		209	25	560	118	5	16	259	1,192	1,000	119.16%
<i>Charges for Service</i>												
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		2,709	774	3,002	579	934	-	1,979	9,978	3,500	285.08%
82-000-44-00-4422	COPY FEES		277	227	319	1	357	315	50	1,544	2,500	61.78%
82-000-44-00-4439	PROGRAM FEES		29	-	10	15	17	4	234	308	-	0.00%
<i>Investment Earnings</i>												
82-000-45-00-4500	INVESTMENT EARNINGS		1,385	1,376	2,360	3,627	1,637	6,229	1,686	18,299	15,000	121.99%
<i>Miscellaneous</i>												
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	-	-	50	50	250	20.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		181	792	250	214	116	409	137	2,099	3,000	69.98%
<i>Other Financing Sources</i>												
82-000-49-00-4901	TRANSFER FROM GENERAL		2,230	2,230	2,230	2,572	2,230	2,573	1,026	15,090	31,335	48.16%
TOTAL REVENUES: LIBRARY			148,298	794,667	68,070	100,248	688,404	32,359	18,542	1,850,588	1,866,778	99.13%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>												
82-820-50-00-5010	SALARIES & WAGES		32,522	21,661	21,661	22,797	32,946	21,964	21,964	175,515	288,307	60.88%
82-820-50-00-5015	PART-TIME SALARIES		12,630	11,752	11,724	12,246	17,596	12,116	11,813	89,878	168,000	53.50%
<i>Benefits</i>												
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		2,140	1,428	1,428	1,502	2,168	1,447	1,447	11,560	21,201	54.52%
82-820-52-00-5214	FICA CONTRIBUTION		3,399	2,487	2,485	2,612	3,798	2,538	2,515	19,835	33,917	58.48%
82-820-52-00-5216	GROUP HEALTH INSURANCE		14,362	7,081	7,924	15,504	3,784	5,565	6,011	60,231	89,456	67.33%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	42	50	50	50	57	43	359	554	64.80%
82-820-52-00-5223	DENTAL INSURANCE		1,178	570	570	(4,854)	570	570	570	(828)	6,835	-12.11%
82-820-52-00-5224	VISION INSURANCE		105	73	85	85	85	85	85	604	940	64.22%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	342	-	342	-	685	1,250	54.80%
82-820-52-00-5231	LIABILITY INSURANCE		2,230	2,230	2,230	2,230	2,230	2,230	1,026	14,405	30,085	47.88%
<i>Contractual Services</i>												
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK		-	-	-	-	-	7,500	7,500	15,000	15,000	100.00%
82-820-54-00-5412	TRAINING & CONFERENCES		-	270	65	300	-	-	210	845	3,000	28.17%
82-820-54-00-5415	TRAVEL & LODGING		-	45	-	350	-	-	927	1,322	1,500	88.10%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	445	699	125	125	125	570	2,089	8,000	26.11%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	23	31	13	70	18	154	1,000	15.44%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year							Year-to-Date Totals	FISCAL YEAR 2024	
		8% May-23	17% June-23	25% July-23	33% August-23	42% September-23	50% October-23	58% November-23		BUDGET	% of Budget
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	624	624	624	624	624	624	624	4,367	7,486	58.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	421	1,030	281	1,015	547	200	660	4,154	18,000	23.08%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,088	3,310	1,277	4,056	2,518	1,015	3,481	18,745	33,500	55.96%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	338	338	3,000	11.25%
82-820-54-00-5468	AUTOMATION	-	-	5,463	-	-	5,019	945	11,427	25,000	45.71%
82-820-54-00-5480	UTILITIES	-	900	-	1,775	-	438	1,253	4,366	24,719	17.66%
82-820-54-00-5488	OFFICE CLEANING	-	5,177	5,177	5,177	5,177	1,950	1,950	24,608	75,000	32.81%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,272	17,511	2,087	7,149	28,680	57,699	131,000	44.04%
82-820-54-00-5498	PAYING AGENT FEES	-	1,689	-	-	-	-	-	1,689	1,700	99.32%
<i>Supplies</i>											
82-820-56-00-5610	OFFICE SUPPLIES	-	1,359	223	-	486	137	89	2,294	8,000	28.67%
82-820-56-00-5620	OPERATING SUPPLIES	-	35	211	11	-	783	-	1,039	4,000	25.99%
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	-	171	215	476	2,000	23.79%
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	67	40	352	3,000	11.72%
82-820-56-00-5686	BOOKS	-	3,469	1,518	6,475	2,041	4,467	2,300	20,271	20,000	101.36%
<i>2006 Bond</i>											
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	4,775	-	-	-	-	-	4,775	9,550	50.00%
<i>2013 Refunding Bond</i>											
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	-	700,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	28,600	-	-	-	-	-	28,600	57,200	50.00%
TOTAL FUND REVENUES		148,298	794,667	68,070	100,248	688,404	32,359	18,542	1,850,588	1,866,778	99.13%
TOTAL FUND EXPENDITURES		72,765	99,246	67,177	90,529	77,790	76,630	95,273	579,411	1,909,000	30.35%
FUND SURPLUS (DEFICIT)		75,533	695,421	893	9,719	610,613	(44,271)	(76,731)	1,271,177	(42,222)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	15,500	18,000	22,000	9,000	14,500	19,500	17,500	116,000	50,000	232.00%
84-000-45-00-4500	INVESTMENT EARNINGS	21	22	22	25	26	27	28	172	150	114.50%
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	19,527	17,528	116,194	50,150	231.69%

LIBRARY CAPITAL EXPENDITURES

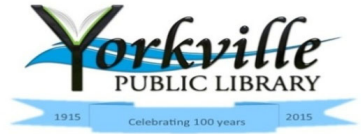
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	25,000	0.00%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
			May-23	June-23	July-23	August-23	September-23	October-23	November-23			
84-840-56-00-5686	BOOKS		-	-	-	-	-	-	2,572	2,572	30,000	8.57%
84-840-60-00-6020	BUILDING IMPROVEMENTS		-	-	-	-	-	-	22,492	22,492	56,000	40.16%
TOTAL FUND REVENUES			15,521	18,044	22,022	9,025	14,526	19,527	17,528	116,194	50,150	231.69%
TOTAL FUND EXPENDITURES			-	-	-	-	-	-	25,064	25,064	114,500	21.89%
FUND SURPLUS (DEFICIT)			15,521	18,044	22,022	9,025	14,526	19,527	(7,536)	91,130	(64,350)	

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YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of November 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	\$ 1,095,654	\$ 1,026,116					
Building Development Fees	Old Second	251,541	258,085	285,107	307,132	315,658	330,685	337,649					
Library Operations	Illinois Funds	311,158	312,484	345,779	347,381	348,955	350,594	352,185					
Total:		\$ 1,102,836	\$ 1,433,221	\$ 1,448,088	\$ 1,436,697	\$ 1,820,897	\$ 1,776,934	\$ 1,715,949	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 31,324	\$ 18,289	\$ 18,852	\$ 18,938	\$ 19,383	\$ 18,921	\$ 18,994					
2 ND PAY PERIOD		19,368	19,039	18,446	20,219	18,632	18,733	18,746					
3 RD PAY PERIOD		-	-	-	-	18,492	-	-					
Total		\$ 50,692	\$ 37,328	\$ 37,298	\$ 39,157	\$ 56,507	\$ 37,655	\$ 37,739	\$ -	\$ -	\$ -	\$ -	\$ -



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

		Fiscal Year 2023						
		November		YTD	% of	FY 2024	For the Month Ended November 30, 2022	
		Actual		Actual	Budget	Budget	YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)								
<i>Revenues</i>								
Property Taxes	\$	13,121	\$	1,760,941	99.87%	\$	1,763,193	\$ 1,665,847 5.71%
<u>Intergovernmental</u>								
Personal Property Replacement Tax	\$	-	\$	9,325	54.85%	\$	17,000	\$ 11,075 -15.80%
Federal & State Grants		-		31,761	105.87%		30,000	34,217 -7.18%
Total Intergovernmental	\$	-	\$	41,086	87.42%	\$	47,000	\$ 45,292 -9.29%
Library Fines	\$	259	\$	1,192	119.16%	\$	1,000	\$ 1,913 -37.71%
<u>Charges for Services</u>								
Library Subscription Cards	\$	1,979	\$	9,978	285.08%	\$	3,500	\$ 9,852 1.28%
Copy Fees		50		1,544	61.78%		2,500	1,343 15.00%
Total Charges for Services	\$	2,029	\$	11,522	192.04%	\$	6,000	\$ 11,195 2.92%
Investment Earnings	\$	1,686	\$	18,299	121.99%	\$	15,000	\$ 6,592 177.59%
<u>Reimbursements/Miscellaneous/Transfers In</u>								
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$	-	\$ - 0.00%
Rental Income		50		50	20.00%		250	75 -33.33%
Miscellaneous Income		371		2,408	80.26%		3,000	2,194 9.75%
Transfer In		1,026		15,090	48.16%		31,335	18,565 -18.72%
Total Miscellaneous & Transfers	\$	1,447	\$	17,548	50.74%	\$	34,585	\$ 20,834 -15.77%
Total Revenues and Transfers	\$	18,542	\$	1,850,588	99.13%	\$	1,866,778	\$ 1,751,673 5.65%
<i>Expenditures</i>								
<u>Library Operations</u>	<u>\$</u>	<u>95,273</u>	<u>\$</u>	<u>579,411</u>	<u>30.35%</u>	<u>\$</u>	<u>1,909,000</u>	<u>\$ 548,850 5.57%</u>
50 Salaries		33,777		265,393	58.16%		456,307	273,614 -3.00%
52 Benefits		11,697		106,850	58.00%		184,238	124,589 -14.24%
54 Contractual Services		47,155		146,801	41.89%		350,405	91,539 60.37%
56 Supplies		2,644		26,992	52.62%		51,300	10,452 158.25%
99 Debt Service		-		33,375	3.85%		866,750	48,656 -31.41%
Total Expenditures and Transfers	\$	95,273	\$	579,411	30.35%	\$	1,909,000	\$ 548,850 5.57%
<i>Surplus(Deficit)</i>	\$	(76,731)	\$	1,271,177		\$	(42,222)	\$ 1,202,823

* November represents 58% of fiscal year 2024

December Director's Report 2023

Upcoming Events and Programs:

- **Sat, Dec 9 – Polar Express and a Visit from Santa**

Join us for our annual Polar Express event. Children will enjoy milk and cookies while listening to the book, "The Polar Express" by Chris Van Allsburg. They can write a letter to Santa and deliver it to him.

- **Jan 1, 2024 – Feb 29, 2024 – Winter Reading Challenge**

Stop by the Youth Service desk to pick up your Winter Reading Challenge sheet. Complete each challenge and mark it off. Return your sheet before March 5 to be entered into a drawing.

- **Thurs, Jan 11, 2024 – Our Future with A.I.**

A Conversation with Award-Winning Sci-Fi Authors Cory Doctorow, Ken Liu, & Martha Wells. Join this very special Zoom event with sci-fi author, journalist, and activist Cory Doctorow, Hugo and Nebula award-winning author Ken Liu, and NY Times bestselling author Martha Wells as they speculate about our A.I. future.

Library Operations

National SoftWash performed pressure washing of the building and courtyards. This is a maintenance item that should be done on a 5-year rotation.

Completed and submitted the Illinois Technology Survey to the state.

Verde was here the week of Nov 27 to upgrade the lighting on the 2nd floor and some of the 1st floor and outside. There have been a few minor tweaks that have had to be made to some of the light sensors and fixtures.

The management staff sat in on a demo of a new online calendar system. This system has a sharp, clean look and seems easy to navigate. The staff is excited about the additional room reservation feature. We will be able to have patrons reserve study rooms and submit an application for the use of the large meeting room. We have started the process of implementation and will have our initial kickoff meeting at the beginning of January.

I have signed the library up for a partial year of HR Source services, which provides resources and HR support services for many area libraries and industries.

Other

The Friends of the Library have officially become a 501(c)(3) entity. They conducted their 1st meeting of the Board of Directors and approved the bylaws. I am on ex officio Board Member.

We received a Request for Reconsideration of Material Form for a juvenile fiction book. We will follow our procedures and form a written response.

Meetings & Events Attended:

- Nov 2 – SAIL meeting – Fossil Ridge PLD
- Nov 2 – Harry Potter wrap up meeting
- Nov 3 – Budget meeting with City
- Nov 9 – Adult Services Evening Program
- Nov 13 – Friends of the Library meeting
- Nov 13 – Library Board meeting
- Nov 15 – webinar on navigating the legal landscape of social media
- Nov 15 – CIP meeting with City
- Nov 28 – LibraryMarket zoom meeting
- Nov 28 – FOL Board Meeting
- Nov 29 – HR Source meeting
- Nov 29 – Sunshine Committee meeting

NOVEMBER 2023 Programs

Youth Programs:

NOVEMBER	Program	Age 0-5	Age 6-11	Age 12-18	All Ages	At Library	Live Virtual	TOTAL Attendance
	Window Art	2	9	2		x		13
	Preschool Zone	40				x		40
	4-H (ages 6-8)		5			x		5
	4-H (ages 9-12)		6	1		x		7
	Drop In Storytime (4)				95	x		95
	3D (in person)		5			x		5
	LEGO Kits	5	20	2		x		27
	TAG			4		x		4
	Scholarships, Grants, and Loans				24 families		x	50
	Book Club (grade 3-5)		16			x		16
	Book Club (grades 1-2)		10			x		10
	Tots and Toddlers (2)	56				x		56
	Mommy and Me YOGA	8			8	x		16
	Read with Paws	2	9		9	x		20
	Artful Beginnings	26				x		26
	Family Read Night				9	x		9
								399

Total NOV Youth Programs 16
Total Attendance 399

+11 passive programs with 842 attending (Color Pages, Escape Room, Makerspace, 3d Print Virtual, Facebook Spanish Storytime, Literacy Centers, Dino Count, Dino Hunt, Dino Art Pages, Dino Favorite Vote, Dino Fact Find)

NOVEMBER Adult Programs:

11/1	Wednesday ELL	4	11/15	Planning a Trip to Disney	8
11/2	Thursday ELL	3	11/16	Thursday ELL	-
11/2	Chair Yoga	14	11/16	Medicare Open House	6
11/2	Dungeons & Dragons	8	11/16	Chair Yoga	32
11/3	Roaming Readers	3	11/16	Men's Book Club	9
11/4	Saturday ELL	3	11/16	Dungeons & Dragons	12
11/5	Military Healthcare	4	11/17	Roaming Readers	4
11/6	Monday ELL	3	11/18	Saturday ELL	6
11/7	Tuesday ELL	12	11/18	Genealogy	11
11/7	Threads & More	12	11/20	Monday ELL	2
11/8	Wednesday ELL	3	11/20	Healthy Cooking	16
11/8	Medicare Open House	8	11/21	Tuesday ELL	3
11/8	Your Friend in Health	12	11/22	Computer Basics	4
11/8	Lunch Bunch Book Club	9	11/22	Wednesday ELL	-
11/8	ILP Maya Camille Broussard	4	11/25	Saturday ELL	-
11/9	Thursday ELL	-	11/27	Monday ELL	2
11/9	Chair Yoga	29	11/27	Monday Movie Madness	8
11/9	Dungeons & Dragons	8	11/27	Horror Book Club	11
11/9	Storytelling, Self-Publishing, & Sandwiches	29	11/28	Tuesday ELL	11
11/13	Monday ELL	2	11/28	Medicare Open House	3
11/14	Tuesday ELL	20	11/28	Creative Writing	10
11/14	Dabblers Morning	11	11/29	Wednesday ELL	2
11/14	Medicare Open House	12	11/30	Thursday ELL	-
11/14	Dabblers Evening	11	11/30	Chair Yoga	-
11/15	Wednesday ELL	-	11/30	Dungeons & Dragons	14
11/15	Cake Decorating	16			
11/15	Medicare Open House	4			
11/15	Psychological Thriller Bk Club	24			
				Total NOV Programs	48
				Total Attendance	438

4 passive programs with 66 attending (puzzle, chess, poem of the week, art wall)

Meeting Room Use: rentals- 4, library use- 23, zoom- 1

Board Room Use: community- 0, library- 15

Study Room Use: 69

Museum Pass: 4

Volunteers: Friends of the Library are collecting and sorting books for the sale, maintaining the lobby book sale, and have been continuing to index the KCR Obits (this month's volunteer/s: Nancy A.). Mini-Golf preparations are officially underway.

December Recurring Programs

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

December 7
December 14
December 21
December 28



YPL DUNGEONS & DRAGONS CLUB

THE YPL DED CLUB IS MADE UP OF GAMERS OF VARYING AGES & EXPERIENCE LEVELS. THEY MEET EVERY THURSDAY FOR GOOD TIMES AND GREAT ADVENTURES.

JOIN US EVERY THURSDAY FROM 4:00PM-6:45PM

Branch by Branch

uncover your family genealogy one story at a time

Join genealogy enthusiast David Frazier to explore your roots. Mr. Frazier will relate some of his experiences digging into his own family tree, then show us how to use resources to find the people from our own pasts - and their stories.

If possible, attendees should bring their own laptops. The library has a limited number of computers they can provide.

Third Saturday* of every month @ 11:00 am
Aug. 19, Sept. 16, Oct. 28, Nov. 18, & Dec. 16

* Due to our Wizarding World LARP event, the October meeting will be the 4th Saturday.



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

Dec. 2023

Upcoming Special Events



Surviving the Holidays with Lori Gottlieb

Join us for this very special Zoom event with New York Times best selling author, podcast host, and renowned psychotherapist Lori Gottlieb. With her typical personal and raw style, Gottlieb will help us get through the stress and anxiety of the holiday season.

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

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



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

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

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.



Wednesdays
@ 10:30 am

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

Learning to Decorate Like it's a Piece of Cake

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany Breyné - 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!

English Language Learners Adult Classes

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

The Yorkville Library is starting a conversation-based English Language Learners program for adults. Classes are being held for adult English learners of all proficiencies - Beginners, Intermediate, or Advance.

Visit the adult services department in the library to learn more about the program or register for classes.



Threads & More...

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

Do you crochet, knit, needlepoint, sew, or quilt?
If so, get together with fellow "threaders" for a creativity blast!
Come work on your unfinished projects, show off finished projects, and check out what other people are doing. New Threaders are always welcome!



Book Clubs

Psychological Thriller Book Club

Join us for a brand new book club focused on Psychological Thrillers, Mind bending 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.

Next Meeting: Wednesday, December 20th @ 7:00 pm
discussing *The Family Game* by Catherine Steadman



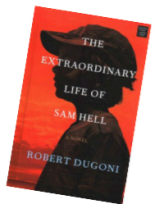
Any library patrons 18+ are welcome to join.



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 genres.

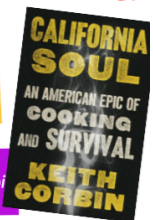
Next Meeting: Thursday, December 21st @ 7:00 pm
Discussing: *The Extraordinary Life of Sam Hell* by Robert Dugoni



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.

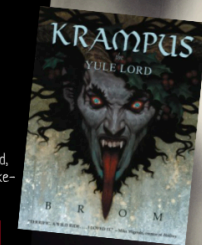
Next meeting: Tuesday, December 5th @ 7:00 pm
Discussing and Eating *California Soul: An American Epic of Cooking and Survival* by Keith Corbin



HORROR BOOK CLUB

Do you enjoy the spooky, the scary, the creepy, and the eerie?
If you like reading on the edge of your seat with chills down your spine and your hair standing on end, join us for the YPL Horror Book Club. Read some of your favorite dark tales and discuss them with like-minded readers for fun and exciting conversations.


Next Meeting: Monday, January 22nd @ 7:00 pm
Discussing *Krampus: The Yule Lord* by Brom



Any library patrons 18+ are welcome to join.

DECEMBER

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
Gingerbread Person Disguise Stop by the library to pick up your Gingerbread Person. Take them home and disguise them to keep them safe this Holiday season. Please drop off your disguised Gingerbread Person by December 9.						
3 LEGO Kits December 4-8 Registration Required *SEE WEBSITE	4 BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	5 Tots and Toddlers @ 10:30 Registration Required Teen Christmas Craft 4:00-5:00 Registration Required	6 Preschool Zone 10:30 or 1:30 Registration Required	7 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30 Registration Required	8 DROP IN STORY TIME 10:30 @ YPL	9 SANTA 9:15- 11:30 Polar Express 9:30 OR 10:30 Registration Required *SEE WEBSITE
10 Literacy Centers Tuesday-Friday *Drop In * 	11 BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	12 MOMMY & ME YOGA @ 10:30 Registration Required	13 Facebook Spanish Story Time at 10:00 am	14 BOOK CLUB (1-2) 4:30-5:00 Registration Required	15 DROP IN STORY TIME 10:30 @ YPL	16 Read With Paws 10:30-11:30 Contact lib for appointment time
17 VIRTUAL 3D PRINTING *SEE WEBSITE*	18 BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	19 Artful Beginnings- (Preschool) 10:30 Registration Required T.A.G. @ 2:45	20 Tots and Toddlers @ 10:30 Registration Required	21 BOOK CLUB (1-2) 4:30-5:00 Registration Required	22 DROP IN STORY TIME 10:30 @ YPL Kids Christmas Craft 1:00 Registration Required	23
24	25 CLOSED	26 CLOSED	27 Facebook Spanish Story Time at 10:00 am	28 Countdown to NOON 11:00-12:00 Registration Required *SEE WEBSITE	29 DROP IN STORY TIME 10:30 @ YPL	30
31						



Monthly Statistics

November 2023

Checkouts
2023: 6,609
2022: 6,496
Change: +1.74%

Visits
2023: 6,184
2022: 5,250
Change: +17.79%

New Cardholders Added
2023: 76
2022: 61
Change: +24.59%



Technology Stats

Digital Checkouts

2023: 1,779
2022: 1,429
Change: +24.49%

Computer Use

2023: 221
2022: 214
Change: +3.27%

Website Hits

2023: 5,370
2022: 4,546
Change: +18.13%

Events and Programs

2023: 86
2022: 61
Change: +40.98%



Events and Program Attendance

2023: 1,695
2022: 1,180
Change: +43.64%

Items Added

2023: 397
2022: 304
Change: +30.59%



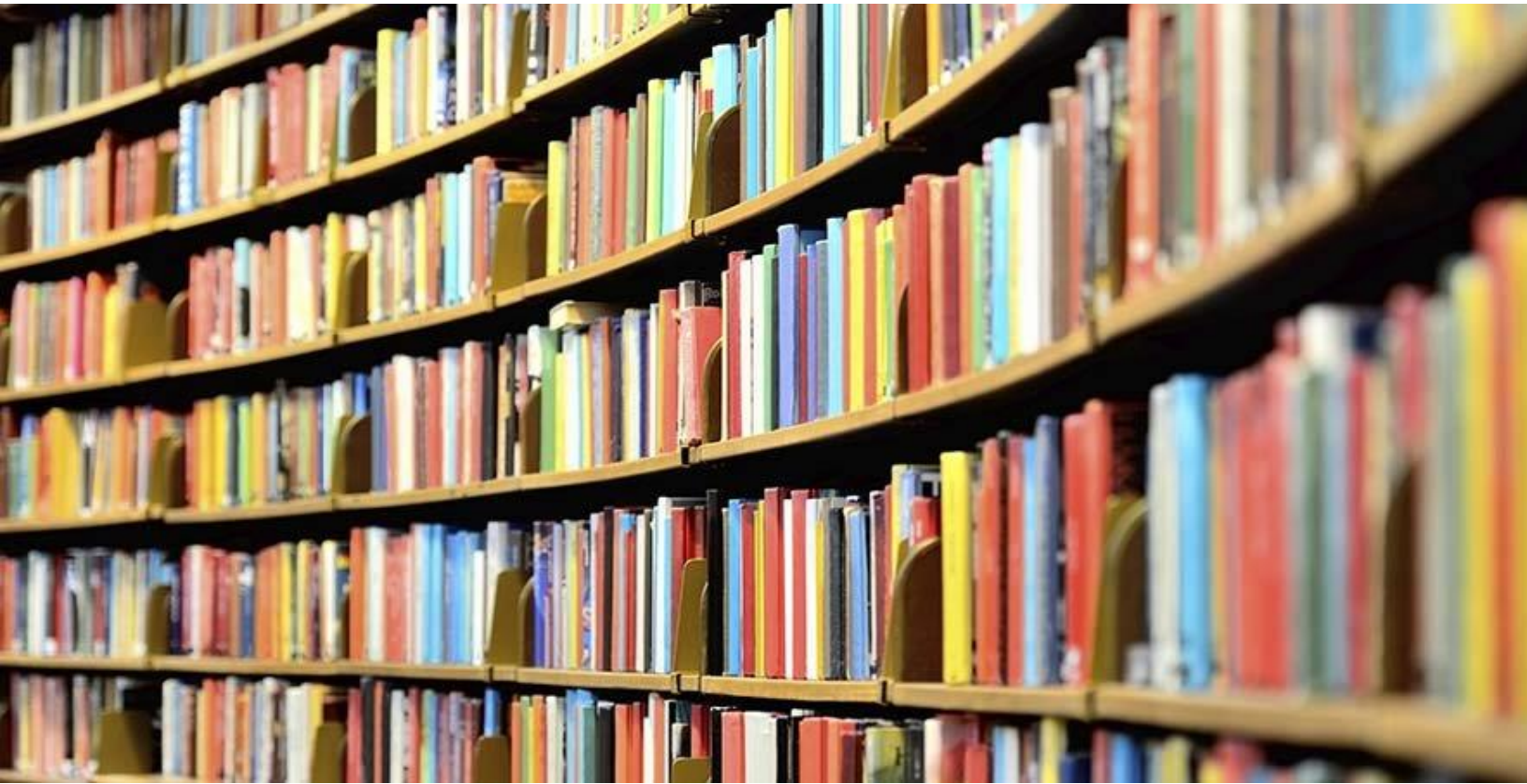
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Strategic Planning Proposal for the Yorkville Public Library

August 10, 2023

Schedule of Costs and Timeline updated November 16, 2023



Proposal submitted by:



Amanda E. Standerfer, Founder and Lead Consultant
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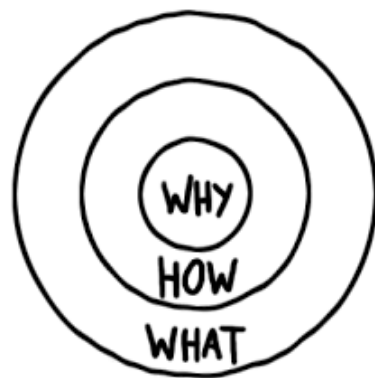
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Cover Letter

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

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

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



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

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

Amanda E. Standerfer

Founder & Lead Consultant

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

Executive Summary

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

In our approach, we use:

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

The planning process is organized into three phases:

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

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

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

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

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

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

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

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

A Note on COVID-19

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

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

Your Strategic Plan Overview / Summary of Deliverables

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

Key Personnel and Qualifications/Experience

Amanda E. Standerfer, MA, MLIS



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

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

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

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

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

Laura Huddleston, MLIS



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

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

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

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

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

Sarah Forbes, PhD.



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

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

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

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

Jennie Grace, BFA



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

Jennie creates the one-page plan document.

Work Plan

Phase I: LEARN

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

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



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

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

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

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

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

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

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

Phase II: DREAM

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

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

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

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

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

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

Phase III: DO

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

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

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

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

Phase IV: IMPLEMENTATION

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

Exclusions or Exceptions

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

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

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

Schedule of Costs and Timeline

Phase I: LEARN			
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.			
What	Who	When/Duration	Cost
Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	February 2024 2 hours preparation 2-hour meeting (via Zoom videoconference) 1 hour follow-up	\$500
Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution. <i>*Print survey available for distribution. Library staff enter responses.</i> <i>**Mailed survey not recommended. Mailing cost not included.</i> <i>***Spanish translation of SurveyMonkey version of the community survey is available for \$1,500. This includes a paper version of the survey for the library to print on-demand.</i>	Amanda, Laura, and Sarah with assistance from Planning Team	February – March 2024 20 hours survey development 10 hours survey administration/monitoring Email/phone meeting(s) as needed	\$3,000
Library Sector Trends Research: Review trends for cohort of similar size libraries in Illinois and US to include in the Learning Report.	Laura	March 2024 10 hours	\$1,000
Initial Board and Staff sessions: Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	March 2024 4 hours preparation 1.5-hour session with Board (via Zoom videoconference) 1-hour session with staff (via Zoom, may need multiple staff sessions) 2 hours follow-up	\$1,000

Board and Staff Survey: Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Laura with assistance from Planning Team	April 2024 <i>8 hours survey development, administration, and monitoring</i>	\$800
Community Needs Assessment – Focus Groups and Interviews: 3 focus group sessions (one-hour each, in-person) and up to 6 interviews (15-30 minutes each, via phone), develop focus group/interview questions, review agenda with Planning Team, compile notes.	Fast Forward Libraries Team Member TBD (likely Cindy Fesemyer) (with logistical assistance from Planning Team)	April 2024 <i>2 hours preparation 3 1-hour sessions (in-person) 6 15-30-minute interviews 4 hours notes/reporting 1 day on-site</i>	\$3,000
Learning Report: Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).	Amanda and Laura with editing assistance from Planning Team	May 2024 <i>30 hours learning report</i>	\$3,000
Phase I total (inclusive of supplies and travel):			\$12,300

Phase II: DREAM

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

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

Phase III: DO			
Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.			
What	Who	When/Duration	Cost
Document Development: Develop graphical and written plan for review by Board. Deliverable: Draft plan documents for Board review.	Amanda and Laura	August 2024 30 hours	\$3,000
Board Meeting: Meeting with Board to review all plan documents and make final revisions. Deliverable: Final plan documents for Board approval.	Amanda with Board	August or September 2024 2 hours preparation 1 hour meeting with Board (via Zoom) 2 hours follow-up	\$500
Activity Plan and Evaluation Framework: Develop draft documents for review by Director/Planning Team. Deliverable: Draft evaluation framework.	Amanda and Director/Planning Team	September 2024 1-hour meeting with Director/staff 6 hours document development	\$700
Phase III total (inclusive of supplies):			\$4,200
Grand total: (inclusive of supplies and travel):			<u>\$23,400</u>

References

Mr. Brian Shepard

Executive Director
Indian Trails Public Library District
Wheeling, IL
847-279-2202
bshepard@indiantrailslibrary.org

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

Ms. Donna Richards

Board President
Pollard Memorial Library
Lowell, MA
978-502-7373
Donna.S.Richards@gmail.com

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

Ms. Carolyn Coulter

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

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

Ms. Ann Hokanson

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

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

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

Library Strategic Planning:

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

Library Strategic Planning (con't):

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

Library Organizational Capacity Building:

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

Library Training, Workshop, Webinar, or Coaching:

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

LSTA 5-year Evaluation Projects:

Idaho Commission for Libraries (2021)

Nonprofits (strategic planning facilitation unless noted):

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

Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing

1. Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
2. Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
3. The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
4. The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
6. If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 – Public Services: Reference and Reader's Advisory Services

Reference Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

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4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has at least one current reference resource for each subject area.
15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

Reader's Advisory Service

1. All basic services are available when the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library maintains a well-rounded collection of both fiction and nonfiction titles.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
5. The library maintains a basic collection of reader's advisory reference materials.
6. All staff members attend at least one relevant continuing education event each year.
7. Staff members who are responsible for reader's advisory service in their library [*strive to*] join at least one community organization, club, or council.
8. Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
9. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming

1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
4. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
13. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.
33. The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
 - a. a telephone, with a listing in the phone book;
 - b. a telephone voice mail and/or answering machine;
 - c. a fax and/or scanner;
 - d. a photocopier;
 - e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - g. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - h. up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - j. up-to-date antivirus and Internet security software protection installed on every library computer;
 - k. up-to-date Internet browsers, web applications, and plug-ins;

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- l. a valid email address, accessible via the library's website, for the library administrator; and
 - m. a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- 3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- 4. The wait time for patron workstations does not exceed 15 to 30 minutes.
- 5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- 6. The library provides 24/7 remote access to library services and resources through:
 - 7. a web-accessible library catalog;
 - 8. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - 9. appropriate regional, state, national, and international bibliographic databases;
 - 10. other authenticated electronic resources that are available for direct patron use; and
 - 11. virtual reference service, and/or text messaging services, and/or a library email account.
- 12. The library staff must be:
 - a. computer literate;
 - b. trained to use and assist patrons in the use of electronic resources and materials; and
 - c. accessible via email and/or through messaging services.
- 13. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- 14. The library provides web links and access to regional and/or statewide initiatives including:
 - a. regional library system consortial web-based catalogs;
 - b. the CARLI academic library catalog (I-Share)
 - c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
 - d. virtual reference service.
- 15. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- 16. The library has a board-adopted Internet acceptable use policy.
- 17. The Internet acceptable use policy is reviewed annually.
- 18. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- 19. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- 20. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- 21. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - a. wireless access (Wi-Fi);
 - b. Internet connectivity upgrades sufficient for patron and staff use;
 - c. networking (local area vs. wide area);
 - d. library Intranet;

- e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - f. patron self-checkout functionality;
 - g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - h. current and functional meeting room technology;
 - i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - j. ongoing staff continuing education/training related to all aspects of technological services.
22. The library protects the integrity, safety, and security of its technological environment.
23. The library's automated catalog and its components comply with current state, national, and international standards.
24. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 - Marketing, Promotion, and Collaboration

- 1. The library has a communications plan that supports the library's long-range/strategic plan.
- 2. The library staff and trustees participate in two or more cooperative activities with other community organizations.
- 3. The library's services and programs are promoted in the community. Check the applicable publicity methods.

a. flyers	e. posters	i. presentations
b. brochures	f. banners	j. speeches
c. website	g. displays	k. billboards
d. newsletter	h. podcasting	l. other
- 4. The library maintains at least one social media account.
- 5. The library invites local, state, and federal officials to visit the library.
- 6. The library's website is updated at least monthly.
- 7. The board, administration, and staff conduct an annual library walk-through.
- 8. The board, administration, and appropriate staff visit other libraries.
- 9. The budget includes funds for public relations and marketing activities.
- 10. The library's promotional methods and services are ADA compliant.
- 11. A designated staff member coordinates the library's marketing efforts.
- 12. The library's staff receives customer service and marketing training.
- 13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- 14. The library surveys patrons and the community to judge awareness of the library's programs and services.