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# DRAFT

**Yorkville Public Library**  
Library Board Room  
Finance Committee Meeting  
Wednesday, February 7, 2024 - 6:00pm  
902 Game Farm Road

The meeting was called to order at 6:00pm by Chairwoman Jackie Milschewski.

**Roll Call:** Jackie Milschewski-yes, Jason Hedman-yes, Bret Reifsteck-yes, Tara Schumacher-yes

Absent: Rosie Millen

**Others Present:** Shelley Augustine-Library Director, Theron Garcia-Library Board President, Rob Fredrickson-City Finance Director

**Recognition of Visitors:** Rob Fredrickson was recognized.

**Public Comment:** None

## **New Business:**

### **FY25 Budget Planning**

Ms. Augustine and Mr. Fredrickson presented the line items and budgeted amounts.

#### **Page 2 of Proposed FY2025 Budget:**

**Property Taxes:** Director Augustine pointed out the proposed property taxes will increase from last year. The increase is due to a high CPI as well as robust new home construction, said Mr. Fredrickson. He assumes property tax growth of 5% in 2026 and debt service will also begin to fall away since the bonds will mature.

**Subscription Cards:** Will increase to \$10,000, up from last year's figure of \$3,500. The lower amount was due to conversations of possibly free cards for kids outside of city limits.

**Transfer from General Fund:** Ms. Augustine asked for an explanation of transfer from the general fund. It is a reimbursement of unemployment and liability insurance.

**Expenses:** Full-time and part-time salaries reflect 5% increase to help with wage compression. Director noted this still falls short of other libraries in the area—Yorkville is paying minimum wage while others have increased starting wages.

**Benefits:** Staying same, group health increase about 8%, more info to come in March. Life insurance is flat for '25.

Page 3 of Proposed Budget:

Administrative Chargeback: The portion the library pays for Marketing person.

Training & Conferences: Reduced since there is no PLA conference (they are every other year).

Travel & Lodging: Increased by \$500 to send full time staff to training and conferences. This is mileage reimbursement.

Publishing & Advertising: Decreased by \$500 from current year.

Telecommunications: Increased by \$500.

Postage & Shipping: Will remain at \$1,500.

Building & Ground Chargeback: For Ted Milschewski's services.

Dues & Subscriptions: Increased to \$20,000 (up \$2,000) reflective of increases in services

Professional Services: Includes \$50,000 for possible consultants for chiller replacement. Also includes other half of strategic planning consultant and IT services, inspections, elevator maintenance.

Legal Services: Remains same.

Automation: Membership fees for PrairieCat, fees up 5% this year. Also covers mobile app, self checks, membership to e-platform--Boundless.

Utilities: Up slightly by \$1,000.

Office Cleaning: \$25,400 annual cost.

Outside Repair & Maintenance: Includes preventative maintenance twice a year for chiller & boiler, quarterly service & maintenance for elevators, annual cleaning of windows/carpets/gutters, added fall/spring landscape cleanup to move away from having volunteers be responsible for this task. Three trees also need to be removed. Money allocated for possible repairs to elevators, plumbing and HVAC. Current HVAC costs are \$45,000. Mr. Reifsteck noted a huge difference between FY22 and FY23. In 2023 there were substantial expenses for HVAC, burst water pipes and other. Maintenance had not routinely been done until 2 years ago. Ms. Milschewski added that there had been discussion about putting less in contingency and shifting funds to areas of need.

Paying Agent Fees: This is last year for these fees for bonds.

Office Supplies: Amount was reduced based on spending so far, increased operating supplies.

Custodial Supplies: Stays same.

Computer Equipment & Software: Increasing a small amount. Will be replacing 10 computers each year, particularly some of the public computers.



Programming: Remains same.

Library Recognition: Increased to \$600, for Sunshine Committee/activities & food for staff.

Audio Books/DVD's/CD's: Remains same.

Books: Increase by \$10,000 as capital expenses are reduced and moved into the budget.

Page 4 of Budget Report:

Property Taxes: Mr. Fredrickson noted an error on the property taxes which will reduce the amount from \$1.2 million to \$1 million and he will send revised documents. He said that will leave a \$30,000 deficit, however, there is a fund balance of \$840,000. He noted there will be significant surpluses in the coming years with no financial issues on the operating side.

Page 6: Capital Budget/Fund 84:

Development Fees: Estimated at \$165,000--over what had been budgeted, will help pay for capital expenses.

E-book Subscriptions: In subscription line item now.

Computer & Software Equipment: Reduced to \$29,000 from \$46,000. Ten new computers and 6 new security cameras to be purchased.

Books: Last year \$30,000, this year \$20,000, will continue to decrease until zero, then it will be in general fund.

Building Improvements: \$500,000 total for chiller replacement and to finish lighting upgrade (estimate of \$450,000 for chiller and \$50,000 for lights).

Summary: Mr. Fredrickson commented on a few items. He said even with a deficit in the Capital Fund next year, it could be mitigated by development fees. He said the library is in good financial condition and he noted the reserve has been built up too.

Treasurer Milschewski will make a report to the Board of Trustees at their next meeting.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 6:27pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

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# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, February 12, 2024 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:**

Rosie Millen-yes, Tara Schumacher-yes, Keri Pesola-yes, Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Bret Reifsteck (7:01pm)

Absent: Jason Hedman

**Others Present:**

Library Director Shelley Augustine, Director of Adult Services Mike Curtis, Friends of the Library President Kathi Murphy, Mike Krempski, Jordan Walz, Betty Ross, Tom Ross, Elaine Block, Heidi Bolanos, Rachel Valchek

**Recognition of Visitors:** Ms. Garcia recognized the Library staff and guests.

**Amendments to the Agenda:** None

**Presentation:**

Mike Curtis made an introduction regarding the English Language Learner classes which have been held at the library with the assistance of several volunteers. He said no other library in the county offers these types of classes. He saw the need in the community and at the same time, he was approached by volunteer Betty Ross about the idea of such a program which then started January 2023. It started with 4 students and in 12 months, there have been 36 students, 12 volunteers and there are now 7 class sessions 5 days a week. Because of the generous donation of time, the volunteers were presented with a certificate of appreciation by President Garcia.

**Minutes: January 8, 2024**

A motion was made by Ms. Garcia and seconded by Ms. Milschewski to approve the minutes as presented. Roll call: Reifsteck-yes, Schumacher-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 7-0.

**Correspondence:**

Ms. Augustine noted that in the agenda packet, there is a letter from the Secretary of State regarding the Public Act "Right to Read" legislation. Also, 300 Valentine's Day cards for seniors were dropped off at the library for State Senator Sue Rezin's card project. The library is the only public building in Kendall County designated as a drop-off spot.

**Public Comment:** None

**Friends of the Library Report:**

Ms. Murphy said the mini-golf held on February 4th had 830 attendees and made \$7,420. Ms. Augustine noted that some money was spent this year for repairs and construction on the golf holes and

putters were purchased and won't need to be borrowed each year. She also commented that the lines were not as long since the event was open an hour longer than usual and possibly due to nice weather/fewer people attending.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement & Payment of Bills**

Ms. Milschewski made a motion to pay the bills and Ms. Garcia seconded.

\$25,195.79     Accounts Payable

\$35,444.13     Payroll

**\$60,639.92     Total**

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

**Report of the Library Director:**

Ms. Augustine reported the winter reading challenge ends February 29<sup>th</sup>, a community art project/mosaic is being done for the lobby and a 4-part Fox River Hidden Gem program started in January. The Library Road Trip will be held again starting in March and Friends of the Library will be paying for the handouts for this activity. Ms. Augustine noted that she signed a witness slip for a Senate Bill which amends the Illinois Library Act and raises the amount to \$35,000 from \$25,000—the threshold amount when bids are needed.

**City Council Liaison:** None

**Standing Committees:**

**Finance**

Treasurer Milschewski reported the Finance Committee, City Finance Director and Ms. Augustine met February 7<sup>th</sup> to discuss next year's budget. The property tax amount is projected to be \$995,347, compared to last year's amount of \$899,000. Upcoming projects were discussed and the estimated amount for these is \$1,800,000. Mr. Fredrickson said the library Fund Balance is healthy. This budget will be approved at next month's Board meeting.

**Unfinished Business:**

**HVAC Update/Chiller Replacement Update**

Director Augustine reported the library was closed 2 days due to extreme cold in January, in accordance with the Emergency Preparedness Policy. There was a patron complaint and Ms. Augustine shared the library policy with them. The library opened on a delayed basis on January 15<sup>th</sup> due to the wind chill and when staff arrived, the temperature in the library was 55 degrees. Trico was called and inspected the HVAC system and had to turn off the water main. It took 3 days to stabilize the library temperature. There were 2 water pipe breaks which were repaired. Because of that, a new thermostat was installed and Ms. Augustine receives alerts at her home if the temperature drops excessively. Trico will send a quote for supplemental heat and air for the meeting room.

Ms. Augustine said she expects the engineering study for the chiller in early March.

**New Business:**

**Strategic Plan Timeline**

The Director said the first meeting was held on January 30<sup>th</sup> with the full-time staff and Trustees Garcia and Millen. The timeline was discussed and the community survey which is in the second draft, will be discussed later this week. The live survey is slated to be ready on February 26<sup>th</sup> through March 31<sup>st</sup>. It can be done on-line, on paper, through a QR code and on the city water bill with a link on the website. Mr. Reifsteck asked if *The Record* would publish it. It will be sent to them and also to WSPY. Ms. Augustine noted that a 1%

return is considered acceptable. The requested Library trends research is being worked on and the consultant will be attending the April Board meeting via Zoom. A one-hour meeting with staff will also be done that day. Focus groups and one-on-one interviews will be done to see how the library can grow. When all this data is collected, a large Learning Report will be compiled and the consultant will meet with the planning team and retreat sessions will be scheduled. The Board retreat will be on Saturday, June 1<sup>st</sup> and will be a 3-hour session. It will be a special meeting and strategies will be planned. The staff retreat is on Friday, May 31 and Ms. Augustine will request the library be closed that day as an in-service day, half for the Strategic Plan and half as a training day. After retreats, the planning team will review the Plan outline in June/July and then a Plan will be developed with presentation by the consultant in July/August. Goals will be done in August/September.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:36pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900143	FNBO	FIRST NATIONAL BANK OMAHA			02/25/24		
	022524-J.JACKSON	01/31/24	01	MENARDS#011124-ICE SCRAPERS		52-520-56-00-5620	24.40
			02	RUSH TRUCK--ANTI LOCK BRAKES		52-520-56-00-5628	337.23
			03	MENARDS#010524-FILES, TOWELS		52-520-56-00-5620	20.32
			04	MENARDS#010424-CLEANERS, LUBE		52-520-56-00-5620	43.85
			05	NAPA-		52-520-56-00-5620	72.03
				INVOICE TOTAL:			497.83 *
	022524-J.JENSEN	01/31/24	01	FBIINAA-MEMBERSHIP DUE RENEWAL		01-210-54-00-5460	125.00
				INVOICE TOTAL:			125.00 *
	022524-J.NAVARRO	01/31/24	01	GRAINGER#9949114541-OUTLET		01-000-24-00-2422	8.62
			02	FRAMES		** COMMENT **	
			03	GRAINGER#9949114533-SERVICE		01-000-24-00-2422	618.50
			04	POLES		** COMMENT **	
			05	GRAINGER#9951715565-SERVICE		01-000-24-00-2422	55.24
			06	POLE TRIM PLATE KIT		** COMMENT **	
			07	AMAZON-PASS THROUGH		01-000-24-00-2422	238.92
			08	CONNECTORS, CABLE LABELS,		** COMMENT **	
			09	JACKS, CABLE		** COMMENT **	
			10	ELITE-MAGNETC CONTACT		24-216-56-00-5656	82.78
			11	BREAKAWAY		** COMMENT **	
			12	AMAZON-WINDOW PRIVACY TINTING		24-216-56-00-5656	48.89
			13	SECURITY BUILDERS-KEYS		24-216-56-00-5656	121.44
			14	AMAZON-PAPER TOWELS		24-216-56-00-5656	35.19
			15	AMAZON-PAPER TOWELS		24-216-56-00-5656	123.12
			16	EXHAUST WORKS-EXHAUST REPAIR		01-410-54-00-5490	550.99
			17	ILLCO-AIR PRESSURE SWITCH		24-216-56-00-5656	56.94
			18	AMAZON-BATTERIES		24-216-56-00-5656	81.38
				INVOICE TOTAL:			2,022.01 *
	022524-J.PETRAGALLO	01/31/24	01	ICCSAFE-2018 BUILDING PLANS		01-220-54-00-5412	79.00
			02	EXAMINER TRAINING		** COMMENT **	
			03	FARM & FLEET-WORK BOOTS		01-220-56-00-5620	89.99
			04	FARM & FLEET-PANTS		01-220-56-00-5620	79.98
				INVOICE TOTAL:			248.97 *
	022524-J.SLEEZER	01/31/24	01	AMAZON-CARB, CHECK VALVE		01-410-56-00-5628	38.42
				INVOICE TOTAL:			38.42 *
	022524-J.WEISS	01/31/24	01	BREAKOUT-PADLOCK FOR ESCAPE		82-820-56-00-5671	20.00
			02	ROOM PROGRAM		** COMMENT **	
				INVOICE TOTAL:			20.00 *
	022524-J.WHEELER	01/31/24	01	DOLLAR TREE-SOLID HEARTS		79-795-56-00-5606	97.50
			02	AMERICAN RED CROSS-BLOODBORNE		79-795-54-00-5412	35.00

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900143	FNBO	FIRST NATIONAL BANK OMAHA			02/25/24		
	022524-J.WHEELER	01/31/24	03	PATHOGENS TRAINING		** COMMENT **	
				INVOICE TOTAL:			132.50 *
	022524-K.BALOG	01/31/24	01	KENDALL PRINT-TRAFFIC STOP	01-210-54-00-5430		59.90
			02	RECEIPTS	** COMMENT **		
			03	AMAZON-DVD-R DISCS	01-210-56-00-5610		59.98
			04	SHRED IT-DEC 2023 ONSITE	01-210-54-00-5462		248.85
			05	SHREDDING	** COMMENT **		
			06	KENDALL PRINT-PAYROLL VOUCHERS	01-210-54-00-5430		255.40
			07	AMAZON-STANDING DESK CONVERTER	01-210-56-00-5610		630.73
			08	PARADISE-NOV 2023 CAR WASHES	01-210-54-00-5495		27.00
			09	ACCURINT-DEC 2023 SEARCHES	01-210-54-00-5467		200.00
				INVOICE TOTAL:			1,481.86 *
	022524-K.BARKSDALE	01/31/24	01	ADOBE-MONTHLY CREATIVE CLOUD	01-220-54-00-5462		54.99
			02	APA-2024 NATIONAL PLANNING	01-220-54-00-5412		350.00
			03	CONFERENCE REGISTRATION	** COMMENT **		
			04	AMAZON-BINDING COVERS	01-220-56-00-5620		37.91
			05	AMAZON-BINDING MACHINE,	01-220-56-00-5620		308.33
			06	PRESENTATION COVERS	** COMMENT **		
			07	AMAZON-IPONE CHARGER, LAPTOP	01-220-56-00-5620		85.95
			08	STAND, SPACE HEATER, PUSH PINS	** COMMENT **		
				INVOICE TOTAL:			837.18 *
	022524-K.GREGORY	01/31/24	01	COLLINS AWARDS-MINI-GOLF	82-820-56-00-5671		13.45
			02	TROPHY	** COMMENT **		
			03	GINIFAB-ST PATRICK'S DAY	01-110-56-00-5610		1,032.64
			04	HAWAIIAN SHIRTS	** COMMENT **		
				INVOICE TOTAL:			1,046.09 *
	022524-K.JONES	01/31/24	01	WIRE WIZ#361888-LIFT STATION	52-520-54-00-5444		138.00
			02	ALARM MONITORING	** COMMENT **		
			03	1/1/214-3/31/24	** COMMENT **		
			04	ARNESON#242732-NOV 2023 DIESEL	01-410-56-00-5695		147.77
			05	ARNESON#242732-NOV 2023 DIESEL	51-510-56-00-5695		147.77
			06	ARNESON#242732-NOV 2023 DIESEL	52-520-56-00-5695		147.78
			07	ARNESON#242733-NOV 2023 GAS	01-410-56-00-5695		180.02
			08	ARNESON#242733-NOV 2023 GAS	51-510-56-00-5695		180.02
			09	ARNESON#242733-NOV 2023 GAS	52-520-56-00-5695		180.02
			10	METROPOLITAIN	52-520-54-00-5444		930.00
			11	INDUSTRIES#056760-REPLACED HMI	** COMMENT **		
			12	SCREEN AND UPDATED FIRMWARE	** COMMENT **		
			13	AMAZON-RECEIPT PAPER	01-110-56-00-5610		18.89
			14	AMAZON-NOTE PADS, TISSUE	01-110-56-00-5610		44.98
			15	AQUAFIX-VITASTIM GREASE	52-520-56-00-5613		1,624.83



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900143	FNBO	FIRST NATIONAL BANK OMAHA			02/25/24		
	022524-K.JONES	01/31/24	61	UNIFIRST-FIRST AID SUPPLIES		52-520-56-00-5620	39.80
			62	METROPOLITAIN		52-520-54-00-5444	270.00
			63	INDUSTRIES#057247-MONTHLY		** COMMENT **	
			64	METRO CLOUD DATA SERVICE FOR		** COMMENT **	
			65	LIFT STATIONS		** COMMENT **	
			66	POLLARD WATER-HANDY HOOKS		51-510-56-00-5640	62.12
			67	WATER PRODUCTS-BAND REPAIR		51-510-56-00-5640	221.25
			68	CLAMPS		** COMMENT **	
			69	AMPERAGE#6585-2029267-RELAYS		52-520-56-00-5620	93.16
			70	AMPERAGE#6585-2032551-BALLAST		23-230-56-00-5642	328.56
			71	KITS, LAMPS		** COMMENT **	
			72	AMPERAGE#6585-2032041-LAMPS		24-216-56-00-5656	41.28
			73	ABATIX-CONCRETE ANCHORS &		51-510-56-00-5638	155.22
			74	BOLTS		** COMMENT **	
			75	WELDSTAR-CYLINDER RENTAL		01-410-54-00-5485	76.80
				INVOICE TOTAL:			17,225.91 *
	022524-M.CARYLE	01/31/24	01	GJOVIKS#437168-TIRE REPAIR		01-210-54-00-5495	36.70
			02	GJOVIKS#437178-OIL CHANGE		01-210-54-00-5495	70.65
			03	GJOVIKS#437287-REPLACE TIRE		01-210-54-00-5495	283.22
			04	GJOVIKS#437301-OIL LEAK REPAIR		01-210-54-00-5495	572.64
			05	TBL-DRON MANEUVERS MASTERY		01-210-54-00-5412	159.00
			06	INSTITUTE REGISTRATION		** COMMENT **	
				INVOICE TOTAL:			1,122.21 *
	022524-M.CISIJA	01/31/24	01	OSWEGO-CHARGE IN ERROR-TO BE		01-000-24-00-2440	210.41
			02	REIMBURSED		** COMMENT **	
			03	AMAZON-STORAGE BOXES		01-110-56-00-5610	63.26
				INVOICE TOTAL:			273.67 *
	022524-M.CURTIS	01/31/24	01	AMAZON-PAINTING CANVAS BOARDS		82-000-24-00-2480	42.21
				INVOICE TOTAL:			42.21 *
	022524-M.SENG	01/31/24	01	NAPA#357367-BATTERY CLEANER,		01-410-56-00-5628	44.41
			02	BRUSH, OIL DRY		** COMMENT **	
			03	ACE-BOLTS		01-410-56-00-5620	5.82
			04	ACE-SHOVELS		01-410-56-00-5620	270.55
				INVOICE TOTAL:			320.78 *
	022524-M.WARD	01/31/24	01	ACER-2 MONITORS		84-840-56-00-5635	119.98
			02	AMAZON-MONITOR STANDS		84-840-56-00-5635	56.99
				INVOICE TOTAL:			176.97 *
	022524-P.MCMAHON	01/31/24	01	GOOGLE-NEST MONTHLY FEE		01-210-54-00-5460	8.00
			02	MENARDS#010424-WINDSHIELD WASH		01-210-56-00-5620	25.40

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900143	FNBO	FIRST NATIONAL BANK OMAHA			02/25/24		
	022524-R.HORNER	01/31/24	02	NAPA#356631-WHEEL STUD, LUGS		79-790-56-00-5640	10.94
			03	MENARDS#010824-RAGS, ANCHORS,		79-790-56-00-5620	57.36
			04	WINDSHIELD FLUID, DETAILER		** COMMENT **	
				INVOICE TOTAL:			1,184.27 *
	022524-R.REMUS	01/31/24	01	AMERICAN RED CROSS-BLOODBORNE		79-795-54-00-5412	105.00
			02	PATHOGENS TRAINING FOR 3		** COMMENT **	
			03	STAFF		** COMMENT **	
			04	IPRA CONFERENCE PARKING		79-795-54-00-5415	118.00
			05	SWISSOTEL-IPRA CONFERENCE		79-795-54-00-5415	309.94
			06	LODGING		** COMMENT **	
				INVOICE TOTAL:			532.94 *
	022524-R.WOOLSEY	01/31/24	01	EJ EQUIP#P44370-SWEEPER BROOMS		01-410-56-00-5628	3,835.00
			02	EJ EQUIP#P10640-COOLING FAN,		52-520-56-00-5628	408.10
			03	FILTERS, BELT TENSIONER,		** COMMENT **	
			04	CHAIN, FILTER ELEMENT,		** COMMENT **	
			05	CONNECTING LINKS, BUSHING		** COMMENT **	
			06	EJ EQUIP#W06653-VAC CON		52-520-54-00-5490	5,247.92
			07	REPAIR		** COMMENT **	
			08	EJ EQUIP#P10513-SWITCH BANK		52-520-56-00-5628	267.90
				INVOICE TOTAL:			9,758.92 *
	022524-S.AUGUSTINE	01/31/24	01	AMAZON-INFLATABLE AIR DANCERS		82-000-24-00-2480	199.00
			02	AMAZON-THERMAL PAPER ROLLS		82-820-56-00-5610	59.39
			03	OVERDRIVE-ANNUAL PARTICIPATING		82-820-54-00-5460	3,000.00
			04	FEES		** COMMENT **	
			05	BOOKPAGE-ANNUAL SUBSCRIPTION		82-000-24-00-2480	402.00
			06	TARGET-SAIL GROUP MEETING		82-820-56-00-5620	53.31
			07	SUPPLIES		** COMMENT **	
			08	AMAZON-MAILING LABELS		82-820-56-00-5610	28.59
			09	AMAZON-HEADSET, WEBCAM		82-820-56-00-5620	161.37
			10	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	14.99
			11	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	324.00
			12	THROUGH 4/5/24		** COMMENT **	
			13	ILA-ANNUAL MEMBERSHIP RENEWAL		82-820-54-00-5460	150.00
			14	AMAZON-WIPES		82-820-56-00-5610	19.35
			15	AMAZON-BINGO PAPER		82-820-56-00-5671	9.99
			16	AMAZON-TEMPERED GLASS		82-820-56-00-5620	9.99
			17	AMAZON-WINTER PROGRAMMING		82-000-24-00-2480	74.94
			18	SUPPLIES		** COMMENT **	
			19	AMAZON-CARDSTOCK, BALLOON PUMP,		82-820-56-00-5610	39.97
			20	GUESTBOOK		** COMMENT **	
				INVOICE TOTAL:			4,546.89 *
	022524-S.IWANSKI	01/31/24	01	YORK POST-POSTAGE		82-820-54-00-5452	36.91
				INVOICE TOTAL:			36.91 *

Total for all Highlighted Library Invoices: \$4,836.43

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 02/26/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105447	TKELEVAT	TK ELEVATOR CORPORATION					
	ACIA-26VOXHI-DEPOSIT		02/22/24	01	DOWN PAYMENT FOR EMERGENCY	82-820-54-00-5462	4,391.00
				02	ELEVATOR REPAIR	** COMMENT **	
					INVOICE TOTAL:		4,391.00 *
					CHECK TOTAL:		4,391.00
					TOTAL AMOUNT PAID:		4,391.00



UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/11/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105451	AUGUSTIS	SHELLY AUGUSTINE					
	030124		03/01/24	01	FEB 2024 MOBILE EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		45.00
105452	BAKTAY	BAKER & TAYLOR					
	2038054366		01/25/24	01	BOOKS	84-840-56-00-5686	920.18
					INVOICE TOTAL:		920.18 *
	2038061575		01/30/24	01	BOOKS	84-840-56-00-5686	938.87
					INVOICE TOTAL:		938.87 *
	2038077429		02/06/24	01	BOOKS	84-840-56-00-5686	924.88
					INVOICE TOTAL:		924.88 *
	2038091413		02/09/24	01	BOOKS	84-840-56-00-5686	611.76
					INVOICE TOTAL:		611.76 *
	2038104595		02/16/24	01	BOOKS	84-840-56-00-5686	421.54
					INVOICE TOTAL:		421.54 *
					CHECK TOTAL:		3,817.23
105453	DELAGE	DLL FINANCIAL SERVICES INC					
	82011213		02/16/24	01	APR 2024 COPIER CHARGES	82-820-54-00-5462	183.04
					INVOICE TOTAL:		183.04 *
					CHECK TOTAL:		183.04
105454	IMPACT	IMPACT NETWORKING, LLC					
	3182041		03/04/24	01	ADVANCED PAYMENT FOR IMPACT	82-820-54-00-5462	517.25

CHECK DATE: 03/11/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105454	IMPACT	IMPACT NETWORKING, LLC					
	3182041		03/04/24	02	NETWORKING PRINT AGREEMENT	** COMMENT **	
					INVOICE TOTAL:		517.25 *
					CHECK TOTAL:		517.25
105455	LLWCONSU	LLOYD WARBER					
	10571		03/03/24	01	FEB 2024 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105456	METRONET	METRO FIBERNET LLC					
	1651373-030124		03/01/24	01	MAR 2024 INTERNET	82-820-54-00-5440	124.97
					INVOICE TOTAL:		124.97 *
					CHECK TOTAL:		124.97
105457	MIDWTAPE	MIDWEST TAPE LLC					
	504992678		02/05/24	01	AUDIO BOOKS	82-820-56-00-5683	87.98
				02	DVDS	82-820-56-00-5685	48.73
					INVOICE TOTAL:		136.71 *
	505040919		02/12/24	01	DVDS	82-820-56-00-5685	60.72
					INVOICE TOTAL:		60.72 *
	505075503		02/19/24	01	AUDIO BOOKS	82-820-56-00-5683	319.95
				02	DVDS	82-820-56-00-5685	41.23
					INVOICE TOTAL:		361.18 *
	505098203		02/23/24	01	AUDIO BOOKS	82-820-56-00-5683	219.97
				02	DVDS	82-820-56-00-5685	40.48
					INVOICE TOTAL:		260.45 *
					CHECK TOTAL:		819.06

CHECK DATE: 03/11/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105458	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	021224-52		02/29/24	01	OCT-DEC 2023 FAXES	82-820-54-00-5462	26.40
					INVOICE TOTAL:		26.40 *
					CHECK TOTAL:		26.40
105459	UMBRELLA	UMBRELLA TECHNOLOGIES					
	1529		03/01/24	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00
				02	FOR 11 ENTRIES	** COMMENT **	
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		480.00
105460	YORKGLAS	YORKVILLE GLASS & MIRROR					
	7947		03/04/24	01	ADJUST WINDOW IN MEETING ROOM	82-820-54-00-5495	1,625.00
					INVOICE TOTAL:		1,625.00 *
					CHECK TOTAL:		1,625.00
105461	YOUNGM	MARLYS J. YOUNG					
	020724-LIB		02/13/24	01	02/07/24 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	021224-LIB		02/20/24	01	02/12/24 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		170.00
					TOTAL AMOUNT PAID:		8,527.95



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 2, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,647.20	-	18,647.20	1,087.14	1,379.41	21,113.75
FINANCE	13,763.31	-	13,763.31	802.41	1,016.61	15,582.33
POLICE	142,486.26	552.82	143,039.08	427.17	10,672.63	154,138.88
COMMUNITY DEV.	28,052.56	-	28,052.56	1,652.95	2,082.16	31,787.67
STREETS	25,313.81	4,983.43	30,297.24	1,772.18	2,255.86	34,325.28
BUILDING & GROUNDS	5,938.01	185.74	6,123.75	365.76	471.44	6,960.95
WATER	18,669.88	1,282.47	19,952.35	1,163.25	1,464.87	22,580.47
SEWER	10,109.81	-	10,109.81	589.40	739.54	11,438.75
PARKS	29,686.77	-	29,686.77	1,697.22	2,208.17	33,592.16
RECREATION	25,260.16	-	25,260.16	1,147.18	1,899.47	28,306.81
LIBRARY	17,226.90	-	17,226.90	646.07	1,279.93	19,152.90
<b>TOTALS</b>	<b>\$ 335,154.67</b>	<b>\$ 7,004.46</b>	<b>\$ 342,159.13</b>	<b>\$ 11,350.73</b>	<b>\$ 25,470.09</b>	<b>\$ 378,979.95</b>

**TOTAL PAYROLL                    \$ 378,979.95**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### February 16, 2024

	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	18,872.43	-	18,872.43	1,100.26	1,396.64	21,369.33
FINANCE	13,709.94	-	13,709.94	799.30	1,012.69	15,521.93
POLICE	131,459.36	3,460.84	134,920.20	403.06	10,005.65	145,328.91
COMMUNITY DEV.	30,835.28	-	30,835.28	1,797.70	2,272.07	34,905.05
STREETS	23,708.03	-	23,708.03	1,382.17	1,751.90	26,842.10
BUILDING & GROUNDS	5,938.01	-	5,938.01	346.19	445.75	6,729.95
WATER	17,131.38	299.63	17,431.01	1,016.24	1,268.47	19,715.72
SEWER	10,141.73	62.82	10,204.55	594.91	746.24	11,545.70
PARKS	30,876.78	76.40	30,953.18	1,765.86	2,289.74	35,008.78
RECREATION	26,929.27	-	26,929.27	1,171.73	2,015.76	30,116.76
LIBRARY	17,025.93	-	17,025.93	640.24	1,256.88	18,923.05

<b>TOTALS</b>	\$ 334,128.12	\$ 3,899.69	\$ 338,027.81	\$ 11,017.66	\$ 25,035.60	\$ 374,081.07
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**TOTAL PAYROLL                    \$ 374,081.07**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, March 11, 2024

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1 - 4</i> )	02/25/2024	\$ 4,836.43
Library Check Register ( <i>Page 5</i> )	02/26/2024	4,391.00
Library Check Register ( <i>Pages 6 - 8</i> )	03/11/2024	8,527.95
Unimax - Jan 2024 Office Cleaning	02/13/2024	1,950.00
IPRF - Mar. 2024 Work Comp Ins	02/13/2024	943.16
First Non-Profit-1st Qtr Unemployment Ins.	02/13/2024	386.98
BCBSIL - Dearborn/BCBS EAP-Feb 2024	02/27/2024	7.05
Nicor - 01/02-01/31 Service	02/27/2024	2,274.53
<b>TOTAL BILLS PAID:</b>		<hr/> 23,317.10

#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 9</i> )	02/02/2024	\$19,152.90
Bi-weekly ( <i>Page 10</i> )	02/16/2024	18,923.05
<b>TOTAL PAYROLL:</b>		<hr/> 38,075.95

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>61,393.05</b> <hr/>
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ACTIVITY THROUGH FISCAL PERIOD 10

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 10

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
08	AP-231225M	12/19/2023	313	AMAZON-BOOK	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	11.96	
		12/19/2023	314	AMAZON-REFUND FOR BOOK	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE		11.96
		12/19/2023	315	AMAZON-GLAZE, MARKERS	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	24.41	
		12/19/2023	316	AMAZON-POLAR EXPRESS SUPPLIES	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	186.75	
		12/19/2023	317	AMAZON-ENVELOPES, NOISE MAKERS	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	21.94	
	GJ-231230LB	01/02/2024	07	December 2023 Deposits					1,400.00
				TOTAL PERIOD 08 ACTIVITY				245.06	1,411.96
09	AP-240108	01/03/2024	01	BASIC SEVERE WEATHER PROGRAM	NICKOLAS BARTHOLOMEW	105427	INV1212	395.00	
	AP-240125M	01/18/2024	324	DOLLAR TREE-JANUARY	FIRST NATIONAL BANK	900142	012524-J.WEISS	77.50	
		01/18/2024	325	AMAZON-PENCIL SHARPENER,	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	257.75	
		01/18/2024	326	AMAZON-HOLIDAY PROGRAM	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	10.89	
		01/18/2024	327	AMAZON-REPORT COVERS	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	21.99	
	GJ-240130LB	02/02/2024	06	Jan 2024 Deposits					615.00
				TOTAL PERIOD 09 ACTIVITY				763.13	615.00
10	AP-240212	02/05/2024	01	LIBRARY AWARE RENEWAL	EBSCO INDUSTRIES, IN	105437	1000224811-1	692.00	
		02/05/2024	02	DEC 2023 CHAIR YOGA CLASSES	JESSICA YOUHANAIE	105442	202312	850.00	
		02/05/2024	03	DEC 2023 SENIOR COOKING	JESSICA YOUHANAIE	105442	202312-1	750.00	
	AP-240225M	02/13/2024	324	AMAZON-PAINTING CANVAS BOARDS	FIRST NATIONAL BANK	900143	022524-M.CURTIS	42.21	
		02/13/2024	325	AMAZON-INFLATABLE AIR DANCERS	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	199.00	
		02/13/2024	326	BOOKPAGE-ANNUAL SUBSCRIPTION	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	402.00	
		02/13/2024	327	AMAZON-WINTER PROGRAMMING	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	74.94	
	GJ-240227LB	03/01/2024	06	Feb 2024 Deposits					3,091.21
				TOTAL PERIOD 10 ACTIVITY				3,010.15	3,091.21
				TOTAL ACCOUNT ACTIVITY				7,625.06	6,838.17
				ENDING BALANCE					55,718.17
				GRAND TOTAL				0.00	55,718.17
				TOTAL DIFFERENCE				0.00	55,718.17



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2024 BUDGET REPORT  
For the Month Ended February 29, 2024

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
			May-23	June-23	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24			

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	-	743	1,644	-		11,712	17,000	68.89%
82-000-41-00-4170	STATE GRANTS	-	-	31,761	-	-	-	-	-	-	-		31,761	30,000	105.87%
<i>Fines &amp; Forfeits</i>															
82-000-43-00-4330	LIBRARY FINES	209	25	560	118	5	16	259	37	113	221		1,562	1,000	156.18%
<i>Charges for Service</i>															
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	2,709	774	3,002	579	934	-	1,979	196	701	1,893		12,768	3,500	364.79%
82-000-44-00-4422	COPY FEES	277	227	319	1	357	315	50	311	252	20		2,127	2,500	85.09%
82-000-44-00-4439	PROGRAM FEES	29	-	10	15	17	4	234	1	16	4		329	-	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	1,710	11,821	1,592		33,423	15,000	222.82%
<i>Miscellaneous</i>															
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	50	75	-	-		125	250	50.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	181	792	250	214	116	409	137	199	130	263		2,691	3,000	89.71%
<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	5,103	2,155	1,330		23,678	31,335	75.57%
<b>TOTAL REVENUES: LIBRARY</b>		<b>148,298</b>	<b>794,667</b>	<b>68,070</b>	<b>100,248</b>	<b>688,404</b>	<b>32,359</b>	<b>18,542</b>	<b>8,376</b>	<b>16,831</b>	<b>5,322</b>		<b>1,881,117</b>	<b>1,866,778</b>	<b>100.77%</b>

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries &amp; Wages</i>															
82-820-50-00-5010	SALARIES & WAGES	32,522	21,661	21,661	22,797	32,946	21,964	21,964	21,964	21,964	21,964		241,406	288,307	83.73%
82-820-50-00-5015	PART-TIME SALARIES	12,630	11,752	11,724	12,246	17,596	12,116	11,813	11,694	9,828	12,289		123,688	168,000	73.62%
<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	1,447	1,304	1,286		15,597	21,201	73.57%
82-820-52-00-5214	FICA CONTRIBUTION	3,399	2,487	2,485	2,612	3,798	2,538	2,515	2,506	2,349	2,537		27,227	33,917	80.27%
82-820-52-00-5216	GROUP HEALTH INSURANCE	14,362	7,081	7,924	15,504	3,784	5,565	6,983	6,032	7,199	6,849		81,283	89,456	90.86%
82-820-52-00-5222	GROUP LIFE INSURANCE	67	42	50	50	50	57	43	50	50	50		509	554	91.89%
82-820-52-00-5223	DENTAL INSURANCE	1,178	570	570	(4,854)	570	570	570	570	570	570		881	6,835	12.89%
82-820-52-00-5224	VISION INSURANCE	105	73	85	85	85	85	85	16	78	78		776	940	82.55%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	342	-	342	-	-	-	387		1,072	1,250	85.75%
82-820-52-00-5231	LIABILITY INSURANCE	2,230	2,230	2,230	2,230	2,230	2,230	1,026	5,103	2,155	943		22,606	30,085	75.14%
<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	55	-	-		900	3,000	30.00%
82-820-54-00-5415	TRAVEL & LODGING	-	45	-	350	-	-	927	-	51	-		1,373	1,500	91.51%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	-	-	-		-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	445	699	125	125	125	570	1,530	1,460	1,060		6,138	8,000	76.73%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	23	31	13	70	18	83	273	37		547	1,000	54.70%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	624	624	624	624	624	624	624	624	624	624		6,238	7,486	83.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	421	1,030	281	1,015	547	200	660	15	1,807	4,181		10,157	18,000	56.43%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,088	3,310	1,277	4,056	2,518	1,015	3,481	9,496	784	8,780		37,805	33,500	112.85%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	338	-	-	-		338	3,000	11.25%
82-820-54-00-5468	AUTOMATION	-	-	5,463	-	-	5,019	945	499	5,019	-		16,944	25,000	67.78%
82-820-54-00-5480	UTILITIES	-	900	-	1,775	-	21	438	1,253	3,318	1,895	2,275	11,854	24,719	47.95%



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2024 BUDGET REPORT  
For the Month Ended February 29, 2024

		% of Fiscal Year												
ACCOUNT NUMBER	DESCRIPTION	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	Year-to-Date	FISCAL YEAR 2024	
		May-23	June-23	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	Totals	BUDGET	% of Budget
82-820-54-00-5488	OFFICE CLEANING	-	5,177	5,177	5,177	5,177	1,950	1,950	1,950	1,950	1,950	30,458	75,000	40.61%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,272	17,511	2,087	7,149	28,680	-	2,319	1,356	61,373	131,000	46.85%
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	678	57	147	3,176	8,000	39.70%
82-820-56-00-5620	OPERATING SUPPLIES	-	35	211	11	-	783	-	309	177	225	1,750	4,000	43.75%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	697	330	260	-	-	1,661	74	-	3,022	7,000	43.17%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	2,870	3,000	-	5,870	3,000	195.65%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	60	30	-	171	215	45	-	43	564	2,000	28.21%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	39	-	-	-	-	-	58	-	97	300	32.36%
82-820-56-00-5683	AUDIO BOOKS	-	116	306	124	635	-	-	45	777	50	2,053	3,500	58.65%
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	245	293	46	935	3,000	31.18%
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	-	-	100,000	100,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT	-	4,775	-	-	-	-	-	4,775	-	-	9,550	9,550	100.00%
<i>2013 Refunding Bond</i>														
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	700,000	-	-	700,000	700,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT	-	28,600	-	-	-	-	-	28,600	-	-	57,200	57,200	100.00%
TOTAL FUND REVENUES		148,298	794,667	68,070	100,248	688,404	32,359	18,542	8,376	16,831	5,322	1,881,117	1,866,778	100.77%
TOTAL FUND EXPENDITURES		72,765	99,246	67,177	90,529	77,790	76,630	96,245	906,178	66,111	67,727	1,620,400	1,909,000	84.88%
FUND SURPLUS (DEFICIT)		75,533	695,421	893	9,719	610,613	(44,271)	(77,703)	(897,802)	(49,280)	(62,405)	260,717	(42,222)	

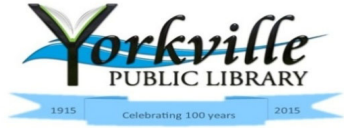
LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	15,500	18,000	22,000	9,000	14,500	19,500	17,500	18,000	4,500	6,000	144,500	50,000	289.00%
84-000-45-00-4500	INVESTMENT EARNINGS	21	22	22	25	26	27	28	29	29	27	257	150	171.53%
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	18,029	4,529	6,027	144,779	50,150	288.69%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	2,049	177	2,226	25,000	8.90%
84-840-56-00-5686	BOOKS	-	-	-	-	-	-	2,572	3,388	2,152	2,004	10,116	30,000	33.72%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	-	-	-	22,492	-	22,492	-	44,983	56,000	80.33%

TOTAL FUND REVENUES		15,521	18,044	22,022	9,025	14,526	19,527	17,528	18,029	4,529	6,027	144,779	50,150	288.69%
TOTAL FUND EXPENDITURES		-	-	-	-	-	-	25,064	3,388	26,693	2,181	57,326	114,500	50.07%
FUND SURPLUS (DEFICIT)		15,521	18,044	22,022	9,025	14,526	19,527	(7,536)	14,642	(22,164)	3,846	87,454	(64,350)	



**YORKVILLE PUBLIC LIBRARY**  
**CASH STATEMENT**  
**As of February 29, 2024**

**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
<b>Library Operations</b>	<b>Old Second</b>	\$ 540,138	\$ 862,652	\$ 817,202	\$ 782,184	\$ 1,156,284	\$ 1,095,654	\$ 1,026,116	\$ 859,792	\$ 838,511	\$ 733,352		
<b>Building Development Fees</b>	<b>Old Second</b>	251,541	258,085	285,107	307,132	315,658	330,685	337,649	350,903	342,627	345,473		
<b>Library Operations</b>	<b>Illinois Funds</b>	311,158	312,484	345,779	347,381	348,955	350,594	352,185	353,819	355,439	356,965		
<b>Total:</b>		\$ 1,102,836	\$ 1,433,221	\$ 1,448,088	\$ 1,436,697	\$ 1,820,897	\$ 1,776,934	\$ 1,715,949	\$ 1,564,514	\$ 1,536,577	\$ 1,435,789	\$ -	\$ -

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD		\$ 31,324	\$ 18,289	\$ 18,852	\$ 18,938	\$ 19,383	\$ 18,921	\$ 18,994	\$ 18,391	\$ 17,936	\$ 19,153		
2 <sup>ND</sup> PAY PERIOD		19,368	19,039	18,446	20,219	18,632	18,733	18,746	19,220	17,508	18,923		
3 <sup>RD</sup> PAY PERIOD		-	-	-	-	18,492	-	-	-	-	-		
<b>Total</b>		\$ 50,692	\$ 37,328	\$ 37,298	\$ 39,157	\$ 56,507	\$ 37,655	\$ 37,739	\$ 37,611	\$ 35,444	\$ 38,076	\$ -	\$ -



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended February 29, 2024 \***

	February Actual	YTD Actual	% of Budget	FY 2024 Budget	Fiscal Year 2023 For the Month Ended February 28, 2023 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 1,760,941	99.87%	\$ 1,763,193	\$ 1,665,847	5.71%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 11,712	68.89%	\$ 17,000	\$ 15,143	-22.66%
State Grant	-	31,761	105.87%	30,000	34,217	-7.18%
Total Intergovernmental	\$ -	\$ 43,473	92.50%	\$ 47,000	\$ 49,361	-11.93%
Library Fines	\$ 221	\$ 1,562	156.18%	\$ 1,000	\$ 2,399	-34.90%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 1,893	\$ 12,768	364.79%	\$ 3,500	\$ 10,847	17.70%
Copy Fees	20	2,127	85.09%	2,500	2,132	-0.21%
Total Charges for Services	\$ 1,913	\$ 14,895	248.25%	\$ 6,000	\$ 12,979	14.76%
Investment Earnings	\$ 1,592	\$ 33,423	222.82%	\$ 15,000	\$ 16,318	104.82%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	125	50.00%	250	75	66.67%
Miscellaneous Income	267	3,020	100.67%	3,000	60,201	-94.98%
Transfer In	1,330	23,678	75.57%	31,335	27,116	-12.68%
Total Miscellaneous & Transfers	\$ 1,597	\$ 26,824	77.56%	\$ 34,585	\$ 87,392	-69.31%
<b>Total Revenues and Transfers</b>	<b>\$ 5,322</b>	<b>\$ 1,881,117</b>	<b>100.77%</b>	<b>\$ 1,866,778</b>	<b>\$ 1,834,296</b>	<b>2.55%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 67,727</u>	<u>\$ 1,620,400</u>	<u>84.88%</u>	<u>\$ 1,909,000</u>	<u>\$ 1,612,616</u>	<u>0.48%</u>
50 Salaries	34,253	365,095	80.01%	456,307	371,768	-1.79%
52 Benefits	12,700	149,951	81.39%	184,238	173,432	-13.54%
54 Contractual Services	20,262	200,813	57.31%	350,405	206,250	-2.64%
56 Supplies	512	37,791	73.67%	51,300	13,854	172.78%
99 Debt Service	-	866,750	100.00%	866,750	847,313	2.29%
<b>Total Expenditures and Transfers</b>	<b>\$ 67,727</b>	<b>\$ 1,620,400</b>	<b>84.88%</b>	<b>\$ 1,909,000</b>	<b>\$ 1,612,616</b>	<b>0.48%</b>
<i>Surplus(Deficit)</i>	<i>\$ (62,405)</i>	<i>\$ 260,717</i>		<i>\$ (42,222)</i>	<i>\$ 221,679</i>	

\* February represents 83% of fiscal year 2024



## **March Director's Report 2024**

### **Upcoming Events and Programs:**

#### **Spring Break March 25-29:**

- Library Road Trip March 23-April 30
- Lego Tournament – Mon, Mar 25 @ 1:00
- Learn to Weave – Tue, Mar 26 @ 1:00
- Computer Basics for Seniors – Wed, Mar 27 @ 10:00
- SPY Training – Wed, Mar 27 @ 2:00
- 4-H Science Explorers – Wed, Mar 27 @ 4:30 & 5:00
- The Fox River: Our Hidden Gem – Wed, Mar 27 @ 7:00
- Books for Bingo – Thurs, Mar 28 @ 1:00

#### **Resume & Interview Tools – Saturday, March 2, 16 and April 6, 20 @ 2:30**

Join HR professional Tyler Chatham to learn more about job hunting, resumes, and interviews. In each of our scheduled sessions, Tyler will discuss building a great resume, ATS compliance, phone screening preparation, interview preparation, and thank you follow-ups.

#### **Book Your Table: a tablescape fundraiser for our community – Sat, April 6 10:00-3:00**

Join us to enjoy 12 beautiful, creatively decorated tables designed by community members. All proceeds from this event benefit local charities, organizations, and the library. Tickets are \$10 per person and can be purchased in advance at the Circulation desk or on the day of the event at the door.

#### **Strategic Planning Focus Groups – Tue, April 9 @ 10:30, 2:00, and 5:30**

Your voice is important! The Yorkville Public Library is collaborating with Fast Forward Libraries, a consulting group hired to compile our new strategic plan that will provide our library with key insight on how to enhance current library services and further explore new diverse, equitable, and inclusive ones. Community members are invited to participate in one of the upcoming focus group sessions. By participating, you will actively contribute to the development of key strategies that will guide the library's growth.

#### **Getting the Dirt on Gardening: Cold Weather Crops – Thurs, April 11 @ 6:00**

Are you eager to getting planting this gardening season? Then join us for a presentation on Cool Weather Crops with Pearl Carpenter, from The Farmacy Farmstand! She'll go over cool weather crops (plants that can handle a frost) and how to get started planting some of them now!

#### **Storm Chasers – Wed, April 17 @ 6:00**

The Severe Weather Information group will present a weather program for families. Join us to take a look into severe weather, local climatology, past tornado events, storm chasing, weather photos, and videos. Followed by a question/answer session.

## **Library Operations**

We have renewed our lease for copy equipment with our current provider. We will not have our 4 stand alone printers covered under contract for toner and service as well.

Our e-rate consultant has sent us bids they have received for a new firewall/support. Our IT consultant will look them over and give their recommendations.

Yorkville Glass & Mirror replaced 3 failed windowpanes, reset weatherstripping in 25 windows, and moved a window that had shifted from vibration of the football field construction.

I have received 3 quotes for spring landscape clean up, and will be making a decision this week.

The city has cut down 3 trees on the west side of the library. One tree was dead, and 2 pine trees that have grown close to the building. We will need to have a company come and grind the stumps.

The elevator needed an emergency repair. The door sensor failed and the door would get stuck in the open position. The company required ½ down on the repair before they would order the parts. I had a check cut by the city and overnighted the payment. The service people were here on 3/6 for most of the day.

## **Other**

The Library will be closing at 1:00 on Friday, March 29 in observance of Good Friday.

## **Staff**

Madison, our Technical Services Manager, has starting MARC Record training with PrairieCat. These will be weekly meetings and the course will take approximately 6 months to complete.

We have started training on entering events/programs and closing dates in our new calendar software. There are 2 more trainings left and then we can move forward in entering our programs for April and May. We have not set a go live date, because we are still working on DNS records for our server.

## **Meetings & Events Attended:**

- Fri, Feb 2 – WSPY on air visit
- Fri, Feb 2 – LibraryMarket zoom meeting
- Sat, Feb 3 – Mini Golf setup
- Sun, Feb 4 – Mini Golf event
- Wed, Feb 7 – Strategic Planning meeting with consultant
- Wed, Feb 7 – Finance Committee meeting
- Fri, Feb 9 – City/Library group zoom meeting
- Fri, Feb 9 – LibraryMarket zoom meeting
- Mon, Feb 12 – Friends of the Library meeting
- Mon, Feb 12 – Board Meeting
- Tue, Feb 13 – Library Road Trip zoom meeting
- Wed, Feb 14 – RAILS member update zoom meeting

- Thurs, Feb 15 – Table scape program meeting
- Thurs, Feb 15 – Advanced roofing site visit
- Thurs, Feb 15 – Cox Landscaping site visit
- Fri, Feb 23 – LibraryMarket zoom meeting

**FEBRUARY Youth Programs:**

Name of Program	Age 0-5	Age 6-11	Age 12-18	Adult	All Ages	At Library	Attendance
3D Print- in person		3	6			x	9
Drop in story time (4)	45	45			90	x	90
Window Art	2	11	2			x	15
Mommy and Me YOGA	8			8		x	16
Preschool Zone	18			15		x	33
Tots and Toddlers	35			32		x	67
Book Club (grades 1-2)		14				x	14
Book Club (grades 3-5)		2				x	2
LEGO Kits	3	16	2			x	21
Community Art Project- kids	2	15		15		x	32
4-H Science Explorers (ages 6-8)		15				x	15
4-H Science Explorers (ages 9-12)		15				x	15
Read with Paws	3	5	1			x	9
TAG			13			x	13
Artful Beginnings	16			15		x	31
Leap Year Fun	15			14		x	29
Tour- YMS		15	30		45	x	45
Tour - Visualy impaired	8	8	8		24	x	24

**Total FEB Youth Programs    18**  
**Total Attendance                480**

**+11 passive programs with 659 attending (Color Pages, Scavenger Hunt (x3), Escape Room, Makerspace, Spring Read – Hockey, Winter Reading, 3D Print (virtual), Spanish Storytime, Literary Centers**

**Winter Reading Logs returned- 23**

**FEBRUARY Adult Programs:**

2/1	Dungeons & Dragons	11	2/17	Saturday ELL	-
2/1	Thursday ELL	-	2/20	Tuesday ELL	13
2/2	Roaming Readers		2/20	ILP Julia Quinn	6
2/3	Saturday ELL	3	2/21	Wednesday ELL	-
2/5	Monday ELL	7	2/21	Lunch Bunch	9
2/6	Threads & More	7	2/21	Thriller Book Club	12
2/6	Tuesday ELL	12	2/22	Thursday ELL	2
2/6	Books & Cooks	8	2/22	Chair Yoga	23
2/6	ILP Draw Your Own Comics	3	2/22	Dungeons & Dragons	10
2/7	Wednesday ELL	4	2/24	Saturday ELL	6
2/8	Chair Yoga	25	2/26	Monday ELL	5
2/8	Thursday ELL	-	2/26	Movie Madness	3
2/8	Dungeons & Dragons	11	2/26	Healthy Cooking	-
2/10	Saturday ELL	2	2/26	Horror Book Club	10
2/12	Monday ELL	-	2/27	Tuesday ELL	13
2/13	Dabblers Morning	10	2/27	Creative Writing	4
2/13	Dabblers Evening	9	2/28	Wednesday ELL	4
2/13	Tuesday ELL	10	2/28	Computers for Seniors	4
2/14	Wednesday ELL	4	2/28	Fox River: Hidden Gem	75
2/15	Chair Yoga	22	2/29	Thursday ELL	5
2/15	Thursday ELL	-	2/29	Chair Yoga	18
2/15	Dungeons & Dragons	11	2/29	Dungeons & Dragons	9
2/15	Men's Books Club	10			
2/16	Roaming Readers	-			
2/17	Genealogy	6			
2/17	Protecting Your Assets	24			
				<b>Total FEB Programs</b>	<b>39</b>
				<b>Total Attendance</b>	<b>439</b>

**4 passive programs with 56 attending (puzzle, chess, poem of the week, art wall)**

**Meeting Room Use:** rentals- 3, library use- 25, zoom- 1

**Board Room Use:** community- 1, library- 11

**Study Room Use:** 67

**Museum Pass:** 0

**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 Fundraiser took place on February 5. We had 417 participants and the Friends raised over \$7000.

YORKVILLE STATISTICS FOR FY24															
PRAIRIECAT															
	web		checkouts		renewals	holds		checkins	Items lent to other libraries	Items borrowed from other libraries	Items to Reciprocal Borrowers at Yorkville	Items added	Patrons added		
	renewals	web holds	+ renewals	checkouts		placed	filled								
MAY	768	1477	5785	5519	266	351	1540	5432	551	1228	369	293	88		
JUNE	710	1707	8915	8562	353	341	1798	7038	615	1448	530	277	197		
JUL	1082	1928	8289	7951	338	411	1893	8128	635	1514	347	361	119		
AUG	929	1697	7313	6947	366	451	1900	7492	655	1525	330	323	124		
SEP	674	1622	5585	5274	311	302	1603	5612	691	1230	413	299	95		
OCT	929	1660	5949	5663	286	405	1675	5378	655	1344	317	192	107		
NOV	700	1629	5909	5598	311	271	1595	5621	621	1279	207	397	76		
DEC	744	1430	5733	5417	316	325	1535	5388	498	1250	106	344	77		
JAN	795	1934	6701	6426	275	418	1899	5686	696	1509	228	234	107		
FEB	856	1604	6229	5892	337	361	1693	6250	663	1410	335	254	114		
MAR															
APR															
Totals															
CIRCULATION TOTAL							Books	Videos	Audios	Mag	other	Total Circs			
	ANCESTRY		E-READ IL			OMNI				OCLC					
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED				
MAY	84	62	27	103	43	812	717	385	0	18	3				
JUN	51	13	18	88	43	777	739	405	0	16	25				
JUL	32	27	44	106	44	906	806	443	0	16	31				
AUG	609	2717	33	103	44	948	792	408	0	19	22				
SEP	236	1495	39	82	47	890	757	396	0	17	20				
OCT	258	605	29	93	44	851	713	402	0	23	53				
NOV	88	326	31	80	42	808	860	423	0	17	39				
DEC	162	376	39	77	40	918	848	446	0	23	24				
JAN	233	216	58	126	68	1105	998	500	0	20	27				
FEB	224	184	35	128	66	966	1008	505	0	20	27				
MAR															
APR															
Totals															

FY 2023 ATTENDANCE		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTALS	
PATRON DOOR COUNT		6330	7535	6450	7135	8150	7208	6184	6051	6205	7473				
CURBSIDE PATRONS		8	11	5	7	4	3	6	2	4	8				
HOME DELIVERY		8	9	11	17	15	20	7	17	20	25				
CARDS ISSUED THROUGH WEBSITE		10	25	16	26	13	17	13	10	30	15				
CHILDREN'S AGE 0-5 PROGRAMS		10	18	9	11	10	12	8	9	8	10				
AGE 0-5 ATTENDANCE		240	514	311	348	365	292	189	286	225	203				
CHILDREN'S AGE 6-11 PROGRAMS		7	22	11	14	9	14	10	9	7	12				
AGE 6-11 ATTENDANCE		289	587	274	375	330	314	130	239	209	212				
NUMBER OF CHILDREN'S PASSIVE PROGRAMS		4	6	6	6	7	6	10	8	8	11				
CHILDREN'S PASSIVE PROGRAM ATTENDANCE		364	550	465	495	728	698	792	684	776	659				
NUMBER OF YA PROGRAMS		4	6	7	4	4	3	3	3	6	7				
YA PROGRAM ATTENDANCE		21	44	92	40	37	43	30	25	65	62				
NUMBER OF YA PASSIVE PROGRAMS		3	1	2	2	2	3	3	2	3	3				
YA PASSIVE PROGRAM ATTENDANCE		83	40	29	67	64	59	50	50	65	60				
YOUTH SUMMER/WINTER READING				217						120					
NUMBER OF ADULT PROGRAMS		46	46	35	41	39	48	48	29	33	39				
ADULT PROGRAM ATTENDANCE		349	389	226	303	414	431	438	269	368	439				
NUMBER OF ADULT PASSIVE PROGRAMS		4	4	4	5	4	4	4	4	4	4				
ADULT PASSIVE PROGRAM ATTENDANCE		45	57	55	126	60	85	66	53	47	56				
ADULT SUMMER/WINTER READING					65										
MEETING RM. RENTAL/COMMUNITY USE		6	3	5	9	4	8	4	7	4	3				
MEETING ROOM USE:		18	29	27	23	20	27	23	15	18	25				
BOARD ROOM USE		15	14	7	7	14	12	15	10	14	13				
STUDY ROOM USE		67	57	56	58	61	79	69	52	55	67				
MUSEUM PASS		11	21	14	15	7	8	4	15	2	0				
YOUTH COMPUTER SESSIONS		26	28	17	27	19	15	10	14	54	35				
ADULT COMPUTER SESSIONS		214	228	209	276	210	212	211	194	233	280				
YOUTH VOLUNTEER HOURS															

# March Recurring Programs

## 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

Jan. 20th, Feb. 17th, Mar. 16th, Apr. 20th, May 18th, June 15th, July 20th, Aug. 17th, Sep. 21st, Oct. 19th, Nov. 16th, & Dec. 21st



Yorkville Public Library

# Adult Services

upcoming programs

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

March 2024

## Upcoming Special Events

### Protecting Your Assets in Retirement and Beyond

Join us for a new series of financial seminars with mortgage loan officer Scott Gajewski and attorney Sean Robertson, to help adults set themselves up for retirement and beyond.

**Saturday, January 20th @ 10:00 am**

Understanding Reverse Mortgages and Their Benefits

**Saturday, February 17th @ 10:00 am**

Estate Planning Seminar 101: Craft Your Legacy with Care

**Saturday, March 16th @ 10:00 am**

Decedent's Estates: Selling & Transferring Real Estate Upon a Death & Prior

Register for these programs on the library's website to reserve your spot



## Resume and Interview Tools

Gaining Some Insight from an HR Professional

Join HR professional Tyler Chatham to learn more about job hunting, resumes, and interviews. In each of our scheduled sessions, Tyler will discuss building a great resume, ATS compliance, phone screening preparation, interview preparation, and thank you follow-ups.

Attend any session (or all four if you want extra practice).

Register on the library's website to reserve your spot.

All sessions on Saturdays @ 2:30 pm

March 2nd      March 16th

April 6th      April 20th



## The Fox River: Our Hidden Gem

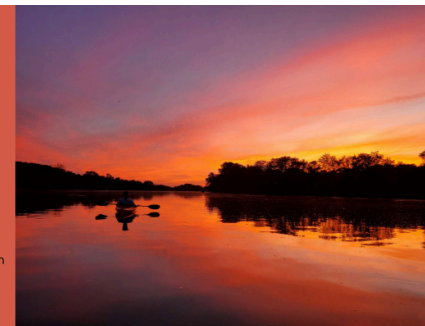
The Conservation Foundation presents an educational series on Yorkville's waterway

Wednesday, January 24th  
Wings on the Water: Birds of the Fox River  
By Scott Johnson, Forest Foundation of Kendall County

Wednesday, February 28th  
Blooms of Renewal: Spring Flowers in our Woodlands  
By Anne Dalrymple, Kramer Tree Specialists

Wednesday, March 27th  
Beneath the Surface: Unveiling the Geological Wonders of the Fox River Basin  
By Mark Bramstedt, M&M Soils

Wednesday, April 24th  
Navigating the Fox River: Illinois' National Water Trail Adventure  
By Karen Miller, Kane County Planning & Development Department



## 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.

## MONDAY MOVIE MADNESS

Enjoy an afternoon movie at the library with your friends on the last Monday of each month.

Join us March 25th @ 1:00 pm to watch *Air* starring Matt Damon and Ben Affleck. This biographical drama tells true story of a shoe salesman in the basketball division at Nike. When he meets a rookie player named Michael Jordan, the salesman makes the risky decision to offer Jordan a brand partnership, changing the history of sports and sports marketing forever.

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



Yorkville Public Library

902 GAME FARM RD,  
YORKVILLE, Illinois 60560

630-553-4354

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



# Creative Programs

## Dabblers

Learning to Paint with Carolyn Kyle

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

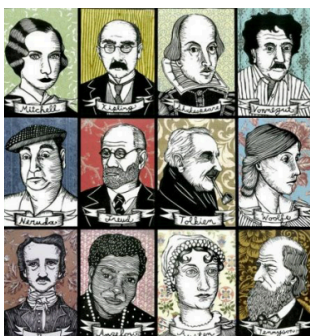
Second Tuesday of the month.

First session at 10:00 am.

Second session at 5:30 pm

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






### Yorkville Creative Writing Group

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

**This month's writing prompt:** March 26th is "Make Up Your Own Holiday Day!" So, this month, our prompt is to write a piece that features a make believe holiday.

**Tuesday, March 26th @ 7:00 pm** to discuss everyone's



## Threads & More...

First Tuesday of every month at 10:00 am  
Next meeting: March 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!



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

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany - a certified decorating instructor. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!

Registration Required - Class is for adults 18+

# Health & Wellness Programs

## Roaming Readers Walking Book Club

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

Fridays @ 9:00 am

January 5th & 19th

February 2nd & 16th

March 1st & 15th



### Healthy Cooking with Jess

#### Retirement Well-th

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

**Mondays @ 11:30 am**  
January 15th  
February 26th  
March 18th  
April 15th  
May 20th  
June 17th

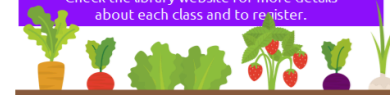
A Health & Wellness Series  
with Certified Health Coach.  
Arlene Dickson

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



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

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



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

March 7  
March 14  
March 21  
April 4






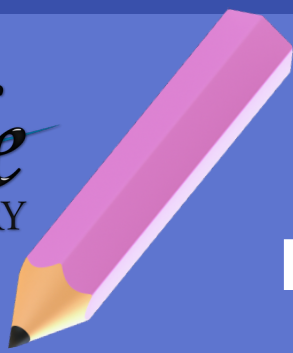


# March

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
			MARCH 6 Community Art Project (TEENS) 4:00-5:00			
	<b>Escape Room</b> This Escape Adventure is available the month of March Drop in or contact the library for a reservation.					
3 <b>T.A.G.</b> March 5 & 19 @ 2:45	4 <b>BOOK CLUB</b> (GRADE 3-5) 4:30-5:00 Registration Required	5 Mommy & Me YOGA @10:30 Registration Required	6 Preschool Zone 10:30 Or 1:30	7 <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required	8 DROP IN STORY TIME 10:30 @ YPL	9 <b>3D Printing</b> <b>**IN PERSON</b> Registration Required *SEE WEBSITE
10 Facebook Spanish Story Time March 13 and 27 at 10:00 am	11 <b>LEGO Kits</b> March 11-15 Registration Required *SEE WEBSITE 	12 Artful Beginnings- (Preschool ) 10:30 Registration Required	13 Tots and Toddlers @ 10:30 Registration Required <b>TEEN Cookie Decorating</b> 4:00- 5:00 Registration Required	14 <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required 	15 DROP IN STORY TIME 10:30 @ YPL <b>CHALK THE WALK</b> @ 11:00	16 <b>Local Author/ Illustrator Showcase</b> 9:30-12:00
17 	1 <b>Toddler Play</b> @ 10:30 <b>BOOK CLUB</b> (GRADE 3-5) 4:30-5:00	19 Mommy & Me YOGA @10:30 Registration Required The Art of the Appeal (Webinar) Registration Required *SEE WEBSITE	20 Community Art Project 4:00-5:00	21 <b>LITERACY CENTERS: TUESDAY- FRIDAY *DROP IN*</b>	22 DROP IN STORY TIME 10:30 @ YPL	23 Read With Paws 10:30-11:30 Registration Required *SEE WEBSITE
24 <b>Happy Easter</b>	25 <b>LEGO Tournament</b> @ 1:00 Registration Required	26 Tots and Toddlers @ 10:30 Registration Required <b>WEAVING @1:00</b> Registration Required *SEE WEBSITE	27 <b>SPY Training</b> 2:00-3:00 Registration Required 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30 Registration Required	28 Books for BINGO 1:00-2:00 Registration Required	29 DROP IN STORY TIME 10:30 @ YPL <b>CLOSING @ 1:00</b>	30 VIRTUAL <b>3D PRINTING</b> *SEE WEBSITE



# Monthly Statistics February 2024

Checkouts  
2024: 7,085  
2023: 5,729  
Change: +23.67%

Visits  
2024: 7,473  
2023: 5,682  
Change: +31.52%

New Cardholders Added  
2024: 114  
2023: 84  
Change: +35.71%



## Technology Stats

### Digital Checkouts

2024: 2,137  
2023: 1,563  
Change: +36.72%

### Computer Use

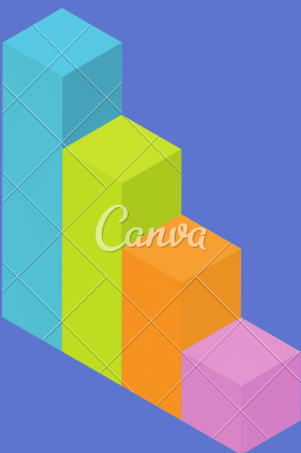
2024: 315  
2023: 183  
Change: +72.13%

### Website Hits

2024: 6,222  
2023: 5,656  
Change: +10.01%

## Events and Programs

2024: 86  
2023: 59  
Change: +45.76%



## Events and Program Attendance

2024: 1,661  
2023: 1,101  
Change: +50.86 %

## Items Added

2024: 254  
2023: 457  
Change: -44.42%



# Yorkville Public Library

## Strategic Planning Process Timeline

Updated February 5, 2024

<u>What</u>	<u>Who</u>	<u>When</u>
<b>PHASE I: LEARN</b>		
<b>Planning Team Meeting: Process Kick-Off</b> <ul style="list-style-type: none"> <li>2-hour meeting via Zoom</li> <li>Finalize process plan/timeline</li> <li>Discuss community survey</li> </ul>	Amanda and Laura with Planning Team	January 30, 2024
<b>Community Survey Development and Administration</b>	Amanda and Laura with Planning Team assistance	February – March 2024
<b>Library Sector Trends Research</b>	Laura	March 2024
<b>Initial Board and Staff Sessions</b> <ul style="list-style-type: none"> <li>1.5-hour session with Board (via zoom)</li> <li>1 hour session with staff (via zoom, may need multiple staff sessions)</li> </ul>	Amanda	Board: April 8, 7pm Staff: March 19 - PM March 22 - AM
<b>Board and Staff Survey</b>	Amanda and Laura with Planning Team	April 2024
<b>Community Needs Assessment Focus Groups and Interviews</b> <ul style="list-style-type: none"> <li>3 focus group sessions (one-hour each, in-person)</li> <li>Up to 6 interviews, 15-30 minutes each (via phone)</li> </ul>	Cindy Fesemyer with logistical assistance from Planning Team	April 9, 2024 (in-person)
<b>Learning Report</b>	Amanda and Laura with editing assistance from Planning Team	May 2024
<b>PHASE II: DREAM</b>		
<b>Planning Team Meeting: Learning Report and Retreat Prep</b> <ul style="list-style-type: none"> <li>60-minutes via Zoom</li> <li>High-level review of Learning Report</li> <li>Review retreat session agendas</li> </ul>	Amanda and Planning Team	May 2024
<b>Board Retreat Session</b> <ul style="list-style-type: none"> <li>3-hours, in-person</li> <li>Review learning and develop strategic plan elements</li> </ul>	Amanda with Board	June 1, 2024 (time TBD)

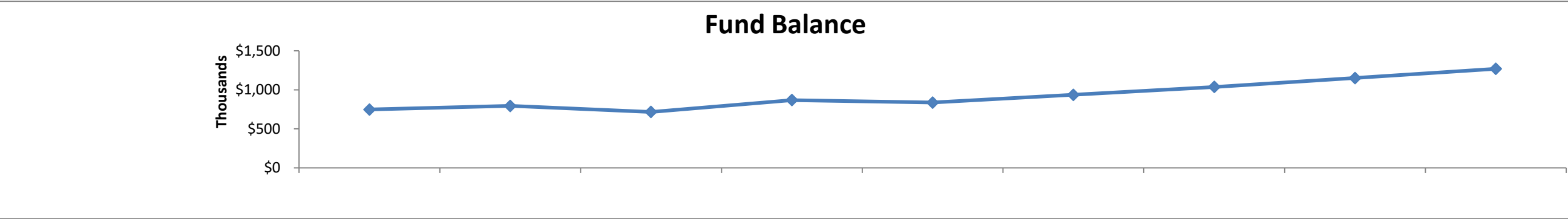


<b>Staff Retreat Session</b> <ul style="list-style-type: none"> <li>• 3-hours, in-person (or multiple, shorter sessions to maximize staff participation)</li> <li>• Review learning, review strategic plan elements, and brainstorm activities to achieve plan goals.</li> </ul>	Amanda with Staff	May 31, 2024 (multiple sessions, times TBD)
<b>Planning Team Meeting: Review Strategic Plan Outline</b> <ul style="list-style-type: none"> <li>• 60-minutes via Zoom</li> </ul>	Planning Team with Amanda	June or July 2024
<b>PHASE III: DO</b>		
<b>Develop Plan Documents</b>	Amanda and Laura	July 2024
<b>Presentation of Draft Plan to Board</b> <ul style="list-style-type: none"> <li>• Up to 60-minutes via Zoom</li> </ul>	Amanda with Board	July or August 2024
<b>Activity Plan and Evaluation Framework</b> <ul style="list-style-type: none"> <li>• 60-minutes via Zoom</li> <li>• Review draft activity plan and evaluation framework</li> </ul>	Amanda and Director/Planning Team	August or September 2024

Library Operations Fund (82)

The Yorkville Public Library provides the people of the community, from pre-school through maturity, with access to a collection of books and other materials which will serve their educational, cultural and recreational needs. The Library board and staff strive to provide the community an environment that promotes the love of reading.

	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted Budget	FY 2024 Projected	FY 2025 Proposed Budget	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected
<b>Revenues</b>									
Taxes	\$ 1,611,808	\$ 1,665,847	\$ 1,763,193	\$ 1,760,942	\$ 1,856,755	\$ 1,045,114	\$ 1,092,144	\$ 1,135,830	\$ 1,175,584
Intergovernmental	48,746	52,529	47,000	45,239	45,327	45,598	45,875	46,157	46,445
Fines & Forfeits	6,576	2,433	1,000	1,500	1,500	1,500	1,500	1,500	1,500
Charges for Service	11,131	13,825	6,000	13,825	12,500	12,500	12,500	12,500	12,500
Investment Earnings	1,342	19,325	15,000	26,000	15,000	10,000	5,000	5,000	5,000
Miscellaneous	2,770	60,703	3,250	3,200	3,200	3,200	3,200	3,200	3,200
<b>Total Revenues</b>	<b>\$ 1,682,373</b>	<b>\$ 1,814,662</b>	<b>\$ 1,835,443</b>	<b>\$ 1,850,706</b>	<b>\$ 1,934,282</b>	<b>\$ 1,117,912</b>	<b>\$ 1,160,219</b>	<b>\$ 1,204,187</b>	<b>\$ 1,244,229</b>
Other Financing Sources	24,809	29,489	31,335	25,050	28,302	29,910	31,615	33,422	35,337
<b>Total Revenues and Transfers</b>	<b>\$ 1,707,182</b>	<b>\$ 1,844,151</b>	<b>\$ 1,866,778</b>	<b>\$ 1,875,756</b>	<b>\$ 1,962,584</b>	<b>\$ 1,147,822</b>	<b>\$ 1,191,834</b>	<b>\$ 1,237,609</b>	<b>\$ 1,279,566</b>
<b>Expenditures</b>									
Salaries	\$ 439,588	\$ 469,219	\$ 456,307	\$ 440,000	\$ 491,573	\$ 508,740	\$ 523,682	\$ 538,907	\$ 555,924
Benefits	172,081	200,002	184,238	177,774	196,109	207,686	220,964	235,215	250,525
Contractual Services	127,412	262,043	350,405	269,202	377,618	256,166	260,577	264,570	268,765
Supplies	19,011	18,526	51,300	47,221	65,600	75,600	85,600	85,600	85,600
Debt Service	840,225	847,313	866,750	866,750	864,000	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,598,317</b>	<b>\$ 1,797,103</b>	<b>\$ 1,909,000</b>	<b>\$ 1,800,947</b>	<b>\$ 1,994,900</b>	<b>\$ 1,048,192</b>	<b>\$ 1,090,823</b>	<b>\$ 1,124,292</b>	<b>\$ 1,160,814</b>
Surplus (Deficit)	\$ 108,865	\$ 47,048	\$ (42,222)	\$ 74,809	\$ (32,316)	\$ 99,630	\$ 101,011	\$ 113,317	\$ 118,752
<b>Ending Fund Balance</b>	<b>\$ 746,897</b>	<b>\$ 793,959</b>	<b>\$ 716,219</b>	<b>\$ 868,768</b>	<b>\$ 836,452</b>	<b>\$ 936,082</b>	<b>\$ 1,037,093</b>	<b>\$ 1,150,410</b>	<b>\$ 1,269,162</b>
	46.73%	44.18%	37.52%	48.24%	41.93%	89.30%	95.07%	102.32%	109.33%
<b>Operational Fund Balance %</b>	<b>98.52%</b>	<b>83.59%</b>	<b>68.72%</b>	<b>93.00%</b>	<b>73.96%</b>	<b>89.30%</b>	<b>95.07%</b>	<b>102.32%</b>	<b>109.33%</b>



		FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Account Number	Description	Actual	Actual	Adopted	Projected	Proposed	Projected	Projected	Projected	Projected
<b><u>LIBRARY FUND - 82</u></b>										
82-000-40-00-4000	PROPERTY TAXES - LIBRARY OPS	\$ 774,248	\$ 820,513	\$ 899,043	\$ 900,817	\$ 995,347	\$ 1,045,114	\$ 1,092,144	\$ 1,135,830	\$ 1,175,584
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	837,560	845,334	864,150	860,125	861,408	-	-	-	-
82-000-41-00-4120	PERSONAL PROPERTY TAX	16,201	18,312	17,000	13,478	13,566	13,837	14,114	14,396	14,684
82-000-41-00-4160	FEDERAL GRANTS	7,587	2,456	-	-	-	-	-	-	-
82-000-41-00-4170	STATE GRANTS	24,958	31,761	30,000	31,761	31,761	31,761	31,761	31,761	31,761
82-000-43-00-4330	LIBRARY FINES	6,576	2,433	1,000	1,500	1,500	1,500	1,500	1,500	1,500
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	8,378	10,974	3,500	11,000	10,000	10,000	10,000	10,000	10,000
82-000-44-00-4422	COPY FEES	2,702	2,845	2,500	2,500	2,500	2,500	2,500	2,500	2,500
82-000-44-00-4439	PROGRAM FEES	51	6	-	325	-	-	-	-	-
82-000-45-00-4500	INVESTMENT EARNINGS	1,342	19,325	15,000	26,000	15,000	10,000	5,000	5,000	5,000
82-000-48-00-4820	RENTAL INCOME	200	200	250	200	200	200	200	200	200
82-000-48-00-4850	MISCELLANEOUS INCOME	2,570	60,503	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Library Fund Revenues		\$ 1,682,373	\$ 1,814,662	\$ 1,835,443	\$ 1,850,706	\$ 1,934,282	\$ 1,117,912	\$ 1,160,219	\$ 1,204,187	\$ 1,244,229
				Over Budget	\$ 15,263					
82-000-49-00-4901	TRANSFER FROM GENERAL	24,809	29,489	31,335	25,050	28,302	29,910	31,615	33,422	35,337
Other Financing Sources		\$ 24,809	\$ 29,489	\$ 31,335	\$ 25,050	\$ 28,302	\$ 29,910	\$ 31,615	\$ 33,422	\$ 35,337
				Under Budget	\$ (6,285)					
Library Fund Revenue & Transfers		\$ 1,707,182	\$ 1,844,151	\$ 1,866,778	\$ 1,875,756	\$ 1,962,584	\$ 1,147,822	\$ 1,191,834	\$ 1,237,609	\$ 1,279,566
				Over Budget	\$ 8,978					
<b>Library Operations Department</b>										
82-820-50-00-5010	SALARIES & WAGES	\$ 269,386	\$ 307,963	\$ 288,307	\$ 285,000	\$ 305,573	\$ 314,740	\$ 324,182	\$ 333,907	\$ 343,924
82-820-50-00-5015	PART-TIME SALARIES	170,202	161,256	168,000	155,000	186,000	194,000	199,500	205,000	212,000
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	27,675	24,289	21,201	19,000	19,635	18,538	19,645	20,869	22,114
82-820-52-00-5214	FICA CONTRIBUTION	32,700	34,436	33,917	33,917	36,497	38,919	40,062	41,226	42,528
82-820-52-00-5216	GROUP HEALTH INSURANCE	79,114	102,604	89,456	91,398	103,346	111,614	120,543	130,186	140,601
82-820-52-00-5222	GROUP LIFE INSURANCE	532	583	554	602	554	560	566	572	578
82-820-52-00-5223	DENTAL INSURANCE	6,336	7,518	6,835	6,874	6,835	7,177	7,536	7,913	8,309
82-820-52-00-5224	VISION INSURANCE	915	1,083	940	933	940	968	997	1,027	1,058
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	645	1,539	1,250	1,500	1,500	1,500	1,500	1,500	1,500

		FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Account Number	Description	Actual	Actual	Adopted	Projected	Proposed	Projected	Projected	Projected	Projected
82-820-52-00-5231	LIABILITY INSURANCE	24,164	27,950	30,085	23,550	26,802	28,410	30,115	31,922	33,837
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	15,000	15,000	15,000	15,825	16,616	17,530	18,056	18,598
82-820-54-00-5412	TRAINING & CONFERENCES	357	555	3,000	2,000	2,000	3,000	3,000	3,000	3,000
82-820-54-00-5415	TRAVEL & LODGING	310	737	1,500	1,500	2,000	2,000	2,000	2,000	2,000
82-820-54-00-5426	PUBLISHING & ADVERTISING	1,332	567	2,500	1,000	2,000	2,000	2,000	2,000	2,000
82-820-54-00-5440	TELECOMMUNICATIONS	7,199	6,845	8,000	8,000	8,500	8,500	8,500	8,500	8,500
82-820-54-00-5452	POSTAGE & SHIPPING	884	1,146	1,000	1,000	1,500	1,500	1,500	1,500	1,500
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	-	6,428	7,486	7,486	8,091	8,496	8,963	9,232	9,509
82-820-54-00-5460	DUES & SUBSCRIPTIONS	9,324	8,642	18,000	10,000	20,000	20,000	20,000	20,000	20,000
82-820-54-00-5462	PROFESSIONAL SERVICES	34,322	23,157	33,500	40,000	105,000	30,000	30,000	30,000	30,000
82-820-54-00-5466	LEGAL SERVICES	4,050	-	3,000	500	3,000	3,000	3,000	3,000	3,000
82-820-54-00-5468	AUTOMATION	17,461	18,877	25,000	20,000	26,000	26,000	26,000	26,000	26,000
82-820-54-00-5480	UTILITIES	27,568	21,069	24,719	24,719	26,202	27,774	29,440	31,206	33,078
82-820-54-00-5488	OFFICE CLEANING	-	36,040	75,000	36,308	25,400	27,280	28,644	30,076	31,580
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	22,916	121,291	131,000	100,000	130,000	80,000	80,000	80,000	80,000
82-820-54-00-5498	PAYING AGENT FEES	1,689	1,689	1,700	1,689	2,100	-	-	-	-
82-820-56-00-5610	OFFICE SUPPLIES	4,694	4,073	8,000	6,000	7,000	7,000	7,000	7,000	7,000
82-820-56-00-5620	LIBRARY OPERATING SUPPLIES	1,240	5,002	4,000	3,000	5,000	5,000	5,000	5,000	5,000
82-820-56-00-5621	CUSTODIAL SUPPLIES	4,030	4,353	7,000	5,000	7,000	7,000	7,000	7,000	7,000
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	6,916	3,480	3,000	6,000	7,000	7,000	7,000	7,000	7,000
82-820-56-00-5671	LIBRARY PROGRAMMING	325	319	2,000	1,000	2,000	2,000	2,000	2,000	2,000
82-820-56-00-5676	EMPLOYEE RECOGNITION	171	177	300	200	600	600	600	600	600
82-820-56-00-5683	AUDIO BOOKS	-	-	3,500	3,500	3,500	3,500	3,500	3,500	3,500
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	500	250	500	500	500	500	500
82-820-56-00-5685	DVD'S	-	-	3,000	2,000	3,000	3,000	3,000	3,000	3,000
82-820-56-00-5686	BOOKS	1,635	1,122	20,000	20,271	30,000	40,000	50,000	50,000	50,000
Debt Service - 2006 Bond										
82-820-84-00-8000	PRINCIPAL PAYMENT	75,000	75,000	100,000	100,000	100,000	-	-	-	-
82-820-84-00-8050	INTEREST PAYMENT	16,675	13,113	9,550	9,550	4,800	-	-	-	-

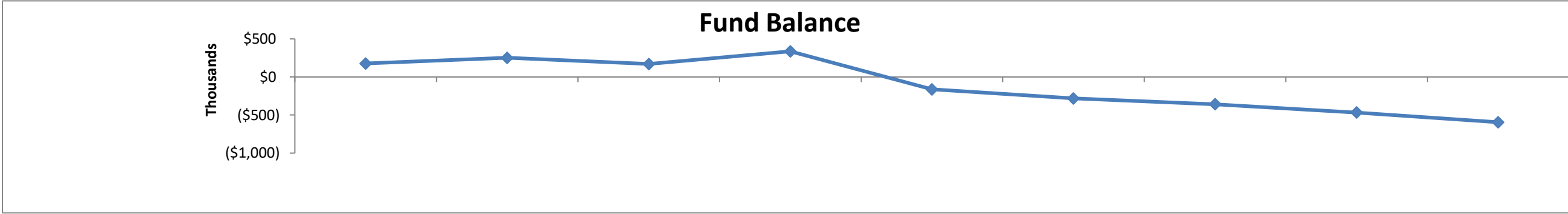
Account Number	Description	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Actual	Actual	Adopted	Projected	Proposed	Projected	Projected	Projected	Projected
Debt Service - 2013 Refunding Bond										
82-820-99-00-8000	PRINCIPAL PAYMENT	645,000	675,000	700,000	700,000	730,000	-	-	-	-
82-820-99-00-8050	INTEREST PAYMENT	103,550	84,200	57,200	57,200	29,200	-	-	-	-
	Library Fund Expenditures	\$ 1,598,317	\$ 1,797,103	\$ 1,909,000	\$ 1,800,947	\$ 1,994,900	\$ 1,048,192	\$ 1,090,823	\$ 1,124,292	\$ 1,160,814
				Under Budget	\$ (108,053)					
	Transfers In	\$ 24,809	\$ 29,489	\$ 31,335	\$ 25,050	\$ 28,302	\$ 29,910	\$ 31,615	\$ 33,422	\$ 35,337
	(Transfers Out)	-	-	-	-	-	-	-	-	-
	Library Fund Net Transfers	\$ 24,809	\$ 29,489	\$ 31,335	\$ 25,050	\$ 28,302	\$ 29,910	\$ 31,615	\$ 33,422	\$ 35,337
	Surplus(Deficit)	\$ 108,865	\$ 47,048	\$ (42,222)	\$ 74,809	\$ (32,316)	\$ 99,630	\$ 101,011	\$ 113,317	\$ 118,752
	Fund Balance	\$ 746,897	\$ 793,959	\$ 716,219	\$ 868,768	\$ 836,452	\$ 936,082	\$ 1,037,093	\$ 1,150,410	\$ 1,269,162
		46.73%	44.18%	37.52%	48.24%	41.93%	89.30%	95.07%	102.32%	109.33%
	Operational Fund Balance %	98.52%	83.59%	68.72%	93.00%	73.96%	89.30%	95.07%	102.32%	109.33%



Library Capital Fund (84)

The Library Capital Fund derives its revenue from monies collected from building permits. The revenue is used for Library building maintenance and associated capital, contractual and supply purchases.

	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted Budget	FY 2024 Projected	FY 2025 #REF! Budget	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected
Revenues									
Licenses & Permits	\$ 103,850	\$ 140,950	\$ 50,000	\$ 165,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Investment Earnings	189	205	150	225	200	200	200	200	200
Miscellaneous	26	22	-	-	-	-	-	-	-
Total Revenues	\$ 104,065	\$ 141,177	\$ 50,150	\$ 165,225	\$ 50,200	\$ 50,200	\$ 50,200	\$ 50,200	\$ 50,200
Expenditures									
Contractual Services	\$ 3,000	\$ 3,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	75,541	63,279	55,000	35,000	49,000	54,500	46,500	10,000	27,000
Capital Outlay	18,050	-	56,000	44,983	500,000	115,000	80,000	150,000	150,000
Total Expenditures	\$ 96,591	\$ 66,279	\$ 114,500	\$ 79,983	\$ 549,000	\$ 169,500	\$ 126,500	\$ 160,000	\$ 177,000
Surplus (Deficit)	\$ 7,474	\$ 74,898	\$ (64,350)	\$ 85,242	\$ (498,800)	\$ (119,300)	\$ (76,300)	\$ (109,800)	\$ (126,800)
Ending Fund Balance	\$ 176,662	\$ 251,559	\$ 170,497	\$ 336,801	\$ (161,999)	\$ (281,299)	\$ (357,599)	\$ (467,399)	\$ (594,199)

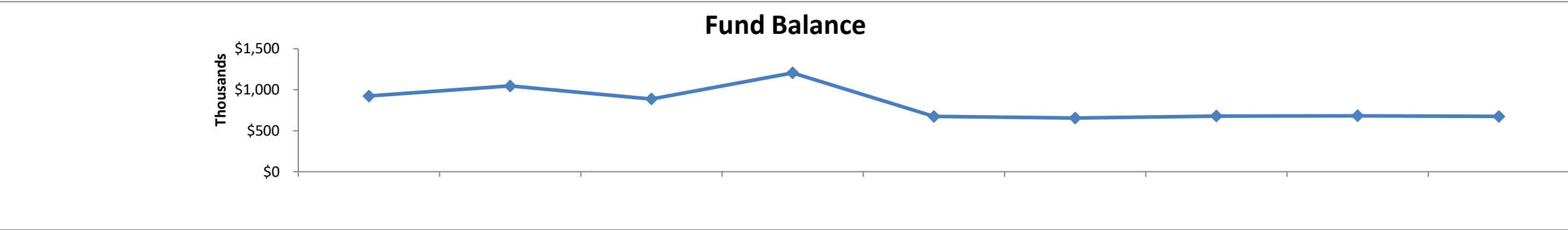


Account Number	Description	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Actual	Actual	Adopted	Projected	Proposed	Projected	Projected	Projected	Projected
<b><u>LIBRARY CAPITAL FUND - 84</u></b>										
84-000-42-00-4214	DEVELOPMENT FEES	\$ 103,850	\$ 140,950	\$ 50,000	\$ 165,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
84-000-45-00-4500	INVESTMENT EARNINGS	189	205	150	225	200	200	200	200	200
84-000-48-00-4850	MISCELLANEOUS INCOME	<u>26</u>	<u>22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Library Capital Fund Revenues		\$ 104,065	\$ 141,177	\$ 50,150	\$ 165,225	\$ 50,200	\$ 50,200	\$ 50,200	\$ 50,200	\$ 50,200
				Over Budget	\$ 115,075					
84-840-54-00-5460	E-BOOKS SUBSCRIPTION	\$ 3,000	\$ 3,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	19,965	7,384	25,000	10,000	29,000	44,500	46,500	10,000	27,000
84-840-56-00-5683	AUDIO BOOKS	3,029	2,068	-	-	-	-	-	-	-
84-840-56-00-5685	DVD'S	2,867	2,417	-	-	-	-	-	-	-
84-840-56-00-5686	BOOKS	49,680	51,410	30,000	25,000	20,000	10,000	-	-	-
84-840-60-00-6020	BUILDING IMPROVEMENTS	<u>18,050</u>	<u>-</u>	<u>56,000</u>	<u>44,983</u>	<u>500,000</u>	<u>115,000</u>	<u>80,000</u>	<u>150,000</u>	<u>150,000</u>
Library Capital Fund Expenditures		\$ 96,591	\$ 66,279	\$ 114,500	\$ 79,983	\$ 549,000	\$ 169,500	\$ 126,500	\$ 160,000	\$ 177,000
				Under Budget	\$ (34,517)					
Surplus(Deficit)		7,474	74,898	(64,350)	85,242	(498,800)	(119,300)	(76,300)	(109,800)	(126,800)
Fund Balance		\$ 176,662	\$ 251,559	\$ 170,497	\$ 336,801	\$ (161,999)	\$ (281,299)	\$ (357,599)	\$ (467,399)	\$ (594,199)

Yorkville Public Library - Consolidated Budget

The table and graph below present the Library's funds in aggregate, similar to that of a private business (for illustrative purposes only). All budgeted Library funds are included: Library Operations (82); and Library Capital (84).

	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted Budget	FY 2024 Projected	FY 2025 #REF! Budget	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected
Revenues									
Taxes	\$ 1,611,808	\$ 1,665,847	\$ 1,763,193	\$ 1,760,942	\$ 1,856,755	\$ 1,045,114	\$ 1,092,144	\$ 1,135,830	\$ 1,175,584
Intergovernmental	48,746	52,529	47,000	45,239	45,327	45,598	45,875	46,157	46,445
Licenses & Permits	103,850	140,950	50,000	165,000	50,000	50,000	50,000	50,000	50,000
Fines & Forfeits	6,576	2,433	1,000	1,500	1,500	1,500	1,500	1,500	1,500
Charges for Service	11,131	13,825	6,000	13,825	12,500	12,500	12,500	12,500	12,500
Investment Earnings	1,531	19,530	15,150	26,225	15,200	10,200	5,200	5,200	5,200
Miscellaneous	2,796	60,725	3,250	3,200	3,200	3,200	3,200	3,200	3,200
Total Revenues	\$ 1,786,438	\$ 1,955,839	\$ 1,885,593	\$ 2,015,931	\$ 1,984,482	\$ 1,168,112	\$ 1,210,419	\$ 1,254,387	\$ 1,294,429
Other Financing Sources	24,809	29,489	31,335	25,050	28,302	29,910	31,615	33,422	35,337
Total Revenues & Transfers	\$ 1,811,247	\$ 1,985,328	\$ 1,916,928	\$ 2,040,981	\$ 2,012,784	\$ 1,198,022	\$ 1,242,034	\$ 1,287,809	\$ 1,329,766
Expenditures									
Salaries	\$ 439,588	\$ 469,219	\$ 456,307	\$ 440,000	\$ 491,573	\$ 508,740	\$ 523,682	\$ 538,907	\$ 555,924
Benefits	172,081	200,002	184,238	177,774	196,109	207,686	220,964	235,215	250,525
Contractual Services	130,412	265,043	353,905	269,202	377,618	256,166	260,577	264,570	268,765
Supplies	94,552	81,805	106,300	82,221	114,600	130,100	132,100	95,600	112,600
Capital Outlay	18,050	-	56,000	44,983	500,000	115,000	80,000	150,000	150,000
Debt Service	840,225	847,313	866,750	866,750	864,000	-	-	-	-
Total Expenditures	\$ 1,694,908	\$ 1,863,382	\$ 2,023,500	\$ 1,880,930	\$ 2,543,900	\$ 1,217,692	\$ 1,217,323	\$ 1,284,292	\$ 1,337,814
Surplus (Deficit)	\$ 116,339	\$ 121,946	\$ (106,572)	\$ 160,051	\$ (531,116)	\$ (19,670)	\$ 24,711	\$ 3,517	\$ (8,048)
Ending Fund Balance	\$ 923,559	\$ 1,045,518	\$ 886,716	\$ 1,205,569	\$ 674,453	\$ 654,783	\$ 679,494	\$ 683,011	\$ 674,963
	54.49%	56.11%	43.82%	64.09%	26.51%	53.77%	55.82%	53.18%	50.45%



Account Number	Description	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Actual	Actual	Adopted	Projected	Proposed	Projected	Projected	Projected	Projected
Consolidated Library Fund Balances		\$ 923,559	\$ 1,045,518	\$ 886,716	\$ 1,205,569	\$ 674,453	\$ 654,783	\$ 679,494	\$ 683,011	\$ 674,963
Fund Balance % (excluding Debt Service)		108.68%	100.73%	76.99%	115.50%	54.58%	62.47%	62.29%	60.75%	58.15%
Library										
Cash Flow - Surplus(Deficit)										
	Library Ops	\$ 108,865	\$ 47,048	\$ (42,222)	\$ 74,809	\$ (32,316)	\$ 99,630	\$ 101,011	\$ 113,317	\$ 118,752
	Library Capital	7,474	74,898	(64,350)	85,242	(498,800)	(119,300)	(76,300)	(109,800)	(126,800)
		\$ 116,339	\$ 121,946	\$ (106,572)	\$ 160,051	\$ (531,116)	\$ (19,670)	\$ 24,711	\$ 3,517	\$ (8,048)
Cash Flow - Fund Balance										
	Library Ops	\$ 746,897	\$ 793,959	\$ 716,219	\$ 868,768	\$ 836,452	\$ 936,082	\$ 1,037,093	\$ 1,150,410	\$ 1,269,162
	Library Capital	176,662	251,559	170,497	336,801	(161,999)	(281,299)	(357,599)	(467,399)	(594,199)
		\$ 923,559	\$ 1,045,518	\$ 886,716	\$ 1,205,569	\$ 674,453	\$ 654,783	\$ 679,494	\$ 683,011	\$ 674,963



**To: Board of Trustees**  
**From: Shelley Augustine – Library Director**  
**Date: February 28, 2024**  
**Subject: New Paid Leave for Any Reason Policy & Revised Vacation Policy in Personnel Policy**

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### **Summary**

Revision of Section B Benefits – Vacation of the Yorkville Public Library Personnel Policy

### **Background (provided from memo from City Administrator dated 2-27-24)**

Section B outlines the vacation leave policy for full-time employees. The Paid Leave for all Workers Act (P.A. 102-1143) became effective on January 1, 2024. This requires employers, including municipalities, to provide 40 hours of paid leave to all employees on an annual basis. Employers must provide one hour of paid leave per 40 hours worked. This time can be taken for any reason or no reason at all.

The attached is the current language with the proposed addition to the language red-lined within. The revised language allows or Full-Time and Part-Time employees this new benefit. However, for full-time employees, the annual vacation allotment table has been adjusted to allow for the additional 40 hours from the paid leave for all.

Part-time employees will begin to earn one-hour of paid time leave per 40 hours worked as of January 1, 2024. There is a 90-day waiting period before a newly hired employee is eligible to use their earned paid time off. Part-time employees may carry over or receive pay at the end of the calendar year for any remaining earned but unused hours of paid leave.

Full-time employees will receive 40 hours of paid leave retroactively to January 1, 2024. After this initial year, paid leave will be frontloaded for full-time employees on their anniversary date. The employee may carry over or receive pay on their anniversary date for any remaining time of paid leave and vacation time as outlined in the vacation leave section of the manual. In other words, on the employee's anniversary date, a maximum of 40 hours of unused vacation time or paid leave time may be carried over into the next year or paid out.

New full-time hires between January 1st through June 30th will receive 40 hours of paid leave on their hire date. New full-time hires between July 1st through December 31st will receive 20 hours of paid leave on their hire date. A calculation will be run at the end of the calendar year to establish that the employee, were given 1 hour of paid leave for every 40 hours worked (at maximum).

Full-time employees' vacation allotment will be adjusted by 40 hours to allow for the 40 hours of paid leave. So, the full-time employees will be receiving 40 hours of paid leave that can be used for any reason, and based on the years completed, the vacation time credited will be reduced by the 40 hours of paid leave given at the beginning of the calendar year.

For example, a non-exempt employee that has been hired on June 1, 2022, will receive 40 hours of paid time leave, as of January 1, 2024. They will receive 40 hours of vacation time on June 1, 2024. If they have 40 hours of unused vacation or paid leave on May 30, 2024, they can either roll over 40 hours into June 1, 2024, vacation time or get paid out for 40 hours. On June 1, 2025, the employee will receive 40 hours of vacation and 40 hours of paid time leave. If they have 40 hours of unused vacation or paid leave on May 30, 2025, they can either roll over 40 hours into June 1, 2025, vacation time or get paid out for 40 hours.

### **Recommendation**

Staff recommends approving Section B.1 (Paid Leave for Any Reason Policy) and revising/approving Section B.2 (Benefits – Vacation) of the Yorkville Public Library Personnel Policy.

## Benefits

### B.1 Paid Leave for Any Reason Policy

This policy is effective January 1, 2024, and will supersede and replace the prior B. Vacations policy that was in effect as of December 31, 2023, as applied to full time employees.

Note: The implementation of this NEW Paid Leave for Any Reason Policy will not result in a loss or reduction of the number of annualized paid days off. However, terms of usage of those days off are changed as set forth below in the New Section B.1.

1. This Paid Leave for Any Reason policy is applicable to all employees, including, but not limited to, all full-time, part-time, and seasonal employees.
2. Full Time Employees: Effective January 1, 2024:
  - a. Full time employees who are employed on January 1, 2024, or hired during the period from January 1 through June 30, 2024, will be given forty (40) hours of paid leave to be used for “any purpose” as determined by the employee, subject to the terms below.
  - b. Full time employees who are hired during the period from July 1 through December 31, 2024, will have twenty (20) hours of paid time off frontloaded for use by the end of calendar year. The Company will apply this Subsection 2(b) to ensure that these employees receive at least one hour of paid time off for each 40 hours worked (up to a maximum of 40 hours).
  - c. Employees may use their paid time off for any reason available under this Section B.1 for any reason. The employee may carry over on their anniversary date for any remaining earned but unused hours of paid leave or vacation time, up to 40 hours, as outlined in Section B.2 Vacation.
  - d. In all subsequent years, this Paid Leave for Any reason will be “frontloaded” and available for use by full time employees beginning on their anniversary date (up to a maximum of 40 hours per year under this Section B.1).
3. Part Time/Seasonal/Partial Year Employees: Effective January 1, 2024, paid time off under this Section B.1 will be computed and earned based on an “accrual method” and not frontloaded. The paid time off accrual rate is computed at the pace of one hour of paid time off for every forty (40) hours of time actually worked, up to a maximum of 40 hours per calendar year. Full time employees will also earn and accrue paid time off under Section B.1 pursuant to the “accrual method” (one hour earned for each 40 hours worked up to 40 hours maximum in a calendar year).

Employees who earn time on this “accrual method” may carry over any remaining earned but unused hours of paid leave under this Policy.

4. New Hire Waiting Period: There is a 90-day waiting period before a newly hired employee is eligible to use their earned paid time off pursuant to this Section B.1.
5. Notice by Employee: When the reason for an employee seeks to use paid time under this Policy for a reason that is foreseeable, the employee must notify the employee’s supervisor at least seven (7) calendar days before the date the leave is to begin. If leave taken under this Section B.1 is not foreseeable, the employee shall notify the employee’s supervisor as soon as is practicable after the employee is aware of the necessity of the leave (and at least one hour before the employee’s scheduled starting time).
6. Approval of Time Off: The Library reserves the right to deny a request to use time off under this Section B.1 for operational reasons. If the request for time off is denied, we will provide you with a written explanation of the operational reasons for the denial.
7. Impact on Other Policies: Paid leave under this Policy does not count as hours worked for overtime purposes. Employees will be required to use the available paid leave under this Policy concurrently with any protected unpaid leave, such as leave under the Family and Medical Leave Act (“FMLA”) when applicable. If an employee’s employment is terminated for any reason, the employee will not be paid for any earned but unused paid leave under this Policy.
8. No employee will be subject to retaliation of any kind is prohibited because the employee (a) exercises rights or attempts to exercise rights under this Policy or the Paid Leave for All Workers Act, (b) opposes practices which the employee believes to be in violation of the Act, or (c) supports the exercise of rights of another under the Act. Employees may raise any concerns about retaliation by following the complaint reporting procedure set forth in the Library’s “Personnel Policy – Conditions of Work” that is then in effect.

For additional information about this Policy and your rights under the new Illinois law, consult the poster available on the Illinois Department of Labor website at: [DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov).

Adopted 3-11-24



## Benefits

### B.2 Vacation: This policy is revised effective January 1, 2024:

1. Employment anniversary dates shall govern the number of vacation days allowed.
2. Full-time employees are entitled to the following vacation time based on continuous and completed years of service pursuant to the chart below.
3. There is no vacation pay earned and accrued pursuant to this Policy in the initial 6 months of employment. Put another way: the employee must work the full ½ year (6 months since anniversary date) to truly earn the vacation time credited amount referenced below.

Years of Service Completed	Vacation Time Credited
After completion of 6 months	(40 hours Paid Leave for All)
After completion of 1-4 years	40 hours + (40 hours Paid Leave for All)
After completion of 5-9 years	80 hours + (40 hours Paid Leave for All)
After completion of 10+ years	120 hours +(40 hours Paid Leave for All)

4. Employees who have accumulated eighty (80) or more hours of vacation hours or paid time leave that were accrued under this Section 4.2 or Section 4.1 may use up to forty (40) hours of vacation or paid leave time as pay in lieu of time off per anniversary year, if approved by the Department Head/Library Director in advance.
5. Vacation time off earned pursuant to this Section B.2 are normally requested in forty (40) hour increments. Smaller increments of vacation leave may be taken with the approval of the Department Head/Library Director. All requests must be submitted at least fourteen (14) days in advance and approved by the Department Head/Library Director. Any vacation request submitted for the calendar year by February 28th will be approved based on seniority and scheduling to provide essential services. When the vacation leave request is approved the employee has reserved their right to their leave; however, all leaves are subject to review and/or cancellation for major emergencies or extreme circumstances, which may cause a personnel shortage.
6. Upon the employee's anniversary date, a maximum of forty (40) hours of unused vacation time or paid leave time available pursuant to Section B.2 and Section B.1 may be carried over into the next year by eligible full-time employees.
7. Upon termination of employment, the employee shall receive prorated accumulated vacation and paid leave pay for the number of months worked in the final year (computed based on number of months from anniversary date to termination date year). This final vacation pays, and paid leave will be computed on the basis of 1/12

for each full month worked past the employee's final year of employment which is payable in the employee's final paycheck.

8. Like all personnel policies, this Policy is subject to change, or elimination as deemed appropriate by the Library Board of Trustees for business reasons or to comply with changes in the law. Therefore, there is nothing in the policy that should be construed as a guarantee of employment for any specific term or a promise of a payment/benefit for a specific period of time.

Revision to Personnel Policy:  
Approved Oct 9, 2017  
Approved September 13, 2021  
Approved January 8, 2024  
Approved March 11, 2024

## **Benefits**

### **A. Paid Holidays**

Holiday pay shall be based on the 8-hour workday per holiday, for full time employees

### **B. Vacations**

~~The Library director receives 20 days of vacation after the 6-month evaluation period and beginning on the anniversary of his/her date of employment.~~

An employee must complete six months of continuous service before a vacation is allowed.

Full time employees have the following yearly vacation schedule:

- a. 5 day's vacation after 6 months
- b. 10 day's vacation after 1 year
- c. 15 day's vacation after 5 years
- d. 20 day's vacation after 10 years

~~Unused vacation time does not carry over into the next year.~~

### **C. Compassionate Leave**

Up to five consecutive days will be granted in the case of the death of a staff member's immediate family. Hours scheduled during the 5 days leave will be paid to full time employees. If the circumstances require additional time off a request must be made to the Library Director who may extend leave for an additional fifteen working days without pay. Further time off must be approved by the Library Board.

Immediate family members include mother, father, brother, sister, child, spouse, mother-in-law, father-in-law, grandparent, or in special cases as approved by the Director.

### **D. Sick Time**

An employee who is employed for a minimum of 40 hours per week will be entitled to receive 1 sick day per month with salary to be continued during this time. Unused sick days will accumulate to no more than 30 days (240 hours).

The Library Director's sick leave shall accumulate to no more than 50 days (400 hours).

Sick days shall not be applied to vacation time. Family medical emergencies, doctor appointments and dentist appointments are valid use of sick time. Sick time will be deducted from the total accumulated hours based on the number of hours the employee was scheduled to work that day.