

Agenda
Yorkville Public Library
Board of Trustees Meeting
July 8, 2024, at 7:00 P.M.
Michelle Pfister Meeting Room
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations
Amanda Standerfer, Fast Forward Libraries
For a review of our 2024-2027 strategic plan
5. Approval of Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer:
Financial Statement
Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees:
Policy
Physical Facilities
Personnel
Finance
14. Unfinished Business:
HVAC Update
Strategic Plan Update
15. New Business:
Election of officers and set committees
16. Executive Session: (if needed)
1 For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
17. New Business (continued)
18. Adjournment



United City of Yorkville

651 Prairie Point Drive
Yorkville, Illinois 60560
Telephone: 630-553-4350
www.yorkville.il.us

NOTICE
**YORKVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**
Monday, July 8, 2024
7:00 p.m.
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

Remote Meeting Attendance Instructions for the
Yorkville Public Library Board of Trustees Meeting to be held on July 8, 2024 at 7:00 p.m.

The Yorkville Public Library Board of Trustees meeting to be held on Monday, July 8, 2024 at 7:00 p.m. Instructions for joining the meeting are listed below.

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

Topic: Yorkville Public Library Board of Trustees Meeting
Time: Jul 8, 2024 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82037242977?pwd=cUwrN3VyZGRvOGdwYjhrWkxuK2pRQT09>

Meeting ID: 820 3724 2977

Passcode: 784440

One tap mobile

+13126266799,,82037242977#,,,,*784440# US (Chicago)
+13092053325,,82037242977#,,,,*784440# US

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 309 205 3325 US
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 346 248 7799 US (Houston)

Meeting ID: 820 3724 2977

Passcode: 784440

Find your local number: <https://us02web.zoom.us/j/82037242977>

DRAFT

Yorkville Public Library **Special Meeting of Board of Trustees** **Saturday, June 1, 2024 9:00am** **Michelle Pfister Meeting Room** **902 Game Farm Road, Yorkville, IL**

The Board of Trustees special meeting was called to order at 9:01am by President Theron Garcia, roll was called and a quorum was established.

Roll Call:

Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Tara Schumacher-(arr. 9:03am), Jason Hedman-yes, Keri Pesola-yes

Absent: Bret Reifsteck

Staff & Others Present:

Library Director Shelley Augustine, Amanda Standerfer-Fast Forward Libraries

Recognition of Visitors:

President Garcia recognized Ms. Standerfer.

New Business:

Review Learning Report and Develop Strategic Plan Elements with Library Consultant

Ms. Amanda Standerfer of Fast Forward Libraries, was present to guide the Board in their process of compiling a Strategic Plan for the library. She presented information about herself and her qualifications and said she assists libraries in developing Strategic Plans. She said Strategic Plans lead libraries into the future and help in making decisions about staff and allocating resources. She said the library is about halfway through the process at this time.

She said the Learn Phase has been finished and the Dream Phase data will be addressed at this meeting. The last phase is the Do Phase with implementation in August. She met with the library staff yesterday to obtain their input. Today the Board members will be asked to list 3 items they believe are important for the library going forward and the survey data and Learning Report will be reviewed.

Following is Ms. Standerfer's agenda for this meeting:

1. Review of Learning Report
2. Strategic Directions
3. Areas of Focus
4. Vision and Mission
5. Setting Priorities

Review of Learning Report:

Key points of survey: Discussed respondents who completed survey, focus groups discussed, census data shows 30% population growth in Yorkville, program attendance bounced back after Covid, survey participation normal (240 persons responded), satisfaction with library high, customer service was #1, did 2 Focus groups regarding topics in community, library trends compared with other libraries, and cross-training.

Ms. Standerfer asked what the Board members found interesting about the Learning Report. Board members noted the following comments: diversity, housing growing rapidly, population growth, great kids' program, but some did not like environment, respondents compared Yorkville with other libraries, improve reading program, space utilization and comfortable spaces, some of the population is still below poverty level, discussion of numbers of study rooms and availability, need increased hours of operation, more outreach, more programs for teens, Spanish stories only on-line, need technology staff person, need programs for working persons, improve collection, how kids' books are arranged, standard services provided, sensory concerns, pop-up libraries, maker space, more programs for social needs, partner with other groups. Also, engage with Rush Copley for some social programs, legality of mental health assistance/host those events, not many complaints, have poster downtown for library events. Also, sponsorships from businesses or partner with schools, create a way for people to donate time or money, need to attract young people using other media, adequate staffing, building issues important.

Strategic Directions:

Ms. Standerfer asked each Board member to list three areas of focus for the next 3 years. They included space planning, enhance staff hours, community service offerings, hours of operation, community engagement to meet diverse population, building a library revenue stream, cafe in building, outreach, programs for working adults, building maintenance, partnership with local businesses, define strategic direction of services, marketing of services and community awareness, analysis of programs/success rates, marketing at Foxy's, QR codes and links in messages, cross-training, hours of operation, convey to staff they are highly valued.

A short break was taken at this time and the meeting reconvened at 10:28am.

Areas of Focus:

After the Board members shared their 3 areas of focus, the top 3 were discussed along with ways to implement.

Community engagement: Need polls, feedback after programs, library staff attend community events, have marketing person provide info about partnerships/sponsorships. Suggestion to have Cub Scouts/non-profit groups/service organizations build little library boxes. Attend Chamber meetings to have a presence.

Spaces: Hire a space needs planner, develop a plan and listen to community, compile a budget for spaces by possible annual fundraising or reallocation of money. Make spaces flexible. Explore legacy gifts/estate planning possibilities.

Organizational development: Be proactive vs. reactive, staff suggested a library branch in future, address staffing and hours, staff development/retention/engagement, possible pay grades for staff, listen to staff and community, board engagement, follow the Strategic Plan and report on goals set.

Vision & Mission

Ms. Standerfer said her definition of vision is 'aspirational' and her definition for mission is 'concrete'. The Board suggested several words that could be part of the Vision and Mission Statements. She suggested redoing the vision portion and revising the mission portion. Her staff will draft examples for Board review.

Setting Priorities and Miscellaneous:

It was noted that it is the responsibility of the Board to carry out the Strategic Plan. Ms. Standerfer said that the staff had discussed technology and having the ability to help patrons with that. The trend is to come to the library to "hang out", not necessarily to check out materials. She encouraged the library to continue to cultivate their partnership/relationship with the city.

The Board has transformed and they are proud to be part of the Board, great library leadership, concern for money, focus is needed on space planning, much optimism, glad Board undertook Strategic Plan process, have confidence in future of library, great leadership by Ms. Augustine, proud of the cohesive Board and their vision. Ms. Augustine commented on the staff input and was proud of their excitement and thanked the Board for their support.

Next Steps:

Ms. Standerfer will type the notes from this session, develop a draft plan to be reviewed and create documents. She will attend the July meeting via Zoom and if the Board approves the plan, the implementation process will begin which may take a few months.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 11:58am on a motion and second by Ms. Garcia and Ms. Schumacher, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Board of Trustees Meeting
Monday, June 10, 2024 7:00pm
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

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:

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

Absent: Wendy Gatz, Keri Pesola

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of Library President Kathi Murphy, Craig Soling-Alderman

Recognition of Visitors:

President Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: May 13, 2024

Moved by Ms. Milschewski and seconded by Ms. Garcia to approve the minutes as presented. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Milschewski-yes. Carried 6-0.

Correspondence:

A letter was received from the Secretary of State informing the library they will be receiving a per capita grant in the amount of \$31,976.51.

Public Comment: None

Friends of the Library Report:

Kathi Murphy said the annual used book sale is August 31/September 1 and a committee is making plans. She noted that the Friends have held a used book sale every year since 2009, except 2020 (due to Covid). The total funds raised from those sales is \$80,588. She also said the Friends are taking part in the July 4th parade and they are looking for participants. They will also give out coupons for the used book sale.

Staff Comment: None

Report of the Treasurer:**Financial Statement**

Treasurer Milschewski noted the highest bill incurred was for Bubbles Window Washing & Gutter Cleaning at \$4,750. She made a motion to pay the bills as follows and Ms. Garcia seconded :

Payment of Bills

Accounts Payable:	\$24,860.74
Payroll:	\$38,780.79
Total:	\$63,641.53

Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

Report of the Library Director:

Ms. Augustine reported the following:

1. She summarized the various programs being held or scheduled and she listed the sponsors in addition to the Friends of the Library.
2. Hosted YHS student presentations.
3. Annual sprinkler inspection done by same company who services the city.
4. Annual staff evaluations have been completed.
5. IPLAR being compiled and is due July 1. Finance Director Rob Fredrickson is assisting.
6. Bright Farms (lettuce grower business) held employee training at the library for 1 week.
7. 3-D printer procured for free from high school, by student who conducted program.
8. Director is watching Senate Bill 3563 which is awaiting Governor's signature. It lowers threshold for amount of money required for Treasurer's bond from 50% of operating fund to 10%.
9. She noted library visits are up 19% from last year.

City Council Liaison:

Alderman Soling noted he is monitoring the chiller replacement and Ms. Augustine reported on the chiller progress in Unfinished Business.

Standing Committees: None**Unfinished Business:****HVAC Update**

The order has been placed for the Carrier brand which she hopes to receive in the fall or early spring.

Strategic Plan Update

The Board Retreat notes from the June 1st special meeting were received today. Ms. Augustine will take part in a Plan meeting on the 25th to review and the consultant will attend the July meeting for follow-up. Mission and vision statements will also be done then.

New Business:**Nominations of Board of Trustee Officers**

The following nominations for Board of Trustees were made and will be voted on at the July Board meeting.

Ms. Garcia nominated herself to continue as President

Ms. Garcia nominated Jackie Milschewski for Treasurer

Ms. Garcia nominated Rosie Millen for Secretary

Ms. Garcia nominated Keri Pesola for Vice President

Mr. Forristall nominated Mr. Hedman for Vice President

In another matter, Ms. Augustine stated that Trustee Bret Reifsteck had resigned from the Board today and that his term was up.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:17pm on a motion by Ms. Garcia and second by Ms. Milschewski.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900149	FNBO	FIRST NATIONAL BANK OMAHA			06/25/24		
	062524-J.JACKSON-B	05/30/24	04	MENARDS#050724-COUPPLINGS		52-520-56-00-5640	131.12
			05	ISOS-CDL LICENSE RENEWAL		52-520-54-00-5462	61.35
						INVOICE TOTAL:	304.13 *
	062524-J.JENSEN	05/30/24	01	JEWEL-FLOWERS		01-210-56-00-5650	8.65
			02	LOGO FACTORY-STAFFING SHIRTS		01-210-56-00-5600	389.25
						INVOICE TOTAL:	397.90 *
	062524-J.NAVARRO-B	05/30/24	01	MENARDS#050624-LAMPHOLDERS		24-216-56-00-5656	15.88
			02	YORK ACE-KEYS		24-216-56-00-5656	7.98
			03	ENCOMPASS-ASSEMBLY CABLE		24-216-56-00-5656	58.07
			04	ENCOMPASS-CABLE ASSEMBLY		24-216-56-00-5656	99.32
			05	AMAZON-MONITOR SHELVES		24-216-56-00-5656	75.96
			06	AMAZON-FAN MOTOR ASSEMBLY		24-216-56-00-5656	100.58
			07	AMAZON-CORD COVERS		24-216-56-00-5656	15.52
			08	AMAZON-BULB REPLACEMENTS		24-216-56-00-5656	256.18
			09	AMAZON-BALLAST		24-216-56-00-5656	110.51
			10	ENCOMPASS-ASSEMBLY CABLE		24-216-56-00-5656	29.82
			11	AMAZON-PAPER TOWELS, EMERGENCY		24-216-56-00-5656	89.51
			12	LIGHT BATTERY		** COMMENT **	
						INVOICE TOTAL:	859.33 *
	062524-J.PETRAGALLO	05/30/24	01	YORK ACE-WATER		01-220-56-00-5620	11.96
						INVOICE TOTAL:	11.96 *
	062524-J.SLEEZER-B	05/30/24	01	JOHNSONS-STAFF SHIRTS		01-410-56-00-5600	476.91
			02	JOHNSONS-STAFF SHIRTS		51-510-56-00-5600	408.78
			03	JOHNSONS-STAFF SHIRTS		52-520-56-00-5600	136.26
			04	JOHNSONS-STAFF SHIRTS		24-216-56-00-5600	68.21
						INVOICE TOTAL:	1,090.16 *
	062524-J.WEISS	05/30/24	01	TARGET-GIFT CARDS FOR POETRY		82-000-24-00-2480	60.00
			02	CONTEST		** COMMENT **	
			03	TARGET-JUICE		82-820-56-00-5671	16.58
			04	DOLLAR TREE-SUMMER PROGRAM		82-000-24-00-2480	54.25
			05	SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	130.83 *
	062524-K.BALOG-B	05/30/24	01	CNA SURETY-NOTARY RENEWAL		01-210-54-00-5462	30.00
			02	YORK POST-POSTAGE		01-210-54-00-5452	9.63
			03	SHREDIT-MAY 2024 SHREDDING		01-210-54-00-5462	261.94
			04	AMAZON-WIPES, RECEIPT BOOK,		01-210-56-00-5610	231.94
			05	FLASH DRIVES, ENVELOPES, PAPER		** COMMENT **	
			06	CLIPS		** COMMENT **	
			07	COMCAST-MAY 2024 FIBER NETWORK		24-216-54-00-5446	830.00

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900149	FNBO	FIRST NATIONAL BANK OMAHA			06/25/24		
	062524-K.BALOG-B	05/30/24	08	KENDALL PRINT-TRAFFIC STOP		01-210-54-00-5430	155.90
			09	RECEIPT BOOKS		** COMMENT **	
			10	LOGO FACTORY-STAFF JACETS		01-210-56-00-5600	206.50
						INVOICE TOTAL:	1,725.91 *
	062524-K.BARKSDALE-B	05/30/24	01	ADOBE-CREATIVE CLOUD FEE		01-220-54-00-5462	58.43
						INVOICE TOTAL:	58.43 *
	062524-K.GREGORY-B	05/30/24	01	GINIFAB-STAFF HAWAIIAN SHIRTS		01-110-56-00-5610	577.97
			02	BITLY-ANNUAL GROWTH PLAN		79-795-54-00-5462	174.00
			03	BITLY-ANNUAL GROWTH PLAN		82-820-54-00-5462	174.00
			04	IPRA-PROFESSIONAL DEVELOPMENT		79-795-54-00-5412	975.00
			05	SCHOOL REGISTRATION		** COMMENT **	
			06	IPRA-MARKETING SUMMIT		79-795-54-00-5412	37.50
			07	IPRA-MARKETING SUMMIT		82-820-54-00-5412	37.50
						INVOICE TOTAL:	1,975.97 *
	062524-K.IHRIG-B	05/30/24	01	TARGET-WATER		79-795-56-00-5606	4.00
			02	DOLLAR TREE-SWIM NOODLES		79-795-56-00-5606	11.75
			03	AMAZON-PARTY RINGS		79-795-56-00-5606	13.98
						INVOICE TOTAL:	29.73 *
	062524-K.JONES-B	05/30/24	01	MINER#351588-MANAGED SERVICES		01-410-54-00-5462	366.85
			02	RADIO-MAY 2024		** COMMENT **	
			03	MINER#351588-MANAGED SERVICES		51-510-54-00-5462	430.65
			04	RADIO-MAY 2024		** COMMENT **	
			05	MINER#351588-MANAGED SERVICES		52-520-54-00-5462	287.10
			06	RADIO-MAY 2024		** COMMENT **	
			07	MINER#351588-MANAGED SERVICES		79-790-54-00-5462	510.40
			08	RADIO-MAY 2024		** COMMENT **	
			09	CINTAS-MAY-JUN 2024		51-510-54-00-5445	188.77
			10	MONITORING AT 610 TOWER LN		** COMMENT **	
			11	CINTAS-MAY-JUN 2024		51-510-54-00-5445	188.77
			12	MONITORING AT 3299 LEHMAN CR		** COMMENT **	
			13	CINTAS-MAY-JUN 2024		51-510-54-00-5445	188.77
			14	MONITORING AT 2224 TREMONT		** COMMENT **	
			15	AMPERAGE#2075796-BALLAST KITS		23-230-56-00-5642	303.38
			16	BULBS		** COMMENT **	
			17	AMPERAGE#2075824-FUSES		23-230-56-00-5642	233.00
			18	ARNESON#244421-MAY 2024 DIESEL		01-410-56-00-5695	278.05
			19	ARNESON#244421-MAY 2024 DIESEL		51-510-56-00-5695	278.04
			20	ARNESON#244421-MAY 2024 DIESEL		52-520-56-00-5695	278.04
			21	ARNESON#244422-MAY 2024 GAS		01-410-56-00-5695	416.22
			22	ARNESON#244422-MAY 2024 GAS		51-510-56-00-5695	416.22
			23	ARNESON#244422-MAY 2024 GAS		52-520-56-00-5695	416.22
						INVOICE TOTAL:	4,780.48 *

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900149	FNBO	FIRST NATIONAL BANK OMAHA			06/25/24		
	062524-R.HORNER-B	05/30/24	09	MENARDS#052824-BALL VALVES,		79-790-56-00-5640	110.15
			10	DRAIN VALVE, SOAP SPRAY,		** COMMENT **	
			11	MULCH, HOLE STRAPS		** COMMENT **	
				INVOICE TOTAL:			1,215.73 *
	062524-R.MIKOLASEK-B	05/30/24	01	IACP-ANNUAL ACCREDITATION FEE		01-210-54-00-5460	800.00
			02	IACP-ANNUAL MEMBERSHIPS DUES		01-210-54-00-5460	100.00
			03	MIKE & DENISE-CARRYOUT FOOD		01-210-54-00-5411	31.56
			04	AMAZON-STOPWATCH		01-210-54-00-5411	16.98
			05	MENARDS#051624-DRINKS		01-210-56-00-5620	19.94
			06	SOUTHWEST-OCT 2024 CONFERENCE		01-210-54-00-5415	735.90
			07	TRANSPORTATION-MIKOLASEK &		** COMMENT **	
			08	CARLYLE		** COMMENT **	
				INVOICE TOTAL:			1,704.38 *
	062524-R.NILES-B	05/30/24	01	TARGET-BUNS, CLEANING SPRAY		79-795-56-00-5607	58.92
			02	TARGET-WATER, CLEANING WIPES		79-795-56-00-5606	26.65
			03	SPEEDWAY-ICE		79-795-56-00-5606	83.17
				INVOICE TOTAL:			168.74 *
	062524-R.WOOLSEY-B	05/30/24	01	MSI-CC TEST TRANSACTION		01-000-48-00-4850	2.00
				INVOICE TOTAL:			2.00 *
	062524-S.AUGUSTINE-B	05/30/24	01	TRIBUNE-SUBSCRIPTION RENEWALS		82-820-54-00-5460	710.00
			02	ATA-INTRO TO WEB		82-820-54-00-5412	129.00
			03	ACCESSIBILITY AND USABILITY		** COMMENT **	
			04	TRAINING		** COMMENT **	
			05	HOME DEPO-PLANTS, SOIL		82-000-24-00-2480	112.77
			06	AMAZON-MYLAR BALLOONS		82-820-56-00-5671	7.99
			07	AMAZON-PLASTIC COCKROACHES		82-820-56-00-5671	9.79
			08	AMAZON-CORRECTION TAPE		82-820-56-00-5610	14.29
			09	AMAZON-MONTHLY PRIME FEE		82-820-54-00-5460	14.99
			10	AMERICAN FLAGPOLE-US FLAGS		82-820-56-00-5621	159.90
			11	AMAZON-POCKET FOLDERS,NOTEBOOK		82-820-56-00-5610	49.86
			12	MENARDS#052924-FORKS, PLATES,		82-820-54-00-5412	77.71
			13	NAPKINS, DESERTS, DRINKS,WATER		** COMMENT **	
			14	CUPS, CUTLERY		** COMMENT **	
			15	TARGET-DELI MEAT, BUNS,		82-820-54-00-5412	136.55
			16	FRUIT, POP, VEGETABLES, CHEESE		** COMMENT **	
				INVOICE TOTAL:			1,422.85 *
	062524-S.IWANSKI-B	05/30/24	01	YORK POST-POSTAGE		82-820-54-00-5452	43.11
			02	MENARDS#050124-CLEANER		82-820-56-00-5621	6.98
			03	GRACE CLEANERS-DRY CLEANING		82-820-54-00-5462	15.00
				INVOICE TOTAL:			65.09 *

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900149	FNBO	FIRST NATIONAL BANK OMAHA			06/25/24		
	062524-T.HOULE	05/30/24	10	FLATSOS-TUBES		79-790-54-00-5495	45.00
						INVOICE TOTAL:	488.27 *
	062524-T.LOWRY-B	05/30/24	01	MENARDS#052024-CABLE TIES		79-790-56-00-5620	33.98
			02	MENARDS#050624-SHEETING, JOINT		79-790-56-00-5620	156.69
			03	FILLER		** COMMENT **	
						INVOICE TOTAL:	190.67 *
	062524-T.MILSCHEWSKI	05/30/24	01	MENARDS#051424-STEP LADDER		24-216-56-00-5656	189.00
			02	MENARDS#051524-THERMOSTAT		24-216-56-00-5656	17.99
			03	GUARD		** COMMENT **	
			04	MENARDS#050924-SILICONE		24-216-56-00-5656	10.49
			05	MENARDS#051324-WATER PUMP,		82-820-54-00-5495	26.93
			06	FLEX SEAL, HOSE CLAMP		** COMMENT **	
			07	MENARDS#050124-SILICONE, CAULK		24-216-56-00-5656	36.01
			08	GUN		** COMMENT **	
			09	MENARDS#050824-WEED KILLER		82-820-54-00-5495	42.68
			10	HOME DEPO-BULBS		24-216-56-00-5656	21.98
			11	HOME DEPO-WIRE STRIPPER,		24-216-56-00-5656	52.93
			12	CONNECTORS		** COMMENT **	
			13	HOME DEPO-BULBS		82-820-54-00-5495	22.94
			14	MENARDS#051724-CAR WASHING		24-216-56-00-5656	27.43
			15	SUPPLIES		** COMMENT **	
			16	MENARDS#052324-BULBS		24-216-56-00-5656	47.97
						INVOICE TOTAL:	496.35 *
						CHECK TOTAL:	93,694.45
						TOTAL AMOUNT PAID:	93,694.45

Total for all Highlighted Library Invoices: \$1,922.82

CHECK DATE: 07/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105504	AUGUSTIS	SHELLY AUGUSTINE					
	070124		07/01/24	01	JUN 2024 MOBILE EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		45.00
105505	BAKTAY	BAKER & TAYLOR					
	038313533		06/04/24	01	BOOKS	82-820-56-00-5686	996.86
					INVOICE TOTAL:		996.86 *
	2038320858		05/30/24	01	BOOKS	82-820-56-00-5686	1,389.01
					INVOICE TOTAL:		1,389.01 *
	2038333256		06/11/24	01	BOOKS	82-820-56-00-5686	485.04
					INVOICE TOTAL:		485.04 *
	2038349117		06/11/24	01	BOOKS	82-820-56-00-5686	994.96
					INVOICE TOTAL:		994.96 *
	2038350113		06/17/24	01	BOOKS	82-000-24-00-2480	116.65
				02	BOOKS	82-820-56-00-5686	194.35
					INVOICE TOTAL:		311.00 *
					CHECK TOTAL:		4,176.87
105506	DELAGE	DLL FINANCIAL SERVICES INC					
	82772202		06/22/24	01	7/15-8/14 COPIER CHARGES	82-820-54-00-5462	536.75
					INVOICE TOTAL:		536.75 *
					CHECK TOTAL:		536.75
105507	LLWCONSU	LLOYD WARBER					

CHECK DATE: 07/08/24

FY 24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105507	LLWCONSU	LLOYD WARBER					
	10578		06/29/24	01	JUN 2024 ONSITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105508	MIDWTAPE	MIDWEST TAPE LLC					
	505456804		05/13/24	01	DVDS	82-820-56-00-5685	44.22
					INVOICE TOTAL:		44.22 *
	505538177		05/28/24	01	DVDS	82-820-56-00-5685	51.73
					INVOICE TOTAL:		51.73 *
	505554444		05/31/24	01	DVDS	82-820-56-00-5685	43.48
					INVOICE TOTAL:		43.48 *
	505624719		06/15/24	01	DVDS	82-820-56-00-5685	30.74
					INVOICE TOTAL:		30.74 *
	505643215		06/19/24	01	DVD SECURITY CASES	82-820-56-00-5620	234.99
					INVOICE TOTAL:		234.99 *
	505669667		06/24/24	01	AUDIO BOOK	82-820-56-00-5683	45.99
				02	DVDS	82-820-56-00-5620	45.73
					INVOICE TOTAL:		91.72 *
	505670446		06/26/24	01	LIGHT REPLACEMENT BATTERY	82-820-56-00-5620	7.98
					INVOICE TOTAL:		7.98 *
					CHECK TOTAL:		504.86
105509	PRAIRCAT	PRAIRIECAT					
	9121		07/01/24	01	QUARTERLY PARTICIPATION FEES	82-820-54-00-5468	5,382.50
					INVOICE TOTAL:		5,382.50 *
					CHECK TOTAL:		5,382.50

CHECK DATE: 07/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105510	R0002211	MOLINE PUBLIC LIBRARY					
	061024-REPLACEMENT		06/10/24	01	LOST BOOK REPLACEMENT COST	82-820-56-00-5686	22.99
					INVOICE TOTAL:		22.99 *
					CHECK TOTAL:		22.99
105511	RIVISTAS	RIVISTAS SUBSCRIPTION SERVICES					
	19028		07/01/24	01	MAGAZINE SUBSCRIPTION RENEWALS	82-820-54-00-5460	954.81
					INVOICE TOTAL:		954.81 *
					CHECK TOTAL:		954.81
105512	STEWARTJ	JESSICA YOUHANAIE					
	2024-5		07/01/24	01	MAY-JUN 2024 COOKING CLASS	82-000-24-00-2480	350.00
					INVOICE TOTAL:		350.00 *
	2024-6		06/30/24	01	MAY-JUN 2024 CHAIR YOGA CLASS	82-000-24-00-2480	400.00
					INVOICE TOTAL:		400.00 *
					CHECK TOTAL:		750.00
105513	TCG	TCG SOLUTIONS, INC					
	24-0233		06/01/24	01	MONTHLY HOSTED VOIP	82-820-54-00-5440	445.00
					INVOICE TOTAL:		445.00 *
					CHECK TOTAL:		445.00
105514	WEBLINX	WEBLINX INCORPORATED					
	33973		06/11/24	01	WORDPRESS WEBSITE BASE	82-820-54-00-5462	250.00
				02	MAINTENANCE AND SECURITY	** COMMENT **	
				03	PACKAGE	** COMMENT **	
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00

CHECK DATE: 07/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105515	YOUNGM	MARLYS J. YOUNG					
	060124-LIB		06/14/24	01	JUN 1 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
	061024-LIB		06/19/24	01	JUN 10 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		170.00
					TOTAL AMOUNT PAID:		13,958.78





UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 7, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	24,857.24	-	24,857.24	1,449.18	1,849.51	28,155.93
FINANCE	15,917.06	-	15,917.06	927.97	1,185.13	18,030.16
POLICE	154,520.76	11,231.64	165,752.40	452.94	12,393.20	178,598.54
COMMUNITY DEV.	45,795.98	-	45,795.98	2,672.26	3,444.79	51,913.03
STREETS	25,298.25	171.60	25,469.85	1,490.74	1,897.45	28,858.04
BUILDING & GROUNDS	6,450.20	-	6,450.20	384.79	492.09	7,327.08
WATER	22,272.85	1,031.31	23,304.16	1,358.65	1,710.99	26,373.80
SEWER	11,867.42	-	11,867.42	691.82	869.30	13,428.54
PARKS	36,005.19	132.28	36,137.47	1,799.17	2,703.66	40,640.30
RECREATION	28,637.08	-	28,637.08	1,459.82	2,155.91	32,252.81
LIBRARY	18,581.00	-	18,581.00	672.26	1,369.26	20,622.52
TOTALS	\$ 390,203.03	\$ 12,566.83	\$ 402,769.86	\$ 13,359.60	\$ 30,071.29	\$ 446,200.75

TOTAL PAYROLL \$ 446,200.75



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

June 21, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	5,766.64	-	5,766.64	-	441.20	6,207.84
ADMINISTRATION	23,738.23	-	23,738.23	1,383.95	1,763.90	26,886.08
FINANCE	23,884.94	-	23,884.94	1,392.48	1,794.65	27,072.07
POLICE	171,539.51	1,541.49	173,081.00	446.43	12,911.65	186,439.08
COMMUNITY DEV.	34,808.34	-	34,808.34	2,008.35	2,573.67	39,390.36
STREETS	26,600.65	459.10	27,059.75	1,577.56	2,012.01	30,649.32
BUILDING & GROUNDS	6,202.70	-	6,202.70	361.62	461.68	7,026.00
WATER	21,596.24	411.33	22,007.57	1,283.04	1,611.70	24,902.31
SEWER	13,212.95	-	13,212.95	770.35	971.76	14,955.06
PARKS	41,253.90	114.04	41,367.94	2,119.13	3,092.33	46,579.40
RECREATION	34,693.86	-	34,693.86	1,573.97	2,600.12	38,867.95
LIBRARY	19,072.06	-	19,072.06	727.87	1,406.81	21,206.74

TOTALS \$ 423,953.36 \$ 2,525.96 \$ 426,479.32 \$ 13,644.75 \$ 31,762.61 \$ 471,886.68

TOTAL PAYROLL \$ 471,886.68



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, July 8, 2024

ACCOUNTS PAYABLE

Library CC Check Register - FY25 (<i>Pages 1 - 4</i>)	06/25/2024	1,922.82
Library Check Register - FY25 (<i>Pages 5 - 8</i>)	07/08/2024	13,958.78

Fiscal Year 24

Elevator Inspection Services-Feb 2024	06/11/2024	75.00
Today's Business-Jan-Mar 2024 Faxes	06/11/2024	32.48
Trico - Replace exhaust fan	06/25/2024	1,248.00
Baker Taylor-Books	06/25/2024	345.48

Fiscal Year 25

Glatfelter - Liability Ins Installment #7	06/11/2024	1,337.68
Bank of New York-2013 Bond Admin Fees	06/11/2024	2,025.00
UniMax - May 2024 Office Cleaning	06/11/2024	1,950.00
Baker Taylor - Books	06/25/2024	4,087.83
Nicor -05/03/23-05/31/23 services	06/25/2024	1,078.12
Midwest Tap - DVDs	06/25/2024	194.16
IPRF - July 2024 Work Comp Ins	06/25/2024	943.16

TOTAL BILLS PAID:	<hr/>	\$29,198.51
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PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 9</i>)	06/07/2024	\$20,622.52
Bi-weekly (<i>Page 10</i>)	06/21/2024	21,206.74

TOTAL PAYROLL:	<hr/>	\$41,829.26
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TOTAL DISBURSEMENTS:	<hr/> <hr/>	\$71,027.77
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ACTIVITY THROUGH FISCAL PERIOD 02

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2024		BEGINNING BALANCE					55,787.63
	AP-240525MB	05/29/2024	13	AMAZON-BOOK	FIRST NATIONAL BANK	900147	052524-M.CURTIS-B	16.95	
		05/29/2024	14	AMAZON-IR COMPRESSOR, GAMES,	FIRST NATIONAL BANK	900147	052524-S.AUGUATINE-B	662.91	
		05/29/2024	15	AMAZON-BUILDING TIYS,	FIRST NATIONAL BANK	900147	052524-S.AUGUATINE-B	167.54	
	GJ-240530LB	06/03/2024	06	May 2024 Deposits					2,323.26
				TOTAL PERIOD 01 ACTIVITY				847.40	2,323.26
02	AP-240610	06/04/2024	01	7/24/24 ANIMALS AROUND THE	DANIEL S. PETERSON	105491	7262024	600.00	
		06/04/2024	02	JAN-APR 2024 SENIOR COOKING	JESSICA YOUHANAIE	105497	2024-1	32.48	
		06/04/2024	03	JAN-APR 2024 CHAIR YOGA	JESSICA YOUHANAIE	105497	2024-2	700.00	
		06/04/2024	04	6/18/24 BUTTERFLY PRESENTATION	U OF I EXTENSION	105501	103	150.00	
		06/04/2024	05	EASY CARE NATIVES PRESENTATION	U OF I EXTENSION	105501	104	150.00	
	AP-240610M	06/05/2024	01	JAN-APR 2024 SENIOR COOKING	JESSICA YOUHANAIE	105503	2024-1-BALANCE	492.52	
	AP-240625B	06/18/2024	146	BOOKS	BAKER & TAYLOR	540812	2038240171-B	26.58	
		06/18/2024	147	BOOKS	BAKER & TAYLOR	540812	2038255942	204.26	
		06/18/2024	148	BOOKS	BAKER & TAYLOR	540812	2038268134	41.97	
	AP-240625MB	06/25/2024	267	TARGET-GIFT CARDS FOR POETRY	FIRST NATIONAL BANK	900149	062524-J.WEISS	60.00	
		06/25/2024	268	DOLLAR TREE-SUMMER PROGRAM	FIRST NATIONAL BANK	900149	062524-J.WEISS	54.25	
		06/25/2024	269	HOME DEPO-PLANTS, SOIL	FIRST NATIONAL BANK	900149	062524-S.AUGUSTINE-B	112.77	
	GJ-240629LB	07/02/2024	07	June 2024 Deposits					219.48
				TOTAL PERIOD 02 ACTIVITY				2,624.83	219.48
				TOTAL ACCOUNT ACTIVITY				3,472.23	2,542.74
				ENDING BALANCE					54,858.14
				GRAND TOTAL				0.00	54,858.14
				TOTAL DIFFERENCE				0.00	54,858.14

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YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2025 BUDGET REPORT
For the Month Ended June 30, 2024

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2025 BUDGET	% of Budget
		8% May-24	17% June-24			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES	42,302	474,897	517,199	995,347	51.96%
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	36,392	408,548	444,940	861,408	51.65%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,090	-	2,090	13,566	15.41%
82-000-41-00-4170	STATE GRANTS	-	-	-	31,761	0.00%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES	295	33	328	1,500	21.87%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,811	-	1,811	10,000	18.11%
82-000-44-00-4422	COPY FEES	21	313	335	2,500	13.39%
82-000-44-00-4439	PROGRAM FEES	11	13	25	-	0.00%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS	1,710	1,684	3,394	15,000	22.63%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME	-	450	450	200	225.00%
82-000-48-00-4824	DVD RENTALS	-	75	75	-	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	281	953	1,234	3,000	41.14%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL	2,281	2,281	4,562	28,302	16.12%
TOTAL REVENUES: LIBRARY		87,195	889,248	976,443	1,962,584	49.75%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES	22,651	24,016	46,667	305,573	15.27%
82-820-50-00-5015	PART-TIME SALARIES	12,244	13,637	25,881	186,000	13.91%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,321	1,400	2,721	19,635	13.86%
82-820-52-00-5214	FICA CONTRIBUTION	2,565	2,776	5,341	36,497	14.63%
82-820-52-00-5216	GROUP HEALTH INSURANCE	(1,208)	(1,173)	(2,382)	103,057	-2.31%
82-820-52-00-5222	GROUP LIFE INSURANCE	7	-	7	600	1.18%
82-820-52-00-5223	DENTAL INSURANCE	-	-	-	7,450	0.00%
82-820-52-00-5224	VISION INSURANCE	-	-	-	940	0.00%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	1,500	0.00%
82-820-52-00-5231	LIABILITY INSURANCE	2,281	2,281	4,562	26,802	17.02%
<i>Contractual Services</i>						
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK	1,319	1,319	2,638	15,825	16.67%
82-820-54-00-5412	TRAINING & CONFERENCES	-	381	381	2,000	19.04%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	2,000	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	615	615	8,500	7.23%
82-820-54-00-5452	POSTAGE & SHIPPING	-	43	43	1,500	2.87%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	674	674	1,349	8,091	16.67%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	635	2,225	2,860	20,000	14.30%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,201	3,774	4,976	105,000	4.74%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	-	26,000	0.00%
			21			



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2025 BUDGET REPORT
For the Month Ended June 30, 2024

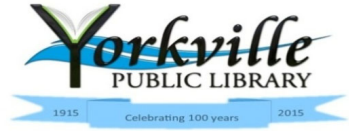
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2025	
		8% May-24	17% June-24		BUDGET	% of Budget
82-820-54-00-5480	UTILITIES	-	1,078	1,078	26,202	4.11%
82-820-54-00-5488	OFFICE CLEANING	-	1,950	1,950	25,400	7.68%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	93	93	130,000	0.07%
82-820-54-00-5498	PAYING AGENT FEES	-	2,025	2,025	2,100	96.43%
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES	-	64	64	7,000	0.92%
82-820-56-00-5620	OPERATING SUPPLIES	-	-	-	5,000	0.00%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	167	167	7,000	2.38%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	7,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	34	34	2,000	1.72%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	600	0.00%
82-820-56-00-5683	AUDIO BOOKS	-	-	-	3,500	0.00%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	500	0.00%
82-820-56-00-5685	DVD'S	-	194	194	3,000	6.47%
82-820-56-00-5686	BOOKS	-	4,105	4,105	30,000	13.68%
<i>2006 Bond</i>						
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	2,400	2,400	4,800	50.00%
<i>2013 Refunding Bond</i>						
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	730,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	14,600	14,600	29,200	50.00%
TOTAL FUND REVENUES		87,195	889,248	976,443	1,962,584	49.75%
TOTAL FUND EXPENDITURES		43,690	78,678	122,368	1,995,272	6.13%
FUND SURPLUS (DEFICIT)		43,504	810,570	854,074	(32,688)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	10,500	12,000	22,500	50,000	45.00%
84-000-45-00-4500	INVESTMENT EARNINGS	31	27	58	200	29.14%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	33	33	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,531	12,060	22,591	50,200	45.00%

LIBRARY CAPITAL EXPENDITURES

84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	29,000	0.00%
84-840-56-00-5686	BOOKS	-	-	-	20,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	500,000	0.00%
TOTAL FUND REVENUES		10,531	12,060	22,591	50,200	45.00%
TOTAL FUND EXPENDITURES		-	-	-	549,000	0.00%
FUND SURPLUS (DEFICIT)		10,531	12,060	22,591	(498,800)	



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of June 30, 2024

FISCAL YEAR 2025

		May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025
Library Operations	Old Second	\$ 548,732	\$ 1,003,021										
Building Development Fees	Old Second	346,173	351,940										
Library Operations	Illinois Funds	361,859	395,470										
Total:		\$ 1,256,764	\$ 1,750,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 18,924	\$ 20,623										
2 ND PAY PERIOD		19,857	21,207										
3 RD PAY PERIOD		-	-										
Total		\$ 38,781	\$ 41,829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended June 30, 2024*

					Fiscal Year 2024				
					For the Month Ended June 30, 2023				
					YTD Actual	% Change			
LIBRARY OPERATIONS FUND (82)									
<i>Revenues</i>									
Property Taxes	\$	883,446	\$	962,139	51.82%	\$ 1,856,755	\$	926,949	3.80%
<u>Intergovernmental</u>									
Personal Property Replacement Tax	\$	-	\$	2,090	15.41%	\$ 13,566	\$	3,574	-41.52%
Federal & State Grants		-		-	0.00%	31,761		-	0.00%
Total Intergovernmental	\$	-	\$	2,090	4.61%	\$ 45,327	\$	3,574	-41.52%
Library Fines	\$	328	\$	328	21.87%	\$ 1,500	\$	234	40.31%
<u>Charges for Services</u>									
Library Subscription Cards	\$	-	\$	1,811	18.11%	\$ 10,000	\$	3,483	-47.99%
Copy Fees		313		335	13.39%	2,500		504	-33.55%
Total Charges for Services	\$	313	\$	2,146	17.17%	\$ 12,500	\$	3,986	-46.16%
Investment Earnings	\$	1,684	\$	3,820	25.47%	\$ 15,000	\$	2,760	38.40%
<u>Reimbursements/Miscellaneous/Transfers In</u>									
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$ -	\$	-	0.00%
Rental Income		450		450	225.00%	200		-	0.00%
Miscellaneous Income		1,041		1,334	44.46%	3,000		1,002	33.09%
Transfer In		2,281		4,562	16.12%	28,302		4,460	2.29%
Total Miscellaneous & Transfers	\$	3,772	\$	6,345	20.14%	\$ 31,502	\$	5,462	16.18%
Total Revenues and Transfers	\$	889,543	\$	976,869	49.77%	\$ 1,962,584	\$	942,965	3.60%
<i>Expenditures</i>									
<u>Library Operations</u>	\$	78,678	\$	144,097	7.22%	\$ 1,995,272	\$	172,012	-16.23%
50 Salaries		37,653		72,548	14.76%	491,573		78,566	-7.66%
52 Benefits		5,284		28,330	14.42%	196,481		37,390	-24.23%
54 Contractual Services		14,177		21,654	5.73%	377,618		17,621	22.89%
56 Supplies		4,565		4,565	6.96%	65,600		5,059	-9.77%
99 Debt Service		17,000		17,000	1.97%	864,000		33,375	-49.06%
Total Expenditures and Transfers	\$	78,678	\$	144,097	7.22%	\$ 1,995,272	\$	172,012	-16.23%
Surplus(Deficit)	\$	810,865	\$	832,772		\$ (32,688)	\$	770,954	

* June represents 17% of fiscal year 2025

July Director's Report 2024

Upcoming Events and Programs:

- **Adventure Begins: Summer Reading Program! Summer Reading Programs for all ages – June 1 through July 31**

Join the Yorkville Public Library for the 2024 Summer Reading Program, Adventure Begins! Go on an adventure to amazing places by reading books all Summer! How can you participate? Yorkville Public Library is issuing a passport to track how many minutes you read this Summer! Each milestone of minutes read earns your reader a chance to win prizes! Read your first 240 minutes and bring in your tracker sheet by June 29 for a chance to win two tickets to Raging Waves Waterpark! Read a total of 800 minutes, track them on your passport, and turn in your completed passport by August 7 to be entered into the final contest prize raffle!

SRP sponsors include Wendy's, Kane County Cougars, Subway, Keller's Farmstand, Sandwich Movie Theater, McDonald's, Raging Waves, Kuiper's Farm, Paisano's Pizza & Grill.

- **Animals Around the World – July 24 @ 3:00**

Incredible Bats will be here with a variety of animals including a sloth. Registration is required.

- **Kids Special Guest Readers for the month of July @10:30am**
 - July 8 – Ripped Jeans Duo
 - July 15 – Dancer, Averin
 - July 22 – Yorkville Police Department
 - July 29 – Yoga teacher, Karen Sterioti
- **Family Fort Night – Tue, July 16 and Mon, Aug 5 @ 7:00pm**
- **Color with the Cops – Tue, Aug 6 @ 10:30**
- **Bingo for Books – Thurs, Aug 8 @ 1:00**
- **Creek STOMP at Hoover – Mon, Aug 12 @ 9:00**

Past Programs & Highlights:

Our kids magic show program with Rob Thompson brought in 117 kids and parents to a captivating show.



The Family Fort Night was popular again this year – so popular that we are holding it again next month (Aug 5, 2024)



Library Operations:

We had an assessment of our LED lighting needs for a complete upgrade to the building. We should be receiving this report in the next week.

Ted has inspected roof and noticed 2 areas that will need to be repaired on the north side of the flat roof in the corners.

Staff:

The Sunshine Committee held a summer kickoff party in the meeting room and invited a few of the past employees. They had a photo booth and a spinning wheel for prizes. There was a pot luck with the library providing sandwiches from Jimmy Johns.

Other:

The Library Per Capita Grant money came in on 6/27 for \$31,976.51

Bright Farms has booked our meeting room for the entire week of July 8-12 for more staff training.

The Yorkville-Bristol Sanitary District will begin managing billing services directly for businesses, schools, government offices, and other non-residential entities. This change means that we will now be charged for our water usage/waste services. (This was previously listed on the utility bill from the City). Bart has confirmed that we will be charged \$427.50 per month (\$5,130 annually) starting on July 1, 2024.

At a City Department Head meeting, there was discussion about an increase of economic/residential development plans coming to the city.

The trustees have all received the HR Source 2024 library survey & supplementary survey that compares area libraries, staff, compensation packages, benefits, budgets, and wages.

I am researching a service for accepting credit cards for meeting room rentals and non-resident cards. We have recently seen an influx of activity for our meeting room rental.

Meetings & Events Attended:

- **Tue, June 4 - Harassment training**
- **Thurs, June 6 – Beach Party in Town Square Park**

- **Thurs, June 6 – RAILS Member Update**
- **Fri, June 7 – WSPY Visit**
- **Mon, June 10 – FOL meeting**
- **Mon, June 10 – Board Meeting**
- **Wed, June 12 – RAILS accessibility online seminar**
- **Tue, June 25 – Strategic Planning team meeting**

JUNE 2024 Programs

JUNE Youth Programs:

Name of Program	Age 0-5	Age 6-11	Age 12-18	Adult	All Ages	At Library	Off Site	Attendance
Beach Party Coupons	30	30	30		92		x	92
3D Print camp		10	55			x		65
Homeschool Community Art		8	7	9		x		24
AID Community Art				12		x		12
3D Printing		4	5	2		x		11
Window Art	2	6	1			x		9
Mommy and Me YOGA	6	4		10		x		20
Preschool zone	18			16		x		34
Tots and Toddlers	18			18		x		36
Library Intern		3	1			x		4
Drop in Story Time 16(4)	75	75	27	50	227	x		227
LEGO Kits	8	17	6			x		31
Book Club 3-5		22				x		22
Book Club 1-2		21				x		21
Farmacy Farmstand (2)	40	40	15	30	125		x	125
Toddler Play	12			12		x		24
Get Ready for Kindergarten (2)	45					x		45
4-H Science Explorers		9	4			x		13
Special Guest Reader - Vet	26	26		26	78	x		78
Special Guest Reader - Dental	15	17		15	47	x		47
Storybook Yoga		10		10		x		20
Magic Show	35	35	27	20	117	x		117
Stories in the Park (2)	23	23		23	69		x	69
Only One You (2)	6	13	7	19		x		45
Read with Paws	3	7	5	7		x		22
Tapestry Weaving	1	4	2	9		x		16
Family Fort Night	15	15		15	45	x		45
Summer Read						x		425
	378	399	192	303	800			1699
TOTAL JUN PROGRAMS								35
TOTAL JUN ATTENDANCE								1699

+8 passive programs with 836 attending (Escape Room, Coloring, Makerspace, Scavenger Hunt, Storywalk Vote, Obstacle Course, 3d Print-virtual, Facebook Storytime-virtual)

JUNE 2024 Adult Programs

6/3	ELL	2	6/18	Tuesday ELL	8
6/4	Threads & More	10	6/18	Attracting Butterflies	12
6/4	Books & Cooks	5	6/19	Wednesday ELL	3
6/4	Temple Grandin ILP	13	6/19	Cake Decorating	6
6/5	ELL	2	6/19	WorkNet Batavia	-
6/5	WorkNet Batavia	4	6/19	Thriller Book Club	11
6/5	Beekeeping 101	7	6/20	Thursday ELL	2
6/6	Chair Yoga	29	6/20	Dungeons & Dragons	11
6/6	Dungeons & Dragons	11	6/20	Chair Yoga	26
6/7	Roaming Readers	2	6/20	Men's Books Club	9
6/10	Monday ELL	6	6/21	Roaming Readers	-
6/11	Tuesday ELL	11	6/22	Saturday ELL	7
6/11	Dabblers AM	6	6/24	Monday ELL	7
6/11	Dabblers PM	13	6/24	Horror Book Club	8
6/12	Wednesday ELL	2	6/25	Tuesday ELL	5
6/12	Lunch Bunch	11	6/25	Donna Kelly Writing	12
6/13	Chair Yoga	22	6/26	Wednesday ELL	-
6/13	Thursday ELL	4	6/27	Chair Yoga	28
6/13	Dungeons & Dragons	11	6/27	Dungeons & Dragons	12
6/15	Saturday ELL	4	6/29	Saturday ELL	7
6/15	Genealogy	1			
6/17	Monday ELL	4		Total JUN Programs	42
6/17	Healthy Cooking	4		Total Attendance	362

+6 passive programs with 77 attending (Puzzle Table, Puzzle Exchange, Chess Table, Art Wall, Poem of the Week, Summer Reading Board)

Meeting Room Use: rentals- 19, library use- 20, zoom- 3

Board Room Use: community- 10, library- 9

Study Room Use: 140

Museum Pass: 16

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: Sands U.).

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YORKVILLE STATISTICS FOR FY25																
PRAIRIECAT																
	web renewals	web holds	chckouts+ renewals	chckouts	renewals	holds placed	holds filled	checkins	Items lent to other libraries	Items borrowed from other libraries	Items to Reciprocal Borrowers atYorkville	Items added	Patrons added			
MAY	754	1859	5891	5588	303	348	1768	5873	522	1442	235	332	90			
JUNE	840	2104	10045	9639	406	355	2157	7359	577	1786	224	485	171			
JUL																
AUG																
SEP																
OCT																
NOV																
DEC																
JAN																
FEB																
MAR																
APR																
Totals																
CIRCULATION TOTAL		ADULT	JUV.	YA	TOTAL				Books	Videos	Audios	Mag	other	Total Circs		
(use of resources)																
	ANCESTRY		E-READ IL			OMNI				OCLC						
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED					
MAY	26	14	51	130	71	898	1021	516		9	17					
JUN	133	38	70	163	91	954	993	524		9	17					
JUL																
AUG																
SEP																
OCT																
NOV																
DEC																
JAN																
FEB																
MAR																
APR																
Totals																

			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTALS
FY 2023 ATTENDANCE															
PATRON DOOR COUNT			7547	8500											
CURBSIDE PATRONS			6	4											
HOME DELIVERY			15	25											
CARDS ISSUED THROUGH WEBSITE			13	31											
CHILDREN'S AGE 0-5 PROGRAMS			13	18											
AGE 0-5 ATTENDANCE			518	378											
CHILDREN'S AGE 6-11 PROGRAMS			15	22											
AGE 6-11 ATTENDANCE			130	399											
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			7	8											
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			500	726											
NUMBER OF YA PROGRAMS			7	14											
YA PROGRAM ATTENDANCE			67	192											
NUMBER OF YA PASSIVE PROGRAMS			3	5											
YA PASSIVE PROGRAM ATTENDANCE			75	110											
YOUTH SUMMER/WINTER READING				425											
NUMBER OF ADULT PROGRAMS			42	42											
ADULT PROGRAM ATTENDANCE			420	362											
NUMBER OF ADULT PASSIVE PROGRAMS			6	6											
ADULT PASSIVE PROGRAM ATTENDANCE			105	77											
ADULT SUMMER/WINTER READING															
MEETING RM. RENTAL/COMMUNITY USE			4	19											
MEETING ROOM USE:			17	20											
BOARD ROOM USE			13	19											
STUDY ROOM USE			82	140											
MUSEUM PASS			16	16											
YOUTH COMPUTER SESSIONS			29	41											
ADULT COMPUTER SESSIONS			215	208											
YOUTH VOLUNTEER HOURS															
IPLAR NOTES: COUNT LIVE (SYNCHRONOUS) VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE															
COUNT VIEWS OF RECORDED (ASYNCHRONOUS) VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE															

More Special Events

Healthy Cooking with Jess

Retirement Well-th

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

Mondays @ 11:30 am
 July 15th
 August 19th
 September 16th
 October 21st
 November 18th
 December 16th

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

Thursday @ 10:15 am

July 11
 July 18
 July 25
 August 1



YPL Puzzle Swap

Do you have puzzles you're already done?
 Are they taking over your basement?
 Are you craving a new one?

Stop by the Yorkville Public Library and swap a few of your gently used puzzles for some of ours.

Puzzle Swap is located upstairs on the west side of the Adult Services department.



All puzzles must be 500 pieces or larger, in good condition, and in the original box. Please pack the pieces in a resealable plastic bag inside the box.

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



Yorkville Public Library
 902 GAME FARM RD,
 YORKVILLE, Illinois 60560
 630-553-4354
www.yorkville.lib.il.us/

Yorkville Public Library

Adult Services

upcoming programs

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

July 2024

Upcoming Special Events

Getting the Dirt on Gardening

Easy Care Natives

Many home gardeners would like to add native plants to their garden, but are unsure how to start. This program takes a look at the native plants that are low maintenance and grow in a wide range of conditions. Native grasses, wildflowers, trees and shrubs will be covered.

Wednesday, July 17th @ 6:00 pm

One Stop Career Resource Center

Get Help with the Job Hunt

workNet Batavia will be in the library for drop in career services. If you are looking for work, trying to enhance your skills, or thinking about pivoting to a new career, workNet Batavia, a non-profit career resource service, may be able to help you! Drop in to the Yorkville Public Library on select days and workNet's experienced staff will be available to assist you with one on one coaching, resume creation and enhancement, job search strategies, LinkedIn, mock interviews, and career readiness workshops.



Drop in sessions at the Yorkville library:
 2nd and 4th Wednesdays of the month



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.

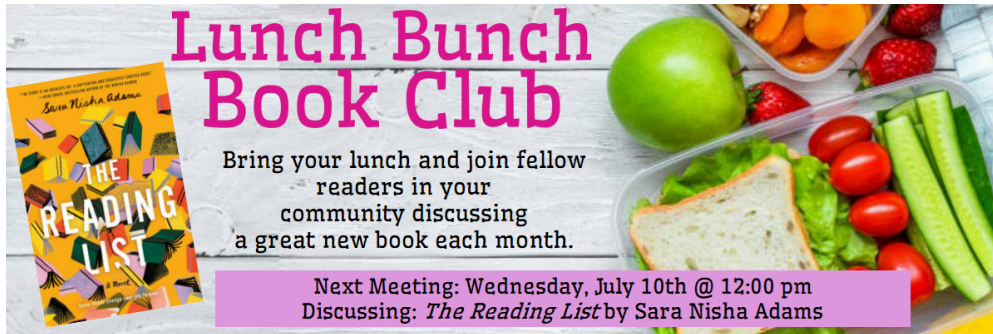


Social Programs

Lunch Bunch Book Club

Bring your lunch and join fellow readers in your community discussing a great new book each month.

Next Meeting: Wednesday, July 10th @ 12:00 pm
Discussing: *The Reading List* by Sara Nisha Adams



Roaming Readers Walking Book Club

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

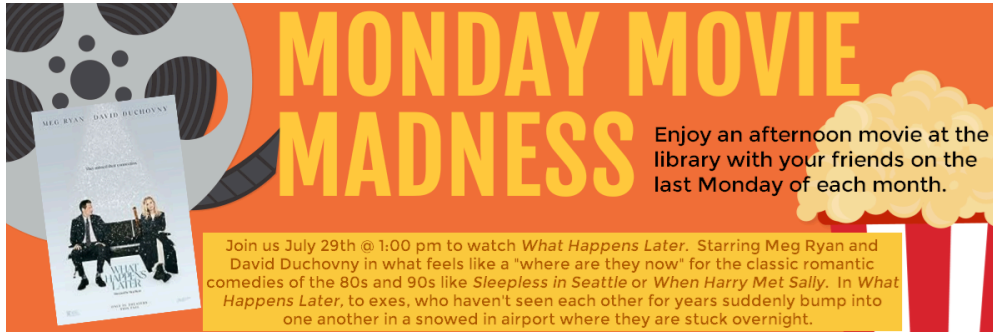
Fridays @ 9:00 am
July 5th & 19th
August 2nd & 16th
September 6th & 20th



MONDAY MOVIE MADNESS

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

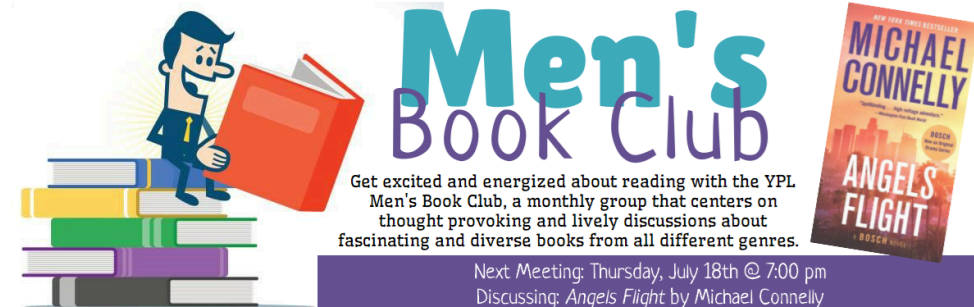
Join us July 29th @ 1:00 pm to watch *What Happens Later*. Starring Meg Ryan and David Duchovny in what feels like a "where are they now" for the classic romantic comedies of the 80s and 90s like *Sleepless in Seattle* or *When Harry Met Sally*. In *What Happens Later*, to exes, who haven't seen each other for years suddenly bump into one another in a snowed in airport where they are stuck overnight.



Men's Book Club

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

Next Meeting: Thursday, July 18th @ 7:00 pm
Discussing: *Angels Flight* by Michael Connelly



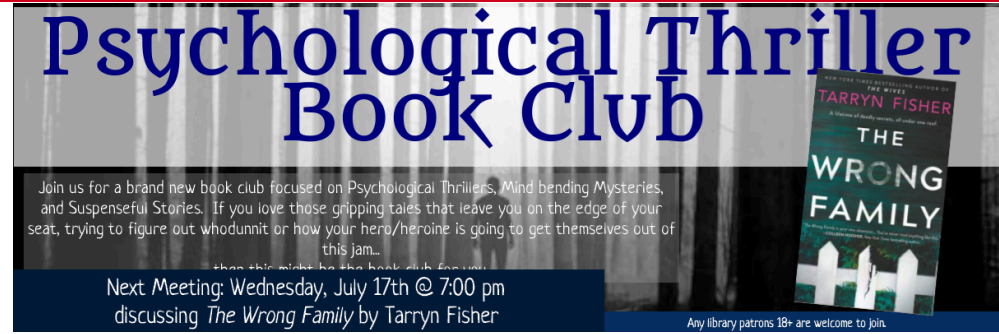
Social Programs

Psychological Thriller Book Club

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

Next Meeting: Wednesday, July 17th @ 7:00 pm
discussing *The Wrong Family* by Tarryn Fisher

Any library patrons 18+ are welcome to join.



Threads & More...

First Tuesday of every month at 10:00 am
Next meeting: July 2nd

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!



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

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

Next meeting: Tuesday, July 2nd @ 7:00 pm
Discussing and Eating
The Lemon by S.E. Boyd



HORROR BOOK CLUB

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

The Horror Book Club meets
the 4th Monday of every month.

Any library patrons 18+ are welcome to join.




JULY

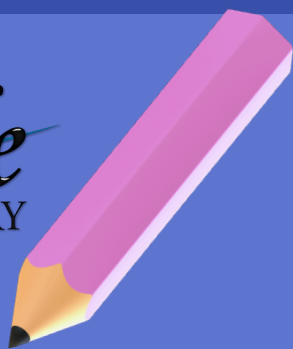
For more information on Yorkville Public Library's children's programs or to register, please visit our website at <http://www.yorkville.lib.il.us>



**ADVENTURE BEGINS @ YPL
SUMMER READING PROGRAM
JUNE 1-JULY 31**

**PICK UP YOUR PAPER READING LOG
and READING INCENTIVES**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 17 & 31 Facebook Spanish Story at 1:00 pm	1	2 Ice Painting at 10:30 <small>Registration Required</small>	3	4 CLOSED	5 DROP IN STORY TIME 10:30 @ YPL	6 3D Printing **IN PERSON <small>Registration Required</small> *SEE WEBSITE
7	8 SPECIAL Guest Reader @ 10:30 *SEE WEBSITE BOOK CLUB (GRADE 3-5) 4:00-4:30 <small>Registration Required</small>	9 Going on a Bear Hunt @ 10:30 & 1:00 <small>Registration Required</small> Window Art (July 8-12)	10 Preschool Zone 10:30 or 1:30 <small>Registration Required</small>	11 Get Ready For Kindergarten 11-11:45 <small>Registration Required</small> *SEE WEBSITE*	12 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00	13 VIRTUAL 3D PRINTING *SEE WEBSITE*
14	15 SPECIAL Guest Reader @ 10:30 *SEE WEBSITE 4-H Science Explorers 1:30 OR 2:15 <small>Registration Required</small> *SEE WEBSITE*	16 Storybook Yoga @ 10:30 <small>Registration Required</small> *SEE WEBSITE Family FORT Night 7:00-8:00 <small>Registration Required</small>	17 Stories in the Park Junior Women's Club Heartland Circle @ 10:30 Facebook Spanish Story at 1:00 pm	18 Toddler Play @ 10:30 <small>Registration Required</small> BOOK CLUB (1-2) 4:00-4:30 <small>Registration Required</small>	19 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00	20
21 LEGO Kits July 22- 26 <small>Registration Required</small> *SEE WEBSITE 	22 SPECIAL Guest Reader @ 10:30 *SEE WEBSITE BOOK CLUB (GRADE 3-5) 4:00-4:30 <small>Registration Required</small>	23 Macrame Mini Wall Hanging (all ages) 1:00-3:00 <small>Registration Required</small>	24 Stories in the Park Price Park @ 10:30 Animals Around the World Show @ 3:00 <small>Registration Required</small>	25 Tots and Toddlers @ 10:30 <small>Registration Required</small> BOOK CLUB (1-2) 4:00-4:30 <small>Registration Required</small>	26 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00	27 Read With Paws 10:30-11:30 <small>Contact Library for appointment time</small>
28	29 SPECIAL Guest Reader @ 10:30 *SEE WEBSITE	30 Farmacy Farmstand Story Time @ 10:30	31 Stories in the Park Beecher Park @ 10:30 Facebook Spanish Story at 1:00 pm	ESCAPE ADVENTURE: This Escape Adventure is available the entire month of July. Contact the library for an appointment.		



Monthly Statistics June 2024

Checkouts
2024: 10,885
2023: 9,625
Change: +13.09%

Visits
2024: 8,500
2023: 7,535
Change: +12.81%

New Cardholders Added
2024: 171
2023: 197
Change: -13.20%

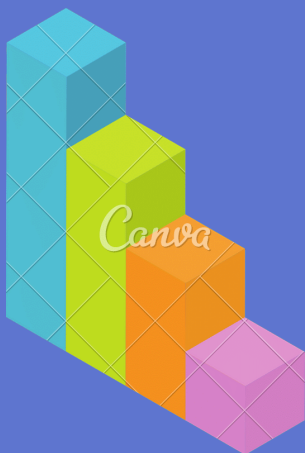


Technology Stats

Digital Checkouts	Computer Use	Website Hits
2024: 2,180 2023: 1,622 Change: +34.40%	2024: 249 2023: 256 Change: -2.73%	2024: 6,731 2023: 5,934 Change: +13.43%

Events and Programs

2024: 115
2023: 103
Change: +11.65%



Events and Program Attendance

2024: 2,669
2023: 2,626
Change: +1.64%

Items Added

2024: 485
2023: 277
Change: +75.09%





Strategic Plan

2024 - 2027



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Next Steps	10



Introduction

Yorkville Public Library strives to maintain its status as a lifelong resource within the community. Our dedicated staff and varied services work to create a thriving and inclusive space for our patrons within our physical walls and beyond.

Utilizing feedback from the community and our key stakeholders, we underwent a comprehensive strategic planning process to align our resources with our community's emerging priorities. Implementing this new strategic plan will allow YPL to focus efforts on:

- Maximizing community engagement and library services,
- Optimizing usage of library spaces, and
- Prioritizing the future growth of the organization.

Yorkville Public Library initiated a strategic planning process starting in late 2023. Fast Forward Libraries LLC was engaged in January 2024 to facilitate the planning process in three phases: **Learn, Dream, Do**. The Learn phase entailed forming a Planning Team to guide the process, gathering feedback from staff and trustees, conducting a community survey, and leading focus groups. In the Dream phase, trustees and staff members discussed priorities and possible future pathways for the library at retreat sessions. This strategic plan will guide the library through the Do phase, as the library carries out its vision for the future.

Process Timeline

January 2024 - August 2024

The Planning Team spent several months learning about community needs and developing strategies to advance the library's mission over the next three years.

January	Planning Team Kick-Off
February - April	Community Survey; Staff Capacity Assessment; Focus Groups and Interviews
May	Learning Report; Planning Team Meeting, Board and Staff Retreats
May - June	Plan Development
June - August	Plan Review and Presentation to Board; Transition to Implementation

Vision

Connect Community, Explore Opportunities, Enrich Minds

Mission

1. We are a welcoming hub that nurtures the love of reading and lifelong learning, provides access to support and resources, and connects people with education, entertainment, inspiration, and a sense of community.
2. We are a welcoming hub of connection and information, bringing the community together through discovery and lifelong learning.
3. We provide a welcoming/inclusive community hub in which to explore and discover the infinite possibilities of lifelong learning.





STRATEGIC DIRECTION 1:

Maximize Community Engagement and Library Services

Goals:

- 1.1 Strengthen local partnerships and expand outreach services to the community
- 1.2 Broaden communications to raise awareness of all the library offers
- 1.3 Innovate services to better connect the community to inclusive programs and collections

Potential Outcomes:

- The library has increased visibility in the community
- People think of the library when they have a need or are looking for a partner
- Increased overall library usage
- People have a better perception and understanding of what the library offers
- People see themselves in library advertising
- People feel their interests and cultures are represented in library programming and collections



STRATEGIC DIRECTION 2:

Optimize Usage of Library Spaces

Goals:

2.1 Analyze library spaces and make updates based on community needs

Potential Outcomes:

- Better understand how the community is using library spaces
- Community indicates what their needs are for current and future facility usage
- People feel comfortable in the library's spaces
- Spaces have flexible uses



STRATEGIC DIRECTION 3:

Prioritize the Future Growth of the Organization

Goals:

3.1 Cultivate organizational development to support staff and Trustees

3.2 Plan for growth of services to support the expanding population

Potential Outcomes:

- Internal success leads to external success
- Long-term retention of staff
- Positive feedback from community
- Staff and Board members feel confident in their roles
- More funds allow the library to be open more hours and hire more staff
- The community indicates the library is meeting their needs for accessibility and services

Next Steps

Implementation and Evaluation

Now that this plan has been adopted by the Yorkville Public Library Board of Trustees, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once the plan implementation is underway. The status of the plan and its implementation will be reported regularly to trustees and stakeholders.





Planning Committee

Shelley Augustine, Library Director
 Mike Curtis, Director of Adult Services
 Jennette Weiss, Director of Youth Services
 Sharyl Iwanski-Goist, Circulation Manager
 Madison Ward, Technical Services Manager
 Katelyn Gregory, Community Relations &
 Marketing Coordinator
 Theron Garcia, Library Board President
 Rosie Millen, Library Board Secretary

Board of Trustees

Theron Garcia, SHRM-CP, President
 Ryan Forristall, Vice President
 Jackie Milschewski, Treasurer
 Rosie Millen, Secretary
 Tara Schumacher
 Jason Hedman
 Wendy Gatz
 Keri Pesola

Visit us at:

902 Game Farm Rd
 Yorkville, IL 60560
 630-553-4354
www.Yorkville.lib.il.us

Hours of Operation

Mon-Thurs 9:00am - 7:00pm
 Friday 9:00am - 5:00pm
 Saturday 9:00am - 4:00pm
 Closed on Sunday



Connect Community, Explore Opportunities, Enrich Minds

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IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30727
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0600
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Yorkville Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	902 Game Farm Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Yorkville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60560
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	902 Game Farm Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Yorkville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60560
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6305534354
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6305530823
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.yorkville.lib.il.us

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Shelley Augustine
1.15 Title	Library Director
1.16 Library Director's E-mail	saugustine@yorkville.lib.il.us

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the

updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Kendall
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	21,533
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

- 1. An organized collection of printed or other library materials, or a combination thereof;
- 2. Paid staff;
- 3. An established schedule in which services of the staff are available to the public;
- 4. The facilities necessary to support such a collection, staff, and schedule; and
- 5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
YORKVILLE P.L.	YORKVILLE PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
YORKVILLE P.L.	30727	3072700

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
YORKVILLE P.L.	902 GAME FARM ROAD		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
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YORKVILLE P.L.	YORKVILLE	60560
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County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
YORKVILLE P.L.	Kendall		6305534354	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
YORKVILLE P.L.	40,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
YORKVILLE P.L.	2,860	52	83,802

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Shelley Augustine
3.5 Telephone Number of Person Preparing Report	630-553-4354
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	saugustine@yorkville.lib.il.us

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Theron Garcia
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2026
5.8 Telephone Number	630-440-5586
5.9 E-mail Address	theron.garcia@yorkville.lib.il.us
5.10 Home Address	P.O. Box 1062
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Second member

5.5 Name	Rosie Millen
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2026
5.8 Telephone Number	630-205-3172
5.9 E-mail Address	rosie.millen@yorkville.lib.il.us
5.10 Home Address	1807 Country Hills Dr
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Third member

5.5 Name	Jackie Milschewski
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-251-8083
5.9 E-mail Address	jackie.milschewski@yorkville.lib.il.us
5.10 Home Address	401 Heustis St

5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Fourth member

5.5 Name	Bret Reifsteck
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2024
5.8 Telephone Number	630-335-3447
5.9 E-mail Address	bret.reifsteck@yorkville.lib.il.us
5.10 Home Address	108 Naden Court
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Fifth member

5.5 Name	Tara Schumacher
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2024
5.8 Telephone Number	630-362-0913
5.9 E-mail Address	tara.schumacher@yorkville.lib.il.us
5.10 Home Address	302 Oakwood St
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Sixth member

5.5 Name	Ryan Forristall
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	815-570-9046
5.9 E-mail Address	ryan.forristall@yorkville.lib.il.us
5.10 Home Address	1984 Banbury Ave
5.11 City	Yorkville
5.12 State	Illinois
5.13 Zip Code	60560

Seventh member

5.5 Name	Keri Pesola
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2025
5.8 Telephone Number	630-870-0109
5.9 E-mail Address	keri.pesola@yorkville.lib.il.us
5.10 Home Address	1162 Spring St
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Eighth member

5.5 Name	Jason Hedman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2026
5.8 Telephone Number	630-385-2923
5.9 E-mail Address	jason.hedman@yorkville.lib.il.us
5.10 Home Address	1092 Canary Ave

5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

Ninth member

5.5 Name	Wendy Gatz
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2024
5.8 Telephone Number	630-383-8039
5.9 E-mail Address	wendy.gatz@yorkville.lib.il.us
5.10 Home Address	1319 Evergreen Ln
5.11 City	Yorkville
5.12 State	IL
5.13 Zip Code	60560

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum? ¹	No
6.1b If so, please describe	Area in childrens' department has low lighting & a quiet space.
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year	335
6.3 Total Number of Study Rooms ²	3
6.3b Total number of times study room(s) used by the public during the fiscal year	788

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$8,634,343
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$921,062 for Library Operations. \$350,883 for Library Capital.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds

still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$830,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	\$100,000 for 2006 Bond. \$730,000 for 2013 Refunding Bond.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,785,977
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$1,885,057

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$31,761
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$13,545
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$45,306

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$1,500
8.10 Other federal funds received	\$0
8.11 If Other, please specify	

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$0
8.14 Other receipts intended to be used for operating expenditures	\$59,056
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$59,056
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$1,891,839
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$895,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$449,556
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$172,276
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	

9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]

\$621,832

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$43,084
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$5,437
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$3,989
10.3b Please list the types of materials purchased in 10.3a	DVD's, Audio Books, and CD's
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$52,510

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,089,077
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,763,419

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$169,337
12.5 If Other, please specify	\$169,000 development fees. \$337 misc.
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$169,337

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$70,013
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary				
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] ³	0.00
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	5	5	5	\$137.27	200.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Library Director	Library Director	Less than a Bachelor's degree with LTA	\$39.74	40.00
	Circulation Manager	Circulation	Less than a Bachelor's degree	\$28.20	40.00
	Director of Youth Services	Children's Services	Bachelor's Degree: No library science	\$24.18	40.00
	Director of Adult Services	Adult Services	Master's Degree: Not in library science	\$24.15	40.00
	Technical Service Manager	Cataloging	Less than a Bachelor's degree	\$21.00	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	5.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	5.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees		220.00
13.14 Minimum hourly rate actually paid	56	\$14.00
13.15 Maximum hourly rate actually paid		\$15.75

13.16 Total FTE Group C employees (13.13 / 40)	5.50
Group D	
This category includes full-time and part-time pages or shelveers.	
13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E	
This category includes full-time and part-time building maintenance, security or plant operation employees.	
13.21 Total hours worked in a typical week by all Group E employees	0.00
13.22 Minimum hourly rate actually paid	\$0.00
13.23 Maximum hourly rate actually paid	\$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	5.50
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	10.50

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	83,802
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: “Guidance for Programs: Live Virtual and Recorded”, “How to Count Programs and Activities”, and “Virtual Programming Guidelines”.

Self-Directed Activities:
A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: “Guidance for Programs: Live Virtual and Recorded”, “How to Count Programs and Activities”, and “Virtual Programming Guidelines”.

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	130	3,623	46	3,850
Children (6-11)	143	3,976	46	3,850
Young Adults (12-18)	63	731	30	727
Adults (19 and older)	493	4,796	51	988
General Interest	0	0	0	0
Total	829	13,126	173	9,415

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	797	11,537
Synchronous In-Person Offsite Program Sessions	18	1,418
Synchronous Virtual Program Sessions	14	171
Total	829	13,126

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	26
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	1,582

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	5,654
16.2a Total Number of Unexpired Non-resident Cards	110
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	3
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	4
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$13,208.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	5,764
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	69,751
17.2 Current Print Serial Subscriptions	59
17.3 Total Print Materials (17.1+17.2)	69,810
17.4 E-books Held at end of the fiscal year [PLS 451]	110,561
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	4,014
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	34,961
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	3,359
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	0
17.6c Other Circulating Physical Items [PLS 462]	2,049
17.6d Total Physical Items in Collection [PLS 461]	79,173

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	59	5
17.8 State (state government or state library) [PLS 457]		16

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	56,156
18.2 Number of young adult materials loaned	6,409
18.3 Number of children's materials loaned [PLS 551]	52,628
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	115,193

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	81,670
18.6 Videos/DVDs- Physical	4,955
18.7 Audios (include music)- Physical	2,220
18.8 Magazines/Periodicals- Physical	277
18.9 Other Items- Physical [PLS 561]	790
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	89,912
18.11 Use of Electronic Materials [PLS 552]	25,281
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	115,193
18.13 Successful Retrieval of Electronic Information [PLS 554]	2,389
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	27,670
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	117,582
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	7,544
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	16,722

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	7,800
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

-1Unknown

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

61

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

35

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

45 Mbps or more

21.2b If Other, please specify

21.3 What is the monthly cost of the library's internet access?

\$250

21.4 Number of Internet Computers Available for Public Use [PLS 650]

30

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

3,070

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

8,477

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

21.9 Number of website visits or sessions to your library website [PLS 653]

69,785 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

Yes

22.2a If YES, did your library apply for Category 1, Category 2 or both?

Category 1

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

\$2,999

22.3 If NO, why did your library NOT participate in the E-rate program?

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$2,317

23.2 Does the above amount include travel expenses?

Yes

23.3 How many hours of training did employees receive this year?

250.00

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

No

23.5 Would you like to receive autism training at your library?

Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

-1No Comments

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Shelley Augustine	06/21/2024
President	Theron Garcia	06/24/2024
Secretary	Rosie Millen	06/23/2024

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 6.1 This area has now been turned into a play space with puppet show, train table, play kitchen, and various toys and puzzles. (0-2024-06-24)

², 6.3 We are using one of our study rooms as a permanent Escape Room passive program. (0-2024-06-24)

³, 13.5 n/a (0-2024-06-21)