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DRAFT

Yorkville Public Library
Board of Trustees Meeting
Monday, November 10, 2025 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Sharon Mix-yes, Valerie Burd-yes

Others Present:

Library Director Shelley Augustine, Tiffany Forristall (7:19pm)

Recognition of Visitors: Ms. Garcia recognized staff.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: October 13, 2025 Library Board of Trustees

Ms. Augustine noted 2 corrections on page 1: Kathi Murphy should be Kathi Bell. Motion by Ms. Milschewski and second by Ms. Garcia, to approve the minutes as corrected. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes. Carried 9-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Mix presented the report on behalf of the Friends of the Library. She gave the treasurer's report information and a projection of this year's fundraising amounts which will be similar to the money raised last year. Friends of the Library were represented at the Midland Bank Community Day, the Maciano's Pizza fundraiser yielded \$827, twelve members unpacked the new meeting room chairs, a free-will donation box is available when the Friends sponsor any event, the Friends participated in and provided snacks for the recent Trivia Night and a raffle basket will be featured at the second book sale in March. Mini golf will be suspended this fiscal year but will be discussed next year, a meeting for Tablesapes will be held this week and merchandise is still available.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski noted there is a corrected Bill List Summary and the final payment for the chiller was made in the amount of \$23,000.

Payment of Bills

Treasurer Milschewski entertained a motion to approve the corrected bill list and pay the bills as presented, second by Ms. Garcia.

\$ 50,765.92	Accounts Payable
\$ 49,773.74	Payroll
\$100,539.66	Total

Roll call: Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried 9-0.

Report of the Library Director:

Director Augustine reported the following:

1. She pointed out the brochure featuring the new mobile app.
2. Book supplier Baker & Taylor is closing their doors and a new account has been set up with a new company until a permanent supplier is found. Baker and Taylor also provided e-book service which will be migrated to the Palace Project which has a better e-license with access to e-book titles.
3. Received several e-rate bids through the consultant to replace switches in the IT room. Trustee Hedman assisted with evaluation of the bids and it was re-bid to include installation and configuration and a local vendor will be chosen.
4. The lighting vendor is looking at options for ceiling fixtures as they prefer not to retrofit the present ones as they are not up to standards.
5. Staff members were able to use a pair of jumper cables from the “Library of Things” to start a patron's car when the library was closing.
6. There has been a lot of inter-action with the banned book post on social media.
7. Director met with White Oak Library District's Foundation who has an interest in the tablescape project.
8. A full-time staff member has been out on medical leave and Ms. Augustine thanked her staff for stepping up to help in her absence.
9. Director has been invited to a planning meeting with Kendall County Semiquincentennial group to coordinate plans for the 250 years of the Declaration of Independence.
10. Last month the Chamber reached out to library to assist with BizBoo during inclement weather. They needed an indoor spot for vendors and the library set up 6 tables for them. Ms. Augustine said she will ask to participate in this manner next year as it was great exposure for the library.

City Council Liaison: None
Standing Committees: None
Unfinished Business: None

New Business:

Review Illinois Public Library Standards: Marketing & Promotions, Advocacy & Community Engagement, Information Services, Programming

Ms. Augustine continued this review process from previous meetings and discussed the library's progress in each of the 4 categories shown above. She noted that some of the library policies will need to be updated.

Demonstration of the iLEAD Trustee Training portal

<https://www.ileadtrustee.org/ilead-trustee/>

A Senate resolution has recently been passed that expresses their opinion and is highly recommended to expand trustee training opportunities on governance, ethics and policy matters. Ms. Augustine said each Trustee needs to set up an “L2” account to access the training being offered. She will email instructions to each Trustee again.

Executive Session: None

New Business cont. None

Adjournment:

There was no further business and Ms. Garcia moved and Ms. Milschewski seconded to adjourn. Unanimous voice vote approval, adjourned at 7:43pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900170	FNBO	FIRST NATIONAL BANK OMAHA			11/25/25		
	112525-JULIE.GALAUNER	10/31/25	01	AMAZON-BIZ BOO COSTUME		79-795-56-00-5606	39.98
			02	AMAZON-HOLIDAY CELEBRATION		79-795-56-00-5606	1,061.46
			03	SUPPLIES		** COMMENT **	
			04	AMAZON-RETURNED CUP CREDIT		79-795-56-00-5606	-99.98
			05	COLINS AWARDS-TROPHY		79-795-56-00-5606	42.25
			06	AMAZON-HOLIDAY CELEBRATION		79-795-56-00-5606	159.96
			07	SUPPLIES		** COMMENT **	
			08	AMAZON-CLIPS		79-795-56-00-5606	16.68
			09	FUN EXPRESS-ORNAMENT CRAFT		79-795-56-00-5606	143.28
			10	KITS		** COMMENT **	
				INVOICE TOTAL:			1,363.63 *
	112525-A.DENSBERGER	11/18/25	02	CANCELLATION REFUND		** COMMENT **	
	112525-A.DENSBERGER	11/18/25	03	RESIDENCE INN-TRAINING LODGING		01-210-54-00-5415	592.12
			04	WALMART-ARIDE CLASS SUPPLIES		01-210-56-00-5620	72.29
			05	WALMART-ARIDE CLASS SUPPLIES		01-210-56-00-5620	157.36
				INVOICE TOTAL:			821.77 *
	112525-A.ROSA	10/31/25	01	MENARDS#101425-WATER		01-220-56-00-5620	11.96
				INVOICE TOTAL:			11.96 *
	112525-A.ROZBORSKI	10/31/25	01	APWA-IPSI SPRING 2026		01-410-54-00-5412	850.00
			02	INSTITUTE REGISTRATION		** COMMENT **	
			03	RURAL KING-OIL		01-410-56-00-5620	138.96
			04	M&K TRUCK-POWER WINDOW REPAIR		01-410-56-00-5640	628.44
				INVOICE TOTAL:			1,617.40 *
	112525-A.SIMMONS	10/31/25	01	GOTO-OCT 2025 PHONE SYSTEM		01-110-54-00-5440	179.03
			02	GOTO-OCT 2025 PHONE SYSTEM		01-220-54-00-5440	190.96
			03	GOTO-OCT 2025 PHONE SYSTEM		01-120-54-00-5440	131.29
			04	GOTO-OCT 2025 PHONE SYSTEM		01-210-54-00-5440	954.82
			05	GOTO-OCT 2025 PHONE SYSTEM		79-795-54-00-5440	190.96
			06	ADS-ANNUAL ALARM MONITORING		82-820-54-00-5462	1,092.12
			07	COMCAST-09/20-10/19 INTERNET		01-110-54-00-5440	82.48
			08	AT 651 PP		** COMMENT **	
			09	COMCAST-09/20-10/19 INTERNET		01-220-54-00-5440	87.98
			10	AT 651 PP		** COMMENT **	
			11	COMCAST-09/20-10/19 INTERNET		01-120-54-00-5440	60.49
			12	AT 651 PP		** COMMENT **	
			13	COMCAST-09/20-10/19 INTERNET		79-790-54-00-5440	87.97
			14	AT 651 PP		** COMMENT **	
			15	COMCAST-09/20-10/19 INTERNET		01-210-54-00-5440	439.90
			16	AT 651 PP		** COMMENT **	
			17	COMCAST-09/20-10/19 INTERNET		79-795-54-00-5440	87.98

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900170	FNBO	FIRST NATIONAL BANK OMAHA			11/25/25		
	112525-J.NAVARRO	10/31/25	04	MAHONEY-ORACLE FUSION CLOUD		24-216-54-00-5446	407.88
			05	APPLICATIONS		** COMMENT **	
			06	CARLSON FIRE-SPRINKLER		24-216-54-00-5446	790.00
			07	INSPECTION AT 651 PP		** COMMENT **	
			08	FERGUSON-PAPER TOWEL		24-216-56-00-5656	213.15
				INVOICE TOTAL:			1,943.15 *
	112525-J.WEISS	10/31/25	01	AMAZON-KIDS PROGRAM SUPPLIES		82-000-24-00-2480	32.20
			02	AMAZON-BOOK		82-820-56-00-5671	24.83
			03	DOLLAR TREE-HALLOWEEN SUPPLIES		82-000-24-00-2480	27.50
			04	AMAZON-GLOW IN THE DARK PAPER		82-000-24-00-2480	11.99
			05	AMAZON-KIDS PROGRAM SUPPLIES		82-000-24-00-2480	120.19
			06	TARGET-BIZ BOO CANDY		82-820-56-00-5671	61.62
			07	AMAZON-PICTURE FRAMES		82-000-24-00-2480	7.89
			08	TARGET-GIFT CARDS		82-000-24-00-2480	25.00
			09	AMAZON-DINOVEMBER SUPPLIES		82-000-24-00-2480	54.34
				INVOICE TOTAL:			365.56 *
	112525-JAKE.GALAUNER	10/31/25	01	BSN#931414262-BASEBALL JERSEYS		79-795-56-00-5606	2,255.15
			02	BSN#931593369-BASKETBALL		79-795-56-00-5606	630.00
			03	COACHES SHIRTS		** COMMENT **	
			04	BSN#931593368-BASEBALL JERSEYS		79-795-56-00-5606	470.64
			05	BSN#931593367-BASEBALL JERSEYS		79-795-56-00-5606	764.79
			06	BSN#931593370-SOCCER JERSEYS		79-795-56-00-5606	2,495.00
			07	BSN#931672887-BASEBALL JERSEYS		79-795-56-00-5606	1,137.38
			08	BSN#931615684-BASEBALL JERSEYS		79-795-56-00-5606	1,039.33
			09	BSN#931688585-BASKETBALL		79-795-56-00-5606	3,049.75
			10	JERSEYS		** COMMENT **	
			11	AMAZON-CORK BOARD		79-795-56-00-5607	47.80
			12	BSN#931823212-BASKETBALL		79-795-56-00-5606	415.00
			13	SCOREBOARD		** COMMENT **	
				INVOICE TOTAL:			12,304.84 *
	112525-K.BALOG	10/31/25	01	ACCURINT-AUG 2025 SEARCHES		01-210-54-00-5462	200.00
			02	AMAZON-CHARGE CORDS		01-210-56-00-5620	97.40
			03	AMAZON-FLASHLIGHT		01-210-56-00-5620	150.55
			04	STRYPES-INSTALL SQUAD GRAPHICS		25-205-60-00-6070	2,236.00
			05	AMAZON-SPOTLIGHT		01-210-56-00-5620	165.62
			06	ACCURINT-SEPT 2025 SEARCHES		01-210-54-00-5462	200.00
				INVOICE TOTAL:			3,049.57 *
	112525-K.BARKSDALE	10/31/25	01	OLD POST OFFICE-APA CONFERENCE		01-220-54-00-5415	80.00
			02	PARKING		** COMMENT **	
			03	FLOS KITCHEN-APA CONFERENCE		01-220-54-00-5415	25.04
			04	MEAL		** COMMENT **	

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900170	FNBO	FIRST NATIONAL BANK OMAHA		11/25/25		
	112525-M.CARYLE	10/31/25	25 O'REILLY-FUSE KIT		01-210-56-00-5620	35.99
			26 CASEYS-ICE		01-210-56-00-5620	12.10
					INVOICE TOTAL:	12,566.55 *
	112525-M.CISIJA	10/31/25	01 JEWEL-COOKIE TRAYS FOR CC		01-110-56-00-5610	49.93
			02 KEND PRINT-BUSINESS CARDS,NAME		01-110-56-00-5610	214.00
			03 PLATES		** COMMENT **	
					INVOICE TOTAL:	263.93 *
	112525-M.CURTIS	10/31/25	01 AMAZON-WATER, CUPS, CUTLERY		82-820-56-00-5620	17.49
			02 AMAZON-PLATES, NAPKINS, TABLE		82-820-56-00-5620	54.27
			03 CLOTHS		** COMMENT **	
					INVOICE TOTAL:	71.76 *
	112525-M.MCGREGORY	10/31/25	01 MENARDS#100325-WRENCH,		51-510-56-00-5630	47.91
			02 SCREDRIVER		** COMMENT **	
			03 MENARDS#100825-SILICONE		51-510-56-00-5640	52.96
					INVOICE TOTAL:	100.87 *
	112525-M.NELSON	10/31/25	01 ARROWHEAD-WEAPON STORAGE BOX		01-210-56-00-5620	137.74
			02 AMAZON-MOBILE FILE CABINET		01-210-56-00-5610	66.49
			03 MENARDS#101325-CABLE TIES		01-210-56-00-5620	8.99
					INVOICE TOTAL:	213.22 *
	112525-M.SENG	10/31/25	01 NAPA#398995-BREAK AWAY		01-410-56-00-5640	16.86
			02 ACE-NUTS		01-410-56-00-5620	1.98
			03 NAPA#399073-BATTERY PROTECT		01-410-56-00-5640	9.12
			04 FLATSOS#37403-TIRES		01-410-56-00-5640	1,000.00
			05 FLEET PRIDE-LED LIGHT BAR		01-410-56-00-5640	77.63
			06 FLEET PRIDE-TAX ADJUSTMENT		01-410-56-00-5640	-5.75
					INVOICE TOTAL:	1,099.84 *
	112525-M.WARD	10/31/25	01 AMAZON-BOOKS		82-820-56-00-5686	124.79
			02 AMAZON-BOOKS		82-820-56-00-5686	126.45
			03 AMAZON-BOOKS		82-820-56-00-5686	100.24
					INVOICE TOTAL:	351.48 *
	112525-P.LANDA	10/31/25	01 MENARDS#101525-PAINT, BRUSH,		79-790-56-00-5640	26.25
			02 THREADLOCKER		** COMMENT **	
			03 MENARDS#101625-JOINT FILLER		79-790-56-00-5640	72.82
			04 MENARDS#101725-JOINT FILLER,		79-790-56-00-5640	101.44
			05 CAUTION TAPE		** COMMENT **	
			06 NAPA#399561-SPARK PLUGS		79-790-56-00-5640	13.32
			07 MENARDS#101325-LANDSCAPE BLOCK		79-790-56-00-5640	20.94
			08 FLATSOS#37475-TIRES		79-790-54-00-5495	203.43

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900170	FNBO FIRST NATIONAL BANK OMAHA			11/25/25		
	112525-R.HORNER	10/31/25	06 MENARDS#102425-ENGINE CARB		79-790-56-00-5640	9.99
			07 MENARDS#092925-RODS,		79-790-56-00-5630	52.38
			08 ORGANIZER, WASHERS, NUTS		** COMMENT **	
			09 RIVER VIEW-BRAKE REPAIR		79-790-54-00-5495	1,506.46
					INVOICE TOTAL:	2,465.98 *
	112525-R.MIKOLASEK	10/31/25	01 ILACP-MEMBERSHIP RENEWAL		01-210-54-00-5460	115.00
			02 MIDWAY-AIRPORT PARKING		01-210-54-00-5415	75.00
			03 HILTON-CONFERENCE LODGING		01-210-54-00-5415	1,203.80
			04 IFPCA-MEMBERSHIP RENEWAL		01-210-54-00-5411	400.00
			05 LOGO FACTORY-STAFF ATTIRE		01-210-56-00-5600	187.92
					INVOICE TOTAL:	1,981.72 *
	112525-S.AUGUSTINE	10/31/25	01 AMAZON-CHAIR GLIDES		82-820-56-00-5610	25.94
			02 ILA-LEGISLATIVE LUNCH		82-820-54-00-5412	40.00
			03 REGISTRATION		** COMMENT **	
			04 BOOK PAGE-ANNUAL SUBSCRIPTION		82-000-24-00-2480	420.00
			05 AMAZON-CHAIR GLIDES, GLUE		82-820-56-00-5610	148.57
			06 AMAZON-CHAIR GLIDE CREDIT		82-820-56-00-5610	-12.95
			07 AMAZON-BOOKS		82-820-56-00-5686	338.26
			08 AMAZON-BOOKS		82-820-56-00-5686	209.74
			09 AMAZON-CRAFT KNIFE		82-820-56-00-5620	6.19
			10 EMBASSY SUITES-ILA CONFERENCE		82-820-54-00-5415	807.91
			11 LODGING		** COMMENT **	
			12 EMBASSY SUITES-PARKING		82-820-54-00-5415	39.00
			13 AMAZON-BOOKS		82-820-56-00-5686	34.55
			14 TARGET-CARDS, ELECTRONICS		82-820-56-00-5610	61.98
			15 AMAZON-GIFT BASKET		82-820-56-00-5610	41.79
			16 AMAZON-CLEANING DUSTER		82-820-56-00-5610	15.49
			17 BEACON-SUBSCRIPTION RENEWAL		82-820-54-00-5460	201.50
			18 AMAZON-DESK CALENDAR		82-820-56-00-5610	11.98
					INVOICE TOTAL:	2,389.95 *
	112525-S.DIAZ	10/31/25	01 AMAZON-POSTAGE MACHINE BRUSH		01-110-56-00-5610	34.95
			02 AMAZON-COPY PAPER, KLEENEX		01-110-56-00-5610	171.38
			03 AMAZON-PAPER CLIPS		01-110-56-00-5610	28.48
					INVOICE TOTAL:	234.81 *
	112525-S.IWANSKI	10/31/25	01 USPS-POSTAGE		82-820-54-00-5452	45.34
			02 AMAZON-THERMAL PAPER		82-820-56-00-5610	49.99
			03 AMAZON-STICKY NOTES, STAPLES,		82-820-56-00-5610	63.06
			04 MARKERS		** COMMENT **	
					INVOICE TOTAL:	158.39 *
	112525-S.MENDEZ	10/31/25	01 MONDAY COFFEE-APA CONFERENCE		01-220-54-00-5415	7.44

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900170	FNBO	FIRST NATIONAL BANK OMAHA		11/25/25		
	112525-T.HOULE	10/31/25	09 SHOREWOOD-STARTER MOTOR KIT		79-790-56-00-5640	276.40
			10 AMAZON-TOOL SET		79-790-56-00-5630	26.97
			11 US BRONZE-MEMORIAL PLAQUE		79-790-56-00-5620	349.25
			12 MENARDS#102825-CLIPS,TAPE,		79-790-56-00-5640	99.90
			13 GREASE		** COMMENT **	
			14 MENARDS#101525-ELECTRICAL TAPE		79-790-56-00-5620	9.46
					INVOICE TOTAL:	1,288.20 *
	112525-T.MILSCHEWSKI	10/31/25	01 MENARDS#100825-DOWNSPOUT		24-216-56-00-5656	18.98
			02 MENARDS#WASHERS, NUTS, BOLTS		82-820-54-00-5495	13.81
			03 HOME DEPO-WALL LIGHTS		24-216-56-00-5656	49.97
			04 HOME DEPO-EMERGENCY LIGHTS		82-820-54-00-5495	91.94
			05 MENARDS#GLOVES, SALT		24-216-56-00-5656	30.95
			06 MENARDS#1102125-BATTERIES		24-216-56-00-5656	7.99
			07 MENARDS#093025-MIXING BOWL,		24-216-56-00-5656	24.96
			08 VALVES		** COMMENT **	
			09 MENARDS#102825-FRAM, HEADLIGHT		24-216-56-00-5656	52.97
			10 MENARDS#1102825-HEADLIGHTS		24-216-56-00-5656	145.85
			11 MENARDS#102325-SEALANT		24-216-56-00-5656	6.73
			12 NAPA#399417-FILTERS, ICE BLADE		01-410-54-00-5490	111.36
			13 NAPA#399948-BATTERY		01-410-54-00-5490	159.36
					INVOICE TOTAL:	714.87 *
	112525-T.SCOTT	10/31/25	01 HOME DEPO-STAKES		79-790-56-00-5620	29.98
			02 MENARDS#093025-CONCRETE REPAIR		79-790-56-00-5646	41.39
			03 PAINT TRAYS, ROLLER COVERS		** COMMENT **	
					INVOICE TOTAL:	71.37 *
					CHECK TOTAL:	145,067.45
					TOTAL AMOUNT PAID:	145,067.45

Total for all Highlighted Library Invoices: \$4,535.01

CHECK DATE: 12/08/25

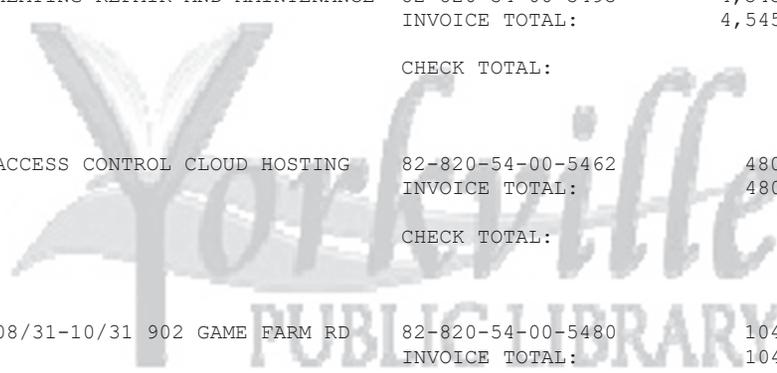
CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105745	AUGUSTIS	SHELLY AUGUSTINE					
	110625-MILEAGE		11/06/25	01	SAIL DIRECTOR MEETING MILEAGE	82-820-54-00-5415	29.96
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		29.96 *
	111925-MILEAGE		11/19/25	01	ILA LEGISLATIVE LUNCH MILEAGE	82-820-54-00-5415	45.08
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.08 *
	120125		12/01/25	01	NOV 2025 MOBILE EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		120.04
105746	MICROMAR	MICROMARKETING LLC					
	993501		11/04/25	01	BOOKS	82-820-56-00-5686	647.56
					INVOICE TOTAL:		647.56 *
	993546		11/04/25	01	BOOKS	82-820-56-00-5686	946.01
					INVOICE TOTAL:		946.01 *
	993570		11/04/25	01	BOOKS	82-820-56-00-5686	784.45
					INVOICE TOTAL:		784.45 *
	993919		11/11/25	01	BOOKS	82-820-56-00-5686	276.23
					INVOICE TOTAL:		276.23 *
	993981		11/11/25	01	BOOKS	82-820-56-00-5686	190.11
					INVOICE TOTAL:		190.11 *
	994002		11/11/25	01	BOOKS	82-820-56-00-5686	231.17
					INVOICE TOTAL:		231.17 *
	994444		11/18/25	01	BOOKS	82-820-56-00-5686	24.59
					INVOICE TOTAL:		24.59 *

CHECK DATE: 12/08/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105746	MICROMAR	MICROMARKETING LLC						
	994520		11/18/25	01	BOOKS	82-820-56-00-5686	49.20	
						INVOICE TOTAL:	49.20 *	
	994616		11/18/25	01	BOOKS	82-820-56-00-5686	1,070.63	
						INVOICE TOTAL:	1,070.63 *	
	994625		11/18/25	01	BOOKS	82-820-56-00-5686	970.93	
						INVOICE TOTAL:	970.93 *	
	995156		11/25/25	01	BOOKS	82-820-56-00-5686	40.94	
						INVOICE TOTAL:	40.94 *	
	995167		11/25/25	01	BOOKS	82-820-56-00-5686	78.67	
						INVOICE TOTAL:	78.67 *	
	995187		12/01/25	01	BOOKS	82-820-56-00-5686	210.71	
						INVOICE TOTAL:	210.71 *	
	995188		11/25/25	01	BOOKS	82-820-56-00-5686	294.68	
						INVOICE TOTAL:	294.68 *	
						CHECK TOTAL:	5,815.88	
105747	MIDWTAPE	MIDWEST TAPE LLC						
	507979969		11/04/25	01	AUDIO BOOK	82-820-56-00-5683	49.99	
				02	DVDS	82-820-56-00-5685	52.48	
						INVOICE TOTAL:	102.47 *	
	508068051		11/22/25	01	DVD	82-820-56-00-5685	26.99	
						INVOICE TOTAL:	26.99 *	
						CHECK TOTAL:	129.46	
105748	R0002729	TSCPL						

CHECK DATE: 12/08/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105748	R0002729	TSCPL					
	230926038		10/10/25	01	LOST BOOK REPLACEMENT COST	82-820-56-00-5686	47.96
						INVOICE TOTAL:	47.96 *
						CHECK TOTAL:	47.96
105749	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	111925-12		11/19/25	01	JUL-SEPT 2025 FAXES	82-820-54-00-5462	68.96
						INVOICE TOTAL:	68.96 *
						CHECK TOTAL:	68.96
105750	TRICO	TRICO MECHANICAL , INC					
	16041		11/21/25	01	HEATING REPAIR AND MAINTENANCE	82-820-54-00-5495	4,545.60
						INVOICE TOTAL:	4,545.60 *
						CHECK TOTAL:	4,545.60
105751	UMBRELLA	UMBRELLA SECURITY					
	2059		12/01/25	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00
						INVOICE TOTAL:	480.00 *
						CHECK TOTAL:	480.00
105752	YBSD	YORKVILLE BRISTOL					
	146-0-110625		11/06/25	01	08/31-10/31 902 GAME FARM RD	82-820-54-00-5480	104.00
						INVOICE TOTAL:	104.00 *
						CHECK TOTAL:	104.00
105753	YOUNGM	MARLYS J. YOUNG					



CHECK DATE: 12/08/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105753	YOUNGM	MARLYS J. YOUNG					
	111025-LIB		11/17/25	01	11/10/25 LIB MEETING MINUTES	82-820-54-00-5462	85.00
						INVOICE TOTAL:	85.00 *
						CHECK TOTAL:	85.00
						TOTAL AMOUNT PAID:	11,396.90





UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 1, 2025

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	23,320.43	-	23,320.43	1,558.43	1,212.48	26,091.34
FINANCE	16,121.67	-	16,121.67	1,077.12	1,205.07	18,403.86
POLICE	148,374.43	3,252.91	151,627.34	504.39	11,236.11	163,367.84
COMMUNITY DEV.	35,820.02	-	35,820.02	2,395.05	2,659.41	40,874.48
STREETS	32,115.63	-	32,115.63	2,132.47	2,369.62	36,617.72
BUILDING & GROUNDS	6,977.17	-	6,977.17	473.24	530.83	7,981.24
WATER	24,899.83	572.08	25,471.91	1,630.71	1,868.74	28,971.36
SEWER	17,556.42	-	17,556.42	1,165.72	1,286.35	20,008.49
PARKS	39,657.80	192.31	39,850.11	2,497.12	2,991.75	45,338.98
RECREATION	33,917.54	-	33,917.54	1,611.00	2,540.05	38,068.59
LIBRARY	21,200.92	-	21,200.92	947.86	1,575.05	23,723.83
TOTALS	\$ 399,961.86	\$ 4,017.30	\$ 403,979.16	\$ 15,993.11	\$ 29,475.46	\$ 449,447.73

TOTAL PAYROLL \$ 449,447.73



UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 15, 2025

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,631.82	\$ -	\$ 1,631.82	\$ -	\$ 124.83	\$ 1,756.65
ALDERMAN	6,064.80	-	6,064.80	-	463.89	6,528.69
ADMINISTRATION	23,826.09	-	23,826.09	1,579.82	1,239.68	26,645.59
FINANCE	17,160.24	-	17,160.24	1,139.43	1,276.89	19,576.56
POLICE	160,761.56	3,295.87	164,057.43	494.43	12,136.22	176,688.08
COMMUNITY DEV.	35,901.94	-	35,901.94	2,383.89	2,646.55	40,932.38
STREETS	32,115.66	164.41	32,280.07	2,143.38	2,382.20	36,805.65
BUILDING & GROUNDS	6,977.18	-	6,977.18	463.28	519.35	7,959.81
WATER	24,853.67	1,118.93	25,972.60	1,674.40	1,906.92	29,553.92
SEWER	17,543.79	-	17,543.79	1,164.90	1,285.52	19,994.21
PARKS	47,401.52	-	47,401.52	3,045.47	3,538.80	53,985.79
RECREATION	31,566.80	-	31,566.80	1,647.51	2,344.94	35,559.25
LIBRARY	20,272.56	-	20,272.56	937.90	1,492.55	22,703.01

TOTALS \$ 426,077.63 \$ 4,579.21 \$ 430,656.84 \$ 16,674.41 \$ 31,358.34 \$ 478,689.59

TOTAL PAYROLL \$ 478,689.59



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, December 8, 2025

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 5)</i>	11/25/2025	\$ 4,535.01
Library Check Register <i>(Pages 6 - 9)</i>	12/08/2025	11,396.90
IPRF -December 2025 Work Comp Ins	11/10/2025	1,083.28
Unimax - October 2025 Office Cleaning	11/10/2025	2,184.00
TK Elevator - 1/1-1/31 Maintenance	11/25/2025	625.14
Nicor -10/01/25-10/31/25 services	11/25/2025	1,279.26
TOTAL BILLS PAID:		\$ 21,103.59

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 10)</i>	11/01/2025	\$23,723.83
Bi-weekly <i>(Page 11)</i>	11/15/2025	22,703.01
TOTAL PAYROLL:		\$46,426.84

TOTAL DISBURSEMENTS: \$67,530.43

ACTIVITY THROUGH FISCAL PERIOD 07

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
01		05/01/2025		BEGINNING BALANCE					53,649.98
	AP-250525MB	05/27/2025	22	DOLLAR TREE-FOL PROGRAM	FIRST NATIONAL BANK	900162	052525-J.WEISS-B	50.75	
		05/27/2025	23	AMAZON-CHORE CHARTS, FEATHERS,	FIRST NATIONAL BANK	900162	052525-J.WEISS-B	51.29	
		05/27/2025	24	AMAZON-COLORING POSTER	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	5.91	
		05/27/2025	25	AMAZON-SHEET PROTECTORS,	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	180.95	
		05/27/2025	26	AMAZON-FOOD STORAGE BAGS,	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	116.78	
	GJ-250531LB	06/02/2025	05	May 2025 Deposits					1,605.68
TOTAL PERIOD 01 ACTIVITY								405.68	1,605.68
02	AP-250625MB	06/24/2025	256	AMAZON-SUMMER READING CLUB	FIRST NATIONAL BANK	900164	062525-J.WEISS-B	144.32	
		06/24/2025	257	AMAZON-PENCILS, PADS, WIGGLE	FIRST NATIONAL BANK	900164	062525-J.WEISS-B	55.04	
		06/24/2025	258	AMAZON-CANVASES	FIRST NATIONAL BANK	900164	062525-M.CURTIS-B	101.27	
		06/24/2025	259	ILA-WEBINAR	FIRST NATIONAL BANK	900164	062525-S.AUGUSTINE-B	325.00	
	GJ-250629LB	07/01/2025	06	June 2025 Deposits					633.65
TOTAL PERIOD 02 ACTIVITY								625.63	633.65
03	AP-250725M	07/21/2025	364	DOLLAR TREE-CRAFT SUPPLIES	FIRST NATIONAL BANK	900166	072525-J.WEISS	20.00	
		07/21/2025	365	AMAZON-PAINT, BOOK LIGHT,	FIRST NATIONAL BANK	900166	072525-J.WEISS	73.42	
		07/21/2025	366	GROUND EFFECTS-MEXICAN PEBBLES	FIRST NATIONAL BANK	900166	072525-J.WEISS	12.38	
		07/21/2025	367	AMAZON-SPINNERS	FIRST NATIONAL BANK	900166	072525-J.WEISS	8.03	
	GJ-250729LB	08/04/2025	05	July 2025 Deposits					161.17
TOTAL PERIOD 03 ACTIVITY								113.83	161.17
04	AP-250825M	08/18/2025	395	SKEWERS,GLOSS AEROSOL	FIRST NATIONAL BANK	900167	082525-J.WEISS	20.18	
		08/18/2025	396	AMAZON-KRAFT PAPER BAGS	FIRST NATIONAL BANK	900167	082525-J.WEISS	15.18	
		08/18/2025	397	AMAZON-END OF SUMMER PRIZES	FIRST NATIONAL BANK	900167	082525-J.WEISS	176.90	
		08/18/2025	398	TARGET-GIFT CARDS	FIRST NATIONAL BANK	900167	082525-J.WEISS	23.00	
		08/18/2025	399	AMAZON-GAMES	FIRST NATIONAL BANK	900167	082525-M.CURTIS	53.87	
		08/18/2025	400	AMAZON-GAMES	FIRST NATIONAL BANK	900167	082525-M.CURTIS	22.81	
		08/18/2025	401	AMAZON-CANVASES	FIRST NATIONAL BANK	900167	082525-M.CURTIS	93.45	
	GJ-250830LB	08/29/2025	05	August 2025 Deposits					7,170.03
TOTAL PERIOD 04 ACTIVITY								405.39	7,170.03
05	AP-250908	09/02/2025	01	APR-JUL CHAIR YOGA CLASSES	JESSICA YOUHANAIE	105708	202504	800.00	
		09/02/2025	02	APR-JUL 2025 COOKING CLASS	JESSICA YOUHANAIE	105708	202505	1,000.00	
	AP-250925M	09/25/2025	341	AMAZON-LAMINATING SHEETS	FIRST NATIONAL BANK	900168	092525-J.WEISS	33.50	
		09/25/2025	342	DOLLAR TREE-BINS, FOAM BOARD	FIRST NATIONAL BANK	900168	092525-J.WEISS	11.00	
		09/25/2025	343	AMAZON-MODELING CLAY, TATTOOS,	FIRST NATIONAL BANK	900168	092525-J.WEISS	55.41	
		09/25/2025	344	KRUEGER-100 CHAIRS,CHAIR DOLLY	FIRST NATIONAL BANK	900168	092525-S.AUGUSTINE	20,374.85	
	GJ-250929LB	10/01/2025	04	September 2025 Deposits					72.31
TOTAL PERIOD 05 ACTIVITY								22,274.76	72.31
06	AP-251013	10/06/2025	01	AUG-SEPT COOKING CLASSES	JESSICA YOUHANAIE	105723	202506.1	500.00	
		10/06/2025	02	AUG-SEPT CHAIR YOGA CLASSES	JESSICA YOUHANAIE	105723	202506.2	350.00	
	AP-251025M	10/24/2025	390	AMAZON-PHOTO PAPER	FIRST NATIONAL BANK	900169	102525-J.WEISS	13.99	
		10/24/2025	391	AMAZON-BATTERIES, LIGHTS	FIRST NATIONAL BANK	900169	102525-J.WEISS	33.52	
		10/24/2025	392	AMAZON-STICKERS,BOOKS,MARKERS	FIRST NATIONAL BANK	900169	102525-J.WEISS	84.71	
		10/24/2025	393	AMAZON-CANDLE MOLDS, SAFETY	FIRST NATIONAL BANK	900169	102525-J.WEISS	49.79	

ACTIVITY THROUGH FISCAL PERIOD 07

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW - MEMORIALS & GIFTS						
06	AP-251025M	10/24/2025	394	AMAZON-PAINTING CANVASES	FIRST NATIONAL BANK	900169	102525-M.CURTIS	147.52	
		10/24/2025	395	AMAZON-COLORING POSTERS	FIRST NATIONAL BANK	900169	102525-M.CURTIS	9.97	
	GJ-251031LB	10/31/2025	06	October 2025 Deposits					1,609.50
TOTAL PERIOD 06 ACTIVITY								1,189.50	1,609.50
07	AP-251125M	11/18/2025	442	AMAZON-KIDS PROGRAM SUPPLIES	FIRST NATIONAL BANK	900170	112525-J.WEISS	32.20	
		11/18/2025	443	DOLLAR TREE-HALLOWEEN SUPPLIES	FIRST NATIONAL BANK	900170	112525-J.WEISS	27.50	
		11/18/2025	444	AMAZON-GLOW IN THE DARK PAPER	FIRST NATIONAL BANK	900170	112525-J.WEISS	11.99	
		11/18/2025	445	AMAZON-KIDS PROGRAM SUPPLIES	FIRST NATIONAL BANK	900170	112525-J.WEISS	120.19	
		11/18/2025	446	AMAZON-PICTURE FRAMES	FIRST NATIONAL BANK	900170	112525-J.WEISS	7.89	
		11/18/2025	447	TARGET-GIFT CARDS	FIRST NATIONAL BANK	900170	112525-J.WEISS	25.00	
		11/18/2025	448	AMAZON-DINOVEMBER SUPPLIES	FIRST NATIONAL BANK	900170	112525-J.WEISS	54.34	
		11/18/2025	449	BOOK PAGE-ANNUAL SUBSCRIPTION	FIRST NATIONAL BANK	900170	112525-S.AUGUSTINE	420.00	
	GJ-251129LB	12/01/2025	05	November 2025 Deposits					250.00
TOTAL PERIOD 07 ACTIVITY								699.11	250.00
TOTAL ACCOUNT ACTIVITY								25,713.90	11,502.34
ENDING BALANCE									39,438.42
GRAND TOTAL								0.00	39,438.42
TOTAL DIFFERENCE								0.00	39,438.42



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2026 BUDGET REPORT
For the Month Ended November 30, 2025**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	% of Fiscal Year							Year-to-Date Totals	FISCAL YEAR 2026	
			8% May-25	17% June-25	25% July-25	33% August-25	42% September-25	50% October-25	58% November-25		BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES												
<i>Taxes</i>												
82-000-40-00-4000	PROPERTY TAXES		68,407	492,122	14,115	39,474	431,184	16,690	7,228	1,069,220	1,066,623	100.24%
<i>Intergovernmental</i>												
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,771	-	1,277	219	-	1,322	-	4,589	8,199	55.97%
82-000-41-00-4170	STATE GRANTS		-	-	-	31,761	-	-	-	31,761	31,977	99.33%
<i>Fines & Forfeits</i>												
82-000-43-00-4330	LIBRARY FINES		239	105	30	283	47	85	239	1,028	1,600	64.28%
<i>Charges for Service</i>												
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,959	236	338	2,675	398	256	1,802	7,663	12,000	63.86%
82-000-44-00-4422	COPY FEES		58	529	493	290	-	642	176	2,188	2,500	87.52%
82-000-44-00-4439	PROGRAM FEES		-	2	-	-	-	12	-	14	-	0.00%
<i>Investment Earnings</i>												
82-000-45-00-4500	INVESTMENT EARNINGS		3,026	2,951	3,729	3,514	3,677	4,238	3,790	24,924	20,000	124.62%
<i>Miscellaneous</i>												
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	-	-	-	-	200	0.00%
82-000-48-00-4824	DVD RENTALS		-	-	-	-	-	-	-	-	-	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		931	275	365	273	437	530	107	2,918	4,000	72.95%
<i>Other Financing Sources</i>												
82-000-49-00-4901	TRANSFER FROM GENERAL		2,795	2,795	2,795	2,986	2,795	3,149	1,083	18,399	40,672	45.24%
TOTAL REVENUES: LIBRARY			79,187	499,015	23,143	81,475	438,538	26,924	14,425	1,162,706	1,187,771	97.89%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>												
82-820-50-00-5010	SALARIES & WAGES		23,196	25,799	24,355	37,411	27,146	28,250	28,250	194,407	372,594	52.18%
82-820-50-00-5015	PART-TIME SALARIES		13,910	14,459	14,851	23,097	13,709	16,333	13,224	109,582	228,000	48.06%
<i>Benefits</i>												
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,540	1,713	1,617	2,484	1,802	1,886	1,886	12,929	26,870	48.12%
82-820-52-00-5214	FICA CONTRIBUTION		2,724	2,965	2,884	4,507	3,010	3,305	3,068	22,462	44,467	50.51%
82-820-52-00-5216	GROUP HEALTH INSURANCE		17,558	8,651	8,338	10,777	8,047	12,679	(1,198)	64,853	146,954	44.13%
82-820-52-00-5222	GROUP LIFE INSURANCE		43	43	50	43	64	96	96	435	790	55.12%
82-820-52-00-5223	DENTAL INSURANCE		1,409	705	705	705	889	889	-	5,301	10,670	49.69%
82-820-52-00-5224	VISION INSURANCE		78	78	78	78	78	98	98	588	1,176	49.96%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	191	-	353	-	544	1,700	32.03%
82-820-52-00-5231	LIABILITY INSURANCE		2,795	2,795	2,795	2,795	2,795	2,795	1,083	17,855	38,972	45.82%
<i>Contractual Services</i>												
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	350	-	304	40	694	3,000	23.13%
82-820-54-00-5415	TRAVEL & LODGING		-	94	-	84	-	1,014	967	2,160	2,500	86.39%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		125	615	170	615	615	1,060	180	3,380	8,500	39.76%
82-820-54-00-5452	POSTAGE & SHIPPING		-	25	33	31	48	27	45	209	1,500	13.95%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK		917	917	917	917	917	917	917	6,420	11,005	58.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,500	1,125	18	606	-	202	3,432	20,000	17.16%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2026 BUDGET REPORT
For the Month Ended November 30, 2025**

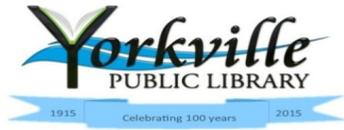
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2026		
			8% May-25	17% June-25	25% July-25	33% August-25	42% September-25	50% October-25		58% November-25	BUDGET	% of Budget
82-820-54-00-5462	PROFESSIONAL SERVICES		1,162	3,767	1,895	2,740	2,149	2,033	4,029	17,774	135,000	13.17%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	6,236	1,215	-	5,773	-	13,224	27,000	48.98%
82-820-54-00-5480	UTILITIES		-	1,412	-	2,013	-	2,175	1,279	6,878	23,673	29.06%
82-820-54-00-5488	OFFICE CLEANING		-	2,106	2,106	2,106	2,106	2,184	2,184	12,792	26,114	48.99%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	6,705	81	1,428	211	4,132	11,533	24,089	125,000	19.27%
<i>Supplies</i>												
82-820-56-00-5610	OFFICE SUPPLIES		-	402	327	380	15	141	406	1,671	7,500	22.28%
82-820-56-00-5620	OPERATING SUPPLIES		84	(575)	39	240	459	-	319	566	5,000	11.33%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	-	655	4	518	1,034	-	2,210	7,000	31.57%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	758	-	-	-	1,898	-	2,656	7,000	37.95%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	30	-	-	-	-	86	117	2,000	5.83%
82-820-56-00-5683	AUDIO BOOKS		-	-	567	-	-	281	72	920	3,500	26.28%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5685	DVD'S		-	214	242	50	27	252	99	885	3,000	29.49%
82-820-56-00-5686	BOOKS		-	3,860	2,331	3,111	3,327	2,525	1,193	16,347	40,000	40.87%
TOTAL FUND REVENUES			79,187	499,015	23,143	81,475	438,538	26,924	14,425	1,162,706	1,187,771	97.89%
TOTAL FUND EXPENDITURES			65,541	79,038	72,399	97,372	68,538	92,434	70,059	545,382	1,335,485	40.84%
FUND SURPLUS (DEFICIT)			13,646	419,977	(49,256)	(15,897)	369,999	(65,510)	(55,634)	617,325	(147,714)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		17,000	8,000	8,000	13,000	17,500	30,000	6,500	100,000	50,000	200.00%
84-000-45-00-4500	INVESTMENT EARNINGS		377	357	408	402	371	417	353	2,685	750	358.06%
84-000-48-00-4850	MISCELLANEOUS INCOME		6	-	-	-	-	-	-	6	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			17,384	8,357	8,408	13,402	17,871	30,417	6,853	102,692	50,750	202.35%

LIBRARY CAPITAL EXPENDITURES

84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	-	-	-	33,000	0.00%
84-840-56-00-5686	BOOKS		-	-	-	-	-	-	-	-	10,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS		-	-	-	28,602	-	28,602	23,500	80,704	85,000	94.95%
TOTAL FUND REVENUES			17,384	8,357	8,408	13,402	17,871	30,417	6,853	102,692	50,750	202.35%
TOTAL FUND EXPENDITURES			-	-	-	28,602	-	28,602	23,500	80,704	128,000	63.05%
FUND SURPLUS (DEFICIT)			17,384	8,357	8,408	(15,199)	17,871	1,815	(16,647)	21,988	(77,250)	



YORKVILLE PUBLIC LIBRARY CASH STATEMENT As of November 30, 2025

FISCAL YEAR 2026

		May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Library Operations	Old Second	\$ 750,135	\$ 1,167,972	\$ 1,184,250	\$ 1,168,451	\$ 1,491,516	\$ 1,435,387	\$ 1,359,591					
Building Development Fees	Old Second	219,506	231,310	244,703	224,467	237,853	227,168	234,020					
Library Operations	Illinois Funds	413,242	414,746	416,311	449,714	451,329	452,956	454,482					
Total:		\$ 1,382,884	\$ 1,814,029	\$ 1,845,265	\$ 1,842,632	\$ 2,180,697	\$ 2,115,511	\$ 2,048,093	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 20,670	\$ 20,855	\$ 22,345	\$ 22,459	\$ 21,961	\$ 25,553	\$ 23,724					
2 ND PAY PERIOD		20,700	24,080	21,362	22,060	23,707	24,221	22,703					
3 RD PAY PERIOD		-	-	-	22,981	-	-	-					
Total		\$ 41,370	\$ 44,935	\$ 43,708	\$ 67,499	\$ 45,667	\$ 49,774	\$ 46,427	\$ -	\$ -	\$ -	\$ -	\$ -



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended November 30, 2025*

	November Actual	YTD Actual	% of Budget	FY 2026 Budget	Fiscal Year 2025 For the Month Ended November 30, 2024	
					YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 7,228	\$ 1,069,220	100.24%	\$ 1,066,623	\$ 1,868,389	-42.77%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 4,589	55.97%	\$ 8,199	\$ 5,735	-19.98%
Federal & State Grants	-	31,761	99.33%	31,977	31,977	-0.67%
Total Intergovernmental	\$ -	\$ 36,350	90.48%	\$ 40,176	\$ 37,712	-3.61%
Library Fines	\$ 239	\$ 1,028	64.28%	\$ 1,600	\$ 1,250	-17.72%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 1,802	\$ 7,663	63.86%	\$ 12,000	\$ 9,184	-16.56%
Copy Fees	176	2,188	87.52%	2,500	1,443	51.59%
Total Charges for Services	\$ 1,978	\$ 9,851	67.94%	\$ 14,500	\$ 10,628	-7.31%
Investment Earnings	\$ 3,790	\$ 24,924	124.62%	\$ 20,000	\$ 17,885	39.36%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	-	0.00%	200	1,230	-100.00%
Miscellaneous Income	107	2,932	73.31%	4,000	2,645	10.85%
Transfer In	1,083	18,399	45.24%	40,672	14,065	30.82%
Total Miscellaneous & Transfers	\$ 1,190	\$ 21,332	47.54%	\$ 44,872	\$ 17,940	18.91%
Total Revenues and Transfers	\$ 14,425	\$ 1,162,706	97.89%	\$ 1,187,771	\$ 1,953,804	-40.49%
<i>Expenditures</i>						
<u>Library Operations</u>	\$ 70,059	\$ 545,382	40.84%	\$ 1,335,485	\$ 542,751	0.48%
50 Salaries	41,473	303,989	50.61%	600,594	271,832	11.83%
52 Benefits	5,033	124,968	46.01%	271,599	114,415	9.22%
54 Contractual Services	21,377	91,053	23.48%	387,792	106,324	-14.36%
56 Supplies	2,175	25,371	33.60%	75,500	33,180	-23.53%
99 Debt Service	-	-	0.00%	-	17,000	-100.00%
Total Expenditures and Transfers	\$ 70,059	\$ 545,382	40.84%	\$ 1,335,485	\$ 542,751	0.48%
<i>Surplus(Deficit)</i>	\$ (55,634)	\$ 617,325		\$ (147,714)	\$ 1,411,052	

* November represents 58% of fiscal year 2026

December Director's Report 2025

For a complete listing of all monthly programs, please visit the next few pages of the packet for a detailed description of Adult & Children's programs.

Library Operations:

Our fall preventative maintenance was performed on all HVAC units. It was determined that the heating elements in the meeting room units would need to be replaced as we are only heating at 60% capacity.

Ordered a replacement printer for our Adult Department.

We had our 2 water meters replaced by the City to newer updated models.

Our quarterly pest control application was performed.

We have started using several different vendors to fill our book orders since the close of our long-time supplier last month.

The library closed early on Saturday, Nov 29 because of the winter storm and for the safety of our staff and patrons.

Staff:

All staff completed their Narcan training with the Kendall County Health Department.

Jennette attended a webinar Find Food IL Map Extension Webinar. Once our micro pantry is complete, we will be able to share our location on their site.

We had 9 staff members complete the CPR/AED training with the Bristol-Kendall Fire Department.

The Circulation Staff did an outstanding job covering the duties of the Manager while out on medical leave.

I attended the RAILS Legislative Meetup at the Kishwaukee Country Club in DeKalb. There were 40 library directors, RAILS & ILA staff, and state/federal legislatures or representative in attendance. Our ILA Legislative Consultant updated all on the legislative issues that they are working on.

Other:

State Senator Rezin held her annual Youth Advisory Council Workshop. They had 9 different high school represented for the event.

A Narcan Policy has been drafted by our attorney, procedures have been created, and a safety kit created.

Attended the Kendall County 250th anniversary planning meeting with other organizations throughout the county. There will be a follow up meeting in January where we will bring back our plans for celebrations in 2026 (Memorial Day-Labor Day).

Attended our Tablescape Committee meeting to plan for our April 2026 event.

Our ELL group held their annual potluck dinner. We had 50 people in attendance that represented 20 families from 12 different home countries. Each of them brought a dish to pass that represented their country.

Dec 2 – March the community Storywalk will feature “The Gift of Everything” story by Patrick McDonnell. It is a story of mindfulness and gratitude. We will be passing out red ribbons to kids to place on important items to them around the community.

Polar Express Programs & Santa will be at the library on Dec 13. Kids will write letters to Santa and hand deliver them to him. He will respond to those letters when he returns to the North Pole.

Meetings/webinars attended:

- Nov 6 SAIL Meeting in Shorewood
- Nov 7 Kendall Co. Health Dept Narcan Training
- Nov 10 Friends of the Library Meeting
- Nov 10 Board Meeting
- Nov 12 Grant Writing for Libraries webinar
- Nov 12 RAILS Member Update webinar
- Nov 13 Kendall Co. Semiquincentennial Planning Meeting
- Nov 13 New Palace Project Migration webinar
- Nov 13 Tablescape Committee Meeting
- Nov 14 RAILS City Libraries Zoom Meeting
- Nov 14 Managers Meeting
- Nov 17 Bristol-Kendall Fire Dept CPR/AED Training
- Nov 17 RAILS Libraries & Immigration Enforcement webinar
- Nov 17 Friends of the Library Board Meeting
- Nov 19 RAILS Legislative Meetup Luncheon in DeKalb
- Nov 20 OMNI Libraries Zoom Meeting
- Nov 24 City Administrative Meeting
- Nov 25 RAILS Social Media & Your Job webinar

NOVEMBER 2025 YOUTH PROGRAMS

Name of Program	Age 0-5	Age 6-11	Age 12-18	Adult	At Library	Off Site	Live Virtual	Attendance
Chess Club (3)		24	24		x			48
Window Art	2	8	2		x			12
Tots and Toddlers (2)	42			44	x			86
Mommy and Me Yoga (2)	26			25	x			51
My College Planning			13	10			x	23
Preschool Zone (2)	14			12	x			26
Hang Out - Puzzles	2	2			x			4
Spanish Story Time	3	3	3	3	x			12
Drop In Story Time (4)	27	27		29	x			83
Book Club (grade 1-2)		2			x			2
Book Club (grade 3-5)		0			x			0
Lego Kits	8	10	5		x			23
Threads and More Junior	1	5		2	x			8
Toddler Play	18			18	x			36
Teen- Neurographic			0		x			0
YHS Open Mic Night (2)			24		x			24
Hang Out - Board Games	1	3		3	x			7
T-Rex Tea Party (2)	11	25		38	x			74
Artful Beginnings	18			17	x			35
3D Printing- in person		4		5	x			9
Read with Paws	1	8	3	12	x			24
Pathways Escape Room (3)			24	12	x			36
Adopt a Dinosaur	26	38	5		x			69
YIS Government class			196			x		196

TOTAL PROGRAMS 36

TOTAL ATTENDANCE

888

+8 passive programs with 780 attending (Escape Room, Makerspace, Coloring Pages, YA Coloring Pages, YA Puzzle, Scavenger Hunt, 3d Print (virtual), FB Spanish Storytime, Literacy Centers)

NOVEMBER 2025 ADULT PROGRAMS

11/1	ELL morning	7	11/13	Chair Yoga	32
11/1	Star Wars RPG	9	11/13	ELL Holiday Potluck	73
11/3	ELL Morning	3	11/15	Mini Ornament Craft	17
11/3	Empowering A.I.	14	11/15	ELL Morning	8
11/4	ELL Morning	4	11/15	ELL Morning	3
11/4	ELL Afternoon	4	11/17	ELL Morning	2
11/4	Threads & More	11	11/17	ELL Morning	4
11/4	Mindful Movement & Meditation	12	11/17	Medicare 101	12
11/4	Dungeons & Dragons	8	11/18	ELL Morning	5
11/4	Books & Cooks	8	11/18	ELL Morning	2
11/5	ELL Morning	4	11/18	ELL Evening	2
11/5	ELL Morning	2	11/18	Mindful Movement & Meditation	12
11/5	ELL Afternoon	4	11/18	Dungeons & Dragons	7
11/5	ELL Evening	3	11/18	ILP Kenji Lopez Alt	6
11/6	ELL Morning	4	11/19	Magic: The Gathering	5
11/6	Chair Yoga	30	11/19	Psychological Thriller Book Club	9
11/7	Roaming Readers	5	11/18	ELL Morning	4
11/8	ELL Morning	5	11/19	ELL Morning	1
11/8	ELL Morning	5	11/19	ELL Afternoon	6
11/10	ELL Morning	1	11/19	ELL Evening	4
11/10	ELL Morning	2	11/20	ELL Morning	3
11/12	ELL Morning	4	11/20	Tech Help for Seniors	4
11/12	ELL Morning	2	11/20	Chair Yoga	29
11/12	ELL Afternoon	6	11/20	Men's Book Club	8
11/12	Cake Decorating	15	11/21	ELL Morning	3
11/12	Lunch Bunch	10	11/21	Roaming Readers	5
11/12	Magic the Gathering	4	11/21	Computer Classes for Seniors	4

11/22 ELL Morning 2

11/24 ELL Morning 4

11/24 Movie Monday 2

11/24 Horror Book Club 8

11/25 ELL Evening 2

11/25 Mindful Movement & Meditation 12

11/25 Creative Writing 11

11/26 Art for Everyone 5

Total Programs for the Month 62

Total Attendance 502

+8 passive programs with 121 attending (Puzzle Table, Puzzle/Game Swap, Chess Table, Art Wall, Poem of the Week, Adult Coloring Table, The Hub, Interactive Displays)

Meeting Room Use: rentals- 4 , library use- 24, zoom-

Board Room Use: community- , library- 14

Study Room Use: 75

Museum Pass: 6

Volunteers: Friends are continuing to index the KCR Obits (this month's volunteer/s: Peggy.)

Adult Reference Desk Transactions: 92 Adult Desk One-on-One tutorials: 97

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Be a Part of What's Going on at the Library

Yorkville History

Calling local history buffs!



Our digital magazine needs interesting ideas & fun stories about Yorkville's past.

Yorkville Photos

Calling local photographers!



Have a great picture of Yorkville you're willing to share? Submit it to be the cover image for our digital magazine!

Love @ the Library

Calling local musicians!



Have a band? Play solo? Need an audience? We got you.

YPL Poem of the Week

Calling local poets!



Submit to share your poetry with the community

Local Artist Wall

Calling local artists!



Our art gallery features the work of local artists

We are always looking for people with great stories and talent to share. If you are a local history buff, photographer, musician, poet, or artist and you would like to be a part of what's going on at the library, please contact Mike at mcurtis@yorkville.lib.il.us

Tech Help Helpers



Are you good with technology? Would you be willing to lend a hand at our Senior Computer classes?

THESE ARE THE PEOPLE IN YOUR NEIGHBORHOOD



Do you have a unique job? An interesting hobby? Cool stories to tell? If so, be part of our new "People in Your Neighborhood" series.



Join the Friends of the Library to help support the mission of the library.

Art for Everyone Assistants



Can you help assist the artists in our inclusive art program?

English Language Tutors



Can you donate an hour a week to help new neighbors learn English?

If you are interested in any of these adult volunteer opportunities, please contact Mike at mcurtis@yorkville.lib.il.us

For more about what's going on at the Yorkville Public Library, read *The Hub*, a digital magazine about the people in your neighborhood.



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

What's Going On at the Library?

December 2025

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

Upcoming Special Events



Wednesday, December 3rd @ 7:00 pm



Join us for a very special Holiday Music Revue from Misty River Music Makers, a women's a cappella barbershop chorus.

THE CONSERVATION FOUNDATION SERIES

Fourth Wednesday of Jan – April, 2026 @ 7:00 pm



Our Hidden Gem: The Fox River series continues for season 3 starting in January 2026



Illinois Libraries Present 2026 Series via Zoom

Jonathan Eig



Tues. Jan. 13th @ 7:00pm

R. L. Stine



Tues. Feb. 24th @ 7:00pm

Percival Everett



Thurs. Mar. 19th @ 7:00pm

Cristina Henriquez



Thurs. Apr. 16th @ 7:00pm

These events are made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality events.

DECEMBER HOLIDAY CLOSURES

Christmas Eve
Wednesday, December 24th – closed

Christmas Day
Thursday, December 25th – closed

New Year's Eve
Wednesday, December 31st

New Year's Day
Thursday, January 1st – closed



2026

Get Healthy @ the Library

Health & Wellness @ the Yorkville Public Library

Chair Yoga

Thursdays @ 10:15 am



Increase strength and flexibility will decreasing stress

Mindful Movement + Meditation

Tuesdays @ 1:00 pm



Relax, release tension, and support self-healing

Healthy Cooking with Jess

Third Monday of each month @ 11:30 am



A monthly series that shows how simple and easy cooking healthy can be

Roaming Readers Walking Book Club

First and third Fridays of each month @ 9:00 am



Book lovers taking a walk in the woods at Hoover Forest Preserve

Meet People, Make Friends

Adult Book Clubs @ the Yorkville Public Library

books & cooks

Returning in January!

Lunch Bunch Book Club

Returning in January!

Psychological Thriller Book Club

Wednesday, Dec. 17th @ 7:00 pm



The Hunting Party by Lucy Foley

Men's Book Club

Thursday, Dec. 18th @ 7:00 pm



A Rising Man by Abir Mukherjee

HORROR BOOK CLUB

Returning in January!

Learn Something New

Adult Education @ the Yorkville Public Library

Computer Classes for Seniors

Friday, December 19th @ 10:00 am



Learn to use Apple phones & tablets more effectively & efficiently

Tech Help for Seniors

Thursday, December 18th @ 9:00 am



Need help with your tech? Register for your 15 minute appointment

Udemy



Use your library card to create a free Udemy account and gain access to hundreds of online classes

English Language Learners Classes for Adults

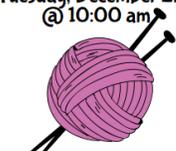


Potential students and interested volunteers see the Adult Services clerk for an information form to begin enrollment

Social Programs @ the Yorkville Public Library

Threads & More

Tuesday, December 2nd @ 10:00 am



Social group for fiber arts enthusiasts

DUNGEONS & DRAGONS GROUP

Tuesdays from 4:00-6:45 pm



Adult D&D group. Join us to play & make friends.

THE YORKVILLE PUBLIC LIBRARY MAGIC THE GATHERING CLUB

Wednesdays from 5:00-6:45 pm



Magic: The Gathering gaming group for adults and older teens

MONDAY MOVIE MATINEE

Monday, December 29th @ 1:00 pm



Watch a free movie with your friends

More Than Just Books

Get in Touch with Your Creative Side

Creative Programs @ the Yorkville Public Library

If you need help with any of these services, please speak with an Adult Services desk clerk.

Use the library calendar to register for Dabblers, Maker Tuesdays, and cake decorating. For more information about any of these other creative programs, please contact Mike at mcurtis@yorkville.lib.il.us



December

Sun	Mon	Tue	Wed	Thu	Fri
Winter READ December 1 – February 28 Pick up your reading log. Read and earn mythical creature cards.	1 * Window Art (Dec 1-6)	2 * MOMMY & ME YOGA 10:30-11:00 * 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30	3 * Preschool Zone @ 10:30 * TEEN-Gingerbread Houses @ 4:00	4 Spanish Story Time @ 5:30 Y115 Read Aloud Pajama Party (Zoom) 6:45 SEE WEBSITE	5 DROP IN STORY TIME 10:30 @ YPL
7 LEGO KITS (Dec 8-13)	8 * Junior Threads and More 1:00- 2:00 YHS Senior Presentations 4:00-6:30	9 * Tots and Toddlers 10:30 YHS Senior Presentations 4:00-6:30	10 * Family Trivia Night 6:00 YHS Senior Presentations 4:00-6:30	11 AFTERNOON HANG OUT LEGO 1:30-2:00 YHS Senior Presentations 4:00-6:30	12 DROP IN STORY TIME 10:30 @ YPL
14 Literacy Centers (Dec. 16-18)	15 * Artful Beginnings (preschool) 10:30 YHS Senior Presentations 4:00-6:30	16 * MOMMY & ME YOGA 10:30-11:00 YHS Senior Presentations 4:00-6:30	17 * Book Club (Grade 3-5) Dec 11 & 18 @ 4:30 AFTERNOON HANG OUT	18 * Book Club (Grade 3-5) Dec 11 & 18 @ 4:30 AFTERNOON HANG OUT	19 DROP IN STORY TIME 10:30 @ YPL
21 Facebook Spanish Story Time Dec. 10 @ 1:00	22 * Winter READ *DIY—Creature Card 1:30	23 Toddler Play @ 10:30 * Crafternoon 1:30	24 PUZZLES 1:30-2:00 CLOSED	25 PUZZLES 1:30-2:00 CLOSED	26 DROP IN STORY TIME 10:30 @ YPL
28 VIRTUAL 3D PRINTING SEE WEBSITE	29 * Countdown to Noon Party @ 11:00	30 * Countdown to Noon Party @ 11:00	31 CLOSED	27 * READ WITH PAWS 10:30-11:30	27 * READ WITH PAWS 10:30-11:30

***REGISTER TODAY!**

ESCAPE ROOM

This Escape Adventure is available the entire month. Stop by or contact the library for an appointment.

***Indicates Registration Required**

*** Book Club (Grade 1-2)**
 Dec 6 & 20
 9:30-10:00

*** Macramé (Ages 8 & Up)**
 @ 10:30-11:30

13 Santa Visit
 9:15-12:00

*** Polar Express**
 9:30 or 10:30

20 * 3D Printing
 10:30-11:30
 15 minute appointments



Monthly Statistics

November 2025

Checkouts
 2025: 6,323
 2024: 6,669
 Change: -5.19%

Visits
 2025: 6,673
 2024: 7,021
 Change: -4.96%

New Cardholders Added
 2025: 64
 2024: 81
 Change: -20.99%



Technology Stats

Digital Checkouts
 2025: 2,097
 2024: 2,035
 Change: +3.05%

Computer Use
 2025: 180
 2024: 236
 Change: -23.73%

Website Hits
 2025: 4,418
 2024: 4,860
 Change: -9.09%

Events and Programs

2025: 136
 2024: 101
 Change: +34.65%



Events and Program Attendance



2025: 1,953
 2024: 1,949
 Change: +0.21 %

Items Added

2025: 198
 2024: 250
 Change: -20.8%



Serving Our Public 5.0 – Buildings & Grounds: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Serving Our Public standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library’s operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.		
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments:

Last updated July 28, 2025

Illinois Public Library Standards – Collection Management: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a Board-approved collection management policy that affirms of the American Library Association’s Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	The library’s budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. “Library of Things”).		
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	The library has a reconsideration of materials policy and process.			

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.	
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Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	The board’s bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<p>The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.</p>	<p>The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.</p>		
7	<p>The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.</p>	<p>The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.</p>	<p>The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.</p>	

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.	

11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Illinois Public Library Standards – Technology: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis		
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.	

4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.	
5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	

6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.	
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.	

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.	
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Notes/Comments:

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The Yorkville Public Library is committed to maintaining a safe environment for all patrons, staff, and visitors. As required by Illinois law¹, the Library shall maintain a supply of opioid antagonists in an accessible location and ensure that authorized personnel are trained to recognize and respond to opioid overdoses.

I. PURPOSE

This purpose of this policy is to establish procedures for the storage, maintenance, and administration of opioid antagonists at the Yorkville Public Library in compliance with Public Act 104-0056 (the “Act”).

II. DEFINITIONS

Authorized Personnel: An employee of the Library who has completed training in opioid overdose recognition and response, including administration of an opioid antagonist, as required under 75 ILCS 5/1-8(d).

Opioid Antagonist: A drug approved by the federal Food and Drug Administration or recommended for use by the World Health Organization that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body. Opioid antagonists shall be limited to medications approved by the Illinois Department of Human Services for such purpose.

III. STORAGE AND MAINTENANCE

- A. Opioid antagonists shall be stored at the Circulation Desk with the first aid kit and at the Adult Service Desk in clearly marked containers.
- B. Storage locations shall be accessible to Authorized Personnel at all times during operating hours but secured from unauthorized access by the general public.
- C. Inventory:
 - 1. The Library shall maintain a minimum supply of 6 doses of opioid antagonist(s) at each storage location.
 - 2. The Library Director or his/her designee shall conduct bi-annual inventory checks to ensure adequate supply and verify expiration dates.

¹ Public Act 104-0056, which amended the Illinois Local Library Act (75 ILCS 5/1-8), was passed on August 1, 2025 and is effective January 1, 2026.

3. Expired medications shall be disposed of in accordance with guidance from the Illinois Department of Human Services and replaced promptly.

D. Procurement: The Library's Director or his/her designee is responsible for purchasing and maintaining the Library's supply of opioid antagonists.

IV. TRAINING REQUIREMENTS

During operating hours and at library sponsored events, the Library shall take all reasonable steps necessary to have at least one Authorized Personnel present who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist.

Training of Authorized Personnel shall include, at A minimum:

- A. Recognition of signs and symptoms of opioid overdose.
- B. Proper administration techniques for opioid antagonists.
- C. Emergency response procedures.
- D. Coordination with emergency medical services.
- E. Documentation requirements.

Training may be obtained through:

- A. Organizations recognized by the Illinois Department of Public Health for providing opioid response training;
- B. Free resources available through the Illinois Department of Human Services
- C. Free resources available through the Illinois Department of Public Health; or
- D. Other organizations qualified to provide such training as identified by the Director of Public Health

Training Records:

- A. The Library shall maintain records of all staff and volunteers who have completed the required training.
- B. Training completion certificates shall be kept in personnel files.
- C. Refresher training shall be provided as needed.

V. OPIOID ANTAGONIST ADMINISTRATION PROCEDURES

Only Authorized Personnel may administer opioid antagonists on behalf of the Library.

Authorized Personnel may administer an opioid antagonist to any person whom the Authorized Personnel believes, in good faith, to be experiencing an opioid overdose.

Opioid antagonists may be administered:

- A. On Library grounds.

- B. In the immediate vicinity of the Library.
- C. At Library-sponsored events.

In the event and opioid antagonist is administered, Authorized Personnel shall:

- A. Assess the situation and ensure scene safety.
- B. Call 911 immediately or direct another person to do so.
- C. If the person receiving an opioid antagonist is unresponsive and opioid overdose is suspected, administer the opioid antagonist according to training.
- D. Remain with the individual until emergency medical services arrive.
- E. Provide information to emergency responders about the administration of the opioid antagonist
- F. Complete incident documentation

Administration of opioid antagonists by Library staff is voluntary, and no employee or volunteer shall be required to administer an opioid antagonist or be subject to disciplinary action for declining to do so.

VI. EMERGENCY RESPONSE COORDINATION

Emergency medical services (911) shall be contacted immediately when an opioid overdose is suspected, regardless of whether an opioid antagonist is administered. Authorized Personnel shall cooperate fully with emergency responders and provide all relevant information regarding the incident and any medication administered. The individual who received the opioid antagonist shall be monitored until emergency responders arrive, as additional doses may be necessary and medical evaluation is essential.

VII. DOCUMENTATION AND REPORTING

Any administration of an opioid antagonist shall be documented using the Library's Naloxone (Narcan) Usage Report & Incident Report form immediately after the incident is resolved or as soon as practicable after the incident has been resolved.

Incident Reports shall include:

- A. Date, time, and location of incident
- B. Name of Authorized Personnel who administered the medication
- C. Description of circumstances leading to administration
- D. Type and amount of opioid antagonist administered
- E. Response of the individual
- F. Emergency services contacted and response
- G. Names of witnesses, if any

Incident reports shall be maintained as confidential to the extent permitted by law. Personal identifying information about individuals who receive opioid antagonists shall not be disclosed except as required by law or for coordination with emergency services.

All incidents shall be promptly reported to the Library's insurance carrier by the Library Director in accordance with the Library's insurance policy requirements.

The Library Director shall review all incidents involving opioid antagonist administration and assess the need for policy updates or additional training.

VIII. LIABILITY AND IMMUNITY

Pursuant to 75 ILCS 5/1-8(e), the Library and its Authorized Personnel are immune from liability for the administration of an opioid antagonist under this policy, except for willful or wanton misconduct.

Authorized Personnel who administer opioid antagonists in good faith and in accordance with their training are acting within the scope of their employment/volunteer service.

IX. SOURCES OF OPIOID ANTAGONISTS

The Library may obtain opioid antagonists from any lawful source, including but not limited to:

- A. Retail pharmacies
- B. Manufacturers and distributors
- C. Public health departments
- D. Nonprofit organizations providing overdose prevention resources
- E. Other lawful sources

Adopted:

12/8/25