

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**July 9, 2018 - 7:00 P.M.**  
**902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
  - Financial Statement
  - Payment of Bills
  - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
  - Policy
  - Personnel
  - Finance
  - Community Relations
12. Unfinished Business
  - Update on the Open Meetings Violation
  - Nomination of Officers
  - Update on the Strategic Plan
  - Approve Mission & Values Statement
13. New Business
  - Kendall Arts Guild Fundraising for Library Mural
  - Approve Weblinx Proposal for Web Hosting & Consulting
  - Review of Executive Sessions
14. Executive Session (if needed)
  1. For the appointment, employment, compensation, discipline, performance 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.
15. Adjournment

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, June 11, 2018, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter, roll call was taken and a quorum was established.

**Roll Call:**

Jason Hedman-yes, Carol LaChance-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes

Absent: Theron Garcia

**Others Present:**

Elisa Topper-Library Director, Sharyl Iwanski-Circulation Manger, Jennette Weiss-Youth Director, Carol Morris-Friends of the Library, Ryan Forristall of Raintree Village, Dan Chacon, Tony Scott-*Kendall County Record*, Tyler Bachman-WSPY, Linda Girardi-*Beacon News*

**Recognition of Visitors:**

President Walter recognized the staff and visitors.

**Amendments to the Agenda:** None

**Minutes:** May 14, 2018 and May 22, 2018

Mr. Crawford moved to approve both sets of minutes as presented and Ms. LaChance seconded. Unanimous voice approval.

**Correspondence:**

Three pieces of correspondence were mentioned: A letter was received from the State's Attorney's office regarding a resolution to a recent Open Meetings Act violation. A letter was also received from Plano High School which thanked the library for allowing two senior students to volunteer their time. Ms. Topper also noted several numerous newspaper articles in the agenda packet.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Ms. Chacon said it's the first month of the new fiscal year and property taxes have been coming in. Director Topper also had a large bill for Cambria for custodial supplies.

### **Payment of Bills**

A motion was made by Mr. Hedman and seconded by Ms. Rodriguez to pay the bills as follows:

\$22,833.59	Accounts Payable
\$35,729.84	Payroll
\$58,563.43	Total

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes. Motion carried 7-0.

### **Report of the Library Director:**

Director Topper presented some highlights from her monthly report:

1. Obtaining additional quotes for carpet cleaning, hope to schedule for a Sunday in August.
2. Got quote for malfunctioning DVD recorder replacement for security camera, will replace later, functioning now.
3. Next strategic planning session scheduled with staff, Jason Hedman will coordinate.
4. Initiated "museum pass" for area attractions such as Brookfield Zoo and others. Must have library card to participate.
5. Staff and Director rotating duties due to vacations and other absences.
6. Reports submitted by Ms. DeBord and Ms. Augustine for recent conference they attended.
7. Seeking quotes for projection system for the meeting room, Friends to purchase for the fall.

**City Council Liaison** No report

### **Standing Committees:**

#### **Personnel**

President Walter said the Personnel Committee will meet on Monday, June 18<sup>th</sup> at 7pm for resolution of the recent Open Meetings Act violation. Mr. Walter read a statement regarding this violation. (See attached). He referred to a letter in the packet from the State's Attorney for the three necessary steps to resolve this matter.

### **Unfinished Business:**

#### **Update on the Open Meetings Violation**

(See above under Standing Committees).

#### **Update on the Strategic Plan**

Trustee Hedman gave an update on the strategic plan meeting with library staff and said great input was received. He re-stated the objectives that had previously been developed by the Board, summarized input from the staff and said they placed great emphasis on technology and safety protocols. Mr. Hedman made a motion to approve the goals as outlined in the Strategic Objectives and Mr. Walter seconded. Unanimous voice vote approval. The staff will meet this week to discuss Mission and Values and it will be brought back to the Board.

#### **Approve Daikin Maintenance & Inspection Agreement**

Daikin has agreed to a one-year contract rather than three years and Ms. Topper discussed the four inspections per year with them. She noted an emergency call was made to Trico last week for cottonwood seeds clogging the filters. Mr. Walter made a motion to move forward with the agreement at \$745 per quarter/\$2,980 per year for one year and Mr. Crawford seconded. Mr. Hedman said he wants the language for an automatic contract renewal removed. The emergency coverage will not be approved as part of the contract and the contract will be reviewed after one year.

Roll call vote: LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Hedman-yes. Carried 7-0.

### **IGA/City Relations-Open Dialogue**

Mr. Walter noted city officials were invited to this meeting for dialogue regarding the IGA, however, there was no one in attendance.

### **New Business:**

#### **Approve Online Reservation System Software & Associated Fees**

Ms. Topper said this is one of the goals for implementation. The cost would be \$795 year with the RAILS discount and would allow patrons to register for programs on line and through a mobile format. She said most libraries have this ability. There would also be a cost for the Weblinx tech to install the software from Demco. Ms. Weiss commented that the patrons will appreciate the on-line program. The Friends have graciously been paying the program costs and families no longer have to come in to pay for materials, etc.

Mr. Walter noted an offer from Weblinx for \$400 a year was received to host the library website while Go Daddy charges \$400 for 10 years. The domain registration expires in 2024.

Mr. Topper also said the website has been slow and it was thought that area road construction may have affected this. There was discussion of what has been lagging. Ms. Topper was asked to contact Weblinx regarding a proposal for the cost of optimization and modernization.

President Walter moved to approve the purchase of the Demco software at \$795 for a year and Mr. Hedman seconded.

Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Hedman-yes, LaChance-yes. Carried 7-0.

### **Water Testing**

Ms. Topper said Public Works evaluated the water heater regarding the recent brown water. The water heater was emptied and the situation has improved. It was recommended to run the water for 10 minutes each week which Ms. Topper has instructed the custodial staff to do and the city has added the library to their monthly water testing schedule. As a result of this improvement, Ms. Topper said she will not get quotes for remediation at this time.

### **Review the Emergency Procedures and Safety Plan**

The Policy Committee will hold a meeting to discuss.

### **Nomination of Officers**

Mr. Walter noted the current slate of officers and said other nominations can be made at the next meeting as well. Ms. Rodriguez nominated herself as Secretary. It was noted that the Mayoral Board re-appointments have not yet been made.

**Executive Session:** None

### **Adjournment:**

There was no further business and the meeting was adjourned at 7:49pm on a motion by Mr. Walter and second by Ms. LaChance.

# DRAFT

## **Yorkville Public Library Personnel Committee Meeting Monday, June 18, 2018, 7:00pm 902 Game Farm Road – Michelle Pfister Meeting Room**

The Personnel Committee meeting was called to order at 7:00pm by President Russ Walter.

### **Roll Call:**

Theron Garcia-present, Carol LaChance-yes, Wamecca Rodriguez-present (arr. 7:06pm), Darren Crawford-present

### **Others Present:**

Library Board President Russ Walter, Library Director Elisa Topper

### **Recognition of Visitors:** No visitors

### **Public Comment:** None

### **Approve April 24, 2018 Open Session Minutes:**

Mr. Walter presented the minutes he prepared for the April 24, 2018 Personnel Committee regular meeting and the Executive Session. That meeting had inadvertently not been posted. He said primarily the meeting was in Executive Session. The State's Attorney asked that the minutes be reviewed for approval. Mr. Walter moved to approve only the April 24th 'Personnel' minutes as presented. Ms. Topper questioned the time of adjournment. Mr. Crawford seconded the motion and there was a unanimous voice vote approval.

### **Approve and Release Eleven Minute Portion of the April 24, 2018 Closed Session Meeting Audio Recording as Advised by the State's Attorney's Office and Minutes of the Same:**

Ms. Rodriguez arrived at this time. Mr. Walters said the 11-minute portion was spent discussing personnel issues, creating a full-time position for the children's department and identifying someone to help in the children's department. Actions proposed were to take this matter to the Board and to create the position, however, no formal actions were taken at that time.

Mr. Walters said that after listening to the recording again, he felt that 3 minutes and 45 seconds should be left in the closed session recording. He had spoken with Ms. Leslie Johnson of the State's Attorney's office about this particular segment and the investigation would have to be re-opened to keep that segment of time closed.

Upon Ms. Rodriguez' arrival, it was decided that she should also listen to the segment in question. The meeting was paused at about 7:07pm while she and Mr. Walters relocated to another room to listen to that segment. The meeting resumed at about 7:12pm. He also presented her the minutes approved just prior to her arrival. Mr. Walter said that while the committee was in Executive Session on April 24<sup>th</sup>, the committee changed topics of discussion 3 times and he said they should have gone in and out of that Session 3 times. He said the closed session portion may have to be changed to 0:00 to 30:00 minutes and release 30:00 to 37:54 minutes as open meeting.

Mr. Walters said that all committee members felt that the 3 minutes and 45 seconds in question should be kept as part of the closed session recording. Because of this proposed change, he said the committee could not take further action at this meeting.

At this time, Ms. Rodriguez noted the time of adjournment on the minutes approved earlier should be 7:40pm rather than 6:40pm and it was corrected by Mr. Walter.

Dependent on the State's Attorney's reply, June 25<sup>th</sup> was tentatively set as the next meeting to address this matter.

**Adjournment:**

There was no further business and the meeting was adjourned at approximately 7:22pm on a motion by Mr. Walter and second by Ms. LaChance. Unanimous voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

**Eric Weis  
State's Attorney**



**Office of the  
State's Attorney  
Kendall County, Illinois**

Kendall County Courthouse  
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June 25, 2018

**VIA E-MAIL & U.S. MAIL**

Yorkville Public Library Board of Trustees  
c/o Russell Walter, President  
902 Game Farm Road  
Yorkville, Illinois 60560

RE: Yorkville Public Library Board of Trustees, Personnel Committee –  
April 24, 2018 meeting

Dear Yorkville Public Library Board of Trustees:

On June 4, 2018, the Kendall County State's Attorney's Office ("SAO") sent you its determination that the Yorkville Public Library Board of Trustees' Personnel Committee ("Committee") violated the Illinois Open Meetings Act ("OMA") during its committee meeting held on April 24, 2018 by failing to post an agenda at least 48 hours prior to the meeting. Because you indicated that you would be releasing a portion of the closed session recording, which began at 26:55 and ended at 37:54, the SAO found that no determination was necessary as to whether the discussion that occurred during this portion of the April 24<sup>th</sup> closed session was proper. Thereafter, on the evening of June 18, 2018, I received an email from the Yorkville Public Library Board of Trustees President Russ Walter informing me that "[t]he committee members reviewed the conversation from 26:55 to 30:00 and feel that 3:45 minutes should be kept in closed session" and that the Committee was now only willing to release "[t]he remainder of that recording from 30:00 till the end." In light of the Committee's decision, the SAO is now required to issue a supplemental determination, which specifically addresses the Committee's closed session discussion that occurred during its April 24, 2018 meeting. For the reasons set forth below, the SAO has determined the portions of the closed session recording that occurred from 27:53 to 28:17 and from 29:54 to 37:54 were improper discussions for closed session and violated Section 2 of the OMA.

**DETERMINATION**

During open session, the Committee made a motion to enter closed session for the purpose of "discussing an employee issue". Then, in closed session, the Committee cited to "exit review" as the purpose for entering closed session. On May 22, 2018, Mr. Walter sent us a letter on behalf of the Committee informing us that the April 24<sup>th</sup> closed session was "for OMA section 5 ILCS 120/2(c)(1) to discuss employee issue on an exit interview". Section 2(c)(1) of the OMA permits public bodies to hold closed meetings to discuss "the appointment, employment, compensation,

discipline, performance, or dismissal of specific employees of the public body.” 5 ILCS 120/2(c)(1). “[T]he exceptions to the requirement of open meetings are to be strictly construed, extending only to subjects clearly within their scope.” 5 ILCS 120/2(b). *See also Henry v. Anderson*, 356 Ill. App. 3d 952, 957, 827 N.E.2d 522, 525-26, 292 Ill. Dec. 993, 996 (4th Dist. 2005).

We find the portions of the closed session recording from 0:00 to 27:52 and from 28:18 to 29:53 pertained to the employment, performance and dismissal of specific employees of the Yorkville Public Library. Therefore, the Section 2(c)(1) exception was properly applied to these portions of the closed session. As set forth in our June 4, 2018 letter to you, the Committee should re-enter closed session at its next Committee meeting pursuant to 5 ILCS 120/2(c)(1) and adopt the portions of the April 24, 2018 closed session meeting recording which run from 0:00 to 27:52 and from 28:18 to 29:53. (We requested the Committee take this step as no agenda was posted for the April 24<sup>th</sup> meeting where this closed session discussion occurred.)

With respect to the remainder of the closed session discussion (i.e., the discussions that ran from 27:53 to 28:17 and from 29:54 to 37:54 in the closed session recording) were improper discussions held in closed session, which violated the OMA. These portions of the closed session discussed the Yorkville Public Library’s strategic planning, operations/business planning and budgetary issues, which are improper discussions for closed session. *See, e.g., Ill. Att’y Gen. Pub. Acc. Op. 12-011*, at 3 (issued July 11, 2012) and *Ill. Att’y Gen. Pub. Acc. Op. No. 16-013*, at 4-5 (issued Dec. 23, 2016).

Because these discussions were improperly held in closed session, the SAO requests the Committee remedy this OMA violation by disclosing and making publicly available the portions of the closed session verbatim recording of its April 24, 2018 Committee meeting that occurred from 27:53 to 28:17 and from 29:54 to 37:54. In addition, if the Committee has not already done so, the Committee should also take all of the additional steps set forth in our June 4, 2018 determination letter to remedy the other OMA violations that occurred during the April 24<sup>th</sup> Committee meeting. Please provide me with written confirmation that the Committee has complied with our requests on or before August 1, 2018. If you have any questions regarding this supplemental determination letter, please feel free to call the undersigned at (630) 553-4157.

Sincerely,

/s/ Leslie Johnson

Leslie Johnson

Assistant State’s Attorney

Kendall County, Illinois




[illegible]

PAYROLL														
1 <sup>ST</sup> PAY PERIOD	\$	17,762	\$	20,607										
2 <sup>ND</sup> PAY PERIOD		17,967		17,988										
3 <sup>RD</sup> PAY PERIOD		-		18,953										
<b>Total</b>	<b>\$</b>	<b>35,730</b>	<b>\$</b>	<b>57,548</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>



**UNITED CITY OF YORKVILLE**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ending June 30, 2018 \***



	June Actual	YTD Actual	% of Budget	FY 2019 Budget	Fiscal Year 2018 For the Month Ending June 30, 2017 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ 633,717	\$ 752,094	51.4%	\$ 1,464,606	\$ 708,705	6.12%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 1,059	20.2%	\$ 5,250	\$ 909	16.49%
State Grants	-	4,060	31.0%	13,100	-	0.00%
Total Intergovernmental	\$ -	\$ 5,119	27.9%	\$ 18,350	\$ 909	463.03%
Library Fines	\$ 531	\$ 1,099	12.9%	\$ 8,500	\$ 1,943	-43.43%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 203	\$ 1,317	17.6%	\$ 7,500	\$ 2,038	-35.37%
Copy Fees	350	646	21.5%	3,000	475	36.04%
Program Fees	-	1	0.1%	1,000	168	-99.40%
Total Charges for Services	\$ 553	\$ 1,964	17.1%	\$ 11,500	\$ 2,680	-26.73%
Investment Earnings	\$ 296	\$ 587	33.6%	\$ 1,750	\$ 266	120.93%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	150	250	12.5%	2,000	320	-21.88%
DVD Rental Income	261	532	19.3%	2,750	378	-95.77%
Miscellaneous Income	14	16	0.8%	2,000	151	4669.29%
Transfer In	1,764	7,202	28.6%	25,179	7,268	-0.92%
Total Miscellaneous & Transfers	\$ 2,189	\$ 7,999	25.1%	\$ 31,929	\$ 8,117	-1.46%
<b>Total Revenues and Transfers</b>	<b>\$ 637,286</b>	<b>\$ 768,863</b>	<b>50.0%</b>	<b>\$ 1,536,635</b>	<b>\$ 722,621</b>	<b>6.40%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 159,264</u>	<u>\$ 217,625</u>	<u>14.1%</u>	<u>\$ 1,547,989</u>	<u>\$ 146,659</u>	<u>48.39%</u>
50 Salaries	50,571	82,199	19.4%	422,698	91,356	-10.02%
52 Benefits	14,267	35,488	21.4%	166,150	38,408	-7.60%
54 Contractual Services	1,603	7,115	4.9%	145,840	14,752	-51.77%
56 Supplies	4,273	4,273	20.2%	21,200	2,143	0.00%
99 Transfers Out/Debt Service	88,550	88,550	11.2%	792,101	-	0.00%
<b>Total Expenditures and Transfers</b>	<b>\$ 159,264</b>	<b>\$ 217,625</b>	<b>14.1%</b>	<b>\$ 1,547,989</b>	<b>\$ 146,659</b>	<b>48.39%</b>
<i>Surplus(Deficit)</i>	\$ 478,022	\$ 551,238		\$ (11,354)	\$ 575,962	

\* June represents 17% of fiscal year 2019



**UNITED CITY OF YORKVILLE**  
**FISCAL YEAR 2019 BUDGET REPORT**  
**For the Month Ending June 30, 2018**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		FISCAL YEAR 2019		% of Budget
		8%	17%	Year-to-Date	BUDGET	
		May-18	June-18	Totals		

**LIBRARY OPERATIONS REVENUES**

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES	54,356	290,990	345,347	672,505	51.35%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	64,021	342,727	406,748	792,101	51.35%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,059	-	1,059	5,250	20.17%
82-000-41-00-4170	STATE GRANTS	4,060	-	4,060	13,100	30.99%
<i>Fines &amp; Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES	569	531	1,099	8,500	12.93%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,114	203	1,317	7,500	17.56%
82-000-44-00-4422	COPY FEES	296	350	646	3,000	21.52%
82-000-44-00-4439	PROGRAM FEES	1	-	1	1,000	0.10%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS	291	296	587	1,750	33.57%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME	100	150	250	2,000	12.50%
82-000-48-00-4824	DVD RENTAL INCOME	271	261	532	2,750	19.33%
82-000-48-00-4850	MISCELLANEOUS INCOME	2	14	16	2,000	0.80%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL	5,438	1,764	7,202	25,179	28.60%
<b>TOTAL REVENUES: LIBRARY</b>		<b>131,577</b>	<b>637,286</b>	<b>768,863</b>	<b>1,536,635</b>	<b>50.04%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>						
82-820-50-00-5010	SALARIES & WAGES	16,541	29,552	46,094	226,998	20.31%
82-820-50-00-5015	PART-TIME SALARIES	15,086	21,019	36,105	195,700	18.45%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,745	3,171	4,916	24,252	20.27%
82-820-52-00-5214	FICA CONTRIBUTION	2,357	3,806	6,164	31,720	19.43%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,696	4,960	15,656	79,318	19.74%
82-820-52-00-5222	GROUP LIFE INSURANCE	(8)	51	43	328	13.16%
82-820-52-00-5223	DENTAL INSURANCE	876	438	1,314	4,652	28.25%
82-820-52-00-5224	VISION INSURANCE	117	77	194	701	27.68%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	191	-	191	750	25.52%
82-820-52-00-5231	LIABILITY INSURANCE	5,246	1,764	7,010	24,429	28.70%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES	840	29	868	2,500	34.72%
82-820-54-00-5415	TRAVEL & LODGING	-	107	107	600	17.84%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	379	379	5,000	7.58%
82-820-54-00-5452	POSTAGE & SHIPPING	-	18	18	500	3.68%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	448	13	461	11,000	4.19%
82-820-54-00-5462	PROFESSIONAL SERVICES	97	416	513	40,000	1.28%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	2,098	-	2,098	20,000	10.49%
82-820-54-00-5480	UTILITIES	-	373	373	9,540	3.91%



**UNITED CITY OF YORKVILLE**  
**FISCAL YEAR 2019 BUDGET REPORT**  
**For the Month Ending June 30, 2018**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	Year-to-Date Totals	FISCAL YEAR 2019	
			May-18	June-18		BUDGET	% of Budget
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		930	268	1,197	50,000	2.39%
82-820-54-00-5498	PAYING AGENT FEES		1,100	-	1,100	1,700	64.71%
<i>Supplies</i>							
82-820-56-00-5610	OFFICE SUPPLIES		-	958	958	8,000	11.97%
82-820-56-00-5620	OPERATING SUPPLIES		-	54	54	2,000	2.69%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	1,296	1,296	8,000	16.20%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	35	35	1,000	3.49%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	-	200	0.00%
82-820-56-00-5685	DVD'S		-	56	56	500	11.24%
82-820-56-00-5686	BOOKS		-	1,874	1,874	1,500	124.93%
<i>2006 Bond</i>							
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	-	50,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT		-	12,494	12,494	24,988	50.00%
<i>2013 Refunding Bond</i>							
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	565,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	76,056	76,056	152,113	50.00%
<b>TOTAL FUND REVENUES</b>			<b>131,577</b>	<b>637,286</b>	<b>768,863</b>	<b>1,536,635</b>	<b>50.04%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>58,360</b>	<b>159,264</b>	<b>217,625</b>	<b>1,547,989</b>	<b>14.06%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>73,217</b>	<b>478,022</b>	<b>551,238</b>	<b>(11,354)</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	9,200	14,650	23,850	43,200	55.21%
84-000-45-00-4500	INVESTMENT EARNINGS	2	3	5	10	51.40%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>9,202</b>	<b>14,653</b>	<b>23,855</b>	<b>43,210</b>	<b>55.21%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	85	-	85	3,500	2.43%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	24	24	1,600	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	-	-	1,500	0.00%
84-840-56-00-5686	BOOKS	-	674	674	30,000	2.25%
<b>TOTAL FUND REVENUES</b>		<b>9,202</b>	<b>14,653</b>	<b>23,855</b>	<b>43,210</b>	<b>55.21%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>85</b>	<b>698</b>	<b>783</b>	<b>52,100</b>	<b>1.50%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>9,117</b>	<b>13,955</b>	<b>23,073</b>	<b>(8,890)</b>	

DATE: 06/19/18  
TIME: 15:37:05  
ID: AP225000.CBL

CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 18

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900060	FNBO	FIRST NATIONAL BANK OMAHA			06/25/18		
	062518-A.SIMMONS-A	05/31/18	01	TRIBUNE-ORDINANCE APPROVING		88-880-54-00-5462	1,314.35
			02	AMENDMENT TO DOWNTOWN TIF		** COMMENT **	
			03	KONICA-3/19-4/18 COPY CHARGES		82-820-54-00-5462	8.62
			04	KONICA-4/10-5/9 COPY CHARGES		01-110-54-00-5430	243.55
			05	KONICA-4/10-5/9 COPY CHARGES		01-120-54-00-5430	81.19
			06	KONICA-4/10-5/9 COPY CHARGES		01-220-54-00-5430	123.98
			07	KONICA-4/10-5/9 COPY CHARGES		01-210-54-00-5430	296.92
			08	KONICA-4/10-5/9 COPY CHARGES		01-410-54-00-5462	1.29
			09	KONICA-4/10-5/9 COPY CHARGES		51-510-54-00-5430	1.30
			10	KONICA-4/10-5/9 COPY CHARGES		52-520-54-00-5430	1.29
			11	KONICA-4/10-5/9 COPY CHARGES		79-790-54-00-5462	89.61
			12	KONICA-4/10-5/9 COPY CHARGES		79-795-54-00-5462	89.62
			13	VERIZON-APR 2018 MOBILE PHONES		01-220-54-00-5440	335.45
			14	VERIZON-APR 2018 MOBILE PHONES		01-210-54-00-5440	613.64
			15	VERIZON-APR 2018 MOBILE PHONES		79-795-54-00-5440	72.98
			16	VERIZON-APR 2018 MOBILE PHONES		51-510-54-00-5440	295.18
			17	VERIZON-APR 2018 MOBILE PHONES		01-410-54-00-5440	58.19
			18	VERIZON-APR 2018 MOBILE PHONES		52-520-54-00-5440	38.01
				INVOICE TOTAL:			3,665.17 *
	062518-D.DEBORD-A	05/31/18	01	MENARDS-CHIME, LEAF BAGS,		82-820-54-00-5495	88.57
			02	STONES, WEED SPRAY		** COMMENT **	
				INVOICE TOTAL:			88.57 *
	062518-D.HENNE-A	05/31/18	01	AUTO ZONE-LIGHT		01-410-56-00-5640	3.99
				INVOICE TOTAL:			3.99 *
	062518-E.DHUSE-A	05/31/18	01	ARAMARK#1591354528-UNIFORMS		01-410-56-00-5600	316.88
			02	ARAMARK#1591354528-UNIFORMS		51-510-56-00-5600	472.29
			03	ARAMARK#1591389119-UNIFORMS		01-410-56-00-5600	36.09
			04	ARAMARK#1591380436-UNIFORMS		51-510-56-00-5600	32.04
			05	ARAMARK#1591371865-UNIFORMS		52-520-56-00-5600	32.04
				INVOICE TOTAL:			889.34 *
	062518-E.TOPPER-A	05/31/18	01	AMAZON-MARKERS		82-820-56-00-5610	7.66
				INVOICE TOTAL:			7.66 *
	062518-K.LAWRENTZ-A	05/31/18	01	RURAL KING-STRAW BALES		51-510-56-00-5620	27.96
				INVOICE TOTAL:			27.96 *
	062518-L.HILT-A	05/31/18	01	VERIZON-ARP 2018 INCAR UNITS		01-210-54-00-5440	640.31
				INVOICE TOTAL:			640.31 *
	062518-N.DECKER-A	05/31/18	01	SHRED-IT-04/11/18 ONSITE		01-210-54-00-5462	160.84
			02	SHREDDING		** COMMENT **	

Total for all Highlighted Library Invoices: \$ 104.85

DATE: 06/19/18  
TIME: 15:43:13  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 19

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900061	FNBO	FIRST NATIONAL BANK OMAHA			06/25/18		
	062518-A.SIMMONS	05/31/18	01	COMCAST-MAY 2018 CABLE		01-110-54-00-5480	21.04
			02	COMCAST-MAY 2018 CABLE,		82-820-54-00-5440	379.13
			03	INTERNET & PHONE		** COMMENT **	
			04	COMCAST-04/24-/5/23 INTERNET		01-110-54-00-5440	5.90
			05	COMCAST-04/24-/5/23 INTERNET		01-220-54-00-5440	5.90
			06	COMCAST-04/24-/5/23 INTERNET		01-120-54-00-5440	3.93
			07	COMCAST-04/24-/5/23 INTERNET		79-790-54-00-5440	5.41
			08	COMCAST-04/24-/5/23 INTERNET		01-210-54-00-5440	25.56
			09	COMCAST-04/24-/5/23 INTERNET		79-795-54-00-5440	5.41
			10	COMCAST-04/24-/5/23 INTERNET		52-520-54-00-5440	2.95
			11	COMCAST-04/24-/5/23 INTERNET		01-410-54-00-5440	4.92
			12	COMCAST-04/24-/5/23 INTERNET		51-510-54-00-5440	4.92
			13	COMCAST-04/24-/5/23 PHONE &		79-795-54-00-5440	19.33
			14	CABLE		** COMMENT **	
			15	TRIBUNE-PUBLIUC HEARING		90-119-00-00-0011	421.09
			16	OFFICE DEPO-DESK CALENDAR		01-120-56-00-5610	15.79
						INVOICE TOTAL:	921.28 *
	062518-B.BEHRENS	05/31/18	01	AUTO ZONE-GAS CAP		51-510-56-00-5628	14.69
						INVOICE TOTAL:	14.69 *
	062518-B.OLSON	05/31/18	01	ICMA MEMBERSHIP RENEWAL		01-110-54-00-5460	1,398.00
						INVOICE TOTAL:	1,398.00 *
	062518-D.DEBORD	05/31/18	01	MENARDS-MULCH, SPRAY		82-820-54-00-5495	37.82
						INVOICE TOTAL:	37.82 *
	062518-D.HENNE	05/31/18	01	IMSA TRAINING MEALS 5/01-5/05		01-410-54-00-5415	175.00
						INVOICE TOTAL:	175.00 *
	062518-E.DHUSE	05/31/18	01	AUG 26-29 PW EXPO REGISTRATION		01-410-54-00-5412	276.00
			02	AUG 26-29 PW EXPO REGISTRATION		51-510-54-00-5412	276.00
			03	AUG 26-29 PW EXPO REGISTRATION		52-520-54-00-5412	277.00
			04	NAPA#196409-CARB CHOKE,		01-410-56-00-5628	10.37
			05	BRAKLEEN		** COMMENT **	
			06	NAPA#196306-HYDRAULIC FLUID		79-790-56-00-5640	239.95
			07	NAPA#197831-BATTERY CABLE		79-790-56-00-5640	10.92
			08	BRUSH, HANDLE		** COMMENT **	
			09	NAPA#196745-BATTERY		01-410-56-00-5628	40.82
						INVOICE TOTAL:	1,131.06 *
	062518-E.TOPPER	05/31/18	01	AMAZON-BULLETIN BOARD PAPER,		82-820-56-00-5610	240.09
			02	CORRECTION TAPE, PRINTER		** COMMENT **	
			03	FILAMENTS, DAUBERS, LABELS,		** COMMENT **	
			04	WINDOW MARKERS		** COMMENT **	

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900061	FNBO	FIRST NATIONAL BANK OMAHA			06/25/18		
	062518-E.TOPPER	05/31/18	05	AMAZON-MAGNETIC GEARS		82-000-24-00-2480	38.24
			06	LAKESHORE-ROOM DIVIDER,		82-000-24-00-2480	401.33
			07	ACTIVITY KIT		** COMMENT **	
			08	AMAZON-PAPER ROLLS,		82-820-56-00-5610	717.78
			09	BATTERIES, TONER CARTRIDGES,		** COMMENT **	
			10	DRY ERASE MARKERS, CARDSTOCK		** COMMENT **	
			11	AMAZON-POPCORN		82-820-56-00-5671	20.92
			12	AMAZON PRIME MONTHLY		82-820-54-00-5460	12.99
			13	MEMBERSHIP		** COMMENT **	
			14	AMAZON-BLOCKS, SCISSORS		82-000-24-00-2480	62.10
			15	AMAZON-RUG, SORTER		82-000-24-00-2480	44.96
			16	JEWEL-FOOD FOR MEETING		82-820-54-00-5412	28.51
						INVOICE TOTAL:	1,566.92 *
	062518-E.WILLRETT	05/31/18	01	ICMA MEBERSHIP RENEWAL		01-110-54-00-5460	786.00
			02	ILCMA 2018 SUMMER CONFERENCE		01-110-54-00-5412	200.00
			03	REGISTRATION-WILLRETT		** COMMENT **	
			04	ILCMA MEMBERSHIP RENEWAL		01-110-54-00-5460	253.50
						INVOICE TOTAL:	1,239.50 *
	062518-G.GOLINSKI	05/31/18	01	ICSC GLOBAL REAL ESATE		01-110-54-00-5415	374.58
			02	CONVENTION TRAVEL EXPENSES -		** COMMENT **	
			03	GOLINSKI & ORR		** COMMENT **	
						INVOICE TOTAL:	374.58 *
	062518-J.COLLINS	05/31/18	01	AUTO ZONE-TIRE GAUGES		01-410-56-00-5628	16.64
						INVOICE TOTAL:	16.64 *
	062518-J.DYON	05/31/18	01	SAMS-KLEENEX, PAPER TOWEL,CUPS		01-110-56-00-5610	48.93
			02	IGFOA-UTILITY BILLING SEMINAR		01-120-54-00-5412	95.00
						INVOICE TOTAL:	143.93 *
	062518-J.ENGBERG	05/31/18	01	ADOBE MONTHLY CREATIVE CLOUD		01-220-56-00-5635	49.99
						INVOICE TOTAL:	49.99 *
	062518-J.GALAUNER	05/31/18	01	PRINCESS PAICINIC DEPOSIT		79-795-56-00-5606	75.00
			02	GINGER & SOUL COFFEE WITH		79-795-56-00-5606	94.50
			03	COUNCIL		** COMMENT **	
			04	QUICK SIGNS-BANNERS		79-795-56-00-5606	216.00
						INVOICE TOTAL:	385.50 *
	062518-J.SLEEZER	05/31/18	01	O'REILLY-RETURNED SHACKLE KIT		01-410-56-00-5640	-16.24
			02	O'REILLY-SHACKLE KIT		01-410-56-00-5640	44.88
						INVOICE TOTAL:	28.64 *
	062518-K.BARKSDALE	05/31/18	01	CREDIT FOR CONFERENCE LODGING		01-000-24-00-2440	-1,624.70

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900061	FNBO	FIRST NATIONAL BANK OMAHA			06/25/18		
	062518-R.WRIGHT	05/31/18	01	AURORA UNIVERSITY-GOLDSMITH		01-210-54-00-5410	1,608.00
			02	TUITION-INTRO TO GOV'T		** COMMENT **	
						INVOICE TOTAL:	1,608.00 *
	062518-S.AUGUSTINE	05/31/18	01	DOLLAR TREE-PRIZES FOR SUMMER		82-820-56-00-5671	14.00
			02	READING BASKETS		** COMMENT **	
						INVOICE TOTAL:	14.00 *
	062518-S.IWANSKI	05/31/18	01	POSTAGE FOR BOOK CLUB MAILINGS		82-820-54-00-5452	18.41
						INVOICE TOTAL:	18.41 *
	062518-S.REDMON	05/31/18	01	AT&T UVERSE-05/24-06/23 TOWN		79-795-54-00-5440	55.39
			02	SQAURE PARK SIGN INTERNET		** COMMENT **	
			03	JEWEL-BUNS		79-795-56-00-5607	17.37
			04	WALMART-BUNS		79-795-56-00-5607	7.92
			05	BLACKBERRY CREEK GOLF DEPOSIT		79-795-56-00-5606	500.00
			06	ARAMARK#1591406443-MATS		79-790-56-00-5620	15.00
			07	ARAMARK#1591397820-MATS		79-790-56-00-5620	15.00
			08	ARAMARK#1591389120-MATS		79-790-56-00-5620	15.00
			09	GOLD MEDAL-BRIDGE & BEECHER		79-795-56-00-5607	1,736.65
			10	CONCESSION SUPPLIES AND FOOD		** COMMENT **	
			11	KENDALL PRINTING-ENVELOPES		79-795-56-00-5610	30.90
			12	4IMPRINT-GOLF OUTING BAGS		79-795-56-00-5606	817.97
			13	WALMART-BUNS		79-795-56-00-5607	11.82
			14	JEWEL-BUNS		79-795-56-00-5607	10.44
			15	WALMART-POPSICLES		79-795-56-00-5607	14.94
			16	WALMART-CHIPS		79-795-56-00-5606	13.96
			17	ASCAP-MISIC LICENSE FEE		79-795-56-00-5606	26.28
						INVOICE TOTAL:	3,288.64 *
	062518-S.REMUS	05/31/18	01	THE RIVER RADIO-SUMMER		79-795-54-00-5426	3,500.00
			02	SOLSTICE ADVERTISING		** COMMENT **	
						INVOICE TOTAL:	3,500.00 *
	062518-S.SLEEZER	05/31/18	01	CONTRACTOR BAGS, 21 TRASH CANS		79-790-56-00-5620	1,653.51
						INVOICE TOTAL:	1,653.51 *
	062518-T.HOULE	05/31/18	01	AMAZON-TRASH BAGS		79-790-56-00-5620	50.98
			02	CAPACITIVE PROXIMITY SENSOR		79-790-56-00-5640	291.00
						INVOICE TOTAL:	341.98 *
	062518-T.KLINGEL	05/31/18	01	WESTPHAL-REPLACED COMPRESSOR		01-210-54-00-5495	1,015.75
			02	AND CHARGED AC SYSTEM,		** COMMENT **	
			03	REPLACED TURN SIGNAL BULB		** COMMENT **	
						INVOICE TOTAL:	1,015.75 *

Total for all Highlighted Library Invoices: \$ 2,016.28



DATE: 07/05/18  
TIME: 13:36:13  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 19

CHECK DATE: 07/09/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104536	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0783087-IN		06/11/18	01	BALLAST, LAMPS	82-820-56-00-5621	363.84
					INVOICE TOTAL:		363.84 *
	0783608-IN		06/12/18	01	LAMPS	82-820-56-00-5621	39.00
					INVOICE TOTAL:		39.00 *
					CHECK TOTAL:		402.84
104537	BAKTAY	BAKER & TAYLOR					
	2033746593		06/04/18	01	BOOKS	84-840-56-00-5686	533.34
					INVOICE TOTAL:		533.34 *
	2033752581		06/04/18	01	BOOKS	82-820-56-00-5686	943.30
					INVOICE TOTAL:		943.30 *
	2033785167		06/19/18	01	BOOKS	82-820-56-00-5686	398.08
				02	BOOKS	82-000-24-00-2480	181.82
				03	BOOKS	84-840-56-00-5686	685.47
					INVOICE TOTAL:		1,265.37 *
	2033805791		06/25/18	01	BOOKS	82-820-56-00-5686	46.66
				02	BOOKS	84-840-56-00-5686	358.90
					INVOICE TOTAL:		405.56 *
					CHECK TOTAL:		3,147.57
104538	DEMCO	DEMCO, INC.					
	INV00007198		06/15/18	01	ANNUAL SUBSCRIPTION RENEWAL	84-840-56-00-5635	795.00
					INVOICE TOTAL:		795.00 *
					CHECK TOTAL:		795.00
104539	GREATLKS	GREAT LAKES PLUMBING & HEATING					

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 07/09/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104539	GREATLKS	GREAT LAKES PLUMBING & HEATING						
	16261		06/05/18	01	ANNUAL SPRINKLER INSPECTION	82-820-54-00-5495	375.00	
					INVOICE TOTAL:		375.00 *	
					CHECK TOTAL:			375.00
104540	LIBRARYF	LIBRARIES FIRST						
	6923		06/06/18	01	ANNUAL MUSEUM ADVENTURE PASS	82-820-56-00-5671	75.00	
					INVOICE TOTAL:		75.00 *	
					CHECK TOTAL:			75.00
104541	MIDWTAPE	MIDWEST TAPE						
	96141529		05/30/18	01	DVD	84-840-56-00-5685	22.49	
					INVOICE TOTAL:		22.49 *	
	96161170		06/05/18	01	DVDS	84-840-56-00-5685	200.15	
					INVOICE TOTAL:		200.15 *	
	96172134		06/08/18	01	AUDIO BOOKS	84-840-56-00-5683	79.98	
				02	DVDS	84-840-56-00-5685	64.47	
					INVOICE TOTAL:		144.45 *	
	96200883		06/19/18	01	DVD	84-840-56-00-5685	22.49	
				02	AUDIO BOOKS	84-840-56-00-5683	74.98	
					INVOICE TOTAL:		97.47 *	
					CHECK TOTAL:			464.56
104542	ORIENTAL	ORIENTAL TRADING CO INC						
	690557307-01		06/13/18	01	GAMES	82-820-56-00-5671	61.97	
					INVOICE TOTAL:		61.97 *	
					CHECK TOTAL:			61.97

DATE: 07/05/18  
TIME: 13:36:13  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 19

CHECK DATE: 07/09/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104543	R0002068	EAST MOLINE PUBLIC LIBRARY						
	061418		06/14/18	01	REIMBURSEMENT FOR LOST BOOK	82-820-56-00-5686	30.00	
					INVOICE TOTAL:		30.00	*
					CHECK TOTAL:			30.00
104544	THOMREUT	WEST PUBLISHING CORPORATION						
	838363654		06/04/18	01	2017 IL COMP STATE BAR V1 & V2	82-820-56-00-5686	99.88	
					INVOICE TOTAL:		99.88	*
					CHECK TOTAL:			99.88
104545	TRICO	TRICO MECHANICAL SERVICE GROUP						
	4489		06/22/18	01	CHECKED UNIT AND CLEANED COILS	82-820-54-00-5495	250.00	
					INVOICE TOTAL:		250.00	*
					CHECK TOTAL:			250.00
104546	YOUNGM	MARLYS J. YOUNG						
	052218		06/02/18	01	05/22/18 MEETING MINUTES	82-820-54-00-5462	78.00	
					INVOICE TOTAL:		78.00	*
					CHECK TOTAL:			78.00
					TOTAL AMOUNT PAID:			5,779.82

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 1, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 22,153.99	\$ -	22,153.99	\$ 2,345.14	\$ 1,619.37	\$ 26,118.50
FINANCE	13,107.23	-	13,107.23	1,398.65	987.89	\$ 15,493.77
POLICE	113,275.63	1,478.45	114,754.08	643.46	8,387.25	\$ 123,784.79
COMMUNITY DEV.	26,001.16	-	26,001.16	2,706.25	1,952.45	\$ 30,659.86
STREETS	15,743.12	-	15,743.12	1,576.49	1,153.24	\$ 18,472.85
WATER	17,200.29	80.95	17,281.24	1,823.17	1,244.26	\$ 20,348.67
SEWER	9,409.43	-	9,409.43	1,008.53	706.14	\$ 11,124.10
PARKS	23,983.47	320.56	24,304.03	2,456.06	1,796.68	\$ 28,556.77
RECREATION	16,819.14	-	16,819.14	1,523.35	1,265.81	\$ 19,608.30
<b>LIBRARY</b>	<b>18,183.97</b>	<b>-</b>	<b>18,183.97</b>	<b>1,063.25</b>	<b>1,359.91</b>	<b>\$ 20,607.13</b>
<b>TOTALS</b>	<b>\$ 275,877.43</b>	<b>\$ 1,879.96</b>	<b>\$ 277,757.39</b>	<b>\$ 16,544.35</b>	<b>\$ 20,473.00</b>	<b>\$ 314,774.74</b>
<b>TOTAL PAYROLL</b>						<b>\$ 314,774.74</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

June 15, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	583.34	-	583.34	19.34	44.63	647.31
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	4,000.00	-	4,000.00	-	294.97	4,294.97
ADMINISTRATION	18,971.29	-	18,971.29	2,001.46	1,370.16	22,342.91
FINANCE	10,143.06	-	10,143.06	1,070.10	749.69	11,962.85
POLICE	111,305.37	6,797.87	118,103.24	643.46	8,609.01	127,355.71
COMMUNITY DEV.	16,796.62	-	16,796.62	1,717.92	1,236.84	19,751.38
STREETS	15,905.28	-	15,905.28	1,483.88	1,165.65	18,554.81
WATER	16,538.48	392.56	16,931.04	1,647.39	1,221.87	19,800.30
SEWER	8,604.63	-	8,604.63	907.80	633.10	10,145.53
PARKS	21,032.88	290.93	21,323.81	2,004.14	1,561.04	24,888.99
RECREATION	15,748.18	-	15,748.18	1,344.60	1,170.48	18,263.26
LIBRARY	15,765.18	-	15,765.18	1,047.75	1,174.86	17,987.79

**TOTALS** \$ 256,285.99 \$ 7,481.36 \$ 263,767.35 \$ 13,896.63 \$ 19,300.50 \$ 296,964.48

**TOTAL PAYROLL \$ 296,964.48**



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY June 29, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,971.28	\$ -	18,971.28	\$ 2,001.46	\$ 1,415.78	\$ 22,388.52
FINANCE	10,143.03	-	10,143.03	1,070.10	771.28	\$ 11,984.41
POLICE	107,257.07	2,674.39	109,931.46	643.46	8,330.63	\$ 118,905.55
COMMUNITY DEV.	16,796.62	-	16,796.62	1,717.92	1,267.80	\$ 19,782.34
STREETS	19,205.72	-	19,205.72	1,773.00	1,467.16	\$ 22,445.88
WATER	15,602.48	94.66	15,697.14	1,615.96	1,191.51	\$ 18,504.61
SEWER	8,604.60	-	8,604.60	907.80	656.72	\$ 10,169.12
PARKS	20,808.84	467.65	21,276.49	2,012.99	1,627.63	\$ 24,917.11
RECREATION	17,109.67	-	17,109.67	1,344.60	1,308.88	\$ 19,763.15
<b>LIBRARY</b>	<b>16,622.00</b>	<b>-</b>	<b>16,622.00</b>	<b>1,059.62</b>	<b>1,271.59</b>	<b>\$ 18,953.21</b>
<b>TOTALS</b>	<b>\$ 251,121.31</b>	<b>\$ 3,236.70</b>	<b>\$ 254,358.01</b>	<b>\$ 14,146.91</b>	<b>\$ 19,308.98</b>	<b>\$ 287,813.90</b>
<b>TOTAL PAYROLL</b>						<b>\$ 287,813.90</b>



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, July 9, 2018

#### ACCOUNTS PAYABLE

Library CC Check Register FY18 <i>(Page 1)</i>	06/25/2018	\$104.85
Library CC Check Register FY19 <i>(Pages 2 - 4)</i>	06/25/2018	\$2,016.28
Library Check Register FY19 <i>(Pages 5 - 7)</i>	07/09/2018	5,779.82

#### FY 2019

Lincoln Financial - May 2018 Life Ins	06/12/2018	25.43
Glatfelter Liability Ins. - Installment #6	06/12/2018	865.95
IPRF -July 2018 Workers Comp	06/12/2018	898.13
Lincoln Financial -June 2018 Life Ins	06/26/2018	25.43
Blue Cross /Blue Shield-July 2018 Health Ins	06/26/2018	5,531.64
Blue Cross /Blue Shield-July 2018 Dental Ins	06/26/2018	438.06
Flex - May 2018 HRA Admin Fees	06/26/2018	20.00
Dearborne National - July 2018 Vision Ins	06/26/2018	77.24
Nicor -05/02/18-06/01/18 services	06/26/2018	372.89

#### **TOTAL BILLS PAID:**

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\$16,155.72

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	06/01/2018	\$20,607.13
Bi-weekly <i>(Page 9)</i>	06/15/2018	17,987.79
Bi-weekly <i>(Page 10)</i>	06/29/2018	18,953.21

#### **TOTAL PAYROLL:**

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\$57,548.13

#### **TOTAL DISBURSEMENTS:**

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**\$73,703.85**

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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		05/01/2018		BEGINNING BALANCE					3,196.04
	AP-180514	05/07/2018	01	BOOKS	BAKER & TAYLOR	104522	2033598121-19	75.07	
		05/07/2018	02	BOOKS	BAKER & TAYLOR	104522	2033623607-19	13.28	
		05/07/2018	03	BOOKS	BAKER & TAYLOR	104522	2033647543-19	166.30	
		05/07/2018	04	BOOKS	BAKER & TAYLOR	104522	2033663949-19	33.29	
		05/07/2018	05	BOOKS	BAKER & TAYLOR	104522	2033673584-19	24.08	
	AP-180514VD	05/14/2018	01	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033598121-19		75.07
		05/14/2018	02	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033623607-19		13.28
		05/14/2018	03	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033647543-19		166.30
		05/14/2018	04	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033663949-19		33.29
		05/14/2018	05	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033673584-19		24.08
	AP-180525M	05/22/2018	11	TARGET-GIFT CARDS, SUPPLIES	FIRST NATIONAL BANK	900059	052518-J.WEISS19	108.35	
		05/22/2018	12	DOLLAR TREE-SUPPLIES FOR	FIRST NATIONAL BANK	900059	052518-J.WEISS19	26.35	
	GJ-180531LB	06/04/2018	08	May 2018 Deposits					1,087.33
	AP-80514	05/14/2018	01	BOOKS	BAKER & TAYLOR	104522	2033598121-19	75.07	
		05/14/2018	02	BOOKS	BAKER & TAYLOR	104522	2033623607-19	13.28	
		05/14/2018	03	BOOKS	BAKER & TAYLOR	104522	2033647543-19	166.30	
		05/14/2018	04	BOOKS	BAKER & TAYLOR	104522	2033663949-19	33.29	
		05/14/2018	05	BOOKS	BAKER & TAYLOR	104522	2033673584-19	24.08	
				TOTAL PERIOD 01 ACTIVITY				758.74	1,399.35
02	AP-180611	06/05/2018	01	BOOKS	BAKER & TAYLOR	104528	2033688375	13.79	
		06/05/2018	02	BOOKS	BAKER & TAYLOR	104528	2033696051	212.34	
		06/05/2018	03	BOOKS	SCHOLASTIC BOOK CLUB	104532	17133293	224.40	
		06/05/2018	04	BOOK	SCHOLASTIC BOOK CLUB	104532	17158684	2.00	
	AP-180625M	06/19/2018	121	AMAZON-MAGNETIC GEARS	FIRST NATIONAL BANK	900061	062518-E.TOPPER	38.24	
		06/19/2018	122	LAKESHORE-ROOM DIVIDER,	FIRST NATIONAL BANK	900061	062518-E.TOPPER	401.33	
		06/19/2018	123	AMAZON-BLOCKS, SCISSORS	FIRST NATIONAL BANK	900061	062518-E.TOPPER	62.10	
		06/19/2018	124	AMAZON-RUG, SORTER	FIRST NATIONAL BANK	900061	062518-E.TOPPER	44.96	
	GJ-180630LB	07/05/2018	07	June 2018 Deposits					226.40
				TOTAL PERIOD 02 ACTIVITY				999.16	226.40
				TOTAL ACCOUNT ACTIVITY				1,757.90	1,625.75
				ENDING BALANCE					3,063.89
				GRAND TOTAL					3,063.89
				TOTAL DIFFERENCE				0.00	3,063.89



## **LIBRARY DIRECTOR REPORT— June, 2018**

**Facilities Management** Obtained a second quote for carpet cleaning. Will ask for at least 2 more and look at scheduling in August. Will bring to the August Board meeting for approval. Hired Olson Roofing to clean the gutters as water was backing up on the roof. Have also asked for proposal for gutter covers and snow bars. Obtained revised contract from Daikin. Had to call Trico for service call for Telecomm Room. Problem was high humidity setting off the alarm. HVAC system (chiller) had a broken part on June 26<sup>th</sup> causing the library to not have AC. System temporarily fixed till part can be replaced on July 2<sup>nd</sup>. Met with our copier representative from Konica (6/14/18) to discuss our copiers. Our copiers are over 10 years old and we will need to make plans for replacement as parts are no longer available for our models. On June 15<sup>th</sup> a locked bicycle was stolen from the bike rack at approximately 4p.m. We then discovered that one of the security cameras was broken. Was able to see young woman on tape but not clear to identify. Police reports filed by bike owner. Defective camera replaced on 7/3/18 and proposal to replace other cameras with a higher resolution is being drafted by the company.

**Public Relations** Article in the *Beacon News* about our baseball program, “Living Historian discusses women’s baseball league”. Numerous articles in the newspapers about the City Council and the Yorkville Library (see packet for articles).

**Grants** Science books for children and adults are in circulation.

**Meetings** Attended the ALA National Conference in New Orleans, June 22-26, 2018. Conference Report is attached.

Met with Darren Crawford and daughter Victoria to discuss her senior project. She is planning on creating a video about the Yorkville Library that will help us to market YPL. Provided her with background literature.

**Staff** We had another successful Strategic Plan meeting to discuss our Mission and Values Statement (6/15/18). On-going manager’s meetings every 2 weeks. Posted a position for Library Clerk and have received a good pool of candidates. Interviews will be the week of June 12<sup>th</sup>.

**Library Operations** We are now part of the Museum Pass Program and we have family passes for selected museums in the Chicago area at no charge to patrons. Must be a Yorkville card holder. Submitted the Illinois Public Library Annual Report (IPLAR) prior to the June 30<sup>th</sup> deadline. Prepared the YPL Annual Report 2017-2018 (See attached).

**Friends** Contacting and setting up meetings to obtain proposals for an updated Projection System to be funded by the group. Recommendations will be made at the August meeting.

**Programs, Activities**  
**Adult Programs**

Men's Book Club 8  
Friends Meeting 9  
Threads and More 12  
Creative Writing 9  
Lunch Bunch 9  
Peaches & Baseball 39

**TOTAL ADULT ATTENDANCE 86**

**Children Programs**

Drop-In Storytime **12**  
Tots and Toddlers (2) **44**  
Read with Paws **12**  
Book Club (2 programs) (Grades 1-2) **18**  
Book Club (2 programs) (Grades 3-5) **8**  
Ice Cream Book Club **7**  
LEGO Club **12**  
Morning Read **19**  
Lap sit **20**  
Only One You (2) **29**  
Movies (2) **55**  
Future Foxes (2) **55**  
Stories in the Park **70**  
Sci Tech Wind Tunnel **48**  
Sci Tech Magnet Table **67**  
Sci Tech Electricity Table **41**  
Weird Science (2) **69**  
Museum Pass Program **15**

**TOTAL CHILDREN'S ATTENDANCE 601**

Passive programs included: Father's Day Tie Card **53**, Bookmarks **138**, Straw Rockets **49**, Origami **11**, and Paper Helicopters **33**.

**TOTAL PARTICIPATION FOR PASSIVE  
PROGRAMS 284**

**Computer Use**

Adult **317**  
Young Adult **37**  
Children **50**

**TOTAL COMPUTER USE 404**

**Database & E-book Use**

Omni E-Book **725**      **243** E-Audio      **241** (Users)  
E-Read IL **31**   E-Book Audio **63**      **27** (Users)

**Circulation**

Checkouts **8,021**  
New Patrons Added **215**  
New Items Added **398**

**Teen Volunteers** Mikayla Mika, Mark Sanford, Naytona Faedtke, Alexa Roehr, Stella Tejada, Brooklyn Souza, Mikayla Mol, Rachel Robinette, Juleah Richardson, Elizabeth Chacon, Leah English, Alana Sanford, Aiden Karales, Brooke Karales, Bree Weiss, Lexi Mika.

**Adult Volunteers**      District 115 Teachers  
**Meeting Room**      **3** Rental,      **14** Programs

**Proctored Test**      **1**  
**Patron Count**      **6510**

<b>YORKVILLE STATISTICS FOR FY19</b>	<b>PrairieCat</b>
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[illegible]

## DATABASE USAGE FOR FY18

[illegible]

## The American Library Annual Conference

Ernest N. Morial Convention Center, New Orleans

June 22-26, 2018

Elisa F. Topper

With over 20,000 librarians from the United States and other countries, this conference was exciting with top notch speakers and sessions.

My flight was delayed out of O'Hare so I was only able to see the last half of Michelle Obama's Opening Session Speech. She has a new book coming out in the fall but spoke mainly about Reading. This was followed by the Opening of the Exhibits where I met the Librarian of Congress, Carla Hayden. Carla and I worked together at Chicago Public Library 40 years ago and she remembered me.

Saturday I attended the preview of Emilio Estevez's new movie, "The Public" about the Cincinnati Public Library and a group of homeless people that take over the Library on the coldest night of the year when shelters are not available. Estevez plays a librarian in the movie set for release this fall. He captured the essence of Librarianship spot on. A David versus Goliath story for our times that tackles some of the nation's most challenging issues: homelessness, mental illness, addiction, the militarization of law enforcement; and sets the drama inside a public library. The facilitator for the program was Ryan J. Dowd, Executive Director of the homeless shelter Hesed House in Aurora. His new book, "*The Librarian's Guide to Homelessness*" was available for purchase and was a tie-in to the movie.

I also attended the Gale lunch that featured information about Career Online High School and four public libraries that are using it successfully: San Diego Public, Largo Public, Gwinnett County Public and Broward County.

Then back to the exhibit hall where I met the author, Baptiste Paul of the book, "The Field" and his illustrator, Jacqueline Alcantara. Ms. Alcantara lives in the Chicago area and has agreed to come to our library to speak with staff or the public. They also autographed a copy of the book for the collection.

I attended the Speaker Series where actress Sally Field talked about her upcoming book, "*In Pieces*" about her troubled childhood and how she learned to deal with it by journaling and acting.

I continued to collect tote bags and free books to send back to YPL that were mailed on Monday afternoon. I also received a Kore Grow with Me Adjustable Stool (value \$124) that will be shipped back to YPL as a promotional from Demco Company. This may be used for Storytime sessions.

Sunday I attended the exhibits in the morning and then attended the EBSCO luncheon where new products were presented and discussed.

My program, *The Art of Asking: Salary Negotiation for Library Workers* was in the afternoon and was attended by approximately 150 library workers. I was one of the facilitator for the discussion group following the power point presentation (See attached letter from Committee Chair).

Monday I had appointments with vendors. I met with Vox Books. They are the first audio books that live in print books. The permanently attached VOX Reader transforms an ordinary print book into an all-in-one-read-along. There is no need for a computer, tablets or CD's. These are new children's books that

have a cassette player built into the book. I brought one back to show the Friends as I hope they will help us to purchase a few for the collection.

I also met with Digital Library Systems Group (DLSG) to see KIC POD for Patrons. Patrons can scan family photos and memorabilia and use the touch screen to compose and order hardbound books of family memories. They also showed us KIC Study System for K-12 after School Patrons. This may be too costly for our use.

I saw a new item called Imagination Playground. It is foam pieces that can be configured into a play area for children. It is very neat looking and I could see it here in the back area of the children's department to transform children's minds, bodies and spirits through play. Possibly something that the Friends may fund.

I stood in long lines to receive books from vendors as they dismantled their exhibits and gave books away. Then I waited in lines at the Post Office in the Convention Center to mail 2 boxes back to YPL.

On Tuesday morning, the closing session was actress Viola Davis speaking about her new children's book, *Corduroy Takes a Bow*. Davis celebrates 50 years of the beloved teddy bear with a brand new, classically illustrated picture book.

I have attended many ALA Conferences throughout the years as a member and even as an ALA staff member and think that this was one of the better conferences.

It was exhausting with trying to absorb as much as I could and yet energizing at the same time as wherever you went you met other librarians and networked throughout the city and the conference center talking about our libraries.

Thank you to the Board for supporting my attendance at this conference as I came back invigorated and ready to share ideas with YPL staff.



June 28, 2018

Mr. Russell Walter  
President, Yorkville Public Library Board  
902 Game Farm Road  
Yorkville, IL 60560

Dear Mr. Walter:

As Chair of the American Library Association-Allied Professional Association (ALA-APA) Salaries and Status of Library Workers Committee (SSLW), I am writing to thank you on behalf of the Committee for sponsoring Yorkville Library Director Elisa Topper's attendance at the ALA Annual Conference in New Orleans. The Committee did a break out session on salary negotiation. Thanks to the Yorkville Public Library Board's generosity, Elisa was able to participate in the session and contribute to its success by providing her negotiation expertise to the Library Science students and professional librarians in attendance. Elisa was one of the first people I called to assist the Committee with the program and her perspective and experience proved invaluable to our audience looking for salary negotiation advice.

Again, thank you for your generosity.

Sincerely,

Julia Eisenstein, MA, MLIS  
Chair, ALA-APA SSLW  
Associate Librarian  
McNichols Campus Library  
University of Detroit Mercy  
4001 W. McNichols Road  
Detroit, MI 48221-3038

### Memorials and Gifts

FY 2018 Beg Balance	3,077.05
Receipts	9,973.21
Disbursements	(9,854.22)
FY 2018 Ending Balance	<u>\$ 3,196.04</u>

### **Library Board of Trustees**

Russell Walter  
Carol LaChance  
Susan Chacon  
Wamecca Rodriguez  
Jason Hedman  
Darren Crawford  
Krista Danis  
Theron Garcia

Elisa F. Topper - Library Director



902 Game Farm Rd.  
Yorkville, IL 60560  
(630) 553-4354  
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[www.yorkville.lib.il.us](http://www.yorkville.lib.il.us)

## **YORKVILLE PUBLIC LIBRARY**

# **ANNUAL REPORT 2017-2018**



Current library statistics,  
information, and  
financial budget.



<b>Library Operations Reserve</b>	<b>\$335,072</b>
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**Total Library Revenues** **\$1,580,181**

\* Cash Basis  
\*\* Paid for by Development Fees

## **STAFF INPUT ON MISSION AND VALUES STATEMENTS**

**FRIDAY, June 15, 2018**

### **Mission Statement:**

We are guides to nurture a love of reading, and lifelong learning. We provide access to support and resources that will entertain, inspire, inform and foster a sense of community in all patrons.

### **VALUES**

1. We operate with integrity and respect privacy.
2. We are committed to serving all patrons.
3. We have a positive, engaging attitude.
4. We protect intellectual freedom and fair & equitable access for all.
5. We value teamwork, helpfulness and friendliness.



Weblinx Incorporated  
165 Kirkland Circle  
Oswego, IL 60543

p 630.551.0334  
f 630.551.0353

## Work Order Yorkville Public Library

PROJECT: Various Website/  
Hosting Updates DATE OF REQUEST: 6-28-2018  
REQUISITION #: \_\_\_\_\_ REQUESTED BY: Shelley Augustine

Description: 1) Integrate Demco (Evanced) Calendar on Current Website – Swap out home page feed with a feed from Demco/Evanced and link to the external site for the full calendar and event registration. 2 hours @ \$125/hour = \$250.

2) Re-Skin / Refresh the Current Website – Provide a more modern look for the YPL website to accommodate wider displays and newer mobile devices. Update all systems and provide SEO refresh while migrating content to the new site. 42 hours @ \$100/hour = \$4,200.

3) Website Hosting Transfer – Move the YPL site from GoDaddy to Weblinx Linux Platinum hosting plan. Hosting plan to include: 5 GB disk space, 20 GB monthly data transfer, 100 POP3 email accounts, SSL certificate site encryption. \$300/year (web hosting) + \$300 (website move) = \$600.

TOTAL: \$5,050

\_\_\_\_\_ APPROVED

\_\_\_\_\_ NOT APPROVED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZATION/CLIENT: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZATION/WEBLINX: \_\_\_\_\_ DATE: \_\_\_\_\_



Weblinx Incorporated  
165 Kirkland Circle  
Oswego, IL 60543

p 630.551.0334  
f 630.551.0353

Terms and Conditions

- Payment. Weblinx will invoice Yorkville Public Library in the amount of \$2,525 to initiate the work. The remaining balance of \$2,525 will be invoiced upon completion of the work. Payments shall be made payable to Weblinx, Inc.
- Default of Payment. In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 1<sup>6th</sup> Judicial Circuit, Kendall County, Illinois.
- Deliverable Ownership. Yorkville Public Library will own all rights to the content and source code of the website.
- Work. The work defined within this work order will be performed by Weblinx employees. Weblinx will take responsibility for the quality and timeliness of the work produced.
- Expiration. There is a 30-day rate lock on this agreement, from the date indicated above. After this period of time, Weblinx has the right to alter fees based on the going rates for service.
- Hold Harmless / Indemnification. The customer agrees it will indemnify and hold harmless Weblinx, Incorporated from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.