

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
August 13, 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
 - Finance
 - Personnel
 - Community Relations
12. Unfinished Business
 - Update on the Open Meetings Violation
 - Update on the Strategic Plan
 - Approve Mission & Values Statement
13. New Business
 - Approve Carpet Cleaning Company
 - Approve Electronic Participation at Meetings Policy
 - Approve Revised DVD Policy
 - Approve Board Borrowing Policy
 - Approve Revised Meeting Room Policy
 - Roof Gutter Covers Proposal
 - Disaster Plan Review
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 Personnel Committee Meeting Monday, July 9, 2018, 6:00pm 902 Game Farm Road – Board Room

The Personnel Committee meeting was called to order at 6:01pm by Vice-President Carol LaChance.

Roll Call:

Darren Crawford-present, Theron Garcia-present, Carol LaChance-yes, Wamecca Rodriguez-present

Others Present:

Library Director Elisa Topper

Recognition of Visitors: No visitors

Public Comment: None

Approve & Release the 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 made a motion to approve as supplemental minutes of the open meeting on April 24, 2018 of the Personnel Committee of the Yorkville Public Library those minutes of the meeting that occurred from 27:53 to 28:17 and 29:54 to 37:54 of the recording of that meeting as described in the attached Supplemental Minutes. Ms. Garcia seconded.

Roll Call: Rodriguez-yes, LaChance-yes, Garcia-yes, Crawford-yes. Carried 4-0.

Executive Session

At approximately 6:03pm a motion was made by Ms. LaChance and seconded by Ms. Rodriguez to enter into Executive Session. Ms. LaChance stated the purpose of the Session: For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Roll call to go into Executive Session: Garcia-yes, LaChance-yes, Rodriguez-yes, Crawford-yes.

Carried 4-0.

The Committee exited the Executive Session at approximately 6:06pm with a roll call: Crawford-yes, Garcia-yes, LaChance-yes, Rodriguez-yes. The committee returned to regular session with all previous attendees still present.

Adjournment:

There was no further business and the meeting was immediately adjourned at approximately 6:06pm on a motion and second by Ms. LaChance and Ms. Garcia, respectively. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Board of Trustees
Monday, July 9, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Carol LaChance, roll was called and a quorum was established.

Roll Call: Theron Garcia-yes, Carol LaChance-yes, Wamecca Rodriguez-yes, Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes

Absent: Jason Hedman, Russ Walter

Others Present:

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Circulation Manager Sharyl Iwanski, City Council Liaison Jackie Milschewski

Recognition of Visitors: Ms. LaChance recognized the library staff and guest.

Amendments to the Agenda: None

Minutes: June 11, 2018 and June 18, 2018

Ms. Chacon noted that a statement read by Mr. Walter was missing one line in the attachment to the June 11th minutes. Ms. Topper will check on this. Ms. Rodriguez moved and Ms. Chacon seconded a motion to approve these minutes as amended. Unanimous voice vote approval.

The June 18th Personnel Committee minutes were approved as presented on a motion by Ms. Garcia and seconded by Ms. Rodriguez. Unanimous voice vote approval.

Correspondence:

Ms. Topper noted outstanding newspaper coverage was given about the presentation by the women's baseball league with stories in both the *Beacon News* and *Kendall County Record*. A thank you was received from the chairperson of the ALA, thanking the Board for sponsoring Ms. Topper's attendance at the recent conference where she also presented. A letter was also received from the State's Attorney regarding the OMA.

Public Comment: None

Staff Comment:

Ms. Augustine said more programs are scheduled including one on medical marijuana on July 26. An outreach coordinator who works with a dispensary will give the presentation. Ms. Topper said it is a trend for libraries to present this type of information.

Report of the Treasurer:

Ms. Chacon said the budget is on track and 17% though the year. The twice yearly interest payments were made and she pointed out there were 3 payrolls in June.

Payment of Bills

A motion was made and seconded by Trustees Crawford and Garcia, respectively, to pay the bills as follows:

\$16,155.72 Accounts Payable
\$57,548.13 Payroll
\$73,703.85 TOTAL

Roll call: Garcia-yes, LaChance-yes, Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes.
Carried 6-0

Report of the Library Director:

1. Trico was called for alarm set off by high humidity.
2. HVAC system broke down and Daikin repaired at cost of \$2,200.
3. A bike was stolen from front of library and it was found the camera was not working, camera was replaced, police report made and the PD camera was checked also with no results.
4. Attended ALA conference, Ms. Topper thanked Board for approving her attendance.
5. Reviewed annual IPLAR report and Ms. Topper highlighted the comprehensive statistics about the library. Report was submitted to State library.
6. Discussed new type of books/ideas from conference and reported over 900 exhibitors there.

City Council Liaison No report

Standing Committees:

The Personnel Committee was the only committee that met.

Unfinished Business:**Update on the OMA**

Ms. Rodriguez reported the Personnel Committee met just prior to this meeting. The Committee followed the recommendations of the State's Attorney to keep certain portions of the minutes in closed session and certain portions in the regular meeting minutes. The action was requested to be completed by August 1. A letter will be drafted to the State's Attorney and will be reviewed by the Deputy City Clerk prior to submission.

Nomination of Officers

At the previous Board meeting, Ms. Rodriguez was nominated for Secretary and Ms. Chacon for Treasurer. At this meeting Mr. Crawford was nominated for President and Ms. Garcia for Vice-President. Since some Board members' terms have expired and they have not yet been re-appointed, there was concern raised about those individuals holding an office if they were not re-appointed. Since the current Board President will be unable to attend several meetings due to a car accident, the question was also raised about achieving a quorum without the re-appointments. After some discussion, the Board decided to move forward and verbally voted unanimously to elect the slate of nominees.

Update on the Strategic Plan

This item was tabled.

Approve Mission & Values Statement

This item was tabled.

New Business:

Kendall Arts Guild Fundraising for Library Mural

Ms. Iwanski proposed the idea of enhancing the library walls and Ms. Topper had suggested exploring a mural for the library. Ms. Iwanski is a member of the Kendall Arts Guild and said the organization would collect the \$8,500 for the mural cost. Ms. Rodriguez suggested that students could paint murals and said they painted several murals at the high school. Since the mural would be totally funded with tax-deductible donations, it was decided to move ahead with the mural through the Guild. It was also pointed out that some areas would need to be done on scaffolding and while the library is closed. Ms. Danis said the mural content should reflect mission values and Ms. Rodriguez said the mission statement should be provided to the artist. The mural theme was described by Ms. Iwanski and she said it would revolve around authors. A tentative drawing will be submitted first. Ms. Topper said she liked the student painter idea for the kids' program room.

Ms. LaChance made a motion to approve a mural funded by the Kendall Arts Guild with a later approval of the final art. Ms. Garcia seconded and there was a unanimous voice vote.

Approve Weblinx Proposal for Web Hosting & Consulting

Ms. Augustine said this proposal has 3 components. The first is for the on-line registration. She is setting up parameters with Demco and Weblinx will need to overlay it into the calendar at \$250 for 2 hours of work. The second part is an updated, more modern look of the website. Ms. Garcia asked if a better rate could be obtained. The third issue is the slow loading which has to do with the host. Weblinx was asked to add this service into the quote. The cost per year for hosting is \$300. Ms. Rodriguez suggested the library may need to upgrade the level of service and Go Daddy should be asked for a higher speed. She said Weblinx is our original designer and if a new company is engaged, it will cost more money. She said the site needs to be ADA compliant. Mr. Crawford asked about the website security and resistance to hacking. Registrants put their personal information on line, payment is made in-house and this data needs to be protected. If the library switches to another service, the domain name may be lost. Board members will seek additional information on the technical issues from Mr. Walter. Ms. Augustine was asked to present these many questions and concerns to Weblinx.

Ms. Garcia made a motion as follows: to approve item #1 for Weblinx to integrate Demco advanced calendar on current website, swap out home page feed with a feed from Demco and link to the external site for the full calendar and event registration. Ms. LaChance seconded the motion.

Roll call: Garcia-yes, LaChance-yes, Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes. Carried 6-0.

Executive Session:

Trustees Garcia and Crawford moved and seconded, respectively, to postpone review of Executive Session minutes for 6 months. Unanimous voice vote.

Additional Business:

Liaison Jackie Milschewski gave information about the old jail and said some Alderman would like it demolished. A citizen group has formed to try and save the jail and will be having a meeting at Chapel on the Green on Thursday. She said the structure complements the refurbished courthouse nearby.

Adjournment:

There was no further business and the meeting adjourned at 7:53pm on a motion by Ms. LaChance and second by Mr. Crawford.

[illegible]

PAYROLL														
1 ST PAY PERIOD	\$	17,762	\$	20,607	\$	17,828								
2 ND PAY PERIOD		17,967		17,988		18,701								
3 RD PAY PERIOD		-		18,953		-								
Total	\$	35,730	\$	57,548	\$	36,530	\$	-	\$	-	\$	-	\$	-



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2019 BUDGET REPORT
For the Month Ending July 31, 2018**

		% of Fiscal Year						
ACCOUNT NUMBER	DESCRIPTION	8% May-18	17% June-18	25% July-18	Year-to-Date Totals	FISCAL YEAR 2019 BUDGET	% of Budget	
LIBRARY OPERATIONS REVENUES								
Taxes								
82-000-40-00-4000	PROPERTY TAXES	54,356	290,990	11,130	356,477	672,505	53.01%	
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	64,021	342,727	13,109	419,857	792,101	53.01%	
Intergovernmental								
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,059	-	825	1,884	5,250	35.89%	
82-000-41-00-4170	STATE GRANTS	4,060	-	21,151	25,211	13,100	192.45%	
Fines & Forfeits								
82-000-43-00-4330	LIBRARY FINES	569	531	1,610	2,710	8,500	31.88%	
Charges for Service								
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,114	203	827	2,144	7,500	28.59%	
82-000-44-00-4422	COPY FEES	296	350	425	1,070	3,000	35.68%	
82-000-44-00-4439	PROGRAM FEES	1	-	-	1	1,000	0.10%	
Investment Earnings								
82-000-45-00-4500	INVESTMENT EARNINGS	291	296	335	923	1,750	52.74%	
Miscellaneous								
82-000-48-00-4820	RENTAL INCOME	100	150	100	350	2,000	17.50%	
82-000-48-00-4824	DVD RENTAL INCOME	271	261	331	863	2,750	31.37%	
82-000-48-00-4850	MISCELLANEOUS INCOME	2	14	80	96	2,000	4.80%	
Other Financing Sources								
82-000-49-00-4901	TRANSFER FROM GENERAL	5,438	1,764	1,764	8,966	25,179	35.61%	
TOTAL REVENUES: LIBRARY		131,577	637,286	51,689	820,552	1,536,635	53.40%	

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>							
82-820-50-00-5010	SALARIES & WAGES	16,541	29,552	20,088	66,181	226,998	29.16%
82-820-50-00-5015	PART-TIME SALARIES	15,086	21,019	11,935	48,040	195,700	24.55%
<i>Benefits</i>							
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,745	3,171	2,119	7,035	24,252	29.01%
82-820-52-00-5214	FICA CONTRIBUTION	2,357	3,806	2,387	8,551	31,720	26.96%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,696	4,960	4,785	20,441	79,318	25.77%
82-820-52-00-5222	GROUP LIFE INSURANCE	(8)	51	25	69	328	20.92%
82-820-52-00-5223	DENTAL INSURANCE	876	438	727	2,041	4,652	43.87%
82-820-52-00-5224	VISION INSURANCE	117	77	104	298	701	42.51%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	191	-	-	191	750	25.52%
82-820-52-00-5231	LIABILITY INSURANCE	5,246	1,764	1,764	8,774	24,429	35.92%
<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	1,088	1,195	600	199.24%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	379	379	758	5,000	15.17%
82-820-54-00-5452	POSTAGE & SHIPPING	-	18	48	66	500	13.29%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	448	13	13	474	11,000	4.31%
82-820-54-00-5462	PROFESSIONAL SERVICES	97	416	185	698	40,000	1.75%
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	341	714	9,540	7.48%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	930	268	625	1,822	50,000	3.64%
82-820-54-00-5498	PAYING AGENT FEES	1,100	-	589	1,689	1,700	99.32%
<i>Supplies</i>							
82-820-56-00-5610	OFFICE SUPPLIES	-	958	462	1,420	8,000	17.75%
82-820-56-00-5620	OPERATING SUPPLIES	-	54	79	133	2,000	6.64%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,296	403	1,699	8,000	21.24%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2019 BUDGET REPORT
For the Month Ending July 31, 2018**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year			Year-to-Date Totals	FISCAL YEAR 2019	
		8% May-18	17% June-18	25% July-18		BUDGET	% of Budget
82-820-56-00-5671	LIBRARY PROGRAMMING	-	35	143	178	1,000	17.79%
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	1,518	3,392	1,500	226.12%
<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%
TOTAL FUND REVENUES		131,577	637,286	51,689	820,552	1,536,635	53.40%
TOTAL FUND EXPENDITURES		58,360	159,264	49,808	267,433	1,547,989	17.28%
FUND SURPLUS (DEFICIT)		73,217	478,022	1,881	553,119	(11,354)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,200	14,650	9,175	33,025	43,200	76.45%
84-000-45-00-4500	INVESTMENT EARNINGS	2	3	3	8	10	81.80%
TOTAL REVENUES: LIBRARY CAPITAL		9,202	14,653	9,178	33,033	43,210	76.45%

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	-	-	795	795	15,000	5.30%
84-840-56-00-5683	AUDIO BOOKS	-	24	155	179	1,600	11.18%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	-	310	310	1,500	20.64%
84-840-56-00-5686	BOOKS	-	674	1,578	2,251	30,000	7.50%
TOTAL FUND REVENUES		9,202	14,653	9,178	33,033	43,210	76.45%
TOTAL FUND EXPENDITURES		85	698	2,837	3,620	52,100	6.95%
FUND SURPLUS (DEFICIT)		9,117	13,955	6,341	29,413	(8,890)	

ACTIVITY THROUGH FISCAL PERIOD 03

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
03	AP-180709	07/05/2018	01	BOOKS	BAKER & TAYLOR	104537	2033785167	181.82	
	AP-180725M	07/26/2018	183	TARGET-MATERIALS FOR FRIENDS	FIRST NATIONAL BANK	900062	072518-J.WEISS	65.84	
				TOTAL PERIOD 03 ACTIVITY				247.66	0.00
				TOTAL ACCOUNT ACTIVITY				2,005.56	1,625.75
				ENDING BALANCE					2,816.23
				GRAND TOTAL					2,816.23
				TOTAL DIFFERENCE				0.00	2,816.23



UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending July 31, 2018 *



	July Actual	YTD Actual	% of Budget	FY 2019 Budget	Fiscal Year 2018 For the Month Ending July 31, 2017 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 24,239	\$ 776,334	53.0%	\$ 1,464,606	\$ 335,638	131.30%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 825	\$ 1,884	35.9%	\$ 5,250	\$ 1,839	2.47%
State Grants	21,151	25,211	192.5%	13,100	-	0.00%
Total Intergovernmental	\$ 21,977	\$ 27,096	147.7%	\$ 18,350	\$ 1,839	1373.42%
Library Fines	\$ 1,610	\$ 2,710	31.9%	\$ 8,500	\$ 3,592	-24.57%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 827	\$ 2,144	28.6%	\$ 7,500	\$ 2,185	-1.89%
Copy Fees	425	1,070	35.7%	3,000	875	22.32%
Program Fees	-	1	0.1%	1,000	338	-99.70%
Total Charges for Services	\$ 1,252	\$ 3,215	28.0%	\$ 11,500	\$ 3,398	-5.38%
Investment Earnings	\$ 335	\$ 923	52.7%	\$ 1,750	\$ 427	116.22%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	100	350	17.5%	2,000	429	-18.41%
DVD Rental Income	331	863	31.4%	2,750	598	-83.95%
Miscellaneous Income	80	96	4.8%	2,000	219	3993.93%
Transfer In	1,764	8,966	35.6%	25,179	9,089	-1.35%
Total Miscellaneous & Transfers	\$ 2,275	\$ 10,274	32.2%	\$ 31,929	\$ 10,335	-0.58%
Total Revenues and Transfers	\$ 51,689	\$ 820,552	53.4%	\$ 1,536,635	\$ 355,229	130.99%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 49,808</u>	<u>\$ 267,433</u>	<u>17.3%</u>	<u>\$ 1,547,989</u>	<u>\$ 189,741</u>	<u>40.95%</u>
50 Salaries	32,023	114,222	27.0%	422,698	118,047	-3.24%
52 Benefits	11,912	47,400	28.5%	166,150	48,696	-2.66%
54 Contractual Services	3,268	10,383	7.1%	145,840	20,118	-48.39%
56 Supplies	2,605	6,878	32.4%	21,200	2,881	138.73%
99 Transfers Out/Debt Service	-	88,550	11.2%	792,101	-	0.00%
Total Expenditures and Transfers	\$ 49,808	\$ 267,433	17.3%	\$ 1,547,989	\$ 189,741	40.95%
<i>Surplus(Deficit)</i>	<i>\$ 1,881</i>	<i>\$ 553,119</i>		<i>\$ (11,354)</i>	<i>\$ 165,488</i>	

* July represents 25% of fiscal year 2019

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UNITED CITY OF YORKVILLE
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900062	FNBO	FIRST NATIONAL BANK OMAHA			07/25/18		
	072518-A.SIMMONS	06/30/18	01	OFFICE DEPO-PAPER		01-110-56-00-5610	33.80
			02	OFFICE DEPO-PAPER		01-110-56-00-5610	169.00
			03	OFFICE DEPO-MARKER BOARD		52-520-56-00-5610	165.49
			04	OFFICE DEPO-POST IT TABS		52-520-56-00-5610	6.36
			05	OFFICE DEPO-PADS, CLOROX WIPES		01-210-56-00-5610	39.88
			06	OFFICE DEPO-CORRECTION TAPE		01-110-56-00-5610	13.47
			07	OFFICE DEPO-MARKER KIT,		52-520-56-00-5610	191.98
			08	NOTEBOOKS, PENS, FOLDERS,		** COMMENT **	
			09	FOLDERS, PAPER		** COMMENT **	
			10	OFFICE DEPO-TONER		79-795-56-00-5610	34.33
			11	COMCAST-05/12-06/11 CABLE		01-110-54-00-5440	21.04
			12	COMCAST-JUN 2018 INTERNET,		82-820-54-00-5440	379.13
			13	CABLE & PHONE		** COMMENT **	
			14	COMCAST-05/15-06/14 INTERNET		01-110-54-00-5440	5.90
			15	COMCAST-05/15-06/14 INTERNET		01-220-54-00-5440	5.90
			16	COMCAST-05/15-06/14 INTERNET		01-120-54-00-5440	3.93
			17	COMCAST-05/15-06/14 INTERNET		79-790-54-00-5440	5.41
			18	COMCAST-05/15-06/14 INTERNET		01-210-54-00-5440	25.57
			19	COMCAST-05/15-06/14 INTERNET		79-795-54-00-5440	5.41
			20	COMCAST-05/15-06/14 INTERNET		52-520-54-00-5440	2.95
			21	COMCAST-05/15-06/14 INTERNET		01-410-54-00-5440	4.92
			22	COMCAST-05/15-06/14 INTERNET		51-510-54-00-5440	4.92
			23	COMCAST-05/15-06/14 PHONE &		79-795-54-00-5440	19.33
			24	CABLE		** COMMENT **	
			25	KONICA-MAY COPIER CHARGE		82-820-54-00-5462	7.43
			26	ADVANCED DISPOSAL-EXT-C-SOIL/		72-720-60-00-6045	1,685.24
			27	ADCM-EXTERNAL		** COMMENT **	
			28	OFFICE DEPO-PAPER CLIPS,		01-220-56-00-5610	7.71
			29	BINDER CLIPS, PENS		** COMMENT **	
			30	OFFICE DEPO-PADS, POST IT		01-220-56-00-5610	27.68
			31	NOTES		** COMMENT **	
			32	OFFICE DEPO-BINDER CLIPS		01-220-56-00-5610	2.78
			33	OFFICE DEPO-POST IT PADS		01-110-56-00-5610	10.92
			34	OFFICE DEPO-CASTERS		01-110-56-00-5610	31.87
			35	OFFICE DEPO-HEADSET		79-790-56-00-5620	40.00
			36	OFFICE DEPO-PRINTER INK		01-210-56-00-5610	35.00
			37	VERIZON-MAY 2018 MOBILE PHONES		01-220-54-00-5440	379.36
			38	VERIZON-MAY 2018 MOBILE PHONES		01-210-54-00-5440	617.99
			39	VERIZON-MAY 2018 MOBILE PHONES		79-795-54-00-5440	72.98
			40	VERIZON-MAY 2018 MOBILE PHONES		51-510-54-00-5440	295.50
			41	VERIZON-MAY 2018 MOBILE PHONES		01-410-54-00-5440	93.71
			42	VERIZON-MAY 2018 MOBILE PHONES		52-520-54-00-5440	38.01
			43	NEOPOST-RED INK CARTRIDGE		01-120-56-00-5610	177.99
			44	ADS-JUL-SEPT 2018 MONITORING		23-216-54-00-5446	519.57
			45	KONICA-5/10-6/09 COPY CHARGES		01-110-54-00-5430	196.59

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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900062	FNBO	FIRST NATIONAL BANK OMAHA			07/25/18		
	072518-A.SIMMONS	06/30/18	46	KONICA-5/10-6/09 COPY CHARGES		01-120-54-00-5430	65.53
			47	KONICA-5/10-6/09 COPY CHARGES		01-220-54-00-5430	114.93
			48	KONICA-5/10-6/09 COPY CHARGES		01-210-54-00-5430	455.18
			49	KONICA-5/10-6/09 COPY CHARGES		01-410-54-00-5462	2.25
			50	KONICA-5/10-6/09 COPY CHARGES		51-510-54-00-5430	2.25
			51	KONICA-5/10-6/09 COPY CHARGES		52-520-54-00-5430	2.25
			52	KONICA-5/10-6/09 COPY CHARGES		79-790-54-00-5462	51.45
			53	KONICA-5/10-6/09 COPY CHARGES		79-795-54-00-5462	51.45
			54	GOGO DADDY-COY-FW-CITYHALL.		01-640-54-00-5450	339.98
			55	YORKVILLE.IL.US UCC SSL		** COMMENT **	
			56	RENEWAL		** COMMENT **	
			57	GO DADDY-MAIL.YORKVILLE.IL.US		01-640-54-00-5450	149.98
			58	STANDARD SSL RENEWAL		** COMMENT **	
			59	GO DADDY-PARKS.YORKVILLE.IL.US		01-640-54-00-5450	119.98
			60	STANDARD SSL RENEWAL		** COMMENT **	
				INVOICE TOTAL:			6,734.28 *
	072518-B.OLSEM	06/30/18	01	STAPLES		01-110-56-00-5610	11.73
			02	OFFICE DEPO-PAPER		01-110-56-00-5610	174.95
				INVOICE TOTAL:			186.68 *
	072518-D.DEBORD	06/30/18	01	MENARDS-BATTERIES, SCREWDRIVER		82-820-56-00-5620	10.10
				INVOICE TOTAL:			10.10 *
	072518-D.SMITH	06/30/18	01	ELBURN RADIATOR-CLEAN, BOIL		79-790-54-00-5495	120.00
			02	OUT, RESOLDEROUTLET NECK,		** COMMENT **	
			03	PRESSURE TEST AND PAINT		** COMMENT **	
				INVOICE TOTAL:			120.00 *
	072518-E.DHUSE	06/30/18	01	YORK ACE-TENSION PINS		01-410-56-00-5620	2.60
			02	NAPA#198544-V-BELT		01-410-56-00-5628	9.69
			03	NAPA#198950-BATTERY		79-790-56-00-5640	96.46
			04	NAPA#199284-BUTT CONNECTOR		01-410-56-00-5628	8.71
			05	NAPA#199235-TIRE VAL		79-790-56-00-5640	45.39
			06	NAPA#199638-SANDPAPER		01-410-56-00-5620	4.29
			07	NAPA#199822-FILTERS, GREASE		79-790-56-00-5640	43.60
			08	FITTING, DEGREASER		** COMMENT **	
			09	NAPA#199885-OIL		79-790-56-00-5640	45.48
			10	NAPA#199847-POWERATED BELT,		79-790-56-00-5640	51.03
			11	RTU GALLON		** COMMENT **	
			12	ARAMARK-SHOP MATS & TOWELS		51-510-56-00-5620	36.54
			13	ARAMARK-SHOP MATS & TOWELS		52-520-56-00-5620	36.09
			14	ARAMARK-SHOP MATS & TOWELS		01-410-56-00-5620	36.09
			15	ARAMARK-SHOP MATS & TOWELS		52-520-56-00-5620	36.09
			16	ARAMARK-SHOP MATS & TOWELS		51-510-56-00-5620	36.09

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900062	FNBO	FIRST NATIONAL BANK OMAHA			07/25/18		
	072518-E.DHUSE	06/30/18	17	ARAMARK-SHOP MATS & TOWELS		51-510-56-00-5620	36.09
			18	ARAMARK-SHOP MATS & TOWELS		01-410-56-00-5620	36.09
			19	ARAMARK-SHOP MATS & TOWELS		01-410-56-00-5620	36.54
						INVOICE TOTAL:	596.87 *
	072518-E.TOPPER	06/30/18	01	AMAZON-TONER CARTRIDGES,		82-820-56-00-5610	462.13
			02	TAPE, ADDRESS LABELS, PENS,		** COMMENT **	
			03	WITE-OUT, BANDAIDS, MASKING		** COMMENT **	
			04	TAPE		** COMMENT **	
			05	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			06	TARGET-FOOD FOR STAFF TRAINING		82-820-56-00-5620	33.55
			07	PIZZA HUT-FOOD FOR STAFF		82-820-56-00-5620	35.46
			08	MEETING		** COMMENT **	
			09	ALA CONFERENCE MEALS AND		82-820-54-00-5415	255.65
			10	TRANSPORTATION -TOPPER		** COMMENT **	
			11	POSTAGE FOR BOOKS		82-820-54-00-5452	37.80
			12	ALA CONFERENCE LODGING		82-820-54-00-5415	832.76
						INVOICE TOTAL:	1,670.34 *
	072518-E.WILLRETT	06/30/18	01	FRONT DESK SAFETY & SECURITY		01-110-54-00-5412	149.00
			02	SEMINAR - GREGORY		** COMMENT **	
			03	AMAZON-USB FLOPPY DRIVE		01-110-56-00-5610	24.03
						INVOICE TOTAL:	173.03 *
	072518-J.COLLINS	06/30/18	01	UNION HILL-LAWN MOWER BLADES &		01-410-56-00-5640	841.55
			02	BOLTS		** COMMENT **	
						INVOICE TOTAL:	841.55 *
	072518-J.DYON	06/30/18	01	SAMS-KLEENEX, PAPER PLATES		01-110-56-00-5610	31.96
						INVOICE TOTAL:	31.96 *
	072518-J.ENGBERG	06/30/18	01	ARC-PRINTER PRINthead		01-220-56-00-5635	474.00
			02	ADOBE-MONTHLY CREATIVE CLOUD		01-220-56-00-5635	49.99
			03	LICENSE FEE		** COMMENT **	
			04	APA-AICP INITIAL DUES-ENGBERG		01-220-54-00-5460	108.75
						INVOICE TOTAL:	632.74 *
	072518-J.GALAUNER	06/30/18	01	WALMART-BUNS		79-795-56-00-5607	30.80
			02	JEWEL-WATER		79-795-56-00-5606	3.98
			03	KENDALL PRINTING-500 BUSINESS		79-795-56-00-5610	58.00
			04	CARDS		** COMMENT **	
						INVOICE TOTAL:	92.78 *
	072518-J.WEISS	06/30/18	01	TARGET-MATERIALS FOR FRIENDS		82-000-24-00-2480	65.84
			02	SCIENCE PROGRAM		** COMMENT **	

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900062	FNBO	FIRST NATIONAL BANK OMAHA			07/25/18		
	072518-J.WEISS	06/30/18	03	GROUND EFFECTS-MEXICAN		82-820-56-00-5671	6.00
			04	PEBBLES		** COMMENT **	
						INVOICE TOTAL:	71.84 *
	072518-K.BARKSDALE	06/30/18	01	KONE-JUNE 2018 ELEVATOR		23-216-54-00-5446	150.15
			02	MAINTENANCE		** COMMENT **	
			03	IWORDQ-ANNUAL COMMUNITY		01-220-54-00-5462	8,545.00
			04	DEVELOPMENT INTERNET SOFTWARE		** COMMENT **	
			05	MANAGEMENT & SUPPORT PACKAGE		** COMMENT **	
						INVOICE TOTAL:	8,695.15 *
	072518-L.HILT	06/30/18	01	DAVE AUTO#26296-OIL CHANGE		01-210-54-00-5495	78.00
			02	DAVE AUTO#26301-REPLACE		01-210-54-00-5495	75.00
			03	BATTERY		** COMMENT **	
			04	DAVE AUTO#26324-OIL CHANGE,		01-210-54-00-5495	145.00
			05	REPAIR TO RADIATOR FAN		** COMMENT **	
			06	CONNECTION		** COMMENT **	
			07	DAVE AUTO#26331-OIL CHANGE,		01-210-54-00-5495	370.00
			08	REPLACE BRAKE PADS, REPAIR		** COMMENT **	
			09	TIRE		** COMMENT **	
			10	DAVE AUTO#26335-REPLACE TIRE		01-210-54-00-5495	482.00
			11	PRESSURE SENSOR, VALVE STEM &		** COMMENT **	
			12	FRONT BRAKE PADS		** COMMENT **	
			13	DAVE AUTO#26339-OIL CHANGE		01-210-54-00-5495	75.00
			14	DAVE AUTO#26350-OIL CHANGE		01-210-54-00-5495	73.00
			15	VERIZON-MAY 2018 IN CAR UNITS		01-210-54-00-5440	640.44
						INVOICE TOTAL:	1,938.44 *
	072518-L.PICKERING	06/30/18	01	OFFICE DEPO-FOLDERS,		01-110-56-00-5610	36.64
			02	POST-ITS, CERTIFICATE COVERS		** COMMENT **	
			03	VESCO-LABELING TAPE		01-110-56-00-5610	138.65
						INVOICE TOTAL:	175.29 *
	072518-N.DECKER	06/30/18	01	ACCURINT-MAY 2018 SEARCHES		01-210-54-00-5462	377.00
			02	AMAZON-MEDICAL COTTON SWABS		01-210-56-00-5620	41.57
			03	QUILL-COPY PAPER		01-210-56-00-5610	99.96
			04	MINER ELEC#265744-REMOVED		01-210-54-00-5495	190.00
			05	POLICE EQUIPMENT FROM SQUAD		** COMMENT **	
			06	MINER ELEC#265818-REPLACED		01-210-54-00-5495	95.00
			07	MICROWAVE RFI IN RADAR		** COMMENT **	
			08	LICENSE PLATE RENEWAL		01-210-56-00-5620	103.37
			09	AT&T-06/25-07/247 SERVICES		01-210-54-00-5440	162.23
			10	COMCAST-06/08-07/07 CABLE		01-210-54-00-5440	4.21
			11	SHRED-IT - 06/06/18 ON SITE		01-210-54-00-5462	165.89
			12	SHREDDING		** COMMENT **	

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MANUAL CHECK REGISTER

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900062	FNBO	FIRST NATIONAL BANK OMAHA			07/25/18		
	072518-R.MIKOLASEK	06/30/18	02	COFFMAN-OIL CHANGE		01-210-54-00-5495	64.95
			03	GALLS-HELMET		01-210-56-00-5600	257.23
						INVOICE TOTAL:	343.68 *
	072518-R.WRIGHT	06/30/18	01	SHAW MEDIA-PRESCHOOL AD		79-795-54-00-5426	699.00
			02	PHYSICIANS CARE-DRUG SCREEN		01-410-54-00-5462	114.00
			03	PHYSICIANS CARE-DRUG SCREEN		51-510-54-00-5462	129.00
			04	PHYSICIANS CARE-DRUG SCREEN		52-520-54-00-5462	78.00
			05	PHYSICIANS CARE-DRUG SCREEN		79-790-54-00-5462	114.00
			06	PHYSICIANS CARE-DRUG SCREEN		79-795-54-00-5462	152.00
						INVOICE TOTAL:	1,286.00 *
	072518-S.IWANSKI	06/30/18	01	POSTAGE FOR BOOKS		82-820-54-00-5452	10.25
						INVOICE TOTAL:	10.25 *
	072518-S.REDMON	06/30/18	01	AT&T-6/24-7/23 TOWN SQ SIGN		79-795-54-00-5440	55.39
			02	INTERNET		** COMMENT **	
			03	WALMART-BUNS, CHIPS, BURGERS		79-795-56-00-5607	71.11
			04	BLCKBERRY OAKS-GOLF OUTING		79-795-56-00-5606	1,378.00
			05	ARAMARK-MATS		79-790-56-00-5620	45.00
			06	GOLD MEDAL-BRIDGE CONCESSION		79-795-56-00-5607	1,444.06
			07	SUPPLIES		** COMMENT **	
			08	AMAZON-PIANO PREP BOOKS		79-795-56-00-5606	140.85
			09	MEIJER-TICKET ROLLS		79-795-56-00-5606	17.98
			10	JEWEL-BUNS		79-795-56-00-5607	2.98
			11	WALMART-BUNS		79-795-56-00-5607	18.88
			12	SUPER HERO CLASS DEPOSIT		79-795-54-00-5462	158.00
			13	AMAZON-PRINTER CARTRIDGE		79-795-56-00-5610	52.95
			14	WALMART-POPSICLES, BURGERS		79-795-56-00-5607	93.26
			15	JEWEL-POPSICLES		79-795-56-00-5607	8.76
			16	SAMS-POP, CANDY		79-795-56-00-5607	61.48
			17	SMITHEREEN-PEST CONTROL		79-795-54-00-5495	65.00
			18	ARAMARK-MATS		79-790-56-00-5620	30.00
			19	AMAZON-PIANO PREP BOOKS		79-795-56-00-5606	19.97
			20	JEWEL-BUNS		79-795-56-00-5607	12.90
			21	WALMART-CHIPS		79-795-56-00-5607	21.71
			22	GOLD MEDAL-BRIDGE CONCESSION		79-795-56-00-5607	808.75
			23	SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	4,507.03 *
	072518-S.REMUS	06/30/18	01	HOLE IN ONE-GOLF OUTING GAME		79-795-56-00-5606	270.00
			02	DICKS SPORTING-PRIZES FOR GOLF		79-795-56-00-5606	45.00
			03	OUTING		** COMMENT **	
			04	KENNEDY POINT-GOLF OUTING FOOD		79-795-56-00-5606	679.80
			05	SWANK-MOVIE NIGHT SHIPPING PMT		79-795-56-00-5606	28.00

Total amount of all Highlighted Library Expenses: \$ 2,149.09

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UNITED CITY OF YORKVILLE
CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104547	BAKTAY	BAKER & TAYLOR					
	2033771173		06/12/18	01	BOOKS	82-820-56-00-5686	427.94
				02	BOOKS	84-840-56-00-5686	250.60
					INVOICE TOTAL:		678.54 *
	2033813731		06/28/18	01	BOOKS	82-000-24-00-2480	29.44
				02	BOOKS	84-840-56-00-5686	422.95
					INVOICE TOTAL:		452.39 *
	2033823948		07/03/18	01	BOOKS	82-000-24-00-2480	47.71
				02	BOOKS	84-840-56-00-5686	914.30
					INVOICE TOTAL:		962.01 *
	2033841988		07/18/18	01	BOOKS	82-820-56-00-5686	23.99
				02	BOOKS	84-840-56-00-5686	620.19
					INVOICE TOTAL:		644.18 *
	2033858946		07/20/18	01	BOOKS	84-840-56-00-5686	408.46
					INVOICE TOTAL:		408.46 *
					CHECK TOTAL:		3,145.58
104548	DAIKIN	DAIKIN APPLIED					
	3188188		07/22/18	01	REPAIR LEAKING LIQUID LINE	82-820-54-00-5495	2,280.00
					INVOICE TOTAL:		2,280.00 *
					CHECK TOTAL:		2,280.00
104549	DEMCO	DEMCO, INC.					
	6398953		06/19/18	01	BOOK LABELS, BOOK TAPE, SELF	82-820-56-00-5620	221.32
				02	STICK NOTES, DOT LABLES	** COMMENT **	
					INVOICE TOTAL:		221.32 *
					CHECK TOTAL:		221.32

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104550	ERATEFUN	E-RATE FUND SERVICES, LLC						
	248		06/14/18	01	ERATE CONSULTING SERVICES	82-820-54-00-5462	350.00	
					INVOICE TOTAL:		350.00	*
					CHECK TOTAL:			350.00
104551	FRSTINSU	FIRST INSURANCE GROUP OF IL						
	LSF037877-3020335-20		07/30/18	01	ANNUAL BOND RENEWAL	82-820-54-00-5462	456.00	
					INVOICE TOTAL:		456.00	*
					CHECK TOTAL:			456.00
104552	KINGSONS	KING & SONS MONUMENTS						
	228741		07/24/18	01	2 MEMORIAL BRICKS	82-000-24-00-2480	60.00	
					INVOICE TOTAL:		60.00	*
					CHECK TOTAL:			60.00
104553	LLWCONSU	LLOYD WARBER						
	10435		07/02/18	01	05/07-06/18 ONSITE IT SUPPORT	82-820-54-00-5462	1,440.00	
					INVOICE TOTAL:		1,440.00	*
	10436		08/05/18	01	JULY 2018 ONSITE IT SUPPORT	82-820-54-00-5462	1,080.00	
					INVOICE TOTAL:		1,080.00	*
					CHECK TOTAL:			2,520.00
104554	MIDWTAPE	MIDWEST TAPE						
	96217490		06/25/18	01	AUDIO BOOK	84-840-56-00-5683	39.99	
				02	DVDS	84-840-56-00-5685	208.13	
					INVOICE TOTAL:		248.12	*

CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104554	MIDWTAPE	MIDWEST TAPE					
	96228285		06/29/18	01	DVD SECURITY CASE	82-820-56-00-5620	147.99
					INVOICE TOTAL:		147.99 *
	96239503		07/02/18	01	AUDIO BOOKS	84-840-56-00-5683	74.98
				02	DVDS	84-840-56-00-5685	86.96
					INVOICE TOTAL:		161.94 *
	96250341		07/06/18	01	DVD	84-840-56-00-5685	22.49
					INVOICE TOTAL:		22.49 *
	96257546		07/10/18	01	DVDS	84-840-56-00-5685	17.24
					INVOICE TOTAL:		17.24 *
	96275879		07/16/18	01	DVD	84-840-56-00-5685	17.24
					INVOICE TOTAL:		17.24 *
	96289188		07/23/18	01	DVD	84-840-56-00-5685	14.99
					INVOICE TOTAL:		14.99 *
	96310148		07/31/18	01	DVDS	84-840-56-00-5685	36.73
					INVOICE TOTAL:		36.73 *
					CHECK TOTAL:		666.74
104555	OLSSON	OLSSON ROOFING COMPANY, INC.					
	18002067		06/26/18	01	GUTTER CLEANING	82-820-54-00-5495	1,072.50
					INVOICE TOTAL:		1,072.50 *
					CHECK TOTAL:		1,072.50
104556	PRAIRCAT	PRAIRIECAT					
	5912		07/05/18	01	QUARTERLY PARTICIPATION FEES	82-820-54-00-5468	3,372.80
					INVOICE TOTAL:		3,372.80 *
					CHECK TOTAL:		3,372.80

CHECK DATE: 08/13/18

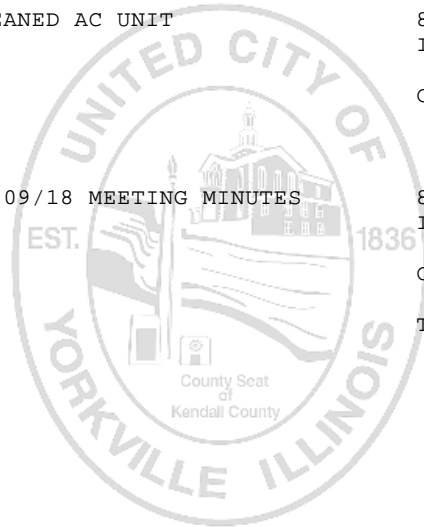
CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104557	PSNRBLAW	PEREGRINE, STIME, NEWMAN,					
	071818		07/18/18	01	JAN-JUN 2018 LEGAL SERVICES	82-820-54-00-5466	1,470.00
					INVOICE TOTAL:		1,470.00 *
					CHECK TOTAL:		1,470.00
104558	RAILS	RAILS					
	5187		07/06/18	01	07/01/18-09/30/18 EREAD	84-840-54-00-5460	127.50
				02	MEMBERSHIP RENEWAL	** COMMENT **	
					INVOICE TOTAL:		127.50 *
					CHECK TOTAL:		127.50
104559	SOUND	SOUND INCORPORATED					
	R156520		07/16/18	01	08/01/18-10/31/18 MAINTENANCE	82-820-54-00-5462	929.52
				02	CONTRACT RENEWAL	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104560	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3004050376		08/01/18	01	AUG-OCT MAINTENANCE CONTRACT	82-820-54-00-5462	525.00
					INVOICE TOTAL:		525.00 *
	6000319198		07/25/18	01	ANNUAL ELEVATOR SAFETY TEST	82-820-54-00-5495	370.00
					INVOICE TOTAL:		370.00 *
					CHECK TOTAL:		895.00
104561	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	072318-45		07/26/18	01	APR-JUN FAX CHARGES	82-820-54-00-5462	45.92
					INVOICE TOTAL:		45.92 *
					CHECK TOTAL:		45.92

DATE: 08/07/18
TIME: 08:36:44
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104562	TOPPERE	ELISA TOPPER						
	072518		07/25/18	01	PRAIRIE CAT DELEGATES	82-820-54-00-5415	43.14	
				02	ASSEMBLY MEETING MILEAGE &	** COMMENT **		
				03	TOLL REIMBURSEMENT	** COMMENT **		
					INVOICE TOTAL:		43.14 *	
					CHECK TOTAL:			43.14
104563	TRICO	TRICO MECHANICAL SERVICE GROUP						
	4516		07/21/18	01	CLEANED AC UNIT	82-820-54-00-5495	1,303.36	
					INVOICE TOTAL:		1,303.36 *	
					CHECK TOTAL:			1,303.36
104564	YOUNGM	MARLYS J. YOUNG						
	070918		07/22/18	01	07/09/18 MEETING MINUTES	82-820-54-00-5462	59.00	
					INVOICE TOTAL:		59.00 *	
					CHECK TOTAL:			59.00
					TOTAL AMOUNT PAID:			19,018.38





UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 13, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,971.28	\$ -	18,971.28	\$ 2,009.39	\$ 1,375.92	\$ 22,356.59
FINANCE	10,143.05	-	10,143.05	1,085.92	761.14	\$ 11,990.11
POLICE	144,019.74	12,501.83	156,521.57	643.46	11,593.22	\$ 168,758.25
COMMUNITY DEV.	16,650.95	-	16,650.95	1,736.19	1,237.18	\$ 19,624.32
STREETS	15,834.77	252.63	16,087.40	1,511.54	1,179.57	\$ 18,778.51
WATER	15,948.35	658.75	16,607.10	1,679.89	1,197.08	\$ 19,484.07
SEWER	8,604.61	-	8,604.61	923.62	644.57	\$ 10,172.80
PARKS	21,160.33	299.51	21,459.84	1,970.87	1,579.09	\$ 25,009.80
RECREATION	14,906.87	-	14,906.87	1,363.06	1,119.49	\$ 17,389.42
LIBRARY	15,605.88	-	15,605.88	1,059.62	1,162.65	\$ 17,828.15
TOTALS	\$ 281,845.83	\$ 13,712.72	\$ 295,558.55	\$ 13,983.56	\$ 21,849.91	\$ 331,392.02
TOTAL PAYROLL						\$ 331,392.02



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

July 27, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	683.34	-	683.34	19.34	52.28	754.96
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	3,900.00	-	3,900.00	-	287.32	4,187.32
ADMINISTRATION	18,971.29	-	18,971.29	2,001.46	1,370.16	22,342.91
FINANCE	10,162.55	-	10,162.55	1,072.16	751.18	11,985.89
POLICE	106,081.35	1,282.24	107,363.59	643.46	7,810.35	115,817.40
COMMUNITY DEV.	16,312.46	-	16,312.46	1,720.97	1,199.80	19,233.23
STREETS	16,617.00	-	16,617.00	1,499.88	1,220.08	19,336.96
WATER	17,118.67	299.57	17,418.24	1,797.55	1,259.12	20,474.91
SEWER	8,604.59	-	8,604.59	907.80	633.10	10,145.49
PARKS	21,104.28	539.83	21,644.11	1,911.77	1,585.52	25,141.40
RECREATION	16,108.62	-	16,108.62	1,344.60	1,198.05	18,651.27
LIBRARY	16,417.05	-	16,417.05	1,059.62	1,224.74	18,701.41

TOTALS \$ 253,072.88 \$ 2,121.64 \$ 255,194.52 \$ 13,987.40 \$ 18,667.55 \$ 287,849.47

TOTAL PAYROLL \$ 287,849.47



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, August 13, 2018

ACCOUNTS PAYABLE

Library CC Check Register FY19 <i>(Pages 1 - 5)</i>	07/25/2018	\$2,149.09
Library Check Register FY19 <i>(Pages 6 - 10)</i>	08/13/2018	19,018.38

FY 2018

Fox Valley Fire & Safety	07/10/2018	\$66.00
Maryls Young-Apr 2018 Meeting Minutes	07/24/2018	85.00

FY 2019

Lincoln Financial - July 2018 Life Ins	07/10/2018	\$25.43
Glatfelter Liability Ins. - Installment #7	07/10/2018	865.95
IPRF -Aug 2018 Workers Comp	07/10/2018	898.13
Bank of New York-2006 Bond Fees	07/10/2018	588.50
US Treasurer - HRA Admin Fees	07/24/2018	9.56
Blue Cross /Blue Shield-Aug 2018 Health Ins	07/24/2018	5,531.64
Blue Cross /Blue Shield-Aug 2018 Dental Ins	07/24/2018	726.52
Flex - June 2018 HRA Admin Fees	07/24/2018	20.00
Dearborne National - Aug 2018 Vision Ins	07/24/2018	103.98
Marlys Young - June 2018 Meeting Minutes	07/24/2018	99.75
Nicor -06/01/18 - 07/02/18 services	07/24/2018	340.90

TOTAL BILLS PAID:	\$30,528.83
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PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 11)</i>	07/13/2018	\$17,828.15
Bi-weekly <i>(Page 12)</i>	07/27/2018	18,701.41

TOTAL PAYROLL:	\$36,529.56
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TOTAL DISBURSEMENTS:	<u><u>\$67,058.39</u></u>
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LIBRARY DIRECTOR REPORT— July 2018

Facilities Management The defective security camera was replaced on 7/23/18. Elevator broke and repair service called on 7/20. The City spread mulch on the library grounds and cost was less than expected (approximately \$500). Carpet cleaning companies were given tours of the building and proposals received from 4 companies.

Public Relations We hosted a Blood Drive on 7/17/18 by Heartland. Two memorial bricks were purchased and installed in the courtyard. We had a nice article in the *Beacon News* about the Viking Program on 7/16/18. It is a tremendous program that is enjoyed by the children and put on by Barb Johnson, the Cultural Director of the Norwegian National Polar Star Lodge and Connie Koss of the SON Cleng Peerson Lodge of Norway, Illinois. An article in the *Kendall County Record* described fundraising efforts to fund the library mural. A picture in the *Kendall County Record* showed the director meeting the Librarian of Congress during the ALA Conference.

Grants I wrote a community grant to Casey's to sponsor the Ice Cream Social (\$450). Casey's is the new gas station in Yorkville. Attended their private opening and was able to get refreshments donated for the Santa Storytelling in December. The Per Capita Grant for this next year was received early in the amount of \$21,151.25.

Meetings Attended the Prairie Cat Delegates Assembly in Malta on 7/25/18. Visited Russ Walter and Carol La Chance at Rush Copley.

Staff Interviewed and hired Suzanne Zobel as the new Circ Library Clerk replacing Breanna English who has left to go to college. We have implemented a library staff group email to communicate with staff.

Library Operations Negotiated with artist Shelley Salter to purchase a painting to be added to the Youth Services area. She already has art work in our library previously purchased. Was able to get the pictures significantly reduced and will ask the Friends of the Library to fund the purchase.

Drafted and submitted the Open Meetings Act Violation letter to the State's Attorney's Office and hand delivered it.

The online registration has been installed and will go live the beginning of September.

Updated the Board of Trustees roster and the Alarm Detection Systems call list.

Worked with a local community member that reported they knew who stole the bicycle on 6/15/18 and the police got the bicycle back and person has been caught. We are now working on getting the video of the theft that is evidence to the Police.

Provided a summary to the City of Library highlights for their FY report.

Met with our Konica representative as our copiers are too old for replacement parts. All 3 machines are over 10 years old. He will be submitting a proposal for leasing or purchasing 2 machines. We will also solicit additional proposals.

Finally was able to obtain the proposal for the gutter covers and snow bars after numerous calls to the company. Ultimately called the company president and then got the proposals.

Friends I will be attending the Friends meeting to present the information on the Projection system that we are looking to install in the Meeting Room.

Programs, Activities

Adult Programs

Evening Book Club **3**
Men's Book Club **8**
Friends Meeting **9**
Threads and More **9**
Creative Writing **12**
Recording Family History **1**
Medical Cannabis **13**

TOTAL ADULT ATTENDANCE 64
PASSIVE PROGRAMS 38

Children Programs

Drop-In Storytime **4**
Tots and Toddlers (2) **41**
Read with Paws **7**
Book Club (2 programs) (Grades 1-2) **14**
Book Club (2 programs) (Grades 3-5) **10**
Ice Cream Book Club **23**
LEGO Club **12**
Morning Read **10**
Lap sit **17**
Future Foxes (2) **57**
Stories in the Park (3) **120**
Weird Science (2) **64**
Movie **18**
Bingo for Books **61**
How to be a Viking **94**
Peoria Nature Center **26**

Museum Pass Program **7**

TOTAL CHILDREN'S ATTENDANCE 585

Passive programs included 4rth of July windsock (36), Suspend activity (38), Design a Park (28), Shark week activity (47), longest paper plate (28), Booker T Dragon Mad Scientist (240), Makerspace Magnet activity (35).

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 452

SUMMER READING PROGRAM 2018

Adult Reading Logs **150**
Returned Logs **32**
Drawing Entries **178**

Children Reading Logs **447**
Returned Logs **221** (Received Raffle ticket and book)

Computer Use Adult **400**
 Young Adult **39**
 Children **43**

TOTAL COMPUTER USE 482

Database & E-book Use Ancestry **20**
 Omni E-Book **716** **303** E-Audio **240** (Users)
 E-Read IL **37** **55** E-Book Audio **30** (Users)

Circulation Checkouts **16,967**
 New Patrons Added **113**
 New Items Added **259**

Teen Volunteers Mikayla Mika, Mark Sanford, Naytona Faedtke, Mikayla Moi, Rachel Robinette, Juleah Richardson, Elizabeth Chacon, Leah English, Aiden Karales, Brooke Karales, Bree Weiss, Lexi Mika, Katelyn Tugman, Raquel Brady, Zach Weiss, Emma Kokes.

Adult Volunteers District 115 Teachers, Barb Johnson and Connie Kross (Viking Program)

Meeting Room **3** Rental, **14** Programs

Proctored Test **4**

Patron Count **6,532**

YORKVILLE STATISTICS FOR FY19	PrairieCat
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[illegible]

DATABASE USAGE FOR FY18									
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[illegible]



Terry's Carpet Cleaning

Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560

☎ (630) 553-4354
✉ elisa.topper@yorkville.lib.il.us

ESTIMATE	#10
TOTAL	\$4,500.00

CONTACT US

561 W Barberry Cir
Yorkville, IL 60560

☎ (630) 882-9167
✉ rotocleaner@comcast.net

ESTIMATE

Services	qty	unit price	amount
Carpet Cleaning Clean all carpets located in the library including loft. (Did not clean loft last Cleaning) Clean 2 area rugs. Clean 2 sets of stairs. Last cleaning was on 10/26/2016 for \$4284.00.	1.0	\$4,000.00	\$4,000.00
Upholstery Cleaning Clean all upholstered chairs and couches in common areas	1.0	\$500.00	\$500.00
Subtotal			\$4,500.00
Total			\$4,500.00

Add 3% for credit card processing

Yorkville Public Library

902 Game Farm Rd
Yorkville, IL. 60560
Ms. Elisa Topper
Phone: 630-553-4354
E-Mail: elisa.topper@yorkville.lib.il.us

Carpet & Furniture Cleaning

Date: June 7, 2018

Sales Rep: Elizabeth Katehos

Job Date: TBD

Cell: 224.234.1613

WORK TO BE DONE:

- Shampoo All Carpet Area's (2) Area Rugs Included

Total: \$3,379.00

- Will Determine if She Wants to Add Couches or Chairs. Price Will be Added as These Items are Added to the Job, Price will be Per Items.

Total: \$40.00 per Sofa

Total: \$7.00 per Chair

Yorkville Public Library

IMPERIAL SERVICE SYSTEMS, INC.

Accepted By:

[Signature]

Date: ____/____/____

200 W. 22nd Street, Suite 201 * Lombard, IL 60148 * 630.925.1800 * Fax 630.925.1814
Visit our web site at www.impservsys.com



415 Dixon Ave.
Elgin, IL 60120
(847)741-3090

JULY 30, 2018
QUOTE

TO Yorkville Public Library
Attn: Elisa Topper
902 Game Farm Rd.
Yorkville, IL 60560

YOUR #	EMAIL	PAYMENT TERMS	SALES REP
630-553-4354	Elisa.toppr@yorkville.lib.il.us	Net 30 days	Matthew Brown

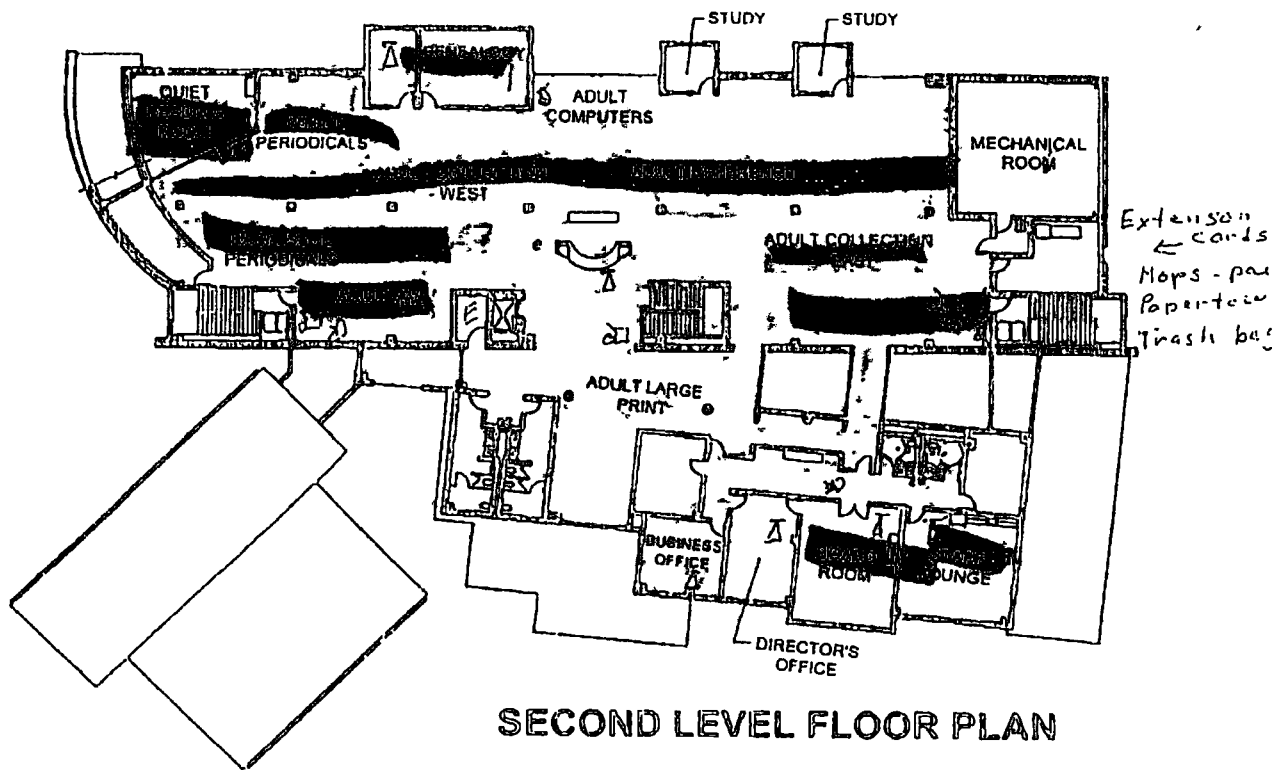
ITEM	DESCRIPTION	UNIT PRICE	TOTAL
	CORRECTIVE CARPET CLEANING FIRST FLOOR AND SECOND FLOOR OFFICES, LOBBIES, ADULT AREAS, YOUTH COLLECTION YOUNG ADULT, MEETING ROOM AND STAIRS (GREEN HIGHLIGHTED AREAS ON ATTACHED PAGE) WALL TO WALL	\$3060.00	\$3060.00
	VIP EXTRCTION & ENCAPSULATION PROGRAM FOR YORKVILLE LIBRARY CORRECTIVE CARPET CLEANING OF FIRST FLOOR LOBBY CIRSULATION DESK 1/4 OF THE YOUTH REFERENCE AREA AND 2ND FLOOR ADULT LARGE PRINT LOBBY STAIRS (YELLOW HIGHLIGHTED AREAS ON ATTACHED PAGE)	\$1224.00	\$1224.00
	ENCAPSULATION CLEANING OF FIRST FLOOR PROGRAM ROOM THROUGH YOUNG ADULT & TECANICAL SERVICES & SECOND FLOOR QUITE READING ROOM THROUGH ADULT COLLECTION EAST AND BOARD ROOM AND STAFF LOUNGE (BLUE HIGHLIGHTED AREAS ON ATTACHED PAGE)	\$440.00	\$440.00
SALES TAX			
TOTAL			

* Any balance due upon completion

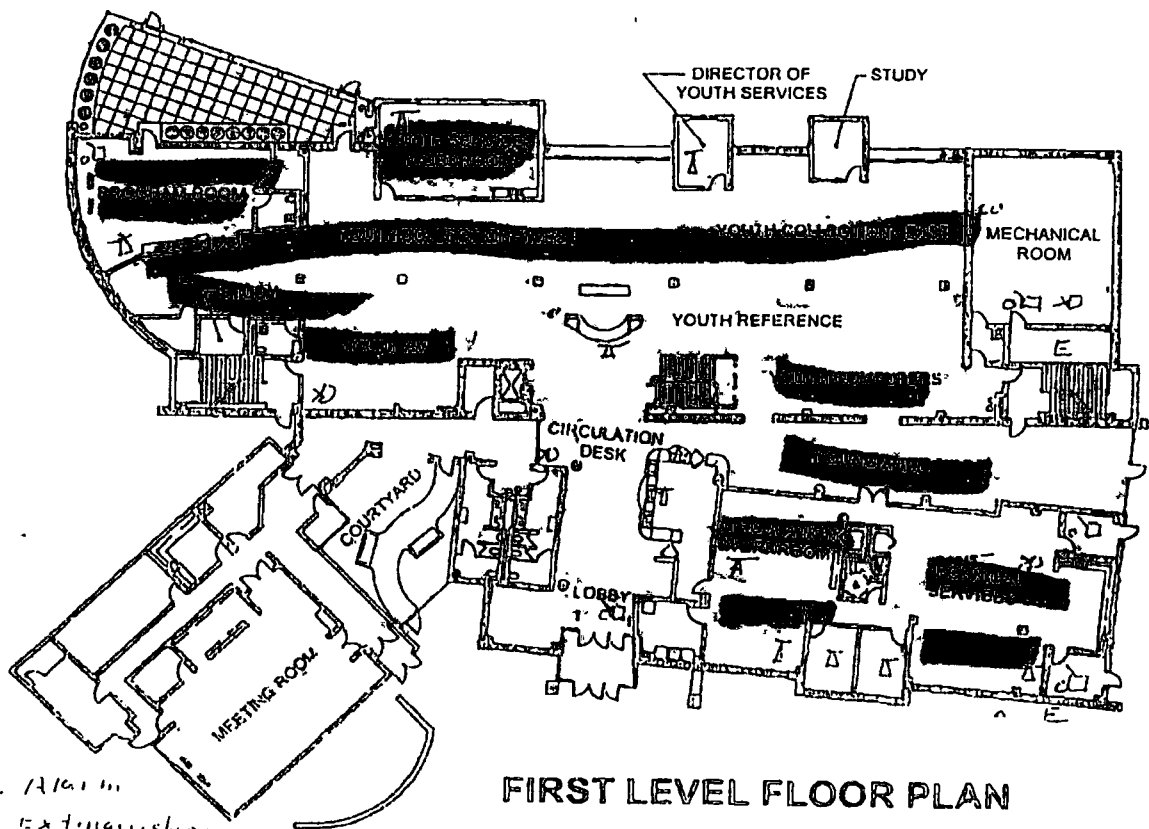
Upon acceptance of this proposal, please sign and return:

Authorized Signature

Customer Signature

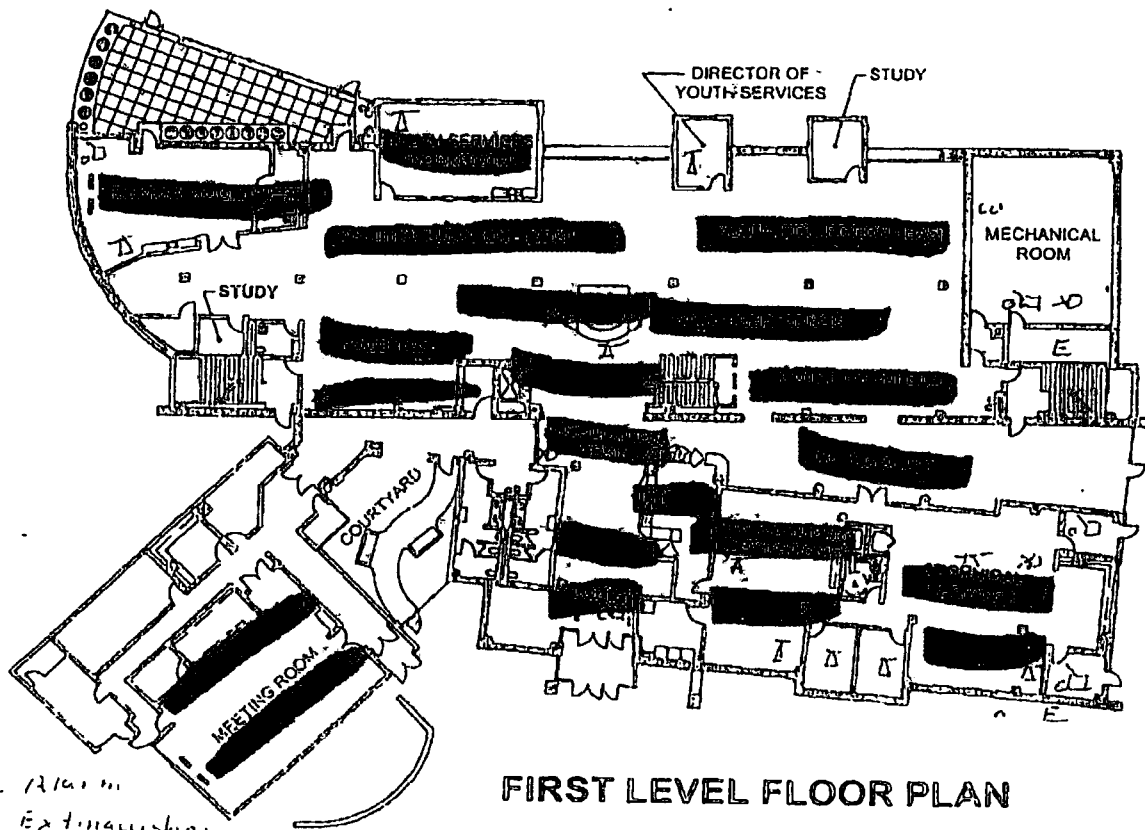
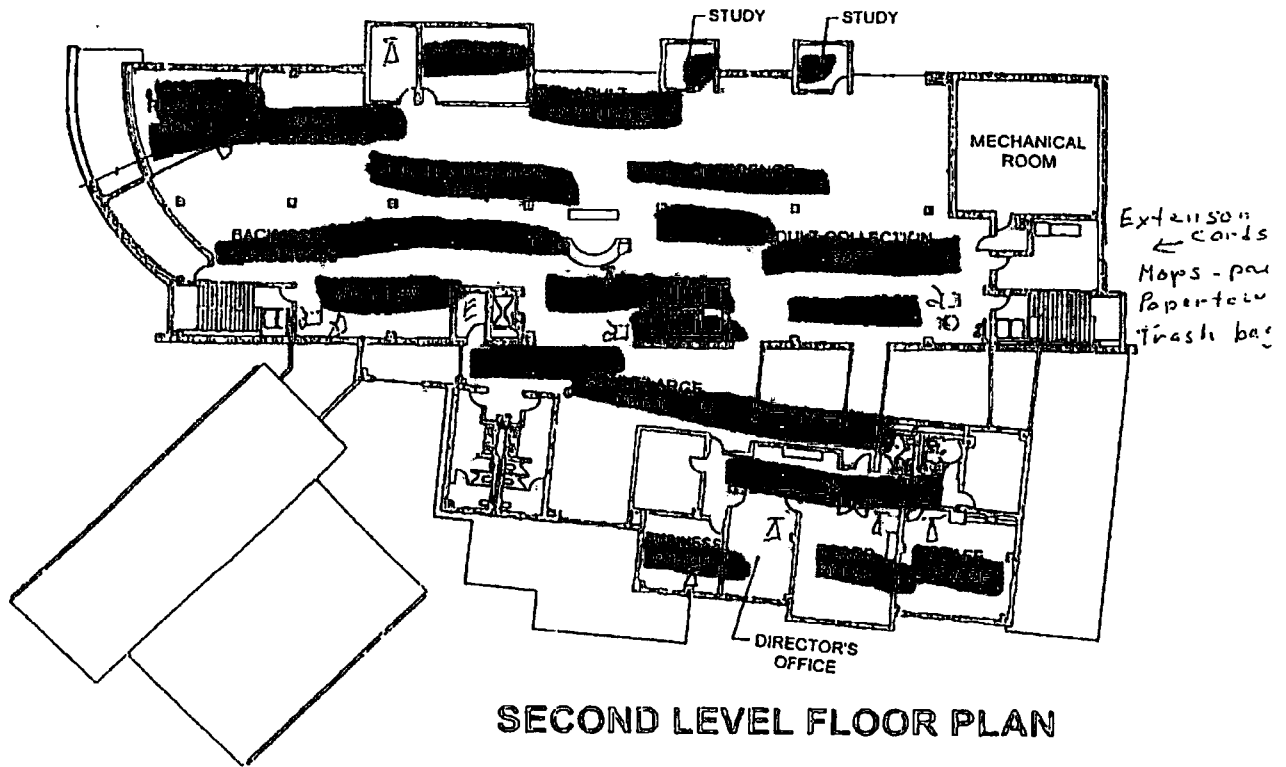


SECOND LEVEL FLOOR PLAN



FIRST LEVEL FLOOR PLAN

- Fire Alarm
- Fire Extinguisher
- First Aid Kit
- Water Shut off
- Electrical Switches



- DT Fire Alarm
- ⊗ Fire Extinguisher
- ⊙ First Aid Kit
- W Water Shut off
- E Electrical Switches

CARPET SERVICE AGREEMENT

For

**Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560**

Bid of July 31, 2018

The purpose of this agreement is to define and specify the terms and conditions under which carpet cleaning services are to be provided by Sterling Services, Inc. to Yorkville Public Library.

Sterling Services, Inc. agrees to furnish all labor, equipment and materials to carry out a dry carpet cleaning to all carpeted areas specified in our site visit. All soil, spots and stains will be removed (where removable).

The cost for a one time clean of approx 34,000 sq ft would be:	\$3400
The cost per dry cleaning if done at least 2 times per year would be:	\$2720 per cleaning (savings of \$680 per cleaning)
Chair cleaning for lounge chairs is:	\$20.00 per chair
Chair cleaning for office chairs is:	\$8.00 per chair
Sofa Cleaning per sofa is:	\$80 per sofa

Work to be scheduled at an agreed upon date and time. All work to be done in good workmanlike manner and subject to inspection and approval.

This agreement may be withdrawn by Sterling Services, Inc., if not accepted within 30 days.

Thank you for your consideration!

Sterling Services, Inc.

Yorkville Public Library

Title

Title

Date

Date

Yorkville Public Library Bylaws of the Board of Trustees

Article I - Objectives

The objectives of the Yorkville Public Library shall be:

- A. To assemble, preserve, and administer in organized collections, books and related educational and recreational materials in order to promote an enlightened citizenship and to enrich personal lives.
- B. To serve the community as a center of reliable information.
- C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- D. To support educational, civic, and cultural activities of groups and organizations.
- E. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- F. To seek continually to identify community needs and work toward providing programs of service to meet such needs.
- G. To provide opportunity for recreation through literature and other art forms as available funds permit.

Article II - Role of the Library Board

The Responsibility of the Library Board is:

- A. To determine the mission of the library in the community and to develop appropriate goals for service.
- B. To seek adequate funding to achieve the goals of the library.
- C. To adopt written policies to govern the operation of the library.
- D. To authorize plans of expenditures to allow implementation of the library's service program.
- E. To communicate actively with local government and the general public.
- F. To employ a competent and qualified Library Director.

Article III - Officers

- A. The offices shall be:

1. President

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, shall be the ex-officio member of all committees, and generally performs the duties of a presiding officer.

2. Vice- President

In the absence of the President, the Vice-President shall preside. In the event that both the President and the Vice-President shall be absent, any other member of the Board may preside.

3. Secretary

The Secretary has the responsibility to see that adequate minutes of the Board are taken and maintained as a public record. The secretary signs minutes of the meeting after their approval by the Library Board. The Secretary also certifies documents on behalf of the Library Board, including levy requests, grant applications, and annual reports. In the absence of the Secretary, a secretary pro tem will be appointed.

4. Treasurer

The Treasurer shall have charge of the library funds and income. The signing of all library checks shall be done in the following manner: any two of the following four people shall be delegated to sign any library checks - President, Vice-President, Secretary and Treasurer. A security bond shall be taken out to cover the Treasurer and Director, with the sum to be in compliance with the state law.

B. Election Procedures

1. The Library Board will nominate officers at the regular meeting in June. Election of officers will take place at the regular meeting in July. Election of an officer requires an affirmative vote by the majority of the appointed Trustees. Newly elected officers will assume their responsibilities after the close of the meeting in which the election was held.

C. Term of Office

1. The Library Board consists of nine members appointed by the Mayor. A full term is three years. The terms are staggered so that three terms expire each year. A Trustee is appointed when a vacancy occurs and serves until the end of the term.

The Board shall recognize the service of a retiring Board member by donating a book (cost not to exceed \$50.00) to the library in his/her name.

D. Participation Requirements

Illinois Compiled Statutes, Chapter 75 Section 5/4-4, a vacancy occurs when the appointed Trustee declines to serve, or is unable to serve, or is absent without cause from all regular meetings for a period of six months.

E. Resignation

If a Trustee wishes to resign from service on the Board, it is requested that a minimum of two months notice be sent to the Mayor, so a new appointment can be made.

F. Board Borrowing

All Board members of the Yorkville Public Library are eligible for a library card and are exempt from overdue fines on most library materials. Board members are required to pay fees for lost or damaged materials.

Article IV – Meetings

A. Regular Meetings

The regular meeting of the Board of Trustees shall be held at the library the second Monday of each month at 7:00 P.M. Time and place of meetings shall be published at the beginning of each calendar year. All business meetings and committee meetings are open to the public as provided in the Illinois Open Meeting Act.

B. Special Meetings

Special meetings may be held at any time at the call of the President, the Secretary, or any two members of the Board, provided that notice and agenda of the special meetings be posted at least 48 hours prior to the time of the meeting.

C. Quorum

A quorum at the Library Board meetings is achieved when five members are present.

D. Public Notice

The Library Director shall issue notice of all meetings to the public in accordance with current legal requirements. Notice shall include the place, the time, and agenda of business items to be discussed at the meeting.

The Library Director shall be responsible for the distribution of the agenda and information for all regular and special meetings. The board packet will be available to all Board Members by 12:00 P.M. Friday, before the regular Board Meeting.

E. Electronic Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows members of the public, Trustees physically present, Trustees not physically present, Library staff, and other meeting participants to interact with those present on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, business of the Library, family emergency or other emergency. A Trustee wishing to attend via communication devices must give notice to the Board Secretary of the desire to attend via communication devices.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.

As with all public meetings, meeting involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act. The Board Secretary will note in the minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee(s) participation in the meeting was via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Article V - Committees

A. Finance

This committee shall be responsible for the financial planning of the library in conjunction with the Director. It shall plan the income and expenses for the fiscal year. A budget shall be submitted to the Board for its action at the meeting preceding the date established by the Yorkville City Council for its acceptance of the budget.

B. Personnel

This committee shall be responsible for making recommendations to the Board as to the qualification requirements of the Director, screening applicants and recommending the individual for this position to the Board. This committee shall be responsible for annually reviewing the performance of the Director, and recommending salary adjustments to the Board within the constraints of the budget.

C. Library Policy

This committee shall be responsible for making recommendations to the Board to revise or update policies.

D. Community Relations and Publicity

This committee shall work with the Director to establish good public relations with the community.

E. Special Committees

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

Article VI - Parliamentary Authority

The parliamentary authority of the board shall be Robert's Rules of Order Newly Revised.

Article VII - Amendment

These bylaws may be amended only by a two-thirds vote of the trustees with notice given at the previous meeting.

Revised _____

E. Computer / Word Processing

1. Computers may be used by adults and high school students with parent consent.
Children not in high school must have adult supervision.
2. Computers will be turned off 15 minutes before closing
3. Print copies will be per page cost.
4. The computer is intended for one person at a time.
5. All patrons shall abide by the U.S. copyright laws.

F. Tutoring Policy

Tutoring is allowed in the library under the following conditions:

1. Tutors may not use the facility as a business. No payment for service is permitted.
2. Tutoring must not interfere with library service.

G. DVD Policy

1. All DVD's are available for one week checkout. Limit 5 per family.
2. Overdue fines will be \$1.00 per day per DVD.
3. DVD's may be renewed 1 time with the exception of new DVD's. There is no fee for renewal.
4. There is a \$1.00 charge per DVD for 1 week checkout. DELETE

H. Non-Profit Policy

The Yorkville Public Library sponsors only non-profit organizations.

I. Solicitation and Petitioning Policy

Solicitation, petitioning, peddling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library.

Free speech activities are permitted outside of the library building as long as they do not interfere with library activities or operations, interfere with the use and enjoyment of the library by others, block walkways, impede safe pedestrian flow, block access to library entries or exits, or block access to the book drop and bicycle rack.

Vending, peddling or product sampling is not allowed on library grounds.

Fees

Fees are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

A fee for each meeting room must accompany the application. The fee will be returned if the application is denied. The fee (or base rate) covers up to three hours of meeting room use. Beyond three hours, there is an additional hourly rate.

Non-Profit

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3hours) \$50.00

Additional hourly rate \$15.00

City of Yorkville and its entities will be exempt from paying a fee.

For Profit

Meeting Room

Base Rate (3 hours) \$75.00

Additional hourly rate \$25.00

Clean up fee if food is served \$25.00

Security Deposit

1. A \$50.00 security deposit will be required.
2. The security deposit will be returned provided there has been no damage or excessive clean up needed. If cost or repairs are in excess of the deposit, the applicant will be billed the difference.
Security deposits from groups meeting monthly may be rolled over to the next meeting.
If a deposit is forfeited due to a cleanup fee, a new deposit will be required.

Equipment Available

1. Stacking chairs
2. Tables
3. Easels
4. Projector Screen
5. Kitchen



Metal Edge – A Division of ORC
624 Anderson Dr., Unit A, Romeoville, Illinois 60446
815.552.2140

August 3, 2018

Yorkville Public Library
902 Game Farm Rd.
Yorkville, Illinois 60560

Attention: Elisa Topper

RE: Gutter Cap & Snow Rail at Standing Seam Roofs

Thank you for the opportunity to address your sheet metal needs and concerns at the referenced location. Based upon our site visit, we submit the following recommendations, scope of work, and associated costs for your review.

Base Proposal

1. At the standing seam roofs, furnish and install the following
 - a. a slotted 24 Ga. prefinished steel gutter cap to the existing roof gutter. Note: This cap system will not keep 100% of the foliage out to the gutter system, especially pine needles. It should be understood that the gutter will collect some debris but the cap will reduce/limit the amount.
 - b. a single row of the S-5! ColorGard snow retention system.
2. This scope includes the rental of a boom lift for roof access and work along gutter edges.
3. This scope includes removal of all Metal Edge generated garbage/debris from project site.
4. This scope does not include cleaning debris from the gutter and downspout.
5. This scope does not include the removal of the existing snow gems.

The above work to be completed for the total sum of (tax excluded):

North Roof Area (220 LF of Gutter Cap & Snow Rail)	\$14,900.00
South Roof Area (220 LF of Gutter Cap & Snow Rail)	\$14,900.00
Southwest Roof Area (125 LF of Gutter Cap & Snow Rail)	\$9,600.00

Standard exclusions & conditions

- Pricing is based on one complete, continuous operation, and structure being 100% ready.
- Repair or replacement of damaged landscaping is excluded.
- All work to be completed in compliance with OSHA safety standards and practices.
- Winter conditions and snow removal by others unless specifically noted.

Thank you again for considering Metal Edge – A Division of Olsson Roofing as your professional sheet metal contractor. Should you have any questions or comments, please feel free to contact me at our office at (630) 844-7783 or by email at: adyche@metaledge-orc.com.

Sincerely,

METAL EDGE – A DIVISION OF OLSSON ROOFING COMPANY, INC.


Alex Dyche
Project Manager