

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
September 10, 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
 - Approve Carpet Cleaning Company
 - Approve Mission & Values Statement
 - Disaster Plan
13. New Business
 - Approve Bylaws Change
 - Approve Increase of Director's Authority for Expenditures
 - Approve Library Closing October 5th Staff Day (Half Day)
 - Eagle Scout Patio Project
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

Policy Committee

Wednesday, August 8, 2018, 7pm

902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by Chairman Darren Crawford and roll call was taken.

Roll Call:

Darren Crawford-yes, Wamecca Rodriguez-yes,

Absent: Krista Danis

Others Present:

Library Director Elisa Topper, Trustee Theron Garcia

Recognition of Visitors: None

Public Comment: None

New Business: Review of Library Policies

The purpose of the meeting was to review changes and revisions to the Board policies. Ms. Topper said the changes shown in red in the policy, are additions/deletions.

Board Borrowing

The first item discussed was Board book borrowing. All Board members will be eligible to receive a library card and will not be subject to fines. Ms. Topper said this is standard in libraries. All staff members are also eligible. The committee agreed with this and this proposed change will be taken to the full Board for approval.

Electronic Participation at Meetings

The wording for this policy addition was provided by the attorney. A Board member unable to attend, but wishing to participate electronically must notify the Board secretary and the absence can only be for the following reasons: personal illness or disability, employment purposes, business of the Library, family emergency or other emergency. Ms. Topper said she will request the Board vacancies be filled as soon as possible since two board members are physically unable to attend at this time. Attendance in these cases, can be by voice/conference call or video equipment or possibly i-pad. The Board must vote with a motion and vote following the roll call, to allow the electronic participation and announce the participant and the participation method. Ms. Topper will consult the attorney to determine if this action must be taken at each meeting to allow electronic participation. Stipulations regarding what constitutes a quorum will also be added to the policy. This change will be presented to the full Board for approval.

DVD Policy

The current DVD policy will be eliminated as of September 1, 2018 and Ms. Topper will advise the media. The changes are: DVD's (except new ones) may be renewed one time. Also, there will no longer be a fee for DVD usage. This also moves to the full Board for approval.

Fees

A \$25 cleanup fee is being recommended if food is served during meeting room rentals. The base rate for 3 hours is suggested to be \$75. Ms. Topper noted that she attended the recent grand opening for Casey's and was able to secure refreshments for storytime in December. She also applied on-line for \$450 funding and tote bags from Casey's for the upcoming ice cream social.

Disaster Plan

Ms. Topper questioned whether the safety policy should be included in this plan. She said the Disaster Plan should be tabled until October and she will obtain samples from other libraries. City employee names, repair companies/contacts and computer tech person will be updated as well. A list of emergency contacts will be revised and posted in each work area. Mr. Crawford asked if each employee is familiar with flashlight/fire extinguisher locations.

Ms. Topper said there will be active shooter training on October 5th and also training for CPR, AED and first aid. Mr. Crawford added there should be CPR training for staffers who work with kids and there should be a child AED also. Ms. Rodriguez provided the name of a local CPR trainer who would come to the library for training. Required training language should be included in the safety policy, said Mr. Crawford. For emergency events at the library, the committee agreed there should be wording in the policy that states 2 requirements: the Director must be notified of the event and an Incident Report must be completed within 24 hours by all who witness or assist, and given to the Director or department head. The report forms will be available on-line and in the policy book and all reports will be kept in a file. Ms. Topper will determine if the city needs the completed forms as well.

A fire drill will be held in the fall with patrons (no children) in attendance. Ms. Rodriguez pointed out that a evacuation plan and route should also be posted in the library and employees need to be informed prior to the drill. Fire extinguishers and AED locations should be included on the map, said Mr. Crawford.

In another matter, it was noted that Mr. Walter had asked that a roof company be contacted regarding the cost of gutters that prevent debris from entering. Ms. Topper made the inquiry and found a cost of \$40,000. The committee felt this was cost-prohibitive.

Ms. Garcia summarized the actions of this meeting as follows: the committee recommended approval of the bylaw changes, table the Disaster Plan, research to come back to the Policy Committee and Ms. Topper will contact the attorney to determine if a vote must be taken at each meeting to approve electronic participation.

Adjournment:

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

Minutes respectfully submitted by Marlys Young, Minute Taker

Yorkville Public Library
Board of Trustees
Monday, August 13, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Wamecca Rodriguez-present, Susan Chacon-present, Darren Crawford-present, Krista Danis-present, Theron Garcia-present, Jason Hedman-present

Absent: Russ Walter, Carol LaChance

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Youth Services Director Jennette Weiss

Recognition of Visitors: President Crawford recognized the library staff present.

Amendments to the Agenda: None

Minutes: July 9, 2018 (2 sets)

Ms. Danis moved and Ms. Garcia seconded the motion to approve both sets of minutes: July 9, 2018 Personnel Committee and July 9, 2018 Board of Trustees meeting. Voice vote approval.

Correspondence:

Ms. Topper referred to two newspaper articles which were included in the agenda packet.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Ms. Chacon said the travel and lodging expenses have exceeded the budget due partly to the ALA conference which had been approved. The budget is also over in purchase of books, however Ms. DeBord said there was a grant for the books. Development fees have come in and a state grant was received. Ms. Topper noted that department heads have credit cards and the city encourages use of the cards to receive rebates.

Payment of Bills

A motion was made by Trustee Hedman and seconded by Trustee Crawford to pay the bills as follows:

\$30,528.83 Accounts Payable

\$36,529.56 Payroll

\$67,058.39 TOTAL

Roll call: Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes. Passed 6-0.

Report of the Library Director:

Ms. Topper reported the following:

1. HVAC system malfunctioned/chiller went out on Sunday, alarm sounded and was reset.
2. Board roster has been revised.
3. Volunteers needed for ice cream social on September 15. Check for \$100 was received from Casey's to be used for ice cream.
4. Viking program was held for 3 days, 90 kids attended, Viking boat in front of library. Program run by former Board member Barb Johnson and also Connie Kross.
5. Attended Casey's grand opening. Casey's will donate refreshments through grant for Santa's storytime.
6. Received per capita grant for last year \$13,000+ and for next year up to \$21,151.
7. Visited Board members in medical facilities.
8. Hired new staff member.
9. Implemented staff group email.
10. Director was approached by resident with knowledge of person who had stolen a bike from the front of the library, bike was recovered and is now being held for evidence.
11. Met with copier rep, 3 copiers are over 10 years old and at least 2 should be replaced next year. Will examine both purchase and lease options.
12. Friends approved \$3,300 for a new projection system for the Michelle Pfister Meeting Room.
13. Provided 3 months of stats for adult computer use.

City Council Liaison No report

Standing Committees:

Policy

President Crawford noted that the Policy Committee had met and several items will be discussed in New Business.

Unfinished Business:

Update on the Open Meetings Violation

Director Topper said a letter was drafted to State's Attorney Ms. Leslie Johnson on July 11th and hand-delivered the following day.

Update on the Strategic Plan

Approve Mission and Values Statement

Mr. Hedman met with staff in June to begin a draft of a Mission Statement and Values after reviewing the previous versions. He read the Mission Statement and Values they compiled based on their experiences and the two drafts were reviewed by the Board. Ms. Danis commented that two of the Values were similar and cultural diversity should be represented. Other Board members agreed and appropriate language was discussed. Language agreed upon was: "We are committed to serving all patrons of our diverse community." Board members said a separate meeting is needed to compare Board and staff input for a final version. Mr. Hedman asked all Board members to prepare for a 'wordsmithing' meeting and to focus on what is missing and what needs to be changed. This item will be discussed again next month under Unfinished Business.

New Business:

Approve Carpet Cleaning Company

Ms. Topper said the carpet was cleaned 18 months ago and most libraries do it twice a year. She recommended cleaning after the ice cream social and the cleaning is done after hours.

Ms. Topper obtained 4 quotes for cleaning. One of the cleaners uses the “extraction” method in high traffic areas. Ms. Topper will determine if the other companies also use this method. Mr. Hedman raised a concern of moisture in the air and how it might affect the books. It was noted that cleaning the upholstery is extra. This matter will be tabled until the next meeting so Ms. Topper can gather more specifics on the many questions raised. She will be meeting with the Facility Managers Group and will ask their opinions on preferred companies.

Approve Electronic Participation at Meetings Policy

President Crawford said the Policy Committee had met and established a draft policy for meeting participation when a Board member cannot physically be present. Ms. Danis questioned why electronic participation would not be considered part of the quorum. Ms. Topper said the attorney had presented the language and also said the approval of these participants must be done at each meeting. The Board discussed various methods of electronic participation including 'conference bridges' and Ms. Topper will enlist the help of the tech person. Ms. Danis moved and Ms. Garcia seconded the motion to approve the electronic participation policy. Approved on a unanimous voice vote and the revised policy, including language regarding monthly approval of electronic participation will be brought to next month's meeting.

Approve Revised DVD Policy

Proposed changes include no fee for DVD rentals and patrons will be allowed one renewal of DVD's excluding new ones. This would become effective September 1. Ms. Danis made a motion to approve changes to the DVD policy eliminating DVD rental fees. Mr. Crawford seconded and the motion was carried unanimously on a voice vote.

Approve Board Borrowing Policy

The revisions would include allowing a library card for all Board members (excluding households) and they would not be charged overdue fees. Motion to approve by Susan Chacon and second by Theron Garcia. Approved on a unanimous voice vote.

Approve Revised Meeting Room Policy

The policy would allow the rental for profit of the Michelle Pfister Meeting Room and a \$25 cleanup charge would be added when refreshments are served. Rentals would be for businesses only. Motion by Ms. Garcia to approve the revised meeting room policy and second by Ms. Danis. Approved on a unanimous voice vote.

Roof Gutter Covers Proposal

Mr. Walter had asked the Board to look into gutter covers for the library. The cost would be approximately \$40,000. In comparison, a recent yearly cleaning of the gutters was \$1,200 and the Board decided the covers were cost-prohibitive.

Disaster Plan Review

This item will be tabled to next month so Ms. Topper can obtain samples of Safety and Disaster Plans. She will also find out if the city has a Disaster Plan.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:09pm on a motion by Ms. Garcia and second by Ms. Rodriguez.

Minutes respectfully submitted by
Marlys Young, Minute Taker



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of August 31, 2018

FISCAL YEAR 2019

| | | May 2018 | June 2018 | July 2018 | August 2018 | September 2018 | October 2018 | November 2018 | December 2018 | January 2019 | February 2019 | March 2019 | April 2019 |
|----------------------------------|-----------------------|---------------------|----------------------|----------------------|------------------------|---------------------------|-------------------------|--------------------------|--------------------------|-------------------------|--------------------------|-----------------------|-----------------------|
| Library Operations | Old Second | \$ 367,835 | \$ 554,412 | \$ 521,359 | \$ 604,919 | | | | | | | | |
| Building Development Fees | Old Second | 58,324 | 66,829 | 78,681 | 84,097 | | | | | | | | |
| Library Operations | IMET * | 8,007 | 8,007 | 8,007 | 8,007 | | | | | | | | |
| Library Operations | Illinois Funds | 185,848 | 186,130 | 207,594 | 207,940 | | | | | | | | |
| Total: | | \$ 620,014 | \$ 815,379 | \$ 815,642 | \$ 904,964 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

* *Restricted*

PAYROLL

| | | | | | | | | | | | | | |
|----------------------------------|--|-----------|-----------|-----------|-----------|------|------|------|------|------|------|------|------|
| 1ST PAY PERIOD | | \$ 17,762 | \$ 20,607 | \$ 17,828 | \$ 19,157 | | | | | | | | |
| 2ND PAY PERIOD | | 17,967 | 17,988 | 18,701 | 18,663 | | | | | | | | |
| 3RD PAY PERIOD | | - | 18,953 | - | - | | | | | | | | |
| Total | | \$ 35,730 | \$ 57,548 | \$ 36,530 | \$ 37,820 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |



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

| ACCOUNT NUMBER | DESCRIPTION | % of Fiscal Year | 8% May-18 | 17% June-18 | 25% July-18 | 33% August-18 | Year-to-Date Totals | FISCAL YEAR 2019 BUDGET | % of Budget |
|------------------------------------|-----------------------------|------------------|----------------|----------------|----------------|------------------|------------------------|----------------------------|---------------|
| LIBRARY OPERATIONS REVENUES | | | | | | | | | |
| <i>Taxes</i> | | | | | | | | | |
| 82-000-40-00-4000 | PROPERTY TAXES | | 54,356 | 290,990 | 11,130 | 138,622 | 495,099 | 672,505 | 73.62% |
| 82-000-40-00-4083 | PROPERTY TAXES-DEBT SERVICE | | 64,021 | 342,727 | 13,109 | 163,268 | 583,125 | 792,101 | 73.62% |
| <i>Intergovernmental</i> | | | | | | | | | |
| 82-000-41-00-4120 | PERSONAL PROPERTY TAX | | 1,059 | - | 825 | 83 | 1,968 | 5,250 | 37.48% |
| 82-000-41-00-4170 | STATE GRANTS | | 4,060 | - | 21,151 | - | 25,211 | 13,100 | 192.45% |
| <i>Fines & Forfeits</i> | | | | | | | | | |
| 82-000-43-00-4330 | LIBRARY FINES | | 569 | 531 | 1,610 | 477 | 3,187 | 8,500 | 37.49% |
| <i>Charges for Service</i> | | | | | | | | | |
| 82-000-44-00-4401 | LIBRARY SUBSCRIPTION CARDS | | 1,114 | 203 | 827 | 1,500 | 3,644 | 7,500 | 48.58% |
| 82-000-44-00-4422 | COPY FEES | | 296 | 350 | 425 | 522 | 1,592 | 3,000 | 53.08% |
| 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 | 335 | 531 | 1,453 | 1,750 | 83.06% |
| <i>Miscellaneous</i> | | | | | | | | | |
| 82-000-48-00-4820 | RENTAL INCOME | | 100 | 150 | 100 | 150 | 500 | 2,000 | 25.00% |
| 82-000-48-00-4824 | DVD RENTAL INCOME | | 271 | 261 | 331 | 239 | 1,102 | 2,750 | 40.06% |
| 82-000-48-00-4850 | MISCELLANEOUS INCOME | | 2 | 14 | 80 | 27 | 123 | 2,000 | 6.15% |
| <i>Other Financing Sources</i> | | | | | | | | | |
| 82-000-49-00-4901 | TRANSFER FROM GENERAL | | 5,438 | 1,764 | 1,764 | 1,764 | 10,730 | 25,179 | 42.61% |
| TOTAL REVENUES: LIBRARY | | | 131,577 | 637,286 | 51,689 | 307,183 | 1,127,735 | 1,536,635 | 73.39% |

LIBRARY OPERATIONS EXPENDITURES

| | | | | | | | | | |
|-----------------------------|------------------------------|--|--------|--------|--------|--------|--------|---------|---------|
| <i>Salaries & Wages</i> | | | | | | | | | |
| 82-820-50-00-5010 | SALARIES & WAGES | | 16,541 | 29,552 | 20,088 | 20,088 | 86,269 | 226,998 | 38.00% |
| 82-820-50-00-5015 | PART-TIME SALARIES | | 15,086 | 21,019 | 11,935 | 12,970 | 61,010 | 195,700 | 31.18% |
| <i>Benefits</i> | | | | | | | | | |
| 82-820-52-00-5212 | RETIREMENT PLAN CONTRIBUTION | | 1,745 | 3,171 | 2,119 | 2,381 | 9,416 | 24,252 | 38.83% |
| 82-820-52-00-5214 | FICA CONTRIBUTION | | 2,357 | 3,806 | 2,387 | 2,478 | 11,029 | 31,720 | 34.77% |
| 82-820-52-00-5216 | GROUP HEALTH INSURANCE | | 10,696 | 4,960 | 4,785 | 5,769 | 26,210 | 79,318 | 33.04% |
| 82-820-52-00-5222 | GROUP LIFE INSURANCE | | (8) | 51 | 25 | 25 | 94 | 328 | 28.67% |
| 82-820-52-00-5223 | DENTAL INSURANCE | | 876 | 438 | 727 | 582 | 2,623 | 4,652 | 56.38% |
| 82-820-52-00-5224 | VISION INSURANCE | | 117 | 77 | 104 | 84 | 382 | 701 | 54.54% |
| 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 | 1,764 | 10,538 | 24,429 | 43.14% |
| <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 | 43 | 1,239 | 600 | 206.43% |
| 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 | 6 | 72 | 500 | 14.50% |
| 82-820-54-00-5460 | DUES & SUBSCRIPTIONS | | 448 | 13 | 13 | 13 | 487 | 11,000 | 4.43% |
| 82-820-54-00-5462 | PROFESSIONAL SERVICES | | 97 | 416 | 185 | 4,919 | 5,618 | 40,000 | 14.04% |
| 82-820-54-00-5466 | LEGAL SERVICES | | - | - | - | 1,470 | 1,470 | 3,000 | 49.00% |
| 82-820-54-00-5468 | AUTOMATION | | 2,098 | - | - | 3,373 | 5,471 | 20,000 | 27.35% |
| 82-820-54-00-5480 | UTILITIES | | - | 373 | 341 | 415 | 1,129 | 9,540 | 11.84% |
| 82-820-54-00-5495 | OUTSIDE REPAIR & MAINTENANCE | | 930 | 268 | 625 | 5,026 | 6,848 | 50,000 | 13.70% |
| 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 | 627 | 2,047 | 8,000 | 25.59% |
| 82-820-56-00-5620 | OPERATING SUPPLIES | | - | 54 | 79 | 1,117 | 1,249 | 2,000 | 62.47% |
| 82-820-56-00-5621 | CUSTODIAL SUPPLIES | | - | 1,296 | 403 | - | 1,699 | 8,000 | 21.24% |
| 82-820-56-00-5671 | LIBRARY PROGRAMMING | | - | 35 | 143 | 46 | 224 | 1,000 | 22.41% |
| 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 | 452 | 3,844 | 1,500 | 256.25% |



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

| | | % of Fiscal Year | | | | | | |
|--------------------------------|-------------------|------------------|----------------|----------------|------------------|------------------------|----------------------------|-------------|
| ACCOUNT NUMBER | DESCRIPTION | 8% May-18 | 17% June-18 | 25% July-18 | 33% August-18 | Year-to-Date Totals | FISCAL YEAR 2019 BUDGET | % of Budget |
| 2006 Bond | | | | | | | | |
| 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% |
| 2013 Refunding Bond | | | | | | | | |
| 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 | 307,183 | 1,127,735 | 1,536,635 | 73.39% |
| TOTAL FUND EXPENDITURES | | 58,360 | 159,264 | 49,808 | 63,650 | 331,082 | 1,547,989 | 21.39% |
| FUND SURPLUS (DEFICIT) | | 73,217 | 478,022 | 1,881 | 243,533 | 796,653 | (11,354) | |

LIBRARY CAPITAL REVENUES


| | | | | | | | | |
|--|---------------------|-------|--------|-------|--------|--------|--------|---------|
| 84-000-42-00-4214 | DEVELOPMENT FEES | 9,200 | 14,650 | 9,175 | 18,500 | 51,525 | 43,200 | 119.27% |
| 84-000-45-00-4500 | INVESTMENT EARNINGS | 2 | 3 | 3 | 4 | 12 | 10 | 120.60% |
| TOTAL REVENUES: LIBRARY CAPITAL | | 9,202 | 14,653 | 9,178 | 18,504 | 51,537 | 43,210 | 119.27% |

LIBRARY CAPITAL EXPENDITURES

| | | | | | | | | |
|--------------------------------|-------------------------------|-------|--------|-------|--------|--------|---------|---------|
| 84-840-54-00-5460 | E-BOOK SUBSCRIPTIONS | 85 | - | - | 128 | 213 | 3,500 | 6.07% |
| 84-840-56-00-5635 | COMPUTER EQUIPMENT & SOFTWARE | - | - | 795 | - | 795 | 15,000 | 5.30% |
| 84-840-56-00-5683 | AUDIO BOOKS | - | 24 | 155 | 115 | 294 | 1,600 | 18.37% |
| 84-840-56-00-5684 | COMPACT DISCS & OTHER MUSIC | - | - | - | - | - | 500 | 0.00% |
| 84-840-56-00-5685 | DVD'S | - | - | 310 | 404 | 713 | 1,500 | 47.56% |
| 84-840-56-00-5686 | BOOKS | - | 674 | 1,578 | 2,617 | 4,868 | 30,000 | 16.23% |
| TOTAL FUND REVENUES | | 9,202 | 14,653 | 9,178 | 18,504 | 51,537 | 43,210 | 119.27% |
| TOTAL FUND EXPENDITURES | | 85 | 698 | 2,837 | 3,263 | 6,883 | 52,100 | 13.21% |
| FUND SURPLUS (DEFICIT) | | 9,117 | 13,955 | 6,341 | 15,241 | 44,654 | (8,890) | |



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



| | August Actual | YTD Actual | % of Budget | FY 2019 Budget | Fiscal Year 2018 For the Month Ending August 31, 2017 YTD Actual % Change | |
|--|-------------------|---------------------|----------------|---------------------|--|---------------|
| LIBRARY OPERATIONS FUND (82) | | | | | | |
| <i>Revenues</i> | | | | | | |
| Property Taxes | \$ 301,890 | \$ 1,078,224 | 73.6% | \$ 1,464,606 | \$ 782,650 | 37.77% |
| <u>Intergovernmental</u> | | | | | | |
| Personal Property Replacement Tax | \$ 83 | \$ 1,968 | 37.5% | \$ 5,250 | \$ 1,882 | 4.57% |
| State Grants | - | 25,211 | 192.5% | 13,100 | - | 0.00% |
| Total Intergovernmental | \$ 83 | \$ 27,179 | 148.1% | \$ 18,350 | \$ 1,882 | 1344.28% |
| Library Fines | \$ 477 | \$ 3,187 | 37.5% | \$ 8,500 | \$ 4,196 | -24.05% |
| <u>Charges for Services</u> | | | | | | |
| Library Subscription Cards | \$ 1,500 | \$ 3,644 | 48.6% | \$ 7,500 | \$ 2,717 | 34.12% |
| Copy Fees | 522 | 1,592 | 53.1% | 3,000 | 1,395 | 14.13% |
| Program Fees | - | 1 | 0.1% | 1,000 | 363 | -99.72% |
| Total Charges for Services | \$ 2,022 | \$ 5,237 | 45.5% | \$ 11,500 | \$ 4,475 | 17.04% |
| Investment Earnings | \$ 531 | \$ 1,453 | 83.1% | \$ 1,750 | \$ 596 | 143.98% |
| <u>Reimbursements/Miscellaneous/Transfers In</u> | | | | | | |
| Miscellaneous Reimbursements | \$ - | \$ - | 0.0% | \$ - | \$ 691 | 0.00% |
| Rental Income | 150 | 500 | 25.0% | 2,000 | 429 | 16.55% |
| DVD Rental Income | 239 | 1,102 | 40.1% | 2,750 | 1,036 | -88.13% |
| Miscellaneous Income | 27 | 123 | 6.2% | 2,000 | 488 | 2100.44% |
| Transfer In | 1,764 | 10,730 | 42.6% | 25,179 | 11,137 | -3.66% |
| Total Miscellaneous & Transfers | \$ 2,180 | \$ 12,454 | 39.0% | \$ 31,929 | \$ 13,780 | -9.62% |
| Total Revenues and Transfers | \$ 307,183 | \$ 1,127,735 | 73.4% | \$ 1,536,635 | \$ 807,579 | 39.64% |
| <i>Expenditures</i> | | | | | | |
| <u>Library Operations</u> | <u>\$ 63,650</u> | <u>\$ 331,082</u> | <u>21.4%</u> | <u>\$ 1,547,989</u> | <u>\$ 332,915</u> | <u>-0.55%</u> |
| 50 Salaries | 33,057 | 147,279 | 34.8% | 422,698 | 144,744 | 1.75% |
| 52 Benefits | 13,085 | 60,485 | 36.4% | 166,150 | 59,107 | 2.33% |
| 54 Contractual Services | 15,265 | 25,649 | 17.6% | 145,840 | 29,861 | -14.11% |
| 56 Supplies | 2,242 | 9,120 | 43.0% | 21,200 | 4,005 | 127.70% |
| 99 Debt Service | - | 88,550 | 11.2% | 792,101 | 95,197.50 | 0.00% |
| Total Expenditures and Transfers | \$ 63,650 | \$ 331,082 | 21.4% | \$ 1,547,989 | \$ 332,915 | -0.55% |
| <i>Surplus(Deficit)</i> | \$ 243,533 | \$ 796,653 | | \$ (11,354) | \$ 474,664 | |

* August represents 34% of fiscal year 2019

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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT
FOR FISCAL YEAR 2019

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ACTIVITY THROUGH FISCAL PERIOD 04

| 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 |
| 04 | AP-180813 | 08/07/2018 | 01 | BOOKS | BAKER & TAYLOR | 104547 | 2033813731 | 29.44 | |
| | | 08/07/2018 | 02 | BOOKS | BAKER & TAYLOR | 104547 | 2033823948 | 47.71 | |
| | | 08/07/2018 | 03 | 2 MEMORIAL BRICKS | KING & SONS MONUMENT | 104552 | 228741 | 60.00 | |
| | GJ-180831LB | 09/04/2018 | 07 | Aug 2018 Deposits | | | | | 575.00 |
| | | | | TOTAL PERIOD 04 ACTIVITY | | | | 137.15 | 575.00 |
| | | | | TOTAL ACCOUNT ACTIVITY | | | | 2,142.71 | 2,200.75 |
| | | | | ENDING BALANCE | | | | | 3,254.08 |
| | | | | GRAND TOTAL | | | | 0.00 | 3,254.08 |
| | | | | TOTAL DIFFERENCE | | | | 0.00 | 3,254.08 |

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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

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| CHECK # | VENDOR # INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | CHECK DATE | ACCOUNT # | ITEM AMT |
|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|------------|
| 900063 | FNBO | FIRST NATIONAL BANK OMAHA | | | 08/25/18 | | |
| | 082518-A.SIMMONS | 07/31/18 | 01 | COMCAST-06/12-07/11 CABLE | | 01-110-54-00-5440 | 21.04 |
| | | | 02 | COMCAST-06/15-07/14 INTERNET | | 01-110-54-00-5440 | 5.90 |
| | | | 03 | COMCAST-06/15-07/14 INTERNET | | 01-220-54-00-5440 | 5.90 |
| | | | 04 | COMCAST-06/15-07/14 INTERNET | | 01-120-54-00-5440 | 3.93 |
| | | | 05 | COMCAST-06/15-07/14 INTERNET | | 79-790-54-00-5440 | 5.40 |
| | | | 06 | COMCAST-06/15-07/14 INTERNET | | 01-210-54-00-5440 | 25.57 |
| | | | 07 | COMCAST-06/15-07/14 INTERNET | | 79-795-54-00-5440 | 5.41 |
| | | | 08 | COMCAST-06/15-07/14 INTERNET | | 52-520-54-00-5440 | 2.95 |
| | | | 09 | COMCAST-06/15-07/14 INTERNET | | 01-410-54-00-5440 | 4.92 |
| | | | 10 | COMCAST-06/15-07/14 INTERNET | | 51-510-54-00-5440 | 4.92 |
| | | | 11 | COMCAST-06/15-07/14 PHONE & | | 79-795-54-00-5440 | 19.33 |
| | | | 12 | CABLE | | ** COMMENT ** | |
| | | | 13 | VERIZON-JUN 2018 IN CAR UNITS | | 01-210-54-00-5440 | 640.31 |
| | | | 14 | VERIZON-JUN 2018 MOBILE PHONES | | 01-220-54-00-5440 | 239.15 |
| | | | 15 | VERIZON-JUN 2018 MOBILE PHONES | | 01-210-54-00-5440 | 428.58 |
| | | | 16 | VERIZON-JUN 2018 MOBILE PHONES | | 79-795-54-00-5440 | 72.98 |
| | | | 17 | VERIZON-JUN 2018 MOBILE PHONES | | 51-510-54-00-5440 | 281.85 |
| | | | 18 | VERIZON-JUN 2018 MOBILE PHONES | | 01-410-54-00-5440 | 44.14 |
| | | | 19 | VERIZON-JUN 2018 MOBILE PHONES | | 52-520-54-00-5440 | 38.01 |
| | | | 20 | KONICA-05/19-06/18 COPY CHARGE | | 82-820-54-00-5462 | 33.83 |
| | | | 21 | KONICA-06/01-07/09 COPY CHARGE | | 01-110-54-00-5430 | 245.12 |
| | | | 22 | KONICA-06/01-07/09 COPY CHARGE | | 01-120-54-00-5430 | 81.71 |
| | | | 23 | KONICA-06/01-07/09 COPY CHARGE | | 01-220-54-00-5430 | 118.82 |
| | | | 24 | KONICA-06/01-07/09 COPY CHARGE | | 01-210-54-00-5430 | 186.15 |
| | | | 25 | KONICA-06/01-07/09 COPY CHARGE | | 01-410-54-00-5462 | 1.02 |
| | | | 26 | KONICA-06/01-07/09 COPY CHARGE | | 51-510-54-00-5430 | 1.03 |
| | | | 27 | KONICA-06/01-07/09 COPY CHARGE | | 52-520-54-00-5430 | 1.02 |
| | | | 28 | KONICA-06/01-07/09 COPY CHARGE | | 79-790-54-00-5462 | 60.32 |
| | | | 29 | KONICA-06/01-07/09 COPY CHARGE | | 79-795-54-00-5462 | 60.32 |
| | | | 30 | ENVIRONMENTAL PRODUCTS-VACCON | | 52-520-56-00-5628 | 156.78 |
| | | | 31 | CLAMP | | ** COMMENT ** | |
| | | | 32 | ENVIRONMENTAL PRODUCTS-VACTOR | | 52-520-56-00-5628 | 36.93 |
| | | | 33 | CLAMP | | ** COMMENT ** | |
| | | | 34 | GROUND EFFECTS-MULCH | | 82-820-56-00-5620 | 282.50 |
| | | | 35 | GROUND EFFECTS-MULCH | | 82-820-56-00-5620 | 282.50 |
| | | | 36 | ENVIRONMENTAL PRODUCTS-HOSE, | | 52-520-56-00-5628 | 1,928.28 |
| | | | 37 | CLAMPS, FLANGE, TIGER TAILS | | ** COMMENT ** | |
| | | | | INVOICE TOTAL: | | | 5,326.62 * |
| | 082518-B.OLSEM | 07/31/18 | 01 | WAREHOUSE-BINDER CLIPS | | 01-110-56-00-5610 | 2.49 |
| | | | 02 | OFFICE DEPO-BINDER CLIPS | | 01-110-56-00-5610 | 17.43 |
| | | | | INVOICE TOTAL: | | | 19.92 * |
| | 082518-D.BEHRENS | 07/31/18 | 01 | JX TRUCK CENTER-DIPSTICK & | | 52-520-56-00-5628 | 373.23 |
| | | | 02 | TUBE ASSEMBLY FOR TRANSMISSION | | ** COMMENT ** | |
| | | | | INVOICE TOTAL: | | | 373.23 * |

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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

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| CHECK # | VENDOR # INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | CHECK DATE | ACCOUNT # | ITEM AMT |
|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|------------|
| 900063 | FNBO | FIRST NATIONAL BANK OMAHA | | | 08/25/18 | | |
| | 082518-D.DEBOARD | 07/31/18 | 01 | MENARDS-FAN, BATTERIES, BUG | | 82-820-56-00-5620 | 130.37 |
| | | | 02 | KILLER, GOO GONE, FLASHLIGHTS | | ** COMMENT ** | |
| | | | | | | INVOICE TOTAL: | 130.37 * |
| | 082518-D.SMITH | 07/31/18 | 01 | HOME DEPO-WIRE ROPE | | 79-790-56-00-5640 | 50.46 |
| | | | | | | INVOICE TOTAL: | 50.46 * |
| | 082518-E.DHUSE | 07/31/18 | 01 | NAPA#200693-BATTERY | | 79-790-56-00-5640 | 50.17 |
| | | | 02 | NAPA#200513-V-BELTS | | 01-410-56-00-5628 | 36.84 |
| | | | 03 | IPWA CONFERENCE | | 01-410-54-00-5415 | 90.10 |
| | | | 04 | TRANSPORTATION-DHUSE | | ** COMMENT ** | |
| | | | 05 | IPWA CONFERENCE | | 51-510-54-00-5415 | 90.10 |
| | | | 06 | TRANSPORTATION-DHUSE | | ** COMMENT ** | |
| | | | 07 | IPWA CONFERENCE | | 52-520-54-00-5415 | 90.10 |
| | | | 08 | TRANSPORTATION-DHUSE | | ** COMMENT ** | |
| | | | 09 | HOOKS & LATTUCE-2 SAMPLE | | 23-216-56-00-5656 | 627.28 |
| | | | 10 | HANGING FLOWER BASKETS | | ** COMMENT ** | |
| | | | 11 | ARAMARK-MATS | | 51-510-56-00-5620 | 49.17 |
| | | | 12 | ARAMARK-MATS | | 52-520-56-00-5620 | 49.17 |
| | | | 13 | ARAMARK-MATS | | 01-410-56-00-5620 | 49.17 |
| | | | 14 | OFFICE DEPO-MARKERS | | 52-520-56-00-5610 | 30.49 |
| | | | 15 | NAPA#201209-COOLANT | | 01-410-56-00-5628 | 53.94 |
| | | | 16 | NAPA#201448-BLISTER PACK | | 01-410-56-00-5628 | 13.76 |
| | | | 17 | CAPSULES | | ** COMMENT ** | |
| | | | 18 | NAPA#202770-RELAY, OIL FILTER | | 01-410-56-00-5628 | 25.27 |
| | | | | | | INVOICE TOTAL: | 1,255.56 * |
| | 082518-E.TOPPER | 07/31/18 | 01 | YORKVILLE FLOWERS-FLOWERS FOR | | 82-820-56-00-5610 | 117.50 |
| | | | 02 | ILL BOARD MEMBERS | | ** COMMENT ** | |
| | | | 03 | DOLLAR TREE-PLATES, CARDS | | 82-820-56-00-5610 | 8.50 |
| | | | 04 | AMAZON PRIME MONTHLY FEE | | 82-820-54-00-5460 | 12.99 |
| | | | 05 | AMAZON - CD/DVD CLEANING KIT | | 82-820-56-00-5620 | 24.99 |
| | | | 06 | AMAZON - TONER COLLECTION UNIT | | 82-820-56-00-5610 | 23.60 |
| | | | 07 | AMAZON - TONER CARTRIDGES | | 82-820-56-00-5610 | 469.67 |
| | | | 08 | AMAZON - OUTLET PLUG COVERS | | 82-820-56-00-5620 | 7.95 |
| | | | 09 | AMAZON - WIRELESS REMOTE | | 82-820-56-00-5620 | 18.99 |
| | | | 10 | WINDOW DOOR ALARM | | ** COMMENT ** | |
| | | | 11 | AMAZON - ENVELOPES | | 82-820-56-00-5610 | 7.85 |
| | | | | | | INVOICE TOTAL: | 692.04 * |
| | 082518-E.WILLRETT | 07/31/18 | 01 | PELRA WEBINAR TRAINING | | 01-110-54-00-5412 | 149.00 |
| | | | | | | INVOICE TOTAL: | 149.00 * |
| | 082518-J-WEISS | 07/31/18 | 01 | TARGET-SUMMER PROGRAM MATERIAL | | 82-820-56-00-5671 | 46.16 |
| | | | | | | INVOICE TOTAL: | 46.16 * |

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UNITED CITY OF YORKVILLE
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| CHECK # | VENDOR # INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | CHECK DATE | ACCOUNT # | ITEM AMT |
|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|------------|
| 900063 | FNBO | FIRST NATIONAL BANK OMAHA | | | 08/25/18 | | |
| | 082518-P.RATOS | 07/31/18 | 02 | FIRST PLACE#296286-1-STAKES | | 01-220-56-00-5620 | 85.00 |
| | | | | | | INVOICE TOTAL: | 128.00 * |
| | 082518-P.SODRO | 07/31/18 | 01 | AMAZON-CREDIT FOR RETURNED | | 51-510-56-00-5600 | -19.89 |
| | | | 02 | PANTS | | ** COMMENT ** | |
| | | | | | | INVOICE TOTAL: | -19.89 * |
| | 082518-R.FREDRICKSON | 07/31/18 | 01 | NEWTEK-7/11-8/11 WEB UPKEEP | | 01-640-54-00-5450 | 16.59 |
| | | | 02 | COMCAST-06/23-07/22 INTERNET | | 01-110-54-00-5440 | 71.75 |
| | | | 03 | COMCAST-06/23-07/22 INTERNET | | 01-220-54-00-5440 | 71.75 |
| | | | 04 | COMCAST-06/23-07/22 INTERNET | | 01-120-54-00-5440 | 47.84 |
| | | | 05 | COMCAST-06/23-07/22 INTERNET | | 79-790-54-00-5440 | 65.78 |
| | | | 06 | COMCAST-06/23-07/22 INTERNET | | 01-210-54-00-5440 | 310.93 |
| | | | 07 | COMCAST-06/23-07/22 INTERNET | | 79-795-54-00-5440 | 65.78 |
| | | | 08 | COMCAST-06/23-07/22 INTERNET | | 52-520-54-00-5440 | 35.88 |
| | | | 09 | COMCAST-06/23-07/22 INTERNET | | 01-410-54-00-5440 | 59.80 |
| | | | 10 | COMCAST-06/23-07/22 INTERNET | | 51-510-54-00-5440 | 164.65 |
| | | | 11 | COMCAST-06/23-07/22 PHONE & | | 79-790-54-00-5440 | 94.20 |
| | | | 12 | CABLE | | ** COMMENT ** | |
| | | | | | | INVOICE TOTAL: | 1,004.95 * |
| | 082518-R.HARMON | 07/31/18 | 01 | TPT-NEWSLETTER TEMPLATE | | 79-795-56-00-5606 | 10.50 |
| | | | 02 | AMAZON-PAPER, CUTOUTS | | 79-795-56-00-5606 | 20.57 |
| | | | 03 | SCHOOL SPECIALTY-PRESCHOOL | | 79-795-56-00-5606 | 82.17 |
| | | | 04 | TEACHING AIDS | | ** COMMENT ** | |
| | | | 05 | CARSON DELOSA-NAMETAGS, | | 79-795-56-00-5606 | 55.19 |
| | | | 06 | PLANBOOKS, GAMES, BULLETIN | | ** COMMENT ** | |
| | | | 07 | BOARD SETS | | ** COMMENT ** | |
| | | | 08 | AMAZON-PRESCHOOL STARTUP | | 79-795-56-00-5606 | 68.74 |
| | | | 09 | MATERIALS | | ** COMMENT ** | |
| | | | 10 | AMAZON-PRESCHOOL TEACHING AIDS | | 79-795-56-00-5606 | 80.71 |
| | | | | | | INVOICE TOTAL: | 317.88 * |
| | 082518-R.WRIGHT | 07/31/18 | 01 | PHYSICIANS-NEW HIRE DRUG TEST | | 79-790-54-00-5462 | 91.00 |
| | | | 02 | PHYSICIANS-NEW HIRE DRUG TEST | | 79-795-54-00-5462 | 76.00 |
| | | | | | | INVOICE TOTAL: | 167.00 * |
| | 082518-S.IWANSKI | 07/31/18 | 01 | YORKVILLE POST-POSTAGE | | 82-820-54-00-5452 | 6.02 |
| | | | | | | INVOICE TOTAL: | 6.02 * |
| | 082518-S.REDMON | 07/31/18 | 01 | BOUNCE TOWN-JULY 4 RENTAL | | 79-795-56-00-5606 | 571.50 |
| | | | 02 | AT&T U-VERSE 06/24-07/23 TOWN | | 79-795-54-00-5440 | 55.39 |
| | | | 03 | SQAURE SIGN INTERNET | | ** COMMENT ** | |
| | | | 04 | GOLD MEDAL-BRIDGE CONCESSION | | 79-795-56-00-5607 | 766.48 |
| | | | 05 | SUPPLIES | | ** COMMENT ** | |

Total for All Highlighted Library Expenses : \$1,473.42

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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/10/18

| CHECK # | VENDOR # | INVOICE NUMBER | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | ITEM AMT |
|---------|------------|----------------------------|-----------------|-----------|--------------------------------|-------------------|------------|
| 104565 | BAKTAY | BAKER & TAYLOR | | | | | |
| | 2033873622 | | 07/31/18 | 01 | BOOKS | 82-820-56-00-5686 | 45.74 |
| | | | | 02 | BOOKS | 84-840-56-00-5686 | 657.29 |
| | | | | | INVOICE TOTAL: | | 703.03 * |
| | 2033883137 | | 08/06/18 | 01 | BOOKS | 82-820-56-00-5686 | 102.97 |
| | | | | 02 | BOOKS | 84-840-56-00-5686 | 926.03 |
| | | | | | INVOICE TOTAL: | | 1,029.00 * |
| | 2033894586 | | 08/08/18 | 01 | BOOKS | 82-820-56-00-5686 | 22.46 |
| | | | | 02 | BOOKS | 84-840-56-00-5686 | 707.20 |
| | | | | | INVOICE TOTAL: | | 729.66 * |
| | 2033908942 | | 08/15/18 | 01 | BOOKS | 84-840-56-00-5686 | 353.95 |
| | | | | | INVOICE TOTAL: | | 353.95 * |
| | 2033919875 | | 08/21/18 | 01 | BOOKS | 84-840-56-00-5686 | 1,044.42 |
| | | | | | INVOICE TOTAL: | | 1,044.42 * |
| | 2033933757 | | 08/25/18 | 01 | BOOKS | 84-840-56-00-5686 | 775.61 |
| | | | | | INVOICE TOTAL: | | 775.61 * |
| | | | | | CHECK TOTAL: | | 4,635.67 |
| 104566 | CAMBRIA | CAMBRIA SALES COMPANY INC. | | | | | |
| | 39944 | | 08/02/18 | 01 | PAPER TOWEL, GARBAGE BAGS, | 82-820-56-00-5621 | 578.84 |
| | | | | 02 | VACCUM BAGS, WINDEX, DOORSTOP, | ** COMMENT ** | |
| | | | | 03 | BOWL CLEANER | ** COMMENT ** | |
| | | | | | INVOICE TOTAL: | | 578.84 * |
| | | | | | CHECK TOTAL: | | 578.84 |
| 104567 | DAIKIN | DAIKIN APPLIED | | | | | |
| | 3192664 | | 08/27/18 | 01 | CHILLER REPAIR | 82-820-54-00-5495 | 722.50 |
| | | | | | INVOICE TOTAL: | | 722.50 * |
| | | | | | CHECK TOTAL: | | 722.50 |

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 09/10/18

| CHECK # | VENDOR # | INVOICE NUMBER | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | ITEM AMT |
|---------|------------------|-----------------------------|-----------------|-----------|-----------------------------|-------------------|------------|
| 104568 | DEMCO | DEMCO, INC. | | | | | |
| | 6430940 | | 08/16/18 | 01 | BOOKMARKS, CD ALBUMS, BOOK | 82-820-56-00-5620 | 228.18 |
| | | | | 02 | JACKET COVERS, HIGHLIGHTERS | ** COMMENT ** | |
| | | | | | INVOICE TOTAL: | | 228.18 * |
| | 6433798 | | 08/21/18 | 01 | END PANEL DISPLAY BIN | 82-820-56-00-5610 | 67.23 |
| | | | | | INVOICE TOTAL: | | 67.23 * |
| | | | | | CHECK TOTAL: | | 295.41 |
| 104569 | FRSTINSU | FIRST INSURANCE GROUP OF IL | | | | | |
| | 32S564463-073118 | | 07/11/18 | 01 | REISSUE OFFICIAL TREASURER | 82-820-54-00-5462 | 568.00 |
| | | | | 02 | BOND | ** COMMENT ** | |
| | | | | | INVOICE TOTAL: | | 568.00 * |
| | | | | | CHECK TOTAL: | | 568.00 |
| 104570 | HIXBROS | HIX BROTHERS MUSIC INC | | | | | |
| | 2506018-DEP | | 06/25/18 | 01 | DEPOSIT FOR INSTALLATION OF | 82-000-24-00-2480 | 1,895.50 |
| | | | | 02 | PROJECTOR AND SOUND SYSTEM | ** COMMENT ** | |
| | | | | | INVOICE TOTAL: | | 1,895.50 * |
| | | | | | CHECK TOTAL: | | 1,895.50 |
| 104571 | LLWCONSU | LLOYD WARBER | | | | | |
| | 10439 | | 09/02/18 | 01 | AUG 2018 ONSITE IT SUPPORT | 82-820-54-00-5462 | 1,140.00 |
| | | | | | INVOICE TOTAL: | | 1,140.00 * |
| | | | | | CHECK TOTAL: | | 1,140.00 |
| 104572 | MIDWTAPE | MIDWEST TAPE | | | | | |
| | 96329436 | | 08/06/18 | 01 | DVD | 84-840-56-00-5685 | 22.49 |
| | | | | | INVOICE TOTAL: | | 22.49 * |

DATE: 09/04/18
TIME: 14:34:38
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/10/18

| CHECK # | VENDOR # | INVOICE NUMBER | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | ITEM AMT | |
|---------|----------|--------------------------------|-----------------|-----------|--------------------------------|-------------------|----------|----------|
| 104572 | MIDWTAPE | MIDWEST TAPE | | | | | | |
| | 96347062 | | 08/14/18 | 01 | DVDS | 84-840-56-00-5685 | 59.97 | |
| | | | | | INVOICE TOTAL: | | 59.97 | * |
| | 96360880 | | 08/18/18 | 01 | AUDIO BOOKS | 84-840-56-00-5683 | 74.98 | |
| | | | | 02 | MUSIC CDS | 84-840-56-00-5684 | 25.98 | |
| | | | | 03 | DVDS | 84-840-56-00-5685 | 36.73 | |
| | | | | | INVOICE TOTAL: | | 137.69 | * |
| | 96388224 | | 08/28/18 | 01 | MUSIC CDS | 84-840-56-00-5684 | 70.95 | |
| | | | | 02 | AUDIO BOOKS | 84-840-56-00-5683 | 329.91 | |
| | | | | 03 | DVDS | 84-840-56-00-5685 | 22.49 | |
| | | | | | INVOICE TOTAL: | | 423.35 | * |
| | | | | | CHECK TOTAL: | | | 643.50 |
| 104573 | PRAIRCAT | PRAIRIECAT | | | | | | |
| | 5958 | | 08/22/18 | 01 | ANNUAL INNOVATIVE EXPRESS | 82-820-54-00-5468 | 385.64 | |
| | | | | 02 | LANE LICENSE MAINTENANCE | ** COMMENT ** | | |
| | | | | 03 | AGREEMENT RENEWAL | ** COMMENT ** | | |
| | | | | | INVOICE TOTAL: | | 385.64 | * |
| | | | | | CHECK TOTAL: | | | 385.64 |
| 104574 | QUILL | QUILL CORPORATION | | | | | | |
| | 9381094 | | 08/15/18 | 01 | COPY PAPER | 82-820-56-00-5610 | 134.95 | |
| | | | | | INVOICE TOTAL: | | 134.95 | * |
| | | | | | CHECK TOTAL: | | | 134.95 |
| 104575 | RIVISTAS | RIVISTAS SUBSCRIPTION SERVICES | | | | | | |
| | 7651 | | 08/08/18 | 01 | MAGAZINE SUBSCRIPTION RENEWALS | 82-820-54-00-5460 | 1,736.70 | |
| | | | | | INVOICE TOTAL: | | 1,736.70 | * |
| | | | | | CHECK TOTAL: | | | 1,736.70 |

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

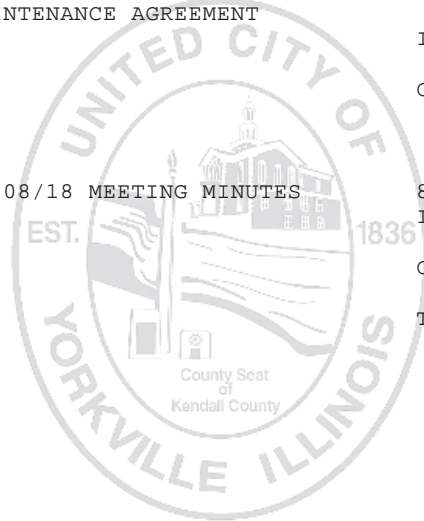
84-840 LIBRARY CAPITAL

DATE: 09/04/18
TIME: 14:34:38
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/10/18

| CHECK # | VENDOR # | INVOICE NUMBER | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | ITEM AMT | |
|---------|----------|--------------------|-----------------|-----------|-------------------------------|-------------------|----------|-----------|
| 104576 | SILVERST | CHARLIE STEWART | | | | | | |
| | 091518 | | 08/30/18 | 01 | PERFORMACE FOR ICE CREAM | 82-000-24-00-2480 | 300.00 | |
| | | | | 02 | SOCIAL | ** COMMENT ** | | |
| | | | | | INVOICE TOTAL: | | 300.00 * | |
| | | | | | CHECK TOTAL: | | | 300.00 |
| 104577 | SOUND | SOUND INCORPORATED | | | | | | |
| | R157038 | | 08/17/18 | 01 | 09/01-11/30 PHONE & VOICEMAIL | 82-820-54-00-5462 | 291.00 | |
| | | | | 02 | MAINTENANCE AGREEMENT | ** COMMENT ** | | |
| | | | | | INVOICE TOTAL: | | 291.00 * | |
| | | | | | CHECK TOTAL: | | | 291.00 |
| 104578 | YOUNGM | MARLYS J. YOUNG | | | | | | |
| | 080818 | | 08/19/18 | 01 | 08/08/18 MEETING MINUTES | 82-820-54-00-5462 | 56.25 | |
| | | | | | INVOICE TOTAL: | | 56.25 * | |
| | | | | | CHECK TOTAL: | | | 56.25 |
| | | | | | TOTAL AMOUNT PAID: | | | 13,383.96 |





UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 10, 2018

| | REGULAR | OVERTIME | TOTAL | IMRF | FICA | TOTALS |
|----------------------|----------------------|--------------------|----------------------|---------------------|---------------------|----------------------|
| ADMINISTRATION | \$ 18,971.27 | \$ - | 18,971.27 | \$ 2,009.37 | \$ 1,375.89 | \$ 22,356.53 |
| FINANCE | 10,232.27 | - | 10,232.27 | 1,095.33 | 767.96 | \$ 12,095.56 |
| POLICE | 122,143.44 | 1,858.21 | 124,001.65 | 645.20 | 9,129.45 | \$ 133,776.30 |
| COMMUNITY DEV. | 16,312.46 | - | 16,312.46 | 1,736.80 | 1,211.28 | \$ 19,260.54 |
| STREETS | 16,269.45 | - | 16,269.45 | 1,506.48 | 1,193.50 | \$ 18,969.43 |
| WATER | 17,825.41 | 397.88 | 18,223.29 | 1,770.23 | 1,320.69 | \$ 21,314.21 |
| SEWER | 8,604.61 | - | 8,604.61 | 923.62 | 644.57 | \$ 10,172.80 |
| PARKS | 20,063.23 | 17.32 | 20,080.55 | 1,754.73 | 1,465.91 | \$ 23,301.19 |
| RECREATION | 14,848.14 | - | 14,848.14 | 1,363.07 | 1,115.05 | \$ 17,326.26 |
| LIBRARY | 16,675.66 | - | 16,675.66 | 1,075.45 | 1,256.00 | \$ 19,007.11 |
| TOTALS | \$ 261,945.94 | \$ 2,273.41 | \$ 264,219.35 | \$ 13,880.28 | \$ 19,480.30 | \$ 297,579.93 |
| TOTAL PAYROLL | | | | | | \$ 297,579.93 |



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

August 24, 2018

| | REGULAR | OVERTIME | TOTAL | IMRF | FICA | TOTALS |
|-------------------|------------------|----------|------------------|-----------------|-----------------|------------------|
| MAYOR & LIQ. COM. | \$ 808.34 | \$ - | \$ 808.34 | \$ - | \$ - | \$ 808.34 |
| CLERK | 583.34 | - | 583.34 | 19.34 | 44.63 | 647.31 |
| TREASURER | 83.34 | - | 83.34 | 8.79 | 6.36 | 98.49 |
| ALDERMAN | 3,900.00 | - | 3,900.00 | - | 349.16 | 4,249.16 |
| ADMINISTRATION | 18,971.28 | - | 18,971.28 | 2,001.46 | 1,370.16 | 22,342.90 |
| FINANCE | 10,232.26 | - | 10,232.26 | 1,079.51 | 756.51 | 12,068.28 |
| POLICE | 103,916.30 | 2,401.12 | 106,317.42 | 649.24 | 7,742.24 | 114,708.90 |
| COMMUNITY DEV. | 16,312.46 | - | 16,312.46 | 1,720.97 | 1,199.80 | 19,233.23 |
| STREETS | 15,437.53 | - | 15,437.53 | 1,510.50 | 1,129.85 | 18,077.88 |
| WATER | 15,526.91 | 37.13 | 15,564.04 | 1,642.02 | 1,117.26 | 18,323.32 |
| SEWER | 8,604.61 | - | 8,604.61 | 907.80 | 633.10 | 10,145.51 |
| PARKS | 19,820.49 | - | 19,820.49 | 1,798.48 | 1,446.04 | 23,065.01 |
| RECREATION | 14,556.84 | - | 14,556.84 | 1,344.60 | 1,079.36 | 16,980.80 |
| LIBRARY | 16,381.71 | - | 16,381.71 | 1,059.62 | 1,222.04 | 18,663.37 |

TOTALS \$ 245,135.41 \$ 2,438.25 \$ 247,573.66 \$ 13,742.33 \$ 18,096.51 \$ 279,412.50

TOTAL PAYROLL \$ 279,412.50



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, September 10, 2018

ACCOUNTS PAYABLE

| | | |
|--|------------|--------------------------|
| Library CC Check Register (<i>Pages 1 - 3</i>) | 08/25/2018 | \$1,473.42 |
| Library Check Register (<i>Pages 4 - 7</i>) | 09/10/2018 | 13,383.96 |
| Lincoln Financial - Aug 2018 Life Ins | 08/14/2018 | \$25.43 |
| Glatfelter Liability Ins. - Installment #8 | 08/14/2018 | 865.95 |
| IPRF - Sept 2018 Workers Comp | 08/14/2018 | 898.13 |
| Blue Cross /Blue Shield-Sept 2018 Health Ins | 08/28/2018 | 5,531.64 |
| Blue Cross /Blue Shield-Sept 2018 Dental Ins | 08/28/2018 | 582.29 |
| Flex - July 2018 HRA Admin Fees | 08/28/2018 | 20.00 |
| Dearborne National - Sept 2018 | 08/28/2018 | 84.33 |
| Nicor -07/02/18 - 07/31/18 services | 08/28/2018 | 415.34 |
| TOTAL BILLS PAID: | | <hr/> \$23,280.49 |

PAYROLL

| | <u>DATE</u> | |
|-----------------------------|-------------|--------------------------|
| Bi-weekly (<i>Page 8</i>) | 08/10/2018 | \$19,007.11 |
| Bi-weekly (<i>Page 9</i>) | 08/24/2018 | 18,663.37 |
| TOTAL PAYROLL: | | <hr/> \$37,670.48 |

| | |
|-----------------------------|--------------------------------|
| TOTAL DISBURSEMENTS: | <hr/> \$60,950.97 <hr/> |
|-----------------------------|--------------------------------|

LIBRARY DIRECTOR REPORT— August, 2018

Facilities Management- The broken security camera has been replaced by Sound Incorporated.

Both boiler switch plates have been replaced. One caused the leak onto the first floor and as a precaution we replaced the second one too.

The second unit HVAC in the old building broke and the motor had to be replaced by Trico. That unit was 20 years old. The first unit is 11 years. Had to have it fixed immediately as the Friend of the Library Book Sale was in the Meeting Room (August 29, 2018).

The Fire Alarm Panel alarm went off and Fox Valley called. Three batteries had to be replaced. Batteries last approximately 5 years.

We are continuing to have problems with our telephones as calls are being dropped. Comcast says it is due to construction in the area. We will continue to monitor.

Public Relations- A number of articles have been in the news and are included in the packet.

Grants/Fundraising We received a check for the payment of the musical entertainment, Silver Strings (\$300) by Sundown Lighting Solutions. A check for \$100 from Casey's for the Ice Cream Social and Meadowvale will provide the ice cream thanks to Mayor Golinski's contacting the company on our behalf. A check for \$100 from the Roberts Family Foundation will be used towards upgrading the microfilm reader. A check from the Sons of Norway for \$75 (group that puts on the Viking Program).

Meeting Room Revenue (For Profit) We have booked the room for 2 law firms that will be using the room for depositions.

State Reports-The Illinet Traffic Survey 2018 has been submitted to the State.

Meetings-Attended the Physical Facilities Group meeting at the Palatine Public Library on August 16th and received beneficial information about carpet cleaners and Elevator Repair Companies.

Darren Crawford and I met with Mayor Golinski and City Administrator Bart Olson to start a discussion about City/Library relations-August 14, 2018.

Met with the Policy Committee on August 8, 2018.

Attended the City Council Meeting on August 28, 2018 for the board appointments.

Met with the representative from Stanley Steemer and Terry's Carpet Cleaning about proposals for carpet cleaning.

.

Staff – New staff member Suzanne Zobel started August 8th in the Circulation Department.

Library Operations The Inventory List has been completed and given to the City. Worked with our IT person to set up conference calling for electronic participation for Board members.

Projects- Updating the Disaster Plan. Collecting examples of Physical Facilities Maintenance Plans from area libraries.

Friends-Set up the installation of the new projection system funded by the Friends. Will be installed in September. Friends had their annual book sale on September 1st and September 2nd. The sale will continue for the next 2 weeks inside the Library.

Programs, Activities

Adult Programs

Men's Book Club **8**
Friends Meeting **10**
Threads and More **12**
Creative Writing **9**
Lunch Bunch **7**

Passive Programs

Total **51**

TOTAL ADULT ATTENDANCE 46

Children Programs

Drop-In Storytime **6**
Tots and Toddlers (2) **40**
Read with Paws **9**
Book Club (2 programs) (Grades 1-2) **10**
Ice Cream Book Club **5**
LEGO Club **12**
Morning Read **3**
Lap sit **25**
Movie **18**
Future Foxes **37**
Stories in the Park **26**
Autumn Creek-Back to School **200+**
Back to School –Kissing Hand **7**
Locker Decorating **4**
Museum Pass Program **12**

TOTAL CHILDREN'S ATTENDANCE 407

Passive programs included:

Makerspace Magnet Activities **35**, Paper Plate Longest **30**, Storywalk **48**, Leaf Hands for Tree **89**, Games **16** and Dictionary Find **6**.

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 334 (includes the Monarch Butterflies).

The Monarch Butterflies: 7 Butterflies released and 2 more chrysalis/butterflies will be released. Over 110 patrons have witnessed the release and transformation. Numerous others have stopped to observe the life cycle process.

Youth Services

TAG 5

TOTAL YOUTH SERVICES ATTENDANCE 5

Computer Use

| | |
|-------------|------------|
| Adult | 377 |
| Young Adult | 32 |
| Children | 32 |

TOTAL COMPUTER USE 441

Database & E-book Use

| | |
|-------------------------------|---------------------------------------|
| 21 Ancestry Database | |
| 730 Omni E-Book | 367 E-Audio 242 (Users) |
| 43 E-Read IL 58 | E-Book Audio 31 (Users) |

Circulation

| | |
|-------------------|---------------|
| Checkouts | 14,002 |
| New Patrons Added | 106 |
| New Items Added | 455 |

Teen Volunteers Mikayla Mika, Mark Sanford, Naytona Faedtke, Rachel Robinette, Juleah Richardson, Elizabeth Chacon, Leah English, Katelyn Tugman, Raquel Brady, Emma Kokes, and Skyler Krantz.

| | |
|---------------------|-------------------------------------|
| Meeting Room | 3 Rental, 13 Programs |
|---------------------|-------------------------------------|

| | |
|-----------------------|-------------|
| Proctored Test | 2 |
| Patron Count | 7369 |

| | |
|-------------------------------|------------|
| YORKVILLE STATISTICS FOR FY19 | PrairieCat |
|-------------------------------|------------|

[illegible]

| DATABASE USAGE FOR FY18 | | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|--|
|-------------------------|--|--|--|--|--|--|--|--|--|

[illegible]



STANLEY STEEMER[®]

COMMERCIAL SERVICES

DEEP CLEANING SOLUTIONS FOR ANY BUSINESS
1-800-STEEMER[®] | stanleysteemer.com

Service Proposal

Yorkville Public Library

Company Name

902 Game Farm Road

Yorkville

IL

60560

Address

City

State

Zip

Customer Contact

Email

Phone

John Rogers -224-279-9290

Cheryl Schepflin 888-637-9930 cschepflin@steemer.com

Commercial Manager

Stanley Steemer Schedule Coordinator

| Location | Surface | Service | Description | QTY | Price |
|--------------------|---------|---------|---------------------------------------|-----|-------------|
| Library | Carpet | Clean | All Carpet in Library | | \$ 3,100.00 |
| | | | | | |
| Upstairs Library | Carpet | Clean | As Needed - High Traffic Areas Only | | \$ 310.00 |
| | | | Elevator, Area by Stairs & Reception, | | |
| | | | Hall in Front of Main Bathroom | | |
| | | | Walkway to Water Fountain | | |
| | | | | | |
| Downstairs Library | Carpet | Clean | As Needed - High Traffic Areas | | \$ 650.00 |
| | | | Lobby to Computer Room | | |
| | | | Youth Computer Room | | |
| | | | Young Adult Area | | |
| | | | Meeting Hall to Meeting Lobby, | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Portable need:

Notes:

Subtotal

Tax

Total

Carpet Protection and Deodorizer applied upon request at 10 % of cleaning costs.

Payment due at time of service unless otherwise arranged . Invoices are Net 30.

Carpets loose at seams or along walls, floors that have been incorrectly or defectively installed, are cleaned at customer's risk. Any questions regarding workmanship must be reported within 10 days after completion or will be subject to a service charge at our option. **WARNING:** Customer acknowledges being informed & understands carpet/flooring is damp during cleaning and that care should be taken in stepping onto other surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof. I HAVE READ AND FULLY UNDERSTAND _____ DATE _____



STANLEY STEEMER® COMMERCIAL SERVICES

DEEP CLEANING SOLUTIONS FOR ANY BUSINESS
1-800-STEEMER® | stanleysteemer.com

Service Proposal

Yorkville Public Library

Company Name

902 Game Farm Road

Address

Yorkville

City

IL

State Zip

60560

Customer Contact

Email

Phone

John Rogers -224-279-9290

Cheryl Schepflin 888-637-9930 cschepflin@steemer.com

Commercial Manager

Stanley Steemer Schedule Coordinator

| Location | Surface | Service | Description | QTY | Price |
|----------|-----------------------|------------|-----------------|-----|-----------|
| Library | Armless Lounge Chairs | Clean | | | \$15 each |
| | | | | | |
| Library | Large Lounge Chairs | Clean | | | \$20 each |
| | | | | | |
| Library | Love Seat | Clean | | | \$40 each |
| | | | | | |
| Library | Couch | Clean | | | \$60 |
| | | | | | |
| Library | Chairs | Clean | Seats and Backs | | \$6 each |
| | | | | | |
| Library | Chairs | Clean | Seats Only | | \$4 each |
| | | | | | |
| Library | Wood Chairs | Wipe Clean | | | \$5 each |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Portable need:

Notes:

Subtotal

Tax

Total

Carpet Protection and Deodorizer applied upon request at 10 % of cleaning costs.

Payment due at time of service unless otherwise arranged . Invoices are Net 30.

Carpets loose at seams or along walls, floors that have been incorrectly or defectively installed, are cleaned at customer's risk. Any questions regarding workmanship must be reported within 10 days after completion or will be subject to a service charge at our option. **WARNING:** Customer acknowledges being informed & understands carpet/flooring is damp during cleaning and that care should be taken in stepping onto other surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof. I HAVE READ AND FULLY UNDERSTAND

DATE _____



STANLEY STEEMER® COMMERCIAL SERVICES

DEEP CLEANING SOLUTIONS FOR ANY BUSINESS
1-800-STEEMER® | stanleysteemer.com

Service Proposal

Yorkville Public Library

Company Name

902 Game Farm Road

Address

Yorkville

City

IL

State Zip

60560

Customer Contact

Email

Phone

John Rogers -224-279-9290

Cheryl Schepflin 888-637-9930 cschepflin@steemer.com

Commercial Manager

Stanley Steemer Schedule Coordinator

| Location | Surface | Service | Description | QTY | Price |
|------------------------|--------------|------------|-------------|-----|---|
| 4 Main Baths | Tile & Grout | Clean | | | \$ 320.00 |
| 4 Main Baths | Grout | Clear Seal | | | \$ 160.00 |
| Entrance to Main Baths | Tile & Grout | Clean | | | \$ 40.00 |
| Entrance to Main Baths | Grout | Clear Seal | | | \$ 20.00 |
| | | | | | |
| Small Bathrooms | Tile & Grout | Clean | | | \$30 each |
| Small Bathrooms | Grout | Clear Seal | | | \$15 each |
| | | | | | |
| 2 Meeting Room Baths | Tile & Grout | Clean | | | \$ 108.00 |
| 2 Meeting Room Baths | Grout | Clear Seal | | | \$ 54.00 |
| | | | | | |
| Meeting Room Entry | Tile & Grout | Clean | | | \$ 40.00 |
| Meeting Room Entry | Grout | Clear Seal | | | \$ 20.00 |
| | | | | | |
| Main Lobby | Tile & Grout | Clean | | | \$ 160.00 |
| Main Lobby | Grout | Clear Seal | | | \$ 80.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| Portable need: | | Notes: | | | Subtotal |
| | | | | | Tax |
| | | | | | Total |
| | | | | | Payment due at time of service unless otherwise arranged . Invoices are Net 30. |

Carpets loose at seams or along walls, floors that have been incorrectly or defectively installed, are cleaned at customer's risk. Any questions regarding workmanship must be reported within 10 days after completion or will be subject to a service charge at our option. **WARNING:** Customer acknowledges being informed & understands carpet/flooring is damp during cleaning and that care should be taken in stepping onto other surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof. I HAVE READ AND FULLY UNDERSTAND

_____ DATE _____



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 | \$3,200.00 |

CONTACT US

561 W Barberry Cir
Yorkville, IL 60560

(630) 882-9167
 rotocleaner@comcast.net

ESTIMATE

| Services | qty | unit price | amount |
|---|-----|------------|------------|
| Carpet Cleaning | 1.0 | \$3,200.00 | \$3,200.00 |
| Clean all carpets located in the library including loft. (Did not clean loft last Cleaning) Clean 2 area rugs. Clean 2 sets of stairs. I will steam clean high traffic areas and use low moisture cleaning on the rest. I cleaned last time in 2016 and the director at that time was very pleased with the results. Last cleaning was on 10/26/2016 for \$4284.00. | | | |
| Total | | | \$3,200.00 |



11
45
end counting...

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:



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 |

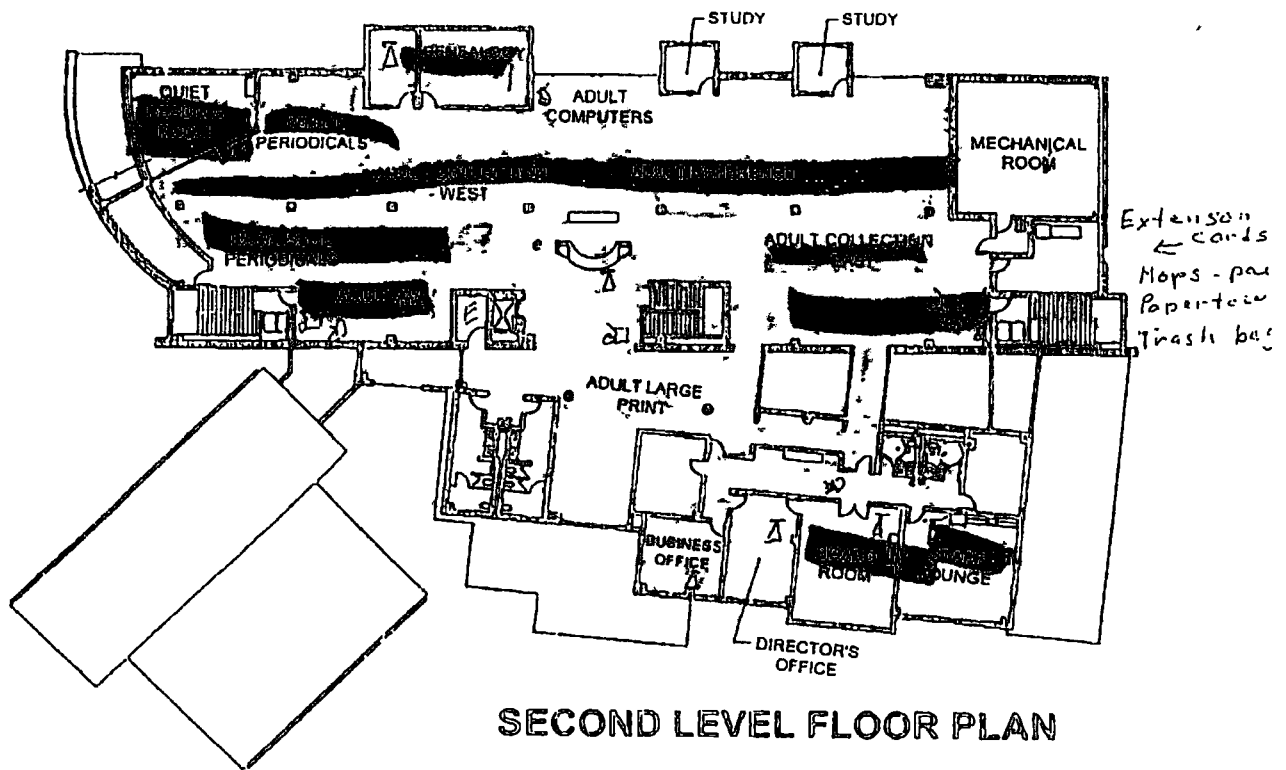
| ITEM | DESCRIPTION | UNIT PRICE | TOTAL |
|-----------|---|------------|-----------|
| | CORRECTIVE CARPET CLEANING FIRST FLOOR AND SECOND FLOOR OFFICES, LOBBIES, ADULT AREAS, YOUTH COLLECTION YOUNG ADULT, MEETING ROOM AND STAIRS (GREEN HIGHLIGHTED AREAS ON ATTACHED PAGE) WALL TO WALL | \$3060.00 | \$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

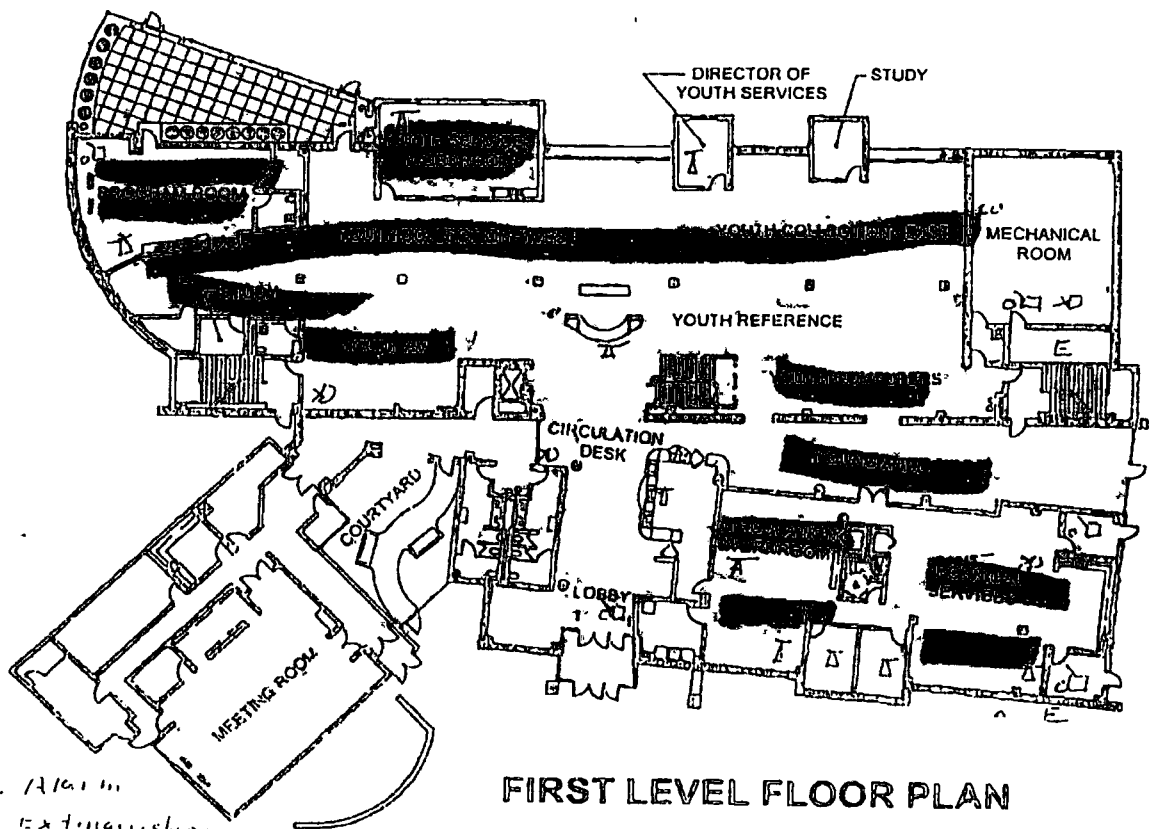
Upon acceptance of this proposal, please sign and return:

Authorized Signature

Customer Signature

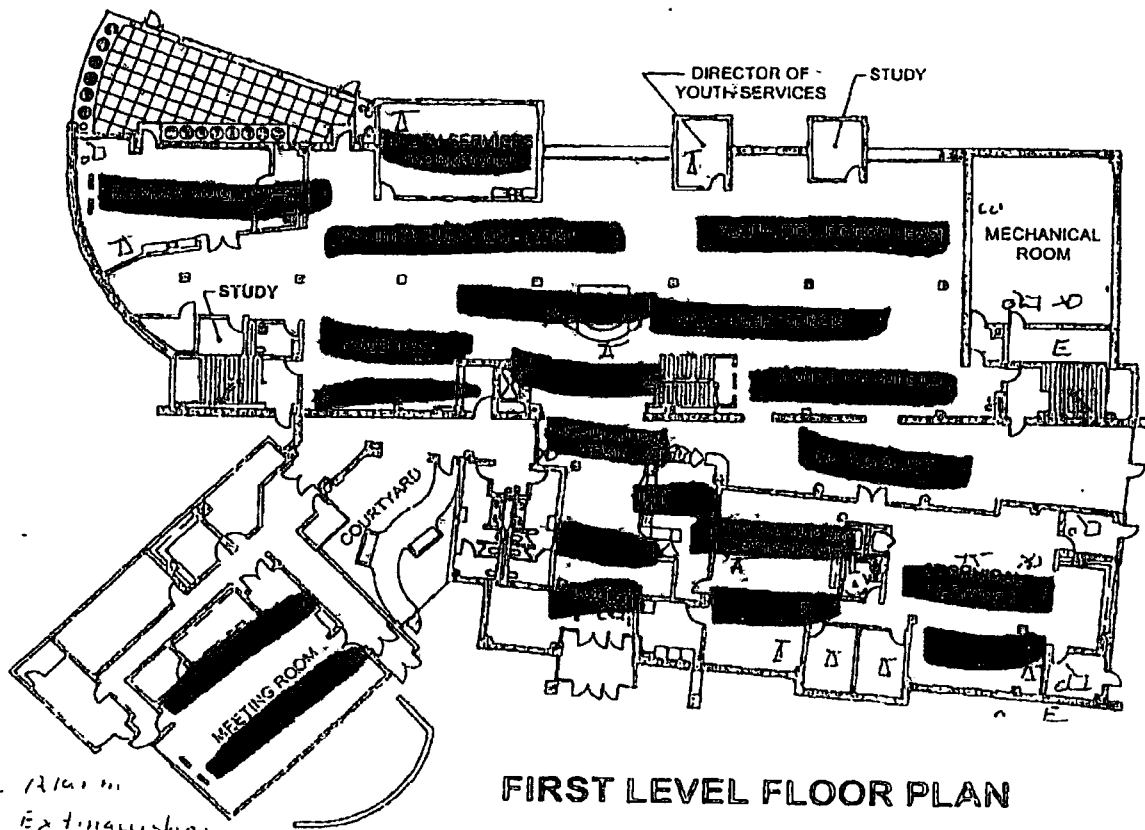
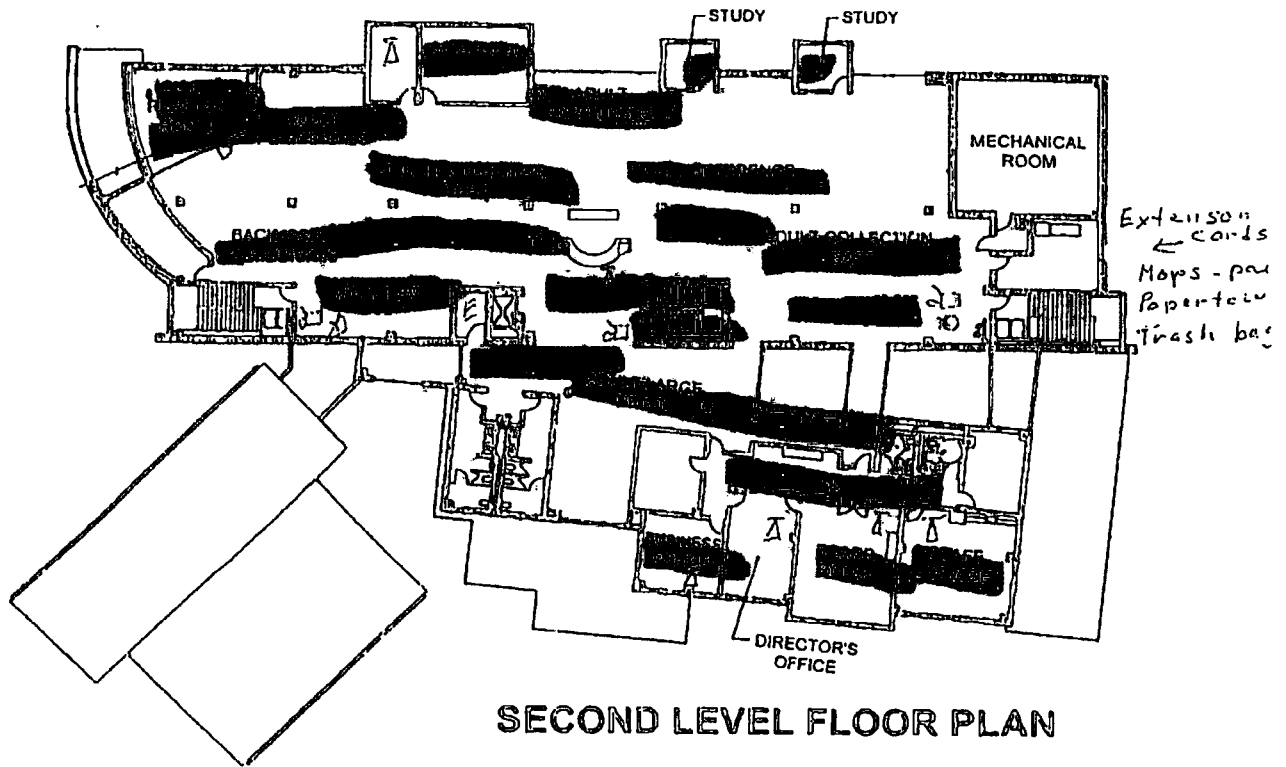


SECOND LEVEL FLOOR PLAN



FIRST LEVEL FLOOR PLAN

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



**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

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.

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. Physical Facilities Committee

This committee shall be responsible for the maintenance and planning for the physical upkeep of the library facility.

F. 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 9/10/18