

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
November 12, 2018 - 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
 - Financial Statement
 - Payment of Bills
 - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
 - Policy Personnel
 - Finance Community Relations
 - Physical Facilities
12. Unfinished Business
 - Approve Boy Scout Project
 - Replacing Library Copiers
13. New Business
 - Approve 2019 Board Meeting Dates
 - Approve 2019 Holiday Closings
 - Per Capita Grant 2019 Requirements
14. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. Adjournment

DRAFT

Yorkville Public Library

Board of Trustees

Monday, October 8, 2018, 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call: Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Susan Chacon-yes

Absent: Carol LaChance, Darren Crawford, Wamecca Rodriguez

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Director of Adult Services Shelley Augustine, Library Liaison Jackie Milschewski

Recognition of Visitors: Vice-President Garcia recognized the library staff and liaison.

Amendments to the Agenda: None

Minutes: September 10, 2018

Mr. Walter moved and Ms. Danis seconded to approve the minutes as presented.

Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes. Carried 6-0.

Correspondence:

Ms. Topper noted a letter to the editor regarding the ice cream social and thanking the sponsors and volunteers, thank-you letter from the Girls Scouts for assistance on a project and an article in the Kendall Chronicle about the Art Guild and library regarding funding for a mural. Ms. Garcia said she heard many favorable comments regarding the ice cream social.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon gave the financial report. Most of the property tax has now been received and the library is currently at 25% of expenses for the fiscal year. Ms. Garcia asked about the \$1,000+ for operating supplies in a previous month. Ms. DeBord said \$500 was for mulch.

Payment of Bills

A motion was made by Trustee Danis and seconded by Trustee Walter to pay the bills as follows:

\$27,417.71	Accounts Payable
\$36,881.74	Payroll
\$64,299.45	TOTAL

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes, Danis-yes. Passed 6-0.

Report of the Library Director:

Ms. Topper reported the following:

1. Carpet was cleaned, Stanley Steemer did great job and very efficient.
2. Staff day was very successful, first aid class held and will offer advanced CPR and first aid. Police Department gave active shooter training. Staff still feels need for more hands-on training. Will have 3 staff training sessions by April.
3. Building issue: Trico must still be called to reset power after each power outage.
4. A sink was deliberately plugged causing flood, 2 toilets needed repair.
5. September 24, 2019 is date for next ice cream social. Great community event, many families attended, some of whom had never been to library. Mr. Crawford and Ms. Garcia attended. Ms. Garcia commented it was a great community event with many new faces. Ms. DeBord said getting sponsors was beneficial for the library. Ms. Topper said photos were posted on Facebook. Thanked sponsors Todd Hedman, Jason Leslie and Casey's.
6. Law firms have booked/rented the meeting room for 2-3 days for depositions.
7. Mrs. Topper attended public notary refresher class.
8. Submitted the grant report for the Back to Books Science Grant.

City Council Liaison No report

Standing Committees: None

Unfinished Business:

Approve Mission & Values Statements

Mr. Hedman handed out revised Statements with changes decided in a previous meeting. There was a brief discussion after which Mr. Walter made a motion to approve the Mission Statement, Strategic Objectives and Values Statements as presented and Ms. Chacon seconded the motion. A copy will be placed in the policy book and the information will be placed on the website.

Roll call: Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes, Danis-yes, Forristall-yes. Carried 6-0.

New Business:

Tax Levy

Mr. Walter presented an overview of the tax levy process. He said that in 2017 the library received \$686,666 from tax money. He said the estimated amount of levy would be \$702,734 which is .1345 per \$100 EAV. He noted this is a 4.5% increase and is up due to new construction. Mr. Walter made a motion to accept the levy as presented by the City Finance Department and Mr. Hedman seconded.

Roll call: Hedman-yes, Walter-yes, Chacon-yes, Danis-yes, Forristall-yes, Garcia-yes. Carried 6-0.

Replacing Library Copiers

Library Director Topper said the copiers are 10 years old and parts can no longer be ordered. There are 2 for the public and 1 for administration. The city did an RFP/awarded a contract and the City Finance Director said the library could participate in the purchase depending on when the current library contract with Konica expires. Trustee Hedman will also review the prices since he has experience with one of the companies. Ms. Topper asked to table this matter until the November meeting.

Additional Business:

Mr. Walter thanked Library Director Topper for her first year of service as Director of this library and for dealing with the many issues that arose.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:33pm on a motion by Ms. Garcia and second by Mr. Walter.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library **Physical Facilities Committee** **Monday, October 22, 2018, 7:00pm** **902 Game Farm Road**

The meeting was called to order at 7:00pm by Committee Chairman Russ Walter and roll was called.

Roll Call: Russ Walter-present, Darren Crawford-present, Ryan Forristall-present

Others Present:

Library Director Elisa Topper, Youth Services Director Jennette Weiss (left 7:33pm), Trustee Susan Chacon (left 7:40pm), Boy Scout Daniel Chacon, (left 7:40pm)

Recognition of Visitors: Chairman Walter recognized staff and guests present.

Public Comment: None

New Business:

Chairman Walter stated this is the first meeting of this newly formed committee. Two items will be discussed: the proposed Eagle Scout Project and the mission/planning for this committee.

Eagle Scout Project

At a recent Board meeting, Daniel Chacon proposed an Eagle Scout project in the outdoor children's area. Questions and concerns were presented and at this meeting he handed out updated project details, including photos of proposed equipment and materials/tool/fundraising lists. Due to a Board concern, he will be replacing the chalkboard wire with nylon material. He also addressed permits necessary and noted that digging will be done so J.U.L.I.E. will need to be contacted by the library. He said the Friends of the Library have committed \$1,000 to the project. The project estimate is \$1,040. He said \$250 will be needed for mulch and Ms. Topper said the library will cover that cost.

Concerns from Ms. Topper were discussed:

1. Safety of Items in Project: benches will not be anchored, but instruments will be.
2. Retention of Shrubs: discussed retention vs. removal or moving shrubs.
3. Move Bench Outside of Children's Area: need city assistance to move, Ms. Topper will contact Eric Dhuse for help.
4. Physical Appearance of Area: discussion of arrangement of items within the project area.
5. Long Term Maintenance: Mr. Chacon discussed paint/stain to be used on items, suggestion made to use paint and a urethane sealer. Ms. Weiss volunteered to continue maintenance. Chalkboard will be taken down in winter, instruments will remain.

Susan Chacon said library approval for the project is needed prior to Mr. Chacon meeting with the Scout leaders with a 4-6 week wait after that. Off-site construction will begin in the spring and items will be brought to the library. The Physical Facilities Committee will make a recommendation for approval to the full Board at the November meeting. The project must be entirely completed by the

Scout's 18th birthday. The committee commended Mr. Chacon for an outstanding job in preparing for the project. The Committee suggested a plaque stating this fulfills the requirements for an Eagle Scout project.

Mr. Chacon summarized the points discussed and said he hoped the project would take just one day to install. During the summary these items were also briefly mentioned: disposal of shrubs, use of restroom facilities by volunteers, Ms. Weiss volunteered to be at library if construction occurs on Sunday, Ms. Topper will discuss shrubs with Ms. DeBord, possible waiver of responsibility needed for volunteers – Mr. Chacon to ask Scout leader.

Physical Facilities Committee-Mission & Planning

Mr. Walter said one more Board member should be added to the committee. Ms. Topper said most libraries have this committee and said it should address issues with the building, repairs, contracts, etc., and then make recommendations to the full Board. She added that Mr. Forristall has expertise with contracts, etc. She hopes to obtain a template of yearly needs and maintenance schedules from the Fremont Library. Mr. Crawford added that such a list would allow the library to be proactive and secure better prices.

Mr. Forristall asked about mechanical information which he said outlines the requirements for the building. He said that a building engineer would have a 'set of rounds' and that equipment has variable guarantees. It was also noted the city has a shared building engineer. A city building evaluation was done two years ago with the results unknown. Ms. Topper said the main building issues are problems with the chiller and HVAC system and new problems with an evaporator heater. The repairs are tied to Daikin since no other company will work on the equipment. She also said whenever the power goes out, Trico must be called to do a reset. She is currently compiling a vendor contact list.

Mr. Crawford said it would helpful to have a list of costs for the last 5 years and determine if new equipment is needed or if repairs should be done. Ms. Topper will ask City Finance Director Fredrickson to run a report of expenses paid to the library vendors. Mr. Walter noted an estimated cost of \$250,000 to replace the A/C. Thyssenkrupp, the elevator service company, was also discussed—there are at least two more years left on the contract. The committee authorized Ms. Topper to schedule immediate building repairs that are needed.

Staff Training

Ms. Topper also discussed recent staff training for first aid. Staff requested advanced training which has been scheduled for March 15, 2019 with an early library closure that day. There will be no cost for the training, just a materials cost of \$15 per person. The AED equipment was also checked and pads replaced. The Police Department also assisted in training.

Director Topper would also like to install panic buttons in the children's area, circulation and upstairs. The alarms would go directly to the Police Department through the alarm detection system. The cost is \$240 to install with a \$20 monthly maintenance fee. She requested authorization to do immediately and the committee agreed this is a safety issue. Mr. Walter said he would like the library to have lockdown buttons for at least the inside doors and Ms. Topper will obtain a proposal. Dixie DeBord has recently written an emergency procedure and Sharyl Iwanski compiled a location list of all fire extinguishers and emergency doors. The staff has requested all this information.

Mr. Crawford asked what systems the committee should consider and suggested the following: boiler, chiller, elevator, telephones, fire system, sprinklers, burglar alarms, fire extinguishers, state inspections, breaker panels, plumbing, electrical, roof, water heaters, gutters, etc. Director Topper said the water still has an odor even after various attempts to determine the problem. Mr. Walter suggested there may be a rod in the water heaters which need to be replaced every few years and can cause the problem. Gutter cleaning occurs twice a year partly due to long pine needles that cause blockages. Snowcatchers were also discussed with a previous quote of \$10,000 to replace them with snow bars to prevent snow from sliding down. There was also a problem with downspouts and large icicles forming due to bad design in the drainage.

Mr. Crawford said it would be beneficial to develop a regular maintenance plan to avoid some of the problems. He will look at the city evaluation that was completed. Ms. Topper noted that the building maintenance budget has \$50,000 and so far \$7,500 has been spent. The committee will meet when there are items to be addressed and moved to the full Board.

Adjournment:

There was no further business and the meeting adjourned at 8:06pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 10/16/18
TIME: 12:53:19
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900065	FNBO	FIRST NATIONAL BANK OMAHA			10/25/18		
	102518-A.SIMMONS	09/30/18	01	COMCAST-08/12-09/11 CABLE		01-110-54-00-5440	21.04
			02	COMCAST-08/15-09/14 INTERNET		01-110-54-00-5440	5.90
			03	COMCAST-08/15-09/14 INTERNET		01-220-54-00-5440	5.90
			04	COMCAST-08/15-09/14 INTERNET		01-120-54-00-5440	3.93
			05	COMCAST-08/15-09/14 INTERNET		79-790-54-00-5440	5.41
			06	COMCAST-08/15-09/14 INTERNET		01-210-54-00-5440	25.56
			07	COMCAST-08/15-09/14 INTERNET		79-795-54-00-5440	5.41
			08	COMCAST-08/15-09/14 INTERNET		52-520-54-00-5440	2.95
			09	COMCAST-08/15-09/14 INTERNET		01-410-54-00-5440	4.92
			10	COMCAST-08/15-09/14 INTERNET		51-510-54-00-5440	4.92
			11	ADS-INSTALLATION OF FIRE		51-510-54-00-5445	2,093.00
			12	PANEL UPGRADE @ 610 TOWER LANE		** COMMENT **	
			13	PROTERO-KU 725Z 60"		79-790-56-00-5630	3,050.00
			14	KONICA-7/19-8/18 COPY CHARGE		82-820-54-00-5462	8.37
			15	KONICA-8/10-9/9 COPY CHARGES		01-110-54-00-5430	274.85
			16	KONICA-8/10-9/9 COPY CHARGES		01-120-54-00-5430	91.61
			17	KONICA-8/10-9/9 COPY CHARGES		01-220-54-00-5430	94.49
			18	KONICA-8/10-9/9 COPY CHARGES		01-210-54-00-5430	340.81
			19	KONICA-8/10-9/9 COPY CHARGES		01-410-54-00-5462	1.30
			20	KONICA-8/10-9/9 COPY CHARGES		51-510-54-00-5430	1.30
			21	KONICA-8/10-9/9 COPY CHARGES		52-520-54-00-5430	1.30
			22	KONICA-8/10-9/9 COPY CHARGES		79-790-54-00-5462	56.08
			23	KONICA-8/10-9/9 COPY CHARGES		79-795-54-00-5462	56.08
			24	KENDALL PRINTING-AP ENVELOPES		01-120-56-00-5610	227.50
			25	COMCAST-9/1-9/30 PHONE, CABLE		82-820-54-00-5440	379.25
			26	AND INTERNET		** COMMENT **	
			27	ADS-OCT-DEC MONITORING @ 800		23-216-54-00-5446	519.57
			28	GAME FARM RD		** COMMENT **	
			29	VERIZON-AUG 2018 IN CAR UNITS		01-210-54-00-5440	640.21
			30	GO DADDY-STANDARD UCC SSL		01-640-54-00-5450	169.99
			31	VERIZON-SEPT 2018 MOBILE PHONE		01-220-54-00-5440	168.18
			32	VERIZON-SEPT 2018 MOBILE PHONE		01-210-54-00-5440	392.40
			33	VERIZON-SEPT 2018 MOBILE PHONE		79-795-54-00-5440	72.98
			34	VERIZON-SEPT 2018 MOBILE PHONE		51-510-54-00-5440	277.20
			35	VERIZON-SEPT 2018 MOBILE PHONE		01-410-54-00-5440	57.21
			36	VERIZON-SEPT 2018 MOBILE PHONE		52-520-54-00-5440	38.01
			37	COMCAST-08/15-09/14 PHONE, TV		79-790-54-00-5440	19.33
						INVOICE TOTAL:	9,116.96 *
	102518-B.OLSEM	09/30/18	01	OFFICE DEPO-COFFEE CARAFES		01-110-56-00-5610	137.16
			02	OFFICE DEPO-RETURNED COFFEE		01-110-56-00-5610	-25.36
			03	POT CREDIT		** COMMENT **	
			04	OFFICE DEPO-PAPER CLIPS,		01-110-56-00-5610	24.53
			05	BATTERIES		** COMMENT **	
			06	OFFICE DEPO-WIRELESS KEYBOARD		01-110-56-00-5610	24.39

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900065	FNBO	FIRST NATIONAL BANK OMAHA			10/25/18		
	102518-B.OLSEM	09/30/18	07	AND MOUSE		** COMMENT **	
			08	OFFICE DEPO-COPY PAPER		01-110-56-00-5610	174.95
			09	TRIBUNE-ANNUAL RENEWAL OF		01-120-54-00-5460	229.27
			10	DAILY BEACON NEWS		** COMMENT **	
				INVOICE TOTAL:			564.94 *
	102518-B.OLSON	09/30/18	01	2018 IML LODGING-PICKERING		01-110-54-00-5415	615.18
			02	2018 IML LODGING-KOCH		01-110-54-00-5415	615.18
			05	2018 IML PARKING &		01-110-54-00-5415	795.90
			06	LODGING-FUNKHOUSER		** COMMENT **	
			07	2018 IML PARKING &		01-110-54-00-5415	1,169.66
			08	LODGING-FRIEDERS		** COMMENT **	
			09	2018 IML PARKING &		01-110-54-00-5415	721.68
			10	LODGING-GOLINSKI		** COMMENT **	
			11	2018 IML PARKING &		01-110-54-00-5415	723.18
			12	LODGING-COLOSIMO		** COMMENT **	
				INVOICE TOTAL:			4,640.78 *
	102518-D.BROWN	09/30/18	01	WATER OPERATORS CLASS		51-510-54-00-5412	600.00
			02	REGISTRATION		** COMMENT **	
				INVOICE TOTAL:			600.00 *
	102518-E.DHUSE	09/30/18	01	UNITED-BAGGAGE FEE		52-520-54-00-5415	25.00
			02	NAPA#205819-THREADLOCKER STICK		79-790-56-00-5640	13.29
			03	NAPA#205886-LUCAS RED-TACKY		79-790-56-00-5640	62.90
			04	GRS		** COMMENT **	
			05	NAPA#205933-FILETRS, RATCHET		79-790-56-00-5640	137.64
			06	OFFICE DEPO-TONER		52-520-56-00-5610	132.11
			07	ARAMARK#1591537599-MATS		01-410-54-00-5485	36.83
			08	ARAMARK#1591545756-MATS		51-510-54-00-5485	36.84
			09	ARAMARK#1591553930-MATS		52-520-54-00-5485	36.84
			10	TRUGREEN-CANNONBALL BOOSTER		51-510-54-00-5445	39.00
			11	GROUNDS CARE		** COMMENT **	
			12	TRUGREEN-COUNTRYSIDE LIFT		52-520-54-00-5444	53.00
			13	GROUNDS CARE		** COMMENT **	
			14	TRUGREEN-BALL FIELDS GROUND		79-790-54-00-5495	138.00
			15	CARE		** COMMENT **	
			16	TRUGREEN-GRANDE RESERVE PLANT		51-510-54-00-5445	259.00
			17	& RAINTREE BOOSTER GROUND CARE		** COMMENT **	
			18	TRUGREEN-BRISTOL RIDGE &		23-216-54-00-5446	53.00
			19	KENNEDY RD GROUND CARE		** COMMENT **	
			20	TRUGREEN-BLACKBERRY LIFT		52-520-54-00-5444	53.00
			21	GROUND CARE		** COMMENT **	
				INVOICE TOTAL:			1,076.45 *
	102518-E.TOPPER	09/30/18	01	SHOW ME CABLES-HANDSET CORD		82-820-56-00-5610	17.35

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900065	FNBO	FIRST NATIONAL BANK OMAHA			10/25/18		
	102518-E.TOPPER	09/30/18	02	AMAZON-BINGO CARDS, DAUBERS		82-000-24-00-2480	55.73
			03	AMAZON-DRY ERASE BOARD		82-000-24-00-2480	4.50
			04	CLEANER		** COMMENT **	
			05	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			06	TARGET-ICE CREAM SOCIAL		82-000-24-00-2480	49.34
			07	SUPPLIES		** COMMENT **	
			08	TRIBUNE-6/23/18-12/5/18 PAPER		82-820-54-00-5460	369.11
			09	DELIVERY		** COMMENT **	
			10	AMAZON-APOINTMENT BOOK, DESK		82-820-56-00-5610	31.21
			11	CALENDAR		** COMMENT **	
			12	YORK POST-POSTAGE		82-820-54-00-5452	13.35
			13	AMAZON-MONTHLY PLANNER		82-820-56-00-5610	18.72
				INVOICE TOTAL:			572.30 *
	102518-E.WILLRETT	09/30/18	01	AMAZON-BATTERY COVERS		01-110-56-00-5610	13.89
			02	FACEBOOK ADVERTISING		79-795-54-00-5426	121.06
				INVOICE TOTAL:			134.95 *
	102518-J.ENGBERG	09/30/18	01	ADOBE CREATIVE CLOUD MONTHLY		01-220-56-00-5635	52.99
			02	LICENSE FEE		** COMMENT **	
				INVOICE TOTAL:			52.99 *
	102518-J.GALAUNER	09/30/18	01	TARGET-LABELS		79-795-56-00-5606	17.58
				INVOICE TOTAL:			17.58 *
	102518-J.SLEEZER	09/30/18	01	MENARDS-DECK MOUNT POSTS		01-410-56-00-5640	47.45
			02	RURAL KING-PRIMER BULB, OIL		01-410-56-00-5640	14.94
				INVOICE TOTAL:			62.39 *
	102518-J.WEISS	09/30/18	01	TARGET-PROGRAM SUPPLIES		82-000-24-00-2480	95.74
			02	DOLLAR TREE-HALLOWEEN PROGRAM		82-000-24-00-2480	47.00
			03	SUPPLIES		** COMMENT **	
			04	TARGET-CANDY, ICE CREAM		82-000-24-00-2480	16.36
				INVOICE TOTAL:			159.10 *
	102518-K.BARKSDALE	09/30/18	01	OFFICE MAX-INK CARTRIDGES		01-220-56-00-5620	400.26
			02	KONE-SEPT 2018 ELEVATOR		23-216-54-00-5446	150.15
			03	MAINTENANCE		** COMMENT **	
				INVOICE TOTAL:			550.41 *
	102518-L.PICKERING	09/30/18	01	NOTICE OF LIQUOR HEARING		01-110-54-00-5452	5.45
			02	MAILED		** COMMENT **	
				INVOICE TOTAL:			5.45 *
	102518-N.DECKER	09/30/18	01	AMAZON-PACKING TAPE		01-210-56-00-5610	29.33

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900065	FNBO	FIRST NATIONAL BANK OMAHA			10/25/18		
	102518-R.HARMON	09/30/18	01	AMAZON-READY, SET, GO SUPPLIES		79-795-56-00-5606	33.56
			02	PURE FUN-JUICES		79-795-56-00-5606	84.10
			03	FUN EXPRESS-HALLOWEEN &		79-795-56-00-5606	132.94
			04	VALENTINES SUPPLIES		** COMMENT **	
			05	MICHAELS-YORKTOBER SUPPLIES		79-795-56-00-5606	24.25
			06	MICHAELS-PRESCHOOL CRAFT		79-795-56-00-5606	37.97
			07	SUPPLIES		** COMMENT **	
			08	TARGET-PRESCHOOL HALLOWEEN		79-795-56-00-5606	159.86
			09	SUPPLIES		** COMMENT **	
			10	HOBBY LOBBY-YORKTOBER SUPPLIES		79-795-56-00-5606	81.82
			11	HOBBY LOBBY-PRESCHOOL CRAFT		79-795-56-00-5606	56.21
			12	SUPPLIES		** COMMENT **	
				INVOICE TOTAL:			610.71 *
	102518-R.HORNER	09/30/18	01	FARM&FLEET-PANTS		79-790-56-00-5600	79.98
				INVOICE TOTAL:			79.98 *
	102518-R.MIKOLASEK	09/30/18	01	DICKS SPORTING-GIFT CARDS FOR		01-210-56-00-5650	50.00
			02	TOBACCO/LIQUOR COMPLIANCE		** COMMENT **	
			03	CHECK VOLUNTEERS		** COMMENT **	
			04	GALLS-SIDE ZIP DUTY BOOTS		01-210-56-00-5600	122.43
			05	AMAZON-16 NEW PHONE CASES		01-210-56-00-5620	176.83
			06	AMAZON-REFUND FOR 4 NEW PHONE		01-210-56-00-5620	-44.21
			07	CASES		** COMMENT **	
			08	STEVENS-EMBROIDERY		01-210-56-00-5600	200.00
			09	AMAZON-4 NEW PHONE CASES		01-210-56-00-5620	51.80
				INVOICE TOTAL:			556.85 *
	102518-R.WRIGHT	09/30/18	01	PHYSICIANS CARE-DRUG SCREENING		01-210-54-00-5462	228.00
			02	PHYSICIANS CARE-DRUG SCREENING		01-410-54-00-5462	38.00
			03	PHYSICIANS CARE-DRUG SCREENING		79-790-54-00-5462	101.00
			04	PHYSICIANS CARE-DRUG SCREENING		79-795-54-00-5462	114.00
			05	PHYSICIANS CARE-DRUG SCREENING		82-820-54-00-5462	38.00
			06	SHAW MEDIA-PROPERTY		01-220-54-00-5426	699.00
			07	MAINTENANCE INSPECTOR AD		** COMMENT **	
				INVOICE TOTAL:			1,218.00 *
	102518-S.IWANSKI	09/30/18	01	YORKVILLE POST-POASTAGE		82-820-54-00-5452	11.08
			02	VISTA PRINT-500 BUSINESS CARDS		82-820-56-00-5620	28.78
				INVOICE TOTAL:			39.86 *
	102518-S.REDMON	09/30/18	01	AT&T UVERSE-08/24-09/23 TOWN		79-795-54-00-5440	55.39
			02	SQUARE SIGN INTERNET		** COMMENT **	
			03	AMERICINN-HTD 2018 ULTIMATE		79-795-56-00-5602	1,300.96
			04	AIR DOGS LODGING		** COMMENT **	

Total for All Highlighted Library Expenses: \$1,196.88

DATE: 11/05/18
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PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104593	BAKTAY	BAKER & TAYLOR					
	2034004412		10/01/18	01	BOOKS	84-840-56-00-5686	927.92
					INVOICE TOTAL:		927.92 *
	2034006637		09/29/18	01	BOOKS	84-840-56-00-5686	926.34
					INVOICE TOTAL:		926.34 *
	2034020630		10/05/18	01	BOOKS	84-840-56-00-5686	836.10
					INVOICE TOTAL:		836.10 *
	2034036452		10/11/18	01	BOOKS	84-840-56-00-5686	713.88
					INVOICE TOTAL:		713.88 *
	2034053129		10/19/18	01	BOOKS	84-840-56-00-5686	755.70
					INVOICE TOTAL:		755.70 *
	2034061050		10/19/18	01	BOOKS	84-840-56-00-5686	347.59
					INVOICE TOTAL:		347.59 *
	2034061476		10/23/18	01	BOOKS	84-840-56-00-5686	751.46
					INVOICE TOTAL:		751.46 *
	2034061907		10/23/18	01	BOOKS	84-840-56-00-5686	592.63
					INVOICE TOTAL:		592.63 *
	2034066517		10/24/18	01	BOOKS	84-840-56-00-5686	687.26
					INVOICE TOTAL:		687.26 *
					CHECK TOTAL:		6,538.88
104594	BEERY	BEERY HEATING & COOLING					
	95852		10/02/18	01	REPAIRED FLUSH VALVES	82-820-54-00-5495	343.00
					INVOICE TOTAL:		343.00 *
					CHECK TOTAL:		343.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 11/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104595	BOOKPAGE	PROMOTION, INC.					
	S38326		10/25/18	01	BOOKPAGE 12 MONTHLY SHIPMENTS	82-000-24-00-2480	528.00
					INVOICE TOTAL:		528.00 *
					CHECK TOTAL:		528.00
104596	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	40088		09/25/18	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5621	907.15
				02	GARBAGE BAGS, BOWL CLEANER,	** COMMENT **	
				03	SOAP, GLOVES, CLEANER	** COMMENT **	
					INVOICE TOTAL:		907.15 *
					CHECK TOTAL:		907.15
104597	DAIKIN	DAIKIN APPLIED					
	3196276		09/25/18	01	INSTALLED NEW FLOW SWITCH	82-820-54-00-5495	1,822.08
					INVOICE TOTAL:		1,822.08 *
					CHECK TOTAL:		1,822.08
104598	HIXBROS	HIX BROTHERS MUSIC INC					
	2506018		11/01/18	01	VIDEO PROJECTOR & WIRELESS	82-000-24-00-2480	1,895.50
				02	SOUND SYSTEM INSTALLATION	** COMMENT **	
					INVOICE TOTAL:		1,895.50 *
					CHECK TOTAL:		1,895.50
104599	IWANSKIS	SHARYL IWANSKI-GOIST					
	103018		10/30/18	01	PRAIRIE CAT MEMBER MEETING	82-820-54-00-5415	21.80
				02	MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		21.80 *
					CHECK TOTAL:		21.80

CHECK DATE: 11/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104600	MIDWTAPE	MIDWEST TAPE					
	96473657		09/28/18	01	CIRCULATION CASE, EARBUDS	82-820-56-00-5620	58.96
					INVOICE TOTAL:		58.96 *
	96481883		10/01/18	01	DVDS	84-840-56-00-5685	160.16
					INVOICE TOTAL:		160.16 *
	96506307		10/09/18	01	MUSIC CD	84-840-56-00-5684	15.99
				02	AUDIO BOOKS	84-840-56-00-5683	175.97
				03	DVDS	84-840-56-00-5685	72.46
					INVOICE TOTAL:		264.42 *
	96524706		10/16/18	01	DVDS	84-840-56-00-5685	22.49
					INVOICE TOTAL:		22.49 *
	96527711		10/16/18	01	AUDIO BOOKS	84-840-56-00-5683	115.98
				02	DVDS	84-840-56-00-5685	37.48
					INVOICE TOTAL:		153.46 *
	96550247		10/23/18	01	DVDS	84-840-56-00-5685	135.93
					INVOICE TOTAL:		135.93 *
	96560315		10/26/18	01	DVD SECURITY CASE	82-820-56-00-5620	147.99
					INVOICE TOTAL:		147.99 *
	96572985		10/30/18	01	AUDIO BOOKS	84-840-56-00-5683	139.98
				02	DVDS	84-840-56-00-5685	98.20
					INVOICE TOTAL:		238.18 *
					CHECK TOTAL:		1,181.59
104601	RAILS	RAILS					
	5392		10/01/18	01	OCT - DEC 2018 EREAD	82-820-54-00-5460	127.50
				02	MEMBERSHIP FEES	** COMMENT **	
					INVOICE TOTAL:		127.50 *
					CHECK TOTAL:		127.50

CHECK DATE: 11/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104602	SECOND	SECOND CHANCE CARDIAC SOLUTION					
	18-010-370-Q		10/02/18	01	FIRST AID PRESENTATION	82-820-54-00-5412	100.00
					INVOICE TOTAL:		100.00 *
					CHECK TOTAL:		100.00
104603	SOUND	SOUND INCORPORATED					
	R158029		10/11/18	01	NOV-JAN MAINTENANCE CONTRACT	82-820-54-00-5462	929.52
				02	CHARGE	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104604	STANSTEAD	STANLEY STEAMER INTERNATIONAL					
	12918276-68		10/05/18	01	COMMERCIAL CARPET CLEANING	82-820-54-00-5495	3,100.00
					INVOICE TOTAL:		3,100.00 *
					CHECK TOTAL:		3,100.00
104605	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	100118-135		10/05/18	01	JULY-SEPT 2018 FAXES	82-820-54-00-5462	41.44
					INVOICE TOTAL:		41.44 *
					CHECK TOTAL:		41.44
104606	TRICO	TRICO MECHANICAL , INC					
	4627		10/29/18	01	HVAC SYSTEM REPAIRS	82-820-54-00-5495	1,350.50
					INVOICE TOTAL:		1,350.50 *
					CHECK TOTAL:		1,350.50
104607	YOUNGM	MARLYS J. YOUNG					

CHECK DATE: 11/12/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104607	YOUNGM	MARLYS J. YOUNG					
	102218		10/28/18	01	10/22/18 MEETING MINUTES	82-820-54-00-5462	62.50
					INVOICE TOTAL:		62.50 *
					CHECK TOTAL:		62.50
					TOTAL AMOUNT PAID:		18,949.46





UNITED CITY OF YORKVILLE PAYROLL SUMMARY October 5, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,971.28	\$ -	18,971.28	\$ 2,009.37	\$ 967.73	\$ 21,948.38
FINANCE	10,982.26	-	10,982.26	1,174.46	825.34	\$ 12,982.06
POLICE	104,420.25	2,877.28	107,297.53	649.24	7,851.61	\$ 115,798.38
COMMUNITY DEV.	16,312.46	-	16,312.46	1,736.80	1,211.28	\$ 19,260.54
STREETS	14,317.52	24.15	14,341.67	1,513.04	1,046.02	\$ 16,900.73
WATER	20,539.22	78.26	20,617.48	2,175.16	1,520.67	\$ 24,313.31
SEWER	8,604.61	-	8,604.61	923.62	644.57	\$ 10,172.80
PARKS	23,267.72	80.55	23,348.27	2,293.51	1,715.90	\$ 27,357.68
RECREATION	18,070.37	-	18,070.37	1,479.73	1,361.56	\$ 20,911.66
LIBRARY	16,469.80	-	16,469.80	1,075.45	1,240.23	\$ 18,785.48
TOTALS	\$ 251,955.49	\$ 3,060.24	\$ 255,015.73	\$ 15,030.38	\$ 18,384.91	\$ 288,431.02
TOTAL PAYROLL						\$ 288,431.02



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

October 19, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	8.79	44.61	636.74
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	3,500.00	-	3,500.00		256.72	3,756.72
ADMINISTRATION	18,971.29	-	18,971.29	2,001.46	962.02	21,934.77
FINANCE	10,232.27	-	10,232.27	1,079.51	756.51	12,068.29
POLICE	100,049.34	2,073.83	102,123.17	649.24	7,421.39	110,193.80
COMMUNITY DEV.	16,312.46	-	16,312.46	1,720.97	1,193.39	19,226.82
STREETS	14,317.54	-	14,317.54	1,510.49	1,044.17	16,872.20
WATER	11,552.43	177.28	11,729.71	1,151.41	840.75	13,721.87
SEWER	8,604.60	-	8,604.60	907.80	633.10	10,145.50
PARKS	19,890.02	519.61	20,409.63	2,029.15	1,491.10	23,929.88
RECREATION	16,989.09	-	16,989.09	1,344.60	1,260.76	19,594.45
LIBRARY	16,741.68	-	16,741.68	1,059.62	1,249.54	19,050.84

TOTALS	\$ 238,735.74	\$ 2,770.72	\$ 241,506.46	\$ 13,471.83	\$ 17,229.91	\$ 272,208.20
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TOTAL PAYROLL \$ 272,208.20



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, November 12, 2018

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 4</i>)	10/25/2018	\$1,196.88
Library Check Register (<i>Pages 5 - 9</i>)	11/12/2018	18,949.46
Lincoln Financial - Oct 2018 Life Ins	10/09/2018	\$30.83
Glatfelter Liability Ins. - Installment #10	10/09/2018	866.21
IPRF Nov 2018 Workers Comp	10/09/2018	898.13
First Non-Profit -4th Qtr Unemployment Ins	10/23/2018	240.92
Blue Cross /Blue Shield-Nov 2018 Health Ins	10/23/2018	5,531.64
Blue Cross /Blue Shield-Nov 2018 Dental Ins	10/23/2018	582.29
Flex - Sept 2018 HRA Admin Fees	10/23/2018	20.00
Dearborne National - Nov 2018 Vision Ins	10/23/2018	84.33
Nicor -08/31/18 - 09/30/18 services	10/23/2018	431.94
TOTAL BILLS PAID:		<hr/> \$28,832.63


PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	10/05/2018	\$18,785.48
Bi-weekly (<i>Page 11</i>)	10/19/2018	19,050.84
TOTAL PAYROLL:		<hr/> \$37,836.32

TOTAL DISBURSEMENTS:	<hr/> \$66,668.95
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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending October 31, 2018 *



	October Actual	YTD Actual	% of Budget	FY 2019 Budget	Fiscal Year 2018 For the Month Ending October 31, 2017 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 22,917	\$ 1,444,764	98.6%	\$ 1,464,606	\$ 1,387,722	4.11%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 747	\$ 2,715	51.7%	\$ 5,250	\$ 2,517	7.88%
State Grants	-	25,211	192.5%	13,100	-	0.00%
Total Intergovernmental	\$ 747	\$ 27,926	152.2%	\$ 18,350	\$ 2,517	1009.69%
Library Fines	\$ 619	\$ 4,156	48.9%	\$ 8,500	\$ 5,004	-16.95%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 855	\$ 4,933	65.8%	\$ 7,500	\$ 4,252	16.02%
Copy Fees	411	2,231	74.4%	3,000	2,013	10.84%
Program Fees	-	1	0.1%	1,000	458	-99.78%
Total Charges for Services	\$ 1,267	\$ 7,165	62.3%	\$ 11,500	\$ 6,722	6.58%
Investment Earnings	\$ 981	\$ 3,329	190.2%	\$ 1,750	\$ 1,485	124.12%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ 691	0.00%
Rental Income	125	775	38.8%	2,000	829	-6.51%
DVD Rental Income	-	1,108	40.3%	2,750	1,452	-91.18%
Miscellaneous Income	2	128	6.4%	2,000	1,539	842.10%
Transfer In	2,005	14,499	57.6%	25,179	14,154	2.44%
Total Miscellaneous & Transfers	\$ 2,132	\$ 16,510	51.7%	\$ 31,929	\$ 18,665	-11.54%
Total Revenues and Transfers	\$ 28,662	\$ 1,503,850	97.9%	\$ 1,536,635	\$ 1,422,115	5.75%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 57,757</u>	<u>\$ 443,095</u>	<u>28.6%</u>	<u>\$ 1,547,989</u>	<u>\$ 448,268</u>	<u>-1.15%</u>
50 Salaries	33,211	212,842	50.4%	422,698	201,641	5.55%
52 Benefits	12,341	85,531	51.5%	166,150	79,501	7.59%
54 Contractual Services	11,892	44,509	30.5%	145,840	65,766	-32.32%
56 Supplies	312	11,662	55.0%	21,200	6,162	89.26%
99 Debt Service	-	88,550	11.2%	792,101	95,198	-6.98%
Total Expenditures and Transfers	\$ 57,757	\$ 443,095	28.6%	\$ 1,547,989	\$ 448,268	-1.15%
<i>Surplus(Deficit)</i>	<i>\$ (29,095)</i>	<i>\$ 1,060,755</i>		<i>\$ (11,354)</i>	<i>\$ 973,847</i>	

* September represents 42% 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 06

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
05	AP-180910	09/04/2018	01	DEPOSIT FOR INSTALLATION OF	HIX BROTHERS MUSIC I	104570	2506018-DEP	1,895.50	
		09/04/2018	02	PERFORMACE FOR ICE CREAM	CHARLES E. STEWART	104576	091518	300.00	
	AP-180925M	09/18/2018	198	TARGET-CRAFT TAPE, MARKERS	FIRST NATIONAL BANK	900064	092518-J.WEISS	30.72	
		09/18/2018	199	TARGET-CANDY, ICE CREAM, WATER	FIRST NATIONAL BANK	900064	092518-J.WEISS	47.42	
	GJ-180930LB	10/01/2018	07	Sept 2018 Deposits					2.00
				TOTAL PERIOD 05 ACTIVITY				2,273.64	2.00

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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT
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ACTIVITY THROUGH FISCAL PERIOD 06

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
06	AP-181025M	10/16/2018	184	AMAZON-BINGO CARDS, DAUBERS	FIRST NATIONAL BANK	900065	102518-E.TOPPER	55.73	
		10/16/2018	185	AMAZON-DRY ERASE BOARD	FIRST NATIONAL BANK	900065	102518-E.TOPPER	4.50	
		10/16/2018	186	TARGET-ICE CREAM SOCIAL	FIRST NATIONAL BANK	900065	102518-E.TOPPER	49.34	
		10/16/2018	187	TARGET-PROGRAM SUPPLIES	FIRST NATIONAL BANK	900065	102518-J.WEISS	95.74	
		10/16/2018	188	DOLLAR TREE-HALLOWEEN PROGRAM	FIRST NATIONAL BANK	900065	102518-J.WEISS	47.00	
		10/16/2018	189	TARGET-CANDY, ICE CREAM	FIRST NATIONAL BANK	900065	102518-J.WEISS	16.36	
GJ-181030LB		11/02/2018	06	Oct 2018 Deposits					2,234.15
				TOTAL PERIOD 06 ACTIVITY				268.67	2,234.15
				TOTAL ACCOUNT ACTIVITY				4,685.02	4,436.90
				ENDING BALANCE					2,947.92
				GRAND TOTAL				0.00	2,947.92
				TOTAL DIFFERENCE				0.00	2,947.92



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of October 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	\$ 758,399	\$ 729,990						
Building Development Fees	Old Second	58,324	66,829	78,681	84,097	97,317	98,944						
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007						
Library Operations	Illinois Funds	185,848	186,130	207,594	207,940	208,286	208,669						
Total:		\$ 620,014	\$ 815,379	\$ 815,642	\$ 904,964	\$ 1,072,009	\$ 1,045,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,762	\$ 20,607	\$ 17,828	\$ 19,157	\$ 18,919	\$ 18,935						
2 ND PAY PERIOD		17,967	17,988	18,701	18,663	18,113	19,051						
3 RD PAY PERIOD		-	18,953	-	-	-	-						
Total		\$ 35,730	\$ 57,548	\$ 36,530	\$ 37,820	\$ 37,032	\$ 37,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2019 BUDGET	% of Budget
		8% May-18	17% June-18	25% July-18	33% August-18	42% September-18	50% October-18			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>										
82-000-40-00-4000	PROPERTY TAXES	54,356	290,990	11,130	138,622	157,785	10,523	663,407	672,505	98.65%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	64,021	342,727	13,109	163,268	185,838	12,394	781,357	792,101	98.64%
<i>Intergovernmental</i>										
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,059	-	825	83	-	747	2,715	5,250	51.71%
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	350	619	4,156	8,500	48.89%
<i>Charges for Service</i>										
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,114	203	827	1,500	434	855	4,933	7,500	65.78%
82-000-44-00-4422	COPY FEES	296	350	425	522	227	411	2,231	3,000	74.36%
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	895	981	3,329	1,750	190.22%
<i>Miscellaneous</i>										
82-000-48-00-4820	RENTAL INCOME	100	150	100	150	150	125	775	2,000	38.75%
82-000-48-00-4824	DVD RENTAL INCOME	271	261	331	239	6	-	1,108	2,750	40.28%
82-000-48-00-4850	MISCELLANEOUS INCOME	2	14	80	27	3	2	128	2,000	6.40%
<i>Other Financing Sources</i>										
82-000-49-00-4901	TRANSFER FROM GENERAL	5,438	1,764	1,764	1,764	1,764	2,005	14,499	25,179	57.58%
TOTAL REVENUES: LIBRARY		131,577	637,286	51,689	307,183	347,452	28,662	1,503,850	1,536,635	97.87%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>										
82-820-50-00-5010	SALARIES & WAGES	16,541	29,552	20,088	20,088	19,812	20,088	126,168	226,998	55.58%
82-820-50-00-5015	PART-TIME SALARIES	15,086	21,019	11,935	12,970	12,540	13,124	86,674	195,700	44.29%
<i>Benefits</i>										
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,745	3,171	2,119	2,381	2,106	2,135	13,657	24,252	56.31%
82-820-52-00-5214	FICA CONTRIBUTION	2,357	3,806	2,387	2,478	2,424	2,490	15,943	31,720	50.26%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,696	4,960	4,785	5,769	5,703	5,013	36,927	79,318	46.56%
82-820-52-00-5222	GROUP LIFE INSURANCE	(8)	51	25	25	42	31	167	328	50.76%
82-820-52-00-5223	DENTAL INSURANCE	876	438	727	582	582	582	3,788	4,652	81.42%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2019 BUDGET	% of Budget
		8% May-18	17% June-18	25% July-18	33% August-18	42% September-18	50% October-18			
82-820-52-00-5224	VISION INSURANCE	117	77	104	84	84	84	551	701	78.60%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	191	-	-	-	-	241	432	750	57.65%
82-820-52-00-5231	LIABILITY INSURANCE	5,246	1,764	1,764	1,764	1,764	1,764	14,067	24,429	57.58%
<i>Contractual Services</i>										
82-820-54-00-5412	TRAINING & CONFERENCES	840	-	-	-	-	-	840	2,500	33.58%
82-820-54-00-5415	TRAVEL & LODGING	-	107	1,088	43	-	-	1,239	600	206.43%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	66	66	2,000	3.30%
82-820-54-00-5440	TELECOMMUNICATIONS	-	379	379	-	758	379	1,896	5,000	37.91%
82-820-54-00-5452	POSTAGE & SHIPPING	-	18	48	6	25	24	122	500	24.36%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	448	13	13	13	1,750	4,882	7,119	11,000	64.71%
82-820-54-00-5462	PROFESSIONAL SERVICES	97	416	185	4,919	2,997	551	9,165	40,000	22.91%
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	386	3,373	9,229	20,000	46.15%
82-820-54-00-5480	UTILITIES	-	373	341	415	359	432	1,920	9,540	20.13%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	930	268	625	5,026	723	2,185	9,756	50,000	19.51%
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	972	67	3,087	8,000	38.58%
82-820-56-00-5620	OPERATING SUPPLIES	-	82	79	1,117	300	29	1,607	2,000	80.35%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,296	403	-	579	-	2,278	8,000	28.48%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	35	143	46	179	-	404	1,000	40.35%
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	171	216	4,231	1,500	282.07%
<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	307,183	347,452	28,662	1,503,850	1,536,635	97.87%
TOTAL FUND EXPENDITURES		58,360	159,264	49,808	63,650	54,256	57,757	443,095	1,547,989	28.62%
FUND SURPLUS (DEFICIT)		73,217	478,022	1,881	243,533	293,197	(29,095)	1,060,755	(11,354)	



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2019 BUDGET	% of Budget
		8% May-18	17% June-18	25% July-18	33% August-18	42% September-18	50% October-18			

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,200	14,650	9,175	18,500	5,800	4,650	61,975	43,200	143.46%
84-000-45-00-4500	INVESTMENT EARNINGS	2	3	3	4	3	4	20	10	196.50%
TOTAL REVENUES: LIBRARY CAPITAL		9,202	14,653	9,178	18,504	5,803	4,654	61,995	43,210	143.47%

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	-	176	-	971	15,000	6.48%
84-840-56-00-5683	AUDIO BOOKS	-	24	155	115	405	250	949	1,600	59.30%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	97	177	274	500	54.76%
84-840-56-00-5685	DVD'S	-	-	310	404	142	175	1,030	1,500	68.65%
84-840-56-00-5686	BOOKS	-	674	1,578	2,617	4,465	4,075	13,408	30,000	44.69%

TOTAL FUND REVENUES		9,202	14,653	9,178	18,504	5,803	4,654	61,995	43,210	143.47%
TOTAL FUND EXPENDITURES		85	698	2,837	3,263	5,284	4,677	16,844	52,100	32.33%
FUND SURPLUS (DEFICIT)		9,117	13,955	6,341	15,241	519	(23)	45,151	(8,890)	

LIBRARY DIRECTOR REPORT— October, 2018

Facilities Management- The carpets were cleaned on October 5, 2018 by Stanley Steemer and they did an excellent job. Plummer fixed 2 toilets. Met with representatives from Alarm Detection System to obtain proposals for installing panic buttons and mechanisms to lock down the front doors.

The Physical Facilities Committee held their first meeting on October 22, 2018.

Working with Daikin and Trico on repairs for the Chiller and the boilers.

Public Relations- Discussed our options for a brochure and other marketing materials with PMS Advertising.

Special Event—The Library participated in the Chamber of Commerce's Halloween event called Biz Boo. Candy was donated to us through the City by the Wrigley Company. Participated in the Bristol Bay School's Spooky Read Night on October 19, 2018. I hosted the Lucky Duck Game and Katrina Cole read stories. Over 200+ children and their parents attended.

Grants/Fundraising- The Grant Report for Back to Books was submitted on time. Applying for a Grant through ALA and sponsored by Google for Coding. Grant is due October 9, 2018. Amount is \$500.

Arts Guild Mural-The group has raised \$4,000 towards the \$8,500 needed for the mural in the Library. The artist Euljio Ortega has been given a deposit and is currently working on sketches that will be presented to the Board for approval.

Meeting Room Revenue (For Profit)-We are continuing to receive calls for renting the room for depositions and home owner meetings.

Staff – We had our first Staff Halloween Contest and 15/22 staff members came in costume. The winners were 1st Place Sharyl Iwanski, 2nd Place Jetta Werline and 3rd Place Shelley Augustine. Pictures are in the packet for you to see what a great job the staff did. The Staff Day on October 5, 2018 was productive with a session on Basic First Aid and the Police with Active Shooter Training. Follow up Advanced Training will be on March 15, 2019.

Meetings- Met with Carol La Chance at the Asbury Rehabilitation Center to go over last month's Board packet.

Library Operations— Worked with the Youth Services department to participate in the Bristol Bay Event, planning for a Reptile Program on March 16th sponsored by the Friends, hosting the Chicago Area Lego Group for a Program on November 17th and trying to have a program with miniature therapy ponies for the future. Working the Reference Desk Sunday rotation and for lunch breaks as needed.

Notary Service- Since starting the service here on October 6, 2017, I have notarized 12 documents for community members. This is an added service for our patrons.

Projects- Working on updating the Disaster Plan, Vendor Contact List and Staff Directory.

Friends- Attended the October 8th meeting. The projection system purchased by the Friends has been installed in the Meeting Room.

Programs, Activities

Adult Programs

Men's Book Club **6**
Friends Meeting **12**
Mini Golf Meeting **6**
Threads and More **11**
Creative Writing Program-Tales by the Fox **25**
Lunch Bunch **7**
Fall Book Craft Program **27**
Fall Book Craft Program **21**
Protecting Our Oak Tree Program **102**

Passive Programs

Total 48

TOTAL ADULT ATTENDANCE 265

Children Programs

Drop-In Storytime **13**
Tots and Toddlers **36**
Book Club (2 programs) (Grades 1-2) **16**
Book Club (Grades 3-5) **3**
LEGO Club **7**
Lego Duplo (2) **14**
Chess (2) **25**
Beginning Readers **3**
Literacy Centers **25**
Morning/Afternoon Read **6**
Panera (2) **38**
Lap sit (2) **16**
Dance Party **21**
Spanish Storytime **27**
4H Monarchs **14**
4H Computer Coding **11**
3D Printer **7**
Halloween Party **61**
Halloween Games **8**
Spooky Read Night-Bristol School **200+**

TOTAL CHILDREN'S ATTENDANCE 573+

Passive programs included:

Fall Reading Program (Chicago Steel) **74**, Games checked out **6**, Table hockey **27**, Magnet table **19**, Trees **31**, Frankenstein catapult **50**, pumpkin craft **27**, Jack O lantern face **50**, Dictionary find **3**, magnet board **35**, Teen Read Week **5**, Biz Boo **50**, Uncarved Pumpkin Contest –**6** families.

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 385

Youth Services

TAG (4)

TOTAL YOUTH SERVICES ATTENDANCE 22

Computer Use

Adult **360**

Young Adult **62**

Children **36**

TOTAL COMPUTER USE 458

Database & E-book Use

Ancestry Database **19**

Gale (Users) **4**

Omni E-Book **663** E-Audio **392** (Users) **248**

E-Read **46** E-Book Audio **65** (Users) **29**

Circulation

Checkouts **14,610**

New Patrons Added **86**

New Items Added **544**

Teen Volunteers Mikayla Mika, Mark Sanford, Naytona Faedtke, Rachel Robinette, Juleah Richardson, Elizabeth Chacon, Leah English, Katelyn Tugman, Skyler Krantz, Zach Weiss, Marie Berengi, Mikayla Mol, Mandy Corrie, Stella Tejada, Raquel Brady, Riley Benning, Brooklyn Souza, Lexi Roehr, Mariana Chirrima, Bre Turner, Bailey Willis, Alyssa Ramirez and Hannah Zeinstra..

Adult Volunteers- Brad Smith (Chess Club) and JoAnn Britton (4H).

Meeting Room **2** Rental, **14** Programs

Museum Pass **2**

Proctored Test **0**

Patron Count **6,030**

YORKVILLE STATISTICS FOR FY19	PrairieCat
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[illegible]

DATABASE USAGE FOR FY19			
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[illegible]



KONICA MINOLTA

Yorkville Public Library

Proposed Pricing by Model

**NEW Konica Minolta Bizhub
C258
(Color) 25 PPM**

For Public Usage

Purchase: \$4,131.45

36 Month FMV Lease: \$125.60

48 Month FMV Lease: \$102.05

60 Month FMV Lease: \$86.76

Potential Unit Options:

-Fax Kit: \$374.50

36= \$11.38 48=\$9.25 60=\$7.86

-Staple Finisher: \$543.55

36= \$16.52 48=\$13.43 60=\$11.41

-Hole Punch: \$292.50

36= \$8.89 48=\$7.22 60=\$6.14

Multiple Tray and Finisher Options available*



KONICA MINOLTA

Yorkville Public Library Proposed Pricing by Model	
NEW Konica Minolta Bizhub C308 (Color) 30 PPM For Admin Usage	Purchase: \$4,192.42 36 Month FMV Lease: \$127.45 48 Month FMV Lease: \$103.55 60 Month FMV Lease: \$88.04 <u>Potential Unit Options:</u> -Fax Kit: \$374.50 36= \$11.38 48=\$9.25 60=\$7.86 -Staple Finisher: \$543.55 36= \$16.52 48=\$13.43 60=\$11.41 -Hole Punch: \$292.50 36= \$8.89 48=\$7.22 60=\$6.14 Multiple Tray and Finisher Options available*

*Units were configured with standard equipment. Konica Minolta will make Yorkville Public Library aware of any additional costs associated with features not listed above.



Impact Networking, LLC

2901 Peoria Street
Peru, Illinois 61354

ImpactMyBiz.com
815.224.1116

Yorkville Public Library

Equipment Upgrade

(2) Kyocera TASKalfa 4052ci

- 40 ppm Black & Color
- Print/Copy/Scan/Fax
- Internal Staple Finisher

Lease Only

36 Mos \$278.65 (Machine = \$253.65/ Staple & Fax = \$25)

48 Mos \$223.50 (Machine = \$198.50/ Staple & Fax = \$25)

60 Mos \$185.00 (Machine = \$160.00/ Staple & Fax = \$25)

Cost Per Copy Maintenance Agreement

B/W \$0.005

Color \$0.032

*Excludes applicable tax

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library will be closed for the following holidays for the calendar year 2019.

New Year's Day	January 1	Tuesday
Martin Luther King Day	January 21	Monday
President's Day	February 18	Monday
Good Friday	April 19	Friday (Closing at 1pm)
Easter	April 21	Sunday
Mother's Day	May 12	Sunday
Memorial Day	May 27	Monday
Independence Day	July 4	Thursday
Labor Day	September 2	Monday
Veterans Day	November 11	Monday
Thanksgiving Eve	November 27	Wednesday (Closing at 5pm)
Thanksgiving Day	November 28	Thursday
Christmas Eve	December 24	Tuesday
Christmas Day	December 25	Wednesday
New Year's Eve	December 31	Tuesday

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library Board will meet on the second Monday of each month at 7:00p.m. at the Library located at 902 Game Farm Road during the 2019 calendar year.

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 18 * (Rescheduled due to holiday closing)

December 9