

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
January 14, 2019 - 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**
 - Physical Facilities**
- 12. Unfinished Business**
 - Approve Purchase of Computer Equipment**
 - Per Capita Grant 2019 Overview**
 - Comcast Billing**
- 13. New Business**
 - Library Donation-Naming of the Quiet Reading Room**
 - Playaway Demonstration**
- 14. Executive Session (if needed)**
 - 1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.**
- 15. Adjournment**

DRAFT

Yorkville Public Library
Personnel Committee Meeting
Monday, December 3, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Personnel Committee meeting was called to order at 7:00pm by Darren Crawford.

Roll Call:

Wamecca Rodriguez-present, Darren Crawford-present, Theron Garcia-present, Russ Walter-present
Absent: Carol LaChance

Others Present: None

Recognition of Visitors: No visitors

Public Comment: None

Library Director's Annual Evaluation

The purpose of this meeting was for the Library Director's Annual Evaluation.

Executive Session

At approximately 7:02pm a motion was made by Mr. Crawford and seconded by Ms. Rodriguez to enter into Executive Session. Mr. Walter stated the purpose of the Session: For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Roll call to go into Executive Session: Rodriguez-yes, Crawford-yes, Walter-yes, Garcia-yes
Carried 4-0.

The Committee entered the Executive Session at approximately 7:03pm. They exited the Session at approximately 8:01pm on a motion by Mr. Crawford and second by Ms. Rodriguez.

The committee returned to regular session at approximately 8:02pm with all previous attendees still present.

Adjournment:

There was no further business and the meeting was immediately adjourned at approximately 8:02pm on a motion and second by Mr. Crawford and Mr. Walter respectively. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Board of Trustees

Monday, December 10, 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: Russ Walter-present, Darren Crawford-present, Krista Danis-present, Ryan Forristall-present, Theron Garcia-present, Jason Hedman-present, Wamecca Rodriguez-present

Absent: Susan Chacon, Carol LaChance

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski, Friends of the Library member Judy Somerlot

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

Amendments to the Agenda: None

Minutes: November 12, 2018

President Crawford moved and Russ Walter seconded the motion to approve the minutes as presented. Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes Carried 7-0.

Correspondence:

Ms. Topper shared news articles about the mini-grant and mural and also a thank you letter for the cards made by the library teens and sent to hospitals.

Public Comment:

Ms. Somerlot said the 6th annual mini-golf will be held at the end of January. She reported on some preparations for the event and said volunteers are still needed.

Staff Comment: None

Report of the Treasurer:

Mr. Crawford presented the treasurer report. Items discussed were the \$1,600 fee to Konica which was for a microfilm reader upgrade plus additional charges since the USB was outdated. The \$1,300 fee for internet and phones was discussed along with the e-rate reimbursement for the internet, but not phones which are no longer under the e-rate program. The e-rate consultant evaluates the internet charges annually and a staff member would have to evaluate the phone costs, said Mr. Walter. Ms. Topper will look at those rates and report next month. Later in the meeting Ms. Rodriguez clarified what months had been paid for the internet after closer review of the bill list.

Payment of Bills

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

\$25,984.29 Accounts Payable

\$55,172.92 Payroll

\$81,157.21 TOTAL

Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes
Carried 7-0.

Report of the Library Director:

Ms. Topper reported the following highlights: Library now has equipment for call-in attendance by Board members.

1. Trico has completed HVAC repairs for \$948.
2. Daikin repaired the chiller at \$1,800.
3. Library is mentioned in school newsletter.
4. Casey's donated cookies for Polar Express event.
5. Chicago Lego group met at library with approximately 175 people. Has been booked for next October.
6. City Council recognized Dixie DeBord for 19 years of library service.
7. Conducted several school tours including YHS special needs class.

City Council Liaison No report

Standing Committees:

Personnel

The Personnel Committee met on December 3rd to prepare the Director's annual review.

Unfinished Business:

Replacing Library Copiers

This item was discussed last month and was brought back for further discussion of the proposals. It was decided to place the present coin box on the copier in the children's area. The library will engage in a 60-month lease for two machines. A 30-day notice will be given to Konica, the present vendor. A motion was made by Mr. Hedman and seconded by Ms. Garcia to approve the new copier lease for 60 months, at \$185 per month, black and white rate of \$0.005 per copy and \$0.032 cents per color copy. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes. Carried 7-0.

Per Capita Grant 2019 Requirements

Ms. Topper asked the Board to review the items highlighted in yellow for discussion at the January meeting.

New Business:

ALA/Google Coding Grant Activities

Ms. Topper said a picture and article were in the paper for the Google coding attended by 103 kids and 18 adults. There was a raffle and she also shared information about the other activities held during this event.

Library Donation

Ms. Topper announced a donation of \$69,803 from a Yorkville resident, Howard Wolfe, who had been a library patron and passed away in 2017. She would like to bring this item back in January to discuss possibly naming the quiet room after him and holding a ceremony.

Executive Session:

At approximately 7:36pm Mr. Crawford made a motion to move into Executive Session and he read the reason for the Session as follows: 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. Mr. Walter seconded the motion.

Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes
Carried 7-0.

The Executive Session concluded and the regular session resumed at approximately 8:10pm. All Board members at the Executive Session were still present. A motion was made by Trustee Rodriguez and seconded by President Crawford to approve Library Director Elisa Topper's performance evaluation as prepared by the Personnel Committee and they recommended a 4% wage increase retroactive to Ms. Topper's anniversary. The evaluation will be presented to Ms. Topper.

Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Adjournment:

There was no further business and the meeting adjourned at 8:12pm on a motion by President Crawford and seconded by Mr. Walter.

Minutes respectfully submitted
by Marlys Young, Minute Taker



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending December 31, 2018 *



	December		YTD		% of		FY 2019		Fiscal Year 2018		
	Actual		Actual		Budget		Budget		For the Month Ending December 31, 2017	% Change	
									YTD Actual		
LIBRARY OPERATIONS FUND (82)											
Revenues											
Property Taxes	\$	-	\$	1,457,087	99.5%	\$	1,464,606		\$	1,402,659	3.88%
Intergovernmental											
Personal Property Replacement Tax	\$	183	\$	2,897	55.2%	\$	5,250		\$	2,684	7.95%
State Grants		-		25,211	192.5%		13,100			-	0.00%
Total Intergovernmental	\$	183	\$	28,109	153.2%	\$	18,350		\$	2,684	947.31%
Library Fines	\$	261	\$	5,578	65.6%	\$	8,500		\$	6,223	-10.36%
Charges for Services											
Library Subscription Cards	\$	1,096	\$	6,761	90.2%	\$	7,500		\$	6,448	4.87%
Copy Fees		358		2,948	98.3%		3,000			2,447	20.46%
Program Fees		-		1	0.1%		1,000			579	-99.83%
Total Charges for Services	\$	1,454	\$	9,711	84.4%	\$	11,500		\$	9,474	2.50%
Investment Earnings	\$	1,580	\$	6,153	351.6%	\$	1,750		\$	2,609	135.88%
Reimbursements/Miscellaneous/Transfers In											
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$	-		\$	691	0.00%
Rental Income		50		975	48.8%		2,000			1,224	-20.34%
DVD Rental Income		-		1,133	41.2%		2,750			1,867	-80.45%
Miscellaneous Income		217		365	18.2%		2,000			1,608	939.29%
Transfer In		1,315		16,712	66.4%		25,179			17,302	-3.41%
Total Miscellaneous & Transfers	\$	1,582	\$	19,185	60.1%	\$	31,929		\$	22,692	-15.45%
Total Revenues and Transfers	\$	5,059	\$	1,525,822	99.3%	\$	1,536,635		\$	1,446,340	5.50%
Expenditures											
Library Operations	\$	757,001	\$	1,274,568	82.3%	\$	1,547,989		\$	1,236,990	3.04%
50 Salaries		33,616		294,810	69.7%		422,698			278,919	5.70%
52 Benefits		11,968		111,500	67.1%		166,150			105,031	6.16%
54 Contractual Services		6,499		61,573	42.2%		145,840			84,828	-27.41%
56 Supplies		1,368		14,575	68.8%		21,200			7,817	86.46%
99 Debt Service		703,550		792,110	100.0%		792,101			760,395	4.17%
Total Expenditures and Transfers	\$	757,001	\$	1,274,568	82.3%	\$	1,547,989		\$	1,236,990	3.04%
Surplus(Deficit)	\$	(751,942)	\$	251,254		\$	(11,354)		\$	209,350	

* December represents 67% of fiscal year 2019

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		75.00
		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							

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
07	AP-181112	11/05/2018	01	BOOKPAGE 12 MONTHLY SHIPMENTS	PROMOTION, INC.	104595	S38326	528.00	
		11/05/2018	02	VIDEO PROJECTOR & WIRELESS	HIX BROTHERS MUSIC I	104598	2506018	1,895.50	
	AP-181125M	11/19/2018	160	KONICA-USB KIT	FIRST NATIONAL BANK	900066	112518-A.SIMMONS	100.00	
		11/19/2018	161	AMAZON-LAMINATING POUCHES	FIRST NATIONAL BANK	900066	112518-E.TOPPER	44.25	
		11/19/2018	162	AMAZON-TABLE TOP CHARGING HUB	FIRST NATIONAL BANK	900066	112518-E.TOPPER	129.00	
	GJ-181130LB	12/04/2018	07	Nov 2018 Deposits					6,007.00
				TOTAL PERIOD 07 ACTIVITY				2,696.75	6,007.00
08	AP-181210	12/04/2018	01	BOOKS	BAKER & TAYLOR	104608	2034125351	136.26	
		12/04/2018	02	BOOKS	BAKER & TAYLOR	104608	2034143144	13.20	
		12/04/2018	03	AUDIO BOOKS	MIDWEST TAPE	104611	96596437	179.97	
		12/04/2018	04	DVDS	MIDWEST TAPE	104611	96643223	251.95	
	AP-181226M	12/17/2018	178	AMAZON-ROBOT BALL	FIRST NATIONAL BANK	900067	122618-E.TOPPER	42.75	
		12/17/2018	179	TARGET-SNACKS FOR FRIENDS	FIRST NATIONAL BANK	900067	122618-J.WEISS	56.09	
		12/17/2018	180	DOLLAR TREE-SUPPLIES FOR	FIRST NATIONAL BANK	900067	122618-J.WEISS	18.00	
	GJ-181231LB	01/03/2019	06	Dec 2018 Deposits					70,203.76
				TOTAL PERIOD 08 ACTIVITY				698.22	70,203.76
				TOTAL ACCOUNT ACTIVITY				8,079.99	80,647.66
				ENDING BALANCE					75,763.71
				GRAND TOTAL				0.00	75,763.71
				TOTAL DIFFERENCE				0.00	75,763.71

DATE: 12/17/18
TIME: 12:27:38
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-A.SIMMONS	12/13/18	01	COPIER LOGISTICS-KONICA		01-110-54-00-5462	90.28
			02	COPIER RETURN		** COMMENT **	
			03	COPIER LOGISTICS-KONICA		01-120-54-00-5462	72.22
			04	COPIER RETURN		** COMMENT **	
			05	COPIER LOGISTICS-KONICA		01-220-54-00-5462	162.50
			06	COPIER RETURN		** COMMENT **	
			07	COPIER LOGISTICS-KONICA		01-210-54-00-5462	325.00
			08	COPIER RETURN		** COMMENT **	
			09	COPIER LOGISTICS-KONICA		01-410-54-00-5462	54.17
			10	COPIER RETURN		** COMMENT **	
			11	COPIER LOGISTICS-KONICA		51-510-54-00-5462	54.17
			12	COPIER RETURN		** COMMENT **	
			13	COPIER LOGISTICS-KONICA		52-520-54-00-5462	54.16
			14	COPIER RETURN		** COMMENT **	
			15	COPIER LOGISTICS-KONICA		79-790-54-00-5462	81.25
			16	COPIER RETURN		** COMMENT **	
			17	COPIER LOGISTICS-KONICA		79-795-54-00-5462	81.25
			18	COPIER RETURN		** COMMENT **	
			19	COMCAST-10/12-11/11 CABLE		01-110-54-00-5440	21.04
			20	YORKVILLE POST-JRB PACKET		88-880-54-00-5462	2.05
			21	MAILING		** COMMENT **	
			22	YORKVILLE POST-JRB PACKET		87-870-54-00-5462	1.84
			23	MAILING		** COMMENT **	
			24	YORKVILLE POST-JRB PACKET		87-870-54-00-5462	5.36
			25	MAILING		** COMMENT **	
			26	YORKVILLE POST-JRB PACKET		88-880-54-00-5462	5.36
			27	MAILING		** COMMENT **	
			28	COMCAST-10/15-11/14 INTERNET		01-110-54-00-5440	5.90
			29	COMCAST-10/15-11/14 INTERNET		01-220-54-00-5440	5.90
			30	COMCAST-10/15-11/14 INTERNET		01-120-54-00-5440	3.93
			31	COMCAST-10/15-11/14 INTERNET		79-790-54-00-5440	5.41
			32	COMCAST-10/15-11/14 INTERNET		01-210-54-00-5440	25.56
			33	COMCAST-10/15-11/14 INTERNET		79-795-54-00-5440	5.41
			34	COMCAST-10/15-11/14 INTERNET		52-520-54-00-5440	2.95
			35	COMCAST-10/15-11/14 INTERNET		01-410-54-00-5440	4.92
			36	COMCAST-10/15-11/14 INTERNET		51-510-54-00-5440	4.92
			37	COMCAST-10/15-11/14 INTERNET		79-795-54-00-5440	19.31
			38	ADS-102 E VAN EMMON ALARM		23-216-54-00-5446	135.00
			39	MONITORING		** COMMENT **	
			40	ADS-902 GAME FARM RD ALARM		82-820-54-00-5462	350.76
			41	MONITORING		** COMMENT **	
			42	VERIZON-10/02-11/01 IN CAR		01-210-54-00-5440	772.51
			43	UNITS		** COMMENT **	
			44	VERIZON-OCT 2018 MOBILE PHONES		01-220-54-00-5440	184.22
			45	VERIZON-OCT 2018 MOBILE PHONES		01-210-54-00-5440	1,364.90

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-A.SIMMONS	12/13/18	46	VERIZON-OCT 2018 MOBILE PHONES		79-795-54-00-5440	72.98
			47	VERIZON-OCT 2018 MOBILE PHONES		51-510-54-00-5440	243.78
			48	VERIZON-OCT 2018 MOBILE PHONES		01-410-54-00-5440	52.72
			49	VERIZON-OCT 2018 MOBILE PHONES		52-520-54-00-5440	38.01
			50	KONICA-9/19-10/18 COPY CHARGES		82-820-54-00-5462	9.41
			51	KONICA-10/1-11/1 COPY CHARGES		01-110-54-00-5430	280.37
			52	KONICA-10/1-11/1 COPY CHARGES		01-120-54-00-5430	93.46
			53	KONICA-10/1-11/1 COPY CHARGES		01-220-54-00-5430	115.54
			54	KONICA-10/1-11/1 COPY CHARGES		01-210-54-00-5430	189.85
			55	KONICA-10/1-11/1 COPY CHARGES		01-410-54-00-5462	2.05
			56	KONICA-10/1-11/1 COPY CHARGES		51-510-54-00-5430	2.05
			57	KONICA-10/1-11/1 COPY CHARGES		52-520-54-00-5430	2.05
			58	KONICA-10/1-11/1 COPY CHARGES		79-790-54-00-5462	62.37
			59	KONICA-10/1-11/1 COPY CHARGES		79-795-54-00-5462	62.37
				INVOICE TOTAL:			5,129.26 *
	122618-B.BEHRENS	11/30/18	01	BP AMOCO-NOV GASOLINE		51-510-56-00-5695	47.20
			02	CAROLINA SHOES-STEEL TOE BOOTS		51-510-56-00-5600	185.00
				INVOICE TOTAL:			232.20 *
	122618-B.OLSEM	11/30/18	01	OFFICE DEPO-LABELS, PUTTY		01-110-56-00-5610	83.81
			02	TAPE, COPY PAPER		** COMMENT **	
			03	ADVANCED DISPOSAL-GARBAGE		01-540-54-00-5442	500.00
			04	STICKERS		** COMMENT **	
				INVOICE TOTAL:			583.81 *
	122618-D.SMITH	11/30/18	01	AUTO APPLIANCE PARTS-CAPACITOR		79-790-56-00-5640	15.95
				INVOICE TOTAL:			15.95 *
	122618-E.DHUSE	11/30/18	01	APWA-COMPENSATION REPORT		01-410-54-00-5462	99.67
			02	APWA-COMPENSATION REPORT		51-510-54-00-5462	99.67
			03	APWA-COMPENSATION REPORT		52-520-54-00-5462	99.66
			04	APWA-WATER FOREMAN JOB AD		51-510-54-00-5426	325.00
			05	ISS-STANDARD ROADWATCH		01-410-56-00-5628	1,460.04
			06	NAPA#210438-FILTERS		01-410-56-00-5628	141.65
			07	NAPA#212402-WORK LAMP		01-410-56-00-5630	69.84
			08	NAPA#210836-FLANGE BOLTS		79-790-56-00-5640	6.93
			09	NAPA#211625-DEEP CREEP, TUBING		01-410-56-00-5628	64.97
			10	NAPA#211992-SEALS, CONNECTORS		01-410-56-00-5628	28.14
			11	NAPA#212496-LAMP		01-410-56-00-5628	102.74
				INVOICE TOTAL:			2,498.31 *
	122618-E.TOPPER	11/30/18	01	NCG THEATER-GIFT CARD FOR		82-820-56-00-5671	25.00
			02	PUMPKIN CONTEST		** COMMENT **	
			03	PANERA-GIFT CARDS FOR STAFF		82-820-56-00-5676	45.00

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-E.TOPPER	11/30/18	04	HALLOWEEN CONTEST		** COMMENT **	
			05	ACE-FILTERS		82-820-56-00-5620	115.08
			06	AMAZON-BUSINESS CARD HOLDER,		82-820-56-00-5610	410.19
			07	TAPE, MARKERS, STICKY NOTES,		** COMMENT **	
			08	TONER, CHALK MARKERS,		** COMMENT **	
			09	STATIONARY, REPORT COVERS,		** COMMENT **	
			10	PAINTER'S TAPE		** COMMENT **	
			11	AMAZON-PAPER TOWELS		82-820-56-00-5621	38.26
			12	AMAZON PRIME MONTHLY FEE		82-820-56-00-5671	12.99
			13	JEWEL-CAKE, PLATES, TABLE		82-820-56-00-5676	61.23
			14	COVERS		** COMMENT **	
			15	PIZZA HUT-CHICAGO LEGO PROGRAM		82-820-56-00-5671	31.96
			16	REFRESHMENTS		** COMMENT **	
			17	DONKIN DONUTS-CHICAGO LEGO		82-820-56-00-5671	40.97
			18	PROGRAM REFRESHMENTS		** COMMENT **	
			19	AMAZON-ROBOT BALL		82-000-24-00-2480	42.75
						INVOICE TOTAL:	823.43 *
	122618-J.DYON	11/30/18	01	OFFICE DEPO-TONER		01-120-56-00-5610	35.40
			02	OFFICE DEPO-TONER		51-510-56-00-5620	53.42
			03	OFFICE DEPO-TONER		52-520-56-00-5610	15.42
			04	SAMS-KLEENEX, PAPER TOWELS,		01-110-56-00-5610	59.38
			05	PAPER PLATES		** COMMENT **	
			06	WAREHOUSE DIRECT-PAPER		01-120-56-00-5610	53.76
			07	WAREHOUSE DIRECT-PAPER		51-510-56-00-5620	81.13
			08	WAREHOUSE DIRECT-PAPER		52-520-56-00-5610	23.41
						INVOICE TOTAL:	321.92 *
	122618-J.ENGBERG	11/30/18	01	GALLUP-LEADERSHIP CLASS TEST		01-220-54-00-5412	49.99
			02	OFFICE DEPO-KEYBOARD REST,		01-220-56-00-5610	123.26
			03	DUSTER, BUSINESS CARD HOLDER,		** COMMENT **	
			04	TASK LAMP		** COMMENT **	
			05	ADOBE-CREATIVE CLOUD FEE		01-220-56-00-5635	52.99
						INVOICE TOTAL:	226.24 *
	122618-J.GALAUNER	11/30/18	01	AMAZON-PHOTO BACKDROPS FOR		79-795-56-00-5606	88.78
			02	PHOTOS WITH SANTA		** COMMENT **	
			03	FRAUD CHARGE UNDER		01-000-24-00-2440	3.66
			04	INVESTIGATION-TO BE REVERSED		** COMMENT **	
			05	IN SUBSEQUENT MONTH		** COMMENT **	
						INVOICE TOTAL:	92.44 *
	122618-J.WEISS	11/30/18	01	TARGET-SNACKS FOR FRIENDS		82-000-24-00-2480	56.09
			02	PROGRAMMING		** COMMENT **	
			03	DOLLAR TREE-SUPPLIES FOR		82-000-24-00-2480	18.00

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-J.WEISS	11/30/18	04	FRIENDS PROGRAMMING		** COMMENT **	
						INVOICE TOTAL:	74.09 *
	122618-K.BARKSDALE	11/30/18	01	APA-THE COMMISSIONER		01-220-54-00-5426	60.00
			02	SUBSCRIPTION RENEWAL		** COMMENT **	
			03	KONE-NOV 2018 ELEVATOR		23-216-54-00-5446	150.15
			04	MAINTENANCE		** COMMENT **	
			05	YORKVILLE BSI ANNUAL		01-220-54-00-5460	495.00
			06	SUBSCRIPTION RENEWAL		** COMMENT **	
						INVOICE TOTAL:	705.15 *
	122618-L.PICKERING	11/30/18	01	YORKVILLE POST-1 PKG FOR		01-110-54-00-5452	11.65
			02	SUBPOENA RESPONSE FROM		** COMMENT **	
			03	LITCHFIELD CAVO LLP		** COMMENT **	
			04	IML 2019 MEMBERSHIP DUES		01-110-54-00-5460	1,500.00
			05	TRIBUNE-PRESTWICK PUBLIC		90-055-55-00-0011	903.10
			06	HEARING		** COMMENT **	
			07	TRIBUNE-HEARTLAND PUBLIC		90-130-00-00-0111	212.08
			08	HEARING		** COMMENT **	
						INVOICE TOTAL:	2,626.83 *
	122618-P.MCMAHON	11/30/18	01	PLANO STORE-GUN CASES		01-210-56-00-5620	65.96
			02	TARGET-THUMB DRIVES		01-210-56-00-5620	45.32
			03	SIRCHE-EVIDENCE BOX, INTEGRITY		01-210-56-00-5620	113.74
			04	BAGS		** COMMENT **	
			05	SIRCHE-EVIDENCE TAPE, REAGENTS		01-210-56-00-5620	163.15
						INVOICE TOTAL:	388.17 *
	122618-P.RATOS	11/30/18	01	AMAZON-PROPERTY CODE BOOKS		01-220-56-00-5645	60.63
			02	5.11 TACTICAL-PANTS FOR		01-220-56-00-5620	749.85
			03	RATOS, HASTINGS, CREADEUR		** COMMENT **	
			04	AMAZON-REFLECTIVE JACKETS,		01-220-56-00-5620	528.90
			05	GLOVES, COVERALLS, MEDICAL		** COMMENT **	
			06	EMERGENCY KITS, EMERGENCYT		** COMMENT **	
			07	HAZARD WARNING LIGHT		** COMMENT **	
			08	AMAZON-IPHONE CASE-HASTINGS		01-220-56-00-5620	26.86
			09	AMAZON-SNOW BRUSH		01-220-56-00-5620	18.18
						INVOICE TOTAL:	1,384.42 *
	122618-R.FREDRICKSON	11/30/18	01	COMCAST-10/23-11/22 INTERNET		01-110-54-00-5440	75.56
			02	COMCAST-10/23-11/22 INTERNET		01-220-54-00-5440	73.56
			03	COMCAST-10/23-11/22 INTERNET		01-120-54-00-5440	49.04
			04	COMCAST-10/23-11/22 INTERNET		79-790-54-00-5440	67.43
			05	COMCAST-10/23-11/22 INTERNET		01-210-54-00-5440	316.78
			06	COMCAST-10/23-11/22 INTERNET		79-795-54-00-5440	67.43

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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

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900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-R.FREDRICKSON	11/30/18	07	COMCAST-10/23-11/22 INTERNET		52-520-54-00-5440	36.78
			08	COMCAST-10/23-11/22 INTERNET		01-410-54-00-5440	61.30
			09	COMCAST-10/23-11/22 INTERNET		51-510-54-00-5440	61.30
			10	COMCAST-10/23-11/22 PHONE & TV		79-790-54-00-5440	94.55
			11	NEWTEK-11/11-12/11 WEB UPKEEP		01-640-54-00-5450	16.59
				INVOICE TOTAL:			920.32 *
	122618-R.HARMON	11/30/18	01	AMAZON-BABY GROWTH CHART		79-795-56-00-5606	9.29
			02	AMAZON-CAKE PAN		79-795-56-00-5606	12.99
			03	HOME DEPO-FENCE PICKET		79-795-56-00-5606	105.84
			04	HOME DEPO-PAINT, ROLLERS		79-795-56-00-5606	57.85
			05	HOBBY LOBBY-PRESCHOOL CRAFT		79-795-56-00-5606	205.73
			06	SUPPLIES		** COMMENT **	
			07	AMAZON-ALL HANGINGS		79-795-56-00-5606	28.58
			08	AMAZON-VINYL SHEETS, POMPOMS		79-795-56-00-5606	30.47
			09	SNAP FISH-PHOTO PRINTS		79-795-56-00-5606	10.27
			10	DOLLAR TREE-SOCKS		79-795-56-00-5606	52.20
			11	PURE FUN-JUICE		79-795-56-00-5606	80.10
			12	DISCOUNT SCHOOL-PRESCHOOL AIDS		79-795-56-00-5606	75.80
			13	LAKESHORE-MONSTER TRUCKS,		79-795-56-00-5606	45.98
			14	MAGNETIC ANIMALS		** COMMENT **	
				INVOICE TOTAL:			715.10 *
	122618-R.MIKOLASEK	11/30/18	01	STREICHERS-BADGE		01-210-56-00-5600	123.99
			02	STREICHERS-BADGES		01-210-56-00-5600	1,255.00
			03	WESTIN-FEES REFUND		01-210-54-00-5415	-21.20
			04	GALLS-BOOTS		01-210-56-00-5600	129.45
			05	GALLS-BOOTS		01-210-56-00-5600	78.72
				INVOICE TOTAL:			1,565.96 *
	122618-R.WRIGHT	11/30/18	01	WATER & WASTE WATER		51-510-54-00-5426	185.00
			02	JOBS-WATER FOREMAN AD		** COMMENT **	
			03	SHAW MEDIA-MW1 SEWER DEPT AD		52-520-54-00-5462	749.00
			04	SHAW MEDIA-TREASURERS REPORT		01-110-54-00-5462	1,150.20
			05	GALLUP-LEADERSHIP CLASS TEST		01-110-54-00-5412	49.99
			06	PHYSICIANS ASST-DRUG SCREEN		79-790-54-00-5462	38.00
				INVOICE TOTAL:			2,172.19 *
	122618-S.AUGUSTINE	11/30/18	01	AMAZON-HDMI ADAPTER		82-820-56-00-5635	18.05
			02	BEST BUY-DVD PLAYER		84-840-56-00-5635	69.99
				INVOICE TOTAL:			88.04 *
	122618-S.IWANSKI	11/30/18	01	YORKVILLE POST-POSTAGE FOR		82-820-54-00-5452	12.52
			02	BOOKS		** COMMENT **	
				INVOICE TOTAL:			12.52 *

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UNITED CITY OF YORKVILLE
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900067	FNBO	FIRST NATIONAL BANK OMAHA			12/26/18		
	122618-n.decker	11/30/18	09	IGNITION		** COMMENT **	
			10	AMAZON-LYSOL WIPES		01-210-56-00-5610	12.47
			11	ACCURINT-OCT 2018 SEARCHES		01-210-54-00-5462	220.25
			12	YORKVILLE SELF STORAGE-NOV		01-210-54-00-5495	80.00
			13	2018 STORAGE RENTAL		** COMMENT **	
			14	GALLUP-LEADERSHIP CLASS TEST		01-210-54-00-5412	49.99
			15	AT&T-10/25-11/24 SERVICE		01-210-54-00-5440	185.59
			16	AMAZON-IPHONE COVER		01-210-56-00-5620	12.99
			17	AMAZON-PRINTER INK		01-210-56-00-5620	26.95
			18	COMCAST-11/08-12/07 CABLE		01-210-54-00-5440	4.21
			19	BRISTOL POST-2 PKGS SHIPPED		01-210-54-00-5452	49.40
						INVOICE TOTAL:	1,933.90 *
						CHECK TOTAL:	134,695.93
						TOTAL AMOUNT PAID:	134,695.93



Total for All Highlighted Library Invoices : \$1,358.25

DATE: 01/07/19
TIME: 10:38:11
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/14/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104621	BAKTAY	BAKER & TAYLOR					
	2034162706		11/30/18	01	BOOKS	82-000-24-00-2480	25.88
				02	BOOKS	84-840-56-00-5686	349.16
					INVOICE TOTAL:		375.04 *
	2034178979		12/04/18	01	BOOKS	84-840-56-00-5686	325.68
					INVOICE TOTAL:		325.68 *
	2034194020		12/11/18	01	BOOKS	84-840-56-00-5686	1,633.39
					INVOICE TOTAL:		1,633.39 *
	2034196493		12/12/18	01	BOOKS	84-840-56-00-5686	1,543.42
					INVOICE TOTAL:		1,543.42 *
	2034199637		12/13/18	01	BOOKS	82-000-24-00-2480	60.78
				02	BOOKS	84-840-56-00-5686	170.46
					INVOICE TOTAL:		231.24 *
	2034213028		12/18/18	01	BOOKS	82-000-24-00-2480	105.42
				02	BOOKS	84-840-56-00-5686	1,188.55
					INVOICE TOTAL:		1,293.97 *
	2034223847		12/23/18	01	BOOKS	84-840-56-00-5686	349.08
					INVOICE TOTAL:		349.08 *
					CHECK TOTAL:		5,751.82
104622	DAIKIN	DAIKIN APPLIED					
	3204183		11/30/18	01	DRAINED UNIT AND REPLACED	82-820-54-00-5495	1,950.00
				02	EVAP HEATER	** COMMENT **	
					INVOICE TOTAL:		1,950.00 *
	3204980		12/03/18	01	12/1/18-02/28/19 SERVICE	82-820-54-00-5495	745.00
				02	BILLING	** COMMENT **	
					INVOICE TOTAL:		745.00 *
					CHECK TOTAL:		2,695.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 01/14/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104623	DEMCO	DEMCO, INC.					
	6517317		12/19/18	01	PAPER, CD ALBUMS, TAPE	82-820-56-00-5620	185.38
					INVOICE TOTAL:		185.38 *
					CHECK TOTAL:		185.38
104624	LIBRARYF	LIBRARIES FIRST					
	7172		12/05/18	01	MUSEUM ADVENTURE PASS PROGRAM	82-820-54-00-5460	75.00
				02	2019 ANNUAL ACCESS	** COMMENT **	
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
104625	LLWCONSU	LLOYD WARBER					
	10442		12/26/18	01	DEC 2018 ONSITE IT SUPPORT	82-820-54-00-5462	660.00
					INVOICE TOTAL:		660.00 *
					CHECK TOTAL:		660.00
104626	MIDWTAPE	MIDWEST TAPE					
	96681976		12/04/18	01	DVDS	84-840-56-00-5685	33.73
					INVOICE TOTAL:		33.73 *
	96682757		12/04/18	01	AUDIO BOOKS	84-840-56-00-5683	360.93
				02	DVDS	84-840-56-00-5685	98.20
					INVOICE TOTAL:		459.13 *
	96708351		12/11/18	01	DVD	84-840-56-00-5685	22.49
					INVOICE TOTAL:		22.49 *
	96708929		12/11/18	01	AUDIO BOOKS	84-840-56-00-5683	137.97
				02	DVDS	84-840-56-00-5685	34.48
					INVOICE TOTAL:		172.45 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/14/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104626	MIDWTAPE	MIDWEST TAPE						
	96742464		12/18/18	01	AUDIO BOOK	84-840-56-00-5683	67.99	
				02	DVDS	84-840-56-00-5685	96.70	
					INVOICE TOTAL:		164.69	*
	96768760		12/26/18	01	DVD	84-840-56-00-5685	12.74	
					INVOICE TOTAL:		12.74	*
					CHECK TOTAL:			865.23
104627	PROQUEST	PROQUEST INFORMATION						
	70550532		01/01/19	01	2019 ANCESTRY LIBRARY RENEWAL	82-820-54-00-5460	1,300.00	
					INVOICE TOTAL:		1,300.00	*
					CHECK TOTAL:			1,300.00
104628	YOUNGM	MARLYS J. YOUNG						
	120318		12/12/18	01	12/03/18 MEETING MINUTES	82-820-54-00-5462	60.00	
					INVOICE TOTAL:		60.00	*
	121018		12/20/18	01	12/10/18 MEETING MINUTES	82-820-54-00-5462	65.00	
					INVOICE TOTAL:		65.00	*
					CHECK TOTAL:			125.00
					TOTAL AMOUNT PAID:			11,657.43

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 14, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,976.27	\$ -	18,976.27	\$ 2,009.91	\$ 968.13	\$ 21,954.31
FINANCE	11,609.53	-	11,609.53	1,240.63	542.10	\$ 13,392.26
POLICE	102,204.48	4,132.76	106,337.24	649.24	7,446.92	\$ 114,433.40
COMMUNITY DEV.	18,427.84	-	18,427.84	1,959.97	1,369.89	\$ 21,757.70
STREETS	14,317.51	2,762.51	17,080.02	1,801.91	1,244.30	\$ 20,126.23
WATER	12,622.39	588.47	13,210.86	1,409.61	968.64	\$ 15,589.11
SEWER	13,416.67	-	13,416.67	1,415.47	1,009.87	\$ 15,842.01
PARKS	18,934.91	-	18,934.91	2,008.20	1,390.68	\$ 22,333.79
RECREATION	16,555.74	-	16,555.74	1,412.80	1,233.31	\$ 19,201.85
LIBRARY	16,162.95	-	16,162.95	1,075.45	1,216.75	\$ 18,455.15
TOTALS	\$ 243,228.29	\$ 7,483.74	\$ 250,712.03	\$ 14,983.19	\$ 17,390.59	\$ 283,085.81
TOTAL PAYROLL						\$ 283,085.81



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

December 28, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,043.34	\$ -	\$ 1,043.34	\$ -	\$ 79.82	\$ 1,123.16
CLERK	718.34	-	718.34	23.03	38.25	779.62
TREASURER	83.34	-	83.34	8.79	1.20	93.33
ALDERMAN	4,845.00	-	4,845.00		359.63	5,204.63
ADMINISTRATION	18,996.21	-	18,996.21	2,004.10	980.62	21,980.93
FINANCE	10,232.29	-	10,232.29	1,079.51	434.58	11,746.38
POLICE	100,009.44	2,752.06	102,761.50	649.24	7,141.62	110,552.36
COMMUNITY DEV.	18,427.84	-	18,427.84	1,944.14	1,138.39	21,510.37
STREETS	14,717.52	-	14,717.52	1,510.49	1,049.37	17,277.38
WATER	12,622.39	597.31	13,219.70	1,394.68	927.79	15,542.17
SEWER	3,759.20	-	3,759.20	396.60	243.87	4,399.67
PARKS	18,827.77	-	18,827.77	1,986.33	1,370.12	22,184.22
RECREATION	17,695.74	-	17,695.74	1,495.95	1,314.81	20,506.50
LIBRARY	17,452.70	-	17,452.70	1,128.09	1,303.96	19,884.75

TOTALS	\$ 239,431.12	\$ 3,349.37	\$ 242,780.49	\$ 13,620.95	\$ 16,384.03	\$ 272,785.47
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TOTAL PAYROLL \$ 272,785.47



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, January 14, 2019

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 6</i>)	12/26/2018	\$1,358.25
Library Check Register (<i>Pages 7 - 9</i>)	01/14/2019	11,657.43
Lincoln Financial - Dec 2018 Life Ins	12/11/2018	\$30.83
IPRF Jan 2019 Workers Comp	12/11/2018	910.45
Blue Cross /Blue Shield-Jan 2019 Health Ins	12/20/2018	5,531.64
Blue Cross /Blue Shield-Jan 2019 Dental Ins	12/20/2018	582.29
Flex - Nov 2018 HRA Admin Fees	12/20/2018	20.00
Dearborne National - Jan 2019 Vision Ins	12/20/2018	84.33
Mesirow - 2019 Service Fee	12/20/2018	404.36
Nicor -10/28/18 - 11/31/18 services	12/20/2018	1,553.08
TOTAL BILLS PAID:		\$22,132.66

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	12/14/2018	\$18,455.15
Bi-weekly (<i>Page 11</i>)	12/28/2018	19,884.75
TOTAL PAYROLL:		\$38,339.90

TOTAL DISBURSEMENTS:	\$60,472.56
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2019 BUDGET REPORT
For the Month Ending December 31, 2018**

ACCOUNT NUMBER DESCRIPTION		% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date	FISCAL YEAR 2019	% of Budget
			May-18	June-18	July-18	August-18	September-18	October-18	November-18	December-18	Totals	BUDGET	
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	5,659	-	669,065	672,505	99.49%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		64,021	342,727	13,109	163,268	185,838	12,394	6,665	-	788,022	792,101	99.49%
<i>Intergovernmental</i>													
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,059	-	825	83	-	747	-	183	2,897	5,250	55.19%
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	1,162	261	5,578	8,500	65.63%
<i>Charges for Service</i>													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,114	203	827	1,500	434	855	733	1,096	6,761	7,500	90.15%
82-000-44-00-4422	COPY FEES		296	350	425	522	227	411	359	358	2,948	3,000	98.27%
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	1,244	1,580	6,153	1,750	351.61%
<i>Miscellaneous</i>													
82-000-48-00-4820	RENTAL INCOME		100	150	100	150	150	125	150	50	975	2,000	48.75%
82-000-48-00-4824	DVD RENTAL INCOME		271	261	331	239	6	-	25	-	1,133	2,750	41.19%
82-000-48-00-4850	MISCELLANEOUS INCOME		2	14	80	27	3	2	20	217	365	2,000	18.25%
<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	898	1,315	16,712	25,179	66.37%
TOTAL REVENUES: LIBRARY			131,577	637,286	51,689	307,183	347,452	28,662	16,914	5,059	1,525,822	1,536,635	99.30%

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	29,927	20,737	176,832	226,998	77.90%
82-820-50-00-5015	PART-TIME SALARIES		15,086	21,019	11,935	12,970	12,540	13,124	18,425	12,879	117,978	195,700	60.29%
<i>Benefits</i>													
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,745	3,171	2,119	2,381	2,106	2,135	3,173	2,204	19,034	24,252	78.48%
82-820-52-00-5214	FICA CONTRIBUTION		2,357	3,806	2,387	2,478	2,424	2,490	3,648	2,521	22,112	31,720	69.71%
82-820-52-00-5216	GROUP HEALTH INSURANCE		10,696	4,960	4,785	5,769	5,703	5,013	5,584	5,232	47,743	79,318	60.19%
82-820-52-00-5222	GROUP LIFE INSURANCE		(8)	51	25	25	42	31	31	31	228	328	69.56%
82-820-52-00-5223	DENTAL INSURANCE		876	438	727	582	582	582	582	582	4,952	4,652	106.45%
82-820-52-00-5224	VISION INSURANCE		117	77	104	84	84	84	84	84	720	701	102.66%
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	898	1,315	16,280	24,429	66.64%
<i>Contractual Services</i>													
82-820-54-00-5412	TRAINING & CONFERENCES		840	-	-	-	-	-	100	-	940	2,500	37.58%
82-820-54-00-5415	TRAVEL & LODGING		-	107	1,088	43	-	-	76	43	1,357	600	226.14%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	66	-	66	132	2,000	6.60%
82-820-54-00-5440	TELECOMMUNICATIONS		-	379	379	-	758	379	1,336	-	3,232	5,000	64.63%
82-820-54-00-5452	POSTAGE & SHIPPING		-	18	48	6	25	24	90	13	224	500	44.81%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		448	13	13	13	1,750	4,882	140	-	7,259	11,000	65.99%
82-820-54-00-5462	PROFESSIONAL SERVICES		97	416	185	4,919	2,997	551	1,481	3,877	14,523	40,000	36.31%



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

% of Fiscal Year		8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date	FISCAL YEAR 2019	
ACCOUNT NUMBER	DESCRIPTION	May-18	June-18	July-18	August-18	September-18	October-18	November-18	December-18	Totals	BUDGET	% of Budget
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	727	1,553	4,200	9,540	44.02%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	930	268	625	5,026	723	2,185	6,616	948	17,319	50,000	34.64%
82-820-54-00-5498	PAYING AGENT FEES	1,100	-	589	-	-	-	-	-	1,689	1,700	99.32%
Supplies												
82-820-56-00-5610	OFFICE SUPPLIES	-	958	462	627	972	67	283	410	3,779	8,000	47.24%
82-820-56-00-5620	OPERATING SUPPLIES	-	82	79	1,117	300	29	207	167	1,981	2,000	99.04%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,296	403	-	579	-	907	38	3,223	8,000	40.29%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	418	418		
82-820-56-00-5671	LIBRARY PROGRAMMING	-	35	143	46	179	-	-	229	632	1,000	63.23%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	-	148	106	254	200	127.06%
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%
2006 Bond												
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	50,000	50,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT	-	12,494	-	-	-	-	-	12,494	24,988	24,988	100.00%
2013 Refunding Bond												
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	565,000	565,000	565,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT	-	76,056	-	-	-	-	-	76,056	152,113	152,113	100.00%
TOTAL FUND REVENUES		131,577	637,286	51,689	307,183	347,452	28,662	16,914	5,059	1,525,822	1,536,635	99.30%
TOTAL FUND EXPENDITURES		58,360	159,264	49,808	63,650	54,256	57,757	74,462	757,001	1,274,558	1,547,989	82.34%
FUND SURPLUS (DEFICIT)		73,217	478,022	1,881	243,533	293,197	(29,095)	(57,548)	(751,942)	251,264	(11,354)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,200	14,650	9,175	18,500	5,800	4,650	12,475	4,500	78,950	43,200	182.75%
84-000-45-00-4500	INVESTMENT EARNINGS	2	3	3	4	3	4	4	4	28	10	276.80%
TOTAL REVENUES: LIBRARY CAPITAL		9,202	14,653	9,178	18,504	5,803	4,654	12,479	4,504	78,978	43,210	182.78%

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	-	1,791	70	2,832	15,000	18.88%
84-840-56-00-5683	AUDIO BOOKS	-	24	155	115	405	250	432	320	1,701	1,600	106.29%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	97	177	16	-	290	500	57.96%
84-840-56-00-5685	DVD'S	-	-	310	404	142	175	527	426	1,982	1,500	132.13%
84-840-56-00-5686	BOOKS	-	674	1,578	2,617	4,465	4,075	6,539	7,258	27,205	30,000	90.68%

TOTAL FUND REVENUES		9,202	14,653	9,178	18,504	5,803	4,654	12,479	4,504	78,978	43,210	182.78%
TOTAL FUND EXPENDITURES		85	698	2,837	3,263	5,284	4,677	9,305	8,073	34,222	52,100	65.68%
FUND SURPLUS (DEFICIT)		9,117	13,955	6,341	15,241	519	(23)	3,175	(3,570)	44,756	(8,890)	



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of December 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	\$ 675,300	\$ 633,934				
Building Development Fees	Old Second	58,324	66,829	78,681	84,097	97,317	98,944	94,293	98,699				
Library Operations	IMET *	8,007	8,007	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	209,051	209,465				
Total:		\$ 620,014	\$ 815,379	\$ 815,642	\$ 904,964	\$ 1,072,009	\$ 1,045,611	\$ 986,653	\$ 950,105	\$ -	\$ -	\$ -	\$ -

* *Restricted*

PAYROLL

1 ST PAY PERIOD		\$ 17,762	\$ 20,607	\$ 17,828	\$ 19,157	\$ 18,919	\$ 18,935	\$ 18,505	\$ 18,605				
2 ND PAY PERIOD		17,967	17,988	18,701	18,663	18,113	19,051	18,920	19,885				
3 RD PAY PERIOD		-	18,953	-	-	-	-	17,749					
Total		\$ 35,730	\$ 57,548	\$ 36,530	\$ 37,820	\$ 37,032	\$ 37,986	\$ 55,173	\$ 38,490	\$ -	\$ -	\$ -	\$ -

LIBRARY DIRECTOR REPORT— December 2018

Facilities Management	No problems with the building this month. Continuing to work on the Disaster Plan and the Vendor List. New copiers will be installed on Tuesday, January 15, 2019.
Public Relations	Shelley Augustine represented the library at the WSPY radio broadcast on December 7 th . Worked with Casey's to obtain the donated cookies for the Polar Express and Santa Visit and promoted the donation in the Kendall Record.
Marketing/Branding	Started discussions with PMS Advertising to design a marketing promotional piece.
Grants	Hosted the Google Grant "Cuckoo for Coding" Event during the week of December 3-9, 2018 that was a huge success. Worked on the requirements for the 2019 Per Capita Grant.
Library Operations	Worked my Sunday rotation on the Reference Desk 12/9/18). Reviewing performance evaluation forms for the upcoming employee reviews. Developed my Library Director Self-Evaluation Form and submitted it to the Library Board.
Adult Programs	Friends Meeting 15 Threads and More 15 Lunch Bunch 8 TOTAL ADULT ATTENDANCE 38
Adult Passive Programs	Various board puzzles, art wall and chess board. TOTAL PASSIVE PROGRAM 37
Young Adult Programs	Teen Meeting -TAG (6 meetings) 54 TOTAL YA ATTENDANCE 54
Children Programs	Drop-In Storytime 6 Tots and Toddlers (2) 41

Afternoon/Morning Read **6**
 Coding Program **75**
 Beginning Readers **5**
 Panera Storytime (2) **53**
 Book Club (2 programs) (Grades 3-5) **4**

Crafts with Andrea **15**
 Chess Club (2 programs) **12**
 Lap sit **4**
 Read with Paws **5**
 Club Duplo **14**
 Spanish Storytime **8**
 Dance Party **24**
 Literacy Center (2 programs) **19**
 New Year's Eve Party **30**
 Santa Visit **70**
 Polar Express (2) **59**

TOTAL CHILDREN'S ATTENDANCE 450

Children Passive Programs

Passive programs included: Games (6), Dictionary Find (3),
 Coding Board Game (21), and Lego Maze with bell (34), STEM
 Cup Stack (33), Binary Code (12), Snowman Art (11), Elf on Shelf
 Naming (27), and Elf on Shell Activities (14).

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 161

Computer Use

Adult **272**
 Young Adult **51**
 Children **58**

TOTAL COMPUTER USE 381

Database & E-book Use

Ancestry **32**
 Gale **3** (19 searches)
 Omni E-Book **662**
 Omni E-Audio **277** (232 Users)
 E-Read IL **30**
 E-Book Audio **70** (34Users)

Circulation

Checkouts **11,123**

New Patrons Added **82**

New Items Added **441**

Teen Volunteers Mikayla Mika, Skylar Krantz, Mark Sanford, Katlyn Tugman, , Naytona Faedtke, Stella Tejada, Brooklyn Souza , Mikayla Mol, Rachel Robinette, Juleah Richardson, Mariana Chirrima, Breana Weiss, Lexi Mika, Lexi Roehr, Mandy Corkie, Raquel Brady, Marie Berengi, Leah English, Elizabeth Chacon, Zach Weiss, Elianna Black, Leah Nieman, Hanna Zeinstra, Yari Aguado, Ilessa DeLange and Aiden and Brooke Karales.

Adult Volunteers Fox Valley Therapy Dogs (Read with Paws) Theron Garcia (Dance Party), Brad Smith (Chess Club) and Adrea Michel (Crafts with Andrea).

Meeting Room 2 Rental, 7 Programs

Proctored Test 2

Patron Count 4,423

YORKVILLE STATISTICS FOR FY19	PrairieCat
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DATABASE USAGE FOR FY19									
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