

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**June 10, 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 Personnel
  - Finance Community Relations
  - Physical Facilities
12. Unfinished Business
  - Digital Sign
  - Mini-Golf Event
  - E-Rate Discussion
  - Strategic Plan Review & Discussion
13. New Business
  - Nomination of Officers
  - List of Community Partnerships
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, May 13, 2019, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

Vice-President Theron Garcia called the meeting to order at 7:00pm, 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, Wamecca Rodriguez (arr. 7:02pm)

Absent: Darren Crawford

**Others Present:**

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Friends of the Library Rep Judy Somerlot, Aurora Sign Company V.P. Aaron Stoeckel

**Recognition of Visitors:**

Library staff and guests were recognized.

**Amendments to the Agenda:** None

**Minutes:** April 8, 2019

The minutes were approved as read on a motion by Mr. Walter and second by Mr. Hedman.

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

**Correspondence:**

It was noted that there is an ad for the library in the Parks and Recreation catalog. Also, a thank you was read from St. Mary's School Faculty regarding a recent Meet n Greet held at the library.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Chacon presented the report and said this is the end of the fiscal year. The library recently purchased a new monitor for \$525. PR items were also purchased and a library brochure is being produced. Ms. Chacon noted that "Outside Repairs and Maintenance" is only at 50% of the year.

### **Payment of Bills**

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

\$26,136.67 Accounts Payable  
\$37,652.96 Payroll  
\$63,789.63 TOTAL

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

### **Amendments to the Agenda:** (out of sequence)

Ms. Garcia said New Business would be discussed prior to Unfinished Business.

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

Ms. Topper reported the following:

- Submitted library report for city's annual report.
- Three inspections of facility equipment were completed.
- Met with three sign companies and have obtained proposals.
- Have booked a spring/fall cleanup and gutter cleaning.
- Trico repaired broken seal and ordered parts.
- Chiller malfunctioned and Daikin was called. Staff can now troubleshoot before calling.
- Presented promo items for library marketing. Ordered spinning wheel for ice cream social.  
Also promoting website.

### **City Council Liaison** No report

### **Standing Committees:** No reports

### **New Business:**

#### **Digital Library Sign Preliminary Information & Proposals**

Ms. Topper obtained proposals from three companies for the new library sign. Mr. Aaron Stoeckel from Aurora Sign Co. was present and shared all the particulars of the sign his company would build and install. Board members asked for as much visibility as possible. He said it would take about six weeks from permit approval to finish. It was noted that landscaping is not part of the proposal. Board members reviewed the other two proposals, however, they are not to code.

The Board also discussed sign height, message size, position of message, method of mounting sign, visibility, etc. After extensive discussion, Ms. Rodriguez asked for a rendering to show the message board on the top of the sign and the Board had several other questions to be addressed. Ms. Topper also suggested that the Parks Dept. may want to partner with the library to display events on the library sign and vice versa. This matter will come back next month for further discussion.

### **Unfinished Business:**

#### **Approve Disaster Plan**

The Board had asked Ms. Topper to contact the library attorney to determine if the Disaster Plan needs approval and she referred the Board to his email reply. The Board decided it did not need formal approval and would be considered an administrative assignment.

**Update on the Library Mural**

Director Topper commended Sharyl Iwanski for spearheading the efforts to raise the \$8,500 needed for the library mural. The project will be delayed since the muralist has been hired to paint a mural in Chicago prior to this project.

**Strategic Plan Review & Discussion**

Ms. Topper provided a copy of suggested goals for the Strategic Plan. Vice-President Garcia said most of the 2018 goals have been met by the Director and the Board will establish measurable goals for next year. Ms. Topper said the library numbers are lower for Yorkville as well as other libraries. In response to a Board request, Ms. Topper said more family programs will be scheduled. Partnering with community groups was also suggested to help reduce costs and Waubensee College has already contacted the Director regarding computer classes. Ms. Topper listed the programs the library already provides.

The Board discussed that if additional programs are added, employees must be added at a greater cost to the library. Evaluation of staff utilization and comparison to other libraries were also suggested. Ms. Rodriguez pointed out the many opportunities to increase numbers from home schoolers, Christian high schools and nursing homes by using an outreach person to promote library services. Ms. Iwanski already visits nursing homes. Sharing another idea, Ms. Topper said that in the future, patrons could text the library and their requested book could be taken out to their car.

The Board discussed restrictions on emailing the library newsletter and the cost of mailing a hard copy. A stuffer in the utility bills was suggested to promote the library. A free message can also be placed on the message portion of the water bill. A stuffer will be used for the ice cream social and the mini-golf.

The Board decided to establish a new Director goal of recruiting one new community partner for public programming. The Board was satisfied with other goals that Ms. Topper brought forward and Mr. Hedman will draft a revised list for the next meeting.

Ms. Somerlot was present to inform the Board that she will be stepping down from organizing the annual mini-golf and that the Board will need to seek other leadership for the event. Ms. Augustine emphasized that half of the programming funds emanate from the mini-golf. This matter will be discussed at the next Friends meeting and discussion will need to start at the Board level now.

**Executive Session:** None

**Additional Business:** None

**Adjournment:**

There was no further business and the meeting adjourned at 8:47pm on a motion by Mr. Walter and second by Ms. Chacon.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 05/14/19  
TIME: 12:42:42  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 19

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900072	FNBO	FIRST NATIONAL BANK OMAHA			05/25/19		
	052519-B.PFIZENMAIER	04/30/19	17	REPLACED, COOLANT REPAIR		** COMMENT **	
			18	WAREHOUSE DIRECT-FLASH DRIVES		01-210-56-00-5610	169.20
						INVOICE TOTAL:	4,673.03 *
	052519-D.SMITH-A	04/30/19	01	HOME DEPO-STORAGE BINS,		79-790-56-00-5630	206.52
			02	UTLITY GLOVES, MARKER, TRIGGER		** COMMENT **	
			03	CLAMPS, SAWHORSE, PLIERS SET		** COMMENT **	
						INVOICE TOTAL:	206.52 *
	052519-E.DHUSE-A	04/30/19	01	WAREHOUSE DIRECT-PAPER		52-520-56-00-5620	103.64
			02	HOME DEPO-HORSE TROUGH		23-216-56-00-5626	24.98
			03	NAPA#222355-FILTERS		01-410-56-00-5628	228.61
			04	NAPA#222621-HUB NUTS		79-790-56-00-5640	39.00
			05	NAPA#222823-V-BELTS		79-790-56-00-5640	17.22
			06	KNOX-BLACK HINGED SURFACE		52-520-56-00-5613	680.80
			07	KNOX-BLACK HINGED SURFACE		51-510-56-00-5638	1,021.20
			08	NAPA#223434-BULBS		79-790-56-00-5640	6.50
			09	NAPA#223411-SOCKET		01-410-56-00-5628	9.29
			10	NAPA#223839-STOPLIGHT BULB		01-210-54-00-5495	3.76
			11	NAPA#223823-BRUSH, ROTARY		01-410-56-00-5628	34.37
			12	FILE, AIR TOOL LUBE, THREAD		** COMMENT **	
			13	LUBE		** COMMENT **	
			14	NAPA#224594-SPARK PLUG		79-790-56-00-5640	4.74
						INVOICE TOTAL:	2,174.11 *
	052519-E.TOPPER	04/30/19	01	AMAZON-CARDBOARD COLORING		82-820-56-00-5671	29.87
			02	HOUSE		** COMMENT **	
			03	AMAZON-TONER CARTRIDGES,		82-820-56-00-5610	521.42
			04	PICTURE FRAME, COPY PAPER,		** COMMENT **	
			05	CARDSTOCK, PAPER ROLL, PAPER		** COMMENT **	
			06	PLATES		** COMMENT **	
			07	STAFF APPRECIATION DAY FOOD		82-820-56-00-5676	79.39
			08	AMAZON-SHRINKY DINKS		82-820-56-00-5671	32.49
			09	AMAZON-MEGAPHONE, RECEIPT		82-820-56-00-5610	75.22
			10	PAPER		** COMMENT **	
			11	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			12	AMAZON-BATTERIES, CARDSTOCK,		82-820-56-00-5610	101.76
			13	PENCIL POUCHES		** COMMENT **	
			14	DRY ERASE BOARD		** COMMENT **	
			15	AMAZON-HAND SOAP		82-820-56-00-5621	35.88
			16	4IMPRINT-PROMOTIONAL LIBRARY		82-820-54-00-5426	928.02
			17	MERCHANDISE		** COMMENT **	
			18	DEEP FREEZE ENT MAINTENANCE		84-840-56-00-5635	355.88
						INVOICE TOTAL:	2,172.92 *
	052519-E.WILLRETT-A	04/30/19	01	ELEMENT FOUR-CLOUD CONNECT		01-000-24-00-2440	1,100.00

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900072	FNBO	FIRST NATIONAL BANK OMAHA			05/25/19		
	052519-E.WILLRETT-A	04/30/19	02	AGREEMENT RENEWAL		** COMMENT **	
			03	AMAZON-5 FILE CABINETS		01-110-56-00-5610	2,064.55
						INVOICE TOTAL:	3,164.55 *
	052519-G.GOLINSKI-A	04/30/19	01	BOY SCOUTS-2 PLAQUES		01-110-54-00-5462	49.98
						INVOICE TOTAL:	49.98 *
	052519-J.DYON-A	04/30/19	01	SAMS-KLEENEX, PAPER TOWELS		01-110-56-00-5610	33.96
						INVOICE TOTAL:	33.96 *
	052519-J.ENGBERG-A	04/30/19	01	ADOBE CREATIVE CLOUD		01-110-56-00-5610	112.97
			02	AND SMALL STOCK MONTHLY FEES		** COMMENT **	
			03	APA 04/15/19 WETLANDS TO WINE		01-220-54-00-5412	135.00
			04	CONFERENCE-ENGBERG		** COMMENT **	
			05	APA CONFERENCE 4/12-4/16		01-220-54-00-5415	1,389.52
			06	LODGING AND PARKING-ENGBERG		** COMMENT **	
						INVOICE TOTAL:	1,637.49 *
	052519-J.GALAUNER	04/30/19	01	WALMART-WHISTLES		79-795-56-00-5606	34.72
			02	STATE FOOD SAFETY-FOOD		79-795-56-00-5607	74.00
			03	PROTECTION MANAGER		** COMMENT **	
			04	CERTIFICATION-GALAUNER		** COMMENT **	
			05	AMAZON-SOCCER NETS		79-795-56-00-5606	32.52
			06	CUSTOM INK-STAFF HATS		79-795-56-00-5606	311.16
						INVOICE TOTAL:	452.40 *
	052519-J.WEISS-A	05/10/19	01	TARGET-CANDY, DRINKS,		82-820-56-00-5671	74.22
			02	NOTEBOOKS, CLIP BOXES		** COMMENT **	
						INVOICE TOTAL:	74.22 *
	052519-K.BARKSDALE-A	04/30/19	01	APA NATIONAL CONFERENCE		01-220-54-00-5415	1,488.83
			02	04/12-04/16 LODGING, FOOD AND		** COMMENT **	
			03	TRANSPORTATION-BARKSDALE-NOBLE		** COMMENT **	
			04	WAREHOUSE DIRECT-PENS		01-220-56-00-5610	35.06
			05	BSI ONLINE-WEB PORTAL ACCESS		01-220-54-00-5462	250.00
			06	FOR CROSS CONNECTION CONTROL		** COMMENT **	
			07	SURVEY		** COMMENT **	
						INVOICE TOTAL:	1,773.89 *
	052519-L.PICKERING-A	04/30/19	01	WAREHOUSE DIRECT-POST IT		01-110-56-00-5610	185.92
			02	NOTES, FLAGS, HANGING FILES		** COMMENT **	
			03	TRIBUNE-PUBLIC HEARING ON		01-110-54-00-5426	91.58
			04	PROPOSED FY20 BUDGET		** COMMENT **	
			05	TRIBUNE-PUBLIC HEARING ON		01-220-54-00-5426	137.37
			06	TEXT AMENDMENT FOR SHORT TERM		** COMMENT **	

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	052519-P.SCODRO-A	05/10/19	03	MENARDS-SHOE LACES		51-510-56-00-5600	2.37
						INVOICE TOTAL:	11.00 *
	052519-R.FREDRICKSON	04/30/19	01	COMCAST-3/10-4/9 INTERNET,		82-820-54-00-5440	416.22
			02	PHONE, CABLE		** COMMENT **	
			03	COMCAST-3/12-4/11 CABLE		01-110-54-00-5440	21.01
			04	IGFOA-CONSIDERATIONS FOR AP		01-120-54-00-5412	30.00
			05	CONTROLS WEBINAR-FREDRICKSON &		** COMMENT **	
			06	SIMMONS		** COMMENT **	
			07	NEWTEK-4/11-5/11 WEB UPKEEP		01-640-54-00-5450	16.59
			08	COMCAST-3/13-4/12 INTERNET		51-510-56-00-5620	106.85
			09	COMCAST-3/23-4/22 PHONE &		79-790-54-00-5440	125.78
			10	CABLE		** COMMENT **	
			11	COMCAST-3/23-4/22 INTERNET		01-110-54-00-5440	67.97
			12	COMCAST-3/23-4/22 INTERNET		01-220-54-00-5440	67.97
			13	COMCAST-3/23-4/22 INTERNET		01-120-54-00-5440	45.32
			14	COMCAST-3/23-4/22 INTERNET		01-210-54-00-5440	294.55
			15	COMCAST-3/23-4/22 INTERNET		79-790-54-00-5440	62.31
			16	COMCAST-3/23-4/22 INTERNET		79-795-54-00-5440	62.31
			17	COMCAST-3/23-4/22 INTERNET		51-510-54-00-5440	56.64
			18	COMCAST-3/23-4/22 INTERNET		01-410-54-00-5440	56.64
			19	COMCAST-3/23-4/22 INTERNET		52-520-54-00-5440	34.00
						INVOICE TOTAL:	1,464.16 *
	052519-R.HARMON-A	04/30/19	01	AMAZON-COMMAND CLIPS, PRIME		79-795-56-00-5606	137.47
			02	MONTHLY FEE		** COMMENT **	
			03	MICHAELS-PRESCHOOL CRAFT		79-795-56-00-5606	22.36
			04	SUPPLIES		** COMMENT **	
			05	PARTY CITY-PRESCHOOL		79-795-56-00-5606	101.77
			06	GRADUATION SUPPLIES		** COMMENT **	
			07	WALMART-CARD STOCK		79-795-56-00-5606	19.88
			08	WALMART-AIR DUSTER		79-795-56-00-5610	13.97
			09	TARGET-GAMES		79-795-56-00-5606	38.97
			10	AMAZON-PAPER TOWELS,		79-795-56-00-5606	103.12
			11	STICKERS, CARDSTOCK, LYSOL,		** COMMENT **	
			12	NAPKINS, BABY WIPES		** COMMENT **	
			13	DISCOUNT SCHOOL-STACKING CUPS		79-795-56-00-5606	31.85
			14	AMAZON-CAR HOLDER		79-795-56-00-5606	43.32
			15	BOUNCE TOWN-SPRING FIELD TRIPS		79-795-56-00-5606	396.00
			16	HOBBY LOBBY-GRADUATION		79-795-56-00-5606	14.05
			17	SUPPLIES		** COMMENT **	
			18	OLIVE GARDEN-PRESCHOOL FIELD		79-795-56-00-5606	111.86
			19	TRIP		** COMMENT **	
			20	WALGREENS-PHOTO DEVELOPING		79-795-56-00-5606	21.13
			21	AMAZON-VACUUM		79-795-56-00-5606	189.19

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900072	FNBO	FIRST NATIONAL BANK OMAHA			05/25/19		
	052519-R.HARMON-A	04/30/19	22	WAYFAIR-SHELVING UNIT		79-795-56-00-5606	211.86
			23	SCHOOLS IN-ACTIVITY TABLE		79-795-56-00-5606	351.13
			24	AMAZON-CHAIRS, CHAIR DOLLY		79-795-56-00-5606	1,021.52
			25	AMAZON-BACKYARD WATERPARK		79-795-56-00-5606	84.99
			26	WALGREENS-PHOTO DEVELOPING		79-795-56-00-5606	33.01
			27	BALLOONS ALOFT-GRADUATION		79-795-56-00-5606	18.75
			28	BALLOONS		** COMMENT **	
			29	LAKESHORE-BOOKS, STACKERS,		79-795-56-00-5606	213.18
			30	LIGHT SLIDES		** COMMENT **	
				INVOICE TOTAL:			3,179.38 *
	052519-R.HORNER-A	04/30/19	01	AMAZON-HAT, PANTS, JEANS		79-790-56-00-5600	194.40
				INVOICE TOTAL:			194.40 *
	052519-R.MIKOLASEK-A	04/30/19	01	GALLS-WORK BOOTS-DAVIS		01-210-56-00-5600	130.00
			02	O'HERRON-COMPLETE SERVICE		01-210-56-00-5600	2,966.47
			03	UNIFORMS FOR PFIZENMAIER &		** COMMENT **	
			04	BOROWSKI		** COMMENT **	
				INVOICE TOTAL:			3,096.47 *
	052519-R.WRIGHT-A	04/30/19	01	PHYSICIANS CARE-DRUG		01-210-54-00-5462	43.00
			02	SCREENING		** COMMENT **	
			03	PHYSICIANS CARE-DRUG		52-520-54-00-5462	58.00
			04	SCREENING		** COMMENT **	
			05	PHYSICIANS CARE-DRUG		79-790-54-00-5462	43.00
			06	SCREENING		** COMMENT **	
			07	KENDALL PRINTING-500 BUSINESS		01-110-56-00-5610	42.80
			08	CARDS-WRIGHT		** COMMENT **	
				INVOICE TOTAL:			186.80 *
	052519-S.AUGUSTINE-A	04/30/19	01	KENDALL PRINTING-NOTE CARDS		82-820-56-00-5610	90.00
			02	WITH ENVELOPES		** COMMENT **	
				INVOICE TOTAL:			90.00 *
	052519-S.IWANSKI-A	04/30/19	01	YORK POST-BOOK CLUB POSTAGE		82-820-54-00-5452	59.49
				INVOICE TOTAL:			59.49 *
	052519-S.REDMON-A	04/30/19	01	FOOD SAFETY EXAM ON 03/30/19		79-795-56-00-5607	47.00
			02	FOR EVERDEN		** COMMENT **	
			03	FOOD SAFETY EXAM ON 04/13/19		79-795-56-00-5607	47.00
			04	FOR JONES		** COMMENT **	
			05	FOOD SAFETY EXAM ON 04/13/19		79-795-56-00-5607	47.00
			06	FOR CARRAN		** COMMENT **	
			07	FOOD SAFETY EXAM ON 04/27/19		79-795-56-00-5607	47.00
			08	FOR SCHOPF		** COMMENT **	

Total for all Highlighted Library Invoices: \$2,812.85



DATE: 05/14/19  
TIME: 13:03:31  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY20

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900073	FNBO	FIRST NATIONAL BANK OMAHA			05/25/19		
	052519+R.FREDRICKSON	04/30/19	01	IGFOA-05/07/19 SHORT TERM		01-120-54-00-5412	30.00
			02	CASH, LONG TERM OUTLOOK		** COMMENT **	
			03	WEBINAR		** COMMENT **	
			04	IGFOA-05/09/19 INTERNAL		01-120-54-00-5412	250.00
			05	CONTROLS SEMINAR-FREDRICKSON &		** COMMENT **	
			06	SIMMONS		** COMMENT **	
			07	ICPA GOVERNMENT CONFERENCE ON		01-120-54-00-5412	207.00
			08	REGISTRATION FOR 05/01/19-		** COMMENT **	
			09	FREDRICKSON		** COMMENT **	
			10	IGFOA CYBERSECURITY LUNCH		01-120-54-00-5412	20.00
			11	AND LEARN ON		** COMMENT **	
			12	05/15/19-FREDRICKSON		** COMMENT **	
				INVOICE TOTAL:			507.00 *
	052519-A.SIMMONS-B	04/30/19	01	ALARM DETECTION-MAY-JUNE 2019		23-216-54-00-5446	346.38
			02	MONITORING FOR 800 GAME FARM		** COMMENT **	
			03	ROAD		** COMMENT **	
				INVOICE TOTAL:			346.38 *
	052519-B.OLSON-B	04/30/19	01	ICSC - RECON MAY 2019		01-640-54-00-5486	1,320.00
			02	CONFERENCE		** COMMENT **	
			03	REGISTRATION-DUBAJIC & OLSON		** COMMENT **	
			04	ICSC - PUBLIC INSTITUTION DUE		01-110-54-00-5462	100.00
			05	RENEWAL-OLSON		** COMMENT **	
			06	ICSC RECON CONFERENCE AIRFARE		01-110-54-00-5415	588.96
			07	FOR OLSON		** COMMENT **	
				INVOICE TOTAL:			2,008.96 *
	052519-E.DHUSE-B	04/30/19	01	APWA ANNUAL DUES RENEWAL		51-510-54-00-5460	226.67
			02	APWA ANNUAL DUES RENEWAL		52-520-54-00-5412	226.67
			03	APWA ANNUAL DUES RENEWAL		01-410-54-00-5412	226.66
				INVOICE TOTAL:			680.00 *
	052519-E.TOPPER-B	04/30/19	01	AMAZON-SCREEN LIGHTING KIT,		82-000-24-00-2480	413.89
			02	CONSTRUCTION FORT, OVERSIZED		** COMMENT **	
			03	GAME SET, FIRE HD TABLET		** COMMENT **	
			04	JEWEL-COOKIE TRAY FOR PATRON		82-000-24-00-2480	42.96
			05	DAY		** COMMENT **	
				INVOICE TOTAL:			456.85 *
	052519-E.WILLRETT-B	04/30/19	01	IML-06/06/19 NEWLY ELECTED		01-110-54-00-5412	75.00
			02	OFFICIALS WORKSHOP-TRANSIER		** COMMENT **	
			03	ICMA MEMBERSHIP RENEWAL-		01-110-54-00-5460	920.00
			04	WILLRETT		** COMMENT **	
			05	FNBO PROCESSING FEE CREDIT		01-000-24-00-2440	-39.00
				INVOICE TOTAL:			956.00 *

Total for all Highlighted Library Invoices: \$456.85

DATE: 06/04/19  
TIME: 07:22:39  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 19

CHECK DATE: 06/10/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104713	CDWG	CDW GOVERNMENT INC.						
	SBX4466		04/29/19	01	HARDWARE SUPPORT EXTENDED	84-840-56-00-5635	119.22	
				02	SERVICE AGREEMENT	** COMMENT **		
					INVOICE TOTAL:		119.22	*
	SCD3677		04/29/19	01	5 NEW COMPUTERS	84-840-56-00-5635	4,113.30	
					INVOICE TOTAL:		4,113.30	*
	SCJ3800		04/30/19	01	HARDWARE SUPPORT AND	84-840-56-00-5635	1,624.59	
				02	MAINTENANCE FOR NEW COMPUTERS	** COMMENT **		
					INVOICE TOTAL:		1,624.59	*
					CHECK TOTAL:			5,857.11
104714	IMPACT	IMPACT NETWORKING, LLC						
	1408401		04/16/19	01	1/15-4/14 COPY OVERAGE CHARGES	82-820-54-00-5462	82.12	
					INVOICE TOTAL:		82.12	*
					CHECK TOTAL:			82.12
104715	SMITHERE	SMITHEREEN PEST MANAGEMENT						
	1948416		04/29/19	01	APR 2019 PEST CONTROL SERVICE	82-820-54-00-5462	78.00	
					INVOICE TOTAL:		78.00	*
					CHECK TOTAL:			78.00
104716	TRICO	TRICO MECHANICAL , INC						
	4867-B		05/13/19	01	04/11/19 BOILER PUMP REPAIR	82-820-54-00-5495	375.00	
					INVOICE TOTAL:		375.00	*
					CHECK TOTAL:			375.00
					TOTAL AMOUNT PAID:			6,392.23

DATE: 06/04/19  
TIME: 07:28:38  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 20

CHECK DATE: 06/10/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104717	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0902339-IN		05/02/19	01	LAMPS	82-820-56-00-5621	144.00
					INVOICE TOTAL:		144.00 *
	0905146-IN		05/09/19	01	BULBS, BALLAST	82-820-56-00-5620	309.20
					INVOICE TOTAL:		309.20 *
					CHECK TOTAL:		453.20
104718	BAKTAY	BAKER & TAYLOR					
	2034515366		05/03/19	01	BOOKS	84-840-56-00-5686	657.32
					INVOICE TOTAL:		657.32 *
	2034542606		05/15/19	01	BOOKS	84-840-56-00-5686	254.24
					INVOICE TOTAL:		254.24 *
	2034546750		05/17/19	01	BOOKS	82-000-24-00-2480	20.69
				02	BOOKS	84-840-56-00-5686	1,046.10
					INVOICE TOTAL:		1,066.79 *
					CHECK TOTAL:		1,978.35
104719	BNYMGLOB	THE BANK OF NEW YORK MELLON					
	252-2196449		05/13/19	01	BOND SERIES 2013 ANNUAL ADMIN	82-820-54-00-5498	1,100.00
				02	FEE	** COMMENT **	
					INVOICE TOTAL:		1,100.00 *
					CHECK TOTAL:		1,100.00
104720	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	40727		05/22/19	01	GARBAGE BAGS, TOILET TISSUE,	82-820-56-00-5621	1,252.68
				02	PAPER TOWELS, MOPS, WINDEX,	** COMMENT **	

CHECK DATE: 06/10/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104720	CAMBRIA	CAMBRIA SALES COMPANY INC.						
	40727		05/22/19	03	CLEANING SPRAY, SOAP	** COMMENT **		
					INVOICE TOTAL:		1,252.68 *	
					CHECK TOTAL:			1,252.68
104721	DANLAIB	DAN LAIB STUDIOS						
	552		04/18/19	01	JULY 201, 2019 MAGIC AND ART	82-000-24-00-2480	300.00	
				02	SHOW	** COMMENT **		
					INVOICE TOTAL:		300.00 *	
					CHECK TOTAL:			300.00
104722	ERATEFUN	E-RATE FUND SERVICES, LLC						
	299		06/01/19	01	07/01/20-06/30/21 CATEGORY 1	82-820-54-00-5462	350.00	
				02	CONSULTING SERVICES	** COMMENT **		
					INVOICE TOTAL:		350.00 *	
					CHECK TOTAL:			350.00
104723	ERICSCUT	ERIC K HILL						
	0502		05/03/19	01	SPRING GROUNDS CLEANUP	82-820-54-00-5495	1,700.00	
					INVOICE TOTAL:		1,700.00 *	
					CHECK TOTAL:			1,700.00
104724	LLWCONSU	LLOYD WARBER						
	10453		06/01/19	01	MAY 2019 ON SITE IT SUPPORT	82-820-54-00-5462	720.00	
					INVOICE TOTAL:		720.00 *	
					CHECK TOTAL:			720.00

CHECK DATE: 06/10/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104725	MIDWTAPE	MIDWEST TAPE					
	97355358		05/06/19	01	DVD	84-840-56-00-5685	22.49
				02	AUDIO BOOKS	84-840-56-00-5683	143.97
					INVOICE TOTAL:		166.46 *
	97371265		05/10/19	01	AUDIO BOOKS	84-840-56-00-5683	88.98
				02	DVDS	84-840-56-00-5685	66.72
					INVOICE TOTAL:		155.70 *
	97420283		05/21/19	01	DVD	84-840-56-00-5685	22.49
					INVOICE TOTAL:		22.49 *
	97423781		05/20/19	01	RETURNED AUDIO BOOK CREDIT	84-840-56-00-5683	-75.99
					INVOICE TOTAL:		-75.99 *
	97452368		05/29/19	01	DVD	84-840-56-00-5685	14.99
					INVOICE TOTAL:		14.99 *
					CHECK TOTAL:		283.65
104726	SOUND	SOUND INCORPORATED					
	R161625		05/13/19	01	JUNE - AUG SILVER SERVICE	82-820-54-00-5462	291.00
				02	AGREEMENT FOR PHONE AND	** COMMENT **	
				03	VOICEMAIL SYSTEM	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00
104727	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3004582070		05/01/19	01	05/01-07/31 ELEVATOR	82-820-54-00-5462	542.22
				02	MAINTENANCE AGREEMENT	** COMMENT **	
					INVOICE TOTAL:		542.22 *
					CHECK TOTAL:		542.22

DATE: 06/04/19  
TIME: 07:28:38  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 06/10/19

**FY 20**

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104728	TRICO	TRICO MECHANICAL , INC						
	4867-A		05/13/19	01	REMOVED AND REPLACED PUMP	82-820-54-00-5495	2,223.48	
				02	SEALS	** COMMENT **		
						INVOICE TOTAL:	2,223.48 *	
						CHECK TOTAL:		2,223.48
104729	YOUNGM	MARLYS J. YOUNG						
	051319		05/26/19	01	05/13/19 MEETING MINUTES	82-820-54-00-5462	79.50	
						INVOICE TOTAL:	79.50 *	
						CHECK TOTAL:		79.50
						TOTAL AMOUNT PAID:		11,274.08



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 3, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 22,424.92	\$ -	22,424.92	\$ 2,038.51	\$ 1,658.79	\$ 26,122.22
FINANCE	10,232.27	-	10,232.27	940.63	767.98	\$ 11,940.88
POLICE	110,323.79	5,464.95	115,788.74	557.55	8,475.01	\$ 124,821.30
COMMUNITY DEV.	18,427.85	-	18,427.85	1,696.74	1,378.16	\$ 21,502.75
STREETS	12,086.02	-	12,086.02	1,095.00	871.11	\$ 14,052.13
WATER	12,687.06	470.54	13,157.60	1,205.68	955.33	\$ 15,318.61
SEWER	5,387.27	-	5,387.27	501.67	388.64	\$ 6,277.58
PARKS	23,405.65	72.79	23,478.44	2,057.18	1,733.70	\$ 27,269.32
RECREATION	17,661.97	-	17,661.97	1,296.82	1,317.92	\$ 20,276.71
<b>LIBRARY</b>	<b>16,318.67</b>	<b>-</b>	<b>16,318.67</b>	<b>932.89</b>	<b>1,224.81</b>	<b>\$ 18,476.37</b>
<b>TOTALS</b>	<b>\$ 248,955.47</b>	<b>\$ 6,008.28</b>	<b>\$ 254,963.75</b>	<b>\$ 12,322.67</b>	<b>\$ 18,771.45</b>	<b>\$ 286,057.87</b>
<b>TOTAL PAYROLL</b>						<b>\$ 286,057.87</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### May 17, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	500.00	-	500.00	7.55	44.61	552.16
TREASURER	83.34	-	83.34	7.55	6.36	97.25
ALDERMAN	4,000.00	-	4,000.00	-	306.00	4,306.00
ADMINISTRATION	19,441.22	-	19,441.22	1,753.83	1,418.40	22,613.45
FINANCE	10,475.13	-	10,475.13	949.04	775.11	12,199.28
POLICE	113,874.42	2,478.06	116,352.48	570.87	8,495.16	125,418.51
COMMUNITY DEV.	19,926.25	-	19,926.25	1,805.31	1,469.84	23,201.40
STREETS	12,675.15	-	12,675.15	1,148.36	916.15	14,739.66
WATER	14,833.06	-	14,833.06	1,285.89	1,073.07	17,192.02
SEWER	6,061.67	-	6,061.67	498.45	427.73	6,987.85
PARKS	22,539.75	-	22,539.75	1,902.21	1,646.58	26,088.54
RECREATION	18,667.62	-	18,667.62	1,263.18	1,389.10	21,319.90
LIBRARY	17,143.67	-	17,143.67	941.32	1,276.48	19,361.47
TOTALS	\$ 261,029.62	\$ 2,478.06	\$ 263,507.68	\$ 12,133.56	\$ 19,306.43	\$ 294,947.67

**TOTAL PAYROLL**

**\$ 294,947.67**





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 31, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,431.67	\$ -	19,431.67	\$ 1,760.51	\$ 1,469.50	\$ 22,661.68
FINANCE	10,565.66	-	10,565.66	957.25	803.61	\$ 12,326.52
POLICE	112,867.26	2,879.24	115,746.50	581.92	8,792.90	\$ 125,121.32
COMMUNITY DEV.	19,050.84	-	19,050.84	1,726.00	1,440.09	\$ 22,216.93
STREETS	14,885.13	-	14,885.13	1,326.84	1,130.15	\$ 17,342.12
WATER	13,819.01	160.35	13,979.36	1,194.06	1,057.65	\$ 16,231.07
SEWER	6,330.25	46.93	6,377.18	505.29	487.85	\$ 7,370.32
PARKS	25,455.16	-	25,455.16	2,097.12	1,947.32	\$ 29,499.60
RECREATION	16,598.71	-	16,598.71	1,272.56	1,269.82	\$ 19,141.09
LIBRARY	17,074.94	-	17,074.94	946.89	1,302.40	\$ 19,324.23
<b>TOTALS</b>	<b>\$ 256,078.63</b>	<b>\$ 3,086.52</b>	<b>\$ 259,165.15</b>	<b>\$ 12,368.44</b>	<b>\$ 19,701.29</b>	<b>\$ 291,234.88</b>
<b>TOTAL PAYROLL</b>						<b>\$ 291,234.88</b>



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, June 10, 2019

#### ACCOUNTS PAYABLE

Library CC Check Register - FY19 (Pages 1 - 4)	05/25/2019	\$2,812.85
Library CC Check Register - FY20 (Page 5)	05/25/2019	\$456.85
Library Check Register - FY19 (Page 6)	06/10/2019	6,392.23
Library Check Register - FY20 (Pages 7 - 10)	06/10/2019	11,274.08

#### FY 19

Marlys Young - 04/08/19 Meeting Minutes	05/28/2019	\$75.75
Flex - Apr 2019 HRA Admin Fees	05/28/2019	20.00
Nicor -04/04/19-05/01/19 services	05/28/2019	869.24

#### FY 20

Lincoln Financial - May 2019 Life Ins	05/14/2019	30.83
IPRF - June 2019 Workers Comp	05/14/2019	910.84
Blue Cross /Blue Shield-May 2019 Health Ins	05/14/2019	5,537.74
Blue Cross /Blue Shield-May 2019 Dental Ins	05/14/2019	582.29
Glatfelter Liability Ins. - Installment #5	05/14/2019	918.75
Dearborne National - May 2019 Vision Ins	05/14/2019	84.33
First Non-Profit - 2019 2nd Qtr Unemployment Ins	05/14/2019	172.08
Blue Cross /Blue Shield-June 2019 Health Ins	05/28/2019	5,537.74
Blue Cross /Blue Shield-June 2019 Dental Ins	05/28/2019	582.29
Dearborne National - June 2019 Vision Ins	05/28/2019	84.33
DLL Financial - June 2019 Copier Lease	05/28/2019	194.48

#### TOTAL BILLS PAID:

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\$36,536.70

#### PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 11)	05/03/2019	\$18,476.37
Bi-weekly (Page 12)	05/17/2019	\$19,361.47
Bi-weekly (Page 13)	05/31/2019	19,324.23

#### TOTAL PAYROLL:

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\$57,162.07

#### TOTAL DISBURSEMENTS:

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**\$93,698.77**

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**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended May 31, 2019**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-19	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
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**LIBRARY OPERATIONS REVENUES**

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES		58,036	58,036	699,220	8.30%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		65,634	65,634	793,028	8.28%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,460	1,460	5,250	27.81%
82-000-41-00-4170	STATE GRANTS		-	-	20,000	0.00%
<i>Fines &amp; Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES		434	434	8,500	5.10%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,193	1,193	8,000	14.91%
82-000-44-00-4422	COPY FEES		294	294	3,750	7.84%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS		735	735	10,000	7.35%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME		200	200	2,000	10.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		1,981	1,981	2,000	99.07%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL		5,588	5,588	25,003	22.35%
<b>TOTAL REVENUES: LIBRARY</b>			<b>135,555</b>	<b>135,555</b>	<b>1,576,751</b>	<b>8.60%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>						
82-820-50-00-5010	SALARIES & WAGES		30,988	30,988	278,394	11.13%
82-820-50-00-5015	PART-TIME SALARIES		19,549	19,549	196,000	9.97%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		2,821	2,821	25,541	11.05%
82-820-52-00-5214	FICA CONTRIBUTION		3,804	3,804	35,544	10.70%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,099	11,099	81,184	13.67%
82-820-52-00-5222	GROUP LIFE INSURANCE		31	31	387	7.97%
82-820-52-00-5223	DENTAL INSURANCE		1,165	1,165	6,987	16.67%
82-820-52-00-5224	VISION INSURANCE		169	169	1,012	16.67%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		172	172	750	22.94%
82-820-52-00-5231	LIABILITY INSURANCE		5,416	5,416	24,253	22.33%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	2,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING		-	-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	6,000	0.00%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	750	0.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		1,533	1,533	11,000	13.94%



**UNITED CITY OF YORKVILLE**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended May 31, 2019**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-19	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
82-820-54-00-5462	PROFESSIONAL SERVICES		4,059	4,059	40,000	10.15%
82-820-54-00-5466	LEGAL SERVICES		-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		2,249	2,249	20,000	11.24%
82-820-54-00-5480	UTILITIES		-	-	11,130	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		248	248	50,000	0.50%
82-820-54-00-5498	PAYING AGENT FEES		-	-	1,700	0.00%
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5620	OPERATING SUPPLIES		-	-	3,000	0.00%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	1,000	0.00%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	200	0.00%
82-820-56-00-5685	DVD'S		-	-	500	0.00%
82-820-56-00-5686	BOOKS		-	-	1,500	0.00%
<i>2006 Bond</i>						
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	50,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT		-	-	22,613	0.00%
<i>2013 Refunding Bond</i>						
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	585,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	-	139,400	0.00%
<b>TOTAL FUND REVENUES</b>			<b>135,555</b>	<b>135,555</b>	<b>1,576,751</b>	<b>8.60%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>83,303</b>	<b>83,303</b>	<b>1,620,345</b>	<b>5.14%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>52,251</b>	<b>52,251</b>	<b>(43,594)</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	9,800	9,800	50,000	19.60%
84-000-45-00-4500	INVESTMENT EARNINGS	62	62	100	62.10%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>9,862</b>	<b>9,862</b>	<b>50,100</b>	<b>19.68%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	-	3,500	0.00%

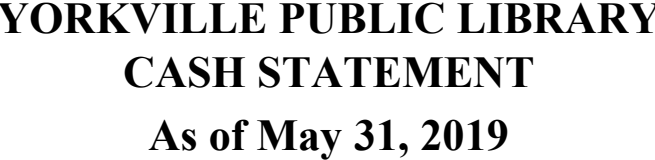


**UNITED CITY OF YORKVILLE**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended May 31, 2019**

		<i>% of Fiscal Year</i>	<i>8%</i>	<i>Year-to-Date</i>	<i>FISCAL YEAR 2020</i>	
ACCOUNT NUMBER	DESCRIPTION		May-19	Totals	BUDGET	% of Budget
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	500	0.00%
84-840-56-00-5685	DVD'S		-	-	3,000	0.00%
84-840-56-00-5686	BOOKS		-	-	50,000	0.00%
<b>TOTAL FUND REVENUES</b>			<b>9,862</b>	<b>9,862</b>	<b>50,100</b>	<b>19.68%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>-</b>	<b>75,500</b>	<b>0.00%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>9,862</b>	<b>9,862</b>	<b>(25,400)</b>	


ACTIVITY THROUGH FISCAL PERIOD 01

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW -	MEMORIALS & GIFTS					
01		05/01/2019		BEGINNING BALANCE					74,987.16
	AP-190513B	05/06/2019	01	BOOKS	BAKER & TAYLOR	104703	2034422390-B	58.24	
		05/06/2019	02	BOOKS	BAKER & TAYLOR	104703	2034437996-B	60.16	
		05/06/2019	03	WASHER TOSS GAME, CRAFT	ORIENTAL TRADING CO	104706	695971245-01	69.31	
	AP-190525MB	05/14/2019	25	AMAZON-SCREEN LIGHTING KIT,	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	413.89	
		05/14/2019	26	JEWEL-COOKIE TRAY FOR PATRON	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	42.96	
	GJ-190531LB	06/03/2019	06	May 2019 Deposits					487.00
	CR-C190521	05/21/2019	06	KONICA MFP REIMB	006		0000000012		100.00
				TOTAL PERIOD 01 ACTIVITY				644.56	587.00
				TOTAL ACCOUNT ACTIVITY				644.56	587.00
				ENDING BALANCE					74,929.60
				GRAND TOTAL				0.00	74,929.60
				TOTAL DIFFERENCE				0.00	74,929.60

[illegible][illegible]



**UNITED CITY OF YORKVILLE**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended May 31, 2019 \***



	May Actual	YTD Actual	% of Budget	FY 2020 Budget	Fiscal Year 2019 For the Month Ended May 31, 2018 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ 123,669	\$ 123,669	8.3%	\$ 1,492,248	\$ 118,377	4.47%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 1,460	\$ 1,460	27.8%	\$ 5,250	\$ 1,059	37.85%
State Grants	-	-	0.0%	20,000	4,060.00	0.00%
Total Intergovernmental	\$ 1,460	\$ 1,460	5.8%	\$ 25,250	\$ 5,119	-71.48%
Library Fines	\$ 434	\$ 434	5.1%	\$ 8,500	\$ 569	-23.71%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 1,193	\$ 1,193	14.9%	\$ 8,000	\$ 1,114	7.06%
Copy Fees	294	294	7.8%	3,750	296	-0.63%
Program Fees	-	-	0.0%	-	1	-100.00%
Total Charges for Services	\$ 1,487	\$ 1,487	12.7%	\$ 11,750	\$ 1,411	5.37%
Investment Earnings	\$ 735	\$ 735	7.4%	\$ 10,000	\$ 291	152.60%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	200	200	10.0%	2,000	100	100.00%
DVD Rental Income	-	-	0.0%	0	271	632.20%
Miscellaneous Income	1,981	1,981	99.1%	2,000	2	279309.00%
Transfer In	5,588	5,588	22.4%	25,003	5,438	2.77%
Total Miscellaneous & Transfers	\$ 7,770	\$ 7,770	26.8%	\$ 29,003	\$ 5,810	33.72%
<b>Total Revenues and Transfers</b>	<b>\$ 135,555</b>	<b>\$ 135,555</b>	<b>8.6%</b>	<b>\$ 1,576,751</b>	<b>\$ 131,577</b>	<b>3.02%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 83,303</u>	<u>\$ 83,303</u>	<u>5.1%</u>	<u>\$ 1,620,345</u>	<u>\$ 58,360</u>	<u>42.74%</u>
50 Salaries	50,537	50,537	10.7%	474,394	31,627	59.79%
52 Benefits	24,676	24,676	14.0%	175,658	21,221	16.28%
54 Contractual Services	8,090	8,090	5.4%	149,080	5,512	46.76%
56 Supplies	-	-	0.0%	24,200	-	0.00%
99 Transfers Out/Debt Service	-	-	0.0%	797,013	-	0.00%
<b>Total Expenditures and Transfers</b>	<b>\$ 83,303</b>	<b>\$ 83,303</b>	<b>5.1%</b>	<b>\$ 1,620,345</b>	<b>\$ 58,360</b>	<b>42.74%</b>
<i>Surplus(Deficit)</i>	<i>\$ 52,251</i>	<i>\$ 52,251</i>		<i>\$ (43,594)</i>	<i>\$ 73,217</i>	

\* May represents 8% of fiscal year 2020



## **LIBRARY DIRECTOR REPORT—May, 2019**

**Facilities Management-** The Spring Clean Up was completed by the landscaper. The Sprinkler Inspection was completed by Great Lakes on May 24<sup>th</sup>. The Automatic Doors were broken and repair needed to be made. We will look into having a Maintenance Contract on the doors. Due to another power outage, Trico had to come out to reset the system. The chiller was not working properly and Daikin was called at overtime rates. I did complain about our bill and an adjustment of \$447.20 was made. We now need a new part for the chiller (part is over 13 years old) price is \$7119, and will be installed in the coming weeks.

**Public Relations-** The photo shoot for the brochure card has been completed and photos selected. The text for the card has been submitted and the draft will be available in the next 2 weeks. Our target date is to have the finished product for the next Board meeting. Received a donation of \$150 in memory of my parents by a hometown friend. Also, while visiting my hometown of Jacksonville, Florida, I visited the Jacksonville Public Library for a tour and visit with the library director. Brought back a few new ideas and shared them with staff. Picked up the Summer Reading Prizes from Paizano's Pizza in Sugar Grove. This is the second year of them providing gift certificates for patron prizes and for the staff. I sent hand written notes to outgoing Mayor Golinski thanking him for his library support and inviting new Mayor Purcell to come to the Library to meet with me over coffee. Approached a library user that is interested in the open position on the Board. I suggested that she attend the June 10<sup>th</sup> meeting and then file her application.

**Special Events-** We are continuing to host our local author visits. Working with staff to prepare for the Summer Reading Program. This year's theme is "It's Showtime" and runs June 1<sup>st</sup>-July 31<sup>st</sup>. We are also having a multi-cultural theme for Friday story times that include: Norwegian, Spanish, African and Ireland stories.

**Meetings-** Attended the Facilities Manager's Group at Northlake Library on May 22<sup>nd</sup>. Discussed our HVAC issues and the group suggested that we push for a Maintenance Contract with Trico. One agenda item was electric door companies which came in handy as ours broke the same day.

**Staff** Working with the library managers on completion of staff evaluations.

**Library Operations** Completed our portion of the Library Department's annual report for the City Report. Took 2 memorial bricks to be engraved. Starting the Illinois Public Library Annual Report (IPLAR) due by July 1<sup>st</sup>. Working with the Park District and JULIE to have the patio area prepared for the Boy Scout Project set for June 15<sup>th</sup>. Jennette Weiss and I met with a local artist to develop an art workshop and to have her do caricatures during our Ice Cream Social. After months of fighting with Konica for the reimbursement of the microfilm reader part, we received the check for over \$1,900.

**Projects/Programs-** Met with 3 digital sign companies to solicit proposals. Currently working on a grant for Financial Literacy due on June 7<sup>th</sup>.

**Friends-** Continue to ask the Friends to fund our “Wish List” for programs and supplies.

**Programs, Activities**

**Adult Programs**

Men’s Book Club	<b>10</b>
Friends Meeting	<b>13</b>
Threads and More	<b>12</b>
Creative Writing	<b>14</b>
Lunch Bunch	<b>6</b>
Identity Theft Program	<b>42</b>
Ukulele Program	<b>65</b>
US Census Program	<b>21</b>

**Passive Programs**                      **Total 41**

Includes the puzzles, chess board and art wall.

**TOTAL ADULT ATTENDANCE 224**

**Children Programs**

Drop-In Storytime (5)	<b>58</b>
Tots and Toddlers (2)	<b>33</b>
Book Club (2 programs) (Grades 1-2)	<b>20</b>
LEGO Club	<b>4</b>
LEGO Duplo	<b>11</b>
Chess (2)	<b>10</b>
Beginning Readers	<b>7</b>
Literacy Centers	<b>35</b>
Morning Read	<b>9</b>
Panera (2)	<b>60</b>
Museum Pass	<b>10</b>
Author Visit	<b>9</b>
Window Art	<b>9</b>
Dance Party	<b>12</b>
Sports Card Swap	<b>3</b>
Crafts with Andrea	<b>11</b>
Parkview Literacy Night	<b>40</b>
YMS Literacy Night	<b>43</b>

**TOTAL CHILDREN’S ATTENDANCE 384**

Passive programs included:

Games **8**, Dictionary Find **8**, Structure Building **13**, May Day Baskets **23**, Moms Day (2) **62**, Turtle Activity **48**, Memorial Day LEGO **25**, Memorial Day Window Thank You **19** and Coloring Puppet Theatre **32**.

**TOTAL PARTICIPATION FOR PASSIVE  
PROGRAMS 238**

**Youth Services**

**TAG 9**

**TOTAL YOUTH SERVICES ATTENDANCE 9**

**Computer Use**

Adult **366**

Young Adult **14**

Children **14**

**TOTAL COMPUTER USE 394**

**Database & E-book Use**

Ancestry **7** Gale **17** (**34** searches) Omni E-Book **629**

E-Audio **398** (**259**Users) **34** E-Read IL **71** E-Book Audio (**30** Users)

**Circulation**

Checkouts **14,800**

New Patrons Added **59**

New Items Added **436**

**Teen Volunteers** Mikayla Mika, Mark Sanford, Juleah Richardson, Katelyn Tugman, Skyler Krantz, Marie Berengi, Mandy Corrie, Raquel Brady, Elizabeth Chacon and Leah English

**Adult Volunteers** Brad Smith, Andrea Michel, Theron Garcia, Kathy Elstad, Nancy Aschauer and Sands McCormick Uridil.

**Meeting Room** **2** Rental, **9** Programs

**Proctored Test** **0**

**Patron Count** **5,532**



## **Community Partnerships with the Yorkville Public Library 2019**

Kendall County Health Department VNA Health Care

U.S. Census Bureau

Conservation Foundation

University of Illinois Extension Office

Ill. Dept. of Agriculture

Morton Arboretum

Kendall County Forest Preserve Dist.

Fermi lab

Yorkville School Dist. (community read & teacher institute breakout session)

Yorkville Garden Club

The Chocolate Shoppe

Ill. Treasurer's Office

State Senator Jim Oberweis' office

State Rep. Keith Wheeler's office

AARP

Illinois WorkNet Center

Education & Outreach Rep from Greenhouse

Independent insurance agents for Medicare programs

Edward Jones Financial Advisor

Morris Hospital

Illinois Comptroller's Office

Yorkville Chamber of Commerce

Cedarhurst of Yorkville Assisted Living Center

Kendall County Arts Guild

Paizano's Pizza

Casey's Gas Station

NCG Movie Theatre

Yorkville School District

Y115 High School Spanish Club

Yorkville Panera

Kendall County 4-H

Hoover Educational Center

Raging Waves

Boy Scouts/Girl Scouts

Grace Holistic

St. Mary's School

Yorkville Parks and Recreation

Y115 Kindergarten and Reading Specialists

The Sons of Norway

Parkview Christian Academy

Plano School District

Plano Area Special Education Cooperative

Several local day care centers for library tours

Yorkville Homeschool Group

WSPY –Radio and TV Announcements

EFT:6/4/19