

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**December 9, 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**
  - Digital Sign Update-Electrical**
  - Snow Bars Proposal-Showalter**
  - Boiler Repair Update**
  - Wireless Revised Proposal**
  - Per Capita Grant Requirements**
- 13. New Business**
  - Community Survey Deadline Revised**
  - Drug Free Workplace & Smoking Policy**
- 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, October 7, 2019, 6:00pm**  
**902 Game Farm Road – Michelle Pfister Meeting Room**

The Personnel Committee meeting was called to order at 6:00pm by President Darren Crawford.

**Roll Call:**

Darren Crawford-present, Theron Garcia-present, Julie Brendich-present, Russ Walter-present, Wamecca Rodriguez (arr. 6:05pm)

Absent: Krista Danis

**Others Present:** None

**Recognition of Visitors:** No visitors

**Public Comment:** None

**Library Director's Annual Evaluation:**

The purpose of the meeting was to discuss the Library Director's annual evaluation.

At 6pm, President Crawford made a motion to enter into Executive Session and he stated the date and time and read the reason: **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.**

Theron Garcia seconded. Roll call: Crawford-yes, Garcia-yes, Brendich-yes, Walter-yes. Passed 4-0.

**Executive Session:**

The committee entered into Executive Session at approximately 6:01pm. It concluded at approximately 8:03pm on a motion and second by Board members Crawford and Garcia, respectively. Voice vote approval.

No action was taken on the Director's evaluation at this time. It will be presented to the Board in Executive Session at the next regular Board meeting on October 14.

**Adjournment:**

There was no further business and the meeting was adjourned at approximately 8:04pm on a motion by Mr. Crawford and second by Mr. Walter. Unanimous voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, November 18, 2019, 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:**

Julie Brendich-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Absent: Krista Danis, Susan Chacon

**Others Present:**

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Circulation Manager Sharyl Iwanski-Goist, Alderman/Library Liaison Daniel Transier

**Recognition of Visitors:** President Crawford recognized the library staff and liaison.

**Amendments to the Agenda:** None

**Minutes:** October 10, 2019, October 14, 2019, November 4, 2019

Mr. Walter moved and Mr. Hedman seconded the motion to approve the minutes for the Physical Facilities Committee of November 4, 2019 and Library Board meeting of October 14 as presented. Mr. Hedman seconded. Mr. Walter amended his motion to include the Physical Facilities Committee meeting of October 10. Mr. Crawford seconded the amended motion to include all three meetings. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 7-0.

**Correspondence:**

Trustee Walter reported an email had been received in response to his query about the \$8,000 in IMET Funds. The funds might be received late this year or early next year..

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

The Board reviewed the financial reports in the absence of the Treasurer.

**Payment of Bills**

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

|             |                  |
|-------------|------------------|
| \$28,464.02 | Accounts Payable |
| \$39,354.22 | Payroll          |
| \$67,818.24 | TOTAL            |

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

**Report of the Library Director:**

1. Chiller screens have been installed. The \$875 installation cost was not in the quote and after negotiations, Ms. Topper was able to have it reduced to \$475.
2. RJ O'Neil was called due to water pump making noises and they cleaned the pump. They came on another occasion to perform preventive maintenance and found that boiler #1 had several cracks in the burners which was discussed at the Physical Facilities meeting. It was deemed an emergency situation and boiler #1 was shut down and burner parts ordered. Boiler #2 was determined to have an igniter problem and RJ O'Neil came the same day to repair it. The burner parts for boiler #1 have now been installed and preventive maintenance will be done on boiler #2.
3. It was discovered there was no hot water in the building due to the water pump being installed upside down.
4. Painting was done and siding has been repaired as of November 5<sup>th</sup>.
5. Fall cleaning will be rescheduled due to snowfall that day.
6. A theft of \$50 from a wallet occurred in the reference area. Staff tried to obtain footage from the security cameras and found that the camera has not been recording since September. Though the camera is recording now, a Sound Inc. rep will provide a quote since the system is outdated.
7. Library personnel had a staff day on October 11<sup>th</sup> and watched the movie "The Public" followed by small group discussions. Barb Johnson, a PADS volunteer and former Library Board member, spoke about the available PADS services. While there has not been any PADS guests yet this year, the Library receives an update each day, of the previous night's activities. This report is forwarded to all Library managers. Ms. Topper said the staff is much better prepared this year.
8. Second Halloween contest held and prizes were awarded.
9. Ugly sweater contest to be held.
10. One person applied for Youth Services position, but later withdrew. Ms. Topper said results for background checks are taking very long. Position is being advertised on websites for City, RAILS and Library and Indeed.com was suggested. It is expected that two more employees will be leaving. Cross training will be done.

**City Council Liaison**

Alderman Transier said setback regulations for cannabis operations will be voted on next week at City Council.

**Standing Committees:**

President Crawford handed out a list of committee assignments. He also noted that the Library needs to incorporate the cannabis issue into the policy book, so the Policy Committee will need to meet next month.

**Unfinished Business:**

**Electrical Work for Digital Sign-Frost Electric**

Ms. Topper contacted Frost Electric about the electrical hook-up since the conduit had been crushed during road construction. Frost will locate it and shut off the original circuit at no extra charge. Mr. Dhuse said the current electric connection is tied in with the parking lot lights. There was discussion on the funding for the electrical work and it was decided to use money from the Outside Building &

Maintenance fund. Mr. Walter moved and Mr. Crawford seconded a motion to approve \$6,250 to run a circuit for the new sign.

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

#### **E-Rate Proposal S&G Communications**

Mr. Walter said three companies submitted proposals for upgrade of the wireless network with S&G Communications providing the best prices. Mr. Walter said the Board can approve the quote, however, no action can be taken until the 2020 e-rate funds are released in June. The prices will be locked in for one year. The bandwidth needs to be increased as well, but it cannot be done until the funding is received. Mr. Walter will ask for a revised proposal for the components approved by the Board. A motion was made by Mr. Walter to approve the S&G proposal for \$3,057.10 for cabling, \$4,356 for 12 Aruba IAP207 wireless access points, to not use S&G for bandwidth increases and all contingent on e-rate funding being approved next year. Ms. Garcia seconded the motion.

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

#### **Snow Bars/Gutter Covers Proposal-Showalter Roofing Services**

The original snow guards on the west side of the building were removed, but the price was not adjusted on the proposal. Ms. Topper will verify the pricing. In response to an installation query about the bars, the vendor said the bars can be installed at a slight angle, but the gutters may still need to be cleaned. Mr. Hedman asked what money would actually be saved by installing gutter guards if cleaning is still needed. He noted it is easier and cheaper to just clean gutters than screens over the gutters. Mr. Forristall added that pine needles can clog the holes and they are difficult to remove.

The points and snow bars were both scheduled for removal and Ms. Topper said painting would then be needed. She said the triangles were removed from the gutters and the landscaper cleaned the gutters. Since the trees are scheduled to be trimmed to help alleviate clogging and the triangles removed, the Board decided to evaluate the problem after a year and not install gutter guards at this time. A motion was made by Ms. Rodriguez and seconded by Ms. Garcia to approve the Showalter Roofing Service to install the Dyna-Guard snow retention system not to exceed \$9,000.

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

#### **New Business:**

##### **Boiler Repair**

This was discussed earlier in the meeting.

##### **Per Capita Grant Requirements 2019**

The grant application is due January 15<sup>th</sup> and there are three Board requirements. Board members must read Chapters 6-10 of the Trustee Facts File contained in the agenda packet. The second item is completion of an on-line class for Library safety--Ms. Topper will find suggestions and email to all prior to next meeting. Additionally, there is outreach, so the Board will discuss the Illinois Veterans' History project at the December meeting.

##### **Drug Free Workplace Policy-City of Yorkville**

City Council recently passed a drug free policy. Since the Library follows the City policy, this should be incorporated into the Library Policy Manual. The Policy Committee will address the incorporation. Mr. Walter asked if the smoking policy needs to include no-vaping and he suggested inclusion in the policy and that signs should be changed.

### **Meeting Dates 2020**

It was noted the Library would start being open on Martin Luther King Day in 2021 even though the City offices are closed. Chairman Crawford moved and Ms. Garcia seconded a motion to approve the Board meeting dates for 2020. Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 7-0.

### **Closing Dates**

It was moved and seconded by Trustees Walter and Garcia, respectively, to approve the closure dates for the Library. Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 7-0.

**Additional Business:** None

**Executive Session:** None

### **Adjournment:**

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

Minutes respectfully submitted by,  
Marlys Young, Minute Taker

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TIME: 08:21:43  
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UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

| CHECK # | VENDOR #<br>INVOICE # | INVOICE<br>DATE           | ITEM<br># | DESCRIPTION                    | CHECK<br>DATE | ACCOUNT #         | ITEM AMT   |
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| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                                | 11/25/19      |                   |            |
|         | 112519-A.HERNANDEZ    | 10/31/19                  | 01        | HOME DEPO-KEYS                 |               | 79-790-56-00-5620 | 21.51      |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 21.51 *    |
|         | 112519-A.SIMMONS      | 11/06/19                  | 01        | GO DADDY-STANDARD UCC SSL      |               | 01-640-54-00-5450 | 199.99     |
|         |                       |                           | 02        | RENEWAL                        |               | ** COMMENT **     |            |
|         |                       |                           | 03        | CDW-G-2 NEW COMPUTERS          |               | 25-212-56-00-5635 | 3,207.67   |
|         |                       |                           | 04        | VERIZON-SEPT 2019 IN CAR       |               | 01-210-54-00-5440 | 720.20     |
|         |                       |                           | 05        | UNITS                          |               | ** COMMENT **     |            |
|         |                       |                           | 06        | VERIZON-SEPT 2019 MOBILE       |               | 01-220-54-00-5440 | 187.80     |
|         |                       |                           | 07        | PHONES                         |               | ** COMMENT **     |            |
|         |                       |                           | 08        | VERIZON-SEPT 2019 MOBILE       |               | 01-210-54-00-5440 | 892.33     |
|         |                       |                           | 09        | PHONES                         |               | ** COMMENT **     |            |
|         |                       |                           | 10        | VERIZON-SEPT 2019 MOBILE       |               | 79-795-54-00-5440 | 101.76     |
|         |                       |                           | 11        | PHONES                         |               | ** COMMENT **     |            |
|         |                       |                           | 12        | VERIZON-SEPT 2019 MOBILE       |               | 51-510-54-00-5440 | 180.44     |
|         |                       |                           | 13        | PHONES                         |               | ** COMMENT **     |            |
|         |                       |                           | 14        | VERIZON-SEPT 2019 MOBILE       |               | 52-520-54-00-5440 | 36.01      |
|         |                       |                           | 15        | PHONES                         |               | ** COMMENT **     |            |
|         |                       |                           | 16        | ADS-NOV 2019-JAN 2020          |               | 23-216-54-00-5446 | 136.83     |
|         |                       |                           | 17        | MONITORING AT 102 E VAN EMMON  |               | ** COMMENT **     |            |
|         |                       |                           | 18        | ADS-NOV 2019-OCT 2019          |               | 82-820-54-00-5462 | 357.48     |
|         |                       |                           | 19        | MONITORING AT 902 GAME FARM RD |               | ** COMMENT **     |            |
|         |                       |                           | 20        | FOX VALLEY                     |               | 79-790-54-00-5495 | 560.00     |
|         |                       |                           | 21        | SANDBLASTING-SANDBLAST &       |               | ** COMMENT **     |            |
|         |                       |                           | 22        | RECOAT SHELTER POSTS           |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 6,580.51 * |
|         | 112519-B.OLSEM        | 10/31/19                  | 01        | WAREHOUSE DIRECT-FOLDERS       |               | 01-110-56-00-5610 | 19.60      |
|         |                       |                           | 02        | WAREHOUSE DIRECT-BATTERIES     |               | 01-110-56-00-5610 | 11.40      |
|         |                       |                           | 03        | CNA SURETY-OVERCHARGE CREDIT   |               | 01-110-54-00-5462 | -30.00     |
|         |                       |                           | 04        | WAREHOUSE DIRECT-BATTERIES     |               | 01-110-56-00-5610 | 10.73      |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 11.73 *    |
|         | 112519-B.OLSON        | 10/31/19                  | 01        | ICMA CONFERENCE REGISTRATION   |               | 01-110-54-00-5412 | 790.00     |
|         |                       |                           | 02        | RENAISSANCE-ICMA LODGING-OLSON |               | 01-110-54-00-5415 | 768.15     |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 1,558.15 * |
|         | 112519-B.PFIZENMAIER  | 10/31/19                  | 01        | AMERICAN TIRE#2286-OIL CHANGE  |               | 01-210-54-00-5495 | 43.04      |
|         |                       |                           | 02        | AMERICAN TIRE#2344-OIL CHANGE  |               | 01-210-54-00-5495 | 60.15      |
|         |                       |                           | 03        | AMERICAN TIRE#2293-REPLACED    |               | 01-210-54-00-5495 | 621.85     |
|         |                       |                           | 04        | COOLING FAN ASSEMBLY & RELAY   |               | ** COMMENT **     |            |
|         |                       |                           | 05        | AMERICAN TIRE#2308-OIL         |               | 01-210-54-00-5495 | 937.84     |
|         |                       |                           | 06        | CHANGE, REPLACED BRAKE PADS,   |               | ** COMMENT **     |            |
|         |                       |                           | 07        | ROTARS & BATTERY               |               | ** COMMENT **     |            |
|         |                       |                           | 08        | AMERICAN TIRE#2327-REPLACE     |               | 01-210-54-00-5495 | 87.13      |

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| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                                | 11/25/19      |                   |            |
|         | 112519-B.PFIZENMAIER  | 10/31/19                  | 09        | BATTERY TERMINAL SWITCH        |               | ** COMMENT **     |            |
|         |                       |                           | 10        | AMERICAN TIRE#2314-OIL CHANGE  |               | 01-210-54-00-5495 | 48.15      |
|         |                       |                           | 11        | AMERICAN TIRE#2363-OIL CHANGE  |               | 01-210-54-00-5495 | 48.15      |
|         |                       |                           | 12        | AMERICAN TIRE#2361-OIL CHANGE  |               | 01-210-54-00-5495 | 63.52      |
|         |                       |                           | 13        | AMERICAN TIRE#2310-OIL CHANGE  |               | 01-210-54-00-5495 | 84.03      |
|         |                       |                           | 14        | AMAZON-BOOK                    |               | 01-210-56-00-5620 | 43.98      |
|         |                       |                           | 15        | GALLS-NIKE BOOTS-MERTES        |               | 01-210-56-00-5600 | 147.20     |
|         |                       |                           | 16        | AMAZON-HEADLIGHTS              |               | 01-210-54-00-5495 | 25.74      |
|         |                       |                           | 17        | IACP CONFERENCE PARKING &      |               | 01-210-54-00-5415 | 191.10     |
|         |                       |                           | 18        | LODGING                        |               | ** COMMENT **     |            |
|         |                       |                           |           |                                |               | INVOICE TOTAL:    | 2,401.88 * |
|         | 112519-D.BROWN        | 10/31/19                  | 01        | R J KECK SUPPLY-PIPE THREAD    |               | 51-510-56-00-5638 | 63.42      |
|         |                       |                           | 02        | SEALANT, UNIONS, NIPPLES       |               | ** COMMENT **     |            |
|         |                       |                           |           |                                |               | INVOICE TOTAL:    | 63.42 *    |
|         | 112519-D.DEBORD       | 10/31/19                  | 01        | MENARDS-WEED CONTROL, PRUNING  |               | 82-820-56-00-5621 | 48.75      |
|         |                       |                           | 02        | SHEARS, HEDGE SHEARS, YARD     |               | ** COMMENT **     |            |
|         |                       |                           | 03        | WASTE BAGS                     |               | ** COMMENT **     |            |
|         |                       |                           | 04        | MENARDS-TARP                   |               | 82-000-24-00-2480 | 7.57       |
|         |                       |                           |           |                                |               | INVOICE TOTAL:    | 56.32 *    |
|         | 112519-D.SMITH        | 10/31/19                  | 01        | RURAL KING-HOODIE, SHIRTS      |               | 79-790-56-00-5600 | 84.96      |
|         |                       |                           |           |                                |               | INVOICE TOTAL:    | 84.96 *    |
|         | 112519-E.DHUSE        | 10/31/19                  | 01        | APWA-OCT 2019 MEMBERSHIP       |               | 51-510-54-00-5412 | 100.00     |
|         |                       |                           | 02        | MEETING FEE FOR DHUSE, BAUER & |               | ** COMMENT **     |            |
|         |                       |                           | 03        | OLSON                          |               | ** COMMENT **     |            |
|         |                       |                           | 04        | NAPA#237352-OIL, OIL DRY       |               | 79-790-56-00-5640 | 95.92      |
|         |                       |                           | 05        | NAPA#237657-FILTERS            |               | 51-510-56-00-5628 | 10.88      |
|         |                       |                           | 06        | NAPA#237941-PLIERS             |               | 79-790-56-00-5640 | 33.99      |
|         |                       |                           | 07        | NAPA#238162-FILTERS            |               | 01-410-56-00-5628 | 96.89      |
|         |                       |                           | 08        | NAPA#238233-ANTI-SEIZE         |               | 01-410-56-00-5628 | 8.49       |
|         |                       |                           | 09        | NAPA#238260-AIR CYLINDER SEAT  |               | 01-410-56-00-5628 | 48.82      |
|         |                       |                           | 10        | NAPA#238284-FILTERS, CABIN     |               | 01-410-56-00-5628 | 816.20     |
|         |                       |                           | 11        | AIR FILTERS                    |               | ** COMMENT **     |            |
|         |                       |                           | 12        | NAPA#239284-TACKY GREASE,      |               | 01-410-56-00-5628 | 76.88      |
|         |                       |                           | 13        | DEEP CREEP                     |               | ** COMMENT **     |            |
|         |                       |                           | 14        | NAPA#238445-HD CREEPER         |               | 01-410-56-00-5628 | 159.98     |
|         |                       |                           | 15        | CASEYS-REFRESHMENTS FOR GOAL   |               | 01-110-56-00-5610 | 30.28      |
|         |                       |                           | 16        | SETTING MEETING                |               | ** COMMENT **     |            |
|         |                       |                           | 17        | DUNKIN DONUTS-REFRESHMENTS     |               | 01-110-56-00-5610 | 32.22      |
|         |                       |                           | 18        | FOR GOAL SETTING MEETING       |               | ** COMMENT **     |            |
|         |                       |                           | 19        | AMAZON-RAIL POWER SUPPLY       |               | 51-510-56-00-5638 | 23.32      |
|         |                       |                           | 20        | NAPA#239710-WHEEL NUTS         |               | 01-410-56-00-5628 | 26.24      |



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| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                               | 11/25/19      |                   |            |
|         | 112519-E.DHUSE        | 10/31/19                  | 21        | NAPA#239665-ELECTRONIC MODULE |               | 01-410-56-00-5628 | 64.49      |
|         |                       |                           | 22        | NAPA#239736-ICON BLADES       |               | 01-410-56-00-5628 | 223.04     |
|         |                       |                           | 23        | NAPA#239735-ICON BLADES       |               | 01-410-56-00-5628 | 145.08     |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 1,992.72 * |
|         | 112519-E.TOPPER       | 10/31/19                  | 01        | AMAZON-BOOKS                  |               | 82-000-24-00-2480 | 152.64     |
|         |                       |                           | 02        | CONSTANT CONTACT-12 MONTH     |               | 82-820-54-00-5462 | 588.00     |
|         |                       |                           | 03        | EMAIL MARKETING CONTRACT      |               | ** COMMENT **     |            |
|         |                       |                           | 04        | BOOK PAGE-ANNUAL SUBSCRIPTION |               | 82-000-24-00-2480 | 576.00     |
|         |                       |                           | 05        | JEWEL-MEETING REFRESHMENTS    |               | 82-820-54-00-5412 | 66.74      |
|         |                       |                           | 06        | UPPER CRUST-MEETING           |               | 82-820-54-00-5412 | 95.95      |
|         |                       |                           | 07        | REFRESHMENTS                  |               | ** COMMENT **     |            |
|         |                       |                           | 08        | MONTHLY PRIME MEMBERSHIP      |               | 82-820-54-00-5460 | 12.99      |
|         |                       |                           | 09        | AMAZON-PAPER PLATES, ADDRESS  |               | 82-820-56-00-5610 | 160.06     |
|         |                       |                           | 10        | TABLES, PAPER, MARKERS,       |               | ** COMMENT **     |            |
|         |                       |                           | 11        | PAINTER TAPE, PENS            |               | ** COMMENT **     |            |
|         |                       |                           | 12        | AMAZON-PLAYING CARDS, TONER   |               | 82-820-56-00-5610 | 234.26     |
|         |                       |                           | 13        | CARTRIDGES, LABELS            |               | ** COMMENT **     |            |
|         |                       |                           | 14        | AMAZON-PLASTIC COINS          |               | 82-000-24-00-2480 | 14.95      |
|         |                       |                           | 15        | NCG-GIFT CARD                 |               | 82-000-24-00-2480 | 25.00      |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 1,926.59 * |
|         | 112519-E.WILLRETT     | 10/31/19                  | 01        | AMAZON-FILE CABINET           |               | 01-110-56-00-5610 | 150.06     |
|         |                       |                           | 02        | CDW-G-10 MONITORS             |               | 01-640-54-00-5450 | 1,250.00   |
|         |                       |                           | 03        | AMAZON-ADAPTERS               |               | 01-640-54-00-5450 | 57.05      |
|         |                       |                           | 04        | ELEMENT FOUR-OCT 2019 CLOUD   |               | 01-640-54-00-5450 | 1,200.82   |
|         |                       |                           | 05        | CONNECT AGREEMENT             |               | ** COMMENT **     |            |
|         |                       |                           | 06        | DOUBLETREE-ICMA CONFERENCE    |               | 01-110-54-00-5415 | 555.90     |
|         |                       |                           | 07        | LODGING-WILLRETT              |               | ** COMMENT **     |            |
|         |                       |                           | 08        | PARAGON-6 DELL DOCKING        |               | 01-640-54-00-5450 | 1,379.94   |
|         |                       |                           | 09        | STATIONS                      |               | ** COMMENT **     |            |
|         |                       |                           | 10        | PARAGON-DELL LATITUDE 7400    |               | 01-640-54-00-5450 | 1,169.99   |
|         |                       |                           | 11        | FACEBOOK ADVERTISING          |               | 79-795-54-00-5426 | 30.40      |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 5,794.16 * |
|         | 112519-G.KLEEFISCH    | 10/31/19                  | 01        | HOME DEPO- MECHANICAL TIMER   |               | 79-790-56-00-5640 | 75.02      |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 75.02 *    |
|         | 112519-G.STEFFENS     | 10/31/19                  | 01        | ADDISON BUILDING MATERIALS-   |               | 01-410-56-00-5640 | 151.13     |
|         |                       |                           | 02        | ABOCRETE                      |               | ** COMMENT **     |            |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 151.13 *   |
|         | 112519-J,BAUER        | 10/31/19                  | 01        | TRI-COUNTY TRUCK-NEW TRUCK    |               | 51-510-54-00-5490 | 2,282.00   |
|         |                       |                           | 02        | CAP                           |               | ** COMMENT **     |            |
|         |                       |                           |           |                               |               | INVOICE TOTAL:    | 2,282.00 * |

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|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|----------|
| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                                | 11/25/19      |                   |          |
|         | 112519-J.DYON         | 10/31/19                  | 01        | SAMS-MEMBERSHIP RENEWAL,       |               | 01-110-56-00-5610 | 58.98    |
|         |                       |                           | 02        | KLEENEX                        |               | ** COMMENT **     |          |
|         |                       |                           | 03        | TARGET-HAND SOAP               |               | 01-110-56-00-5610 | 8.87     |
|         |                       |                           | 04        | SAMS-PAPER PLASTE, KLEENEX     |               | 01-110-56-00-5610 | 30.14    |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 97.99 *  |
|         | 112519-J.ENGBERG      | 10/31/19                  | 01        | ADOBE-CREATIVE CLOUD MONTHLY   |               | 01-220-54-00-5460 | 52.99    |
|         |                       |                           | 02        | LICENSE                        |               | ** COMMENT **     |          |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 52.99 *  |
|         | 112519-J.GALAUNER     | 10/31/19                  | 01        | GOODWILL-SUPPLIES FOR          |               | 79-795-56-00-5606 | 29.94    |
|         |                       |                           | 02        | SCARECROW WALK                 |               | ** COMMENT **     |          |
|         |                       |                           | 03        | SPIRT-SUPPLIES FOR SCARECROW   |               | 79-795-56-00-5606 | 331.06   |
|         |                       |                           | 04        | WALK                           |               | ** COMMENT **     |          |
|         |                       |                           | 05        | TARGET-SUPPLIES FOR SCARECROW  |               | 79-795-56-00-5606 | 29.66    |
|         |                       |                           | 06        | WALK                           |               | ** COMMENT **     |          |
|         |                       |                           | 07        | WALMART-POP, BUNS, POPCORN     |               | 79-795-56-00-5607 | 44.72    |
|         |                       |                           | 08        | USPS.COM-LETTERS TO SANTA      |               | 79-795-56-00-5606 | 34.30    |
|         |                       |                           | 09        | AMAZON-NORTH POLE LETTERHEAD   |               | 79-795-56-00-5606 | 35.98    |
|         |                       |                           | 10        | AMAZON-CHRISTMAS BACKDROP      |               | 79-795-56-00-5606 | 21.98    |
|         |                       |                           | 11        | AMAZON-ENVELOPES               |               | 79-795-56-00-5606 | 29.90    |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 557.54 * |
|         | 112519-J.JENSEN       | 10/31/19                  | 01        | IACP MEMBERSHIP RENEWAL-JENSEN |               | 01-210-54-00-5460 | 95.00    |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 95.00 *  |
|         | 112519-J.WEISS        | 10/31/19                  | 01        | JEWEL-REFRESHMENTS FOR CHILI   |               | 82-000-24-00-2480 | 16.28    |
|         |                       |                           | 02        | LUG PROGRAM                    |               | ** COMMENT **     |          |
|         |                       |                           | 03        | DOLLAR TREE-HALLOWEEN          |               | 82-820-56-00-5671 | 14.00    |
|         |                       |                           | 04        | PROGRAMMING SUPPLIES           |               | ** COMMENT **     |          |
|         |                       |                           | 05        | PIZZA HUT-REFRESHMENTS FOR     |               | 82-820-56-00-5671 | 31.96    |
|         |                       |                           | 06        | CHILI LUG PROGRAM              |               | ** COMMENT **     |          |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 62.24 *  |
|         | 112519-K.BARKSDALE    | 10/31/19                  | 01        | KONE-OCT 2019 ELEVATOR         |               | 23-216-54-00-5446 | 155.07   |
|         |                       |                           | 02        | MAINTENANCE                    |               | ** COMMENT **     |          |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 155.07 * |
|         | 112519-K.GREGORY      | 10/31/19                  | 01        | HILTON-2019 IML PARKING-       |               | 01-110-54-00-5415 | 50.00    |
|         |                       |                           | 02        | TRANSIER                       |               | ** COMMENT **     |          |
|         |                       |                           | 03        | HILTON-IML PARKING -           |               | 01-110-54-00-5415 | 146.25   |
|         |                       |                           | 04        | MILSCHEWSKI                    |               | ** COMMENT **     |          |
|         |                       |                           | 05        | MINER ELECTRIC-MANAGED         |               | 01-410-54-00-5462 | 366.85   |
|         |                       |                           | 06        | SERVICES RADIOS-SEPT 2019      |               | ** COMMENT **     |          |
|         |                       |                           | 07        | MINER ELECTRIC-MANAGED         |               | 51-510-54-00-5462 | 430.65   |

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|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|------------|
| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                                | 11/25/19      |                   |            |
|         | 112519-K.GREGORY      | 10/31/19                  | 08        | SERVICES RADIOS-SEPT 2019      |               | ** COMMENT **     |            |
|         |                       |                           | 09        | MINER ELECTRIC-MANAGED         |               | 52-520-54-00-5462 | 287.10     |
|         |                       |                           | 10        | SERVICES RADIOS-SEPT 2019      |               | ** COMMENT **     |            |
|         |                       |                           | 11        | MINER ELECTRIC-MANAGED         |               | 79-790-54-00-5462 | 510.40     |
|         |                       |                           | 12        | SERVICES RADIOS-SEPT 2019      |               | ** COMMENT **     |            |
|         |                       |                           | 13        | TEE JAY-DOOR REPAIR            |               | 82-820-54-00-5495 | 240.00     |
|         |                       |                           | 14        | ARAMARK#1591995052-MATS        |               | 01-410-54-00-5485 | 48.82      |
|         |                       |                           | 15        | ARAMARK#1592003044-MATS        |               | 51-510-54-00-5485 | 48.82      |
|         |                       |                           | 16        | LAWSON-HEX SCREWS, CAPS,       |               | 01-410-56-00-5620 | 160.09     |
|         |                       |                           | 17        | CONNECTORS, FUSES, NUTS, QUICK |               | ** COMMENT **     |            |
|         |                       |                           | 18        | SLIDES, COTTER PINS            |               | ** COMMENT **     |            |
|         |                       |                           | 19        | LAWSON-HEX SCREWS, CAPS,       |               | 51-510-56-00-5620 | 160.09     |
|         |                       |                           | 20        | CONNECTORS, FUSES, NUTS, QUICK |               | ** COMMENT **     |            |
|         |                       |                           | 21        | SLIDES, COTTER PINS            |               | ** COMMENT **     |            |
|         |                       |                           | 22        | LAWSON-HEX SCREWS, CAPS,       |               | 52-520-56-00-5620 | 160.08     |
|         |                       |                           | 23        | CONNECTORS, FUSES, NUTS, QUICK |               | ** COMMENT **     |            |
|         |                       |                           | 24        | SLIDES, COTTER PINS            |               | ** COMMENT **     |            |
|         |                       |                           | 25        | TRUGREEN-GROUNDS TREATMENT     |               | 23-216-54-00-5446 | 399.00     |
|         |                       |                           | 26        | MINER ELECTRIC-MANAGED         |               | 01-410-54-00-5462 | 366.85     |
|         |                       |                           | 27        | SERVICES RADIOS-OCT 2019       |               | ** COMMENT **     |            |
|         |                       |                           | 28        | MINER ELECTRIC-MANAGED         |               | 51-510-54-00-5462 | 430.65     |
|         |                       |                           | 29        | SERVICES RADIOS-OCT 2019       |               | ** COMMENT **     |            |
|         |                       |                           | 30        | MINER ELECTRIC-MANAGED         |               | 52-520-54-00-5462 | 287.10     |
|         |                       |                           | 31        | SERVICES RADIOS-OCT 2019       |               | ** COMMENT **     |            |
|         |                       |                           | 32        | MINER ELECTRIC-MANAGED         |               | 79-790-54-00-5462 | 510.40     |
|         |                       |                           | 33        | SERVICES RADIOS-OCT 2019       |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 4,603.15 * |
|         | 112519-L.PICKERING    | 10/31/19                  | 01        | PF PETTIBONE-PAPER             |               | 01-110-56-00-5610 | 101.15     |
|         |                       |                           | 02        | WYNDHAM-LODGING FOR MUNICIPAL  |               | 01-110-54-00-5415 | 369.51     |
|         |                       |                           | 03        | CLERK'S TRAING                 |               | ** COMMENT **     |            |
|         |                       |                           | 04        | TRIBUNE-PUBLIC HEARING NOTICE  |               | 90-149-00-00-0011 | 204.85     |
|         |                       |                           | 05        | TRIBUNE-PUBLIC HEARING NOTICE  |               | 01-220-54-00-5426 | 159.06     |
|         |                       |                           | 06        | FOR TEXT AMENDMENT FOR SPECIAL |               | ** COMMENT **     |            |
|         |                       |                           | 07        | USE IN B-1 DISTRICT            |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 834.57 *   |
|         | 112519-M.SENG         | 10/31/19                  | 01        | RANDALL PRESSURE SYSTEMS-BRINE |               | 01-410-56-00-5628 | 222.80     |
|         |                       |                           | 02        | TANK HOSES                     |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 222.80 *   |
|         | 112519-N.DECKER       | 10/31/19                  | 01        | AMAZON-DURABLE DESKTOP         |               | 01-210-56-00-5610 | 77.12      |
|         |                       |                           | 02        | REFERENCE SYSTEM               |               | ** COMMENT **     |            |
|         |                       |                           | 03        | COMCAST-9/15-10/14 KENCOM      |               | 01-640-54-00-5449 | 1,145.55   |
|         |                       |                           | 04        | LINE                           |               | ** COMMENT **     |            |

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| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                               | 11/25/19      |                   |            |
|         | 112519-N.DECKER       | 10/31/19                  | 05        | AMAZON-FLASHDRIVES            |               | 01-210-56-00-5610 | 71.68      |
|         |                       |                           | 06        | AMAZON-FRAMES                 |               | 01-210-56-00-5620 | 55.99      |
|         |                       |                           | 07        | SHREDIT-SEPT 2019 SHREDDING   |               | 01-210-54-00-5462 | 175.96     |
|         |                       |                           | 08        | AT&T-9/25-10/24 SERVICE       |               | 01-210-54-00-5440 | 241.21     |
|         |                       |                           | 09        | COMCAST-10/08-11/07 CABLE     |               | 01-210-54-00-5440 | 4.20       |
|         |                       |                           | 10        | ACCURINT-SEPT 2019 SEARCHES   |               | 01-210-54-00-5462 | 150.00     |
|         |                       |                           | 11        | WATCHGUARD VIDEO-ANNUAL       |               | 01-210-54-00-5495 | 3,600.00   |
|         |                       |                           | 12        | SOFTWARE MAINTENANCE RENEWAL  |               | ** COMMENT **     |            |
|         |                       |                           | 13        | KENDALL PRINTING-500 BUSINESS |               | 01-210-54-00-5430 | 68.00      |
|         |                       |                           | 14        | CARDS-FISHER                  |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                |               |                   | 5,589.71 * |
|         | 112519-P.RATOS        | 10/31/19                  | 01        | VISTAPRINT-DOOR HANGERS       |               | 01-220-56-00-5620 | 57.73      |
|         |                       |                           | 02        | AMAZON-PHONE CASES            |               | 01-220-56-00-5620 | 33.98      |
|         |                       |                           | 03        | THREAD LOGIC-6 SHIRTS, 1      |               | 01-220-56-00-5620 | 207.80     |
|         |                       |                           | 04        | SWEATSHIRT-CREADEUR           |               | ** COMMENT **     |            |
|         |                       |                           | 05        | THREAD LOGIC-4 SHIRTS, 1      |               | 01-220-56-00-5620 | 178.30     |
|         |                       |                           | 06        | SWEATSHIRT-HASTINGS           |               | ** COMMENT **     |            |
|         |                       |                           | 07        | THREAD LOGIC-3 SHIRTS, 1      |               | 01-220-56-00-5620 | 113.14     |
|         |                       |                           | 08        | SWEATSHIRT-RATOS              |               | ** COMMENT **     |            |
|         |                       |                           | 09        | BFCA-UNDERSTANDING            |               | 01-220-54-00-5412 | 195.00     |
|         |                       |                           | 10        | INTERNATIONAL SOLAR ENERGY    |               | ** COMMENT **     |            |
|         |                       |                           | 11        | PROVISIONS SEMINAR-CREADEUR   |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                |               |                   | 785.95 *   |
|         | 112519-P.SCODRO       | 10/31/19                  | 01        | STOCK & FIELD-JEANS, HOODIES  |               | 51-510-56-00-5600 | 144.99     |
|         |                       |                           |           | INVOICE TOTAL:                |               |                   | 144.99 *   |
|         | 112519-R.FREDRICKSON  | 10/31/19                  | 01        | COMCAST-9/10-10/09 INTERNET,  |               | 82-820-54-00-5440 | 421.23     |
|         |                       |                           | 02        | PHONE & CABLE                 |               | ** COMMENT **     |            |
|         |                       |                           | 03        | YORKVILLE POST-JRB PACKET     |               | 87-870-54-00-5462 | 4.40       |
|         |                       |                           | 04        | MAILING                       |               | ** COMMENT **     |            |
|         |                       |                           | 05        | YORKVILLE POST-JRB PACKET     |               | 88-880-54-00-5462 | 4.40       |
|         |                       |                           | 06        | MAILING                       |               | ** COMMENT **     |            |
|         |                       |                           | 07        | YORKVILLE POST-JRB PACKET     |               | 89-890-54-00-5462 | 4.40       |
|         |                       |                           | 08        | MAILING                       |               | ** COMMENT **     |            |
|         |                       |                           | 09        | COMCAST-9/12-10/11 CABLE      |               | 01-110-54-00-5440 | 21.01      |
|         |                       |                           | 10        | IGFOA-2019 PUBLIC PENSION     |               | 01-120-54-00-5412 | 120.00     |
|         |                       |                           | 11        | INSTITUTE SEMINAR-FREDRICKSON |               | ** COMMENT **     |            |
|         |                       |                           | 12        | COMCAST-9/29-10/28 185 WOLF   |               | 79-790-54-00-5440 | 89.90      |
|         |                       |                           | 13        | ST INTERNET                   |               | ** COMMENT **     |            |
|         |                       |                           | 14        | COMCAST-9/29-10/28 185 WOLF   |               | 79-790-54-00-5440 | 108.39     |
|         |                       |                           | 15        | ST PHONE & CABLE              |               | ** COMMENT **     |            |
|         |                       |                           | 16        | COMCAST-9/13-10/12 610 TOWER  |               | 51-510-54-00-5440 | 106.85     |
|         |                       |                           | 17        | PLANT INTERNET                |               | ** COMMENT **     |            |

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|---------|-----------------------|---------------------------|-----------|--------------------------------|---------------|-------------------|------------|
| 900081  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                                | 11/25/19      |                   |            |
|         | 112519-R.HARMON       | 10/31/19                  | 14        | FUN EXPRESS-HALLOWEEN SUPPLIES |               | 79-795-56-00-5606 | 282.86     |
|         |                       |                           | 15        | AMAZON-SKELETON COSTUMES,      |               | 79-795-56-00-5606 | 25.54      |
|         |                       |                           | 16        | COTTON BALLS, CARD GAMES, TAPE |               | ** COMMENT **     |            |
|         |                       |                           | 17        | MEASURE                        |               | ** COMMENT **     |            |
|         |                       |                           | 18        | MY PRESCHOOL-E BOOKS           |               | 79-795-56-00-5606 | 21.00      |
|         |                       |                           | 19        | AMAZON-COOKING SCALE,          |               | 79-795-56-00-5606 | 81.28      |
|         |                       |                           | 20        | HALLOWEEN STAMPS, DINNER       |               | ** COMMENT **     |            |
|         |                       |                           | 21        | PLATES, HOLE PUNCH             |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 1,599.49 * |
|         | 112519-R.HORNER       | 10/31/19                  | 01        | OCC OUTDOORS-TRASH RECEPTACLE  |               | 79-790-56-00-5640 | 86.95      |
|         |                       |                           | 02        | REPLACEMENT DOME TOP WITH      |               | ** COMMENT **     |            |
|         |                       |                           | 03        | DOOR                           |               | ** COMMENT **     |            |
|         |                       |                           | 04        | ONLINE STORES-40 FLAGS         |               | 79-790-56-00-5620 | 693.00     |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 779.95 *   |
|         | 112519-R.MIKOLASEK    | 10/31/19                  | 01        | HOMICIDE INVESTIGATOR          |               | 01-210-54-00-5415 | 253.08     |
|         |                       |                           | 02        | TRAINING LODGING               |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 253.08 *   |
|         | 112519-R.WRIGHT       | 10/31/19                  | 01        | PHYSICIANS CARE-DRUG SCREENING |               | 01-210-54-00-5462 | 43.00      |
|         |                       |                           | 02        | PHYSICIANS CARE-DRUG SCREENING |               | 51-510-54-00-5462 | 79.50      |
|         |                       |                           | 03        | PHYSICIANS CARE-DRUG SCREENING |               | 52-520-54-00-5462 | 21.50      |
|         |                       |                           | 04        | PHYSICIANS CARE-DRUG SCREENING |               | 79-790-54-00-5462 | 58.00      |
|         |                       |                           | 05        | PHYSICIANS CARE-DRUG SCREENING |               | 79-795-54-00-5462 | 129.00     |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 331.00 *   |
|         | 112519-S.AUGUSTINE    | 10/31/19                  | 01        | PANERA-REFRESHMENTS FOR        |               | 82-000-24-00-2480 | 14.99      |
|         |                       |                           | 02        | FINANCIAL LITERACY PROGRAM     |               | ** COMMENT **     |            |
|         |                       |                           | 03        | JEWEL-REFRESHMENTS FOR         |               | 82-000-24-00-2480 | 22.76      |
|         |                       |                           | 04        | FINANCIAL LITERACY PROGRAM     |               | ** COMMENT **     |            |
|         |                       |                           | 05        | JEWEL-REFRESHMENTS FOR OCT     |               | 82-000-24-00-2480 | 16.97      |
|         |                       |                           | 06        | MOVIE PROGRAM                  |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 54.72 *    |
|         | 112519-S.IWANSKI      | 10/31/19                  | 01        | YORKVILLE POST-POSTAGE         |               | 82-820-54-00-5452 | 27.22      |
|         |                       |                           | 02        | VISTA PRINT-250 BUSINESS CARDS |               | 82-820-56-00-5620 | 32.50      |
|         |                       |                           | 03        | FLOWER SHOP-FLOWERS FOR        |               | 82-820-56-00-5610 | 47.89      |
|         |                       |                           | 04        | HOSPITALIZED STAFF MEMBER      |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:                 |               |                   | 107.61 *   |
|         | 112519-S.REDMON       | 10/31/19                  | 01        | SHAW MEDIA-2019 HTD ADS        |               | 79-795-56-00-5602 | 1,730.00   |
|         |                       |                           | 02        | AT&T-9/24-10/23 TOWN SQUARE    |               | 79-795-54-00-5440 | 76.91      |
|         |                       |                           | 03        | SIGN INTERNET                  |               | ** COMMENT **     |            |
|         |                       |                           | 04        | GEN POWER-2019 HTD ELECTRICITY |               | 79-795-56-00-5602 | 7,375.00   |

Total for all Highlighted Library Invoices: \$3,226.19

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|---------|------------|----------------------------|-----------------|-----------|-------------------------------|-------------------|------------|
| 104808  | BAKTAY     | BAKER & TAYLOR             |                 |           |                               |                   |            |
|         | 2034898482 |                            | 11/01/19        | 01        | BOOKS                         | 84-840-56-00-5686 | 803.91     |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 803.91 *   |
|         | 2034926416 |                            | 11/14/19        | 01        | BOOKS                         | 84-840-56-00-5686 | 909.37     |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 909.37 *   |
|         |            |                            |                 |           | CHECK TOTAL:                  |                   | 1,713.28   |
| 104809  | CAMBRIA    | CAMBRIA SALES COMPANY INC. |                 |           |                               |                   |            |
|         | 41159      |                            | 11/04/19        | 01        | TOILET TISSUE, PAPER TOWELS,  | 82-820-56-00-5621 | 989.48     |
|         |            |                            |                 | 02        | GARBAGE BAGS, VACUUM BAGS,    | ** COMMENT **     |            |
|         |            |                            |                 | 03        | BOWL CLEANER, WINDEX, GLOVES, | ** COMMENT **     |            |
|         |            |                            |                 | 04        | SOAP, GLASS CLEANER, LYSOL    | ** COMMENT **     |            |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 989.48 *   |
|         |            |                            |                 |           | CHECK TOTAL:                  |                   | 989.48     |
| 104810  | ERICSCUT   | ERIC K HILL                |                 |           |                               |                   |            |
|         | 11009      |                            | 11/22/19        | 01        | FALL GROUNDS CLEANUP          | 82-820-54-00-5495 | 1,400.00   |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 1,400.00 * |
|         |            |                            |                 |           | CHECK TOTAL:                  |                   | 1,400.00   |
| 104811  | FINDAWAY   | FINDAWAY WORLD LLC         |                 |           |                               |                   |            |
|         | 304881     |                            | 11/13/19        | 01        | AUDIO BOOKS                   | 84-840-56-00-5683 | 164.97     |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 164.97 *   |
|         |            |                            |                 |           | CHECK TOTAL:                  |                   | 164.97     |
| 104812  | LLWCONSU   | LLOYD WARBER               |                 |           |                               |                   |            |
|         | 10464      |                            | 11/27/19        | 01        | NOV 2019 ON SITE IT SUPPORT   | 82-820-54-00-5462 | 720.00     |
|         |            |                            |                 |           | INVOICE TOTAL:                |                   | 720.00 *   |
|         |            |                            |                 |           | CHECK TOTAL:                  |                   | 720.00     |

DATE: 12/03/19  
TIME: 08:07:54  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 12/09/19

| CHECK # | VENDOR # | INVOICE<br>NUMBER              | INVOICE<br>DATE | ITEM<br># | DESCRIPTION                  | ACCOUNT #         | ITEM AMT   |
|---------|----------|--------------------------------|-----------------|-----------|------------------------------|-------------------|------------|
| 104813  | MIDWTAPE | MIDWEST TAPE                   |                 |           |                              |                   |            |
|         | 98196093 |                                | 11/12/19        | 01        | DVD                          | 84-840-56-00-5685 | 22.49      |
|         |          |                                |                 | 02        | AUDIO BOOKS                  | 84-840-56-00-5683 | 274.93     |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 297.42 *   |
|         | 98224995 |                                | 11/18/19        | 01        | AUDIO BOOK                   | 84-840-56-00-5683 | 37.99      |
|         |          |                                |                 | 02        | DVD                          | 84-840-56-00-5685 | 22.49      |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 60.48 *    |
|         | 98240741 |                                | 11/23/19        | 01        | DVDS                         | 84-840-56-00-5685 | 42.73      |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 42.73 *    |
|         |          |                                |                 |           | CHECK TOTAL:                 |                   | 400.63     |
| 104814  | PROQUEST | PROQUEST INFORMATION           |                 |           |                              |                   |            |
|         | 70605482 |                                | 12/02/19        | 01        | ANCESTRY LIBRARY RENEWAL     | 82-820-54-00-5460 | 1,352.00   |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 1,352.00 * |
|         |          |                                |                 |           | CHECK TOTAL:                 |                   | 1,352.00   |
| 104815  | RJONEIL  | R.J. O'NEIL, INC.              |                 |           |                              |                   |            |
|         | 00110911 |                                | 10/31/19        | 01        | BOILER REPAIR                | 82-820-54-00-5495 | 232.50     |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 232.50 *   |
|         |          |                                |                 |           | CHECK TOTAL:                 |                   | 232.50     |
| 104816  | SHOWALT  | SHOWALTER ROOFING SERVICE, INC |                 |           |                              |                   |            |
|         | 26155    |                                | 11/01/19        | 01        | DOWNPAYMENT FOR INSTALLATION | 82-820-54-00-5495 | 3,260.00   |
|         |          |                                |                 | 02        | OF A SNOW RETENTION SYSTEM   | ** COMMENT **     |            |
|         |          |                                |                 |           | INVOICE TOTAL:               |                   | 3,260.00 * |
|         |          |                                |                 |           | CHECK TOTAL:                 |                   | 3,260.00   |

CHECK DATE: 12/09/19

| CHECK # | VENDOR # | INVOICE<br>NUMBER              | INVOICE<br>DATE | ITEM<br># | DESCRIPTION                   | ACCOUNT #         | ITEM AMT |           |
|---------|----------|--------------------------------|-----------------|-----------|-------------------------------|-------------------|----------|-----------|
| 104817  | SOUND    | SOUND INCORPORATED             |                 |           |                               |                   |          |           |
|         | R165323  |                                | 11/12/19        | 01        | DEC 2019-FEB 2020 TELEPHONE & | 82-820-54-00-5462 | 291.00   |           |
|         |          |                                |                 | 02        | VOICEMAIL MAINTENANCE         | ** COMMENT **     |          |           |
|         |          |                                |                 | 03        | AGREEMENT                     | ** COMMENT **     |          |           |
|         |          |                                |                 |           | INVOICE TOTAL:                |                   | 291.00 * |           |
|         |          |                                |                 |           | CHECK TOTAL:                  |                   |          | 291.00    |
| 104818  | THYSSEN  | THYSSENKRUPP ELEVATOR CORP     |                 |           |                               |                   |          |           |
|         | 120119   |                                | 12/01/19        | 01        | ANNUAL INSPECTION WITNESSING  | 82-820-54-00-5462 | 421.00   |           |
|         |          |                                |                 | 02        | FEE FOR ELEVATORS             | ** COMMENT **     |          |           |
|         |          |                                |                 |           | INVOICE TOTAL:                |                   | 421.00 * |           |
|         |          |                                |                 |           | CHECK TOTAL:                  |                   |          | 421.00    |
| 104819  | TODAYS   | TODAY'S BUSINESS SOLUTIONS INC |                 |           |                               |                   |          |           |
|         | 072919-7 |                                | 07/30/19        | 01        | CHARGE FOR APR-JUN FAXES      | 82-820-54-00-5462 | 43.52    |           |
|         |          |                                |                 |           | INVOICE TOTAL:                |                   | 43.52 *  |           |
|         |          |                                |                 |           | CHECK TOTAL:                  |                   |          | 43.52     |
| 104820  | YOUNGM   | MARLYS J. YOUNG                |                 |           |                               |                   |          |           |
|         | 110419   |                                | 11/14/19        | 01        | 11/04/19 MEETING MINUTES      | 82-820-54-00-5462 | 56.75    |           |
|         |          |                                |                 |           | INVOICE TOTAL:                |                   | 56.75 *  |           |
|         | 111819   |                                | 11/25/19        | 01        | 11/18/19 MEETING MINUTES      | 82-820-54-00-5462 | 57.00    |           |
|         |          |                                |                 |           | INVOICE TOTAL:                |                   | 57.00 *  |           |
|         |          |                                |                 |           | CHECK TOTAL:                  |                   |          | 113.75    |
|         |          |                                |                 |           | TOTAL AMOUNT PAID:            |                   |          | 11,102.13 |





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 1, 2019

|                      | REGULAR              | OVERTIME           | TOTAL                | IMRF                | FICA                | TOTALS               |
|----------------------|----------------------|--------------------|----------------------|---------------------|---------------------|----------------------|
| ADMINISTRATION       | \$ 19,489.34         | \$ -               | 19,489.34            | \$ 1,772.54         | \$ 1,026.02         | \$ 22,287.90         |
| FINANCE              | 10,703.47            | -                  | 10,703.47            | 983.33              | 804.02              | \$ 12,490.82         |
| POLICE               | 117,693.17           | 2,945.75           | 120,638.92           | 587.01              | 8,845.60            | \$ 130,071.53        |
| COMMUNITY DEV.       | 19,050.83            | -                  | 19,050.83            | 1,753.18            | 1,420.17            | \$ 22,224.18         |
| STREETS              | 13,033.09            | 98.95              | 13,132.04            | 1,189.76            | 951.13              | \$ 15,272.93         |
| WATER                | 16,415.37            | 436.15             | 16,851.52            | 1,540.33            | 1,240.48            | \$ 19,632.33         |
| SEWER                | 7,925.92             | 107.20             | 8,033.12             | 659.86              | 581.74              | \$ 9,274.72          |
| PARKS                | 22,885.16            | 110.05             | 22,995.21            | 1,979.63            | 1,682.06            | \$ 26,656.90         |
| RECREATION           | 18,144.89            | -                  | 18,144.89            | 1,230.52            | 1,354.87            | \$ 20,730.28         |
| LIBRARY              | 16,798.82            | -                  | 16,798.82            | 977.72              | 1,261.59            | \$ 19,038.13         |
| <b>TOTALS</b>        | <b>\$ 262,140.06</b> | <b>\$ 3,698.10</b> | <b>\$ 265,838.16</b> | <b>\$ 12,673.88</b> | <b>\$ 19,167.68</b> | <b>\$ 297,679.72</b> |
| <b>TOTAL PAYROLL</b> |                      |                    |                      |                     |                     | <b>\$ 297,679.72</b> |



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 15, 2019

|                   | REGULAR              | OVERTIME           | TOTAL                | IMRF                | FICA                | TOTALS               |
|-------------------|----------------------|--------------------|----------------------|---------------------|---------------------|----------------------|
| MAYOR & LIQ. COM. | \$ 1,043.34          | \$ -               | \$ 1,043.34          | \$ -                | \$ 79.82            | \$ 1,123.16          |
| ALDERMAN          | 4,880.00             | -                  | 4,880.00             | -                   | 373.34              | 5,253.34             |
| ADMINISTRATION    | 20,124.35            | -                  | 20,124.35            | 1,823.27            | 1,068.86            | 23,016.48            |
| FINANCE           | 11,338.46            | -                  | 11,338.46            | 1,027.27            | 841.12              | 13,206.85            |
| POLICE            | 113,866.71           | 1,343.84           | 115,210.55           | 587.02              | 8,407.34            | 124,204.91           |
| COMMUNITY DEV.    | 19,050.83            | -                  | 19,050.83            | 1,726.00            | 1,397.21            | 22,174.04            |
| STREETS           | 13,033.10            | 657.55             | 13,690.65            | 1,240.35            | 991.07              | 15,922.07            |
| WATER             | 15,665.37            | -                  | 15,665.37            | 1,419.28            | 1,140.78            | 18,225.43            |
| SEWER             | 7,770.86             | -                  | 7,770.86             | 704.04              | 560.91              | 9,035.81             |
| PARKS             | 22,985.15            | -                  | 22,985.15            | 2,007.09            | 1,674.67            | 26,666.91            |
| RECREATION        | 17,668.37            | -                  | 17,668.37            | 1,280.36            | 1,312.68            | 20,261.41            |
| <b>LIBRARY</b>    | <b>17,142.72</b>     | <b>-</b>           | <b>17,142.72</b>     | <b>954.38</b>       | <b>1,276.43</b>     | <b>19,373.53</b>     |
| <b>TOTALS</b>     | <b>\$ 264,569.26</b> | <b>\$ 2,001.39</b> | <b>\$ 266,570.65</b> | <b>\$ 12,769.06</b> | <b>\$ 19,124.23</b> | <b>\$ 298,463.94</b> |

**TOTAL PAYROLL                    \$ 298,463.94**



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 27, 2019

|                | REGULAR       | OVERTIME    | TOTAL         | IMRF         | FICA         | TOTALS        |
|----------------|---------------|-------------|---------------|--------------|--------------|---------------|
| ADMINISTRATION | \$ 21,113.57  | \$ -        | 21,113.57     | \$ 1,912.90  | \$ 1,181.25  | \$ 24,207.72  |
| FINANCE        | 10,703.47     | -           | 10,703.47     | 969.74       | 634.98       | \$ 12,308.19  |
| POLICE         | 126,701.32    | 1,578.44    | 128,279.76    | 587.01       | 9,748.86     | \$ 138,615.63 |
| COMMUNITY DEV. | 19,105.90     | -           | 19,105.90     | 1,730.99     | 1,438.64     | \$ 22,275.53  |
| STREETS        | 16,094.87     | 6,219.21    | 22,314.08     | 2,021.72     | 1,696.32     | \$ 26,032.12  |
| WATER          | 14,369.33     | 117.76      | 14,487.09     | 1,312.52     | 1,098.77     | \$ 16,898.38  |
| SEWER          | 7,175.91      | -           | 7,175.91      | 650.13       | 548.94       | \$ 8,374.98   |
| PARKS          | 21,912.17     | -           | 21,912.17     | 1,950.38     | 1,676.15     | \$ 25,538.70  |
| RECREATION     | 16,835.87     | -           | 16,835.87     | 1,223.73     | 1,287.98     | \$ 19,347.58  |
| LIBRARY        | 16,209.92     | -           | 16,209.92     | 954.38       | 1,236.23     | \$ 18,400.53  |
| TOTALS         | \$ 270,222.33 | \$ 7,915.41 | \$ 278,137.74 | \$ 13,313.50 | \$ 20,548.12 | \$ 311,999.36 |
| TOTAL PAYROLL  |               |             |               |              |              | \$ 311,999.36 |



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, December 9, 2019

#### ACCOUNTS PAYABLE

|   |            |                   |
|---|------------|-------------------|
| Library CC Check Register <i>(Pages 1- 7)</i>     | 11/25/2019 | \$3,226.19        |
| Library Check Register <i>(Pages 8-10)</i>        | 12/09/2019 | 11,102.13         |
|   |            |                   |
| Flex - Sept 2019 HRA Admin Fees                   | 11/26/2019 | \$20.00           |
| Lincoln Financial -Nov. 2019 Life Ins             | 11/12/2019 | 30.83             |
| IPRF - Dec. 2019 Workers Comp                     | 11/12/2019 | 910.84            |
| Illinois State Police-Background Checks           | 11/12/2019 | 56.50             |
| Blue Cross /Blue Shield-Dec. 2019 Health Ins      | 11/26/2019 | 5,537.74          |
| Blue Cross /Blue Shield-Dec. 2019 Dental Ins      | 11/26/2019 | 582.29            |
| Dearborn National - Dec. 2019 Vision Ins          | 11/12/2019 | 84.33             |
| Marlys Young-10/7, 10/10, & 10/14 Meeting Minutes | 11/12/2019 | 200.75            |
| D.Donnely - 11/07/19 Art Program                  | 11/12/2019 | 50.00             |
| <b>TOTAL BILLS PAID:</b>                          |            | <hr/> \$21,801.60 |

#### PAYROLL

|                            | <u>DATE</u> |                   |
|----------------------------|-------------|-------------------|
| Bi-weekly <i>(Page 11)</i> | 11/01/2019  | \$19,038.13       |
| Bi-weekly <i>(Page 12)</i> | 11/15/2019  | 19,373.53         |
| Bi-weekly <i>(Page 13)</i> | 11/27/2019  | 18,400.53         |
| <b>TOTAL PAYROLL:</b>      |             | <hr/> \$56,812.19 |

|                             |                                |
|-----------------------------|--------------------------------|
| <b>TOTAL DISBURSEMENTS:</b> | <hr/> <b>\$78,613.79</b> <hr/> |
|-----------------------------|--------------------------------|



# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of November 30, 2019

#### FISCAL YEAR 2020

|                           |                | May<br>2019 | June<br>2019 | July<br>2019 | August<br>2019 | September<br>2019 | October<br>2019 | November<br>2019 | December<br>2019 | January<br>2020 | February<br>2020 | March<br>2020 | April<br>2020 |
|---------------------------|----------------|-------------|--------------|--------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|
| Library Operations        | Old Second     | \$ 408,036  | \$ 625,661   | \$ 589,917   | \$ 562,731     | \$ 831,380        | \$ 805,514      | \$ 750,913       |                  |                 |                  |               |               |
| Building Development Fees | Old Second     | 90,345      | 87,625       | 89,174       | 93,668         | 93,111            | 150,030         | 146,425          |                  |                 |                  |               |               |
| Library Operations        | IMET *         | 8,007       | 8,007        | 8,007        | 8,007          | 8,007             | 8,007           | 8,007            |                  |                 |                  |               |               |
| Library Operations        | Illinois Funds | 211,592     | 212,013      | 212,444      | 212,841        | 234,376           | 234,758         | 235,099          |                  |                 |                  |               |               |
| Total:                    |                | \$ 717,980  | \$ 933,307   | \$ 899,542   | \$ 877,248     | \$ 1,166,874      | \$ 1,198,309    | \$ 1,140,444     | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          |

\* Restricted

#### PAYROLL

|                            |  |           |           |           |           |           |           |           |      |      |      |      |      |
|----------------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|------|------|------|------|
| 1 <sup>ST</sup> PAY PERIOD |  | \$ 18,476 | \$ 19,369 | \$ 18,734 | \$ 19,355 | \$ 19,306 | \$ 19,493 | \$ 19,188 |      |      |      |      |      |
| 2 <sup>ND</sup> PAY PERIOD |  | 19,361    | 19,417    | 19,287    | 18,873    | 18,814    | 20,011    | 19,374    |      |      |      |      |      |
| 3 <sup>RD</sup> PAY PERIOD |  | 19,324    | -         | -         | -         | -         | -         | 18,401    |      |      |      |      |      |
| Total                      |  | \$ 57,162 | \$ 38,786 | \$ 38,021 | \$ 38,228 | \$ 38,120 | \$ 39,504 | \$ 56,962 | \$ - | \$ - | \$ - | \$ - | \$ - |



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended November 30, 2019**

|                                    |                             | % of Fiscal Year |                |                |                  |                     |                   |                    |                        |                            |               |
|------------------------------------|-----------------------------|------------------|----------------|----------------|------------------|---------------------|-------------------|--------------------|------------------------|----------------------------|---------------|
| ACCOUNT NUMBER                     | DESCRIPTION                 | 8%<br>May-19     | 17%<br>June-19 | 25%<br>July-19 | 33%<br>August-19 | 42%<br>September-19 | 50%<br>October-19 | 58%<br>November-19 | Year-to-Date<br>Totals | FISCAL YEAR 2020<br>BUDGET | % of Budget   |
| <b>LIBRARY OPERATIONS REVENUES</b> |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| <i>Taxes</i>                       |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-40-00-4000                  | PROPERTY TAXES              | 58,036           | 298,555        | 12,300         | 25,236           | 278,962             | 22,101            | 7,528              | 702,716                | 699,220                    | 100.50%       |
| 82-000-40-00-4083                  | PROPERTY TAXES-DEBT SERVICE | 65,634           | 337,641        | 13,910         | 28,540           | 315,483             | 24,994            | 8,513              | 794,715                | 793,028                    | 100.21%       |
| <i>Intergovernmental</i>           |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-41-00-4120                  | PERSONAL PROPERTY TAX       | 1,460            | -              | 862            | 103              | -                   | 1,501             | -                  | 3,927                  | 5,250                      | 74.80%        |
| 82-000-41-00-4170                  | STATE GRANTS                | -                | -              | -              | -                | 21,151              | -                 | -                  | 21,151                 | 20,000                     | 105.76%       |
| <i>Fines &amp; Forfeits</i>        |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-43-00-4330                  | LIBRARY FINES               | 434              | 712            | 492            | 1,669            | 279                 | 1,168             | 231                | 4,985                  | 8,500                      | 58.65%        |
| <i>Charges for Service</i>         |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-44-00-4401                  | LIBRARY SUBSCRIPTION CARDS  | 1,193            | 882            | 880            | 990              | 966                 | 475               | 435                | 5,821                  | 8,000                      | 72.76%        |
| 82-000-44-00-4422                  | COPY FEES                   | 294              | 322            | 441            | 399              | 264                 | 361               | 245                | 2,326                  | 3,750                      | 62.01%        |
| 82-000-44-00-4439                  | PROGRAM FEES                | -                | 15             | 20             | 23               | -                   | -                 | -                  | 58                     | -                          | 0.00%         |
| <i>Investment Earnings</i>         |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-45-00-4500                  | INVESTMENT EARNINGS         | 735              | 680            | 817            | 1,079            | 1,377               | 1,394             | 1,358              | 7,440                  | 10,000                     | 74.40%        |
| <i>Miscellaneous</i>               |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-48-00-4820                  | RENTAL INCOME               | 200              | -              | -              | 175              | -                   | 325               | 200                | 900                    | 2,000                      | 45.00%        |
| 82-000-48-00-4850                  | MISCELLANEOUS INCOME        | 1,981            | 370            | 52             | -                | -                   | 27                | -                  | 2,431                  | 2,000                      | 121.53%       |
| <i>Other Financing Sources</i>     |                             |                  |                |                |                  |                     |                   |                    |                        |                            |               |
| 82-000-49-00-4901                  | TRANSFER FROM GENERAL       | 5,588            | 1,830          | 2,002          | 1,830            | 1,830               | 2,002             | 911                | 15,991                 | 25,003                     | 63.96%        |
| <b>TOTAL REVENUES: LIBRARY</b>     |                             | <b>135,555</b>   | <b>641,006</b> | <b>31,777</b>  | <b>60,044</b>    | <b>620,311</b>      | <b>54,348</b>     | <b>19,421</b>      | <b>1,562,461</b>       | <b>1,576,751</b>           | <b>99.09%</b> |

**LIBRARY OPERATIONS EXPENDITURES**

|                             |                              |        |        |        |        |        |        |        |         |         |        |
|-----------------------------|------------------------------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|
| <i>Salaries &amp; Wages</i> |                              |        |        |        |        |        |        |        |         |         |        |
| 82-820-50-00-5010           | SALARIES & WAGES             | 30,988 | 21,451 | 20,903 | 20,903 | 20,902 | 20,903 | 31,710 | 167,759 | 278,394 | 60.26% |
| 82-820-50-00-5015           | PART-TIME SALARIES           | 19,549 | 12,675 | 12,560 | 12,752 | 12,651 | 13,938 | 18,442 | 102,567 | 196,000 | 52.33% |
| <i>Benefits</i>             |                              |        |        |        |        |        |        |        |         |         |        |
| 82-820-52-00-5212           | RETIREMENT PLAN CONTRIBUTION | 2,821  | 1,957  | 1,907  | 1,907  | 1,907  | 1,907  | 2,886  | 15,294  | 25,541  | 59.88% |
| 82-820-52-00-5214           | FICA CONTRIBUTION            | 3,804  | 2,552  | 2,501  | 2,516  | 2,508  | 2,607  | 3,774  | 20,263  | 35,544  | 57.01% |
| 82-820-52-00-5216           | GROUP HEALTH INSURANCE       | 11,099 | 5,301  | 5,112  | 5,461  | 5,158  | 5,034  | 7,401  | 44,567  | 81,184  | 54.90% |
| 82-820-52-00-5222           | GROUP LIFE INSURANCE         | 31     | 31     | 31     | 31     | 31     | 31     | 31     | 216     | 387     | 55.76% |
| 82-820-52-00-5223           | DENTAL INSURANCE             | 1,165  | 582    | 582    | 582    | 582    | 582    | 582    | 4,658   | 6,987   | 66.67% |
| 82-820-52-00-5224           | VISION INSURANCE             | 169    | 84     | 84     | 84     | 84     | 84     | 84     | 675     | 1,012   | 66.66% |
| 82-820-52-00-5230           | UNEMPLOYMENT INSURANCE       | 172    | -      | 172    | -      | -      | 172    | -      | 516     | 750     | 68.83% |
| 82-820-52-00-5231           | LIABILITY INSURANCE          | 5,416  | 1,830  | 1,830  | 1,830  | 1,830  | 1,830  | 911    | 15,475  | 24,253  | 63.81% |
| <i>Contractual Services</i> |                              |        |        |        |        |        |        |        |         |         |        |
| 82-820-54-00-5412           | TRAINING & CONFERENCES       | -      | -      | -      | -      | -      | -      | 163    | 163     | 2,000   | 8.13%  |
| 82-820-54-00-5415           | TRAVEL & LODGING             | -      | -      | -      | -      | -      | -      | 120    | 120     | 1,500   | 8.02%  |
| 82-820-54-00-5426           | PUBLISHING & ADVERTISING     | -      | -      | -      | 485    | (52)   | 55     | -      | 488     | 2,000   | 24.41% |



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2020 BUDGET REPORT  
For the Month Ended November 30, 2019**

|                                |                               | % of Fiscal Year |                |                 |                  |                     |                   |                    |                        |                            |               |
|--------------------------------|-------------------------------|------------------|----------------|-----------------|------------------|---------------------|-------------------|--------------------|------------------------|----------------------------|---------------|
| ACCOUNT NUMBER                 | DESCRIPTION                   | 8%<br>May-19     | 17%<br>June-19 | 25%<br>July-19  | 33%<br>August-19 | 42%<br>September-19 | 50%<br>October-19 | 58%<br>November-19 | Year-to-Date<br>Totals | FISCAL YEAR 2020<br>BUDGET | % of Budget   |
| 82-820-54-00-5440              | TELECOMMUNICATIONS            | -                | 832            | -               | 842              | -                   | 422               | 421                | 2,517                  | 6,000                      | 41.94%        |
| 82-820-54-00-5452              | POSTAGE & SHIPPING            | -                | 45             | 9               | 8                | 20                  | 20                | 27                 | 129                    | 750                        | 17.26%        |
| 82-820-54-00-5460              | DUES & SUBSCRIPTIONS          | 1,533            | 13             | 13              | -                | 119                 | 1,650             | 1,481              | 4,809                  | 11,000                     | 43.72%        |
| 82-820-54-00-5462              | PROFESSIONAL SERVICES         | 4,059            | 1,983          | 1,181           | 3,384            | 1,339               | 2,750             | 4,091              | 18,788                 | 40,000                     | 46.97%        |
| 82-820-54-00-5466              | LEGAL SERVICES                | -                | -              | -               | 630              | -                   | -                 | -                  | 630                    | 3,000                      | 21.00%        |
| 82-820-54-00-5468              | AUTOMATION                    | 2,249            | -              | -               | 3,804            | -                   | 4,299             | -                  | 10,351                 | 20,000                     | 51.76%        |
| 82-820-54-00-5480              | UTILITIES                     | -                | -              | 559             | 774              | -                   | 825               | 759                | 2,916                  | 11,130                     | 26.20%        |
| 82-820-54-00-5495              | OUTSIDE REPAIR & MAINTENANCE  | 248              | 4,921          | 7,359           | 1,343            | 2,640               | 9,527             | 1,553              | 27,591                 | 50,000                     | 55.18%        |
| 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               | -                | 112            | 437             | 500              | 528                 | 1,011             | 1,691              | 4,279                  | 8,000                      | 53.49%        |
| 82-820-56-00-5620              | OPERATING SUPPLIES            | -                | 309            | 23              | 408              | -                   | -                 | 613                | 1,354                  | 3,000                      | 45.12%        |
| 82-820-56-00-5621              | CUSTODIAL SUPPLIES            | -                | 1,397          | -               | 120              | 918                 | 100               | 49                 | 2,583                  | 8,000                      | 32.28%        |
| 82-820-56-00-5635              | COMPUTER EQUIPMENT & SOFTWARE | -                | -              | -               | -                | -                   | -                 | -                  | -                      | 2,000                      | 0.00%         |
| 82-820-56-00-5671              | LIBRARY PROGRAMMING           | -                | 22             | 61              | -                | 376                 | 131               | 178                | 768                    | 1,000                      | 76.76%        |
| 82-820-56-00-5675              | EMPLOYEE RECOGNITION          | -                | -              | -               | -                | 70                  | -                 | -                  | 70                     | 200                        | 35.22%        |
| 82-820-56-00-5685              | DVD'S                         | -                | -              | -               | -                | -                   | -                 | -                  | -                      | 500                        | 0.00%         |
| 82-820-56-00-5686              | BOOKS                         | -                | -              | -               | 273              | -                   | 22                | -                  | 295                    | 1,500                      | 19.67%        |
| <i>2006 Bond</i>               |                               |                  |                |                 |                  |                     |                   |                    |                        |                            |               |
| 82-820-84-00-8000              | PRINCIPAL PAYMENT             | -                | -              | -               | -                | -                   | -                 | -                  | -                      | 50,000                     | 0.00%         |
| 82-820-84-00-8050              | INTEREST PAYMENT              | -                | 11,306         | -               | -                | -                   | -                 | -                  | 11,306                 | 22,613                     | 50.00%        |
| <i>2013 Refunding Bond</i>     |                               |                  |                |                 |                  |                     |                   |                    |                        |                            |               |
| 82-820-99-00-8000              | PRINCIPAL PAYMENT             | -                | -              | -               | -                | -                   | -                 | -                  | -                      | 585,000                    | 0.00%         |
| 82-820-99-00-8050              | INTEREST PAYMENT              | -                | 69,700         | -               | -                | -                   | -                 | -                  | 69,700                 | 139,400                    | 50.00%        |
| <b>TOTAL FUND REVENUES</b>     |                               | <b>135,555</b>   | <b>641,006</b> | <b>31,777</b>   | <b>60,044</b>    | <b>620,311</b>      | <b>54,348</b>     | <b>19,421</b>      | <b>1,562,461</b>       | <b>1,576,751</b>           | <b>99.09%</b> |
| <b>TOTAL FUND EXPENDITURES</b> |                               | <b>83,303</b>    | <b>138,204</b> | <b>55,325</b>   | <b>59,226</b>    | <b>51,613</b>       | <b>67,898</b>     | <b>76,968</b>      | <b>532,536</b>         | <b>1,620,345</b>           | <b>32.87%</b> |
| <b>FUND SURPLUS (DEFICIT)</b>  |                               | <b>52,251</b>    | <b>502,802</b> | <b>(23,548)</b> | <b>818</b>       | <b>568,697</b>      | <b>(13,550)</b>   | <b>(57,546)</b>    | <b>1,029,925</b>       | <b>(43,594)</b>            |               |

**LIBRARY CAPITAL REVENUES**

|  |                      |              |              |              |              |               |              |              |               |               |                |
|--|----------------------|--------------|--------------|--------------|--------------|---------------|--------------|--------------|---------------|---------------|----------------|
| 84-000-42-00-4214                      | DEVELOPMENT FEES     | 9,800        | 4,400        | 7,300        | 2,800        | 59,900        | 3,750        | 6,375        | 94,325        | 50,000        | 188.65%        |
| 84-000-45-00-4500                      | INVESTMENT EARNINGS  | 62           | 50           | 56           | 62           | 60            | 57           | 69           | 417           | 100           | 417.14%        |
| 84-000-48-00-4850                      | MISCELLANEOUS INCOME | -            | 29           | -            | -            | -             | -            | -            | 29            | -             | 0.00%          |
| <b>TOTAL REVENUES: LIBRARY CAPITAL</b> |                      | <b>9,862</b> | <b>4,479</b> | <b>7,356</b> | <b>2,862</b> | <b>59,960</b> | <b>3,807</b> | <b>6,444</b> | <b>94,771</b> | <b>50,100</b> | <b>189.16%</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                   | - | 157 | 233 | 95 | 240 | 375 | 587 | 1,687 | 3,500  | 48.20% |



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended November 30, 2019**

| ACCOUNT NUMBER                 | DESCRIPTION                 | % of Fiscal Year |                |                |                  |                     |                   |                    | Year-to-Date<br>Totals | FISCAL YEAR 2020<br>BUDGET | % of Budget    |
|--------------------------------|-----------------------------|------------------|----------------|----------------|------------------|---------------------|-------------------|--------------------|------------------------|----------------------------|----------------|
|                                |                             | 8%<br>May-19     | 17%<br>June-19 | 25%<br>July-19 | 33%<br>August-19 | 42%<br>September-19 | 50%<br>October-19 | 58%<br>November-19 |                        |                            |                |
| 84-840-56-00-5684              | COMPACT DISCS & OTHER MUSIC | -                | -              | 343            | 100              | -                   | -                 | -                  | 443                    | 500                        | 88.53%         |
| 84-840-56-00-5685              | DVD'S                       | -                | 127            | 119            | 246              | 313                 | 222               | 362                | 1,390                  | 3,000                      | 46.32%         |
| 84-840-56-00-5686              | BOOKS                       | -                | 1,958          | 3,713          | 2,427            | 2,364               | 2,941             | 6,475              | 19,877                 | 50,000                     | 39.75%         |
| <b>TOTAL FUND REVENUES</b>     |                             | <b>9,862</b>     | <b>4,479</b>   | <b>7,356</b>   | <b>2,862</b>     | <b>59,960</b>       | <b>3,807</b>      | <b>6,444</b>       | <b>94,771</b>          | <b>50,100</b>              | <b>189.16%</b> |
| <b>TOTAL FUND EXPENDITURES</b> |                             | <b>-</b>         | <b>2,241</b>   | <b>4,408</b>   | <b>2,867</b>     | <b>2,918</b>        | <b>3,538</b>      | <b>7,424</b>       | <b>23,396</b>          | <b>75,500</b>              | <b>30.99%</b>  |
| <b>FUND SURPLUS (DEFICIT)</b>  |                             | <b>9,862</b>     | <b>2,238</b>   | <b>2,948</b>   | <b>(5)</b>       | <b>57,042</b>       | <b>269</b>        | <b>(980)</b>       | <b>71,375</b>          | <b>(25,400)</b>            |                |



ACTIVITY THROUGH FISCAL PERIOD 07

| 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    |
| 02                | AP-190610B  | 06/04/2019 | 01                | BOOKS                          | BAKER & TAYLOR       | 104718 | 2034546750           | 20.69     |           |
|                   |             | 06/04/2019 | 02                | JULY 201, 2019 MAGIC AND ART   | DANIEL LAIB          | 104721 | 552                  | 300.00    |           |
|                   | AP-190618M  | 06/18/2019 | 01                | FABRICATE AND INSTALL A MAIN   | AURORA SIGN CO       | 104730 | 190511-1             | 12,497.00 |           |
|                   | AP-190625MB | 06/20/2019 | 139               | AMAZON-IPAD, ENVELOPES,        | FIRST NATIONAL BANK  | 900075 | 062519-E.TOPPER-B    | 686.29    |           |
|                   |             | 06/20/2019 | 140               | AMAZON-IPAD CASE               | FIRST NATIONAL BANK  | 900075 | 062519-E.TOPPER-B    | 14.99     |           |
|                   |             | 06/20/2019 | 141               | PANERA-3 GIFT CARDS FOR ADULT  | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 30.00     |           |
|                   |             | 06/20/2019 | 142               | GRACE COFFEE-2 GIFT CARDS FOR  | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 20.00     |           |
|                   |             | 06/20/2019 | 143               | AMAZON-MOVIE CLAPPER           | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 9.54      |           |
|                   |             | 06/20/2019 | 144               | AMAZON-MOVIE PARTY PROPS       | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 58.94     |           |
|                   |             | 06/20/2019 | 145               | TARGET-DVDS                    | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 38.00     |           |
|                   |             | 06/20/2019 | 146               | STARBUCKS- 3 GIFT CARDS FOR    | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 30.00     |           |
|                   |             | 06/20/2019 | 147               | NCG-GIFT CARDS FOR ADULT       | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 78.00     |           |
|                   |             | 06/20/2019 | 148               | AMAZON-RED CARPET ISLE RUNNER  | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 49.99     |           |
|                   |             | 06/20/2019 | 149               | AMAZON-BEISTLE CUTOUTS         | FIRST NATIONAL BANK  | 900075 | 062519-S.AUGUSTINE-B | 12.90     |           |
|                   |             |            |                   | TOTAL PERIOD 02 ACTIVITY       |                      |        |                      | 13,846.34 | 0.00      |
| 03                | AP-072919VD | 07/29/2019 | 03                | BOOKS FOR FRIENDS :VOID 104738 | THE READING WAREHOUS |        | 194537               |           | 148.83    |
|                   | AP-190708   | 07/01/2019 | 01                | BOOKS                          | BAKER & TAYLOR       | 104731 | 2034568271           | 66.09     |           |
|                   |             | 07/01/2019 | 02                | BOOKS                          | BAKER & TAYLOR       | 104731 | 2034591302           | 56.95     |           |
|                   |             | 07/01/2019 | 03                | BOOKS FOR FRIENDS SUMMER       | THE READING WAREHOUS |        | 194537               | 148.83    |           |
|                   | AP-190725M  | 07/22/2019 | 166               | BOEGERS LANDSCAPE-FOUNTAIN     | FIRST NATIONAL BANK  | 900077 | 072519-D.DEBORD      | 449.00    |           |
|                   |             | 07/22/2019 | 167               | GROUND EFFECTS-MEXICAN PEBBLES | FIRST NATIONAL BANK  | 900077 | 072519-J.WEISS       | 8.05      |           |
|                   |             | 07/22/2019 | 168               | READING WAREHOUSE-BOOKS        | FIRST NATIONAL BANK  | 900077 | 072519-J.WEISS       | 148.83    |           |
|                   |             | 07/22/2019 | 169               | MENARDS-PLANTER, DIRT, PLANTS  | FIRST NATIONAL BANK  | 900077 | 072519-J.WEISS       | 161.79    |           |
|                   |             | 07/22/2019 | 170               | MENARDS-PLANTS                 | FIRST NATIONAL BANK  | 900077 | 072519-J.WEISS       | 39.74     |           |
|                   |             | 07/22/2019 | 171               | TARGET-SUMMER READING PROGRAM  | FIRST NATIONAL BANK  | 900077 | 072519-J.WEISS       | 69.89     |           |
|                   | GJ-190731LB | 08/02/2019 | 06                | July 2019 Deposits             |                      |        |                      |           | 449.00    |
|                   |             |            |                   | TOTAL PERIOD 03 ACTIVITY       |                      |        |                      | 1,149.17  | 597.83    |
| 04                | AP-190812   | 08/05/2019 | 01                | 2 BRICKS                       | KING & SONS MONUMENT | 104748 | 071119               | 60.00     |           |
|                   | GJ-190831LB | 09/03/2019 | 07                | August 2019 Deposits           |                      |        |                      |           | 265.00    |
|                   |             |            |                   | TOTAL PERIOD 04 ACTIVITY       |                      |        |                      | 60.00     | 265.00    |
| 05                | AP-190909   | 09/04/2019 | 01                | 2019 ICE CREAM SOCIAL MUSICAL  | CHARLES E. STEWART   | 104766 | 091419               | 300.00    |           |
|                   | GJ-190930LB | 10/01/2019 | 05                | September 2019 Deposits        |                      |        |                      |           | 750.00    |
|                   |             |            |                   | TOTAL PERIOD 05 ACTIVITY       |                      |        |                      | 300.00    | 750.00    |
| 06                | AP-191014   | 10/01/2019 | 01                | MAIN MONUMENT SIGN             | AURORA SIGN CO       | 104774 | 190511-2             | 12,997.00 |           |

## ACTIVITY THROUGH FISCAL PERIOD 07

| PER.              | JOURNAL #   | ENTRY DATE | ITEM | TRANSACTION DESCRIPTION       | VENDOR              | CHECK  | INVOICE            | DEBIT     | CREDIT    |
|-------------------|-------------|------------|------|-------------------------------|---------------------|--------|--------------------|-----------|-----------|
| 82-000-24-00-2480 | (L)         | ESCROW     | -    | MEMORIALS & GIFTS             |                     |        |                    |           |           |
| 06                | AP-191014   | 10/01/2019 | 02   | BOOKS                         | BAKER & TAYLOR      | 104776 | 2034756989         | 151.18    |           |
|                   |             | 10/01/2019 | 03   | BOOKS                         | BAKER & TAYLOR      | 104776 | 2034770138         | 9.77      |           |
|                   |             | 10/01/2019 | 04   | BOOKS                         | BAKER & TAYLOR      | 104776 | 2034784292         | 27.27     |           |
|                   | AP-191025M  | 10/15/2019 | 207  | WALMART-MOVIE SNACKS          | FIRST NATIONAL BANK | 900080 | 102519-S.AUGUSTINE | 10.44     |           |
|                   | GJ-191031LB | 11/01/2019 | 06   | Oct 2019 Deposits             |                     |        |                    |           | 1,598.12  |
|                   |             |            |      | TOTAL PERIOD 06 ACTIVITY      |                     |        |                    | 13,195.66 | 1,598.12  |
| 07                | AP-191118   | 11/13/2019 | 01   | BOOKS                         | BAKER & TAYLOR      | 104791 | 2034803424         | 690.22    |           |
|                   |             | 11/13/2019 | 02   | BOOKS                         | BAKER & TAYLOR      | 104791 | 2034810164         | 25.18     |           |
|                   |             | 11/13/2019 | 03   | BOOKS                         | BAKER & TAYLOR      | 104791 | 2034826890         | 41.85     |           |
|                   |             | 11/13/2019 | 04   | BOOKS                         | BAKER & TAYLOR      | 104791 | 2034844604         | 62.88     |           |
|                   |             | 11/13/2019 | 05   | BOOKS                         | BAKER & TAYLOR      | 104791 | 2034868770         | 22.11     |           |
|                   |             | 11/13/2019 | 06   | DINOSAUR CUTOUTS, INFLATABLE  | ORIENTAL TRADING CO | 104803 | 698860024-01       | 53.64     |           |
|                   | AP-191125M  | 11/14/2019 | 208  | MENARDS-TARP                  | FIRST NATIONAL BANK | 900081 | 112519-D.DEBORD    | 7.57      |           |
|                   |             | 11/14/2019 | 209  | AMAZON-BOOKS                  | FIRST NATIONAL BANK | 900081 | 112519-E.TOPPER    | 152.64    |           |
|                   |             | 11/14/2019 | 210  | BOOK PAGE-ANNUAL SUBSCRIPTION | FIRST NATIONAL BANK | 900081 | 112519-E.TOPPER    | 576.00    |           |
|                   |             | 11/14/2019 | 211  | AMAZON-PLASTIC COINS          | FIRST NATIONAL BANK | 900081 | 112519-E.TOPPER    | 14.95     |           |
|                   |             | 11/14/2019 | 212  | NCG-GIFT CARD                 | FIRST NATIONAL BANK | 900081 | 112519-E.TOPPER    | 25.00     |           |
|                   |             | 11/14/2019 | 213  | JEWEL-REFRESHMENTS FOR CHILI  | FIRST NATIONAL BANK | 900081 | 112519-J.WEISS     | 16.28     |           |
|                   |             | 11/14/2019 | 214  | PANERA-REFRESHMENTS FOR       | FIRST NATIONAL BANK | 900081 | 112519-S.AUGUSTINE | 14.99     |           |
|                   |             | 11/14/2019 | 215  | JEWEL-REFRESHMENTS FOR        | FIRST NATIONAL BANK | 900081 | 112519-S.AUGUSTINE | 22.76     |           |
|                   |             | 11/14/2019 | 216  | JEWEL-REFRESHMENTS FOR OCT    | FIRST NATIONAL BANK | 900081 | 112519-S.AUGUSTINE | 16.97     |           |
|                   | GJ-191130LB | 12/02/2019 | 06   | November 2019 Deposits        |                     |        |                    |           | 150.00    |
|                   |             |            |      | TOTAL PERIOD 07 ACTIVITY      |                     |        |                    | 1,743.04  | 150.00    |
|                   |             |            |      | TOTAL ACCOUNT ACTIVITY        |                     |        |                    | 30,938.77 | 3,947.95  |
|                   |             |            |      | ENDING BALANCE                |                     |        |                    |           | 47,996.34 |
|                   |             |            |      | GRAND TOTAL                   |                     |        |                    | 0.00      | 47,996.34 |
|                   |             |            |      | TOTAL DIFFERENCE              |                     |        |                    | 0.00      | 47,996.34 |



**UNITED CITY OF YORKVILLE**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended November 30, 2019 \***

|  | November<br>Actual | YTD<br>Actual       | % of<br>Budget | FY 2020<br>Budget   | Fiscal Year 2019<br>For the Month Ended November 30, 2018<br>YTD Actual      % Change |              |
|--|--------------------|---------------------|----------------|---------------------|---|--------------|
| <b>LIBRARY OPERATIONS FUND (82)</b>              |                    |                     |                |                     |   |              |
| <i>Revenues</i>                                  |                    |                     |                |                     |   |              |
| Property Taxes                                   | \$ 16,041          | \$ 1,497,431        | 100.3%         | \$ 1,492,248        | \$ 1,457,087  | 2.77%        |
| <u>Intergovernmental</u>                         |                    |                     |                |                     |   |              |
| Personal Property Replacement Tax                | \$ -               | \$ 3,927            | 74.8%          | \$ 5,250            | \$ 2,715  | 44.65%       |
| State Grants                                     | -                  | 21,151              | 105.8%         | 20,000              | 25,211  | -16.10%      |
| Total Intergovernmental                          | \$ -               | \$ 25,078           | 99.3%          | \$ 25,250           | \$ 27,926   | -10.20%      |
| Library Fines                                    | \$ 231             | \$ 4,985            | 58.6%          | \$ 8,500            | \$ 5,318  | -6.26%       |
| <u>Charges for Services</u>                      |                    |                     |                |                     |   |              |
| Library Subscription Cards                       | \$ 435             | \$ 5,821            | 72.8%          | \$ 8,000            | \$ 5,666  | 2.74%        |
| Copy Fees  | 245                | 2,326               | 62.0%          | 3,750               | 2,590   | -10.22%      |
| Program Fees                                     | -                  | 58                  | 0.0%           | -                   | 1   | 5725.00%     |
| Total Charges for Services                       | \$ 680             | \$ 8,205            | 69.8%          | \$ 11,750           | \$ 8,257  | -0.63%       |
| Investment Earnings                              | \$ 1,358           | \$ 7,440            | 74.4%          | \$ 10,000           | \$ 4,573  | 62.70%       |
| <u>Reimbursements/Miscellaneous/Transfers In</u> |                    |                     |                |                     |   |              |
| Miscellaneous Reimbursements                     | \$ -               | \$ -                | 0.0%           | \$ -                | \$ -  | 0.00%        |
| Rental Income                                    | 200                | 900                 | 45.0%          | 2,000               | 925   | -2.70%       |
| DVD Rental Income                                | -                  | -                   | 0.0%           | -                   | 1,133   | -100.00%     |
| Miscellaneous Income                             | -                  | 2,431               | 121.5%         | 2,000               | 148   | 1542.32%     |
| Transfer In                                      | 911                | 15,991              | 64.0%          | 25,003              | 15,397  | 3.86%        |
| Total Miscellaneous & Transfers                  | \$ 1,111           | \$ 19,322           | 66.6%          | \$ 29,003           | \$ 17,603   | 9.77%        |
| <b>Total Revenues and Transfers</b>              | <b>\$ 19,421</b>   | <b>\$ 1,562,461</b> | <b>99.1%</b>   | <b>\$ 1,576,751</b> | <b>\$ 1,520,764</b>   | <b>2.74%</b> |
| <i>Expenditures</i>                              |                    |                     |                |                     |   |              |
| <u>Library Operations</u>                        | <u>\$ 76,968</u>   | <u>\$ 532,536</u>   | <u>32.9%</u>   | <u>\$ 1,620,345</u> | <u>\$ 517,557</u>   | <u>2.89%</u> |
| 50 Salaries                                      | 50,151             | 270,326             | 57.0%          | 474,394             | 261,194   | 3.50%        |
| 52 Benefits                                      | 15,670             | 101,664             | 57.9%          | 175,658             | 99,532  | 2.14%        |
| 54 Contractual Services                          | 8,615              | 70,191              | 47.1%          | 149,080             | 55,074  | 27.45%       |
| 56 Supplies                                      | 2,531              | 9,349               | 38.6%          | 24,200              | 13,207  | -29.21%      |
| 99 Debt Service                                  | -                  | 81,006              | 10.2%          | 797,013             | 88,550  | -8.52%       |
| <b>Total Expenditures and Transfers</b>          | <b>\$ 76,968</b>   | <b>\$ 532,536</b>   | <b>32.9%</b>   | <b>\$ 1,620,345</b> | <b>\$ 517,557</b>   | <b>2.89%</b> |
| <i>Surplus(Deficit)</i>                          | <i>\$ (57,546)</i> | <i>\$ 1,029,925</i> |                | <i>\$ (43,594)</i>  | <i>\$ 1,003,206</i>   |              |

\* November represents 59% of fiscal year 2020

## **LIBRARY DIRECTOR REPORT—November 2019**

**Facilities Management-** Chiller screens installed (11/4/19). Painters did repairs (11/5/19), RJ O'Neil did preventive maintenance and repair work on (11/14,11/21,11/25,11/27) scheduled to do additional work on Boiler #2 and work on the Water Heater replacing anode rods. Parts have been ordered. Met with Sound Inc. to provide information to the representative to draft a proposal to upgrade our camera system.

**Public Relations-** A patron was impressed with the service that was provided to them in obtaining a family obituary that he sent a donation to the Library. A complimentary letter was sent about Shelley Augustine and her dedication to the Creative Writers Group (To be circulated as part of Correspondence).

**Meetings-** Attended the Physical Facilities Committee meeting (11/4/19). Attended the quarterly meeting of the Physical Facilities Manager's Group (11/20/19) at the Huntley Public Library and discussed snow bars with the group.

**Staff –** We interviewed 2 applicants for the Youth Services weekend positions. Still waiting for the background checks to come back from the City.

**Library Operations-** We will be getting a mobile app for the Library next year as part of an agreement with Prairie Cat. There was a problem in the building (12/3/19) causing a strange odor so we evacuated the building and had the fire department check for toxic fumes. We were cleared. Could have been the oils burning off on the new burners. Served as our fire drill for the year. We are having some problems with teens after school in the Library. We will have the police start doing walk throughs.

**Grant/Projects/Programs-** Working on the final report for the Literacy Grant and the Per Capita Grant.

**Friends-** Staff is working with the Friends on the Mini-Golf Event.

### **Programs, Activities**

#### **Adult Programs**

Men's Book Club **4**  
Friends Meeting **11**  
Lunch Bunch **5**  
Creative Writing **11**  
Book Folding (Garden Club) **32**  
Medicare Program **11**

Threads and More **13**  
 Movie Matinee **14**  
 Dragon Ornament (2) **18**  
 Library Programmers Mtg **11**

**Passive Programs**

Total **55**  
 Includes the puzzles, chess board and art wall.

**TOTAL ADULT ATTENDANCE 130**

**Children Programs**

Drop-In Storytime (5) **48**  
 Tots and Toddlers (2) **49**  
 LEGO Duplo **16**  
 Lapsit **8**  
 Panera (2) **56**  
 Book Club (1-2 grades) **12**  
 Book Club (3-5 grades) **15**  
 Literacy Centers **24**  
 Morning/afternoon Read **6**  
 TAG (3) **19**  
 Window Art **8**  
 LEGO **23**  
 Chess Club **22**  
 Books for Bingo **27**  
 Movie **7**  
 Magic the Gathering **10**  
 Evening Art **7**  
 Read with Paws **1** **Museum Pass Program**  
 Brookfield Zoo **2**  
 Air Museum of Aviation **1**  
 LEGOLAND Discovery Center **1** Total **4**

**TOTAL CHILDREN'S ATTENDANCE 368**

Passive programs included: Games, Magnet Shapes (dino), teen coloring, Teen Boggle Challenge, Find the hidden dinosaurs, thankful leaves, clothes pin dino, dino mask, dino color, dino egg craft, draw a dino, and dino info. Theme in YS this month is Dinovember.

**TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 427**

**Computer Use**

Adult **296**  
Young Adult **42**  
Children **25**

**TOTAL COMPUTER USE 363**

**Database & E-book Use**

Ancestry database **381** Gale **6** Omni E-Book **667**  
E-Audio **432 (268 Users)**  
E-Read IL **33** E-Book Audio **68 (39Users)**

**Circulation**

Checkouts **14,012**  
New Patrons Added **74**  
New Items Added **484**

**Teen Volunteers:** Mikayla Mika, Juleah Richardson, Katelyn Tugman, Bree Weiss, Lexi Mika, Joey Koenig, Leah Nieman, Ellianna Black, Leah English, Mikayla Moi, Mark Sanford, Naytona Faedtke and Lexi Roehr.

**Adult Volunteers:** Nancy Aschauer, Sands McCormick Uridil, Fox Valley Therapy Dog Group and Brad Smith.

**Meeting Room** 2 Rental, 17 Programs

**Proctored Test** 1

**Patron Count** 4,979

## YORKVILLE STATISTICS FOR FY20

## PrairieCat

[illegible]

## DATABASE USEAGE FOR FY20

[illegible]



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17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 27, 2019

**Bid # 1909-07-C**

Russell Walter  
Yorkville Public Library  
902 Game Farm Rd  
Yorkville, IL 60560

Re: Library Wireless Network

1.0 Cabling Specifications

- 1.1 Install 6 category 6 non-plenum data cables for wireless access points; terminate on customer patch panel

2.0 Equipment Specifications

- 2.1 Option to install up to 12 Aruba IAP 207 WAPs at \$223 each.

3.0 Configuration

- 3.1 All cables will be tested for continuity, wire mapping and primary electrical performance.  
3.2 All faceplates and patch panels will be machine-print labeled and correspond to customer-approved numbering system.  
3.3 Allowance for up to 12 engineering hours for wireless network design and implementation  
3.4 Provide coverage heat maps for installed WAPs  
3.5 Provide as-built prints identifying all WAPs as installed

4.0 Budgetary Pricing

4.1 Cabling

|                      |                           |
|----------------------|---------------------------|
| <b>Material Cost</b> | <b>\$ 417.10</b>          |
| <b>Labor Cost</b>    | <b><u>\$ 2,640.00</u></b> |
| <b>Total</b>         | <b>\$ 3,057.10</b>        |

4.2 WAPs and Controller

4.2.1 Aruba

|                              |                           |
|------------------------------|---------------------------|
| <b>Equipment Cost</b>        | <b>\$ 2,676.00</b>        |
| <b>Professional Services</b> | <b><u>\$ 1,680.00</u></b> |
| <b>Total</b>                 | <b>\$ 4,356.00</b>        |





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17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 27, 2019

**Bid # 1909-07-C**

Any alterations or deviations from the above specifications may involve extra costs with the additional cost being specifically stated in writing and completed only upon approval of the customer.

Actual costs may vary when unexpected conditions are encountered. A revised estimate or quote may be required. This project will proceed only upon consent of the customer under those conditions.

Permits and fees will be at an additional cost if required. Clauses appending certificates of insurance modifying terms of existing policies beyond simple additional insured may involve legal and business review at an additional charge.

All agreements are contingent upon strikes, accidents or delays beyond our control.

This proposal is valid for thirty days. If not directed to proceed within thirty days of the proposal date, prices may change.

Acceptance of this proposal shall be in the form of a signed acceptance form and a check for 50% of the total cost with balance due net 30 from completion; or on smaller installations where the down payment is waived, final payment is due on completion. If awarded this proposal, adequate notification must be provided to insure the availability of resources and material.

Best regards,

Jack Bush  
S & G Communication Inc.

**Acceptance Form**

This proposal is hereby accepted by **customer** and is granted to  
**S & G Communications Inc.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# BID EVALUATION MATRIX

Applicant Name: Yorkville Public Library  
 FCC Form 470#: 200000135  
 Allowable Contract Date (ACD): Pre-Bid Walk Through 8/26/19 - ACD 9/22/19

BEN: 135742  
 FY: 2020  
 BIDs: 4

## Instructions:

- Applicants are not required to change vendors or choose the lowest price bid; **however price must be the most heavily weighted criteria.**
- Rules require applicants to wait at least 28 days after the FCC Form 470 is posted before executing any contracts for services, or selecting a service provider for tariff or month-to-month services.
- Complete a separate Bid Evaluation Worksheet for each Type of Service being bid.
- The scoring criteria provide broad guidance for assigning points from a range of points based on the stated criteria.
- Price Rating is based on a scale of 21-40 points.
- All other Criteria rated objectively from high to low bid for total points available.

| <input type="checkbox"/>            | Type of Service (Double Click) | Briefly Describe Service(s)             |
|-------------------------------------|--------------------------------|---|
| <input type="checkbox"/>            | Internet Access                | Refer to RFP - Controller, APs, Cabling |
| <input checked="" type="checkbox"/> | Internal Connections           |   |
| <input type="checkbox"/>            | Basic Maintenance              |   |
| <input type="checkbox"/>            | Managed Internal Broadband     |   |
| <input type="checkbox"/>            | Other                          |   |

| Ln  | Service Provider / Bidder                 | Date Bid Received | ANNUAL Cost of Services (\$) | Price Rating | Attended Pre Bid Conference | Experience with Entity | Vendor's Ability w/E-Rate | Local Presence | Total Points | Winning Bid (v) |
|-----|---|-------------------|------------------------------|--------------|-----------------------------|------------------------|---------------------------|----------------|--------------|-----------------|
|     | Total Points Available                    |                   |                              | 21-40        | 20                          | 20                     | 10                        | 10             | 100          |                 |
| 1.  | Electronaca Q10987                        | 8/27/19           | \$ 8,743.00                  | 21           | 0                           | 0                      | 10                        | 10             | 41           |                 |
| 2.  | Electronaca Q11049                        | 8/27/19           | \$ 8,743.00                  | 21           | 0                           | 0                      | 10                        | 10             | 41           |                 |
| 3.  | Granite (no equipment) / labor only       | 8/29/19           | \$ 4,884.98                  | 21           | 0                           | 0                      | 10                        | 10             | 41           |                 |
| 4.  | DSN - quoted Rukus w/cabling              | 9/21/19           | \$ 5,800.00                  | 0            | 0                           | 0                      | 0                         | 0              | 0            |                 |
| 5.  | S&G - cabling & Ubiquiti                  | 9/16/19           | \$ 6,417.00                  | 0            | 0                           | 0                      | 0                         | 0              | 0            |                 |
| 6.  | S&G - cabling & Aruba                     | 9/19/19           | \$ 9,660.00                  | 0            | 0                           | 0                      | 0                         | 0              | 0            |                 |
| 7.  | S&G - cabling & equipment corrected quote | 11/27/19          | \$ 7,413.10                  | 40           | 20                          | 10                     | 0                         | 0              | 70           | √               |
| 8.  |   |                   |                              |              |                             |                        |                           |                | 0            |                 |
| 9.  |   |                   |                              |              |                             |                        |                           |                | 0            |                 |
| 10. |   |                   |                              |              |                             |                        |                           |                | 0            |                 |

Price Rating: Based on a scale of 21-40 points  
 All Other Ratings: rate from 0 = Poorest; to total points available = Best

| Approved By - Name:   | Title | Date of Review |
|---|-------|----------------|
| <input type="checkbox"/>  |       |                |
| Date of Review - the review of bids must be conducted after the Allowable Contract Date (ACD) |       |                |

## Notes:

**DID NOT ATTEND PRE-BID CONFERENCE**  
**Electronaca** - did not attended pre-bid walk through; Q10987 Aruba, **did not include controller**  
**Electronaca** - **did not attended pre-bid walk through**; Q11049 Ubiquiti, **did not include controller**  
**Granite** - did not attended pre-bid walk through; installation and inside wiring costs ONLY, no equipment  
**ATTENDED PRE-BID CONFERENCE**  
**DSN** - 9/21/19, quoted Rukus w/install - **NOT COMPATABLE WITH CURRENT EQUIPMENT**  
**S & G** - 9/16/19, quoted Ubiquiti & Aruba w/install, received corrected quote 11/27/19 (Labor cost \$3,057).

# BID EVALUATION MATRIX

|                                |                          |       |        |
|--------------------------------|--------------------------|-------|--------|
| Applicant Name:                | Yorkville Public Library | BEN:  | 135742 |
| FCC Form 470#:                 | 200000135                | FY:   | 2020   |
| Allowable Contract Date (ACD): | 8/29/2019                | BIDs: | 6      |

## Instructions:

- Applicants are not required to change vendors or choose the lowest price bid; **however price must be the most heavily weighted criteria.**
- Rules require applicants to wait at least 28 days after the FCC Form 470 is posted before executing any contracts for services, or selecting a service provider for tariff or month-to-month services.
- Complete a separate Bid Evaluation Worksheet for each Type of Service being bid.
- The scoring criteria provide broad guidance for assigning points from a range of points based on the stated criteria.
- Price Rating is based on a scale of 21-40 points.
- All other Criteria rated objectively from high to low bid for total points available.

| <input type="checkbox"/>            | Type of Service (Double Click) | Briefly Describe Service(s)                         |
|-------------------------------------|--------------------------------|---|
| <input checked="" type="checkbox"/> | Internet Access                | Dedicated Symmetrical Internet – 100; 250; 500 Mbps |
| <input type="checkbox"/>            | Internal Connections           |   |
| <input type="checkbox"/>            | Basic Maintenance              |   |
| <input type="checkbox"/>            | Managed Internal Broadband     |   |
| <input type="checkbox"/>            | Other                          |   |

| Ln  | Service Provider / Bidder<br>USED 100MBPS FOR COMPARISON | Date Bid Received | ANNUAL Cost of Services (\$) | Price Rating | Meeting Overall Needs | Experience with Entity | Vendor's Ability w/E-Rate | Local Presence | Total Points | Winning Bid (v) |
|-----|--|-------------------|------------------------------|--------------|-----------------------|------------------------|---------------------------|----------------|--------------|-----------------|
|     |  |                   | Total Points Available       | 21-40        | 20                    | 20                     | 10                        | 10             | 100          |                 |
| 1.  | Comcast  | 8/5/19            | \$ 7,260.00                  | 40           | 20                    | 20                     | 10                        | 10             | 100          | n/a             |
| 2.  | MetroNet   | 8/28/19           | \$ 7,800.00                  | 36           | 20                    | 0                      | 10                        | 5              | 71           | n/a             |
| 3.  | Cytranet   | 8/2/19            | \$ 8,508.00                  | 32           | 10                    | 0                      | 10                        | 5              | 57           | n/a             |
| 4.  | AT&T   | 8/22/19           | \$ 9,216.00                  | 28           | 20                    | 0                      | 10                        | 10             | 68           | n/a             |
| 5.  | EM3 Networks   | 8/12/19           | \$ 7,800.00                  | 24           | 20                    | 0                      | 10                        | 5              | 59           | n/a             |
| 6.  | Granite  | 8/29/19           | \$ 12,900.00                 | 21           | 20                    | 0                      | 10                        | 10             | 61           | n/a             |
| 7.  |  |                   |                              |              |                       |                        |                           |                |              |                 |
| 8.  | BOARD decision - fiber not cost effective stay with coax |                   |                              |              |                       |                        |                           |                |              |                 |
| 9.  |  |                   |                              |              |                       |                        |                           |                |              |                 |
| 10. |  |                   |                              |              |                       |                        |                           |                |              |                 |

Price Rating: Based on a scale of 21-40 points  
All Other Ratings: rate from 0 = Poorest; to total points available = Best

| Approved By - Name:   | Title | Date of Review |
|---|-------|----------------|
| <input type="checkbox"/>  |       |                |
| Date of Review - the review of bids must be conducted after the Allowable Contract Date (ACD) |       |                |

## Notes:

Cytranet - Terms: did not indicated, submitted a generic bid, did not specifically address the requested services; did not indicate applicant name.  
Comcast - Terms: 36 mon.  
EM3 Networks - Terms: 36 mon.  
AT&T - Terms: 24 or 36 mon.  
MetroNet - Terms: used 36 mon for comparison  
Granite - Term: 36-month  
BOARD decision - fiber not cost effective will stay with coax

| Bidder                 | Date    | 100   | 250   | 500   |  | NRC |
|------------------------|---------|-------|-------|-------|--|-----|
| Comcast                | 8/5/19  | 605   | 1,230 | 1,580 |  | -   |
| Quote 300 Mbps not 250 |         |       |       |       |  |     |
| MetroNet               | 8/28/19 | 650   | 850   | 1,100 |  | -   |
| Cytranet               | 8/2/19  | 709   | 1,065 | 1,368 |  | 550 |
| AT&T w/mangd router    | 8/22/19 | 768   | 1,014 | 1,406 |  | -   |
| Granite                | 8/29/19 | 1,075 | 1,510 | 1,735 |  |     |
|                        |         |       |       |       |  |     |
|                        |         |       |       |       |  |     |
|                        |         |       |       |       |  |     |
|                        |         |       |       |       |  |     |

# BID EVALUATION MATRIX

|                                |                          |       |        |
|--------------------------------|--------------------------|-------|--------|
| Applicant Name:                | Yorkville Public Library | BEN:  | 135742 |
| FCC Form 470#:                 | 200000135                | FY:   | 2020   |
| Allowable Contract Date (ACD): | 8/29/2019                | BIDs: | 3      |

## Instructions:

- Applicants are not required to change vendors or choose the lowest price bid; **however price must be the most heavily weighted criteria.**
- Rules require applicants to wait at least 28 days after the FCC Form 470 is posted before executing any contracts for services, or selecting a service provider for tariff or month-to-month services.
- Complete a separate Bid Evaluation Worksheet for each Type of Service being bid.
- The scoring criteria provide broad guidance for assigning points from a range of points based on the stated criteria.
- Price Rating is based on a scale of 21-40 points.
- All other Criteria rated objectively from high to low bid for total points available.

| <input type="checkbox"/>            | Type of Service (Double Click) | Briefly Describe Service(s)                          |
|-------------------------------------|--------------------------------|--|
| <input checked="" type="checkbox"/> | Internet Access                | Internet Coax - 100/12; 300/25; 500/35; and 1Gbps/35 |
| <input type="checkbox"/>            | Internal Connections           |  |
| <input type="checkbox"/>            | Basic Maintenance              |  |
| <input type="checkbox"/>            | Managed Internal Broadband     |  |
| <input type="checkbox"/>            | Other                          |  |

| Ln  | Service Provider / Bidder<br>Comparison 500 Mbps | Date Bid<br>Received | ANNUAL<br>Cost of Services (\$) | Price Rating | Meeting<br>Overall Needs | Experience<br>with Entity | Vendor's<br>Ability w/E-<br>Rate | Local Presence | Total Points | Winning Bid<br>(v) |
|-----|--|----------------------|---------------------------------|--------------|--------------------------|---------------------------|----------------------------------|----------------|--------------|--------------------|
|     |  |                      |                                 |              |                          |                           |                                  |                |              |                    |
|     |  |                      | Total Points Available          | 21-40        | 20                       | 20                        | 10                               | 10             | 100          |                    |
| 1.  | Comcast  | 8/5/19               | \$ 5,004.00                     | 40           | 20                       | 20                        | 10                               | 10             | 100          | ✓                  |
| 2.  | Granite  | 8/29/19              | \$ 5,100.00                     | 30           | 20                       | 0                         | 10                               | 10             | 70           |                    |
| 3.  | S&G  | 9/16/19              | \$ 9,180.00                     | 21           | 20                       | 0                         | 10                               | 10             | 61           |                    |
| 4.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 5.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 6.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 7.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 8.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 9.  |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |
| 10. |  |                      |                                 |              |                          |                           |                                  |                | 0            |                    |

Price Rating: Based on a scale of 21-40 points  
All Other Ratings: rate from 0 = Poorest; to total points available = Best

| Approved By - Name:   | Title | Date of Review |
|---|-------|----------------|
| <input type="checkbox"/>  |       |                |
| Date of Review - the review of bids must be conducted after the Allowable Contract Date (ACD) |       |                |

## Notes:

Comcast - Term: 36 mon., includes equipment fee  
Granite - Term: 36 mon., all inclusive  
Term: none, using Comcast last mile

S&G,

[illegible]



12.

**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796  
***WWW.CYBERDRIVEILLINOIS.COM***

**Illinois State Library  
FY2018 – FY2020 REQUIREMENTS  
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

**FY2018 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

**FY2019 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs of the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.