

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
January 13, 2020- 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
 - Financial Statement
 - Payment of Bills
 - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
 - Policy Personnel
 - Finance Community Relations
 - Physical Facilities
12. Unfinished Business
 - Digital Sign Update
 - E-rate Proposal Update
13. New Business
 - Yorkville Community Survey NSF Grant-
 - Guest Dr. Ortiz-Northeastern University
 - Library Mural Discussion with Artist
 - Approve PLA Conference
 - Schedule Date for Executive Session Review
 - Minimum Wage and Staffing
14. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. Adjournment

DRAFT

Yorkville Public Library
Policy Committee Meeting
Monday, December 9, 2019 6pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:05pm by Chairman Julie Brendich and roll call was taken.

Roll Call:

Julie Brendich-yes, Theron Garcia-yes, Wamecca Rodriguez-yes, Krista Danis-yes

Others Present:

Library Director Elisa Topper, Trustee Russ Walter, Trustee Susan Chacon (arr. 6:08pm)

Recognition of Visitors: Chairman Brendich recognized Ms. Topper and Mr. Walter.

Public Comment: None

New Business:

Review of Library Policies: Smoking/DrugFree Workplace

Chairman Brendich stated the reason for this meeting was to discuss the smoking and drug/free workplace policy. The Library currently follows the City policy on this subject. Since vaping has not been in the City policy, it has been added and will be effective January 1, 2020. Ms. Topper also noted the City drug policy recently changed regarding City employees who return to work after 365 days.

The following changes/revisions/actions were recommended by the Policy Committee:

1. Adopt the City policy that defines the various drugs not allowed and include in the Library manual.
2. All City policy appendix forms regarding drug tests shall be included in the Library manual.
3. Add to Library policy, Section J.1: “No smoking within 15 feet of all Library entrances.”
4. Library policy, Section J.2 should state: “The Library is an alcohol and drug free workplace.”
5. Add to Library Manual: “As a City department, all Library employees will adhere to the United City of Yorkville 2.7 Alcohol & Drug Free Workplace Policy.”
6. Add language to both employee policy and public policy to... “prohibit smoking, chewing tobacco and vaping products on all Library premises”.
7. It will also be clarified with City if all current employees will be required to complete appendix B, (consent to testing form), and if so, then library must do same.

8. To be added in the handbook for public and employees: “Smoking, chewing tobacco or vaping products are not permitted within 15 feet of all library entrances and exists and windows that open in accordance with Public Health 410 IL CS 82 Smoke-Free Illinois Act.”

The changes will be given to the Board members for their policy books at the January meeting.

Adjournment:

There was no further business and the meeting was adjourned at 6:34pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Board of Trustees

Monday, December 9, 2019 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call: Julie Brendich-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Susan Chacon (arr. 7:04pm), Wamecca Rodriguez (arr. 7:32pm)
Absent: Darren Crawford

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, City Council Liaison Dan Transier

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

Amendments to the Agenda: None

Minutes: October 7, 2019 Personnel Committee and November 18, 2019 Board Meeting

Mr. Walter moved and Ms. Garcia seconded to approve both sets of minutes as presented. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Brendich-yes. Carried 6-0.

Correspondence:

A donation of \$250 was received from the Lions Club for the Adopt A Magazine program. A patron who received assistance finding an obituary sent a \$45 donation. And a letter was received from the Creative Writing Group in recognition of services provided to their group by Shelley Augustine.

Public Comment:

Ms. DeBord said she had attended the Friends meeting today and they expressed their disappointment that the new Library sign is not working yet. This will be discussed later in the meeting.

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon noted the numerous expenses for maintenance and repairs.

Payment of Bills

A motion was then made by Mr. Walter and seconded by Ms. Garcia, to pay the bills as follows:

\$21,801.60	Accounts Payable
\$56,812.19	Payroll (3)
\$78,613.79	TOTAL

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

Report of the Library Director:

Director Topper reported the following:

1. R.J. O'Neil did preventive maintenance on boiler #2, will do more repairs next week after receiving parts, cost will be \$374.22. Anode rods to be replaced in water heater.
2. Sound Inc. will meet with Ms. Topper to discuss upgrades for security cameras.
3. Gutters were cleaned last week at cost of \$375.
4. Elevator fan does not work and repair cost is \$904. Has not been working for several months, but not a safety issue and will be fixed later. Not necessary for upcoming inspection.
5. Repair cost to fix lights for flagpole is \$1,700, permission was given to repair.
6. Casey's Gas Station will donate cookies for Polar Express event again.
7. A strong odor in Library last week caused staff to feel ill, building was evacuated and Fire Department was called. No problems were found and the event doubled as a fire drill. The oil in the new burners was thought to be the cause of the odor.
8. A problem with unruly teens occurred and staff handled first incident. The Police were called the second time and a parent was called after a third incident. The Rules of Conduct were also given to the teens.
9. Programs were held using the Financial Literacy Grant of \$500. A report will be completed by Ms. Topper.
10. Director Topper is working on the Per Capita Grant due January 15th.

City Council Liaison No report

Standing Committees:

Policy Committee

A Policy Committee meeting was held prior to this meeting and Ms. Brendich reported on the discussion. The Library policy regarding smoking and drug free workplace was reviewed due to changes to laws effective on January 1st, 2020. The City's handbook was used as a model. She outlined the changes and revisions being recommended for both staff and patrons. The Library will be designated as an Alcohol and Drug-Free Workplace. Mr. Walter asked Mr. Transier if all current City employees will sign the forms regarding drug-testing. Those employees will be completing the forms and the Library will be responsible for their staff. Ms. Topper will also verify with the City.

Unfinished Business:

Digital Sign Update-Electrical

Ms. Topper was told by the electricians that it would take three days to complete the process. She detailed the attempts made so far to facilitate the project and will ask for an update from the electricians since the sign is needed to advertise the mini-golf.

Snow Bars Proposal-Showalter

The installers will need \$3,000 upfront to begin the project which is hoped to start this week. The total is about \$9,000.

Boiler Repair Update

Work will be done on boiler #2 at a cost of \$374.22. A burner and rod will be replaced.

Wireless Revised Proposal

Mr. Walter said this was discussed at the last meeting and he has asked the vendor, S & G, to remove from the proposal, items that the Board did not accept. Aruba wireless access points and necessary cables for new locations will not be installed until July since the Board must wait for the e-rate funding to be approved. He also told the e-rate consultant that as of July, the Library would like the bandwidth

updates made. Mr. Walter referred to the spreadsheets in the packet and said that is how the e-rate bids are approved. He will sign the forms and return to the e-rate consultant.

Per Capita Grant Requirements

Ms. Topper reported the Board is in compliance with the chapters for review and for the education portion and that she and Mr. Walter have viewed the required webinar. Mr. Walter said the Board should consider having the services of an American Sign Language interpreter to be ADA-compliant. An attendee of a recent seminar at the Library was in need of an interpreter and Ms. Augustine was able to locate a service to assist. Ms. Topper will ascertain if the City offices have those services and Mr. Transier said the County does have interpreters available. Mr. Walter also said the webinar suggested that Library websites should be made ADA-compliant for visually impaired. Ms. Garcia said the visually-impaired may already have equipment at their home to be able to use their computers. Trustee Danis said she had recently attended training called JJ's List regarding people with disabilities and there are programs that read to the visually-impaired. Ms. Topper also handed out information regarding the Illinois Veterans History Project initiated by the Secretary of State.

New Business

Community Survey Deadline Revised

One of the Director goals is to conduct a community survey by January 20th. It was last done in 2014 on Survey Monkey. Ms. Topper asked for an extension to March since December is less than ideal for surveys due to holidays, travel, etc. Surveys will be distributed in January at the mini-golf event, to the various groups that come to the library, Friends group, placed on-line and distributed in January water bills. Data will be collected in February and reported at the March Board meeting. Ms. Topper will also work on a 1-year strategic plan based on the survey results.

Mr. Walter inquired about the success of the recent City survey and Mr. Transier reported responses from only about 2 out of 10 surveys. Ms. Rodriguez commented that surveys should be able to be accessed using a QR code that goes directly to the website. The committee agreed with this and a QR code will be obtained for this purpose.

Ms. Topper also asked that the computer classes be delayed until the upgrades are made. The committee approved the extensions requested by Director Topper.

Drug Free Workplace & Smoking Policy

A roll call vote was taken to approve the previously discussed policy revisions. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 8-0.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:39pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Special Board of Trustees
Monday, December 30, 2019, 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

President Darren Crawford called the meeting to order at 6:00pm, roll was called and a quorum was established.

Roll Call:

Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Julie Brendich (arr. 6:02pm)

Absent: Susan Chacon, Krista Danis, Wamecca Rodriguez

Others Present:

Library Director Elisa Topper

Recognition of Visitors: None

Public Comment: None

Staff Comment: None

New Business:

Approve Revised Quote for Digital Sign-Frost Electric

Ms. Topper said there are two quotes from Frost Electric with the more recent one reflecting an increase. Mr. Walter explained the higher cost. He sent the proposal to Public Works Director Eric Dhuse to review it for any concerns. Mr. Dhuse said that cold patch could not be used to repair the driveway as proposed by Frost Electric. The alternatives were to return in spring to repair with hot patch or to use a 2-foot x 2-foot concrete patch. Mr. Walter said in hindsight, he might have recommended moving the sign to the other side of the driveway, however, Mr. Hedman said the current location provides more visibility.

Using a diagram provided by Frost Electric, the Board further discussed the process to do the necessary electric work for the sign. It was noted that the electric line also runs the Beecher Center sign. There is no option to pull electric power from the city hall. Ms. Topper noted that the Friends group was upset the sign was not ready, since they wish to advertise the mini-golf event. She said the electrician is aware the work needs to be scheduled quickly.

Mr. Crawford moved to approve the new quote for \$6,950.00 and Ms. Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Brendich-yes. Carried 6-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 6:07pm on a motion by Mr. Crawford and second by Mr. Walter.

Minutes respectfully submitted by Marlys Young, Minute Taker

DATE: 12/12/19
TIME: 08:31:08
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900082	FNBO	FIRST NATIONAL BANK OMAHA			12/24/19		
	122419-A.SIMMONS	11/30/19	01	CDW-G CREDIT FOR RETURNED		25-212-56-00-5635	-1,804.71
			02	LAPTOP		** COMMENT **	
			03	COMCAST-OCT & NOV 2019		82-820-54-00-5440	708.11
			04	INTERNET & VOICE		** COMMENT **	
			05	VERIZON-OCT 2019 MOBILE		01-220-54-00-5440	187.80
			06	PHONES		** COMMENT **	
			07	VERIZON-OCT 2019 MOBILE		01-210-54-00-5440	892.05
			08	PHONES		** COMMENT **	
			09	VERIZON-OCT 2019 MOBILE		79-795-54-00-5440	93.90
			10	PHONES		** COMMENT **	
			11	VERIZON-OCT 2019 MOBILE		51-510-54-00-5440	180.44
			12	PHONES		** COMMENT **	
			13	VERIZON-OCT 2019 MOBILE		52-520-54-00-5440	36.01
			14	PHONES		** COMMENT **	
			15	VERIZON-OCT 2019 IN CAR UNITS		01-210-54-00-5440	720.20
			16	FILTER SERVICES-SCREENS AND		82-820-54-00-5495	4,494.75
			17	MOUNTING KITS FOR LIBRARY		** COMMENT **	
				INVOICE TOTAL:			5,508.55 *
	122419-B.OLSEM	11/30/19	01	WAREHOUSE-WALL CALENDAR		01-110-56-00-5610	13.82
				INVOICE TOTAL:			13.82 *
	122419-B.PFIZENMAIER	11/30/19	01	MCCORMICK PLACE PARKING		01-210-54-00-5412	23.00
			02	AMERICAN TIRE#2444-FRONT		01-210-54-00-5495	126.38
			03	TOQUE STRUT MOUNT & ENGINE		** COMMENT **	
			04	MOUNTS REPLACED.		** COMMENT **	
			05	AMERICAN TIRE#2414-WIPER BLADE		01-210-54-00-5495	34.83
			06	AMERICAN TIRE#2371-TIRE		01-210-54-00-5495	16.39
			07	MOUNTED & BALANCED		** COMMENT **	
			08	AMERICAN TIRE#2344-OIL CHANGE		01-210-54-00-5495	3.00
			09	AMERICAN TIRE#2433-OIL		01-210-54-00-5495	289.03
			10	CHANGE, BATTERY		** COMMENT **	
			11	AMERICAN TIRE#2442-OIL CHANGE		01-210-54-00-5495	98.65
			12	AMERICAN TIRE#2443-TIRE		01-210-54-00-5495	18.95
			13	DISPOSAL		** COMMENT **	
			14	AMAZON-MAGNETIC BOARD		01-210-56-00-5620	29.99
			15	AMAZON-SNOW BRUSHES		01-210-56-00-5620	101.85
			16	AMERICAN TIRE#2477-OIL		01-210-54-00-5495	5.11
			17	AMERICAN TIRE#2476-OIL		01-210-54-00-5495	5.11
			18	AMERICAN TIRE#2509-2 TIRES		01-210-54-00-5495	32.78
			19	MOUNTED & BALANCED		** COMMENT **	
			20	AMERICAN TIRE#2507-OIL CHANGE		01-210-54-00-5495	48.15
			21	AMERICAN TIRE#2508-INSTALL		01-210-54-00-5495	119.90
			22	BATTERY KILL SWITCH, MOUNT &		** COMMENT **	
			23	BALANCE 2 TIRES		** COMMENT **	
				INVOICE TOTAL:			953.12 *

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900082	FNBO	FIRST NATIONAL BANK OMAHA			12/24/19		
	122419-D.BROWN	11/30/19	01	RJK-PVC SOCKETS & SEALS		51-510-56-00-5638	94.10
						INVOICE TOTAL:	94.10 *
	122419-D.SMIT	11/30/19	01	HOMEDEPO-UTILITY GLOVES,		79-790-56-00-5630	84.48
			02	WRENCH, NUT DRIVER, TOWELS,		** COMMENT **	
			03	CLICK BINS, SCREWDRIVERS		** COMMENT **	
						INVOICE TOTAL:	84.48 *
	122419-E.DHUSE	11/30/19	01	NAPA#239835-TAILLIGHT		01-410-56-00-5628	11.83
			02	NAPA#239793-RELAY		01-410-56-00-5628	17.49
			03	NAPA#239895-CREDIT FOR		01-410-56-00-5628	-652.87
			04	RETURNED FILTERS		** COMMENT **	
			05	NAPA#240012-PIGTAIL CONNECTOR		01-410-56-00-5628	13.42
			06	NAPA#240013-CONNECTOR		01-410-56-00-5628	24.62
			07	NAPA#240069-TIRE VALVE,ADAPTER		01-410-56-00-5628	48.08
			08	NAPA#240008-BLOWER MOTOR		01-410-56-00-5628	80.86
			09	RESISTER, FILTERS		** COMMENT **	
			10	NAPA#240913-RAINEX DEICER		01-410-56-00-5628	4.69
			11	HOME DEPO-SNOW BLOWER		01-410-56-00-5630	618.97
			12	WAREHOUSE DIRECT-TONER, PENS,		52-520-56-00-5610	174.15
			13	NOTEBOOKS		** COMMENT **	
			14	NAPA#241464-WIPER BLADES		01-410-56-00-5628	13.99
			15	NAPA#241532-BATTERY		01-410-56-00-5628	108.69
			16	AMAZON-EYE WASH SALINE STATION		51-510-56-00-5638	84.24
						INVOICE TOTAL:	548.16 *
	122419-E.TOPPER	11/30/19	01	AMAZON-PAPER TOWEL		82-820-56-00-5621	111.54
			02	AMAZON-CLEANER		82-820-56-00-5621	65.16
			03	AMAZON-COFFEE MAKER		82-820-56-00-5610	92.25
			04	AMAZON-LABELS		82-820-56-00-5610	19.00
			05	AMAZON-POPCORN		82-000-24-00-2480	11.13
			06	AMAZON-CERAMIC TOWER HEATER		82-820-56-00-5610	157.47
			07	AMAZON-BEAN BAG CHAIRS,		82-000-24-00-2480	138.38
			08	ORNAMENTS, MARKERS		** COMMENT **	
			09	AMAZON-USB SWITCH & CABLE		82-820-54-00-5468	46.87
			10	KITS		** COMMENT **	
			11	AMAZON-MAGNETIC NUMBERS &		82-820-56-00-5610	8.99
			12	LETTERS		** COMMENT **	
			13	AMAZON-LABELS		82-820-56-00-5671	2.99
			14	AMAZON-2018 INTERNATIONAL		82-820-56-00-5686	120.95
			15	RESIDENTIAL & FIRE CODE SERIES		** COMMENT **	
			16	AMAZON-NATIONAL ELECTRICAL		82-820-56-00-5686	196.04
			17	& MECHANICAL CODE SERIES		** COMMENT **	
			18	AMAZON-KRAFT BAGS		82-820-56-00-5686	79.28
			19	AMAZON PRIME MEMBERSHIP		82-820-54-00-5460	12.99

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900082	FNBO	FIRST NATIONAL BANK OMAHA			12/24/19		
	122419-E.TOPPER	11/30/19	20	WALL STREET JOURNAL RENEWAL		82-820-54-00-5460	134.97
			21	PANERA-HALLOWEEN CONTEST		82-820-56-00-5671	45.00
			22	PRIZE GIFT CARDS		** COMMENT **	
				INVOICE TOTAL:			1,243.01 *
	122419-E.WILLRETT	11/30/19	01	PARAGON-DELL LAPTOP-REC/EVANS		25-212-56-00-5635	1,419.99
			02	PARAGON-DELL LAPTOP-UB/DYON		25-212-56-00-5635	1,419.99
			03	PARAGON-DELL		25-212-56-00-5635	1,419.99
			04	LAPTOP-FINANCE/WRIGHT		** COMMENT **	
			05	PARAGON-DELL		25-212-56-00-5635	1,419.99
			06	LAPTOP-CD/BARKSDALE		** COMMENT **	
			07	PARAGON-DELL		25-212-56-00-5635	1,419.99
			08	LAPTOP-ADMIN/WILLRETT		** COMMENT **	
			09	PARAGON-DELL		25-212-56-00-5635	724.99
			10	COMPUTER-REC/AGUILAR		** COMMENT **	
			11	PELRA LEGISLATIVE UPDATE		01-110-54-00-5460	170.00
			12	SEMINAR FOR WILLRETT & WRIGHT		** COMMENT **	
			13	ELEMENT FOUR-NOV 2019 CLOUD		01-640-54-00-5450	1,200.82
			14	CONNECT AGREEMENT		** COMMENT **	
			15	AMAZON-PCM RECORDER		01-110-56-00-5610	175.31
				INVOICE TOTAL:			9,371.07 *
	122419-J.DYON	11/30/19	01	SAMS-KLEENEX, PAPER TOWELS		01-110-56-00-5610	41.94
			02	AMAZON-3 PHONE CASES,BATTERIES		51-510-56-00-5620	120.60
			03	WAREHOUSE-CALENDARS, PENS		01-120-56-00-5610	21.09
			04	WAREHOUSE-CALENDARS, PENS		51-510-56-00-5620	31.83
			05	WAREHOUSE-CALENDARS, PENS		52-520-56-00-5610	9.18
				INVOICE TOTAL:			224.64 *
	122419-J.ENGBERG	11/30/19	01	ADOBE-CREATIVE CLOUD MONTHLY		01-220-54-00-5460	52.99
			02	LICENSE FEE		** COMMENT **	
				INVOICE TOTAL:			52.99 *
	122419-J.GALAUNER	11/30/19	01	TARGET-COOKIES, WATER, SAFETY		79-795-56-00-5606	27.82
			02	PINS		** COMMENT **	
			03	AMAZON-SUPPLIES FOR		79-795-56-00-5606	118.67
			04	HOLE-IN-ONE LIBRARY FUNDRAISER		** COMMENT **	
				INVOICE TOTAL:			146.49 *
	122419-J.SLEEZER	11/30/19	01	FARM&FLEET-JACKET		01-410-56-00-5600	129.99
				INVOICE TOTAL:			129.99 *
	122419-J.WEISS	11/30/19	01	TARGET-SUPPLIES FOR POLAR		82-000-24-00-2480	109.87
			02	EXPRESS		** COMMENT **	
			03	DOLLAR TREE-HOLIDAY PROGRAM		82-000-24-00-2480	33.00

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900082	FNBO	FIRST NATIONAL BANK OMAHA			12/24/19		
	122419-R.FREDRICKSON	11/30/19	01	COMCAST-10/12-11/11 CABLE @		01-110-54-00-5440	21.01
			02	800 GAME FARM RD		** COMMENT **	
			03	COMCAST-10/13-11/12 INTERNET		51-510-54-00-5440	106.85
			04	@ 610 TOWER PLANT		** COMMENT **	
			05	COMCAST-10/15-11/14 INTERNET		79-795-54-00-5440	68.11
			06	@ 102 E VAN EMMON		** COMMENT **	
			07	COMCAST-10/15-11/14 CABLE @		79-795-54-00-5440	20.45
			08	102 E VAN EMMON		** COMMENT **	
			09	NEWTEK NOV 2019 WEB UPKEEP		01-640-54-00-5450	16.59
			10	COMCAST-10/24-11/23 INTERNET		79-790-54-00-5440	83.91
			11	@ 201 W HYDRAULIC		** COMMENT **	
			12	COMCAST-10/24-11/23 INTERNET		79-795-54-00-5440	62.94
			13	@ 201 W HYDRAULIC		** COMMENT **	
			14	COMCAST-10/24-11/23 INTERNET		01-110-54-00-5440	39.37
			15	@ 800 GAME FARM RD		** COMMENT **	
			16	COMCAST-10/24-11/23 INTERNET		01-220-54-00-5440	33.75
			17	@ 800 GAME FARM RD		** COMMENT **	
			18	COMCAST-10/24-11/23 INTERNET		01-120-54-00-5440	22.50
			19	@ 800 GAME FARM RD		** COMMENT **	
			20	COMCAST-10/24-11/23 INTERNET		01-210-54-00-5440	146.23
			21	@ 800 GAME FARM RD		** COMMENT **	
			22	COMCAST-10/29-11/28 INTERNET		79-790-54-00-5440	89.90
			23	@ 185 WOLF ST		** COMMENT **	
			24	COMCAST-10/29-11/28 PHONE &		79-790-54-00-5440	111.13
			25	CABLE @ 185 WOLF ST		** COMMENT **	
			26	COMCAST-10/30-11/29 INTERNET		52-520-54-00-5440	39.47
			27	@ 610 TOWER LN		** COMMENT **	
			28	COMCAST-10/30-11/29 INTERNET		01-410-54-00-5440	78.95
			29	@ 610 TOWER LN		** COMMENT **	
			30	COMCAST-10/30-11/29 INTERNET		51-510-54-00-5440	118.43
			31	@ 610 TOWER LN		** COMMENT **	
			32	GFOA-FY19 CAFR AWARD FEE		01-120-54-00-5462	530.00
			33	AURORA UNIVERSITY-GOLDSMITH		01-210-54-00-5410	-244.00
			34	TUITION CREDIT DUE TO STUDENT		** COMMENT **	
			35	LOANS		** COMMENT **	
						INVOICE TOTAL:	1,345.59 *
	122419-S.AUGUSTINE	11/30/19	01	JEWEL-REFRESHMENTS FOR		82-820-56-00-5671	23.20
			02	LIBRARY PROGRAMMERS MEETING		** COMMENT **	
						INVOICE TOTAL:	23.20 *
	122419-S.IWANSKI	11/30/19	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	15.97
						INVOICE TOTAL:	15.97 *
	122419-S.REDMON	11/30/19	01	DOLLAR TREE-FALL FUN SUPPLIES		79-795-56-00-5606	10.50

DATE: 12/12/19
TIME: 08:31:08
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900082	FNBO	FIRST NATIONAL BANK OMAHA			12/24/19		
	122419-T,HOULE	11/30/19	02	CENTRAL SOD-SOD		79-790-56-00-5640	106.00
			03	AUTOMATIC DOOR &		79-790-56-00-5640	40.13
			04	HARDWARE-JAMB PLATE		** COMMENT **	
			05	AMAZON-PORTABLE CAR BATTERY		79-790-56-00-5640	299.95
			06	JUMP STARTER PACK		** COMMENT **	
			07	AMAZON-DUAL RECEIVER HITCH		79-790-56-00-5640	779.98
				INVOICE TOTAL:			1,257.37 *
	122419-T.NELSON	11/30/19	01	WALGREENS-DVDS		79-795-56-00-5606	34.98
			02	PITSTOP-PORT-O-LET UPKEEP		79-795-56-00-5620	511.46
				INVOICE TOTAL:			546.44 *
	122419-T.SOELKE	11/30/19	01	CORRO-GAS DETECTOR		52-520-56-00-5640	1,509.37
			02	CORRO-3 YEAR MAINTENANCE		52-520-54-00-5462	1,300.00
			03	PROGRAM FOR GAS DETECTOR		** COMMENT **	
			04	STEINER-FUSES		52-520-56-00-5640	114.24
				INVOICE TOTAL:			2,923.61 *
	122419-UCOY	11/30/19	01	ADVANCED DISPOSAL		01-540-54-00-5442	103,465.23
			02	#T00001878508-OCT 2019 REFUSE		** COMMENT **	
			03	SERVICES		** COMMENT **	
			04	ADVANCED DISPOSAL		01-540-54-00-5441	2,948.49
			05	#T00001878508-OCT 2019 SENIOR		** COMMENT **	
			06	REFUSE SERVICES		** COMMENT **	
			07	SERVICE PRINTING#29642-WINTER/		79-795-54-00-5426	11,880.74
			08	SPRING CATALOG		** COMMENT **	
				INVOICE TOTAL:			118,294.46 *
	122419-L.PICKERING	11/30/19	01	SHAW MEDIA-CANNABIS LEGAL		01-220-54-00-5426	108.50
			02	NOTICE		** COMMENT **	
			03	SHAW MEDIA-FY19 TREASURERS		01-110-54-00-5426	1,150.20
			04	REPORT		** COMMENT **	
			05	SHAW MEDIA-BIDS FOR CITY		01-110-54-00-5426	97.34
			06	VEHICLES		** COMMENT **	
			07	IML 2020 MEMBERSHIP DUES		01-110-54-00-5460	1,500.00
			08	WAUBONSEE-EXCEL CLASS		01-110-54-00-5412	378.00
			09	REGISTRATION-BEHLAND		** COMMENT **	
			10	TRIBUNE-PUBLIC HEARING NOTICE		01-220-54-00-5426	168.70
			11	FOR BOUNDARY LINE AGREEMENT		** COMMENT **	
			12	TRIBUNE-PUBLIC HEARING NOTICE		01-220-54-00-5426	161.47
			13	FOR ZONING TEXT AMENDMENT FOR		** COMMENT **	
			14	TRIBUNE-PUBLIC HEARING NOTICE		01-110-54-00-5426	531.41
			15	FOR TAX LEVY		** COMMENT **	
				INVOICE TOTAL:			4,095.62 *
				CHECK TOTAL:			176,058.78
				TOTAL AMOUNT PAID:			176,058.78

Total for All Highlighted Library Invoices: \$6,627.91

DATE: 01/07/20
TIME: 07:55:35
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104821	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0996096		12/17/19	01	BULBS	82-820-56-00-5621	92.40
					INVOICE TOTAL:		92.40 *
					CHECK TOTAL:		92.40
104822	BAKTAY	BAKER & TAYLOR					
	2034902776		11/19/19	01	BOOKS	84-840-56-00-5686	1,505.48
					INVOICE TOTAL:		1,505.48 *
	2034915975		11/25/19	01	BOOKS	84-840-56-00-5686	1,681.91
					INVOICE TOTAL:		1,681.91 *
	2034940480		11/25/19	01	BOOKS	84-840-56-00-5686	691.98
					INVOICE TOTAL:		691.98 *
	2034944507		12/07/19	01	BOOKS	84-840-56-00-5686	1,097.65
					INVOICE TOTAL:		1,097.65 *
	2034949564		12/07/19	01	BOOKS	84-840-56-00-5686	1,245.33
					INVOICE TOTAL:		1,245.33 *
	2034953779		12/06/19	01	BOOKS	84-840-56-00-5686	559.39
					INVOICE TOTAL:		559.39 *
	2034973867		12/04/19	01	BOOKS	84-840-56-00-5686	1,094.43
					INVOICE TOTAL:		1,094.43 *
	2034974235		12/04/19	01	BOOKS	84-840-56-00-5686	739.33
					INVOICE TOTAL:		739.33 *
	2034983221		12/09/19	01	BOOKS	84-840-56-00-5686	1,022.94
					INVOICE TOTAL:		1,022.94 *
	2034996006		12/17/19	01	BOOKS	84-840-56-00-5686	499.64
					INVOICE TOTAL:		499.64 *

CHECK DATE: 01/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104822	BAKTAY	BAKER & TAYLOR						
	2035007880		12/30/19	01	BOOKS	84-840-56-00-5686	1,160.50	
					INVOICE TOTAL:		1,160.50	*
	2035009710		12/27/19	01	BOOKS	84-840-56-00-5686	390.88	
					INVOICE TOTAL:		390.88	*
	2035020616		12/30/19	01	BOOKS	84-840-56-00-5686	486.69	
					INVOICE TOTAL:		486.69	*
					CHECK TOTAL:			12,176.15
104823	BP&T	BP&T CO.						
	01-121919		12/19/19	01	REMOVE AND REPLACE 2 DAMAGED	82-820-54-00-5495	2,750.00	
				02	PIECES OF SIDING	** COMMENT **		
					INVOICE TOTAL:		2,750.00	*
					CHECK TOTAL:			2,750.00
104824	ERICSCUT	ERIC K HILL						
	12013		12/03/19	01	CLEAN GUTTERS	82-820-54-00-5495	375.00	
					INVOICE TOTAL:		375.00	*
					CHECK TOTAL:			375.00
104825	FINDAWAY	FINDAWAY WORLD LLC						
	308942		12/24/19	01	AUDIO BOOKS	84-840-56-00-5683	748.34	
					INVOICE TOTAL:		748.34	*
	310080		12/31/19	01	AUDIO BOOKS	84-840-56-00-5683	56.24	
					INVOICE TOTAL:		56.24	*
					CHECK TOTAL:			804.58

PRG ID: AP215000.WOW

CHECK DATE: 01/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104826	LIBRARYF	LIBRARIES FIRST					
	7568		12/05/19	01	MUSEUM ADVENTURE PASS	82-820-54-00-5460	75.00
				02	PROGRAM 2020 ANNUAL ACCESS	** COMMENT **	
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
104827	MENLAND	MENARDS - YORKVILLE					
	49165		05/09/19	01	CARPET CLEANER, TEFLON TAPE	82-820-56-00-5621	41.64
					INVOICE TOTAL:		41.64 *
	58159		08/12/19	01	GLADE, GARBAGE BAGS,	82-820-56-00-5621	71.29
				02	WASTEBASKETS, BATTERIES	** COMMENT **	
					INVOICE TOTAL:		71.29 *
					CHECK TOTAL:		112.93
104828	MIDWTAPE	MIDWEST TAPE					
	98289821		12/03/19	01	DVDS	84-840-56-00-5685	44.98
					INVOICE TOTAL:		44.98 *
	98293417		12/03/19	01	DVD	84-840-56-00-5685	21.74
					INVOICE TOTAL:		21.74 *
	98298985		12/05/19	01	BLU RAY CASES	82-820-56-00-5620	319.98
					INVOICE TOTAL:		319.98 *
	98318576		12/09/19	01	AUDIO BOOKS	84-840-56-00-5683	29.99
				02	DVDS	84-840-56-00-5685	109.95
					INVOICE TOTAL:		139.94 *
	98328453		12/12/19	01	PLAYAWAY LOCKS	82-820-56-00-5620	39.98
					INVOICE TOTAL:		39.98 *

CHECK DATE: 01/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104828	MIDWTAPE	MIDWEST TAPE						
	98350083		12/16/19	01	AUDIO BOOKS	84-840-56-00-5683	38.99	
				02	DVDS	84-840-56-00-5685	22.49	
						INVOICE TOTAL:	61.48	*
	98365832		12/23/19	01	DVD	84-840-56-00-5685	21.74	
						INVOICE TOTAL:	21.74	*
	98410160		12/30/19	01	DVDS	84-840-56-00-5685	14.99	
						INVOICE TOTAL:	14.99	*
						CHECK TOTAL:		664.83
104829	PRAIRCAT	PRAIRIECAT						
	6665		01/02/20	01	JAN 2020-MAR 2020	82-820-54-00-5468	3,548.99	
				02	PARTICIPATION AND HOSTING FEES	** COMMENT **		
						INVOICE TOTAL:	3,548.99	*
						CHECK TOTAL:		3,548.99
104830	RJONEIL	R.J. O'NEIL, INC.						
	00111126		11/30/19	01	REPLACED HVAC IGNITER	82-820-54-00-5495	295.00	
						INVOICE TOTAL:	295.00	*
	00111146		11/30/19	01	BOILER REPAIR	82-820-54-00-5495	1,813.85	
						INVOICE TOTAL:	1,813.85	*
						CHECK TOTAL:		2,108.85
104831	TODAYS	TODAY'S BUSINESS SOLUTIONS INC						
	10030		12/10/19	01	ANNUAL TOWER MAINTENANCE	82-820-54-00-5462	325.00	
				02	AGREEMENT RENEWAL	** COMMENT **		
						INVOICE TOTAL:	325.00	*
						CHECK TOTAL:		325.00
						TOTAL AMOUNT PAID:		23,033.73



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 13, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,494.73	\$ -	19,494.73	\$ 1,773.04	\$ 1,026.45	\$ 22,294.22
FINANCE	10,703.47	-	10,703.47	983.33	463.14	\$ 12,149.94
POLICE	119,227.45	9,759.52	128,986.97	587.02	9,484.24	\$ 139,058.23
COMMUNITY DEV.	19,119.68	-	19,119.68	1,759.42	1,425.44	\$ 22,304.54
STREETS	15,831.02	581.84	16,412.86	1,487.02	1,187.63	\$ 19,087.51
WATER	14,536.19	152.07	14,688.26	1,344.36	1,084.83	\$ 17,117.45
SEWER	7,175.91	-	7,175.91	650.11	517.31	\$ 8,343.33
PARKS	21,959.07	192.14	22,151.21	1,981.17	1,617.50	\$ 25,749.88
RECREATION	16,065.84	-	16,065.84	1,231.00	1,195.80	\$ 18,492.64
LIBRARY	16,263.06	-	16,263.06	967.97	1,220.59	\$ 18,451.62
TOTALS	\$ 260,376.42	\$ 10,685.57	\$ 271,061.99	\$ 12,764.44	\$ 19,222.93	\$ 303,049.36
TOTAL PAYROLL						\$ 303,049.36



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 27, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,800.00	-	3,800.00	-	290.70	4,090.70
ADMINISTRATION	20,016.36	-	20,016.36	1,813.49	1,060.60	22,890.45
FINANCE	11,203.46	-	11,203.46	1,015.04	468.22	12,686.72
POLICE	108,508.08	3,605.20	112,113.28	587.02	8,170.42	120,870.72
COMMUNITY DEV.	19,119.69	-	19,119.69	1,732.24	1,402.48	22,254.41
STREETS	15,831.04	546.39	16,377.43	1,483.79	1,184.97	19,046.19
WATER	14,536.19	158.72	14,694.91	1,331.36	1,073.86	17,100.13
SEWER	8,844.71	62.58	8,907.29	807.00	640.70	10,354.99
PARKS	20,318.85	-	20,318.85	1,806.09	1,478.49	23,603.43
RECREATION	18,128.42	-	18,128.42	1,316.78	1,347.85	20,793.05
LIBRARY	17,071.40	-	17,071.40	954.38	1,270.91	19,296.69
TOTALS	\$ 258,286.54	\$ 4,372.89	\$ 262,659.43	\$ 12,847.19	\$ 18,458.69	\$ 293,965.31

TOTAL PAYROLL \$ 293,965.31



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, January 13, 2020

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 5)</i>	12/25/2019	\$6,627.91
Library Check Register <i>(Pages 6-9)</i>	01/13/2020	23,033.73
Lincoln Financial -Dec. 2019 Life Ins	12/10/2019	\$30.83
IPRF - Jan. 2020 Workers Comp	12/10/2019	992.69
Flex - Nov. 2019 HRA Admin Fees	12/20/2019	20.00
Blue Cross /Blue Shield-Jan. 2020 Health Ins	12/20/2019	5,537.74
Blue Cross /Blue Shield-Jan. 2020 Dental Ins	12/20/2019	582.29
Dearborn National - Jan. 2020 Vision Ins	12/20/2019	84.33
Nicor -10/31/19-11/30/19 services	12/20/2019	1,367.64
DeLage - Jan. 2020 Copier Lease	12/20/2019	194.48
TOTAL BILLS PAID:		<hr/> \$38,471.64

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 10)</i>	12/07/2019	\$18,451.62
Bi-weekly <i>(Page 11)</i>	12/27/2019	19,296.69
TOTAL PAYROLL:		<hr/> \$37,748.31

TOTAL DISBURSEMENTS: \$76,219.95



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

		% of Fiscal Year									Year-to-Date	FISCAL YEAR 2020	
ACCOUNT NUMBER	DESCRIPTION		8% May-19	17% June-19	25% July-19	33% August-19	42% September-19	50% October-19	58% November-19	67% December-19	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES													
Taxes													
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%
Intergovernmental													
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,460	-	862	103	-	1,501	-	249	4,176	5,250	79.54%
82-000-41-00-4170	STATE GRANTS		-	-	-	-	21,151	-	-	-	21,151	20,000	105.76%
Fines & Forfeits													
82-000-43-00-4330	LIBRARY FINES		434	712	492	1,669	279	1,168	231	394	5,378	8,500	63.28%
Charges for Service													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,193	882	880	990	966	475	435	188	6,009	8,000	75.11%
82-000-44-00-4422	COPY FEES		294	322	441	399	264	361	245	228	2,554	3,750	68.10%
82-000-44-00-4439	PROGRAM FEES		-	15	20	23	-	-	-	-	58	-	0.00%
Investment Earnings													
82-000-45-00-4500	INVESTMENT EARNINGS		735	680	817	1,079	1,377	1,394	1,358	1,657	9,097	10,000	90.97%
82-000-45-00-4550	GAIN ON INVESTMENT		-	-	-	-	-	-	-	3,882	3,882	-	0.00%
Miscellaneous													
82-000-48-00-4820	RENTAL INCOME		200	-	-	175	-	325	200	200	1,100	2,000	55.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		1,981	370	52	-	-	27	-	41	2,472	2,000	123.58%
Other Financing Sources													
82-000-49-00-4901	TRANSFER FROM GENERAL		5,588	1,830	2,002	1,830	1,830	2,002	911	993	16,984	25,003	67.93%
TOTAL REVENUES: LIBRARY			135,555	641,006	31,777	60,044	620,311	54,348	19,421	7,831	1,570,293	1,576,751	99.59%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>													
82-820-50-00-5010	SALARIES & WAGES		30,988	21,451	20,903	20,903	20,902	20,903	31,710	21,068	188,827	278,394	67.83%
82-820-50-00-5015	PART-TIME SALARIES		19,549	12,675	12,560	12,752	12,651	13,938	18,442	12,266	114,833	196,000	58.59%
<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	1,922	17,217	25,541	67.41%
82-820-52-00-5214	FICA CONTRIBUTION		3,804	2,552	2,501	2,516	2,508	2,607	3,774	2,492	22,754	35,544	64.02%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,099	5,301	5,112	5,461	5,158	5,034	7,401	5,353	49,920	81,184	61.49%
82-820-52-00-5222	GROUP LIFE INSURANCE		31	31	31	31	31	31	31	31	247	387	63.73%
82-820-52-00-5223	DENTAL INSURANCE		1,165	582	582	582	582	582	582	582	5,241	6,987	75.01%
82-820-52-00-5224	VISION INSURANCE		169	84	84	84	84	84	84	84	759	1,012	75.00%
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	993	16,468	24,253	67.90%
<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%
82-820-54-00-5440	TELECOMMUNICATIONS		-	832	-	842	-	422	421	708	3,225	6,000	53.74%
82-820-54-00-5452	POSTAGE & SHIPPING		-	45	9	8	20	20	27	16	145	750	19.39%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		1,533	13	13	-	119	1,650	1,481	1,500	6,309	11,000	57.35%
82-820-54-00-5462	PROFESSIONAL SERVICES		4,059	1,983	1,181	3,384	1,339	2,750	4,091	1,784	20,571	40,000	51.43%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	630	-	-	-	-	630	3,000	21.00%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
			May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19			
82-820-54-00-5468	AUTOMATION		2,249	-	-	3,804	-	4,299	-	47	10,398	20,000	51.99%
82-820-54-00-5480	UTILITIES		-	-	559	774	-	825	759	1,368	4,284	11,130	38.49%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		248	4,921	7,359	1,343	2,640	9,527	1,553	9,387	36,978	50,000	73.96%
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	278	4,557	8,000	56.96%
82-820-56-00-5620	OPERATING SUPPLIES		-	309	23	408	-	-	1,256	-	1,996	3,000	66.54%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	1,397	-	120	918	100	49	1,166	3,749	8,000	46.86%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	22	61	-	376	131	178	71	839	1,000	83.88%
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	-	396	691	1,500	46.09%
<i>2006 Bond</i>													
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	50,000	50,000	50,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT		-	11,306	-	-	-	-	-	11,306	22,613	22,613	100.00%
<i>2013 Refunding Bond</i>													
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	585,000	585,000	585,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT		-	69,700	-	-	-	-	-	69,700	139,400	139,400	100.00%
TOTAL FUND REVENUES			135,555	641,006	31,777	60,044	620,311	54,348	19,421	7,831	1,570,293	1,576,751	99.59%
TOTAL FUND EXPENDITURES			83,303	138,204	55,325	59,226	51,613	67,898	77,610	777,518	1,310,697	1,620,345	80.89%
FUND SURPLUS (DEFICIT)			52,251	502,802	(23,548)	818	568,697	(13,550)	(58,189)	(769,687)	259,595	(43,594)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		9,800	4,400	7,300	2,800	59,900	3,750	6,375	1,550	95,875	50,000	191.75%
84-000-45-00-4500	INVESTMENT EARNINGS		62	50	56	62	60	57	69	67	484	100	484.36%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	29	-	-	-	-	-	-	29	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			9,862	4,479	7,356	2,862	59,960	3,807	6,444	1,617	96,388	50,100	192.39%

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	478	2,165	3,500	61.86%
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	88	1,477	3,000	49.24%
84-840-56-00-5686	BOOKS		-	1,958	3,713	2,427	2,364	2,941	6,475	1,713	21,590	50,000	43.18%

TOTAL FUND REVENUES			9,862	4,479	7,356	2,862	59,960	3,807	6,444	1,617	96,388	50,100	192.39%
TOTAL FUND EXPENDITURES			-	2,241	4,408	2,867	2,918	3,538	7,424	2,279	25,675	75,500	34.01%
FUND SURPLUS (DEFICIT)			9,862	2,238	2,948	(5)	57,042	269	(980)	(662)	70,713	(25,400)	



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of December 31, 2019

FISCAL YEAR 2020

		May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020
Library Operations	Old Second	\$ 408,036	\$ 625,661	\$ 589,917	\$ 562,731	\$ 831,380	\$ 805,514	\$ 750,913	\$ 623,271				
Building Development Fees	Old Second	90,345	87,625	89,174	93,668	93,111	150,030	146,425	150,588				
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007	8,007	4,126				
Library Operations	Illinois Funds	211,592	212,013	212,444	212,841	234,376	234,758	235,099	235,442				
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ 1,166,874	\$ 1,198,309	\$ 1,140,444	\$ 1,013,427	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355	\$ 19,306	\$ 19,493	\$ 19,188	\$ 18,602				
2 ND PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011	19,374	19,297				
3 RD PAY PERIOD		19,324	-	-	-	-	-	18,401	-				
Total		\$ 57,162	\$ 38,786	\$ 38,021	\$ 38,228	\$ 38,120	\$ 39,504	\$ 56,962	\$ 37,898	\$ -	\$ -	\$ -	\$ -



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

					Fiscal Year 2019	
	December Actual	YTD Actual	% of Budget	FY 2020 Budget	For the Month Ended December 31, 2018 YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 1,497,431	100.3%	\$ 1,492,248	\$ 1,457,087	2.77%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 249	\$ 4,176	79.5%	\$ 5,250	\$ 2,897	44.13%
State Grants	-	21,151	105.8%	20,000	25,211	-16.10%
Total Intergovernmental	\$ 249	\$ 25,327	100.3%	\$ 25,250	\$ 28,109	-9.89%
Library Fines	\$ 394	\$ 5,378	63.3%	\$ 8,500	\$ 5,578	-3.58%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 188	\$ 6,009	75.1%	\$ 8,000	\$ 6,761	-11.13%
Copy Fees	228	2,554	68.1%	3,750	2,948	-13.38%
Program Fees	-	58	0.0%	-	1	5725.00%
Total Charges for Services	\$ 416	\$ 8,621	73.4%	\$ 11,750	\$ 9,711	-11.22%
Investment Earnings	\$ 5,539	\$ 12,979	129.8%	\$ 10,000	\$ 6,153	110.93%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	200	1,100	55.0%	2,000	975	12.82%
DVD Rental Income	-	-	0.0%	-	1,133	-100.00%
Miscellaneous Income	41	2,472	123.6%	2,000	365	577.31%
Transfer In	993	16,984	67.9%	25,003	16,712	1.63%
Total Miscellaneous & Transfers	\$ 1,234	\$ 20,556	70.9%	\$ 29,003	\$ 19,185	7.15%
Total Revenues and Transfers	\$ 7,831	\$ 1,570,293	99.6%	\$ 1,576,751	\$ 1,525,822	2.91%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 777,518</u>	<u>\$ 1,310,697</u>	<u>80.9%</u>	<u>\$ 1,620,345</u>	<u>\$ 1,274,558</u>	<u>2.84%</u>
50 Salaries	33,334	303,660	64.0%	474,394	294,810	3.00%
52 Benefits	11,457	113,121	64.4%	175,658	111,500	1.45%
54 Contractual Services	14,810	85,001	57.0%	149,080	61,573	38.05%
56 Supplies	1,911	11,903	49.2%	24,200	14,575	-18.33%
99 Debt Service	716,006	797,013	100.0%	797,013	792,100	0.62%
Total Expenditures and Transfers	\$ 777,518	\$ 1,310,697	80.9%	\$ 1,620,345	\$ 1,274,558	2.84%
<i>Surplus(Deficit)</i>	<i>\$ (769,687)</i>	<i>\$ 259,595</i>		<i>\$ (43,594)</i>	<i>\$ 251,264</i>	

* December represents 67% of fiscal year 2020

ACTIVITY THROUGH FISCAL PERIOD 08

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 08

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
08	AP-191224M	12/12/2019	175	AMAZON-POPCORN	FIRST NATIONAL BANK	900082	122419-E.TOPPER	11.13	
		12/12/2019	176	AMAZON-BEAN BAG CHAIRS,	FIRST NATIONAL BANK	900082	122419-E.TOPPER	138.38	
		12/12/2019	177	TARGET-SUPPLIES FOR POLAR	FIRST NATIONAL BANK	900082	122419-J.WEISS	109.87	
		12/12/2019	178	DOLLAR TREE-HOLIDAY PROGRAM	FIRST NATIONAL BANK	900082	122419-J.WEISS	33.00	
	GJ-191231LB	01/06/2020	06	December 2019 Deposits					769.37
				TOTAL PERIOD 08 ACTIVITY				292.38	769.37
				TOTAL ACCOUNT ACTIVITY				31,231.15	4,717.32
				ENDING BALANCE					48,473.33
				GRAND TOTAL				0.00	48,473.33
				TOTAL DIFFERENCE				0.00	48,473.33

LIBRARY DIRECTOR REPORT—January 2020

Facilities Management- Continue to have problems with the boilers. The HVAC igniter was replaced (\$295) and the boiler repaired (\$1,813.85). Also, when the technician came to fix the boiler once the part was delivered, discovered water around the boiler resulting in a cap being needed to be replaced. Four rods were replaced in the water heater hoping that would solve the brown and smelly water. It is better but not completely alleviated. Continuous problems in trying to get the electrical work completed for the digital sign. Electrical work is being started on January 7th. Our goal is to have the sign working by the end of the week so that the Mini-Golf Event may be promoted. Submitted payment and paperwork for the annual elevator inspection due in January. The gutters were cleaned for a nominal charge of \$375. Snow bars completed January 7th.

Public Relations- We hosted the Cubs Scout outing and program on Folk Tales as requested by the local group. Our relationship with Casey's Gas Station continues and they once again provided over 60 hand decorated cookies for the Polar Express/Santa Visit on December 14th.

Staff – We had our first Ugly Holiday Sweater Contest and Sharyl Iwanski was the winner. (See photos in packet). Dave Dick injured his leg and had to have surgery and will be out for about 6 weeks. Brittany O'Connor resigned to take a full-time position with the school system in Plano. Peggy Wilkinson (15 years) has decided to retire and will soon be leaving us. We have hired 2 new people, Leah English and Victoria Berg to fill in evening and weekend hours. We will be interviewing for a day position. All manager's evaluations have been completed.

Library Operations- Working on the 2019 Per Capita Grant due January 15th. All the paperwork for the Literacy Grant has been submitted and we will be receiving a reimbursement check of almost \$500.

Friends- The Friends are preparing for the Mini-Golf Event. I will attend their January 13th meeting to explain why it has taken so long for the digital sign to be operational.

Programs, Activities

Adult Programs

Friends Meeting **14**
Threads and More **10**
Lunch Bunch **6**

Passive Programs

Total **47**

Includes the puzzles, chess board and art wall.

TOTAL ADULT ATTENDANCE 30

Children Programs

Drop-In Storytime (4) **43**
Tots and Toddlers (2) **26**
Book Club (Grades 1-2) **8**
Book Club (Grades 3-5) **4**
Lego **8**
LEGO Duplo **9**
Panera (2) Story Time **25**
Morning/Afternoon Read **3**
TAG (3) **20**
Literacy Centers **14**
Lapsit **6**
Window Art **5**
Chess Club **4**
Magic the Gathering **6**
Polar Express **61**
Santa **80**
New Year's Eve Party **25**
Museum Pass **5**

TOTAL CHILDREN'S ATTENDANCE 352

Passive programs included: Games checked out, teen coloring, snowman guessing game, sequence snowman, polar express dice game, polar express train, elf zipline, tree cup stacking, Christmas Sudoku, snowman art and jingle bell maze.

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 197

Computer Use

Adult **317**
Young Adult **24**
Children **22**

TOTAL COMPUTER USE 363

Database & E-book Use

Ancestry **29** Gale **1 (1search)** Omni E-Book **663**
E-Audio **432 (278 Users)** E-Read IL**34** E-Book Audio **60 (36 Users)**

Circulation

Checkouts **11,635**
New Patrons Added **62**
New Items Added **592**

Teen Volunteers Mikayla Mika, Juleah Richardson, Katelyn Tugman, Bree Weiss, Lexi Mika, Joey Koenig, Leah English, Mikayla Mol, Mark Sanford, Lexi Roehr, Brooklyn Souza, Stella Tejada, Lily Votavo and Lexi Weiss.

Adult Volunteers Nancy Aschauer, Sands McCormick Uridil, Brad Smith, Brian Krupicka and Joe Gillespie.

Meeting Room **2** Rental, **6** Programs

Proctored Test **2**

Patron Count **3,622**

YORKVILLE STATISTICS FOR FY20

PrairieCat

[illegible]

DATABASE USEAGE FOR FY20

[illegible]

BUSINESS SERVICE ORDER AGREEMENT

Account Name: Yorkville Public Library

WB ID#: 24100593

CUSTOMER INFORMATION (Service Location)

Address 1	902 Game Farm Road
Address 2	
Primary Contact Name	Russ Walter
Business Phone	630.553.4354
Cell Phone	630.240.3240
Fax Number	

City	Yorkville
State	Illinois
ZIP Code	60560
County	
Email Address	russ.walter@yorkville.lib.il.us
Primary Fax Number	

Technical Contact Name	Russ Walter
Technical Contact Business Phone	630.240.3240
Property Manager Contact Name	

Technical Contact On-site?	Yes
Technical Contact Email	russ.walter@yorkville.lib.il.us
Property Mgr Phone	

COMCAST BUSINESS SERVICES

Selection (X)	
Business Voice	
Business Internet	X
Business TV	

Service Term (Months)	36
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COMCAST BUSINESS SERVICE DETAILS

Business Voice*			
VOICE SELECTIONS		Quantity	Total Cost
Full Featured Voice Lines		\$59.95	\$0.00
Full Featured 4+ Lines		\$24.95	\$0.00
Mobility Lines		\$64.95	\$0.00
Mobility 4+ Lines		\$29.95	\$0.00
Basic Lines		\$24.95	\$0.00
Toll Free Number		\$10.00	\$0.00
Non-Published Directory Listing (No DL or 411)		\$2.00	\$0.00
Non-Listed Directory Listing (No DL, yes 411)		\$2.00	\$0.00
Voice - eMTA Equipment Fee		\$14.95	\$0.00
VOICE OPTIONS		Selection (X)	Total Cost
VoiceMail			\$0.00
Auto-Attendant*			

*Voice offers & options not available in all markets.

VoiceEdge Select*

VoiceEdge Select			
VoiceEdge Select Seats		\$39.95	\$0.00
Cordless Handset		\$0.00	\$0.00
Cordless Deskphone		\$0.00	\$0.00

*VoiceEdge offers & options not available in all markets.

Business Internet*

Business Internet		
INTERNET SELECTIONS	Selection (X)	Total Cost
Business Internet 500	X	\$399.95
Internet Equipment Fee	X	\$18.45
INTERNET OPTIONS	Selection (X)	Total Cost
Static IP - 1		
Static IP - 5	X	\$24.95
Static IP - 13		
Xfinity WiFi		
WiFi Standard		
WiFi Pro		
WiFi Pro Expanded Coverage		
WiFi Pro Equipment Fee		
WiFi Pro Expanded Coverage Equip Fee		

*Business Internet speed tier selections not available in all markets

CONNECTION PRO	Selection (X)	Total Cost
Connection Pro Service		
Connection Pro Equipment Fee		

COMCAST BUSINESS TOTAL SERVICE CHARGES

Business Installation	Selection (X)	Unit Cost	Total Cost
Business Internet/TV/Voice Installation Fee	X	\$199.00	\$0.00
Connection Pro Activation Fee		\$99.95	\$0.00
Wi-Fi Pro Activation Fee		\$49.95	\$0.00
Voice Activation Fee*		\$29.95	\$0.00
Auto-Attendant Setup Fee		\$24.95	\$0.00
Directory Listing Suppression Fee		\$24.95	\$0.00
Toll Free Activation Fee		\$9.95	\$0.00
VoiceEdge Select Seat Activation Fee		\$29.95	\$0.00
SmartOffice Installation Fee**		\$200.00	\$0.00

*per line activation fee, up to four (4) line maximum charge.

**Installation fee \$200 for the first group of 5 cameras plus \$100 for each additional group of 5

Total Installation Charges:*	\$0.00
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* Does not include Custom Installation Fees.

Total Monthly Service Charge	\$443.35
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Promotion Code (if applicable)	_____
Discount on Internet (if applicable)	_____
Discount on Video (if applicable)	_____
Discount on Voice (if applicable)	_____
Discount on Voice Edge Select Seats (if applicable)	_____
Total Discount	_____

Total Recurring Monthly Bill:*	\$443.35
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*Applicable federal, state, and local taxes and fees may apply.

General Special Instructions

The Comcast Cable Communications, LLC SPIN No. is 143013564. The estimated Service Commencement Date shall be on or after July 1, 2020.

Account Name: Yorkville Public Library

WB ID#: 24100593

COMCAST BUSINESS INTERNET CONFIGURATION DETAILS

Equipment Selection	DOCSIS 3.1 Device
Transfer Existing Comcast.net Email	No
Number of Static IP's*	5

*If 5 or 13 Static IP's are requested a static IP justification form is required

COMCAST BUSINESS TV CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary		
Outlet 2 - Additional		
Outlet 3 - Additional		
Outlet 4 - Additional		
Outlet 5 - Additional		
Outlet 6 - Additional		
Outlet 7 - Additional		
Outlet 8 - Additional		

Additional Comments:

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Outlet Details for Outlets 9 & Up	Quantity
TV Adapter (DTA)	
TV Box + Remote (STB)	

COMCAST BUSINESS VOICEEDGE SELECT CONFIGURATION DETAILS

[illegible]

COMCAST BUSINESS VOICE CONFIGURATION DETAILS

[illegible]

Toll Free #	Calling Origination Area	Associated TN

Directory Listing and Yellow Page Details

Directory Listing	
Directory Listing Phone Number	
Directory Listing Display Name	
PLA Display Name	
DA/DL Header Text Information	
DA/DL Header Code Information	
Standard Industry Code Information	

Customer Equipment

Phone System Type (Key System, PBX, Other)
Phone System Manufacturer
Fax Machine Manufacturer
Alarm System Vendor
Point of Sale Device
Telco Closet Location

Hunt Group Configuration Details

Hunt Group Features Requested (Yes, No)
Hunt Group 1 Configuration Type
Hunt Group 1 Pilot Number
Hunt Group 2 Configuration Type
Hunt Group 2 Pilot Number

Additional Voice Details

Caller ID	
Caller ID Display Name (max 15 characters)	
Call Blocking	
Auto-Attendant	

RCF Configuration Details

RCF Number	Forward To Number

Account Name: Yorkville Public Library

WB ID#: 24100593

CUSTOMER BILLING INFORMATION

Billing Account Name Yorkville Public Library
Billing Name (3rd Party Accounts)
Address 1 902 Game Farm Road
Address 2
Billing Contact Name Elisa Topper
Tax Exempt? Yes
If yes, please provide and attach tax exemption certificate.

City Yorkville
State Illinois
ZIP Code 60560
Billing Contact Email elisa.topper@yorkville.lib.il.us
Billing Contact Bus. Phone 630.553.4354 x 117
Billing Fax Number

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

5. Comcast Business SmartOffice: By signing below, Customer agrees and accepts the SmartOffice Services Addendum found at <http://business.comcast.com/terms-conditions/index.aspx>.

Comcast Business SmartOffice Licenses:

AL: 001785, 001789 Complaints may be directed to the Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, PMB 392 Montgomery, AL 36116, (334) 264-9388; AR: 2536 Regulated by the Department of Arkansas State Police, 1 State Police Plaza Drive Little Rock, Arkansas 72209, (501) 618-8600; AZ: ROC 307346, BTR 18286-0; CA: CSLB 1028256, ACO 7677 Licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814; CT: ELC 0189754-C5, ELC 0202487-C5; DE: SSPS 13-225; FL: EF0000279; GA: LVU406354; IL: PACA 127-001555; LA: F2257; MD: 107-1937; ME: LM50017039; MI: 3601206519; MN: TS674413; MS: 15030170; NC: 1937-CSA; NJ: Burglar Alarm Business Lic. # 34BF00052000; NM: 379095; NY: licensed by the N.Y.S. Department of State 12000317423; OR: CCB 199939; SC: BAC-13662; TN: ACL 2006, ACL 2002; TX: B18966 Licensed by the Texas Department of Public Safety Private Security Board, P.O. Box 4087, Austin, TX 78773, (512) 424-7293; UT: 8788186-6501; VA: 2705151177, DCJS 11-15181; VT: ES-02366; WA: COMCABS846NU; WASHINGTON, DC: ECS 904217, BBL 602517000001; WV: WV051524. Valid 10/2/17. See www.business.comcast.com/smartoffice for current list.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

7. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 NOTICE

Comcast Business Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using the Voice Service, Comcast must have the correct service address for each telephone number used by the Company. If the Voice Service or any Voice Service device is moved to a different location without Company providing an updated service address, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location may also increase these risks.

- The Voice Service uses electrical power in the Company's premises. If there is an electrical power outage, 911 calling may be interrupted if a battery back-up is not installed in the voice modem, fails, or is exhausted.

- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, a broadband connection failure, or another technical problem.

- Customer should call Comcast at 1-888-824-8104 if it has any questions or needs to update a service address in the 911 system. Delays in updating the service address may also impact 911.

- BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE

By signing below, customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at <http://www.comcast.com/business/legal>.

Signature:

Print:

Title:

Date:

FOR COMCAST USE ONLY

Richard Kasprzyk

Sales Representative:

Sales Representative Code:

Sales Manager/Director:

Sales Manager/Director Approval:

Division: Central

Lead ID: 24100593

Contract Generation Date: 12/30/2019

SOA Version: SMB3.37

Account Name: Yorkville Public LibraryWB ID#: 24100593

Comcast Company Address Information

Arizona8251 N Cortaro Road
Tucson, AZ 85743California3011 Comcast Place
Livermore, CA 94551Colorado183 Inverness Drive West
Englewood, CO 80112Colorado8000 E. Iliff Avenue
Denver, CO 80231Connecticut222 New Park Drive
Berlin, CT 06037Georgia2925 Courtyard Drive
Norcross, GA 30071Illinois1500 McConnor Parkway
Schaumburg, IL 60173Michigan41112 Concept Drive
Plymouth, MI 48170Minnesota10 River Park Plaza
St. Paul, MN 55107New Mexico4611 Montbel Place
Albuquerque, NM 87107New York21 Old RT 6
Carmel, NY 10512Oregon9605 SW Nimbus Avenue
Beaverton, OR 97008Pennsylvania1701 JFK Boulevard
Philadelphia, PA 19103Tennessee2030 E. Polymer Drive
Chattanooga, TN 37421Tennessee660 Mainstream Drive
Nashville, TN 37228Texas8590 West Tidwell Road
Houston, TX 77040Virginia5401 Staples Mill Road
Richmond, VA 23228Washington15815 25th Avenue
Lynnwood, WA 98087



IP Justification Form

Comcast conforms to the North American IP Registry (ARIN) policies regarding IP address allocation. As part of its standard service, Comcast will assign up to eight IP addresses for customer use on their local area network (LAN). Customers can use this form for initial assignments and additional augments. Comcast requires a written justification form for any IP address blocks requested so that we can demonstrate to ARIN that IP addresses allocated to Comcast, or any underlying providers, are being used efficiently.

Per ARIN guidelines (<http://www.arin.net/intro.html>), organizations will be assigned address space based on immediate utilization plus three month and six month projected utilization. Organizations must exhibit a high confidence level in their three month and six month utilization rate and supply documentation to justify the level of confidence.

If you have any questions about the IP assignment policy or process, please refer to ARIN's IP Address Assignment Policy and Procedures, and RFC 2050 that can found at <ftp://www.arin.net/rfc/rfc2050.txt>.

Please complete the following form and submit it to your Comcast sales representative.

Customer Site

Location Name	Yorkville Public Library	1
Street	902 Game Farm Road	2a
Rm/Ste/FI		2b
City/St/Zip	Yorkville, Illinois 60560	2c
Phone #	630.553.4354	2d

Technical Contact

Name	Russ Walter	3a
Title		3b
Phone #	630.240.3240	3c
E-mail	russ.walter@yorkville.lib.il.us	3d

4. Domain Name: _____ **Note: If more than one domain, use first domain registered.**

5. Do you have previously assigned addresses from Comcast?: ☐ Yes ☐ No

5d. If yes, what addresses were assigned' _____

6. Number of IP addresses requested/needed within 6 months: _____ **Note: If your organization already has IP space assigned, you must utilize 80% before applying for more IP space.**

7. Use the following Network Table to describe your IP assignments within the next six months. **THIS IS REQUIRED.**

IP Number	IP Address (If known)	Below, provide a description of use for each IP requested
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

I verify that I am authorized to represent the organization below and that the above information is true and correct. I understand that Internet Protocol Version 4 address space is limited and that users of the Internet are responsible for conserving address space and ensuring that space is utilized efficiently.

Print Name	_____	Title	_____
Organization	_____	Phone # (day)	_____
Email	_____	Fax	_____

Comcast Business Class Service Order Agreement

Appendix A

This Appendix A ("Appendix A") is hereby incorporated into and made part of the Comcast Business Class Service Order Agreement.

E-Rate Funding. Comcast makes no representations or warranties with respect to the eligibility or ineligibility of the Services or any Service component for federal E-Rate support or for other governmental and quasi-governmental telecommunications/internet discounts or entitlements (collectively, "E-Rate Funding"). Customer expressly understands and agrees that it is responsible for ensuring that Comcast is paid one hundred percent (100%) of all installation charges, monthly service charge(s) and other amounts required under the Business Class Service Order Agreement ("SOA") in accordance with the payment intervals specified therein. Unless and until the Customer has received, or has been designated as a recipient of, E-Rate Funding for the Services, Customer may not withhold or offset any such amounts on the basis of its anticipated receipt of E-Rate Funding, except as otherwise set forth below. In the event that the Customer has received, or has been designated as a recipient of, E-Rate Funding for the Services, Customer may choose to either (1) pay Comcast in full for the Services, or (2) receive discounted bills from Comcast. If Customer chooses option (1), the Customer must utilize the applicable customer-initiated reimbursement process relative to such E-Rate Funding. Comcast shall have no obligation to discount or pro-rate its invoices or to take other action to process such E-Rate Funding, except to the extent specifically required by law and regulation, or except as otherwise set forth above or below. Notwithstanding this, Comcast will reasonably assist Customer in the completion of any portions of the FCC Form 472 which, as a matter of law or regulation, are required to be completed by the service provider. If Customer chooses option (2), Comcast shall have no obligations under the SOA until Customer provides Comcast the copy of the Notification and Acceptance of Form(s) 486 from the Universal Services Administrative Company, Schools and Libraries Division ("SLD"), approving Customer's eligibility for E-Rate Funding. A Customer selecting option (2) is required to pay Comcast the non-discounted portion of all installation charges, monthly service charge(s) and other amounts required under the SOA in accordance with the payment interval specified therein. Customer also must reasonably assist Comcast in completing the Service Provider Invoice Form (FCC Form 474) and obtaining full payment of the discount amount from the Universal Service Administrative Company or other E-Rate fund administrator or administrative entity. If during the term of the SOA Customer fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of the SOA succeeding the first fiscal period, Customer may elect to (i) continue to receive Services under the SOA, in which Customer shall remain bound by the terms and conditions set forth hereunder and remain responsible for all installation charges and monthly service charge(s), as set forth in the SOA, for the remaining term of the SOA, irrespective of E-Rate Funding status, or, (ii) terminate the SOA upon written notice as of the beginning of the fiscal year for which funds are not appropriated or otherwise made available. The effect of termination of the SOA hereunder will be to discharge both Comcast and the Customer from future performance of the SOA. However, Comcast shall be reimbursed for any and all unpaid installation charges, any unpaid past due balance(s), and any additional costs already incurred by Comcast in conjunction with the SOA. Customer shall notify Comcast in writing within thirty (30) days of fiscal budget denial indicating funds may not be available for the continuation of the SOA for each succeeding fiscal period beyond the first year. In no event shall Comcast initiate construction of the Network until proof of funding has been received, in whole or in part, based on 100% Customer-furnished funds or partially reimbursed funds by the SLD.