

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**February 10, 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
  - Library Mural Update-Eulojio Ortega
13. New Business
  - Meeting Room Policy Revision
  - Community Survey Update
  - Book It 5K Run
14. Executive Session (if needed)
  1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. Adjournment

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, January 13, 2020 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:** Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Julie Brendich-yes, Susan Chacon-yes, Darren Crawford-yes, Wamecca Rodriguez (7:06pm)  
Absent: Krista Danis

**Others Present:**

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, City Council Liaison Dan Transier, Dr. Victor Ortiz, NE Illinois University Professor

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

**Amendments to the Agenda:**

President Crawford added an item under New Business to discuss official closure of Library on January 26th for mini-golf event.

**Minutes: December 9, 2019 Policy Committee, December 9, 2019 Regular Board Meeting, December 30, 2019 Special Board meeting**

Trustee Walter asked for a revision of the December 20th Special Board minutes to reflect a 2'x2'x8" patch for the driveway. President Crawford moved and Ms. Garcia seconded the motion to approve the minutes as presented including the revision.

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

Ms. Topper also noted changes from the Policy Committee for the Policy Manual.

**Correspondence:**

Director Topper said there was a Cub Scout photo in the packet.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Chacon said the spending was as expected except for the maintenance category.

**Payment of Bills**

Trustee Walter moved and President Crawford seconded to pay the bills as follows:

\$38,471.64 Accounts Payable  
\$37,748.31 Payroll  
\$76,219.95 TOTAL

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

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

Director Topper reported the following:

1. HVAC system igniter and boiler repairs made.
2. Electrical work completed on sign which is now operational.
3. Snow bars were installed.
4. Ugly holiday sweater contest held for staff.
5. Staff member had a leg injury requiring surgery and will be gone 6 weeks.
6. Two other employees have left, one resigned and another retired, 2 new employees hired.
7. Staff evaluations have been completed.
8. Staff meetings to be held to distribute alcohol/drug testing policy forms to employees for their files.
9. Per capita grant submitted last week
10. Completed paperwork for literacy grant.
11. Attended Friends meeting to explain roadblocks to getting sign installed.
12. PADS clients have come to Library, had one situation with a client.
13. The Library survey will be available at the mini-golf event.

**City Council Liaison** No report

### **Standing Committees:**

#### **Policy**

The Policy Committee recently met.

### **Unfinished Business:**

#### **Digital Sign Update**

Not discussed since the sign is now functioning

#### **E-Rate Proposal Update**

Mr. Walter said there was an updated Comcast bill reflecting the upgrades as previously discussed. This update will be reflected beginning with the July 1<sup>st</sup> invoice. Mr. Walter will sign the paperwork and forward to the e-rate consultant for the 50% rebate. He made a motion to approve the Comcast service agreement for an increase in internet speed and increase to \$443.35 on the bill. Ms. Garcia seconded.

Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 8-0.

### **New Business:**

#### **Library Closure**

President Crawford made a motion to approve official closure of the Library for the mini-golf event and Ms. Garcia seconded. It was also decided to make this date an automatic closure on the schedule.

Roll call: Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 8-0.

#### **Yorkville Community Survey NSF Grant, Guest Dr. Ortiz, Northeastern University**

Dr. Victor Ortiz, anthropologist, gave a presentation regarding a social interaction research project he is doing. His request to the library was for access to the meeting room for a couple events to obtain data

for his findings from residents and leaders of the community. Ms. Topper said she would provide the room at no charge and it is hoped the information he gathers will benefit the Library in the future. These sessions will also be posted in the newsletter.

**Library Mural Discussion with Artist**

This item was tabled since the artist was ill.

**Approve PLA Conference**

Director Topper asked the Board for approval to attend a 3-day PLA conference in Nashville which is already budgeted. She said many Directors or department heads attend this conference. Ms. Topper said the many vendors, products, grant information and contacts provide value to the Library. Board members would also like to see staff members attend similar events for career development. They discussed other events staff could attend. The Board asked for a plan showing how the acquired information would be disseminated and how it is tied to strategic goals. They also discussed costs of staff attending events and Ms. Topper said she could get free passes for an upcoming event in Chicago which would only leave transportation costs.

After discussion, Ms. Rodriguez moved to approve Director attendance at the PLA conference at a cost of about \$1,705. Ms. Brendich seconded. Roll call: Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 8-0.

**Schedule Date for Executive Session Review**

The Board will meet prior to the next Board meeting on February 10<sup>th</sup> at 6pm for review of Executive Session minutes.

**Minimum Wage and Staffing**

Ms. Topper said the minimum wage will rise to \$10.00 on July 1<sup>st</sup>. It was discussed how many employees make less than \$10.00/hour at this time and that the experienced part-time employees will not earn as much as new employees just starting. Ms. Topper will gather information to present to the Personnel Committee so that the increased costs can be budgeted. It was requested to have a chart of all wages so the committee could review. Other aspects discussed were full time vs. part time positions, where open positions are posted and keeping staff under the IMRF limitations. Board members said there is a need to evaluate the current number of personnel and hours worked before any additional staff is hired. The Board decided they would like to see a report of 1) hours by department and how they are allocated, 2) how managers would like to see departments run.

**Executive Session:** None

**Additional Business:** None

**Adjournment:**

There was no further business and the meeting adjourned at 8:13pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 01/17/20  
TIME: 12:05:37  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900083	FNBO	FIRST NATIONAL BANK OMAHA			01/25/20		
	012520-G.STEFFENS	12/31/19	02	HAMMER DRILL BIT, IMACT SET	** COMMENT **		
			03	RED WING-WORK BOOTS, BOOT OIL,	52-520-56-00-5600		239.98
			04	ORTHOTICS	** COMMENT **		
				INVOICE TOTAL:			272.17 *
	012520-J.BAUER	12/31/19	01	ISAWWA-JAN 2020 CONFERENCE	51-510-54-00-5412		108.00
			02	REGISTRATION FOR JOHNSON,	** COMMENT **		
			03	SCODRO & BAUER	** COMMENT **		
				INVOICE TOTAL:			108.00 *
	012520-J.DYON	12/31/19	01	TARGET-SOAP	01-110-56-00-5610		11.36
			02	WAREHOUSE DIRECT-CLIPBOARDS,	51-510-56-00-5620		40.67
			03	PENS	** COMMENT **		
				INVOICE TOTAL:			52.03 *
	012520-J.ENGBERG	12/31/19	01	ADOBE-MONTHLY CREATIVE CLOUD	01-220-54-00-5460		52.99
			02	FEE	** COMMENT **		
				INVOICE TOTAL:			52.99 *
	012520-J.GALAUNER	12/31/19	01	DOLLAR TREE-CANDY	79-795-56-00-5606		6.00
				INVOICE TOTAL:			6.00 *
	012520-J.JENSEN	12/31/19	01	DUNKIN DONUTS - FOR YHS	01-210-54-00-5415		24.45
			02	STUDENTS THAT VOLUNTEERED TO	** COMMENT **		
			03	CLEAN PD GARAGE	** COMMENT **		
			04	SUNFIELD-12/02/19 CHIEFS	01-210-54-00-5415		82.22
			05	MEETING WITH COUNTY OFFICIALS	** COMMENT **		
			06	IACP - MEMBERSHIP DUES-JENSEN	01-210-54-00-5460		190.00
				INVOICE TOTAL:			296.67 *
	012520-J.WEISS	12/31/19	01	WALMART-SUPPLIES FOR POLAR	82-000-24-00-2480		31.50
			02	EXPRESS	** COMMENT **		
			03	TARGET-SNACKS & DRINKS	82-820-56-00-5671		30.18
				INVOICE TOTAL:			61.68 *
	012520-K.BARKSDALE	12/31/19	01	KONE-DEC 2019 ELEVATOR	23-216-54-00-5446		155.07
			02	MAINTENANCE	** COMMENT **		
			03	APA-APR 2020 CONFERENCE	01-220-54-00-5412		900.00
			04	REGISTRATION-BARKSDALE-NOBLE	** COMMENT **		
			05	WAREHOUSE DIRECT-TONER	01-220-56-00-5610		349.90
				INVOICE TOTAL:			1,404.97 *
	012520-K.GREGORY	12/31/19	01	ARAMARK#1592066521-MATS	51-510-54-00-5485		48.82
			02	ARAMARK#1592075181-MATS	01-410-54-00-5485		48.82
			03	WIRE WIZ#33027-JAN-MAR 2020	52-520-54-00-5444		138.00

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900083	FNBO	FIRST NATIONAL BANK OMAHA			01/25/20		
	012520-R.FREDRICKSON	12/31/19	34	@ 610 TOWER LN		** COMMENT ** INVOICE TOTAL:	3,897.59 *
	012520-R.HARMON	12/31/19	01	WALMART-DEC 2019 PRESCHOOL	79-795-56-00-5606		59.34
			02	SUPPLIES	** COMMENT **		
			03	TARGET-GARLAND	79-795-56-00-5606		16.80
			04	AMAZON-CLOROX WIPES, DOT	79-795-56-00-5606		299.90
			05	LABELS, ALPHABET ACTIVITY	** COMMENT **		
			06	SETS, COUNTY COWS TOY SET,	** COMMENT **		
			07	GLOW STICKS, DVD PLAYER, BABY	** COMMENT **		
			08	WIPES, SHELF SUPPORTS, TOWER	** COMMENT **		
			09	FAN, TABLE FAN	** COMMENT **		
			10	PURE FUN-JUICE CONCENTRATE	79-795-56-00-5606		83.10
			11	LAKESHORE-LACING SET,	79-795-56-00-5606		135.95
			12	MAGNETIC SHAPES, BLOCKS	** COMMENT **		
				INVOICE TOTAL:			595.09 *
	012520-R.HORNER	12/31/19	01	RURAL KING-WIND TUBE	79-790-56-00-5640		128.97
				INVOICE TOTAL:			128.97 *
	012520-R.MIKOLASEK	12/31/19	01	ILEAS-2020 CONFERENCE	01-210-54-00-5412		100.00
			02	REGISTRATION-MIKOLASEK	** COMMENT **		
				INVOICE TOTAL:			100.00 *
	012520-S.IWANSKI	12/31/19	01	YORKVILLE POST-BOOK POSTAGE	82-820-54-00-5452		183.11
				INVOICE TOTAL:			183.11 *
	012520-S.REDMON	12/31/19	01	AT&T U VERSE-11/24-12/23 TOWN	79-795-54-00-5440		78.53
			02	SQUARE SIGN INTERNET	** COMMENT **		
			03	DEKANE-VALVE KIT	79-790-56-00-5640		37.80
			04	FOX VALLEY	79-790-54-00-5495		60.00
			05	SANDBLAST-SANDBLAST & RECOAT	** COMMENT **		
			06	FUNNEL	** COMMENT **		
			07	ARAMARK#1592034905-MATS	79-790-56-00-5620		15.82
			08	ARAMARK#1592066520-MATS	79-790-56-00-5620		15.82
			09	SHAW MEDIA-HOLIDAY	79-795-56-00-5606		564.00
			10	CELEBRATION ADS	** COMMENT **		
			11	IPRA-MAINTENENCE WORKER I JOB	79-795-54-00-5426		265.00
			12	POSTING	** COMMENT **		
			13	FLIPPING BOOK-ELECTRONIC	79-795-54-00-5460		199.00
			14	CATALOG PROGRAM ANNUAL RENEWAL	** COMMENT **		
			15	O'MALLEY WELDING-CUT HOLES IN	79-790-54-00-5495		55.00
			16	TRAILER JACK STAND	** COMMENT **		
			17	TEAM REIL-REPLACEMENT PARTS	79-790-56-00-5640		1,643.00
			18	FOR FOX HILL EAST PARK	** COMMENT **		

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900083	FNBO	FIRST NATIONAL BANK OMAHA			01/25/20		
	012520-S.REDMON	12/31/19	19	AMAZON-THERMOSTAT COVER		79-790-56-00-5640	22.98
			20	AMAZON-SPECIAL EVENT COSTUMES		79-795-56-00-5606	230.00
						INVOICE TOTAL:	3,186.95 *
	012520-S.REMUS	12/31/19	01	BLACKBERRY OAKS-GOLF OUTING		79-000-14-00-1400	500.00
			02	DEPOSIT		** COMMENT **	
			03	FACEBOOK-HOLIDAY ADS		79-795-56-00-5606	35.00
						INVOICE TOTAL:	535.00 *
	012520-S.SLEEZER	12/31/19	01	TANK & BARREL-USED OIL TANK		79-790-56-00-5620	2,048.77
			02	FIRST PLACE RENTAL-GENERATOR		79-790-54-00-5495	128.68
			03	REPAIR		** COMMENT **	
			04	FIRST PLACE RENTAL-SWITCH		79-790-54-00-5495	98.82
			05	REPAIR		** COMMENT **	
						INVOICE TOTAL:	2,276.27 *
	012520-T.NELSON	12/31/19	01	PIT STOP-PORT-O-LET UPKEEP		79-795-56-00-5620	-31.43
			02	CREDIT		** COMMENT **	
			03	ARCHERY PLACE-NOV 2019		79-795-54-00-5462	80.00
			04	CLASSES		** COMMENT **	
			05	PIT STOP-PORT-O-LET UPKEEP		79-795-56-00-5620	71.43
						INVOICE TOTAL:	120.00 *
	012520-T.SOELKE	12/31/19	01	HOME DEPO-THERMOSTAT		52-520-56-00-5613	27.78
			02	RURAL KING-SCREEN, BARB		01-410-56-00-5620	24.18
			03	HOME DEPO-FIBERBOARD		01-410-56-00-5620	3.66
						INVOICE TOTAL:	55.62 *
	012520-TOPPER	12/31/19	01	AMAZON-TONER, LIGHT BULBS,		82-820-56-00-5610	583.57
			02	TAPE, BINDERS, DIVIDERS, DESK		** COMMENT **	
			03	CALENDAR, DUSTERSDESK PADS		** COMMENT **	
			04	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			05	AMAZON-HARRY POTTER CANDY		82-000-24-00-2480	20.52
			06	AMAZON-GAME		82-820-56-00-5671	5.99
			07	SMITHEREEN-JUL-AUG 2019 PEST		82-820-54-00-5495	203.00
			08	CONTROL		** COMMENT **	
			09	PLA CONFERENCE FEB 2020		82-820-54-00-5412	305.00
			10	REGISTRATION-TOPPER		** COMMENT **	
			11	ALA MEMBERSHIP RENEWAL-TOPPER		82-820-54-00-5460	225.00
			12	AMAZON-FORTUNE COOKIES		82-820-56-00-5671	13.49
			13	AMAZON-RECEIPT PAPER		82-820-56-00-5610	50.18
			14	PANERA-GIFT CARD		82-820-56-00-5676	20.00
						INVOICE TOTAL:	1,439.74 *
	012520-UCOT	12/31/19	01	CDW-G - MICROSOFT WINDOWS		01-640-54-00-5450	28,454.70

Total for all Highlighted Library Invoices: \$1,684.53

DATE: 02/04/20  
TIME: 08:24:11  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 02/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104832	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0998097-IN		12/23/19	01	LAMPS, BALLASTS	82-820-56-00-5621	386.46
					INVOICE TOTAL:		386.46 *
	1000207-IN		12/30/19	01	BALLAST	82-820-56-00-5621	276.31
					INVOICE TOTAL:		276.31 *
	1000208-IN		12/30/19	01	BALLASTS	82-820-56-00-5621	402.17
					INVOICE TOTAL:		402.17 *
					CHECK TOTAL:		1,064.94
104833	AUROSIGN	AURORA SIGN CO					
	200026-1		01/10/20	01	CONNECTED ELECTRICAL TO SIGN	82-820-54-00-5495	125.00
					INVOICE TOTAL:		125.00 *
					CHECK TOTAL:		125.00
104834	BAKTAY	BAKER & TAYLOR					
	0003195023		01/03/20	01	RETURNED BOOK CREDIT	84-840-56-00-5686	-7.12
					INVOICE TOTAL:		-7.12 *
	2035000242		01/09/20	01	BOOKS	84-840-56-00-5686	913.93
					INVOICE TOTAL:		913.93 *
	2035030207		01/08/20	01	BOOKS	84-840-56-00-5686	509.35
					INVOICE TOTAL:		509.35 *
	2035042708		01/17/20	01	BOOKS	84-840-56-00-5686	280.91
					INVOICE TOTAL:		280.91 *
	2035043100		01/14/20	01	BOOKS	84-840-56-00-5686	526.63
					INVOICE TOTAL:		526.63 *



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104834	BAKTAY	BAKER & TAYLOR						
	2035045530		01/15/20	01	BOOKS	84-840-56-00-5686	505.63	
					INVOICE TOTAL:		505.63	*
	2035045623		01/16/20	01	BOOKS	84-840-56-00-5686	433.71	
					INVOICE TOTAL:		433.71	*
	2035058503		01/24/20	01	BOOKS	84-840-56-00-5686	669.36	
					INVOICE TOTAL:		669.36	*
					CHECK TOTAL:			3,832.40
104835	CAMBRIA	CAMBRIA SALES COMPANY INC.						
	41318		01/14/20	01	TOILET TISSUE, GARBAGE BAGS,	82-820-56-00-5621	1,018.04	
				02	BOWL CLEANER, WINDEX, HAND	** COMMENT **		
				03	SANITIZER, GLASS CLEANER,	** COMMENT **		
				04	MOPHEADS	** COMMENT **		
					INVOICE TOTAL:		1,018.04	*
					CHECK TOTAL:			1,018.04
104836	CENGAGE	CENGAGE LEARNING INC/GALE						
	69112318		01/01/20	01	2020 SUBSCRIPTION	82-820-54-00-5460	2,676.87	
					INVOICE TOTAL:		2,676.87	*
					CHECK TOTAL:			2,676.87
104837	DELAGE	DLL FINANCIAL SERVICES INC						
	66513850		01/11/20	01	FEB 2020 COPIER LEASE	82-820-54-00-5462	194.48	
					INVOICE TOTAL:		194.48	*
					CHECK TOTAL:			194.48

DATE: 02/04/20  
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104838	FROST	FROST ELECTRIC COMPANY, INC					
	8103		01/10/20	01	INSTALL POWER TO NEW SIGN	82-820-54-00-5495	6,950.00
					INVOICE TOTAL:		6,950.00 *
					CHECK TOTAL:		6,950.00
104839	IDLABEL	ID LABEL, INC.					
	0121901-IN		02/08/19	01	LIBRARY BAR CODE FORMATTING	82-820-56-00-5620	185.40
					INVOICE TOTAL:		185.40 *
					CHECK TOTAL:		185.40
104840	ILLIBASC	ILLINOIS LIBRARY ASSOCIATION					
	172782		01/21/20	01	2020 MEMBERSHIP RENEWAL	82-820-54-00-5460	150.00
					INVOICE TOTAL:		150.00 *
					CHECK TOTAL:		150.00
104841	IMPACT	IMPACT NETWORKING, LLC					
	1667690		01/14/20	01	10/15-01/14 COPIER CHARGES	82-820-54-00-5462	129.58
					INVOICE TOTAL:		129.58 *
					CHECK TOTAL:		129.58
104842	LLWCONSU	LLOYD WARBER					
	10469		01/28/20	01	JAN 2020 ON SITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
104843	MIDWTAPE	MIDWEST TAPE					

CHECK DATE: 02/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104843	MIDWTAPE	MIDWEST TAPE						
	98428747		01/03/20	01	AUDIO BOOK	84-840-56-00-5683	37.99	
				02	DVDS	84-840-56-00-5685	47.23	
					INVOICE TOTAL:		85.22	*
	98468642		01/13/20	01	DVD	84-840-56-00-5685	26.24	
					INVOICE TOTAL:		26.24	*
	98501379		01/20/20	01	DVDS	84-840-56-00-5685	122.95	
					INVOICE TOTAL:		122.95	*
	98508722		01/22/20	01	DVDS	84-840-56-00-5685	47.23	
					INVOICE TOTAL:		47.23	*
	98515103		01/24/20	01	DVDS	84-840-56-00-5685	74.22	
					INVOICE TOTAL:		74.22	*
	98543710		01/30/20	01	DVDS	84-840-56-00-5685	31.48	
					INVOICE TOTAL:		31.48	*
					CHECK TOTAL:			387.34
104844	NICOR	NICOR GAS						
	91-85-68-4012 8-1219		01/06/20	01	11/30-01/02 902 GAME FARM RD	82-820-54-00-5480	1,742.59	
					INVOICE TOTAL:		1,742.59	*
					CHECK TOTAL:			1,742.59
104845	OVERDRIV	OVERDRIVE						
	H-0063683		01/01/20	01	2020 PARTICIPATION FEES	84-840-54-00-5460	3,000.00	
					INVOICE TOTAL:		3,000.00	*
					CHECK TOTAL:			3,000.00

CHECK DATE: 02/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104846	RAILS	RAILS						
	6464		01/02/20	01	JAN-JUN 2020 MEMBERSHIP FEE	82-820-54-00-5468	255.00	
					INVOICE TOTAL:		255.00 *	
					CHECK TOTAL:			255.00
104847	RJONEIL	R.J. O'NEIL, INC.						
	00111284		12/31/19	01	BOILER #1 REPAIR	82-820-54-00-5495	2,688.32	
					INVOICE TOTAL:		2,688.32 *	
	00111330		12/31/19	01	BOILER #1 BURNER REPAIR	82-820-54-00-5495	875.00	
					INVOICE TOTAL:		875.00 *	
	00111445		01/24/20	01	SUPPLIED AND REPLACED 4 ANODE	82-820-54-00-5495	418.96	
				02	RODS IN CYCLONE WATER HEATER	** COMMENT **		
					INVOICE TOTAL:		418.96 *	
	00111446		01/24/20	01	REPLACED BURNER AND FLAME	82-820-54-00-5495	568.15	
				02	SENSOR ON BOILER #2	** COMMENT **		
					INVOICE TOTAL:		568.15 *	
					CHECK TOTAL:			4,550.43
104848	SHOWALT	SHOWALTER ROOFING SERVICE, INC						
	36132		01/08/20	01	ARCHITECTURAL SHEET METAL	82-820-54-00-5495	6,520.00	
				02	FABRICATION AND INSTALLATION	** COMMENT **		
					INVOICE TOTAL:		6,520.00 *	
					CHECK TOTAL:			6,520.00
104849	SOUND	SOUND INCORPORATED						
	R167226		01/13/20	01	02/01/20-04/30/20 MAINTENANCE	82-820-54-00-5462	929.52	

DATE: 02/04/20  
TIME: 08:24:11  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 02/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104849	SOUND	SOUND INCORPORATED					
	R167226		01/13/20	02	CONTRACT CHARGES FOR CCTV AND	** COMMENT **	
				03	ACCESS CONTROL	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104850	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	6000371727		05/29/19	01	ELEVATOR REPAIR	82-820-54-00-5462	382.00
					INVOICE TOTAL:		382.00 *
					CHECK TOTAL:		382.00
104851	YOUNGM	MARLYS J. YOUNG					
	011320		01/13/20	01	01/13/20 MEETING MINUTES	82-820-54-00-5462	65.50
					INVOICE TOTAL:		65.50 *
					CHECK TOTAL:		65.50
					TOTAL AMOUNT PAID:		34,879.09



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY January 10, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 21,575.72	\$ -	21,575.72	\$ 2,418.38	\$ 1,596.03	\$ 25,590.13
FINANCE	10,703.47	-	10,703.47	1,212.32	802.97	\$ 12,718.76
POLICE	123,299.76	9,400.01	132,699.77	723.73	9,769.55	\$ 143,193.05
COMMUNITY DEV.	19,119.69	-	19,119.69	2,169.17	1,425.29	\$ 22,714.15
STREETS	16,291.05	677.58	16,968.63	1,844.01	1,232.64	\$ 20,045.28
WATER	14,536.22	201.20	14,737.42	1,662.93	1,087.49	\$ 17,487.84
SEWER	8,844.69	-	8,844.69	987.94	636.92	\$ 10,469.55
PARKS	20,382.85	-	20,382.85	2,250.40	1,490.87	\$ 24,124.12
RECREATION	13,656.40	-	13,656.40	1,520.11	1,011.42	\$ 16,187.93
LIBRARY	15,088.13	-	15,088.13	1,193.40	1,134.56	\$ 17,416.09
<b>TOTALS</b>	<b>\$ 263,497.98</b>	<b>\$ 10,278.79</b>	<b>\$ 273,776.77</b>	<b>\$ 15,982.39</b>	<b>\$ 20,187.74</b>	<b>\$ 309,946.90</b>
<b>TOTAL PAYROLL</b>						<b>\$ 309,946.90</b>



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY January 24, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
ALDERMAN	3,100.00	-	3,100.00	-	237.15	3,337.15
ADMINISTRATION	19,916.34	-	19,916.34	2,224.65	1,474.11	23,615.10
FINANCE	11,103.46	-	11,103.46	1,240.25	822.09	13,165.80
POLICE	122,582.72	2,353.66	124,936.38	723.73	9,156.18	134,816.29
COMMUNITY DEV.	19,869.68	-	19,869.68	2,219.45	1,459.71	23,548.84
STREETS	17,426.03	5,476.30	22,902.33	2,380.05	1,671.34	26,953.72
WATER	14,536.20	90.69	14,626.89	1,633.81	1,071.45	17,332.15
SEWER	8,844.70	-	8,844.70	987.94	638.46	10,471.10
PARKS	21,568.85	-	21,568.85	2,366.35	1,583.68	25,518.88
RECREATION	18,450.16	-	18,450.16	1,511.74	1,372.45	21,334.35
<b>LIBRARY</b>	<b>16,953.09</b>	<b>-</b>	<b>16,953.09</b>	<b>1,176.64</b>	<b>1,265.72</b>	<b>19,395.45</b>
<b>TOTALS</b>	<b>\$ 275,159.57</b>	<b>\$ 7,920.65</b>	<b>\$ 283,080.22</b>	<b>\$ 16,464.61</b>	<b>\$ 20,814.18</b>	<b>\$ 320,359.01</b>

**TOTAL PAYROLL                    \$ 320,359.01**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, February 10, 2020

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 3)</i>	01/25/2020	\$1,684.53
Library Check Register <i>(Pages 4 - 9)</i>	02/10/2020	34,879.09
Lincoln Financial -Jan. 2020 Life Ins	01/14/2020	\$28.94
Glatfelter Liability Ins. -Premium	01/14/2020	\$2,800.63
IPRF - Feb. 2020 Workers Comp	01/14/2020	992.37
Mesirow - 2019-2020 Ins. Service Fee	01/14/2020	404.36
Illinois State Police-Background Checks	01/14/2020	28.25
Flex - Dec. 2019 HRA Admin Fees	01/28/2020	20.00
Flex - Dec. 2019 FSA Admin Fees	01/28/2020	4.00
Blue Cross /Blue Shield-Feb. 2020 Health Ins	01/28/2020	5,537.74
Blue Cross /Blue Shield-Feb. 2020 Dental Ins	01/28/2020	582.29
Dearborn National - Feb. 2020 Vision Ins	01/28/2020	84.33
Maryls Young - 12/09/19 Meeting Minutes	01/28/2020	63.25
Maryls Young - 12/30/19 Meeting Minutes	01/28/2020	38.00
<b>TOTAL BILLS PAID:</b>		<b>\$47,147.78</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 10)</i>	01/10/2020	\$17,416.09
Bi-weekly <i>(Page 11)</i>	01/24/2020	19,395.45
<b>TOTAL PAYROLL:</b>		<b>\$36,811.54</b>

**TOTAL DISBURSEMENTS: \$83,959.32**





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

		% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	Year-to-Date	FISCAL YEAR 2020	
ACCOUNT NUMBER	DESCRIPTION		May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	January-20	Totals	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	-	249	911	5,088	5,250	96.90%
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	394	572	5,951	8,500	70.01%
<i>Charges for Service</i>														
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,193	882	880	990	966	475	435	188	264	6,273	8,000	78.42%
82-000-44-00-4422	COPY FEES		294	322	441	399	264	361	245	228	309	2,863	3,750	76.34%
82-000-44-00-4439	PROGRAM FEES		-	15	20	23	-	-	-	-	6	64	-	0.00%
<i>Investment Earnings</i>														
82-000-45-00-4500	INVESTMENT EARNINGS		735	680	817	1,079	1,377	1,394	1,358	1,657	629	9,726	10,000	97.26%
82-000-45-00-4550	GAIN ON INVESTMENT		-	-	-	-	-	-	-	3,882	-	3,882	-	0.00%
<i>Miscellaneous</i>														
82-000-48-00-4820	RENTAL INCOME		200	-	-	175	-	325	200	200	50	1,150	2,000	57.50%
82-000-48-00-4850	MISCELLANEOUS INCOME		1,981	370	52	-	-	27	-	41	22	2,494	2,000	124.68%
<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	993	4,197	21,181	25,003	84.72%
<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>7,831</b>	<b>6,961</b>	<b>1,577,253</b>	<b>1,576,751</b>	<b>100.03%</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	21,068	21,068	209,895	278,394	75.39%
82-820-50-00-5015	PART-TIME SALARIES		19,549	12,675	12,560	12,752	12,651	13,938	18,442	12,266	10,973	125,806	196,000	64.19%
<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	2,370	19,587	25,541	76.69%
82-820-52-00-5214	FICA CONTRIBUTION		3,804	2,552	2,501	2,516	2,508	2,607	3,774	2,492	2,400	25,154	35,544	70.77%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,099	5,301	5,112	5,461	5,158	5,034	7,401	5,353	6,837	56,757	81,184	69.91%
82-820-52-00-5222	GROUP LIFE INSURANCE		31	31	31	31	31	31	31	31	29	276	387	71.21%
82-820-52-00-5223	DENTAL INSURANCE		1,165	582	582	582	582	582	582	582	582	5,823	6,987	83.34%
82-820-52-00-5224	VISION INSURANCE		169	84	84	84	84	84	84	84	84	843	1,012	83.33%
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	4,197	20,665	24,253	85.21%
<i>Contractual Services</i>														
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	-	-	-	163	-	305	468	2,000	23.38%
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	183	329	750	43.81%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		1,533	13	13	-	119	1,650	1,481	1,500	313	6,622	11,000	60.20%
82-820-54-00-5462	PROFESSIONAL SERVICES		4,059	1,983	1,181	3,384	1,339	2,750	4,091	1,784	455	21,026	40,000	52.56%
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	-	47	3,549	13,947	20,000	69.74%
82-820-54-00-5480	UTILITIES		-	-	559	774	-	825	759	1,368	-	4,284	11,130	38.49%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-19	17% June-19	25% July-19	33% August-19	42% September-19	50% October-19	58% November-19	67% December-19	75% January-20	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		248	4,921	7,359	1,343	2,640	9,527	1,553	9,387	5,437	42,415	50,000	84.83%
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	634	5,191	8,000	64.89%
82-820-56-00-5620	OPERATING SUPPLIES		-	309	23	408	-	-	1,256	-	360	2,356	3,000	78.54%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	1,397	-	120	918	100	49	1,166	205	3,954	8,000	49.43%
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	50	888	1,000	88.84%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	-	-	70	-	-	-	20	90	200	45.22%
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	6,961	1,577,253	1,576,751	100.03%
TOTAL FUND EXPENDITURES			83,303	138,204	55,325	59,226	51,613	67,898	77,610	777,518	60,052	1,370,749	1,620,345	84.60%
FUND SURPLUS (DEFICIT)			52,251	502,802	(23,548)	818	568,697	(13,550)	(58,189)	(769,687)	(53,091)	206,504	(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	1,250	97,125	50,000	194.25%
84-000-45-00-4500	INVESTMENT EARNINGS		62	50	56	62	60	57	69	67	71	555	100	555.29%
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	1,321	97,709	50,100	195.03%

**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	874	3,039	3,500	86.82%
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	236	1,713	3,000	57.11%
84-840-56-00-5686	BOOKS		-	1,958	3,713	2,427	2,364	2,941	6,475	1,713	12,176	33,766	50,000	67.53%

TOTAL FUND REVENUES			9,862	4,479	7,356	2,862	59,960	3,807	6,444	1,617	1,321	97,709	50,100	195.03%
TOTAL FUND EXPENDITURES			-	2,241	4,408	2,867	2,918	3,538	7,424	2,279	13,286	38,961	75,500	51.60%
FUND SURPLUS (DEFICIT)			9,862	2,238	2,948	(5)	57,042	269	(980)	(662)	(11,965)	58,748	(25,400)	



**UNITED CITY OF YORKVILLE**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended January 31, 2020 \***

	January Actual	YTD Actual	% of Budget	FY 2020 Budget	Fiscal Year 2019 For the Month Ended January 31, 2019 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<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	\$ 911	\$ 5,088	96.9%	\$ 5,250	\$ 3,510	44.96%
State Grants	-	21,151	105.8%	20,000	25,211	-16.10%
Total Intergovernmental	\$ 911	\$ 26,239	103.9%	\$ 25,250	\$ 28,721	-8.64%
Library Fines	\$ 572	\$ 5,951	70.0%	\$ 8,500	\$ 6,149	-3.23%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 264	\$ 6,273	78.4%	\$ 8,000	\$ 6,922	-9.37%
Copy Fees	309	2,863	76.3%	3,750	3,097	-7.57%
Program Fees	6	64	0.0%	-	1	6285.00%
Total Charges for Services	\$ 579	\$ 9,200	78.3%	\$ 11,750	\$ 10,020	-8.19%
Investment Earnings	\$ 629	\$ 13,608	136.1%	\$ 10,000	\$ 8,065	68.72%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	50	1,150	57.5%	2,000	1,050	9.52%
DVD Rental Income	-	-	0.0%	-	1,133	-100.00%
Miscellaneous Income	22	2,494	124.7%	2,000	468	432.93%
Transfer In	4,197	21,181	84.7%	25,003	20,423	3.71%
Total Miscellaneous & Transfers	\$ 4,269	\$ 24,825	85.6%	\$ 29,003	\$ 23,074	7.59%
<b>Total Revenues and Transfers</b>	<b>\$ 6,961</b>	<b>\$ 1,577,253</b>	<b>100.0%</b>	<b>\$ 1,576,751</b>	<b>\$ 1,533,117</b>	<b>2.88%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 60,052</u>	<u>\$ 1,370,749</u>	<u>84.6%</u>	<u>\$ 1,620,345</u>	<u>\$ 1,330,486</u>	<u>3.03%</u>
50 Salaries	32,041	335,701	70.8%	474,394	325,419	3.16%
52 Benefits	16,501	129,621	73.8%	175,658	126,726	2.28%
54 Contractual Services	10,241	95,242	63.9%	149,080	70,890	34.35%
56 Supplies	1,269	13,172	54.4%	24,200	15,352	-14.20%
99 Debt Service	-	797,013	100.0%	797,013	792,100	0.62%
<b>Total Expenditures and Transfers</b>	<b>\$ 60,052</b>	<b>\$ 1,370,749</b>	<b>84.6%</b>	<b>\$ 1,620,345</b>	<b>\$ 1,330,486</b>	<b>3.03%</b>
<i>Surplus(Deficit)</i>	<i>\$ (53,091)</i>	<i>\$ 206,504</i>		<i>\$ (43,594)</i>	<i>\$ 202,631</i>	

\* January represents 75% of fiscal year 2020



# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of January 31, 2020

#### 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	\$ 579,186			
Building Development Fees	Old Second	90,345	87,625	89,174	93,668	93,111	150,030	146,425	150,588	138,924			
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007	8,007	4,126	4,126			
Library Operations	Illinois Funds	211,592	212,013	212,444	212,841	234,376	234,758	235,099	235,442	235,779			
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ 1,166,874	\$ 1,198,309	\$ 1,140,444	\$ 1,013,427	\$ 958,014	\$ -	\$ -	\$ -

\* Restricted

#### PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355	\$ 19,306	\$ 19,493	\$ 19,188	\$ 18,602	\$ 17,566			
2 <sup>ND</sup> PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011	19,374	19,297	19,395			
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	\$ 37,898	\$ 36,962	\$ -	\$ -	\$ -

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UNITED CITY OF YORKVILLE  
GENERAL LEDGER ACTIVITY REPORT  
FOR FISCAL YEAR 2020

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 09

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	

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
09	AP-200125M	01/17/2020	144	WALMART-SUPPLIES FOR POLAR	FIRST NATIONAL BANK	900083	012520-J.WEISS	31.50	
		01/17/2020	145	AMAZON-HARRY POTTER CANDY	FIRST NATIONAL BANK	900083	012520-TOPPER	20.52	
	GJ-200131LB	02/03/2020	07	January 2020 Deposits					1,325.91
				TOTAL PERIOD 09 ACTIVITY				52.02	1,325.91
				TOTAL ACCOUNT ACTIVITY				31,283.17	6,043.23
				ENDING BALANCE					49,747.22
				GRAND TOTAL				0.00	49,747.22
				TOTAL DIFFERENCE				0.00	49,747.22

## **LIBRARY DIRECTOR REPORT—January 2020**

**Facilities Management-** RJ O'Neil was called in to check heating vents in 2 manager's offices. They came out to check the water softener and informed us that it is only for the humidifier for the building and not water. Suggested that we call a company in Montgomery specializing in water softeners. Will discuss at next Physical Facilities Committee Meeting whether we want to pursue this since we are almost at budget for building maintenance.

**Public Relations-** We received a donation from a patron for Youth Services programming. Formal thank you will be sent. Jennette Weiss represented YPL at the Yorkville 115 Culture Matters event. A gift basket was provided for the event. Thank you to Theron Garcia for coordinating this event. Rosati's donated 3 pizzas for the teens working at the Mini-Golf event. They decorated the 15<sup>th</sup> hole. We helped with the Mini- Golf event and it was so much fun. We hosted a table for the Community Survey and I even had the opportunity to announce the raffle winners.

**Staff**—We have been interviewing for 2 library clerk positions. Two candidates have been offered the jobs and we are waiting for their employment clearance. Jazmin Filippi will work in Youth Services and Jeanie Rose will work in Circulation. Also joining the staff is Leah English and Victoria Berg in the Youth Services department for evening and weekends. Employee training is going forward in the Circulation department with the Circ staff being encouraged to view online classes and webinars when patron traffic is slow. We had a delightful farewell lunch for Peggy Wilkinson on January 31<sup>st</sup>. Thanks to all the staff and Board members Russ Walters and Theron Garcia for attending. The food from Rosati's was delicious.

**Library Operations-** Our printer in the Adult Services department was not working and Russ Walters stopped in and help fix the problem—thanks, Russ. Attended the Prairie Cat Delegates Assembly remotely. Will attend the next quarterly meeting in person in Dekalb. Obtained the check from the Financial Literacy Grant in the amount of \$495.73.

**Friends-** The Friends have volunteered to help the Library by doing supporting tasks. The managers have compiled a list of opportunities and this list will be forwarded to the Friends at their February 10<sup>th</sup> meeting. We are so fortunate to have such a great Friends group. The 2020 golf event brought in \$5,870 and in total over the past 6 years, the Friends have donated the total profits to the Library in the amount of \$34,121. We are so thankful to have these dedicated volunteers in our community.

### **New Services & Programs**

Jennette Weiss and Sharyl Iwanski visited the Food Pantry twice to promote our library service along with other area libraries. Donated books were left for people to have access to reading materials that are free.

Boxes of donated books were processed and given to local laundromats for people to read while in the facility.

**April Poetry and Art Night--** will be a joint project with the Kendall Arts Guild and will be held during National Poetry Month. Fifteen poets have signed up (with a waiting list).

**Home School Hideout**—starts this month as a place for home school parents and students can meet.

**Library of Things**—you will be able to check out donated items such as puzzles, games, cd player, craft items and musical instruments. We hope to develop this collection with donations of new to gently used items (see attached list).

### **Director's Goals**

**Community Survey**-The survey was designed and was an abridged version of the 2014 Survey that had 29 questions. Current survey has 17 questions. We obtained 40 paper surveys at the Mini-Golf event and 50 online over the weekend. As of today, we have 128 (73 online and 55 paper copies) surveys completed. We are also handing out surveys at all the groups that meet here and at the Circulation desk. In 2014, 185 were returned after 3 months. The City (Bart Olson and Erin Willett) aided by posting it on Survey Monkey (using the City's account) and monitoring the online surveys. We will eventually compare the feedback obtained from 2014 and the 2020 feedback and use this data for future planning. The promotional pen as a give-a-way was a perk to entice people to complete the survey. The water bill at the end of February will have the link for residents to complete the survey online.

**Staffing**—The manager's met to start discussing staffing in each department. Further discussion will continue. The Director will start gathering information on staffing at similar size libraries in the area for a report to the Board.

### **Programs, Activities**

#### **Adult Programs**

Friends Meeting **14**  
Threads and More **13**  
Lunch Bunch **12**  
Men's Book Club **7**  
Exploring Current Diet Trends **25**  
Mini-Golf Event **300+**  
Monday Movie **19**  
Creative Writing **14**



**Passive Programs**                      Total **59**  
Includes the puzzles, chess board and art wall.

**TOTAL ADULT ATTENDANCE 404**

**Children Programs**                      Drop-In Storytime (5) **78**  
Tots and Toddlers (2) **38**  
Book Club (1-2) **14**  
Book Club (3-5) **8**  
Lego **14**  
LEGO Duplo **11**  
Panera (2) Story Time **30**  
Morning/Afternoon Read **7**  
TAG (5) **38**  
Literacy Centers **33**  
3D Printing **6**  
Window Art **10**  
Chess Club **12**  
Magic the Gathering **4**  
Read with Paws **10**  
Homeschool Hang Out **38**  
Tours (2) **27**  
Harry Potter Trivia **10**  
Museum Pass **2**

**TOTAL CHILDREN'S ATTENDANCE 388**

**Passive programs included:** Games, teen coloring, jingle bell maze, STEM-build a sled, STEM- MLK, Jr. podium, groundhog craft, groundhog vote and Chinese dragon mask.

**TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 206**

**Computer Use**                      Adult **360**  
Young Adult **29**  
Children **12**

**TOTAL COMPUTER USE 401**

**Database & E-book Use**

Ancestry **20**    Gale **4** (12searches) Omni E-Book **748**  
E-Audio **498** (297Users) E-Read IL**22**                      E-Book Audio **80** (36Users)

**Circulation**Checkouts **14,178**New Patrons Added **95**New Items Added **558**

**Teen Volunteers** Mikayla Mika, Juleah Richardson, Katelyn Tugman, Bree Weiss, Lexi Mika, Joey Koenig, Leah Nieman, Leah English, Mikayla Mol, Mark Sanford, Lexi Roehr, Brooklyn Souza, Stella Tejada, Abby Thorne, Naytona Faedtke and Ellianna Black.

**Adult Volunteers** Nancy Aschauer, Sands McCormick Uridil, Jordan Weeks and Tekeila Williams.

**Meeting Room**      **3** Rental,      **13** Programs

**Proctored Test**      **1**

**Patron Count**      **5,757**

## PrairieCat

[illegible][illegible]

## **Meeting Room Policy**

**The policies governing the use of the meeting rooms of the Yorkville Public Library are in accordance with the Library Bill of Rights which states that “Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use”.**

### **A. Meeting Room Policy**

**Priority for the use of the Library’s Meeting Rooms will be given in the following order:**

1. Library-sponsored meetings / programs.
2. Educational, cultural and civic, and public information events of nonprofit organizations, whose membership includes residents of the City of Yorkville.
3. Educational, cultural and civic and public information of nonprofit organizations outside the City of Yorkville.

### **Exclusions**

Private social functions.

Programs that are not suitable for the library’s physical facilities.

For-profit groups soliciting or selling products or services.

Programs not in keeping with the library’s goals and objectives which would interfere with the library’s work by causing excessive noise, a safety hazard, security risk, etc.

Gambling, crafts, games or other recreational activities.

## **Fees**

Fees are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

A fee for each meeting room must accompany the application. The fee will be returned if the application is denied. The fee (or base rate) covers up to three hours of meeting room use. Beyond three hours, there is an additional hourly rate.

### **Non-Profit**

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3 hours)                 \$50.00

Additional hourly rate             \$15.00

City of Yorkville and its entities will be exempt from paying a fee.

### **For Profit**

Meeting Room

Base Rate (3 hours)                 \$75.00

Additional hourly rate             \$25.00

Clean up fee if food is served \$25.00

### **Security Deposit**

A security deposit equal to the 3-hour base rate will accompany the completed room request form. This deposit will be used as payment on the date of the scheduled meeting. If an organization cancels their meeting at least 24 hours in advance of the meeting, the deposit will be returned.

1. A \$50.00 security deposit will be required.
2. The security deposit will be returned provided there has been no damage or excessive clean up needed. If cost or repairs are in excess of the deposit, the applicant will be billed the difference.

Security deposits from groups meeting monthly may be rolled over to the next meeting.

If a deposit is forfeited due to a cleanup fee, a new deposit will be required.

### **Equipment Available**

1. Stacking chairs
2. Tables
3. White board easels
4. Projector Screen
5. Kitchen

**Regulations for use of the Meeting Room**

1. No smoking or tobacco product use.
2. All illegal substances are prohibited.
3. No alcoholic beverages are allowed.
4. Groups using the meeting room or kitchen are responsible for leaving the room as they found them and reimbursing the library for any damage that may occur to library owned furniture, equipment, or to the library facility. Future use of the meeting rooms may be withheld from groups that have caused damage to the rooms, to the carpet, equipment, furniture or caused a disturbance in the library and / or failed to comply with the established rules of the library.
5. Groups must supply their own coffee, cream, sugar and paper products. The library will provide a coffeepot.
6. Only light refreshments are permitted.
7. All appliances must be left unplugged.
8. The library does not provide storage or assistance in carrying supplies and materials to the meeting room.
9. Organizations may not use the name, telephone, or address of the library, even on a temporary basis, except for notification of location of a specific meeting. **The library will not receive non-emergency calls or take messages for individuals or organizations.**
10. Promotion of non-library-sponsored events must not imply library sponsorship or endorsement.
11. The library does not supply space for groups needing a place to store their supplies or equipment.
12. The library does not have personnel to assist groups, operate equipment, or help arrange exhibits.
13. No signs will be displayed anywhere outside the building.
14. Nothing may be attached to the walls, ceiling, floor, furniture, or doors. **A bulletin board is available during the meeting time.**
15. Minors (under 18 years of age) may use the meeting room under direct and constant supervision of adults, who will assume full responsibility for activities and conditions. There must be one adult for every 10 minors at non-library related meetings.
16. Babysitting service for the children of persons attending meetings is not provided by the library. Meeting room attendees may not leave children less than nine years old unattended in the library, in accordance with library policy. No child less than eleven years old may be left unattended in the meeting rooms or kitchen.
17. Additional electrical equipment, other than that provided by the library, is not permitted in the kitchen or meeting room without prior approval by the library Director.
18. Because of the demand for use of the meeting rooms, the library may not be able to accommodate groups desiring multiple meetings. Reservations may be made up to one year in advance.
19. No organized religious services are allowed
20. When it is necessary to cancel a reservation, the library should be notified as soon as possible. Cancellation less than 24 hours prior to the scheduled event may result in forfeiture of the meeting room fee.

21. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. No candles or use of any incendiary items are permitted.
22. For fire safety reasons the number of attendees permitted in the large meeting room is limited to a sitting audience of 149.
23. The library reserves the right to prohibit any activities not specifically addressed in these policies at any time.
24. In addition to the rules of conduct, all other library's policies will apply to the meeting room.
25. A Library staff member may be present at any time during the meeting or function.

The Yorkville Public Library assumes no liability for personal injuries or for loss of property while in or on the library premises.

# Yorkville Public Library

## REQUEST FOR USE OF LIBRARY MEETING ROOM

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number of Contact Person: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Day, Date, Time \_\_\_\_\_

Duration of Requested Use: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Security Deposit - \$50.00      Date Received \_\_\_\_\_

Meeting Room (max. 149 people)

**Non-Profit:** Base rate \$50.00 / Additional hourly rate \$15.00

**For Profit:** Base rate \$75.00/ Additional hourly rate \$25.00 Clean up fee if food is served \$25.00

Please make a separate check out to: Yorkville Public Library

Amount Paid \_\_\_\_\_ Date Room Charge Received \_\_\_\_\_

Staff \_\_\_\_\_

I have read the attached Yorkville Public Library Meeting Room Policy and I agree that my group or organization will abide by the provisions of the policy. I further attest that I am an authorized representative of the group, agree to insure that the group conforms to the provisions of this policy and assume responsibility for any non-compliance.

Sign Full Name \_\_\_\_\_

Print Full Name \_\_\_\_\_

Received Key # \_\_\_\_\_ Return Key # \_\_\_\_\_



# Yorkville Public Library

## REQUEST FOR USE OF LIBRARY MEETING ROOM

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number of Contact Person: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date & Start Time: \_\_\_\_\_

Duration of Requested Use: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_

Security Deposit – **Non-Profit:** \$50.00

**For-Profit:** \$75.00

Make check payable and send along with this completed form to: Yorkville Public Library  
902 Game Farm RD  
Yorkville, IL 60560

Date Received: \_\_\_\_\_ Staff: \_\_\_\_\_

Your security deposit will cover your base room rate. If your organization cancels at least 24 hours in advance of the scheduled date, your check will be returned.

Meeting Room (max. 149 people)

**Non-Profit:** Base rate (3 hours) \$50.00 /Additional hourly rate \$15.00

**For Profit:** Base rate (3 hours) \$75.00 /Additional hourly rate \$25.00

/Clean up fee if food is served \$25.00

Additional Charges Assessed: \_\_\_\_\_ Staff: \_\_\_\_\_

Additional Charges Paid: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the attached Yorkville Public Library Meeting Room Policy and I agree that my group or organization will abide by the provisions of the policy. I further attest that I am an authorized representative of the group, agree to ensure that the group conforms to the provisions of this policy, and assume responsibility for any non-compliance.

Sign Full Name \_\_\_\_\_



# **Community Survey 2020**

To best serve the needs of our community,  
we would like to know more about how you use the library  
and how we can grow and improve.

Whether you currently use Yorkville Public Library (YPL) or not, your feedback is very important to us and will help us serve our community better. Thank you for taking the time to fill out this survey!

**1. How often have you / your family visited Yorkville Public Library (YPL) within the last 12 months?**

- ☐ Never
- ☐ Less than once a month
- ☐ 1 – 2 times per month
- ☐ 3 – 5 times per month
- ☐ 5+ times per month

**2. If you answered “Never” to Question 1, please let us know why (check all that apply).**

- ☐ I use another library
- ☐ Too busy / no time
- ☐ I buy what materials I need
- ☐ My children are grown and I mainly went to the library for them
- ☐ Programs not of interest
- ☐ Wait times too long for popular materials
- ☐ Too hard to find materials I want to borrow
- ☐ Hours not convenient
- ☐ Too far away
- ☐ Not enough parking
- ☐ Staff not welcoming / friendly
- ☐ Owe money for late or lost materials
- ☐ Disability or physical limitations
- ☐ Rooms / spaces not available when I want them
- ☐ Other (please specify)

**3. Please indicate your level of agreement or disagreement with the following statements:**

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
I have a positive opinion of YPL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL is an Important part of my community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL provides resources / services that I can't easily get elsewhere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL is a fun place for children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The YPL building is clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I usually get what I want when I use YPL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL staff members are welcoming / friendly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL staff members are helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find a quiet place at YPL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It's easy to check out materials at YPL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel safe in the YPL building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YPL public computers are available when I need them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. What do you / your family generally do when you visit the library?  
(Check all that apply)**

- ☐ Check out materials
- ☐ Pick up materials requests
- ☐ Read the newspaper or magazines
- ☐ Read books
- ☐ Study or do homework
- ☐ Use the local history collection
- ☐ Attend public programs for children / teens
- ☐ Attend public programs for adults
- ☐ Use the library's public computers
- ☐ Use the library's wireless internet (Wi-Fi)
- ☐ Copy, fax or scan documents
- ☐ Get help from library staff
- ☐ Play with blocks / games
- ☐ Spend time with family or friends
- ☐ Other (please specify)

**5. How often is the material you are looking for available?**

- ☐ Always
- ☐ Most of the time
- ☐ Some of the time
- ☐ Rarely
- ☐ Never

**6. In instances where the material you were looking for was not available,  
what is typically the reason?**

- ☐ Library did not own the specific material
- ☐ Material was in the library's database but was checked out
- ☐ Material was new with a long wait list
- ☐ Library did not own material on the specific subject

## 7. Which statement best fits your / your family's experience with resources at YPL?

	Didn't know YPL had this	Know about it but don't use it	Know about it and use it	Get this somewhere else
Streaming or down-loadable eBooks, digital audiobooks, and digital magazines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to request materials from other libraries for pickup at YPL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to Ancestry Library Edition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-one computer or device help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play area in children's department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer reading program for children, teens, and adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Museum passes for loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wireless internet (Wi-Fi) in library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to access library Wi-Fi outside building anytime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy / print / fax / scan services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**8. Where have you encountered information about YPL's services and programs? (Check all that apply.)**

- ☐ YPL website
- ☐ YPL Facebook
- ☐ YPL Twitter
- ☐ YPL Instagram
- ☐ YPL monthly email newsletter
- ☐ YPL printed monthly events calendar
- ☐ Local newspapers
- ☐ Other news source
- ☐ From a friend or relative
- ☐ From a YPL staff member
- ☐ I have not encountered information about YPL programs and services

If you indicated local newspapers or other news sources, please identify which ones:

**9. How many times in the past year have you used the library's website to access the catalog and databases?**

- ☐ 0
- ☐ 1 – 2 times
- ☐ 3 – 5 times
- ☐ 5+ times

**10. Indicate your interest in the following types of adult programming. (Choose the three most important.)**

- ☐ Speakers and lecturers
- ☐ Health and wellness
- ☐ Craft and hobby
- ☐ Entertainers and performers
- ☐ Personal finance
- ☐ Job search and resume writing
- ☐ Other (please specify)

**11. Indicate your interest in the following types of children's programming. (Choose the three most important.)**

- ☐ Story times
- ☐ Book clubs
- ☐ Educational/enrichment
- ☐ Family programs
- ☐ Craft and hobby
- ☐ Computer use
- ☐ Cultural
- ☐ Gaming
- ☐ Other (please specify)

**12. Do you currently live within Yorkville city limits?**

- ☐ Yes
- ☐ No

**13. Do you currently have a library card?**

- ☐ Yes (from where?)

- ☐ No

**14. Please list any services or programs you would like YPL to offer:**

**15. In your opinion / experience, where could YPL use improvement?**



**16. What age groups currently live in your household? (Check all that apply.)**

- ☐ Children ages birth – 5
- ☐ Children ages 6 – 10
- ☐ Children / teens ages 11 – 17
- ☐ Adults ages 18 – 24
- ☐ Adults ages 25 – 34
- ☐ Adults ages 35 – 44
- ☐ Adults ages 45 – 54
- ☐ Adults ages 55 – 64
- ☐ Adults ages 65 – 74
- ☐ Adults ages 75 and above
- ☐ Prefer not to respond

**17. What is your gender?**

- ☐ Male
- ☐ Female
- ☐ Prefer not to respond

**Thank you for taking the time to complete our library survey!**