

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
April 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
 - Security Cameras Update
 - Air Handler Part Replaced
 - Community Survey Update
13. New Business
 - Approve Resolution-Non-Resident Fee Cards
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
Michele Pfister Meeting Room
Finance Committee Meeting
Monday, March 9, 2020 - 6:00pm
902 Game Farm Road

The meeting was called to order at 6:00pm by Darren Crawford and roll was called.

Roll Call: Committee members: Ryan Forristall-yes, Jason Hedman-yes, Darren Crawford-yes
Absent: Susan Chacon

Others Present:

Library Director Elisa Topper, City Finance Director Rob Fredrickson, Trustees: Wamecca Rodriguez, Russ Walter, Theron Garcia

Recognition of Visitors: Mr. Crawford recognized others present.

Public Comment: None

Review Library Budget:

Mr. Fredrickson presented two versions of the budget discussed two weeks ago. He made some adjustments based on feedback from that night and due to the mandatory minimum wage increases. He presented sample spreadsheets with the 3% COLA and mandatory minimum wages increases and one with the wage increases only. He also detailed the deficits for the future on the second page of the budget. The proposed budget will move to the City Council for a Public Hearing and final approval will occur around the 4th week of April. The budget needs to be approved by the Trustees at the April Board meeting.

Mr. Hedman said the Board will need a decision as to whether or not they want to approve both a COLA and wage increase. There was further discussion as to the COLA, whether or not all staff should receive increases. The committee agreed that position and years of experience should be considered. Ms. Topper commented that the long-time, part-time staff were not comfortable with the newer part-time staff being paid almost as much. Ms. Rodriguez noted that the strategic plan needed to be considered as well.

After discussion, Ms. Garcia suggested accepting the budget amount as presented and the pay structure for each employee can be determined by the June meeting to be applicable by July 1. In summary, it was recommended to give a \$1.00 increase per year for the part-time staff and COLA for salaried staff through the FY 2025 budget and the remainder of the salary decisions will be determined. This discussion will move to the full Board meeting immediately following this meeting.

Adjournment:

There was no further business and the meeting adjourned at 6:23pm

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DRAFT

Yorkville Public Library
Board of Trustees
Monday, March 9, 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: Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes

Absent: Julie Brendich, Susan Chacon

Others Present:

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

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

Amendments to the Agenda: President Crawford added to New Business a discussion regarding “library response to corona virus”.

Minutes: February 10, 2020 Special Board meeting and February 10, 2020 Regular Board Meeting
Mr. Crawford made a motion to approve the February 10, 2020 Special Meeting and regular Board meeting minutes and Ms. Garcia seconded.

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

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:
Financial Statement

Ms. Topper said a disc repair and cleaning machine was purchased for \$1,152.75 to clean DVD's and CD's.

Payment of Bills

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

\$21,530.05	Accounts Payable
\$38,945.63	Payroll
\$60,475.68	TOTAL

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

Report of the Library Director:

Ms. Topper reported the following:

1. Sound Inc. was called for service and found that cameras are not working.
2. Commercial vacuum purchased for maintenance staff at cost of \$600, which was previously discussed and suggested at Facilities Group Network meeting.
3. Employee has resigned from Youth Services, ad was placed in *Kendall County Record*.
4. Community survey has resulted in 174 responses so far, with majority being done on-line. Survey will appear in March water bill. Ms. Topper will provide a report in April.
5. Ms. Topper thanked Board for authorizing her attendance at PLA conference that 4,000 people attended. She will report to the managers and hopefully implement some of the ideas. She was able to go a day ahead and attended a second day of the conference.
6. Director spoke with Algonquin librarian regarding 'run' as a fundraiser that was organized through the ILA. Report will be given to Board in April or May.
7. Friends of the Library have been cleaning library shelves, working with department managers.

City Council Liaison: None

Standing Committees:

Finance Committee

A Finance meeting was held just prior to this meeting and the discussion will be reported under New Business.

Unfinished Business:

Meeting Room Policy

Changes were made to the policy from feedback at the last Board meeting and Ms. DeBord detailed the changes and additions that were made. President Crawford then moved and Ms. Garcia seconded to adopt the policy with the recommended changes. Ms. Rodriguez also questioned the number of people allowed in the room by law, which is 149 people seated. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes. Carried 7-0.

New Business:

Library Budget

The Finance Committee discussed the budget just prior to this Board meeting. It was noted that the Library budget historically has a deficit, which is again projected for 2021 through 2025, but the Library has usually ended in the black. A fund balance of \$20,000 is projected for 2020. President Crawford moved and Mr. Walter seconded the motion to adopt the budget as presented. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes. Carried 7-0.

Security Cameras Upgrade

The software for this system is from 2007 and Ms. DeBord said the camera quality is inadequate. Staff would like to upgrade to digital from analog. This system includes the key fobs, motion cameras and telephone hardware. The burglar alarm is separate. Ms. Topper said 7 cameras are malfunctioning and Sound Inc. will replace those at no charge, but they will be analog. The present cameras do not move and it was suggested that a camera system that has a 360 degree view would require fewer cameras. Ms. DeBord also noted she cannot access the program which controls the employee key fobs. Trustees Hedman and Walter will examine the system prior to quotes being obtained for a possible new system. In the meantime, it was decided to have the malfunctioning cameras replaced at no charge under the current contract.

Reminder: Return Economic Indicator Forms

Ms. Topper reminded Trustees to return these forms.

Library Response to Corona Virus Response

President Crawford noted that the City will follow the school response. Liaison Transier said the Police Chief will implement a plan which will be discussed at City Council. Mr. Hedman asked if any signage is displayed in the Library. Currently there are sanitizers at the front desk and on all computer desks. It was noted the virus remains on the books for a time and it was suggested that books and DVD's should be wiped after return. Additional and more rigorous cleaning procedures and sanitization were recommended and cleaning staff has been given instructions. Ms. Topper asked how staff would be paid if the Library is shut down and Ms. Garcia said a communicable disease policy is needed. Board members said the Library should be a source of facts from WHO and CDC and a 1-page health department handout should be placed at the desk.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:45pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Board of Trustees

Thursday, March 19, 2020 8:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

The special Board of Trustees meeting was called to order at 8:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Julie Brendich-yes-electronically, Darren Crawford-yes, Krista Danis-yes-electronically, Theron Garcia-yes-electronically, Jason Hedman-yes-electronically, Wamecca Rodriguez-yes-electronically, Russ Walter-yes-electronically

Absent: Susan Chacon, Ryan Forristall

President Crawford stated that Governor Pritzker had signed executive order #2020-07 on March 16, 2020 to relieve requirements for in-person attendance at meetings requiring a quorum, in response to the corona virus outbreak. This allows the Board to hold a meeting electronically. Tonight's meeting is being conducted through a Zoom platform.

Others Present:

Library Director Elisa Topper; Circulation Manager Sharyl Iwanski-Goist, electronically; Youth Services Director Jennette Weiss, electronically; Director of Adult Services Shelley Augustine, electronically

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

Amendments to the Agenda: None

Public Comment: None

New Business:

President Crawford said the reason for the meeting is to establish a Telecommuting Policy in response to the Covid 19 outbreak. Ms. Brendich was asked to draft the policy and Ms. Garcia drafted the agreement form. Mr. Walter noted that wherever the forms refer to Library Board of Directors, it should be changed to say Library Board of Trustees. It was decided that the Telecommuting Policy should be an ongoing policy, not just for the current shutdown due to the virus. Mr. Crawford moved to adopt the Telecommuting Policy and Telecommuting Agreement with the recommended changes. Ms. Garcia seconded the motion and the Board verbally approved the policy and agreement form. Mr. Crawford will make the revisions as noted and Director Topper will give to the managers to sign which can be done electronically.

The other policy to be considered for approval was the Library Shutdown Due to Mass Contagion Policy. This policy ensures that all employees will continue to be paid during the shutdown. Mr. Walter said where references are made to the Library Board of Directors, it should be changed to Library Board of Trustees.

There was discussion if the part-time employees would be paid only if they did not accept another job during the shutdown. It was decided to allow the managers to decide if the part-timers needed to view webinars or do other enriching activities since some do not have home computers. Ms. Topper believes that paying the part-time people is a great gesture and good for staff morale.

Ms. Topper noted that Ms. DeBord would be the only employee allowed to enter the building for work not able to be done at home. Director Topper also recommended the book drop be kept open, but that staff not be allowed to touch materials in the box until the Library is open again. She cautioned against not keeping it open since people would leave books outside. Ms. Danis suggested putting a request on the website asking patrons to keep materials until the Library is open again.

After discussion, Mr. Hedman moved and Ms. Garcia seconded to adopt the Contagion Policy with recommended changes. Roll call: Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Danis-yes. Carried 7-0. Mr. Crawford will make the changes on this policy and forward to Ms. Topper. The revised policy will be given to all for their Policy Books at the next meeting.

Mr. Walter said any future meetings held electronically need to be hosted on a website to allow for public attendance.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:17pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 03/18/20
TIME: 11:47:08
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900085	FNBO	FIRST NATIONAL BANK OMAHA			03/25/20		
	032520*	J.DYON	02/29/20	01 SAMS-PAPER TOWEL, KLEENEX		01-110-56-00-5610	30.96
						INVOICE TOTAL:	30.96 *
	032520-A.	HERNANDEZ	02/29/20	01 OSU TURF		79-790-54-00-5412	600.00
			02	CERTIFICATION-BASEBALL FIELD		** COMMENT **	
			03	MANAGEMENT TRAINING		** COMMENT **	
						INVOICE TOTAL:	600.00 *
	032520-A.	SIMMONS	02/29/20	01 WAREHOUSE DIRECT-BINDERS, TAB		01-120-56-00-5610	43.56
			02	DIVIDERS FOR BUDGET BOOKS		** COMMENT **	
			03	NAPA#246790-TRANS FLUID		52-520-56-00-5628	93.80
			04	COMCAST-JAN 2020 INTERNET &		82-820-54-00-5440	385.03
			05	VOICE		** COMMENT **	
			06	COMCAST-FEB 2020 INTERNET &		82-820-54-00-5440	304.58
			07	VOICE		** COMMENT **	
			08	NAPA#247101-SPARK PLUGS		79-790-56-00-5640	16.32
			09	NAPA#247140-BUTT CONNECTOR,		79-790-56-00-5640	8.15
			10	HEAT SHRINK TUBING		** COMMENT **	
			11	NAPA#247237-CLEANERS		79-790-56-00-5640	23.16
			12	ADS-ANNUAL ALARM MONITORING		82-820-54-00-5462	1,108.56
			13	CHARGES		** COMMENT **	
			14	NEOPOST-JAN-APR 2020 POSTAGE		01-120-56-00-5610	161.97
			15	MACHINE LEASE		** COMMENT **	
			16	NAPA#247666-LAMP		01-410-56-00-5628	5.40
			17	NAPA#248046-FILTERS		52-520-56-00-5628	22.73
			18	NAPA#248048-DRAIN, DRAIN PAN		52-520-56-00-5628	151.99
			19	VERIZON-JAN 2020 IN CAR UNITS		01-210-54-00-5440	756.21
			20	VERIZON-JAN 2020 MOBILE PHONES		01-220-54-00-5440	186.80
			21	VERIZON-JAN 2020 MOBILE PHONES		01-210-54-00-5440	887.30
			22	VERIZON-JAN 2020 MOBILE PHONES		79-795-54-00-5440	93.40
			23	VERIZON-JAN 2020 MOBILE PHONES		51-510-54-00-5440	179.67
			24	VERIZON-JAN 2020 MOBILE PHONES		52-520-54-00-5440	36.01
			25	NAPA#248209-LAMP		01-410-56-00-5628	4.70
			26	NAPA#248542-TOWELS, CLEANER		01-410-56-00-5628	13.95
			27	WAREHOUSE DIRECT-STORAGE BOXES		01-120-56-00-5610	36.65
			28	NAPA#248651-BATTERY CABLES		01-410-56-00-5628	88.00
			29	ARNESON-JAN 2020 GASOLINE		79-790-56-00-5695	348.23
			30	ARNESON-OCT 2019 GASOLINE		79-790-56-00-5695	743.60
			31	ARNESON-OCT 2019 GASOLINE		79-790-56-00-5695	282.14
			32	ARNESON-AUG 2019 GASOLINE		79-790-56-00-5695	566.67
			33	ARNESON-AUG 2019 GASOLINE		79-790-56-00-5695	331.30
						INVOICE TOTAL:	6,879.88 *
	032520-B.	OLSEM	02/29/20	01 WAREHOUSE DIRECT-TAPE, LEGAL		01-110-56-00-5610	101.58
			02	PADS, FILE TABS, HIGHLIGHTERS		** COMMENT **	

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900085	FNBO	FIRST NATIONAL BANK OMAHA			03/25/20		
	032520-B.OLSEM	02/29/20	03	BEACON-SUBSCRIPTION RENEWAL		01-110-56-00-5610	135.35
						INVOICE TOTAL:	236.93 *
	032520-B.OLSON	02/29/20	01	ICSC CONFERENCE FLIGHTS FOR		01-110-54-00-5415	1,295.88
			02	OLSON, PURCELL & DUBAJIC		** COMMENT **	
			03	ILCMA WINTER CONFERENCE HOTEL		01-110-54-00-5415	338.08
			04	AND PARKING FOR OLSON		** COMMENT **	
						INVOICE TOTAL:	1,633.96 *
	032520-B.PFIZENMAIER	02/29/20	01	AMERICAN TIRE-OVERCHARGE CR		01-210-54-00-5495	-3.00
			02	AMERICAN TIRE#2908-VAPOR		01-210-54-00-5495	116.77
			03	CANISTER SOLENOID		** COMMENT **	
			04	AMERICAN TIRE#2834-TIE RODS		01-210-54-00-5495	280.72
			05	AMERICAN TIRE#2909-OIL CHANGE		01-210-54-00-5495	445.10
			06	AND BRAKE REPAIR		** COMMENT **	
			07	AMERICAN TIRE#2925-REPLACE		01-210-54-00-5495	463.34
			08	FRONT BRAKES, WIPERS		** COMMENT **	
			09	AMERICAN TIRE#2934-REPLACE		01-210-54-00-5495	413.49
			10	STARTER		** COMMENT **	
			11	NAPA#248093-WINDSHIELD FLUID		01-210-56-00-5620	35.88
						INVOICE TOTAL:	1,752.30 *
	032520-D.BROWN	02/29/20	01	AMAZON-5-BUCKLE OVERSHOES		51-510-56-00-5600	77.95
			02	TARGET-PRINTER FOR TREATMENT		51-510-56-00-5638	99.99
			03	PLANT		** COMMENT **	
						INVOICE TOTAL:	177.94 *
	032520-E.TOPPER	02/29/20	01	JEWEL-STAFF MEETING		82-820-56-00-5676	46.82
			02	REFRESHMENTS		** COMMENT **	
			03	ROSATI'S-STAFF MEETING		82-820-56-00-5676	63.00
			04	REFRESHMENTS		** COMMENT **	
			05	SMITHEREEN-JAN 2020 PEST		82-820-54-00-5462	78.00
			06	CONTROL		** COMMENT **	
			07	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	1,148.65
			08	AMAZON-SIGN HOLDERS, VACUUM,		82-820-56-00-5610	701.50
			09	VACUUM BAGS		** COMMENT **	
			10	AMAZON-REPORT COVERS		82-820-56-00-5610	8.69
			11	JEWEL-REFRESHMENTS FOR BOARD		82-820-56-00-5610	21.17
			12	MEETING		** COMMENT **	
			13	AMAZON-GLUE, MAGNETS		82-820-56-00-5610	14.47
			14	AMAZON-MARKERS, PENS		82-820-56-00-5610	35.75
			15	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			16	AMAZON-CORRECTION TAPE, TAPE		82-820-54-00-5460	44.21
			17	AMAZON-SHRINKY DINKS		82-000-24-00-2480	20.12
			18	AMAZON-SHAMROCK BRACELETS		82-820-56-00-5671	14.95

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900085	FNBO	FIRST NATIONAL BANK OMAHA			03/25/20		
	032520-E.TOPPER	02/29/20	19	AMAZON-PENCIL SHARPENER,		82-820-56-00-5610	36.43
			20	REPORT COVERS		** COMMENT **	
			21	PLA CONFERENCE -		82-820-54-00-5415	110.38
			22	LODGING-TOPPER		** COMMENT **	
			23	PLA CONFERENCE - MEALS		82-820-54-00-5415	22.89
			24	WALL STREET		82-820-54-00-5460	134.97
			25	JOURNAL-SUBSCRIPTION RENEWAL		** COMMENT **	
			26	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	37.44
			27	AMAZON-RETURNED MERCHANDISE		82-820-56-00-5610	-53.99
			28	CREDIT		** COMMENT **	
				INVOICE TOTAL:			2,498.44 *
	032520-E.WILLRETT	02/29/20	01	ILLINOIS AUDIO		01-110-54-00-5440	250.00
			02	PRODUCTIONS-PHONE ANSWERING		** COMMENT **	
			03	MESSAGES		** COMMENT **	
			04	ELEMENT FOUR-OFFSITE BACKUPS		01-640-54-00-5450	1,229.10
				INVOICE TOTAL:			1,479.10 *
	032520-J.ENGBERG	02/29/20	01	ESRI-ARCGIS ONLINE SERVICES		01-220-54-00-5460	100.00
			02	ADOBE-CHARGED TAX CREDIT		01-220-54-00-5462	-3.31
			03	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	52.99
			04	LICENSE		** COMMENT **	
				INVOICE TOTAL:			149.68 *
	032520-J.GALAUNER	02/29/20	01	AMAZON-CANDY FOR ST.PATS		79-795-56-00-5606	63.52
			02	PARADE		** COMMENT **	
				INVOICE TOTAL:			63.52 *
	032520-J.JENSEN	02/29/20	01	SUNFIELD RESTAURANT 02/11/20		01-210-54-00-5415	54.37
			02	BREAKFAST MEETING		** COMMENT **	
			03	HOME DEPO-SHOVEL		01-210-54-00-5495	26.98
				INVOICE TOTAL:			81.35 *
	032520-J.SLEEZER	02/29/20	01	TC&P#103180-STREET SIGNS		23-216-56-00-5619	86.50
			02	TC&P#103311-STREET SIGNS		23-216-56-00-5619	385.45
			03	TC&P#103097-STREET SIGNS		23-216-56-00-5619	359.15
			04	TC&P#103179-STREET SIGNS		23-216-56-00-5619	177.00
			05	TC&P#103184-STREET SIGNS		23-216-56-00-5619	209.00
			06	AMAZON-ADAPTER CABLE		01-410-56-00-5628	24.98
				INVOICE TOTAL:			1,242.08 *
	032520-K.BARKSDALE	02/29/20	01	WAREHOUSE DIRECT-FAX TONER		01-220-56-00-5610	121.45
				INVOICE TOTAL:			121.45 *
	032520-K.GREGORY	02/29/20	01	ARAMARK#1592092634-MATS		51-510-54-00-5485	48.82

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900085	FNBO	FIRST NATIONAL BANK OMAHA			03/25/20		
	032520-R.FREDRICKSON	02/29/20	36	COMCAST-01/30-02/29 INTERNET		51-510-54-00-5440	118.43
			37	@ 610 TOWER LN		** COMMENT **	
			38	IGFOA-HOT TOPICS IN MUNICIPAL		01-120-54-00-5412	25.00
						INVOICE TOTAL:	1,633.15 *
	032520-R.HARMON	02/29/20	01	WALGREENS-PHOTOS, BOWLS		79-795-56-00-5606	28.24
			02	PARTY CITY-BALLOONS		79-795-56-00-5606	126.22
			03	WALMART-PRESCHOOL SNACKS		79-795-56-00-5606	18.28
			04	HOBBY LOBBY-PRESCHOOL CRAFT		79-795-56-00-5606	93.57
			05	SUPPLIES		** COMMENT **	
			06	INDEED-PRESCHOOL POSITION AD		79-795-54-00-5426	22.76
			07	UNIT PRINT-PRESCHOOL		79-795-56-00-5606	35.66
			08	GRADUATION PICTURES		** COMMENT **	
			09	AMAZON-BLU-RAY		79-795-56-00-5606	10.19
			10	AMAZON-BOOK		79-795-56-00-5606	10.00
			11	AMAZON-CDS, BAKING SODA,		79-795-56-00-5606	74.62
			12	STRAWS, POPCORN BOXES,		** COMMENT **	
			13	KLEENEX, CANDY KETTLES		** COMMENT **	
			14	AMAZON-SUPERHERO MASK KITS		79-795-56-00-5606	8.99
			15	JET-PRESCHOOL SNACKS		79-795-56-00-5606	71.74
			16	AMAZON-BATTERIES		79-795-56-00-5606	22.02
						INVOICE TOTAL:	522.29 *
	032520-R.HORNER	02/29/20	01	PSI SERVICES-DRONE TEST		79-790-54-00-5412	160.00
						INVOICE TOTAL:	160.00 *
	032520-R.MIKOLASEK	02/29/20	01	AMAZON-HARD CASES FOR NORCAN		01-210-56-00-5620	27.17
			02	STORAGE		** COMMENT **	
			03	ITOAORG-03/23/20 BALLISTIC		01-210-54-00-5412	390.00
			05	SHIELD INSTRUCTOR COURSE-HAYES		** COMMENT **	
			06	PUBLIC AGENCY		01-210-54-00-5412	990.00
			07	TRAINING-03/09/20		** COMMENT **	
			08	HOSTAGE/CRISIS NEGOTIATIONS		** COMMENT **	
			09	SEMINAR-KUEHLEM & DAVIS		** COMMENT **	
						INVOICE TOTAL:	1,407.17 *
	032520-R.WRIGHT	02/29/20	01	PHYSICIANS CARE-DRUG SCREENING		51-510-54-00-5462	43.00
			02	PHYSICIANS CARE-DRUG SCREENING		82-820-54-00-5462	43.00
						INVOICE TOTAL:	86.00 *
	032520-S.IWANSKI	02/29/20	01	VISTA PRINT-500 BUSINESS CARDS		82-820-56-00-5610	35.59
			02	YORK POST-POSTAGE FOR BOOKS		82-820-54-00-5452	14.14
						INVOICE TOTAL:	49.73 *
	032520-S.REDMON	02/29/20	01	FUN EXPRESS-SUPPLIES FOR		79-795-56-00-5606	86.00

Total for all Highlighted Library Invoices : \$4,389.34

DATE: 04/02/20
TIME: 10:57:16
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 04/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104866	BAKTAY	BAKER & TAYLOR					
	2035113349		02/25/20	01	BOOKS	82-000-24-00-2480	34.49
				02	BOOKS	84-840-56-00-5686	590.04
					INVOICE TOTAL:		624.53 *
	2035127964		03/06/20	01	BOOKS	84-840-56-00-5686	565.84
					INVOICE TOTAL:		565.84 *
	2035135666		03/12/20	01	BOOKS	84-840-56-00-5686	768.42
					INVOICE TOTAL:		768.42 *
	2035152961		03/10/20	01	BOOKS	84-840-56-00-5686	1,162.50
					INVOICE TOTAL:		1,162.50 *
	2035158298		03/11/20	01	BOOKS	84-840-56-00-5686	1,394.74
					INVOICE TOTAL:		1,394.74 *
					CHECK TOTAL:		4,516.03
104867	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	41493		03/13/20	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5621	1,027.46
				02	KLEENEX, GARBAGE BAGS, SOAP,	** COMMENT **	
				03	GLOVES, MOPS, URNAL BLOCK,	** COMMENT **	
				04	WINDEX	** COMMENT **	
					INVOICE TOTAL:		1,027.46 *
					CHECK TOTAL:		1,027.46
104868	DELAGE	DLL FINANCIAL SERVICES INC					
	67166960		03/07/20	01	APR 2020 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48

CHECK DATE: 04/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104869	DEMCO	DEMCO, INC.						
	6787860		03/11/20	01	2 KID'S CORE WOBBLER CHAIRS	82-820-56-00-5610	130.20	
					INVOICE TOTAL:		130.20	*
	6788359		03/12/20	01	3 END PANEL DISPLAY BINS	82-000-24-00-2480	136.51	
					INVOICE TOTAL:		136.51	*
					CHECK TOTAL:			266.71
104870	ELEVATOR	ELEVATOR INSPECTION SERVICE						
	91249		03/02/20	01	FEB 2020 ELEVATOR INSPECTION	82-820-54-00-5495	75.00	
					INVOICE TOTAL:		75.00	*
					CHECK TOTAL:			75.00
104871	IMPACT	IMPACT NETWORKING, LLC						
	1732527		03/06/20	01	COPY PAPER	82-820-56-00-5610	144.95	
					INVOICE TOTAL:		144.95	*
					CHECK TOTAL:			144.95
104872	KCRECORD	SHAW SUBURBAN MEDIA GROUP						
	10103174-1754710		02/29/20	01	YOUTH SERVICES AD	82-820-54-00-5426	100.00	
					INVOICE TOTAL:		100.00	*
					CHECK TOTAL:			100.00
104873	LLWCONSU	LLOYD WARBER						
	10476		03/21/20	01	MAR 2020 ON-SITE IT SUPPORT	82-820-54-00-5462	360.00	
					INVOICE TOTAL:		360.00	*
					CHECK TOTAL:			360.00

CHECK DATE: 04/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104874	MENLAND	MENARDS - YORKVILLE						
	77369		03/06/20	01	DUSTBUSTER, EXTENSION CORD,	82-820-56-00-5621	94.91	
				02	ELECTRICAL TAPE	** COMMENT **		
					INVOICE TOTAL:		94.91 *	
					CHECK TOTAL:			94.91
104875	MIDWTAPE	MIDWEST TAPE						
	98697151		03/03/20	01	CDS	84-840-56-00-5684	29.98	
				02	DVDS	84-840-56-00-5685	161.69	
					INVOICE TOTAL:		191.67 *	
	98725200		03/09/20	01	DVDS	84-840-56-00-5685	101.96	
					INVOICE TOTAL:		101.96 *	
	98755345		03/19/20	01	CD	84-840-56-00-5684	11.99	
					INVOICE TOTAL:		11.99 *	
	98755347		03/19/20	01	DVDS	84-840-56-00-5685	49.48	
					INVOICE TOTAL:		49.48 *	
					CHECK TOTAL:			355.10
104876	NATIOPEN	NATIONAL PEN CO., LLC						
	111283563		01/18/20	01	PENS WITH LOGO	82-820-56-00-5610	269.10	
					INVOICE TOTAL:		269.10 *	
					CHECK TOTAL:			269.10
104877	R0002334	REDDICK PUBLIC LIBRARY						
	37578001906363-RPLCM		03/13/20	01	REPLACEMENT COST FOR LOST BOOK	82-820-56-00-5686	13.00	
					INVOICE TOTAL:		13.00 *	
					CHECK TOTAL:			13.00

CHECK DATE: 04/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104878	SWANK	SWANK MOTION PICTURES						
	2833895		03/01/20	01	COPYRIGHT COMPLIANCE SITE	82-000-14-00-1400	421.00	
				02	LICENSE RENEWAL	** COMMENT **		
						INVOICE TOTAL:	421.00 *	
						CHECK TOTAL:		421.00
104879	YOUNGM	MARLYS J. YOUNG						
	030920		03/09/20	01	03/09/20 MEETING MINUTES	82-820-54-00-5462	63.25	
						INVOICE TOTAL:	63.25 *	
	031920		03/19/20	01	03/19/20 MEETING MINUTES	82-820-54-00-5462	42.00	
						INVOICE TOTAL:	42.00 *	
						CHECK TOTAL:		105.25
						TOTAL AMOUNT PAID:		7,942.99



UNITED CITY OF YORKVILLE PAYROLL SUMMARY March 6, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,610.09	\$ -	19,610.09	\$ 2,198.82	\$ 1,451.74	\$ 23,260.65
FINANCE	10,703.46	-	10,703.46	1,212.32	802.96	\$ 12,718.74
POLICE	119,264.85	2,248.23	121,513.08	723.73	8,906.49	\$ 131,143.30
COMMUNITY DEV.	19,119.67	-	19,119.67	2,169.17	1,425.29	\$ 22,714.13
STREETS	16,256.02	51.02	16,307.04	1,774.05	1,184.86	\$ 19,265.95
WATER	16,110.86	792.18	16,903.04	1,904.81	1,252.36	\$ 20,060.21
SEWER	10,165.12	-	10,165.12	1,135.43	737.40	\$ 12,037.95
PARKS	20,172.86	-	20,172.86	2,221.57	1,473.26	\$ 23,867.69
RECREATION	18,167.60	-	18,167.60	1,520.11	1,356.58	\$ 21,044.29
LIBRARY	16,579.83	-	16,579.83	1,193.40	1,248.65	\$ 19,021.88
TOTALS	\$ 266,150.36	\$ 3,091.43	\$ 269,241.79	\$ 16,053.41	\$ 19,839.59	\$ 305,134.79
TOTAL PAYROLL						\$ 305,134.79



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

March 20, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	4,000.00	-	4,000.00	-	306.00	4,306.00
ADMINISTRATION	20,110.10	-	20,110.10	2,246.29	1,484.24	23,840.63
FINANCE	11,203.46	-	11,203.46	1,251.42	829.74	13,284.62
POLICE	118,071.50	2,323.74	120,395.24	723.73	8,798.02	129,916.99
COMMUNITY DEV.	19,119.70	-	19,119.70	2,135.67	1,402.33	22,657.70
STREETS	17,117.82	292.10	17,409.92	1,875.44	1,268.92	20,554.28
WATER	16,944.35	236.65	17,181.00	1,919.11	1,262.75	20,362.86
SEWER	9,569.70	-	9,569.70	1,068.93	691.63	11,330.26
PARKS	20,382.86	-	20,382.86	2,233.87	1,481.60	24,098.33
RECREATION	18,501.29	-	18,501.29	1,511.74	1,376.38	21,389.41
LIBRARY	17,231.30	-	17,231.30	1,176.64	1,287.02	19,694.96
TOTALS	\$ 273,160.42	\$ 2,852.49	\$ 276,012.91	\$ 16,142.84	\$ 20,258.12	\$ 312,413.87

TOTAL PAYROLL \$ 312,413.87



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, April 13, 2020

ACCOUNTS PAYABLE

Library CC Check Register (Pages 1- 4)	03/25/2020	\$4,389.34
Library Check Register (Pages 5 - 8)	04/13/2020	7,942.99
Lincoln Financial -Mar. 2020 Life Ins	03/10/2020	\$28.94
IPRF - Apr. 2020 Workers Comp	03/10/2020	992.37
Flex - Jan. 2020 HRA Admin Fees	03/10/2020	27.28
Nicor -02/02/20-03/01/20 services	03/24/2020	1,448.41
Blue Cross /Blue Shield-Apr. 2020 Health Ins	03/24/2020	5,537.74
Blue Cross /Blue Shield-Apr. 2020 Dental Ins	03/24/2020	582.29
Dearborn National -Apr. 2020 Vision Ins	03/24/2020	84.33
Flex - Feb. 2020 HRA Admin Fees	03/24/2020	20.00
Marlys Young-02/24/20 Meeting Minutes	03/24/2020	65.00
TOTAL BILLS PAID:		<hr/> \$21,118.69

PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 9)	03/06/2020	\$ 19,021.88
Bi-weekly (Page 10)	03/20/2020	19,694.96
TOTAL PAYROLL:		<hr/> \$38,716.84

TOTAL DISBURSEMENTS: \$59,835.53



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Totals	FISCAL YEAR 2020		% of Budget
		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	83% February-20	92% March-20	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	911	-	181	5,269	5,250	100.36%		
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	572	1,146	367	7,464	8,500	87.81%		
Charges for Service																	
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,193	882	880	990	966	475	435	188	264	901	383	7,558	8,000	94.47%		
82-000-44-00-4422	COPY FEES	294	322	441	399	264	361	245	228	309	367	353	3,582	3,750	95.52%		
82-000-44-00-4439	PROGRAM FEES	-	15	20	23	-	-	-	-	6	-	-	64	-	0.00%		
Investment Earnings																	
82-000-45-00-4500	INVESTMENT EARNINGS	735	680	817	1,079	1,377	1,394	1,358	1,657	1,478	1,350	389	12,314	10,000	123.14%		
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	50	125	75	1,350	2,000	67.50%		
82-000-48-00-4850	MISCELLANEOUS INCOME	1,981	370	52	-	-	27	-	41	22	28	2	2,524	2,000	126.18%		
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	4,197	2,214	992	24,388	25,003	97.54%		
TOTAL REVENUES: LIBRARY		135,555	641,006	31,777	60,044	620,311	54,348	19,421	7,831	7,810	6,131	2,742	1,586,976	1,576,751	100.65%		
LIBRARY OPERATIONS EXPENDITURES																	
Salaries & Wages																	
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	21,068	21,068	252,031	278,394	90.53%		
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	12,956	12,743	151,505	196,000	77.30%		
Benefits																	
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	2,370	2,370	24,327	25,541	95.25%		
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	2,552	2,536	30,242	35,544	85.08%		
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	6,074	7,832	70,663	81,184	87.04%		
82-820-52-00-5222	GROUP LIFE INSURANCE	31	31	31	31	31	31	31	31	29	29	29	333	387	86.17%		
82-820-52-00-5223	DENTAL INSURANCE	1,165	582	582	582	582	582	582	582	582	582	582	6,987	6,987	100.01%		
82-820-52-00-5224	VISION INSURANCE	169	84	84	84	84	84	84	84	84	84	84	1,012	1,012	100.00%		
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	172	-	172	-	-	172	-	-	-	333	-	849	750	113.22%		
82-820-52-00-5231	LIABILITY INSURANCE	5,416	1,830	1,830	1,830	1,830	1,830	911	993	4,197	1,882	992	23,539	24,253	97.06%		
Contractual Services																	
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	163	-	305	-	-	468	2,000	23.38%		
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	120	-	-	1,415	196	1,732	1,500	115.46%		
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	-	-	690	3,914	6,000	65.24%		
82-820-54-00-5452	POSTAGE & SHIPPING	-	45	9	8	20	20	27	16	183	18	14	360	750	48.06%		
82-820-54-00-5460	DUES & SUBSCRIPTIONS	1,533	13	13	-	119	1,650	1,481	1,500	313	2,877	230	9,729	11,000	88.45%		
82-820-54-00-5462	PROFESSIONAL SERVICES	4,059	1,983	1,181	3,384	1,339	2,750	4,091	1,784	455	2,613	3,946	27,585	40,000	68.96%		
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	614	-	14,561	20,000	72.80%		
82-820-54-00-5480	UTILITIES	-	-	559	774	-	825	759	1,368	-	3,377	1,448	9,110	11,130	81.85%		
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	18,145	295	60,855	50,000	121.71%		
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-	-	-	-	1,689	1,700	99.32%		
Supplies																	
82-820-56-00-5610	OFFICE SUPPLIES	-	112	437	500	528	1,011	1,691	278	634	262	2,016	7,469	8,000	93.36%		
82-820-56-00-5620	OPERATING SUPPLIES	-	309	23	408	-	-	1,256	-	360	229	104	2,689	3,000	89.65%		
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,397	-	120	918	100	49	1,166	205	2,156	-	6,111	8,000	76.38%		
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	-	15	903	1,000	90.34%		



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Totals	FISCAL YEAR 2020 BUDGET		
		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	83% February-20	92% March-20	% of Budget				
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	70	-	-	-	20	-	110	200	200	100.13%		
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	-	-	-	-	-	500	0.00%		
82-820-56-00-5686	BOOKS	-	-	-	273	-	22	-	396	-	-	-	691	1,500	46.09%		
2006 Bond																	
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%		
2013 Refunding Bond																	
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	7,810	6,131	2,742	1,586,976	1,576,751	100.65%		
TOTAL FUND EXPENDITURES		83,303	138,204	55,325	59,226	51,613	67,898	77,610	777,518	60,052	79,637	57,301	1,507,687	1,620,345	93.05%		
FUND SURPLUS (DEFICIT)		52,251	502,802	(23,548)	818	568,697	(13,550)	(58,189)	(769,687)	(52,242)	(73,505)	(54,559)	79,289	(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	4,000	7,000	108,125	50,000	216.25%
84-000-45-00-4500	INVESTMENT EARNINGS	62	50	56	62	60	57	69	67	71	57	30	642	100	642.22%
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	4,057	7,030	108,796	50,100	217.16%

LIBRARY CAPITAL EXPENDITURES

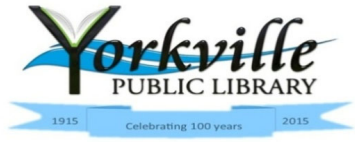
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	3,000	-	3,000	3,500	85.71%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	-	-	1,626	1,626	15,000	10.84%
84-840-56-00-5683	AUDIO BOOKS	-	157	233	95	240	375	587	478	874	38	474	3,550	3,500	101.43%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	343	100	-	-	-	-	-	-	285	727	500	145.49%
84-840-56-00-5685	DVD'S	-	127	119	246	313	222	362	88	236	349	209	2,272	3,000	75.72%
84-840-56-00-5686	BOOKS	-	1,958	3,713	2,427	2,364	2,941	6,475	1,713	12,176	3,832	4,001	41,600	50,000	83.20%
TOTAL FUND REVENUES		9,862	4,479	7,356	2,862	59,960	3,807	6,444	1,617	1,321	4,057	7,030	108,796	50,100	217.16%
TOTAL FUND EXPENDITURES		-	2,241	4,408	2,867	2,918	3,538	7,424	2,279	13,286	7,220	6,595	52,776	75,500	69.90%
FUND SURPLUS (DEFICIT)		9,862	2,238	2,948	(5)	57,042	269	(980)	(662)	(11,965)	(3,163)	435	56,020	(25,400)	



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended March 31, 2020 *

					Fiscal Year 2019			
					For the Month Ended March 31, 2019			
					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	\$	181	\$	5,269	100.4%	\$ 5,250	\$ 3,751	40.45%
State Grants		-		21,151	105.8%	20,000	25,211	-16.10%
Total Intergovernmental	\$	181	\$	26,420	104.6%	\$ 25,250	\$ 28,962	-8.78%
Library Fines	\$	367	\$	7,464	87.8%	\$ 8,500	\$ 7,943	-6.04%
<u>Charges for Services</u>								
Library Subscription Cards	\$	383	\$	7,558	94.5%	\$ 8,000	\$ 8,698	-13.11%
Copy Fees		353		3,582	95.5%	3,750	3,977	-9.92%
Program Fees		-		64	0.0%	-	1	6285.00%
Total Charges for Services	\$	736	\$	11,204	95.4%	\$ 11,750	\$ 12,676	-11.61%
Investment Earnings	\$	389	\$	16,196	162.0%	\$ 10,000	\$ 10,728	50.96%
<u>Reimbursements/Miscellaneous/Transfers In</u>								
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$ -	\$ -	0.00%
Rental Income		75		1,350	67.5%	2,000	1,350	0.00%
DVD Rental Income		-		-	0.0%	-	1,133	-100.00%
Miscellaneous Income		2		2,524	126.2%	2,000	509	395.74%
Transfer In		992		24,388	97.5%	25,003	23,496	3.80%
Total Miscellaneous & Transfers	\$	1,069	\$	28,262	97.4%	\$ 29,003	\$ 26,488	6.70%
Total Revenues and Transfers								
	\$	2,742	\$	1,586,976	100.6%	\$ 1,576,751	\$ 1,543,884	2.79%
<i>Expenditures</i>								
<u>Library Operations</u>	\$	57,301	\$	1,507,687	93.0%	\$ 1,620,345	\$ 1,446,054	4.26%
50 Salaries		33,811		403,536	85.1%	474,394	391,116	3.18%
52 Benefits		14,426		157,953	89.9%	175,658	154,257	2.40%
54 Contractual Services		6,819		131,121	88.0%	149,080	89,595	46.35%
56 Supplies		2,245		18,064	74.6%	24,200	18,986	-4.86%
99 Debt Service		-		797,013	100.0%	797,013	792,100	0.62%
Total Expenditures and Transfers								
	\$	57,301	\$	1,507,687	93.0%	\$ 1,620,345	\$ 1,446,054	4.26%
<i>Surplus(Deficit)</i>								
	\$	(54,559)	\$	79,289		\$ (43,594)	\$ 97,831	

* March represents 92% of fiscal year 2020



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of March 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	\$ 508,036	\$ 448,239	
Building Development Fees	Old Second	90,345	87,625	89,174	93,668	93,111	150,030	146,425	150,588	138,924	133,010	130,446	
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007	8,007	4,126	4,126	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	236,089	236,336	
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ 1,166,874	\$ 1,198,309	\$ 1,140,444	\$ 1,013,427	\$ 958,014	\$ 881,261	\$ 819,146	\$ -

* *Restricted*

PAYROLL

1 ST PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355	\$ 19,306	\$ 19,493	\$ 19,188	\$ 18,602	\$ 17,566	\$ 19,566	\$ 19,022	
2 ND PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011	19,374	19,297	19,395	19,530	19,695	
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	\$ 36,962	\$ 39,096	\$ 38,717	\$ -

ACTIVITY THROUGH FISCAL PERIOD 11

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
10	GJ-200229LB	03/02/2020	06	February 2020 Deposits					50.00
	AP-20025M	02/12/2020	212	AMAZON-SHRINKY DINKS	FIRST NATIONAL BANK	900084	022520-E.TOPPER	20.12	
		02/12/2020	213	JEWEL-POP-CORN	FIRST NATIONAL BANK	900084	022520-S.AUGUSTINE	12.97	
					TOTAL PERIOD 10 ACTIVITY			33.09	50.00
11	AP-200309	03/02/2020	02	BOOK	BAKER & TAYLOR	104852	2035093925	17.24	
	AP-200325M	03/18/2020	157	AMAZON-SHRINKY DINKS	FIRST NATIONAL BANK	900085	032520-E.TOPPER	20.12	
	GJ-200331LB	03/31/2020	06	March 2020 Deposits					410.00
					TOTAL PERIOD 11 ACTIVITY			37.36	410.00
					TOTAL ACCOUNT ACTIVITY			31,353.62	6,503.23
					ENDING BALANCE				50,136.77

DATE: 04/06/2020
TIME: 12:24:45
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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT
FOR FISCAL YEAR 2020

PAGE: 3

ACTIVITY THROUGH FISCAL PERIOD 11

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
					GRAND TOTAL			0.00	50,136.77
					TOTAL DIFFERENCE			0.00	50,136.77

LIBRARY DIRECTOR REPORT—March 2020

Summary: Since our closing the Library last month, we have shifted from a physical library to a virtual library. I left my planned vacation to return to the library and that week, the managers and I were in the building planning for our shift to a work from home staff. Currently, one staff member (Dixie Debord) is working in the building daily from 9am-3pm as she is processing books and that cannot be done from home. She is also monitoring the book drop and making sure that the bins are shifted. Materials are not being processed until we return to work. All materials now have a return date of May 1st. I am in the building once a week to do library business and to check on the building. We now have a Zoom account and will be using it for the Board meetings, manager's meetings and to start incorporating online programming such as Threads, Friends and the book clubs. We are actively using Facebook to interact with patrons. Patrons are actively downloading materials from the website resources.

We have added resources such as Class Central.Com, online classes from Ivy League schools, and Big Library Reads. We have also started posting community information such as a list of area restaurants that are open for takeout orders.

Jennette Weiss has been doing story times on Facebook and we are using Facebook to keep our publics informed by sharing information and resources that can be used at home. We are looking at purchasing an online subscription such as Beanstack for the Youth Services department and to promote Summer Reading. We all are using this time to research and plan for future programs and resources for our library. Department managers and I are taking webinars as our staff development tools.

Managers are in contact with their staff members. I am in constant contact with my fellow Directors as we navigate during these crucial times. It is an invaluable resource. All programs have been cancelled through May 1st for now. Presenters have all been contacted and rescheduled. A community agency has asked that we use our 3D Printer to make mask head holder. The cost is \$.80 and we will be making 30 for them. Jennette is the contact person for this. There was a question about the legality of this as posted on the Director's listserv but most agreed that this would be covered under the Good Samaritan Act. We have registered 20 people for virtual library cards that will be replaced with actual cards once we open. This gives people access to our resources online. We also lifted the ban on card holders that may have had fines so that they can have online access only while we are closed. All the managers and I are listed on the web page and have been answering emails from the public. Managers and I sat in on a webinar on Community Engagement on March 27th.

Facilities Management- RJ O'Neil came out again to see why the air handler was shutting off. Initially, it was thought that it was loose wiring but after the second service call it was determined that it was a part. The part was installed but a few days later, the same thing happened. Technician said that next time it happens call them to come again. I will be asking for a discount on the service calls.

Community Survey—We have extended the survey timetable and have reposted it on Facebook and the digital sign as people are home and may take the survey now. We have about 60 paper surveys that need to be physically input into Survey Monkey. We were

inputting the surveys prior to the shutdown. It is my goal to present the results at the next Board meeting when we are together not virtually.

PLA Conference- The managers and I were scheduled to meet and discuss the ideas that I learned at PLA and how we could implement them at YPL. This will be tabled till we can meet. I have forwarded a booklet of the top programs at PLA for the managers to read as a resource for when we do meet. My report on the conference will be in next month's packet. I also met with BMI Imaging at the conference for a proposal to digitize our microfilm collection and am awaiting a proposal. I also met with TBS Business Solution that we have a Printing & Reservation System contract. The Sales representative came out and did a presentation for Shelley Augustine, Dixie Debord and myself on new technology available to upgrade our system He was scheduled to present at our April meeting that now will have to be rescheduled.

Staff – Staff was most appreciative of the support by the Board to pay all employees during this time of closure. Managers are to be commended for their commitment and dedication.

Library Operations- All bills, time sheets and emails from vendors and the general public have been addressed. I have been setting up my home office and weeding and organizing files.

Friends- Shelly will work with the Friends to set them up on Zoom so that they can conduct their meetings.

Database & E-book Use

Ancestry **88** Gale **2** Omni E-Book **904**
E-Audio **384 (301 Users)** E-Read IL **44** E-Book Audio **90(48 Users)**

Circulation	Checkouts 8,229
	New Patrons Added 62
	New Items Added 301

Patron Count 3,045

YORKVILLE STATISTICS FOR FY20

PrairieCat

[illegible]

DATABASE USEAGE FOR FY20

[illegible]

RESOLUTION 01-20

ANNUAL RESOLUTION AUTHORIZING NON-RESIDENT LIBRARY CARDS

WHEREAS, the Yorkville Public Library (the Library) is a tax-supported public library; and

WHEREAS, persons residing within the jurisdictional boundaries of the Library pay taxes to support the Library; and

WHEREAS, the Local Library Act (the Act) provides that the Board of Library Trustees (the Board) may allow non-residents to purchase a library card, i.e., the Act provides the Board may extend the privileges and use of the Library, including the borrowing of materials on an individual basis by persons residing outside the Library (75 ILCS 5/4-7(12); and

WHEREAS, the Act stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Board has determined for its fiscal year commencing May 1, 2019 and ending April 30, 2020 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, be it and it is hereby resolved by the Board as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Library and owning no taxable property within the jurisdictional boundaries of the Library may purchase a non-resident fee card for the price calculated according to the “Tax Bill Method” (see 23 Ad. Code 3050.60(b)).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Library but owning or leasing property that is taxed for library service (as an individual, a partner, the principal stockholder, or other joint owner) within the jurisdictional boundaries of the Library, or serving as a senior administrative officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Library may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease

of that taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The Library shall notify the regional library system of this Resolution within 30 days of the adoption of this Resolution.

Section 4: A valid non-resident library card issued by the Library pursuant to this Resolution shall afford a non-resident library cardholder all the services which the Library affords its residents, including reciprocal borrowing privileges.

Section 5: This Resolution is effective upon its adoption.

ADOPTED April 13, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President
Board of Library Trustees
Yorkville Public Library

ATTEST:

Secretary
Board of Library Trustees
Yorkville Public Library