

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**May 11, 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
  - Mural Update
  - 5 K Fun Run—ILA Fundraising Information
  - Director's Presentation of the Community Survey Findings (2020 Survey in Comparison to the 2014 Survey)
  - COLA Discussion
13. New Business
  - Approve Surge Protector Part
  - COVID-19 Research Partnership/ RAILS Director Update
  - Update on Plans for Reopening/ Criteria for Consideration
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, April 13, 2020 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford.

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.

Roll was called and a quorum was established.

**Roll Call:** Ryan Forristall-yes/remote, Theron Garcia-yes/remote, Jason Hedman-yes/remote, Wamecca Rodriguez-yes, Russ Walter-yes/remote, Julie Brendich-yes/remote, Susan Chacon-yes/remote, Darren Crawford-yes

Absent: Krista Danis

**Others Present:**

Library Director Elisa Topper; Technical Services Director Dixie DeBord/remote, Circulation Manager Sharyl Iwanski-Goist/remote, Youth Services Director Jennette Weiss/remote, Director of Adult Services Shelley Augustine/remote, Alderman Dan Transier/Liaison

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

**Amendments to the Agenda:** None

**Minutes: Finance Committee-March 9, 2020; Board Meeting-March 9, 2020; Board Meeting-March 19, 2020**

Mr. Walter noted a correction to the March 19 Board minutes, page 2, “future meetings... need to be **posted** on a website...”

President Crawford moved and Ms. Rodriguez seconded the motion to approve all minutes as written with the correction noted.

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

**Correspondence:** None

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Chacon reported the budget is at 92% of the year with two categories being over budget—Travel & Lodging and Outside Maintenance. Board members were asked to review the budget and President Crawford moved and Trustee Garcia seconded the motion to approve payment of the bills:

\$21,118.69 Accounts Payable

\$38,716.84 Payroll

\$59,835.53 TOTAL

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

**Report of the Library Director:**

Director Topper reported the following:

1. Library has shifted from physical to virtual while the Library continues to be closed.
2. Library now has their own Zoom account for holding electronic meetings. The Friends had a meeting using Zoom and it will be used for some of the programs.
3. Storytime has begun on Facebook.
4. Patrons are downloading materials and those with fines have been unblocked to maintain their access.
5. Staff is using their time to research future programs and webinars are being used for staff development.
6. All staff are in contact.
7. As of now, all programs are canceled through May 1.
8. Twenty persons have been issued virtual library cards, allowing access to all resources.
9. State Library has made exception allowing Library to issue library cards to non-residents to have a temporary card until the Library is reopened.
10. The summer ALA conference has been moved to 2021.
11. Reaching Forward conference canceled.
12. PUG Day, for staff development, is still scheduled for September.
13. Director Topper is coming to Library one day a week for bills, etc.
14. Building inspections all on hold.

Ms. Garcia thanked the staff for all their hard work and Mr. Walter thanked them for the Facebook programs.

**City Council Liaison:** No report

**Standing Committees:** No report

**Unfinished Business:****Security Cameras Update**

Sound Inc. replaced the 7 malfunctioning cameras that were under warranty.

**Air Handler Part Replaced**

RJ O'Neil has come 3 times to determine the cause of the air handler shutdown and replaced a part. It shut down again and O'Neil said to call when it occurs again. Ms. Topper said she has received 3 invoices, but will negotiate the charges.

### **Community Survey Update**

The survey has been sent out with the water bill and in addition, 74 paper copies were received. Ms. Topper said she reposted it on Facebook and the total before reposting was 192. She would like to extend it 2 more weeks for more feedback and give a report in May. The Board discussed how best to input the remainder of the survey results to have the final report ready in May. Ms. Topper also noted she is looking ahead to the eventual re-opening of the Library and measures that will be needed for staff and public safety.

### **New Business:**

#### **Approve Resolution – Non-Resident Fee Cards**

This is a yearly resolution that must be passed by the Board. It regulates non-resident cards and uses the tax bill method for the fee. President Crawford moved and Ms. Rodriguez seconded the motion to adopt the resolution authorizing non-resident library cards. Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

### **Executive Session:** None

### **Adjournment:**

There was no further business and the meeting adjourned at 7:37pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

**Yorkville Public Library**  
Michele Pfister Meeting Room  
Finance Committee Meeting  
Monday, February 24, 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:** Ryan Forristall-yes, Jason Hedman-yes, Darren Crawford-yes, Susan Chacon (arr. 6:27pm)

**Others Present:**

Library Director Elisa Topper, City Finance Director Rob Fredrickson, Wamecca Rodriguez, Russ Walter

**Recognition of Visitors:** Mr. Crawford recognized staff and guest present.

**Public Comment:** None

**Review Library Budget:**

Mr. Fredrickson gave an overview of the proposed budget and called attention to the columns “FY20 adopted” and “FY20 projected revenues”. He predicted a small surplus of \$11,000 for an overall Fund Balance of \$565,000, saying the library is doing well. He expects a deficit of \$25,000.

He said the largest revenue stream is property tax and the amount levied in the fall was \$739,000. The past practice has been to levy for CPI and new construction. Other revenue streams include the per capita grant, PPRT (Personal Property Replacement Tax) and miscellaneous including library cards, investment earnings, etc. He said the PPRT comes from state corporate income tax which is approximately \$5,000 and based upon a per capita basis.

**Salaries:** Ms. Topper asked Mr. Fredrickson to address the impact of increased minimum wages on the budget. He included 3% COLA in the budget for all employees. He said the current part-time wage total is projected at \$175,000 and the new projection is \$196,000. Ms. Topper said in July the part-time employees will be increased to \$10.00 per hour and long-time part-time staff has concerns about the newer part-timers earning nearly as much as they do. It was also noted that the minimum wage will increase \$1.00 each year through 2025 and Mr. Fredrickson said that is built into the budget. The committee had a lengthy discussion regarding increasing the number of employees, having to pay IMRF if part-timers exceed 1,000 hours, revisiting open hours, etc. Ms. Topper said she would like two additional employees, especially in the children's department.

After discussion, the committee felt it was necessary to add an additional \$14,000 per year (which includes COLA) to the budget for salaries. Mr. Fredrickson will calculate various wage scenarios. The wages for full-time vs. part-time will be monitored regarding the salary concerns.

**Outside Repair & Maintenance:** The current budget allocation for this category is \$50,000 per month. The committee reviewed the items repaired or bought this year and any anticipated costs.

**Professional services:** Tech classes will be scheduled when the wi-fi is improved this summer. It was questioned if \$40,000 is enough for next year, considering that teachers must be hired for the tech classes. As of now, \$23,639 has been spent from this category. Ms. Rodriguez said the classes offered should be what people are requesting such Facebook, video-chats, etc. Classes desired can also be determined from the library survey. Mr. Forristall asked about the possibility of having to replace the chiller and he added that the humidity level must be maintained in the Library. The cost for a new chiller would be about \$250,000. Mr. Crawford noted that preventive maintenance is now being done which helps the mechanicals. It was noted that a referendum will be needed at some point to increase the levy.

**Computer software** was discussed and it was noted that many computers were replaced this year. The budgeted amount of \$15,000 will be kept for this year.

**Library Programming:** Library fines were discussed and it was noted that many libraries no longer assess them. This would be a loss of revenue and some programs depend on that funding. The Friends supplement this category, but it was suggested the monthly amount should be \$2,000 rather than the \$1,000.

It was noted that both library bonds will be finished at the end of 2025. Interest is paid on June 30<sup>th</sup> and both principal and interest are paid on December 30<sup>th</sup>.

**Telecommunications:** the amount budgeted will be raised \$100 per month.

Director Topper submitted a memo of requested changes which were recommended for approval by the Committee:

Training & Conference: Increase \$2,000 to \$3,000

Employee Recognition: Increase \$200 to \$300

Library Operating Supplies: Increase \$3,000 to \$4,000

Custodial Supplies: Decrease \$8,000 to \$7,000

Publishing & Advertising: Increase \$2,000 to \$2,500

Summary:

Mr. Fredrickson will incorporate the changes into the budget and this committee will meet for another review on March 9<sup>th</sup> at 6pm, prior to the next Board meeting. When approved by the Board, the budget will move to the April City Council meeting. Mr. Fredrickson also noted that the budget can be amended if needed. He also said that health insurance costs are frozen for the next budget year resulting in no premium increase.

Ms. Topper asked to leave one day earlier for the PLA conference due to the weather warning.

Adjournment:

There was no further business and the meeting adjourned at 7:12pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

DATE: 04/16/20  
TIME: 14:57:53  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 20

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900086	FNBO	FIRST NATIONAL BANK OMAHA			04/25/20		
	042520-A.SIMMONS	03/31/20	01	AMAZON-DISH SOAP		01-110-56-00-5610	81.99
			02	AMAZON-PAPER TOWEL		01-110-56-00-5610	524.85
			03	AMAZON-CPR RESCUE MASKS		01-210-56-00-5620	39.95
			04	NAPA#249074-CAPS, WASH		01-410-56-00-5628	15.67
			05	COMCAST-MAR 2020 VOICE &		82-820-54-00-5440	305.32
			06	INTERNET		** COMMENT **	
			07	NAPA#249108-FILTERS		01-410-56-00-5628	230.31
			08	WAREHOUSE#4607340-0-TAB		01-120-56-00-5610	138.84
			09	DIVIDERS, BINDERS		** COMMENT **	
			10	RED WING-WORK BOOTS-CONARD		51-510-56-00-5600	290.48
			11	AMAZON-BLOODBORNE PATHOGEN KIT		01-210-54-00-5495	573.30
			12	ALARM DET-MAR-FEB 2020 ALARM		82-820-54-00-5462	314.28
			13	MONITORING		** COMMENT **	
			14	VERIZON-FEB 2020 IN CAR UNITS		01-210-54-00-5440	756.21
			15	VERIZON-FEB 2020 MOBILE PHONES		01-220-54-00-5440	186.80
			16	VERIZON-FEB 2020 MOBILE PHONES		01-210-54-00-5440	887.30
			17	VERIZON-FEB 2020 MOBILE PHONES		79-795-54-00-5440	93.40
			18	VERIZON-FEB 2020 MOBILE PHONES		51-510-54-00-5440	179.67
			19	VERIZON-FEB 2020 MOBILE PHONES		52-520-54-00-5440	36.01
			20	WAREHOUSE-PAPER TOWEL, TISSUE		01-110-56-00-5610	45.48
				INVOICE TOTAL:			4,699.86 *
	042520-B.OLSEM	03/31/20	01	AMAZON-2 METAL TOILET PAPER		01-110-56-00-5610	32.06
			02	ORGANIZERS FOR PULIC BATHROOM		** COMMENT **	
			03	WAREHOUSE#4593505-0-PAGE FLAG		01-110-56-00-5610	15.74
			04	MARKERS		** COMMENT **	
				INVOICE TOTAL:			47.80 *
	042520-B.PFIZENMAIER	03/31/20	01	AMERICAN TIRE#3051-OIL CHANGE		01-210-54-00-5495	48.15
			02	AMERICAN TIRE#3027-OIL CHANGE		01-210-54-00-5495	48.15
			03	AMERICAN TIRE#3002-OIL CHANGE		01-210-54-00-5495	48.15
			04	AMERICAN TIRE#2945-INSTALL		01-210-54-00-5495	128.13
			05	WIRING HARNESS		** COMMENT **	
			06	AMERICAN		01-210-54-00-5495	289.03
			07	TIRE#3028-INSTALL BATTERY KILL		** COMMENT **	
			08	SWITCH. OIL CHANGE		** COMMENT **	
			09	AMERICAN TIRE#2973-REPLACE		01-210-54-00-5495	591.70
			10	ENGINE MOUNTS		** COMMENT **	
			11	AMAZON-TRAFFIC WAND FLASHLIGHT		25-205-60-00-6070	10.15
			12	AMAZON-AUTISM AWARENESS PINS		01-210-56-00-5620	124.99
			13	AMAZON-LONG REACH TOOL		25-205-60-00-6070	34.99
			14	ACE-CLOROX, LYSOL		01-210-56-00-5620	17.96
			15	AMAZON-SUIC=IDE PREVENTION PIN		01-210-56-00-5620	124.99
			16	AMERICAN TIRE#2978-TIRE REPAIR		01-210-54-00-5495	17.94
			17	NAPA#249971-WIPER BLADES		01-210-54-00-5495	48.04

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UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 20

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900086	FNBO	FIRST NATIONAL BANK OMAHA			04/25/20		
	042520-E.DHUSE	03/31/20	17	NAPA#249563-THREADLOCKERS		01-410-56-00-5628	34.47
						INVOICE TOTAL:	468.20 *
	042520-E.TOPPER	03/31/20	01	PLA CONFERENCE MEALS AND		82-820-54-00-5415	101.74
			02	TRANSPORT-TOPPER		** COMMENT **	
			03	AMAZON-INK CARTRIDGES, PAPER,		82-820-56-00-5610	148.72
			04	AMAZON-CLEANING WIPES		82-820-56-00-5621	93.97
			05	AMAZON-ENVELOPES		82-820-56-00-5610	36.28
			06	AMAZON-DISINFECTING WIPES		82-820-56-00-5621	144.45
			07	AMAZON-TAPE, RULERS		82-820-56-00-5610	28.27
			08	AMAZON-BARCODE SCANNER LASER		84-840-56-00-5635	354.80
			09	DELL-MEMORY UPGRADES		84-840-56-00-5635	1,992.95
			10	BREAKOUT-EDU KIT		82-000-24-00-2480	310.88
			11	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			12	AMAZON-LEARNING AIDS		82-820-56-00-5671	118.59
			13	AMAZON-CLOROX WIPES		82-820-56-00-5621	51.52
			14	AMAZON-PINE SOL		82-820-56-00-5621	95.58
			15	AMAZON-LYSOL		82-820-56-00-5621	8.19
			16	AMAZON-PAPER TOWELS		82-820-56-00-5621	28.99
			17	AMAZON-SHREDDER		82-820-56-00-5610	40.99
						INVOICE TOTAL:	3,568.91 *
	042520-E.WILLRETT	03/31/20	01	YORK CHAMBER#35328-2020		01-110-54-00-5412	420.00
			02	ANNUAL DINNER ATTENDEE FOR 7		** COMMENT **	
			03	PEOPLE		** COMMENT **	
			04	NORTHERN SAFETY-SAFETY		01-110-56-00-5610	194.31
			05	GLASSES, BIOHAZARD WASTE BAGS		** COMMENT **	
			06	ELEMENT FOUR#SER0013748-MAR		01-640-54-00-5450	1,246.30
			07	2020 CLOUD CONNECT OFFSITE		** COMMENT **	
			08	BACKUPS		** COMMENT **	
						INVOICE TOTAL:	1,860.61 *
	042520-G.KLEEFISCH	03/31/20	01	HOME DEPO-HOLE BOX, NIPPLE,		79-790-56-00-5640	12.20
			02	BLANK COVER		** COMMENT **	
						INVOICE TOTAL:	12.20 *
	042520-G.STEFFENS	03/31/20	01	TARGET-SOAP		52-520-56-00-5610	19.55
			02	TARGET-DOCUMENT SLEEVES		52-520-56-00-5620	2.49
						INVOICE TOTAL:	22.04 *
	042520-J.ENGBERG	03/31/20	01	ESRI- 07/13-07/17 USER		01-000-14-00-1400	1,495.00
			02	CONFERENCE		** COMMENT **	
			03	REGISTRATION-ENGBERG		** COMMENT **	
			04	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	52.99
			05	LICENSE		** COMMENT **	



DATE: 04/16/20  
TIME: 14:57:53  
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UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 20

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900086	FNBO	FIRST NATIONAL BANK OMAHA			04/25/20		
	042520-R.FREDRICKSON	03/31/20	30	COMCAST-03/01-03/29 INTERNET		01-410-54-00-5440	78.95
			31	@ 610 TOWER		** COMMENT **	
			32	COMCAST-03/01-03/29 INTERNET		51-510-54-00-5440	118.43
			33	@ 610 TOWER		** COMMENT **	
				INVOICE TOTAL:			1,048.15 *
	042520-R.HARMON	03/31/20	01	TARGET-CANDY FOR MOVIE DAY		79-795-56-00-5606	32.99
			02	HOME DEPO-BLEACH, GLOVES,		79-795-56-00-5606	24.84
			03	LYSOL		** COMMENT **	
			04	DOLLAR GENERAL-MAR 2020		79-795-56-00-5606	19.39
			05	PRESCHOOL SUPPLIES		** COMMENT **	
			06	AMAZON-BATTERIES		79-795-56-00-5606	3.08
			07	AMAZON-DISINFECTING WIPES		79-795-56-00-5606	49.59
			08	AMAZON-GAMES		79-795-56-00-5606	44.99
			09	PURE FUN-JUICE CONCENTRATE		79-795-56-00-5606	87.10
			10	FUN EXPRESS-PRESCHOOL AIDS		79-795-56-00-5606	138.65
			11	AMAZON-COLORBOK PAPER		79-795-56-00-5606	9.47
			12	AMAZON-SOIL		79-795-56-00-5606	4.99
			13	AMAZON-BABY WIPES. GLUE STICKS		79-795-56-00-5606	69.08
			14	POTS		** COMMENT **	
				INVOICE TOTAL:			484.17 *
	042520-R.MIKOLASEK	03/31/20	01	STEAK N SHAKE-MEAL BREAK FOR		01-210-54-00-5415	18.05
			02	PERSONNEL PICKING UP NEW SQUAD		** COMMENT **	
			03	AMAZON-TV STAND		01-210-56-00-5620	30.98
			04	STREET SMART SEMINARS-LAW		01-210-54-00-5412	375.00
			05	ENFORCEMENT TRAINING-KOLOWSKI,		** COMMENT **	
			06	GOLDSMITH & KUEHLEM		** COMMENT **	
			07	AMAZON-MODULAR BANDAGES		01-210-56-00-5620	119.90
			08	AMAZON-TUNIQUETS, SCISSORS		01-210-56-00-5620	270.90
			09	ITOA-BALLISTIC SHIELD COURSE		01-210-54-00-5412	-390.00
			10	CREDIT		** COMMENT **	
			11	AMAZON-GAUZE, TAPE		01-210-56-00-5620	50.49
				INVOICE TOTAL:			475.32 *
	042520-R.WRIGHT	03/31/20	01	PHYSICIANS CARE-DRUG SCREEN		79-790-54-00-5462	43.00
			02	PHYSICIANS CARE-DRUG SCREEN		79-795-54-00-5462	43.00
			03	PHYSICIANS CARE-DRUG SCREEN		82-820-54-00-5462	43.00
				INVOICE TOTAL:			129.00 *
	042520-S.IWANSKI	03/31/20	01	YORK POST- POSTAGE FOR MAILING		82-820-54-00-5452	17.60
			02	BOOKS		** COMMENT **	
				INVOICE TOTAL:			17.60 *
	042520-S.REDMON	03/31/20	01	SAMS-SNACKS FOR TOP GOLF		79-795-56-00-5606	21.96

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

DATE: 05/04/20  
TIME: 12:18:29  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 20

CHECK DATE: 05/11/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104880	AMPERAGE	AMPERAGE	ELECTRICAL	SUPPLY	INC		
	1036712-IN		04/07/20	01	LIGHTS	82-820-56-00-5621	237.24
					INVOICE TOTAL:		237.24 *
	1036773-IN		04/08/20	01	LAMPS	82-820-56-00-5621	156.00
					INVOICE TOTAL:		156.00 *
	1036774-IN		04/08/20	01	BATTERIES	82-820-56-00-5621	32.78
					INVOICE TOTAL:		32.78 *
	1036775-IN		04/08/20	01	LAMPS	82-820-56-00-5621	83.00
					INVOICE TOTAL:		83.00 *
	1036776-IN		04/08/20	01	BALLAST	82-820-56-00-5621	286.20
					INVOICE TOTAL:		286.20 *
	1036778-IN		04/08/20	01	WIRE NUTS	82-820-56-00-5621	24.48
					INVOICE TOTAL:		24.48 *
	1037567-IN		04/10/20	01	LAMPS, BALLASTS	82-820-56-00-5621	162.60
					INVOICE TOTAL:		162.60 *
	1038062-IN		04/13/20	01	LAMPS	82-820-56-00-5621	136.50
					INVOICE TOTAL:		136.50 *
	1038842-IN		04/15/20	01	LAMPS	82-820-56-00-5621	87.20
					INVOICE TOTAL:		87.20 *
	1039117-IN		04/14/20	01	BALLASTS	82-820-56-00-5621	598.62
					INVOICE TOTAL:		598.62 *
	1039440-IN		04/16/20	01	BALLAST KIT	82-820-56-00-5621	68.11
					INVOICE TOTAL:		68.11 *
					CHECK TOTAL:		1,872.73

DATE: 05/04/20  
TIME: 12:18:29  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 20

CHECK DATE: 05/11/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104881	BAKTAY	BAKER & TAYLOR					
	035198653		04/14/20	01	BOOKS	84-840-56-00-5686	372.06
					INVOICE TOTAL:		372.06 *
	2035172711		03/24/20	01	BOOKS	84-840-56-00-5686	549.40
					INVOICE TOTAL:		549.40 *
	2035181324		04/10/20	01	BOOKS	84-840-56-00-5686	439.88
					INVOICE TOTAL:		439.88 *
	2035183133		04/08/20	01	BOOKS	82-000-24-00-2480	114.95
				02	BOOKS	84-840-56-00-5686	1,226.88
					INVOICE TOTAL:		1,341.83 *
	2035184411		04/13/20	01	BOOKS	84-840-56-00-5686	825.48
					INVOICE TOTAL:		825.48 *
	2035194524		04/14/20	01	BOOKS	84-840-56-00-5686	775.59
					INVOICE TOTAL:		775.59 *
	2035194607		04/09/20	01	BOOKS	84-840-56-00-5686	509.63
					INVOICE TOTAL:		509.63 *
	2035194690		04/09/20	01	BOOKS	84-840-56-00-5686	662.85
					INVOICE TOTAL:		662.85 *
	2035195035		04/14/20	01	BOOKS	84-840-56-00-5686	469.95
					INVOICE TOTAL:		469.95 *
	2035198015		04/14/20	01	BOOKS	84-840-56-00-5686	688.40
					INVOICE TOTAL:		688.40 *
	2035203448		04/20/20	01	BOOKS	84-840-56-00-5686	698.36
					INVOICE TOTAL:		698.36 *
					CHECK TOTAL:		7,333.43

CHECK DATE: 05/11/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104882	CORRECTE	CORRECT ELECTRIC, INC						
	19946		12/11/19	01	REPLACE POLE SWITCH	82-820-54-00-5495	178.95	
					INVOICE TOTAL:		178.95 *	
					CHECK TOTAL:			178.95
104883	DELL	DELL MARKETING L.P.						
	10371526256		01/30/20	01	2 COMPUTERS FOR YOUTH SERVICES	84-840-56-00-5635	1,268.42	
				02	DEPARTMENT	** COMMENT **		
					INVOICE TOTAL:		1,268.42 *	
					CHECK TOTAL:			1,268.42
104884	LLWCONSU	LLOYD WARBER						
	10477		04/20/20	01	APR 2020 IT SUPPORT	82-820-54-00-5462	390.00	
					INVOICE TOTAL:		390.00 *	
					CHECK TOTAL:			390.00
104885	MENLAND	MENARDS - YORKVILLE						
	81125		04/15/20	01	SHEET CUTTER, ACRYLIC	82-820-56-00-5621	26.54	
					INVOICE TOTAL:		26.54 *	
					CHECK TOTAL:			26.54
104886	PRAIRCAT	PRAIRIECAT						
	6774A		04/08/20	01	APR 2020 PARTICIPATION FEES	82-820-54-00-5468	1,182.99	
					INVOICE TOTAL:		1,182.99 *	
					CHECK TOTAL:			1,182.99
104887	WEISSJ	JENNETTE WEISS						

DATE: 05/04/20  
TIME: 12:18:29  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 20

CHECK DATE: 05/11/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104887	WEISSJ	JENNETTE WEISS						
	TARGET-REIMB		03/02/20	01	REIMBURSEMENT FOR PROGRAM	82-000-24-00-2480	95.65	
				02	MATERIALS PURCHASED AT TARGET	** COMMENT **		
					INVOICE TOTAL:		95.65 *	
					CHECK TOTAL:			95.65
104888	YOUNGM	MARLYS J. YOUNG						
	041320		04/17/20	01	04/13/20 LIBRARY MEETING	82-820-54-00-5462	50.50	
				02	MINUTES	** COMMENT **		
					INVOICE TOTAL:		50.50 *	
					CHECK TOTAL:			50.50
					TOTAL AMOUNT PAID:			12,399.21

DATE: 05/04/20  
TIME: 12:33:49  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 21

CHECK DATE: 05/11/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104889	DELAGÉ	DLL FINANCIAL SERVICES INC					
	67565916		04/12/20	01	MAY 2020 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48
104890	PRAIRCAT	PRAIRIECAT					
	6774B		04/08/20	01	MAY-JUN 2020 PARTICIPATION	82-820-54-00-5468	2,366.00
				02	FEEs	** COMMENT **	
					INVOICE TOTAL:		2,366.00 *
					CHECK TOTAL:		2,366.00
104891	SOUND	SOUND INCORPORATED					
	R168569		04/08/20	01	MAY-JULY 2020 MAINTENANCE	82-820-54-00-5462	929.52
				02	CONTRACT FOR CCTV AND ACCESS	** COMMENT **	
				03	CONTROL	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104892	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	10498		05/01/20	01	ANNUAL SERVICE AGREEMENT	82-820-54-00-5462	2,644.00
				02	RENEWAL FOR TBS TOWER	** COMMENT **	
					INVOICE TOTAL:		2,644.00 *
					CHECK TOTAL:		2,644.00
					TOTAL AMOUNT PAID:		6,134.00



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY April 3, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 20,860.09	\$ -	20,860.09	\$ 2,338.44	\$ 1,547.35	\$ 24,745.88
FINANCE	10,703.46	-	10,703.46	1,212.32	802.96	\$ 12,718.74
POLICE	112,296.28	321.95	112,618.23	723.73	8,226.04	\$ 121,568.00
COMMUNITY DEV.	19,119.69	-	19,119.69	2,169.17	1,425.29	\$ 22,714.15
STREETS	16,071.03	48.68	16,119.71	1,773.77	1,170.23	\$ 19,063.71
WATER	16,277.75	-	16,277.75	1,834.97	1,194.68	\$ 19,307.40
SEWER	8,903.11	-	8,903.11	994.47	640.44	\$ 10,538.02
PARKS	21,063.64	-	21,063.64	2,357.94	1,541.32	\$ 24,962.90
RECREATION	14,125.65	-	14,125.65	1,520.12	1,047.37	\$ 16,693.14
LIBRARY	17,319.63	-	17,319.63	1,193.40	1,305.24	\$ 19,818.27
<b>TOTALS</b>	<b>\$ 256,740.33</b>	<b>\$ 370.63</b>	<b>\$ 257,110.96</b>	<b>\$ 16,118.33</b>	<b>\$ 18,900.92</b>	<b>\$ 292,130.21</b>
<b>TOTAL PAYROLL</b>						<b>\$ 292,130.21</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

April 17, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,800.00	-	3,800.00	-	290.70	4,090.70
ADMINISTRATION	20,110.09	-	20,110.09	2,246.29	1,484.24	23,840.62
FINANCE	11,203.46	-	11,203.46	1,251.42	829.74	13,284.62
POLICE	118,639.35	679.86	119,319.21	835.43	8,715.68	128,870.32
COMMUNITY DEV.	19,119.68	-	19,119.68	2,135.67	1,402.33	22,657.68
STREETS	15,831.02	-	15,831.02	1,768.33	1,148.14	18,747.49
WATER	16,277.76	234.34	16,512.10	1,844.40	1,201.13	19,557.63
SEWER	8,903.10	-	8,903.10	994.47	640.44	10,538.01
PARKS	21,009.63	-	21,009.63	2,346.77	1,529.55	24,885.95
RECREATION	14,299.78	-	14,299.78	1,511.74	1,054.97	16,866.49
LIBRARY	16,972.03	-	16,972.03	1,176.64	1,267.19	19,415.86
<b>TOTALS</b>	<b>\$ 267,074.24</b>	<b>\$ 914.20</b>	<b>\$ 267,988.44</b>	<b>\$ 16,111.16</b>	<b>\$ 19,633.60</b>	<b>\$ 303,733.20</b>

**TOTAL PAYROLL                    \$ 303,733.20**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, May 11, 2020

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1- 3</i> )	04/25/2020	\$4,249.11
Library Check Register - FY20 ( <i>Pages 4 - 7</i> )	05/11/2020	12,399.21
Library Check Register - FY21 ( <i>Page 8</i> )	05/11/2020	6,134.00

#### FY20

Lincoln Financial -Apr. 2020 Life Ins	04/14/2020	\$28.94
Flex - Mar. 2020 HRA Admin Fees	04/28/2020	20.00
Nicor -03/02/20-04/01/20 services	04/28/2020	1,078.57
Kendall Country Record-Youth Services Ad	04/28/2020	176.50

<b>TOTAL BILLS PAID:</b>		<hr/> \$24,086.33
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#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 9</i> )	04/03/2020	\$ 19,818.27
Bi-weekly ( <i>Page 10</i> )	04/17/2020	19,415.86

<b>TOTAL PAYROLL:</b>		<hr/> \$39,234.13
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<b>TOTAL DISBURSEMENTS:</b>		<hr/> <hr/> \$63,320.46
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**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2020 BUDGET REPORT  
For the Month Ended April 30, 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	83% February-20	92% March-20	100% April-20	Year-to-Date Totals	FISCAL YEAR 2020 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	-	181	1,251	6,520	5,250	124.19%
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	1,146	367	88	7,552	8,500	88.84%
<i>Charges for Service</i>																	
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%
<i>Investment Earnings</i>																	
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	276	12,589	10,000	125.89%
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	125	75	50	1,400	2,000	70.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		1,981	370	52	-	-	27	-	41	22	28	2	447	2,971	2,000	148.54%
<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	2,214	992	-	24,388	25,003	97.54%
<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>7,810</b>	<b>6,131</b>	<b>2,742</b>	<b>2,112</b>	<b>1,589,088</b>	<b>1,576,751</b>	<b>100.78%</b>
<b>LIBRARY OPERATIONS EXPENDITURES</b>																	
<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	21,068	21,068	21,068	273,099	278,394	98.10%
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	13,224	164,729	196,000	84.05%
<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	2,370	2,370	2,370	26,697	25,541	104.52%
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	2,572	32,814	35,544	92.32%
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	650	71,314	81,184	87.84%
82-820-52-00-5222	GROUP LIFE INSURANCE		31	31	31	31	31	31	31	31	29	29	29	29	362	387	93.64%
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%
<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	-	-	1,415	196	102	1,834	1,500	122.24%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	485	(52)	55	-	-	-	-	-	277	765	2,000	38.24%
82-820-54-00-5440	TELECOMMUNICATIONS		-	832	-	842	-	422	421	708	-	-	690	305	4,220	6,000	70.33%
82-820-54-00-5452	POSTAGE & SHIPPING		-	45	9	8	20	20	27	16	183	18	14	18	378	750	50.40%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		1,533	13	13	-	119	1,650	1,481	1,500	313	2,877	230	13	9,742	11,000	88.56%
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	1,017	28,602	40,000	71.50%
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	1,079	10,189	11,130	91.54%
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	75	60,930	50,000	121.86%
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	262	2,016	799	8,267	8,000	103.34%
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	-	1,545	7,656	8,000	95.69%
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	119	1,022	1,000	102.20%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	-	-	70	-	-	-	20	-	110	-	200	200	100.13%



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2020 BUDGET REPORT  
For the Month Ended April 30, 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	100% April-20		BUDGET		
82-820-56-00-5685	DVDS	-	-	-	-	-	-	-	-	-	-	-	-	-	500	0.00%	
82-820-56-00-5686	BOOKS	-	-	-	273	-	22	-	396	-	-	-	13	704	1,500	46.96%	
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	2,112	1,589,088	1,576,751	100.78%	
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	45,273	1,552,960	1,620,345	95.84%	
FUND SURPLUS (DEFICIT)		52,251	502,802	(23,548)	818	568,697	(13,550)	(58,189)	(769,687)	(52,242)	(73,505)	(54,559)	(43,162)	36,128	(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	3,250	111,375	50,000	222.75%
84-000-45-00-4500	INVESTMENT EARNINGS	62	50	56	62	60	57	69	67	71	57	30	16	658	100	658.18%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	29	-	-	-	-	-	-	-	-	-	-	29	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>9,862</b>	<b>4,479</b>	<b>7,356</b>	<b>2,862</b>	<b>59,960</b>	<b>3,807</b>	<b>6,444</b>	<b>1,617</b>	<b>1,321</b>	<b>4,057</b>	<b>7,030</b>	<b>3,266</b>	<b>112,062</b>	<b>50,100</b>	<b>223.68%</b>

**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	2,348	3,974	15,000	26.49%
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	42	769	500	153.89%
84-840-56-00-5685	DVD'S	-	127	119	246	313	222	362	88	236	349	209	313	2,585	3,000	86.16%
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	4,482	46,082	50,000	92.16%
<b>TOTAL FUND REVENUES</b>		<b>9,862</b>	<b>4,479</b>	<b>7,356</b>	<b>2,862</b>	<b>59,960</b>	<b>3,807</b>	<b>6,444</b>	<b>1,617</b>	<b>1,321</b>	<b>4,057</b>	<b>7,030</b>	<b>3,266</b>	<b>112,062</b>	<b>50,100</b>	<b>223.68%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>2,241</b>	<b>4,408</b>	<b>2,867</b>	<b>2,918</b>	<b>3,538</b>	<b>7,424</b>	<b>2,279</b>	<b>13,286</b>	<b>7,220</b>	<b>6,595</b>	<b>7,184</b>	<b>59,960</b>	<b>75,500</b>	<b>79.42%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>9,862</b>	<b>2,238</b>	<b>2,948</b>	<b>(5)</b>	<b>57,042</b>	<b>269</b>	<b>(980)</b>	<b>(662)</b>	<b>(11,965)</b>	<b>(3,163)</b>	<b>435</b>	<b>(3,918)</b>	<b>52,102</b>	<b>(25,400)</b>	



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended April 30, 2020 \***

					Fiscal Year 2019					
					For the Month Ended April 30, 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	\$	1,251	\$	6,520	124.2%	\$	5,250	\$	4,952	31.66%
State Grants		-		21,151	105.8%		20,000		25,211	-16.10%
Total Intergovernmental	\$	1,251	\$	27,671	109.6%	\$	25,250	\$	30,163	-8.26%
Library Fines	\$	88	\$	7,552	88.8%	\$	8,500	\$	9,234	-18.22%
<u>Charges for Services</u>										
Library Subscription Cards	\$	-	\$	7,558	94.5%	\$	8,000	\$	9,185	-17.72%
Copy Fees		-		3,582	95.5%		3,750		3,980	-9.99%
Program Fees		-		64	0.0%		-		301	-78.75%
Total Charges for Services	\$	-	\$	11,204	95.4%	\$	11,750	\$	13,465	-16.80%
Investment Earnings	\$	276	\$	12,589	125.9%	\$	10,000	\$	11,463	9.82%
<u>Reimbursements/Miscellaneous/Transfers In</u>										
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$	-	\$	-	0.00%
Rental Income		50		1,400	70.0%		2,000		1,405	-0.36%
DVD Rental Income		-		-	0.0%		-		1,228	-100.00%
Miscellaneous Income		447		2,971	148.5%		2,000		509	483.59%
Transfer In		-		24,388	97.5%		25,003		23,496	3.80%
Total Miscellaneous & Transfers	\$	497	\$	28,759	99.2%	\$	29,003	\$	26,638	7.96%
<b>Total Revenues and Transfers</b>										
<i>Expenditures</i>										
<u>Library Operations</u>	\$	45,273	\$	1,552,960	95.8%	\$	1,620,345	\$	1,491,069	4.15%
50 Salaries		34,292		437,828	92.3%		474,394		424,427	3.16%
52 Benefits		5,622		163,575	93.1%		175,658		158,280	3.35%
54 Contractual Services		2,885		134,006	89.9%		149,080		95,857	39.80%
56 Supplies		2,475		20,539	84.9%		24,200		20,406	0.65%
99 Debt Service		-		797,013	100.0%		797,013		792,100	0.62%
<b>Total Expenditures and Transfers</b>										
<i>Surplus(Deficit)</i>										
							</			

\* April represents the culmination of fiscal year 2020



# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of April 30, 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	\$ 402,337
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	128,777
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	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	236,531
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	\$ 771,771

\* *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	\$ 19,566	\$ 19,022	\$ 19,968
2 <sup>ND</sup> PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011	19,374	19,297	19,395	19,530	19,695	19,416
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	\$ 39,096	\$ 38,717	\$ 39,384

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2019		BEGINNING BALANCE					74,987.16
	AP-190513B	05/06/2019	01	BOOKS	BAKER & TAYLOR	104703	2034422390-B	58.24	
		05/06/2019	02	BOOKS	BAKER & TAYLOR	104703	2034437996-B	60.16	
		05/06/2019	03	WASHER TOSS GAME, CRAFT	ORIENTAL TRADING CO	104706	695971245-01	69.31	
	AP-190525MB	05/14/2019	25	AMAZON-SCREEN LIGHTING KIT,	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	413.89	
		05/14/2019	26	JEWEL-COOKIE TRAY FOR PATRON	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	42.96	
	GJ-190531LB	06/03/2019	06	May 2019 Deposits					487.00
	CR-C190521	05/21/2019	06	KONICA MFP REIMB	006		0000000012		100.00
				TOTAL PERIOD 01 ACTIVITY				644.56	587.00
02	AP-190610B	06/04/2019	01	BOOKS	BAKER & TAYLOR	104718	2034546750	20.69	
		06/04/2019	02	JULY 201, 2019 MAGIC AND ART	DANIEL LAIB	104721	552	300.00	
	AP-190618M	06/18/2019	01	FABRICATE AND INSTALL A MAIN	AURORA SIGN CO	104730	190511-1	12,497.00	
	AP-190625MB	06/20/2019	139	AMAZON-IPAD, ENVELOPES,	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	686.29	
		06/20/2019	140	AMAZON-IPAD CASE	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	14.99	
		06/20/2019	141	PANERA-3 GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	142	GRACE COFFEE-2 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	20.00	
		06/20/2019	143	AMAZON-MOVIE CLAPPER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	9.54	
		06/20/2019	144	AMAZON-MOVIE PARTY PROPS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	58.94	
		06/20/2019	145	TARGET-DVDS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	38.00	
		06/20/2019	146	STARBUCKS- 3 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	147	NCG-GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	78.00	
		06/20/2019	148	AMAZON-RED CARPET ISLE RUNNER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	49.99	
		06/20/2019	149	AMAZON-BEISTLE CUTOUTS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	12.90	
				TOTAL PERIOD 02 ACTIVITY				13,846.34	0.00
03	AP-072919VD	07/29/2019	03	BOOKS FOR FRIENDS :VOID 104738	THE READING WAREHOUS		194537		148.83
	AP-190708	07/01/2019	01	BOOKS	BAKER & TAYLOR	104731	2034568271	66.09	
		07/01/2019	02	BOOKS	BAKER & TAYLOR	104731	2034591302	56.95	
		07/01/2019	03	BOOKS FOR FRIENDS SUMMER	THE READING WAREHOUS		194537	148.83	
	AP-190725M	07/22/2019	166	BOEGERS LANDSCAPE-FOUNTAIN	FIRST NATIONAL BANK	900077	072519-D.DEBORD	449.00	
		07/22/2019	167	GROUND EFFECTS-MEXICAN PEBBLES	FIRST NATIONAL BANK	900077	072519-J.WEISS	8.05	
		07/22/2019	168	READING WAREHOUSE-BOOKS	FIRST NATIONAL BANK	900077	072519-J.WEISS	148.83	
		07/22/2019	169	MENARDS-PLANTER, DIRT, PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	161.79	
		07/22/2019	170	MENARDS-PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	39.74	
		07/22/2019	171	TARGET-SUMMER READING PROGRAM	FIRST NATIONAL BANK	900077	072519-J.WEISS	69.89	
	GJ-190731LB	08/02/2019	06	July 2019 Deposits					449.00
				TOTAL PERIOD 03 ACTIVITY				1,149.17	597.83
04	AP-190812	08/05/2019	01	2 BRICKS	KING & SONS MONUMENT	104748	071119	60.00	
	GJ-190831LB	09/03/2019	07	August 2019 Deposits					265.00
				TOTAL PERIOD 04 ACTIVITY				60.00	265.00
05	AP-190909	09/04/2019	01	2019 ICE CREAM SOCIAL MUSICAL	CHARLES E. STEWART	104766	091419	300.00	
	GJ-190930LB	10/01/2019	05	September 2019 Deposits					750.00
				TOTAL PERIOD 05 ACTIVITY				300.00	750.00
06	AP-191014	10/01/2019	01	MAIN MONUMENT SIGN	AURORA SIGN CO	104774	190511-2	12,997.00	

ACTIVITY THROUGH FISCAL PERIOD 12									
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
12	AP-200413	04/02/2020	02	BOOKS	BAKER & TAYLOR	104866	2035113349	34.49	

DATE: 05/05/2020  
TIME: 15:18:00  
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UNITED CITY OF YORKVILLE  
GENERAL LEDGER ACTIVITY REPORT  
FOR FISCAL YEAR 2020

PAGE: 3

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
12	AP-200413	04/02/2020	03	3 END PANEL DISPLAY BINS	DEMCO, INC.	104869	6788359	136.51	
	AP-200425M	04/16/2020	214	BREAKOUT-EDU KIT	FIRST NATIONAL BANK	900086	042520-E.TOPPER	310.88	
					TOTAL PERIOD 12 ACTIVITY			481.88	0.00
					TOTAL ACCOUNT ACTIVITY			31,835.50	6,503.23
					ENDING BALANCE				49,654.89
					GRAND TOTAL			0.00	49,654.89
					TOTAL DIFFERENCE			0.00	49,654.89



## **LIBRARY DIRECTOR REPORT—April 2020**

**Summary:** We continue to serve our publics virtually. We had our first all staff meeting, and it was great to see everyone. The manager's and I continue to meet via Zoom. Drafted a working document on Opening Procedures in Phases and obtained feedback from the managers. We will continue to revise as we work towards an eventual opening. The constant communication between Library Directors has been most beneficial. I drafted a Letter from the Director for Facebook and for the *Kendall Record* to inform the public. We keep active by using social media for postings. Facebook has become our main means of communication. Our Library Groups are meeting via Zoom. The Creative Writing Group and Friends have met, and others will join. We created a post card (see card) that we are sending out to 300 of our senior patrons to let them know that we are thinking of them. Managers have also added a personal note. This is a learning experience as we navigate these rough waters together.

**Facilities Management-** Building inspections are on hold for now, but I will set up the Backflow Inspection within the next 2 weeks when I am in the building. Researching sources for PPE. Working with the managers to order masks, gloves and plex-glass sneeze guards for the public service desks. We have been flushing toilets and running the faucets throughout the building to keep the water flowing.

**Public Relations-** Created the public relations postcard. Posted a Letter from the Director on Facebook and to *Kendall Record*-Letter to the Editor. Reordered the promotional items that will be used for our next Ice Cream Social and other outreach events. Used remaining funds from this fiscal year for this purchase-(Was able to get a 10% discount while at the PLA Conference). We were asked to use the 3D printer to make straps for surgical masks (46) and Jennette Weiss produced them.

**Community Survey—** I inputted the 74 paper copies into Survey Monkey. Compared the 2020 survey to the 2014 survey and have the results that will be shared in a Power Point Presentation at the May 11<sup>th</sup> meeting. Presentation will be sent to Board members prior to the Meeting. A summary of the results will be shared with the community via our website, Facebook and a press release.

**Virtual Library Cards for Electronic Resources Online-** We have been promoting free library cards to non-residents for accessing our web resources as long as we are not open. To date, 32 cards have been issued. Also, people are using our Wi Fi in the library parking lot.

**Virtual Programming-** Our groups are beginning to transition over to Zoom meetings. They include the Creative Writing Group, Men's Book Club, Lunch Bunch and Threads. We participated in the multi-library Easter Egg Hunt. Attendance was 41. There were 266 Twitter posts.

**Children's Virtual Programming-** Virtual Bingo had 25 participants. Virtual Easter Egg Hunt had 763-page visits and 74% reached the final page. There were 4 Story Times with 881 views, 97 likes, 4 shares and 20 comments.

**Prairie Cat Meetings-** Attended virtually a Members meeting on April 22<sup>nd</sup> and the Delegates Assembly on April 29<sup>th</sup>.

**PLA Report-**Wrote the report on my attendance at PLA. The Report is attached, and ideas will be shared with the managers at our meeting on May 13<sup>th</sup>. There are a few ideas that we can implement when we eventually reopen.

**Staff –** All managers have returned their Telecommuting Agreements and they are on file. All staff meeting on April 30<sup>th</sup> was held and Managers met on April 22<sup>nd</sup>. Managers are in contact with their departmental staff. Managers and I are viewing webinars dealing with the pandemic and library services. Managers are also developing staff development tools for their staff such as Talent MS classes that Sharyl Iwanski is monitoring.

**Staff Study-** I have sent out 2 requests to library directors in our area to compile data on their staffing. I have received responses from Plano, Oswego and Sycamore. Waiting for Sandwich, Sugar Grove and Morris to respond. Hope to have report next month with comparisons.

**Library Operations-** All bills, time sheets and emails from vendors and the general public are addressed daily. Dixie DeBord continues to process the incoming new books and processed 392 items this month. She is in the building daily to do processing. I have been continuing to set up my home office and weeding and organizing files. Weeded old computer files on my library desktop. I will start working on the Illinois Public Library Annual Report (IPLAR) that is due in 90 days past the closing of our fiscal year. Staff are continuing to order books from our vendors.

**Summer Reading-**Since our program this year will be held virtually, we purchased Wandoo, which is the software needed. This program tracks kid's reading lists, books, and minutes. We are continuing to obtain prizes from area businesses.

**Friends-** The Friends are meeting via Zoom. Shelley Augustine continues to provide support as the staff liaison.

### **Database & E-book Use**

Omni E-Book **1,213** E-Audio **453 (343 Users)**

E-Read IL **67** E-Book Audio **78(51Users)**

### **Circulation**

Checkouts **27** (Normally 14,00+ when open)

New Patrons Added **17**

New Items Added **392**

## **PUBLIC LIBRARY ASSOCIATION CONFERENCE REPORT**

**Elisa F. Topper, Library Director**

**Public Library Conference, February 26, 2020-February 29, 2020, Nashville, Tennessee.**

The PLA Conference is the division conference for public library staff held every other year.

It was a very productive conference and I obtained ideas that we will consider for implementation at YPL. I thank the Board for approving my attendance as I learned from the experience and not only brought back ideas for YPL but was motivated by being with my colleagues.

### **Programs Attended:**

**Wednesday, February 26, 2020**

**Opening Session- Stacey Abrams, political figure that ran for Governor of Georgia.**

She spoke about her mother who was a librarian and how she was raised to promote literacy.

The main points of her speech were to promote the 2020 Census and how libraries should be a neutral zone to help our library patrons complete the census especially immigrants.

**Attended the Exhibits Opening Session Afterwards.**

**Thursday, February 27, 2020**

**Working Through Transitions and Institutional Change-Staff from Toledo Lucas Library**

1. 3 Phases of Transition: Ending, Neutral Zone and New Beginnings.
2. How to Get People to Let Go—Grieving Process.
3. Give information frequently and in as many ways as possible.
4. Build a culture of trust.
5. Create an Innovation Incubator and let the staff vote on the ideas.

**How a Library of Things Can Impact Services and Initiatives- La Porte Indiana Library**

1. Collect Cool and Unusual Things.
2. Health and Wellness Things
3. Ask the Community to Donate Items no longer wanted.

**Bringing Curbside Delivery to Your Library-Tulsa City Library**

1. Benefits of Curbside
2. Factors to Consider
3. Why Offer Curbside Delivery
4. Details of Possible Options, Scope of Service, Method of Contact, Delivery Location and Signage.
5. Safety of Staff and Patrons
6. Impact on Workflow

7. Tracking methods
8. Results of Providing Curbside Delivery at their library

**Friday, February 27, 2020**

**Part Playground, Part Laboratory: Building New Ideas at Your Library-Arapahoe Libraries**

1. Why a concept library?
2. Showed their library concept video,
3. Idea-Separate the Classics into a special section to promote reading of the Classics.
4. Idea- Separate Videos of Popular TV Shows.
5. Idea—Patron Picks—Have patrons pick their favorite current reads and have a display.
6. Went over ideas that worked and those that did not.

**Attended the All Conference Reception That Evening**

**Exhibits & Vendor Meetings:**

**Today's Business Solutions (TBS)-** Discussed new technology for our Computer Reservation System that is outdated. Met our sales representative and scheduled a follow-up meeting at YPL. Meeting was held at the Library with Dixie Debord, Shelley Augustine and me in attendance. Presentation was scheduled for the April Board meeting and had to be cancelled. We do need to upgrade our system this fiscal year and the presentation will be rescheduled.

**BMI Imaging-** Met with the representatives from this Digital Imaging Company as requested by Shelley Augustine as we need to digitize our local newspapers/ documents as our current equipment is outdated and replacement parts can not be obtained. Gave the company our information—179 rolls of 35mm microfilm and 156 newspapers. Recently obtained the quote and will be bringing this to the Board for consideration at a future Board meeting.

**4Imprint-** Met with our sales reps and saw the new promotional items they have for marketing and outreach. This is the company that we purchased all the giveaways for the Ice Cream Social.

Was able to obtain a 10% discount on a future purchase and recently reordered all the items that we had previously purchase—cups, totes, frisbees, jar openers, etc.

**Bureau of the Census-** Met with the representative and viewed their promotional items they are using.

**How I will take action using what I learned?**

1. I will share the ideas with the managers and see how we can implement them at YPL.

**My key learnings and takeaways from attending the conference:**

1. Not all ideas are successful, and we must learn from what does not work. Staff at the presenting libraries were honest in relaying what worked and what did not. What are the pitfalls to avoid?
2. Curbside Delivery is certainly an idea we were previously considering for busy mothers but now it is taking front and center as an option during this pandemic.
3. New technology for our TBS Reservation System.
4. Digital Imaging for our microfilm collection.
5. Displays of Classic Literature and TV Shows.
6. Consider a Display of Books of Patron Favorites.
7. Develop our Library of Things—ask Walgreens & CVS to donate health items like a scale, blood pressure monitor etc. Ask patrons to donate items.
8. Develop an Innovation Incubator to obtain ideas from staff that may be implemented at YPL.



*We Miss You...*  
*when the time is right,*  
*we'll be ready for you.*



Hello,

Just a quick note to let you know that the YPL staff is working hard behind the scenes. Meanwhile, please keep in touch with us through social media and our website [www.yorkville.lib.il.us](http://www.yorkville.lib.il.us)

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## **Fund for Illinois Libraries**

The Fund for Illinois Libraries was created in 1990 to help Illinois libraries in their fundraising efforts. Libraries often solicit funds from the general public, businesses, or foundations. In some cases, donors are permitted to give only to organizations holding IRS 501(c)(3) tax-exempt status. For many libraries, this means foregoing a gift, as the time, effort, and costs of establishing and maintaining 501(c)(3) status are prohibitive.

The purpose of the fund is to enable libraries to receive gifts from individuals or organizations that can only make donations to 501(c)(3) charitable organizations.

ILA is the administrator for the Fund. In that capacity, ILA provides a fund agreement (see below) to participating libraries that allows them to solicit funds and provide the donors with an ILA tax exempt letter for purposes of documenting the tax deductibility of their donation. Over the past two years, the Fund has received \$248,678 from 34 contributors.

The participating library directs the donor to make the contribution check payable to Illinois Library Association and sent to their offices at:

Illinois Library Association  
33 West Grand Ave., Ste. 401  
Chicago, IL 60654-6799

## **Requirements**

The annual fee associated with processing donations in a year is listed below and the library must be/become an ILA institutional member during the year in which the service is being used.

<b>Donations per year</b>	<b>Annual Fee</b>
\$1 - \$999	\$50
\$1,000 - \$4,999	\$100
\$5,000 or above	\$300





## Detail Bill of Material

Page 1 of 1

Project Name: SPD  
General Order No:

Negotiation No: D28L0409X0K3  
Alternate No: 0000

Item No.	Qty	Product	Description	Unit	Quote Price	Extended Quote
	1	SURGE PROTECT & PWR COND	Eaton SPD series120kA120/208VSTD+CntrNEM		\$1,471.68	\$1,471.68

Catalog No SPD120208Y3N

Qty List of Materials  
1 Eaton SPD series120kA120/208VSTD+CntrNEM

Total Quote Price \$1,471.68

Eaton Selling Policy 25-000 applies.

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

## MESSAGE FROM THE EXECUTIVE DIRECTOR OF RAILS

We have heard from many of you about the importance of our [COVID-19 research partnership](#), announced on April 22, 2020. As libraries and museums around the country begin to reopen to the public, the need for science-based information on the safe handling of specific materials is becoming even more urgent.

Although IMLS's research partnership with OCLC and Battelle cannot provide answers to every question or address every operational concern, we aim to provide the most comprehensive, accurate, and up-to-date information possible. As always, we advise checking with your local health officials for guidance.

The partners are initiating work on several fronts, studying:

- how COVID-19 interacts with materials commonly found in libraries and museums;
- effective methods of handling and remediation; and
- aids to support safe reopening and operational considerations.

Leaders from across the museum, archive, library, and scientific fields are providing guidance and input through the duration of the research study.

As it becomes available, information will be posted on the project website, which will be managed and hosted by OCLC. Essential in the information sharing objective is ensuring the authoritative nature of the information. We are moving quickly to organize the work and to provide forums to engage with stakeholders. A preliminary web presence is expected to be live by May 6, 2020. This will develop into a rich resource as the project develops.

IMLS, OCLC, and Battelle are committed to moving this important research forward quickly, urgently, and responsibly to support the protection and safety of library and museum staff members, patrons, and members of the public.

Tomorrow, I will be attending a steering committee meeting, and I will update you with any developments.

Deirdre Brennan  
Executive Director