

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
June 8, 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 Approve Surge Protector Part
E-Rate Update & Discussion
13. New Business Manager's Vacation Extension
Nomination of Board Officers
Staff Health Policy
Plans for Reopening
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

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 30th and both principal and interest are paid on December 30th.

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 9th 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

DRAFT

Yorkville Public Library
Board of Trustees
Monday, May 11, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was held in accordance with the Governor's Executive Order 2020-07 extended by Executive Order 2020-33. This allows remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

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

Others Present:

Library Director Elisa Topper/in-person, Circulation Manager Sharyl Iwanski-Goist/remote, Dixie DeBord-Technical Services Director/remote, Shelley Augustine-Director Adult Services/remote, City Council Liaison Dan Transier/remote

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

Amendments to the Agenda: None

Minutes: April 13, 2020 Regular Board Meeting, February 24, 2020 Finance Committee

President Crawford moved and Mr. Walter seconded a motion to approve the April 13 minutes. The Finance Committee minutes were unavailable to some Board members and will be approved next month.

Roll call: Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 9-0.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon said the fiscal year has ended with a surplus and the library is under budget for the year. The money not spent is rolled over into the new budget recently approved.

Payment of Bills

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

\$24,086.33 Accounts Payable
\$39,234.13 Payroll
\$63,320.46 TOTAL

Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 9-0.

Report of the Library Director:

Director Topper reported the following:

1. The Library staff had their first meeting via Zoom. The Director and managers are meeting every other week.
2. Ms. Topper wrote a letter to the editor of the *Kendall County Record* and also posted it on Facebook to update the public about the Library status.
3. Created postcard from manager's group, sent to 300 senior patrons and included personal note.
4. Director is starting to schedule building inspections.
5. Community survey results to be shared later in meeting, results to be used in marketing plan.
6. Virtual programming for adults being held via Zoom, other groups and Friends using Zoom.
7. Keeping stats for attendance via remote platform for inclusion in yearly state report.
8. Children's activities are active with virtual programs. Ms. Weiss has storytime on Fridays.
9. PLA report included in the agenda packet.
10. Regarding staff study, Director has requested organizational charts and salary info from other libraries, some responses received.
11. Working on IPLAR report due 90 days after close of FY.
12. New software program purchased for summer reading programs.
13. E-book usage has increased with ongoing Library closure during pandemic.

City Council Liaison None

Standing Committees: None

Unfinished Business:

Mural Update

The artist will be starting on the Library mural in about 2-3 weeks and will finish it in about 4 weeks. It will be done in his studio and he will install it at night when the Library is closed. A virtual unveiling may be planned.

5 K Run – ILA Fundraising Information

Ms. Topper was asked to get information on handling money for a 5 K Run. She contacted the ILA who could accept the funds from the run and then issue a check to the Library since the Library is not a non-profit 501c3. This would provide an option for handling the proceeds and a \$300 fee would apply.

Director's Presentation of the Community Survey Findings (2020 Survey in Comparison to the 2014 Survey)

Director Topper gave an overview of the community survey results and said there were 198 respondents, slightly up from the last survey in 2014 and most of the respondents already have a Library card. The results will be incorporated into the 1-year marketing plan which should be available at the July Board meeting. Overall, 95% posted positive responses about the Library and she

also commented on the areas where improvement is indicated. The results will be posted on Facebook and a press release will be sent to the media. She thanked the city for the use of the Survey Monkey account.

Ms. Brendich questioned if some of the budget surplus can be used to purchase more books and materials. Ms. Topper replied that development fees are typically used for those purchases and that the Library will need to be cautious in spending due to the pandemic. She added that most area Directors are predicting a 20% cut to their budgets for next year. The Board also briefly discussed current programs and those requested for older patrons. Trustee Rodriguez suggested some or all of the programs could be done virtually using Zoom, YouTube, live streaming, library channel, tutorials, etc.

Ms. Topper said Google will give \$2,000 to libraries to provide virtual job-seeking services. The money must be spent and then is reimbursed by Google. She will follow-up on this.

Ms. Garcia said people are using the library wi-fi from the parking lot during the pandemic. She asked if the library computer service can insure there is no hacking occurring. Mr. Walter said the wireless capability is on its own network and is safe. Liaison Transier said there is no guidance at this time from the state or county for the eventual re-opening of the library.

COLA Discussion

Mr. Transier noted that due to the pandemic, COLA for city employees is suspended at this time and there is no hiring. In their newly approved budget, the Library had approved 3% COLA increases for full-time staff and an increase to \$10.00 per hour for part-time employees. It was suggested that the COLA be eliminated for the part-timers since they are already receiving minimum wage increases. The Board decided to re-evaluate the COLA and see what happens with property taxes. Adjustments could be made at a later time. There will also be re-opening costs for the Library including shields, PPE (personal protective equipment), etc. It was agreed it is more important to keep people employed and re-evaluate later.

Mr. Walter made a motion to table the COLA discussion until July and Mr. Crawford seconded. After more discussion about the timing and uncertainty of property tax, Mr. Walter withdrew that motion and made a motion to table the COLA discussion until September. Mr. Crawford seconded the new motion. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 9-0.

New Business:

Approve Surge Protector Part

The city has been doing electric work at the Library and noticed two major surge protectors were not working. The city would do the labor, but two surge protectors need to be approved for purchase by the Board at a cost of \$1,500 each. The city thought the outages resulted from the ComEd problem when the power went out. There are a total of 4-5 protectors in the building. Since the Board had more questions, it was decided to table this to next month for additional information.

COVID-19 Research Partnership/RAILS Director Update

RAILS has provided information regarding Covid-19 and how long the virus remains on materials. It is thought the time is from 72 hours to 1 week. Ms. Topper said the book drop has been open and materials are being held three days before handling. The Library re-opening will be based on the Governor's orders and info from RAILS. Ms. Topper said curbside service will likely be the next step and would include ordering materials on-line and an appointment for pickup.

Ms. Topper has a working draft of a re-opening procedure. She is looking at other libraries and Directors share information. This week she will start ordering PPE and plexiglass shields. The number of people in the building, social distancing and removal of soft furniture are all items to be considered. Ms. Garcia said the Policy Committee should meet as well. Taking staff temperatures was also discussed, however, it was noted that many people are asymptomatic. It was noted some libraries are already offering curbside service and an early June date was suggested. A discussion of staffing, hours and contactless delivery will be needed. A process for wiping down the books and sequestering them for a time was also discussed. It was decided to have a special Board meeting on June 1st to discuss the plan and an estimated date to implement curbside pickup.

Executive Session: None

Additional Business:

President Crawford thanked Krista Danis for her service to the Library Board. Her term on the Board is expiring and she is not seeking re-appointment.

Adjournment:

There was no further business and the meeting adjourned at 8:35pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker/in-person attendance

DRAFT

Yorkville Public Library
Special Board of Trustees Meeting
Monday, June 1, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was held in accordance with the Governor Pritzker's Executive Order 2020-07 extended by Executive Order 2020-33. This Order allows remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

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

Absent: Ryan Forristall, Susan Chacon

Others Present:

Library Director Elisa Topper/remote, Circulation Manager Sharyl Iwanski-Goist/remote, Youth Services Director Jennette Weiss/remote, Shelley Augustine-Director Adult Services/remote
Katie Finlon, *Kendall County Record*/remote

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

Statement from President Crawford: Mr. Crawford commented on the recent incident where a police officer knelt on the neck of a man named George Floyd, who subsequently passed away a few minutes later. Mr. Crawford said no person should have to experience or witness that type of brutality and it should not be accepted. He further said that matters such as this need to be addressed, libraries need to lead and library programming might need to be re-focused to lead a dialogue in this community.

Amendments to the Agenda: None

Public Comment: None

Staff Comment: None

New Business:

Approve Curbside Service

Due to the ongoing public health pandemic and the temporary closure of the library, a policy was drafted to provide curbside service for patrons to check out books from the library. The purpose of this meeting is to discuss and approve the policy to prepare for this service while the library, other businesses and state prepare for a gradual re-opening.

Overview: President Crawford displayed a copy of the proposed Curbside Service Policy on the remote computer screen. Director Topper and staff drafted this procedure for the Thursday, June 4th start of the curbside service. If the plan is approved tonight, Ms. Topper will post information on various media platforms including Twitter, Facebook, digital sign, etc. Patrons can choose books on the website now for pickup on Thursday. It was noted that only materials available in this library can be reserved at this time. Books from other libraries cannot be reserved now. This information will be placed on the website. In Phase 4 of the Governor's plan to re-open the state, the library would open to the public. This will be discussed at the regular June meeting. Maintenance crews have been cleaning and staff will return to work on Thursday. Gloves, masks, lucite partitions and disinfectant have been purchased.

Reserved Books: Once a book is reserved, it is held for 6 days awaiting pickup. After that time, a courtesy call will be made to remind them that their materials are still awaiting pickup.

Curbside Service Hours: Hours of curbside service were reviewed and are comparable with other libraries who will provide 2-4 hours a day curbside delivery. In the draft policy, staff proposed this service Monday through Friday, however, Board members would like to add Saturday service and possibly eliminate Fridays. Ms. Topper said 4 part-time employees have resigned recently thereby reducing available staff. All departments will discuss the possibility of adding Friday (in addition to Saturday) to the schedule. Ms. Iwanski-Goist asked if the Saturday shift could be extended to 4 hours rather than 2, since some employees live further away. After discussion, the Saturday hours were decided as follows: 10am-2pm for staff and 10am to 12pm for curbside service. It was noted that some employees may be uncomfortable with working on curbside service.

Cleaning Procedures: Ms. Garcia asked for a review of the cleaning procedures and said a more thorough cleaning will be needed for the re-opening. The maintenance crew is cleaning every day and twice on Friday. When patrons are again allowed in the library, maintenance will be needed throughout the day requiring additional/adjusted maintenance hours. Ms. Topper will discuss the extra hours with them and noted that they have been wearing masks. Ms. Brendich suggested the maintenance staff should provide a written set of protocols, especially for the bathrooms and high-touch surfaces and the type of cleaners being used. This would be available to the public if there were questions.

Staff Returns to Work/Protocol Language for Policy: It was suggested that all employees should have their temperatures taken each day along with a series of health-related screening questions to be asked. It was decided staff should come to their shift 10 minutes early for screenings which should begin on June 4th when the staff returns. If anyone does not feel well, they should not report to work. Ms. Topper said a digital thermometer has been purchased. Mr. Walter asked who would pay for Covid-19 testing if needed. Some insurances will pay and the drive-through testing may not be open long-term. If someone is positive, the library would need to be closed for deep cleaning. Ms. Topper will contact City Administrator Bart Olson for re-opening guidance from the city. Ms. Garcia said the Policy Committee should work on a policy for health screening.

Returning Patrons: Mr. Hedman asked if the library association recommends any type of screening for patrons. Patrons will expect large signage and customer service/curbside service will also be needed long-term, said Ms. Rodriguez. She said a protocol should be adopted for patron health questions. Ms. Brendich said masks must be mandatory and enforced in the library for all. All Board members agreed. Director Topper said she will have a greeter when the library opens and masks will be distributed to those without.

Hiring Additional Employees: It was noted that since 4 part-timers have quit recently, at least 2 more will need to be hired. Ms. Topper said the hours could also be offered to other employees. Ms. Rodriguez suggested 2 extra flex or seasonal employees to be called if needed. Since students are uncertain about school in the fall, teens could be hired for this position.

Phase 4 and Healthcare: Ms. Topper said that as Phase 4 of the re-opening approaches, the library will develop policies regarding staff healthcare. For instance, if an employee vacations in a Covid-19 hotspot, they will need to self-quarantine. She said area Library Directors are drafting and sharing policies for this concern and she will forward her info to the Policy Committee.

Ms. Garcia said technology services should be discussed at the next meeting.

Summary: President Crawford made the suggested additions to the draft policy discussed tonight. It was decided the Policy Committee will meet at 6pm on June 8th, prior to the regular Board meeting. If necessary, the discussion can continue into the regular Board meeting. Any ideas or policy drafts should be sent to Committee Chairperson Brendich prior to that. Russ Walter was added to the committee due to a recent Board resignation.

A motion was made by Trustee Walter to approve the Curbside Service policy as amended and President Crawford seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 6-0.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 8:01pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker/remote

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900087	FNBO	FIRST NATIONAL BANK OMAHA			05/25/20		
	052520-.BEHRENS-A	04/30/20	01	CAROLINA SHOES-WORK BOOTS		01-410-56-00-5600	175.30
						INVOICE TOTAL:	175.30 *
	052520-A.SIMMONS	04/30/20	01	ADS-APR 2020 ALARM MONITORING		23-216-54-00-5446	176.48
			02	AT 800 GAME FARM RD		** COMMENT **	
			03	COMCAST-APR 2020 INTERNET &		82-820-54-00-5440	304.11
			04	VOICE		** COMMENT **	
			05	VERIZON-MAR 2020 IN CAR UNITS		01-210-54-00-5440	756.25
			06	VERIZON-MAR 2020 MOBILE PHONES		01-220-54-00-5440	186.32
			07	VERIZON-MAR 2020 MOBILE PHONES		01-210-54-00-5440	885.02
			08	VERIZON-MAR 2020 MOBILE PHONES		79-795-54-00-5440	93.16
			09	VERIZON-MAR 2020 MOBILE PHONES		51-510-54-00-5440	179.42
			10	VERIZON-MAR 2020 MOBILE PHONES		52-520-54-00-5440	36.01
						INVOICE TOTAL:	2,616.77 *
	052520-B.OLSON-A	04/30/20	01	ZOOM-APR 2020 MONTHLY FEE FOR		01-110-54-00-5460	161.74
			02	AUDIO CONFERENCING		** COMMENT **	
						INVOICE TOTAL:	161.74 *
	052520-B.PFIZENMAIER	04/30/20	01	ACE-MAGNETIC TAPE, LYSOL,		01-210-54-00-5495	173.05
			02	DOOR STOPS, SLIP JOINTS,		** COMMENT **	
			03	PLIERS, SCREWDRIVER SET, SOCKET,		** COMMENT **	
			04	HAMMER		** COMMENT **	
			05	NAPA#251154-WIPER BLADES		01-210-54-00-5495	209.26
			06	MENARDS-WINDEX, OIL, CLOTH,		01-210-54-00-5495	325.85
			07	CAR WAX		** COMMENT **	
			08	AMERICAN TIRE#3175-MOUNT TIRE		01-210-54-00-5495	15.36
			09	AMERICAN TIRE#3142-REPLACE		01-210-54-00-5495	17.17
			10	BATTERY CABLE		** COMMENT **	
			11	AMERICAN TIRE#3148-OIL CHANGE		01-210-54-00-5495	40.99
			12	AMERICAN TIRE#3161-BRAKE &		01-210-54-00-5495	1,189.48
			13	STARTER REPLACED		** COMMENT **	
			14	STRYPES-SQUAD MARKINGS		01-210-54-00-5495	200.00
			15	STRYPES-SQUAD MARKINGS		25-205-60-00-6070	390.00
			16	MINER ELECT#269998/9-REMOVE		01-210-54-00-5495	380.00
			17	GRILL LIGHTS, VISOR LIGHTS,		** COMMENT **	
			18	CARGO LIGHTS, SIREN & RADIOS		** COMMENT **	
			19	MENARDS-RUNNERS		01-210-56-00-5620	12.99
			20	HOME DEPO-MAGIC CHEF		01-210-56-00-5620	129.00
			21	STREICHERS-		25-205-60-00-6070	1,510.00
			22	AMERICAN TIRE#3225-MOUNT TIRES		01-210-54-00-5495	65.56
			23	AMERICAN TIRE#3219-BATTERY		01-210-54-00-5495	287.00
			24	IMPRINT-WRISTBANDS		01-210-56-00-5650	95.40
			25	AMERICAN TIRE#3274-OIL CHANGE		01-210-54-00-5495	48.15
			26	AMERICAN TIRE#3249-KILL SWITCH		01-210-54-00-5495	51.25

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900087	FNBO	FIRST NATIONAL BANK OMAHA			05/25/20		
	052520-E.DHUSE-A	04/30/20	05	AMAZON-TONER CARTRIDGE		52-520-56-00-5610	47.73
			06	AMAZON-REACHING AID, TONER		01-410-56-00-5620	92.46
			07	NAPA#252531-OIL FILTERS		01-410-56-00-5628	5.93
			08	AMAZON-MARKERS		52-520-56-00-5610	25.97
			09	NAPA#252863-BATTERY		01-410-56-00-5628	89.99
				INVOICE TOTAL:			738.29 *
	052520-E.TOPPER	04/30/20	01	ALA-EMPATHETIC APPROACH TO		84-840-54-00-5460	18.00
			02	CUSTOMER SERVICE E-BOOK		** COMMENT **	
			03	ZOOM-SUBSCRIPTION		84-840-56-00-5635	149.90
			05	AMAZON PRIME MONTHLY USE FEE		82-820-54-00-5460	12.99
			06	SMITHEREEN-APR 2020 PEST		82-820-54-00-5462	78.00
			07	CONTROL		** COMMENT **	
				INVOICE TOTAL:			258.89 *
	052520-E.WILLRETT-A	04/30/20	01	AMAZON-KEYBOARD COVERS		01-110-56-00-5610	50.85
			02	ELEMENT FOUR-APR 2020 BILLING		01-640-54-00-5450	975.66
			03	FOR CLOUD CONNECT BACKUPS		** COMMENT **	
				INVOICE TOTAL:			1,026.51 *
	052520-J.ENGBBERG	04/30/20	01	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	52.99
			02	FEE		** COMMENT **	
				INVOICE TOTAL:			52.99 *
	052520-J.JENSEN	04/30/20	01	AMAZON-ROAD FLARES		01-210-54-00-5411	34.99
			02	E-Z UP-DIGITAL ENTERPRISE		01-210-56-00-5620	1,113.94
			03	TOP, STEEL FRAME, ROLLER BAG,		** COMMENT **	
			04	WEIGHT BAG, STAKES		** COMMENT **	
			05	AMAZON-WALL SAFE		01-210-56-00-5620	295.74
			06	AMAZON-RUBBER BANDS, TOTES		01-210-56-00-5610	68.13
			07	AMAZON-HIGHLIGHTERS		01-210-56-00-5610	10.78
			09	AUTOSMART-CLEANING TOWELS,		01-210-56-00-5620	180.00
			10	HAND SAITIZER, PUMP SPRAYER		** COMMENT **	
			11	PREMIER MAILING-BANNER STANDS		01-210-54-00-5411	930.02
			12	WITH GRAPHICS, TABLE THROW		** COMMENT **	
			13	AMAZON-TOTES, TAPE, LEGAL PADS		01-210-56-00-5620	201.06
			14	STAPLERS, SCISSORS		** COMMENT **	
			15	WALL SAFE		** COMMENT **	
			16	PIZZA HUT-PIZZA FOR KENCOM		01-210-54-00-5415	196.72
			17	FOR TELECOMMUNICATIONS WEEK		** COMMENT **	
				INVOICE TOTAL:			3,031.38 *
	052520-J.SLEEZER-A	04/30/20	01	AMAZON-CYLINDER SPOOL		01-410-56-00-5628	63.62
			02	KC TOWING-VEHICLE TOW		01-410-54-00-5490	80.00
			03	AMAZON-CARBURETOR		01-410-56-00-5628	46.44
				INVOICE TOTAL:			190.06 *

Total for all Highlighted Library Invoices: \$563.00

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900088	FNBO	FIRST NATIONAL BANK OMAHA			05/25/20		
	052520-A.SIMMONS-B	04/30/20	01	QUADIENT-MAY-JUL 2020 POSTAGE		01-120-54-00-5485	161.97
			02	MACHINE LEASE		** COMMENT **	
			03	ADS-MAY-JUN 2020 ALARM		23-216-54-00-5446	352.96
			04	MONITORING @ 800 GAME FARM RD		** COMMENT **	
			05	ADS-MAY-JUL 2020 ALARM		23-216-54-00-5446	223.83
			06	MONITORING @ 102 E VAN EMMON		** COMMENT **	
				INVOICE TOTAL:			738.76 *
	052520-E.TOPPER-B	04/30/20	01	TRIBUNE-SUBSCRIPTION RENEWALS		82-820-54-00-5460	171.80
			02	BREAKOUT-EDU KIT REFUND		82-000-24-00-2480	-160.88
				INVOICE TOTAL:			10.92 *
	052520-K.GREGORY-B	04/30/20	01	MINER#100594-MAY 2020 MANAGED		01-410-54-00-5462	366.85
			02	SERVICES RADIO		** COMMENT **	
			03	MINER#100594-MAY 2020 MANAGED		51-510-54-00-5462	430.65
			04	SERVICES RADIO		** COMMENT **	
			05	MINER#100594-MAY 2020 MANAGED		52-520-54-00-5462	287.10
			06	SERVICES RADIO		** COMMENT **	
			07	MINER#100594-MAY 2020 MANAGED		79-790-54-00-5462	510.40
			08	SERVICES RADIO		** COMMENT **	
				INVOICE TOTAL:			1,595.00 *
	052520-L.PICKERING-B	04/30/20	01	TRIBUNE-GAS-N-WASH BACKUP SSA		90-144-00-00-0011	427.44
			02	PUBLIC HEARING		** COMMENT **	
				INVOICE TOTAL:			427.44 *
				CHECK TOTAL:			2,772.12
				TOTAL AMOUNT PAID:			2,772.12

Total for all Highlighted Library Invoices: \$10.92

CHECK DATE: 06/08/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104893	BAKTAY	BAKER & TAYLOR					
	2035215630		05/06/20	01	BOOKS	84-840-56-00-5686	817.05
						INVOICE TOTAL:	817.05 *
	2035232417		05/18/20	01	BOOKS	84-840-56-00-5686	228.76
						INVOICE TOTAL:	228.76 *
						CHECK TOTAL:	1,045.81
104894	FRSTINSU	LIBERTY MUTUAL INSURANCE COMP.					
	LSF037877-3020335		05/04/20	01	SURETY BOND RENEWAL	82-820-54-00-5498	456.00
						INVOICE TOTAL:	456.00 *
						CHECK TOTAL:	456.00
104895	MIDWTAPE	MIDWEST TAPE					
	98855640		05/01/20	01	AUDIO BOOKS	84-840-56-00-5683	74.98
				02	DVDS	84-840-56-00-5685	170.17
						INVOICE TOTAL:	245.15 *
	98871553		05/06/20	01	CD	84-840-56-00-5684	15.99
				02	AUDIO BOOKS	84-840-56-00-5683	79.98
				03	DVDS	84-840-56-00-5685	52.48
						INVOICE TOTAL:	148.45 *
	98917409		05/21/20	01	DVDS	84-840-56-00-5685	62.22
						INVOICE TOTAL:	62.22 *
	98918750		05/21/20	01	DVDS	84-840-56-00-5685	134.94
						INVOICE TOTAL:	134.94 *
						CHECK TOTAL:	590.76
104896	SOUND	SOUND INCORPORATED					

CHECK DATE: 06/08/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104896	SOUND	SOUND INCORPORATED					
	R169019		05/12/20	01	SERVICE AGREEMENT FOR	82-820-54-00-5462	291.00
				02	TELEPHONE & VOICEMAIL SYSTEM	** COMMENT **	
				03	FOR JUNE-AUG 2020	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00
104897	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3005222849		05/01/20	01	ELEVATOR MAINTENCE MAY -	82-820-54-00-5462	560.01
				02	JULY 2020	** COMMENT **	
					INVOICE TOTAL:		560.01 *
					CHECK TOTAL:		560.01
					TOTAL AMOUNT PAID:		2,943.58



UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 1, 2020

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 19,610.09	\$ -	19,610.09	\$ 2,198.81	\$ 1,451.42	\$ 23,260.32
FINANCE	10,703.47	-	10,703.47	1,212.32	800.64	\$ 12,716.43
POLICE	112,284.10	287.42	112,571.52	723.73	8,222.90	\$ 121,518.15
COMMUNITY DEV.	19,119.69	-	19,119.69	2,169.17	1,421.70	\$ 22,710.56
STREETS	15,890.50	-	15,890.50	1,774.98	1,155.05	\$ 18,820.53
WATER	16,277.75	174.08	16,451.83	1,854.42	1,208.10	\$ 19,514.35
SEWER	8,903.11	-	8,903.11	994.47	640.81	\$ 10,538.39
PARKS	21,009.63	-	21,009.63	2,357.94	1,530.13	\$ 24,897.70
RECREATION	14,268.78	-	14,268.78	1,520.12	1,055.03	\$ 16,843.93
LIBRARY	17,160.11	-	17,160.11	1,193.40	1,290.20	\$ 19,643.71
TOTALS	\$ 255,227.23	\$ 461.50	\$ 255,688.73	\$ 15,999.36	\$ 18,775.98	\$ 290,464.07
TOTAL PAYROLL						\$ 290,464.07



UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 15, 2020

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,900.00	-	3,900.00	-	298.35	4,198.35
ADMINISTRATION	20,110.09	-	20,110.09	2,246.29	1,483.94	23,840.32
FINANCE	11,203.46	-	11,203.46	1,251.42	827.42	13,282.30
POLICE	110,184.23	1,450.29	111,634.52	723.73	8,128.25	120,486.50
COMMUNITY DEV.	20,119.69	-	20,119.69	2,247.37	1,475.24	23,842.30
STREETS	15,930.16	-	15,930.16	1,779.41	1,158.07	18,867.64
WATER	16,277.75	176.65	16,454.40	1,837.96	1,196.95	19,489.31
SEWER	8,903.12	-	8,903.12	994.47	640.68	10,538.27
PARKS	21,009.63	-	21,009.63	2,346.77	1,522.48	24,878.88
RECREATION	14,079.90	-	14,079.90	1,511.74	1,034.84	16,626.48
LIBRARY	17,194.87	-	17,194.87	1,176.64	1,281.37	19,652.88
TOTALS	\$ 259,821.24	\$ 1,626.94	\$ 261,448.18	\$ 16,115.80	\$ 19,117.08	\$ 296,681.06
TOTAL PAYROLL						\$ 296,681.06



UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 29, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,610.10	\$ -	19,610.10	\$ 2,190.44	\$ 1,485.36	\$ 23,285.90
FINANCE	10,703.46	-	10,703.46	1,195.57	813.09	\$ 12,712.12
POLICE	114,016.50	2,729.69	116,746.19	723.73	8,867.82	\$ 126,337.74
COMMUNITY DEV.	16,080.90	-	16,080.90	1,796.24	1,207.10	\$ 19,084.24
STREETS	15,930.15	-	15,930.15	1,779.41	1,211.27	\$ 18,920.83
WATER	16,277.75	88.32	16,366.07	1,828.09	1,240.97	\$ 19,435.13
SEWER	8,903.11	-	8,903.11	994.47	681.09	\$ 10,578.67
PARKS	23,009.63	-	23,009.63	2,570.17	1,760.24	\$ 27,340.04
RECREATION	13,893.90	-	13,893.90	1,511.74	1,062.89	\$ 16,468.53
LIBRARY	17,175.95	-	17,175.95	1,176.64	1,313.93	\$ 19,666.52
TOTALS	\$ 255,601.45	\$ 2,818.01	\$ 258,419.46	\$ 15,766.50	\$ 19,643.76	\$ 293,829.72
TOTAL PAYROLL						\$ 293,829.72



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, June 8, 2020

ACCOUNTS PAYABLE

Library CC Check Register - FY20 <i>(Pages 1- 2)</i>	05/25/2020	\$563.00
Library CC Check Register - FY21 <i>(Page 3)</i>	05/25/2020	10.92
Library Check Register - FY21 <i>(Pages 4 - 5)</i>	06/08/2020	2,943.58

FY20

Impact - 01/15-04/14 Copier Charges	05/12/2020	\$230.12
Flex - Apr. 2020 HRA Admin Fees	05/26/2020	20.00
Today's Business-Apr 2020 Cost for Faxes	05/26/2020	19.20
Amperage - Batteries	05/26/2020	140.00
Ryan Homes - Cancelled Permit fees for 3 properties	05/26/2020	1,500.00
Nicor -04/02/20-05/01/20 services	05/26/2020	803.96

FY21

Blue Cross /Blue Shield-May 2020 Health Ins	05/12/2020	5,243.88
Lincoln Financial -May 2020 Life Ins	05/12/2020	28.94
Dearborn National -May 2020 Vision Ins	05/12/2020	84.33
IPRF - Jun. 2020 Workers Comp	05/12/2020	992.37
First Non-Profit-2nd QTR 2020 Unemployment Ins	05/12/2020	332.90
Glatfelter Liability Ins. -Installment #5	05/12/2020	917.75
Blue Cross /Blue Shield-Jun 2020 Health Ins	05/26/2020	5,243.88
Metlife - May 2020 Dental Ins.	05/26/2020	526.83
Dearborn National -Jun. 2020 Vision Ins	05/26/2020	84.33

TOTAL BILLS PAID:	\$19,685.99
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PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 6)</i>	05/01/2020	\$ 19,643.71
Bi-weekly <i>(Page 7)</i>	05/15/2020	19,652.88
Bi-weekly <i>(Page 8)</i>	05/29/2020	19,666.52

TOTAL PAYROLL:	\$58,963.11
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TOTAL DISBURSEMENTS:	\$78,649.10
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2021 BUDGET REPORT
For the Month Ended May 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-20	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES						
<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES		-	-	739,047	0.00%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		-	-	822,953	0.00%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX		800	800	5,250	15.24%
82-000-41-00-4170	STATE GRANTS		-	-	20,000	0.00%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES		-	-	8,500	0.00%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		-	-	8,500	0.00%
82-000-44-00-4422	COPY FEES		-	-	3,800	0.00%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS		203	203	8,959	2.26%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME		-	-	1,750	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		-	-	2,000	0.00%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL		2,243	2,243	26,584	8.44%
TOTAL REVENUES: LIBRARY			3,246	3,246	1,647,343	0.20%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES		31,602	31,602	289,742	10.91%
82-820-50-00-5015	PART-TIME SALARIES		19,929	19,929	190,000	10.49%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		3,547	3,547	32,779	10.82%
82-820-52-00-5214	FICA CONTRIBUTION		3,886	3,886	35,952	10.81%
82-820-52-00-5216	GROUP HEALTH INSURANCE		10,625	10,625	76,764	13.84%
82-820-52-00-5222	GROUP LIFE INSURANCE		29	29	387	7.48%
82-820-52-00-5223	DENTAL INSURANCE		527	527	6,322	8.33%
82-820-52-00-5224	VISION INSURANCE		169	169	1,012	16.67%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		333	333	750	44.39%
82-820-52-00-5231	LIABILITY INSURANCE		1,910	1,910	25,834	7.39%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	3,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING		-	-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	7,200	0.00%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	750	0.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		593	593	11,000	5.39%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2021 BUDGET REPORT
For the Month Ended May 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	Year-to-Date	FISCAL YEAR 2021	% of Budget
			May-20	Totals	BUDGET	
82-820-54-00-5462	PROFESSIONAL SERVICES		3,865	3,865	40,000	9.66%
82-820-54-00-5466	LEGAL SERVICES		-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		2,366	2,366	20,000	11.83%
82-820-54-00-5480	UTILITIES		-	-	11,798	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	-	50,000	0.00%
82-820-54-00-5498	PAYING AGENT FEES		-	-	1,700	0.00%
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5620	OPERATING SUPPLIES		-	-	4,000	0.00%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	-	7,000	0.00%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	2,000	0.00%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	300	0.00%
82-820-56-00-5685	DVD'S		-	-	500	0.00%
82-820-56-00-5686	BOOKS		-	-	1,500	0.00%
<i>2006 Bond</i>						
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT		-	-	20,238	0.00%
<i>2013 Refunding Bond</i>						
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	610,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	-	121,850	0.00%
TOTAL FUND REVENUES			3,246	3,246	1,647,343	0.20%
TOTAL FUND EXPENDITURES			79,380	79,380	1,664,378	4.77%
FUND SURPLUS (DEFICIT)			(76,134)	(76,134)	(17,035)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,500	3,500	50,000	7.00%
84-000-45-00-4500	INVESTMENT EARNINGS		16	16	500	3.18%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	-	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			3,516	3,516	50,500	6.96%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS			-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE			-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS			-	3,500	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC			-	500	0.00%
84-840-56-00-5685	DVD'S			-	3,000	0.00%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2021 BUDGET REPORT
For the Month Ended May 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	<i>% of Fiscal Year</i>	<i>8% May-20</i>	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	<i>% of Budget</i>
84-840-56-00-5686	BOOKS			-	50,000	0.00%
TOTAL FUND REVENUES			3,516	3,516	50,500	6.96%
TOTAL FUND EXPENDITURES			-	-	75,500	0.00%
FUND SURPLUS (DEFICIT)			3,516	3,516	(25,000)	



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

	May Actual	YTD Actual	% of Budget	FY 2021 Budget	Fiscal Year 2020 For the Month Ended May 31, 2019	
					YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ -	0.0%	\$ 1,562,000	\$ 123,669	-100.00%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 800	\$ 800	15.2%	\$ 5,250	\$ 1,460	-45.21%
State Grants	-	-	0.0%	20,000	-	0.00%
Total Intergovernmental	\$ 800	\$ 800	3.2%	\$ 25,250	\$ 1,460	-45.21%
Library Fines	\$ -	\$ -	0.0%	\$ 8,500	\$ 434	-100.00%
<u>Charges for Services</u>						
Library Subscription Cards	\$ -	\$ -	0.0%	\$ 8,500	\$ 1,193	-100.00%
Copy Fees	-	-	0.0%	3,800	294	-100.00%
Program Fees	-	-	0.0%	-	-	0.00%
Total Charges for Services	\$ -	\$ -	0.0%	\$ 12,300	\$ 1,487	-100.00%
Investment Earnings	\$ 203	\$ 203	2.3%	\$ 8,959	\$ 735	-72.43%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	-	-	0.0%	1,750	200	-100.00%
DVD Rental Income	-	-	0.0%	-	-	0.00%
Miscellaneous Income	-	-	0.0%	2,000	1,981	-100.00%
Transfer In	2,243	2,243	8.4%	26,584	5,588	-59.86%
Total Miscellaneous & Transfers	\$ 2,243	\$ 2,243	7.4%	\$ 30,334	\$ 7,770	-71.13%
Total Revenues and Transfers	\$ 3,246	\$ 3,246	0.2%	\$ 1,647,343	\$ 135,555	-97.61%
<i>Expenditures</i>						
<u>Library Operations</u>	\$ 79,380	\$ 79,381	4.8%	\$ 1,664,378	\$ 83,303	-4.71%
50 Salaries	51,531	51,532	10.7%	479,742	50,537	1.97%
52 Benefits	21,025	21,025	11.7%	179,800	24,676	-14.80%
54 Contractual Services	6,824	6,824	4.5%	152,448	8,090	-15.65%
56 Supplies	-	-	0.0%	25,300	-	0.00%
99 Debt Service	-	-	0.0%	827,088	-	0.00%
Total Expenditures and Transfers	\$ 79,380	\$ 79,381	4.8%	\$ 1,664,378	\$ 83,303	-4.71%
<i>Surplus(Deficit)</i>	\$ (76,134)	\$ (76,135)		\$ (17,035)	\$ 52,251	

* May represents 8% of fiscal year 2021

UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT
FOR FISCAL YEAR 2021

ACTIVITY THROUGH FISCAL PERIOD 01

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2020		BEGINNING BALANCE					49,444.29
	AP-200525MB	05/19/2020	13	BREAKOUT-EDU KIT REFUND	FIRST NATIONAL BANK	900088	052520-E.TOPPER-B		160.88
				TOTAL PERIOD 01 ACTIVITY				0.00	160.88
				TOTAL ACCOUNT ACTIVITY				0.00	160.88
				ENDING BALANCE					49,605.17
				GRAND TOTAL				0.00	49,605.17
				TOTAL DIFFERENCE				0.00	49,605.17

LIBRARY DIRECTOR REPORT—May 2020

Summary: We have continued to operate as a Virtual Library during this pandemic providing library service as best, we can. Staff has returned to work in the building effective June 3rd. Curbside Service begins June 4th.

Facilities Management- The back flow annual inspection was held. The Fire Inspection will be conducted June 5th which includes the elevator. Preventive Maintenance by RJ O'Neil is scheduled in June. We had to place a service call to O'Neil when the weather turned warm to turn on the chiller. We discovered that a part in the HVAC system in the Telecommunications Room needed a replacement part as well. Everything is operational and working well. Sneeze guards were ordered, and additional ones were ordered. Gloves, masks, and cleaning supplies have been received. Maintenance staff are back in the building working their regular shifts. Once we open to the public, we will need to look at cleaning staff schedules.

Public Relations- Staff have been active in posting on Facebook, Twitter, Digital Board and the media on library activities and library status. Twitter posts: 20 loved and 5 shared. We sent 300 postcards to our older library patrons with a handwritten note.

Virtual Programming- Continues with our regular groups meeting via Zoom. We will have to decide soon how to continue into the Fall season with programming.

Children's Virtual Programming- Children are kept active by the activities planned and presented by Jennette Weiss.

Virtual Bingo (2) via Zoom **25** participants

Drop-in Story Times (4) **796** views, **50** likes

LEGO/building displays (Facebook) **7** participants

Summer Reading Program for Youth and Adults- Started June 1st virtually. Wandoo software was purchased and installed for this program.

Adult Programs (Virtual) Total 46.

Pandemic Assistance- An additional 25 straps were made with the 3D Printer for YPL staff to use.

Prairie Cat Meetings- Monitoring emails with status updates and member responses.

Staff – Held manager's meetings and managers held department meetings via Zoom. A few staff members have resigned due to relocations, retirements, etc. We will start recruiting in the next month. Attended a webinar on the Pandemic by RAILS for trustees. Managers have been actively sitting in on webinars throughout this pandemic season as staff development for themselves.

Staff Study- Waiting for a few libraries to respond. Will contact them again.

Library Operations- Working on the Illinois Public Library Annual Report (IPLAR) due at the end of this month. Provided the annual statistics and update on last year's goals and goals for the future to the City for their Annual Report. Completed the RAILS Curbside Survey. Cleaned out office files. Worked with the managers to draft the Curbside Service Procedures for the Board. Staff is busy creating signage for the Curbside Pick Up. Throughout staff have been ordering library materials and processing them. Kudos to the staff. Questions from the community have come in and have been answered by staff promptly.

Friends- The Friends have cancelled their annual book sale for September and will be rescheduled possibly during National Library Week. They also plan to have extended lobby sales.

Google Grant: The managers and I decided not to apply for the Grant as it had to be completed in June/July and this was too much to take on during this time.

E-book Use

Omni E-Book **1210** E-Audio **480 (330 Users)**

E-Read IL **92** E-Book Audio **80 (52users)**

Circulation

Check Ins **641**
New Patrons Added **10**
New Items Added **413**

ATTENDANCE FY21

	PATRON COUNT	ADULT PROG.	ADULT PASSIVE	ADULT VIRTUAL PROG	YA PROG	KIDS PROG.	KIDS PASS. VIRTUAL PROG PROG.
MAY	0						
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
JAN							
FEB							
MAR							
APR							

ED



Detail Bill of Material

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.

Elisa Topper

From: David Gornstein <david@erate-erfs.com>
Sent: Tuesday, May 12, 2020 11:20 PM
To: jbush@sandgcom.com
Cc: Russ Walter; Elisa Topper
Subject: FY2020 BEAR Option Advice / S&G Communications - Yorkville Public Library

Importance: High

Subject: FY2020 BEAR Option Advice

Attn: Jack Bush

Service Provider Advice - Yorkville Public Library, is exercising the BEAR Option for their FY2020 funding reimbursements.

An FCDL has been issued and an FCC Form 486 filed and certified.

Applicant:	Yorkville Public Library
BEN:	143153
Funding Year:	2020
Form 471 #:	201002180
FRN:	2099001914
SPIN:	143049468 S&G Communications
486 Certified:	179377
Service Start Date:	7/1/2020

Please acknowledge receipt.

Enclosed is a completed Comcast Reimbursement Request Form 20-21.

Thank you for your prompt response to this request.

Respectfully,

Elisa Topper

From: David Gornstein <david@erate-erfs.com>
Sent: Tuesday, May 12, 2020 11:15 PM
To: erate_funding@cable.comcast.com
Cc: Russ Walter; Elisa Topper
Subject: FY2020 SPI Option Advice / Comcast - Yorkville Public Library
Attachments: 05.12.20 -- Comcast Reimbursement Request Form_20-21.xlsx

Importance: High

Subject: FY2020 SPI Option Advice

Attn: Bayo Osayemi

Service Provider Advice - Yorkville Public Library, is exercising the SPI Option for their FY2020 funding reimbursements.

An FCDL has been issued and an FCC Form 486 filed and certified.

Applicant: Yorkville Public Library
BEN: 143153
Funding Year: 2020
Form 471 #: 201002117
FRN: 2099001847
SPIN: 143003990 Comcast
486 Certified: 179377
Service Start Date: 7/1/2020

Please acknowledge receipt.

Enclosed is a completed Comcast Reimbursement Request Form 20-21.

Thank you for your prompt response to this request.

Respectfully,

Comcast Business E-Rate Request Form FY 2020-2021

Applicant/Entity Name:	Yorkville Public Library
Authorized Contact Name:	David Gornstein
Authorized Contact Telephone:	618-589-9233
Authorized Contact Email:	<u>dave.erfs@att.net</u>
BEN:	135365

Invoicing Method (select one from dropdown box): SPI

For more information on reimbursement methods please see: www.usac.org

Is the Applicant Eligible for the California Teleconnect Fund (CTF)*? No CTF Application Number:

Please provide a copy of the CTF approval letter with this form.

**Only Applicable for California residents.*

SPIN	471	FRN	Service Type	Comcast Account Number
143003990	201002117	2099001847	Internet	913217154

Please return completed form to: erate_funding@cable.comcast.com

E-Rate Funding Contact: Bayo Osayemi (215)-286-7928

In accordance with program guidelines; applicants are required to pay the non-discount portion of the cost of the goods and services to their service provider(s). Service providers are required to bill applicants for this non-discount portion. Comcast retains the applicant's reimbursement request on file per FRN, per funding year in accordance with USAC Compliance.



Yorkville Public Library

To: Board of Trustees

From: Elisa Topper (on behalf of the Director & Management Team)

cc: File

Date: June 4, 2020

Re: Extension of Manager's Vacation Time

The YPL Vacation Policy states that the Director and the Management Team must use their vacation time before their anniversary each year. Due to the Pandemic, we were not able to use time as our priority was keeping the Library functioning.

We are asking the Board for a one-time extension to extend our vacation deadline to the end of this calendar year so that vacation time is not lost.

Yorkville Public Library

Tentative Reopen Plan (DRAFT—WORKING DOCUMENT) #2

Caveats:

- We do not know if we will receive clear public health guidance on this, or if we will have to rely on the consensus of others in our profession.
- RAILS might dictate some of when we can actually implement planning, depending on when they offer full-service. This may be up to 3 days for PCAT to be able to bring patron services back up.
- This plan involves staff gradually coming back into the building to work. Good faith attempts will be made to rotate the in-building staff so that all take turns working in-building an appropriate number of hours.
- I am proposing that our **Summer Reading Fine Amnesty start upon reopening and continue for three months**. First off, this will buy us a lot of good will among families who may have suffered great financial hardship as a result of the COVID-19 crisis. It will also alleviate cash handling concerns (discussed in phase 4).

Phase 1: Return of Materials

- Announce in the media that we are accepting materials back via our book drops. Media can include KCR, WSPY, Facebook page, Website, e-Newsletter and the Digital Sign.
- Staff empty book drop daily wearing gloves and non-medical mask and put books in sealable plastic bins. Label with the date.
- Quarantine materials for 3 days, then take them out, check in, and re-shelve. Remind staff to wash hands after handling materials (post sign in book drop room as a reminder).
- Consider the number of staff in the building per day and whether we want to stagger shifts between our normal work hours (may be closed to the public), practicing social distancing as recommended by public health officials.
- Develop procedures for circ desk staffing and social distancing.
- Reduced hours a possibility. Discuss staffing as to how to handle staff that only work evening hours.
- Continue quarantining books for as long as advised during subsequent phases. Enforce returning books in book drop and not bringing them into the building.

What must be in place before this phase begins:

- Stay at Home Order must be lifted for employees not in essential sectors to return to work.

- Acquire adequate non-medical masks and gloves for staff. Research and advise staff on best practices for glove use to avoid recontamination via gloves. Will be advised by RAILS,

Phase 2: Curbside Pickup of Materials

- Patrons can pick up books already on hold in building. Staff will call patrons to let them know they have materials waiting for them.
- Patrons can call to place holds for materials currently on-shelf in the library. Staff will be on duty to answer phones, answer reference questions, pull materials, place and trap holds. Place a limit on number of holds.
- Patrons who do not know what specific materials they want can have a reader's advisory phone call with staff and staff can select materials for them.
- Patrons can call library when they are outside, and library staff will bring their materials to their car, checked out in bags. Decide on whether to purchase plastic bags or use Yorkville Tote Bags. Staff will wear gloves and non-medical masks.
- Patrons may request materials by voicemail or email if outside of our open hours and in building staff will respond to these requests the next business day.
- All "pickup" type procedures are tentative. Consider a schedule of 1 hour in the am and 1 hour in the pm. A limit of 10 items would be picked up by the Meeting Room doors alleviating patrons getting out of their cars.
- Pickup times will vary from traditional open hours. Only staff members who are comfortable with masks and gloves will offer curbside, other staff members may bag items and leave them in the Circulation Department for another member to take to curbside.
- RAILS ILL boxes will remain "self-quarantined" for 24-72 hours. It is recommended for 24 hours for cardboard and 72 for plastic. Suggest to RAILS that the boxes be dated.
- Homebound deliveries can resume on a "no contact" basis (i.e., staff member will leave plastic box of materials on covered area for drop off and pick up). Determine the schedule for this service. This service is truly for someone that is "homebound" and not physically able to come to the Library for service.

What must be in place before this phase begins:

- Acquire non-medical masks and gloves for staff working in the building.
- Purchase smaller, lightweight plastic containers possibly 48 small bins.
- Acquire plastic bags for delivering materials to patrons at their door.
- Create a curbside pickup sign.

Phase 3: Curbside Pickup of Interlibrary Loan Delivery Materials

- Move to this phase once RAILS reinstates delivery. RAILS will ensure uniformity of materials for safe delivery.

- Patrons will now begin to place holds online in addition to phoning in requests.
- All other procedures remain as is phase 2.

Phase 4: Extremely Limited Walk-In Service

- Patrons may enter building to pick up holds, select materials, and for limited computer use but will not be permitted to “loiter”. Create signage detailing social distancing and determine how to enforce the number of people in the building and activities.
- Strongly consider grocery store model social distancing provisions, such as tape on the floors for maintaining appropriate distance from service desk.
- Soft seating will be removed from public areas and toys will not be available to public.
- Computers will be placed in-service/out-of-service so that there is a 2computer gap between users.
- Consider limiting computer use to 1 hour per day for anyone wishing to use a computer. Change the software perimeters to take this into account.
- Suggest one individual per table.
- Patrons will be expected to wipe down self-check machines after using.
- Staff will wipe down service desks at intervals throughout the day.
- Staff will wipe down staff phones, computers, and mice with antiseptic wipes throughout the day.
- Wipe down computers, mice, tables and chairs, door handles, handrails, elevator buttons and the circ desk area frequently. Especially before leaving work.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine amnesty will remove some necessity of cash handling. Override blocks and postpone collections for individuals unable to pay for lost items for three months.
- Staff will wear gloves and non-medical masks. We will require that people wear a mask while in the building.
- Determine procedures for dealing with patrons needing assistance on the computers.
- Consider implementing senior hours for service.

What must be in place before this phase begins:

- Acquire adequate non-medical masks and gloves for increased staff working in the building.
- Determine reliable source for wipes and viable substitutes.
- Order and install Sneeze Guards at Circulation Desk.
- Set up procedures for staff monitoring and enforcement of social distancing.
- Develop a script for what staff will communicate to the public.

Override of blocks and postponement of collections must be handled through RAILS. Contact PrairieCAT for procedural changes.

Phase 5: Less Limited Walk-In Service

- All the above, except that patrons will be allowed to remain in the building for extended periods of time under the following conditions:
- Soft seating and toys will not be available to the public.
- One individual per table, with chairs spaced at least 6 feet apart.
- One person in small meeting room at a time.
- Patron will be expected to wipe down their table and chair after use. Determine how to know if this was done.

What must be in place before this phase begins:

- Have a plan for staff monitoring and enforcement social distancing for people moving around the library, especially children/teens.

Phase 6: Gradual Transition to Normal Walk in Service

- Gradually relax social distancing and cleaning routines and use of non-medical masks and gloves, as advised by public health officials.
- Proportionally phase back in full staffing.

Phase 7: Gradual Transition to Normal Full Service

- When advised by public health officials, resume programming and scheduling of large group meetings.
- At this point, resume full staffing levels in the building.

Summer Reading Considerations

Regardless of phase, online registration and logging of reading will be strongly encouraged.

- Email or phone registration will be implemented using Wandoo software.
- If summer reading occurs during a Curbside Pickup (Phase 2 or 3) phase:
- Participants can sign up by phone or online.
- Summer reading folders with instructions and logs and signup prizes (free book, t-shirt) can be picked up curbside. If weather is nice, a curbside table can be set up for this purpose.
- Families can place orders for materials online or by phone, including reader's advisory conversations where staff pick materials for the readers in the family.
- Summer reading logs will go from June 1st to July 31st.

If summer reading occurs during Limited Walk-In or Transition to Normal Walk-In Phase (Phase 4 or 5):

- Participants may also sign up at the Youth Services Desk, in addition to by phone or online. They can pick up signup prizes and folders with instructions and logs at the Help Desk.
- Families will still be encouraged to place orders online or by phone (including reader's advisory), but they can also come into the building and pick out their own books and can pick up holds at the Circulation Desk.
- Weekly logs can be dropped off at the Youth Services Desk (but can still be distributed and collected in multiples to prevent weekly visits unless they are needed to pick up more reading materials).

If summer reading occurs during Transition to Normal Full Service (Phase 6):

We will offer a "bare bones" schedule of repeating weekly programs (approximately one per age group) of the type that can be easily created by staff (Podcasts, videos). Until all clear is given, larger gatherings may have to be on hold.

EFT:4/23/20