

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

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
  - Financial Statement
  - Payment of Bills
  - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
  - Policy
  - Finance
  - Personnel
  - Community Relations
  - Physical Facilities
12. Unfinished Business
  - Reopening Day Update
  - Update on Library Mural
  - Election of Board Officers
13. New Business
  - Landscaping Around Digital Sign
14. Executive Session

For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes

15. Adjournment

# DRAFT

## **Yorkville Public Library** **Special Policy Committee Meeting** **Monday, June 8, 2020 6:00pm** **902 Game Farm Road – Michelle Pfister Meeting Room**

The Library Policy Committee meeting was held in accordance with Governor Pritzker's Executive Order 2020-07 extended by Executive Orders 2020-33 and 2020-39. These Orders allow remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 6:03pm by President Darren Crawford, roll was called and a quorum was established with all participants attending remotely.

**Roll Call Committee Members:** Julie Brendich-yes, Theron Garcia-yes, Wamecca Rodriguez-yes, Russ Walter-yes

### **Others Present:**

Library Director Elisa Topper, Board President Darren Crawford, Trustee Jason Hedman

**Recognition of Visitors:** President Crawford recognized the visitors.

**Amendments to the Agenda:** None

**Public Comment:** None

**Staff Comment:** None

### **New Business:**

#### **Approve Staff Health Policy**

After the previous Board meeting, Chairman Brendich said it was decided that a policy is needed so staff is aware of the health expectations when they return to work. It would also apply to the patrons. She thanked all Board members who contributed material for the policy and the floor was then opened for discussion.

The following policy concerns were discussed:

1. Conduct only pre-shift health screenings for employees, eliminate additional health screenings during employee's shift.
2. Elimination of references to "Human Resources" in policy and replace with Library Director or Manager.
3. Managers believe all employees should now be at library and not working from home.
4. How to handle employees refusing to work at library for safety or if they are immuno-compromised.
5. If a resurgence of Covid-19 cases, Board/staff will follow those actions initially used.
6. Policies should address all potential pandemics.

7. If an employee can work from home when self-quarantined or a family member is sick, the Telemarketing Agreement will be applicable.
8. All staff members will be required to wear a mask. Decided the Library Director or Managers will be taking temperatures, discussed cleaning of thermometer.
9. Discussed Phase 4 re-opening policies, possible re-opening date, limiting hours open and limited time in the library.
10. Library is currently short 6 positions.
11. How to manage patrons and enforce mask rule for them. A sign will be posted on the door stating masks are mandatory. Discussed possible medical conditions precluding masks and curbside service could be provided for those patrons. If non-compliance from patrons, the panic button can be used.
12. Committee decided that a greeter at the main door is necessary to enforce rules. Greeters will be Library Director or Managers in the re-opening.
13. Re-opening policy needed, what expenses may be incurred, plexiglas is already installed.
14. Discussed possible re-infection at work, possible re-closing of library, in which case original policy will be followed.

It was decided to have another meeting to create Phase 4/re-opening policies and review any other policy changes needed. The next meeting will be held on July 1 at 7pm.

Mr. Crawford moved to recommend presenting the revised Staff Health Policy to the full board for a vote to adopt and Mr. Walter seconded. Roll call: Walter-yes, Rodriguez-yes, Garcia-yes, Brendich-yes.

Carried 4-0.

**Executive Session:** None

**Adjournment:**

There was no other business and the meeting was adjourned at 6:42pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

Yorkville Public Library  
Board of Trustees  
Monday, June 8, 2020 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was held in accordance with Governor Pritzker's Executive Order 2020-07 extended by Orders 2020-33 and 2020-39. These Orders allow remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The Board of Trustees meeting was called to order at 7:10pm by President Darren Crawford, roll was called and a quorum was established. All meeting participants attended remotely.

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

Absent: Susan Chacon

**Others Present:**

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, Director of Adult Services Shelley Augustine, Library Liaison/Alderman Daniel Transier

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

**Amendments to the Agenda:** Mr. Walter asked to move the New Business Board Nominations to the end of the meeting.

**Minutes: February 24, 2020, May 11, 2020, June 1, 2020**

President Crawford moved to approve the minutes as presented, seconded by Mr. Walter. Minutes approved were: February 24th Finance Committee, May 11th Library Board of Trustees, June 1st Special Library Board of Trustees.

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

**Correspondence:**

Employee Joan Knutson thanked the Board for paying staff during the library closure and the caution shown by the library during the pandemic. Also, a notice was received from the Secretary of State confirming a per capita grant award in the amount of \$21,151.25. Due to Covid-19, funds will be delayed and libraries will be allowed extra time to spend the money.

**Public Comment:** None

**Staff Comment:** None

### **Report of the Treasurer:**

#### **Financial Statement**

President Crawford briefly reviewed the report and asked about the expense for the Breakout Education Kit. It is a children's program and the cost was absorbed by the Friends.

#### **Payment of Bills**

It was moved and seconded by Trustees Walter and Garcia, respectively, to pay the bills as follows:

\$19,685.99 Accounts Payable

\$58,963.11 Payroll

\$78,649.10 Total

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

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

Ms. Topper shared the following:

1. Curbside service began last week, thanked Sharyl and her staff and Managers.
2. Curbside service info posted by Shelley on YouTube, also press release in *Kendall County Record*.
3. Have 4 sneeze guards with total of 9 needed, received gloves, masks and cleaning supplies.
4. Virtual summer reading program started June 1.
5. Had 6 staff resignations for various reasons, an ad will be placed in *Record*.
6. Working on Illinois Public Library annual report due at end of month, required by state.
7. Staff has requested to postpone ice cream social from September to April.

**City Council Liaison:** None

### **Standing Committees:**

A Policy Committee meeting was held prior to this meeting regarding a Staff Health Policy which will be discussed under New Business.

### **Unfinished Business:**

#### **Approve Surge Protector Part**

President Crawford showed photos of the surge protectors that need to be replaced. The city will perform the labor at no cost and the cost of one protector is \$1,471.68 and two are needed. Mr. Crawford made a motion to purchase two and Mr. Walter seconded. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0.

#### **E-Rate Update & Discussion**

Mr. Walter gave an update for this item. The funding has been approved for the internet increase starting July 1<sup>st</sup> and for the upgrade of library wireless and network. The money can be spent anytime after July 1st, 2020 and before July 21, 2021 but, the work will not be done until the library re-opens. Funding will go directly to Comcast and the library will only receive the amount of the difference the library must pay. Mr. Walter will do a speed test of the modem after the work is done.

### **New Business:**

#### **Manager's Vacation Extension**

The Library Director and Managers have requested an extension to the end of the calendar year in which to use their vacation. Normally it must be used by their anniversary date, but the pandemic has affected this. A rollover was also discussed, however, Ms. Topper said payouts would be required if an

employee left. President Crawford made a motion to extend the vacation time by 3 months for each affected employee and Ms. Garcia seconded.

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

### **Staff Health Policy**

The Policy Committee met prior to this Board meeting to discuss what employees can expect when they return to work during the Covid-19 pandemic. Pre-shift health screenings are recommended and additional guidelines are outlined in the proposed Health Policy. President Crawford moved to adopt the Staff Covid Reactivation Policy/Health Policy and Trustee Garcia seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes. Carried 7-0.

### **Plans for Reopening**

Ms. Topper has a draft plan for re-opening under Phase 4 of the Governor's plan estimated to occur at the end of June. She suggested re-opening the library on July 6<sup>th</sup> or 13<sup>th</sup> which would include limited hours of operation possibly 12-6 Monday through Friday. She briefed the Board on opening dates for some other libraries and said none are opening full time hours at this time. She is considering how to limit a 1-hour stay, 1-hour computer times, to not allow children and disinfecting protocols. Ms. Iwanski-Goist reported curbside delivery was met with very positive feedback and library staff is helping to reserve books for patrons who need assistance. RAILS will not start delivering books until the end of June. Returned books are being quarantined for 7 days. The number of books checked out is not being limited at this time. A UV lamp/sanitizer was also briefly discussed, but the cost is prohibitive.

Staff will sanitize their immediate areas throughout the day. Supplies for disinfecting and cleaning have been purchased and it was suggested hiring someone to wipe down surfaces/handles etc. during the day. Ms. Topper will consider college/high-school students and past employees. All will be hired under the Library Clerk description, cross-trained and work up to 19 hours weekly. Members of the Friends group may also be considered for the greeter position and would provide maturity to handle situations and enforce mask rules. Ms. Topper said she and the Managers will assume the greeter position in the first few days. Ms. Rodriguez noted that many students and student groups need volunteer hours and might be able to help.

Signage will be posted in the window about new rules. Ms. Garcia suggested tape on the floor by circulation to help with social distancing. Ms. Rodriguez also noted that taxes are due July 15<sup>th</sup> and many people use the library to print documents. It was noted that curbside service will continue after the library opens. Great flexibility will be needed in the employees as things change.

The Board agreed on July 13<sup>th</sup> as the re-opening date with hours from 12-6. The Managers will work full shifts. Mr. Hedman suggested a second meeting before the regular July Board meeting to finalize re-opening details and it was decided to meet via Zoom on July 1 at 7pm for a Special Board meeting.

### **Nomination of Board Officers**

The following is the slate of officers:

President:	Darren Crawford & Russ Walter
Vice-President:	Theron Garcia
Secretary:	Wamecca Rodriguez
Treasurer:	Susan Chacon

A vote will be taken at the regular Board meeting in July and more nominations can be accepted at that time.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 8:18pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Special Board of Trustees Meeting  
Wednesday, July 1, 2020, 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

**Note:** The Special Library Board of Trustees meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. Remote attendance was encouraged to allow social distancing due to the ongoing Covid-19 pandemic.

The special meeting was called to order at 7:01pm by President Darren Crawford.

**Special Statement by the Board President Darren Crawford:**

It was determined by the Board President that an in-person meeting of the majority of the Board members at this juncture, would be impractical due to public health concerns that currently exist. Therefore, he is allowing a majority of the Board members to attend electronically, and that all votes must be taken by roll call.

**Roll Call:** (all attended remotely unless indicated otherwise)

Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes/in-person attendance, Theron Garcia-yes.

Absent: Susan Chacon, Ryan Forristall

**Staff and Others Present:**

Library Director Elisa Topper, in-person

**Recognition of Visitors:**

Director Topper was recognized.

**Amendments to the Agenda:**

Trustee Rodriguez asked for a discussion regarding upcoming Board elections, under New Business.

**Public Comment:** None

**Staff Comment:** None

**New Business:**

**Elections**

Since there are two candidates for Library Board President, Ms. Rodriguez suggested it would be appropriate to have each candidate make a vision statement regarding the President position. Both candidates agreed to this. She also suggested paper ballots for the voting process. President Crawford moved and Trustee Rodriguez seconded the motion to vote by paper ballot. Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes. Carried 6-0.



## **Approve Reopening Policies**

The Board discussed and revised the following four documents:

### Rules of Conduct

Mr. Walter asked to include a previously approved policy of no vaping or use of tobacco products, in the Rules of Conduct. Ms. Topper said the correct version will be handed out to the patrons. She added that item #16 needs to be approved tonight to be added to the Rules of Conduct which will be added to the Policy Manual.

The use of masks was reviewed and it was decided to omit the word “medically” from the language so that the library would not be liable in determining if a patron could decline to wear a mask. It was noted that someone not wishing to wear a mask could use the curbside service.

Mr. Crawford made a motion to add the Addendum to the Rules of Conduct for the Policy Manual and the revised language. Mr. Walter seconded. Roll call: Walter-yes, Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 6-0.

### Proposed Hours

To avoid any confusion, Mr. Hedman said he would like to see consistent and simplified hours for the actual open times and curbside service. The Board discussed various operational hours, when to accommodate curbside service, etc. Ms. Topper said curbside service is still going to be offered since many patrons are hesitant to come inside the library. It was decided that patrons will be called when books are ready for pickup. She added that only 50 people (including staff) can be in the library at one time. Ms. Topper also talked about the time needed to process book returns, quarantine of books and cleaning protocols by staff. Lack of six staff was also noted. Computer times will be limited to one hour for now. After much discussion, the Board decided on the operation hours which were approved on a motion.

Trustee Hedman moved and President Crawford seconded the motion to approve the adjustment of the pandemic hours for patrons and curbside delivery to: Monday-Thursday 10:30am to 5:30pm and Friday-Saturday 11am to 3pm. Roll call: Brendich-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 6-0.

### Our Requirements and What You Can Expect

Ms. Topper said these rules would be handed out to the patrons. The Board suggested some language revisions and agreed that masks must be worn at all times while in the library. Building capacity and how to monitor were discussed. Staff members and Friends of the Library will monitor the door in the first few weeks and staff will monitor the number of people in their areas. Director Topper said she does not foresee issues with more than 50 people in the library at one time. She also noted that there has been a request for the meeting room for an HOA meeting for the fall and the caller was asked to call back in September. Mr. Walter suggested an additional pandemic cleaning fee for groups and that group numbers need to be monitored. No formal approval was required for this document.

### Safety Protocols

Ms. Topper said the hand sanitizing stations are \$200 for the stand and \$50 a gallon for the sanitizer. One will be at the entrance and small bottles on the service desk. Face masks will be provided to patrons in the beginning and a \$1.00 charge thereafter, when masks need to be reordered. She has 300 masks at this time. Water fountains and air dryers will be turned off and there will be appropriate signage. Painters tape will be used on some of the furniture for social distancing. Staff temperatures will be taken daily. Deep cleaning will be done from 5am to 8am Monday-Friday. Ms. Garcia cited OSHA rules that require high traffic areas be cleaned regularly and Ms. Topper will address. Wipes will be provided in bathrooms for patrons' use. No formal approval was required for this document.

### Additional Business:

President Crawford noted the July 13<sup>th</sup> Board meeting will be held in the meeting room.

Ms. Rodriguez moved to re-open the library with limited hours on July 13, 2020 and Mr. Hedman seconded. Roll call: Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 6-0.

### Adjournment:

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

Minutes respectfully submitted by  
Marlys Young, Minute Taker/remote attendance

DATE: 06/16/20  
TIME: 11:04:51  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 20

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900089	FNBO	FIRST NATIONAL BANK OMAHA			06/25/20		
	062520-A.HERNANDEZ-A	05/31/20	01	FLATSOS#14902-TIRE		79-790-54-00-5495	69.48
				INVOICE TOTAL:			69.48 *
	062520-A.SIMMONS-A	05/31/20	01	VERIZON-APR 2020 IN CAR UNITS		01-210-54-00-5440	821.19
			02	VERIZON-APR 2020 MOBILE PHONES		01-210-54-00-5440	885.02
			03	VERIZON-APR 2020 MOBILE PHONES		01-220-54-00-5440	186.32
			04	VERIZON-APR 2020 MOBILE PHONES		79-795-54-00-5440	93.16
			05	VERIZON-APR 2020 MOBILE PHONES		51-510-54-00-5440	179.28
			06	VERIZON-APR 2020 MOBILE PHONES		52-520-54-00-5440	36.01
				INVOICE TOTAL:			2,200.98 *
	062520-B.PFIZENMAIER	05/31/20	01	POLICE RECORDS		01-210-54-00-5412	149.00
			02	MANAGEMENT-CONVERTING TO NIBRS		** COMMENT **	
			03	WEBINAR-BALOG		** COMMENT **	
			04	AMERICAN TIRE#3289-HEADLIGHT		01-210-54-00-5495	71.75
			05	REPAIR		** COMMENT **	
			06	COMMERCIAL TIRE#3330025528-2		01-210-54-00-5495	279.06
			07	TIRES		** COMMENT **	
			08	AMERICAN TIRE#3266-OIL		01-210-54-00-5495	756.45
			09	CHANGE, REPLACED ABS MODULE		** COMMENT **	
			10	AMERICAN TIRE#3302-POWER		01-210-54-00-5495	1,181.23
			11	STEERING REPAIR		** COMMENT **	
			12	UNIFORM DEN-5 VESTS		01-210-56-00-5690	1,212.50
				INVOICE TOTAL:			3,649.99 *
	062520-E.DHUSE-A	05/31/20	01	NAPA#253485-PROTECTANT,		52-520-56-00-5613	14.11
			02	BATTERY BRUSH		** COMMENT **	
				INVOICE TOTAL:			14.11 *
	062520-E.TOPPER-A	05/31/20	01	KENDALL PRINTING#20-04304-300		82-820-54-00-5426	60.25
			02	POSTCARDS		** COMMENT **	
				INVOICE TOTAL:			60.25 *
	062520-J.ENGBERG-A	05/31/20	01	AMAZON-WORKBOOK FOR WRITING		01-220-56-00-5620	37.41
			02	GRANTS		** COMMENT **	
				INVOICE TOTAL:			37.41 *
	062520-J.WEISS-A	05/31/20	01	YORKVILLE POST-STAMPS		82-820-54-00-5452	105.00
				INVOICE TOTAL:			105.00 *
	062520-K.GREGORY-A	05/31/20	01	SAFETY SUPPLY-GLOVES		52-520-56-00-5613	242.13
			02	ARAMARK#1592229566-MATS		51-510-54-00-5485	56.68
			03	ARAMARK#1592244140-MATS		52-520-54-00-5485	56.68
			04	ARAMARK#1592251501-MATS		01-410-54-00-5485	56.68
				INVOICE TOTAL:			412.17 *

Total for all Highlighted Library Invoices : \$165.25

DATE: 06/16/20  
TIME: 11:11:45  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

FY 21

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900090	FNBO	FIRST NATIONAL BANK OMAHA			06/25/20		
	062520-C.PARKER-B	05/31/20	05	PENNCARE#M42404-DISINFECTANT,		01-120-56-00-5610	117.69
			06	GLOVES		** COMMENT **	
			07	AMAZON-THERMOMETER		79-790-56-00-5620	89.99
			08	AMAZON-THERMOMETER		79-795-56-00-5620	89.99
						INVOICE TOTAL:	446.90 *
	062520-E.DHUSE-B	05/31/20	01	AMAZON-VELCRO		51-510-56-00-5620	13.87
			02	NAPA#254041-OIL		01-410-56-00-5628	24.49
			03	APWA-MEMBERSHIP RENEWAL		51-510-54-00-5460	150.00
			04	APWA-MEMBERSHIP RENEWAL		01-410-54-00-5462	300.00
			05	APWA-MEMBERSHIP RENEWAL		52-520-54-00-5462	250.00
			06	TRAFFIC SAFETY-CROWD CONTROL		23-216-56-00-5656	4,637.41
			07	BARRICADE		** COMMENT **	
			08	NAPA#55891-FILTER		01-410-56-00-5628	3.10
			09	NAPA#55891-BULBS		01-410-56-00-5628	6.62
						INVOICE TOTAL:	5,385.49 *
	062520-E.TOPPER-B	05/31/20	01	WALL STREET JOURNAL RENEWAL		82-820-54-00-5460	134.97
			02	TRIBUNE-RENEWAL		82-820-54-00-5460	37.45
			03	AMAZON-INK CARTRIDGES		82-820-56-00-5610	16.99
			04	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			05	AMAZON-LABELS		82-820-56-00-5610	3.19
			06	AMAZON-FIRE 7 TABLET		82-000-24-00-2480	47.49
			07	AMAZON-GERMICIDAL HAND GEL		82-820-56-00-5621	206.85
			08	AMAZON-LATEX GLOVES		82-820-56-00-5621	78.97
			09	AMAZON-FACE MASKS		82-820-56-00-5610	163.92
			10	DEMCO-SOFTWARE RENEWAL		84-840-56-00-5635	1,326.49
			11	AMAZON-LATEX GLOVES		82-820-56-00-5620	31.99
			12	AMAZON-BANDANAS		82-820-56-00-5610	33.76
			13	AMAZON-ENVELOPES		82-820-56-00-5610	29.98
			14	AMAZON-THERMOMETERS		82-820-56-00-5610	62.97
			15	AMAZON-SPRAY BOTTLES		82-820-56-00-5620	45.94
			16	UPSTAGING-COUNTER SHIELDS		82-820-56-00-5621	539.00
			17	AMAZON-SANITIZER		82-820-56-00-5621	69.99
			18	DOMAIN LISTING-LIBRARY LISTING		82-820-54-00-5426	228.00
			19	RENEWAL		** COMMENT **	
						INVOICE TOTAL:	3,070.94 *
	062520-E.WILLRETT-B	05/31/20	02	2020 BACKUP SERVICES AGREEMENT		** COMMENT **	
	062520-E.WILLRETT-B	05/31/20	31	ELEMENT FOUR#SER0014293-MAY		01-640-54-00-5450	723.81
						INVOICE TOTAL:	723.81 *
	062520-J.ENGBERG-B	05/31/20	01	ADOBE-MONTHLY CLOUD FEE		01-220-54-00-5462	52.99
			02	ESRI-JULY 2020 USER		01-220-54-00-5412	-1,495.00

Total for all Highlighted Library Invoices : \$3,070.94

DATE: 07/07/20  
TIME: 08:33:24  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

FY 21

CHECK DATE: 07/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104898	BAKTAY	BAKER & TAYLOR					
	2035255652		05/28/20	01	BOOKS	84-840-56-00-5686	404.02
					INVOICE TOTAL:		404.02 *
	2035272564		06/09/20	01	BOOKS	82-000-24-00-2480	673.42
					INVOICE TOTAL:		673.42 *
	2035278024		06/15/20	01	BOOKS	82-000-24-00-2480	554.19
					INVOICE TOTAL:		554.19 *
					CHECK TOTAL:		1,631.63
104899	DELAGE	DLL FINANCIAL SERVICES INC					
	68278486		06/06/20	01	JUL 2020 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48
104900	ERATEFUN	E-RATE FUND SERVICES, LLC					
	383		06/26/20	01	FY21 E-RATE CONSULTING	82-820-54-00-5462	350.00
				02	SERVICES	** COMMENT **	
					INVOICE TOTAL:		350.00 *
					CHECK TOTAL:		350.00
104901	FINDAWAY	FINDAWAY WORLD LLC					
	321297		06/12/20	01	AUDIO BOOKS	84-840-56-00-5683	116.23
					INVOICE TOTAL:		116.23 *
					CHECK TOTAL:		116.23
104902	LLWCONSU	LLOYD WARBER					

CHECK DATE: 07/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104902	LLWCONSU	LLOYD WARBER						
	10481		07/01/20	01	JUN 2020 ONSITE IT SUPPORT	82-820-54-00-5462	1,080.00	
					INVOICE TOTAL:		1,080.00 *	
					CHECK TOTAL:			1,080.00
104903	MIDWTAPE	MIDWEST TAPE						
	98945753		05/29/20	01	DVDS	84-840-56-00-5685	122.95	
					INVOICE TOTAL:		122.95 *	
	98945754		05/29/20	01	AUDIO BOOKS	84-840-56-00-5683	84.98	
				02	DVDS	84-840-56-00-5685	145.69	
					INVOICE TOTAL:		230.67 *	
	98968436		06/01/20	01	DVD	84-840-56-00-5685	14.99	
					INVOICE TOTAL:		14.99 *	
	98979412		06/08/20	01	DVD	84-840-56-00-5685	24.99	
					INVOICE TOTAL:		24.99 *	
	99022665		06/17/20	01	DVD	84-840-56-00-5685	22.49	
					INVOICE TOTAL:		22.49 *	
	99051807		06/22/20	01	DVD	84-840-56-00-5685	29.99	
					INVOICE TOTAL:		29.99 *	
	99051808		06/22/20	01	AUDIO BOOKS	84-840-56-00-5683	69.98	
					INVOICE TOTAL:		69.98 *	
					CHECK TOTAL:			516.06
104904	NICOR	NICOR GAS						
	91-85-68-4012	8-0520	06/04/20	01	05/02-06/01 902 GAME FARM RD	82-820-54-00-5480	600.45	
					INVOICE TOTAL:		600.45 *	
					CHECK TOTAL:			600.45

CHECK DATE: 07/13/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104905	PRAIRCAT	PRAIRIECAT						
	6885		07/01/20	01	JUL-SEPT 2020 PARTICIPATING	82-820-54-00-5468	3,801.25	
				02	FEEs	** COMMENT **		
					INVOICE TOTAL:		3,801.25 *	
					CHECK TOTAL:			3,801.25
104906	RAILS	RAILS						
	6932		07/01/20	01	JUL-DEC 2020 EREAD FEES	82-820-54-00-5468	304.00	
					INVOICE TOTAL:		304.00 *	
					CHECK TOTAL:			304.00
104907	RJONEIL	R.J. O'NEIL, INC.						
	00112230		06/15/20	01	SCHEDULED PREVENTATIVE	82-820-54-00-5495	2,195.00	
				02	MAINTENANCE FOR AC UNIT	** COMMENT **		
					INVOICE TOTAL:		2,195.00 *	
					CHECK TOTAL:			2,195.00
104908	THOMREUT	WEST PUBLISHING CORPORATION						
	842483477		06/04/20	01	IL STATE BAR SUPPLEMENTS	82-820-56-00-5686	106.26	
					INVOICE TOTAL:		106.26 *	
					CHECK TOTAL:			106.26
104909	YORKAREA	YORKVILLE AREA CHAMBER OF						
	35398		04/01/20	01	ANNUAL MEMBERSHIP DUES	82-820-54-00-5460	100.00	
					INVOICE TOTAL:		100.00 *	
					CHECK TOTAL:			100.00
					TOTAL AMOUNT PAID:			10,995.36



## UNITED CITY OF YORKVILLE

### PAYROLL SUMMARY

June 12, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 24,126.44	\$ -	24,126.44	\$ 2,703.29	\$ 1,796.93	\$ 28,626.66
FINANCE	13,732.58	-	13,732.58	1,550.68	1,032.37	\$ 16,315.63
POLICE	147,845.70	10,018.63	157,864.33	727.02	11,694.46	\$ 170,285.81
COMMUNITY DEV.	27,329.86	-	27,329.86	3,086.25	2,049.78	\$ 32,465.89
STREETS	16,698.95	215.25	16,914.20	1,889.34	1,232.91	\$ 20,036.45
WATER	17,046.35	399.88	17,446.23	1,965.50	1,284.44	\$ 20,696.17
SEWER	9,671.69	-	9,671.69	1,080.32	699.52	\$ 11,451.53
PARKS	23,892.24	454.36	24,346.60	2,730.65	1,785.67	\$ 28,862.92
RECREATION	14,977.17	-	14,977.17	1,657.87	1,109.21	\$ 17,744.25
<b>LIBRARY</b>	<b>15,341.47</b>	<b>-</b>	<b>15,341.47</b>	<b>1,193.40</b>	<b>1,151.06</b>	<b>\$ 17,685.93</b>
<b>TOTALS</b>	<b>\$ 310,662.45</b>	<b>\$ 11,088.12</b>	<b>\$ 321,750.57</b>	<b>\$ 18,584.32</b>	<b>\$ 23,836.35</b>	<b>\$ 364,171.24</b>
<b>TOTAL PAYROLL</b>						<b>\$ 364,171.24</b>





# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

June 26, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,043.34	\$ -	\$ 1,043.34	\$ -	\$ 79.82	\$ 1,123.16
ALDERMAN	5,080.00	-	5,080.00	-	388.64	5,468.64
ADMINISTRATION	19,776.76	-	19,776.76	2,209.06	1,458.44	23,444.26
FINANCE	10,870.13	-	10,870.13	1,214.19	801.91	12,886.23
POLICE	109,741.08	2,594.83	112,335.91	723.73	8,190.62	121,250.26
COMMUNITY DEV.	19,119.68	-	19,119.68	2,135.67	1,398.74	22,654.09
STREETS	19,329.12	88.32	19,417.44	2,168.96	1,424.47	23,010.87
WATER	16,277.74	37.72	16,315.46	1,822.42	1,187.12	19,325.00
SEWER	8,903.09	88.32	8,991.41	1,004.33	647.02	10,642.76
PARKS	21,009.63	64.77	21,074.40	2,354.00	1,527.43	24,955.83
RECREATION	13,850.90	-	13,850.90	1,511.74	1,017.33	16,379.97
LIBRARY	14,987.97	-	14,987.97	1,176.64	1,112.56	17,277.17
<b>TOTALS</b>	<b>\$ 259,989.44</b>	<b>\$ 2,873.96</b>	<b>\$ 262,863.40</b>	<b>\$ 16,320.74</b>	<b>\$ 19,234.10</b>	<b>\$ 298,418.24</b>

**TOTAL PAYROLL                    \$ 298,418.24**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, July 13, 2020

#### ACCOUNTS PAYABLE

Library CC Check Register - FY20 (Page 1)	06/25/2020	\$165.25
Library CC Check Register - FY21 (Page 2)	06/25/2020	3,070.94
Library Check Register - FY21 (Pages 3 - 5)	07/13/2020	10,995.36

#### FY21

Marlys Young-05/11/20 Meeting Minutes	06/09/2020	74.50
Lincoln Financial -June 2020 Life Ins	06/09/2020	28.94
Glatfelter Liability Ins. -Installment #6	06/09/2020	918.69
Flex - May 2020 HRA Admin Fees	06/23/2020	20.00
IPRF - July 2020 Workers Comp	06/23/2020	992.37
Marlys Young-06/02/20 Meeting Minutes	06/23/2020	60.00
Blue Cross /Blue Shield-July 2020 Health Ins	06/23/2020	5,243.88
Metlife - June 2020 Dental Ins.	06/23/2020	526.83
BNY - Bond Series 2013 Admin Fees	06/23/2020	1,100.00
Dearborn National -July 2020 Vision Ins	06/23/2020	84.33

<b>TOTAL BILLS PAID:</b>	<b>\$23,281.09</b>
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#### PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 6)	06/12/2020	\$ 17,685.93
Bi-weekly (Page 7)	06/26/2020	17,277.17

<b>TOTAL PAYROLL:</b>	<b>\$34,963.10</b>
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<b>TOTAL DISBURSEMENTS:</b>	<b><u>\$58,244.19</u></b>
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**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2021 BUDGET REPORT**  
**For the Month Ended June 30, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
		8% May-20	17% June-20			

**LIBRARY OPERATIONS REVENUES**

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES	-	351,569	351,569	739,047	47.57%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	-	393,438	393,438	822,953	47.81%
<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 &amp; Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES	-	1,072	1,072	8,500	12.61%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	-	476	476	8,500	5.60%
82-000-44-00-4422	COPY FEES	-	3	3	3,800	0.08%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS	203	142	345	8,959	3.85%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME	-	-	-	1,750	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	-	324	324	2,000	16.19%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL	5,911	1,911	7,822	26,584	29.42%
<b>TOTAL REVENUES: LIBRARY</b>		<b>6,914</b>	<b>748,934</b>	<b>755,848</b>	<b>1,647,343</b>	<b>45.88%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>						
82-820-50-00-5010	SALARIES & WAGES	31,602	21,068	52,670	289,742	18.18%
82-820-50-00-5015	PART-TIME SALARIES	19,929	9,261	29,190	190,000	15.36%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	3,547	2,370	5,917	32,779	18.05%
82-820-52-00-5214	FICA CONTRIBUTION	3,886	2,264	6,149	35,952	17.10%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,625	9,593	20,219	76,764	26.34%
82-820-52-00-5222	GROUP LIFE INSURANCE	29	29	58	387	14.96%
82-820-52-00-5223	DENTAL INSURANCE	527	527	1,054	6,322	16.67%
82-820-52-00-5224	VISION INSURANCE	169	84	253	1,012	25.00%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	333	-	333	750	44.39%
82-820-52-00-5231	LIABILITY INSURANCE	5,578	1,911	7,489	25,834	28.99%
<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	-	228	228	2,500	9.12%
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	185	778	11,000	7.07%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,865	986	4,851	40,000	12.13%
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	-	1,556	1,556	1,700	91.53%



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2021 BUDGET REPORT**  
**For the Month Ended June 30, 2020**

% of Fiscal Year		8%	17%	Year-to-Date	FISCAL YEAR 2021	
ACCOUNT NUMBER	DESCRIPTION	May-20	June-20	Totals	BUDGET	% of Budget
Supplies						
82-820-56-00-5610	OFFICE SUPPLIES	-	311	311	8,000	3.89%
82-820-56-00-5620	OPERATING SUPPLIES	-	78	78	4,000	1.95%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	895	895	7,000	12.78%
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%
2006 Bond						
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	10,119	10,119	20,238	50.00%
2013 Refunding Bond						
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	610,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	60,925	60,925	121,850	50.00%
TOTAL FUND REVENUES		6,914	748,934	755,848	1,647,343	45.88%
TOTAL FUND EXPENDITURES		83,048	122,390	205,437	1,664,378	12.34%
FUND SURPLUS (DEFICIT)		(76,134)	626,544	550,410	(17,035)	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	3,500	1,500	5,000	50,000	10.00%
84-000-45-00-4500	INVESTMENT EARNINGS	16	15	31	500	6.23%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	26	26	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>3,516</b>	<b>1,541</b>	<b>5,057</b>	<b>50,500</b>	<b>10.01%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,326	1,326	15,000	8.84%
84-840-56-00-5683	AUDIO BOOKS	-	155	155	3,500	4.43%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	16	16	500	3.20%
84-840-56-00-5685	DVD'S	-	420	420	3,000	13.99%
84-840-56-00-5686	BOOKS	-	1,046	1,046	50,000	2.09%
<b>TOTAL FUND REVENUES</b>		<b>3,516</b>	<b>1,541</b>	<b>5,057</b>	<b>50,500</b>	<b>10.01%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>2,963</b>	<b>2,963</b>	<b>75,500</b>	<b>3.92%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>3,516</b>	<b>(1,422)</b>	<b>2,094</b>	<b>(25,000)</b>	



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

				Fiscal Year 2020						
				For the Month Ended June 30, 2019						
				YTD Actual	% Change					
LIBRARY OPERATIONS FUND (82)										
Revenues										
Property Taxes	\$	745,006	\$	745,006	47.7%	\$	1,562,000	\$	759,865	-1.96%
Intergovernmental										
Personal Property Replacement Tax	\$	-	\$	800	15.2%	\$	5,250	\$	1,460	-45.21%
State Grants		-		-	0.0%		20,000		-	0.00%
Total Intergovernmental	\$	-	\$	800	3.2%	\$	25,250	\$	1,460	-45.21%
Library Fines	\$	1,072	\$	1,072	12.6%	\$	8,500	\$	1,145	-6.45%
Charges for Services										
Library Subscription Cards	\$	476	\$	476	5.6%	\$	8,500	\$	2,075	-77.06%
Copy Fees		3		3	0.1%		3,800		616	-99.48%
Program Fees		-		-	0.0%		-		15	-100.00%
Total Charges for Services	\$	479	\$	479	3.9%	\$	12,300	\$	2,706	-82.30%
Investment Earnings	\$	142	\$	345	3.8%	\$	8,959	\$	1,415	-75.63%
Reimbursements/Miscellaneous/Transfers In										
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$	-	\$	-	0.00%
Rental Income		-		-	0.0%		1,750		200	-100.00%
Miscellaneous Income		324		325	16.2%		2,000		2,352	-86.19%
Transfers In		1,911		7,822	29.4%		26,584		7,418	5.45%
Total Miscellaneous & Transfers	\$	2,235	\$	8,147	26.9%	\$	30,334	\$	9,969	-18.28%
Total Revenues and Transfers	\$	748,934	\$	755,849	45.9%	\$	1,647,343	\$	776,561	-2.67%
Expenditures										
Library Operations	\$	122,390	\$	205,437	12.3%	\$	1,664,378	\$	221,507	-7.25%
50 Salaries		30,329		81,860	17.1%		479,742		84,664	-3.31%
52 Benefits		16,778		41,471	23.1%		179,800		37,014	12.04%
54 Contractual Services		2,955		9,779	6.4%		152,448		16,984	-42.42%
56 Supplies		1,284		1,284	5.1%		25,300		1,840	-30.23%
99 Debt Service		71,044		71,044	8.6%		827,088		81,006	-12.30%
Total Expenditures and Transfers	\$	122,390	\$	205,437	12.3%	\$	1,664,378	\$	221,507	-7.25%
Surplus(Deficit)	\$	626,544	\$	550,411		\$	(17,035)	\$	555,054	

\* June represents 17% of fiscal year 2021

[illegible]

## PAYROLL

[illegible]

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

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 02

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
02	AP-200625MB	06/16/2020	101	AMAZON-FIRE 7 TABLET	FIRST NATIONAL BANK	900090	062520-E.TOPPER-B	47.49	
	GJ-200630LB	07/02/2020	05	June 2020 Deposits					196.19
				TOTAL PERIOD 02 ACTIVITY				47.49	196.19
				TOTAL ACCOUNT ACTIVITY				47.49	357.07
				ENDING BALANCE					49,753.87
				GRAND TOTAL				0.00	49,753.87
				TOTAL DIFFERENCE				0.00	49,753.87

## **LIBRARY DIRECTOR REPORT—June 2020**

**Summary:** We continue to provide service to our patrons virtually and through Curbside Service that started June 4<sup>th</sup>. We are currently preparing for the reopening on July 13<sup>th</sup> with limited hours and restrictions while continuing to offer Curbside Service. Special Board and Policy Committee meetings were held to approve policies on June 1<sup>st</sup> and June 8<sup>th</sup>. Reopening procedures, Safety Protocols, and a document for the public outlining what to expect when returning to the facility were created.

**Facilities Management-** Elevator inspection was held on June 5<sup>th</sup>. RJ O'Neil was called as the Telecomm Room HVAC unit was not working on June 23<sup>rd</sup>. Preventive Maintenance was conducted a few weeks prior. Unit was cleaned and unit was operational. Later in the month, over the weekend there was a power outage and we had no AC in the building. Called on Monday for service and HVAC system was reset. Did not call over the weekend as we were closed and did not want to pay weekend rate. Building temperature was 94 degrees. Inside windows were washed and outside windows will be next week in preparation for the reopening. Obtained quote for carpet cleaning of heavy traffic area and the cost was too expensive. Will wait until after the Winter and will clean the entire building as we did last year.

### **Illinois Public Library Annual Report 2020 (IPLAR)**

Completed and submitted the Annual Report to the state.

### **Public Relations**

Sent in a press release to the newspaper about Curbside Service. Daily posts to Facebook highlighting programs and upcoming services.

### **Library Mural**

The artist is slated to install the mural on July 12<sup>th</sup> in time for our reopening. Very exciting news!

### **Website Redesign**

As part of the Marketing Plan under development, will be looking at obtaining a quote to redesign our website.

**Adult Virtual Programming-** Our regular groups continue to meet virtually and will be coming back to the building in August (only small groups). There was a total of 46 participants this month.

**Children's Virtual Programming-** Children are kept active by the activities planned and presented by Jennette Weiss. The "Only You Rock Program" had children looking for the painted rocks throughout the community and receiving prizes and of course keeping the colorful painted rocks. Staff member Leah English created a You Tube video instructing children virtually how to design a 3D item using Tinker cad and sending it to the printer to design the item for pick up later by the child. There were 4 story times for a total of 676 views on Facebook.



**Summer Reading Program for Youth and Adults**

Summer Reading participants numbered 70, which is significantly lower than previous years due to the pandemic. Reading challenges numbered 59.

Once we reopen, we may have more enroll. The new software program is helping to register patrons online. We have 400 packets of incentives for the participants. Our local businesses were generous with their coupons.

**Adult Programs**

All programs have been cancelled for now and we hope that we can look at programs for late Fall.

**Children's Programs**

We have a dinosaur program rescheduled for the late Fall and hope to be able to hold it at that time but with much lower capacity rate for attendance.

**Prairie Cat Meetings-**

Continue to attend meetings virtually.

**Staff –**

We are currently down by 6 staff members and will lose another 2 in coming months due school starting. An ad was placed for 2 weeks in the *Kendall Record* and we had a very good response. Screening and interviews will be conducted by myself and the managers starting the week of July 6<sup>th</sup>. Staff members have been viewing training modules during these past few weeks. Excellent staff development tools. The managers and I agreed to wait to do performance evaluations on the staff until the Fall.

**Marketing Plan**

Starting to look at various marketing plans in preparation for drafting a 1-year plan for YPL. Will use the data from the Community Survey as a basis for the plan.

**Library Operations-**

The staff are doing an inventory (every 3 years) of the collection and cleaning the shelves as part of the process. In preparation for reopening, signage has been created, furniture moved, water fountains and air dryers shut off, and more cleaning supplies ordered. Now that books are only in quarantine for 3 days versus 7, it is much easier on staff.

**Friends-**

The Friends will return to the library for their meetings in August. They will be helping us out by cleaning up the area around the digital sign in preparation for landscaping. The landscaper removed many of the large stones as part of Spring clean up and they are placed in storage. Landscaping discussion is on the agenda for the July 13<sup>th</sup> Board meeting.

**Computer Use**

Adult **8**

YA **12**

**E-book Use**

Omni E-Book **1,133** E-Audio **364 (328 Users)**

E-Read IL **45** E-Book Audio **63 (45 Users)**

**Circulation**

Check Ins **7,303**

New Patrons Added **12**

New Items Added **269**

**Curbside Service**

Since June 4th, we had 474 deliveries for a total of 1,370 items.

Kudos to all the staff that stepped in to help!

## PrairieCat

## Totals

[illegible]

**ATTENDANCE FY21**

	PATRON COUNT	ADULT PROG.	ADULT PASSIVE	ADULT VIRTUAL PROG	YA PROG	KIDS PROG.	KIDS PASS. PROG.	KIDS VIRTUAL PROG.
MAY	0			46				32
JUN								(796)
JUL								VIEWS OF 4 STC
AUG								
SEP								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								

ED

DRYTIMES