

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
August 10, 2020- 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
 - Financial Statement
 - Payment of Bills
 - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
 - Policy Personnel
 - Finance Community Relations
 - Physical Facilities
12. Unfinished Business
 - Reopening Update
 - Dedication Plaques
 - Landscaping Project Proposals
13. New Business
 - Marketing Plan (Draft)
 - Metronet Business Agreement
14. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. Adjournment

DRAFT

Yorkville Public Library

Board of Trustees

Monday, July 13, 2020 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

NOTE: 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, the United City of Yorkville is encouraging social distancing by allowing remote attendance to the Library Board of Trustees meeting during the Covid-19 pandemic.

The Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established. All meeting participants attended in-person.

Roll Call: Julie Brendich (arrived 7:01pm), Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Absent: Susan Chacon

Others Present:

Library Director Elisa Topper; Circulation Manager Sharyl Iwanski-Goist; Joan McEachern-Kendall Art Guild; Elogio Ortega-Ortega Studio

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

Amendments to the Agenda: Trustee Walter asked to move the "Update on Library Mural" prior to the minutes and to add 'E-Rate Project Update' under Unfinished Business.

At this time, Ms. Iwanski-Goist asked the Board to proceed to the main part of the library and she surprised the Board by showing the mural had been completed and installed by Artist Elogio Ortega. Ms. Topper said there will be a bookmark that will discuss the mural and she recognized Sharyl for her hard work on this project. A press release will also be distributed.

Minutes: June 8, 2020 Policy Committee; June 8, 2020 regular Board meeting; July 1, 2020 Special Board meeting

Trustee Walter moved and Trustee Garcia seconded the motion to approve all 3 sets of minutes.

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

Correspondence:

President Crawford read a thank you letter from former employee Barb Manning. A letter from Cheryl Knox was also read. She thanked the Board for paying staff during the library shutdown and indicated she would be donating one paycheck to the library.

Public Comment: None

Report of the Treasurer:**Financial Statement**

The Board reviewed the reports and the Amazon Prime fee was questioned. It is being paid monthly instead of yearly.

Payment of Bills

President Crawford entertained a motion to pay the bills as follows and Trustee Garcia seconded.

\$23,281.09 Bills

\$34,963.10 Payroll

\$58,244.19 Total

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

Report of the Library Director:

Director Topper presented the highlights of her report:

1. R.J. O'Neil was called twice this month, HVAC not working due to cottonwood seed problem and no air conditioning due to a power outage, system reset.
2. Illinois Public Library report completed and submitted.
3. Working on marketing plan, will bring to Board in August, looking at web redesign.
4. Summer Reading Program shifted to on-line program.
5. Six staff members resigned, and 2 more will leave next month, 25 applications received and 8 people will be interviewed.
6. Staff conducting inventory and cleaning of books, using 3-day quarantine protocol on returned books.
7. Friends of Library offered to remove some stones from around digital sign, landscaping to be discussed later in meeting.
8. Curbside service provided 474 deliveries of 1,370 items.
9. Reopening of library today, gave gift bag to first patron, discussed details of the reopening procedure. Friends will be assisting at the welcome desk.
10. Mr. Walter noted \$476 for subscription cards for the month.

City Council Liaison: No report

Standing Committees: None

Unfinished Business:**E-Rate Project Update**

Mr. Walter gave an update on this project. The e-rate funds allocated were able to be used on July 1st. On July 3rd, he found that the library is not getting the 500 mbps that was ordered and is not being billed for the higher amount. Comcast was called and they said the project was inexplicably rejected in February with no notification to the library or to the sales rep. The wi-fi upgrade will start July 20th and Mr. Hedman and Mr. Walter will perform advance preparations. Comcast will add 6 access points and upgrade others for a total of 12 points.

Election of Board Officers

Secretary Rodriguez asked Mr. Crawford and Mr. Walter to present statements since both were running for Board President. Board members also asked them some questions. Mr. Hedman asked to be a write-in candidate for Treasurer. The Board also discussed the Strategic Plan which has not yet been completed due to Covid. The Community Survey results will be utilized in the Strategic Plan. The

marketing plan and goals will be placed on the next meeting agenda. Possible classes via Zoom, such as Excel, were also suggested, for those who might be looking for jobs due to the pandemic. Ms. Rodriguez said the library must determine how to best serve the community as many people may be out of work. Other on-line programs and already scheduled programs for the fall, were discussed.

The Board then voted on the officers using paper ballots which were tallied by the Board Secretary. The following persons were elected:

President: Darren Crawford
Vice-President: Theron Garcia
Secretary: Wamecca Rodriguez
Treasurer: Jason Hedman

New Business:

Landscaping Around Digital Sign

Ms. Topper said landscaping is needed around the new sign and she will obtain 3 bids since she does not wish to ask the Friends to pay for it. Board members suggested the project be opened to high school students for service hours, to garden clubs or other volunteers and to ask the public to submit suggestions. Ms. Topper said she would like to get a plaque titled "Dixie's Garden" since Dixie DeBord planned the beautiful butterfly garden. It was suggested Ms. DeBord could oversee the project due to her excellent gardening skills. The Friends will clean up the area around the old sign. Ms. Rodriguez said the Board should decide on a general plan and what materials/plants/mulch/rock to purchase so the quotes are based on the same specs.

Executive Session:

At 8:05pm, President Crawford moved and Trustee Garcia seconded, to go into 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. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0. Only Board members were present for the Session. It concluded at approximately 8:11pm.

When the regular meeting resumed at approximately 8:11pm, all Board members and Ms. Topper were present. The Board agreed to release the Executive Session minutes from February 10, 2020 only and all other minutes will remain sealed. Roll call to release minutes: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes. Carried 7-0.

Adjournment:

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

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 07/16/20
TIME: 08:33:17
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 21

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900092	FNBO	FIRST NATIONAL BANK OMAHA			07/25/20		
	072520-A.SIMMONS	06/30/20	01	COMCAST-MAY 2020 & JUNE 2020		82-820-54-00-5440	608.64
			02	INTERNET, CABLE & VOICE		** COMMENT **	
			03	IFO-CAPA CERTIFICATION		01-120-54-00-5460	50.00
			04	RENEWAL-SIMMONS		** COMMENT **	
			05	WAREHOUSE DIRECT-CALENDAR		01-120-56-00-5610	23.13
			06	ADS-JUL-SEPT 2020 MONITORING @		23-216-54-00-5446	529.44
			07	800 GAME FARM RD		** COMMENT **	
			08	VERIZON-MAY 2020 IN CAR UNITS		01-210-54-00-5440	756.27
			09	VERIZON-MAY 2020 TABLET		79-790-54-00-5440	36.01
			10	VERIZON-MAY 2020 MOBILE PHONES		01-220-54-00-5440	186.32
			11	VERIZON-MAY 2020 MOBILE PHONES		01-210-54-00-5440	885.02
			12	VERIZON-MAY 2020 MOBILE PHONES		79-795-54-00-5440	93.16
			13	VERIZON-MAY 2020 MOBILE PHONES		51-510-54-00-5440	179.55
			14	VERIZON-MAY 2020 MOBILE PHONES		52-520-54-00-5440	36.01
			15	HOMER TREE-TREE REMOVAL		01-410-54-00-5458	3,500.00
			16	GO DADDY-SSL RENEWALS		01-640-54-00-5450	559.96
				INVOICE TOTAL:			7,443.51 *
	072520-B.OLSEM	06/30/20	01	WAREHOUSE DIRECT-PAPER ROLLS		01-110-56-00-5610	6.11
				INVOICE TOTAL:			6.11 *
	072520-B.OLSON	06/30/20	01	ZOOM-5/23-6/22 MONTHLY FEE		01-110-54-00-5462	154.97
				INVOICE TOTAL:			154.97 *
	072520-B.PFIZENMAIER	06/30/20	01	AMERICAN TIRE#3456-OIL CHANGE		01-210-54-00-5495	62.48
			02	AMERICAN TIRE#3455-OIL CHANGE		01-210-54-00-5495	62.48
			03	AMERICAN TIRE#3442-AC REPAIR		01-210-54-00-5495	951.72
			04	AMERICAN TIRE#3443-AC REPAIR		01-210-54-00-5495	951.72
			05	SCHOCKS#22345-TOWING		01-210-54-00-5495	230.00
			06	STEVENS-EMBROIDERY		01-210-56-00-5600	40.00
			07	O'REILLY AUTO-CAMERA ADHESIVE		01-210-54-00-5495	7.99
			08	AMERICAN TIRE#3521-MOUNT TIRE		01-210-54-00-5495	15.89
			09	AMERICAN TIRE#3537-AC FILTER		01-210-54-00-5495	91.48
			10	AMERICAN TIRE#3476-OIL		01-210-54-00-5495	219.84
			11	CHANGE, INSTALL BATTERY KILL		** COMMENT **	
			12	SWITCH, REPAIR TIRE		** COMMENT **	
			13	AMERICAN TIRE#3494-OIL		01-210-54-00-5495	243.76
			14	CHANGE, AIR FILTER, WASHER		** COMMENT **	
			15	FLUID TANK REPLACED		** COMMENT **	
			16	AMERICAN TIRE#3517-REPLACED		01-210-54-00-5495	285.35
			17	VAPOR CANISTER, ADD COOLANT,		** COMMENT **	
			18	OIL CHANGE		** COMMENT **	
			19	LAPG-JUMP BOOTS-BEHR		01-210-56-00-5600	124.00
			20	ILDMV-VEHICLE REGISTRATION		01-210-54-00-5495	154.40
				INVOICE TOTAL:			3,441.11 *

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UNITED CITY OF YORKVILLE
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FY 21

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900092	FNBO	FIRST NATIONAL BANK OMAHA			07/25/20		
	072520-D.BROWN	06/30/20	02	AMAZON-CIRCULAR CHARTS		51-510-56-00-5638	32.00
			03	ILLCO-PVC HOSE		51-510-56-00-5638	23.64
						INVOICE TOTAL:	304.02 *
	072520-D.HENNE	06/30/20	01	FLATSOS-2 TIRES		01-410-56-00-5628	143.33
						INVOICE TOTAL:	143.33 *
	072520-D.SMITH	06/30/20	01	LAFARGE-2 LOADS OF STONE		25-225-60-00-6010	596.82
			02	MONTGOMERY LANDSCAPE-DIRT		25-225-60-00-6010	200.00
						INVOICE TOTAL:	796.82 *
	072520-E.DHUSE	06/30/20	01	WAREHOUSE DIRECT-PAPER, TONER		52-520-56-00-5610	261.37
			02	NAPA#257476-CHUCK		01-410-56-00-5628	9.99
			03	NAPA#256023-FILTERS		01-410-56-00-5628	6.20
			04	NAPA#258242-ANTI FREEZE		01-410-56-00-5628	5.99
			05	NAPA#257121-ID BAR		01-410-56-00-5628	20.54
			06	NAPA#257058-BRAKE PADS,		51-510-56-00-5628	579.96
			07	CALIPERS, BRAKE FLUID		** COMMENT **	
			08	NAPA#256282-BATTERY		01-410-56-00-5628	114.16
			09	NAPA#255987-COOLANT		01-410-56-00-5628	16.88
			10	NAPA-CALIPER DEPOSIT CREDIT		51-510-56-00-5628	-69.46
						INVOICE TOTAL:	945.63 *
	072520-E.TOPPER	06/30/20	01	UPSTAGING-COUNTER SHIELD		82-820-56-00-5621	641.00
			02	IMPRINT-PROMOTIONAL MATERIALS		82-820-54-00-5426	795.20
			03	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	134.84
			04	AMAZON-PRESS-N-SEAL		82-820-56-00-5610	45.48
			05	YORVILLE POST-POSTAGE		82-820-54-00-5452	7.31
			06	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			07	AMAZON-THERMOMETER CREDIT		82-820-56-00-5610	-62.97
			08	BARREL SACK BAG		** COMMENT **	
			09	AMAZON-LAWN BAGS		82-820-56-00-5621	132.57
			10	PEORIA PARK DISTRICT-VIRTUAL		82-820-56-00-5671	50.00
			11	TRAVELING NATURALIST PROGRAM		** COMMENT **	
			12	AMAZON-ROCKING CHAIR		82-000-24-00-2480	44.99
			13	AMAZON-ADDRESS LABELS,		82-000-24-00-2480	76.36
			14	BATTERIES, SEAT CUSHIONS		** COMMENT **	
			15	DOMAIN LISTING-CHARGE REFUND		82-820-54-00-5426	-228.00
			16	AMAZON-SOCIAL DISTANCING DECAL		82-820-56-00-5610	16.99
			17	AMAZON-ESSENTIAL OIL SANITIZER		82-820-56-00-5621	54.99
			18	AMAZON-ELECTRONIC KEYBOARD		82-000-24-00-2480	82.99
			19	AMAZON-GAMES, CARDS		82-000-24-00-2480	36.93
			20	AMAZON-TOUCHLESS HAND		82-820-56-00-5621	199.38
			21	SANITIZER DISPENSER		** COMMENT **	
			22	AMAZON-SENSORY BALL		82-000-24-00-2480	14.99

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900092	FNBO	FIRST NATIONAL BANK OMAHA			07/25/20		
	072520-E.TOPPER	06/30/20	23	AMAZON-THERMOMETERS		82-820-56-00-5610	69.99
						INVOICE TOTAL:	2,126.03 *
	072520-E.WILLRETT	06/30/20	01	ILCMA-ANNUAL MEMBERSHIP		01-110-54-00-5460	253.50
			02	RENEWAL-WILLRETT		** COMMENT **	
			03	ELEMENT FOUR-JUN 2020 CLOUD		01-640-54-00-5450	454.06
			04	CONNECT BACKUPS		** COMMENT **	
						INVOICE TOTAL:	707.56 *
	072520-G.STEFFENS	06/30/20	01	FLATSOS-NEW GATOR REPAIR		01-410-54-00-5490	106.43
			02	FLATSOS-NEW GATOR TIRE		01-410-54-00-5490	20.00
			03	FLATSOS-NEW GATOR REPAIR		01-410-54-00-5490	92.57
			04	FLATSOS-NEW GATOR TIRE		01-410-54-00-5490	20.00
			05	OREILLY-TRANS FLUID		52-520-56-00-5628	15.98
						INVOICE TOTAL:	254.98 *
	072520-J.BAUER	04/30/20	01	EXHAUST WORKS-MUFFLER REPAIR		51-510-54-00-5490	481.96
						INVOICE TOTAL:	481.96 *
	072520-J.ENGBERG	06/30/20	01	ADOBE-CREATIVE CLOUD MONTHLY		01-220-54-00-5462	52.99
			02	FEE		** COMMENT **	
						INVOICE TOTAL:	52.99 *
	072520-J.GALAUNER	06/30/20	01	TARGET-ENVELOPES		79-795-56-00-5606	10.98
						INVOICE TOTAL:	10.98 *
	072520-J.JENSEN	06/30/20	01	TARGET-SHEET PROTECTORS		01-210-56-00-5610	13.98
			02	IACP-SHARED PRINCIPLES POSTERS		01-210-56-00-5620	37.00
						INVOICE TOTAL:	50.98 *
	072520-J.SLEEZER	06/30/20	01	DOORS BY RUSS-DOOR REPAIR		23-216-54-00-5446	34.00
						INVOICE TOTAL:	34.00 *
	072520-J.WEISS	06/30/20	01	GROUND EFFECTS-MEXICAN PEBBLES		82-820-56-00-5671	4.64
			02	THERAPY SHOPPE-FIDGETS		82-000-24-00-2480	105.61
			03	FOXY'S ICE CREAM-16 \$5.00 GIFT		82-000-24-00-2480	80.00
			04	CARDS FOR SUMMER READING		** COMMENT **	
			05	ROSATIS-GIFT CARDS FOR SUMMER		82-000-24-00-2480	40.00
			06	READING		** COMMENT **	
			07	PARMA-GIFT CARDS FOR SUMMER		82-000-24-00-2480	40.00
			08	READING		** COMMENT **	
						INVOICE TOTAL:	270.25 *
	072520-K.GREGORY	06/30/20	01	ARAMARK#1592266295-MATS		51-510-54-00-5485	56.68
			02	ARAMARK#1592281154-MATS		01-410-54-00-5485	56.68

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900092	FNBO	FIRST NATIONAL BANK OMAHA			07/25/20		
	072520-R.HARMON	06/30/20	01	AMAZON-MAILERS, INDEX CARDS,		79-795-56-00-5606	177.11
			02	CLAY, ALKA-SELTZER, FILM		** COMMENT **	
			03	CANISTERS, BUG COUNTERS, DICE,		** COMMENT **	
			04	CARDSTOCK, EASTER GRASS,		** COMMENT **	
			05	STICKERS		** COMMENT **	
			06	US POSTAL-PRIORITY MAILING		79-795-56-00-5606	15.00
			07	AMAZON-INK PADS, FREEZER		79-795-56-00-5606	198.79
			08	BAGS, SANDWICH BAGS,		** COMMENT **	
			09	STREAMERS, STICKERS, CLOROX		** COMMENT **	
			10	WIPES, WATER GUNS, PUTTY,		** COMMENT **	
			11	DINOSAUR TOYS, CRAFT STICKS		** COMMENT **	
			12	STAPLES-TAX CREDIT		79-795-56-00-5606	-2.51
			13	USPS-PRORITY SHIPPING		79-795-54-00-5452	23.70
			14	PETITE PALETTE-VIRTUAL		79-795-54-00-5462	96.00
			15	PAINTING CLASS		** COMMENT **	
			16	AMAZON-CLAY, CARDSTOCK		79-795-56-00-5606	50.56
			17	FUN EXPRESS-CRAFT SUPPLIES		79-795-56-00-5606	184.87
			18	AMAZON-STICKERS, STRAWS,		79-795-56-00-5606	67.60
			19	COFFEE, ENVELOPES, STORAGE		** COMMENT **	
			20	BAGS		** COMMENT **	
			21	TEACHERS PY TEACHERS-TEACHING		79-795-56-00-5606	125.50
			22	AIDES		** COMMENT **	
			23	STAPLES-PAPER, BOXES		79-795-56-00-5606	54.18
			24	AMAZON-GOLF TEES, PAPER		79-795-56-00-5606	54.84
			25	CLIPS, PENCILS, PING PONG		** COMMENT **	
			26	BALLS		** COMMENT **	
				INVOICE TOTAL:			1,045.64 *
	072520-R.WRIGHT	06/30/20	01	PRO 2010 TERMINAL SERVER		01-120-54-00-5462	42.39
			02	LICENSE FOR PAYROLL DIRECT		** COMMENT **	
			03	DEPOSIT EMAIL PROCESSING		** COMMENT **	
				INVOICE TOTAL:			42.39 *
	072520-S.AUGUSTINE	06/30/20	01	STARBUCKS-SUMMER READING GIFT		82-000-24-00-2480	20.00
			02	CARD		** COMMENT **	
			03	GRACE COFFEE-SUMMER READING		82-000-24-00-2480	10.00
			04	GIFT CARD		** COMMENT **	
				INVOICE TOTAL:			30.00 *
	072520-S.REDMON	06/30/20	01	ASCAP-ANNUAL LICENSING FEE		79-795-56-00-5606	365.50
			02	AT&T -6/24-7/23 TOWN SQUARE		79-795-54-00-5440	78.53
			03	PARK SIGN INTERNET		** COMMENT **	
			04	ARAMARK#1592296158-MATS		79-790-56-00-5620	18.21
			05	ARAMARK#1592303698-MATS		79-790-56-00-5620	18.21
			06	ARAMARK#001592281153-MATS		79-790-56-00-5620	18.21

Total for all Highlighted Library Invoices: \$3,034.92

DATE: 08/04/20
TIME: 16:30:15
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 08/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104910	BAKTAY	BAKER & TAYLOR					
	2035271646		07/17/20	01	BOOKS	84-840-56-00-5686	59.16
					INVOICE TOTAL:		59.16 *
	2035298628		06/29/20	01	BOOKS	84-840-56-00-5686	253.60
					INVOICE TOTAL:		253.60 *
	2035314807		07/13/20	01	BOOKS	84-840-56-00-5686	1,242.11
					INVOICE TOTAL:		1,242.11 *
	2035326040		07/20/20	01	BOOKS	84-840-56-00-5686	586.97
					INVOICE TOTAL:		586.97 *
	2035340313		07/09/20	01	BOOKS	84-840-56-00-5686	275.63
					INVOICE TOTAL:		275.63 *
	2035357661		07/18/20	01	BOOKS	84-840-56-00-5686	581.06
					INVOICE TOTAL:		581.06 *
					CHECK TOTAL:		2,998.53
104911	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	41767		07/08/20	01	PAPER TOWEL, URINAL BLOCKS	82-820-56-00-5621	150.02
					INVOICE TOTAL:		150.02 *
					CHECK TOTAL:		150.02
104912	IMPACT	IMPACT NETWORKING, LLC					
	1844172		07/18/20	01	04/15-07/15 COPY CHARGES	82-820-54-00-5462	66.09
					INVOICE TOTAL:		66.09 *
					CHECK TOTAL:		66.09
104913	MIDWTAPE	MIDWEST TAPE					

DATE: 08/04/20
TIME: 16:30:15
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 08/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104913	MIDWTAPE	MIDWEST TAPE						
	99078820		06/29/20	01	DVD	84-840-56-00-5685	24.99	
						INVOICE TOTAL:	24.99	*
	99078821		06/29/20	01	AUDIO BOOKS	84-840-56-00-5683	39.99	
						INVOICE TOTAL:	39.99	*
	99168776		07/23/20	01	DVD CASES	82-820-56-00-5620	151.99	
						INVOICE TOTAL:	151.99	*
						CHECK TOTAL:		216.97
104914	NICOR	NICOR GAS						
	91-85-68-4012	8-0620	07/09/20	01	06/01-07/02 902 GAME FARM RD	82-820-54-00-5480	711.17	
						INVOICE TOTAL:	711.17	*
						CHECK TOTAL:		711.17
104915	PRAIRCAT	PRAIRIECAT						
	6891		06/30/20	01	INNOVATIVE EXPRESS LANE	82-820-54-00-5468	399.14	
				02	LICENSE MAINTENANCE	** COMMENT **		
						INVOICE TOTAL:	399.14	*
						CHECK TOTAL:		399.14
104916	PSNRBLAW	PEREGRINE, STIME, NEWMAN,						
	60526		07/17/20	01	07/01/19-096/30/20 LEGAL	82-820-54-00-5466	337.50	
				02	SERVICES	** COMMENT **		
						INVOICE TOTAL:	337.50	*
						CHECK TOTAL:		337.50
104917	RJONEIL	R.J. O'NEIL, INC.						

DATE: 08/04/20
TIME: 16:30:15
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 08/10/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104917	RJONEIL	R.J. O'NEIL, INC.					
	00112325		07/07/20	01	HVAC REPAIR	82-820-54-00-5495	187.50
					INVOICE TOTAL:		187.50 *
	00112476		07/31/20	01	CHILLER REPAIR	82-820-54-00-5495	274.00
					INVOICE TOTAL:		274.00 *
					CHECK TOTAL:		461.50
104918	YOUNGM	MARLYS J. YOUNG					
	071320		07/23/20	01	07/13/20 MEETING MINUTES	82-820-54-00-5462	65.50
					INVOICE TOTAL:		65.50 *
					CHECK TOTAL:		65.50
					TOTAL AMOUNT PAID:		5,406.42



UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 10, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,610.08	\$ -	19,610.08	\$ 2,198.82	\$ 1,451.44	\$ 23,260.34
FINANCE	10,703.46	-	10,703.46	1,212.32	800.64	\$ 12,716.42
POLICE	114,003.17	5,280.24	119,283.41	723.73	8,745.09	\$ 128,752.23
COMMUNITY DEV.	19,119.68	-	19,119.68	2,169.17	1,421.70	\$ 22,710.55
STREETS	15,932.06	104.92	16,036.98	1,791.33	1,166.24	\$ 18,994.55
WATER	16,277.77	176.65	16,454.42	1,854.71	1,208.42	\$ 19,517.55
SEWER	8,903.10	-	8,903.10	994.47	640.68	\$ 10,538.25
PARKS	22,138.66	113.54	22,252.20	2,496.74	1,625.19	\$ 26,374.13
RECREATION	13,949.03	-	13,949.03	1,520.11	1,030.54	\$ 16,499.68
LIBRARY	15,023.60	-	15,023.60	1,193.40	1,126.75	\$ 17,343.75
TOTALS	\$ 255,660.61	\$ 5,675.35	\$ 261,335.96	\$ 16,154.80	\$ 19,216.69	\$ 296,707.45
TOTAL PAYROLL						\$ 296,707.45



UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 24, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	4,000.00	-	4,000.00	-	306.00	4,306.00
ADMINISTRATION	19,776.76	-	19,776.76	2,209.06	1,458.44	23,444.26
FINANCE	10,870.12	-	10,870.12	1,214.19	801.91	12,886.22
POLICE	113,189.69	2,450.62	115,640.31	723.73	8,443.44	124,807.48
COMMUNITY DEV.	19,119.69	-	19,119.69	2,135.67	1,398.74	22,654.10
STREETS	15,949.38	98.95	16,048.33	1,792.61	1,167.11	19,008.05
WATER	17,566.71	-	17,566.71	1,962.20	1,282.05	20,810.96
SEWER	8,903.10	-	8,903.10	994.47	640.68	10,538.25
PARKS	21,009.63	63.51	21,073.14	2,353.87	1,527.33	24,954.34
RECREATION	14,325.20	-	14,325.20	1,511.74	1,053.63	16,890.57
LIBRARY	15,872.95	-	15,872.95	1,176.64	1,180.27	18,229.86
TOTALS	\$ 261,491.57	\$ 2,613.08	\$ 264,104.65	\$ 16,074.18	\$ 19,329.09	\$ 299,507.92

TOTAL PAYROLL \$ 299,507.92



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, August 10, 2020

ACCOUNTS PAYABLE

Library CC Check Register - FY21 (Pages 1 - 4)	07/25/2020	\$3,034.92
Library Check Register - FY21 (Pages 5 - 7)	08/10/2020	5,406.42
<u>FY20</u>		
Lucas Holdings - Library Cards	07/28/2020	\$635.76
Baker Taylor - Books	07/28/2020	733.71
<u>FY21</u>		
Lincoln Financial -July 2020 Life Ins	07/14/2020	28.94
Glatfelter Liability Ins. -Installment #7	07/14/2020	918.69
IPRF - Aug 2020 Workers Comp	07/14/2020	992.37
Marlys Young-06/08/20 Meeting Minutes	07/14/2020	79.50
Metlife - July 2020 Dental Ins.	07/14/2020	396.13
BNY - Bond Series 2006 Admin Fees	07/14/2020	588.50
Flex - Jun 2020 HRA Admin Fees	07/28/2020	20.00
First Non-Profit - 3rd QTR Unemployment Ins	07/28/2020	332.90
Marlys Young-07/01/20 Meeting Minutes	07/28/2020	66.75
Blue Cross /Blue Shield-Aug 2020 Health Ins	07/28/2020	5,243.88
Dearborn National -Aug 2020 Vision Ins	07/28/2020	84.33
TOTAL BILLS PAID:		\$18,562.80

PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 8)	07/10/2020	\$ 17,343.75
Bi-weekly (Page 9)	07/24/2020	18,229.86
TOTAL PAYROLL:		\$35,573.61

TOTAL DISBURSEMENTS: \$54,136.41



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year			Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
		8%	17%	25%			
		May-20	June-20	July-20			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>							
82-000-40-00-4000	PROPERTY TAXES	-	351,569	27,832	379,400	739,047	51.34%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	-	393,438	31,146	424,584	822,953	51.59%
<i>Intergovernmental</i>							
82-000-41-00-4120	PERSONAL PROPERTY TAX	800	-	831	1,631	5,250	31.07%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	20,000	0.00%
<i>Fines & 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	175	651	8,500	7.66%
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	128	473	8,959	5.28%
<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	2,244	10,066	26,584	37.86%
TOTAL REVENUES: LIBRARY		6,914	748,934	62,356	818,204	1,647,343	49.67%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>							
82-820-50-00-5010	SALARIES & WAGES	31,602	21,068	21,068	73,738	289,742	25.45%
82-820-50-00-5015	PART-TIME SALARIES	19,929	9,261	9,829	39,019	190,000	20.54%
<i>Benefits</i>							
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	3,547	2,370	2,370	8,287	32,779	25.28%
82-820-52-00-5214	FICA CONTRIBUTION	3,886	2,264	2,307	8,456	35,952	23.52%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,625	9,593	4,535	24,753	76,764	32.25%
82-820-52-00-5222	GROUP LIFE INSURANCE	29	29	29	87	387	22.43%
82-820-52-00-5223	DENTAL INSURANCE	527	527	396	1,450	6,322	22.93%
82-820-52-00-5224	VISION INSURANCE	169	84	84	337	1,012	33.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	333	-	333	666	750	88.77%
82-820-52-00-5231	LIABILITY INSURANCE	5,578	1,911	1,911	9,400	25,834	36.39%
<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	-	228	567	795	2,500	31.81%
82-820-54-00-5440	TELECOMMUNICATIONS	-	-	609	609	7,200	8.45%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	7	7	750	0.97%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	593	185	248	1,026	11,000	9.33%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,865	986	1,771	6,621	40,000	16.55%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	2,366	-	4,105	6,471	20,000	32.36%
82-820-54-00-5480	UTILITIES	-	-	600	600	11,798	5.09%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,195	2,195	50,000	4.39%
82-820-54-00-5498	PAYING AGENT FEES	-	1,556	589	2,145	1,700	126.15%
<i>Supplies</i>							
82-820-56-00-5610	OFFICE SUPPLIES	-	311	69	380	8,000	4.75%
82-820-56-00-5620	OPERATING SUPPLIES	-	78	-	78	4,000	1.95%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	895	1,028	1,923	7,000	27.47%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	55	55	2,000	2.73%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-20	17% June-20	25% July-20	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
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		-	-	106	106	1,500	7.08%
<i>2006 Bond</i>								
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%
<i>2013 Refunding Bond</i>								
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	62,356	818,204	1,647,343	49.67%
TOTAL FUND EXPENDITURES			83,048	122,390	54,811	260,248	1,664,378	15.64%
FUND SURPLUS (DEFICIT)			(76,134)	626,544	7,545	557,955	(17,035)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,500	1,500	7,900	12,900	50,000	25.80%
84-000-45-00-4500	INVESTMENT EARNINGS		16	15	17	48	500	9.59%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	26	-	26	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			3,516	1,541	7,917	12,974	50,500	25.69%

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	271	426	3,500	12.18%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	16	-	16	500	3.20%
84-840-56-00-5685	DVD'S		-	420	361	781	3,000	26.03%
84-840-56-00-5686	BOOKS		-	1,046	404	1,450	50,000	2.90%
TOTAL FUND REVENUES			3,516	1,541	7,917	12,974	50,500	25.69%
TOTAL FUND EXPENDITURES			-	2,963	1,036	3,999	75,500	5.30%
FUND SURPLUS (DEFICIT)			3,516	(1,422)	6,880	8,975	(25,000)	



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

				Fiscal Year 2020						
				For the Month Ended July 31, 2019						
				YTD Actual	% Change					
LIBRARY OPERATIONS FUND (82)										
Revenues										
Property Taxes	\$	58,978	\$	803,984	51.5%	\$	1,562,000	\$	786,075	2.28%
Intergovernmental										
Personal Property Replacement Tax	\$	831	\$	1,631	31.1%	\$	5,250	\$	2,322	-29.77%
State Grants		-		-	0.0%		20,000		-	0.00%
Total Intergovernmental	\$	831	\$	1,631	6.5%	\$	25,250	\$	2,322	-29.77%
Library Fines	\$	-	\$	1,072	12.6%	\$	8,500	\$	1,638	-34.57%
Charges for Services										
Library Subscription Cards	\$	175	\$	651	7.7%	\$	8,500	\$	2,955	-77.97%
Copy Fees		-		3	0.1%		3,800		1,057	-99.70%
Program Fees		-		-	0.0%		-		35	-100.00%
Total Charges for Services	\$	175	\$	654	5.3%	\$	12,300	\$	4,047	-83.84%
Investment Earnings	\$	128	\$	473	5.3%	\$	8,959	\$	2,232	-78.81%
Reimbursements/Miscellaneous/Transfers In										
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$	-	\$	-	0.00%
Rental Income		-		-	0.0%		1,750		200	-100.00%
Miscellaneous Income		-		324	16.2%		2,000		2,404	-86.53%
Transfers In		2,244		10,066	37.9%		26,584		9,419	6.86%
Total Miscellaneous & Transfers	\$	2,244	\$	10,390	34.3%	\$	30,334	\$	12,023	-13.58%
Total Revenues and Transfers										
	\$	62,356	\$	818,204	49.7%	\$	1,647,343	\$	808,337	1.22%
Expenditures										
Library Operations	\$	54,811	\$	260,248	15.6%	\$	1,664,378	\$	276,832	-5.99%
50 Salaries		30,897		112,757	23.5%		479,742		118,126	-4.55%
52 Benefits		11,965		53,436	29.7%		179,800		49,234	8.54%
54 Contractual Services		10,691		20,470	13.4%		152,448		26,105	-21.59%
56 Supplies		1,258		2,542	10.0%		25,300		2,361	7.67%
99 Debt Service		-		71,044	8.6%		827,088		81,006	-12.30%
Total Expenditures and Transfers										
	\$	54,811	\$	260,248	15.6%	\$	1,664,378	\$	276,832	-5.99%
Surplus(Deficit)										
	\$	7,545	\$	557,955		\$	(17,035)	\$	531,505	

* July represents 25% of fiscal year 2021

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PAYROLL

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

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 03

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
03	AP-200713	07/07/2020	01	BOOKS	BAKER & TAYLOR	104898	2035272564	673.42	
		07/07/2020	02	BOOKS	BAKER & TAYLOR	104898	2035278024	554.19	
	AP-200725M	07/16/2020	213	AMAZON-ROCKING CHAIR	FIRST NATIONAL BANK	900092	072520-E.TOPPER	44.99	
		07/16/2020	214	AMAZON-ADDRESS LABELS,	FIRST NATIONAL BANK	900092	072520-E.TOPPER	76.36	
		07/16/2020	215	AMAZON-ELECTRONIC KEYBOARD	FIRST NATIONAL BANK	900092	072520-E.TOPPER	82.99	
		07/16/2020	216	AMAZON-GAMES, CARDS	FIRST NATIONAL BANK	900092	072520-E.TOPPER	36.93	
		07/16/2020	217	AMAZON-SENSORY BALL	FIRST NATIONAL BANK	900092	072520-E.TOPPER	14.99	
		07/16/2020	218	THERAPY SHOPPE-FIDGETS	FIRST NATIONAL BANK	900092	072520-J.WEISS	105.61	
		07/16/2020	219	FOXY'S ICE CREAM-16 \$5.00 GIFT	FIRST NATIONAL BANK	900092	072520-J.WEISS	80.00	
		07/16/2020	220	ROSATIS-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900092	072520-J.WEISS	40.00	
		07/16/2020	221	PARMA-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900092	072520-J.WEISS	40.00	
		07/16/2020	222	STARBUCKS-SUMMER READING GIFT	FIRST NATIONAL BANK	900092	072520-S.AUGUSTINE	20.00	
		07/16/2020	223	GRACE COFFEE-SUMMER READING	FIRST NATIONAL BANK	900092	072520-S.AUGUSTINE	10.00	
	GJ-200731LB	08/02/2020	03	July 220 Deposits					1,216.44
				TOTAL PERIOD 03 ACTIVITY				1,779.48	1,216.44
				TOTAL ACCOUNT ACTIVITY				1,826.97	1,573.51
				ENDING BALANCE					49,190.83
				GRAND TOTAL				0.00	49,190.83
				TOTAL DIFFERENCE				0.00	49,190.83

LIBRARY DIRECTOR REPORT—July 2020

Summary: After much preparation, the Library reopened on July 13th. We hosted a Welcome Table at the entrance and gave away promotional items to our patrons. People were so happy to be able to come back to YPL. People wore their face masks with some being reminded to keep them on and to wear them properly. We also had to remind some people to limit their time to 1 hour in the building. We have started to have some of our regular groups meet in the building (groups of less than 15) such as Threads, Lunch Bunch, Creative Writing, Men's Book Club, and the Friends. We have enough PPE and are doing cleaning throughout the day. Kudos to the staff. This past week we had a staff member that was feeling ill and went for a COVID test that proved negative. We do have a flow chart that outlines the procedures to follow (will be given to the Board at the meeting). We are delighted to be able to continue to provide library services in person and virtually.

Facilities Management: Had another issue with the HVAC in the Telecom Room. Part ordered and replaced. Cost was \$1,625.50. I am questioning the labor cost (amount of time) and have contacted the company. Phone system was having issues and Comcast called. They said phone lines were fine but when they left phones were not working at all. Sound, Inc called to come and check the telephone system. They checked the system, plugged in the line left off by Comcast and reset the phone system to alleviate the drop calls coming in from the outside. In the coming months, we will be looking to update our phone system. The windows both outside and inside were cleaned this month. Great Lakes conducted out sprinkler system inspection on July 24th. Attended via Zoom the Facilities Manager's Group meeting and learned what libraries are doing dealing with the pandemic and sources for PPE supplies. Interesting to learn that Barrington Library is not offering computers for the public at all and Lincolnshire Library will not be reopening at all—only Curbside.

Public Relations: Press releases were sent with the new Board officers and opening day photo to the Kendall Record. Neither of the two were published. Will be setting up a meeting with the editor to see why. You Tube Channel created and there were videos on the 3D printer, Underground Adventure and Origami Craft to Go. Facebook continues to have almost daily posts as well as Twitter.

Website Redesign: Received a proposal for the redesign of our website by the company that hosts our site. This will be part of the Marketing Plan.

Adult Virtual Programming:

Threads **5**
Friends **11**
Lunch Bunch **12**
Men's Book Club **6**
Creative Writing **12**

Attendance 46

Children's Virtual Programming-:

3 D Printer—Video on the You Tube channel instructing kids how to design something to be printed on the 3D printer. Item is sent to YPL and then printed for pick up.

Underground Adventure Program: Virtual Program with the Peoria Forest Park Nature Center.

Storytimes continue weekly via Zoom. In August, we will have one session (limited to 8-10) in the Library as a trial and the others via Zoom.

We will also have book clubs on a trial in August with limits of children.

Facebook Statistics:

Drop in Storytimes (5) 486 views

Science Experiments (2) 293 views

Storywalk 12 liked

Tuesday Build Days 17 liked

Crafts to Go 30 liked

Underground Adventures 5 liked

Pidgeon Craft 12 liked

Facebook Totals 160 Likes 779 Views

You Tube Totals: 34 Views

Summer Reading Program:

There were 40 adults that registered and 33 that participated. Prizes were awarded. There were 400 packets created for Youth Services. Wandoo was used for the online Summer Reading Program. There were 72 participants with weekly challenges. The 8-week challenges numbered 99. Our sponsors were Wendy's, Keller's Farmstand, NIU Football, Kane County Cougars, McDonald's, Ultimate Dance of Plano, and Paisano Pizza. We are most appreciative of their donations especially when small businesses have suffered.

*****New Programs for Teens: Volunteer Projects from Home:**

This will be presented at the September Board Meeting. This program provides 5 different volunteer opportunities for preteens and teens that they can complete independently and are eligible for service hours. This is in response to the Board's request for programming for this group.

Museum Passes 3

Children's Programs: Youth Services hosted a StoryWalk around the outside to the library building. There were 5 participants.

Prairie Cat Meetings- Attended the Member's Update (7/8/20) and the Delegates Assembly (7/29/20) both via Zoom.

Staff: I screened 25 applications for the Library Clerk positions. The managers and I interviewed 8 candidates and hired 4. We are awaiting the results from the background check and drug testing. We will also welcome back a former staff member, Brittany O'Carroll to the Youth Services department.

Marketing Plan: The first draft of the Marketing Plan (1-year Plan) will be distributed at the August 10th Board meeting.

Library Operations- Two plaques were ordered for the Eagle Scout Project and the Dedication of the Quiet Reading Room. They will be presented at the August Board Meeting. The REALM Project now suggests that magazines and board books be quarantined from 3 days to 4 days and we have made that adjustment.

Worked with the Insurance Company to have the new Treasurer's Bond issued for Jason Hedman. The wiring for the upgrade of the Wireless system was completed in 2 days. Russ Walter was onsite to monitor the project. Russ Walter and I met with Metromet on 7/28/20 as they reached out with better pricing for us. Proposal is included in this packet. Staff is still working on completing the Inventory of the collection. We are working on updating the Policy Manuals for all the managers and our end goal is to create all the policies on the shared computer drive.

Friends- The Friends helped to host the Welcome Table the first week back. Three of the Friends helped to weed and clean the grounds around the Digital Sign. Special thanks to our wonderful Friends.

Computer Use

Adult **140**

YA **19**

Youth **3**

E-book Use

Omni E-Book **923** E-Audio **506 301(Users)**

E-Read IL **45** E-Book Audio**77 (37Users)**

Circulation

Check Ins **10,324**

New Patrons Added **34**

New Items Added **324**

Curbside Service: We were concerned that we would have to balance Curbside with walk-in service, but people are coming inside for service. Curbside now is only 3-5 pick ups per day.

Home Delivery: Has resumed with 3 no contact deliveries.

Patron Count: 1,300 (Approximate)

PrairieCat

Totals

Totals

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 (796) VIEWS OF 4 STC
JUN	0			46				56 (676 views) of 4 story
JUL	1300							
AUG								
SEP								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								



Business Agreement

Date: 8/11/2020

If Agreement is not executed, pricing will expire on: 8/27/2020

Paperwork Prepared By: Jeff Norris

Customer Name	YORKVILLE PUBLIC LIBRARY	Subscriber ID	
Physical Address	902 Game Farm Rd Yorkville, IL 60560	Billing Address	YORKVILLE PUBLIC LIBRARY
Primary Contact: Russ Walter	Contact to Receive Metronet Text Alerts:		
Primary Contact Number: 630-553-4354	Contact Phone Number:		
Primary Contact Email: russ.walter@yorkville.lib.us	Contact Email Address:		

Referring Customer:	Referring Customer Subscriber ID:
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Service Agreement Term: 36 month(s)
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Internet Services		Internet Services, Business Fiber Prices, Best Effort Service		
QTY	PRODUCT NAME	DESCRIPTION	UNIT PRICE	NET TOTAL
1	1 Gb /1 Gb Standard Business Fiber	1 Gb /1 Gb Business Fiber	\$249.95	\$249.95
1	Static IP (Single IP)		\$0.00	\$0.00

Plain Phone Service		Basic Phone Lines, similar to Comcast's Agreement.		
QTY	PRODUCT NAME	DESCRIPTION	UNIT PRICE	NET TOTAL
5	Business Complete	Regular (non-HPBX phone line) 5000 minutes of long distance w/ \$0.025/min overage charge	\$25.65	\$128.25

Hosted PBX Phone System		Hosted PBX Phone System details.		
QTY	PRODUCT NAME	DESCRIPTION	UNIT PRICE	NET TOTAL
1	HPBX: PolyVXX Expansion Module - Color	Expansion Module for PolyVXX phone series allowing an additional 28 line keys. 3 Expansion Modules and 84 lines possible.	\$5.95	\$5.95
1	HPBX: PolyVXX311	Standard desktop phone for HPBX seats	\$0.00	\$0.00
1	HPBX: PolyVXX411 Upgrade	Upgrade from PolyVXX311 providing additional features and color screen	\$3.00	\$3.00
1	HPBX: PolyVXX601 Upgrade	Executive level desktop phone providing additional features and color screen	\$5.00	\$5.00
1	HPBX: Standard Seat	Standard Seat Lic. Need one for each VoIP Phone,	\$12.95	\$12.95
1	Managed Router Adtran 3140 (Multi Service Router)	Internet >1 IP Address (3140 CAN support up to 1Gb) Internet & Managed WiFi (no voice) NOTE: You CANNOT combine SIP Trunk (voice) with Managed WiFi and/or HPBX on same 3140 SIP will need to be delivered on a dedicated 3140 serving as SIP trunking gateway	\$14.95	\$14.95
1	Managed Switch - 24 Port POE	Required on all HPBX installs of 9-24 phones	\$29.95	\$29.95
6	SIP: Call Paths (6-10)	SIP Trunking - Minimum 6 Call Paths	\$14.95	\$89.70

Monthly Net Total: \$539.70

Terms & Conditions

By signing this Services Agreement, Customer ("you") acknowledges that Customer has had an opportunity to read and review the terms and conditions of this Services Agreement, our Business Terms and Conditions, our tariff, our Acceptable Use and Privacy Policy ("AUPP"), our Additional Terms of Service Addendum ("Business"), our Managed Wi-Fi Terms of Service, any Statement of Work ("SOW") and Letters of Authorization (all such documents relating to Customer's Services are collectively the "Agreement"). Customer agrees to abide by the Agreement's terms and conditions as amended or updated from time to time. The Agreement can be found at <https://www.metro.net/inc.com/terms-conditions/> and constitute the entire agreement between Customer and MetroNet with respect to the Services.

Signature: {{Sig_es_:signer1:signature}}

Title: {{Ttl1_es_:title}}

Date: {{Dte1_es_:date}}

Customer Name	YORKVILLE PUBLIC LIBRARY
Subscriber ID	
Physical Address	902 Game Farm Rd, Yorkville, IL 60560

Explanation Of Work To Be Done

Note: If you are submitting an order for Symmetrical Internet Circuits, HPBX, WAN, Wi-Fi etc., it's critical to follow the process for **Complex Orders** and first engage Sales Engineering.

Day of Service Installation

MetroNet will assign an installation date for your Fiber Services. On the Installation Date you will experience service down time due to factors outside of our control. In some cases, this may mean you may not have phone or computer service for several hours. Such downtime is unavoidable, but we will use commercially reasonable efforts to minimize the inconvenience to you.

DMARC (ONT)

When an ONT/fiber drop is installed MetroNet is responsible for service up to the DMARC (ONT). Anything beyond the DMARC is the customer's internal network and the **business owner's financial responsibility** to contact an IT vendor for support and/or repairs.

Customer Phone Vendor / Cut Sheet

Phone Vendor Name:

Customer designates the above mentioned Phone Vendor to be responsible for maintaining the internal phone systems on behalf of Customer. Phone Vendor will be responsible for locating all lines prior to the Installation Date provided by MetroNet and will be responsible for connecting Customer's internal phone system to MetroNet's demarcation point. Phone Vendor must be present on the Installation Date at the designated time. **Customer will be responsible for scheduling the Phone Vendor on the Installation Date and shall pay all expenses associated with the Phone Vendor.** MetroNet will provide Customer with a document detailing the lines/circuits to be installed for the benefit of the Phone Vendor ("Cut Sheet")

Changes

Customer understand that any changes made to the SOW or Fiber Services, including but not limited to database information, after execution of this SOW may result in the assignment of a new Installation Date by MetroNet or otherwise delay the provisioning of the Fiber Services to you.

This SOW is hereby incorporated by reference into the Agreement between Customer and MetroNet, as that term is defined in the terms and conditions. Any capitalized terms not defined herein shall have the same meanings as ascribed to them in the Agreement.

Name: {{Name1_es_:fullname}}

Signature: {{Sig_es_:signer1:signature}}

Date	8/11/2020
Sales Associate	Jeff Norris
Customer	YORKVILLE PUBLIC LIBRARY
Subscriber ID	
Address	902 Game Farm Rd, Yorkville IL 60560

The Primary Contact and Additional Authorized Contacts listed below, have authorization to act on this account (e.g. make billing changes, request changes and upgrades in service/equipment, cancel service, make address changes, request and provide account information, give and accept notices, etc.) whether such action is taken by telephone, electronically or other manner. In the event the Primary Contact or an Additional Authorized Contact ceases to be authorized or a new individual becomes authorized, it is the responsibility of the Primary Contact (or an Additional Authorized Contact in the event of a change in Primary Contact) to provide MetroNet written notice of such change. MetroNet may, but shall have no obligation to, verify authorizations or the identity of the authorizer.

Primary Contact	Title	Phone	Email
Russ Walter	Board Member	630-553-4354	russ.walter@yorkville.lib.us
Onsite Contact	Title	Phone	Email
Accounts Payable	Title	Phone	Email
Additional Authorized Contacts	Title	Phone	Email

The undersigned represents and warrants to MetroNet that he/she is authorized to sign this Authorization form on behalf of the Customer.

Name: {{Name1_es_:fullname}}

Signature: {{Sig_es_:signer1:signature}}

Date:
{{Dte1_es_:date}}

Company Name	YORKVILLE PUBLIC LIBRARY
Address	902 Game Farm Rd, Yorkville 60560
Contact Name	Russ Walter
Contact Phone	630-553-4354

How should out-going Caller ID appear? (15 characters only)

Choose Format - Check all that apply

<input type="checkbox"/> Straight Line Listing	
<input type="checkbox"/> Indented Line Listing	
<input type="checkbox"/> Additional Listings	

Basic Listing:

- Metronet provides 1 free basic white page and 1 free basic yellow page listing for mail telephone at no charge (does not include 800#)

Additional Listings:

- Non Published Listing: Not in Phone Book and Not Available through Directory Services (411) - \$6.50 per number
- Non Listed: Not in Phone Book but is available through Directory Services (411) - \$4.95 per number
- Additional Listings: Additional Listings are \$4.50
- Foreign Listing: Where Available, a listing in a telephone directory which is not in the Customer's immediate calling area. - Listing an 800# - \$5.95
- Bold, Red, and Block Advertising: Customers should contact their phone book publishers directly

Main Listing Appearance:

Below type EXACTLY how listings will appear in the Directory, including indentions. This information pertains only to the number listed below.

Telephone Number:

Business Pages:

Yellow Pages:

Please list the caption they are listed under in the Yellow Pages:

Directory Listing:

(Name, Address, Phone Number)

Additional Listing Appearance(s):

Below type exactly how listings will appear in the Directory, including indentions. Please be specific as to which information goes with which number

Telephone Number:

Yellow Pages:

Please list the caption they are listed under in the Yellow Pages:

Directory Listing:

(Name, Address, Phone Number)

I, {{Name1_es_:fullname}} (Company Representative) attest that the above is accurate and correct. I therefore authorize MetroNet to submit the information as my Directory Listing information.

Name: {{Name1_es_:fullname}}

Title: {{Ttl1_es_:title}}

Signature: {{Sig_es_:signer1:signature}}

Date: {{Dte_es_:signer1:date}}

Date: 8/11/2020
Customer: YORKVILLE PUBLIC LIBRARY
Subscriber ID:

Telephone Number	Description	Hunt on Busy?	Hunt on No Answer?	Hunt Line Position	Hunt Group Voicemail	Basic Voicemail
	Voice					
	Voice					
	Voice					
	Voice					

***Multiple line in Hunt requires Hunt Group Voicemail*

Special Instructions:

MetroNet's Business Complete Phone Includes:

Long Distance
 Caller ID Deluxe
 *66 Repeat Dialing
 *67 Per Call Block
 *69 Call Return

*72 Call Forwarding
 *75 Speed Calling
 *77 Anonymous Call Rejection
 Three Way Calling & Call Waiting (Cannot be combined with Hunting)

Dedicated Fax Lines will have no features added unless requested

For additional information regarding MetroNet's Business Complete Phone Features please visit <https://www.metronetinc.com/business/fiber-voice>.

Letter of Authorization for Customer Service Record Retrieval

Company Name	YORKVILLE PUBLIC LIBRARY
Shipping Address	902 Game Farm Rd, Yorkville 60560
Contact Name	Russ Walter
Contact Phone	630-553-4354
Current Local Carrier	

Customer Service Records needed for the following numbers

Telephone Number	BTN/WTN	Telephone Number	BTN/WTN

Metronet Contact Information

Contact Name	Russ Walter	Phone Number	630-553-4354
Email Address	russ.walter@yorkville.lib.us	Fax Number	

Please either email or fax the requested Customer Service Records to the contact information above.

I, {{Name1_es_:fullname}}, appoint Metronet as my agent to request my private Customer Service Records in anticipation of converting to Metronet for the provision of local telephone service. I am requesting that my current phone provider interface directly with the contact person mentioned above in providing my records and responding to requests for changes in my phone service. This letter of authorization is hereby incorporated by reference into the Agreement between Customer and Metronet, as that term is defined in the terms and conditions to the Business Order Form. Any capitalized terms not defined herein shall have the same meanings as ascribed to them in the Agreement.

Name:{{Name1_es_:fullname}}	Title:{{Ttl1_es_:title}}
Signature:{{Sig_es_:signer1:signature}}	Date:{{Dte_es_:signer1:date}}