

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**September 14, 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
  - Landscaping Proposals/Presentations
  - Metronet Business Agreement
  - Marketing Plan (Draft Revised)
13. New Business
  - Today's Business Solution-Presentation
  - YPL Protocols for COVID-19 & Employees
  - YPL Staff Study & COLA
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, August 10, 2020 7:00pm

902 Game Farm Road – Library Board Room

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

**Roll Call:** Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Theron Garcia-yes

Absent: Julie Brendich, Ryan Forristall

### **Others Present:**

Library Director Elisa Topper, City Council Liaison Daniel Transier

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

**Amendments to the Agenda:** None

**Minutes:** July 13, 2020

Mr. Walter noted one correction on page 3, “E-Rate Project Update”--it should say that S&G will add access points, rather than Comcast adding them. Mr. Crawford then moved and Ms. Garcia seconded to approve the minutes with this correction. Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes. Carried 6-0.

### **Correspondence:**

A thank you card was read from a recent winner of a Kindle and a thank you was read regarding the purchase of new books celebrating people of color. A request was also received from an individual for additional computer time for personal matters and Director Topper granted the request in a letter.

**Public Comment:** None

**Staff Comment:** None

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

#### **Financial Statement**

Treasurer Hedman presented the report highlights. He said there were Covid-related expenses and small repairs etc. Half of the property taxes have been received, fines/subscription cards are under budget and expenses are on track.

#### **Payment of Bills**

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

\$18,562.80	Accounts Payable
\$35,573.61	Payroll
\$54,136.41	TOTAL

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes.  
Carried 6-0.

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

Director Topper presented the following highlights:

1. A staff member went home ill, a later test proved negative for Covid. Ms. Topper shared a flow chart regarding protocol if a staff person tested positive.
2. A part in the Telecomm room was replaced at a cost of \$1,625.50. Ms. Topper questioned the labor costs and a rep will come to discuss the charges.
3. Jennette Weiss is developing a new teen program/volunteer projects from home and will attend the next Board meeting to present.
4. Four new employees have been hired, plus one former staff member.
5. First draft of Marketing Plan presented.
6. Worked with Mr. Hedman and bonding company, rate has increased greatly.
7. Wireless system completed, thanked Mr. Walter for being present during process.
8. Curbside service has dropped to about 3 per day (had been 450 per day prior to the reopening).

The Covid-related flowchart was discussed and it was determined that the Board needs to adopt a policy for liability reasons. Ms. Topper and Ms. Garcia will obtain more examples of guidelines. Contact tracing, paying employees during quarantine and building disinfecting were other aspects discussed. Mr. Crawford will contact Ms. Brendich to schedule a policy meeting.

**City Council Liaison:** No report

**Standing Committees:** None

### **Unfinished Business:**

#### **Reopening Update**

The library reopened July 13<sup>th</sup> related to the Covid pandemic. A welcome desk was set up, mask compliance was monitored and overall, patrons followed the rules. The Friends sat at the desk after the initial reopening days and Ms. Topper thanked them for their assistance.

#### **Dedication Plaques**

Plaques were purchased for the Howard Wolfe quiet reading room and for Daniel Chacon's Eagle Scout project.

#### **Landscaping Project Proposals**

Ms. Topper has obtained four proposals for landscaping around the new digital sign and the Garden Club will contribute \$500. The Board discussed the quotes and specifications received and it was decided that more information and sketches were needed. The top 3 companies will be invited to the next meeting.

### **New Business:**

#### **Marketing Plan (Draft)**

Ms. Topper said this is a draft so the Board and managers can provide feedback. She noted the need for consistency in branding and there should be a redesign of the website. Board discussion included:

1. Community partnerships/engagement/relationships with other organizations. Should have been part of new teachers' breakfast with library giveaways, etc.

2. Library should become a resource, i.e. virtual storytimes/temporary homework hotline/tutoring service? Prove value of library to the community, promotion of library services.
3. How will goals be measured?
4. Community outreach person for library? Look at staffing, determine needs first.
5. Need for maintenance person or engineer-type person who can do equipment resets, etc.
6. Promote census so funds are directed to library.
7. Should be election hub/promote 100 years of women's voting rights.
8. Discussion of website re-design.
9. Ms. Topper will revise the Plan and bring back to the next meeting.

### **Metronet Business Agreement**

Mr. Walter said discussions with Comcast have indicated that a \$100 installation fee not included in the original order caused the unexplained project rejection. In the meantime, Metronet presented the library with a proposal for service that would be much faster than Comcast's. He also said the phone system needed an upgrade and had been down recently because a Comcast router was not powered up. He said the cost of Metronet's 1 Gig service was \$295 and they would offer 2 months free. Mr. Walter said Metronet's proposal is not e-ratable because it is a business service.

If the library chooses Metronet, Sound Inc. would still service the cameras. At this time they do the phones and cameras.

Mr. Walter said there are 11 months left on the Comcast contract and the Board asked about the cost of breaking the contract. Metronet would require a 3-year commitment, however, Mr. Hedman asked that a 1-year should be requested since they are a new provider and still building their infrastructure. It was decided that a final decision would not be made until more information is obtained. Mr. Walter will inquire about the information needed and if Metronet has an early termination fee.

**Executive Session:** None

**Additional Business:** None

### **Adjournment:**

There was no further business and the meeting adjourned at 8:28pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
**Policy Committee Meeting**  
Thursday, August 27, 2020 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:06pm by Committee Chairman Julie Brendich, roll was called and a quorum was established.

**Roll Call Committee Members:** Theron Garcia-yes, Wamecca Rodriguez-yes, Julie Brendich-yes, Darren Crawford-yes

**Others Present:**  
Library Director Elisa Topper

**Recognition of Visitors:** Chairman Brendich recognized Ms. Topper.

**Amendments to the Agenda:** None

**Public Comment:** None

**Staff Comment:** None

**New Business:**  
**Approve Personnel Policies/Procedures for Covid**

The purpose of the meeting was to approve a procedure/policy pertaining to paying employees who experience Covid or related symptoms. Ms. Topper had sent to committee members a sample procedure that was compiled by area Library Directors and a sample flow chart from a separate source. Mr. Crawford said direction is needed in the event of a Covid illness with Library staff or exposure to the Covid. Ms. Topper said two employees had been exposed to others who had Covid.

Committee members discussed the accuracy of the one-hour rapid test and the number of quarantine days required after Covid or exposure or after taking a vacation to a 'hotspot'. Ms. Topper said temperature checks are still being done on staff every day. Reporting Covid cases to Kendall County was also noted, whether it be employees or patrons who may have exposed staff. A form called EPSLA (Emergency Paid Sick Leave Act) is needed for employees to be paid if they are out sick with Covid or due to exposure. This temporary law is effective until December 2020. It was also suggested that the CDC "return to work flow chart" be used. Ms. Rodriguez questioned the time period of 10 days vs. 14 days quarantine in the procedure vs. the flow chart. The procedure calls for a Covid test after quarantine vs. the flow chart which does not require a test. She also said guidance is needed regarding anyone who travels and is exposed to Covid.

The committee also discussed if an employee can apply for EPSLA more than once, in the case of several family members becoming sick with Covid. Employees who contract Covid or are absent due to family members having Covid, would be paid first through EPSLA, then from sick time and then vacation time. It was noted the Library, (not federal funds), pays for the EPSLA time off. Pay for full time vs. part time staff and the option of making up time were both discussed.

Ms. Topper noted that returned books are now being quarantined for 7 days per RAILS guidelines. The Board discussed the number of days various materials can be Covid-contaminated.

President Crawford said that the written document needs to be adopted as a policy since it involves funds.

The Board decided the following:

1. Omit the entire last section in the proposed YPL Protocol
2. Ms. Topper will revise the Protocol procedure.
3. Board will use the CDC flow chart for return to work procedure.
4. Ms. Garcia will create an EPSLA form and send to all.
5. Procedure to be brought back to Board for approval as Policy since funds are involved.
6. Fonts in footnotes to be corrected for uniformity.
7. Add a link for EPSLA.

**Executive Session:** None

**Adjournment:**

There was no other business and the meeting was adjourned at 6:59pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 08/19/20  
TIME: 12:48:31  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900093	FNBO	FIRST NATIONAL BANK OMAHA			08/25/20		
	082520-A.SIMMONS	07/31/20	01	AMAZON-ADDING MACHING AND TAPE		01-120-56-00-5610	38.15
			02	COMCAST-JUL 2020 INTERNET &		82-820-54-00-5440	420.38
			03	VOICE		** COMMENT **	
			04	QUADIENT-7/30-10/29 POSTAGE		01-120-54-00-5485	161.97
			05	MACHINE LEASE		** COMMENT **	
			06	VERIZON-JUN 2020 IN CAR UNITS		01-210-54-00-5440	756.23
			07	VERIZON-JUN 2020 HOT SPOT		79-790-54-00-5440	36.01
			08	VERIZON-JUN 2020 MOBILE PHONES		01-220-54-00-5440	189.12
			09	VERIZON-JUN 2020 MOBILE PHONES		01-210-54-00-5440	898.32
			10	VERIZON-JUN 2020 MOBILE PHONES		79-795-54-00-5440	94.56
			11	VERIZON-JUN 2020 MOBILE PHONES		51-510-54-00-5440	181.47
			12	VERIZON-JUN 2020 MOBILE PHONES		52-520-54-00-5440	36.01
				INVOICE TOTAL:			2,812.22 *
	082520-B.OLSEM	07/31/20	01	COVIS-250 LASER MAILERS		01-110-56-00-5610	257.78
			02	BEACON-NEWSPAPER RENEWAL		01-110-56-00-5610	91.00
			03	THROUGH 12/30/20		** COMMENT **	
				INVOICE TOTAL:			348.78 *
	082520-B.OLSON	07/31/20	01	ZOOM-6/23-7/22 MONTHLY FEE		01-110-54-00-5462	154.97
				INVOICE TOTAL:			154.97 *
	082520-B.PFIZENMAIER	07/31/20	01	AMERICAN TIRE#3659-TIRE REPAIR		01-210-54-00-5495	17.94
			02	AMERICAN TIRE#3633-OIL CHANGE		01-210-54-00-5495	48.15
			03	AMERICAN TIRE#3572-OIL CHANGE		01-210-54-00-5495	62.48
			04	AMERICAN TIRE#3546-INSTALLED		01-210-54-00-5495	153.75
			05	BATTERY KILL SWITCH		** COMMENT **	
			06	AMERICAN TIRE#3661-REPLACED		01-210-54-00-5495	895.73
			07	AC COMPRESSOR AND COMPONENTS		** COMMENT **	
			08	AMERICAN TIRE#3715-REPLACED		01-210-54-00-5495	247.26
			09	POWER STEERING COOLER LINES		** COMMENT **	
			10	AMERICAN TIRE#3690-REPLACED		01-210-54-00-5495	461.77
			11	FRONT LOWER CONTROL ARMS AND		** COMMENT **	
			12	ABS SPEED HARNESS		** COMMENT **	
			13	AMERICAN TIRE#3784-REPLACED		01-210-54-00-5495	55.62
			14	AC FILTER		** COMMENT **	
			15	AMERICAN TIRE#3738-INSTALLED		01-210-54-00-5495	117.88
			16	BATTERY KILL SWITCH		** COMMENT **	
			17	AMERICAN TIRE#3806-MOUNT &		01-210-54-00-5495	67.11
			18	BALANCE TIRES		** COMMENT **	
			19	AMERICAN TIRE#3827-REPAIRED		01-210-54-00-5495	171.69
			20	TIRES, INSTALLED BATTERY KILL		** COMMENT **	
			21	SWITCH		** COMMENT **	
			22	AMERICAN TIRE#3804-REPLACED		01-210-54-00-5495	316.79
			23	BRAKE PADS & ROTORS		** COMMENT **	

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900093	FNBO	FIRST NATIONAL BANK OMAHA			08/25/20		
	082520-E.DHUSE	07/31/20	06	NAPA#258881-FILTERS		01-410-56-00-5628	109.71
			07	NAPA#258998-FILTERS		01-410-56-00-5628	18.20
			08	NAPA#259012-BATTERY TERMINAL,		01-410-56-00-5628	25.56
			09	BATTERY CABLES, LOOM, CAP		** COMMENT **	
			10	NAPA#259164-ANTIFREEZE		01-410-56-00-5628	16.14
			11	NAPA#259657-TRANSFER PUMP		52-520-56-00-5613	65.49
			12	NAPA#260627-OIL		52-520-56-00-5628	7.29
			13	ILRWA-MEMBERSHIP RENEWAL		51-510-54-00-5460	493.00
						INVOICE TOTAL:	1,123.98 *
	082520-E.TOPPER	07/31/20	01	AMAZON-BOOKS, JUMPER CABLES,		82-000-24-00-2480	678.01
			02	UKULELE, HOLE PUNCH, GAMES,		** COMMENT **	
			03	DVD PLAYER, MUSICAL		** COMMENT **	
			04	INSTRUMENTS, CAMERA TRIPOD,		** COMMENT **	
			05	CALCULATOR, LIGHT PAD		** COMMENT **	
			06	AMAZON-MASKING TAPE		82-820-56-00-5610	11.64
			07	AMAZON-CARPET CLEANER		82-820-56-00-5621	17.06
			08	SHAW MEDIA-EMPLOYMENT AD		82-820-54-00-5426	34.68
			09	AMAZON-CARPET CLEANER		82-820-56-00-5621	8.92
			10	AMAZON-SIGN HOLDER		82-820-56-00-5610	22.65
			11	AMAZON-SPRAY PAINT		82-820-56-00-5610	4.49
			12	AMAZON-DISINFECTANT SPRAY,		82-820-56-00-5621	130.07
			13	PAPER TOWEL		** COMMENT **	
			14	AMAZON-POST IT NOTES,		82-820-56-00-5610	28.98
			15	LAMINATING PLASTIC		** COMMENT **	
			16	AMAZON MONTHLY PRIME FEE		82-820-54-00-5460	12.99
			17	TRIBUNE-7/10-9/3 PAPER RENEWAL		82-820-54-00-5460	37.68
			18	SMITHEREEN-JUL 2020 PEST		82-820-54-00-5462	78.00
			19	CONTROL		** COMMENT **	
			20	AMAZON-ALEXA SPEAKER		82-000-24-00-2480	39.99
			21	AMAZON-BOOKS, FOOD STORAGE		82-820-56-00-5610	39.22
			22	BAGS		** COMMENT **	
			23	AMAZON-SCRAPBOOK CASE		82-820-56-00-5610	36.63
			24	AMAZON-SUPPLY CASE		82-000-24-00-2480	22.73
			25	AMAZON-SPEAKER PHONE, VINYL		82-820-54-00-5468	103.98
			26	SPOT MARKERS		** COMMENT **	
			27	AMAZON-FIRE 7 TABLET		82-000-24-00-2480	49.99
						INVOICE TOTAL:	1,357.71 *
	082520-E.WILLRETT	07/31/20	01	ELEMENT FOUR-JUL 2020 CLOUD		01-640-54-00-5450	464.28
			02	CONNECT OFFSITE BACKUPS		** COMMENT **	
						INVOICE TOTAL:	464.28 *
	082520-J.ENGBERG	07/31/20	01	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	52.99
			02	FEE		** COMMENT **	
						INVOICE TOTAL:	52.99 *



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900093	FNBO	FIRST NATIONAL BANK OMAHA			08/25/20		
	082520-J.GALAUNER	07/31/20	01	WALMART-WHISTLES		79-795-56-00-5606	24.80
						INVOICE TOTAL:	24.80 *
	082520-J.JACKSON	07/31/20	01	FLATSOS-TUBE		01-410-56-00-5628	20.00
						INVOICE TOTAL:	20.00 *
	082520-J.JENSEN	07/31/20	01	AMAZON-BOOKS		01-210-54-00-5412	53.16
			02	IACP-2020 ONLINE TRAING		01-210-54-00-5412	200.00
			03	EVENT-JENSEN		** COMMENT **	
						INVOICE TOTAL:	253.16 *
	082520-J.SLEEZER	07/31/20	01	DOORS BY RUSS-REPLACE CABLES		23-216-56-00-5656	180.00
			02	AND ROLLERS		** COMMENT **	
			03	HOME DEPO-CEMENT		01-410-56-00-5620	17.07
			04	FLATSOS-TIRE MOUNT		01-410-56-00-5628	15.00
			05	HEWITT-SWEEPER SWITCH		01-410-56-00-5620	212.39
						INVOICE TOTAL:	424.46 *
	082520-J.WEISS	07/31/20	01	DOLLAR TREE-SUMMER READING		82-000-24-00-2480	12.50
			02	PRIZES		** COMMENT **	
			03	TARGET-SUMMER READING GIFT		82-000-24-00-2480	25.00
			04	CARDS		** COMMENT **	
						INVOICE TOTAL:	37.50 *
	082520-K.BARKSDALE	07/31/20	01	KONE-JUL 2020 ELEVATOR		23-216-54-00-5446	160.50
			02	MAINTENANCE		** COMMENT **	
			03	WAREHOUSE-DISINFECTANT SPRAY,		01-220-56-00-5620	219.94
			04	HAND SOAP, HANGING FILES		** COMMENT **	
			05	APA-HOUSING FOR DIVERSITY		01-220-54-00-5412	30.00
			06	WEBINAR-BARKSDALE		** COMMENT **	
			07	APA-AICP MEMBERSHIP		01-220-54-00-5412	819.00
			08	RENEWAL-BARKSDALE		** COMMENT **	
						INVOICE TOTAL:	1,229.44 *
	082520-K.GREDORY	07/31/20	01	ARAMARK#1592288680-MATS		52-520-54-00-5485	56.68
			02	ARAMARK#1592296159-MATS		51-510-54-00-5485	56.68
			03	ARAMARK#1592303700-MATS		01-410-54-00-5485	56.68
			04	ARAMARK#1592311421-MATS		51-510-54-00-5485	56.68
			05	ARAMARK#1592273694-MATS		52-520-54-00-5485	56.68
			06	ARAMARK#1592325214-MATS		01-410-54-00-5485	56.68
			07	ARAMARK#1592319694-MATS		01-410-54-00-5485	56.68
			08	AMAZON-FLUORESCENT TAPE,		01-110-56-00-5610	99.43
			09	RETRACTABLE BELT		** COMMENT **	
			10	ARNESON#292752-JUN 2020 GAS		01-410-56-00-5695	474.09
			11	ARNESON#292739-JUN 2020 DIESEL		51-510-56-00-5695	390.48

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900093	FNBO	FIRST NATIONAL BANK OMAHA			08/25/20		
	082520-R.MIKOLASEK	07/31/20	01	ILEAS 2020 DUES-MIKOLASEK		01-210-54-00-5460	120.00
						INVOICE TOTAL:	120.00 *
	082520-R.WRIGHT	07/31/20	01	PHYSICIANS CARE-DRUG TEST		79-795-54-00-5462	43.00
						INVOICE TOTAL:	43.00 *
	082520-S.IWANSKI	07/31/20	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	5.32
						INVOICE TOTAL:	5.32 *
	082520-S.REDMON	07/31/20	01	SERVICE PRINTING		79-795-54-00-5426	972.00
			02	CORP#30212-BALANCE FOR SUMMER		** COMMENT **	
			03	CATALOGS		** COMMENT **	
			04	AIRLINE MEDIA		79-795-56-00-5606	400.00
			05	PRODUCTIONS-PUBLIC VIEWING		** COMMENT **	
			06	RIGHTS FOR SANDLOT		** COMMENT **	
			07	AT&T-7/24-8/23 INTERNET FOR		79-795-54-00-5440	78.53
			08	TOWN SQAURE SIGN		** COMMENT **	
			09	JOTFORM-MONTHLY SUBSCRIPTION		79-795-56-00-5606	29.00
			10	RUNCO#794056-0-DISINFECTANT		79-795-56-00-5606	494.95
			11	PLU&PAY-JUN 2020 USAGE FEES		79-795-54-00-5462	41.17
			12	RUNCO#794263-0-PAPER TOWELS,		79-795-56-00-5640	79.98
			13	GARBAGE BAGS		** COMMENT **	
			14	PETITE PALETTE-AT HOME		79-795-56-00-5606	288.00
			15	PAINTING KIT SUPPLIES AND		** COMMENT **	
			16	INSTRUCTION		** COMMENT **	
			17	RUNCO-HAND SANITIZER		79-795-56-00-5606	767.52
			18	YORKVILLE POST-POSTAGE TO		79-795-54-00-5452	12.85
			19	MAIL BINGO PRIZES		** COMMENT **	
			20	AMAZON-RESTROOM SIGN FOR		79-795-56-00-5640	26.00
			21	BEECHER CONCESSION		** COMMENT **	
			22	RUNCO#795122-0-PACKING TAPE		79-795-56-00-5606	35.99
			23	CULVERS-BINGO PRIZE GIFT CARDS		79-795-56-00-5606	5.00
			24	ROSATIS-BINGO PRIZE GIFT CARDS		79-795-56-00-5606	10.00
			25	BURNT BARREL-BINGO PRIZE GIFT		79-795-56-00-5606	10.00
			26	CARDS		** COMMENT **	
			27	SMITHEREEN-JUN 2020 PEST		79-795-54-00-5495	67.00
			28	CONTROL		** COMMENT **	
			29	GRACE-BINGO PRIZE GIFT CARD		79-795-56-00-5606	5.16
						INVOICE TOTAL:	3,323.15 *
	082520-S.REMUS	07/31/20	01	PWI-MONTHLY RENTAL ON HAND		79-795-56-00-5620	700.00
			02	SANTIZING STANDS WITH		** COMMENT **	
			03	SANITIZER		** COMMENT **	
						INVOICE TOTAL:	700.00 *
	082520-S.SLEEZER	07/31/20	01	WINDING CREEK-TREES		25-225-60-00-6010	3,090.00

Total for All Highlighted Library Invoices: \$1,820.91

DATE: 09/08/20  
TIME: 14:57:43  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/14/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104919	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	1033694-IN		03/31/20	01	LAMPS	82-820-54-00-5495	158.40
					INVOICE TOTAL:		158.40 *
					CHECK TOTAL:		158.40
104920	BAKTAY	BAKER & TAYLOR					
	2035371948		08/19/20	01	BOOKS	82-000-24-00-2480	658.84
					INVOICE TOTAL:		658.84 *
	2035383645		07/29/20	01	BOOKS	82-000-24-00-2480	676.99
					INVOICE TOTAL:		676.99 *
	2035405495		08/10/20	01	BOOKS	82-000-24-00-2480	536.18
					INVOICE TOTAL:		536.18 *
	2035418721		08/14/20	01	BOOKS	82-000-24-00-2480	436.93
					INVOICE TOTAL:		436.93 *
	2035422067		08/19/20	01	BOOKS	82-000-24-00-2480	467.45
					INVOICE TOTAL:		467.45 *
	2035428949		08/21/20	01	BOOKS	82-000-24-00-2480	293.26
					INVOICE TOTAL:		293.26 *
	20359395078		08/18/20	01	BOOKS	82-000-24-00-2480	303.11
					INVOICE TOTAL:		303.11 *
					CHECK TOTAL:		3,372.76
104921	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	41882		08/18/20	01	TOILET TISSUE, PAPER TOWELS,	82-820-56-00-5621	1,206.60
				02	KLEENEX, BOWL CLEANER, URINAL	** COMMENT **	

CHECK DATE: 09/14/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104921	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	41882		08/18/20	03	BLOCKS. GARBAGE BAGS, BLEACH,	** COMMENT **	
				04	GLOVES, SOAP,	** COMMENT **	
					INVOICE TOTAL:		1,206.60 *
					CHECK TOTAL:		1,206.60
104922	DELAGE	DLL FINANCIAL SERVICES INC					
	69457612		09/06/20	01	OCT 2020 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48
104923	FRSTINSU	LIBERTY MUTUAL INSURANCE COMP.					
	999061264-2020		08/05/20	01	BOND RENEWAL	82-820-54-00-5462	800.00
					INVOICE TOTAL:		800.00 *
					CHECK TOTAL:		800.00
104924	FVFS	FOX VALLEY FIRE & SAFETY					
	IN00375886		08/26/20	01	ANNUAL FIRE EXTINGUISHER CHECK	82-820-54-00-5462	966.15
					INVOICE TOTAL:		966.15 *
					CHECK TOTAL:		966.15
104925	GREATLKS	GREAT LAKES PLUMBING & HEATING					
	21295		07/30/20	01	ANNUAL 2020 SPRINKLER	82-820-54-00-5495	450.00
				02	INSPECTION	** COMMENT **	
					INVOICE TOTAL:		450.00 *
					CHECK TOTAL:		450.00

DATE: 09/08/20  
TIME: 14:57:43  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/14/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104926	IMPERIAL	IMPERIAL SERVICE SYSTEMS, INC						
	136530		07/31/20	01	WASH WINDOWS, REMOVE SPIDER	82-820-54-00-5495	2,171.00	
				02	WEBS AND APPLY SPIDER KILL	** COMMENT **		
					INVOICE TOTAL:		2,171.00 *	
					CHECK TOTAL:			2,171.00
104927	LLWCONSU	LLOYD WARBER						
	10483		08/03/20	01	JUL 2020 ON SITE IT SUPPORT	82-820-54-00-5462	720.00	
					INVOICE TOTAL:		720.00 *	
					CHECK TOTAL:			720.00
104928	MIDWTAPE	MIDWEST TAPE						
	99187141		07/27/20	01	DVDS	84-840-56-00-5685	150.43	
					INVOICE TOTAL:		150.43 *	
	99248891		08/11/20	01	AUDIO DISC	84-840-56-00-5684	13.99	
					INVOICE TOTAL:		13.99 *	
	99248893		08/11/20	01	AUDIO BOOKS	84-840-56-00-5683	189.95	
					INVOICE TOTAL:		189.95 *	
	99271041		08/18/20	01	DVDS	84-840-56-00-5685	88.71	
					INVOICE TOTAL:		88.71 *	
					CHECK TOTAL:			443.08
104929	NEXGEN	S&G COMMUNICATIONS						
	A8416		08/21/20	01	WIRELESS NETWORK SETUP	82-820-54-00-5440	3,706.55	
					INVOICE TOTAL:		3,706.55 *	
					CHECK TOTAL:			3,706.55

DATE: 09/08/20  
TIME: 14:57:43  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/14/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104930	RJONEIL	R.J. O'NEIL, INC.					
	00112593		08/24/20	01	HVAC REPAIR	82-820-54-00-5495	721.10
					INVOICE TOTAL:		721.10 *
	00112617		08/26/20	01	WASH PLUGGED CHILLER COILS	82-820-54-00-5495	375.00
					INVOICE TOTAL:		375.00 *
					CHECK TOTAL:		1,096.10
104931	SOUND	SOUND INCORPORATED					
	R169810		07/08/20	01	AUG 2020-OCT 2020 MAINTENANCE	82-820-54-00-5462	929.52
				02	CONTRACT CHARGE FOR CCTV AND	** COMMENT **	
				03	ACCESS CONTROL	** COMMENT **	
					INVOICE TOTAL:		929.52 *
	R170191		08/11/20	01	9/1/20-11/30/20 PHONE AND	82-820-54-00-5462	291.00
				02	VOICEMAIL AGREEMENT RENEWAL	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		1,220.52
104932	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3005399281		08/01/20	01	ELEVATOR MAINTENANCE CONTRACT	82-820-54-00-5495	560.01
				02	RENEWAL 8/20-10/20	** COMMENT **	
					INVOICE TOTAL:		560.01 *
					CHECK TOTAL:		560.01
					TOTAL AMOUNT PAID:		17,065.65



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### August 7, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,610.10	\$ -	19,610.10	\$ 2,198.82	\$ 1,451.43	\$ 23,260.35
FINANCE	10,703.47	-	10,703.47	1,212.32	800.64	\$ 12,716.43
POLICE	112,137.37	1,293.41	113,430.78	723.73	8,297.35	\$ 122,451.86
COMMUNITY DEV.	19,119.69	-	19,119.69	2,169.17	1,421.70	\$ 22,710.56
STREETS	15,949.38	-	15,949.38	1,781.56	1,159.54	\$ 18,890.48
WATER	17,873.90	-	17,873.90	2,013.26	1,317.01	\$ 21,204.17
SEWER	8,903.11	-	8,903.11	994.47	640.68	\$ 10,538.26
PARKS	21,009.63	63.51	21,073.14	2,365.04	1,534.98	\$ 24,973.16
RECREATION	15,348.09	-	15,348.09	1,603.89	1,137.62	\$ 18,089.60
LIBRARY	15,967.38	-	15,967.38	1,193.40	1,199.00	\$ 18,359.78
TOTALS	\$ 256,622.12	\$ 1,356.92	\$ 257,979.04	\$ 16,255.66	\$ 18,959.95	\$ 293,194.65

**TOTAL PAYROLL \$ 293,194.65**



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 21, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,900.00	-	3,900.00	-	298.35	4,198.35
ADMINISTRATION	19,776.77	-	19,776.77	2,209.06	1,458.44	23,444.27
FINANCE	13,544.17	-	13,544.17	1,214.19	1,006.47	15,764.83
POLICE	110,553.85	2,591.58	113,145.43	618.33	8,252.57	122,016.33
COMMUNITY DEV.	19,119.69	-	19,119.69	2,135.67	1,398.74	22,654.10
STREETS	16,436.57	216.04	16,652.61	1,805.69	1,212.85	19,671.15
WATER	16,277.75	264.97	16,542.72	1,847.82	1,204.19	19,594.73
SEWER	8,903.11	-	8,903.11	994.47	640.68	10,538.26
PARKS	24,542.53	22.08	24,564.61	2,349.24	1,794.44	28,708.29
RECREATION	14,698.53	-	14,698.53	1,511.74	1,082.19	17,292.46
<b>LIBRARY</b>	<b>16,086.22</b>	<b>-</b>	<b>16,086.22</b>	<b>1,176.64</b>	<b>1,196.59</b>	<b>18,459.45</b>
<b>TOTALS</b>	<b>\$ 264,747.53</b>	<b>\$ 3,094.67</b>	<b>\$ 267,842.20</b>	<b>\$ 15,862.85</b>	<b>\$ 19,615.00</b>	<b>\$ 303,320.05</b>

**TOTAL PAYROLL                    \$ 303,320.05**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, September 14, 2020

#### ACCOUNTS PAYABLE

Library CC Check Register (Pages 1 - 4)	08/25/2020	\$1,820.91
Library Check Register (Pages 5 - 8)	09/14/2020	17,065.65
Lincoln Financial -Aug. 2020 Life Ins	08/17/2020	\$28.94
Metlife - Aug. 2020 Dental Ins.	08/17/2020	526.83
Flex - July 2020 HRA Admin Fees	08/17/2020	20.00
Blue Cross /Blue Shield-Sept. 2020 Health Ins	08/17/2020	5,243.87
Dearborn National -Sept. 2020 Vision Ins	08/17/2020	84.33
Glatfelter Liability Ins. -Installment #8	08/25/2020	918.69
IPRF - Sept. 2020 Workers Comp	08/25/2020	992.37
Nicor -07/02/20-08/01/20 services	08/25/2020	570.19
<b>TOTAL BILLS PAID:</b>		<b>\$27,271.78</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 9)	08/07/2020	\$18,359.78
Bi-weekly (Page 10)	08/21/2020	18,459.45
<b>TOTAL PAYROLL:</b>		<b>\$36,819.23</b>

<b>TOTAL DISBURSEMENTS:</b>	<b>\$64,091.01</b>
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**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2021 BUDGET REPORT  
For the Month Ended August 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-20	17% June-20	25% July-20	33% August-20	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
<b>LIBRARY OPERATIONS REVENUES</b>									
<i>Taxes</i>									
82-000-40-00-4000	PROPERTY TAXES		-	351,569	27,832	31,873	411,273	739,047	55.65%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		-	393,438	31,146	35,669	460,253	822,953	55.93%
<i>Intergovernmental</i>									
82-000-41-00-4120	PERSONAL PROPERTY TAX		800	-	831	614	2,245	5,250	42.76%
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	-	526	1,598	8,500	18.80%
<i>Charges for Service</i>									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		-	476	175	342	993	8,500	11.68%
82-000-44-00-4422	COPY FEES		-	3	-	325	328	3,800	8.63%
<i>Investment Earnings</i>									
82-000-45-00-4500	INVESTMENT EARNINGS		203	142	136	103	583	8,959	6.51%
<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	1,911	11,977	26,584	45.05%
<b>TOTAL REVENUES: LIBRARY</b>			<b>6,914</b>	<b>748,934</b>	<b>62,364</b>	<b>71,363</b>	<b>889,574</b>	<b>1,647,343</b>	<b>54.00%</b>
<b>LIBRARY OPERATIONS EXPENDITURES</b>									
<i>Salaries &amp; Wages</i>									
82-820-50-00-5010	SALARIES & WAGES		31,602	21,068	21,068	21,068	94,806	289,742	32.72%
82-820-50-00-5015	PART-TIME SALARIES		19,929	9,261	9,829	10,986	50,004	190,000	26.32%
<i>Benefits</i>									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		3,547	2,370	2,370	2,370	10,657	32,779	32.51%
82-820-52-00-5214	FICA CONTRIBUTION		3,886	2,264	2,307	2,396	10,852	35,952	30.18%
82-820-52-00-5216	GROUP HEALTH INSURANCE		10,625	9,593	9,007	4,655	33,881	76,764	44.14%
82-820-52-00-5222	GROUP LIFE INSURANCE		29	29	29	29	116	387	29.91%
82-820-52-00-5223	DENTAL INSURANCE		527	527	396	527	1,977	6,322	31.27%
82-820-52-00-5224	VISION INSURANCE		169	84	84	84	422	1,012	41.67%
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	1,911	11,311	25,834	43.78%
<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	35	830	2,500	33.20%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	609	420	1,029	7,200	14.29%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	7	5	13	750	1.68%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		593	185	248	51	1,077	11,000	9.79%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,865	1,443	1,771	210	7,288	40,000	18.22%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	338	338	3,000	11.25%
82-820-54-00-5468	AUTOMATION		2,366	-	4,105	503	6,974	20,000	34.87%
82-820-54-00-5480	UTILITIES		-	-	600	1,281	1,882	11,798	15.95%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	-	2,195	462	2,657	50,000	5.31%
82-820-54-00-5498	PAYING AGENT FEES		-	1,100	589	-	1,689	1,700	99.32%
<i>Supplies</i>									
82-820-56-00-5610	OFFICE SUPPLIES		-	311	69	144	524	8,000	6.55%
82-820-56-00-5620	OPERATING SUPPLIES		-	78	-	152	230	4,000	5.75%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	895	1,028	306	2,229	7,000	31.84%
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%
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%



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

% of Fiscal Year						FISCAL YEAR 2021		
ACCOUNT NUMBER	DESCRIPTION	8% May-20	17% June-20	25% July-20	33% August-20	Year-to-Date Totals	BUDGET	% of Budget
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	62,364	71,363	889,574	1,647,343	54.00%
TOTAL FUND EXPENDITURES		83,048	122,391	59,284	47,931	312,653	1,664,378	18.78%
FUND SURPLUS (DEFICIT)		(76,134)	626,543	3,080	23,431	576,921	(17,035)	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	3,500	1,500	7,900	17,900	30,800	50,000	61.60%
84-000-45-00-4500	INVESTMENT EARNINGS	16	15	17	14	62	500	12.47%
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>7,917</b>	<b>17,914</b>	<b>30,888</b>	<b>50,500</b>	<b>61.16%</b>

**LIBRARY CAPITAL EXPENDITURES**

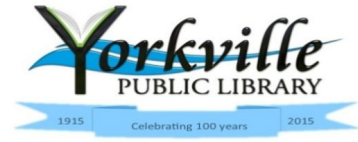
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,326	-	-	1,326	15,000	8.84%
84-840-56-00-5683	AUDIO BOOKS	-	155	271	40	466	3,500	13.32%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	16	-	-	16	500	3.20%
84-840-56-00-5685	DVD'S	-	420	361	25	806	3,000	26.86%
84-840-56-00-5686	BOOKS	-	1,046	404	2,999	4,448	50,000	8.90%
<b>TOTAL FUND REVENUES</b>		<b>3,516</b>	<b>1,541</b>	<b>7,917</b>	<b>17,914</b>	<b>30,888</b>	<b>50,500</b>	<b>61.16%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>2,963</b>	<b>1,036</b>	<b>3,064</b>	<b>7,063</b>	<b>75,500</b>	<b>9.35%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>3,516</b>	<b>(1,422)</b>	<b>6,880</b>	<b>14,851</b>	<b>23,825</b>	<b>(25,000)</b>	



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

					Fiscal Year 2020				
					For the Month Ended August 31, 2019				
					YTD Actual	% Change			
LIBRARY OPERATIONS FUND (82)									
Revenues									
Property Taxes	\$	67,542	\$	871,527	55.8%	\$ 1,562,000	\$	839,850	3.77%
Intergovernmental									
Personal Property Replacement Tax	\$	614	\$	2,245	42.8%	\$ 5,250	\$	2,426	-7.45%
State Grants		-		-	0.0%	20,000		-	0.00%
Total Intergovernmental	\$	614	\$	2,245	8.9%	\$ 25,250	\$	2,426	-7.45%
Library Fines	\$	526	\$	1,598	18.8%	\$ 8,500	\$	3,307	-51.68%
Charges for Services									
Library Subscription Cards	\$	342	\$	993	11.7%	\$ 8,500	\$	3,945	-74.84%
Copy Fees		325		328	8.6%	3,800		1,457	-77.50%
Program Fees		-		-	0.0%	-		58	-100.00%
Total Charges for Services	\$	666	\$	1,320	10.7%	\$ 12,300	\$	5,460	-75.82%
Investment Earnings	\$	103	\$	583	6.5%	\$ 8,959	\$	3,311	-82.38%
Reimbursements/Miscellaneous/Transfers In									
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$ -	\$	-	0.00%
Rental Income		-		-	0.0%	1,750		375	-100.00%
Miscellaneous Income		-		324	16.2%	2,000		2,404	-86.53%
Transfers In		1,911		11,977	45.1%	26,584		11,249	6.47%
Total Miscellaneous & Transfers	\$	1,911	\$	12,301	40.6%	\$ 30,334	\$	14,028	-12.31%
Total Revenues and Transfers									
	\$	71,363	\$	889,574	54.0%	\$ 1,647,343	\$	868,382	2.44%
Expenditures									
Library Operations	\$	47,931	\$	312,652	18.8%	\$ 1,664,378	\$	336,058	-6.96%
50 Salaries		32,054		144,811	30.2%	479,742		151,780	-4.59%
52 Benefits		11,972		69,881	38.9%	179,800		61,646	13.36%
54 Contractual Services		3,304		23,774	15.6%	152,448		37,963	-37.38%
56 Supplies		602		3,144	12.4%	25,300		3,662	-14.16%
99 Debt Service		-		71,044	8.6%	827,088		81,006	-12.30%
Total Expenditures and Transfers									
	\$	47,931	\$	312,652	18.8%	\$ 1,664,378	\$	336,058	-6.96%
Surplus(Deficit)									
	\$	23,431	\$	576,922		\$ (17,035)	\$	532,324	

\* August represents 34% of fiscal year 2021



# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of August 31, 2020

#### FISCAL YEAR 2021

		May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Library Operations	Old Second	\$ 321,123	\$ 629,168	\$ 588,982	\$ 575,506								
Building Development Fees	Old Second	123,389	123,967	123,713	120,664								
Library Operations	IMET *	4,126	4,126	4,126	4,126								
Library Operations	Illinois Funds	236,679	236,766	236,816	236,848								
Total:		\$ 685,315	\$ 994,026	\$ 953,637	\$ 937,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* Restricted

#### PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 19,794	\$ 17,836	\$ 17,494	\$ 18,360								
2 <sup>ND</sup> PAY PERIOD		19,653	17,277	18,230	18,459								
3 <sup>RD</sup> PAY PERIOD		19,667	-	-	-								
Total		\$ 59,113	\$ 35,113	\$ 35,724	\$ 36,819	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ACTIVITY THROUGH FISCAL PERIOD 04

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
04	AP-200825M	08/19/2020	165	AMAZON-BOOKS, JUMPER CABLES,	FIRST NATIONAL BANK	900093	082520-E.TOPPER	678.01	
		08/19/2020	166	AMAZON-ALEXA SPEAKER	FIRST NATIONAL BANK	900093	082520-E.TOPPER	39.99	
		08/19/2020	167	AMAZON-SUPPLY CASE	FIRST NATIONAL BANK	900093	082520-E.TOPPER	22.73	
		08/19/2020	168	AMAZON-FIRE 7 TABLET	FIRST NATIONAL BANK	900093	082520-E.TOPPER	49.99	
		08/19/2020	169	DOLLAR TREE-SUMMER READING	FIRST NATIONAL BANK	900093	082520-J.WEISS	12.50	
		08/19/2020	170	TARGET-SUMMER READING GIFT	FIRST NATIONAL BANK	900093	082520-J.WEISS	25.00	
	GJ-200831LB	09/01/2020	05	Aug 2020 Deposits					4,708.14
				TOTAL PERIOD 04 ACTIVITY				828.22	4,708.14
				TOTAL ACCOUNT ACTIVITY				2,655.19	6,281.65
				ENDING BALANCE					53,070.75
				GRAND TOTAL				0.00	53,070.75
				TOTAL DIFFERENCE				0.00	53,070.75

## **LIBRARY DIRECTOR REPORT—August 2020**

**Summary:** It is now nearing the 6 month point of providing library service during a pandemic. I believe that we have moved forward and are doing the best that we can to fulfill our mission. School has restarted and the students have been complying with the new library Rules of Conduct and time restriction. We reached out to the schools to communicate this prior to their opening. We are monitoring attendance in the building to gauge when and whether we need to expand our hours.

**Facilities Management:** The chiller part was ordered and installed. The coils were clogged even with the screens in place due to excessive cottonwood blowing in under the chiller. Technician cleaned the coils. Boiler had an alert and new part ordered and installed. Then discovery was made that another part was needed that will be installed on September 9<sup>th</sup>. The Physical Facilities Committee will meet on September 10<sup>th</sup> to discuss the issues with our HVAC system. Kevin Baumann of RJ O'Neill has been invited to attend this meeting. The first of the 2 surge protectors have been installed by the City. All the fire extinguishers have been serviced as part of an annual inspection. The flower garden outside the Meeting Room has been named "Dixie's Garden" in recognition of all the hard work Dixie Debord has done and a plaque has been placed.

**Grants:** I am working on 2 state grants due by September 30<sup>th</sup>. One is for \$500 for PPE supplies and the other is for \$4,500 for books on cultural and racial diversity.

**Public Relations:** We continue to forward our press releases to the *Kendall Record*. Our items do not always get published. As part of the Board's request to have more Community Involvement, I met with Chief Jensen of the Yorkville Police to partner with them to host the Citizens Academy here at YPL after hours for a 10-week program. I also discussed with Chief Jensen possible upcoming issues with the homeless population since PADS will not be operational this season. We have a contact in Joliet to refer people. I also discussed with him enforcement of the Rules of Conduct specifically noncompliance with wearing a face mask and adhering to the 1-hour rule. He was going to discuss the legal issues with this with the City Attorney and we are meeting on September 9<sup>th</sup> to go over information obtained. My philosophy is to handle the issues in house and not involve the police unless necessary. I discussed 2 of our patrons with the Director of the Oswego Public Library that was also patronizing their library. We received a check for \$150 for Read to End Racism (13 books purchased) and \$4,000 from the Friends of the Library to buy books (172 children's books and 114 adult books).

**Website Redesign:** We have received a proposal for the redesign of our website and the contact person will be at the October meeting to present.

**Adult Virtual Programming:**

Threads **8**  
Friends **10**  
Lunch Bunch **8**  
Men's Book Club **7**  
Creative Writing **12**

**Attendance 45**

**Children's Virtual Programming:**

**Story times**-Continue via Zoom weekly. We will try to host one in person session a month at the library as a trial with limited attendance.

**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.

**Facebook Statistics:**

Drop-in Story times **(5) 478 views 44 likes**  
Stem Challenge Three Pigs **12 liked**  
Tuesday Build Days **9 liked**  
Crafts to Go **30 liked (165 craft kits created)**  
Shark Craft (video) **6 liked 185 views**

**Facebook Totals 119 likes, 663 views**

**You Tube Totals: Views 17 (3D Printer)**

**Summer Reading Program: Grand Prize Winners:** Oliver Gawrych and Autumn Arnold.

**Museum Passes 1**

**Children's Programs:****Book Clubs at the Library:**

Grades 1-2 **9**  
Grades 3-5 **4**  
Pre-Teen **7**

**Hoover Story Walk:** Was held outdoors and had **16** participants.

**Teen Advisory Group (TAG) 1**



**Staff:** The Policy Committee met on August 22<sup>nd</sup> to draft YPL Protocols for Covid-19 and Employees. Four new employees have started this month and one returning former staff member. My summary of performance will be forwarded to the Board in the next 2 weeks.

**Marketing Plan:** The Marketing Plan (working document) has been revised to include a Goal of Community Involvement.

**Staff Study:** Contacted area libraries to compile information to present to the Board.

**Library Operations-** Spoke with the copier sales representative and asked that both of our copiers be schedule for cleaning. Bond for the new Treasurer (Hedman) has been obtained. Bank signatures for Board members has been submitted to the bank. RAILS has informed us that we must go back to a 7-day quarantine of library materials.

**Friends:** The Friends are doing a membership drive to recruit more members.

**Computer Use**

**Adult 201**

**YA 10**

**Youth 7**

**Database Use:**

Ancestry **283**

Gale **21**

**E-book Use**

Omni E-Book **923**    E-Audio **468 (280 Users)**

E-Read IL **36**    E-Book Audio **51 (32 Users)**

**Circulation**

Check Ins **12,723**

New Patrons Added **46**

New Items Added **313**

**Library Cards**

**7** (Added-Did not come in)

**Curbside Service:**

**101 Pick Ups**

**Patron Count:**

**3,131**

## PrairieCat

## Totals

**Totals**

[illegible][illegible]







## Landscape Installation Proposal and Contract

**Yorkville Public Library**  
**902 Game Farm Rd**  
**Yorkville, IL 60560**

Date: August 8, 2020

**Collegiate Landscape, Inc. will provide all the necessary equipment and perform all necessary labor to complete the following:**

**Sign Plantings**

<u>QTY</u>	<u>Description</u>
2	CY Brown Premium Mulch
3	3 gal Little Lime Hydrangea
3	1 gal. Feather Reed Grass
5	1 gal. Rozanne Hardy Geranium
9	1 gal. Zagreb Coreopsis
9	1 gal. Strawberry Seduction Yarrow
1	Flowerbed Preparation/removal of existing garden wall blocks
1	Delivery and Disposal of Material

Date of Installation: August/September 2020

Job Total \$2560.00

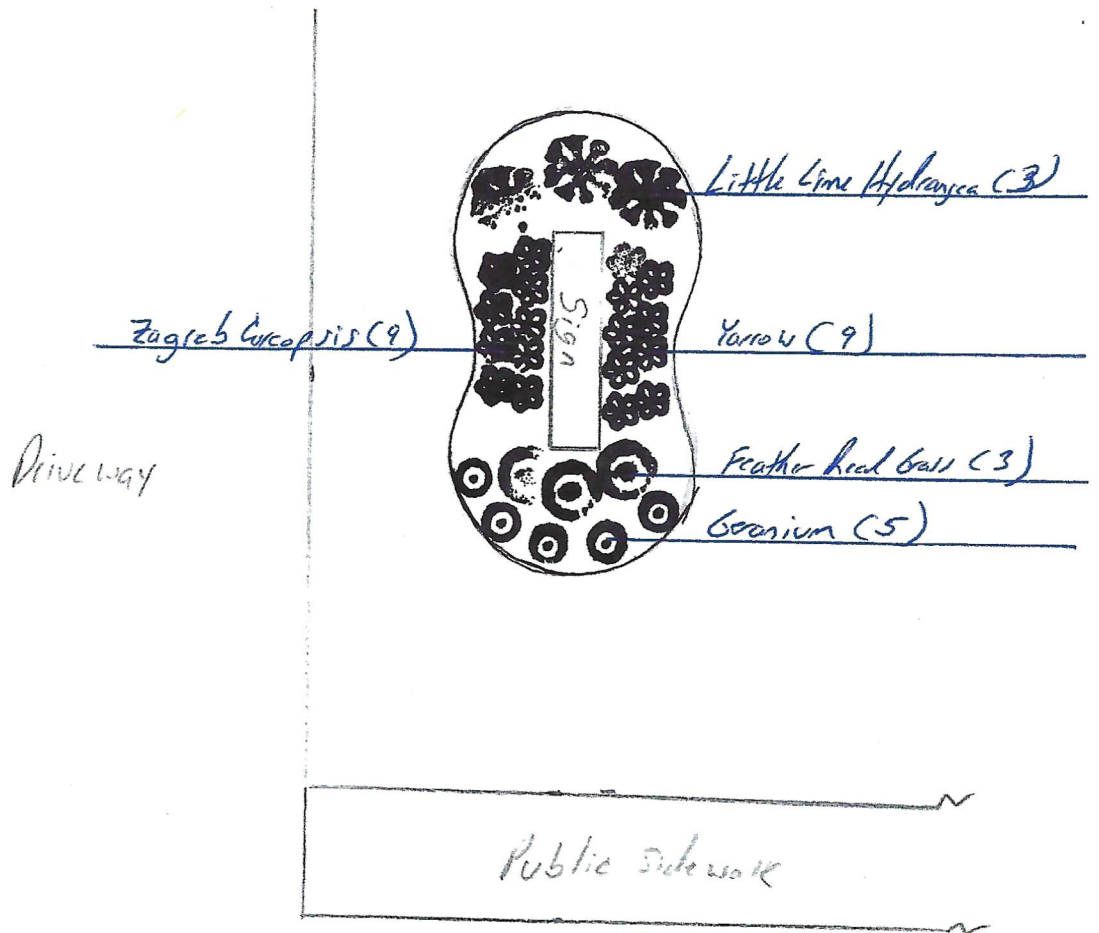
Collegiate Landscape, Inc. is a registered corporation in the State of Illinois. We are a fully insured company and all of our workers have workman's compensation 33% of the installation price is due up front in the form of a deposit. 33% of the installation price is due when project begins. 34% of the installation price is due for work performed by Collegiate Landscape, Inc. when work is completed. The customer agrees to pay any expenses incurred by Collegiate Landscape, Inc. in collecting amounts due including court costs, attorney's fees, and any other miscellaneous costs of collection. Either party can cancel this contract within three business days after the date of the transaction with proper written notice. Deposit money paid will be refunded by check within three business day cancellation. After three business days, deposit will be refunded in the form of work performed equal to deposit amount. All brick features enjoy a 2 year guarantee against settling from date of installation from time of installation or for as long as you own your property, whichever is shorter. All sales final.

Michael A. Hoorelbek  
President, Collegiate Landscape, Inc.

**Acceptance of Proposal - By signing this contract, the prices and conditions are satisfactory and are hereby accepted. Collegiate Landscape, Inc. is authorized to do the work as specified. Payment will be made as outlined above.**

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_



Sign Planting Design for: Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

Design Contractor: Collegiate Landscape, Inc.  
630-466-7600  
Scale: 1"=8'

This design is the property of Collegiate Landscape, Inc. and cannot be used by anyone other than Collegiate Landscape, Inc.

## Yorkville Library Proposal – Elisa Topper– Firr Oak Properties 8-9-20

Elisa Topper  
Yorkville Library  
902 Game Farm Road.  
Yorkville, IL 60560  
847-420-1802 cell

### Items Suggested:

Remove all blocks. Stack somewhere on site or remove from site all together. Bring all dirt to grade. Double cut trench edge (sod bust) 75 feet all the way around both sides of the sign. Plant 3 bushes on both sides. Plant 1 more bush on each far end. Eight (8) bushes total planted 2 different colors. Apply weed stopping chemistry both spray and granular to manage current and future weeds. After final grade, mulch entire area. Nice, clean, cost effective finish that will show case all sides of the sign. This plan will match the other current surrounding landscapes and allow the garden club to add additional flowers or small plants once the work is completed if so desired. Please see pricing below: **Work** **Supply** **Optional**

- 1) Plant 8 bushes. **\$195**. Three on each side. Two on ends. Estimated Eight Bushes Supply Delivered. **\$265**
- 2) Remove apx. 140 wall blocks. Stack onsite **\$195**. Haul away and repurpose. **Add \$100**
- 3) Clean up weeds. Apply liquid and dry chemistry in beds for weeds. **\$85** Supply Included.
- 4) Two yards mulch needed. (1400 lbs.) Delivered. Black or Red or Brown. Spread and final cleanup. **\$85**. Two yards mulch supply delivered **\$102.50**
- 5) Trench edge 75 feet around both sides of sign and add additional mulch area (sod busting). Heavy dirt work to bring to grade before applying mulch. **\$295**
- 6). **Optional** – Build front wall with existing blocks **add estimated\$1250**. Plus Supply-Discussion required.

**Recommended Grand Total For Work And Supply Listed: \$1222.50**

Please let us know if you have any questions. Any changes in the scope of work may change pricing. A final invoice will be produced once the work has been finished.

Jake Tony Nick Greg Firrantello  
Firr Oak Properties  
Yorkville Family Owned Small Business  
630-768-3109 cell or text  
firroak@gmail.com





FOR ALL YOUR LANDSCAPING - SNOW PLOWING - XMAS LIGHT NEEDS

DATE:8/07/20

YORKVILLE PUBLIC LIBRARY  
902 GAME FARM RD  
YORKVILLE, IL 60560

Quotation prepared by: ERIC HILL  
To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**



## Business Agreement

Date: 8/11/2020

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

Paperwork Prepared By: Jeff Norris

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

<b>Referring Customer:</b>	<b>Referring Customer Subscriber ID:</b>
----------------------------	--

<b>Service Agreement Term:</b> 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

<b>Monthly Net Total:</b> \$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.*

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

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}}

<b>Company Name</b>	YORKVILLE PUBLIC LIBRARY
<b>Address</b>	902 Game Farm Rd, Yorkville 60560
<b>Contact Name</b>	Russ Walter
<b>Contact Phone</b>	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}}

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

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}}



## Russ Walter

---

**From:** Jeff Norris <Jeff.Norris@metronetinc.com>  
**Sent:** Thursday, August 13, 2020 9:33 PM  
**To:** Russ Walter  
**Cc:** Elisa Topper  
**Subject:** RE: Yorkville Library - Quote 1 GB Fiber

Russ,

Thank you for your feedback.

Typically your account would be handled by our GEM team. I have copied the prices they gave to you.



### SECTION 2 – Dedicated Symmetrical Fiber Internet Pricing Options

#### One-Year Term Options

Bandwidth	Non-Recurring Charge	Monthly Recurring Charge	Term
100 Mbps/100 Mbps	\$0.00	\$900.00	1 year
250 Mbps/250 Mbps	\$0.00	\$1,100.00	1 year
500 Mbps/500 Mbps	\$0.00	\$1,300.00	1 year

#### Three-Year Term Options

Bandwidth	Non-Recurring Charge	Monthly Recurring Charge	Term
100 Mbps/100 Mbps	\$0.00	\$650.00	3 years
250 Mbps/250 Mbps	\$0.00	\$850.00	3 years
500 Mbps/500 Mbps	\$0.00	\$1,100.00	3 years

#### Five-Year Term Options

Bandwidth	Non-Recurring Charge	Monthly Recurring Charge	Term
100 Mbps/100 Mbps	\$0.00	\$600.00	5 years
250 Mbps/250 Mbps	\$0.00	\$800.00	5 years
500 Mbps/500 Mbps	\$0.00	\$1,000.00	5 years

#### Please Note:

- All prices are quoted before your applicable ERATE discount
- All options listed above are for a 100% fiber optic connection
- An ERATE C1 eligible bundled firewall is not provided as part of this quote
- Pricing listed above includes one (1) Static IP address at no charge. If additional Static IP addresses are needed, they are quoted as follows:

As a friend to the library I gave you my best price and terms out of the gate, there is no wiggle room or negotiations on my offer as I already went to my boss to get this deal approved.

If you would like to see the standard Business fiber prices (No SLA) they look like this:

Internet		
Business Fiber Symmetrical	MRC	
20 Mb	\$	59.95
30 Mb	\$	69.95
50 Mb	\$	89.95
100 Mb	\$	99.95
150 Mb	\$	129.95
225 Mb	\$	199.95
300 Mb	\$	249.95
500 Mb	\$	349.95
1 Gb	\$	449.95

I can follow this pricing and give you a 1 year term, however you will not be eligible for the 1 GB New Customer Promo that I offered you going forward.

#### PoE Switch

You may purchase your own PoE switch, and we will help you the best we can to assure it works with us. However we will not guarantee you that the phone service will work as we will not control the entire eco system.

I am sorry you are considering another phone system instead of our HPBX offering, given the situation I thought our solutions would be a great fit for you and your needs.

If you have issues with the non SLA product and want out, you can get out with in the first 30 days, no problem. Otherwise while under contract if you have documentation of several outages I am pretty sure they will release you from the contract. I think the price we are giving you is so reasonable you could keep both carriers if UP time is that important to you. I would also offer that the High School has a LARGE 10 G connection and if you have a service interruption it will most likely affect the high school as well. It is highly unlikely that you would be put as second or third place repair given their proximity to you. The only practical situation where that could occur would be if someone goes outside your site and cuts the line physically on your property and that would negate any SLA in the first place.

I hope I have answered all your questions, Please let me know if there is anything further I can do to help.

Jeff Norris

Business Account Exec

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**From:** Russ Walter <russ.walter@yorkville.lib.il.us>

**Sent:** Tuesday, August 11, 2020 10:13 AM

**To:** Jeff Norris <Jeff.Norris@metronetinc.com>

**Cc:** Elisa Topper <elisa.topper@yorkville.lib.il.us>

**Subject:** RE: Yorkville Library - Quote 1 GB Fiber

**WARNING: This mail is from an external source**

Hi Jeff

Hope you are having a great vacation. If you did not know a really bad storm blew through here yesterday. The Library lost power. Your house may have also lost power.

There were a question that came up at the meeting last night from one of the other board members.

Can we sign up for a 1 year term? With no SLA he was a little concerned about the reliability of the service from a company that has been in Yorkville for a short time. With no SLA he was concerned about the responsiveness in the event of an outage. Told him the SLA would put the service up to \$1700ish.

In the event were where not happy with the service what is the early termination fee.

On the VoIP quote can we provide the POE managed switch and eliminate the \$30/month charge. At this point we probably would not convert to the VoIP service.

Thanks  
Russ

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**From:** Jeff Norris <[Jeff.Norris@metronetinc.com](mailto:Jeff.Norris@metronetinc.com)>  
**Sent:** Tuesday, August 04, 2020 1:09 PM  
**To:** Russ Walter <[russ.walter@yorkville.lib.il.us](mailto:russ.walter@yorkville.lib.il.us)>  
**Subject:** RE: Yorkville Library - Quote 1 GB Fiber

Russ,

Except for some unforeseen major obstical you will not have a install fee of any kind.

Jeff Norris  
Business Account Exec

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**From:** Russ Walter <[russ.walter@yorkville.lib.il.us](mailto:russ.walter@yorkville.lib.il.us)>  
**Sent:** Monday, August 3, 2020 1:51 PM  
**To:** Jeff Norris <[Jeff.Norris@metronetinc.com](mailto:Jeff.Norris@metronetinc.com)>  
**Cc:** Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Subject:** Re: Yorkville Library - Quote 1 GB Fiber

**WARNING: This mail is from an external source**

Hi Jeff  
If you can give me an idea of what a possible installation charge would be. The board will want to know.

Russ Walter  
Board Trustee

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**From:** Jeff Norris <[Jeff.Norris@metronetinc.com](mailto:Jeff.Norris@metronetinc.com)>  
**Sent:** Wednesday, July 29, 2020 2:49:21 PM  
**To:** Russ Walter <[russ.walter@yorkville.lib.il.us](mailto:russ.walter@yorkville.lib.il.us)>  
**Cc:** Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Subject:** RE: Yorkville Library - Quote 1 GB Fiber

Russ,

At this point there are none.  
When they go to install they might run into something that they want to charge you for. But that is rare and you will have the ability to stop the deal if they are asking for install fees.

On that note I recommend we have them install it in the new building in the server room.

It might take longer but it will be better in the long haul.

Jeff Norris

Business Account Exec

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**From:** Russ Walter <[russ.walter@yorkville.lib.il.us](mailto:russ.walter@yorkville.lib.il.us)>  
**Sent:** Wednesday, July 29, 2020 11:28 AM  
**To:** Jeff Norris <[Jeff.Norris@metronetinc.com](mailto:Jeff.Norris@metronetinc.com)>  
**Cc:** Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Subject:** RE: Yorkville Library - Quote 1 GB Fiber

**WARNING: This mail is from an external source**

Hi Jeff

I did not see any reference to any installation costs. Are there any additional cost for Installation

Russ

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**From:** Jeff Norris <[Jeff.Norris@metronetinc.com](mailto:Jeff.Norris@metronetinc.com)>  
**Sent:** Tuesday, July 28, 2020 1:06 PM  
**To:** Russ Walter <[russ.walter@yorkville.lib.il.us](mailto:russ.walter@yorkville.lib.il.us)>; Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Subject:** Yorkville Library - Quote 1 GB Fiber

Russ and Elisa,

Thank you for meeting with me today, I hope this is a start of a great relationship.

Please review the attached pdf it is an example of the contract I would be asking you to sign. The top page is a simple quote for services.

PLEASE NOTE:

The Phone count was not included, nor were some further details surrounding the POTS LINES and such confirmed. While we can speak to a lot more features and such I think this will give your board enough information to discuss this matter.

I am open to a Zoom call with the board if you would like to answer any questions they might come up with and make sure we confirm all the details.

I believe this will be a GREAT solutions for the Library and something we can be proud of going forward. As a tech guy myself these types of things draw me to one library or another.

I encourage you to make an press release if you go forward and get the word out that Yorkville's Library has 1 GB Fiber internet. To my knowledge that is the fastest of any library around.

Please let me know if there is anything I can help you with.

Here to serve you,

**Jeff Norris**

Metronet | Business Account Exec

1797 W State St. Suite C | Geneva, IL 60134

Office: 630.345.6005

[www.MetronetInc.com](http://www.MetronetInc.com)



## **YPL Protocol for Employees Who Test Positive for or Experience Symptoms of COVID-19<sup>1</sup>**

### **Definition of “Close Contact”**

According to the CDC: “For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”<sup>2</sup> Additionally, one has had close contact if:

- They live with someone who has tested positive for COVID-19.
- They care for someone who has tested positive for COVID-19.
- They have been in direct contact with secretions from a person with COVID-19, such as kissing, sharing utensils, or being coughed on.

Whether one was wearing a face covering does not affect the determination of close contact.

Under our social distancing precautions, all workstations at Yorkville Public Library are set up so that no employee works within close contact with any other employee.

### **If an employee has symptoms on the employee health checklist...**

- Employee should seek a medical diagnosis, either through a testing site and/or their primary care physician.
- Employee may not work inside the library.
- Employee may work from home if feasible. If it is not feasible for the employee to work from home, they should fill out an application for Emergency Paid Sick Leave. Under the EPSLA, if they are seeking a medical diagnosis, they are eligible for this paid sick leave.<sup>3</sup>
- An employee may return to work after presenting a negative molecular test and/or a release from a health care provider explaining an alternative reason for the symptoms. Per the FDA, a rapid, one-hour antigen test is not acceptable to rule out COVID-19.<sup>4</sup>

### **If an employee tests positive for COVID-19...**

- Employees who test positive for COVID-19 with symptoms may return to work after at least 10 days have passed since symptom onset and at least 72 hours symptom-free with release from a health care provider and/or negative COVID-19 test result.

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<sup>1</sup> This protocol is a synthesis of guidance from the CDC, the Illinois Department of Public Health (IDPH), the Illinois Department of Commerce and Economic Opportunity (DCEO) and modeled on the protocols of Evergreen Park Public Library and Northbrook Public Library.

<sup>2</sup> CDC, “Contact Tracing for COVID-19,” Updated July 22, 2020 <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html#:~:text=For%20COVID%2D19%2C%20a%20close,time%20the%20patient%20is%20isolated.>

<sup>3</sup> EPSLA applies to all employees, regardless of whether they are normally eligible for paid sick leave under the Personnel Policy Handbook of Yorkville Public Library.

<sup>4</sup> FDA, “Coronavirus Testing Basics,” updated July 16, 2020 <https://www.fda.gov/consumers/consumer-updates/coronavirus-testing-basics#:~:text=The%20FDA%20continues%20to%20work,accurate%20all%20of%20the%20time.>

- Employees who test positive for COVID-19 but are asymptomatic may return to work after at least 10 days have passed since the date of the positive collection sample with release from a health care provider and/or negative COVID-19 test result.
- All members of the staff will be notified that a staff member has tested positive. *The identity of the person who tested positive must be kept confidential.* The employee who tested positive will be questioned whether, despite the library's social distancing precautions, close contact with any other employee has inadvertently occurred. If so, the employee who came into close contact with the infected employee will be notified, and that employee will be required to stay home from work for 14 days.
- The Library will make a report to the Kendall County Department of Public Health at 630-553-9100 and seek further guidance.
- The employee who tested positive may work from home if feasible. If work from home is not feasible, the employee should fill out an application for Emergency Paid Sick leave, as they are eligible for this benefit under the EPSLA.
- Employees who are quarantined due to close contact with the infected employee may work from home if feasible. If work from home is not feasible, the employee should fill out an application for Emergency Paid Sick Leave, as they are eligible for this benefit under the EPLSA if they have been advised to self-quarantine by a medical provider. For the purposes of this protocol, we will take the advice of the CDC as the "advice of a medical provider." Whenever possible, the employee should make a phone call to their primary care physician to confirm this advice and document it on their application.
- Employees who are quarantined due to close contact with the infected employee should seek medical attention and/or a COVID-19 test; however, a negative test or a release from the provider will not allow the employee to come back before the 14-day period has expired. If the quarantined person also tests positive, they must notify the Library Director for further contact tracing.

**If an employee has close contact with someone diagnosed with COVID-19 outside of the workplace...**

- The staff member must quarantine 14 days from their most recent contact with the infected person and should seek medical attention and/or a COVID-19 test; however, a negative test or a release from the provider will not allow the employee to come back before the 14-day period has expired. However, if the quarantined person also tests positive, they should notify the Library Director for further contact tracing.
- Employees who are quarantined due to close contact with an infected person may work from home if feasible. If work from home is not feasible, the employee should fill out an application for Emergency Paid Sick Leave, as they are eligible for this benefit under the EPLSA if they have been advised to self-quarantine by a medical provider. For the purposes of this protocol, we are taking the advice of the CDC as the "advice of a medical provider." Whenever possible, the employee should make a phone call to their primary care physician to confirm this advice and document it on their application.

**If multiple employees report symptoms or test positive for COVID-19...**

- The library will make a report to the Kendall County Department of Health at 630-553-9100 and seek further guidance.

**Facility considerations if an employee is strongly suspected or confirmed to have COVID-19...**

- If it has been less than 24 hours since the infected person has used or visited an area of the library, areas they used or visited should be closed for 24 hours prior to cleaning. If the infected person has used or visited many areas of the library, the Director, in consultation with the Board president, may call an emergency closing of the library.
- If possible, exterior windows should be opened and fans used to ventilate the area.
- After 24 hours, a thorough cleaning of the staff member's work area(s) will be conducted according to CDC guidelines and using EPA approved cleaning products for use against the virus.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

**What the EPSLA allows...**

- Full-time employees are eligible for up to paid two full weeks of work.
- Part-time employees are eligible for up to the usual number of hours worked per week, on average, over a two-week period.
- All reasons listed here qualify the employee for 100% of their pay; certain other reasons for taking leave under this act such as caring for an individual who has been ordered to quarantine or caring for a child whose school or daycare has closed, entitles the employee to 2/3 of their pay.

Eft: 9/3/20



**Yorkville Public Library**  
**Employee Statement Supporting**  
**Emergency Paid Sick Leave**

I, \_\_\_\_\_, provide the following information in support of my request for Emergency Paid Sick Leave (complete all that apply):

**Leave due to a Government-issued quarantine or isolation order**

Name of the issuing government agency for the quarantine or isolation order:

\_\_\_\_\_

Effective dates of the order: \_\_\_\_\_

**Leave due to a Healthcare Provider's advice to self-quarantine**

Name of the health care provider advising me or the individual I am caring for to self-quarantine: \_\_\_\_\_

Written documentation is available and attached: ☐ Yes ☐ No

Name and relation of the individual who I am needed to care for:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

**Leave due to a school or place of childcare closed due to COVID-19.**

Name of school or place of childcare:

\_\_\_\_\_

Name of child caregiver unavailable due to concerns related to COVID-19:

\_\_\_\_\_

Name and age of child or children I am needed to care for:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

No other suitable person is available to care for my child for the requested leave period due to:

\_\_\_\_\_

\_\_\_\_\_

The special circumstances requiring my need for leave to care for a child age 15-17 are:

\_\_\_\_\_

\_\_\_\_\_

**Leave due to a substantially similar condition specified by the Secretary of Health and Human Services**

Provide details regarding the need for this leave:

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I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Yorkville Public Library

### Emergency Paid Sick Leave Request Form

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act (FFCRA) and Yorkville Public Library's Emergency Paid Sick Leave Policy, please complete the following request form and submit to your Manager or the Director either prior to leave or as soon as possible after leave commences.

Documentation supporting the need for leave must be included with this request, as described in the FMLA Leave Expansion and Emergency Paid Sick Leave policy.

Employee Name (print clearly): \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The amount of emergency paid sick leave being requested is \_\_\_\_\_ hours.

☐ I wish to take intermittent leave for reason #5 below, during the following days and hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- ☐ 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ☐ 4) I am caring for an individual who is subject to either number 1 or 2 above.
- ☐ 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions; and,  
☐ I attest that no other suitable person is available to care for my child during the requested period of leave.
- ☐ I attest special circumstances exist requiring my need for leave to care for a child ages 15-17.
- ☐ 6) I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services.

I have attached documentation supporting my need for leave.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Director  
Signature \_\_\_\_\_ Date \_\_\_\_\_