

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**November 9, 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
  - Update on HVAC System & Water Heater Replacement Proposal
13. New Business
  - Floating Holiday-Management Staff
  - Revise Meeting Room Policy
  - Firewall Replacement Upgrade
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**  
Personnel Committee Meeting  
Tuesday, October 27, 2020, 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Personnel Committee meeting was called to order at 6:00pm by Chairwoman Theron Garcia.

**Roll Call:**

Theron Garcia-present, Russ Walter-present, Julie Brendich-present, Darren Crawford-present

Absent: Wamecca Rodriguez

**Others Present:** None

**Recognition of Visitors:** None

**Public Comment:** None

**Continuation of Library Director's Evaluation:**

The purpose of the meeting was a continuation of the Library Director's annual evaluation.

At 6:00pm, Chairwoman Garcia made a motion to enter into Executive Session. She had previously stated the date, time and now stated the reason: **For the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 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.** Trustee Crawford seconded the motion.

**Executive Session:**

The committee entered into Executive Session at approximately 6:01pm and concluded at approximately 7:34pm on a motion and second by Mr. Walter and Ms. Garcia, respectively. The Committee returned to the regular meeting.

The Director's evaluation will be presented to the full Board at the November meeting.

**Adjournment:**

There was no further business and the meeting was adjourned at 7:35pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Policy Committee Meeting  
Monday, October 19, 2020 6:00pm  
902 Game Farm Road – Conference Room

The meeting was called to order at 6:03pm by Chairperson Julie Brendich and roll was called.

**Roll Call:** Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes, Theron Garcia-yes

**Others Present:** None

**Recognition of Visitors:** None

**Amendments to the Agenda:** None

**Public Comment:** None

**Staff Comment:** None

**New Business:**

**Approve Revised Meeting Room Policy**

At the October Board meeting, Trustees discussed revising the meeting room policy. This meeting of the Policy Committee was called to make those revisions to allow additional flexibility for the Library Director. The committee reviewed the current policy as well as recommended revisions from the Library Director.

**Discussion**

The committee questioned the hours for public meeting availability being after 3:00pm and it was suggested hours not be included. The Director asked to reserve priority for Library-sponsored events. A limited group size and only 1 group per day were suggested due to the current pandemic. The Committee decided the policy should allow capacity according to fire code and current CDC guidelines during the pandemic. Groups who are exempt from paying must have one adult who is a library card holder.

The Committee did not feel it was necessary to hire extra staff to clean after meetings. They said if food is served, there should be a cleaning charge. During the pandemic, they felt no food or drink except bottled water should be allowed in the meeting room. After the pandemic, a cleaning fee should be charged if food is served. After the pandemic, if there is more than one meeting per day, staff will need to clean the room. They discussed a refund if the organization that meets, cleans the room and leaves it as they found it.

**Highlights of revisions to be made:**

1. Regulations #14 and #15 to be consolidated.
2. 'Hold harmless' clause to be added to Regulations and the Reservation form.
3. Fee updates to be made and meeting room reservations, rental fees may be waived at discretion of Director.
4. Add language stating Library-sponsored activities receive priority. Community-based activities need to start ½ hour after opening or before closing unless exception made by Director.
5. Capacity will follow CDC guidelines if in place.
6. Meeting room reservations can be adjusted at Director discretion.
7. Add 'no glitter' under #3 of Regulations.
8. Regulation #17 regarding reservations, change language to: no more than 90 days in advance, but at least 2 weeks in advance are appreciated. No reservation will be guaranteed until contract completed and returned.

The revisions will be presented to the full Board of Trustees for approval in November.

**Executive Session:** None

**Adjournment:**

There was no other business and the meeting was adjourned at 6:57pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Personnel Committee Meeting  
Saturday, October 17, 2020, 10:00am  
902 Game Farm Road – Michelle Pfister Meeting Room

The Personnel Committee meeting was called to order at 10:00am by Chairwoman Theron Garcia.

**Roll Call:** Committee Members

Russ Walter-present, Julie Brendich-present, Theron Garcia-present, Darren Crawford-present, Wamecca Rodriguez (arr. 10:09am)

**Others Present:** None

**Recognition of Visitors:**

**Public Comment:** None

**Library Director's Annual Evaluation:**

The purpose of the meeting was a continuation of the Library Director's annual evaluation.

At 10:02am, Chairwoman Garcia made a motion to enter into Executive Session and stated the reason: **For the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 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.** Trustee Brendich seconded the motion.

**Executive Session:**

The committee entered into Executive Session at approximately 10:03am and concluded at approximately 12:19pm. The Director's evaluation was not finalized at this time and the committee will meet again on Tuesday, October 27 at 6pm.

**Adjournment:**

There was no further business and the meeting was adjourned at approximately 12:20pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, October 12, 2020 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

**Roll Call:**

Russ Walter-yes, Julie Brendich-yes, Susan Chacon-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes

Absent: Darren Crawford

**Others Present:**

Library Director Elisa Topper; Director of Adult Services Shelley Augustine (left 7:55pm), Chief of Police Jim Jensen, Theresa Kuhl/Weblinx, Kevin Baumann/R.J. O'Neil.

**Recognition of Visitors:** Vice-President Garcia recognized the Library staff and guests.

**Amendments to the Agenda:**

Ms. Garcia stated the 3 presentations would be moved forward on the agenda.

**New Business:** (out of sequence)

**Enforcing COVID Rules – Yorkville Police Chief Jensen**

Police Chief Jensen was present to discuss the Library pandemic rules. He said the police are limited as to actual enforcement. The Library staff can deny patrons entry or ask them to leave if they refuse to wear a mask. Staff can also contact the police to escort a patron out if they refuse to wear a mask, but the offender cannot be criminally charged. Chief Jensen also addressed the length of time patrons can stay in the Library under the pandemic rules and cautioned staff to treat everyone on an equal basis. Ms. Topper asked how the Library differs from a business regarding Covid rules. He provided an example of the Library vs. a business such as Target. Ms. Topper also noted that the PADS program would not be operating this year.

**Website Re-design-Theresa Kuhl-Weblinx**

Ms. Kuhl said Weblinx is located in Oswego and they have built many library websites. She said many users accessing the Library website are coming in through mobile devices and the website is 'scaled' for proportional viewing. They use WordPress as their content management platform. Remote training is provided by the company and someone is always available for support. She described in detail, the construction steps and abilities of a new website which would also be ADA-compliant. Features include: navigation capabilities, rotating events, prominent catalog, website search and emergency alerts on the home page. She also shared the names of some of the local libraries they have served.

The cost is \$6,600 and the time frame to launch a new website is about 3-4 months. Ms. Kuhl said Weblinx hosts their own secure sites. The charge for hosting is \$300 per year and \$200 per year for WordPress security maintenance with weekly backups. In response to a Board query, Ms. Kuhl said credit cards can be integrated into the site.

Mr. Hedman suggested seeking public input for the website. Suggestions were focus groups, Facebook, on-line form on website and a sign at front desk.

**R.J. O'Neil Contract**

Kevin Baumann from R.J. O'Neil presented the Board with proposed Preventive Maintenance agreements for 1 or 3 years. He said they were holding the service rate of \$125/hour for the 1-year.

Chiller problems are ongoing and Mr. Baumann is trying to resolve with the manufacturer (McQuade). It was noted the cost of a new chiller is \$300,000. The Board also discussed the Building Automation System and asked if R.J. O'Neil could look at the chiller with a BAS rep. Mr. Baumann will contact a BAS vendor for a service call estimate. He thinks the chiller is hooked to the BAS, but not the computer that allows staff to control the chiller. Mr. Baumann also said the service tech recommends the next piece of equipment that should be replaced is the hot water heater and the Board could start budgeting for a chiller and boiler. Mr. Walter said a referendum would likely be needed for high priced equipment. Mr. Baumann will get replacement price quotes. Also, Ms. Topper reported that Mr. Baumann was able to reduce recent invoices, which will be on the next bill list.

(return to regular agenda sequence)

**Minutes:** 3 sets

Ms. Rodriguez made a motion to approve the minutes for September 10, 2020 (Physical Facilities Committee), September 14, 2020 (Board of Trustees Meeting) and September 29, 2020 (Special Board of Trustees Meeting). Ms. Garcia seconded. Ms. Topper noted she is gathering invoices related to cleaning supply costs and will forward to Mr. Hedman for review.

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

**Correspondence:** none

**Public Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Hedman presented the report and mentioned a few of the invoices on the bill list this month. Ms. Topper said the Garden Club will donate \$500 towards the sign landscaping. He said 95% of the taxes have been received and the custodial supplies continue to be high at 55% of the budget. There was a \$800 bill for bonding of the new Treasurer and overall the Library is at 22% of their expense budget. Ms. Topper said she wrote a grant for \$500 reimbursement for PPE.

**Payment of Bills**

Mr. Hedman made a motion to pay the bills as follows and it was seconded by Ms. Garcia.

\$23,131.58 Accounts Payable

\$36,302.04 Payroll (2)

**\$59,433.62 Total**

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

**Report of the Library Director:**

Director Topper presented the highlights of her report:

1. Library returned to normal hours during pandemic.
2. Tracking number of people coming to Library after 5pm, very minimal so far.
3. Completed 2 grants, PPE for \$500 & Back to Books for \$4,600 (diversity related), ALA asked Library to apply for \$3,000 Rural Library Grant deadlining in December.
4. Mobile app activated.
5. Library decorated for Halloween, will be part of Biz Boo and hand out Wrigley-donated candy.
6. Reached out by email to Cedarhurst and Heritage Woods senior communities about book delivery to them.
7. Managers asked to delay performance evaluations due to Library pandemic closure.
8. Will offer Polar Express with smaller class sizes.
9. Returned to 7-day book quarantines on advice of RAILS.
10. Have virtual Medicare program scheduled and held virtual craft program.
11. Will ask Community Relations major, college intern to begin working on marketing pieces, etc.
12. Halloween scavenger hunt to be held outside.
13. Library has been asked about hosting depositions.

Board members would like to see more virtual programs and a plan for the next quarter. Ms. Augustine is working on programs for the next quarter. The Board suggested phone calls to promote outreach to daycares and other agencies and said that services need to be delivered in a different manner. Ms. Topper said the managers are concerned they would not have adequate time while also managing their staffs. The Board asked what is needed and they will assist. The Board would also like to have the managers draft a list of what a 'dream department' would include. Trustee Forristall asked if the self-checkout works and Ms. Topper replied yes.

Mr. Hedman said groups are having difficulty finding meeting rooms since many places are closed due to the pandemic. He said the Library may need to rethink the meeting room policy and allow fee waivers if one adult has a library card. As a result, the Policy Committee will schedule a meeting to reconsider the current policy.

**City Council Liaison:** No report

**Standing Committees: Personnel**

The Personnel Committee recently met and will be meeting again.

**Unfinished Business:**

**Landscaping-Tree Removal**

Ms. Topper obtained 2 quotes for removal of 3 trees on the west side of the building. One company recommended removing just one and trim the others. The pine needles clogging the gutters are coming from the trees by the road which are on city property. Gutter covers were identified as being too costly and it was decided to just keep cleaning the gutters. Mr. Walter also recommended trimming the tree on the corner of the building by the meeting room since it is on the roof. The Board recommended Option #2 from the TerraCare quote.

Mr. Walter made a motion to approve option #2 and add the tree trimming in the front, not to exceed \$600. Mr. Hedman seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Forristall-yes. Carried 7-0.



### **Metronet/Comcast Update**

Mr. Walter stated a special Board meeting had been held since Metronet's offer (discussed at a prior Board meeting) would expire at the end of September. The Board found that Comcast would charge a hefty cancellation fee of the remaining contract. A decision was made to stay with Comcast at this time and request another quote from Metronet closer to the Comcast contract expiration date.

### **New Business:**

#### **Enforcing COVID Rules-Yorkville Police Chief Jensen**

The Board engaged in a brief discussion of the earlier presentation by Chief Jensen. The Board discussed the monitoring of patrons' time in the Library during the pandemic. Managers are monitoring and will allow more time if needed. They also monitor the computer time for an hour. The Library is encouraging 'grab and go' at this time. If not at capacity, patrons should not be asked to leave and Ms. Topper said there has been no issues.

#### **Website Redesign-Theresa Kuhl-Weblinx**

In regards to the earlier presentation, Mr. Hedman said the price is fair and Weblinx is familiar with the Library. Cost was discussed and Ms. Topper said \$21,000 was received from the per capita grant and development fees could also be used. Mr. Hedman made a motion to approve the website redesign at \$1,650 initial cost, remaining balance \$4,950 and hosting and maintenance for \$300 a year. Ms. Garcia seconded. Since there was some question about the maintenance and other costs, Mr. Hedman clarified his motion of approving \$300--to instead approve \$500 upon verification that it would cover hosting, maintenance, WordPress and security.

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

#### **R.J. O'Neil Contract**

Mr. Hedman commented that if no progress is made on the chiller within a year, other options must be explored. He moved and Ms. Garcia seconded to approve the 1-year contract for \$4,390 with R.J. O'Neil. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes Brendich-yes, Chacon-yes. Carried 7-0.

#### **Tax Levy**

Mr. Hedman said there are 3 options, levy new construction only, new construction and inflation or levy the maximum of \$875,782 which translates to a \$10 increase in taxes for individual homes. The Board felt the maximum was needed. Mr. Walter moved and Ms. Garcia seconded the motion to approve a tax levy of \$875,782. Roll call: Brendich-yes, Chacon-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 7-0.

#### **Closing for Election Day**

Ms. Topper said some libraries are closing on Election Day due to a state law, but a lawsuit was filed and it will be decided October 15 if libraries must close. The Library Attorney said the Library has the discretion to close even if the law does not require closure. The Board can delegate authority to the Board President or Library Director to decide. She asked for Board input. Trustees asked why the Library would need to close since many opportunities to vote are already in place. Ms. Chacon made a motion to grant Ms. Topper the authority to make the decision and Mr. Walter seconded. Board members verbally agreed.

#### **Library Closings for 2021**

The Mother's Day closure and early closures were briefly discussed. Board members also asked that the Library stay open on Martin Luther King Day and offer programs that day. Ms. Brendich moved and Mr. Forristall seconded the motion to remain open on MLK Day. Roll call: Chacon-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 7-0.

**Library Meeting Dates for 2021**

Mr. Walter made a motion to approve the meeting dates as presented. Ms. Garcia seconded and motion approved on a voice vote.

**Adjournment:**

There was no further business and the meeting adjourned at 9:07pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Personnel Committee Meeting  
Monday, October 7, 2020, 6:00pm  
902 Game Farm Road – Conference Room

The Personnel Committee meeting was called to order at 6:02pm by Chairwoman Theron Garcia.

**Roll Call:**

Russ Walter-present, Julie Brendich-present, Darren Crawford-present, Theron Garcia-present

**Others Present:** None

**Recognition of Visitors:** No visitors

**Public Comment:** None

**Library Director's Annual Evaluation:**

The purpose of the meeting was to discuss the Library Director's annual evaluation.

At 6:03pm, Chairwoman Garcia made a motion to enter into Executive Session. She stated the date, time and read the reason: **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.** Trustee Walter seconded the motion.

Roll call: Walter-yes, Brendich-yes, Crawford-yes, Garcia-yes. Carried 4-0.

**Executive Session:**

The committee entered into Executive Session at approximately 6:03pm. It concluded at approximately 6:40pm on a motion and second by Ms. Garcia and Mr. Walter, respectively. Voice vote approval. The Director's evaluation was not finalized at this time and the committee will meet again soon.

**Adjournment:**

There was no further business and the meeting was adjourned at approximately 6:40pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900095	FNBO	FIRST NATIONAL BANK OMAHA			10/25/20		
	102520-A.SIMMONS	09/30/20	01	KENDALL PRINTING-AP & PAYROLL		01-120-56-00-5610	248.90
			02	ENVELOPES		** COMMENT **	
			03	COMCAST-SEPT 2020 INTERNET &		82-820-54-00-5440	421.02
			04	VOICE		** COMMENT **	
			05	VERIZON-SEPT 2020 HOT SPOT		79-790-54-00-5440	36.01
			06	VERIZON-SEPT 2020 IN CAR UNITS		01-210-54-00-5440	756.25
			07	VERIZON-SEPT 2020 CELL PHONES		01-210-54-00-5440	169.48
			08	VERIZON-SEPT 2020 CELL PHONES		01-210-54-00-5440	805.03
			09	VERIZON-SEPT 2020 CELL PHONES		79-795-54-00-5440	84.74
			10	VERIZON-SEPT 2020 CELL PHONES		51-510-54-00-5440	166.73
			11	VERIZON-SEPT 2020 CELL PHONES		52-520-54-00-5440	36.01
				INVOICE TOTAL:			2,724.17 *
	102520-B. WEBER	09/30/20	01	AMAZON-SHIRTS-WEBER		01-410-56-00-5600	117.23
				INVOICE TOTAL:			117.23 *
	102520-B.OLSEM	09/30/20	01	WAREHOUSE DIRECT-MARKERS,		01-110-56-00-5610	284.81
			02	PENS, RULERS, PAPER TOWELS,		** COMMENT **	
			03	TOILET TISSUE, ADDRESS LABELS,		** COMMENT **	
			04	FILES, FOLDERS, BINDER CLIPS,		** COMMENT **	
			05	PAPER CLIPS		** COMMENT **	
				INVOICE TOTAL:			284.81 *
	102520-B.OLSON	09/30/20	01	ICMA-MEMBERSHIP RENEWAL		01-110-54-00-5460	1,398.00
			02	ILCMA-MEMBERSHIP RENEWAL		01-110-54-00-5460	421.25
			03	ZOOM-SEPT 2020 LICENSING FEES		01-110-54-00-5462	247.22
				INVOICE TOTAL:			2,066.47 *
	102520-B.PFIZENMAIER	09/30/20	01	AMAZON-CARGO PANTS		01-210-56-00-5600	44.99
			02	AMERICAN TIRE#4039-OIL CHANGE		01-210-54-00-5495	48.15
			03	AMERICAN TIRE#4038-OIL CHANGE		01-210-54-00-5495	48.20
			04	AMERICAN TIRE#4017-COOLANT		01-210-54-00-5495	182.96
			05	RESERVOIR REPLACED		** COMMENT **	
			06	AMERICAN TIRE#4063-COOLING		01-210-54-00-5495	464.45
			07	FAN ASSEMBLY REPLACED		** COMMENT **	
			08	AMERICAN TIRE#4062-FRONT		01-210-54-00-5495	503.53
			09	BRAKE PADS AND ROTORS REPLACED		** COMMENT **	
			10	AMERICAN TIRE#3978-FRONT		01-210-54-00-5495	736.08
			11	BRAKE PADS AND ROTORS REPLACED		** COMMENT **	
			12	AMERICAN TIRE#4093-NEW		01-210-54-00-5495	238.31
			13	BATTERY AND BATTERY TERMINAL		** COMMENT **	
			14	AMERICAN TIRE#4080-AC AIR		01-210-54-00-5495	937.44
			15	COMPRESSOR KIT REPLACED		** COMMENT **	
			16	AMAZON-TACTICAL PANTS		01-210-56-00-5600	44.99
			17	TARGET-BINDERS		01-210-56-00-5610	59.29

DATE: 10/19/20  
 TIME: 09:24:10  
 ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900095	FNBO	FIRST NATIONAL BANK OMAHA			10/25/20		
	102520-B.PFIZENMAIER	09/30/20	18	WRIST BAND.COM-DEBOSSSED WRIST		01-210-56-00-5650	166.00
			19	BANDS		** COMMENT **	
			20	MOTIVATORS PROMO		01-210-56-00-5650	455.49
			21	PRODUCTS-STADIUM CUPS		** COMMENT **	
			22	UA.COM-5 SHIRTS-BEHR		01-210-56-00-5600	152.97
				INVOICE TOTAL:			4,082.85 *
	102520-C.PARKER	09/30/20	01	AMAZON-DISINFECTANT CLEANER		79-795-56-00-5620	3,950.00
			02	AMAZON-DISINFECTANT SPRAY		79-795-56-00-5620	17,183.84
			03	PENN CARE-GLOVES		01-220-56-00-5620	405.00
			04	PENN CARE-GLOVES		79-790-56-00-5620	1,080.00
			05	PENN CARE-GLOVES		79-795-56-00-5620	1,215.00
			06	PENN CARE-GLOVES		01-110-56-00-5610	254.45
			07	PENN CARE-GLOVES		01-120-56-00-5610	254.45
			08	PENN CARE-GLOVES		01-220-56-00-5620	1,005.60
			09	PENN CARE-GLOVES		01-110-56-00-5610	135.00
			10	PENN CARE-GLOVES		01-120-56-00-5610	135.00
			11	PENN CARE-GLOVES		79-795-56-00-5620	135.00
			12	PENN CARE-GLOVES		79-795-56-00-5620	814.25
				INVOICE TOTAL:			26,567.59 *
	102520-D. BROWN	09/30/20	01	RJ KECK-SWING CHECK VALVE,		51-510-56-00-5638	167.81
			02	PVC UNION, COUPLING, HOSE		** COMMENT **	
				INVOICE TOTAL:			167.81 *
	102520-D. HENNE	09/30/20	01	RUAL KING-MULCH		01-410-56-00-5620	194.85
				INVOICE TOTAL:			194.85 *
	102520-E. DHUSE	09/30/20	01	NAPA # 264445-BULB		01-410-56-00-5628	10.58
			02	NAPA # 264880-FILTERS		01-410-56-00-5628	57.41
			03	NAPA # 264892-FUEL TANK STRAP		51-510-56-00-5628	104.99
			04	NAPA # 265306-OIL FILTER, OIL		01-410-56-00-5628	11.37
			05	AMERICAN TIRE #4120-BRAKE		01-410-54-00-5490	2,679.33
			06	REPAIR		** COMMENT **	
			07	NAPA # 265700-BATTERY		01-410-56-00-5628	125.00
				INVOICE TOTAL:			2,988.68 *
	102520-E. WILLRETT	09/30/20	01	ELEMENT FOUR-SEPT 2020		01-640-54-00-5450	486.18
			02	OFFSITE BACKUPS		** COMMENT **	
			03	AMAZON-DUAL MONITOR STAND		01-110-56-00-5610	54.89
			04	CDW-G-CISCO DIRECT		01-640-54-00-5450	1,759.20
			05	US POSTAL-PRIORITY SHIPPING		01-110-54-00-5452	20.74
				INVOICE TOTAL:			2,321.01 *
	102520-E.TOPPER	09/30/20	01	AMAZON-PAPER BAGS		82-820-56-00-5610	4.28

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900095	FNBO	FIRST NATIONAL BANK OMAHA			10/25/20		
	102520-E.TOPPER	09/30/20	02	AMAZON-WINDEX		82-820-56-00-5621	41.58
			03	AMAZON-FILE FOLDERS		82-820-56-00-5610	56.40
			04	AMAZON-FACE MASKS, MARKERS,		82-820-56-00-5610	384.04
			05	TAPE		** COMMENT **	
			06	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			07	AMAZON-PIPE CLEANERS, INK		82-820-56-00-5610	84.77
			08	CARTRIDGES		** COMMENT **	
			09	CONSTANT CONTACT-ANNUAL		82-000-24-00-2480	588.00
			10	SUBSCRIPTION RENEWAL		** COMMENT **	
			11	AMAZON-WINDEX		82-820-56-00-5621	7.11
			12	AMAZON-REPORT COVERS, BINDERS		82-820-56-00-5610	57.02
				INVOICE TOTAL:			1,236.19 *
	102520-J. BAUER	09/30/20	01	GERBER-BACK WINDOW REPLACEMENT		51-510-54-00-5490	413.00
			02	FARM & FLEET-WORK BOOTS-BAUER		51-510-56-00-5600	195.99
			03	FARM & FLEET-SWEATSHIRTS-BAUER		51-510-56-00-5600	36.47
				INVOICE TOTAL:			645.46 *
	102520-J. ENGBERG	09/30/20	01	ADOBE-CREATIVE CLOUD MONTHLY		01-220-54-00-5462	52.99
			02	FEE		** COMMENT **	
				INVOICE TOTAL:			52.99 *
	102520-J. JACKSON	09/30/20	01	IL505-CDL LICENSE-JACKSON		52-520-54-00-5462	51.13
				INVOICE TOTAL:			51.13 *
	102520-J.DYON	09/30/20	01	SAMS CLUB-INK CARTRIDGES,		01-120-56-00-5610	30.55
			02	WIRELESS KEY BOARD		** COMMENT **	
			03	SAMS CLUB-INK CARTRIDGES,		51-510-56-00-5620	46.10
			04	WIRELESS KEY BOARD		** COMMENT **	
			05	SAMS CLUB-INK CARTRIDGES,		52-520-56-00-5610	13.31
			06	WIRELESS KEY BOARD		** COMMENT **	
				INVOICE TOTAL:			89.96 *
	102520-J.GALAUNER	09/30/20	01	AMAZON-REFEREE JERSEYS		79-795-56-00-5606	37.98
			02	SPIRIT-HALLOWEEN DECOR		79-795-56-00-5606	403.83
			03	GOOD WILL-SCARECROW WALK		79-795-56-00-5606	15.97
			04	MATERIALS		** COMMENT **	
			05	AMAZON-CAPTAIN MARVEL COSTUME		79-795-56-00-5606	33.12
			06	TARGET-SCARECROW WALK		79-795-56-00-5606	55.16
			07	MATERIALS		** COMMENT **	
			08	RURAL KING-SCARECROW WALK		79-795-56-00-5606	20.97
			09	MATERIALS		** COMMENT **	
				INVOICE TOTAL:			567.03 *
	102520-K. BARKSDALE-	09/30/20	01	KONE-ELEVATOR MAINTENANCE		23-216-54-00-5446	160.50

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900095	FNBO	FIRST NATIONAL BANK OMAHA			10/25/20		
	102520-R.HARMON	09/30/20	09	ORGANIZER CART		** COMMENT **	
			10	PURE FUN-JUICE		79-795-56-00-5606	87.10
			11	AMAZON-TABLET CASES		79-795-56-00-5606	31.28
			12	AMAZON-REFUND FOR ITEMS NOT		79-795-56-00-5606	-39.92
			13	SHIPPED		** COMMENT **	
			14	WALMART-40 BINDER POUCHES,		79-795-56-00-5606	40.76
			15	GLUE, MARKERS		** COMMENT **	
			16	TARGET-KLEENEX, BANNERS		79-795-56-00-5606	25.93
			17	MICHAELS-PRESCHOOL CRAFT ITEMS		79-795-56-00-5606	9.73
			18	AMAZON-BOOK HOLDER, BOOKS,		79-795-56-00-5606	77.42
			19	ERASERS, COOKIES, CONTAINERS		** COMMENT **	
			20	PRESCHOOL TEACHER 101		79-795-56-00-5606	228.00
			21	COMMUNITY-MEMBERSHIP FEE		** COMMENT **	
			22	AMAZON-PICTURE CLIPS, KINDLE		79-795-56-00-5606	73.91
			23	CASES, DROPPERS, BOOKS		** COMMENT **	
			24	AMAZON-BINDERS		79-795-56-00-5606	43.90
			25	AMAZON-SWIFFER WET JET		79-795-56-00-5610	30.83
			26	DISCOUNT SCHOOL-TEMPORARY		79-795-56-00-5606	4,840.13
			27	WALLS FOR SOCIAL DISTANCING		** COMMENT **	
			28	GUIDELINES		** COMMENT **	
			29	DISCOUNT SCHOOL-PAPER		79-795-56-00-5606	32.25
			30	AMAZON-ALCOHOL PREP PADS		79-795-56-00-5610	12.99
			31	AMAZON-MAGAZINE FILE HOLDER		79-795-56-00-5606	14.95
			33	TEACHERS-PRESCHOOL PROGRAMING		79-795-56-00-5606	72.02
			34	TOOLS		** COMMENT **	
			35	TEACHING STATION-LETTER		79-795-56-00-5606	67.95
			36	WORKBOOKS		** COMMENT **	
			37	FUN EXPRESS-OCT & NOV 2020		79-795-56-00-5606	251.02
			38	PRESCHOOL SUPPLIES FOR HOLIDAY		** COMMENT **	
			39	PROJECTS		** COMMENT **	
			40	AMAZON-SNACK CUPS, HALLOWEEN		79-795-56-00-5606	136.18
			41	EYEBALLS, FISHING LURES,		** COMMENT **	
			42	MAGAZINE FILES, PAPER PUNCHES		** COMMENT **	
				INVOICE TOTAL:			6,415.00 *
	102520-R.HORNER	09/30/20	01	CONSOLIDATED EQUIPMENT		79-790-56-00-5630	880.00
			02	GROUP-AUGER BIT		** COMMENT **	
				INVOICE TOTAL:			880.00 *
	102520-S.AUGUSTINE	09/30/20	01	TARGET-HDMI ADAPTER		84-840-56-00-5635	49.99
				INVOICE TOTAL:			49.99 *
	102520-S.IWANSKI	09/30/20	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	19.85
				INVOICE TOTAL:			19.85 *
	102520-S.REDMON	09/30/20	01	WALMART-WHISTLES		79-795-56-00-5606	78.52

Total for all Highlighted Library Invoices : \$1,727.05

UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 11/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104945	BAKTAY	BAKER & TAYLOR					
	2035367713		09/29/20	01	BOOKS	84-840-56-00-5686	221.52
						INVOICE TOTAL:	221.52 *
	2035444106		10/14/20	01	BOOKS	84-840-56-00-5686	366.60
						INVOICE TOTAL:	366.60 *
	2035482005		10/08/20	01	BOOKS	84-840-56-00-5686	717.13
						INVOICE TOTAL:	717.13 *
	2035508872		09/29/20	01	BOOKS	84-840-56-00-5686	875.19
						INVOICE TOTAL:	875.19 *
	2035511072		09/30/20	01	BOOKS	84-840-56-00-5686	332.41
						INVOICE TOTAL:	332.41 *
	2035521072		10/02/20	01	BOOKS	84-840-56-00-5686	476.25
						INVOICE TOTAL:	476.25 *
	2035531594		10/09/20	01	BOOKS	84-840-56-00-5686	1,195.76
						INVOICE TOTAL:	1,195.76 *
	2035545803		10/15/20	01	BOOKS	84-840-56-00-5686	475.96
						INVOICE TOTAL:	475.96 *
	2035550578		10/16/20	01	BOOKS	84-840-56-00-5686	416.82
						INVOICE TOTAL:	416.82 *
						CHECK TOTAL:	5,077.64
104946	COLLLAND	COLLEGIATE LANDSCAPING					
	6624		10/19/20	01	BALANCE FOR ENTRY SIGN	82-820-54-00-5495	870.40
				02	PLANTINGS	** COMMENT **	
						INVOICE TOTAL:	870.40 *
						CHECK TOTAL:	870.40



CHECK DATE: 11/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104947	DELAGE	DLL FINANCIAL SERVICES INC					
	69767332		11/01/20	01	NOV 2020 COPIER LEASE	82-820-54-00-5462	194.48
						INVOICE TOTAL:	194.48 *
						CHECK TOTAL:	194.48
104948	FINDAWAY	FINDAWAY WORLD LLC					
	330808		10/09/20	01	AUDIO BOOKS	84-840-56-00-5683	251.19
						INVOICE TOTAL:	251.19 *
	332072		10/26/20	01	AUDIO BOOKS	84-840-56-00-5683	146.22
						INVOICE TOTAL:	146.22 *
						CHECK TOTAL:	397.41
104949	LLWCONSU	LLOYD WARBER					
	10485		10/30/20	01	9/14,10/16 & 10/30 ONSITE IT	82-820-54-00-5462	1,080.00
				02	SUPPORT	** COMMENT **	
						INVOICE TOTAL:	1,080.00 *
						CHECK TOTAL:	1,080.00
104950	MIDWTAPE	MIDWEST TAPE					
	99466574		10/05/20	01	AUDIO BOOKS	84-840-56-00-5683	224.95
						INVOICE TOTAL:	224.95 *
	99503478		10/13/20	01	AUDIO BOOKS	84-840-56-00-5683	119.97
						INVOICE TOTAL:	119.97 *
	99533430		10/21/20	01	AUDIO BOOKS	84-840-56-00-5683	44.99
						INVOICE TOTAL:	44.99 *
						CHECK TOTAL:	389.91

CHECK DATE: 11/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104951	R0002419	SANDWICH PUBLIC LIBRARY						
	100520-RPLCMNT		10/05/20	01	REPLACEMENT COST FOR LOST BOOK	82-820-56-00-5686	20.00	
						INVOICE TOTAL:	20.00	*
						CHECK TOTAL:		20.00
104952	RJONEIL	R.J. O'NEIL, INC.						
	00112849		09/30/20	01	09/18/20 CHILLER REPAIR	82-820-54-00-5495	250.00	
						INVOICE TOTAL:	250.00	*
						CHECK TOTAL:		250.00
104953	SOUND	SOUND INCORPORATED						
	R171017		10/08/20	01	11/2/20-1/31/21 MAINTENANCE	82-820-54-00-5462	929.52	
				02	CONTRACT CHARGE FOR CCTV AND	** COMMENT **		
				03	ACCESS CONTROL	** COMMENT **		
						INVOICE TOTAL:	929.52	*
						CHECK TOTAL:		929.52
104954	YOUNGM	MARLYS J. YOUNG						
	100720		10/22/20	01	10/07/20 MEETING MINUTES	82-820-54-00-5462	51.75	
						INVOICE TOTAL:	51.75	*
	101220		10/25/20	01	10/12/20 MEETING MINUTES	82-820-54-00-5462	88.00	
						INVOICE TOTAL:	88.00	*
	101720		10/28/20	01	10/17/20 MEETING MINUTES	82-820-54-00-5462	99.03	
						INVOICE TOTAL:	99.03	*
	101920		10/29/20	01	10/19/20 MEETING MINUTES	82-820-54-00-5462	57.50	
						INVOICE TOTAL:	57.50	*
						CHECK TOTAL:		296.28
						TOTAL AMOUNT PAID:		9,505.64



**UNITED CITY OF YORKVILLE**  
**PAYROLL SUMMARY**  
**October 2, 2020**

	<b>REGULAR</b>	<b>OVERTIME</b>	<b>TOTAL</b>	<b>IMRF</b>	<b>FICA</b>	<b>TOTALS</b>
<b>ADMINISTRATION</b>	\$ 19,610.09	\$ -	19,610.09	\$ 2,198.82	\$ 1,474.38	\$ 23,283.29
<b>FINANCE</b>	11,917.04	-	11,917.04	1,347.88	893.48	\$ 14,158.40
<b>POLICE</b>	109,123.15	183.62	109,306.77	514.01	8,083.72	\$ 117,904.50
<b>COMMUNITY DEV.</b>	19,119.69	-	19,119.69	2,169.17	1,421.70	\$ 22,710.56
<b>STREETS</b>	17,758.31	7.66	17,765.97	1,984.48	1,298.52	\$ 21,048.97
<b>WATER</b>	17,377.73	30.65	17,408.38	1,961.27	1,281.40	\$ 20,651.05
<b>SEWER</b>	9,324.02	-	9,324.02	1,041.48	672.88	\$ 11,038.38
<b>PARKS</b>	23,557.57	552.10	24,109.67	2,666.69	1,767.27	\$ 28,543.63
<b>RECREATION</b>	15,817.47	-	15,817.47	1,536.87	1,187.49	\$ 18,541.83
<b>LIBRARY</b>	18,604.59	-	18,604.59	1,415.67	1,400.74	\$ 21,421.00
<b>TOTALS</b>	\$ 262,209.66	\$ 774.03	\$ 262,983.69	\$ 16,836.34	\$ 19,481.58	\$ 299,301.61

**TOTAL PAYROLL                    \$ 299,301.61**



**UNITED CITY OF YORKVILLE  
PAYROLL SUMMARY  
October 16, 2020**

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
<b>MAYOR &amp; LIQ. COM.</b>	\$ 908.34		\$ 908.34	\$ -	\$ 69.49	\$ 977.83
<b>ALDERMAN</b>	4,000.00		4,000.00	-	306.00	4,306.00
<b>ADMINISTRATION</b>	19,820.54		19,820.54	2,213.95	1,059.59	23,094.08
<b>FINANCE</b>	11,870.13		11,870.13	1,325.89	878.41	14,074.43
<b>POLICE</b>	114,412.56	2,087.81	116,500.37	608.51	8,650.22	125,759.10
<b>COMMUNITY DEV.</b>	19,119.69	-	19,119.69	2,135.67	1,398.74	22,654.10
<b>STREETS</b>	16,339.60	-	16,339.60	1,825.15	1,195.61	19,360.36
<b>WATER</b>	16,534.36	1,219.88	17,754.24	1,983.14	1,307.78	21,045.16
<b>SEWER</b>	9,048.90	-	9,048.90	1,010.76	652.24	10,711.90
<b>PARKS</b>	26,917.04	207.45	27,124.49	3,029.80	1,974.01	32,128.30
<b>RECREATION</b>	16,578.54	-	16,578.54	1,595.52	1,228.52	19,402.58
<b>LIBRARY</b>	16,676.23	-	16,676.23	1,211.94	1,241.73	19,129.90
<b>TOTALS</b>	\$ 272,225.93	\$ 3,515.14	\$ 275,741.07	\$ 16,940.33	\$ 19,962.34	\$ 312,643.74

**TOTAL PAYROLL                    \$ 312,643.74**



**UNITED CITY OF YORKVILLE**  
**PAYROLL SUMMARY**  
**October 30, 2020**

	<b>REGULAR</b>	<b>OVERTIME</b>	<b>TOTAL</b>	<b>IMRF</b>	<b>FICA</b>	<b>TOTALS</b>
<b>ADMINISTRATION</b>	\$ 19,610.11	\$ -	19,610.11	\$ 2,190.44	\$ 1,068.44	\$ 22,868.99
<b>FINANCE</b>	10,703.46	-	10,703.46	1,195.57	813.09	\$ 12,712.12
<b>POLICE</b>	112,421.50	2,575.88	114,997.38	703.01	8,748.65	\$ 124,449.04
<b>COMMUNITY DEV.</b>	19,119.69	-	19,119.69	2,135.67	1,439.56	\$ 22,694.92
<b>STREETS</b>	16,339.60	-	16,339.60	1,751.62	1,242.60	\$ 19,333.82
<b>WATER</b>	16,534.36	179.08	16,713.44	1,767.02	1,267.55	\$ 19,748.01
<b>SEWER</b>	9,798.89	-	9,798.89	1,010.76	749.62	\$ 11,559.27
<b>PARKS</b>	22,114.23	99.45	22,213.68	2,481.26	1,699.33	\$ 26,394.27
<b>RECREATION</b>	16,005.90	-	16,005.90	1,511.74	1,224.51	\$ 18,742.15
<b>LIBRARY</b>	16,722.67	-	16,722.67	1,211.94	1,279.30	\$ 19,213.91
<b>TOTALS</b>	\$ 259,370.41	\$ 2,854.41	\$ 262,224.82	\$ 15,959.03	\$ 19,532.65	\$ 297,716.50

**TOTAL PAYROLL           \$ 297,716.50**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, November 9, 2020

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 4)</i>	10/25/2020	\$1,727.05
Library Check Register <i>(Pages 5 - 7)</i>	11/09/2020	9,505.64
Metlife - Oct. 2020 Dental Ins.	10/13/2020	526.83
First Non-Profit - 4th QTR Unemployment Ins	10/13/2020	332.90
Glatfelter Liability Ins. -Installment #10	10/13/2020	918.69
IPRF - Nov. 2020 Workers Comp	10/13/2020	992.37
RJ O'Neil - 3/10, 3/17 & 5/26 HVAC Repairs	10/27/2020	2,031.16
Marlys Young - 08/10/20 Meeting Minutes	10/27/2020	71.75
Nicor -08/31/20-10/1/20 services	10/27/2020	1,123.81
<b>TOTAL BILLS PAID:</b>		<b>\$17,230.20</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	10/02/2020	\$ 21,421.00
Bi-weekly <i>(Page 9)</i>	10/16/2020	\$ 19,129.90
Bi-weekly <i>(Page 10)</i>	10/30/2020	19,213.91
<b>TOTAL PAYROLL:</b>		<b>\$59,764.81</b>

**TOTAL DISBURSEMENTS:** **\$76,995.01**

ACTIVITY THROUGH FISCAL PERIOD 06

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
								0.00	160.88
TOTAL PERIOD 01 ACTIVITY									
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
05	AP-200914	09/08/2020	01	BOOKS	BAKER & TAYLOR	104920	2035371948	658.84	
		09/08/2020	02	BOOKS	BAKER & TAYLOR	104920	2035383645	676.99	
		09/08/2020	03	BOOKS	BAKER & TAYLOR	104920	2035405495	536.18	
		09/08/2020	04	BOOKS	BAKER & TAYLOR	104920	2035418721	436.93	
		09/08/2020	05	BOOKS	BAKER & TAYLOR	104920	2035422067	467.45	
		09/08/2020	06	BOOKS	BAKER & TAYLOR	104920	2035428949	293.26	
		09/08/2020	07	BOOKS	BAKER & TAYLOR	104920	20359395078	303.11	
TOTAL PERIOD 05 ACTIVITY								3,372.76	0.00
06	AP-201012	10/06/2020	01	BOOKS	BAKER & TAYLOR	104933	2035452893	616.27	
		10/06/2020	02	BOOKS	BAKER & TAYLOR	104933	2035480910	50.86	
		10/06/2020	03	ANNUAL SUBSCRIPTION RENEWAL	PROMOTION, INC.	104934	S50082	588.00	
	AP-201025M	10/19/2020	219	CONSTANT CONTACT-ANNUAL	FIRST NATIONAL BANK	900095	102520-E.TOPPER	588.00	
	GJ-201031LB	11/02/2020	06	Oct 2020 Deposits					1,686.00
TOTAL PERIOD 06 ACTIVITY								1,843.13	1,686.00
TOTAL ACCOUNT ACTIVITY								7,871.08	7,967.65
ENDING BALANCE									49,540.86

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

ACTIVITY THROUGH FISCAL PERIOD 06

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
								0.00	49,540.86
								0.00	49,540.86





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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2021		% of Budget
		8% May-20	17% June-20	25% July-20	33% August-20	42% September-20	50% October-20		BUDGET		
<b>LIBRARY OPERATIONS REVENUES</b>											
<i>Taxes</i>											
82-000-40-00-4000	PROPERTY TAXES	-	351,569	27,832	31,873	298,065	18,644	727,982	739,047	98.50%	
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	-	393,438	31,146	35,669	333,562	20,864	814,680	822,953	98.99%	
<i>Intergovernmental</i>											
82-000-41-00-4120	PERSONAL PROPERTY TAX	800	-	831	614	-	779	3,024	5,250	57.59%	
82-000-41-00-4170	STATE GRANTS	-	-	-	-	21,151	-	21,151	20,000	105.76%	
<i>Fines &amp; Forfeits</i>											
82-000-43-00-4330	LIBRARY FINES	-	1,072	-	526	56	179	1,832	8,500	21.55%	
<i>Charges for Service</i>											
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	-	476	175	342	168	165	1,326	8,500	15.60%	
82-000-44-00-4422	COPY FEES	-	3	-	325	7	362	696	3,800	18.33%	
82-000-44-00-4439	PROGRAM FEES	-	-	-	-	-	2	2	-	0.00%	
<i>Investment Earnings</i>											
82-000-45-00-4500	INVESTMENT EARNINGS	203	142	136	103	102	148	834	8,959	9.31%	
<i>Miscellaneous</i>											
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	-	1,750	0.00%	
82-000-48-00-4850	MISCELLANEOUS INCOME	-	324	-	-	50	1	374	2,000	18.72%	
<i>Other Financing Sources</i>											
82-000-49-00-4901	TRANSFER FROM GENERAL	5,911	1,911	2,244	1,911	1,911	2,244	16,132	26,584	60.68%	
<b>TOTAL REVENUES: LIBRARY</b>		<b>6,914</b>	<b>748,934</b>	<b>62,364</b>	<b>71,363</b>	<b>655,073</b>	<b>43,388</b>	<b>1,588,034</b>	<b>1,647,343</b>	<b>96.40%</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	21,068	34,224	150,098	289,742	51.80%	
82-820-50-00-5015	PART-TIME SALARIES	19,929	9,261	9,829	10,986	10,505	17,780	78,289	190,000	41.20%	
<i>Benefits</i>											
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	3,547	2,370	2,370	2,370	2,370	3,840	16,866	32,779	51.45%	
82-820-52-00-5214	FICA CONTRIBUTION	3,886	2,264	2,307	2,396	2,359	3,922	17,132	35,952	47.65%	
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,625	9,593	9,007	4,655	4,719	3,831	42,432	76,764	55.28%	
82-820-52-00-5222	GROUP LIFE INSURANCE	29	29	29	29	29	29	174	387	44.88%	
82-820-52-00-5223	DENTAL INSURANCE	527	527	396	527	527	527	3,030	6,322	47.93%	
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	-	-	333	999	750	133.16%	
82-820-52-00-5231	LIABILITY INSURANCE	5,578	1,911	1,911	1,911	1,911	1,911	15,133	25,834	58.58%	
<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	4,127	421	5,577	7,200	77.46%	
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	7	5	239	20	272	750	36.21%	
82-820-54-00-5460	DUES & SUBSCRIPTIONS	593	185	248	51	284	3,033	4,394	11,000	39.94%	
82-820-54-00-5462	PROFESSIONAL SERVICES	3,865	986	1,771	210	4,511	288	11,630	40,000	29.08%	
82-820-54-00-5466	LEGAL SERVICES	-	-	-	338	-	-	338	3,000	11.25%	
82-820-54-00-5468	AUTOMATION	2,366	-	4,105	503	37	3,801	10,813	20,000	54.06%	
82-820-54-00-5480	UTILITIES	-	-	600	1,281	735	1,124	3,741	11,798	31.70%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,195	462	4,436	6,777	13,869	50,000	27.74%	
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	144	438	587	1,549	8,000	19.36%	
82-820-56-00-5620	OPERATING SUPPLIES	-	78	-	152	532	-	762	4,000	19.04%	
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	895	1,028	306	1,636	49	3,913	7,000	55.90%	
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	2,000	0.00%	
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	55	-	81	-	135	2,000	6.77%	
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%	
<b>TOTAL FUND REVENUES</b>		<b>6,914</b>	<b>748,934</b>	<b>62,364</b>	<b>71,363</b>	<b>655,073</b>	<b>43,388</b>	<b>1,588,034</b>	<b>1,647,343</b>	<b>96.40%</b>	
<b>TOTAL FUND EXPENDITURES</b>		<b>83,048</b>	<b>122,390</b>	<b>59,284</b>	<b>47,931</b>	<b>60,543</b>	<b>82,495</b>	<b>455,690</b>	<b>1,664,378</b>	<b>27.38%</b>	
<b>FUND SURPLUS (DEFICIT)</b>		<b>(76,134)</b>	<b>626,544</b>	<b>3,080</b>	<b>23,431</b>	<b>594,530</b>	<b>(39,108)</b>	<b>1,132,344</b>	<b>(17,035)</b>		



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
			May-20	June-20	July-20	August-20	September-20	October-20			
<b>LIBRARY CAPITAL REVENUES</b>											
84-000-42-00-4214	DEVELOPMENT FEES		3,500	1,500	7,900	17,900	16,050	15,550	62,400	50,000	124.80%
84-000-45-00-4500	INVESTMENT EARNINGS		16	15	17	14	17	20	99	500	19.84%
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>16,067</b>	<b>15,570</b>	<b>62,525</b>	<b>50,500</b>	<b>123.81%</b>
<b>LIBRARY CAPITAL EXPENDITURES</b>											
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	1,326	-	-	-	50	1,376	15,000	9.18%
84-840-56-00-5683	AUDIO BOOKS		-	155	271	40	190	225	881	3,500	25.17%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	16	-	-	14	10	40	500	7.99%
84-840-56-00-5685	DVDS		-	420	361	25	239	255	1,300	3,000	43.35%
84-840-56-00-5686	BOOKS		-	1,046	404	2,999	-	3,331	7,779	50,000	15.56%
<b>TOTAL FUND REVENUES</b>			<b>3,516</b>	<b>1,541</b>	<b>7,917</b>	<b>17,914</b>	<b>16,067</b>	<b>15,570</b>	<b>62,525</b>	<b>50,500</b>	<b>123.81%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>2,963</b>	<b>1,036</b>	<b>3,064</b>	<b>443</b>	<b>3,871</b>	<b>11,377</b>	<b>75,500</b>	<b>15.07%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>3,516</b>	<b>(1,422)</b>	<b>6,880</b>	<b>14,851</b>	<b>15,624</b>	<b>11,699</b>	<b>51,148</b>	<b>(25,000)</b>	





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

	October Actual	YTD Actual	% of Budget	FY 2021 Budget	Fiscal Year 2020 For the Month Ended October 31, 2019	
					YTD Actual	% Change
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ 39,508	\$ 1,542,662	98.8%	\$ 1,562,000	\$ 1,481,390	4.14%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 779	\$ 3,024	57.6%	\$ 5,250	\$ 3,927	-23.00%
State Grants	-	21,151	105.8%	20,000	21,151	0.00%
Total Intergovernmental	\$ 779	\$ 24,175	95.7%	\$ 25,250	\$ 25,078	-3.60%
Library Fines	\$ 179	\$ 1,832	21.6%	\$ 8,500	\$ 4,753	-61.46%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 165	\$ 1,326	15.6%	\$ 8,500	\$ 5,386	-75.37%
Copy Fees	362	696	18.3%	3,800	2,081	-66.53%
Program Fees	2	2	0.0%	-	58	-96.57%
Total Charges for Services	\$ 529	\$ 2,025	16.5%	\$ 12,300	\$ 7,525	-73.09%
Investment Earnings	\$ 148	\$ 834	9.3%	\$ 8,959	\$ 6,082	-86.29%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	-	-	0.0%	1,750	700	-100.00%
Miscellaneous Income	1	374	18.7%	2,000	2,431	-84.60%
Transfers In	2,244	16,132	60.7%	26,584	15,080	6.97%
Total Miscellaneous & Transfers	\$ 2,244	\$ 16,506	54.4%	\$ 30,334	\$ 18,211	-9.36%
<b>Total Revenues and Transfers</b>	<b>\$ 43,387</b>	<b>\$ 1,588,034</b>	<b>96.4%</b>	<b>\$ 1,647,343</b>	<b>\$ 1,543,040</b>	<b>2.92%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	\$ 82,495	\$ 455,690	27.4%	\$ 1,664,378	\$ 455,569	0.03%
50 Salaries	52,003	228,387	47.6%	479,742	220,174	3.73%
52 Benefits	14,392	96,188	53.5%	179,800	85,994	11.85%
54 Contractual Services	15,465	53,607	35.2%	152,448	61,576	-12.94%
56 Supplies	635	6,465	25.6%	25,300	6,818	-5.18%
99 Debt Service	-	71,044	8.6%	827,088	81,006	-12.30%
<b>Total Expenditures and Transfers</b>	<b>\$ 82,495</b>	<b>\$ 455,690</b>	<b>27.4%</b>	<b>\$ 1,664,378</b>	<b>\$ 455,569</b>	<b>0.03%</b>
Surplus(Deficit)	\$ (39,108)	\$ 1,132,344		\$ (17,035)	\$ 1,087,471	

\* October represents 50% of fiscal year 2021

## **LIBRARY DIRECTOR REPORT—October 2020**

**Summary:** We are continuing to serve our community during this pandemic taking it one day at a time. We are being very cautious as the numbers in Kendall County are on the increase (9.3) and 2 area libraries have closed due staff members having COVID (Sandwich and Morris libraries).

**Facilities Management:** We continue to have problems with the Chiller, having to manually turn it on when it shuts down due to temperature drops during the night. RJ O’Neil is going to have ABC Controls come out with their technician to troubleshoot how it can be connected to the Computer System. We copied the Operations Manual for the technicians to review. RJ O’Neil has submitted a proposal for the Water Heater Replacement and will be on the Agenda for discussion. Attended the quarterly meeting of the Facility Manager’s Group on October 14, 2020. Bartlett Library is having the same problem with their Chiller as we are.

**Grants:** Completed 2 grants and submitted to the State. One is for PPE (\$500) and the second one is for Back to Books (\$4,600) on the topic of Equity, Diversity, and Inclusion (EDI). Contacted the State Library to see if we were granted the Awards. Letters were to be sent out November 2, 2020.

**Prairie Cat Delegates Assembly** (Virtual Meeting) October 28, 2020.

**Mobile App:** A new scanner was purchased to be used with the Mobile App. Patrons are starting to use the App and we will continue to promote it.

**Public Relations:** The Staff enjoyed working on the Scarecrow for the Park District’s Scarecrow in the Park. We also had a patron contest to name the Scarecrow and the winner was Anita Reid Books. Press releases are continuing to be sent to the *Kendall Record*, but they are not always published. Will set up a meeting with the editor to see why this is happening.

### **Community Engagement:**

Contact has been made with the Executive Director of Cedarhurst and a meeting is scheduled for November 20th to discuss how we can partner with them to provide library services to their residents.

**Biz Boo-** We participated in the Yorkville Chamber of Commerce Halloween event by distributing candy (donated by Wrigley). Over 55 candy bags were distributed at an outside table.

**Yorkville American Auxiliary-** The TAG (teens) Group made 34 Veteran’s Day Cards.

**Website Redesign Feedback-** Feedback on the redesign of the Website was posted on the website, throughout the Library and through the electronic newsletter. There were 594 views, 9 shares and there were zero responses.

**Landscape Project (Digital Sign-** It was completed on October 19<sup>th</sup>. The donation from the Garden Club was received (\$500) and thank you sent.

**Adult Virtual Programming:**

Threads **7**  
Friends **10**  
Creative Writing **13**  
Medicare Program **6**  
Men's Book Club **7**  
Citizens Academy **(4) 56**

**Total Attendance 99**

**Children's Virtual Programming:**

**Story times-**Continue via Zoom weekly. We will try to host 2 in person session a month at the library as a trial with limited attendance.

There was a Scavenger Hunt in the Library with appointment times. There were 46 participants.

**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 26 Likes 340Views**

**Crafts to Go (120 crafts kids created), 20 likes**

**Scavenger Hunt 17 Likes**

**Library Scarecrow 147 Likes**

**Biz Boo 29 Likes**

**Twitter 3 posts Likes 10 Shares 2**

**You Tube Totals: (3 D Printing) 37views**

**Facebook Totals 340 Views 247 Likes**

**Museum Passes 3**

**Children's Programs:**

**Drop-In Storytime (at the Library) 11**

**Book Clubs at the Library:**

Grades 1-2 **4**

Grades 3-5 **5**

Pre-Teen **7**

**Teen Advisory Group (TAG) 16**

**Attendance 144**

**Virtual Programs (Upcoming) for Adults and Youth Services**

Winter Read Program

Family Bingo Night

Dungeons and Dragons

Mental Health Program (December)

November Medicare Program

Legend of St. Nicholas

Panel on Volunteer Opportunities in Yorkville

Show the movie "Selma" at the library with limit of 20 people.

Virtual Presentation by speaker on "MLK in Chicago" sponsored by the Friends

MLK Virtual Story times

Teens Creating Posters on Civil Rights and Freedom

TAG to watch excerpt from "I have a Dream" and discuss social concerns. Encourage them to write a letter to a legislator.

**Staff:** We had our second annual Staff Halloween Costume Contest. Staff continue to be very creative in their costumes. Winners were Dixie Debord (Mother Earth)- 1<sup>st</sup> Prize, Second Prize Shelley Augustine (Social Butterfly) and Jetta Werline (Scarecrow) and Elisa Topper (Chewbacca) tied for 3<sup>rd</sup> Prize. Next month is our Ugly Holiday Sweater Contest.

The Circulation Staff continuing to receive training and a Manual has been created. They also handled voter registration for our patrons in the community.

New staff members received their 45-day evaluations. Volunteers are indexing the Kendall County obituaries and cleaning the shelves. We are most appreciative of all our volunteers.

The managers did a brainstorming session to see how to do Polar Express this year and decided to have a drive-in event in our parking lot complete with a visit from Santa Claus.

**Library Operations-** All paperwork has been completed for the redesign of the Website and the upgrade of the TBS reservation system.

**Friends:** Continue to meet at the Library and were interested in the Landscaping project.

### **Computer Use**

**Adult 217**

**YA 44**

**Youth 34**

**Total 295**

### **Database Use:**

Ancestry **32** Gale **1**

### **E-book Use**

Omni E-Book **797** E-Audio **451 (273 Users)**

E-Read IL **25** E-Book Audio **83 (33Users)**

### **Circulation**

Check Ins **6751**

New Patrons Added **67**

New Items Added **327**

**Curbside Service:** **76** Pick Ups

**Homebound Delivery** **3**

**Patron Count:** **3510**





FY 2021 ATTENDANCE				MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
PATRON DOOR COUNT				0	0	1300	3131	3491	3510						
CURBSIDE PATRONS					471	105	72	70	76						
NUMBER OF CHILDREN'S PROGRAMS				2	3	2	7	10	8						
CHILDREN'S ROGRAM ATTENDANCE				25	8	20	36	32	121						
NUMBER OF CHILDREN'S PASSIVE PROGRAMS				5	5	10	12	9	10						
CHILDREN'S PASSIVE PROGRAM ATTENDANCE				803	676	843	680	556	460						
NUMBER OF YA PROGRAMS				1			1	1	3						
YA PROGRAM ATTENDANCE				1			1	4	23						
NUMBER OF YA PASSIVE PROGRAMS						1	1	1	1						
YA PASSIVE PROGRAM ATTENDANCE						4	1	0	0						
YOUTH SUMMER/WINTER READING						72									
NUMBER OF ADULT PROGRAMS				4	4	4	4	4	4						
ADULT PROGRAM ATTENDANCE				46	46	46	45	43							
NUMBER OF ADULT PASSIVE PROGRAMS															
ADULT PASSIVE PROGRAM ATTENDANCE															
ADULT SUMMER/WINTER READING						33									
YOUTH COMPUTER SESSIONS						22	17	33							
ADULT COMPUTER SESSIONS						140	201	170							
FRIENDS VOLUNTEER HOURS								19							
<b>IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE</b>															
<b>COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE</b>															

# RJONEIL MECHANICAL CONTRACTORS

R.J. O'NEIL COMBINES TRADITION WITH INNOVATION  
PROVIDING COMPREHENSIVE MECHANICAL SOLUTIONS SINCE 1926.

**Thursday, October 15, 2020**

TO: Yorkville Public Library

ATTENTION: Elisa Topper

JOB LOCATION: 902 Game Farm Rd., Yorkville, IL 60560

**RE: Replacement 60 Gallon Water Heater**

PURPOSE: Install (1) new A.O. Smith BTH-120 125MBH 60 Gallon Water Heater

SCOPE OF WORK:

- Disconnect and remove the existing 60-gallon A.O. Smith water heater
- Furnish and install (1) new A.O Smith BTH-120 60-gallon water heater
- Reconnect all gas, water, vent and condensate piping to the water heater
- Start-up the unit and test for proper operation
- Verification of no gas and water leaks
- Disposal of old water heater

NOTES:

\*\* The library will be without hot water for roughly 5-6 hours during install \*\*

**Total Price for the Above Work: \$7,711.25**

EXCLUSIONS:

- Overtime
- Anything not specifically mentioned above
- Electrical work other than wiring the unit back up

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, delays, or other events beyond our control. Owner to carry fire, tornado, builder's risk, liability and other necessary insurance. Due to the volatility of material costs, this proposal amount is good for 30 days.

ACCEPTANCE OF PROPOSAL: We agree to pay for the above work at the above prices. Specifications and conditions are satisfactory and hereby accepted. Our signature is authorization to do the work as specified and to make payments according to terms; partial project payments every 30 days and remaining balance at completion. Venue for any litigation arising out of this contract, including collecting any payment of sums due R.J. O'Neil, shall be in Kendall County, Illinois. Purchaser agrees to pay all costs of collection, including attorney's fees

ACCEPTED: YORKVILLE PUBLIC LIBRARY

ACCEPTED: R.J. O'NEIL, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

P.O. #: \_\_\_\_\_

Title: \_\_\_\_\_

## **Meeting Room Policy**

**The policies governing the use of the meeting rooms of the Yorkville Public Library are in accordance with the Library Bill of Rights which states that “Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use”.**

### **A. Meeting Room Policy**

**Priority for the use of the Library’s Meeting Rooms will be given in the following order:**

1. Library-sponsored meetings / programs.
2. Educational, cultural and civic, and public information events of nonprofit organizations, whose membership includes residents of the City of Yorkville.
3. Educational, cultural and civic and public information of nonprofit organizations outside the City of Yorkville.

#### **Exclusions**

1. Private social functions.
2. Programs that are not suitable for the library’s physical facilities.
3. For-profit groups soliciting or selling products or services.
4. Programs not in keeping with the library’s goals and objectives which would interfere with the library’s work by causing excessive noise, a safety hazard, security risk, etc.
5. Gambling, crafts, games or other recreational activities.

## **Fees & Room Reservation**

Fees are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

Please call for room availability. Unless otherwise approved by Library Director, start times may not be earlier than 30 minutes of Library Opening and end times may not be later than 30 minutes before Library Closing

Fees for each meeting must accompany the Meeting Room Reservation Application and will act as the deposit to hold your reservation. Fees will include the full amount of the reservation: "base rate" which covers up to three hours of meeting room use, additional hourly rate beyond the first three hours if applicable, and clean-up fees if serving food. Cancellations made less than 48 hours before scheduled meeting will forfeit a refund of their deposit.

Waiving and/or adjusting of fees is at the discretion of the Library Director and can only be applied to meeting room rental, not toward clean up fees if food is served.

### **Non-Profit**

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3 hours)                      \$50.00

Additional hourly rate                      \$15.00

Clean up fee if food is served \$25.00

City of Yorkville and its entities will be exempt from paying a fee.

### **For Profit**

Meeting Room

Base Rate (3 hours)                      \$75.00

Additional hourly rate                      \$25.00

Clean up fee if food is served \$25.00

## **Equipment Available**

1.     Stacking chairs
2.     Tables
3.     White board easel
4.     Projector & Screen
5.     Kitchen
6.     Lectern

## Regulations for use of the Meeting Room

1. Smoking, chewing tobacco, vaping products, alcoholic beverages, and cannabis are prohibited on all Library premises.
2. All illegal substances are prohibited.
3. The use of glitter is prohibited.
4. Groups using the meeting room or kitchen are responsible for leaving the room as they found them and reimbursing the library for any damage that may occur to library owned furniture, equipment, or to the library facility. Future use of the meeting rooms may be withheld from groups that have caused damage to the rooms, to the carpet, equipment, furniture or caused a disturbance in the library and / or failed to comply with the established rules of the library.
5. Groups must supply their own coffee, cream, sugar and paper products. The library will provide a coffeepot.
6. Only light refreshments are permitted.
7. All appliances must be left unplugged.
8. The library does not provide storage or assistance in carrying supplies and materials to the meeting room.
9. Organizations may not use the name, telephone, or address of the library, even on a temporary basis, except for notification of location of a specific meeting. **The library will not receive non-emergency calls or take messages for individuals or organizations.**
10. Promotion of non-library-sponsored events must not imply library sponsorship or endorsement.
11. The library does not supply space for groups needing a place to store their supplies or equipment.
12. The library does not have personnel to assist groups, operate equipment, or help arrange exhibits.
13. No signs will be displayed anywhere outside the building.
14. Nothing may be attached to the walls, ceiling, floor, furniture, or doors. A bulletin board is available during the meeting time.
15. Minors (under 18 years of age) may use the meeting room under direct and constant supervision of an adult chaperone, who will remain in the room and assume full responsibility for activities and conditions. Childcare service for persons attending meetings is not provided; children under the age of eleven may not be left unattended in the library at any time.
16. Additional electrical equipment, other than that provided by the library, is not permitted in the kitchen or meeting room without prior approval by the library Director.
17. Because of the demand for use of the meeting room, the library may not be able to accommodate groups desiring multiple meetings. Reservations may be made no sooner than two (2) weeks and up to ninety (90) days in advance. The Library Meeting Room Reservation Application and fee deposit must be accompany all reservations.
18. No organized religious services are allowed

19. When it is necessary to cancel a reservation, the library should be notified as soon as possible. Cancellation less than 48 hours prior to the scheduled event may result in forfeiture of the meeting room deposit.
20. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. No candles or use of any incendiary items are permitted.
21. For fire safety reasons the number of attendees permitted in the large meeting room is limited to a maximum occupancy of 149. The Library Director reserves the right to reduce the maximum occupancy in accordance with guidelines as stated by the Center for Disease Control (CDC) to ensure the health and safety of staff and patrons.
22. The library reserves the right to prohibit any activities not specifically addressed in these policies at any time.
23. In addition to the rules of conduct, all other library's policies will apply to the meeting room.
24. A Library staff member may be present at any time during the meeting or function.

The Yorkville Public Library assumes no liability for personal injuries or for loss of property while in or on the library premises.

For and in consideration of the use of the meeting room and library facilities, any person or group using them agrees to indemnify and hold harmless the Yorkville Public Library from any and all actions or suits relating to its use of such room and facilities.

Policy Revised and Approved 11/9/2020

**Yorkville Public Library**  
**LIBRARY MEETING ROOM RESERVATION APPLICATION**

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number of Contact Person: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date, Start Time & Duration in Hours: \_\_\_\_\_

(Unless otherwise approved by Library Director, start times may not be earlier than 30 minutes of Library Opening and end times may not be later than 30 minutes before Library Closing)

Number of Participants Expected (maximum occupancy 149): \_\_\_\_\_ Food Served Y/N: \_\_\_\_\_

Room Rates (3-hour Base Rates): **Non-Profit:** \$50.00 / **For-Profit:** \$75.00

Additional charges: **Non-Profit:** Extra hourly rate \$15:00/ clean up fee if food is served \$25.00

**For-Profit:** Extra hourly rate \$25:00/ clean up fee if food is served \$25.00

Make check payable and send along with this completed form to: Yorkville Public Library  
902 Game Farm RD  
Yorkville, IL 60560

Payment Amount: \$ \_\_\_\_\_

Your check will hold the room for your scheduled meeting date. If your organization cancels at least 48 hours in advance of the scheduled date, your check will be returned.

For and in consideration of the use of the meeting room and library facilities, any person or group using them agrees to indemnify and hold harmless the Yorkville Public Library from any and all actions or suits relating to its use of such room and facilities.

I have read the attached Yorkville Public Library Meeting Room Policy and I agree that my group or organization will abide by the provisions of the policy. I further attest that I am an authorized representative of the group, agree to ensure that the group conforms to the provisions of this policy, and assume responsibility for any non-compliance.

Sign Full Name \_\_\_\_\_

**STAFF ONLY:**

Date payment received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_





Outsource Solutions Group, Inc  
P.O. Box 309  
Itasca, IL 60143  
Phone: (630) 236-6625  
Fax: (630) 428-0524

**Prepared especially for**  
**Yorkville Public Library**

**On Tuesday, August 18, 2020**

**Prepared by Brian Bruns**

**bbruns@osgusa.com**

Proposal: 31855  
Created: 8/18/2020  
Printed: 8/18/2020

Quantity	Description	Total
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**TRADE UP FROM WATCHGUARD XTM 515 DEVICE WITH S/N:80BE091A89170**

**OPTION 1**

<b>1</b>	<b>WATCHGUARD TRADE UP TO FIREBOX M370 WITH TOTAL SECURITY SUITE - 1 YEAR</b>	<b>\$2,705.27</b>
	Firewall throughput: 8 Gbps UTM throughput: 2.6 Gbps 8 Ports gigabit RJ45 3,300,000 Concurrent connections 200 VLANs 100 Branch office VPNs 100 Mobile VPNs	

**OPTION 2**

<b>1</b>	<b>WATCHGUARD TRADE UP TO FIREBOX M370 WITH TOTAL SECURITY SUITE - 3 YEARS</b>	<b>\$4,860.44</b>
	Firewall throughput: 8 Gbps UTM throughput: 2.6 Gbps 8 Ports gigabit RJ45 3,300,000 Concurrent connections 200 VLANs 100 Branch office VPNs 100 Mobile VPNs	

<b>1</b>	<b>SHIPPING AND HANDLING</b>	<b>\$31.87</b>
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<b>Your Price:</b>	<b>TBD</b>
<b>Total:</b>	<b>TBD</b>

Prices are firm until 8/31/2020      Terms: Due Upon Receipt

**Quoted by:**    Brian Bruns, bbruns@osgusa.com

**Date:**    8/18/2020

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY. All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted). Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at Customer's address damaged, customer should refuse to accept delivery from carrier.



# QUOTE CONFIRMATION



DEAR RUSS WALTER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQRX162	9/21/2020	FIREBOX M370 W 1-YR TOTAL SEC	7167537	<b>\$2,784.05</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">WatchGuard Firebox M370 - security appliance - WatchGuard Trade-Up Program</a>	1	4687006	\$2,784.05	\$2,784.05
Mfg. Part#: WGM37671 UNSPSC: 43222501 Contract: Standard Pricing				

PURCHASER BILLING INFO		SUBTOTAL	\$2,784.05
<b>Billing Address:</b> YORKVILLE PUBLIC LIBRARY ACCOUNTS PAYABLE 902 GAME FARM RD YORKVILLE, IL 60560-2105 <b>Phone:</b> (630) 553-4354 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	<b>\$2,784.05</b>
DELIVER TO		<b>Please remit payments to:</b>	
<b>Shipping Address:</b> YORKVILLE PUBLIC LIBRARY RUSS WALTER 902 GAME FARM RD YORKVILLE, IL 60560-2105 <b>Phone:</b> (630) 553-4354 <b>Shipping Method:</b> DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

### Need Assistance? CDW•G SALES CONTACT INFORMATION



Stephen Rooney

(877) 863-3197

steproo@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# QUOTE CONFIRMATION



**DEAR RUSS WALTER,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQRX115	9/21/2020	FIREBOX M370 W 3-YR TOTAL SEC	7167537	<b>\$5,054.84</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">WatchGuard Firebox M370 - security appliance - WatchGuard Trade-Up Program</a>	1	4748185	\$5,054.84	\$5,054.84
Mfg. Part#: WGM37673 UNSPSC: 43222501 Contract: Standard Pricing				

PURCHASER BILLING INFO		SUBTOTAL	\$5,054.84
<b>Billing Address:</b> YORKVILLE PUBLIC LIBRARY ACCOUNTS PAYABLE 902 GAME FARM RD YORKVILLE, IL 60560-2105 <b>Phone:</b> (630) 553-4354 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		<b>GRAND TOTAL</b>	<b>\$5,054.84</b>
		<b>DELIVER TO</b> <b>Shipping Address:</b> YORKVILLE PUBLIC LIBRARY RUSS WALTER 902 GAME FARM RD YORKVILLE, IL 60560-2105 <b>Phone:</b> (630) 553-4354 <b>Shipping Method:</b> DROP SHIP-GROUND	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Stephen Rooney		(877) 863-3197		steproo@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$5,054.84</b>	<b>\$141.99/Month</b>	<b>\$5,054.84</b>	<b>\$162.21/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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