

**Agenda  
Yorkville Public Library  
Board of Trustees  
March 8, 2021 at 7:00 P.M.  
Michelle Pfister Meeting Room  
902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Umbrella Technologies proposals – Thomas Carnevale
5. Minutes
6. Correspondence
7. Public Comment
8. Staff Comment
9. Report of the Treasurer:
  - Financial Statement
  - Payment of Bills
10. Report of the Library Director
11. City Council Liaison
12. Standing Committees:
  - Policy
  - Personnel
  - Physical Facilities
  - Finance
  - Community Relations
13. Unfinished Business:
  - Keyless Entry and Camera systems
  - HVAC system control
  - City/Library partnership discussion
14. New Business:
  - LibraryAware Marketing Resource
15. Executive Session (if needed)
  - 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.
16. Adjournment

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, February 8, 2021 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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

**Roll Call:**

Julie Brendich-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-(arr. 7:02pm), Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-(arr. 7:02pm), Russ Walter-yes

**Others Present:**

Co-Interim Directors Shelley Augustine and Dixie DeBord, City Council Liaison Dan Transier

**Recognition of Visitors:** President Crawford recognized the Library staff and Liaison.

**Amendments to the Agenda:** None

**Minutes:** January 11, 2021 and February 1, 2021

Two corrections were noted on the January 11<sup>th</sup> minutes. Page 4 should reflect **Weblinx** as the approved website host and under the Wage Increase discussion, \$20 per hour should say **\$15** per hour. Ms. Garcia then moved and Mr. Crawford seconded the motion to approve both sets with the changes. Roll call: Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 8-0.

**Correspondence:** None

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Hedman highlighted the purchases and expenses for the month and said the revenue is good for the month.

**Payment of Bills**

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

\$38,885.28 Accounts Payable

\$31,528.00 Payroll

**\$70,413.28 Total**

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 8-0.

**Report of the Library Director:**

Co-Interim Directors Shelley Augustine and Dixie DeBord presented the Director's report (see report included in agenda packet). Trustee Garcia asked to go on record saying Ms. Augustine and Ms. Weiss did a great job on the webinars on Martin Luther King's Day.

**City Council Liaison:**

Liaison Dan Transier mentioned an email he had sent to President Crawford regarding the Facilities Manager who splits his time between Oswego and Yorkville. He also contacted City Administrator Bart Olson about the library and city possibly being on a shared facilities control system.

**Standing Committees:** None**Unfinished Business:****HVAC System Control – Update**

Mr. Walter summarized the proposed HVAC maintenance agreement and costs from SYSERCO. He said the computer that controls the system has crashed in the past and replacing the system might be a higher priority than earlier thought. He said the total cost to replace the system is \$20,550 or \$2,500 less if the library supplies the computer. Trustee Hedman suggested additional bids be obtained and to also wait for a response from the city regarding a shared system. Mr. Forristall also discussed the mechanical aspects of the system. The Board agreed the maintenance agreement was too costly. Liaison Dan Transier said the city is considering 3 options on the configuration of the newly purchased city hall and will probably know about a possible shared system in the next 30-60 days. Ms. DeBord added that the software on the present computer is the only way to control the heating. This matter was then tabled until March.

**Keyless Entry Revised Quote – ADS**

Ms. DeBord received quotes for a keyless entry system, Analog camera system and digital camera system from 3 separate vendors. She compiled the quotes into a chart for comparison. Her opinion was that the camera system was the highest priority of the 3 systems. The present cameras are triggered only when there is motion. She reviewed the quotes with the Board and said Umbrella Technologies provided the best bid. Ms. DeBord said she has reserved \$13,000 of development fees to help cover these expenses, but those funds will move to the General Fund after April. The Board decided they would like Umbrella Technologies to give a presentation at the next Library meeting.

**New Business:****Partnership with the City - Discussion**

President Crawford said he spoke with the Mayor regarding a partnership for the Facilities Manager. In turn, the Mayor said a space is needed for a Parks & Recreation pre-school that currently operates out of the old Post Office facility and he asked about using the library meeting room. Ms. Rodriguez said there are many rules about spaces for kids. It was noted that daytime programs are already held in the meeting room, but perhaps other parts of the library could be used. Mr. Forristall said it could be a good opportunity to have the kids attend the library programs. The Board agreed that many details and space needs are required prior to any decisions. President Crawford asked Ms. Brendich to help lead discussions with library staff, Friends, the Mayor and Parks Department. The Parks Department needs a decision by August 1. Ms. DeBord also suggested a possible shared custodial staff as part of the shared partnerships.

### **Review of Board of Trustees' Part of the Per Capita Grant**

As part of the Per Capita Grant application, it was clarified that the Trustees do participate in some type of continuing education activity. Ms. DeBord asked the Board some additional questions pertaining to the grant so that it can be finished.

### **Set Finance Committee Meeting Time**

Mr. Hedman said he will meet with Finance Director Rob Fredrickson prior to a Finance Committee meeting, to discuss minimum wage increase and those near the threshold, allocation of money for part-time positions and additional allocations for mechanical/upgrade needs.

Related to the upcoming budget, the Board discussed possible part-time positions and the minimum wage increase/impact on the present employees. They talked about how best to handle the pay increases based on positions, longevity etc., the lack of pay grades and salaries. It was decided to examine market data for various library positions from comparable library sizes. Input from a new Director is also desired and Mr. Hedman suggested for now, to give the minimum wage and 3% for all other employees. Ms. Garcia added that more information is needed prior to a decision on the wage matters. After gathering the necessary information, Mr. Hedman will contact committee members to schedule a meeting.

### **Executive Session:**

At approximately 9:00pm, President Crawford made a motion to enter into Executive Session: **For the discussion of minutes of meetings, lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.** Mr. Hedman seconded the motion. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 8-0. The Session concluded at approximately 9:07pm.

Mr. Crawford moved to keep Packet #1 sealed and release the minutes for July 13, 2020 and December 14, 2020 from Packet #2. Ms. Garcia seconded the motion. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 8-0.

### **Adjournment:**

There was no further business and the meeting adjourned at 9:08pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker



DATE: 02/22/21  
TIME: 16:02:17  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900099	FNBO	FIRST NATIONAL BANK OMAHA			02/25/21		
	022521-A.SIMMONS	01/31/21	01	COMCAST-1/1-1/31 INTERNET &		82-820-54-00-5440	420.91
			02	VOICE AT 902 GAME FARM RD		** COMMENT **	
			03	COMCAST-11/1-11/30 INTERNET &		82-820-54-00-5440	419.48
			04	VOICE AT 902 GAME FARM RD		** COMMENT **	
			05	IFO-MEMBERSHIP		01-120-54-00-5460	265.00
			06	RENEWAL-SIMMONS		** COMMENT **	
			07	VERIZON-DEC 2020 IN CAR UNITS		01-210-54-00-5440	805.03
			08	VERIZON-DEC 2020 MOBILE		01-220-54-00-5440	169.72
			09	PHONES		** COMMENT **	
			10	VERIZON-DEC 2020 MOBILE		01-110-54-00-5440	169.72
			11	PHONES		** COMMENT **	
			12	VERIZON-DEC 2020 MOBILE		01-210-54-00-5440	806.17
			13	PHONES		** COMMENT **	
			14	VERIZON-DEC 2020 MOBILE		79-790-54-00-5440	49.94
			15	PHONES		** COMMENT **	
			16	VERIZON-DEC 2020 MOBILE		79-795-54-00-5440	84.86
			17	PHONES		** COMMENT **	
			18	VERIZON-DEC 2020 MOBILE		51-510-54-00-5440	164.22
			19	PHONES		** COMMENT **	
			20	VERIZON-DEC 2020 MOBILE		52-520-54-00-5440	36.01
			21	PHONES		** COMMENT **	
			22	VERIZON-DCR FOR NEW LINES		01-110-54-00-5440	-200.00
						INVOICE TOTAL:	3,191.06 *
	022521-B.OLSEM	01/31/21	01	KENDALL PRINT-NOTARY STAMP		01-110-56-00-5610	32.90
						INVOICE TOTAL:	32.90 *
	022521-B.OLSON	01/31/21	01	SURVEY MONKEY-SUBSCRIPTION		01-110-54-00-5460	300.00
			02	RENEWAL		** COMMENT **	
			03	ZOOM-12/23-2/22 SERVICE FEES		01-110-54-00-5462	209.96
						INVOICE TOTAL:	509.96 *
	022521-B.WEBER	01/31/21	01	AMAZON-SWEATSHIRT		01-410-56-00-5600	65.24
			02	AMAZON-PANTS		01-410-56-00-5600	47.91
			03	AMAZON-PANTS		01-410-56-00-5600	48.59
						INVOICE TOTAL:	161.74 *
	022521-CRARYLE	01/31/21	01	FBI LEEDA-SLI TRAING-CARLYLE		01-210-54-00-5412	695.00
						INVOICE TOTAL:	695.00 *
	022521-D,BROWN	01/31/21	01	AMAZON-SURGE PROTECTOR		51-510-56-00-5638	72.19
			02	WAERSAVER FAUCETS-GOOSENECK		51-510-56-00-5638	284.20
			03	FAUCTS		** COMMENT **	
			04	BRENART EYE CARE-EYE GLASSES		51-510-56-00-5600	311.00
			05	O'REILLY-FUEL CAP		51-510-56-00-5628	17.18
						INVOICE TOTAL:	684.57 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900099	FNBO	FIRST NATIONAL BANK OMAHA			02/25/21		
	022521-D.DEBORD	01/31/21	01	AMAZON-PRIME MEMBERSHIP		82-820-54-00-5460	12.99
			02	AMAZON-MARKERS, PENS, PAPER,		82-820-56-00-5610	168.22
			03	ENVELOPES		** COMMENT **	
			04	MENARDS-MASK, WINDEX		82-820-56-00-5621	15.93
			05	ACE-BATTERY		82-820-56-00-5621	23.99
				INVOICE TOTAL:			221.13 *
	022521-D.HENNE	01/31/21	01	RJK-3-WAY BALL VALVE		01-410-56-00-5640	246.59
				INVOICE TOTAL:			246.59 *
	022521-D.SMITH	01/31/21	01	RURAL KING-FILTER OIL		79-790-56-00-5640	74.85
				INVOICE TOTAL:			74.85 *
	022521-E.DHUSE	01/31/21	01	AMAZON-CLIP BOARDS, WALL		52-520-56-00-5610	95.25
			02	CHARGERS		** COMMENT **	
			03	NAPA#274111-BATTERY CABLE LUG		52-520-56-00-5628	4.74
			04	NAPA#274078-BATERY, WIPER		01-410-56-00-5628	340.40
			05	BLADES		** COMMENT **	
			06	NAPA#274574-HEADLIGHTS		01-410-56-00-5628	25.48
			07	NAPA#275619-ADAPTER, GUAGE		01-410-56-00-5628	58.29
			08	NAPA#275159-LUBE, WIPER BLADES		01-410-56-00-5628	41.91
			09	NAPA#275584-WIPER BLADES		01-410-56-00-5628	30.40
			10	NAPA#275899-WIPER BLADES		01-410-56-00-5628	148.92
			11	NAPA#274567-DOOR LOCK CLIP		01-410-56-00-5628	10.16
			12	NAPA#274548-CAR CLEANERS		01-410-56-00-5628	12.48
			13	NAPA#274526-SPARK PLUGS		01-410-56-00-5628	13.00
			14	NAPA#274646-FLOW CONTROL		51-510-56-00-5628	99.34
			15	MEASURE		** COMMENT **	
			16	NAPA#274809-FILTERS, OIL		01-410-56-00-5628	93.73
			17	NAPA#274820-BATTERY		01-410-56-00-5628	98.21
			18	NAPA#274923-HOSE CLAMP, OIL		01-410-56-00-5628	30.14
			19	NAPA#274982-FILTER		01-410-56-00-5628	6.64
			20	NAPA#275428-OIL		01-410-56-00-5628	16.47
			21	NAPA#275726-FILTERS, OIL PLUG		01-410-56-00-5628	35.45
			22	NAPA#275037-BRAKE FITTING		79-790-56-00-5640	8.58
			23	ADAPTER, BRAKELEEN		** COMMENT **	
				INVOICE TOTAL:			1,169.59 *
	022521-E.WILLRETT	01/31/21	01	YORK CHAMBER-ANNUAL DUES		01-110-54-00-5460	5,000.00
			02	ILCMA-FINANCIAL FORCAST FORUM		01-110-54-00-5412	79.00
			03	REGISTRATION-WILLRETT		** COMMENT **	
			04	CDW-G-CICSCO 3 YEAR CLOUD		01-640-54-00-5450	744.00
			05	LICENSE		** COMMENT **	
				INVOICE TOTAL:			5,823.00 *
	022521-G.JOHNSON	01/31/21	01	RURAL KING-GLOVES		51-510-56-00-5620	12.49
				INVOICE TOTAL:			12.49 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900099	FNBO	FIRST NATIONAL BANK OMAHA			02/25/21		
	022521-R.HARMON	01/31/21	20	TPT-ACTIVITY BOOKS		79-795-56-00-5606	3.00
						INVOICE TOTAL:	842.26 *
	022521-R.HORNER	01/31/21	01	UPS-1 PKG SHIPPED		79-790-56-00-5640	29.64
			02	AMAZON-TRACTOR SEAT		79-790-56-00-5640	117.91
						INVOICE TOTAL:	147.55 *
	022521-S.AUGUSTINE	01/31/21	01	AB SUPPLY-POWER PANEL FOR		82-820-56-00-5621	536.35
			02	COURTYARD GATES		** COMMENT **	
			03	MENARDS-PAPER TOWEL, CLEANERS		82-820-56-00-5621	62.46
			04	MENARDS-SURGE PROTECTOR		82-820-56-00-5610	7.64
			05	ILA-MEMBERSHIP DUE RENEWAL		82-820-54-00-5460	150.00
			06	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	136.00
			07	BEACON-SUBSCRIPTION RENEWAL		82-820-54-00-5460	44.00
						INVOICE TOTAL:	936.45 *
	022521-S.IWANSKI	01/31/21	01	USPS-POSTAGE		82-820-54-00-5452	120.98
						INVOICE TOTAL:	120.98 *
	022521-S.RAASCH	01/31/21	01	WAREHOUSE-CLEANING SUPPLIES		23-216-56-00-5656	251.62
			02	FOR 651 PRAIRIE POINT DR		** COMMENT **	
			03	WAREHOUSE-GARBAGE BAGS FOR		23-216-56-00-5656	34.37
			04	651 PRAIRIE POINTE DR		** COMMENT **	
			05	WAREHOUSE-SOAP FOR 651		23-216-56-00-5656	33.70
			06	PRAIRIE POINTE DR		** COMMENT **	
			07	WALDENS-KEYS FOR 651 PRAIRIE		23-216-60-00-6011	49.50
			08	POINTE DR		** COMMENT **	
						INVOICE TOTAL:	369.19 *
	022521-S.REDMON	01/31/21	01	AT&T-1/24-2/23 INTERNET FOR		79-795-54-00-5440	78.53
			02	TOWN SQUARE PARK SIGN		** COMMENT **	
			03	PARTY CITY-CR FOR GRINCH SUIT		79-795-56-00-5606	-75.76
			04	FUN EXPRESS-SNOW DAY CRAFTS		79-795-56-00-5606	340.12
			05	JOT FORM-JAN 2021 USER FEE		79-795-56-00-5606	29.00
			06	USPS-PRESCHOOL CURRICULUM KIT		79-795-54-00-5452	59.10
			07	ARNESON-JAN 2021 GAS		79-790-56-00-5695	1,053.73
			08	RUNCO-CARD STOCK		79-795-56-00-5606	15.29
			09	NARVICK-3000 PSI		72-720-60-00-6013	1,355.76
			13	REINDERS-REPLACED PLANETARY		79-790-54-00-5495	1,057.85
			14	GEAR OIL & REAR AXEL FLUID		** COMMENT **	
			15	REINDERS-REPLACED BALL JOINTS		79-790-54-00-5495	3,739.45
			16	AND TIE ROD ENDS, CHECKED		** COMMENT **	
			17	PIVOT POINTS, INSTALLED BLADES		** COMMENT **	
			18	ULINE-TRAFFIC CONES		79-795-56-00-5606	441.83
			19	JACKSON-HIRSH-LAMINATING SHEET		79-795-56-00-5606	93.78

Total for all Highlighted Library Invoices: \$2,118.95

DATE: 03/02/21  
TIME: 09:34:03  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104995	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	1139447-IN		01/13/21	01	BALLAST	82-820-56-00-5621	124.15
					INVOICE TOTAL:		124.15 *
					CHECK TOTAL:		124.15
104996	BAKTAY	BAKER & TAYLOR					
	2035715810		01/20/21	01	BOOKS	82-000-24-00-2480	29.98
				02	BOOKS	84-840-56-00-5686	551.70
					INVOICE TOTAL:		581.68 *
	2035728107		01/19/21	01	BOOKS	84-840-56-00-5686	663.03
					INVOICE TOTAL:		663.03 *
	2035734564		01/27/21	01	BOOKS	82-000-24-00-2480	35.40
				02	BOOKS	84-840-56-00-5686	702.44
					INVOICE TOTAL:		737.84 *
	2035747248		02/02/21	01	BOOKS	84-840-56-00-5686	923.06
					INVOICE TOTAL:		923.06 *
	2035748095		02/08/21	01	BOOKS	84-840-56-00-5686	770.82
					INVOICE TOTAL:		770.82 *
	2035762871		02/05/21	01	BOOKS	84-840-56-00-5686	786.37
					INVOICE TOTAL:		786.37 *
					CHECK TOTAL:		4,462.80
104997	DELAGE	DLL FINANCIAL SERVICES INC					
	71461469		02/15/21	01	APR 2021 COPIER LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
					CHECK TOTAL:		185.00

DATE: 03/02/21  
TIME: 09:34:03  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104998	LLWCONSU	LLOYD WARBER					
	10493		02/01/21	01	JAN 2021 ONSITE IT SUPPORT	82-820-54-00-5462	780.00
					INVOICE TOTAL:		780.00 *
					CHECK TOTAL:		780.00
104999	MIDWTAPE	MIDWEST TAPE					
	500037604		02/15/21	01	DVDS	84-840-56-00-5685	45.73
					INVOICE TOTAL:		45.73 *
	500056558		02/22/21	01	AUDIO BOOKS	84-840-56-00-5683	44.99
				02	DVDS	84-840-56-00-5685	151.92
					INVOICE TOTAL:		196.91 *
	99966368		02/01/21	01	DVDS	84-840-56-00-5685	35.98
					INVOICE TOTAL:		35.98 *
	99989135		02/05/21	01	DVD	84-840-56-00-5685	39.99
					INVOICE TOTAL:		39.99 *
					CHECK TOTAL:		318.61
105000	RJONEIL	R.J. O'NEIL, INC.					
	00113541		02/15/21	01	REPLACE 3 CRACKED BURNERS	82-820-54-00-5495	894.69
					INVOICE TOTAL:		894.69 *
					CHECK TOTAL:		894.69
105001	SOUND	SOUND INCORPORATED					
	R172654		02/09/21	01	MAR & APR 2021 TELEPHONE	82-820-54-00-5462	194.00
				02	SYSTEM & VOICEMAIL MAINTENANCE	** COMMENT **	
				03	AGREEMENT	** COMMENT **	



DATE: 03/02/21  
TIME: 09:34:03  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105001	SOUND	SOUND INCORPORATED					
	R172654		02/09/21	04	MAY 2021 TELEPHONE SYSTEM &	82-000-14-00-1400	97.00
				05	VOICEMAIL MAINTENANCE	** COMMENT **	
				06	AGREEMENT	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00
105002	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3005732261		02/01/21	01	FEB-APR 2021 ELEVATOR	82-820-54-00-5462	578.37
				02	MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		578.37 *
					CHECK TOTAL:		578.37
105003	WEBLINX	WEBLINX INCORPORATED					
	29809		02/08/21	01	WEBSITE DESIGN SERVICES -	82-820-54-00-5462	1,650.00
				02	INSTALLMENT 2 OF 4	** COMMENT **	
					INVOICE TOTAL:		1,650.00 *
					CHECK TOTAL:		1,650.00
105004	YOUNGM	MARLYS J. YOUNG					
	020121		02/03/21	01	02/01/21 MEETING MINUTES	82-820-54-00-5462	78.96
					INVOICE TOTAL:		78.96 *
					CHECK TOTAL:		78.96
					TOTAL AMOUNT PAID:		9,363.58



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### February 5, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 23,507.93	\$ -	23,507.93	\$ 2,620.08	\$ 1,750.87	\$ 27,878.88
FINANCE	7,870.77	-	7,870.77	891.11	600.02	\$ 9,361.90
POLICE	122,230.61	951.23	123,181.84	719.52	9,161.77	\$ 133,063.13
COMMUNITY DEV.	20,707.14	-	20,707.14	2,333.91	1,546.64	\$ 24,587.69
STREETS	16,535.40	3,141.08	19,676.48	2,186.12	1,453.97	\$ 23,316.57
WATER	16,790.72	-	16,790.72	1,882.09	1,240.09	\$ 19,912.90
SEWER	9,221.27	-	9,221.27	1,024.45	672.37	\$ 10,918.09
PARKS	22,323.69	1,570.53	23,894.22	2,665.75	1,774.25	\$ 28,334.22
RECREATION	15,440.16	-	15,440.16	1,572.86	1,158.59	\$ 18,171.61
LIBRARY	14,436.04	-	14,436.04	880.32	1,066.77	\$ 16,383.13
<b>TOTALS</b>	<b>\$ 269,063.73</b>	<b>\$ 5,662.84</b>	<b>\$ 274,726.57</b>	<b>\$ 16,776.21</b>	<b>\$ 20,425.34</b>	<b>\$ 311,928.12</b>

**TOTAL PAYROLL                   \$   311,928.12**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### February 13, 2021

	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	20,293.46	-	20,293.46	2,254.60	1,499.22	24,047.28
FINANCE	11,742.75	-	11,742.75	1,164.48	884.75	13,791.98
POLICE	117,814.18	1,747.96	119,562.14	719.52	8,861.89	129,143.55
COMMUNITY DEV.	22,151.09	-	22,151.09	2,460.99	1,634.16	26,246.24
STREETS	16,996.66	6,121.53	23,118.19	2,568.47	1,709.66	27,396.32
WATER	17,303.73	1,560.11	18,863.84	2,095.77	1,388.11	22,347.72
SEWER	9,707.02	-	9,707.02	1,078.43	708.32	11,493.77
PARKS	23,899.49	3,314.76	27,214.25	3,023.49	2,017.31	32,255.05
RECREATION	17,077.72	-	17,077.72	1,705.92	1,266.68	20,050.32
LIBRARY	15,633.74	-	15,633.74	991.42	1,158.41	17,783.57
TOTALS	\$ 277,428.18	\$ 12,744.36	\$ 290,172.54	\$ 18,063.09	\$ 21,496.35	\$ 329,731.98

**TOTAL PAYROLL \$ 329,731.98**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, March 8, 2021

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 3)</i>	02/25/2021	\$2,118.95
Library Check Register <i>(Pages 4 - 6)</i>	03/08/2021	9,363.58
Metlife - Feb. 2020 Dental Ins.	02/09/2021	526.83
First Non-Profit - Unemployment Ins	02/09/2021	363.96
Glatfelter - 2021 Liability Ins. -Installment #2	02/09/2021	981.66
IPRF - Mar. 2021 Workers Comp	02/09/2021	979.66
Nicor -01/01/21-02/02/21 services	02/23/2021	1,630.40
<b>TOTAL BILLS PAID:</b>		<hr/> \$15,965.04

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 7)</i>	02/05/2021	\$ 16,383.13
Bi-weekly <i>(Page 8)</i>	02/25/2021	17,783.57
<b>TOTAL PAYROLL:</b>		<hr/> \$34,166.70

**TOTAL DISBURSEMENTS:** \$50,131.74

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

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ACTIVITY THROUGH FISCAL PERIOD 10

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					
	AP-200525MB	05/19/2020	13	BREAKOUT-EDU KIT REFUND	FIRST NATIONAL BANK	900088	052520-E.TOPPER-B		49,444.29
				TOTAL PERIOD 01 ACTIVITY				0.00	160.88
									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
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

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

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ACTIVITY THROUGH FISCAL PERIOD 10

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L) ESCROW - MEMORIALS & GIFTS								
08	AP-201214	12/07/2020	01	BOOKS	BAKER & TAYLOR	104955	2035562347	31.50	
		12/07/2020	02	BOOKS	BAKER & TAYLOR	104955	2035572750	39.12	
	AP-201225M	12/28/2020	177	AMAZON-BEED GEMS, FM	FIRST NATIONAL BANK	900097	122520-E.TOPPER	127.83	
		12/28/2020	178	AMAZON-ZIPPER BAGS	FIRST NATIONAL BANK	900097	122520-E.TOPPER	7.78	
		12/28/2020	179	AMAZON-HOT CHOCOLATE	FIRST NATIONAL BANK	900097	122520-E.TOPPER	13.40	
		12/28/2020	180	DOLLAR TREE-POLAR EXPRESS	FIRST NATIONAL BANK	900097	122520-J.WEISS	26.50	
		12/28/2020	181	DOLLAR TREE-POLAR EXPRESS	FIRST NATIONAL BANK	900097	122520-J.WEISS	12.50	
	GJ-201231LB	01/04/2021	04	Dec 2020 Deposits					449.03
				TOTAL PERIOD 08 ACTIVITY				258.63	449.03
10	AP-210208	02/02/2021	01	BOOKS	BAKER & TAYLOR	104979	2035690481	122.82	
		02/02/2021	02	BOOKS	BAKER & TAYLOR	104979	2035705110	32.38	
	GJ-210228LB	03/01/2021	05	Feb 2021 Deposits					40.00
				TOTAL PERIOD 10 ACTIVITY				155.20	40.00
				TOTAL ACCOUNT ACTIVITY				8,284.91	8,456.68
				ENDING BALANCE					49,616.06
				GRAND TOTAL				0.00	49,616.06
				TOTAL DIFFERENCE				0.00	49,616.06





UNITED CITY OF YORKVILLE  
FISCAL YEAR 2021 BUDGET REPORT  
For the Month Ended February 28, 2021

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET		% of Budget
		May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21					
LIBRARY OPERATIONS REVENUES																
Taxes																
82-000-40-00-4000	PROPERTY TAXES	-	351,569	27,832	31,873	298,065	18,644	8,900	-	-	-		736,883	739,047	99.71%	
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	-	393,438	31,146	35,669	333,562	20,864	9,960	-	-	-		824,640	822,953	100.21%	
Intergovernmental																
82-000-41-00-4120	PERSONAL PROPERTY TAX	800	-	831	614	-	779	-	202	958	-		4,183	5,250	79.68%	
82-000-41-00-4170	STATE GRANTS	-	-	-	-	21,151	-	-	-	500	-		21,651	20,000	108.26%	
Fines & Forfeits																
82-000-43-00-4330	LIBRARY FINES	-	1,072	-	526	56	179	396	63	134	380		2,805	8,500	32.99%	
Charges for Service																
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	-	476	175	342	168	165	1,504	-	285	863		3,979	8,500	46.82%	
82-000-44-00-4422	COPY FEES	-	3	-	325	7	362	36	389	124	8		1,253	3,800	32.97%	
82-000-44-00-4439	PROGRAM FEES	-	-	-	-	-	2	-	-	-	-		2	-	0.00%	
Investment Earnings																
82-000-45-00-4500	INVESTMENT EARNINGS	203	142	136	103	102	148	100	93	74	64		1,164	8,959	12.99%	
Miscellaneous																
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	-	-	-	-		-	1,750	0.00%	
82-000-48-00-4850	MISCELLANEOUS INCOME	-	324	-	-	50	1	-	-	138	78		591	2,000	29.53%	
Other Financing Sources																
82-000-49-00-4901	TRANSFER FROM GENERAL	5,911	1,911	2,244	1,911	1,911	2,244	992	979	4,476	2,325		24,905	26,584	93.68%	
TOTAL REVENUES: LIBRARY		6,914	748,934	62,364	71,363	655,073	43,388	21,889	1,726	6,689	3,718		1,622,056	1,647,343	98.47%	

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>															
82-820-50-00-5010	SALARIES & WAGES	31,602		21,068	21,068	21,068	21,068	34,224	21,700	37,779	16,847	16,847	243,272	289,742	83.96%
82-820-50-00-5015	PART-TIME SALARIES	19,929		9,261	9,829	10,986	10,505	17,780	11,605	12,063	10,771	13,222	125,950	190,000	66.29%
<i>Benefits</i>															
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	3,547		2,370	2,370	2,370	2,370	3,840	2,441	4,237	1,872	1,872	27,287	32,779	83.25%
82-820-52-00-5214	FICA CONTRIBUTION	3,886		2,264	2,307	2,396	2,359	3,922	2,491	3,776	2,038	2,225	27,662	35,952	76.94%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,625		9,593	8,998	4,655	4,655	3,828	4,492	4,770	10,023	6,121	67,761	76,764	88.27%
82-820-52-00-5222	GROUP LIFE INSURANCE	29		29	29	29	29	58	-	29	24	24	280	387	72.24%
82-820-52-00-5223	DENTAL INSURANCE	527		527	396	527	527	527	527	527	527	527	5,138	6,322	81.27%
82-820-52-00-5224	VISION INSURANCE	169		84	84	84	84	84	-	84	84	72	831	1,012	82.08%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	333		-	333	-	-	333	-	-	-	364	1,363	750	181.69%
82-820-52-00-5231	LIABILITY INSURANCE	5,578		1,911	1,911	1,911	1,911	1,911	992	979	4,476	1,961	23,542	25,834	91.13%
<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	420	419	-	840	7,256	7,200	100.78%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-		7	5	239	20	16	15	14	121	437	750	58.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	593		185	248	51	284	3,033	2,997	1,674	128	343	9,536	11,000	86.69%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,865		1,442	1,771	210	4,511	288	3,680	905	2,361	5,001	24,033	40,000	60.08%
82-820-54-00-5466	LEGAL SERVICES	-	-	-		338	-	-	-	-	3,825	450	4,613	3,000	153.75%
82-820-54-00-5468	AUTOMATION	2,366		-	4,105	503	-	3,801	-	413	-	3,801	14,990	20,000	74.95%
82-820-54-00-5480	UTILITIES	-	-		600	1,281	735	1,124	1,213	1,465	1,874	1,630	9,923	11,798	84.11%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-		2,195	462	4,277	6,738	1,120	-	4,698	5,481	24,971	50,000	49.94%
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	438	587	1,119	596	178	176	3,617	8,000	45.22%



UNITED CITY OF YORKVILLE  
FISCAL YEAR 2021 BUDGET REPORT  
For the Month Ended February 28, 2021

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-20	17% June-20	25% July-20	33% August-20	42% September-20	50% October-20	58% November-20	67% December-20	75% January-21	83% February-21	Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
82-820-56-00-5620	OPERATING SUPPLIES		-	78	-	152	690	39	18	3,200	-	-	4,177	4,000	104.43%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	895	1,028	306	1,636	49	-	410	769	1,943	7,035	7,000	100.50%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	37	-	207	-	-	-	244	2,000	12.20%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	55	-	81	-	276	-	42	-	453	2,000	22.66%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	-	-	-	-	45	-	-	-	45	300	15.00%
82-820-56-00-5685	DVD'S		-	-	-	-	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS		-	-	106	-	-	-	259	-	-	-	365	1,500	24.34%
<b>2006 Bond</b>															
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	75,000	-	-	75,000	75,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT		-	10,119	-	-	-	-	-	10,119	-	-	20,238	20,238	100.00%
<b>2013 Refunding Bond</b>															
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	610,000	-	-	610,000	610,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT		-	60,925	-	-	-	-	-	60,925	-	-	121,850	121,850	100.00%
<b>TOTAL FUND REVENUES</b>															
			6,914	748,934	62,364	71,363	655,073	43,388	21,889	1,726	6,689	3,718	1,622,056	1,647,343	98.47%
<b>TOTAL FUND EXPENDITURES</b>															
			83,048	122,390	59,275	47,931	60,563	82,605	55,617	829,385	60,551	63,021	1,464,387	1,664,378	87.98%
<b>FUND SURPLUS (DEFICIT)</b>															
			(76,134)	626,544	3,089	23,431	594,510	(39,218)	(33,728)	(827,660)	(53,862)	(59,303)	157,670	(17,035)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	3,500	1,500	7,900	17,900	16,050	15,550	3,050	9,500	6,000	6,750	87,700	50,000	175.40%
84-000-45-00-4500	INVESTMENT EARNINGS	16	15	17	14	17	20	15	14	14	12	153	500	30.67%
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>3,065</b>	<b>9,514</b>	<b>6,014</b>	<b>6,762</b>	<b>87,879</b>	<b>50,500</b>	<b>174.02%</b>

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	3,347	3,347	3,500	95.61%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,326	-	-	-	50	1,650	4,892	-	-	7,919	15,000	52.79%
84-840-56-00-5683	AUDIO BOOKS	-	155	271	40	190	225	787	307	41	40	2,057	3,500	58.76%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	16	-	-	14	10	-	41	69	13	163	500	32.58%
84-840-56-00-5685	DVD'S	-	420	361	25	239	255	-	186	123	170	1,779	3,000	59.31%
84-840-56-00-5686	BOOKS	-	1,046	404	2,999	-	3,331	5,078	7,128	1,544	7,149	28,678	50,000	57.36%
TOTAL FUND REVENUES		3,516	1,541	7,917	17,914	16,067	15,570	3,065	9,514	6,014	6,762	87,879	50,500	174.02%
TOTAL FUND EXPENDITURES		-	2,963	1,036	3,064	443	3,871	7,515	12,554	1,777	10,718	43,942	75,500	58.20%
FUND SURPLUS (DEFICIT)		3,516	(1,422)	6,880	14,851	15,624	11,699	(4,450)	(3,041)	4,236	(3,956)	43,938	(25,000)	





# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of February 28, 2021

#### 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	\$ 874,784	\$ 839,655	\$ 801,304	\$ 644,730	\$ 603,203	\$ 523,033		
Building Development Fees	Old Second	123,389	123,967	123,713	120,664	146,038	158,237	166,287	156,796	164,532	160,727		
Library Operations	IMET *	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,126		
Library Operations	Illinois Funds	236,679	236,766	236,816	236,848	258,024	258,046	258,066	258,086	258,105	258,120		
<b>Total:</b>		<b>\$ 685,315</b>	<b>\$ 994,026</b>	<b>\$ 953,637</b>	<b>\$ 937,144</b>	<b>\$ 1,282,972</b>	<b>\$ 1,260,064</b>	<b>\$ 1,229,782</b>	<b>\$ 1,063,738</b>	<b>\$ 1,029,966</b>	<b>\$ 946,005</b>	<b>\$ -</b>	<b>\$ -</b>

\* Restricted

#### PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 19,794	\$ 17,836	\$ 17,494	\$ 18,360	\$ 17,830	\$ 21,421	\$ 19,389	\$ 39,288	\$ 13,850	\$ 16,383		
2 <sup>ND</sup> PAY PERIOD		19,653	17,277	18,230	18,459	18,622	19,130	18,848	18,566	17,678	17,784		
3 <sup>RD</sup> PAY PERIOD		19,667	-	-	-	-	12,214	-	-	-	-		
<b>Total</b>		<b>\$ 59,113</b>	<b>\$ 35,113</b>	<b>\$ 35,724</b>	<b>\$ 36,819</b>	<b>\$ 36,452</b>	<b>\$ 52,765</b>	<b>\$ 38,237</b>	<b>\$ 57,854</b>	<b>\$ 31,528</b>	<b>\$ 34,167</b>	<b>\$ -</b>	<b>\$ -</b>



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended February 28, 2021 \***

	February Actual	YTD Actual	% of Budget	FY 2021 Budget	Fiscal Year 2020 For the Month Ended February 28, 2020 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 1,561,523	100.0%	\$ 1,562,000	\$ 1,497,431	4.28%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 4,183	79.7%	\$ 5,250	\$ 5,088	-17.77%
State Grants	-	21,651	108.3%	20,000	21,151	2.36%
Total Intergovernmental	\$ -	\$ 25,835	102.3%	\$ 25,250	\$ 26,239	-1.54%
Library Fines	\$ 380	\$ 2,805	33.0%	\$ 8,500	\$ 7,097	-60.48%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 863	\$ 3,979	46.8%	\$ 8,500	\$ 7,175	-44.53%
Copy Fees	8	1,253	33.0%	3,800	3,230	-61.21%
Program Fees	-	2	0.0%	-	64	-96.87%
Total Charges for Services	\$ 871	\$ 5,234	42.6%	\$ 12,300	\$ 10,468	-50.00%
Investment Earnings	\$ 64	\$ 1,164	13.0%	\$ 8,959	\$ 15,807	-92.63%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	-	-	0.0%	1,750	1,275	-100.00%
Miscellaneous Income	44	557	27.8%	2,000	2,522	-77.92%
Transfers In	2,325	24,905	93.7%	26,584	23,396	6.45%
Total Miscellaneous & Transfers	\$ 2,370	\$ 25,462	83.9%	\$ 30,334	\$ 27,192	-6.37%
<b>Total Revenues and Transfers</b>	<b>\$ 3,684</b>	<b>\$ 1,622,022</b>	<b>98.5%</b>	<b>\$ 1,647,343</b>	<b>\$ 1,584,234</b>	<b>2.39%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	\$ 63,021	\$ 1,464,386	88.0%	\$ 1,664,378	\$ 1,450,386	0.97%
50 Salaries	30,070	369,222	77.0%	479,742	369,725	-0.14%
52 Benefits	13,166	153,863	85.6%	179,800	143,527	7.20%
54 Contractual Services	17,667	98,277	64.5%	152,448	124,302	-20.94%
56 Supplies	2,119	15,937	63.0%	25,300	15,819	0.74%
99 Debt Service	-	827,088	100.0%	827,088	797,013	3.77%
<b>Total Expenditures and Transfers</b>	<b>\$ 63,021</b>	<b>\$ 1,464,386</b>	<b>88.0%</b>	<b>\$ 1,664,378</b>	<b>\$ 1,450,386</b>	<b>0.97%</b>
<i>Surplus(Deficit)</i>	<i>\$ (59,337)</i>	<i>\$ 157,636</i>		<i>\$ (17,035)</i>	<i>\$ 133,848</i>	

\* February represents 83% of fiscal year 2021

## Director's Report February 2021

### Summary-

R.J. O'Neil came and replaced the cracked burners in the boiler on 2/9/2021.

R.J. O'Neil came out week of Feb.22 for an issue with the air handlers not staying on. Discovered a bad relay and replaced it.

R.J. O'Neil was called again for pump 3 not staying on. Ordered small circuit board.

We were contacted by Steve Raasch offering to help look at the Sysco proposal or to talk. We put him in touch with Russ & Darren.

Verde electrical assessment came on the 25<sup>th</sup> to count bulbs in fixtures. She will have the report in April.

Elevator no load safety check was done week of March 1st. They will mail the certificate.

We are getting some positive feedback on our welcome letters we are sending out to new homeowners. Winter Read community Challenge finished with a total number of minutes read 48,180 and over 200.00 donated to the pantry.

We have an employee and her spouse who kindly donated \$250.00 to the library again this year.

We are down to a one-day quarantine on books beginning on Wed. Feb. 24. On this day we also opened our study rooms to a limit of two people and 1 hour per session. We also made more seating available in the library. We will still maintain our cleaning schedule for wiping down surfaces.

Chief Jensen has started calling in staff to receive the 1<sup>st</sup> round of COVID vaccine after the clinic has leftover vaccines from the days schedule. We had 4 staff members received the shot on 2/16 and 3 on 2/17.

We have been in contact with Weblinx for the layout of the internal pages and subpages of the website. These pages have been sent over to the development team to start the coding and development process in the next phase of the redesign.

The PerCapita grant was completed and submitted.

Recertification was completed and submitted along with the Illinet Survey.

### Children's Programs:

**8 programs with 52 attending** (4 book clubs, 2 story times, Zoom Bingo, window art)

**12 passive programs with 444 views** (5 crafts-to-go, 1 virtual 3-D printing, 4 virtual story times, 2 virtual STEM)

**4 Teen programs with 49 attending** (1 book club & 1 TAG, 2 Dungeons & Dragons Zoom, valentines for Vets)

**2 passive teen programs with 3 attending** (crafts-to-go)

### Adult Programs:

**4 programs with 30 attending**

2/2 Threads Zoom- 6

2/10 Lunch Bunch book club/Zoom- 7

2/18 Men's Book Club/Zoom- 7

2/23 Creative Writing Zoom-13

**Passive Programs: 2 YouTube 58 views** (In the Belly of the Beast-41, How can I serve- 17)

**Meeting Room Usage:** Rentals- 0 ; Library use- 12 ; Community use- 4

**Museum pass:** 0

**Proctored tests:** 0

**Volunteers-** Friends of the Library are operating the Lobby book sale and have been continuing to index the KCR Obits.



## PrairieCat

[illegible]

[illegible]

# **Yorkville Public Library & City of Yorkville Partnership**

## **Discovery Document | February 25, 2021 | v01**

### **Parks & Rec/City Goals**

- Provide a space for the city's preschool program that would best serve the Yorkville community, beginning in August, 2021:
  - Program serves roughly 100 children throughout the week: 25-30 children + staff (full-time preschool coordinator and various part time teachers) per given program (barring COVID restrictions)
  - Programs are staggered throughout the day based on age group
  - Current space better suited as a restaurant or retail development property for Yorkville's downtown area
- Library meeting room suggested as an ideal space for the preschool program:
  - Ample space within meeting room to house large number of toys, material, books, etc.
  - Location would put it in the vicinity of Yorkville's "educational campus"
  - Minor construction would be needed including a wall to separate the space for the different programs
  - Easy parking for parents (Library guides that a coordinated effort would be needed due to congestion from high school dismissal)

### **Library Goals**

- Maintain property ownership of the meeting room; granting use to the City/Parks & Rec for an agreed upon term
- Be consulted on changes to the space prior to implementing; maintain authority over space if the City/Parks & Rec no longer desire use
- Increase use of the library services by the community.
- Increase use of meeting room as a shared community space.
- With City's support ensure space, A/V, and furniture needs for current and future adult and children programming
  - 2019 Meeting Room Stats: Room was closed or utilized 220 days; delivered 167 programs (103 daytime; 64 evening) – most programs around 20 people, but large programs do occur up to 60 people
- Ensure easily accessible and ample storage of books held for annual book fair which generates \$6K annually for library programming
- Partner with the City on facilities manager support (role to include vendor contract maintenance and renewal, oversight of maintenance/inspection schedules, such as:
  - Elevator maintenance & inspections, Fire safety inspections, Backflow inspection, Parking lot maintenance, Landscaping/mowing maintenance, Snow removal/shoveling & salting sidewalks
  - Regular changing of light bulbs (suggested by Dirk that they come every other month for this) We have many Bodine fixtures; these are emergency backup lighting because we do not have generator backup. When the fixtures are let go without good bulbs then the ballast have to be replaced which is more expensive and time consuming than just a new light bulb.
- Partner with the City on custodial contract for our needs – currently 3 part time custodians working 20 hrs/week; minimal services performed, unreliable [Note\* We were interested to know what a janitorial contract would cost. It would be 3,521.00/month plus cost of consumables for a scheduled basic service. They supply their own equipment.]

### **Shared Goals between Library and Parks & Rec/City**

- Keep the needs of the Yorkville community at the center of our decision-making
- Generate more excitement around the Library, create more draw for patrons to get library cards, uses services and programs
- Begin to rebuild a positive and collaborative partnership with each other that is seen and felt by the community
- Down the road, evolve partnership to leverage staff across Library & Parks & Rec to develop and deliver programs to the community



# **Yorkville Public Library & City of Yorkville Partnership Discovery Document | February 25, 2021 | v01**

## **Key Stakeholders**

- Library Board of Trustees: provide input on needs of the Library, approve decisions on partnership
- Library Management Team: provide input on needs of the Library
- Friends of the Library (about 20 active members, 3 Officers): will have a voice in ensuring there is space for the annual Book Sale which generates \$6K each year which goes right back to programming and space for minigolf fundraiser
- John Purcell, Yorkville Mayor: provide input on needs of the City
- Bart Olsen, City Administrator: provide input on needs of Parks & Rec, approve support for library on maintenance/custodial needs, provide info on city contracts/cost for these needs
- Tim Evans, Director Yorkville Parks and Recreation: provide input on needs of Parks & Rec
- Parks & Rec Staff: provide input on needs of Parks & Rec
- Steve Raash, Facilities Manager: point of contact for centralizing Library HVAC control system with the City
- Parks & Recreation Board – stay informed on development of a partnership with the Library
- City Council: develop an IGA to support the partnership between the Library and the City

## **Process & Timing**

Phase 1: Discovery				Phase 2: Decision & Implementation		
Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
Week of 2/22: Discovery meetings held with Darren/Julie and (1) City/Parks & Rec, (2) Library Mgmt  Create comprehensive discovery document	March 8: Share discovery document @ Library Board Meeting  John, Bart & Tim to attend  Discuss and align on next steps	April 12: Share updates/progress @ Library Board Meeting  Discuss and align on next steps	City and Library Budgets due (would need to include partnered maintenance/custodial needs if agreed upon)	June 1: Partnership decision finalized  Implementation plan developed	Construction occurs Communication plans Etc.	Preschool program starts in new location @ Library

## **Additional Questions/Concerns/Ideas/Items to Solve For:**

1. Could the Children's section in the Library be considered for the preschool program? First reaction would be that this would be challenging from a noise standpoint. Currently, those using the Quiet Reading Rooms on the 2<sup>nd</sup> floor can hear noise from programs in the Program Room in the Children's Department
2. What can be shifted upstairs in the Library (near Board room and office space) to use for other needs?
3. If it possible to share the space in the meeting room between the preschool program and Library programs – how would this exactly work? Key questions about what the space would look like, who would be responsible for coordinating schedule between Parks & Rec and the Library, who would be responsible for turning the room over, currently chairs are not stackable so would be challenging – would be critical to have clear expectations laid out for converting the room for library programming
4. What time of day do the preschool programs run?
5. Safety of the children in the room is critical – of primary concern is the staircase and that the building is open to the public
6. Additional safety issue in the room is that the lights turn on and off only through the circuit breaker – there are no light switches on the wall

**Yorkville Public Library & City of Yorkville Partnership**  
**Discovery Document | February 25, 2021 | v01**

7. Additional phone line would be needed for preschool program use
8. Would be responsible for insurance liability for the preschool program in the Library's building – would this be under the City?
9. Would a shared facilities manager not just take care of maintenance, but also the inspection/maintenance schedule, vendor proposals/renewals?
10. Does the City have any ideas for off-site storage for the library's book sale books? The entire meeting room perimeter is filled with boxes of books being held for the book sale. Moving them up the stairs is not possible – no staff to do this, no elevator
11. Staff lounge, board room, and business office are located in a secured second floor area with bathrooms – could be combined as an alternative for preschool program
12. If the Library were to convert 3 rooms upstairs to create a larger space for Library programs – we would need to staff the library to allow patrons in after library hours and would look for financial support from the City to convert/construct the space to meet those needs
13. Will we need Legal involvement in this process?
14. Would need to be thoughtful of not monopolizing youth staff for free community programs when people pay for preschool. Library would expect that any group visits from the preschool program would be scheduled in advance.



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