

**Agenda
Yorkville Public Library
Board of Trustees
July 12, 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. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer:
 - Financial Statement
 - Payment of Bills
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees:
 - Policy
 - Physical Facilities
 - Community Relations
 - Personnel
 - Finance
12. Unfinished Business:
 - Library District Discussion
 - Leaf Filter Gutter Covers Proposal
 - Syserco HVAC Control System
13. New Business:
 - Verde Energy Lighting Proposal
 - Board Officer Elections
 - Schedule staff in-service day in September-
close Library for the day
 - Approve Tutor Policy
14. Executive Session (if needed)
 - 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.
15. Adjournment

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DRAFT

Yorkville Public Library
Board of Trustees
Monday, June 14, 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:

Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes

Others Present:

Library Director Shelley Augustine, City Council Liaison Matt Marek, Friends of the Library: Judy Somerlot, Sue Smithmeyer, Carol Morris; Cesar Chacon, Daniel Chacon, LeafFilter Gutter Protection representative Jack Burns

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

Amendments to the Agenda:

Mr. Walter asked to move the LeafFilter gutter covers proposal to be discussed first on the agenda. President Crawford asked to rearrange the Board officer nominations, temporary secretary assignment, new committee assignments and new commission discussion.

President Crawford also welcomed the new Board members at this time.

New Business: (out of sequence)

LeafFilter Gutter Covers Proposal

Mr. Walter said the cost of cleaning the gutters is \$800 to \$1,000 each time, due to pine needles and other debris. He contacted Jack Burns of LeafFilter Gutter Protection for a quote for gutter covers. Mr. Burns was present at this meeting and gave a comprehensive explanation of the product, construction and installation. He said there is a lifetime guarantee on the material and the product will eliminate 100% of debris.

Mr. Forristall asked if there were commercial installations to view in the area and Mr. Burns said there was one in Oak Park. Board members asked a few additional questions and requested commercial references. Mr. Walter made a motion to approve the LeafFilter proposal at a cost of \$23,829 pending references. President Crawford suggested waiting until the references are contacted so Mr. Walter withdrew his motion. Mr. Burns cited a rigid company privacy issue for providing references. This item will be moved to the July meeting.

Minutes: May 10, 2021 Board of Trustees; May 17, 2021 Personnel Committee; May 24, 2021 Community Relations

Mr. Walter made a motion to approve all sets as presented and Ms. Garcia seconded.

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes. Carried 9-0.

Correspondence: None

Public Comment:

Ms. Judy Somerlot of Friends of the Library shared several items. She said President Crawford attended their morning Friends meeting to answer questions about a possible library district. Seven new members have also joined the Friends group since May. A grassroots group has approached the Friends about promoting the library, but will be separate from the Friends. If the grassroots group solicits donations, they would need to be funneled to a 501(c)3 non-profit or through the ILA. The Friends also approved money for programs and \$3,000 for books. The mini-golf event will be held January 30, 2022. Another Friends committee will look at a September family program with a band. The used book sale committee has met and Sue Smithmeyer is the Chairperson. Ms. Somerlot noted that \$7,600 was made from the 2019 book sale and all books are donated.

Staff Comment: None

Report of the Treasurer:

Financial Statement

A few items from the bill list were clarified.

Payment of Bills

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

\$14,901.73 Accounts Payable

\$34,055.81 Payroll

\$48,957.54 Total

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 9-0.

Report of the Library Director:

Director Augustine reported on the various programs and events being offered in the next few months. Regarding building issues: An electrician repaired the courtyard gate, Umbrella Technologies installed the last access door reader, R.J. O'Neil restarted chiller twice, air handler had to be re-set and it was found a chip has failed in the control panel. Mr. Forristall advised that equipment replacement should be considered soon.

TCG Solutions has been working on installing the new phones and Comcast has been canceled since Metronet will be providing the internet service. Showalter has repaired and cleaned the gutters. Ms. Augustine also had a discussion with the Mayor. She is compiling the IPLAR, an annual report which is due June 30th. Signage about mask usage was changed and she reports that all staff members have been vaccinated. She had 6 applicants for the adult services position and an offer has been made. Ms. Augustine provided some of the qualifications and background of the applicant. The website re-design is ongoing, she discussed library cards for non-resident children and said Facebook activities will be shared with RAILS. She also welcomed new Board members.

Mr. Crawford asked the Director to provide a total of library visitors for both on-line/foot traffic and total checkouts. Ms. Augustine will provide that information on her monthly report. Library attendance trends were also discussed taking into account the Covid pandemic. Mr. Crawford said he would like to address attendance.

City Council Liaison:

Mr. Walter said a Habitat for Humanity group would be building houses in Yorkville and he suggested perhaps the library could help promote this. Mr. Marek added that it is located in Kendallwood Estates on Van Emmon. He will address this with representatives of the project. Mr. Marek said he is happy to be the library liaison and would like to move the city/library relationship forward.

Standing Committees:

The Community Relations and Personnel committees recently met.

Unfinished Business:

Library District Discussion

Mr. Walter said a meeting was recently held to discuss the costs associated with a Library District. He reviewed costs for specific services and said one item missing from the list was \$60,000/year for electricity. Considering all these costs, he said it would be very difficult to become a District without additional funding. He said the intention of a District is to offer services to more people.

Ms. Somerlot asked if a District would be more feasible if the electricity costs were reduced by a co-op. She said it is important to become a District since other district libraries are encroaching on Yorkville. Ms. Somerlot said the Board should compile an article about the advantages and disadvantages of a district to educate the public. Mr. Walter said he would like to have a Community Relations meeting and invite the public to hear the facts about a District Library. Ms. Millen asked how many people outside the city limits purchase library cards. At this time, 26 people buy the cards with the price dependent on their home value. Ms. Shimp asked if students in the school district but outside city limits could be allowed to receive a library card. Mr. Crawford said that scenario is actually against the Illinois law.

Syserco HVAC Control System

Mr. Walter said the computer for the building control system was recently off, affecting the HVAC system. He said the system is 14 years old. Syserco is looking into the building lighting which is controlled by a California company. He also said the city is looking at converting all lighting to LED (on July Board meeting agenda). The Syserco proposal would include replacing the software and control module while the library would purchase its own computer. The money for these updates is budgeted. President Crawford provided a summary of the past mechanical failures for the new Board members. Ms. Millen asked if there are bids involved, however, Mr. Forristall said there are limited solutions. Ms. Schumacher asked why the repairs had been delayed. The Board had waited since the city was exploring remote oversight of all city buildings and the Board also needed to budget for the repairs.

Mr. Walter made a motion, seconded by Mr. Crawford, to approve the Syserco proposal to upgrade the BCM work station and array at a cost of \$18,050 not including the Windows-based computer. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes. Carried 9-0.

Mr. Walter made a second motion to purchase a Windows-based PC with the appropriate UPS, not to exceed \$1,000. Ms. Millen asked if the minimum spec computer or an upgrade would be purchased. Mr. Walter said he would purchase a mid-cost computer, hopefully for about \$500 plus the UPS cost. Mr. Crawford seconded the motion. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 9-0.

E-Rate Consulting Service Agreement

Under the E-Rate program, certain groups including the library, receive a 50% reimbursement on the internet server and hardware. Once each 3 years, the Board must approve the current e-rate representative to act on the Board's behalf. The cost to be part of this program is \$300 per year and the consultant completes all paperwork. The consultant has been approved and this is informational.

New Business cont.

New Committee Member Assignments

A handout was given to all with the new committee assignments.

New Commission Creation

President Crawford said the last library survey showed teen involvement in the library is very low. He would like to start a commission to work with the school district and develop programs to coincide with school curriculum. He gave examples of the programs he envisioned and would like to see more engagement with teens and schools. The Teen Advisory Group at the library has been working on something similar.

In conjunction with this new committee formation, President Crawford said he would like to have all committees meet in the next 2 months since there are many new Board members.

Ms. Chacon suggested that the Board members introduce themselves for the benefit of all the new members, which was done at this time.

Board Officer Nominations

The following slate of officers was nominated and elections will be held next month.

Darren Crawford	President
Theron Garcia	Vice-President
Russ Walter	Secretary
Susan Chacon	Treasurer

Temporary Secretary Officer Assignment

Mr. Crawford asked Mr. Walter to be the temporary secretary. Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 9-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 9:29pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library Physical Facilities Committee Meeting Monday, June 21, 2021, 7:00pm 902 Game Farm Road

The meeting was called to order at 7:00pm by Committee Chairman Ryan Forristall and roll was called.

Roll Call: Russ Walter-present, Sue Shimp-present, Ryan Forristall-present, Darren Crawford (arr. 7:03pm)

Others Present:

Lucas Robinson, *Kendall County Record*

Recognition of Visitors: Chairman Forristall recognized Mr. Robinson.

Public Comment: None

New Business:

Building Maintenance Needs and Priorities

This committee met to discuss the various issues with the mechanical systems and building. To facilitate the discussion, Chairman Forristall compiled documents, one being a list of Building Maintenance Discussion Points and the other a Building Maintenance List. Ms. Augustine, Ms. DeBord and Mr. Walter provided information for these documents.

Mr. Walter noted that he and Mr. Crawford are attending the next City Council meeting where solar panels for the city will be discussed and city building rooftops and vacant land are being looked at for solar panel sites. The library is a possible rooftop site.

Building Maintenance Discussion Points:

Repairs: Lights & Pillars

The lights and pillars have been repaired/replaced several times. Taller lighting was suggested.

Maintenance: Parking Lot

The parking lot was to be resurfaced in 2020 and is a huge priority. Library Liaison Matt Marek will be contacted regarding resurfacing and striping.

Replacement: Camera System Upgrade

Quotes have been received for cameras and due to the high cost, Mr. Crawford suggested it be done in phases. Mr. Walter has received an additional quote from TCG Solutions for \$22,000, which is lower than other quotes received. The current cameras have failed to capture incidents in the building and parking lot and are a high priority. Cameras are not currently budgeted, but should be next year. Mr. Forristall said a list of high priority surveillance areas should be established with the help of the staff. The old system could be offered on RAILS or e-bay to save money. Mr. Walter will ask TCG about a demo for the full Board to see prior to any purchase.

Lighting Controls:

Mr. Walter said Syserco may have a solution for the out-of-state lighting controls and they suggested an electrician should investigate the current wiring. Since the lighting is thought to be controlled in California, the goal is to bring the lighting control back in the building.

Light Fixture Assessment and Upgrade:

The library lighting will all be converted to LED which the city has begun. An inventory is being done by the city and more information is needed. It was suggested grants could be explored.

Current Functions Performed by City:

Weekly mowing is done for the library and Director Augustine will be asked to ask the city about weed-spraying. Inspection coordination has now been coordinated with the city. One inspection is for the elevator and it was recommended to revisit that maintenance agreement.

Shared Maintenance Person:

The shared city maintenance person is not currently moving forward, however, it is budgeted.

Items "in motion":

The BAS is in progress and Mr. Walter is working with Syserco on a power supply and will be purchasing a new computer. A future gas generator for the building was also suggested and the committee wondered if the library would qualify for government surplus for a generator.

Recent Updates or Repairs:

The new key fob system is now complete.

Current Considerations:

Gutters & Leaf Filter System: Mr. Walter has not received references yet for the proposed gutter system purchase. He talked about the costs of yearly gutter cleaning and feels this purchase would save money over time. From his experience, Mr. Forristall commented the system appeared to have the right technology to make it worthwhile. The committee discussed buying the system now or budget for it. Money from various line items (outside repairs, development fees, building improvement) could be used to pay for the system. Turnaround time for the system was also discussed and this proposal will be brought up at the next Board meeting.

Cleaning & Clean-Up:

Some areas are greatly overdue and Mr. Crawford suggested maybe the library and city could coordinate window cleaning. For the last leaf cleanup, Friends of the Library did the cleanup as an Arbor Day project with assistance from high school volunteers. Leaves need to be cleaned up around the chiller after the cottonwoods have finished releasing seeds.

HVAC:

The library will continue to use R.J. O'Neil.

Future Needs:

Replacing the carpet will be a future need. The building was repainted 6 years ago, but needs some touch-up in the front. Ms. Augustine will be asked to call about the cost of touch-ups. There are some broken furniture items, however, it is not an urgent need now. Sink mixers were repaired. Major

mechanicals: The chiller and air handler repairs were discussed and the committee will obtain a log of repairs from O'Neil. It was suggested to ask for an evaluation of the overall lifespan of the system including the boilers, controller board, air handler, etc. Ms. Shimp asked if the library is considered a city building. It was explained the building is paid for by taxpayers and a referendum was needed when it was built. The Board governs the library and it is a separate line item on tax bills.

The roof lifespan should be long since it is a metal roof with a wood deck underneath on the older section. When the painting was done, there was some weather stripping replaced and some sealant was repaired. Window System Replacement--there is no need at this time.

Summary: At the next Board meeting, a recommendation will be made to purchase the gutter system and an explanation provided for funds that could be combined for the purchase.

Adjournment:

There was no further business and the meeting adjourned at 8:45pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

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DRAFT

Yorkville Public Library
Policy Committee Meeting
Wednesday, June 30, 2021 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:00pm by Chairperson Theron Garcia, roll was called and a quorum was established.

Roll Call Committee Members: Theron Garcia-yes, Darren Crawford-yes, Tara Schumacher (6:03pm)

Absent: Rosie Millen

Others Present: None

Recognition of Visitors: None

Public Comment: None

New Business:

Tutoring Policy Review & Update

The committee reviewed the current policy and noted that the library does not provide tutoring service, however, individuals can use the library facilities to meet for tutoring purposes. Director Augustine had provided a Tutor Policy and the committee discussed the components of the policy.

The following points were discussed:

--One reservation per tutor per day and money cannot be exchanged at the library.

--Are advertisements posted in library for other services? If there is a community board, tutors could be allowed to post ads. Ms. Garcia will verify with Director Augustine.

--Strike wording “in advance” regarding reserving study rooms?

--There are 4 study rooms.

--Discussed interpretation of the number of students in the 2-hour allowed reservation.

--Ms. Garcia will clarify with Ms. Augustine, that paid tutors cannot reserve a study room. The committee thought library law may affect this since businesses cannot be run out of public spaces.

--Only cardholders can reserve study rooms per the group study room policy.

--Add to policy: If participants not there within 15 minutes after reservation time, reservation not honored.

--Ms. Schumacher suggested rearranging points of policy with parenting info at beginning and operations at the end. She will provide her suggestions to Ms. Garcia.

– Mr. Crawford asked if the meeting room could be used for group tutoring if no programming is occurring.

Summary:

--The following will be addressed/clarified for the policy:

1. Are advertisements allowed in library, is there a community bulletin board?
2. Exchange of money at library?
3. Strike wording “in advance” regarding reservations.
4. Add verbage that room will not be held if participants not present within 15 minutes of reservation time.
5. Rearrange structure of policy.

The revised policy will be presented to the Director, the committee will meet again Wednesday, July 7th at 6pm and the final policy will be presented to the full Board on July 12th.

Adjournment:

There was no other business and the meeting was adjourned at 6:27pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900105	FNBO	FIRST NATIONAL BANK OMAHA			06/25/21		
	062521-A.SIMMONS-B	05/31/21	01	COMCAST-MAY 2021 INTERNET &		82-820-54-00-5440	425.82
			02	VOICE AT 902 GAME FARM RD		** COMMENT **	
			03	QUILL-DESK CALENDAR		01-120-56-00-5610	15.99
						INVOICE TOTAL:	441.81 *
	062521-B.OLSEM-B	05/31/21	01	QUILL-STAPLE REMOVERS		01-110-56-00-5610	17.95
			02	WAREHOUSE-CORRECTION TAPE,		01-110-56-00-5610	46.57
			03	BATTERIES		** COMMENT **	
			04	QUILL-OFFICE SUPPLIES		01-110-56-00-5610	24.99
						INVOICE TOTAL:	89.51 *
	062521-B.OLSON-B	05/31/21	01	ZOOM - MONTHLY USAGE FEE		01-110-54-00-5462	209.96
						INVOICE TOTAL:	209.96 *
	062521-D,DEBORD-B	05/31/21	01	MENARDS#13925-LEAF BAGS,		82-820-56-00-5621	28.20
			02	WINDEX, WIPES		** COMMENT **	
			03	AMAZON-FACE MASKS		82-820-56-00-5620	38.97
			04	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			05	DEMCO-TAPE, LIQUID ADHESIVE,		82-820-56-00-5620	407.23
			06	DOT LABELS, BOOK TAPE, POST-IT		** COMMENT **	
			07	NOTES		** COMMENT **	
						INVOICE TOTAL:	487.39 *
	062521-D.HENNE-B	05/31/21	01	CARROLL CONSTRUCTION-WOOD		23-230-60-00-6036	644.00
			02	STAKES, ACCESS TILES		** COMMENT **	
						INVOICE TOTAL:	644.00 *
	062521-E.DHUSE-B	05/31/21	01	NAPA#285764-ANTIFREEZE		01-410-56-00-5628	17.18
			02	NAPA#285258-TIRE REP REFILL		01-410-56-00-5628	8.37
			03	KIT, VALVE CAPS		** COMMENT **	
			04	NAPA#285509-RELAY		01-410-56-00-5628	13.91
			05	NAPA#285518-FUSES		01-410-56-00-5628	3.69
						INVOICE TOTAL:	43.15 *
	062521-E.WILLRETT-B	05/31/21	01	ELEMENMT FOUR-MAY 2021 CLOUD		01-640-54-00-5450	572.32
			02	CONNECT BACKUP SERVICES		** COMMENT **	
						INVOICE TOTAL:	572.32 *
	062521-G.JOHNSON	05/31/21	01	WALMART-JEANS		51-510-56-00-5600	32.65
						INVOICE TOTAL:	32.65 *
	062521-J.DYON	05/31/21	01	WALMART-PRINTER CARTRIDGE		01-120-56-00-5610	30.89
						INVOICE TOTAL:	30.89 *
	062521-J.ENGBERG-B	05/31/21	01	ADOBE-MAY 2021 CREATIVE CLOUD		01-220-54-00-5462	52.99
						INVOICE TOTAL:	52.99 *

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900105	FNBO	FIRST NATIONAL BANK OMAHA			06/25/21		
	062521-J.GALAUNER	05/31/21	01	AMAZON=KICKBALL BALLS		79-795-56-00-5606	25.98
			02	BSN SPORTS-BASEBALL JERSEYS		79-795-56-00-5606	290.06
				INVOICE TOTAL:			316.04 *
	062521-J.SLEEZERJ	04/30/21	01	RURAL KING-CHAINS		01-410-56-00-5630	53.90
				INVOICE TOTAL:			53.90 *
	062521-J.WEISS-B	05/31/21	01	DOLLAR TREE-POSTERBOARD, GLUE		82-820-56-00-5671	19.00
			02	STICKS, STORAGE BAGS, CUPS		** COMMENT **	
				INVOICE TOTAL:			19.00 *
	062521-K.BARKSDALE-B	05/31/21	01	KONE-MAY 2021 ELEVATOR		24-216-54-00-5446	170.24
			02	MAINTENANCE		** COMMENT **	
			03	KONE-ELEVATOR REPAIR		24-216-54-00-5446	302.32
				INVOICE TOTAL:			472.56 *
	062521-K.GREGORY-B	05/31/21	01	SILVER FOX-GIFT CARD FOR		01-110-56-00-5610	100.00
			02	ALDERMAN FRIEDERS		** COMMENT **	
			03	AWWA-MEMBERSHIP RENEWAL		51-510-54-00-5460	361.00
			04	WATER PRODUCTS#0302418-BAND		51-510-56-00-5640	183.60
			05	REPAIR CLAMPS		** COMMENT **	
			06	WAREHOUSE-FLASH DRIVES		01-110-56-00-5610	67.74
			07	WATER PRODUCTS#0302684-VALVE		51-510-56-00-5640	712.00
			08	PLATES, RODS, CLEVIS PINS		** COMMENT **	
			09	ARNESON#181854-MAY 2021 GAS		51-510-56-00-5695	128.05
			10	ARNESON#181854-MAY 2021 GAS		52-520-56-00-5695	128.05
			11	ARNESON#181854-MAY 2021 GAS		01-410-56-00-5695	128.04
			12	ARNESON#181855-MAY 2021 GAS		01-410-56-00-5695	156.90
			13	ARNESON#181855-MAY 2021 GAS		51-510-56-00-5695	156.90
			14	ARNESON#181855-MAY 2021 GAS		52-520-56-00-5695	156.89
			15	MINER#326824-JUN 2021 MANAGED		01-410-54-00-5462	366.85
			16	SERVICES RADIO		** COMMENT **	
			17	MINER#326824-JUN 2021 MANAGED		51-510-54-00-5462	430.65
			18	SERVICES RADIO		** COMMENT **	
			19	MINER#326824-JUN 2021 MANAGED		52-520-54-00-5462	287.10
			20	SERVICES RADIO		** COMMENT **	
			21	MINER#326824-JUN 2021 MANAGED		79-790-54-00-5462	510.40
			22	SERVICES RADIO		** COMMENT **	
			23	GRAINGER#9898382289-BODY		23-230-56-00-5642	732.71
			24	HARNESS, SELF RETRACTING		** COMMENT **	
			25	LIFELINE		** COMMENT **	
			26	KENDALL PRINTING-500 BUSINESS		01-120-56-00-5610	41.70
			27	CARDS-THOMAS		** COMMENT **	
				INVOICE TOTAL:			4,648.58 *
	062521-L.PICKERING-B	05/31/21	01	NAGARA-MEMBERSHIP RENEWAL		01-110-54-00-5460	225.00

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900105	FNBO	FIRST NATIONAL BANK OMAHA			06/25/21		
	062521-R.HARMON	05/31/21	01	ORIENTAL TRADING-SUMMER CAMP		79-795-56-00-5606	202.80
			02	SUPPLIES AND CRAFTS		** COMMENT **	
						INVOICE TOTAL:	202.80 *
	062521-R.HORNER-B	05/31/21	01	RURAL KING-WIND TUBES		79-790-56-00-5640	128.97
						INVOICE TOTAL:	128.97 *
	062521-R.MIKOLASEK-B	05/31/21	01	IACP-LEADERSHIP CONFERENCE		01-210-54-00-5412	425.00
			02	REGISTRATION		** COMMENT **	
			03	IACP-LEADERSHIP CONFERENCE		01-210-54-00-5415	291.96
			04	TRAVEL COSTS		** COMMENT **	
						INVOICE TOTAL:	716.96 *
	062521-S.AUGUSTINE-B	05/31/21	01	AMAZON-BINDER DIVIDERS,		82-820-56-00-5610	58.40
			02	CORRECTION TAPE		** COMMENT **	
			03	AMAZON-PENCIL POUCHES		82-820-56-00-5671	6.99
			04	BEACON NEWS-SUBSCRIPTION		82-820-54-00-5460	286.00
			05	RENEWAL		** COMMENT **	
			06	DEMCO-SUBSCRIPTION RENEWAL		82-820-54-00-5460	920.31
			07	AMAZON-RECEIPT PAPER		82-820-56-00-5610	56.99
			08	IREAD-SUMMER READING PROGRAM		82-000-24-00-2480	44.30
			09	PRIZES		** COMMENT **	
			10	AMAZON-KALEIDOSCOPE SHAPES		82-000-24-00-2480	16.58
			11	GRACE-GIFT CARDS FOR SUMMER		82-000-24-00-2480	40.00
			12	READING PROGRAM PRIZES		** COMMENT **	
			13	AMAZON-FIRE TABLETS AND		82-000-24-00-2480	121.96
			14	STYLUS TOOLS FOR SUMMER		** COMMENT **	
			15	READING PROGRAM PRIZES		** COMMENT **	
			16	AMAZON-PONY BEADS		82-000-24-00-2480	4.67
			17	AMAZON-MATERIALS FOR SUMMER		82-000-24-00-2480	144.22
			18	READING PROGRAM PRIZES AND		** COMMENT **	
			19	CRAFTS		** COMMENT **	
			20	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	338.37
			21	ENNVELOPES, PAPER		** COMMENT **	
						INVOICE TOTAL:	2,038.79 *
	062521-S.IWANSKI-B	05/31/21	01	YORKVILLE POST-POSTAGE		82-820-54-00-5452	12.48
						INVOICE TOTAL:	12.48 *
	062521-S.RAASCH-B	05/31/21	01	WAREHOUSE-CREDIT FOR ORDER		01-110-56-00-5610	-46.57
			02	CHARGED TO WRONG CARD		** COMMENT **	
						INVOICE TOTAL:	-46.57 *
	062521-S.REDMON-B	05/31/21	01	AT&T-05/24-03/23 TOWN SQUARE		79-795-54-00-5440	78.53
			02	SIGN INTERNET		** COMMENT **	

Total for all Highlighted Library Invoices: \$2,983.48

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 22

CHECK DATE: 07/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105040	BAKTAY	BAKER & TAYLOR					
	2035978542		06/18/21	01	BOOKS	84-840-56-00-5686	133.48
					INVOICE TOTAL:		133.48 *
	2035985816		06/21/21	01	BOOKS	84-840-56-00-5686	956.80
					INVOICE TOTAL:		956.80 *
					CHECK TOTAL:		1,090.28
105041	BNYMGLOB	THE BANK OF NEW YORK MELLON					
	252-2389582		06/09/21	01	LIBRARY BOND SERIES 2006	82-820-54-00-5498	588.50
				02	ADMIN FEE	** COMMENT **	
					INVOICE TOTAL:		588.50 *
					CHECK TOTAL:		588.50
105042	ERATEFUN	E-RATE FUND SERVICES, LLC					
	485		06/14/21	01	FY22 E-RATE CONSULTING SERVICE	82-820-54-00-5462	400.00
					INVOICE TOTAL:		400.00 *
					CHECK TOTAL:		400.00
105043	MIDWTAPE	MIDWEST TAPE					
	500517575		06/02/21	01	DVD	84-840-56-00-5685	21.74
					INVOICE TOTAL:		21.74 *
	500545192		06/07/21	01	AUDIO BOOKS	84-840-56-00-5683	83.98
				02	DVDS	84-840-56-00-5685	49.47
					INVOICE TOTAL:		133.45 *
	500577690		06/14/21	01	AUDIO BOOKS	84-840-56-00-5683	79.98
				02	DVDS	84-840-56-00-5685	73.46
					INVOICE TOTAL:		153.44 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 07/12/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105043	MIDWTAPE	MIDWEST TAPE					
	500611501		06/22/21	01	AUDIO BOOK	84-840-56-00-5683	55.99
				02	DVD	84-840-56-00-5685	20.24
					INVOICE TOTAL:		76.23 *
	500637441		06/28/21	01	AUDIO BOOK	84-840-56-00-5683	44.99
				02	DVD	84-840-56-00-5685	16.49
					INVOICE TOTAL:		61.48 *
					CHECK TOTAL:		446.34
105044	NICOR	NICOR GAS					
	91-85-68-4012	8-0521	06/03/21	01	05/03-06/02 902 GAME FARM RD	82-820-54-00-5480	1,304.54
					INVOICE TOTAL:		1,304.54 *
					CHECK TOTAL:		1,304.54
105045	PRAIRCAT	PRAIRIECAT					
	7408		07/01/21	01	07/01-09/30 PARTICIPATION FEES	82-820-54-00-5468	3,965.25
					INVOICE TOTAL:		3,965.25 *
					CHECK TOTAL:		3,965.25
105046	R0002461	LAURA CRAWFORD					
	SPANGLER-REIMB		06/29/21	01	REIMBURSEMENT FOR CANDY	82-820-54-00-5426	105.70
					INVOICE TOTAL:		105.70 *
					CHECK TOTAL:		105.70
105047	RAILS	RAILS					
	8246		07/01/21	01	ERead MEMBERSHIP FEE	82-820-54-00-5468	783.00
					INVOICE TOTAL:		783.00 *
					CHECK TOTAL:		783.00

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 07/12/21

FY 22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105048	RIVISTAS	RIVISTAS SUBSCRIPTION SERVICES					
	12897		07/01/21	01	ANNUAL MAGAZINE RENEWALS	82-820-54-00-5460	1,479.24
					INVOICE TOTAL:		1,479.24 *
					CHECK TOTAL:		1,479.24
105049	RJONEIL	R.J. O'NEIL, INC.					
	J76430		06/02/21	01	HVAC SERVICE CALL	82-820-54-00-5495	210.00
					INVOICE TOTAL:		210.00 *
	J76531		06/16/21	01	CHILLER REPAIR SERVICE CALL	82-820-54-00-5495	140.00
					INVOICE TOTAL:		140.00 *
	J76543		06/21/21	01	INSTALL NEW VOLTAGE BOARD	82-820-54-00-5495	3,622.35
					INVOICE TOTAL:		3,622.35 *
					CHECK TOTAL:		3,972.35
105050	WEBLINX	WEBLINX INCORPORATED					
	30270		06/07/21	01	WEBSITE DESIGN SERVICE -	82-820-54-00-5462	1,650.00
				02	INSTALLMENT 4 OF 4	** COMMENT **	
					INVOICE TOTAL:		1,650.00 *
	30274		06/11/21	01	ANNUAL FEE FOR WORDPRESS BASE	82-820-54-00-5462	200.00
				02	MAINTENANCE & SECURITY	** COMMENT **	
					INVOICE TOTAL:		200.00 *
	30295		06/17/21	01	WEBSITE DESIGN CHANGES FEE	82-820-54-00-5462	62.50
					INVOICE TOTAL:		62.50 *
					CHECK TOTAL:		1,912.50
105051	YOUNGM	MARLYS J. YOUNG					

82-820 LIBRARY OPERATIONS

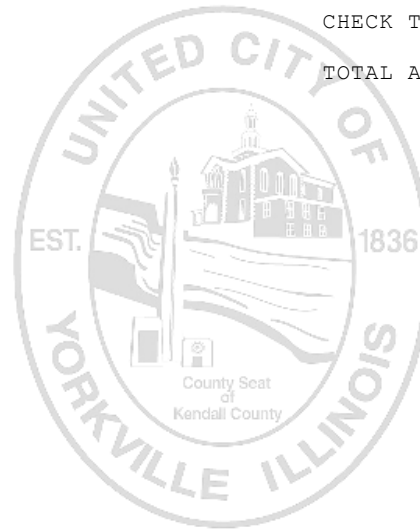
84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 07/12/21

FY 22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105051	YOUNGM	MARLYS J. YOUNG					
	052421-2		06/25/21	01	05/24/21 MEETING MINUTES	82-820-54-00-5462	105.40
					INVOICE TOTAL:		105.40 *
	061421		06/25/21	01	06/14/21 MEETING MINUTES	82-820-54-00-5462	105.40
					INVOICE TOTAL:		105.40 *
	062121		06/30/21	01	06/21/21 MEETING MINUTES	82-820-54-00-5462	78.75
					INVOICE TOTAL:		78.75 *
					CHECK TOTAL:		289.55
					TOTAL AMOUNT PAID:		16,337.25





UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

June 11, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 22,668.83	\$ -	22,668.83	\$ 2,535.17	\$ 1,708.19	\$ 26,912.19
FINANCE	17,257.12	-	17,257.12	1,933.93	1,310.64	\$ 20,501.69
POLICE	135,315.62	6,282.94	141,598.56	719.52	10,548.78	\$ 152,866.86
COMMUNITY DEV.	27,853.09	-	27,853.09	3,127.81	2,095.16	\$ 33,076.06
STREETS	18,006.47	-	18,006.47	1,957.85	1,294.06	\$ 21,258.38
WATER	18,259.07	408.84	18,667.91	2,037.37	1,367.35	\$ 22,072.63
SEWER	10,238.12	-	10,238.12	1,137.45	749.50	\$ 12,125.07
PARKS	26,431.63	-	26,431.63	2,800.13	1,966.95	\$ 31,198.71
RECREATION	14,212.63	-	14,212.63	1,376.71	1,072.32	\$ 16,661.66
LIBRARY	14,859.84	-	14,859.84	975.83	1,101.16	\$ 16,936.83
TOTALS	\$ 305,102.42	\$ 6,691.78	\$ 311,794.20	\$ 18,601.77	\$ 23,214.11	\$ 353,610.08

TOTAL PAYROLL \$ 353,610.08



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

June 25, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	4,400.00	-	4,400.00	-	336.60	4,736.60
ADMINISTRATION	18,183.25	-	18,183.25	2,020.15	1,353.56	21,556.96
FINANCE	11,423.25	-	11,423.25	1,269.12	852.87	13,545.24
POLICE	123,133.14	2,501.75	125,634.89	719.52	9,301.23	135,655.64
COMMUNITY DEV.	19,814.09	-	19,814.09	2,201.35	1,457.23	23,472.67
STREETS	19,558.17	-	19,558.17	2,073.59	1,373.75	23,005.51
WATER	19,402.81	93.14	19,495.95	2,041.85	1,430.73	22,968.53
SEWER	9,280.10	-	9,280.10	1,031.02	676.18	10,987.30
PARKS	25,718.96	-	25,718.96	2,536.41	1,904.79	30,160.16
RECREATION	15,232.39	-	15,232.39	1,360.05	1,138.84	17,731.28
LIBRARY	15,045.71	-	15,045.71	975.83	1,115.43	17,136.97
TOTALS	\$ 282,100.21	\$ 2,594.89	\$ 284,695.10	\$ 16,228.89	\$ 21,010.70	\$ 321,934.69

TOTAL PAYROLL \$ 321,934.69



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, July 12, 2021

ACCOUNTS PAYABLE

Library CC Check Register - FY22 (<i>Pages 1 - 3</i>)	06/25/2021	\$2,983.48
Library Check Register - FY22 (<i>Pages 4 - 7</i>)	07/13/2021	16,337.25
IPRF - July 2021 Workers Comp	06/08/2021	872.21
Glatfelter Liability Ins. - Installment #	06/22/2021	903.08
Showwalter Roofing - Roofing Repair	06/22/2021	2,067.00
Bank of New York - 2013 Bond Admin Fee	06/22/2021	1,100.00
TOTAL BILLS PAID:		<hr/> \$24,263.02

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 8</i>)	06/11/2021	\$16,936.83
Bi-weekly (<i>Page 9</i>)	06/25/2021	17,136.97
TOTAL PAYROLL:		<hr/> \$34,073.80

TOTAL DISBURSEMENTS: \$58,336.82

DATE: 07/07/2021
TIME: 12:24:13
ID: GL440000.WOW

UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT
FOR FISCAL YEAR 2022

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 02

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW -	MEMORIALS & GIFTS					
01		05/01/2021		BEGINNING BALANCE					49,510.68
02	AP-210625MB	06/23/2021	96	IREAD-SUMMER READING PROGRAM	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	44.30	
		06/23/2021	97	AMAZON-KALEIDOSCOPE SHAPES	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	16.58	
		06/23/2021	98	GRACE-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	40.00	
		06/23/2021	99	AMAZON-FIRE TABLETS AND	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	121.96	
		06/23/2021	100	AMAZON-PONY BEADS	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	4.67	
		06/23/2021	101	AMAZON-MATERIALS FOR SUMMER	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	144.22	
GJ-210630LB		07/06/2021	05	June 2021 Deposits					20.00
				TOTAL PERIOD 02 ACTIVITY				371.73	20.00
				TOTAL ACCOUNT ACTIVITY				371.73	20.00
				ENDING BALANCE					49,158.95
				GRAND TOTAL				0.00	49,158.95
				TOTAL DIFFERENCE				0.00	49,158.95

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YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended June 30, 2021

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year		FISCAL YEAR 2022		% of Budget
		8%	17%	Year-to-Date	BUDGET	
		May-21	June-21	Totals		

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES	36,449	366,781	403,230	776,734	51.91%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	39,429	396,774	436,203	836,024	52.18%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,085	-	2,085	5,250	39.71%
82-000-41-00-4170	STATE GRANTS	-	-	-	21,151	0.00%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES	557	485	1,042	8,500	12.25%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,435	991	2,426	8,500	28.54%
82-000-44-00-4422	COPY FEES	271	297	568	3,800	14.95%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS	41	44	86	2,000	4.29%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME	-	-	-	1,750	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	98	374	473	2,000	23.63%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL	1,775	1,775	3,551	26,993	13.15%
TOTAL REVENUES: LIBRARY		82,141	767,522	849,663	1,692,702	50.20%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES	17,137	17,567	34,704	286,470	12.11%
82-820-50-00-5015	PART-TIME SALARIES	12,796	12,339	25,135	195,544	12.85%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,904	1,952	3,856	32,180	11.98%
82-820-52-00-5214	FICA CONTRIBUTION	2,219	2,217	4,435	35,685	12.43%
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,119	5,406	16,525	105,501	15.66%
82-820-52-00-5222	GROUP LIFE INSURANCE	-	66	66	377	17.46%
82-820-52-00-5223	DENTAL INSURANCE	-	959	959	7,079	13.55%
82-820-52-00-5224	VISION INSURANCE	34	72	105	1,088	9.67%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	1,000	0.00%
82-820-52-00-5231	LIABILITY INSURANCE	2,114	1,775	3,890	25,993	14.96%
<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	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	426	426	7,200	5.91%
82-820-54-00-5452	POSTAGE & SHIPPING	-	12	12	750	1.66%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	569	1,371	1,939	11,000	17.63%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,262	2,982	4,244	40,000	10.61%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	2,534	-	2,534	20,000	12.67%
82-820-54-00-5480	UTILITIES	-	-	-	12,351	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	1,033	2,347	3,380	50,000	6.76%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	1,100	1,700	64.71%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended June 30, 2021

		% of Fiscal Year				
ACCOUNT NUMBER	DESCRIPTION	8% May-21	17% June-21	Year-to-Date Totals	FISCAL YEAR 2022 BUDGET	% of Budget
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES	-	454	454	8,000	5.67%
82-820-56-00-5620	OPERATING SUPPLIES	-	446	446	4,000	11.16%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	28	28	7,000	0.40%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	26	26	2,000	1.30%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	300	0.00%
82-820-56-00-5685	DVD'S	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	1,500	0.00%
<i>2006 Bond</i>						
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	8,338	8,338	16,675	50.00%
<i>2013 Refunding Bond</i>						
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	645,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	51,775	51,775	103,550	50.00%
TOTAL FUND REVENUES		82,141	767,522	849,663	1,692,702	50.20%
TOTAL FUND EXPENDITURES		52,721	111,656	164,377	1,709,443	9.62%
FUND SURPLUS (DEFICIT)		29,420	655,866	685,286	(16,741)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	10,300	10,300	20,600	50,000	41.20%
84-000-45-00-4500	INVESTMENT EARNINGS	13	14	28	200	13.86%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	31	31	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,313	10,346	20,659	50,200	41.15%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	20	20	3,500	0.57%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	121	121	3,000	4.04%
84-840-56-00-5686	BOOKS	-	2,239	2,239	50,000	4.48%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	20,000	0.00%
TOTAL FUND REVENUES		10,313	10,346	20,659	50,200	41.15%
TOTAL FUND EXPENDITURES		-	2,380	2,380	95,500	2.49%
FUND SURPLUS (DEFICIT)		10,313	7,965	18,279	(45,300)	

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PAYROLL

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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended June 30, 2021 *

	June Actual	YTD Actual	% of Budget	FY 2022 Budget	Fiscal Year 2021 For the Month Ended June 30, 2020 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 763,555	\$ 839,433	52.05%	\$ 1,612,758	\$ 745,006	12.67%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 2,085	39.71%	\$ 5,250	\$ 800	160.65%
State Grants	-	-	0.00%	21,151	-	0.00%
Total Intergovernmental	\$ -	\$ 2,085	7.90%	\$ 26,401	\$ 800	160.65%
Library Fines	\$ 485	\$ 1,042	12.25%	\$ 8,500	\$ 1,072	-2.81%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 991	\$ 2,426	28.54%	\$ 8,500	\$ 476	409.84%
Copy Fees	297	568	14.95%	3,800	3	17654.69%
Total Charges for Services	\$ 1,288	\$ 2,994	24.34%	\$ 12,300	\$ 479	525.03%
Investment Earnings	\$ 44	\$ 86	4.29%	\$ 2,000	\$ 345	-75.13%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	-	0.00%	1,750	-	0.00%
Miscellaneous Income	374	473	23.63%	2,000	324	45.92%
Transfer In	1,775	3,551	13.15%	26,993	7,822	-54.61%
Total Miscellaneous & Transfers	\$ 2,149	\$ 4,023	13.09%	\$ 30,743	\$ 8,146	-50.61%
Total Revenues and Transfers	\$ 767,522	\$ 849,663	50.20%	\$ 1,692,702	\$ 755,848	12.41%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 111,656</u>	<u>\$ 164,377</u>	<u>9.62%</u>	<u>\$ 1,709,443</u>	<u>\$ 205,437</u>	<u>-19.99%</u>
50 Salaries	29,906	59,839	12.41%	482,014	81,860	-26.90%
52 Benefits	12,446	29,836	14.28%	208,903	41,471	-28.06%
54 Contractual Services	8,238	13,636	8.91%	153,001	9,779	39.44%
56 Supplies	954	954	3.77%	25,300	1,284	-25.66%
99 Debt Service	60,113	60,113	7.15%	840,225	71,044	-15.39%
Total Expenditures and Transfers	\$ 111,656	\$ 164,377	9.62%	\$ 1,709,443	\$ 205,437	-19.99%
<i>Surplus(Deficit)</i>	<i>\$ 655,866</i>	<i>\$ 685,286</i>		<i>\$ (16,741)</i>	<i>\$ 550,410</i>	

* June represents 17% of fiscal year 2022

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Directors report for June 2021

Programming

We have noticed a very large increase in our foot traffic in the library. Our people counter is up 31% from last month, and our program attendance is up 297% from last month!!! We also have issued 134 new library cards from May 1 – June 1.

Our summer reading programs are still in full swing. This month we are featuring weekly art programs for kids. We have started a crochet club, taught by a staff member, that has been very successful. We will be featuring a Candyland Story Walk outside of the Library during the month of July. There is a 3D printing program every Saturday in the Children's workroom. We had a graduation for our Girls Who Code program. This was a 13-week class that met every Saturday morning via Zoom and instructed by Elasia Rodriguez, Wamecca's daughter. She did a wonderful job, and we were fortunate to have her conduct the class. The class celebrated with a graduation ceremony and breakfast and showcased some of their projects they created. Our Happy Campers Escape Room, located in our downstairs study room, is running the month of July. You can come into the library and solve the clues to help find the missing guidebook. Jennette has Heartland School bringing in their classroom for storytime monthly. We have partnered with the Illinois Humanities Council to bring in a food historian to speak about the history of corn and how it transformed America on Tue, July 20 at 7:00. There will be 2 Medicare Basics seminars on Wed, July 14 at 10:30 and 5:30 for patrons to learn more about the process of signing up for or changing Medicare plans. We were happy to welcome back our monthly kids and adult movies to our patrons. The managers and a representative from the Friends of the Library have met to start the planning process of bringing a large family event to the Library in September.

Outreach

We had a large group of staff, Friends of the Library, Board Member, and friends and families walk with us in the 4th of July parade. We distributed candy, brochures of services, pens, and bookmarks. The City placed us at the front of the parade! Thank you to the City! Darren's daughter organized this event. A big shout out to her!

We have booked our meeting room for a town hall meeting with Illinois House of Rep. David Welter's office for Mon, Aug 16.

Reports

On 6/15/21 I completed and submitted our IPLAR (Illinois Public Library Annual Report) to the State.

We received our FY2021 Per Capita Grant award letter for \$24,958.48.

We have completed the review of expired cards and removed 796 accounts that were over one year expired. Jeff from PrairieCat had mentioned that if we did the auto-purge we would be at a 9% reduction, and we removed 11.29% so a decent reduction.

Library Operations

We have had a few calls into R.J. O'Neil to service our chiller. We had to purchase a new compressor computer board for the chiller. This was an original part that needed to be ordered from the manufacturer and shipped overnight. For the time being the technician has us back up and running on the #2

compressor. We are since back to full operation. We also had them out for our 6-month preventative maintenance where he cleaned the chiller, roof unit, and meeting room compress coils of the cottonwood debris.

Sent a list of building maintenance issues small and large to Ryan – Chairperson for the Facilities Committee for their meeting on 6/21/21.

As of July 1, we have switched our internet and phone service to Metronet. Russ has been instrumental in making the transition as smooth as possible. We were without phone services for a good day and a half. We have been experiencing as few technical issues with our incoming phone calls. Jeff Norris from TCG Solutions has a checklist of items that still need to be completed.

I reached out to the city to have the water fountains lines flushed and put back into service. An email from RAILS mentioned the State listing that water fountains could be opened back up.

We will be investigating the possibility of expanding Library operating hours. We will have to look closely budget, days and times for expanded hours, and staff. Many of our users are elderly and parents with younger children who would benefit from an early opening time.

Staff and Training

Our new Director of Adult Services, Genevieve Hix, started on 7/6/21. She is a welcome addition to our staff, and we are lucky to have her join us.

Continuing with my Director's University classes. We meet via Zoom on Fridays as a large group and then as small groups with 3 mentors on off weeks.

Programs

Children's Programs:

25 programs with 804 attending (2 book clubs, 4 story times, Window Art, chalk the Walk, color Hunt, Heartland school tour, 6 STEM camp, Colorful creatures, Escape Room, Tots-and-toddlers, 4 Stories in the Park, 2 Only One You)

7 passive programs with 617 attending (coloring contest, 4 Facebook story time, 2 face book Spanish story time)

10 Teen programs with 62 attending (book club, 2 TAG, 4 girls who code zoom, 3 Summer interns)

0 passive teen programs

Adult Programs:

6 programs with 67 attending

6/1 Threads Zoom- 12

6/2 Lunch Bunch Book Club- 11

6/3 Author program Zoom- 12

6/17 Men's Book club- 8

6/22 Creative Writing Group-15

6/28 Monday movie- 9

Meeting Room Usage: Rentals- 0 ; Library use- 21; Community use- 2 Zoom meets-6

Museum pass: 9

Proctored tests: 0

Volunteers- Friends of the Library are operating the Lobby book sale and have been continuing to index the KCR Obits (Judy Somerlot, Sue Smithmeyer, Nancy Aschauer)

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OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 24, 2021

Ms. Shelley Augustine, Co-Interim Director
Yorkville Public Library
902 Game Farm Road
Yorkville, Illinois 60560-1135

Dear Ms. Augustine:

I am pleased to award the Yorkville Public Library a FY2021 Illinois Public Library Per Capita Grant in the amount of \$24,958.48. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Darren Crawford
Yorkville Public Library Per Capita File

JW:isl

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ST. THOMAS EPISCOPAL CHURCH
317 GOOLD PARK DRIVE
MORRIS, ILLINOIS 60450

June 25, 2021

LeafFilter North of Illinois, Inc.
448 Eisenhower Lane North
Lombard, IL, 60148

To Whom it May Concern:

Earlier this year, St. Thomas' Episcopal Church contacted Mr. Walter Doran to discuss the installation of LeafFilter installing their product on our gutters. From start to finish Mr. Doran was informative, professional, and concise. He thoroughly explained how the filters work, how quickly the installation would take and a more than fair estimate of cost. Working with him was a good experience.

I would recommend not only your product but would commend Mr. Doran as an asset to your company. Please feel free to contact me at any time to verify these facts.

Yours sincerely,

Fr. Mike

Fr. Michael Dwyer
Rector—St. Thomas' Episcopal Church

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Verde Energy Efficiency Experts Library References

please feel free to reach out to any of our valued library partners below

- [Alsip-Merrionette Library](#), director Sarah (scottonaro@alsiplibrary.info) or head of maintenance Ken (maintenance@alsiplibrary.info)
- Warren-Newport Public Library, director Ryan (rlivergood@wnpl.info) or head of facilities Kevin (kgetty@wnpl.info)
- Matteson Area Public Library, facilities manager Lisa (lfasano2@mapl.org)
- Oak Park Public Library, Main & Maze Branch, head of operations Jeremy (jandrykowski@oppl.org)
- Des Plaines Public Library, director Jo (JBonell@dppl.org)
- William-Leonard Public Library District, director Priscilla (pcoatney@thewlpld.org)
- Roselle Public Library, director Samantha (sjohnson@roselle.lib.il.us)
- Gail Borden Public Library, chief of maintenance Dave (dconsidine@gailborden.info)
- River Forest Public Library, director Sue (squinn@rflib.org)
- White Oak Public Library District – Crest Hill, Romeoville, and Lockport Branch, director Scott (spointon@whiteoaklib.org)
- Beecher Public Library, director Jill (director@beecherlibrary.com)
- Nippersink Public Library District, (cynthiac@nippersinklibrary.org)
- Zion Public Library, maintenance supervisor Bonn (bbusch@zblibrary.org)
- Crete Public Library, director Susan (sdienes@cretelibrary.org)
- Vernon Area Public Library District, Head of Operations Stephen Territo (sterrito@vapld.info)
- Palos Park Public Library, director Kathryn (ksofianos@palospark.org)
- North Chicago Public Library, director Joan (joanb@ncplibrary.org)
- Chicago Ridge Public Library, director (dwishnick@chicagoridgelibrary.org)

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I sent a request for reference checks to 5 Libraries and received a response from 4 below.

Dear: _____

Verde Energy Efficiency Experts has listed you as a Library Reference for their services. I am hoping you can answer a few questions for us to help make an informed decision on their company and services.

- Could you summarize how you and Verde worked together, in terms of the length and nature of the project?
- Did you get all the functionality you expected from the initial project, or were unplanned follow-on projects proposed to complete work you thought was already included?
- If you could do it all again, what would you do differently prior to executing the initial contract/SOW?
- On a scale of 0-10, how likely are you to work with them in the future?
- Did you find them easy to work with and reliable?
- Did you feel their quote was appropriately priced?
- Do you still work with the vendor today?
- Is there anything to keep in mind as we decide whether to work with Verde?

Thank you for your time and response,

Shelley Augustine
Library Director

Yorkville Public Library
902 Game Farm Rd
Yorkville, IL 60560
630-553-4354 ext 117



Responses:

Hello Shelley,

Verde installed our LED lighting. We have a 82,000 square foot facility, and almost all lights were changed out.

Throughout the process we found Verde to be highly competent. There were no cost overruns, and they efficiently fixed everything on the punch list. They also managed the ComEd rebate.

In short, I recommend them highly.

JO BONELL
Director
Des Plaines Public Library
jbbonell@dppl.org
847-376-2789
(she, her, hers)

Hi Shelley,

Our relationship and history with Verde are both good. A little history first, back in 2017-2018 we had been looking to upgrade our lighting systems to LED for some time and originally thought we could do a large part of it in house. Unfortunately we had facility staffing changes which then changed the scope of the work. We were approached by Verde through a side relationship of an acquaintance of our executive director. We then met with Jamie Johnson and Alisa Hansen and discussed several possibilities included upgrades to our HVAC systems with new economizers and thermostats. We also felt their business philosophy would fit with ours very well and it's proven to be true.

LED Lighting:

Our approach was to do a small lighting project with the Phillips EVO LED retrofit kits. These units would be installed in perimeter offices with windows to see how well they worked in that environment. The other factor was funding which we didn't have much that physical year. I was pleased with how well the EVO systems worked and how easy they were to install. Verde came in with several techs and completed the installation professionally and in a timely manner. They were also very accommodating to our operating schedules. We then continued to do a second slightly larger project with Verde.

From there we continue to plan with Verde on a multi phased approach to continue upgrading with the EVO kits throughout the library, but after further discussions with the library board we felt it would be best to tackle the multi-phases as one large project and retrofit the whole 60,000 sqft facilities with LED lighting. To accomplish this we hired an architect and electrical engineer mainly because of the scale of the project and several areas would need specialized lighting. Verde did bid on the project but was not awarded the project. This project has taken several months to complete and is just now rapping up and should be finished within the next month.

Mechanical Upgrades:

The other project Verde helped us with was to upgrade our rooftop air handlers with a new thermostat system made by Pelican. This would allow for us to manage the systems in a cost effective way as well as being online for monitoring which we'd not had before. During this installation we decided to install a new PERL economizer to one unit to test with. After being install for several months, it just so happened our natural gas company had approached Verde to see if any customers could take advantage of available funding for projects. Verde then approached us to offer at no cost a full installation of new economizers to our remaining eleven rooftop air handlers. Having the new economizers and thermostats have solved several issues that we'd had in the past and its due in part to Verde for being proactive about the funding.

This is my 19th year at WNPL and with any project there will always be unforeseen things that appear, but I will say that Verde has always been very proactive and responsive at resolving any issue.

Please see my comments below in red to your questions.

Regards,

Kevin

Kevin Getty

Head of Facilities

Warren-Newport Public Library

224 N. O'Plaine Rd

Gurnee, IL 60031
847-244-5150 x3015
847-775-7055 (fax)
www.wnpl.info

Hi Shelley,

My responses to your questions are noted below in blue. Feel free to reach out with any additional questions.

- Could you summarize how you and Verde worked together, in terms of the length and nature of the project?

Verde worked with us on multiple projects. The projects typically spanned over 2-4 months, mostly for planning and ordering supplies.

- Did you get all the functionality you expected from the initial project, or were unplanned follow-on projects proposed to complete work you thought was already included?

There were a couple of projects that needed some follow-up work. One was waiting for additional supplies, and another was for a few lights that were missed in the original project. We were working changing over a branch completely to LED, an old building, and a few of the up-lights on the stacks were missed, so we had to have them back. The largest project executed well, and we're happy with the results. This project too had initial hiccups, as we were told the ComEd incentive ran out. When I went to kill the project, our contact said she'd look into it. There was also a miscalculation on the estimate as we need plenum lighting that was not noted in the original quote. They did not charge us extra, and we confirmed the original quoted cost before moving forward.

- If you could do it all again, what would you do differently prior to executing the initial contract/SOW?

I recommend going through the scope of the work carefully, walking through to be sure exactly where the work will be done, noting the details, and ensuring all is as you'd like it. Internally, I'd suggest a contingency fund (not shared with Verde) for issues that will turn up or areas / sections you both miss.

- On a scale of 0-10, how likely are you to work with them in the future?

8-10 - Depending on the incentives they can present. I'm pleased with our rep (knowledgeable and responsive). We've spent \$29,258 in 2021 and \$16,750 in 2020 with Verde. ComEd incentives totaled (by their calculations) over \$55,000. I'm guessing it's about 1/2 savings from doing it without the incentives. They've smartly kept the project in phases, so we've not gone out to bid, but they are a ComEd partner, so I'm thinking we're getting a good break on cost and they're making their profit.

- Did you find them easy to work with and reliable?

They had good crews and did good work.

- Did you feel their quote was appropriately priced?

Because of the way the work was phased in, and the savings presented in the ComEd incentives, and the energy savings, we did not compare costs. It's hard to tell if their pricing is competitive, but I'm confident that it would have cost us much more without the ComEd program.

- Do you still work with the vendor today?

Yes, we will be meeting late in July. Any projects would be based upon the incentives available and our budget for continued building / sustainability projects.

- Is there anything to keep in mind as we decide whether to work with Verde?

As with any contractor, due diligence and accountability are critical. The more you can plan, confirm details in writing, the more likely there's a clear understanding of the scope of work and a positive outcome. (I'm still learning that the hard way.) ;-)

If you have the time, and depending on the scale of the project, it may be worth comparing the cost with another ComEd partner. I'm not sure how this would work, or if they have a non-compete agreement of sorts, but ours have been relatively small and phased in over time. It's so nice to have the lights the same temperature! (Our Facilities staff have been changing out lights over the years, with various manufacturer parts and bulbs, and it's not always pretty.)

Let me know if you have any other questions or concerns, and I'm happy to help as I can.

Have a great holiday weekend,
Jeremy
Director of Operations
Oak Park Public Library

Good Morning Shelly,

I apologize about the delay in responding. We have worked with Verde Efficiency Experts of the past few years at our Main Facility. They are great to work with and we will be performing additional work with them over the next few years. At this juncture, we have approx.. \$150,000 of more work to perform. We are breaking the project down into different phases, using Special Reserve \$\$.

Our Sales Rep. was Sydney Fitch, she did an outstanding job for us. Very easy to work with. If you have any questions, feel free to contact me.

Thank you,

Dave

David Considine
Chief Operating Officer, FM
Gail Borden Public Library District
270 N. Grove Ave.
Elgin, IL 60120
dconsidine@gailborden.info
847-429-5978 Office
847-742-0485 Fax

Tutor Policy

Tutoring at the Yorkville Public Library

To ensure that the Library premises are available for the use of members of the public to meet their needs in accessing information, recreation and education, the library allows tutoring in accordance with this policy. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student, and parent.

Tutoring Guidelines and Procedures

- Tutors are individuals who provide instruction to others either on a paid or volunteer basis. The Library is not to be used as a classroom or office space, but a safe and quiet workplace for students to receive instruction.
- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons. The Library Code of conduct applies to all tutor sessions.
- Tutors are responsible for the behavior of their students. Children must be under the direct supervision of the tutor until they are released to a parent or designated responsible adult.
- Unattended children, under eleven years of age, shall not be left in the library for an extended period of time. Parents are strongly encouraged to remain in the Library while their child is tutored.
- Tutors are responsible for establishing communication procedures to their students and students' parents. Library phones may not be used to cancel appointments. Library staff will not relay messages to tutors or students.
- Use of the study rooms for tutoring is limited to one reservation per tutor, who holds a valid Yorkville Public Library card, per day with a maximum of two hours per session.
 - A room may be reserved not more than one day prior to the time you need it. Reservations may be made in person or by phone.
- Tutoring sessions will be limited to a maximum of two students at any given time.
- Tutoring sessions must end 15 minutes before the Library closes.

Prohibitions

The following uses are prohibited in Library space:

- Buying, selling, advertising, or trading products or services for payment or compensation, except in support of the Library.
- Tutors may not publish or distribute advertisement or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.
- No exchange of money may take place between students and tutors while in the Library.

Adopted by Board of Trustees: