

**Agenda  
Yorkville Public Library  
Board of Trustees Meeting  
January 10, 2022, 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. Presentations   | Story Walk Partnership with Yorkville Ed. Foundation   |                      |
| 5. Minutes   |  |                      |
| 6. Correspondence  |  |                      |
| 7. Public Comment  |  |                      |
| 8. Friends of the Library Report   |  |                      |
| 9. Staff Comment   |  |                      |
| 10. Report of the Treasurer:   | Financial Statement<br>Payment of Bills  |                      |
| 11. Report of the Library Director   |  |                      |
| 12. City Council Liaison   |  |                      |
| 13. Standing Committees:   | Policy<br>Physical Facilities<br>Community Relations   | Personnel<br>Finance |
| 14. Unfinished Business:   | Story Walk Partnership with the Yorkville Ed. Foundation   |                      |
| 15. New Business:  | Serving our Public 4.0 Standards for Ill. Pub. Libraries<br>checklist for FY22 Public Library Per Capita Grant<br>(chapters 5, 12-13)<br>YPL COVID Protocol Guidelines updated |                      |
| 16. Executive Session (if needed)  |  |                      |
| 1. 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. |  |                      |
| 17. Adjournment  |  |                      |

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# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, December 13, 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:**

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

Absent: Ryan Forristall, Tara Schumacher

**Others Present:**

Library Director Shelley Augustine, Judy Somerlot, Daniel Chacon

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

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes: November 8, 2021**

Ms. Millen moved to approve the minutes as presented and Ms. Garcia seconded.

Roll call: Garcia-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Reifsteck-yes, Millen-yes.  
Carried 7-0.

**Correspondence:**

Mr. Walter said a Christmas card was received from the library e-rate consultant.

**Public Comment:** None

**Friends of the Library Report:**

Ms. Somerlot reported there was a Christmas luncheon today with library staff and Friends members present. She said \$500 was approved for a project the Director will discuss later in the meeting. Money was also approved for chair yoga to meet every week in January. Last month \$375 was approved for the program Illinois Libraries Present and authors have already been booked for the first three months of 2022. She also said mini-golf sponsors are all in place, but decorators, raffle items and extra volunteers are needed.

**Staff Comment:** None

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

#### **Financial Statement**

Treasurer Chacon highlighted some of the large purchases and invoices for the month and overall she said the library still has a surplus with the budget being 58% complete.

#### **Payment of Bills**

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

\$45,122.45    Accounts Payable

\$39,599.26    Payroll

**\$84,721.71    Total**

Roll call: Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Reifsteck-yes, Millen-yes, Garcia-yes. Carried 7-0.

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

Ms. Augustine reported the following:

1. Had Polar Express with over 50 kids in each session, cookies/milk donated by Casey's Store.
2. Illinois Libraries Present to hold first session with *New York Times* bestseller author in January.
3. Majority of sponsor money received for mini-golf.
4. Director of Three Rivers Public Library contacted Yorkville about partnering on a "Library Crawl" during April which is National Library Month.
5. Committed to Mobile Museum of Tolerance to come July 5-8. They show videos, have technology for diversity/ethnicity and it is a free program.
6. Director will attend meeting in January with other local directors so share plans/ideas.
7. Syserco finished their work and Mr. Walter was on hand to troubleshoot. Syserco created schedule to turn down heat when building is closed. President Crawford said 4 months of data should be analyzed to possibly decrease heating budget.
8. Griffon installed new cameras. On November 26<sup>th</sup> motion was detected in vestibule as someone tried to gain entrance at 2:30am. Police were called.
9. Maintenance person changes light bulbs, has cleaned gutters and will do masonry work.
10. City installed a cable across the parking lot which locks.
11. Police were called to library for a possible suicide threat, no threat found.
12. Large piece of plexiglass flew off window on a windy night, Ms. Augustine will have repaired.
13. Reminder that library is closed on upcoming holidays.

Mr. Crawford inquired as to the events planned for Martin Luther King Day. The library will be open, however, no activities have been planned as of yet. He also noted Engineering Week is in mid-February and he contacted the school about an activity there. He suggested a related activity at the library as well.

**City Council Liaison:** None

**Standing Committees:** None

### **Unfinished Business:**

#### **Library Director Succession Plan Draft**

This was tabled from last month for review and Ms. Augustine asked the Board to approve since there has been no previous policy. The Board reviewed the plan and Mr. Crawford moved to approve with second by Mr. Walter. Roll call: Shimp-yes, Reifsteck-yes, Millen-yes, Garcia-yes, Crawford-yes, Chacon-yes, Walter-yes. Carried 7-0.

### **New Business:**

#### **Serving Our Public 4.0 Standards for Ill Public Libraries Checklist for FY22 Public Library Per Capita Grant (chapters 4, 7-11)**

Ms. Augustine said the Board must review the standards in this document as a requirement to receive a per capita grant. Several standards have already been met, however, Ms. Augustine said the following are needed: Policies for ADA, collection development, reference and also some furniture may need replacing. Three chapters remain for review.

#### **Story Walk Partnership with the Yorkville Education Foundation**

Ms. Augustine and Ms. Garcia recently met with the President Alicia Lingane of the Yorkville Education Foundation who approached the library with a partnership proposal to create a community storywalk. They discussed signs and the cost and it was suggested this could be an Eagle Scout project to create the storyboards. Ms. Lingane is seeking monetary support so Ms. Augustine approached the Friends for a \$500 gift and asked if the library could do a match. Mr. Crawford said the library logo should be on this project due to the funds being donated. Other community organizations will be approached as well. Each placard is a page of a book and the content would be changed once a month. Possible locations might be the library or a public park. Ms. Chacon asked if the library would be liable for upkeep. Ms. Shimp suggested other businesses could take part in the project by decorating and sponsoring a post. This matter will be tabled until next month.

#### **Drug Overdose Prevention Program (DOPP)**

The Kendall County Health Department contacted the library with an offer of extra Narcan kits if the library was interested in them. Ms. Augustine asked about legal ramifications and found that staff can legally administer these if the library is part of the drug overdose program. Training would be required which the Police Chief could do. It was suggested that the library could be involved in this when the PADS program resumes. Ms. Augustine expressed concern about being part of the program for staff safety and risk and is not sure the staff would be comfortable. President Crawford asked if the library pays for the drug when the old one expires.

#### **COLA Discussion**

Director Augustine handed out 2 spreadsheets, one showing the state-mandated raise in January and the second shows COLA increases for all at the start of the FY. She found that COLA raises have traditionally been given at the beginning of the FY in the past. She said five staff members have been here more than 5 years and just make minimum wage. The part-timers have not received a raise this year and receive more than minimum wage. It was noted these increases will have a huge budget impact. Ms. Chacon was asked to schedule a Finance Committee meeting in January to discuss budgeting of these increases. Attendance by all is encouraged.

#### **Renewing Elevator Contract**

Ms. Augustine sent 3 proposals to Trustee Forristall for review and he recommended renewing with the current vendor, TK Elevator, who will honor the 2017 price of \$525/quarter. They are reputable, responsive and a 3-year contract was suggested. Ms. Garcia moved to accept the TK Elevator service contract at \$175/month or \$525/quarter as presented and Mr. Walter seconded. Roll call: Reifsteck-yes, Millen-yes, Garcia-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes. Carried 7-0.

### **Executive Session:** None

### **Adjournment:**

There was no further business and the meeting adjourned at 8:08pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

Page 3 of 3

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900112	FNBO	FIRST NATIONAL BANK OMAHA			12/25/21		
	121521-S.REMUS	11/30/21	01	FACEBOOK-RUDOLPH RUN ADS		79-795-56-00-5606	12.19
				INVOICE TOTAL:			12.19 *
	122521-A.SIMMONS	11/30/21	01	ADS-NOV 2021-JAN 2022 ALARM		24-216-54-00-5446	174.00
			02	MONITORING AT 651 PRAIRIE		** COMMENT **	
			03	POINT DR		** COMMENT **	
			04	ADS-NOV 2021-APR 2022 ALARM		24-216-54-00-5446	456.18
			05	MONITORING AT 102 E VAN EMMON		** COMMENT **	
			06	ADS-NOV 2021-OCT 2022 ALARM		82-820-54-00-5462	371.28
			07	MONITORING AT 902 GAME FARM RD		** COMMENT **	
			08	TC&P#106109-LUBRICANT		23-230-56-00-5642	36.60
			09	TC&P#106792-SPEED LIMIT SIGNS		23-230-56-00-5619	174.75
			10	TC&P#106986-MISC SIGNS		23-230-56-00-5619	342.35
			11	TC&P#106985-POSTS, ANCHORS		23-230-56-00-5642	1,961.25
			12	TC&P#107056-SPEED LIMIT SIGN		23-230-56-00-5619	58.80
			13	TC&P#107096-STREET SIGNS		23-230-56-00-5642	237.00
			14	TC&P#107230-PAINT		23-230-56-00-5642	506.25
			15	TC&P#107292-PAINT		23-230-56-00-5642	1,012.50
			16	TC&P#107338-HANDICAP SYMBOL		23-230-56-00-5619	125.00
			17	TC&P#107383-STREET SIGNS		23-230-56-00-5619	191.45
			18	TC&P#107424-CHUCK, NUTS,		23-230-56-00-5642	354.25
			19	ADAPTERS		** COMMENT **	
			20	TC&P#107654-PED WALK SYMBOL		01-410-54-00-5435	139.60
			21	PUSH BUTTON		** COMMENT **	
			22	COMCAST 10/20-11/19 INTERNET		24-216-54-00-5446	406.48
			23	AT 651 PRAIRIE POINT DR		** COMMENT **	
			24	COMCAST 11/20-12/19 INTERNET		24-216-54-00-5446	166.58
			25	AT 651 PRAIRIE POINT DR		** COMMENT **	
			26	VERIZON-NOV 2021 IN CAR UNITS		01-210-54-00-5440	936.26
			27	VERIZON-NOV 2021 MOBILE PHONES		01-220-54-00-5440	201.60
			28	VERIZON-NOV 2021 MOBILE PHONES		01-110-54-00-5440	126.96
			29	VERIZON-NOV 2021 MOBILE PHONES		01-210-54-00-5440	840.09
			30	VERIZON-NOV 2021 HOT SPOT		79-790-54-00-5440	36.01
			31	VERIZON-NOV 2021 HOT SPOT		82-820-54-00-5440	36.01
			32	VERIZON-NOV 2021 HOT SPOT		52-520-54-00-5440	36.01
			33	VERIZON-NOV 2021 MOBILE PHONES		79-795-56-00-5620	156.66
			34	VERIZON-NOV 2021 MOBILE PHONES		51-510-54-00-5440	235.91
				INVOICE TOTAL:			9,319.83 *
	122521-B.OLSON	11/30/21	01	ZOOM-10/23-11/22 USER FEE		01-110-54-00-5462	209.96
				INVOICE TOTAL:			209.96 *
	122521-B.PFIZENMAIER	11/30/21	01	O'HERRON-UNIFORM SHIRTS-WARREN		01-210-56-00-5600	52.99
			02	O'HERRON-UNIFORM BELT, CUFF		01-210-56-00-5600	211.94
			03	CASE, MAG HOLDER-NELSON		** COMMENT **	

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900112	FNBO	FIRST NATIONAL BANK OMAHA			12/25/21		
	122521-D.BROWN	11/30/21	03	MAINTENANCE AND SMALL SYSTEMS		** COMMENT **	
			04	VIRTUAL TRAINING-BROWN		** COMMENT **	
						INVOICE TOTAL:	343.00 *
	122521-D.DEBORD	11/30/21	01	AMAZON-RETURNED BOOK CREDIT		82-000-24-00-2480	-11.99
			02	AMAZON-WIRELESS MICE.		82-820-56-00-5635	227.73
			03	CHROMEBOOK CASES		** COMMENT **	
			04	YORK ACE-BATTERIES		82-820-56-00-5620	23.96
			05	AMAZON PRIME-MONTHLY FEE		82-820-54-00-5460	12.99
						INVOICE TOTAL:	252.69 *
	122521-D.SMITH	11/30/21	01	HOME DEPO-BLADE TAPE		79-790-56-00-5630	14.97
						INVOICE TOTAL:	14.97 *
	122521-E.DHUSE	11/30/21	01	NAPA#298573-ID BAR		01-410-56-00-5628	22.08
			02	NAPA#298893-FILTER, ANTIFREEZE		01-410-56-00-5628	17.73
			03	NAPA#298846-SOLENOID		01-410-56-00-5628	27.80
			04	NAPA#298966-SPARK PLUGS		01-410-56-00-5628	11.32
			05	NAPA#300170-HYDFLUID		01-410-56-00-5628	167.88
			06	NAPA#298878-FILTERS		01-410-56-00-5628	52.82
			07	NAPA#298991-LAMPS		01-410-56-00-5628	11.70
			08	AMAZON-TONER CARTRIDGE		52-520-56-00-5610	109.71
			09	NAPA#299963-FILTERS		01-410-56-00-5628	6.06
			10	NAPA#300466-CONNECTORS, LAMPS		01-410-56-00-5628	137.74
			11	NSI-FACE SHIELDS, SAFETY WORK		01-410-56-00-5600	312.27
			12	GLOVES, SAFETY GLASSES		** COMMENT **	
			13	NSI-FACE SHIELDS, SAFETY WORK		51-510-56-00-5600	312.27
			14	GLOVES, SAFETY GLASSES		** COMMENT **	
			15	NSI-FACE SHIELDS, SAFETY WORK		52-520-56-00-5600	312.26
			16	GLOVES, SAFETY GLASSES		** COMMENT **	
			17	AMAZON-WIRELESS EARBUDS		01-410-54-00-5440	556.16
			18	AMAZON-WIRELESS EARBUDS		51-510-54-00-5440	556.16
			19	AMAZON-WIRELESS EARBUDS		52-520-54-00-5440	556.15
			20	WELDERS SUPPLY		01-410-56-00-5620	2,461.28
			21	COMPANY-HYPERTHERM POWERMAX 45		** COMMENT **	
			22	HAND SYSTEM WITH COVER		** COMMENT **	
						INVOICE TOTAL:	5,631.39 *
	122521-E.SCHREIBER	11/30/21	01	AMAZON-PAPER PLATES, CRAFT		79-795-56-00-5606	34.24
			02	STICKS		** COMMENT **	
			03	WALMART-NAPKINS		79-795-56-00-5606	5.94
			04	DOLLAR TREE-PRESCHOOL SUPPLIES		79-795-56-00-5606	33.00
			05	AMAZON-DVD, CONSTRUCTION		79-795-56-00-5606	591.09
			06	PAPER, PILLOWS, SNACK BAGS,		** COMMENT **	
			07	COOKIES, PACKING PEANUTS,		** COMMENT **	



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900112	FNBO	FIRST NATIONAL BANK OMAHA			12/25/21		
	122521-J.SLEEZER	11/30/21	02	EXHAUST ADAPTER, EXHAUST CLAMP	** COMMENT **		
					INVOICE TOTAL:		18.76 *
	122521-J.WEISS	11/30/21	01	TARGET-POLAR EXPRESS READ IN	82-000-24-00-2480		54.46
			02	SUPPLIES	** COMMENT **		
			03	DOLLAR TREE-POLAR EXPRESS READ	82-000-24-00-2480		61.00
			04	IN SUPPLIES	** COMMENT **		
					INVOICE TOTAL:		115.46 *
	122521-K.BALOG	11/30/21	01	COMCAST-09/15-11/14 KENCOM	01-640-54-00-5449		3,494.30
			02	INTERNET	** COMMENT **		
			03	ACCURINT-OCT 2021 SEARCHES	01-210-54-00-5462		150.00
			04	ACCURINT-SEPT 2021 SEARCHES	01-210-54-00-5462		150.00
			05	AMAZON-TISSUE, POST IT NOTES	01-210-56-00-5610		40.04
					INVOICE TOTAL:		3,834.34 *
	122521-K.BARKSDALE	11/30/21	01	WAREHOUSE-PAPER CLIPS, LEGAL	01-220-56-00-5610		9.92
			02	PADS,	** COMMENT **		
					INVOICE TOTAL:		9.92 *
	122521-K.GREGORY	11/30/21	01	GREEN LAKE	01-110-54-00-5462		206.00
			02	CONSERVATORY-MEMORIAL DONATION	** COMMENT **		
			03	FOR STAFF RELATIVE-RATOS	** COMMENT **		
			04	TRUGREEN-GROUNDS CARE	51-510-54-00-5452		121.00
			05	ARAMARK#610000206472-MATS	01-410-54-00-5485		39.15
			06	ARAMARK#610000203347-MATS	51-510-54-00-5485		39.15
			07	ARAMARK#610000200518-MATS	52-520-54-00-5485		39.15
			08	ARNESON#191331-OCT 2021 DIESEL	01-410-56-00-5695		320.91
			09	ARNESON#191331-OCT 2021 DIESEL	51-510-56-00-5695		320.92
			10	ARNESON#191331-OCT 2021 DIESEL	52-520-56-00-5695		320.92
			11	ARNESON#191332-OCT 2021 GAS	01-410-56-00-5695		375.47
			12	ARNESON#191332-OCT 2021 GAS	51-510-56-00-5695		375.46
			13	ARNESON#191332-OCT 2021 GAS	52-520-56-00-5695		375.46
			14	ARNESON#187352-OCT 2021 DIESEL	51-510-56-00-5695		770.19
			15	ARNESON#187353-OCT 2021 GAS	01-410-56-00-5695		829.58
			16	ARNESON#539707-KEROSENE	52-520-56-00-5695		220.62
			17	ARNESON#192183-OCT 2021 GAS	01-410-56-00-5695		192.18
			18	ARNESON#192183-OCT 2021 GAS	51-510-56-00-5695		192.18
			19	ARNESON#192183-OCT 2021 GAS	52-520-56-00-5695		192.18
			20	ARNESON#191124-OCT 2021 GAS	01-410-56-00-5695		193.24
			21	ARNESON#191124-OCT 2021 GAS	51-510-56-00-5695		193.25
			22	ARNESON#191124-OCT 2021 GAS	52-520-56-00-5695		193.25
			23	CNA SURETY-NOTARY	01-110-54-00-5462		30.00
			24	RENEWAL-GINA NELSON	** COMMENT **		
			25	POLLAR WATER-CHEMICALS	52-520-56-00-5613		379.95

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900112	FNBO	FIRST NATIONAL BANK OMAHA			12/25/21		
	122521-R.HORNER	11/30/21	02	POLE		** COMMENT ** INVOICE TOTAL:	936.63 *
	122521-R.MIKOLASEK	11/30/21	01	IACP-PARTIAL REFUND FOR	01-210-54-00-5412		-175.00
			02	INTERNATIONAL CHIEF OF POLICE	** COMMENT **		
			03	CONFERENCE. CONFERENCE MOVED	** COMMENT **		
			04	TO VIRTUAL DUE TO HURRICANES	** COMMENT ** INVOICE TOTAL:		-175.00 *
	122521-S.AUGUSTINE	11/30/21	01	SMITHEREEN-OCT 2021 PEST	82-820-54-00-5462		82.00
			02	CONTROL	** COMMENT **		
			03	MENARDS#25205-PAPER PLATES,	82-820-54-00-5412		21.87
			04	FORKS, COMMAND STRIPS, NAPKINS	** COMMENT **		
			05	MENARDS#25205-WINDEX, STRAW	82-820-56-00-5621		17.76
			06	MENARDS#26166-CLEANING	82-820-56-00-5621		52.55
			07	SUPPLIES	** COMMENT **		
			08	QUILL-PAPER TOWEL	82-820-56-00-5621		89.67
			09	QUILL-DESK PAD	82-820-56-00-5610		6.68
			10	YORKVILLE CHAMBER-LUNCHEON	82-820-54-00-5415		20.00
			11	HP-CREDIT FOR TAX CHARGED	82-820-56-00-5635		-103.12
			12	QUILL-TONER	82-820-56-00-5610		335.45
			13	AMAZON-48 PORT GIGABIT SWITCH	84-840-56-00-5635		1,649.99
			14	QUILL-TONER, DIVIDERS	82-820-56-00-5610		104.14
			15	PANERA-GIFT CARD	82-820-56-00-5676		20.00
			16	AMAZON-SIGNS	82-820-56-00-5621		17.12
			17	AMAZON-SIGNS	82-820-56-00-5621		5.99
			18	METRONET-NOV 2021 INTERNET	82-820-54-00-5440		124.97
			19	AMPERAGE-BULBS	82-820-56-00-5621		158.70
			20	AMPERAGE-BATTERY	82-820-56-00-5621		86.40
			21	KENDAL PRINT-LOGO STAMP	82-000-24-00-2480		32.90
			22	AMAZON-PRINTER FILAMENTS,	82-000-24-00-2480		151.45
			23	PAPER, DOUBLE SIDED TAPE,	** COMMENT **		
			24	CARDSTOCK, STORAGE BAGS	** COMMENT **		
			25	AMAZON-RECEIPT PAPER	82-820-56-00-5610		64.99
			26	AMAZON-COOKIES, BAGS, LOLIPOPS	82-000-24-00-2480		34.05
					INVOICE TOTAL:		2,973.56 *
	122521-S.GAYLE	11/30/21	01	AMAZON-PROJECTOR WITH CASE	01-110-56-00-5610		189.99
			02	RIVERFRONT-COMM/DEV NEW	25-212-60-00-6070		300.00
			03	VEHICLE LICENSE FEES	** COMMENT **		
					INVOICE TOTAL:		489.99 *
	122521-S.IWANSKI	11/30/21	01	YORKVILLE POST-POSTAGE	82-820-54-00-5452		23.72
					INVOICE TOTAL:		23.72 *
	122521-S.REDMON	11/30/21	01	JACKSON HIRSCH-LAMINATING FILM	79-795-56-00-5610		190.46

Total for All Highlighted Library Invoices: \$3,772.72

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 01/10/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105114	BAKTAY	BAKER & TAYLOR					
	2036309288		12/01/21	01	BOOKS	84-840-56-00-5686	959.22
					INVOICE TOTAL:		959.22 *
	2036310210		12/02/21	01	BOOKS	84-840-56-00-5686	518.17
					INVOICE TOTAL:		518.17 *
	2036326407		12/06/21	01	BOOKS	84-840-56-00-5686	449.39
					INVOICE TOTAL:		449.39 *
	2036358462		11/24/21	01	BOOKS	84-840-56-00-5686	688.00
					INVOICE TOTAL:		688.00 *
	2036373188		12/06/21	01	BOOKS	84-840-56-00-5686	618.17
					INVOICE TOTAL:		618.17 *
	2036379368		12/13/21	01	BOOKS	84-840-56-00-5686	379.44
					INVOICE TOTAL:		379.44 *
	2036394122		12/16/21	01	BOOKS	84-840-56-00-5686	748.81
					INVOICE TOTAL:		748.81 *
	2036410466		12/20/21	01	BOOKS	84-840-56-00-5686	773.94
					INVOICE TOTAL:		773.94 *
					CHECK TOTAL:		5,135.14
105115	LIBRARYF	LIBRARIES FIRST					
	8130		12/09/21	01	ANNUAL MUSEUM PASS RENEWAL	82-820-54-00-5460	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
105116	LLWCONSU	LLOYD WARBER					

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 01/10/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105116	LLWCONSU	LLOYD WARBER					
	10515		12/29/21	01	EXPANDING DIGITAL INCLUSION	82-820-56-00-5635	450.00
					INVOICE TOTAL:		450.00 *
	10516		12/29/21	01	DEC 2021 ON SITE IT SUPPORT	82-820-54-00-5462	450.00
					INVOICE TOTAL:		450.00 *
					CHECK TOTAL:		900.00
105117	MIDWTAPE	MIDWEST TAPE					
	501361812		12/03/21	01	AUDIO BOOKS	84-840-56-00-5683	79.98
				02	DVDS	84-840-56-00-5685	60.48
					INVOICE TOTAL:		140.46 *
	501400379		12/11/21	01	DVD	84-840-56-00-5685	29.99
					INVOICE TOTAL:		29.99 *
	501427032		12/16/21	01	AUDIO BOOK	84-840-56-00-5683	39.99
				02	DVDS	84-840-56-00-5685	42.23
					INVOICE TOTAL:		82.22 *
	501471510		12/27/21	01	DVDS	84-840-56-00-5685	62.47
					INVOICE TOTAL:		62.47 *
					CHECK TOTAL:		315.14
105118	PROQUEST	PROQUEST INFORMATION					
	70697393		01/01/22	01	ANCESTRY DATABASE RENEWAL	82-820-54-00-5460	1,392.56
					INVOICE TOTAL:		1,392.56 *
					CHECK TOTAL:		1,392.56
105119	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					

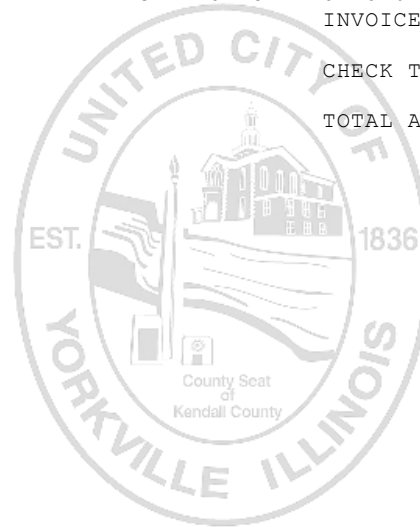
82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 01/10/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105119	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	12637		12/14/21	01	TOWER MAINTENANCE AGREEMENT	82-820-54-00-5462	325.00
				02	RENEWAL	** COMMENT **	
					INVOICE TOTAL:		325.00 *
					CHECK TOTAL:		325.00
105120	YOUNGM	MARLYS J. YOUNG					
	121321		01/01/22	01	12/13/21 LIB MEETING MINUTES	82-820-54-00-5462	63.25
					INVOICE TOTAL:		63.25 *
					CHECK TOTAL:		63.25
					TOTAL AMOUNT PAID:		8,206.09





# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### December 10, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	17,293.07	-	17,293.07	1,897.43	880.14	20,070.64
FINANCE	11,519.62	-	11,519.62	1,296.49	514.07	13,330.18
POLICE	129,257.13	6,457.13	135,714.26	665.50	9,788.55	146,168.31
COMMUNITY DEV.	21,089.08	-	21,089.08	2,393.00	1,592.74	25,074.82
STREETS	17,560.51	-	17,560.51	1,950.97	1,287.12	20,798.60
BUILDING & GROUNDS	2,095.20	-	2,095.20	249.44	171.76	2,516.40
WATER	17,941.71	206.25	18,147.96	2,016.26	1,322.27	21,486.49
SEWER	10,059.40	18.74	10,078.14	1,119.67	734.99	11,932.80
PARKS	25,570.05	-	25,570.05	2,802.16	1,901.09	30,273.30
RECREATION	16,142.69	-	16,142.69	1,595.05	1,211.45	18,949.19
LIBRARY	16,704.91	-	16,704.91	1,191.68	1,237.11	19,133.70
TOTALS	\$ 285,233.37	\$ 6,682.12	\$ 291,915.49	\$ 17,177.65	\$ 20,641.29	\$ 329,734.43

**TOTAL PAYROLL \$ 329,734.43**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### December 23, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
<b>MAYOR &amp; LIQ. COM.</b>	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
<b>ALDERMAN</b>	3,900.00	-	3,900.00	-	298.35	4,198.35
<b>ADMINISTRATION</b>	17,245.37	-	17,245.37	1,899.29	879.58	20,024.24
<b>FINANCE</b>	13,002.11	-	13,002.11	1,444.53	614.97	15,061.61
<b>POLICE</b>	121,461.28	2,136.73	123,598.01	676.50	8,840.33	133,114.84
<b>COMMUNITY DEV.</b>	25,158.09	-	25,158.09	2,795.08	1,869.59	29,822.76
<b>STREETS</b>	18,581.92	-	18,581.92	2,064.45	1,365.26	22,011.63
<b>BUILDING &amp; GROUNDS</b>	2,095.20	-	2,095.20	232.78	160.28	2,488.26
<b>WATER</b>	17,941.71	96.34	18,038.05	2,004.04	1,313.87	21,355.96
<b>SEWER</b>	10,059.40	-	10,059.40	1,117.59	733.55	11,910.54
<b>PARKS</b>	25,131.15	-	25,131.15	2,742.30	1,859.86	29,733.31
<b>RECREATION</b>	17,535.69	-	17,535.69	1,722.82	1,310.36	20,568.87
<b>LIBRARY</b>	17,805.67	-	17,805.67	1,191.68	1,321.29	20,318.64
<b>TOTALS</b>	\$ 290,825.93	\$ 2,233.07	\$ 293,059.00	\$ 17,891.06	\$ 20,636.78	\$ 331,586.84

**TOTAL PAYROLL                    \$ 331,586.84**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, January 10, 2022

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 4)</i>	12/25/2021	\$3,772.72
Library Check Register <i>(Pages 5 - 7)</i>	01/10/2022	8,206.09
IPRF - Jan 2022 Workers Comp	12/14/2021	928.32
Nicor -11/01/21-12/01/21 services	12/21/2021	2,630.21
<b>TOTAL BILLS PAID:</b>		<hr/> \$15,537.34

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	12/10/2021	\$19,133.70
Bi-weekly <i>(Page 9)</i>	12/23/2021	20,318.64
<b>TOTAL PAYROLL:</b>		<hr/> \$39,452.34

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>\$54,989.68</b> <hr/>
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DATE: 01/04/2022  
TIME: 13:32:10  
ID: GL440000.WOW

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

PAGE: 1

ACTIVITY THROUGH FISCAL PERIOD 08

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
03	AP-2101725M	07/26/2021	191	AMAZON-BOOKS	FIRST NATIONAL BANK	900107	072521-S.AUGUSTINE	49.39	
	GJ-210730LB	08/04/2021	03	July 2021 Deposits					60.00
TOTAL PERIOD 03 ACTIVITY								49.39	60.00
04	AP-210825M	08/19/2021	257	AMAZON-BOOKS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	73.18	
		08/19/2021	258	MAGNETS ON THE CHEAP-MAGNETS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	21.39	
		08/19/2021	259	AMAZON-ROLLING CARTS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	122.84	
		08/19/2021	260	DOLLAR TREE-MATERIALS FOR	FIRST NATIONAL BANK	900108	082521-J.WEISS	39.00	
		08/19/2021	261	HOME DEPO-SIGNS, HOLDERS	FIRST NATIONAL BANK	900108	082521-J.WEISS	33.91	
		08/19/2021	262	AMAZON-CANOPY TENT	FIRST NATIONAL BANK	900108	082521-S.AUGUSTINE	264.95	
	GJ-210831LB	09/02/2021	06	Aug 2021 Deposits					2,508.37
TOTAL PERIOD 04 ACTIVITY								555.27	2,508.37
05	AP-210913	09/07/2021	01	REIMBURSEMENT FOR PURCHASE OF	SHELLY AUGUSTINE	105064	REINER-REIMB	50.00	
		09/07/2021	02	BOOKS	BAKER & TAYLOR	105065	2036065986	559.76	
		09/07/2021	03	BOOKS	BAKER & TAYLOR	105065	2036074948	555.43	
		09/07/2021	04	BOOKS	BAKER & TAYLOR	105065	2036085941	384.20	
	AP-210925M	09/20/2021	186	AMAZON-BASEBALL CAPS	FIRST NATIONAL BANK	900109	092521-S.AUGUSTINE	26.96	
TOTAL PERIOD 05 ACTIVITY								1,576.35	0.00
06	AP-211011	10/07/2021	01	BOOKS	BAKER & TAYLOR	105075	2036157903	699.12	
		10/07/2021	02	BOOKS	BAKER & TAYLOR	105075	2036165277	488.24	
		10/07/2021	03	BOOKS	BAKER & TAYLOR	105075	2036181924	317.64	
		10/07/2021	04	AUDIO BOOK	MIDWEST TAPE	105078	501046566	29.99	
	AP-211025M	10/20/2021	218	AMAZON-BOOKS	FIRST NATIONAL BANK	900110	102521-D.DEBORD	100.64	
		10/20/2021	219	METERNALLY-ACTIVITY CARD KITS	FIRST NATIONAL BANK	900110	102521-G.HIX	178.48	
		10/20/2021	220	AMAZON-BOOKS	FIRST NATIONAL BANK	900110	102521-S.AUGUSTINE	40.70	
	GJ-211031LB	11/02/2021	06	Oct 2021 Deposits					2,054.12
TOTAL PERIOD 06 ACTIVITY								1,854.81	2,054.12
07	AP-211108	11/02/2021	01	BOOKS	BAKER & TAYLOR	105084	2036223476	16.09	
		11/02/2021	02	BOOKS	BAKER & TAYLOR	105084	2036269015	61.21	
	AP-211125M	11/17/2021	255	AMAZON-BOOKS	FIRST NATIONAL BANK	900111	112521-D.DEBORD	65.33	
		11/17/2021	256	AMAZON-RETURNED BOOK CREDIT	FIRST NATIONAL BANK	900111	112521-D.DEBORD		46.02
		11/17/2021	257	ESPECIAL NEEDS-VISION BOARD	FIRST NATIONAL BANK	900111	112521-G.HIX	144.00	
		11/17/2021	258	AMAZON-BADGE BUTTONS	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE	42.99	
		11/17/2021	259	AMAZON-3-D PRINTER	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE	230.99	
		11/17/2021	260	AMAZON-RETURNED BOOK CREDITS	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE		40.70

ACTIVITY THROUGH FISCAL PERIOD 08

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW - MEMORIALS & GIFTS							
07	GJ-211130LB	12/01/2021	05	Nov 2021 Deposits					1,344.00
				TOTAL PERIOD 07 ACTIVITY				560.61	1,430.72
08	AP-211213	12/06/2021	01	AUDIO BOOK	MIDWEST TAPE	105107	501241478	25.99	
	AP-211225M	12/16/2021	260	AMAZON-RETURNED BOOK CREDIT	FIRST NATIONAL BANK	900112	122521-D.DEBORD		11.99
		12/16/2021	261	TARGET-POLAR EXPRESS READ IN	FIRST NATIONAL BANK	900112	122521-J.WEISS	54.46	
		12/16/2021	262	DOLLAR TREE-POLAR EXPRESS READ	FIRST NATIONAL BANK	900112	122521-J.WEISS	61.00	
		12/16/2021	263	KENDAL PRINT-LOGO STAMP	FIRST NATIONAL BANK	900112	122521-S.AUGUSTINE	32.90	
		12/16/2021	264	AMAZON-PRINTER FILAMENTS,	FIRST NATIONAL BANK	900112	122521-S.AUGUSTINE	151.45	
		12/16/2021	265	AMAZON-COOKIES, BAGS, LOLIPOPS	FIRST NATIONAL BANK	900112	122521-S.AUGUSTINE	34.05	
	GJ-211231LB	01/04/2022	06	Dec 2021 Deposits					1,457.84
				TOTAL PERIOD 08 ACTIVITY				359.85	1,469.83
				TOTAL ACCOUNT ACTIVITY				5,328.01	7,543.04
				ENDING BALANCE					51,725.71
				GRAND TOTAL				0.00	51,725.71
				TOTAL DIFFERENCE				0.00	51,725.71



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2022 BUDGET REPORT  
For the Month Ended December 31, 2021**

% of Fiscal Year		8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date	FISCAL YEAR 2022	
ACCOUNT NUMBER	DESCRIPTION	May-21	June-21	July-21	August-21	September-21	October-21	November-21	December-21	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES												
Taxes												
82-000-40-00-4000	PROPERTY TAXES	36,449	366,781	11,201	30,247	312,477	11,654	5,438	-	774,248	776,734	99.68%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	39,429	396,774	12,117	32,721	338,029	12,607	5,883	-	837,560	836,024	100.18%
Intergovernmental												
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,085	-	1,519	193	-	2,531	-	525	6,854	5,250	130.55%
82-000-41-00-4160	FEDERAL GRANTS	-	-	-	-	764	-	-	-	764	-	0.00%
82-000-41-00-4170	STATE GRANTS	-	-	-	24,958	-	-	-	-	24,958	21,151	118.00%
Fines & Forfeits												
82-000-43-00-4330	LIBRARY FINES	557	485	238	1,215	152	1,466	228	141	4,481	8,500	52.72%
Charges for Service												
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,435	991	-	2,735	-	1,431	-	799	7,391	8,500	86.96%
82-000-44-00-4422	COPY FEES	271	297	-	547	287	212	107	135	1,857	3,800	48.87%
82-000-44-00-4438	PROGRAM FEES	-	-	-	11	-	3	7	5	26	-	0.00%
Investment Earnings												
82-000-45-00-4500	INVESTMENT EARNINGS	41	44	64	61	72	85	86	89	542	2,000	27.11%
82-000-45-00-4550	GAIN ON INVESTMENT	-	-	-	-	355	-	-	-	355	-	0.00%
Miscellaneous												
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	75	-	-	-	75	1,750	4.29%
82-000-48-00-4850	MISCELLANEOUS INCOME	98	374	175	360	249	245	111	206	1,818	2,000	90.90%
Other Financing Sources												
82-000-49-00-4901	TRANSFER FROM GENERAL	1,775	1,775	2,139	1,775	1,775	1,774	872	928	12,815	26,993	47.48%
TOTAL REVENUES: LIBRARY		82,141	767,522	27,453	94,824	654,234	32,009	12,733	2,829	1,673,745	1,692,702	98.88%

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>												
82-820-50-00-5010	SALARIES & WAGES	17,137	17,567	19,173	21,179	21,452	32,178	21,452	21,452	171,590	286,470	59.90%
82-820-50-00-5015	PART-TIME SALARIES	12,796	12,339	12,568	12,770	11,441	21,376	13,189	13,058	109,539	195,544	56.02%
<i>Benefits</i>												
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,904	1,952	2,130	2,353	2,383	3,575	2,383	2,383	19,064	32,180	59.24%
82-820-52-00-5214	FICA CONTRIBUTION	2,219	2,217	2,357	2,521	2,440	4,021	2,574	2,558	20,908	35,685	58.59%
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,119	12,186	6,145	7,145	7,266	6,543	6,047	(1,067)	55,385	105,501	52.50%
82-820-52-00-5222	GROUP LIFE INSURANCE	-	66	-	131	-	52	47	-	295	377	78.36%
82-820-52-00-5223	DENTAL INSURANCE	-	1,439	480	554	517	517	517	-	4,021	7,079	56.81%
82-820-52-00-5224	VISION INSURANCE	34	72	-	228	-	78	78	-	490	1,088	45.05%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	364	-	-	-	-	-	364	1,000	36.40%
82-820-52-00-5231	LIABILITY INSURANCE	2,114	1,775	1,775	1,775	1,775	1,774	872	928	12,790	25,993	49.21%
<i>Contractual Services</i>												
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	20	260	-	22	302	3,000	10.06%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	82	20	102	1,500	6.78%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	167	-	-	-	-	-	167	2,500	6.68%
82-820-54-00-5440	TELECOMMUNICATIONS	-	426	-	252	293	161	600	161	1,893	7,200	26.29%
82-820-54-00-5452	POSTAGE & SHIPPING	-	12	6	180	34	6	131	24	393	750	52.36%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	569	1,371	1,492	13	172	1,863	155	13	5,647	11,000	51.34%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,262	2,982	2,767	3,973	4,312	1,157	4,996	6,736	28,185	40,000	70.46%



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2022 BUDGET REPORT  
For the Month Ended December 31, 2021**

% of Fiscal Year										FISCAL YEAR 2022		
ACCOUNT NUMBER	DESCRIPTION	8% May-21	17% June-21	25% July-21	33% August-21	42% September-21	50% October-21	58% November-21	67% December-21	Year-to-Date Totals	BUDGET	% of Budget
82-820-54-00-5466	LEGAL SERVICES	-	-	-	2,138	-	-	788	-	2,925	3,000	97.50%
82-820-54-00-5468	AUTOMATION	2,534	-	4,748	-	-	-	4,464	-	11,747	20,000	58.73%
82-820-54-00-5480	UTILITIES	-	-	2,406	1,343	1,392	1,600	2,145	2,630	11,516	12,351	93.24%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	1,033	2,347	5,905	2,775	270	1,635	5,977	-	19,942	50,000	39.88%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	589	-	-	-	-	-	1,689	1,700	99.32%
Supplies												
82-820-56-00-5610	OFFICE SUPPLIES	-	454	193	168	866	554	65	511	2,811	8,000	35.14%
82-820-56-00-5620	OPERATING SUPPLIES	-	446	-	-	240	36	29	125	875	4,000	21.88%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	28	103	169	289	26	692	428	1,734	7,000	24.78%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	807	-	2,043	125	2,975	2,000	148.73%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	26	180	-	-	-	97	-	303	2,000	15.15%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	-	-	20	20	300	6.67%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	272	-	69	22	10	373	1,500	24.89%
2006 Bond												
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	75,000	75,000	75,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT	-	8,338	-	-	-	-	-	8,338	16,675	16,675	100.00%
2013 Refunding Bond												
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	645,000	645,000	645,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT	-	51,775	-	-	-	-	-	51,775	103,550	103,550	100.00%
TOTAL FUND REVENUES		82,141	767,522	27,453	94,824	654,234	32,009	12,733	2,829	1,673,745	1,692,702	98.88%
TOTAL FUND EXPENDITURES		52,721	118,916	63,548	59,939	55,969	77,482	69,446	830,251	1,328,271	1,709,443	77.70%
FUND SURPLUS (DEFICIT)		29,420	648,606	(36,095)	34,884	598,266	(45,473)	(56,713)	(827,422)	345,474	(16,741)	

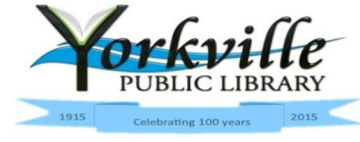
**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	10,300	10,300	13,150	16,650	9,750	11,800	13,250	4,000	89,200	50,000	178.40%
84-000-45-00-4500	INVESTMENT EARNINGS	13	14	16	16	16	18	17	17	128	200	63.92%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	31	-	-	-	-	-	-	31	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>10,313</b>	<b>10,346</b>	<b>13,166</b>	<b>16,666</b>	<b>9,766</b>	<b>11,818</b>	<b>13,267</b>	<b>4,017</b>	<b>89,359</b>	<b>50,200</b>	<b>178.01%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	9,600	9,499	19,099	15,000	127.33%
84-840-56-00-5683	AUDIO BOOKS	-	20	265	231	210	425	888	475	2,514	3,500	71.82%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	34	-	11	45	500	8.99%
84-840-56-00-5685	DVD'S	-	121	181	261	241	204	163	485	1,657	3,000	55.22%
84-840-56-00-5686	BOOKS	-	2,239	1,090	2,386	4,892	1,134	4,226	4,218	20,186	50,000	40.37%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	866	-	-	-	18,050	18,916	20,000	94.58%

<b>TOTAL FUND REVENUES</b>		<b>10,313</b>	<b>10,346</b>	<b>13,166</b>	<b>16,666</b>	<b>9,766</b>	<b>11,818</b>	<b>13,267</b>	<b>4,017</b>	<b>89,359</b>	<b>50,200</b>	<b>178.01%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>2,380</b>	<b>1,537</b>	<b>3,743</b>	<b>5,343</b>	<b>1,798</b>	<b>14,878</b>	<b>32,738</b>	<b>62,417</b>	<b>95,500</b>	<b>65.36%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>10,313</b>	<b>7,965</b>	<b>11,629</b>	<b>12,922</b>	<b>4,423</b>	<b>10,020</b>	<b>(1,611)</b>	<b>(28,721)</b>	<b>26,943</b>	<b>(45,300)</b>	



# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of December 31, 2021

#### FISCAL YEAR 2022

		May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Library Operations	Old Second	\$ 408,881	\$ 719,168	\$ 671,242	\$ 652,233	\$ 961,222	\$ 934,436	\$ 878,416	\$ 751,834				
Building Development Fees	Old Second	169,954	177,116	185,896	195,318	206,641	214,612	211,551	192,080				
Library Operations	IMET *	4,126	4,126	4,126	4,126	3,771	3,771	3,771	3,771				
Library Operations	Illinois Funds	258,149	258,154	258,159	283,122	283,127	283,133	283,139	283,153				
Total:		\$ 841,109	\$ 1,158,565	\$ 1,119,422	\$ 1,134,798	\$ 1,454,761	\$ 1,435,952	\$ 1,376,878	\$ 1,230,838	\$ -	\$ -	\$ -	\$ -

\* Restricted

#### PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 16,883	\$ 16,937	\$ 17,551	\$ 19,276	\$ 18,994	\$ 20,213	\$ 20,113	\$ 19,134				
2 <sup>ND</sup> PAY PERIOD		17,173	17,137	18,677	19,547	18,723	20,615	19,487	20,319				
3 <sup>RD</sup> PAY PERIOD		-	-	-	-	-	20,323	-	-				
Total		\$ 34,056	\$ 34,074	\$ 36,228	\$ 38,824	\$ 37,717	\$ 61,151	\$ 39,599	\$ 39,452	\$ -	\$ -	\$ -	\$ -

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**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended December 31, 2021 \***

		December		YTD	% of	FY 2022	Fiscal Year 2021	
		Actual		Actual	Budget	Budget	For the Month Ended Dec 31, 2020	
							YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)								
Revenues								
Property Taxes	\$	-	\$	1,611,808	99.94%	\$	1,612,758	\$ 1,561,523 3.22%
Intergovernmental								
Personal Property Replacement Tax	\$	525	\$	6,854	130.55%	\$	5,250	\$ 3,225 112.52%
State Grants		-		25,722	121.61%		21,151	21,151 21.61%
Total Intergovernmental	\$	525	\$	32,576	123.39%	\$	26,401	\$ 24,376 33.64%
Library Fines	\$	141	\$	4,481	52.72%	\$	8,500	\$ 2,291 95.62%
Charges for Services								
Library Subscription Cards	\$	799	\$	7,391	86.96%	\$	8,500	\$ 2,831 161.11%
Copy Fees		135		1,857	0.00%	\$	-	\$ 1,121 65.60%
Program Fees		5		26	0.69%		3,800	2 1220.00%
Total Charges for Services	\$	939	\$	9,275	75.40%	\$	12,300	\$ 3,954 134.56%
Investment Earnings	\$	89	\$	897	44.84%	\$	2,000	\$ 1,027 -12.65%
Reimbursements/Miscellaneous/Transfers In								
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$	-	\$ - 0.00%
Rental Income		-		75	4.29%		1,750	- 0.00%
Miscellaneous Income		206		1,818	90.90%		2,000	374 385.67%
Transfer In		928		12,815	47.48%		26,993	18,104 -29.21%
Total Miscellaneous & Transfers	\$	1,134	\$	14,708	47.84%	\$	30,743	\$ 18,478 -20.40%
Total Revenues and Transfers	\$	2,829	\$	1,673,745	98.88%	\$	1,692,702	\$ 1,611,649 3.85%
Expenditures								
Library Operations	\$	830,251	\$	1,328,271	77.70%	\$	1,709,443	\$ 1,340,823 -0.94%
50 Salaries		34,511		281,129	58.32%		482,014	311,533 -9.76%
52 Benefits		4,804		113,317	54.24%		208,903	121,663 -6.86%
54 Contractual Services		9,605		84,508	55.23%		153,001	67,709 24.81%
56 Supplies		1,219		9,092	35.93%		25,300	12,829 -29.13%
99 Debt Service		780,113		840,225	100.00%		840,225	827,088 1.59%
Total Expenditures and Transfers	\$	830,251	\$	1,328,271	77.70%	\$	1,709,443	\$ 1,340,823 -0.94%
Surplus(Deficit)	\$	(827,422)	\$	345,474		\$	(16,741)	\$ 270,827

\* December represents 67% of fiscal year 2022

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## **YPL Director's Report For December 2021**

### **Recap of Year's Activities**

- Sending out letters to new homeowners welcoming them to the community and information about the library.
- Staff vaccinations for all
- Upgraded equipment and services
  - Fax/scan station
  - Remote printing
  - Key fob entry system
  - New alarm panel
  - HVAC control system
  - New phone system
  - New website
  - New cameras and server
- Quarantining books and materials
- 2 hours cleaning/sanitizing
- Continued curbside services
- Welcomed back the Friends of the Library Book Sale
- Welcomed 4 new board members
- Expanding library hours
- 1<sup>st</sup> YPL Community Fest
- Creation of the YPL Pop-Up Library
- 1<sup>st</sup> Art & Poetry Day
- Updated/add policies
  - Disaster Plan
  - Personnel Policy
  - Policy Against Harassment
  - Library Director Succession Plan
  - Tutor Policy
- Worked with the City and Police Department to install cable to overflow parking lot
- Cost savings to library
  - New vendor for custodial supplies at a considerable savings
  - Renewing elevator contract at 2017 pricing
- Awarded \$10,000 technology grant to provide laptops and hotspots for circulation

### **Upcoming Events/Programs**

Please see the following document on upcoming adult programs

2022 Winter community Read: Read to Feed starts Jan 3- Feb 28. We are partnering with the YPL Friends of the Library to challenge the community to read 50,000 minutes. If we meet that challenge, the Friends will donate \$100 to the Kendall County Food Pantry. Register for this program online to record your minutes.

MLK day will have a drop-in storytime and craft. The T.A.G. (teen advisory group) will have a MLK art display. The group will be focusing on “Be The Change” by giving back to the community. They will meet on Jan 4 and Jan 18 to create and plan programs with a focus on giving back. There will be a take home MLK craft for families. A scavenger hunt to explore the library leading to quotes by MLK.

Mini Golf FUN Raiser is scheduled for Sun, Feb 6 11-4 – TBD if it will be possible to host this event given the current COVID positivity rates rising in the county.

### **Outreach**

YPD will be doing a blood drive in our meeting room on Wed, Feb 2 from 12-7.

I will be attending ILA’s West Suburban Legislative Meet-Up virtually on Mon, Jan 24, 2022. This webinar will provide libraries the opportunity to meet our legislators and hear their thoughts about issues affecting libraries in our area. All elected officials on the state and federal level are invited to attend.

### **Library Operations**

We had a decorative window panel blow off the building on Fri, Dec 10 in the evening. I called the City and sent a photo to Eric who had Steve come look at it. It took a few days to get someone to say that it was something that they could take care of. The company that the city found came out on Thurs, Dec 30 and was able to put the panel back into place and secure it to the building.

Ted came over after the panel blew off the building to check out our roof top for any damage by the windstorm. He did not find any damage.

TK Elevator was here to perform quarterly maintenance.

Looking to get 3 master keys made. True Value wouldn’t make a key and said we needed a bonded locksmith and referred me to Walden Lock in Plano. I was told by them that I would need to buy a box of blanks (50) and the cost would be around \$400. This is put on hold for now.

Ted has been doing a bit of leaf cleanup around the library this month. He estimates that he spends around 3-4 hours a week at the library doing small maintenance jobs.

R.J. O’Neil was here to do winter PM on our HVAC units. They will have to come back to replace a belt & filter that they will have to order. While they were here Ted talked to them about an exhaust fan on the roof that is not working. They will be placing a work order to come take a look at that when they replace the belt & filter.

### **Staff & Training**

We had cake and flowers for Amy’s last day this month. We are very sorry to see her go. She was an asset to the Library and will be greatly missed.

We have only had 2 people apply for the PT Adult Reference Desk position. We have an interview scheduled for 1/6/22.

We are currently struggling with several staff member who are out due COVID or exposure to someone in their family with COVID.

## **Other**

We will be filing the Per Capita Grant this week with the State.

Our RAILS book delivery system has been cancelled/delayed several times this month due to lack of staff available to work because of COVID.

We will not be renewing one of our databases – Gale \$3,000 because of lack of use in the past few years.

## **December 2021 Programs**

### **Youth Programs:**

**18 Children's programs with 451 attending** (2 book clubs, Homeschool book club, 3 story times, Window Art, Gingerbread Man Hunt, Escape Room, Tots-and-toddlers, Lego club, Read with Paws, Preschool Zone, Literacy Center, Polar Express, New Year Party, Santa visit, Read-In)

**2 passive Children's program with 111 attending** (2 FB Spanish Story Times)

**4 Teen program with 29 attending**, (TAG, Teen Book club, Harry Potter Book Club, Read-IN,)

**3 passive Teen programs with 20 attending** (Book Recommendation with Cocoa, color pages, 3D printer)

TAG packed stockings for Project 311 and seniors. Read-In: teens provided an individual story time for our youth. 9 teens volunteered for this.

Note: Read and return area is available at Kendall County Courthouse, Mutual Ground, Yorkville Soap Bar Laundromat, and Kendall County community Food Pantry.

### **Adult Programs:**

**10 programs with 92 attending**

12/2 Chair Yoga – 12

12/3 Roaming Readers – 4

12/7 Threads – 6

12/8 Lunch Bunch – 9

12/16 Chair Yoga – 20

12/16 Mne's Book Club – 9

12/17 Roaming Readers – 4

12/28 Creative writing - 8

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

**Museum pass:** 4

**Proctored tests:** 0

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

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YORKVILLE STATISTICS FOR FY22															PRAIRIECAT	
	All	Transacti	web	checkout	s+	checkout	all holds	holds	checkins	Items	borrowe	Borrower	Items	Patrons		
	ons	renewals	web holds	renewals	s	renewals	placed	filled		lent to	d from	s	atYorkvill	Items	added	added
										other	other		e			
										libraries	libraries					
MAY	13,586	811		5,836	5,581	255	335	1,834	5,581	600	1,450	316	432	73		
JUNE	16,858	1,126		8,136	7,771	365	336	1,777	6,609	673	1,419	357	285	134		
JUL	15,470	945		6,932	6,573	359	346	1,630	6,562	621	1,294	333	361	130		
AUG	14,938	1,083	1,741	6,527	6,211	316	293	1,713	6,405	683	1,351	398	332	91		
SEP	12,748	1,001	1,655	5,142	4,822	320	356	1,685	5,565	667	1,343	229	384	94		
OCT	12,129	912	1,488	5,327	5,064	263	382	1,572	4,842	642	1,208	380	400	75		
NOV	11,559	890	1451	4,966	4,740	226	293	1,468	4,832	610	1,143	385	319	70		
DEC	10,571	744	1324	4,481	4,227	254	255	1,363	4,472	494	1,050	309	444	42		
JAN																
FEB																
MAR																
APR																
Totals																
ANCESTRY			GALE			E-READ IL			OMNI			OCLC				
SEARCHES		HITS	SESSIONS	SEARCHES	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED			
MAY	16	21	3	5	23	82	40	784	402	298	0	5	9			
JUN	94	86	2	3	30	79	30	796	439	280	0	14	4			
JUL	31	17	2	3	23	82	35	758	463	286	1	23	11			
AUG	123	74	1	11	25	103	31	819	491	278	0	8	7			
SEP	46	33	1	1	15	72	31	842	519	305	3	17	15			
OCT	204	125	1	6	17	64	29	850	513	294	1	9	10			
NOV	4	1	1	1	19	109	31	679	493	288	0					
DEC	73	15	0	0	21	65	28	668	512	270	0					
JAN																
FEB																
MAR																
APR																
Totals																

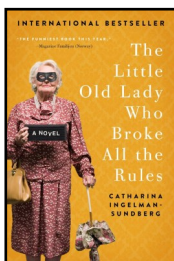
FY 2021 ATTENDANCE		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
PATRON DOOR COUNT		3,889	5124	4480	3670	5445	4624	4443	3931				
CURBSIDE PATRONS		38	20	22	24	40	35	21	14				
HOME DELIVERY		2	2	3	4	3	1	0	0				
CARDS ISSUED THROUGH WEBSITE								5	9				
NUMBER OF CHILDREN'S PROGRAMS		12	25	21	16	20	19	16	18				
CHILDREN'S ROGRAM ATTENDANCE		180	804	875	432	393	480	333	451				
NUMBER OF CHILDREN'S PASSIVE PROGRAMS		16	7	8	2	1	2	2	2				
CHILDREN'S PASSIVE PROGRAM ATTENDANCE		819	617	2226	92	17	168	111	100				
NUMBER OF YA PROGRAMS		4	7	14	6	1	6	3	4				
YA PROGRAM ATTENDANCE		21	62	88	46	3	26	20	29				
NUMBER OF YA PASSIVE PROGRAMS		2	0	1	1	1	2	4	3				
YA PASSIVE PROGRAM ATTENDANCE		10	0	1	0	4	15	40	20				
YOUTH SUMMER/WINTER READING				377									
NUMBER OF ADULT PROGRAMS		5	6	6	6	10	10	10	8				
ADULT PROGRAM ATTENDANCE		39	67	67	126	130	88	92	72				
NUMBER OF ADULT PASSIVE PROGRAMS						Fest 150+							
ADULT PASSIVE PROGRAM ATTENDANCE						1display							
ADULT SUMMER/WINTER READING													
MEETING ROOM USE:	Library	11	27	26	23	15	16	18	12				
	Community	3	2	1	3	2	4	7	4				
	Rental			1		1							
BOARD ROOM USE					11	2	4	3	2				
STUDY ROOM USE		21	36	6	32	49	60	21	57				
MUSEUM PASS			9	11	9	4	7	2	4				
YOUTH COMPUTER SESSIONS		23		39	18	16	20	13	6				
ADULT COMPUTER SESSIONS		211		189	257	229	185	159	182				
FRIENDS VOLUNTEER HOURS		104	67	76	100	376	93	41					
YOUTH VOLUNTEER HOURS									9				
IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE													
COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE													

# BOOK CLUBS

## Lunch Bunch — Noon

(Meets on the 2nd Wed of each month)

**Jan 12**—The Little Old Lady Who Broke All the Rules, by Catherina Ingelman-Sundberg



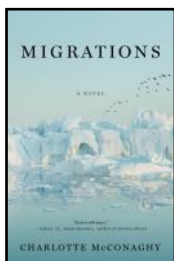
**Feb 9**—Razorblade Tears, by S.A. Cosby

**March 9**—The Magic Strings of Frankie Presto, by Mitch Albom

## Men's Book Club — 7 pm

(Meets on the 3rd Thurs of each month)

**Jan 20**—Migrations, by Charlotte McConaghy



**Feb 17**—The Shadow of the Wind, by Carlos Ruiz Zafon

**March 17**—Sapiens: A Brief History of Humankind, by Yuval Noah Harari

## Roaming Readers — 9 am

(Every other Friday — Jan 7, Jan 21, Feb 4, Feb 18, March 4 & March 18)



Meet at Hoover Forest Preserve (11285 W Fox Rd, Yorkville) for a walk and to talk about books! Park and meet in the first lot (closest to Fox Rd) and walk from there.

Registration required.  
Weather permitting.

## Adult Creative Writing Group — 7 pm

(Meets on the 4th Tues of each month)  
Jan 25, Feb 22, and March 22

Come join this group of people who are passionate about words. The group's intent is to create a positive, encouraging, honest, and fun atmosphere that will support and motivate each person to achieve excellence in writing.

No registration necessary.



## "Threads & More" Group — 10 am

(Meets on the 1st Tues of each month)  
Jan 4, Feb 1, and March 1

This group is a combination of people who like to knit, crochet, quilt, sew, or needle-point. Just bring your unfinished project to work on during the meeting. No registration necessary.



## Friends of the Library Meeting — Mon, Jan 10, Feb 14, & March 14 @ 10 am



The Friends of the Yorkville Public Library is a nonprofit group committed to supporting and promoting the Library. Join them for their next meeting. Newcomers always welcome!



## "Maker Tuesday" Craft Programs — Tues, Jan 18, Feb 15, & March 15 @ 10 am OR 6:30 pm

Come try this fun, new craft program! In January, learn 12 ways to creatively repurpose and craft with holiday cards; learn how to make a pop-up card in February, and in March, make a beautiful, green leather, braided bracelet or cuff. Registration required.

## Monday Movie Madness!

Enjoy an afternoon movie with your friends.  
Registration required.



**Jan 31** —  
A Beautiful Day  
in the Neighborhood



**Feb 28** —  
Dark Waters



**March 28** —  
The Courier

## January Wellness — Chair Yoga

Every Thursday in January @ 10:15 am

Start the year off right with Chair Yoga!

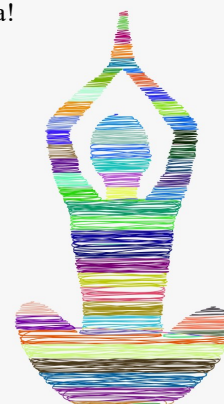
- reduce inflammation
- lower blood pressure
- improve balance
- increase strength and flexibility

**Jan 6, 13, 20 & 27**

**Feb and March dates TBD**

**Registration required.**

**Sponsored by the Friends of the Library.**



(Over for More Programs)



**Martin Luther King & the October Surprise — Wed, Jan 12 @ 7 pm via Zoom**

As the Sensational Sixties loomed, the election of 1960 was the gateway to a decade of incredible transformation. As the candidates made their last-ditch efforts, previously unknown factors were revealed: the growing movement of sit-ins and the increasing stature of Dr. Martin Luther King.

To learn more, join Clarence Goodman for *Martin Luther King & the October Surprise*. Sponsored by the Friends of the Library. Registration required to receive Zoom link.

**Silvia Moreno-Garcia — Wed., Jan 26 @ 7 pm via Zoom**

The bestselling and award-winning author of *Mexican Gothic* discusses her newest book, *Velvet Was the Night*, and her genre-defying mashups of cultural noir and Lovecraftian horror. *Velvet Was the Night* is one of The New York Times' 100 Notable Books of 2021. Silvia Moreno-Garcia will be joined in conversation by author Gus Moreno.

This event is made possible by Illinois Libraries Present, a statewide collaboration between public libraries offering high-quality events.

Sponsored by the Friends of the Library. Registration required to receive Zoom link.



**Jasmine Guillory — Wed, Feb 16 @ 7 pm via Zoom**



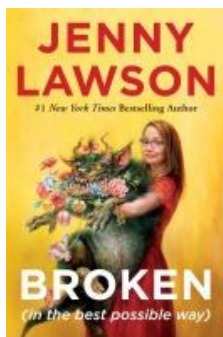
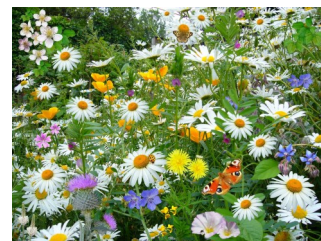
Join bestselling author Jasmine Guillory as she discusses the importance of the modern rom-com. Jasmine Guillory is a writer, lawyer, and New York Times bestselling author of six romance novels, including *The Wedding Date*, *The Proposal*, and *While We Were Dating*. NPR called *The Proposal*, "Rollicking, charming, and infinitely zesty." Her work has appeared in *O, The Oprah Magazine*, *Cosmopolitan*, *Bon Appetit*, and *Time*. She lives in Oakland, California.

This event is made possible by Illinois Libraries Present, a statewide collaboration between public libraries offering high-quality events. Sponsored by the Friends of the Library. Registration required to receive Zoom link.

**Amazing Alternatives to the Traditional Lawn — Thurs, March 3 @ 7 pm — in-person program**

Environmental concerns, our changing definition of beauty, and mowing fatigue are causing many homeowners to rethink their yards. Join professional landscaper and garden coach Julie Janoski to explore a variety of creative, beautiful ways to shrink or replace your lawn.

This program is cosponsored by the Yorkville Garden Club and the Friends of the Library. Registration is required.



**Jenny Lawson — Wed, March 30 @ 7 pm via Zoom**

Join bestselling author, blogger, and humorist Jenny Lawson for a discussion about her books, *Let's Pretend This Never Happened*, *Furiously Happy*, and *You are Here*. Her latest book, *Broken (in the best possible way)*, is about not just dealing with, but celebrating the strange and broken parts of ourselves.

This event is made possible by Illinois Libraries Present, a statewide collaboration between public libraries offering high-quality events.

Sponsored by the Friends of the Library. Registration required to receive Zoom link.





For more information on Yorkville Public Library's children's programs Call us: 630-553-4354 ext 108  
Check out our Facebook or our Twitter @Yorkvillekidsread  
Registration is now online!! Sign up for programs at <http://www.yorkville.lib.il.us>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>WINTER READ</b>  <b>January 3—February 28 READ AND RECORD YOUR MINUTES!</b>  If we reach the goal the Friends of the Library will make a donation to the Kendall Co Food Pantry.						
2	3	4 <b>T.A.G. @ 2:45</b>	5 <b>Preschool Zone</b> 10:30 or 1:30 <i>Registration Required</i>	6	7 <b>DROP IN STORY TIME</b> 10:30 @ YPL	8 <b>CLOSED</b>
9	10 <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 <i>Registration Required</i>	11 <b>Tots and Toddlers @ 10:30</b> <i>Registration Required</i>	12	13 <b>BOOK CLUB (1-2)</b> 4:30-5:00 <i>Registration Required</i>	14 <b>DROP IN STORY TIME</b> 10:30 @ YPL	15 <b>Read With Paws</b> 10:30-11:30 <i>Contact lib for appointment time</i>
16	17 <b>Martin Luther King Jr Day</b>  See Calendar of Events for more information	18 <b>T.A.G. @ 2:45</b>	19	20 <b>BOOK CLUB (1-2)</b> 4:30-5:00 <i>Registration Required</i>	21 <b>DROP IN STORY TIME</b> 10:30 @ YPL	22
23 <b>LEGO Kits</b> January 24-27 <i>Registration Required</i> <b>*SEE WEBSITE</b>	24 <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 <i>Registration Required</i>	25 <b>YA Book Club</b> 3:00-4:00 <i>Registration Required</i>	26 <b>Tots and Toddlers @ 10:30</b> <i>Registration Required</i>	27 <b>Harry Potter Book Club</b> 4:30-5:30 <i>Registration Required</i> <b>*SEE WEBSITE</b>	28 <b>DROP IN STORY TIME</b> 10:30 @ YPL	29
30	31	<b>LET IT SNOW Escape Room</b>  This Escape Adventure is available the entire month of January. Contact the library for an appointment.				

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## Chapter 5: Building Infrastructure and Maintenance

\*\*See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists)

## Chapter 12: Technology

- ☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- ☐ The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- ☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☐ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☐ The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and

- virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;

- adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

### Chapter 13: Marketing, Promotion, and Collaboration

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - flyers
  - brochures
  - website
  - newsletter
  - posters
  - banners
  - displays
  - podcasting
  - presentations
  - speeches
  - billboards
  - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.
- The library's staff receives customer service and marketing training.

- ☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

## **Appendix K (Facility Management Checklists)**

### **Ongoing Building Maintenance Checklist**

- ☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- ☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- ☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ☐ The building facade should be inspected once a year.
- ☐ Parking lot resealing and restriping should be performed every one to three years.
- ☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- ☐ Alarm system should be checked for proper operation at least once a year.
- ☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- ☐ Emergency lighting should be checked once a month.
- ☐ Sprinkler systems should be inspected as required by code, but at least once per year.
- ☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

- ☐ Landscaping sprinklers should be checked and maintained twice a year.
- ☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ☐ Window cleaning should be performed at least once per year.
- ☐ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- ☐ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ☐ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- ☐ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ☐ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☐ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

#### **Building Periodic Repair Checklist**

- ☐ Tuck pointing of masonry: On an as-needed basis.
- ☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ☐ Interior painting and wall coverings: On an as-needed basis.
- ☐ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☐ Wood and trim components: On an as-needed basis.
- ☐ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☐ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ☐ Landscaping: Inspect trees and sod replacement every one to two years.

- ☐ Graffiti removal: Perform on an as-needed basis.
- ☐ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☐ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

### **Capital Project Checklist**

\*Warranties and professional consultation should determine capital project items.

- ☐ Parking lot reconstruction (not routine sealing)
- ☐ Re-roofing
- ☐ Window replacement
- ☐ HVAC equipment replacement
- ☐ Lighting replacements and upgrades
- ☐ Building additions
- ☐ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☐ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☐ Major facade repairs
- ☐ Major code upgrades

### **Capital Asset Plan Item List**

\*Any item that is not accounted for in library operating budget should be on this list.

- ☐ Building structure
- ☐ Site elements such as parking lots, paving, site furnishings and signs
- ☐ HVAC systems
- ☐ Plumbing
- ☐ Elevators
- ☐ Building envelope including facade, windows, and roofs
- ☐ Furnishings

### **Environmentally Friendly Components**

\*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- ☐ Roof
- ☐ Mechanical systems
- ☐ Windows
- ☐ Library façade repair or replacement
- ☐ Lighting/LED
- ☐ Low-flow/water saving



## YPL Employee COVID Protocols

Updated:

1/3/2022

The Yorkville Public Library will follow the most recent guidance of the [Illinois Department of Public Health](#) (December 30, 2021) and the [CDC](#) (December 27, 2021) for quarantine and isolation guidelines. Newer guidance will supersede that listed below.

### Employee Health Screenings

With the rise of Omicron and the time of year, we expect to have more staff showing symptoms of what may or may not be COVID-19. Reports from the [Zoe Study](#) show that the top symptoms of people that have been vaccinated, but test positive for COVID are:

- Runny nose
- Headache
- Sneezing
- Sore Throat
- Persistent Cough

These sound very much like the common cold so please pay closer attention if you start to exhibit these symptoms.

When you call in sick or show signs of symptoms, you will be asked a series of questions.

1. Are you experienced any of the symptoms listed below?
  - Fever
  - Feeling feverish (such as chills, sweating)
  - Cough
  - Mild or moderate difficulty breathing (breathing slightly faster than normal, feeling like you can't inhale or exhale, or wheezing, especially during exhaling or breathing out)
  - Sore throat
  - Muscle aches or body aches
  - Fatigue (mild or severe)
  - Headache
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
2. Have you been in close contact with someone who has COVID-19? (close contact is being within 6 feet of someone who has COVID-19 for a combined total of 15 minutes or more over a 24-hour period).
3. Do you provide care at home to someone who is sick with COVID-19?
4. Have you been in direct contact with secretions from a person with COVID-19, such as kissing, sharing utensils, or being coughed on?

Based on current guidance from IDPH, we will be treating anyone showing any COVID type symptoms as though they were unvaccinated and have them go and get a test if they have been sick for 3 days. If someone is only sick for a day or two, they don't need to get tested, but if they are still sick on day 3 or more then they need to get tested and have a negative test to come back into the building.

If this is someone with a known history of a specific type of illness (allergies, asthma, migraines, etc.) and has all the typical symptoms of that illness, you do not need to do this.

### **Isolation and Quarantine Guidance from the IDPH and the CDC**

#### **Reduction in Isolation Period for Those **Testing Positive** for COVID-19**

- Everyone who has tested positive for COVID-19, regardless of vaccination status, should stay masked when around others for 10 days following onset of symptoms, or if no symptoms for 10 days following date of positive test. (We will continue to always wear masks in the building)
- Everyone who tests positive for COVID-19, regardless of vaccination status, should isolate for 5 days after onset of symptoms, or 5 days after date of positive test if no symptoms are present.
- If the case has no symptoms or their symptoms have resolved after 5 days, they are released from isolation after 5 days. They should continue to wear a mask around others for 5 additional days. (We will continue to always wear masks in the building)

**Employees who test positive may return to work after quarantine period has passed, they are symptom free, and have a negative test.**

#### **Reduction in Quarantine Period if You are **in Close Contact** to Someone with COVID-19**

If you: Are eligible for boosting and have been boosted OR Completed the primary series of Pfizer or Moderna within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months	Wear a mask around others for 10 days (We will continue to always wear masks in the building)  Test on day 5, if possible  If a person develops symptoms, they should immediately quarantine until a negative test confirms symptoms are not caused by COVID-19
If you: Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series of J&J over 2 months ago and are not boosted OR Are unvaccinated	Stay home for 5 days. After that continue to wear a mask around others for 5 additional days (We will continue to always wear masks in the building)  Test on day 5, if possible  If a person develops symptoms, they should immediately quarantine until a negative test confirms symptoms are not caused by COVID-19

Full time employees who quarantine may work remotely or use sick time then vacation/personal/FH. Part time employees will not be paid for their time off.

If multiple employees report symptoms or test positive for COVID-19, the library will make a report to the Kendall County Department of Health at 630-553-9100 and seek further guidance.

These are general guidelines and are based on the Illinois Department of Public Health and the Centers for Disease Control and Prevention.