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Yorkville Public Library
Board of Trustees
Monday, May 9, 2022 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. President Crawford also read the remote attendance proclamation.

Roll Call:

Darren Crawford-yes, Ryan Forristall-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Jackie Milschewski-yes, Keri Pesola-yes

Absent: Theron Garcia, Sue Shimp

President Crawford welcomed the new Board members.

Staff Present:

Library Director Shelley Augustine, Director of Youth Services Jennette Weiss, Library Clerk Mackenzie Kavanaugh

Others Present:

Judy Somerlot, Daniel Chacon, Susan Chacon

Recognition of Visitors:

President Crawford welcomed staff and guests.

Amendments to the Agenda: None

Presentations:

Ms. Weiss said staff wished to present their community project for the year which will be a Harry Potter live action role play on August 6 and families will be invited to the library to participate in activities. Staff is asking for help from the Board and 30 volunteers who would be willing to dress in costume for this project. Preliminary plans are underway. Staff members will be contacting the schools' drama departments for volunteers and other area groups will be contacted as well. A flier will be created and posters are displayed in the library.

Approval of Minutes: April 11, 2022

President Crawford made a motion to approve the minutes as presented and it was seconded by Mr. Forristall. Roll call: Crawford-yes, Forristall-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Milschewski-yes, Pesola-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot said \$750 has been approved for the next session of the Illinois Libraries Presents program. She said the first 6 month trial proved to be very successful. Forty people from this library have attended. Funds in the amount of \$150 were approved for flowers outside the library entrance. Volunteer hours totaled 240 since

the last meeting with much of that total being for the spring cleanup. An amendment to the Friends Constitution was proposed and will be voted on at the June meeting.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Ms. Augustine stated that the city prefers her to use the credit card where possible in order to earn points. She highlighted some of the invoices as follows. Office supplies were replenished, the movie license and Zoom membership renewed and marketing and promotion items were purchased. Other invoices included were for two staff members who attended a conference, renewal of 2 newspaper subscriptions, reimbursement for staff mileage, books, 1 month of annual PrairieCat membership and elevator quarterly maintenance agreement.

Payment of Bills

Mr. Crawford made a motion to pay the bills as follows and Ms. Millen seconded.

\$23,606.96	Accounts Payable
\$60,137.10	Payroll
\$83,744.06	Total

Roll call: Forristall-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Milschewski-yes, Pesola-yes, Crawford-yes. Carried 7-0.

Report of the Library Director:

Director Augustine reported the following:

1. Completed library Road Trip program, created passport for visiting libraries. Gas prices may have affected visiting several libraries, to be addressed for next year. Susan Chacon shared her experiences in visiting the libraries.
2. Illinois Libraries Presents featured author Nick Offerman, 6,500 people participated via Zoom. Actress Marlee Matlin to do presentation this summer.
3. Summer reading program being prepared which will coincide with science, received \$2,000 grant. Several organizations have donated coupons for children, Ms. Augustine listed the various companies. Friends of Library also financially support this program.
4. Director attended YMCA Healthy Kids Day on April 30 and handed out library information.
5. Tim Evans of Parks Department provided information to Director regarding Community Golf Outing day and asked if Board members would like to attend.
6. Ted Milschewski has completed numerous repairs including fixing intentional restroom blockages in toilets and sinks. Permanent markers were also used to deface bathrooms. (It was noted the security cameras do not focus on the restrooms). The high school will be contacted regarding the issue.
7. Director Augustine shared information about two House Bills that passed regarding Library Board vacancies and Treasury appointments, in particular at Niles Maine Public Library. There were several interested candidates and the Library is tied in the vote to fill vacancies. The Bill requires the vacancies be filled after 90 days. If not filled, the State Librarian fills the vacancy. The second Bill is a library card waiver fee for non-resident minors.
8. Ms. Augustine mentioned newsletter written by Ancel Glink Law Firm--they highlight library issues.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Yorkville Education Foundation Storywalk Update

The President of the Education Foundation provided information on their storywalk proposal. They had hoped to construct a storywalk at the Beecher Center, however, there has been an uptick in vandalism and Parks Department Director Tim Evans recommended against installation in that location. The Heartland Circle Park was suggested as an alternative and the Foundation will provide information to the Parks Department on May 17th. Ms. Augustine informed them the library would provide stories for the display, however, not monetary support.

New Business:

Approve COLA Increase for FT Employees for FY23

A 3% COLA for the full-time staff was approved last month along with the budget. Ms. Augustine said it needs to be voted on and she wants the full-time and part-time staff to start their pay increases at the same time for administrative purposes. Mr. Crawford made a motion to approve the 3% COLA increase for full-time employees for FY23. Ms. Millen seconded the motion. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Milschewski-yes, Pesola-yes, Crawford-yes, Forristall-yes. Carried 7-0.

Discussion on Replacing/Updating 5 Security Cameras

Ms. Augustine informed the Board that 2 more of the old cameras are not functioning. She would like to request a quote for 5 new cameras/installation for high visibility areas including restrooms. Mr. Forristall suggested a building walk-through to address this situation. Ms. Augustine said one camera is focused on the chiller outside. Mr. Forristall inquired how many cameras are left to replace. At this time, there are only 6 new cameras. There are 31 cameras with 28 of them operational.

Reminder – 1 Year Director Evaluation Due

Ms. Augustine reminded the Board her 1-year review is due May 1. The Personnel Committee will address this.

Executive Session: None

Additional Business:

Ms. Millen said the Harry Potter project discussed earlier sounds like a great project and commended the staff enthusiasm. However, she feels the Board is here for direction rather than to take on the roles suggested for this project. She said the Board made several suggestions for possible partners for this project. She said those programs are designed to bring more people to the library and this is an opportunity to develop that synergy. Ms. Schumacher said the Community Relations Committee could possibly help with making contact with the schools. Ms. Augustine said she felt the staff was trying to partner with the Board. More printed information will be needed and Ms. Pesola noted the Harry Potter event should be a very big draw.

Adjournment:

There was no further business and the meeting adjourned at 7:51pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker
(Attended meeting by Zoom)

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900117	FNBO FIRST NATIONAL BANK OMAHA				05/25/22		
	052522-B.PFIZENMAIER	04/30/22	12	PADS		** COMMENT **	
			13	GJOVIK#414682-REPLACED SERP		01-210-54-00-5495	1,097.32
			14	BELT, ALTERNATOR & COOLING		** COMMENT **	
			15	HOSE		** COMMENT **	
			16	GJOVIK#414751-TIRE REPAIR		01-210-54-00-5495	20.00
			17	GJOVIK#414777-OIL CHANGE,		01-210-54-00-5495	281.14
			18	REPLACED WHEEL BEARING		** COMMENT **	
			19	GJOVIK#414780-REPLACED MODE		01-210-54-00-5495	698.78
			20	DOOR MOTOR		** COMMENT **	
			21	GJOVIK#414014-BRAKE REPAIR		01-210-54-00-5495	1,324.70
			22	GJOVIK#414202-TIRE REPAIR		01-210-54-00-5495	24.00
			23	GJOVIK#413650-OIL CHANGE,		01-210-54-00-5495	932.87
			24	RADIATOR REPAIR, WHEEL		** COMMENT **	
			25	ALIGNMENT		** COMMENT **	
			26	GJOVIK#414405-OIL CHANGE		01-210-54-00-5495	44.89
			27	GJOVIK#414404-DIAGNOSTIC		01-210-54-00-5495	88.13
			28	KENDALL PRINTING-BUSINESS		01-210-54-00-5430	1,523.40
			29	CARDS FOR 33 STAFF		** COMMENT **	
				INVOICE TOTAL:			7,678.03 *
	052522-D.BROWN	04/30/22	01	AMAZON-EYE WASH		51-510-56-00-5638	254.93
			02	AMAZON-PIPE WRENCH		51-510-56-00-5630	85.99
			03	AMAZON-128OZ MEASURE PITCHER		51-510-56-00-5638	33.94
				INVOICE TOTAL:			374.86 *
	052522-D.DEBORD	04/30/22	01	AMAZON PRIME APR MONTHLY FEE		82-820-54-00-5460	14.99
			02	AMAZON-BOOKS		82-000-24-00-2480	32.99
				INVOICE TOTAL:			47.98 *
	052522-D.SMITH	04/30/22	01	HOME DEPO-PLIERS, GLOVES		79-790-56-00-5630	53.85
				INVOICE TOTAL:			53.85 *
	052522-E.DHUSE-A	04/30/22	01	NAPA#310891-HYDRAULIC FLUID		01-410-56-00-5628	7.29
			02	NAPA#310854-V BELT		01-410-56-00-5628	53.34
			03	NAPA#311041-BLADES		01-410-56-00-5628	18.04
			04	NAPA#311176-ROLL PINS		01-410-56-00-5628	2.97
			05	NAPA#311410-SPLICE CONNECTOR		52-520-56-00-5628	4.55
			06	NAPA#311740-FILTERS		01-410-56-00-5628	173.89
			07	NAPA#312081-FUEL CAP		01-410-56-00-5628	9.37
			08	NAPA#312117-BATTERY		01-410-56-00-5628	98.76
			09	NAPA#311630-LAMP		01-410-56-00-5628	9.21
			10	NAPA#311453-FILTERS, WAX		01-410-56-00-5628	27.15
			11	NAPA#311489-BULBS		01-410-56-00-5628	7.13
			12	NAPA#311103-CONNECTOR		01-410-56-00-5628	13.53
			13	NAPA#310489-ALARM		01-410-56-00-5628	40.99

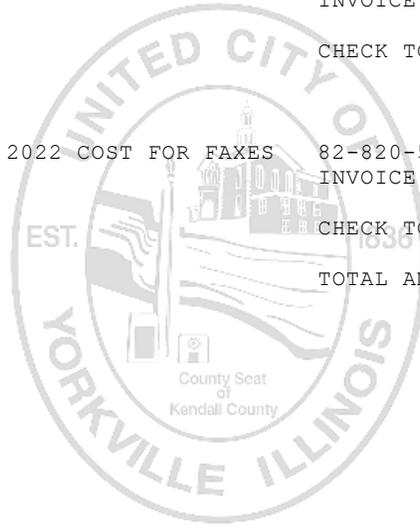
CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900117	FNBO	FIRST NATIONAL BANK OMAHA			05/25/22		
	052522-J.JACKSON	04/30/22	01	HOME DEPO-TIE DOWN SRAPS		52-520-56-00-5630	21.98
						INVOICE TOTAL:	21.98 *
	052522-J.JENSEN	04/30/22	01	CHAMBER-SOCIABOWL REGISTRATION		01-210-56-00-5650	140.00
			02	BRADFORD-WEAPON STORAGE		01-210-56-00-5620	4,630.80
			03	SHELVING		** COMMENT **	
						INVOICE TOTAL:	4,770.80 *
	052522-J.SLEEZER	04/30/22	01	EDCO-WALK-BEHIND CRETE-PLANER		23-230-56-00-5637	3,680.00
			02	EDCO-WALK-BEHIND CRETE-PLANER		23-230-60-00-6041	3,411.75
						INVOICE TOTAL:	7,091.75 *
	052522-J.WEISS	04/30/22	01	DOLLAR TREE-HARRY POTTER		82-000-24-00-2480	43.25
			02	SUPPLIES		** COMMENT **	
			03	DUNKIN-GIST CARDS FOR POETRY		82-000-24-00-2480	43.00
			04	CONTEST PRIZES		** COMMENT **	
						INVOICE TOTAL:	86.25 *
	052522-K.BALOG	04/30/22	01	JIMMY JOHNS-KENCOM LUNCH		01-210-56-00-5650	181.85
			02	AMAZON-PADS, PAPER CUTTER		01-210-56-00-5610	102.36
			03	AMAZON-PACT CLUB TIMER		01-210-56-00-5620	129.95
			04	COMCAST-04/15-05/14 INTERNET		01-640-54-00-5449	1,163.48
			05	SHREDIT-MAR 2022 SHREDDING		01-210-54-00-5462	227.84
			06	COMCAST-04/08-05/07 CABLE		01-210-54-00-5440	37.38
			07	ACCURINT-MAR 2022 SEARCHES		01-210-54-00-5462	257.50
						INVOICE TOTAL:	2,100.36 *
	052522-K.BARKSDALE-A	04/30/22	01	APA CONFERENCE PARKING FOR		01-220-54-00-5415	32.58
			02	04/29 & 04/30		** COMMENT **	
						INVOICE TOTAL:	32.58 *
	052522-K.GREGORY	04/30/22	01	AMAZON-DOCUMENT COVERS		01-110-56-00-5610	59.98
			02	AMAZON-PRINTER PAPER		01-110-56-00-5610	219.95
						INVOICE TOTAL:	279.93 *
	052522-M.CARYLE	04/30/22	01	STOOTSTEEL-STATIC HANGERS		01-210-56-00-5620	210.91
			02	PF PETTIBONE-SHOULDER PATCHES		01-210-56-00-5600	552.00
			03	STREICHERS-BATON, BATON		01-210-56-00-5600	1,009.26
			04	HOLDER, HANDCUFF CASES, BELTS,		** COMMENT **	
			05	HANCUF KEYS, HANDCUFFS,		** COMMENT **	
			06	FLASHLIGHTS, BELT KEEPERS		** COMMENT **	
			07	O'HERRON-UNIFORM SHIRTS		01-210-56-00-5600	111.98
			08	GALLS-UNIFORM PANTS, SHIRTS		01-210-56-00-5600	690.00
			09	GALLS-UNIFORM PANTS		01-210-56-00-5600	1,961.99
			10	GALLS-UNIFORM PANTS, SHIRT,		01-210-56-00-5600	337.00

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900117	FNBO	FIRST NATIONAL BANK OMAHA			05/25/22		
	052522-R.WOOLSEY	04/30/22	46	GJOVIKS#415695-WHEEL ALIGNMENT		01-410-54-00-5490	104.95
			47	GJOVIKS#415731-REPAIR HARNESS		01-410-54-00-5490	475.00
			48	CLEAR CODE		** COMMENT **	
						INVOICE TOTAL:	16,647.11 *
	052522-S.AUGUSTINE-A	04/30/22	01	AMAZON-BOARD GAME		82-820-56-00-5671	21.99
			02	FOX VALLEY FIRE-ANNUAL		82-820-54-00-5462	95.00
			03	INSPECTION AND SERVICE		** COMMENT **	
			04	METRONET-APR 2022 INTERNET		82-820-54-00-5440	124.97
			05	MENARDS#38739-WINDEX. PINE SOL		82-820-56-00-5621	71.17
			06	AMAZON-BOOKS		82-820-56-00-5686	70.14
			07	QUILL-ENZYME PLUS		82-820-56-00-5621	32.22
			08	QUILL-TAPE, TONER		82-820-56-00-5610	332.07
			09	AMAZON-SCIENCE KIT		82-820-56-00-5686	34.60
			10	AMAZON-CORRECTION TAPE, HOLE		82-820-56-00-5610	28.71
			11	PUNCH REINFORCEMENT LABELS		** COMMENT **	
			12	AMAZON-BOOKS		82-820-56-00-5686	976.44
			13	AMERICAN FLAGPOLE-US FLAGS		82-820-56-00-5610	159.90
			14	AMAZON-BOOKS		82-820-56-00-5686	103.82
			15	REMOTE PC-CHARGE FOR CONSUMER		82-820-54-00-5462	39.50
			16	2 COMPUTERS SERVICE		** COMMENT **	
						INVOICE TOTAL:	2,090.53 *
	052522-S.IWANSKI	04/30/22	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	9.69
						INVOICE TOTAL:	9.69 *
	052522-S.REDMON-A	04/30/22	01	AMAZON-EASTER STICKERS		79-795-56-00-5606	14.06
			02	TARGET-EASTER HUNT SUPPLIES		79-795-56-00-5606	30.48
			03	WALMART-EGG HUNT SUPPLIES		79-795-56-00-5606	113.62
			04	AMAZON-EGG HUNT SUPPLIES		79-795-56-00-5606	300.34
			05	AT&T-03/24-04/23 INTERNET FOR		79-795-54-00-5440	78.53
			06	TOWN SQUARE SIGN		** COMMENT **	
			07	AMAZON-SALES TAX REFUNDED		79-795-56-00-5606	-9.11
			08	WALMART-RETURNED MERCHANDISE		79-795-56-00-5606	-113.62
			09	TARGET-RETURNED MERCHANDISE		79-795-56-00-5606	-30.48
			10	PLUG & PAY-MAR 2022 FEES		79-795-54-00-5462	66.15
			11	YORKVILLE FLORAL-SYMPATHY		79-795-56-00-5606	84.76
			12	ARRANGEMENT		** COMMENT **	
			13	SWEETWATER SOUND-PA SYSTEM		79-795-56-00-5606	1,086.94
			14	CLEANERS-BUNNY SUIT CLEANING		79-795-56-00-5606	56.50
			15	QUADIENT-APR 2022 POSTAGE		79-795-54-00-5485	23.14
			16	MACHINE LEASE		** COMMENT **	
			17	ARAMARK#610000264286-MATS		79-795-54-00-5495	28.85
			18	ARAMARK#610000261116-MATS		79-795-54-00-5495	28.85
			19	ARAMARK#610000267294-MATS		79-795-54-00-5495	28.85

Total for all Highlighted Library Invoices : \$2,234.45

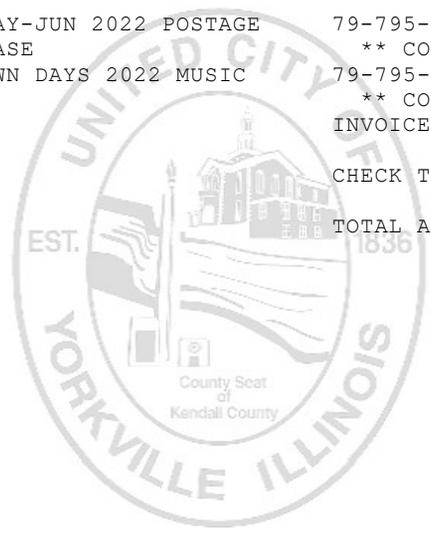
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105165	BAKTAY	BAKER & TAYLOR					
	2036701796		04/27/22	01	BOOKS	84-840-56-00-5686	1,107.02
						INVOICE TOTAL:	1,107.02 *
						CHECK TOTAL:	1,107.02
105166	LLWCONSU	LLOYD WARBER					
	10525A		05/27/22	01	ON-SITE IT SUPORT - APR 2022	82-820-54-00-5462	720.00
						INVOICE TOTAL:	720.00 *
						CHECK TOTAL:	720.00
105167	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	050922-17		05/10/22	01	JAN - MAR 2022 COST FOR FAXES	82-820-54-00-5462	18.88
						INVOICE TOTAL:	18.88 *
						CHECK TOTAL:	18.88
						TOTAL AMOUNT PAID:	1,845.90



CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900118	FNBO	FIRST NATIONAL BANK OMAHA			05/25/22		
	052522-A.SIMMONS-B	04/30/22	01	QUADIENT-MAY-JUL 2022 POSTAGE		01-120-54-00-5485	161.97
			02	MACHINE LEASE		** COMMENT **	
						INVOICE TOTAL:	161.97 *
	052522-B.OLSON-B	04/30/22	01	UNITED		01-110-54-00-5415	1,225.80
			02	AIRLINES-TRANSPORTATION TO ISC		** COMMENT **	
			03	CONVENTION FOR ORR, OLSON &		** COMMENT **	
			04	DUBAJIC ON 05/22/22		** COMMENT **	
			05	SOUTHWEST		01-110-54-00-5415	842.97
			06	AIRLINES-TRANSPORTATION FROM		** COMMENT **	
			07	ISC CONVENTION FOR ORR, OLSON		** COMMENT **	
			08	& DUBAJIC ON 05/25/22		** COMMENT **	
						INVOICE TOTAL:	2,068.77 *
	052522-E.DHUSE-B	04/30/22	01	APWA-PWX 2022 CONFERENCE		51-510-54-00-5412	829.00
			02	REGISTRATION-DHUSE		** COMMENT **	
			03	UNITED AIRLINES-APWA		51-510-54-00-5415	371.70
			04	CONFERENCE TRANSPORTATION &		** COMMENT **	
			05	BAGGAGE FEES-DHUSE		** COMMENT **	
			06	APWA-MOSQUITO CONTROL SEMINAR		52-520-54-00-5412	15.00
			07	REGISTRATION-DHUSE		** COMMENT **	
			08	APWA-VACTOR MANUFACTURING		52-520-54-00-5412	75.00
			09	TOUR REGISTRATION-SOELKE,		** COMMENT **	
			10	STEFFANS & JACKSON		** COMMENT **	
						INVOICE TOTAL:	1,290.70 *
	052522-G,HIX-B	04/30/22	01	METERNALLY.COM-DVD &		82-000-24-00-2480	65.45
			02	PHOTO/ACTIVITY CARD KIT		** COMMENT **	
						INVOICE TOTAL:	65.45 *
	052522-K.BARKSDALE-B	04/30/22	01	APA CONFERENCE TRANSPORT		01-220-54-00-5415	48.86
			02	PARKING		** COMMENT **	
						INVOICE TOTAL:	48.86 *
	052522-P.RATOS-B	04/30/22	01	BFCA-RESIDENTIAL CODE		01-220-54-00-5412	350.00
			02	LICENSING SEMINAR		** COMMENT **	
			03	REGISTRATION-HASTINGS		** COMMENT **	
						INVOICE TOTAL:	350.00 *
	052522-R.WOOLSEY-B	04/30/22	01	MINER ELECT#335005-MANAGED		01-410-54-00-5462	366.85
			02	SERVICES RADIO-MAY 2022		** COMMENT **	
			03	MINER ELECT#335005-MANAGED		51-510-54-00-5462	430.65
			04	SERVICES RADIO-MAY 2022		** COMMENT **	
			05	MINER ELECT#335005-MANAGED		52-520-54-00-5462	287.10
			06	SERVICES RADIO-MAY 2022		** COMMENT **	

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900118	FNBO	FIRST NATIONAL BANK OMAHA			05/25/22		
	052522-R.WOOLSEY-B	04/30/22	07	MINER ELECT#335005-MANAGED		79-790-54-00-5462	510.40
			08	SERVICES RADIO-MAY 2022		** COMMENT **	
			09	TRAFFIC LOGIC#SIN15233-ANNUAL		01-410-54-00-5462	2,400.00
			10	RENEWAL FOR 6 UNITS		** COMMENT **	
				INVOICE TOTAL:			3,995.00 *
	052522-S.AUGUSTINE-B	04/30/22	01	ADOBE-2 ANNUAL USER LICENSES		82-820-54-00-5460	407.76
				INVOICE TOTAL:			407.76 *
	052522-S.REDMON-B	04/30/22	01	QUADIENT-MAY-JUN 2022 POSTAGE		79-795-54-00-5485	46.27
			02	MACHINE LEASE		** COMMENT **	
			03	BMI-HOMETOWN DAYS 2022 MUSIC		79-795-56-00-5602	391.00
			04	LICENSING		** COMMENT **	
				INVOICE TOTAL:			437.27 *
				CHECK TOTAL:			8,825.78
				TOTAL AMOUNT PAID:			8,825.78



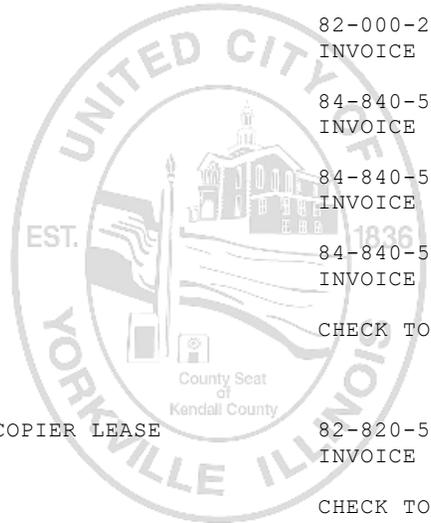
Total for all Highlighted Library Invoices : \$473.21

UNITED CITY OF YORKVILLE
 CHECK REGISTER

FY 23

CHECK DATE: 06/13/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105168	BAKTAY	BAKER & TAYLOR					
	2036714384		05/03/22	01	BOOKS	82-000-24-00-2480	1,083.04
						INVOICE TOTAL:	1,083.04 *
	2036721767		05/12/22	01	BOOKS	82-000-24-00-2480	378.72
						INVOICE TOTAL:	378.72 *
	2036728755		05/05/22	01	BOOKS	84-840-56-00-5686	311.89
						INVOICE TOTAL:	311.89 *
	2036735616		05/12/22	01	BOOKS	82-000-24-00-2480	720.23
						INVOICE TOTAL:	720.23 *
	2036750920		05/18/22	01	BOOKS	84-840-56-00-5686	447.26
						INVOICE TOTAL:	447.26 *
	2036765350		05/24/22	01	BOOKS	84-840-56-00-5686	1,386.41
						INVOICE TOTAL:	1,386.41 *
	2036774065		05/25/22	01	BOOKS	84-840-56-00-5686	245.36
						INVOICE TOTAL:	245.36 *
						CHECK TOTAL:	4,572.91
105169	DELAGÉ	DLL FINANCIAL SERVICES INC					
	76400740		05/17/22	01	JUL 2022 COPIER LEASE	82-820-54-00-5462	185.00
						INVOICE TOTAL:	185.00 *
						CHECK TOTAL:	185.00
105170	ERATEFUN	E-RATE FUND SERVICES, LLC					
	575		03/24/22	01	E-RATE CONSULTING SERVICES	82-820-54-00-5462	400.00
				02	RENEWAL	** COMMENT **	
						INVOICE TOTAL:	400.00 *
						CHECK TOTAL:	400.00



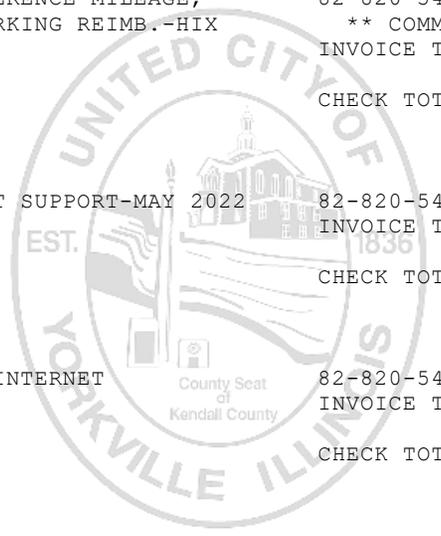
82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 06/13/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105171	FRSTINSU	LIBERTY MUTUAL INSURANCE COMP.					
	LSF037877-0320335-05	05/27/22	01	COMMERCIAL CRIME POLICY BOND	82-820-54-00-5462	456.00	
			02	RENEWAL	** COMMENT **		
					INVOICE TOTAL:	456.00 *	
					CHECK TOTAL:		456.00
105172	HIXG	GENEVIEVE HIX					
	050622	05/06/22	01	ILAC CONFERENCE MILEAGE,	82-820-54-00-5415	82.71	
			02	TOLL & PARKING REIMB.-HIX	** COMMENT **		
					INVOICE TOTAL:	82.71 *	
					CHECK TOTAL:		82.71
105173	LLWCONSU	LLOYD WARBER					
	10525B	05/27/22	01	ON-SITE IT SUPPORT-MAY 2022	82-820-54-00-5462	720.00	
					INVOICE TOTAL:	720.00 *	
					CHECK TOTAL:		720.00
105174	METRONET	METRO FIBERNET LLC					
	1651373-060122	06/01/22	01	JUN 2022 INTERNET	82-820-54-00-5440	249.95	
					INVOICE TOTAL:	249.95 *	
					CHECK TOTAL:		249.95
105175	MIDWTAPE	MIDWEST TAPE					
	502056263	05/03/22	01	AUDIO BOOKS	84-840-56-00-5683	159.96	
			02	DVDS	84-840-56-00-5685	143.19	
					INVOICE TOTAL:	303.15 *	
	502088786	05/09/22	01	AUDIO BOOKS	84-840-56-00-5683	79.98	



CHECK DATE: 06/13/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105175	MIDWTAPE	MIDWEST TAPE					
	502088786		05/09/22	02	DVD	84-840-56-00-5685	22.49
						INVOICE TOTAL:	102.47 *
	502120206		05/16/22	01	DVDS	84-840-56-00-5685	43.48
						INVOICE TOTAL:	43.48 *
	502152241		05/23/22	01	AUDIO BOOKS	84-840-56-00-5683	104.98
						INVOICE TOTAL:	104.98 *
	502188336		05/31/22	01	DVD	84-840-56-00-5685	46.48
						INVOICE TOTAL:	46.48 *
						CHECK TOTAL:	600.56
105176	RJONEIL	R.J. O'NEIL, INC.					
	00117054		05/25/22	01	INSTALLED NEW TXV VALVE,	82-820-54-00-5495	1,907.97
				02	CHARGED UNIT WITH FREON	** COMMENT **	
						INVOICE TOTAL:	1,907.97 *
	00117059		05/25/22	01	CHECK SYSTEM, CLEANED COILS	82-820-54-00-5495	3,411.82
						INVOICE TOTAL:	3,411.82 *
						CHECK TOTAL:	5,319.79
105177	TCG	TCG SOLUTIONS, INC					
	22-0045		05/01/22	01	HOSTED VOIP MONTH;Y FEE	82-820-54-00-5440	445.00
						INVOICE TOTAL:	445.00 *
						CHECK TOTAL:	445.00
105178	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	13164		05/04/22	01	ANNUAL SERVICE AGREEMENT	82-820-54-00-5462	1,244.00

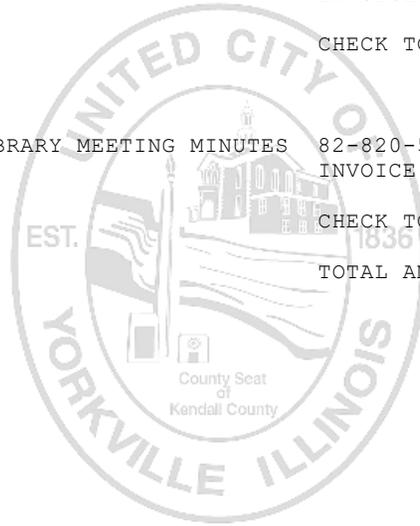
82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

CHECK DATE: 06/13/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105178	TODAYS	TODAY'S BUSINESS SOLUTIONS INC						
	13164		05/04/22	02	BILLING	** COMMENT **		
					INVOICE TOTAL:		1,244.00 *	
					CHECK TOTAL:		1,244.00	
105179	UMBRELLA	UMBRELLA TECHNOLOGIES						
	1196		06/01/22	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00	
					INVOICE TOTAL:		480.00 *	
					CHECK TOTAL:		480.00	
105180	YOUNGM	MARLYS J. YOUNG						
	050922		05/16/22	01	5/9/22 LIBRARY MEETING MINUTES	82-820-54-00-5462	85.00	
					INVOICE TOTAL:		85.00 *	
					CHECK TOTAL:		85.00	
					TOTAL AMOUNT PAID:		14,840.92	





UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 13, 2022

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	17,122.46	-	17,122.46	1,537.24	1,289.96	19,949.66
FINANCE	11,519.60	-	11,519.60	1,025.24	847.17	13,392.01
POLICE	133,515.01	2,126.98	135,641.99	542.74	10,096.43	146,281.16
COMMUNITY DEV.	24,838.18	-	24,838.18	2,250.65	1,874.10	28,962.93
STREETS	20,534.27	110.29	20,644.56	1,846.24	1,521.45	24,012.25
BUILDING & GROUNDS	2,095.20		2,095.20	199.82	171.76	2,466.78
WATER	17,554.11	487.46	18,041.57	1,605.71	1,311.09	20,958.37
SEWER	9,594.34	9.37	9,603.71	854.73	697.96	11,156.40
PARKS	25,870.07	294.23	26,164.30	2,308.15	1,954.78	30,427.23
RECREATION	20,032.88	-	20,032.88	1,507.95	1,488.66	23,029.49
LIBRARY	18,205.56	-	18,205.56	967.90	1,349.86	20,523.32
TOTALS	\$ 300,881.68	\$ 3,028.33	\$ 303,910.01	\$ 14,646.37	\$ 22,603.22	\$ 341,159.60
TOTAL PAYROLL						\$ 341,159.60



UNITED CITY OF YORKVILLE
PAYROLL SUMMARY
May 27, 2022

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,700.00	-	3,700.00	-	283.05	3,983.05
ADMINISTRATION	18,092.29	-	18,092.29	1,610.21	1,352.70	21,055.20
FINANCE	11,686.26	-	11,686.26	1,040.08	859.93	13,586.27
POLICE	121,839.61	3,216.16	125,055.77	537.73	9,256.01	134,849.51
COMMUNITY DEV.	26,110.61	-	26,110.61	2,323.85	1,937.00	30,371.46
STREETS	23,976.23	192.68	24,168.91	2,151.01	1,782.62	28,102.54
BUILDING & GROUNDS	2,095.20	176.78	2,271.98	202.21	173.80	2,647.99
WATER	18,915.86	172.78	19,088.64	1,698.91	1,392.42	22,179.97
SEWER	9,594.36	152.56	9,746.92	867.47	708.52	11,322.91
PARKS	29,452.07	17.09	29,469.16	2,436.91	2,188.45	34,094.52
RECREATION	19,280.31	-	19,280.31	1,433.15	1,431.04	22,144.50
LIBRARY	18,492.94	-	18,492.94	983.26	1,371.89	20,848.09
TOTALS	\$ 304,144.08	\$ 3,928.05	\$ 308,072.13	\$ 15,284.79	\$ 22,806.92	\$ 346,163.84

TOTAL PAYROLL \$ 346,163.84



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, June 13, 2022

ACCOUNTS PAYABLE

Library CC Check Register - FY22 <i>(Pages 1- 3)</i>	05/25/2022	\$2,234.45
Library Check Register - FY22 <i>(Page 4)</i>	06/13/2022	1,845.90
Library CC Check Register - FY23 <i>(Pages 5- 6)</i>	05/25/2022	473.21
Library Check Register - FY23 <i>(Pages 7 - 10)</i>	06/13/2022	14,840.92

FY 23

IPRF - Jun 2022 Work Comp Ins	05/10/2022	928.04
Glatfelter - Liability Ins Installment #5	05/10/2022	1,094.20
DLL Financial - Jun 2022 Copier Lease	05/10/2022	185.00
Nicor -04/01/22-05/01/22 services	05/24/2022	2,281.58

TOTAL BILLS PAID: \$23,883.30

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 11)</i>	05/13/2022	\$20,523.32
Bi-weekly <i>(Page 12)</i>	05/27/2022	20,848.09

TOTAL PAYROLL: \$41,371.41

TOTAL DISBURSEMENTS: \$65,254.71

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ACTIVITY THROUGH FISCAL PERIOD 01

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW -	MEMORIALS & GIFTS					
01		05/01/2022		BEGINNING BALANCE					55,275.84
	AP-220525MB	05/24/2022	21	METERNALLY.COM-DVD &	FIRST NATIONAL BANK	900118	052522-G,HIX-B	65.45	
	GJ-220531LB	06/02/2022	05	May 2022 Deposits					93.00
				TOTAL PERIOD 01 ACTIVITY				65.45	93.00
				TOTAL ACCOUNT ACTIVITY				65.45	93.00
				ENDING BALANCE					55,303.39
				GRAND TOTAL				0.00	55,303.39
				TOTAL DIFFERENCE				0.00	55,303.39

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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2023 BUDGET REPORT
For the Month Ended May 31, 2022**

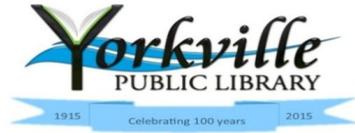
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES						
<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES		44,628	44,628	822,463	5.43%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		45,978	45,978	844,771	5.44%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX		3,996	3,996	8,000	49.94%
82-000-41-00-4160	FEDERAL GRANTS		870	870	-	0.00%
82-000-41-00-4170	STATE GRANTS		-	-	21,151	0.00%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES		1,156	1,156	1,000	115.60%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		2,212	2,212	8,500	26.02%
82-000-44-00-4422	COPY FEES		299	299	3,000	9.97%
82-000-44-00-4438	PROGRAM FEES		-	-	-	0.00%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS		234	234	1,000	23.42%
<i>Miscellaneous</i>						
82-000-48-00-4820	RENTAL INCOME		-	-	500	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		306	306	2,750	11.14%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL		2,022	2,022	23,638	8.56%
TOTAL REVENUES: LIBRARY			101,701	101,701	1,736,773	5.86%

LIBRARY OPERATIONS EXPENDITURES						
<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES		21,923	21,923	291,111	7.53%
82-820-50-00-5015	PART-TIME SALARIES		14,775	14,775	213,000	6.94%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,951	1,951	26,240	7.44%
82-820-52-00-5214	FICA CONTRIBUTION		2,722	2,722	37,585	7.24%
82-820-52-00-5216	GROUP HEALTH INSURANCE		23,227	23,227	102,663	22.62%
82-820-52-00-5222	GROUP LIFE INSURANCE		47	47	586	8.09%
82-820-52-00-5223	DENTAL INSURANCE		1,190	1,190	7,135	16.68%
82-820-52-00-5224	VISION INSURANCE		85	85	1,051	8.09%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	1,000	0.00%
82-820-52-00-5231	LIABILITY INSURANCE		2,022	2,022	22,638	8.93%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES		320	320	3,000	10.67%
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		125	125	8,000	1.56%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	750	0.00%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK		536	536	6,428	8.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		829	829	11,000	7.53%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2023 BUDGET REPORT
For the Month Ended May 31, 2022**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-22	Year-to-Date Totals	FISCAL YEAR 2023	
					BUDGET	% of Budget
82-820-54-00-5462	PROFESSIONAL SERVICES		1,617	1,617	40,000	4.04%
82-820-54-00-5466	LEGAL SERVICES		-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		2,679	2,679	21,000	12.76%
82-820-54-00-5480	UTILITIES		-	-	23,320	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	-	50,000	0.00%
82-820-54-00-5498	PAYING AGENT FEES		-	-	1,700	0.00%
<i>Supplies</i>						
82-820-56-00-5610	OFFICE SUPPLIES		-	-	8,000	0.00%
82-820-56-00-5620	OPERATING SUPPLIES		-	-	4,000	0.00%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	-	7,000	0.00%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	3,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	2,000	0.00%
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		-	-	13,113	0.00%
<i>2013 Refunding Bond</i>						
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	675,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	-	84,200	0.00%
TOTAL FUND REVENUES			101,701	101,701	1,736,773	5.86%
TOTAL FUND EXPENDITURES			74,048	74,048	1,748,820	4.23%
FUND SURPLUS (DEFICIT)			27,653	27,653	(12,047)	
LIBRARY CAPITAL REVENUES						
84-000-42-00-4214	DEVELOPMENT FEES		5,650	5,650	50,000	11.30%
84-000-45-00-4500	INVESTMENT EARNINGS		15	15	350	4.17%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	-	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			5,665	5,665	50,350	11.25%
LIBRARY CAPITAL EXPENDITURES						
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	25,000	0.00%
84-840-56-00-5683	AUDIO BOOKS		-	-	3,500	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	500	0.00%
84-840-56-00-5685	DVD'S		-	-	3,000	0.00%
84-840-56-00-5686	BOOKS		-	-	50,000	0.00%
TOTAL FUND REVENUES			5,665	5,665	50,350	11.25%
TOTAL FUND EXPENDITURES			-	-	85,500	0.00%
FUND SURPLUS (DEFICIT)			5,665	5,665	(35,150)	



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of May 31, 2022

FISCAL YEAR 2023

		May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Library Operations	Old Second	\$ 503,901											
Building Development Fees	Old Second	177,739											
Library Operations	Illinois Funds	283,566											
Total:		\$ 965,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 20,523											
2 ND PAY PERIOD		20,848											
3 RD PAY PERIOD		-											
Total		\$ 41,371	\$ -										

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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended May 31, 2022 *

	May Actual	YTD Actual	% of Budget	FY 2023 Budget	Fiscal Year 2022	
					For the Month Ended May 31, 2021 YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 90,606	\$ 90,606	5.43%	\$ 1,667,234	\$ 75,878	19.41%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 3,996	\$ 3,996	49.94%	\$ 8,000	\$ 2,085	91.64%
Grants	870	870	4.11%	21,151	-	0.00%
Total Intergovernmental	\$ 4,866	\$ 4,866	16.69%	\$ 29,151	\$ 2,085	133.37%
Library Fines	\$ 1,156	\$ 1,156	115.60%	\$ 1,000	\$ 557	107.71%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 2,212	\$ 2,212	26.02%	\$ 8,500	\$ 1,435	54.11%
Copy Fees	299	299	9.97%	3,000	271	10.39%
Total Charges for Services	\$ 2,511	\$ 2,511	21.84%	\$ 11,500	\$ 1,706	47.16%
Investment Earnings	\$ 234	\$ 234	23.42%	\$ 1,000	\$ 41	464.40%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	-	0.00%	500	-	0.00%
Miscellaneous Income	306	306	11.14%	2,750	98	211.19%
Transfer In	2,022	2,022	8.56%	23,638	5,518	-63.35%
Total Miscellaneous & Transfers	\$ 2,329	\$ 2,329	8.66%	\$ 26,888	\$ 5,616	-58.54%
Total Revenues and Transfers	\$ 101,701	\$ 101,701	5.86%	\$ 1,736,773	\$ 85,883	18.42%
<i>Expenditures</i>						
<u>Library Operations</u>	\$ 74,048	\$ 74,048	4.23%	\$ 1,748,820	\$ 50,549	46.49%
50 Salaries	36,699	36,699	7.28%	504,111	29,933	22.60%
52 Benefits	31,244	31,244	15.71%	198,898	15,218	105.31%
54 Contractual Services	6,105	6,105	3.55%	172,198	5,398	13.11%
56 Supplies	-	-	0.00%	26,300	-	0.00%
99 Debt Service	-	-	0.00%	847,313	-	0.00%
Total Expenditures and Transfers	\$ 74,048	\$ 74,048	4.23%	\$ 1,748,820	\$ 50,549	46.49%
<i>Surplus(Deficit)</i>	\$ 27,653	\$ 27,653		\$ (12,047)	\$ 35,334	

* May represents 8% of fiscal year 2023

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YPL Director's Report for May 2022

Upcoming Events/Programs

2022 Summer Reading Program: Fizz! Boom! READ! June 1 - July 31, 2022

Our summer reading program will feature everything STEM to help promote our new STEM circulation kits for our community. Science Kits for Public Libraries (SKPL) is an Institute of Electrical and Electronics Engineers (IEEE) program that raises funds for public libraries to make science kits as easy to check out as a book! With a valid YPL card, children can check out high-quality, hands-on STEM (Science, Technology, Engineering and Mathematics) experiences at zero cost to their parents.

We will have several STEM programs that we be featuring some of our individual kits with hands on learning and activities.

We have several local businesses that have graciously donated items/coupons for prizes for all ages. See attached flyer for a list of sponsors.

This summer on Wednesdays, Stories in the Park. Grab your blanket or chair and visit us for storytime at various parks around the city. Our first visit starts on Wed, June 15 at 11:30 at Town Square Park. Feel free to bring a lunch or ask Ms. Jennette for a discounted coupon for Home Plate Hot Dogs.

Library Internship – select Fridays during the Summer 9:00-12:00

Children ages 9-13 years old are encouraged to fill out an application form for the opportunity to work at the library. If selected, you will join the library staff one Friday morning during the summer to assist in the daily tasks. Please stop by the Youth Service desk for an application.

Farmacy Farmstand Story Time and Bee Presentation - Tuesday, June 14 at 10:30 OR 2:30

We are heading back to the Farmacy Farmstand for a Honeybee Story Time. Join us at 10:30 or 2:30 at the Farmacy for bee themed stories, then Pearl will talk about bees and beekeeping. **We will NOT be near the beehives **Weather permitting.

Getting Ready for Kindergarten - Thursday, June 16, June 30, July 14, July 28 at 11:00-11:45

The Yorkville School District is hosting a variety of engaging literacy-rich experiences for children getting ready for kindergarten. Your future fox can attend one or all four sessions. There is no fee, but registration is required, and group size is limited so register soon for each program you are interested in.

June 16: ABC Day, June 30: Look What I Can Read! July 14: Favorite Storybook Characters, July 28: Books, Books, Books!

School of Wizardry: Live Action Role Play - Saturday, August 6 at 6:00-8:30

Join us for a night of Wizardry! Come dressed as your favorite wizard character to a sorting ceremony. Then explore the library to earn points for your house by participating in the various activities. Please add your email address to the registration. Your acceptance letter will be coming soon. Registration opens June 13 - July 15. Registration will close when capacity is reached.

Learn to Play Dungeons & Dragons – Thurs, June 9, 16, 23 & 30 @ 4 pm – Quiet Reading Room

Have you always wanted to learn how to play Dungeons & Dragons? Learn the rules of the iconic fantasy role playing game in this new group for ages 18 and up! Registration required.

Storm Chasing 201 – Wed, June 15 @ 7 pm – Michelle Pfister Meeting Room

Join the Illinois Storm Chasers to take an in-depth look into severe weather forecasting and storm chasing. This program will build off “Storm Chasing 101,” offered last fall, but attendance at the 101 program is NOT required to attend. Registration required.

Illinois Libraries Present: Chef Kwame Onwuachi -- Wed, June 22 @ 7 pm via Zoom

Join award-winning chef and former Top Chef contestant Kwame Onwuachi as he discusses his new cookbook, *My America: Recipes from a Young Black Chef*. Registration required to receive a Zoom link. ILP events are sponsored by the Friends of the Library and made possible by Illinois Libraries Present, a statewide collaboration of public libraries offering high-quality events. Registration required to receive a Zoom link.

Mobile Museum of Tolerance – July 5-8

We are excited to announce that the [Mobile Museum of Tolerance \(MMOT\)](#) will be rolling into the library next month. Come aboard this extraordinary bus-sized traveling exhibit to hear empowering stories that combat anti-Semitism, bullying, racism, hate and intolerance and promote human dignity. MMOT utilizes innovative technology and interactive lessons to bring its message of tolerance directly to Illinois communities.

Outreach

Attended several zoom meetings this month including Library Road Trip group, Instagram Marketing part 2, meeting with City & Parks & Rec.

Attended the Margaritas En Mayo event and spoke with the mayor and Tim from Parks and Rec.

Library Operations

5/11/22

We had several incidents with our chiller and server room unit. We had to have a part ordered and replaced on our server room unit and in the meantime our chiller went down which led to having to find a temporary a/c unit to keep the server room and equipment cooled. We rented a unit with United Rentals for 1 week while waiting for the part to come in.

Notes from technician:

“Liebert unit at the Yorkville library. Unit going off on high head. Put gauges on gas low suction and high head. Slowly pumps the suction down. Found the TXV that is piped in between the discharge and suction lines (hot gas bypass) is freezing up. So, I am assuming the TXV is plugged and not metering properly. Reclaimed gas from unit and removed bad txv. Installed new valve and pulled vac on system. Charged unit with reclaimed freon. Started unit and checked operation. Unit running fine at this time.”

5/12/22

Our chiller had coils cleaned, a high head pressure alarm which was determined to be coming from a leak between circuits inside the unit. One circuit had overly high pressure and the other very low pressure. A call was made to the manufacturer who confirmed what R.J. O'Neil thought that a leak was coming from inside the "bundle." R.J. O'Neil had to pull the refrigerant from the high-pressure side and replace in in the low-pressure side.

Notes from technicians:

Emergency Service Call – temperatures were in the high 90's. Service: Chiller in alarm – no flow-pump off. Checked pump and it is operating. Reset chiller and it started.

Levi – found stage 2 in alarm for head pressure. Condenser coil plugged. Reset unit and verified all fans running properly. No issues. Will return and clean coils.

Dave & Arden – Took chiller panels off and pressure washed coils, put all covers back on, turned unit on, Levi is going to stop by and check unit out.

Levi- found that circuit two was 60lbs over charged. Recovered 60lbs of R134a out of circuit two. Left unit with 18 degrees of subcooling. Also found circuit one is 60lbs low. Pumped recovered refrigerant into circuit one for 18 degrees of subcooling. Refrigerant is migrating from first stage to second stage. Bundle needs to be pulled apart and repaired.

5/16/22

Fault light on chiller. Error message on chiller. "slide position sensor – failure 1" This is the same error we were getting late in the cooling season last year when Mark from R.J. O'Neil tried to recalibrate or off set the slide position. We had to relace this slide sensor part which was an original part. I took over 1 week to come in and over 1 week to install because of weather.

Notes from technician:

Slide control alarm on circuit one. Ordered new slide control. Replace compressor slide valve. Shut down circuit one and valved off compressor. Reclaimed gas from compressor. Removed old slide valve and installed new one. Pulled vac on compressor and added reclaimed gas back into system. Turned circuit one back on and checked operation. Compressor started and ran fine at this time. Slide valve position seemed to track with the target slide valve target.

Ted has cleaned out our lower gutters, but we will need to call to have someone go on the roof and clean the gutters and downspouts because they are clogged.

The beginning of the calendar year, we will be looking to move to a cleaning service. When the city moves to their new location, we are looking to be grouped in with the city to use their service.

Staff

Genevieve, Director of Adult Services, has given her notice that her last day of work at the library will be on Friday, June 17. I have posted a job opening with RAILS, ILA, Facebook, our website, city's website, Chamber of Commerce, staff emails, and at the front desk. We will be interviewing three candidates the week of June 6.

We had two staff members attend Reaching Forward Conference at the Donald E. Stephens Convention Center in May. They each attended several discussions and workshops bringing back ideas to incorporate into our library and the services we provide.

Other

I emailed Mr. Shimp about our vandalism problems, and he immediately sent David Travis, Principal and Mike Guzaldo, Dean of Students to come over and speak with me. They were extremely apologetic and sent their maintenance person over to fix our toilet. The next day the Dean of Students came back to view our security cameras and identify several students who were not to be off campus and one individual who was responsible for the vandalism. He asked if we would like for them to perform community service here, but I said that I did not want the library to be used as a form of punishment and felt that should come from the school.

This month I have been working on the IPLAR (Illinois Public Library Annual Report) report that is due to the State Library on June 30.

Marketing

I had a photographer come into the library and take some professional photos for a new library brochure that is being created by Nettie Badgley, members of the Friends of the Library, pro bono.

May 2022 Programs

Youth Programs:

18 Children's programs with 328 attending: 2 book clubs, 4 story times, Window Art, scavenger hunt, Tots-and-toddlers, Lego kits, Read with Paws, Preschool Zone, Literacy Center, Escape room, School Tour, Chalk the Walk, Home School Book club.

3 passive Children's program with 332 attending: (FB Spanish Story Time, color activity, Story walk.

3 Teen program with 12 attending: TAG, Teen Book club, Harry Potter Book Club.

2 passive Teen programs with 6 attending: Teen color pages, 3D printer.

Adult Programs:

17 programs with 164 attending

5/3	Threads	5	
5/5	Chair Yoga	14	
5/5	Dungeons & Dragons	6	
5/5	Animal Resistant Gardening		32
5/11	Lunch Bunch	6	
5/12	Chair Yoga	13	
5/12	Dungeons & Dragons	8	
5/13	Roaming Readers	3	
5/17	Maker Tuesday Craft	22	
5/19	Chair Yoga	10	
5/19	Dungeons & Dragons	6	
5/19	Men's Book Club	8	
4/25	Medicare Seminars	20	

5/24	Creative Writing	8
5/25	ILP-Jessamine Chan	6
5/26	Chair Yoga	11
5/26	Dungeons & Dragons	6

Meeting Room Usage: Rentals-; Library use- 14; Community use- 10; Zoom meets-6

Board room Use: 4

Museum pass: 9

Proctored tests: 0

Genevieve & Sharyl attended the Reaching Forward Conference 5/6/2022

Dixie attended ALA Fall Virtual Book Show 5/23-5/26

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

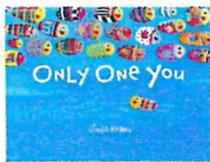
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YORKVILLE STATISTICS FOR FY22		PRAIRIECAT													
											Items to Reciprocal				
											Items lent to other libraries	Items borrowed from other libraries	Borrowers at Yorkville	Items added	Patrons added
All Transactions	web renewals	web holds	checkout s+ renewals	checkout s renewals	all holds placed	holds filled	checkins	other libraries	other libraries	at Yorkville	Items added	Patrons added			
MAY	12219	460	1308	5269	4982	287	373	1350	5227	574	1041	332	534	78	
JUNE															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
Totals															
ANCESTRY		E-READ IL			OMNI			OCLC							
SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED					
MAY	20	9	28	108	31	729	598	317	0						
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
Totals															

FY 2021 ATTENDANCE			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PATRON DOOR COUNT			5630												
CURBSIDE PATRONS			16												
HOME DELIVERY			2												
CARDS ISSUED THROUGH WEBSITE			9												
CHILDREN'S AGE 2-5 PROGRAMS			8												
AGE 2-5 ATTENDANCE			198												
CHILDREN'S AGE 6-11 PROGRAMS			7												
AGE 6-10 ATTENDANCE			126												
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			3												
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			332												
NUMBER OF YA PROGRAMS			3												
YA PROGRAM ATTENDANCE															
NUMBER OF YA PASSIVE PROGRAMS			2												
YA PASSIVE PROGRAM ATTENDANCE			6												
YOUTH SUMMER/WINTER READING															
NUMBER OF ADULT PROGRAMS			17												
ADULT PROGRAM ATTENDANCE			164												
NUMBER OF ADULT PASSIVE PROGRAMS															
ADULT PASSIVE PROGRAM ATTENDANCE															
ADULT SUMMER/WINTER READING															
MEETING ROOM USE:			24												
BOARD ROOM USE			4												
STUDY ROOM USE			65												
MUSEUM PASS			9												
YOUTH COMPUTER SESSIONS			18												
ADULT COMPUTER SESSIONS			194												
FRIENDS VOLUNTEER HOURS															
YOUTH VOLUNTEER HOURS															
IPLAR NOTES: COUNT LIVE (SYNCHRONOUS) VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE															
COUNT VIEWS OF RECORDED (ASYNCHRONOUS) VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE															

JUNE

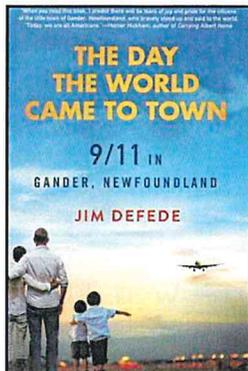
For more information on Yorkville Public Library's Children's programs Call Us: 630-553-4354 ext. 108
 Check out our Facebook or our Twitter @Yorkvillekidsread
 Registration is now online!! Sign up for programs at
<http://www.yorkville.lib.il.us>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
FIZZ! BOOM! READ! SUMMER READING PROGRAM JUNE 1-JULY 31 PICK UP YOUR PAPER READING LOG and READING INCENTIVES			1 Preschool Zone 10:30 or 1:30 Registration Required Window Art (June 1-4) Contact library for an appointment time	2	3 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00 Registration Required *SEE WEBSITE*	4 VIRTUAL 3D PRINTING *SEE WEBSITE*
5 LEGO Kits June 6-10 Registration Required *SEE WEBSITE 	6 Chalk the Walk 11:00 Registration Required	7 T.A.G. @ 3:00	8 Facebook Spanish Story at 10:00 am	9 Tots and Toddlers @ 10:30 Registration Required BOOK CLUB (1-2) 4:00-4:30 Registration Required	10 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00 Registration Required *SEE WEBSITE*	11
12 JUNE 13 BOOK CLUB (GRADE 3-5) 4:00-4:30 Registration Required	13 STEM Kit—Body (ages 7-10) 11:00 -11:45 Registration Required	14 Farmacy Farmstand Storytime and Bee Presentation 10:30 OR 2:30 Registration Required	15 Stories in the Park Town Square @ 11:30	16 Get Ready Kindergarten 11-11:45 Registration Required *SEE WEBSITE* BOOK CLUB (1-2) 4:00-4:30	17 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00 Registration Required *SEE WEBSITE*	18 Read With Paws 10:30-11:30 Contact Library for appointment time
19	20 STEM Kit—Catapult (ages 7-12) 11:00 -11:45 Registration Required	21 STEM Kit—Magnets (ages 4-7) 11:00 -11:30 Registration Required	22 Facebook Spanish Story Time at 10:00 am Stories in the Park Bristol Station @ 10:30	23  at 11:00 or 2:00 Registration Required	24 DROP IN STORY TIME 10:30 @ YPL Library Intern 9:00-12:00 Registration Required *SEE WEBSITE*	25
26 JUNE 27 BOOK CLUB (GRADE 3-5) 4:00-4:30 Registration Required	27 STEM Kit—Bridges (ages 7-12) 11:00 -11:45 Registration Required	28 YA Teen Book Club @ 3:00 T.A.G. @ 3:00	29 Stories in the Park Raintree Village Park B @ 10:30	30 Get Ready Kindergarten 11-11:45 Registration Required Harry Potter Book Club 4:30-5:30 Registration Required	ESCAPE ADVENTURE: This Escape Adventure is available the entire month of June. Contact the library for an appointment.	

BOOKS

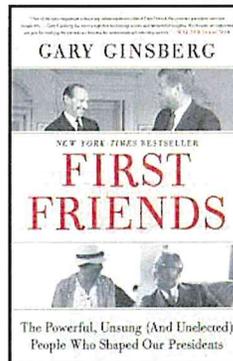
Lunch Bunch — Noon
(Meets the 2nd Wed each month)

June 8—The Day the World Came to Town, by Jim DeFede



Men's Book Club — 7 pm
(Meets the 3rd Thurs each month)

June 16—First Friends, by Gary Ginsberg



Roaming Readers — 9 am
(Every other Friday: June 10 & 24)



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 the 4th Tues each month)
June 28

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 — 10 am
(Meets the 1st Tues each month)
June 7

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 — 10am
(Meets the 2nd Mon each month)
June 13



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

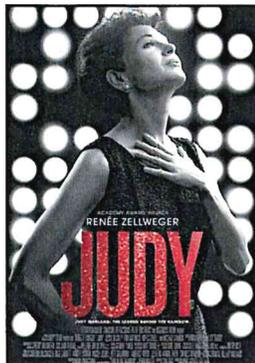


Maker Tuesday Craft Programs — Tues, June 21 @ 10 am OR 6:30 pm

In June, create felt flowers and succulents to add to a needle-felted garden to display in a small flowerpot or to use as a button jar topper. Registration required.

Monday Movie Madness!

Enjoy an afternoon movie with your friends on the last Monday of the month. Registration required.



June 27 — Judy

Chair Yoga
Thursdays @ 10:15 am

Chair Yoga can:

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

June 9, 16, 23 & 30

Note: NO class on June 2

Registration required.

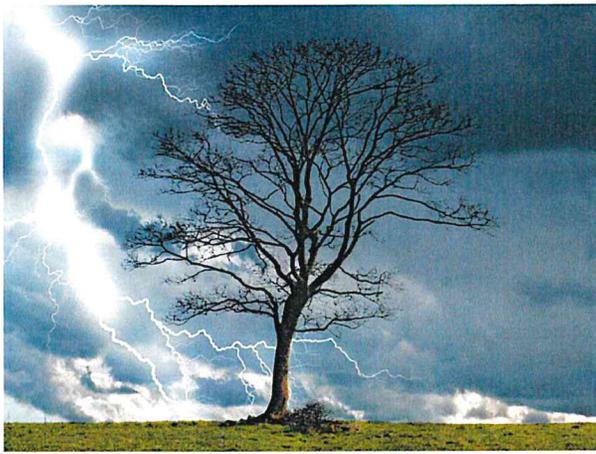
Sponsored by the Friends of the Library.



Learn to Play Dungeons & Dragons — Thurs, June 2, 9, 16, 23 & 30 @ 4 pm

Have you ever wanted to learn how to play Dungeons & Dragons? Come learn the rules of this iconic fantasy role playing game with this new group for ages 18 and up!

Second floor, Quiet Reading Room. Registration required.



Storm Chasing 201 — Wed, June 15 @ 7 pm

Join the Illinois Storm Chasers to take an in-depth look into severe weather forecasting and storm chasing. This program will build off "Storm Chasing 101," offered last fall, but attendance at the 101 program is NOT required to attend.

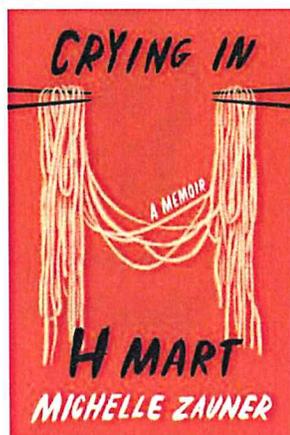
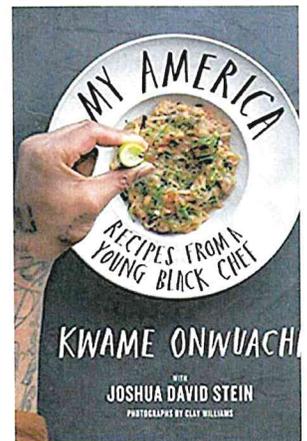
Michelle Pfister Meeting Room.
Registration required.

Sponsored by the Friends of the Library.

Chef Kwame Onwuachi — Wed, June 22 @ 7 pm (via Zoom)

Join award-winning chef and former *Top Chef* contestant Kwame Onwuachi as he discusses his new cookbook, *My America: Recipes from a Young Black Chef*. Registration required to receive a Zoom link.

This event is sponsored by the Friends of the Library and made possible by Illinois Libraries Present, a statewide collaboration of public libraries offering high-quality events.



Michelle Zauner — Thurs, June 30 @ 7 pm (via Zoom)

Fresh off a tour with her band Japanese Breakfast, Michelle Zauner will discuss her bestselling memoir, *Crying in H Mart*, and more. Chicago author, editor, critic and producer Jessica Hopper will join her in conversation. Registration required to receive a Zoom link.

This event is sponsored by the Friends of the Library and made possible by Illinois Libraries Present, a statewide collaboration of public libraries offering high-quality events.



THANK YOU TO OUR SUMMER READING SPONSORS



YORKVILLE
CULVER'S



KANE COUNTY
COUGARS



PAISANO'S
PIZZA & GRILL



KUIPERS
FAMILY FARM



FRIENDS OF THE YORKVILLE PUBLIC LIBRARY



RAGING WAVES
WATERPARK



Wendy's

YORKVILLE
WENDY'S



CLASSIC CINEMAS



YORKVILLE
MCDONALD'S



YOUR PERFORMING
ARTS CENTER



HOME PLATE
HOTDOGS



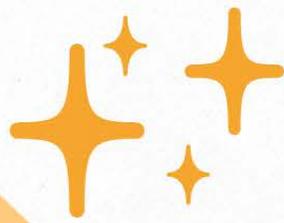
KELLER'S
FARMSTAND



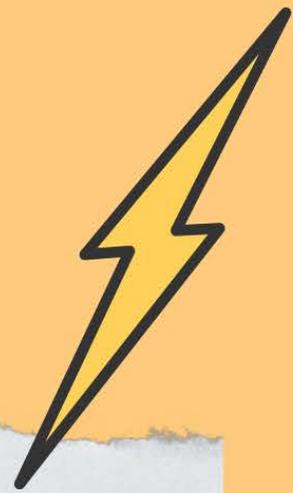
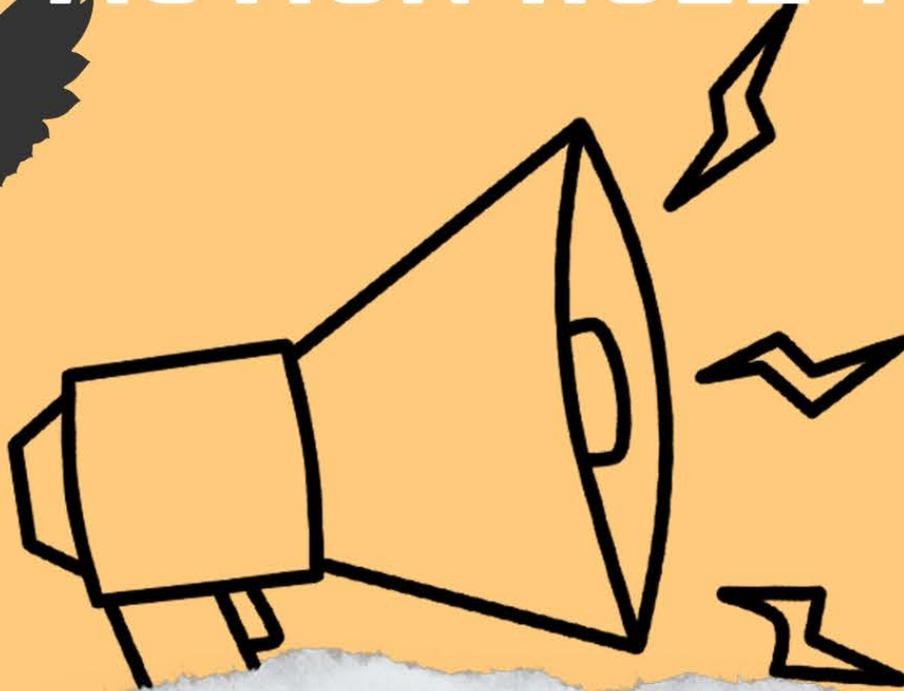
YORKVILLE
ROSATI'S



JOIN US!



SCHOOL OF WIZARDRY LIVE ACTION ROLE PLAY



COME VISIT HOGWARTS!

There will be a sorting ceremony, classes, games, quidditch, photo-booth, snacks and more!

Registration is from June 13th - July 15th

*Registration will be closed sooner if we hit capacity

Saturday

6TH

August 2022

6pm - 8:30pm

For more information visit our website

41

[HTTPS://WWW.YORKVILLE.LIB.IL.US/](https://www.yorkville.lib.il.us/)

SCHOOL OF WIZARDRY LARP



VOLUNTEERS NEEDED

**6:00-
8:30PM**

**6
AUG**

Looking for adult and teen volunteers!

Please stop in or contact the Yorkville Public Library if you are interested in volunteering to play a famous wizard character or to be a volunteer on the night of the LARP! Some volunteers will teach classes or lead events. We have an entire list of volunteers that we need posted at the library.

[HTTPS://WWW.YORKVILLE.LIB.IL.US](https://www.yorkville.lib.il.us)
630-553-4354 EXT 108

Griffon Systems, Inc.

650 West Grand Ave.

#206

Elmhurst, IL 60126

Estimate

Date	Estimate #
5/19/22	100710-1116

Name / Address
Yorkville Public Library Shelley Augustine 902 Game Farm Road Yorkville, IL 60560

Project

Description	Qty	Rate	Total
AVIGILON 3MP H5SL INDOOR DOME IR	5	550.00	2,750.00
3MP AVIGILON SL IR BULLET	1	650.00	650.00
ACC 7 STANDARD	6	175.00	1,050.00
CATEGORY 6 UTP CABLE	2	200.00	400.00
CAMERA INSTALLATION	1	1,800.00	1,800.00
		Subtotal	\$6,650.00
		Sales Tax (8.0%)	\$0.00
		Total	\$6,650.00

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Memorandum

To: Yorkville City Council
From: Tim Evans, Director of Parks and Recreation & Shelley Augustine, Library Director
CC: Bart Olson, City Administrator
Date: June 7, 2022
Subject: City Parks & Recreation and Library Shared Full-Time Marketing Position Proposal

Summary

City Parks & Recreation and Library Full-Time Shared Marketing Position Proposal

Background

Most Parks & Recreation and Library Districts have an entire division dedicated to sponsorship and marketing. While specific revenue increases from sponsorships is monitored and important to these Districts, there is also an understanding that the indirect revenue increases across the respective units, due to properly marketing programs, is equally important.

Over the last few years, both the City's Parks & Rec. Department and the Yorkville Public Library have provided a dramatic increase in program offerings to the Yorkville community. Due to this increase, the overall demands to successfully maintain the day-to-day operations have also increased, proving it difficult for both entities to continue operating on the high level the Yorkville community expects while also effectively marketing and sponsoring these programs. To effectively market and secure sponsorships the following tasks must be consistently completed year-round:

- 1) Creating program flyers.
- 2) Creating sponsorship forms.
- 3) Updating Facebook pages.
- 4) Updating website pages.
- 5) Building relationships with the community for future sponsorship opportunities.
- 6) Designing sponsorship banners and signs.
- 7) Keeping track of event sponsors and the associated sponsorship level.
- 8) Post-event follow up with sponsors.

Currently, the P&R department and Library do not have a dedicated employee to oversee this job responsibility, resulting in missed opportunities for community engagement and participation as well as sponsorship revenue. By not securing these additional funds to their fullest degree both entities are missing opportunities to offset, enhance and even add new programs to the Yorkville community. To help assist in managing the marketing and sponsorship for both organizations,

the City P&R Department & Yorkville Public Library are interested in sharing a community development and marketing position. Such a partnership will benefit both organizations and ultimately best serve the residents of Yorkville.

This proposed, shared position will maximize the resources of both organizations to fully promote and sponsor all programs offered to the Yorkville community. The attached memo of understating provides details on the following points:

- 1) Staff expects to hire this full-time salaried position at a starting salary between \$45,000 - \$50,000, plus benefits.
- 2) Library will contribute a minimum of \$15,000, and possibly up to 20%, of the salary and benefits, depending on the Library fiscal year budget.
- 3) The City will cover all other cost related to this full-time salary position, minus the \$15,000 or 20% contribution from the Library.
- 4) The annual hours received by the Library will be equivalent to the amount contributed. Since the employee's costs are variables (salary dependent on negotiation, benefits dependent on enrollment) and the Library's commitment is variable, we will have to certify the exact amount of hours at a staff level after the employee is hired and the Library Board agrees on a contribution amount. Our earliest estimate is that the Library will receive approximately 8-12 hours per week, subject to management discretion and tracking of hours between the Library Director and Parks and Recreation Director.
- 5) The P&R Director, Supt. of Rec. and Library Director will meet periodically to discuss project management and to ensure hours spent between the City and Library is meeting outlined expectations and is comparable to the funds being contributed to the position.
- 6) The Library Director and the Parks and Recreation Director will make joint decisions on hiring, firing, discipline, and wage adjustments.
- 7) The Library Director will have the authority to terminate the partnership at any time, similar to how the City's arrangement with Oswego for the Purchasing Manager and the Facilities Manager works.

Recommendation

Staff seeks City Council approval of the full-time shared City P&R & Library full-time marketing position at a starting salary between \$45,000 - \$50,000, plus benefits.



UNITED CITY OF YORKVILLE

JOB DESCRIPTION



JOB TITLE: RECREATION & LIBRARY COMMUNITY ENGAGEMENT AND MARKETING COORDINATOR
DEPARTMENT: Recreation & Library
STATUS: Full-time
FLSA STATUS: Exempt
REPORTS TO: Director of Parks & Recreation & Library Director

Position Description Overview

Under the supervision of the Director of Parks & Recreation & Library Director, this position is responsible for coordinating and managing the City of Yorkville's Parks, Recreation and Library's community presence and marketing content. Responsibilities include developing connections and creating partnerships with individuals and local organizations to promote parks, recreation and library services and resources. Coordination of internal and external publicity efforts to keep the public aware of all the the Parks, Recreation and Library services offered to the residents of Yorkville. Secure sponsorship revenue to support and enhance Parks, Recreation and Library community events.

Essential Job Functions

- Coordinates community engagement for the Parks, Recreation and Library, including outreach to local businesses and nonprofits, participation in community events, and serving on local boards and committees.
- Coordinates with Recreation & Library Management Team and staff to provide consistent print and electronic messages in support of programs and services.
- Development and implementation of a marketing plan which supports the strategic goals and initiatives of the Parks, Recreation and Library and heightens awareness, understanding and engagement with service, programs, and resources.
- Responsible for planning, writing, producing, and managing content for marketing, branding, promotions, public relations, and internal and external communications for the Parks, Recreation, and Library Departments.
- Assume overall responsibility for the design, production, and dissemination of the brochures, fliers, signage, press releases, digital signs, lobby tv content, and newsletters.
- Responsible for posting and maintaining the content of the Parks, Recreation, and Library websites, social media outlets, and various print & online media sources.
- Staying abreast of modern technologies and trends to identify, assess feasibility, and implement those trends to respond to the needs and interests of the community.
- Collect, maintain, and analyze accurate and up-to-date statistics for reporting purposes.

- Sets annual objectives and budgets for public relations and marketing in line with the Parks, Recreation & Library's strategic plan.
- Assists in developing and securing sponsorships and vendors for year-round community events hosted by the Parks, Recreation and Library Departments.
- Assists in the coordination, planning, and implementation of community events hosted by the Parks, Recreation and Library Departments.
- Attend board meetings and committee meeting as requested.
- Assist the Parks, Recreation and Library Departments in daily functions as seen fit by Management Teams.

Qualifications

- Degree in Public Relations, Marketing, Communications, or related field preferred.
- Previous experience planning and executing programs and events
- Intermediate to advanced computer and information technology skills.
- Must be available on periodic evenings and weekends to attend assigned community events.
- Must successfully complete a background investigation with findings of good character and no felony convictions.

Knowledge, Ability, and Skills

- Ability to perform the above-listed essential functions.
- Ability to empathize and relate to patrons and community needs with a strong commitment to customer service.
- Ability to meet people easily and to participate effectively in the cultural and intellectual activities of the community.
- Ability to establish partnerships with a wide range of organizations such as business associations, social service agencies, not for profit groups, and governmental organizations.
- Proficient in Microsoft Office Suite, Google Apps, and graphic design software.
- Excellent communication skills, both verbal and written.
- Ability to learn modern technology and communicate this knowledge to staff.
- Works independently, making decisions within stated guidelines to solve problems and produce accurate work in a timely basis.
- Works collaboratively and productively with coworkers and supervisors.
- Good organizational and planning skills, with the ability to pay attention to detail.
- Dependable, reliable, punctual, professional, and patient.
- Demonstrates effective listening skills, in a respectful and sensitive manner.
- Exercises initiative, discretion, and make independent decisions.

Physical Requirements/Work Environment

- Work that includes repetitive keyboard use.
- Work that includes standing for extended periods of time in outdoor locations.
- May regularly be required to lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Manual dexterity, clear speech, hearing acuity, and correctable vision.

- Provides own transportation.
- Will be working in two different locations (Recreation & Library Offices) throughout the week.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

We are an equal opportunity employer and this obligation includes our commitment to providing reasonable accommodations when necessary to assist our employees and applicants who are disabled (and those who are pregnant or have a pregnancy related medical condition or disability) in order for those individuals to perform their essential job functions. If you are in need of a reasonable accommodation to perform the essential job functions listed above, we urge you to contact your supervisor or HR to schedule a meeting to discuss the available options.

To Apply:

To be considered for this position, please send a cover letter and resume to:

Tim Evans, Director of Parks & Recreation

tevens@yorkville.il.us

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United City of Yorkville & Yorkville Public Library

Memorandum of Understanding

This Memorandum of Understanding (MOU) sets the terms for an understanding between the United City of Yorkville and the Yorkville Public Library concerning a proposed, shared marketing position partnership between the two organizations.

Background

The United City of Yorkville Parks & Recreation Department and Yorkville Public Library are interested in sharing a full-time community development and marketing position. Such a partnership will benefit both organizations and ultimately best serve the residents of Yorkville. This proposed, shared position will provide the ability to maximize the resources of both organizations to fully promote and sponsor all programs each entity offers to the Yorkville community.

Purpose

This MOU will enumerate the details of a partnership between United City of Yorkville Parks & Recreation Department and Yorkville Public Library in supporting a full-time shared marketing position between the entities.

The Yorkville Public Library will provide and receive the following:

- 1) Contribute an amount yearly to the full-time position, depending on the Library fiscal year budget.
- 2) The employee will work on Library items in an amount of hours commensurate to the Library's financial contribution to the position relative to full cost of the position.
- 3) While the amount of hours worked for each entity is subject to the discretion of and management by the Library Director and the Parks and Recreation Director, it is understood that the employee will contribute the full 40 hour/week to the library for 2-3 weeks per year to assist in large events hosted by the Yorkville Public Library including the Library Mini Golf FUN-raiser.
- 4) The employee will follow a yearly marketing plan, which will be agreed to by the City and Library. A draft plan attached.

The City's Parks & Recreation Department will provide and receive the following:

- 1) Contribute all remaining funds needed to cover the full-time yearly salary and benefits, minus the Library contribution.
- 2) All IT equipment needed to sufficiently complete projects required of the position including a laptop, marketing programs, etc.
- 3) The employee will work on Parks and Recreation items in an amount of hours commensurate to the City's financial contribution to the position relative to full cost of the position.

- 4) While the amount of hours worked for each entity is subject to the discretion of and management by the Library Director and the Parks and Recreation Director, it is understood that the employee will contribute the full 40 hour/week to the Parks and Recreation Department for 4-5 weeks per year to assist in large events hosted by the Yorkville Parks and Recreation Department including Hometown Days, Riverfest and Holiday Celebration.
- 5) This position will be a full-time employee of the City subject to the City's Employee Manual.
- 6) The City will be responsible for all employee benefits and shall approve all vacation days.
- 7) In the event there is a conflict on the weeks of scheduled, special events, the City shall be given first rights to the 40 hours to be worked.
- 8) The employee will follow a general, yearly marketing plan which will be agreed upon by the City and Library. Draft attached.

Reporting

In general, the employee will cost about \$30 - \$36 per hour or \$60,000 - \$75,000 per year. The P&R Director, Supt. of Rec. and Library Director will periodically meet to discuss project management and to ensure hours spent between the City and Library is meeting outlined expectations and is comparable to the funds being contributed to the position.

Funding

The Library Board contribution is TBD, but is expected in the \$15,000 range.

City will cover all other fees related to the full-time salary position.

Duration

This MOU is "at-will" and may be modified by mutual consent of authorized officials from United City of Yorkville and Yorkville Public Library. This MOU shall become effective upon signature by the authorized officials from the United City of Yorkville and Yorkville Public Library and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of a new, mutual agreement by the authorized officials from United City of Yorkville and Yorkville Public Library, this MOU shall renew yearly.

Contact Information

1) United City of Yorkville
800 Game Farm Rd.
Yorkville, IL 60560

2) Yorkville Public Library
902 Game Farm Rd.
Yorkville, IL 60560

_____ Date:
(United City of Yorkville)

_____ Date:
(Yorkville Public Library)

General Parks & Recreation and Library Yearly Marketing Plan

A.) Four (4) phases for the shared marketing position to work on:

- 1) Advertisement (Flyers, Facebook, Newspapers, Newsletters, etc.)
- 2) Website Design (P&R and Library webpages/sites)
- 3) Event/Program Signage.
- 4) Event/Program Sponsorship, Forms, Tracking & Relationships.

B.) Calendar Year Month to Month Programs

- 1) January:
 - a) P&R – Spring Youth Baseball, Softball & Soccer Leagues (Flyers, Facebook, Website & Sponsorship). Valentine’s Day Events (Flyers), Preschool Registration.
 - b) Library – Mini Golf FUN Raiser, Winter Reading Programs
- 2) February:
 - a) P&R – St. Patrick’s Day Celebration, Easter Egg Hunt, FORE Golf Outing, Utility Bill
 - b) Library – Mini Golf FUN Raiser, Winter Reading Programs
- 3) March:
 - a) P&R – St. Patrick’s Day Celebration, Margaritas en Mayo
 - b) Library- National Library Week (early April), National Poetry Month (April)
- 4) April:
 - a) P&R – Summer Basketball, Summer Camps/Classes, Margaritas en Mayo, Utility Bill
 - b) Library – Summer Reading Programs, National Library Week, Poetry Month
- 5) May:
 - a) P&R – Summer Camps/Classes, Special Events Webpages, Memorial Day Ceremony, River Fest, Fore Golf Outing
 - b) Library – Summer Reading Programs, Harry Potter Program

- 6) June:
 - a) P&R – July 4th Celebration, River Fest, Wine Nights, Movie Nights, Utility Bill
 - b) Library – Summer Reading Programs, Harry Potter Program

- 7) July:
 - a) P&R – Hometown Days Festival, National Night Out, Fall Sports Leagues, River Fest
 - b) Library – Summer Reading Program, Harry Potter Program, Annual Book Sale

- 8) August:
 - a) P&R – Hometown Days Festival, Girls Basketball Leagues, Utility Bill
 - b) Library – Harry Potter Program, Annual Book Sale, Nat. Lib. Card Sign Up Month (Sept)

- 9) September:
 - a) P&R – Girls & Boys Basketball League, Scarecrow Walk
 - b) Library – Annual Book Sale, Nat. Lib. Card Sign Up Month

- 10) October:
 - a) P&R – Holiday Celebration, Boys Basketball League, Flags of Valor, Utility Bill
 - b) Library – Halloween Program

- 11) November:
 - a) P&R – Holiday Celebration, Santa Visits
 - b) Library – Mini Golf FUN Raiser, Polar Express

- 12) December:
 - a) P&R – Sponsorship Forms for following year, Spring Baseball/Softball Leagues, Preschool Registration, Utility Bill
 - b) Library – Mini Golf FUN Raiser, Polar Express, Winter Reading Programs

*Marketing all monthly reoccurring programs for both P&R and Library