

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations
5. Approval of Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer: Financial Statement  
Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees: Policy Personnel  
Physical Facilities Finance  
Community Relations
14. Unfinished Business: HVAC repairs & discussion
15. New Business: Approve temporary cleaning services proposal  
Trico HVAC Semi-Annual Preventative Maintenance  
Update & Approve Authority to Spend Financial Policy
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. New Business (continued)
18. Adjournment

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**Yorkville Public Library**  
**Board of Trustees**  
**Monday, August 8, 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.

**Roll Call:**

Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes

Absent: Sue Shimp, Bret Reifsteck, Tara Schumacher, Keri Pesola

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of the Library Judy Somerlot and Daniel Chacon

**Recognition of Visitors:**

President Crawford welcomed staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Approval of Minutes:** July 11, 2022

President Crawford noted one correction on page 4, first line should say **Ms.** Garcia, not Mr. Garcia. He then moved to accept the minutes with that correction and Ms. Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Milschewski-yes Carried 5-0.

**Correspondence:** None

**Public Comment:**

Ms. Somerlot commended the library on the spectacular School of Wizardry recently held and said it was a huge success. The new Marketing person, Katelyn Gregory, took many photos to document the event.

**Friends of the Library Report:**

Ms. Somerlot reminded everyone of the upcoming used book sale. Volunteers are needed and children's books will be in the circulation area to keep things distanced. She said the group discussed the mini-golf event at their meeting today and there is no one to spearhead the event for next year. Ms. Augustine is forming an exploratory group by partnering with Parks & Rec to discuss this further. Ms. Somerlot said this popular event has been held for 8 years with one skipped year due to Covid. Ms. Augustine and Tim Evans will meet after Hometown Days is over. Ms. Somerlot added that there is a company that will organize events like this, however, they charge \$5,000.

**Staff Comment:** None

**Report of the Treasurer:****Financial Statement**

Ms. Augustine highlighted some of the larger invoices including some of the magazine subscriptions. She said more of the magazines are going digital which will need to be discussed at a later time.

**Payment of Bills**

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

\$15,029.64     Accounts Payable

\$42,242.28     Payroll

**\$57,271.92     Total**

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Milschewski-yes, Crawford-yes. Carried 5-0.

**Report of the Library Director:**

Director Augustine reported the following:

1. The owl program, courtesy of the Friends Group, was attended by 90 people.
2. Discussed the Harry Potter event.
3. Held first computer class for seniors and taught by Mike Curtis. All classes are full for the month and will be held again in September.
4. Ms. Augustine is invited to Kendall County Focus Group meeting for broadband assessment needs for county.
5. City is doing a pilot program "Aging in a Changing Region", to determine what services are needed for seniors. Workshop to be held October 20 which Ms. Augustine will attend.
6. Parking lot has been sealcoated, courtesy of Public Works staff.
7. Hired two part-time persons and 2 more may be needed. A salary study may be needed in the future to provide competitive wages to retain employees.
8. Found a water stain on the drop ceiling in book drop room. A pump was leaking and Ted Milschewski was able to install a new one, saving the library money.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:****HVAC Repairs & Discussion**

Director Augustine has been keeping a daily journal of HVAC issues to keep the Board members up-to-date on the many issues. She is still waiting on a boiler repair, but it is on hold since the boiler is not being used right now. Following a Board request to get a second opinion on the chiller problems, Trico came and hoped to see the chiller in failure, however, they did a walk-through and a tech will be sent for a second opinion. While looking at the chiller, they noticed an actuator motor was failing and needed to be replaced. It has now been repaired. They had quoted 8 hours of labor and they were finished in 2 hours, so Ted Milschewski asked them to look at other things while they were at the library and they found the boiler actuator had failed and it has also been replaced. Ms. Augustine said that Trico has been very thorough and staff is very comfortable with them. Trico also does work at the other city buildings. Tom from Trico also asked for the building plans and has digitized them, saving the library \$200.

Tom from Trico gave a second opinion on the chiller repair and explained the procedure, saying they would like to evacuate both circuits, fill one up, see if it leaks and migrates to the other to determine where the leak is. They quoted \$3,408 for 3 days of labor. While they are doing that procedure, they would also look at error messages. Tom also took a water sample and measured the glycol for freeze protection. It was only good to about 15 degrees and should be minus 20 to minus 30. He said more glycol is needed and that it comes in 55-gallon drums at a cost of \$1,900. Trustee Forristall asked how much is needed to bring the levels back up, but that is unknown at this time. He said R.J. O'Neil should be asked if they have checked the level and he said O'Neil may hire someone to fill the glycol. He noted that if the glycol is too low, the library could have lost the



chiller. Director Augustine will ask Mr. Raasch if O'Neil should have been checking the glycol level. Ms. Milschewski asked if the library has a contract with O'Neil. There is no contract at this time, however, they have been doing the preventive maintenance. Mr. Forristall suggested asking Trico if they have a preventive maintenance contract. Ms. Millen added that Trico seems to be more knowledgeable overall and Ms. Garcia added that Trico has offered more information. Mr. Forristall said Mr. Raasch and Mr. Milschewski have provided tremendous help.

Ms. Augustine also shared another problem involving water leaking in the IT room. A part was installed in May and the same part was needed again in July. Ms. Augustine asked if the work was under warranty as O'Neil quoted a price of \$1,486. Mr. Raasch got involved regarding the labor amounts since the repairs were so close together. A resolution to this has still not been provided from R.J. O'Neil. Ms. Milschewski suggested maybe there was another part that was actually faulty. Trico also looked at this issue and will provide a quote. Trico also added 4 pounds of refrigerant. A request will be made for a quote from Trico to replace the whole unit in the IT room which Mr. Raasch has estimated at about \$20,000. He also provided an estimate of total replacement of the chiller to be from \$220,000 to \$240,000 at today's prices.

When repairs were done today on the hot water valve, the tech told the Director she should track Nicor usage because the valve had been stuck open resulting in high gas bills. Ms. Augustine will check the past amounts on the Nicor bills.

#### Conclusion

Mr. Forristall said he would like a preventive maintenance program with Trico, ask them for their rates and a scope of work. He also said a service log is needed to prove the particular work has been done and to ensure the work will be covered under warranty. Director Augustine said she would like to continue with Trico and the Board agreed. Ms. Garcia suggested that every time a tech performs work, they should log it in. Ms. Augustine noted that techs do write explanations on the invoices which she keeps.

**New Business:** None

**Executive Session:** None

**Additional Business:** None

#### **Adjournment:**

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

Minutes respectfully submitted by  
Marlys Young, Minute Taker

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DATE: 08/22/22  
TIME: 13:06:14  
ID: AP225000.WOW

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900123	FNBO	FIRST NATIONAL BANK OMAHA			08/25/22		
	082522-A.HERNANDEZ	07/31/22	01	CENTRAL SOD-SOD		79-790-56-00-5646	102.00
			02	CONSERV FS-CUSTOM FLAGS, TURF,		79-790-56-00-5646	2,422.50
			03	PESTICIDE FLAGS, PESTICIDE		** COMMENT **	
				INVOICE TOTAL:			2,524.50 *
	082522-A.HOULE	07/31/22	01	FLATSOS-NEW TIRE		79-790-54-00-5495	121.50
			02	ROCK AUTO-BRAKE PAD KIT		79-790-56-00-5640	215.77
			03	FLATSOS-NEW TIRE		79-790-54-00-5495	148.00
			04	WATERPLAY-SENSOR PAD ACTIVATOR		79-790-56-00-5640	539.47
			05	AMAZON-ROCKER SWITCH		79-790-56-00-5640	19.98
			06	CARROLL-FOAM, SONOTUBE		25-225-60-00-6060	73.74
			07	SHOREWOOD AUTO-V BELT		79-790-56-00-5640	138.85
				INVOICE TOTAL:			1,257.31 *
	082522-A.SIMMONS	07/31/22	01	QUADIENT-JUL-OCT 2022 POSTAGE		01-120-54-00-5485	161.97
			02	MACHINE LEASE		** COMMENT **	
			03	COMCAST-6/20-7/19 INTERNET AT		24-216-54-00-5440	289.15
			04	651 PRAIRIE POINTE		** COMMENT **	
			05	ADS-AUG-OCT 2022 ALARM		24-216-54-00-5446	183.03
			06	MONITORING AT 651 PRAIRIE		** COMMENT **	
			07	POINTE		** COMMENT **	
			08	ADS-AUG-OCT 2022 ALARM		24-216-54-00-5446	233.70
			09	MONITORING AT 102 E VAN EMMON		** COMMENT **	
			10	VERIZON-JUN 2022 IN CAR UNITS		01-210-54-00-5440	504.14
				INVOICE TOTAL:			1,371.99 *
	082522-B.OLSON	07/31/22	01	ZOOM-06/23-07/22 USAGE FEE		01-110-54-00-5462	209.96
				INVOICE TOTAL:			209.96 *
	082522-B.PFIZENMAIER	07/31/22	01	WRAP-BOLAWRAPs		01-210-56-00-5620	303.63
			02	AMERICAN AED-ADULT PADS		01-210-56-00-5620	276.00
			03	AMERICAN AED-CHILD PADS		01-210-56-00-5620	599.40
			04	STEVENS-EMBROIDERY		01-210-56-00-5600	50.00
			05	ILSOS.GOV-LICENSE PLATE		01-210-54-00-5495	154.40
			06	RENEWAL		** COMMENT **	
				INVOICE TOTAL:			1,383.43 *
	082522-D.DEBORD	07/31/22	01	AMAZON-MONTHLY PRIME		82-820-54-00-5460	14.99
			02	MEMBERSHIP		** COMMENT **	
			03	AMAZON-BOOKS		82-000-24-00-2480	78.63
			04	DEMCO-LABELS, BOOK TAPE		82-820-56-00-5620	144.14
				INVOICE TOTAL:			237.76 *
	082522-D.SMITH	07/31/22	01	FIRST PLACE-CONCRETE SAW		25-225-60-00-6060	188.10
			02	HOME DEPO-TAPE, TAPE MEASURE		79-790-56-00-5630	59.95

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900123	FNBO	FIRST NATIONAL BANK OMAHA			08/25/22		
	082522-G.JOHNSON	07/31/22	01	AMAZON-PRINTER INK		51-510-56-00-5620	26.94
						INVOICE TOTAL:	26.94 *
	082522-G.NELSON	07/31/22	01	WAREHOUSE-WATER		01-220-56-00-5620	23.18
						INVOICE TOTAL:	23.18 *
	082522-J.BEHLAND	07/31/22	01	SHAW-WEED NUISANCE AD		01-220-54-00-5426	397.42
			02	TRIBUNE-STREET LIGHTS BID		01-410-54-00-5462	177.29
			03	POSTING		** COMMENT **	
			04	TRIBUNE-BRIGHT FARMS GRANT		01-110-54-00-5426	369.15
			05	HEARING		** COMMENT **	
			06	UPS-UTILITY SUBPOENA POSTAGE		01-110-54-00-5452	11.22
						INVOICE TOTAL:	955.08 *
	082522-J.ENGBERG	07/31/22	01	ADOBE-CREATIVE CLOUD MONTHLY		01-220-54-00-5462	52.99
			02	FEE		** COMMENT **	
						INVOICE TOTAL:	52.99 *
	082522-J.GALAUNER	07/31/22	01	BSN SPORTS-SOCCER JERSEYS		79-795-56-00-5606	7,900.00
			02	BSN SPORTS-BASEBALL SHIRT		79-795-56-00-5606	71.00
						INVOICE TOTAL:	7,971.00 *
	082522-J.JENSEN	07/31/22	01	KANE COUNTY CHIEFS-MONTHLY		01-210-54-00-5415	61.00
			02	LUNCHEON FEE FOR 3 STAFF		** COMMENT **	
						INVOICE TOTAL:	61.00 *
	082522-J.SLEEZER	07/31/22	01	RUSO-LINE TRIMMER		01-410-56-00-5630	311.00
						INVOICE TOTAL:	311.00 *
	082522-J.WEISS	07/31/22	01	GUMROAD-BOOKS		82-000-24-00-2480	24.00
			02	TARGET-CANDY, WATER, GIFT CARDS		82-000-24-00-2480	90.09
			03	TARGET-FRIENDS OF HARRY POTTER		82-000-24-00-2480	123.86
			04	PROGRAM SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	237.95 *
	082522-K.BALOG	07/31/22	01	COMCAST-6/15-7/14 INTERNET		01-640-54-00-5449	1,162.70
			02	SHREDIT-6/3/22 SHREDDING		01-210-54-00-5462	249.58
			03	COMCAST-6/8-7/7 CABLE		01-210-54-00-5440	21.06
			04	ACCURINT-JUN 2022 SEARCHES		01-210-54-00-5462	151.00
						INVOICE TOTAL:	1,584.34 *
	082522-K.BARKSDALE	07/31/22	01	ESRI-ARCGIS ANNUAL RENEWAL FOR		01-220-54-00-5462	792.52
			02	SUBSCRIPTION AND MAINTENANCE		** COMMENT **	
						INVOICE TOTAL:	792.52 *
	082522-K.GREGORY	07/31/22	01	AMAZON-GAVEL		01-110-56-00-5610	43.95
						INVOICE TOTAL:	43.95 *

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900123	FNBO	FIRST NATIONAL BANK OMAHA			08/25/22		
	082522-K.JONES	07/31/22	01	LEGACY.COM-FLOWERS FOR SOELKE		01-110-56-00-5610	131.16
			02	FUNERAL		** COMMENT **	
						INVOICE TOTAL:	131.16 *
	082522-L.THOMAS	07/31/22	01	KENDALL PRINTING-PAYROLL		01-120-56-00-5610	199.15
			02	CHECKS		** COMMENT **	
						INVOICE TOTAL:	199.15 *
	082522-M.CARYLE	07/31/22	01	BLUE TO GOLD-BULLETPROOF		01-210-54-00-5412	149.00
			02	REPORT WRITING SEMINAR		** COMMENT **	
			03	REGISTRATION		** COMMENT **	
						INVOICE TOTAL:	149.00 *
	082522-M.CURTIS	07/31/22	01	JEWEL-POPCORN, BOWLS		82-000-24-00-2480	13.85
						INVOICE TOTAL:	13.85 *
	082522-P.MCMAHON	07/31/22	01	SIRCHIE-EVIDENCE RIFLE BOX		01-210-56-00-5620	73.41
						INVOICE TOTAL:	73.41 *
	082522-P.RATOS	07/31/22	01	THREAD LOGIC-15 SHIRTS - 5		01-220-56-00-5620	331.69
			02	EACH FOR CREADEUR, RATOS AND		** COMMENT **	
			03	PETRAGALLO		** COMMENT **	
						INVOICE TOTAL:	331.69 *
	082522-R.FREDRICKSON	07/31/22	01	COMCAST-6/12-7/11 CABLE AT		01-110-54-00-5440	21.06
			02	800 GAME FARM RD		** COMMENT **	
			03	COMCAST-7/13-8/12 INTERNET AT		51-510-54-00-5440	111.85
			04	610 TOWER PLANT		** COMMENT **	
			05	COMCAST-5/15-6/14 INTERNET		79-795-54-00-5440	193.60
			06	AND CABLE AT 102 E VAN EMMON		** COMMENT **	
			07	NEWTEK-7/11-8/11 WEB HOSTING		01-640-54-00-5450	17.21
			08	COMCAST-6/24-7/23 INTERNET AT		79-790-54-00-5440	86.77
			09	201 W HYDRAULIC		** COMMENT **	
			10	COMCAST-6/24-7/23 INTERNET AT		79-795-54-00-5440	65.08
			11	201 W HYDRAULIC		** COMMENT **	
			12	COMCAST-6/24-7/23 INTERNET AT		01-110-54-00-5440	64.45
			13	800 GAME FARM RD		** COMMENT **	
			14	COMCAST-6/24-7/23 INTERNET AT		01-220-54-00-5440	75.19
			15	800 GAME FARM RD		** COMMENT **	
			16	COMCAST-6/24-7/23 INTERNET AT		01-120-54-00-5440	42.97
			17	800 GAME FARM RD		** COMMENT **	
			18	COMCAST-6/24-7/23 INTERNET AT		01-210-54-00-5440	279.29
			19	800 GAME FARM RD		** COMMENT **	
			20	COMCAST-6/29-7/28 INTERNET,		79-790-54-00-5440	232.74
			21	VOICE AND CABLE AT 185 WOLF ST		** COMMENT **	

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900123	FNBO	FIRST NATIONAL BANK OMAHA			08/25/22		
	082522-R.WOOLSEY	07/31/22	28	AMAZON-PICNIC BACKPACK		01-110-56-00-5610	99.99
			29	WHYSKY ACRES-BOURBON FOR		79-795-56-00-5606	792.00
			30	RIVERFEST		** COMMENT **	
			31	OMALEY#20334-REPAIR WELDING ON		24-216-54-00-5446	215.00
			32	CITY HALL HANDRAILS		** COMMENT **	
			33	ARAMARK#6100016901-MATS		01-410-54-00-5485	59.74
			34	ARAMARK#6100019916-MATS		51-510-54-00-5485	59.74
			35	ARAMARK#6100022940-MATS		52-520-54-00-5485	59.74
			36	ARAMARK#6100026438-MATS		01-410-54-00-5485	59.74
			37	AMPERAGE#1293013-IN-SPLICE KIT		23-230-56-00-5642	107.60
			38	AMPERAGE#1296234-IN-LAMPS		24-216-56-00-5656	127.86
			39	AMPERAGE#1296250-IN-LAMPS		24-216-56-00-5656	79.50
			40	AMPERAGE#1298916-IN-BALLAST		23-230-56-00-5642	204.33
			41	KIT		** COMMENT **	
			42	MINER ELECT#337146-AUG 2022		01-410-54-00-5462	366.85
			43	MANAGED SERVICES RADIO		** COMMENT **	
			44	MINER ELECT#337146-AUG 2022		51-510-54-00-5462	430.65
			45	MANAGED SERVICES RADIO		** COMMENT **	
			46	MINER ELECT#337146-AUG 2022		52-520-54-00-5462	287.10
			47	MANAGED SERVICES RADIO		** COMMENT **	
			48	MINER ELECT#337146-AUG 2022		79-790-54-00-5462	510.40
			49	MANAGED SERVICES RADIO		** COMMENT **	
			50	FOX RIDGE STONE#61111-GRAVEL		24-216-60-00-6030	1,755.00
			51	FOX RIDGE STONE#6164-GRAVEL		24-216-60-00-6030	340.93
			52	FOX RIDGE STONE#6210-GRAVEL		24-216-60-00-6030	150.00
			53	AMPERAGE#1302592-IN-GLOBE		23-230-56-00-5642	900.75
				INVOICE TOTAL:			15,643.26 *
	082522-S.AUGUSTINE	07/31/22	01	AMAZON-LABELS, POST IT NOTES		82-820-56-00-5610	48.44
			02	AMAZON-RAFFLE TICKETS		82-000-24-00-2480	15.54
			03	MENARDS-LEAF BAGS, WINDEX,		82-820-56-00-5621	74.82
			04	PINE SOL		** COMMENT **	
			05	AMAZON-CHOCOLATE BALLS		82-000-24-00-2480	33.96
			06	AMAZON-CONTACT LENS SOLUTION,		82-000-24-00-2480	225.63
			07	PAINTERS TAPE, CIRCUT		** COMMENT **	
			08	SUPPLIES, BROWN PAPER BAGS,		** COMMENT **	
			09	PAINTERS TAPE, TABLE COVERS		** COMMENT **	
			10	AMAZON-CANDY		82-000-24-00-2480	120.68
			11	QUILL-MARKERS, LABELS		82-820-56-00-5610	36.81
			12	THOMSON REUTERS-STATE BAR		82-820-56-00-5686	114.76
			13	STATUTES		** COMMENT **	
			14	YORKVILLE CHAMBER-LUNCHEON		82-820-54-00-5415	20.00
			15	QUILL-TONER		82-820-56-00-5610	110.99
			16	QUILL-PAPER TOWEL, SOAP,		82-820-56-00-5621	494.01
			17	PAPER TOWEL, GLOVES, CLEANERS		** COMMENT **	
				INVOICE TOTAL:			1,295.64 *

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900123	FNBO	FIRST NATIONAL BANK OMAHA			08/25/22		
	082522-S.IWANSKI	07/31/22	01	YORKVILLEPOST-POSTAGE		82-820-54-00-5452	15.80
						INVOICE TOTAL:	15.80 *
	082522-S.RAASCH	07/31/22	01	HOME DEPO-TELEPHONE LINE CORDS		24-216-54-00-5446	41.90
			02	GJOVIK-OIL CHANGE, REPLACE		01-410-54-00-5490	4,906.14
			03	SENSOR, TRANSMISSION DIPSTICK		** COMMENT **	
			04	AND PAN		** COMMENT **	
			05	AMAZON-COOKTOP, FULL MOTION		24-216-60-00-6030	608.19
			06	TV BRACKETS		** COMMENT **	
						INVOICE TOTAL:	5,556.23 *
	082522-S.REDMON	07/31/22	01	AMAZON-CREDIT FOR TAX CHARGED		79-795-56-00-5606	-42.36
			02	DOLLAR TREE-4TH OF JULY DECOR		79-795-56-00-5606	19.03
			03	ROCK'N'KIDS-KID ROCK II CLASS		79-795-54-00-5462	255.00
			04	AMAZON-NACHO CHEESE		79-795-56-00-5607	95.94
			05	RUNCO-GARBAGE BAGS, TAPE, SOAP		79-795-56-00-5640	160.56
			06	RUNCO-GARBAGE BAGS, TOWELS		79-795-56-00-5640	179.45
			07	WALMART-BUNS, FREEZE POPS		79-795-56-00-5607	34.69
			08	WALMART-BUNS, FREEZE POPS		79-795-56-00-5607	20.83
			09	AT&T-7/24-8/23 INTERNET FOR		79-795-54-00-5440	89.00
			10	TOWN SQUARE PARK SIGN		** COMMENT **	
			11	ORIENTAL TRADING-CARDBOARD		79-795-56-00-5606	494.75
			12	CUTOUTS, CANDY		** COMMENT **	
			13	BSN SPORTS-BASEBALLS,		79-795-56-00-5606	4,994.51
			14	SOCCERBALLS, SCOREBOOKS		** COMMENT **	
			15	PLUGNPAY-JUN 2022 FEES		79-795-54-00-5462	53.03
			16	AMAZON-STICKERS		79-795-56-00-5606	108.00
			17	FUN EXPRESS-RIVER FEST PRIZES		79-795-56-00-5606	46.55
			18	ALDI-BUNS		79-795-56-00-5607	5.52
			19	AMAZON-ENCANTO CAMP SUPPLIES		79-795-56-00-5606	12.81
			20	GOLD MEDAL-BRIDGE PARK		79-795-56-00-5607	2,155.19
			21	CONCESSION SUPPLIES		** COMMENT **	
			22	GOLD MEDAL-BEECHER PARK		79-795-56-00-5607	1,933.90
			23	CONCESSION SUPPLIES		** COMMENT **	
			24	WALMART-BUNS		79-795-56-00-5607	30.24
			25	AMAZON-PEBBLES		79-795-56-00-5606	10.81
			26	AMAZON-BALLOONS		79-795-56-00-5606	48.45
			27	SAMS-LEMONADE		79-795-56-00-5607	138.04
			28	WALMART-SAND, BOTTLE OPENERS		79-795-56-00-5606	15.36
			29	ARNESON#205628-JUN 2022 DIESEL		79-790-56-00-5695	249.62
			30	ARNESON#204637-JUN 2022 GAS		79-790-56-00-5695	1,215.95
			31	ARNESON#587572-JUN 2022 OIL		79-790-56-00-5695	539.99
			32	ARNESON#204638-JUN 2022 DIESEL		79-790-56-00-5695	255.56
			33	ARNESON#205627-JUN 2022 GAS		79-790-56-00-5695	1,824.77
			34	TARGET-POST IT NOTES, SOAP		79-795-56-00-5610	31.45

Total Highlighted Library Invoices: \$1,801.00

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105202	BAKTAY	BAKER & TAYLOR					
	2036897861		07/28/22	01	BOOKS	82-000-24-00-2480	636.81
						INVOICE TOTAL:	636.81 *
	2036904118		08/02/22	01	BOOKS	84-840-56-00-5686	262.72
						INVOICE TOTAL:	262.72 *
	2036908531		08/02/22	01	BOOKS	84-840-56-00-5686	432.04
						INVOICE TOTAL:	432.04 *
	2036923173		08/09/22	01	BOOKS	84-840-56-00-5686	1,133.04
						INVOICE TOTAL:	1,133.04 *
	2036939972		08/16/22	01	BOOKS	84-840-56-00-5686	771.12
						INVOICE TOTAL:	771.12 *
						CHECK TOTAL:	3,235.73
105203	DELAGE	DLL FINANCIAL SERVICES INC					
	77308932		08/17/22	01	OCT 2022 COPIER LEASE	82-820-54-00-5462	185.00
						INVOICE TOTAL:	185.00 *
						CHECK TOTAL:	185.00
105204	LLWCONSU	LLOYD WARBER					
	10532		08/30/22	01	EXPANDING DIGITAL INCLUSION	82-820-56-00-5635	420.00
				02	JUL-AUG 2022 IT SUPPORT	82-820-54-00-5462	1,020.00
						INVOICE TOTAL:	1,440.00 *
						CHECK TOTAL:	1,440.00
105205	METRONET	METRO FIBERNET LLC					
	1651373-SEPT 2022		09/01/22	01	SEPT 2022 INTERNET	82-820-54-00-5440	124.97
						INVOICE TOTAL:	124.97 *
						CHECK TOTAL:	124.97

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105206	MIDWTAPE	MIDWEST TAPE					
	502456892		07/29/22	01	DVD	84-840-56-00-5685	23.24
					INVOICE TOTAL:		23.24 *
	502468395		08/02/22	01	AUDIO BOOKS	84-840-56-00-5683	9.99
					INVOICE TOTAL:		9.99 *
	502537540		08/15/22	01	DVD	84-840-56-00-5685	26.24
					INVOICE TOTAL:		26.24 *
	502567320		08/22/22	01	DVD	84-840-56-00-5685	17.99
					INVOICE TOTAL:		17.99 *
	502585232		08/26/22	01	DVDS	84-840-56-00-5685	62.22
					INVOICE TOTAL:		62.22 *
					CHECK TOTAL:		139.68
105207	NICOR	NICOR GAS					
	91-85-68-4012	8-0722	08/08/22	01	07/01-0802 902 GAME FARM RD	82-820-54-00-5480	2,125.48
					INVOICE TOTAL:		2,125.48 *
					CHECK TOTAL:		2,125.48
105208	TRICO	TRICO MECHANICAL , INC					
	6806		08/08/22	01	HVAC REPAIR	82-820-54-00-5495	3,336.00
					INVOICE TOTAL:		3,336.00 *
	6807		08/16/22	01	SERVER ROOM HVAC REPAIR	82-820-54-00-5495	2,148.00
					INVOICE TOTAL:		2,148.00 *
					CHECK TOTAL:		5,484.00
105209	UMBRELLA	UMBRELLA TECHNOLOGIES					

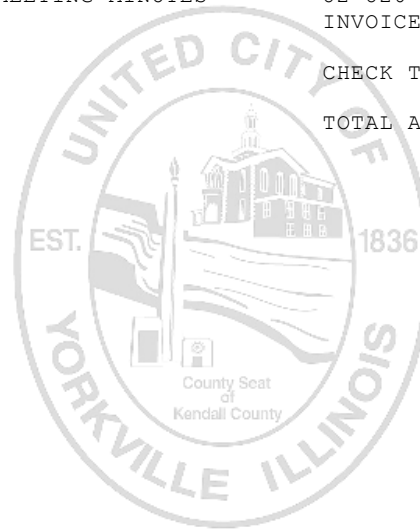
82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/12/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105209	UMBRELLA	UMBRELLA TECHNOLOGIES					
	1233		09/01/22	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00
				02	FOR 11 ENTRIES	** COMMENT **	
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		480.00
105210	YOUNGM	MARLYS J. YOUNG					
	080822-LIB		08/17/22	01	08/08/22 MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		13,299.86





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 5, 2022

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,311.95	-	18,311.95	1,535.30	1,288.32	21,135.57
FINANCE	11,519.60	-	11,519.60	1,025.24	850.67	13,395.51
POLICE	120,414.40	1,096.33	121,510.73	537.73	9,012.53	131,060.99
COMMUNITY DEV.	27,184.73	-	27,184.73	2,472.84	2,062.10	31,719.67
STREETS	22,014.94	-	22,014.94	1,968.22	1,623.29	25,606.45
BUILDING & GROUNDS	2,249.94	84.37	2,334.31	221.10	190.05	2,745.46
WATER	18,626.02	49.52	18,675.54	1,662.12	1,356.60	21,694.26
SEWER	10,255.87	116.14	10,372.01	923.12	753.75	12,048.88
PARKS	30,333.52	-	30,333.52	2,337.74	2,273.75	34,945.01
RECREATION	16,508.84	-	16,508.84	1,372.95	1,214.12	19,095.91
<b>LIBRARY</b>	<b>19,399.36</b>	<b>-</b>	<b>19,399.36</b>	<b>995.56</b>	<b>1,434.64</b>	<b>21,829.56</b>
<b>TOTALS</b>	<b>\$ 296,819.17</b>	<b>\$ 1,346.36</b>	<b>\$ 298,165.53</b>	<b>\$ 15,051.92</b>	<b>\$ 22,059.82</b>	<b>\$ 335,277.27</b>

**TOTAL PAYROLL                    \$ 335,277.27**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### August 19, 2022

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	4,000.00	-	4,000.00	-	306.00	4,306.00
ADMINISTRATION	20,290.88	-	20,290.88	1,805.89	1,520.91	23,617.68
FINANCE	15,025.03	-	15,025.03	1,337.22	1,118.85	17,481.10
POLICE	151,310.43	2,907.36	154,217.79	692.54	11,481.12	166,391.45
COMMUNITY DEV.	40,274.67	-	40,274.67	3,584.45	3,017.59	46,876.71
STREETS	24,241.64	289.44	24,531.08	2,183.26	1,808.19	28,522.53
BUILDING & GROUNDS	2,334.31	-	2,334.31	207.75	178.58	2,720.64
WATER	22,039.71	228.89	22,268.60	1,981.92	1,631.49	25,882.01
SEWER	11,528.64	19.69	11,548.33	1,027.81	843.74	13,419.88
PARKS	36,563.56	50.97	36,614.53	2,882.44	2,735.06	42,232.03
RECREATION	23,167.07	-	23,167.07	1,947.04	1,723.44	26,837.55
LIBRARY	19,305.79	-	19,305.79	995.56	1,427.49	21,728.84

<b>TOTALS</b>	\$ 370,990.07	\$ 3,496.35	\$ 374,486.42	\$ 18,645.88	\$ 27,861.95	\$ 420,994.25
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**TOTAL PAYROLL                    \$ 420,994.25**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, September 12, 2022

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 5)</i>	08/25/2022	\$1,801.00
Library Check Register <i>(Pages 6 - 8)</i>	09/12/2022	13,299.86
Glatfelter - Liability Ins Installment #8	08/09/2022	1,094.20
IPRF - Sept 2022 Work Comp Ins	08/09/2022	928.04
		<hr/>
<b>TOTAL BILLS PAID:</b>		<b>\$17,123.10</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 9)</i>	08/05/2022	\$21,829.56
Bi-weekly <i>(Page 10)</i>	08/19/2022	21,728.84
		<hr/>
<b>TOTAL PAYROLL:</b>		<b>\$43,558.40</b>

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>\$60,681.50</b> <hr/>
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ACTIVITY THROUGH FISCAL PERIOD 04

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
02	AP-220613B	06/06/2022	01	BOOKS	BAKER & TAYLOR	105168	2036714384	1,083.04	
		06/06/2022	02	BOOKS	BAKER & TAYLOR	105168	2036721767	378.72	
		06/06/2022	03	BOOKS	BAKER & TAYLOR	105168	2036735616	720.23	
	AP-220625MB	06/15/2022	157	HOME DEPO-PLANTER FLOWERS	FIRST NATIONAL BANK	900120	062522-D.DEBORD-B	131.20	
		06/15/2022	158	AMAZON-FIRE TABLET	FIRST NATIONAL BANK	900120	062522-S.AUGUSTINE-B	99.99	
		06/15/2022	159	AMAZON-BOOKS	FIRST NATIONAL BANK	900120	062522-S.AUGUSTINE-B	18.90	
		06/15/2022	160	AMAZON-BOOK	FIRST NATIONAL BANK	900120	062522-S.AUGUSTINE-B	18.95	
				TOTAL PERIOD 02 ACTIVITY				2,451.03	0.00
03	AP-220725MB	07/19/2022	243	NCG-SUMMER READING CLUB PRIZE	FIRST NATIONAL BANK	900122	072522-G.HIX-B	60.00	
		07/19/2022	244	GRACE-SUMMER READING CLUB	FIRST NATIONAL BANK	900122	072522-G.HIX-B	30.97	
		07/19/2022	245	FOXY'S-SUMMER READING CLUB	FIRST NATIONAL BANK	900122	072522-G.HIX-B	20.00	
		07/19/2022	246	GROUND EFFECTS-PEBBLES	FIRST NATIONAL BANK	900122	072522-J.WEISS-B	6.93	
	GJ-220731LB	08/01/2022	05	July 2022 Deposits					300.00
				TOTAL PERIOD 03 ACTIVITY				117.90	300.00
04	AP-220825M	08/22/2022	202	AMAZON-BOOKS	FIRST NATIONAL BANK	900123	082522-D.DEBORD	78.63	
		08/22/2022	203	GUMROAD-BOOKS	FIRST NATIONAL BANK	900123	082522-J.WEISS	24.00	
		08/22/2022	204	TARGET-CANDY, WATER,GIFT CARDS	FIRST NATIONAL BANK	900123	082522-J.WEISS	90.09	
		08/22/2022	205	TARGET-FRIENDS OF HARRY POTTER	FIRST NATIONAL BANK	900123	082522-J.WEISS	123.86	
		08/22/2022	206	JEWEL-POPCORN, BOWLS	FIRST NATIONAL BANK	900123	082522-M.CURTIS	13.85	
		08/22/2022	207	AMAZON-RAFFLE TICKETS	FIRST NATIONAL BANK	900123	082522-S.AUGUSTINE	15.54	
		08/22/2022	208	AMAZON-CHOCOLATE BALLS	FIRST NATIONAL BANK	900123	082522-S.AUGUSTINE	33.96	
		08/22/2022	209	AMAZON-CONTACT LENS SOLUTION,	FIRST NATIONAL BANK	900123	082522-S.AUGUSTINE	225.63	
		08/22/2022	210	AMAZON-CANDY	FIRST NATIONAL BANK	900123	082522-S.AUGUSTINE	120.68	
	GJ-220831LB	09/01/2022	05	August 2022 Deposits					400.00
				TOTAL PERIOD 04 ACTIVITY				726.24	400.00
				TOTAL ACCOUNT ACTIVITY				3,360.62	793.00
				ENDING BALANCE					52,708.22
				GRAND TOTAL				0.00	52,708.22
				TOTAL DIFFERENCE				0.00	52,708.22

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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-22	17% June-22	25% July-22	33% August-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
<b>LIBRARY OPERATIONS REVENUES</b>									
<i>Taxes</i>									
82-000-40-00-4000	PROPERTY TAXES		44,628	377,451	15,406	27,464	464,949	822,463	56.53%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		45,978	388,869	15,872	28,295	479,014	844,771	56.70%
<i>Intergovernmental</i>									
82-000-41-00-4120	PERSONAL PROPERTY TAX		3,996	-	2,877	328	7,201	8,000	90.01%
82-000-41-00-4160	FEDERAL GRANTS		870	-	840	-	1,710	-	0.00%
82-000-41-00-4170	STATE GRANTS		-	-	-	31,761	31,761	21,151	150.16%
<i>Fines &amp; Forfeits</i>									
82-000-43-00-4330	LIBRARY FINES		1,156	38	89	315	1,598	1,000	159.80%
<i>Charges for Service</i>									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		2,212	730	569	2,987	6,498	8,500	76.45%
82-000-44-00-4422	COPY FEES		299	168	210	382	1,059	3,000	35.30%
82-000-44-00-4438	PROGRAM FEES		-	-	-	-	-	-	0.00%
<i>Investment Earnings</i>									
82-000-45-00-4500	INVESTMENT EARNINGS		238	326	447	602	1,612	1,000	161.18%
<i>Miscellaneous</i>									
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	-	500	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		306	1,020	200	106	1,633	2,750	59.38%
<i>Other Financing Sources</i>									
82-000-49-00-4901	TRANSFER FROM GENERAL		7,245	2,022	2,022	2,022	13,312	23,638	56.32%
<b>TOTAL REVENUES: LIBRARY</b>			<b>106,928</b>	<b>770,624</b>	<b>38,532</b>	<b>94,263</b>	<b>1,010,347</b>	<b>1,736,773</b>	<b>58.17%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>									
82-820-50-00-5010	SALARIES & WAGES		21,923	23,457	22,760	22,372	90,513	291,111	31.09%
82-820-50-00-5015	PART-TIME SALARIES		14,775	14,339	14,679	16,333	60,126	213,000	28.23%
<i>Benefits</i>									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,951	2,098	2,026	1,991	8,066	26,240	30.74%
82-820-52-00-5214	FICA CONTRIBUTION		2,722	2,806	2,777	2,862	11,167	37,585	29.71%
82-820-52-00-5216	GROUP HEALTH INSURANCE		15,608	7,030	4,943	11,529	39,110	102,663	38.10%
82-820-52-00-5222	GROUP LIFE INSURANCE		47	47	47	30	172	586	29.34%
82-820-52-00-5223	DENTAL INSURANCE		624	595	412	930	2,561	7,135	35.89%
82-820-52-00-5224	VISION INSURANCE		85	85	85	58	313	1,051	29.81%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		295	-	-	-	295	1,000	29.52%
82-820-52-00-5231	LIABILITY INSURANCE		6,950	2,022	2,022	2,022	13,017	22,638	57.50%
<i>Contractual Services</i>									
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK		-	-	-	-	-	15,000	0.00%
82-820-54-00-5412	TRAINING & CONFERENCES		320	-	-	-	320	3,000	10.67%
82-820-54-00-5415	TRAVEL & LODGING		-	83	-	20	103	1,500	6.85%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		125	695	445	570	1,835	8,000	22.94%
82-820-54-00-5452	POSTAGE & SHIPPING		-	16	116	16	148	750	19.67%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK		536	536	536	536	2,143	6,428	33.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		829	1,262	194	1,379	3,665	11,000	33.31%
82-820-54-00-5462	PROFESSIONAL SERVICES		1,617	3,570	1,275	1,331	7,793	40,000	19.48%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		2,679	-	4,746	-	7,425	21,000	35.36%
82-820-54-00-5480	UTILITIES		-	-	2,026	-	2,026	23,320	8.69%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		-	6,013	2,408	762	9,183	50,000	18.37%
82-820-54-00-5498	PAYING AGENT FEES		-	1,689	-	-	1,689	1,700	99.32%
<i>Supplies</i>									
82-820-56-00-5610	OFFICE SUPPLIES		-	448	57	196	702	8,000	8.77%
82-820-56-00-5620	OPERATING SUPPLIES		-	336	-	392	728	4,000	18.21%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	440	577	569	1,585	7,000	22.65%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	3,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	-	21	-	-	2,000	0.00%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	63	-	-	63	300	20.84%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-22	17% June-22	25% July-22	33% August-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
82-820-56-00-5685	DVD'S		-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS		-	599	273	115	986	1,500	65.73%
<i>2006 Bond</i>									
82-820-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT		-	6,556	-	-	6,556	13,113	50.00%
<i>2013 Refunding Bond</i>									
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	675,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	42,100	-	-	42,100	84,200	50.00%
<b>TOTAL FUND REVENUES</b>			<b>106,928</b>	<b>770,624</b>	<b>38,532</b>	<b>94,263</b>	<b>1,010,347</b>	<b>1,736,773</b>	<b>58.17%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>71,085</b>	<b>116,883</b>	<b>62,405</b>	<b>64,013</b>	<b>314,387</b>	<b>1,763,820</b>	<b>17.82%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>35,843</b>	<b>653,742</b>	<b>(23,874)</b>	<b>30,250</b>	<b>695,961</b>	<b>(27,047)</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES		5,650	8,000	4,500	11,150	29,300	50,000	58.60%
84-000-45-00-4500	INVESTMENT EARNINGS		15	15	15	16	60	350	17.19%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	26	-	-	26	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>			<b>5,665</b>	<b>8,040</b>	<b>4,515</b>	<b>11,166</b>	<b>29,386</b>	<b>50,350</b>	<b>58.36%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	180	-	180	25,000	0.72%
84-840-56-00-5683	AUDIO BOOKS		-	345	180	105	630	3,500	18.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S		-	256	637	173	1,065	3,000	35.50%
84-840-56-00-5686	BOOKS		-	2,391	1,827	4,728	8,946	50,000	17.89%
<b>TOTAL FUND REVENUES</b>			<b>5,665</b>	<b>8,040</b>	<b>4,515</b>	<b>11,166</b>	<b>29,386</b>	<b>50,350</b>	<b>58.36%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>2,991</b>	<b>2,824</b>	<b>5,006</b>	<b>10,821</b>	<b>85,500</b>	<b>12.66%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>5,665</b>	<b>5,049</b>	<b>1,692</b>	<b>6,160</b>	<b>18,565</b>	<b>(35,150)</b>	



**YORKVILLE PUBLIC LIBRARY**  
**CASH STATEMENT**  
**As of August 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	\$ 797,910	\$ 762,781	\$ 738,833								
Building Development Fees	Old Second	177,739	179,331	184,522	184,032								
Library Operations	Illinois Funds	283,566	283,827	284,214	316,514								
Total:		\$ 965,205	\$ 1,261,067	\$ 1,231,517	\$ 1,239,379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD		\$ 20,523	\$ 20,446	\$ 21,065	\$ 21,830								
2 <sup>ND</sup> PAY PERIOD		20,848	22,254	21,177	21,729								
3 <sup>RD</sup> PAY PERIOD		-	-	-	-								
Total		\$ 41,371	\$ 42,699	\$ 42,242	\$ 43,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

				Fiscal Year 2022	
	August Actual	YTD Actual	% of Budget	FY 2023 Budget	For the Month Ended August 31, 2021 YTD Actual      % Change
<b>LIBRARY OPERATIONS FUND (82)</b>					
<i>Revenues</i>					
Property Taxes	\$ 55,759	\$ 943,963	56.62%	\$ 1,667,234	\$ 925,719 1.97%
<u>Intergovernmental</u>					
Personal Property Replacement Tax	\$ 628	\$ 7,201	90.01%	\$ 8,000	\$ 3,797 89.64%
Federal & State Grants	31,761	33,471	158.25%	21,151	24,958 34.11%
Total Intergovernmental	\$ 32,390	\$ 40,672	139.52%	\$ 29,151	\$ 28,755 41.44%
Library Fines	\$ 315	\$ 1,598	159.80%	\$ 1,000	\$ 2,494 -35.93%
<u>Charges for Services</u>					
Library Subscription Cards	\$ 2,987	\$ 6,498	76.45%	\$ 8,500	\$ 5,172 25.64%
Copy Fees	382	1,059	35.29%	3,000	1,115 -5.04%
Total Charges for Services	\$ 3,370	\$ 7,557	65.71%	\$ 11,500	\$ 6,287 20.20%
Investment Earnings	\$ 602	\$ 1,612	161.18%	\$ 1,000	\$ 210 667.54%
<u>Reimbursements/Miscellaneous/Transfers In</u>					
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ - 0.00%
Rental Income	-	-	0.00%	500	- 0.00%
Miscellaneous Income	106	1,633	59.38%	2,750	1,007 62.17%
Transfer In	2,022	13,312	56.32%	23,638	7,465 78.33%
Total Miscellaneous & Transfers	\$ 2,128	\$ 14,945	55.58%	\$ 26,888	\$ 8,472 76.41%
<b>Total Revenues and Transfers</b>	<b>\$ 94,563</b>	<b>\$ 1,010,347</b>	<b>58.17%</b>	<b>\$ 1,736,773</b>	<b>\$ 971,937 3.95%</b>
<i>Expenditures</i>					
<u>Library Operations</u>	<u>\$ 64,013</u>	<u>\$ 314,387</u>	<u>17.82%</u>	<u>\$ 1,763,820</u>	<u>\$ 294,543 6.74%</u>
50 Salaries	38,705	150,639	29.88%	504,111	125,529 20.00%
52 Benefits	19,422	74,700	37.56%	198,898	64,471 15.87%
54 Contractual Services	4,614	36,327	19.41%	187,198	42,390 -14.30%
56 Supplies	1,272	4,064	15.45%	26,300	2,040 99.23%
99 Debt Service	-	48,656	5.74%	847,313	60,113 -19.06%
<b>Total Expenditures and Transfers</b>	<b>\$ 64,013</b>	<b>\$ 314,387</b>	<b>17.82%</b>	<b>\$ 1,763,820</b>	<b>\$ 294,543 6.74%</b>
<i>Surplus(Deficit)</i>	\$ 30,550	\$ 695,961		\$ (27,047)	\$ 677,395

\* August represents 34% of fiscal year 2023

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## **YPL Director's Report for August 2022**

### **Past & Upcoming Events/Programs**

Our FOL UBS was a huge success!!! Before the doors opened on Saturday morning, there was a line across the front of the library, down the parking lot to Game Farm Rd, and around the corner to the north. There was always a steady stream of shoppers throughout the day on Saturday. In total, the profits for 2 days of book sale totaled \$7,250 for the Library to use on programming and services. The Summers End Book Sale will run until Fri, Sept 16 and is expected to bring in a few hundred dollars more.

Computer Basics for Seniors classes finished its first round of classes with great success. More classes have been added for September (Microsoft Word: Basics, Formatting, Editing, Tables & Materials, and Facebook Basics pt. 1)

Our adult "Maker Tuesday" craft for September will be Wet Felted Landscapes – transforming loose fibers into beautiful landscapes in one of mankind's oldest cloth making techniques.

There will be an Art & Poetry Day program on Sept 17 @ 1:00. This program is a wonderful blend of community and collaboration. A few months ago, we asked local artists to create an original piece. Then shortly after, we gave that artwork to local poets and asked them to author a new poem inspired by the artwork. On Sept 17 we will get together and the art will be unveiled to the public, then the poets will read their original works. This is our second year presenting this program with great success.

We are starting a new Health & Wellness Series for Teens & Adults featuring speakers from Northwestern Medicine. These workshops will help both students and adults develop a wellness vision for themselves, breaking out of the negativity that surrounds us. Our first workshop will be on Wed, Sept 28 @ 7:00.

2 new adult book clubs have been added to our program lineup. Books & Cooks will meet one Tuesday of month to discuss enjoyable books and share some food inspired by the books they have read. Fans of the spooky, the scary, the creepy, and the eerie should join us for our new Horror Book Club. We will meet on the 4th Monday of each month to discuss a new book each month.

YPL Summer Reading 2022- Fizz! Boom! READ! Children's report:

This summer's reading program theme was created to promote the science grant kits. Paper logs were provided to each participant. June and July were represented and rewarded separately. The expectation was to read 425 minutes in June and 425 minutes in July. If completed, the participant received a raffle for each month. This year's prizes included: Kindle Fire, \$50 gift card, or book bundles. All prizes were provided by the Friends of the Library. The raffle prizes were drawn and presented on August 3, 2022.

This year's sponsors included: Friends of the Library, Yorkville Culvers, Kane County Cougars, Paisano's Pizza and Grill, Kuiper's Family Farm, Raging Waves Waterpark, Yorkville Wendy's, Classic Cinemas, Yorkville McDonald's, YPAC, Homeplate Hotdogs, Keller's Farmstand, Yorkville Rosati's.

Paper logs total: 434 - Returned logs for raffle tickets: 218

### **Outreach**

We have 2 FT staff member who will be doing a pop-up visit to Cedarhurst and Heritage Woods senior housing in the month of September to sign up residents for cards and to let them know about programs and services the library provides. There is talk about one of the facilities starting a book club.

I attended a Kendall County Broadband Assessment meeting Aug 10. This was a focus group of community leaders, and we were asked what type of need that we see from our community members on internet services. I explained about our grant we received for our laptop and hotspots.

I attended the Grand Reserve Block Party. I spoke with 60-70 people and passed out YPL SWAG. I had four people apply for a library card immediately on their phone. Several already had library cards and utilize the library and several who have just moved here within the last 12 months.

### **Library Operations**

HVAC update on agenda under unfinished business.

Ted has told me that Tom & Steve believe that R.J O'Neil had installed the wrong TXV part in the IT room back in May that has now failed. I will send an email to Kevin to dispute the service charge to look at the unit on 7/21/22. I received an email from Kevin at R.J. O'Neil "We will be voiding this invoice as we should have fixed this as a full warranty. I was under the impression the part failed, not that the incorrect part was installed." I have sent a courtesy email to R.J. O'Neil to let them know that we have switched to another HVAC service company and no longer require their services.

Steve is now keeping a spreadsheet of electricity and gas usage and our cost. We have looked back to 2017 to compare usage and price and will monitor this going forward.

On Saturday, Aug 13 Darren received a call from our alarm company that our alarm system was not reporting a signal. It was determined that we were without internet services. I came to the library and contacted Metronet. The technician confirmed that we had a malfunctioning modem and placed a service call for Monday morning. I set up the Circulation desk with a laptop that has our operating software installed and a hotspot so they could check books in/out and place holds for patrons.

Had a walk through with a cleaning company with Steve today. This company would be working on a month-to-month basis until the city can go out for bid with the library included for services when they move into their new building. We are anticipating them to start Oct 1.

### **Staff**

I had with a rep from the Kendall Youth Employment Program. They are looking to see if we would be interested in having a paid intern working in some aspect of the library for a 12-week period. The workers must have a qualified barrier to be eligible for this program which is paid through a grant. I created a job description for a Page position and gave this to them for reference to match a candidate. I have signed the paperwork to start the process on finding the correct person for this position.

We have had 2 pt. people give their notice from the Children's Department. One has found full time employment with benefits, and one is a high school student who has found another job with better pay. We are in the process of interviewing a few candidates to fill those positions.

The custodial people have received their letters stating their last day of work will be Sept 30.



## **Other**

I attended the Chamber luncheon on Aug 9, and spoke with a reporter from the KCR about coverage for our programs/events. Talked with the president of the Yorkville Education Foundation about the progress of the Story Walk. They have run into supply chain delays on materials but hope to have this installed by end of September. They are planning a ribbon cutting ceremony targeting Sept 27. More information to be coming closer to the event. I spoke briefly with Mr. Shimp about the upcoming school year. He said the school district is upgrading their security cameras and asked if we would be interested in some of them. He also offered any of his staff to help us in anything we may need.

The PR Preschool will be holding a holiday and graduation program in our meeting room this coming school year.

I have been asked to start attending the Admin meetings that Bart holds each Monday at 10:30.

Attended a zoom RAILS City Library Director's meeting. They are looking to have the Ill Statutes changed to include wording about City Libraries and appointment of trustees as other items. Ancel Glink shared a memo with the subject of "Relationship between a Municipality and a Municipal Library."

We had an instance in the men's upstairs bathroom on 9/1/22. Someone opened the paper towel holder and removed all the paper and threw it all over the bathroom floor and into the toilets. I emailed the YHS principle, YCSD Superintendent, Darren, and all managers about this incident and said we need to set a meeting to discuss how we can work together to stop this behavior. We had 2 deans of students come over the next day to view our cameras and found several students who did not have permission to be off campus. We are planning to schedule a meeting with the school and our managers to discuss a plan to work together moving forward.

## **Marketing**

Had a manager's meeting with Katelyn, new Marketing Coordinator, to discuss how we will be working together to market our programs going forward. She should be starting with us on a regular basis after Sept 12.

Katelyn will be taking the lead as Project Manager for the Mini Golf FUN Raiser this year. We will be scheduling a meeting the week of Sept 12.

## **August 2022 Programs**

### **Youth Programs:**

**16 Children's programs with 289 attending:** 2 book clubs, 4 story times, Window Art, Lego kits, Read with Paws, Preschool Zone, Escape room, Chalk the Walk, LARP, Farmacy Stand, Tots and Toddlers, Grace Holistic Tour

**5 passive Children's program with 525 attending:** (color pages, scavenger hunt, Makerspace, Escape room, Facebook Spanish Story time

**Youth Summer reading participation: 434 logs passed out and 218 logs returned for drawing**

**6 Teen program with 16 attending:** TAG, Teen Book club, Lego, Window art, Grace Holistic Tour, LARP  
**2 passive Teen programs with 13 attending:** Teen color pages, 3-D printing

**Adult Programs:****21 programs with 179 attending**

8/2	Threads	2
8/2	Computers for Seniors	3
8/4	Chair Yoga	18
8/4	Dungeons & Dragons	5
8/5	Roaming Readers	4
8/9	Computers for Seniors	6
8/10	Lunch bunch	3
8/11	Chair Yoga	19
8/11	Dungeons & Dragons	6
8/16	Maker Tuesday Craft	17
8/16	Computers for Seniors	5
8/18	Men's book Club	10
8/18	Chair Yoga	21
8/18	Dungeon's & Dragons	1
8/19	Roaming Readers	7
8/23	Computers for Seniors	3
8/23	Creative Writing	12
8/25	Chair Yoga	21
8/25	Dungeon's & Dragons	5
8/29	Monday Movie	3
8/30	Computers for Seniors	4

**3 passive programs with 61 attending (puzzle, poem, chess)****Adult/YA Summer Reading participation: 43**

**Meeting Room Usage:** Rentals-2-; Library use- 15; Zoom meets-3; Community Use-2

**Board room Use:** 13


**Museum pass:** 22

**Volunteers-** Friends of the Library are operating the Lobby book sale, set up for the Annual Used Book Sale and have been continuing to index the KCR Obits

YORKVILLE STATISTICS FOR FY22														
PRAIRIECAT														
	All	web	checkout	s+	checkout	all holds	holds			Items	Items	Items to		
	Transacti	renewals	web holds	renewals	s	renewals	placed	filled	checkins	lent to	borrowe	Reciprocal	Borrower	
	ons									other	d from	atYorkvill	s	Items
										libraries	libraries	e		added
														Patrons
														added
MAY	12219	460	1308	5269	4982	287	373	1350	5227	574	1041	332	534	78
JUNE	16482	553	1772	8341	7965	376	366	1772	6001	598	1427	388	365	212
JUL	17916	1007	1774	8060	7682	378	311	1786	7759	534	1428	521	362	166
AUG	17223	783	1895	7403	6991	412	389	1770	7660	650	1387	416	317	152
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	17	3			
JUN	18	6	28	81	39	787	661	310	0	10	23			
JUL	30	33	24	110	35	728	687	333	0	18	11			
AUG	22	78	25	80	34	794	662	333	0					
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	5954	4970	5441									
CURBSIDE PATRONS			16	18	3	8									
HOME DELIVERY			2	2	1	2									
CARDS ISSUED THROUGH WEBSITE			9	24	13	19									
CHILDREN'S AGE 0-5 PROGRAMS			8	18	18	8									
AGE 0-5 ATTENDANCE			198	201	135	146									
CHILDREN'S AGE 6-11 PROGRAMS			7	18	15	8									
AGE 6-11 ATTENDANCE			126	238	315	143									
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			3	3	4	5									
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			332	436	463	525									
NUMBER OF YA PROGRAMS			3	4	10	6									
YA PROGRAM ATTENDANCE				53	75	66									
NUMBER OF YA PASSIVE PROGRAMS			2	1	2	2									
YA PASSIVE PROGRAM ATTENDANCE			6	1	7	13									
YOUTH SUMMER/WINTER READING						218									
NUMBER OF ADULT PROGRAMS			17	19	17	21									
ADULT PROGRAM ATTENDANCE			164	212	177	179									
NUMBER OF ADULT PASSIVE PROGRAMS				1	3	3									
ADULT PASSIVE PROGRAM ATTENDANCE				3	52	61									
ADULT SUMMER/WINTER READING						43									
RM. RENTAL				2		2									
MEETING ROOM USE:			24	14	21	15									
BOARD ROOM USE			4	6	3	13									
STUDY ROOM USE			65	69	41	50									
MUSEUM PASS			9	14	22	22									
YOUTH COMPUTER SESSIONS			18	37	25	25									
ADULT COMPUTER SESSIONS			194	229	218	248									
FRIENDS VOLUNTEER HOURS			39	50	62.5										
YOUTH VOLUNTEER HOURS															
IPLAR NOTES: COUNT LIVE (SYNCHRONOUS) VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE															
COUNT VIEWS OF RECORDED (ASYNCHRONOUS) VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE															

# September Social Events



## MONDAY MOVIE MADNESS


Enjoy an afternoon movie at the library with your friends on the last Monday of each month.

Join us September 26th @ 1:00 pm to watch *Being the Ricardos*, a 2021 biographical drama about the timeless comedy duo Lucille Ball and Desi Arnaz starring Nicole Kidman and Javier Bardem.

### Wellness Program

## CHAIR YOGA

Join us for this weekly, fun, wellness-based class! Everyone is welcome! Chair yoga benefits adults of all ages and experience levels.




Yoga can help to:

- Reduce inflammation
- Lower blood pressure
- Improve balance
- Increase strength
- Increase flexibility

Thursdays at 10:15 AM

- September 8
- September 15
- September 22
- September 29



## YPL DUNGEONS & DRAGONS CLUB

THE YPL D&D CLUB IS MADE UP OF GAMERS OF VARYING AGES & EXPERIENCE LEVELS. THEY MEET EVERY THURSDAY FOR GOOD TIMES AND GREAT ADVENTURES.

**JOIN US EVERY THURSDAY FROM 4:00PM-6:45PM**



**Yorkville Public Library**  
902 GAME FARM RD,  
YORKVILLE, Illinois 60560  
630-553-4354  
[www.yorkville.lib.il.us/](http://www.yorkville.lib.il.us/)



**Yorkville Public Library**

# Adult Services

upcoming programs

Special Events, Informational Programs, Book Clubs, Creative Outlets, & Social Groups

**Sept 2022**

## Upcoming Special Events

### Health & Wellness for Teens & Adults

#### Self-Coaching for Small Changes & Habits

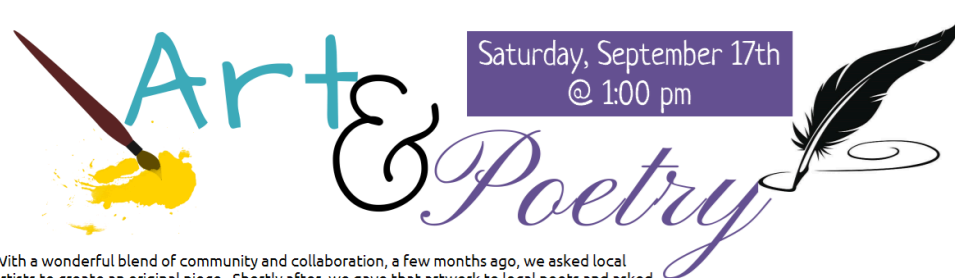
This program from Northwestern Medicine is designed to help both students and adults develop a wellness vision for themselves, breaking out of the negativity that surrounds us and helping ourselves find success.

**Wednesday, September 28th @ 7:00 pm**



## Art & Poetry

Saturday, September 17th @ 1:00 pm



With a wonderful blend of community and collaboration, a few months ago, we asked local artists to create an original piece. Shortly after, we gave that artwork to local poets and asked them to write a new poem inspired by the artwork. Please join us at our second annual Art & Poetry event, art work will be unveiled to the public, then poets will read their original work.

### An Evening with Marlee Matlin

In celebration of Deaf Awareness Month, award winning actress, Marlee Matlin joins Illinois Libraries Present to discuss her acting, writing, and activism.

Wednesday, September 14th @ 7:00 pm via Zoom  
Register on the library website to reserve your spot.



This event is made possible by Illinois Libraries Present.





# September Creative Programs

## Threads & More...

First Tuesday of every month at 10:00 am  
Next meeting: September 6th

Do you crochet, knit, needlepoint, sew, or quilt?  
If so, get together with fellow "threaders" for a creativity blast!  
Come work on your unfinished projects, show off finished projects, and check out what other people are doing.



## makerspace Tuesdays

Crafters, artists, and makers – join us on the 3rd Tuesday of each month for an exciting new maker program. September's Maker Program will be Wet Felted Landscapes – transforming loose fibers into beautiful landscapes in one of mankind's oldest cloth-making techniques.

Tuesday, September 20th @ 10:00 am & 6:30



## Yorkville

### CREATIVE WRITING GROUP

Need inspiration?  
Looking for a friendly  
community of writers?  
Join the Yorkville Creative  
Writing Group and spark your  
creative energies.

The Writing Group holds  
meetings on the fourth  
Tuesday of every month.

NEXT MEETING: TUESDAY, SEPTEMBER 27th @ 7:00 PM

## Computer Basics for Seniors

All classes Wednesday mornings @ 10:00 am

Class 6: Microsoft Word Basics - September 7th  
Class 7: Microsoft Word Formatting - September 14  
Class 8: Microsoft Word Editing - September 21st  
Class 9: Word Tables and Materials - September 28th  
Class 10: Facebook Basics Part 1 - October 5th

Registration Required  
See a librarian if you need help registering.

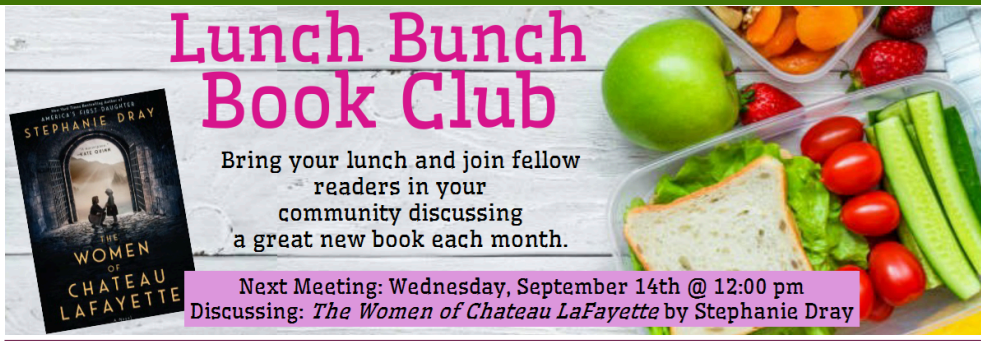


# September Book Clubs

## Lunch Bunch Book Club

Bring your lunch and join fellow  
readers in your  
community discussing  
a great new book each month.

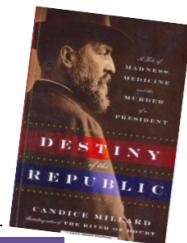
Next Meeting: Wednesday, September 14th @ 12:00 pm  
Discussing: *The Women of Chateau LaFayette* by Stephanie Dray



## Men's Book Club

Get excited and energized about reading with the YPL  
Men's Book Club, a monthly group that centers on  
thought provoking and lively discussions about  
fascinating and diverse books from all different genres.

Next Meeting: Thursday, September 15th @ 7:00 pm  
Discussing: *Destiny of the Republic* by Candace Millard



## Roaming Readers Walking Book Club

Meet at Hoover Forest Preserve for a  
walk and to talk about books.  
Fridays - September 2 & September 16 @ 9:00 am

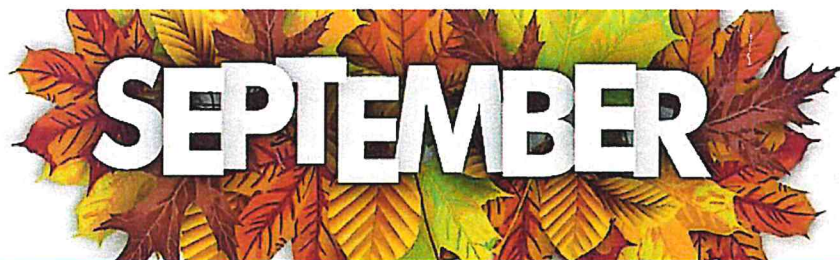


A book club for readers who love to eat...  
or is it a book club for eaters who love to read?




The Books & Cooks book club meets one Tuesday a  
month to discuss great books and share some food  
inspired by the books they've read.

The group's first meeting will be on Tuesday,  
October 4th @ 7:00 pm. We will discuss our first  
few reads and what we like to cook/eat.





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>ESCAPE ADVENTURE</b> This Escape Adventure is available the entire month of September. Contact the library for an appointment.				1	2 DROP IN STORY TIME 10:30 @ YPL	3 Friends of the Library Annual Book Sale
4 Friends of the Library Annual Book Sale	5 <b>CLOSED</b>	6	7 Preschool Zone 10:30 or 1:30 <i>Registration Required</i>	8	9 DROP IN STORY TIME 10:30 @ YPL	10
Window Art (September 6-9) Contact the library for an appointment time						
11 <b>LEGO Kits</b> Sept. 12-16 <i>Registration Required</i> <b>*SEE WEBSITE</b> 	12 <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 <i>Registration Required</i>	13 Tots and Toddlers @ 10:30 <i>Registration Required</i> <b>T.A.G. @ 2:45</b>	14 Facebook Spanish Story Time at 10:00 am 	15	16 DROP IN STORY TIME 10:30 @ YPL	17 Read With Paws 10:30-11:30 <i>Contact lib for appointment time</i>
18	TALK LIKE A <b>PIRATE DAY</b>  SEPTEMBER 19	20	21	22 <b>BOOK CLUB (1-2)</b> 4:30-5:00 <i>Registration Required</i>	23 DROP IN STORY TIME 10:30 @ YPL <b>CHALK THE WALK</b> 11:00 <i>Registration Required</i>	24 <b>Farmacy Farmstand Story Time at 10:30</b> <i>See website for details</i>
LITERACY CENTERS TUESDAY-FRIDAY *DROP IN*						
25 Facebook Spanish Story Time at 10:00 am on Sept. 28	26 <b>BOOK CLUB (GRADE 3-5)</b> 4:30-5:00 <i>Registration Required</i>	27 <b>T.A.G. @ 2:45</b>	28 Tots and Toddlers @ 10:30 <i>Registration Required</i>	29 <b>BOOK CLUB (1-2)</b> 4:30-5:00 <i>Registration Required</i>	30 DROP IN STORY TIME 10:30 @ YPL	
<b>BANNED BOOK WEEK</b>				<b>SEPTEMBER 18-25</b>		

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## Annual Report | July 2021-June 2022

PrairieCat assists members in the successful sharing of resources and services, expanding the quality and quantity of information accessible to our library users.

At its core, PrairieCat exists to provide an integrated library system (ILS) to members—having a central ILS provides efficiencies to 137 member libraries.

## Database Support

- 12 PrairieCat staff
- 25 monthly statistical reports
- 12 reports with further processing by PC staff
- 521 original cataloging records
- 43,085 record loads
- 35,829 record enhancement and cleanup
- 897,201 special project record cleanup
- 22 MARC Catalogers from member libraries
- 2 Sierra upgrades — v 5.3 and v 5.4
- 1 Encore upgrades | 2 Decision Center upgrades

Total Help Desk Tickets Processed: 3,696

## Member Libraries

### 137 Member Libraries

- 81 Fully Participating Members
- 18 Basic Online Members
- 38 Union Listing Members

### Multi-type Consortium

- 101 public libraries
- 32 school libraries
- 2 academic libraries
- 2 corporate, medical, or other special libraries

## Resource Sharing Network

Access to more than 1.2 million unique titles and 5.1 millions items.

- 4,450,516 items circulated
- 638,373 interlibrary loan holds filled
- 499,632 reciprocal borrowing transactions between PrairieCat libraries



## Engagement

Members are actively engaged at all levels, which creates connections and advances the organization.

PUG Days 2021 Virtual: 413 attendees from 68 member libraries (49% participation) | 13 live sessions

Virtual Member Updates: 3 meetings with 179 total attendees

In-Person Member Updates: 6 meetings across membership region with 69 total attendees

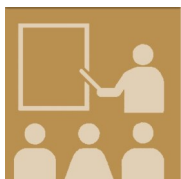
10 Governance and Standing Committees: 46 meetings

Site Visits with Member Libraries: 46 Virtual Site Visits | 5 In-Person Site Visits

Resource Sharing Summit: 41 participants

# FY22 Annual Report

## Connecting Libraries to Strengthen Communities



### **Training** | Learning opportunities equip members to provide excellent service to end users.

#### **PrairieCat Classes**

43 Live Classes

185 Attendees

#### **Talent LMS Courses**

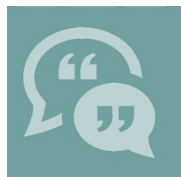
51 self-paced courses

2,871 courses completed | 421 users

TalentLMS: Self-paced courses available 24/7 through PrairieCat's online training platform. The majority of PrairieCat trainings are offered online such as searching, holds, circulation, and cataloging. More advanced classes and workshops are offered as live, on-demand classes.

Item Entry Certification: 45 library staff completed Item Entry Certification through TalentLMS. PrairieCat requires that any staff that adds new items to the PrairieCat database are item entry certified to help maintain the accuracy of the database.

Create Lists Training: PrairieCat staff redesigned this training and it is now offered online on TalentLMS. 16 library staff completed the training. Create Lists is available to Fully Participating members.



### **User Experience** | Members are supported in their efforts to provide exceptional service to end users.

Innovative Interfaces: The Delegates Assembly voted to accept a five-year contract agreement for ILS software and services, beginning 7/1/2022. It includes all existing software associated with the Sierra system. The DA also agreed to Vega Discover services once the new catalog is ready for consortia. Vega Discover has several features that will improve the end user experience such as roll-ups, e-material integration, improved searching, and site customization.

Fine Free Libraries: 29 PrairieCat libraries went fine free during FY22. PrairieCat staff provided system support and resources to make these changes possible.

Union List Comparison Project: 14 Union List libraries have participated in the inventory project to compare their holdings in Sierra to their physical collection.



### **Governance** | Leadership is transparent, responsive, innovative, and accountable.

Delegates Assembly: 87% voting member attendance rate

FY23 Administrative Council and Standing Committees Election: 50% member participation

Membership Changes: The Ida Public Library added a Bookmobile in FY22—making it the 4th mobile collection in PrairieCat. In the last year, PrairieCat added the final school in the Putnam School District, and continued work with Lostant Community Public Library and Byron Schools.

Sustainability: RAILS grant funds accounted for approximately 30% of PrairieCat budgeted revenues in FY22 in addition to in-kind services. Twelve staff directly support PrairieCat's 137 libraries that are located in 14,000 square miles across northern Illinois.

## Yorkville Library HVAC Repair Log

Trico has been brought in to investigate the recurring HVAC issues at the Library, in August. Part of their scope of work was to evaluate the scope of work RJ O'Neil gave to repair the chiller. RJ O'Neil stated that the chiller had refrigerant migrating between the 2 circuits and that the gasket needs to be replaced. They never provided a quote as requested.

Trico contacted the McQuay representative for some information, and worked with Ted Milschewski to determine some additional testing, that will be completed in September/October, when the chiller season is over. Trico suggest the following:

- Recovery individually circuit #1 and #2 and compare the amount we recovery to the factory listed charge of 160#'s per circuit.
- Pressurize 1 circuit with nitrogen to verify the gasket separating the two circuits has not failed which would allow refrigerant to migrate from one circuit to the other.
- If we determine the gasket has not failed and we did not recover the factory combined circuit's refrigerant weight of 320#'s. We would pressurize both circuits with nitrogen and try to determine where the leak may be.
- Once we have some more information, we can go over our findings with you and plan the next steps to get the chiller back online and ready for next summer.
- While they are recovering the refrigerant, pump strainers and other items, to make sure the water flow, is not being restricted. This could be the reason we are receiving evaporator pump failures.
- They have already taken a sample of the chilled water glycol protection, and the existing mix will only be good for 15 degrees. Most systems run -20 to -30 to protect the equipment and piping. They would add glycol to achieve this protection. As of July 15<sup>th</sup>, the cost of a 50-gallon drum glycol was \$1,920.
- Trico estimated all the work to take 3 days of labor totaling \$3,408, excluding the cost of glycol.

Trico has estimated the cost of a chiller replacement to be approximately \$200,000 - \$220,000 at today's rates. This is just for budgeting purposes if needed.

During Trico's and Ted's investigations, they found that (2) of the chilled water actuator motors had failed. This was preventing proper water flow for the chiller. The estimated the work to be \$2,976, but we will only be invoiced for the parts and hours work. The actual amount was \$2,976. While onsite, they found a heating valve actuator motor that had failed. They replaced the motor and will only charge us for the part with no additional labor costs. Actual cost \$360 since they did not charge us for labor.

Since the replacements, Trico found that waste pipe was sagging and preventing the chilled water valve to open and close properly. We feel that this was the cause of the (2) chilled water actuator motors failing. The pipe was rerouted on 8/18.

RJ O'Neil had completed some work on the IT server room AC unit. They came back after installation because the unit failed again. RJ O'Neil said the TXV valve failed again. They stated the part would be free, but we would have to pay for labor. Trico investigated, and feel that the valve was installed incorrectly the first time. Trico replaced the valve, installed a new dryer, tested the system to make sure there we no refrigerant leaks. Cost \$2,148.

We have reviewed the electrical and natural gas usage since 2017. We are tracking the usage of both, to see what savings will be realized, when work is completed. The natural gas usage started to increase drastically in 2018. Upon investigations on 8/18, Trico found the following items.

- The boiler setback controller failed sometime in the past. This controls the temperature and firing rate for the boilers. Trico will provide a quote for the replacement.
- There were (2) relays for the boiler pumps that were not operating correctly. One was wired incorrectly while the other one had failed completely. These items were replaced or corrected.
- The high limit operator for the boilers was set at 240 degrees, when industry standard is 200-220 degrees. This was corrected.
- All these items were causing the boilers and pumps to run almost 24 hours a day.
- The work that was completed, should drastically reduce the natural gas usage.

Please note that we are billed for the Trico Technician's time only. Their Service Manager has been onsite several days with the technician's, and we are never charged for the Service Manager's time. This is not standard practice.

### Natural Gas Usage Log

	2017	2018	2019	2020	2021	2022	2023
January	3633.07	3190.14	4047.26	3904.62	3862.19	4123.35	
February	2406.77	2970.30	3351.70	3825.51	4238.88	3886.15	
March	2289.39	2505.12	2434.83	2955.07	3014.77	3100.18	
April	1234.98	1867.71	1830.51	2197.06	3044.17	3041.18	
May	873.77	649.13	1169.64	1426.19	2670.43	2301.40	
June	573.52	556.56	780.12	1810.30	2177.61	1767.32	
July	653.27	724.12	653.42	1391.67	2382.67	2248.08	
August	550.06	592.88	732.73	1793.18	2289.44		
September	960.56	762.78	947.35	2528.65	2513.66		
October	1043.83	1415.43	1752.31	2985.39	2766.21		
November	2054.01	2922.25	3146.11	2975.45	3147.39		
December	3387.18	2875.82	3861.11	4215.99	3555.71		


### Usage Comparison Year Over Year

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
January	88%	127%	96%	99%	107%	0%
February	123%	113%	114%	111%	92%	0%
March	109%	97%	121%	102%	103%	0%
April	151%	98%	120%	139%	100%	0%
May	74%	180%	122%	187%	86%	0%
June	97%	140%	232%	120%	81%	0%
July	111%	90%	213%	171%	94%	0%
August	108%	124%	245%	128%	0%	#DIV/0!
September	79%	124%	267%	99%	0%	#DIV/0!
October	136%	124%	170%	93%	0%	#DIV/0!
November	142%	108%	95%	106%	0%	#DIV/0!
December	85%	134%	109%	84%	0%	#DIV/0!

### Natural Gas Cost Log

	2017	2018	2019	2020	2021	2022	2023
January	2085.0	1502.0	2325.0	1635.0	1630.0	3208.0	
February	1228.0	1751.0	1658.0	1448.0	1901.0	3500.0	
March	1409.0	1096.0	1141.0	1078.0	1479.0	2094.0	
April	640.0	837.0	869.0	803.0	1389.0	2282.0	
May	477.0	373.0	559.0	600.0	1305.0	2221.0	
June	362.0	341.0	420.0	700.0	1102.0	2026.0	
July	384.0	415.0	354.0	570.0	1343.0	2125.5	
August	337.0	359.0	376.0	735.0	1392.0		
September	1038.0	432.0	449.0	1124.0	1600.0		
October	500.0	727.0	759.0	1213.0	2145.0		
November	454.0	1553.0	1368.0	1465.0	5777.4		
December	1590.0	1781.0	1743.0	1874.0	2746.0		

Totals 10504 11167.00 12021 13245 23809.39 17456.5 0

 = Missing Data

### Cost Comparison Year Over Year

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
January	72%	155%	70%	100%	197%	0%
February	143%	95%	87%	131%	184%	0%
March	78%	104%	94%	137%	142%	0%
April	131%	104%	92%	173%	164%	0%
May	78%	150%	107%	218%	170%	0%
June	94%	123%	167%	157%	184%	0%
July	108%	85%	161%	236%	158%	0%
August	107%	105%	195%	189%	0%	#DIV/0!
September	42%	104%	250%	142%	0%	#DIV/0!
October	145%	104%	160%	177%	0%	#DIV/0!
November	342%	88%	107%	394%	0%	#DIV/0!
December	112%	98%	108%	147%	0%	#DIV/0!

### ComEd Usage Log

	2017	2018	2019	2020	2021	2022	2023
January	49161	40937	43268	48805	49912	46949	
February	40444	51250	51293	46010	45444	49055	
March	38129	43003	45040	42525	46566	41382	
April	37178	38674	41484	36978	41122	42552	
May	36921	37326	41264	28825	48743	41763	
June	47768	54971	44617	27668	57429	55895	
July	56549	58497	51610	65957	75213	72827	
August	59719	65799	67540	74568	77386	77166	
September	60030	62268	58508	75025	78634	65062	
October	54062	59467	60396	66944	80601		
November	46205	42833	47419	60101	60010		
December	42505	43624	45978	49307	39280		
Totals	568671	598649	598417	622713	700340	492651	0

### Usage Comparison Year Over Year

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
January	83%	106%	113%	102%	94%	0%
February	127%	100%	90%	99%	108%	0%
March	113%	105%	94%	110%	89%	0%
April	104%	107%	89%	111%	103%	0%
May	101%	111%	70%	169%	86%	0%
June	115%	81%	62%	208%	97%	0%
July	103%	88%	128%	114%	97%	0%
August	110%	103%	110%	104%	100%	0%
September	104%	94%	128%	105%	83%	0%
October	110%	102%	111%	120%	0%	#DIV/0!
November	93%	111%	127%	100%	0%	#DIV/0!
December	103%	105%	107%	80%	0%	#DIV/0!
Totals	105%	100%	104%	112%	70%	

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## Our Agreement

### AGREEMENT:

Between IMPERIAL SERVICE SYSTEMS, INC., hereinafter referred to as the Contractor and YORKVILLE PUBLIC LIBRARY, hereinafter referred to as the Client. This is the entire agreement. It replaces all previous agreements, oral or written, between the two parties. Unless otherwise notified, Imperial Service Systems, Inc. has the right to post this business relationship on social media.

### SERVICE:

The Contractor agrees to furnish labor and supervision necessary to provide the services being performed at Yorkville Public Library, 902 Game Farm Rd., Yorkville, IL, 60560. The areas to be serviced includes all specified areas named.

Disposable supplies such as hand towels, soap, toilet tissue, trash can liners, etc., shall be provided by the Client. If Contractor provides disposable supplies at the request of the Client, it is understood that they will be provided at an extra cost. These prices are subject to change based upon prevailing costs.

Client shall provide a secure storage area for cleaning equipment and supplies solely accessible to IMPERIAL personnel and client management. Area is to be kept neat and clean.

### COST:

Total charges for specified services as read and agreed upon by Client and Contractor and enclosed within the proposal will be: **\$5,177.00 per month**

Providing there is no change in the scope of the work, minimum wage laws or government requirements, this price is guaranteed for twelve months. A yearly increase may vary. A 30-day notice will be provided prior to any increase. Periods of construction, renovation or other unusual occurrences which increase workload may require additional charges during such periods to compensate for the additional work required.

### TERM OF AGREEMENT:

It is the intention of this agreement that it remain in force, uninterrupted, to the satisfaction and best interest of both parties. In the event either party feels that cancellation is necessary for any reason, a 30-day notice must be filed via certified or registered mail and effective the date of mailing. Contractor may terminate services at any time for non-payment of invoices. All monies owed shall be paid in full at the time of termination.

### PERSONNEL:

The Client agrees that it may at no time during or for six months after termination of this agreement, hire, retain or employ on its own payroll or by contract basis through a 3<sup>rd</sup> party, directly or indirectly, any individual that is or has been employed by the Contractor, for the performance of janitorial tasks without the approval of the Contractor.

The Contractor assumes all financial responsibility (wages, withholding taxes, social security, sales and other taxes) directly related to the specified services.

### INSURANCE:

The Contractor agrees to furnish certificates of insurance prior to commencement of work, in the amount of \$1,000,000 General Liability, \$1,000,000 Worker's Compensation and \$10,000,000 Excess Liability.

### INVOICING:

Unless other arrangements have been made, invoicing shall be monthly on the 1<sup>st</sup> of the month that is being invoiced. Payment is due on the last day of said month. Failure to pay in a timely manner could result in a cancellation of the service. Contractor reserves the right to charge interest of 1½% per month on accounts over 60 days past due. If Client's account is referred to an agency or attorney for collection, attorney's fees and costs of collection shall be recoverable by Contractor.

### YORKVILLE PUBLIC LIBRARY

Accepted by \_\_\_\_\_

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

Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### IMPERIAL SERVICE SYSTEMS, INC.

Vito Cavallo

Vito Cavallo President

8 / 22 / 20

*This agreement has a Start Date but no ending date because we intend to be the Last janitorial service you'll ever need.*

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# HVAC Semi-Annual Preventative Maintenance

## Equipment List

Item	Description	Make	Model No.	Serial No.	Location
Boiler 1	Raypak	Hot Water Boiler	H9-20002A	0605250758	Mechanical Room
Boiler 2	Raypak	Hot Water Boiler	H9-20002A	0605250759	Mechanical Room
Chiller	McQuay	Chiller	AGS170CS27-ER10	STNU060300243	Exterior
Split System 1	York	Split System	AHP60D3XH21A	AOK6907275	Exterior
Split System 2	York	Spilt System	AHP60D3XH21A	AOK6907265	Exterior
Air Handler	Johnson Marcraft	Air Handler	M12850 AHU1	JO6M007024	Server Room

## Fall Service

### Boiler 1 & 2

- Inspect and tighten electrical connections, contactors, relays, and operating safety controls.
- Check security of motor mounts and vibrations pads. Inspect motors for condition and proper lubrication.
- Inspect the condition of all fans.
- Inspect fireside of boiler debris and obstructions.
- Inspect the refractory for cracks, corrosion, or other defects.
- Brush cleaner the burner, flame rod surfaces and other combustion equipment.
- Vacuum soot and dirt from combustion chamber.
- Check burner sequence of operation.
- Visually check the combustion flame.
- Test safety controls.

### Split Systems

- Check control system for proper operation.
- Check temperature drop.
- Check refrigerant charge.



## Spring Service

### Chiller

- Check refrigerant insight glass.
- Check compressor oil presence in sight glass.
- Check inlet and outlet water pressure and determine proper flow.
- Inspect for refrigerant and oil leaks.
- Check freeze protection, evaporator and piping heaters, glycol content.
- Measure refrigerant pressure and temperatures.
- Check crankcase heater operation.
- Clean coils (June).

### Split Systems

- Check control system for proper operation.
- Check temperature drop.
- Check refrigerant charge.

Yorkville Staff will complete the following tasks.

- Replacing air filters.
- Replacing belts.
- Cleaning coils other than chiller.
- Inspection of Water Heater and Air Handler.

Quote should include all material, equipment and labor needed to complete the work listed above. Parts and supplies can be charged separately.

Work to take place between the hours of 7:00am – 3:00pm Mondays-Fridays

Spring Estimated Labor Hours 12

Fall Estimated Labor Hours 12

Regular Labor Rate \$142.00

Overtime Labor Rate \$175.00

Holidays/Sundays Labor Rate \$215.00

## **Financial Policy**

- A. Levy
- B. Budget
- C. Expenditures
- D. Receipts
- E. Cash Handling Procedures
- F. Authority to Spend

## **Financial Policy**

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the library's missions and goals, and compliance with appropriate laws and ordinances.

### **A. Levy**

The Library Board shall set the dollar amount for the levy to submit to the Mayor and City Council, per Illinois Statute.

### **B. Budget**

1. The Library Board shall prepare and approve an annual budget and submit it to the Mayor and City Council for inclusion in the City's annual budget.
2. The Library Director shall administer the budget as approved by the Library Board.
3. The Library Director shall maintain adequate records of the library's financial operations.

### **C. Expenditures**

1. On a monthly basis, the Library Director shall present a list of all expenditures to the Library Board for review and approval.
2. The Library Director shall work with the city finance staff, using city procedures for payment of invoices.
3. The city shall provide a monthly financial report showing the status of all accounts and funds.

### **D. Receipts**

Monies received as revenue by the library from taxes, fines, subscriptions, copier fees, program fees, rental income, DVD rental, memorial gifts, reimbursement for lost or damaged materials, grants or other sources shall be recorded daily. The Library Director is authorized to make deposits into appropriate library accounts.

### **E. Cash Handling Procedures**

1. Every day a full-time staff member shall balance the cash drawer at the Circulation Desk. The Reference Desk cash drawers shall be balanced weekly.
- a. Coin-operated copy machines and public internet machines shall be emptied weekly. Funds collected shall be deposited.

### **F. Authority to Spend**

The procurement of materials, services and equipment shall be a direct responsibility of the Library Director who is authorized to enter into contracts on behalf of the Yorkville Public Library.

1. The Director of the Yorkville Public Library is authorized to spend up to \$2,500 **\$10,000** on any single item without prior approval of the Library Board of Trustees provided the item is accounted for in the budget.
2. The Director is authorized to spend up to \$ **5,000** on any single item not accounted for in the budget.
3. ~~Expenditures in excess of \$25,000 shall be authorized after completing the formal bid process per Illinois Statute.~~ Any expense in excess of \$25,000 must be approved by the Library Board of Trustees, and only after completing the formal bid process, if required, as described in Illinois Law (75 ILCS 16/40-45).
4. No funds shall be appropriated from the Reserve Account without prior approval from the Library Board of Trustees.
5. In case of extreme emergency, the Library Director, with the approval of the Library Board President or any **2** Library Board of Trustees, is authorized to spend necessary funds, so long as the amount does not exceed the threshold requiring a formal bidding process.

Adopted January 9, 2012

Updated and approved **9-12-22**

Glencoe	up to \$5,000	
Highland Park	up to \$5,000 with "funds available in the designated budget line"	
Northbrook	all accounted for in budget up to \$25,000; up to \$5,000 for not accounted for in budget	
Wilmette	disbursement of "budgeted-for library funds"	
Winnetka-Northfield	\$15,000	recent increase
Waukegan	\$10,000	
Deerfield	\$19,999	recent increase
Prospect Heights	\$10,000	
Schaumburg	\$25,000	
Des Plaines	\$10,000	
Naperville	\$25,000	
Messenger (N. Aurora)	all accounted for in budget (specifically discussed; up to \$5,000 for not accounted for in budget	
Stickney-Forest	all accounted for in budget; up to \$1,000 for not accounted for in budget	
Ida (Belvidere)	\$20,000	
Wheaton	\$5,000 - City Manager \$20,000	
Carol Stream	\$10,000	
Franklin Park	all accounted for in budget up to \$20,000; up to \$5,000 for not accounted for in budget	
Downers Grove	\$20,000	
Wilmington	all accounted for in budget; up to \$2,000 for not accounted for in budget	
East Dubuque	\$1,500	
Glenwood-Lynwood	all accounted for in budget; up to \$5,000 for not accounted for in budget	
Frankfort	all accounted for in budget; up to \$5,000 for not accounted for in budget	
Northlake	\$10,000	
Galena	all accounted for in budget; up to \$1,000 for not accounted for in budget	
Mt. Prospect	all accounted for in budget	
Dunlap	\$5,000	
Poplar Creek	\$7,500	recent increase
Bellwood	\$2,500	
Morris	\$5,000	
Wauconda	\$12,500	recent increase
Kankakee	all accounted for in budget	
Morton Grove	\$7,500	
Oak Lawn	\$25,000	
Algonquin	all accounted for in budget	
Green Hills	all accounted for in budget	
Ela	\$15,000	
Glenview	all accounted for in budget	

Note: all are required to bid over \$25,000; some still have it at \$20,000 per previous requirement