

October 10, 2016 - 7:00 P.M.

- 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.**

DRAFT

Yorkville Public Library

Board of Trustees

Monday, September 12, 2016, 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter and quorum was established.

Roll Call:

Wamecca Rodriguez-yes, Sandy Lindblom-yes, Barb Johnson-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder (arr. 7:08pm) Carol LaChance-yes, Susan Chacon-yes,

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson
Alderman/Liaison Seaver Tarulis

Recognition of Visitors: None

Amendments to the Agenda:

President Walter requested to add the 5K update under Unfinished Business.

Minutes: August 8, 2016

Ms. Lindblom moved and Ms. Gambro seconded the motion to approve the minutes as presented.
Unanimous voice vote approval.

Correspondence:

A \$75 check was received from the Sons of Norway for using the library for Viking Camp.

Mr. Walter received a letter from Trustee Jo Ann Gryder stating that she is moving from Yorkville and is resigning from the Library Board effective immediately. She also sent her letter to the Mayor.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Treasurer Lindblom presented the report.

1. Total expenditures from check register \$9,169.31
2. Two payrolls: \$18,325.87 and \$18,453.99
3. Total Disbursements: \$58,441.61

Budget Report

A State grant of \$1,650 was questioned. Mr. Fredrickson said an inadequate description was received from the State and he believes it is for the City instead.

Ms. Lindblom summarized the budget and it was noted that fines are up, most likely since patrons cannot check out books until fines are paid. She also said that development fees of \$8,550 have been received and building permits have reached 100 so far this year.

Cash Statement

No comments.

A motion was made by Ms. Johnson and seconded by Ms. LaChance to pay the bills as follows:

\$21,661.75 Accounts Payable

\$36,779.86 Payroll

\$58,441.61 TOTAL

Roll call: Lindblom-yes, Johnson-yes, Gambro-yes, Walter-yes, Elder-yes, LaChance-yes, Chacon-yes, Rodriguez-yes. Passed 8-0.

Report of the Library Director:

1. Ms. Pfister presented the statistics for the month and said e-book numbers are good
2. Held staff meeting with youth service department to discuss fall activities
3. Had staff luncheon
4. Friends report: elected new officers, \$6,105 profit from used book sale and sale continues, Friends membership renewals due in October, 2 meetings have been held for mini-golf and there are 3 sponsors so far, Friends asked for wish list. Area near wall outside library needs cleanup, bush removal, etc. Ms. Pfister would like pavers placed there and will ask Friends to pay half and asked the Board to pay half. She will obtain an estimate for the work and place it on agenda next month. She would like Friends to continue to care for that area. Mr. Walter suggested selling bricks with names. (Some Board members observed area being discussed).
5. Ukelele band was fantastic
6. Over 400 kids attended summer program
7. Upcoming program "Golden Age of Accordion" will be presented October 14 at 2pm. Fliers will be sent to senior facilities
8. Ms. Pfister would like to contact Eric Dhuse for fall cleanup
9. Doing "Food for Fines" this month and food goes to Kendall County Pantry
10. A teacher who held her class in the library last year, donated a book that she authored

City Council Liaison

Mr. Tarulis said a couple people had expressed unhappiness because they were unable to sign up for the recent 5K race, having missed the cutoff and the fee was higher the day of the race. Mr. Walter said there was some confusion on the forms and Ms. Elder said it is standard practice to charge more on that day. There was also some difficulty registering on the website.

Standing Committees: No reports

Unfinished Business:

Update on Cost Cutting

Ms. Elder said there are no major updates at this time and added that Thyssen Krupp (elevator service) is avoiding her calls. She is getting quotes from other companies to see if the Library is getting the best prices. The cleaning staff informed Ms. Pfister that the present cleaning supplies would last four months. She also looked at Amazon prices, but it's difficult to compare. The carpet in the kids' area is in need of cleaning and Ms. Elder suggested using Terry's Carpet Cleaning after the mini-golf.

In another matter, Ms. Elder asked about the “active shooter drill” not being in the Disaster Plan. It is in the policy book, but will be added to the Disaster Plan also.

Painting Bid for Building

Ms. Pfister reported that Eric Dhuse has done some work on the bid. She added that Tom Lindblom had brought an example of a bid plan that a company would handle for \$1500. Mr. Walter said that Tim Evans had also offered his help. Ms. Gambro suggested that Alderman Tarulis could ask the City for help and also Mr. Evans. The bid should be done by the end of January and a vendor chosen.

Adopt A Sunday

Ms. Chacon provided updated wage/benefit information for being open on Sunday. It is \$97.05 per hour which does not include cleaning, lighting etc. Ms. Johnson will email to the Board members, a copy of the proposed letter to be sent to possible contributors for Adopt a Sunday. Contributors would have to contact Ms. Pfister to schedule a Sunday and all Sundays From January-May need to be covered prior to publicizing being open.

5K Update

There were 41 participants and many volunteers. Tim Evans will send a check for about \$1,000 along with a list of itemized expenses. Ms. Rodriguez commented that the advertising was not adequate and a separate website should be set up for next time. She also gave a summary of expenses and ideas for improvement for next year. Mr. Walter has a list of the sponsors for use in 2017 and said September 2nd, will be the date. Ms. Rodriguez said a list of upcoming runs needs to be included in the packets. Photos are on the library website.

New Business:

Positive Pay

Mr. Fredrickson said the City has been using a “positive pay” program to prevent check fraud. He explained how the program works and suggested the library may want to use it. The checks would be prepared by the City and signed by City officials prior to approval by the Board. As Treasurer, Ms. Lindblom would continue to be bonded. Ms. Pfister researched the State Statutes and found that in the bi-laws, library officials are delegated to sign library checks. The Board also discussed using this fraud program apart from the City. After discussion, a motion was made by Ms. Johnson to keep the library banking exactly as it is. Ms. Chacon seconded this motion and commented that she had worked with the system and there were difficulties. Ms. Lindblom then called for a vote. A voice vote approved this motion with Ms. LaChance abstaining.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:09pm on a motion by Ms. LaChance and second by Ms. Elder.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 09/15/16
TIME: 15:55:57
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900035	FNBO	FIRST NATIONAL BANK OMAHA			09/25/16		
	092516-A.SIMMONS	08/31/16	02	KONICA-6/19-7/18 COPIER CHARGE		82-820-54-00-5462	5.90
						INVOICE TOTAL:	5.90*



DATE: 09/15/16
TIME: 15:55:57
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900035	FNBO	FIRST NATIONAL BANK OMAHA			09/25/16		
	092516-J.WEISS	08/31/16	01	OFFICE MAX-LAMINATING		82-820-56-00-5610	35.88
			02	TARGET-CANDY		82-820-56-00-5671	15.77
			03	TARGET-STORYTIME SUPPLIES		82-820-56-00-5671	121.66
						INVOICE TOTAL:	173.31 *



DATE: 09/15/16
TIME: 15:55:57
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900035	FNBO	FIRST NATIONAL BANK OMAHA			09/25/16		
	092516-M.PFISTER	08/31/16	01	DELL-NEW COMPUTERS, MONITORS		84-840-56-00-5635	6,956.20
			02	AMAZON-BOOK		84-840-56-00-5686	16.23
						INVOICE TOTAL:	6,972.43 *



DATE: 09/15/16
TIME: 15:55:57
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR #	INVOICE	ITEM	CHECK	ACCOUNT #	ITEM AMT
	INVOICE #	DATE	# DESCRIPTION	DATE		
900035	FNBO	FIRST NATIONAL BANK OMAHA		09/25/16		
	092516-R.FREDRICKSON	08/31/16				
			10 COMCAST-07/10-09/10 INTERNET,		82-820-54-00-5440	464.24
			11 PHONE & CABLE		** COMMENT **	
					INVOICE TOTAL:	464.24*



DATE: 09/15/16
TIME: 15:55:57
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UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900035	FNBO	FIRST NATIONAL BANK OMAHA			09/25/16		
	092516-S.AUGUSTINE	08/31/16	01	TARGET-GIFTCARDS		82-000-24-00-2480	100.00
						INVOICE TOTAL:	100.00 *
	092516-S.IWANSKI	08/31/16	01	STANDARD BUSINESS CARDS		82-820-56-00-5610	26.26
						INVOICE TOTAL:	26.26 *

Total Amount Paid: \$7,742.14



DATE: 10/04/16
TIME: 09:43:45
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 10/10/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104245	BAKTAY	BAKER & TAYLOR					
	2032260779		08/31/16	01	BOOKS	82-820-56-00-5686	359.29
					INVOICE TOTAL:		359.29 *
	2032278953		09/05/16	01	BOOKS	84-840-56-00-5686	302.49
					INVOICE TOTAL:		302.49 *
	2032302180		09/16/16	01	BOOKS	82-820-56-00-5686	862.29
					INVOICE TOTAL:		862.29 *
	2032302503		09/16/16	01	BOOKS	84-840-56-00-5686	358.85
					INVOICE TOTAL:		358.85 *
	2032304807		09/19/16	01	BOOKS	84-840-56-00-5686	861.70
					INVOICE TOTAL:		861.70 *
	2032321415		09/26/16	01	BOOKS	82-820-56-00-5686	370.41
					INVOICE TOTAL:		370.41 *
					CHECK TOTAL:		3,115.03
104246	BUGGITER	BUG GIT-ERS LLC					
	3407		09/14/16	01	SEPT 2016 PEST CONTROL	82-820-54-00-5462	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
104247	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	38016		09/14/16	01	PAPER TOWEL, BOWL CLEANER,	82-820-56-00-5620	241.76
				02	WINDEX	** COMMENT **	
					INVOICE TOTAL:		241.76 *
					CHECK TOTAL:		241.76

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/04/16
TIME: 09:43:45
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 10/10/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104248	IWANSKIS	SHARYL IWANSKI					
	100316		10/03/16	01	PRAIRIE CAT CIRCULATION USERS	82-820-54-00-5415	41.26
				02	MEETING MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		41.26 *
					CHECK TOTAL:		41.26
104249	MIDWTAPE	MIDWEST TAPE					
	94287012		09/01/16	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	94304940		09/08/16	01	DVDS	82-820-56-00-5685	45.98
					INVOICE TOTAL:		45.98 *
	94326451		09/15/16	01	DVDS	82-820-56-00-5685	17.99
					INVOICE TOTAL:		17.99 *
	94354110		09/24/16	01	DVDS	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
					CHECK TOTAL:		109.95
104250	OESTREIC	OESTREICH SALES & SERVICE, INC					
	217937		10/03/16	01	REPAIR TO HANDICAP DOOR AND	82-820-54-00-5495	2,193.00
				02	OUTER FRONT DOOR	** COMMENT **	
					INVOICE TOTAL:		2,193.00 *
					CHECK TOTAL:		2,193.00
104251	PRAIRCAT	PRAIRIECAT					
	5056		10/01/16	01	OCT-DEC 2016 E-READER FEES	84-840-54-00-5460	161.00
				02	OCT-DEC 2016 PARTICPATION FEES	82-820-54-00-5468	3,158.19
					INVOICE TOTAL:		3,319.19 *
					CHECK TOTAL:		3,319.19

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/04/16
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PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 10/10/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104252	R0001349	WAMECCA RODRIGUEZ					
	2016	BOOK-IT-ALDI	08/27/16	01	BOOK-IT 5K WATER REIMBURSEMENT	82-820-56-00-5620	15.92
					INVOICE TOTAL:		15.92 *
	2016	BOOK-IT-LEOS	09/26/16	01	REIMBURSEMENT FOR BOOK-IT	82-820-56-00-5620	10.00
				02	MEDAL ENGRAVING	** COMMENT **	
					INVOICE TOTAL:		10.00 *
	2016	BOOK-IT-SAMS	08/28/16	01	BOOK-IT SUPPLY REIMBURSEMENT	82-820-56-00-5620	11.98
					INVOICE TOTAL:		11.98 *
					CHECK TOTAL:		37.90
104253	RACETIME	RACE TIME					
	00903		09/06/16	01	BOOK IT 5K EVENT TIMING	82-820-54-00-5462	512.92
					INVOICE TOTAL:		512.92 *
					CHECK TOTAL:		512.92
104254	ROSE	ROSELYNN FASHIONS LTD					
	20160834		09/01/16	01	BOOK-IT 5K T-SHIRTS	82-820-56-00-5620	550.00
					INVOICE TOTAL:		550.00 *
					CHECK TOTAL:		550.00
104255	TRINITYC	TRINITY UNITED METHODIST					
	2016	BOOK-IT	09/26/16	01	2016 BOOK-IT EXPENSES	82-820-56-00-5620	45.00
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		45.00
104256	WAREHOUS	WAREHOUSE DIRECT					

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/04/16
TIME: 09:43:45
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 10/10/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104256	WAREHOUS	WAREHOUSE DIRECT					
	3206304-0		09/22/16	01	REPORT COVERS, PAPER, WIPES,	82-820-56-00-5610	79.12
				02	TAPE	** COMMENT **	
					INVOICE TOTAL:		79.12 *
	3216213-0		09/30/16	01	TONER	82-820-56-00-5610	166.38
					INVOICE TOTAL:		166.38 *
					CHECK TOTAL:		245.50
104257	WECOUNT	WE COUNT PEOPLE LLC					
	898		09/19/16	01	BEAM BREAK COUNTER	82-820-56-00-5610	190.00
					INVOICE TOTAL:		190.00 *
					CHECK TOTAL:		190.00
104258	YOUNGM	MARLYS J. YOUNG					
	080816		08/25/16	01	08/08/16 MEETING MINUTES	82-820-54-00-5462	70.50
					INVOICE TOTAL:		70.50 *
	091216		09/29/16	01	SEPT.9 MEETING MINUTES	82-820-54-00-5462	63.75
					INVOICE TOTAL:		63.75 *
					CHECK TOTAL:		134.25
					TOTAL AMOUNT PAID:		10,810.76

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY September 9, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 14,694.73	\$ -	14,694.73	\$ 1,509.33	\$ 1,039.95	\$ 17,244.01
FINANCE	8,628.44	-	8,628.44	949.09	667.58	\$ 10,245.11
POLICE	99,981.06	1,239.15	101,220.21	561.89	7,417.28	\$ 109,199.38
COMMUNITY DEV.	13,942.67	-	13,942.67	1,345.30	1,018.16	\$ 16,306.13
STREETS	12,901.29	-	12,901.29	1,371.40	946.41	\$ 15,219.10
WATER	15,188.84	576.08	15,764.92	1,675.81	1,145.14	\$ 18,585.87
SEWER	8,020.19	-	8,020.19	868.49	609.68	\$ 9,498.36
PARKS	17,256.40	86.92	17,343.32	1,730.01	1,286.66	\$ 20,359.99
RECREATION	12,006.31	-	12,006.31	1,133.63	882.97	\$ 14,022.91
LIBRARY	16,002.51	-	16,002.51	855.55	1,196.65	\$ 18,054.71
TOTALS		\$ 1,902.15	\$ 220,524.59	\$ 12,000.50	\$ 16,210.48	\$ 248,735.57
TOTAL PAYROLL						\$ 248,735.57



UNITED CITY OF YORKVILLE **PAYROLL SUMMARY** **September 23, 2016**

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	19.48	44.62	647.44
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	3,900.00	-	3,900.00	-	291.91	4,191.91
ADMINISTRATION	16,457.70	-	16,457.70	1,703.54	902.73	19,063.97
FINANCE	8,628.44	-	8,628.44	917.21	644.64	10,190.29
POLICE	102,555.14	7,924.91	110,480.05	595.89	8,102.73	119,178.67
COMMUNITY DEV.	12,495.05	-	12,495.05	1,198.11	907.42	14,600.58
STREETS	12,901.25	-	12,901.25	1,371.40	946.41	15,219.06
WATER	14,012.59	495.74	14,508.33	1,542.24	1,049.00	17,099.57
SEWER	9,270.17	-	9,270.17	985.43	693.82	10,949.42
PARKS	17,529.58	-	17,529.58	1,770.01	1,303.92	20,603.51
RECREATION	13,674.27	-	13,674.27	1,179.62	1,010.55	15,864.44
LIBRARY	15,121.79	-	15,121.79	855.56	1,129.30	17,106.65
TOTALS	\$ 228,121.00	\$ 8,420.65	\$ 236,541.65	\$ 12,147.34	\$ 17,102.90	\$ 265,791.89

TOTAL PAYROLL \$ 265,791.89



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, October 10, 2016

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1-5</i>)	09/25/2016	\$7,742.14
Library Check Register (<i>Pages 6 - 9</i>)	10/10/2016	\$10,810.76
Guardian -September 2016 dental insurance	09/13/2016	\$440.48
Dearborne National - September 2016 Life Ins	09/13/2016	\$33.60
Eye Med - September 2016 Vision Ins.	09/13/2016	\$54.24
IPRF -October 2016 Workers Comp	09/13/2016	\$890.89
Glatfelter Liability Ins. - Installment #9	09/13/2016	\$866.52
DAC - September 2016 HRA Fees	09/13/2016	\$12.00
Dearborne National - October 2016 Life Ins	09/27/2016	\$33.60
BCBS - October 2016 Health Insurance	09/27/2016	\$5,785.96
TOTAL BILLS PAID:		\$26,670.19

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	09/09/2016	\$18,054.71
Bi-weekly (<i>Page 11</i>)	09/23/2016	\$17,106.65
TOTAL PAYROLL:		\$35,161.36

TOTAL DISBURSEMENTS:	<u>\$61,831.55</u>
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending September 30, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	Year-to-Date Totals	FISCAL YEAR 2017	% of Budget
		May-16	June-16	July-16	August-16	September-16	Totals	BUDGET		
LIBRARY OPERATIONS REVENUES										
Taxes										
82-000-40-00-4000	PROPERTY TAXES	61,391	244,019	20,045	20,796	262,622	608,873	644,719	94.44%	
Intergovernmental										
82-000-41-00-4120	PERSONAL PROPERTY TAX	882	-	959	112	-	1,953	5,250	37.21%	
82-000-41-00-4170	STATE GRANTS	-	13,044	-	-	-	13,044	17,200	75.83%	
Fines & Forfeits										
82-000-43-00-4330	LIBRARY FINES	459	511	443	1,185	362	2,960	9,300	31.83%	
Charges for Service										
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	365	588	305	492	681	2,431	7,500	32.42%	
82-000-44-00-4422	COPY FEES	275	200	187	184	194	1,040	3,000	34.65%	
82-000-44-00-4439	PROGRAM FEES	44	80	181	42	110	457	1,000	45.70%	
Investment Earnings										
82-000-45-00-4500	INVESTMENT EARNINGS	58	67	71	77	78	351	350	100.19%	
Miscellaneous										
82-000-48-00-4820	RENTAL INCOME	115	275	76	300	175	941	2,000	47.05%	
82-000-48-00-4824	DVD RENTAL INCOME	187	257	249	199	198	1,090	5,000	21.80%	
82-000-48-00-4850	MISCELLANEOUS INCOME	78	95	55	48	738	1,015	500	202.93%	
Other Financing Sources										
82-000-49-00-4901	TRANSFER FROM GENERAL	5,276	1,757	1,757	1,991	1,757	12,539	36,068	34.76%	
TOTAL REVENUES: LIBRARY		69,131	260,893	24,329	25,423	266,916	646,693	731,887	88.36%	

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>										
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	16,097	16,097	90,185	217,309	41.50%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	16,531	15,027	86,596	201,825	42.91%
<i>Benefits</i>										
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,916	2,567	1,711	1,711	9,587	23,470	40.85%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	2,441	2,326	13,249	31,448	42.13%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	5,832	5,501	33,240	83,960	39.59%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	67	34	-	67	202	403	50.02%
82-820-52-00-5223	DENTAL INSURANCE		440	440	440	440	440	2,202	5,638	39.06%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	54	271	651	41.66%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	233	-	233	2,500	9.32%
82-820-52-00-5231	LIABILITY INSURANCE		5,276	1,757	1,757	1,757	1,757	12,306	33,568	36.66%
<i>Contractual Services</i>										
82-820-54-00-5412	TRAINING & CONFERENCES		300	-	-	-	-	300	500	60.00%
82-820-54-00-5415	TRAVEL & LODGING		-	164	-	41	-	204	600	34.08%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	-	100	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	776	-	490	1,266	6,000	21.09%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	19	-	-	19	500	3.78%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,725	-	306	3,903	5,934	12,000	49.45%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,580	3,193	2,106	2,439	1,737	13,055	29,000	45.02%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	3,158	-	-	3,158	35,000	9.02%
82-820-54-00-5480	UTILITIES		-	-	-	-	-	-	16,281	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		496	2,451	5,196	-	-	8,142	25,000	32.57%
82-820-54-00-5498	PAYING AGENT FEES		-	1,100	589	-	-	1,689	2,190	77.10%
<i>Supplies</i>										
82-820-56-00-5610	OFFICE SUPPLIES		-	965	881	828	786	3,460	8,000	43.25%
82-820-56-00-5620	OPERATING SUPPLIES		-	2,014	346	1,511	38	3,909	8,000	48.86%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	155	91	109	137	493	1,000	49.33%
82-820-56-00-5685	DVD'S		-	122	174	142	124	562	2,000	28.09%
82-820-56-00-5686	BOOKS		-	-	-	1,190	1,493	2,683	5,000	53.67%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending September 30, 2016**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	17% June-16	25% July-16	33% August-16	42% September-16	Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE		-	-	-	-	-	-	3,000	0.00%
	TOTAL FUND REVENUES		69,131	260,893	24,329	25,423	266,916	646,693	731,887	88.36%
	TOTAL FUND EXPENDITURES		57,770	56,752	75,069	51,663	51,690	292,945	756,943	38.70%
	FUND SURPLUS (DEFICIT)		11,361	204,141	(50,740)	(26,240)	215,226	353,748	(25,056)	
	BEGINNING FUND BALANCE							499,355		
	FUND SURPLUS (DEFICIT)							353,748		
	ENDING RESERVED FUND BALANCE							334,198		
	ENDING UNRESERVED FUND BALANCE							518,905		
	ENDING TOTAL FUND BALANCE							853,103		

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES		73,129	290,675	23,877	24,772	312,835	725,289	749,771	96.73%
83-000-45-00-4500	INVESTMENT EARNINGS		-	-	5	5	-	10	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS		-	-	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE			73,129	290,675	23,882	24,777	312,835	725,299	752,771	96.35%

LIBRARY DEBT SERVICE EXPENDITURES

2006 Bond										
83-830-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	50,000	0.00%
83-830-84-00-8050	INTEREST PAYMENT		-	14,869	-	-	-	14,869	29,738	50.00%
2013 Refunding Bond										
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	500,000	0.00%
83-830-99-00-8050	INTEREST PAYMENT		-	86,516	-	-	-	86,516	173,033	50.00%
	TOTAL FUND REVENUES		73,129	290,675	23,882	24,777	312,835	725,299	752,771	96.35%
	TOTAL FUND EXPENDITURES		-	101,385	-	-	-	101,385	752,771	13.47%
	FUND SURPLUS (DEFICIT)		73,129	189,290	23,882	24,777	312,835	623,914	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,100	3,500	3,750	8,550	11,950	30,850	20,000	154.25%
84-000-42-00-4224	RENEW PROGRAM PERMIT		-	200	-	-	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	4	10	40.50%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	-	-	-	-	-	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL			3,101	3,701	3,751	8,551	11,951	31,054	20,010	155.19%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5406	RENEW PROGRAM		-	200	-	-	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	161	-	-	161	3,500	4.60%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	3,081	6,956	10,037	-	0.00%
84-840-56-00-5683	AUDIO BOOKS		-	325	110	598	205	1,238	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVD'S		-	-	-	-	-	-	-	0.00%
84-840-56-00-5686	BOOKS		-	1,518	369	1,029	16	2,933	8,395	34.94%
	TOTAL FUND REVENUES		3,101	3,701	3,751	8,551	11,951	31,054	20,010	155.19%
	TOTAL FUND EXPENDITURES		-	2,043	640	4,709	7,177	14,569	11,895	122.48%
	FUND SURPLUS (DEFICIT)		3,101	1,657	3,111	3,842	4,774	16,485	8,115	

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UNITED CITY OF YORKVILLE
 GENERAL LEDGER ACTIVITY REPORT

PAGE: 1
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ACTIVITY THROUGH FISCAL PERIOD 05

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
01		05/01/2016		BEGINNING BALANCE					6,071.73
	AP-160525	05/17/2016	08	CONSTANT CONTACT PURCHASE	FIRST NATIONAL BANK	900028	052516-S.AUGUSTINE	45.00	
	GJ-160531LB	06/06/2016	08	May 2016 Deposits					1,640.00
				TOTAL PERIOD 01 ACTIVITY				45.00	1,640.00
02	AP-160613	06/08/2016	01	BOOKS	BAKER & TAYLOR	104185	2032016411	322.21	
		06/08/2016	02	BOOKS	BAKER & TAYLOR	104185	2032033560	381.79	
		06/08/2016	03	07/14/16 SUMMER READING	DALE OBROCHTA	104191	071416	350.00	
		06/08/2016	04	8 RAGLAN JERSEYS	THE LOGO SHIRT FACTO	104195	G25225	159.92	
	AP-160625	06/16/2016	95	AMAZON-BOOKS, CAMERA	FIRST NATIONAL BANK	900030	062516-M.PFISTER	237.45	
		06/16/2016	96	CONSTANT CONTACT NEWSLETTER	FIRST NATIONAL BANK	900030	062516-M.PFISTER	333.00	
		06/16/2016	97	CONSTANT CONTACT TOOLKIT	FIRST NATIONAL BANK	900030	062516-S.AUGUSTINE	45.00	
	GJ-160630LB	07/05/2016	08	June 206 Deposits					265.94
				TOTAL PERIOD 02 ACTIVITY				1,829.37	265.94
03	AP-160711	07/06/2016	01	BOOKS	BAKER & TAYLOR	104208	2032045926	611.37	
		07/06/2016	02	BOOKS	BAKER & TAYLOR	104208	2032064689	296.28	
	GJ-160731LB	08/02/2016	08	July 2016 Deposits					102.00
				TOTAL PERIOD 03 ACTIVITY				907.65	102.00
04	AP-160808	08/01/2016	01	BOOKS	BAKER & TAYLOR	104219	2032097018	343.39	
		08/01/2016	02	BOOKS	BAKER & TAYLOR	104219	2032125964	495.37	
		08/01/2016	03	BBOKS	BAKER & TAYLOR	104219	2032142803	379.17	
		08/01/2016	04	2015 STATE BAR SUPPLEMENT	WEST PUBLISHING CORP	104231	834323773	86.06	
	AP-160825	08/15/2016	193	AMAZON-BOOKS	FIRST NATIONAL BANK	900034	082516-M.PFISTER	42.05	
		08/15/2016	194	BOOKS	FIRST NATIONAL BANK	900034	082516-M.PFISTER	32.04	
	GJ-160831LB	09/01/2016	08	August 2016 Deposits					881.94
				TOTAL PERIOD 04 ACTIVITY				1,378.08	881.94
05	AP-160912	09/06/2016	01	BOOKS	SCHOLASTIC BOOK CLUB	104240	W3679214BF	575.89	
		09/06/2016	02	10/06/16 MAGIC SHOW	ROB THOMPSON	104242	100616	350.00	
	AP-160925	09/15/2016	182	TARGET-GIFTCARDS	FIRST NATIONAL BANK	900035	092516-S.AUGUSTINE	100.00	
	GJ-160930LB	10/03/2016	08	Sept 2016 Deposit					925.00
				TOTAL PERIOD 05 ACTIVITY				1,025.89	925.00
				TOTAL ACCOUNT ACTIVITY				5,185.99	3,814.88
				ENDING BALANCE					4,700.62
				GRAND TOTAL				0.00	4,700.62
				TOTAL DIFFERENCE				0.00	4,700.62



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of September 30, 2016

FISCAL YEAR 2017

		May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017
Library Operations	Old Second	\$ 365,618	\$ 535,824	\$ 502,514	\$ 475,971	\$ 692,498							
Building Development Fees	Old Second	14,797	17,705	18,926	17,968	19,342							
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837							
Library Operations	Illinois Funds	171,550	184,641	184,693	171,540	169,947							
Library Debt Service	Illinois Funds	10	(14,859)	(14,859)	-	-							
Total:		\$ 560,812	\$ 732,148	\$ 700,111	\$ 674,316	\$ 890,624							

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326	\$ 18,055							
2 ND PAY PERIOD		18,139	17,714	17,386	18,454	17,107							
3 RD PAY PERIOD		-	-	18,458	-	-							
Total		\$ 35,849	\$ 37,979	\$ 53,847	\$ 36,780	\$ 35,161							

September 2016

Sept. 2016 Circ by Transaciton Type	All Trans actions	Check- out + Renewals	Check- outs	Re newals	All Holds Placed	Holds Filled	Check- ins	Usage
Yorkville Public Library - YKBB-4	13,338	6,382	5,360	1,022	384	1,306	5,266	0

Yorkville borrowed 1,129 items from other libraries.

Yorkville lent 678 items to other libraries.

400 items were checked out to reciprocal borrowers at Yorkville.

99 patrons were added.

303 items were added.

641 OMNI e-books were checked out.

173 OMNI audio books were checked out.

5 OMNI videos were streamed.

208 OMNI users in September.

44 Illinois E-read books were checked out.

17 Illinois E-read audio books were checked out.

23 Illinois E-read users in September.

Patrons paid \$98.70 through e-commerce in September.

September		
Public Relations	Kendall Country Record - Beacon News Sun Times-WSBY- City of Yorkville Flyer – Yorkville Patch	
Meetings, Workshop	Staff Meeting – Circulation – Iwanski E-Books- Augustine	
Programs, Activities	Number Attending	
Adult Programs	Evening Book Club	5
	Adult Book Discussion,	3
	Lunch Time Book Club	8
	Men's Book Club	9
	Friends Meeting	12
	Threads and More	8
	Creative Writing –Lisa Macaione	10
	EBook Drop-in-Help	6
	Creative Coloring	6
Young Adult Programs	Teen Meeting -TAG (2 programs)	9
	Pre-teen Coloring	5
	Anime Monday (3 Programs)	15
	Plarn - Jessica Faedtke	5
Children Programs	Drop-In Story Time	5
	Lapsit	11
	Tots and Toddlers	39
	Read with Paws	3
	Afternoon Read (3 Programs)	12
	Ice Cream Book Club	5
	Spanish Story Time – Marta Duran	5
	Lego Club	7
	Lego Club Duplo (2programs)	30
	Book Club (Grades 1-2 – 2 programs)	8
	Book Club (Grades 3-5 – 2 programs)	14
	Magic the Gathering	7
	Book Activities	17
	Stories in the Park	65
	Mystery Program	12
	Panera Story Time (2 Programs)	23
	Literacy Center	10
	Pokemon Scavenger Hunt	28
	Scavenger Hunt for Young Patrons	19
Meeting Room	Library 13- Rent 3 -City 3	

Patron Count 5,601

Teens Volunteers Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle Fillipi Morgan Rutsay, Naytona Faedtke, Nicholas Markoutsis, Brantley Osbourne

Adult Volunteers Friends cleaning adult shelves

Gifts and Memorials \$75.00 Donation from Sons of Norway
\$25.00 from LaDonna Tweedy in Memory of Max
\$50 Donation from the Kendall County Republican Women

United City of Yorkville, Illinois
800 Game Farm Road, Yorkville, Illinois 60560
Request for Proposals

The United City of Yorkville, Illinois will accept proposals for:

Pressure Washing, Repair, Staining, and Painting of the Exterior at 902 Game Farm Road, Yorkville, Illinois

Proposals will be received at the Office of the Administrator, at 800 Game Farm Road, Yorkville, Illinois 60560 **until 4:00 PM on November 30, 2016 (the closing date).**

General questions regarding this Request for Proposals shall be directed to Eric Dhuse, Director of Public Works at 630-878-7102. All detailed questions concerning the actual specifications are to be forwarded by email to edhuse@yorkville.il.us not less than ten (10) business days prior to the scheduled closing date, November 14, 2016. Detailed drawings will be available to review, by appointment, contacting the Director of Public Works, Eric Dhuse, at 630-878-7102.

Return original and two duplicate copies of proposal along with one compact disc/flash drive with proposal information contained on it in a *.doc (Microsoft Word) or *.pdf (Adobe Acrobat) version in a sealed envelope marked with the Project Name as noted above to:

BART OLSON
CITY ADMINISTRATOR
UNITED CITY OF YORKVILLE
800 GAME FARM ROAD
YORKVILLE, IL 60560
PHONE: 630-553-4350
FAX: 630-553-7575
www.yorkville.il.us

The UNITED CITY OF YORKVILLE will receive proposals Monday thru Friday, 8:00 A.M. to 4:30 P.M. at Yorkville City Hall, 800 Game Farm Road, Yorkville, IL 60560.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The City Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The person or firm submitting the proposal shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and City which may in any manner affect the proposal.

SPECIFICATIONS

General Specifications:

Preparation:

1. Pressure-wash the entire exterior of the building to remove dirt, mold, mildew and foreign material.
2. Perform any City approved patching, repair or replacement of siding per the manufacturer's guidelines for the fiber cement siding. Hardiplank, Hardipanel and Harditrim Planks were originally used.
3. Remove and replace any loose or damaged caulking using 100% silicone caulk.
4. Prepare the area prior to staining/painting. Surface shall be free of all dirt, mildew stains, loose wood fibers and other foreign matter. Surfaces must be sound and absolutely dry. Moisture content must be below 15% or wood must be exposed to dry weather a minimum of 3 to 5 days.
5. The use of Cabot® Problem-Solver® Primer is recommended as a base coat to ensure maximum adhesion to reconditioned wood.

Staining/Painting:

1. The entire exterior will be re-stained (all Hardiplank, Hardipanel and Harditrim Plank).
2. For the stain, use Cabot® Solid Color Acrylic Siding Stain #800 Series. Match current color.
3. The 2 eastern service doors and the east alcove ceiling are to be painted with 2 coats of Sherwin-Williams Emerald® Exterior Acrylic Latex Paint, Sheen: Flat, Base: Extra White.

Warranty:

1. Finish warranty: 25 years.

Conditions:

1. Do not apply stain or paint in direct sunlight, to hot surfaces or when air or surface temperature is below 35°F for 48 hours after application. Do not apply over wet or damp surfaces or when rain is imminent. Do not intermix with any other products. Do not thin stain or paint. Protect stain or paint containers from freezing.

UNITED CITY OF YORKVILLE, ILLINOIS SPECIAL CONDITIONS

1. *Persons submitting proposals Qualifications.* If requested, the interested Person submitting the proposal must provide a detailed statement regarding the business and technical organization of the Person submitting the proposal that is available for the work that is contemplated. Information pertaining to financial resources, experiences of personnel, previously completed projects, plant facilities, and other data may also be required to satisfy the City that the Person submitting the proposal is equipped and prepared to fulfill the Contract should the Contract be awarded to him. The competency and responsibility of Persons submitting proposals and of their proposed subcontractors will be considered in making awards.

If requested by the City, the Person submitting the proposal shall include a complete list of all equipment and manpower available to perform the work intended on the Plans and Specifications. The list of equipment and manpower must prove to the City that the Person submitting the proposal is well qualified and able to perform the work, and it shall be taken into consideration in awarding the Contract.

The City may make such investigations as it deems necessary, and the Person submitting the proposal shall furnish to the City all such information and data for this purpose as the City may request. A responsible Person submitting the proposal is one who meets all of the following requirements:

- Have adequate financial resources or the ability to secure such resources.
- Have the necessary experience, organization, and technical qualifications, and has or can acquire, the necessary equipment to perform the proposed Contract.
- Is able to comply with the required performance schedule or completion date, taking into account all existing commitments.
- Has a satisfactory record of performance, integrity, judgment, and skills.
- Is qualified and eligible under all applicable laws and regulations.

If the Person submitting the proposal possesses a current Illinois Department of Transportation "Certificate of Eligibility" with an amount for the work specified at least equal to the minimum amount of qualification indicated on the Legal Notice he may choose to provide the City a copy of the certificate in lieu of providing the above mentioned Persons submitting proposals Qualification requirements.

2. *Basis of Payment:* the Contractor shall submit with each payment request the Contractor's Partial Waiver of Lien for the full amount of the requested payment. Beginning with the second payment request, and with each succeeding payment request, the Contractor shall submit partial waivers of lien for each subcontractor and supplier showing that the amount paid to date to each is at least equivalent to the total value of that subcontractor's work, less retainage, included on the previous payment request. The Contractor's request for final payment shall include the Contractor's Final Waiver of Lien which shall be for the full amount of his Contract, including any change orders thereto, and Final Waivers of Lien from all subcontractors and suppliers for which Final Waivers of Lien have not previously been submitted.

3. *Project Acceptance Procedures:* All final pay item quantities shall be agreed upon between the City and the Contractor, and a final invoice shall be submitted by the Contractor, complete with all required waivers of lien and surety. Approval of the final pay estimate by the City Administrator shall constitute acceptance of the project by the United City of Yorkville, and written notice of such action shall be given to the Contractor. The date of approval of the final pay estimate shall be the Date of Acceptance, and shall also be the date of the Start of Guarantee.

Prior to the required Date(s) of Substantial Completion, a partial project acceptance may be granted in accordance with the foregoing procedure for entire project acceptance, with the exception that the pay estimate for the quantities of items included in the partial project acceptance shall not be the final pay estimate for the entire project. In the case of the City's acceptance of any portion of the work as may be required because of the inclusion of a Date of Substantial Completion requirement, or for other reasons as may be agreed to by the United City of Yorkville, such

partial acceptance action shall not constitute acceptance of any other portion of the project not noted in the written notice of partial acceptance which shall be provided to the Contractor by the City Administrator.

4. *General Guarantee:* Neither the final certificate of payment nor any provision in the Contractor Documents, nor partial or entire occupancy of the premises by the City, shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified. The United City of Yorkville will give notice of observed defects with reasonable promptness. The Contractor shall guarantee all materials and workmanship as defined by the Performance Bond, Labor and Material Payment Bond, and Maintenance Bond requirements, if required.

Unless otherwise amended in writing by the City Administrator, the date of the Start of any Guarantees, Warranties and Maintenance Bonds shall be coincident with the Date of Acceptance of the entire project.

5. *Termination of Contract:* the United City of Yorkville reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event that sufficient funds to complete the Contract are not appropriated by the corporate authorities of the United City of Yorkville.

The United City of Yorkville further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract, or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event of default and termination, the United City of Yorkville may procure, upon such terms and in such manner as the United City of Yorkville may deem appropriate, supplies or services similar to those so terminated.

The Contractor shall be liable for any excess costs for such similar supplies or service unless acceptable evidence is submitted to the United City of Yorkville that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor.

6. *Notification of Work:* The Contractor shall notify the City's Director of Public Works 48 hours prior to commencement of work.

7. *Cleaning:* During construction, the Contractor and his subcontractors shall remove from the premises, rubbish, waste material, and accumulations, and shall keep the premises clean. The Contractor shall keep the premises clean during construction to the satisfaction of the Director of Public Works.

8. *Use of Fire Hydrants:* no fire hydrants shall be used to obtain water for non-emergency use. Water can be purchased and obtained at the City's Public Works Building.

UNITED CITY OF YORKVILLE, ILLINOIS

GENERAL CONDITIONS

These General Conditions apply to all proposals requested and accepted by the City and become a part of the contract unless otherwise specified. Persons submitting proposals or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. The City assumes that submission of a proposal means that the person submitting the proposal has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

2. **Submittal of Proposal** – Proposals must be submitted to the attention of the Director of Public Works.
3. **Examination of Proposal Forms, Specifications, and Site** – The person submitting the proposal shall carefully examine the proposal forms which may include the request for proposal, instruction to Persons submitting proposals, general conditions, special conditions, plans, specifications, proposal form, bond, and any addenda to them, and sites of the proposed work (when known) before submitting the proposal. The person submitting the proposal shall verify all measurements relative to the work, shall be responsible for the correctness of same. The person submitting the proposal will examine the site and the premises and satisfy themselves as to the existing conditions under which the person submitting the proposal will be obligated to operate. Failure of the person submitting the proposal to notify the City, in writing, of any condition(s) or measurement(s) making it impossible to carry out the work as shown and specified, will be construed as meaning no such conditions exist and no additional moneys will be added to the contract. Detailed drawings will be available by appointment to review by contacting the Director of Public Works, Eric Dhuse, at 630-878-7102.

The submission of the proposal shall be considered conclusive evidence that the person submitting the proposal has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to character, quality, quantities, and costs of work to be performed and materials to be furnished, and as to the requirements of the proposal forms. If the proposal is accepted, the person submitting the proposal will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions, and the City shall not be responsible for any charge for extra work or change in anticipated profits resulting from such failure or neglect.

4. **Scope of Work** – The person submitting the proposal shall supply all required supervision, skilled labor, transportation, new materials, apparatus, and tools necessary for the entire and proper completion of the work. The person submitting the proposal shall supply, maintain and remove all equipment for the performance of the work and be responsible for the safe, proper and lawful construction, maintenance and use of the same. This work shall be completed to the satisfaction of the City. The person submitting the proposal shall provide adequate protection of the job site to protect the general public and adjacent property. The City is not responsible for site safety. The person submitting the proposal is solely and exclusively responsible for construction means, methods, technologies and site safety.
5. **Completeness** – All information required by the Request for Proposal must be supplied to constitute a responsive proposal. The Person submitting the proposal shall include the completed Proposal Sheet. The City will strictly hold the person submitting the proposal to the terms of the proposal. The proposal must be executed by a person having the legal right and authority to bind the person submitting the proposal.
6. **Error in Proposals** – When an error is made in extending total prices, the unit proposal price and/or written words shall govern. Otherwise, the person submitting the proposal is not relieved from errors in proposal preparation. Erasures in proposals must be explained over signature of person submitting the proposal.

7. **Withdrawal of Proposals** – A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received by the Director of Parks and Recreation prior to the Closing Date.
8. **Person submitting the proposal Interested in More than One Proposal** – Unless otherwise specified, if more than one proposal is offered by any one party, by or in the name of his or their agent, partner, or other persons, all such proposals may be rejected. A party who has quoted prices on work, materials, or supplies to other Persons submitting proposals is not thereby disqualified from quoting prices to other Persons submitting proposals or from submitting a proposal directly for the work, materials, or supplies.
9. **Person submitting the proposal's qualifications** – No award will be made to any person submitting the proposal who cannot satisfy to the City that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The City's decision or judgment on these matters shall be final and binding. The City may make such investigations as it deems necessary. The person submitting the proposal shall furnish to the City all information and data the City may request for the purpose of investigation.
10. **Proposal Award for All or Part** – Unless otherwise specified, proposals shall be submitted for all of the work or items for which proposals are requested. The City reserves the right to make award on all items, or any of the items, according to the best interests of the City.
11. **Samples** – Samples or drawings requested shall be delivered and removed at no cost to the City. The City shall not be responsible for damage to samples. Samples shall be removed by the person submitting the proposal within thirty (30) days after notification. Samples must be submitted prior to the time set for the opening of proposals.
12. **Equipment or Materials** – Each person submitting the proposal shall submit catalogs, descriptive literature, and detailed drawings necessary to fully describe those features or the material or work not covered in the specifications. The parts and materials proposals must be of current date (latest model) and meet specifications. This provision excludes surplus, remanufactured, and used products except as an alternate proposal. The brand name and/or manufacturer of each item proposed must be clearly stated in the proposal. Guarantee and/or warranty information must be included with this proposal.
13. **Toxic Substance** – Prior to delivery of any material which is caustic, corrosive, flammable or dangerous to handle, the supplier shall provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid (Material Safety Data Sheet).
14. **Delivery** – Where applicable all materials shipped to the City must be shipped F.O.B. delivered, designated location, Yorkville, Illinois. If delivery is made by truck, arrangements must be made in advance by the person submitting the proposal, with concurrence by the City, for receipt of the materials. The materials must be delivered where directed.
15. **Estimated Proposal Quantities** – On "Estimated Quantities", the City may purchase more or less than the estimates. The Contractor shall not be required to deliver more than ten (10) percent in excess of the estimated quantity of each item, unless otherwise agreed upon.
16. **Trade Names – Alternative Proposal** – When an item is identified in the specifications by a manufacturer's or trade name or catalog number, the person submitting an alternative shall identify that item.

If the specifications state "or equal" proposals on other items will be considered provided the person submitting the proposal clearly identifies in his proposal the item to be furnished, together with any descriptive matter which will indicate the character of the item.

Persons submitting proposals which deviate from these specifications, but which they believe are equivalent, are requested to submit alternate proposals. However, ALTERNATE PROPOSALS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY

NOTED. The proposal must be accompanied by complete specifications for the items offered. Persons submitting proposals wishing to submit a secondary proposal must submit it as an alternate proposal.

The City shall be the sole and final judge unequivocally as to whether any substitute from the specifications is of equivalent or better quality.

17. **Price** – Unit prices shall be shown for each unit on which there is a proposal as well as the aggregate price and shall include all packing, crating, freight and shipping charges, and cost of unloading at the destination unless otherwise stated in the proposal.

Unit prices shall not include any local, state, or federal taxes. The City is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation and Use Tax and Federal Excise Tax. The City will supply the successful person submitting the proposal with its tax exemption number.

Cash discounts will not be considered in determining overall price, but may be used in an overall evaluation.

18. **Consideration of Proposal** – No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or had failed to perform faithfully any previous contract with the City.

The person submitting the proposal, if requested, shall present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

19. **Execution of Contract** – The successful person submitting the proposal shall, within fourteen (14) days after notification of the award: (a) enter into a contract in writing with the City covering all matters and things as are set forth in the specifications and his proposal and (b) carry insurance acceptable to the City, covering public liability, property damage, and workmen's compensation.

After the acceptance and award of the proposal and upon receipt of a written purchase order executed by the proper officials of the City, this Instruction to Persons submitting proposals, including the specifications, will constitute part of the legal contract between the United City of Yorkville and the successful person submitting the proposal.

20. **Performance and Labor and Material Payment Bonds** – Unless specifically waived or amended in the Special Conditions, the successful person submitting the proposal shall furnish at the time of execution of the contract a performance bond for the full amount of the contract acceptable in form and surety to the City to guarantee the completion of any work to be performed by the contractor under the contract.

Unless specifically waived or amended in the Special Conditions, the successful person submitting the proposal shall furnish at the time of execution of the contract a bond for the full amount of the contract acceptable in form and surety to the City conditioned upon the faithful performance and completion of the contract, payment of material used in such work, and for all labor performed in such work including by subcontractors.

In the event that the person submitting the proposal fails to furnish the bonds within 14 days after notification of the award, then the proposal guarantee shall be retained by the City as liquidated damages and not as a penalty. It is agreed that the sum is a fair estimate of the amount of damages that the City will sustain due to the person submitting the proposal's failure to furnish the bonds.

21. **Compliance with All Laws** – All work under the contract must be executed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations which may in any manner affect the preparation of the proposal or performance of the contract.

22. **Prevailing Wage** – Not less than the prevailing rate of wages as established by the City shall be paid by the Contractor and each subcontractor to its laborers, workers, and mechanics constructing public works under this contract as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). It shall be the responsibility of the Contractor to monitor the prevailing wage rates for any increase in rates during the contract and adjust wage rates accordingly. The current prevailing wage rates are available on the Illinois Department of Labor web site at www.state.il.us/agency/idol or by calling the United City of Yorkville at 708-283-4950.

The Contractor and its subcontractors shall comply with Section 5 of the Act that requires the Contractor and its subcontractors to submit to the City monthly certified payroll records along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor or subcontractor is aware that filing records it knows to be false is a Class B misdemeanor. Each month's certified payroll(s) must be filed with the City before the end of the next month or prior to payment by the City for work that includes that payroll.

23. **Compliance with the Substance Abuse Prevention on Public Works Projects Act** – The Contractor and its Subcontractors shall comply with the Substance Abuse Prevention on Public Works projects Act (820 ILCS 265/1 et seq.) and prior to commencing work on a “public works” project (as defined in the Prevailing Wage Act) file with the City its program to comply with the Act or file that portion of its collective bargaining agreement that deals with the matters covered by the Act.
24. **Equal Employment Opportunity** – During the performance of the contract and/or supplying of materials, equipment, and suppliers, person submitting the proposal must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal opportunity requirements.
25. **Contract Alterations** – No amendment of a contract shall be valid unless made in writing and signed by the City Administrator or his authorized agent.
26. **Notices** – All notices required by the contract shall be given in writing.
27. **Nonassignability** – The Contractor shall not assign the contract, or any part thereof, to any other person, firm, or corporation without the previous written consent of the City Administrator. Such assignment shall not relieve the Contractor from his obligations, or change the terms of the contract.
28. **Indemnity** – To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the City, its officials, agents, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost, and expenses, which may in anywise accrue against the City, its officials, agents, and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may anywise result therefore, except that arising out of the sole legal cause of the City, its agents, or employees, the Contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.
- Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the City, its officials, agents, and employees as herein provided.
29. **Insurance** – In submission of a proposal, the person submitting the proposal is certifying that he has all insurance coverages required by law or would normally be expected for person submitting the proposal's type of business. In addition, the person submitting the proposal is certifying that he has or will obtain at least the insurance coverages on the attached Insurance requirements.
30. **Default** – The City may terminate a contract by written notice of default to the Contractor if:

- a. The Contractor fails to make delivery of the materials or perform the services within the time specified in the proposal, or
- b. fails to make progress so as to endanger performance of the contract, or
- c. fails to provide or maintain in full force and effect, the liability and indemnification coverages or performance bond as required.

If the City terminates the contract, the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for similar supplies and services, unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

- 31. **Inspection** – The City shall have a right to inspect, by its authorized representative, any material, components, or workmanship as herein specified. Materials, components, or workmanship that has been rejected by the authorized representative as not in accordance with the terms of the specifications shall be replaced by the Contractor at no cost to the City.
- 32. **Supplementary Conditions** – Wherever special conditions are written into the specifications or supplementary conditions which are in conflict with conditions stated in these Instructions to Person submitting the proposal, the conditions stated in the specifications or supplementary conditions shall take precedence.
- 33. **Permits and Licenses** – The successful person submitting the proposal and their subcontractor(s) shall obtain, at their own expense, all permits and licenses which may be required to complete the contract. Fees for all City permits and licenses shall be waived.
- 34. **Person submitting the proposal's Certification** – - In compliance with the Illinois State Law that requires each person submitting the proposal to file a certification regarding proposal rigging and proposal rotating and that it is not delinquent in its taxes.
- 35. **Change Orders** – After the contract award, changes in or additions to the work and/or a change in the amount of money to be paid to the person submitting the proposal must be the result of an approved change order first ordered by the Director of the lead department and approved by the City Administrator and/ or City Council.
- 36. **Time of Completion** – The successful person submitting the proposal shall completely perform its proposal in strict accordance with its terms and conditions within the number of consecutive calendar days after notification of award of the contract as stated in the proposal proposal.
- 37. **Payment** – Payment will be made within thirty (30) days after acceptance of the job by the City after the completion of the work as covered within the contract documents.
- 38. **Guarantees and Warranties** – All guarantees and warranties required shall be furnished by the successful person submitting the proposal and shall be delivered to the City before final payment on the contract is issued.
- 39. **Waiver of Lien** – where applicable a waiver of lien and contractor's affidavit must be submitted by the successful person submitting the proposal, verifying that all subcontractors and material invoices have been paid prior to the City approving final payment.

INSURANCE REQUIREMENTS

In submission of a proposal, the person submitting the proposal is certifying that he has all insurance coverages required by law or would normally be expected for person submitting the proposal's type of business. Commercial General Liability Insurance: Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. The policy shall name the City as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

PROPOSAL

Note: The Person submitting the proposal must complete all portions of this Proposal

The undersigned, having examined the specifications, and all conditions affecting the specified project, offer to furnish all services, labor and incidentals specified for the price below.

It is understood that the City reserves the right to reject any and all proposals and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than ninety (90) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

- | | |
|----------------------------|--------------------------------|
| 1. <u>Pressure Washing</u> | \$ <u> </u> |
| 2. <u>Repair</u> | \$ <u> </u> |
| 3. <u>Caulking</u> | \$ <u> </u> |
| 4. <u>Prep and Stain</u> | \$ <u> </u> |
| 5. <u>Prep and Paint</u> | \$ <u> </u> |

SUBTOTAL:	\$ <u> </u>
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Notes to Design and Proposal:

I, _____, do represent that I am (title) _____ of (company) _____, and that the attached submittal complies in all respects with the safety and accessibility standards as set forth in this request for proposals either by inclusion or by reference. **Please attach required submittals and any additional supporting information.**

____ Our firm has not altered any of the written texts within this document. Only those areas requiring input by the respondent have been changed or completed.

____ Our firm will comply with the Prevailing Wage requirements as outlined in section entitled "A. General Conditions" and Public Act 095-0635.

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of the Contract, the City must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of proposal submittal.

	<u>YES</u>	<u>NO</u>
Will you be utilizing a subcontractor?	_____	_____
If yes, have you included all required Information with your proposal submittal?	_____	_____

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

The Person submitting the proposal is not barred by law from submitting a proposal to the City for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Proposal Rigging) or b720 ILCS 5/33-4 (Proposal Rotating); and that

The Person submitting the proposal is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

The Person submitting the proposal provides a drug free workplace pursuant to 30 ILCS 580/1, *et seq.*, and that

The Person submitting the proposal certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 130/11G, Public Act 095-0635; and that

The Person submitting the proposal is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101 *et seq.* including establishment and maintenance of sexual harassment policies and program.

Firm Name

Signed Name and Title

Street Address

Print Name and Title

City State Zip

E-mail Address

Phone Number

Fax Number

Date

October

2016



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1
3 Afternoon Read 1:00-1:30 <i>Registration & Fee Required</i> Spanish Storytime 10:30 - 11:00 <i>Registration required</i>	4 Morning Read 10:30-11:00 <i>Registration & Fee Required</i>	5 Community Storytime Goodwill 10:30 <i>Registration Required</i> Panera Storytime 2:30-3:00 <i>Registration Required</i>	6 Book Club 4:15-5:00 Grades 3-5 <i>Registration & Fee Required</i> Magic Show: Robert Thompson 7:00-8:00 <i>Registration Required</i>	7 Drop In Storytime 10:30	8 Lego Club 10:30-11:30 <i>Registration Required</i> Ice Cream Book Club 11:45-12:45 <i>Registration & Fee Required</i>
10 Movie: Jungle Book 1:00-3:00 <i>Registration Required</i>	11 Drone Discovery Grades K-2 1-2 pm Grades 3-6 2-3 pm <i>Registration Required</i>	12 T.A.G. 2:45-3:45	13 Book Club Grades K - 1 4:15-4:45 <i>Registration & Fee Required</i> Tots&Toddlers 10:30-11:00 <i>Registration&Fee Required</i>	14	15 PLARN 10:30-12:00 <i>Registration Required</i>
17 Morning Read 10:30 - 11:00 <i>Registration & fee required</i> Anime Monday 2:45-3:45 <i>Registration required</i>	18 Afternoon Read 1:00-1:30 <i>Registration & Fee Required</i> Lego Duplo 10:30-11:00 <i>Registration Required</i>	19 Community Storytime BH Martial Arts 10:30 <i>Registration Required</i> Panera Storytime 2:30-3:00 <i>Registration Required</i>	20 Book Club 4:15-5:00 Grades 3-5 <i>Registration & Fee Required</i>	21 Literacy Center 10:30-2:00 Drop In	22 Read with Paws 10:30 - 11:30 <i>Appointment required</i>
24 Anime Monday 2:45-3:45 <i>Registration required</i>	25 Murder Mystery 1:00-2:00 <i>Registration & Fee Required</i>	26 Lapsit 10:30-11:00 <i>Registration Required</i> T.A.G. 2:45-3:45	27 Book Club 4:15-4:45 Grades K-1 <i>Registration & Fee Required</i> Movie: Angry Birds 6:00-8:00 <i>Registration Required</i>	28 Tots&Toddlers 10:30-11:00 <i>Registration&Fee Required</i> Book Activity 2:00-2:30 <i>Registration Required</i>	29 Halloween Cupcake Decorating 10:30-11:30 <i>Registration required</i>
31 Lego Duplo 10:30-11:00 <i>Registration Required</i>			 		

Book Club (Grades K-1)

Oct. 13 & 20

We will be reading and discussing the book Andy Shane and the Pumpkin Trick. This book is AR Book Level 3.1.

[Registration & Fee Required](#)

Book Club (Grades 1-2)

Oct. 27th & Nov. 10th

We will be reading and discussing the book Stink, the Incredible Shrinking Kid. This book is AR Book Level 3.0.

[Registration & Fee Required](#)

HALLOWEEN CUPCAKE

DECORATING

AGES 10-16

WE WILL PROVIDE THE CUPCAKES AND FROSTING. CHILDREN WILL DECORATE AND COMPETE FOR BEST DECORATED CUPCAKE.

[Registration & Fee Required](#)

SPANISH STORY TIME

Listen to another language in story-form!

[Registration Required](#)

Lap Sit

(Birth - 18mths)

This program is designed for babies and parents to interact in a fun environment.

Open Story Time

presented by Yorkville Jr. Women's Club
Enjoy listening to several stories and meeting new people.

[Drop In](#)

Drop In Storytime

Come to the library and relax while the librarians read stories. All ages!

[Drop In](#)

Rob the Magician

Family Event

Rob the Magician is back! Join us for some spectacular tricks and good time laughs. This is a family event so please provide your family name and the number in your party at time of registration.

[Registration Required](#)

LEGO CLUB

1st Grade and Older

We will make unique creations to display in the Children's department.

[Registration Required](#)

Lego Club Duplo

Ages 2 & Up With a Parent

Lego Club for the younger set with a parent! We will provide the Legos.

Children will make unique creations for display

[Registration Required](#)

Ice Cream Book Club

(9 - 16 yrs. Old)

Children read a chapter book of their choice before the program and discuss with the group.

[Registration & Fee Required](#)

Dance Party

We're having a dance party! Children will move and shake to age appropriate music.

Presented by Theron Garcia.

[Registration Required](#)

Panera Story Time

Children will receive a free cookie & milk at the Yorkville Panera while the librarians read.

[Registration Required](#)

Community Storytime at Goodwill

Yorkville presents storytime at Goodwill.

Children will hear stories read by the librarians and learn about Goodwill's mission.

[Registration Required](#)

Movie - Jungle Book (2016)

Oct. 10th Ages 9 & Up

Movie - Angry Birds

Oct. 27th Ages 7 & Up

Join us in the Pfister Meeting Room for a movie. Popcorn and water will be available for purchase.

[Registration Required](#)

Afternoon Read

(Ages 4-5)

Four sessions, check calendar for dates.

This program consists of reading stories and a fun related craft. Child must be able to work independently.

[Registration & Fee Required](#)

Book Activity

Ages 6-8

We will explore science based activities from topics found in picture books.

[Registration & Fee Required](#)

Drone Discovery

Grades K-2 and 3-6th

Explore the National Youth Science Day Activity Drone Discovery at the Yorkville Public Library on October 11.

Sponsored by 4-H [Registration Required](#)

Read With Paws

Children come to the library, select a book and read to a furry friend. All therapy dogs and handlers have been certified by an accredited organization.

[Appointments start at 10:30](#) [Registration Required](#)

Tots and Toddlers (Oct. 13)

Tots & Toddlers - Trick or

Treat (Oct. 28)

Ages 12mos to 2 years

This program is for parents and their little ones. It consists of stories, finger plays, rhymes, and a craft.

[Registration & Fee Required](#)

MAGIC The Gathering

Ages 10 & Up

MAGIC The Gathering is a trading card game played by two or more players. Participants should bring their own deck to bring to play. Beginners as well as advanced players are welcome!

[Registration Required](#)

Literacy Centers

Ages 3-6 with parent

A literacy center gives children ample opportunity to practice the very important skills of listening, reading, writing and speaking. A literacy center enables the child to develop a liking for reading and writing and builds their confidence in the use of language.

[Drop In](#)

T.A.G.

Teen Advisory Group

8th - 12th Grade

Teens share opinions about the Young Adult section of the library. They recommend purchases and help create and plan youth programming. This group also has the opportunity to earn volunteer hours. It's a great place to have fun!

Murder Mystery

Ages 11 & Up

A group of suspects will each communicate a sequence of events from their point of view. Children will determine who the perpetrator by evaluating evidence and each suspect's testimony.

[Registration & Fee Required](#)

PLARN

Ages 8 & Up

Join us for our monthly PLARN Program. We will create PLARN mats for the homeless. No experience is needed. Take time to give back!

[Registration Required](#)