

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**December 12, 2016 - 7:00 P.M.**  
**902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
  - Financial Statement
  - Payment of Bills
  - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
  - Policy
  - Finance
  - Personnel
  - Community Relations
12. Unfinished Business
  - Update on Cost Cutting
  - Painting Bid for Building
  - Adopt a Sunday
  - Fundraising Option for the Library
  - Ordinance Regulation Reimbursement of Expenses
13. New Business
14. 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.
15. Adjournment

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, November 14, 2016, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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

**Roll Call:**

Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Sandy Lindblom-yes, Darren Crawford-yes, Wamecca Rodriguez-yes (arr. 7:06pm)

Absent: Beth Gambro, Kate Elder, Barb Johnson

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson

Alderman/Liaison Seaver Tarulis  
Friends of the Library, Judy Somerlot

**Recognition of Visitors:** President Walter recognized the guests.

**Minutes:** October 10, 2016

Ms. Lindblom noted a correction on page 3. **Mr.** Johnson should be revised to **Ms.** Johnson in the tax levy discussion. She then moved to approve the minutes with the correction and it was seconded by Ms. LaChance. Unanimous voice vote approval.

**Correspondence:** None

At this time, Mr. Walter welcomed the new Library Board member Darren Crawford.

**Public Comment:**

Ms. Somerlot said the mini-golf is January 29<sup>th</sup> and preparations are underway. She asked for volunteers for various tasks and handed out a sign-up sheet. Donated items are still needed and 21 sponsors (18 were needed) have committed to the event. There has been over \$3,000 in cash donated.

**Amendments to the Agenda:** (out of sequence)

Mr. Walter said the Alcoholic Beverages Policy will not be discussed at this meeting.

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Ms. Lindblom presented the highlights of the check register, the total of which is \$17,673.95.

### **Payroll Summary**

There were two payrolls this month, one for \$18,032.52 and the other for \$18,650.60.

The grand total of all disbursements is \$62,818.99.

There is \$3,000 in Gifts & Memorials from mini golf and \$2,657 is earmarked for programs.

### **Budget Report**

A property tax disbursement of \$8,760 was received which is 50% of the FY. Also received was \$2,550 in development fees. Ms. Lindblom presented other highlights of the report.

### **Cash Statement**

Treasurer Lindblom noted the operations account at Old Second has a large amount of cash, however, much of that will be used for bond payments in December.

Mr. Fredrickson also commented that one more allotment of property tax will come at the end of the month and the Fund Balance is in good shape at \$800,000.

President Walter will forward a spreadsheet regarding the 5K run expenses and revenue and it will be discussed next month.

### **Payment of Bills**

Mr. Walter moved to pay the bills as follows and Ms. Chacon seconded the motion:

\$26,135.87 Accounts Payable

\$36,683.12 Payroll

\$62,818.99 TOTAL

Roll call: LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Crawford-yes, Walter-yes  
Passed 6-0.

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

Library Director Michelle Pfister reported the following for the month:

1. Presented monthly statistics
2. Collected \$177.15 in fines
3. A City flier of events was developed and includes library events
4. Friends of Library gave \$3,000 for books
5. 25 people attended Golden Age of Accordion program
6. 4-H group did 2 programs
7. Provided proctor tests for 2 people, fees are \$10 for resident, \$25 for non-resident
8. Windows, carpet and grounds cleaned, and Mr. Walter pressure washed cement, gutters will be cleaned soon
9. Submitted 2 grant applications; per capita grant application done
10. IT person found mobile grant which provides donated laptops and hot spots. There will be only one recipient in the U.S., but an application was submitted

### **City Council Liaison**

Mr. Tarulis said the new Library Trustee, Darren Crawford, was recently approved at a Council meeting. The Council also met two weeks ago to set goals for the next FY. Mr. Fredrickson added that there will be an upcoming Public Hearing regarding the tax levy and a vote will be taken on December 13<sup>th</sup>.

**Standing Committees:** No report

### **Unfinished Business:**

#### **Update on Cost Cutting**

This item will be tabled until the next meeting.

#### **Painting Bid for Building**

Mr. Walter spoke with the City regarding questions on the RFQ. The closing date will be changed to January 31, 2017 and the notice will be published with other City RFQ's. President Walter will email the document to all the Board members and it will be included in the next agenda.

#### **Adopt A Sunday**

The letter that Ms. Johnson drafted is included in the packet. It will be included on next month's agenda.

### **New Business:**

#### **Ordinance Regulation Reimbursement of Expenses**

The library attorney has instructed the Board to adopt a policy effective January 1, 2017 for expense reimbursements. Ms. Chacon recommended the government per diem amounts for expenses. A roll call vote will be required for approval of expenses. Ms. Pfister will make revisions and bring the policy for approval next month.

#### **Fundraising Option for the Library**

Mr. Walter suggested a possible fundraising opportunity called Get Smart About School Fundraising. It is used at Trinity Church and the church made \$30,000. The purchaser pays full value for the gift cards and the Library would get a certain percentage. A web page could be set up to make purchases or the Library could buy a discounted supply of cards to sell. He asked the Board to review for the next meeting.

**Additional Business:** None

**Executive Session:** None

### **Adjournment:**

There was no further business and the meeting was adjourned at 7:52pm on a motion by Ms. LaChance. Voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 11/15/16  
TIME: 07:55:13  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900037	FNBO	FIRST NATIONAL BANK OMAHA			11/25/16		
	112516-A.SIMMONS	10/31/16					
	AAAG1		05	KONICA-8/19-9/18 COPIER CHARGE		82-820-54-00-5462	5.05
				COMCAST-8/8-8/31 SERVICE		82-820-54-00-5440	292.41
			22	COMCAST-9/1-9/30 SERVICE		82-820-54-00-5440	370.21
			23	COMCAST-10/1-10/31 SERVICE		82-820-54-00-5440	370.22
				INVOICE TOTAL:			FE€GİÈİİ*



DATE: 11/15/16  
TIME: 07:55:13  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900037	FNBO	FIRST NATIONAL BANK OMAHA			11/25/16		
	112516-B.REISINGER	10/31/16	0				
			32	GROUND EFFECTS-MULCH		82-820-56-00-5620	1,168.12
						INVOICE TOTAL:	FÈFNÎÈFG*



DATE: 11/15/16  
TIME: 07:55:13  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900037	FNBO	FIRST NATIONAL BANK OMAHA			11/25/16		
	112516-M.PFISTER	10/31/16	01	FASTENING CABLE TIES		82-820-56-00-5635	20.59
						INVOICE TOTAL:	20.59 *



DATE: 11/15/16  
TIME: 07:55:13  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900037	FNBO	FIRST NATIONAL BANK OMAHA			11/25/16		
	112516-R.WRIGHT	10/31/16	08	RUSH COPLEY DOT EXAM		82-820-54-00-5462	40.00
						INVOICE TOTAL:	HEEE*
						TOTALÁNRŠŮSÚÁŠNØ:	GÊGNÈE*





DATE: 12/06/16  
TIME: 09:46:38  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 12/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104275	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0667367-IN		11/02/16	01	LAMPS	82-820-56-00-5620	739.20
						INVOICE TOTAL:	739.20 *
						CHECK TOTAL:	739.20
104276	BAKTAY	BAKER & TAYLOR					
	2032418910		11/03/16	01	BOOKS	82-820-56-00-5686	426.75
						INVOICE TOTAL:	426.75 *
	2032425906		11/07/16	01	BOOKS	84-840-56-00-5686	831.11
						INVOICE TOTAL:	831.11 *
	2032434167		11/09/16	01	BOOKS	84-840-56-00-5686	621.18
						INVOICE TOTAL:	621.18 *
	2032442559		11/14/16	01	BOOKS	84-840-56-00-5686	363.28
						INVOICE TOTAL:	363.28 *
	2032457221		11/21/16	01	BOOKS	84-840-56-00-5686	689.56
						INVOICE TOTAL:	689.56 *
						CHECK TOTAL:	2,931.88
104277	BUGGITER	BUG GIT-ERS LLC					
	3523		11/09/16	01	NOV 2016 PEST CONTROL	82-820-54-00-5462	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
104278	ERICSCUT	ERIC K HILL					
	1126		11/11/16	01	FALL GROUNDS CLEAN UP	82-820-54-00-5495	2,200.00
						INVOICE TOTAL:	2,200.00 *
						CHECK TOTAL:	2,200.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 12/06/16  
TIME: 09:46:38  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 12/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104279	JEYPAINT	JEY'S PAINTING & WINDOW					
	112716-GTTR		11/27/16	01	GUTTER CLEANING	82-820-54-00-5495	450.00
					INVOICE TOTAL:		450.00 *
	112716-WNDOW		11/27/16	01	WINDOW CLEANING	82-820-54-00-5495	2,390.00
					INVOICE TOTAL:		2,390.00 *
					CHECK TOTAL:		2,840.00
104280	MIDWTAPE	MIDWEST TAPE					
	94483197		11/04/16	01	DVD	84-840-56-00-5685	5.99
					INVOICE TOTAL:		5.99 *
	94483922		11/04/16	01	AUDIO BOOK	84-840-56-00-5683	39.99
					INVOICE TOTAL:		39.99 *
	94510532		11/14/16	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
	94528001		11/18/16	01	DVDS	84-840-56-00-5685	68.97
					INVOICE TOTAL:		68.97 *
	94533795		11/21/16	01	AUDIO BOOK	84-840-56-00-5683	39.99
					INVOICE TOTAL:		39.99 *
	94556065		11/30/16	01	AUDIO BOOKS	84-840-56-00-5683	79.98
					INVOICE TOTAL:		79.98 *
					CHECK TOTAL:		257.91
104281	SOUND	SOUND INCORPORATED					
	R145815		11/11/16	01	DEC 2016-FEB 2017 SERVICE	82-820-54-00-5462	291.00
				02	AGREEMENT FOR PHONE SYSTEM	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 12/06/16  
TIME: 09:46:38  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 12/12/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104282	WAREHOUS	WAREHOUSE DIRECT						
	3277305-0		11/22/16	01	INK CARTRIDGES, TONER	82-820-56-00-5610	245.86	
					INVOICE TOTAL:		245.86 *	
					CHECK TOTAL:			245.86
104283	YOUNGM	MARLYS J. YOUNG						
	111416		11/28/16	01	11/14/26 MEETING MINUTES	82-820-54-00-5462	56.75	
					INVOICE TOTAL:		56.75 *	
					CHECK TOTAL:			56.75
					TOTAL AMOUNT PAID:			9,637.60





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 4, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 16,521.67	\$ -	16,521.67	\$ 1,703.53	\$ 789.69	\$ 19,014.89
FINANCE	8,628.44	-	8,628.44	949.09	667.58	\$ 10,245.11
POLICE	99,933.20	2,266.09	102,199.29	581.38	7,477.25	\$ 110,257.92
COMMUNITY DEV.	13,735.68	-	13,735.68	1,345.30	1,002.34	\$ 16,083.32
STREETS	12,901.28	63.50	12,964.78	1,378.14	951.26	\$ 15,294.18
WATER	14,012.63	365.76	14,378.39	1,528.42	1,039.06	\$ 16,945.87
SEWER	8,020.19	-	8,020.19	868.49	609.68	\$ 9,498.36
PARKS	19,579.06	-	19,579.06	1,998.33	1,454.70	\$ 23,032.09
RECREATION	13,779.80	-	13,779.80	1,229.90	1,018.60	\$ 16,028.30
<b>LIBRARY</b>	<b>16,045.62</b>	<b>-</b>	<b>16,045.62</b>	<b>855.55</b>	<b>1,199.91</b>	<b>\$ 18,101.08</b>
<b>TOTALS</b>	<b>\$ 223,157.57</b>	<b>\$ 2,695.35</b>	<b>\$ 225,852.92</b>	<b>\$ 12,438.13</b>	<b>\$ 16,210.07</b>	<b>\$ 254,501.12</b>
<b>TOTAL PAYROLL</b>						<b>\$ 254,501.12</b>



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY November 18, 2016

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,313.34	\$ -	\$ 1,313.34	\$ -	\$ 100.47	\$ 1,413.81
CLERK	953.34	-	953.34	19.48	72.93	1,045.75
TREASURER	83.34	-	83.34	8.85	6.36	98.55
ALDERMAN	6,430.00	-	6,430.00	-	485.45	6,915.45
ADMINISTRATION	16,121.67	-	16,121.67	1,703.54	759.10	18,584.31
FINANCE	8,628.44	-	8,628.44	917.22	644.64	10,190.30
POLICE	106,740.63	4,286.44	111,027.07	553.72	8,129.63	119,710.42
COMMUNITY DEV.	13,465.66	-	13,465.66	1,345.30	981.68	15,792.64
STREETS	12,901.26	-	12,901.26	1,371.40	946.41	15,219.07
WATER	14,012.59	928.97	14,941.56	1,588.28	1,081.41	17,611.25
SEWER	8,020.18	-	8,020.18	852.56	598.93	9,471.67
PARKS	17,506.88	-	17,506.88	1,773.92	1,296.19	20,576.99
RECREATION	13,293.26	-	13,293.26	1,186.78	981.40	15,461.44
<b>LIBRARY</b>	<b>14,790.82</b>	<b>-</b>	<b>14,790.82</b>	<b>855.56</b>	<b>1,103.92</b>	<b>16,750.30</b>

<b>TOTALS</b>	\$ 234,261.41	\$ 5,215.41	\$ 239,476.82	\$ 12,176.61	\$ 17,188.52	\$ 268,841.95
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**TOTAL PAYROLL                    \$ 268,841.95**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, December 12, 2016

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1-4</i> )	11/25/2016	\$2,266.60
Library Check Register ( <i>Pages 5 - 7</i> )	12/12/2016	\$9,637.60
Guardian -November 2016 dental insurance	11/08/2016	\$440.48
IPRF -December 2016 Workers Comp	11/08/2016	\$890.89
Illinois State Police-Background Checks	11/08/2016	\$29.75
Eye Med - November 2016 Vision Ins.	11/22/2016	\$54.24
Dearborne National - December 2016 Life Ins	11/22/2016	\$33.60
DAC - November 2016 HRA Fees	11/22/2016	\$12.00
BCBS - December 2016 Health Insurance	11/22/2016	\$5,785.96
<b>TOTAL BILLS PAID:</b>		<hr/> <b>\$19,151.12</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 8</i> )	11/04/2016	\$18,101.08
Bi-weekly ( <i>Page 9</i> )	11/18/2016	\$16,750.30
<b>TOTAL PAYROLL:</b>		<hr/> <b>\$34,851.38</b>

**TOTAL DISBURSEMENTS:** **\$54,002.50**



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	17% June-16	25% July-16	33% August-16	42% September-16	10% October-16	58% November-16	Year-to-Date Totals Totals	FISCAL YEAR 2017 BUDGET	% of Budget
<b>LIBRARY OPERATIONS REVENUES</b>												
<i>Taxes</i>												
82-000-40-00-4000	PROPERTY TAXES		61,391	244,019	20,045	20,796	262,622	8,776	8,533	626,183	644,719	97.12%
<i>Intergovernmental</i>												
82-000-41-00-4120	PERSONAL PROPERTY TAX		882	-	959	112	-	872	-	2,826	5,250	53.82%
82-000-41-00-4170	STATE GRANTS		-	13,044	-	-	-	-	-	13,044	17,200	75.83%
<i>Fines &amp; Forfeits</i>												
82-000-43-00-4330	LIBRARY FINES		459	511	443	1,185	362	1,021	424	4,405	9,300	47.37%
<i>Charges for Service</i>												
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	588	305	492	681	1,078	-	3,509	7,500	46.78%
82-000-44-00-4422	COPY FEES		275	200	187	184	194	165	197	1,402	3,000	46.72%
82-000-44-00-4439	PROGRAM FEES		44	80	181	42	110	79	36	572	1,000	57.20%
<i>Investment Earnings</i>												
82-000-45-00-4500	INVESTMENT EARNINGS		58	67	71	77	78	88	90	529	350	151.27%
<i>Miscellaneous</i>												
82-000-48-00-4820	RENTAL INCOME		115	275	76	300	175	200	250	1,391	2,000	69.55%
82-000-48-00-4824	DVD RENTAL INCOME		187	257	249	199	198	220	145	1,455	5,000	29.10%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	95	55	48	738	512	47	1,574	500	314.72%
<i>Other Financing Sources</i>												
82-000-49-00-4901	TRANSFER FROM GENERAL		5,276	1,757	1,757	1,991	1,757	1,758	891	15,187	36,068	42.11%
<b>TOTAL REVENUES: LIBRARY</b>			<b>69,131</b>	<b>260,893</b>	<b>24,329</b>	<b>25,423</b>	<b>266,916</b>	<b>14,770</b>	<b>10,614</b>	<b>672,076</b>	<b>731,887</b>	<b>91.83%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>												
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	16,097	16,097	16,097	16,097	122,379	217,309	56.32%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	16,531	15,027	16,441	14,739	117,776	201,825	58.36%
<i>Benefits</i>												
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,682	1,916	2,567	1,711	1,711	1,711	1,711	13,009	23,470	55.43%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	2,441	2,326	2,434	2,304	17,986	31,448	57.19%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	5,832	5,501	5,554	5,187	43,981	83,960	52.38%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	67	34	-	67	34	34	269	403	66.70%
82-820-52-00-5223	DENTAL INSURANCE		440	440	440	440	440	440	440	3,083	5,638	54.69%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	54	54	54	380	651	58.32%
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	1,758	891	14,954	33,568	44.55%
<i>Contractual Services</i>												
82-820-54-00-5412	TRAINING & CONFERENCES		300	-	-	-	-	30	-	330	500	66.00%
82-820-54-00-5415	TRAVEL & LODGING		-	164	-	41	-	41	44	290	600	48.33%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	-	-	-	-	-	-	100	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	776	-	490	-	1,033	2,299	6,000	38.31%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	19	-	-	201	-	220	500	43.95%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,725	-	306	3,903	-	1,268	7,202	12,000	60.02%
82-820-54-00-5462	PROFESSIONAL SERVICES		3,580	3,193	2,106	2,439	1,737	729	2,919	16,703	29,000	57.60%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	38%	Year-to-Date Totals Totals	FISCAL YEAR 2017	
			May-16	June-16	July-16	August-16	September-16	October-16	November-16		BUDGET	% of Budget
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	3,158	-	-	3,158	-	6,316	35,000	18.05%
82-820-54-00-5480	UTILITIES		-	-	-	-	-	-	-	-	16,281	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		496	2,451	5,196	-	-	2,193	7,707	18,042	25,000	72.17%
82-820-54-00-5498	PAYING AGENT FEES		-	1,100	589	-	-	-	-	1,689	2,190	77.10%
<b>Supplies</b>												
82-820-56-00-5610	OFFICE SUPPLIES		-	965	881	828	786	477	520	4,457	8,000	55.72%
82-820-56-00-5620	OPERATING SUPPLIES		-	2,014	346	1,511	38	1,116	1,548	6,572	8,000	82.15%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	155	91	109	137	99	21	613	1,000	61.30%
82-820-56-00-5685	DVD'S		-	122	174	142	124	110	302	974	2,000	48.70%
82-820-56-00-5686	BOOKS		-	-	-	1,190	1,493	1,592	1,146	5,422	5,000	108.44%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE		-	-	-	-	-	-	-	-	3,000	0.00%
<b>TOTAL FUND REVENUES</b>			<b>69,131</b>	<b>260,893</b>	<b>24,329</b>	<b>25,423</b>	<b>266,916</b>	<b>14,770</b>	<b>10,614</b>	<b>672,076</b>	<b>731,887</b>	<b>91.83%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>57,770</b>	<b>56,752</b>	<b>75,069</b>	<b>51,663</b>	<b>51,690</b>	<b>54,269</b>	<b>57,966</b>	<b>405,179</b>	<b>756,943</b>	<b>53.53%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>11,361</b>	<b>204,141</b>	<b>(50,740)</b>	<b>(26,240)</b>	<b>215,226</b>	<b>(39,499)</b>	<b>(47,353)</b>	<b>266,896</b>	<b>(25,056)</b>	

**LIBRARY DEBT SERVICE REVENUES**

83-000-40-00-4000	PROPERTY TAXES	73,129	290,675	23,877	24,772	260,578	62,711	10,165	745,908	749,771	99.48%
83-000-45-00-4500	INVESTMENT EARNINGS	-	-	5	5	-	-	201	211	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	-	-	-	-	-	3,000	0.00%
<b>TOTAL REVENUES: LIBRARY DEBT SERVICE</b>		<b>73,129</b>	<b>290,675</b>	<b>23,882</b>	<b>24,777</b>	<b>260,578</b>	<b>62,711</b>	<b>10,366</b>	<b>746,120</b>	<b>752,771</b>	<b>99.12%</b>

**LIBRARY DEBT SERVICE EXPENDITURES**

<b>2006 Bond</b>												
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%
<b>2013 Refunding Bond</b>												
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%
<b>TOTAL FUND REVENUES</b>			<b>73,129</b>	<b>290,675</b>	<b>23,882</b>	<b>24,777</b>	<b>260,578</b>	<b>62,711</b>	<b>10,366</b>	<b>746,120</b>	<b>752,771</b>	<b>99.12%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>101,385</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>101,385</b>	<b>752,771</b>	<b>13.47%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>73,129</b>	<b>189,290</b>	<b>23,882</b>	<b>24,777</b>	<b>260,578</b>	<b>62,711</b>	<b>10,366</b>	<b>644,735</b>	<b>-</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	3,100	3,500	3,750	8,550	11,950	2,550	4,000	37,400	20,000	187.00%
84-000-42-00-4224	RENEW PROGRAM PERMIT	-	200	-	-	-	-	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	1	1	1	1	6	10	62.70%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		<b>3,101</b>	<b>3,701</b>	<b>3,751</b>	<b>8,551</b>	<b>11,951</b>	<b>2,551</b>	<b>4,001</b>	<b>37,606</b>	<b>20,010</b>	<b>187.94%</b>





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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year							Year-to-Date Totals Totals	FISCAL YEAR 2017	
		8% May-16	17% June-16	25% July-16	33% August-16	42% September-16	50% October-16	58% November-16		BUDGET	% of Budget
LIBRARY CAPITAL EXPENDITURES											
84-840-54-00-5406	RENEW PROGRAM	-	200	-	-	-	-	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	161	-	-	161	-	322	3,500	9.20%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	3,081	6,956	-	71	10,108	-	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	325	110	598	205	-	320	1,558	-	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	1,523	3,071	7,527	8,395	89.66%
TOTAL FUND REVENUES		3,101	3,701	3,751	8,551	11,951	2,551	4,001	37,606	20,010	187.94%
TOTAL FUND EXPENDITURES		-	2,043	640	4,709	7,177	1,684	3,462	19,715	11,895	165.74%
FUND SURPLUS (DEFICIT)		3,101	1,657	3,111	3,842	4,774	867	539	17,891	8,115	

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UNITED CITY OF YORKVILLE  
GENERAL LEDGER ACTIVITY REPORT

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F-YR: 17

ACTIVITY THROUGH FISCAL PERIOD 07

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	BOOKS	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
06	GJ-161021NF	11/01/2016	01	NSF GILLESPIE/DONATION				50.00	
	GJ-161031LB	11/01/2016	08	Oct 2016 Deposits					1,550.00
				TOTAL PERIOD 06 ACTIVITY				50.00	1,550.00
07	GJ-161130LB	12/01/2016	07	Nov 2016 Deposits					2,164.09
	GJ-61114RC2	11/14/2016	01	RC Wnd Crk Inv#195848-Tree				395.00	
				TOTAL PERIOD 07 ACTIVITY				395.00	2,164.09
				TOTAL ACCOUNT ACTIVITY				5,630.99	7,528.97
				ENDING BALANCE					7,969.71
				GRAND TOTAL				0.00	7,969.71
				TOTAL DIFFERENCE				0.00	7,969.71



# YORKVILLE PUBLIC LIBRARY CASH STATEMENT

As of November 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	\$ 714,939	\$ 679,458					
Building Development Fees	Old Second	14,797	17,705	18,926	17,968	19,342	29,609	28,698					
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837					
Library Operations	Illinois Funds	171,550	184,641	184,693	171,540	169,947	170,006	170,068					
Library Debt Service	Illinois Funds	10	(14,859)	(14,859)	-	-	-	-					
Total:		\$ 560,812	\$ 732,148	\$ 700,111	\$ 674,316	\$ 890,624	\$ 923,390	\$ 887,061					

\* Restricted

## PAYROLL

1 <sup>ST</sup> PAY PERIOD		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326	\$ 18,055	\$ 18,033	\$ 18,101					
2 <sup>ND</sup> PAY PERIOD		18,139	17,714	17,386	18,454	17,107	18,651	16,750					
3 <sup>RD</sup> PAY PERIOD		-	-	18,458	-	-	-	-					
Total		\$ 35,849	\$ 37,979	\$ 53,847	\$ 36,780	\$ 35,161	\$ 36,683	\$ 34,851					

## November 2016

Nov. 2016 Circ by Transaction Type	All Trans actions	Check out + Renewals	Check outs	Re newals	All Holds Placed	Holds Filled	Check ins	Usage
Yorkville Public Library - YKBB-4	11,993	5,491	4,689	802	411	1,151	4,940	0

Yorkville borrowed 958 items from other libraries.

Yorkville lent 488 items to other libraries.

308 items were checked out to reciprocal borrowers at Yorkville.

55 patrons were added.

349 items were added.

583 OMNI e-books were checked out.

219 OMNI audio books were checked out.

6 OMNI videos were streamed.

197 OMNI users in November.

21 Illinois E-read books were checked out.

19 Illinois E-read audio books were checked out.

14 Illinois E-read users in November.

Patrons paid \$ through e-commerce in November.

**November****Public Relations**

Kendall Country Record - Beacon News Sun Times-  
WSBY- City of Yorkville Flyer – Yorkville Patch  
Library E-Newsletter

**Meetings, Workshop**

Staff Meeting

**Programs, Activities  
Adult Programs****Number Attending**

Evening Book Club	5
Lunch Time Book Club	9
Men's Book Club	7
Friends Meeting	12
Threads and More	11
Creative Writing –Lisa Macaione	11
EBook Drop-in-Help	1
Creative Coloring	2
Mudslinging Muckracking and Apple Pie	
Presidential Campaigns	20

**Young Adult Programs**

Teen Meeting -TAG (2 programs)	2
Pre-teen Coloring	5
Anime Monday (3 Programs)	15
Plarn - Jessica Faedtke	4
Anime Monday (4 Programs)	23

**Children Programs**

Drop-In Story Time	6
Lapsit	8
Tots and Toddlers (2 programs)	35
Afternoon Read (4 Programs)	15
Ice Cream Book Club	9
Lego Club	12
Lego Club Duplo (2programs)	20
Book Club (Grade K-12 programs)	9
Book Club (Grades 3-5 – 2 programs)	12
Magic the Gathering	6
Book Activities	17
Stories in the Park	65
Mystery Program	12
Panera Story Time (2 Programs)	46
Literacy Center	8
Home School Murder Mystery	19
Community Story Time	18
Movies Night (2 Programs)	23
Dance Party	15

<b>Meeting Room</b>	Library 9- Rent 45-City 2
<b>Patron Count</b>	6021
<b>Proctored Test</b>	2
<b>Teens Volunteers</b>	Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle Fillipi, Morgan Rutsay, Naytona Faedtke, Nicholas Brantley Osbourne, Breanna English
<b>Adult Volunteers</b>	JoAnn Britton Friends cleaning adult shelves
<b>Gifts and Memorials</b>	Jo Ann Matlock \$36.00 – Large Print Book

<u>DATE</u>	<u>Description</u>	<u>EXPENSE</u>	<u>REVENUE</u>
07/24/16			\$25.00
07/27/16			\$25.00
08/30/16			\$175.00
08/01/16			\$25.00
08/03/16			\$25.00
08/10/16			\$40.00
08/16/16			\$50.00
08/18/16			\$50.00
08/22/16			\$75.00
08/24/16			\$25.00
08/25/16			\$50.00
08/29/16			\$100.00
08/31/16			\$50.00
09/05/16			\$470.00
10/04/16	Event Misc Supplies-Leos	\$10.00	
10/04/16	Event Misc Supplies-Aldis	\$11.98	
09/27/16	Park & Rec - Registration Exp	\$240.89	
10/04/16	Event T-shirts	\$550.00	
10/04/16	Trinity Church Expense	\$45.00	
10/04/16	Water	\$15.92	
10/04/16	Ice	\$9.47	
10/04/16	Garbage Cans / Recycling Bins	\$60.11	
		<b>\$943.37</b>	<b>\$1,185.00</b>
	<b>Net Income</b>		<b>\$241.63</b>

**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 January 31, 2017 (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](mailto: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](http://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](http://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> | \$ _____ |
| 2. <u>Repair</u>           | \$ _____ |
| 3. <u>Caulking</u>         | \$ _____ |
| 4. <u>Prep and Stain</u>   | \$ _____ |
| 5. <u>Prep and Paint</u>   | \$ _____ |

SUBTOTAL: \$ \_\_\_\_\_

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.*

YES

NO

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 720 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

## Ordinance Regulation Reimbursement of Travel, Meal, and Lodging Expenses

1. **Requirement.** This Ordinance is adopted by the Board of Library trustees of the Yorkville Public Library responsive to the requirements of the Local Government Travel Expense Control Act (the Act) 50 ILCS 1250/1.
2. **Reimbursable Rates.** The Yorkville Library shall reimburse permitted expenses as set forth on the attached Exhibit A.
3. **Reimbursement Request Form.** The Yorkville Library shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Yorkville Library Reimbursement Request Form (Exhibit B).
4. **Entertainment Expenses.** The Library shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
  - a. Any reimbursable expenses of an employee that exceeds the maximum allowed:
  - b. Any reimbursable expenses of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful with this Resolution and The Act.
7. **Conflict.** All resolutions or part of resolutions conflicting with any provision of this Resolution be and the same are repealed.
8. **Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted November 14, 2016, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Russell Walter, President, Board of Library Trustees  
of the Yorkville Public Library

\_\_\_\_\_  
Kate Elder, Secretary, Board of Library Trustees of the Yorkville Public Library.

## Exhibit A

### Permitted Travel Expenses

The Library shall reimburse expenses, including transportation, meals, and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other event or programs consistent with the Library's mission.

The maximum reimbursable amount are as follow:

#### Maximum Reimbursable Rates for Transportation

<u>Air Travel</u>	<u>Lowest Reasonable Rate (Coach)</u>
<u>Auto</u>	<u>IRS standard mileage at the time of reimbursement</u>
<u>Rental Car</u>	<u>Lowest Reasonable rate (midsize vehicle)</u>
<u>Rail or Bus</u>	<u>Lowest reasonable rate (cost should not exceed airfare</u>
<u>Taxi, Shuttle, Rideshare, or</u>	
<u>Public Transportation</u>	<u>Actual reasonable rate</u>

#### Maximum Reimbursable Rates for Meals

<u>Breakfast</u>	<u>\$10.00</u>
<u>Lunch</u>	<u>\$15.00</u>
<u>Dinner</u>	<u>\$22.00</u>

#### Maximum Reimbursable Rates for Lodging

<u>Chicago Area</u>	<u>\$150.00</u>
---------------------	-----------------

Outside of Chicago Areas as approved by the Board

All employees are required to submit receipts. All employees seeking reimbursement for mileage must have MapQuest directions attached to the reimbursement claim form showing mileage from Yorkville Library to their desired destination.

No alcoholic beverages, whether or not consumption occurs during meal-time may be paid for by the library board.



## Reimbursement Form

Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Event: \_\_\_\_\_

Lodging Expenses    Length of Stay From: \_\_\_\_\_ To: \_\_\_\_\_ = \$ \_\_\_\_\_

### Meal Expenses

Date: \_\_\_\_\_ ☐ Breakfast ☐ Lunch ☐ Dinner = \$ \_\_\_\_\_

Date: \_\_\_\_\_ ☐ Breakfast ☐ Lunch ☐ Dinner = \$ \_\_\_\_\_

Date: \_\_\_\_\_ ☐ Breakfast ☐ Lunch ☐ Dinner = \$ \_\_\_\_\_

### Toll Expense

Date: \_\_\_\_\_ Toll Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Toll Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Toll Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

### 2016 Mileage Expenses

Date: \_\_\_\_\_ Total Miles: \_\_\_\_\_ x \$0.54/Mile = \$ \_\_\_\_\_

Date: \_\_\_\_\_ Total Miles: \_\_\_\_\_ x \$0.54/Mile = \$ \_\_\_\_\_

Date: \_\_\_\_\_ Total Miles: \_\_\_\_\_ x \$0.54/Mile = \$ \_\_\_\_\_

### Parking Expenses

Date: \_\_\_\_\_ Parking Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Parking Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Parking Charge(s) \_\_\_\_\_ \$ \_\_\_\_\_

Total Reimbursement \_\_\_\_\_ \$ \_\_\_\_\_

All employees are required to submit receipts. All employees seeking reimbursement for mileage must have MapQuest directions attached to the reimbursement claim form showing mileage from Yorkville Library to their desired destination. No alcoholic beverages, whether or not consumption occurs during meal-time may be paid for by the library board.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head/Designee Signature



Yorkville Public Library  
BOARD MEMBERS FY 2016-2017

	Term Exp. May
Russell Walter	2019
<a href="mailto:Russ.walter@yorkville.lib.il.us">Russ.walter@yorkville.lib.il.us</a>	President
Barbara Johnson	2017
<a href="mailto:Barb.johnson@yorkville.lib.il.us">Barb.johnson@yorkville.lib.il.us</a>	Vice-President
Sandy Lindblom	2017
<a href="mailto:Sandy.lindblom@yorkville.lib.il.us">Sandy.lindblom@yorkville.lib.il.us</a>	Treasurer
Kate Elder	2019
<a href="mailto:Kate.Elder@yorkville.lib.il.us">Kate.Elder@yorkville.lib.il.us</a>	Secretary
Susan Chacon	2019
<a href="mailto:Susan.chacon@yorkville.lib.il.us">Susan.chacon@yorkville.lib.il.us</a>	
Carol La Chance	2018
<a href="mailto:Carol.lachance@yorkville.lib.il.us">Carol.lachance@yorkville.lib.il.us</a>	
Darren Crawford	2017
<a href="mailto:Darrencrawford@yorkville.lib.il.us">Darrencrawford@yorkville.lib.il.us</a>	
Wamecca Rodriguez	2018
<a href="mailto:Wamecca.Rodriguez@yorkville.lib.il.us">Wamecca.Rodriguez@yorkville.lib.il.us</a>	
Beth Gambro	2018
<a href="mailto:Beth.gambro@yorkville.lib.il.us">Beth.gambro@yorkville.lib.il.us</a>	

### Standing Committees 2016/2017

Finance: Chairperson: **Lindblom**, Chacon, Johnson, Gambro

Personnel: Chairperson: **LaChance**, Crawford, Gambro, Rodriguez

Policy: Chairperson: **Crawford** Elder, Johnson, Rodriguez

Community Relation: Chairperson: **Elder**, Lindblom, Chacon, LaChance

City Council Liaison:       Seaver Tarulis

Library Director:           Michelle Pfister

[mpfister@yorkville.lib.il.us](mailto:mpfister@yorkville.lib.il.us)

AGENDA NOTE: Items to include on the agenda for Board Meetings are to be given to the Board President or Library Director at least one week prior to the meeting.