

**Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
February 13, 2017- 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**
- 9. Report of the Library Director** **Statistics**
- 10. City Council Liaison**
- 11. Standing Committees** **Policy Personnel**
- 12. Unfinished Business** **Update on Cost Cutting
Painting Bid for Building**
- 13. New Business** **Approve 2017/18 Library Budget**
- 14. Executive Session**
 - 1. For the discussion of minutes lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.**
 - 2. For the appointment, employment, compensation, discipline, performance 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. New Business (cont'd)** **Release of Executive Session Minutes**
- 16. Adjournment**

DRAFT

Yorkville Public Library
Board of Trustees
Monday, January 9, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes, Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:11pm)

Absent: Kate Elder

Others Present:

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

Recognition of Visitors:

President Walter recognized others present.

Amendments to the Agenda: None

Minutes: December 12, 2016

The minutes were approved on a motion by Ms. Lindblom and second by Ms. Johnson. Unanimous voice vote approval.

Correspondence:

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

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom said an annual fee and rebate were received from the e-rate consultant. The technical support person submitted bills for September-December in the amount of \$4,890. He is paid \$60/hour and works eight hours every other week. The total check register is \$13,462.68. There were three payrolls and they totaled \$52,802.05. Total disbursements were \$74,622.80.

Budget Report

The budget is at 67% of the FY. No property tax was received, but personal property tax totaled \$232. The investment earnings are doing very well at 176% of the budget. Ms. Lindblom noted a rebate from e-rate program for \$1,433 which is a 50% rebate from purchase of network equipment and internet service. The Comcast invoice was also reduced based on the e-rate consultant's work.

Miscellaneous Income

This income is at 343% of the budget and can be spent on anything except Library Operations. Miscellaneous income is generated from proctor fees, new or replacement library cards, etc. Mr. Fredrickson also said there will be no more property tax for the FY. Development fees of \$2,900 were received. Memorials and Gifts has \$8,325.32 and much of that is from mini-golf and books/programs donated by the Friends.

Cash Statement

Mr. Fredrickson commented that the cash will decline until property tax is received again. It was noted the IMET matter is still in the court system. The Illinois Funds decreased since a 2006 bond was paid.

Payment of Bills

Trustee Crawford moved to pay the bills and Ms. Johnson seconded the motion as follows:

\$21,820.75 Accounts Payable

\$52,802.05 Payroll

\$72,622.80 Total Disbursements

A roll call vote was taken: Johnson-yes, Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes. Passed 8-0.

Ms. Lindblom stated the 2018 budget worksheet had been received so the Finance Committee can begin work on the next budget. She also commented that the Library is taking in less property tax than what was projected.

Report of the Library Director:

1. Ms. Pfister presented the statistics for the month
2. A patron donated 100 brand new DVD's
3. Reported on e-books
4. Raffle for mini-golf is being held in foyer and \$3,000 in sponsoring donations collected thus far
5. Had Polar Express at children's programs, Santa visited, ornaments were made
6. Storytime to be held at City Hall in December, with children being able to sit in Mayor's chair
7. \$250 donation from Lion's Club and audio books were purchased
8. Donation received from James and Jean Birch at Christmas
9. Held Winter Reading Challenge in children's department
10. Friend of Library/former Trustee Mariann Manthei passed away and a brick was dedicated to her memory. Library staff also dedicated a garden book for her.
11. Prairiecat Facebook page has news of other libraries. Yorkville library employee Dixie is part of book cleanup program through Prairiecat.
12. Gave update on condition of library pumps regarding past malfunctions. A valve was replaced to prevent leaking from second floor to first floor. The 10-year old pump is needed to heat the building.
13. Library Attorney sent poinsettia for holidays

City Council Liaison

Liaison Tarulis reported that City Council vote on the library levy was passed as City Administrator presented, however, not as the library proposed.

Standing Committees:

A Finance Committee meeting will be scheduled to discuss the future budget. All Board members are encouraged to attend.

Unfinished Business:

Update on Cost Cutting

This item was tabled since Trustee Elder was absent.

Painting Bid for Building

Mr. Walter spoke with Mr. Tom Lindblom who agreed to be the project manager for the building painting project, however, he will not accept payment for his services. Mr. Lindblom has rewritten the bid proposal, reviewed it with Interim Assistant City Manager Erin Willrett and it will be ready for discussion at the February Board meeting. He will also send it to Board members prior to the February meeting. Mr. Walter said many vendors are interested in painting the building.

New Business:

Building Maintenance Hire

A job description for a proposed building maintenance person was discussed. Ms. Pfister said she now completes many of the tasks, Mr. Lindblom has made several repairs and Mr. Walter has cleaned the walks. The 10-hour a week position is being considered for the next FY. There was additional discussion regarding the duties. For budgeting purposes, Ms. Pfister said she would like to have the IT person at the library at least one more day a month.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:46 on a motion by Ms. LaChance. Voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 01/23/17
TIME: 15:17:23
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900039	FNBO	FIRST NATIONAL BANK OMAHA			01/25/17		
	012517-A.SIMMONS	12/31/16	20	KONICA-10/19-11/18 COPY CHARGE		82-820-54-00-5462	4.94
			28	KONICA-11/19-12/18 COPY CHARGE		82-820-54-00-5462	7.97
						INVOICE TOTAL:	12.91 *



DATE: 01/23/17
TIME: 15:17:23
ID: AP225000.CBI

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900039	FNBO	FIRST NATIONAL BANK OMAHA			01/25/17		
	012517-J.WEISS	12/31/16	01	JEWEL-STORYTIME PROGRAM		82-000-24-00-2480	48.31
			02	SUPPLIES		** COMMENT **	
			03	ALDI-STORYTIME PROGRAM		82-000-24-00-2480	89.93
			04	SUPPLIES		** COMMENT **	
			05	REAMS MEAT MARKET-SAUSAGE,		82-820-56-00-5671	57.72
			06	CHEESE, APPLE BUTTER, JAM		** COMMENT **	
			07	TARGET-CRACKERS, WIRE BASKETS		82-820-56-00-5671	18.72
						INVOICE TOTAL:	214.68 *
	012517-M.EBERHARDT	12/31/16	01	DOLAR TREE-CANDY		82-000-24-00-2480	9.00
			02	NCG-MOVIE GIFT CARDS FOR		82-000-24-00-2480	45.00
			03	VOLUNTEERS		** COMMENT **	
						INVOICE TOTAL:	54.00 *
	012517-M.PFISTER	12/31/16	01	JEWEL-SUPPLIES FOR SANTA		82-000-24-00-2480	105.70
			02	PROGRAM		** COMMENT **	
						INVOICE TOTAL:	105.70 *

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TIME: 15:17:23
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MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900039	FNBO	FIRST NATIONAL BANK OMAHA			01/25/17		
	012517-S.AUGUSTINE	12/31/16	02	CHRISTMAS SUPPLIES		82-820-56-00-5671	
						INVOICE TOTAL:	18.49 *
	012517-S.IWANSKI	12/31/16	01	STAMPS & BOOK POSTAGE		82-820-54-00-5452	178.02
						INVOICE TOTAL:	178.02 *

TOTAL AMOUNT PAID : \$ 583.80



DATE: 02/07/17
TIME: 08:09:23
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104292	AUTOBC	AUTOMATIC BUILDING CONTROLS					
	4922		01/16/17	01	INSTALL 2 HONEYWELL ACTUATORS	82-820-54-00-5495	2,600.00
					INVOICE TOTAL:		2,600.00 *
	SD2382		12/07/16	01	3 WAY MAIN HW VALVE REPAIR	82-820-54-00-5495	740.00
					INVOICE TOTAL:		740.00 *
					CHECK TOTAL:		3,340.00
104293	BAKTAY	BAKER & TAYLOR					
	2032537820		12/27/16	01	BOOKS	82-000-24-00-2480	365.77
					INVOICE TOTAL:		365.77 *
	2032550932		12/30/16	01	BOOKS	84-840-56-00-5686	860.80
					INVOICE TOTAL:		860.80 *
	2032556585		01/04/17	01	BOOKS	84-840-56-00-5686	247.11
					INVOICE TOTAL:		247.11 *
	2032575918		01/12/17	01	BOOKS	84-840-56-00-5686	272.86
					INVOICE TOTAL:		272.86 *
	2032593120		01/19/17	01	BOOKS	84-840-56-00-5686	707.78
					INVOICE TOTAL:		707.78 *
	2032594493		01/20/17	01	BOOKS	84-840-56-00-5686	329.38
					INVOICE TOTAL:		329.38 *
					CHECK TOTAL:		2,783.70
104294	BUGGITER	BUG GIT-ERS LLC					
	3590		01/11/17	01	JAN 2017 PEST CONTROL	82-820-54-00-5462	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/07/17
TIME: 08:09:23
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104295	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	38337		01/05/17	01	PAPER TOWEL, TISSUE, GARBAGE	82-820-56-00-5620	419.64
				02	BAGS, VACUUM BAGS, WINDEX,	** COMMENT **	
				03	SOAP	** COMMENT **	
					INVOICE TOTAL:		419.64 *
					CHECK TOTAL:		419.64
104296	DEBORDD	DEBORD, DIXIE					
	012517		01/25/17	01	DELEGATE ASSEMBLY MEETING	82-820-54-00-5415	43.12
				02	MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		43.12 *
					CHECK TOTAL:		43.12
104297	ERATEFUN	E-RATE FUND SERVICES, LLC					
	113		01/23/17	01	FY2016 E-RATE CONSULTING AND	82-820-54-00-5462	143.25
				02	PROCESSING SERVICES	** COMMENT **	
					INVOICE TOTAL:		143.25 *
					CHECK TOTAL:		143.25
104298	ILA	ILA					
	125678		01/23/17	01	2017 ILA INSTITUTIONAL	82-820-54-00-5462	150.00
				02	MEMBERSHIP RENEWAL	** COMMENT **	
					INVOICE TOTAL:		150.00 *
					CHECK TOTAL:		150.00
104299	MENLAND	MENARDS - YORKVILLE					
	68306		01/11/17	01	BATTERIES, CLEANING SUPPLIES	82-820-56-00-5620	81.07
					INVOICE TOTAL:		81.07 *
					CHECK TOTAL:		81.07

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104300	MIDWTAPE	MIDWEST TAPE					
	94652391		12/30/16	01	AUDIO BOOK	84-840-56-00-5683	34.99
				02	DVDS	84-840-56-00-5685	89.96
					INVOICE TOTAL:		124.95 *
	94660122		01/03/17	01	AUDIO BOOK	84-840-56-00-5683	39.99
					INVOICE TOTAL:		39.99 *
	94669393		01/06/17	01	DVD	84-840-56-00-5685	16.99
					INVOICE TOTAL:		16.99 *
	94683039		01/12/17	01	AUDIO BOOKS	84-840-56-00-5683	75.98
					INVOICE TOTAL:		75.98 *
	94685825		01/13/17	01	DVDS	82-820-56-00-5685	46.98
					INVOICE TOTAL:		46.98 *
	94703839		01/20/17	01	DVDS	84-840-56-00-5685	117.94
					INVOICE TOTAL:		117.94 *
	94726345		01/30/17	01	DVD	82-820-56-00-5685	22.99
					INVOICE TOTAL:		22.99 *
					CHECK TOTAL:		445.82
104301	NICOR	NICOR GAS					
	91-85-68-4012 8-1216		01/05/17	01	12/01-01/03 902 GAME FARM RD	82-820-54-00-5480	1,649.97
					INVOICE TOTAL:		1,649.97 *
					CHECK TOTAL:		1,649.97
104302	ORIENTAL	ORIENTAL TRADING CO INC					
	680641681-01		11/16/16	01	HOLIDAY PLACE MATS, PONY	82-820-56-00-5610	131.80

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/07/17
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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104302	ORIENTAL	ORIENTAL TRADING CO INC					
	680641681-01		11/16/16	02	BEADS, SNOWFLAKE STAMPS,	** COMMENT **	
				03	SNOWFLAKE BAGS, SWEET CREAMS,	** COMMENT **	
				04	STAMP PADS, CHENILLE STEMS	** COMMENT **	
					INVOICE TOTAL:		131.80 *
					CHECK TOTAL:		131.80
104303	OVERDRIV	OVERDRIVE					
	H-0039366		01/01/17	01	JAN-DEC 2017 LIBRARY	84-840-54-00-5460	3,000.00
				02	PARTICIPATION FEE	** COMMENT **	
					INVOICE TOTAL:		3,000.00 *
					CHECK TOTAL:		3,000.00
104304	PROQUEST	PROQUEST INFORMATION					
	70422373		01/01/17	01	JAN-DEC 2017 ANCESTRY LIBRARY	82-820-54-00-5460	1,210.00
					INVOICE TOTAL:		1,210.00 *
					CHECK TOTAL:		1,210.00
104305	R0001801	HIGH PLAINS LIBRARY DISTRICT					
	011017		01/10/17	01	REPLACEMENT COST FOR LOST	82-820-56-00-5620	9.26
				02	BOOK ON LOAN	** COMMENT **	
					INVOICE TOTAL:		9.26 *
					CHECK TOTAL:		9.26
104306	SOUND	SOUND INCORPORATED					
	R146895		01/12/17	01	FEB-APR 2017 MAINTENENCE	82-820-54-00-5462	876.90
				02	CONTRACT CHARGE FOR CCTV	** COMMENT **	
					INVOICE TOTAL:		876.90 *
					CHECK TOTAL:		876.90

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104307	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3002947109		01/01/17	01	JAN-MAR 2017 ELEVATOR	82-820-54-00-5462	768.92
				02	MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		768.92 *
					CHECK TOTAL:		768.92
104308	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	011617-59		01/19/17	01	OCT-DEC 2016 FAX CHARGES	82-820-54-00-5440	20.48
					INVOICE TOTAL:		20.48 *
					CHECK TOTAL:		20.48
104309	TRIBUNE	CHICAGO TRIBUNE					
	10394737-011217		01/12/17	01	SUBSCRIPTION RENEWAL THROUGH 36	82-820-54-00-5460	363.49
				02	08/10/17	** COMMENT **	
					INVOICE TOTAL:		363.49 *
					CHECK TOTAL:		363.49
104310	WAREHOUS	WAREHOUSE DIRECT					
	3324521-0		01/05/17	01	PAPER	82-820-56-00-5610	139.68
					INVOICE TOTAL:		139.68 *
	3335904-0		01/13/17	01	TAPE, PAPER, INK CARTRIDGES,	82-820-56-00-5610	635.03
				02	TONER, LABELS, PENS, MARKERS	** COMMENT **	
					INVOICE TOTAL:		635.03 *
	3336179-0		01/18/17	01	INK CARTRIDGE	82-820-56-00-5610	19.41
					INVOICE TOTAL:		19.41 *
	3349168-0		01/25/17	01	PAPER, COVER REPORTS	82-820-56-00-5610	37.70
					INVOICE TOTAL:		37.70 *

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 02/07/17
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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 02/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104310	WAREHOUS	WAREHOUSE DIRECT					
	C3335904-0		01/24/17	01	RETURNED PAPER CREDIT	82-820-56-00-5610	-24.66
					INVOICE TOTAL:		-24.66 *
					CHECK TOTAL:		807.16
104311	YOUNGM	MARLYS J. YOUNG					
	010917		01/09/17	01	01/09/17 MEETING MINUTES	82-820-54-00-5462	54.25
					INVOICE TOTAL:		54.25 *
					CHECK TOTAL:		54.25
					TOTAL AMOUNT PAID:		16,373.83



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



UNITED CITY OF YORKVILLE PAYROLL SUMMARY January 13, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 17,537.20	\$ -	17,537.20	\$ 1,890.50	\$ 1,291.21	\$ 20,718.91
FINANCE	8,864.99	-	8,864.99	987.98	684.31	\$ 10,537.28
POLICE	102,941.82	15,651.35	118,593.17	561.54	8,826.76	\$ 127,981.47
COMMUNITY DEV.	14,414.72	-	14,414.72	1,389.77	1,069.44	\$ 16,873.93
STREETS	12,901.26	-	12,901.26	1,390.75	949.32	\$ 15,241.33
WATER	14,012.64	218.78	14,231.42	1,534.14	1,033.42	\$ 16,798.98
SEWER	8,020.20	-	8,020.20	880.75	608.15	\$ 9,509.10
PARKS	18,069.70	-	18,069.70	1,891.85	1,339.25	\$ 21,300.80
RECREATION	11,158.41	-	11,158.41	1,161.67	818.07	\$ 13,138.15
LIBRARY	13,827.16	-	13,827.16	867.62	1,025.88	\$ 15,720.66
TOTALS	\$ 221,748.10	\$ 15,870.13	\$ 237,618.23	\$ 12,556.57	\$ 17,645.81	\$ 267,820.61
TOTAL PAYROLL						\$ 267,820.61



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

January 27, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 808.34	\$ -	\$ 808.34	\$ -	\$ 61.84	\$ 870.18
CLERK	483.34	-	483.34	8.98	36.96	529.28
TREASURER	83.34	-	83.34	8.98	6.36	98.68
ALDERMAN	3,200.00	-	3,200.00	-	238.36	3,438.36
ADMINISTRATION	16,224.53	-	16,224.53	1,736.06	1,190.79	19,151.38
FINANCE	8,864.97	-	8,864.97	955.64	661.37	10,481.98
POLICE	107,289.81	3,401.73	110,691.54	561.54	8,199.37	119,452.45
COMMUNITY DEV.	14,633.72	-	14,633.72	1,389.78	1,086.18	17,109.68
STREETS	12,901.26	1,982.40	14,883.66	1,604.47	1,096.10	17,584.23
WATER	14,012.60	360.09	14,372.69	1,549.40	1,047.82	16,969.91
SEWER	8,020.18	-	8,020.18	864.58	596.67	9,481.43
PARKS	16,845.72	-	16,845.72	1,815.94	1,246.88	19,908.54
RECREATION	13,916.52	-	13,916.52	1,161.68	1,029.08	16,107.28
LIBRARY	15,225.58	-	15,225.58	867.62	1,132.80	17,226.00
TOTALS	\$ 232,509.91	\$ 5,744.22	\$ 238,254.13	\$ 12,524.67	\$ 17,630.58	\$ 268,409.38

TOTAL PAYROLL \$ 268,409.38



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, February 13, 2017

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1-3</i>)	01/25/2017	\$583.80
Library Check Register (<i>Pages 4 - 9</i>)	02/13/2017	\$16,373.83
Guardian - January 2017 dental insurance	01/10/2017	\$440.48
IPRF -February 2017 Workers Comp	01/10/2017	\$1,017.90
Eye Med - January 2017 Vision Ins.	01/10/2017	\$54.24
DAC - January 2017 FSA Fees	01/24/2017	\$3.09
Dearborne National - February 2017 Life Ins	01/24/2017	\$33.60
DAC - January 2017 HRA Fees	01/24/2017	\$12.36
BCBS - February 2017 Health Insurance	01/24/2017	\$5,785.96
TOTAL BILLS PAID:		\$24,305.26

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	01/13/2017	\$15,720.66
Bi-weekly (<i>Page 11</i>)	01/27/2017	\$17,226.00
TOTAL PAYROLL:		\$32,946.66

TOTAL DISBURSEMENTS:	\$57,251.92
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending January 31, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	Year-to-Date Total	FISCAL YEAR 2017 BUDGET	% of Budget
			May-16	June-16	July-16	August-16	September-16	October-16	November-16	December-16	January-17			
LIBRARY OPERATIONS REVENUES														
<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	-	232	863	3,921	5,250	74.68%
82-000-41-00-4170	STATE GRANTS		-	13,044	-	-	-	-	-	-	-	13,044	17,200	75.83%
<i>Fines & Forfeits</i>														
82-000-43-00-4330	LIBRARY FINES		459	511	443	1,185	362	1,021	424	261	1,047	5,714	9,300	61.44%
<i>Charges for Service</i>														
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		365	588	305	492	681	1,078	-	636	794	4,939	7,500	65.85%
82-000-44-00-4422	COPY FEES		275	200	187	184	194	165	197	114	349	1,865	3,000	62.15%
82-000-44-00-4439	PROGRAM FEES		44	80	181	42	110	79	36	54	74	700	1,000	70.00%
<i>Investment Earnings</i>														
82-000-45-00-4500	INVESTMENT EARNINGS		58	67	71	77	78	88	90	89	75	693	350	197.97%
<i>Miscellaneous</i>														
82-000-46-00-4690	REIMB-MISCELLANEOUS		-	-	-	-	-	-	-	1,433	708	2,141	-	0.00%
82-000-48-00-4820	RENTAL INCOME		115	275	76	300	175	200	250	200	151	1,742	2,000	87.10%
82-000-48-00-4824	DVD RENTAL INCOME		187	257	249	199	198	220	145	150	164	1,769	5,000	35.38%
82-000-48-00-4850	MISCELLANEOUS INCOME		78	95	55	48	738	512	47	145	-	1,719	500	343.75%
<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	1,426	3,587	20,200	36,068	56.01%
TOTAL REVENUES: LIBRARY			69,131	260,893	24,329	25,423	266,916	14,770	10,614	4,740	7,812	684,627	731,887	93.54%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>														
82-820-50-00-5010	SALARIES & WAGES		15,825	18,021	24,145	16,097	16,097	16,097	16,097	24,145	16,097	162,622	217,309	74.83%
82-820-50-00-5015	PART-TIME SALARIES		15,965	15,531	23,542	16,531	15,027	16,441	14,739	22,571	12,956	153,303	201,825	75.96%
<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	2,567	1,735	17,311	23,470	73.76%
82-820-52-00-5214	FICA CONTRIBUTION		2,377	2,512	3,593	2,441	2,326	2,434	2,304	3,519	2,159	23,664	31,448	75.25%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,742	4,565	5,600	5,832	5,501	5,554	5,187	7,180	6,748	57,909	83,960	68.97%
82-820-52-00-5222	GROUP LIFE INSURANCE		34	67	34	-	67	34	34	34	34	336	403	83.37%
82-820-52-00-5223	DENTAL INSURANCE		440	440	440	440	440	440	440	440	440	3,964	5,638	70.31%
82-820-52-00-5224	VISION INSURANCE		54	54	54	54	54	54	54	54	54	488	651	74.99%
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	1,426	3,587	19,967	33,568	59.48%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending January 31, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	17% June-16	25% July-16	33% August-16	42% September-16	50% October-16	58% November-16	67% December-16	75% January-17	Year-to-Date Total	FISCAL YEAR 2017 BUDGET	% of Budget
Contractual Services														
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	-	-	178	398	500	79.56%
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	869	5,234	22,806	29,000	78.64%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	3,158	-	-	3,158	-	-	3,158	9,475	35,000	27.07%
82-820-54-00-5480	UTILITIES		-	-	-	-	-	-	-	3,225	725	3,949	16,281	24.26%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		496	2,451	5,196	-	-	2,193	7,707	5,070	-	23,113	25,000	92.45%
82-820-54-00-5498	PAYING AGENT FEES		-	1,100	589	-	-	-	-	-	-	1,689	2,190	77.10%
Supplies														
82-820-56-00-5610	OFFICE SUPPLIES		-	965	881	828	786	477	520	246	359	5,062	8,000	63.28%
82-820-56-00-5620	OPERATING SUPPLIES		-	2,014	346	1,511	38	1,116	1,548	739	-	7,311	8,000	91.39%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	155	91	109	137	99	21	-	76	689	1,000	68.94%
82-820-56-00-5685	DVD'S		-	122	174	142	124	110	302	23	18	1,015	2,000	50.75%
82-820-56-00-5686	BOOKS		-	-	-	1,190	1,493	1,392	1,146	427	-	5,849	5,000	116.97%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE		-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES			69,131	260,899	24,329	25,423	266,916	14,770	10,614	4,740	7,812	684,627	731,887	93.54%
TOTAL FUND EXPENDITURES			57,770	56,753	75,069	51,663	51,690	54,269	57,966	72,535	53,589	531,273	756,943	70.19%
FUND SURPLUS (DEFICIT)			11,361	204,141	(50,740)	(26,240)	215,226	(39,499)	(47,353)	(67,795)	(45,777)	153,354	(25,056)	

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	113	352	-	676	-	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	260,578	62,711	10,366	113	352	-	746,585	752,771	99.18%

LIBRARY DEBT SERVICE EXPENDITURES

2006 Bond														
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	-	-	50,000	50,000	100.00%
83-830-84-00-8050	INTEREST PAYMENT	-	14,869	-	-	-	-	-	14,869	-	-	29,738	29,738	100.00%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2017 BUDGET REPORT
For the Month Ending January 31, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-16	17% June-16	25% July-16	33% August-16	42% September-16	50% October-16	58% November-16	67% December-16	75% January-17	Year-to-Date Total	FISCAL YEAR 2017 BUDGET	% of Budget
<i>2013 Refunding Bond</i>														
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	500,000	-	500,000	500,000	100.00%
83-830-99-00-8050	INTEREST PAYMENT		-	86,516	-	-	-	-	-	86,516	-	173,033	173,033	100.00%
TOTAL FUND REVENUES			73,129	290,675	23,882	24,777	260,578	62,711	10,366	113	352	746,585	752,771	99.18%
TOTAL FUND EXPENDITURES			-	101,385	-	-	-	-	-	651,383	-	752,770	752,771	100.00%
FUND SURPLUS (DEFICIT)			73,129	189,290	23,882	24,777	260,578	62,711	10,366	(601,272)	352	(6,185)	-	-

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		3,100	3,500	3,750	8,550	11,950	2,550	4,000	2,900	1,950	42,250	20,000	211.25%
84-000-42-00-4224	RENEW PROGRAM PERMIT		-	200	-	-	-	-	-	-	-	200	-	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	1	1	1	1	9	10	87.70%
TOTAL REVENUES: LIBRARY CAPITAL			3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,901	1,951	42,459	20,010	212.19%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5406	RENEW PROGRAM		-	200	-	-	-	-	-	-	-	200	-	0.00%
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	161	-	-	161	-	-	161	483	3,500	13.80%
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	160	70	1,788	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	-	-	-	-	0.00%
84-840-56-00-5685	DVDS		-	-	-	-	-	-	-	75	739	814	-	0.00%
84-840-56-00-5686	BOOKS		-	1,518	369	1,029	16	1,523	3,071	2,505	2,556	12,588	8,395	149.95%
TOTAL FUND REVENUES			3,101	3,701	3,751	8,551	11,951	2,551	4,001	2,901	1,951	42,459	20,010	212.19%
TOTAL FUND EXPENDITURES			-	2,043	640	4,709	7,177	1,684	3,462	2,740	3,526	25,981	11,895	218.42%
FUND SURPLUS (DEFICIT)			3,101	1,657	3,111	3,842	4,774	867	539	161	(1,575)	16,478	8,115	-

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UNITED CITY OF YORKVILLE
GENERAL LEDGER ACTIVITY REPORT

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ACTIVITY THROUGH FISCAL PERIOD 09

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	BBOOKS	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
08	AP-161226M	12/21/2016	175	STORYTIME HOLIDAY SUPPLIES	FIRST NATIONAL BANK	900038	122616-J.WEISS	104.39	
		12/21/2016	176	NCG CINEMA-GIFT CARD	FIRST NATIONAL BANK	900038	122616-M.EBERHARDT	25.00	
	GJ-161231LB	01/03/2017	08	December 2016 Deposits					485.00
				TOTAL PERIOD 08 ACTIVITY				129.39	485.00

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UNITED CITY OF TORRENT
GENERAL LEDGER ACTIVITY REPORT

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ACTIVITY THROUGH FISCAL PERIOD 09

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW - MEMORIALS & GIFTS						
09	AP-170109	01/04/2017	01	BOOKS	BAKER & TAYLOR	104284	2032485436	455.31	
	AP-170125	01/23/2017	197	JEWEL-STORYTIME PROGRAM	FIRST NATIONAL BANK	900039	012517-J.WEISS	48.31	
		01/23/2017	198	ALDI-STORYTIME PROGRAM	FIRST NATIONAL BANK	900039	012517-J.WEISS	89.93	
		01/23/2017	199	DOLAR TREE-CANDY	FIRST NATIONAL BANK	900039	012517-M.EBERHARDT	9.00	
		01/23/2017	200	NCG-MOVIE GIFT CARDS FOR	FIRST NATIONAL BANK	900039	012517-M.EBERHARDT	45.00	
		01/23/2017	201	JEWEL-SUPPLIES FOR SANTA	FIRST NATIONAL BANK	900039	012517-M.PFISTER	105.70	
		01/23/2017	202	DOLLAR TREE-CHRISTMAS CANDY	FIRST NATIONAL BANK	900039	012517-S.AUGUSTINE	18.49	
	GJ-1701311B	02/01/2017	08	Jan 2017 Deposits					150.00
				TOTAL PERIOD 09 ACTIVITY				771.74	150.00
				TOTAL ACCOUNT ACTIVITY				6,532.12	8,163.97
				ENDING BALANCE					7,703.58
				GRAND TOTAL				0.00	7,703.58
				TOTAL DIFFERENCE				0.00	7,703.58



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of January 31, 2017

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	\$ 611,958	\$ 567,205			
Building Development Fees	Old Second	14,797	17,705	18,926	17,968	19,342	29,609	28,698	29,959	29,335			
Library Operations	IMET *	8,837	8,837	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	105,262	105,314			
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	\$ 756,016	\$ 710,691			

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 17,710	\$ 20,265	\$ 18,004	\$ 18,326	\$ 18,055	\$ 18,033	\$ 18,101	\$ 17,624	\$ 15,721			
2 ND PAY PERIOD		18,139	17,714	17,386	18,454	17,107	18,651	16,750	18,286	17,226			
3 RD PAY PERIOD		-	-	18,458	-	-	-	-	16,892	-			
Total		\$ 35,849	\$ 37,979	\$ 53,847	\$ 36,780	\$ 35,161	\$ 36,683	\$ 34,851	\$ 52,802	\$ 32,947			

JANUARY 2017

Jan. 2017 Circ by Transaction Type	All Trans actions	Check out Renewals	Check outs	Renewals	All Holds Placed	Holds Filled	Check- ins	Usage
Yorkville Public Library - YKBB-4	12,427	6,204	5,357	847	436	1,396	4,391	0

Yorkville borrowed 1,160 items from other libraries.

Yorkville lent 662 items to other libraries.

391 items were checked out to Reciprocal Borrowers at Yorkville.

124 patrons were added.

375 items were added.

681 OMNI e-books were checked out.

223 OMNI audio books were checked out.

2 OMNI videos were streamed.

224 OMNI users.

46 Illinois E-read books were checked out.

23 Illinois E-read audio books were checked out.

16 Illinois E-read users.

Patrons paid \$ through e-commerce in January.

January**Public Relations**

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

Meetings, Workshop

Staff Meeting – Delegates Assembly -DeBord

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

Evening Book Club	5
Lunch Time Book Club	6
Men's Book Club	7
Friends Meeting	10
Threads and More	11
Creative Writing	5
EBook Drop-in-Help	5
Creative Coloring	2

Young Adult Programs

Teen Meeting -TAG (4 programs)	41
Pre-teen Coloring	5
Anime Monday (3 Programs)	15

Children Programs

Drop-In Story Time	9
Lapsit	8
Tots and Toddlers (2 programs)	31
Afternoon Read (4 programs)	17
Lego Club	10
Lego Club Duplo (2 programs)	27
Beginner Readers	3
Book Club (Grade 1-2 (2 programs)	6
Book Club (Grades 3-5 (1 programs)	2
Ice Cream Book Club	9
Panera Story Time	18
Literacy Center	13
Community Story Time (City Hall)	9
Movies Night (2 programs)	26
Dance Party	8
Mini Golf	600

Meeting Room

Library 12- Rent 3-City 3

Patron Count

5012

Proctored Test

2

Teens Volunteers

Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle
Fillipi, Morgan Rutsay, Brantley Osbourne,
Breanna English

Adult Volunteers

Theron Garcia, Marta Duran, Lisa Macaione

Gifts and Memorials

Eleanora Feltz \$50.00
Girl Scout of Northern Illinois Troop # 1441 \$70.00

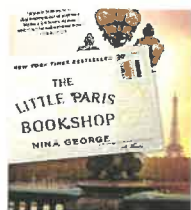
Lunch Bunch Book Club - Noon

Meets on the 2nd Wed of each month.

Feb 8 The Little Paris Bookshop - Nina George

Mar 8 The Rumor - Elin Hilderbrand

Apr 12 A Fatal Grace - Louise Penny



Evening Adult Book Club - 7:00 pm

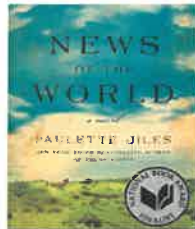
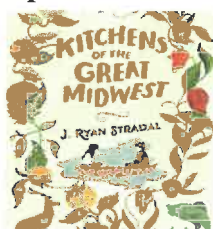
Meets on the 2nd Thurs of each month.

Feb 9 Kitchens of the Great Midwest -

J. Ryan Stradal

Mar 9 News of the World - Paulette Jules

Apr 13 TBD



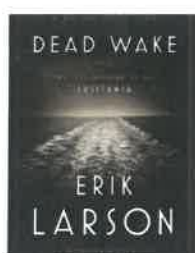
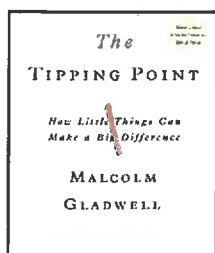
Men's Book Club - 7:00 pm

Meets on the 3rd Thurs of each month.

Feb 16 The Tipping Point - Malcolm Gladwell

Mar 16 Dead Wake - Erik Larson

Apr 20 TBD



"Threads & More" Group - 10:00-12:00

Meets on the 1st Tue of each month

Feb 7, Mar 7, & Apr 4

This group is a combination of people who like to knit, crochet, quilt, sew, or needlepoint. No registration needed. Just bring your unfinished project to work on during the meeting. This is a great time to meet fellow "threaders" for a creativity blast!



Adult Creative Writing Group

Tuesdays Feb 28, Mar 28, & Apr 25 @ 7:00

Come join this group of people who are passionate about words – artistically, professionally or personally. Its intent is to create a positive, encouraging, honest, and fun atmosphere that will support and motivate each other to achieve excellence in writing.



The Reign of Queen Elizabeth II Monday, March 6 7:00

March is Women's History Month. Historian, Jim Gibbons, will discuss the life of the longest reigning and longest living Queen. His discussion will include her coronation, the impact of the constitutional changes she implemented, devolution of the United Kingdom, and the loss of her daughter-in-law, Princess Diana Spencer. Gibbons will also explain how the Queen is a strong voice over policies in the United Kingdom and the Commonwealth.



Mind Games: A Night of Self-Deception Tuesday, April 11 7:00



Our brain decides how we perceive everything around us. It finds patterns and solves problems efficiently - except when it lies to us. In this mind-blowing program magician and mentalist William Pack explores the real science of how our brains trick us into seeing and believing things that don't exist. Find out how optical illusions work, the tricks magicians use, why smart people fall for scams, and more!

Library Committee Finance Committee Meeting

TO: Rob Fredrickson

FROM: Library Board Finance Committee Finance Committee

DATE: January 23, 2017

SUBJECT: 2018 Proposed Budget

FY 2018 PROPOSED BUDGET

Account Number	Description	FY2018 Proposed
82-820-50-00-5010	Salaries & wages	+ 3% raise for all full time employees
82-820-50-00-5015	Part time salaries	\$250,000.00 + additional 3% raise for all Part-time employees
82-820-52-00-5214	FICA Contribution	\$35,183.00
82-820-54-00-5462	Professional Services	\$40,000
82-820-54-00-5468	Automation	\$20,000
82-820-54-00-5495	Outside repair and maintenance	\$50,000.00
82-820-56-00-5620	Operating Supplies	\$10,000.00
82-820-56-00-5686	Books	\$10,000.00

84-840-56-00-5635	Computer equipment and software	\$15,000
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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 Assistant Administrator, at 800 Game Farm Road, Yorkville, Illinois 60560 **until 2:00 PM on April 4, 2017 (the closing date).**

General questions regarding this Request for Proposals shall be directed to Erin Willrett, Assistant Administrator at 630-553-8574. All detailed questions concerning the actual specifications are to be forwarded by email to ewillrett@yorkville.il.us not less than ten (10) business days prior to the scheduled closing date, March 21, 2017. Detailed drawings will be available to review, by appointment, contacting the Director of the Library, Michele Pfister, at 630-553-4354.

Return original proposal along with one electronic submission 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:

ERIN WILLRETT
ASSISTANT CITY ADMINISTRATOR
UNITED CITY OF YORKVILLE
800 GAME FARM ROAD
YORKVILLE, IL 60560
PHONE: 630-553-8574
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 Library Board 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

For purposes of this contract references to “the City” shall be the Library Board and/or their representative.

Preparation:

1. Pressure-wash the entire exterior of the building to remove dirt, mold, mildew and foreign material.
2. Perform any owner 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, those materials will be provided to be 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. Color to be determined.
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: Color to be determined.

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 shall constitute acceptance of the project by the City, 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 City, 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.

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 City 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, 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 City 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 City.

The City 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 City may procure, upon such terms and in such manner as the City 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 City 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 Library Director 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 Library's representative.

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 Assistant City Administrator.
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 Library Director, Michele Pfister, at 630-553-4354.

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 City 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 City 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. 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 Library Board.
- 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

REQUEST FOR PROPOSAL

Project Name: Pressure Washing, Repair, Staining, and Painting of the
Exterior at 902 Game Farm Road, Yorkville, Illinois
Proposal Due: Wednesday, April 4, 2017 @ 2:00 pm
Legal notice published: March 1, 2017
Date Issued: March 1, 2017
This document consists of 14 pages.

Return original proposal along with one electronic submission 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:

ERIN WILLRETT
ASSISTANT CITY ADMINISTRATOR
UNITED CITY OF YORKVILLE
800 GAME FARM ROAD
YORKVILLE, IL 60560
PHONE: 630-553-8574
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 Library Board reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

By: Erin Willrett
Assistant City Administrator

Name	Email	Address	Phone
Five Star Painting		Yorkville, IL	630-473-9220
Dream Works Painting		Yorkville, IL	630-99-8140
JT Painting services	jtpaintservices@gmail.com	1625 Cottonwood Trail, Yorkville, IL	630-880-0752
Capital Painting		2429 Roxbury Lane, Montgomery, IL	630-747-6729
Alpha Building Maintenance Services	jbenterprises36@comcast.net	12713 Hadley Road Homer Glen, IL	815-485-8800
Alpha Building Maintenance Services	baxtromwayne@aol.com	7549 West 99th Place Bridgeview, IL 60455	815-458-8800
Allied Painting Services	mike@alliedpaintingservices.com	707 Colomba Court, Suite 107, St. Charles, IL 60174	630-549-7672
Muscat Painting	brett@muscatpainting.com	555 Ashland Avenue East Dundee, IL 60118	847-428-6225
Capital Painting	info@capitalpaintinginc.com	5 S. 636 Vest Avenue, Naperville, IL 60563	630-747-6729
K & J Painting	jtrapp@kjpaintingllc.com	732 North Street, Geneva, IL 60134	331-248-0915
Nedrow Decorating Inc	bryang@nedrowdecorating.com	1019 Sill Avenue, Aurora, IL 60506	630-897-4319
Mohan Blasting and Coatings	mohonpainting@att.net	80 Harper Circle, Beechmont, KY 42323	270-931-0016
GP Maintenance	gpmaintsvcs@att.net	10512 South Michael Drive Palos Hills, IL 60465	708-430-0469
Tiles in Style LLC	timz@tilsinstyle.com	607 Executive Drive, Willowbrook, IL 60527	630-219-1978

LE CUYER PAINTING
& DECORATING

LeCuyer PD
@Gmail.com

Library Board Meeting	February 13, 2017
RFP Issued/Legal Notice Sent to Paper	March 1, 2017
Questions Due	March 21, 2017
Proposals Due	2 p.m. April 4, 2017
Contract Approval	April 10, 2017
Contract Begins	ASAP