

**Agenda**  
**Yorkville Public Library**  
**Shelle Pfister Meeting Room**  
**Board of Trustees**  
**March 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<br>Finance              | Personnel<br>Community Relations |
| 12. | Unfinished Business   | Approve 2017/18 Library Budget |                                  |
|     |   | Painting Bid for Building      |                                  |
| 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   |                                |                                  |

**Yorkville Public Library**  
Board of Trustees  
Monday, February 13, 2017, 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:**

Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes (arr. 7:01pm), Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Wamecca Rodriguez-yes (arr. 7:03pm)

Absent: Kate Elder , Susan Chacon

**Others Present:**

Library Director Michelle Pfister

Tom Lindblom, Consultant for Painting of Library

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

**Amendments to the Agenda:**

Ms. Lindblom asked to move forward the Unfinished Business/“Painting Bid for Building”.

**Minutes:** January 9, 2017

Ms. Johnson moved and Ms. LaChance seconded a motion to approve the minutes as presented.

Unanimous voice vote approval.

**Unfinished Business** (out of order)

**Painting Bid for Building**

Mr. Lindblom met with Ms. Erin Willrett, Interim City Administrator, and they reviewed and made changes to the bid. She said a formal bid process is not necessary, just that the bids be received by a certain date and time. Mr. Lindblom said three documents will comprise the 'proposal' (as it is called by the City):

1. Legal notice for the newspaper which Ms. Willrett will have published by March 1.
2. List of potential bidders. A list of interested bidders was provided by the City and a proposal package will be sent to them by Ms. Willrett.
3. Timeline of events: contracts opened on April at 2pm, contract to library on April 10<sup>th</sup>

He said the proposal will specify the type of paint and stain, specific conditions, general conditions, repair, actual proposal, safety and standards, signature of firm and other standard language.

Mr. Lindblom said the job would be awarded to the lowest qualified total bidder. Ms. Gambro asked if the library board could safeguard the “25 year warranty” to avoid problems of the past. The painting contractor will be responsible for the warranty. The Board briefly discussed the paint color and effects of weather, etc. The Board will be responsible for the color choice.

**Correspondence:**

Ms. Pfister read a thank you note from Anne Engelhardt for the library's support of Kendall County PADS.

Chairman Walter said all Board members should have received an email from Deputy City Clerk Lisa Pickering regarding an economic interest statement that will be mailed to them and must be returned to the Kendall County Clerk by May 1. It asks if the individual Board member has an interest in any company doing over \$5,000 of business with the library.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Lindblom reported the following:

**Check Register**

She highlighted some of the bills for the month and stated the total was \$16,373.83.

There were two payrolls for the month and total disbursements for the month were \$57,251.92.

**Budget Report**

A small amount of property tax was received and a significant amount in library fines. The fines are received quarterly and patrons cannot check out books if they have fines over \$10. Development fees of \$1,950 were also received. The budget is at 75% of the FY and 93.5% of the total revenue. The total revenue in January was \$7,812. There is \$7,703.58 in Memorials and Gifts and \$6,000 of that is for the Friends.

**Cash Statement**

No comment.

**Payment of Bills**

Trustee Johnson moved to pay the bills as follows and Trustee Gambro seconded the motion:

\$24,305.26 Accounts Payable

\$32,946.66 Payroll

\$57,251.92 TOTAL

Roll call: Johnson-yes, Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes. Passed 7-0.

**Report of the Library Director:**

Library Director Pfister presented the following:

1. Reported monthly stats, including 124 new patrons
2. \$3,000 bill for Omni books for 1 year
3. Friends had meeting--- \$6,000 was cleared from mini-golf and there were 345 paid golfers
4. Received \$50 from Eleanora Feltz
5. Girl Scouts prepared bulletin board and contributed money to buy books
6. Upcoming programs include Queen Elizabeth & Mind Games
7. Had roof leak repaired by Olsson Roofing
8. Thanked Beth Gambro for service on the Library Board and a brick and book will be donated in her name

**City Council Liaison** No report

**Standing Committees:**

Discussed under New Business/Library Budget.

**Unfinished Business:**

**Update on Cost Cutting** (tabled until next month)

**Painting Bid for Building** (discussed earlier in meeting)

Mr. Crawford moved to approve the RFP for painting the library and Ms. LaChance seconded.  
Unanimous voice vote.

**New Business:**

**Approve 2017/18 Library Budget**

Ms. Lindblom said the Finance Committee recently met and proposed the budget which was given to the Trustees. The budget can be approved at the March meeting and she presented the highlights that included a recommended 3% salary increase for both full and part-time personnel. It would also increase the budget by \$250,000 to include being open one more hour per day during the school year and three hours on Sunday. President Walter noted that more part-time employees might need to be hired since the limit is 1,000 hours per year per part-time employee. Professional Services (IT person) was increased by one day per month. Outside Repair & Maintenance was increased to \$50,000, Automation decreased from \$35,000 to \$25,000, Operations from \$8,000 to \$10,000, books increased from \$5,000 to \$10,000, computer equipment budgeted for \$15,000.

Mr. Fredrickson will send a copy of the revised budget to all for review and a vote at the March meeting. It was noted it will be a deficit budget.

**Additional Business:** None

**Executive Session:**

At approximately 7:50pm a motion was made by Ms. Johnson 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. Motion seconded by Ms. LaChance.

Roll call to enter into Executive Session: Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes. Motion passed 7-0.

**New Business cont.**

At approximately 8:05pm the Board resumed their regular session on a motion by Ms. LaChance and second by Mr. Walter. Unanimous voice vote approval.

Trustee Rodriguez recommended that the Executive Session minutes contained in Packet #2 dated July 11, 2016 be released. Trustee Walter seconded this motion. Unanimous voice vote approval. Mr. Walter also made a motion to keep Packet #1 sealed until a later time and Ms. Gambro seconded this motion which was approved on a unanimous voice vote.

**Adjournment:**

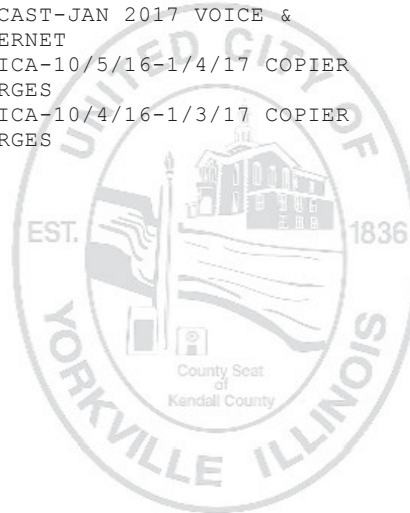
There was no further business and the meeting was adjourned at 8:06pm on a motion by Ms. Gambro.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 02/16/17  
TIME: 08:13:52  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

| CHECK # | VENDOR #<br>INVOICE # | INVOICE<br>DATE           | ITEM<br># | DESCRIPTION                  | CHECK<br>DATE | ACCOUNT #         | ITEM AMT   |
|---------|-----------------------|---------------------------|-----------|------------------------------|---------------|-------------------|------------|
| 900040  | FNBO                  | FIRST NATIONAL BANK OMAHA |           |                              | 02/25/17      |                   |            |
|         | 022517-A.SIMMONS      | 01/31/17                  |           |                              |               |                   |            |
|         |                       |                           | 21        | COMCAST-NOV 2016 VOICE &     |               | 82-820-54-00-5440 | 375.14     |
|         |                       |                           | 22        | INTERNET                     |               | ** COMMENT **     |            |
|         |                       |                           | 23        | COMCAST-DEC 2016 VOICE &     |               | 82-820-54-00-5440 | 375.14     |
|         |                       |                           | 24        | INTERNET                     |               | ** COMMENT **     |            |
|         |                       |                           | 25        | COMCAST-JAN 2017 VOICE &     |               | 82-820-54-00-5440 | 380.47     |
|         |                       |                           | 26        | INTERNET                     |               | ** COMMENT **     |            |
|         |                       |                           | 29        | KONICA-10/5/16-1/4/17 COPIER |               | 82-820-54-00-5462 | 313.01     |
|         |                       |                           | 30        | CHARGES                      |               | ** COMMENT **     |            |
|         |                       |                           | 31        | KONICA-10/4/16-1/3/17 COPIER |               | 82-820-54-00-5462 | 13.42      |
|         |                       |                           | 32        | CHARGES                      |               | ** COMMENT **     |            |
|         |                       |                           |           | INVOICE TOTAL:               |               |                   | 1,457.18 * |



UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

[illegible]

DATE: 03/02/17  
TIME: 07:34:02  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/13/17

| CHECK # | VENDOR #   | INVOICE<br>NUMBER              | INVOICE<br>DATE | ITEM<br># | DESCRIPTION             | ACCOUNT #         | ITEM AMT |
|---------|------------|--------------------------------|-----------------|-----------|-------------------------|-------------------|----------|
| 104312  | AMPERAGE   | AMPERAGE ELECTRICAL SUPPLY INC |                 |           |                         |                   |          |
|         | 0681052-IN |                                | 01/31/17        | 01        | FLOOD LIGHTS, LAMP BASE | 82-820-56-00-5620 | 231.36   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 231.36 * |
|         | 0682427-IN |                                | 02/07/17        | 01        | LAMPS                   | 82-820-56-00-5620 | 89.00    |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 89.00 *  |
|         | 0682820-IN |                                | 02/08/17        | 01        | HALIDE LAMP             | 82-820-56-00-5620 | 76.50    |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 76.50 *  |
|         | 0683903-IN |                                | 02/14/17        | 01        | LAMP                    | 82-820-56-00-5620 | 74.40    |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 74.40 *  |
|         |            |                                |                 |           | CHECK TOTAL:            |                   | 471.26   |
| 104313  | BAKTAY     | BAKER & TAYLOR                 |                 |           |                         |                   |          |
|         | 2032597278 |                                | 01/24/17        | 01        | BOOKS                   | 82-000-24-00-2480 | 407.65   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 407.65 * |
|         | 2032599808 |                                | 01/24/17        | 01        | BOOKS                   | 84-840-56-00-5686 | 505.15   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 505.15 * |
|         | 2032607364 |                                | 01/26/17        | 01        | BOOKS                   | 82-000-24-00-2480 | 624.88   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 624.88 * |
|         | 2032622412 |                                | 02/02/17        | 01        | BOOKS                   | 84-840-56-00-5686 | 549.28   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 549.28 * |
|         | 2032626047 |                                | 02/03/17        | 01        | BOOKS                   | 84-840-56-00-5686 | 213.58   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 213.58 * |
|         | 2032629104 |                                | 02/06/17        | 01        | BOOKS                   | 84-840-56-00-5686 | 510.23   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 510.23 * |
|         | 2032644972 |                                | 02/13/17        | 01        | BOOKS                   | 84-840-56-00-5686 | 482.51   |
|         |            |                                |                 |           | INVOICE TOTAL:          |                   | 482.51 * |

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 03/02/17  
TIME: 07:34:02  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/13/17

| CHECK # | VENDOR #   | INVOICE<br>NUMBER          | INVOICE<br>DATE | ITEM<br># | DESCRIPTION                    | ACCOUNT #         | ITEM AMT |
|---------|------------|----------------------------|-----------------|-----------|--------------------------------|-------------------|----------|
| 104313  | BAKTAY     | BAKER & TAYLOR             |                 |           |                                |                   |          |
|         | 2032650844 |                            | 02/14/17        | 01        | BOOKS                          | 84-840-56-00-5686 | 213.68   |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 213.68 * |
|         | 2032656254 |                            | 02/16/17        | 01        | BOOKS                          | 84-840-56-00-5686 | 709.30   |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 709.30 * |
|         | 2032657896 |                            | 02/16/17        | 01        | BOOKS                          | 84-840-56-00-5686 | 270.66   |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 270.66 * |
|         |            |                            |                 |           |                                | CHECK TOTAL:      | 4,486.92 |
| 104314  | CAMBRIA    | CAMBRIA SALES COMPANY INC. |                 |           |                                |                   |          |
|         | 38414      |                            | 01/31/17        | 01        | TOILET TISSUE, PAPER TOWEL,    | 82-820-56-00-5610 | 677.58   |
|         |            |                            |                 | 02        | KLEENEX, BOWL CLEANER, WINDEX, | ** COMMENT **     |          |
|         |            |                            |                 | 03        | HAND SOAP, GLOVES, GARBAGE     | ** COMMENT **     |          |
|         |            |                            |                 | 04        | BAGS, VACUUM BAGS              | ** COMMENT **     |          |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 677.58 * |
|         |            |                            |                 |           |                                | CHECK TOTAL:      | 677.58   |
| 104315  | CDWG       | CDW GOVERNMENT INC.        |                 |           |                                |                   |          |
|         | GTH7567    |                            | 02/06/17        | 01        | APC REPLACEMENT BATTERY        | 84-840-56-00-5635 | 369.07   |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 369.07 * |
|         |            |                            |                 |           |                                | CHECK TOTAL:      | 369.07   |
| 104316  | MIDWTAPE   | MIDWEST TAPE               |                 |           |                                |                   |          |
|         | 94729363   |                            | 01/31/17        | 01        | AUDIO BOOKS                    | 84-840-56-00-5683 | 114.97   |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 114.97 * |
|         | 94741504   |                            | 02/03/17        | 01        | AUDIO BOOKS                    | 84-840-56-00-5683 | 49.99    |
|         |            |                            |                 |           |                                | INVOICE TOTAL:    | 49.99 *  |

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



DATE: 03/02/17  
TIME: 07:34:02  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/13/17

| CHECK # | VENDOR # | INVOICE<br>NUMBER            | INVOICE<br>DATE | ITEM<br># | DESCRIPTION                    | ACCOUNT #         | ITEM AMT |
|---------|----------|------------------------------|-----------------|-----------|--------------------------------|-------------------|----------|
| 104316  | MIDWTAPE | MIDWEST TAPE                 |                 |           |                                |                   |          |
|         | 94742415 |                              | 02/03/17        | 01        | DVDS                           | 84-840-56-00-5685 | 66.97    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 66.97 *  |
|         | 94765921 |                              | 02/11/17        | 01        | DVDS                           | 84-840-56-00-5685 | 71.97    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 71.97 *  |
|         | 94767615 |                              | 02/13/17        | 01        | AUDIO BOOKS                    | 84-840-56-00-5683 | 83.98    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 83.98 *  |
|         | 94788313 |                              | 02/20/17        | 01        | DVDS                           | 84-840-56-00-5685 | 106.95   |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 106.95 * |
|         | 94794347 |                              | 02/21/17        | 01        | AUDIO BOOKS                    | 84-840-56-00-5683 | 64.98    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 64.98 *  |
|         | 94805210 |                              | 02/24/17        | 01        | AUDIO BOOKS                    | 84-840-56-00-5683 | 54.98    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 54.98 *  |
|         | 94810338 |                              | 02/27/17        | 01        | DVDS                           | 84-840-56-00-5685 | 114.95   |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 114.95 * |
|         |          |                              |                 |           | CHECK TOTAL:                   |                   | 729.74   |
| 104317  | OCLCIHLS | OCLC-IHLS                    |                 |           |                                |                   |          |
|         | 13067    |                              | 02/03/17        | 01        | JAN 2017 TRANSACTIONAL BILLING | 82-820-54-00-5462 | 32.50    |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 32.50 *  |
|         |          |                              |                 |           | CHECK TOTAL:                   |                   | 32.50    |
| 104318  | OLSSON   | OLSSON ROOFING COMPANY, INC. |                 |           |                                |                   |          |
|         | 17000539 |                              | 02/27/17        | 01        | LOCATED & REPAIRED SUSPECT     | 82-820-54-00-5495 | 271.00   |
|         |          |                              |                 | 02        | LEAK AREAS                     | ** COMMENT **     |          |
|         |          |                              |                 |           | INVOICE TOTAL:                 |                   | 271.00 * |
|         |          |                              |                 |           | CHECK TOTAL:                   |                   | 271.00   |

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

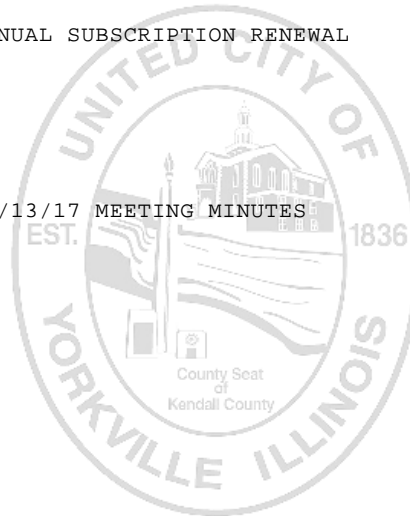
84-840 LIBRARY CAPITAL

DATE: 03/02/17  
TIME: 07:34:02  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 03/13/17

| CHECK # | VENDOR # | INVOICE<br>NUMBER  | INVOICE<br>DATE | ITEM<br># | DESCRIPTION                    | ACCOUNT #         | ITEM AMT |
|---------|----------|--------------------|-----------------|-----------|--------------------------------|-------------------|----------|
| 104319  | SOUND    | SOUND INCORPORATED |                 |           |                                |                   |          |
|         | R147497  |                    | 02/13/17        | 01        | MAR-MAY 2017 SERVICE AGREEMENT | 82-820-54-00-5462 | 291.00   |
|         |          |                    |                 |           | INVOICE TOTAL:                 |                   | 291.00 * |
|         |          |                    |                 |           | CHECK TOTAL:                   |                   | 291.00   |
| 104320  | TRIBUNE  | CHICAGO TRIBUNE    |                 |           |                                |                   |          |
|         | 022718   |                    | 02/17/17        | 01        | ANNUAL SUBSCRIPTION RENEWAL    | 82-820-54-00-5460 | 130.00   |
|         |          |                    |                 |           | INVOICE TOTAL:                 |                   | 130.00 * |
|         |          |                    |                 |           | CHECK TOTAL:                   |                   | 130.00   |
| 104321  | YOUNGM   | MARLYS J. YOUNG    |                 |           |                                |                   |          |
|         | 021317   |                    | 02/28/17        | 01        | 02/13/17 MEETING MINUTES       | 82-820-54-00-5462 | 62.50    |
|         |          |                    |                 |           | INVOICE TOTAL:                 |                   | 62.50 *  |
|         |          |                    |                 |           | CHECK TOTAL:                   |                   | 62.50    |
|         |          |                    |                 |           | TOTAL AMOUNT PAID:             |                   | 7,521.57 |



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 10, 2017

|                      | REGULAR              | OVERTIME           | TOTAL                | IMRF                | FICA                | TOTALS               |
|----------------------|----------------------|--------------------|----------------------|---------------------|---------------------|----------------------|
| ADMINISTRATION       | \$ 17,217.60         | \$ -               | 17,217.60            | \$ 1,831.92         | \$ 1,266.77         | \$ 20,316.29         |
| FINANCE              | 8,864.97             | -                  | 8,864.97             | 987.98              | 684.31              | \$ 10,537.26         |
| POLICE               | 97,602.51            | 2,819.69           | 100,422.20           | 561.54              | 7,433.72            | \$ 108,417.46        |
| COMMUNITY DEV.       | 14,741.71            | -                  | 14,741.71            | 1,389.77            | 1,094.45            | \$ 17,225.93         |
| STREETS              | 12,901.28            | 85.19              | 12,986.47            | 1,399.93            | 955.82              | \$ 15,342.22         |
| WATER                | 14,012.60            | 257.57             | 14,270.17            | 1,538.32            | 1,036.34            | \$ 16,844.83         |
| SEWER                | 8,020.19             | -                  | 8,020.19             | 880.75              | 608.16              | \$ 9,509.10          |
| PARKS                | 16,845.73            | -                  | 16,845.73            | 1,815.96            | 1,245.61            | \$ 19,907.30         |
| RECREATION           | 14,151.71            | -                  | 14,151.71            | 1,161.66            | 1,047.09            | \$ 16,360.46         |
| <b>LIBRARY</b>       | <b>15,956.65</b>     | -                  | <b>15,956.65</b>     | <b>867.62</b>       | <b>1,188.72</b>     | <b>\$ 18,012.99</b>  |
| <b>TOTALS</b>        | <b>\$ 220,314.95</b> | <b>\$ 3,162.45</b> | <b>\$ 223,477.40</b> | <b>\$ 12,435.45</b> | <b>\$ 16,560.99</b> | <b>\$ 252,473.84</b> |
| <b>TOTAL PAYROLL</b> |                      |                    |                      |                     |                     | <b>\$ 252,473.84</b> |



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### February 24, 2017

|                   | REGULAR          | OVERTIME | TOTAL            | IMRF          | FICA            | TOTALS           |
|-------------------|------------------|----------|------------------|---------------|-----------------|------------------|
| MAYOR & LIQ. COM. | \$ 1,178.34      | \$ -     | \$ 1,178.34      | \$ -          | \$ 90.15        | \$ 1,268.49      |
| CLERK             | 853.34           | -        | 853.34           | 19.76         | 65.28           | 938.38           |
| TREASURER         | 83.34            | -        | 83.34            | 8.98          | 6.36            | 98.68            |
| ALDERMAN          | 3,635.00         | -        | 3,635.00         | -             | 271.64          | 3,906.64         |
| ADMINISTRATION    | 15,819.65        | -        | 15,819.65        | 1,676.05      | 1,159.80        | 18,655.50        |
| FINANCE           | 8,864.97         | -        | 8,864.97         | 955.64        | 661.37          | 10,481.98        |
| POLICE            | 101,415.96       | 1,053.84 | 102,469.80       | 561.54        | 7,567.42        | 110,598.76       |
| COMMUNITY DEV.    | 16,522.59        | -        | 16,522.59        | 1,580.30      | 1,230.69        | 19,333.58        |
| STREETS           | 13,679.61        | 172.84   | 13,852.45        | 1,493.31      | 1,021.72        | 16,367.48        |
| WATER             | 14,790.72        | 95.83    | 14,886.55        | 1,604.78      | 1,083.21        | 17,574.54        |
| SEWER             | 8,798.30         | 21.30    | 8,819.60         | 950.74        | 658.01          | 10,428.35        |
| PARKS             | 16,754.74        | -        | 16,754.74        | 1,806.14      | 1,239.12        | 19,800.00        |
| RECREATION        | 14,292.52        | -        | 14,292.52        | 1,161.67      | 1,057.85        | 16,512.04        |
| <b>LIBRARY</b>    | <b>16,280.35</b> | <b>-</b> | <b>16,280.35</b> | <b>867.62</b> | <b>1,213.48</b> | <b>18,361.45</b> |

|               |               |             |               |              |              |               |
|---------------|---------------|-------------|---------------|--------------|--------------|---------------|
| <b>TOTALS</b> | \$ 232,969.43 | \$ 1,343.81 | \$ 234,313.24 | \$ 12,686.53 | \$ 17,326.10 | \$ 264,325.87 |
|---------------|---------------|-------------|---------------|--------------|--------------|---------------|

**TOTAL PAYROLL                    \$ 264,325.87**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, March 13, 2017

#### ACCOUNTS PAYABLE

|  |            |                    |
|--|------------|--------------------|
| Library CC Check Register ( <i>Pages 1 - 2</i> ) | 02/25/2017 | \$1,851.16         |
| Library Check Register ( <i>Pages 3 - 6</i> )    | 03/13/2017 | \$7,521.57         |
| Guardian - February 2017 dental insurance        | 02/14/2017 | \$440.48           |
| IPRF -March 2017 Workers Comp                    | 02/14/2017 | \$1,017.90         |
| Eye Med - February 2017 Vision Ins.              | 02/14/2017 | \$54.24            |
| First National 1st Qtr Unemployment Ins          | 02/14/2017 | \$240.82           |
| Glatfelter Liability Ins. - Installment #2       | 02/14/2017 | \$815.66           |
| Nicor-January 2017 Service                       | 02/28/2017 | \$2,085.19         |
| Dearborne National - March 2017 Life Ins         | 02/28/2017 | \$33.60            |
| Illinois State Police-Background Checks          | 02/28/2017 | \$27.00            |
| DAC - February 2017 ADMIN Data Feed              | 02/28/2017 | \$1.25             |
| DAC - January 2017 ADMIN Data Feed               | 02/28/2017 | \$1.25             |
| DAC - February 2017 FSA Fees                     | 02/28/2017 | \$3.09             |
| DAC - February 2017 HRA Fees                     | 02/28/2017 | \$12.36            |
| BCBS - March 2017 Health Insurance               | 02/28/2017 | \$5,785.96         |
| <b>TOTAL BILLS PAID:</b>                         |            | <b>\$19,891.53</b> |

#### PAYROLL

|                             | <u>DATE</u> |                    |
|-----------------------------|-------------|--------------------|
| Bi-weekly ( <i>Page 7</i> ) | 02/10/2017  | \$18,012.99        |
| Bi-weekly ( <i>Page 8</i> ) | 02/24/2017  | \$18,361.45        |
| <b>TOTAL PAYROLL:</b>       |             | <b>\$36,374.44</b> |

|                             |                           |
|-----------------------------|---------------------------|
| <b>TOTAL DISBURSEMENTS:</b> | <b><u>\$56,265.97</u></b> |
|-----------------------------|---------------------------|



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2017 BUDGET REPORT  
For the Month Ending February 28, 2017

|                             |                            | % of Fiscal Year |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
|-----------------------------|----------------------------|------------------|----------------|----------------|------------------|---------------------|-------------------|--------------------|--------------------|-------------------|--------------------|------------------------|----------------------------|-------------|
| ACCOUNT NUMBER              | DESCRIPTION                | 8%<br>May-16     | 17%<br>June-16 | 25%<br>July-16 | 33%<br>August-16 | 42%<br>September-16 | 50%<br>October-16 | 58%<br>November-16 | 67%<br>December-16 | 75%<br>January-17 | 83%<br>February-17 | Year-to-Date<br>Totals | FISCAL YEAR 2017<br>BUDGET | % of Budget |
| LIBRARY OPERATIONS REVENUES |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| Taxes                       |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 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%      |
| Intergovernmental           |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 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%      |
| Fines & Forfeits            |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 82-000-43-00-4330           | LIBRARY FINES              | 459              | 511            | 443            | 1,185            | 362                 | 1,021             | 424                | 261                | 1,047             | 538                | 6,252                  | 9,300                      | 67.23%      |
| Charges for Service         |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 82-000-44-00-4401           | LIBRARY SUBSCRIPTION CARDS | 365              | 588            | 305            | 492              | 681                 | 1,078             | -                  | 636                | 794               | 580                | 5,518                  | 7,500                      | 73.58%      |
| 82-000-44-00-4422           | COPY FEES                  | 275              | 200            | 187            | 184              | 194                 | 165               | 197                | 114                | 349               | 210                | 2,075                  | 3,000                      | 69.16%      |
| 82-000-44-00-4439           | PROGRAM FEES               | 44               | 80             | 181            | 42               | 110                 | 79                | 36                 | 54                 | 74                | 37                 | 737                    | 1,000                      | 73.70%      |
| Investment Earnings         |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 82-000-45-00-4500           | INVESTMENT EARNINGS        | 58               | 67             | 71             | 77               | 78                  | 88                | 90                 | 89                 | 75                | 70                 | 763                    | 350                        | 217.99%     |
| Miscellaneous               |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 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               | 200                | 1,942                  | 2,000                      | 97.10%      |
| 82-000-48-00-4824           | DVD RENTAL INCOME          | 187              | 257            | 249            | 199              | 198                 | 220               | 145                | 150                | 164               | 196                | 1,965                  | 5,000                      | 39.30%      |
| 82-000-48-00-4850           | MISCELLANEOUS INCOME       | 78               | 95             | 55             | 48               | 738                 | 512               | 47                 | 145                | -                 | 82                 | 1,801                  | 500                        | 360.16%     |
| Other Financing Sources     |                            |                  |                |                |                  |                     |                   |                    |                    |                   |                    |                        |                            |             |
| 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             | 2,074              | 22,275                 | 36,068                     | 61.76%      |
| TOTAL REVENUES: LIBRARY     |                            | 69,131           | 260,893        | 24,329         | 25,423           | 266,916             | 14,770            | 10,614             | 4,740              | 7,812             | 3,988              | 688,615                | 731,887                    | 94.09%      |

LIBRARY OPERATIONS EXPENDITURES

|                      |                              |        |        |        |        |        |        |        |        |        |        |         |         |        |
|----------------------|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|
| Salaries & Wages     |                              |        |        |        |        |        |        |        |        |        |        |         |         |        |
| 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 | 16,097 | 178,719 | 217,309 | 82.24% |
| 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 | 16,140 | 169,443 | 201,825 | 83.96% |
| Benefits             |                              |        |        |        |        |        |        |        |        |        |        |         |         |        |
| 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  | 1,735  | 19,046  | 23,470  | 81.15% |
| 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  | 2,402  | 26,066  | 31,448  | 82.89% |
| 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  | 6,187  | 64,097  | 83,960  | 76.34% |
| 82-820-52-00-5222    | GROUP LIFE INSURANCE         | 34     | 67     | 34     | -      | 67     | 34     | 34     | 34     | 34     | 34     | 370     | 403     | 91.71% |
| 82-820-52-00-5223    | DENTAL INSURANCE             | 440    | 440    | 440    | 440    | 440    | 440    | 440    | 440    | 440    | 440    | 4,405   | 5,638   | 78.13% |
| 82-820-52-00-5224    | VISION INSURANCE             | 54     | 54     | 54     | 54     | 54     | 54     | 54     | 54     | 54     | 54     | 542     | 651     | 83.32% |
| 82-820-52-00-5230    | UNEMPLOYMENT INSURANCE       | -      | -      | -      | 233    | -      | -      | -      | -      | -      | 241    | 474     | 2,500   | 18.96% |
| 82-820-52-00-5231    | LIABILITY INSURANCE          | 5,276  | 1,757  | 1,757  | 1,757  | 1,757  | 1,758  | 891    | 1,426  | 3,587  | 1,834  | 21,801  | 33,568  | 64.95% |
| 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     | -      | -      | 43     | 333     | 600     | 55.52% |
| 82-820-54-00-5426    | PUBLISHING & ADVERTISING     | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      | -       | 100     | 0.00%  |
| 82-820-54-00-5440    | TELECOMMUNICATIONS           | -      | -      | 776    | -      | 490    | -      | 1,033  | -      | -      | 1,151  | 3,450   | 6,000   | 57.50% |
| 82-820-54-00-5452    | POSTAGE & SHIPPING           | -      | -      | 19     | -      | -      | 201    | -      | -      | 178    | -      | 398     | 500     | 79.56% |



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2017 BUDGET REPORT**  
**For the Month Ending February 28, 2017**

| % of Fiscal Year                     |                              | 8%     | 17%     | 25%      | 33%       | 42%          | 50%        | 58%         | 67%         | 75%        | 83%         | Year-to-Date | FISCAL YEAR 2017 |             |
|--------------------------------------|------------------------------|--------|---------|----------|-----------|--------------|------------|-------------|-------------|------------|-------------|--------------|------------------|-------------|
| ACCOUNT NUMBER                       | DESCRIPTION                  | May-16 | June-16 | July-16  | August-16 | September-16 | October-16 | November-16 | December-16 | January-17 | February-17 | Totals       | BUDGET           | % of Budget |
| 82-820-54-00-5460                    | DUES & SUBSCRIPTIONS         | -      | 1,725   | -        | 306       | 3,903        | -          | 1,268       | -           | -          | 1,573       | 8,775        | 12,000           | 73.13%      |
| 82-820-54-00-5462                    | PROFESSIONAL SERVICES        | 3,580  | 3,193   | 2,106    | 2,439     | 1,737        | 729        | 2,919       | 869         | 5,234      | 2,422       | 25,227       | 29,000           | 86.99%      |
| 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        | 3,735       | 7,685        | 16,281           | 47.20%      |
| 82-820-54-00-5495                    | OUTSIDE REPAIR & MAINTENANCE | 496    | 2,451   | 5,196    | -         | -            | 2,193      | 7,707       | 5,070       | -          | 3,340       | 26,453       | 25,000           | 105.81%     |
| 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        | 1,185       | 6,247        | 8,000            | 78.09%      |
| 82-820-56-00-5620                    | OPERATING SUPPLIES           | -      | 2,014   | 346      | 1,511     | 38           | 1,116      | 1,548       | 739         | -          | 510         | 7,821        | 8,000            | 97.77%      |
| 82-820-56-00-5671                    | LIBRARY PROGRAMMING          | -      | 155     | 91       | 109       | 137          | 99         | 21          | -           | 76         | 86          | 776          | 1,000            | 77.58%      |
| 82-820-56-00-5685                    | DVD'S                        | -      | 122     | 174      | 142       | 124          | 110        | 302         | 23          | 18         | 70          | 1,085        | 2,000            | 54.24%      |
| 82/820-56-00-5686                    | BOOKS                        | -      | -       | -        | 1,190     | 1,493        | 1,592      | 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 | 260,893 | 24,329   | 25,423    | 266,916      | 14,770     | 10,614      | 4,740       | 7,812      | 3,988       | 688,615      | 731,887          | 94.09%      |
| TOTAL FUND EXPENDITURES              |                              | 57,770 | 56,752  | 75,069   | 51,663    | 51,690       | 54,269     | 57,966      | 72,535      | 53,559     | 59,281      | 590,554      | 756,943          | 78.02%      |
| FUND SURPLUS (DEFICIT)               |                              | 11,361 | 204,141 | (50,740) | (26,240)  | 215,226      | (39,499)   | (47,353)    | (67,795)    | (45,747)   | (55,293)    | 98,061       | (25,056)         |             |
|                                      |                              |        |         |          |           |              |            |             |             |            |             |              |                  |             |
| BEGINNING FUND BALANCE               |                              |        |         |          |           |              |            |             |             |            |             | 499,355      |                  |             |
| FUND SURPLUS (DEFICIT)               |                              |        |         |          |           |              |            |             |             |            |             | 98,061       |                  |             |
|                                      |                              |        |         |          |           |              |            |             |             |            |             |              |                  |             |
| ENDING RESERVED FUND BALANCE         |                              |        |         |          |           |              |            |             |             |            |             | 334,198      |                  |             |
| ENDING UNRESERVED FUND BALANCE       |                              |        |         |          |           |              |            |             |             |            |             | 263,218      |                  |             |
| ENDING TOTAL FUND BALANCE            |                              |        |         |          |           |              |            |             |             |            |             | 597,416      |                  |             |
| 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         | 315        | -           | 640          | -                | 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         | 315        | -           | 746,548      | 752,771          | 99.17%      |
| 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%     |
| 2013 Refunding Bond                  |                              |        |         |          |           |              |            |             |             |            |             |              |                  |             |
| 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%     |



**YORKVILLE PUBLIC LIBRARY**  
**FISCAL YEAR 2017 BUDGET REPORT**  
**For the Month Ending February 28, 2017**

| % of Fiscal Year    |             | 8%     | 17%     | 25%     | 33%       | 42%          | 50%        | 58%         | 67%         | 75%        | 83%         | Year-to-Date | FISCAL YEAR 2017 |             |  |
|---------------------|-------------|--------|---------|---------|-----------|--------------|------------|-------------|-------------|------------|-------------|--------------|------------------|-------------|--|
| ACCOUNT NUMBER      | DESCRIPTION | May-16 | June-16 | July-16 | August-16 | September-16 | October-16 | November-16 | December-16 | January-17 | February-17 | Totals       | BUDGET           | % of Budget |  |
| TOTAL FUND REVENUES |             | 73,129 | 290,675 | 23,882  | 24,777    | 260,578      | 62,711     | 10,366      | 113         | 315        | -           | 746,548      | 752,771          | 99.17%      |  |
|                     |             | -      | 101,385 | -       | -         | -            | -          | -           | 651,385     | -          | -           | 752,770      | 752,771          | 100.00%     |  |
|                     |             | 73,129 | 189,290 | 23,882  | 24,777    | 260,578      | 62,711     | 10,366      | (651,272)   | 315        | -           | (6,222)      | -                |             |  |

**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 | 2,100 | 44,350 | 20,000 | 221.75% |
| 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     | 1     | 10     | 10     | 98.20%  |
| TOTAL REVENUES: LIBRARY CAPITAL |                      | 3,101 | 3,701 | 3,751 | 8,551 | 11,951 | 2,551 | 4,001 | 2,901 | 1,951 | 2,101 | 44,560 | 20,010 | 222.69% |

**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   | 3,000 | 3,483  | 3,500 | 99.51%  |
| 84-840-56-00-5635 | COMPUTER EQUIPMENT & SOFTWARE | - | -     | -   | 3,081 | 6,956 | -     | 71    | -     | -     | 62    | 10,169 | -     | 0.00%   |
| 84-840-56-00-5683 | AUDIO BOOKS                   | - | 325   | 110 | 598   | 205   | -     | 320   | 160   | 70    | 151   | 1,939  | -     | 0.00%   |
| 84-840-56-00-5684 | COMPACT DISCS & OTHER MUSIC   | - | -     | -   | -     | -     | -     | -     | -     | -     | -     | -      | -     | 0.00%   |
| 84-840-56-00-5685 | DVD'S                         | - | -     | -   | -     | -     | -     | -     | 75    | 739   | 225   | 1,039  | -     | 0.00%   |
| 84-840-56-00-5686 | BOOKS                         | - | 1,518 | 369 | 1,029 | 16    | 1,523 | 3,071 | 2,505 | 2,556 | 2,418 | 15,006 | 8,395 | 178.75% |

|                         |  |       |       |       |       |        |       |       |       |         |         |        |        |         |
|-------------------------|--|-------|-------|-------|-------|--------|-------|-------|-------|---------|---------|--------|--------|---------|
| TOTAL FUND REVENUES     |  | 3,101 | 3,701 | 3,751 | 8,551 | 11,951 | 2,551 | 4,001 | 2,901 | 1,951   | 2,101   | 44,560 | 20,010 | 222.69% |
| TOTAL FUND EXPENDITURES |  | -     | 2,043 | 640   | 4,709 | 7,177  | 1,684 | 3,462 | 2,740 | 3,526   | 5,855   | 31,837 | 11,895 | 267.65% |
| FUND SURPLUS (DEFICIT)  |  | 3,101 | 1,657 | 3,111 | 3,842 | 4,774  | 867   | 539   | 161   | (1,575) | (3,754) | 12,723 | 8,115  |         |





# YORKVILLE PUBLIC LIBRARY

## CASH STATEMENT

### As of February 28, 2017

#### FISCAL YEAR 2017

|                           |                | May<br>2016 | June<br>2016 | July<br>2016 | August<br>2016 | September<br>2016 | October<br>2016 | November<br>2016 | December<br>2016 | January<br>2017 | February<br>2017 | March<br>2017 | April<br>2017 |
|---------------------------|----------------|-------------|--------------|--------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|
| Library Operations        | Old Second     | \$ 365,618  | \$ 535,824   | \$ 502,514   | \$ 475,971     | \$ 692,498        | \$ 714,939      | \$ 679,458       | \$ 611,958       | \$ 567,205      | \$ 445,062       |               |               |
| Building Development Fees | Old Second     | 14,797      | 17,705       | 18,926       | 17,968         | 19,342            | 29,609          | 28,698           | 29,959           | 29,335          | 25,430           |               |               |
| Library Operations        | IMET *         | 8,837       | 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         | 170,235          |               |               |
| 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      | \$ 649,564       |               |               |

\* Restricted

#### PAYROLL

|                            |  |           |           |           |           |           |           |           |           |           |           |  |  |
|----------------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|
| 1 <sup>ST</sup> PAY PERIOD |  | \$ 17,710 | \$ 20,265 | \$ 18,004 | \$ 18,326 | \$ 18,055 | \$ 18,033 | \$ 18,101 | \$ 17,624 | \$ 15,721 | \$ 18,013 |  |  |
| 2 <sup>ND</sup> PAY PERIOD |  | 18,139    | 17,714    | 17,386    | 18,454    | 17,107    | 18,651    | 16,750    | 18,286    | 17,226    | 18,361    |  |  |
| 3 <sup>RD</sup> 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 | \$ 36,374 |  |  |

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



## February 2017

| Feb, 2017 Circ. by Transaction Type | All Transactions | Check out Renewals | Check outs | Re-newals | All Holds Placed | Holds Filled | Check ins | Usage |
|-------------------------------------|------------------|--------------------|------------|-----------|------------------|--------------|-----------|-------|
| Yorkville Public Library - YKBB-4   | 12,320           | 5,773              | 4,937      | 836       | 470              | 1,277        | 4,796     | 4     |

Yorkville borrowed 1,072 items from other libraries.

Yorkville lent 572 items to other libraries.

308 items were checked out to Reciprocal Borrowers at Yorkville.

91 patrons were added.

290 items were added.

581 ONMI e-books were checked out

212 OMNI audio books were checked out.

6 OMNI videos were streamed.

199 OMNI users.

25 Illinois e-Read books were checked out.

8 Illinois e-Read audio books were checked out.

14 Illinois e-Read users.

Patrons paid \$ through e-commerce in February.

|                             |   |    |
|-----------------------------|---|----|
| <b>February</b>             |   |    |
| <b>Public Relations</b>     | Kendall Country Record - Beacon News Sun Times-WSBY- – Yorkville Patch  |    |
| <b>Meetings, Workshop</b>   | Staff Meeting – PrairieCat Webinar -DeBord  |    |
| <b>Programs, Activities</b> | <b>Number Attending</b>   |    |
| <b>Adult Programs</b>       | Evening Book Club   | 5  |
|                             | Lunch Time Book Club  | 7  |
|                             | Men's Book Club   | 7  |
|                             | Friends Meeting   | 10 |
|                             | Threads and More  | 11 |
|                             | Creative Writing  | 5  |
|                             | EBook Drop-in-Help  | 5  |
| <b>Young Adult Programs</b> | Teen Meeting -TAG (4 programs)  | 36 |
|                             | Anime Monday (4 Programs)   | 12 |
|                             | Plarn   | 14 |
| <b>Children Programs</b>    | Drop-In Story Time  | 16 |
|                             | Lapsit  | 4  |
|                             | Tots and Toddlers (2 programs)  | 33 |
|                             | Afternoon Read (4 programs)   | 19 |
|                             | Spanish Story Time  | 4  |
|                             | Lego Club   | 24 |
|                             | Lego Club Duplo (2 programs)  | 15 |
|                             | Beginner Readers  | 3  |
|                             | Book Club (Grade 1-2 (2 programs)   | 9  |
|                             | Book Club (Grades 3-5 (1 programs)  | 7  |
|                             | Beginner Readers  | 5  |
|                             | Ice Cream Book Club   | 10 |
|                             | Panera Story Time   | 13 |
|                             | Literacy Center   | 18 |
|                             | Movies at the Library   | 5  |
|                             | Make and Take Valentine's Card 3 days)  | 64 |
| <b>Meeting Room</b>         | Library 12- Rent 4-City 4   |    |
| <b>Patron Count</b>         | 5659  |    |
| <b>Proctored Test</b>       | 3   |    |
| <b>Teens Volunteers</b>     | Juleah Richardson, Mikayla Mika, Jasmin Fillipi, Jozelle Fillipi, Morgan Rutsay, Brantley Osbourne, Breanna English |    |
| <b>Adult Volunteers</b>     | Marta Duran, Lisa Macaione, Jessica Faedtke   |    |
| <b>Gifts and Memorials</b>  |   |    |

| Account Number                   | Description                  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2017<br>Projected | FY 2018<br>Proposed | FY 2019<br>Projected | FY 2020<br>Projected | FY 2021<br>Projected | FY 2022<br>Projected |
|----------------------------------|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>Library Operations</u></b> |                              |                   |                   |                    |                      |                     |                      |                      |                      |                      |
| 82-000-40-00-4000                | PROPERTY TAXES               | 626,950           | 622,529           | 644,719            | 626,183              | 645,867             | 658,784              | 671,960              | 685,399              | 699,107              |
| 82-000-41-00-4120                | PERSONAL PROPERTY TAX        | 5,783             | 5,324             | 5,250              | 5,250                | 5,250               | 5,250                | 5,250                | 5,250                | 5,250                |
| 82-000-41-00-4170                | STATE GRANTS                 | 21,151            | 21,151            | 17,200             | 13,044               | 17,200              | 17,200               | 17,200               | 17,200               | 17,200               |
| 82-000-43-00-4330                | LIBRARY FINES                | 8,356             | 8,081             | 9,300              | 7,620                | 8,000               | 8,000                | 8,000                | 8,000                | 8,000                |
| 82-000-44-00-4401                | LIBRARY SUBSCRIPTION CARDS   | 6,647             | 6,038             | 7,500              | 6,588                | 6,500               | 6,500                | 6,500                | 6,500                | 6,500                |
| 82-000-44-00-4422                | COPY FEES                    | 3,095             | 2,283             | 3,000              | 2,484                | 2,500               | 2,500                | 2,500                | 2,500                | 2,500                |
| 82-000-44-00-4439                | PROGRAM FEES                 | 1,099             | 870               | 1,000              | 936                  | 1,000               | 1,000                | 1,000                | 1,000                | 1,000                |
| 82-000-45-00-4500                | INVESTMENT EARNINGS          | 816               | 436               | 350                | 924                  | 800                 | 800                  | 800                  | 800                  | 800                  |
| 82-000-45-00-4550                | GAIN ON INVESTMENT           | 463               | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 82-000-46-00-4690                | REIMB - MISCELLANEOUS        | 13,174            | -                 | -                  | 2,141                | -                   | -                    | -                    | -                    | -                    |
| 82-000-48-00-4820                | RENTAL INCOME                | 1,851             | 1,942             | 2,000              | 2,328                | 2,000               | 2,000                | 2,000                | 2,000                | 2,000                |
| 82-000-48-00-4824                | DVD RENTAL INCOME            | 3,923             | 2,454             | 5,000              | 2,364                | 2,500               | 2,500                | 2,500                | 2,500                | 2,500                |
| 82-000-48-00-4850                | MISCELLANEOUS INCOME         | 988               | 844               | 500                | 2,000                | 1,000               | 1,000                | 1,000                | 1,000                | 1,000                |
| 82-000-49-00-4901                | TRANSFER FROM GENERAL        | <b>25,189</b>     | <b>25,928</b>     | <b>36,068</b>      | <b>24,474</b>        | <b>26,440</b>       | <b>27,966</b>        | <b>29,584</b>        | <b>31,299</b>        | <b>33,117</b>        |
|                                  | <b>Revenue</b>               | <b>719,485</b>    | <b>697,880</b>    | <b>731,887</b>     | <b>696,336</b>       | <b>719,057</b>      | <b>733,500</b>       | <b>748,294</b>       | <b>763,448</b>       | <b>778,974</b>       |
| 82-820-50-00-5010                | SALARIES & WAGES             | 210,198           | 201,312           | 217,309            | 213,500              | 223,828             | 223,828              | 223,828              | 223,828              | 223,828              |
| 82-820-50-00-5015                | PART-TIME SALARIES           | 189,871           | 190,592           | 201,825            | 198,000              | 250,000             | 250,000              | 250,000              | 250,000              | 250,000              |
| 82-820-52-00-5212                | RETIREMENT PLAN CONTRIBUTION | 23,897            | 21,767            | 23,470             | 23,470               | 24,435              | 24,435               | 24,435               | 24,435               | 24,435               |
| 82-820-52-00-5214                | FICA CONTRIBUTION            | 29,991            | 29,361            | 31,448             | 31,448               | 35,587              | 35,587               | 35,587               | 35,587               | 35,587               |
| 82-820-52-00-5216                | GROUP HEALTH INSURANCE       | 72,838            | 68,514            | 83,960             | 75,000               | 88,996              | 96,116               | 103,805              | 112,109              | 121,078              |
| 82-820-52-00-5222                | GROUP LIFE INSURANCE         | 427               | 443               | 403                | 403                  | 403                 | 407                  | 411                  | 415                  | 419                  |
| 82-820-52-00-5223                | DENTAL INSURANCE             | 4,728             | 5,034             | 5,638              | 5,286                | 5,550               | 5,828                | 6,119                | 6,425                | 6,746                |
| 82-820-52-00-5224                | VISION INSURANCE             | 455               | 651               | 651                | 651                  | 670                 | 690                  | 711                  | 732                  | 754                  |
| 82-820-52-00-5230                | UNEMPLOYMENT INSURANCE       | -                 | 420               | 2,500              | 474                  | 1,000               | 1,000                | 1,000                | 1,000                | 1,000                |
| 82-820-52-00-5231                | LIABILITY INSURANCE          | 25,189            | 25,508            | 33,568             | 24,000               | 25,440              | 26,966               | 28,584               | 30,299               | 32,117               |
| 82-820-54-00-5412                | TRAINING & CONFERENCES       | 133               | 249               | 500                | 500                  | 500                 | 500                  | 500                  | 500                  | 500                  |
| 82-820-54-00-5415                | TRAVEL & LODGING             | 514               | 262               | 600                | 600                  | 600                 | 600                  | 600                  | 600                  | 600                  |
| 82-820-54-00-5421                | PPRT TAX REBATE              | -                 | 678               | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 82-820-54-00-5426                | PUBLISHING & ADVERTISING     | 47                | 23                | 100                | 100                  | 100                 | 100                  | 100                  | 100                  | 100                  |
| 82-820-54-00-5440                | TELECOMMUNICATIONS           | 11,468            | 6,007             | 6,000              | 6,000                | 6,000               | 6,000                | 6,000                | 6,000                | 6,000                |
| 82-820-54-00-5452                | POSTAGE & SHIPPING           | 455               | 494               | 500                | 500                  | 500                 | 500                  | 500                  | 500                  | 500                  |
| 82-820-54-00-5460                | DUES & SUBSCRIPTIONS         | 9,934             | 9,560             | 12,000             | 12,000               | 12,000              | 12,000               | 12,000               | 12,000               | 12,000               |
| 82-820-54-00-5462                | PROFESSIONAL SERVICES        | 28,610            | 31,278            | 29,000             | 29,000               | 40,000              | 40,000               | 40,000               | 40,000               | 40,000               |
| 82-820-54-00-5466                | LEGAL SERVICES               | 975               | -                 | 2,000              | 1,000                | 2,000               | 2,000                | 2,000                | 2,000                | 2,000                |
| 82-820-54-00-5468                | AUTOMATION                   | 24,923            | 17,890            | 35,000             | 20,000               | 20,000              | 20,000               | 20,000               | 20,000               | 20,000               |
| 82-820-54-00-5480                | UTILITIES                    | 11,518            | 6,504             | 16,281             | 8,000                | 8,480               | 8,989                | 9,528                | 10,100               | 10,706               |
| 82-820-54-00-5489                | LOSS ON INVESTMENT           | 9,300             | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |

| Account Number    | Description                      | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2017<br>Projected | FY 2018<br>Proposed | FY 2019<br>Projected | FY 2020<br>Projected | FY 2021<br>Projected | FY 2022<br>Projected |
|-------------------|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| 82-820-54-00-5495 | OUTSIDE REPAIR & MAINTENANCE     | 46,085            | 19,962            | 25,000             | 30,000               | 50,000              | 50,000               | 50,000               | 50,000               | 50,000               |
| 82-820-54-00-5498 | PAYING AGENT FEES                | 1,689             | 1,689             | 2,190              | 1,689                | 1,700               | 1,700                | 1,700                | 1,700                | 1,700                |
| 82-820-56-00-5610 | OFFICE SUPPLIES                  | 5,257             | 9,240             | 8,000              | 8,000                | 8,000               | 8,000                | 8,000                | 8,000                | 8,000                |
| 82-820-56-00-5620 | OPERATING SUPPLIES               | 9,338             | 11,210            | 8,000              | 10,000               | 10,000              | 10,000               | 10,000               | 10,000               | 10,000               |
| 82-820-56-00-5635 | COMPUTER EQUIPMENT & SOFTWARE    | -                 | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 82-820-56-00-5671 | LIBRARY PROGRAMMING              | 1,209             | 1,030             | 1,000              | 1,000                | 1,000               | 1,000                | 1,000                | 1,000                | 1,000                |
| 82-820-56-00-5676 | EMPLOYEE RECOGNITION             | -                 | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 82-820-56-00-5684 | COMPACT DISCS & OTHER MUSIC      | -                 | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 82-820-56-00-5685 | DVD'S                            | 1,340             | 2,427             | 2,000              | 2,000                | 2,000               | 2,000                | 2,000                | 2,000                | 2,000                |
| 82-820-56-00-5686 | BOOKS                            | -                 | -                 | 5,000              | 5,849                | 10,000              | 10,000               | 10,000               | 10,000               | 10,000               |
| 82-820-99-00-9983 | TRANSFER TO LIBRARY DEBT SERVICE | 3,487             | 3,102             | 3,000              | 6,652                | 3,000               | 3,000                | 3,000                | 3,000                | 3,000                |
|                   | <b>Expenditures</b>              | <b>723,876</b>    | <b>665,207</b>    | <b>756,943</b>     | <b>715,122</b>       | <b>831,789</b>      | <b>841,246</b>       | <b>851,408</b>       | <b>862,330</b>       | <b>874,070</b>       |
|                   | <b>Surplus(Deficit)</b>          | <b>(4,391)</b>    | <b>32,673</b>     | <b>(25,056)</b>    | <b>(18,786)</b>      | <b>(112,732)</b>    | <b>(107,746)</b>     | <b>(103,114)</b>     | <b>(98,882)</b>      | <b>(95,096)</b>      |
|                   | <b>Fund Balance</b>              | <b>466,683</b>    | <b>499,355</b>    | <b>435,726</b>     | <b>480,569</b>       | <b>367,837</b>      | <b>260,091</b>       | <b>156,977</b>       | <b>58,095</b>        | <b>(37,001)</b>      |
|                   |                                  | 64.47%            | 75.07%            | 57.56%             | 67.20%               | 44.22%              | 30.92%               | 18.44%               | 6.74%                | -4.23%               |

[illegible]



| Account Number                | Description                   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2017<br>Projected | FY 2018<br>Proposed | FY 2019<br>Projected | FY 2020<br>Projected | FY 2021<br>Projected | FY 2022<br>Projected |
|-------------------------------|-------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>Library Capital</u></b> |                               |                   |                   |                    |                      |                     |                      |                      |                      |                      |
| 84-000-42-00-4214             | DEVELOPMENT FEES              | 25,325            | 35,350            | 20,000             | 50,000               | 35,000              | 35,000               | 35,000               | 35,000               | 35,000               |
| 84-000-42-00-4224             | RENEW PROGRAM PERMITS         | -                 | 750               | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 84-000-45-00-4500             | INVESTMENT EARNINGS           | 11                | 8                 | 10                 | 10                   | 10                  | 10                   | 10                   | 10                   | 10                   |
| 84-000-48-00-4850             | MISCELLANEOUS INCOME          | 13                | 10                | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
|                               | <b>Revenue</b>                | <b>25,349</b>     | <b>36,118</b>     | <b>20,010</b>      | <b>50,010</b>        | <b>35,010</b>       | <b>35,010</b>        | <b>35,010</b>        | <b>35,010</b>        | <b>35,010</b>        |
| 84-840-54-00-5406             | RENEW PROGRAM                 | -                 | 750               | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 84-840-54-00-5460             | E-BOOKS SUBSCRIPTION          | 3,093             | 3,508             | 3,500              | 3,500                | 3,500               | 3,500                | 3,500                | 3,500                | 3,500                |
| 84-840-56-00-5635             | COMPUTER EQUIPMENT & SOFTWARE | 16,428            | 1,311             | -                  | 10,108               | 15,000              | 15,000               | 15,000               | 15,000               | 15,000               |
| 84-840-56-00-5683             | AUDIO BOOKS                   | 2,467             | 1,237             | -                  | 2,500                | -                   | -                    | -                    | -                    | -                    |
| 84-840-56-00-5684             | COMPACT DISCS & OTHER MUSIC   | -                 | -                 | -                  | -                    | -                   | -                    | -                    | -                    | -                    |
| 84-840-56-00-5685             | DVD'S                         | 1,250             | 394               | -                  | 2,000                | -                   | -                    | -                    | -                    | -                    |
| 84-840-56-00-5686             | BOOKS                         | 16,267            | 26,826            | 8,395              | 22,000               | 16,500              | 16,510               | 16,510               | 16,510               | 16,510               |
|                               | <b>Expenditures</b>           | <b>39,505</b>     | <b>34,026</b>     | <b>11,895</b>      | <b>40,108</b>        | <b>35,000</b>       | <b>35,010</b>        | <b>35,010</b>        | <b>35,010</b>        | <b>35,010</b>        |
|                               | <b>Surplus(Deficit)</b>       | <b>(14,156)</b>   | <b>2,092</b>      | <b>8,115</b>       | <b>9,902</b>         | <b>10</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             |
|                               | <b>Fund Balance</b>           | <b>12,714</b>     | <b>14,087</b>     | <b>28,944</b>      | <b>23,989</b>        | <b>23,999</b>       | <b>23,999</b>        | <b>23,999</b>        | <b>23,999</b>        | <b>23,999</b>        |

**Library**

**Cash Flow - Surplus(Deficit)**

|                      |          |        |          |          |           |           |           |          |          |
|----------------------|----------|--------|----------|----------|-----------|-----------|-----------|----------|----------|
| Library Ops          | (4,391)  | 32,673 | (25,056) | (18,786) | (112,732) | (107,746) | (103,114) | (98,882) | (95,096) |
| Library Debt Service | -        | -      | -        | -        | -         | -         | -         | -        | -        |
| Library Capital      | (14,156) | 2,092  | 8,115    | 9,902    | 10        | -         | -         | -        | -        |
|                      | (18,547) | 34,765 | (16,941) | (8,884)  | (112,722) | (107,746) | (103,114) | (98,882) | (95,096) |

**Cash Flow - Fund Balance**

|                      |         |         |         |         |         |         |         |        |          |
|----------------------|---------|---------|---------|---------|---------|---------|---------|--------|----------|
| Library Ops          | 466,683 | 499,355 | 435,726 | 480,569 | 367,837 | 260,091 | 156,977 | 58,095 | (37,001) |
| Library Debt Service | -       | -       | -       | -       | -       | -       | -       | -      | -        |
| Library Capital      | 12,714  | 14,087  | 28,944  | 23,989  | 23,999  | 23,999  | 23,999  | 23,999 | 23,999   |
|                      | 479,397 | 513,442 | 464,670 | 504,558 | 391,836 | 284,090 | 180,976 | 82,094 | (13,002) |

## **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**

| <b>Account Number</b> | <b>Description</b>              | <b>FY2018 Proposed</b>   |
|-----------------------|---------------------------------|--|
| 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   |

# REQUEST FOR PROPOSAL

Project Name: Pressure Washing, Repair, and Painting of the Exterior at  
902 Game Farm Road, Yorkville, Illinois  
Proposal Due: Wednesday, April 18, 2017 @ 2:00 pm  
Legal notice published: March 20, 2017  
Date Issued: March 20, 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](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 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

|                                       |                       |
|---------------------------------------|-----------------------|
| Library Board Meeting                 | March 13, 2017        |
| RFP Issued/Legal Notice Sent to Paper | March 20, 2017        |
| Questions Due                         | April 3, 2017         |
| Proposals Due                         | 2 p.m. April 18, 2017 |
| Contract Approval                     | May 8, 2017           |
| Contract Begins                       | ASAP                  |

**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, 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 18, 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](mailto:ewillrett@yorkville.il.us) not less than ten (10) business days prior to the scheduled closing date, April 18, 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  
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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.

## **Painting:**

1. The entire exterior will be painted.
2. For the paint, use Sherwin Williams acrylic resilience paint. 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 acrylic semi-gloss paint. Color to be determined.

## **Warranty:**

1. Finish warranty: 25 years.

## **Conditions:**

1. Do not apply 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 paint. Protect 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](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. 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> | \$ <u>                    </u> |
| 2. <u>Repair</u>           | \$ <u>                    </u> |
| 3. <u>Caulking</u>         | \$ <u>                    </u> |
| 4. <u>Prep and Paint</u>   | \$ <u>                    </u> |
|                            |                                |
| SUBTOTAL:                  | \$ <u>                    </u> |

Notes to Design and Proposal:



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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signed Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date