

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**October 9, 2017 - 7:00 P.M.**  
**902 Game Farm Road**

- |     |   |                                      |                     |
|-----|---|--------------------------------------|---------------------|
| 1.  | Roll Call   |                                      |                     |
| 2.  | Recognition of Visitors   |                                      |                     |
| 3.  | Amendments to the Agenda  |                                      |                     |
| 4.  | Minutes   |                                      |                     |
| 5.  | Correspondence  |                                      |                     |
| 6.  | Public Comment  |                                      |                     |
| 7.  | Staff Comment   |                                      |                     |
| 8.  | Report of the Treasurer   | Financial Statement                  |                     |
|     |   | Payment of Bills                     |                     |
| 9.  | Report of the Library Director  | Statistics                           |                     |
| 10. | City Council Liaison  |                                      |                     |
| 11. | Standing Committees   | Policy                               | Personnel           |
|     |   | Finance                              | Community Relations |
| 12. | Unfinished Business   | Elevator Inspection Companies:       |                     |
|     |   | Thyssenkrupp &.Suburban              |                     |
| 13. | New Business  | Watchguard Security Software Renewal |                     |
|     |   | Personnel Policy Revision            |                     |
|     |   | Adult Internet Policy Revision       |                     |
|     |   | Library Card Renewal Policy          |                     |
| 14. | Executive Session (if needed)   |                                      |                     |
|     | 1. For the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. |                                      |                     |
| 15. | Adjournment   |                                      |                     |

## DRAFT

### **Yorkville Public Library**

Board of Trustees

Monday, September 11, 2017, 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

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

#### **Roll Call:**

Susan Chacon-yes, Krista Danis-yes, Theron Garcia-yes, Jason Hedman-yes, Carol La Chance-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Darren Crawford-(arr. 7:03pm)

#### **Library Personnel**

Shelley Augustine, Director Adult Services

Dixie DeBord, Director Technical Services

#### **Others Present:**

Judy Somerlot, Friends of the Library

#### **Recognition of Visitors:**

President Walter recognized Ms. Somerlot.

#### **Amendments to the Agenda:** None

#### **Minutes:** August 14 and 21, 2017

Ms. Garcia moved to approve both sets of minutes as presented and Ms. LaChance seconded the motion. Unanimous voice vote approval.

Ms. DeBord noted that the water collection box and downspout work has been completed. The snowbars will be discussed at a later time and budgeted for next year.

#### **Correspondence:** None

#### **Public Comment:**

##### **Friends of the Library Seek Approval for Mini-Golf**

Ms. Somerlot presented a report on the used book sale and said \$6,500 was brought in during the sale and with the after-sale, the total will be \$7,000. She also asked the Board for permission to hold the mini-golf fundraiser in the library for the 5<sup>th</sup> year. Last year the proceeds netted \$6,100. President Walter moved to allow the Friends of the Library to hold mini-golf on January 28<sup>th</sup> and to adjust the library hours that day. Mr. Crawford seconded the motion and it passed by unanimous voice vote. Board volunteers will be needed.

#### **Staff Comment:**

Ms. DeBord said the new Director will be starting soon and Trustees Walter and Garcia will be on hand to greet her. Ms. Topper's computer and email have been set up for her.

### **Report of the Treasurer:**

#### **Financial Statement**

Ms. Chacon presented brief highlights of the bills. She said some of the deposits in Gifts & Memorials were from the 5K race and she noted that property tax should be reflected next month.

#### **Payment of Bills**

A motion was made and seconded by Trustees Crawford and Rodriguez, respectively, to pay the bills as follows:

\$39,941.05 Accounts Payable

\$30,031.08 Payroll

\$69,972.13 TOTAL

Roll call: Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes Carried 8-0.

### **City Council Liaison Update** No report

### **Standing Committees:**

#### **Community Relations**

Mr. Walter gave a breakdown of the entry fees and expenses of the 5K race that resulted in a net profit of \$543.81 (minus an unsubmitted expense for medals). He also listed the sponsors for the event. Ms. Garcia has photos and suggested the library be kept open during the next race for additional foot traffic.

### **Report of the Library Director:** (out of sequence)

Ms. Augustine presented highlights of the various presentations held during the month and noted the upcoming ones. She will contact the school for a current event calendar to avoid conflicts with library and school programs. The library has also partnered with the schools for a book discussion on the same book that all participants will read.

Ms. DeBord reported on the programs held within the library, acknowledged the teen volunteers and Fox Valley Therapy dogs. She also gave the stats for the month and commented the usage is up for the database Ancestry. She said the cost for the Gale database for periodical article searches, is \$4,000 a year and she will speak with the new Director about cancelling it since the usage has been low. However, Ms. Rodriguez said it should be kept since it is user-friendly and beneficial for students.

### **Unfinished Business:**

#### **Painting Progress Report**

Mr. Walter stated that the exterior painting is finished. Ms. Augustine said that Tom Lindblom was at the library every day and did a great job overseeing the work.

#### **Daikin Chiller Control Panel Proposal**

A breakdown of the costs to replace the chiller control panel was received from Daikin and the company will give 2 hours of time to insure the panel is working after it is replaced. The interpretation of the 2 free hours was discussed. Mr. Walter reviewed the email from Daikin and clarified that the company has committed to 2 free hours of time after installation. Ms. Danis made a motion to approve the Daikin chiller control panel proposal for \$2,900. Seconded by Ms. Garcia. Roll call: Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 8-0.

## **Elevator Contract Proposal – Suburban (references)**

### **Existing Elevator Contract - Thyssenkrupp**

Thyssenkrupp is the current vendor for the elevator service. Former board member Kate Elder had conducted comparisons of elevator companies in an effort to save money. She said the contracts for both companies were identical. Ms. Augustine recently obtained information from other libraries regarding Suburban Elevator Co. Thyssenkrupp charges \$256.31/per month and Suburban charges \$159/per month. A 90-day certified notice is required by Thyssenkrupp for non-renewal of the contract. It was decided to ask the new Director to make a recommendation regarding the contract.

**New Business:** None

**Executive Session:** None

### **Additional Business:**

Ms. Lachance suggested the Board should compile goals for the new Director. Some tentative goals discussed were:

1. Review elevator contracts within 30 days, make recommendation
2. Establish regular monthly staff meetings
3. Attend Council meetings and Chamber meetings
4. Attend Friends of the Library meetings
5. Attend Rails meetings
6. Explore book delivery
7. Review databases

President Walter asked all to email a list of goals to him.

Trustee Hedman suggested a public open house for the new Director and Saturday, October 14, from 10-12pm was selected. The Communications Director at the schools will be notified and invitations will be extended to key players in the community, YMCA, pre-schools and others.

### **Adjournment:**

There was no further business and the meeting was adjourned at 8:17pm on a motion by President Walter.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DRAFT

**Yorkville Public Library**  
**Special Board Meeting**  
**Wednesday, August 30, 2017, 7:00pm**  
**902 Game Farm Road – Board Room**

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

**Roll Call:**

Darren Crawford-yes, Theron Garcia-yes, Carol LaChance-yes, Russ Walter-yes, Susan Chacon-yes  
Absent: Krista Danis, Jason Hedman, Wamecca Rodriguez

**Recognition of Visitors:** None

**Amendments to the Agenda:** None

**Public Comment:** None

**New Business:**

Discuss Potential New Library Director  
Discussed in Executive Session

**Executive Session:**

**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.**

Russ Walter made a motion to move into Executive Session after calling the meeting to order. Motion seconded by Darren Crawford.

Roll call: Garcia-yes, LaChance-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 5-0.

At approximately 7:01pm the Executive Session began and it concluded at 7:43pm with all the above trustees still present.

President Walter said the Director candidate signed the offer letter and the background check was clear. Short and long-term goals will be identified and a re-evaluation will be conducted at 90 days and 6 months.

**Adjournment:**

There was no further business and the meeting was adjourned at 7:44pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 09/19/17  
TIME: 08:16:15  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900050	FNBO	FIRST NATIONAL BANK OMAHA		09/25/17		
	092517-A.SIMMONS	08/31/17				
			02 COMCAST-SEPT 2017 INTERNET		82-820-54-00-5440	375.46
			17 KONICA-6/19-7/18 COPIER CHARGE		82-820-54-00-5462	13.97
					INVOICE TOTAL:	389.43*



DATE: 09/19/17  
TIME: 08:16:15  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900050	FNBO	FIRST NATIONAL BANK OMAHA			09/25/17		
	092517-D.DEBORD	08/31/17	01	AMAZON-CERTIFICATE HOLDERS		82-820-56-00-5610	12.99
			02	AMAZON PRIME MEMBERSHIP FEE		82-820-54-00-5460	10.99
			03	AMAZON-PHOTO BOOTH PROPS		82-820-56-00-5671	7.90
				INVOICE TOTAL:			31.88 *



DATE: 09/19/17  
 TIME: 08:16:15  
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900050	FNBO	FIRST NATIONAL BANK OMAHA			09/25/17		
	092517-J.WEISS	08/31/17	01	TARGET-ICE CREAM FOR BOOK-IT		82-820-56-00-5671	24.16
			02	TARGET-PRIZES FOR SUMMER		82-000-24-00-2480	32.87
			03	READING PRIZE BASKET		** COMMENT **	
			04	DOLLAR TREE-PRIZES FOR SUMMER		82-000-24-00-2480	8.00
			05	READING PRIZE BASKET		** COMMENT **	
				INVOICE TOTAL:			65.03 *





DATE: 09/19/17  
 TIME: 08:16:15  
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900050	FNBO	FIRST NATIONAL BANK OMAHA			09/25/17		
	092517-R.FREDRICKSON	08/31/17	01	COMCAST-JULY 2017		82-820-54-00-5440	375.46
			02	INTERNET,PHONE & CABLE		** COMMENT **	
			03	COMCAST-AUG 2017 INTERNET,		82-820-54-00-5440	375.62
			04	PHONE & CABLE		** COMMENT **	
			0				
						INVOICE TOTAL:	751.08



UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900050	FNBO		FIRST NATIONAL BANK OMAHA			09/25/17		
		092517-S.AUGUSTINE	08/31/17	02	NCG CINEMA-GIFT CARDS		82-000-24-00-2480	25.00
				03	PANERA-BÁÚN-ÓÓÚ-GIFT CARDS		82-000-24-00-2480	11.00
					INVOICE TOTAL:			100.00 *
		092517-S.IWANSKI	08/31/17	01	YORKVILLE POST OFFICE-POSTAGE		82-820-54-00-5452	13.10
					INVOICE TOTAL:			13.10 *

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DATE: 10/03/17  
 TIME: 08:22:18  
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
 CHECK REGISTER

CHECK DATE: 10/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104413	ABRAHAM	ABRAHAM LINCOLN					
	10540		09/25/17	01	KENDALL COUNTY RECORD ARCHIVES	82-820-54-00-5460	273.00
					INVOICE TOTAL:		273.00 *
					CHECK TOTAL:		273.00
104414	ADI	AUTOMATIC DOORS, INC.					
	003296		10/02/17	01	MAIN ENTRY DOOR REPAIR	82-820-54-00-5495	225.00
					INVOICE TOTAL:		225.00 *
					CHECK TOTAL:		225.00
104415	BAKTAY	BAKER & TAYLOR					
	2033127088		09/05/17	01	BOOKS	82-000-24-00-2480	51.73
				02	BOOKS	84-840-56-00-5686	377.89
					INVOICE TOTAL:		429.62 *
	2033130769		09/06/17	01	BOOKS	82-000-24-00-2480	42.69
				02	BOOKS	84-840-56-00-5686	293.74
					INVOICE TOTAL:		336.43 *
	2033131319		09/07/17	01	BOOKS	82-000-24-00-2480	11.49
				02	BOOKS	84-840-56-00-5686	430.67
					INVOICE TOTAL:		442.16 *
	2033150590		09/13/17	01	BOOKS	82-000-24-00-2480	12.59
				02	BOOKS	84-840-56-00-5686	342.53
					INVOICE TOTAL:		355.12 *
	2033160913		09/18/17	01	BOOKS	82-000-24-00-2480	84.57
				02	BOOKS	84-840-56-00-5686	1,215.78
					INVOICE TOTAL:		1,300.35 *
	2033172409		09/20/17	01	BOOKS	82-000-24-00-2480	14.37

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/03/17  
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PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 10/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104415	BAKTAY	BAKER & TAYLOR					
	2033172409		09/20/17	02	BOOKS	84-840-56-00-5686	599.45
					INVOICE TOTAL:		613.82 *
	2033175842		09/22/17	01	BOOKS	82-000-24-00-2480	14.94
				02	BOOKS	84-840-56-00-5686	477.98
					INVOICE TOTAL:		492.92 *
					CHECK TOTAL:		3,970.42
104416	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	39080		09/18/17	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5620	828.66
				02	GARBAGE BAGS, SOAP, WINDEX,	** COMMENT **	
				03	HAND SANITIZER, VACUUM BAGS	** COMMENT **	
					INVOICE TOTAL:		828.66 *
					CHECK TOTAL:		828.66
104417	DEMCO	DEMCO, INC.					
	6213836		09/20/17	01	BOOK TAPE, LABELS, CD SNAPS,	82-820-56-00-5610	390.90
				02	SELF-STICK NOTES, CORNER	** COMMENT **	
				03	POCKETS	** COMMENT **	
					INVOICE TOTAL:		390.90 *
					CHECK TOTAL:		390.90
104418	LLWCONSU	LLOYD WARBER					
	10424		10/02/17	01	AUG-SEPT 2017 ON SITE	82-820-54-00-5462	720.00
				02	COMPUTER SUPPORT	** COMMENT **	
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/03/17  
TIME: 08:22:18  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 10/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104419	MENLAND	MENARDS - YORKVILLE						
	92933		09/27/17	01	PLUNGER, DRAIN SNAKE, LIQUID	82-820-56-00-5620	32.19	
				02	PLUMBER	** COMMENT **		
					INVOICE TOTAL:		32.19	*
					CHECK TOTAL:			32.19
104420	MIDWTAPE	MIDWEST TAPE						
	95364983		09/05/17	01	DVD	84-840-56-00-5685	22.99	
					INVOICE TOTAL:		22.99	*
	95382801		09/11/17	01	AUDIO BOOKS	82-000-24-00-2480	39.99	
					INVOICE TOTAL:		39.99	*
	95394435		09/13/17	01	DVD	82-820-56-00-5685	17.99	
					INVOICE TOTAL:		17.99	*
	95397424		09/14/17	01	DVD SECURITY CASES	82-820-56-00-5610	147.99	
					INVOICE TOTAL:		147.99	*
	95409502		09/19/17	01	2 DVDS, 1 AUDIO BOOK	82-000-24-00-2480	77.97	
				02	DVD	84-840-56-00-5685	22.99	
					INVOICE TOTAL:		100.96	*
	95430011		09/26/17	01	1 AUDIO BOOK, 1 DVD	82-000-24-00-2480	59.98	
				02	DVD	82-820-56-00-5685	22.99	
					INVOICE TOTAL:		82.97	*
					CHECK TOTAL:			412.89
104421	PRAIRCAT	PRAIRIECAT						
	5596		10/02/17	01	OCT-DEC 2017 PARTICIPATION FEE	82-820-54-00-5468	3,147.08	
					INVOICE TOTAL:		3,147.08	*
					CHECK TOTAL:			3,147.08

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

DATE: 10/03/17  
TIME: 08:22:18  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 10/09/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104422	R0001935	SYCAMORE PUBLIC LIBRARY						
	091917		09/19/17	01	REPLACEMENT COST FOR LOST BOOK	82-820-56-00-5686	21.99	
					INVOICE TOTAL:		21.99	*
					CHECK TOTAL:			21.99
104423	SHOWALT	SHOWALTER ROOFING SERVICE, INC						
	30695		09/13/17	01	ROOFING REPAIR WORK	82-820-54-00-5495	1,190.00	
					INVOICE TOTAL:		1,190.00	*
					CHECK TOTAL:			1,190.00
104424	WALLSTJ	WALL STREET JOURNAL						
	110405093504-2017		10/02/17	01	ANNUAL SUBSCRIPTION RENEWAL	82-820-54-00-5460	443.88	
					INVOICE TOTAL:		443.88	*
					CHECK TOTAL:			443.88
104425	YOUNGM	MARLYS J. YOUNG						
	083017		09/17/17	01	08/30/17 MEETING MINUTES	82-820-54-00-5462	53.25	
					INVOICE TOTAL:		53.25	*
	091117		09/27/17	01	09/11/17 MEETING MINUTES	82-820-54-00-5462	67.00	
					INVOICE TOTAL:		67.00	*
					CHECK TOTAL:			120.25
					TOTAL AMOUNT PAID:			11,776.26

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY September 8, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 16,535.24	\$ -	16,535.24	\$ 1,782.51	\$ 1,208.62	\$ 19,526.37
FINANCE	9,270.01	-	9,270.01	1,015.48	694.87	\$ 10,980.36
POLICE	102,809.12	1,327.88	104,137.00	583.94	7,726.79	\$ 112,447.73
COMMUNITY DEV.	15,378.54	-	15,378.54	1,643.42	1,145.92	\$ 18,167.88
STREETS	13,066.45	-	13,066.45	1,408.56	962.40	\$ 15,437.41
WATER	14,551.04	323.06	14,874.10	1,569.48	1,080.97	\$ 17,524.55
SEWER	8,171.37	-	8,171.37	897.04	619.16	\$ 9,687.57
PARKS	19,974.07	-	19,974.07	2,043.63	1,470.39	\$ 23,488.09
RECREATION	13,169.16	-	13,169.16	1,136.39	976.56	\$ 15,282.11
<b>LIBRARY</b>	<b>13,520.99</b>	<b>-</b>	<b>13,520.99</b>	<b>672.00</b>	<b>1,008.20</b>	<b>\$ 15,201.19</b>
<b>TOTALS</b>	<b>\$ 226,445.99</b>	<b>\$ 1,650.94</b>	<b>\$ 228,096.93</b>	<b>\$ 12,752.45</b>	<b>\$ 16,893.88</b>	<b>\$ 257,743.26</b>
<b>TOTAL PAYROLL</b>						<b>\$ 257,743.26</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### September 22, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	8.98	44.61	636.93
TREASURER	83.34	-	83.34	8.98	6.36	98.68
ALDERMAN	3,900.00	-	3,900.00	-	287.05	4,187.05
ADMINISTRATION	16,535.22	-	16,535.22	1,782.50	1,208.63	19,526.35
FINANCE	9,270.01	-	9,270.01	999.31	683.41	10,952.73
POLICE	105,256.73	9,030.90	114,287.63	583.94	8,468.93	123,340.50
COMMUNITY DEV.	15,824.07	-	15,824.07	1,627.25	1,168.52	18,619.84
STREETS	13,066.43	10.45	13,076.88	1,409.69	963.21	15,449.78
WATER	14,648.51	180.34	14,828.85	1,554.09	1,077.52	17,460.46
SEWER	9,421.35	-	9,421.35	1,015.61	703.30	11,140.26
PARKS	18,177.00	56.76	18,233.76	1,965.61	1,337.27	21,536.64
RECREATION	14,432.53	-	14,432.53	1,136.38	1,073.15	16,642.06
<b>LIBRARY</b>	<b>12,667.87</b>	<b>-</b>	<b>12,667.87</b>	<b>672.00</b>	<b>942.92</b>	<b>14,282.79</b>

**TOTALS** \$ 234,774.74 \$ 9,278.45 \$ 244,053.19 \$ 12,764.34 \$ 18,034.37 \$ 274,851.90

**TOTAL PAYROLL \$ 274,851.90**





## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, October 09, 2017

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1 -5</i> )	09/25/2017	\$1,350.52
Library Check Register - ( <i>Pages 6 - 9</i> )	10/09/2017	\$11,776.26
Glatfelter Liability Ins. - Installment #9	09/12/2017	\$852.19
Sunlife - Sept 2017 Dental Ins	09/12/2017	\$338.01
IPRF -Oct 2017 Workers Comp	06/30/1902	\$967.96
Flex - Aug 2017 HRA & FSA Fees	09/26/2017	\$19.00
Dearborne National - Oct 2017 Life Ins	09/26/2017	\$27.84
Dearborne National - Oct 2017 Vision Ins	09/26/2017	\$45.71
Nicor - 08/02-08/31 services	09/26/2017	\$337.37
BCBS - Oct 2017 Health Insurance	09/26/2017	\$4,691.15
<b>TOTAL BILLS PAID:</b>		<hr/> \$20,406.01

#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 10</i> )	09/08/2017	\$15,201.19
Bi-weekly ( <i>Page 11</i> )	09/22/2017	\$14,282.79
<b>TOTAL PAYROLL:</b>		<hr/> \$29,483.98

**TOTAL DISBURSEMENTS:** \$49,889.99



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2018 BUDGET REPORT  
For the Month Ending September 30, 2017**

		% of Fiscal Year	8%	17%	25%	33%	42%	Year-to-Date	FISCAL YEAR 2018	
ACCOUNT NUMBER	DESCRIPTION		May-17	June-17	July-17	August-17	September-17	Totals	BUDGET	% of Budget
<b>LIBRARY OPERATIONS REVENUES</b>										
<i>Taxes</i>										
82-000-40-00-4000	PROPERTY TAXES		52,665	272,734	10,239	23,713	265,842	625,193	645,867	96.80%
<i>Intergovernmental</i>										
82-000-41-00-4120	PERSONAL PROPERTY TAX		909	-	930	43	-	1,882	5,250	35.84%
82-000-41-00-4170	STATE GRANTS		-	-	-	-	-	-	17,200	0.00%
<i>Fines &amp; Forfeits</i>										
82-000-43-00-4330	LIBRARY FINES		1,289	654	1,649	604	294	4,490	8,000	56.12%
<i>Charges for Service</i>										
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		698	1,340	147	531	908	3,625	6,500	55.77%
82-000-44-00-4422	COPY FEES		248	226	401	520	341	1,737	2,500	69.47%
82-000-44-00-4439	PROGRAM FEES		60	108	170	25	65	428	1,000	42.78%
<i>Investment Earnings</i>										
82-000-45-00-4500	INVESTMENT EARNINGS		129	137	161	169	166	761	800	95.18%
<i>Miscellaneous</i>										
82-000-46-00-4690	REIMB-MISCELLANEOUS		-	-	-	691	-	691	-	0.00%
82-000-48-00-4820	RENTAL INCOME		170	150	109	-	200	629	2,000	31.45%
82-000-48-00-4824	DVD RENTAL INCOME		157	221	220	438	170	1,206	2,500	48.24%
82-000-48-00-4850	MISCELLANEOUS INCOME		26	125	68	269	1,041	1,529	1,000	152.90%
<i>Other Financing Sources</i>										
82-000-49-00-4901	TRANSFER FROM GENERAL		5,448	1,820	1,820	2,049	1,820	12,957	26,440	49.01%
<b>TOTAL REVENUES: LIBRARY</b>			<b>61,799</b>	<b>277,516</b>	<b>15,914</b>	<b>29,050</b>	<b>270,847</b>	<b>655,127</b>	<b>719,057</b>	<b>91.11%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>										
82-820-50-00-5010	SALARIES & WAGES		16,338	36,858	12,468	12,468	12,468	90,599	223,828	40.48%
82-820-50-00-5015	PART-TIME SALARIES		15,098	23,061	14,223	14,230	13,721	80,334	232,689	34.52%
<i>Benefits</i>										
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,761	3,973	1,344	1,344	1,344	9,767	24,435	39.97%
82-820-52-00-5214	FICA CONTRIBUTION		2,339	4,527	1,989	1,990	1,951	12,797	34,263	37.35%
82-820-52-00-5216	GROUP HEALTH INSURANCE		13,349	4,104	4,808	4,617	4,418	31,296	88,996	35.17%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	22	28	28	28	173	403	42.88%
82-820-52-00-5223	DENTAL INSURANCE		404	443	253	338	338	1,775	5,550	31.99%
82-820-52-00-5224	VISION INSURANCE		117	33	46	46	46	287	670	42.83%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		92	-	-	229	-	320	1,000	32.05%



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2018 BUDGET REPORT  
For the Month Ending September 30, 2017**

		% of Fiscal Year							
ACCOUNT NUMBER	DESCRIPTION	8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	Year-to-Date Totals	FISCAL YEAR 2018 BUDGET	% of Budget
82-820-52-00-5231	LIABILITY INSURANCE	5,356	1,820	1,820	1,820	1,820	12,637	25,440	49.67%
<i>Contractual Services</i>									
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	500	0.00%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	42	-	42	600	6.92%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	100	-	-	100	100	100.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	-	518	-	1,127	1,644	6,000	27.41%
82-820-54-00-5452	POSTAGE & SHIPPING	-	294	-	7	13	314	500	62.89%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	-	1,717	11	468	11	2,207	12,000	18.39%
82-820-54-00-5462	PROFESSIONAL SERVICES	877	3,691	1,510	5,107	1,483	12,668	40,000	31.67%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	-	3,147	373	3,520	20,000	17.60%
82-820-54-00-5480	UTILITIES	-	-	362	384	337	1,084	8,480	12.78%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	513	6,560	2,865	-	25,800	35,738	50,000	71.48%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	1,689	1,700	99.32%
<i>Supplies</i>									
82-820-56-00-5610	OFFICE SUPPLIES	-	302	570	392	13	1,277	8,000	15.96%
82-820-56-00-5620	OPERATING SUPPLIES	-	1,500	96	664	-	2,260	10,000	22.60%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	193	23	-	32	248	1,000	24.78%
82-820-56-00-5685	DVD'S	-	138	49	55	-	242	500	48.38%
82-820-56-00-5686	BOOKS	-	11	-	13	-	24	1,500	1.58%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		61,799	277,516	15,914	29,050	270,847	655,127	719,057	91.11%
TOTAL FUND EXPENDITURES		56,311	90,348	43,082	47,976	65,323	303,040	803,154	37.73%
FUND SURPLUS (DEFICIT)		5,488	187,168	(27,167)	(18,926)	205,525	352,087	(84,097)	
BEGINNING FUND BALANCE							489,057		
FUND SURPLUS (DEFICIT)							352,087		
ENDING RESERVED FUND BALANCE							334,198		
ENDING UNRESERVED FUND BALANCE							506,946		
ENDING TOTAL FUND BALANCE							841,144		



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2018 BUDGET REPORT  
For the Month Ending September 30, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	Year-to-Date	FISCAL YEAR 2018	% of Budget
			May-17	June-17	July-17	August-17	September-17	Totals	BUDGET	

**LIBRARY DEBT SERVICE REVENUES**

83-000-40-00-4000	PROPERTY TAXES		62,037	321,269	12,061	27,932	313,150	736,450	757,396	97.23%
83-000-45-00-4500	INVESTMENT EARNINGS		0	0	2	70	227	300	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS		-	-	-	-	-	-	3,000	0.00%
<b>TOTAL REVENUES: LIBRARY DEBT SERVICE</b>			<b>62,037</b>	<b>321,269</b>	<b>12,064</b>	<b>28,002</b>	<b>313,378</b>	<b>736,750</b>	<b>760,396</b>	<b>96.89%</b>

**LIBRARY DEBT SERVICE EXPENDITURES**

<i>2006 Bond</i>										
83-830-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	50,000	0.00%
83-830-84-00-8050	INTEREST PAYMENT		-	13,681	-	-	-	13,681	27,363	50.00%
<i>2013 Refunding Bond</i>										
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	520,000	0.00%
83-830-99-00-8050	INTEREST PAYMENT		-	81,516	-	-	-	81,516	163,033	50.00%

<b>TOTAL FUND REVENUES</b>			<b>62,037</b>	<b>321,269</b>	<b>12,064</b>	<b>28,002</b>	<b>313,378</b>	<b>736,750</b>	<b>760,396</b>	<b>96.89%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>95,198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,198</b>	<b>760,396</b>	<b>12.52%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>62,037</b>	<b>226,072</b>	<b>12,064</b>	<b>28,002</b>	<b>313,378</b>	<b>641,552</b>	<b>-</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES		6,150	7,000	4,200	12,650	4,700	34,700	35,000	99.14%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	5	10	48.50%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>			<b>6,151</b>	<b>7,001</b>	<b>4,201</b>	<b>12,651</b>	<b>4,701</b>	<b>34,705</b>	<b>35,010</b>	<b>99.13%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	128	-	-	128	3,500	3.64%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	862	3,894	-	-	4,756	15,000	31.71%
84-840-56-00-5683	AUDIO BOOKS		-	1,001	150	-	-	1,151	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	0.00%



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2018 BUDGET REPORT  
For the Month Ending September 30, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year					Year-to-Date Totals	FISCAL YEAR 2018 BUDGET	% of Budget
		8% May-17	17% June-17	25% July-17	33% August-17	42% September-17			
84-840-56-00-5685	DVD'S	-	18	91	205	69	383	-	0.00%
84-840-56-00-5686	BOOKS	-	2,466	2,717	2,068	2,143	9,394	16,500	56.93%
<b>TOTAL FUND REVENUES</b>		<b>6,151</b>	<b>7,001</b>	<b>4,201</b>	<b>12,651</b>	<b>4,701</b>	<b>34,705</b>	<b>35,010</b>	<b>99.13%</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>-</b>	<b>4,347</b>	<b>6,979</b>	<b>2,273</b>	<b>2,212</b>	<b>15,811</b>	<b>35,000</b>	<b>45.17%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>6,151</b>	<b>2,654</b>	<b>(2,778)</b>	<b>10,378</b>	<b>2,489</b>	<b>18,894</b>	<b>10</b>	

ACTIVITY THROUGH FISCAL PERIOD 05

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
01		05/01/2017		BEGINNING BALANCE					3,077.05
	GJ-170531LB	06/02/2017	08	May 2017 Deposits					300.00
TOTAL PERIOD 01 ACTIVITY								0.00	300.00
02	AP-170612B	06/06/2017	01	BOOKS	BAKER & TAYLOR	104361	2032897995	52.18	
		06/06/2017	02	NAME PLATES	KING & SONS MONUMENT	104364	051717	180.00	
	AP-170625	06/19/2017	148	AMAZON-PRINTER, PRINTER	FIRST NATIONAL BANK	900046	062517-M.PFISTER	436.17	
		06/19/2017	149	TARGET-TARGUS CASES	FIRST NATIONAL BANK	900046	062517-S.AUGUSTINE	99.98	
	GJ-170630LB	07/05/2017	08	June 2017 Deposits					2,675.23
TOTAL PERIOD 02 ACTIVITY								768.33	2,675.23
03	AP-170710	07/05/2017	01	BOOKS	BAKER & TAYLOR	104377	2032916077	31.02	
		07/05/2017	02	BOOKS	BAKER & TAYLOR	104377	2032937543	51.15	
		07/05/2017	03	BOOKS	BAKER & TAYLOR	104377	2032944087	14.95	
		07/05/2017	04	BOOKS	BAKER & TAYLOR	104377	2032946730	34.61	
		07/05/2017	05	BOOKS	BAKER & TAYLOR	104377	2032960762	287.41	
		07/05/2017	06	BOOKS	BAKER & TAYLOR	104377	2032963290	9.77	
		07/05/2017	07	BOOKS	BAKER & TAYLOR	104377	2032970774	65.53	
		07/05/2017	08	07/19/17 NATURE'S ARCHITECTS	FOREST PARK NATURE C	104380	071917	135.00	
	GJ-170731LB	08/01/2017	08	July 2017 Deposits					2.00
TOTAL PERIOD 03 ACTIVITY								629.44	2.00
04	AP-170814	08/09/2017	01	BOOKS	BAKER & TAYLOR	104390	2032988056	212.74	
		08/09/2017	02	BOOKS	BAKER & TAYLOR	104390	2032994518	13.80	
		08/09/2017	03	BOOKS	BAKER & TAYLOR	104390	2033005997	74.38	
		08/09/2017	04	BOOKS	BAKER & TAYLOR	104390	2033019466	273.87	
		08/09/2017	05	BOOKS	BAKER & TAYLOR	104390	2033029979	143.42	
		08/09/2017	06	BOOKS	BAKER & TAYLOR	104390	2033032006	350.87	
		08/09/2017	07	BOOKS	BAKER & TAYLOR	104390	2033048611	112.15	
		08/09/2017	08	DVD	MIDWEST TAPE	104396	95229398	22.99	
		08/09/2017	09	AUDIO BOOK	MIDWEST TAPE	104396	95254126	39.99	
		08/09/2017	10	DVD, AUDIO BOOK	MIDWEST TAPE	104396	95273332	69.98	
	GJ-170831LB	09/01/2017	08	August 2017 Deposits					385.00
	GJ-170903RC	09/05/2017	02	RC Aug 2017 Lib Deposits					277.00
TOTAL PERIOD 04 ACTIVITY								1,314.19	662.00
05	AP-170911	09/06/2017	01	BOOKS	BAKER & TAYLOR	104403	2033052718	24.46	
		09/06/2017	02	BOOKS	BAKER & TAYLOR	104403	2033074220	74.42	
		09/06/2017	03	BOOKS	BAKER & TAYLOR	104403	2033092389	86.13	
		09/06/2017	04	BOOKS	BAKER & TAYLOR	104403	2033096069	155.34	
		09/06/2017	05	BOOKS	BAKER & TAYLOR	104403	2033111556	110.03	
		09/06/2017	06	2 MEMORIAL BRICKS	KING & SONS MONUMENT	104406	082317	60.00	
		09/06/2017	07	DVD	MIDWEST TAPE	104407	95284174	14.99	
		09/06/2017	08	AUDIO BOOK	MIDWEST TAPE	104407	95311530	39.99	
		09/06/2017	09	AUDIO BOOK	MIDWEST TAPE	104407	95326184	39.99	
		09/06/2017	10	AUDIO BOOKS	MIDWEST TAPE	104407	95344286	69.98	
		09/06/2017	11	BOKK-IT 5K TIMING	RACE TIME	104410	N0902	481.81	
	AP-170925M	09/19/2017	165	TARGET-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	32.87	

ACTIVITY THROUGH FISCAL PERIOD 05

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
05	AP-170925M	09/19/2017	166	DOLLAR TREE-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	8.00	
		09/19/2017	167	TARGET-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	50.00	
		09/19/2017	168	NCG CINEMA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
		09/19/2017	169	PANERA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
GJ-170930LB		09/29/2017	08	Sept 2017 Deposits					330.00
				TOTAL PERIOD 05 ACTIVITY				1,298.01	330.00
				TOTAL ACCOUNT ACTIVITY				4,009.97	3,969.23
				ENDING BALANCE					3,036.31
				GRAND TOTAL				0.00	3,036.31
				TOTAL DIFFERENCE				0.00	3,036.31



**YORKVILLE PUBLIC LIBRARY**  
**CASH STATEMENT**  
**As of September 30, 2017**

**FISCAL YEAR 2018**

		May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018
<b>Library Operations</b>	<b>Old Second</b>	\$ 349,886	\$ 533,078	\$ 504,996	\$ 485,272	\$ 742,421							
<b>Building Development Fees</b>	<b>Old Second</b>	20,004	21,754	21,732	23,660	34,099							
<b>Library Operations</b>	<b>IMET *</b>	8,837	8,837	8,837	8,837	8,837							
<b>Library Operations</b>	<b>Illinois Funds</b>	170,559	170,682	170,821	170,967	171,115							
<b>Total:</b>		\$ 549,286	\$ 734,351	\$ 706,386	\$ 688,736	\$ 956,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* *Restricted*

**PAYROLL**

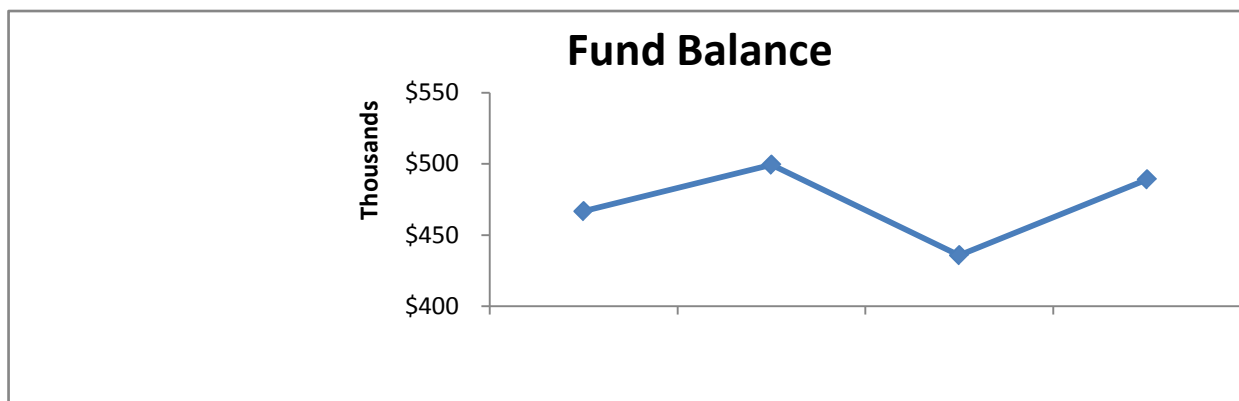
<b>1<sup>ST</sup> PAY PERIOD</b>		\$ 17,692	\$ 20,595	\$ 14,577	\$ 14,818	\$ 15,201							
<b>2<sup>ND</sup> PAY PERIOD</b>		17,845	32,345	15,447	15,213	14,283							
<b>3<sup>RD</sup> PAY PERIOD</b>		-	15,479	-	-	-							
<b>Total</b>		\$ 35,537	\$ 68,420	\$ 30,024	\$ 30,031	\$ 29,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



## Library Operations Fund (82)

The Yorkville Public Library provides the people of the community, from pre-school through maturity, with access to a collection of books and other materials which will serve their educational, cultural and recreational needs. The Library board and staff strive to provide the community an environment that promotes the love of reading.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	<u>Unaudited</u> FY 2017 Actual
<b>Revenue</b>				
Taxes	626,950	622,529	644,719	626,183
Intergovernmental	26,934	26,475	22,450	18,958
Fines & Forfeits	8,356	8,081	9,300	7,355
Charges for Service	10,841	9,191	11,500	10,208
Investment Earnings	1,279	436	350	1,006
Reimbursements	13,174	-	-	2,141
Miscellaneous	6,762	5,240	7,500	7,099
Other Financing Sources	25,189	25,928	36,068	24,044
<b>Total Revenue</b>	<b>719,485</b>	<b>697,880</b>	<b>731,887</b>	<b>696,994</b>
<b>Expenditures</b>				
Salaries	400,069	391,904	419,134	411,502
Benefits	157,525	151,698	181,638	158,182
Contractual Services	145,651	94,596	129,171	104,409
Supplies	17,144	23,907	24,000	26,927
Other Financing Uses	3,487	3,102	3,000	6,275
<b>Total Expenditures</b>	<b>723,876</b>	<b>665,207</b>	<b>756,943</b>	<b>707,295</b>
Surplus (Deficit)	(4,391)	32,673	(25,056)	(10,301)
<b>Ending Fund Balance</b>	<b>466,683</b>	<b>499,355</b>	<b>435,726</b>	<b>489,054</b>
	64.47%	75.07%	57.56%	69.14%



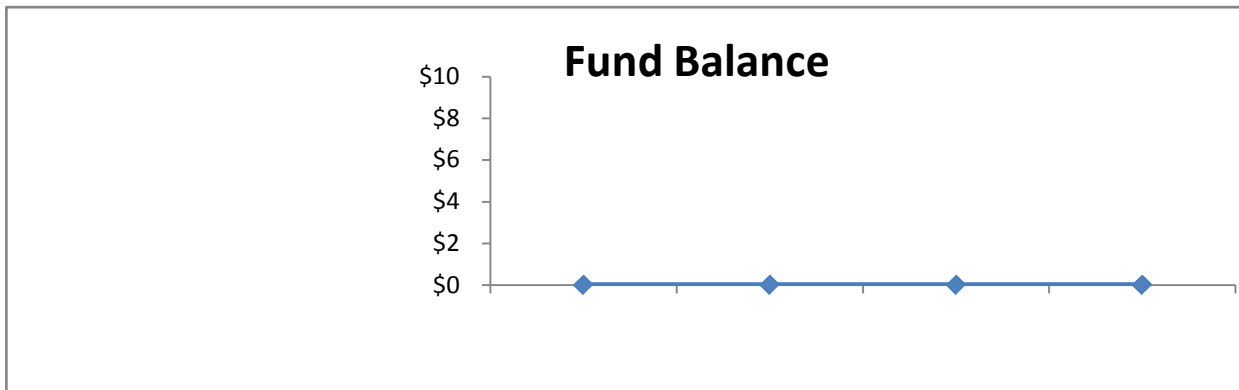
Account Number	Description	FY 2015	FY 2016	FY 2017	Unaudited	Budget	% of
		Actual	Actual	Budget	FY 2017	Variance	
					Actual	Over (Under)	
Library Operations							
82-000-40-00-4000	PROPERTY TAXES	626,950	622,529	644,719	626,183	(18,536)	97.12%
82-000-41-00-4120	PERSONAL PROPERTY TAX	5,783	5,324	5,250	5,914	664	112.65%
82-000-41-00-4170	STATE GRANTS	21,151	21,151	17,200	13,044	(4,156)	75.84%
82-000-43-00-4330	LIBRARY FINES	8,356	8,081	9,300	7,355	(1,945)	79.09%
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	6,647	6,038	7,500	6,576	(924)	87.68%
82-000-44-00-4422	COPY FEES	3,095	2,283	3,000	2,717	(283)	90.57%
82-000-44-00-4439	PROGRAM FEES	1,099	870	1,000	915	(85)	91.50%
82-000-45-00-4500	INVESTMENT EARNINGS	816	436	350	1,006	656	287.43%
82-000-45-00-4550	GAIN ON INVESTMENT	463	-	-	-	-	0.00%
82-000-46-00-4690	REIMB - MISCELLANEOUS	13,174	-	-	2,141	2,141	0.00%
82-000-48-00-4820	RENTAL INCOME	1,851	1,942	2,000	2,200	200	110.00%
82-000-48-00-4824	DVD RENTAL INCOME	3,923	2,454	5,000	2,444	(2,556)	48.88%
82-000-48-00-4850	MISCELLANEOUS INCOME	988	844	500	2,455	1,955	491.00%
82-000-49-00-4901	TRANSFER FROM GENERAL	25,189	25,928	36,068	24,044	(12,024)	66.66%
	Revenue	719,485	697,880	731,887	696,994	(34,893)	95.23%
82-820-50-00-5010	SALARIES & WAGES	210,198	201,312	217,309	211,185	(6,124)	97.18%
82-820-50-00-5015	PART-TIME SALARIES	189,871	190,592	201,825	200,317	(1,508)	99.25%
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	23,897	21,767	23,470	22,558	(912)	96.11%
82-820-52-00-5214	FICA CONTRIBUTION	29,991	29,361	31,448	30,778	(670)	97.87%
82-820-52-00-5216	GROUP HEALTH INSURANCE	72,838	68,514	83,960	74,462	(9,498)	88.69%
82-820-52-00-5222	GROUP LIFE INSURANCE	427	443	403	403	-	100.00%
82-820-52-00-5223	DENTAL INSURANCE	4,728	5,034	5,638	5,286	(352)	93.76%
82-820-52-00-5224	VISION INSURANCE	455	651	651	651	-	100.00%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	420	2,500	474	(2,026)	18.96%
82-820-52-00-5231	LIABILITY INSURANCE	25,189	25,508	33,568	23,570	(9,998)	70.22%
82-820-54-00-5412	TRAINING & CONFERENCES	133	249	500	330	(170)	66.00%
82-820-54-00-5415	TRAVEL & LODGING	514	262	600	365	(235)	60.83%
82-820-54-00-5421	PPRT TAX REBATE	-	678	-	-	-	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	47	23	100	277	177	277.00%
82-820-54-00-5440	TELECOMMUNICATIONS	11,468	6,007	6,000	3,524	(2,476)	58.73%
82-820-54-00-5452	POSTAGE & SHIPPING	455	494	500	398	(102)	79.60%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	9,934	9,560	12,000	9,005	(2,995)	75.04%
82-820-54-00-5462	PROFESSIONAL SERVICES	28,610	31,278	29,000	38,037	9,037	131.16%
82-820-54-00-5466	LEGAL SERVICES	975	-	2,000	-	(2,000)	0.00%
82-820-54-00-5468	AUTOMATION	24,923	17,890	35,000	12,633	(22,367)	36.09%
82-820-54-00-5480	UTILITIES	11,518	6,504	16,281	10,961	(5,320)	67.32%
82-820-54-00-5489	LOSS ON INVESTMENT	9,300	-	-	-	-	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	46,085	19,962	25,000	27,190	2,190	108.76%
82-820-54-00-5498	PAYING AGENT FEES	1,689	1,689	2,190	1,689	(501)	77.12%
82-820-56-00-5610	OFFICE SUPPLIES	5,257	9,240	8,000	8,906	906	111.33%
82-820-56-00-5620	OPERATING SUPPLIES	9,338	11,210	8,000	9,654	1,654	120.68%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	1,209	1,030	1,000	1,243	243	124.30%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	0.00%

Account Number	Description	FY 2015	FY 2016	FY 2017	<u>Unaudited</u>	<i>Budget</i>	
		Actual	Actual	Budget	FY 2017 Actual	Variance <i>Over (Under)</i>	% of <i>Budget</i>
82-820-56-00-5685	DVD'S	1,340	2,427	2,000	1,141	(859)	57.05%
82-820-56-00-5686	BOOKS	-	-	5,000	5,983	983	119.66%
82-820-99-00-9983	TRANSFER TO LIBRARY DEBT SERVICE	<u>3,487</u>	<u>3,102</u>	<u>3,000</u>	<u>6,275</u>	<u>3,275</u>	<u>209.17%</u>
	<b>Expenditures</b>	<b>723,876</b>	<b>665,207</b>	<b>756,943</b>	<b>707,295</b>	<b>(49,648)</b>	<b>93.44%</b>
	<b>Surplus(Deficit)</b>	<b>(4,391)</b>	<b>32,673</b>	<b>(25,056)</b>	<b>(10,301)</b>		
	<b>Fund Balance</b>	<b>466,683</b>	<b>499,355</b>	<b>435,726</b>	<b>489,054</b>		
		<i>64.47%</i>	<i>75.07%</i>	<i>57.56%</i>	<i>69.14%</i>		

### Library Debt Service Fund (83)

The Library Debt Service Fund accumulates monies for payment of the 2006 and 2013 refinancing bonds, which were issued to finance construction of the Library building.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	<b><u>Unaudited</u></b> FY 2017 Actual
<b>Revenue</b>				
Taxes	727,762	746,621	749,771	745,908
Investment Earnings	72	123	-	588
Other Financing Sources	3,487	3,102	3,000	6,275
<b>Total Revenue</b>	<b>731,321</b>	<b>749,846</b>	<b>752,771</b>	<b>752,771</b>
<b>Expenditures</b>				
Debt Service	731,321	749,846	752,771	752,771
<b>Total Expenditures</b>	<b>731,321</b>	<b>749,846</b>	<b>752,771</b>	<b>752,771</b>
Surplus (Deficit)	-	-	-	-
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

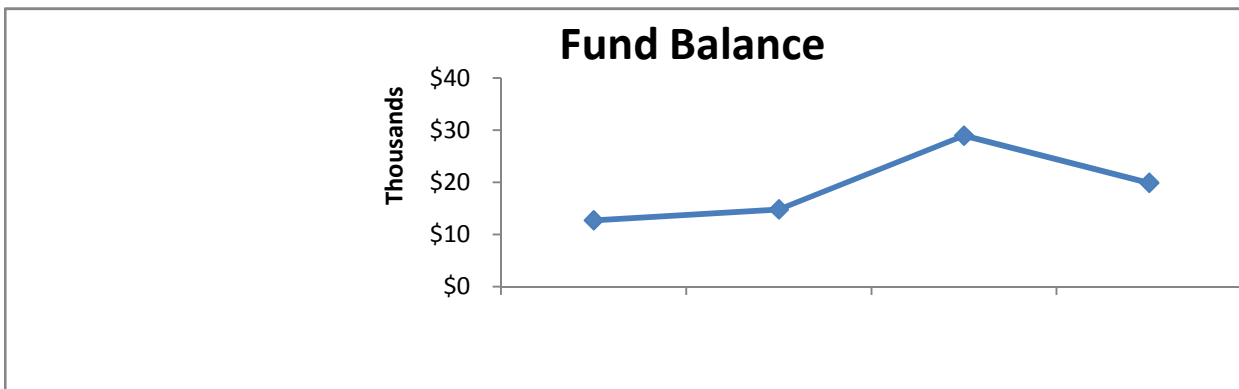


		FY 2015	FY 2016	FY 2017	Unaudited	Budget	
Account Number	Description	Actual	Actual	Budget	FY 2017 Actual	Variance Over (Under)	% of Budget
<u>Library Debt Service</u>							
83-000-40-00-4000	PROPERTY TAXES	727,762	746,621	749,771	745,908	(3,863)	99.48%
83-000-45-00-4500	INVESTMENT EARNINGS	72	123	-	588	588	0.00%
83-000-49-00-4982	TRANSFER FROM LIBRARY OPS	<u>3,487</u>	<u>3,102</u>	<u>3,000</u>	<u>6,275</u>	<u>3,275</u>	<u>209.17%</u>
	Revenue	731,321	749,846	752,771	752,771	-	100.00%
Debt Service - 2006 Bond							
83-830-84-00-8000	PRINCIPAL PAYMENT	50,000	50,000	50,000	50,000	-	100.00%
83-830-84-00-8050	INTEREST PAYMENT	34,488	32,113	29,738	29,738	-	100.00%
Debt Service - 2013 Refunding Bond							
83-830-99-00-8000	PRINCIPAL PAYMENT	455,000	485,000	500,000	500,000	-	100.00%
83-830-99-00-8050	INTEREST PAYMENT	<u>191,833</u>	<u>182,733</u>	<u>173,033</u>	<u>173,033</u>	-	<u>100.00%</u>
	Expenditures	731,321	749,846	752,771	752,771	-	100.00%
	Surplus(Deficit)	-	-	-	-		
	Fund Balance	-	-	-	-		

### Library Capital Fund (84)

The Library Capital Fund derives its revenue from monies collected from building permits. The revenue is used for Library building maintenance and associated capital, contractual and supply purchases.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	<u>Unaudited</u> FY 2017 Actual
<b>Revenue</b>				
Licenses & Permits	25,325	36,100	20,000	53,650
Investment Earnings	11	8	10	12
Miscellaneous	13	10	-	130
<b>Total Revenue</b>	<b>25,349</b>	<b>36,118</b>	<b>20,010</b>	<b>53,792</b>
<b>Expenditures</b>				
Contractual Services	3,093	4,258	3,500	3,844
Supplies	36,412	29,768	8,395	44,851
<b>Total Expenditures</b>	<b>39,505</b>	<b>34,026</b>	<b>11,895</b>	<b>48,695</b>
Surplus (Deficit)	(14,156)	2,092	8,115	5,097
<b>Ending Fund Balance</b>	<b>12,714</b>	<b>14,807</b>	<b>28,944</b>	<b>19,904</b>



Account Number	Description	FY 2015	FY 2016	FY 2017	Unaudited	Budget	
		Actual	Actual	Budget	FY 2017 Actual	Variance Over (Under)	% of Budget
<u>Library Capital</u>							
84-000-42-00-4214	DEVELOPMENT FEES	25,325	35,350	20,000	53,450	33,450	267.25%
84-000-42-00-4224	RENEW PROGRAM PERMITS	-	750	-	200	200	0.00%
84-000-45-00-4500	INVESTMENT EARNINGS	11	8	10	12	2	120.00%
84-000-48-00-4850	MISCELLANEOUS INCOME	<u>13</u>	<u>10</u>	<u>-</u>	<u>130</u>	<u>130</u>	<u>0.00%</u>
	Revenue	25,349	36,118	20,010	53,792	33,782	268.83%
84-840-54-00-5406	RENEW PROGRAM	-	750	-	200	200	0.00%
84-840-54-00-5460	E-BOOKS SUBSCRIPTION	3,093	3,508	3,500	3,644	144	104.11%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	16,428	1,311	-	15,444	15,444	0.00%
84-840-56-00-5683	AUDIO BOOKS	2,467	1,237	-	2,758	2,758	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	0.00%
84-840-56-00-5685	DVD'S	1,250	394	-	1,843	1,843	0.00%
84-840-56-00-5686	BOOKS	<u>16,267</u>	<u>26,826</u>	<u>8,395</u>	<u>24,806</u>	<u>16,411</u>	<u>295.49%</u>
	Expenditures	39,505	34,026	11,895	48,695	36,800	409.37%
	Surplus(Deficit)	(14,156)	2,092	8,115	5,097		
	Fund Balance	12,714	14,807	28,944	19,904		

Account Number	Description	FY 2015	FY 2016	FY 2017	Unaudited	Budget	
					FY 2017	Variance	% of
		Actual	Actual	Budget	Actual	Over (Under)	Budget
<u>Library</u>							
<u>Cash Flow - Surplus(Deficit)</u>							
	Library Ops	(4,391)	32,673	(25,056)	(10,301)		
	Library Debt Service	-	-	-	-		
	Library Capital	<u>(14,156)</u>	<u>2,092</u>	<u>8,115</u>	<u>5,097</u>		
		(18,547)	34,765	(16,941)	(5,204)		
<u>Cash Flow - Fund Balance</u>							
	Library Ops	466,683	499,355	435,726	489,054		
	Library Debt Service	-	-	-	-		
	Library Capital	<u>12,714</u>	<u>14,807</u>	<u>28,944</u>	<u>19,904</u>		
		479,397	514,162	464,670	508,958		



# September 2017 Director Report

## **Public Relations**

Kendall Country Record - Beacon News Sun Times- WSPY Radio & Television Station - Yorkville Patch

## **Meetings, Workshops**

Sharyl, Jennette and Marianne attended the annual PrairieCat Users Group (PUG) at Waubensee College. Director met with each of the department head and will meet with the former director next week.

## **Adult Programs**

Threads Group (8), Friends Meeting (10), Ukulele Music Program (72), Mini Golf Meetings- 3mtgs (24), Thursday Evening Book Club (7), Men's Book Club (7), Creative Writing Group (10).

**Total Adult Attendance 139**

**Computer Use (287) Express Stations (57)**

**Total Adult Computer Usage 344**

## **Young Adult Programs**

Teen Meeting-TAG (9), Anime (4)

**Total YA Attendance 13**

**YA Computer Usage 20**

## **Children Programs**

Tots and Toddlers -2 programs (62), Lego Club (18), Ice Cream Book Club (9), Lapsit (12), Lego Club Duplo/2 programs (18), Morning/Afternoon Read/4 programs (12), Drop in Storytime (16), Panera Storytime/2 programs (48), K9 program (46), Book Club (1-2 grade) (10), Book Club (3-5 grade) (5), Literacy Center (13).

**Total Children Attendance 269**

**Youth Computer Usage 19**

**Meeting Room Parks & Recs. – Library (16) – other org. (4)**

**Patron Count 7370**

**Proctored Tests 1**

**Teen Volunteers:** Morgan Rutsay, Mikayla Mika, Mark Sanford, Juleah Richardson, Naytona Faedtke, Rachel Robinette, Halle Jones, Dana Malinowski, Sydney Klebenow, Skyler Kran

[illegible]

DATABASE USEAGE FOR FY18													
	ANCESTRY		GALE		E-READ IL			OMNI			WORLDCAT ILL		
	SEARCHES	HITS	SESSIONS	SEARCHES	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED
MAY	189	70	6	34	14	15	13	642	216	208	2	27	21
JUN	90	30	6	20	5	8	13	723	191	210	1	12	19
JUL	38	18	8	22	22	10	13	797	231	203	0	12	14
AUG	280	159	1	7	16	15	16	676	222	214	1	23	14
SEP					27	15	21	665	228	198	0		
OCT													
NOV													
DEC													
JAN													
FEB													
MAR													
APR													

# Gold Service Agreement

**Purchaser:** Yorkville Public Library  
902 Game Farm Rd  
Yorkville, IL 60560-1135

Hereinafter referred to as "Purchaser", "you", and "your".

**By:** ThyssenKrupp Elevator Corporation  
355 Eisenhower Ln S  
Lombard, IL 60148  
Phone: 630-652-4000  
Fax: 866-228-6054  
www.thyssenkruppelevator.com

Hereinafter referred to as "ThyssenKrupp Elevator Corporation", "ThyssenKrupp Elevator", "we", "us" and "our".

## GOLD SERVICE AGREEMENT

ThyssenKrupp Elevator agrees to maintain Purchaser's elevator equipment described below in accordance with this agreement. We will endeavor to provide a comprehensive maintenance program designed to protect your investment and maximize the performance, safety, and life span of the elevator equipment to be maintained.

**Equipment To Be Maintained**

Building Name	Building Location	Manufacturer	Type Of Unit	Unit ID	# Of Stops
YORKVILLE PUBLIC LIBRARY	902 Game Farm Rd	TKE	Hydraulic	EV3228	2

**ThyssenKrupp Elevator Americas**



# Gold Service Agreement

## **Preventative Maintenance Program**

We will service your equipment described in this agreement on a regularly scheduled basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 7:00 AM to 3:30 PM (except scheduled holidays). All work performed before or after normal business working days and hours shall be considered "Overtime".

ThyssenKrupp Elevator will perform the following services:

- Examine your elevator equipment for optimum operation. Our examination, lubrication and adjustment will cover the following components of your elevator system:
  - o Control and landing positioning systems
  - o Signal fixtures
  - o Machines, drives, motors, governors, sheaves, and wire ropes
  - o Power units, pumps, valves, and jacks
  - o Car and hoistway door operating devices and door protection equipment
  - o Loadweighers, car frames and platforms, and counterweights
  - o Safety mechanisms
- Lubricate equipment for smooth and efficient performance
- Adjust elevator parts and components to maximize performance and safe operation

## **Full Coverage Parts Repair and Replacement**

ThyssenKrupp Elevator will provide full coverage parts repair and/or replacement for all components worn due to normal wear, unless specifically excluded in the "Items Not Covered" or "Other Conditions" provisions herein. We maintain a comprehensive parts inventory to support our field operations. All replacement parts used in your equipment will be new or refurbished to meet the quality standards of ThyssenKrupp Elevator. Most specialized parts are available within 24 hours, seven days a week. We will relamp all signals as required (during regularly scheduled visits).

## **Maintenance Control Program**

ThyssenKrupp Elevator performs service in accordance with A17.1 – 2010 / CSA B44-10. Section 8.6 of the code requires the unit owner to have a Maintenance Control Program (MCP), ThyssenKrupp's MCP meets or exceeds all requirements outlined in Section 8.6. The Maintenance Control Program includes ThyssenKrupp Elevator's Maintenance Tasks & Records documentation which shall be used to record all maintenance, repairs, replacements and tests performed on the equipment and is provided with each unit as required by code. ThyssenKrupp Elevator also provides per Section 8.6 of the code, a maintenance tasks procedures manual with each unit; TKE calls this manual the BEEP Manual, or Basic Elevator, Escalator Procedures Manual. We do not perform any tests unless such tests are specifically listed as included elsewhere in this agreement.

## **Quality Assurance**

To help increase elevator performance and decrease downtime, our technicians utilize the latest industry methods and technology available to us for your specific brand of elevator. They will be equipped with our tools, documentation and knowledge to troubleshoot your unique system, as well as access to a comprehensive parts replacement inventory system.

Behind our technicians is a team devoted to elevator excellence. Technicians are supported around the clock by a team of engineers and field support experts. Our North American technical support facilities continuously research advancements in the industry and in your equipment. Also, our internal quality control program ensures optimum and reliable operation of your elevator equipment.

To assure that quality standards are being maintained, we may conduct periodic field quality audit surveys. Your

# Gold Service Agreement

dedicated ThyssenKrupp Elevator representative will be available to discuss your elevator needs with you in all aspects of service and modernization. In addition, you may receive recommendations for upgrades that will also provide you with budget options designed to enhance the appearance, performance and safety of or meet Code requirements for your equipment over time.

## **Service Requests During Normal Working Days and Hours**

Service requests are defined as any request for dispatch of our technician to the location of the equipment covered in this agreement from one or more of the following: you or your representative, the building or building's representative, emergency personnel, and/or passengers through the elevator's communication device and/or from Vista Remote Monitoring through the elevator's communication line. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and do not include regularly scheduled maintenance visits.

We will respond to service requests during normal business working days and hours, as defined above, at no additional charge.

## **Overtime Service Requests**

On all overtime service requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard overtime billing rates. Overtime service requests are performed before or after normal business working days and hours.

## **Cloud Based Remote Monitoring Service**

thyssenkrupp Elevator reserves the right to install new remote-monitoring devices on your elevators (each a "Device"). Each Device collects elevator signal output (i.e., cycle counters, event counters) (the "Raw Data") and transfers it into our cloud-based IoT (Internet of Things). The data is then analyzed by us to assist thyssenkrupp in anticipating maintenance needs on your equipment. Purchaser authorizes thyssenkrupp to install the Devices and, upon termination of the service agreement, to remove them from the premises if we elect to do so. thyssenkrupp shall be the sole owner of the Devices and the data communicated to us. The Devices shall not become fixtures, and are intended to reside where they are installed and should not be accessed, tampered with, or relocated. thyssenkrupp may remove the Devices and cease all data collection and analysis at any time. If the service agreement between thyssenkrupp and Purchaser is terminated for any reason, thyssenkrupp will automatically deactivate the data collection, terminate the device software and destroy all raw data previously received. The Devices installed by thyssenkrupp contain trade secrets belonging to us, and are installed for the use and benefit of our personnel only. Purchaser agrees not to permit Purchaser personnel or any third parties to use, access, copy, or reverse engineer the Devices.

## **☐ Service History Website:**

This agreement includes Premium access to ThyssenKrupp Elevator's website in accordance with the following terms and conditions. During the term of this Agreement, ThyssenKrupp Elevator agrees to provide Purchaser with a user name and password to ThyssenKrupp Elevator's website for access to maintenance and service call data generated following the effective date of this Agreement. Purchaser shall, at its sole cost, provide and ensure the functioning integrity of its own hardware, software and internet connection necessary to access the website. By executing this Agreement, Purchaser acknowledges that any work performed by ThyssenKrupp Elevator modernization and/or construction personnel may not be included or accessible on the website. ThyssenKrupp Elevator reserves the right to restrict access to the website if any of Purchaser's accounts with ThyssenKrupp Elevator has an outstanding unpaid balance greater than 30 days or in the event of anticipated or pending litigation of any kind.

THE WEBSITE IS PROVIDED TO CUSTOMER "AS IS" AND WITH ALL FAULTS AND DEFECTS WITHOUT WARRANTY OF ANY KIND. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, THYSSENKRUPP ELEVATOR EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO THE WEBSITE INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND

# Gold Service Agreement

NON-INFRINGEMENT, AND WARRANTIES THAT MAY ARISE OUT OF COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OR TRADE PRACTICE. WITHOUT LIMITATION TO THE FOREGOING, THYSSENKRUPP ELEVATOR PROVIDES NO WARRANTY OR UNDERTAKING, AND MAKES NO REPRESENTATION OF ANY KIND THAT THE CP WILL BE ACCESSIBLE TO CUSTOMER, ACHIEVE ANY INTENDED RESULTS, MEET CUSTOMER'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, MEET ANY PERFORMANCE OR RELIABILITY STANDARDS OR BE ERROR FREE OR THAT ANY ERRORS OR DEFECTS CAN OR WILL BE CORRECTED. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW IN NO EVENT WILL THYSSENKRUPP ELEVATOR OR ITS AFFILIATES, BE LIABLE TO THE CUSTOMER OR ANY THIRD PARTY FOR ANY USE, INTERRUPTION, DELAY OR INABILITY TO USE THE WEBSITE OR FOR THE ACT OF ANY THIRD PARTY INCLUDING THE INCORPORATION OF A VIRUS, SPYWARE OR ANY OTHER MALICIOUS PROGRAMS.

☒ **ThyssenKrupp Communications® (Check box if included)**

ThyssenKrupp Communications is ThyssenKrupp Elevator's 24-hour telephone monitoring and emergency call service. Our representatives are trained to handle elevator calls and they can assess the situation and quickly dispatch a technician when necessary. If needed, they can stay on the line to reassure a stranded passenger that help is on the way. ThyssenKrupp Communications maintains digital recordings and computerized records of the time, date, and location of calls received and action taken for the benefit of passengers and building owners. Special considerations regarding ThyssenKrupp Communications are set forth below.

Through its centralized ThyssenKrupp Communications call center, ThyssenKrupp Elevator will provide 7 days per week, 24 hours per day, 365 days per year dispatching service for calls placed by Purchaser after normal business working days and hours to the local ThyssenKrupp Elevator branch office and telephone monitoring on all elevator(s) maintained under this Agreement that have operational telephone equipment capable of placing a call to that call center. Depending on the nature of the call and circumstances, ThyssenKrupp Elevator's operators can call one or more of the following: Purchaser's Designated Contacts set forth in Section 2 below; Local Emergency Services at phone numbers provided by Purchaser in Section 3 below; and/or a local ThyssenKrupp Elevator service technician to be dispatched to the location of the equipment.

Purchaser hereby acknowledges that as a condition precedent to ThyssenKrupp Elevator's placement of calls to Purchaser's Designated Contacts and any Local Emergency Services under this Agreement, Purchaser must first complete Sections 1 and 2 below. Purchaser further acknowledges that it is Purchaser's sole responsibility to advise ThyssenKrupp Elevator immediately in writing of any changes to the information contained in those two (2) sections during the term of this Agreement. Purchaser acknowledges that no revision to that information will be made without ThyssenKrupp Elevator first receiving such request in writing from Purchaser's authorized representative.

Under those circumstances where ThyssenKrupp Elevator is unable to reach Purchaser's Designated Contacts set forth in Section 2 below, Purchaser hereby gives ThyssenKrupp Elevator express permission to dispatch a ThyssenKrupp Elevator service technician to the location of the equipment at Purchaser's expense in accordance with ThyssenKrupp Elevator's applicable billing rates. Purchaser further agrees that ThyssenKrupp Elevator does not assume any duty or responsibility to advise any caller, regardless of his or her location within or outside the elevator, to take or not take any specific action resulting from a medical or other emergency or any other situation including, but not limited to, entrapment of persons, evacuation, repair or return to service of any equipment.

In the event that a ThyssenKrupp Elevator call center operator perceives that a call from within the elevator constitutes a medical or other emergency, Purchaser hereby gives ThyssenKrupp Elevator the express permission to call Local Emergency Services at the telephone numbers provided by the Purchaser in Section 3 below at ThyssenKrupp Elevator's sole discretion. Under those circumstances, Purchaser agrees to pay all related charges for services provided by any Local Emergency Services in response to that call. Purchaser agrees that ThyssenKrupp Elevator shall not be responsible for ensuring an appropriate (or any) response by Local Emergency Services to that call.

None of the services described anywhere in this Agreement includes maintenance of any type or kind of the Purchaser's



## Gold Service Agreement

telephone or other communication equipment. The Purchaser retains possession and control of its telephone and other communication equipment and is responsible for ensuring uninterrupted operation of that equipment so that it is capable of placing a call to ThyssenKrupp Communication's call center.

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# Gold Service Agreement

## **ThyssenKrupp Communications Contact Information - To Be Completed by Purchaser**

### **Section 1, Elevator Detail:**

Total number of elevators in Building : \_\_\_\_\_

Elevator #	Elevator Telephone Number including Area Code		Elevator #	Elevator Telephone Number including Area Code

### **Section 2, Purchaser Designated Contacts:**

In the event of an emergency, or perceived emergency affecting the equipment covered by this Agreement, the Purchaser designates the following as its decision-making contacts:

	Contact Name	Title	Primary Telephone #	Secondary Telephone #
1				
2				
3				

### **Section 3, Local Emergency Services Contact Information:**

Phone # for Local Police Department: (       )       -      

Phone # for Local Fire Department: (       )       -      

### **Section 4, Purchaser's Special Instructions:**

The following are special instructions provided by Purchasers with respect to the information supplied above:

### ☒ **Periodic Safety Testing (Check box if included)**

ThyssenKrupp Elevator will test your equipment in accordance with those periodic testing requirements as outlined in the American National Safety Code for Elevators and Escalators, ANSI A 17.1, which are in effect at the time this agreement is executed. In the event that the state, city or local governing authority in which the equipment is located has adopted different requirements, ThyssenKrupp Elevator will test your equipment in accordance with those periodic testing requirements in effect at the time this agreement is executed. You agree to pay for any costs of the inspector and/or inspection fees. Special Considerations regarding periodic safety testing are set forth below.

# Gold Service Agreement

## **Product Information**

You agree to provide ThyssenKrupp Elevator with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement (exception: we will supply all of the above for new ThyssenKrupp elevators at no additional cost). You agree to authorize us to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back-up of the software embodied therein. These items will remain your property.

## **Safety**

You agree to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the equipment upon manifestation of any irregularities in either the operation or the appearance of the equipment, to immediately notify us, and to keep the equipment shut down until the completion of any repairs. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the elevator. You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that room at a temperature between 50°F and 90°F. You also agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you will contract with others for removal and the proper handling of such liquids. We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. You also agree that if ThyssenKrupp Elevator's inspection of a piece of equipment serviced under this agreement reveals an operational problem which, in ThyssenKrupp Elevator's sole judgment, jeopardizes the safety of the riding public, ThyssenKrupp Elevator may shut down the equipment until such time as the operational problem is resolved. In that event, ThyssenKrupp Elevator will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this agreement.

## **Other**

You agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the equipment during the term of this agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this agreement. Since ThyssenKrupp Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with the means and methods used to maintain or repair the equipment covered under this agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

In the event of the sale, lease or other transfer of the ownership or management of the premises in which the elevator(s) or equipment described herein are located, you agree to see that such transferee is made aware of this agreement and agrees to assume and/or be bound by the conditions hereof for the balance of the unexpired term of this agreement. Should the transferee fail to assume this agreement, you shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this agreement.

In consideration of ThyssenKrupp Elevator performing the services herein specified, you expressly agree, to the fullest extent permitted by law, to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, our employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against ThyssenKrupp Elevator, our employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death that are alleged to have been caused by the Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this agreement, or the associated areas surrounding such equipment. Your duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death is determined to be caused by or resulting from the negligence of ThyssenKrupp Elevator and/or our employees. You recognize that your obligation to ThyssenKrupp Elevator under this clause includes

# Gold Service Agreement

payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

## **Insurance**

You expressly agree to name ThyssenKrupp Elevator Corporation along with its officers, agents, affiliates and subsidiaries as additional insureds in your liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure ThyssenKrupp Elevator Corporation, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the sole negligence or responsibility of ThyssenKrupp Elevator Corporation and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. You hereby waive the right of subrogation.

## **Items Not Covered**

We do not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing, or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, below ground or unexposed hydraulic elevator system, including but not limited to, jack cylinder, piston, PVC or other protective material; below ground or unexposed piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, all communication and entertainment devices, security systems not installed by us, batteries for emergency lighting and emergency lowering, air conditioners, heaters, ventilation fans, pit pumps and all other items as set forth and excluded in this agreement.

## **Other Conditions**

With the passage of time, equipment technology and designs will change. If any part or component of your equipment covered under this agreement cannot, in our sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, we will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Moreover, we shall not be obligated to service, renew, replace and/or repair the equipment due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind, lightening, acts of civil or military authorities, strikes, lockouts, other labor disputes, theft, riot, civil commotion, war, malicious mischief, acts of God, or any other reason or cause beyond our control that affects the use or operation of the equipment. You expressly agree to release and discharge us and our employees for any and all claims and/or losses (including personal injury, death and property damage, specifically including damage to the property which is the subject matter of this agreement) associated therewith or caused thereby. ThyssenKrupp Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned and you expressly agree to release and discharge ThyssenKrupp Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this agreement. In no event shall ThyssenKrupp Elevator's liability for damages arising out of this agreement exceed the remaining unpaid installments of the current, unexpired term of this agreement

Should your system require any of the safety tests on the commencement date of this agreement, ThyssenKrupp Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on traction elevators, or the hydraulic system on hydraulic elevators under the terms of this agreement until the test has been completed and the equipment passed. Should the respective system fail any of those tests, it shall be your sole responsibility to make necessary repairs and place the equipment in a condition that we deem acceptable for further coverage under the terms

# Gold Service Agreement

of this agreement. We shall not be liable for any damage to the building structure or the elevator resulting from the performance of any safety tests we perform at any time under this agreement. If during the initial firefighter's service test, that feature is found to be inoperable, you shall be responsible for all costs associated with necessary repair(s) to bring the elevator(s) into compliance with the applicable elevator codes in your local jurisdiction.

In the event an Attorney is retained to enforce, construe or defend any of the terms and conditions of this agreement or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

You hereby waive trial by jury. You agree that this agreement shall be construed and enforced in accordance with the laws of the state where the equipment is located. You consent to jurisdiction of the courts, both state and Federal, of the state in which the equipment is located as to all matters and disputes arising out of this agreement.

In the event any portion of this agreement is deemed invalid or unenforceable by a court of law, public policy or statute, such finding shall not affect the validity or enforceability of any other portion of this agreement.

Our rights under this agreement shall be cumulative and our failure to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by us in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this agreement.

## **Price**

The price for the services as stated in this agreement shall be One Hundred Seventy Five Dollars (\$175.00) per month, excluding taxes, payable Quarterly in advance.

## **Term**

This agreement is effective for Thirty Six (36) month(s) starting 10/09/2017 and is non-cancelable.

## **Annual Price Adjustments**

Since our costs to provide you with the service set forth in this agreement may increase, we reserve the right to adjust the price of our service under this agreement accordingly. In the event this occurs, we will adjust your monthly price based on the percentage change in the average rate paid to elevator examiners. This rate paid to elevator examiners consists of the hourly rate paid to examiners plus fringe benefits and union welfare granted in place of or in addition to the hourly rate. Fringe benefits include pensions, vacations, paid holidays, group insurance, sickness and accident insurance, and hospital insurance. We also reserve the right to make additional adjustment to the price of our service under this agreement and/or enact surcharges as needed to account for increased fuel prices when such increases exceed the Consumer Price Index (CPI) current rate. We also reserve the exclusive right to make additional adjustment to the price of our service under this agreement in the event that the equipment covered by this agreement is modified from its present state.

## **Early Payment Discount**

You may elect to pay in advance for twelve (12) months of service described in this agreement. Such a pre-payment entitles you to a 3% discount from the annual price in effect at the time of payment.

## **Overdue Invoices**

A service charge of 1½% per month, or the highest legal rate, whichever is more, shall apply to all overdue accounts you have with ThyssenKrupp Elevator that are in any way related to your equipment described in this agreement. If you do not pay any sum due to ThyssenKrupp Elevator related to your equipment described in this agreement, regardless of



# Gold Service Agreement

whether it is billed pursuant to this agreement or any other with us, within sixty (60) days from the billing date, we may also choose to do one or more of the following: 1) suspend all service until all amounts due have been paid in full, and/or 2) declare all sums for the unexpired term of this agreement due immediately as liquidated damages and terminate our obligations under this agreement. If ThyssenKrupp Elevator elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the equipment that is the subject matter of this agreement) or losses of any other type or kind that is in any way related the ThyssenKrupp Elevator's suspension of service. Upon resumption of service, you will be responsible for payment to ThyssenKrupp Elevator for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

## **Submission of Proposed Agreement when Original Agreement in Full Force and Effect**

In the event that Purchaser and ThyssenKrupp Elevator are parties to an existing elevator maintenance agreement at the time this proposed agreement is submitted for consideration, the existing agreement will remain in full force and effect until such time as this proposed agreement is accepted and fully executed in writing by both parties. Upon full acceptance by both parties, this proposed agreement shall supersede all prior agreements.

## **Special Considerations**

No Special Considerations.

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# Gold Service Agreement

## Acceptance

Your acceptance of this agreement and its approval by an authorized manager of ThyssenKrupp Elevator will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this agreement will govern, even in the event of a conflict. This proposal is hereby accepted in its entirety and shall constitute the entire agreement as contemplated by you and us. This proposal is submitted for acceptance within one-hundred twenty (120) days from the Date Submitted by the ThyssenKrupp Elevator representative indicated below.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the prior written approval of an authorized ThyssenKrupp Elevator manager.

ThyssenKrupp Elevator Corporation:	Yorkville Public Library:	ThyssenKrupp Elevator Corporation Approval:
By: _____ (Signature of ThyssenKrupp Elevator Representative)  Ross Peare Account Manager ross.peare@thyssenkrupp.com  _____ (Date Submitted)	By: _____ (Signature of Authorized Individual)  _____ (Print or Type Name)  _____ (Print or Type Title)  _____ (Date of Approval)	By: _____ (Signature of Authorized Individual)  Phil Durko Sales Manager  _____ (Date of Approval)



Outsource Solutions Group, Inc  
P.O. Box 309  
Itasca, IL 60143  
Phone: (630) 236-6625  
Fax: (630) 428-0524

**Prepared especially for**  
**Yorkville Public Library**

**On Tuesday, September 26, 2017**

**Prepared by Mike Ruter**

**mruter@osgusa.com**

**(630) 236-6625 x 229**

Proposal: 22353  
Created: 9/26/2017  
Printed: 9/26/2017

Quantity	Description	Total
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CURRENT EXPIRATION 12/05/17

1	WATCHGUARD XTM 515 SECURITY SOFTWARE SUITE 3YR RENEWAL	\$2,378.75
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No action is needed on your part - we will automatically process this renewal approximately 20 days prior to the expiration date, and you will be invoiced at that time.

Your Price: \$2,378.75

Total: \$2,378.75

Prices are firm until 9/30/2017 Terms: Due Upon Receipt

Quoted by: Mike Ruter, mruter@osgusa.com

Date: 9/26/2017

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

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

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY. All credit card payments will be automatically charged a 3% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted). Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at Customer's address damaged, customer should refuse to accept delivery from carrier.





## **Personnel Policy**

### **Board of Trustees - Director Relationship**

- A. Board of Trustees – Duties and Responsibilities
- B. Director – Duties and Responsibilities

### **Conditions of Work**

- A. Work Week
  - B. Scheduling
  - C. Staff Meetings
  - D. Work Breaks
  - E. Evaluations
  - F. Grievance
  - G. Disciplinary Action
  - H. Resignation Notice
  - I. Letter of Reference
  - J. Smoking / Drug Free Workplace
  - K. Emergency Closing

### **Benefits**

- A. Paid Holidays
- B. Vacations
- C. Compassionate Leave
- D. Sick Time
- E. Maternity Leave
- F. Personnel Days
- G. Jury Duty
- H. Professional, Meetings, Workshops, Training, & Memberships
- I. Health Insurance
- J. Illinois Municipal Retirement Fund
- K. Social Security
- L. State and Federal Income
- M. Staff Borrowing
- N. Comp - Time
- O. Anti-Nepotism Policy
- P. Travel, Meal, and Lodging Expenses

## **Board of Trustees – Director Relationship**

### **A. Board of Trustees – Duties and Responsibilities**

- 1) Determine and adopt written policies to govern the operation and programs of the library.
- 2) Select and employ the Library Director.
- 3) Encourage public relations and the presentation of library programs and facilities to the community.
- 4) Determine a budget which will enable the library to meet its need for service.
- 5) Be responsible for the administration of the budget.
- 6) Serve on committees appointed by the Library Board President. (such as policy, personnel, finance).
- 7) Attend Board meetings and see that accurate records are kept on file at the library.
- 8) Approve pay rates. These rates will be reviewed annually prior to determining the financial requirements for the next fiscal year.

### **B Library Director – Duties and Responsibilities**

- 1) Serves as chief executive of the library and is responsible for the administration of the library under the policies approved by the Board.
- 2) Administers the budget as approved by the Board of Trustees.
- 3) Shall attend regular meetings of the Board.
- 4) Shall select, direct and evaluate the staff in carrying out the activities and services of the library.
- 5) Acts as technical advisor to the Board and recommends needed policies for board action.
- 6) Suggests and implement plans for extending the library's services and facilities.
- 7) Has overall responsibility for selection, acquisition, processing and maintenance of all library materials.
- 8) Recommends pay rates and increases for employees.

# **Personnel Policy**

## **Standards for Public Libraries**

It is the policy of the Library Board of Trustees that the normal conditions in the library shall, in general, relate to the standards indicated by the American Library Association and the Illinois Library Associations Standards for Public Libraries, Measures of Quality, and Avenues to Excellence. A cooperative spirit is needed on the part of all staff members to accomplish the library programs.

### **Conditions of Work**

#### **A. Work Week**

The first day of the work week shall be Monday. Full-time employees work 40 hours per week on a salary basis.

The Library Director's hours will be approved by the Library Board.

Salaried employees do not receive overtime pay, but may take equal time earned within the fiscal year, when the demand of the position allows them to do so, with the approval of the Director and notification to the Library Board.

Each employee will mark down his /her own hours on their time sheets. The Director will verify and approve the time sheets for every pay period.

#### **B. Scheduling**

Scheduling of each employee's hours of work will be done by the Director with consideration for the individual employee's preferences, but with the needs of the library as the primary consideration.

#### **C. Staff Meetings**

Staff meetings are held monthly. Staff meetings are meant to provide instruction and feedback. They are to be structured to allow discussion and participation. All staff members are expected to attend staff meetings.

#### **D. Work Breaks**

Employees working five hours shall be allowed a 30 minute paid rest break. If the employee leaves the premises they will not be paid for their break.

**E. Evaluations**

1. The Library Director shall be evaluated by the Board of Trustees at the end of the 90-day probationary period, the 6-month evaluation period, at the conclusion of the first year of employment, and annually thereafter on the anniversary of the starting date.
2. Staff members shall be evaluated by the Director at the conclusion of the first year of employment, and annually thereafter on the anniversary of the starting date.

The Director and each staff member will receive a copy of his/her evaluation. The original evaluation forms will be placed in the employee's personnel file. Personnel files of all employees will be kept in a locked file at the Library.

**F. Grievances**

Any staff member with a personal grievance should discuss the situation with the Library Director. If the grievance cannot be resolved at this level, the staff member may present the grievance in writing to the Personnel Committee of the Board of Trustees.

**G. Disciplinary Action and Termination**

The following steps are to be taken:

- A. Verbal reprimand
- B. Written reprimand
- C. Suspension, with opportunity of a hearing by the Board.
- D. Dismissal

Actions involving suspension or dismissal must be approved by the Board of Trustees.

If an employee receives an unsatisfactory evaluation, the employee may be placed on probation. A re-evaluation will occur in 60 days. If the employee does not show improvement by the end of the probationary period, then the employee will be given a 30- days notice of termination.

The Library Board reserves the right to terminate the Library Director with 30- days notice.

**H. Resignation Notice**

1. Resignations must be submitted in writing. Employees are expected to give at least two weeks notice. The Library Director shall give 30-days notice.
2. On the last day of employment, the employee is required to return his or her library card (non-resident), and any library keys assigned to the employee.
3. Upon termination of employment, fulltime employees will be paid for unused vacation time that has been earned through the last day of work that year. Unused vacation time is paid at the employee's base pay rate at the time of the termination of employment.
4. Upon termination of employment, employees will not be paid for unused sick time.

**I. Letter of Reference**

The Library Director will confirm that an employee works, or has worked for the Library, the position held, the dates of employment and the rate of pay. No other business reference will be provided concerning an employee unless a signed release for it is provided by the employee.

**J. Smoking / Drug-Free Workplace**

1. The library is a smoke free building. Smoking is not permitted in the public or staff areas of the building.
2. The library is a drug free workplace.

**K. Emergency Closing**

In the event the library is closed due to an emergency such as heavy power failure, etc., full time staff who are working at the time the building is closed will be paid for the time they are scheduled to work. If the library remains open and an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave, personal day, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

## **Benefits**

### **A. Paid Holidays**

Holiday pay shall be based on the 8 hour work day per holiday, for full time employees.

### **B. Vacations**

1. The Library Director receives 20 days of vacation after the 6 month evaluation period and beginning on the anniversary of his/her date of employment.
2. An employee must complete twelve months of continuous service before a vacation is allowed. The staff member's anniversary marks the beginning of the year in which he/she may take vacation time.
3. Full time employees have the following yearly vacation schedule:
  - 10 days vacation after 1 year
  - 15 days vacation after 5 years
  - 20 days vacation after 10 years
4. Unused vacation time does not carry over into the next year.

### **C. Compassionate Leave**

1. Up to five consecutive days will be granted in the case of the death of a staff member's immediate family. Hours scheduled during the 5 days leave will be paid to full time employees. If the circumstances require additional time off a request must be made to the Library Director who may extend leave for an additional fifteen working days without pay. Further time off must be approved by the Library Board.

2. Immediate family members include: mother, father, brother, sister, child, spouse, mother-in-law, father-in-law, grandparent, or in special cases as approved by the Director.

### **D. Sick Time**

1. An employee who is employed for a minimum of 40 hours per week will be entitled to receive 1 sick day per month with salary to be continued during this time. Unused sick days will accumulate to no more than 30 days.
2. Director's sick leave shall accumulate to no more than 50 days.

3. Sick days shall not be applied to vacation time. Family medical emergencies, doctor appointments and dentist appointments are valid use of sick time. Sick time will be deducted from the total accumulated hours based on the amount of hours the employee was scheduled to work that day.

4. The Library Director is entitled to 1 sick day per month beginning on the first day of employment.

**D. Maternity Leave**

1. Leaves of absence for maternity purposes may be granted by the Director upon request.
2. Maternity leave shall be without pay.
3. Any accumulated sick leave may be used in conjunction with maternity leave.

**F. Personal Days**

A full time staff member shall be entitled to two paid days of personal leave per year after the 6 month probationary period. The director shall be entitled to two paid days of personal leave per year after the 90 days probationary period.

Personal days are to be taken in either half or whole segments, and may not be added to vacation or holiday leaves. Personal days unused are not carried over to the next year. Any request for personal days must be approved in advance by the Director.

**G. Jury Duty**

All employees summoned for jury duty, or under subpoena as a witness for court proceeding are granted leave with pay for the scheduled hours missed while fulfilling the obligation. The employee will keep the jury fee from the courts.

**H. Professional Meetings, Workshops, Training, and Memberships**

1. Employees are encouraged to participate in professional organizations and to attend workshops, conferences, and other training sessions that foster professional growth, improve job performance, or develop special skills related to librarianship and the employees duties. Attendance shall have the prior approval of the Library Director, and reasonable expenses will be paid by the library. Membership of the Library Director in professional organizations will be paid for by the library.



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2. Employees will be considered in a work status while attending such meetings and shall be reimbursed for use of their private vehicles at the IRS approved rate per mile.

**I. Health Insurance**

1. Hospitalization, dental, and vision insurance and life insurance is available to all full time employees of the library, per the Intergovernmental Agreement. The library participates in the City of Yorkville group insurance program. The full premium is paid for by the library. Library staff pays an amount towards the policy as set by the City of Yorkville. This is taken directly from their paycheck.
2. All coverage and conditions of insurance are determined by the group policy managed by the City of Yorkville. Explanation and coordination of benefits is handled by the City of Yorkville.
3. The Library Board may offer an alternative insurance plan that are cost effective to the library.

**J. Illinois Municipal Retirement Fund**

Employees who work a minimum of 1000 hours per year are required to participate in IMRF. Deductions for this plan are made from an employee's salary.

**K. Social Security**

Deductions are made from all salaries for Social Security.

**L. State and Federal Income**

Each employee must fill out the prescribed state and federal forms provided by the City Treasurer. Deductions will be made accordingly.

**M. Staff Borrowing**

All employees of the Yorkville Public Library are eligible for a library card and may use all the library facilities provided to the general public. Employees are exempt from overdue fines on most library materials. Employees are required to pay fees for lost or damaged materials. A Yorkville Public Library card will be issued to the non-resident staff member to be used while the staff member is employed at the library.

**N. Anti-Nepotism Policy**

Relatives of persons currently employed by the library may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Library employees cannot be transferred into such a reporting relationship.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

**O. Ordinance Regulation Reimbursement of Travel, Meal, and Lodging Expenses**

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

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

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

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

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

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

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

### **Permitted Travel Expenses**

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

The maximum reimbursable amount are as follow:

#### Maximum Reimbursable Rates for Transportation

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

#### Maximum Reimbursable Rates for Meals

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

#### Maximum Reimbursable Rates for Lodging

<u>Chicago Area</u>	<u>\$150.00</u>
<u>Outside of Chicago Areas as approved by the Board</u>	

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

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



## Reimbursement Form

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

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

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

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

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

Meal Expenses

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

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

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

Toll Expense

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

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

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

2016 Mileage Expenses

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

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

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

Parking Expenses

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

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

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

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

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department Head Signature

## Yorkville Public Library

### Internet Use Policy

In fulfilling its mission to provide information, education, and cultural enrichment for the community through a commitment to excellence in library services, the Yorkville Public Library provides its patrons with the latest information technology.

Therefore, internet access is available in both the Adult and Children's departments. The internet is a global and unregulated information network. As such it allows patrons to access information and images beyond the scope of the Yorkville Public Library's collection. The library cannot control the information accessible through the internet and does not accept responsibility for its content.

As with other library materials, a child's use of the internet is solely the responsibility of the child's parents or guardian. Parents are encouraged to provide guidance and explore the internet with their children.

The library's internet stations are in public areas and are shared by patrons of all age. Therefore, all patrons are asked to refrain from accessing potentially offensive information or images. Internet privileges will be suspended if the use of and behavior at the internet workstation is not in keeping with this policy.

## Yorkville Public Library

### Internet Use Procedures

1. Use of the computer workstations with internet access, **except for the "express" workstation in the Adult Services department, is limited to holders of a valid Illinois public library card. (is available to any Adult, age 18 or over.)** The internet connection is available on a first come, first served basis. **Those Adults who do not have a valid PrairieCat Library card will be issued a guest pass.**
2. Students 7<sup>th</sup> grade or older may use the internet connection. Students younger than 7<sup>th</sup> grade may use the internet connection when accompanied by a parent or other responsible adult. The parent or guardian must come to the library and sign the Internet Use Disclaimer for students in 7<sup>th</sup> through high school.
3. Only one person may use the computer at a time, except an adult working with a child.
4. Computers in the Youth Service Department are intended for children under the age of 18.
5. Each patron using a library internet workstation is allotted 1 hours of internet use per day. If no patrons are waiting to use the internet you may stay on up to 3 hours.
6. Printing cost is .20 per page for black and white copies, \$.50 per page for color copies.
7. Patrons may not receive library service when outstanding fines equal \$5.00 or greater accrued on their library card, or when library materials are more than two weeks overdue.
8. Earphones are available at the reference desk for patron to use at the library.

To ensure courtesy and fair access, the library may set and enforce other behavior standards.

Adopted

June 12, 2004 Revised September 8, 2014

## Computer Service

The Internet, word processing and spreadsheet software is available on library public computers. Internet users must have a valid card from any library in the State of Illinois or pay a \$5.00 user fee for up to three hours per day. Patrons with overdue fines of \$5.00 or more may not use the library's public computers.

An express computer is available for non cardholders free of charge for a limited time period of 15 minutes per day. (An express computer is available for those patrons who require a short amount of time on the computer. This express computer times out after 15-20 minutes.)

The library also has free wireless network available. Patrons must bring their own wireless-enabled laptop computer or other wireless device to the library to use the service. The library does not loan laptops, wireless cards or PDA's

Adopted by the Yorkville public  
Library January 10,2011

## **A. Eligibility for Library Service**

### **1. Resident Library Card**

To be eligible for a free library card, a person must be a resident of the city of Yorkville. A child who has reached the age of 5 may obtain a library card. A photo identification and proof of residency are required at the time a library card is issued. Acceptable forms of identification include, but are not limited to, driver's license, utility bills, or voter's registration card. Children under 18 must have the signature of a parent or guardian on their application, thus requiring the parent or guardian to accept the responsibility for monitoring the selection of items checked out by their minor child and for materials borrowed on their minor child's card. Children under the age of 18 must use the proof of residency provided by their parent.

All resident's application forms must have the initial of a staff person on the back of the forms to verify proof of residency. A resident library card may be renewed every three years upon request, with proof of eligibility. All fines shall be paid before renewal.

### **2. Non-Resident Library Card**

Persons residing outside the City of Yorkville, not entitled to the service of any tax-supported public library, are entitled to library cards through the Tax Bill Method for Non-Residents (net taxable value multiply by library tax rate), paid annually per household. This Non-Resident fee entitles the entire family the use of the library. The Illinois Public Act 92-0166 which governs applications for non-resident library card services is stated as follows:

- a) A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interest, library service at another library that is physically closer may better serve the needs of the non-resident.
- b) If there are two or more public libraries in the school district in which a non-resident resides, the participating public libraries in that school district, in cooperation with the applicable regional library system, shall determine the appropriate library service area for non-residents to make application for a non-resident library card.
- c) If there is no participating public library in the school district in which the non-resident resides, the applicable regional library systems that serve the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area.
- d) Non-Resident Renters may purchase a library card for 15% of the monthly rent as an annual non-resident fee. The renter will provide a current rent receipt or a cancelled rent check for verification purposes.



### **3. Non-Resident Taxpayer Card**

A Non-Resident Taxpayer Library Card will be issued for a period of one year without charge at the rate of one per family to whoever owns property within the city limits. A current tax bill shall be presented to qualify for a card. A copy of the tax bill must be attached to the application form (see attached form) for each Non-Resident Taxpayer Library Card. Only the person named on the tax bill is allowed to have his/her name on the library card. The non-resident taxpayer card entitles the cardholder and his/her family to the full service of the Yorkville Public Library and reciprocal borrowing privileges at other libraries.

### **4. Out-of-Town Cards**

The Yorkville Public Library will honor any library card in the State of Illinois. Out of town cards will be checked for delinquency status (overdue materials and fines) before materials will be loaned. If the issuing library is closed at the time of the call, no materials may be checked out from the Yorkville Public Library. An identification card must be completed for our records.

### **6. Yorkville Patrons Borrowing Privileges**

Yorkville patrons receive priority for all Library service.

### **7. Library Systems**

The Yorkville Public Library is a member of the RAILS Library System.

The public Libraries, along with academic, school and special libraries, comprise the library systems in Illinois. Any library which is a member of a system is automatically a member of ILLINET. The purpose of this network is to share resources and provide residents of the state with information that is not available at the local level. The State of Illinois funds the systems but they are governed by local Public Libraries. A complete copy of the Illinet Interlibrary loan policy can be found in the last section of the circulation policy for clarification.