

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
January 8, 2018 - 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer

Financial Statement
Payment of Bills
Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees

Policy	Personnel
Finance	Community Relations
12. Unfinished Business

Update on the Intergovernmental Agreement Per Capital Grant Requirement—Board Bylaws

13. New Business

Approve Sexual Harassment Policy
Fire Alarm Panel Proposal
Outside Lights Repair Proposal
Book Collection-Christian Fiction Labels
14. Executive Session (if needed)
 1. For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
 2. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.

15. New Business (continued)

Release of Executive Session Minutes

16. Adjournment

DRAFT

Yorkville Public Library
Board of Trustees
Monday, December 11, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by President Russ Walter and a quorum was established.

Roll Call:

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

Absent: Carol LaChance

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord

Recognition of Visitors: President Walter recognized the guests.

Amendments to the Agenda: None

Minutes: November 13, 2017

Jason Hedman moved and Russ Walter seconded a motion to approve the minutes as presented. Unanimous voice vote approval.

Correspondence:

Ms. Topper received a check for \$250 from the Lions Club for large print books and a poinsettia was received from the library attorney.

Public Comment:

Ms. DeBord said two volunteers are still needed for the January 28th mini-golf.

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon presented the report and said property tax of \$6,859 was received and almost all income has been received for the FY. Outside repair and maintenance is at 84% of the FY. The credit card charges for the library are highlighted in yellow and due to an editing problem, all city charges are listed on the report. A payment of \$2,700 was made to Daikin for the chiller part replacement. Ms. Topper gave an explanation of the two service calls for the fire alarm and said the technician indicated a new module card is needed. After some further issues, technicians said an entire new panel is needed. Ms. Topper will bring further information and possible other quotes to the January meeting. Ms. Topper also said the elevator broke and an after-hours service call was needed at a cost of \$550.

Payment of Bills

Trustee Danis moved to pay the bills as follows and Trustee Hedman seconded the motion:

\$24,948.29 Accounts Payable

\$34,961.93 Payroll

\$59,910.22 TOTAL

Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes
Motion carried 7-0.

President Walter said he had requested the condensed expense and revenue report in the packet. It shows only accounts with activity and Mr. Walter asked for Board input on this report for discussion next month.

Report of the Library Director:

Library Director Topper presented the report:

1. She thanked those who attended the bartending event at the Law Office and thanked Shelley Augustine for her assistance. The event made \$440 for the library.
2. She wrote 2 clerk job descriptions: one for circulation and one for youth services
3. Discussed 'passive program' which is new term in annual report regarding do-it-yourself activities
4. E-book usage now being reported
5. Applied for science kit grant, 2-4 awards will be given
6. Sugar Grove library has café and wine bar with suggested donations
7. Identified 4 libraries (3 in Illinois) that have agreements with schools for student cards for those outside of library service area. More info coming in January.

City Council Liaison No report

Standing Committees:

Personnel

President Walter said Ms. Topper's 90-day review will be conducted in early January. Ms. Topper indicated she has accomplished all the goals given to her thus far except the inter-governmental agreement which is out of her hands at this time. She will compile a summary review for the Board.

Mr. Walter said the next 5K race will be discussed next month.

Unfinished Business:

Update on Tax Levy

President Walter reported the tax levy was passed and the library will be receiving \$672,505 which is an increase of \$26,951 over last year. Without the tax cap, the amount would have been \$743,033. He said the library building bonds will not be retired until 2026.

Update on Inter-governmental Agreement

Ms. Topper said the agreement is with city hall administration and she included all items from the previous agreement. She would like to do joint marketing and offered the meeting room to the city. She noted the library is not included in the Parks and Rec catalog, but should be. She also met with the Chamber Director. The meeting room could be a possible revenue stream with separate rates for non-profit and profit organizations. This will be reviewed by the Policy Committee.

New Business:

Per Capita Grant Requirements

The submission deadline is January 15 and prior to that, the Library Director and at least one trustee, are required to view an on-line library safety webinar. Chapter 3 of the Trustees Facts File must also be discussed at the January meeting. In addition, all Trustees must complete the Open Meetings Act electronic training. Ms. Topper will also complete the safety checklist and conduct a fire drill.

Approve Repair of Air Handler Bearings

A motor was ordered and the work will be done in the coming week. Mr. Crawford made a motion to approve spending \$4,740 for the air handler and shaft replacement and \$1,895 for parts and labor for the air handler return. Mr. Hedman seconded the motion.

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes, Rodriguez-yes
Motion carried 7-0

Approve Board Meeting Dates 2018

Approve Library Closings 2018

Ms. Topper would like to move the meeting dates to a calendar year rather than fiscal year. She suggested closing on Veteran's Day, Sunday, November 12, 2018. President Walter made a motion to approve, for public notice, the meeting dates and closed dates as presented. Ms. Garcia seconded the motion and it was approved unanimously on a voice vote.

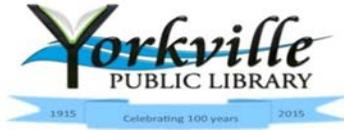
Additional Business: None

Executive Session: None

Adjournment:

There was no further business and Mr. Walter and Ms. Rodriguez moved and seconded, respectively, to adjourn at 7:40pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of December 31, 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
Library Operations	Old Second	\$ 349,886	\$ 533,078	\$ 504,996	\$ 485,272	\$ 742,421	\$ 724,470	\$ 693,626	\$ 562,336				
Building Development Fees	Old Second	20,004	21,754	21,732	23,660	34,099	35,016	36,851	33,687				
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837				
Library Operations	Illinois Funds	170,559	170,682	170,821	170,967	171,115	171,270	171,423	171,596				
Total:		\$ 549,286	\$ 734,351	\$ 706,386	\$ 688,736	\$ 956,471	\$ 939,593	\$ 910,736	\$ 776,456	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD	\$ 17,692	\$ 20,595	\$ 14,577	\$ 14,818	\$ 15,201	\$ 16,196	\$ 17,339	\$ 17,117				
2 ND PAY PERIOD	17,845	32,345	15,447	15,213	14,283	18,558	17,623	17,977				
3 RD PAY PERIOD	-	15,479	-	-	-	-	-	17,409				
Total	\$ 35,537	\$ 68,420	\$ 30,024	\$ 30,031	\$ 29,484	\$ 34,754	\$ 34,962	\$ 52,503	\$ -	\$ -	\$ -	\$ -



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending December 31, 2017**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	Year-to-Date Totals	FISCAL YEAR 2018 BUDGET	% of Budget
			May-17	June-17	July-17	August-17	September-17	October-17	November-17	December-17			
LIBRARY OPERATIONS REVENUES													
<i>Taxes</i>													
82-000-40-00-4000	PROPERTY TAXES		52,665	272,734	10,239	23,713	265,842	11,974	6,859	-	644,025	645,867	99.71%
<i>Intergovernmental</i>													
82-000-41-00-4120	PERSONAL PROPERTY TAX		909	-	930	43	-	635	-	167	2,684	5,250	51.12%
82-000-41-00-4170	STATE GRANTS		-	-	-	-	-	-	-	-	-	17,200	0.00%
<i>Fines & Forfeits</i>													
82-000-43-00-4330	LIBRARY FINES		1,289	654	1,649	604	294	515	927	292	6,223	8,000	77.79%
<i>Charges for Service</i>													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		698	1,340	147	531	908	627	1,206	990	6,448	6,500	99.19%
82-000-44-00-4422	COPY FEES		248	226	401	520	341	276	205	230	2,447	2,500	97.90%
82-000-44-00-4439	PROGRAM FEES		60	108	170	25	65	30	49	72	579	1,000	57.88%
<i>Investment Earnings</i>													
82-000-45-00-4500	INVESTMENT EARNINGS		129	137	161	169	166	184	181	196	1,322	800	165.28%
<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	200	245	150	1,224	2,000	61.20%
82-000-48-00-4824	DVD RENTAL INCOME		157	221	220	438	170	246	268	147	1,867	2,500	74.68%
82-000-48-00-4850	MISCELLANEOUS INCOME		26	125	68	269	1,041	10	32	37	1,608	1,000	160.80%
<i>Other Financing Sources</i>													
82-000-49-00-4901	TRANSFER FROM GENERAL		5,448	1,820	1,820	2,049	1,820	1,197	1,820	1,328	17,302	26,440	65.44%
TOTAL REVENUES: LIBRARY			61,799	277,516	15,914	29,050	270,847	15,893	11,792	3,608	686,420	719,057	95.46%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>													
82-820-50-00-5010	SALARIES & WAGES		16,338	36,858	12,468	12,468	12,468	16,218	16,325	24,487	147,629	223,828	65.96%
82-820-50-00-5015	PART-TIME SALARIES		15,098	23,061	14,223	14,230	13,721	14,491	14,574	21,892	131,290	232,689	56.42%
<i>Benefits</i>													
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,761	3,973	1,344	1,344	1,344	1,748	1,760	2,640	15,914	24,435	65.13%
82-820-52-00-5214	FICA CONTRIBUTION		2,339	4,527	1,989	1,990	1,951	2,297	2,304	3,484	20,881	34,263	60.94%
82-820-52-00-5216	GROUP HEALTH INSURANCE		13,349	4,104	4,808	4,617	4,418	4,796	5,690	5,434	47,216	88,996	53.05%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	22	28	28	28	28	41	35	277	403	68.68%
82-820-52-00-5223	DENTAL INSURANCE		404	443	253	338	338	338	443	423	2,979	5,550	53.68%
82-820-52-00-5224	VISION INSURANCE		117	33	46	46	46	46	71	58	462	670	68.98%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		92	-	-	229	-	229	-	-	549	1,000	54.90%
82-820-52-00-5231	LIABILITY INSURANCE		5,356	1,820	1,820	1,820	1,820	968	1,820	1,328	16,753	25,440	65.85%



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			May-17	June-17	July-17	August-17	September-17	October-17	November-17	December-17			
<i>Contractual Services</i>													
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	-	-	-	-	112	112	500	22.41%
82-820-54-00-5415	TRAVEL & LODGING		-	-	-	42	-	-	115	35	192	600	31.94%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	100	-	-	-	-	-	100	100	100.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	518	-	1,127	-	-	1,463	3,107	6,000	51.79%
82-820-54-00-5452	POSTAGE & SHIPPING		-	294	-	7	13	27	11	28	380	500	76.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,717	11	468	11	728	1,342	1,250	5,527	12,000	46.06%
82-820-54-00-5462	PROFESSIONAL SERVICES		877	3,691	1,510	5,107	1,483	942	2,465	1,952	18,028	40,000	45.07%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION		-	-	-	3,147	373	3,147	-	-	6,667	20,000	33.33%
82-820-54-00-5480	UTILITIES		-	-	362	384	337	502	536	954	3,076	8,480	36.28%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		513	6,560	2,865	-	25,800	1,415	4,891	3,907	45,950	50,000	91.90%
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	1,008	104	781	3,170	8,000	39.63%
82-820-56-00-5620	OPERATING SUPPLIES		-	1,500	96	664	-	978	-	506	3,744	10,000	37.44%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	193	23	-	32	62	95	89	494	1,000	49.38%
82-820-56-00-5685	DVD'S		-	138	49	55	-	41	-	80	363	500	72.56%
82-820-56-00-5686	BOOKS		-	11	-	13	-	22	-	-	46	1,500	3.05%
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	15,893	11,792	3,608	686,420	719,057	95.46%
TOTAL FUND EXPENDITURES			56,311	90,348	43,082	47,976	65,323	50,031	52,586	70,938	476,595	803,154	59.34%
FUND SURPLUS (DEFICIT)			5,488	187,168	(27,167)	(18,926)	205,525	(34,138)	(40,794)	(67,330)	209,825	(84,097)	
BEGINNING FUND BALANCE											489,057		
FUND SURPLUS (DEFICIT)											209,825		
ENDING RESERVED FUND BALANCE											334,198		
ENDING UNRESERVED FUND BALANCE											364,684		
ENDING TOTAL FUND BALANCE											698,882		
LIBRARY DEBT SERVICE REVENUES													
83-000-40-00-4000	PROPERTY TAXES		62,037	321,269	12,061	27,932	313,150	14,105	8,079	-	758,634	757,396	100.16%
83-000-45-00-4500	INVESTMENT EARNINGS		0	0	2	70	227	240	275	472	1,286	-	0.00%



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83-000-49-00-4982	TRANSFER FROM LIB OPS		-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE			62,037	321,269	12,064	28,002	313,378	14,345	8,354	472	759,920	760,396	99.94%

LIBRARY DEBT SERVICE EXPENDITURES

<i>2006 Bond</i>													
83-830-84-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	50,000	50,000	50,000	100.00%
83-830-84-00-8050	INTEREST PAYMENT		-	13,681	-	-	-	-	-	13,681	27,363	27,363	100.00%
<i>2013 Refunding Bond</i>													
83-830-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	-	-	-	520,000	520,000	520,000	100.00%
83-830-99-00-8050	INTEREST PAYMENT		-	81,516	-	-	-	-	-	81,516	163,033	163,033	100.00%
TOTAL FUND REVENUES			62,037	321,269	12,064	28,002	313,378	14,345	8,354	472	759,920	760,396	99.94%
TOTAL FUND EXPENDITURES			-	95,198	-	-	-	-	-	665,198	760,395	760,396	100.00%
FUND SURPLUS (DEFICIT)			62,037	226,072	12,064	28,002	313,378	14,345	8,354	(664,726)	(475)	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES		6,150	7,000	4,200	12,650	4,700	5,600	4,350	11,575	56,225	35,000	160.64%
84-000-45-00-4500	INVESTMENT EARNINGS		1	1	1	1	1	1	1	1	9	10	91.60%
TOTAL REVENUES: LIBRARY CAPITAL			6,151	7,001	4,201	12,651	4,701	5,601	4,351	11,576	56,234	35,010	160.62%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	128	-	-	-	-	128	-	255	3,500	7.29%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	862	3,894	-	-	-	-	2,379	7,135	15,000	47.57%	
84-840-56-00-5683	AUDIO BOOKS		-	1,001	150	-	-	-	170	177	1,498	-	0.00%	
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	-	-	-	-	-	110	110	-	0.00%	
84-840-56-00-5685	DVD'S		-	18	91	205	69	46	122	276	827	-	0.00%	
84-840-56-00-5686	BOOKS		-	2,466	2,717	2,068	2,143	3,738	3,347	4,573	21,053	16,500	127.59%	
TOTAL FUND REVENUES			6,151	7,001	4,201	12,651	4,701	5,601	4,351	11,576	56,234	35,010	160.62%	
TOTAL FUND EXPENDITURES			-	4,347	6,979	2,273	2,212	3,784	3,767	7,515	30,877	35,000	88.22%	
FUND SURPLUS (DEFICIT)			6,151	2,654	(2,778)	10,378	2,489	1,817	585	4,061	25,357	10		

ACTIVITY THROUGH FISCAL PERIOD 08

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 08

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
06	AP-171009	10/03/2017	01	BOOKS	BAKER & TAYLOR	104415	2033127088	51.73	
		10/03/2017	02	BOOKS	BAKER & TAYLOR	104415	2033130769	42.69	
		10/03/2017	03	BOOKS	BAKER & TAYLOR	104415	2033131319	11.49	
		10/03/2017	04	BOOKS	BAKER & TAYLOR	104415	2033150590	12.59	
		10/03/2017	05	BOOKS	BAKER & TAYLOR	104415	2033160913	84.57	
		10/03/2017	06	BOOKS	BAKER & TAYLOR	104415	2033172409	14.37	
		10/03/2017	07	BOOKS	BAKER & TAYLOR	104415	2033175842	14.94	
		10/03/2017	08	AUDIO BOOKS	MIDWEST TAPE	104420	95382801	39.99	
		10/03/2017	09	2 DVDS, 1 AUDIO BOOK	MIDWEST TAPE	104420	95409502	77.97	
		10/03/2017	10	1 AUDIO BOOK, 1 DVD	MIDWEST TAPE	104420	95430011	59.98	
	GJ-171031LB	11/01/2017	08	Oct 2017 Deposits					1,850.00
TOTAL PERIOD 06 ACTIVITY								410.32	1,850.00
07	AP-171113	11/06/2017	01	BOOKS	BAKER & TAYLOR	104426	2033191873	14.95	
		11/06/2017	02	BOOKS	BAKER & TAYLOR	104426	2033210465	14.94	
		11/06/2017	03	BOOK	BAKER & TAYLOR	104426	2033231304	14.94	
		11/06/2017	04	BOOK	BAKER & TAYLOR	104426	2033245448	15.53	
		11/06/2017	05	DVD	MIDWEST TAPE	104433	95481997	22.99	
		11/06/2017	06	DVD	MIDWEST TAPE	104433	95509775	23.99	
		11/06/2017	07	DVDS	MIDWEST TAPE	104433	95530036	45.98	
	AP-171125M	11/30/2017	175	AMAZON-BINGO CARDS, DAUBERS,	FIRST NATIONAL BANK	900052	112517-D.DEBORD	37.44	
	GJ-171130LB	12/01/2017	08	Nov 2017 Deposits					2,644.00
TOTAL PERIOD 07 ACTIVITY								190.76	2,644.00
08	AP-171211	12/04/2017	01	BOOKS	BAKER & TAYLOR	104441	2033253908	285.39	
		12/04/2017	02	BOOKS	BAKER & TAYLOR	104441	2033277843	32.99	
		12/04/2017	03	BOOKS	BAKER & TAYLOR	104441	2033279262	47.27	
		12/04/2017	04	BOOKS	BAKER & TAYLOR	104441	2033297864	23.23	
		12/04/2017	05	BOOKS	BAKER & TAYLOR	104441	2033303265	80.48	
		12/04/2017	06	BOOKS	BAKER & TAYLOR	104441	2033324276	8.99	
		12/04/2017	07	BOOKS	BAKER & TAYLOR	104441	2033325433	10.34	
	AP-171225M	12/18/2017	139	MCDONALDS-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	140	NCG CINEMA-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	141	IMPRINT-TABLE THROW & RUNNER	FIRST NATIONAL BANK	900053	122517-S.AUGUSTINE	187.08	
	GJ-171231LB	01/02/2018	08	Dec 2017 Deposits					971.08
TOTAL PERIOD 08 ACTIVITY								715.77	971.08
TOTAL ACCOUNT ACTIVITY								5,326.82	9,434.31
ENDING BALANCE									7,184.54
GRAND TOTAL								0.00	7,184.54
TOTAL DIFFERENCE								0.00	7,184.54

UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending December 31, 2017 *

	December Actual	YTD Actual	% of Budget	FY 2018 Budget	Fiscal Year 2017	
					For the Month Ending December 31, 2016 YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 644,025	99.7%	\$ 645,867	\$ 626,183	2.85%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	167	2,684	51.1%	5,250	3,058	-12.23%
State Grants	-	-	0.0%	17,200	13,044	-100.00%
Total Intergovernmental	\$ 167	\$ 2,684	12.0%	\$ 22,450	\$ 16,101	-83.33%
Library Fines	\$ 292	\$ 6,223	77.8%	\$ 8,000	\$ 4,667	33.35%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 990	\$ 6,448	99.2%	\$ 6,500	\$ 4,144	55.57%
Copy Fees	230	2,447	97.9%	2,500	1,516	61.48%
Program Fees	72	579	57.9%	1,000	626	-7.54%
Total Charges for Services	\$ 1,291	\$ 9,474	94.7%	\$ 10,000	\$ 6,286	50.71%
Investment Earnings	\$ 196	\$ 1,322	165.3%	\$ 800	\$ 618	113.94%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ 691	0.0%	\$ -	\$ 1,433	0.00%
Rental Income	150	1,224	61.2%	2,000	1,591	-23.07%
DVD Rental Income	147	1,867	74.7%	2,500	1,605	0.19%
Miscellaneous Income	37.00	1,608.02	160.8%	1,000	1,719	906.66%
Transfer In	1,328	17,302	65.4%	26,440	16,614	4.14%
Total Miscellaneous & Transfers	\$ 1,662	\$ 22,692	71.0%	\$ 31,940	\$ 22,961	-1.17%
Total Revenues and Transfers	\$ 3,608	\$ 686,420	95.5%	\$ 719,057	\$ 676,815	1.42%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 70,938</u>	<u>\$ 476,595</u>	<u>59.3%</u>	<u>\$ 803,154</u>	<u>\$ 477,714</u>	<u>-0.23%</u>
50 Salaries	46,379	278,919	61.1%	456,517	286,872	-2.77%
52 Benefits	13,401	105,031	58.1%	180,757	109,116	-3.74%
54 Contractual Services	9,701	84,828	59.8%	141,880	62,254	36.26%
56 Supplies	1,456	7,817	37.2%	21,000	19,473	-59.86%
99 Transfers Out	-	-	0.0%	3,000	-	0.00%
Total Expenditures and Transfers	\$ 70,938	\$ 476,595	59.3%	\$ 803,154	\$ 477,714	-0.23%
<i>Surplus(Deficit)</i>	\$ (67,330)	\$ 209,825		\$ (84,097)	\$ 199,101	

* December represents 67% of fiscal year 2018

DATE: 12/18/17
 TIME: 11:11:12
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UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900053	FNBO FIRST NATIONAL BANK OMAHA				12/25/17		
	122517-A.SIMMONS	11/30/17	01	COMCAST-OCT 2017 & E-RATE		82-820-54-00-5440	1,463.04
			02	2016-2017 CHARGES		** COMMENT **	
			03	KONICA-9/19-10/18 COPIER		82-820-54-00-5462	8.60
			04	CHARGES		** COMMENT **	
			20	ADS-NOV-OCT ALARM MONITORING		82-820-54-00-5495	345.60
						INVOICE TOTAL:	2,265.24

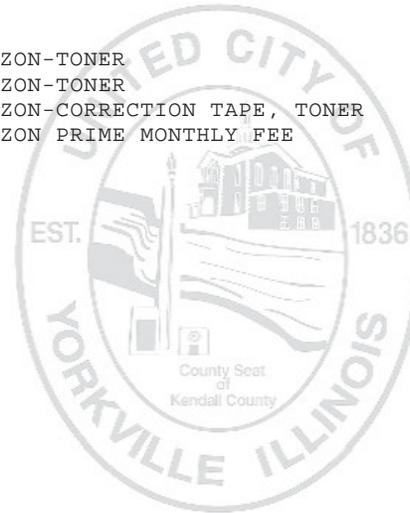
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UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900053	FNBO	FIRST NATIONAL BANK OMAHA		12/25/17		
	122517-D.DEBOARD	11/30/17	01 HOME DEPO-WREATH, POINTSETTIAS 02 FLOOR GUARDS		82-820-56-00-5610 ** COMMENT **	60.86 INVOICE TOTAL: 60.86 *
	122517-E.TOPPER	11/30/17	01 AMAZON-TONER 02 AMAZON-TONER 03 AMAZON-CORRECTION TAPE, TONER 04 AMAZON PRIME MONTHLY FEE		82-820-56-00-5610 82-820-56-00-5610 82-820-56-00-5610 82-820-56-00-5610	261.38 187.78 204.00 10.99 INVOICE TOTAL: 664.15 *



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UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900053	FNBO FIRST NATIONAL BANK OMAHA			12/25/17		
	122517-J.WEISS	11/30/17	01 DOLLAR TREE-SUPPLIES FOR		82-820-56-00-5671	21.00
			02 CHILDREN'S PROGRAMING		** COMMENT **	
			03 WALMART-SUPPLIES FOR CHILDRENS		82-820-56-00-5671	54.80
			04 PROGRAMING		** COMMENT **	
					INVOICE TOTAL:	75.80 *
	122517-M.EBERHARDT	11/30/17	01 MCDONALDS-GIFT CARD		82-000-24-00-2480	20.00
			02 NCG CINEMA-GIFT CARD		82-000-24-00-2480	20.00
					INVOICE TOTAL:	40.00 *

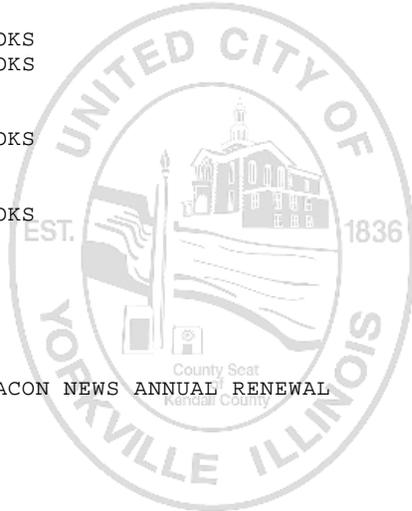


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UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 01/08/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104454	ALLVAC	MICHAEL C. GOLICH					
	13946		12/04/17	01	VACUUM REPAIR	82-820-54-00-5495	103.85
						INVOICE TOTAL:	103.85 *
						CHECK TOTAL:	103.85
104455	BAKTAY	BAKER & TAYLOR					
	2033341157		12/04/17	01	BOOKS	82-000-24-00-2480	61.29
				02	BOOKS	84-840-56-00-5686	302.42
						INVOICE TOTAL:	363.71 *
	2033364967		12/13/17	01	BOOKS	84-840-56-00-5686	149.52
						INVOICE TOTAL:	149.52 *
	2033372209		12/15/17	01	BOOKS	82-000-24-00-2480	599.34
						INVOICE TOTAL:	599.34 *
						CHECK TOTAL:	1,112.57
104456	CHITRIB	CHICAGO TRIBUNE					
	13975279-112817		11/28/17	01	BEACON NEWS ANNUAL RENEWAL	82-820-54-00-5460	130.00
						INVOICE TOTAL:	130.00 *
						CHECK TOTAL:	130.00
104457	ERICSCUT	ERIC K HILL					
	12001		12/01/17	01	FALL CLEAN UP, CLEAN GUTTERS	82-820-54-00-5495	1,910.00
						INVOICE TOTAL:	1,910.00 *
						CHECK TOTAL:	1,910.00
104458	IDLABEL	ID LABEL, INC.					

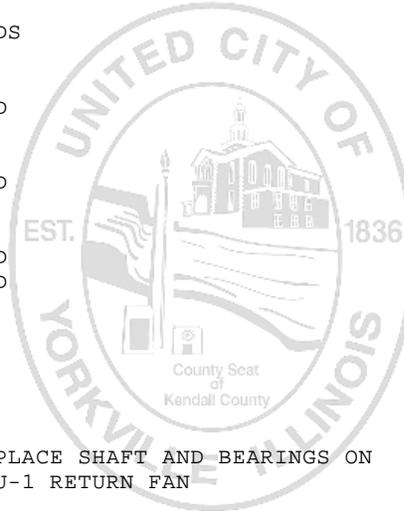


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 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 01/08/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104458	IDLABEL	ID LABEL, INC.					
	0101139-IN		05/16/17	01	LIBRARY BAR CODES	82-820-56-00-5610	185.40
						INVOICE TOTAL:	185.40 *
						CHECK TOTAL:	185.40
104459	MIDWTAPE	MIDWEST TAPE					
	95632418		12/05/17	01	DVDS	82-820-56-00-5685	51.97
						INVOICE TOTAL:	51.97 *
	95649185		12/11/17	01	DVD	82-000-24-00-2480	17.99
						INVOICE TOTAL:	17.99 *
	95671299		12/18/17	01	DVD	82-820-56-00-5685	22.99
						INVOICE TOTAL:	22.99 *
	95686677		12/22/17	01	DVD	82-000-24-00-2480	22.99
				02	DVD	82-820-56-00-5685	40.98
						INVOICE TOTAL:	63.97 *
						CHECK TOTAL:	156.92
104460	MVB	MECHANICAL VIBRATION &					
	10781		12/13/17	01	REPLACE SHAFT AND BEARINGS ON	82-820-54-00-5495	4,740.00
				02	AHU-1 RETURN FAN	** COMMENT **	
						INVOICE TOTAL:	4,740.00 *
						CHECK TOTAL:	4,740.00
104461	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3003596057		12/13/17	01	11/041/17-01/31/18 ELEVATOR	82-820-54-00-5495	525.00
				02	MAINTENANCE BILLING	** COMMENT **	
						INVOICE TOTAL:	525.00 *
						CHECK TOTAL:	525.00



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TIME: 11:18:40
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UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 01/08/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104462	YOUNGM	MARLYS J. YOUNG					
	121117		12/26/17	01	DEC 11 LIBRARY MEETING MINUTES	82-820-54-00-5462	50.75
						INVOICE TOTAL:	50.75 *
						CHECK TOTAL:	50.75
						TOTAL AMOUNT PAID:	8,914.49





UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 1, 2017

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 16,535.21	\$ -	16,535.21	\$ 1,782.49	\$ 810.84	\$ 19,128.54
FINANCE	9,350.86	-	9,350.86	1,024.19	701.06	\$ 11,076.11
POLICE	113,436.82	10,205.81	123,642.63	583.94	9,213.86	\$ 133,440.43
COMMUNITY DEV.	15,567.55	-	15,567.55	1,643.42	1,160.39	\$ 18,371.36
STREETS	13,066.46	-	13,066.46	1,408.56	962.40	\$ 15,437.42
WATER	15,742.24	353.06	16,095.30	1,699.51	1,174.41	\$ 18,969.22
SEWER	8,171.34	190.00	8,361.34	917.52	633.70	\$ 9,912.56
PARKS	15,566.26	174.41	15,740.67	1,696.85	1,152.97	\$ 18,590.49
RECREATION	12,915.28	-	12,915.28	1,147.17	964.73	\$ 15,027.18
LIBRARY	15,110.74	-	15,110.74	879.91	1,125.92	\$ 17,116.57
TOTALS	\$ 235,462.76	\$ 10,923.28	\$ 246,386.04	\$ 12,783.56	\$ 17,900.28	\$ 277,069.88
TOTAL PAYROLL						\$ 277,069.88



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 15, 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	16,766.01	-	16,766.01	1,807.39	828.51	19,401.91
FINANCE	9,350.85	-	9,350.85	1,008.02	689.60	11,048.47
POLICE	107,503.14	3,415.34	110,918.48	583.94	7,951.00	119,453.42
COMMUNITY DEV.	15,608.05	-	15,608.05	1,627.25	1,152.00	18,387.30
STREETS	13,066.46	863.63	13,930.09	1,501.65	1,025.67	16,457.41
WATER	16,561.68	39.61	16,601.29	1,691.01	1,214.49	19,506.79
SEWER	8,171.35	-	8,171.35	880.87	607.68	9,659.90
PARKS	15,969.14	-	15,969.14	1,721.47	1,171.88	18,862.49
RECREATION	13,824.17	-	13,824.17	1,161.26	1,026.61	16,012.04
LIBRARY	15,910.29	-	15,910.29	879.91	1,187.08	17,977.28

TOTALS \$ 238,206.16 \$ 4,318.58 \$ 242,524.74 \$ 12,880.73 \$ 17,262.03 \$ 272,667.50

TOTAL PAYROLL \$ 272,667.50



UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 29, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 17,112.17	\$ -	17,112.17	\$ 1,844.71	\$ 885.72	\$ 19,842.60
FINANCE	9,350.84	-	9,350.84	1,008.02	706.85	\$ 11,065.71
POLICE	107,768.21	551.50	108,319.71	583.94	7,886.13	\$ 116,789.78
COMMUNITY DEV.	16,148.56	-	16,148.56	1,627.25	1,218.36	\$ 18,994.17
STREETS	13,417.95	-	13,417.95	1,408.56	1,009.61	\$ 15,836.12
WATER	14,551.04	1,094.48	15,645.52	1,652.64	1,170.61	\$ 18,468.77
SEWER	9,121.37	-	9,121.37	983.28	682.23	\$ 10,786.88
PARKS	15,657.29	-	15,657.29	1,687.86	1,197.79	\$ 18,542.94
RECREATION	14,901.86	-	14,901.86	1,306.38	1,136.89	\$ 17,345.13
LIBRARY	15,358.25	-	15,358.25	879.91	1,170.51	\$ 17,408.67
TOTALS	\$ 233,387.54	\$ 1,645.98	\$ 235,033.52	\$ 12,982.55	\$ 17,064.70	\$ 265,080.77
TOTAL PAYROLL						\$ 265,080.77



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, January 08, 2018

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 -4)</i>	12/25/2017	\$2,942.27
Library Check Register - <i>(Pages 5 - 7)</i>	01/08/2018	\$8,914.49
Sunlife - Dec 2017 Dental Ins	12/12/2017	\$423.27
IPRF -Jan 2018 Workers Comp	12/12/2017	\$915.77
Nicor -10/31-11/30 services	12/12/2017	\$954.24
Flex - Nov 2017 HRA & FSA Fees	12/20/2017	\$19.00
Mesirow - 2018 Service Fee	12/20/2017	\$412.16
Dearborne National - Jan 2018 Life Ins	12/20/2017	\$34.66
Dearborne National - Jan 2018 Vision Ins	12/20/2017	\$58.40
BCBS - Jan 2018 Health Insurance	12/20/2017	\$5,325.68
TOTAL BILLS PAID:		\$19,999.94

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	12/01/2017	\$17,116.57
Bi-weekly <i>(Page 9)</i>	12/15/2017	\$17,977.28
Bi-weekly <i>(Page 10)</i>	12/29/2017	\$17,408.67
TOTAL PAYROLL:		\$52,502.52

TOTAL DISBURSEMENTS: \$72,502.46

LIBRARY DIRECTOR REPORT— DECEMBER 2017

Facilities Management Air Handler motor and belts installed.
Yorkville Library Sign-Electrician called.
HVAC Company (Artlip) replaced filters in MeetingRoom.
(Waiting for proposal for Maintenance Agreement).
Met with Four Seasons Landscaping & Received Proposal.
Coordinating our fire extinguishers service with the City
reducing our costs.

Public Relations WSPY Broadcast (YS Managers) 12/1/17

Meetings Met with Bart Olson on Intergovernmental Agreement
11/18/17
Friends Meeting 12/11/17

Training Participated in the online class for Sierra.

Staff Recruitment We interviewed 4 candidates and hired 2: 1 for Circ and 1
for Youth Services.

Schools IGA Contacted the 4 libraries in Illinois to obtain copies of their
IGA's (received 2/4 to date) Will report at February
meeting.

Staff Holiday Lunch Hosted a holiday pizza lunch for staff.

Programs, Activities

Adult Programs Evening Book Club No Meeting
Men's Book Club No Meeting
Friends Meeting 13
Threads and More 18

TOTAL ADULT ATTENDANCE 31

Young Adult Programs Teen Meeting -TAG 18

TOTAL YA ATTENDANCE 18

Children Programs Drop-In Storytime 9
Tots and Toddlers (2 programs) 50
Afternoon/Morning Read (2 programs) 12
Lego Club Duplo 11
Lego Club 9
Book Club (Grades 1-2) 6
Dance Party 11

Ice Cream Book Club 5
Panera Storytime 40
Literacy Center 8
Cards for Kids 18
Cookie Decorating 5
3D Printer 7
Beginning Read 3
Polar Express 131
Santa 177

TOTAL CHILDREN'S ATTENDANCE 502

Passive programs included: Traced hand wreath (32), Reindeer Ornament-make/take (42), Snowman ornament (47), Snowman stick ornament (53).

Computer Use Adult 277
 Young Adult 22
 Children 35
 Express 22

TOTAL COMPUTER USE 356

Database & E-book Use Ancestry Not Available
 Gale Not Available
 Omni E-Book 621 E-Audio 246 (Users) 202
 E-Read IL 10 E-Book Audio 39 (Users)16

Circulation Checkouts 10,639
 New Patrons Added 76
 New Items Added 261

Teen Volunteers Morgan Rustsay, Mikayla Mika, Juleah Richardson, Naytona Faedtke, Rachel Robinette, Halle Jones, Sydney Klebenow, Skyler Krantz, Riley Benning, Brooklyn Souza, Alexa Roehr, Estella Tejada, Mark Sanford, Katyln Tugman, Leah English, Zach Weiss, Kurt Bowen.

Adult Volunteers Theron Garcia (Dance Party), Yorkville Jr. Women's Club (Drop In Story Time, Joe Gillespie (Santa) and Kurt Bowen (3D Printer)

Meeting Room 3 Rental, 5 Programs

Patron Count 4168

Proctored Test 1

Grants Did not receive the grant for the IEEE Science Kits for Public Libraries (Very Competitive—over 15 applications and 2 awards).

Gifts, Donations and Memorials One brick submitted for engraving.

Medical Emergency Patron was semi-conscious upstairs, 911 called. We will be having a CPR and First Aid class for our Spring Staff Training Event.

Yorkville Public Library Policy Manual

Section Personnel—Conditions of Work

L. POLICY PROHIBITING SEXUAL HARASSMENTⁱ

I. *PROHIBITION ON SEXUAL HARASSMENT*

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of The Yorkville Public Library to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. *DEFINITION OF SEXUAL HARASSMENT*

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

ⁱ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.



ONE COMPANY DOES IT ALL

Fire Alarm • 24-Hour Monitoring • Fire and Safety Products • Security • Engineered Fire Suppression • Sprinkler Service
2730 Pinnacle Drive • Elgin, IL 60124-7943 • 847-695-5990 • Fax 847-695-3699 • www.foxvalleyfire.com

November 30, 2017

Yorkville Public Library
Attn: Elisa
902 Game Farm Rd.
Yorkville, IL 60560

Dear Elisa:

Fox Valley Fire & Safety recently performed a service call at the above referenced location. During this service, our technician determined the port on the fire panel is faulty which is causing the troubles and the panel will need to be upgraded since it is obsolete. Fox Valley Fire & Safety proposes to provide the following:

Fire Alarm System Equipment and Scope of Work:

- 1 - Fire Alarm Control Panel
- 1 - Display
- 1 - Labor to Replace, and Connect

Your investment for this package.....\$ 3,970.00

Please Note:

➤ A new proposal will be provided for additional equipment or work, if required.

Exclusions to this proposal are:

- 1. Products or services not listed above
- 2. Additional requirements from the local Fire Department
- 3. Premium time labor
- 4. Sales Tax
- 5. Fuel Surcharge

Please approve, date and fax this document to my attention at your earliest opportunity. Upon receipt of your approval, we will contact you to schedule this important life safety work.

I look forward to partnering with you on this project and appreciate your careful consideration. If you have any questions or if I may be of further assistance, please feel free to contact me at 847-695-5990, ext 233 or via e-mail at teddyi@foxvalleyfire.com.



PO Box 629, 3 E Front St, Newark, IL 60541 ♦ Phone (815) 496-3000 ♦ Fax (815) 496-2777 ♦ www.correctelectric.us

PROPOSAL

January 3rd, 2018

Yorkville Public Library
Elisa Topper
902 Game Farm Rd.
Yorkville, IL 60560
630-553-4354 ext. 117

Elisa.topper@yorkville.lib.il.us

REFERENCE: Yorkville Public Library

We propose to provide the necessary labor and material to complete the following:

We have determined that an underground parking lot lighting and sign feed has gone bad shorting out the wires. We were unable to pull the wires out leading us to believe the underground conduit has been broken and that is what caused the wires to short out. We propose to bore a 1" conduit under the blacktop parking lot from pole base to pole base. We will then connect the pipe to the conduit coming out of the bases under grade if possible or pipe up side of base if need be. We will pull in new wire between the poles. Splices will be made as required and tested complete.

TOTAL PRICE.....\$5,285.00

Permit and/or application fees, if required, are by Owner.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of: **\$ 5,285.00**

Payment will be made as follows, pay-outs as job proceeds, with minimum monthly pay-outs, balance due upon completion. Finance charges will apply (1 ½% monthly) unless previously arranged. Customer shall be liable for all reasonable attorney's fees, court costs, finance charges, and expenses that may be incurred as a result of failure to make payment. Correct Electric Inc. pays all applicable state sales taxes.

FIRE ♦ SECURITY ♦ VIDEO ♦ ACCESS CONTROL ♦ STRUCTURED WIRING ♦ PHONE ♦ INTERCOM ♦ SOUND

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Respectfully submitted by: **Ryan Mason**

SIGNATURE: *Ryan Mason*
Project Manager

NOTE: We may withdraw this proposal if not accepted within 90 days.

ACCEPTANCE OF PROPOSAL

I am authorized to approve this work as specified. The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined and taken above.

PURCHASE ORDER # _____ SIGNATURE: _____

DATE _____ PRINTED NAME: _____

Yorkville Public Library Policy Manual

Section D—Collection Development Part B: Censorship

B. Censorship

Although the library accepts responsibility for providing free access by the public to all points of view, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it. All sides of controversial issues are represented in the library as far as budget, space, and availability of materials allow. Selection is based upon the criteria cited in this policy statement. The race, religion, nationality, or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Children are not limited to materials in the juvenile collection. Responsibility for materials selected for a child must rest with the parent or legal guardian. Selections will not be inhibited by the possibility that controversial materials may come into the possession of children. The library will provide a Request for Reconsideration of Materials Form, (see attached sheet) for the Library Board to take under consideration.

C. De-Selection

The Library keeps the collection vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, badly marked or damaged, contain outdated or inaccurate information, are superseded by a newer edition, of little historical significance, or no longer in demand. Materials which are removed from the collection may be donated to The Friends of the Yorkville Library for their used book sale. Items that are very much worn and have no resale value will be discarded. The Library does not reserve discarded items for individuals.

D. Scope of the Collection

The collection will be current, general in scope, and balanced in terms of subject coverage, point of view and age/interest level. Materials will be selected in a variety of formats including, but not limited to, print, audiovisual, electronic, and online. It is beyond the general scope of the library to provide materials of a highly technical or specialized nature. A large print collection is provided for patrons with visual impairments. Persons who have visual or physical impairments that prevents their use of books may also be referred to the Library of Congress Talking Book Program.

Crossing Over | Christian Fiction Genre Spotlight

 reviews.libraryjournal.com/2014/11/books/genre-fiction/christian-fiction/crossing-over-christian-fiction-genre-spotlight/



It is no shocker that the publishing game is undergoing rapid-fire change. The astonishing growth in self-publishing (over half a million self-published titles were released in 2013, up 400 percent since 2008, according to a recent Bowker report), the continued improvements in ereaders and digital reading apps, the rise in print on demand, and mergers among the Big Six (now Big Five) publishers are creating ripple effects throughout the industry.

How are Christian publishers keeping pace? Cat Hoort, the marketing and publicity manager for Abingdon Fiction, finds the ever-evolving fiction market particularly challenging. “We frequently see shifts in the popularity of genres, and we all know that ebooks changed the game entirely, not only in pricing, distribution, and content (such as digital bundles and now tweetable ebooks) but—perhaps most importantly—in discoverability. Direct-to-consumer promotion is now more important than ever.” Change is not new, she argues. Publishers that can adapt to the changes are still going to be successful.

CF’s growing mainstream appeal

One way publishers are adapting is by reaching new audiences; for secular houses that means acquiring Christian fiction imprints and buying titles specifically designed to appeal to value-driven readers. This trend is especially notable in the romance category; despite the current craze for erotic romance, there remain plenty of fans who prefer a more traditional or gentle love story. If the Christian content is subtle and organic, such readers are willing to consider an inspirational novel. “I think we’ll see mainstream readers who prefer less explicit stories start to gravitate toward Christian romance,” says Christina Boys, a senior editor for Hachette’s FaithWords/Center Street imprints.

Grand Central publicist Julie Paulauski agrees. “Romance readers are voracious in consumption and diverse in taste, so our editorial team is always looking for all types of stories within the genre.” She cites two upcoming World War I novels from the publisher’s Forever imprint—Stacy Henrie’s *Hope Rising* (Dec.) and *A Hope Remembered* (Mar. 2015)—that will be marketed to both the inspirational and the mainstream demographic.

“I love Stacy’s willingness to fearlessly cross boundaries,” says associate editor Lauren Plude, who acquired these books because she enjoyed them so much. “The ‘Of Love and War’ series dips its toe into women’s fiction, romance, historical fiction, and Christian fiction. In many ways this series is undefinable—which I think makes her universally appealing.”

Crossover opportunities

If mainstream romance fans are increasingly willing to sample CF, inspirational readers—and publishers—are also more open to new genres. Sarah Freese, an agent at Wordserve Literary (a Christian-based agency whose clients include award winners Julie Cantrell, Katie Ganshert, and Jody Hedlund), notices more Christian readers accepting stories that fall under the literary fiction category. “While there are still rules and expectations within the CBA [Christian Booksellers Association], more readers are open to Christian fiction that [doesn’t offer] ‘typical Evangelical’ answers.”

Concurring with Freese’s assessment is Chip MacGregor, president of MacGregor Literary; among his clients are popular CBA author Mindy Starns Clark and best-selling crossover author Susan Meissner. “I see several CBA publishers trying to create fiction that is less constrained by strict Christian fundamentalist restrictions.”

Among them is the UK’s largest Christian publisher, Lion Hudson; its Lion Fiction imprint offers historical, mystery, contemporary, and fantasy titles that appeal to both religious and secular readers. [See Barbara Hoffert’s “Spotlight on Lion Fiction” for a full profile (ow.ly/DpWN5).—Ed.] Noelle Pederson, the marketing and publicity manager for Kregel Publications, which represents Lion Fiction in the United States, points to the crossover success of Elizabeth Flynn’s debut 2013 mystery, *Game, Set and Murder*, which attracted the attention of Gothic Bookshop’s (Durham, NC) International Mystery Book Club. When *Dead Gorgeous*, the second title in Flynn’s “D.I. Costello” series, publishes in November, Kregel’s marketing push will focus on both Christian and secular mystery outlets.



Testing new waters

Also seeking new opportunities is best-selling CF author Davis Bunn, who is set to release a completely new brand of novels, published by Revell Books, under the pseudonym Thomas Locke. “These novels will provide the same suspense and intrigue that his readers have come to expect, but with story lines targeted to the general market,” explains Revell publicist Claudia Marsh. His first Locke book, *Emissary*, is an epic fantasy (Jan. 2015), something new for Bunn, although he is an avid fan of the genre. In June arrives the second Locke title, *Trial Run*, a technothriller that launches the “Fault Lines” series.

Another award-winning CBA writer navigating the general market is Susan Meissner, whose second mainstream novel with NAL will be released in February. Dovetailing between the perspectives of a modern American scholar and a fashion designer during the London Blitz, *Secrets of a Charmed Life* examines the impact the choices we make have on our beliefs and behaviors.

As Meissner’s success demonstrates, women’s fiction continues to be a strong draw for crossover audiences, especially for those readers who gravitate to Debbie Macomber and Jodi Picoult. “We’ve watched Julie Cantrell achieve great crossover success,” says Abingdon’s Hoort, “and we expect to see more of this from such authors as Cynthia Ruchti.” Ruchti’s upcoming novel, *As Waters Gone By* (May 2015), is a story of spouses separated by hardship attempting to save a desperate marriage.

Diluting the message?

Does the mainstreaming of Christian fiction mean a watered-down faith element? Bethany House marketing vice president Steve Oates stresses that a house’s publishing philosophy is more important than whether the ownership is Christian. And author Ruchti, who is also the professional relations liaison for American Christian Fiction Writers (ACFW), argues that secular companies can in fact connect readers who might not otherwise consider inspirational fiction. Recognizing CF’s clout, such publishers are not interested in diluting the very element that makes such fiction popular.

Abingdon’s Hoort doesn’t expect either secular or CBA publishers to abandon their core readers, believing it to be a “both and” situation. “There will still be future releases for readers who want a clear Gospel message in their novels alongside books that are clean, fun, and

inspiring but not overtly religious.” She points to Sharyn McCrumb’s Christmas novella *Nora Bonesteel’s Christmas Past* (Abingdon, Nov.) as an example.

“Christian readers may find a Matthew 7:12/Golden Rule sort of inspiration, while at the same time crossover and mainstream readers will enjoy this as a fun read that includes the characters and setting that they’ve come to love—the very elements that have made McCrumb a repeated *New York Times* best seller,” Hoort says.

Going indie

Once considered a domain for those whose books couldn’t find a home at a traditional house, self-publishing is attracting even best-selling writers. Some are going this route to bring their out-of-print titles back into circulation without the high costs of traditional publishing. Other authors are using it as a tool to “build momentum” for hungry readers in between their book contracts. Still others are pleased with the greater control self-publishing puts into their hands, such as over the elements of pricing and timing.

Still, ACFW’s Ruchti maintains that the most successful independent authors are those who “cut their teeth” and built experience in the traditional publishing world. Karen Watson, Tyndale House associate publisher, fiction, agrees, noting that independent publishing can be a good source of income for established authors. But she questions whether it can be used as replacement income—even for those with a name in the industry. “What this will mean for these authors long-term is still too early to tell.”

For the moment, CF houses like Thomas Nelson and Tyndale House have picked up only a few previously self-published writers, a tiny portion of their lists, but the publishers are paying close attention to those indie authors who are building a fan base and who might be a good fit for their programs. “I think that by and large, the attitude of traditional publishers toward self-publishing has evolved from a sense of threat to a sense of opportunity,” says Thomas Nelson VP and publisher Daisy Hutton.

The hybrid model

Where others might fear to tread, small hybrid houses like Oklahoma-based [Redbud Press](#) are springing up to bridge the gap between self-publishing and the traditional model. Launched this year by authors Regina Jennings, Lacy Williams, and Erin Taylor Young, the self-described boutique publisher is using the digital-first and print-on-demand model. “We believe there is a need for more short inspirational romances (45,000–60,000 words), and we’ve also seen that many authors are nervous about taking the leap into self-publishing and want someone to manage the business side for them,” explains Williams, who is Redbud’s managing editor. “We are a traditional publisher in the sense that we maintain control of the print and ebook rights and final decisions on cover art and edits, but we are employing many of the same marketing tactics that successful self-published authors and online marketing gurus are using.”

Scheduled for a March 2015 rollout, Redbud's initial list includes Cheryl Wyatt's *Out of the Deep*, the first of a three-book series featuring Coast Guard heroes, and Susan Crawford's debut novel, *Saving Justice*, about a teacher who clashes with a wealthy entrepreneur over an at-risk youth. "While many of the current contemporary romances feature small-town or Western settings, this novel takes place in an urban setting," says Williams. Redbud is also actively acquiring backlist titles of authors who fit its readership.

Agent MacGregor represents numerous hybrid authors (authors who do some self-publishing as well as some traditional publishing), and he is encouraging most writers to consider that direction. "I think we've developed two basic markets—one for largely self-published authors, another for traditionally published authors."

History in the making

Though Civil War novels and historicals set in the Old West are still favored by CBA readers, opportunities in new periods beyond the classic American frontier are emerging as a result of the mainstream popularity of early to mid-20th-century periods. "As the mainstream and Christian markets become more entwined, each market seems to influence the other," comments FaithWords' Boys.

The success of *Downton Abbey* (the new season starts in January on PBS) and this year's World War I and World War II anniversaries (the centennial of the Great War's start; the 70th anniversary of the D-day landings) continue to spur reader interest in both global conflicts. Shannon Marchese, fiction editor for WaterBrook/Multnomah, believes these trends will continue for a while, especially as the news from the real world feels overwhelming. "These are examples from history of triumph over evil and people of strength and faith carrying on after devastating experiences."

"The World War II anniversary celebrations have been extensive in the UK and have quite captured the imagination there," explains Kregel's Pederson. "Lion Fiction is contributing to that zeal but combining it with its growing reputation as a mystery publisher to present a new hard-boiled series [set in wartime London], 'The Blitz Detective,' with debut author Mike Hollow." The first book, *Direct Hit*, will publish next June. Kristy Cambron, author of the acclaimed *The Butterfly and the Violin*, will revisit the Holocaust in the second entry in her "Hidden Masterpiece" series, *A Sparrow in Terezin* (Thomas Nelson, Apr. 2015). As for the Great War, Kate Breslin's sophomore effort, *Not by Sight* (Bethany House, Aug. 2015), offers a look at the role of spies in World War I England.

Bethany House acquisitions editor Raela Schoenherr also notices a surge in demand for stories about the prewar and postwar eras. Sarah Loudin Thomas's *Miracle in a Dry Season* (Aug.), the first entry in her "Appalachian Blessing" series, "begins in the 1950s and is full of heart and charm that serves as a nice foil to the darkness of the war years." Next August, Bethany House will publish Susan Ann Mason's *Irish Meadows*, a debut novel that showcases romance and family drama prior to World War I. The 1920s were a time of new freedom for women and thus make the perfect period for *A Flying Affair* (FaithWords, Jun. 2015), Carla

Stewart's historical novel about a female pilot navigating love and life that is sure to appeal to readers with a strong sense of adventure. *On Shifting Sand* (Tyndale, Apr. 2015), Allison Pittman's latest historical, explores the Dust Bowl era of the 1930s. Pittman and Stewart are both multiaward winners known for their character-driven fiction.

Tyndale's Watson has also seen in the last few years novels that are pulling from the late 1950s and early 1960s, a time of significant change involving civil rights, social justice, and changing social mores. "There has been enough distance from those events to make them historical and ripe for exploration."



Seems like old times

Biblical fiction's popularity ebbs and flows, according to Bethany House's Schoenherr, but the popularity of *The Bible* miniseries as well as the controversial release of *Noah* with Russell Crowe and Ridley Scott's upcoming film *Exodus: Gods and Kings* starring Christian Bale as Moses "shows that ancient times hold new appeal." If Scott's film is a hit, there may be a ready audience for Cliff Graham's *Shadow of the Mountain: Exodus* (Bethany House, May 2015), a gritty action-filled saga about Old Testament heroes Joshua and Caleb. Jill Eileen Smith's "Daughters of the Promised Land" series launches next February with *The Crimson Cord* (Revell), which retells the story from the Book of Joshua about Rahab the Jericho prostitute who risks all to save Israelite spies.

A surprising entry in the New Testament genre is Ted Dekker, who turns to biblical fiction with *A.D. 30* (Center Street, Oct.; see [starred review](#)). In this interpretation of Jesus's life, Dekker (known for his chillers published by both CBA and mainstream houses) turns his thriller-writing skills in a new direction, adding (in senior editor Boys's words) "strong characters and settings that bring history and the Bible to life, driven by action and adventure and some surprising twists."

The *GOT* effect

Literary agent Julie Gwinn of the Seymour Agency (which represents Vannetta Chapman and Amanda Flower) likes to watch what is happening in television and film as early indicators of possible trends. "With *Game of Thrones*, we are now seeing more medieval themes." Why the appeal of fiction set during the Middle Ages? Bethany House executive editor, fiction

acquisitions, David Long suggests that particular historical period “seems poised on the knife’s edge of history and legend, fairy tale and real life.... There is a lasting appeal there that crosses generations of readers.”

Coming in January from Bethany House is Dina Sleiman’s *Dauntless*, a debut adventure novel that combines history, legend, and romance. With its heroine, a baron’s daughter-turned-bandit, this is bound to attract Robin Hood buffs and readers who like strong female protagonists in their historical fiction. For fans of George R.R. Martin’s and Bernard Cornwell’s medieval dramas, there is John Sadler’s visceral *Blood Divide: A Novel of Flodden Field* (Lion Fiction, Jan. 2015), which re-creates the bloody 1513 Battle of Flodden in which the English forces slaughtered the Scottish king, James IV, and 15,000 soldiers.

December marks the publication of William Peak’s *The Oblate’s Confession* (Secant), a debut historical novel about a seventh-century English monastery that takes readers “deep within the mind-set and spirits of our Christian forefathers.” Ron Sauder, editor and publisher at Secant Publishing, a small Maryland-based mainstream press specializing in new regional voices, notes that this novel would appeal to “anyone who wants to reflect on the role of faith, and prayer, in a time of great uncertainty.”

The rise of Christian sf/fantasy

For Kregel’s Pederson, the current medieval interest goes hand in hand with the rise in popularity of fantasy and speculative fiction. “Thanks to J.R.R. Tolkien, much of fantasy (Christian and otherwise) has a hint of the Middle Ages.” Anna Thayer, an English teacher who lectures on Tolkien and C.S. Lewis, concludes her “Knight of Eldaran” trilogy with *The Broken Blade* (Lion Fiction, Apr. 2015). Readers who admire Stephen R. Lawhead’s Celtic fantasies will want to follow C.E. Laureano’s “Song of Seare” YA series about a young harpist’s journey in a dangerous world ruled by the Red Druid; the second volume, *Beneath the Forsaken City* (NavPress), releases in February.

Meanwhile, the dystopian craze shows no signs of abating. The genre, explains Pederson, tells exciting stories with a strong moral message and, because of that, will remain popular in Christian YA fiction. “It’s this sense of purpose that makes dystopian fiction, like our debut author Marissa Shrock’s *The First Principle* (Jan. 2015), a good fit for a strong evangelical publisher like Kregel.” Steve Laube, a literary agent and president of Enclave Publishing, sees a certain fatigue in editors and booksellers. Still this past October Enclave published *A Time To Die*, the first volume in Nadine Brandes’s “Out of Time” trilogy; when 17-year-old Parvin Blackwater helps the rebels who destroy the clocks that determine their life span, she embarks on a pilgrimage to find meaning in what remains of her own life.

One of the few CF publishers to specialize in Christian sf/fantasy, Enclave is the new name of Marcher Lord Press, which Laube acquired from Jeff Gerke in 2013. Its other recent offerings include military sf (J. Wesley Bush’s *Knox’s Irregulars*), space opera (Kathy Tyers’s *Firebird*), fantasy (Gillian Bronte Adams’s *Orphan’s Song*), and YA speculative fiction (John W. Otte’s *Failstate Nemesis*).

End of end times?

With the success of the HBO series *The Leftovers* and the groundbreaking “Left Behind” series by Tim LaHaye and Jerry B. Jenkins, is there a resurgence in end-times fiction? Laube thinks most other end-times apocalyptic novels have struggled to find a fraction of the book-buying audience. (The 2014 *Left Behind* film starring Nicolas Cage was a critical and financial bomb.)

The Seymour Agency’s Gwinn disagrees. “With the recent flare-up of trouble in Israel, there has been again a spike in end-times (Revelation) discussions. What we are seeing now is a rise in popularity in themes where technology takes over to create blackouts and dystopian-type situations.” She points to such new television series as *The Last Ship* (pandemic) and *Fallen Skies* (aliens) as indicators of where this trend could be going. Tyndale’s Watson foresees more merging of the two genres of end-times literature: dystopian and biblical. There will be “less wrestling with the theology of end-times and more about waking up in a reality that leaves no other choice for characters than to examine their own lives and eternal destiny.”

Whatever direction Christian speculative fiction takes, its growing popularity is encouraging other CF authors to explore its imaginative possibilities. Next April, best-selling CBA author Jennifer ALee is stepping out of her women’s fiction shoes with *Vinnie’s Diner* (Abingdon), about a most unusual roadside eatery, which Abingdon senior acquisitions editor Ramona Richards hopes will open a few more doors for her and for the genre.

Contemporary issues

Today’s contemporary faith-filled fiction is unafraid to tackle difficult social issues once avoided in more traditional CBA fiction fare and explore these subjects through the eyes of faith. ACFW’s Ruchti credits the make-a-difference mind-set of Millennials for driving story lines of novels that address pressing social issues. “Real needs. Real problems. Played out in the lives of imaginary characters.”

Cindy Sproles’s *Mercy’s Rain* (Kregel, Jan. 2015) takes on an immediacy with its themes of abuse and misconduct in the clergy, while Gerard Kelly’s *The Boy Who Loved Rain* (Lion Fiction, Jan. 2015) deals with teenage suicide, more timely than ever in the wake of Robin Williams’s death. Traveling a bit further, Kate McCord, a humanitarian aid worker in Afghanistan who wrote *In the Land of Blue Burqas*, a memoir about her experiences, now turns to fiction with *Farewell, Four Waters* (Moody, Oct.), which deals with the urgent issue of sex slavery. Even a popular author of Amish fiction like Cindy Woodsmall is tackling tough, real-life topics. In her September novel *A Love Undone* (WaterBrook), Woodsmall examines the fallout after an Amish wife abandons her family. “A complicated situation in any family, it is made even more difficult by the restrictions of the Amish belief system,” says WaterBrook’s Marchese.

Novelizations & romance

As the market for Christian-themed films expands, movie tie-ins are increasingly part of the contemporary landscape. Chris Fabry's novelization (Tyndale, Jan. 2015) of the recent fall release *The Song* is a contemporary story of temptation and forgiveness that will resonate with readers. Rene Gutteridge's contemporary romance *Old Fashioned* (Tyndale, Jan. 2015) is based on the film of the same name set to release this winter. Tyndale will also publish a nonfiction book on old-fashioned courtship and romance to coincide with both the book and the film release.

In the inspirational romance category, time of year and sense of place remain vital elements. Melody Carlson is launching the urban-themed "Follow Your Heart" series with New York City the setting for the first book, *Once upon a Summertime* (Revell, Jun. 2015) while thoughts of Cupid fill her Valentine's-themed *Love Gently Falling* (Center Street, Jan. 2015). Another romance with a strong sense of place—and historical elements—is *The Lost Garden* (Lion Fiction, Jun. 2015), set in a former English vicarage. The author, Katharine Swartz, is an Anglican minister's wife and lover of all things country, which colors her fiction.

Cozies & clerical sleuths

For Christian mysteries, cozy is the name of the game. Lion Fiction decided to publish mysteries, because it is a plot-driven genre that translates well to the inspirational fiction market. "And because they want them to fit in the Christian fiction market as well as the general market most [of Lion's mysteries] can be classified as cozy," says Pederson. Out this month is Martha Ockley's *A Sainly Killing* (Lion Fiction), which introduces a clerical protagonist in the tradition of G.K. Chesterton's popular Father Brown titles. Lynne Hinton, author of the best-selling "Hope Springs" series, is making her mystery debut, *Sister Eve, Private Eye* (Thomas Nelson, Nov.), featuring a crime-solving nun. On the thriller front, Zachary Bartels's debut, *Playing Saint* (Thomas Nelson, Oct. 2014), has the pastor of a megachurch caught up in *Da Vinci Code*-like shenanigans but with more humor.

Suspense remains much in demand with readers, and some favorite best-selling authors are returning next year with new thrillers, including Dee Henderson's abduction-themed *Taken* (Bethany House, Apr. 2015); Terri Blackstock's conclusion to her "Moonlighters" series, *Twisted Innocence* (Zondervan, Feb. 2015); Colleen Coble's latest romantic suspense, *The Inn at Ocean's Edge* (Thomas Nelson, Apr. 2015); DiAnn Mills's FBI thriller *Double Cross* (Tyndale, Apr. 2015), and Candace Calvert's medical-themed *By Your Side* (Tyndale, Mar. 2015).

What's new for bonnet fiction?

Despite an influx of Amish vampires and detectives, such angles may not hold any lasting impact on the genre, according to Bethany House's Oates. "The dynamic that attracts a buyer to the Amish genre is the family-oriented lifestyle, the integration of faith and life, and the simplicity of the nontechnological life. Adding elements to the plot that don't naturally occur in the Amish community isn't going to appeal to the reader of these gentle stories." Likewise, Kregel is sticking with the original Amish romance formula but adding a broader context. Its

“Plain City Peace” series by Stephanie Reed (the second book, *The Bachelor*, just came out in October) is set in the 1970s and incorporates Vietnam and the Kent State shootings as well as the core Amish community in Plain City, OH.

Still, Abingdon’s senior acquisitions editor Ramona Richards thinks Amish fiction will continue to explore a variety of settings away from the traditional Pennsylvania and Ohio locations. One such example is Lynette Sowell’s Florida-based “Seasons in Pinecraft” series; the third volume, *A Promise of Grace*, is out next June from Abingdon. The town of Pinecraft is also a popular vacation destination in Shelley Shepard Gray’s *The Promise of Palm Grove* (Avon Inspire, Jan. 2015), the first title in her new “Amish Brides of Pinecraft” series. Richards also expects more cross-genre efforts (Amish mystery/suspense) and more novella collections, “which will provide some light, quick reads for the audience.” Indeed, Suzanne Woods Fisher will be mixing Amish history with inspirational romance in *Anna’s Crossing* (Revell, Mar. 2015), about the early Amish migration to America.

CF’s future

As the traditional CF audience ages, it is only natural that the new names coming up in the industry will be Millennials. According to Tyndale’s Watson, these authors are expressing their faith and the interpretation of it through their writing in fresh new ways. “In the same way that authors like Frank Peretti and Ted Dekker came onto the scene 20 years ago and changed the norm for CF, today’s new authors will do the same,” says Watson. Amy Haddock, WaterBrook’s senior marketing manager, adds that Millennial readers demand higher quality writing and less predictable plots. What WaterBrook and Tyndale look for now are highly skilled marketable new authors with original ideas. The challenge for publishers, notes Watson, is in finding the right balance of new and marketable.

What kind of inspirational fiction do young adults in their 20s and 30s want to read? Janet Kobobel Grant, founder of Books & Such Literary Management, thinks such readers are interested in stories about “units” of people (think *Friends*): “whether that be a depiction of an extended family; a saga of a family over generations; siblings striving to accomplish something together; or girlfriends figuring out life.” As for the budding genre of new adult fiction, agent Julie Gwinn says the more intense adult situations give some CF publishers pause.

In marketing to Millennials, houses are discarding the traditional book promotion of the past. Young adults, says Abingdon’s Richards, are more likely to stay loyal to a known author and seek to make connections to authors through social media. “This means that the way readers discover new authors continues to evolve and that an author’s visibility is going to be key in reaching new fans.” Today’s promotional campaigns spend more time trying to help an author build a following with personal interactions on Facebook, Goodreads, Twitter, and Skype.

In the end, says author Ruchti, Christian fiction is all about the story. Despite the challenging publishing climate and rapid technological changes, “The world hasn’t lost its love of story. And story hasn’t lost its power to move us, to make us think, dream, or reflect.”

Midlothian, VA–based freelance writer Julia M. Reffner has reviewed books and DVDs in a variety of genres for LJ and writes and reviews for several websites. She is also an assistant coordinator for the CAROL awards in Christian fiction for American Christian Fiction Writers (ACFW)

Seeking Christian Fiction

Mentioned in this article (and its online extension) are recently published and forthcoming Christian fiction titles that illustrate the genre's diversity in all its forms

AUTHOR	TITLE	PUBLISHER	RELEASE
Adams, Gillian Bronte	Orphan's Song	Enclave	Oct.
ALee, Jennifer	Vinnie's Diner	Abingdon	Apr. 2015
Bartels, Zachary	Playing Saint	Thomas Nelson	Oct.
Blackstock, Terri	Twisted Innocence	Zondervan	Feb. 2015
Brandes, Nadine	A Time To Die	Enclave	Oct.
Breslin, Kate	Not by Sight	Bethany House	Aug. 2015
Bush, J. Wesley	Knox's Irregulars	Enclave	Nov.
Calvert, Candace	By Your Side	Tyndale	Mar. 2015
Cambron, Kristy	A Sparrow in Terezin	Thomas Nelson	Apr. 2015
Carlson, Melody	Love Gently Falling	Center Street	Jan. 2015
Carlson, Melody	Once upon a Summertime	Revell	Jun. 2015
Coble, Colleen	The Inn at Ocean's Edge	Thomas Nelson	Apr. 2015
Crawford, Susan	Saving Justice	Redbud	Mar. 2015
Dekker, Ted	A.D. 30	Center Street	Oct.
Fabry, Chris	The Song	Tyndale	Jan. 2015
Fisher, Suzanne Woods	Anna's Crossing	Revell	Mar. 2015
Flynn, Elizabeth	Dead Gorgeous	Lion Fiction	Nov.
Graham, Cliff	Shadow of the Mountain: Exodus	Bethany House	May 2015
Gray, Shelley Shepard	The Promise of Palm Grove	Avon Inspire	Jan. 2015
Gutteridge, Rene	Old Fashioned	Tyndale	Jan. 2015
Henderson, Dee	Taken	Bethany House	Apr. 2015
Henrie, Stacy	A Hope Remembered	Forever: Grand Central	Mar. 2015
Henrie, Stacy	Hope Rising	Forever: Grand Central	Dec.
Hinton, Lynne	Sister Eve, Private Eye	Thomas Nelson	Nov.

Hollow, Mike	Direct Hit	Lion Fiction	Jun. 2015
Kelly, Gerard	The Boy Who Loved Rain	Lion Fiction	Jan. 2015
Laureano, C.E.	Beneath the Forsaken City	NavPress	Feb. 2015
Locke, Thomas	Emissary	Revell	Jan. 2015
Locke, Thomas	Trial Run	Revell	Jun. 2015
McCord, Kate	Farewell, Four Waters	Moody	Oct.
McCrum, Sharyn	Nora Bonesteel's Christmas Past	Abingdon	Nov.
Mason, Susan Ann	Irish Meadows	Bethany House	Aug. 2015
Meissner, Susan	Secrets of a Charmed Life	NAL	Feb. 2015
Mills, DiAnn	Double Cross	Tyndale	Apr. 2015
Ockley, Martha	A Sainly Killing	Lion Fiction	Nov.
Otte, John W.	Failstate Nemesis	Enclave	Oct.
Peak, William	The Oblate's Confession	Secant	Dec.
Pittman, Allison	On Shifting Sand	Tyndale	Apr. 2015
Reed, Stephanie	The Bachelor	Kregel	Oct.
Ruchti, Cynthia	As Waters Gone By	Abingdon	May 2015
Sadler, John	Blood Divide	Lion Fiction	Jan. 2015
Shrock, Marissa	The First Principle	Kregel	Jan. 2015
Sleiman, Dina	Dauntless	Bethany House	Jan. 2015
Smith, Jill Eileen	The Crimson Cord	Revell	Feb. 2015
Sowell, Lynette	A Promise of Grace	Abingdon	Jun. 2015
Sproles, Cindy	Mercy's Rain	Kregel	Jan. 2015
Stewart, Carla	A Flying Affair	FaithWords	Jun. 2015
Swartz, Katharine	The Lost Garden	Lion Fiction	Jun. 2015
Thayer, Anna	The Broken Blade	Lion Fiction	Apr. 2015
Thomas, Sarah Loudin	Miracle in a Dry Season	Bethany House	Aug.
Tyers, Kathy	Firebird	Enclave	Oct.
Woodsmall, Cindy	A Love Undone	WaterBrook	Sept.
Wyatt, Cheryl	Out of the Deep	Rosebud	Mar. 2015

Christian Fiction Labels

Showing 1 - 9 of 9.

- Click a **Name** below to view the person's full response.
- [Download \(download\)](#) all responses for Excel.

Search:

How do you identify Christian Fiction in your collection-- labels?

Name	Library	How do you identify Christian Fiction in your collection-- labels?
Jennie Mills	Shorewood-Troy Library	Yes, the labels just say "Christian"
Cindy Bahr	Forreston Public Library	Have a separate section for both Christian Fiction & inspirational. Put spine labels on Christian Large print.
Laura	East Moline Public Library	with an I for inspirational
Debbie Sullivan	Colchester District Library	Sticker located just above the spine label
Jennifer Garden	Milledgeville Public Library	Ours are in a separate section. For other genres (mystery, scifi, and large print), we use paper tape in bright colors.
Jan Ambrose	Marseilles Public Library	We use CF labels and we also have them in their own section
Genna Buhr	Fondulac District Library	Inspirational labels interfiled with the rest of the adult fiction collection. Also created a bookmark with popular insp. author
Becky Halcli	Glencoe Public Library	We have a tiny collection, and don't use any special labels.
Natalie Bazan	River Valley District Library	Yes, we have a section for Inspirational and use spine labels