

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
November 18, 2019- 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
 - Physical Facilities
12. Unfinished Business
 - Electrical Work for Digital Sign-Frost Electric
 - E-rate Proposal-S&G Communications
 - Snow Bars/Gutter Covers Proposal-
 - Showalter Roofing Services
13. New Business
 - Boiler Repair
 - Per Capita Grant Requirements 2019
 - Drug Free Workplace Policy-City of Yorkville
 - Meeting Dates 2020
 - Closing Dates 2020
14. Executive Session (if needed)
 1. 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. Adjournment

DRAFT

Yorkville Public Library **Physical Facilities Committee** **Monday, November 4, 2019, 7:00pm** **902 Game Farm Road**

The meeting was called to order at 7:00pm by Committee Chairman Russ Walter and roll was called.

Roll Call: Darren Crawford-present, Ryan Forristall-present, Jason Hedman-present, Russ Walter-present

Others Present:

Library Director Elisa Topper

Recognition of Visitors: Chairman Walter recognized Ms. Topper.

Public Comment: None

Chairman Walter added three items to the agenda under New Business.

Old Business:

Digital Sign Electrical Work/Landscaping

Trustee Forristall had requested a breakdown of electrical work costs which Ms. Topper provided. The committee discussed additional space on the panel for a second breaker. It was noted the old conduit cannot be used to light the sign since it was crushed in the road improvements and new conduit is being placed. Mr. Walter said a parking lot light was removed and the line was run to the sign circuit. Mr. Forristall added that it needs to be assumed the circuit could still be live. If the old line is still there and not in use, it should be decommissioned and shut off. The committee will need answers from Mr. Dhuse regarding several electrical issues so Ms. Topper will contact him. It was noted there was no sign when the building was built in the 1970's and was added later. Mr. Forristall asked if the Library could also get a bid on tracing the old line. The committee will await Mr. Dhuse's answer.

Landscaping

The Friends group asked if they could remove rocks from the sign area, however, Ms. Topper cautioned that someone could be injured in the process. She said the landscaper could remove them since the City cannot do it until spring. The landscaping around the sign had been an Eagle project. The committee said they would prefer not to dispose of the rocks and it was suggested that the Parks Department might be able to use them. This item will be tabled until there is more information.

New Business:

Snow Bars/Gutter Covers Proposal

A quote for snow bars had been received about two years ago and it has remained at about \$10,000. The quote is for over the entrances and not the entire building. The company will be asked to remove the costs of installing snowbars over a fire escape door in the old library and then provide a revised quote. The old snow triangles will be removed when the new snow bars are installed. Regarding gutter guards, Chairman Walter noted that the cost of cleaning the gutters is about the same as installing the

guards. Mr. Hedman asked if the guards are installed flush or angled to allow for proper drainage and if there is any history of having to clean blockages even with the guards. Ms. Topper was asked to obtain a drawing of the installation. The item will be brought forward to the regular Board meeting for further discussion.

Snow Removal

Ms. Topper received a quote for outsourced snow removal, however, there is an issue since the City plowers are union and it is likely the outside company is non-union. The City plowers would be used during the week and a private company on the weekends when the Library would not be a priority for city services. Ms. Topper has asked Bart Olson for an opinion on the union matter. Mr. Hedman pointed out that typically private companies will plow whenever there is an inch of snow. He also said that the Library might have to hire a company that provides union labor. This matter will be tabled until the regular Board meeting.

Boiler Repair

It was discovered that Trico installed a recirculating pump backwards. It was also noted that this error may have caused the foul odor from the water heater some time ago. Seven burners are in need of replacement and the building is operating only on a second boiler at this time. The new company, RJ O'Neil, said a new ignitor is needed and the burners are corroded. When both boilers are functioning, they switch back and forth. It was suggested to present this repair proposal to the full Board, however, Ms. Topper asked if approval can be given to move forward with the repairs due to the extreme weather. The committee deemed this an emergency situation and gave approval for Ms. Topper to call for immediate repairs.

E-Rate Proposals

Mr. Walter said he has spoken with the e-rate consultant who provided a proposal and said the Library is tied to Comcast until 2021. If the Library increases the bandwidth, the amount of money received from e-rate will be the same as the present which is about \$150 a month. That amount would change if the Library chooses another speed. The Library must notify the consultant sometime early next year and the new contract becomes effective in July. The Library also has the option of doing the hardware on their own, but no purchases can be made at this time as no e-rate funding would be available, since the funding for 2020 has not yet been approved.

The committee discussed what bandwidth speed they feel is necessary. Mr. Hedman suggested a bandwidth of 500-535 which would essentially give 4 times the present speed. This will be well-managed with the infrastructure. Mr. Walter noted that if the Library uses fiber, a different phone system might be needed. The committee discussed more technical aspects of the bandwidth and a new phone system. He said S & G has the best equipment and only 2 quotes were received after 4 companies did a walk-through. One piece of equipment, a controller, will be requested to be removed decreasing the quote by \$4,000. The options will be presented to the full Board at the November meeting.

Ms. Topper noted that her Director goals require computer classes in August, so she requested to postpone the classes until September in view of this discussion. She would like to have an instructor in place by August. This will be presented to the Board as well.

Adjournment:

There was no further business and the meeting adjourned at 7:52pm on a motion and second by Trustees Walter and Hedman. Voice vote approval.

Minutes respectfully submitted by Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Board of Trustees
Monday, October 14, 2019, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call:

Jason Hedman-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes

Absent: Susan Chacon, Wamecca Rodriguez, Theron Garcia

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord

Recognition of Visitors: President Crawford recognized the library staff.

Amendments to the Agenda: None

Minutes: September 9 and September 23, 2019

Mr. Crawford moved and Ms. Danis seconded the motion to approve the minutes of the September 9th Board of Trustees meeting and the September 23rd Personnel Committee as presented.

Roll call: Walter-yes, Brendich-yes, Crawford-yes, Danis-yes, Forristall-yes, Hedman-yes.

Carried 6-0

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Director Topper made note of an error on page 1 of the bills. The bill labeled as an employment ad for the Chicago Tribune is actually the subscription fee.

Payment of Bills

A motion was made by Mr. Walter and seconded by Mr. Crawford to pay the bills as follows:

\$44,919.25 Accounts Payable

\$38,775.98 Payroll

\$83,695.23 TOTAL

Roll call: Walter-yes, Brendich-yes, Crawford-yes, Danis-yes, Forristall-yes, Hedman-yes.

Carried 6-0.

Report of the Library Director:

1. There were 34 football players from the middle school who spread 28 yards of mulch. Ms. Topper gave a special thanks to the players, coach and Parks Department for coordinating. A thank-you will be sent.
2. Ice Cream social was held with 225 attendees and 200 donated cups of ice cream from Meadowvale. Many activities took place. She also thanked Board members and staff who helped and to Tom Hedman for sponsoring the band. It will be held 1-3pm next year rather than 2-4pm.
3. Had Food for Fines in September and 480 items were donated to Kendall County Food Pantry. Ms. Topper thanked Sharyl Iwanski and her staff.
4. Representative Lauren Underwood held a meeting at the library.
5. Ms. Topper met with Police Chief Jensen prior to a PADS meeting. She gave him background information from last season and said the next PADS program begins October 20.
6. Had successful staff day, showed the movie "The Public" and it was discussed afterward.
7. Shelley Augustine was recognized at City Council for 10 years of service.
8. Director Topper presented her self-evaluation to the Personnel Committee.
9. Meeting room was booked for a deposition, no advertising is done, just word-of-mouth.
10. Per capita grant of \$21,151.25 was received.
11. Development fees of \$59,900 received and \$40,200 has been spent for collection items.
12. A Financial Literacy grant of \$500 was received.

President Crawford said the next Board meeting will be on November 18th due to Veterans' Day.

City Council Liaison No report

Standing Committees:

Both Personnel and Physical Facilities committees have met recently.

Unfinished Business:

Digital Sign Update

Ms. Topper sent an email to Frost Electric with the requirements for electrical work needed and has not received a reply yet. She is also waiting for a call back from Mr. Dhuse.

Maintenance Proposal by R.J. O'Neil (Revised)

The Board asked Ms. Topper to negotiate a lower rate and she was able to reduce it from \$137.50 to \$125 per hour. The Physical Facilities Committee recommended approval of a 1-year maintenance contract with R.J. O'Neil and Ms. Topper obtained complimentary references about them. It was noted that R.J. O'Neil can perform the services that Trico was providing. President Crawford made a motion to approve the R.J. O'Neil contract. Trustee Hedman asked to remove the language "auto renewal" on page 6, Section H. Trustee Walter then seconded the motion and it was carried on a roll call vote 6-0. Roll call: Danis=yes, Forristall=yes, Hedman=yes, Walter=yes, Brendich=yes, Crawford=yes.

Thermosystems Maintenance Contract (Renewal)

This contract is no longer needed since the library will not be renewing with them.

New Business:

Tax Levy

The Board briefly discussed the tax levy for next year. Trustee Hedman noted that the Board must consider the future minimum wage increases that will affect the library budget and he suggested a

committee be formed to study the impact. Mr. Walter moved to adopt the 2019 levy estimate of \$739,047 which is a 4.86% increase over last year's levy and Mr. Hedman seconded the motion. Ms. Topper has drafted a letter for the Treasurer to sign.

Roll call: Forristall-yes, Hedman-yes, Walter-yes, Brendich-yes, Crawford-yes, Danis-yes. Passed 6-0.

Proposal for Electrical Work for Digital Sign

The proposal has not been received yet, item tabled.

Proposal for Chiller/AC Screens

The Physical Facilities Committee recently met and Mr. Walter said the committee is recommending the purchase of magnetic screens for \$4,483 and it was noted \$900 a year is spent per year for cottonwood seed removal. The chiller will also run more efficiently with the screens. The funds for the purchase will come from the outside building maintenance fund. Mr. Walter and Mr. Crawford moved and seconded, respectively, to approve the proposal from Filter Services for the purchase of screens and magnetic mounts at a cost of \$4,483. Roll call: Brendich-yes, Crawford-yes, Danis-yes, Forristall-yes, Hedman-yes, Walter-yes. Carried 6-0.

Removal of Trees Discussion

Because the Board spends about \$5,000 a year to clear the gutters of the long pine needles that cause clogs and ice buildup in the winter, the Physical Facilities Committee had discussed the removal of the pine trees along Game Farm Rd. This also causes mold to grow on the brick wall and cause problems for the air conditioner. It was decided to trim those pines from the bottom and also to remove bushes and remove or trim the tree by the west windows of the original wing. Ms. Topper will also explore gutter screens and she noted fall clean-up is scheduled for mid-November. Mr. Walter made a motion to contact Eric Dhuse and determine when his staff can trim the trees. Mr. Crawford seconded. Roll call: Crawford-yes, Danis-yes, Forristall-yes, Hedman-yes, Walter-yes, Brendich-yes. Carried 6-0. Ms. Topper will also look into a proposal for new snow bars.

Proposal for Painting/Siding Repairs

This item was also discussed at the Physical Facilities Committee. Some paint is peeling on the east side of the building and there is siding damage due to leaks under a window. Mr. Walter said the building was painted 2 years ago and there is a 25-year warranty on the paint and 1-year warranty for labor. There are also a couple small areas where the siding needs to be replaced on the front of the building. Some extra pieces of siding are available. A proposal was also received to remove the rest of the snow triangles, but the committee will ask the people who install the snow bars to do the triangles. Mr. Walter made a motion to fix the water damage for \$1,580 and \$1,170 for the siding repair, total of \$2,750 and postpone the roof repair at this time. The damage emanates from the gutters overflowing and running down the side of the building. Mr. Crawford seconded the motion. Roll call: Crawford-yes, Danis-yes, Forristall-yes, Hedman-yes, Walter-yes, Brendich-yes. Carried 6-0.

Additional Business: None

Executive Session:

At approximately 7:43pm, Mr. Crawford made a motion to enter into Executive Session for the reason as follows: **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.** Mr. Hedman seconded the motion and the Session began at approximately 7:44pm. The Board resumed their regular session at 8:53pm on a motion by Mr. Walter, second by Mr. Crawford and approved on a voice vote.

Mr. Crawford made a motion to approve the amended review of the Library Director to be presented to her at a later time. Ms. Danis seconded the motion and it carried on a voice vote. A motion was also made by President Crawford to give the Library Director a 3% merit increase and Mr. Hedman seconded the motion. Roll call vote: Hedman-yes, Walter-yes, Brendich-yes, Crawford-yes, Danis-yes, Forristall-yes. Carried 6-0.

Adjournment:

There was no further business and the meeting adjourned at 8:57pm on a motion by Mr. Crawford and second by Mr. Walter.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library **Physical Facilities Committee** **Thursday, October 10, 2019, 6:00pm** **902 Game Farm Road**

The meeting was called to order at 6:00pm by Committee Chairman Russ Walter and roll was called.

Roll Call: Russ Walter-present, Darren Crawford-present, Ryan Forristall-present

Others Present:

Library Director Elisa Topper

Recognition of Visitors: none

Public Comment: None

Chairman Walter added another item to the agenda which was to repair the bottom of the flagpole and lights. Ms. Topper commented that it had been examined and she will follow-up with the city.

Old Business:

RJ O'Neil References/Maintenance Contract

Ms. Topper was able to negotiate a lower rate of \$125 per hour and water heater maintenance was also added to the agreement. One reference was obtained and O'Neil forwarded recommendations from the Aurora and DeKalb libraries. Having one company do all maintenance is important to predict equipment lifespans and to avoid having to pay for high-cost repairs, said Mr. Forristall. The committee recommended a 1-year contract with RJ O'Neil for now.

Digital Sign Electrical Work

There is an issue with lack of electrical power for the new digital sign. When Game Farm Rd. was redone, the library was asked to change the driveway location. There was a buried cable beneath the drive which may have been damaged thus causing the current lack of power. A company familiar with Aurora Sign will provide a repair quote. The committee discussed the outside lights being on a timer, the shifting of the driveway when road repairs were done, the circuits and whether the sign and parking lot lights are controlled by a timer. Ms. Topper will email Mr. Dhuse and copy the committee and this issue may need to be discussed at a future meeting.

Painting/Siding Repairs

There is paint left over for the small area in need of repainting. Repairs are also needed on the siding on the front of the building where water has seeped in most likely due to gutter issues. The Sherwin Williams paint is guaranteed for 25 years and a warranty should have been provided at the job conclusion. Ms. Topper will contact the painter and also obtain quotes for snow bars. The snow triangles pulled paint off causing rust and they need to be removed and another remedy is needed over the front door. Mr. Walter said the roof work could be done when snow bars are installed, but the other repair work should move forward.

The committee discussed purchasing magnetic screens to prevent cottonwood seeds from clogging the chiller which would save \$900 per year in cleaning. There is a one-week turnaround time.

Removal of Trees

Removal of the trees along Game Farm Rd. was discussed since they contribute to clogging the gutters and chiller and cause mold to grow on the side of the building. The cost would be about \$1,000 per tree. Trimming those trees is another option. Removal of the small pines and shrubs near the air conditioner was also suggested. Gutter covers/screens would also help. Ice builds up near the book drop due to plugged gutters, thereby causing hazards for patrons and there are a couple leaks over the main door. The committee will recommend to the Board that the 3 trees and nearby shrubs be removed and the brick cleaned. The large trees should be trimmed from the bottom instead of being removed. Snow bars were also discussed and gutter covers can be ordered upon Board approval.

Ms. Topper also noted that football players from the high school recently spread mulch and she credited the Parks Department and football coach for coordinating.

Snow Removal/Sidewalks

Ms. Topper said the staff has done snow removal in the past, especially on Sunday. She spoke with Bart Olson who said the city is considering a contract for snow removal for the downtown and would include the library, however, it is tabled now. Ms. Topper said perhaps the library should hire its own snow removal similar to the Beecher Center. Mr. Crawford asked if it could be a conflict with the city or a possible liability. Mr. Crawford suggested getting competitive quotes. For liability reasons, Director Topper will ask Mr. Olson if an independent person/firm can do library plowing.

Ms. Topper noted she is electronically sending the agenda packets to the library liaison.

Adjournment:

There was no further business and the meeting adjourned at 6:53pm

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 10/15/19
TIME: 08:38:12
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900080	FNBO	FIRST NATIONAL BANK OMAHA			10/25/19		
	102519-B.PFIZENMAIER	09/30/19	20	SERVICE TRANSMISSION		** COMMENT ** INVOICE TOTAL:	6,043.09 *
	102519-D.SMITH	09/30/19	01	RURAL KING-CABLE TIES		79-790-56-00-5620 INVOICE TOTAL:	25.98 25.98 *
	102519-E.DHUSE	09/30/19	01	2019 PXW APWA CONFERENCE		01-410-54-00-5415	469.04
			02	LODGING AND		** COMMENT **	
			03	TRANSPORTATION-DHUSE		** COMMENT **	
			04	2019 PXW APWA CONFERENCE		51-510-54-00-5415	469.04
			05	LODGING AND		** COMMENT **	
			06	TRANSPORTATION-DHUSE		** COMMENT **	
			07	2019 PXW APWA CONFERENCE		52-520-54-00-5415	469.04
			08	LODGING AND		** COMMENT **	
			09	TRANSPORTATION-DHUSE		** COMMENT **	
			10	WAREHOUSE DIRECT-TONER		52-520-56-00-5610	217.53
			11	NAPA#235475-OIL		01-410-56-00-5628	21.96
			12	NAPA#236336-SPINDLE SOCKET		79-790-56-00-5630	39.49
			13	NAPA#235822-FILTERS		52-520-56-00-5628	9.95
			14	NAPA#235844-BATTERY		01-410-56-00-5628	98.21
			15	WAREHOUSE DIRECT-COPY PAPER		52-520-56-00-5610	101.25
			16	NORTHERN SAFETY-SAFETY GLASSES		01-410-56-00-5620	100.98
			17	NORTHERN SAFETY-SAFETY GLASSES		51-510-56-00-5620	100.98
			18	NORTHERN SAFETY-SAFETY GLASSES		52-520-56-00-5620	100.97
			19	APWA-		52-520-54-00-5462	400.00
			20	WAREHOUSE DIRECT-FOLDERS,		52-520-56-00-5610	157.95
			21	HANGING FILES, PAPER CLIPS,		** COMMENT **	
			22	PADS, NOTE DISPENSER, PENS,		** COMMENT **	
			23	PAPER CLIPS		** COMMENT **	
			24	NAPA#236700-PARKING BRAKE		79-790-56-00-5640	36.47
			25	LEVER KIT		** COMMENT **	
			26	NAPA#236937-ANTIFREEZE TESTER		52-520-56-00-5628	14.99
			27	NAPA#236939-FILTERS		52-520-56-00-5628	39.93
			28	NAPA#236995-FILTERS		52-520-56-00-5628	5.41
			29	NAPA#237032-FILTERS		52-520-56-00-5628	28.47
						INVOICE TOTAL:	2,881.66 *
	102519-E.TOPPER	09/25/19	01	AMAZON-STRESS BALLS,		82-820-56-00-5671	73.14
			02	BRACELETS, PENCILS, BABY WIPES		** COMMENT **	
			03	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	713.78
			04	AMAZON-COPY PAPER		82-820-56-00-5610	164.95
			05	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			06	AMAZON-INK CARTRIDGES		82-820-56-00-5610	80.78
						INVOICE TOTAL:	1,045.64 *
	102519-E.WILLRETT	09/30/19	01	IILCA-OCT 2019 PROFESSIONAL		01-110-54-00-5412	40.00

DATE: 10/15/19
TIME: 08:38:12
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900080	FNBO	FIRST NATIONAL BANK OMAHA			10/25/19		
	102519-K.GREGORY	09/30/19	02	GROUND EFFECTS-MULCH		01-410-56-00-5620	88.98
			03	LIBERTY MUTUAL-YORKVILLE		82-820-54-00-5498	568.00
			04	PUBLIC LIBRARY BOND RENEWAL		** COMMENT **	
			05	HILTON-2019 IML CONFERENCE		01-110-54-00-5415	271.05
			06	LODGING-FRIEDERS		** COMMENT **	
			07	AMAZON-CONDENSER MICROPHONES		01-110-56-00-5610	631.43
			08	ARAMARK#1591962948-MATS		01-410-54-00-5485	48.82
			09	ARAMARK#1591970852-MATS		52-520-54-00-5485	48.82
			10	ARAMARK#1591978862-MATS		51-510-54-00-5485	48.82
			11	ARAMARK#1591987028-MATS		01-410-54-00-5485	48.82
				INVOICE TOTAL:			2,303.74 *
	102519-L.PICKERING	09/30/19	01	SHAW MEDIA-DOWNTOWN HILL		01-220-54-00-5462	117.18
			02	LANDSCAPING PUBLIC NOTICE		** COMMENT **	
			03	QUILL-LICENSE PAPER & SEALS		01-110-56-00-5610	48.95
			04	TRIBUNE-2019 HOMETOWN DAYS		79-795-56-00-5602	500.00
			05	ADVERTISING		** COMMENT **	
			06	TRIBUNE-208 E MAIN ST PUBLIC		90-145-00-00-0011	207.26
			07	HEARING VARIANCE		** COMMENT **	
				INVOICE TOTAL:			873.39 *
	102519-N.DECKER	09/30/19	01	YORKVILLE STORAGE-SEPT 2019		01-210-54-00-5485	95.00
			02	STORAGE RENTAL		** COMMENT **	
			03	COMCAST-09/15-10/14 KENCOM		01-640-54-00-5449	1,145.55
			04	INTERNET SERVICE		** COMMENT **	
			05	POLICE TRAINING		01-210-54-00-5412	350.00
			06	INSTITUTE-TASER TRAINING -		** COMMENT **	
			07	SWANSON & ENK		** COMMENT **	
			08	POLICE TRAINING INSTITUTE -		01-210-54-00-5412	928.00
			09	PATROL RIFLE TRAINING -		** COMMENT **	
			10	SWANSON & ENK		** COMMENT **	
			11	O'HERRON-SAFETY WANDS		01-210-56-00-5620	31.54
			12	O'HERRON-BATON HOLDER		01-210-56-00-5600	39.00
			13	O'HERRON-PANTS HEMMED		01-210-56-00-5600	48.95
			14	O'HERRON-CARGO PANTS-BEHR		01-210-56-00-5600	113.98
			15	O'HERRON-CARGO PANTS-ENK		01-210-56-00-5600	254.97
			16	IFPCA FALL SEMINAR-KONEN		01-210-54-00-5412	375.00
			17	MINER ELECTRIC# 268176-RADIO		01-210-54-00-5495	22.00
			18	REPAIR		** COMMENT **	
			19	MINER ELECTRIC# 268536-REMOVE		01-210-54-00-5495	380.00
			20	POLICE EQUIPMENT FROM SQUAD		** COMMENT **	
			21	MINER		01-210-54-00-5495	79.15
			22	ELECTRIC#268332-INSTALLED NEW		** COMMENT **	
			23	ANTENNA		** COMMENT **	
			24	AT&T-08/25-09/24 SERVICE		01-210-54-00-5440	241.21

DATE: 10/15/19
TIME: 08:38:12
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900080	FNBO	FIRST NATIONAL BANK OMAHA			10/25/19		
	102519-N.DECKER	09/30/19	25	COMCAST-09/08-10/07 CABLE		01-210-54-00-5440	4.20
			26	SHRED IT-AUG 2019 ON SITE		01-210-54-00-5462	175.96
			27	SHREDDING		** COMMENT **	
			28	O'HERRON-UNIFORM PATCH BAR		01-210-56-00-5600	78.70
			29	SWAP		** COMMENT **	
			30	ACCURINT-AUG 2019 SEARCHES		01-210-54-00-5462	181.50
			31	O'HERRON-COMPLETE SERVICE		01-210-56-00-5600	1,458.74
			32	UNIFORM-SHEPPARD		** COMMENT **	
			33	AMAZON-DRY ERASE MARKERS		01-210-56-00-5610	11.98
			34	AMAZON-ENVELOPES		01-210-56-00-5610	24.42
			35	KATYDIDIT FLOWERS-ARRANGEMENT		01-210-56-00-5650	48.99
			36	AMAZON-HDD REPLACEMENT, MOUSE		01-210-56-00-5635	89.83
			37	AND KEYBOARD		** COMMENT **	
				INVOICE TOTAL:			6,178.67 *
	102519-P.MCAHON	09/30/19	01	SIRCHIE-EVIDENCE TAPE		01-210-56-00-5620	95.46
				INVOICE TOTAL:			95.46 *
	102519-P.RATOS	09/30/19	01	AMAZON-CALCULATOR		01-220-56-00-5620	52.45
				INVOICE TOTAL:			52.45 *
	102519-P.SCODRO	09/30/19	01	UPS-1 PKG TO WATER RESOURCES		51-510-54-00-5452	17.78
				INVOICE TOTAL:			17.78 *
	102519-R.FREDRICKSON	09/30/19	01	COMCAST-8/10-9/9 INTERNET,		82-820-54-00-5440	421.67
			02	PHONE & CABLE		** COMMENT **	
			03	COMCAST-8/12-9/11 CABLE		01-110-54-00-5440	21.01
			04	COMCAST-8/13-9/12 INTERNET @		51-510-54-00-5440	106.85
			05	610 TOWER PLANT		** COMMENT **	
			06	COMCAST-8/15-9/14 INTERNET @		79-795-54-00-5440	68.11
			07	102 E VAN EMMON		** COMMENT **	
			08	COMCAST-8/15-9/14 CABLE @ 102		79-795-54-00-5440	20.45
			09	E VAN EMMON		** COMMENT **	
			10	NEWTEK-SEPT 2019 WEB UPKEEP		01-640-54-00-5450	16.59
			11	IGFOA-PAYROLL		01-120-54-00-5412	170.00
			12	SEMINAR-FREDRICKSON & WRIGHT		** COMMENT **	
			13	COMCAST-8/24-9/23 INTERNET @		79-790-54-00-5440	83.91
			14	201 W HYDRAULIC		** COMMENT **	
			15	COMCAST-8/24-9/23 INTERNET @		79-795-54-00-5440	62.94
			16	201 W HYDRAULIC		** COMMENT **	
			17	COMCAST-8/24-9/23 INTERNET @		01-110-54-00-5440	39.37
			18	800 GAME FARM RD		** COMMENT **	
			19	COMCAST-8/24-9/23 INTERNET @		01-220-54-00-5440	33.75
			20	800 GAME FARM RD		** COMMENT **	
			21	COMCAST-8/24-9/23 INTERNET @		01-120-54-00-5440	22.50

DATE: 10/15/19
TIME: 08:38:12
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900080	FNBO	FIRST NATIONAL BANK OMAHA			10/25/19		
	102519-R.WRIGHT	09/30/19	01	PHYSICIANS CARE-DRUG		79-790-54-00-5462	43.00
			02	SCREENING		** COMMENT **	
			03	PHYSICIANS CARE-DRUG		79-795-54-00-5462	129.00
			04	SCREENING		** COMMENT **	
			05	PHYSICIANS CARE-PREEMPLOYMENT		01-210-54-00-5411	531.00
			06	EXAM-SHEPHERD		** COMMENT **	
				INVOICE TOTAL:			703.00 *
	102519-S.AUGUSTINE	09/30/19	01	WALMART-MOVIE SNACKS		82-000-24-00-2480	10.44
			02	AMAZON-MOUSE PADS		82-820-54-00-5468	39.98
				INVOICE TOTAL:			50.42 *
	102519-S.IWANSKI	09/30/19	01	YORKVILLE POST-POSTAGE		82-820-54-00-5452	19.74
			02	TARGET-WATER		82-820-56-00-5671	16.08
			03	AMAZON-TEMPORARY TATTOOS		82-820-56-00-5671	10.99
			04	AMAZON-THERMA RECEIPT PAPER		82-820-56-00-5610	51.35
				INVOICE TOTAL:			98.16 *
	102519-S.REDMON	09/30/19	01	AT&T-08/24-09/23 TOWN SQAURE		79-795-54-00-5440	76.91
			02	SIGN INTERNET		** COMMENT **	
			03	SAM'S-FOOD FOR CONCESSIONS		79-795-56-00-5607	128.39
			04	DOLLAR TREEKID'S CLASS CRAFT		79-795-56-00-5606	4.00
			05	SUPPLIES		** COMMENT **	
			06	WALMART-BUNS, PLATES		79-795-56-00-5607	25.76
			07	WALMART-LATCH		79-795-56-00-5606	3.88
			08	JEWEL-BUNS		79-795-56-00-5607	16.67
			09	GORDONS-POPCORN		79-795-56-00-5607	27.99
			10	SAM'S-CANDY		79-795-56-00-5607	29.32
			11	SAM'S-CANDY, BUNS		79-795-56-00-5607	257.22
			12	YORKVILLE POST-POSTAGE FOR		79-795-54-00-5452	25.60
			13	GRANT DOCUMENTS		** COMMENT **	
			14	WALMART-BUNS, SNACKS		79-795-56-00-5607	77.05
			15	AMERICINN-2019 HTD HOTEL		79-795-56-00-5602	1,624.91
			16	LODGING FOR ULTIMATE AIR DOGS		** COMMENT **	
			17	ARAMARK#1591947112-MATS		79-790-56-00-5620	15.82
			18	ARAMARK#1591939172-MATS		79-790-56-00-5620	15.82
			19	ARAMARK#1591931189-MATS		79-790-56-00-5620	15.82
			20	SMITHEREEN-AUG 2019 PEST		79-795-54-00-5495	67.00
			21	CONTROL		** COMMENT **	
			22	CREATIVE I-2019 HTD TASTING		79-795-56-00-5602	250.74
			23	CUPS		** COMMENT **	
			24	CREATIVE I-2019 SPECIAL		79-795-56-00-5606	250.74
			25	EVENTS TASTING CUPS		** COMMENT **	
			26	GOLD MEDAL-BEECHER & BRIDGE		79-795-56-00-5607	1,411.72
			27	CONCESSIONS FOOD		** COMMENT **	

Total for all Highlighted Library Expenses: \$2,183.89

DATE: 11/13/19
TIME: 08:47:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104789	AUGUSTIE	EUGENE AUGUSTINE					
	00100		01/30/19	01	BUILD AND INSTALL PREFINISHED	82-820-54-00-5495	84.00
				02	OAK DOORS FOR ELECTRONICS	** COMMENT **	
				03	CABINET	** COMMENT **	
					INVOICE TOTAL:		84.00 *
					CHECK TOTAL:		84.00
104790	AUGUSTIS	SHELLY AUGUSTINE					
	110419		11/04/19	01	11/04/19 CONSORTIUM MEETING	82-820-54-00-5415	38.16
				02	MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		38.16 *
					CHECK TOTAL:		38.16
104791	BAKTAY	BAKER & TAYLOR					
	2034801858		09/25/19	01	BOOKS	84-840-56-00-5686	369.44
					INVOICE TOTAL:		369.44 *
	2034803424		10/16/19	01	BOOKS	82-000-24-00-2480	690.22
				02	BOOKS	84-840-56-00-5686	99.36
					INVOICE TOTAL:		789.58 *
	2034810164		09/27/19	01	BOOKS	82-000-24-00-2480	25.18
				02	BOOKS	84-840-56-00-5686	1,129.43
					INVOICE TOTAL:		1,154.61 *
	2034826890		10/04/19	01	BOOKS	82-000-24-00-2480	41.85
				02	BOOKS	84-840-56-00-5686	286.42
					INVOICE TOTAL:		328.27 *
	2034828154		10/07/19	01	BOOKS	84-840-56-00-5686	391.09
					INVOICE TOTAL:		391.09 *

DATE: 11/13/19
TIME: 08:47:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104791	BAKTAY	BAKER & TAYLOR						
	2034844604		10/10/19	01	BOOKS	82-000-24-00-2480	62.88	
				02	BOOKS	84-840-56-00-5686	439.01	
						INVOICE TOTAL:	501.89	*
	2034855386		10/11/19	01	BOOKS	84-840-56-00-5686	1,132.00	
						INVOICE TOTAL:	1,132.00	*
	2034868770		10/15/19	01	BOOKS	82-000-24-00-2480	22.11	
				02	BOOKS	84-840-56-00-5686	1,206.40	
						INVOICE TOTAL:	1,228.51	*
	2034882266		10/23/19	01	BOOKS	84-840-56-00-5686	1,421.48	
						INVOICE TOTAL:	1,421.48	*
						CHECK TOTAL:		7,316.87
104792	CORRECTE	CORRECT ELECTRIC, INC						
	19824		10/30/19	01	REPAIR LIGHT SWITCH	82-820-54-00-5495	193.60	
						INVOICE TOTAL:	193.60	*
						CHECK TOTAL:		193.60
104793	DEBORDD	DEBORD, DIXIE						
	101019		10/10/19	01	TSUG MEETING MILEAGE	82-820-54-00-5415	35.96	
				02	REIMBURSEMENT	** COMMENT **		
						INVOICE TOTAL:	35.96	*
						CHECK TOTAL:		35.96
104794	DELAGE	DLL FINANCIAL SERVICES INC						
	65382182		10/06/19	01	NOV 2019 COPIER LEASE	82-820-54-00-5462	194.48	
						INVOICE TOTAL:	194.48	*
						CHECK TOTAL:		194.48

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104795	DEMCO	DEMCO, INC.					
	6704941		10/17/19	01	CD ALBUMS, DVD CASES, BOOK	82-820-56-00-5620	420.82
				02	TAPE, CD LABLES, FILAMENT TAPE	** COMMENT **	
					INVOICE TOTAL:		420.82 *
	6708632		10/23/19	01	4 CHAIRS, 2 STOOLS	82-820-56-00-5610	1,248.75
					INVOICE TOTAL:		1,248.75 *
					CHECK TOTAL:		1,669.57
104796	EBSCO	EBSCO INDUSTRIES, INC.					
	1000113959-1		10/29/19	01	ONLINE SUPPORT RENEWAL	82-820-54-00-5460	1,468.00
					INVOICE TOTAL:		1,468.00 *
					CHECK TOTAL:		1,468.00
104797	FILTSERV	FILTER SERVCICES INC					
	INV221485		11/05/19	01	SCREEN INSTALLATION	82-820-54-00-5495	475.00
					INVOICE TOTAL:		475.00 *
					CHECK TOTAL:		475.00
104798	FINDAWAY	FINDAWAY WORLD LLC					
	302158		10/30/19	01	AUDIO BOOKS	84-840-56-00-5683	577.39
					INVOICE TOTAL:		577.39 *
					CHECK TOTAL:		577.39
104799	IMPACT	IMPACT NETWORKING, LLC					
	1582222		10/14/19	01	07/15-10/14 COPIER CHARGES	82-820-54-00-5462	114.88
					INVOICE TOTAL:		114.88 *
					CHECK TOTAL:		114.88

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104800	LLWCONSU	LLOYD WARBER						
	10463		10/31/19	01	OCT 2019 ON SITE IT SUPPORT	82-820-54-00-5462	840.00	
					INVOICE TOTAL:		840.00 *	
					CHECK TOTAL:			840.00
104801	MIDWTAPE	MIDWEST TAPE						
	98000962		09/30/19	01	DVDS	84-840-56-00-5685	44.97	
					INVOICE TOTAL:		44.97 *	
	98067041		10/15/19	01	DVD	84-840-56-00-5685	22.49	
					INVOICE TOTAL:		22.49 *	
	98078484		10/18/19	01	BLU RAY CASES	82-820-56-00-5620	159.99	
					INVOICE TOTAL:		159.99 *	
	98097166		10/22/19	01	AUDIO BOOK	84-840-56-00-5683	9.99	
				02	DVDS	84-840-56-00-5685	113.94	
					INVOICE TOTAL:		123.93 *	
	98127312		10/28/19	01	DVDS	84-840-56-00-5685	102.70	
					INVOICE TOTAL:		102.70 *	
	98160964		11/04/19	01	DVDS	84-840-56-00-5685	77.96	
					INVOICE TOTAL:		77.96 *	
					CHECK TOTAL:			532.04
104802	NICOR	NICOR GAS						
	91-85-68-4012 8-1019		11/01/19	01	9/29-10/31 902 GAME FARM RD	82-820-54-00-5480	758.71	
					INVOICE TOTAL:		758.71 *	
					CHECK TOTAL:			758.71

DATE: 11/13/19
TIME: 08:47:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104803	ORIENTAL	ORIENTAL TRADING CO INC					
	698466769-01		10/03/19	01	BOOKMARKS, STICKERS, STRESS	82-820-56-00-5671	82.13
				02	TOYS, SNACKBAGS, CRAFT BAGS,	** COMMENT **	
				03	BRACELETS, STAMPERS	** COMMENT **	
					INVOICE TOTAL:		82.13 *
	698860024-01		10/18/19	01	DINOSAUR CUTOUTS, INFLATABLE	82-000-24-00-2480	53.64
				02	DINOSAURS, BONE ERASERS,	** COMMENT **	
				03	DINOSAUR TATTOOS, FOAM	** COMMENT **	
				04	DINOSAUR SHAPES	** COMMENT **	
					INVOICE TOTAL:		53.64 *
					CHECK TOTAL:		135.77
104804	SOUND	SOUND INCORPORATED					
	R164737		10/11/19	01	11/1/19-1/31/20 CCTV & ACCESS	82-820-54-00-5462	929.52
				02	MAINTENANCE CONTRACT CHARGE	** COMMENT **	
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
104805	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	3004899431		11/01/19	01	11/01/19-01/31/20 ELEVATOR	82-820-54-00-5495	560.01
				02	MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		560.01 *
					CHECK TOTAL:		560.01
104806	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	100719-154		10/14/19	01	JULY-SEPT 2019 COST FOR FAXES	82-820-54-00-5462	14.40
					INVOICE TOTAL:		14.40 *
	9921		11/05/19	01	SIMPLE SCAN SYSTEM ANNUAL	82-820-54-00-5462	795.00

DATE: 11/13/19
TIME: 08:47:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/18/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104806	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	9921		11/05/19	02	LICENSE & SUPPORT RENEWAL	** COMMENT **	
					INVOICE TOTAL:		795.00 *
					CHECK TOTAL:		809.40
104807	TOPPERE	ELISA TOPPER					
	103019		10/30/19	01	PRAIRIE DELEGATEE ASSEMBLY	82-820-54-00-5415	46.18
				02	MEETING MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		46.18 *
					CHECK TOTAL:		46.18
					TOTAL AMOUNT PAID:		16,779.54



UNITED CITY OF YORKVILLE PAYROLL SUMMARY October 4, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,489.32	\$ -	19,489.32	\$ 1,772.53	\$ 1,231.46	\$ 22,493.31
FINANCE	11,703.46	-	11,703.46	1,073.93	880.52	\$ 13,657.91
POLICE	115,811.44	2,676.66	118,488.10	587.01	8,681.09	\$ 127,756.20
COMMUNITY DEV.	19,050.84	-	19,050.84	1,753.18	1,420.17	\$ 22,224.19
STREETS	13,033.10	235.95	13,269.05	1,202.17	961.19	\$ 15,432.41
WATER	15,207.97	276.99	15,484.96	1,416.52	1,140.39	\$ 18,041.87
SEWER	6,718.50	15.64	6,734.14	610.12	485.37	\$ 7,829.63
PARKS	23,184.27	159.52	23,343.79	1,965.18	1,708.73	\$ 27,017.70
RECREATION	19,664.15	-	19,664.15	1,298.48	1,471.12	\$ 22,433.75
LIBRARY	17,098.19	-	17,098.19	960.48	1,284.50	\$ 19,343.17
TOTALS	\$ 260,961.24	\$ 3,364.76	\$ 264,326.00	\$ 12,639.60	\$ 19,264.54	\$ 296,230.14
TOTAL PAYROLL						\$ 296,230.14



UNITED CITY OF YORKVILLE PAYROLL SUMMARY October 18, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,900.00	-	3,900.00	-	298.35	4,198.35
ADMINISTRATION	19,989.32	-	19,989.32	1,811.04	1,058.53	22,858.89
FINANCE	11,203.45	-	11,203.45	1,015.04	830.80	13,049.29
POLICE	110,989.68	1,362.16	112,351.84	587.02	8,188.67	121,127.53
COMMUNITY DEV.	19,050.84	-	19,050.84	1,726.00	1,397.21	22,174.05
STREETS	13,033.10	-	13,033.10	1,180.79	943.55	15,157.44
WATER	15,665.36	88.32	15,753.68	1,427.28	1,149.36	18,330.32
SEWER	7,175.91	15.64	7,191.55	651.56	520.04	8,363.15
PARKS	23,808.79	491.08	24,299.87	2,063.57	1,774.22	28,137.66
RECREATION	19,098.40	-	19,098.40	1,223.73	1,422.08	21,744.21
LIBRARY	17,741.89	-	17,741.89	946.89	1,322.27	20,011.05
TOTALS	\$ 262,565.08	\$ 1,957.20	\$ 264,522.28	\$ 12,632.92	\$ 18,974.57	\$ 296,129.77

TOTAL PAYROLL \$ 296,129.77



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, November 18, 2019

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 3)</i>	10/25/2019	\$2,183.89
Library Check Register <i>(Pages 4 - 7)</i>	11/18/2019	16,779.54
Glatfelter Liability Ins. - Installment #10	10/08/2019	\$918.88
Flex - Aug 2019 HRA Admin Fees	10/08/2019	\$20.00
Lincoln Financial -Oct. 2019 Life Ins	10/08/2019	30.83
IPRF - Nov. 2019 Workers Comp	10/08/2019	910.84
First Non-Profit - 2019 4th Qtr Unemployment Ins	10/22/2019	172.08
Blue Cross /Blue Shield-Nov. 2019 Health Ins	10/22/2019	5,537.74
Blue Cross /Blue Shield-Nov. 2019 Dental Ins	10/22/2019	582.29
Dearborn National - Nov. 2019 Vision Ins	10/22/2019	84.33
Marlys Young-09/23/19 Minutes	10/22/2019	84.50
Dell-Remote Diagnostic & Service	10/22/2019	709.92
Nicor -08/30/19-09/29/19 services	10/22/2019	449.18
TOTAL BILLS PAID:		<hr/> \$28,464.02

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	10/08/2019	\$19,343.17
Bi-weekly <i>(Page 9)</i>	10/18/2019	20,011.05
TOTAL PAYROLL:		<hr/> \$39,354.22

TOTAL DISBURSEMENTS:	<hr/> \$67,818.24 <hr/>
-----------------------------	--------------------------------



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of October 31, 2019

FISCAL YEAR 2020

		May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020
Library Operations	Old Second	\$ 408,036	\$ 625,661	\$ 589,917	\$ 562,731	\$ 831,380	\$ 805,514						
Building Development Fees	Old Second	90,345	87,625	89,174	93,668	93,111	150,030						
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007						
Library Operations	Illinois Funds	211,592	212,013	212,444	212,841	234,376	234,758						
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ 1,166,874	\$ 1,198,309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355	\$ 19,306	\$ 19,493						
2 ND PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011						
3 RD PAY PERIOD		19,324	-	-	-	-	-						
Total		\$ 57,162	\$ 38,786	\$ 38,021	\$ 38,228	\$ 38,120	\$ 39,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2020 BUDGET REPORT
For the Month Ended October 31, 2019**

		% of Fiscal Year						Year-to-Date		
ACCOUNT NUMBER	DESCRIPTION	8%	17%	25%	33%	42%	50%	Totals	FISCAL YEAR 2020	% of Budget
		May-19	June-19	July-19	August-19	September-19	October-19		BUDGET	
LIBRARY OPERATIONS REVENUES										
<i>Taxes</i>										
82-000-40-00-4000	PROPERTY TAXES	58,036	298,555	12,300	25,236	278,962	22,101	695,188	699,220	99.42%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	65,634	337,641	13,910	28,540	315,483	24,994	786,202	793,028	99.14%
<i>Intergovernmental</i>										
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,460	-	862	103	-	1,501	3,927	5,250	74.80%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	21,151	-	21,151	20,000	105.76%
<i>Fines & Forfeits</i>										
82-000-43-00-4330	LIBRARY FINES	434	712	492	1,669	279	1,168	4,753	8,500	55.92%
<i>Charges for Service</i>										
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,193	882	880	990	966	475	5,386	8,000	67.32%
82-000-44-00-4422	COPY FEES	294	322	441	399	264	361	2,081	3,750	55.49%
82-000-44-00-4439	PROGRAM FEES	-	15	20	23	-	-	58	-	0.00%
<i>Investment Earnings</i>										
82-000-45-00-4500	INVESTMENT EARNINGS	735	680	817	1,079	1,377	1,394	6,082	10,000	60.82%
<i>Miscellaneous</i>										
82-000-48-00-4820	RENTAL INCOME	200	-	-	175	-	325	700	2,000	35.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	1,981	370	52	-	-	27	2,431	2,000	121.53%
<i>Other Financing Sources</i>										
82-000-49-00-4901	TRANSFER FROM GENERAL	5,588	1,830	2,002	1,830	1,830	2,002	15,080	25,003	60.31%
TOTAL REVENUES: LIBRARY		135,555	641,006	31,777	60,044	620,311	54,348	1,543,040	1,576,751	97.86%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>										
82-820-50-00-5010	SALARIES & WAGES	30,988	21,451	20,903	20,903	20,902	20,903	136,049	278,394	48.87%
82-820-50-00-5015	PART-TIME SALARIES	19,549	12,675	12,560	12,752	12,651	13,938	84,125	196,000	42.92%
<i>Benefits</i>										
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	2,821	1,957	1,907	1,907	1,907	1,907	12,408	25,541	48.58%
82-820-52-00-5214	FICA CONTRIBUTION	3,804	2,552	2,501	2,516	2,508	2,607	16,488	35,544	46.39%
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,099	5,301	5,112	5,461	5,158	5,034	37,166	81,184	45.78%
82-820-52-00-5222	GROUP LIFE INSURANCE	31	31	31	31	31	31	185	387	47.80%
82-820-52-00-5223	DENTAL INSURANCE	1,165	582	582	582	582	582	4,076	6,987	58.34%
82-820-52-00-5224	VISION INSURANCE	169	84	84	84	84	84	590	1,012	58.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	172	-	172	-	-	172	516	750	68.83%
82-820-52-00-5231	LIABILITY INSURANCE	5,416	1,830	1,830	1,830	1,830	1,830	14,564	24,253	60.05%
<i>Contractual Services</i>										
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	-	2,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	485	(52)	55	488	2,000	24.41%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2020 BUDGET REPORT
For the Month Ended October 31, 2019**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
		8% May-19	17% June-19	25% July-19	33% August-19	42% September-19	50% October-19			
82-820-54-00-5440	TELECOMMUNICATIONS	-	832	-	842	-	422	2,095	6,000	34.92%
82-820-54-00-5452	POSTAGE & SHIPPING	-	45	9	8	20	20	102	750	13.63%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	1,533	13	13	-	119	1,650	3,328	11,000	30.25%
82-820-54-00-5462	PROFESSIONAL SERVICES	4,059	1,983	1,181	3,384	1,339	2,750	14,697	40,000	35.32%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	630	-	-	630	3,000	21.00%
82-820-54-00-5468	AUTOMATION	2,249	-	-	3,804	-	4,299	10,351	20,000	51.76%
82-820-54-00-5480	UTILITIES	-	-	559	774	-	825	2,158	11,130	19.39%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	248	4,921	7,359	1,343	2,640	9,527	26,038	50,000	52.08%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	1,689	1,700	132.74%
<i>Supplies</i>										
82-820-56-00-5610	OFFICE SUPPLIES	-	112	437	500	528	1,011	2,588	8,000	32.36%
82-820-56-00-5620	OPERATING SUPPLIES	-	309	23	408	-	-	740	3,000	24.68%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,397	-	120	918	100	2,534	8,000	31.68%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	22	61	-	376	131	589	1,000	58.95%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	70	-	70	200	35.22%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	273	-	22	295	1,500	19.67%
<i>2006 Bond</i>										
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	11,306	-	-	-	-	11,306	22,613	50.00%
<i>2013 Refunding Bond</i>										
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	585,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	69,700	-	-	-	-	69,700	139,400	50.00%
TOTAL FUND REVENUES		135,555	641,006	31,777	60,044	620,311	54,348	1,543,040	1,576,751	97.86%
TOTAL FUND EXPENDITURES		83,303	138,204	55,325	59,226	51,613	67,898	455,569	1,620,345	28.12%
FUND SURPLUS (DEFICIT)		52,251	502,802	(23,548)	818	568,697	(13,550)	1,087,471	(43,594)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,800	4,400	7,300	2,800	59,900	3,750	87,950	50,000	175.90%
84-000-45-00-4500	INVESTMENT EARNINGS	62	50	56	62	60	57	348	100	347.66%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	29	-	-	-	-	29	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		9,862	4,479	7,356	2,862	59,960	3,807	88,326	50,100	176.30%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	3,500	0.00%
-------------------	----------------------	---	---	---	---	---	---	---	-------	-------



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2020 BUDGET REPORT
For the Month Ended October 31, 2019

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
		8% May-19	17% June-19	25% July-19	33% August-19	42% September-19	50% October-19			
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	157	233	95	240	375	1,100	3,500	31.42%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	343	100	-	-	443	500	88.53%
84-840-56-00-5685	DVD'S	-	127	119	246	313	222	1,028	3,000	34.25%
84-840-56-00-5686	BOOKS	-	1,958	3,713	2,427	2,364	2,941	13,402	50,000	26.80%
TOTAL FUND REVENUES		9,862	4,479	7,356	2,862	59,960	3,807	88,326	50,100	176.30%
TOTAL FUND EXPENDITURES		-	2,241	4,408	2,867	2,918	3,538	15,972	75,500	21.16%
FUND SURPLUS (DEFICIT)		9,862	2,238	2,948	(5)	57,042	269	72,354	(25,400)	

ACTIVITY THROUGH FISCAL PERIOD 06

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2019		BEGINNING BALANCE					74,987.16
	AP-190513B	05/06/2019	01	BOOKS	BAKER & TAYLOR	104703	2034422390-B	58.24	
		05/06/2019	02	BOOKS	BAKER & TAYLOR	104703	2034437996-B	60.16	
		05/06/2019	03	WASHER TOSS GAME, CRAFT	ORIENTAL TRADING CO	104706	695971245-01	69.31	
	AP-190525MB	05/14/2019	25	AMAZON-SCREEN LIGHTING KIT,	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	413.89	
		05/14/2019	26	JEWEL-COOKIE TRAY FOR PATRON	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	42.96	
	GJ-190531LB	06/03/2019	06	May 2019 Deposits					487.00
	CR-C190521	05/21/2019	06	KONICA MFP REIMB	006		0000000012		100.00
				TOTAL PERIOD 01 ACTIVITY				644.56	587.00
02	AP-190610B	06/04/2019	01	BOOKS	BAKER & TAYLOR	104718	2034546750	20.69	
		06/04/2019	02	JULY 201, 2019 MAGIC AND ART	DANIEL LAIB	104721	552	300.00	
	AP-190618M	06/18/2019	01	FABRICATE AND INSTALL A MAIN	AURORA SIGN CO	104730	190511-1	12,497.00	
	AP-190625MB	06/20/2019	139	AMAZON-IPAD, ENVELOPES,	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	686.29	
		06/20/2019	140	AMAZON-IPAD CASE	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	14.99	
		06/20/2019	141	PANERA-3 GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	142	GRACE COFFEE-2 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	20.00	
		06/20/2019	143	AMAZON-MOVIE CLAPPER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	9.54	
		06/20/2019	144	AMAZON-MOVIE PARTY PROPS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	58.94	
		06/20/2019	145	TARGET-DVDS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	38.00	
		06/20/2019	146	STARBUCKS- 3 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	147	NCG-GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	78.00	
		06/20/2019	148	AMAZON-RED CARPET ISLE RUNNER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	49.99	
		06/20/2019	149	AMAZON-BEISTLE CUTOUTS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	12.90	
				TOTAL PERIOD 02 ACTIVITY				13,846.34	0.00
03	AP-072919VD	07/29/2019	03	BOOKS FOR FRIENDS :VOID 104738	THE READING WAREHOUS		194537		148.83
	AP-190708	07/01/2019	01	BOOKS	BAKER & TAYLOR	104731	2034568271	66.09	
		07/01/2019	02	BOOKS	BAKER & TAYLOR	104731	2034591302	56.95	
		07/01/2019	03	BOOKS FOR FRIENDS SUMMER	THE READING WAREHOUS		194537	148.83	
	AP-190725M	07/22/2019	166	BOEGERS LANDSCAPE-FOUNTAIN	FIRST NATIONAL BANK	900077	072519-D.DEBORD	449.00	
		07/22/2019	167	GROUND EFFECTS-MEXICAN PEBBLES	FIRST NATIONAL BANK	900077	072519-J.WEISS	8.05	
		07/22/2019	168	READING WAREHOUSE-BOOKS	FIRST NATIONAL BANK	900077	072519-J.WEISS	148.83	
		07/22/2019	169	MENARDS-PLANTER, DIRT, PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	161.79	
		07/22/2019	170	MENARDS-PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	39.74	
		07/22/2019	171	TARGET-SUMMER READING PROGRAM	FIRST NATIONAL BANK	900077	072519-J.WEISS	69.89	
	GJ-190731LB	08/02/2019	06	July 2019 Deposits					449.00
				TOTAL PERIOD 03 ACTIVITY				1,149.17	597.83
04	AP-190812	08/05/2019	01	2 BRICKS	KING & SONS MONUMENT	104748	071119	60.00	
	GJ-190831LB	09/03/2019	07	August 2019 Deposits					265.00
				TOTAL PERIOD 04 ACTIVITY				60.00	265.00
05	AP-190909	09/04/2019	01	2019 ICE CREAM SOCIAL MUSICAL	CHARLES E. STEWART	104766	091419	300.00	
	GJ-190930LB	10/01/2019	05	September 2019 Deposits					750.00
				TOTAL PERIOD 05 ACTIVITY				300.00	750.00
06	AP-191014	10/01/2019	01	MAIN MONUMENT SIGN	AURORA SIGN CO	104774	190511-2	12,997.00	

ACTIVITY THROUGH FISCAL PERIOD 06

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
06	AP-191014	10/01/2019	02	BOOKS	BAKER & TAYLOR	104776	2034756989	151.18	
		10/01/2019	03	BOOKS	BAKER & TAYLOR	104776	2034770138	9.77	
		10/01/2019	04	BOOKS	BAKER & TAYLOR	104776	2034784292	27.27	
	AP-191025M	10/15/2019	207	WALMART-MOVIE SNACKS	FIRST NATIONAL BANK	900080	102519-S.AUGUSTINE	10.44	
	GJ-191031LB	11/01/2019	06	Oct 2019 Deposits					1,598.12
				TOTAL PERIOD 06 ACTIVITY				13,195.66	1,598.12
				TOTAL ACCOUNT ACTIVITY				29,195.73	3,797.95
				ENDING BALANCE					49,589.38
				GRAND TOTAL				0.00	49,589.38
				TOTAL DIFFERENCE				0.00	49,589.38



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended October 31, 2019 *

	October Actual	YTD Actual	% of Budget	FY 2020 Budget	Fiscal Year 2019 For the Month Ended October 31, 2018 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 47,095	\$ 1,481,390	99.3%	\$ 1,492,248	\$ 1,444,764	2.54%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 1,501	\$ 3,927	74.8%	\$ 5,250	\$ 2,715	44.65%
State Grants	-	21,151	105.8%	20,000	25,211	-16.10%
Total Intergovernmental	\$ 1,501	\$ 25,078	99.3%	\$ 25,250	\$ 27,926	-10.20%
Library Fines	\$ 1,168	\$ 4,753	55.9%	\$ 8,500	\$ 4,156	14.38%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 475	\$ 5,386	67.3%	\$ 8,000	\$ 4,933	9.17%
Copy Fees	361	2,081	55.5%	3,750	2,231	-6.73%
Program Fees	-	58	0.0%	-	1	5725.00%
Total Charges for Services	\$ 836	\$ 7,525	64.0%	\$ 11,750	\$ 7,165	5.02%
Investment Earnings	\$ 1,394	\$ 6,082	60.8%	\$ 10,000	\$ 3,329	82.72%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	325	700	35.0%	2,000	775	-9.68%
DVD Rental Income	-	-	0.0%	-	1,108	-100.00%
Miscellaneous Income	27	2,431	121.5%	2,000	128	1798.93%
Transfer In	2,002	15,080	60.3%	25,003	14,499	4.01%
Total Miscellaneous & Transfers	\$ 2,354	\$ 18,211	62.8%	\$ 29,003	\$ 16,510	10.30%
Total Revenues and Transfers	\$ 54,348	\$ 1,543,040	97.9%	\$ 1,576,751	\$ 1,503,850	2.61%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 67,898</u>	<u>\$ 455,569</u>	<u>28.1%</u>	<u>\$ 1,620,345</u>	<u>\$ 443,095</u>	<u>2.82%</u>
50 Salaries	34,840	220,174	46.4%	474,394	212,842	3.44%
52 Benefits	12,248	85,994	49.0%	175,658	85,531	0.54%
54 Contractual Services	19,547	61,576	41.3%	149,080	44,509	38.35%
56 Supplies	1,263	6,818	28.2%	24,200	11,662	-41.54%
99 Debt Service	-	81,006	10.2%	797,013	88,550	-8.52%
Total Expenditures and Transfers	\$ 67,898	\$ 455,569	28.1%	\$ 1,620,345	\$ 443,095	2.82%
<i>Surplus(Deficit)</i>	<i>\$ (13,550)</i>	<i>\$ 1,087,471</i>		<i>\$ (43,594)</i>	<i>\$ 1,060,755</i>	

* October represents 50% of fiscal year 2020

LIBRARY DIRECTOR REPORT—October 2019

Facilities Management- The Chiller screens were installed at a cost of \$475 that initially was not quoted in the proposal. Company reduced the price of installation from \$875. Installer was here all day. This could not have been done by staff. RJ O’Neil was called on 10/31/19 due to a problem with the water pump making loud noises. Equipment was cleaned and oiled and this solved the problem. Company came to do preventive maintenance and discovered that the boiler #1 had several burners cracked. Discussed at the Physical Facilities Committee meeting and decision made to approve the repair. Parts are now on order.

The painter replaced the siding and did the painting on 11/5/19. Scheduled the Fall clean up with the landscaper but will need to be rescheduled due to snow on 11/11/19. Called Sound Inc. as we did not have the password to get into the system to see the library cameras that are on the computer in the Telecomm Room. No service charge billed as it was their vault that technician never wrote it down.

Public Relations- Staff dealt with the patron who experienced the theft in the library. Routine press releases sent to the media. Yorkville Public Library participated in Biz Boo a Halloween activity sponsored by the Yorkville Chamber of Commerce and local businesses.

Meetings- Attended the Delegates Assembly of Prairie Cat in Dekalb on 10/30/19. Attended the Homeless Program with managers at Yorkville High School sponsored by PADS on 10/7/19. Attended the Physical Facilities Committee meeting on 10/10/19. Attended the City BBQ with staff 10/23/19. Met with board members Garcia and Crawford to go over the director’s evaluation.

Staff – We held our Staff Day on October 11th and dealt with Homeless Patrons. We watched the movie, “The Public” and had small group discussions. Barb Johnson representing PADS gave an overview of their services. We feel that we are better prepared this year.

Started issuing a Director’s Update to staff highlighting what is going on in the library specifically Board actions and building issues.

Held our 2nd Annual Halloween Costume Contest with prizes awarded. First place went to Shelley Augustine also known as the Cat Lady, second place to Sharyl Knox, the good witch and third place to Jennette Weiss, our Monarch butterfly.

Next will be our 1st Ugly Sweater Contest in December. We interviewed a candidate for the Youth Services Clerk position and decided to hire her. She went for the background check and recently withdrew from consideration. We are losing people as the background checks are taking weeks to come back. We will start screening and interviewing for the position once again.

Library Operations- There was a theft in the adult computer section. Person left their wallet unattended. Fifty dollars taken but wallet left. That is why we were trying to see the theft on tape. When the technician taped into the system with the new password, we

discovered that the camera has not been recording since September. Our system is outdated, and a representative of the company is coming at the end of the month to meet with me to go over a proposal.

Volunteered to review resumes after the Interviewing Program scheduled on 10/12/19 for teens and adult. We had no one show for the program on a Saturday.

Grant/Projects/Programs- Adult program on Financial Literacy was held with a low turnout. The children's program was well received. Tots and Toddlers made piggy banks and the book club received their own book funded by the grant. Report is due in December. Hosted the ChiLUG programs once again with over 70 people in attendance. The 4-H held a Science Coding activity at the library.

**Friends-
Programs, Activities
Adult Programs**

Men's Book Club **7**
Friends Meeting **13**
Lunch Bunch **6**
American Legion Senior Fair **10**
Social Security **7**
Long Term Care Planning **3**
Creative Writing **12**
Threads and More **12**
Movie Matinee **12**

Passive Programs

Total **49**
Includes the puzzles, chess board and art wall.

TOTAL ADULT ATTENDANCE 82

Children Programs

Drop-In Storytime (3) **32**
Tots and Toddlers (2) **77**
LEGO Duplo **11**
Dance party **10**
Panera (2) **49**
Book Club (1-2 grades) **10**
Book Club (3-5 grades) **8**
Literacy Centers **24**
Morning/afternoon Read **5**
TAG (3) **20**
Lapsit **6**
Window Art **6**
ChiLUG **70**
4-h Science Coding **23**
Read with Paws **11**

Escape Room **16**

Museum Pass Program

Brookfield Zoo **6**
Legoland Discovery **1**
Total **7**

TOTAL CHILDREN'S ATTENDANCE 386

Passive Programs for October

Included Games, Magnet Shapes, Teen Coloring, Read with Rusty, Pumpkin Find, Surprise in Book, Candy Corn Guess, Trick or Treat Cut Out, Uncarved Pumpkin Contest, Color Pages, Bone Bridge, Money Sort and Money Game.

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 561

Computer Use

Adult **344**
Young Adult **42**
Children **30**

TOTAL COMPUTER USE 416

Database & E-book Use

Ancestry database **15** Gale **10** Omni E-Book **737**
E-Audio **446 (284 Users)**
E-Read IL **51** E-Book Audio **98 (43 Users)**

Circulation

Checkouts **14,990**
New Patrons Added **84**
New Items Added **607**

Teen Volunteers Mikayla Mika, Juleah Richardson, Katelyn Tugman, Courtney Morse, Kaelie Monero, Bree Weiss, Lexi Mika, Joey Koenig, Leah Nieman, Elianna Black, Leah English, Mikayla Moi, Brooklyn Souza, Mark Sanford, and Naytona Faedtke.

Adult Volunteers: Nancy Aschauer, Sands McCormick Uridil, Theron Garcia, Fox Valley Therapy Dog Group and 4-H Volunteers.

Meeting Room 4 Rental, **18** Programs

Proctored Test 1
Patron Count 5,814.

PrairieCat

[illegible][illegible]

749 Morton Ave
Aurora, IL 60506

Phone: 630-897-3900
Fax: 630-897-0047
Email: frost@frost-electric.com

www.frost-electric.com



October 22, 2019

Yorkville Public Library
902 Game Farm Rd
Yorkville, IL. 60560

Attn: Ms. Elisa Topper

Re: Power to new entrance sign

Dear Madam:

We propose to furnish and install a 20 amp 120 volt circuit to the new sign. The new circuit will originate in the original section of the library. We will do our best to utilize existing conduit routes but cannot guarantee that there will not be a need to run some conduit on the surface of existing walls. This circuit will be energized all the time per the email requirements sent to me. We are told there is an existing circuit powering the sign. Our circuit will power the message part of the sign. We will need to bore a raceway from the sign to the library building to complete our work. This includes crossing the entrance road. Landscape repair is excluded. We will need to enter the new sign on the surface unless there was a raceway installed when the new sign was set.

The cost for this work will be Six Thousand Two Hundred Fifty and no/100 (\$6,250.00) Dollars.

Thanking you for the opportunity of quoting on this work and hoping to be of service, we remain,

Very truly yours,

Craig R. Martin, President
Frost Electric Co., Inc.



17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 8, 2019

Bid # 1909-07-A

Russell Walter
Yorkville Public Library
902 Game Farm Rd
Yorkville, IL 60560

Re: Library Wireless Network

1.0 Cabling Specifications

- 1.1 Install 6 category 6 non-plenum data cables for wireless access points; terminate on customer patch panel

2.0 Equipment Specifications

- 2.1 Install up to 12 Ubiquiti Unifi Pro wireless access points at \$140 each
- 2.2 Install and configure Ubiquiti wireless network controller software on customer server
- 2.3 Option to install up to 12 Aruba IAP 207 WAPs at \$223 each; install and configure Aruba 7008 wireless network controller at \$2,247.

3.0 Configuration

- 3.1 All cables will be tested for continuity, wire mapping and primary electrical performance.
- 3.2 All faceplates and patch panels will be machine-print labeled and correspond to customer-approved numbering system.
- 3.3 Allowance for up to 12 engineering hours for wireless network design and implementation
- 3.4 Provide coverage heat maps for installed WAPs
- 3.5 Provide as-built prints identifying all WAPs as installed

4.0 Budgetary Pricing

4.1 Cabling

Material Cost	\$ 417.10
Labor Cost	<u>\$ 2,640.00</u>
Total	\$ 3,057.10

4.2 WAPs and Controller

4.2.1 Ubiquiti

Equipment Cost	\$ 1,680.00
Professional Services	<u>\$ 1,680.00</u>
Total	\$ 3,360.00

4.2.2 Aruba

Equipment Cost	\$ 2,676.00
Professional Services	<u>\$ 1,680.00</u>
Total	\$ 4,356.00



17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 8, 2019

Bid # 1909-07-A

5.0 Internet Service from First Communications (see attachment also)

5.1 Using Comcast as 'last mile'

300 x 25 per mo.	\$ 404.85
500 x 35	\$ 764.85
1000 x 35	\$ 924.85

Any alterations or deviations from the above specifications may involve extra costs with the additional cost being specifically stated in writing and completed only upon approval of the customer.

Actual costs may vary when unexpected conditions are encountered. A revised estimate or quote may be required. This project will proceed only upon consent of the customer under those conditions.

Permits and fees will be at an additional cost if required. Clauses appending certificates of insurance modifying terms of existing policies beyond simple additional insured may involve legal and business review at an additional charge.

All agreements are contingent upon strikes, accidents or delays beyond our control.

This proposal is valid for thirty days. If not directed to proceed within thirty days of the proposal date, prices may change.

Acceptance of this proposal shall be in the form of a signed acceptance form and a check for 50% of the total cost with balance due net 30 from completion; or on smaller installations where the down payment is waived, final payment is due on completion. If awarded this proposal, adequate notification must be provided to insure the availability of resources and material.

Best regards,

Jack Bush
S & G Communication Inc.

Acceptance Form

This proposal is hereby accepted by **customer** and is granted to
S & G Communications Inc.

Signature: _____ **Date:** _____



17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 13, 2019

Bid # 1909-07-B

Russell Walter
Yorkville Public Library
902 Game Farm Rd
Yorkville, IL 60560

Re: Library Wireless Network

1.0 Cabling Specifications

- 1.1 Install 6 category 6 non-plenum data cables for wireless access points; terminate on customer patch panel

2.0 Equipment Specifications

- 2.1 Install up to 12 Ubiquiti Unifi Pro wireless access points at \$140 each
- 2.2 Install and configure Ubiquiti wireless network controller software on customer server
- 2.3 Option to install up to 12 Aruba IAP 207 WAPs at \$223 each.

3.0 Configuration

- 3.1 All cables will be tested for continuity, wire mapping and primary electrical performance.
- 3.2 All faceplates and patch panels will be machine-print labeled and correspond to customer-approved numbering system.
- 3.3 Allowance for up to 12 engineering hours for wireless network design and implementation
- 3.4 Provide coverage heat maps for installed WAPs
- 3.5 Provide as-built prints identifying all WAPs as installed

4.0 Budgetary Pricing

4.1 Cabling

Material Cost	\$ 417.10
Labor Cost	<u>\$ 2,640.00</u>
Total	\$ 3,057.10

4.2 WAPs and Controller

4.2.1 Ubiquiti

Equipment Cost	\$ 1,680.00
Professional Services	<u>\$ 1,680.00</u>
Total	\$ 3,360.00

4.2.2 Aruba

Equipment Cost	\$ 2,676.00
Professional Services	<u>\$ 1,680.00</u>
Total	\$ 4,356.00

5.0 Internet Service from First Communications (see attachment also)



17W715 Butterfield Rd. • Suite D • Oakbrook Terrace, IL 60181 • Phone: 847 459 1220 • Fax: 630 953 5949

November 13, 2019

Bid # 1909-07-B

5.1 Using Comcast as 'last mile'

300 x 25 per mo.	\$ 404.85
500 x 35	\$ 764.85
1000 x 35	\$ 924.85

Any alterations or deviations from the above specifications may involve extra costs with the additional cost being specifically stated in writing and completed only upon approval of the customer.

Actual costs may vary when unexpected conditions are encountered. A revised estimate or quote may be required. This project will proceed only upon consent of the customer under those conditions.

Permits and fees will be at an additional cost if required. Clauses appending certificates of insurance modifying terms of existing policies beyond simple additional insured may involve legal and business review at an additional charge.

All agreements are contingent upon strikes, accidents or delays beyond our control.

This proposal is valid for thirty days. If not directed to proceed within thirty days of the proposal date, prices may change.

Acceptance of this proposal shall be in the form of a signed acceptance form and a check for 50% of the total cost with balance due net 30 from completion; or on smaller installations where the down payment is waived, final payment is due on completion. If awarded this proposal, adequate notification must be provided to insure the availability of resources and material.

Best regards,

Jack Bush
S & G Communication Inc.

Acceptance Form

This proposal is hereby accepted by **customer** and is granted to
S & G Communications Inc.

Signature: _____ **Date:** _____

Date: November 1, 2019		Project: 26155	
Elisa Topper Yorkville Public Library 902 Game Farm Road Yorkville, IL 60560		Yorkville Public Library 902 Game Farm Road Yorkville, IL 60560	
Mobile Phone:	(847) 420-1802	E-mail:	elisa.topper@yorkville.lib.il.us

EXISTING ROOF SYSTEM

Dyna-Guard snow retention system will be installed on the roof over all sidewalks and doorways (approximately 170 linear feet). See photos for specific locations.

*16' of snow guard over window on West side of building has been removed from the quote.

INVESTMENT: \$9,780.00

INITIALS _____

Gutter Guards - \$4,835.00

INITIALS _____

Custom gutter guards will be fabricated from .050" perforated mill finish aluminum and installed on all gutters.

NOTES

1/3 down payment will be due after the contract is signed.

Final Payment Upon Completion

If payment is not received within 20 days, 2% interest per month will begin to accrue.

All quotes within this proposal shall be good for a period of 30 days.

All materials and workmanship will be carried out according to standard roofing practices. Any alterations in the above stated contract will be submitted in writing for prior approval. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation and Liability insurance. Showalter Roofing Service, Inc. is fully licensed, bonded and insured. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as stated in the terms of this agreement. All work will be carried out in a timely fashion. SRSI will only be responsible for damages in as much as they were negligent to carry out their work in a professional manner. SRSI will not be responsible for ponding water on low slope roofs, we will also not be responsible for the following items: leakage due to ice damming, damage to driveways, damage to items left in the attic area, cleanup of attic area due to space boards, nail pops or cracks caused by the removal and replacement.

Sincerely,

Alex Savino

Alex Savino
Sheet Metal Dept. Manager
Showalter Roofing Service, Inc.
Rising to Great Heights to Serve You!

Acceptance: _____

Date: _____

Project #26155 902 Game Farm Road, Yorkville, IL 60560

Detail Pictures	Detailed Description
	16' removed from quote

Detail Pictures	Detailed Description
	<p>Leaf guard sample</p>



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

Administration Committee #1

Tracking Number

ADM 2019-61

Agenda Item Summary Memo

Title: Discussion of Revising Section 2.7 Drug Free Workplace Policy, Employee Manual

Meeting and Date: City Council – November 12, 2019

Synopsis: Consideration of a revision to Section 2.7 Drug Free Workplace Policy of the City
of Yorkville Employee Manual

Council Action Previously Taken:

Date of Action: ADM 10-16-19 Action Taken: Moved forward to City Council agenda.

Item Number: ADM 2019-61

Type of Vote Required: Majority

Council Action Requested: Approval

Submitted by: Erin Willrett
Name

Administration
Department

Agenda Item Notes:



Memorandum

To: City Council
From: Erin Willrett, City Administrator
CC: Bart Olson, City Administrator
Date: October 16, 2019
Subject: Revising Section 2.7 Drug Free Workplace Policy, City of Yorkville Employee Manual

Summary

Revising Section 2.7 Drug Free Workplace Policy of the City of Yorkville Employee Manual.

Background

Section 2.7 outlines the drug free workplace policy for all employees, including Non-DOT and DOT employees. With the passage of the Adult-Use Cannabis Regulation and Tax Act and the effective date of January 1, 2020, the Act legalized the possession and private use of cannabis for Illinois residents over 21 years of age. In order to accommodate the new law with our personnel practices, an update to the policy has been created. This policy will be applied in a non-discriminatory manner.

The attached is a re-write of section 2.7 in its entirety. However, the Appendices A, B, and C will remain intact, but with references to the "Medical Review Officer" removed as the City has no such position.

The new language outlines the expectations of employees regarding substance use. The new language simply states that employees who have a CDL (DOT Employees) still follow the guidelines for DOT testing, which can be amended from time-to-time by state law and currently prohibit. The City must comply with state and federal laws regarding a drug free workplace. Employees cannot work while under the influence or impaired, even if the alcohol or soon-to-be-legal cannabis is used off-duty. The City can still require a drug test of alcohol, cannabis, or other drugs if there is reasonable suspicion. The City encourages employees to contact the EAP or get help if they have a drug or alcohol problem. The new language allows the City discretion for testing an employee to evaluate circumstances on a case-by-case basis. Language was added to include that employees who are convicted for a drug statute conviction that they have no later than five days to notify the City after such conviction. Once again, the City does have discretion when looking into the convictions, as to the future employment action.

Other items have also been cleaned up within the policy. The period of testing to return to duty has been changed to 365 days from 30 days. This applies largely to seasonal staff, and would allow a relaxation of current policy, by giving a longer period of time between employment dates that an employee could return to work without being drug tested. In these situations, we found that there was a number of instructors and seasonal staff that would have lag time of ~45 days between sessions; under the current policy the employee would have to be drug tested to work after only 31 days of lapse.

Lastly, staff is suggesting an increase to the Post-Accident testing damage amount threshold. The current standard is that a drug test must occur for any damage to a vehicle or property in excess of \$500 for non-DOT employees and \$250 for DOT employees; we propose to change that threshold to \$1,500 for both DOT and non-DOT employees.

Recommendation

Staff recommends amending Section 2.7 Drug Free Workplace Policy of the City of Yorkville Employee Manual to comply with the Adult-Use Cannabis Regulation and Tax Act.

**A RESOLUTION OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY,
ILLINOIS, APPROVING AN AMENDMENT TO THE UNITED CITY OF YORKVILLE
EMPLOYEE MANUAL**

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the “City”) is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of this State; and,

WHEREAS, the City desires to amend the portion of its Employee Manual which addresses the Drug Free Workplace Policy in order to come in compliance the Adult-Use Cannabis Regulation and Tax Act, which pertains to Illinois residents over 21 years of age; and,

WHEREAS, it has been determined to be in the best interests of the City to amend Section 2.7 of the Employee Manual, in the form attached hereto in Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois that Section 2.7 of the United City of Yorkville Employee Manual in the form set forth on Exhibit “A” attached hereto and incorporated herein are hereby adopted.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this _____ day of _____, 2019.

City Clerk

KEN KOCH	_____	DAN TRANSIER	_____
JACKIE MILSCHEWSKI	_____	ARDEN JOE PLOCHER	_____
CHRIS FUNKHOUSER	_____	JOEL FRIEDERS	_____
SEAVAR TARULIS	_____	JASON PETERSON	_____

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this _____ day of _____, 2019.

MAYOR

Attest:

City Clerk

Section 2.7 Alcohol and Drug-Free Workplace Policy & Program (“Policy”)

a. Purpose of the Policy:

United City of Yorkville has a strong commitment to its employees to provide a safe workplace and to establish health care programs that promote employee health and well-being. Consistent with the spirit and intent of this commitment, the City has established this policy regarding drug and alcohol abuse. Quite simply, the City’s goal will continue to be one of establishing and maintaining a work environment that is free from the effects of alcohol and drug abuse.

While the City has no intention of intruding into the private lives of its employees, the City does expect employees to report for work in condition to perform their duties. The City recognizes that alcohol and drugs can have an impact on the work place and our ability to accomplish our goal of an alcohol and drug-free work environment.

b. Preliminary Information:

1. Be assured that we respect the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the medical use of marijuana in compliance with the law. Therefore, this Policy will be construed in a manner consistent with our rights and obligations under the Illinois Medical Cannabis Program, including any applicable interpretative rules that may apply.

While the City will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy and is subject to discipline up to and including discharge for violations of this Policy and Program.

2. We encourage any employee with a drug or alcohol abuse problem to voluntarily submit to available treatment, including through the City’s Employee Assistance Program. In an effort to maintain the high standards of health and safety to which we are committed, we have defined our policy and rules of acceptable conduct in this sensitive area, consistent with the federal Drug-Free Workplace Act, 41 U.S.C. §701 and the Illinois Drug Free Workplace Act, 30 ILCS 580, to the extent applicable.
3. Employees who hold safety sensitive positions and/or jobs that are covered by the Department of Transportation drug and alcohol guidelines (“DOT”) will be required to adhere to all applicable laws and regulations related to drug and alcohol use, abuse and testing, etc. In the event of a conflict between a provision of this Policy and the DOT regulations, the DOT regulations will govern in all cases.

UNITED CITY OF YORKVILLE EMPLOYEE MANUAL

4. Employees covered by a collective bargaining agreement (“CBA”) are required to comply with this Policy and the applicable terms of the CBA. In the event of a conflict between this Policy and the terms of the CBA, the CBA will govern for applicable employees.

c. “Drugs” defined:

The term “drug” as used in this Policy refers to both legal and illegal controlled substances unless the legal use is pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of the employee’s job duties and has advised that the substance does not adversely affect the employee’s ability to safely perform his or her job. The term “drug” also includes, but is not limited to, cannabis, cocaine, PCP, heroin, morphine, amphetamines and barbiturates.

d. Forms/Receipt/Other:

Appendices A, B, and C are attached and have been incorporated into this Policy by reference for use by the City when applicable pursuant to this Policy and/or when otherwise required and consistent with our legal obligations.

e. Policy Prohibitions (not an all-inclusive list):

1. The use, sale, purchase, manufacture, distribution, dispensation, transfer, or possession of any drug (as defined earlier) and/or alcohol, is prohibited on City premises, and is cause for immediate discharge. The phrase “City premises” includes (without limitation) all job sites, land, property, buildings, structures, installations, parking lots, machinery, vehicles or other means of transportation owned or managed by or leased to City or otherwise being utilized for the City business, and private vehicles while parked or operated on the City premises. Any illegal substances found on City premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Employees are prohibited from working with a detectable amount of alcohol or drugs in their system. Employees are also prohibited from consuming any amount of alcohol or drugs during working time, on-call periods, or during breaks. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge. (Consequently, employees are not allowed to consume alcohol or cannabis during meals or breaks.)
3. Employees must not perform safety-sensitive duties, such as operating a motorized vehicle, if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine or cannabis) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public. Such an employee should notify his or her supervisor of the situation as soon as the employee becomes aware of the situation to determine if a reasonable accommodation may be necessary. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge.

UNITED CITY OF YORKVILLE EMPLOYEE MANUAL

4. Under no circumstances may an employee operate an automobile (private, rental or City owned) for business purposes while intoxicated or under the influence of or impaired by alcohol or cannabis, even if outside of working hours. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge.
5. The City reserves the right to inspect packages, bags, briefcases, desks, lockers, automobiles, etc., where there is a reasonable belief that illegal drugs or alcohol may be present on City property. An employee's failure to cooperate with an investigation may result in disciplinary action, including but not limited to immediate discharge.
6. An employee suspected of being under the influence of alcohol or a drug due to specific articulable symptoms (e.g., symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others), or an employee who is involved in an on-the-job accident which results in property damage or which requires medical treatment, may be required to take a medically approved test(s), to be given by authorized medical personnel, to determine whether this Policy and Program has been violated.

e. Request to Submit to Testing for Alcohol and/or Drug Use or Abuse

1. The City reserves the right to consider any employee suspected of being impaired by or under the influence of cannabis during working hours or any on-call period to be in violation of this Policy. This determination will be determined based on when the employee manifests specific, articulable symptoms while working of decreased or lessened performance of the duties or tasks of the employee's job position, including (without limitation) symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in damage to equipment or property or medical treatment of someone involved; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.
2. The City also may require an employee to submit to a drug test if the City has a good faith belief that an employee is or may be under the influence of cannabis or impaired by cannabis during working time based on articulable symptoms such as those set forth in the preceding subsection of this Policy. Employees who are required to submit to a drug test pursuant to this subsection will be afforded a reasonable opportunity to contest drug test request or results.
3. The City also may require an employee to submit to a drug or alcohol test for other reasons where it has a reasonable suspicion that an Employee is or may be in

violation of this Policy, including (without limitation) after an employee is involved in an incident or accident that results in damage to property or equipment in excess of \$1500 and/or that is sufficiently serious to require medical treatment to an employee or third party. These issues will be addressed on a case-by-case basis based on the circumstances involved to determine if a test is justified.

4. An employee's refusal to submit to a drug and/or alcohol test upon request may result in disciplinary action, up to and including immediate discharge. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the City, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute, or otherwise change specimens to be tested. Employee consent to testing under this Policy will not act as a waiver of disciplinary action, up to and including discharge for a Policy violation.
5. While the City awaits the results of a drug and/or alcohol test, the employee may be suspended without pay. In this situation, if the results of the test are negative, the employee normally will be reimbursed for regular working time lost due to taking the test(s).

e. Convictions for Drug Related Activity

Employees who are convicted for off-the-job drug-related activity may be considered to be in violation of this Policy and Program. Employees shall notify the City of any criminal drug statute conviction no later than five (5) days after such conviction.

In deciding what action to take, the City will conduct an individualized assessment of the situation and consider the nature of the charges, the nature of the employee's present job assignment, the employee's record with the City, the impact of the employee's conviction on the City and any other factor the City may deem relevant. The City will only take employment actions related to convictions which are job related. Alternatively, and in keeping with the City's desire to encourage treatment and rehabilitation where possible, the City may require a convicted employee to successfully complete an approved drug rehabilitation program in lieu of other disciplinary action.

f. Return to Work Testing

An employee who returns to work after a leave of absence for any reason lasting longer than 365 consecutive work days, may be required to submit to a return to work drug screen evaluation to ensure the employee can safely perform his essential job functions either with or without a reasonable accommodation if medically necessary.

g. EAP or Other Reasonable Accommodations:

Employees with an alcohol or drug use or abuse problem are encouraged to contact the City's Employee Assistant Program for possible referral for treatment. The City will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of this Policy and Program or other rules of conduct. The cost of such treatment is at the employee's expense (subject to possible coverage, if any, by group health insurance). Seeking such assistance will not be a defense for violating this Policy and Program nor will it excuse or limit the employee's obligation to meet the City's policies, rules of conduct, and standards, including but not limited to those regarding attendance, job performance, and safe and sober behavior on the job.

h. Assurances against Retaliation

Be assured that no employee who reports a possible Policy violation and/or who seeks a reasonable accommodation to deal with alcohol or drug use or abuse will not be subject to retaliation for that purpose. Of course, an employee who submits an intentionally false report of a possible policy violation will be subject to disciplinary action including immediate dismissal. Note: A report that is unsubstantiated but reported in good faith is not in violation of this Policy.

Appendix A
Acknowledgement of Receipt of
Drug Free Workplace Policy and
Agreement to Abide by Policy

I, _____, hereby acknowledge that I have received a copy of the United City of Yorkville's ("City") Drug Free Workplace Policy ("Policy").

In conjunction with my receiving a copy of the Policy, I further acknowledge the following:

1. I have read the Policy and fully understand the terms contained therein and the consequences for violating any term of the Policy.
2. I understand that my compliance with all terms of the Policy is a condition of my employment with the City, and I agree to abide by all terms of the Policy.
3. As applicable, if a post-accident drug and/or alcohol (if job related) test is required under this Policy and I am seriously injured and unable to provide a specimen at the time of the accident, then this Acknowledgement shall be considered my authorization for the City to obtain hospital reports and other documents which would indicate whether there were any controlled substances and/or alcohol in my system.
4. I authorize the collection site, laboratory and/or medical review officer retained by the City to perform any and all functions which those entities and/or individuals may be required to perform pursuant to this Policy or applicable regulations. Such authorization shall include, but is not limited to, the release of test result information to the City, verification of the use of prescribed medications, obtaining information from the employee's physician, hospital, dentist or pharmacist and the reporting of negative test results with a qualifying statement in cases wherein an employee may be taking a legally prescribed drug.
5. I hereby release and hold harmless the City and its employees and agents from any liability whatsoever arising from the Policy.
6. The City reserves the right to amend or modify this Policy at any time.

Employee's Signature

Date

Appendix B
Drug Free Workplace Consent to Testing (Current Employee)

I, _____, acknowledge receiving written notice of the existence of the United City of Yorkville (the "City") Drug Free Workplace Policy (the "Policy").

As a condition of continued employment or service to the City, I understand and agree that I must not use, buy, sell, accept as a gift, experiment with, traffic in or be otherwise involved with illicit or inappropriate drugs or alcohol when it could affect the safe performance of my job. I understand that the Policy does not apply to medication properly taken as prescribed by a licensed physician, except as provided by the Policy.

I further understand and agree that I may be required to submit to testing for the detection of prohibited substances or alcohol based upon suspicion, following an on-the-job accident or injury, or following a violation of this policy.

I understand, further, that refusal to submit to testing when requested to do so by a supervisor will result in discipline up to and including termination.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested and my authorization to release to any collection site personnel, medical review officer or City representative the information necessary to comply with this Policy.

Employee's Signature

Date

Witness' Signature

Date

Appendix C
Drug Free Workplace Post-Offer Consent to Testing (Applicant)

I, _____, understand and acknowledge the following:

After an offer of employment has been extended by the United City of Yorkville ("the City"), I must undergo a drug screen designed to identify whether or not I use illegal drugs. This drug screen will be administered by a clinic or lab selected by the City. All offers of employment with the United City of Yorkville are contingent on a negative drug test.

Should a positive test result exist, my offer of employment will be automatically rescinded by the City, unless I submit documentation supporting the legitimate use for a specific drug or the specific drug that resulted in a positive determination. This documentation must be made either prior to or within 24 hours after the positive drug result is communicated to me. If I test positive, I may re-apply for employment with the City after a time period of twelve (12) months.

I also understand and agree that should I refuse to consent to a test or test positive for the use of an illegal controlled substance, I will not commence work for the City and the job offer will be automatically rescinded. My employment is expressly conditioned on the successful passage of the pre-employment drug screen.

In recognition of the requirements of the Americans with Disabilities Act (ADA), the City will not discriminate against any applicant who has successfully completed a drug or alcohol rehabilitation program. However, the ADA does not prevent the City from refusing to hire any applicant who tests positive for illicit drug use prior to employment.

I authorize the collection site, laboratory and/or medical review officer retained by the City to perform any and all functions which those entities and/or individuals may be required to perform pursuant to this Policy or applicable regulations. Such authorization shall include, but is not limited to, the release of test result information to the City, verification of the use of prescribed medications, obtaining information from the applicant's physician, hospital, dentist or pharmacist and the reporting of negative test results with a qualifying statement in cases wherein an applicant may be taking a legally prescribed drug.

I understand and agree my employment with the City, if any, is for no definite period of time and that the City may elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the City for whatever reason I consider proper and at any time.

UNITED CITY OF YORKVILLE EMPLOYEE MANUAL

I hereby release and hold harmless the United City of Yorkville and its employees and agents from any liability whatsoever arising from this Policy.

Employee's Signature

Date

Witness' Signature

Date

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library Board will meet on the second Monday of each month at 7:00p.m. at the Library located at 902 Game Farm Road during the 2020 calendar year.

January 13

February 10

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 19

December 14

PUBLIC NOTICE

By action of the Yorkville Public Library Board of Trustees, the Library will be closed for the following holidays for the calendar year 2020.

New Year's Day	January 1	Wednesday
Martin Luther King Day	January 20	Monday
President's Day	February 17	Monday
Good Friday	April 10	Friday (Closing at 1pm)
Easter	April 12	Sunday
Mother's Day	May 10	Sunday
Memorial Day	May 25	Monday
Independence Day	July 4	Observed Friday, July 3
Labor Day	September 7	Monday
Veterans Day	November 11	Wednesday
Thanksgiving Eve	November 25	Wednesday (Closing at 5pm)
Thanksgiving Day	November 26	Thursday
Christmas Eve	December 24	Thursday
Christmas Day	December 25	Friday
New Year's Eve	December 31	Thursday