

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
March 9, 2020- 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
 - Meeting Room Policy
13. New Business
 - Library Budget
 - Security Cameras Upgrade
 - Reminder: Return Economic Indicator Forms
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 Board of Trustees Special Meeting Monday, February 10, 2020, 6:00pm 902 Game Farm Road – Michelle Pfister Meeting Room

The special meeting was called to order at 6:00pm by President Darren Crawford.

Roll Call:

Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Julie Brendich (arr: 6:02pm)

Absent: Susan Chacon

Recognition of Visitors: None

Public Comment: None

Staff Comment: None

Executive Session:

President Crawford made a motion to enter into Executive Session for the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. Mr. Walter seconded the motion and the roll was called: Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 7-0. The Session began at 6:01pm.

New Business

Review of the Executive Session Minutes

The Executive Session concluded at 6:15pm on a motion by Mr. Crawford and Mr. Walter seconded. President Crawford then moved and Trustee Walter seconded to release Executive Session minutes from August 12, 2019 only. All other Executive Session minutes will remain sealed at this time. Roll call: Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 7-0.

Adjournment:

There was no further business and the special meeting was adjourned at 6:16pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Board of Trustees

Monday, February 10, 2020, 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: Julie Brendich-yes, Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, Alderman/Liaison Dan Transier, Artist Eulogio Ortega

Recognition of Visitors: President Crawford recognized the library staff and guests present.

Amendments to the Agenda: Mr. Crawford wished to add discussion regarding parking lot re-striping. Ms. Topper said that the City has scheduled this for spring.

Minutes: January 13, 2020

Trustees Danis and Walter moved and seconded, respectively, to approve the minutes as presented.

Roll call: Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 9-0.

Correspondence:

Correspondence included: a thank you was received from Showalter Roofing who installed the snow bars, thank you from employee/retiree Peggy Wilkinson for her retirement lunch, check received for Financial Literacy Grant and Daily Herald and Google alert ran articles about the Library survey.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon noted three sizeable invoices for 'outside repair & maintenance', but all other items are on track.

Payment of Bills

A motion was made by President Crawford and seconded by Ms. Garcia to pay the bills as follows:

\$47,147.78 Accounts Payable

\$36,811.54 Payroll

\$83,959.32 TOTAL

Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 9-0.

Report of the Library Director:

Ms. Topper reported the following:

1. Hired new employees for Youth Services and Circulation.
2. Luncheon held for retiring employee Peggy Wilkinson.
3. Check for \$495.73 received from Literacy Grant.
4. Friends Group has volunteered to assist with supportive tasks at Library.
5. The golf event brought in \$5,870 and a total of \$34,121 has been donated to Library over the past 6 years. Funds pay for children's programs and wish list items.
6. Employees Sharyl Iwanski-Goist and Jennette Weiss visited the food pantry to promote Library services and left donated books for patrons to enjoy.
7. Books also donated to local laundromats for their patrons.
8. Poetry and Art Night to be held in April in conjunction with Kendall Art Guild. Sharyl will coordinate.
9. Started "home school hideout".
10. Initiated "Library of Things", where patrons can check out various items such as donated games, puzzles, CD players, etc. Items can be donated by anyone.
11. Began discussions in manager's meetings regarding staffing, will report to Board.

City Council Liaison No report

Standing Committees: None

Unfinished Business:**Library Mural Update-Eulogio Ortega**

Mr. Ortega brought some new mural ideas for the Board's review. He shared his vision and theme for a "Secret Garden" and said he would include some vague figures in the painting to stimulate the imagination. The Board was OK with this theme and interpretation. Rather than painting at the Library, Mr. Eulogio will paint on a canvas and install when finished. May is the anticipated completion time.

New Business:**Meeting Room Policy Revision**

Ms. Topper said a revision is needed in the policy regarding the \$50 deposit. The Board discussed the policy for room rentals, deposits and cancellations. Some new language was suggested, but no firm decision was reached and this was tabled until the next meeting.

Community Survey Update

The survey kick-off was at the mini-golf event and currently 86 on-line and 61 paper surveys have been completed. The survey will also be included in the March water bill. Ms. Topper said that many people have said they are satisfied with the services, however, do not know about many of the services provided. She suggested ways to increase that knowledge. She thanked Mr. Olson and Ms. Willrett from the City for placing the survey on Survey Monkey. Suggestions were also made for other locations to place the surveys. Ms. Topper will present the survey results at the April meeting.

Book It 5K Run

The Board discussed a proposal done by Laura Crawford to possibly bring back the 5K run as a fundraiser. Items considered were the possible date, number of participants, setup, race timing, prizes, sponsors, fees and many other factors. Ms. Rodriguez said such an event should be planned a year in advance to do it well. The Board also discussed the legality of accepting fees and sponsor donations for the Library. It was found that Algonquin Library has run a race so Ms. Topper will speak with them

and bring the info to the next meeting. It was decided that a specific cause for funds raised should be established to encourage participation. It was also noted that most Library races were organized and money channeled through the Friends of the Library. Prior to discussion with the Friends group, it was noted a plan should be drafted. In consideration of all the components involved, the Board decided to postpone the 5K until next year, however, discussions will be ongoing for planning purposes. It is also hoped the survey results can give guidance. The Board thanked Ms. Crawford for drafting the proposal.

Additional Business:

The Finance Committee will meet on February 24th at 6pm for a budget review. The entire Board is encouraged to attend and participate.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:05pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900084	FNBO	FIRST NATIONAL BANK OMAHA			02/25/20		
	022520-E.TOPPER	01/31/20	01	SMITHEREEN-DEC 2019 PEST		82-820-54-00-5462	78.00
			02	CONTROL		** COMMENT **	
			03	AMAZON-WINDOW SIGN HOLDER		82-820-56-00-5610	21.45
			04	AMAZON-ROUTER		82-820-54-00-5468	54.05
			05	PAYPRO-DEEP FREEZE ENTERPRISE		82-820-54-00-5468	304.50
			06	MAINTENANCE RENEWAL FOR 29		** COMMENT **	
			07	UNITS		** COMMENT **	
			08	MONTHLY AMAZON PRIME FEE		82-820-54-00-5460	12.99
			09	AMAZON-CLEANER, PAINTERS TAPE		82-820-56-00-5621	73.25
			10	AMAZON-MONTHLY PLANNER		82-820-56-00-5610	9.99
			11	AMAZON-LABELS, PHONE FLASHER		82-820-56-00-5610	78.88
			12	PLA CONFERENCE AIRFAIR-TOPPER		82-820-54-00-5415	321.80
			13	PLA CONFERENCE LODGING-TOPPER		82-820-54-00-5415	1,093.25
			14	AMAZON-SHRINKY DINKS		82-000-24-00-2480	20.12
			15	AMAZON-SIGN HOLDER		82-820-56-00-5610	99.99
			16	AMAZON-LAMINATING POUCHES		82-820-56-00-5610	87.73
			17	AMAZON-FOAM BOARD		82-820-56-00-5610	42.70
			18	YORKVILLE FLOWERS-ARRANGEMENT		82-820-56-00-5620	44.00
			19	AMAZON-MERCHANDISE RETURN		82-820-56-00-5610	-79.00
			20	CREDIT		** COMMENT **	
			21	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	37.58
				INVOICE TOTAL:			2,301.28 *
	022520-E.WILLRETT	01/31/20	01	YORKVILLE CHAMBER 2020 ANNUAL		01-110-54-00-5460	5,000.00
			02	MEMBERSHIP DUES		** COMMENT **	
			03	AMAZON-HDMI-VGA ADAPTER		01-110-56-00-5610	32.30
			04	IPELRA -03/06/20 EMPLOYEMENT		01-110-54-00-5412	195.00
			05	LAW SEMINAR REGISTRATION -		** COMMENT **	
			06	WILLRETT		** COMMENT **	
			07	ELEMENT FOUR-JAN 2020 CLOUD		01-640-54-00-5450	1,215.13
			08	CONNECT AGREEMENT		** COMMENT **	
				INVOICE TOTAL:			6,442.43 *
	022520-G.STEFFENS	01/31/20	01	HOME DEPO-SCOUR PADS, MOP		52-520-56-00-5620	20.95
				INVOICE TOTAL:			20.95 *
	022520-J.BAUER	01/31/20	01	A.D. MITCHEL-ELECTRONIC		51-510-56-00-5638	3,130.61
			02	PROPELLER METER, DIGITAL FLOW		** COMMENT **	
			03	TOTALIZER, COVER PLATE, CABLE		** COMMENT **	
				INVOICE TOTAL:			3,130.61 *
	022520-J.DYON	01/31/20	01	SAMS-KLEENEX, PAPER TOWELS		01-110-56-00-5610	27.96
			02	WALMART-ADVIL, TUMS		01-110-56-00-5610	12.44
				INVOICE TOTAL:			40.40 *
	022520-J.ENGBERG	01/31/20	01	AMAZON-STANDING DESK AND DUAL		01-220-56-00-5620	369.98

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900084	FNBO	FIRST NATIONAL BANK OMAHA			02/25/20		
	022520-R.HORNER	01/31/20	01	RURAL KING-WIND TUBE		79-790-56-00-5640	42.99
			02	CONSOLIDATED EQUIPMENT-XTENDA		25-225-60-00-6010	2,484.00
			03	REACH TELEBOOM		** COMMENT **	
				INVOICE TOTAL:			2,526.99 *
	022520-R.MIKOLASEK	01/31/20	01	ILACP-ANNUAL CONFERENCE		01-210-54-00-5412	897.00
			02	REGISTRATION FOR MIKOLASEK,		** COMMENT **	
			03	JENSEN & PFIZENMAIER		** COMMENT **	
			04	O'HERRON-UNIFORM SHIRTS,PANTS		01-210-56-00-5600	266.19
			05	O'HERRON-COMPLETE		01-210-56-00-5600	809.00
			06	UNIFORM-JORDAN		** COMMENT **	
				INVOICE TOTAL:			1,972.19 *
	022520-R.WRIGHT	02/10/20	01	PHYSICIANS CARE-DRUG SCREEN		01-410-54-00-5462	58.00
			02	PHYSICIANS CARE-DRUG SCREENS		51-510-54-00-5462	93.00
			03	PHYSICIANS CARE-DRUG SCREENS		79-795-54-00-5462	172.00
			04	PHYSICIANS CARE-DRUG SCREENS		82-820-54-00-5462	86.00
			05	ALL IN ONE-HR POSTERS		01-110-56-00-5610	141.20
			06	PHYSICIANS CARE-DRUG SCREEN &		01-210-54-00-5411	429.00
			07	PRE EMPLOYMENT EXAM-ALEXANDER		** COMMENT **	
				INVOICE TOTAL:			979.20 *
	022520-S.AUGUSTINE	01/31/20	01	JEWEL-POP-CORN		82-000-24-00-2480	12.97
				INVOICE TOTAL:			12.97 *
	022520-S.IWANSKI	01/31/20	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	17.73
				INVOICE TOTAL:			17.73 *
	022520-S.REDMON	01/31/20	01	SESAC-ANNUAL RENEWAL FOR		79-795-56-00-5606	460.00
			02	MUSIC RIGHTS FOR EVENTS		** COMMENT **	
			03	AT&T U VERSE-12/24-01/23		79-795-54-00-5440	78.53
			04	INTERNET FOR TOWN SQUARE PARK		** COMMENT **	
			05	SMITHEREEN-DEC 2019 PEST		79-795-54-00-5495	67.00
			06	CONTROL		** COMMENT **	
			07	AMAZON-VEHICLE FLOOR MATS		79-795-56-00-5640	80.78
			08	RUNCO-LINER		79-795-56-00-5640	32.39
			09	JACKSON-HIRSH-LAMINATING FILM		79-795-56-00-5610	79.09
			10	SHAW MEDIA-RFP ADS		79-795-54-00-5426	194.68
			11	ARAMARK#15921101397-MATS		79-790-56-00-5620	15.82
			12	ARAMARK#1592110103--MATS		79-790-56-00-5620	15.82
			13	PPP CHICAGO-2020 HTD PAYMENT		79-000-14-00-1400	1,600.00
			14	FOR 6 PARODY CHARACTERS		** COMMENT **	
			15	SMITHEREEN-JAN 2020 PEST		79-790-56-00-5640	88.00
			16	CONTROL		** COMMENT **	
			17	O'MALLEY-CUT TUBES		79-790-56-00-5640	105.00

Total for all Highlighted Library Invoices: \$2,417.98

DATE: 03/02/20
TIME: 12:06:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 03/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104852	BAKTAY	BAKER & TAYLOR					
	2035073451		02/04/20	01	BOOKS	84-840-56-00-5686	934.28
					INVOICE TOTAL:		934.28 *
	2035073511		02/05/20	01	BOOKS	84-840-56-00-5686	421.19
					INVOICE TOTAL:		421.19 *
	2035086282		02/03/20	01	BOOKS	84-840-56-00-5686	391.28
					INVOICE TOTAL:		391.28 *
	2035093925		02/10/20	01	BOOK	82-000-24-00-2480	17.24
				02	BOOKS	84-840-56-00-5686	236.71
					INVOICE TOTAL:		253.95 *
	2035094646		02/11/20	01	BOOKS	84-840-56-00-5686	789.09
					INVOICE TOTAL:		789.09 *
	2035098565		02/20/20	01	BOOKS	84-840-56-00-5686	868.59
					INVOICE TOTAL:		868.59 *
	2035098634		02/18/20	01	BOOKS	84-840-56-00-5686	360.00
					INVOICE TOTAL:		360.00 *
					CHECK TOTAL:		4,018.38
104853	CDWG	CDW GOVERNMENT INC.					
	WWV0076		02/20/20	01	METROLOGIC USB	84-840-56-00-5635	73.56
					INVOICE TOTAL:		73.56 *
					CHECK TOTAL:		73.56
104854	DELAGE	DLL FINANCIAL SERVICES INC					
	65685648		11/09/19	01	DEC 2019 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *

CHECK DATE: 03/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104854	DELAGE	DLL FINANCIAL SERVICES INC						
	66897470		02/08/20	01	MAR 2020 COPIER LEASE	82-820-54-00-5462	194.48	
					INVOICE TOTAL:		194.48 *	
					CHECK TOTAL:			388.96
104855	DEMCO	DEMCO, INC.						
	6763479		01/31/20	01	CODING LABELS, POST-IT NOTES	82-820-56-00-5620	103.71	
					INVOICE TOTAL:		103.71 *	
					CHECK TOTAL:			103.71
104856	ELMUSA	ELM USA INC						
	28033		02/05/20	01	ECO PRO 2 DISC REPAIR SYSTEM	84-840-56-00-5635	1,552.75	
					INVOICE TOTAL:		1,552.75 *	
					CHECK TOTAL:			1,552.75
104857	FINDAWAY	FINDAWAY WORLD LLC						
	314774		02/15/20	01	AUDIO BOOKS	84-840-56-00-5683	153.72	
					INVOICE TOTAL:		153.72 *	
	314896		02/18/20	01	AUDIO BOOKS	84-840-56-00-5683	164.97	
					INVOICE TOTAL:		164.97 *	
					CHECK TOTAL:			318.69
104858	LLWCONSU	LLOYD WARBER						
	10468		12/30/19	01	DEC 2019 ONSITE IT SUPPORT	82-820-54-00-5462	720.00	
					INVOICE TOTAL:		720.00 *	
	10474		03/01/20	01	FEB 2020 ONSITE IT SUPPORT	82-820-54-00-5462	720.00	
					INVOICE TOTAL:		720.00 *	
					CHECK TOTAL:			1,440.00

DATE: 03/02/20
TIME: 12:06:18
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 03/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104859	MIDWTAPE	MIDWEST TAPE					
	98564098		02/03/20	01	DVD	84-840-56-00-5685	26.24
					INVOICE TOTAL:		26.24 *
	98595575		02/10/20	01	AUDIO BOOKS	84-840-56-00-5683	119.97
				02	DVDS	84-840-56-00-5685	96.71
				03	AUDIO CDS	84-840-56-00-5684	211.84
					INVOICE TOTAL:		428.52 *
	98631562		02/18/20	01	CDS	84-840-56-00-5684	41.97
				02	AUDIO BOOKS	84-840-56-00-5683	34.99
				03	DVDS	84-840-56-00-5685	59.98
					INVOICE TOTAL:		136.94 *
	98662924		02/25/20	01	MUSIC CDS	84-840-56-00-5684	30.98
				02	DVD	84-840-56-00-5685	26.24
					INVOICE TOTAL:		57.22 *
					CHECK TOTAL:		648.92
104860	QUILL	QUILL CORPORATION					
	4600467		02/06/20	01	COPY PAPER	82-820-56-00-5610	67.98
					INVOICE TOTAL:		67.98 *
					CHECK TOTAL:		67.98
104861	RJONEIL	R.J. O'NEIL, INC.					
	00111586		02/15/20	01	HVAC REPAIR	82-820-54-00-5495	295.00
					INVOICE TOTAL:		295.00 *
					CHECK TOTAL:		295.00
104862	SOUND	SOUND INCORPORATED					

CHECK DATE: 03/09/20

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104862	SOUND	SOUND INCORPORATED						
	R167731		02/12/20	01	MAR-APR 2020 PHONE & VOICE	82-820-54-00-5462	194.00	
				02	MAIL MAINTENANCE AGREEMENT	** COMMENT **		
				03	MAY 2020 PHONE & VOICE MAIL	82-000-14-00-1400	97.00	
				04	MAINTENANCE AGREEMENT	** COMMENT **		
					INVOICE TOTAL:		291.00 *	
					CHECK TOTAL:			291.00
104863	THYSSEN	THYSSENKRUPP ELEVATOR CORP						
	3005060162		02/01/20	01	FEB-APR 2020 ELEVATOR	82-820-54-00-5462	560.01	
				02	MAINTENANCE	** COMMENT **		
					INVOICE TOTAL:		560.01 *	
					CHECK TOTAL:			560.01
104864	TOPPERE	ELISA TOPPER						
	02/25-29		03/02/20	01	PUBLIC LIBRARY CONFERENCE	82-820-54-00-5415	63.21	
				02	MILEAGE & UBER	** COMMENT **		
				03	REIMBURSEMENT-TOPPER	** COMMENT **		
					INVOICE TOTAL:		63.21 *	
					CHECK TOTAL:			63.21
104865	YOUNGM	MARLYS J. YOUNG						
	021020		02/18/20	01	02/10/20 MEETING MINUTES	82-820-54-00-5462	68.25	
					INVOICE TOTAL:		68.25 *	
					CHECK TOTAL:			68.25
					TOTAL AMOUNT PAID:			9,890.42



UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 7, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 20,766.36	\$ -	20,766.36	\$ 2,327.99	\$ 1,541.63	\$ 24,635.98
FINANCE	10,703.46	-	10,703.46	1,212.32	802.96	\$ 12,718.74
POLICE	119,550.97	2,956.22	122,507.19	723.73	8,986.02	\$ 132,216.94
COMMUNITY DEV.	19,119.67	-	19,119.67	2,169.17	1,425.29	\$ 22,714.13
STREETS	16,261.01	3,217.62	19,478.63	2,127.78	1,416.04	\$ 23,022.45
WATER	14,536.21	1,461.39	15,997.60	1,803.66	1,183.89	\$ 18,985.15
SEWER	8,891.42	31.83	8,923.25	996.74	643.80	\$ 10,563.79
PARKS	20,230.65	-	20,230.65	2,238.71	1,486.91	\$ 23,956.27
RECREATION	18,503.69	-	18,503.69	1,520.10	1,382.26	\$ 21,406.05
LIBRARY	16,945.96	-	16,945.96	1,193.40	1,276.67	\$ 19,416.03
TOTALS	\$ 265,509.40	\$ 7,667.06	\$ 273,176.46	\$ 16,313.60	\$ 20,145.47	\$ 309,635.53
TOTAL PAYROLL						\$ 309,635.53



UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 21, 2020

	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	20,081.96	-	20,081.96	2,243.15	1,482.10	23,807.21
FINANCE	11,203.47	-	11,203.47	1,251.42	829.74	13,284.63
POLICE	113,548.73	3,124.77	116,673.50	723.73	8,513.29	125,910.52
COMMUNITY DEV.	21,059.10	-	21,059.10	2,352.30	1,550.69	24,962.09
STREETS	16,451.03	2,623.21	19,074.24	2,061.33	1,387.52	22,523.09
WATER	14,594.43	-	14,594.43	1,630.20	1,066.73	17,291.36
SEWER	9,624.25	-	9,624.25	1,075.02	695.86	11,395.13
PARKS	20,347.86	-	20,347.86	2,229.96	1,485.74	24,063.56
RECREATION	18,759.05	-	18,759.05	1,511.74	1,396.10	21,666.89
LIBRARY	17,077.72	-	17,077.72	1,176.64	1,275.24	19,529.60
TOTALS	\$ 267,555.94	\$ 5,747.98	\$ 273,303.92	\$ 16,255.49	\$ 20,050.85	\$ 309,610.26

TOTAL PAYROLL \$ 309,610.26



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, March 9, 2020

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 2)</i>	02/25/2020	\$2,417.98
Library Check Register <i>(Pages 3 - 6)</i>	03/09/2020	9,890.42
Lincoln Financial -Feb. 2020 Life Ins	02/11/2020	\$28.94
IPRF - Mar. 2020 Workers Comp	02/11/2020	992.37
First Non-Union-1st QTR 2020 Unemployment Ins	02/11/2020	332.90
Illinois State Police-Background Checks	02/25/2020	28.25
Blue Cross /Blue Shield-Mar. 2020 Health Ins	02/25/2020	5,537.74
Blue Cross /Blue Shield-Mar. 2020 Dental Ins	02/25/2020	582.29
Dearborn National -Mar. 2020 Vision Ins	02/25/2020	84.33
Nicor -01/02/20-02/01/20 services	02/25/2020	1,634.83
TOTAL BILLS PAID:		<hr/> \$21,530.05

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 7)</i>	02/07/2020	\$ 19,416.03
Bi-weekly <i>(Page 8)</i>	02/21/2020	19,529.60
TOTAL PAYROLL:		<hr/> \$38,945.63

TOTAL DISBURSEMENTS:	<hr/> \$60,475.68 <hr/>
-----------------------------	--------------------------------



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2020 BUDGET REPORT
For the Month Ended February 29, 2020

		% of Fiscal Year										Year-to-Date			FISCAL YEAR 2020		
ACCOUNT NUMBER	DESCRIPTION	8% May-19	17% June-19	25% July-19	33% August-19	42% September-19	50% October-19	58% November-19	67% December-19	75% January-20	83% February-20	Totals	BUDGET	% of Budget			
LIBRARY OPERATIONS REVENUES																	
Taxes																	
82-000-40-00-4000	PROPERTY TAXES	58,036	298,555	12,300	25,236	278,962	22,101	7,528	-	-	-	702,716	699,220	100.50%			
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	65,634	337,641	13,910	28,540	315,483	24,994	8,513	-	-	-	794,715	793,028	100.21%			
Intergovernmental																	
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,460	-	862	103	-	1,501	-	249	911	-	5,088	5,250	96.90%			
82-000-41-00-4170	STATE GRANTS	-	-	-	-	21,151	-	-	-	-	-	21,151	20,000	105.76%			
Fines & Forfeits																	
82-000-43-00-4330	LIBRARY FINES	434	712	492	1,669	279	1,168	231	394	572	1,146	7,097	8,500	83.49%			
Charges for Service																	
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,193	882	880	990	966	475	435	188	264	901	7,175	8,000	89.68%			
82-000-44-00-4422	COPY FEES	294	322	441	399	264	361	245	228	309	367	3,230	3,750	86.12%			
82-000-44-00-4439	PROGRAM FEES	-	15	20	23	-	-	-	-	6	-	64	-	0.00%			
Investment Earnings																	
82-000-45-00-4500	INVESTMENT EARNINGS	735	680	817	1,079	1,377	1,394	1,358	1,657	1,478	1,350	11,925	10,000	119.25%			
82-000-45-00-4550	GAIN ON INVESTMENT	-	-	-	-	-	-	-	3,882	-	-	3,882	-	0.00%			
Miscellaneous																	
82-000-48-00-4820	RENTAL INCOME	200	-	-	175	-	325	200	200	50	125	1,275	2,000	63.75%			
82-000-48-00-4850	MISCELLANEOUS INCOME	1,981	370	52	-	-	27	-	41	22	28	2,522	2,000	126.08%			
Other Financing Sources																	
82-000-49-00-4901	TRANSFER FROM GENERAL	5,588	1,830	2,002	1,830	1,830	2,002	911	993	4,197	2,214	23,396	25,003	93.57%			
TOTAL REVENUES: LIBRARY		135,555	641,006	31,777	60,044	620,311	54,348	19,421	7,831	7,810	6,131	1,584,234	1,576,751	100.47%			

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	31,710	21,068	21,068	21,068	230,963	278,394	82.96%	
82-820-50-00-5015	PART-TIME SALARIES	19,549	12,675	12,560	12,752	12,651	13,938	18,442	12,266	10,973	12,956	138,762	196,000	70.80%	
<i>Benefits</i>															
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	2,821	1,957	1,907	1,907	1,907	1,907	2,886	1,922	2,370	2,370	21,957	25,541	85.97%	
82-820-52-00-5214	FICA CONTRIBUTION	3,804	2,552	2,501	2,516	2,508	2,607	3,774	2,492	2,400	2,552	27,706	35,544	77.95%	
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,099	5,301	5,112	5,461	5,158	5,034	7,401	5,353	6,837	6,074	62,831	81,184	77.39%	
82-820-52-00-5222	GROUP LIFE INSURANCE	31	31	31	31	31	31	31	31	29	29	305	387	78.69%	
82-820-52-00-5223	DENTAL INSURANCE	1,165	582	582	582	582	582	582	582	582	582	6,405	6,987	91.67%	
82-820-52-00-5224	VISION INSURANCE	169	84	84	84	84	84	84	84	84	84	928	1,012	91.66%	
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	172	-	172	-	-	172	-	-	-	333	849	750	113.22%	
82-820-52-00-5231	LIABILITY INSURANCE	5,416	1,830	1,830	1,830	1,830	1,830	911	993	4,197	1,882	22,547	24,253	92.96%	
<i>Contractual Services</i>															
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	163	-	305	-	468	2,000	23.38%	
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	120	-	-	1,415	1,535	1,500	102.36%	
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	485	(52)	55	-	-	-	-	488	2,000	24.41%	
82-820-54-00-5440	TELECOMMUNICATIONS	-	832	-	842	-	422	421	708	-	-	3,225	6,000	53.74%	
82-820-54-00-5452	POSTAGE & SHIPPING	-	45	9	8	20	20	27	16	183	18	346	750	46.17%	
82-820-54-00-5460	DUES & SUBSCRIPTIONS	1,533	13	13	-	119	1,650	1,481	1,500	313	2,877	9,499	11,000	86.36%	
82-820-54-00-5462	PROFESSIONAL SERVICES	4,059	1,983	1,181	3,384	1,339	2,750	4,091	1,784	455	2,613	23,639	40,000	59.10%	
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	-	47	3,549	614	14,561	20,000	72.80%	
82-820-54-00-5480	UTILITIES	-	-	559	774	-	825	759	1,368	-	3,377	7,662	11,130	68.84%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	248	4,921	7,359	1,343	2,640	9,527	1,553	9,387	5,437	18,145	60,560	50,000	121.12%	
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-	-	-	1,689	1,700	99.32%	
<i>Supplies</i>															
82-820-56-00-5610	OFFICE SUPPLIES	-	112	437	500	528	1,011	1,691	278	634	262	5,453	8,000	68.16%	
82-820-56-00-5620	OPERATING SUPPLIES	-	309	23	408	-	-	1,256	-	360	229	2,586	3,000	86.19%	



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2020 BUDGET REPORT
For the Month Ended February 29, 2020**

% of Fiscal Year		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	Year-to-Date	FISCAL YEAR 2020	
ACCOUNT NUMBER	DESCRIPTION	May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	Totals	BUDGET	% of Budget
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,397	-	120	918	100	49	1,166	205	2,156	6,111	8,000	76.38%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	22	61	-	376	131	178	71	50	-	888	1,000	88.84%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	70	-	-	-	20	-	90	200	45.22%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	273	-	22	-	396	-	-	691	1,500	46.09%
2006 Bond														
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	-	-	50,000	50,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT	-	11,306	-	-	-	-	-	11,306	-	-	22,613	22,613	100.00%
2013 Refunding Bond														
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	585,000	-	-	585,000	585,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT	-	69,700	-	-	-	-	-	69,700	-	-	139,400	139,400	100.00%
TOTAL FUND REVENUES		135,555	641,006	31,777	60,044	620,311	54,348	19,421	7,831	7,810	6,131	1,584,234	1,576,751	100.47%
TOTAL FUND EXPENDITURES		83,303	138,204	55,325	59,226	51,613	67,898	77,610	777,518	60,052	79,637	1,450,386	1,620,345	89.51%
FUND SURPLUS (DEFICIT)		52,251	502,802	(23,548)	818	568,697	(13,550)	(58,189)	(769,687)	(52,242)	(73,505)	133,848	(43,594)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,800	4,400	7,300	2,800	59,900	3,750	6,375	1,550	1,250	4,000	101,125	50,000	202.25%
84-000-45-00-4500	INVESTMENT EARNINGS	62	50	56	62	60	57	69	67	71	57	612	100	611.79%
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	6,444	1,617	1,321	4,057	101,766	50,100	203.12%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	3,000	3,000	3,500	85.71%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	157	233	95	240	375	587	478	874	38	3,077	3,500	87.90%
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	362	88	236	349	2,063	3,000	68.75%
84-840-56-00-5686	BOOKS	-	1,958	3,713	2,427	2,364	2,941	6,475	1,713	12,176	3,832	37,599	50,000	75.20%
TOTAL FUND REVENUES		9,862	4,479	7,356	2,862	59,960	3,807	6,444	1,617	1,321	4,057	101,766	50,100	203.12%
TOTAL FUND EXPENDITURES		-	2,241	4,408	2,867	2,918	3,538	7,424	2,279	13,286	7,220	46,181	75,500	61.17%
FUND SURPLUS (DEFICIT)		9,862	2,238	2,948	(5)	57,042	269	(980)	(662)	(11,965)	(3,163)	55,585	(25,400)	



UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended February 29, 2020 *

	February Actual	YTD Actual	% of Budget	FY 2020 Budget	Fiscal Year 2019 For the Month Ended February 28, 2019	
					YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 1,497,431	100.3%	\$ 1,492,248	\$ 1,457,087	2.77%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ -	\$ 5,088	96.9%	\$ 5,250	\$ 3,510	44.96%
State Grants	-	21,151	105.8%	20,000	25,211	-16.10%
Total Intergovernmental	\$ -	\$ 26,239	103.9%	\$ 25,250	\$ 28,721	-8.64%
Library Fines	\$ 1,146	\$ 7,097	83.5%	\$ 8,500	\$ 7,557	-6.09%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 901	\$ 7,175	89.7%	\$ 8,000	\$ 8,062	-11.00%
Copy Fees	367	3,230	86.1%	3,750	3,436	-6.00%
Program Fees	-	64	0.0%	-	1	6285.00%
Total Charges for Services	\$ 1,268	\$ 10,468	89.1%	\$ 11,750	\$ 11,499	-8.96%
Investment Earnings	\$ 1,350	\$ 15,807	158.1%	\$ 10,000	\$ 9,957	58.75%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	125	1,275	63.8%	2,000	1,175	8.51%
DVD Rental Income	-	-	0.0%	-	1,133	-100.00%
Miscellaneous Income	28	2,522	126.1%	2,000	509	395.35%
Transfer In	2,214	23,396	93.6%	25,003	22,396	4.47%
Total Miscellaneous & Transfers	\$ 2,367	\$ 27,192	93.8%	\$ 29,003	\$ 25,212	7.85%
Total Revenues and Transfers	\$ 6,131	\$ 1,584,234	100.5%	\$ 1,576,751	\$ 1,540,033	2.87%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 79,637</u>	<u>\$ 1,450,386</u>	<u>89.5%</u>	<u>\$ 1,620,345</u>	<u>\$ 1,395,221</u>	<u>3.95%</u>
50 Salaries	34,024	369,725	77.9%	474,394	357,860	3.32%
52 Benefits	13,906	143,527	81.7%	175,658	142,888	0.45%
54 Contractual Services	29,060	124,302	83.4%	149,080	84,360	47.35%
56 Supplies	2,647	15,819	65.4%	24,200	18,013	-12.18%
99 Debt Service	-	797,013	100.0%	797,013	792,100	0.62%
Total Expenditures and Transfers	\$ 79,637	\$ 1,450,386	89.5%	\$ 1,620,345	\$ 1,395,221	3.95%
<i>Surplus(Deficit)</i>	<i>\$ (73,505)</i>	<i>\$ 133,848</i>		<i>\$ (43,594)</i>	<i>\$ 144,812</i>	

* February represents 83% of fiscal year 2020



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of February 29, 2020

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	\$ 750,913	\$ 623,271	\$ 579,186	\$ 508,036		
Building Development Fees	Old Second	90,345	87,625	89,174	93,668	93,111	150,030	146,425	150,588	138,924	133,010		
Library Operations	IMET *	8,007	8,007	8,007	8,007	8,007	8,007	8,007	4,126	4,126	4,126		
Library Operations	Illinois Funds	211,592	212,013	212,444	212,841	234,376	234,758	235,099	235,442	235,779	236,089		
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ 1,166,874	\$ 1,198,309	\$ 1,140,444	\$ 1,013,427	\$ 958,014	\$ 881,261	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355	\$ 19,306	\$ 19,493	\$ 19,188	\$ 18,602	\$ 17,566	\$ 19,566		
2 ND PAY PERIOD		19,361	19,417	19,287	18,873	18,814	20,011	19,374	19,297	19,395	19,530		
3 RD PAY PERIOD		19,324	-	-	-	-	-	18,401	-	-	-		
Total		\$ 57,162	\$ 38,786	\$ 38,021	\$ 38,228	\$ 38,120	\$ 39,504	\$ 56,962	\$ 37,898	\$ 36,962	\$ 39,096	\$ -	\$ -

ACTIVITY THROUGH FISCAL PERIOD 10

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	

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
07	AP-191118	11/13/2019	01	BOOKS	BAKER & TAYLOR	104791	2034803424	690.22	
		11/13/2019	02	BOOKS	BAKER & TAYLOR	104791	2034810164	25.18	
		11/13/2019	03	BOOKS	BAKER & TAYLOR	104791	2034826890	41.85	
		11/13/2019	04	BOOKS	BAKER & TAYLOR	104791	2034844604	62.88	
		11/13/2019	05	BOOKS	BAKER & TAYLOR	104791	2034868770	22.11	
		11/13/2019	06	DINOSAUR CUTOUTS, INFLATABLE	ORIENTAL TRADING CO	104803	698860024-01	53.64	
	AP-191125M	11/14/2019	208	MENARDS-TARP	FIRST NATIONAL BANK	900081	112519-D.DEBORD	7.57	
		11/14/2019	209	AMAZON-BOOKS	FIRST NATIONAL BANK	900081	112519-E.TOPPER	152.64	
		11/14/2019	210	BOOK PAGE-ANNUAL SUBSCRIPTION	FIRST NATIONAL BANK	900081	112519-E.TOPPER	576.00	
		11/14/2019	211	AMAZON-PLASTIC COINS	FIRST NATIONAL BANK	900081	112519-E.TOPPER	14.95	
		11/14/2019	212	NCG-GIFT CARD	FIRST NATIONAL BANK	900081	112519-E.TOPPER	25.00	
		11/14/2019	213	JEWEL-REFRESHMENTS FOR CHILI	FIRST NATIONAL BANK	900081	112519-J.WEISS	16.28	
		11/14/2019	214	PANERA-REFRESHMENTS FOR	FIRST NATIONAL BANK	900081	112519-S.AUGUSTINE	14.99	
		11/14/2019	215	JEWEL-REFRESHMENTS FOR	FIRST NATIONAL BANK	900081	112519-S.AUGUSTINE	22.76	
		11/14/2019	216	JEWEL-REFRESHMENTS FOR OCT	FIRST NATIONAL BANK	900081	112519-S.AUGUSTINE	16.97	
	GJ-191130LB	12/02/2019	06	November 2019 Deposits					150.00
TOTAL PERIOD 07 ACTIVITY								1,743.04	150.00
08	AP-191224M	12/12/2019	175	AMAZON-POPCORN	FIRST NATIONAL BANK	900082	122419-E.TOPPER	11.13	
		12/12/2019	176	AMAZON-BEAN BAG CHAIRS,	FIRST NATIONAL BANK	900082	122419-E.TOPPER	138.38	
		12/12/2019	177	TARGET-SUPPLIES FOR POLAR	FIRST NATIONAL BANK	900082	122419-J.WEISS	109.87	
		12/12/2019	178	DOLLAR TREE-HOLIDAY PROGRAM	FIRST NATIONAL BANK	900082	122419-J.WEISS	33.00	
	GJ-191231LB	01/06/2020	06	December 2019 Deposits					769.37
TOTAL PERIOD 08 ACTIVITY								292.38	769.37
09	AP-200125M	01/17/2020	144	WALMART-SUPPLIES FOR POLAR	FIRST NATIONAL BANK	900083	012520-J.WEISS	31.50	
		01/17/2020	145	AMAZON-HARRY POTTER CANDY	FIRST NATIONAL BANK	900083	012520-TOPPER	20.52	
	GJ-200131LB	02/03/2020	07	January 2020 Deposits					1,325.91
TOTAL PERIOD 09 ACTIVITY								52.02	1,325.91
10	GJ-200229LB	03/02/2020	06	February 2020 Deposits					50.00
	AP-20025M	02/12/2020	212	AMAZON-SHRINKY DINKS	FIRST NATIONAL BANK	900084	022520-E.TOPPER	20.12	
		02/12/2020	213	JEWEL-POP-CORN	FIRST NATIONAL BANK	900084	022520-S.AUGUSTINE	12.97	
TOTAL PERIOD 10 ACTIVITY								33.09	50.00
TOTAL ACCOUNT ACTIVITY								31,316.26	6,093.23
ENDING BALANCE									49,764.13
GRAND TOTAL								0.00	49,764.13
TOTAL DIFFERENCE								0.00	49,764.13

LIBRARY DIRECTOR REPORT—February 2020

Facilities Management- Sound, Inc was called as our security cameras are not working. Discovered that 6 cameras and the server are not operating. All will be replaced under our Maintenance Agreement. Thanks, Russ for your help on this. We purchased a new commercial vacuum cleaner for the Maintenance staff. This was a previous discussion at the Facilities Group that I attended. The Maintenance staff are pleased with the new vacuum's performance. The Alarm Company came out to adjust the sensitivity on the second-floor cameras as we were getting calls that the cameras were picking up motion. No problem since the adjustment. Patrons were complaining about the smelly, dark hot water in the bathrooms. We posted signage to ask people to use the cold water only.

Staff – Robin Owens (Youth Services) has submitted her resignation as she is moving out of state. We have placed an ad in the Kendall Record and are accepting applications. Also, posted on the RAILS job listing and the City web site.

Library Operations- The digital sign is working nicely and a great addition. Budget Meeting was held with Rob Frederickson from the City Finance Department to go over the preliminary budget. Completed and submitted the Illinois Illinet Traffic Survey and the Accreditation form as required by the State Library.

Community Survey We currently have 174 completed surveys with the majority being done online. It will appear on the bottom of the water bill the beginning of March. The results will be presented at the April Board meeting.

PLA Conference- Thank you to the Board for supporting my attendance at the Public Library Conference in Nashville. A report will be made at the April Board meeting. At the manager's meeting on March 11th I will give a report to the managers and highlight ideas that we will be discussing and how our departments can initiate some of them here.

Friends- The Friends of the Library have been volunteering in the Library by cleaning shelves and creating bulletin boards in the Youth Services department. We are grateful for their help. We continue to provide our Wish List to them for funding.

Programs, Activities Adult Programs

Friends Meeting **15**
Threads and More **8**
Lunch Bunch **11**
Men's Book Club **8**
Harriet Tubman Program **45**
Monday movie **20**
Volunteer Help Tutorial **5**

Passive Programs

Includes the puzzles, chess board and art wall.

Total **60**

TOTAL ADULT ATTENDANCE 112

Children Programs

Drop-In Storytime (4) **35**
Tots and Toddlers (2) **43**
Book Club (Grades 1-2) **12**
Book Club (Grades 3-5) **8**
Lego **21**
LEGO Duplo **16**
Panera (2) Story Time **29**
Morning/Afternoon Read **8**
TAG (2) **12**
Literacy Centers **37**
Read with Paws **5**
Window Art **8**
Chess Club **12**
Magic the Gathering **8**
Books for Bingo **36**
Home School Hangout **34**

TOTAL CHILDREN'S ATTENDANCE 324

Passive programs included: Games, teen coloring, teen movie fun, love the library craft, paper airplanes, code with beads, Pokémon scavenger hunt, Pokémon word search and Pokémon ball.

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 274

Winter Read: January 2, 2020-February 29, 2020

Approximately 80 participants earned raffle tickets for reading. Grand raffle winners received 1 of 2 \$25 gift cards to Target provided by the Friends.

Computer Use

Adult **425**
Young Adult **35**
Children **29**

TOTAL COMPUTER USE 489

Database & E-book Use

Ancestry **108** Omni E-Book **732**
E-Audio **418 (286 Users)** E-Read IL **31** E-Book Audio **91 (43 Users)**

Circulation Checkouts **11,635**
 New Patrons Added **62**
 New Items Added **592**

Teen Volunteers Mikayla Mika, Juleah Richardson, Lexi Mika, Joey Koenig, Leah Nieman, Mikayla Moi, Abby Thorne, Naytona Faedtke, Elliana Black, Brooklyn Souza, and Natalie Ferrer.

Adult Volunteers Nancy Aschauer, Sands McCormick Uridil, Brad Smith, Brian Krupicka and Joe Gillespie.

Meeting Room **1** Rental, **11** Programs

Proctored Test **1**
Patron Count **5,449**

YORKVILLE STATISTICS FOR FY20

PrairieCat

[illegible]

DATABASE USEAGE FOR FY20

[illegible]

Meeting Room Policy

The policies governing the use of the meeting rooms of the Yorkville Public Library are in accordance with the Library Bill of Rights which states that “Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use”.

A. Meeting Room Policy

Priority for the use of the Library’s Meeting Rooms will be given in the following order:

1. Library-sponsored meetings / programs.
2. Educational, cultural and civic, and public information events of nonprofit organizations, whose membership includes residents of the City of Yorkville.
3. Educational, cultural and civic and public information of nonprofit organizations outside the City of Yorkville.

Exclusions

Private social functions.

Programs that are not suitable for the library’s physical facilities.

For-profit groups soliciting or selling products or services.

Programs not in keeping with the library’s goals and objectives which would interfere with the library’s work by causing excessive noise, a safety hazard, security risk, etc.

Gambling, crafts, games or other recreational activities.

Fees & Room Reservation

Fees are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

A fee for each meeting ~~room~~ must accompany the [room reservation](#) application. ~~The fee will be returned if the application is denied.~~ [Please call for room availability.](#) The fee (or base rate) covers up to three hours of meeting room use. Beyond three hours, there is an additional hourly rate. [Cancellations made less than 48 hours before scheduled meeting will forfeit the fee.](#)

Non-Profit

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3 hours) \$50.00

Additional hourly rate \$15.00

Clean up fee if food is served \$25.00

City of Yorkville and its entities will be exempt from paying a fee.

For Profit

Meeting Room

Base Rate (3 hours) \$75.00

Additional hourly rate \$25.00

Clean up fee if food is served \$25.00

Security Deposit

~~1. A \$50.00 security deposit will be required.~~

~~2. The security deposit will be returned provided there has been no damage or excessive clean up needed. If cost or repairs are in excess of the deposit, the applicant will be billed the difference.~~

~~Security deposits from groups meeting monthly may be rolled over to the next meeting.~~

~~If a deposit is forfeited due to a cleanup fee, a new deposit will be required.~~

Equipment Available

1. Stacking chairs
2. Tables
3. [White board](#) easel
4. Projector & Screen
5. Kitchen
6. [Lectern](#)

Revised 8/13/18

Regulations for use of the Meeting Room

1. No smoking or tobacco product use.
2. All illegal substances are prohibited.
3. No alcoholic beverages are allowed.
4. Groups using the meeting room or kitchen are responsible for leaving the room as they found them and reimbursing the library for any damage that may occur to library owned furniture, equipment, or to the library facility. Future use of the meeting rooms may be withheld from groups that have caused damage to the rooms, to the carpet, equipment, furniture or caused a disturbance in the library and / or failed to comply with the established rules of the library.
5. Groups must supply their own coffee, cream, sugar and paper products. The library will provide a coffeepot.
6. Only light refreshments are permitted.
7. All appliances must be left unplugged.
8. The library does not provide storage or assistance in carrying supplies and materials to the meeting room.
9. Organizations may not use the name, telephone, or address of the library, even on a temporary basis, except for notification of location of a specific meeting. **The library will not receive non-emergency calls or take messages for individuals or organizations.**
10. Promotion of non-library-sponsored events must not imply library sponsorship or endorsement.
11. The library does not supply space for groups needing a place to store their supplies or equipment.
12. The library does not have personnel to assist groups, operate equipment, or help arrange exhibits.
13. No signs will be displayed anywhere outside the building.
14. Nothing may be attached to the walls, ceiling, floor, furniture, or doors. A bulletin board is available during the meeting time.
15. Minors (under 18 years of age) may use the meeting room under direct and constant supervision of adults, who will assume full responsibility for activities and conditions. There must be one adult for every 10 minors at non-library related meetings.
16. Babysitting service for the children of persons attending meetings is not provided by the library. Meeting room attendees may not leave children less than ~~nine~~ eleven years old unattended in the library, in accordance with library policy. ~~No child less than eleven years old may be left unattended in the meeting room or kitchen.~~
17. Additional electrical equipment, other than that provided by the library, is not permitted in the kitchen or meeting room without prior approval by the library Director.
18. Because of the demand for use of the meeting room, the library may not be able to accommodate groups desiring multiple meetings. Reservations may be made up to one year in advance.
19. No organized religious services are allowed

20. When it is necessary to cancel a reservation, the library should be notified as soon as possible. Cancellation less than ~~24~~ 48 hours prior to the scheduled event may result in forfeiture of the meeting room fee.
21. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. No candles or use of any incendiary items are permitted.
22. For fire safety reasons the number of attendees permitted in the large meeting room is limited to a sitting audience of 149.
23. The library reserves the right to prohibit any activities not specifically addressed in these policies at any time.
24. In addition to the rules of conduct, all other library's policies will apply to the meeting room.
25. A Library staff member may be present at any time during the meeting or function.

The Yorkville Public Library assumes no liability for personal injuries or for loss of property while in or on the library premises.

Yorkville Public Library

LIBRARY MEETING ROOM RESERVATION

Date of Request: _____

Name of Organization: _____

Organization Address: _____

Contact Person: _____

Telephone Number of Contact Person: _____

Purpose of Meeting: _____

Meeting Date & Start Time: _____

Duration of Requested Use: _____

Number of Participants Expected (maximum occupancy 149): _____

Room Rates (3-hour Base Rates): **Non-Profit:** \$50.00 / **For-Profit:** \$75.00

Make check payable and send along with this completed form to: Yorkville Public Library
902 Game Farm RD
Yorkville, IL 60560

Date payment received: _____ Staff: _____

Your check will hold the room for your scheduled meeting date. If your organization cancels at least 48 hours in advance of the scheduled date, your check will be returned.

Additional charges: **Non-Profit:** Extra hourly rate \$15:00/ clean up fee if food is served \$25.00
For-Profit: Extra hourly rate \$25:00/ clean up fee if food is served \$25.00

Additional Charges Assessed: _____ Staff: _____

Additional Charges Paid: _____ Date: _____

I have read the attached Yorkville Public Library Meeting Room Policy and I agree that my group or organization will abide by the provisions of the policy. I further attest that I am an authorized representative of the group, agree to ensure that the group conforms to the provisions of this policy, and assume responsibility for any non-compliance.

Sign Full Name _____



PROPOSAL

January 7, 2020

Elisa R. Topper
Library Director
902 Game Farm Road
Yorkville, IL 60560

Phone: 630.553.4354 ext. 117
E-Mail: Elisa.topper@yorkville.lib.il.us

Project: Security System Upgrades
Subject: Security Proposal

Dear Mrs. Topper,

Thank you for allowing Sound Incorporated the opportunity to provide you with a proposal for the Security System for the Yorkville Library. We have made every effort to be complete and thorough in our proposal which is based on the information we have discussed during our site meeting about the upgrades. Please keep in mind that we have worked with our suppliers and manufacturers and valued engineered the system to fit the size and scope of work of the system.

Enclosed please find Sound Incorporated's proposal package which includes the following documents:

1. Total Investment
2. List of equipment
3. Warranty
4. Clarifications
5. Terms

Our team of professionals is looking forward to working with you. After you have reviewed our proposal, we would like to have an opportunity to sit down with you and review our scope of work and design of the system.

Should you have any questions, please contact me at (630) 369-2900 extension 3181.

Sincerely,

SOUND INCORPORATED

A handwritten signature in black ink, appearing to read "Michael Banish", written over a white background.

Michael Banish
Senior Account Executive



PROPOSAL

**Total Investment
For
Yorkville Library - Security System Upgrades**

Access Control System Upgrade / Replacement	\$ 18,000.00
Accept _____	Decline _____
Burglar Alarm / Intrusion System Upgrade / Replacement	\$ 6,000.00*
Accept _____	Decline _____
Camera Surveillance System Upgrade / Replacement	\$ 12,500.00
Accept _____	Decline _____

** Additional paper work / agreement documents are required to be signed prior to the commencement of the Maintenance Agreement.*

IP Camera upgrades – Unit Pricing

The following are costs associated with replacing existing analog cameras with new IP, 1080P camera domes.

This following cost include; removing the existing analog camera, installing the new IP, 1080P dome camera, IP over Coax convertors (*this allows the ability to reuse the existing cable without having to pull new network cable*) and programming.

Interior Camera	\$ 1,600.00 each
Exterior Camera	\$ 1,750.00 each

PROPOSAL

The following equipment shall be furnished and installed:

		Access Control Upgrade / replacement
1	Labor	Download if possible existing data base / configuration and card holder information and load into new software.
1	S2-NB16-E2R-WM	Includes 16 portal license and 1 ACM blade in wall mount enclosure with 6 available expansion slots.
1	Labor	Rewire existing system and transfer over to new wall mount security system controller
5	S2-ACM	Access control application extension blade with support for 2 OSDP or 2 Wiegand readers, 4 inputs and 4 outputs.
12	S2-R11320-05TB	13.56MHz and 125kHz support for Mifare/DESFire EV1 Open Encoding, HID Proximity, LenelProx, and ProxLite credentials. Bluetooth Low Energy for future Lenel BlueDiamond Mobile smartphone credential support. Connects to access panel via Wiegand or OSDP with Secure Channel encryption support. Terminal Block connection, Black.

		Burglar Alarm / Intrusion System
1	VISTA-128BPT	Commercial Intrusion Alarm Panel
1	6160	Keypad
1	467	Battery
1	WAVE2	Siren
7	4208U	8-Zone Expander Module
1	Labor	Rewire existing Intrusion Devices; (32) motion detectors & (16) contacts to the new panel for monitoring.
1	Stock	GSM Radio

		Camera Surveillance System Upgrade / Replacement to IP/Hybrid Unit
1	BP12TV3C	Bundled PowerPro 12TB 32 CV 20/20 CV PRO Hybrid Channels includes 12TB storage capacity Intel Xeon; 16GB RAM; Windows 10 IOT; 3 Year Basic Warranty and software updates included.
	<i>NOTE:</i>	<i>32 1080p - 25 % growth - 10FPS - 50% based motion recording</i>
1	Labor	Clean up rack, disconnect old DVR's, extend cable to new hybrid NVR and dress.
		UNIT Prices for Camera replacement
		<i>Interior Camera</i>
1	AXIS P3225-V MKII	Day/night fixed dome with support for WDR – Forensic Capture and Lightfinder. Discreet, dust and IK08 vandal-resistant indoor casing.

PROPOSAL

		Varifocal 3-10.5 mm P-Iris lens, remote focus and zoom. Multiple, individually configurable H.264 and Motion JPEG streams. HDTV 1080p at 30 fps with WDR, and up to 60 fps with WDR disabled. Axis' Zipstream technology for reduced bandwidth and storage needs. Video motion detection and active tampering alarm. Memory card slot for optional local video storage. Power over Ethernet. Midspan not included. Includes mounting bracket for wall/ceiling or junction boxes.
		<i>Exterior Camera</i>
1	AXIS P3225-VE MKII	Day/night fixed dome with support for WDR – Forensic Capture and Lightfinder. IK10 vandal-resistant outdoor casing. Varifocal 3-10.5 mm P-Iris lens, remote focus and zoom. Multiple, individually configurable H.264 and Motion JPEG streams. HDTV 1080p at 30 fps with WDR, and up to 60 fps with WDR disabled. Axis' Zipstream technology for reduced bandwidth and storage needs. Video motion detection and active tampering alarm. Memory card slot for optional local video storage. Power over Ethernet. Midspan not included. Includes mounting bracket for wall/ceiling or junction boxes.
		<i>Coax / IP Convertors</i>
1	Vi2401A	1-port Ethernet Extender over coax
1	Vi2400A	1-port Ethernet Extender over coax -- MINI --
1	Vi2201	PoE + Midspan

Warranty and Maintenance

The equipment furnished and installed by Sound Inc. under this proposal shall be warranted for one (1) year. Batteries both internal and external, used for system power back up are consumables, and are not covered by warranty. The normal working life is two years and they should be replaced on a two-year schedule.

Sound Incorporated offers an extended Warranty and Maintenance plan to cover all labor and equipment for service calls during years 2 – 5 for your systems. This plan will be based on your requirements.

PROPOSAL

Clarifications

The following are Clarification points to be addressed to assume proposal as a complete package.

- All work to be completed during normal business hours (7:00AM to 3:30PM, Monday thru Friday excluding holidays)
- Please allow 4-6 weeks for equipment, engineering, scheduling and coordination.
- Sound Inc will need free access to all areas related to the work.
- The proposal does not include any raceway, conduit, sleeves, coring, back boxes or 120 VAC power, where required.
- All painting and patching, if required, done by others.
- All card reader data entry by others.
- All issuance of badges by others.
- Fire Alarm contractor is to supply us the necessary points to interface the security system with the fire alarm system. These points must be provided at our panel locations.
- Owner to provide all the necessary IP addresses for the network devices.
- All Servers, PCs require a minimum of Microsoft Windows 10 operating system.
- Should any existing equipment, or communications media (i.e. cables, fiber optics, etc.) be used on this contract Sound Incorporated does not warrant the operation of said equipment, and as such should any faults be found with existing equipment, we reserve the right to make additional charges to rectify such faults. All such faults will be reported to the client prior to rectification.
- Surge Suppressors are required to be working and in place for system components where applicable.
- Thermal management by owner as required for air flow on proposed equipment.
- Due to the volatile market, this proposal can only be valid for a maximum of sixty days and may be subject to cost adjustment resulting from manufacture component shortages, international production crises, market equipment values, etc...
- Drawings not included.
- Owner to provide us with a list of contacts, phone numbers and e-mail addresses for the individuals that will be involved in the project and training session. One up to two-hour training class has been allocated. Any supplemental training will require additional cost, of which is not included in this proposal.

Terms

30% due upon order acknowledgement, 30% due upon equipment delivery, 30% due upon completion, 10% due upon acceptance.

*****Leasing Options Available*****

TERMS AND CONDITIONS

1. Creation of a Security Interest.

Until such time as Buyer has paid the agreed purchase price, Seller hereby retains and Buyer hereby grants a purchase money security interest in the described equipment. In connection therewith, Buyer agrees to execute all instruments (including financing statements) deemed necessary by Seller under applicable law to establish, maintain and continue perfected Seller's purchase money security interest in the equipment or otherwise protect its rights in and to said equipment. Buyer hereby authorizes Seller as its attorney-in-fact to execute and file, on Buyer's behalf, any such UCC Financing Statement.

2. Limitation and Exclusion of Warranties.

Seller Hereby warrants the described equipment against defective parts for a period of one (1) year from the date of installation and warrants that the installation of said equipment shall be performed in a workmanlike manner. Buyer's exclusive remedy under these warranties shall be the repair and replacement by Seller at Seller's expense of nonconforming equipment of parts thereof.

The Warranty does not extend to any equipment which has been (1) subject to misuse, neglect, accident or abuse, (b) damaged by acts of God, exposure to elements of weather, inadequate or surplus utility power, power surges, insufficient heating/ventilating/air conditioning (HVAC), HVAC failure or causes other than ordinary use (It is the buyer's responsibility to regulate and filter any and all necessary power requirements and to supply and maintain a static free environment to insure system integrity), (c) wired, repaired or altered by anyone other than Seller without Seller's express and prior approval, (d) improperly installed by someone other than Seller, its subcontractors or affiliates, (e) used in violation of instructions furnished by Seller. In no event shall Seller be liable for consequential or incidental damages arising out of a breach of any warranty or any other provision contained herein. Seller may suspend warranty work if the purchase price is not paid in full when due and shall not be required to recommence warranty work until all obligations of Buyer under this Agreement are satisfied in full; provided, however, that nothing hereunder shall extend in the warranty period beyond one (1) year from the date of installation.

THIS WARRANTY IS THE ONLY WARRANTY GIVEN BY SELLER, AND ALL OTHER WARRANTIES EXPRESS OR IMPLIED ARE EXCLUDED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF.

3. Waiver, Amendment, Notice, Termination.

Any waiver of rights hereunder or any amendment or requirement of notice or termination hereof shall not be effective unless made in writing and signed by the party against whom such waiver, amendment, notice or termination is sought to be enforced.

4. Risk of Loss.

Upon identification of the described equipment to the contract, Buyer shall bear the risk of loss and it shall remain on Buyer regardless of any breach by Seller of any provisions hereof.

5. Tax Obligation.

Buyer will pay promptly when due all taxes, assessments and other charges levied or assessed by any governments or governmental agency upon the sale of the described equipment.

6. Assignment.

Buyer may not delegate its performance or assign its rights under this Agreement except upon the express written consent of Seller which consent may be withheld in Seller's sole discretion.

7. Benefit.

This Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable by, each of the parties hereto, its successors and assigns.

8. Limitation of Liability

Client understands that: a) Sound is not an insurer of Client's property or the personal safety of persons at said location b) Client will provide any insurance on said location and its contents c) the amount Client pays to Sound is based solely on the value of the system and service Sound provides and not on the value of Client's location or its contents d) security systems, alarm systems and Sound monitoring may not always operate properly for various reasons e) it is difficult to determine in advance the value of Client's property that might be lost, stolen or destroyed if the system or Sound service fails to operate properly f) it is difficult to determine how fast the police, fire department or others would respond to an alarm signal g) it is difficult to determine what portion, if any, of any property loss, personal injury or death would be proximately caused by Sound's failure to perform, negligence, or a failure of the system.

Therefore, Client agrees that, even if a court decided that a failure of the system, Sound's negligence, monitoring, repair or service caused or allowed any harm of damage, whether property damage, personal injury or death to Client or anyone at Client's location, Sound's liability shall be limited to six (6) times the monthly service fee, and this shall be Client's only remedy, regardless of what legal theory is used to determine that Sound was liable for the injury of loss.

9. Third Party Indemnification and Subrogation

If anyone other than Client asks Sound to pay for any harm and/or damages, including property damage, personal injury or death, connected with or resulting from a) a failure of the security/alarm services b) Sound's negligence c) any other improper or careless activity of Sound in providing the system or services or d) a claim for indemnification or contribution, Client will repay to Sound any amount which a court orders Sound to pay or which Sound reasonably agrees to pay and amount of Sound's reasonable attorney's fees and any other losses and costs that Sound may incur in connection with the harm and/or damages. Client's obligation to repay Sound for such harm and/or damages shall not apply if the harm and/or damages occurs while one of Sound's employees or subcontractors is in or about said location, and such harm and/or damages is solely caused by the employee or subcontractor. Unless prohibited by Client's insurance policy, Client agrees



PROPOSAL

to release Sound from any claims of parties suing through Client's authority or in Client's name, such as Client's insurance company, and Client agrees to defend Sound against such claim. Client will notify its insurance company of this release.

10. Construction
This writing constitutes the final expression of the agreement between the parties and is intended as a complete statement of the terms of the agreement. No course of prior dealings between the parties and no trade usage shall be relevant to supplement or explain any term used in this Agreement. This Agreement has been finally accepted in the State of Illinois and shall be governed by the laws of the State of Illinois including the Uniform Commercial Code and its amendments as effective in the State of Illinois.
11. Attorney's Fees/Interest
Buyer shall pay to Seller all attorney's fees, court costs, and all other expenses which may be incurred by Seller in enforcing, or attempting to enforce, any of its rights under this Agreement, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.
12. Interest/Late Charges
Buyer agrees to pay 1 ½% per month FINANCE CHARGE (18% PER ANNUM) if the purchase price it is not paid in full when due.
13. Severability
This Agreement and all provisions hereof are intended to be severable, and this Agreement shall remain enforceable in the event any provision thereof is declared invalid.
14. Authority
Buyer represents, covenants and warrants to Seller that Buyer has corporate or other power to make and perform this Sales Agreement and that the making and performance of the Sales Agreement by Buyer, and the financing hereunder, have been duly authorized by all necessary corporate or other action of the Buyer and will not violate any provision of law or of its Articles of Incorporation or By Laws, Articles of Organization, Certificate of Formation or other charter, or Operating Agreement, or result in the breach of any agreement to which Buyer is a party or by which it is bound.

Sound Incorporated is licensed by the State of Illinois to act as a private alarm contractor. All Sound employees involved in the engineering, design, sale, installation, documentation and maintenance of the proposed system hold Permanent Employee Registration Cards (PERC) as required by the state (225 ILCS 446/80).

Respectfully Submitted by: _____

A handwritten signature in dark ink, appearing to read "Michael Banish", is written over a horizontal line.

Michael Banish

Senior Account Executive

Acceptance of Proposal: The above specifications, terms and conditions are satisfactory.
You are authorized to do the work as specified

Buyer's Acceptance:

Sound Incorporated's Acceptance:

Accepted by: _____
(Printed name)

Accepted by: _____
(Printed name)

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____ at Naperville, IL