

**Agenda
Yorkville Public Library
Board of Trustees
September 13, 2021 at 7:00 P.M.
Michelle Pfister Meeting Room
902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations
5. Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer:
 - Financial Statement
 - Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees:
 - Policy
 - Physical Facilities
 - Community Relations
 - Personnel
 - Finance
14. Unfinished Business:
 - Camera System Proposals
15. New Business:
 - Disaster Plan Update
 - Personnel Policy
 - Policy Against Harassment
16. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
17. Adjournment

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DRAFT

Yorkville Public Library
Michele Pfister Meeting Room
Finance Committee Meeting
Monday, August 9, 2021 - 6:00pm
902 Game Farm Road

The meeting was called to order at 6:02pm by Committee Chairman Susan Chacon and she announced those who were present.

Present: Committee members: Susan Chacon, Darren Crawford, Ryan Forristall (arr. 6:03pm)

Others Present: Trustee Russ Walter, Library Director Shelley Augustine, Daniel Chacon

Recognition of Visitors: None

Public Comment: None

New Business:

Expanding Library Service Hours

Ms. Augustine had created a spreadsheet showing the current staffing schedule and a proposed schedule to increase library hours. One version showed the library opening one hour earlier Monday through Saturday and the other version showed an extra hour of being open at both ends of the day Monday through Thursday. She said 4 part-time staff members would be needed to cover those hours and she also calculated the additional salary for both versions. She said she preferred starting with opening one hour early as patrons often wait outside and there is not as much evening traffic. Sunday hours could be added later. Mr. Crawford stated that a partnership is being formed with the schools and it will be determined if there is a need to expand evening hours.

Ms. Augustine has also spoken with the City Finance Director to determine how the added costs will fit in the budget. Since no facilities maintenance person will be hired, there would be money in the budget. Mr. Forristall stated the library should have a person to manage the services that need to be hired outside since that takes the Director's time. The Committee also looked at the hours of service for neighboring libraries. The additional cost per year would be \$13,728 gross and Ms. Chacon said FICA and unemployment costs also need to be added. It was estimated to cost an additional \$15,000 per year to increase library hours by 6 hours per week. Mr. Crawford said the part-time hours need to be tracked so they do not exceed 20 hours per week.

The extra 6 hours of service will be proposed in the Board meeting to follow. The new hours will be promoted at Hometown Days, along with the pop-up library and at the book sale. It was decided to start the extra hours on September 7th.

COLA

Ms. Augustine showed proposed COLA raises in a chart from Mr. Fredrickson and asked the Committee if it was within the budget. Mr. Walter noted that all employees except full-time got a more than 3% raise at the beginning of the year, but this library still pays less than other area libraries. The committee discussed the COLA and wage compression. They decided to present to the Board the following: award 3% COLA to the following full time staff members Jennette Weiss, Sharyl Iwanski-Goist and Dixie DeBord. (Ms. Augustine was just promoted and Genevieve Hix was just hired and neither will receive the COLA). The Committee will also recommend that in January, wage compression will be done for part-time employees and their pay will be increased to \$12 from \$11. The Board will discuss the wage compression in December.

Adjournment:

There was no further business and the meeting adjourned at 6:27pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

DRAFT

Yorkville Public Library

Board of Trustees

Monday, August 9, 2021 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

NOTE: This meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. Due to the current Covid-19 pandemic, the United City of Yorkville is encouraging social distancing by allowing remote attendance at the Library Board of Trustees meeting.

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

Roll Call:

Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Tara Schumacher-yes-via Zoom, Sue Shimp-yes

Absent: Bret Reifsteck

Staff Present:

Library Director Shelley Augustine

Others Present:

City Council Library Liaison Jackie Milschewski, Friend of the Library Judy Somerlot, Daniel Chacon

Recognition of Visitors:

President Crawford recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: July 7, 2021 Policy Committee; July 7, 2021 Community Relations Committee; July 12, 2021 Board of Trustees; July 19, 2021 Cooperative Educational Commission

Mr. Walter moved and Ms. Garcia seconded to approve all sets of minutes as presented. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-abstain. Carried 7 yes, 1 abstention.

Correspondence: None

Public Comment:

Ms. Somerlot said there are 2 years of books that will be sold at the used book sale and she requested volunteer help on two different days. She said \$7,000 was made at the sale 2 years ago. Due to covid, the sale will be set up in various library locations.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon highlighted some of the large expenditures for the month and she added that the budget is doing well. Overall, development fees are up 67.5% at 25% of the budget year.

Payment of Bills

President Crawford moved and Trustee Garcia seconded the motion to pay the following expenses:

\$17,948.37 Accounts Payable

\$36,227.89 Payroll

\$54,176.26 Total

Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

Report of the Library Director:

1. The summer reading program has concluded and Director Augustine recognized all sponsors.
2. Community Fest has been switched to Saturday, October 9th from 11-3.
3. Friends of the Library will sponsor an Illinois Stormchasers program.
4. Escape Room and Weather Wizard will be presented by Jennette Weiss.
5. Several reading activities are taking place.
6. Friends are sponsoring program honoring September 11th.
7. Westchester Library hosting Zoom program about Great Chicago Fire & Peshtigo Fire.
8. Partnering with Garden Club to hold program about being “tool savvy”, sponsored by Friends.
9. Zoom program by New York Times best-selling author, historical thriller
10. Held 2 Medicare seminars in July.
11. Purchased tent/other equipment for pop-up library, will showcase during Hometown Festival.
12. Will be attending Chamber of Commerce luncheon.
13. Will attend Kendall County Historic Preservation Commission meeting.
14. Appeared on WSPY to showcase library.
15. Chamber of Commerce will hold blood drive at library.
16. New mask announcement, strongly recommend masks in library.
17. TK Elevator Co. repaired second broken elevator button. Ms. Augustine is collecting maintenance proposals from new vendors suggested by Mr. Forristall, for elevator service.
18. Syserco has ordered parts for building automation equipment and will schedule an appointment when all parts are received.
19. Yorkville Library continuing to hold top spot for usage of Capria mobile app.
20. Reminded Board members to complete OMA training.
21. Genevieve Hix is working on grant from American Rescue Plan Act to expand library services.
22. In-service staff day scheduled for September 24th, many activities planned.
23. RAILS is doing on-line roundtable training for succession planning for Trustees.
24. Oswego Library has informed Ms. Augustine that a group of First Amendment auditors are visiting libraries looking at policies.

City Council Liaison: None

Standing Committees:

Cooperative Educational Commission

Mr. Crawford has begun sending emails to school department heads to hopefully establish a partnership

with the schools.

Finance Committee

Will be discussed under New Business.

Unfinished Business:

Verde Energy Lighting Proposal

Ms. Augustine included the updated Verde proposal in the agenda packet. There was to be a follow-up with the city regarding the franchise and Finance Director Fredrickson did not see any issue with the franchise changing even though the city offices are moving into a different building. Steve Raasch, Facility Manager for the city, said the lighting control system is the biggest issue especially since the control system company is located in California and because of the time difference, it is harder to reach them when the city is working on the lights. He asked that someone verify that the new LED lights would work with the control system and he suggested the city contact ComEd to verify the total amount of incentives the library would receive. Syserco will develop a proposal and the LED's will not be a problem with the system.

Mr. Walter met with Syserco who said it will be expensive to replace all the wiring and switches. He added that the lights can be manually turned off as well. He believes the California company just programmed a schedule of off/on times. Ms. Garcia asked if anyone has spoken with that company or looked at the manual and suggested the Facilities Committee research this. Mr. Tom Lindblom had spoken with them and had difficulty obtaining answers. Mr. Crawford said the library is not paying for service from that company.

YPL Community Fest

Ms. Augustine will meet with Tiffany Forristall this week. Ms. Forristall is a Friend of the Library and will be contacting many of the vendors and arranging the various activities, games and presenters. Staff also wants to showcase the many technology upgrades. There will be well-known local people reading stories and a ukelele band will also be present. The new date for this event is Saturday, October 9th from 11am to 3pm.

New Business:

Extending Library Service Hours

Ms. Chacon said this idea was discussed at the Finance Committee meeting just prior to this meeting. Director Augustine had compiled a spreadsheet showing the cost (about \$15,000 yearly) of being open extra hours. The proposal is to open one hour early--9am Monday-Saturday and the Committee said this was a good idea. Many other area libraries are open longer than Yorkville. There will be money in the budget to cover this proposal which will come from the previously approved Facilities Manager position. The committee proposed to start these new hours on September 7th.

Mr. Walter moved to approve the extended hours to begin September 7th and Mr. Crawford seconded the motion. Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

COLA

This matter was also discussed at the Finance Committee and Ms. Chacon said it was recommended to give the full time employees (except the new hire and the new Director) a 3% raise. The part-time employees will be increased to \$12 an hour in January and will not be included in this recommendation. A wage adjustment will also be done at that time for the part-time and it will be looked at in December. This proposal is budgeted.

Mr. Walter made a motion to give a 3% cost-of-living increase to the managers, Sharyl Iwanski-Goist, Jennette Weiss and Dixie DeBord. There will be no cost-of-living increase for the part-time because they received a minimum wage increase. Mr. Crawford seconded the motion. Roll call: Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Carpet Cleaning Proposal

Director Augustine explained the quote received from Imperial Service Systems to clean the carpet, windows, tile. The high-traffic carpeted areas were last cleaned in 2018 by Stanley Steemer. The quote she has received is for all carpeted areas which would be cleaned on the weekend or evenings. She said next time only the high traffic areas could be cleaned. Mr. Forristall commented that carpet is very expensive and it should be maintained. Ms. Garcia moved and Mr. Walter seconded to approve the carpet cleaning proposal to have all carpeted areas cleaned at a quote of \$4,437. Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes. Carried 8-0.

Executive Session:

President Crawford said an Executive Session meeting would be needed to review Executive Session minutes and determine those to be released as well as those to remain closed. At approximately 7:47pm Mr. Crawford made a motion to go into Executive Session and he read the reason for it as follows: For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 20.06. Ms. Garcia seconded the motion. The Board entered into the Session at 7:48pm and it concluded at approximately 8:04pm.

New Business cont.

Mr. Crawford made a motion to release the Executive Session minutes of February 8, 2021 and April 12, 2021 and all other minutes will remain sealed at this time. Ms. Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes. Carried 8-0.

Adjournment:

There was no further business and the meeting adjourned at 8:04pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900108	FNBO	FIRST NATIONAL BANK OMAHA			08/25/21		
	082421-B.PFIZENMAIER	07/31/21	01	WATCHGUARD#4REINV0012903-SQUAD		25-205-60-00-6070	10,340.00
			02	CAMERA OUTFIT		** COMMENT **	
			03	MINER ELECT#327911-INSTALL		01-210-54-00-5495	190.00
			04	CAMERA SYSTEM		** COMMENT **	
			05	NAPA#289037-TIRE CLEANER		01-210-56-00-5620	10.78
			06	AMAZON-GLOW STICKS		01-210-56-00-5650	32.94
			07	EPROMOS-STADIUM CUPS		01-210-56-00-5650	371.62
			08	ILSOS-REGISTRATION STICKER		01-210-54-00-5495	154.40
			09	RENEWAL		** COMMENT **	
			10	WALDENS-KEYS		01-210-56-00-5620	16.20
			11	JEWEL-COOKIES, WATER		01-210-56-00-5650	31.29
			12	NAPA#289036-WINDSHIELD FLUID		01-210-56-00-5620	20.34
				INVOICE TOTAL:			11,167.57 *
	082521-A.SIMMONS	07/31/21	01	GO DADDY-SSL CERTIFICATE		01-640-54-00-5450	499.98
			02	RENEWALS		** COMMENT **	
			03	ADS-AUG-OCT 2021 MONITORING		24-216-54-00-5446	174.00
			04	FOR 651 PRAIRIE POINT DR		** COMMENT **	
			05	ADS-AUG-OCT 2021 MONITORING		24-216-54-00-5446	228.09
			06	FOR 102 E VAN EMMON		** COMMENT **	
			07	QUADIENT-07/30/21-10/29/21		01-120-54-00-5485	161.97
			08	POSTAGE MACHINE LEASE		** COMMENT **	
			09	VERIZON-JUN 2021 IN CAR UNITS		01-210-54-00-5440	990.28
			10	VERIZON-JUN 2021 MOBILE PHONES		01-220-54-00-5440	169.72
			11	VERIZON-JUN 2021 MOBILE PHONES		01-110-54-00-5440	169.72
			12	VERIZON-JUN 2021 MOBILE PHONES		01-210-54-00-5440	842.18
			13	VERIZON-JUN 2021 MOBILE PHONES		79-790-54-00-5440	36.01
			14	VERIZON-JUN 2021 MOBILE PHONES		79-795-54-00-5440	156.92
			15	VERIZON-JUN 2021 MOBILE PHONES		51-510-54-00-5440	236.24
			16	VERIZON-JUN 2021 MOBILE PHONES		52-520-54-00-5440	36.01
			17	AMAZON-KEYBOARD, MOUSE		01-120-56-00-5610	29.99
				INVOICE TOTAL:			3,731.11 *
	082521-B.OLSON	07/31/21	01	ZOOM-MONTHLY USAGE FEE		01-110-54-00-5462	209.96
				INVOICE TOTAL:			209.96 *
	082521-C.CALCAGNO	07/31/21	01	FAIRTALE		79-795-56-00-5606	1,315.00
			02	ENTERTAINMENT-RIVERFEST		** COMMENT **	
			03	CHARACTERS		** COMMENT **	
				INVOICE TOTAL:			1,315.00 *
	082521-D.BROWN	07/31/21	01	AMAZON-FLUSHMATE		51-510-56-00-5638	150.00
				INVOICE TOTAL:			150.00 *
	082521-D.DEBORD	07/31/21	01	MENARDS-GARBAGE CANS,		82-820-56-00-5621	88.57

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900108	FNBO	FIRST NATIONAL BANK OMAHA			08/25/21		
	082521-D.DEBORD	07/31/21	02	CLEANING SUPPLIES		** COMMENT **	
			03	AMAZON-MONTHLY PRIME		82-820-54-00-5460	12.99
			04	MEMBERSHIP		** COMMENT **	
			05	AMAZON-BOOKS		82-000-24-00-2480	73.18
			06	MAGNETS ON THE CHEAP-MAGNETS		82-000-24-00-2480	21.39
			07	AMAZON-ROLLING CARTS		82-000-24-00-2480	122.84
						INVOICE TOTAL:	318.97 *
	082521-D.HENNE	07/31/21	01	HOME DEPO#6887-PARKING LOT		01-410-56-00-5620	41.94
			02	BULBS		** COMMENT **	
						INVOICE TOTAL:	41.94 *
	082521-D.SMITH	07/31/21	01	RURAL KING-FILTERS		79-790-56-00-5640	33.94
			02	HOME DEPO-PRESSURE WASHER		79-790-56-00-5620	69.97
			03	SEAL MASTER-CLEANING		79-790-56-00-5640	3,955.47
			04	CONCENTRATE, SAND, LINE TAPING		** COMMENT **	
			05	MACHINE POLE EXTENTION KIT,		** COMMENT **	
			06	PAINT		** COMMENT **	
			07	HOME DEPO-CONCRETE BONDING		79-790-56-00-5640	42.51
			08	ADHESIVE		** COMMENT **	
						INVOICE TOTAL:	4,101.89 *
	082521-E.DHUSE	07/31/21	01	NAPA#290600-MOUNTED POINT,		52-520-56-00-5620	10.28
			02	ROTARY FILE		** COMMENT **	
			03	NAPA#289028-FILTERS		52-520-56-00-5628	125.82
			04	NAPA#289602-FILTERS		01-410-56-00-5628	7.22
			05	NAPA#288709-ANTIFREEZE		52-520-56-00-5628	17.18
			06	NAPA#289544-FILTER		01-410-56-00-5628	5.85
			07	NAPA#290171-BULBS		01-410-56-00-5628	6.62
			08	NAPA#288823-BULBS		01-410-56-00-5628	8.89
			09	NAPA#288708-FILTERS		01-410-56-00-5628	18.63
			10	NAPA#289782-FILTERS		01-410-56-00-5628	29.25
			11	NAPA#290064-WIPER BLADES		01-410-56-00-5628	29.36
						INVOICE TOTAL:	259.10 *
	082521-E.WILLRETT	07/31/21	01	ELEMENT FOUR#SER0018338-JULY		01-640-54-00-5450	594.22
			02	2021 CLOUD CONNECT OFFSITE		** COMMENT **	
			03	BACKUPS		** COMMENT **	
			04	PHYSICIANS-DRUG TESTING		01-410-54-00-5462	244.00
			05	PHYSICIANS-DRUG TESTING		79-795-54-00-5462	180.00
			06	PHYSICIANS-DRUG TESTING		51-510-54-00-5462	183.00
			07	PHYSICIANS-DRUG TESTING		79-790-54-00-5462	90.00
			08	PHYSICIANS-DRUG TESTING		82-820-54-00-5462	45.00
						INVOICE TOTAL:	1,336.22 *
	082521-G.STEFFENS	07/31/21	01	STOCK&FIELD#64466-ROUNDUP		01-410-56-00-5640	199.98

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900108	FNBO	FIRST NATIONAL BANK OMAHA			08/25/21		
	082521-J.JENSEN	07/31/21	15	LEAK		** COMMENT **	
			16	FIRST RESPONDER'S WELLNESS	01-210-54-00-5412		350.00
			17	CENTER#8699-STAFF WELLNESS	** COMMENT **		
			18	CHECKS	** COMMENT **		
				INVOICE TOTAL:			5,464.86 *
	082521-J.WEISS	07/31/21	01	DOLLAR TREE-MATERIALS FOR	82-000-24-00-2480		39.00
			02	FRIENDS CANDYLAND EVENT	** COMMENT **		
			03	HOME DEPO-SIGNS, HOLDERS	82-000-24-00-2480		33.91
				INVOICE TOTAL:			72.91 *
	082521-K.BARKSDALE	07/31/21	01	ESRI-ARCGIS DESKTOP LICENSE	01-220-54-00-5462		500.00
			02	AND MAINTENANCE RENEWAL	** COMMENT **		
			03	SHAW MEDIA-SUBSCRIPTION	01-220-54-00-5460		19.50
			04	RENEWAL	** COMMENT **		
			05	APA-MEMBERSHIP RENEWAL	01-220-54-00-5460		819.00
				INVOICE TOTAL:			1,338.50 *
	082521-K.GREGORY-C	08/17/21	01	ARNESON#180547-MAY 2021 GAS	01-410-56-00-5695		180.77
			02	ARNESON#180547-MAY 2021 GAS	51-510-56-00-5695		180.77
			03	ARNESON#180547-MAY 2021 GAS	52-520-56-00-5695		180.76
			04	ARNESON#180597-MAY 2021 GAS	01-410-56-00-5695		258.35
			05	ARNESON#180597-MAY 2021 GAS	51-510-56-00-5695		258.35
			06	ARNESON#180597-MAY 2021 GAS	52-520-56-00-5695		258.35
			07	ARNESON#180550-MAY 2021 DIESEL	01-410-56-00-5695		249.84
			08	ARNESON#178138-JUN 2021 GAS	01-410-56-00-5695		199.97
			09	ARNESON#178138-JUN 2021 GAS	51-510-56-00-5695		199.96
			10	ARNESON#178138-JUN 2021 GAS	52-520-56-00-5695		199.96
			11	ARNESON#178139-JUN 2021 GAS	01-410-56-00-5695		164.22
			12	ARNESON#178139-JUN 2021 GAS	51-510-56-00-5695		164.22
			13	ARNESON#178139-JUN 2021 GAS	52-520-56-00-5695		164.22
			14	ARNESON#178140-JUN 2021 DIESEL	01-410-56-00-5695		255.06
			15	ARNESON#178217-JUN 2021 GAS	01-410-56-00-5695		250.20
			16	ARNESON#178217-JUN 2021 GAS	51-510-56-00-5695		250.19
			17	ARNESON#178217-JUN 2021 GAS	52-520-56-00-5695		250.19
			18	MINER ELEC#327563-JUL 2021	01-410-54-00-5462		366.85
			19	MANAGED SERVICES RADIO	** COMMENT **		
			20	MINER ELEC#327563-JUL 2021	51-510-54-00-5462		430.65
			21	MANAGED SERVICES RADIO	** COMMENT **		
			22	MINER ELEC#327563-JUL 2021	52-520-54-00-5462		287.10
			23	MANAGED SERVICES RADIO	** COMMENT **		
			24	MINER ELEC#327563-JUL 2021	79-790-54-00-5462		510.40
			25	MANAGED SERVICES RADIO	** COMMENT **		
			26	TRUGREEN#139685498-RIVERS	52-520-54-00-5444		72.00
			27	EDGE LIFT STATION GROUNDS CARE	** COMMENT **		

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900108	FNBO	FIRST NATIONAL BANK OMAHA			08/25/21		
	082521-R.WEBER	07/31/21	01	AMAZON-SHORTS		01-410-56-00-5600	52.48
						INVOICE TOTAL:	52.48 *
	082521-S.AUGUSTINE	07/31/21	01	QUILL-PRINTER TONER		82-820-56-00-5610	17.86
			02	DELL-NEW COMPUTER		84-840-60-00-6020	865.63
			03	VISTAPRINT-BUSINESS CARDS		82-820-56-00-5610	60.00
			04	METRONET-JULY 2021 INTERNET		82-820-54-00-5440	252.20
			05	SMITHEREEN-JULY 2021 PEST		82-820-54-00-5462	78.00
			06	CONTROL		** COMMENT **	
			07	AMAZON-CANOPY TENT		82-000-24-00-2480	264.95
			08	QUILL-HP COLOR INK		82-820-56-00-5610	19.03
			09	AMAZON-BLANK YARD SIGNS		82-820-56-00-5610	71.09
						INVOICE TOTAL:	1,628.76 *
	082521-S.IWANSKI	07/31/21	01	YORKVILLE POST-POSTAGE		82-820-54-00-5452	179.95
						INVOICE TOTAL:	179.95 *
	082521-S.REDMON	07/31/21	01	MENARDS-JULY 4TH DECORATIONS		79-795-56-00-5606	105.32
			02	SAMS-JULY 4TH CANDY		79-795-56-00-5606	394.30
			03	AT&T-TOWN SQUARE PARK		79-795-54-00-5440	78.53
			04	INTERNET		** COMMENT **	
			05	AMAZON-PINATA		79-795-56-00-5606	22.34
			06	PARTY CITY-CREDIT FOR TAX		79-795-56-00-5606	-10.87
			07	JOT FORM-JUN 2021 MONTHLY FEE		79-795-56-00-5606	29.00
			08	AMAZON-RIVERFEST TASTING		79-795-56-00-5606	49.96
			09	GLASSES		** COMMENT **	
			10	AMAZON-MARDI GRAS BEADS		79-795-56-00-5606	14.59
			11	PLUG & PAY-JUN 2021 BILLING		79-795-54-00-5462	44.77
			12	SAMS-LEMONADE		79-795-56-00-5606	87.00
			13	BUY SHADE-CANOPY FRAME		79-795-56-00-5606	399.00
			14	SMITHEREEN-JUN 2021 PEST		79-795-54-00-5462	67.00
			15	CONTROL		** COMMENT **	
			16	AMAZON-MERMAID STICKERS		79-795-56-00-5606	3.75
			17	AMAZON-BUBBLE WANDS, TATTOOS,		79-795-56-00-5606	105.08
			18	STATE FOOD SAFETY-BASSET		79-795-54-00-5412	14.25
			19	CERTIFICATION-SCHREIBER		** COMMENT **	
			20	RUNCO-TAPE		79-795-56-00-5610	16.89
			21	PETITE PALETTE-PAINTING CLASS		79-795-54-00-5462	180.00
			22	INSTRUCTION		** COMMENT **	
			23	WORLD LTD-PAW PATROL COSTUMES		79-795-56-00-5606	379.74
			24	WALMART-DRY ERASE BOARD		79-795-56-00-5610	35.62
			25	SAMS-LEMONADE		79-795-56-00-5606	139.20
			26	REINDERS-FILTER		79-790-56-00-5640	30.86
			27	ARNESON#178215-JUN 2021 GAS		79-790-56-00-5695	811.44
			28	ARNESON#179782-JUL 2021 GAS		79-790-56-00-5695	870.90

Total for all Highlighted Library Invoices: \$2,245.59

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105064	AUGUSTIS	SHELLY AUGUSTINE					
	REINER-REIMB		08/19/21	01	REIMBURSEMENT FOR PURCHASE OF	82-000-24-00-2480	50.00
				02	LETTER BRICK	** COMMENT **	
					INVOICE TOTAL:		50.00 *
					CHECK TOTAL:		50.00
105065	BAKTAY	BAKER & TAYLOR					
	2036024065		07/21/21	01	BOOKS	84-840-56-00-5686	2,179.69
					INVOICE TOTAL:		2,179.69 *
	2036065243		08/09/21	01	BOOKS	84-840-56-00-5686	308.12
					INVOICE TOTAL:		308.12 *
	2036065986		08/07/21	01	BOOKS	82-000-24-00-2480	559.76
					INVOICE TOTAL:		559.76 *
	2036074948		07/21/21	01	BOOKS	82-000-24-00-2480	555.43
					INVOICE TOTAL:		555.43 *
	2036085941		08/05/21	01	BOOKS	82-000-24-00-2480	384.20
					INVOICE TOTAL:		384.20 *
	2036098728		08/09/21	01	BOOKS	84-840-56-00-5686	453.91
					INVOICE TOTAL:		453.91 *
	2036110543		08/13/21	01	BOOKS	84-840-56-00-5686	842.67
					INVOICE TOTAL:		842.67 *
	2036122956		08/06/21	01	BOOKS	84-840-56-00-5686	457.07
					INVOICE TOTAL:		457.07 *
	2036130492		08/13/21	01	BOOKS	84-840-56-00-5686	374.74
					INVOICE TOTAL:		374.74 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 09/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105065	BAKTAY	BAKER & TAYLOR					
	2036144885		08/19/21	01	BOOKS	84-840-56-00-5686	275.76
					INVOICE TOTAL:		275.76 *
					CHECK TOTAL:		6,391.35
105066	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	42559		07/28/21	01	GLOVES	82-820-56-00-5621	204.36
					INVOICE TOTAL:		204.36 *
					CHECK TOTAL:		204.36
105067	GREATLKS	GREAT LAKES PLUMBING & HEATING					
	23972		08/16/21	01	2021 ANNUAL SPRINKER	82-820-54-00-5462	450.00
				02	INSPECTION	** COMMENT **	
					INVOICE TOTAL:		450.00 *
					CHECK TOTAL:		450.00
105068	LLWCONSU	LLOYD WARBER					
	10508		08/31/21	01	AUG 2021 ONSITE IT SUPPORT	82-820-54-00-5462	750.00
					INVOICE TOTAL:		750.00 *
					CHECK TOTAL:		750.00
105069	MARTPLMB	MARTIN PLUMBING & HEATING CO.					
	2021-847		08/26/21	01	REPLACED 2 SLOAN SINKS	82-820-54-00-5495	270.00
					INVOICE TOTAL:		270.00 *
					CHECK TOTAL:		270.00
105070	MIDWTAPE	MIDWEST TAPE					

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105070	MIDWTAPE	MIDWEST TAPE					
	500792811		08/02/21	01	DVDS	84-840-56-00-5685	70.96
					INVOICE TOTAL:		70.96 *
	500802759		08/04/21	01	SECURITY CASE	82-820-56-00-5620	163.99
					INVOICE TOTAL:		163.99 *
	500814050		08/06/21	01	DVD	84-840-56-00-5685	22.49
				02	AUDIO BOOKS	84-840-56-00-5683	59.98
					INVOICE TOTAL:		82.47 *
	500853696		08/16/21	01	AUDIO BOOKS	84-840-56-00-5683	119.97
				02	DVDS	84-840-56-00-5685	23.24
					INVOICE TOTAL:		143.21 *
	500867585		08/23/21	01	AUDIO BOOK	84-840-56-00-5683	29.99
				02	DVDS	84-840-56-00-5685	124.44
					INVOICE TOTAL:		154.43 *
					CHECK TOTAL:		615.06
105071	OCCLC	OCCLC NETLIBRARY					
	1000150653		07/31/21	01	JUL 2021 IFM DEBITS	82-820-54-00-5452	10.25
					INVOICE TOTAL:		10.25 *
					CHECK TOTAL:		10.25
105072	TKELEVAT	TK ELEVATOR CORPORATION					
	3006071458		08/01/21	01	AUG-OCT 2021 ELEVATOR	82-820-54-00-5462	578.37
				02	MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		578.37 *
	5001549298M1		06/02/21	01	INSTALL NEW CAR CALL BUTTON	82-820-54-00-5462	550.37
					INVOICE TOTAL:		550.37 *
					CHECK TOTAL:		1,128.74

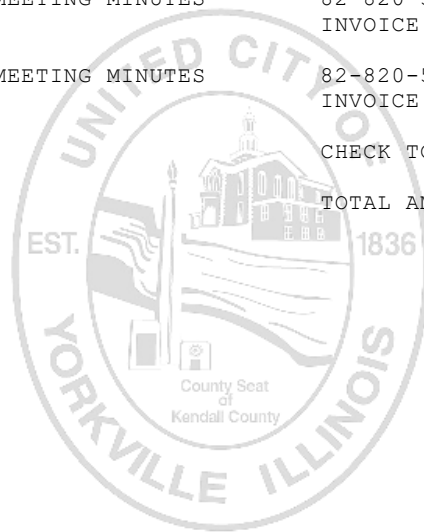
82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 09/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105073	UMBRELLA	UMBRELLA TECHNOLOGIES						
	1091		08/30/21	01	ACCESS CONTROL CLOUD	82-820-54-00-5462	960.00	
				02	HOSTING FOR 11 ENTRIES	** COMMENT **		
					INVOICE TOTAL:		960.00 *	
					CHECK TOTAL:			960.00
105074	YOUNGM	MARLYS J. YOUNG						
	071921		08/02/21	01	07/19/21 MEETING MINUTES	82-820-54-00-5462	56.25	
					INVOICE TOTAL:		56.25 *	
	080921		08/30/21	01	08/09/21 MEETING MINUTES	82-820-54-00-5462	45.50	
					INVOICE TOTAL:		45.50 *	
					CHECK TOTAL:			101.75
					TOTAL AMOUNT PAID:			10,931.51





UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

August 6, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 14,701.81	\$ -	14,701.81	\$ 1,641.71	\$ 1,107.83	\$ 17,451.35
FINANCE	11,519.62	-	11,519.62	1,296.49	871.73	\$ 13,687.84
POLICE	125,131.70	1,869.44	127,001.14	1,663.03	9,460.55	\$ 138,124.72
COMMUNITY DEV.	20,495.14	-	20,495.14	2,310.35	1,532.30	\$ 24,337.79
STREETS	17,808.83	-	17,808.83	1,871.90	1,233.85	\$ 20,914.58
WATER	20,728.03	232.85	20,960.88	2,328.77	1,541.75	\$ 24,831.40
SEWER	9,436.85	-	9,436.85	1,048.44	687.13	\$ 11,172.42
PARKS	25,796.88	-	25,796.88	2,539.40	1,918.43	\$ 30,254.71
RECREATION	15,297.05	-	15,297.05	1,659.87	1,152.47	\$ 18,109.39
LIBRARY	16,853.68	-	16,853.68	1,171.37	1,251.44	\$ 19,276.49
TOTALS	\$ 277,769.59	\$ 2,102.29	\$ 279,871.88	\$ 17,531.33	\$ 20,757.48	\$ 318,160.69

TOTAL PAYROLL \$ 318,160.69



UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 20, 2021

	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	14,785.15	-	14,785.15	1,642.62	1,108.47	17,536.24
FINANCE	12,673.15	-	12,673.15	1,407.98	948.50	15,029.63
POLICE	126,836.34	2,196.30	129,032.64	474.23	9,592.97	139,099.84
COMMUNITY DEV.	20,495.13	-	20,495.13	2,277.02	1,509.35	24,281.50
STREETS	17,214.44	207.71	17,422.15	1,935.62	1,277.49	20,635.26
WATER	17,733.22	373.57	18,106.79	2,011.67	1,323.63	21,442.09
SEWER	9,436.86	72.56	9,509.42	1,056.50	692.68	11,258.60
PARKS	26,262.14	-	26,262.14	2,570.95	1,946.38	30,779.47
RECREATION	15,023.40	-	15,023.40	1,629.59	1,118.15	17,771.14
LIBRARY	17,095.57	-	17,095.57	1,181.61	1,269.90	19,547.08
TOTALS	\$ 282,363.74	\$ 2,850.14	\$ 285,213.88	\$ 16,187.79	\$ 21,155.36	\$ 322,557.03

TOTAL PAYROLL \$ 322,557.03



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, September 13, 2021

ACCOUNTS PAYABLE

Library CC Check Register - FY22 (<i>Pages 1 - 4</i>)	08/25/2021	\$2,245.59
Library Check Register - FY22 (<i>Pages 5 - 8</i>)	09/13/2021	10,931.51
IPRF - Sept 2021 Workers Comp	08/10/2021	872.21
Illinois State Police-Background Checks	08/10/2021	28.25
Glatfelter Liability Ins. - Installment #8	08/10/2021	903.08
Nicor -07/01/21-08/03/21 services	08/24/2021	1,343.34
TOTAL BILLS PAID:		<hr/> \$16,323.98

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 9</i>)	08/06/2021	\$19,276.49
Bi-weekly (<i>Page 10</i>)	08/20/2021	19,547.08
TOTAL PAYROLL:		<hr/> \$38,823.57

TOTAL DISBURSEMENTS:	<hr/> \$55,147.55 <hr/>
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ACTIVITY THROUGH FISCAL PERIOD 04

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW -	MEMORIALS & GIFTS					
01		05/01/2021		BEGINNING BALANCE					49,510.68
02	AP-210625MB	06/23/2021	96	IREAD-SUMMER READING PROGRAM	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	44.30	
		06/23/2021	97	AMAZON-KALEIDOSCOPE SHAPES	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	16.58	
		06/23/2021	98	GRACE-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	40.00	
		06/23/2021	99	AMAZON-FIRE TABLETS AND	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	121.96	
		06/23/2021	100	AMAZON-PONY BEADS	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	4.67	
		06/23/2021	101	AMAZON-MATERIALS FOR SUMMER	FIRST NATIONAL BANK	900105	062521-S.AUGUSTINE-B	144.22	
	GJ-210630LB	07/06/2021	05	June 2021 Deposits					20.00
				TOTAL PERIOD 02 ACTIVITY				371.73	20.00
03	AP-2101725M	07/26/2021	191	AMAZON-BOOKS	FIRST NATIONAL BANK	900107	072521-S.AUGUSTINE	49.39	
	GJ-210730LB	08/04/2021	03	July 2021 Deposits					60.00
				TOTAL PERIOD 03 ACTIVITY				49.39	60.00
04	AP-210825M	08/19/2021	257	AMAZON-BOOKS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	73.18	
		08/19/2021	258	MAGNETS ON THE CHEAP-MAGNETS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	21.39	
		08/19/2021	259	AMAZON-ROLLING CARTS	FIRST NATIONAL BANK	900108	082521-D.DEBORD	122.84	
		08/19/2021	260	DOLLAR TREE-MATERIALS FOR	FIRST NATIONAL BANK	900108	082521-J.WEISS	39.00	
		08/19/2021	261	HOME DEPO-SIGNS, HOLDERS	FIRST NATIONAL BANK	900108	082521-J.WEISS	33.91	
		08/19/2021	262	AMAZON-CANOPY TENT	FIRST NATIONAL BANK	900108	082521-S.AUGUSTINE	264.95	
	GJ-210831LB	09/02/2021	06	Aug 2021 Deposits					2,508.37
				TOTAL PERIOD 04 ACTIVITY				555.27	2,508.37
				TOTAL ACCOUNT ACTIVITY				976.39	2,588.37
				ENDING BALANCE					51,122.66
				GRAND TOTAL				0.00	51,122.66
				TOTAL DIFFERENCE				0.00	51,122.66

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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended August 31, 2021**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year				Year-to-Date Totals	FISCAL YEAR 2022 BUDGET		% of Budget
		8% May-21	17% June-21	25% July-21	33% August-21				

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>									
82-000-40-00-4000	PROPERTY TAXES	36,449	366,781	11,201	30,247	444,679	776,734	57.25%	
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	39,429	396,774	12,117	32,721	481,041	836,024	57.54%	
<i>Intergovernmental</i>									
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,085	-	1,519	193	3,797	5,250	72.33%	
82-000-41-00-4170	STATE GRANTS	-	-	-	24,958	24,958	21,151	118.00%	
<i>Fines & Forfeits</i>									
82-000-43-00-4330	LIBRARY FINES	557	485	238	1,215	2,494	8,500	29.34%	
<i>Charges for Service</i>									
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,435	991	-	2,735	5,161	8,500	60.72%	
82-000-44-00-4422	COPY FEES	271	297	-	547	1,115	3,800	29.35%	
82-000-44-00-4438	PROGRAM FEES	-	-	-	11	11	-	0.00%	
<i>Investment Earnings</i>									
82-000-45-00-4500	INVESTMENT EARNINGS	41	44	64	61	210	2,000	10.51%	
<i>Miscellaneous</i>									
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	1,750	0.00%	
82-000-48-00-4850	MISCELLANEOUS INCOME	98	374	175	360	1,007	2,000	50.37%	
<i>Other Financing Sources</i>									
82-000-49-00-4901	TRANSFER FROM GENERAL	1,775	1,775	2,139	1,775	7,465	26,993	27.66%	
TOTAL REVENUES: LIBRARY		82,141	767,522	27,453	94,824	971,940	1,692,702	57.42%	

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>									
82-820-50-00-5010	SALARIES & WAGES	17,137	17,567	19,173	21,179	75,055	286,470	26.20%	
82-820-50-00-5015	PART-TIME SALARIES	12,796	12,339	12,568	12,770	50,473	195,544	25.81%	
<i>Benefits</i>									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,904	1,952	2,130	2,353	8,339	32,180	25.91%	
82-820-52-00-5214	FICA CONTRIBUTION	2,219	2,217	2,357	2,521	9,314	35,685	26.10%	
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,119	12,186	6,624	(930)	28,999	105,501	27.49%	
82-820-52-00-5222	GROUP LIFE INSURANCE	-	66	-	39	104	377	27.68%	
82-820-52-00-5223	DENTAL INSURANCE	-	1,439	-	-	1,439	7,079	20.32%	
82-820-52-00-5224	VISION INSURANCE	34	72	-	72	177	1,088	16.25%	
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	364	-	364	1,000	36.40%	
82-820-52-00-5231	LIABILITY INSURANCE	2,114	1,775	1,775	1,775	7,440	25,993	28.62%	
<i>Contractual Services</i>									
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	3,000	0.00%	
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	1,500	0.00%	
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	167	1,596	1,762	2,500	70.50%	
82-820-54-00-5440	TELECOMMUNICATIONS	-	426	-	180	606	7,200	8.41%	
82-820-54-00-5452	POSTAGE & SHIPPING	-	12	6	13	31	750	4.13%	
82-820-54-00-5460	DUES & SUBSCRIPTIONS	569	1,371	1,492	3,973	7,405	11,000	67.31%	
82-820-54-00-5462	PROFESSIONAL SERVICES	1,262	2,982	2,767	2,138	9,149	40,000	22.87%	
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	3,000	0.00%	
82-820-54-00-5468	AUTOMATION	2,534	-	4,748	-	7,282	20,000	36.41%	
82-820-54-00-5480	UTILITIES	-	-	2,406	-	2,406	12,351	19.48%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	1,033	2,347	5,905	2,775	12,060	50,000	24.12%	
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	-	454	193	168	815	8,000	10.19%	
82-820-56-00-5620	OPERATING SUPPLIES	-	446	-	-	446	4,000	11.16%	
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	28	103	169	300	7,000	4.28%	
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	2,000	0.00%	
82-820-56-00-5671	LIBRARY PROGRAMMING	-	26	180	-	206	2,000	10.30%	
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	300	0.00%	



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended August 31, 2021**

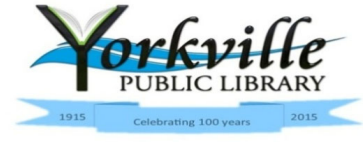
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year				Year-to-Date Totals	FISCAL YEAR 2022 BUDGET	% of Budget
		8% May-21	17% June-21	25% July-21	33% August-21			
82-820-56-00-5685	DVD'S	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	272	272	1,500	18.16%
<i>2006 Bond</i>								
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	8,338	-	-	8,338	16,675	50.00%
<i>2013 Refunding Bond</i>								
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	645,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	51,775	-	-	51,775	103,550	50.00%
TOTAL FUND REVENUES		82,141	767,522	27,453	94,824	971,940	1,692,702	57.42%
TOTAL FUND EXPENDITURES		52,721	118,916	63,548	51,062	286,246	1,709,443	16.75%
FUND SURPLUS (DEFICIT)		29,420	648,606	(36,095)	43,762	685,693	(16,741)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	10,300	10,300	13,150	16,650	50,400	50,000	100.80%
84-000-45-00-4500	INVESTMENT EARNINGS	13	14	16	16	59	200	29.74%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	31	-	-	31	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,313	10,346	13,166	16,666	50,491	50,200	100.58%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	20	265	231	516	3,500	14.74%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	121	181	261	563	3,000	18.78%
84-840-56-00-5686	BOOKS	-	2,239	1,090	2,386	5,715	50,000	11.43%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	866	866	20,000	4.33%
TOTAL FUND REVENUES		10,313	10,346	13,166	16,666	50,491	50,200	100.58%
TOTAL FUND EXPENDITURES		-	2,380	1,537	3,743	7,660	95,500	8.02%
FUND SURPLUS (DEFICIT)		10,313	7,965	11,629	12,922	42,831	(45,300)	



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of August 31, 2021

FISCAL YEAR 2022

		May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Library Operations	Old Second	\$ 408,881	\$ 719,168	\$ 671,242	\$ 652,233								
Building Development Fees	Old Second	169,954	177,116	185,896	195,318								
Library Operations	IMET *	4,126	4,126	4,126	4,126								
Library Operations	Illinois Funds	258,149	258,154	258,159	283,122								
Total:		\$ 841,109	\$ 1,158,565	\$ 1,119,422	\$ 1,134,798	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 16,883	\$ 16,937	\$ 17,551	\$ 19,276								
2 ND PAY PERIOD		17,173	17,137	18,677	19,547								
3 RD PAY PERIOD		-	-	-	-								
Total		\$ 34,056	\$ 34,074	\$ 36,228	\$ 38,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended August 31, 2021 *

		August Actual	YTD Actual	% of Budget	FY 2022 Budget	Fiscal Year 2021 For the Month Ended Aug. 31, 2020 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)							
<i>Revenues</i>							
Property Taxes	\$	62,968	\$ 925,719	57.40%	\$ 1,612,758	\$ 871,527	6.22%
<u>Intergovernmental</u>							
Personal Property Replacement Tax	\$	193	\$ 3,797	72.33%	\$ 5,250	\$ 2,245	69.14%
State Grants		24,958	24,958	118.00%	21,151	-	0.00%
Total Intergovernmental	\$	25,152	\$ 28,756	108.92%	\$ 26,401	\$ 2,245	1180.85%
Library Fines	\$	1,215	\$ 2,494	29.34%	\$ 8,500	\$ 1,598	56.09%
<u>Charges for Services</u>							
Library Subscription Cards	\$	2,735	\$ 5,161	60.72%	\$ 8,500	\$ 993	419.99%
Program Fes		11	11	0.00%	-	\$ -	0.00%
Copy Fees		547	1,115	29.35%	3,800	328	240.24%
Total Charges for Services	\$	3,294	\$ 6,288	51.12%	\$ 12,300	\$ 1,320	376.23%
Investment Earnings	\$	61	\$ 210	10.51%	\$ 2,000	\$ 583	-63.98%
		-					
<u>Reimbursements/Miscellaneous/Transfers In</u>							
Miscellaneous Reimbursements	\$	-	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income		-	-	0.00%	1,750	-	0.00%
Miscellaneous Income		360	1,007	50.37%	2,000	324	211.10%
Transfer In		1,775	7,465	27.66%	26,993	11,977	-37.67%
Total Miscellaneous & Transfers	\$	2,135	\$ 8,473	27.56%	\$ 30,743	\$ 12,301	-31.12%
Total Revenues and Transfers	\$	94,824	\$ 971,940	57.42%	\$ 1,692,702	\$ 889,574	9.26%
<i>Expenditures</i>							
Library Operations	\$	51,062	\$ 286,246	16.75%	\$ 1,709,443	\$ 312,643	-8.44%
50 Salaries		33,949	125,529	26.04%	482,014	144,811	-13.32%
52 Benefits		5,830	56,176	26.89%	208,903	69,872	-19.60%
54 Contractual Services		10,674	42,390	27.71%	153,001	23,774	78.31%
56 Supplies		609	2,040	8.06%	25,300	3,144	-35.12%
99 Debt Service		-	60,113	7.15%	840,225	71,044	-15.39%
Total Expenditures and Transfers	\$	51,062	\$ 286,246	16.75%	\$ 1,709,443	\$ 312,643	-8.44%
<i>Surplus(Deficit)</i>	\$	43,762	\$ 685,693		\$ (16,741)	\$ 576,931	

* August represents 34% of fiscal year 2022

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Directors Report for August 2021

Programming

We had a very successful book sale! The Friends of the Library have raised over \$7800 for the Library on the first 2 days of the sale. They are continuing with the Summer's End Sale until Sept 17.

Our popup library made its debut at the Hometown Days Festival. We had scheduled 3 storytime readings for the day. Unfortunately, we were in an area that didn't get the foot traffic we were expecting. We will keep scheduling more places and times to bring this service out to the community.

YPL Community Fest planning is going strong. Tiffany has 6 vehicles committed for our Touch-A-Truck station and 3-4 food truck that have committed as well. There will be several "celebrity" story-time readers planned. We have stations for henna and tattoos, demos on 3-D printing, Kendall County Food Pantry will be here collecting Food for Fines, YHS Robotic Club will be doing a demonstration, the Hix Brothers Ukulele Band will be performing, YHS music ensembles will be performing, there will be demonstrations on using our e-book platforms and databases, and the Merry Hearts Clowns will be in attendance. The Friends of the Library will be sponsoring a few grand prize drawings.

We had over 80 people attend our Illinois Storm Chasers program (sponsored by the Friends of the Library). They posted a few pictures of that night on their Facebook page.

9/14/21 there is "A Date We Will Always Remember" program sponsored by the Friends of the Library at 7:00.

On Sat, Sept 25 at 10:30 there will be Storytime at Farmacy Farmstand in Newark. Join YPL staff at the Farmacy Farmstand for Story Time. Families will listen to stories, then explore the farm and everything it has to offer. There will be a dedication to the new Lending Library on the farm after Story Time.

9/28/21 "Twin Disasters: Chicago & Peshtigo Fires" 7:00 – 8:00 This virtual program will commemorate the 150th anniversary of the Great Chicago Fire and the Peshtigo Fire, which occurred on the same October day in 1871.

Oct 2 from 10:00 – 2:00 Story Time at the Farnsworth House

Oct 7 at 10:00 – "Tool Savvy" garden product reviewer will present a program sponsored by the Friends of the Library and the Yorkville Garden Club.

Outreach

8/10/21 I attend the Yorkville Chamber of Commerce Business Luncheon.

On 8/6/21 I attended the "Reference Desk" segment on WSPY radio to report about programs and activities happening in the Library.

I attended the Kendall County Historic Preservation Commission meeting at Lyon's Farm.

We hosted a blood drive for the Chamber of Commerce on 8/17/21.

I reached out to Victor Anderson about having some of his music ensemble groups perform during our YPL Community Fest. I'm still waiting on his reply.

Library Operations

Great Lakes Fire came on 8/4/21 to perform our annual sprinkler inspection.

Colley Elevator came on 8/5/21 to inspect our elevator to provide us with a written proposal for a maintenance agreement.

R.J. O'Neil has been here for several issues in the last few weeks. There were 2 areas that we had duct work come loose from the VAV boxes and they had to be reattached. There were making a very loud noise above the suspended ceiling. We have debris coming out of duct work in the Circulation Department workroom. Levi said we should look into getting our ducts cleaned out. I have put in a call to Kevin for a quote on this service. On 8/30/21 when they were here to reset the chiller, I also noticed standing water on the floor in the server room. The condenser line had frozen, and the tech said that usually indicates that the unit is low on refrigerant. We had to wait overnight for the lines to thaw and he returned in the morning to fill the lines with R-22 refrigerant. This type of refrigerant has been discontinued and he had to find some to refill ours. The tech had to come back in the afternoon because an alarm started to sound in the tech room indicating high temperatures. He had to replace a broken wire that was sounding the alarm. On 9/7/21 they were back to restart the chiller and reset the slide sensor. He said that #2 compress sensor needs to be recalibrated and he would need to contact tech support for this, and the unit would have to be turned off while servicing and suggested doing this in cooler climate. He said we may need to replace the head or sensor itself. They may also have to pull the refrigerant out and put it back in. On 9/9/21 they were back to fix a water leak in the radiator by the back staff entrance door. He said it was a hose bib that was not fully shut, and the gasket cracked and caused water to continuously drip. He said there was about 5 gallons of water in the bottom of the unit that he had to vacuum out. It was a quick fix.

I have reached out to Sysco Systems again to get an ETA on our BAC system but haven't heard back from them.

Martin Plumbing came to replace parts for 2 toilets that were having problems when flushed.

I had to purchase 2 hard drives for our server and 2 back up battery systems.

I reached out to the YPD, Parks & Rec, and Public Works for cones that we can place between our parking lot and the overflow school lot to keep the kids from using our lot as an exit after school. I made the calls and within an hour we had cones delivered to us.

Staff & Training

The management staff and I conducted 7 interviews for part time positions at the Library. We are in the process of hiring 3 of them. We are waiting on their fingerprint reports to clear from the State.

I will be finishing up my Director's University on Oct 4. I have met many new Directors and made a few good contacts with mentors.

We will be having our Staff In-Service on Friday, Sept 24 from 9:30 – 4:30. The Library will be closed for the day.

Other

As of Sept 7, we have started new service hours. We are now opening at 9:00 Mon-Sat.

Programs

Children's Programs:

16 programs with 432 attending (2 book clubs, 4 story times, Window Art, Chalk the Walk, Weather Hunt, Heartland school story time, Escape Room, 2 Tots-and-toddlers, Read with Paws, Peaceful Pathways Montessori tour, Color contest)

2 passive programs with 92 attending (2 face book Spanish story time)

6 Teen programs with 46 attending (book club, 2 TAG, 2 Read-ins , 2 crochet club)

1 passive teen programs with 0 attending (3-D printing)

Note: Read and return area is now available at Kendall County Courthouse, Mutual Ground, Yorkville Soap Bar Laundromat, and Kendall County community Food Pantry.

Adult Programs:

6 programs with 126 attending

8/3 Threads - 5

8/11 Lunch Bunch Book Club- 4

8/11 Storm Chasing- 80

8/19 Men's Book club- 9

78/24 Creative Writing Group-13

8/30 Monday movie- 15

Meeting Room Usage: Rentals- 0 ; Library use- 18; Community use- 3; Zoom meets-5

Museum pass: 9

Proctored tests: 0

Volunteers- Friends of the Library are operating the Lobby book sale and have been continuing to index the KCR Obits

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PATRON DOOR COUNT			3,889	5124	4480	3670								
CURBSIDE PATRONS			38	20	22	24								
HOME DELIVERY			2	2	3	4								
NUMBER OF CHILDREN'S PROGRAMS			12	25	21	16								
CHILDREN'S ROGRAM ATTENDANCE			180	804	875	432								
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			16	7	8	2								
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			819	617	2226	92								
NUMBER OF YA PROGRAMS			4	7	14	6								
YA PROGRAM ATTENDANCE			21	62	88	46								
NUMBER OF YA PASSIVE PROGRAMS			2	0	1	1								
YA PASSIVE PROGRAM ATTENDANCE			10	0	1	0								
YOUTH SUMMER/WINTER READING					377									
NUMBER OF ADULT PROGRAMS			5	6	6	6								
ADULT PROGRAM ATTENDANCE			39	67	67	126								
NUMBER OF ADULT PASSIVE PROGRAMS														
ADULT PASSIVE PROGRAM ATTENDANCE														
ADULT SUMMER/WINTER READING														
MEETING ROOM USE:	Library		11	27	26	23								
	Community		3	2	1	3								
	Rental				1									
BOARD ROOM USE						11								
STUDY ROOM USE			21	36	6	32								
MUSEUM PASS				9	11	9								
YOUTH COMPUTER SESSIONS			23		39	18								
ADULT COMPUTER SESSIONS			211		189	257								
FRIENDS VOLUNTEER HOURS			104	67	76									
IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE														
COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE														

Keyless Entry & Camera System Quote Comparison

	Umbrella Tech	ADS	Sound Inc.	Griffon Systems
Analog camera system	8,610.00 Using current cameras, software and recording equipment	Addendum 16,600.00 Hybrid panel that handles analog and high def., new software and recording equipment	No quote	
Quarterly Maint.	(3 yr.) 215.00 PM, software upgrade & remote support, no service call billable hrs., does not cover replacement cameras	275.00 per month Includes parts & labor, camera replacement		
Digital Camera system & cameras	System install/cable pull 21,275.00 Cameras 13,728.00 Total: 35,003.00	No quote	System install: 12,500.00 Cameras w converters: 41,600.00 Total 54,100.00	Material Cost 14,675.00 Install 5,000 Total 19,675.00 Adding 5 MP cameras. Using existing 28 cameras but pulling into new system w/7 video encoders.
Quarterly Maint.	(3 yr.) 875.00 Remote software support/upgrades, PM, no service call billable hrs.		2-5 year maint. Contracts available (929.52 current maint. Contract for access/camera/motion)	

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HD video surveillance solution designed by
industry experts ...



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4. Specified Technology.....	4
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7. Customer References	8
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1.The Problem

The management team at the Yorkville Public Library have recently had issues with their current analog system being divided on two separate systems using outdated software.

2.System Goals

To deliver one integrated video surveillance system that delivers forensic evidence value by which the administration can deter-crime, and damage to property and the overall safety for its guests.

3.Scope of Work

Yorkville Public Library

902 Game Farm Rd, Yorkville, IL 60560

- **Server Room**
 - We will start by installing the analog to IP converters in the server closet.
 - Next we will install the server in the server rack.
 - Lastly we will install the VMS software on the server, and configure the server into the network.
- **Fixed Cameras x32**
 - We will start by switching the wiring from the current recorders.
 - Lastly we will configure the existing cameras into the new software.

4.Specified Technology

Milestone XProtect

Video Management Software:



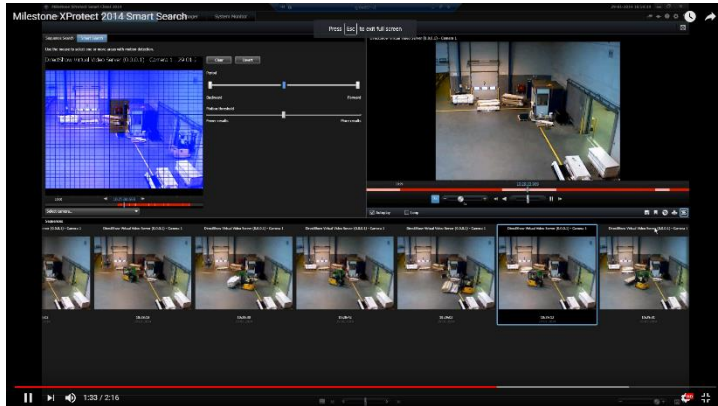
- Save time and operational costs through centralized system management
- Get an accurate, real-time overview using a suite of situational awareness tools
- Save time by automating security actions
- Easily expand and optimize your system: Seamlessly

adjust the load on recording servers, moving cameras from one server to another in runtime, with minimal interruption to the video stream and no need for camera reconfiguration]

- Interactive maps: A comprehensive overview of camera locations and layouts of the entire surveillance installation allows for quick detection of trouble areas
- Alarm Manager: Provides a consolidated overview of security and system alarms for immediate visual verification
- Bookmarking: Flag video sequences of particular interest and add descriptive notes, enabling users to easily share information and increase efficiency in investigating incidents
- Whether you are on-the-go, off-site or onsite, your installation is only a click away with support for all three XProtect clients.
- Sleep safe at night knowing the system will automatically notify you if something needs your attention.
- Create an efficient workflow with a customizable and simplified user interface that lets you tailor the user experience to fit your needs.



- Save time and labor with advanced search tools that help you easily find what you are looking for.



- Smart Search is an ideal tool for searching video for motion in selected areas. For example, Smart Search is useful when you want to identify when a specific package was removed from a shelf, or when a person entered through the back door

- The Playback tab provides the following tools to search recorded video:
- A timeline that you can drag to browse the video recordings.
- A go to feature where you can enter a specific moment in time.
- Smart Search that lets you search for motion in selected areas of a recording.
- Sequence Explorer that lets you investigate sequences from selected cameras.
- You can use the video timeline in simplified or advanced mode. The timeline mode follows the mode of XProtect Smart Client. For example, if you view XProtect Smart Client in simplified mode, the timeline also appears in simplified mode.



5. Training

This is a unique area of excellence from Umbrella Technology. Most system integrators hand over a manual and expect you to become the expert. Umbrella Technologies takes ownership over your education while making it a simple and repeatable process for new employees to be on-boarded. We supply a copy of every owner's manual (of every product), but we take a major step to ensure clarity of use for your team. This element of service is achieved by creating a process and user's manual based on the converged technology solution which was developed specifically for your location.

The first manual is for administrators only of the technology which is 100% tailored to your technology and people. Umbrella Technologies creates an easy step-by-step guide to make changes to the system or to add capabilities.

The second manual is dedicated for your operators of the technology that is focused on the process by which user's respond to alarms, investigate footage, and create reports. Furthermore, we deliver an on-site training class in which we simulate the process, developing incident reports, search and archiving video footage, along with all elements of adding or modifying door access to visitors and employees.

Administrators and Operators both will enjoy a hands-on 1-on-1 education with clear, easy to comprehend documentation. Time and time again we see this part of the experience with Umbrella being unmatched by our competitors.

5.1 On-Going Support

We are your technology resource. Our philosophy is to make you independent of us but having unrestricted access without feeling like you are on a never ending cost prohibiting support merry-go-round. Here is a simple breakdown:

1. We do not charge for phone support during normal business hours.
2. We do offer monitoring services allowing remote access on a permanent basis to provide additional service outside technical support.
3. We never charge anything up and above the quoted price for a technical support.

6. Why Umbrella Technologies

For nearly 10 years the founders of Umbrella Technologies created innovative products within the security industry from HD cameras, video management software and business intelligence analytics. Time and time again we got a first-hand look at the core frustrations of end-users and saw the urgent need to create clear convergence of their security technologies. We've seen our competition fail the end user by providing unrealistic expectations, price gouging, complete project failure and inconsistent service and support. Finally, we said ENOUGH and decided to bring the best people and minds together to fulfill this growing demand in true system integration with Umbrella Technologies.

WE FOSTER EDUCATION

We are students before anything. We hear all the time, "I've been in the industry for 20 years..." Well, 20 years ago the world was different. Truthfully, 3 years ago everything

was different. We do not carry the attitude of knowing it all but success is the reward to individuals who are prepared and we come prepared...

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There is a careful balance between being cocky and competitive. When we engage customers we feel like we're invested in their success and are 100% focused on making sure they win and win big with the system we engineer.

WE PRACTICE HONESTY

Being upfront with you if a problem arises is key. We expect you to also be forthright if a situation or problem is causing dissatisfaction. The key is to confront the issue head on in a professional way together which leads to a solution.

WE ARE CREATIVE

We are only limited by our imagination. Answers are reserved to those who are willing to work hard to find one. Understanding before implementation is our code. Hacking might sound like a bad word. Actually it is a process of educated guessing and checking. These are some of the elements we take to delivering real value.

Umbrella Technologies is a next-generation system integration company. By combining unmatched technology expertise with talented resources we will deliver an advanced solution with a focused process that makes technology work for you.

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BBB Rating: A

as of 9/22/2018

[Click for Profile](#)

ESTIMATE

**Umbrella Technologies**

120 Gale Street
Suite G
Aurora, Illinois 60504
United States

(888) 819-4211
www.umbrellatech.co

BILL TO**Yorkville Public Library**

Dixie DeBord
902Game Farm Rd
Yorkville, Illinois 60560
United States

630-553-4354; 104
Didebord@yorkville.lib.il.us

Estimate Number: Yorkville Library
Video Surveillance
Analog

Estimate Date: January 26, 2021

Expires On: January 26, 2021

Grand Total (USD): \$8,610.00

Items	Quantity	Price	Amount
UMB-ANAENC 16 Channel Analog to IP video encoder using H.264 compression up to 30FPS	2	\$930.00	\$1,860.00
SE-16P-4T Intel Core i7-3770 3.4Ghz, Intel HD Graphics 4000, 8GB DDR3, Windows Embedded 7, 420W PSU: (System: 120W, PoE: 300W) 60GB SSD (OS) Storage 4TB, 16 Port Open Platform Network Video Recorder: SentryEdge	1	\$4,250.00	\$4,250.00
UMB-SOW Installation, configuration, wiring, testing and trouble-shooting. Includes training and engineering of the system. Including Cat5e cabling, and all installation materials required per defined scope-of-work.	1	\$2,500.00	\$2,500.00

Total: \$8,610.00

Grand Total (USD): \$8,610.00

Notes / Terms

3 Year Service and Maintenance Agreement: Paid Quarterly @ \$215 per quarter. Includes first-priority service, remote server/software support with software upgrades, preventative maintenance and no service call billable hours.



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 - Lastly we will install the VMS software on the server, and configure the server into the network.
- **Fixed Cameras x32**
 - We will start by replacing the analog cables with Cat 5 cables.
 - Next we will install the new camera in the location and facing the same direction.
 - Lastly we will configure the cameras into the VMS software.

4.Specified Technology

Fixed Camera Replacements



- 2/4 Megapixel Resolution
- Built-In IR LEDs
- Vandal Proof IK10 Rated
- Auto-Focus motorized lens 3-9mm & Fixed focus
- Ultra-Wide-Dynamic-Range
- Onvif Compliant (Profile S)

Wisenet Video Management Software



Intuitive and Easy to Use

- An intuitive 'drag & drop' tool makes it extremely easy for operators to set up a display of live and recorded images on a single screen or video wall, with customizable layouts and sizes.
- Zoom windows which, with just simple clicks of a mouse, enables operators to zoom in to see close up detail of any suspicious activity.
- Motion detection and video analytics support can be configured to generate alerts when user defined incidents occur.
- A wide range of smart, keyword, calendar and preview search options facilitate rapid retrieval of recorded video.

Desktop

Ultimate Flexibility

Wisenet WAVE offers a wide range of options to allow users to choose how and where to manage their video surveillance systems with minimal hardware requirements.

Wisenet WAVE is offered as software which can be installed onto a user's desktop running Windows, Linux or Apple devices.



One App Many Features

Wisenet WAVE Desktop combines performance, ease-of-use, and a robust reliability into a single cross-platform lightweight app capable of running on everything from Atom based tablets to Xeon based servers.

Mobile

Smart Phone. Smart Video.

A mobile app provides the opportunity to remotely access the key functions of Wisenet WAVE from a smart device to enable 'on-the-road' users to view and respond to any incidents captured by Wisenet cameras.



Connect. View. Search. Control.

Wisenet WAVE Mobile, with a custom developed media player, is a low-latency, user-friendly mobile application for iOS and Android devices that allows users to connect to, view, search and control IP cameras over Wi-Fi or data networks.

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Being upfront with you if a problem arises is key. We expect you to also be forthright if a situation or problem is causing dissatisfaction. The key is to confront the issue head on in a professional way together which leads to a solution.

WE ARE CREATIVE

We are only limited by our imagination. Answers are reserved to those who are willing to work hard to find one. Understanding before implementation is our code. Hacking might sound like a bad word. Actually it is a process of educated guessing and checking. These are some of the elements we take to delivering real value.

Umbrella Technologies is a next-generation system integration company. By combining unmatched technology expertise with talented resources we will deliver an advanced solution with a focused process that makes technology work for you.

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BBB Rating: A
as of 9/22/2018
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ESTIMATE

**Umbrella Technologies**

120 Gale Street
Suite G
Aurora, Illinois 60504
United States

(888) 819-4211
www.umbrellatech.co

BILL TO**Yorkville Public Library**

Dixie DeBord
902Game Farm Rd
Yorkville, Illinois 60560
United States

630-553-4354; 104
Didebord@yorkville.lib.il.us

Estimate Number: Yorkville Library
Video Surveillance
Analog Replacement

Estimate Date: January 26, 2021

Expires On: January 26, 2021

Grand Total (USD): **\$35,003.00**

Items	Quantity	Price	Amount
UMB-WS-7010R Network camera - Helps achieve high-quality video results Provides night vision of objects at a distance of up to 65.62 ft CMOS sensor is cheaper as compare to CCD and consumes less power while producing better HD videos Up to 2592 x 1520 video resolution	32	\$429.00	\$13,728.00

ESTIMATE

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Aurora, Illinois 60504
United States

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www.umbrellatech.co

Items	Quantity	Price	Amount
UMB-SW-48 Supports 48 802.3at/af-compliant PoE+ ports with a total power supply of 384W L2+ Feature--Static Routing, helps route internal traffic for more efficient use of network resources IP-MAC-Port Binding, ACL, Port Security, DoS Defend, Storm control, DHCP Snooping, 802.1X and Radius Authentication provide you robust security strategies L2/L3/L4 QoS and IGMP snooping optimize voice and video applications IPv6 support with dual IPv4/IPv6 stack, MLD snooping, IPv6 neighbor discovery WEB/CLI managed modes, SNMP, RMON and Dual Image bring abundant management features What This Product Does The T1600G-52PS provides 48 10/100/1000Mbps RJ45 Ports which support 802.3at/af-compliant PoE, with a total PoE power supply up to 384W, powerful and flexible enough for users to deploy wireless access points or IP-based network surveillance cameras. The switch is also equipped with 4 Gigabit SFP slots, expanding your network flexibly. In addition, it provides high performance, powerful L2 and L2+ feature	1	\$1,275.00	\$1,275.00
UMB-WS-32CH36TB Up to 32CH, Max. 12MP Camera supported 256Mbps network camera recording 4K video out on HDMI monitor support Dual monitor video out support H.265, H.264, MJPEG compression support	1	\$9,000.00	\$9,000.00
UMB-SOW Installation, configuration, wiring, testing and trouble-shooting. Includes training and engineering of the system. Including Cat5e cabling, and all installation materials required per defined scope-of-work.	1	\$11,000.00	\$11,000.00

ESTIMATE

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Suite G
Aurora, Illinois 60504
United States

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Total:	\$35,003.00
---------------	--------------------

Grand Total (USD):	\$35,003.00
---------------------------	--------------------

Notes / Terms

3 Year Service and Maintenance Agreement: Paid Quarterly @ \$875 per quarter. Includes first-priority service, remote server/software support with software upgrades, preventative maintenance and no service call billable hours.

ESTIMATE



Umbrella Technologies
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Aurora, Illinois 60504
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BILL TO
Yorkville Public Library
Dixie DeBord
902Game Farm Rd
Yorkville, Illinois 60560
United States

630-553-4354; 104
Didebord@yorkville.lib.il.us

Estimate Number: Yorkville Public
Library Meeting
Room Camera

Estimate Date: March 15, 2021

Expires On: March 15, 2021

Grand Total (USD): \$2,429.00

Items	Quantity	Price	Amount
UMB-WS-7010R Network camera - Helps achieve high-quality video results Provides night vision of objects at a distance of up to 65.62 ft CMOS sensor is cheaper as compare to CCD and consumes less power while producing better HD videos Up to 2592 x 1520 video resolution	1	\$429.00	\$429.00
UMB-SOW Installation, configuration, wiring, testing and trouble-shooting. Includes training and engineering of the system. Including Cat5e cabling, and all installation materials required per defined scope-of-work.	1	\$2,000.00	\$2,000.00

Total: \$2,429.00

Grand Total (USD): \$2,429.00

Notes / Terms

Quote for Additional camera added to the meeting room.

Commercial Security System and Services Agreement Addendum

Alarm Company ("Alarm Co"):

Customer #: 217537



Main Office

ALARM DETECTION SYSTEMS, INC.

1111 Church Rd., Aurora, IL 60505
630.844.6300 adsalarm.com



Colorado Branch, DBA

SAFE SYSTEMS, INC.

421 S. Pierce Ave., Louisville, CO 80027
303.444.1191 safe-systems.com

Subscriber ("Sub"):

Yorkville Public Library
902 Game Farm Rd
Yorkville, IL 60560

This Addendum is part of an agreement dated **Nov 2, 2011** currently in effect between Alarm Co and Sub (herein the "Agreement"). These terms and conditions shall be in addition to the Agreement. In the event of a conflict between this Addendum and any other document, including the original Agreement or Sub's purchase order, this Addendum shall control. Wireless transmitting equipment, CPU chip, software, data, passcode to the software and the transmitting and receiving equipment necessary for monitoring service remains the property of Alarm Co. Title and ownership of all other equipment, wiring and apparatus shall ☐ remain with Alarm Co, or ☒ transfer to Sub upon full payment of the purchase price. Additional or changed systems, components, or services are as follows:

QTY	DESCRIPTION	LOCATION	EXISTING
1	OPENEYE VIDEO		
31	Apex Prof 1 Ch Rec License		
1	MT Series 32TB		
1	8 Port Poe+Switch		
2	M7016 16 Chan Encoder		

We Provide

- Provide 24 hour full parts and labor repair service on camera system.
- Inspections will be performed to clean, test, repair or replace the equipment to ensure the system is operating at its peak performance level.
- Provide smart phone app.

Customer Provides

- It is understood and agreed that the Subscriber will provide a dedicated 120VAC circuit to the locations of the ADS supplied equipment.
- Internet connection via modem, router or Wi-Fi.
- Customer to provide IT support and programming for all customer owned equipment.
- Customer will provide access for installation during normal business hours.

Exclusions

- Repair service does not cover Acts of God, vandalism or remodeling.

Additional

- 50% down payment is due when the agreement is signed.

Sub shall pay Alarm Co the additional sum of **\$ 16,600.00**, of which 1/2 is to be paid upon signing of this Agreement or when billed to Sub shortly thereafter, and the unpaid amount is to be paid upon substantial completion of installation, and shall pay for ongoing services the additional sum of **\$ 275.00** per month, payable quarterly in advance. A late payment charge of 1 1/2% per month may be added to all amounts that remain unpaid for more than thirty (30) days, which is an Annual Percentage Rate of 19.56%. Monthly charges may be prorated to coincide with standard periods.

THE AGREEMENT, AS AMENDED BY THIS ADDENDUM, SHALL REMAIN IN FULL FORCE AND EFFECT FOR A PERIOD OF 60 MONTHS FROM THE DATE ON WHICH THE MONTHLY CHARGES OR TIME AND MATERIAL CHARGES UNDER THIS ADDENDUM BECOME EFFECTIVE, AND THEREAFTER SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE EQUAL TERMS. THIS AGREEMENT IS TERMINABLE BY EITHER PARTY UPON WRITTEN NOTICE BY FIRST CLASS USPS MAIL TO "CUSTOMER SERVICE, 1111 CHURCH ROAD, AURORA, IL 60505" OR BY EMAIL TO CUSTOMERSERVICE@ADSALARM.COM, MADE AT LEAST THIRTY DAYS PRIOR TO THE END OF THIS OR ANY RENEWAL TERM. THIS ADDENDUM WILL NOT BE BINDING UPON ALARM CO UNTIL EITHER (1) SIGNED BY AN OFFICER OF ALARM CO OR (2) ALARM CO PROVIDES THE EQUIPMENT OR STARTS THE ADDITIONAL SERVICE.

By: **Carolyn Bell**

Authorized Representative - Alarm Co

{{Sig1_es_:signer1:signature}} {{Dte_es_:signer1:date}}

Subscriber Signature

Date

Approved {{Sig_es_:signer2:signature}} {{Dte_es_:signer2:date}}

Officer - Alarm Co

{{*Name1_es_:signer1:fullname}}

Subscriber Printed Name

ADDITIONAL TERMS AND CONDITIONS

1. You consent and agree that we may collect (including your consent to record your telephone conversations with our representatives), use, disclose, and transfer your personal information, and that of third parties provided by you, to our parents, affiliates, subsidiaries, and our successor corporations, any sub-contractor or assignee of this Agreement or any authority having jurisdiction that requests such information to administer alarm monitoring services or alarm system license, permit or similar programs.
2. Upon Sub's failure to pay any sums due Alarm Co under this Agreement, or upon termination of service by Sub or Alarm Co, Alarm Co may terminate its obligations under this Agreement and remove any Alarm Co owned radio equipment, wiring and apparatus from Sub's premises or alternately abandon all or any portion of the System. If Sub does not permit Alarm Co to recover all Alarm Co owned radio, equipment, wire and apparatus, monthly charges will be continued solely as a rental fee for such equipment (with no other services to be provided by Alarm Co) until Alarm Co is allowed to recover its equipment.
3. When Alarm Co initiates services to Sub in whole or in part at the request of Sub, or as a result of the acquisition of Sub from another alarm company, Alarm Co shall have no duty to test signaling unless Alarm Co reprograms or installs new monitoring equipment. Alarm Co will then test one signal of each type to be monitored (e.g., burglar, hold up, duress, fire alarm, fire trouble, fire supervisory). Unless specifically requested to do so in writing by Sub, Sub has no expectation and Alarm Co has no duty to (A) perform a partial or complete System test during any service visit, whether to reprogram control, repair a defect or at any other time, or (B) re-engineer System or verify its compliance to current code even when System of Sub, through the passing of time, changes in the code or otherwise, is not code compliant.
4. The parties agree that it would be very difficult, if not impossible, to ascertain actual damages for any breach of Agreement by Sub, and the parties agree that Sub shall immediately pay to Alarm Co, upon any breach, or upon premature cancellation of service by Sub, as and for liquidated damages, the sum of seventy-five percent (75%) of any charges remaining to be paid under the terms and life of this Agreement. The parties further agree that Sub shall pay all court costs, collection fees and reasonable attorney's fees of thirty-three and one-third percent (33 1/3%) of all monies remaining to be paid under this Agreement, if Alarm Co places this Agreement in the hands of an attorney for collection.
5. Sub hereby agrees that Alarm Co shall have the right to amend the terms and conditions of this Agreement, including but not limited to service charges, at any time or times beginning six (6) months after the date of this Agreement by giving Sub written notice a minimum of sixty (60) days in advance of the effective date of such change. If Sub is unwilling to accept the amended terms and conditions and notifies Alarm Co in writing by sending a letter by first class USPS mail to "Customer Service, 1111 Church Road, Aurora, IL 60505" or by email to CustomerService@adsalarm.com, at least thirty (30) days prior to the effective date of such modification, Alarm Co shall be permitted, at its sole option, upon written notice to Sub, to terminate this Agreement as if the term had expired or, in the alternative, to allow this Agreement to remain in full force and effect without further notice. Failure to notify Alarm Co in writing at least thirty (30) days prior to the effective date of the amendment will constitute Sub's consent to amend, and all other terms and conditions of this Agreement shall remain in full force and effect.

Paragraphs 6-10, intentionally omitted.

11. LIMITATION OF LIABILITY. ALARM CO AND ITS DIRECTORS, OFFICERS, SHAREHOLDERS, AGENTS, ASSIGNS, EMPLOYEES, INDEPENDENT CONTRACTORS, OR MANUFACTURERS PROVIDING PORTIONS OF THE EQUIPMENT, INSTALLATION, OR SERVICES FOR SUB (INCLUDING, BUT NOT LIMITED TO, SIGNAL CARRIERS, TELEPHONE COMPANIES, MUNICIPAL AGENCIES, MONITORING PROVIDERS), ALL HEREINAFTER REFERRED TO AS "OTHERS," ARE NOT AN INSURER. IN ADDITION TO THE LIMITATIONS OF LIABILITY CURRENTLY IN FORCE, ALARM CO AND OTHER'S LIABILITY FOR ALL LOSS, DAMAGE, OR EXPENSE DUE TO DATA BREACH, ACCESS TO OR DISCLOSURE OF ANY PERSON'S OR ORGANIZATION'S CONFIDENTIAL OR PERSONAL INFORMATION, INCLUDING, BUT NOT LIMITED TO PATENTS, TRADE SECRETS, PROCESSING METHODS, CUSTOMER LISTS, FINANCIAL INFORMATION, CREDIT CARD INFORMATION, HEALTH INFORMATION OR ANY OTHER TYPE OF NONPUBLIC INFORMATION; OR THE LOSS OF, LOSS OF USE OF, DAMAGE TO, CORRUPTION OF, INABILITY TO ACCESS, OR INABILITY TO MANIPULATE ELECTRONIC DATA IS EXPRESSLY LIMITED AS SET FORTH HEREIN. SHOULD THERE ARISE ANY LIABILITY ON THE PART OF ALARM CO OR OTHERS FOR ANY DAMAGES OF ANY KIND, (INCLUDING GROSS NEGLIGENCE) OF ALARM CO OR OTHERS, SUCH LIABILITY SHALL BE LIMITED TO THE MAXIMUM SUM OF 10% OF THE ANNUAL SERVICE CHARGE OR \$2,000.00, WHICHEVER IS GREATER, COLLECTIVELY FOR ALARM CO AND OTHERS, AS LIQUIDATED DAMAGES AND NOT AS A PENALTY AS SUB'S EXCLUSIVE REMEDY.

12. INDEMNIFICATION. IF ANYONE OTHER THAN SUB ASKS ALARM CO OR OTHERS TO PAY FOR ANY HARM OR DAMAGES (INCLUDING PROPERTY DAMAGE, PERSONAL INJURY OR DEATH) CONNECTED WITH OR RESULTING FROM (I) A FAILURE OF THE SYSTEM OR SERVICES, (II) ALARM CO'S OR OTHER'S OWN NEGLIGENCE, (III) ANY OTHER IMPROPER OR CARELESS ACTIVITY OF ALARM CO OR OTHERS IN PROVIDING THE SYSTEM OR SERVICES OR (IV) A CLAIM FOR INDEMNIFICATION OR CONTRIBUTION, SUB WILL REPAY, RESPECTIVELY, TO ALARM CO OR OTHERS (A) ANY AMOUNT WHICH A COURT ORDERS ALARM CO OR OTHERS TO PAY OR WHICH ALARM CO OR OTHERS REASONABLY AGREE TO PAY, AND (B) THE AMOUNT OF ALARM CO'S OR OTHER'S REASONABLE ATTORNEY'S FEES AND ANY OTHER LOSSES AND COSTS THAT ALARM CO OR OTHERS MAY PAY IN CONNECTION WITH THE HARM OR DAMAGES. UNDER NO CIRCUMSTANCE, SHALL ALARM CO INDEMNIFY SUB.

13. WAIVER OF SUBROGATION. Sub hereby waives all claims for recovery against Alarm Co or Others for any loss or damage to any of Sub's property insured under valid or collectible insurance policies. This waiver of subrogation rights shall extend to all forms of subrogation, including but not limited to equitable and conventional subrogation, and shall be binding on any and all assignees or subrogees of Sub's rights. Sub agrees to shift the risk of loss to its insurers who have expressly contracted to accept the risk of loss as to Sub's property. Sub expressly and explicitly acknowledges that its insurers have undertaken said risk of loss as to its property and that those insurers have charged Sub a fee or premium commensurate with that undertaking of risk of loss. Sub will notify its insurance company of this release.

14. No suit or action shall be brought against Alarm Co or Others more than one year after the accrual of the cause of action. Sub also waives the right to initiate or participate in a class action litigation or arbitration against Alarm Co. In any action commenced by Alarm Co against a nonresidential Sub, Sub shall not be permitted to interpose any counterclaim. The interpretation of this Agreement shall not be construed against the drafter. This Agreement is deemed executed in Kane County, Illinois, shall be governed by Illinois law and venue shall be exclusive in the Circuit Court of Kane County, Illinois should any dispute between Alarm Co and Sub be litigated. **The parties hereby waive any objection they may have to jurisdiction or venue of any such suit, and further waive trial by jury in any action between them.**

Down Payment / Progress Billing / Final Billing

Customer #: 217537

Name: Yorkville Public Library

Proposal #: PRO-166094

Quote #: QT-0036259

Please identify your preferred payment method for all Down Payment, Progress or Final Billing related to the work for which you have contracted.

{{(CC)pay_es_:style(cross):label("I would like to pay via Credit Card")}}

{{(ACH)pay_es_:style(cross):label("I would like to pay via Bank Account ACH")}}

{{(PHO)pay_es_:style(cross):label("Please email an Invoice immediately, and we will pay upon Receipt")}}

Down Payment Percent: 50 %

Person to contact to obtain the information above {{*PersonToContact1_es_}}

Phone # of person stated above {{*PhoneOfPersonToContact_es_}}

E-Mail of person stated above {{*EmailAddress1_es_:isemail}}

Our contract administrator will call the person above to securely record credit card or bank account information upon receipt of the signed contract. Please advise them we will be calling.

Signed {{*Sig1_es_:signer1:signature}}



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*****



PROPOSAL

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

Russ Walter
Yorkville Library Board Trustee
Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560

Russ,

Below is the breakdown of the Avigilon surveillance system for Yorkville Public Library. Based on your requirements and the walkthrough, I would recommend the following configuration:

First Floor: (16 Existing Analog, 4 New IP Cameras)



2nd Floor (12 Existing Analog):



Schedule of Work:

Griffon Systems, Inc. will install four (4) Avigilon megapixel ip cameras according to the design plans.

One (1) 16TB Avigilon Video Storage Server will be rack-mounted and configured for local and remote access. Health monitoring will be setup for the cameras and server for remote management by Griffon. Five (5) Avigilon megapixel ip cameras will be aimed and configured for ~ 30 days of motion-based video storage. Twenty-eight (28) Existing analog cameras will be pulled into the new system with seven (7) video encoders. End users will be setup and configured based on access rights. Desktop PC clients will be installed for video viewing and recording review. Mobile clients will also be configured and setup for local and remote viewing.

Griffon Systems, Inc. will setup end user training for the Avigilon camera system and schedule ongoing support sessions for the first year when new system features are released.

All Avigilon Hardware is covered by the manufacturer for 5 years from purchase date.

QUANTITY	EQUIPMENT	PRICE	EXTENSION
3	AVIGILON 3MP SL DOME	\$ 550.00	\$ 1,650.00
2	AVIGILON 5MP H5 SL IR BULLET	\$ 650.00	\$ 1,300.00
7	AVIGILON 4 CHANNEL ENCODERS	\$ 350.00	\$ 2,400.00
11	AVIGILON ACC V7 SOFTWARE	\$ 175.00	\$ 1,925.00
1	AVIGILON 16TB VALUE SERVER		\$ 7,000.00
2	CAT 6	\$ 200.00	\$ 400.00
LOT	CAMERA INSTALLATION AND MATERIALS		\$ 3,500.00
LOT	SYSTEM CONFIGURATION AND 1 ST YEAR SUPPORT		\$ 1,500.00
MATERIAL COST			\$ 14,675.00
INSTALLATION TOTAL			\$ 5,000.00
TOTAL COST			<u>\$ 19,675.00</u>

PAYMENT TERMS – 55% down payment due on acceptance. 45% Balance Net 30

A system support program is included in the price for the first year. This will cover only the hardware included in this proposal not the existing cameras or wiring.

A 90-day warranty on labor and a 1-year warranty on parts cover labor and materials for this quotation. All material is guaranteed to be as specified. All work is to be completed during normal business hours Monday-Friday. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. This proposal is valid until 12/31/21.

CUSTOMER SIGNATURE: _____ DATE: _____
Yorkville Public Library

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Disaster Plan

**Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560
630-553-4354
www.yorkville.lib.il.us**

**Created May 2019
Updated August 2021**

Staff members to call in the event of a disaster:

<u>Position</u>	<u>Name</u>	<u>Phone</u>
Director	Shelley Augustine	815-210-8891
Technical Service	Dixie DeBord	630-245-3790
Youth Director	Jennette Weiss	630-707-0888
Circulation Manager	Sharyl Iwanski	630-636-1184
Adult Service	Genevieve Hix	847-331-6282
Custodian	Allan Minor	630-423-2111

Services to call in the event of a disaster:

<u>Service</u>		<u>Phone</u>
Fire Department		911
	Non-Life Threatening	630-553-6186
Police Department		911
	Non-Life Threatening	630-553-4340
Ambulance		911
Illinois Emergency Management Agency		800-782-7860
Kendall County EMA		630-553-7500
Insurance Company	contact City of Yorkville	630-553-4350
Legal Advisor	Kathleen Field Orr City Attorney	Work 312-382-2113 Mobil 708-267-6244
	Roger Ritzman Library Attorney	Work 630-665-1900 Fax 630-665-0407

YORKVILLE PUBLIC LIBRARY VENDOR CALL LIST

Access Control (FOBs)	Umbrella Technologies Zach Brummel – Tech	888-819-4211 Cell 815-414-1425
AED (Heart Machine)	Bryan Heriaud	630-802-5214 (cell)
Air Conditioning/Heating	R. J. O’Neil Kevin Baumann Levi Stewart	630-906-1300 630-383-1922 630-774-6832
Alarm System	Alarm Detection Systems Account Rep: Marcus Atwell	630-844-5317
Automatic Doors	Tee Jay Service Tom King	630-406-1406 708-837-4496
Board Minute Taker	Marlys Young	630-882-9264
Carpet Cleaning	Imperial Paul O’Callaghan	630-925-1800 331-401-4896
Com Ed	Acct #1094288008	800-334-7661
Computers	Lloyd Warber	630-421-0457
Donation Bricks	Reiners Memorials	815-786-2437
Electrical	Correct Electric Owner: Ryan or Jason	630-801-5050
Elevator	Thyssenkrupp Technician: Steve (from Montgomery)	630-652-4000
Extinguisher Inspection	Fox Valley Fire/Safety (Adam)	847-695-0600
Fire Alarm System	Fox Valley Fire (Adam)	847-695-5990
Janitorial Supplies	Cambria (Alan places order/faxes in)	630-553-2346
Landscape	Eric’s Cut Above	815-238-9428
Legal	Roger Ritzman Check with City Attorney first	630-665-1900

Locksmith	Walden Lock Service Joe Sailor	630-851- 0396 815-722-2431
Metronet (Internet provider)	Acct #1651373	855-769-0936
Office Supplies	Amazon/Quill	order on-line
Pest Control	Smithereen (Tony)	800-336-3500
Photocopiers	Impact Account Rep: Michelle Bumbar For Service For Supplies	815-343-4143 888-752-0052 866-228-4857
Plumbing	Beery Heating & Plumbing Martin Plumbing	630-585-6444 630-553-1111
PrairieCat		877-542-7257
Public Works (water/sewer)	Eric Dhuse	Work 630-553-4353 Cell 630-878-7102
Reaching Across Illinois Library System (RAILS)		815-729-3345
Roof	Olssen Roofing (also gutter cleaning) Showalter Roofing Patrick Barry	630-892-0449 630-499-7700 630-774-1953
Security Cameras	Sound Incorporated (Mike)	630-369-2900
Snow Removal	City Public Works Dept. Eric Dhuse	630-878-7102
Syserco	BAC system Tom Goetz	331-903-3300 312-720-6758
TBS Scanner/Coin Box	Help Desk	630-537-1370
Telephone (TCG Solutions)	Jeff Norris	630-453-8726
Water Clean-Up	Service Master	630-553-6650
Weblinx (Website)	Theresa Khul	630-551-0334 Cell 630-880-033
Updated 8/23/21		

Upkeep Checklist

A. Daily Procedures

1. All windows are closed, and doors secure
2. No pipes, faucets, toilets, or air conditioning units leaking
3. No signs of structural damage
4. Turn off all unnecessary equipment

B. Periodic Procedures

1. Emergency numbers posted by each phone
2. Alarm/fire inspection
3. Elevator inspection
4. Fire extinguisher inspections
5. Backflow inspection

Staff familiarized with location of fire extinguisher, flashlight, storm shelter, and how to reach staff members in case of disaster

Fire/Tornado Drill

In the case of a tornado, all staff/patrons will use the restrooms for shelter.

If a disaster strikes when the building is occupied, our first concern is for the safety of the people inside. Escape routes, alternate routes, and procedures for evacuating should be clear to all staff and patrons. Practice drills should be conducted on a regular basis to eliminate panic and to keep everyone informed.

Location of emergency equipment

- A. Cutoff switches and valves
 1. Electric
 2. Water
- B. Extension Cords
- C. Fire alarm
- D. Fire extinguishers
- E. Flashlights
- F. Mops/pails/brooms
- G. Paper towels
- H. Plastic trash bags
- I. First aid kit/rubber gloves

Sources of off-site equipment and supplies

<u>Item</u>	<u>Contact</u>	<u>Phone</u>
Drying space	Beecher Community Center	630-553-4357
Fans	Friends of the Library Library Board of Directors	Contact current officers See attached list
Lift	Library	
Portable generator, sump pump, wet-dry vacuum, dehumidifiers	First Place Rental 4975 State Street Route 71	630-554-3155
Carpet cleaning	Imperial Service Systems	630-925-1800

List all locations where this plan is on file:

- A. In house
 - 1. Director's office
 - 2. Computer shared drive
- B. Off site
 - 1. Board of Trustees
 - 2. Director
 - 3. Police Department

Key Holders

Darren Crawford (Current Board President) 2233 Northland Lane Yorkville IL 60560	(H) 630-882-8990 (C) 630-927-1701
Russ Walter (Past-Board President) 2688 McLellan Blvd Yorkville IL 60560	(H)630-553-1992 (C)630-240-3240
Durk Henne – City electrician	630-600-7114
RAILS	815-729-3345
Library Staff	

Safety Policy

Statement of General Policy:

It is the policy of the Yorkville Public Library to ensure, as far as is reasonably practicable, the health, safety, and welfare of its staff. The library follows the State of Illinois Safety Inspection and Education Act (820 ILCS 220/0.01) and the Health and Safety Act (820 OLCS 225/0.1) that provides job safety and health protection for public workers through the promotion of safety and healthful working conditions throughout the State.

Emergency Procedures

In the Event of Fire:

- Sound the nearest fire alarm.
- Dial 911 and Library Director.
- Evacuate the area immediately. Close doors behind you to confine the fire.
- Go to the closest exit and leave the building. Never allow fire to come between you and the exit.
- Do not break windows. Oxygen feeds fire.
- Before opening any doors, touch it near the top. If the door is hot or smoke is visible, do not open the door.
- Do not use the elevator.
- Do not attempt to save possessions at the risk of personal injury.
- Do not attempt to fight the fire unless you have been properly trained in the use of fire extinguishers.

Tornado Warning:

When tornado sirens sound, this means a tornado has been sighted. When tornado sirens are sounded or communication from the police is relayed, the following precautions are recommended:

- Proceed to the restrooms on the first floor.
- Avoid windows and exterior doors.
- When walking to shelter, do not use the elevator.

Power Outage:

In case of a power outage the emergency lights will come on immediately. The library will be closed until the electricity comes back on. Patrons may remain in the foyer until the outage is over. The library may close for the remainder of the day if the circumstances require.

Bomb Threat:

In the event of a bomb threat, the Yorkville Police and Fire Department will be called immediately. If you receive a bomb threat:

- Be calm, do not panic.
- Note the exact time.
- Write down as accurately as possible the statement made.
- Listen to the voice to determine the gender, age, and accent.
- Listen for background noise.

- Immediately notify your supervisor.

Should it be necessary to evacuate the building, the decision to evacuate will be made by the supervisor, police, or fire department.

Accidents/First Aid/Unsafe Working Conditions:

All accidents should be reported immediately to the Director or department manager. An Incident Report form will be completed by the supervisor. These forms are found on the common drive under the Incident Reports folder.

Unsafe working conditions are to be reported as soon as possible to the supervisor, the Director, or designee.

Evacuation routes are posted in the Library designating Emergency Exits (see attached Emergency Route).

Fire extinguishers are location throughout the building and are updated each year (see attached map for locations)

Adopted by the
Yorkville Public Library
Board of Trustees
June 12, 2006
April 19, 2019
Updated

Disaster Recovery

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all staff and patrons. Practice drills should be conducted on a regular basis to eliminate panic during the “real thing”.

Most disasters tend to occur when the building is unoccupied – during the early morning hours, on weekends or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

95% of all disasters will result in water-damaged materials. Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment. You must work quickly to salvage damaged materials and to prevent additional damage from occurring.

The following steps are recommended for an effective recovery operation:

I. Assess the damage

How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, etc.)? Is it confined to one area or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced or are they irreplaceable? Can they be salvaged by the in-house recovery team or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil as ink will run). Photographs should be taken to document the damage. Contact your insurance carrier, sources of supplies and services, and the local library system.

II. Stabilize the environment

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees F and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment:

- A. Portable generators, in case a power failure occurs
- B. Pumps, to remove large quantities of standing water
- C. Fans, to circulate the air
- D. Thermometers, hygrometer, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity

Dehumidifiers can help lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Raising the

temperature will not lower the humidity – it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Extreme caution must be taken, as standing water can conceal hazards.

III. Activate the in-house disaster recovery team

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

IV. Restore the area

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

Salvage Procedures for Water-Damaged Materials

Several options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred and the manpower, expertise, and facilities available.

I. Freezing

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals. (The faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees F will freeze and dry out wet materials. If freezer space is not immediately available and the outside temperature is below 15 degrees F, place the materials in a secure area outside. Cover them with plastic if rain or snow is expected.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

II. Vacuum freeze drying

Vacuum freeze drying is the safest and most successful method, although it is the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least -200 degrees F, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to “explode.”

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding. (This is especially true for leather binding.) They may be placed in a high humidity room to accelerate the acclimation process but must be monitored closely for signs of mold.

Materials so treated will not look like new but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed's chamber. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

III. Air-drying

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% relative humidity. Instructions are outlined in section II below. This process is not recommended for coated stock materials such as art books (see section III below).

IV. Vacuum drying

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reasons.

The following salvage procedures are recommended:

I. Volumes to be frozen

A. Removal

1. Clear the floors and aisles first.

2. Begin with the wettest materials. These will usually be on the lowest shelves unless water has come in through the ceiling.
3. Dirt and mold should be removed and treated before freezing (see IIA and VI below). If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
4. Pack materials on-site, if possible. If not, remove by human chain.
5. Keep accurate records of the locations from which materials are removed.

B. Packing

1. Remove volumes from shelves in order.
2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates spine down.
3. Pack crates one layer only, snugly enough that volumes will not slide or lean.
4. Wrap open books as found and place on top of a packed container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding dyes.
5. If books are stuck together, do not attempt to separate them, but pack them as one volume.
6. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

C. Record keeping

1. Label each container with your institution's name and assign it a number.
2. On a separate sheet of paper, record the box number, call number of the first and last volumes packed and the total number of books in each container. If they are not in call number order, note the location where found.
3. If the containers are sent to more than one freezer, note which containers are sent where.
4. Keep records of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

II. Volumes to be air-dried

A. Washing procedure (to be performed off-site only)

1. Keep the book tightly closed and hold it under cold, clean running water.
2. Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.
3. Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
4. Do not wash:
 - a. Open or swollen volumes
 - b. Vellum or parchment bindings or pages
 - c. Full or partial leather bindings
 - d. Fragile or brittle materials
 - e. Works of art on paper
 - f. Water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
 - g. Manuscripts
 - h. Non-paper materials

B. Saturated volumes

1. Do not open! Wet paper tears easily!
2. Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed, and the wet paper removed from the area.
3. Covers may be opened to support volumes.
4. Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
5. When most of the water has drained, proceed to section C (damp volumes).

C. Damp volumes

1. Very carefully open the book (not more than a 30-degree angle).
2. Begin interleaving from the back and keep the volume in an upright position.
3. Place interleaving sheets at intervals of 25 leaves (50 pages) unless they will distort the volume.
4. Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. Ortho-Phenyl Phenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol. (Do not use methanol, as it will cause inks to bleed.) Safety equipment (mask, eye goggles, and rubber gloves) should be worn when preparing and using this solution.
5. Continue to change the paper underneath and remove from the area.

D. Slightly damp volumes / volumes with only wet edges

1. Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Position volumes in a path of circulating air.
2. When almost dry, lay the volumes flat and place weights on them (but not on other drying books) to minimize distortion. Do not stack wet volumes.
3. Lightweight volumes (less than six pounds) may be hung on lines to dry.
 - a. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
 - b. Do not line-dry a saturated volume as the monofilament will cut through the wet paper.

III. Volumes with coated stock paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas' Document Reclamation Service reports that vacuum, freeze drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (see section IV below). The only chance of saving such materials is to interleave every page and air-dry.

IV. Documents / unbound materials

A. Freeze as found

1. Do not remove from the file cabinet drawers, document cases or folders.
2. Do not turn containers upside down to empty or drain.

B. Separation of wet sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Run gently with a bone folder – surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the wet sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. Materials may be frozen at this stage.
7. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

V. Non-book materials

A. Photographic materials (prints, negatives, slides, film)

Do not expect to salvage color photographs, as the colored layers will separate, and the dyes will fade quickly. However, if you wish to try, freeze them immediately or transport them to a photographic laboratory.

Photographic materials should not be allowed to dry out after they become wet as they will stick to their envelopes or to each other. Any attempt to separate them after they have dried together will result in damage to the emulsion or the image. Remove the materials from their protective enclosures and wash off any mud or dirt under cold, clean running water.

The following options are available for salvaging photographic materials:

1. Air-dry either flat or on lines of monofilament (plastic spring-type clothespins may be used to hang them on the lines).
2. If there are too many to air-dry, they may be stored in cold water (65 degrees F or below – cold helps to preserve the emulsion). Ice may be added to the water, but do not add dry ice or allow the materials to remain under water longer than three days. Formaldehyde may be added to the water (125 milliliters to one liter) to help prevent the gelatin from swelling and softening. Black and white film could last three days in this solution before the emulsion begins to separate; color film could last 48 hours. Transport the materials (in sealed polyethylene bags inside plastic garbage pails) to a professional laboratory within 24 hours, if possible.
3. If time does not permit air-drying, the materials may be frozen. As the emulsion may be damaged by the formation of ice crystals, freezing as quickly as possible is recommended (smaller ice crystals will cause less damage). Negatives should be separated before freezing as they tend to stick together when thawed.
4. The Eastman Kodak company provides free emergency service for cleaning and drying its own black and white roll microfilm.

B. Microforms

1. Silver halide microfilm
 - a. Keep under water (see section V above)
 - b. Send to Kodak or a professional micro-processing laboratory
2. Vesicular and diazo microfilm
 - a. Wash off mud or dirt under cold, clean running water
 - b. Air-dry or dry with cheesecloth
3. Microfiche
 - a. Treat the same as silver halide microfilm
 - b. Kodak will not treat microfiche, so send them to a professional micro-processing laboratory.

Active Shooter Emergency Plan

Active Threat and Trauma Scenario

- An active shooter / armed intruder does not have to be firing the weapon. If it is drawn / pointed / used in any threatening way, take immediate action.
 - An active shooter may be someone we know – that does not matter – do not sympathize, try to help, or talk down someone.
 - They are committing criminal act and police need to be contacted so they can get on the scene as soon as possible.
 - Any staff member can and should take action. Quick action and resistance of any kind from those in the building will save lives.
1. Announce an EVACUATION so people can take action – “ATTENTION, ARMED INTRUDER IN THE BUILDING. SHOOTER IN THE BUILDING” – Be loud. Repeat it. Options for this are:
 - a. Grab a bull horn (behind the circulation desk) and call “Shooter in building.” If you hear this, it is a signal to take action. Follow up with RUN, HIDE, FIGHT (see below).
 - b. Shout – don’t be secretive – shout it out. The shooter knows that they are here, so let everyone else know, too.
 - c. Use library phones or the PA on the phones.
 - d. Use your cell phone (a good reminder to have at least administration and department managers in your phone, as well as non-emergency police / fire).
 2. Press panic button and / or call 911
 - a. Tell them an armed intruder is at Yorkville Public Library.
 - b. Give any details you can – dispatch will ask for number of suspects, gender, race, height, weight, clothes (top to bottom, shirt, pants, shoes, facial hair, glasses, etc.), what they are holding / carrying (weapons or any unknown or suspicious items, such as pipe bomb). They will also ask if you know if anyone is injured and their locations, or if you noticed any vehicles waiting outside.
 - c. If it would not give your location away, don’t hang up the phone. Tell the dispatcher you are leaving the line open so she can hear and gather any other information she might need.
 - d. If possible, you may call 911 to provide any updates – for example, that you and others are safely out of the building, that you saw the current location of the shooter, etc. Remember that the dispatcher has radio access to officers on the scene and any additional information can be helpful.

What We Can Do

We are the first responders; every individual should be taking action before the police arrive. It will take them at least 2 minutes to arrive. National training programs provide a lot of options,

so we must evaluate the situation, choose an option, and commit to that action. Doing nothing should not be an option.

- Control your breathing – you can handle this
- Visualize yourself in action – you can be a leader
- Know that being shot or injured does not mean you will die – you can fight, you can survive

RUN, HIDE, FIGHT: Surviving an Active Shooter Event – an excellent video everyone must watch. It shows these options in real time scenario.

<http://www.youtube.com/watch?v=5VcSwejU2D0>

(Search “Run Hide Fight Houston” on YouTube or Google)

I. RUN: If you can get out, do.

- A. Gather others to leave with you, but don't be delayed with indecision.
 1. Visualize your escape – know where you are going and what you need to get out (key, etc.). You don't want to find yourself stuck.
 2. Know evacuation routes – use the closest, safest route – consult fire evacuation procedures for all primary and secondary routes as routine training.
 3. Be a “hard target” – run in a zig-zag pattern.
 4. Avoid long hallways.
 5. Avoid elevators.
 6. It is important to be aware of surroundings and evacuation routes. Use emergency exits; pull blue emergency bypass (don't use key fob) so everyone can get out with or after you.
 7. Note: Consider that the front entrance may not be the best route if shooter has a plan or accomplice or booby-trapped the front doors in some way. The front entrance should still be used if it is the fastest, safest exit.
- B. Break windows or doors if you need to. To break a window, the weakest spots are the corners. If you throw something at the middle, it will likely bounce back and hurt you.
- C. Leave belongings behind.
- D. Seek shelter outside – our designated evacuation shelter is the Yorkville Police Department in City Hall – where staff will meet with emergency personnel or give statements after the situation is over. At the least, seek immediate shelter at a location nearest to your exit that will not put you back in harm's way – and call police, fellow staff members, or someone else to let them know you are safe.
- E. If you are running out, keep your hands in the air.

II. HIDE: There is a difference between cover and concealment. Cover is protection against bullets. Concealment is simply hiding but still being an accessible target. Hiding under a desk is concealment – a desk will not stop bullets.

- A. Act quickly and quietly.
- B. Turn out lights. You may pull shades but be aware that this will also prevent police from seeing inside.
- C. Silence your devices.

- D. Lock and barricade doors. (Note: easier to barricade when door open inward.)
 - 1. Push or pile as much as you can. It doesn't necessarily have to be heavy. If it looks like a nuisance or that things will fall, then the room may be avoided.
 - 2. Don't hide behind the barricade.
- E. Stay out of sight of the doorway and windows.
- F. Hiding in a corner or making yourself flat or close to the floor is better protection. Think ahead about possible line of fire, so you can choose the best place to hide in the room.

Note: Stay in place unless conditions in your secure location become life threatening or emergency personnel arrive to remove you from your location. Don't trust just a voice if someone comes to the door and says they are the police. Emergency personnel will clear the building twice.

- III. FIGHT: Counter the shooter with actions that will disrupt or distract. Fighting is a last resort, but there are many options.
 - A. Throw something to land and make noise away from you. The shooter may look away.
 - B. Move; be a hard target – move in zig-zag pattern, not a straight line. Don't just stand.
 - C. Move in groups – if you increase your numbers, it is harder to lock onto someone.
 - D. Disable physically.
 - 1. Throw heavy item – fire extinguisher, chair, book
 - a. Throw at face – line of sight will be impaired
 - b. Throw at arms / weapon
 - 2. If you are with a group, all throw something.
 - 3. Kick / strike
 - 4. Spray with fire extinguisher
 - 5. If the shooter has a rifle or long barreled gun, it can't be used in very close quarters. If you have an opportunity to push, move, or hold the barrel of the gun, that may be better than trying to run. A handgun is harder to disrupt as it is held close to the body.

Note: Target sensitive areas – throat, eyes, nose, and groin. If you hit the nose, shooter will automatically tear up and impair vision.

What Police Will Do

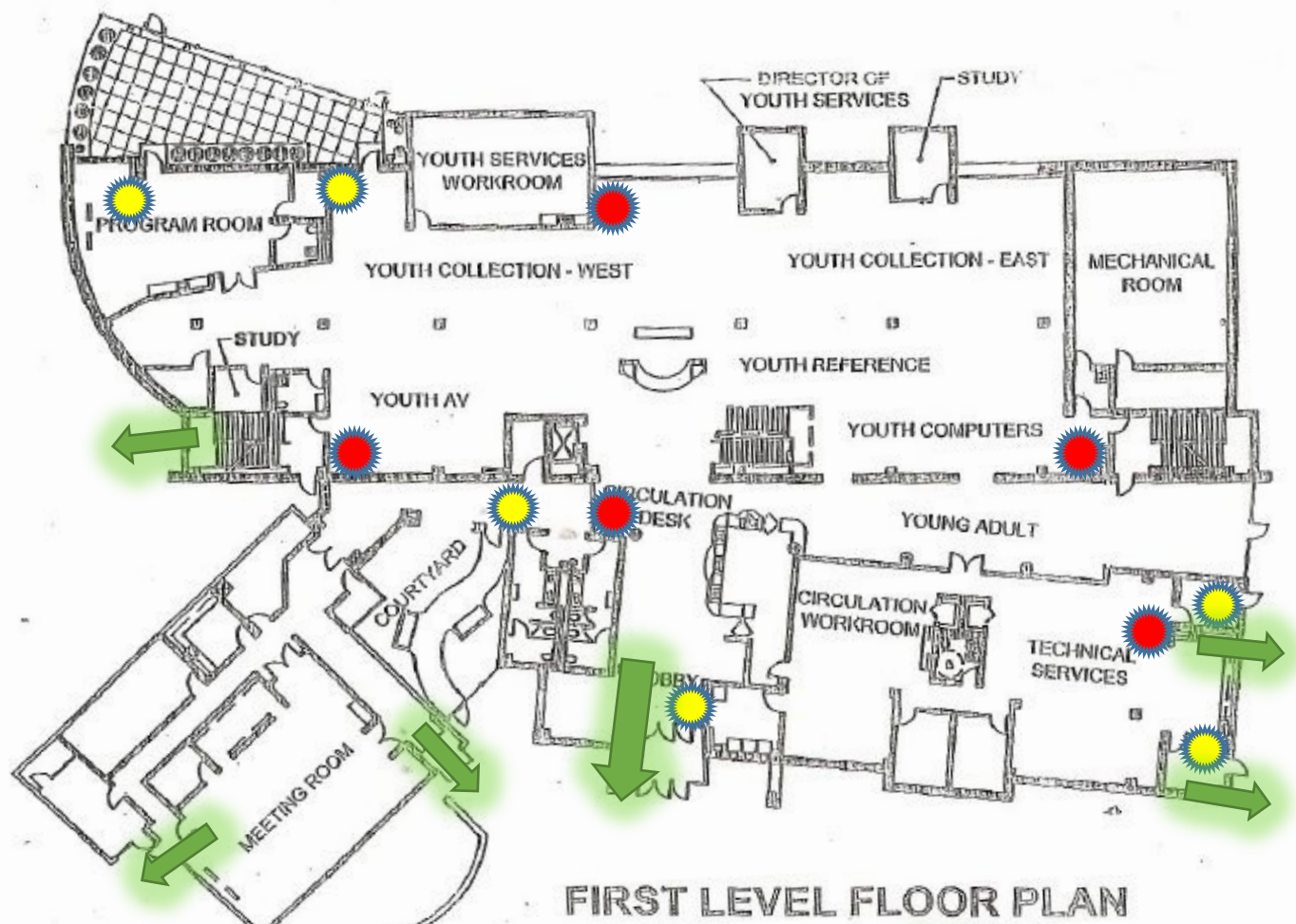
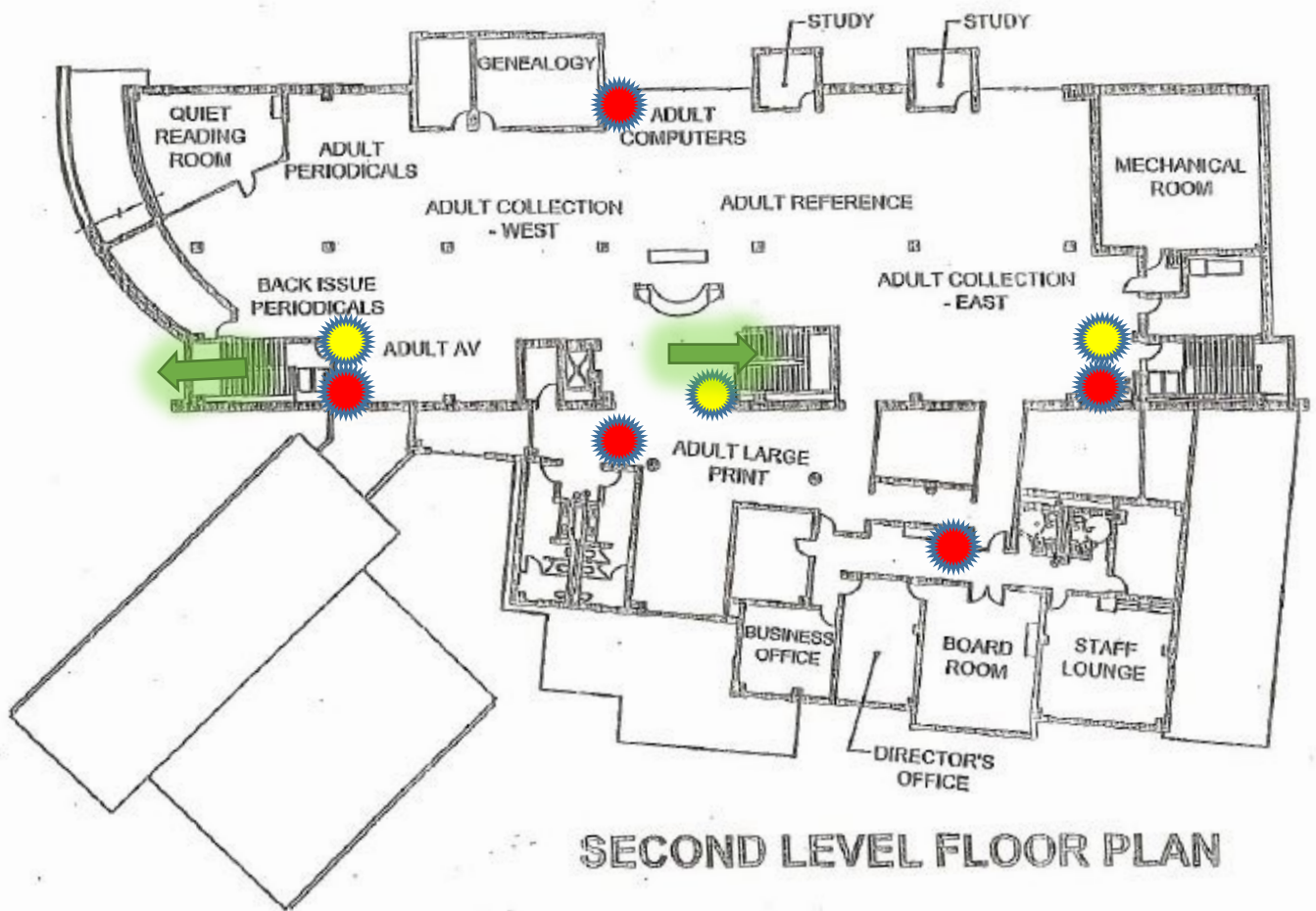
- I. They will not enter through the front of the building. It is possible that the shooter will put a trap or explosive device there. Expect them through windows or other entrances.
- II. They will neutralize situation first and stop the shooter. They will not stop to do first aid or assist with anything until the suspect is no longer a threat. Therefore:
 - A. Do not yell at or grab police. It will hinder their actions and distract them from their duty.
 - B. Keep your empty hands in the air with fingers spread.

- C. Do NOT pick up a discarded weapon – you may be looked at as a suspect. If in the course of events a weapon is left near you, hide it, put it in a garbage can or anything so it is not exposed and available to the shooter.
- III. Police will be doing an exhaustive investigation. You may not be interviewed directly afterward, but you will be asked questions at some point.
- IV. In some villages and cities, the Fire Department or Paramedics are also trained and may come on site before the situation is resolved. Some firefighters may enter surrounded by armed police (SWAT-like) to aid the injured.

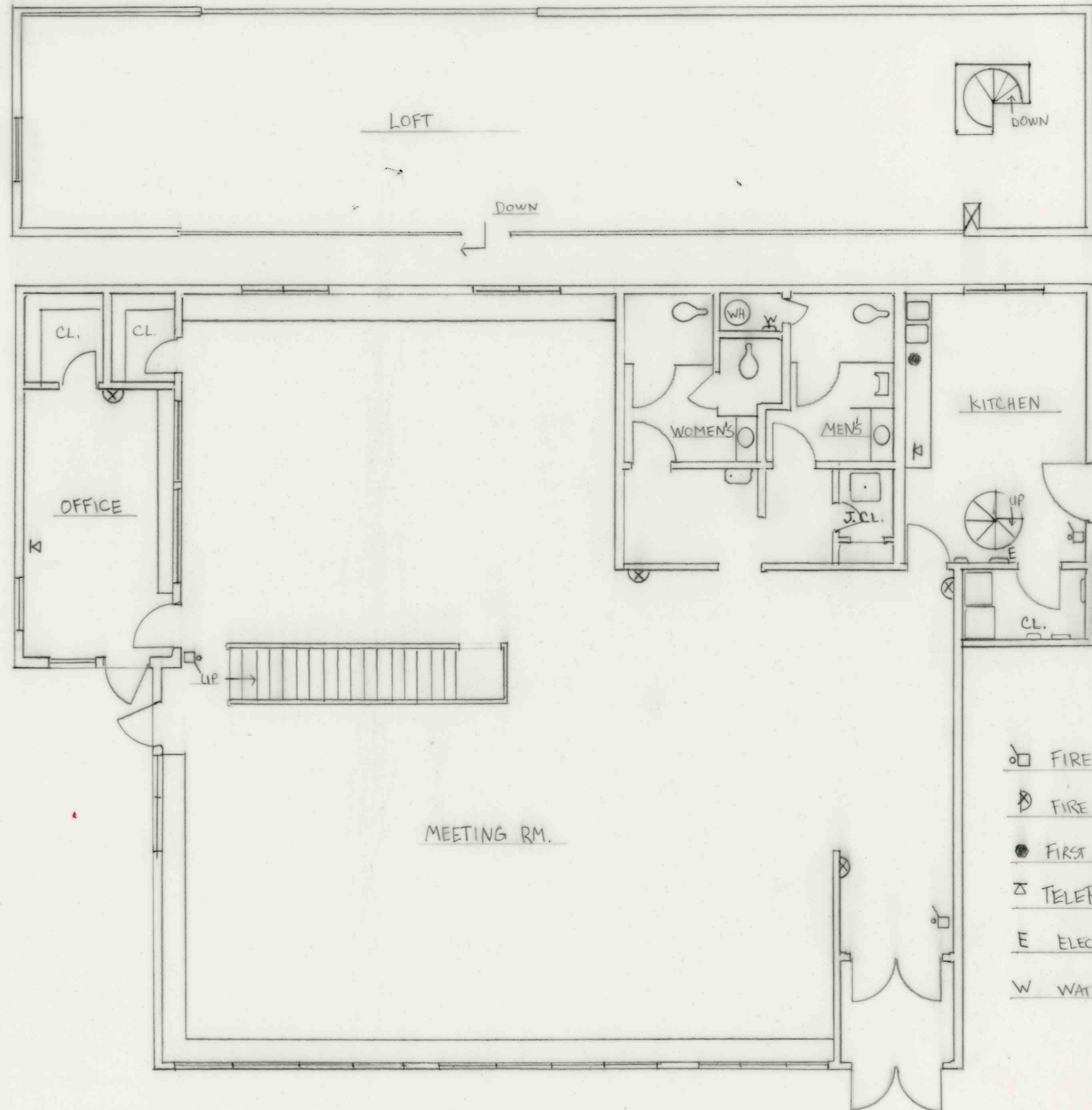
What to expect:

- Gunfire
- Loud, jolting noises
- Alarms
- Sprinklers may go on
- Broken glass
- Seeing others hurt or in pain

May 13, 2019



 = Fire Extinguishers	 = Fire Alarms	 = Non-gated Exits
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UNITED CITY OF YORKVILLE

LIBRARY BOARD

(3 Year Term)

NAME	ADDRESS	PHONE NUMBER	APPOINTED	TERM EXPIRES
Susan Chacon	1444 Aspen Lane E-mail: susan.chacon@yorkville.lib.il.us	630-596-3711	5/24/11 reappt: 5/16/13 reappt: 5/10/16 reappt: 5/28/19	May 2022
Ryan Forristall	1984 Banbury Avenue E-mail: ryan.forristall@yorkville.lib.il.us	815-570-9046	8/28/18 reappt: 5/14/19	May 2022
Russell Walter	2688 McLellan Blvd. E-mail: russ.walter@yorkville.lib.il.us	630-553-1992 630-240-3240	5/16/13 reappt: 5/10/16 reappt: 5/14/19	May 2022
Darren Crawford	2233 Northland Lane E-mail: darren.crawford@yorkville.lib.il.us	630-882-8990 630-927-1701	11/08/16 reappt: 5/09/17 reappt: 7/28/20	May 2023
Theron Garcia	PO Box 1062 E-mail: theron.garcia@yorkville.lib.il.us	630-440-5586	4/25/17 reappt: 7/28/20	May 2023
Rosie Millen	1807 Country Hills Drive E-mail: rosie.millen@yorkville.lib.il.us	630-205-3172 630-553-0880	4/27/21	May 2023
Sue Shimp	551 Kelly Avenue E-mail: sue.shimp@yorkville.lib.il.us	630-544-1683 630-636-3253	6/8/21	May 2024
Bret Reifsteck	108 Naden Court E-mail: bret.reifsteck@yorkville.lib.il.us	630-335-3447	6/8/21	May 2024
Tara Schumacher	302 Oakwood Street E-mail: tara.schumacher@yorkville.lib.il.us	630-362-0913	6/8/21	May 2024

****This list is for internal use only.**

If you have any changes – please contact the Clerk’s Office at 553-8567

United City of Yorkville

City Hall Extensions & Cell Phone List

ADMINISTRATION - 630-553-4350

8565	Behland, Jori	cell 630-800-0738
8518	Conference Room	
8530	Gregory, Katelyn	cell 630-800-0574
8563	Support Assistant	cell 630-800-5142
8537	Olson, Bart	cell 630-308-0582
	Orr, Kathy	cell 708-267-6244
	Orr, Kathy	Office 312-382-2113
	Purchasing	
8567	Clerk's Office	
8519	Purcell, John	cell 630-363-7466
8566	Raasch, Steve	Oswego 630-551-2367
		cell 630-536-9464
8556	Server Room	
8574	Willrett, Erin	cell 815-970-4713

COMMUNITY DEVELOPMENT

8573	Barksdale-Noble, Krysti	630-742-7808
8533	Creadeur, Bob	630-470-1440
8555	Engberg, Jason	630-450-1304
8532	Hastings, Gina	630-277-3003
8556	IT desk & plotter area	
8549	Ratos, Pete	630-618-8416
8545	Weinert, D	

ENGINEERING - 630-466-6700 (EEI)

Morrison, Julie	630-466-6723
Sanderson, Brad	office 630-466-6720
Sanderson, Brad	cell 630-816-0957

FINANCE

8522	Dyon, Judy	cell 630-878-1620
8534	Fredrickson, Rob	cell 815-274-9223
8571	Simmons, Amy	cell 630-201-2401
8521	Thomas, Lori	cell 630-244-4115

LIBRARY - 630-553-4354

Augustine, Shelley	ext. 117
Business Office	ext. 116
Debord, Dixie	ext. 104
Iwanski, Sharyl	ext. 103
Weiss, Jennette	ext. 109
Hix, Genevieve	ext. 120

POLICE - 630-553-4340

8561	Balog, Kirsten	
8511	Carlyle, Mitchell	331-223-6005 331-223-6005
8501	Collum, Nicole	<--Non-Em Calls 630-742-5609
	CSO	630-742-5609
8502	Records Clerk	
8568	Hunter, John	630-742-5110 630-973-9883
8509	Jenson, Jim	630-488-7364
8505	McMahon, Patrick	630-742-5848 630-742-5848
8513	Ketchmark, Matthew	630-742-6236
8540	Mikolasek, Ray	630-973-9884 630-973-9884
8569	Nelson, Matt	630-742-4882 630-742-4882
	Part-timer	630-742-8796 630-742-8796
	Patrol A	630-878-7225 630-742-6236
	Patrol B	630-688-9873 630-878-7225
	Patrol C	630-742-8344 630-688-9873
	Patrol D	630-675-1274 630-742-8344
	Patrol E	630-742-5338 630-675-1274
	Patrol - to be assigned	630-742-6236 630-742-5338
8504	Pfizenmaier, Behr	630-973-0969 630-973-0969
	Records	630-327-2049
8560	Records vacant desk	630-327-2049
	SRO	630-742-5334
8542	Stroup, Sam	630-514-8710 630-742-5334
	Non-Emergency Dispatch	630-553-4343 630-746-1392

800 Game Farm Rd.

PARKS - 630-553-4358

Hernandez, Adam	630-200-7105
Hernandez, Noah	630-242-0640
Horner, Ryan	630-885-4919
Houle, TJ - Foreman	630-885-3569
Kleefisch, Glenn	708-903-4973
Scott, Trevor	708-955-0226
Sleezer, Scott - Sup. Intd	630-878-7291
Smith, Doug	815-494-2041

RECREATION - 630-553-4361

Concessions #1	630-777-1863
Concessions #2	630-391-0171
Calcagno, Christina	217-979-0356
Evans, Tim	217-493-5687
Galauner, Jake	815-761-2301
Redmon, Steve	630-701-4909
Remus, Shay - Sup. Intd	630-689-7502
Schreiber, Emily	708-983-4317

PUBLIC WORKS - 630-553-4349

Dhuse, Eric	630-878-7102
Johnson, George	757-968-7588

** Foreman*

SEWER

Jackson, Jamie	630-303-7438
Soelke, Tom - Foreman	630-886-2374
Steffens, George	630-669-0097

STREETS

Behrens, Brett	630-675-3379
Henne, Durk	630-600-7114
Seng, Matt	630-675-4715
Sleezer, John - Foreman	630-878-7288
Weber, Bob	815-202-0618

WATER

Bauer, Jon - Foreman	630-878-0093
Brown, Dave	630-726-3901
Conard, Ryan	630-546-4690
Garcia, Luis	630-486-2062
Scodro, Pete	630-742-6785
Office/Judy	630-878-1620

Fax #'s

City Hall	630-553-7575
Com Dev	630-553-7264
Parks & Rec	630-553-4360
Police	630-553-1141
Public Works	630-553-4377

Frequent Used #'s

Advanced Disposal	630-587-8282
Beecher Center	630-553-5777
Bristol Township	630-553-0101
BKFD	630-553-6186
Chamber	630-553-6853
ComCast	800-934-6489
EEI	630-466-6701
Fox Metro	630-892-4378
KC Admin.	630-553-4143
KC Assessor (Taxes)	630-553-4146
KC Health Dept	630-553-9100
Lynn Dubjic DLK, LLC	630-209-7151
Post Office	630-553-7100
Taussig & Assoc (SSAs)	800-969-4382
YBSD	630-553-7657

Utility Bill Assistance #s

Family Focus.org	630-844-2550
St. vincent de Paul	630-708-0423

revised 7/13/2021

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Yorkville Public Library Personnel Policy

Board of Trustees - Director Relationship

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

Conditions of Work

- A. At-Will Employment
- B. Policy Against Harassment
- C. Anti-Bullying Policy
- D. Whistleblower Protection Policy
- E. Work Week
- F. Scheduling
- G. Code of Conduct
- H. Dress Code
- I. Staff Meetings
- J. Work Breaks
- K. Evaluations
- L. Grievance
- M. Disciplinary Action
- N. Resignation Notice
- O. Letter of Reference
- P. Smoking / Drug Free Workplace
- Q. Emergency Closing
- R. Mass Contagion Policy
- S. Telecommuting Policy
- T. Staff Reactivation Policy

Benefits

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

Board of Trustees – Director Relationship

A. Board of Trustees – Duties and Responsibilities

1. Determine and adopt written policies to govern the operation and programs of the library.
2. Select and employ the Library Director.
3. Encourage public relations and the presentation of library programs and facilities to the community.
4. Determine a budget which will enable the library to meet its need for service.
5. Approve an annual budget for the Library in accordance with local laws.
6. Be responsible for the administration of the budget.
7. Serve on committees and commissions appointed by the Library Board President. (such as policy, personnel, finance, community relations, physical facilities, and cooperative educational programming commission).
8. Attend Board meetings and see that accurate records are kept on file at the library.
9. Approve pay rates. These rates will be reviewed annually prior to determining the financial requirements for the next fiscal year.
10. Ensure that the library has a strategic plan with implementation and evaluation of components.
11. Promote the mission of the library within the community. Advocate for the Library to legislators.

B. Library Director – Duties and Responsibilities

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

Personnel Policy

Standards for Public Libraries

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

Conditions of Work

A. At-Will Employment

The employee or the Library may terminate the employment relationship at any time, with or without cause or with or without notice. This employee handbook does not constitute a contract of employment with the Library. Nor shall it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the library.

B. Policy Against Harassment See attached separate policy*

C. Anti-Bullying Policy

The Library prohibits acts of bullying and has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the library on a day-to-day basis and the library's ability to successfully carry out its mission.

"Bullying" is conduct that meets all three of the following criteria:

1. is directed at one or more employees.
2. substantially interferes with work/prevents work from being accomplished; and
3. adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo about another employee
- excluding or isolating someone socially
- intimidating a person
- undermining or deliberately impeding a person's work
- physically abusing or threatening abuse
- withholding necessary information or purposefully giving the wrong information
- assigning unreasonable duties or workload which are unfavorable to one person (in a way

- that creates unnecessary pressure)
- criticizing a person persistently or constantly
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others)
- tampering with a person's personal belongings or work equipment

All employees have a responsibility to stop bullying in the workplace. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to their manager.

A manager who receives a report under this policy must immediately inform the Library Director. Reports may be made anonymously, but formal disciplinary action may not be based solely based on an anonymous report.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. The library prohibits reprisal or retaliation against any person who reports an act of bullying. The library prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

D. Whistleblower Protection Policy

A whistleblower as defined by this policy is an employee of the Yorkville Public Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state, or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their manager, the Library Director, or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact one of the above individuals immediately. The right of a whistleblower for protection against

retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Library Director who is responsible for investigating and coordinating corrective action, or their designee, in the event they are the accused.

Employees with any questions regarding this policy should contact the Library Director.

E. Work Week

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

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

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

F. Scheduling

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

G. Code of Conduct

As integral members of the library team, employees are expected to accept certain responsibilities, adhere to acceptable standards of conduct, and always exhibit a high degree of personal integrity.

This not only involves sincere respect for the rights and feelings of others but also demands that employees should refrain from any behavior that might be harmful to the employee, coworkers, and/or the library, or that might be viewed unfavorably by patrons or by the public at large.

Employee conduct reflects on the library not only when an employee is at work, but also when an employee is away from the library. Employees are consequently encouraged to always observe the highest standards of professionalism. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their manager or the Library Director on issues related to conduct.

Unacceptable Conduct:

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of the library.
- Unauthorized possession of library, patron, or employee property.
- Possession, distribution or use of weapons or explosives, using and/or carrying a firearm in violation of the Illinois Firearm Concealed Carry Act which prohibits the carrying of firearms in a public building or violating criminal laws on the premises of the library.
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against the library or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the library or its patrons.
- Insubordination or failure to perform reasonable duties which are assigned.
- Unauthorized use of material, time, equipment or property of the library or a patron.
- Damaging or destroying library or patron property through careless or willful acts.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our security or confidential materials.
- Installing unauthorized or illegal copies of software on a library-owned computer.
- Revealing any confidential information to any person who isn't authorized to receive it.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of the drug/alcohol policy.
- Any behavior that results in an employee not performing their job, including sleeping on the job.
- Failure or refusal to cooperate with library audits or investigations.
- Rudeness and other inappropriate behavior toward patrons.
- Violations of applicable state or federal law or local ordinance.
- Engaging in such other practices as the library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library, its employees, or patrons.

H. Dress Code Guidelines

Name badges are to be worn during hours the library is open to the public.

Employees must always present a professional appearance while working. Employees are expected to be dressed and well-groomed in a manner appropriate for:

- Daily responsibilities and for specific events and programs
- The patron group(s) being serviced
- Safety requirements for work being performed

Examples of inappropriate dress include but are not limited to:

- Shorts, mini-skirts, or crop tops
- Athletic, exercise (sweatshirts, yoga pants) or beach attire
- Leggings unless worn with an appropriate length top, sweater, or dress

Blue jeans that are (neat, clean, and without the tattered holes) are acceptable dress

Hats and other head coverings may be worn inside the library for religious, cultural, or medical reasons only.

Employees are expected to maintain appropriate hygiene standards while at work or performing library work.

An employee who fails to meet the above dress guidelines, as determined by their manager or the Library Director, may be sent home to change attire and receive a verbal warning. Additional violations of this policy may lead to further disciplinary action, up to and including termination.

I. Staff Meetings/In-Service Meetings

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

J. Work Breaks

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

K. Evaluations

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

Staff members shall be evaluated by their Department Manager at the end of the 90-day probationary period, ~~the Director~~ at the conclusion of the first year of employment, and annually thereafter ~~on the anniversary of the starting date~~ at the start of the fiscal year.

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

L. Grievances

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

M. Disciplinary Action

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the library, based on violations either of the above or of any other of the Library's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

The following steps are to be taken:

- A. Verbal ~~reprimand~~ **Warning**
- B. Written ~~reprimand~~ **Warning**
- C. **2nd Written Warning** or Suspension, with opportunity of a hearing by the Board of Trustees
- D. Dismissal

The library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge, (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the library will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

If an employee received an unsatisfactory evaluation, the employee may be placed on a Performance Improvement Plan (PIP). A re-evaluation will occur in 60 days. ~~If the employee does not show improvement by the end of the probationary period, then the employee will be given a 30-day's notice of termination.~~

Actions involving suspension or dismissal must be approved by the Board of Trustees. ~~The Library Board reserves the right to terminate the Library Director with 30-day's notice.~~

N. Resignation Notice

Resignations must be submitted in writing. Employees are expected to give at least two weeks' notice. The Library director shall give 30-days' notice.

On the last day of employment, the employee is required to return his or her library card (non-

resident), and any library keys or fobs assigned to the employee.

Upon termination of employment, full-time employees will be paid for unused vacation time that has been earned through the last day of work that year. Unused vacation time is paid at the employee's base pay rate at the time of the termination of employment.

Upon termination of employment, employees will not be paid for unused sick time.

O. Letter of Reference

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

P. Smoking / Drug-Free Workplace

The library is a smoke free building. Smoking is not permitted in the public or staff areas of the building. No smoking within 15 feet of all Library entrances.

The Library is an alcohol and drug-free workplace. Smoking, chewing tobacco, and vaping products are prohibited on all Library premises. As a City department, all Library employees will adhere to the United City of Yorkville 2.7 Alcohol & Drug-Free Workplace Policy.

Q. Emergency Closing

In the event the library is closed due to an emergency or extreme conditions. All staff who are working at the time the building is closed, will be paid for the time they are scheduled to work. If the library remains open and an employee is unable to report to work or cannot remain at the library because of inclement weather, he/she may utilize available vacation leave, personal day, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

R. Mass Contagion Policy

S. Telecommuting Policy

T. Staff Reactivation Policy

Benefits

A. Paid Holidays

Holiday pay shall be based on the 8-hour workday per holiday, for full time employees

B. Vacations

The Library director receives 20 days of vacation after the 6-month evaluation period and beginning on the anniversary of his/her date of employment.

An employee must complete ~~twelve~~ **six** months of continuous service before a vacation is allowed. ~~The staff member's anniversary marks the beginning of the year in which he/she may take vacation time.~~

Full time employees have the following yearly vacation schedule:

- a. **5 days' vacation after 6 months**
- b. 10 days' vacation after 1 year
- c. 15 days' vacation after 5 years
- d. 20 days' vacation after 10 years

Unused vacation time does not carry over into the next year.

C. Compassionate Leave

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

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

D. Sick Time

An employee who is employed for a minimum of 40 hours per week will be entitled to receive 1 sick day per month with salary to be continued during this time. Unused sick days will accumulate to no more than 30 days **(240 hours)**.

The Library Director's sick leave shall accumulate to no more than 50 days **(400 hours)**.

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

E. Maternity Leave

Leaves of absence for maternity purposes may be granted by the Director upon request.

Maternity leave shall be without pay.

Any accumulated sick leave may be used in conjunction with maternity leave.

F. Personal Days

A full-time staff member shall be entitled to ~~two~~ **three** paid days of personal leave per year after the ~~6~~ **3**-month probationary period. Personal days are to be taken in either half or whole segments and may not be added to vacation or holiday leaves. Personal days unused are not carried over to the next year. Any request for personal days must be approved in advance by the Director.

G. Jury Duty

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

H. Professional Meetings, Workshops, Training, and Memberships

Employees are encouraged to participate in professional organizations and to attend workshops, conferences, and other training sessions that foster professional growth, improve job performance, or develop special skills related to librarianship and the employees' duties. Attendance shall have the prior approval of the Library Director, and reasonable expenses will be paid by the library. Membership of the Library Director in professional organizations will be paid for by the library. Employees will be considered in a work status while attending such meetings and shall be reimbursed for use of their private vehicles at the IRS approved rate per mile.

I. Health Insurance

Hospitalization, dental, and vision insurance and life insurance are available to all full-time employees of the library, ~~per the Intergovernmental Agreement~~. The library participates in the City of Yorkville group insurance program. The full premium is paid for by the library. Library staff pays an amount towards the policy as set by the City of Yorkville. This is taken directly from their paycheck.

All coverage and conditions of insurance are determined by the group policy managed by the City of Yorkville. Explanation and coordination of benefits is handled by the City of Yorkville.

The Library Board may offer an alternative insurance plan that are cost effective to the Library.

J. Illinois Municipal Retirement Fund

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

K. Social Security

Deductions are made from all salaries for Social Security.

L. State and Federal Income

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

M. Staff Borrowing

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

N. Anti-Nepotism Policy

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

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

O. Travel & Expense Reimbursement Policy

Travel & Expense Reimbursement Policy

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

The maximum reimbursable amount is as follow:

Maximum Reimbursable Rates for Transportation

Air Travel - Lowest Reasonable Rate (Coach)

Auto - IRS standard mileage at the time of reimbursement

Rental Car - Lowest Reasonable rate (midsize vehicle)

Rail or Bus - Lowest reasonable rate (cost should not exceed airfare)

Taxi, Shuttle, Rideshare, or Public Transportation - Actual reasonable rate

Maximum Reimbursable Rates for Meals

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$22.00

Maximum Reimbursable Rates for Lodging

Chicago Area	\$150.00
Outside of Chicago Areas as approved by the Board	

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

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

Revisions to Personnel Policy:

Approved October 9, 2017

Approved _____

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Yorkville Public Library Policy Against Harassment

The Yorkville Public Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate discrimination or harassment of Library employees by anyone, including any Supervisor/Manager, co-worker, or any third party. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct from a co-worker, members of management, visitor, resident, or vendor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation or sexual preference, pregnancy or pregnancy related medical condition, marital status, or other protected group status. The Library will not tolerate discrimination or harassment that affect tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on his or her legally protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All Library employees are responsible to help assure that harassment is avoided. Anyone who believes that they have experienced or witnessed harassment should notify their Supervisor/Manager or the Library Director. Employees are permitted to submit confidential reports of harassment; however, employees are encouraged to provide as much information as possible so that the Library can effectively investigate any allegations.

The Library forbids retaliation against anyone for reporting harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Anyone who believes that they have been retaliated against should notify the Library Director or their Supervisor/Manager. Further, under the Illinois Human Rights Act (775 ILCS 5/6), the Illinois Whistleblower Act (740 ILCS 174/5), and the State Employee Ethics Act (5 ILCS 430) it is a crime to

retaliate, or to conspire to retaliate, against an employee because the employee has opposed an action that the employee reasonably believes to be unlawful discrimination or harassment or because the employee has participated in an investigation of harassment or discrimination. However, an employee who knowingly makes a false report of harassment will be subject to discipline.

The Library's policy is to investigate all complaints of discrimination, harassment and/or retaliation thoroughly and promptly. To the fullest extent practicable and consistent with a thorough investigation, the Library will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the Library will take corrective action, including discipline, up to and including immediate termination of employment for even a first offense if warranted in order to remedy the situation.

An employee who believes that he or she has been the subject of discrimination, harassment, or retaliation for complaining about discrimination or harassment (or for participating in a complaint investigation) also has the right to file a charge of civil rights violations with the appropriate state or federal enforcement agency. These include:

Illinois Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
312-814-6200

United States Equal Employment Opportunity Commission
Chicago District Office
500 West Madison Street, Suite 2000
Chicago, Illinois 60661
800-669-4000

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Responding to Conduct in Violation of Sexual Harassment Policy

Employees

If an employee feels that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor/manager or to the Library Director. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to a Supervisor/Manager or the Library Director as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Managers and Supervisors

Managers and Supervisors must deal expeditiously and fairly when they have any knowledge of sexual harassment within their departments, whether or not there has been a written or formal complaint. They must:

Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.

Report all incidents to the Library Director immediately so that a prompt investigation can occur.

Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and Supervisors who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to the Library Director, are in violation of this policy and subject to discipline.

Library Director

The Library Director is responsible for:

Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.

Explaining Yorkville Public Library's harassment policy and investigation procedures to all parties involved.

Exploring informal means of resolving sexual harassment complaints.

Notifying the police if criminal activities are alleged.

Arranging for an investigation of the alleged harassment and the preparation of a written report.

Submitting a written report summarizing the results of the investigation and making recommendations to the Board of Trustees.

Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

The Library Director will determine if an in-house investigation will be conducted or if a third party will be contracted to complete the investigation. All complaints involving management or above will be handled by an external third party.

Complaint Resolution Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Library Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Library Director will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

The name, department and position of the person or persons allegedly committing harassment.

A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.

The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.

The names of other individuals who might have been subject to the same or similar harassment.

What, if any, steps the complainant has taken to try to stop the harassment.

Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand; including an Harassment Complaint Resolution Acknowledgement form. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the Library Director takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the Library Administrative department.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.



Harassment Complaint Resolution Acknowledgement

Name of Respondent: _____

Name of Complainant: _____

Although my signature on this document does not constitute an admission of guilt, I do acknowledge that the complainant perceived my actions as being offensive. My signature on this form is my agreement that I will cease-and-desist the actions that are perceived as being offensive.

Signature of respondent

Date

I am satisfied my complaint has been acknowledged and that actions taken by the respondent are satisfactory to me.

Signature of complainant

Date