

**Agenda
Yorkville Public Library
Board of Trustees Meeting
December 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 Personnel
Physical Facilities Finance
Community Relations
14. Unfinished Business: Library Director Succession Plan Draft
15. New Business:

Serving our Public 4.0 Standards for Ill. Pub. Libraries
checklist for FY22 Public Library Per Capita Grant
(chapters 4, 7-11)
Story walk Partnership with the Yorkville Education
Foundation
Drug Overdose Prevention Program (DOPP)
COLA discussion
Renewing Elevator contract
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
Board of Trustees
Monday, November 8, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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:

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

Absent: Bret Reifsteck

Others Present:

Library Director Shelley Augustine, Friends of the Library Judy Somerlot and Daniel Chacon, Cesar Chacon, Michael Schumacher

Recognition of Visitors:

President Crawford recognized the Director and guests.

Amendments to the Agenda:

Russ Walter asked to amend the agenda under New Business and include a discussion regarding a referendum to increase the tax levy. He said the current funds are being depleted due to minimum wage increases, wage compression, proposal to create another full-time position and maintenance issues. No decisions will be made at this meeting.

Presentations: None

Minutes: October 11, 2021

Mr. Walter made a motion to approve the minutes as presented and Ms. Garcia seconded.

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

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot reported the following. A new directory listing all Friends of the Library was updated and distributed, \$1,655 was approved for several items including walkie talkies to use during events such as Community Fest. Chair yoga classes filled up quickly and additional money was approved to hold them weekly in January. Money was also approved for many other programs including "Illinois Libraries Present". Plans for the February 6 mini-golf fundraiser are underway and volunteers will be needed. The staff and Friends Christmas lunch will be December 13 and Board members were invited as well. She also reported on the money made at the book sales and said a total of over \$100,000 has been raised for library programs and books.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon highlighted some of the bills for the month. The budget is at 50% of the year and development fees are at 144% of the year.

Payment of Bills

President Crawford made a motion to pay the bills as follows and it was seconded by Ms. Chacon.

\$35,949.28 Accounts Payable

\$61,150.93 Payroll

\$97,100.21 Total

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

Later in the meeting President Crawford questioned the budget entry showing a 400% increase in subscription cards. That is a year-to-date figure.

Report of the Library Director:

Director Augustine reported the following:

1. Ms. Hix created 2 new programs—Chair Yoga and Rolling Readers. Started Reading Buddy club with A.I.D. group.
2. Held Halloween costume party/contest, took part in Chamber BizBoo with 70 kids. She thanked Wrigley for the candy donation.
3. The Library is closed for Veterans' Day.
4. Partnering with YPAC for storytimes.
5. Ms. Weiss will have webinar “Paying for College Without Going Broke”, planning for Polar Express. Reading Buddies group over holiday with help from teens, also planning New Year's Eve party.
6. Director Augustine gave tour to state representative.
7. Former Board member Wamecca Rodriguez asked to place another 'period poverty' collection box in the library lobby.
8. Contacted school superintendent Tim Shimp to schedule meeting for partnership.
9. City maintenance person comes often to do maintenance, unclogged gutters, cleaned roof, etc.
10. Service Specialist from Syserco installed software on computers and will install modules.
11. City installed “No Parking Fire Lanes” signs to alleviate traffic issues. Had a recent incident where a high school student bumped the legs of Ms. Weiss with his car while she was placing barricades. A workman's claim was filed as a result and the school and police were notified.
12. Ms. Hix added items such as high visibility keyboard, etc. with Friends' donations. She also created reminiscence gifts for caregivers and those with dementia.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Duct Cleaning Proposal - Update

After doing research, Mr. Forristall recommended the ducts be cleaned due to the current Covid-19 pandemic and said the price quote from R.J. O'Neil seemed reasonable. He said the cleaning could be this year or next year, then every 3-5 years. This item will be worked into the budget.

Camera System Proposal – Update

A motion was made by Mr. Walter to purchase an ethernet switch for the camera system in the amount of \$1,650. Mr. Crawford seconded. Roll call: Shimp-yes, Schumacher-yes, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes. Carried 8-0.

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New Business

Illinois Libraries Present Intergovernmental Agreement

Ms. Augustine said a state-wide co-op was formed to create on-line programming for all libraries. The cost is on a sliding scale dependent on the library operating budget. This library falls into the \$375 range for 6 high-quality, virtual programs in 6 months. The committee does all the marketing. The Friends will pay for the first 6 months of this pilot program, which requires Board approval. If more libraries participate, the price decreases.

Ms. Garcia moved and Ms. Chacon seconded to adopt this intergovernmental agreement. Roll call:

Schumacher-abstain, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes.

Carried: 7 yes, 1 abstain.

Library Director Succession Plan Draft

This plan covers the short or long-term absence of a Director. It designates who would assume the duties, contains emergency contacts, vendor list, passwords, annual milestones for Board meetings and more. Ms. Augustine also asked what month should be designated for the Director evaluation. It was decided it would be after the first 6 months and then yearly. This item will be placed on next month's agenda so the Board can review it in the meantime.

Serving Our Public, 4.0 Standards for IL Public Libraries

Ms. Augustine said this document defines the standards and laws the library must follow to provide service to patrons. Portions of it must be reviewed by the Director and the Board before she files the per capita grant application in January. She said most of the standards are already met and some are being improved including by-laws and library policies. Ms. Augustine said she would like to explore hiring a full-time marketing and outreach coordinator and will reach out to the Finance Director for budgeting options. Mr. Walter said information for a FOIA request should be included in the camera policy. Director Augustine said more chapters will be reviewed next month.

Discussion for Referendum to Increase Tax Levy (amendment to agenda)

Mr. Walter said the Library has never requested an increase to their levy of .15% and said it might be time to do so, due to staffing needs, minimum wage requirements, building maintenance and to stay competitive. He hoped to wait until 2025 when the bonds are paid. He provided sample increase information and what amount of money it would yield. He said the library attorney would need to be involved in the process and city hall approval is also needed to have a referendum on a ballot.

Ms. Schumacher said she would not be comfortable with a referendum due to inflation, higher taxes and it is not feasible to ask the taxpayers. Mr. Crawford asked if there are alternatives and other funding options. Ms. Augustine has asked Ms. Hix to look at grants, however, they are small and not sustainable. When the bonds are paid, the levy will decrease. Mr. Forristall pointed out that a new chiller will need to be purchased in the future and must be budgeted. He also asked about a timeline if the Board decides to pursue an increase. President Crawford asked all Trustees to think about options.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:08pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

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DATE: 11/17/21
TIME: 08:03:14
ID: AP225000.WOW

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900111	FNBO	FIRST NATIONAL BANK OMAHA			11/25/21		
	112521-A.SIMMONS	10/31/21	01	COMCAST-JUL 2021 INTERNET &		82-820-54-00-5440	439.07
			02	VOICE		** COMMENT **	
			03	QUADIENT-10/30-01/29 POSTAGE		01-120-54-00-5485	161.97
			04	MACHINE LEASE		** COMMENT **	
			05	SEAL MASTER-ASPHALT		52-520-56-00-5613	693.44
			06	RIVERFRONT-LICENSE AND PLATE		25-212-60-00-6070	2,066.00
			07	FEES FOR 2 NEW COM/DEV		** COMMENT **	
			08	VEHICLES		** COMMENT **	
			09	VERIZON-OCT 2021 IN CAR UNITS		01-210-54-00-5440	941.08
			10	VERIZON-OCT 2021 MOBILE PHONES		01-220-54-00-5440	224.99
			11	VERIZON-OCT 2021 MOBILE PHONES		01-110-54-00-5440	126.96
			12	VERIZON-OCT 2021 MOBILE PHONES		01-210-54-00-5440	840.09
			13	VERIZON-OCT 2021 HOT SPOT		79-790-54-00-5440	36.01
			14	VERIZON-OCT 2021 MOBILE PHONES		79-795-54-00-5440	156.66
			15	VERIZON-OCT 2021 MOBILE PHONES		51-510-54-00-5440	235.93
			16	VERIZON-OCT 2021 HOT SPOT		82-820-54-00-5440	36.01
			17	VERIZON-OCT 2021 HOT SPOT		52-520-54-00-5440	36.01
			18	YORKVILLE FLORAL-FLOWER		01-110-56-00-5610	140.84
			19	ARANGEMENT FOR SLEEZER FUNERAL		** COMMENT **	
				INVOICE TOTAL:			6,135.06 *
	112521-B.OLSON	10/31/21	01	ZOOM-09/23-11/22 USAGE FEES		01-110-54-00-5462	209.96
			02	ILCMA-MEMBERSHIP RENEWAL		01-110-54-00-5460	426.50
			03	ICMA-MEMBERSHIP RENEWAL		01-110-54-00-5460	1,400.00
			04	ICSC-TRAINING REGISTRATION		01-110-54-00-5412	50.00
			05	ICSC-DUES RENEWAL		01-110-54-00-5460	50.00
				INVOICE TOTAL:			2,136.46 *
	112521-B.PFIZENMAIER	10/31/21	01	AXON-8 TASER CAMS		01-210-56-00-5600	994.00
			02	GJOVIK-REPLACED SEAT SWITCH		01-210-54-00-5495	1,535.10
			03	AND TRIM PANEL, OUTER TIE ROD,		** COMMENT **	
			04	TIRE ROTATION, REPLACED		** COMMENT **	
			05	LEAKING RF AXEL		** COMMENT **	
			06	GJOVIK-OIL CHANGE		01-210-54-00-5495	19.89
			07	GJOVIK-OIL CHANGE		01-210-54-00-5495	19.89
			08	GJOVIK-REPLACE FRONT STRUTS,		01-210-54-00-5495	1,169.93
			09	RESET ALIGNMENT SETTINGS,		** COMMENT **	
			10	REPLACE BATTERY, REPLACE		** COMMENT **	
			11	ENGINE MOUNTS		** COMMENT **	
			12	STEVENS-12 T-SHIRTS		01-210-56-00-5600	120.00
			13	STEVENS-EMBROIDERY		01-210-56-00-5600	80.00
			14	STEVENS-EMBROIDERY		01-210-56-00-5600	100.00
			15	STEVENS-EMBROIDERY		01-210-56-00-5600	80.00
			16	AMAZON-CALCULATORS		01-210-56-00-5610	19.94
			17	AMAZON-BATTERIES		01-210-56-00-5620	6.75

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900111	FNBO	FIRST NATIONAL BANK OMAHA			11/25/21		
	112521-B.PFIZENMAIER	10/31/21	18	AMAZON-USB EXTENSION CABLE		01-210-56-00-5620	41.23
						INVOICE TOTAL:	4,186.73 *
	112521-D.DEBORD	10/31/21	01	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			02	AMAZON-BOOKS		82-000-24-00-2480	65.33
			03	AMAZON-RETURNED BOOK CREDIT		82-000-24-00-2480	-46.02
						INVOICE TOTAL:	32.30 *
	112521-D.SMITH	10/31/21	01	SHOREWOOD HOME & AUTO-STARTER		79-790-56-00-5640	461.02
			02	MOTORS		** COMMENT **	
			03	HOME DEPO-CROSSBOW HERBICIDE		79-790-56-00-5620	35.65
			04	SEAL MASTER-TENNIS COURT		79-790-56-00-5640	4,103.80
			05	SEALED		** COMMENT **	
						INVOICE TOTAL:	4,600.47 *
	112521-E.DHUSE	10/31/21	01	NAPA#296275-OIL		01-410-56-00-5628	7.98
			02	NAPA#296731-POWER STEERING		01-410-56-00-5628	39.98
			03	FLUID		** COMMENT **	
			04	NAPA#296915-GOJO CREME, MANUAL		01-410-56-00-5628	103.02
			05	TRANSFER PUMP, FUEL LINE HOSE		** COMMENT **	
			06	NAPA#297117-OIL DRY		01-410-56-00-5628	45.16
			07	NAPA#298049-MUD FLAPS, BULBS		01-410-56-00-5628	37.00
						INVOICE TOTAL:	233.14 *
	112521-E.SCHREIBER	10/31/21	01	OTC BRANDS-DEC PRESCHOOL		79-795-56-00-5606	51.97
			02	CRAFT SUPPLIES		** COMMENT **	
			03	AMAZON-OCT PRESCHOOL SUPPLIES		79-795-56-00-5606	127.47
			04	AMAZON-PRETZELS		79-795-56-00-5606	38.99
			05	AMAZON-GLUE, STICKERS, PRETEND		79-795-56-00-5606	55.42
			06	FOOD, TOOTHBRUSHES		** COMMENT **	
			07	AMAZON-NOV PRESCHOOL SUPPLIES		79-795-56-00-5606	38.54
			08	AMAZON-BOOKS, BUBBLES		79-795-56-00-5606	35.97
			09	AMAZON-JELLY BEANS		79-795-56-00-5606	6.99
			10	AMAZON-BOOKS, CUPS, FOOD		79-795-56-00-5606	73.48
			11	COLORING, STREAMERS		** COMMENT **	
			12	AMAZON-CRAFT SUPPLIES		79-795-56-00-5606	117.47
			13	AMAZON-JUICE		79-795-56-00-5606	44.78
			14	AMAZON-PENCILS		79-795-56-00-5606	36.75
			15	AMAZON-BOOKS, STICKERS, PAPER		79-795-56-00-5606	49.71
						INVOICE TOTAL:	677.54 *
	112521-E.WILLRETT	10/31/21	01	HACIENDA REAL-ALDERMAN PARTING		01-110-56-00-5610	100.00
			02	GIFT		** COMMENT **	
			03	CDWG-CYBERPOWER RMCARD205		01-640-54-00-5450	197.71
			04	REMOTE MANAGEMENT ADAPTER		** COMMENT **	

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900111	FNBO	FIRST NATIONAL BANK OMAHA			11/25/21		
	112521-E.WILLRETT	10/31/21	05	PHYSICIANS CARE-DRUG SCREEN		82-820-54-00-5462	45.00
			06	PHYSICIANS CARE-DRUG SCREEN		24-216-54-00-5432	45.00
			07	PHYSICIANS CARE-DRUG SCREEN		01-210-54-00-5462	45.00
			08	ELEMENT FOUR-OCT 2021 OFFSITE		01-640-54-00-5450	792.78
			09	BACKUP SERVICES		** COMMENT **	
				INVOICE TOTAL:			1,225.49 *
	112521-G.HIX	10/31/21	01	ESPECIAL NEEDS-VISION BOARD		82-000-24-00-2480	144.00
				INVOICE TOTAL:			144.00 *
	112521-J.BAUER	10/31/21	01	SHARE MOTOR-BALDOR VEM3615T		51-510-56-00-5638	743.60
				INVOICE TOTAL:			743.60 *
	112521-J.BEHLAND	10/31/21	01	TRIBUNE-HOMETOWN DAYS ADS		79-795-56-00-5602	700.00
			02	TRIBUNE-COPIER RFP		01-110-54-00-5426	107.15
			03	SHAW MEDIA-HOMETOWN DAYS ADS		79-795-56-00-5602	1,333.20
			04	SHAW MEDIA-HOMETOWN DAYS ADS		79-795-56-00-5602	172.60
			05	SHAW MEDIA-JOB POSTING		79-795-54-00-5426	790.00
			06	SHAW MEDIA-JOB POSTING		01-410-54-00-5462	670.00
			07	SHAW MEDIA-JOB POSTINGS		01-220-54-00-5426	1,450.00
				INVOICE TOTAL:			5,222.95 *
	112521-J.ENGBERG	10/31/21	01	AMAZON-DESK CALENDAR		01-220-56-00-5620	18.93
			02	AMAZON-WEBCAM		01-220-56-00-5620	59.99
			03	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	52.99
			04	FEE		** COMMENT **	
			05	ESRI-ARCGIS BLOCK OF 1,000		01-220-54-00-5462	200.00
			06	ONLINE SERVICE CREDITS		** COMMENT **	
				INVOICE TOTAL:			331.91 *
	112521-J.GALAUNER	10/31/21	01	BSN SPORTS#913863835-BASEBALL		79-795-56-00-5606	4,476.25
			02	& SOFTBALLS		** COMMENT **	
			03	BSN SPORTS#913918912-FALL		79-795-56-00-5606	229.00
			04	JERSEYS		** COMMENT **	
			05	BSN SPORTS#913918895-FALL		79-795-56-00-5606	826.00
			06	JERSEYS		** COMMENT **	
			07	BSN SPORTS#914002321-FALL		79-795-56-00-5606	660.00
			08	JERSEYS		** COMMENT **	
			09	BSN SPORTS#914162839-SOCCER		79-795-56-00-5606	672.00
			10	JERSEYS		** COMMENT **	
			11	AMAZON-REFEREE SHIRTS		79-795-56-00-5606	39.98
			12	BSN SPORTS#914295620-SCRIMMAGE		79-795-56-00-5606	312.00
			13	VESTS		** COMMENT **	
				INVOICE TOTAL:			7,215.23 *
	112521-J.JACKSON	10/31/21	01	GROUND EFFECTS-SEED		01-410-56-00-5640	155.93
				INVOICE TOTAL:			155.93 *

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900111	FNBO	FIRST NATIONAL BANK OMAHA			11/25/21		
	112521-R.FREDRICKSON	10/31/21	14	COMCAST-09/24-10/23 INTERNET		01-110-54-00-5440	61.36
			15	AT 800 GAME FARM RD		** COMMENT **	
			16	COMCAST-09/24-10/23 INTERNET		01-220-54-00-5440	52.59
			17	AT 800 GAME FARM RD		** COMMENT **	
			18	COMCAST-09/24-10/23 INTERNET		01-120-54-00-5440	35.06
			19	AT 800 GAME FARM RD		** COMMENT **	
			20	COMCAST-09/24-10/23 INTERNET		01-210-54-00-5440	227.89
			21	AT 800 GAME FARM RD		** COMMENT **	
			22	COMCAST-09/29-10/28 INTERNET,		79-790-54-00-5440	223.88
			23	CABLE & VOICE AT 185 WOLF ST		** COMMENT **	
			24	COMCAST-09/30-10/29 INTERNET		52-520-54-00-5440	39.48
			25	AT 610 TOWER		** COMMENT **	
			26	COMCAST-09/30-10/29 INTERNET		01-410-54-00-5440	78.95
			27	AT 610 TOWER		** COMMENT **	
			28	COMCAST-09/30-10/29 INTERNET		51-510-54-00-5440	118.43
			29	AT 610 TOWER		** COMMENT **	
			30	COMCAST-10/01-10/31 INTERNET		52-520-54-00-5440	20.57
			31	AT 610 TOWER OFC2		** COMMENT **	
			32	COMCAST-10/01-10/31 INTERNET		01-410-54-00-5440	41.13
			33	AT 610 TOWER OFC2		** COMMENT **	
			34	COMCAST-10/01-10/31 INTERNET		51-510-54-00-5440	61.70
			35	AT 610 TOWER OFC2		** COMMENT **	
			36	IGFOA-CERTIFICATE OF		01-120-54-00-5462	530.00
			37	ACHIEVEMENT FOR EXCELLENCE		** COMMENT **	
			38	IN FINANCIAL REPORTING AWARD		** COMMENT **	
			39	PROGRAM AWARD FEE		** COMMENT **	
				INVOICE TOTAL:			2,612.73 *
	112521-R.HORNER	10/31/21	01	AMAZON-FALL PROTECTION SHOCK		79-790-56-00-5620	34.17
			02	LANYARD		** COMMENT **	
			03	HOME DEPO-GRINDER, HAMMER		79-790-56-00-5630	537.00
			04	DRILL, BATTERY		** COMMENT **	
			05	AMAZON-BUCKET, CONCRETE FLOAT		79-790-56-00-5630	68.80
				INVOICE TOTAL:			639.97 *
	112521-R.MIKOLASEK	10/31/21	01	RURAL KING-AMMUNITION		01-210-56-00-5696	9.99
			02	AMAZON-USB CABLE		01-210-56-00-5620	35.97
			03	IACP-MEMBERSHIP RENEWAL		01-210-54-00-5460	115.00
				INVOICE TOTAL:			160.96 *
	112521-S.AUGUSTINE	10/31/21	01	AMAZON-BATHROOM CLEANER,		82-820-56-00-5621	579.13
			02	DEODORIZING URINAL BLOCKS,		** COMMENT **	
			03	PAPER TOWEL, TOILET PAPER,		** COMMENT **	
			04	GLOVES		** COMMENT **	
			05	HP-LAPTOP, WIRELESS MOUSE, 3		82-820-56-00-5635	2,043.02

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900111	FNBO	FIRST NATIONAL BANK OMAHA			11/25/21		
	112521-S.AUGUSTINE	10/31/21	06	YEAR MAINATENANCE		** COMMENT **	
			07	AMAZON-BADGE BUTTONS		82-000-24-00-2480	42.99
			08	AMAZON-GARBAGE BAGS, SOAP		82-820-56-00-5621	62.87
			09	AMAZON-GARBAGE BAGS		82-820-56-00-5621	49.99
			10	AMAZON-LAMINATING POUCHES		82-820-56-00-5610	23.99
			11	AMAZON-3-D PRINTER		82-000-24-00-2480	230.99
			12	METRONET-OCT 2021 INTERNET		82-820-54-00-5440	124.97
			13	QUILL-INK CARTRIDGES		82-820-56-00-5610	41.35
			14	TRIBUNE-SUBSCRIPTION RENEWAL		82-820-54-00-5460	141.54
			15	THROUGH 12/3/21		** COMMENT **	
			16	AMAZON-RETURNED BOOK CREDITS		82-000-24-00-2480	-40.70
				INVOICE TOTAL:			3,300.14 *
	112521-S.GAYLE	10/31/21	01	RIVERFRONT FORD-DEPOSIT FOR 2		25-212-60-00-6070	2,000.00
			02	NEW RAM 1500 CREW CAB TRUCKS		** COMMENT **	
			03	FOR COMM/DEV DEPT		** COMMENT **	
				INVOICE TOTAL:			2,000.00 *
	112521-S.IWANSKI	10/31/21	01	YORKVILLE POST-POSTAGE		82-820-54-00-5452	131.12
				INVOICE TOTAL:			131.12 *
	112521-S.RAASCH	10/31/21	01	WALDENS-KEYS		24-216-56-00-5656	19.39
			02	HOME DEPO-BUCKET, TAPE		24-216-56-00-5656	710.54
			03	MEASURE, HAMMER, LAP JOINT,		** COMMENT **	
			04	PLIERS, DRILL, SCREWDRIVERS,		** COMMENT **	
			05	KNIFE, DRILL BITS		** COMMENT **	
			06	HOME DEPO-TOILET, BULBS,		24-216-56-00-5656	194.77
			07	FILTERS, DRILL BIT KIT, WAX		** COMMENT **	
			08	RING		** COMMENT **	
			09	DROPBOX-BUSINESS SATNDARD PLAN		24-216-54-00-5446	450.00
				INVOICE TOTAL:			1,374.70 *
	112521-S.REDMON	10/31/21	01	AMAZON-SALES TAX REFUND		79-795-56-00-5606	-1.24
			02	AMAZON-SALES TAX REFUND		79-795-56-00-5606	-3.30
			03	JACKSON HIRSCH-LAMINATING		79-795-56-00-5610	173.32
			04	PLUG N PAY-SEPT 2021 FEES		79-795-54-00-5462	30.00
			05	AT&T-09/24-10/23 TOWN SQUARE		79-795-54-00-5440	78.53
			06	SIGN INTERNET		** COMMENT **	
			07	AMAZON-COSTUME RETURN CREDIT		79-795-56-00-5606	-60.97
			08	SMITHEREEN#2542644-SEPT 2021		79-790-54-00-5495	88.00
			09	PEST CONTROL		** COMMENT **	
			10	ARNESON#183696-SEPT 2021 GAS		79-790-56-00-5695	574.80
			11	ARNESON#184751-SEPT 2021 GAS		79-790-56-00-5695	633.63
			12	ARNESON#183695-SEPT 2021 DSL		79-790-56-00-5695	148.98
			13	ARNESON#184029-SEPT 2021 GAS		79-790-56-00-5695	580.60

Total for all Highlighted Library Invoices : \$4,176.96

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 12/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105101	BAKTAY	BAKER & TAYLOR					
	2036226495		10/26/21	01	BOOKS	84-840-56-00-5686	211.40
					INVOICE TOTAL:		211.40 *
	2036285702		10/26/21	01	BOOKS	84-840-56-00-5686	636.79
					INVOICE TOTAL:		636.79 *
	2036292134		11/03/21	01	BOOKS	84-840-56-00-5686	1,585.71
					INVOICE TOTAL:		1,585.71 *
	2036325572		11/15/21	01	BOOKS	84-840-56-00-5686	859.48
					INVOICE TOTAL:		859.48 *
	2036341579		11/17/21	01	BOOKS	84-840-56-00-5686	924.73
					INVOICE TOTAL:		924.73 *
					CHECK TOTAL:		4,218.11
105102	DELAGE	DLL FINANCIAL SERVICES INC					
	74510756		11/17/21	01	JAN 2022 COPIER LEASE	82-820-54-00-5462	185.00
					INVOICE TOTAL:		185.00 *
					CHECK TOTAL:		185.00
105103	ELMUSA	ELM USA INC					
	44888		11/03/21	01	ECO PRO PRO-KIT 800	82-820-56-00-5620	100.90
					INVOICE TOTAL:		100.90 *
					CHECK TOTAL:		100.90
105104	FINDAWAY	FINDAWAY WORLD LLC					
	368039		11/05/21	01	AUDIO BOOK	84-840-56-00-5683	48.74
					INVOICE TOTAL:		48.74 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 12/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105104	FINDAWAY	FINDAWAY WORLD LLC					
	368909		11/16/21	01	AUDIO BOOKS	84-840-56-00-5683	109.48
					INVOICE TOTAL:		109.48 *
					CHECK TOTAL:		158.22
105105	GRIFFON	GRIFFONS SYSTEMS, INC					
	3723		11/29/21	01	AVIGILON SERVEILLANCE SYSTEM	84-840-56-00-5635	7,849.25
					INVOICE TOTAL:		7,849.25 *
					CHECK TOTAL:		7,849.25
105106	LLWCONSU	LLOYD WARBER					
	10513		11/25/21	01	EXPANDING DIGITAL INCLUSION	82-820-54-00-5462	600.00
					INVOICE TOTAL:		600.00 *
	10514		11/25/21	01	11/5 & 11/19 ONSITE IT SUPPORT	82-820-54-00-5462	480.00
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		1,080.00
105107	MIDWTAPE	MIDWEST TAPE					
	501212695		11/01/21	01	AUDIO BOOKS	84-840-56-00-5683	163.96
				02	DVDS	84-840-56-00-5685	130.93
					INVOICE TOTAL:		294.89 *
	501241478		11/09/21	01	AUDIO BOOK	82-000-24-00-2480	25.99
				02	AUDIO BOOKS	84-840-56-00-5683	82.98
				03	DVDS	84-840-56-00-5685	219.14
					INVOICE TOTAL:		328.11 *
	501284519		11/16/21	01	DVDS	84-840-56-00-5685	114.45
					INVOICE TOTAL:		114.45 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 12/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105107	MIDWTAPE	MIDWEST TAPE					
	501303718		11/20/21	01	AUDIO BOOKS	84-840-56-00-5683	69.98
					INVOICE TOTAL:		69.98 *
	501327169		11/29/21	01	CD	84-840-56-00-5684	10.99
				02	DVD	84-840-56-00-5685	19.99
					INVOICE TOTAL:		30.98 *
					CHECK TOTAL:		838.41
105108	R0002482	CHARLES B. PHILLIPS PUBLIC					
	112021-RPLCMNT		11/20/21	01	LOST ITEM REPLACEMENT COST	82-820-56-00-5686	10.00
					INVOICE TOTAL:		10.00 *
					CHECK TOTAL:		10.00
105109	SYSERCO	SYSERCO					
	2245		11/30/21	01	COMPASS UPG.	84-840-60-00-6020	18,050.00
					INVOICE TOTAL:		18,050.00 *
					CHECK TOTAL:		18,050.00
105110	TCG	TCG SOLUTIONS, INC					
	21-0664		11/01/21	01	HOSTED VOIP-OCT 2021	82-820-54-00-5462	445.00
					INVOICE TOTAL:		445.00 *
	21-0813		12/01/21	01	HOSTED VOIP-NOV 2021	82-820-54-00-5462	445.00
					INVOICE TOTAL:		445.00 *
					CHECK TOTAL:		890.00
105111	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					

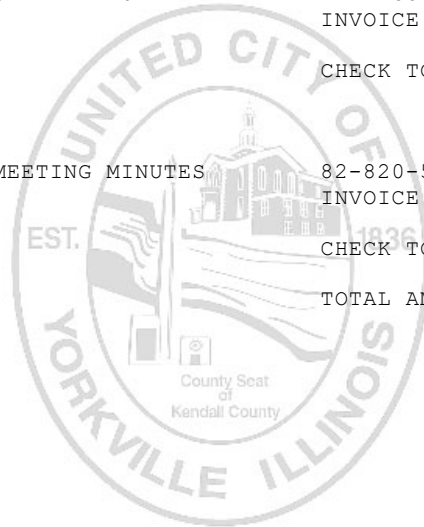
82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 12/13/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105111	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	12534		11/01/21	01	ANNUAL BILLING FOR 2021-2022	82-820-54-00-5462	3,584.10
					INVOICE TOTAL:		3,584.10 *
					CHECK TOTAL:		3,584.10
105112	UMBRELLA	UMBRELLA TECHNOLOGIES					
	1121		12/01/21	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00
				02	FOR DEC 2021-FEB 2022	** COMMENT **	
					INVOICE TOTAL:		480.00 *
					CHECK TOTAL:		480.00
105113	YOUNGM	MARLYS J. YOUNG					
	110821		11/27/21	01	11/08/21 MEETING MINUTES	82-820-54-00-5462	63.25
					INVOICE TOTAL:		63.25 *
					CHECK TOTAL:		63.25
					TOTAL AMOUNT PAID:		37,507.24





UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

November 12, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 15,767.67	\$ -	15,767.67	\$ 1,744.46	\$ 778.03	\$ 18,290.16
FINANCE	11,519.60	-	11,519.60	1,296.49	871.73	\$ 13,687.82
POLICE	116,501.44	1,497.67	117,999.11	665.50	8,750.09	\$ 127,414.70
COMMUNITY DEV.	20,937.45	-	20,937.45	2,359.49	1,564.96	\$ 24,861.90
STREETS	17,473.96	325.32	17,799.28	1,977.50	1,305.38	\$ 21,082.16
BUILDING & GROUNDS	2,095.20	-	2,095.20	249.44	171.76	\$ 2,516.40
WATER	17,793.47	248.91	18,042.38	2,004.52	1,314.18	\$ 21,361.08
SEWER	9,972.86	56.22	10,029.08	1,114.24	731.24	\$ 11,874.56
PARKS	24,697.04		24,697.04	2,596.74	1,834.30	\$ 29,128.08
RECREATION	17,168.21		17,168.21	1,547.80	1,289.87	\$ 20,005.88
LIBRARY	17,611.61	-	17,611.61	1,191.68	1,309.40	\$ 20,112.69
TOTALS	\$ 271,538.51	\$ 2,128.12	\$ 273,666.63	\$ 16,747.86	\$ 19,920.94	\$ 310,335.43

TOTAL PAYROLL \$ 310,335.43



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

November 24, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,400.00	-	3,400.00	-	260.10	3,660.10
ADMINISTRATION	16,678.73	-	16,678.73	1,801.01	836.23	19,315.97
FINANCE	11,852.94	-	11,852.94	1,316.86	700.14	13,869.94
POLICE	130,522.39	312.29	130,834.68	665.50	9,395.23	140,895.41
COMMUNITY DEV.	21,806.52	-	21,806.52	2,422.72	1,611.28	25,840.52
STREETS	17,252.78	-	17,252.78	1,916.78	1,264.22	20,433.78
BUILDING & GROUNDS	2,095.20	-	2,095.20	232.78	160.28	2,488.26
WATER	17,609.32	394.72	18,004.04	2,000.26	1,311.90	21,316.20
SEWER	9,751.71	9.37	9,761.08	1,084.45	711.37	11,556.90
PARKS	24,974.01	547.95	25,521.96	2,707.96	1,889.74	30,119.66
RECREATION	17,202.83	-	17,202.83	1,555.10	1,284.91	20,042.84
LIBRARY	17,030.02	-	17,030.02	1,191.68	1,264.87	19,486.57

TOTALS \$ 291,084.79 \$ 1,264.33 \$ 292,349.12 \$ 16,895.10 \$ 20,759.76 \$ 330,003.98

TOTAL PAYROLL \$ 330,003.98



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, December 13, 2021

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 5</i>)	11/25/2021	\$4,176.96
Library Check Register (<i>Pages 6 - 9</i>)	12/13/2021	37,507.24
IPRF - Dec. 2021 Workers Comp	11/09/2021	872.21
DLL Financial-Dec. 2021 Copier Lease	11/09/2021	185.00
Impact - 07/15-10/14 Copy Charges	11/09/2021	236.24
Nicor -09/31/21-10/30/21 services	11/23/2021	2,144.80
TOTAL BILLS PAID:		<hr/> \$45,122.45

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	11/12/2021	\$20,112.69
Bi-weekly (<i>Page 11</i>)	11/24/2021	19,486.57
TOTAL PAYROLL:		<hr/> \$39,599.26

TOTAL DISBURSEMENTS: \$84,721.71

ACTIVITY THROUGH FISCAL PERIOD 07

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
05	AP-210913	09/07/2021	01	REIMBURSEMENT FOR PURCHASE OF	SHELLY AUGUSTINE	105064	REINER-REIMB	50.00	
		09/07/2021	02	BOOKS	BAKER & TAYLOR	105065	2036065986	559.76	
		09/07/2021	03	BOOKS	BAKER & TAYLOR	105065	2036074948	555.43	
		09/07/2021	04	BOOKS	BAKER & TAYLOR	105065	2036085941	384.20	
AP-210925M		09/20/2021	186	AMAZON-BASEBALL CAPS	FIRST NATIONAL BANK	900109	092521-S.AUGUSTINE	26.96	
TOTAL PERIOD 05 ACTIVITY								1,576.35	0.00
06	AP-211011	10/07/2021	01	BOOKS	BAKER & TAYLOR	105075	2036157903	699.12	
		10/07/2021	02	BOOKS	BAKER & TAYLOR	105075	2036165277	488.24	
		10/07/2021	03	BOOKS	BAKER & TAYLOR	105075	2036181924	317.64	
		10/07/2021	04	AUDIO BOOK	MIDWEST TAPE	105078	501046566	29.99	
AP-211025M		10/20/2021	218	AMAZON-BOOKS	FIRST NATIONAL BANK	900110	102521-D.DEBORD	100.64	
		10/20/2021	219	METERNALLY-ACTIVITY CARD KITS	FIRST NATIONAL BANK	900110	102521-G.HIX	178.48	
		10/20/2021	220	AMAZON-BOOKS	FIRST NATIONAL BANK	900110	102521-S.AUGUSTINE	40.70	
GJ-211031LB		11/02/2021	06	Oct 2021 Deposits					2,054.12
TOTAL PERIOD 06 ACTIVITY								1,854.81	2,054.12
07	AP-211108	11/02/2021	01	BOOKS	BAKER & TAYLOR	105084	2036223476	16.09	
		11/02/2021	02	BOOKS	BAKER & TAYLOR	105084	2036269015	61.21	
AP-211125M		11/17/2021	255	AMAZON-BOOKS	FIRST NATIONAL BANK	900111	112521-D.DEBORD	65.33	
		11/17/2021	256	AMAZON-RETURNED BOOK CREDIT	FIRST NATIONAL BANK	900111	112521-D.DEBORD		46.02
		11/17/2021	257	ESPECIAL NEEDS-VISION BOARD	FIRST NATIONAL BANK	900111	112521-G.HIX	144.00	
		11/17/2021	258	AMAZON-BADGE BUTTONS	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE	42.99	
		11/17/2021	259	AMAZON-3-D PRINTER	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE	230.99	
		11/17/2021	260	AMAZON-RETURNED BOOK CREDITS	FIRST NATIONAL BANK	900111	112521-S.AUGUSTINE		40.70

ACTIVITY THROUGH FISCAL PERIOD 07

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW - MEMORIALS & GIFTS							
07	GJ-211130LB	12/01/2021	05	Nov 2021 Deposits					1,344.00
				TOTAL PERIOD 07 ACTIVITY				560.61	1,430.72
				TOTAL ACCOUNT ACTIVITY				4,968.16	6,073.21
				ENDING BALANCE					50,615.73
				GRAND TOTAL				0.00	50,615.73
				TOTAL DIFFERENCE				0.00	50,615.73



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended November 30, 2021

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	Year-to-Date Totals	FISCAL YEAR 2022 BUDGET	% of Budget
			May-21	June-21	July-21	August-21	September-21	October-21	November-21			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>												
82-000-40-00-4000	PROPERTY TAXES		36,449	366,781	11,201	30,247	312,477	11,654	5,438	774,248	776,734	99.68%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		39,429	396,774	12,117	32,721	338,029	12,607	5,883	837,560	836,024	100.18%
<i>Intergovernmental</i>												
82-000-41-00-4120	PERSONAL PROPERTY TAX		2,085	-	1,519	193	-	2,531	-	6,329	5,250	120.55%
82-000-41-00-4160	FEDERAL GRANTS		-	-	-	-	764	-	-	764	-	0.00%
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	152	1,466	228	4,340	8,500	51.06%
<i>Charges for Service</i>												
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,435	991	-	2,735	-	1,431	-	6,592	8,500	77.56%
82-000-44-00-4422	COPY FEES		271	297	-	547	287	212	107	1,722	3,800	45.31%
82-000-44-00-4438	PROGRAM FEES		-	-	-	11	-	3	7	21	-	0.00%
<i>Investment Earnings</i>												
82-000-45-00-4500	INVESTMENT EARNINGS		41	44	64	61	72	85	86	453	2,000	22.65%
82-000-45-00-4550	GAIN ON INVESTMENT		-	-	-	-	355	-	-	355	-	0.00%
<i>Miscellaneous</i>												
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	75	-	-	75	1,750	4.29%
82-000-48-00-4850	MISCELLANEOUS INCOME		98	374	175	360	249	245	111	1,612	2,000	80.60%
<i>Other Financing Sources</i>												
82-000-49-00-4901	TRANSFER FROM GENERAL		1,775	1,775	2,139	1,775	1,775	1,774	872	11,887	26,993	44.04%
TOTAL REVENUES: LIBRARY			82,141	767,522	27,453	94,824	654,234	32,009	12,733	1,670,916	1,692,702	98.71%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>												
82-820-50-00-5010	SALARIES & WAGES		17,137	17,567	19,173	21,179	21,452	32,178	21,452	150,138	286,470	52.41%
82-820-50-00-5015	PART-TIME SALARIES		12,796	12,339	12,568	12,770	11,441	21,376	13,189	96,480	195,544	49.34%
<i>Benefits</i>												
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,904	1,952	2,130	2,353	2,383	3,575	2,383	16,680	32,180	51.83%
82-820-52-00-5214	FICA CONTRIBUTION		2,219	2,217	2,357	2,521	2,440	4,021	2,574	18,350	35,685	51.42%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,119	12,186	6,145	7,145	7,266	6,543	(976)	49,428	105,501	46.85%
82-820-52-00-5222	GROUP LIFE INSURANCE		-	66	-	131	-	52	47	295	377	78.36%
82-820-52-00-5223	DENTAL INSURANCE		-	1,439	480	554	517	517	-	3,505	7,079	49.51%
82-820-52-00-5224	VISION INSURANCE		34	72	-	228	-	78	78	490	1,088	45.05%
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	1,775	1,774	872	11,862	25,993	45.64%
<i>Contractual Services</i>												
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	-	20	260	-	280	3,000	9.33%
82-820-54-00-5415	TRAVEL & LODGING		-	-	-	-	-	-	82	82	1,500	5.45%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	167	21	-	-	-	167	2,500	6.68%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended November 30, 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	42% September-21	50% October-21	58% November-21			
82-820-54-00-5440	TELECOMMUNICATIONS	-	426	-	252	293	161	600	1,732	7,200	24.06%
82-820-54-00-5452	POSTAGE & SHIPPING	-	12	6	180	34	6	131	369	750	49.19%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	569	1,371	1,492	13	172	1,863	155	5,634	11,000	51.22%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,262	2,982	2,767	3,973	4,312	1,157	4,996	21,450	40,000	53.62%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	2,138	-	-	788	2,925	3,000	97.50%
82-820-54-00-5468	AUTOMATION	2,534	-	4,748	-	-	-	4,464	11,747	20,000	58.73%
82-820-54-00-5480	UTILITIES	-	-	2,406	1,343	1,392	1,600	2,145	8,886	12,351	71.95%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	1,033	2,347	5,905	2,775	270	1,635	5,977	19,942	50,000	39.88%
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	866	554	65	2,300	8,000	28.75%
82-820-56-00-5620	OPERATING SUPPLIES	-	446	-	-	240	36	29	750	4,000	18.76%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	28	103	169	289	26	692	1,306	7,000	18.66%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	807	-	2,043	2,850	2,000	142.50%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	26	180	-	-	-	97	303	2,000	15.15%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	-	-	-	300	0.00%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	272	-	69	22	363	1,500	24.22%
<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	654,234	32,009	12,733	1,670,916	1,692,702	98.71%
TOTAL FUND EXPENDITURES		52,721	118,916	63,548	59,939	55,969	77,482	61,906	490,480	1,709,443	28.69%
FUND SURPLUS (DEFICIT)		29,420	648,606	(36,095)	34,884	598,266	(45,473)	(49,173)	1,180,436	(16,741)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	10,300	10,300	13,150	16,650	9,750	11,800	13,250	85,200	50,000	170.40%
84-000-45-00-4500	INVESTMENT EARNINGS	13	14	16	16	16	18	17	111	200	55.45%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	31	-	-	-	-	-	31	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,313	10,346	13,166	16,666	9,766	11,818	13,267	85,342	50,200	170.00%

LIBRARY CAPITAL EXPENDITURES

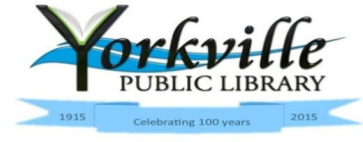
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	9,600	9,600	15,000	64.00%
84-840-56-00-5683	AUDIO BOOKS	-	20	265	231	210	425	888	2,039	3,500	58.24%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	34	-	34	500	6.80%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended November 30, 2021

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year							Year-to-Date Totals	FISCAL YEAR 2022	
		8% May-21	17% June-21	25% July-21	33% August-21	42% September-21	50% October-21	58% November-21		BUDGET	% of Budget
84-840-56-00-5685	DVD'S	-	121	181	261	241	204	163	1,172	3,000	39.07%
84-840-56-00-5686	BOOKS	-	2,239	1,090	2,386	4,892	1,134	4,226	15,968	50,000	31.94%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	866		-	-	866	20,000	4.33%
TOTAL FUND REVENUES		10,313	10,346	13,166	16,666	9,766	11,818	13,267	85,342	50,200	170.00%
TOTAL FUND EXPENDITURES		-	2,380	1,537	3,743	5,343	1,798	14,878	29,679	95,500	31.08%
FUND SURPLUS (DEFICIT)		10,313	7,965	11,629	12,922	4,423	10,020	(1,611)	55,664	(45,300)	

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YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of November 30, 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	\$ 961,222	\$ 934,436	\$ 878,416					
Building Development Fees	Old Second	169,954	177,116	185,896	195,318	206,641	214,612	211,551					
Library Operations	IMET *	4,126	4,126	4,126	4,126	5,528	5,528	5,528					
Library Operations	Illinois Funds	258,149	258,154	258,159	283,122	283,127	283,133	283,139					
Total:		\$ 841,109	\$ 1,158,565	\$ 1,119,422	\$ 1,134,798	\$ 1,456,519	\$ 1,437,709	\$ 1,378,635	\$ -	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 16,883	\$ 16,937	\$ 17,551	\$ 19,276	\$ 18,994	\$ 20,213	\$ 20,113					
2 ND PAY PERIOD		17,173	17,137	18,677	19,547	18,723	20,615	19,487					
3 RD PAY PERIOD		-	-	-	-	-	20,323	-					
Total		\$ 34,056	\$ 34,074	\$ 36,228	\$ 38,824	\$ 37,717	\$ 61,151	\$ 39,599	\$ -	\$ -	\$ -	\$ -	\$ -

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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended November 30, 2021 *

		November		YTD		% of		FY 2022		Fiscal Year 2021	
		Actual		Actual		Budget		Budget		For the Month Ended Nov 30, 2020	
										YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)											
Revenues											
Property Taxes	\$	11,321	\$	1,611,808	99.94%	\$	1,612,758	\$	1,561,523	3.22%	
Intergovernmental											
Personal Property Replacement Tax	\$	-	\$	6,329	120.55%	\$	5,250	\$	3,024	109.31%	
State Grants		-		25,722	121.61%		21,151		21,151	21.61%	
Total Intergovernmental	\$	-	\$	32,051	121.40%	\$	26,401	\$	24,175	32.58%	
Library Fines	\$	228	\$	4,340	51.06%	\$	8,500	\$	2,228	94.84%	
Charges for Services											
Library Subscription Cards	\$	-	\$	6,592	77.56%	\$	8,500	\$	2,831	132.88%	
Copy Fees		107		1,722	0.00%	\$	-	\$	732	135.06%	
Program Fees		7		21	0.56%		3,800		2	970.00%	
Total Charges for Services	\$	114	\$	8,335	67.77%	\$	12,300	\$	3,565	133.80%	
Investment Earnings	\$	86	\$	808	40.38%	\$	2,000	\$	934	-13.53%	
Reimbursements/Miscellaneous/Transfers In											
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$	-	\$	-	0.00%	
Rental Income		-		75	4.29%		1,750		-	0.00%	
Miscellaneous Income		111		1,612	80.60%		2,000		374	330.63%	
Transfer In		872		11,887	44.04%		26,993		17,124	-30.58%	
Total Miscellaneous & Transfers	\$	983	\$	13,574	44.15%	\$	30,743	\$	17,499	-22.43%	
Total Revenues and Transfers	\$	12,733	\$	1,670,916	98.71%	\$	1,692,702	\$	1,609,924	3.79%	
Expenditures											
Library Operations	\$	61,906	\$	490,480	28.69%	\$	1,709,443	\$	511,438	-4.10%	
50 Salaries		34,642		246,618	51.16%		482,014		261,692	-5.76%	
52 Benefits		4,980		100,974	48.34%		208,903		107,261	-5.86%	
54 Contractual Services		19,337		74,902	48.96%		153,001		62,818	19.24%	
56 Supplies		2,948		7,873	31.12%		25,300		8,622	-8.69%	
99 Debt Service		-		60,113	7.15%		840,225		71,044	-15.39%	
Total Expenditures and Transfers	\$	61,906	\$	490,480	28.69%	\$	1,709,443	\$	511,438	-4.10%	
Surplus(Deficit)	\$	(49,173)	\$	1,180,436		\$	(16,741)	\$	1,098,486		

* November represents 58% of fiscal year 2022

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Yorkville Public Library Director's Report for November 2021

Programming

Polar Express was a big success. We had over 50 kids attend 2 different sessions on Saturday, Dec 4. Kids were treated to milk and cookies (provided by Casey General Store in Yorkville) and the story of Polar Express. After the story the children had a chance to write letters to Santa and hand deliver their letter to him. The children will receive a letter in the mail from Santa (written by members of our Adult Creative Writing Group) in the next 2 weeks.

The Illinois Libraries Presents co-op program that we have joined has listed their first 2 programs of the new year. An Evening with bestselling author Silvia Moreno-Garcia on Wed, Jan 26 at 7:00 via Zoom and An evening with bestselling author Jasmine Guillory on Wed, Feb 16 at 7:00 via Zoom. Registration will be available in Dec on our calendar of events page of our website.

Please see our website Calendar of Events page for a complete list of programs for the month of December.

Upcoming Events/Programs

Planning is well under way on our annual Mini Golf FUN Raiser that will be held on Sun, Feb 6 from 11-4. We have already received monetary donations from 13 of our 18 sponsors. Tiffany is working hard on acquiring items for our raffle baskets and promoting the upcoming event. If you are interested in volunteering for this event, please let me know. We have plenty of jobs that need to be filled for this event.

Jennette is holding 4 different Read-In programs over the holiday school break. There will be 25 kids from Grades 6- 12 that will be partnered with a young reading buddy to read to or with. The teens can use this time to record their volunteer service hours.

Outreach

Illinois State Senator, Karina Villa of the #25 district was here for a tour of the library today. We talked about the possibility of a future programming partnership for our community.

Attended the monthly Chamber of Commerce luncheon with guest speaker Rep. Keith Wheeler.

Amy delivered some of the 84 Veterans' Day cards that our TAG group created to Heritage Woods residents. Other cards went to Cedarhurst, Hillside, and VFW.

The Director of the Three Rivers PLD (Minooka & Channahon) reached out to local libraries to partner with in creating a Library Crawl during National Library Week (April 4-10) where visitors will have a passport and get stamps for each library they visit for a chance at a grand prize giveaway.

Had a meeting with Alicia Lingane, President of the Yorkville Educational Foundation, about partnering with them on the creation of a community story walk.

I have committed the Library to host the Mobile Museum of Tolerance at the Library on July 5-8, 2022. The purpose of the MMOT is to inspire people of all ages and backgrounds, empowering them to raise their voices and combat anti-Semitism, bullying, racism, hate, and intolerance and to promote human dignity. MMOT utilizes innovative technology and interactive lessons to bring its message of tolerance

directly to Illinois communities. I have reached out to the City, P&R, and the YPD to partner with us on this program. I will also be reaching out to our local state district representatives as well.

The Director of Big Rock PL has reached out to me to attend a meeting of local directors in the area for a meet and greet and to share ideas. This meeting will take place Tue, Jan 18 at 10:00 at the Sugar Grove PL.

Visited WSPY radio on Dec 3rd to promote our programs and events taking place in the library in the next 2 months.

Library Operations

Allerton/Syserco was here to finish the installation of the BAC system for our HVAC unit. Russ was on hand to help troubleshoot any issues. They created an unoccupied schedule for the system. It will run from 7:30 – 9:00 Monday-Saturday and 4 hours on Sunday with a set temperature at 72 degrees. It will turn down to 65 degrees when unoccupied. Had a 2-hour overview of the BAC software from Marcus at Syserco to familiarize us with the features of the software.

Staff moved a large shelving unit from the Adult Reference area into the Large Print Area to help bring the books on the bottom shelves up and spread out.

The Kendall County Health Department reached out to us because they have extra Narcan kits and asked if we would be interested in getting one. I contacted the City to see what the liability on this would be and they contacted our insurance company. Their reply was that we can administer NARCAN under Illinois law. We would need to be a part of the program (Drug Overdose Prevention Program – DOPP) and receive training and obtain a “standing prescription” for Naloxone. They also said to consult our attorney to determine the extent of staff and library immunities. I also contacted YPD, and they would train us in the use and procedures.

Griffon Systems is here installing 2 new and 4 replacement cameras and equipment in the server room and running new cables. They will also be installing access to the software on the managers computers as well.

We have received our laptops and hotspots from our Digital Inclusion Grant and are in the process of getting them ready for circulation.

Darren received an alarm call on Friday, Nov 26 at 2:30ish am about an alarm in the front foyer. Because of our new cameras that were recently installed, I was able to access the cameras recordings from my phone at home to see why the alarm was triggered.

Ted has been here to clean out our gutters and replace light blubs around the inside and outside of the library.

The City has installed a cable that will be used to block off the high school parking lot from our parking lot for the afterschool traffic. Our staff will have to go out daily to attach the cable and open it back up after traffic has subsided.

Staff & Training

Omni meeting
Library Dementia Services webinar
Building African American Collections webinar
Disability Justice in Libraries webinar
Manager Meeting

A.T. gave her 2 weeks' notice today. She will be greatly missed. She was an extreme asset to our library and will be hard to replace.

I have posted a job opening on our website, the city's website, RAILS job board, our Facebook page, and on our digital sign.

Other

There was a call placed to 911 about an incident with an individual that was posted on various Facebook pages stating it was at the library. It was determined that there was never any threat to the library, staff, or patrons.

The library will be closed in observance of Christmas on Fri, Dec 24 and Sat, Dec 25. The library will also be closed in observance of the New Year on Fri, Dec 31 and Sat, Jan 1, 2022.

YORKVILLE STATISTICS FOR FY22															PRAIRIECAT	
	All	Transacti	web	checkout	s+	checkout	all holds	holds	checkins	Items	borrowe	Borrower	Items to	Reciprocal		
	ons	renewals	web holds	renewals	s	renewals	placed	filled		lent to	d from	s	atYorkvill	Items	Patrons	
										other	other		e	added	added	
										libraries	libraries					
MAY	13,586	811		5,836	5,581	255	335	1,834	5,581	600	1,450	316	432	73		
JUNE	16,858	1,126		8,136	7,771	365	336	1,777	6,609	673	1,419	357	285	134		
JUL	15,470	945		6,932	6,573	359	346	1,630	6,562	621	1,294	333	361	130		
AUG	14,938	1,083	1,741	6,527	6,211	316	293	1,713	6,405	683	1,351	398	332	91		
SEP	12,748	1,001	1,655	5,142	4,822	320	356	1,685	5,565	667	1,343	229	384	94		
OCT	12,129	912	1,488	5,327	5,064	263	382	1,572	4,842	642	1,208	380	400	75		
NOV	11,559	890	1451	4,966	4,740	226	293	1,468	4,832	610	1,143	385	319	70		
DEC																
JAN																
FEB																
MAR																
APR																
Totals																
	ANCESTRY		GALE		E-READ IL		OMNI		OCLC							
	SEARCHES	HITS	SESSIONS	SEARCHES	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED			
MAY	16	21	3	5	23	82	40	784	402	298	0	5	9			
JUN	94	86	2	3	30	79	30	796	439	280	0	14	4			
JUL	31	17	2	3	23	82	35	758	463	286	1	23	11			
AUG	123	74	1	11	25	103	31	819	491	278	0	8	7			
SEP	46	33	1	1	15	72	31	842	519	305	3	17	15			
OCT	204	125	1	6	17	64	29	850	513	294	1	9	10			
NOV	4	1	1	1	19	109	31	679	493	288	0					
DEC																
JAN																
FEB																
MAR																
APR																
Totals																

FY 2021 ATTENDANCE			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PATRON DOOR COUNT			3,889	5124	4480	3670	5445	4624	4443						
CURBSIDE PATRONS			38	20	22	24	40	35	21						
HOME DELIVERY			2	2	3	4	3	1	0						
CARDS ISSUED THROUGH WEBSITE									5						
NUMBER OF CHILDREN'S PROGRAMS			12	25	21	16	20	19	16						
CHILDREN'S ROGRAM ATTENDANCE			180	804	875	432	393	480	333						
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			16	7	8	2	1	2	2						
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			819	617	2226	92	17	168	111						
NUMBER OF YA PROGRAMS			4	7	14	6	1	6	3						
YA PROGRAM ATTENDANCE			21	62	88	46	3	26	20						
NUMBER OF YA PASSIVE PROGRAMS			2	0	1	1	1	2	4						
YA PASSIVE PROGRAM ATTENDANCE			10	0	1	0	4	15	40						
YOUTH SUMMER/WINTER READING					377										
NUMBER OF ADULT PROGRAMS			5	6	6	6	10	10	10						
ADULT PROGRAM ATTENDANCE			39	67	67	126	130	88	92						
NUMBER OF ADULT PASSIVE PROGRAMS							1display	Fest 150+							
ADULT PASSIVE PROGRAM ATTENDANCE							550								
ADULT SUMMER/WINTER READING															
MEETING ROOM USE:	Library		11	27	26	23	15	16	18						
	Community		3	2	1	3	2	4	7						
	Rental				1		1								
BOARD ROOM USE						11	2	4	3						
STUDY ROOM USE			21	36	6	32	49	60	21						
MUSEUM PASS				9	11	9	4	7	2						
YOUTH COMPUTER SESSIONS			23		39	18	16	20	13						
ADULT COMPUTER SESSIONS			211		189	257	229	185	159						
FRIENDS VOLUNTEER HOURS			104	67	76	100	376	93							
YOUTH VOLUNTEER HOURS															
IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE															
COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE															

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Chapter 4: Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☐ At least once every five years, the board directs a review of the library's long-term space needs.
- ☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☐ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards.
- ☐ All signage is in compliance with applicable federal, state, and local regulations.
- ☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☐ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☐ Shelving in the areas serving young children is scaled to their needs.

Chapter 7: Collection Management Checklist

- ☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.

- ☐ Library budgets should put priority on purchasing materials that best serve their community.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8: System Member Responsibilities and Resource Sharing Checklist

- ☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- ☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

- ☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Reference Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has a reference service policy.
- ☐ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ☐ The library provides easy access to accurate and up-to-date community information.
- ☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☐ The library provides access to local and state maps.
- ☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☐ The library provides voter information, including precinct boundaries and location of polling places.
- ☐ The library provides information about local history and events.
- ☐ The library has at least one current reference resource for each subject area.
- ☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

- ☐ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☐ The library evaluates its reference service on an annual basis.

Reader's Advisory Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ☐ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- ☐ The library maintains a basic collection of reader's advisory reference materials.
- ☐ All staff members attend at least one relevant continuing education event each year.
- ☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☐ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10: Programming

- ☐ Library programs are provided free of charge, or on a cost recovery basis.
- ☐ Library programs are located in a physically accessible location.
- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.

- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☐ The library provides outreach programs to specific populations who cannot visit the library.
- ☐ The library has programming that seeks to serve children and their caregivers.
- ☐ The library has programming that seeks to serve young adults.
- ☐ The library has programming that seeks to serve adults and senior citizens.
- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☐ The library is encouraged to partner with other organizations to offer programs.

Chapter 11: Youth/Young Adult Services

- ☐ All basic youth services are available when the library is open.
- ☐ The library provides staff trained in serving youth.
- ☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☐ The library's programming is designed to reflect the needs and interests of youth in the community.

- ☐ Library programs are provided free of charge or on a cost-recovery basis.
- ☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- ☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☐ The library strives to partner with youth-facing organizations in the community.
- ☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☐ The library provides a space specifically for use by children and families.
- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☐ The library provides early literacy programming, including regular story time, for children and families.

- ☐ The library provides programming which facilitates play and fun for children and families.
- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☐ The library provides a welcoming environment for young adults both individually and in groups.
- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☐ The library provides materials both physical and digital for young adults that are intended for them.
- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

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Drug Overdose Prevention Program (DOPP)

**GUIDELINES
FOR THE
IMPLEMENTATION
Of AN
OPIOID OVERDOSE
EDUCATION AND
NALOXONE
DISTRIBUTION
(OEND)
PROGRAM**

ILLINOIS DEPARTMENT OF HUMAN SERVICES
Division of Substance Use Prevention and Recovery (SUPR)

2018

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Rational for Naloxone Distribution

Opiates and their synthetic congeners (collectively referred to as opioids), are a group of compounds that bind to opioid receptors throughout the human body. Because of their particular pharmacological properties, heroin and opioids carry an especially high risk of death from overdose as compared to other drugs.

Naloxone is a prescription medication approved by the Food and Drug Administration (FDA) to reverse overdose effects of opioids such as heroin, morphine, oxycodone, hydrocodone and other opioids. Naloxone blocks the opioid receptor sites in the brain, reversing the life-threatening effects of an overdose. Naloxone is an opioid antagonist which can safely and reliably reverse the respiratory depression associated with opioid overdose and can be administered by bystanders, family members, friends and first responders.

The medication can be administered by intramuscular (into the muscle), or intranasal spray, (Narcan - sprayed through the nasal cavity), or intravenous (IV) usually in a hospital setting. Naloxone has been successfully distributed to many people with opioid use disorders along with their families, and friends in numerous programs throughout the United States. Published data from the Center of Evidence-based Policy has shown that individuals participating in Opioid Overdose Education and Naloxone Distribution (OEND) programs have responded to countless successful overdose reversals.

Overdose death rates have exploded across the country during the past several years, with a boom in heroin and prescription drug use widely credited as the drivers of this lethal trend. According to the Illinois Department of Public Health an estimated **1,946** people in Illinois died of an opioid overdose in 2016, an **82%** increase compared to 2013. Much of the alarming increase in opioid overdose deaths in recent years can be attributed to the rise of dangerous synthetic opioids such as fentanyl. **Synthetic opioids are fast acting and can be hundreds to thousands of times more potent than heroin.** Heroin and other street drugs are often mixed with fentanyl to increase their effects, which can quickly become a lethal combination. **Between 2013 and 2016, overdose deaths in Illinois attributable to synthetic opioids increased tenfold (IDPH).** In 2015, approximately 81,326 people in the United States had an emergency department visit for unintentional, heroin-related poisonings, which is an estimated rate of almost 26 per 100,000 people in America (CDC).

According to Illinois 2014, Public Health data, Illinois has one of the higher rates of death from heroine and opioid use. Illinois is one of 16 states in which more people die of drug overdoses than car accidents. Heroin is the most commonly cited drug among drug treatment admissions in Illinois. The highest rate of Emergency Department admissions is said to be due to use of heroin, fentanyl and prescription opioids.

Illinois Drug Overdose Prevention Legislation

As one step toward reducing the unprecedented increase in preventable overdose deaths in the United States, many states in the union have amended their laws to increase access to the life-saving medication, naloxone.

These laws apply to private citizens (family and friends) and professional first responders, including non-medical personnel such as law enforcement, social service employees, outreach workers and all trained staff who work with substance use disorder (SUD) clients,

The Illinois General Assembly passed the following Public Acts in order to expand naloxone distribution and training:

January 2010 Illinois Public Act 096-0361 Illinois' Naloxone Expansion Act This act explains the expansion of naloxone making it legal in Illinois for non-medical persons to administer naloxone to another individual in order to prevent an opioid/heroin overdose from becoming fatal.

June 2012 Illinois Public Act 097-0678 Illinois' Emergency Medical Services Access Act: The "Good Samaritan Law" - Overdose victims and individuals accompanying them cannot be charged with possession for small amounts of illegal drugs when calling 911 or taking someone to an emergency room for an overdose.

In 2012, as a direct result of this law, the Illinois Department of Human Services, Division of Alcoholism and Substance Abuse (IDHS/DASA) currently named Division of Substance Use Prevention and Recovery (SUPR) established the Drug Overdose Prevention Program (DOPP). Through this voluntary program, municipalities, non-profit agencies, law enforcement agencies, treatment facilities, public health departments throughout the State of Illinois can enroll their program, train individuals at their various sites, and distribute naloxone to staff, family and friends and clients.

September 2015 Public Act 099-0480 The Heroin Crisis Act - This act supports comprehensive educational and training initiatives involving law enforcement, schools, emergency responders, health care providers and interested individuals to enhance awareness, access and use of naloxone for treating drug overdoses. The bill provides civil and criminal immunity protections for health care professionals and others participating in training activities and providing opioid antagonists. The law's other highlights include amendments to the Illinois Insurance Code (215 ILCS 5/132) to provide coverage for opioid antagonists, including the medication product, administration devices and any pharmacy administration fees related to dispensing the drug.

In accordance with the State of Illinois' Opioid Action Plan released in September 2017, increasing naloxone training and access to distribute became one of nine central strategies to reduce opioid deaths. [SOAP.pdf](#)

Purpose of this Document

The Illinois Department of Human Services, Division of Alcoholism and Substance Abuse (IDHS/DASA) has developed guidelines to inform programs how to become enrolled as a Drug Overdose Prevention Program (DOPP) and to successfully operate an Opioid Overdose Education and Naloxone Distribution (OEND) program. Potential enrollees include licensed SUPR Treatment Programs, recovery homes, licensed prescribing practitioners, for profit community-based organizations, not-for-profit community-based organizations, needle exchange programs, hospitals, police and sheriff departments, along with public health departments, health care providers, including FQHCs and health care for homeless clinics, urgent care facilities, faith-based organizations, public libraries, colleges and universities. The following agencies such as jails, prisons, probation and parole departments, problem-solving courts, are also encouraged to enroll as a Drug Overdose Prevention Program because they serve individuals who are at high risk of overdose. Programs are not required to be licensed by IDHS/SUPR.

The purpose of this document is to provide interested entities wanting to become DOPP programs with guidelines and protocols to establish an Opioid Overdose Education and Naloxone Distribution (OEND) program. These guidelines are divided into the following three sections:

- A) The Enrollment Package
- B) DOPP Web Portal Reporting Requirements
- C) Guidelines for Implementation and Training Curriculum

A) Enrollment Package:

The **Enrollment Package** consists of an Enrollment Form and Attestation Page clearly outlining expectations and requirements of the program. Each program must complete enrollment form and Attestation page and submit to the IDHS/SUPR before they begin training drug overdose prevention responders. In addition, training materials can be forwarded to IDHS/SUPR DOPP coordinator for questions about content.

Once approved, the DOPP/OEND program enrollment will be valid for five years and then Programs must re-enroll. Enrolled Programs will receive an enrollment certificate and a letter of approval upon submission of these forms.

Enrollment forms are also available on the DHS/SUPR website:

[DOPP Enrollment Package/IL444-2051.pdf](#)

Click below to access enrollment form and complete as directed. Email to:

DHS.DOPP.coordinator@illinois.gov



IL444-2051.pdf

B) REPORTING REQUIREMENTS AND PROCEDURES:

DHS/SUPR has a web portal to assist programs in completing all reporting requirements. The Program Director must access the web portal and set up an account for the anticipated DOPP program.

The web portal is: www.ILsavesOD.org

Once the Program Director sets up an account as the Project Administrator, access to all forms, reports and resources will be available.

The IDHS/SUPR requires two reporting topics:

1) Monthly Report:

All DOPP/OEND programs are expected to keep track of the number of sites added and individuals trained each month. In addition, programs are asked to tally the amount of individuals trained by type; ie.. first responder, staff, client, community responder, etc. Program Directors will log into their program account on the Illinois Save OD web portal. The web portal is:

www.ILsavesOD.org

2) Enter all Overdose Reversal and Naloxone Administration Reporting Form

reports by clicking on **ENTER NALOXONE REVERSAL INFO NOW GREEN** button on the portal. The web portal is: www.ILsavesOD.org

This reporting screen will allow IDHS/SUPR to keep track of the drug overdose response incidents in Illinois. Whenever naloxone is administered, the program director or person authorized will log in to the web portal to complete the demographics and specifics of each save on the screen. The portal makes this convenient, expeditious, and completely mobile.

BYSTANDER	FIRST RESPONDER PARTICIPANT
<p>If you are a friend, family member or outreach worker and have administered the medication naloxone, please complete the following fields to the best of your ability. We prefer that you use your best guess to complete each field rather than leave blank and not answer. Please note your data is stored anonymously and securely. Thank you for all your efforts.</p> <p>Enter Naloxone Reversal Info Now</p>	<p>If you are a registered user because you are a First Responder or part of DHS/SUPR Drug Overdose Prevention Program (DOPP), click here to access your account and enter data securely. Thank you for all your efforts.</p> <p>All data collected is completely confidential and is used to determine best practices and to respond to funding requirements.</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login to Enter Info Forgot Password</p> <p>Click here to create an account.</p> <p>If you're a first responder with a participating agency, but don't have an account yet; create an account now.</p> <p>Create a new account</p>

NOTE: DHS/SUPR grantees will be required to submit additional reports found on the web portal: Quarterly report, Acquisition Form, and Community Coalition report. Specific technical assistance will be provided for the grantees.

C) The Program Guidelines for Implementation and Training Curriculum: The following Program Guidelines for Implementation may be used by DOPP/OEND programs to help develop program policies and procedures and to understand the responsibilities of an Enrolled Drug Overdose Prevention Program (DOPP) and to successfully operate an Opioid Overdose Education and Naloxone Distribution (OEND) program. A program director must be identified on the Program Enrollment form as the primary contact for the DOPP Program.

These guidelines explain what elements are needed to develop a DOPP Program; to determine if the program will utilize the Illinois Department of Public Health's State wide standing order and gives curriculum topics for training individuals to administer naloxone and to successfully operate an Opioid Overdose Education and Naloxone Distribution (OEND) program.

The elements in the guidelines can be used to develop program policies and procedures and should be tailored by the individual DOPP/OEND program after carefully considering the goals for enrolling and becoming a DOPP/OEND and the target population intended to serve. The guidelines describe the program staff responsibilities and training guidelines for the distribution and use of naloxone. All DOPP/OEND Programs should have the policies and procedures and training materials internally approved by the responsible authority at the enrolling agency or department.

Illinois Statewide Standing Order Option : For programs, agencies and any interested entity **who do not have access to a licensed physician, physician assistant or advanced practice nurse:**

Historically, obtaining naloxone required a prescription from a Physician, Nurse Practitioner or Physician's Assistant. Many programs and municipalities were unable to enroll as a DOPP program because they were unable to access naloxone for their program due to not having an MD on staff to initiate a prescription.

However, in September of 2017, Pursuant to the Act, the Illinois Department of Financial and Professional Regulation (IDFPR) – in consultation with the Illinois Department of Public Health (IDPH) and Illinois Department of Human Services (IDHS) – issued a Naloxone Standardized Procedure for appropriately trained professionals to obtain, dispense, or administer naloxone. This Standing Order is issued by the Chief Medical Officer of the Illinois Department of Public Health, effective on September 7, 2017.

This Standing Order is made pursuant to the Alcoholism and Other Drug Abuse and Dependency Act (20 ILCS 301/5-23) and Executive Order 17-05.

The statewide Standing Order allows pharmacists and DOPP/OEND naloxone training programs in Illinois to provide naloxone without a direct prescription to individuals at risk of an opioid overdose, as well as their family and friends and to others who may assist an individual suffering opioid-related overdose.

Click on the links below to access the Statewide standing order for naloxone:

See the Illinois Department of Public Health Naloxone Home page
<http://dph.illinois.gov/naloxone>

See the Illinois Naloxone Standardized Procedure and sample of the Illinois Naloxone Standing Order <http://www.idph.state.il.us/Naloxone/>

The screenshot shows a web browser window displaying the Illinois Department of Public Health (IDPH) Naloxone Standing Order Form. The page header includes the IDPH logo and navigation links for 'Form', 'About', and 'Contact'. A blue banner reads 'IDPH - Naloxone Standing Order Form' with a subtext: 'Please enter your information in the form below to get a Naloxone Standing Order Form.' The main content area is titled 'Naloxone Dispensing Entities affirm that they will:' and contains four numbered items:

- ☒ **Report/Register with the appropriate program**
 - **Pharmacies:** Should report naloxone dispensing to the Illinois Prescription Monitoring Program
 - **Opioid Overdose Education and Distribution Programs:** Register with the Division of Alcoholism and Substance Abuse Drug Overdose Prevention Program
- ☐ **Update registration as needed to reflect current data**
- ☐ **Contact IDPH should the entity no longer be able to provide naloxone (DPH.Opioids@illinois.gov).**
- ☐ **Participate in approved training and provide training for those individuals to whom you provide naloxone.**

Below the list, it states: 'For Pharmacists this may include:'. The browser's address bar shows 'http://www.idph.state.il.us/Naloxone/'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:14 AM on 10/16/2018.

A. Any IDHS approved training modules (previously approved modules include Walgreens, CVS, Albertsons, and IDPH)

OR

B. Understanding of the [Naloxone Standardized Procedures](#) as well as completion of the following training videos:

- [Naloxone Overview and Patient Counseling](#)
- [Instructional Videos for Administration of Naloxone](#)

For Overdose Education and Naloxone Distribution Programs this may include program training materials in compliance with IDHS' Drug Overdose Prevention Program guidelines.

5 Required information to access Naloxone Standing Order

1) Entity type:

2) Entity Name:

3) Counties served:

(To select multiple counties, please press Ctrl key and click a county at the same time.)

4) Address 1:

5) Address 2:

Naloxone Entity

Naloxone Entities may include pharmacies, pharmacists, or opioid Overdose Education and Naloxone Distribution (OEND) programs.

- Participating pharmacies and pharmacists must be licensed under the Illinois Pharmacy Practice Act (225 ILCS 85), complete training approved by IDHS pursuant to Public Act 99-0480, and have knowledge of the Illinois Naloxone Standardized Procedure. Pharmacies/pharmacists should report naloxone dispensing to the Illinois Prescription Monitoring Program at <https://www.ilpmp.org/>.
- Any non-pharmacy OEND program must FIRST be registered as a Drug Overdose Prevention Program (DOPP) with the IDHS's Division of Substance Use Prevention and Recovery (SUPR), at <http://www.dhs.state.il.us/>. This may include law enforcement agencies, drug treatment programs, recovery homes, local health departments, hospitals or urgent care facilities, or other for-profit or not-for-profit community-based organizations.**
- Once enrolled as a DOPP program (Your program will receive a certificate and letter of successful enrollment).

If the program enrolling as a DOPP is not utilizing the statewide Standing Order, the program will demonstrate a shared leadership responsibility and collaboration between the delegated Program Director and the Program's identified Health Care Professional (HCP).

Please note: If utilizing the Statewide Naloxone Standing Order, the program only needs a Program Director.

Responsibilities of the Program Director

The Program Director is identified on the Program Enrollment form as the primary contact for the Program.

The Program Director will manage and have overall responsibility for the program and will either:

- Identify an Illinois licensed physician, physician assistant, or nurse practitioner to function as the programs Health Care Professional (HCP) to oversee the prescribing aspects of the drug overdose prevention program
 - The HCP shall also provide clinical consultation
 - In consultation with the HCP approve Affiliated Prescribers for the program;
 - Maintain program documentation of HCP and Affiliated Prescribers credentials and licenses;

Or if utilizing the Illinois Statewide Standing Order:

- Fulfill all DOPP requirements to enroll and utilize the Illinois Statewide Standing Order therefore not needing to identify a Health Care Professional;
 - All DOPP programs utilizing the statewide Standing Order must follow the Illinois Department of Public Health's Naloxone Standardized Procedures
 - Click here: [Illinois Naloxone Standing Order](#)

Responsibilities of the Program Director for all DOPP programs (including DOPP programs utilizing statewide Standing Order)

- Develop a training curriculum based on the SAMHSA Tool kit which is consistent with the guidelines of the IDHS/SUPR; (See Education and Training Section)
- Identify and select persons to be trained as drug Overdose Responders; This may be First Responders and/or community and family/friend bystanders.
- Ensure that all individuals trained complete all components of the training;

Program Director DOPP Reporting Requirements:

The Program Director must fulfill the following reporting requirements in order to operate a successful DOPP/OEND program. DHS/SUPR has a web portal to assist programs in completing the following reporting requirements.

A) Complete Monthly Progress Report

B) Enter all **Overdose Reversal and Naloxone Administration Reporting Form**

The Program Director must access the web portal and set up an account for the program as the Program Administrator. The web portal is: www.ILsavesOD.org

WEB PORTAL LOG IN:

The screenshot displays a web portal login interface with two main sections: 'BYSTANDER' and 'FIRST RESPONDER PARTICIPANT'.

BYSTANDER Section:

- Header: BYSTANDER
- Text: If you are a friend, family member or outreach worker and have administered the medication naloxone, please complete the following fields to the best of your ability. We prefer that you use your best guess to complete each field rather than leave blank and not answer. Please note your data is stored anonymously and securely. Thank you for all your efforts.
- Button: Enter Naloxone Reversal Info Now

CREATE AN ACCOUNT Section:

- Header: CREATE AN ACCOUNT
- Text: Click here to create an account.
- Button: Create a new account

FIRST RESPONDER PARTICIPANT Section:

- Header: FIRST RESPONDER PARTICIPANT
- Text: If you are a registered user because you are a First Responder or part of DHS/SUPR Drug Overdose Prevention Program (DOPP), click here to access your account and enter data securely. Thank you for all your efforts.
- Text: All data collected is completely confidential and is used to determine best practices and to respond to funding requirements.
- Form fields: Email, Password
- Button: Login & Enter Naloxone Reversal Info Now
- Link: I forgot my password

All DOPP/OPRD programs are expected to keep track of the number of sites added and individuals trained each month. In addition, programs are asked to tally the number of individuals trained by type; ie... first responder, staff, client, community responder, etc.

- 2) Enter all **Overdose Reversal and Naloxone Administration Reporting Form** reports by clicking on **ENTER NALOXONE REVERSAL INFO NOW GREEN** button on the portal.

All information with asterisk * is required. If it is not known, please use your best educated guess.

Enter Naloxone Reversal Info Now!

Overdose Reversal And Naloxone Admin Form

General Information

Site*

First Site on Demo

Location of Naloxone Administration

Closest Cross Streets

Closest Cross Streets

City*

City

ZIP Code

Zip

156%

Ongoing Program Director Responsibilities:

- 3) Ensure all **Overdose Reversal and Naloxone Administration Reports** are completed and submitted utilizing the web portal. **ENTER NALOXONE REVERSAL INFO NOW GREEN**
- 4) Ensure that the program's enrollment with the IDHS/SUPR remains up-to-date; Receive and reply to a 30 day reminder of certification expiration from IDHS/SUPR after the 5 year initial enrollment.
- 5) Ensure that IDHS/SUPR is notified in a timely fashion of all changes in the information contained on the program's initial enrollment, including names and contact information for the Program Director and Health Care Professionals and Affiliated Prescribers.
- 6) Update training program content, materials and protocols as needed;
- 7) Approve and provide ongoing supervision of the trainers;
- 8) Oversee procurement and storage of naloxone with appropriate records and develop policies and procedures for the distribution of naloxone kits to drug Overdose Responders.

Definition and Responsibilities of the Program's Health Care Professional (HCP)

The Health Care Professional has responsibility for clinical oversight for the program and is defined in 20 ILCS 301/5-23 (d) subsection (4) as:

- a. a physician licensed in Illinois to practice medicine in all its branches;
- b. a physician assistant who has been delegated the authority for prescription or dispensation of an opioid antidote by his or her supervising physician;
- c. an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the prescription or dispensation of an opioid antidote; or
- d. an advanced practice nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act.

Responsibilities of the Program's Health Care Professional (HCP)

- A) Provide clinical consultation, expertise, oversight and liaison concerning medical and clinical issues related to the Drug Overdose Prevention Program;
- B) Provide consultation to ensure that all trained individuals receive all information required for training;
- C) In conjunction with the Program's Official Designee maintain a description of how the organization will provide training information, how employees or volunteers providing information will be trained and the standards for documenting the provision of required training information;
- D) In conjunction with the Program's Official Designee adapt and approve training program content, materials and protocols;

Affiliated Prescribers

Affiliated prescribers may also prescribe or dispense naloxone and must be Illinois licensed physicians, nurse practitioners or physician assistants as described in 20 ILCS 301/5-23 (d) subsection (4). The affiliated prescribers must be knowledgeable regarding the following: drug overdose prevention program policies, procedures and record keeping; opioid drug overdose training content, materials and protocols; and administration and storage of naloxone. They must report all of their drug overdose prevention program-related activities to the Program's Official Designee and must complete all required documentation and of record keeping including the DHS/SUPR Template-**Standing order to Dispense and Administer Naloxone** - IL 444-2052. (This template is to be completed by the Health Care Professional if the program is not utilizing the IDPH statewide standing order.



IL444-2052.pdf

The Program Director and HCP can determine if access to the web portal is necessary and preferable. Consult with the DHS/SUPR DOPP coordinator to obtain additional guidance regarding this process: DHS.DOPP.Coordinator@illinois.gov

TRAINING AND EDUCATION

It is the intention of the Program Guidelines for Implementation to encourage the development of a wide network of individuals trained as drug Overdose Responders. Successful overdose prevention will require that people who are the closest to individuals at risk for overdose become trained responders. These people may be peers, family members, friends or neighbors. In the work place, these individuals may be staff, clients, family and friends associated with people who have substance use disorders. Therefore, all those who are interested in becoming trained drug Overdose Responders may be eligible and must be counted on the monthly report.

A DOPP/OEND training video can be utilized by DOPP/OEND programs to train staff and bystanders, clients and family and friends. This training deck may be modified to fit the needs of the program



IDHS_ SUPR

Naloxone Training.pp

Trainers

Trainers may be program employees or volunteers and must demonstrate competence in the content and skills of the DOPP/OEND Program before providing training to drug Overdose Responders. Each trainer's competence on the training protocols must be approved by the Program Director and the program must maintain documentation of the trainer's proficiency to provide training on all of the information for drug Overdose Responders.

The Program Director will maintain:

- A training log of all trainings with the dates and location of the training, the name of the trainer and the names of the drug Overdose Responders in attendance and the type of responder, ie...first responder, community member;
- e. A list of all persons who are designated trainers with verification by the Health Care Professional of their training competence; Describe the duration and frequency requirements of training;
- f. Describe any required supervision or monitoring of DOPP/OEND;
- g. Use available reference material to enhance training content;

Training Protocol and Content

The program should maintain an up-to-date training curriculum and must be tailored by the Program for its individualized needs. The Program should have a training manual that is based on available references listed below in the Training and Resource section of this manual and any other appropriate training materials.

The following information describes the minimum content to be included in the training curriculum.

Steps to take if they observe a drug overdose including:

- 1) How to recognize a drug overdose;

- 2) How to respond to an overdose. See DHS/SUPR Brochure on website
- 3) The importance of calling 911
- 4) How to perform rescue breathing and resuscitation;
- 5) Types of Naloxone, dosage and administration,
- 6) Administration of naloxone
- 7) Care for the person who overdoses after administration of Naloxone
- 8) Safety recommendations for the overdose responder

Depending on the context and program design, there are several additional recommended educational elements for potential overdose responders:

- h. Hands- on practice with a demonstration kit
- i. Risk factors for overdose fatality
- j. Illinois 911/Good Samaritan law
- k. Resuscitation technique: As there is insufficient data to recommend one resuscitation method over another, Program Directors and HCPs will need to determine whether rescue breathing, chest compressions or full CPR education is most appropriate for inclusion in their training curricula.

Drug overdose prevention education should be tailored to needs of identified responders and the population and environment they may encounter. Specific cultural aspects of the community and where the overdose prevention interventions may take place should be addressed.

Drug overdose prevention education should:

- l. Take into account the overdose responder's previous education and medical knowledge.
- m. Consider the environment in which the training may take place.
- n. Address specific cultural needs of the overdose responder and the cultural environment in which they may encounter individuals who have overdosed.
- o. Provide individualized training aids and training approaches based on the overdose responder and the cultural environment in which they may encounter individuals who have overdosed.
- p. Provide ample opportunity for question, answer periods, and have written information to address frequently asked questions.
- q. Be adaptable in length and format, based on the needs of the potential overdose responder.

Training and Educational Resources

The training will serve as a foundation for education and training of communities, first responders, patients who are prescribed opioid medications and individuals and family members who are close to someone with an opioid use disorder and may have experienced an opioid overdose.

Depending on the setting and participant, trainings may be as short as ten minutes or may last 60/90 minutes depending on the trainee's familiarity on substance use disorders and overdose factors. At the conclusion of the training, participants may receive a certificate demonstrating adequate understanding of the materials and medication.

A DOPP/OEND training video can be utilized by DOPP/OEND programs to train staff and bystanders, clients and family and friends.



IDHS_ SUPR
Naloxone Training.pp

Additional Opioid resource materials can be found on IDHS/SUPR website:

<http://www.dhs.state.il.us/page.aspx?item=58142>

Programs enrolled in the DHS DOPP/OEND may utilize the SAMHSA Opioid Overdose Prevention Toolkit available on the SAMHSA website: [Opioid Overdose Prevention Toolkit](https://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit/SMA18-4742)
<https://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit/SMA18-4742>

Other Helpful Websites:

<http://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit-Updated-2016/SMA16-4742>

www.prescribetoprevent.org

<http://harmreduction.org/issues/overdose-prevention/tools-best-practices/manuals-best-practice/od-manual/>

http://www.health.ny.gov/diseases/aids/general/opioid_overdose_prevention/

<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/prevention/naloxone-access.html>

Trainings may take place in a variety of settings, including on the street or in a more conventional classroom setting, but should be conducive to maximize the learning of drug Overdose Responders. The trainings may be in small groups or conducted one-on-one and the length of trainings may vary depending on the drug Overdose Responders familiarity with drug injection and drug overdose or on other factors. All of the minimum content for patient information must be communicated before drug Overdose Responders administer naloxone without supervision.

Qualifications of Trainers

The training manual or training presentation should describe the qualifications, training experience, and specific knowledge and skill sets of the individuals who will provide drug overdose prevention education and information to potential drug Overdose Responders. Drug overdose prevention trainers should be able to demonstrate competence in the content and skills of drug overdose prevention. DHS/SUPR has no specific training qualifications or certifications.

Training Records

- At the conclusion of educational sessions, each person who has demonstrated adequate overdose prevention and response will be counted as an individual trained at a particular site. All Program Directors are required to complete a monthly DHS/SUPR report by utilizing the web portal designating how many sites and individuals were trained the previous month and the type of responder, ie...first responder, staff, client, family or community member;

Naloxone Kits

Each naloxone kit shall contain a minimum of one of the following items:

- #2 2 mL Luer-Jet™ Luer-Lock needleless syringe (NDC 76329-3369-0) plus #2 mucosal atomizer devices (MAD-300)
- #1 two-pack of two 4 mg/0.1 mL intranasal devices (NDC 69547-353-02)
- #2 single-use 1 mL vials (NDC 00409-1215-01 OR NDC 67457-0292-02) OR #1 10mL multidose vial (NDC 00409-1219-01) PLUS #2 3 mL syringe w/ 23-25 gauge 1-1.5 inch IM needles
- #1 two-pack of two 0.4 mg/0.4 mL prefilled auto-injector devices (NDC 60842-030-01)

Purchase of Naloxone Kit Supplies

- It is important to match the type of naloxone purchased, (nasal or intramuscular) and training of responders.
- For intramuscular, syringes may be purchased through medical supply houses or local drug stores. Prescriptions are not required. Be sure to purchase intramuscular needles (at most 25 gauge and at least 1 inch) with syringes that have at least a 3 mL volume.
- Individual doses of Naloxone may be accessed and purchased from your local drug store. A prescription or prescriber is NO LONGER required. If purchasing from a local drug store a few days advance notice may be required, as it may not be available at all locations. Most pharmacies are providing the nasal spray form of naloxone.

Detailed information on naloxone sourcing can be found on the
Illinois Department of Public Health's Opioid Data Dashboard

<https://idph.illinois.gov/OpioidDataDashboard/>

Click above to locate pharmacies in Illinois trained to dispense individual prescriptions of naloxone.

Access to Naloxone For DOPP/OEND programs: Beginning in 2017, DHS/SUPR has been awarded Federal Grants to address the opioid epidemic by providing financial resources to the State of Illinois to provide DOPP/OEND programs assistance in purchasing naloxone to distribute to trained responders. The pdf below lists Grantees and contact information in your specific county.

http://www.dhs.state.il.us/OneNetLibrary/27896/documents/2018SUPRGrants/FY19_DOPP_PDO_STR_GrantContact_Information.pdf



FY'19-_DOPP_PDO_ST
R_Grant Contact_Infor

HARM REDUCTION & OVERDOSE PREVENTION

Fact Sheet

Legality of Dispensing and Administering Expired Naloxone in Illinois

Background

Drug overdose is a continuing epidemic that claimed the lives of nearly 72,000 Americans in 2017.¹ Opioids, both prescription painkillers and illegal drugs such as heroin and illicitly manufactured fentanyl, were responsible for nearly 48,000 of these deaths.² Many of the people killed by opioids would be alive today if they had quickly received the medication naloxone and, where needed, other emergency care.³ To attempt to increase access to naloxone, all fifty states and the District of Columbia have modified their laws to increase access to naloxone, the standard first-line treatment for opioid overdose.⁴

While these laws take a number of steps to increase access to this life-saving medication, none explicitly address the legality of dispensing naloxone that is past its expiration date. As many governmental and non-governmental organizations will increasingly have stocks of such expired naloxone, which has a listed shelf life of only one to two years and is quite expensive to purchase, it is important to determine whether distribution or use of that naloxone is permissible under existing law.⁵ This factsheet discusses whether Illinois laws forbids the prescription, dispensing, distribution, possession, or administration of expired naloxone and whether such actions negatively impact risk of civil liability.

In sum, Illinois law does not prohibit the prescription, dispensing, distribution, or administration of expired medications, nor is there a general prohibition on the possession of expired naloxone obtained via a valid prescription or a standing order. Numerous studies have shown that naloxone remains effective long past its expiration date, perhaps even decades, even when not stored at optimal conditions. Because Illinois law provides professional and criminal immunity for the prescribing, dispensing, and administration of naloxone in the absence of “willful and wanton misconduct,” those activities are likely covered for expired naloxone to the same extent they apply to non-expired naloxone.

Efficacy of Expired Naloxone

Numerous studies have demonstrated that naloxone retains its potency long past its expiration date, even when kept in less-than-ideal conditions. In perhaps the most comprehensive such study, expired naloxone

samples – some which expired as early as the early 1990's - were obtained from fire departments, emergency medical services and law enforcement agencies.⁶ Upon testing, it was discovered that these samples, which had mostly been stored in ambulances, police cars, and similar environments, retained nearly all of their active ingredient, even after nearly 30 years in storage. Only one sample, which was more than 25 years past its expiration date, had fallen to below 90% of its original strength.⁷

While that study was conducted with naloxone vials, similar results have been obtained with the products Evzio and Narcan. Testing on several of these products that were at least one year past their listed expiration date revealed that they all tested at greater than 100% of their labeled naloxone concentration. The researchers who conducted that study noted that the data suggests “extending the shelf life of these products” to “aid in avoiding the significant expense of replacing them every two years and also increase the availability” of naloxone in communities.⁸ Even extremes of heat and cold seem to do little to impact the efficacy of naloxone. In another study, ampoules of naloxone were cycled through repeated heating and cooling cycles for 28 days. These samples, which had been either repeatedly cooled to -20 degrees Celsius or heated to 80 degrees Celsius, “remained at comparable concentrations as ampoules stored at room temperature.”⁹

Summary of Relevant Illinois Law

Illinois' naloxone access law provides a number of protections for those who act to increase access to the medication. First, healthcare professionals acting in good faith are provided immunity from any violation of professional licensing statutes as well as criminal immunity for the prescribing or dispensing of an “opioid antagonist” to patients at risk of opioid overdose and persons who are not at risk of overdose but may be in a position to help another individual during an overdose.¹⁰ In addition, pharmacists are protected from civil liability for administering or dispensing an opioid antagonist under a protocol or standing order so long as they do so “without fee or compensation in any way” and without willful and wanton misconduct.¹¹

Unlike many states, Illinois has not enacted immunity protections for the distribution of naloxone by laypeople.¹² While Illinois law authorizes the Department of Public Health to “establish or authorize programs for prescribing, dispensing, or distributing opioid antagonists for the treatment of drug overdose,” no immunity is provided for laypeople who distribute naloxone in these programs.¹³¹⁴ The law does, however, provide immunity from civil liability, in addition to immunity from violations of professional licensing statutes and criminal prosecution, to laypeople who have received certain information and who administer an opioid antagonist to another person without fee in a good faith belief that the other person is experiencing an overdose.¹⁵

“Opioid antagonist” is defined in Illinois law as any drug that “binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone...”¹⁶ Willful and wanton misconduct is not defined in the relevant statute, but the Illinois Supreme Court and Illinois legislature have defined reckless, willful, and wanton conduct in other contexts as conduct “committed with ‘utter indifference’ to or ‘conscious disregard’ for the safety of others, sometimes called a ‘reckless disregard’ for the safety of others.”¹⁷ Further, relevant (but not controlling) case law defines it as an “injury that must have been intentional” or an act that was “committed under circumstances exhibiting a reckless disregard for the safety of others, such as a failure, after knowledge of impending danger, to exercise ordinary care to prevent it or a failure to discover the danger through recklessness or carelessness when it could have been discovered by the exercise of ordinary care.”¹⁸

Legal Analysis

We found no laws that explicitly address the question of dispensing or administering expired naloxone to the general public.¹⁹ Illinois' Drug Overdose Prevention Program guidelines require that Opioid Education and Naloxone Distribution Program Directors "routinely assess the expiration date of naloxone to ensure that naloxone with earlier expiration dates are distributed prior to naloxone with later expiration dates," but do not prohibit the distribution or dispensing of expired naloxone.²⁰ A search of case law in Illinois and related federal cases regarding the administration or distributing of expired drugs found no relevant decisions on the subject. There is therefore no prohibition on such activities.

The evidence also suggests that all otherwise applicable legal protections apply to expired naloxone to the same extent that they apply to non-expired naloxone. Naloxone that is past its expiration date is highly likely to be an "opioid antagonist" under Illinois law, as studies have repeatedly found that naloxone that is past its expiration date maintains much of its previous concentration and therefore would likely still bind to opioid receptors and block or inhibit the effects of opioids acting on those receptors, the requirements for a substance to qualify as an "opioid antagonist".²¹ Further, the research evidence that naloxone remains an effective opioid antagonist long past its stated expiration date suggests that it would not be willful and wanton misconduct to supply or administer expired naloxone, as it does not appear to be reckless or careless to use naloxone after the product's expiration date.

Conclusion

In summary, it is not illegal under Illinois law to prescribe, dispense, distribute or administer naloxone that is past its expiration date, nor is there any controlling federal law on the subject. There is also no law prohibiting the possession of expired naloxone acquired via a valid prescription or standing order. Further, an Illinois law that provides criminal and civil immunity to certain individuals for the prescription, dispensing, and administration of naloxone likely applies regardless of the medication's expiration status. There appears to be no legal reason to destroy expired naloxone or prevent it from being dispensed, distributed or administered in Illinois.

SUPPORTERS



Robert Wood Johnson Foundation

The Network for Public Health Law is a national initiative of the Robert Wood Johnson.

This document was developed by Amy Lieberman, JD (alieberman@networkforphl.org) and Corey Davis, JD, MSPH (cdavis@networkforphl.org) at the Network for Public Health Law's Harm Reduction Legal Project. The legal information provided in this document does not constitute legal advice or legal representation. For legal advice, please consult specific legal counsel.

This document was created in and is current as of February 2020.

¹ Holly Hedegaard, M.D., et al., Drug Overdose Deaths in the United States, 1999-2017, *available at* <https://www.cdc.gov/nchs/data/databriefs/db329-h.pdf> (last visited Jan. 12, 2019).

² Id.

³ Opioid overdose is caused by excessive depression of the respiratory and central nervous systems. Naloxone, a κ - and δ , and μ -opioid receptor competitive antagonist, works by displacing opioids from these receptors, thereby reversing their depressant effect. See J. M. Chamberlain & B. L. Klein, *A comprehensive review of naloxone for the emergency physician*, 12 AM J EMERG MED (1994).

⁴ For a comprehensive list of state naloxone access laws, see NETWORK FOR PUBLIC HEALTH LAW, LEGAL INTERVENTIONS TO REDUCE OVERDOSE MORTALITY: NALOXONE ACCESS AND GOOD SAMARITAN LAWS (2018), *available at* http://www.networkforphl.org/_asset/qz5pvn/network-naloxone-10-4.pdf.

⁵ Davis CS, Carr D. *Naloxone Affordability Measures Needed*. Journal of the American Pharmacists Association 2017; 57(6): 740-741.

⁶ Schuyler Pruyn et al., *Quality Assessment of Expired Naloxone Products from First-Responders' Supplies*, 23 Prehospital Emergency Care 5, 647-653 (2018), <https://www.ncbi.nlm.nih.gov/pubmed/30596290>

⁷ The potency of that sample, which expired in May 1992, was approximately 89% of that when it was new.

⁸ Charles Babcock, et al., *Evaluation of Chemical Stability of Naloxone Products beyond Their Labeled Expiration Dates*, American Association of Pharmaceutical Scientists presentation at PharmSci 360 Conference (November 6, 2018), <https://www.eventscribe.net/2018/PharmSci360/fsPopup.asp?efp=UUFSQLZZVFM1OTQ2&PosterID=165883&rnd=0.926461&mode=posterinfo>

⁹ Dulcie Lai et al., *The effects of heat and freeze-thaw cycling on naloxone stability*, Harm Reduction Journal 16, Article number 17 (2019), <https://harmreductionjournal.biomedcentral.com/articles/10.1186/s12954-019-0288-4>. Similar results were obtained from a previous study, see R. Bart Johansen et al., *Effect of extreme temperatures on drugs for prehospital ACLS*. Am J Emerg Med. 1993;11:450-2.

¹⁰ 20 Ill. Comp. Stat. Ann. 301/5-23 (d)(1).

¹¹ 745 Ill. Comp. Stat. Ann. 49/36.

¹² Under the Illinois Pharmacy Practice Act, “distribute” means to “deliver, other than by dispensing, a prescription medication.” Ill. Admin. Code tit. 68, § 1330.10.

¹³ 20 Ill. Comp. Stat. Ann. 301/5-23 (b)(1).

¹⁴ “‘Dispense’ means to interpret, verify computer entry of, select the prescribed product for, prepare and/or deliver a prescription medication to an ultimate consumer or to a person authorized to receive the prescription medication by or pursuant to the lawful order of a practitioner, including the compounding, packaging and/or labeling necessary for delivery and any recommending, advising and counseling concerning the contents, therapeutic values, uses and any precautions, warnings and/or advice concerning consumption. Dispense does not mean the physical delivery to a patient or a patient’s representative in a home or institution by a designee of a pharmacist or by common carrier or the physical delivery of a drug or medical device to a patient or patient’s representative by a pharmacist’s designee within a pharmacy or drugstore while the pharmacist is on duty and the pharmacy is open.” Ill. Admin. Code tit. 68, § 1330.10.

¹⁵ The immunity from civil and criminal penalty applies only if the layperson acts without “willful or wanton misconduct.” 20 Ill. Comp. Stat. Ann. 301/5-23 (d)(2).

¹⁶ 20 Ill. Comp. Stat. Ann. 301/5-23(d)(4).

¹⁷ Grant Dixon III, *You Don’t Know It When You See It: Pleading Requirements for Willful and Wanton Conduct*, 27 DCBA Brief 24, 25 (2015), citing *Pfister v. Shusta*, 167 Ill.2d 417, 421 (1995); 745 Ill.Comp.Stat. § 10/1-210; *American National Bank & Trust Co. v. City of Chicago*, 192 Ill.2d 274, 285 (2000).

¹⁸ *Henslee v. Provena Hosps.*, 369 F. Supp. 2d 970, 977-978 (N.D. Ill. 2005), defining the concept of “willful and wanton misconduct” within the EMS Act, 210 Ill. Comp. Stat. Ann. 50/3.150.

¹⁹ There are some regulations that govern the disposal of expired medications in specific public health institutions, but they are applicable only in certain limited situations, none of which are applicable to the outpatient setting. These institutions include Community Living Facilities, Long-term Care Facilities, Veteran’s Homes, Facilities for the Developmentally Disabled, Skilled Nursing Care Facilities, Sheltered Care Facilities, Hospice Care Facilities, Assisted Living Facilities, and Supportive Residences. Ill. Admin. Code tit. 77, § 370.840; Ill. Admin. Code tit. 77, § 350.3760; Ill. Admin. Code tit. 77, § 340.1665; Ill. Adm. Code tit. 77, § 350.1450; Ill. Admin. Code tit. 77, § 300.1650; Ill. Admin. Code tit. 77, § 390.1450; Ill. Admin. Code tit. 77, § 280.4030; Ill. Admin. Code tit. 77, § 330.1510; Ill. Admin. Code tit. 77, § 295.5000; Ill. Admin. Code tit. 77, § 385.2150. Additionally, the Department of Corrections has a rule on inmates’ possession of expired medication; Rule 308 Ill. Admin. Code tit. 20, § 504 App. A.

²⁰ https://www.dhs.state.il.us/OneNetLibrary/27896/documents/2018_DOPP_Guidelines_for_Implementation.pdf

²¹ See 20 Ill. Comp. Stat. Ann. 301/5-23(d)(4).

Naloxone Kit Protocols

Drug Overdose Responders will be strongly encouraged to report all use and any loss of their kits to the Program Director, HCP, or affiliated prescriber. It is the goal of the Overdose Prevention Program that there is an accurate accounting of prescribed and distributed medications.

Storage of Naloxone

The Program Director will ensure that naloxone is stored safely consistent with the manufacturer's guidelines and that an adequate inventory of naloxone is maintained to meet reasonable projected demand. The Program Director will routinely assess the expiration date of naloxone to ensure that naloxone with earlier expiration dates are distributed prior to naloxone with later expiration dates.

Maintaining Program Records

DOPP/OEND program training records and training completion logs, usage records and inventories of Naloxone supplies and materials are designed and completed according to the programs own policy and procedures. DOPP/OEND Programs will keep all forms and records for the program in organized files and available for review by IDHS/SUPR as needed. Records should be handled in accordance with the agencies existing HR, HIPAA and administrative policies.

For more information on the DOPP or how to enroll as a DOPP/OEND program, please contact the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery DOPP coordinator by sending an email to: DHS.DOPP.coordinator@illinois.gov

Gold Service Agreement



Yorkville Public Library

November 10, 2021

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

Location: Yorkville Public Library
Address: 902 Game Farm Rd
Yorkville, IL 60560-1135

TK Elevator Corporation ("TK Elevator Corporation," "TK Elevator," "we," "us," and "our"), agrees with Purchaser ("Purchaser," "you," and "your"), to maintain the equipment described below in accordance with the terms and conditions of this agreement ("the Agreement") with the goal of maximizing its performance, safety, and life span. TK Elevator and Purchaser may hereinafter be referred to individually as a "Party" or collectively as the "Parties."

Equipment to be Maintained

This Agreement covers the units described in the table below (individually a "Unit" or collectively the "Units").

Equipment Type	Nickname	Legal ID	OEM Serial #	Stops	Controller Manufacturer	MAX Eligible
Hydraulic	1	H020535	EV3228	2	thyssenkrupp Elevator	Yes

Scope of Work

Service Visits

TK Elevator will visit the Units described above to examine, maintain, adjust and lubricate the equipment covered by this Agreement as necessary to promote the proper operation of those Units and will repair or replace any covered components if the repair or replacement is, in TK Elevator's sole opinion, necessitated by normal wear and tear or is not otherwise excluded by this Agreement ("Service Visits"). These Service Visits will be performed Monday to Friday, 8:00 AM to 4:30 PM except during scheduled holidays ("Regular Time"). All work performed before or after Regular Time shall be considered overtime ("Overtime").

TK Elevator will examine covered parts and components of the Unit(s) including:

- Control and landing positioning systems
- Signal fixtures
- Machines, Drives, Power units, pumps, valves, and above-ground jacks
- Car and hoistway door operating devices and door protection equipment
- Loadweighers
- Safety mechanisms

In order to ensure optimum operation, TK Elevator will also:

- Lubricate covered parts and components for smooth and efficient performance
- Adjust covered parts and components to promote safe operation

Service Visits Include TK Elevator's Maintenance Control Program

TK Elevator performs all work covered by this Agreement in accordance with the version of ASME A17.1 that is, according to the relevant authority having jurisdiction, applicable to the Unit(s) at the time the Agreement is first fully executed by both Parties. Section 8.6 of that code currently requires Unit owners to have a Maintenance Control Program ("MCP"). TK Elevator's MCP meets or exceeds section 8.6 of that code. Our MCP incorporates TK Elevator's Basic Elevator and Escalator Procedures Manual listing the processes we follow when performing those maintenance, repair, replacement and testing services that are specifically described as included in this Agreement. Our MCP also

Gold Service Agreement



includes TK Elevator's Maintenance Tasks & Records documentation to record the performance of those tasks. This Agreement does not include any work mandated as a consequence of changes to that code after this Agreement is executed.

Service Requests

This Agreement also includes the dispatch of our technician to address minor adjustments to, and the release of any entrapped passengers from, a Unit during Regular Time ("Service Requests"). Service Requests may be made from one or more of the following: you or your representative, the building or building's representative, emergency personnel, and/or passengers through the Unit's communication device and/or from any applicable remote monitoring device attached to the Unit if monitored by TK Elevator.

We will respond to Service Requests during Regular Time, as defined above, at no additional charge.

Overtime Service Requests are those Service Requests performed in whole or in part before or after Regular Time ("Overtime Service Requests"). On all Overtime Service Requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard Overtime billing rates.

Testing

Equipment Testing

This agreement includes only the following tests:

- those annual safety tests for your hydraulic Units covered by this Agreement

Should your Unit(s) require any additional type of equipment testing as required by any applicable law and/or code, we will provide you with a separate written estimate that includes the cost of any associated labor and/or material(s).

Should your Unit(s) require any safety tests as mandated by any applicable law and/or code on the commencement date of this Agreement, TK Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on applicable traction elevators, or the hydraulic system on applicable hydraulic elevators under the terms of this Agreement until the test has been completed and the Unit has passed. Should the respective Unit fail any of those tests, it shall be solely your responsibility to make necessary repairs and place the Units in a condition that we deem acceptable for further coverage under the terms of this Agreement. Because the performance of any safety test places the Unit under extreme conditions that are outside of the Unit's normal operating parameters, you agree that TK Elevator shall not be liable for any damage to the building structure or the Unit(s) resulting from the performance of any safety tests we perform at any time under this Agreement.

Should your jurisdiction require the presence of either the applicable authority having jurisdiction or a third party witness at the time of testing, you agree to pay for any costs of that individual along with any inspection/coordination fees.

Firefighters' Service Testing

Should your Unit(s) be equipped with a phase I and phase II firefighters' service feature, all testing, record-keeping and record storage obligations associated with that feature that are required by any applicable law or code are expressly excluded from this Agreement and shall remain solely your responsibility to satisfy. The first time that your testing of that feature following the full execution of this Agreement reveals that it is not operating properly, you shall immediately remove the Unit from operation, immediately notify TK Elevator of the condition, and agree to remain responsible for all costs associated with any repairs necessary to return that feature to full and proper operation in accordance with any applicable law or code.

Exclusions

Service Visits, Service Requests, and Overtime Service Requests do not include: the removal or retrieval of items unrelated to the operation of the Unit(s) from the pit, machine room, or hoistway; the dispatching of any technician that results in the discovery by that technician that the Unit is either functioning on independent service or

Gold Service Agreement



firefighters' service or that the Unit is operating properly but the stop button or stop function has been engaged by others; any request or obligation to address any condition associated with a part or component specifically excluded or not covered elsewhere in this Agreement; and/or any request or obligation to service, repair, replace any components or address any condition caused in whole or in part by any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; dust or debris; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; oxidization, rust, or other conditions caused in whole or in part by the environment in which the affected component is located; fire, smoke, explosions, water, storms, wind, and/or lightning; any acts of God; acts of civil or military authorities, strikes, lockouts, other labor disputes, riot, civil commotion, war, malicious mischief, or theft; or any other reason or cause beyond our control that affects the use or operation of the Unit ("Billable Work"). On all Billable Work you will be solely responsible for the cost of all parts or materials along with all labor invoiced at TK Elevator's standard billing rates (whether Regular Time or Overtime depending on when the Billable Work is performed) including travel time (calculated roundtrip from the dispatching location to the Unit location and return), travel expenses, and time spent on the job.

In addition to the Billable Work described above, we also do not cover (A) the examination, maintenance, adjustment, refinishing, repair or replacement of the following components and/or systems: any cosmetic, construction, or ancillary components of the elevator or escalator system, including the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, balustrades, and wellway enclosures; any electrical components including main line power switches, breaker(s) or feeders to controller; sealed machine bearings; any below-ground or partially unexposed components of any hydraulic elevator system including, but not limited to, jack/cylinder, piston, PVC and/or other protective material of any type or kind; any below-ground or partially unexposed piping of any type or kind; any signage of any type or kind including but not limited to, signs, placards, and/or braille; any fire-suppression or fire-detection equipment of any type or kind including, but not limited to, smoke detectors, fire sensors, and/or sprinklers and associated piping; any communication, security, entertainment, and/or advertising devices including, but not limited to, kiosks or touchscreen displays and/or card readers; any batteries for emergency lighting and emergency lowering; or any environmental control devices including, but not limited to, air conditioners, heaters, ventilation fans, humidifiers, de-humidifiers, and/or pit or sump pumps; or (B) the repair, refurbishing, rebuilding, and/or replacement of any motor generators; or (C) the replacement or alignment of elevator guide rails; or (D) any other items or tasks specifically excluded elsewhere in this Agreement.

With the passage of time, equipment technology and designs will change. If (1) any part or component of your equipment covered under this Agreement cannot, in TK Elevator's sole opinion, be safely repaired and (2) a brand new direct replacement is no longer in stock and readily available from the Original Equipment Manufacturer ("OEM"), that part or component shall be considered obsolete, regardless of whether it can be custom-made, fabricated or acquired at any price or whether or not a refurbished or reconditioned version is available from anyone. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment associated with that Unit is functionally compatible with that replacement part or component.

In addition, we will not be required to make any changes or recommendations in the existing design or function of the Unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party.

Digital Customer Experience

MAX - Digital Maintenance

MAX is a cloud-based Internet of Things ("IOT") platform that we, at our election, may connect to your Unit(s) by installing a remote-monitoring device (a "Device"). Purchaser consents and authorizes TK Elevator to (1) access Purchaser's premises to install a Device to the Unit(s) and thereafter maintain and/or repair the Device(s) and (2) to collect, store, maintain, own, use, delete, and/or destroy any or all of the data generated by the Device(s). Any Device, once installed, is not intended, nor should it be considered, as a fixture. Instead, TK Elevator shall retain the right to remove the Device from any Unit(s) and/or cease any data collection and/or analysis at any time at its sole discretion. Moreover, TK Elevator shall retain the exclusive right and ability to, at its sole discretion, remove, delete and/or destroy

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all associated data generated from the Device(s). Because the Device contains trade secrets belonging to TK Elevator and is being installed for the sole use and benefit of our personnel, Purchaser agrees not to permit Purchaser's own personnel or any third parties to use, access, tamper with, relocate, copy, alter, destroy, disassemble or reverse engineer the Device or its data. The installation of any Device on a Unit shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the Device and/or any software contained or embedded therein or that it utilizes/utilized in connection with the collection, monitoring and/or analysis of data.

With a MAX device connected to your equipment, at no additional charge, information obtained via machine learning may be sent to our technicians to promote early diagnosis, faster fixes and reduced downtime.

TK Elevator offers an additional menu of services available as outlined in the attached MAX Exhibit for your consideration and acceptance at an additional fee. The services you select will be governed by the terms and conditions of this Agreement to the extent that they do not conflict with the terms and conditions of the MAX Exhibit. In the event of a conflict, the terms and conditions of the MAX Exhibit will exclusively govern the subject matter of those terms and conditions.

Customer Web Portal and Mobile App

TK Elevator provides a web-based customer portal (the "CP") and mobile application (the "App") which, following the effective date of this Agreement, may contain certain maintenance and service call data associated with the Unit(s). To the extent applicable, TK Elevator will provide Purchaser with a user name and password to access the CP and App platforms. Purchaser shall, at its sole cost, provide and ensure the functioning integrity of its own hardware, software and internet connection necessary to access the CP and App. To the extent applicable, TK Elevator reserves the right to restrict Purchaser's access to the CP and App if any of Purchaser's accounts with TK Elevator has an outstanding unpaid balance greater than 30 days or in the event of anticipated or pending litigation of any kind. TK Elevator reserves the right to discontinue the CP and App altogether at its sole discretion and without notice to Purchaser and Purchaser expressly agrees to release TK Elevator from any and all claims of any type or kind arising out of or related to that discontinuation.

TK Elevator Communications

You may supplement this Agreement with an additional suite of services through our TK Elevator Communications call center at an additional fee contingent upon your agreement to all of the terms and conditions as set forth in the attached exhibit entitled "TK Elevator Communications Services." These additional available services involve the provision of 24/7/365 monitoring of your Units' code-compliant and compatible emergency telephone and in-cab video and text communication equipment (the "Communication Equipment"), the dispatch of a TK Elevator technician or emergency personnel under certain circumstances, the provision of a cellular connection for that Communication Equipment, and limited repair/replacement coverage for that Communication Equipment which is otherwise excluded from this Agreement.

Contract Term, Price, Available Discounts & Payment

Term

This Agreement is effective for 36 months starting February 01, 2022 and is non-cancellable. To ensure continuous service, this Agreement will be automatically renewed for successive 36-month periods unless either Party timely serves written notice on the other Party of its intention to cancel at least 90-Days but not more than 120 days before the end of the initial 36-month period or at least 90-Days before the end of any subsequent 36-month renewal period. Notice shall be sent by certified mail, return receipt requested to the TK Elevator office address found in this Agreement. Time is of the essence.

Price

The price for the services as stated in this Agreement shall be \$175.00 per month, inclusive of all applicable sales and use taxes, payable quarterly in advance. The billed amount may vary based on discounts as accepted by Purchaser's initials below and adjustments referenced in this Agreement that are applied throughout the life of the Agreement.

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Available Discounts

Payment Plan

Billing Frequency	Discount %	Monthly Discount \$	Initial to Select
Annual	4%	\$7	
Semi Annual	2%	\$3.5	
Quarterly	No Change	\$0	Current Selection

Contract Term

Extended Term (Years)	Discount %	Monthly Discount \$	Initial to Select
Seven (7)	2%	\$3.5	
Ten (10)	4%	\$7	
Fifteen (15)	8%	\$14	

We have included the following Digital Service Package notated below for the selected units below for an additional price of \$35.00 per month which will be billed to you separately from the price of the Agreement and will be noted as a "MAX Charge" on the invoice. The cost of the selected Digital Service Package is not subject to any discounts. See the MAX Exhibit for details or to change this selection.

We reserve the right to increase all charges under this Agreement not to exceed a total of five percent (5%) annually.

Payment

Payments are due upon receipt of each of your TK Elevator invoices. If you do not timely pay any sum due to TK Elevator related to your Units described in this Agreement, regardless of whether it is billed pursuant to this Agreement or any other agreement with us, within the stipulated payment term calculated from the billing date, we may also choose to do one or more of the following:

- deem that you have permanently forfeited any discounts you may be entitled to associated with your payment plan/billing frequency for this Agreement, and/or
- suspend all services until all amounts due have been paid in full, and/or
- declare all sums for the unexpired term of this Agreement due immediately as liquidated damages and terminate our obligations under this Agreement

A service charge of the highest rate allowed by law shall apply to all overdue accounts you have with TK Elevator that are in any way related to any of the Unit(s) described in this Agreement. If TK Elevator elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the Units) or losses of any other type or kind that is in any way related to TK Elevator's suspension of service. Upon resumption of service, you will be responsible for payment to TK Elevator for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

TK Elevator reserves the right to assign payments owed to TK Elevator under this Agreement. If for any reason this Agreement is terminated prior to the end of the current term, a condition of such termination shall be that you agree to pay us the full amount of the any discount you received during the initial and any subsequent term. This is in addition to and not in lieu of any other rights or remedies we may have under this Agreement and the law.

Purchaser's Responsibilities

You agree to instruct or warn passengers in the proper use of the Unit(s) and to keep them under continued surveillance by competent personnel to detect irregularities between our examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the Unit(s) upon manifestation of any irregularities in either the operation or the appearance of the Unit(s), to immediately notify us, and to keep the Unit(s) shut down until the completion of any repairs. Under those circumstances you agree not to re-set the mainline disconnect. In the event of a Service Request where our technician finds that the mainline disconnect has been reset, you agree that you will be responsible for all labor costs associated with that Service Request invoiced at TK Elevator's standard billing rates (whether Regular Time or Overtime depending on when we respond to that Service Request) including travel time (calculated roundtrip from the dispatching location to the Unit location and return), travel expenses, and time spent on the job. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the Unit(s). You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that

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room at a temperature between 50°F and 90°F. You agree to provide properly maintained and functioning mainline disconnect(s). You agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you are responsible for the cost associated with the removal and the proper handling of such liquids. You agree that if TK Elevator's inspection of a Unit serviced under this Agreement reveals an operational problem which, in TK Elevator's sole judgment, jeopardizes the safety of the riding public, TK Elevator may shut down the Unit until such time as the operational problem is resolved. In that event, TK Elevator will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this Agreement.

TK Elevator assumes no responsibility for any part of the Unit(s) except that upon which work has been performed under this Agreement. No work, service, examination or liability on the part of TK Elevator other than that specifically mentioned herein is included or intended. It is agreed that TK Elevator does not assume possession or control of any part of the Unit(s) and that such remains Purchaser's exclusively as owner, lessor, lessee, possessor, or manager thereof.

We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. For safety reasons, you agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the Unit(s) during the term of this Agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this Agreement.

Upon the commencement of this Agreement and as a condition of TK Elevator's performance of its obligations, Purchaser shall provide any wiring diagrams, manuals, special tools, monitoring devices, software, hardware or any other items designed to work with, diagnose, service, or repair the Unit(s) (1) as originally supplied by the OEM with the installation or (2) solely available to Purchaser from the OEM.

Some equipment covered by this Agreement may be encoded with serialized onboard diagnostics or other closely held diagnostic intelligence. In the event that the cause of a shutdown or other equipment issue cannot be diagnosed and/or resolved without enlisting the OEM's assistance, Purchaser agrees to obtain the assistance of the OEM and TK Elevator agrees to reimburse you for that expense, provided that it does not exceed the total monthly service fee divided by the number of Units covered under this Agreement. Any fees in excess of that figure shall be exclusively the Purchaser's responsibility.

Since TK Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with our performance or the means and methods used to meet our obligations under this Agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

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

Unless this Agreement expressly includes, or is later amended to include, TK Elevator Communications Phone Monitoring Service or Multimedia Monitoring Service as described in the exhibit hereto, this Agreement expressly excludes any materials, labor and/or services involving or related to either the monitoring of or provision of a response to any communications initiated from any Communication Equipment installed within the Unit(s) and Purchaser remains solely responsible for contracting with a separate vendor to monitor and respond to such communications in accordance with all applicable codes, statutes and/or laws.

You expressly agree to release and discharge us and our employees for any and all claims and/or losses of any type or kind (including but not limited to personal injury, death and property damage, specifically including damage to the property which is the subject matter of this Agreement) (1) associated with any components excluded in this Agreement or (2) associated with any Billable Work or (3) caused in whole or in part by reason(s) outside of our

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control. TK Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned.

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, TK ELEVATOR EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO ANY OR ALL OF THE PARTS, PLATFORMS (INCLUDING BUT NOT LIMITED TO CP, APP AND MAX) AND/OR SERVICES CONTEMPLATED BY THIS AGREEMENT INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND WARRANTIES THAT MAY ARISE OUT OF COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OR TRADE PRACTICE. WITHOUT LIMITATION TO THE FOREGOING, TK ELEVATOR PROVIDES NO WARRANTY OR UNDERTAKING, AND MAKES NO REPRESENTATION OF ANY KIND THAT THE PARTS, PLATFORMS AND/OR SERVICES CONTEMPLATED BY THIS AGREEMENT WILL BE ACCESSIBLE TO CUSTOMER, ACHIEVES ANY INTENDED RESULTS, MEETS CUSTOMER'S REQUIREMENTS, OPERATES WITHOUT INTERRUPTION, MEETS ANY PERFORMANCE OR RELIABILITY STANDARDS OR BE ERROR FREE OR THAT ANY ERRORS OR DEFECTS CAN OR WILL BE CORRECTED. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL TK ELEVATOR OR ITS AFFILIATES, BE LIABLE TO THE CUSTOMER OR ANY THIRD PARTY FOR ANY USE, INTERRUPTION, DELAY OR INABILITY TO USE THE UNIT(S), PARTS, PLATFORMS AND/OR SERVICES OR FOR THE ACT OF ANY THIRD PARTY RELATED THERETO, INCLUDING BUT NOT LIMITED TO THE INCORPORATION OF A VIRUS, SPYWARE OR ANY OTHER MALICIOUS PROGRAM INTO THE PURCHASER'S SOFTWARE OR HARDWARE OR PLATFORM.

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

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

In no event shall TK Elevator's liability for damages arising out of this Agreement exceed the remaining unpaid installments of the current, unexpired term of this Agreement.

You expressly agree to release and discharge TK Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this Agreement.

In the event an attorney is retained to enforce, construe or defend any of the terms and conditions of this Agreement or to collect any monies due hereunder the prevailing Party shall be entitled to recover all costs and reasonable attorney's fees.

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

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

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

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

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Acceptance

Until executed by both Parties this Agreement is a proposal that shall only remain available for acceptance for a period of sixty (60) calendar days from the date appearing on the first page of this document unless revoked by TK Elevator earlier in writing to Purchaser. Your acceptance of this Agreement and its approval by an authorized manager of TK Elevator will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Agreement will be recognized unless made in writing and properly executed by both Parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this Agreement will exclusively govern the Parties' responsibilities. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Agreement without the express prior written approval of an authorized TK Elevator manager.

Yorkville Public Library (Purchaser):	TK Elevator Corporation Management Approval
By: _____ (Signature of Authorized Individual)	By: _____ (Signature of Branch Representative)
_____ (Print or Type Name)	Ryan Tanzer Sales Manager
_____ (Print or Type Title)	
_____ (Date of Acceptance)	_____ (Date of Execution)

For inquiries regarding your contract or services provided by TK Elevator, please contact your local branch office:

3600 Lacey Rd Ste 100
Downers Grove, IL 60515
630-652-4000

Thank you for choosing TK Elevator. We appreciate your business.

Jessica Maksimovic

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Exhibit A

MAX

MAX is TK Elevator's smart, machine learning Internet of Things ("IoT") solution that has the ability to increase elevator availability and reduce out-of-service situations through real-time diagnostics. Connected 24/7/365, machine data covering topics such as door movements, trips, power-ups, car calls, and error codes is collected from MAX-connected elevators worldwide and is sent to the cloud. From there, depending on the menu of services you select below (a "Digital Service Package"), unique algorithms that are capable of analyzing that data and recognizing patterns to assist in computing the equipment's operation and providing precise and predictive diagnostics can be delivered to the technician in near real time, indicating where intervention is needed. The Digital Service Package you select will be governed by both the terms and conditions of the Agreement covering the Units described below and this MAX Exhibit and in the event that those terms conflict, the terms and conditions of this MAX Exhibit will exclusively govern the subject matter of those terms and conditions.

With MAX, we are able to offer the following Digital Service Packages with value-added features ("features") to your Agreement:

The (CHECK MARKS) below indicate which features are available in each of the individual Digital Service Packages.

	MAX Plus	MAX Pro	MAX Premium
IoT Connected with MAX Virtual Coach MAX device connected to Tk Elevator's IoT-based cloud enabling near real-time status and communication. Information obtained via machine learning is sent to our technician's mobile device with the service request to promote early diagnosis, faster fixes and reduced downtime.			
Email Notifications Stay informed of recent services provided via entries generated by our technicians available for your review in our customer web-based portal.			
Web Portal & Mobile App Secure access to your account including basic unit information and historical service information via web and native Android & iOS Apps.			
MAX Traffic Statistics Make smarter, data-driven decisions about your building by analyzing how elevator traffic changes over time in our customer web-based portal			
Real-Time Status and Failure Alerts Near real-time push notifications available via a mobile App or e-mail when a MAX-enabled unit shuts down and is returned to service.			
Auto Response / Dispatching As soon as our MAX technology verifies a failure we will immediately respond during Regular Time or seek your authorization to respond during Overtime to get your equipment back up and running.			

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	MAX Plus	MAX Pro	MAX Premium
No Charge Running on Arrival ("ROA") Guarantee Since we are monitoring your elevator's operation, we will not bill you if our technician is dispatched on regular time and finds the unit ROA or is on independent service, firefighters' service, or is the subject of an engaged stop button/feature.		✓	✓
Social Distancing Service When changes are made to the Controller Software or Destination Dispatching program to promote social distancing, our MAX Premium Team will monitor the traffic patterns in the building for increased demand and communicate this information back to you.		✓	✓
MAX Team Monitoring The MAX Premium team of experts will perform a regular review of the traffic and service history, predictive analytics and other relevant data and insights to promote optimum uptime and recommendations to keep your building moving most efficiently.			✓
Predictive Intervention If during its review of traffic and service history, predictive analytics and other relevant data our MAX Premium team of experts recognizes what it believes to be a certain upcoming failure on a unit we will pre-emptively dispatch a technician to investigate and address the issue. These preventative actions taken before your elevator fails will increase your equipment's uptime and reduce inconvenience.			✓
Subscription Price per unit per month	\$10	\$35	\$95

Price, Term and Your Digital Service Package

We have included the following Digital Service Package notated below for the selected units below for an additional price of **\$35 per month which will be billed to you separately from the price of the Agreement (the "MAX Charge")**. The cost of your selected Digital Service Package is not subject to any discounts. Due to the changing nature of technology, TK Elevator reserves the right to increase the MAX Charge not to exceed a total of five percent (5%) annually. In addition to the monthly amount, the Digital Service Package selected below also requires a one-time activation and setup fee of \$249.00 per building.

The Digital Service Package noted below will be provided to you on a month-to-month basis and may be substituted for another package or cancelled at any time with thirty (30) days prior written notice by either Party to the other.

Building Name	Equipment Type	Nickname	Stops	MAX Plus	MAX Pro	MAX Premium
Yorkville Public Library	Hydraulic	1	2		Current Selection	

Unless otherwise provided for in the Agreement, any Service Requests, repairs, or maintenance initiated by the Digital Service Package shall be performed during Regular Time.

As technology changes or enhancements to our Digital Service Packages become available, TK Elevator may, in its sole discretion, change any aspect of any feature on thirty (30) days written notice to Purchaser. Such changes can include, but would not be limited to, modifying, adding or eliminating content, access to information and/or reports, application support, operating system support and other aspects that TK Elevator may deem appropriate in its sole opinion.

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Exhibit B

TK Elevator Communications

TK Elevator offers an additional suite of services through our TK Elevator Communications call center separate and apart from those services included with your Agreement. We have notated below each additional TK Elevator Communications Service that you have selected for each of the Units covered under your Agreement and the corresponding total price of those services per Unit.

Building Name	Equipment Type	Nickname	Phone Monitoring	Elevator Telephone #
Yorkville Public Library	Hydraulic	1	Current Selection	

A description of each available TK Elevator Communications service and the additional applicable terms and conditions follow.

Phone Monitoring Service

If "Phone Monitoring" is selected for specific Units in the chart above then we will provide 7 days per week, 24 hours per day, 365 days per year dispatching service, through its centralized TK Elevator Communications call center, for those specified units. The dispatching service will be provided for calls placed by Purchaser outside of Regular Time to the local TK Elevator branch office. We will also include telephone monitoring on all Units maintained under this Agreement that have operational telephone equipment capable of placing a call to that call center. Depending on the nature of the call and circumstances, TK Elevator's operators can call one or more of the following: Purchaser's Designated Contacts set forth below; Local Emergency Services at phone numbers provided by Purchaser below; and/or a local TK Elevator service technician to be dispatched to the location of the equipment. Calls cannot be placed to "9-1-1" as the centralized TK Elevator Communications call center does not have dialing access to local "9-1-1" numbers.

This Phone Monitoring Service specifically excludes any maintenance, repair or replacement of any type or kind of the Purchaser's telephone or other communication equipment. The Purchaser retains exclusive possession and control of its telephone and other communication equipment and is solely responsible for ensuring uninterrupted operation of that equipment so that it is continuously capable of placing a call to TK Elevator Communication's call center.

Terms and Conditions

Any of the services mentioned in this Exhibit shall be governed by both the terms and conditions of the Agreement covering the Unit(s) described in that Agreement and the terms and conditions of this Exhibit and in the event that those terms conflict, the terms and conditions of this Exhibit will exclusively govern the subject matter of those terms and conditions. Should the Agreement covering the Unit(s) be terminated for any reason by either Party then this Exhibit shall also be automatically terminated. In the event that this Exhibit is terminated for whatever reason, Purchaser agrees to immediately both transfer the connection of the communication equipment to an appropriate telephone service provider and also make arrangements with its replacement elevator service vendor to reprogram the communication equipment to initiate contact with a replacement call center.

Price and Term

In light of the modifications to Agreement set forth above, you agree to an additional price of \$0 per month which will be billed to you separately from the price of the Agreement (the "TK Elevator Communications Services Charge"). The cost of your selected TK Elevator Communications Services is not subject to any discounts. Due to the changing nature of technology, TK Elevator reserves the right to annually increase the TK Elevator Communications Services Charge with such an annual increase not to exceed a total of five percent (5%) of the prior year's TK Elevator Communications Services Charge.

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TK Elevator Communications Contact Information - To Be Completed by Purchaser

Purchaser hereby acknowledges that as a condition precedent to TK Elevator's placement of calls to Purchaser's Designated Contacts and any Local Emergency Services under this Agreement, Purchaser must first complete all sections of the TK Elevator communications Contact Information section below. Purchaser further acknowledges that it is Purchaser's sole responsibility to advise TK Elevator immediately in writing of any changes to the information contained in this exhibit during the term of this Agreement. Purchaser acknowledges that no revision to that information will be made without TK Elevator first receiving such request in writing from Purchaser's authorized representative.

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

In the event of an emergency, or perceived emergency, one or more of the following are to be Purchaser's Designated Contacts:

Contact Name	Title	Primary Telephone #	Secondary Telephone #

In the event of an Emergency or perceived emergency, TK Elevator has the express permission to contact one or more of the following **(911 is not sufficient, local phone numbers are required)**:

Police Department: (_____) _____ - _____

Fire Department: (_____) _____ - _____

Special instructions/remarks:

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

Customer Portal & Mobile App setup form

Name:			
Address: (if different from contract)			
City:			
State:			
Zip Code:			
Phone:			
Email:			
Subscribe to email notifications:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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