Agenda
Yorkville Public Library
Board of Trustees Meeting
November 13, 2023, 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   Library Strategies – Richmond Kinney, Cindy Fesemeyer, and Alayne Hopkins
5. Approval of 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

14. Unfinished Business: HVAC update
                                    Strategic Planning Discussion/Action
                                    Future Library Planning/Projects Discussion/Action
                                    Lighting Improvements - Discussion/Action

15. New Business: Review Serving Our Public 4.0 Standards for Illinois Public
                                Libraries (Chapters 1-6) for annual Per Capita Grant
                            Review Executive Session Minutes

16. Executive Session: (if needed)
        1.For the discussion of minutes of meeting lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

17. New Business (continued)   Release of Executive Session Minutes

18. Adjournment

United City of Yorkville
651 Prairie Point Drive
Yorkville, Illinois 60560
Telephone: 630-553-4350
www.yorkville.il.us

NOTICE
YORKVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Monday, November 13, 2023
7:00 p.m.
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

Remote Meeting Attendance Instructions for the
Yorkville Public Library Board of Trustees Meeting to be held on November 13, 2023 at 7:00 p.m.

The Yorkville Public Library Board of Trustees meeting to be held on Monday, November 13, 2023 at 7:00 p.m. Instructions for joining the meeting are listed below.

City of Yorkville is inviting you to a scheduled Zoom meeting.

Topic: Yorkville Public Library Board of Trustees meeting – November 13, 2023
Time: November 13, 2023 07:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/86876743906?pwd=aHpBd0J1NW83ck9wK21vZWRBVjJSdz09

Meeting ID: 868 7674 3906
Passcode: 106684

One tap mobile
+13092053325,,86876743906#,,,,*106684# US
+13126266799,,86876743906#,,,,*106684# US (Chicago)

Dial by your location
    +1 309 205 3325 US
    +1 312 626 6799 US (Chicago)
    +1 646 558 8656 US (New York)
    +1 646 931 3860 US
    +1 301 715 8592 US (Washington DC)
    +1 305 224 1968 US
    +1 669 900 9128 US (San Jose)
    +1 253 205 0468 US
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
    +1 360 209 5623 US

Meeting ID: 868 7674 3906
Passcode: 106684

Find your local number: https://us02web.zoom.us/u/kc0CkbZ1I5

DRAFT

Yorkville Public Library
Board of Trustees Meeting
Monday, October 9, 2023 7:00pm
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

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

Roll Call:
Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes,

Staff Present:
Library Director Shelley Augustine

Others Present:
Kathi Murphy-Friends of Library President, Mike Krempski, Molly Krempski, Daniel Chacon

Recognition of Visitors:
President Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: September 11, 2023
Moved by Ms. Milschewski and seconded by Mr. Hedman to approve the minutes as presented. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

Correspondence: None

Public Comment:
Molly Krempski asked how much state funding the library receives. Ms. Augustine reported on this later in the meeting.

Friends of the Library Report:
Kathi Murphy was present as the new Friends of the Library President. She said mini-golf plans have been discussed and it will be held on February 4, 2024. She said they may expand the hours of the event.

Staff Comment: None

Page 1 of 4

Report of the Treasurer:
Financial Statement

Treasurer Milschewski reported the library carpets had been cleaned at a cost of $4,000.

Payment of Bills

Ms. Milschewski moved to pay the bills as follows:

Accounts Payable:	$23,594.04
Payroll:	$56,507.16
Total:	$80,101.20

Ms. Garcia seconded. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

Report of the Library Director:

In response to Ms. Krempski's earlier question concerning state funding, Ms. Augustine said $31,761 is received in the state per capita grant. Ms. Krempski also asked the amount of the library budget—it is $1,866,778.

Ms. Augustine reported the following:
1. An 8th book club has been added.
2. Met with library I.T. person (Lloyd) and Jason Hedman to review some tech issues to renew the fire wall. They discussed creating a tech plan for the next 5-10 years.
3. Fire alarm inspection was done, was coordinated with elevator technician.
4. Closed early for Homecoming parade and library was closed next day for PUG day (in-service training).
5. Carpets cleaned and bathroom floors steam cleaned while library was closed.
6. Received quotes for an exterior surface wash to remove webs and brick weathering, quote is $3,000. Also requested quotes for window and gutter cleaning.
7. Library is moving under city umbrella for alarm-monitoring. There is a 5-year contract, price is locked saving library $16/month.
8. Hosted Chamber Women meeting of 35 persons and will host again in November.
9. Library staff attended YEA Storywalk program and over 400 kids attended.
10. ELL (English Language Learners) classes now have up to 30 students and meet 8 times a week-evening and weekend sessions were added.
11. Will be conducting tours for special needs students from the school district.
12. Vocational Ed teacher has reached out to library to have 3-4 students do volunteer work.
13. Ms. Augustine will be attending ILA the week of October 23rd.
14. The e-book platform Access 360 is now called Boundless.
15. A check for $100 was received from Fidelity Charitable Donor-Advised Fund Grant from a local Family Giving Fund; will purchase items for "Things" collection. A thank you will be sent to the family.

City Council Liaison: None

Standing Committees: None

Unfinished Business:
HVAC Update

Ms. Augustine summarized a report of work done by Trico. Together with Ted Milschewski, Trico checked all the VAV's and made recommendations for other contractors needed, such as the BAS vendor. They said the BAS system is not recognizing some of the VAV's, while others can be repaired. Parts and labor for 6 items is $2,500 and Facilities Manager Jesus Navarro recommended repairing them now and he will assist in finding a contractor.

Page 2 of 4

Strategic Planning Discussion/Action

At the last meeting, the Board had requested that Ms. Augustine obtain more quotes for a Strategic Plan vendor. She found 2 additional firms to whom she made inquiries. Library Strategies Consulting Group replied with a proposal and the other firm, Rethinking Libraries, did not respond by the deadline. Ms. Augustine compared the new quote with the one presented by Amanda Standerfer a month ago and found the price to be similar. The Director said she had a comfort level with Ms. Standerfer and liked that she is relatively local. After discussion, the Board decided they want the Director to re-contact the company who did not meet the deadline. If there is no response, the Board will consider the 2 proposals they have. President Garcia asked the Board members to prepare questions for next month's meeting.

Future Library Planning/Projects Discussion/Action

Ms. Augustine provided a status summary of the library maintenance projects of most importance at this time. 1) The electrical panel has been started, then drywalling will be done, followed by wiring. The City had a quote of $2,000, however, Ms. Augustine found a quote for $500. 2) Chiller replacement: Trico had given a quote to do the specs, however, the Board had reservations about possible conflict of interest and Ms. Augustine obtained 2 more quotes; Mr. Forristall provided some as well. Facilities Manager Navarro is working on these. 3) Mini-split: The quote was presented last month and Mr. Navarro reviewed, giving his OK. Ms. Augustine now needs the Board approval. The cost was $12,368 for the mini-split and Mr. Milschewski moved to approve and Ms. Garcia seconded. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 8-0. 4) Lighting: Verde sent an updated proposal that will be discussed under New Business. 5) Ted Milschewski and Trico conducted the 3 day inspection already discussed. Olsson Roofing inspected the flat roof and said it is in good condition with no replacement needed. The carpeting has been cleaned and will be done yearly.

Approve Updated YPL Board ByLaws

This matter was carried over from last month. Ms. Pesola moved to approve the ByLaws as presented and Ms. Schumacher seconded. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 8-0.

New Business:
Lighting Improvements-Verde Energy Efficiency Experts – Discussion/Action

Ms. Augustine updated the Board on this lighting proposal. The quote was originally done in 2021 and now Com Ed incentives are higher, but costs are about 60% higher. The Verde rep said the project would bring the library back up to code and that almost none of the emergency lights are functioning. The LED's should last for 20 years.

The new proposal breaks the project into 4 phases and the incentive for each of the first 2 phases is $23,209. Phase 3 has a $7,000 incentive. The 2023 incentives have ended, but new ones will come in January. The Verde rep said if the library signed the agreement now, it would lock the library into that price. Verde's suggestion is for the library to sign a ComEd agreement to lock in incentives and complete Phase 1 and 2. Phase 1 is the entire 2nd floor and stairwell. Phase 2 covers the entire exterior and some fixtures on the first floor. Verde would handle all paperwork and incentives with ComEd. Ms. Augustine said there is $25,000 in the budget for building improvements

Questions and comments included: Mr. Hedman asked what would occur if the library locks in now and incentives increase in January. Ms. Millen asked if we have bids from anyone else to compare prices. The Board asked that Mr. Navarro obtain a second quote. Ms. Schumacher suggested asking the schools for their vendors. It was noted that the library has to adhere to the prevailing wage. Mr. Forristall asked if Verde is the actual installer or if they sub out the work. The Board will discuss this again next month.

Approve Annual Tax Levy

Treasurer Milschewski said City Finance Director Rob Fredrickson, has estimated the library can levy an additional $77,731in property taxes. This is based on 2 components shown in Exhibit A in the packet--new construction at $32,441 and $45,289 for inflationary increment (CPI). Another option, Exhibit C, is to levy only new construction and not the inflationary factor, though the library would receive less money. She said the library needs to levy for the most possible.   Ms. Milschewski made a motion to levy the maximum of new construction plus CPI and Ms. Garcia seconded. Roll call: Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

Approve 2024 Holiday Closures and Board Meeting Dates

The closures have to be approved annually. Ms. Augustine noted that the library is closed on Veteran's Day which falls on the normal monthly meeting date, but the meeting can still be held. Ms. Garcia moved to approve the closures as presented and Ms. Milschewski seconded. Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes. Carried 8-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:59pm on a motion and second by Mr. Garcia and Ms. Milschewski, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker

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CHECK #    VENDOR #                    INVOICE   ITEM                          CHECK
           INVOICE #                   DATE       #   DESCRIPTION              DATE        ACCOUNT #                    ITEM AMT
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 900139    FNBO      FIRST NATIONAL BANK OMAHA                               10/25/23

           102523-M.CARYLE             09/30/23   26  LIGHT                               ** COMMENT **
                                                  27  COMMERCIAL TIRE-INSTALL TIRES       01-210-54-00-5495              1,570.20
                                                  28  MINER#346754-STRIP OUT OLD          01-210-54-00-5495                650.00
                                                  29  SQUADS                              ** COMMENT **
                                                  30  MINER#346755-INSTALL                25-205-60-00-6070              2,181.26
                                                  31  ELECTRONICS IN NEW SQUADS           ** COMMENT **
                                                                                          INVOICE TOTAL:               10,329.46 *

           102523-M.CICIJA             09/30/23   01  TARGET-COMPRESSED AIR,              01-110-56-00-5610                 55.98
                                                  02  ARTIFICIAL PLANTS                   ** COMMENT **
                                                  03  AMAZON-FILE FOLDERS                 01-110-56-00-5610                 84.56
                                                  04  AMAZON-NOTE PADS                    01-110-56-00-5610                 15.92
                                                                                          INVOICE TOTAL:                  156.46 *

           102523-M.CURTIS             09/30/23   01  AMAZON-GOOGLY EYES                  82-000-24-00-2480                  5.40
                                                  02  AMAZON-SATIN RIBBON                 82-000-24-00-2480                  8.65
                                                  03  WEBSTAURANT-COTTON WASHCLOTHS       82-000-24-00-2480                 40.26
                                                                                          INVOICE TOTAL:                   54.31 *

           102523-M.DONOVAN            09/30/23   01  JEWEL-WATER                         79-795-56-00-5602                 42.28
                                                  02  TARGET-BUNS, HOT CHOCOLATE          79-795-56-00-5607                 41.93
                                                  03  AMAZON-REFEREE JERSEYS              79-795-56-00-5606                 26.98
                                                  04  TARGET-BUNS, CREAMER, COFFEE        79-795-56-00-5607                 64.37
                                                  05  IPRA-PROFESSIONAL DEVELOPMENT       79-795-54-00-5412                950.00
                                                  06  SCHOOL REGISTRATION                 ** COMMENT **
                                                  07  IPRA-MEMBERSHIP DUES                79-795-54-00-5460                259.00
                                                  08  WALGREENS-INTERNET PHOTOS           79-795-56-00-5606                 56.81
                                                  09  TARGET-BUNS, HOT CHOCOLATE          79-795-56-00-5607                 32.23
                                                                                          INVOICE TOTAL:                1,473.60 *

           102523-M.MCGREGORY          09/30/23   01  MENARDS#090623-UTILITY KNIFE        51-510-56-00-5630                  5.97
                                                                                          INVOICE TOTAL:                    5.97 *

           102523-M.NELSON             09/30/23   01  ARROWHEAD FORENSICS-LIFT            01-210-56-00-5620                 44.95
                                                  02  HINGE LIFTERS                       ** COMMENT **
                                                  03  EVIDENT-DELUX LIGHT KIT             01-210-56-00-5620                321.56
                                                  04  SIRCHIE-FIBER BRUSHES               01-210-56-00-5620                 96.54
                                                  05  FBI-LEEDA-CLI TRAINING              01-210-54-00-5412                795.00
                                                  06  REGISTRATION                        ** COMMENT **
                                                                                          INVOICE TOTAL:                1,258.05 *

           102523-M.SENG               09/30/23   01  O'REILLY-COPPER LUGS                01-410-56-00-5628                 11.38
                                                  02  NAPA#348098-BATTERY CABLES          01-410-56-00-5628                  7.81
                                                  03  NAPA#347975-BATTERY CABLES          01-410-56-00-5628                 38.98
                                                  04  NAPA#348055-FUSE BLOCK              01-410-56-00-5628                  4.42
                                                                                          INVOICE TOTAL:                   62.59 *
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                                    UNITED CITY OF YORKVILLE
                                    MANUAL CHECK REGISTER
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           INVOICE #         DATE         #   DESCRIPTION                  DATE      ACCOUNT #                      ITEM AMT
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 900139    FNBO       FIRST NATIONAL BANK OMAHA                            10/25/23

           102523-S.AUGUSTINE   09/30/23   01  AMAZON-HARRY POTTER PROGRAM          82-000-24-00-2480              101.10
                                           02  SUPPLIES                             ** COMMENT **
                                           03  AMAZON-BINDERS, BOOK                 82-820-56-00-5671               39.12
                                           04  AMAZON-FIRST AID KIT, WEATHER        82-820-56-00-5610               60.09
                                           05  ALERT RADIO                          ** COMMENT **
                                           06  AMAZON-RETURN ADDRESS STAMP          82-820-56-00-5610               16.49
                                           07  AMAZON-WOOD CRAFT STICKS             82-000-24-00-2480               14.69
                                           08  AMAZON-THERMAL PAPER ROLLS           82-820-56-00-5610               59.99
                                           09  AMAZON-LAMINATING POUCHES            82-820-56-00-5671               72.02
                                           10  AMAZON PRIME MONTHLY FEE             82-820-54-00-5460               14.99
                                           11  AMAZON-DRY ERASE MARKERS &           82-000-24-00-2480              466.77
                                           12  WHITE BOARD                          ** COMMENT **
                                           13  THERMOSYSTEMS-AIR COOLED             82-820-54-00-5495              906.00
                                           14  CHILLER REPAIR                       ** COMMENT **
                                           15  BEACON NEWS-SUBSCRIPTION             82-820-54-00-5460              184.95
                                           16  RENEWAL THROUGH APR 2023             ** COMMENT **
                                           17  BEACON NEWS-SUBSCRIPTION             82-000-14-00-1400              119.15
                                           18  RENEWAL MAY-SEPT 2024                ** COMMENT **
                                           19  AMPERAGE-LAMPS                       82-820-56-00-5620              353.50
                                           20  MENARDS#092723-WATER, JUICE,         82-820-56-00-5620              108.18
                                           21  GLADES REFILLS, SNACKS, CUPS,        ** COMMENT **
                                           22  CAPPUCCINO                           ** COMMENT **
                                           23  AMAZON-TABLE COVERS                  82-000-24-00-2480               69.98
                                           24  REMOTE PC-IT SUPPORT                 82-820-54-00-5462               24.50
                                                                                    INVOICE TOTAL:               2,611.52 *

           102523-S.IWANSKI    09/30/23   01  YORKVILLE POST-POSTAGE               82-820-54-00-5452               70.17
                                                                                    INVOICE TOTAL:                  70.17 *

           102523-S.REDMON     09/30/23   01  WALMART-HTD BEER TENT SUPPLIES       79-795-56-00-5602              150.00
                                           02  AMAZON-PHOTO BACKDROPS               79-795-56-00-5602              168.46
                                           03  STEVENS-STAFF SHIRTS-CANIS           79-795-56-00-5606               40.00
                                           04  AT&T-TOWN SQUARE PARK SIGN           79-795-54-00-5440              104.70
                                           05  INTERNET                             ** COMMENT **
                                           06  HAMPTON INN-HTD CHRISTIAN            79-795-56-00-5602              173.31
                                           07  BAND LODGING                         ** COMMENT **
                                           08  HAMPTON INN-HTD CHRISTIAN            79-795-56-00-5602              412.02
                                           09  BAND LODGING                         ** COMMENT **
                                           10  HAMPTON INN-HTD CHRISTIAN            79-795-56-00-5602              412.02
                                           11  BAND LODGING                         ** COMMENT **
                                           12  HAMPTON INN-HTD CHRISTIAN            79-795-56-00-5602              412.02
                                           13  BAND LODGING                         ** COMMENT **
                                           14  AMERICINN-HTD ULTIMATE AIR           79-795-56-00-5602            1,392.35
                                           15  DOGS LODGING                         ** COMMENT **
                                           16  PLUG-N-PAY-AUG 2023 FEES             79-795-54-00-5462               30.00
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Total for all Highlighted Library Invoices: $2,902.88

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DATE: 11/07/23                          UNITED CITY OF YORKVILLE
TIME: 07:37:34                               CHECK REGISTER
PRG ID: AP215000.WOW
                                        CHECK DATE:  11/13/23

CHECK #     VENDOR #      INVOICE     INVOICE    ITEM
                          NUMBER       DATE       #   DESCRIPTION              ACCOUNT #              ITEM AMT
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105382     AUGUSTIS    SHELLY AUGUSTINE

           101823                    10/18/23   01  10/18/23 PRAIRIECAT DELEGATES  82-820-54-00-5415        60.13
                                                02  ASSEMBLY MEETING MILEAGE         ** COMMENT **
                                                03  REMBURSEMENT                     ** COMMENT **
                                                    INVOICE TOTAL:                   60.13 *

           102623                    10/26/23   01  ILA 2023 ANNUAL CONFERENCE     82-820-54-00-5415       323.43
                                                02  MILEAGE AND MEAL                 ** COMMENT **
                                                03  REIMBURSEMENTS                   ** COMMENT **
                                                    INVOICE TOTAL:                  323.43 *

           110223                    11/02/23   01  SAIL DIRECTOR QARTERLY         82-820-54-00-5415        50.37
                                                02  MEETING MILEAGE REIMBURSEMENT    ** COMMENT **
                                                    INVOICE TOTAL:                   50.37 *

                                                    CHECK TOTAL:                                          433.93

105383     BAKTAY      BAKER & TAYLOR

           2037813627               09/28/23   01  BOOKS                          82-820-56-00-5686     1,237.89
                                                    INVOICE TOTAL:                1,237.89 *

           2037831813               10/05/23   01  BOOKS                          82-820-56-00-5686     1,062.49
                                                    INVOICE TOTAL:                1,062.49 *

           2037849670               10/12/23   01  BOOKS                          84-840-56-00-5686       908.25
                                                    INVOICE TOTAL:                  908.25 *

           2037870311               10/23/23   01  BOOKS                          84-840-56-00-5686       831.03
                                                    INVOICE TOTAL:                  831.03 *

           2037886613               10/26/23   01  BOOKS                          84-840-56-00-5686       833.00
                                                    INVOICE TOTAL:                  833.00 *

                                                    CHECK TOTAL:                                        4,872.66
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82-820   LIBRARY OPERATIONS   84-840   LIBRARY CAPITAL

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CHECK #    VENDOR #      INVOICE    INVOICE   ITEM
                         NUMBER     DATE       #   DESCRIPTION            ACCOUNT #                     ITEM AMT
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105384    BURKSBRO      BURKS BROS DRYWALL INC

          23-MISC                  11/01/23   01  ELECTRICAL PANEL DRYWALL PATCH  82-820-54-00-5495        591.00
                                                                                 INVOICE TOTAL:           591.00 *

                                                                                 CHECK TOTAL:                            591.00

105385    DELAGE        DLL FINANCIAL SERVICES INC

          81195593                 10/17/23   01  DEC 2023 COPIER LEASE          82-820-54-00-5462        185.00
                                                                                 INVOICE TOTAL:           185.00 *

                                                                                 CHECK TOTAL:                            185.00

105386    FRNKMRSH      FRANK MARSHALL

          91784                    10/13/23   01  SWITCHES FOR INTERIOR LIGHTING  82-820-54-00-5495      3,693.00
                                                                                 INVOICE TOTAL:         3,693.00 *

          91798                    10/25/23   01  SERVER ROOM SPLIT COIL UNIT    82-820-54-00-5495      2,068.00
                                              02  REPAIR                          ** COMMENT **
                                                                                 INVOICE TOTAL:         2,068.00 *

                                                                                 CHECK TOTAL:                          5,761.00

105387    FVFS          FOX VALLEY FIRE & SAFETY

          IN00631749               09/29/23   01  ANNUAL FIRE ALARM INSPECTION   82-820-54-00-5462      1,074.50
                                                                                 INVOICE TOTAL:         1,074.50 *

                                                                                 CHECK TOTAL:                          1,074.50

105388    LLWCONSU      LLOYD WARBER

          10562                    11/02/23   01  OCT 2023 ONSITE IT SUPPORT     82-820-54-00-5462        720.00
                                                                                 INVOICE TOTAL:           720.00 *

                                                                                 CHECK TOTAL:                            720.00
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82-820   LIBRARY OPERATIONS   84-840   LIBRARY CAPITAL

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                                    UNITED CITY OF YORKVILLE
                                        CHECK REGISTER

                                     CHECK DATE:  11/13/23

CHECK #    VENDOR #     INVOICE    INVOICE   ITEM
                        NUMBER      DATE      #   DESCRIPTION                   ACCOUNT #                     ITEM AMT
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 105389    METRONET     METRO FIBERNET LLC

           1651373-110123        11/01/23   01  NOV 2023 INTERNET             82-820-54-00-5440              124.94
                                                                             INVOICE TOTAL:                 124.94 *

                                                                             CHECK TOTAL:                                 124.94

 105390    MIDWTAPE     MIDWEST TAPE LLC

           504471203             10/10/23   01  DVDS                          82-820-56-00-5685               40.48
                                                                             INVOICE TOTAL:                  40.48 *

                                                                             CHECK TOTAL:                                  40.48

 105391    NATIONW      NATIONAL SOFTWASH, INC

           23839                 11/03/23   01  EXTERIOR SURFACE CLEANING     82-820-54-00-5495            3,000.00
                                                                             INVOICE TOTAL:               3,000.00 *

                                                                             CHECK TOTAL:                               3,000.00

 105392    NICOR        NICOR GAS

           91-85-68-4012 8-1023  11/01/23   01  10/02-10/31 902 GAME FARM RD  82-820-54-00-5480            1,253.25
                                                                             INVOICE TOTAL:               1,253.25 *

                                                                             CHECK TOTAL:                               1,253.25

 105393    PRAIRCAT     PRAIRIECAT

           8733                  10/18/23   01  PRAIRIECAT USER GROUP MEETING 82-820-54-00-5412              210.00
                                            02  FOR 13 STAFF                    ** COMMENT **
                                                                             INVOICE TOTAL:                 210.00 *

                                                                             CHECK TOTAL:                                 210.00

 105394    PSNRBLAW     PEREGRINE, STIME, NEWMAN,
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82-820   LIBRARY OPERATIONS   84-840   LIBRARY CAPITAL

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DATE: 11/07/23                           UNITED CITY OF YORKVILLE
TIME: 07:37:34                              CHECK REGISTER
PRG ID: AP215000.WOW

                                        CHECK DATE:  11/13/23
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CHECK #    VENDOR #     INVOICE   INVOICE   ITEM
                        NUMBER     DATE      #   DESCRIPTION              ACCOUNT #                    ITEM AMT
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105394    PSNRBLAW    PEREGRINE, STIME, NEWMAN,

          62471                  10/10/23   01  GENERAL LEGAL SERVICES   82-820-54-00-5466              337.50
                                            02  01/01/22-09/30/23          ** COMMENT **
                                                                         INVOICE TOTAL:                337.50 *

                                                                         CHECK TOTAL:                              337.50

105395    RAILS       RAILS

          11558                  10/17/23   01  07/01/23-06/30/24 EREAD  82-820-54-00-5468              945.00
                                            02  MEMBERSHIP FEES            ** COMMENT **
                                                                         INVOICE TOTAL:                945.00 *

          11713                  10/20/23   01  ILLINOIS LIBRARY PRESENTS 82-000-24-00-2480             685.00
                                            02  SUBSCRIPTION RENEWAL       ** COMMENT **
                                                                         INVOICE TOTAL:                685.00 *

                                                                         CHECK TOTAL:                            1,630.00

105396    TCG         TCG SOLUTIONS, INC

          23-0414                11/01/23   01  HOSTED VOIP              82-820-54-00-5440              445.00
                                                                         INVOICE TOTAL:                445.00 *

                                                                         CHECK TOTAL:                              445.00

105397    TKELEVAT    TK ELEVATOR CORPORATION

          3007554767             11/01/23   01  11/01/23-1/31/24 ELEVATOR 82-820-54-00-5462             551.25
                                            02  MAINTENANCE                ** COMMENT **
                                                                         INVOICE TOTAL:                551.25 *

          6000681252             10/04/23   01  ELEVATOR REPAIR          82-820-54-00-5462              539.00
                                                                         INVOICE TOTAL:                539.00 *

                                                                         CHECK TOTAL:                            1,090.25
```

82-820   LIBRARY OPERATIONS   84-840   LIBRARY CAPITAL

```
DATE: 11/07/23                              UNITED CITY OF YORKVILLE
TIME: 07:37:34                                  CHECK REGISTER
PRG ID:  AP215000.WOW

                                            CHECK DATE:  11/13/23

 CHECK #     VENDOR #      INVOICE   INVOICE   ITEM
                           NUMBER     DATE      #   DESCRIPTION              ACCOUNT #                  ITEM AMT
-------------------------------------------------------------------------------------------------------------

 105398     TODAYS       TODAY'S BUSINESS SOLUTIONS INC

            092623-51              10/03/23   01  2ND QTR COST FOR FAXING    82-820-54-00-5462           26.40
                                                                            INVOICE TOTAL:              26.40 *

                                                                            CHECK TOTAL:                              26.40

 105399     TRICO        TRICO MECHANICAL , INC

            7948                   09/29/23   01  HVAC INSPECTION            82-820-54-00-5495        3,500.00
                                                                            INVOICE TOTAL:           3,500.00 *

            7980                   10/26/23   01  SUPPLY AND INSTALL NEW HEAT 82-820-54-00-5495      10,305.00
                                             02  PUMP                         ** COMMENT **
                                                                            INVOICE TOTAL:          10,305.00 *

            8016                   10/31/23   01  HONEYWELL ACTUATOR REPAIR  82-820-54-00-5495        2,531.00
                                                                            INVOICE TOTAL:           2,531.00 *

            8017                   10/31/23   01  BOILER REPAIR              82-820-54-00-5495        2,992.00
                                                                            INVOICE TOTAL:           2,992.00 *

                                                                            CHECK TOTAL:                          19,328.00

 105400     WEBLINX      WEBLINX INCORPORATED

            33164                  10/01/23   01  ANNUAL WEB HOSTING         82-820-54-00-5462          300.00
                                                                            INVOICE TOTAL:             300.00 *

                                                                            CHECK TOTAL:                             300.00

 105401     YOUNGM       MARLYS J. YOUNG

            100923-LIB             10/19/23   01  10/09/23 LIB MEETING MINUTES 82-820-54-00-5462        85.00
                                                                            INVOICE TOTAL:              85.00 *

                                                                            CHECK TOTAL:                              85.00

                                                                            TOTAL AMOUNT PAID:                    41,508.91
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82-820   LIBRARY OPERATIONS   84-840   LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
PAYROLL SUMMARY
October 13, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,167.62	-	18,167.62	1,191.80	1,126.52	20,485.94
FINANCE	14,543.27	-	14,543.27	954.04	1,076.28	16,573.59
POLICE	134,033.61	2,858.11	136,891.72	482.73	10,171.72	147,546.17
COMMUNITY DEV.	25,748.63	-	25,748.63	1,708.79	1,915.04	29,372.46
STREETS	23,641.49	378.67	24,020.16	1,582.30	1,787.18	27,389.64
BUILDING & GROUNDS	5,879.41	44.86	5,924.27	398.48	456.17	6,778.92
WATER	19,978.54	1,403.40	21,381.94	1,402.67	1,553.96	24,338.57
SEWER	10,066.15	216.14	10,282.29	674.49	751.83	11,708.61
PARKS	31,326.43	103.49	31,429.92	1,905.97	2,337.67	35,673.56
RECREATION	26,492.72	-	26,492.72	1,432.11	1,991.38	29,916.21
LIBRARY	16,929.68	-	16,929.68	726.98	1,264.57	18,921.23
TOTALS	$ 326,807.55	$ 5,004.67	$ 331,812.22	$ 12,460.36	$ 24,432.32	$ 368,704.90

TOTAL PAYROLL   **$ 368,704.90**

UNITED CITY OF YORKVILLE
PAYROLL SUMMARY
October 27, 2023

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	$ 1,583.34	$ -	$ 1,583.34	$ -	$ 121.13	$ 1,704.47
ALDERMAN	5,766.64	-	5,766.64	-	441.20	6,207.84
ADMINISTRATION	18,872.44	-	18,872.44	1,238.03	916.68	21,027.15
FINANCE	13,709.93	-	13,709.93	899.37	1,012.53	15,621.83
POLICE	130,771.36	1,807.32	132,578.68	482.39	9,826.05	142,887.12
COMMUNITY DEV.	25,748.64	-	25,748.64	1,689.11	1,892.08	29,329.83
STREETS	23,641.46	133.78	23,775.24	1,559.66	1,761.15	27,096.05
BUILDING & GROUNDS	5,938.01	-	5,938.01	389.54	445.75	6,773.30
WATER	19,978.56	279.49	20,258.05	1,328.93	1,467.18	23,054.16
SEWER	10,066.14	-	10,066.14	660.33	735.74	11,462.21
PARKS	30,792.94	103.49	30,896.43	1,886.16	2,285.39	35,067.98
RECREATION	27,967.09	-	27,967.09	1,478.52	2,092.62	31,538.23
LIBRARY	16,768.47	-	16,768.47	720.42	1,244.57	18,733.46
TOTALS	$ 331,605.02	$ 2,324.08	$ 333,929.10	$ 12,332.46	$ 24,242.07	$ 370,503.63

TOTAL PAYROLL $ 370,503.63

YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, November 13, 2023

ACCOUNTS PAYABLE

Library CC Check Register *(Pages 1 - 2)*	10/25/2023	$	2,902.88
Library Check Register *(Pages 3 - 7)*	11/13/2023		41,508.91
Unimax - Sept 2023 Office Cleaning	10/10/2023		1,950.00
BCBSIL - Dearborn/BCBS EAP-Nov 2023	10/10/2023		7.05
Glatfelter - Liability Ins Installment #10	10/10/2023		1,204.34
IPRF - Nov. 2023 Work Comp Ins	10/10/2023		1,025.69
First Non Profit - 4th QTR Unemployment Ins.	10/24/2023		342.47
TOTAL BILLS PAID:			48,941.34

PAYROLL   **DATE**

Bi-weekly *(Page 8)*	10/13/2023	$18,921.23
Bi-weekly *(Page 9)*	10/27/2023	18,733.46
TOTAL PAYROLL:		37,654.69

TOTAL DISBURSEMENTS: **86,596.03**

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DATE: 11/07/2023                              UNITED CITY OF YORKVILLE                              PAGE:   1
TIME: 08:01:49                              GENERAL LEDGER ACTIVITY REPORT
ID:   GL440000.WOW                              FOR FISCAL YEAR  2024

                                          ACTIVITY THROUGH FISCAL PERIOD 06

PER.  JOURNAL #    ENTRY DATE ITEM  TRANSACTION DESCRIPTION     VENDOR            CHECK  INVOICE                   DEBIT          CREDIT
82-000-24-00-2480   (L) ESCROW - MEMORIALS & GIFTS
01            05/01/2023       BEGINNING BALANCE                                                                             56,505.06
     AP-230525MB 05/30/2023  24  AMAZON-YOGA MATS              FIRST NATIONAL BANK  900133  052523-M.CURTIS-B         99.65
              05/30/2023  25  AMAZON-BOOKS                  FIRST NATIONAL BANK  900133  052523-M.CURTIS-B         78.36
              05/30/2023  26  AMAZON-DISECTION KITS         FIRST NATIONAL BANK  900133  052523-S.AUGUSTINE-B      12.99
              05/30/2023  27  AMAZON-BOX BUILDING SET       FIRST NATIONAL BANK  900133  052523-S.AUGUSTINE-B      40.00
                             TOTAL PERIOD 01 ACTIVITY                                                            231.00           0.00

02   AP-230612B  06/06/2023  01  MAY YOGA & COOKING CLASSES    JESSICA YOUHANAIE    105320  202305                  392.88
     AP-230625MB 06/23/2023 282  DOLLAR TREE-PROGRAM SUPPLIES  FIRST NATIONAL BANK  900135  062523-J.WEISS-B         38.75
              06/23/2023 283  AMAZON-YOGA AIDS              FIRST NATIONAL BANK  900135  062523-S.AUGUSTINE-B      81.75
              06/23/2023 284  BRICKS R US-ENGRAVED MEMORIAL FIRST NATIONAL BANK  900135  062523-S.AUGUSTINE-B      40.65
     GJ-230629LB 07/05/2023  05  June 2023 Deposits                                                                             100.00
                             TOTAL PERIOD 02 ACTIVITY                                                            554.03         100.00

03   AP-230710   07/05/2023  01  LIBRARY GARDENING PROGRAM     PEARL CARPENTER      105334  061523                  150.00
     AP-230725MB 07/20/2023 395  DOLLARE TREE-KIDS PROGRAMMING FIRST NATIONAL BANK  900136  072523-J.WEISS           28.75
              07/20/2023 396  AMAZON-ACRYLIC SEALER, PAINT  FIRST NATIONAL BANK  900136  072523-S.AUGUSTING        22.98
              07/20/2023 397  AMAZON-DONATION BOX           FIRST NATIONAL BANK  900136  072523-S.AUGUSTING        39.65
              07/20/2023 398  AMAZON-MOD PODGE              FIRST NATIONAL BANK  900136  072523-S.AUGUSTING        14.37
              07/20/2023 399  AMAZON-LEGOS, TABLET DOODLE   FIRST NATIONAL BANK  900136  072523-S.AUGUSTING       124.18
     GJ-230730LB 08/02/2023  06  July 2023 Deposits                                                                             100.00
                             TOTAL PERIOD 03 ACTIVITY                                                            379.93         100.00

04   AP-230814   08/08/2023  01  JUNE CHAIR YOGA AND COOKING   JESSICA YOUHANAIE    105352  202306                  395.00
     AP-230825M  08/22/2023 302  AMAZON-BOOKS                  FIRST NATIONAL BANK  900137  082523-S.AUGUSTINE        55.20
              08/22/2023 303  AMAZON-BOOKS                  FIRST NATIONAL BANK  900137  082523-S.AUGUSTINE        20.00
              08/22/2023 304  AMAZON-BOOKS                  FIRST NATIONAL BANK  900137  082523-S.AUGUSTINE        27.72
              08/22/2023 305  AMAZON-BOOKS, KEY CHAINS,     FIRST NATIONAL BANK  900137  082523-S.AUGUSTINE       105.75
              08/22/2023 306  AMAZON-GIFT TAGS              FIRST NATIONAL BANK  900137  082523-S.AUGUSTINE        13.77
                             TOTAL PERIOD 04 ACTIVITY                                                            617.44           0.00

05   AP-230911   09/06/2023  01  POLLINATING FLOWERS           JESSICA PRESNAK      105365  100                     150.00
     AP-230925M  09/18/2023 357  DOLLAR TREE-AUG 2023 PROGRAM  FIRST NATIONAL BANK  900138  092523-J.WEISS           37.50
                             TOTAL PERIOD 05 ACTIVITY                                                            187.50           0.00

06   AP-231009   10/03/2023  01  BEEKEEPING PRESENTATION       WILLIAM NOVICKI      105376  101                     150.00
     AP-231025M  10/24/2023 368  AMAZON-GOOGLY EYES            FIRST NATIONAL BANK  900139  102523-M.CURTIS            5.40
              10/24/2023 369  AMAZON-SATIN RIBBON           FIRST NATIONAL BANK  900139  102523-M.CURTIS            8.65
              10/24/2023 370  WEBSTAURANT-COTTON WASHCLOTHS FIRST NATIONAL BANK  900139  102523-M.CURTIS           40.26
              10/24/2023 371  AMAZON-HARRY POTTER PROGRAM   FIRST NATIONAL BANK  900139  102523-S.AUGUSTINE       101.10
              10/24/2023 372  AMAZON-WOOD CRAFT STICKS      FIRST NATIONAL BANK  900139  102523-S.AUGUSTINE        14.69
              10/24/2023 373  AMAZON-DRY ERASE MARKERS &    FIRST NATIONAL BANK  900139  102523-S.AUGUSTINE       466.77
              10/24/2023 374  AMAZON-TABLE COVERS           FIRST NATIONAL BANK  900139  102523-S.AUGUSTINE        69.98
     GJ-231030LB 11/02/2023  05  Oct 2023 Deposits                                                                             400.00
                             TOTAL PERIOD 06 ACTIVITY                                                            856.85         400.00
                             TOTAL ACCOUNT ACTIVITY                                                            2,826.75         600.00
                             ENDING BALANCE                                                                                  54,278.31

                             GRAND TOTAL                                                                          0.00      54,278.31
                             TOTAL DIFFERENCE                                                                     0.00      54,278.31
```

ACCOUNT NUMBER	DESCRIPTION	*% of Fiscal Year*	*8%* May-23	*17%* June-23	*25%* July-23	*33%* August-23	*42%* September-23	*50%* October-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES											
Taxes											
82-000-40-00-4000	PROPERTY TAXES		70,444	403,741	12,629	47,399	349,447	10,445	894,104	899,043	99.45%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE		67,261	385,503	12,059	45,258	333,662	9,973	853,716	864,150	98.79%
Intergovernmental											
82-000-41-00-4120	PERSONAL PROPERTY TAX		3,574	-	2,890	466	-	2,395	9,325	17,000	54.85%
82-000-41-00-4170	STATE GRANTS		-	-	31,761	-	-	-	31,761	30,000	105.87%
Fines & Forfeits											
82-000-43-00-4330	LIBRARY FINES		209	25	560	118	5	16	932	1,000	93.21%
Charges for Service											
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		2,709	774	3,002	579	934	-	7,998	3,500	228.53%
82-000-44-00-4422	COPY FEES		277	227	319	1	357	315	1,495	2,500	59.80%
82-000-44-00-4439	PROGRAM FEES		29	-	10	15	17	4	75	-	0.00%
Investment Earnings											
82-000-45-00-4500	INVESTMENT EARNINGS		1,385	1,376	2,360	3,627	1,637	1,737	12,121	15,000	80.81%
Miscellaneous											
82-000-48-00-4820	RENTAL INCOME		-	-	-	-	-	-	-	250	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME		181	792	250	214	116	409	1,962	3,000	65.41%
Other Financing Sources											
82-000-49-00-4901	TRANSFER FROM GENERAL		2,230	2,230	2,230	2,572	2,230	2,573	14,064	31,335	44.88%
TOTAL REVENUES: LIBRARY			**148,298**	**794,667**	**68,070**	**100,248**	**688,404**	**27,867**	**1,827,554**	**1,866,778**	**97.90%**
LIBRARY OPERATIONS EXPENDITURES											
Salaries & Wages											
82-820-50-00-5010	SALARIES & WAGES		32,522	21,661	21,661	22,797	32,946	21,964	153,551	288,307	53.26%
82-820-50-00-5015	PART-TIME SALARIES		12,630	11,752	11,724	12,246	17,596	12,116	78,065	168,000	46.47%
Benefits											
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		2,140	1,428	1,428	1,502	2,168	1,447	10,112	21,201	47.70%
82-820-52-00-5214	FICA CONTRIBUTION		3,399	2,487	2,485	2,612	3,798	2,538	17,320	33,917	51.07%
82-820-52-00-5216	GROUP HEALTH INSURANCE		14,362	7,081	7,924	15,504	3,784	5,565	54,220	89,456	60.61%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	42	50	50	50	57	316	554	57.05%
82-820-52-00-5223	DENTAL INSURANCE		1,178	570	570	(4,854)	570	570	(1,397)	6,835	-20.44%
82-820-52-00-5224	VISION INSURANCE		105	73	85	85	85	85	518	940	55.14%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		-	-	-	342	-	342	685	1,250	54.80%
82-820-52-00-5231	LIABILITY INSURANCE		2,230	2,230	2,230	2,230	2,230	2,230	13,379	30,085	44.47%
Contractual Services											
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK		-	-	-	-	-	7,500	7,500	15,000	50.00%
82-820-54-00-5412	TRAINING & CONFERENCES		-	270	65	300	-	-	635	3,000	21.17%

ACCOUNT NUMBER	DESCRIPTION	*% of Fiscal Year* *8%* May-23	*17%* June-23	*25%* July-23	*33%* August-23	*42%* September-23	*50%* October-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
82-820-54-00-5415	TRAVEL & LODGING	-	45	-	350	-	-	394	1,500	26.28%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	445	699	125	125	125	1,519	8,000	18.98%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	23	31	13	70	137	1,000	13.67%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	624	624	624	624	624	624	3,743	7,486	50.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	421	1,030	281	1,015	547	200	3,494	18,000	19.41%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,088	3,310	1,277	4,056	2,518	1,015	15,264	33,500	45.56%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	5,463	-	-	5,019	10,482	25,000	41.93%
82-820-54-00-5480	UTILITIES	-	900	-	1,775	-	438	3,113	24,719	12.59%
82-820-54-00-5488	OFFICE CLEANING	-	5,177	5,177	5,177	5,177	1,950	22,658	75,000	30.21%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,272	17,511	2,087	7,149	29,019	131,000	22.15%
82-820-54-00-5498	PAYING AGENT FEES	-	1,689	-	-	-	-	1,689	1,700	99.32%
Supplies										
82-820-56-00-5610	OFFICE SUPPLIES	-	1,359	223	-	486	137	2,205	8,000	27.56%
82-820-56-00-5620	OPERATING SUPPLIES	-	35	211	11	-	783	1,039	4,000	25.99%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	697	330	260	-	1,287	7,000	18.39%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	3,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	60	30	-	171	261	2,000	13.06%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	39	-	-	-	39	300	13.04%
82-820-56-00-5683	AUDIO BOOKS	-	116	306	124	635	-	1,181	3,500	33.74%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	53	-	-	-	-	53	500	10.59%
82-820-56-00-5685	DVD'S	-	26	85	80	52	67	311	3,000	10.37%
82-820-56-00-5686	BOOKS	-	3,469	1,518	6,475	2,041	4,467	17,971	20,000	89.86%
2006 Bond										
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	4,775	-	-	-	-	4,775	9,550	50.00%
2013 Refunding Bond										
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	700,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	28,600	-	-	-	-	28,600	57,200	50.00%
	TOTAL FUND REVENUES	148,298	794,667	68,070	100,248	688,404	27,867	1,827,554	1,866,778	**97.90%**
	TOTAL FUND EXPENDITURES	72,765	99,246	67,177	90,529	77,790	76,630	484,138	1,909,000	**25.36%**
	FUND SURPLUS (DEFICIT)	75,533	695,421	893	9,719	610,613	(48,763)	1,343,416	(42,222)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	15,500	18,000	22,000	9,000	14,500	19,500	98,500	50,000	197.00%

ACCOUNT NUMBER	DESCRIPTION	*% of Fiscal Year* *8%* May-23	*17%* June-23	*25%* July-23	*33%* August-23	*42%* September-23	*50%* October-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
84-000-45-00-4500	INVESTMENT EARNINGS	21	22	22	25	26	27	144	150	96.05%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	22	-	-	-	-	22	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		**15,521**	**18,044**	**22,022**	**9,025**	**14,526**	**19,527**	**98,666**	**50,150**	**196.74%**

LIBRARY CAPITAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	May-23	June-23	July-23	August-23	September-23	October-23	Year-to-Date Totals	FISCAL YEAR 2024 BUDGET	% of Budget
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	25,000	0.00%
84-840-56-00-5686	BOOKS	-	-	-	-	-	-	-	30,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	-	-	-	-	56,000	0.00%
	TOTAL FUND REVENUES	**15,521**	**18,044**	**22,022**	**9,025**	**14,526**	**19,527**	**98,666**	**50,150**	**196.74%**
	TOTAL FUND EXPENDITURES	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**114,500**	**0.00%**
	FUND SURPLUS (DEFICIT)	**15,521**	**18,044**	**22,022**	**9,025**	**14,526**	**19,527**	**98,666**	**(64,350)**	

YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of October 31, 2023

FISCAL YEAR 2024

		May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
Library Operations	**Old Second**	$ 540,138	$ 862,652	$ 817,202	$ 782,184	$ 1,156,284	$ 1,095,654						
Building Development Fees	**Old Second**	251,541	258,085	285,107	307,132	315,658	330,685						
Library Operations	**Illinois Funds**	311,158	312,484	345,779	347,381	348,955	350,594						
Total:		$ 1,102,836	$ 1,433,221	$ 1,448,088	$ 1,436,697	$ 1,820,897	$ 1,776,934	$ -	$ -	$ -	$ -	$ -	$ -

PAYROLL

		May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
1ST PAY PERIOD		$ 31,324	18,289	18,852	18,938	19,383	18,921						
2ND PAY PERIOD		19,368	19,039	18,446	20,219	18,632	18,733						
3RD PAY PERIOD		-	-	-	-	18,492	-						
Total		$ 50,692	$ 37,328	$ 37,298	$ 39,157	$ 56,507	$ 37,655	$ -	$ -	$ -	$ -	$ -	$ -

YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended October 31, 2023 *

	October Actual	YTD Actual	% of Budget	FY 2024 Budget	Fiscal Year 2023 For the Month Ended October 31, 2022 YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
Revenues						
Property Taxes	$ 20,419	$ 1,747,820	99.13%	$ 1,763,193	$ 1,652,228	5.79%
Intergovernmental						
Personal Property Replacement Tax	$ 2,395	$ 9,325	54.85%	$ 17,000	$ 11,075	-15.80%
Federal & State Grants	-	31,761	105.87%	30,000	33,471	-5.11%
Total Intergovernmental	$ 2,395	$ 41,086	87.42%	$ 47,000	$ 44,546	-7.77%
Library Fines	$ 16	$ 932	93.21%	$ 1,000	$ 1,864	-49.99%
Charges for Services						
Library Subscription Cards	$ -	$ 7,998	228.53%	$ 3,500	$ 9,645	-17.07%
Copy Fees	315	1,495	59.80%	2,500	1,343	11.31%
Total Charges for Services	$ 315	$ 9,493	158.22%	$ 6,000	$ 10,988	-13.60%
Investment Earnings	$ 1,737	$ 12,121	80.81%	$ 15,000	$ 4,652	160.56%
Reimbursements/Miscellaneous/Transfers In						
Miscellaneous Reimbursements	$ -	$ -	0.00%	$ -	$ -	0.00%
Rental Income	-	-	0.00%	250	-	0.00%
Miscellaneous Income	413	2,037	67.90%	3,000	2,011	1.29%
Transfer In	2,573	14,064	44.88%	31,335	17,637	-20.26%
Total Miscellaneous & Transfers	$ 2,986	$ 16,101	46.56%	$ 34,585	$ 19,648	-18.05%
Total Revenues and Transfers	**$ 27,867**	**$ 1,827,554**	**97.90%**	**$ 1,866,778**	**$ 1,733,926**	**5.40%**
Expenditures						
Library Operations	$ 76,630	$ 484,138	25.36%	$ 1,909,000	$ 462,606	4.65%
50 Salaries	34,080	231,616	50.76%	456,307	240,301	-3.61%
52 Benefits	12,835	95,153	51.65%	184,238	110,669	-14.02%
54 Contractual Services	24,089	99,646	28.44%	350,405	54,801	81.83%
56 Supplies	5,625	24,347	47.46%	51,300	8,179	197.68%
99 Debt Service	-	33,375	3.85%	866,750	48,656	-31.41%
Total Expenditures and Transfers	**$ 76,630**	**$ 484,138**	**25.36%**	**$ 1,909,000**	**$ 462,606**	**4.65%**
Surplus(Deficit)	*$ (48,763)*	*$ 1,343,416*		*$ (42,222)*	*$ 1,271,320*	

* *October represents 50% of fiscal year 2024*

November Director's Report 2023

Past Events/Programs

We had 75 people in attendance at the Hix Brother Ukulele program. This was their 6th program at the library.

Our Harry Potter – LARP program was a huge success with over 120 people in attendance. A follow-up meeting will take place next week to discuss next years event. We collected $213 in program fees.

Congratulations to our decorated pumpkin contest winner. We had the largest number of participants this year.

Upcoming Events and Programs:

- **Storytelling, Self-Publishing, & Sandwiches – Thurs, Nov 9**
  Join the library's Adult Services Director, and author of Around the World in 80 Sandwiches, for this program about Mike's journey to bring the flavors and cultures of the world to his family through sandwiches. Learn about the world of sandwiches and a bit about how to share your stories by self-publishing. After the presentation copies of Around the World in 80 Sandwiches will be available for purchase, and the author will be available for signing.
- **Planning a Trip to Disney – Wed, Nov 15 6:00 – 7:00**
  Thinking about a trip to Disneyworld, Disneyland, or on a Disney Cruise? Join us for this special event with travel planner Kirbie Poss to find out all sorts of tips and tricks to make your Disney planning more efficient and your Disney vacation more fun for the family.
- **Artful Beginnings (Preschool) – Tue, Nov 21 10:30**
  Check out this new program. We will read a book then create a fun craft project. Please register. Dress for the mess:) If you are unable to make it, PLEASE cancel your registration so others can attend.
- **Computer Basics for Seniors – Wed, Nov 22 10:00**

Come join us for our "Computer Basics for Seniors" series. Each class is a hands-on learning experience designed to help you feel more comfortable with your laptop or desktop computer. Each session will focus on different skills through practice and hands on activities. There is a limit of 5 students per class to ensure that everyone gets proper attention and time.

- Wednesday, November 22 - Computer Maintenance Basics
- Wednesday, December 27 - Email Basics
- Wednesday, January 24 - Google Drive Basics/Google Docs
- Wednesday, February 28 - Google Docs Formatting and Editing
- Wednesday, March 27 - Google Docs Tables. Sharing, and Notes
- Wednesday, April 24 - Google Sheets and Google Forms
- Wednesday, May 22 - Google Slides

Library Operations

Electrical work, drywall patching, and painting has been completed in the kitchen of the Meeting Room.

The IT Server Room received a new HVAC unit this month.

Our fire alarm went off on 10/23 and alerted our alarm company to contact the fire department. It was determined that work was being done on water lines in the city which dropped our water pressure and triggered the alarm. Staff did a great job of evacuating the building of staff and patrons.

We had the exterior of the building and courtyards power washed. The process removed many years of grim, dirt, and spider webbing.

Outreach

The Library took 1st place in the Parks & Recreation 2023 Scarecrow Walk!! Congratulations to the staff for all of the work that went into this creation, and thank you to everyone for your votes.

The Yorkville Police Department is hosting a scavenger hunt around Yorkville. Families are given a clue on Sunday and have one week to "Find the Fox" in the community. This week the fox is in the library. The families will use the 2 clues to find the 2 pieces of the fox and post their photos on Facebook.

We are once again supporting the Girls Run the World organization in their mission to end period poverty. We are accepting donations of new unopened boxes/packages of menstrual cycle products through Dec 11. Items collected will be sent to CASA Kendall County, Hesed House, Kendall County Food Pantry, Mutual Ground, the 3:11 Project, and others.

We will be partnering with the Conservation Foundation on a monthly program series starting in January and running until May. Topics and speakers TBD.

Staff

Our Sunshine Committee along with staff is hosting a food drive during the month of November for the Kendall County Community Food Pantry. We have a list of most needed food items at the circulation desk. If you donate 3 food items, you may place a feather on our turkey mascot located in the lobby.

The Sunshine Committee is also doing a Giving Tree in our lobby. We are asking our community to come decorate the tree with new hats, mittens, gloves, and scarves to help our neighbors in need. Our tree will be up now through the month of December and available for decoration during library hours. All items decorating our tree will then be donated to the food pantry.

Other

We will be having 4 students, along with a job coach, from the Vocational Education program here 4 days a week to do volunteer work throughout the school year.

We experienced a couple of days of disruptive internet service this month.

State Sen. Sue Resin's office set up a remote office in the lobby for their monthly visit.

Meetings & events attended:

- 10/3   Mini Golf meeting
- 10/4   Meeting to review marketing brochure
- 10/5   Site walk through for exterior surface cleaning of building
- 10/6   WSPY bi-monthly visit on the Reference Desk on air segment
- 10/6   IT Planning meeting with Lloyd & Jason
- 10/9   Friends monthly meeting
- 10/9   Library Board meeting
- 10/11   Meeting with Y115 Vocational Education Coordinator
- 10/12   Harry Potter program meeting
- 10/16   Administrative meeting with the City
- 10/18   Delegates quarterly meeting in LaSalle
- 10/23-10/27   Attended ILA 2023 Annual Conference in Springfield, IL

OCTOBER 2023 Programs

Youth Programs:

October	Program	0-5	6-11	12-18	All Ages	At Library	TOTAL
	3D Print (in person)		5			x	**5**
	Window Art	4	5	2		x	**11**
	4H (ages 6-8)		7			x	**7**
	4H (ages 9-12)		8	1		x	9
	TAG			6		x	6
	Self Portraits		16			x	16
	Chalk the Walk				18	x	18
	Drop In Storytime (4)				138	x	138
	Books for BINGO				59	x	59
	Solar Eclipse		25			x	25
	Tots and Toddlers	34				x	34
	LEGO Kits	3	8	4		x	15
	Mommy and Me YOGA	8				x	16
	Book Club (grades 1-2)		16			x	16
	Book Club (Grades 3-5)		12			x	12
	Biz Boo				50+	x	**/100/**
	Harry Potter				125	x	125
	Dollars and Cents	3				x	**3**
	Halloween Trick or Treat	26			35	x	61
	Read with Paws	4	7			x	11
							747

Total OCT Youth Programs	**20**
Total Attendance	**747**

+8 passive programs with 757 attending (Color Pages, Scavenger Hunt, Makerspace, Escape Room, Virtual 3D Printing, Facebook Spanish Storytime, Literacy Centers, No Carve Pumpkin Contest)

OCTOBER Adult Programs:

Date	Program	Attendance
10/2	Monday ELL	5
10/3	Threads & More	8
10/3	Books & Cooks	11
10/3	Tuesday ELL	5
10/4	Stephen Graham Jones ILP	4
10/4	Wednesday ELL	4
10/5	Thursday ELL	-
10/5	Dungeons & Dragons	10
10/5	Chair Yoga	-
10/5	Hix Brothers Band	75
10/6	Roaming Readers	2
10/7	Saturday ELL	8
10/9	Monday ELL	4
10/10	Tuesday ELL	14
10/10	Morning Dabblers	9
10/10	Evening Dabblers	7
10/11	Wednesday ELL	3
10/11	Stocks	4
10/11	Lunch Bunch	11
10/12	Thursday ELL	7
10/12	Dungeons & Dragons	11
10/12	Chair Yoga	22
10/14	Saturday ELL	7
10/16	Medicare Open House	4
10/16	Monday ELL	3
10/16	Healthy Cooking	14
10/17	Tuesday ELL	18
10/17	Stocks	2
10/18	Wednesday ELL	1
10/18	Cake Decorating	16
10/18	Psych Thriller Book Club	14
10/19	Thursday ELL	-
10/19	Chair Yoga	17
10/19	Dungeons & Dragons	11
10/19	Men's Books Club	9
10/20	Roaming Readers	4
10/21	Saturday ELL	7
10/23	Monday ELL	3
10/23	Horror Book Club	10
10/24	Tuesday ELL	9
10/24	Creative Writing	7
10/25	Wednesday ELL	2
10/25	Computer Basics	4
10/26	Medicare Open House	12
10/26	Thursday ELL	-
10/26	Chair Yoga	19
10/26	Dungeons & Dragons	11
10/28	Saturday ELL	3
10/28	Genealogy	6
10/30	Monday ELL	3
10/30	Monday Movie Madness	6
10/31	Tuesday ELL	10
Total OCT Programs		**48**
Total Attendance		**431**

4 passive programs with 85 attending (puzzle, chess, poem of the week, art wall)

Meeting Room Use: rentals- 8, library use- 27, zoom- 1
Board Room Use: community- 0, library- 12
Study Room Use: 79
Museum Pass: 8
Volunteers: Friends of the Library are collecting and sorting books for the sale, maintaining the lobby book sale, and have been continuing to index the KCR Obits (this month's volunteer/s: Nancy A.). Mini-Golf preparations are officially underway.

NOVEMBER — DINO

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Window Art (November 6-10) Contact the library for an apointment		**1** Preschool Zone 10:30 or 1:30 Registration Required	**2** 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30 Registration Required	**3** DROP IN STORY TIME 10:30 @ YPL	**4** 3D PRINTING (In-person) Registration Required *SEE WEBSITE
5 LEGO Kits November 6-10 Registration Required *SEE WEBSITE	**6** BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	**7** T.A.G. @ 2:45 Scholarships, Grants, Loans Webinar @7:00 Registration required	**8** Facebook Spanish Story Time at 10:00 am BOOK CLUB (1-2) 4:30-5:00 Registration Required	**9** Tots and Toddlers @ 10:30 Registration Required	**10** DROP IN STORY TIME 10:30 @ YPL	**11** CLOSED
12 Literacy Centers Tuesday—Friday *Drop In *	**13**	**14** MOMMY & ME YOGA @ 10:30 Registration Required	**15** BOOK CLUB (1-2) 4:30-5:00 Registration Required	**16** Family Reading Night	**17** DROP IN STORY TIME 10:30 @ YPL	**18** Read With Paws 10:30-11:30 Contact lib for appointment time
19	**20** BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	**21** Artful Beginnings-(Preschool) 10:30 Registration Required T.A.G. @ 2:45	**22** Facebook Spanish Story Time at 10:00 am CLOSING @ 5:00	**23** CLOSED	**24** DROP IN STORY TIME 10:30 @ YPL	**25** VIRTUAL 3D PRINTING *SEE WEBSITE*
26	**27**	**28** MOMMY & ME YOGA @ 10:30 Registration Required	**29** Tots and Toddlers @ 10:30 Registration Required	**30**	*Escape Room* This Escape Adventure is available the entire month of November. Contact the library for an appointment.	

November Programs

Baking with Love
with Maya-Camille Broussard

Join us for this very special Zoom event with the star of Netflix's Bake Squad star, owner of the Chicago-based bakery, and James Beard Award finalist. Broussard will talk about her cookbook, the bakery business, and how to bake with love.

Wednesday, November 8th @ 7:00 pm via Zoom
Register on the library website to reserve your spot.

JUSTICE OF THE PIES

Psychological Thriller Book Club

Join us for a brand new book club focused on Psychological Thrillers, Mindbending Mysteries, and Suspenseful Stories. If you love those gripping tales that leave you on the edge of your seat, trying to figure out whodunnit or how your hero/heroine is going to get themselves out of this jam... then this might be the book club for you.

Next Meeting: Wednesday, November 15th @ 7:00 pm

Any library patrons 18+ are welcome to join.

Branch by Branch
uncover your family genealogy one story at a time

Join genealogy enthusiast David Frazier to explore your roots. Mr. Frazier will relate some of his experiences digging into his own family tree, then show us how to use resources to find the people from our own pasts – and their stories.
If possible, attendees should bring their own laptops. The library has a limited number of computers they can provide.

Third Saturday* of every month @ 11:00 am
Aug. 19, Sept. 16, Oct. 28, Nov. 18, & Dec. 16

* Due to our Wizarding World LARP event, the October meeting will be the 4th Saturday.

For a complete listing of upcoming adult programs and book groups, check out the Adult Services pages on the library's website.

Yorkville PUBLIC LIBRARY

Yorkville Public Library
902 GAME FARM RD,
YORKVILLE, Illinois 60560
630-553-4354
www.yorkville.lib.il.us/

Yorkville Public Library
Adult Services
upcoming programs

Special Events, Informational Programs, Book Clubs, Creative Outlets, & Social Groups

Nov. 2023

Upcoming Special Events

An Evening of Conversation with Congresswoman Lauren Underwood

Join us for an evening of conversation with Congresswoman Underwood, at which the Congresswoman will speak with the people she represents in Congress. If you want to chat about jobs, healthcare, transportation, and other needs of our community, stop by to speak with your representative.

Tuesday, November 7th @ 7:00 pm
Register on the library website to reserve your spot.

Storytelling, Self-Publishing, & Sandwiches
with Mike Curtis

AROUND THE WORLD IN 80 SANDWICHES — MIKE CURTIS

Join the library's Adult Services Director, and author of Around the World in 80 Sandwiches, for this program about Mike's journey to bring the flavors and cultures of the world to his family through sandwiches. Learn about the world of sandwiches and a bit about how to share your stories by self-publishing.

Thursday, November 9th @ 6:00 pm

PLANNING YOUR DISNEY VACATION

Thinking about a trip to Disneyworld, Disneyland, or on a Disney Cruise? Join us for this special event with travel planner Kirbie Poss to find out all sorts of tips and tricks to make your Disney planning more efficient and your Disney vacation more fun for the family.

WEDNESDAY, NOVEMBER 15TH @ 6:00 PM
REGISTER ON THE LIBRARY'S WEBSITE TO RESERVE YOUR SPACE

Adult Education

Computer Basics for Seniors

All classes Wednesday mornings @ 10:00 am

August 23rd: Computer Basics	January 24th: Google Drive Basics
September 27th: Internet Basics	February 28th: Google Docs
October 25th: File Management Basics	March 27th: Google Docs Tables, Sharing, and Notes
November 22nd: Computer Maintenance Basics	April 24th: Google Sheets and Google Forms
December 27th: Email Basics	May 22nd: Google Slides

Registration Required
See a librarian if you need help registering.
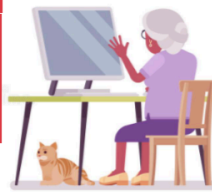
Learning to Decorate Like it's a Piece of Cake

Wednesdays @ 10:30 am

Sept. 20   Oct. 18
Nov. 15   Dec. 13

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany Breyne - a certified decorating instructor since 2014, who has worked as a cake decorator and has taught private classes in homes, clubs, and our library. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!

Yorkville Creative Writing Group

Need inspiration? Do you have that creative voice inside of you? Have ideas and don't know where to go with them? Looking for a friendly community of writers? Join the Yorkville Creative Writing Group and spark your creative energies. Meetings on the 4th Tuesday of every month. New writers always welcome!!!

This month's writing prompt: Start a piece set in an orchard – then join the group on **Tuesday, November 28th @ 7:00 pm** to discuss everyone's pieces.
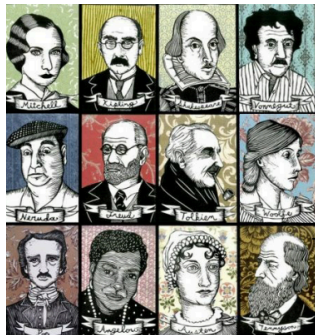
Dabblers
Learning to Paint with Carolyn Kyle

Join us once a month at this fun new art program where participants can learn different painting techniques, different mediums, and different styles. Everyone from newbies to experienced artists are welcome to come and dabble with Carolyn.

Second Tuesday of the month.
First session at 10:00 am.
Second session at 5:30 pm

Registration required. Please register on our website or see library staff for assistance.

Healthy Programs

Roaming Readers Walking Book Club

Meet at Hoover Forest Preserve for a walk and to talk about books

Fridays @ 9:00 am
October 6th & 20th
November 3rd & 17th
December 1st & 15th

Healthy Cooking with Jess
Retirement Well-th

A monthly series on nutrition and wellness after retirement and beyond! Learn to care for yourself in your new found time. We'll talk about nutritionally dense foods, what foods that can help you feel your best, food energetics, and how too add joyful movement to your everyday. Certified Holistic Health Coach, Jess Stewart will demonstrate how easy and simple cooking healthy can be.

Mondays @ 11:30 am
July 17
August 21
Sept. 18
Oct. 16
Nov. 20
Dec.18

Wellness Program
CHAIR YOGA

Join us for this weekly, fun, wellness-based class! Everyone is welcome! Chair yoga benefits adults of all ages and experience levels.

Yoga can help to:
Reduce inflammation
Lower blood pressure
Improve balance
Increase strength
Increase flexibility

Thursdays at 10:15 AM
November 2
November 9
November 16
November 30

A Health & Wellness Series with Certified Health Coach, Arinne Dickson

Your friend in HEALTH
Embracing Real Food for Life, Together

September 13th @ 11:00 am
Traffic Light Eating
November 8th @ 1:00 pm
Fueling Your Body for Sustained Energy
January 10th @ 11:00 am
Make Your Own Medicine
March 13th @ 1:00 pm
Make Health Your Hobby

Check the library website for more details about each class and to register.
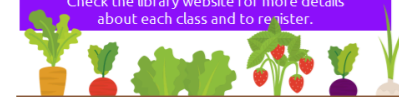
	web renewals	web holds	checkouts + renewals	checkouts	renewals	holds placed	holds filled	checkins	Items lent to other libraries	Items borrowed from other libraries	Items to Reciprocal Borrowers at Yorkville	Items added	Patrons added		
YORKVILLE STATISTICS FOR FY24				PRAIRIECAT											
MAY	768	1477	5785	5519	266	351	1540	5432	551	1228	369	293	88		
JUNE	710	1707	8915	8562	353	341	1798	7038	615	1448	530	277	197		
JUL	1082	1928	8289	7951	338	411	1893	8128	635	1514	347	361	119		
AUG	929	1697	7313	6947	366	451	1900	7492	655	1525	330	323	124		
SEP	674	1622	5585	5274	311	302	1603	5612	691	1230	413	299	95		
OCT	929	1660	5949	5663	286	405	1675	5378	655	1344	317	192	107		
NOV															
DEC															
JAN															
FEB															
MAR															
APR															
Totals															

CIRCULATION TOTAL	**ADULT**	**JUV.**	**YA**	**TOTAL**		**Books**	**Videos**	**Audios**	**Mag**	**other**	**Total Circs**		

	ANCESTRY		E-READ IL			OMNI				OCLC			
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED		
MAY	84	62	27	103	43	812	717	385	0	18	3		
JUN	51	13	18	88	43	777	739	405	0	16	25		
JUL	32	27	44	106	44	906	806	443	0	16	31		
AUG	609	2717	33	103	44	948	792	408	0	19	22		
SEP	236	1495	39	82	47	890	757	396	0	17	20		
OCT	258	605	29	93	44	851	713	402	0	23	53		
NOV													
DEC													
JAN													
FEB													
MAR													
APR													
Totals													

FY 2023 ATTENDANCE			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTALS
PATRON DOOR COUNT			6330	7535	6450	7135	8150	7208							
CURBSIDE PATRONS			8	11	5	7	4	3							
HOME DELIVERY			8	9	11	17	15	20							
CARDS ISSUED THROUGH WEBSITE			10	25	16	26	13	17							
CHILDREN'S AGE 0-5 PROGRAMS			10	18	9	11	10	12							
AGE 0-5 ATTENDANCE			240	514	311	348	365	292							
CHILDREN'S AGE 6-11 PROGRAMS			7	22	11	14	9	14							
AGE 6-11 ATTENDANCE			289	587	274	375	330	314							
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			4	6	6	6	7	6							
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			364	550	465	495	728	698							
NUMBER OF YA PROGRAMS			4	6	7	4	4	3							
YA PROGRAM ATTENDANCE			21	44	92	40	37	43							
NUMBER OF YA PASSIVE PROGRAMS			3	1	2	2	2	3							
YA PASSIVE PROGRAM ATTENDANCE			83	40	29	67	64	59							
YOUTH SUMMER/WINTER READING					468 handed out, **217** returned										
NUMBER OF ADULT PROGRAMS			46	46	35	41	39	48							
ADULT PROGRAM ATTENDANCE			349	389	226	303	414	431							
NUMBER OF ADULT PASSIVE PROGRAMS			4	4	4	5	4	4							
ADULT PASSIVE PROGRAM ATTENDANCE			45	57	55	126	60	85							
ADULT SUMMER/WINTER READING							**65**								
MEETING RM. RENTAL/COMMUNITY USE			6	3	5	9	4	8							
MEETING ROOM USE:			18	29	27	23	20	27							
BOARD ROOM USE			15	14	7	7	14	12							
STUDY ROOM USE			67	57	56	58	61	79							
MUSEUM PASS			11	21	14	15	7	8							
YOUTH COMPUTER SESSIONS			26	28	17	27	19	15							
ADULT COMPUTER SESSIONS			214	228	209	276	210	212							
YOUTH VOLUNTEER HOURS															

Yorkville PUBLIC LIBRARY
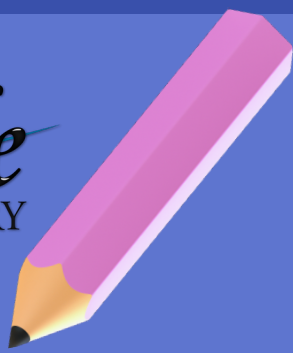
Monthly Statistics October 2023

Checkouts
2023: 6,878
2022: 6,318
Change: +8.86%

Visits
2023: 7,208
2022: 4,159
Change: +73.31%

New Cardholders Added
2023: 107
2022: 82
Change: +30.49%

Technology Stats

Digital Checkouts	Computer Use	Website Hits
2023: 1,686 2022: 1,551 Change: +8.70%	2023: 227 2022: 253 Change: -10.28%	2023: 5,576 2022: 4,695 Change: +18.76%

Events and Programs

2023: 90
2022: 56
Change: +60.71%

Events and Program Attendance

2023: 1,922
2022: 1,332
Change: +44.29%

Items Added

2023: 192
2022: 443
Change: -56.66%

LIBRARY STRATEGIES

Proposal for:

Yorkville Public Library

Strategic Planning Consulting Services
October 5, 2023
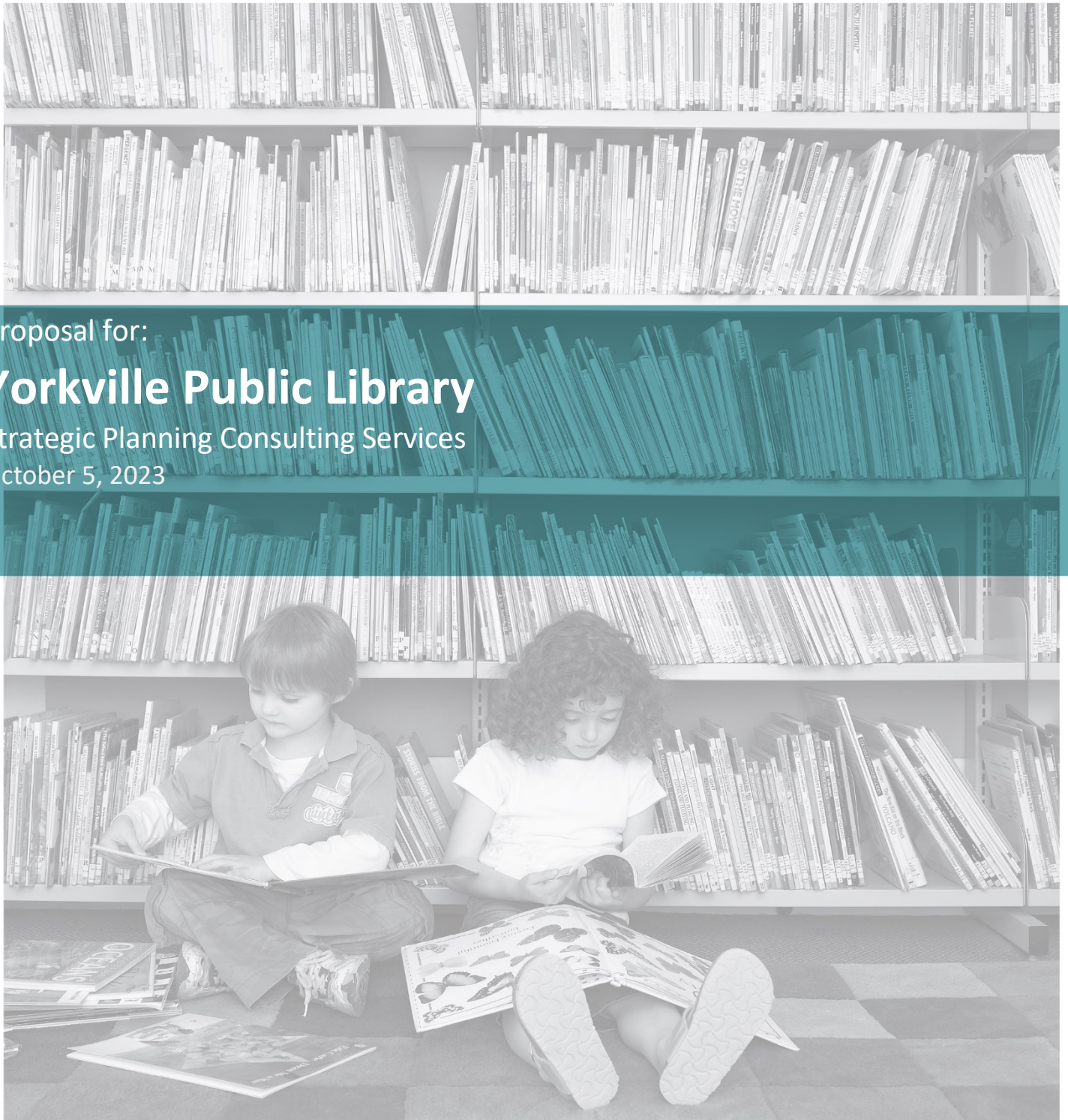
COVER LETTER

Shelley Augustine
Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560

Dear Shelley Augustine,

Library Strategies is pleased to submit the following proposal to facilitate the Yorkville Public Library's project to update its strategic plan.

As demonstrated by this proposal, Library Strategies offers unique insights and specialization to support the Yorkville Public Library for its strategic planning goals. Our team includes distinguished members of the library community, ready to apply their knowledge and experience to guiding the staff, trustees, and community in developing an actionable strategic plan for the library. We have been a division of The Friends of Saint Paul Public Library for seventeen years. During that time, we have facilitated dozens of strategic plans for libraries of all sizes across the country.

> Library Strategies Consulting Group
> 332 Minnesota Street, Suite W1420
> Saint Paul, MN 55101
> Primary Contact: Richmond Kinney
>   Programs & Services Manager
>   (651) 366-6498
>   richmond@thefriends.org

We look forward to the opportunity to work with the Yorkville Public Library team and stakeholders. Thank you for your consideration of our attached proposal.

Best regards,

Alayne Hopkins
Programs & Services Director

EXECUTIVE SUMMARY

Yorkville Public Library is a valued organization with a dedicated board and staff that serve the growing population of Yorkville and Kendall County. Like many public libraries across the country, YPL has many building and service needs, and must prioritize some over the others. This may be more open hours, increased outreach to targeted audiences, or reallocating space.

As outlined in our proposal, Library Strategies uses several tools to engage and incorporate inputs from a wide range of internal and external stakeholders. We can tailor a plan to fit your budget and timeline.

We propose a four-phase series of services:

1. Preparation**,** data analysis, trend research, and peer benchmarking (optional)
2. Stakeholder input: community survey and staff survey (optional), one-on-one interviews (optional), and staff and Board SOAR sessions (optional)
3. Community engagement: Community retreat or focus groups
4. Year 1 implementation planning with administration and staff (optional)

This process results in a tailored, actionable strategic plan, and numerous secondary deliverables intended to document the process and underscore the needs and priorities identified in the plan:

- Community and staff survey summary reports
- SOAR analyses write-ups and notes
- Focus group/community retreat notes
- Executive summary of key interview takeaways
- Draft strategic plan with prioritized goals
- New mission statement and core values statement
- Finalized strategic plan + tracking dashboard
- Presentation on data and feedback to YPL strategic planning team, administrative team, and other designated individuals
- Implementation plan with measurable objectives

We believe the resulting strategic plan will set YPL on course to continue its responsiveness to varied community interests and build a dynamic future for the Library and community.

KEY PERSONNEL / PROJECT TEAM

CINDY FESEMYER is a lead consultant with Library Strategies and principal at Fesemyer Consulting LLC. Fesemyer served as State Library Consultant for the Wisconsin Department of Public Instruction from 2019-21, with an emphasis in adult and community services. Prior to her consulting career, she served as director of the Columbus (WI) Public Library (2012-19). In addition to consulting, Fesemyer serves as a trustee for the Madison (WI) Public Library and a continuing education instructor for the prestigious UW-Madison iSchool.

DAVID KATZ (project manager) is Assistant Director of Programs and Services with Library Strategies. He manages the firm's special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin-Madison. Katz will contribute remotely to the survey research, benchmark analysis, drafting of reports, and overall project management.

WENDY WERDIN (data synthesis) is the Programs and Services Coordinator at The Friends of Saint Paul Public Library. In her capacity with Library Strategies she creates, manages, and compiles community and staff engagement surveys for our clients.

MIKE YANG (graphic design) is the Graphic Design & Marketing Coordinator at The Friends of Saint Paul Public Libraries. He will design the final report and other materials needed for the project.

This is a tentative assignment of potential key personnel for the project. Final assignments will be determined based on scheduling for the project activities and availability of individual consultants.

CINDY **FESEMYER**

Madison, WI · 608-443-6362 · FesemyerConsulting@gmail.com

Passionate, collaborative library leader with a knack for big picture thinking and making connections.

LIBRARY EXPERIENCE

FESEMYER CONSULTING LLC—2021-PRESENT

PRINCIPAL

Independent consultant specializing in public library strategic planning, community engagement training, leadership development, and speaking engagements. Current contracts include Placer County Public Library, Santa Clara Pubic Library, the American Library Association, Reaching Across Illinois Library System, and the Iowa State Library. Recent contracts include Michigan and Arizona State Libraries.

UNIVERSITY OF WISCONSIN-MADISON—2010-PRESENT

CONTINUING EDUCATION INSTRUCTOR

Develop and teach courses in community engagement and strategic planning, 2015-present

ASSOCIATE LECTURER

Develop and teach LIS 855: "Community Partnerships", a one-credit academic course, 2016-2018

PROJECT ASSISTANT

Research financial literacy efforts in WI, 2010-2011

ALLIED DRIVE COMMUNITY READ

LITERACY PROGRAM 2010-2012

WI DEPARTMENT OF PUBLIC INSTRUCTION—2019-2021

ADULT AND COMMUNITY SERVICES CONSULTANT

Created and administering 36 person, state-wide, 18-month community engagement cohort; Enterprise Management Development Academy Fellow; professional development activities for WI library staff; plan and orchestrate LSTA-funded programs & services; statewide outreach activities.

COLUMBUS PUBLIC LIBRARY, WI—2012-2019

LIBRARY DIRECTOR

Awarded Runner up for *Library Journal* Best Small Library in America 2017; awarded IMLS National Leadership grant 2018; 2017 PLA Leadership Fellow; WI Public Library System Redesign (PLSR) facilitator; awarded ALA Libraries Transforming Communities grant; PLA and ALA conference and webinar presenter; South Central Library System Foundation President; Level 1 Director Certificate

LIBRARY EXPERIENCE

MADISON PUBLIC LIBRARY, WI—2010-PRESENT

BOARD OF TRUSTEES

Vice President, 2021-present, Treasurer/Secretary, 2019-2021, At-large member 2016-presenent

PAGE II, PINNEY BRANCH

Circulation desk, 2011

FRIENDS OF THE HAWTHORNE LIBRARY BRANCH

Community member, 2010-12

AMERICAN LIBRARY ASSOCIATION—2013-PRESENT

AMERICAN LIBRARY ASSOCIATION

Frequent conference and webinar presenter, 2016-present
Public Programming Office
- Libraries Transforming Communities Advisor, 2016-present
- 21st Century Libraries Advisor for library programming competencies based on National Impact of Library Programs Assessment white paper, 2020-present
- Libraries Transforming Communities program participant, 2013-15

PUBLIC LIBRARY ASSOCIATION

Finance Committee, 2021-present
Board member, small/rural seat, 2019-2021
Leadership Academy Fellow

EDUCATION

UNIVERSITY OF WISCONSIN-MADISON
MLS 2012, BA ENGLISH 1990

HUMBOLDT STATE UNIVERSITY, CA
MA LITERATURE & MA TEACHING WRITING 1993

PUBLICATIONS

CHAPTER CONTRIBUTIONS

Ch 4 *Partnering for Great Impact* and Ch 5 *Respect and Compromise Aid School-City Partnership in* M. Davis-Fournier (Ed.) Ask Listen Empower: Grounding Your Library Work in Community Engagement. Chicago, IL: ALA Publishing, Inc. (2021)

Food for Thought: Feeding Mind & Bodies at Public Libraries in C. Smallwood (Ed.) Social Justice and Activism in Libraries: Moving Beyond Diversity to Action. Jefferson, NC: McFarland & Company, Inc. (2019)

DAVID KATZ

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

Experience

2012-present   Programs and Services Manager, Library Strategies, St. Paul, MN

Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group

2011-2017   Research Consultant, Minnesota Historical Society, St. Paul, MN

2012-present   Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN

2008-2011   Communications Assistant, Schreiber Inc., Green Bay, WI

Education

B.A. (Journalism) – University of Minnesota

B.A. (History) – University of Minnesota

MLIS – University of Wisconsin, Madison

ABOUT US: QUALIFICATIONS & EXPERIENCE

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library, the foundation of the Saint Paul Public Library system in Minnesota. We are the only consulting group in the country based inside a library support organization. Our consultants are leaders in the national library community and outstanding professionals in other fields, who offer a wide range of practical skills and decades of successful leadership in a variety of areas.

We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning™ model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training

The Friends of the Saint Paul Public Library formally established Library Strategies in 2006 to provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA).

We strengthen communities, one library at a time.

Libraries are essential. They are centers for community connection, collaboration, and inspiration. To effectively serve their communities, libraries must continually adapt to evolving needs. We can help.

➢ **We believe in libraries. We *get* libraries.** As the only consulting group in the country based within a library support organization, we understand your mission because it's *our* mission. We also understand the challenges libraries and library organizations face. We bring this unique library-focused knowledge and experience and tailor it to achieve your goals.

➢ **We help you serve your community by *engaging* your community.** We spend time listening to people across your community, to understand their aspirations and what they hope for from their library. We help you turn this insight into practical strategies to hone your services and deepen your community relationships for years to come.

➢ **We empower you with tools for meaningful change.** Together, we'll create straightforward,

actionable plans based on our proven process and equip your team to be champions for sustainable change.

➢ **We embed equity into every phase and every plan.** Your library will thrive when every person feels welcome to participate and valued for who they are. We bring our commitment to embracing and celebrating diversity, creating inclusive environments, and producing equitable outcomes to every project and partnership.

Current and past strategic planning clients include:

Arlington Heights Public Library (IL)
Atlanta-Fulton County Library Foundation (GA)
Bozeman Public Library (MT)
Brentwood Library (TN) – 2 rounds
Central Arkansas Library System (Little Rock, AR)
Champaign Public Library (IL)
Chattahoochee Valley Libraries (GA)
Clarksville-Montgomery County Public Library (TN)
Community Library Network (ID)
Council of State Library Agencies (KY)
Council Bluffs Public Library (IA)
Cromaine District Library (MI)
Crystal Lake Public Library (IL)
Davenport Public Library (IA)
Decatur Public Library (IL)
Dubuque County Library District (IA)
Duluth Public Library (MN)
Evanston Public Library (IL)
Friends of the Bozeman Library (MT)
Jackson County Library District (OR)
Kingsport Public Library (TN)
Kitchigami Regional Library System (MN)

LaCrosse Public Library (WI)
Loudoun County Public Library (VA)
Meridian Library District (ID)
Millburn Public Library (NJ)
Montana State Library – IMLS (MT)
Montclair Public Library Foundation (NJ)
Muskegon Area District Library (MI) – 2 rounds
Newark Public Library (NJ)
Nobles County Public Library (MN)
Normal Public Library (IL)
Nova Southeastern University Libraries (FL)
Palm Springs Public Library (CA)
Robbins Library (Arlington, MA)
Schlow Centre Region Library (State College, PA)
SELCO/SELS regional system (MN)
St. Charles City-County Library District (MO)
Washington County Library System (PA)
Way Public Library (OH)
White Lake Township Library (MI)
White Plains Public Library (NY) – 2 rounds
Wilsonville Public Library (OR)
Wisconsin Dept. of Public Instruction

WORK PLAN

If selected by the Yorkville Public Library, the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning™ is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

Phase 1: Preparation, Data Analysis, and Benchmarking

Strategic Planning Committee Meeting

Library Strategies recommends forming a Strategic Planning Steering Committee at the outset if one has not already been organized. This committee will oversee the process, provide local context and insights, identify key leaders and influencers, and help ensure the final plan is inclusive and comprehensive. We recommend that the Steering Committee be made up of a selection of members from the following groups:

- Library leadership
- One or two Library Board members
- Friends of the Library leadership
- City government representatives as deemed appropriate
- Community leaders representing at least two of the following:
  - Business
  - Philanthropy
  - Education
  - Arts & Culture

The role of the Strategic Planning Committee is to:

- Provide critical information on the library service area
- Identify key stakeholders to engage in the process
- Assist with invitations/logistics for community engagement activities
- Approve and oversee the work plan and timeline
- Review drafts of the strategic plan

The initial meeting of the Planning Committee with Library Strategies will address the following agenda items:

- Clarify roles/responsibilities for data gathering, reporting, logistics, etc.
- Agree on the process and steps of the planning process, including expectations for timing of

deliverables.

- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.).

- Establish initial focus areas for community input. These could include staffing models, specific communities, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.

- Identify individuals who will be invited to participate in the community engagement phase, with careful attention given to including a broad representation of residents – both library users and non-users.

Community and Library Assessment

Library Strategies will conduct a data audit and assessment of each Library's service area demographics, reports, library services, and resources. This audit will review:

- Census data + trends for each community, including:
  - ✓ Age distribution / Household status
  - ✓ Race and Ethnic background / Special populations
  - ✓ Income / Education
  - ✓ Population/ Geographic distribution
  - ✓ Economic development projections

- Library data (including branch by branch breakdowns, if applicable/available):
  - ✓ Circulation numbers and trends for the past 3-5 years
  - ✓ Library visits / programming attendance
  - ✓ Technology access and usage
  - ✓ Community outreach efforts
  - ✓ Budget and financial sources
  - ✓ Staffing patterns
  - ✓ Board of Trustees structure and governance
  - ✓ Friends/Foundation fundraising model / patterns
  - ✓ Public relations and marketing

As part of an in-person visit, a lead Library Strategies consultant will visit Yorkville Public Library.

Peer Analysis and Benchmarking (optional)

With input from the Library, the Library Strategies consultant will select 2-3 peer libraries to benchmark. Peers will be identified based on similar community size, community environmental distinctions, library

size (staff, collections, usage), etc. Key areas of interest to YPL for benchmarking are likely to include budgets, funding sources and amounts, staff and volunteer workers, impact of Friends, facilities, outreach services, collections, and resources. Specific benchmark targets will be agreed between the Library and the Library Strategies consultant to assure appropriate scope of this activity.

Phase 2: Stakeholder Input

Community Survey

The Library Strategies consultant will design and administer a community survey. This tool will explore the interests and needs of the Yorkville service area both quantitatively and qualitatively. This may include (but are not limited to):

- Awareness and perception of the Library
- Satisfaction with Library services
- Barriers to using the Library and its services
- Facilities needs
- Diversity, equity, and inclusion concerns
- Opportunities for outreach
- Future directions for the Library to best meet needs and expectations

Our consultant will present a draft survey to Library leadership and the Steering Committee and make final revisions as necessary.

The survey will be posted online using SurveyMonkey. Library Strategies can also format the questionnaire for print; the Library will be responsible for converting print survey responses to an appropriate electronic format. Library Strategies will assist in identifying the best outlets and a promotional strategy to encourage broad-based participation in the survey (online and physical outlets such as local media, churches, schools, businesses, municipalities and townships, partnership organizations, etc.).

If it is determined to be beneficial during the preliminary Steering Committee meetings, the online survey form may be translated to facilitate feedback from non-English speaking residents, at an additional cost as outlined in the Project Budget.

Staff Survey (optional)

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations, and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

Board and Staff SOAR Sessions (optional)

These sessions provide an opportunity for internal stakeholders to offer their insights and express concerns in a collaborative environment, and typically yield insights that complement and build upon the staff survey (see below).

SOAR exercises share much in common with the better-known SWOT *(Strengths, Weaknesses, Opportunities, Threats)* methodology. However, the latter is a deficit-based approach while SOAR is optimized to uncover and capture the advantages, partners, and other assets that equip the Library to fulfill its work. This tends to be the more fruitful point of departure.

For the staff session, the consultant advises crafting an invitee roster that cuts across the organizational chart. Doing so will enfranchise part- as well as full-time employees; intermix frontline and back-of-house staff in a way that gives extra depth to the conversation; and provide a voice (and literal seat at the table) to the pages, clerks and assistants who so often feel "unseen" in their library's decision-making processes.

Note: These are suggestions rather than requirements core to the integrity of the process. Group composition can be discussed in greater detail at a later date.

One-on-One Interviews (optional)

In preparation for Phase 3, the Library Strategies consultant will conduct 4-6 confidential phone interviews with key community members- long-serving Library trustees, Council members, lead government officials, key community leaders, and similar stakeholders.

The list of interviewees will be developed in consultation with the Library Director and Steering Committee. Ordinarily, questions focus on interviewees' perceptions of their community's most salient needs, what the Library can do (and is not already doing) to address them, and key challenges the Library is facing in its mission to enhance residents' quality of life.

Phase 3: Community Engagement

Depending on preferences of the Library and community, Phase 3 Community Engagement will include an in-person community retreat, or a series of virtual or in-person community focus groups designed to maximize opportunities for community members to participate. Library Strategies' initial recommendation is to conduct a community retreat or a series of three focus groups (in-person or virtual) to encourage participation from a wide range of individuals. This recommendation is flexible and can be adjusted to meet the needs and preferences of the Library.

The Steering Committee should be prepared to help develop the invitation list (usually twice as many people as you realistically expect to attend) and then personally invite them by mail, phone, or email. In total, we recommend 30-40 participants for this community engagement phase, whether it is one in-person community retreat or a series of focus groups.

In addition to facilitating the development of strategic goals, brainstorming, and discussions during the retreat or focus groups will contribute to updating the Mission and Values statements for the Library.

In-Person Community Retreat (Option 3.1)

The retreat gathers a cross-section of users, non-users, diverse populations, and key stakeholders all in one room. By including many participants from all walks of life, Yorkville Public Library gains valuable insights while securing early buy-in and future advocates for its vision.

The in-person retreat agenda is usually structured as follows:

A short presentation by the Director on the current state/activities of the Library. This gives all participants a common baseline understanding of what the Yorkville Public Library currently does – and how.

A short presentation/discussion on regional and national trends. The Library Strategies team will offer a short primer on "Libraries 101," with an emphasis on emerging trends in this dynamic field. Trends reviewed by the consultant might include technology, makerspaces, literacy programs, partnerships, community outreach, removal of barriers to service, etc. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions and to encourage them to think broadly about the YPL's role in the community.

A large group, "big picture" visioning session and development of goal areas. This part of the retreat invites participants to brainstorm broad, strategic visions for the community and consider the Yorkville Public Library's role as a contributor to residents' quality of life. In anticipation of addressing strategic goals, the group may review and identify potential modifications to the Library's Mission and Values to enhance engagement with the strategic goals. Following the Mission and Values discussion, this session will shift to discussions about strategic "goal areas" where the Library should concentrate its attentions over the next five years. These areas might pertain to technology, advocacy, marketing and outreach, collection management, workforce development, cooperative opportunities, etc. Specific "goal areas" will be identified through and driven by the multiple community inputs to ensure relevance to the Yorkville Public Library.

Small group strategy sessions. Towards the end of the day, participants will be encouraged to dive deeper by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. The consulting team will mediate these smaller discussions and facilitate a share-out at the end of the retreat.

Focus Groups (Option 3.2; virtual or in-person)

The focus group process also involves representatives from a cross-section of the community: library users, non-users, diverse populations, and key stakeholders. Library Strategies and the Steering Committee will discuss options for the composition of the focus group invitees, which may be selected to bring together groups of similar stakeholders *or* a diversity of stakeholders, to provide optimal energy to the discussions. Each focus group typically includes 8-10 participants and lasts 2 hours.

Like the community retreat format, focus groups are the culmination of the community engagement activities. Quantitative and qualitative information gleaned through the data analysis, community survey, and interviews are used to drive the content of the focus group discussions. This provides a responsive and localized discussion platform for the focus groups.

As a tool to keep the focus group on track during the two-hour meeting, the facilitator may share a basic agenda:

1. Introduction to Library Strategies and our role in the process
2. Brief review of the What and Why for this Strategic Planning project
3. Review and group comments related to the Yorkville Public Library Mission and Values statements
4. 3-6 broad goal areas for the group to explore, add onto, modify, and/or discard

Suggested starting goal areas are based on the outcomes of the earlier community engagement activities and defined during the preparation period.

While each of these options is available, what is "best" will be determined in consultation with Yorkville Public Library leadership and may include a retreat, virtual focus groups, and/or in-person focus groups.

Phase 4: Crafting Strategic and Implementation Plans

Strategic Plan & Dashboard Tool

Following the community retreat or focus groups, the Library Strategies consultant will draft a short, concrete Strategic Plan (typically four pages) for review by the Steering Committee. The plan will also include new or revised Mission and Values statements.

The Steering Committee will determine whether the goals and strategies in the draft plan are realistic, given finite resources, timetables, and their own evolving understanding of the community's needs. Our consultant will then make revisions based on the feedback for final approval.

Ultimately, Yorkville Public Library's planning document will be translated into an easy-to-interpret graphic. This illustrative accompaniment can be presented to the full board of trustees, other governing bodies as applicable, and the community at large.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular, daily culture. Therefore, Library Strategies will also provide an easy-to-use dashboard measurement tool to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

Implementation Plan (optional)

To move the plan forward, our process can also include a consultant-facilitated implementation

planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of an Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

TIMELINE

The tentative timeline presented here is flexible and represents a typical strategic planning process. The timeline will be adjusted at the initiation of the project to accommodate key stakeholders of the Library and the deadline for approval of the strategic plan.

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5
Phase 1: Preparation, Data Analysis & Benchmarking					
Initial meeting, finalize work plan	X				
Collect Library and other background data	X				
Data analysis, assessment, and trends research		X			
Phase 2: Stakeholder Input					
Create and publish online community and staff surveys		X			
(Optional) Translate and publish community survey for non-English language audience		X			
(Optional) Translate non-English language survey results for analysis			X		
Synthesize and analyze survey results			X		
Present summary survey report				X	
(Optional) Staff and Board SOAR Session (same visit as focus groups, below)				X	
Phase 3: Community Engagement					
Launch retreat or focus group invitation process		X			
Facilitate retreat or series of focus groups				X	
Phase 4: Crafting Strategic and Implementation Plans					
Submit draft Strategic Plan				X	
Revise and present final Strategic Plan					X
Create Dashboard Measurement					X
(Optional) Develop and finalize Implementation Plan					X

BUDGET

Library Strategies proposes to provide the stated services below for the following fees, plus expenses reimbursed at actual cost. Fees are based on an hourly rate of $225.00. This rate covers all consultant and staff time.

CONSULTING ACTIVITY DESCRIPTION	PROPOSAL COSTS	OPTIONAL COSTS
Phase 1: Preparation, Data Analysis & Benchmarking		
Prep meetings, steering committee kickoff	**$1,800**	
Data collection and review	**$1,800**	
Optional: Benchmark analysis		$4,500
Phase 2: Stakeholder Input		
Community survey creation and management	**$1,800**	
Staff survey creation and management		$900
Translate, post, and manage online non-English language community survey		$1,800 per translated survey
Survey analysis and write-ups	**$1,800**	
Board and staff SOAR sessions, analyses, and write-ups		$2,700
Prep/schedule/conduct 4-6 one-on-one interviews	**$2,700**	More interviews @ $1,800 per 5
Phase 3: Community Engagement		
Lead, launch, and oversee invitation process	**$900**	
Community Retreat or 3 focus groups	**$4,500**	More focus groups @ $900/ea.
Phase 4: Crafting Strategic and Implementation Plans		
Presentation of data and feedback	**$2,700**	
Draft and finalize strategic plan	**$3,600**	
Create dashboard measurement tool	**$900**	
Partner with staff to develop Implementation Plan		$3,600
TOTAL CONSULTING FEES: $22,500		

EXPENSE DESCRIPTION	ESTIMATED COST
Mileage Madison WI to Yorkville, IL	$196.50

Hotel ($107 – local GSA rate), 2 nights	$214.00
Per diem (local GSA rate) meals and incidentals, 3 days	$147.50
Total Estimated Expenses	**$558.00**

Library Strategies does not charge for consultant travel time. Expense estimates are included above, but actual expenses will be billed.

TOTAL ESTIMATED FEES & EXPENSES: $23,058

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly. Additionally, if the Library elects to conduct more of the consultant services remotely, travel expenses would correspondingly be reduced.

EXCLUSIONS OR EXCEPTIONS

There are no exclusions or exceptions.

REFERENCES

Library Strategies has worked with hundreds of libraries across the country, offering our unique approach to planning designed *specifically* for public libraries. Here are highlights of other planning processes Library Strategies has conducted in recent years:

Dubuque County Library District (IA)

Dubuque County Library District (DCLD) hired Library Strategies in 2020-21 to conduct a hybridized strategic planning process – one that incorporated site visits alongside robust but largely remote community engagement activities. DCLD faces some fairly unique operational and perception challenges, most stemming from the system's proximity and relationship to other libraries: patrons in Dubuque County are also served by independent libraries operated by and for the cities of Dubuque, Dyersville and Cascade. DCLD services Asbury plus the most rural subsets of the community – a population of approx. 38,000. Library Strategies' catered process reflected these special circumstances. Between remote and in-person community engagement efforts, consultants ultimately incorporated feedback from nearly 300 community members and staff into an actionable 2021-2027 roadmap for DCLD.

Contact: Amanda Vazquez, Director - amandav@dubcolib.org, (563) 582-0008

Community Library Network (ID)

Library Strategies provided the Community Library Network with a comprehensive Strategic Planning RRP™ process in 2022 to help the Library maintain direction and focus during its upcoming service growth initiatives and building projects. Services included staff and community surveys, stakeholder interviews, and a community retreat. Particular attention was paid to both individual library needs and the overarching goals for the Network.

Contact: Amy Rodda, former Director – arodda07@gmail.com, (303) 658-2640

Wilsonville Public Library (OR)

Library Strategies facilitated the Wilsonville Public Library's strategic planning process during 2020-2021. The delivery of our RRP™ process was a hybrid project, with some of the work being completed virtually during the Covid-19 pandemic and an in-person implementation planning session to close out the project.

Contact: Shasta Sasser, Library Director – sasser@wilsonvillelibrary.org, (503) 570-1590

Strategic Planning Consulting Services

Yorkville Public Library

Yorkville, IL

<div align="right">

Prepared by ReThinking Libraries

October 5, 2023

</div>

October 5, 2023

Shelley Augustine
Library Director
Yorkville Public Library
sugustine@yorkville.lib.il.us

Shelley,

ReThinking Libraries is pleased to submit a proposal for consulting services to assist in the development of a Five-Year *Strategic Plan* for the Yorkville Public Library (YPL). Our full-service team is well positioned to help YPL develop a new plan worthy of its diverse community through a process that seeks to elevate the voices and ideas of everyone in that community. Over the past several years, our team has developed a successful and efficient way to plan with libraries. Instead of strict adherence to a fixed methodology, we work with each client to tailor the planning tools and processes to best fit each library and its community. We focus on the overarching goal of creating a strategic plan that can allow the library to adapt and react to today's quickly shifting world and varied needs of a diverse community.

Regardless of the overall methodology settled upon, our work typically includes the following activities:

- Collection and library data analysis
- Direct input from diverse array of community members and stakeholders (users and non-users), staff, and board members with a focus on aspirational input over problem-focused input.
- Mapped demographic analysis.
- A comparison benchmark report (with multiple comparison cohorts including state, regional, national, and aspirational)
- Discussion of best practices of future-ready ready libraries as a part of the stakeholder input process and strategic retreat

All findings are synthesized, and goals and strategies are collaboratively developed to successfully guide Yorkville Public Library into the future. The final deliverable provides YPL with a process to keep its strategic plan living, breathing, and updated throughout its lifetime.

This proposal is firm and irrevocable for 90 days. We look forward to the opportunity to respond to questions and further explain our process as needed. Please don't hesitate to contact us with any questions.

Best regards,

Janet Nelson
Principal

1218 McMahon Drive
Sun Prairie, WI 53590
PH: 608-444-1733 janet@rethinkinglibraries.org

Executive Summary

The Yorkville Public Library's (YPL) leadership has expressed interest in consulting services to assist with the creation of its next strategic plan. ReThinking Libraries (RTL) is pleased to submit a proposal for partnering with YPL on this important project. It is understood that YPL is embarking on this process to develop a plan to guide decision-making over the next several years. It will define the role of the library and governance by the Library Board of Trustees and will also serve as a framework for setting Library vision, goals, and creating a service plan. The plan will reflect the needs and realities of the library, align with the overall needs of the Yorkville Public Library community, and help elevate the role of the library to a higher level of service.

This is intended to be a highly collaborative process incorporating extensive input from Library leadership, Library Trustees, Friends of the Library, community leaders, and residents. Input will be gathered using a variety of means as determined by the consultant and the Library Strategic Planning Team. It is intended to engage both users and non-users of the library. We will work with the library to determine the best approach and balance between in-person and virtual engagement for its community. Every effort will be made to conduct this process in an inclusive manner allowing broad and diverse participation from across all segments of the community.

The RTL team views its role in this project as facilitator and collaborator. We don't make decisions for you; we help you make the best decisions about your Library's present and future. We will analyze information and offer professional recommendations based on observation, stakeholder feedback, demographics, and assessment of Yorkville Public Library's existing services, facility, and community. We will also facilitate staff and board strategy planning meetings to help the team find the right strategic vision for your community's library. RTL will work with the YPL team, prior to the formation of the plan, to benchmark and evaluate library practices, staffing, efficiencies, etc. Once the plan has been created, RTL will also be available to YPL to offer best practices for measuring progress as the plan is implemented.

Of key importance to a project such as this is the quality of the communication and collaboration between RTL and YPL's Strategic Planning Team. As your consultants, we must effectively share analyses and opinions, so all stakeholders can fully understand the implications of decisions that may be made. In turn, the Strategic Planning Team must help RTL fully understand the local context related to any resulting choices. Timely responses in providing requested information and replies will help to keep the project on schedule and all participants fully engaged.

The Strategic Planning Team members will actively participate in the creation of the *Strategic Plan,* so they are fully invested in the process and the final product. It is essential all involved have a clear vision of what needs to be done based on the in-depth assessment of the existing situation, the consideration of new and emerging trends in library services, and an understanding of local realities and sensibilities. Included will be training on processes allowing for the ongoing evaluation of progress toward the established goals and the understanding and confidence to develop new strategies as the plan evolves.

Organizational Information: Company/Consultant

In 2004 Rob Cullin helped Kimberly Bolan start Kimberly Bolan & Associates, a national library consulting firm based outside Indianapolis (IN). With a change in ownership, Janet Nelson joined Rob in 2019 and they relaunched the business as ReThinking Libraries in 2020. Over the past 18 years, the RTL Team has been involved in numerous facilities projects, strategic plans, building programs, and other work with hundreds of libraries across the US. Clients range from small rural public libraries to large urban facilities, and everything in between. The RTL Team focuses on helping public libraries improve their operations and better serve their constituents. Our team is passionate about understanding what it takes to be a successful and thriving future-ready library.

For this project, RTL's team will be led by one of the members of our Senior Team. That team consists of Rob Cullin, Managing Principal, Janet Nelson, Principal and Senior Consultant, Kathy Stewart, Senior Consultant and Randy Maxey, Senior Consultant. The team lead will coordinate on-site and offsite work, managing the project communications and timelines, and coordinating all deliverables and pulling in other RTL staff as often as needed to deliver the highest value to the library.

Rob Cullin helped launch Kimberly Bolan & Associates in November 2004 which evolved into ReThinking Libraries in 2020. Rob's primary involvement with KBA began in 2005 when he and Kim co-authored *Technology Made Simple* and began writing and presenting together across the United States. Since then, Rob has been involved in many of KBA/RTL's strategic and facility planning projects. Through his previous work as President and Co-Founder of Evanced Solutions, LLC (later acquired by Demco, Inc.) he was involved with thousands of libraries across the USA, Canada, and Australia. With a broad set of experiences reaching beyond libraries, Rob has direct specialties in strategic planning, community engagement, complex data and demographic analysis, marketing, service, and organizational design. He was also named a *Library Journal* "Mover & Shaker" in 2008.

Janet Nelson co-founded ReThinking Libraries with Rob Cullin in 2020. She has over 20 years of experience in the education market, 17 of those years with Demco, Inc. Starting as a Furniture Product Manager, she moved into a variety of more strategic roles during her tenure with Demco. Her focus has always been directed toward helping librarians and library staff to better serve their communities. Janet began collaborating with Kimberly Bolan on teen library spaces through Demco Library Interiors in 2006 and over time, that evolved into more comprehensive projects and shared speaking engagements on library trends. Additional projects at Demco involved engaging with industry partners and library leaders/staff to better understand and create dialog around the immediate and future needs of libraries. She began working with Rob on library consulting in 2019. Her specific areas of expertise include strategic planning, marketing strategy, research and development, and space planning.

Kathy Stewart recently joined the ReThinking Libraries team. During her more than 20 years of experience working with libraries in North America, Canada, and Australia, Kathy has helped libraries with the work they do every day to transform patrons' lives. Kathy has drawn from her librarian role with Richland Library, first as a children's librarian, then as a branch manager, to discover libraries' priorities in her roles with library-focused vendors. Most recently she was an Account Executive with Bibliotheca. Prior to that, during her time with EBSCO's NoveList and later with Patron Point, Kathy assisted libraries by providing user-facing content, delivering training and webinars for libraries as they furthered their own readers' advisory and marketing initiatives. Kathy values building library communities and forums for libraries to learn from each other. Kathy's areas of expertise include community engagement and marketing.

Randy Maxey joined the ReThinking Libraries team in 2022. He is a library strategist who has focused on improving library user experience and library staff workflow. He has held multiple roles with vendors serving the library market over the past 13 years, most recently as Vice President of Partner Sales at Bibliotheca. Over his career, he has developed expertise in deploying technology to improve processes and experiences utilizing data, devices, and content. In his positions with Bibliotheca, Demco, and EBSCO/NoveList, Randy has had the opportunity to work with hundreds of libraries across North America and partners worldwide giving him an in-depth understanding of library needs and operations and an opportunity to identify creative solutions to complex challenges. Specific areas of expertise include strategic planning, technology planning, marketing, and research and development.

Our Strategic Planning Experience

RTL is pleased to offer strategic planning as a primary service. Our custom approach to strategic planning is a differentiator as we believe in adapting our process to libraries' needs, whether they are new to strategic planning or are looking for more of a cutting-edge approach. Consequently, our process evolves as needed throughout the course of each strategic planning process to achieve the best results. Since 1996, RTL has been involved with strategic planning for a multitude of organizations, including libraries, library associations, non-profits and both small/large businesses. Our process ensures that our clients get community members and staff engaged in the process. Toward that end, since 2014, we have:

- Worked with more than 130 different libraries.
- Conducted over 1,000 community engagement sessions with over 10,000 attendees.
- Conducted over 100 online surveys with more than 30,000 participants.

Our team consists of experienced professionals with years of library-oriented experience, including work experience with other library-centric vendors. In the past 8 years, RTL principals Rob Cullin and Janet Nelson have collectively led more than 90 public library strategic planning processes. Their previous business backgrounds have informed their facility using many different approaches to ensure successful outcomes. Randy Maxey's 15 years' experience centered around using a consultative approach to help both public and academic libraries with process efficiencies, including technology changes. Newest team member Kathy Stewart draws from her experience working both in and with libraries for more than 20 years. First as a children's librarian then branch manager, she subsequently worked with a variety of vendors to help libraries with both marketing and internal efficiencies.

A sampling of the recent Strategic Plans and Community Assessments facilitated:

- Novi Public Library (MI) -- (2023-present) -- Strategic Planning
- Downers Grove Public Library (IL) (2023) Strategic Planning
- Glencoe Public Library (IL) – (2022-2023) – Strategic Planning
- Cecil County Public Library (MD) (2023) -- Strategic Planning
- Pike County Public Library (IN) – (2017 & 2022) – Strategic Planning x 2 & Facility Assessment
- Sun Prairie Public Library (WI) – (2022) – <u>Strategic Planning</u>
- Sterling Heights Public Library – (2022) -- Strategic Planning
- New Providence Memorial Library – (2022) -- Strategic Planning
- Mount Prospect Public Library (IL) – (2021-2022) – <u>Strategic Planning</u>
- Newburgh-Chandler Public Library (IN) – (2021) – <u>Strategic Planning</u>
- Fulton County Public Library (IN) – (2021 & 2023-present) -- Strategic Planning & Facility Planning
- Charlotte Mecklenburg Library (NC) – (2020-2021) – Facility Master Planning
- Handley Regional Library (VA) – (2019-2020) – Facility Master Planning
- West Haven Library (CT) – (2020-2021) – <u>Strategic Planning and Efficiency Study</u>
- Adrian District Library (MI) – (2020-2021) – <u>Strategic Planning</u> and Facility Planning
- Saline District Library (MI) – (2020-2021) – <u>Strategic Planning</u>
- Catawba County Public Library (NC) – (2019-2020) – <u>Strategic</u> and Master Facilities Planning
- Waverly Public Library (IA) – (2018 and 2020) – <u>Strategic Planning</u> and Facility Assessment
- Liberty Lake Public Library (WA) – (2019) – <u>Strategic and Facility Planning</u>
- Alexandrian Public Library (IN) – (2019) – Strategic Planning

For all these clients and our many others not listed here, we worked to determine the approach and methodologies to provide each library with the best results and fit within their allotted budgets.

Underlined projects above are hyperlinks to sample project reports. Additional samples can be made available upon request.

Work Plan

ReThinking Libraries takes a holistic view of planning. We incorporate library usage data, local demographic information, multiple forms of community input, and benchmarking data to develop a plan seeking to understand history but focusing on future aspirations and the initiatives and activities needed to achieve the vision. Our expertise in community engagement is a strength and we help libraries maximize community participation during the input phase. Since we work nationally, we are adept at navigating the requirements of different library governance structures and are familiar with the wide variety of funding models characteristic of public libraries. We are well-versed in the trends impacting today's libraries and have practical experience that can be applied to a variety of different situations.

Our own processes have been tested over recent years, but we have successfully adapted and are now adept in conducting planning activities in virtual, hybrid, or in-person environments based on health requirements and client desires. We have also had opportunities to dig more deeply into some pressing concerns including diversity, equity and inclusion, homelessness and poverty, sustainability, and other issues that are important to libraries collectively and to specific communities. These new approaches have resulted in more engaged participation by both organizations and individuals and plans that more deeply address some of the core issues making libraries vital to their communities.

The events of the past few years have also made it clear that it is virtually impossible to predict the future and therefore critical that organizational culture, plans, and processes are designed in a way that are flexible and can adapt rather than collapse under pressure. The nimble approach we encourage has helped our clients modify their approaches and move their libraries forward, even when their expected plans and outcomes change.

As part of a typical strategic planning process, RTL will:

1. **Conduct a kick-off meeting and establish a timeline:** discuss the process and define initial elements such as YPL Strategic Planning Team introductions, timeline, Library data requirements, community engagement methods, etc. The timeline will become more detailed as expectations are more clearly defined and schedules are developed. Depending upon scope, time of year, and library resource availability; plans typically take 4-7 months to complete.

2. **Review and analyze data and information** gathered throughout this process and work with the Strategic Planning Team, discussing what it means to be a successful and thriving future-ready library and how that translates to the planning process. The Benchmarks, Demographics, Collection Analysis and Technology Assessments are all started and often completed during this stage, leaving room for learnings along the way to drive adjustments in these assessments.

3. **Gather and analyze stakeholder input** from the community (users and non-users), staff, board members, etc. via community stakeholder discussion sessions and surveys. Working with the YPL Marketing team is essential in promoting both the community discussion sessions and the surveys through multiple channels.

    a. Our typical approach for a library of YPL's size involves conducting about 8-12 stakeholder sessions, as that process allows for greater facilitation of discussion, with the promise of anonymity in the findings book comments. Noting the request for personal interviews, we recommend a limited scope interview process with a select group, such as board members. RTL will work with YPL leadership to develop the right approach to community input and engagement that works best for your library and community. RTL can offer some sessions in Spanish (executed as bilingual Spanish/English sessions) as an option. Other languages can be accommodated with the support of the library, if needed.

    b. The format of sessions is generally as follows but will be tailored to your specific needs. These descriptions provide a sense of the scope of community input we will want to achieve.

i. Targeted Groups: 7-10 Total (Staff (3-5), Board (1 including Director), and targeted representative members of the public who are personally invited to the sessions).

ii. PLUS, at least one or two (1-2) Open All-Community Session.

iii. The content for these sessions can be the same or may be focused on topics essential to the community. Even when the overall discussion framework is the same, RTL tailors the conversations based on the experiences, life stages, and discussion interests of those in attendance.

iv. The targeted sessions may involve reaching out to specific groups (e.g., parents, seniors, educators, or community leaders) whereas the open forum is more general and available to anyone in the community who is interested in participating.

v. This phase centers around showing people the possibilities for their library and gathering aspirational input. For every client, RTL develops a custom conversation enabling presentation deck that is targeted at fostering conversations for the client's community.

vi. As a result of the pandemic RTL has also become very skilled in stimulating good conversations and discussions through virtual sessions that measure up to the level of engagement and input of our in-person sessions. Some clients even choose to have most of their staff discussions done virtually to offer the most time flexibility to staff. However, for the general public, accessibility needs to be kept in mind to not keep people out of the process, so it is recommended that a virtual session or two is offered but that most public sessions are done in-person.

vii. RTL staff have had extensive experience conducting bilingual sessions with non-English speaking residents. . We are open to conducting sessions in other languages as well, but we cannot provide a translator for our staff.

viii. With RTL you always get at least one of our Senior team members leading your engagement sessions. We only utilize non-senior associates for notetaking, never for leading these engagement sessions.

c. RTL can also work with the Strategic Planning Team to develop and conduct a general web-based convenience survey for the public. Our approach is to work with our clients to promote and advertise the survey on a broad level, targeting users and non-users.

i. RTL does not recommend spending extra library funds to conduct full scientific-level studies. RTL has been involved in projects that made this investment and, in the end, did not get fundamentally better or more useful results than with a convenience survey approach. Our approach uses surveying tools to get a good measure of the community's view though certainly skewed a bit toward library user perspectives.

ii. A paper version of the survey is also provided to the library (copies supplied by the library) for distribution to those community members who prefer that format. Typically, library staff or volunteers then enter these completed surveys, but RTL can provide this service for a separate fee.

iii. A Spanish version of the survey, in both paper and online format can be provided and is show as an option in the fees section. If additional versions are needed in other languages, there would also be additional fees.

iv. Janet leads all our work on the survey, including design, launch, and analysis.

4. **Develop and deliver the "Findings Book".** A "Findings Book" is developed from the data and research conducted and is distributed to participants about 1 week prior to the Strategic Retreat. This book includes all the pertinent information gathered and analyzed during the process. Summaries, key takeaways, in addition to full data sets are all included or linked from the book.

Typically, this single PDF document ranges from 80 to 180 pages. The size is largely driven by the number of surveys completed and how much feedback is gathered at the engagement sessions. Rob, Janet, and other team members collaborate to compile this findings book.

5. **Facilitate a Strategic Planning Retreat.** This is typically a 6-to7-hour long strategy session that usually includes 15 to 25 people including, but not limited to, staff (both supervisory and non-supervisory), board members, community leaders, and general community members. During this *Retreat*, we will distill the input gathered (concentrated in the Findings Book) and discuss that, along with best practices for future-ready public libraries. Through a series of small group and larger group exercises, the session will work to surface top issues and strategic opportunities that will ultimately lead to the final plan. YPL's current mission, vision, and values will also be reviewed and refined or developed to relate back to the key strategies. Through the retreat process, RTL continues incorporating an aspirational approach to the planning process. The group will work to discover:

   - YPL's identity (What is YPL? What does YPL want to be?)
   - The key ingredients and focus of YPL strategies.
   - YPL's Mission, Vision, and Core Values

   At least two of RTL's senior team members (Rob, Janet, Randy, and Kathy) will be present at the retreat and at least Rob or Janet will be one of those two. RTL may bring additional team members as deemed necessary or beneficial to the client and the best interests of the process.

6. **Develop a high-level 2-6-page *Strategic Plan*.** This is the initial deliverable directly resulting from the *Retreat.* This document is the "Quick Reference Guide" that library leadership and staff can live, breathe, and easily refer to on a day-to-day basis. RTL can present this plan to the Board and/or community at the appropriate time if desired.

7. **Assist the Library Planning Team with the creation of a detailed *Work Plan*.** This document is developed for a 12-month timeframe each year and focuses on the details behind the 2-6-page plan (action steps, tactics, milestones, resources, budget/funding, etc.). It is developed primarily by Library leadership and staff with kickoff assistance from RTL, but the approach can be modified if needed. This is followed by remote guidance and assistance as needed.

Our process develops a long-term vision and identifies the areas where efforts are needed to achieve those goals. The annual work plan details the specifics to achieve progress toward the goals and is evaluated and adjusted on a regular basis. Since it is nearly impossible to predict the future three to five years in advance, we have found the annual work plan to be much more productive to guide the library. Typically, much of the work plan is developed by Library leadership and staff as they are much closer to the needs and capabilities of the library and the community. As consultants, we are available to help guide the work plan and offer suggestions that help to push the library in areas that may be outside of their comfort zone, but we can be more involved if needed.

Since the services we offer tend to be bespoke and tailored to the needs of each client, we allow our clients to determine if there are areas where they have staff expertise that may enhance the process. Our process is very collaborative, and our experience has shown that the involvement of Library leadership, staff, Board, Friends, and the community encourages ownership and creates a plan that is better understood and more easily acted upon.

Deliverables

RTL's deliverables will/can include:

- A detailed community analysis including demographics and mapping of key social indicators/measurements.
- Organizational and community assessments
- A multi-cohort comparison benchmark analysis of primary library metrics, regional, state, national and "best-in-class"
- Collection utilization analysis (turnover and relative use)
- Compiled notes from stakeholder sessions, online survey, etc., which will include key priorities and goals emerging from these inputs and summaries where appropriate.
- Outputs from Strategic Retreat include analysis, ideation, and voting exercises.
- A 2-6-page high-level *Strategic Plan* focusing on the top 4-6 priorities coming out of the process. *This is structured in a way to be an asset for the board and administration to reference on a consistent basis to gauge progress easily and efficiently.*

    SEE APPENDIX B – 2-6 PAGE PLAN EXAMPLES

- Assisting with the development of a detailed *Work Plan* that specifically addresses the details necessary for successfully executing the plan, including actions, timeline, resources, budget, etc. Most of the work here is done by the library staff but with the assistance and guidance of RTL.

Subcontractors

All work will be performed by Rethinking Libraries staff and directly contracted personnel and not subcontracted companies.

Timeline Estimates

We will work with YPL to determine the best approach and schedule activities and deadlines. The following outlines a possible approach to timing that RTL can currently support. RTL will work with YPL to develop the timeline that best meets the timing needs and balances the best results in terms of community engagement. We generally recommend doing community engagement from September through November or Mid-January through May for the best results. Staff and board sessions can be scheduled during any time of the year that aligns with schedules.

Anticipated Timeline

- December 2023 — Kickoff
- January 2024 — Data Gathering and Analysis
- January 2024 — Community/Stakeholder Engagement Planning and Promotion
- February/March 2024 — Staff, Board, and Friends Sessions and Interviews
- February/March 2024 — Community/Stakeholder Engagement Sessions, interviews and surveys.
- April 2024 — Synthesis, Delivery of Findings Book, and Planning Retreat
- May 2024 — High-level Plan Development & Delivery to Library – within 2 weeks following the retreat.
- May 2024 — Final Plan Delivered to the Library Director
- May/June 2024 — 1-Year Detailed Work Plan Development – Training, Support, and Assistance delivered following the Retreat with ongoing support and assistance until the 1-year plan is complete.
- Annually — Ongoing Support/Assistance as needed with developing

Cost Estimate:
Time and Material Option:

For this project, we are offering YPL a *discounted rate* of:

- $150/hour for Principals (Rob and Janet) (Normally $170/hour)
- $140/hour for Consultants (Randy, Kathy, or others) (Normally $160/hour)
- $120/hour for Translation/Multi-lingual Facilitation (Ivonne) (Normally $140/hour)
- $100/hour for Assistants or Notetakers (Normally $120/hour)

Work Area / Deliverable	Typical Costs
Overall Project Management / Virtual Kickoff Meeting/ Ongoing Project Meetings (Required)	$4,200
Data Gathering and Analysis: Demographics, Multi-cohort benchmark analysis, Collection turnover analysis (Required but adjustable)	$3,200 to $5,400 depending on the analysis options selected
Staff and Community Focus Group Facilitation (Required but adjustable)	$4,000 to $6,400 depending on how the number and structure of the engagement sessions
Technology Assessment (Optional) (see explanation of services after pricing)	$5,900 (not included in the total below)
Online Survey Design, Deployment, and Analysis (Recommended)	$4,100 - $5,700 for English. +$950 Spanish language translation online only OR, +$1,200 both print and online Setups for additional languages are lower cost but RTL cannot provide the translation.
Strategic Retreat, includes all prep, data packet compilation, and virtual or onsite time (Required)	$5,800 depending on approach and structure, ideally done onsite during a single 1-to-2-day visit.
3-5 Year High-Level Plan Development (Recommended)	$2,000 includes a virtual presentation to the board/leadership $500 added for onsite delivery and review
12-Month Work Plan Development Assistance (Recommended)	$500-$1,900
Total Likely Range depending on options: (required and recommended elements only)	$23,800 to $29,800 plus expenses
Expected Expenses: Travel expenses are at cost	$2,500 to $3,500 total expected range for 2 onsite trips (1 for focus groups and 1 for retreat) more onsite visits are possible.

OR…

<u>**Fixed Fee Option:**</u>

This option gives YPL more predictable costs, but less flexibility in terms of scope of activities. It is limited to the following scope and onsite visits:

- 1 kick-off meeting and data gathering (via Zoom virtual meeting)
- Online survey development, hosting, and management provided by RTL but with promotion and advertising driven by the library, printable version provided by RTL but printed and distrusted by the library (web and print in English and Spanish versions only)
- Data Analysis Options: general demographics and mapping, multi-cohort comparison benchmarks, services assessment, collection utilization analysis by collection segment
- 3-day onsite visit for stakeholder sessions
  - Stakeholder sessions are capped at 11 sessions total (no more than 4 in any one day and over no more than 3 days, required to be consecutive). Staff sessions and sometimes board sessions are done virtually but at the client's discretion. All sessions in English unless TPL provides translation. *(Additional fees for RTL Spanish translator not included in this version of the fixed price)*
  - Typical schedule looks like this:
    - Day 1: 3 sessions starting at Noon.
    - Day 2: 4 sessions spread throughout the day.
    - Day 3: 3 sessions last session complete by 2 pm
    - Plus 1 Virtual Session schedule before or after the onsite sessions
  - Online Survey with no more than 1 open-ended question, English only
- 1 full day onsite for *Stakeholder Retreat (~7hrs) (or split over 2 days Evening/Morning)*
  - *With one pre-Retreat findings review virtual meeting (1 hour)*
- RTL primary driver of Strategic Plan with Library leadership in support
- Virtual *Strategic Plan* presentation to the board
- Virtual *Work Plan* kick-off meeting with staff
- Library Staff primary execution of Work Plan development with RTL in close support
- All other meetings and work to be completed remotely or via web/video conference, unless RTL, at their discretion, chooses to be onsite.

   Costs: $24,500 + expenses

IF YPL would like a fixed fee option for this project but with a different scope, options, or approach we'd be happy to work on a mutually agreeable scope of services and provide a fixed fee option for that as well.

Billing Approach:

- For Time and Material Option billing is done monthly as incurred. Detailed invoices are provided with all expended time and incurred expenses listed with receipts.
- For the fixed price option, billing is handled in four phases.
  - Phase 1: 25% -- Billed after initial kickoff meeting.
  - Phase 2: 25% -- Billed after start of stakeholder engagement sessions and/or survey.
  - Phase 3: 25% -- Billed after start of strategic retreat.
  - Phase 4: 25% -- Billed after the delivery of the High-Level-Plan to the Library
- For both options, these expenses will be billed as they occur:

- o Travel expenses will be billed at cost.
- o Any other miscellaneous (printing, shipping, etc.) expenses will be billed at cost but will be minimal.

OPTIONAL Technology Assessment:
This is a new optional RTL offering, based around a new Senior Consultant, Randy Maxey, joining our team. Randy, in conjunction and with support from Rob and part-time associate Toby Greenwalt, would do an overall assessment of the library's technology position. We look at all areas technologies touch in the library: infrastructure, equipment, software platforms, processes, support levels, and provide feedback and guidance on best practices and the state of the library's current systems, offerings, and capabilities in comparison. We will also conduct a short staff survey on the state of library technology and an anonymous self-assessment of their own technology skills and proficiencies. A Technology Systems and Services report card has been produced highlighting all these areas where the library is hitting the mark and where it could potentially use additional attention or resources. This would be an additional element added to the Findings Book, but also serves as a stand-alone report.

References

Andrew Kim, Director
Glencoe Public Library
320 Park Avenue, Glencoe, Illinois
akim@glencoelibrary.org (847) 835-5056
Project: This plan is for a 5-year strategic plan and was completed in the spring of 2023. We utilized our standard planning and data-gathering processes. The engagement sessions were a combination of both in-person and virtual and were very successful.

Su Reynders, Executive Director
Mount Prospect Public Library
10 S Emerson St, Mount Prospect IL 60056
 sreynders@mppl.org   (847)-590-3220
Projects: Beginning in December 2021 and finishing in June 2022, we facilitated and collaboratively developed MPPL's newest strategic plan using all our standard planning services. In addition to our typical services, a Spanish survey and facilitation of a multi-lingual community session was included we conducted a virtual staff workshop that was attended by over 120 staff members. MPPL had one of our most successful survey campaigns with over 2,000 completed surveys by the community.

Julie Milavec, Director
Downers Grove Public Library
1050 Curtiss St, Downers Grove, IL 60515
jmilavec@dglibrary.org (630) 960-1200
Project: This initiative was to facilitate a 3-5-year Strategic Plan. The project utilized all our standard planning services. The survey results for DGPL were very high for a community of this size. One of our charges was to incorporate their DEI Plan into the strategic planning process. The engagement sessions were well attended by the community.

We encourage you to speak to any of our clients or references or you may refer to RTL's website at www.rethinkinglibraries.org for additional information. Sample High-level Project Plans can be found in Appendix B.

APPENDIX A:

Resumes

ROBERT CULLIN
Email: rob@rethinkinglibraries.org

ReThinking Libraries
2004 – present (2004 -2019 dba as Kimberly Bolan and Associates, LLC)
Managing Principal / Library Evolutionist

Prior to starting ReThinking Libraries, LLC with Janet Nelson, Rob helped establish Kimberly Bolan & Associates in November 2004. His consulting work kicked off when he co-authored *Technology Made Simple with Kim Bolan* and began writing and presenting together with her across the USA. Rob has been involved in all of RTL's strategic plans and most of the strategic planning work completed by KBA. He has also completed several facilities projects under both organizations. Through his work as the Co-Founder of Evanced Solutions LLC and later at Demco, Inc., he has been involved with thousands of libraries around the world. With a broad set of experiences reaching even beyond libraries, Rob has direct specialties in community engagement, strategic planning, technology, data, demographic & psychographic analysis, marketing, and organizational design.

Relevant Project Experience:
   Downers Grove Public Library (IL) Strategic Planning (2023)
   Cecil County Public Library (MD)- Strategic Planning (2023)
   Novi Public Library (MI) – Strategic Planning (2023-present)
   Jennings County Library (IN) – Planning & Design, Strategic Planning, Org. Development (2014-Present)
   Tuscaloosa Public Library (AL) –Strategic and Facilities Planning, Feasibility Study (2021-Present)
   Mount Prospect Public Library (IL) – Strategic Planning (2021-2022)
   Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-Present)
   Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
   West Haven Library (CT) –Strategic Planning and Efficiency Study (2020-2021)
   Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-Present)
   Saline District Library (MI) – Strategic Planning (2019-Present)
   Redford Township District Library (MI) – Strategic Planning (2018)
   Free Library of Philadelphia (PA) – POE Study (2018-2019)
   Allen County Public Library (IN) – Facility Programming, Planning & Design, Strategic Planning (2017-2018)
   Indianapolis Public Library (IN), New Eagle Branch – Facility Programming, Planning & Design (2017-2019)
   St Joseph County Library (IN) – Facility Master Plan (2017)
   Hamilton East Public Libraries (IN) – Facility Programming, Planning & Design (2015-2019)
   Lincoln County Public Library (NC) – Facilities Master Plan (2016-2017)

ADDITONAL EXPERIENCE:
Evanced Solutions, LLC, Indianapolis, Indiana   **2002 – 2014**
   President and Co-Founder
   As part of Demco, Inc. Madison, Wisconsin   **2011 – 2014**
   Vice President

PUBLICATIONS:
   Technology Made Simple, Chicago: ALA, 2007.
   "Web, Library, and Teen Services 2.0," *Young Adult Library Services*, Winter 2007.
   "Technology Planning: The Big Picture for Small Libraries," *WebJunction* (November 20, 2006).

HONORS AND AWARDS:
   2008   Library Journal's Movers and Shakers Award

EDUCATION:
   Purdue University, West Lafayette, IN and Indianapolis, IN, B.S. Electrical Engineering Technology
   GE Six Sigma – Green Belt Certified

JANET NELSON
Email : janet@rethinkinglibraries.org

ReThinking Libraries
2019 – present (initially dba Kimberly Bolan and Associates)
Principal and Senior Consultant

Janet co-founded ReThinking Libraries, LLC with Rob Cullin in 2020. Prior to that, she began her career in the library industry in 1999 as a Furniture Product Manager with Demco, Inc. During her time there, she worked in a variety of roles but always with a focus on providing libraries across the US with the products and services to best serve their communities. She was part of the team that envisioned and developed a service offering, known today as Demco Interiors. Janet began collaborating with Kimberly Bolan & Associates, LLC on design projects in 2006, starting with teen spaces. The collaboration evolved into more comprehensive library projects, speaking engagements, and co-authoring articles on library trends.

In addition to her furniture/project experience, Janet has been involved in market research, strategic planning, and customer engagement, all focused on more thoroughly understanding and serving library needs. While at Demco she facilitated a "What's Next?" Forum, bringing together visionary library leaders and launched the online *Ideas & Inspiration* platform to share library ideas. With a broad set of experiences reaching even beyond libraries, Janet has direct specialties in strategic planning, marketing, research and development, and space planning.

Relevant Project Experience:
Downers Grove Public Library (IL) Strategic Planning (2023)
Glencoe Public Library (IL) Strategic Planning (2023)
Fox River Valley Public Library (IL) Strategic Planning (2023-present)
Novi Public Library (MI)-Strategic Planning (2022-present)
Cecil County Public Library (MD) Strategic Planning (2023)
Sun Prairie Public Library (WI) – Strategic Planning (2022)
Tuscaloosa Public Library (AL) –Strategic and Facilities Planning, Feasibility Study (2022)
Durham Public Library (CT) – Strategic Planning (2022-Present)
Jennings County Public Library (IN) -- Strategic Planning (2022-Present)
Mount Prospect Public Library (IL) – Strategic Planning (2021-2022)
Fulton County Public Library (IN) – Strategic Planning (2021-2022)
Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-2022)
Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
West Haven Library (CT) –Strategic Planning and Efficiency Study (2020-2021)
Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-2022)
Saline District Library (MI) – Strategic Planning (2019-2021)
Catawba County Public Library (NC) – Strategic and Facilities Planning (2019-2020)

ADDITIONAL EXPERIENCE:
Nasco, Inc., Fort Atkinson, WI   **2017 – 2019**
Category Manager, Elementary Education/Early Learning

Demco, Inc., Madison, WI   **1999 – 2016**
Director, Library Engagement and Solutions
- Collaborated on content strategy that included creation of *Ideas + Inspiration* website, webinars and relevant information and articles.
- Developed *What's Next?* a customer forum of influential public librarians, to explore future library needs.
- Co-led start-up of Demco Interiors from feasibility studies to a fully operational business unit

PUBLICATIONS:
"Just for Them", *Library Journal's Library by Design*, May 2010.
Demco Ideas & Inspiration Blog Posts and Webinars, 2012 – 2016
Demco Interiors Blog, 2012 – 2016

EDUCATION:

University of Wisconsin-Stout, Menomonie, WI, M.S. Home Economics: Clothing (Design & Manufacturing)
University of Wisconsin-Stevens Point, Stevens Point, WI, B.A. Fashion Merchandising

RANDALL MAXEY
Email: randy@rethinkinglibraries.org

ReThinking Libraries
2022 -- present
Senior Consultant

Prior to joining ReThinking Libraries, LLC, Randy spent much of the last 15 years working with libraries across North America in various capacities. After 30 years in the banking industry, Randy began his library world experience with the NoveList division of EBSCO. He worked with libraries across the US and Canada to bring a better reader experience to patrons. Additionally, he worked with the internal team to help create new features for the product set as well as rebranding the products. He led both the sales and marketing teams in this role. It was during this role that Randy met Rob. In 2016, Randy became the Sales Director for Demco Software, which was a combination of Boopsie and Evanced applications for libraries. In this role, Randy met Janet. In 2018, Randy left Demco to join Bibliotheca, as the North American Account Exec for open+ a solution that allows for extended access for library users. This role transitioned to a Southeast Account role, where he was able to help libraries create a more efficient workflow for staff and a better patron experience. In July of 2021, he took the role of Partnership development and worked with the firm's partners across North America.

Upon retiring from Bibliotheca in 2022, Randy joined ReThinking Libraries where he can bring the knowledge he has gained over the years to his role as a consultant. Randy has worked with hundreds of libraries around North America and partners worldwide to help create better user experience outcomes for both staff and library users, be it with data, devices, or content. With a broad set of experiences reaching beyond libraries, Randy has direct specialties in strategic planning, technology planning, marketing, and research and development.

Relevant Project Experience:
Novi Public Library (MI)- Strategic Planning (2023-Present)
Downers Grove Public Library (IL) Strategic Planning (2023-Present)
Cecil County Public Library (MD) Strategic Planning (2023-Present)
Glencoe Public Library (IL)- Strategic Planning (2023-Present)
Delray Beach Public Library (FL) – Strategic Planning (2022-2023)
Pike County Public Library (IN) – Strategic Planning (2022-Present)
Lincoln County Public Library (NC) – New branch technology design and implementation
Harnett County Public Library (NC) – RFID conversion and technology design for new Main Library (2019-2020)
Atlanta Fulton County (GA) – AMH design and implementation, self-check implementation (2018-2019)
Gwinnett County (GA) – Self-service implementation-open plus-self-checks (2019-2021)
Prince William County (VA) – Introduction of self-check technology (2019)
Novi Public Library (MI)- Strategic Planning (2023-present)
Cecil County (MD)- Strategic Planning (2023-present)

ADDITIONAL EXPERIENCE:
Bibliotheca   **2018 – 2022**
  VP Partner Sales
  Account Executive

Demco, Inc., Madison, WI   **2016 – 2018**
  Director of Sales, Demco Software

EBSCO/NoveList   **2009 – 2016**
  Sales and Marketing Director

EDUCATION:

University of North Carolina, Charlotte, NC Master of Business Administration
University of South Carolina, Columbia, SC, B.S. Economics

KATHY STEWART

Email: kathy@rethinkinglibraries.org

ReThinking Libraries
2023 -- present
Senior Consultant

Kathy has spent much of the last 30 years involved with libraries across North America, Canada, and Australia in various capacities. Starting as a children's librarian at the Richland Library, Kathy moved into a branch management role and supported library marketing efforts. From there she has leveraged her experience to help several library-focused vendors as they discovered library priorities and empowered libraries with tools to connect patrons to library materials and services. During her time with EBSCO's NoveList and later with Patron Point, Kathy assisted libraries by providing user-facing content, delivering training and webinars for libraries as they furthered their own readers' advisory and marketing initiatives. At Bibliotheca, she helped public and academic libraries connect their users with more convenient access to resources. Kathy values building library communities and forums for libraries to learn from each other.

Upon leaving Bibliotheca, Kathy joined ReThinking Libraries where she can bring the knowledge she has gained over the years to her role as a consultant. Kathy is passionate about helping libraries do what they do best; transforming the lives of those in the communities they serve. With a broad set of experiences, Kathy has direct specialties in marketing, community engagement, data analysis and performance metrics, and training.

Relevant Project Experience:

Troy Public Library (MI) Strategic Planning (2023-present)
Novi Public Library (MI) Strategic Planning (2023)
Cape Fear Community College- (NC) Facility Planning (2023-present)
New Hanover County-(NC) Facility Planning (2023-present)
Downers Grove Public Library (IL) Strategic Planning (2023-present)
Anderson County Public Library (SC) – Self-check and Remote Locker Implementation
Gwinnett County Public Library (GA) – open+ Extended Access Implementation
Chattahoochee Valley Libraries (GA) – Introduction of Remote Locker System and Implementation
Union County Public Library (NC) – Introduction of AMH/Design
ABBE Regional Library Systems (SC) – Self-check Equipment Consultation/Refresh

ADDITIONAL EXPERIENCE:

Bibliotheca, Norcross, GA   **2022 – 2023**
  Account Executive

Patron Point, Dublin, OH   **2021 – 2022**
  Library Relations Manager

EBSCO/NoveList, Durham, NC   **2015 – 2021**
  Sales and Marketing Consultant

Richland Public Library, Columbia, SC   **2015 – 2021**
  Branch Manager -- Blythewood

WEBINARS/TRAINING/PUBLICATIONS:

EBSCO/NoveList: Customized on-site training sessions; readers' advisory-focused articles and blog posts

EDUCATION:

University of South Carolina, Columbia, SC Master of Library Science – concentration in K-12
University of South Carolina, Columbia, SC B.A. Journalism – concentration in Legal Studies

APPENDIX B:

Sample Strategic Plans

These are just a sampling of the variety of plan formats we've developed for our clients. We'll work with you to make sure the format of your plan is optimized to how you want and need it.

Saline District Library

2022 to 2026 Strategic Plan High-Level

Adopted: October 20, 2021

Process Facilitated by
Rob Cullin & Janet Nelson

ReThinking Libraries

Saline District Library – Strategic Plan for 2022-2026

OVERVIEW OF METHODOLOGY:

Beginning in January 2020 and completed In October 2021, under the guidance of Saline District Library's (SDL) Library Director and Board of Trustees, the strategic planning process was completed for the Saline District Library for years 2022 – 2026. Library consultants Rob Cullin and Janet Nelson of ReThinking Libraries (RTL) facilitated the process and analyses, but the library and their community made all of choices and decisions in the process.

The Process

SDL's strategic planning process included the following key areas.

Gathering and analyzing community input and data, which involved benchmarking, demographic analysis, and collection analysis. In addition, SDL staff and Saline area residents were involved in exploring ideas and possibilities for the library as a thriving 21st century library. Stakeholder sessions were conducted by RTL February 5–7th, 2020. Participants included the general public, Saline City Council, educators, Coalition for a Quality Community, business leaders, the arts community, senior citizens, Friends of the Library, SDL staff members, and library trustees. Participants included frequent library users and infrequent and non-users and ranged in ages and backgrounds. Overall, one hundred three (103) stakeholders participated in the discussions regarding SDLL's services and strategic future. Since our process was interrupted due to the COVID-19 pandemic we conducted an additional staff session on August 27,2021. In addition to the stakeholder sessions, an online survey was conducted between February 6th and March 5th, 2020. Four hundred twenty-eight (428) surveys were completed. Survey participants included frequent library users (81%) as well as infrequent and non-users (19%). Survey takers ranged from under 19 to over 75 years of age. About 77% of survey takers were between the ages of 26 and 65 years of age, 17% were over 65 and 4% were under 25 years of age.

Developing solutions during a one-day Strategic Planning Retreat held on August 28, 2021. During the Retreat, all data and community input was reviewed with a planning team of fifteen (15) people, consisting of the library director, staff members, library board members, community leaders, and the general public. From the data, the group worked to establish essential strategic areas, specific goals, and related investments required to implement the goals to help the library thrive **over** the next five years and beyond.

What We Heard

The stakeholder sessions and online survey explored several topics including customer service, youth services, adult services, local history and genealogy, outreach services, programming, technology and digital services, the facility/building, collections and resources, collaboration and partnerships, community awareness, and overall 21st century public library best practices. Detailed summaries of all stakeholder feedback and online survey results were provided in separate documents to SDL's leadership and reviewed in depth during *the Strategic Planning Retreat*. All stakeholder input, data analysis, and follow-up exploration work led to the strategic focuses, goals, and investments outlined on pages six- ten of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next five years, SDL administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be further detailed each year in a 12-month detailed work plan developed by the library staff. These annual 12-month plans will address specific actions, objectives, and goals in addition to specifying timing, required staff and financial commitments. In addition, the high-level plan contained in this document will be re-evaluated each year by the board prior to the development of the next 12-month plan to ensure the high-level goals still align with the needs and goals of the community. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years.

The keys to SDL's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the Board of Trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between SDL's staff and its community
- Active collaboration between SDL's Board of Trustees, City Council, administration, staff, outside organizations, and the community

SDL Revised Mission-Vision-Values

VALUES

The Saline District Library values:

1. Welcoming – Offering an inclusive and respectful environment where everyone feels welcome

2. Accessibility – Ensuring spaces, resources, and services for all within and beyond the walls of the library

3. Community – Creating meaningful, customer-focused experiences that engage, reflect, and enhance the community

4. Learning – Encouraging enrichment and lifelong learning through diverse resources and programs

5. Discovery – Sparking imagination and a sense of wonder that enriches lives

MISSION

Saline District Library ignites a joy of discovery and builds community through resources, opportunities, and new ideas.

VISION

Our vision is a community empowered to discover, connect, and grow.

SDL: Strategic Focus Areas

1: Optimize Spaces

SDL will optimize indoor and outdoor library spaces to evolve as a destination within the community, providing experiential and interactive environments that delight users and improve quality of life.

- Ensure a variety of universally accessible spaces for all types of needs.
- Create more experiential and interactive learning environment.
- Make indoor and outdoor spaces as inspiring, inviting, and functional as possible.

2: Increase Connections

SDL will increase connections and services beyond the walls of the library.

- Provide resources and services to users throughout the community.
- Play a key role within the community through engagement, example setting, and exchanging best practices.
- Increase and deepen relationships and partnerships with organizations throughout the area.

3: Expand Awareness

SDL will further build the library brand in the community and drive increased awareness

- Expand physical and digital marketing efforts to create connections and awareness within the community.
- Leverage relationships and partnerships to deepen library connections with the community.
- Continue to build the library's brand throughout the broader Saline area.

4: Enhance Resources

SDL will continue to adapt and optimize resources and services to meet the community's needs.

- Ensure resources, programs, and services are relevant, useful, and seen by the community as vital.
- Strive to make Diversity, Equity, and Inclusion an integrated part of organizational culture.
- Positively impact arts, culture, education, and other organizations within the community through the library's services and resources.

ReThinking Libraries

1: Optimize Spaces

SDL seeks to optimize indoor and outdoor library spaces to evolve as a destination within the community, providing experiential and interactive environments that delight users and improve quality of life.

- Ensure a variety of universally accessible spaces for all types of needs.
- Become a more experiential and interactive learning environment for users of all ages.
- Make indoor and outdoor spaces as inspiring, inviting, and functional as possible

Priority Initiatives:

- Take a deep look at the current layout and space utilization of the library. Look at how those spaces need to be adjusted/updated and evolved to meet the current and future needs of the community and library users of all types and needs.
- Evaluate the current usage and availability of outdoor space surrounding the library. Look for innovative ways to better utilize and activate green space(s), look for ways to support usage and programming in these outdoor spaces.

Outcomes:

- Library is seen as a top destination for lifelong learning, leisure, and as a key 3rd place within the Saline area.
- Library is seen as an experiential and engaging destination for all ages.
- The library's outdoor spaces set a leading example for community spaces throughout the area.
- The library's spaces, services, and resources meet a high level of accessibility.

SALINE DISTRICT LIBRARY

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2: Increase Connections

SDL will increase connections and services beyond the walls of the library.

- **Provide resources and services to users throughout the community.**
- **Play a key role within the community through engagement, example setting, and exchanging best practices.**
- **Increase and deepen relationships and partnerships with organizations throughout the area.**

Priority Initiatives:

- Further invest and expand the library's outreach services and capabilities focusing on constituents with the highest needs and lowest access in terms of materials, programs, and technology.
- Continue to build a strong staff and leadership focus on diversity, equity, and inclusion, making these key elements of the library's culture and everyday work, services, programming, staffing, and actions.
- Invigorate relationship with Friends of Saline District Library, including promoting volunteer opportunities.

Outcomes:.

- Outreach services reach a higher percentage of underserved and more remote residents throughout the district.
- Community partnerships are expanded and/or strengthened to drive both awareness and accessibility.
- Library is seen positively as shearing information and engaging the community around issues where the library is playing a leading role: e.g., Education, DEI, and Community Engagement.
- Community organizations and agencies see the library as a critical partner to engage with on community related issues and initiatives.
- Community organizations seek the library as a first stop in launching new community initiatives or when they want to convene a larger audience around a specific concern or community focused issue.
- The library is a key player or even organizer in efforts to develop contingency plans around future community crises, such as pandemics, that may affect the broader area.

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3: Expand Awareness

SDL will further build the library brand in the community and drive increased awareness.

- **Expand physical and digital marketing efforts to create connections and awareness within the community.**
- **Leverage relationships and partnerships to deepen library connections with the community.**
- **Continue to build the library's brand throughout the broader Saline area.**

Priority Initiatives:

- Evaluate current marketing approaches for effectiveness and seek to better target marketing going forward.
- Consider more print promotional materials, e.g., newsletters, postcards, mailings.
- Upgrade the library's social media presence (depth and channels) and develop more digital content to engage more users and highlight content and issues important to the community.
- Expand the use of and library investment in community partnerships to further the marketing outreach capabilities of the library.
- Upgrade the SDL sign near the road.

Outcomes:

- Awareness of library services and resources are high among district residents, particularly within underserved and higher need segments of the community.
- Most residents of the district have a strong sense of what the library has to offer in terms of spaces, services, resources, etc.
- Saline area residents and organizations have enhanced engagement with the library.
- The library is considered the place to go for information about the local area.
- The library is an often-considered option when area residents are looking for something to do or somewhere to go.

SALINE DISTRICT LIBRARY

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2021

4: Enhance Resources

SDL will continue to adapt and optimize resources and services to meet the community's needs.

- Ensure resources, programs, and services are relevant, useful, and seen by the community as vital.
- Strive to make Diversity, Equity, and Inclusion an integrated part of organizational culture and approaches to all services.
- Positively impact arts, culture, education, and other organizations throughout the community through the library's services and resources.

Priority Initiatives:

- Ensure that DEI (Diversity, Equity, and Inclusion) are key components in the growth and evaluation of resources and services offered by the library.
- Look for new ways to engage users and the community in programming. Seek more input on programs and additional community participation in programming. Look at programming as more of a community collaboration instead of "classes being offered by the library."
- Reevaluate material usage and collection development policies, looking to best align community/user needs and wants with collection management approaches and policies.
- Examine all library usage and approaches for how well they serve user access needs, stand up to scrutiny related to DEI, and provide a focus on serving user needs over staff convenience.

Outcomes:

- Library is known for offering the top learning leisure programming within the area.
- Library's physical and digital resources and materials meet or exceed community needs and desires.
- The library's programming is highly attended, and users share their good experiences with fellow residents.

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Strategic Planning Proposal for the
Yorkville Public Library
August 10, 2023

Proposal submitted by:

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Contents

Cover Letter

I am pleased to submit this proposal to Yorkville Public Library (YPL) for strategic planning process facilitation and consulting. I am the founder and lead consultant for Fast Forward Libraries LLC, a small consulting group specializing in assisting libraries and nonprofits over the past 20 plus years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, we assist organizations with fundraising and development planning, capacity building/organizational development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a grounded research planning process that will result in a focused, actionable 3-5 year strategic plan for YPL. The Fast Forward Libraries team has extensive experience working with public libraries, and strives to be a neutral process facilitator and partner to maximize community and stakeholder input, reflection, and learning so the resulting strategic plan is compelling, responsive, and focused. We are steeped in organizational development methods and group dynamics, both essential elements of the strategic planning process. We specialize in processes leading to a graphical one-page strategic plan (see examples provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using Simon Sinek's "Golden Circle" (*Why? How? What?*) model and PLA's new "Strategic Planning for Public Libraries" by Joy L. Fuller[1] as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.
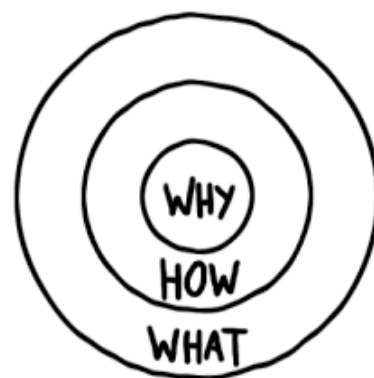
Each process we facilitate is customized to achieve shared goals. Helping libraries develop their strengths and become learning organizations is our passion because libraries are the anchor of democracy in our society and we need to evolve to respond to community needs in holistic ways that honor the complexities of our society. Adopting the practices of a learning organization during the planning process will equip YPL to be a flexible, nimble, and vital institution for decades to come.

It's exciting that YPL is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact YPL for years to come. I think you will find that our proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!

Amanda E. Standerfer
Founder & Lead Consultant

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[1] Our client Indian Trails Public Library District in Wheeling, Illinois is heavily featured in this new publication.

Executive Summary

The Yorkville Public Library (YPL) seeks to engage in a collaborative, participatory planning process that will result in a comprehensive 3-5 year strategic plan for the library. After the uncertainty of the last several years, it's a good time to celebrate success, assess what's working, deepen community connections, and set a course for the next three plus years. Using a fresh, streamlined strategic planning process, YPL can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations through an appreciative inquiry and grounded research approach. To that end, this proposed learning-focused strategic planning process will result in a clear, adaptive plan that is grounded in the library's strengths to streamline decision-making and focus on impact.

In our approach, we use:

- Systems thinking - considering individual aspects of the library, how they interrelate, and what this means for overall dynamics and potential levers for change.
- Design thinking - putting humans as the core of the library's work.
- Adaptive action - the simple framework of *what? so what? now what?* grounds us in inquiry throughout the process. By coming back to this framework throughout the process, we can be iterative in our learning that will inform our final recommendations.
- Diversity, equity, and inclusion - DEI is a critical foundational framework that is applied throughout the process.

The planning process is organized into three phases:

LEARN: Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process—both internally within the library, and externally out in the community—to help participants deeply connect with all things YPL. Our role as process facilitators is to direct learning activities and to serve as a neutral guide during the process.

Internal learning: Board and Staff members will have several opportunities to participate in and contribute to the strategic planning process during this phase including engaging in an environmental scan, SOAR (strengths, opportunities, aspirations, results) analysis, and survey.

External learning: Community input (qualitative and quantitative) will be gathered in multiple ways (TBD based on process design). We will concurrently engage in a community needs assessment process using focus groups and interviews to gain a view of what's on the minds of community members representing various stakeholders and groups, especially focusing on non-users. At the same time, we will conduct a community survey to get broad community input about library strengths and impact. In addition, we will compile data on community demographics and community organization strategies to give additional context to the process. We will look for strengths and connections to help Trustees and Staff consider YPL's role in new ways.

At the end of this phase, we'll summarize all data with findings in a Learning Report. The Learning Report is key to informing the agenda for the DREAM phase of the process.

DREAM: During this phase, Trustees and Staff members will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow for dedicated time and space to step back and think strategically, working through ideas together to build strategic plan elements. In addition, we'll review (and update if needed) the current vision and mission statements.

DO: Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll develop an activity plan that will guide

implementation over the life of the plan and help YPL think about the plan's narrative and milestones. We'll also develop an evaluation framework and talk about reporting structures to communicate success to stakeholders and the community.

The final product will be a comprehensive, data-driven, outcome-focused strategic plan with an accompanying one-page graphical version. The plan will be realistic in scope and includes a recommended activity plan draft with an evaluation framework. Committing to this process and way of operating will require clear communication and buy-in from Staff and the Board. The results will unify and energize all involved!

A Note on COVID-19

Planning always comes with unique challenges and opportunities for the organizations involved. Current events dictate further complications with renewed efforts to fight COVID-19 and its variants. As such, this plan relies on gathering community, staff, and stakeholder aspirations, wants, and needs using a hybrid of virtual engagement tools and, should conditions allow, in-person methods.

With extensive experience in virtual community engagement and collection of qualitative data, the consultants of Fast Forward Libraries can confidently deliver virtual engagement and planning activities when necessary. In our experience, there is no substitute for in-person conversations and engagement. However, virtual options remove some barriers and allow for collection of ideas and opinions from a more diverse pool of community members and stakeholders. When it is safe for communities and stakeholders to gather in person, our consultants will be there to lead activities. Ideally, a hybrid virtual/in-person approach will be adopted regardless of the effects of COVID-19.

Your Strategic Plan Overview / Summary of Deliverables

Deliverable	Purpose
Learning Report • Comprehensive report of all data gathered during the initial phase of the planning process. • Provides analysis and findings that helps Staff members and Trustees build strategic plan elements.	• Key tool for informing strategic planning process. Summary to provide community members and stakeholders as support for strategic plan elements.

One-page Graphical Plan
• High-level graphical version of the strategic plan.
• Quick reference for:
    o Vision
    o Mission
    o Strategic Directions
    o Goals
	• For communication about strategic direction.
	• Use in library (as a flyer and poster), on website, and in publications.
	• Use in Board reports as reminder of high-level strategy.
	• Use in staff areas as reminder of high-level strategy.
	• Use with library users/the community in publications and at meetings as a reminder of high-level strategy.

Strategic Plan Document • This is the expanded, more traditional text-heavy strategic planning document for Board approval. • It provides additional context and detail about the planning process and other plan components.	• Use on your website as the "full plan" for community/stakeholders to review. Staff should have access to this document so they can understand their role in implementation.
Implementation Elements: Activity Plan and Evaluation Framework • The activity plan is an internal document for staff members to use when planning annual activities that will help meet the plan goals, timeline, and staff responsibilities for the activity. • The activity plan can also be used for internal updates/reports to streamline strategic plan management. • The activity plan changes and is updated annually by staff. • The evaluation framework breaks down which metrics will show progress for each goal.	• Staff use the activity plan to detail annual activities and accomplishments. • The activity plan can also be used to set individual performance goals. • The activity plan can be used to develop progress reporting using template. • Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success.

Key Personnel and Qualifications/Experience

Amanda E. Standerfer, MA, MLIS

Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022). Recent clients include PrairieCat (library consortium in Illinois), Indian Trails Public Library District (Wheeling, IL), and Spring Lake District Library (MI).

Amanda was most recently the Director of Community Engagement for The Urbana (IL) Free Library. She's spent about half of her career working in philanthropy (as Program Officer for The Lumpkin Family Foundation based in Mattoon, IL and as Program Director with the Southeastern Illinois Community Foundation, serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the Decatur (IL) Public Library and as Director of the Helen Matthes Library in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed "philanthro-brarian."

Amanda has twice been elected to the Board of the Illinois Library Association (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from Eastern Illinois University and an M.S. in library and information science from the University of Illinois at Urbana-Champaign. You can find out more about Amanda on LinkedIn.

Amanda is the lead consultant for this project and will manage all aspects of the process.

Laura Huddleston, MLIS

Laura Huddleston is an associate consultant with Fast Forward Libraries. She has a special interest in the "how" of public libraries and loves to learn about ways they can thrive to benefit patrons and communities.

For ten years, Laura led the children's department at the Mattoon Public Library perfecting a few story time voices and the ability to find a title based on a two-word description. During her tenure, Laura managed collection development, various school/public collaborations, and all children's programming. She helped design and launch the MPL's inaugural Book Buggy mobile library to reach underserved youth and piloted the First Grade, First Card program to bring library cards to local first-graders. Laura served on the ISLMA Monarch Award Committee and received a 20 Under 40 Award from the Mattoon Journal Gazette for contributions to her community.

Laura recently served as Program Officer for Community Outreach and Organizational Learning at the Lumpkin Family Foundation where she led new efforts in trust-based philanthropy, impact evaluation, and organizational learning including a facilitated EDI process for board and staff.

Laura currently serves as a trustee of the Mattoon Public Library and as a community advisor for the Coles County Peace and Justice Fund. She holds a BA in Spanish and secondary education from Eastern Illinois University and an MLIS from Indiana University.

Laura is the project manager, providing research and logistical support, supports community input elements, and manages the development of the Learning Report.

Sarah Forbes, PhD.

 Dr. Sarah Forbes is the founding Director of Student Academic Success at Rose-Hulman Institute of Technology, helping students to discover new strategies to achieve their academic goals. Prior to this, Sarah spent 10 years as the Director of Data Management and Reporting. Her role in the Office of Institutional Research, Planning and Assessment was to manage data collection and reporting to all functional units on campus as well as to external constituents. She also served as a liaison between Academic Affairs and Enterprise Information Technology, helping each group to identify their needs and streamline both data entry and reporting processes.

Prior to working at Rose-Hulman, Sarah worked at the Helen Matthes Library in Effingham, Illinois. There she focused on marketing, outreach, and adult education.

In her spare time, Sarah serves as a research consultant to non-profit organizations. Sarah earned a B.A. in Psychology from McKendree University, an M.A. in Experimental Psychology from Indiana State University, and a Ph.D. in Curriculum and Instruction from Indiana State University.

Sarah assists with community survey development and compiles data for the Learning Report.

Jennie Grace, BFA

Jennie Grace is the Graphic & Web Designer for The Urbana (IL) Free Library, a position she's held since 2007. Jennie holds a BFA in graphic design from Eastern Illinois University.

Jennie creates the one-page plan document.

Work Plan

Phase I: LEARN

The first phase of the strategic planning process is the longest and the most important! During this phase, we'll spend time gathering data internally and externally to inform the strategic planning process.

Form the Planning Team: First, we will establish the Planning Team (5-7 staff and Trustees) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a kick off meeting to finalize the timeline, get some initial input, and start planning the community survey and focus groups/interviews. The Planning Team with gather internal and external documents to inform the process, like library data, evaluation reports, previous strategic plan reports, community demographic data, and strategic plans for other community organizations.
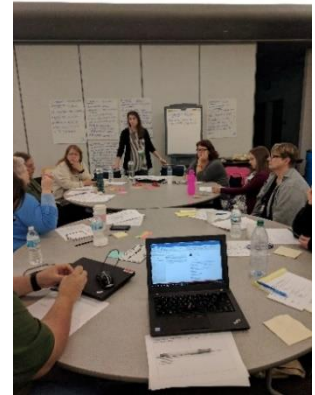
Board & Staff Process Orientation & Input: It is key to generate excitement about the process with the Board and Staff and to involve them early in the process. To do this, we'll focus inward. Amanda will hold sessions with the Board and Staff to get them oriented to the strategic planning process and conduct an environmental scan, SOAR analysis (similar to a SWOT, but with an appreciative inquiry lens focusing on strengths, opportunities, aspirations, and results), and get input on what else we need to learn as part of the process. Paired with these sessions is a Board and Staff Survey to get insight into the library's working culture to start identifying strengths and gaps.

Community Needs Assessment Focus Groups & Interviews: To gather input from non-users, we will use a needs assessment approach. It is key to reach out to community stakeholders and groups working with underserved populations to ask for their assistance in organizing specific focus groups and encouraging participation in the process. These focus groups and interviews will give vital input into the process related to overarching community concerns that the library needs to consider during the planning process.

Gather Community Feedback & Conduct Research: At the same time as the community needs assessment process, we'll gather community and stakeholder feedback via a survey. The community survey is key to gaining a broad understanding YPL's current state, strengths, and potential future direction from community members that care about the future of the library. Amanda will develop the community survey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of YPL's work do respondents value the most? Are they satisfied with YPL's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?
4. **Future Focus** – What's important going forward? What are YPL's strengths? How should YPL measure success?
5. **Other relevant questions** – Operating hours? Facilities? Accessibility? Support of a future referendum? TBD by the Planning Team

In addition, we'll compile community demographic data and complete a scan of community organization strategic plans to identify needs, opportunities, and gaps.

At the end of this phase, Amanda, Sarah, and Laura (with assistance from library staff) will gather all information into a Learning Report. The Learning Report will identify library strengths and provide findings that will ground the Board and staff retreats in the next phase.

Deliverables:	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, focus groups, and interviews. Regular check-ins with Library Director.
Timeframe:	September – December 2023

Phase II: DREAM
This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and staff retreats.

Board Retreat Session: The 3-hour Board retreat will focus on reviewing learning and dreaming about the future. During the retreat, we'll get the Board up to speed on the planning process, review and discuss the Learning Report, review and update the vision, mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about possible activities that will help achieve plan goals. We'll use our time to critically think about what's most important for YPL, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

Staff Retreat Session(s): During this phase, we'll also hold a 3-hour staff retreat (or multiple, shorter retreats to maximize staff participation) to also share the Learning Report and dream about the next 3 years. Staff will spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation. (Note: While it's best to have the Board retreat before the staff retreat, we are flexible with the timeline for these sessions as which retreat is held first is not critical for the overall development of the plan.)

It's important that everyone feel engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that YPL is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief on the retreats and discuss a draft strategic plan outline.

Deliverables:	Board and staff retreat sessions. Strategic plan outline. Regular check-ins with Library Director.
Timeframe:	January – March 2024

Phase III: DO
In this phase, we'll draft and revise the various plan documents. Amanda, Laura, and Jennie will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we'll present the draft plan documents to the Board for final comment/revisions. This session will allow the Board to clarify next steps and discuss an implementation and communication strategy for the plan.

After the Board session, Amanda will make revisions and present final plan documents for approval. Final implementation steps, like finalizing the activity plan, and developing the evaluation framework will take place with the Planning Team around the time of Board approval to move from strategic planning to implementation.

Deliverables:	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Regular check-ins with Library Director.
Timeframe:	March – April 2024

Phase IV: IMPLEMENTATION

Transitioning from the planning process to implementation is critical and often where the library's management team gets stuck. Without a clear plan of how to transition to implementation, a strategic plan can get set aside and the momentum of the planning process is lost. We recommend reading "Managing Transitions: Making the Most of Change" by William Bridges for guidance during this period. Amanda is also available for transition coaching support for the Library Director or staff teams working on implementation plans.

Exclusions or Exceptions

Fast Forward Libraries is pleased to offer Spanish translation of the community survey for an additional fee (see the Work Plan). Unfortunately, at this time, no other languages are available.

Fast Forward Libraries excludes any interpretation service related to the focus groups or interviews. The library is responsible to provide any on-site interpretation services required.

Fast Forward Libraries excludes any cost related to the printing and/or mailing of the community survey. A print-ready version of the survey will be provided upon survey launch and the library can print and distribute this version at the library and throughout the community. While a mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. The library might want to consider a postcard mailing to the community to inform them about the online survey (this type of mailing is less costly and has been effective in other communities). Fast Forward Libraries would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

Schedule of Costs and Timeline

Phase I: LEARN				
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.				
What	**Who**	**When/Duration**	**Option 1: Consultant-led**	**Option 2: Staff-led**
Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	September 2023 *2 hours preparation* *2-hour meeting (via Zoom videoconference)* *1 hour follow-up*	$500	$500
Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution. *Print survey available for distribution. Library staff enter responses.* ***Mailed survey not recommended. Mailing cost not included.* ****Spanish translation of SurveyMonkey version of the community survey is available for $1,500. This includes a paper version of the survey for the library to print on-demand.*	Amanda, Laura, and Sarah with assistance from Planning Team	October 2023 *20 hours survey development* *10 hours survey administration/monitoring* *Email/phone meeting(s) as needed*	$3,000	$200 (Amanda provides examples, staff administers survey)
Initial Board and Staff sessions: Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	October or November 2023 *4 hours preparation* *1.5-hour session with Board (via Zoom videoconference)* *1-hour session with staff (via Zoom, may need multiple staff sessions)* *2 hours follow-up*	$1,000	$100 (Amanda provides agenda and worksheets, staff conduct sessions)

Board and Staff Survey: Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Laura with assistance from Planning Team	December 2023 *8 hours survey development, administration, and monitoring*	$800	$100 (Amanda provides template, staff administer survey)
Community Needs Assessment – Focus Groups and Interviews: 3 focus group sessions (one-hour each, in-person) and up to 6 interviews (15-30 minutes each, via phone), develop focus group/interview questions, review agenda with Planning Team, compile notes.	Amanda (with logistical assistance from Planning Team)	November 2023 *2 hours preparation 3 1-hour sessions (in-person) 6 15-30-minute interviews 4 hours notes/reporting 1 day on-site*	$3,000	$200 (Amanda provides agenda, staff conducts sessions/ interviews)
Learning Report: Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).	Amanda and Laura with editing assistance from Planning Team	December 2023 – January 2024 *30 hours learning report*	$3,000	$200 (Amanda reviews and edits report that staff develops)
Phase I total (inclusive of supplies and travel):			**$11,300**	**$1,300**

Phase II: DREAM

Goal: To report learning to the Board and staff and build plan elements at retreat sessions.

What	Who	When/Duration	Option 1: Consultant-led	Option 2: Staff-led
Planning Meeting: Review Learning Report and prepare for Board and staff retreats.	Amanda and Planning Team	January 2024 *1 hour preparation* *1-hour meeting (via Zoom videoconference)* *1 hour follow-up*	$300	Same as consultant-led
Board Retreat Session: 3-hour, in-person session with Board to review learning and develop strategic plan elements.	Amanda	January or February 2024 *4 hours preparation* *3-hour meeting with Board* *2 hours follow-up* *1 day on-site*	$3,000	Same as consultant-led
Staff Retreat Session: 3-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning, review strategic plan elements, and brainstorm activities to achieve plan goals. **To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.*	Amanda	January or February 2024 *4 hours preparation* *3-hour meeting with staff* *2 hours follow-up* *1 day on-site*	$3,000	Same as consultant-led
Planning Team Debrief Meeting: Check-in with Planning Team to review strategic plan outline document. **Deliverable:** Strategic plan outline.	Amanda and Planning Team	February or March 2024 *4 hours preparation* *1-hour meeting (via Zoom videoconference)* *1 hour follow-up*	$600	Same as consultant-led
Phase II total (inclusive of supplies and travel):			**$6,900**	**$6,900**

Phase III: DO

Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.

What	Who	When/Duration	Option 1: Consultant-led	Option 2: Staff-led
Document Development: Develop graphical and written plan for review by Board. **Deliverable:** Draft plan documents for Board review.	Amanda and Laura	March 2024 *30 hours*	$3,000	$200 (Amanda provides examples and reviews staff drafts)
Board Meeting: Meeting with Board to review all plan documents and make final revisions. **Deliverable:** Final plan documents for Board approval.	Amanda with Board	March or April 2024 *2 hours preparation* *1 hour meeting with Board (via Zoom)* *2 hours follow-up*	$500	$0 (staff design presentation)
Activity Plan and Evaluation Framework: Develop draft documents for review by Director/Planning Team. **Deliverable:** Draft evaluation framework.	Amanda and Director/ Planning Team	April 2024 *1-hour meeting with Director/staff* *6 hours document development*	$700	$200 (Amanda provides examples and reviews staff drafts)
Phase III total (inclusive of supplies):			**$4,200**	**$400**
Grand total: (inclusive of supplies and travel):			**$22,400**	**$8,600**

References

Mr. Brian Shepard
Executive Director
Indian Trails Public Library District
Wheeling, IL
847-279-2202
bshepard@indiantrailslibrary.org

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

Ms. Carolyn Coulter
LLSAP Services Manager / Director
PrairieCat (Illinois)
309-623-4176
carolyn.coulter@railslibraries.info

Provided strategic planning facilitation for multi-type library automation consortium.

Ms. Donna Richards
Board President
Pollard Memorial Library
Lowell, MA
978-502-7373
Donna.S.Richards@gmail.com

Provided facilitation for strategic planning process for public library serving 111,306 residents.

Ms. Ann Hokanson
Executive Director
Traverse des Sioux Library System
Minnesota Multicounty Multitype Library Systems Coordinating Council
833-837-5422 x. 700
ahokanson@tds.lib.mn.us

Provided facilitation for seven multicounty multitype library systems across Minnesota to create the group's first member-informed, joint strategic plan.

I am happy to provide contact information for any client listed on the following page – just ask!

Client List

Library Strategic Planning:

- Allegan District Library (MI)
- Athens Regional Library System (GA)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Carlock Public Library District (IL)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (Bolingbrook, IL)
- Franklin Public Library (MI)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Indian Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Kewanee Public Library (IL)
- LACONI (continuing education consortium in northern Illinois)
- La Grange Public Library (IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- LibraryLinkNJ
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Mt. Zion Public Library District (IL)
- Nashua Public Library (NH)
- Norfolk Public Library (NE) Palatine Public Library District (IL)
- Orien Township Public Library (MI)
- Oswego Public Library (NY)
- Otsego District Public Library (MI)
- Paw Paw District Library (MI)
- Peter White Public Library (MI)
- Pinnacle Library Cooperative (IL)
- Plainfield Public Library District (IL)

Library Strategic Planning (con't):

- Pollard Memorial Library (Lowell, MA)
- Portage District Library (MI)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- Richland Community Library (MI)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Santa Clara City Library (CA)
- Schaumburg Township District Library (IL)
- Southwest Michigan Library Cooperative (MI)
- Spring Lake District Library (MI)
- Three Rivers Public Library District (Minooka, IL)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)
- The Urbana Free Library (IL)
- Utah Library Association
- Viking Library System (MN)

Library Organizational Capacity Building:

- Addison Public Library (IL) (culture code)
- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Grayslake Area Public Library District Foundation (IL) (capacity building)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)
- Palatine Public Library District (IL) (culture code)

Library Training, Workshop, Webinar, or Coaching:

- Alaska State Library DirLead (director's retreat)
- Bloomington Public Library (IL) (fundraising capacity building)
- Fast Forward Library Leadership Cohort (leadership development program – two sessions annually)
- Herrick District Library (MI) (facilitation)
- Illinois Library Association (Trustee Day programs)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- Next Level Library Leadership Institute (FL) (coaching)
- Reaching Across Illinois Library System (webinar)

Nonprofits (strategic planning facilitation unless noted):
- Champaign County Design and Conservation Foundation (IL)
- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and stategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)

- Illinois Environmental Council / Education Fund
- Illinois Stewardship Alliance (Springfield, IL)
- The James Project (Springfield, IL)
- Kidzeum (Springfield, IL)
- Lincoln Memorial Garden (Springfield, IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sugar Grove Nature Center (IL)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)

October 5, 2023

Jesus Navarro
Facilities Manager
United City of Yorkville
651 Prairie Pointe Drive
Yorkville, IL 60560

Re: Yorkville Public Library Chiller Replacement
        Kluber, Inc. Proposal No. 231006.01

Dear Mr. Navarro:

Thank you for the opportunity to present this Proposal for Professional Services for the above referenced Project. It is our understanding that Owner wishes to replace the existing chiller at the Yorkville Public Library.

OVERVIEW OF PROJECT SCOPE
The Project consists of the replacement of an existing 170 Ton air-cooled chiller. In addition, the Library would like to have the air and water systems tested and balanced. The chilled water system contains approximately 35% propylene glycol. Any additional chilled water required will need to be replaced with the same after the chiller replacement. During the building walk through with the Owner's it was observed that the system may need and chilled water buffer tank. This would be evaluated during the design of the chiller replacement. The chiller controls will be interfaced into the building automation system.

INITIAL INFORMATION
- The Owner's budget for the Cost of the Work is $400,000.00. The Cost of the Work is the total cost to construct all elements of the Project designed or specified by Kluber, Inc.; it does not include A/E fees, land acquisition costs, permit fees, utility service connection or activation fees, financing costs, contingencies for changes in the Work, or other soft costs that are the responsibility of the Owner.
- The anticipated Project schedule is to be determined as mutually agreed with the understanding that the construction needs to take place between November 2024 and March 2025.
- The intended Project delivery method is a single contract for General Construction; single bid package.
- The Owner's representative for the Project will be Jesus Navarro.
- Kluber, Inc.'s representative for the Project will be Don Ware Jr..

The foregoing is based on our meeting and site visit on September 28, 2023..

BASIC SERVICES
Kluber, Inc. proposes to provide usual and customary architectural and engineering Basic Services for the Project as set forth in the standardized *AIA B101 - 2017 Standard Form of Agreement between Owner and Architect*, and in accordance with the general understandings applicable to our relationship with you, with limitations as follows:

Construction Document Phase:
- Site review to document existing conditions.
- Kick-off meeting with Owner to discuss Project in detail.
- Perform code review as required for work related to Project scope of work.

- Develop technical specifications.
- Develop technical drawings.
- Prepare final estimate of Cost of the Work.
- Review final documents with Owner prior to bidding.
- Prepare documents for permit submission by the Contractor and respond to permit comments from the Authority Having Jurisdiction.

Bidding Phase:
- Assist Owner in contacting potential bidders for Project.
- Prepare agenda and attend pre-bid meeting.
- Respond to contractor questions during bidding.
- Issue addenda (if required).
- Attend bid opening.
- Perform contractor bid review evaluations.
- Prepare and issue contractor bid results letter.

Construction Administration Phase:
- Prepare agenda and attend pre-construction meeting.
- Respond to Contractor questions.
- Review progress pay requests if requested.
- Perform site visits per month for progress meetings, to address contractor questions and to observe the work is proceeding in general conformance with the contract documents with a maximum of 4 visits.
- Perform up to two (2) reviews of each construction submittal.
- Perform one (1) site visit to confirm Substantial Completion and identify punch list items.
- Perform one (1) site visit to verify completion of punch list items and confirm Final Completion of the Work.

ADDITIONAL SERVICES

Additional Services are not included in the Basic Services described above, but may be required for the Project or specifically requested by United City of Yorkville. The list below indicates Additional Services that will be provided by Kluber, Owner, To Be Determined (TBD) or Not Provided for the Project.

Additional Services:	Provided by:
Programming, or Validation of Owner's Project Program, as described below	Not Provided
Existing Facilities:	
Survey of existing facility(ies) (required if Owner's "as-built" drawings are discovered to be unavailable, inaccurate, incomplete or otherwise inconsistent with actual existing conditions)	Not Provided
Measured drawings documenting existing conditions of existing facility(ies)	Not Provided
Other Facility Support Services (as described in AIA B210 – 2007)	Not Provided
Site Evaluation and Design:	
Site Evaluation and Planning (in accordance with AIA B203 – 2007)	Not Provided
Civil Engineering	Not Provided
Landscape Design	Not Provided
Architectural and Interior Design:	
Multiple preliminary designs/options during Schematic Design Phase	Not Provided
Building information modeling (BIM)	Not Provided
Renderings, models, mockups, or other presentation materials requested by Owner	Not Provided
Historic Preservation (in accordance with AIA B205 – 2007)	Not Provided
Architectural Interior Design, including assistance with selection of interior finish colors, preparation of color boards, (in accordance with AIA B252 – 2007)	Not Provided
Furniture, Furnishings and Equipment (FF&E) (in accordance with AIA B253 – 2007)	Not Provided
Green Design:	
Extensive environmentally responsible design	Not Provided
LEED Certification (in accordance with AIA B214 – 2007)	Not Provided
Engineered Systems:	
Commissioning of engineered systems	Not Provided
Telecommunications/data systems design	Not Provided
Cost Control:	
Value Analysis (in accordance with AIA B204 – 2007)	Not Provided
Detailed opinions of probable construction cost (beyond conceptual costs as determined by per unit area or unit volume techniques)	Not Provided

Opinion of total project cost (including incorporation of soft costs such as A/E fees, permit fees, land acquisition costs, and costs of Additional Services not provided by Kluber, Inc.)	Not Provided
Architect's Instruments of Service:	
As-designed record drawings (incorporating Work documented in Supplemental Instructions, Change Orders and Change Directives)	Not Provided
As-built record drawings (incorporating conditions as constructed by the Contractor)	Not Provided
Measured drawings, Design Documents, Construction Documents, as-designed record drawings or as-built record drawings furnished to Owner in AutoCAD .dwg format	Not Provided
Project Delivery, Coordination and Management:	
Coordination of design/engineering consultants employed directly by Owner	Not Provided
Multiple prime construction contracts	Not Provided
Fast-track project delivery/design services	Not Provided
Construction:	
Conformed construction documents (incorporating Addenda and permit revisions)	Kluber
On-site project representation	Not Provided
Post-occupancy evaluation	Not Provided

COMPENSATION

Kluber, Inc. proposes to provide the Basic Services described above for a lump sum fee noted below. Kluber, Inc. reserves the right to adjust this lump sum fee if the scope of the Project exceeds $450,000.00.

Kluber, Inc. proposes to provide the Additional Services described above for the fees scheduled below.

Compensation for Basic and Additional Services does not include the services of other independent professionals, associates, or other consultants. If they are required, our fee will be increased by the direct costs of those services multiplied by a factor of 1.15 for overhead, coordination and management of the delivery of those services.

Our billing for Services will be based on progress of the work performed and is outlined as follows:

Basic Services:
Construction Documents Phase $25,525.00
Bidding/Negotiation Phase $2,100.00
Construction Administration Phase $8,500.00

Total Basic Services Fee:........................ $36,125.00

Additional Services:
As requested .... At Hourly Rates listed below
Each additional Site Visit $525.00

Reimbursable Expenses incurred in connection with our services will be charged on the basis of cost, without additional markup. Anticipated reimbursable expenses for this project include expedited courier services, printing and plotting, document reproduction, premiums for professional liability insurance in excess of usual and customary coverage and models, renderings or professional photography, and are anticipated not to exceed $250.00.

Changes in services, when authorized, will be charged on an hourly rate as scheduled hereafter and amended annually in accordance with our hourly rate schedule (2023):

Kluber Architects + Engineers Staff	Hourly Rate
Principal	$225.00
Project Manager	$175.00
Project Mechanical Engineer III	$165.00
Project Mechanical Engineer II	$140.00
Project Mechanical Engineer I	$115.00
Project Electrical Engineer III	$165.00

Project Electrical Engineer II $140.00
Project Electrical Engineer I $115.00
Project Structural Engineer III.. $165.00
Project Structural Engineer II.. $140.00
Project Structural Engineer I.. $115.00
Project Technologist $165.00
Project Architect III $135.00
Project Architect II $115.00
Project Architect I $95.00
Interior Designer III.. $115.00
Interior Designer II.. $95.00
Interior Designer I.. $75.00
Construction Observer.. $95.00
Senior Project Coordinator $75.00
Project Coordinator.. $55.00
Mark-up for hourly Projects (indirect costs, OH & P)…………………………..20.0%

Limitation of Liability: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of Kluber, Inc.'s officers, directors, partners, employees, agents, and Kluber's Consultants, and any of them to Owner/Client and anyone claiming by, through, or under Owner/Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Subagreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of Kluber's officers, directors, partners, employees, agents, or Kluber's Consultants, or any of them shall not exceed the total amount of two times fee, excluding reimbursable expenses. The services provided herein are governed solely with regards to permanent building codes only, compliance with OSHA regulations is specifically excluded.
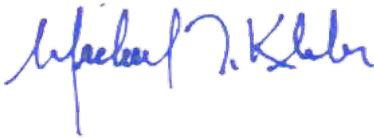
TIMING
All services contemplated within this proposal shall be completed within 18 months after the acceptance date. Services performed after closure of that window will be billed hourly in accordance with the rates set forth above. This proposal is valid for a period of up to 45 days from the date noted on this proposal.

FINAL NOTE
If this proposal satisfactorily sets forth your understanding of our agreement, we would appreciate your authorization to proceed with this Work. We are available to discuss any aspect of this proposal with you at your convenience.

Kluber, Inc. appreciates the interest expressed in our firm and we look forward to serving your needs in the future.

Sincerely,

_____   _____
Michael T. Kluber, P.E.   Accepted (Signature)   Date
President
Kluber, Inc.
                                                                    _____
                                                                    By (printed name and title)

Confidentiality Notice: The contents of this proposal are confidential and may not be distributed to persons other than United City of Yorkville.
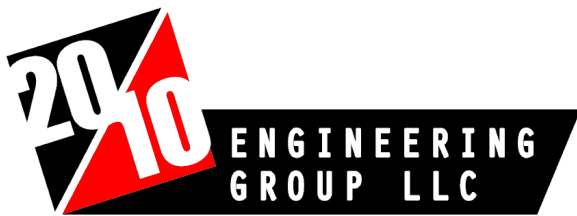
Jesus Navarro
Yorkville Public Library
902 Game Farm Road
Yorkville, IL 60560

Re: Engineering Proposal
     Air Cooled Chiller Replacement
     Yorkville Public Library
     Yorkville, Illinois

Dear Jesus:

We appreciate the opportunity and are pleased to present the following engineering proposal on the above referenced project. We understand the project to be replacement of the existing air cooled water chiller. Per our site visit, we anticipate our scope of services to be as follows:

I.   Scope of Work

   A. Architectural:

      1. Design extension of existing concrete pad as required to suit replacement chiller.
      2. It is assumed that the existing chiller enclosure is sufficiently sized to meet clearance requirements of replacement chiller.

   B. HVAC:

      1. Design removal of existing chiller and associated piping, insulation, controls, etc.
      2. Design new chiller and associated piping, insulation, controls, etc.
      3. It is assumed the existing chilled water system volume is sufficient to support the replacement chiller without the addition of a buffer tank.

   C. Electrical:

      1. Design removal of existing power wiring/conduit serving existing chiller.
      2. Design new power wiring/conduit to serve replacement chiller.

20/10 Engineering Group, LLC
1216 Tower Rd, Schaumburg, IL 60173 847.882.2010 fax 847.882.2201
Sustainable Designs / Better Engineering Vision

102

II. Design Services (See Section IV. for fees associated with services listed)

A. Construction Document Phase:

1. Receive existing building structural/mechanical/electrical system drawings for review prior to visiting site.
2. Visit existing building and survey the existing structural/mechanical/electrical systems for type, condition, capacity, and location of major equipment as well as routing of systems within the project area.
3. Create Revit® or AutoCAD® floor plans of the project as required.
4. Prepare design drawings in Revit® or AutoCAD® to include floor plans, details, equipment schedules, etc. for the scope of work as described above in Section I.
5. Prepare front end, mechanical, and electrical specifications in book format.
6. Attend interim design meetings as required.

B. Bidding/Permit Phase:

1. Prepare any supplemental drawings in Revit® or AutoCAD® and/or specifications required to clarify the bid documents during bidding or permit review.
2. Attend meeting with permit reviewers, if requested.
3. Conduct pre-bid meeting.
4. Contact qualified contractors and encourage them to bid on the project, if requested.
5. Attend bid opening.
6. Conduct scope review meetings with bidders.
7. Assist with evaluation of bids received.

C. Construction Phase:

1. Provide revisions to construction bid documents to create "Issued for Construction" documents incorporating addendums, accepted alternates, etc.
2. Provide revisions to "Issued for Construction" documents in Revit® or AutoCAD® to incorporate post-bid bulletins, RFI field sketches, contractor "as-built" changes, etc. Provide periodic Document Update Sets incorporating all revisions to date when requested.
3. Review all product submittals and shop drawings on equipment and systems designed by this office.
4. Provide site observation visits or job meeting attendance on an "as needed" basis.
5. Provide attendance at regularly scheduled job meetings.
6. Review contractor pay applications.
7. Visit site at time of substantial completion and provide final punch list on work designed by our firm.
8. Visit site after notification from contractor that punchlist has been completed to verify any remaining items, if requested.

III. Additional Services:

A. Any other scope of work not specifically identified in Section I. or design services not specifically identified in Section II. as being provided by 20/10 Engineering Group shall be considered Additional Services.

IV. Compensation

A. Basic Service Fee:

    1. 20/10 Engineering Group will provide all services in Section II. for scope of work listed in Section I. for a lump sum of Sixteen Thousand Five Hundred Dollars ($16,500.00).

B. Reimbursable Expenses:

    1. All reimbursable expenses will be billed at 100% of our direct cost or at fair market price if performed in house.

    2. Plotting and printing:

        a. 20/10 Engineering Group will pay for the following:

            (1) All drawing plotting and drawing/specification printing costs for our in-house use with the exception of interim official milestone design team review sets, bid set, permit set, or construction set.

        b. Reimbursable expenses will include the following:

            (1) All costs for drawing plotting and drawing/specification printing for use by others.

            (2) All drawing plotting or drawing/specification printing costs performed by an outside vendor.

    3. All expenses associated with delivery of any project documents beyond normal First Class US Mail will be a reimbursable expense.

C. Additional Services:

    1. All Additional Services shall be billed on an hourly basis. Reference "Project Hourly Billing Rates" schedule attached.

V. Billing

A. Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage basis of the basic service fee based on completion level of the project at time of billing in accordance with the following schedule:

Phase	**% of Fee**
Construction Document Phase	75%
Bidding/Permit Phase	5%
Construction Phase	20%

B. All reimbursable expenses and Additional Services will be billed monthly.

VI. Acceptance of Engineering Proposal

A. This proposal letter, when signed and returned to our office within 60 days of the date on the first page, constitutes the full agreement between our firms for engineering services.

B. We have sent this proposal by email for your review. If you agree with our proposal, please indicate your acceptance by returning one signed copy to our office. We will assign a design team to this project and begin work upon its receipt.

We thank you for asking our firm to submit this engineering proposal and we look forward to working for you on this project.

Sincerely,

20/10 Engineering Group, LLC

Jeffrey C. Chamberlin, P.E., LEED-AP

Design Proposal Accepted:

Client Name _____

Signature _____

Date _____
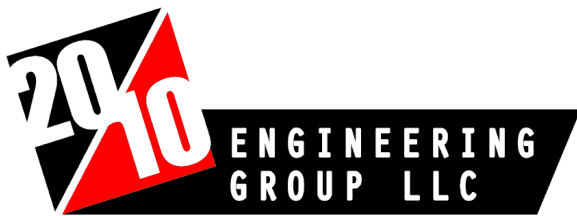
PROJECT HOURLY BILLING RATES

CLASSIFICATION	HOURLY RATE
Principal	$195.00
Project Manager	$175.00
Senior Engineer	$155.00
Senior Designer	$140.00
Project Engineer	$135.00
Project Designer	$120.00
Junior Engineer	$110.00
Junior Designer	$105.00
CAD Operator	$95.00
CAD Intern	$90.00
Clerical	$85.00

The above rates are in effect through the completion of this project.

20/10 Engineering Group, LLC
1216 Tower Rd, Schaumburg, IL 60173   847.882.2010   fax 847.882.2201
Sustainable Designs / Better Engineering Vision

106

September 22, 2023

Jesus Navarro
Yorkville Library
651 Prairie Point Drive
Yorkville, Illinois 60560

RE: Proposal for Engineering Services
        Yorkville Library Chiller Replacement
        Yorkville, Illinois

Dear Jesus:

Thank you for the opportunity to submit a Proposal for mechanical and electrical engineering services for the replacement of the existing 170-ton chiller for Yorkville Public Library located in Yorkville, Illinois. We appreciate this opportunity as I was personally involved in the original design of the library expansion and this project means a lot to us. As part of this project our team will evaluate multiple chiller options for the pros and cons of each option including maintenance, first cost, operational cost, and efficiency.

DESIGN PHASE SERVICES

1.   Design of mechanical systems including:
        a.   Replace the existing chiller.
        b.   Connect the new chiller to the existing building automation system.
2.   Design of electrical systems including extending the existing power distribution and grounding to the new chiller.
3.   Prepare front end and applicable mechanical and electrical specifications.

BIDDING PHASE SERVICES

1.   Issue documents to prospective bidders.
2.   Conduct prebid meeting.
3.   Respond to Contractor questions.
4.   Prepare addenda information as required.
5.   Conduct bid opening.
6.   Assist with bid evaluation and recommend award to successful Contractor.

CONSTRUCTION PHASE SERVICES

1. Attend preconstruction meeting.
2. Contract administration including:
   a. Preparation of AIA Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum.
   b. Answer Contractor questions and Requests for Information (RFIs).
   c. Prepare Requests for Proposal (RFPs) and deliver to contractor for pricing.
   d. Prepare change orders to the contract.
   e. Review monthly applications and recommend all or partial payment.
3. Review shop drawing submittals for items requested in the contract documents.
4. Conduct two job site observations during construction, plus one final job site observation at the end of the construction period and prepare construction observation reports.

ASSUMPTIONS

1. The project will be designed by IMEG using Building Information Modeling (BIM) software with Autodesk Revit® as the platform. The BIM deliverable will be no greater than Level of Development (LOD) 300 as defined in AIA Document G202. A Revit® model including architectural and structural components or AutoCAD® files suitable for use as backgrounds for building and site will be provided to IMEG. Extensive modification of Revit® model or AutoCAD® backgrounds will be considered additional services.
2. The Revit® model is only inclusive of those systems and trades designed by IMEG. The Revit® model will not include Owner/vendor-provided and installed systems requiring coordination by the installing contractors. The Revit® model is intended for internal coordination among the design team. It is understood the model is not intended to be an exact and complete three-dimensional representation of how the Contractor will route and locate utilities and equipment.
3. Modeling of existing conditions will be limited to the extent required to produce specifications and 2D contract documents.
4. Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.

COMPENSATION

We propose to provide the services described above for a fixed fee of $18,500.

PROJECT EXPENSES

The following reimbursable expenses **are not** included in the above fee and will be invoiced with a 1.1 multiplier of actual cost:

1. Postage and delivery charges.
2. Travel expense: Automobile mileage will be invoiced at the IRS rate in effect at the time of travel. Travel expenses include mileage, tolls, parking fees, taxi, train, rental car and fuel, and other out of pocket travel related expenses.

ADDITIONAL SERVICES

IMEG can include the following as additional services. Additional services will be performed on a time and material basis using IMEG's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

1. Revising IMEG design documents as a result of equipment lead times or supply chain delays.
2. Revising equipment layout and connections, and floor plan modifications, after IMEG's Design Development documents are complete.
3. Field testing, adjusting, balancing, or field time to assist installation contractor. Initial startup is the responsibility of the various contractors and/or subcontractors.
4. Systems commissioning and special inspections. Please be advised that commissioning and/or special inspections may be required by some building/energy codes, even though it is excluded from this Proposal. If commissioning or engineering-related special inspections are required, IMEG can provide a proposal for additional services, or these services may be conducted by a third party.
5. Preparing record documents from as-built markups or files provided by Contractors or verifying the accuracy and completeness of same.

GENERAL

The attached Terms and Conditions dated April 1, 2023 are made a part of this Proposal. This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Engineering Services. We look forward to working with you and your staff on this project and appreciate this opportunity to be of service. Acceptance may be conveyed via email to the address listed below or by signing this offer and returning it to our office. Notwithstanding the foregoing sentence, if you or members of your firm engage IMEG for services for the referenced project, either verbally or by actions, which imply acceptance of this Proposal such as providing drawings, submitting questions, requesting engineering information, etc.,

without returning a signed copy of this Proposal, it is expressly agreed that acceptance of all terms and conditions of this proposal will be implied and contractually binding.

Sincerely,

IMEG CONSULTANTS CORP.

Jeff M. Oke
Senior Principal / Client Executive
Jeff.M.Oke@imegcorp.com

JMO/jld
\\files\Corporate\Teams\CNPEY01_Proposals_\Jeff Oke\2023\Yorkville Library\20230922_pro yorkville library chiller.docx

YORKVILLE LIBRARY

Accepted:

_____
Signature

_____
Title

_____
Date

TERMS AND CONDITIONS

Standard of Care: Services provided by IMEG Consultants Corp. (hereinafter referred to as "IMEG") under this Agreement will be performed in accordance with generally accepted professional practices in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same or similar location. Under no circumstances shall any other representation (express or implied) or any type of warranty or guarantee be included or intended by IMEG during the completion of its services under this Agreement, (hereinafter the "Standard of Care"). If client issues to IMEG a purchase order or similar document, none of the terms and conditions stated therein shall bind IMEG, and such document whether or not signed by IMEG, shall be considered only as a document for client's internal operational management.

Client Responsibilities: IMEG shall be entitled to rely on the accuracy of documentation presented to it by Client and/or Client's legal agents. In the event of updates or changes to any documentation provided to IMEG in furtherance of its services, the Client is responsible for advising IMEG's personnel of such updates or changes in writing.

Additional Services: When additional services beyond the defined scope of work are requested, an amendment or change order will be prepared by IMEG and approved by the Client prior to commencing work. Client's approval by email or payment of proposed additional services shall be deemed binding. Additional services shall be performed on a time and material basis or for a negotiated fee.

Compensation: Services provided by IMEG on a time and material basis shall be performed in accordance with IMEG's current fiscal year Standard Hourly Rate Schedule in effect at the time of performance. This schedule is updated yearly and is available upon request.

Performance: IMEG has multiple offices with personnel that may provide professional services subject to this Agreement. IMEG may use any office or individual in the completion of services required for the Project. IMEG shall perform work pursuant to an agreed-upon schedule and consistent with the orderly progress inherent in the Standard of Care.

Billing/Payment: The Client agrees to pay IMEG for all services performed and all costs incurred. Invoices for IMEG's services shall be submitted either upon completion of such services or on a monthly basis. Invoices shall be due and payable within 30 days of invoice date (direct) or 15 days from payment by Owner (consultant). Client shall notify IMEG of any objections to the invoice within five working days of receipt and agrees to pursue, in good faith, all payments owed to IMEG for services rendered. Payment of any invoice indicates Client's acceptance of this Agreement, these Terms & Conditions, and satisfaction with IMEG's services. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, IMEG may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees. Collection actions or billing disputes of any type shall not be subject to informal dispute resolutions procedures outlined herein.

Indemnification: The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless IMEG, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of Client and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. The Client shall not be obligated to indemnify IMEG and its directors, employee and agents for their own negligence or the negligence of others. IMEG agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of IMEG and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. IMEG shall not be obligated to indemnify the Client and its directors, employee and agents for their own negligence or the negligence of others. The other provisions of this Agreement notwithstanding, in the event of any claim within the purview of the indemnification provisions of this section, each indemnitee shall control its defense, and at the time of claim resolution each indemnitor shall provide reimbursement for any reasonable defense cost, recoverable by law, caused by any negligence or other fault by or attributable to each indemnitor as determined by a competent trier of fact. As such, the parties recognize and expressly acknowledge that the duty to defend is not applicable to this Agreement and wholly separate and distinct from the duty to indemnify and hold harmless as set forth in this section.

Insurance: IMEG shall obtain and maintain the following insurance coverages: Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, Workers Compensation/Employer's Liability, and Professional Liability. Certificates of insurance will be provided to the Client upon request. When stipulated by the Parties, Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, shall be written or endorsed to include additional insureds, primary/non-contributory coverage, and other coverages subject to all terms, exclusions and conditions of the policies and any limitations as to coverage amounts as agreed upon by the Parties.

Assignment: Neither party to this Agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party, which shall not be unreasonably withheld. Subcontracting to subconsultants, normally contemplated by IMEG as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

Dispute Resolution: Any claims or disputes between the Client and IMEG arising out of the Services to be provided by IMEG or this Agreement shall be subject to discussions for informal resolution. If no informal resolution is achieved within 14 business days, the Parties agree to submit the matter (excluding actions by IMEG for payment of past due fees) to non-binding mediation. Any disputes involving contractors, subconsultants, subcontractors, suppliers, or any other legal agent shall be subject to the informal resolution process as described in this section, above. The laws of the State where the project is located govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

Construction Means and Methods: IMEG shall not be responsible for, nor have control over or charge of, construction means, methods, sequences, techniques, or procedures, or for any health or safety precautions. Neither Client nor IMEG shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the Client's or IMEG's directors, employees, agents, or consultants.

Construction Observation: When IMEG does not explicitly provide construction observation services within its written scope of work, it is agreed that the professional services of IMEG do not extend to or include the review or site observation of the contractor's work, performance, or pay request approval. During construction, the Client assumes the role of the engineer and will hold harmless IMEG for the contractor's performance or the failure of the contractor's work to conform to the design intent and the contract documents.

Project Signs: Project signs displayed at the construction site shall include "IMEG" as the Engineer. Articles for publication regarding this project shall acknowledge IMEG as the Civil, Structural, Mechanical, Electrical and/or Technology Engineer, as applicable.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. A contingency fund shall be maintained until construction is completed to pay for field changes, adjustments, or increased scope items. All change order amounts requested by contractors constructing IMEG-designed systems shall be submitted to IMEG for review prior to being approved by contract holder. IMEG will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to IMEG at the discretion of the contractor, the Client, or the Owner without prior agreement and approval of IMEG. IMEG shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Ownership: All drawings, specifications, BIM and other work product of IMEG developed for this Project are instruments of service owned by IMEG. IMEG shall provide Client with a license to use said instruments of service for purposes consistent with successful project completion, including extensions, if mutually agreed. Reuse of any instruments of service of IMEG by the Client, or others acting for the Client, for any other use without the express written permission of IMEG shall

be at the Client's risk. Client agrees to defend, indemnify and hold harmless IMEG for all claims, damages and expenses, including reasonable attorney's fees, arising out of unauthorized use of IMEG's instruments of service.

Electronic Files: The Client hereby grants permission for IMEG to use electronic background information produced by the Client in the completion of the project. The Client also grants permission to IMEG to release such documents (including their backgrounds) electronically to Client, contractors, and vendors as required in the execution of the project.

Employment: For the duration of this contract, plus six (6) months from the date of final payment received, neither IMEG nor Client, nor their respective agents, will offer employment or contact any person for such purposes who is or was employed by IMEG, Client or their agents for the period of performance of this contract.

Termination: Either party may terminate this Agreement due to the other party's material breach of this Agreement upon providing a ten (10) day written notice to the breaching party and an opportunity of at least three (3) business days to cure. Upon termination, payment is required in full for all services rendered and expenses incurred through the date of termination. IMEG shall not be required to release any documents, files, or work product until said payments have been made. In the event services are terminated or suspended due to the Client's breach, IMEG has no obligation to deliver documents and any consequences (including delay) resulting from such termination or suspension is the sole responsibility of the Client. Client has the obligation to return all documents within its possession or control if Client is in default under this Agreement.

Survivability: In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party. Additionally, there shall be no legal presumption against the drafter of this Agreement in the event of a dispute as to the enforceability and/or interpretation of this Agreement.

Limitation of Liability: It is agreed that the Maximum Aggregate Liability of IMEG arising out of or related to this Agreement and for all work performed on this project, whether based in contract or tort, in law or equity or for negligent acts, errors, or omissions, and all claims, losses, costs, damages, cost of defense, or expenses from any cause, including Client, contractors, and attorney fees, will be limited to $100,000. This limitation of liability has been agreed upon after Client and IMEG discussed the risks and rewards associated with the Project, as well as the provision of the services within both the obligations of this Agreement and the associated compensation. Upon written request by Client, the parties may negotiate in good faith and mutually agree, by way of a written Change Order or Amendment, to increase the amount of this liability limitation. As used in this section "IMEG" includes all of IMEG's agents, affiliates, subconsultants and subcontractors, and their respective partners, officers, directors, shareholders and employees. The limitation of liability established in this section shall survive the expiration or termination of this Agreement.

Risk Allocation: IMEG's liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which liability may be found to rest upon IMEG, other than for professional errors, omissions, or negligence, will be limited to IMEG's general liability insurance coverage of $1,000,000.

Hazardous Environmental Conditions: Unless expressly stated in writing, IMEG does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform IMEG of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, IMEG will notify the Client and, as appropriate, government officials of such conditions. IMEG may, without liability or reduction or delay of compensation due, proceed to suspend services on the affected portion of the project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. IMEG shall not be considered an "arranger", "operator", "generator", "transporter", "owner", or "responsible party" of or with respect to contaminants, materials or substances. IMEG shall assume no liability whatsoever for correction of any Hazardous Environmental Conditions; and shall be entitled to payment or reimbursement of expenses, costs or damages occasioned by undisclosed Hazardous Environmental Conditions.

Buried Utilities: Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against IMEG and to defend, indemnify and hold IMEG harmless for any claim or liability for injury or loss arising from IMEG or other persons encountering utilities or other manmade objects that were not brought to IMEG's attention or which were not properly located on the plans furnished to IMEG. Client further agrees to compensate IMEG for any and all time, costs and expenses incurred by IMEG in defense of any such claim, in accordance with IMEG's then effective standard hourly fee schedule and expense reimbursement policy.

Boundary Conflict: Boundary determinations occasionally disclose unseen or unknown conflicts between the record documents and the location of physical improvements. Upon discovery of any latent or patent ambiguity, uncertainty, or dispute disclosed by the records or by placement of the boundaries on the ground, work on the boundary survey will be suspended and you will be immediately notified. IMEG will present alternatives for possible resolution and any additional work required to achieve resolution will be negotiated. If you should choose to forego resolution, all work completed to date will be invoiced for payment and the project file will be archived by IMEG for future resolution. If you choose resolution, IMEG will act as your mediator, consultant and expert until satisfactory resolution is achieved. Upon resolution, this initial agreement will be reinstated and completed in accordance with its initial terms subject to potential interim rate increases.

Force Majeure: Except as hereinafter provided, no delay or failure in performance of IMEG shall constitute a default under this Agreement if and to the extent the delay or failure is caused by Force Majeure. Unless the Force Majeure frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, IMEG will notify Client. Once the Force Majeure event ceases, IMEG shall resume performance of the Services as soon as possible. "Force Majeure" means any event beyond the control of IMEG to perform its obligations and which IMEG is unable to prevent, including without limitation, the combined action of workers, strikes, embargoes, fire, acts of terrorism, epidemics, explosions and other catastrophes, casualties, a moratorium on construction, delays in transportation, governmental delays in granting permits or approvals, changes in laws, expropriation or condemnation of property, governmental actions, unavailability or shortages of materials, national emergency, war, acts of terrorism, cyber-attacks, civil disturbance, floods, unusually severe weather conditions or other acts of God or public enemy.

Equal Employment Opportunity / Rights Under Federal Labor Laws
IMEG and Client shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a) and Appendix A of Subpart A of 29 CFR 471 (as may be updated or amended). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime consultants and subconsultants take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

<div align="right">Rev. 04/01/23</div>

Lightitech LLC

2545 W Diversey Ave Suite 213

Chicago, IL 60647 US

847-910-4177

pat@lightitech.com

Estimate

ADDRESS			ESTIMATE #	18352
Yorkville Public Library			DATE	10/25/2023
Phase 1				

ITEM	DESCRIPTION	UNIT COST	QTY	AMOUNT
	Phase 1 - Floor 2 includes Entire 2nd Floor and Stairwells. Excludes Can Lights			
Type C Retrofit Kit	T8 4' 4K 8.9W 1600lm Type A/C	17.28	94	1,624.32
LED A Bulb	A19 4K 12.2W 1100lm E26	14.88	67	996.96
Type C Retrofit Kit	T5 HO 4' 4K 24W 3500lm Type C	36.83	63	2,320.29
LED Driver 2-lamp	Driver T8 2L	37.91	46	1,743.86
LED Retrofit Evokit	EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4	226.73	35	7,935.55
LED BULB	PL VL 3/35/4K 11W 1500lm G24d/G24Q Type B	40.64	35	1,422.40
LED Driver 2-lamp	Driver T5 HO 2L	48.16	24	1,155.84
LED Retrofit Evokit	EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4	226.88	12	2,722.56
LED A Bulb	HO A19 LED w/Socket Retrofit	33.52	10	335.20
Occupancy sensor wall	Legrand - Wall Mounted Occupancy Sensor	74.27	2	148.54
LED MR-16	MR16 3K 8W 620lm GU5.3 DIM	29.97	2	59.94
Type C Retrofit Kit	T8 3' 4K 8.5W 1400lm Type A/C	22.86	1	22.86
Type C Retrofit Kit	T8 2' 4K 7W 1200lm Type A/C	17.76	1	17.76
Driver	Emergency Driver Evokit	187.00	9	1,683.00
Ballast	Emergency Ballast T8/T5 HE/HO 1L B50CT	233.81	38	8,884.78
Miscellaneous	Incentive Filing, Delivery, Lift, Disposal and Recycling	700.00	1	700.00

ITEM	DESCRIPTION	UNIT COST	QTY	AMOUNT
ComEd Incentive	Estimated ComEd Incentive	-6,974.77	1	-6,974.77

| | | TOTAL | **$24,799.09** |

Accepted By   Accepted Date

Lightitech LLC

2545 W Diversey Ave Suite 213

Chicago, IL 60647 US

847-910-4177

pat@lightitech.com

Estimate

ADDRESS		ESTIMATE # 18353
Yorkville Public Library		DATE 10/25/2023
Phase 2		

ITEM	DESCRIPTION	UNIT COST	QTY	AMOUNT
	Phase 2 - Floor 1 Recessed Troffers and Exterior			
LED Retrofit Evokit	EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4	226.73	65	14,737.45
LED Retrofit Evokit	EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4	226.88	29	6,579.52
Driver	Emergency Driver Evokit	187.00	38	7,106.00
LED A Bulb	A19 5K 13.5W 1500lm E26	11.84	15	177.60
Retrofit Kit	Green Inova Retrofit Kit 30W 5K 3840lm	259.12	9	2,332.08
Pole Fixture	Duralec Pole Head 100W 5K	193.67	7	1,355.69
Wall pack	Wall Pack 28/40/60W 3/4/5K 3800-8100lm	173.78	3	521.34
LED Flood	Green Inova Bullet Flood 5K 30W 3800lm	66.83	2	133.66
Photo Cell	Photocell Multi-Voltage Pencil Style	30.54	10	305.40
Miscellaneous	Incentive Filing, Delivery, Lift, Disposal and Recycling	800.00	1	800.00
ComEd Incentive	Estimated ComEd Incentive	-9,126.75	1	-9,126.75

	TOTAL	**$24,921.99**

Accepted By   Accepted Date

PARTNERSHIP AGREEMENT

Customized for:

Yorkville Public Library

902 Game Farm Rd

Yorkville , Illinois

About us

Verde Energy Efficiency Experts, L3C was founded on a mission:
To reduce energy consumption of existing buildings.
This is what we do, this is who we are.

Our core values, the fabric of our business.

Curiously exploring new solutions
Positive contagious energy
Eloquent communication
Taking pride in our work
Confident and resilient
Humble and gracious

Our trusted partners

PHILIPS   **GREEN INOVA** the quality light   **TRANE**

OUR PROCESS IS TURNKEY

1. Energy Efficiency Assessment
- Explore all energy-savings opportunities
- Listen to your pains and desired outcomes
- Identify which program maximizes your incentives

2. Digital Paperwork and Invoicing
- Communicate directly with the utility program
- Prepare all paperwork
  - Verde CSA
  - Utility Program Agreement
  - Digital invoice
- You provide digital signatures - that's it!

3. Project Installation
- An in-house team of ICC certified technicians
- All necessary materials
- All equipment and lifts included
- Caters to your hours of operation
- Note: We can only address fixtures that are currently operational

4. Partnership Perks
- Warranty on all labor and materials
- Recycling of all existing fluorescent tubes and other materials where applicable
- Lowered maintenance and operating costs, of course!

WHAT WE LEARNED

Pains and Current State

The library still has fluorescent lighting and it is time to upgrade to LED. The emergency fixtures were not addressed over the years so most of them have failed. The library is interested in smart fixtures with sensors on the interior and photocells on the exterior.

Desired Gains and Proposed State

Phase by phase, we plan to upgrade the library to LED. There will be brand new Philips fixtures in the troffers and can lights and on the exterior, and while the remaining fixtures will be retrofitted with a new Philips lamp and driver. The new LEDs will be maintenance free and are set to last 70,000-100,000 hours. The new lighting will be consistent throughout and will transform the look & feel of the library. There is a 1 year warranty through us with the option to extend it every year. Every emergency fixture in the library has been accounted for in this proposal. We will get the library back up to code with the emergency lights.

Recommendations

Trim Kit: The can lights will be retrofitted with a dimmable LED can trim kit. This will update the aesthetic of the lighting by closing the hole in the ceiling. The fixture lays flush against the ceiling, putting more light into the space and permanently removing maintenance issues with ballasts.

New LED retrofit fixtures replace existing fluorescent lamps, using the existing housing. This will provide an upgraded

aesthetic while improving illumination and light distribution. These fixtures have an optional smart sensor technology which saves an additional 30% through the occupancy and daylight harvesting sensors.   Evokits are one of our most popular items, as they both save energy and transform a space.

The fluorescent lights throughout the facility will be retrofitted with Philips tube LEDs and new drivers will be installed to replace existing ballasts. In addition to a much longer lifetime of 70,000 hours for the system, the LED tubes are made of plastic and therefore pose no risk of shattering and releasing harmful mercury-vapor into the space. The existing lenses will be left in place.
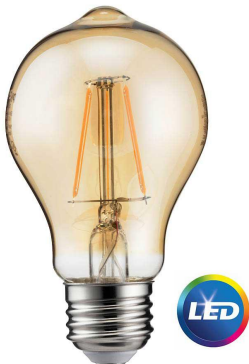
Incandescent and CFL lamps will be swapped with an LED equivalent lamp. Verde uses the Philips brand, and can typically accommodate 2700 - 5000k for most lamp types. We also offer vintage style LEDs, as well as warm-glow technology, which dim lights to 2200k for ambient mood lighting in restaurants.

Wall Mounted Occupancy Sensors: We will be replacing light switches with occupancy sensors, which turn on and off based on motion. This will save additional energy by ensuring lights are not left on when the space is unoccupied.

Vacancy Sensors: Ask us about our vacancy sensors, which means a light needs to be manually turned out, but will turn off after a preset time period. These sensors save additional energy by avoiding false positives, but depend on a client's

preference. Often, the same light switch can do both functions.

OS306U
VS306U
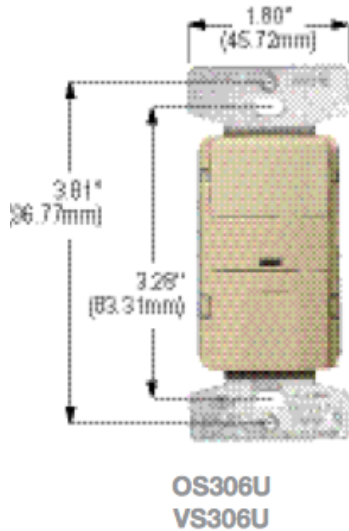
Photocells: Photocells control the new exterior LED fixtures, so they only operate when there is insufficient daylight. This eliminates the issue of needing to manually control a lighting timer which can't adapt in real time to changes in annual sunlight patterns.

New Pole Heads: The exterior pole heads will be replaced with a new LED pole head. This new fixture will eliminate the need for both the metal halide lamp and ballast. This upgrade will significantly reduce the consumed watts while not compromising illumination. Optional motion sensors for this fixture can be included, dimming or turning off lights when possible for advanced energy savings.

WallPack: The exterior wall packs will be replaced with a new LED fixture. This new fixture will eliminate the need for both the metal halide lamp and ballast. This upgrade will significantly reduce the consumed watts while not compromising illumination. Additionally, this fixture can be installed to wall wash or forward throw lights, mitigating neighbor complaints.

Bullet Spot Light: The 30w LED Bullet Flood light provides energy efficient, directional lighting for landscape, outdoor signage, and accent lighting. It's IP65 rated, sealed to prevent dirt, bugs, and moisture, and has shatter-resistant glass.

ANNUAL PROJECT SAVINGS

We calculate savings based on your hours of operation, current equipment, and proposed equipment. While not exact, we are pretty darn good at this calculation after over 10 years of experience.

Electricity Savings: 149,994 kWh annually.

Trees Planted: 1,685 trees.

This is the greenhouse gas equivalent of trees planted to absorb the carbon produced from the blend of electricity in Illinois. The work we do together is important to future generations.

Dollars Saved: $16,499 annually.

This amount of energy savings will save your building operating costs. Additional savings will be captured in both labor and lamps/ballasts purchased.

WHAT WE NEED FROM YOU

The right person for the job

Who is the correct contact to...

- sign contracts
- schedule the installation
- on site contact

Feedback

After the installation, we'll ask you to share your experience. This is the best way for us to learn and grow.

Where's the electric panel?

Please identify which **bathroom** is appropriate for our team to use during the installation.

Scope changes during installation

Sometimes small changes are necessary in order to deliver a world-class install. Any changes that will impact the cost of the project will be approved by you before moving forward.

Parking

Where's the best spot for us?

Scrap

Where can we place scrap for a later pickup?

Your hours of operation

Two More Things

In general, our installs take place M-F 7am to 3pm.
You will have an assigned Crew Chief for the project who you can speak to at any time.

LIGHTING INVESTMENT

Price after incentive includes

- All materials and installation equipment*

  *If specialty lifts are required, any additional cost will be approved by you before moving forward.

- Utility program paperwork processing

- 1 year warranty on labor and material, for lighting and lighting controls

- Recycling of existing equipment, where applicable

Pricing Breakdown

Phase 1 - Floor 2 (entire 2nd floor includes stairwells, excludes can lights)	QTY	Price	Prevailing Wage	Subtotal
T8 4ft 4K 8.9W 1600lm Type A/C Specification Sheet	94	$13.50	27.00%	$1,611.63
A19 4K 12.2W 1100lm E26	67	$12.00	27.00%	$1,021.08
T5 HO 4ft 4K 24W 3500lm Type C Specification Sheet for Tube	63	$29.00	27.00%	$2,320.29
Driver T8 2L Specification Sheet for Driver	46	$30.00	27.00%	$1,752.60
EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4 Specification Sheet	35	$180.00	27.00%	$8,001.00
PL VL 3/35/4K 11W 1500lm G24d/G24q TypeB Specification Sheet	35	$32.00	27.00%	$1,422.40
Driver T5 HO 2L Specification Sheet for Driver	24	$37.00	27.00%	$1,127.76

	QTY	Price	Prevailing Wage	Subtotal
EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4 Specification Sheet	12	$180.00	27.00%	$2,743.20
H.O. A19 LED w/ Socket Retrofit Specification Sheet	10	$27.00	27.00%	$342.90
Legrand - Wall Mounted Occ. Sensor Specification Sheet	2	$59.00	27.00%	$149.86
MR16 3K 8W 620lm GU5.3 DIM Specification Sheet	2	$24.00	27.00%	$60.96
T8 3ft 4K 8.5W 1400lm Type A/C Specification Sheet for Tube	1	$18.00	27.00%	$22.86
T8 2ft 4K 7W 1200lm Type A/C Specification Sheet for Tube	1	$15.00	27.00%	$19.05
Emergency Driver EvoKit Specification Sheet	9	$190.00	0.00%	$1,710.00
Emergency Ballast T8/T5 HE/HO 1L (B50CT) Specification Sheet	38	$232.00	0.00%	$8,816.00

Subtotal Price	**$31,121.59**
Utility Paperwork and Inspection Services	**$300.00**
Delivery and Lift Services	**$200.00**
Recycling and Scrap Pick Up	**$200.00**
Utility Incentives	**-$6,974.77**
Price after Incentive	**$24,846.82**

Phase 2 - Floor 1 recessed troffers & exterior	QTY	Price	Prevailing Wage	Subtotal
EvoKit CLKE 2x4 4K 29W 4200lm SWZCS P4 Specification Sheet	65	$180.00	27.00%	$14,859.00

	QTY	Price	Prevailing Wage	Subtotal
EvoKit CLKE 2x2 4K 24W 3200lm SWZCS P4 Specification Sheet	29	$180.00	27.00%	$6,629.40
Emergency Driver EvoKit Specification Sheet	38	$190.00	0.00%	$7,220.00
A19 5K 13.5W 1500lm E26	15	$6.00	27.00%	$114.30
Retrofit Kit 30W 5K 3840lm [Green Inova] Specification Sheet	9	$199.00	27.00%	$2,274.57
Pole Head 100W 5K [Duralec] Specification Sheet	7	$149.00	27.00%	$1,324.61
Wall Pack 28/40/60W 3/4/5K 3800-8100lm Specification Sheet	3	$129.00	27.00%	$491.49
Bullet Flood 5K 30W 3800lm [Green Inova] Specification Sheet	2	$50.00	27.00%	$127.00
Photocell Multi-Voltage Pencil Style Specification Sheet	10	$20.00	27.00%	$254.00

Subtotal Price	**$33,294.37**
Utility Paperwork and Inspection Services	**$300.00**
Delivery and Lift Services	**$300.00**
Recycling and Scrap Pick Up	**$200.00**
Utility Incentives	**-$9,126.75**
Price after Incentive	**$24,967.62**

Phase 3 - Remaining Floor 1 (excluding can lights)	QTY	Price	Prevailing Wage	Subtotal
A19 4K 12.2W 1100lm E26	144	$12.00	27.00%	$2,194.56

Legrand - Wall Mounted Occ. Sensor Specification Sheet	5	$59.00	27.00%	$374.65
PL VL 3/35/4K 11W 1500lm G24d/G24q TypeB Specification Sheet	3	$32.00	27.00%	$121.92
T8 4ft 4K 8.9W 1600lm Type A/C Specification Sheet	296	$13.50	27.00%	$5,074.92
T5 HO 4ft 4K 24W 3500lm Type C Specification Sheet for Tube	80	$29.00	27.00%	$2,946.40
Driver T8 2L Specification Sheet for Driver	255	$30.00	27.00%	$9,715.50
T8 3ft 4K 8.5W 1400lm Type A/C Specification Sheet for Tube	2	$18.00	27.00%	$45.72
T8 2ft 4K 7W 1200lm Type A/C Specification Sheet for Tube	5	$15.00	27.00%	$95.25
Emergency Ballast T8/T5 HE/HO 1L (B50CT) Specification Sheet	36	$240.00	0.00%	$8,640.00
A19 5K 13.5W 1500lm E26	6	$6.00	27.00%	$45.72
LED Retrofit Kit 4" Specification Sheet	10	$135.00	27.00%	$1,714.50
BR30 4K 7.2W 650lm E26	12	$12.25	27.00%	$186.69
Driver T5 HO 2L - COST WAIVED Specification Sheet for Driver	52	$0.00	27.00%	$0.00

Subtotal Price	**$31,155.83**
Utility Paperwork and Inspection Services	**$300.00**
Delivery and Lift Services	**$300.00**
Recycling and Scrap Pick Up	**$200.00**
Utility Incentives	**-$7,107.64**
Price after Incentive	**$24,848.19**

Phase 4 - Can Lights Entire Library Interior Floors 1&2	QTY	Price	Prevailing Wage	Subtotal
Emergency Inverter Trim Kit Specification Sheet	40	$382.00	27.00%	$19,405.60
Trim Kit 6in 3/35/4K 7/10/17W 700-1500lm Specification Sheet	45	$75.00	27.00%	$4,286.25
Trim Kit 4in LED	2	$120.00	27.00%	$304.80

Subtotal Price	**$23,996.65**
Utility Paperwork and Inspection Services	**$300.00**
Delivery and Lift Services	**$300.00**
Recycling and Scrap Pick Up	**$200.00**
Utility Incentives (no incentives for can lights)	**$0.00**
Price after Incentive	**$24,796.65**

Deposit Request $50% upfront

Final Payment $**50% net10 post installation plus est. tax **$0

Pricing is valid for 30 days

YOUR PROJECT TIMELINE

The average time from Verbal Agreement to Installation ranges from 6-8 weeks.

Verbal agreement

It's GO TIME!
The client verbally agrees to the project with Verde.

Check your inbox

Within about 3 days our operations team will send you digital paperwork: The Verde Client Service Agreement and the utility program agreement.

Pre-inspection*

*not every project requires this step

One of our technicians will come double check the counts and collect all information that will assure the install goes as smoothly as possible.

Project approval

We submit your paperwork and wait for utility program approval.

Get lit

Our top-notch installation team will dazzle you with their speed, professionalism and "je ne sais qoui" charm.

Questions? We got you.
Email : projects@verde.expert
Call : 773-413-9587

Verde Client Service Agreement

This Agreement is made as of09 / 25 / 2023 by and between Verde Sustainable Solutions, L3C, DBA Verde Energy Efficiency Experts, ("Verde") at 5328 N Northwest Hwy Chicago, IL 60630 and

Yorkville Public Library at 902 Game Farm Rd Yorkville , Illinois (the "Client").

1. Services
Verde will perform the Scope of Work for Yorkville Public Library as described in the above Partnership Agreement provided that the corresponding utility incentive program agreement with estimated rebates is approved after submission by Verde by the applicable utility program implementer. Verde will determine the method, details and means of performing services.

2. Site Pre-Conditions
Conditions on the project site must be safe and of a reasonable functional and working standard to successfully perform each task identified in the Scope of Work in a professional manner. Verde does not run power to fixtures unless it is explicitly stated in the Scope of Work. Client understands and expressly agrees that any project site will comply with OSHA as well as any other applicable Federal, State, or municipal law or regulation dealing with worksite safety, and further agrees that Verde and it's personnel shall have the final say as to whether a job site is sufficiently safe for Verde to complete any work under this Agreement.

3. Compensation
Verde will be compensated for services provided under this Agreement with an estimated project fee of X with estimated tax of 0. The Verde estimated project fee includes labor, materials, delivery, recycling and applicable taxes (on materials). In the situation that the utility rebate for this project changes, Verde agrees to honor the stated project fee. Verde reserves the right to charge the material cost for high voltage equipment and/or emergency ballasts or drivers not included on the Scope of Work. Additions to the Scope of Work beyond emergency ballasts and drivers will require a change order signed by the Client.

4. Payment Terms
A deposit of 50% upfront, payable by check, ACH, or credit card *(3% transaction fee will be applied to credit card transactions greater than $3,000.00)* is due to Verde prior to the commencement of the installation or NET10 upon receipt. Projects will only be scheduled for installation after receipt of the deposit. If for any reason the rebate is not approved, the deposit is refundable to Client. The balance of the final actual project fee, 50% net10 post installation with estimated tax of $0, will be billed upon completion of the project and payment is due

NET10 upon receipt. All payments by check should be addressed and mailed to: Verde Energy Efficiency Experts at 5328 N Northwest Hwy Chicago, IL 60630.

5. Client Requested Additional Services and Charges

Any service requested by Client and provided by Verde in addition to and above and beyond the services defined in the Scope of Work will be presented to the Client as a change order and will require a signature before proceeding. Verde reserves the right to decline work that was not stated on the original scope.

6. Client Energy Savings Estimate and Warranties

A) *No warranty as to energy/cost savings.* Verde has presented estimated energy cost savings to Client. This information was based upon an on-site assessment of conditions observed at the project site, information provided by the Client, and industry standard practices and costs for similar projects. Verde does not guarantee that any specific level of energy/cost savings will result from implementing any of the improvements.

B) *Limitation on Other Express and Implied Warranties.* Client understands that Verde makes no express or implied warranties as to the equipment installed or work performed under this Agreement other than as set forth herein:

- Verde warrants that all tasks completed by Verde will be free of defects resulting from poor workmanship for a period of 1 year , with the exception of HVAC equipment installations which shall be warranted for a period of 90 days. An additional exception exists when Client does not choose to change existing ballast to LED driver (i.e. Type A retrofit). The manufacturer's warranty may cover additional time, in which case Verde will work with Client to assist in making any such warranty claim with the manufacturer.

C) *No Emergency Services or Liability for Non-Working Equipment.* Client understands that Verde does not offer emergency services and does not have an emergency or 24-hour call line. Client agrees that Verde shall not be liable for damages related to economic losses as a result of malfunctioning equipment or warranty-related claims.

D) *Maintenance Requests*. Maintenance Requests will be fulfilled by Verde within 5 business days of notification as long as Client and Verde's schedules can be coordinated.

7. Time of Performance

Verde will endeavor to perform the services required under this Agreement in accordance with a reasonable schedule agreed to by both Verde and Client.

8. Indemnification and Limitation of Liability

Verde and Client each indemnifies the other from any claim or damages due to the injury or death of any person, or the loss of or damages to real or personal property resulting from acts or omissions of the indemnifying party. Neither party (Verde or the Client) will be liable to the other for any special, indirect, incidental, consequential, or exemplary or punitive damages, including but not limited to lost profits, cost of cover, lost revenue, even if both parties have knowledge of the possibility of such damages. Verde's aggregate liability for any and all claims will not exceed the total amount of compensation paid by Client to Verde under this Agreement.

9. Force Majeure

Verde will not be liable for failure or delay in performing its obligations in this Agreement if such failure is due to circumstances beyond its reasonable control, including without limitation, fire, flood, interruption of or delay in transportation, inability to obtain power used or equipment needed to provide the services within this Agreement.

10. Hazardous Materials

Verde will ensure proper removal, disposal and/or recycling of all hazardous and non-hazardous replaced old equipment from the Client's site. Other scrap metal and cardboard will be disposed of on site. Verde is responsible for moderate cleaning of post-installation dust/debris/scraps. Verde recommends that Client arrange for more thorough cleaning after the installation is complete.

11. Integration Clause

This Agreement contains the entire agreement between the Parties to this Agreement relating to the settlement and transactions contemplated hereby, and supersedes any and all prior agreements, understandings, representations, and statements between the Parties, whether oral or written, and whether by a Party or such Party's legal counsel. The Parties are entering into this Agreement based solely on the representations and warranties herein and not based on any promises, representations, and/or warranties not found herein. No modification, waiver, amendment, discharge, or change of this Agreement shall be valid unless the same is in writing.

12. Applicable Law, Venue, and Attorney's Fees

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. Any claim brought under this Agreement or by either party against the other as a result of the engagement of Verde by Client under this Agreement shall be brought in the State Court sitting in the County where the work is to be performed. Each party understands and agrees that the prevailing party in any lawsuit brought under this Agreement shall pay all court costs as well as the other party's reasonable attorney's fees.

The Parties have executed this Agreement as of the date first set forth above.

Verde Energy Efficiency Experts

_____   _____
Company Name   Company Name

_____   _____
Authorized Representative Signature   Authorized Representative Signature

Alisa Hansen

_____   _____
Authorized Representative Name   Authorized Representative Name

Principal Analyst

_____   _____
Authorized Representative Title   Authorized Representative Title

09 / 27 / 2023

_____   _____
Date   Date

Serving Our Public 4.0: Standards for Illinois Public Libraries

Chapter 1 - Core Standards

1. The library provides uniformly gracious, friendly, timely, and reliable service to all users.
2. The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
3. The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
4. The library complies with all other state and federal laws that affect library operations.
5. The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
6. The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.
7. The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.
8. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)
9. The board of trustees meets regularly, in accordance with the Illinois Compiled Statutes, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the Open Meetings Act.
10. The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
11. The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
12. The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
13. The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.
14. The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
15. The board of trustees annually reviews the performance of the library administrator.
16. The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
17. The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

18. The library utilizes a variety of methods to communicate with its community.
19. The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
20. A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
21. As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
22. The library board and staff promote the collections and services available to its community.
23. At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration

1. Library has an elected or appointed board of trustees.
2. Library has a qualified library administrator.
3. Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
4. Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
5. Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
6. Library has a mission statement and a long-range/strategic plan.
7. Library maintains an understanding of the community by surveys, hearings, and other means.
8. Library board reviews library policies on a regular basis.
9. Library board members participate in local, state, regional, and national decision making that will benefit libraries.
10. Library develops an orientation program for new board members.
11. Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
12. Library keeps adequate records of library operations and follows proper procedures for disposal of records.
13. Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
14. Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
15. Library maintains insurance covering property and liability, including volunteer liability.
16. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 - Personnel

1. Library has a board-approved personnel policy.
2. Library has staffing levels that are sufficient to carry out the library's mission.
3. Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
4. Library's hiring practices are in compliance with EEOC guidelines and the ADA.

5. Library salaries and fringe benefits account for up to 70 percent of total operations budget.
6. Library gives each new employee a thorough orientation.
7. Library evaluates staff annually.
8. Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
9. Library provides staff access to library literature and other professional development materials.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
11. The library complies with state and federal laws that affect library operations.

Chapter 4 - Access

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. 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.
4. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
5. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
6. The library has the minimum required number of parking spaces.
7. The library's entrance is easily identified, clearly visible, and well lighted.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage.
10. The library's lighting levels comply with lighting standards.
11. All signage is in compliance with applicable federal, state, and local regulations.
12. The library building supports the implementation of current and future telecommunications and electronic information technologies.
13. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
14. Space is allocated for child and family use with furniture and equipment designed for use by children.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
16. Shelving in the areas serving young children is scaled to their needs.

Chapter 5 – Building Infrastructure and Maintenance

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.

6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general, any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Chapter 6 - Safety
1. The library provides a list of emergency call numbers at all staff phones in the library.
2. The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and disaster plan.
4. The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit NARCAN kit, and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed biannually.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. A prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
10. A procedure exists for letting staff know when it is unsafe to enter the building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
15. At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. A policy for security camera usage has been adopted and signage is posted.

Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. 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.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. 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

1. 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.
2. Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
3. The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
4. 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.
5. The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
6. 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 Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. 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.
7. The library provides easy access to accurate and up-to-date community information.
8. 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.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. 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.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has at least one current reference resource for each subject area.
15. 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.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

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

Chapter 10 - Programming
1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. 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.
4. 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.

5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. 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.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. 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.
4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. 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.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
13. 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.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. 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.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.
33. 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.

Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
    a. a telephone, with a listing in the phone book;
    b. a telephone voice mail and/or answering machine;
    c. a fax and/or scanner;
    d. a photocopier;
    e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
    f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
    g. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    h. up-to-date computers for staff and public access with sufficient capacity to meet needs;
    i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
    j. up-to-date antivirus and Internet security software protection installed on every library computer;
    k. up-to-date Internet browsers, web applications, and plug-ins;

      l.   a valid email address, accessible via the library's website, for the library administrator; and

      m.   a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
4. The wait time for patron workstations does not exceed 15 to 30 minutes.
5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
6. The library provides 24/7 remote access to library services and resources through:
7. a web-accessible library catalog;
8. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
9. appropriate regional, state, national, and international bibliographic databases;
10. other authenticated electronic resources that are available for direct patron use; and
11. virtual reference service, and/or text messaging services, and/or a library email account.
12. The library staff must be:
     a. computer literate;
     b. trained to use and assist patrons in the use of electronic resources and materials; and
     c. accessible via email and/or through messaging services.
13. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
14. The library provides web links and access to regional and/or statewide initiatives including:
     a. regional library system consortial web-based catalogs;
     b. the CARLI academic library catalog (I-Share)
     c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
     d. virtual reference service.
15. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
16. The library has a board-adopted Internet acceptable use policy.
17. The Internet acceptable use policy is reviewed annually.
18. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
19. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
20. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
21. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
     a. wireless access (Wi-Fi);
     b. Internet connectivity upgrades sufficient for patron and staff use;
     c. networking (local area vs. wide area);
     d. library Intranet;

e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;

f. patron self-checkout functionality;

g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;

h. current and functional meeting room technology;

i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and

j. ongoing staff continuing education/training related to all aspects of technological services.

22. The library protects the integrity, safety, and security of its technological environment.

23. The library's automated catalog and its components comply with current state, national, and international standards.

24. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 - Marketing, Promotion, and Collaboration

1. The library has a communications plan that supports the library's long-range/strategic plan.

2. The library staff and trustees participate in two or more cooperative activities with other community organizations.

3. The library's services and programs are promoted in the community. Check the applicable publicity methods.

   a. flyers
   b. brochures
   c. website
   d. newsletter
   e. posters
   f. banners
   g. displays
   h. podcasting
   i. presentations
   j. speeches
   k. billboards
   l. other

4. The library maintains at least one social media account.

5. The library invites local, state, and federal officials to visit the library.

6. The library's website is updated at least monthly.

7. The board, administration, and staff conduct an annual library walk-through.

8. The board, administration, and appropriate staff visit other libraries.

9. The budget includes funds for public relations and marketing activities.

10. The library's promotional methods and services are ADA compliant.

11. A designated staff member coordinates the library's marketing efforts.

12. The library's staff receives customer service and marketing training.

13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

14. The library surveys patrons and the community to judge awareness of the library's programs and services.