

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
May 14, 2018 - 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
 - Financial Statement
 - Payment of Bills
 - Statistics
9. Report of the Library Director
10. City Council Liaison
11. Standing Committees
 - Policy
 - Personnel
 - Finance
 - Community Relations
12. Unfinished Business Update on the Strategic Plan
13. New Business
 - Approve Library Closing for Staff Training
 - Approve Daikin Maintenance & Inspection Agreement
 - Approve Youth Services Manager Full-Time Position
14. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
15. Adjournment

DRAFT

Yorkville Public Library
Board of Trustees
Monday, April 9, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter and a quorum was established.

Roll Call:

Theron Garcia-yes, Jason Hedman-yes, Carol LaChance-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes

Absent: Krista Danis

Others Present:

Elisa Topper-Library Director, Shelley Augustine-Director Adult Services, Sharyl Iwanski-Circulation Manager, Jackie Milschewski-Library Liaison, Judy Somerlot-Friends of the Library, Sue Smithmeyer-Friends of the Library, Bobbie Hahn-Friends of the Library

Recognition of Visitors:

President Walter recognized all guests.

Amendments to the Agenda:

Mr. Walter noted two resolutions, one to recognize the Friends of the Library and one for participation in non-resident library cards, both under New Business.

Minutes: March 12, 2018

Mr. Hedman moved to approve the minutes and Ms. Garcia seconded. Unanimous voice approval.

Correspondence:

An appreciation letter from “Cards for Hospitalized Kids” was read by President Walter. This was the second time cards were made by the library's children's department.

The 'Friends' who were present were recognized by President Walter for the financial contributions from various fundraisers the group has held. He said the group has also offered to pay for a new sound system for the Michelle Pfister Meeting Room. Mr. Walter presented flowering plants to each of the 'Friends' and thanked them for their dedication. Ms. Somerlot stated that the group has raised \$64,600 over the years, particularly from the book sale and mini-golf. Ms. Topper will present a signed Resolution to the Friends. Mr. Walter also informed them the 5K race has been canceled for this year.

Public Comment: None

Staff Comment:

In honor of National Library Week, staff will be recognized with a lunch and patrons will be treated to refreshments later in the week. Personalized mugs were presented to each Board member.

Report of the Treasurer:

Ms. Chacon presented the highlights of the report:

1. Several books were purchased this month.
2. Bill for \$1,971 for mechanical repairs.
3. Two scanners purchased for new library cards.
4. Motion picture license fee of \$448.
5. Bills coming next month for required inspections.
6. Ms. Topper discussed a possibly unauthorized fire extinguisher inspection.
7. Upcoming inspections for elevator inspection and fire alarm personnel.

Payment of Bills

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

\$25,766.64 Accounts Payable
\$34,894.21 Payroll
\$60,660.85 Total

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Motion carried 7-0.

Report of the Library Director:

Ms. Topper briefly mentioned the following:

1. Discussed facility management to coordinate all State and City inspections.
2. Observing National Library Week, both Ms. Augustine and Ms. Topper will write letters to the editor of *Kendall County Record*.
3. Researched \$4,060 grant for "Back to Books", 170 grants to be awarded by mid-April.
4. New staff member in Youth Service Department, Marianne Eberhardt will be resigning.

City Council Liaison

Ms. Milschewski inquired about Overdrive, a program which the library uses. Directions for using Overdrive are on the library website.

Standing Committees: No reports.

Unfinished Business:

Approve Budget for 2018/2019

Budget revisions have been made and salaries have been increased by 3%. President Walter noted there is a \$20,244 deficit. The current year budget had a deficit of \$85,000, however, the year will end in the 'black'. A motion was made by Carol LaChance and seconded by Russ Walter to approve the FY 2018/2019 proposed budget which starts May 1.

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes. Motion carried 7-0.

New Business:

Resolution 01-18 to Recognize Friends of the Library

President Walter noted the group is a great resource for the library and helped the library budget tremendously. Ms. Garcia moved to approve resolution 01-18 to Recognize the Friends. Ms. LaChance seconded.

Roll call: LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes. Motion carried 7-0.

Public Notice Participants in Public Act 92-1066 Non-Resident Card Fee

President Walter said this action must be taken each year per State law and cost is determined by a State formula. Residents must present their property tax bill to calculate the cost. Ms. Rodriguez moved to approve Resolution 02-18 authorizing purchase of library cards by non-residents and Mr. Hedman seconded the motion.

Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes, LaChance-yes. Motion carried 7-0.

Ms. Rodriguez inquired if there had been any further communication with the Parks Department regarding use of the Michelle Pfister Meeting Room and possible joint fundraiser. There has been no further discussion.

Executive Session:

At approximately 7:34pm, a motion was made by President Walter to enter into Executive Session for the the appointment, employment, compensation, discipline, performance or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. The motion was seconded by Ms. LaChance.

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes. Motion carried 7-0.

New Business cont.:

The Executive Session ended at 9:03pm with all Board members still present. No formal action was taken.

Adjournment:

There was no further business and the meeting was adjourned at 9:04pm on a motion by Mr. Walter and second by Ms. Garcia.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Special Meeting, Board of Trustees
Tuesday, April 10, 2018, 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:02pm by President Russ Walter.

Roll Call:

Carol LaChance-yes, Wamecca Rodriguez-yes (arr. 6:05pm), Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes, Theron Garcia-yes, Jason Hedman-yes

Also Present:

Library Director Elisa Topper

Recognition of Visitors: None

Public Comment: None

Staff Comment: None

New Business:

Strategic Plan for the Yorkville Library

The meeting was turned over to Trustee Jason Hedman who has had experience with strategic plans. He said he would begin the meeting by doing a SWOT (Strengths, Weakness, Opportunity, Threat) Analysis. After the SWOT Analysis, the Board will focus on Vision from which strategic goals can be developed. The library staff will also be given an opportunity to provide input for SWOT. It was noted that the library has a mission statement from 2003, however, it will be revised.

Results from the SWOT Analysis:

STRENGTHS:

1. Customer Service
2. Children's Services
3. Community Asset (small town)
4. Staff
5. Facility
6. Board
7. Good location
8. Fiscally sound
9. Friends group
10. City Support
11. Adult Programming

WEAKNESSES:

1. Teen & Young Adult Programming
2. Community Visibility
3. Library Perception
4. Regular Program Attendance
5. Staff Knowledge of Technology
6. STEM/Program Diversity
7. Marketing/Engagement
8. Outreach (go out into community)
9. Understaffed
10. Library Hours
11. Wages
12. Collection of Books
13. Lack of Organizational Structure
14. Staff not Cross-Trained
15. Lack of Staff Development
16. Lack of Unified Vision

OPPORTUNITIES:

1. Friends of the Library
2. Grants/Alternative Funding
3. Community Growing
4. City Partnerships/Co-Programming
5. IGA
6. Reach Out to Non-Residents
7. Library District
8. Foundation (501C3) Donations could be made through Friends for tax write-off, donations from sponsors. If Library does not have tax designation, limits on donations. Lack of multi-cultural program diversity also discussed, need adult education with volunteers.
9. School District
10. Adult Education
11. Volunteer Based Programming
12. Senior Center (Beecher) (Library needs marquee or other signage)

THREATS:

1. Tax Cap
2. City Relationship
3. Building Maintenance
4. Staff Turnover
5. Public's Perception of Library
6. Economy (inflation)
7. Budget
8. Other Area Libraries Board discussed elimination of refreshments at programs due to cost, how much money is made from DVD rentals, possible free rentals of DVD on certain days.
9. External Services, i.e. Netflix, Kindle, etc.
10. Perceived Value to Yorkville (Some people think a library is not needed, need to market)
11. Government Funding (Per Capita Grant)

Following the SWOT Analysis, Trustees were asked to rank the most and least critical of the above topics. Trustees determined these topics should be part of the Vision: Community Perception, Library Hours and Programming.

It was noted that Director Topper is the only certified librarian and the Board feels there is a lack of trained staff. It was suggested that additional trained people would bring more value to the library and one of those persons should have grant experience. Mr. Hedman said the staff and their skill sets should be evaluated to determine if the right people are in the right positions.

The following themes were determined to be the Vision of the library:

VISION:

1. Organizational Structure and Staff Development
2. Enhancement of Programs and Availability of Services (including library hours)
3. Focus on Community Involvement and Marketing
4. Focus on Financial Stability through Alternative Funding and Fiscal Responsibility

Mr. Hedman said goals would be developed in another meeting and the 4 components of the Vision will drive those goals.

The next meeting was set for May 22 at 6pm.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:10pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Special Board Meeting
Wednesday, May 2, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter and a quorum was established.

Roll Call:

Wamecca Rodriguez-present, Russ Walter-present, Susan Chacon-present, Darren Crawford-present, Jason Hedman-present, Theron Garcia-present (arr. 7:10pm)

Absent: Krista Danis, Carol LaChance

Others Present:

Elisa Topper-Library Director

Recognition of Visitors: No visitors

Public Comment: No comments

Executive Session:

At approximately 7:02pm, a motion was made by Mr. Walter to enter into Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. The motion was seconded by Ms. Rodriguez.

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Hedman-yes, Rodriguez-yes. Carried 5-0.

The Session concluded at approximately 8:16pm and the Board returned to regular session on a motion by Mr. Walter and second by Mr. Crawford. Approved on a unanimous voice vote. All participants were still present.

New Business – Discussion of Staffing

Mr. Hedman made a motion to revise the job description for the Youth Services Manager and present at the next Board meeting. Ms. Garcia seconded the motion and it carried on a unanimous voice vote.

Adjournment:

There was no further business and the meeting was adjourned at 8:17pm on a motion by Mr. Walter and second by Ms. Garcia. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 13, 2018

Mrs. Elisa Topper
Yorkville Public Library
902 Game Farm Road
Yorkville, Illinois 60560-1135

Dear Mrs. Topper:

I am pleased to award the Yorkville Public Library a FY2018 Illinois Public Library Per Capita Grant in the amount of \$21,151.25. Over \$15.4 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued payment backlog, these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2019.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

Jesse White
Secretary of State
State Librarian

cc: Beth Gambro, Board President
Yorkville Public Library Per Capita File

JW:isl



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY

April 17, 2018

Ms. Elisa Topper
Yorkville Public Library
902 Game Farm Road
Yorkville, Illinois 60560

Dear Ms. Topper:

I am pleased to award the Yorkville Public Library a FY2018 grant for \$4,060.00 in support of *Exploring the Wonders of Science at the Yorkville Public Library*.

Thank you for your efforts to provide quality library services. Libraries remain the best and most reliable source Illinoisans have for information access, resource sharing and encouraging and supporting lifelong learning.

Congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

Jesse White
Secretary of State
State Librarian

cc: Grant Project Number: 18-5243-BTB
Grant Monitor: Jeanne Urbanek

JW:isl/ldg

Heart of the community

To the Editor:

This past week, the Yorkville Public Library participated in National Library Week, April 8-14. Many libraries throughout the country participated in this annual celebration.

During the April 9 library board meeting, the board was recognized for their dedication and hours that they devote to the library. Current board trustees are Russ Walter, Carol La Chance, Wamecca

Rodriguez, Susan Chacon, Darren Crawford, Jason Hedman, Theron Garcia and Krista Danis.

We recognized our staff with an appreciation lunch, honored the Friends of the Library group for their continuous support at our monthly board meeting, and provided treats for library patrons.

We also wish to thank the Teen Advisory Group (TAG) for their volunteer hours.

I am fortunate to be the director of this wonderful library and am amazed at how hard everyone works to keep this library the community asset that it is today on such a limited budget. I work with a staff who share my passion for reaching the needs of our community and to be able to serve our patrons daily.

The board and I have started working on a strategic plan that will shape the future of our library that will also include input from our staff. As the actress Sarah Jessica Parker so eloquently said, "If libraries are the heart of the community, then librarians keep the heart beating." Help us to keep the library's heartbeat healthy and strong by supporting us now and in the future.

Elisa F. Topper
Director, Yorkville Public Library, Yorkville



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending April 30, 2018**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	FISCAL YEAR 2018												Year-to-Date Totals	FISCAL YEAR 2018 BUDGET	% of Budget
			8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	50% October-17	58% November-17	67% December-17	75% January-18	83% February-18	92% March-18	100% April-18			
LIBRARY OPERATIONS REVENUES																	
<i>Taxes</i>																	
82-000-40-00-4000	PROPERTY TAXES		52,665	272,734	10,239	23,713	265,842	11,974	6,859	-	-	-	-	-	644,025	645,867	99.71%
<i>Intergovernmental</i>																	
82-000-41-00-4120	PERSONAL PROPERTY TAX		909	-	930	43	-	635	-	167	570	-	505	1,039	4,798	5,250	91.40%
82-000-41-00-4170	STATE GRANTS		-	-	-	-	-	-	-	-	-	-	-	13,138	13,138	17,200	76.38%
<i>Fines & Forfeits</i>																	
82-000-43-00-4330	LIBRARY FINES		1,289	654	1,649	604	294	515	927	292	529	1,136	496	1,538	9,922	8,000	124.03%
<i>Charges for Service</i>																	
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		698	1,340	147	531	908	627	1,206	990	176	480	180	757	8,040	6,500	123.70%
82-000-44-00-4422	COPY FEES		248	226	401	520	341	276	205	230	273	298	465	371	3,853	2,500	154.13%
82-000-44-00-4439	PROGRAM FEES		60	108	170	25	65	30	49	72	85	99	49	45	857	1,000	85.68%
<i>Investment Earnings</i>																	
82-000-45-00-4500	INVESTMENT EARNINGS		129	137	161	169	166	184	181	196	213	198	233	268	2,235	800	279.34%
82-000-45-00-4550	GAIN ON INVESTMENT		-	-	-	-	-	-	-	-	-	461	369	-	830	-	0.00%
<i>Miscellaneous</i>																	
82-000-46-00-4690	REIMB-MISCELLANEOUS		-	-	-	691	-	-	-	-	-	-	-	-	691	-	0.00%
82-000-48-00-4820	RENTAL INCOME		170	150	109	-	200	200	245	150	150	150	150	132	1,806	2,000	90.30%
82-000-48-00-4824	DVD RENTAL INCOME		157	221	220	438	170	246	268	147	238	261	230	246	2,842	2,500	113.67%
82-000-48-00-4850	MISCELLANEOUS INCOME		26	125	68	269	1,041	10	32	37	-	62	18	16	1,704	1,000	170.40%
<i>Other Financing Sources</i>																	
82-000-49-00-4901	TRANSFER FROM GENERAL		5,448	1,820	1,820	2,049	1,820	1,197	1,820	1,328	3,606	1,113	1,754	-	23,775	26,440	89.92%
TOTAL REVENUES: LIBRARY			61,799	277,516	15,914	29,050	270,847	15,893	11,792	3,608	5,839	4,258	4,449	17,550	718,516	719,057	99.92%

LIBRARY OPERATIONS EXPENDITURES																	
<i>Salaries & Wages</i>																	
82-820-50-00-5010	SALARIES & WAGES		16,338	36,858	12,468	12,468	12,468	16,218	16,325	24,487	16,325	16,325	16,325	16,325	212,928	223,828	95.13%
82-820-50-00-5015	PART-TIME SALARIES		15,098	23,061	14,223	14,230	13,721	14,491	14,574	21,892	11,797	15,585	14,537	15,234	188,444	232,689	80.99%
<i>Benefits</i>																	
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,761	3,973	1,344	1,344	1,344	1,748	1,760	2,640	1,722	1,722	1,722	1,722	22,803	24,435	93.32%
82-820-52-00-5214	FICA CONTRIBUTION		2,339	4,527	1,989	1,990	1,951	2,297	2,304	3,484	2,100	2,390	2,310	2,363	30,043	34,263	87.68%
82-820-52-00-5216	GROUP HEALTH INSURANCE		13,349	4,104	4,808	4,617	4,418	4,796	5,690	5,434	5,524	5,608	6,986	304	65,638	88,996	73.75%
82-820-52-00-5222	GROUP LIFE INSURANCE		67	22	28	28	28	28	41	35	35	42	39	(4)	388	403	96.39%
82-820-52-00-5223	DENTAL INSURANCE		404	443	253	338	338	338	443	423	423	423	423	423	4,672	5,550	84.18%
82-820-52-00-5224	VISION INSURANCE		117	33	46	46	46	46	71	58	58	58	58	-	637	670	95.13%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		92	-	-	229	-	229	-	-	-	198	-	-	747	1,000	74.68%
82-820-52-00-5231	LIABILITY INSURANCE		5,356	1,820	1,820	1,820	1,820	968	1,820	1,328	3,606	915	1,754	-	23,028	25,440	90.52%
<i>Contractual Services</i>																	
82-820-54-00-5412	TRAINING & CONFERENCES		-	-	-	-	-	-	-	112	-	46	-	150	308	500	61.61%
82-820-54-00-5415	TRAVEL & LODGING		-	-	-	42	-	-	115	35	-	44	-	67	303	600	50.51%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	100	-	-	-	-	-	-	-	-	-	100	100	100.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	518	-	1,127	-	-	1,463	264	-	267	534	4,172	6,000	69.53%
82-820-54-00-5452	POSTAGE & SHIPPING		-	294	-	7	13	27	11	28	41	6	95	36	557	500	111.41%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		-	1,717	11	468	11	728	1,342	1,250	141	2,589	11	253	8,521	12,000	71.01%
82-820-54-00-5462	PROFESSIONAL SERVICES		877	3,691	1,510	5,107	1,483	942	2,465	1,952	1,515	1,311	1,992	1,542	24,387	40,000	60.97%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	-	-	-	-	-	-	-	2,100	-	2,100	2,000	105.00%
82-820-54-00-5468	AUTOMATION		-	-	-	3,147	373	3,147	-	-	-	3,147	-	-	9,814	20,000	49.07%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending April 30, 2018**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Totals	FISCAL YEAR 2018	
		8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	50% October-17	58% November-17	67% December-17	75% January-18	83% February-18	92% March-18	100% April-18		BUDGET	% of Budget
82-820-54-00-5480	UTILITIES	-	-	362	384	337	502	536	954	1,590	1,503	1,751	1,096	9,015	8,480	106.31%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	513	6,560	2,865	-	25,800	1,415	4,891	3,907	7,279	3,803	1,581	2,810	61,423	50,000	122.85%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	589	-	-	-	-	-	-	-	-	1,689	1,700	99.32%
<i>Supplies</i>																
82-820-56-00-5610	OFFICE SUPPLIES	-	302	570	392	13	1,008	104	781	394	815	326	589	5,295	8,000	66.19%
82-820-56-00-5620	OPERATING SUPPLIES	-	1,500	96	664	-	978	-	506	-	667	149	2,110	6,670	10,000	66.70%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	193	23	-	32	62	95	89	44	99	155	-	793	1,000	79.27%
82-820-56-00-5685	DVD'S	-	138	49	55	-	41	-	80	116	21	-	-	499	500	99.87%
82-820-56-00-5686	BOOKS	-	11	-	13	-	22	-	-	-	1,321	-	-	1,367	1,500	91.11%
82-820-99-00-9983	TRANSFER TO LIB DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL FUND REVENUES		61,799	277,516	15,914	29,050	270,847	15,893	11,792	3,608	5,839	4,258	4,449	17,550	718,516	719,057	99.92%
TOTAL FUND EXPENDITURES		56,311	90,348	43,082	47,976	65,323	50,031	52,586	70,938	52,974	58,637	52,581	45,555	686,342	803,154	85.46%
FUND SURPLUS (DEFICIT)		5,488	187,168	(27,167)	(18,926)	205,525	(34,138)	(40,794)	(67,330)	(47,135)	(54,379)	(48,132)	(28,005)	32,174	(84,097)	

LIBRARY DEBT SERVICE REVENUES

83-000-40-00-4000	PROPERTY TAXES	62,037	321,269	12,061	27,932	313,150	14,105	8,079	-	-	-	-	-	758,634	757,396	100.16%
83-000-45-00-4500	INVESTMENT EARNINGS	0	0	2	70	227	240	275	472	476	566	23	3	2,355	-	0.00%
83-000-49-00-4982	TRANSFER FROM LIB OPS	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	0.00%
TOTAL REVENUES: LIBRARY DEBT SERVICE		62,037	321,269	12,064	28,002	313,378	14,345	8,354	472	476	566	23	3	760,989	760,396	100.08%

LIBRARY DEBT SERVICE EXPENDITURES

<i>2006 Bond</i>																
83-830-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	50,000	-	-	-	-	50,000	50,000	100.00%
83-830-84-00-8050	INTEREST PAYMENT	-	13,681	-	-	-	-	-	13,681	-	-	-	-	27,363	27,363	100.00%
<i>2013 Refunding Bond</i>																
83-830-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	520,000	-	-	-	-	520,000	520,000	100.00%
83-830-99-00-8050	INTEREST PAYMENT	-	81,516	-	-	-	-	-	81,516	-	-	-	-	163,033	163,033	100.00%
TOTAL FUND REVENUES		62,037	321,269	12,064	28,002	313,378	14,345	8,354	472	476	566	23	3	760,989	760,396	100.08%
TOTAL FUND EXPENDITURES		-	95,198	-	-	-	-	-	665,198	-	-	-	-	760,395	760,396	100.00%
FUND SURPLUS (DEFICIT)		62,037	226,072	12,064	28,002	313,378	14,345	8,354	(664,726)	476	566	23	3	594	-	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	6,150	7,000	4,200	12,650	4,700	5,600	4,350	11,575	6,250	10,150	16,409	11,450	100,484	35,000	287.10%
84-000-45-00-4500	INVESTMENT EARNINGS	1	1	1	1	1	1	1	1	1	2	2	2	16	10	164.70%
TOTAL REVENUES: LIBRARY CAPITAL		6,151	7,001	4,201	12,651	4,701	5,601	4,351	11,576	6,251	10,152	16,411	11,452	100,500	35,010	287.06%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	128	-	-	-	128	-	-	3,128	-	-	3,383	3,500	96.64%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	862	3,894	-	-	-	-	2,379	-	-	232	-	7,367	15,000	49.11%
84-840-56-00-5683	AUDIO BOOKS	-	1,001	150	-	-	-	170	177	-	45	300	351	2,194	-	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	110	-	-	84	144	338	-	0.00%
84-840-56-00-5685	DVD'S	-	18	91	205	69	46	122	276	-	376	295	189	1,686	-	0.00%
84-840-56-00-5686	BOOKS	-	2,466	2,717	2,068	2,143	3,738	3,347	4,573	452	2,449	2,777	6,877	33,608	16,500	203.68%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2018 BUDGET REPORT
For the Month Ending April 30, 2018**

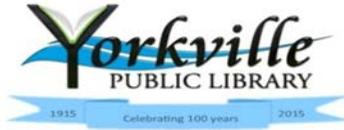
ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Totals	FISCAL YEAR 2018	
		8% May-17	17% June-17	25% July-17	33% August-17	42% September-17	50% October-17	58% November-17	67% December-17	75% January-18	83% February-18	92% March-18	100% April-18		BUDGET	% of Budget
84-840-60-00-6020	BUILDINGS & STRUCTURES	-	-	-	-	-	-	-	-	-	-	3,970	-	3,970	-	0.00%
TOTAL FUND REVENUES		6,151	7,001	4,201	12,651	4,701	5,601	4,351	11,576	6,251	10,152	16,411	11,452	100,500	35,010	287.06%
TOTAL FUND EXPENDITURES		-	4,347	6,979	2,273	2,212	3,784	3,767	7,515	452	5,997	7,658	7,561	52,545	35,000	150.13%
FUND SURPLUS (DEFICIT)		6,151	2,654	(2,778)	10,378	2,489	1,817	585	4,061	5,799	4,155	8,753	3,891	47,955	10	



UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending April 30, 2018 *

	April Actual	YTD Actual	% of Budget	FY 2018 Budget	Fiscal Year 2017 For the Month Ending April 30, 2017	
					YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 644,025	99.7%	\$ 645,867	\$ 626,183	2.85%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	1,039	4,798	91.4%	5,250	5,887	-18.49%
State Grants	13,138	13,138	76.4%	17,200	13,044	0.73%
Total Intergovernmental	\$ 14,177	\$ 17,936	79.9%	\$ 22,450	\$ 18,930	-5.25%
Library Fines	\$ 1,538	\$ 9,922	124.0%	\$ 8,000	\$ 7,355	34.91%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 757	\$ 8,040	123.7%	\$ 6,500	\$ 6,576	22.28%
Copy Fees	371	3,853	154.1%	2,500	2,717	41.81%
Program Fees	45	857	85.7%	1,000	915	-6.36%
Total Charges for Services	\$ 1,173	\$ 12,750	127.5%	\$ 10,000	\$ 10,208	24.91%
Investment Earnings	\$ 268	\$ 3,064	383.0%	\$ 800	\$ 1,006	204.51%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ 691	0.0%	\$ -	\$ 2,141	0.00%
Rental Income	132	1,806	90.3%	2,000	2,200	-17.91%
DVD Rental Income	246	2,842	113.7%	2,500	2,444	-30.29%
Miscellaneous Income	16.00	1,704	170.4%	1,000	2,311	928.65%
Transfer In	-	23,775	89.9%	26,440	24,044	-1.12%
Total Miscellaneous & Transfers	\$ 394	\$ 30,817	96.5%	\$ 31,940	\$ 33,140	-7.01%
Total Revenues and Transfers	\$ 17,550	\$ 718,516	99.9%	\$ 719,057	\$ 696,822	3.11%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 45,555</u>	<u>\$ 686,342</u>	<u>85.5%</u>	<u>\$ 803,154</u>	<u>\$ 693,264</u>	<u>-1.00%</u>
50 Salaries	31,559	401,373	87.9%	456,517	411,552	-2.47%
52 Benefits	4,808	147,957	81.9%	180,757	158,089	-6.41%
54 Contractual Services	6,488	122,389	86.3%	141,880	97,753	25.20%
56 Supplies	2,700	14,623	69.6%	21,000	25,871	-43.48%
99 Transfers Out	-	-	0.0%	3,000	-	0.00%
Total Expenditures and Transfers	\$ 45,555	\$ 686,342	85.5%	\$ 803,154	\$ 693,264	-1.00%
<i>Surplus(Deficit)</i>	\$ (28,005)	\$ 32,174		\$ (84,097)	\$ 3,558	

* April represents a culmination of fiscal year 2018



YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of April 30, 2018

FISCAL YEAR 2018

		May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018
Library Operations	Old Second	\$ 349,886	\$ 533,078	\$ 504,996	\$ 485,272	\$ 742,421	\$ 724,470	\$ 693,626	\$ 562,336	\$ 515,309	\$ 460,137	\$ 410,075	\$ 366,234
Building Development Fees	Old Second	20,004	21,754	21,732	23,660	34,099	35,016	36,851	33,687	33,236	45,066	51,530	59,260
Library Operations	IMET *	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,837	8,376	8,007	8,007
Library Operations	Illinois Funds	170,559	170,682	170,821	170,967	171,115	171,270	171,423	171,596	171,787	171,966	172,181	185,572
Total:		\$ 549,286	\$ 734,351	\$ 706,386	\$ 688,736	\$ 956,471	\$ 939,593	\$ 910,736	\$ 776,456	\$ 729,169	\$ 685,545	\$ 641,794	\$ 619,074

* Restricted

PAYROLL

1 ST PAY PERIOD	\$ 17,692	\$ 20,595	\$ 14,577	\$ 14,818	\$ 15,201	\$ 16,196	\$ 17,339	\$ 17,117	\$ 14,889	\$ 17,734	\$ 17,213	\$ 17,804
2 ND PAY PERIOD	17,845	32,345	15,447	15,213	14,283	18,558	17,623	17,977	17,055	18,288	17,681	17,841
3 RD PAY PERIOD	-	15,479	-	-	-	-	-	17,409	-	-	-	-
Total	\$ 35,537	\$ 68,420	\$ 30,024	\$ 30,031	\$ 29,484	\$ 34,754	\$ 34,962	\$ 52,503	\$ 31,944	\$ 36,022	\$ 34,894	\$ 35,645

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-A.HERNANDEZ	03/31/18	01	RURAL KING-CABLE TIES		79-790-56-00-5640	64.95
						INVOICE TOTAL:	64.95 *
	042518-A.SIMMONS	03/31/18	01	COMCAST-03/12-04/11 CABLE		01-110-54-00-5440	21.04
			02	ADS-ANNUAL MONITORING FEE		82-820-54-00-5462	303.84
			03	KONICA-01/19-02/18 COPY CHARGE		82-820-54-00-5462	9.47
			04	COMCAST-FEB 2018 INTERNET &		82-820-54-00-5480	266.96
			05	VOICE		** COMMENT **	
			06	COMCAST-MAR 2018 INTERNET &		82-820-54-00-5480	266.98
			07	VOICE		** COMMENT **	
			08	COMCAST-02/15-03/14 INTERNET		01-110-54-00-5440	5.90
			09	COMCAST-02/15-03/14 INTERNET		01-220-54-00-5440	5.90
			10	COMCAST-02/15-03/14 INTERNET		01-120-54-00-5440	3.93
			11	COMCAST-02/15-03/14 INTERNET		79-790-54-00-5440	5.41
			12	COMCAST-02/15-03/14 INTERNET		01-210-54-00-5440	25.57
			13	COMCAST-02/15-03/14 INTERNET		79-795-54-00-5440	5.41
			14	COMCAST-02/15-03/14 INTERNET		52-520-54-00-5440	2.95
			15	COMCAST-02/15-03/14 INTERNET		01-410-54-00-5440	4.92
			16	COMCAST-02/15-03/14 INTERNET		51-510-54-00-5440	4.92
			17	COMCAST-02/15-03/14 INTERNET		79-795-54-00-5440	19.33
			18	PHONE & CABLE		** COMMENT **	
			19	R&P CARRIAGES-JUNCTION BOX,		79-790-56-00-5640	217.50
			20	BREAK AWAY SYSTEM, STEEL		** COMMENT **	
			21	BEARINGS		** COMMENT **	
			22	VERIZON-FEB 2018 MOBILE PHONES		01-220-54-00-5440	239.72
			23	VERIZON-FEB 2018 MOBILE PHONES		01-210-54-00-5440	361.15
			24	VERIZON-FEB 2018 MOBILE PHONES		79-795-54-00-5440	72.98
			25	VERIZON-FEB 2018 MOBILE PHONES		51-510-54-00-5440	256.33
			26	VERIZON-FEB 2018 MOBILE PHONES		01-410-54-00-5440	28.85
			27	VERIZON-FEB 2018 MOBILE PHONES		52-520-54-00-5440	38.01
			28	KONICA-02/10-03/09 COPY CHARGE		01-110-54-00-5430	162.14
			29	KONICA-02/10-03/09 COPY CHARGE		01-120-54-00-5430	54.04
			30	KONICA-02/10-03/09 COPY CHARGE		01-220-54-00-5430	77.33
			31	KONICA-02/10-03/09 COPY CHARGE		01-210-54-00-5430	438.30
			32	KONICA-02/10-03/09 COPY CHARGE		01-410-54-00-5462	1.66
			33	KONICA-02/10-03/09 COPY CHARGE		51-510-54-00-5430	1.66
			34	KONICA-02/10-03/09 COPY CHARGE		52-520-54-00-5430	1.66
			35	KONICA-02/10-03/09 COPY CHARGE		79-790-54-00-5462	45.79
			36	KONICA-02/10-03/09 COPY CHARGE		79-795-54-00-5462	45.80
			37	ADS-APR 2018 MONITORING		23-216-54-00-5446	170.63
			38	ADS-MAY & JUN 2018 MONITORING		23-000-14-00-1400	341.26
						INVOICE TOTAL:	3,507.34 *
	042518-B.OLSEM	03/31/18	01	WAREHOUSE#3809373-0-PAPER		01-110-56-00-5610	349.20
			02	METRO WEST#3312-JAN 2018 BOARD		01-110-54-00-5415	70.00

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO FIRST NATIONAL BANK OMAHA				04/25/18		
	042518-B.OLSEM	03/31/18	03	MEETING FOR 2 PEOPLE		** COMMENT **	
			04	WAREHOUSE#3815950-0-PAPER		01-110-56-00-5610	357.30
						INVOICE TOTAL:	776.50 *
	042518-B.OLSON	03/30/18	01	ICSC GLOBAL REAL ESTATE		01-000-14-00-1400	1,920.00
			02	CONVENTION REGISTRATION FOR		** COMMENT **	
			03	ORR, GOLINSKI, DUBAJIC - MAY		** COMMENT **	
			04	2018		** COMMENT **	
			05	ICSC PUBLIC AFFILIATE DUES -		01-000-14-00-1400	50.00
			06	ORR		** COMMENT **	
						INVOICE TOTAL:	1,970.00 *
	042518-D.DEBORD	03/31/18	01	ILA MAY 14 CONFERENCE		82-000-14-00-1400	150.00
			02	REGISTRATION - DEBORD		** COMMENT **	
						INVOICE TOTAL:	150.00 *
	042518-D.SMITH	03/31/18	01	RURAL KING-CABLE TIES		79-790-56-00-5640	38.97
						INVOICE TOTAL:	38.97 *
	042518-E.DHUSE	03/30/18	01	ARAMARK#1591276393-UNIFORMS		01-410-56-00-5600	56.28
			02	ARAMARK#1591276393-UNIFORMS		51-510-56-00-5600	56.28
			03	ARAMARK#1591276393-UNIFORMS		52-520-56-00-5600	28.15
			04	ARAMARK#1591285008-UNIFORMS		01-410-56-00-5600	56.28
			05	ARAMARK#1591285008-UNIFORMS		51-510-56-00-5600	56.28
			06	ARAMARK#1591285008-UNIFORMS		52-520-56-00-5600	28.15
			07	ARAMARK#1591296899-UNIFORMS		01-410-56-00-5600	57.94
			08	ARAMARK#1591296899-UNIFORMS		51-510-56-00-5600	57.94
			09	ARAMARK#1591296899-UNIFORMS		01-410-56-00-5600	28.99
			10	ARAMARK#1591302421-UNIFORMS		01-410-56-00-5600	56.75
			11	ARAMARK#1591302421-UNIFORMS		51-510-56-00-5600	56.75
			12	ARAMARK#1591302421-UNIFORMS		52-520-56-00-5600	28.38
			13	ARAMARK#1591311108-UNIFORMS		01-410-56-00-5600	56.75
			14	ARAMARK#1591311108-UNIFORMS		51-510-56-00-5600	56.75
			15	ARAMARK#1591311108-UNIFORMS		52-520-56-00-5600	28.38
			16	NAPA#190507-FILTERS		51-510-56-00-5628	5.39
			17	NAPA#191040-FILTERS		01-410-56-00-5628	82.25
			18	NAPA#191596-WIPER BLADE		51-510-56-00-5628	16.48
			19	NAPA#192508-FILTERS		51-510-56-00-5628	46.17
			20	NAPA#192549-FILTER		01-410-56-00-5628	15.14
			21	NAPA#192605-IMPACT SOCKET		52-520-56-00-5630	8.69
			22	NAPA#192637-BATTERIES		52-520-56-00-5628	278.58
						INVOICE TOTAL:	1,162.75 *
	042518-E.TOPPER	03/30/18	01	KENDALL HEATING &		82-820-54-00-5495	709.00
			02	PLUMBING-HOT WATER HEATER		** COMMENT **	

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-E.TOPPER	03/30/18	03	REPAIR		** COMMENT **	
			04	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	555.44
			05	AMAZON-PENCIL SHARPENER,		82-820-56-00-5610	33.85
			06	REPORT COVERS		** COMMENT **	
			07	KENDALL HEATING &		82-820-54-00-5495	140.00
			08	PLUMBING-REPLACE VACUUM		** COMMENT **	
			09	BREAKER ON MOP SINK		** COMMENT **	
			10	AMAZON-BAR CODE SCANNER WITH		82-820-56-00-5635	184.04
			11	USB CABLE		** COMMENT **	
			12	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			13	ALA ANNUAL CONFERENCE AIRFAIR		82-000-14-00-1400	369.60
			14	JUNE 2018 - TOPPER		** COMMENT **	
			15	ALA ANNUAL CONFERENCE		82-000-14-00-1400	320.00
			16	REGISTRATION - JUNE 2018 -		** COMMENT **	
			17	TOPPER		** COMMENT **	
			18	ALA MEMBERSHIP RENEWAL		82-820-54-00-5460	140.00
			19	FARONICS-DEEP FREEZE ENT		82-820-54-00-5462	304.50
			20	MAINTENANCE RENEWAL		** COMMENT **	
						INVOICE TOTAL:	2,769.42 *
	042518-E.WILLRETT	03/31/18	01	WEB DOMAIN LISTINGS-ANNUAL		01-000-14-00-1400	194.00
			02	WEBSITE DOMAIN LISTING		** COMMENT **	
						INVOICE TOTAL:	194.00 *
	042518-J.DYON	03/31/18	01	SAMS-PAPER TOWELS, CLOROX		01-110-56-00-5610	73.38
			02	WIPES, CUPS, KLEENEX		** COMMENT **	
						INVOICE TOTAL:	73.38 *
	042518-J.ENGBERG	03/31/18	01	07/09-07/13 ESRI USER		01-000-14-00-1400	1,595.00
			02	CONFERENCE REGISTRATION FOR		** COMMENT **	
			03	ENGBERG		** COMMENT **	
			04	CREATIVE CLOUD MONTHLY LICENSE		01-220-56-00-5635	49.99
						INVOICE TOTAL:	1,644.99 *
	042518-J.GALAUNER	03/31/18	01	WALGREENS-BATTERIES		79-795-56-00-5606	12.99
			02	PARTY CITY-ST.PATRICKS DAY		79-795-56-00-5606	65.00
			03	PARADE HATS		** COMMENT **	
			04	JEWEL-TOP GOLF GOODIE BAG		79-795-56-00-5606	19.96
			05	SUPPLIES		** COMMENT **	
			06	ST PATRICKS DAY PARADE		79-795-56-00-5606	81.99
			07	INFLATABLE FIGURE		** COMMENT **	
			08	FUN EXPRESS-ST PATRICKS DAY		79-795-56-00-5606	100.35
			09	PARADE SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	280.29 *
	042518-K.BARKSDALE	03/31/18	01	WAREHOUSE-MAGNETIC LABEL		01-220-56-00-5610	39.90

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-K.BARKSDALE	03/31/18	02	HOLDER		** COMMENT **	
			03	KONE-MAR 2018 ELEVATOR		23-216-54-00-5446	150.15
			04	MAINTENANCE		** COMMENT **	
			05	NAPA CONFERENCE AIRFAIR		01-220-54-00-5415	272.96
						INVOICE TOTAL:	463.01 *
	042518-L.HILT	03/31/18	01	MERLIN#50680-TIRE REPAIR		01-210-54-00-5495	47.75
			02	STEVENS-EMBROIDERY-HART		01-210-56-00-5600	90.00
			03	VERIZON-FEB 2018 IN CAR UNITS		01-210-54-00-5440	640.26
			04	DAVE AUTO#26072-OIL CHANGE		01-210-54-00-5495	80.00
			05	DAVE AUTO#26092-REPLACE TWO		01-210-54-00-5495	550.00
			06	BATTERIES, MOUNT TIRES		** COMMENT **	
			07	DAVE AUTO#26101-REMOVE &		01-210-54-00-5495	230.00
			08	REPLACE BATTERY		** COMMENT **	
						INVOICE TOTAL:	1,638.01 *
	042518-L.PICKERING	03/31/18	01	QUILL-STAPLE REMOVER, STORAGE		01-110-56-00-5610	151.70
			02	BOXES, FILE FOLDERS, CDR		** COMMENT **	
			03	DISCS, DVD SLEEVES, NOTARIAL		** COMMENT **	
			04	SEALS, POST-IT FLAGS		** COMMENT **	
						INVOICE TOTAL:	151.70 *
	042518-N.DECKER	03/31/18	01	LEADS ONLINE TOTALTRACK		01-000-14-00-1400	2,238.00
			02	INVESTIGATION STSYEM SERVICE		** COMMENT **	
			03	PACKAGE RENEWAL 05/01-04/30		** COMMENT **	
			04	ACCURINT-FEB 2018 SEARCHES		01-210-54-00-5462	100.50
			05	MINER #265020-ANTENNA REPAIR		01-210-54-00-5495	95.00
			06	MINER #264593-REPLACED CAMERA		01-210-54-00-5495	169.50
			07	WINDSHIELD MOUNT		** COMMENT **	
			08	AMAZON-CD/DVDS		01-210-56-00-5610	151.31
			09	AT&T-02/25-03/24 SERVICE		01-210-54-00-5440	162.33
			10	COMCAST-03/08-04/07 CABLE		01-210-54-00-5440	4.21
			11	POSITIVE PROMOTIONS-CUPS,		01-210-56-00-5650	774.96
			12	PENCILS		** COMMENT **	
			13	MINER#265342-COMPUTER CHECK		01-210-54-00-5495	95.00
			14	MINER#265354-INSTALLED ANTENNA		01-210-54-00-5495	31.65
			15	MINER#265326-INSTALLED ANTENNA		01-210-54-00-5495	55.40
			16	MINER#265338-SET DATE & TIME		01-210-54-00-5495	95.00
			17	MINER#365337-INSTALLED NEW		01-210-54-00-5495	235.00
			18	CABLE BETWEEN DVR & MIRROR		** COMMENT **	
			19	MINER#265400-SYSTEM CHECK		01-210-54-00-5495	42.05
						INVOICE TOTAL:	4,249.91 *
	042518-P.RATOS	03/31/18	01	ICC CONFERENCE AIRFAIR		01-220-54-00-5415	25.00
			02	BAGGAGE COST		** COMMENT **	

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-P.RATOS	03/31/18	03	ICC CONFERENCE LODGING		01-220-54-00-5415	584.16
			04	ICC CONFERENCE TRANSPORTATION		01-220-54-00-5415	86.90
						INVOICE TOTAL:	696.06 *
	042518-R.FREDRICKSON	03/31/18	01	IGFOA-INTERNAL CONTROL		01-120-54-00-5412	125.00
			02	TRAINING		** COMMENT **	
			03	REGISTRATION-FREDRICKSON		** COMMENT **	
			04	NEWTEK-03/11-04/11 WEB HOSTING		01-640-54-00-5450	16.59
			05	ICPAS 05/01 GASB CONFERENCE		01-000-14-00-1400	204.00
			06	REGISTRATION-FREDRICKSON		** COMMENT **	
			07	COMCAST-02/24-03-23 INTERNET		01-110-54-00-5440	71.75
			08	COMCAST-02/24-03-23 INTERNET		01-220-54-00-5440	71.75
			09	COMCAST-02/24-03-23 INTERNET		01-120-54-00-5440	47.84
			10	COMCAST-02/24-03-23 INTERNET		79-790-54-00-5440	65.78
			11	COMCAST-02/24-03-23 INTERNET		01-210-54-00-5440	310.93
			12	COMCAST-02/24-03-23 INTERNET		79-795-54-00-5440	65.78
			13	COMCAST-02/24-03-23 INTERNET		52-520-54-00-5440	35.88
			14	COMCAST-02/24-03-23 INTERNET		01-410-54-00-5440	59.80
			15	COMCAST-02/24-03-23 INTERNET		51-510-54-00-5440	164.65
			16	COMCAST-02/24-03-23 PHONE &		79-790-54-00-5440	94.26
			17	CABLE		** COMMENT **	
						INVOICE TOTAL:	1,334.01 *
	042518-R.HARMON	03/31/18	01	AMAZON-GAMES		79-795-56-00-5606	44.97
			02	HOUZZ-ROBOT NESTING DOLL		79-795-56-00-5606	74.77
			03	WALMART-PRESCHOOL SUPPLIES		79-795-56-00-5606	67.05
			04	WALMART-KEYBOARD DUSTING SPRAY		79-795-56-00-5610	11.97
			05	HOBBY LOBBY-APRIL CRAFT		79-795-56-00-5606	72.21
			06	SUPPLIES		** COMMENT **	
			07	WALMART-MARCH PRESCHOOL		79-795-56-00-5606	29.88
			08	SUPPLIES		** COMMENT **	
			09	BOWLING ALLEY FIELDTRIP		79-795-56-00-5606	40.00
			10	DEPOSIT		** COMMENT **	
			11	AMAZON-DVD		79-795-56-00-5606	22.90
			12	AMAZON-TAPE, BEACHBALLS,		79-795-56-00-5606	77.31
			13	INSECT PLAY SET		** COMMENT **	
			14	FUN EXPRESS-EASTER &		79-795-56-00-5606	373.78
			15	GRADUATION SUPPLIES		** COMMENT **	
			16	AMAZON-COLOR YOUR OWN MASKS		79-795-56-00-5606	39.84
			17	WAUBONSEE-IL ALLERGEN		79-795-54-00-5412	19.95
			18	AWARENESS CLASS-HARMON		** COMMENT **	
			19	WALGREENS-PHOTO DEVELOPING		79-795-56-00-5606	268.29
			20	AMAZON-PAINT MARKERS, CANVAS		79-795-56-00-5606	280.68
			21	BOARDS FOR PAINTING, CUBICLE		** COMMENT **	
			22	HOOKS, STROAGE POCKET CHART		** COMMENT **	
						INVOICE TOTAL:	1,423.60 *

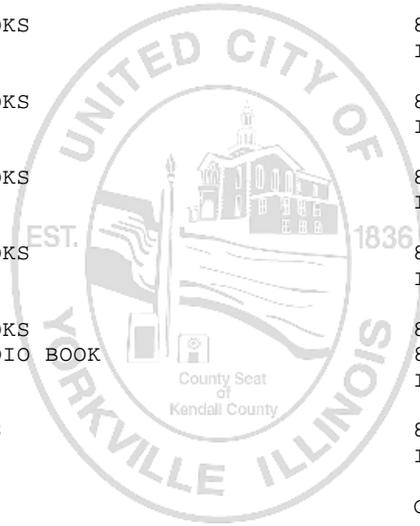
CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-R.MIKOLASEK	03/31/18	01	SIRCHIE-EVIDENCE TAPE		01-210-56-00-5620	122.15
						INVOICE TOTAL:	122.15 *
	042518-R.WRIGHT	03/31/18	01	AMAZON-TONER FOR OFFICE FAX		01-110-56-00-5610	39.40
			02	PHYSICIANS CARE- POST		51-510-54-00-5462	78.00
			03	ACCIDENT TESTING		** COMMENT **	
			04	PHYSICIANS CARE-EMPLOYMENT		82-820-54-00-5462	38.00
			05	TESTING		** COMMENT **	
			06	PHYSICIANS CARE-EMPLOYMENT		79-795-54-00-5462	38.00
			07	TESTING		** COMMENT **	
						INVOICE TOTAL:	193.40 *
	042518-S.AUGUSTINE	03/30/18	01	CONSTANT CONTACT ANNUAL		82-000-24-00-2480	378.00
			02	SERVICES FEE RENEWAL		** COMMENT **	
						INVOICE TOTAL:	378.00 *
	042518-S.IWANSKI	03/31/18	01	YORKVILLE POST OFFICE-POSTAGE		82-820-54-00-5452	35.63
			02	FOR MAILING BOOK CLUB BOOKS		** COMMENT **	
			03	2018 REACHING FORWARD		82-820-54-00-5412	150.00
			04	CONFERENCE REGISTRATION		** COMMENT **	
						INVOICE TOTAL:	185.63 *
	042518-S.REDMON	03/31/18	01	FOX VALLEY FIRE-FIRE		79-795-54-00-5495	56.00
			02	EXTINGUISHER SERVICE		** COMMENT **	
			03	AT&T U-VERSE-02/24-03/23 TOWN		79-795-54-00-5440	55.39
			04	SQUARE PARK SIGN INTERNET		** COMMENT **	
			05	LOMBARDI COACHING-03/06/18		79-795-54-00-5462	243.60
			06	SLIMEOLOGY LAB		** COMMENT **	
			07	TARGET-TOP GOLF PRIZES		79-795-56-00-5606	30.38
			08	WALMART-TOP GOLF PRIZES		79-795-56-00-5606	48.97
			09	HOME DEPO-TOP GOLF PRIZES		79-795-56-00-5606	25.00
			10	DICKS-TOP GOLF PRIZES		79-795-56-00-5606	50.00
			11	ARAMARK#1591311109-UNIFORMS		79-790-56-00-5600	49.98
			12	ARAMARK#1591323047-UNIFORMS		79-790-56-00-5600	49.98
			13	ARAMARK#1591328587-UNIFORMS		79-790-56-00-5600	49.98
			14	ARAMARK#1591337215-UNIFORMS		79-790-56-00-5600	49.98
			15	10 IL FOOD HANDLERS CARDS		79-795-56-00-5607	100.00
			16	DECK SPORTS-GAME MOUND CLAY		79-795-56-00-5606	2,598.00
			17	HEARTSMART-REPLACEMENT BATTERY		79-795-56-00-5606	152.10
						INVOICE TOTAL:	3,559.36 *
	042518-S.REMUS	03/30/18	01	TOP GOLF EVENT CHARGE		79-795-56-00-5606	1,446.00
						INVOICE TOTAL:	1,446.00 *
	042518-T.EVANS	03/31/18	01	BASSET CERTIFICATION-EVANS		79-795-54-00-5412	14.25
						INVOICE TOTAL:	14.25 *

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900057	FNBO	FIRST NATIONAL BANK OMAHA			04/25/18		
	042518-T.HOULE	03/31/18	01	FARM&FLEET-JEANS, SHORTS		79-790-56-00-5600	217.92
			02	EREPLACEMENT-SPRAY VALVE		79-790-56-00-5640	40.82
			03	ASSORTMENT		** COMMENT **	
			04	R&P CARRIAGES-BRAKE KITS		79-790-56-00-5640	299.98
			05	TANNERBOLT-CUT SPLINE		79-790-56-00-5640	34.08
			06	GRAINCO-LP GAS CYLINDER ROUTES		79-790-56-00-5620	66.92
				INVOICE TOTAL:			659.72 *
	042518-T.KLINGEL	03/31/18	01	ILACP MEMBERSHIP DUE-KLINGEL		01-210-54-00-5460	95.00
			02	STEVENS-EMBROIDERY ON JACKET		01-210-56-00-5600	18.00
			03	DUNKIN DONUTS-BREAKFAST		01-210-54-00-5411	39.80
			04	FOR SERGEAN'S TEST		** COMMENT **	
			05	MIKE&DENISE-LUNCH FOR		01-210-54-00-5411	42.24
			06	FOR SERGEAN'S TEST		** COMMENT **	
				INVOICE TOTAL:			195.04 *
	042518-T.KONEN	03/31/18	01	FLATSOS-2 NEW TIRES		51-510-56-00-5628	305.24
			02	HOME DEPO-ADAPTERS, PVC,		51-510-56-00-5620	32.24
			03	NIPPLES, BUSHING, PIPE CUTTER		** COMMENT **	
			04	ILAWWA CONFERENCE MEAL		51-510-54-00-5415	16.87
			05	HOME DEPO-PEX PIPE, COUPLING		51-510-56-00-5640	88.93
				INVOICE TOTAL:			443.28 *
	042518-T.NELSON	03/30/18	01	TARGET-YOGA MATS		79-795-56-00-5606	31.98
			02	PALOS SPORTS-T-BALL SUPPLIES		79-795-56-00-5606	335.73
			03	KWIK GOAL-SOCCER GOAL SUPPLIES		79-795-56-00-5606	495.00
			04	SOCCER ONE-REFEREE JERSEYS		79-795-56-00-5606	69.23
			05	BASEBALL WAREHOUSE-BATTING		79-795-56-00-5606	358.88
			06	HELMETS, CATCHER'S GEAR		** COMMENT **	
				INVOICE TOTAL:			1,290.82 *
	042518-T.SOELKE	03/30/18	01	DICK'S SPORTING-SHIRTS, PANTS		52-520-56-00-5600	78.99
			02	TARGET-FLASH DRIVE		52-520-56-00-5620	23.91
				INVOICE TOTAL:			102.90 *
	042518-UCOY	03/31/18	01	ADVANCED		01-540-54-00-5442	92,254.82
			02	DISPOSAL#T00001648586-JAN 2018		** COMMENT **	
			03	REFUSE SERVICE		** COMMENT **	
			04	ADVANCED		01-540-54-00-5441	2,531.08
			05	DISPOSAL#T00001648586-JAN 2018		** COMMENT **	
			06	SENIOR REFUSE SERVICE		** COMMENT **	
				INVOICE TOTAL:			94,785.90 *
				CHECK TOTAL:			125,965.34
				TOTAL AMOUNT PAID:			125,965.34

Total for all Highlighted Library Invoices: \$4,368.30

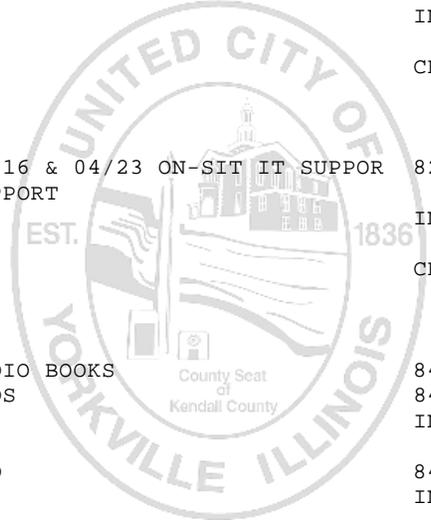
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
527180	BAKTAY	BAKER & TAYLOR					
	2033598121		03/27/18	02	BOOKS	84-840-56-00-5686	860.91
						INVOICE TOTAL:	860.91 *
	2033606290		03/30/18	01	BOOKS	84-840-56-00-5686	1,303.87
						INVOICE TOTAL:	1,303.87 *
	2033612390		04/02/18	01	BOOKS	84-840-56-00-5686	813.61
						INVOICE TOTAL:	813.61 *
	2033623607		04/06/18	02	BOOKS	84-840-56-00-5686	1,058.95
						INVOICE TOTAL:	1,058.95 *
	2033631665		04/11/18	01	BOOKS	84-840-56-00-5686	1,838.36
						INVOICE TOTAL:	1,838.36 *
	2033647543		04/17/18	02	BOOKS	84-840-56-00-5686	496.86
						INVOICE TOTAL:	496.86 *
	2033663949		04/24/18	01	BOOKS	84-840-56-00-5686	585.63
						INVOICE TOTAL:	585.63 *
	2033673584		04/27/18	01	BOOKS	84-840-56-00-5686	537.93
				02	AUDIO BOOK	84-840-56-00-5683	9.90
						INVOICE TOTAL:	547.83 *
	Q20887990		04/04/18	01	CDS	84-840-56-00-5684	291.54
						INVOICE TOTAL:	291.54 *
						CHECK TOTAL:	7,797.56
527181	CANBLMEC	CANNONBALL MECHANICAL CORP					
	27817		04/04/18	01	TESTED AND CERTIFIED 5 DEVICES	82-820-54-00-5495	619.75
						INVOICE TOTAL:	619.75 *
						CHECK TOTAL:	619.75



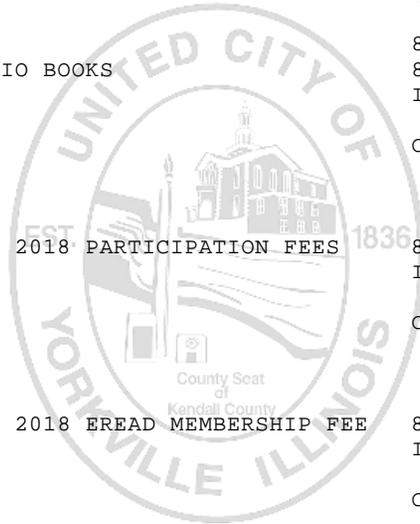
CHECK DATE: 05/14/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
527182	DEBORDD	DEBORD, DIXIE					
	042518		04/25/18	01	DELEGATES MEETING MILEAGE	82-820-54-00-5415	44.80
				02	REIMBURSEMENT	** COMMENT **	
						INVOICE TOTAL:	44.80 *
						CHECK TOTAL:	44.80
527183	FVFS	FOX VALLEY FIRE & SAFETY					
	IN00161973		03/29/18	01	FIRE ALARM INSPECTION	82-820-54-00-5495	1,001.00
						INVOICE TOTAL:	1,001.00 *
						CHECK TOTAL:	1,001.00
527184	LLWCONSU	LLOYD WARBER					
	10434		04/25/18	01	04/16 & 04/23 ON-SIT IT SUPPOR	82-820-54-00-5462	720.00
				02	SUPPORT	** COMMENT **	
						INVOICE TOTAL:	720.00 *
						CHECK TOTAL:	720.00
527185	MIDWTAPE	MIDWEST TAPE					
	95960534		03/31/18	01	AUDIO BOOKS	84-840-56-00-5683	254.92
				02	DVDS	84-840-56-00-5685	45.98
						INVOICE TOTAL:	300.90 *
	95986719		04/09/18	01	DVD	84-840-56-00-5685	22.99
						INVOICE TOTAL:	22.99 *
	95993512		04/10/18	01	CDS	84-840-56-00-5684	22.98
				02	DVDS	84-840-56-00-5685	67.97
				03	AUDIO BOOKS	84-840-56-00-5683	244.93
						INVOICE TOTAL:	335.88 *



CHECK DATE: 05/14/18

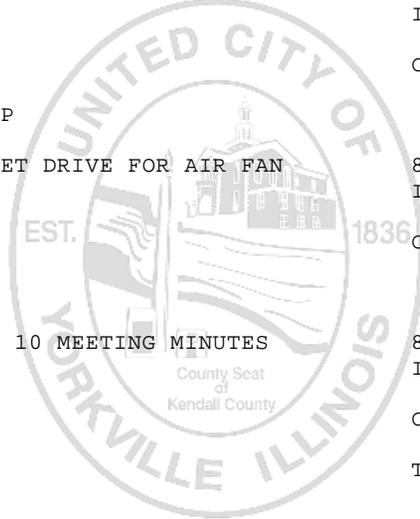
CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
527185	MIDWTAPE	MIDWEST TAPE						
	96009860		04/16/18	01	CDS	84-840-56-00-5684	14.99	
				02	DVDS	84-840-56-00-5685	39.73	
				03	AUDIO BOOKS	84-840-56-00-5683	658.81	
						INVOICE TOTAL:	713.53	*
	96031504		04/23/18	01	CDS	84-840-56-00-5684	12.99	
				02	DVDS	84-840-56-00-5685	40.48	
				03	AUDIO BOOKS	84-840-56-00-5683	132.95	
						INVOICE TOTAL:	186.42	*
	96046675		04/30/18	01	CDS	84-840-56-00-5684	17.99	
				02	AUDIO BOOKS	84-840-56-00-5683	35.98	
						INVOICE TOTAL:	53.97	*
						CHECK TOTAL:		1,613.69
527186	PRAIRCAT	PRAIRIECAT						
	5807-18		05/03/18	01	APR 2018 PARTICIPATION FEES	82-820-54-00-5468	1,049.03	
						INVOICE TOTAL:	1,049.03	*
						CHECK TOTAL:		1,049.03
527187	RAILS	RAILS						
	4873-18		04/03/18	01	APR 2018 EREAD MEMBERSHIP FEE	84-840-54-00-5460	42.50	
						INVOICE TOTAL:	42.50	*
						CHECK TOTAL:		42.50
527188	SMITHERE	SMITHEREEN PEST MANAGEMENT						
	1727864		04/13/18	01	REGULARLY SCHEDULED PC	82-820-54-00-5495	75.00	
				02	SERVICE	** COMMENT **		
						INVOICE TOTAL:	75.00	*
						CHECK TOTAL:		75.00



CHECK DATE: 05/14/18

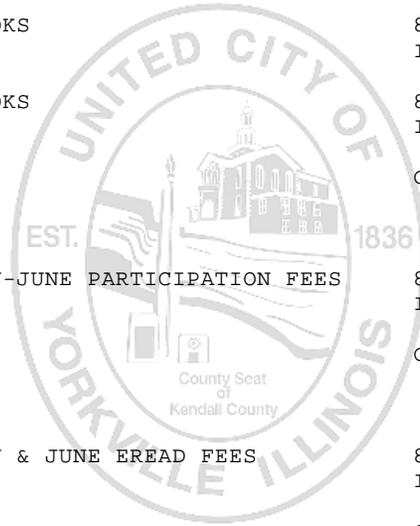
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
527189	THYSSEN	THYSSENKRUPP ELEVATOR CORP						
	3003865324		05/01/18	01	MAY 2018 ELEVATOR MAINTENANCE	82-820-54-00-5495	525.00	
						INVOICE TOTAL:	525.00 *	
						CHECK TOTAL:	525.00	
527190	TODAYS	TODAY'S BUSINESS SOLUTIONS INC						
	7953		05/02/18	01	06/27/18-06/26/19 MYPC	82-820-54-00-5468	2,603.00	
				02	CONVERSION ANNUAL BILLING	** COMMENT **		
						INVOICE TOTAL:	2,603.00 *	
						CHECK TOTAL:	2,603.00	
527191	TRICO	TRICO MECHANICAL SERVICE GROUP						
	4446		04/28/18	01	RESET DRIVE FOR AIR FAN	82-820-54-00-5495	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:	250.00	
527192	YOUNGM	MARLYS J. YOUNG						
	041018		04/24/18	01	APR 10 MEETING MINUTES	82-820-54-00-5462	72.50	
						INVOICE TOTAL:	72.50 *	
						CHECK TOTAL:	72.50	
						TOTAL AMOUNT PAID:	16,413.83	



CHECK DATE: 05/14/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
527193	BAKTAY	BAKER & TAYLOR						
	2033598121-19		03/27/18	01	BOOKS	82-000-24-00-2480	75.07	
						INVOICE TOTAL:	75.07	*
	2033623607-19		04/06/18	01	BOOKS	82-000-24-00-2480	13.28	
						INVOICE TOTAL:	13.28	*
	2033647543-19		04/17/18	01	BOOKS	82-000-24-00-2480	166.30	
						INVOICE TOTAL:	166.30	*
	2033663949-19		04/24/18	01	BOOKS	82-000-24-00-2480	33.29	
						INVOICE TOTAL:	33.29	*
	2033673584-19		04/27/18	01	BOOKS	82-000-24-00-2480	24.08	
						INVOICE TOTAL:	24.08	*
						CHECK TOTAL:		312.02
527194	PRAIRCAT	PRAIRIECAT						
	5807-19		04/03/18	01	MAY-JUNE PARTICIPATION FEES	82-820-54-00-5468	2,098.06	
						INVOICE TOTAL:	2,098.06	*
						CHECK TOTAL:		2,098.06
527195	RAILS	RAILS						
	4873-19		04/03/18	01	MAY & JUNE EREAD FEES	84-840-54-00-5460	85.00	
						INVOICE TOTAL:	85.00	*
						CHECK TOTAL:		85.00
527196	SOUND	SOUND INCORPORATED						
	R155070		04/13/18	01	05/01/18-07/31/18 MAINTENANCE	82-820-54-00-5495	929.52	



CHECK DATE: 05/14/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
527196	SOUND	SOUND INCORPORATED					
	R155070		04/13/18	02	CONTRACT CHARGE		
					** COMMENT **		
					INVOICE TOTAL:		929.52 *
					CHECK TOTAL:		929.52
					TOTAL AMOUNT PAID:		3,424.60





UNITED CITY OF YORKVILLE PAYROLL SUMMARY April 6, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 18,112.16	\$ -	18,112.16	\$ 1,918.75	\$ 1,318.07	\$ 21,348.98
FINANCE	9,350.85	-	9,350.85	1,002.34	704.87	\$ 11,058.06
POLICE	110,290.85	1,351.57	111,642.42	650.61	8,276.39	\$ 120,569.42
COMMUNITY DEV.	15,547.32	-	15,547.32	1,608.36	1,158.69	\$ 18,314.37
STREETS	13,667.01	-	13,667.01	1,441.87	1,009.10	\$ 16,117.98
WATER	16,240.35	165.12	16,405.47	1,730.77	1,201.05	\$ 19,337.29
SEWER	8,392.02	-	8,392.02	901.18	636.03	\$ 9,929.23
PARKS	17,785.13	-	17,785.13	1,886.88	1,317.00	\$ 20,989.01
RECREATION	13,110.55	-	13,110.55	1,191.47	985.41	\$ 15,287.43
LIBRARY	15,762.77	-	15,762.77	861.14	1,180.20	\$ 17,804.11
TOTALS	\$ 238,259.01	\$ 1,516.69	\$ 239,775.70	\$ 13,193.37	\$ 17,786.81	\$ 270,755.88
TOTAL PAYROLL						\$ 270,755.88



UNITED CITY OF YORKVILLE PAYROLL SUMMARY April 20, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	19.34	44.63	647.31
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	4,000.00	-	4,000.00	-	294.70	4,294.70
ADMINISTRATION	17,112.16	-	17,112.16	1,805.34	1,235.82	20,153.32
FINANCE	9,350.84	-	9,350.84	986.52	693.41	11,030.77
POLICE	106,889.77	1,580.62	108,470.39	571.48	7,999.29	117,041.16
COMMUNITY DEV.	15,614.81	-	15,614.81	1,592.53	1,152.37	18,359.71
STREETS	15,204.21	-	15,204.21	1,604.04	1,126.70	17,934.95
WATER	14,768.68	148.41	14,917.09	1,573.74	1,087.19	17,578.02
SEWER	8,392.03	-	8,392.03	885.36	624.55	9,901.94
PARKS	17,785.13	-	17,785.13	1,876.33	1,309.35	20,970.81
RECREATION	14,436.81	-	14,436.81	1,173.00	1,073.50	16,683.31
LIBRARY	15,796.57	-	15,796.57	861.14	1,182.80	17,840.51
TOTALS	\$ 240,926.03	\$ 1,729.03	\$ 242,655.06	\$ 12,957.61	\$ 17,900.16	\$ 273,512.83

TOTAL PAYROLL \$ 273,512.83



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, May 14, 2018

ACCOUNTS PAYABLE

Library CC Check Register FY18 <i>(Pages 1 -7)</i>	04/25/2018	\$4,368.30
Library Check Register FY18- <i>(Pages 8 - 11)</i>	05/14/2018	\$16,413.83
Library Check Register FY19- <i>(Pages 12 - 13)</i>	05/14/2018	3,424.60
Sunlife - Apr 2018 Dental Ins	04/10/2018	423.27
Nicor -03/02/18-04/03/18 services	04/24/2018	1,095.55
Flex -Mar 2018 HRA & FSA Fees	04/24/2018	20.00
Dearborne National - May 2018 Vision Ins	04/24/2018	54.56
TOTAL BILLS PAID:		\$25,800.11

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 14)</i>	04/06/2018	\$17,804.11
Bi-weekly <i>(Page 15)</i>	04/20/2018	17,840.51
TOTAL PAYROLL:		\$35,644.62

TOTAL DISBURSEMENTS: \$61,444.73

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
01		05/01/2017		BEGINNING BALANCE					3,077.05
	GJ-170531LB	06/02/2017	08	May 2017 Deposits					300.00
TOTAL PERIOD 01 ACTIVITY								0.00	300.00
02	AP-170612B	06/06/2017	01	BOOKS	BAKER & TAYLOR	104361	2032897995	52.18	
		06/06/2017	02	NAME PLATES	KING & SONS MONUMENT	104364	051717	180.00	
	AP-170625	06/19/2017	148	AMAZON-PRINTER, PRINTER	FIRST NATIONAL BANK	900046	062517-M.PFISTER	436.17	
		06/19/2017	149	TARGET-TARGUS CASES	FIRST NATIONAL BANK	900046	062517-S.AUGUSTINE	99.98	
	GJ-170630LB	07/05/2017	08	June 2017 Deposits					2,675.23
TOTAL PERIOD 02 ACTIVITY								768.33	2,675.23
03	AP-170710	07/05/2017	01	BOOKS	BAKER & TAYLOR	104377	2032916077	31.02	
		07/05/2017	02	BOOKS	BAKER & TAYLOR	104377	2032937543	51.15	
		07/05/2017	03	BOOKS	BAKER & TAYLOR	104377	2032944087	14.95	
		07/05/2017	04	BOOKS	BAKER & TAYLOR	104377	2032946730	34.61	
		07/05/2017	05	BOOKS	BAKER & TAYLOR	104377	2032960762	287.41	
		07/05/2017	06	BOOKS	BAKER & TAYLOR	104377	2032963290	9.77	
		07/05/2017	07	BOOKS	BAKER & TAYLOR	104377	2032970774	65.53	
		07/05/2017	08	07/19/17 NATURE'S ARCHITECTS	FOREST PARK NATURE C	104380	071917	135.00	
	GJ-170731LB	08/01/2017	08	July 2017 Deposits					2.00
TOTAL PERIOD 03 ACTIVITY								629.44	2.00
04	AP-170814	08/09/2017	01	BOOKS	BAKER & TAYLOR	104390	2032988056	212.74	
		08/09/2017	02	BOOKS	BAKER & TAYLOR	104390	2032994518	13.80	
		08/09/2017	03	BOOKS	BAKER & TAYLOR	104390	2033005997	74.38	
		08/09/2017	04	BOOKS	BAKER & TAYLOR	104390	2033019466	273.87	
		08/09/2017	05	BOOKS	BAKER & TAYLOR	104390	2033029979	143.42	
		08/09/2017	06	BOOKS	BAKER & TAYLOR	104390	2033032006	350.87	
		08/09/2017	07	BOOKS	BAKER & TAYLOR	104390	2033048611	112.15	
		08/09/2017	08	DVD	MIDWEST TAPE	104396	95229398	22.99	
		08/09/2017	09	AUDIO BOOK	MIDWEST TAPE	104396	95254126	39.99	
		08/09/2017	10	DVD, AUDIO BOOK	MIDWEST TAPE	104396	95273332	69.98	
	GJ-170831LB	09/01/2017	08	August 2017 Deposits					385.00
	GJ-170903RC	09/05/2017	02	RC Aug 2017 Lib Deposits					277.00
TOTAL PERIOD 04 ACTIVITY								1,314.19	662.00
05	AP-170911	09/06/2017	01	BOOKS	BAKER & TAYLOR	104403	2033052718	24.46	
		09/06/2017	02	BOOKS	BAKER & TAYLOR	104403	2033074220	74.42	
		09/06/2017	03	BOOKS	BAKER & TAYLOR	104403	2033092389	86.13	
		09/06/2017	04	BOOKS	BAKER & TAYLOR	104403	2033096069	155.34	
		09/06/2017	05	BOOKS	BAKER & TAYLOR	104403	2033111556	110.03	
		09/06/2017	06	2 MEMORIAL BRICKS	KING & SONS MONUMENT	104406	082317	60.00	
		09/06/2017	07	DVD	MIDWEST TAPE	104407	95284174	14.99	
		09/06/2017	08	AUDIO BOOK	MIDWEST TAPE	104407	95311530	39.99	
		09/06/2017	09	AUDIO BOOK	MIDWEST TAPE	104407	95326184	39.99	
		09/06/2017	10	AUDIO BOOKS	MIDWEST TAPE	104407	95344286	69.98	
		09/06/2017	11	BOKK-IT 5K TIMING	RACE TIME	104410	N0902	481.81	
	AP-170925M	09/19/2017	165	TARGET-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	32.87	

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
05	AP-170925M	09/19/2017	166	DOLLAR TREE-PRIZES FOR SUMMER	FIRST NATIONAL BANK	900050	092517-J.WEISS	8.00	
		09/19/2017	167	TARGET-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	50.00	
		09/19/2017	168	NCG CINEMA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
		09/19/2017	169	PANERA-GIFT CARDS	FIRST NATIONAL BANK	900050	092517-S.AUGUSTINE	25.00	
	GJ-170930LB	09/29/2017	08	Sept 2017 Deposits					330.00
TOTAL PERIOD 05 ACTIVITY								1,298.01	330.00
06	AP-171009	10/03/2017	01	BOOKS	BAKER & TAYLOR	104415	2033127088	51.73	
		10/03/2017	02	BOOKS	BAKER & TAYLOR	104415	2033130769	42.69	
		10/03/2017	03	BOOKS	BAKER & TAYLOR	104415	2033131319	11.49	
		10/03/2017	04	BOOKS	BAKER & TAYLOR	104415	2033150590	12.59	
		10/03/2017	05	BOOKS	BAKER & TAYLOR	104415	2033160913	84.57	
		10/03/2017	06	BOOKS	BAKER & TAYLOR	104415	2033172409	14.37	
		10/03/2017	07	BOOKS	BAKER & TAYLOR	104415	2033175842	14.94	
		10/03/2017	08	AUDIO BOOKS	MIDWEST TAPE	104420	95382801	39.99	
		10/03/2017	09	2 DVDS, 1 AUDIO BOOK	MIDWEST TAPE	104420	95409502	77.97	
		10/03/2017	10	1 AUDIO BOOK, 1 DVD	MIDWEST TAPE	104420	95430011	59.98	
	GJ-171031LB	11/01/2017	08	Oct 2017 Deposits					1,850.00
TOTAL PERIOD 06 ACTIVITY								410.32	1,850.00
07	AP-171113	11/06/2017	01	BOOKS	BAKER & TAYLOR	104426	2033191873	14.95	
		11/06/2017	02	BOOKS	BAKER & TAYLOR	104426	2033210465	14.94	
		11/06/2017	03	BOOK	BAKER & TAYLOR	104426	2033231304	14.94	
		11/06/2017	04	BOOK	BAKER & TAYLOR	104426	2033245448	15.53	
		11/06/2017	05	DVD	MIDWEST TAPE	104433	95481997	22.99	
		11/06/2017	06	DVD	MIDWEST TAPE	104433	95509775	23.99	
		11/06/2017	07	DVDS	MIDWEST TAPE	104433	95530036	45.98	
	AP-171125M	11/30/2017	175	AMAZON-BINGO CARDS, DAUBERS,	FIRST NATIONAL BANK	900052	112517-D.DEBORD	37.44	
	GJ-171130LB	12/01/2017	08	Nov 2017 Deposits					2,644.00
TOTAL PERIOD 07 ACTIVITY								190.76	2,644.00
08	AP-171211	12/04/2017	01	BOOKS	BAKER & TAYLOR	104441	2033253908	285.39	
		12/04/2017	02	BOOKS	BAKER & TAYLOR	104441	2033277843	32.99	
		12/04/2017	03	BOOKS	BAKER & TAYLOR	104441	2033279262	47.27	
		12/04/2017	04	BOOKS	BAKER & TAYLOR	104441	2033297864	23.23	
		12/04/2017	05	BOOKS	BAKER & TAYLOR	104441	2033303265	80.48	
		12/04/2017	06	BOOKS	BAKER & TAYLOR	104441	2033324276	8.99	
		12/04/2017	07	BOOKS	BAKER & TAYLOR	104441	2033325433	10.34	
	AP-171225M	12/18/2017	139	MCDONALDS-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	140	NCG CINEMA-GIFT CARD	FIRST NATIONAL BANK	900053	122517-M.EBERHARDT	20.00	
		12/18/2017	141	IMPRINT-TABLE THROW & RUNNER	FIRST NATIONAL BANK	900053	122517-S.AUGUSTINE	187.08	
	GJ-171231LB	01/02/2018	08	Dec 2017 Deposits					971.08
TOTAL PERIOD 08 ACTIVITY								715.77	971.08
09	GJ-170131LB	02/01/2018	08	January 2018 Deposits					346.20
	AP-180108	01/03/2018	01	BOOKS	BAKER & TAYLOR	104455	2033341157	61.29	
		01/03/2018	02	BOOKS	BAKER & TAYLOR	104455	2033372209	599.34	
		01/03/2018	03	DVD	MIDWEST TAPE	104459	95649185	17.99	

ACTIVITY THROUGH FISCAL PERIOD 12

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480 (L) ESCROW - MEMORIALS & GIFTS									
09	AP-180108	01/03/2018	04	DVD	MIDWEST TAPE	104459	95686677	22.99	
	AP-180125M	01/19/2018	152	ELLISON-CUTTING PAD, SURE CUT	FIRST NATIONAL BANK	900054	012518-M.EBERHARDT	178.20	
TOTAL PERIOD 09 ACTIVITY								879.81	346.20
10	AP-180212	02/05/2018	01	BOOKS	BAKER & TAYLOR	104463	2033379254	23.66	
		02/05/2018	02	BOOKS	BAKER & TAYLOR	104463	2033403826	233.40	
		02/05/2018	03	BOOKS	BAKER & TAYLOR	104463	2033421604	59.12	
		02/05/2018	04	BOOKS	BAKER & TAYLOR	104463	2033427801	328.11	
		02/05/2018	05	BOOKS	BAKER & TAYLOR	104463	2033464650	92.28	
	AP-180226M	02/20/2018	236	DOLLAR TREE-SUPPLIES FOR	FIRST NATIONAL BANK	900055	022618-J.WEISS	18.00	
TOTAL PERIOD 10 ACTIVITY								754.57	0.00
11	AP-180312	03/05/2018	02	BOOKS	BAKER & TAYLOR	104482	2033480290	81.17	
		03/05/2018	03	BOOKS	BAKER & TAYLOR	104482	2033481760	34.70	
		03/05/2018	04	BOOKS	BAKER & TAYLOR	104482	2033496511	89.68	
		03/05/2018	05	BOOKS	BAKER & TAYLOR	104482	2033504391	32.99	
		03/05/2018	06	BOOKS	BAKER & TAYLOR	104482	2033507109	510.13	
		03/05/2018	07	BOOKS	BAKER & TAYLOR	104482	2033515534	171.60	
	GJ-180331LB	04/03/2018	08	Mar 2018 Deposits					50.00
TOTAL PERIOD 11 ACTIVITY								920.27	50.00
12	AP-180409	04/03/2018	02	BOOKS	BAKER & TAYLOR	104494	2033529890	154.86	
		04/03/2018	03	BOOKS	BAKER & TAYLOR	104494	2033546203	131.67	
		04/03/2018	04	BOOKS	BAKER & TAYLOR	104494	2033552770	552.72	
		04/03/2018	05	BOOKS	BAKER & TAYLOR	104494	2033558812	27.41	
		04/03/2018	06	BOOKS	BAKER & TAYLOR	104494	2033572334	68.21	
		04/03/2018	07	BOOKS	BAKER & TAYLOR	104494	2033585847	632.62	
		04/03/2018	08	BOOKS	BAKER & TAYLOR	104494	2033589679	27.26	
	AP-180425M	04/24/2018	172	CONSTANT CONTACT ANNUAL	FIRST NATIONAL BANK	900057	042518-S.AUGUSTINE	378.00	
	GJ-180430LB	05/01/2018	08	Apr 2018 Deposits					142.70
TOTAL PERIOD 12 ACTIVITY								1,972.75	142.70
TOTAL ACCOUNT ACTIVITY								9,854.22	9,973.21
ENDING BALANCE									3,196.04
GRAND TOTAL								0.00	3,196.04
TOTAL DIFFERENCE								0.00	3,196.04

LIBRARY DIRECTOR REPORT— April, 2018

Facilities Management Water pressure inspection-Cannonball (4/2/18), Fire extinguisher inspection-Fox Valley (4/2/18).

Public Relations Wrote letter to the editor (Kendall Record), Patron Appreciation Day, Staff Appreciation Day/Lunch, Friends & Board Recognized at Board Meeting during National Library Week.

Marketing/Branding Spoke to the Lions Club (4/30/18).

Grants Applied and was awarded a Back to Books grant in the amount of \$4,060 from The State Library to purchase Science books to develop our collection.

Meetings Sexual Harassment Training for Managers (4/17/18), Insurance Meeting (4/17/18), Special Board Meeting/Strategic Plan (4/10-18).

Staff Recruitment We will be analyzing the Youth Services Manager position.

Library Operations Department of Labor Audit Completed, Jury Duty (4/18/18-4/25/18), Worked the Reference Desk Sunday and Wednesday (4/22/18 & 4/11/18).

Friends Purchased items as approved on the library wish list .

Programs, Activities

Adult Programs

Evening Book Club **5**
Men's Book Club **8**
Friends Meeting **8**
Threads and More **11**
Creative Writing **12**
Lunch Bunch **11**
Illinois at 200 **20**
Folded Art **29**
Teacher's In-Service Workshop **18**
Lion's Club Speech (Director) **12**
Patron Appreciation Refreshments NA
TOTAL ADULT ATTENDANCE 134

Young Adult Programs

Teen Meeting -TAG **8**

TOTAL YA ATTENDANCE 8

Children Programs

Drop-In Storytime **13**

Tots and Toddlers **9**
 Afternoon/Morning Read (4 programs) **19**
 Lego Club (2) **16**
 Book Club (2 programs) (Grades 1-2) **9**
 Book Club (2 programs) (Grades 3-5) **6**
 Panera Storytime (2 programs) **33**
 Literacy Center (2 programs) **14**
 Chess Club (2 programs) **12**
 Lap sit **19**
 Read with Paws **7**
 Club Duplo (2) **21**
 Ice Cream Book Club **9**
 Dance Party **4**
 Book End Art **7**
 Kindergarten Tour (Lighthouse) **22**
 Grace Holistic Tour **10**

TOTAL CHILDREN'S ATTENDANCE 230

Passive programs included: Pattern block creations (45),
 Earth Day Bottle(41) Love the Library Heart (52), Library
 Scavenger Hunt (36), Guess Number of Books in Library (35),
 May Day Baskets (51)

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 260

Computer Use

Adult **266**
 Young Adult **48**
 Children **27**
 Express **46**

TOTAL COMPUTER USE 387

Database & E-book Use

Ancestry **78**
 Gale **8** Omni E-Book E-**661**

Audio **269** **220(Users)**

E-Read IL **21** E-Book Audio **39** **26 (Users)**

Circulation

Checkouts **14,339**
 New Patrons Added **99**
 New Items Added **491**

Teen Volunteers Mikayla Mika, Sydney Klebenow, Skylar Krantz, Mark Sanford, Katlyn Tugman, , Kassey Hester, Naytona Faedtke, Alexa Roehr, Stella Tejada, Brooklyn Souza and Mikayla Mol.

Adult Volunteers Yorkville Jr. Women's Club (Drop in Story Time), Fox Valley Therapy Dogs (Read with Paws) Theron Garcia (Dance Party) and Brad Smith (Chess Club).

Meeting Room 2 Rental, 14 Programs

Proctored Test 0

Patron Count 5,543

YORKVILLE STATISTICS FOR FY18 **PrairieCat**

Month	All Transactions	checkouts+		all holds		holds filled	checkins	usage	Items borrowed		Items to Reciprocal Borrowers at Yorkville	Items added	Total items	Patrons added	Total patrons	e-commerce
		renewals	checkouts	renewals	placed				to other libraries	from other libraries						
MAY	12,510	6,087	5,275	812	334	1,160	4,929	0	535	932	266	437		111		492.84
JUNE	17,149	8,616	7,531	1,085	413	1,507	6,613	0	598	1,266	425	310		184		405.54
JUL	16,457	7,641	6,569	1,072	437	1,468	6,911	0	604	1,217	258	305		146		296.55
AUG	15,773	7,313	6,221	1,092	367	1,550	6,542	1	699	1,290	220	272		142		203.95
SEP	13,260	6,043	5,104	939	421	1,499	5,297	0	615	1,263	207	325		113		147.70
OCT	14,168	6,723	5,693	1,030	416	1,470	5,559	0	660	1,236	325	481		113		361.20
NOV	13,625	6,322	5,421	901	306	1,432	5,565	0	716	1,169	247	418		80		174.85
DEC	10,639	4,958	4,009	949	307	1,023	4,351	0	565	831	220	261		76		169.60
JAN	13,487	6,444	5,629	815	371	1,642	5,030	0	786	1,350	253	399		118		345.10
FEB	12,204	5,774	4,815	959	343	1,347	4,740	0	714	1,110	201	247		85		331.40
MAR	15,093	7,267	6,297	970	427	1,566	5,833	0	899	1,299	263	745		130		424.70
APR	14,339	6,817	5,699	1,118	426	1,317	5,779	0	815	1,057	263	491		99		327.70
Totals	168,704	80,005	68,263	11,742	4,568	16,981	67,149		8206	14,020	3148	4691		1397		3,681.13

DATABASE USAGE FOR FY18

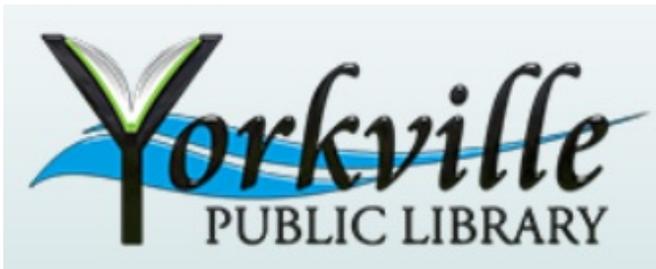
	ANCESTRY		GALE		E-READ IL			OMNI			OCLC		
	SEARCHES	HITS	SESSIONS	SEARCHES	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED
MAY	189	70	6	34	14	15	13	642	216	208	2	27	21
JUN	90	30	6	20	5	8	13	723	191	210	1	12	19
JUL	38	18	8	22	22	10	13	797	231	203	0	12	14
AUG	280	159	1	7	16	15	16	676	222	214	1	23	14
SEP	110	22	12	88	27	15	21	665	228	198	0	18	6
OCT	219	72	23	51	23	29	19	586	258	204	1	22	9
NOV	236	118	6	18	21	54	22	559	220	190	0	32	5
DEC	164	76	13	25	10	39	16	621	246	202	0	13	18
JAN	98	96	21	69	16	40	22	684	267	226	1	9	15
FEB	60	147	20	47	3	10	21	606	289	228	0	35	9
MAR	126	123	10	34	19	41	25	740	310	227	3	13	16
APR	78	17	8	29	21	39	26	661	269	220	4	12	18
Totals	1688	948	134	444	197	315	227	7960	2947	2530	13	228	164



Daikin Care Maintenance Agreement Inspection Agreement - Yorkville Public Library

902 Game Farm Road
Yorkville, Illinois
United States, 60560

Proposal #: Q-00006700



Prepared for:

Russ Walter

Yorkville Public Library

7/31/2017

Prepared by:

Kimberlee Cotter

District Manager

Chicago

Mobile: (630) 965-3348

Email: kimberlee.cotter@daikinapplied.com



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Daikin Applied is a wholly owned subsidiary of Daikin Industries, Ltd. the largest air conditioning manufacturer in the world. Product innovation is a hallmark at Daikin Applied. Customers rely on products like Magnitude® magnetic bearing chillers, Pathfinder® air cooled chillers, Rebel® rooftop units, SmartSource® water source heat pumps, and Modular Central Plants for exceptional efficiency, reliability, and sustainability.

[Our Values](#)

Quality and comfortable air is central to our lives – at work and at play. We strive to improve Indoor Environmental Air Quality in the buildings we serve. Quality people delivering quality products. From concept and design through production and delivery we are committed to making the products you receive a reliable component of your building system.

We continue to challenge ourselves to develop new technologies that minimize energy usages and maximize comfort. Across Daikin, we believe little efforts that individuals can make to protect the environment can add up to big things.

[Locations](#)

Daikin Applied has more than six million square feet of manufacturing facilities at 12 plants on three continents. We have locations with more than 5,000 dedicated employees around the world. All our manufacturing facilities in the United States are ISO 9001 certified. For more information, visit www.DaikinApplied.com.

The award-winning Daikin Applied Development Center, at our headquarters in Plymouth, Minnesota, is the world's most advanced facility for HVAC research and development. Every day our people work to develop HVAC technologies that reduce energy consumption and the carbon footprint of the buildings where they will be used.



Daikin Care Plan – Scope of Services

Thank you for selecting Daikin Applied service to care for your building's system. Our factory-trained service personnel have the knowledge and experience to deliver the best support available. Daikin Applied is pleased to offer the Daikin Care Plan proposal for your consideration.

Scope of Work

Provide (4) inspections annually per Equipment Schedule and Tasking listed herein.

Program Overview

The owner is requesting a preventive maintenance program which will provide routine inspection and maintenance of the covered equipment. Timely inspections can minimize or prevent unscheduled downtime by detecting deficiencies early. Scheduled factory recommended maintenance will ensure efficient operation and maximum equipment life. Repairs by trained technicians keep the equipment operating to specification.

Owner operator knowledge is a key component of any maintenance program. During equipment inspections, Daikin Applied recommends owner participation to help them learn proper equipment operation and early problem recognition that can minimize service outages and increase satisfaction.

Personnel

Daikin Applied will perform all services using factory-trained technicians who specialize in HVAC, refrigeration and electronic system maintenance and repair service.

Emergency Service Response

Emergency service is available on a 7-day, 24 hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate.

Equipment Repair

Daikin Applied will perform all services during its regular working hours unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of Services will be performed by Daikin Applied at an additional cost. Daikin Applied will invoice such services at a special service and repair billing rate at Company's published labor rate for the service area.

Standard Inclusions:

The agreement includes travel to and from the site, preventative maintenance materials, and any trips to supply houses to procure materials. The customer will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference the preventative maintenance activities section.



Standard Exclusions:

- All work to be performed during ‘normal working hours’.
- Any and all recommended/required repairs to be quoted separately.

Equipment Schedule

Equipment Type	Qty	Manufacturer/Model/Serial	Program	Annual	Operational	Shut - down
Screw / Rotary Chillers - Air Cooled	1	Daikin AGS170C STNU060300243	Inspection	1	2	1

Pricing and Acceptance

Feel free to contact me if you have any questions or concerns regarding the information contained in this Daikin Care Maintenance Agreement. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy so that we can begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

Emergency Coverage: Emergency coverage was waived but is available on a time and material basis.

Duration:

This agreement shall remain in effect for an initial term of 3 year(s) beginning on 9/1/2017 (the “Effective Date”) and shall continue from year to year thereafter unless at least 30 days prior to the expiration date of the initial term or any extended term, either party give gives the other written notice of its intention to terminate this agreement.

This proposal is valid for: 60 Days

Payment will be in In Advance as follows: on the first day of each Quarter beginning on 9/1/2017 the (Effective Date) of this agreement, Daikin Applied will provide an invoice in the amount of \$745.00 and will be due upon receipt.

This Agreement is subject to Customer’s acceptance of the attached Daikin Applied Terms and Conditions.



Investment Amount and Billing Terms:

Total investment for Daikin Care Plan - Maintenance Agreement is:

\$2,980.00 Two Thousand, Nine Hundred Eighty dollars and no cents

***Price does not include applicable sales tax**

Year	Amount
Year 1 (2017/2018)	\$2,980.00 / \$745.00 quarterly
Year 2 (2018/2019)	\$3,069.00 / \$767.25 quarterly
Year 3 (2019/2020)	\$3,161.00 / \$790.25 quarterly

Pricing and acceptance are based upon the Terms and Conditions which are attached.

Russ Walter
Yorkville Public Library

Site Address:
902 Game Farm Road
Yorkville, Illinois, 60560
United States

Accepted by:

Approved by:

(Print Full Legal Name of Customer)

(Print Full Legal Name of Daikin Applied Representative)

(Signature)

(Signature)

(Title)

(Title)

Date:

Date:

Proposal #: Q-00006700

Note: This Agreement is subject to final approval by Daikin Applied.



Inspection Agreement

1. Daikin Applied agrees to:

- a) Furnish its Inspection Service during normal working hours, unless otherwise specified on page 1 herein, on the Equipment, in accordance with the Assured Maintenance Agreement Service Program(s) at the price stated herein and subject to the terms and conditions set forth herein.
- b) Provide a written report to the Customer about the condition of the Equipment and any recommendations for necessary repairs or enhancements to maintain capacity, reliability, and efficiency.
- c) Instruct the person(s) responsible for Equipment operation and familiarize them with normal operation.

2. Customer agrees to:

- a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from Daikin Applied in conjunction with the performance of this Agreement.
- b) Allow Daikin Applied to start and stop the Equipment in order to perform services specified in this Agreement.
- c) Operate the Equipment in accordance with Daikin Applied instruction and to notify Daikin Applied promptly of any change in the usual operating conditions.
- d) Provide reasonable means of access to the Equipment and building.
- e) Employ only Daikin Applied personnel or persons authorized by Daikin Applied to perform all work on the Equipment, except for operation of same.

3. **It is understood that**, except to the extent otherwise provided in the Assured Maintenance Agreement Equipment Schedule, the services and maintenance provided for herein includes only those items listed herein. It does not, for example, include any of the following:

- a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- b) The maintenance of space conditions or system performance.
- c) The changing or cleaning of air filters.
- d) Piping or ductwork.
- e) Damage due to freezing weather.
- f) Water treatment.
- g) Corrosion or erosion damage to water and/or air side of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- h) Disconnect switches, fuses and circuit breakers.
- i) Portable recorders
- j) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines, and painting for appearance).
- k) Boiler shell, tubes, and refractory material.
- l) Replacement of complete unit.
- m) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.



Activities Section & Tasking List

Presented below are the tasks to be performed by type of equipment covered in the equipment schedule. **Note:** * indicates if the task is applicable on the below tasking lists.

Screw / Rotary Chillers - Air and Water Cooled

Manufacturer/Model/Serial: Daikin | AGS170C | STNU060300243

Annual Inspection:

- Check in with facility maintenance manager to discuss any operating issues or deficiencies.
- Check unit for proper operation, interlocks, controls, and excessive noise or vibration.
- Tighten all starter, motor, and control connections.
- Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.
- Meg compressor motor and record readings.
- Check operation of crankcase heater. *
- Check evaporator shell heaters and controls for freeze protection. *
- Check condition, operation, and proper liquid/air levels in expansion tank. *
- Inspect condition of motor, fan wheel. * (bent blades, debris, proper rotation and airflow)
- Check and Lubricate motor and fan bearings, screws, and motor mounts.
- Visually inspect coils for damage, obstructions, and cleanliness.
- Check relief valve(s) for leakage.
- Check operation of refrigerant cycle, pump-down cycle, controls, refrigerant charge and oil level. *
- Ensure all safety and operating controls are set within factory specifications.
- Check microprocessor for proper setup and operation. *
- Check operation of electronic expansion valve. *
- Check operation of load/unload solenoid valves.
- Test differential oil pressure switch for proper setting. *
- Check operation of compressor(s).
- Check condition of thermometers, and gauges. Compare with operating controls.
- Check sight glass(es) for flashing / moisture and/or oil presence. *
- Inspect water piping and valves for leakage; check condition of unit and pipe insulation.
- Visually inspect units, piping, and accessories for any signs of oil or refrigerant leakage.
- Review all microprocessor diagnostic codes. *
- Check flow switch devices and external pump interlocks for proper operation.
- Check evaporator and condenser flow rates, temperatures, interlocks, and safeties. *
- Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times. *
- Review services performed and report any uncorrected deficiencies to facility maintenance manager.



Operational Inspection:

- Check in with facility maintenance manager to discuss any operating issues or deficiencies.
- Check unit for proper operation, interlocks, controls, and excessive noise or vibration.
- Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.
- Check operating and safety controls.
- Check operation of lubrication system and crankcase heater.
- Visually inspect coils for damage, obstructions, and cleanliness.
- Check evaporator and condenser flow rates. *
- Review all microprocessor diagnostic codes. *
- Check operation of electronic expansion valve. *
- Check operation of load/unload solenoid valves.
- Check condition of thermometers, and gauges. Compare with operating controls.
- Check sight glass(es) for flashing / moisture and/or oil presence. *
- Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times. *
- Review services performed and report any uncorrected deficiencies to facility maintenance manager.

Predictive Maintenance:

- Spectrographic oil analyses for the indication of wear metals, acid content, and moisture. Sample(s) to be taken for each refrigeration circuit.

Shutdown Inspection:

- Perform Seasonal Shut-down.
- Check in with facility maintenance manager to discuss any operating issues or deficiencies.
- Check unit for proper operation, interlocks, controls, and excessive noise or vibration.
- Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.
- Check operating and safety controls.
- Check operation of lubrication system and crankcase heater.
- Visually inspect coils for damage, obstructions, and cleanliness.
- Check operation of load/unload solenoid valves.
- Check condition of thermometers, and gauges. Compare with operating controls.
- Review services performed and report any uncorrected deficiencies to facility maintenance manager.



DAIKIN APPLIED AMERICAS INC.
d/b/a Daikin Applied
TERMS & CONDITIONS

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as “Agreement”), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by Daikin Applied. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Daikin Applied.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date show on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of Daikin Applied’s credit department. Terms of payment are net due upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Daikin Applied reserves the right to add to any account outstanding more than 30 days interest at 1 ½% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Daikin Applied including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that Daikin Applied determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, Daikin Applied shall inform Customer of the equipment condition and remedy. Daikin Applied shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment; until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment unless specifically excluded otherwise in writing.
6. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date hereof; provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Daikin Applied upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without Daikin Applied’s prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Daikin Applied, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Daikin Applied, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Daikin Applied is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement as provided in the next paragraph.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively “Governmental Regulations”) directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, Daikin Applied shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Daikin Applied any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.



10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Daikin Applied and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Daikin Applied shall have the right to suspend its work at no penalty to Daikin Applied until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Daikin Applied reserves the right to engage others in a subcontractor status to perform the work hereunder.
11. Customer agrees to provide Daikin Applied personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. Daikin Applied shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Daikin Applied.
12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of Daikin Applied.
13. In the event that Daikin Applied is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond Daikin Applied's control, Customer shall pay Daikin Applied for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Daikin Applied rates for performing such services.
14. Daikin Applied shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Daikin Applied, Daikin Applied shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
15. Daikin Applied shall not in any event be liable to the Customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of production, loss of use or loss of profits or revenue arising from any cause whatsoever including, but not limited to any delay, act, error or omission of Daikin Applied. In no event will Daikin Applied's liability for direct or compensatory damages exceed the payment received by Daikin Applied from customer under the instant agreement.
16. Daikin Applied extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Daikin Applied expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific Services done by Daikin Applied. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
17. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

YORKVILLE PUBLIC LIBRARY

Job Title: Youth Services Manager

Reports to: Library Director

Exempt, Full Time

Hours: 37.5 per week includes evenings and weekend hours

Salary: \$19.23 per hour plus full benefits package

Position Summary

Plans, organizes, directs and manages all aspects of the Youth Services Department conforming to the policies established by the Library Board of the Trustees and the Library Director.

Assumes responsibility for the building and for staff in the absence of the Library Director as a department head.

Minimum Qualifications

Project a positive and pleasant attitude to the public.

Knowledge of the principles of library administration, including collection development, planning, coordination and budgeting.

A working knowledge of computers and Microsoft products.

Knowledge of the needs and abilities of children and young adults and the available library materials and services.

Ability to produce effective written materials.

Able to administer the activities of the Youth Services Department and supervise the work of the Library Clerks and volunteers.

Ability to train and supervise staff and volunteers.

Knowledge of basic library materials, policies and procedures.

Ability to develop short and long term plans and programs for the department.

Ability to establish and maintain effective working relationship with staff, outside agencies and the general public.

Prefer three or more years of experience and training which provides the required knowledge, skills and abilities.

Essential Functions

Develops and conducts programs for children, young adults and parents which encourage reading, and use of the library facilities and materials.

Provide reference service to children, parents and teachers.

Assists in developing library policies as pertaining to children and young adults.

Prepares statistical reports and grants related to Youth Services.

Selects materials for the department.

Responsible for updating the collection and weeding old materials as appropriate.

Maintains the general appearance of the Youth Service physical space.

Directs the daily operation of the department to ensure that the highest quality of service is being provided to the public.

Keeps informed on trends in library science.

Develops and leads library tours for groups.

Trains and supervises all personnel in the Youth Services department.

Evaluates all staff assigned to Youth Services.

Works with area businesses for donations for incentives for the library reading programs.

Responsible for maintaining the library's Youth Services Department's visibility on social media.

Writes press releases promoting library activities and programs.

Performs duties in other library areas and participates in library special projects as requested by the Library Director.

Works with the Circulation, Technical Services, Adult Services managers and the Library Director as part of the management team.

Attends monthly Board meetings on a rotation basis.

Disclaimer: The duties outlined above are not an absolute list of the duties and responsibilities of the Youth Services Manager and is subject to change.

Employee Signature

Date