

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
June 11, 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 Open Meetings Violation
 - Update on the Strategic Plan
 - Approve Daikin Maintenance & Inspection Agreement
 - IGA/City Relations-Open Dialogue
13. New Business
 - Approve Online Reservation System Software & Associated Fees
 - Approve Strategic Plan Goals
 - Water Testing
 - Review the Emergency Procedures & Safety Plan
 - Nomination of Officers
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, May 14, 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:

Carol LaChance-yes, Wamecca Rodriguez (arr. 7:06pm), Russ Walter-yes, Darren Crawford-yes, Krista Danis-yes, Theron Garcia-yes, Jason Hedman-yes

Absent: Susan Chacon

Others Present:

Elisa Topper-Library Director, Shelley Augustine-Director Adult Services, Dixie DeBord-Director Technical Services

Recognition of Visitors:

President Walter recognized the staff.

Amendments to the Agenda: None

Minutes: April 9, 2018; April 10, 2018; May 2, 2018

Ms. Garcia moved to approve all minutes as presented and Ms. LaChance seconded. Unanimous voice approval.

Correspondence:

Ms. Topper gave a copy to all of a recent *Beacon News* article regarding the delay of library Board appointments. The Board members whose terms expire will remain on the Board until their official re-appointments. Mr. Hedman said the Board wishes to build an improved relationship. It was noted two apologies were sent to the Council for remarks made in an earlier meeting. He suggested inviting the Mayor and Council to attend a Board meeting and invite the city to participate in the Strategic Plan. The Board also noted the city officials did not want to meet with the library and that the city and the press should be publicly invited. Mr. Hedman said the Board should also reply to the newspaper article. Mr. Walter will email the Beacon News reporter with an invitation and the Public Relations committee will draft a reply to the newspaper. This matter will also be placed on next month's agenda as "Dialogue" under New Business. It was also noted that a library meeting room availability calendar had not been forwarded as requested by the city as it would be impossible to provide a year's schedule.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Mr. Walter presented the Treasurer's report which is for the end of the budget year. He highlighted the following: fines were at 124%, subscription cards and copier fees were above the budget. The investment income was 287% over the budget and Mr. Walter said the city is doing a great job with the investments.

Check Register

The register was briefly reviewed and it was noted there are 2 payrolls, many books were purchased and there is \$3,000 in the Gifts/Memorials.

Payment of Bills

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

\$25,800.11 Accounts Payable

\$35,644.62 Payroll

\$61,444.73 Total

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

Report of the Library Director:

Library Director Elisa Topper presented the following highlights:

1. She wrote a letter to the *Kendall County Record* during National Library Week thanking Board, staff, Friends and patrons.
2. Received State grant for \$4,060 for science books.
3. Per capita grant received in amount of \$21,151.25 vs. \$13,138.14 last year.
4. Thanked Lion's Club for \$500 donation for large print books.
5. All managers and the Director had sexual harassment training.
6. Attended special meeting regarding strategic plan.

Ms. Danis inquired about the "Illinois 200" for an adult program which was a speaker supported by Friends.

City Council Liaison None

Standing Committees: No reports.

Unfinished Business:

Update on the Strategic Plan

Staff input will be requested for the strategic plan and a Board meeting will be held on May 22nd for further work on the plan. A rough draft should be ready by June.

New Business:

Approve Library Closing for Staff Training

The library will be closed from 2-5pm on Friday, May 18th for work on the strategic plan. A motion was made by Mr. Hedman and seconded by Mr. Walter to approve this closing. Unanimous voice vote approval.

Approve Daikin Maintenance & Inspection Agreement

President Walter said it was important to have Daikin come when the chiller is started since there was a problem last year. It was noted the proposed Daikin contract for maintenance inspections is for one year, however, costs for 3 years are shown. Ms. DeBord said Trico, who previously maintained the

chiller, had suggested waiting until after June for maintenance due to cottonwood seeds. Mr. Walter made a motion to approve the preventative maintenance contract at 4 inspections per year. There was a discussion of services provided by each company and Mr. Hedman suggested a 1-year inspection initially. Ms. Topper will follow-up with the company to determine exactly what is provided in the 4 visits along with other details. This matter will be re-addressed next month under Old Business.

Approve Youth Services Manager Full-Time Position

The Board reviewed the job description and some of the job duties were discussed. One change was made to indicate the Youth Services Director is responsible for press releases in that department. Ms. Garcia moved to accept the job description as amended and Ms. LaChance seconded. Unanimous voice vote approval. The job will be posted and interviews will be scheduled.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:56pm on a motion by Mr. Walter and second by Mr. Crawford.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Special Board Meeting
Tuesday, May 22, 2018, 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:01pm by President Russ Walter with no quorum. Upon Ms. Danis' arrival at 6:13pm, a quorum was established.

Roll Call:

Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Krista Danis (arr. 6:13pm), Darren Crawford (arr. 6:51pm)

Absent: Carol LaChance, Susan Chacon

Amendment to the Agenda

President Walter said there is one amendment to the agenda, that being an Open Meetings Act violation from April 24th. A letter was received from Assistant State's Attorney Ms. Leslie Johnson and a solution was reached. This will be discussed under New Business.

Others Present:

Elisa Topper-Library Director

Recognition of Visitors: No visitors

Public Comment: None

Staff Comment: None

New Business

OMA Violation Update

Mr. Walter summarized the alleged Open Meetings Act violations. A Personnel committee meeting was held on April 24th without an agenda being posted. When it was discovered there was no agenda, Mr. Walter notified Deputy City Clerk Lisa Pickering who in turn contacted City Administrator Bart Olson. Mr. Olson notified the State's Attorney office and on the 17th of May, Mr. Walter received an email from Mr. Olson containing a scanned copy of Assistant State's Attorney Ms. Leslie Johnson's email with 3 questions. There are also 11 minutes in the meeting that dealt with other topics. Mr. Walter said the closed session is very restrictive and for one topic only and there were actually three discussed.

Mr. Walter spoke with Ms. Johnson about resolution. One aspect of the solution was to release the 11 minutes as part of an open session. Mr. Walter has drafted a letter addressing the questions and it will be sent by certified mail, return receipt. The final determination will be made by State's Attorney Weis and his staff. An agenda will also be released for that meeting after a response from the State's Attorney. Question #3 was also discussed regarding final action taken in an open session vote on May 14th which will be stated in the revised letter.

Strategic Plan for the Yorkville Library

At this time, Mr. Hedman led the meeting in the continuation of the Strategic Plan discussion. He said he had met with the library staff to do the SWOT analysis and received great feedback. He would like to combine that with the Board's feedback to determine goals.

Staff Input

Mr. Hedman referred to the “common themes” of the staff input from the May 18 meeting. The following items were rated as high priority by the staff:

1. Security and emergency response.
2. Lack of support for technology, lack of patron technology (self-checkout, no computer classes, no technology rentals).
3. DVD rental fees.

Also discussed by staff:

1. More visibility for suggestion box.
2. On-line program registrations.
3. Improvement of city relations.

Revision of Strategic Objectives

& Goals Developed for Each Objective:

Yorkville Public Library Strategic Objectives:

1. Refine organizational structure and staff development.
2. Enhance technology, programs, and availability of services.
3. Focus on community involvement and marketing.
4. Focus on financial stability through alternative funding & fiscal responsibility.
5. Redesign emergency procedures and safety protocols.

Objective	Goal	
1	1	Complete 3 staff in-service trainings by April 2019.
2	1	Offer online registrations by March 2019.
2	2	Develop a DVD rental process that eliminates fees by December 2018.
3	1	Evaluate feasibility and use case of a marquee sign in front of library on Game Farm Road by December 2018.
3	2	Develop new print materials to market library programs and services.
3	3	Improve relationship with city council.
4	1	Secure 3 additional corporate sponsors by April 2019.
5	1	Review current emergency procedures and safety protocols and have local authorities review and make recommendations for changes by April 2019.

(Objectives & Goals as typed by Wamecca Rodriguez)

The following items were briefly discussed during goal-setting:

1. “Brown water” still an issue in new building. Will be discussed at next meeting, need testing and remediation. Ms. Topper to seek a couple quotes to resolve.
2. Suggestion to have Facilities Manager, Fire Department, Police Department conduct building walk-through to recommend changes in safety procedures. Get staff input on unattended

backpacks.

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3. Emergency lights are checked monthly by Fire Department, Policy Committee should further discuss.
4. Discussion of a library vendor who might partially/fully fund a marquee sign for library. Plan would be needed for marketing on the marquee.
5. As part of “Alternative Funding” goals, Library foundation would serve as a means to accept donations, cost to set up about \$500.
6. Possibly split cost of non-resident cards into multiple payments, market to Bristol and unincorporated residents and to real estate agents.
7. Procure possible sponsors for library programs and Sunday open hours.
8. Director would like to host Chamber of Commerce meeting at library, also suggested a “community shred” event.

The goals will be brought to the next Board meeting for a vote.

In conclusion, Mr. Hedman stated this meeting has completed the “Vision & Goals” and the next step is “Mission & Values”. He would like the managers to engage their staffs for “Mission & Values” also and bring their feedback to the Board for review.

Adjournment:

There was no further business and the meeting was adjourned at 7:44pm on a motion by Mr. Walter and second by Mr. Hedman. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker

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Eric Weis
State's Attorney



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State's Attorney
Kendall County, Illinois

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June 4, 2018

VIA U.S. MAIL

Yorkville Public Library Board of Trustees
c/o Russell Walter, President
902 Game Farm Road
Yorkville, Illinois 60560

RE: Yorkville Public Library Board of Trustees, Personnel Committee –
April 24, 2018 meeting

Dear Yorkville Public Library Board of Trustees:

Pursuant to Section 3 of the Illinois Open Meetings Act ("OMA"), 5 ILCS 120/3 (2017), the Kendall County State's Attorney's Office ("SAO") has been asked to review whether the Yorkville Public Library Board of Trustees' Personnel Committee ("Committee") violated the OMA during its committee meeting held on April 24, 2018. For the reasons that follow, the SAO has determined the Committee violated the OMA.

BACKGROUND

On May 1, 2018, Kendall County State's Attorney Weis received an email from City Administrator Bart Olson informing him of a potential violation of the OMA that occurred during the Committee's meeting on April 24, 2018. The information provided by Mr. Olson indicates the Committee held a meeting on April 24, 2018 without posting an agenda for this meeting.

As you are aware, the SAO is one of the two agencies responsible for investigating and prosecuting violations of the OMA. As we were not at the Committee meeting, we requested a copy of the recording of the closed session; the recording of the open session; and the agenda for the meeting, if any. On or about May 7, 2018, we received a copy of the recording of the open session and closed session for this meeting. Per the letter dated May 4, 2018 from Deputy Clerk Lisa Pickering, "[a]n agenda was not created and was not posted for this meeting".

On May 14, 2018, I sent you a request for further inquiry regarding a portion of the closed session, specifically the portion of the recording that begins at 26:55 and ends at 37:54. On May 23, 2018, I received your response to our request for further inquiry. In your response, you indicate the Committee will agree to voluntarily release this portion of the April 24th closed session recording.

DETERMINATION

It is “the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way.” 5 ILCS 120/1. “The Open Meetings Act provides that public agencies exist to aid in the conduct of the people’s business, and that the intent of the Act is to assure that agency actions be taken openly and that their deliberations be conducted openly.” *Gosnell v. Hogan*, 179 Ill. App. 3d 161, 171 (5th Dist. 1989).

Section 2.02(a) of the OMA (5 ILCS 120/2.02(a)) provides: “An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting.” Additionally, section 2.02(c) of the OMA (5 ILCS 120/2.02(c)) provides: “Any agenda required under this Section shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting.”

No agenda was posted for the April 24, 2018 Committee meeting. The failure to post the meeting agenda violated the notice requirements set forth in Section 2.02 of the OMA. However, upon our review of the recording of the meeting, it is clear there was no discussion of any substantive matters in open session, and the Committee did not take any final action. Furthermore, it is clear from the recording that the failure to post the agenda was not intentional as those present at the Committee meeting were under the mistaken belief that an agenda was posted for said meeting. After the meeting, President Russell Walter realized no one had posted the agenda, and he self-reported the violation on behalf of the Yorkville Public Library Board of Trustees. Moreover, throughout our investigation, the Yorkville Public Library Board of Trustees has expressed a willingness to take whatever action necessary to correct their OMA violation.

With respect to the April 24th closed session recording, the Committee affirmed that it entered closed session pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” We have listened the recording and determined the Committee’s discussion up through 26:54 in the closed session recording was proper pursuant to 5 ILCS 120/2(c)(1). In response to our inquiry about the portion of the closed session recording, which began at 26:55 and ended at 37:54, the Yorkville Public Library Board of Trustees President Russell Walter informed us the Yorkville Public Library Board of Trustees is voluntarily releasing this portion of the closed session recording to the public. So, no determination is necessary as to whether the discussion that occurred during this portion of the April 24th closed session was proper pursuant to 5 ILCS 120/2(c)(1).

In light of all of the above, we have determined that no further action is required by the SAO provided the Committee takes the following steps (if it has not already done so) at its next regularly scheduled Committee meeting, which should be held with proper notice given pursuant to Section 2.02 of the OMA:

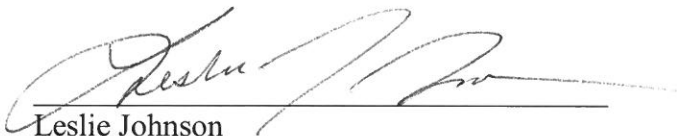
1. The Committee should prepare, approve and release minutes from its April 24, 2018 open meeting pursuant to 5 ILCS 120/2.06(b).
2. The Committee should approve and release the portion of the April 24, 2018 closed session meeting recording, which began at 26:55 and ended at 37:54 (as the Yorkville Public Library Board of Trustees has volunteered to do).
3. The Committee should re-enter closed session pursuant to 5 ILCS 120/2(c)(1) and adopt the portion of the April 24, 2018 closed session meeting recording, which began at 0:00 and ended at 26:54. (We are requesting the Committee take this step at its next regularly scheduled Committee meeting as no agenda was posted for the April 24th meeting where this closed session discussion occurred.)

Also, to prevent any further unintended violations of the OMA in the future, we would also encourage the Yorkville Public Library Board of Trustees to review the OMA training on the Illinois Attorney General's website at the following website link:

http://foia.ilattorneygeneral.net/electronic_foia_training.aspx.

If you have any questions regarding this letter, please feel free to call the undersigned at (630) 553-4157.

Sincerely,

A handwritten signature in black ink, appearing to read "Leslie Johnson", written over a horizontal line.

Leslie Johnson
Assistant State's Attorney
Kendall County, Illinois

[illegible][illegible]



UNITED CITY OF YORKVILLE
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ending May 31, 2018 *

	May Actual	YTD Actual	% of Budget	FY 2019 Budget	Fiscal Year 2018 For the Month Ending May 31, 2017 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 118,377	\$ 118,377	8.1%	\$ 1,464,606	\$ 114,702	3.20%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	1,059	1,059	20.2%	5,250	909	16.49%
State Grants	4,060	4,060	31.0%	13,100	-	0.00%
Total Intergovernmental	\$ 5,119	\$ 5,119	27.9%	\$ 18,350	\$ 909	463.03%
Library Fines	\$ 569	\$ 569	6.7%	\$ 8,500	\$ 1,289	-55.88%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 1,114	\$ 1,114	14.9%	\$ 7,500	\$ 698	59.62%
Copy Fees	296	296	9.9%	3,000	248	19.21%
Program Fees	1	1	0.1%	1,000	60	-98.33%
Total Charges for Services	\$ 1,411	\$ 1,411	12.3%	\$ 11,500	\$ 1,006	40.26%
Investment Earnings	\$ 291	\$ 291	16.6%	\$ 1,750	\$ 129	126.30%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	100	100	5.0%	2,000	170	-41.18%
DVD Rental Income	271	271	9.8%	2,750	157	-98.73%
Miscellaneous Income	2	2	0.1%	2,000	26	7421.15%
Transfer In	1,956	1,956	7.8%	25,179	5,448	-64.11%
Total Miscellaneous & Transfers	\$ 2,328	\$ 2,328	7.3%	\$ 31,929	\$ 5,801	-59.87%
Total Revenues and Transfers	\$ 128,095	\$ 128,095	8.3%	\$ 1,536,635	\$ 123,836	3.44%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 54,878</u>	<u>\$ 54,878</u>	<u>3.5%</u>	<u>\$ 1,547,989</u>	<u>\$ 56,311</u>	<u>-2.54%</u>
50 Salaries	31,627	31,627	7.5%	422,698	31,437	0.61%
52 Benefits	17,739	17,739	10.7%	166,150	23,485	-24.47%
54 Contractual Services	5,512	5,512	3.8%	145,840	1,390	296.70%
56 Supplies	-	-	0.0%	21,200	-	0.00%
99 Transfers Out/Debt Service	-	-	0.0%	792,101	-	0.00%
Total Expenditures and Transfers	\$ 54,878	\$ 54,878	3.5%	\$ 1,547,989	\$ 56,311	-2.54%
Surplus(Deficit)	\$ 73,217	\$ 73,217		\$ (11,354)	\$ 67,525	

* May represents 9% of fiscal year 2019



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2019 BUDGET REPORT
For the Month Ending May 31, 2018

		% of Fiscal Year	8%	Year-to-Date	FISCAL YEAR 2019	
ACCOUNT NUMBER	DESCRIPTION		May-18	Totals	BUDGET	% of Budget

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>						
82-000-40-00-4000	PROPERTY TAXES		54,356	54,356	672,505	8.08%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICES		64,021	64,021	792,101	8.08%
<i>Intergovernmental</i>						
82-000-41-00-4120	PERSONAL PROPERTY TAX		1,059	1,059	5,250	20.17%
82-000-41-00-4170	STATE GRANTS		4,060	4,060	13,100	30.99%
<i>Fines & Forfeits</i>						
82-000-43-00-4330	LIBRARY FINES		569	569	8,500	6.69%
<i>Charges for Service</i>						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS		1,114	1,114	7,500	14.85%
82-000-44-00-4422	COPY FEES		296	296	3,000	9.87%
82-000-44-00-4439	PROGRAM FEES		1	1	1,000	0.10%
<i>Investment Earnings</i>						
82-000-45-00-4500	INVESTMENT EARNINGS		291	291	1,750	16.63%
<i>Miscellaneous</i>						
82-000-46-00-4690	REIMB-MISCELLANEOUS		-	-	-	0.00%
82-000-48-00-4820	RENTAL INCOME		100	100	2,000	5.00%
82-000-48-00-4824	DVD RENTAL INCOME		271	271	2,750	9.84%
82-000-48-00-4850	MISCELLANEOUS INCOME		2	2	2,000	0.10%
<i>Other Financing Sources</i>						
82-000-49-00-4901	TRANSFER FROM GENERAL		1,956	1,956	25,179	7.77%
TOTAL REVENUES: LIBRARY			128,095	128,095	1,536,635	8.34%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>						
82-820-50-00-5010	SALARIES & WAGES		16,541	16,541	226,998	7.29%
82-820-50-00-5015	PART-TIME SALARIES		15,086	15,086	195,700	7.71%
<i>Benefits</i>						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		1,745	1,745	24,252	7.20%
82-820-52-00-5214	FICA CONTRIBUTION		2,357	2,357	31,720	7.43%
82-820-52-00-5216	GROUP HEALTH INSURANCE		10,696	10,696	79,318	13.48%
82-820-52-00-5222	GROUP LIFE INSURANCE		51	51	328	15.46%
82-820-52-00-5223	DENTAL INSURANCE		876	876	4,652	18.83%
82-820-52-00-5224	VISION INSURANCE		58	58	701	8.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE		191	191	750	25.52%
82-820-52-00-5231	LIABILITY INSURANCE		1,764	1,764	24,429	7.22%
<i>Contractual Services</i>						
82-820-54-00-5412	TRAINING & CONFERENCES		840	840	2,500	33.58%
82-820-54-00-5415	TRAVEL & LODGING		-	-	600	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING		-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS		-	-	5,000	0.00%
82-820-54-00-5452	POSTAGE & SHIPPING		-	-	500	0.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS		448	448	11,000	4.07%
82-820-54-00-5462	PROFESSIONAL SERVICES		97	97	40,000	0.24%
82-820-54-00-5466	LEGAL SERVICES		-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION		2,098	2,098	20,000	10.49%
82-820-54-00-5480	UTILITIES		-	-	9,540	0.00%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		930	930	50,000	1.86%
82-820-54-00-5498	PAYING AGENT FEES		1,100	1,100	1,700	64.71%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2019 BUDGET REPORT
For the Month Ending May 31, 2018

<div><div>% of Fiscal Year</div><div>ACCOUNT NUMBERDESCRIPTION</div></div>		8% May-18	Year-to-Date Totals	FISCAL YEAR 2019 BUDGET	% of Budget
<i>Supplies</i>					
82-820-56-00-5610	OFFICE SUPPLIES	-	-	8,000	0.00%
82-820-56-00-5620	OPERATING SUPPLIES	-	-	2,000	0.00%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	8,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	1,000	0.00%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	200	0.00%
82-820-56-00-5685	DVD'S	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	1,500	0.00%
<i>2006 Bond</i>					
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	50,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	-	24,988	0.00%
<i>2013 Refunding Bond</i>					
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	565,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	-	152,113	0.00%
TOTAL FUND REVENUES		128,095	128,095	1,536,635	8.34%
TOTAL FUND EXPENDITURES		54,878	54,878	1,547,989	3.55%
FUND SURPLUS (DEFICIT)		73,217	73,217	(11,354)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	9,200	9,200	43,200	21.30%
84-000-45-00-4500	INVESTMENT EARNINGS	2	2	10	24.70%
TOTAL REVENUES: LIBRARY CAPITAL		9,202	9,202	43,210	21.30%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	85	85	3,500	2.43%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	-	1,600	0.00%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	-	1,500	0.00%
84-840-56-00-5686	BOOKS	-	-	30,000	0.00%
TOTAL FUND REVENUES		9,202	9,202	43,210	21.30%
TOTAL FUND EXPENDITURES		85	85	52,100	0.16%
FUND SURPLUS (DEFICIT)		9,117	9,117	(8,890)	

ACTIVITY THROUGH FISCAL PERIOD 01

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW - MEMORIALS & GIFTS						
01		05/01/2018		BEGINNING BALANCE					3,196.04
	AP-180514	05/07/2018	01	BOOKS	BAKER & TAYLOR	104522	2033598121-19	75.07	
		05/07/2018	02	BOOKS	BAKER & TAYLOR	104522	2033623607-19	13.28	
		05/07/2018	03	BOOKS	BAKER & TAYLOR	104522	2033647543-19	166.30	
		05/07/2018	04	BOOKS	BAKER & TAYLOR	104522	2033663949-19	33.29	
		05/07/2018	05	BOOKS	BAKER & TAYLOR	104522	2033673584-19	24.08	
	AP-180514VD	05/14/2018	01	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033598121-19		75.07
		05/14/2018	02	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033623607-19		13.28
		05/14/2018	03	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033647543-19		166.30
		05/14/2018	04	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033663949-19		33.29
		05/14/2018	05	BOOKS :VOID 527193	BAKER & TAYLOR	104522	2033673584-19		24.08
	AP-180525M	05/22/2018	11	TARGET-GIFT CARDS, SUPPLIES	FIRST NATIONAL BANK	900059	052518-J.WEISS19	108.35	
		05/22/2018	12	DOLLAR TREE-SUPPLIES FOR	FIRST NATIONAL BANK	900059	052518-J.WEISS19	26.35	
	GJ-180531LB	06/04/2018	08	May 2018 Deposits					1,087.33
	AP-80514	05/14/2018	01	BOOKS	BAKER & TAYLOR	104522	2033598121-19	75.07	
		05/14/2018	02	BOOKS	BAKER & TAYLOR	104522	2033623607-19	13.28	
		05/14/2018	03	BOOKS	BAKER & TAYLOR	104522	2033647543-19	166.30	
		05/14/2018	04	BOOKS	BAKER & TAYLOR	104522	2033663949-19	33.29	
		05/14/2018	05	BOOKS	BAKER & TAYLOR	104522	2033673584-19	24.08	
				TOTAL PERIOD 01 ACTIVITY				758.74	1,399.35
				TOTAL ACCOUNT ACTIVITY				758.74	1,399.35
				ENDING BALANCE					3,836.65
				GRAND TOTAL					3,836.65
				TOTAL DIFFERENCE				0.00	3,836.65

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-A.SIMMONS	04/30/18	01	COMCAST-03/12-04/11 CABLE		01-110-54-00-5440	21.04
			02	COMCAST-03/15-04/14 INTERNET		01-110-54-00-5440	5.90
			03	COMCAST-03/15-04/14 INTERNET		01-220-54-00-5440	5.90
			04	COMCAST-03/15-04/14 INTERNET		01-120-54-00-5440	3.93
			05	COMCAST-03/15-04/14 INTERNET		79-790-54-00-5440	5.41
			06	COMCAST-03/15-04/14 INTERNET		01-210-54-00-5440	25.57
			07	COMCAST-03/15-04/14 INTERNET		79-795-54-00-5440	5.41
			08	COMCAST-03/15-04/14 INTERNET		52-520-54-00-5440	2.95
			09	COMCAST-03/15-04/14 INTERNET		01-410-54-00-5440	4.92
			10	COMCAST-03/15-04/14 INTERNET		51-510-54-00-5440	4.92
			11	COMCAST-03/15-04/14 INTERNET		79-795-54-00-5440	19.33
			12	KONICA-02/19-03/18 COPY CHARGE		82-820-54-00-5462	8.72
			13	COMCAST-APR 2018 INTERNET,		82-820-54-00-5440	341.18
			14	PHONE & CABLE		** COMMENT **	
			15	VERIZON - MAR 2018 CELL PHONES		01-220-54-00-5440	239.45
			16	VERIZON - MAR 2018 CELL PHONES		01-210-54-00-5440	430.14
			17	VERIZON - MAR 2018 CELL PHONES		79-795-54-00-5440	72.98
			18	VERIZON - MAR 2018 CELL PHONES		51-510-54-00-5440	276.98
			19	VERIZON - MAR 2018 CELL PHONES		01-410-54-00-5440	44.21
			20	VERIZON - MAR 2018 CELL PHONES		52-520-54-00-5440	38.00
			21	KONICA-01/05-04/04 COPY CHARGE		82-820-54-00-5462	501.12
			22	KONICA-01/04-04/03 COPY CHARGE		82-820-54-00-5462	10.59
			23	KONICA-03/10-04/09 COPY CHARGE		01-110-54-00-5430	378.35
			24	KONICA-03/10-04/09 COPY CHARGE		01-120-54-00-5430	126.12
			25	KONICA-03/10-04/09 COPY CHARGE		01-220-54-00-5430	104.34
			26	KONICA-03/10-04/09 COPY CHARGE		01-210-54-00-5430	513.71
			27	KONICA-03/10-04/09 COPY CHARGE		01-410-54-00-5462	1.55
			28	KONICA-03/10-04/09 COPY CHARGE		51-510-54-00-5430	1.56
			29	KONICA-03/10-04/09 COPY CHARGE		52-520-54-00-5430	1.55
			30	KONICA-03/10-04/09 COPY CHARGE		79-790-54-00-5462	73.35
			31	KONICA-03/10-04/09 COPY CHARGE		79-795-54-00-5462	73.35
				INVOICE TOTAL:			3,342.53 *
	052518-B.OLSEM	04/30/18	01	QUILL-FILE FOLDERS, TAPE,		01-110-56-00-5610	69.35
			02	RUBBER BANDS, PAPER CLIPS, ADD		** COMMENT **	
			03	MACHINE TAPE		** COMMENT **	
			04	WAREHOUSE DIRECT-PAPER		01-110-56-00-5610	174.60
				INVOICE TOTAL:			243.95 *
	052518-B.OLSON	04/30/18	01	IML DRIVE DOWN PARKING		01-110-54-00-5415	7.00
			02	IML DRIVE DOWN LODGING-OLSON		01-110-54-00-5415	126.56
			03	IML DRIVE DOWN		01-110-54-00-5415	126.56
			04	LODGING-GOLINSKI		** COMMENT **	
			05	IML DRIVE DOWN LODGING -		01-110-54-00-5415	126.56
			06	FUNKHOUSER		** COMMENT **	

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900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-B.OLSON	04/30/18	07	IML DRIVE DOWN LODGING -		01-110-54-00-5415	126.56
			08	FRIEDERS/COLOSIMO		** COMMENT **	
						INVOICE TOTAL:	513.24 *
	052518-D.BROWN	04/30/18	01	PETERBILT-STRAP-DOOR CHECK		52-520-56-00-5628	35.48
						INVOICE TOTAL:	35.48 *
	052518-E.DHUSE	04/30/18	01	NAPA#193352-HYDRAULIC OIL		01-410-56-00-5628	91.98
			02	ARAMARK#1591323046-UNIFORMS		01-410-56-00-5600	56.28
			03	ARAMARK#1591323046-UNIFORMS		51-510-56-00-5600	56.28
			04	ARAMARK#1591323046-UNIFORMS		52-520-56-00-5600	28.15
			05	ARAMARK#1591328586-UNIFORMS		01-410-56-00-5600	56.75
			06	ARAMARK#1591328586-UNIFORMS		51-510-56-00-5600	56.75
			07	ARAMARK#1591328586-UNIFORMS		52-520-56-00-5600	28.38
			08	ARAMARK#1591337214-UNIFORMS		01-410-56-00-5600	56.28
			09	ARAMARK#1591337214-UNIFORMS		51-510-56-00-5600	56.28
			10	ARAMARK#1591337214-UNIFORMS		52-520-56-00-5600	28.15
			11	ARAMARK#1591345865-UNIFORMS		01-410-56-00-5600	56.28
			12	ARAMARK#1591345865-UNIFORMS		51-510-56-00-5600	56.28
			13	ARAMARK#1591345865-UNIFORMS		52-520-56-00-5600	28.15
			14	ARAMARK#1591363215-UNIFORMS		01-410-56-00-5600	9.18
			15	ARAMARK#1591363215-UNIFORMS		51-510-56-00-5600	9.18
			16	ARAMARK#1591363215-UNIFORMS		52-520-56-00-5600	9.18
						INVOICE TOTAL:	683.53 *
	052518-E.TOPPER	04/30/18	01	AMAZON-LABELS, SCREEN		82-820-56-00-5610	215.13
			02	CLEANING WIPES, DUSTER, COPY		** COMMENT **	
			03	PAPER, BINDERS, PAGE DIVIDERS,		** COMMENT **	
			04	ENVELOPES, REPORT COVERS		** COMMENT **	
			05	TRIBUNE SUBSCRIPTION RENEWAL		82-820-54-00-5460	377.00
			06	JEWEL-EMPLOYEE RECOGNITION		82-820-56-00-5676	30.74
			07	POSTAGE		82-820-54-00-5452	6.70
			08	AMAZON PRIME MONTHLY		82-820-54-00-5460	12.99
			09	MEMBERSHIP		** COMMENT **	
						INVOICE TOTAL:	642.56 *
	052518-E.WILLRETT	04/30/18	01	ILCMA - WORKFORCE OF THE		01-110-54-00-5412	50.00
			02	FUTURE WORKSHOP - WILLRETT		** COMMENT **	
			03	ILCMA - WORKFORCE OF THE		01-120-54-00-5412	50.00
			04	FUTURE WORKSHOP - WRIGHT		** COMMENT **	
						INVOICE TOTAL:	100.00 *
	052518-G.GOLINSKI	04/30/18	01	IML DRIVEDOWN PARKING		01-110-54-00-5415	7.00
						INVOICE TOTAL:	7.00 *
	052518-G.KLEEFISCH	04/30/18	01	FARM & FLEET-TRAILER JACK		79-790-56-00-5640	54.11
						INVOICE TOTAL:	54.11 *

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900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-J.DYON	04/30/18	01	SAMS-KLEENEX, LENS WIPES		01-110-56-00-5610	24.34
			02	AMAZON-TONER		01-120-56-00-5610	39.58
			03	AMAZON-TONER		51-510-56-00-5620	50.67
			04	AMAZON-TONER		52-520-56-00-5610	25.57
				INVOICE TOTAL:			140.16 *
	052518-J.ENGBERG	04/30/18	01	ADOBE MONTHLY LICENSE FEE		01-220-56-00-5635	49.99
				INVOICE TOTAL:			49.99 *
	052518-J.GALAUNER	04/30/18	01	RACE BIBS		79-795-56-00-5606	87.70
			02	WALMART-BUNS, KETCHUP, CREAM		79-795-56-00-5607	26.20
				INVOICE TOTAL:			113.90 *
	052518-K.BARKSDALE	04/30/18	01	WAREHOUSE-PENS, MARKERS		01-220-56-00-5610	68.84
			02	WAREHOUSE-LABELS		01-220-56-00-5610	14.89
			03	KONE-APR 2018 ELEVATOR		23-216-54-00-5446	150.15
			04	MAINTENANCE		** COMMENT **	
			05	APA CONFERENCE FOOD, LODGING		01-220-54-00-5415	1,678.47
			06	AND TRANSPORT EXPENSES		** COMMENT **	
			07	FOR BARKSDALE-NOBLE		** COMMENT **	
				INVOICE TOTAL:			1,912.35 *
	052518-L.HILT	04/30/18	01	VERIZON-MAR 2018 IN CAR UNITS		01-210-54-00-5440	640.26
			02	DAVE AUTO#26103-OIL CHANGE		01-210-54-00-5495	65.00
			03	DAVE AUTO#26104-OIL CHANGE		01-210-54-00-5495	86.00
			04	DAVE AUTO#26106-REPLACE		01-210-54-00-5495	130.00
			05	BROKEN SWAY BAR LINKS		** COMMENT **	
			06	DAVE AUTO#26123-OIL CHANGE		01-210-54-00-5495	73.00
			07	DAVE AUTO#26125-OIL CHANGE		01-210-54-00-5495	180.00
			08	AND CLEAN CALIPERS		** COMMENT **	
			09	DAVE AUTO#26124-OIL CHANGE,		01-210-54-00-5495	680.00
			10	REPLACE 2 TIRES, REPLACE FRONT		** COMMENT **	
			11	PADS, MASS AIR SENSOR AND		** COMMENT **	
			12	SPARK PLUG WIRE		** COMMENT **	
			13	DAVE AUTO#26139-REPLACE		01-210-54-00-5495	50.00
			14	DEFECTIVE BATTERY		** COMMENT **	
			15	DAVE AUTO#26134-REPLACE WIPER		01-210-54-00-5495	55.00
			16	DAVE AUTO#26129-REPLACE		01-210-54-00-5495	50.00
			17	DEFECTIVE BATTERY		** COMMENT **	
			18	DAVE AUTO#26142-OIL CHANGE		01-210-54-00-5495	105.00
			19	DAVE AUTO#26143-OIL CHANGE,		01-210-54-00-5495	325.00
			20	REPLACE FRONT PADS		** COMMENT **	
			21	DAVE AUTO#26144-CLEAN & LUBE		01-210-54-00-5495	65.00
			22	SLIDES		** COMMENT **	
			23	DAVE AUTO#26149-OIL CHANGE,		01-210-54-00-5495	140.00

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	052518-L.HILT	04/30/18	24	PLUG TIRE, ROTATE TIRES		** COMMENT **	
			25	DAVE AUTO#26152-OIL CHANGE,		01-210-54-00-5495	360.00
			26	ROTATE TIRES, REPLACE FRONT		** COMMENT **	
			27	PADS		** COMMENT **	
			28	DAVE AUTO#26158-REPLACE		01-210-54-00-5495	195.00
			29	CANISTER PURGE SOLENOID		** COMMENT **	
			30	DAVE AUTO#26185-OIL CHANGE		01-210-54-00-5495	108.00
			31	DAVE AUTO#26168-OIL CHANGE		01-210-54-00-5495	102.00
			32	DAVE AUTO#26190-REPLACE AC		01-210-54-00-5495	230.00
			33	EXPANSION VALVE		** COMMENT **	
			34	POSTAGE FOR PACKAGE TO JILL		01-210-54-00-5452	24.70
			35	O'BRIEN		** COMMENT **	
				INVOICE TOTAL:			3,663.96 *
	052518-N.DECKER	04/30/18	01	NAPA#192958-MIRROR ADHESIVE		01-210-56-00-5620	5.52
			02	STEVENS-EMBROIDERY FOR		01-210-56-00-5600	90.00
			03	RECORDS CLERK'S SHIRTS		** COMMENT **	
			04	ACCURINT-MAR 2018 SEARCHES		01-210-54-00-5462	122.00
			05	MINER #265400-DVR DIAGNOSTIC		01-210-54-00-5495	70.95
			06	AMAZON-TACLITE PANTS-T.KLINGEL		01-210-56-00-5600	210.35
			07	AMAZON-USB DRIVES		01-210-56-00-5610	29.94
			08	SHRED-IT - MARCH 2018 ON SITE		01-210-54-00-5462	161.56
			09	SHREDDING		** COMMENT **	
			10	AMAZON-HIGHLIGHTERS		01-210-56-00-5610	23.88
			11	AMAZON-MARKERS, PENS		01-210-56-00-5610	12.74
			12	AT&T-05/25-04/24 SERVICE		01-210-54-00-5440	162.33
			13	AIRPORT SHUTTLE FOR NEW WORLD		01-210-54-00-5415	48.00
			14	CONFERENCE		** COMMENT **	
			15	COMCAST-04/08-05/07 CABLE		01-210-54-00-5440	4.21
			16	WESTIN-LODGING FOR NEW WORLD		01-210-54-00-5415	1,026.60
			17	CONFERENCE		** COMMENT **	
				INVOICE TOTAL:			1,968.08 *
	052518-P.RATOS	04/30/18	01	BUILDING CODE & FIRE CODE		01-220-54-00-5412	100.00
			02	ACADEMY FOR RATOS		** COMMENT **	
				INVOICE TOTAL:			100.00 *
	052518-P.SCODRO	04/30/18	01	FARM&FLEET-SHIRT, BELT		51-510-56-00-5600	64.18
			02	LAFARGE-CORNER STONE		51-510-56-00-5620	285.48
				INVOICE TOTAL:			349.66 *
	052518-R.FREDRICKSON	04/30/18	01	COMCAST-03/24-04/23 INTERNET		01-110-54-00-5440	71.75
			02	COMCAST-03/24-04/23 INTERNET		01-220-54-00-5440	71.74
			03	COMCAST-03/24-04/23 INTERNET		01-120-54-00-5440	47.84
			04	COMCAST-03/24-04/23 INTERNET		79-790-54-00-5440	65.78

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	052518-R.FREDRICKSON	04/30/18	05	COMCAST-03/24-04/23 INTERNET		01-210-54-00-5440	310.93
			06	COMCAST-03/24-04/23 INTERNET		79-795-54-00-5440	65.78
			07	COMCAST-03/24-04/23 INTERNET		52-520-54-00-5440	35.88
			08	COMCAST-03/24-04/23 INTERNET		01-410-54-00-5440	59.80
			09	COMCAST-03/24-04/23 INTERNET		51-510-54-00-5440	164.65
			10	COMCAST-03/24-04/23 PHONE &		79-790-54-00-5440	94.27
			11	CABLE		** COMMENT **	
			12	NEWTEK-4/11-5/11 WEB HOSTING		01-640-54-00-5450	16.59
				INVOICE TOTAL:			1,005.01 *
	052518-R.HARMON	04/30/18	01	MAILBOX.COM-LETTER BUNDLE		79-795-56-00-5606	38.99
			02	TARGET-PRESCHOOL TOYS AND		79-795-56-00-5606	134.92
			03	LEARNING AIDS		** COMMENT **	
			04	JET-PRESCHOOL LEARNING AIDS		79-795-56-00-5606	115.38
			05	AMAZON-SHEEP IN A JEEP		79-795-56-00-5606	13.99
			06	AMAZON-DOLLS, DOLL HOUSE,		79-795-56-00-5606	121.16
			07	BUILDING SET		** COMMENT **	
			08	DISCOUNT SCHOOL-CONSTRUCTION		79-795-56-00-5606	61.78
			09	PAPER		** COMMENT **	
			10	HOZZ-TOY TREE TOP ADVENTURE		79-795-56-00-5606	67.99
			11	AMAZON-STICKERS, INSTRUCTION		79-795-56-00-5606	102.04
			12	CUBES, PAINT MARKERS, CRAFT		** COMMENT **	
			13	PAPER TRIMMER, STENCILS		** COMMENT **	
			14	EBAY-LEARNING SOFTWARE		79-795-56-00-5606	110.00
			15	LAKESHORE-LANGUAGE LEARNING		79-795-56-00-5606	381.69
			16	CENTERS, FOLDER GAMES		** COMMENT **	
			17	SNAPFISH-PRESCHOOL PICTURES		79-795-56-00-5606	35.09
			18	PURE FUN-JUICE FOR PRESCHOOL		79-795-56-00-5606	84.10
			19	MICHAELS-PRESCHOOL CRAFT ITEMS		79-795-56-00-5606	64.92
			20	WALMART-PRESCHOOL GRADUATION		79-795-56-00-5606	170.28
			21	SUPPLIES		** COMMENT **	
			22	BALLOONS ALOFT-BALLOONS FOR		79-795-56-00-5606	21.50
			23	PRESCHOOL GRADUATION		** COMMENT **	
			24	PARTY CITY-GRADUATION		79-795-56-00-5606	83.43
			25	DECORATIONS		** COMMENT **	
			26	HOBBY LOBBY-CRAFT SUPPLIES		79-795-56-00-5606	83.63
			27	WALMART-RADIO FLYER TRIKE		79-795-56-00-5606	39.97
			28	RADIO FLYER-PRESCHOOL BIKES		79-795-56-00-5606	121.47
			29	WALGREENS-PHOTO DEVELOPING		79-795-56-00-5606	18.99
			30	YORKVILLE BOWL-PRESCHOOL		79-795-56-00-5606	331.00
			31	FIELDTRIP		** COMMENT **	
			32	HOBBY LOBBY-GRADUATION CARDS		79-795-56-00-5606	16.95
			33	AMAZON-BUILDING BLOCKS		79-795-56-00-5606	24.90
			34	AMAZON-SHELLS, GLUE STICKS,		79-795-56-00-5606	107.13
			35	KEY RINGS, SPROUT DISH SET,		** COMMENT **	

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900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-R.HARMON	04/30/18	36	PLAY FOOD SET		** COMMENT ** INVOICE TOTAL:	2,351.30 *
	052518-R.MIKOLASEK	04/30/18	01	POSTAGE FOR DNA KIT		01-210-54-00-5452 INVOICE TOTAL:	4.66 4.66 *
	052518-R.WRIGHT	04/30/18	01	PHYSICIANS CARE-RANDOM DRUG		01-410-54-00-5462	53.00
			02	TESTING		** COMMENT **	
			03	PHYSICIANS CARE-RANDOM DRUG		52-520-54-00-5462	53.00
			04	TESTING		** COMMENT **	
			05	PHYSICIANS CARE-NEW HIRE DRUG		79-795-54-00-5462	152.00
			06	TESTING		** COMMENT **	
			07	PHYSICIANS CARE-NEW HIRE DRUG		82-820-54-00-5462	38.00
			08	TESTING		** COMMENT **	
			09	SHAW MEDIA-EMPLOYMENT AD		51-510-54-00-5426	233.00
			10	SHAW MEDIA-EMPLOYMENT AD		01-410-54-00-5462	233.00
			11	SHAW MEDIA-EMPLOYMENT AD		79-790-54-00-5462	233.00
			12	SHAW MEDIA-EMPLOYMENT AD		51-510-54-00-5426	699.00
						INVOICE TOTAL:	1,694.00 *
	052518-S.AUGUSTINE	04/30/18	01	JEWEL-REFRESHMENTS FOR GOING		82-820-56-00-5676	58.75
			02	AWAY PARTY		** COMMENT **	
						INVOICE TOTAL:	58.75 *
	052518-S.IWANSKI	04/30/18	01	POSTAGE FOR BOOK CLUB		82-820-54-00-5452 INVOICE TOTAL:	18.06 18.06 *
	052518-S.REDMON	04/30/18	01	AT&T U-VERSE-03/24-04/23 TOWN		79-795-54-00-5440	55.39
			02	SQUARE PARK SIGN INTERNET		** COMMENT **	
			03	WALMART-BUNS, COCOA		79-795-56-00-5607	17.54
			04	WALMART-BUNS, JALAPENOS, COFFEE		79-795-56-00-5607	29.23
			05	JEWEL-POP		79-795-56-00-5607	20.00
			06	SOURCE ONE-BINDER CLIPS,		79-795-56-00-5610	161.01
			07	NOTES, PENCILS, TAPE, WIPES,		** COMMENT **	
			08	ENVELOPES		** COMMENT **	
			09	JACKSON HIRSH-LAMINATING		79-795-56-00-5610	263.30
			10	SUPPLIES		** COMMENT **	
			11	SOURCE ONE-COPY PAPER		79-795-56-00-5610	494.85
			12	LISA LOMBARDI-SELF ESTEEM &		79-795-54-00-5462	168.00
			13	LEADERSHIP CLASS INSTRUCTION		** COMMENT **	
			14	RAINOUT LINE FEE		79-795-56-00-5606	399.00
			15	ALL PRO-ATECH SYSTEM		79-795-56-00-5606	169.95
			16	ALL PRO-POWERED MIXER,		79-795-56-00-5606	878.75
			17	SPEAKER CABLE, RECEIVERS,		** COMMENT **	
			18	SPEAKER STANDS		** COMMENT **	

DATE: 05/22/18
TIME: 14:59:20
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 18

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-S.REDMON	04/30/18	19	AMAZON-WIRELESS DOORBELL		79-795-56-00-5610	26.73
			20	SMITHEREEN-MARCH 2018 PEST		79-795-56-00-5620	85.00
			21	CONTROL		** COMMENT **	
			22	ARAMARK#1591345866-UNIFORMS		79-790-56-00-5600	49.98
			23	ARAMARK#1591354529-UNIFORMS		79-790-56-00-5600	479.68
			24	ARAMARK#1591363216-UNIFORMS		79-790-56-00-5600	232.84
			25	ISTOCK-RECTRAC UPGRADE		79-795-56-00-5620	126.00
			26	PICTURES		** COMMENT **	
			27	GOLD MEDAL#337846-BEECHER		79-795-56-00-5607	908.47
			28	CONCESSION SUPPLIES		** COMMENT **	
			29	GOLD MEDAL#337849-BRIDGE		79-795-56-00-5607	1,445.95
			30	CONCESSION SUPPLIES		** COMMENT **	
			31	ARAMARK#1591341866-RUBBER MATS		79-790-56-00-5620	15.00
			32	ARAMARK#1591380437-RUBBER MATS		79-790-56-00-5620	15.00
			33	BUILD A SIGN-CUSTOM SIGN &		79-795-56-00-5606	291.93
			34	STANDS		** COMMENT **	
			35	WALMART-CONFERENCE CHAIRS		79-795-56-00-5610	196.00
				INVOICE TOTAL:			6,529.60 *
	052518-S.SLEEZER	04/30/18	01	QUICK SWEEP POWER ANGLE BROOM		79-790-56-00-5620	4,550.00
				INVOICE TOTAL:			4,550.00 *
	052518-T.HOULE	04/30/18	01	MCCANN-SWITCH, SCREW CAP, PART		79-790-56-00-5640	243.16
			02	MANUAL		** COMMENT **	
				INVOICE TOTAL:			243.16 *
	052518-T.KLINGEL	04/30/18	01	CSI-QUOTE FOR NEW EVIDENCE		25-205-60-00-6060	1,825.00
			02	CAGE		** COMMENT **	
			03	GRADUATION KEEPSAKE FRAME		01-210-56-00-5620	60.00
				INVOICE TOTAL:			1,885.00 *
	052518-T.KONEN	04/30/18	01	HOME DEPO#93763-PIPE TAPE,		51-510-56-00-5638	10.01
			02	PIPE THREAD, SUPPLY LINE		** COMMENT **	
			03	HOME DEPO#90603-PVC PIPE,		51-510-56-00-5638	15.46
			04	CONNECTORS, BUSHING, ADAPTERS		** COMMENT **	
			05	HOME DEPO#08670-BALL VALVE,		51-510-56-00-5640	13.99
			06	BUSHING, NIPPLES		** COMMENT **	
			07	AMAZON-BATTERY BACKUP & SURGE		51-510-56-00-5638	265.60
			09	PROTECTORS		** COMMENT **	
				INVOICE TOTAL:			305.06 *
	052518-T.NELSON	04/30/18	01	WALMART-WHISTLES, STOP WATCHES		79-795-56-00-5606	55.32
			02	PALOS SPORTS-BASKETBALLS		79-795-56-00-5606	475.49
			03	SOCCER.COM-SOCCER BALLS		79-795-56-00-5606	480.76
			04	PIT STOP-4/9-4/12 PORT-O-LET		79-795-56-00-5620	796.77

DATE: 05/22/18
TIME: 14:59:20
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 18

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900058	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-T.NELSON	04/30/18	05	UPKEEP		** COMMENT ** INVOICE TOTAL:	1,808.34 *
	052518-T.SOELKE	04/30/18	01	KARTECH-SINGLE POLE TOGGLE		52-520-56-00-5628	50.02
			03	SWITCHES		** COMMENT **	
			04	HOME DEPO#70455-NIPPLES,		52-520-56-00-5630	81.34
			05	COUPLING		** COMMENT **	
			06	DICKS - SHIRT		52-520-56-00-5600	35.00
			07	COUPLING, HELIX, REPIRATORS		** COMMENT ** INVOICE TOTAL:	166.36 *
	052518-UCOY	04/30/18	01	FEB 2018 REFUSE SERVICE		01-540-54-00-5442	92,474.06
			02	FEB 2018 SENIOR REFUSE SERVICE		01-540-54-00-5441	2,555.49
						INVOICE TOTAL:	95,029.55 *
						CHECK TOTAL:	129,569.35
						TOTAL AMOUNT PAID:	129,569.35

Total for all Highlighted Library Invoices: \$1,618.98

DATE: 05/22/18
TIME: 15:07:44
ID: AP225000.CBL

UNITED CITY OF YORKVILLE
MANUAL CHECK REGISTER

FY 19

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900059	FNBO	FIRST NATIONAL BANK OMAHA			05/25/18		
	052518-A.SIMMONS19	04/30/18	01	ADS-MAY-JUL ALARM MONITORING		23-216-54-00-5446	135.00
						INVOICE TOTAL:	135.00 *
	052518-E.WILLRETT19	04/30/18	01	IPELRA BOOT CAMP REGISTRATION		01-110-54-00-5412	65.00
			02	FOR WILLRETT		** COMMENT **	
						INVOICE TOTAL:	65.00 *
	052518-J.SLEEZER19	04/30/18	01	IMSA TRAINING CLASS-HENNE		01-410-54-00-5412	600.00
			02	IMSA TRAINING CLASS-SENG		01-410-54-00-5412	600.00
						INVOICE TOTAL:	1,200.00 *
	052518-J.WEISS19	04/30/18	01	TARGET-GIFT CARDS, SUPPLIES		82-000-24-00-2480	108.35
			02	FOR MAKER SPACE PROGRAM		** COMMENT **	
			03	DOLLAR TREE-SUPPLIES FOR		82-000-24-00-2480	26.35
			04	MAKER SPACE PROGRAM		** COMMENT **	
						INVOICE TOTAL:	134.70 *
	052518-K.BARKSDALE19	04/30/18	01	HOTEL OVERCHARGE FOR APA		01-000-24-00-2440	1,624.70
			02	CONFERENCE - WILL BE CREDITED		** COMMENT **	
						INVOICE TOTAL:	1,624.70 *
	052518-R.FREDRICKS19	04/30/18	01	AURORA UNIVERSITY-GOLDSMITH		01-210-54-00-5410	1,608.00
			02	SUMMER TUITION		** COMMENT **	
						INVOICE TOTAL:	1,608.00 *
	052518-S.REDMON19	04/30/18	01	BMI-HTD MUSIC LICENSE RENEWAL		79-795-56-00-5602	349.00
						INVOICE TOTAL:	349.00 *
						CHECK TOTAL:	5,116.40
						TOTAL AMOUNT PAID:	5,116.40

Total for all Highlighted Library Invoices: \$134.70

DATE: 06/05/18
TIME: 09:37:13
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY18

CHECK DATE: 06/11/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104526	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	050718-31		05/10/18	01	JAN-MAR 2018 FAXES	82-820-54-00-5462	20.64
					INVOICE TOTAL:		20.64 *
					CHECK TOTAL:		20.64
					TOTAL AMOUNT PAID:		20.64



DATE: 06/05/18
TIME: 09:51:13
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
CHECK REGISTER

FY 19

CHECK DATE: 06/11/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104527	AUGUSTIS	SHELLY AUGUSTINE					
	050418		05/07/18	01	REACHING FORWARD CONFERENCE	82-820-54-00-5415	71.60
				02	MILEAGE & TRAVEL REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		71.60 *
	051818		05/21/18	01	PROGRAMMING NETWORK MEETING	82-820-54-00-5415	35.43
				02	MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		35.43 *
					CHECK TOTAL:		107.03
104528	BAKTAY	BAKER & TAYLOR					
	2033688375		05/03/18	01	BOOKS	82-000-24-00-2480	13.79
				02	BOOKS	82-820-56-00-5686	342.67
					INVOICE TOTAL:		356.46 *
	2033696051		05/09/18	01	BOOKS	82-000-24-00-2480	212.34
				02	BOOKS	82-820-56-00-5686	122.65
					INVOICE TOTAL:		334.99 *
	2033710982		05/15/18	01	BOOKS	82-820-56-00-5686	186.75
				02	BOOKS	84-840-56-00-5686	370.86
					INVOICE TOTAL:		557.61 *
	2033712308		05/16/18	01	BOOKS	82-820-56-00-5686	191.41
				02	BOOKS	84-840-56-00-5686	212.26
					INVOICE TOTAL:		403.67 *
	2033715024		05/17/18	01	BOOKS	82-820-56-00-5686	988.65
					INVOICE TOTAL:		988.65 *
	2033737236		05/25/18	01	BOOKS	82-820-56-00-5686	41.81
				02	BOOKS	84-840-56-00-5686	90.49
					INVOICE TOTAL:		132.30 *
					CHECK TOTAL:		2,773.68

82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

84-840 LIBRARY CAPITAL

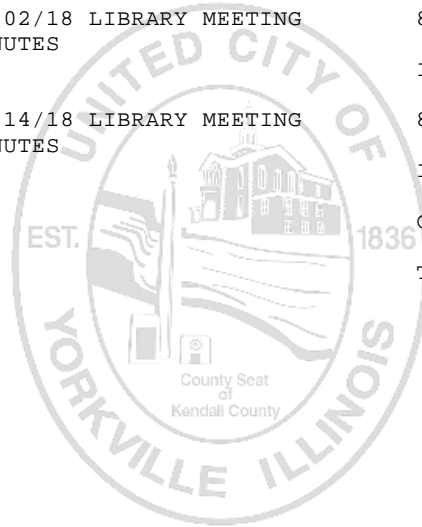
CHECK DATE: 06/11/18

FY 19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104529	CAMBRIA	CAMBRIA SALES COMPANY INC.						
	39750		05/21/18	01	TOILET TISSE, GARBAGE BAGS,	82-820-56-00-5620	1,296.33	
				02	VACUUM BAGS, BOWL CLEANER,	** COMMENT **		
				03	SOAP, PAPER TOWEL, MOPS,	** COMMENT **		
				04	CLEANER	** COMMENT **		
					INVOICE TOTAL:		1,296.33	*
					CHECK TOTAL:			1,296.33
104530	CORRECTE	CORRECT ELECTRIC, INC						
	1824		05/10/18	01	REPAIR TO HANDICAP DOOR	82-820-54-00-5495	230.00	
					INVOICE TOTAL:		230.00	*
					CHECK TOTAL:			230.00
104531	MIDWTAPE	MIDWEST TAPE						
	96093814		05/14/18	01	AUDIO BOOK	84-840-56-00-5683	23.99	
				02	DVD	82-820-56-00-5685	22.49	
					INVOICE TOTAL:		46.48	*
	96105491		05/17/18	01	DVD	82-820-56-00-5685	11.24	
					INVOICE TOTAL:		11.24	*
	96116063		05/21/18	01	DVD	82-820-56-00-5685	22.49	
					INVOICE TOTAL:		22.49	*
					CHECK TOTAL:			80.21
104532	SCHOL	SCHOLASTIC BOOK CLUBS, INC						
	17133293		05/19/18	01	BOOKS	82-000-24-00-2480	224.40	
					INVOICE TOTAL:		224.40	*
	17158684		05/23/18	01	BOOK	82-000-24-00-2480	2.00	
					INVOICE TOTAL:		2.00	*
					CHECK TOTAL:			226.40

CHECK DATE: 06/11/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104533	SOUND	SOUND INCORPORATED						
	R155582		05/14/18	01	JUN-AUG 2018 MAINTENANCE	82-820-54-00-5462	291.00	
				02	AGREEMENT FOR PHONE AND	** COMMENT **		
				03	VOICEMAIL	** COMMENT **		
					INVOICE TOTAL:		291.00 *	
					CHECK TOTAL:			291.00
104534	YOUNGM	MARLYS J. YOUNG						
	050218		05/08/18	01	05/02/18 LIBRARY MEETING	82-820-54-00-5462	67.00	
				02	MINUTES	** COMMENT **		
					INVOICE TOTAL:		67.00 *	
	051418		05/30/18	01	05/14/18 LIBRARY MEETING	82-820-54-00-5462	58.25	
				02	MINUTES	** COMMENT **		
					INVOICE TOTAL:		58.25 *	
					CHECK TOTAL:			125.25
					TOTAL AMOUNT PAID:			5,129.90





UNITED CITY OF YORKVILLE PAYROLL SUMMARY May 4, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 17,112.16	\$ -	17,112.16	\$ 1,813.25	\$ 1,233.66	\$ 20,159.07
FINANCE	9,350.85	-	9,350.85	1,002.34	700.53	\$ 11,053.72
POLICE	104,709.83	2,011.10	106,720.93	571.48	7,772.71	\$ 115,065.12
COMMUNITY DEV.	15,486.55	-	15,486.55	1,608.36	1,148.10	\$ 18,243.01
STREETS	13,738.98	-	13,738.98	1,449.47	999.89	\$ 16,188.34
WATER	14,768.69	488.82	15,257.51	1,609.66	1,089.44	\$ 17,956.61
SEWER	9,316.89	-	9,316.89	998.75	699.05	\$ 11,014.69
PARKS	18,794.76	355.77	19,150.53	2,030.93	1,402.44	\$ 22,583.90
RECREATION	16,443.89	-	16,443.89	1,191.47	1,234.00	\$ 18,869.36
LIBRARY	15,729.15	-	15,729.15	861.14	1,172.16	\$ 17,762.45
TOTALS	\$ 235,451.75	\$ 2,855.69	\$ 238,307.44	\$ 13,136.85	\$ 17,451.98	\$ 268,896.27
TOTAL PAYROLL						\$ 268,896.27



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

May 18, 2018

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
CLERK	583.34	-	583.34	8.79	44.61	636.74
TREASURER	83.34	-	83.34	8.79	6.36	98.49
ALDERMAN	3,900.00	-	3,900.00	-	287.32	4,187.32
ADMINISTRATION	21,579.29	-	21,579.29	2,276.62	1,569.70	25,425.61
FINANCE	9,740.83	-	9,740.83	1,027.66	718.92	11,487.41
POLICE	114,512.71	2,526.68	117,039.39	631.07	8,527.62	126,198.08
COMMUNITY DEV.	17,261.12	-	17,261.12	1,758.40	1,272.39	20,291.91
STREETS	14,033.47	-	14,033.47	1,480.52	1,022.44	16,536.43
WATER	17,254.54	18.55	17,273.09	1,822.32	1,243.62	20,339.03
SEWER	8,583.36	-	8,583.36	905.56	631.47	10,120.39
PARKS	21,588.76	409.03	21,997.79	2,320.77	1,612.59	25,931.15
RECREATION	17,632.28	-	17,632.28	1,311.99	1,314.65	20,258.92
LIBRARY	15,898.33	-	15,898.33	883.98	1,185.08	17,967.39

TOTALS \$ 263,559.71 \$ 2,954.26 \$ 266,513.97 \$ 14,436.47 \$ 19,506.26 \$ 300,456.70

TOTAL PAYROLL \$ 300,456.70



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, June 11, 2018

ACCOUNTS PAYABLE

Library CC Check Register FY18 (Pages 1 -8)	05/25/2018	\$1,618.98
Library CC Check Register FY19 (Page 9)	05/25/2018	\$134.70
Library Check Register FY18 (Page 10)	06/11/2018	\$20.64
Library Check Register FY19 (Pages 11 - 14)	06/11/2018	5,129.90

FY 2018

Illinois State Police-Background Checks	05/08/2018	27.00
Nicor 04/03/18-05/02/18 services	05/22/2018	836.75
Flex -Apr 2018 HRA & FSA Fees	05/22/2018	20.00

FY 2019

Dearborne National - May 2018 Vision Ins	05/08/2018	
Glatfelter Liability Ins. - Installment #5	05/08/2018	865.95
IPRF -June 2018 Workers Comp	05/08/2018	898.13
First Non-Profit -2nd Qtr Unemployment Ins	05/08/2018	191.42
Blue Cross /Blue Shield-May 2018 Health Ins	05/22/2018	5,531.64
Blue Cross /Blue Shield-June 2018 Health Ins	05/22/2018	5,531.64
Blue Cross /Blue Shield-May 2018 Dental Ins	05/22/2018	438.06
Blue Cross /Blue Shield-May 2018 Dental Ins	05/22/2018	438.06
Dearborne National - June 2018 Vision Ins	05/22/2018	50.72
BNY Global - Series 2013 Bond Admin Fee	05/22/2018	1,100.00

TOTAL BILLS PAID:	<hr/>	\$22,833.59
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PAYROLL

	<u>DATE</u>	
Bi-weekly (Page 15)	05/04/2018	\$17,762.45
Bi-weekly (Page 16)	05/18/2018	17,967.39

TOTAL PAYROLL:	<hr/>	\$35,729.84
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TOTAL DISBURSEMENTS:	<hr/> <hr/>	\$58,563.43
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LIBRARY DIRECTOR REPORT— May, 2018

Facilities Management Met with the Sprinkler System Inspection Company to set up inspection (5/8/18) with inspection on May 25, 2018. Set up gutter cleaning and need for proposals for gutter covers and snow bars. Dropped off and picked up donation bricks for patio. Contacting and setting up meetings for carpet cleaning quotes. Work to be done during the summer Sunday closings. Obtained quote for DVD Recorder/Security Camera replacement. Emergency HVAC call for temperature alert in Telecom Room. Worked with Daikin to revise the Maintenance Agreement.

Public Relations Spoke to the Lions Club on May 1, 2018 and thanked them for their donation for large print books. Met with the PR Committee (Hedman/La Chance) of the Board to draft a response letter to the *Kendall Record* and the *Beacon News*.

Grants Science books for children and adults were purchased and are available for circulation.

Meetings Regular manager's meetings were held. Two staff members attended the Reaching Forward Conference in Rosemont (see attached reports by Augustine/Debord). Yorkville Library hosted the meeting of the Northern Illinois Facilities Managers on May 17, 2018. Helped to coordinate the Strategic Planning Session with staff on May 18, 2018. Attended the Special Board Meeting on May 22, 2018.

Staff Recruitment Drafted a job description for the Youth Services Director position for input by the Personnel Committee. Met with the Personnel Committee and a candidate to discuss the position on May 17, 2018. Posted a Library Clerk position opening.

Library Operations Yorkville Public Works stopped in to assess our water heater and to try to alleviate the brown water. Water is brown due to lack of use. We will run the water throughout the building for 10 minutes each week. Improvement already visible. Maintenance staff will incorporate this into their weekly schedule. The City will add the Library to the monthly schedule of water testing. Contacted Libraries First to set up Museum Pass Program.

Friends Contacting and setting up meetings to obtain proposals for an updated . Projection system to be funded by the group.

Programs, Activities

Adult Programs

Evening Book Club **2**
Men's Book Club **6**
Friends Meeting **10**
Threads and More **11**
Creative Writing **15**
Lunch Bunch **8**
Folded Art **26**

TOTAL ADULT ATTENDANCE 78

Young Adult Programs Teen Meeting -TAG **8**

TOTAL YA ATTENDANCE 8

Children Programs Drop-In Storytime **13**
Tots and Toddlers (2) **47**
Beginning Readers **4**
Book Club (2 programs) (Grades 1-2) **8**
Book Club (2 programs) (Grades 3-5) **6**
Panera Storytime (2 programs) **57**
Literacy Center (2 programs) **21**
Chess Club (2 programs) **11**
Lap sit **19**
Club Duplo **12**
Dance Party **7**
Tour-2nd Grade (Parkview) **32**

TOTAL CHILDREN'S ATTENDANCE 245

Passive programs included: May 4th be with you bookmarks (18), Mom's Day bookmark (57), Puzzle (23), Gears (47), Roller Coaster (76) and Rocket coloring (48).

TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 269

Computer Use Adult **292**
Young Adult **21**
Children **43**
Express **31**

TOTAL COMPUTER USE 387

Database & E-book Use Ancestry **69**
Omni E-Book **675** E-Audio **287** **231** (Users)
E-Read IL **16** E-Book Audio **52** **20** (Users)

Circulation Checkouts **14,289**
New Patrons Added **103**
New Items Added **662**

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, Rachel Robinette, Riley Benning, Zach Weiss and Juleah Richardson.

Adult Volunteers Theron Garcia (Dance Party) and Brad Smith (Chess Club).

Meeting Room **4** Rental, **15** Programs

Proctored Test **0**

Patron Count **5242**

YORKVILLE STATISTICS FOR FY19 PrairieCat

[illegible]

DATABASE USEAGE FOR FY18

[illegible]



Daikin Care Maintenance Agreement Inspection Agreement - Yorkville Public Library

902 Game Farm Road
Yorkville, Illinois
United States, 60560

Proposal #: Q-00006700



Prepared for:

Elisa Topper

Yorkville Public Library

6/1/2018

Prepared by:

Kimberlee Cotter
District Manager
Chicago

Mobile: (630) 965-3348

Email: kimberlee.cotter@daikinapplied.com



A Proven Partner

Our customers count on Daikin Applied to design and manufacture technologically advanced commercial HVAC systems that deliver the highest efficiency and solutions that extend the life their building systems.

Our Company

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 9/1/2018 (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 9/1/2018 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 (2018/2019)	\$2,980.00 / \$745.00 quarterly
Year 2 (2019/2020)	\$3,069.00 / \$767.25 quarterly
Year 3 (2021/2022)	\$3,161.00 / \$790.25 quarterly

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

Elisa Topper
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.

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 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 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.
- Check glycol % if applicable.



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 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. 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. If such adjustment is not expressly set forth in the Maintenance Agreement, the customer shall receive forty-five (45) days prior written notice of such adjustment. Customer's payment of an invoice with an adjusted price shall be Customer's acceptance of the price adjustment so long as such invoice reflects the price adjustment expressly set forth in the Maintenance Agreement or set forth in the notice of adjustment.
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.



CONFIDENTIAL DOCUMENT

Date: 5/29/18
Library: Yorkville Public Library
Quote Valid: 7/31/18

QUOTE

CONTACT:

Heidi van Gennep
Account Executive
312.391.2229
heidiv@demco.com

4810 Forest Run Road
Madison, WI 53704

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Yorkville Public Library Strategic Objectives

1. Refine organizational structure and staff development
2. Enhance technology, programs, and availability of services
3. Focus on community involvement and marketing
4. Focus on financial stability through alternative funding fiscal responsibility
5. Redesign emergency procedures and safety protocols.

Objective	Goal	
1	1	Complete 3 staff inservice trainings by April 2019.
2	1	Offer online registrations by March 2019.
2	2	Develop a DVD rental process that eliminates fees by December 2018.
3	1	Evaluate feasibility and use case of a marquiss sign in front of library on Game Farm Road by December 2018.
3	2	Develop new print materials to market library programs and services.
3	3	Improve relationship with city council.
4	1	Secure 3 additional corporate sponsors by April 2019.
5	1	Review current emergency procedures and safety protocols and have local authorities review and make recommendations for changes by April 2019.