

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**August 12, 2019- 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
  - Digital Sign Update
  - Min-Golf Event Plans
  - Mural Design/Content
  - E-Rate Update
13. New Business
  - Mechanical Overview of the Library Building/Maintenance Proposal by R.J. O'Neil presented by Kevin Baumann (tabled from last month)
  - Thermosystems Maintenance Contract Renewal
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

DATE: 07/22/19  
TIME: 14:19:03  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900077	FNBO	FIRST NATIONAL BANK OMAHA			07/25/19		
	072519-D.DEBORD	06/30/19	01	BOEGERS LANDSCAPE-FOUNTAIN		82-000-24-00-2480	449.00
						INVOICE TOTAL:	449.00 *
	072519-D.HENNE	06/30/19	01	COFFMAN TRUCK-LIFT TRUCK		01-410-54-00-5490	21.50
			02	INSPECTION		** COMMENT **	
						INVOICE TOTAL:	21.50 *
	072519-D.SMITH	06/30/19	01	ELBURN RADIATOR-CLEAN, BOIL		79-790-54-00-5495	140.00
			02	OUT, RESOLDER SIDE RAILS ,		** COMMENT **	
			03	PRESSURE TEST AND REPAINT		** COMMENT **	
						INVOICE TOTAL:	140.00 *
	072519-E.DHUSE	06/30/19	01	NAPA#227526-BATTERY DEPOSIT		51-510-56-00-5628	-27.78
			02	APWA-JOB POSTING		51-510-54-00-5462	400.00
			03	NAPA#228012-LAMP		01-410-56-00-5628	7.05
			04	NAPA#228504-COOLANT		79-790-56-00-5640	8.44
			05	NAPA#228453-FUEL FILTERS		01-410-56-00-5628	9.95
			06	NAPA#228687-GATOR STARTER		79-790-56-00-5640	185.72
			07	NAPA#228812-AIR FILTERS		01-410-56-00-5628	35.06
			08	NAPA#228755-BATTERY		79-790-56-00-5640	51.52
			09	NAPA#229162-SPARK PLUGS		01-410-56-00-5628	5.26
			10	NAPA#229336-OIL FILTERS		01-410-56-00-5628	35.56
			11	NAPA#229382-WIRING ADAPTER		01-410-56-00-5628	14.81
			12	NAPA#229448-OIL		01-410-56-00-5628	14.98
						INVOICE TOTAL:	740.57 *
	072519-E.TOPPER	06/30/19	01	AMAZON-GLUE, PAINT MARKERS,		82-820-56-00-5610	342.95
			02	INDEX CARDS, PRINTER		** COMMENT **	
			03	CARTRIDGES, INVISIBLE INK		** COMMENT **	
			04	PENS, FILE FOLDERS, RULERS,		** COMMENT **	
			05	FILE FOLDERS, PLASTIC		** COMMENT **	
			06	SILVERWARE		** COMMENT **	
			07	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			08	AMAZON-PERMANENT MARKERS,		82-820-56-00-5671	36.14
			09	NAME TAG STICKERS, DRUM STICKS		** COMMENT **	
			10	KENDALL PRINTING-AP CHECKS		82-820-56-00-5610	94.10
						INVOICE TOTAL:	486.18 *
	072519-E.WILLRETT	06/30/19	01	FORTINET-FPRTIGATE FIREWALL		01-640-54-00-5450	2,160.00
			02	LICENSE RENEWAL FOR PARK		** COMMENT **	
			03	SERVICES		** COMMENT **	
			04	ELEMENT FOUR-CLOUD CONNECT		01-640-54-00-5450	1,100.00
			05	BACKUP		** COMMENT **	
			06	IPELRA-IL LEGISLATIVE UPDATE		01-110-54-00-5412	75.00
			07	TRAINING-WILLRETT		** COMMENT **	

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	072519-E.WILLRETT	06/30/19	08	DUNKIN DONUTS-LEGISLATIVE		01-110-54-00-5415	58.41
			09	DEVELOPMENT TRAINING		** COMMENT **	
			10	REFRESHMENTS		** COMMENT **	
				INVOICE TOTAL:			3,393.41 *
	072519-J.ENGBERG	06/30/19	01	FED EX-DOWNTOWN KIOSK SIGNS		01-220-56-00-5620	875.33
			02	YORKVILLE POST-701 BRIDGE		90-143-00-00-0011	174.15
			03	CERTIFIED MAIL		** COMMENT **	
			04	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5460	52.99
				INVOICE TOTAL:			1,102.47 *
	072519-J.GALAUNER	06/30/19	01	AMAZON-BLACK HALF MASK, MUSCLE		79-795-56-00-5606	121.58
			02	COSTUMES		** COMMENT **	
			03	WALMART-BUNS, CHEESE, RING		79-795-56-00-5607	490.65
			04	POPS, PIZZAS, CANDY		** COMMENT **	
			05	AMAZON-COSTUME		79-795-56-00-5606	45.97
			06	DOLLAR TREE-GOLF OUTING RAFFLE		79-795-56-00-5606	18.00
			07	BASKET ITEMS		** COMMENT **	
			08	4 IMPRINT-GOLF OUTING BAGS		79-795-56-00-5606	276.44
			09	ILIPRA-NOV 2019 PROFESSIONAL		79-795-54-00-5412	785.00
			10	DEVELOPMENT SCHOOL		** COMMENT **	
			11	REGISTRATION-GALAUNER		** COMMENT **	
			12	AMAZON-COSTUME RETURN REFUND		79-795-56-00-5606	-55.44
			13	ADULT KICKBALL FIELD RENTAL		79-795-56-00-5606	180.00
				INVOICE TOTAL:			1,862.20 *
	072519-J.SLEEZER	06/30/19	01	SVI INTERNATIONAL- VACUUM		01-410-56-00-5640	50.08
			02	BREAKER ASSEMBLY		** COMMENT **	
			03	AMERICAN TIRE-REPLACE BRAKE		51-510-54-00-5490	184.48
			04	LINES		** COMMENT **	
				INVOICE TOTAL:			234.56 *
	072519-J.WEISS	06/30/19	01	GROUND EFFECTS-MEXICAN PEBBLES		82-000-24-00-2480	8.05
			02	READING WAREHOUSE-BOOKS		82-000-24-00-2480	148.83
			03	MENARDS-PLANTER, DIRT, PLANTS		82-000-24-00-2480	161.79
			04	MENARDS-PLANTS		82-000-24-00-2480	39.74
			05	TARGET-SUMMER READING PROGRAM		82-000-24-00-2480	69.89
			06	SUPPLIES		** COMMENT **	
				INVOICE TOTAL:			428.30 *
	072519-K.BARKSDALE	06/30/19	01	WAREHOUSE DIRECT-FASTNERS		01-220-56-00-5610	24.00
			02	KONE-JUN 2019 ELEVATOR		23-216-54-00-5446	155.07
			03	MAINTENANCE		** COMMENT **	
			04	IWORDQ-SOFTWARE MANAGEMENT		01-220-54-00-5462	4,750.00
			05	SUPPORT JULY 2019-JUNE 2020		** COMMENT **	
				INVOICE TOTAL:			4,929.07 *

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900077	FNBO	FIRST NATIONAL BANK OMAHA			07/25/19		
	072519-P.SCODRO	06/30/19	01	UPS-1 PKG TO WATER RESOURCES		51-510-54-00-5452	19.28
						INVOICE TOTAL:	19.28 *
	072519-R.HARMON	06/30/19	01	FUN EXPRESS-SUMMER CAMP		79-795-56-00-5606	179.59
			02	SUPPLIES		** COMMENT **	
			03	AMAZON-CHEF HATS		79-795-56-00-5606	6.99
			04	DOLLAR TREE-CAMP SUPPLIES		79-795-56-00-5606	33.40
			05	JEWEL-COOKING CAMP SUPPLIES		79-795-56-00-5606	18.70
			06	SCHOOL FIX-TABLE LEGS		79-795-56-00-5606	72.03
			07	AMAZON-COMMAND STRIPS,		79-795-56-00-5606	72.89
			08	BANDAGES, STOMP ROCKETS, FIRST		** COMMENT **	
			09	AID KIT, PAPER PLATES, DRY		** COMMENT **	
			10	CLAY		** COMMENT **	
			11	FOXY'S ICE CREAM-GIFT		79-795-56-00-5606	60.00
			12	CERTIFICATES FOR SAFETY TOWN		** COMMENT **	
			13	COUNSELORS		** COMMENT **	
			14	AMAZON-SMAL;L OBJECT CHOKE		79-795-56-00-5606	9.95
			15	TESTER		** COMMENT **	
			16	TARGET-RESOLVE CLEANER		79-795-56-00-5606	7.98
			17	MICHAELS-PRESCHOOL CRAFT		79-795-56-00-5606	71.40
			18	SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	532.93 *
	072519-R.MIKOLASEK	06/30/19	01	UNITED RADIO-30 LEATHER		01-210-56-00-5600	1,476.00
			02	CARRYING CASES AND SWIVEL BELT		** COMMENT **	
			03	LOOP		** COMMENT **	
			04	ADVANCED AUTO PARTS-BRAKE		01-210-56-00-5620	6.40
			05	CALIPERS		** COMMENT **	
						INVOICE TOTAL:	1,482.40 *
	072519-R.WRIGHT	06/30/19	01	IL CHIEFS ASSOCIATION-JOB		01-210-54-00-5462	50.00
			02	POSTING		** COMMENT **	
			03	THE BLUE LINE-JOB POSTING		01-210-54-00-5462	250.00
			04	PHYSICIANS CARE-DRUG TESTING		01-410-54-00-5462	43.00
			05	PHYSICIANS CARE-DRUG TESTING		79-790-54-00-5462	43.00
			06	PHYSICIANS CARE-DRUG TESTING		79-795-54-00-5462	86.00
			07	PHYSICIANS CARE-PRE EMP EXAM		01-210-54-00-5411	406.00
						INVOICE TOTAL:	878.00 *
	072519-S.AUGUSTINE	06/30/19	01	TARGET-CANDY		82-820-56-00-5671	25.08
						INVOICE TOTAL:	25.08 *
	072519-S.IWANSKI	06/30/19	01	YORKVILLE POST-BOOK POSTAGE		82-820-54-00-5452	9.30
						INVOICE TOTAL:	9.30 *
	072519-S.REDMON	06/30/19	01	4 IMPRINT-LIGHTED COASTERS FOR		79-795-56-00-5606	477.49

Total for all highlighted Library Invoices: \$1,397.86

DATE: 08/05/19  
TIME: 13:19:36  
PRG ID: AP215000.WOW

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104741	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0934147-IN		07/22/19	01	LAMPS	82-820-56-00-5621	12.60
					INVOICE TOTAL:		12.60 *
	093490-IN		07/22/19	01	DIMMABLE FLOOD LIGHTS	82-820-56-00-5621	107.16
					INVOICE TOTAL:		107.16 *
					CHECK TOTAL:		119.76
104742	BAKTAY	BAKER & TAYLOR					
	2034627013		06/25/19	01	BOOKS	84-840-56-00-5686	371.94
					INVOICE TOTAL:		371.94 *
	2034637797		07/02/19	01	BOOKS	84-840-56-00-5686	843.90
					INVOICE TOTAL:		843.90 *
	2034657275		07/10/19	01	BOOKS	84-840-56-00-5686	449.32
					INVOICE TOTAL:		449.32 *
	2034675399		07/18/19	01	BOOKS	84-840-56-00-5686	424.46
					INVOICE TOTAL:		424.46 *
	2034676198		07/18/19	01	BOOKS	84-840-56-00-5686	337.00
					INVOICE TOTAL:		337.00 *
					CHECK TOTAL:		2,426.62
104743	BNYMGLOB	THE BANK OF NEW YORK MELLON					
	252-2210786		07/03/19	01	08/01/19-07/31/20 ADMIN FEES	82-820-54-00-5498	588.50
					INVOICE TOTAL:		588.50 *
					CHECK TOTAL:		588.50
104744	DELAGE	DLL FINANCIAL SERVICES INC					

DATE: 08/05/19  
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104744	DELAGE	DLL FINANCIAL SERVICES INC					
	64205724		08/01/19	01	AUG 2019 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48
104745	ERICSCUT	ERIC K HILL					
	0772		07/19/19	01	CLEAN OUT GUTTERS	82-820-54-00-5495	175.00
					INVOICE TOTAL:		175.00 *
					CHECK TOTAL:		175.00
104746	GREATLKS	GREAT LAKES PLUMBING & HEATING					
	18861		07/17/19	01	2019 ANNUAL INSPECTIONS	82-820-54-00-5462	450.00
					INVOICE TOTAL:		450.00 *
					CHECK TOTAL:		450.00
104747	IMPACT	IMPACT NETWORKING, LLC					
	1496722		07/18/19	01	04/15-07/14 COPIER OVERAGES	82-820-54-00-5462	139.51
					INVOICE TOTAL:		139.51 *
					CHECK TOTAL:		139.51
104748	KINGSONS	KING & SONS MONUMENTS					
	071119		07/11/19	01	2 BRICKS	82-000-24-00-2480	60.00
					INVOICE TOTAL:		60.00 *
					CHECK TOTAL:		60.00
104749	MIDWTAPE	MIDWEST TAPE					

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104749	MIDWTAPE	MIDWEST TAPE					
	97602015		07/02/19	01	CDS	84-840-56-00-5684	55.95
				02	AUDIO BOOKS	84-840-56-00-5683	59.98
				03	DVDS	84-840-56-00-5685	77.21
					INVOICE TOTAL:		193.14 *
	97624335		07/08/19	01	CD	84-840-56-00-5684	14.99
				02	AUDIO BOOK	84-840-56-00-5683	34.99
					INVOICE TOTAL:		49.98 *
	97628353		07/09/19	01	DVD	84-840-56-00-5685	22.49
					INVOICE TOTAL:		22.49 *
	97639291		07/12/19	01	CD	84-840-56-00-5684	13.99
				02	DVDS	84-840-56-00-5685	67.47
					INVOICE TOTAL:		81.46 *
	97683863		07/22/19	01	CD	84-840-56-00-5684	14.99
				02	DVDS	84-840-56-00-5685	78.72
					INVOICE TOTAL:		93.71 *
					CHECK TOTAL:		440.78
104750	NICOR	NICOR GAS					
	91-85-68-4012 8-0619		07/03/19	01	06/01-07/01 902 GAME FARM RD	82-820-54-00-5480	419.97
					INVOICE TOTAL:		419.97 *
					CHECK TOTAL:		419.97
104751	PMSADVER	PMS ADVERTISING INC					
	35-07122019		07/12/19	01	PANEL CARD BROCHURES	82-820-54-00-5426	485.00
					INVOICE TOTAL:		485.00 *
					CHECK TOTAL:		485.00

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104752	PRAIRCAT	PRAIRIECAT						
	6396		07/02/19	01	QUARTERLY PARTICIPTION AND	82-820-54-00-5468	3,549.00	
				02	USER GROUP FEES	** COMMENT **		
					INVOICE TOTAL:		3,549.00 *	
					CHECK TOTAL:			3,549.00
104753	PSNRBLAW	PEREGRINE, STIME, NEWMAN,						
	59865		07/23/19	01	LEGAL SERVICES PERFORMED ON	82-820-54-00-5466	630.00	
				02	04/02/19 & 05/08/19	** COMMENT **		
					INVOICE TOTAL:		630.00 *	
					CHECK TOTAL:			630.00
104754	QUILL	QUILL CORPORATION						
	8657912		07/11/19	01	COPY PAPER, PENS	82-820-56-00-5610	54.97	
					INVOICE TOTAL:		54.97 *	
					CHECK TOTAL:			54.97
104755	RAILS	RAILS						
	6089		07/11/19	01	JULY-DEC 2019 EREAD ILLINOIS	82-820-54-00-5468	255.00	
				02	MEMBERSHIP FEES	** COMMENT **		
					INVOICE TOTAL:		255.00 *	
					CHECK TOTAL:			255.00
104756	SOUND	SOUND INCORPORATED						
	R162440		07/12/19	01	AUG-OCT 2019 MAINTENANCE	82-820-54-00-5462	929.52	
				02	CONTRACT CHARGE FOR CCTV &	** COMMENT **		
				03	ACCESS CONTROL	** COMMENT **		
					INVOICE TOTAL:		929.52 *	
					CHECK TOTAL:			929.52



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104757	TBS	TBS CONSTRUCTION						
	072919-7		07/30/19	01	2ND QTR COST FOR FAX	82-820-54-00-5462	43.52	
					INVOICE TOTAL:		43.52 *	
					CHECK TOTAL:			43.52
104758	THERMOSY	THERMO SYSTEMS						
	653		06/28/19	01	06/01/19-08/31/19 PLANNED	82-820-54-00-5495	745.00	
				02	MAINTENANCE	** COMMENT **		
					INVOICE TOTAL:		745.00 *	
					CHECK TOTAL:			745.00
104759	THOMREUT	WEST PUBLISHING CORPORATION						
	840600922		07/04/19	01	2019 IL STATE BAR BOOKS	82-820-56-00-5686	273.10	
					INVOICE TOTAL:		273.10 *	
					CHECK TOTAL:			273.10
104760	TRICO	TRICO MECHANICAL , INC						
	4953		07/17/19	01	DOMESTIC WATER HEATER	82-820-54-00-5495	423.00	
				02	PRESSURE RELIEF VALVE	** COMMENT **		
				03	REPLACEMENT	** COMMENT **		
					INVOICE TOTAL:		423.00 *	
					CHECK TOTAL:			423.00
104761	YOUNGM	MARLYS J. YOUNG						
	070819		07/22/19	01	047/08/19 MEETING MINUTES	82-820-54-00-5462	61.25	
					INVOICE TOTAL:		61.25 *	
					CHECK TOTAL:			61.25
					TOTAL AMOUNT PAID:			12,463.98



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 12, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,489.33	\$ -	19,489.33	\$ 1,772.54	\$ 1,434.20	\$ 22,696.07
FINANCE	10,610.94	-	10,610.94	974.94	796.94	\$ 12,382.82
POLICE	133,720.11	16,420.13	150,140.24	581.91	11,099.67	\$ 161,821.82
COMMUNITY DEV.	19,050.82	-	19,050.82	1,753.18	1,420.17	\$ 22,224.17
STREETS	14,392.37	-	14,392.37	1,173.48	1,047.54	\$ 16,613.39
WATER	14,923.40	722.91	15,646.31	1,390.39	1,146.01	\$ 18,182.71
SEWER	6,325.69	-	6,325.69	507.86	448.64	\$ 7,282.19
PARKS	27,272.27	1,335.00	28,607.27	2,346.88	2,126.05	\$ 33,080.20
RECREATION	17,500.91	-	17,500.91	1,353.53	1,305.58	\$ 20,160.02
LIBRARY	16,392.75	-	16,392.75	960.48	1,230.50	\$ 18,583.73
TOTALS	\$ 279,678.59	\$ 18,478.04	\$ 298,156.63	\$ 12,815.19	\$ 22,055.30	\$ 333,027.12
TOTAL PAYROLL						\$ 333,027.12



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 26, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,800.00	-	3,800.00	-	290.70	4,090.70
ADMINISTRATION	19,989.34	-	19,989.34	1,811.04	1,466.70	23,267.08
FINANCE	11,120.18	-	11,120.18	1,007.49	824.44	12,952.11
POLICE	114,391.40	2,590.71	116,982.11	581.92	8,551.61	126,115.64
COMMUNITY DEV.	19,050.83	-	19,050.83	1,726.00	1,397.21	22,174.04
STREETS	14,440.84	-	14,440.84	1,177.87	1,051.24	16,669.95
WATER	14,409.81	193.24	14,603.05	1,250.56	1,055.45	16,909.06
SEWER	6,325.67	-	6,325.67	507.87	447.91	7,281.45
PARKS	23,220.02	608.22	23,828.24	1,866.19	1,728.48	27,422.91
RECREATION	16,586.44	-	16,586.44	1,266.33	1,229.91	19,082.68
<b>LIBRARY</b>	<b>17,069.55</b>	<b>-</b>	<b>17,069.55</b>	<b>946.89</b>	<b>1,270.84</b>	<b>19,287.28</b>
<b>TOTALS</b>	<b>\$ 261,312.42</b>	<b>\$ 3,392.17</b>	<b>\$ 264,704.59</b>	<b>\$ 12,142.16</b>	<b>\$ 19,383.98</b>	<b>\$ 296,230.73</b>

**TOTAL PAYROLL                    \$ 296,230.73**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, August 12, 2019

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 5)</i>	07/25/2019	\$1,397.86
Library Check Register <i>(Pages 6-8)</i>	08/12/2019	12,463.98

#### FY 19

Trico - HVAC Repair	07/09/2019	125.00
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#### FY 20

Glatfelter Liability Ins. - Installment #7	07/09/2019	918.75
Lincoln Financial - July 2019 Life Ins	07/09/2019	30.83
IPRF - Aug 2019 Workers Comp	07/09/2019	910.84
US Treasury - 2019 PCORI HRA Tax	07/18/2019	9.80
Blue Cross /Blue Shield-Aug 2019 Health Ins	07/23/2019	5,537.74
Blue Cross /Blue Shield-Aug 2019 Dental Ins	07/23/2019	582.29
Dearborn National - Aug 2019 Vision Ins	07/23/2019	84.33
First Non-Profit - 2019 3rd Qtr Unemployment Ins	07/23/2019	172.08
Marlys Young-06/10/19 Minutes	07/23/2019	66.25

<b>TOTAL BILLS PAID:</b>	<b>\$22,299.75</b>
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#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 9)</i>	07/12/2019	\$18,583.73
Bi-weekly <i>(Page 10)</i>	07/26/2019	\$19,287.28

<b>TOTAL PAYROLL:</b>	<b>\$37,871.01</b>
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<b>TOTAL DISBURSEMENTS:</b>	<b><u>\$60,170.76</u></b>
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[illegible]

PAYROLL														
1 <sup>ST</sup> PAY PERIOD	\$	18,476	\$	19,369	\$	18,734								
2 <sup>ND</sup> PAY PERIOD		19,361		19,417		19,287								
3 <sup>RD</sup> PAY PERIOD		19,324		-		-								
<b>Total</b>	<b>\$</b>	<b>57,162</b>	<b>\$</b>	<b>38,786</b>	<b>\$</b>	<b>38,021</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2020 BUDGET REPORT  
For the Month Ended July 31, 2019**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year			Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
		8%	17%	25%			
		May-19	June-19	July-19			

**LIBRARY OPERATIONS REVENUES**

<i>Taxes</i>							
82-000-40-00-4000	PROPERTY TAXES	58,036	298,555	12,300	368,890	699,220	52.76%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	65,634	337,641	13,910	417,185	793,028	52.61%
<i>Intergovernmental</i>							
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,460	-	862	2,322	5,250	44.24%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	20,000	0.00%
<i>Fines &amp; Forfeits</i>							
82-000-43-00-4330	LIBRARY FINES	434	712	492	1,638	8,500	19.27%
<i>Charges for Service</i>							
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,193	882	880	2,955	8,000	36.93%
82-000-44-00-4422	COPY FEES	294	322	441	1,057	3,750	28.19%
82-000-44-00-4439	PROGRAM FEES	-	15	20	35	-	0.00%
<i>Investment Earnings</i>							
82-000-45-00-4500	INVESTMENT EARNINGS	735	680	817	2,232	10,000	22.32%
<i>Miscellaneous</i>							
82-000-48-00-4820	RENTAL INCOME	200	-	-	200	2,000	10.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	1,981	370	52	2,404	2,000	120.18%
<i>Other Financing Sources</i>							
82-000-49-00-4901	TRANSFER FROM GENERAL	5,588	1,830	2,002	9,419	25,003	37.67%
<b>TOTAL REVENUES: LIBRARY</b>		<b>135,555</b>	<b>641,006</b>	<b>31,777</b>	<b>808,337</b>	<b>1,576,751</b>	<b>51.27%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>							
82-820-50-00-5010	SALARIES & WAGES	30,988	21,451	20,903	73,342	278,394	26.34%
82-820-50-00-5015	PART-TIME SALARIES	19,549	12,675	12,560	44,784	196,000	22.85%
<i>Benefits</i>							
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	2,821	1,957	1,907	6,686	25,541	26.18%
82-820-52-00-5214	FICA CONTRIBUTION	3,804	2,552	2,501	8,857	35,544	24.92%
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,099	5,301	5,112	21,513	81,184	26.50%
82-820-52-00-5222	GROUP LIFE INSURANCE	31	31	31	92	387	23.90%
82-820-52-00-5223	DENTAL INSURANCE	1,165	582	582	2,329	6,987	33.34%
82-820-52-00-5224	VISION INSURANCE	169	84	84	337	1,012	33.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	172	-	172	344	750	45.89%
82-820-52-00-5231	LIABILITY INSURANCE	5,416	1,830	1,830	9,075	24,253	37.42%
<i>Contractual Services</i>							
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	2,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	2,000	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	-	832	-	832	6,000	13.87%
82-820-54-00-5452	POSTAGE & SHIPPING	-	45	9	54	750	7.26%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	1,533	13	13	1,559	11,000	14.17%
82-820-54-00-5462	PROFESSIONAL SERVICES	4,059	1,983	1,181	7,223	40,000	18.06%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	3,000	0.00%
82-820-54-00-5468	AUTOMATION	2,249	-	-	2,249	20,000	11.24%
82-820-54-00-5480	UTILITIES	-	-	559	559	11,130	5.02%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	248	4,921	7,359	12,529	50,000	25.06%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	-	1,100	1,700	64.71%
<i>Supplies</i>							
82-820-56-00-5610	OFFICE SUPPLIES	-	112	437	549	8,000	6.86%
82-820-56-00-5620	OPERATING SUPPLIES	-	309	23	332	3,000	11.07%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	1,397	-	1,397	8,000	17.46%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	2,000	0.00%



**UNITED CITY OF YORKVILLE**  
**FISCAL YEAR 2020 BUDGET REPORT**  
**For the Month Ended July 31, 2019**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8% May-19	17% June-19	25% July-19	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
82-820-56-00-5671	LIBRARY PROGRAMMING		-	22	61	83	1,000	8.31%
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		-	11,306	-	11,306	22,613	50.00%
<i>2013 Refunding Bond</i>								
82-820-99-00-8000	PRINCIPAL PAYMENT		-	-	-	-	585,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT		-	69,700	-	69,700	139,400	50.00%
<b>TOTAL FUND REVENUES</b>			<b>135,555</b>	<b>641,006</b>	<b>31,777</b>	<b>808,337</b>	<b>1,576,751</b>	<b>51.27%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>83,303</b>	<b>138,204</b>	<b>55,325</b>	<b>276,832</b>	<b>1,620,345</b>	<b>17.08%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>52,251</b>	<b>502,802</b>	<b>(23,548)</b>	<b>531,505</b>	<b>(43,594)</b>	

**LIBRARY CAPITAL REVENUES**


84-000-42-00-4214	DEVELOPMENT FEES		9,800	4,400	7,300	21,500	50,000	43.00%
84-000-45-00-4500	INVESTMENT EARNINGS		62	50	56	168	100	168.27%
84-000-48-00-4850	MISCELLANEOUS INCOME		-	29	-	29	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>			<b>9,862</b>	<b>4,479</b>	<b>7,356</b>	<b>21,697</b>	<b>50,100</b>	<b>43.31%</b>

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS		-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS		-	157	233	390	3,500	11.14%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	343	343	500	68.55%
84-840-56-00-5685	DVD'S		-	127	119	246	3,000	8.20%
84-840-56-00-5686	BOOKS		-	1,958	3,713	5,670	50,000	11.34%
<b>TOTAL FUND REVENUES</b>			<b>9,862</b>	<b>4,479</b>	<b>7,356</b>	<b>21,697</b>	<b>50,100</b>	<b>43.31%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>2,241</b>	<b>4,408</b>	<b>6,649</b>	<b>75,500</b>	<b>8.81%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>9,862</b>	<b>2,238</b>	<b>2,948</b>	<b>15,048</b>	<b>(25,400)</b>	



**UNITED CITY OF YORKVILLE**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended July 31, 2019 \***



	July Actual	YTD Actual	% of Budget	FY 2020 Budget	Fiscal Year 2019 For the Month Ended July 31, 2018 YTD Actual      % Change	
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ 26,210	\$ 786,075	52.7%	\$ 1,492,248	776,334	1.25%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 862	\$ 2,322	44.2%	\$ 5,250	1,884	23.24%
State Grants	-	-	0.0%	20,000	25,211	-100.00%
Total Intergovernmental	\$ 862	\$ 2,322	9.2%	\$ 25,250	27,096	-91.43%
Library Fines	\$ 492	\$ 1,638	19.3%	\$ 8,500	2,710	-39.56%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 880	\$ 2,955	36.9%	\$ 8,000	2,144	37.82%
Copy Fees	441	1,057	28.2%	3,750	1,070	-1.24%
Program Fees	20	35	0.0%	-	1	3445.00%
Total Charges for Services	\$ 1,341	\$ 4,047	34.4%	\$ 11,750	3,215	25.87%
Investment Earnings	\$ 817	\$ 2,232	22.3%	\$ 10,000	923	141.84%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	-	0.00%
Rental Income	-	200	10.0%	2,000	350	-42.86%
DVD Rental Income	-	-	0.0%	-	863	-100.00%
Miscellaneous Income	52	2,404	120.2%	2,000	96	2403.78%
Transfer In	2,002	9,419	37.7%	25,003	8,966	5.06%
Total Miscellaneous & Transfers	\$ 2,054	\$ 12,023	41.5%	\$ 29,003	10,274	17.02%
<b>Total Revenues and Transfers</b>	<b>\$ 31,777</b>	<b>\$ 808,337</b>	<b>51.3%</b>	<b>\$ 1,576,751</b>	<b>820,552</b>	<b>-1.49%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 55,325</u>	<u>\$ 276,832</u>	<u>17.1%</u>	<u>\$ 1,620,345</u>	<u>267,433</u>	<u>3.51%</u>
50 Salaries	33,462	118,126	24.9%	474,394	114,222	3.42%
52 Benefits	12,220	49,234	28.0%	175,658	47,400	3.87%
54 Contractual Services	9,121	26,105	17.5%	149,080	10,355	152.10%
56 Supplies	521	2,361	9.8%	24,200	6,907	-65.82%
99 Debt Service	-	81,006	10.2%	797,013	88,550	-8.52%
<b>Total Expenditures and Transfers</b>	<b>\$ 55,325</b>	<b>\$ 276,832</b>	<b>17.1%</b>	<b>\$ 1,620,345</b>	<b>\$ 267,433</b>	<b>3.51%</b>
<i>Surplus(Deficit)</i>	<i>\$ (23,548)</i>	<i>\$ 531,505</i>		<i>\$ (43,594)</i>	<i>\$ 553,119</i>	

\* July represents 25% of fiscal year 2020



ACTIVITY THROUGH FISCAL PERIOD 03

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2019		BEGINNING BALANCE					74,987.16
	AP-190513B	05/06/2019	01	BOOKS	BAKER & TAYLOR	104703	2034422390-B	58.24	
		05/06/2019	02	BOOKS	BAKER & TAYLOR	104703	2034437996-B	60.16	
		05/06/2019	03	WASHER TOSS GAME, CRAFT	ORIENTAL TRADING CO	104706	695971245-01	69.31	
	AP-190525MB	05/14/2019	25	AMAZON-SCREEN LIGHTING KIT,	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	413.89	
		05/14/2019	26	JEWEL-COOKIE TRAY FOR PATRON	FIRST NATIONAL BANK	900073	052519-E.TOPPER-B	42.96	
	GJ-190531LB	06/03/2019	06	May 2019 Deposits					487.00
	CR-C190521	05/21/2019	06	KONICA MFP REIMB	006		0000000012		100.00
				TOTAL PERIOD 01 ACTIVITY				644.56	587.00
02	AP-190610B	06/04/2019	01	BOOKS	BAKER & TAYLOR	104718	2034546750	20.69	
		06/04/2019	02	JULY 201, 2019 MAGIC AND ART	DANIEL LAIB	104721	552	300.00	
	AP-190618M	06/18/2019	01	FABRICATE AND INSTALL A MAIN	AURORA SIGN CO	104730	190511-1	12,497.00	
	AP-190625MB	06/20/2019	139	AMAZON-IPAD, ENVELOPES,	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	686.29	
		06/20/2019	140	AMAZON-IPAD CASE	FIRST NATIONAL BANK	900075	062519-E.TOPPER-B	14.99	
		06/20/2019	141	PANERA-3 GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	142	GRACE COFFEE-2 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	20.00	
		06/20/2019	143	AMAZON-MOVIE CLAPPER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	9.54	
		06/20/2019	144	AMAZON-MOVIE PARTY PROPS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	58.94	
		06/20/2019	145	TARGET-DVDS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	38.00	
		06/20/2019	146	STARBUCKS- 3 GIFT CARDS FOR	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	30.00	
		06/20/2019	147	NCG-GIFT CARDS FOR ADULT	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	78.00	
		06/20/2019	148	AMAZON-RED CARPET ISLE RUNNER	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	49.99	
		06/20/2019	149	AMAZON-BEISTLE CUTOUTS	FIRST NATIONAL BANK	900075	062519-S.AUGUSTINE-B	12.90	
				TOTAL PERIOD 02 ACTIVITY				13,846.34	0.00
03	AP-072919VD	07/29/2019	03	BOOKS FOR FRIENDS :VOID 104738	THE READING WAREHOUS		194537		148.83
	AP-190708	07/01/2019	01	BOOKS	BAKER & TAYLOR	104731	2034568271	66.09	
		07/01/2019	02	BOOKS	BAKER & TAYLOR	104731	2034591302	56.95	
		07/01/2019	03	BOOKS FOR FRIENDS SUMMER	THE READING WAREHOUS		194537	148.83	
	AP-190725M	07/22/2019	166	BOEGERS LANDSCAPE-FOUNTAIN	FIRST NATIONAL BANK	900077	072519-D.DEBORD	449.00	
		07/22/2019	167	GROUND EFFECTS-MEXICAN PEBBLES	FIRST NATIONAL BANK	900077	072519-J.WEISS	8.05	
		07/22/2019	168	READING WAREHOUSE-BOOKS	FIRST NATIONAL BANK	900077	072519-J.WEISS	148.83	
		07/22/2019	169	MENARDS-PLANTER, DIRT, PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	161.79	
		07/22/2019	170	MENARDS-PLANTS	FIRST NATIONAL BANK	900077	072519-J.WEISS	39.74	
		07/22/2019	171	TARGET-SUMMER READING PROGRAM	FIRST NATIONAL BANK	900077	072519-J.WEISS	69.89	
	GJ-190731LB	08/02/2019	06	July 2019 Deposits					449.00
				TOTAL PERIOD 03 ACTIVITY				1,149.17	597.83
				TOTAL ACCOUNT ACTIVITY				15,640.07	1,184.83
				ENDING BALANCE					60,531.92
				GRAND TOTAL				0.00	60,531.92
				TOTAL DIFFERENCE				0.00	60,531.92

## **LIBRARY DIRECTOR REPORT—July 2019**

**Facilities Management-** When Thermosystems came out to clean the coils on the chiller, they discovered that there was an alarm that signaled that the Circuit 2 Soft Start Chassis Starter needed to be replaced at a cost of \$6,723 (includes a 15% discount). Service is scheduled for August 12<sup>th</sup>. I contacted Trico to discuss this part and they agreed that the part was at the age of replacement (13 years). This was the same part that was replaced on Circuit 1 last month. Stanley Steemer has been contacted to steam clean all the library bathrooms on August 16<sup>th</sup> after closing. Obtaining quote from the Window Washing Company to clean the windows throughout the building. Depending on amount will determine if we only do the outside or both. They will also be using a solution to keep the windows free of spider webs on certain windows. Provided information to ConvergeOne to start exploring costs for a new phone system. We are experiencing quite a few problems due to the age of the system and patrons are complaining about reaching the Library.

**Public Relations-** There was a nice article in the Kendall Chronicle about our teen program, but the information was not completely accurate. The reporter was to contact Jennette Weiss for detailed information and she never responded to Jennette's numerous calls. I plan to contact the reporter and tell her to add something in the publication as a correction. The brochure card was reprinted as there was an error in the building date. We will still use the old cards for handouts at festivals. Museum Pass Program is very active now. This month we gave out 16 passes to families that went to the Brookfield Zoo and Cantigny Park.

**Special Events-** Starting to plan for the 2<sup>nd</sup> Annual Ice Cream Social, September 14, 2019.

**Meetings-** Met with Mayor Purcell and City Administrator Bart Olsen on July 30<sup>th</sup>. Gave the Mayor an overview of library operations and upcoming events. He has been invited to the August 12<sup>th</sup> Meeting to address the Board. Will be proving an Orientation to the Board to Julie Brendich on August 8<sup>th</sup>. Met with the Mini-Golf Committee on July 16<sup>th</sup>. Attended the Delegates Assembly July 31<sup>st</sup> online. Shelley Augustine and I met with Megan Forristall, Public Affairs Specialist, Social Security Administration for an overview of services they can offer our patrons.

**Staff** – Line staff evaluations are complete and department manager's evaluations are being prepared.

**Library Operations-** We posted and started receiving applications for the Reference Assistant position currently held by Beckie Stalee as she is moving out of state. Renewed my notary commission as patrons see this as a library service. If appointments are made and I can work around my administrative duties, I am available to do this. Picked up 2 memorials bricks for the garden.

**Library Incident-**While I was on vacation (August 1 &2) I received a call from the Alarm Company that someone was still in the building after hours. I contacted Dixie Debord who was the Manager in charge, and she came back to the building with the police for a walk through and to reset the alarm. It was a teenager that was left in the building and she left a note with the books she was taking as she could not check them out. We know who the person is, and we will contact her to see what happened. The staff member who oversaw checking the second floor has also been consulted. I thank Dixie for handling this matter. I always make sure that there is a Manager in charge when I am on vacation.

**Projects/Programs-** Provided Darren Crawford and Theron Garcia with printouts of author lists for the August Board meeting discussion about the mural.

**Friends-** I will be attending the Friends meeting on August 12<sup>th</sup> to discuss their help with the Ice Cream Social.

### **Programs, Activities**

#### **Adult Programs**

Men's Book Club **9**  
Friends Meeting **14**  
Threads and More **9**  
Creative Writing **12**  
Lunch Bunch **8**  
Masai Beadwork Workshop (2) **20**  
Book Club Tutorial **7**  
Social Security Meeting **3**  
George Burns Program **57**  
Movie Matinee **15**

**Passive Programs**                      **Total 65**  
Includes the puzzles, chess board and art wall.

**TOTAL ADULT ATTENDANCE 219**

#### **Children Programs**

Drop-In Storytime (4) **22**  
Tots and Toddlers (2) **42**  
Book Club (2 programs) (Grades 1-2) **8**  
LEGO Club **24**  
Shrinky Dinks (2) **45**  
How to be a Viking (3) **83**  
3D Printing (4) **21**  
Green Screen (3) **15**  
Future Foxes (2) **39**  
Spy Night (2) **25**  
Escape Room **25**

Outside Play **21**  
 Teen Game **1**  
 Stories in the Park **(4) 138**  
 Baby Lap Sit **5**  
 Movie **4**  
 Read with Paws **12**  
 Teen Book Roses **2**  
 Book Club **(grades 3-5) (4) 20**  
 Museum Pass **16**

**TOTAL CHILDREN'S ATTENDANCE 568**

Passive programs included:

Games 14, Dictionary Find 17, Structure building 14, Straw Rockets 42, July 4<sup>th</sup> coloring page, 27, Tegu Magnetic Blocks 38, Rocket Launch 12, Moon Tally 77, Shark Hunt 28, Shark Magnetic Blocks 25, Shark Fin Motor 48, Build A Rocket 43, and Moon Phases 9

**TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 394**

**Computer Use**                      Adult **362**  
    Young Adult **42**  
    Children **72**

**TOTAL COMPUTER USE 476**

**Database & E-book Use**

Ancestry **97**    Gale **2 (2searches)** Omni E-Book **794**  
 E-Audio **78 (36 Users)** E-Read IL **47**              E-Book Audio **433 (289 Users)**

**Circulation**                      Checkouts **18,576**  
    New Patrons Added **115**  
    New Items Added **285**

**Teen Volunteers** Mikayla Mika, Juleah Richardson, Katelyn Tugman, Skyler Krantz, Raquel Brady, Aiden Smith, Rachel Robinette and Leah English.

**Adult Volunteers** Nancy Aschauer, Sands McCormick Uridil, District 115 Reading Specialist, Sons of Norway

**Meeting Room**              **0** Rental,              **16** Programs

**Proctored Test**              **0**  
**Patron Count**              **6,401**

YORKVILLE STATISTICS FOR FY20 PrairieCat									
--	--	--	--	--	--	--	--	--	--

[illegible]

DATABASE USAGE FOR FY20									
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[illegible]



# **R.J. O'Neil**

**MECHANICAL CONTRACTORS**

PREVENTATIVE MAINTENANCE ■ SERVICE ■ CONSTRUCTION

**R.J. O'NEIL COMBINES TRADITION WITH INNOVATION  
PROVIDING COMPREHENSIVE MECHANICAL SOLUTIONS SINCE 1926**

## **Proposal**

### **Semi-Annual Preventative Maintenance**

July 18, 2019

**SUBMITTED TO**

Yorkville Public Library  
902 Game Farm Rd  
Yorkville, IL 60560

**SUBMITTED BY**

**Kevin Baumann**

*Account Executive*

R.J. O'Neil, Inc.

1125 S. Lake St.

Montgomery, IL 60538

630-383-1922

kevin@rjoneil.com

## PLANNED MAINTENANCE AGREEMENT

R.J. O'Neil, Inc. will bring every piece of mechanical equipment quoted in **Section A** up to our operating standards. These services are more completely described in **Section B** (*Service Scope of Work*) and will be performed during regularly scheduled maintenance calls throughout the year at the frequencies indicated in **Section C**. (*Preventative Maintenance Schedule*)

**Yorkville Public Library will receive the following benefits as a Maintenance Agreement Customer:**

- Preferential service labor and material rates will be provided over non-maintenance agreement customers and is available 24 hours a day, 365 days a year.
- Operating Instructions will be reviewed with the customer to enhance the efficiency of the equipment and to improve the environmental conditions.
- A completed copy of the Service Report will be provided after all service calls identifying the scope of work performed and any recommendations for improving the operation of the equipment.

### A. Equipment Inventory

<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>	<u>Equipment Type</u>	<u>Location</u>
Raypak	H9-2002A	0605250758	Hot Water Boiler	N/A
Raypak	H9-2002A	0605250759	Hot Water Boiler	N/A
McQuay	AGS170CS27-ER10	STNU060300243	Chiller	N/A
York	AHP60D3XH21A	A0K6907275	Package AC & MUA	N/A
York	AHP60D3XH21A	A0K6907265	Package AC & MUA	N/A
Johnson Marcraft	M12850-AHU1-DM0PS000W1	AHU-1	Air Handler	N/A
AO Smith	BTH-120-970	J06M007024	Water Heater	N/A

### B. Service

This agreement includes all travel and jobsite labor, vehicles, and materials necessary to test the existing operation and performance of the equipment. Diagnostic and Operational testing will be performed to ensure the system(s) are in proper operating condition. Identification of any imminent system(s) failures is vital to lessen the possibility of future service calls.

R.J. O'Neil Inc. will perform the necessary services during normal business hours Monday through Friday from 7:00am – 3:30pm.

**The following Manufacturer-specified maintenance tasks are included in your services:**

**Packaged Roof Top Units** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Furnish and replace filters annually
- ✓ Check condenser fan motor mounting bolts tightness
- ✓ Check compressor mounting bolts
- ✓ Check condenser fan blade positioning
- ✓ Check control box cleanliness and wiring condition
- ✓ Check wire terminal tightness
- ✓ Check refrigerant charge level
- ✓ Check condition of evaporator coil
- ✓ Check blower motor amperage
- ✓ Check heat exchanger flue passageways cleanliness
- ✓ Check gas burner condition; clean, if necessary
- ✓ Check gas manifold pressure
- ✓ Check heating temperature rise
- ✓ Check inlet filters condition
- ✓ Check damper travel (economizer)
- ✓ Check gear and dampers for debris and dirt

- ✓ Check belt tension; Replace belt annually
- ✓ Check pulley alignment
- ✓ Check fan shaft bearing locking collar tightness
- ✓ Clean condenser coil annually

**Package AC & MUA Equipment: Small Tonnage** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check general condition of equipment, surrounding spaces and connections to duct and curb
- ✓ Inspect and tighten electrical connections, contactors, relays and operating safety controls
- ✓ Check security of all motor mounts and vibration pads, inspect operating conditions of each motor
- ✓ Inspect condition of all fans, check each fan motor for proper direction of rotation
- ✓ Check each fan for rotation without obstruction from debris or fan shrouds
- ✓ Inspect condition of fan and motor bearings
- ✓ Lubricate all bearings as necessary per manufacture recommendations
- ✓ Check condition and tension of all drive belts, sheaves and check alignment; adjust as necessary (w/a)
- ✓ Inspect belt(s), replace belt(s) annually
- ✓ Inspect condition of evaporator and condenser coils
- ✓ Inspect and clean condenser coils
- ✓ Check condition of drain pan and “p” trap
- ✓ Visually inspect for any indications of refrigerant and oil leaks
- ✓ Start compressor and check operations
- ✓ Verify operation of crank case heater (w/a)
- ✓ Verify refrigerant pressures and temperatures (w/a)
- ✓ Verify operation of dampers and actuators, verify damper position, Inspect outside air screens
- ✓ Adjust damper position as necessary, tighten lock screw screws as necessary
- ✓ Inspect and adjust linkages; lubricate as necessary
- ✓ Check set points for supply air, measure actual and compare
- ✓ Coil Cleaning: spray down coils with Nu-Calgon Condenser Cleaner and Pressure Wash
- ✓ Visually inspect fuel piping for leaks and proper support; inspect gas regulator valve
- ✓ Inspect flue and vent gas ductwork Inspect operations of ignition system
- ✓ Visually inspect gas flame color for proper gas and oxygen mixture
- ✓ Verify sequence of operation for multiple stages of heat (w/a)

**Air Handling Units** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Visually inspect drain pans and other adjacent surfaces subject to wetting semi-annually for cleanliness and microbial growth and clean when fouling is observed
- ✓ Visually inspect the dehumidification coils annually for cleanliness and microbial growth. Clean when fouling is observed
- ✓ Visually inspect outdoor air intake louvers, bird screens, mist eliminators, and adjacent areas semi-annually for cleanliness and integrity. Clean, when necessary
- ✓ Verify sensors used for dynamic minimum outdoor air control accuracy and recalibrate or replace as necessary
- ✓ Maintain the floor drains located in plenums or rooms that serve as air plenums to prevent transport of contaminants from the floor drain to the plenum

**Exhaust Fans** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check motor amperage
- ✓ Check condition of bearings
- ✓ Check fan rotation
- ✓ Check condition of blade
- ✓ Inspect bolts and setscrews for tightness. Tighten as necessary
- ✓ Inspect belt wear and alignment. Adjust alignment as needed. Furnish and replace belts, annually.

**Gas-Fired Unit Heaters** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check motor amperage
- ✓ Check fan blade for rotation and condition
- ✓ Vacuum, or blow out, internal components
- ✓ Check discharge temperature
- ✓ Check condition of heat exchanger



**Make-Up Air Units** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check burner and flame rod – clean, if necessary
- ✓ Check belts, belt tension and sheave alignment; furnish and replace belts annually.
- ✓ Check fan operation and rotation
- ✓ Confirm operation of dampers
- ✓ Lubricate bearings
- ✓ Check control settings
- ✓ Clean filters

**Ductless Split Systems** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Clean filter
- ✓ Clean condenser coil annually
- ✓ Check control system devices for proper operation
- ✓ Check temperature drop
- ✓ Check refrigerant charge
- ✓ Check blower and condenser fan motor operations
- ✓ Check compressor and contactor

**Hot Water Boilers** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check general condition of equipment, surrounding spaces and connections to duct
- ✓ Inspect and tighten electrical connections, contactors, relays and operating safety controls
- ✓ Check security of all motor mounts and vibration pads, inspect operating conditions of each motor
- ✓ Inspect condition of all fans, check each fan motor for proper direction of rotation
- ✓ Check each fan for rotation without obstruction from debris or fan shrouds
- ✓ Visually inspect fuel piping for leaks and proper support; inspect gas regulator valve
- ✓ Inspect flue and vent gas ductwork
- ✓ Inspect fireside of boiler debris and obstructions
- ✓ Inspect refractory for cracks, corrosion and other defects
- ✓ Brush clean the burner, flame rod surfaces and other combustion equipment
- ✓ Vacuum soot and dirt from combustion chamber
- ✓ Inspect condition and operation of combustion fans (w/a)
- ✓ Check burner sequence of operation and combustion air equipment
- ✓ Use flue gas analyzer to measure and record combustion gases
- ✓ Make minor adjustments for proper fuel and oxygen mixture
- ✓ Visually Check combustion flame
- ✓ Test operating and safety controls for proper calibration

**Chillers** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Check condition of sleepers or curb connection and general condition of equipment and surrounding spaces
- ✓ Inspect and tighten electrical connections, contactors, relays and operating safety controls
- ✓ Inspect for refrigerant and oil leaks
- ✓ Inspect water piping for leaks
- ✓ Check freeze protection, evaporator and piping heaters, glycol content (w/a)
- ✓ Check refrigerant in sight glass
- ✓ Check compressor oil presence in sight glass, and acid test if applicable
- ✓ Check inlet and outlet water pressure and determine proper flow (w/a)
- ✓ Measure inlet and outlet water temperatures
- ✓ Measure refrigerant pressures and temperatures
- ✓ Check crankcase heater operation
- ✓ Meg hermetic motor
- ✓ Check operation of electronic expansion valve
- ✓ Check operation log, and last fault analysis, analyze performance
- ✓ Check condenser coils, clean debris from around condenser
- ✓ Check condenser fan operation

- ✓ Check oil level, change oil filters, external and internal (w/a)
- ✓ Draw oil sample from each circuit annually
- ✓ Inspect liquid line drier
- ✓ Check VFD refrigerant strainer
- ✓ Refer to specific manufacturer requirements for additional tasks required
- ✓ Select condenser coil option

**Rotary Screw Air Compressors** (Service only performed if listed in Section A. Equipment Inventory)

- ✓ Change air & oil filter per Operator's Manual recommendation
- ✓ Change separator element per Operator's Manual recommendation
- ✓ Change Coolant per coolant analysis recommendation (Typical Life: 8,000 hours)
- ✓ Check cooler condition and blow out as needed (Power washing not included)
- ✓ Check and clean condensate drains as needed
- ✓ Check condition of belts, adjust tension and/or change as needed
- ✓ Lubricate main drive motor and cooling fan motor as needed
- ✓ Complete a Multipoint Inspection & document Control Panel Parameter per visit
- ✓ Review warning shutdown history for any abnormal shutdowns per visit
- ✓ All parts & lubricants will be disposed in accordance with local, state and federal OSHA/EPA
- ✓ Rebuild compressor inlet valve every 16,000 hrs. (Oil free fixed speed rotary units only)
- ✓ Rebuild compressor discharge check valve every 8,000 hrs. (Oil free units only)
- ✓ Rebuild blow down valve every 8,000 hrs. (Oil free fixed speed rotary units only)

**C. Maintenance Schedule**

R.J. O'Neil Inc. proposes the following maintenance schedule. This can be revised to your request.

	Spring	Summer	Fall	Winter
<b>Package AC &amp; MUA's</b>	Cooling Inspection with Filter and Belt Replacement		Heating Inspection with Filter and Belt Replacement	
<b>Hot Water Boilers</b>	Operational Inspection and Cleaning		Operational Inspection and Cleaning	
<b>Chillers</b>	Operational Inspection and Cleaning		Operational Inspection and Cleaning	
<b>Hot Water Heaters</b>	Operational Inspection and Cleaning		Operational Inspection and Cleaning	
<b>Air Handling Units</b>	Operational Inspection and Cleaning		Operational Inspection and Cleaning	

**D. Preventative Maintenance Program Pricing ("Services Fees")**

Service Fees	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Price	\$4,812.00				
Visits Per Year	2 Visits				

Client agrees to pay R.J. O'Neil, Inc. \$4,812.00 per year for one year, payable at \$2,406.00 semi-annually as R.J. O'Neil's fee for the R.J. O'Neil, Inc. Service program described in the Equipment Inventory and Service sections. Upon commencement of this contract, the first Semi-Annual invoice will be issued and payable within 30 days. Subsequent invoices are payable according to the terms outlined in the Terms and Conditions.

**E. Replacement Parts** (New parts only – 10% discount on labor and parts purchased while under agreement)

Parts, materials, and filters shall be provided as follows:

- Filters – Excluded. Billed separately if required.
- Belts – Excluded. Billed separately if required.
- Lubrication and Cleaning Supplies – Included as needed
- Compressor Oil – Excluded. Billed separately if required
- Refrigerant – Excluded. Billed separately if required

All other parts and materials shall be provided as authorized and invoiced in addition to the base contract price.

#### F. 24-Hour Emergency Response

For any HVAC or Plumbing after-hours emergency service calls (outside of our normal business hours of 7:00am-3:30pm), R.J. O'Neil, Inc. will respond to mailbox messages within twenty (20) minutes. Please call the main office **(630) 906-1300** and press "1" for emergency service and you will be directed to the voicemail box of the on-call technician.

#### G. Preferential Service and Contract Service Rate

This multi-year contract includes all Compressed Air preferential service and preferential service rates to Yorkville Public Library over non-contract clients, along with a 10% discount on parts. It also ensures that the PM contract price is locked for one year.

#### H. Terms

The initial term shall be one year, effective on the date of signature by Yorkville Public Library, provided there are no obligations to the Client by R.J. O'Neil, Inc. prior to the approval of this Service Contract in writing as provided below. Thereafter, this Service Contract shall be automatically renewed on an annual basis, unless terminated by R.J. O'Neil, Inc. or the Client by means of written notice to the other party, at least thirty (30) days prior to the intended termination date, or as otherwise outlined in the Terms and Conditions.

#### I. Exclusions and Clarifications

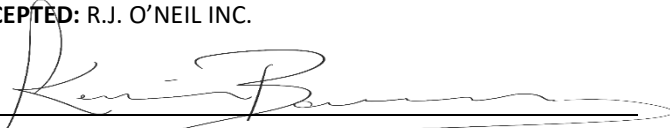
**CORRECTIVE MAINTENANCE:** This contract does not include the cost of any needed repairs. To minimize downtime, the Client pre-authorizes \$100.00 of repairs per maintenance visit that may be performed without approval. These repairs will be noted on invoice and clearly defined in written service report. For repairs in excess of the defined amount, or in cases where the Client requests otherwise, a proposal to complete those repairs will be provided before work commences.

**ACCEPTED:** Yorkville Public Library

By: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED:** R.J. O'NEIL INC.

By:  \_\_\_\_\_

Date: 7/18/2019



## MAINTENANCE AGREEMENT

1 Yr | 4 Visit Planned Maintenance  
Yorkville Public Library  
v 190806.2104

Date: Tuesday, August 6, 2019

Proposal #: **YL.MA.190901.200831A**

Attn: Elisa Topper, Library Director  
To: Yorkville Public Library  
Address: 902 Game Farm Road  
Yorkville, Illinois 60560  
Office #: 630.553.4354 x11  
Cell #: Not Provided  
Email: elisa.topper@yorkville.lib.il.us

Submitted by: Fred Valentini  
From: Thermosystems, LLC  
Address: 960 Industrial Drive, Unit # 1  
Elmhurst, IL 60126  
Office #: 630-616-8600  
Cell #: 708.955.3232  
Email: fvalentini@thermohvac.com

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

**Project Name:** Yorkville Public Library **1 Yr | 4 Visit Planned Maintenance**  
**Plan Type:** Planned Maintenance - Inspection Only  
**Response Type:** Emergency Service: Not included in this Agreement, but available on a time and material basis.

### Scope of Work

In consideration of their mutual agreement, Thermosystems, LLC. (hereinafter also referred to as "Thermosystems") and Customer agree that the following services and type of coverage for the noted location(s) for the equipment listed on the attached Equipment Maintenance Schedule (hereinafter referred to as "Equipment") will be provided in accordance with the Terms and Conditions, Maintenance Agreement Equipment Maintenance Schedule and Maintenance Agreement Plans and Service Programs included 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 down-time 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, Thermosystems recommends owner participation to help them learn proper equipment operation and early problem recognition that can minimize service outages and increase satisfaction.

### Personnel

Thermosystems 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

Thermosystems will perform all services between 7:00 am CST|CDT and 3:30 pm CST|CDT unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of these Services will be performed by Thermosystems at an additional cost. Thermosystems will invoice such services at a special service and repair billing rate at Company's published labor rates under the Investment Amount and Billing Terms below.

### 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 Maintenance Task List(s) below.

### Standard Exclusions

- 1.0 All work to be performed during 'normal working hours'.
- 2.0 Any and all recommended/required repairs to be quoted separately.
- 3.0 Does not include water analysis or treatment, unless specifically included in the Maintenance Task List(s).
- 4.0 Does not include oil analysis or treatment, unless specifically included in the Maintenance Task List(s).
- 5.0 Does not include filter changes, unless specifically included in the Maintenance Task List(s).
- 6.0 Does not include belt changes, unless specifically included in the Maintenance Task List(s).



## MAINTENANCE AGREEMENT

1 Yr | 4 Visit Planned Maintenance  
Yorkville Public Library  
v 190806.2104

### Inspection Agreement

#### 1) Thermosystems agrees to:

- Furnish its Inspection Service during normal working hours, unless otherwise specified on page 1 herein, on the Equipment, in accordance with the Maintenance Agreement at the price stated herein and subject to the terms and conditions set forth herein.
- 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.
- Instruct the person(s) responsible for Equipment operation and familiarize them with normal operation.

#### 2) Customer agrees to:

- 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 Thermosystems in conjunction with the performance of this Agreement.
- Allow Thermosystems to start and stop the Equipment in order to perform services specified in this Agreement.
- Operate the Equipment in accordance with Thermosystems instruction and to notify Thermosystems promptly of any change in the usual operating conditions.
- Provide reasonable means of access to the Equipment and building.
- Employ only Thermosystems personnel or persons authorized by Thermosystems 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 Maintenance Task List(s), the services and maintenance provided for herein includes only those items listed herein. It does not, for example, include any of the following:

- Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- The maintenance of space conditions or system performance.
- The changing or cleaning of air filters, unless specifically referenced in the Maintenance Task List(s).
- Piping or ductwork.
- Damage due to freezing weather.
- Water treatment.
- 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.)
- Disconnect switches, fuses and circuit breakers.
- Portable recorders.
- Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines, and painting for appearance).
- Boiler shell, tubes, and refractory material.
- Replacement of complete unit.
- Building Automation Systems, Building Control Systems or Temperature Control Systems.
- Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.

**Important:** Additional Terms and Conditions are continued on the following pages.

### Pricing and Acceptance

Feel free to contact us if you have any questions or concerns regarding the information contained in this 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 via email so we may 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.

#### Duration:

This agreement shall remain in effect for a Term of:

1 Year

Start date of this Maintenance Agreement:

9/1/2019

(the "Effective Start Date")

End date of this Maintenance Agreement:

8/31/2020

(the "Effective End Date")

This Agreement shall continue year to year per the Term above unless at least 30 days prior to the expiration date of the Agreement's current years' Term, either party provides the other written notice of its intention to terminate this Agreement.

This Proposal is only valid for:

30 Days



## MAINTENANCE AGREEMENT

1 Yr | 4 Visit Planned Maintenance  
Yorkville Public Library  
v 190806.2104

### Investment Amount and Billing Terms:

#### INVESTMENT AMOUNT:

Non-Contract Customer Investment Amount:	\$	6,521
Customer Discount: -10.00%	\$	(652)
Investment Amount (Year One):	\$	<u>5,869</u>

#### Year One Payment Terms

Payment will be in advance and as scheduled: Quarterly Start Date: 9/1/2019 ("The Effective Date")  
Thermosystems will provide an invoice in the amount of: \$1,467.25 and will be due upon receipt.

\*\*\* Contract Customers receive a 10% discount off of all Labor and Materials for Time & Material Service \*\*\*

#### Contract Labor Rates

	Category I Equipment <sup>1</sup>	Category II Equipment <sup>2</sup>
Monday through Friday from 7:00 am until 3:30 pm:	<u>\$ 171.00</u> per hour	<u>\$ 157.00</u> per hour
Monday through Friday from 3:31 pm until 6:59 pm:	<u>\$ 256.50</u> per hour	<u>\$ 235.50</u> per hour
Friday from 3:31 pm until Saturday at 11:59 pm:	<u>\$ 256.50</u> per hour	<u>\$ 235.50</u> per hour
Sunday from 12:00 am until Sunday at 11:59 pm:	<u>\$ 342.00</u> per hour	<u>\$ 314.00</u> per hour
Holidays from 12:00 am until 11:59 pm:	<u>\$ 342.00</u> per hour	<u>\$ 314.00</u> per hour

- Observed Holidays are New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.

<sup>1</sup> Category I equipment is defined as all Chillers.

<sup>2</sup> Category II is defined as all other equipment.

This Agreement is subject to Customer's acceptance of the attached Thermosystems Terms and Conditions.

#### ACCEPTANCE & APPROVAL:

##### ACCEPTED BY:

Elisa Topper, Library Director

##### APPROVED BY:

Tracy L. Dorman, General Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer PO #

\_\_\_\_\_  
Proposal #

YL.MA.190901.200831A



## MAINTENANCE AGREEMENT

1 Yr | 4 Visit Planned Maintenance  
Yorkville Public Library  
v 190806.2104

### 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 Thermosystems. 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 Thermosystems.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date shown 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 Thermosystems'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, Thermosystems may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Thermosystems reserves the right to add to any account outstanding more than 30 days interest at 1½% 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 Thermosystems 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 Thermosystems 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, Thermosystems shall inform Customer of the equipment condition and remedy. Thermosystems 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 Thermosystems 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 Thermosystems'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 Thermosystems, 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 Electronic Email Transmission, or 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 Thermosystems, 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 Thermosystems 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, Thermosystems 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, Thermosystems 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 Thermosystems any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.



## MAINTENANCE AGREEMENT

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### TERMS & CONDITIONS (CONTINUED):

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 Thermosystems 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. Thermosystems shall have the right to suspend its work at no penalty to Thermosystems 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. Thermosystems reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide Thermosystems 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. Thermosystems 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 Thermosystems.

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 Thermosystems.

13. In the event that Thermosystems 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 Thermosystems's control, Customer shall pay Thermosystems for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Thermosystems rates for performing such services.

14. Thermosystems 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 Thermosystems, Thermosystems 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. Thermosystems 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 Thermosystems. In no event will Thermosystems's liability for direct or compensatory damages exceed the payment received by Thermosystems from customer under the instant agreement.

16. Thermosystems 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. Thermosystems expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific Services done by Thermosystems. 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 Illinois.





## EQUIPMENT MAINTENANCE SCHEDULE

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TAG	EQUIPMENT TYPE	MANUFACTURER	MODEL #	SERIAL #	QTY	MAR MAY	JUN AUG	JUN AUG	SEP NOV	PROGRAM	EMERGENCY COVERAGE
CH1	Air Cooled Screw Chiller	Daikin	AGS170C	STNU060300243	1	N A	OP Oil	Operational (OP)	Shutdown (SD)	Inspection	Not Included



## MAINTENANCE TASK LIST

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### SCREW CHILLER - AIR COOLED

#### 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.
- 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.
- 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.
- Review services performed and report any uncorrected deficiencies to facility maintenance manager.

#### Preventative Maintenance:

- Spectrographic oil analyses for the indication of wear metals, acid content, and moisture.