

**Agenda**  
**Yorkville Public Library**  
**Michelle Pfister Meeting Room**  
**Board of Trustees**  
**September 9, 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
  - Physical Facilities
12. Unfinished Business
  - Digital Sign Schedule
  - Min-Golf Event Update
  - E-Rate Site Visits
13. New Business
  - Approve October 11<sup>th</sup> Closing for Staff Day
  - 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

**Yorkville Public Library**  
Special Meeting, Board of Trustees  
Monday, August 12, 2019, 6:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The special meeting was called to order at 6:03pm by President Darren Crawford.

**Roll Call:**

Theron Garcia-yes, Jason Hedman-yes, Julie Brendich-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Darren Crawford-yes

Absent: Krista Danis, Ryan Forristall, Susan Chacon

**Recognition of Visitors:** None

**Public Comment:** None

**Staff Comment:** None

**Executive Session:**

President Crawford made a motion to enter into Executive Session for the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. Mr. Walter seconded the motion and the Session began at 6:04pm.

**New Business**

**Review of the Executive Session Minutes**

The Executive Session concluded at 6:19pm on a motion by Mr. Crawford and second by Mr. Walter and approved on a voice vote. After reviewing the sealed minutes, President Crawford moved to release the following dates: January 8, 2018, July 9, 2018 and January 14, 2019. All remaining Executive Session minutes will remain sealed at this time. Trustee Hedman seconded the motion.

Roll call: Hedman-yes, Brendich-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Garcia-yes.

Carried 6-0.

**Adjournment:**

There was no further business and the meeting was adjourned at 6:21pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, August 12, 2019 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

**Roll Call:** Julie Brendich-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes

Absent: Krista Danis

**Others Present:**

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, Friends of the Library member Judy Somerlot, Mayor John Purcell, City Liaison Daniel Transier, Boy Scout Daniel Chacon, Carol Kicher, Kylyn's Ridge

**Recognition of Visitors:** President Crawford recognized the library staff and guests.

**Amendments to the Agenda:** None

**Minutes:** July 8, 2019

Ms. Garcia moved to approve the July 8, 2019 minutes as presented and Mr. Hedman seconded.

Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Brendich-yes. Carried 8-0.

**Correspondence:**

Ms. Topper mentioned a *Kendall Chronicle* article which will be discussed later in the meeting. Included in the agenda packet is an invitation to attend Open Meetings Act training.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Chacon said all items that can be controlled are on track. She said the chiller invoice is not included in this report and that she was missing some pages from the report.

**Payment of Bills**

Mr. Walter moved and Ms. Garcia seconded a motion to pay the bills as follows:

\$22,299.75	Accounts Payable
\$37,871.01	Payroll
\$60,170.76	TOTAL

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Brendich-yes, Rodriguez-yes. Carried 8-0.

Mayor Purcell thanked all the Board members for their service and said he sincerely appreciates the Board members since it is difficult to find volunteers. Ms. Topper said she has invited him to the ice cream social. The Mayor, Bart Olson and Ms. Topper recently met and discussed library operations/goals and collaboration with other city departments.

**Report of the Library Director:**

Ms. Topper reported the following highlights:

1. While cleaning chiller parts, Thermosystems discovered problem with Soft Start Chassis Starter. Starter needs to be replaced at cost of \$6,723.
2. Stanley Steamer will steam clean bathrooms.
3. Quote received for cleaning outside of windows, includes spider repellent solution.
4. Will start exploring cost for new phone system, some calls are failing.
5. *Kendall Chronicle* wrote article about teen program. Some information was incorrect, reporter was contacted, but did not respond. Ms. Topper will write a letter to the editor and request clarification.
6. Ice cream social to be held September 14 from 2-4pm. Tickets will be given for ice cream and prizes.
7. Ms. Topper said she will be unable to attend the September 9<sup>th</sup> Board meeting due to a family member's surgery out of state.
8. A recent meeting was held with the Mayor, Bart Olson and Ms. Topper.
9. New Board member Julie Brendich had an orientation session with Ms. Topper.
10. Employee recently resigned since she is moving, job is currently posted. Three more employees will be leaving in the next 4-6 months for various reasons.
11. A patron was recently locked inside the library after closing hours. This triggered the alarm, police responded and conducted walk-through. An email was sent to staff to check the building before closing and Ms. Topper commended the staff for handling appropriately.

**City Council Liaison** No report

**Standing Committees:** No meetings

**Unfinished Business:**

**Digital Sign Update**

Digging will start August 26 and the sign should be installed by September 2<sup>nd</sup>. Ms. Topper said Aurora Sign Company has been very competent.

**Mini-Golf Event Plans**

Ms. Somerlot met with Ms. Topper, Tim Evans, Shay Remus and Tiffany Forristall to discuss plans for mini-golf. Ms. Forristall will coordinate with the Friends group. Ms. Somerlot also met with City Finance Director Rob Fredrickson and the Friends Executive Group to discuss compensation for Ms. Forristall. She will receive a certain amount plus a percentage of the profits. In another matter, Ms. Somerlot said the 11th annual used book sale will be held on Labor Day weekend. There will be many volunteers and more are needed. The Friends group has also approved a total of \$3,085 for various library needs. She thanked all for their support of mini-golf.

**Mural Design/Content**

Ms. Iwanski-Goist spoke with the muralist and indicated a possible change for the mural and the muralist said he would ask for additional funding for a concept change. The Kendall Arts Guild will work on the additional funding and come back with more ideas since the Board decided to move away from the original idea of painting authors. Ms. Brendich suggested crowd sourcing info from patrons.

### **E-Rate Update**

Mr. Walter reported on this topic and said a form had been filed to improve the wireless network, replace what the library has and add more access points. Two companies responded and a library walk-through will tentatively be held on August 24<sup>th</sup> and 26<sup>th</sup>. There is a time limit to submit information and the e-rate consultant will review the proposals. The project will not be done until next year.

### **New Business:**

#### **Mechanical Overview of the Library Building/Maintenance**

##### **Proposal by R.J. O'Neil presented by Kevin Baumann (tabled from last month)**

The representative was not present.

#### **Thermosystems Maintenance Contract Renewal**

Ms. Topper had met with a rep from Thermosystems and she stated the company is only maintaining the chiller, not cleaning the coils and they do not maintain any other mechanicals. Under a contract, they would come four times a year. O'Neil would come twice a year and cover all the equipment. The current contract with Daikin (who was bought by Thermosystems) expires August 31<sup>st</sup>. She also said if there is no contract, there is no priority regarding service. She said the communications and service with Thermosystems has been very poor. The Thermosystems proposal wants to train the Facility Manager to troubleshoot chiller problems. Ms. Topper will be meeting with a company this week for quotes on chiller screens to prevent cottonwood seeds from clogging it. Ms. Topper will obtain references from O'Neil and report to the Board in September. She will also ask the city who they use.

### **Executive Session:** None

### **Additional Business:**

Ms. Topper told Board members they could pull up the entire agenda packet from the city website (since pages were missing from some copies). She also noted there is a reception for the new Chief of Police on August 13th at 6pm. She will eventually set up a meeting with the Chief. On October 11th the library will be closed for a training session on homelessness.

### **Adjournment:**

There was no further business and the meeting adjourned at 7:50pm on a motion and second by Mr. Crawford and Mr. Walter, respectively.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

DATE: 08/15/19  
TIME: 09:53:07  
ID: AP225000.CBL

UNITED CITY OF YORKVILLE  
MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900078	FNBO	FIRST NATIONAL BANK OMAHA			08/25/19		
	082519-A.HERNANDEZ	07/31/19	01	HOME DEPO-FENDER WASHER, NUTS,		79-790-56-00-5640	45.88
			02	BOLTS		** COMMENT **	
						INVOICE TOTAL:	45.88 *
	082519-A.SIMMONS	07/31/19	01	LIBERTY MUTUAL-SURETY BOND		82-820-54-00-5462	456.00
			02	RENEWAL		** COMMENT **	
			03	CIVIC PLUS-ANNUAL REWAL FEE		01-640-54-00-5450	130.28
			04	FOR SSL CERTIFICATE		** COMMENT **	
			05	ALARM DETECTION		23-216-54-00-5446	529.44
			06	SYSTEMS-JUL-SEPT MONITORING AT		** COMMENT **	
			07	800 GAME FARM RD		** COMMENT **	
			08	ALARM DETECTION		23-216-54-00-5446	136.83
			09	SYSTEMS-JUL-SEPT MONITORING AT		** COMMENT **	
			10	102 ED VAN EMMON		** COMMENT **	
			11	JUL 2019 POSTAGE		01-210-54-00-5452	3.30
			12	JUL 2019 POSTAGE		51-510-54-00-5452	12.65
			13	JUL 2019 POSTAGE		01-220-54-00-5452	1.65
			14	JUL 2019 POSTAGE		01-120-54-00-5452	37.40
			15	VERIZON-JUN 2019 IN CAR UNITS		01-210-54-00-5440	720.22
			16	VERIZON-JUN 2019 MOBILE PHONES		01-220-54-00-5440	279.71
			17	VERIZON-JUN 2019 MOBILE PHONES		01-210-54-00-5440	972.18
			18	VERIZON-JUN 2019 MOBILE PHONES		79-795-54-00-5440	72.98
			19	VERIZON-JUN 2019 MOBILE PHONES		51-510-54-00-5440	309.28
			20	VERIZON-JUN 2019 MOBILE PHONES		52-520-54-00-5440	38.01
			21	TARGET-BUDGET BINDERS		01-110-56-00-5610	3.70
			22	SERVICE PRINTING-POSTAGE FOR		79-795-54-00-5426	3,303.01
			23	FALL CATALOGS		** COMMENT **	
			24	GO DADDY-RENEWAL FOR ONLINE		01-640-54-00-5450	199.99
			25	SECURITY CERTIFICATES		** COMMENT **	
						INVOICE TOTAL:	7,206.63 *
	082519-B.OLSEM	07/31/19	01	TRIBUNE-SUBSCRIPTION RENEWAL		01-110-54-00-5460	91.00
						INVOICE TOTAL:	91.00 *
	082519-B.PFIZENMAIER	07/31/19	01	FBI LEEDA-SLI CLASS -STROUP		01-210-54-00-5412	695.00
			02	AMERICAN TIRE-REPLACED FUEL		01-210-54-00-5495	1,375.26
			03	PUMP, PERFORMED ALIGNMENT		** COMMENT **	
			04	AMERICAN TIRE-REPLACED SENSOR		01-210-54-00-5495	195.55
			05	AMERICAN TIRE-OIL CHANGE		01-210-54-00-5495	199.48
			06	AMERICAN TIRE-OIL CHANGEM		01-210-54-00-5495	1,099.98
			07	REPLACED IDLER ARM, SERPENTINE		** COMMENT **	
			08	BELT, MOUNTED AND BALNCED		** COMMENT **	
			09	TIRES		** COMMENT **	
			10	AMERICAN TIRE-MOUNT TIRES		01-210-54-00-5495	125.02
			11	AMERICAN TIRE-ELECTRICAL		01-210-54-00-5495	312.87

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900078	FNBO	FIRST NATIONAL BANK OMAHA			08/25/19		
	082519-B.PFIZENMAIER	07/31/19	12	DIAGNOSTIC ON COOLING SYSTEM	** COMMENT **		
			13	HOME DEPO-REFRIGERATOR	23-216-56-00-5656		1,218.00
			14	AMERICAN TIRE-OIL CHANGE	01-210-54-00-5495		48.15
			15	AMERICAN TIRE-DIAGNOSTIC WORK	01-210-54-00-5495		70.00
			16	AMERICAN TIRE-MOUNT TIRES	01-210-54-00-5495		86.72
			17	BATERIES PLUS-BATTERIES	01-210-56-00-5620		12.99
			18	AMAZON-DOG LEASH, GLOVES	01-210-56-00-5620		32.67
			19	STEVEN-EMBROIDERY	01-210-56-00-5600		80.00
			20	AMERICAN TIRE-REPLACE FRONT	01-210-54-00-5495		64.21
			21	TIRES	** COMMENT **		
			22	AMERICAN TIRE-TIRES MOUNTED	01-210-54-00-5495		86.10
			23	AMERICAN TIRE-TIRES MOUNTED	01-210-54-00-5495		32.78
			24	AMAZON-TACTICAL PANTS-	01-210-56-00-5600		47.49
			25	KETCHMARK	** COMMENT **		
			26	AMAZON-RECEIPT BOOK, MEASURING	01-210-56-00-5620		77.07
			27	WHEEL	** COMMENT **		
			28	AMAZON-FIRST AID SUPPLIES	01-210-56-00-5620		142.91
			29	ILACP-ANNUAL MEMBERSHIP DUES	01-210-54-00-5460		220.00
			30	AMERICAN TIRE-BRAKE REPAIR,	01-210-54-00-5495		455.96
			31	OIL CHANGE	** COMMENT **		
				INVOICE TOTAL:			6,678.21 *
	082519-D.SMITH	07/31/19	01	ELBURN RADIATOR-REPAIR CORNER	79-790-54-00-5495		668.79
			02	SEAM LEAK & RESOLDER SIDE RAIL	** COMMENT **		
				INVOICE TOTAL:			668.79 *
	082519-E.DHUSE	07/31/19	01	ZORO-SKID SPRAYER	01-410-56-00-5640		659.33
			02	NAPA#230390-BATTERY	79-790-56-00-5640		51.52
			03	NAPA#230831-OIL, RELAY	01-410-56-00-5628		39.76
			04	NAPA#230955-BOXED MINIATURES	01-410-56-00-5628		2.86
			05	NAPA#230949-BOXED MINIATURES	01-410-56-00-5628		9.87
			06	NAPA#231042-SCREWS, WASHERS	79-790-56-00-5640		1.28
			07	NAPA#231581-OIL FILTERS	79-790-56-00-5640		81.90
			08	NAPA#231831-BRAKE BRACKET	01-410-56-00-5640		7.57
			09	NAPA#232266-PIN CLIPS	01-410-56-00-5640		24.98
				INVOICE TOTAL:			879.07 *
	082519-E.TOPPER	07/31/19	01	AMAZON-NOTE PADS, TELEPHONE	82-820-56-00-5610		70.38
			02	EXTENSION CORD, CORRECTION	** COMMENT **		
			03	TAPE	** COMMENT **		
			04	AMAZON-PAPER TOWEL, CLEANERS	82-820-56-00-5620		285.91
			05	AMERICAN FLAG-2 US FLAGS	82-820-56-00-5620		139.90
			06	AMAZON-TONER CARTRIDGES	82-820-56-00-5610		374.88
			07	AMAZON-RETURNED MERCHANDISE	82-820-56-00-5620		-17.58
			08	CREDIT	** COMMENT **		
				INVOICE TOTAL:			853.49 *

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UNITED CITY OF YORKVILLE  
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900078	FNBO	FIRST NATIONAL BANK OMAHA			08/25/19		
	082519-N.DECKER	07/31/19	15	AT&T-06/25-07/24 SERVICE		01-210-54-00-5440	211.17
			16	COMCAST-07/08-08/07 CABLE		01-210-54-00-5440	4.20
			17	IPASS-3 NEW TRANSPONDERS		01-210-56-00-5620	30.00
			18	ACCURINT-JUNE 2019 SEARCHES		01-210-54-00-5462	198.50
				INVOICE TOTAL:			5,270.95 *
	082519-P.RATOS	07/31/19	01	AMAZON-SINK REPLACEMENT PART		23-216-54-00-5446	53.89
			02	AMAZON-FAUCET KEY		23-216-54-00-5446	8.49
			03	AMAZON-FAUCET REPLACEMENT		23-216-54-00-5446	53.81
			04	CARTRIDGE		** COMMENT **	
				INVOICE TOTAL:			116.19 *
	082519-R.FREDRICKSON	07/31/19	01	COMCAST-06/10-07/09 INTERNET		82-820-54-00-5440	420.20
			02	& PHONE		** COMMENT **	
			03	COMCAST-06/12-07/11 CABLE		01-110-54-00-5440	21.01
			04	COMCAST-06/13-07/12 610 TOWER		51-510-54-00-5440	106.85
			05	PLANT INTERNET		** COMMENT **	
			06	COMCAST-06/15-07/14 102 E VAN		79-795-54-00-5440	68.11
			07	EMMON INTERNET		** COMMENT **	
			08	COMCAST-06/15-07/14 CABLE		79-795-54-00-5440	20.45
			09	NEWTEK-04/11-08/11 WEB HOSTING		01-640-54-00-5450	16.59
			10	COMCAST-06/24-07/23 201 W		79-790-54-00-5440	83.92
			11	HYDRAULIC INTERNET		** COMMENT **	
			12	COMCAST-06/24-07/23 201 W		79-795-54-00-5440	62.93
			13	HYDRAULIC INTERNET		** COMMENT **	
			14	COMCAST-06/24-07/23 800 GAME		01-110-54-00-5440	39.37
			15	FARM RD INTERNET		** COMMENT **	
			16	COMCAST-06/24-07/23 800 GAME		01-220-54-00-5440	33.75
			17	FARM RD INTERNET		** COMMENT **	
			18	COMCAST-06/24-07/23 800 GAME		01-120-54-00-5440	22.50
			19	FARM RD INTERNET		** COMMENT **	
			20	COMCAST-06/24-07/23 800 GAME		01-210-54-00-5440	146.23
			21	FARM RD INTERNET		** COMMENT **	
			22	YORKVILLE POST-JULY POSTAGE		01-210-54-00-5452	3.30
			23	YORKVILLE POST-JULY POSTAGE		51-510-54-00-5452	12.65
			24	YORKVILLE POST-JULY POSTAGE		01-220-54-00-5452	1.65
			25	YORKVILLE POST-JULY POSTAGE		01-120-54-00-5452	37.40
			26	COMCAST-07/29-08/28 185 WOLF		79-790-54-00-5440	89.91
			27	ST INTERNET		** COMMENT **	
			28	COMCAST-07/29-08/28 185 WOLF		79-790-54-00-5440	98.25
			29	ST PHONE & CABLE		** COMMENT **	
			30	COMCAST-06/30-07/29 610 TOWER		52-520-54-00-5440	39.48
			31	INTERNET		** COMMENT **	
			32	COMCAST-06/30-07/29 610 TOWER		01-410-54-00-5440	78.95
			33	INTERNET		** COMMENT **	

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900078	FNBO	FIRST NATIONAL BANK OMAHA			08/25/19		
	082519-R.FREDRICKSON	07/31/19	34	COMCAST-06/30-07/29 610 TOWER		51-510-54-00-5440	118.42
			35	INTERNET		** COMMENT **	
			36	COMCAST-07/10-08/09 INTERNET &		82-820-54-00-5440	421.52
			37	PHONE		** COMMENT **	
				INVOICE TOTAL:			1,943.44 *
	082519-R.HARMON	07/31/19	01	CARSONB DELLOSA-PRESCHOOL		79-795-56-00-5606	36.55
			02	START-UP SUPPLIES		** COMMENT **	
			03	LAKESHORE-NAMETAGS, STICKERS,		79-795-56-00-5606	188.79
			04	PLANNING BOOK, BULLETIN		** COMMENT **	
			05	BOARD AIDS		** COMMENT **	
			06	AMAZON-PRESCHOOL STARTUP AIDS		79-795-56-00-5606	78.28
			07	AMAZON-CELLOPHANE BAGS		79-795-56-00-5602	7.28
			08	AMAZON-STICKERS		79-795-56-00-5606	10.39
			09	MICHAELS-CRAFT SUPPLIES		79-795-56-00-5606	67.69
			10	IKEA-STORAGE CARTS		79-795-56-00-5606	43.00
			11	AMAZON-CREEPY CRAWLY COUNTERS		79-795-56-00-5606	46.77
			12	SHELLS, BALLOONS		** COMMENT **	
			13	AMAZON-CARDSTOCK		79-795-56-00-5606	14.71
			14	CRAFTY CLASSROOM-NOTEBOOKS		79-795-56-00-5606	15.00
			15	AMAZON-BABY TOYS		79-795-56-00-5602	36.08
			16	AMAZON-LEARNING GAMES/TOYS		79-795-56-00-5606	246.02
			17	TARGET-TOWELS		79-795-56-00-5606	38.93
			18	AMAZON-BATTERIES, TABLE GUARDS		79-795-56-00-5606	25.01
				INVOICE TOTAL:			854.50 *
	082519-R.MIKOLASEK	07/31/19	01	TEAM ONE NETWORK-ARMORERS		01-210-54-00-5412	700.00
			02	COURSE REGISTRATION-MIKOLASEK		** COMMENT **	
				INVOICE TOTAL:			700.00 *
	082519-R.WRIGHT	07/31/19	01	PHYSICIANS CARE-DRUG TESTS		01-410-54-00-5462	136.00
			02	PHYSICIANS CARE-DRUG TESTS		79-790-54-00-5462	58.00
			03	PHYSICIANS CARE-DRUG TESTS		79-795-54-00-5462	215.00
			04	APA ANNUAL MEMBERSHIP-WRIGHT		01-120-54-00-5460	289.00
				INVOICE TOTAL:			698.00 *
	082519-S.IWANSKI	08/12/19	01	YORKVILLE POST-BOOK CLUB		82-820-54-00-5452	8.32
			02	POSTAGE		** COMMENT **	
				INVOICE TOTAL:			8.32 *
	082519-S.REDMON	07/31/19	01	PETITE PALETTE-YOUTUBE VIDEO		79-795-54-00-5462	650.00
			02	EDITING CLASS INSTRUCTION		** COMMENT **	
			03	AT&T UVERSE-06/24-07/23 TOWN		79-795-54-00-5440	56.40
			04	SQAURE SIGN INTERNET		** COMMENT **	
			05	SOURCE ONE-SOAP, PAPER TOWELS		79-795-56-00-5607	64.27

Total for all Highlighted Library Invoices : \$2,159.53

DATE: 09/04/19  
TIME: 08:11:33  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/09/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104762	BAKTAY	BAKER & TAYLOR					
	2034687227		07/25/19	01	BOOKS	84-840-56-00-5686	454.58
					INVOICE TOTAL:		454.58 *
	2034698492		08/01/19	01	BOOKS	84-840-56-00-5686	1,211.30
					INVOICE TOTAL:		1,211.30 *
	2034711028		08/06/19	01	BOOKS	84-840-56-00-5686	409.09
					INVOICE TOTAL:		409.09 *
	2034724638		08/13/19	01	BOOKS	84-840-56-00-5686	289.41
					INVOICE TOTAL:		289.41 *
					CHECK TOTAL:		2,364.38
104763	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	40952		08/13/19	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5621	917.98
				02	GARBAGE BAGS, BOWL CLEANER,	** COMMENT **	
				03	SOAP, MOPS, WINDEX, KLEENEX	** COMMENT **	
					INVOICE TOTAL:		917.98 *
					CHECK TOTAL:		917.98
104764	DELAGE	DLL FINANCIAL SERVICES INC					
	64641516		09/01/19	01	SEPT 2019 COPIER LEASE	82-820-54-00-5462	194.48
					INVOICE TOTAL:		194.48 *
					CHECK TOTAL:		194.48
104765	MIDWTAPE	MIDWEST TAPE					
	97716893		07/30/19	01	DVD	84-840-56-00-5685	21.74
					INVOICE TOTAL:		21.74 *

DATE: 09/04/19  
TIME: 08:11:33  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/09/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104765	MIDWTAPE	MIDWEST TAPE					
	97748518		08/06/19	01	AUDIO BOOKS	84-840-56-00-5683	79.98
				02	DVDS	84-840-56-00-5685	41.98
					INVOICE TOTAL:		121.96 *
	97777699		08/12/19	01	DVDS	84-840-56-00-5685	44.98
					INVOICE TOTAL:		44.98 *
	977804471		08/13/19	01	DVDS	84-840-56-00-5685	59.22
					INVOICE TOTAL:		59.22 *
	97814622		08/20/19	01	AUDIO BOOKS	84-840-56-00-5683	91.98
				02	DVDS	84-840-56-00-5685	77.21
					INVOICE TOTAL:		169.19 *
	97844332		08/26/19	01	AUDIO BOOK	84-840-56-00-5683	67.99
				02	DVDS	84-840-56-00-5685	68.22
					INVOICE TOTAL:		136.21 *
					CHECK TOTAL:		553.30
104766	SILVERST	CHARLES E. STEWART					
	091419		09/19/18	01	2019 ICE CREAM SOCIAL MUSICAL	82-000-24-00-2480	300.00
				02	ENTERTAINMENT	** COMMENT **	
					INVOICE TOTAL:		300.00 *
					CHECK TOTAL:		300.00
104767	SOUND	SOUND INCORPORATED					
	R162857		08/12/19	01	SEPT - NOV 2019 SILVER SERVICE	82-820-54-00-5462	291.00
				02	AGREEMENT FOR PHONE & VOICE	** COMMENT **	
				03	MAIL SYSTEM	** COMMENT **	
					INVOICE TOTAL:		291.00 *
					CHECK TOTAL:		291.00

DATE: 09/04/19  
TIME: 08:11:33  
PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 09/09/19

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
104768	STANSTEA	STANLEY STEAMER INTERNATIONAL						
	13029883-68		08/16/19	01	LIBRARY FLOOR CLEANING	82-820-54-00-5495	900.00	
					INVOICE TOTAL:		900.00 *	
					CHECK TOTAL:			900.00
104769	TEEJAYSE	TEE JAY SERVICE COMPANY, INC						
	163899		07/30/19	01	INSTALLED NEW MAG-LOCK ON GATE	82-820-54-00-5495	905.00	
					INVOICE TOTAL:		905.00 *	
					CHECK TOTAL:			905.00
104770	THERMOSY	THERMO SYSTEMS						
	17967		07/26/19	01	CLEANED CONDENSER COILS	82-820-54-00-5495	835.00	
					INVOICE TOTAL:		835.00 *	
					CHECK TOTAL:			835.00
104771	THYSSEN	THYSSENKRUPP ELEVATOR CORP						
	3004743624		08/01/19	01	AUG-OCT 2019 ELEVATOR	82-820-54-00-5462	542.22	
				02	MAINTENANCE AGREEMENT	** COMMENT **		
					INVOICE TOTAL:		542.22 *	
					CHECK TOTAL:			542.22
104772	YOUNGM	MARLYS J. YOUNG						
	081219		08/27/19	01	08/12/19 LIBRARY BOARD MEETING	82-820-54-00-5462	63.25	
				02	MINUTES	** COMMENT **		
					INVOICE TOTAL:		63.25 *	
					CHECK TOTAL:			63.25
					TOTAL AMOUNT PAID:			7,866.61



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 9, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 19,489.33	\$ -	19,489.33	\$ 1,772.54	\$ 1,434.20	\$ 22,696.07
FINANCE	10,703.46	-	10,703.46	983.33	804.02	\$ 12,490.81
POLICE	108,883.21	6,161.64	115,044.85	582.94	8,414.91	\$ 124,042.70
COMMUNITY DEV.	19,050.86	-	19,050.86	1,753.18	1,420.17	\$ 22,224.21
STREETS	13,753.13	-	13,753.13	1,180.79	998.63	\$ 15,932.55
WATER	14,831.29	337.94	15,169.23	1,362.56	1,110.24	\$ 17,642.03
SEWER	6,405.67	-	6,405.67	507.87	454.03	\$ 7,367.57
PARKS	23,148.77	-	23,148.77	1,830.91	1,700.82	\$ 26,680.50
RECREATION	15,475.62	-	15,475.62	1,298.47	1,150.65	\$ 17,924.74
<b>LIBRARY</b>	<b>16,969.88</b>	<b>-</b>	<b>16,969.88</b>	<b>960.48</b>	<b>1,274.67</b>	<b>\$ 19,205.03</b>
<b>TOTALS</b>	<b>\$ 248,711.22</b>	<b>\$ 6,499.58</b>	<b>\$ 255,210.80</b>	<b>\$ 12,233.07</b>	<b>\$ 18,762.34</b>	<b>\$ 286,206.21</b>
<b>TOTAL PAYROLL</b>						<b>\$ 286,206.21</b>



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 23, 2019

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,700.00	-	3,700.00	-	283.05	3,983.05
ADMINISTRATION	19,989.32	-	19,989.32	1,811.04	1,466.70	23,267.06
FINANCE	11,203.47	-	11,203.47	1,015.04	830.80	13,049.31
POLICE	109,337.81	4,818.98	114,156.79	587.02	8,346.27	123,090.08
COMMUNITY DEV.	19,050.83	-	19,050.83	1,726.00	1,397.21	22,174.04
STREETS	14,313.14	-	14,313.14	1,180.79	1,041.47	16,535.40
WATER	14,750.54	705.25	15,455.79	1,400.30	1,125.08	17,981.17
SEWER	6,581.10	-	6,581.10	567.25	474.84	7,623.19
PARKS	21,944.64	-	21,944.64	1,770.74	1,601.06	25,316.44
RECREATION	15,342.08	-	15,342.08	1,223.73	1,134.71	17,700.52
<b>LIBRARY</b>	<b>16,684.48</b>	<b>-</b>	<b>16,684.48</b>	<b>946.89</b>	<b>1,241.38</b>	<b>18,872.75</b>
<b>TOTALS</b>	<b>\$ 253,805.75</b>	<b>\$ 5,524.23</b>	<b>\$ 259,329.98</b>	<b>\$ 12,228.80</b>	<b>\$ 19,012.06</b>	<b>\$ 290,570.84</b>

**TOTAL PAYROLL                    \$ 290,570.84**



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, September 9, 2019

#### ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1- 4)</i>	08/25/2019	\$2,159.53
Library Check Register <i>(Pages 5 - 7)</i>	09/09/2019	7,866.61
Glatfelter Liability Ins. - Installment #8	08/13/2019	\$918.75
Flex - June 2019 HRA Admin Fees	08/13/2019	20.00
Lincoln Financial - Aug 2019 Life Ins	08/13/2019	30.83
IPRF - Sept 2019 Workers Comp	08/13/2019	910.84
LLW Consulting - July 2019 On-Site IT Support	08/13/2019	1,110.00
Blue Cross /Blue Shield-Sept 2019 Health Ins	08/27/2019	5,537.74
Blue Cross /Blue Shield-Sept 2019 Dental Ins	08/27/2019	582.29
Dearborn National - Sept 2019 Vision Ins	08/27/2019	84.33
Nicor -07/01/19-07/30/19 services	08/27/2019	353.54
Flex - July 2019 HRA Admin Fees	08/27/2019	20.00
<b>TOTAL BILLS PAID:</b>		<hr/> <b>\$19,594.46</b>

#### PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 8)</i>	08/09/2019	\$19,205.03
Bi-weekly <i>(Page 9)</i>	08/23/2019	18,872.75
<b>TOTAL PAYROLL:</b>		<hr/> <b>\$38,077.78</b>

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>\$57,672.24</b> <hr/>
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**YORKVILLE PUBLIC LIBRARY**  
**CASH STATEMENT**  
**As of August 31, 2019**

**FISCAL YEAR 2020**

		May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020
Library Operations	Old Second	\$ 408,036	\$ 625,661	\$ 589,917	\$ 562,731								
Building Development Fees	Old Second	90,345	87,625	89,174	93,668								
Library Operations	IMET *	8,007	8,007	8,007	8,007								
Library Operations	Illinois Funds	211,592	212,013	212,444	212,841								
Total:		\$ 717,980	\$ 933,307	\$ 899,542	\$ 877,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* Restricted

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD		\$ 18,476	\$ 19,369	\$ 18,734	\$ 19,355								
2 <sup>ND</sup> PAY PERIOD		19,361	19,417	19,287	18,873								
3 <sup>RD</sup> PAY PERIOD		19,324	-	-	-								
Total		\$ 57,162	\$ 38,786	\$ 38,021	\$ 38,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ACTIVITY THROUGH FISCAL PERIOD 04

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
04	AP-190812	08/05/2019	01	2 BRICKS	KING & SONS MONUMENT	104748	071119	60.00	
	GJ-190831LB	09/03/2019	07	August 2019 Deposits					265.00
				TOTAL PERIOD 04 ACTIVITY				60.00	265.00
				TOTAL ACCOUNT ACTIVITY				15,700.07	1,449.83
				ENDING BALANCE					60,736.92
				GRAND TOTAL				0.00	60,736.92
				TOTAL DIFFERENCE				0.00	60,736.92



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

% of Fiscal Year		8%	17%	25%	33%	Year-to-Date	FISCAL YEAR 2020	
ACCOUNT NUMBER	DESCRIPTION	May-19	June-19	July-19	August-19	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES								
Taxes								
82-000-40-00-4000	PROPERTY TAXES	58,036	298,555	12,300	25,236	394,126	699,220	56.37%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	65,634	337,641	13,910	28,540	445,725	793,028	56.21%
Intergovernmental								
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,460	-	862	103	2,426	5,250	46.21%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	-	20,000	0.00%
Fines & Forfeits								
82-000-43-00-4330	LIBRARY FINES	434	712	492	1,669	3,307	8,500	38.90%
Charges for Service								
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,193	882	880	990	3,945	8,000	49.31%
82-000-44-00-4422	COPY FEES	294	322	441	399	1,457	3,750	38.84%
82-000-44-00-4439	PROGRAM FEES	-	15	20	23	58	-	0.00%
Investment Earnings								
82-000-45-00-4500	INVESTMENT EARNINGS	735	680	817	1,079	3,311	10,000	33.11%
Miscellaneous								
82-000-48-00-4820	RENTAL INCOME	200	-	-	175	375	2,000	18.75%
82-000-48-00-4850	MISCELLANEOUS INCOME	1,981	370	52	-	2,404	2,000	120.18%
Other Financing Sources								
82-000-49-00-4901	TRANSFER FROM GENERAL	5,588	1,830	2,002	1,830	11,249	25,003	44.99%
TOTAL REVENUES: LIBRARY		135,555	641,006	31,777	60,044	868,382	1,576,751	55.07%

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>									
82-820-50-00-5010	SALARIES & WAGES		30,988	21,451	20,903	20,903	94,244	278,394	33.85%
82-820-50-00-5015	PART-TIME SALARIES		19,549	12,675	12,560	12,752	57,536	196,000	29.36%
<i>Benefits</i>									
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION		2,821	1,957	1,907	1,907	8,593	25,541	33.64%
82-820-52-00-5214	FICA CONTRIBUTION		3,804	2,552	2,501	2,516	11,373	35,544	32.00%
82-820-52-00-5216	GROUP HEALTH INSURANCE		11,099	5,301	5,112	5,461	26,974	81,184	33.23%
82-820-52-00-5222	GROUP LIFE INSURANCE		31	31	31	31	123	387	31.87%
82-820-52-00-5223	DENTAL INSURANCE		1,165	582	582	582	2,911	6,987	41.67%
82-820-52-00-5224	VISION INSURANCE		169	84	84	84	422	1,012	41.67%
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	1,830	10,905	24,253	44.96%
<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		-	-	-	485	485	2,000	24.25%
82-820-54-00-5440	TELECOMMUNICATIONS		-	832	-	842	1,674	6,000	27.89%
82-820-54-00-5452	POSTAGE & SHIPPING		-	45	9	8	63	750	8.37%
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	3,384	10,607	40,000	26.52%
82-820-54-00-5466	LEGAL SERVICES		-	-	-	630	630	3,000	21.00%
82-820-54-00-5468	AUTOMATION		2,249	-	-	3,804	6,053	20,000	30.26%
82-820-54-00-5480	UTILITIES		-	-	559	774	1,333	11,130	11.97%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		248	4,921	7,359	1,343	13,872	50,000	27.74%
82-820-54-00-5498	PAYING AGENT FEES		-	1,100	-	589	1,689	1,700	99.32%
<i>Supplies</i>									
82-820-56-00-5610	OFFICE SUPPLIES		-	112	437	500	1,049	8,000	13.11%
82-820-56-00-5620	OPERATING SUPPLIES		-	309	23	408	740	3,000	24.68%
82-820-56-00-5621	CUSTODIAL SUPPLIES		-	1,397	-	120	1,516	8,000	18.96%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE		-	-	-	-	-	2,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING		-	22	61	-	83	1,000	8.31%
82-820-56-00-5675	EMPLOYEE RECOGNITION		-	-	-	-	-	200	0.00%



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

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	Year-to-Date Totals	FISCAL YEAR 2020 BUDGET	% of Budget
			May-19	June-19	July-19	August-19			
82-820-56-00-5685	DVD'S		-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS		-	-	-	273	273	1,500	18.21%
<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>60,044</b>	<b>868,382</b>	<b>1,576,751</b>	<b>55.07%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>83,303</b>	<b>138,204</b>	<b>55,325</b>	<b>59,226</b>	<b>336,058</b>	<b>1,620,345</b>	<b>20.74%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>52,251</b>	<b>502,802</b>	<b>(23,548)</b>	<b>818</b>	<b>532,324</b>	<b>(43,594)</b>	

**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES		9,800	4,400	7,300	2,800	24,300	50,000	48.60%
84-000-45-00-4500	INVESTMENT EARNINGS		62	50	56	62	230	100	230.29%
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>2,862</b>	<b>24,559</b>	<b>50,100</b>	<b>49.02%</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	95	485	3,500	13.85%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC		-	-	343	100	443	500	88.53%
84-840-56-00-5685	DVD'S		-	127	119	246	492	3,000	16.39%
84-840-56-00-5686	BOOKS		-	1,958	3,713	2,427	8,097	50,000	16.19%
<b>TOTAL FUND REVENUES</b>			<b>9,862</b>	<b>4,479</b>	<b>7,356</b>	<b>2,862</b>	<b>24,559</b>	<b>50,100</b>	<b>49.02%</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>-</b>	<b>2,241</b>	<b>4,408</b>	<b>2,867</b>	<b>9,516</b>	<b>75,500</b>	<b>12.60%</b>
<b>FUND SURPLUS (DEFICIT)</b>			<b>9,862</b>	<b>2,238</b>	<b>2,948</b>	<b>(5)</b>	<b>15,043</b>	<b>(25,400)</b>	



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended August 31, 2019 \***

						Fiscal Year 2019	
		August		YTD	% of	FY 2020	For the Month Ended August 31, 2018
		Actual		Actual	Budget	Budget	YTD Actual      % Change
LIBRARY OPERATIONS FUND (82)							
Revenues							
Property Taxes	\$	53,776	\$	839,850	56.3%	\$ 1,492,248	1,078,224      -22.11%
Intergovernmental							
Personal Property Replacement Tax	\$	103	\$	2,426	46.2%	\$ 5,250	1,968      23.27%
State Grants		-		-	0.0%	20,000	25,211      -100.00%
Total Intergovernmental	\$	103	\$	2,426	9.6%	\$ 25,250	27,179      -91.07%
Library Fines	\$	1,669	\$	3,307	38.9%	\$ 8,500	3,187      3.76%
Charges for Services							
Library Subscription Cards	\$	990	\$	3,945	49.3%	\$ 8,000	3,644      8.27%
Copy Fees		399		1,457	38.8%	3,750	1,592      -8.53%
Program Fees		23		58	0.0%	-	1      5725.00%
Total Charges for Services	\$	1,413	\$	5,460	46.5%	\$ 11,750	5,237      4.25%
Investment Earnings	\$	1,079	\$	3,311	33.1%	\$ 10,000	1,453      127.78%
Reimbursements/Miscellaneous/Transfers In							
Miscellaneous Reimbursements	\$	-	\$	-	0.0%	\$ -	-      0.00%
Rental Income		175		375	18.8%	2,000	500      -25.00%
DVD Rental Income		-		-	0.0%	-	1,102      -100.00%
Miscellaneous Income		-		2,404	120.2%	2,000	123      1854.17%
Transfer In		1,830		11,249	45.0%	25,003	10,730      4.84%
Total Miscellaneous & Transfers	\$	2,005	\$	14,028	48.4%	\$ 29,003	12,454      12.63%
Total Revenues and Transfers	\$	60,044	\$	868,382	55.1%	\$ 1,576,751	1,127,735      -23.00%
Expenditures							
Library Operations	\$	59,226	\$	336,058	20.7%	\$ 1,620,345	331,082      1.50%
50 Salaries		33,654		151,780	32.0%	474,394	147,279      3.06%
52 Benefits		12,412		61,646	35.1%	175,658	60,485      1.92%
54 Contractual Services		11,858		37,963	25.5%	149,080	25,620      48.18%
56 Supplies		1,301		3,662	15.1%	24,200	9,148      -59.97%
99 Debt Service		-		81,006	10.2%	797,013	88,550      -8.52%
Total Expenditures and Transfers	\$	59,226	\$	336,058	20.7%	\$ 1,620,345	\$ 331,082      1.50%
Surplus(Deficit)	\$	818	\$	532,324		\$ (43,594)	\$ 796,653

\* August represents 34% of fiscal year 2020

## **LIBRARY DIRECTOR REPORT—August 2019**

**Facilities Management-** Trico came out to clean the HVAC units in the old building prior to the Book Sale as the units were not cooling effectively. The Chiller Chassis #2 was repaired (8/23/19). The windows were washed (outside only-8/19/19) and a special solution sprayed at an extra cost to avoid spider webs. The solution is not working as the webs are back a week later. Company has been notified. Smithereen, our pest control company, was called to remove a hornet's nest in the children's outdoor play area not covered under our maintenance plan. Stanley Steemer steamed and sealed 11 bathrooms in the library (8/16/19). ABC Controls was called to troubleshoot the base board control under the windows in the children's area. They have shut off the control for now and will need to be turned back on in the winter. There needs to be some major rewiring in order to get it to work correctly. They will be submitting a proposal for the work. Met with the company that did the painting of the building 3 years ago and did a walk around. There is need for touch up work and repair of siding. They have sent in one proposal and we are awaiting additional ones. The City has replaced some of the lights inside the building. They are looking at the repair of one light outside that needs major electrical work. Spoke with Bart Olson about discussing with the Council Committee the need to have the pine trees removed as they are causing our drains on the roof to be clogged and the HVAC and Chiller to have pine needles damaging the units. The digital sign will be installed in 2 parts on September 16<sup>th</sup> and 19<sup>th</sup>.

**Public Relations-** Attended the reception for the new Police Chief and thanked Rich Hart for his past support. We will be meeting with the new Chief, PADS Executive Director and our library managers to discuss the upcoming winter season. Shelley Augustine represented us at WSPY broadcast visit (8/2).

**Special Events-** We are organizing and planning for the 2<sup>nd</sup> Annual Ice Cream Social set for Saturday, September 14<sup>th</sup>. Meadowvale has graciously donated 200 cups of ice cream (double last year's) and Todd Hedman will be sponsoring the musical entertainment, Silver Strings. We will be giving out tickets for the ice cream and for a chance at the prize wheel to win a promotional item.

**Meetings-** Met with the Facilities Manager at the Barrington Public Library.

**Staff** – Placed an ad for the Reference Assistant position and narrowed the applicants to 4 that we interviewed. Two candidates are currently being processed and will start as soon as cleared. Our new hires will be cross trained between departments. Two farewell events were held for Bre English and Becki Sallee who are leaving to return to college and relocate out of state.

**Library Operations-** Met with the Practicum Site Coordinator from the College of DuPage Library Technical Assistant Program to set up a student for January 2020. FOIA request on our telephone system was coordinated with the City staff. Dell Computer maintenance contracts were renewed.

**Projects/Program-** We have planned programs for children and adults on Financial Literacy. The funds will also be used to build a small book collection.

**Friends-** Attended the Friends of the Library August 12<sup>th</sup> meeting. Volunteered to unpack book boxes for the book sale.

## **Programs, Activities**

### **Adult Programs**

Men's Book Club **9**  
Friends Meeting **17**  
Census Information Table **10**  
Threads and More **10**  
Creative Writing **15**  
Movie Matinee **11**  
**Summer Reading Program:**  
    Reading Logs Passed Out **250**  
    Returned **63**  
Drawing entries **392**

### **Passive Programs**

Total **42**  
Includes the puzzles, chess board and art wall.

### **TOTAL ADULT ATTENDANCE 72**

### **Children Programs**

Drop-In Storytime (5) **39**  
LEGO **18**  
LEGO Duplo **15**  
3D Printing **9**  
Green Screen **8**  
Magic Art Show **46**  
Outside Play **7**  
Amazing Race **12**  
Window Art **8**  
Back to School Crafts **15**  
Teen Game Day **1**  
Hoover Story Walk **9**  
Coding **9**  
Dance Party **12**  
Read with Paws **5**

### **Summer Reading**

Theme: "It's Showtime".  
Reading Logs Passed Out **492**

There were 2 drawings for prizes, one at the end of June and another at the end of July. Children earned a raffle ticket for each hour of reading. Families prefer this type of reading incentive due to vacations and family obligations. A completed reading log earned a book. We had over a 50% returned rate for each drawing.

**Museum Pass Program**

Brookfield Zoo **11**  
Cantigny Park **4**  
Legoland Discovery Center **1**  
Napier Settlement **2**                      Total **18**

**TOTAL CHILDREN'S ATTENDANCE 213**

Passive programs included: Games-13, Dictionary Find-17, Bookmarks-48, Crate from shapes -25, Magnet shapes-43, Upword Scrabble-17, Favorite book-55, and Pete the Cat Puzzle-23

**TOTAL PARTICIPATION FOR PASSIVE PROGRAMS 211**

**Computer Use**

Adult **329**  
Young Adult **15**  
Children **39**

**TOTAL COMPUTER USE 383**

**Database & E-book Use**

Ancestry Database **92** Gale**13**    Omni E-Book **658**  
E-Audio **394 (281Users)**  
E-Read IL **50**        E-Book Audio **94 (39Users)**

**Circulation**

Checkouts **15,509**  
New Patrons Added **108**  
New Items Added **310**

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

**Adult Volunteers-** Nancy Aschauer, Sands McCormick Uridil, Fox Valley Therapy Dogs and Theron Garcia.

**Meeting Room**        **2** Rental,        **16** Programs

**Proctored Test**        **0**  
**Patron Count**        **7391**

**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

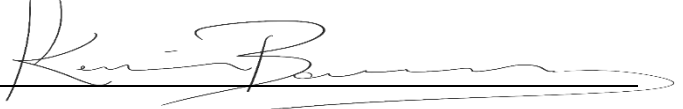
**CORRECTIVE MAINTENANCE:** This contract does not include the cost of any needed repairs. To minimize downtime, the Client pre-authorizes \$100.00 of repairs per maintenance visit that may be performed without approval. These repairs will be noted on invoice and clearly defined in written service report. 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).



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### 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



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### 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



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### 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.



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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.