



DRAFT

**Yorkville Public Library**  
Board of Trustees  
Monday, December 14, 2020 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:** Wamecca Rodriguez-yes, Jason Hedman-yes, Theron Garcia-yes, Ryan Forristall-yes, Darren Crawford-yes, Julie Brendich-yes, Russ Walter-yes

Absent: Susan Chacon

**Others Present:**

Interim Co-Directors: Dixie DeBord-Technical Services Director, Shelley Augustine-Director Adult Services; City Council Liaison Dan Transier

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

**Amendments to the Agenda:**

Mr. Walter asked to add a discussion under New Business for the R.J. O'Neil quote to replace mixer valves in the sinks. Mr. Hedman asked to add discussion regarding a new Director under New Business and to keep the Updated Website topic under Unfinished Business.

**Minutes: November 9, 2020 Regular Board Meeting, November 12, 2020 Special Board Meeting**

Mr. Walter moved and Mr. Crawford seconded a motion to approve both sets of minutes.

Roll call: Hedman-yes, Garcia-yes, Forristall-yes, Crawford-yes, Brendich-yes, Walter-yes, Rodriguez-yes. Carried 7-0.

**Correspondence:**

President Crawford read a thank you from a patron family and noted Christmas cards received. Mr. Walter said a Christmas card was received from the e-rate consultant.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Mr. Hedman reported on the finances. The first payment has been made to Weblinx for the updated website, books were purchased and a new firewall was installed. He also reported on the budget status and added that development funds were doing well. President Crawford said a \$500 grant was received from the Secretary of State.

### **Payment of Bills**

Mr. Crawford moved and Ms. Garcia seconded to pay the bills as follows:

\$24,787.01	Accounts Payable
\$38,236.60	Payroll
\$63,023.61	TOTAL

Roll call: Garcia-yes, Forristall-yes, Crawford-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes. Carried 7-0.

### **Report of the Interim Co-Library Directors:**

1. Ms. DeBord said the staff was glad the library has been open and Yorkville is one of the few that has been open.
2. Library has been short-staffed at times due to quarantines.
3. Foot traffic has been slow, but is partly seasonal.
4. Increase in reciprocal borrowing.
5. New curbside sign was installed.
6. PPE grant was received.
7. Staff member Jennette Weiss set up well-received “Dinovember”.
8. Held drive-through Polar Express using radio transmitter purchased by Friends.
9. Co-Directors have been attending webinars, talking with RAILS, PrairieCat.
10. Ms. DeBord noted power failure from wind and various equipment down including elevator. Also had window breakage and fire alarm call.
11. Ms. Augustine continued the report.....She reached out to Chamber of Commerce and they are not having meetings at this time. Upcoming library programs posted on Chamber website.
12. A project brief needs to be completed for the website re-design.
13. Manager meeting to be held to discuss future goals.
14. A local Library Director came to see how Yorkville is handling pandemic protocols.
15. Will be starting per capita grant, deadline delayed to March.
16. Ms. Weiss has reached out to Autumn Creek School to create relationship.
17. Library has had many burnt out lights and city spent 2-3 days replacing bulbs. Mr. Dhuse will check into replacing parts compatible with LED bulbs. He also replaced another surge protector. A thank you was sent to the city.

**City Council Liaison** None

**Standing Committees:** None

### **Unfinished Business:**

#### **Website Re-design**

It was again noted that the project brief sheet needs to be completed. The managers and Library Board members will provide input and it will be reviewed next month. It will take about 14-16 weeks for the update and it was suggested to launch it during National Library Week in April. PR was suggested on social media prior to the launch. Mr. Walter suggested a photo of the mural be added to the website. Also suggested was a possible scavenger hunt and prizes on the website. It was noted the new website will track the number of visitors and other information.

#### **Update on HVAC Control System**

Mr. Walter met with a company Syserco, that provided a proposal for replacement of the control system which was installed in 2008. They also tweaked the chiller settings. The quote for replacement

is about \$21,000. It is not immediately needed, however, it will be in the future, said Mr. Walter. Mr. Forristall added that it would be of great benefit to be able to log in remotely and receive alerts. Board members had questions on lighting and switches and after discussion, decided that the Facilities committee should meet prior to a decision. Ms. DeBord noted that there are problems with lighting that stays on all night. Mr. Forristall said the 'as built' drawings should be reviewed also. Several Board members suggested obtaining additional quotes from local companies and discuss further at the January Board meeting.

#### **Water Heater Replacement Proposals**

Quotes were received for a replacement water heater. A 50-gallon is required since there is a power vent to vent gasses. A new heater is not necessary immediately, however, it is 13 years old. The Board decided to be proactive and move ahead with a purchase. Mr. Crawford moved and Ms. Garcia seconded to accept R.J. O'Neil's quote of \$3,489.49 to replace the heater at this time.

Roll call: Forristall-yes, Crawford-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes. Carried 7-0.

#### **New Business:**

##### **Replacement of Mixing Valves**

Mr. Walter said the mixing valves mix the hot and cold water at the tap to maintain an even temperature. R.J. O'Neil reps said the poor water quality could be caused by the corroded valves. Since there is only one quote, President Crawford requested additional ones. After discussion, Mr. Hedman suggested tabling this replacement until the end of the budget year to determine the amount of money remaining.

##### **Purchase of Custodial Equipment**

Ms. DeBord said the custodians have requested an additional vacuum cleaner if the budget allows. The cost would be \$782 for an industrial model. She also said a couple of the older ones could be fixed if necessary. After a brief discussion, Mr. Hedman moved to approve the purchase of a new industrial vacuum at a cost not to exceed \$800. Mr. Crawford seconded. Roll call: Crawford-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes. Carried 7-0.

##### **Capria Mobile App for PrairieCat Members**

Ms. Augustine gave a demonstration on the new app for use with PrairieCat. It allows users to view fines, show holds, create library cards, search the catalog, download books and many other features. Library staff will create a video tutorial and they are promoting this app.

##### **Director Search**

The Board discussed the next steps in the search for a Director. The Board also requested opinions from the current Co-Directors and staff and discussions should begin in January. Mr. Hedman said the budget preparations will begin soon and the final budget must be sent to the city by April. Mr. Walter asked if there is a legal reason to have a person in place with the title of Director. Ms. Rodriguez said some grants could not be applied for if there is no Director. The Board also discussed the advantages/disadvantages of posting a job now before the duties are known. They also talked about a part-time building engineer. It was decided the managers will be asked for input by the first week of January and Board members should bring a prepared list of needs to the January 11<sup>th</sup> meeting. Ms. Garcia will also provide a job description to provide a starting point. A special Board meeting will be held on January 25<sup>th</sup> at 6pm to focus on the job description.



### **Compensation for Interim Directors**

President Crawford said he wanted to go into Executive Session for this discussion.

#### **Executive Session:**

At 8:44pm Mr. Crawford made a motion to move into Executive Session and he read the reason as follows: For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Garcia seconded the motion.

The Session concluded at 8:48pm on a motion by Mr. Crawford and second by Mr. Walter.

As a result of Executive Session discussion, President Crawford made a motion to pay a retroactive stipend of \$500 a month to each Co-Director for the added duties. Ms. Garcia seconded the motion. Roll call: Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes, Crawford-yes. Carried 7-0.

**Additional Business:** None

#### **Adjournment:**

There was no further business and the meeting adjourned at 8:50pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900097	FNBO	FIRST NATIONAL BANK OMAHA			12/25/20		
	122520-A.SIMMONS	11/30/20	01	ADS-NOV-JAN ALARM MONITORING		23-216-54-00-5446	223.83
			02	AT 102 E VAN EMMON		** COMMENT **	
			03	COMCAST-NOV 2020 INTERNET AND		82-820-54-00-5440	419.48
			04	VOICE AT 902 GAME FARM RD		** COMMENT **	
			05	ADS-INSTALL VIDEO SYSTEM AT		23-216-54-00-5446	4,043.42
			06	800 GAME FARM RD		** COMMENT **	
			07	VERIZON-OCT 2020 TABLET		79-790-54-00-5440	36.01
			08	VERIZON-OCT 2020 IN CAR UNITS		01-210-54-00-5440	756.27
			09	VERIZON-OCT 2020 MOBILE PHONES		01-220-54-00-5440	169.52
			10	VERIZON-OCT 2020 MOBILE PHONES		01-210-54-00-5440	805.22
			11	VERIZON-OCT 2020 MOBILE PHONES		79-795-54-00-5440	84.76
			12	VERIZON-OCT 2020 MOBILE PHONES		51-510-54-00-5440	166.78
			13	VERIZON-OCT 2020 MOBILE PHONES		52-520-54-00-5440	36.01
			14	AMAZON-PRINTER INK		01-120-56-00-5610	20.07
				INVOICE TOTAL:			6,761.37 *
	122520-B.OLSEM	11/30/20	01	TRIBUNE-SUBSCRIPTION RENEWAL		01-110-54-00-5460	91.00
			02	WAREHOUSE-PAPER CLIPS, NOTE		01-110-56-00-5610	88.28
			03	PADS, CALENDARS, WIRELESS		** COMMENT **	
			04	KEYBOARD & MOUSE COMBO		** COMMENT **	
				INVOICE TOTAL:			179.28 *
	122520-B.OLSON	11/30/20	01	ZOOM-11/23-12/22 MONTHLY FEE		01-110-54-00-5462	209.96
				INVOICE TOTAL:			209.96 *
	122520-B.PFIZENMAIER	11/30/20	01	IACP-MEMBERSHIP RENEWAL		01-210-54-00-5460	95.00
			02	AMERICAN TIRE#4415-SEAT REPAIR		01-210-54-00-5495	36.05
			03	AMERICAN TIRE#4332-TIRES		01-210-54-00-5495	66.60
			04	BALANCED & MOUNTED		** COMMENT **	
			05	AMERICAN TIRE#4417-BATTERY		01-210-54-00-5495	154.50
			06	AMERICAN TIRE#4416-ALIGNMENT,		01-210-54-00-5495	481.74
			07	TORQUE MOUNT		** COMMENT **	
			08	AMERICAN TIRE#4459-INSTALL		01-210-54-00-5495	154.50
			09	BATTERY KILL SWITCH		** COMMENT **	
			10	AMERICAN TIRE#4448-BATTERY		01-210-54-00-5495	154.50
			11	AMERICAN TIRE#4438-HEAD LIGHT		01-210-54-00-5495	258.02
			12	REPAIR		** COMMENT **	
			13	AMERICAN TIRE#4456-REPLACED		01-210-54-00-5495	472.19
			14	FRONT BRAKE PADS & ROTORS		** COMMENT **	
			15	AMAZON-PEPPER SPRAY HOLDER		01-210-56-00-5600	52.78
			16	AMAZON-AWARD CERTIFICATES		01-210-56-00-5610	6.00
			17	D'ARCY PINT-TRAINING LUNCH		01-210-54-00-5415	30.30
			18	GALLS-ASSULT SHOES		01-210-56-00-5600	142.95
			19	GALLS-UNIFORM BOOTS		01-210-56-00-5600	150.00
			20	GALLS-TACTILE POLO-AUGUSTINE		01-210-56-00-5600	45.00

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900097	FNBO	FIRST NATIONAL BANK OMAHA			12/25/20		
	122520-B.PFIZENMAIER	11/30/20	21	AMAZON-MAGAZINE POUCH, HOLSTER		01-210-56-00-5600	122.31
			22	GALLS-COMMAND JACKETS		01-210-56-00-5600	756.95
			23	FNBO-PROCESSING FEE		01-000-24-00-2440	39.00
				INVOICE TOTAL:			3,218.39 *
	122520-C.PARKER	11/30/20	01	AMAZON-HEPA FILTERS		01-110-56-00-5610	67.50
			02	AMAZON-HEPA FILTERS		01-120-56-00-5610	67.50
				INVOICE TOTAL:			135.00 *
	122520-D.DEBORD	11/30/20	01	MENARDS-CLEANER, PINESOL, SOAP, B		82-820-56-00-5621	53.00
			02	ATTERIES		** COMMENT **	
			03	MENARDS-MERCH RETURN		82-820-56-00-5621	-8.97
				INVOICE TOTAL:			44.03 *
	122520-D.HENNE	11/30/20	01	ACE-CORD		01-410-56-00-5628	3.00
				INVOICE TOTAL:			3.00 *
	122520-E.DHUSE	11/30/20	01	NAPA#271181-CAPS, FILTERS		52-520-56-00-5613	42.83
			02	NAPA#269656-LICENSE LAMP		01-410-56-00-5628	18.48
			03	NAPA#269651-LAMPS		01-410-56-00-5628	4.08
			04	NAPA#269788-TACKY GREASE		01-410-56-00-5628	66.90
			05	NAPA#269330-FILTERS, DRAIN PLUG		52-520-56-00-5628	43.92
			06	NAPA#269503-GREASE CAP		52-520-56-00-5628	2.31
			07	NAPA#269470-LAMP		52-520-56-00-5628	13.49
			08	NAPA#271350-GREASE		01-410-56-00-5628	105.84
			09	NAPA#269277-CARB CLEANER		01-410-56-00-5628	11.38
			10	NAPA#269460-BATTERY, LIGHT		01-410-56-00-5628	45.30
			11	SPLICE LOCK CONNECTOR,		** COMMENT **	
			12	REFLECTORS		** COMMENT **	
			13	NAPA#269625-BRAKE BOLT		51-510-56-00-5628	11.45
			14	NAPA#269863-WIPER BLADE		01-410-56-00-5628	15.18
			15	NAPA#270977-ARMORALL, TOWELS		01-410-56-00-5628	36.65
			16	NAPA#271215-RING TERMINALS		01-410-56-00-5628	19.30
			17	NAPA#271348-FILTERS, OIL DRY		01-410-56-00-5628	17.03
			18	NORTHERN SAFETY-GLOVES		51-510-56-00-5600	187.23
			19	NORTHERN SAFETY-GLOVES		52-520-56-00-5600	147.30
			20	NORTHERN SAFETY-GLOVES		01-410-56-00-5600	147.30
			21	NORTHERN SAFETY-EYE WASH		51-510-56-00-5638	75.47
			22	AMAZON-BRITE LIME BEANIES		51-510-56-00-5600	77.61
			23	AMAZON-BRITE LIME BEANIES		52-520-56-00-5600	77.60
			24	AMAZON-BRITE LIME BEANIES		01-410-56-00-5600	77.60
			25	AMAZON-BRITE LIME BEANIES		51-510-56-00-5600	52.15
				INVOICE TOTAL:			1,296.40 *
	122520-E.TOPPER	11/30/20	01	AMAZON-DESK CALENDAR		82-820-56-00-5610	12.47

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900097	FNBO	FIRST NATIONAL BANK OMAHA			12/25/20		
	122520-E.TOPPER	11/30/20	02	AMAZON-PAPER		82-820-56-00-5610	8.49
			03	AMAZON-BEED GEMS, FM		82-000-24-00-2480	127.83
			04	TRANSMITTER, JINGGLE BELLS		** COMMENT **	
			05	AMAZON-ZIPPER BAGS		82-000-24-00-2480	7.78
			06	AMAZON-PRIME MEMBERSHIP		82-820-54-00-5460	12.99
			07	AMAZON-HOT CHOCOLATE		82-000-24-00-2480	13.40
			08	WALL STREET JOURNAL - RENEWAL		82-820-54-00-5460	134.97
						INVOICE TOTAL:	317.93 *
	122520-E.WILLRETT	11/30/20	01	ELEMENT FOUR-NOV 2020 CLOUD		01-640-54-00-5450	519.76
			02	CONNECT OFFSITE BACKUPS		** COMMENT **	
						INVOICE TOTAL:	519.76 *
	122520-G.KLEEFISCH	11/30/20	01	HOME DEPOT-WASHERS		79-790-56-00-5640	17.52
						INVOICE TOTAL:	17.52 *
	122520-G.STEFFENS	11/30/20	01	FARM&FLEET-HITCH PIN		01-410-56-00-5620	9.58
			02	FARM&FLEET-GLOVES		01-410-56-00-5620	11.98
						INVOICE TOTAL:	21.56 *
	122520-J.ENGBERG	11/30/20	01	ADOBE-CREATIVE CLOUD-ALL APPS		01-220-54-00-5462	52.99
						INVOICE TOTAL:	52.99 *
	122520-J.GALAUNER	11/30/20	01	IPRA-VIRTUAL SEMINAR-GALAUNER		79-795-54-00-5412	15.00
			02	AMAZON-SANTAS VISIT SUPPLIES		79-795-56-00-5606	63.93
			03	JEWEL-COOKIES		79-795-56-00-5606	23.94
			04	DOLLAR TREE-GLITTER		79-795-56-00-5606	3.00
			05	YORK POST-STAMPS		79-795-56-00-5606	44.00
			06	DOLLAR TREE-GARLAND, BALLOONS		79-795-56-00-5606	8.00
						INVOICE TOTAL:	157.87 *
	122520-J.JACKSON	11/30/20	01	SPEEDWAY-GAS PRESSURE WASHER		01-410-56-00-5695	15.50
			02	FLATSOS-TIRE		01-410-54-00-5490	83.33
						INVOICE TOTAL:	98.83 *
	122520-J.JENSEN	11/30/20	01	GRACE-MEETING LUNCH		01-210-54-00-5415	21.84
			02	FBI LEEDA-MEMBERSHIP DUES		01-210-54-00-5460	50.00
			03	AMAZON-RETURNED OFFICE		01-210-56-00-5610	-8.97
			04	SUPPLIES		** COMMENT **	
						INVOICE TOTAL:	62.87 *
	122520-J.SLEEZER	11/30/20	01	JOHNSON'S SCREEN		01-410-56-00-5600	65.00
			02	PRINTING-SWEATSHIRT HENNE		** COMMENT **	
			03	JOHNSON'S SCREEN		01-410-56-00-5600	90.00
			04	PRINTING-SWEATSHIRT SLEEZER		** COMMENT **	



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	122520-J.SLEEZER	11/30/20	05	JOHNSON'S SCREEN		01-410-56-00-5600	90.00
			06	PRINTING-SWEATSHIRT SENG		** COMMENT **	
			07	JOHNSON'S SCREEN		01-410-56-00-5600	30.00
			08	PRINTING-SWEATSHIRT SOELKE		** COMMENT **	
			09	JOHNSON'S SCREEN		01-410-56-00-5600	35.00
			10	PRINTING-SWEATSHIRT BAUER		** COMMENT **	
			11	SAM'S CLUB-TABLE		23-216-56-00-5656	108.23
				INVOICE TOTAL:			418.23 *
	122520-J.WEISS	11/30/20	01	DOLLAR TREE-POLAR EXPRESS		82-000-24-00-2480	26.50
			02	SUPPLIES		** COMMENT **	
			03	DOLLAR TREE-POLAR EXPRESS		82-000-24-00-2480	12.50
			04	SUPPLIES		** COMMENT **	
				INVOICE TOTAL:			39.00 *
	122520-K.BARKSDALE-N	11/30/20	01	WAREHOUSE DIRECT-MARKERS		01-220-56-00-5610	36.60
			02	WAREHOUSE DIRECT-NOTEBOOK		01-220-56-00-5610	5.62
			03	KONE-MONTHLY MAINTENANCE		23-216-54-00-5446	160.50
				INVOICE TOTAL:			202.72 *
	122520-K.GREGORY	11/30/20	01	MINER-DEC 2020 MANAGED		01-410-54-00-5462	366.85
			02	SERVICES RADIO		** COMMENT **	
			03	MINER-DEC 2020 MANAGED		51-510-54-00-5462	430.65
			04	SERVICES RADIO		** COMMENT **	
			05	MINER-DEC 2020 MANAGED		52-520-54-00-5462	287.10
			06	SERVICES RADIO CODING		** COMMENT **	
			07	MINER-DEC 2020 MANAGED		79-790-54-00-5462	510.40
			08	SERVICES RADIO CODING		** COMMENT **	
				INVOICE TOTAL:			1,595.00 *
	122520-L.PICKERING	11/30/20	01	IL MUNICIPAL LEAGUE-MEMBERSHIP		01-110-54-00-5460	1,500.00
			02	TRIBUNE-BOUNDARY LINE		01-220-54-00-5462	230.72
			03	AGREEMENT BETWEEN YORKVILLE &		** COMMENT **	
			04	PLAINFIELD		** COMMENT **	
				INVOICE TOTAL:			1,730.72 *
	122520-M.SENG	11/30/20	01	DMV-CDL LICENSE RENEWAL		01-410-54-00-5462	61.35
			02	O'REILLY-CLEANING SUPPLIES FOR		01-410-56-00-5628	76.90
			03	TRUCK		** COMMENT **	
				INVOICE TOTAL:			138.25 *
	122520-N.DECKER	11/30/20	01	WAREHOUSE-TAB DIVIDERS		01-210-56-00-5610	5.80
			02	DFS-EVIDENCE LABELS		01-210-56-00-5620	313.24
			03	CNA SURETY-APPLICATION REFUND		01-210-54-00-5462	-30.00
			04	COMCAST-11/15-12/14 KENCOM		01-640-54-00-5449	1,165.49

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900097	FNBO	FIRST NATIONAL BANK OMAHA			12/25/20		
	122520-S.AUGUSTINE	11/30/20	01	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	217.98
			02	AMAZON-MATTE PAPER, DRY ERASE		82-820-56-00-5610	11.63
			03	MARKER		** COMMENT **	
			04	TRIBUNE-SUBSCRIPTION		82-820-54-00-5460	136.00
			05	TRIBUNE-SUBSCRIPTION		82-820-54-00-5460	38.00
			06	AMAZON-TONER CARTRIDGES		82-820-56-00-5610	345.75
			07	AMAZON-PAPER TOWELS		82-820-56-00-5621	85.98
			08	AMAZON-STEEL POST		82-820-56-00-5620	29.41
				INVOICE TOTAL:			864.75 *
	122520-S.IWANSKI	11/30/20	01	SAFETYSIGNS-CURBSIDE PICKUP		82-820-56-00-5620	40.26
			02	ONLY SIGN		** COMMENT **	
			03	YORKPOST-SHIPMENTS		82-820-54-00-5452	14.80
				INVOICE TOTAL:			55.06 *
	122520-S.REDMON	11/30/20	01	RUNCO-PAPER, BATTERIES		79-795-56-00-5610	33.28
			02	RUNCO-PAPERCLIPS,		79-795-56-00-5610	120.11
			03	RUBBERBANDS, ENVELOPES, NOTE		** COMMENT **	
			04	PADS		** COMMENT **	
			05	AT&T-11/24-12/23 TOWN SQAURE		79-795-54-00-5440	78.53
			06	PARK SIGN INTERNET		** COMMENT **	
			07	FIRST PLACE#317998-BLADES		79-790-56-00-5630	28.10
			08	NARVICK-4,500 PSI AE		25-225-60-00-6020	1,231.00
			09	NARVICK-4,000 PSI AE		72-720-60-00-6047	767.00
			10	ARAMARK#610000018399-MATS		79-790-56-00-5620	18.21
			11	ARAMARK#610000021912-MATS		79-790-56-00-5620	18.21
			12	ARAMARK#610000025253-MATS		79-790-56-00-5620	18.21
			13	ARAMARK#610000028463-MATS		79-790-56-00-5620	18.21
			14	ARAMARK#610000031660-MATS		79-790-56-00-5620	18.21
			15	RIVERVIEW#137057-BATTERY		79-790-56-00-5640	127.56
			16	YORK POST-SHIPPING COSTS FOR		79-795-54-00-5452	25.90
			17	CURRICULUM MATERIALS		** COMMENT **	
			18	JOTFORM-MONTHLY MEMBERSHIP FEE		79-795-56-00-5606	29.00
			19	PLUG&PAY-OCT 2020 FEES		79-795-54-00-5462	30.00
			20	PROWASTE-MONTHLY RENTAL FOR 2		79-795-56-00-5620	700.00
			21	HANDWASHING STATIONS FOR		** COMMENT **	
			22	DOWNTOWN BUSINESSES		** COMMENT **	
			23	SMITHEREEN-OCT 2020 BUG SPRAY		79-795-54-00-5495	67.00
			24	ARNESON#171583-OCT 2020 GAS		79-790-56-00-5695	85.12
			25	ARNESON#170911-OCT 2020 GAS		79-790-56-00-5695	121.34
			26	ARNESON#170910-OCT 2020 GAS		79-790-56-00-5695	359.60
			27	ARNESON#167757-SEPT 2020 GAS		51-510-56-00-5695	375.92
			28	REINDERS-PUMP		79-790-56-00-5640	568.88
				INVOICE TOTAL:			4,839.39 *
	122520-S.REMUS	11/30/20	01	FACEBOOK-BOOST FOR HALLOWEEN		79-795-56-00-5606	14.99

**Total for all Highlighted Library Invoice: \$1,740.25**

CHECK DATE: 01/11/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104967	BAKTAY	BAKER & TAYLOR					
	2035627196		11/24/20	01	BOOKS	84-840-56-00-5686	689.13
						INVOICE TOTAL:	689.13 *
	2035667765		01/05/21	01	BOOKS	84-840-56-00-5686	448.00
						INVOICE TOTAL:	448.00 *
	2035670275		12/15/20	01	BOOKS	84-840-56-00-5686	407.19
						INVOICE TOTAL:	407.19 *
						CHECK TOTAL:	1,544.32
104968	DELAGE	DLL FINANCIAL SERVICES INC					
	70668013		12/18/20	01	FEB 2021 COPIER LEASE	82-820-54-00-5462	194.48
						INVOICE TOTAL:	194.48 *
						CHECK TOTAL:	194.48
104969	FINDAWAY	FINDAWAY WORLD LLC					
	338104		12/31/20	01	AUDIO BOOK	84-840-56-00-5683	41.24
						INVOICE TOTAL:	41.24 *
						CHECK TOTAL:	41.24
104970	LIBRARYF	LIBRARIES FIRST					
	7892		12/14/20	01	MUSEUM ADVENTURE PASS ANNUAL	82-820-54-00-5460	75.00
				02	SUBSCRIPTION RENEWAL	** COMMENT **	
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
104971	LLWCONSU	LLOYD WARBER					



CHECK DATE: 01/11/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104971	LLWCONSU	LLOYD WARBER					
	10489		12/29/20	01	ON SITE IT SUPPORT	82-820-54-00-5462	1,080.00
						INVOICE TOTAL:	1,080.00 *
						CHECK TOTAL:	1,080.00
104972	MIDWTAPE	MIDWEST TAPE					
	99702978		11/30/20	01	CDS	84-840-56-00-5684	54.96
				02	DVDS	84-840-56-00-5685	29.98
						INVOICE TOTAL:	84.94 *
	99730939		12/07/20	01	CD	84-840-56-00-5684	13.99
						INVOICE TOTAL:	13.99 *
	99757588		12/14/20	01	DVDS	84-840-56-00-5685	78.71
						INVOICE TOTAL:	78.71 *
	99789994		12/19/20	01	DVD	84-840-56-00-5685	14.24
						INVOICE TOTAL:	14.24 *
						CHECK TOTAL:	191.88
104973	RJONEIL	R.J. O'NEIL, INC.					
	00113146		12/04/20	01	CHILLER REPAIR	82-820-54-00-5495	411.00
						INVOICE TOTAL:	411.00 *
	00113264		12/28/20	01	MADE ADJUSTMENTS TO CHILLER	82-820-54-00-5495	274.00
				02	SETTINGS	** COMMENT **	
						INVOICE TOTAL:	274.00 *
	00113265		12/28/20	01	REPLACED CHILLER FUSES	82-820-54-00-5495	274.00
						INVOICE TOTAL:	274.00 *
	00113281		12/28/20	01	REPLACE WATER HEATER	82-820-54-00-5495	3,489.49
						INVOICE TOTAL:	3,489.49 *
						CHECK TOTAL:	4,448.49

CHECK DATE: 01/11/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104974	THYSSEN	THYSSENKRUPP ELEVATOR CORP					
	010521-INSPECT	01/05/21	01	ANNUAL ELEVATOR INSPECTION	82-820-54-00-5462	463.00	
					INVOICE TOTAL:	463.00 *	
					CHECK TOTAL:		463.00
104975	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	11364	12/17/20	01	ANNUAL SERVICE AGREEMENT	82-820-54-00-5462	325.00	
			02	RENEWAL	** COMMENT **		
					INVOICE TOTAL:	325.00 *	
					CHECK TOTAL:		325.00
104976	YORKGLAS	YORKVILLE GLASS & MIRROR					
	7286	12/10/20	01	THERMOPANE REPAIR	82-820-54-00-5495	250.00	
					INVOICE TOTAL:	250.00 *	
					CHECK TOTAL:		250.00
104977	YOUNGM	MARLYS J. YOUNG					
	121420	12/28/20	01	12/14/20 MEETING MINUTES	82-820-54-00-5462	80.75	
					INVOICE TOTAL:	80.75 *	
					CHECK TOTAL:		80.75
					TOTAL AMOUNT PAID:		8,694.16



**UNITED CITY OF YORKVILLE**  
**PAYROLL SUMMARY**  
**December 11, 2020**

	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>	<u>IMRF</u>	<u>FICA</u>	<u>TOTALS</u>
ADMINISTRATION	\$ 23,131.65	\$ -	23,131.65	\$ 2,592.19	\$ 1,318.10	\$ 27,041.94
FINANCE	13,049.26	-	13,049.26	1,474.35	642.80	\$ 15,166.41
POLICE	129,841.07	6,495.31	136,336.38	1,009.03	10,281.15	\$ 147,626.56
COMMUNITY DEV.	27,945.87	-	27,945.87	3,155.06	2,106.01	\$ 33,206.94
STREETS	19,658.94	2.55	19,661.49	2,196.20	1,474.48	\$ 23,332.17
WATER	18,156.21	1,223.58	19,379.79	2,181.49	1,454.50	\$ 23,015.78
SEWER	10,089.51	-	10,089.51	1,126.99	753.96	\$ 11,970.46
PARKS	24,114.29	-	24,114.29	2,704.73	1,828.72	\$ 28,647.74
RECREATION	17,993.64	-	17,993.64	1,898.59	1,359.90	\$ 21,252.13
<b>LIBRARY</b>	<b>33,601.70</b>	<b>-</b>	<b>33,601.70</b>	<b>3,128.16</b>	<b>2,558.05</b>	<b>\$ 39,287.91</b>
<b>TOTALS</b>	<b>\$ 317,582.14</b>	<b>\$ 7,721.44</b>	<b>\$ 325,303.58</b>	<b>\$ 21,466.79</b>	<b>\$ 23,777.67</b>	<b>\$ 370,548.04</b>

**TOTAL PAYROLL           \$   370,548.04**



## UNITED CITY OF YORKVILLE PAYROLL SUMMARY December 23, 2020

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,900.00	-	3,900.00	-	298.35	4,198.35
ADMINISTRATION	20,275.57	-	20,275.57	2,264.78	1,093.87	23,634.22
FINANCE	10,965.67	-	10,965.67	1,224.87	470.90	12,661.44
POLICE	115,051.26	3,527.59	118,578.85	761.21	8,694.97	128,035.03
COMMUNITY DEV.	19,707.14	-	19,707.14	2,201.29	1,452.80	23,361.23
STREETS	16,535.43	103.43	16,638.86	1,858.57	1,242.99	19,740.42
WATER	16,790.71	258.84	17,049.55	1,904.44	1,257.37	20,211.36
SEWER	9,184.29	-	9,184.29	1,025.89	684.71	10,894.89
PARKS	22,435.69	44.67	22,480.36	2,511.05	1,696.05	26,687.46
RECREATION	16,668.43	-	16,668.43	1,667.92	1,241.33	19,577.68
<b>LIBRARY</b>	<b>16,239.91</b>	<b>-</b>	<b>16,239.91</b>	<b>1,108.47</b>	<b>1,217.63</b>	<b>18,566.01</b>
<b>TOTALS</b>	<b>\$ 268,662.44</b>	<b>\$ 3,934.53</b>	<b>\$ 272,596.97</b>	<b>\$ 16,528.49</b>	<b>\$ 19,420.46</b>	<b>\$ 308,545.92</b>

**TOTAL PAYROLL                    \$ 308,545.92**



**YORKVILLE LIBRARY BOARD**

**BILL LIST SUMMARY**

**Monday, January 11, 2021**

**ACCOUNTS PAYABLE**

Library CC Check Register <i>(Pages 1 - 5)</i>	12/25/2020	\$1,740.25
Library Check Register <i>(Pages 6 - 8)</i>	01/11/2021	8,694.16
Metlife - Dec. 2020 Dental Ins.	12/08/2020	526.83
IPRF - Jan. 2021 Workers Comp	12/08/2020	979.47
Illinois State Police-Background Checks	12/08/2020	28.25
Amperage - Regulators	12/21/2020	2,943.36
DeLage - Jan 2021 Copier Lease	12/21/2020	194.48
Nicor -11/01/20-12/2/20 services	12/21/2020	1,464.92
<b>TOTAL BILLS PAID:</b>		<b>\$16,571.72</b>

**PAYROLL**

	<u>DATE</u>	
Bi-weekly <i>(Page 9)</i>	12/11/2020	\$ 39,287.91
Bi-weekly <i>(Page 10)</i>	12/23/2020	18,566.01
<b>TOTAL PAYROLL:</b>		<b>\$57,853.92</b>

**TOTAL DISBURSEMENTS: \$74,425.64**



ACTIVITY THROUGH FISCAL PERIOD 08

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW -	MEMORIALS & GIFTS						
01		05/01/2020		BEGINNING BALANCE					
	AP-200525MB	05/19/2020	13	BREAKOUT-EDU KIT REFUND	FIRST NATIONAL BANK	900088	052520-E.TOPPER-B		49,444.29
									160.88
				TOTAL PERIOD 01 ACTIVITY				0.00	160.88
02	AP-200625MB	06/16/2020	101	AMAZON-FIRE 7 TABLET	FIRST NATIONAL BANK	900090	062520-E.TOPPER-B	47.49	
	GJ-200630LB	07/02/2020	05	June 2020 Deposits					196.19
				TOTAL PERIOD 02 ACTIVITY				47.49	196.19
03	AP-200713	07/07/2020	01	BOOKS	BAKER & TAYLOR	104898	2035272564	673.42	
		07/07/2020	02	BOOKS	BAKER & TAYLOR	104898	2035278024	554.19	
	AP-200725M	07/16/2020	213	AMAZON-ROCKING CHAIR	FIRST NATIONAL BANK	900092	072520-E.TOPPER	44.99	
		07/16/2020	214	AMAZON-ADDRESS LABELS,	FIRST NATIONAL BANK	900092	072520-E.TOPPER	76.36	
		07/16/2020	215	AMAZON-ELECTRONIC KEYBOARD	FIRST NATIONAL BANK	900092	072520-E.TOPPER	82.99	
		07/16/2020	216	AMAZON-GAMES, CARDS	FIRST NATIONAL BANK	900092	072520-E.TOPPER	36.93	
		07/16/2020	217	AMAZON-SENSORY BALL	FIRST NATIONAL BANK	900092	072520-E.TOPPER	14.99	
		07/16/2020	218	THERAPY SHOPPE-FIDGETS	FIRST NATIONAL BANK	900092	072520-J.WEISS	105.61	
		07/16/2020	219	FOXY'S ICE CREAM-16 \$5.00 GIFT	FIRST NATIONAL BANK	900092	072520-J.WEISS	80.00	
		07/16/2020	220	ROSATIS-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900092	072520-J.WEISS	40.00	
		07/16/2020	221	PARMA-GIFT CARDS FOR SUMMER	FIRST NATIONAL BANK	900092	072520-J.WEISS	40.00	
		07/16/2020	222	STARBUCKS-SUMMER READING GIFT	FIRST NATIONAL BANK	900092	072520-S.AUGUSTINE	20.00	
		07/16/2020	223	GRACE COFFEE-SUMMER READING	FIRST NATIONAL BANK	900092	072520-S.AUGUSTINE	10.00	
	GJ-200731LB	08/02/2020	03	July 220 Deposits					1,216.44
				TOTAL PERIOD 03 ACTIVITY				1,779.48	1,216.44
04	AP-200825M	08/19/2020	165	AMAZON-BOOKS, JUMPER CABLES,	FIRST NATIONAL BANK	900093	082520-E.TOPPER	678.01	
		08/19/2020	166	AMAZON-ALEXA SPEAKER	FIRST NATIONAL BANK	900093	082520-E.TOPPER	39.99	
		08/19/2020	167	AMAZON-SUPPLY CASE	FIRST NATIONAL BANK	900093	082520-E.TOPPER	22.73	
		08/19/2020	168	AMAZON-FIRE 7 TABLET	FIRST NATIONAL BANK	900093	082520-E.TOPPER	49.99	
		08/19/2020	169	DOLLAR TREE-SUMMER READING	FIRST NATIONAL BANK	900093	082520-J.WEISS	12.50	
		08/19/2020	170	TARGET-SUMMER READING GIFT	FIRST NATIONAL BANK	900093	082520-J.WEISS	25.00	
	GJ-200831LB	09/01/2020	05	Aug 2020 Deposits					4,708.14
				TOTAL PERIOD 04 ACTIVITY				828.22	4,708.14
05	AP-200914	09/08/2020	01	BOOKS	BAKER & TAYLOR	104920	2035371948	658.84	
		09/08/2020	02	BOOKS	BAKER & TAYLOR	104920	2035383645	676.99	
		09/08/2020	03	BOOKS	BAKER & TAYLOR	104920	2035405495	536.18	
		09/08/2020	04	BOOKS	BAKER & TAYLOR	104920	2035418721	436.93	
		09/08/2020	05	BOOKS	BAKER & TAYLOR	104920	2035422067	467.45	
		09/08/2020	06	BOOKS	BAKER & TAYLOR	104920	2035428949	293.26	
		09/08/2020	07	BOOKS	BAKER & TAYLOR	104920	20359395078	303.11	
				TOTAL PERIOD 05 ACTIVITY				3,372.76	0.00
06	AP-201012	10/06/2020	01	BOOKS	BAKER & TAYLOR	104933	2035452893	616.27	
		10/06/2020	02	BOOKS	BAKER & TAYLOR	104933	2035480910	50.86	
		10/06/2020	03	ANNUAL SUBSCRIPTION RENEWAL	PROMOTION, INC.	104934	S50082	588.00	
	AP-201025M	10/19/2020	219	CONSTANT CONTACT-ANNUAL	FIRST NATIONAL BANK	900095	102520-E.TOPPER	588.00	
	GJ-201031LB	11/02/2020	06	Oct 2020 Deposits					1,686.00
				TOTAL PERIOD 06 ACTIVITY				1,843.13	1,686.00

UNITED CITY OF YORKVILLE  
 GENERAL LEDGER ACTIVITY REPORT  
 FOR FISCAL YEAR 2021

ACTIVITY THROUGH FISCAL PERIOD 08

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480		(L)	ESCROW -	MEMORIALS & GIFTS					
08	AP-201214	12/07/2020	01	BOOKS	BAKER & TAYLOR	104955	2035562347	31.50	
		12/07/2020	02	BOOKS	BAKER & TAYLOR	104955	2035572750	39.12	
	AP-201225M	12/28/2020	177	AMAZON-BEED GEMS, FM	FIRST NATIONAL BANK	900097	122520-E.TOPPER	127.83	
		12/28/2020	178	AMAZON-ZIPPER BAGS	FIRST NATIONAL BANK	900097	122520-E.TOPPER	7.78	
		12/28/2020	179	AMAZON-HOT CHOCOLATE	FIRST NATIONAL BANK	900097	122520-E.TOPPER	13.40	
		12/28/2020	180	DOLLAR TREE-POLAR EXPRESS	FIRST NATIONAL BANK	900097	122520-J.WEISS	26.50	
		12/28/2020	181	DOLLAR TREE-POLAR EXPRESS	FIRST NATIONAL BANK	900097	122520-J.WEISS	12.50	
GJ-201231LB	01/04/2021		04	Dec 2020 Deposits					
				TOTAL PERIOD 08 ACTIVITY				258.63	449.03
				TOTAL ACCOUNT ACTIVITY				8,129.71	8,416.68
				ENDING BALANCE					49,731.26
				GRAND TOTAL				0.00	49,731.26
				TOTAL DIFFERENCE				0.00	49,731.26





**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2021 BUDGET REPORT  
For the Month Ended December 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year									Year-to-Date Totals	FISCAL YEAR 2021 BUDGET	% of Budget
		8% May-20	17% June-20	25% July-20	33% August-20	42% September-20	50% October-20	58% November-20	67% December-20				
<b>LIBRARY OPERATIONS REVENUES</b>													
<i>Taxes</i>													
82-000-40-00-4000	PROPERTY TAXES	-	351,569	27,832	31,873	298,065	18,644	8,900	-		736,883	739,047	99.71%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	-	393,438	31,146	35,669	333,562	20,864	9,960	-		824,640	822,953	100.21%
<i>Intergovernmental</i>													
82-000-41-00-4120	PERSONAL PROPERTY TAX	800	-	831	614	-	779	-	202		3,225	5,250	61.43%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	21,151	-	-	-		21,151	20,000	105.76%
<i>Fines &amp; Forfeits</i>													
82-000-43-00-4330	LIBRARY FINES	-	1,072	-	526	56	179	396	63		2,291	8,500	26.95%
<i>Charges for Service</i>													
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	-	476	175	342	168	165	1,504	-		2,831	8,500	33.30%
82-000-44-00-4422	COPY FEES	-	3	-	325	7	362	36	389		1,121	3,800	29.51%
82-000-44-00-4439	PROGRAM FEES	-	-	-	-	-	2	-	-		2	-	0.00%
<i>Investment Earnings</i>													
82-000-45-00-4500	INVESTMENT EARNINGS	203	142	136	103	102	148	100	93		1,027	8,959	11.46%
<i>Miscellaneous</i>													
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	-	-		-	1,750	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	-	324	-	-	50	-1	-	-		374	2,000	18.72%
<i>Other Financing Sources</i>													
82-000-49-00-4901	TRANSFER FROM GENERAL	5,911	1,911	2,244	1,911	1,911	2,244	992	979		18,104	26,584	68.10%
<b>TOTAL REVENUES: LIBRARY</b>		<b>6,914</b>	<b>748,934</b>	<b>62,364</b>	<b>71,363</b>	<b>655,073</b>	<b>43,388</b>	<b>21,889</b>	<b>1,726</b>		<b>1,611,649</b>	<b>1,647,343</b>	<b>97.83%</b>

**LIBRARY OPERATIONS EXPENDITURES**

<i>Salaries &amp; Wages</i>													
82-820-50-00-5010	SALARIES & WAGES	31,602	21,068	21,068	21,068	21,068	34,224	21,700	37,779		209,577	289,742	72.33%
82-820-50-00-5015	PART-TIME SALARIES	19,929	9,261	9,829	10,986	10,505	17,780	11,605	12,063		101,957	190,000	53.66%
<i>Benefits</i>													
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	3,547	2,370	2,370	2,370	2,370	3,840	2,441	4,237		23,544	32,779	71.83%
82-820-52-00-5214	FICA CONTRIBUTION	3,886	2,264	2,307	2,396	2,359	3,922	2,491	3,776		23,399	35,952	65.08%
82-820-52-00-5216	GROUP HEALTH INSURANCE	10,625	9,593	9,007	4,655	4,655	3,828	4,492	4,768		51,624	76,764	67.25%
82-820-52-00-5222	GROUP LIFE INSURANCE	29	29	29	29	29	58	-	29		232	387	59.84%
82-820-52-00-5223	DENTAL INSURANCE	527	527	396	527	527	527	527	527		4,084	6,322	64.60%
82-820-52-00-5224	VISION INSURANCE	169	84	84	84	84	84	-	84		675	1,012	66.66%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	333	-	333	-	-	333	-	-		999	750	133.16%
82-820-52-00-5231	LIABILITY INSURANCE	5,578	1,911	1,911	1,911	1,911	1,911	992	979		17,105	25,834	66.21%
<i>Contractual Services</i>													
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	-	-	-	-		-	3,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	-	-		-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	228	567	35	-	-	-	-		830	2,500	33.20%
82-820-54-00-5440	TELECOMMUNICATIONS	-	-	609	420	4,127	421	420	419		6,416	7,200	89.11%
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	7	5	239	20	16	15		302	750	40.29%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	593	185	248	51	284	3,033	2,997	1,674		9,065	11,000	82.41%
82-820-54-00-5462	PROFESSIONAL SERVICES	3,865	1,442	1,771	210	4,511	288	3,680	905		16,671	40,000	41.68%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	338	-	-	-	-		338	3,000	11.25%
82-820-54-00-5468	AUTOMATION	2,366	-	4,105	503	-	3,801	-	413		11,189	20,000	55.94%



**YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2021 BUDGET REPORT  
For the Month Ended December 31, 2020**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year									Year-to-Date Totals	FISCAL YEAR 2021	
		8% May-20	17% June-20	25% July-20	33% August-20	42% September-20	50% October-20	58% November-20	67% December-20	BUDGET		% of Budget	
82-820-54-00-5480	UTILITIES	-	-	600	1,281	735	1,124	1,213	1,465		6,418	11,798	54.40%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,195	462	4,277	6,738	1,120	-		14,792	50,000	29.58%
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	-	311	69	144	438	587	1,119	596		3,264	8,000	40.80%
82-820-56-00-5620	OPERATING SUPPLIES	-	78	-	152	690	39	18	3,200		4,177	4,000	104.43%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	895	1,028	306	1,636	49	-	410		4,323	7,000	61.76%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	37	-	207	-		244	2,000	12.20%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	55	-	81	-	276	-		411	2,000	20.55%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	-	45	-		45	300	15.00%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	-		-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	106	-	-	-	259	-		365	1,500	24.34%
<i>2006 Bond</i>													
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	75,000		75,000	75,000	100.00%
82-820-84-00-8050	INTEREST PAYMENT	-	10,119	-	-	-	-	-	10,119		20,238	20,238	100.00%
<i>2013 Refunding Bond</i>													
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	610,000		610,000	610,000	100.00%
82-820-99-00-8050	INTEREST PAYMENT	-	60,925	-	-	-	-	-	60,925		121,850	121,850	100.00%
<b>TOTAL FUND REVENUES</b>		6,914	748,934	62,364	71,363	655,073	43,388	21,889	1,726		1,611,649	1,647,343	97.83%
<b>TOTAL FUND EXPENDITURES</b>		83,048	122,390	59,284	47,931	60,563	82,605	55,617	829,383		1,340,820	1,664,378	80.56%
<b>FUND SURPLUS (DEFICIT)</b>		(76,134)	626,544	3,080	23,431	594,510	(39,218)	(33,728)	(827,657)		270,829	(17,035)	

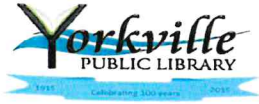
**LIBRARY CAPITAL REVENUES**

84-000-42-00-4214	DEVELOPMENT FEES	3,500	1,500	7,900	17,900	16,050	15,550	3,050	9,500		74,950	50,000	149.90%
84-000-45-00-4500	INVESTMENT EARNINGS	16	15	17	14	17	20	15	14		128	500	25.53%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	26	-	-	-	-	-	-		26	-	0.00%
<b>TOTAL REVENUES: LIBRARY CAPITAL</b>		3,516	1,541	7,917	17,914	16,067	15,570	3,065	9,514		75,104	50,500	148.72%

**LIBRARY CAPITAL EXPENDITURES**

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-		-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,326	-	-	-	50	1,650	4,892		7,919	15,000	52.79%
84-840-56-00-5683	AUDIO BOOKS	-	155	271	40	190	225	787	307		1,975	3,500	56.44%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	16	-	-	14	10	-	41		81	500	16.19%
84-840-56-00-5685	DVD'S	-	420	361	25	239	255	-	186		1,486	3,000	49.54%
84-840-56-00-5686	BOOKS	-	1,046	404	2,999	-	3,331	5,078	7,128		19,985	50,000	39.97%
<b>TOTAL FUND REVENUES</b>		3,516	1,541	7,917	17,914	16,067	15,570	3,065	9,514		75,104	50,500	148.72%
<b>TOTAL FUND EXPENDITURES</b>		-	2,963	1,036	3,064	443	3,871	7,515	12,554		31,446	75,500	41.65%
<b>FUND SURPLUS (DEFICIT)</b>		3,516	(1,422)	6,880	14,851	15,624	11,699	(4,450)	(3,041)		43,657	(25,000)	





**YORKVILLE PUBLIC LIBRARY  
CASH STATEMENT  
As of December 31, 2020**

**FISCAL YEAR 2021**

		May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Library Operations	Old Second	\$ 321,123	\$ 629,168	\$ 588,982	\$ 575,506	\$ 874,784	\$ 839,655	\$ 801,304	\$ 644,730				
Building Development Fees	Old Second	123,389	123,967	123,713	120,664	146,038	158,237	166,287	156,796				
Library Operations	IMET *	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,126				
Library Operations	Illinois Funds	236,679	236,766	236,816	236,848	258,024	258,046	258,066	258,086				
<b>Total:</b>		<b>\$ 685,315</b>	<b>\$ 994,026</b>	<b>\$ 953,637</b>	<b>\$ 937,144</b>	<b>\$ 1,282,972</b>	<b>\$ 1,260,064</b>	<b>\$ 1,229,782</b>	<b>\$ 1,063,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Restricted

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD		\$ 19,794	\$ 17,836	\$ 17,494	\$ 18,360	\$ 17,830	\$ 21,421	\$ 19,389	\$ 39,288				
2 <sup>ND</sup> PAY PERIOD		19,653	17,277	18,230	18,459	18,622	19,130	18,848	18,566				
3 <sup>RD</sup> PAY PERIOD		19,667	-	-	-	-	12,214	-	-				
<b>Total</b>		<b>\$ 59,113</b>	<b>\$ 35,113</b>	<b>\$ 35,724</b>	<b>\$ 36,819</b>	<b>\$ 36,452</b>	<b>\$ 52,765</b>	<b>\$ 38,237</b>	<b>\$ 57,854</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended December 31, 2020 \***

	December Actual	YTD Actual	% of Budget	FY 2021 Budget	Fiscal Year 2020 For the Month Ended December 31, 2019	
					YTD Actual	% Change
<b>LIBRARY OPERATIONS FUND (82)</b>						
<i>Revenues</i>						
Property Taxes	\$ -	\$ 1,561,523	100.0%	\$ 1,562,000	\$ 1,497,431	4.28%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 202	\$ 3,225	61.4%	\$ 5,250	\$ 4,176	-22.77%
State Grants	-	21,151	105.8%	20,000	21,151	0.00%
Total Intergovernmental	\$ 202	\$ 24,376	96.5%	\$ 25,250	\$ 25,327	-3.75%
Library Fines	\$ 63	\$ 2,291	26.9%	\$ 8,500	\$ 5,378	-57.41%
<u>Charges for Services</u>						
Library Subscription Cards	\$ -	\$ 2,831	33.3%	\$ 8,500	\$ 6,009	-52.89%
Copy Fees	389	1,121	29.5%	3,800	2,554	-56.09%
Program Fees	-	2	0.0%	-	58	-96.57%
Total Charges for Services	\$ 389	\$ 3,954	32.1%	\$ 12,300	\$ 8,621	-54.14%
Investment Earnings	\$ 93	\$ 1,027	11.5%	\$ 8,959	\$ 12,979	-92.09%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.0%	\$ -	\$ -	0.00%
Rental Income	-	-	0.0%	1,750	1,100	-100.00%
Miscellaneous Income	-	374	18.7%	2,000	2,472	-84.86%
Transfers In	979	18,104	68.1%	26,584	16,984	6.59%
Total Miscellaneous & Transfers	\$ 979	\$ 18,478	60.9%	\$ 30,334	\$ 20,556	-10.11%
<b>Total Revenues and Transfers</b>	<b>\$ 1,726</b>	<b>\$ 1,611,649</b>	<b>97.8%</b>	<b>\$ 1,647,343</b>	<b>\$ 1,570,293</b>	<b>2.63%</b>
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 829,383</u>	<u>\$ 1,340,820</u>	<u>80.6%</u>	<u>\$ 1,664,378</u>	<u>\$ 1,310,697</u>	<u>2.30%</u>
50 Salaries	49,842	311,533	64.9%	479,742	303,660	2.59%
52 Benefits	14,400	121,661	67.7%	179,800	113,121	7.55%
54 Contractual Services	4,891	67,709	44.4%	152,448	85,001	-20.34%
56 Supplies	4,207	12,829	50.7%	25,300	11,903	7.78%
99 Debt Service	756,044	827,088	100.0%	827,088	797,013	3.77%
<b>Total Expenditures and Transfers</b>	<b>\$ 829,383</b>	<b>\$ 1,340,820</b>	<b>80.6%</b>	<b>\$ 1,664,378</b>	<b>\$ 1,310,697</b>	<b>2.30%</b>
<i>Surplus(Deficit)</i>	<i>\$ (827,657)</i>	<i>\$ 270,829</i>		<i>\$ (17,035)</i>	<i>\$ 259,595</i>	

\* December represents 67% of fiscal year 2021

## Director's Report December 2020

### Summary-

New water heater installed = No more brown water!!!

We had a faucet leak in first floor women's bathroom. When the plumber came out to replace a cartridge the brass fitting broke, so they had to order a new faucet.

RJ O'Neil was out to do preventative maintenance on Monday 1/4/2021. They said we have some cracks in a burner and they used an igniter we had on hand to replace a bad one everything else looked ok.

ThyssenKrupp was here to do elevator maintenance.

Week of 12/25 the gates to the courtyards failed to make the electromagnetic connections that keeps them closed. Troubleshooting: tried new battery and flipping breaker. We reached out to the city to send someone over to troubleshoot the issue. He was here the next morning. A new power circuit board was ordered.

Website was down Sunday 12/27 pm- Monday 12/28 at 2:15. Thank you to Russ, who got it back for us. ICN said IP changed a bit so the DNS had to be reset.

Our children's, teens, and adult winter reading program kicked off on Jan 4 and runs until Feb 26. "Be the Change" is the theme this year. Instead of issuing prizes for participating, we will be challenging our patrons to read a total of 20,000 minutes. If we meet that challenge, the Friends of the Library have agreed to donate \$100 to the Kendall County Community Food Pantry on behalf of the YPL reading community. We are focusing this winter on giving back and saying thank you to our community. We also have many activities and programs planned during our MLK day celebration.

The Friends of the Library are optimistic about the ability to do a fall book sale, so we are now accepting donations.

Staff have recently started sending welcome letters and Library information to people who have recently purchased homes within the city limits.

Circulation staff are scheduled to get deputized for continuing to do voters registration.

We have had someone reach out to us about facilitating a "Girls Who Code" program and we are in contact with her about getting that set up virtually.

Managers met together and then with Weblinx to discuss our website redesign. We looked at many sites about what we did and did not like.

Shelley spoke with a reporter from the Kendall County Record about the director resigning her position.

Folks are wanting more access to library facilities. We are all patiently waiting for Tier 2 before granting access to the meeting room, study rooms, genealogy room and quiet reading room.

The Yorkville Police Department reached out to us to utilize our meeting room on March 16 to host a blood drive. To control social distancing, they will be scheduling appointments.

**Children's Programs:**

**9 programs with 136 attending** (3 book clubs, 3 story times, Polar Express, Zoom Bingo, Read w Rusty)

**10 passive programs with 186 attending** (4 crafts-to-go, window art, 3 virtual 3-D printing, 3 virtual story times)

**3 Teen programs with 7 attending** (book club & TAG)

**2 passive teen programs with 20 attending** (craft-to-go)

**Adult Programs:**

**5 programs with 73 attending**

12/1 Threads Zoom- 6

12/3 Cultivating Mental Health Zoom- 6

12/8 Legend of Stl Micholas Zoom- 47

12/17 Men's Book Club- 7

12/29 Creative Writing Zoom- 7

**Meeting Room Usage:** Rentals- 0 ; Library use- 11

**Museum pass:** 1

**Proctored tests:** 0

**Volunteers-** Friends of the Library are operating the Lobby book sale and have been continuing to index the KCR Obits and clean shelves.





FY 2021 ATTENDANCE			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
PATRON DOOR COUNT			0	0	1300	3131	3491	3510	3052	2600				
CURBSIDE PATRONS				471	105	72	70	76	53	49				
NUMBER OF CHILDREN'S PROGRAMS			2	3	2	7	10	8	7	9				
CHILDREN'S ROGRAM ATTENDANCE			25	8	20	36	32	121	90	136				
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			5	5	10	12	9	10	14	10				
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			803	676	843	680	556	460	437	186				
NUMBER OF YA PROGRAMS			1			1	1	3	2	3				
YA PROGRAM ATTENDANCE			1			1	4	23	10	7				
NUMBER OF YA PASSIVE PROGRAMS					1	1	1	1	1	2				
YA PASSIVE PROGRAM ATTENDANCE					4	1	0	0	0	20				
YOUTH SUMMER/WINTER READING					72									
NUMBER OF ADULT PROGRAMS			4	4	4	4	4	4	5	5				
ADULT PROGRAM ATTENDANCE			46	46	46	45	43	43	40	73				
NUMBER OF ADULT PASSIVE PROGRAMS														
ADULT PASSIVE PROGRAM ATTENDANCE														
ADULT SUMMER/WINTER READING					33									
YOUTH COMPUTER SESSIONS					22	17	33	78	18	18				
ADULT COMPUTER SESSIONS					140	201	170	217	169	169				
FRIENDS VOLUNTEER HOURS			13	10	31	13	19	48	40					
<b>IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE</b>														
<b>COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE</b>														

## Proposal

December 10, 2020

Mr. Russ Walter

### Re: Yorkville Public Library Compass and ACM Upgrade

Syserco Midwest Inc. is pleased to present the following proposed pricing and associated scope of work for the installation of an Alerton Ascent DDC Control System for **Yorkville Public Library** in accordance with the Scope of Work outlined below. Syserco Midwest Inc. will provide design, installation, programming and startup of an Alerton Ascent DDC Control System for the following:

#### Scope: Replace 1 Obsolete BCM Array

- Provide new install (1) new Alerton Control Module (data sheet attached)
- Provide (1) 64 device license
- Back up all databases after completion

#### Compass Upgrade

- Provide and set up new Dell workstation
- Upgrade Envision for BacTalk to Compass Medium software package
- Transfer all system graphics, programs, and databases
- Verify system operation for trends, alarms, and schedules
- Backup all databases after completion

**Cost: \$20,843.00**

#### Assumptions/Clarifications:

1. Lighting Controls System and/or any equipment specified to be integrated to the BAS are to be supplied with appropriate BAC-Net MS/TP Open Protocol translator for integration to Alerton BAS.
2. Smart Breaker Panel specified to be integrated to the BAS is to be supplied with appropriate ModBus RTU interface for integration to Alerton BAS.
3. Programming, startup, and commissioning of the Lighting Control System by others.
4. VAV/CAV box controllers to be field installed at and mounted inside enclosures supplied by Terminal Box Manufacturer.
5. Standard Syserco temperature sensors, humidity sensors, pressure sensors or transmitters, relays, differential pressure sensors, water flow meter, water flow switches, valves and valve actuators and damper actuators will be provided.
6. Ethernet Connectivity to all "Global" controllers to be provided by others prior to startup activities.
7. All concealed tubing is FR Poly. Exposed tubing is hard copper or poly in conduit.
8. All wiring in 100% conduit.
9. 3<sup>rd</sup> party Commissioning Assistance of maximum of 24 technician hours.
10. A one year warranty from date of system acceptance is included.
11. Syserco will use Div. 23 duct and/or hangers and Div. 26 conduit racks to support BAS conduit.

**Exclusions:** We specifically exclude all work not included in our Scope of Work above, including, but not limited to the following:

1. Commissioning Agent / Validation support is specifically excluded except as noted above. All testing scripts are to be developed and provided by a 3<sup>rd</sup> Party Commissioning Agent.
2. All control wiring and/or installation of "ship loose" not directly connected to Alerton hardware or Alerton communications network is excluded unless noted above.
3. Automatic Control Dampers shall be supplied/installed by Mechanical Contractor.
4. BIM modeling is excluded.
5. Building or Utility or sub metering. Metering and monitoring is excluded.
6. HVAC, Plumbing, lighting and plug-load power use is excluded since it not shown on mechanical plans.
7. Domestic or Irrigation Water Metering, monitoring is excluded.
8. Trenching is excluded
9. Sequence of Operations development is excluded.
10. Coring is excluded.
11. 120V Power to all control and transformer panels is by Division 26.
12. Smoke detectors supplied, installed, powered, controlled, and interlocked to mechanical equipment by others.
13. Any work associated with the fire alarm system or life safety system including combination SPF, fire/smoke dampers, actuators, annunciators, associated wiring, alarm points, programming and life safety testing or any work associated with smoke control is excluded.
14. Firefighters control panel is excluded.
15. All gauges, thermometers and other indicating devices supplied, installed, tubed by others.
16. Roof Penetrations, flashing, roof repair/patching and Wall/Floor cutting/patching/painting is excluded.
17. Motor Starters and their installation are excluded.
18. Light Switches, Light Panels and associated Wiring are excluded.
19. The installation of all plumbing / inline devices and related items is excluded.
20. Cost for permits is excluded. If permits are needed they are to be procured by owner.
21. Overtime is excluded.

**Terms and Conditions:** This quotation is subject to acceptance within 45 calendar days and to all the terms and conditions contained below.

1. Syserco's quotation specifically excludes any "Pre-Payment" or "Early Payment" discounts. If contractor plans on enforcing any discount clause, the appropriate amount to offset any discount percentage is to be added to Syserco's final contract value.
2. Syserco's quotation is based upon a 10% initial Mobilization/Engineering Fee.
3. This proposal will constitute the Scope of Work under Client's contract with Syserco Inc.
4. A joint-check agreement is required between Syserco Inc. and Client unless Client has previously established satisfactory credit with Syserco Inc. Credit ratings are based solely on Syserco Inc.'s methods for determining credit worthiness and may change to reflect recent credit history.
5. Syserco is bondable, however the cost of bonds is not included and if required, shall be an additional expense to Client.
6. No work will commence on project, including engineering submittals until receipt of mutually agreeable contract that shall include, but not be limited to satisfactory progress payments, no special or limited consequential damages and all other terms no less favorable than the Contractor has with the owner.

I appreciate the opportunity to provide you with this proposal and look forward to our future involvement on this project. If you have any questions or additional requests, please do not hesitate to call me at 331-219-8011

Sincerely,

Peter Conrad  
Syserco Midwest Inc.



## Dixie Debord

---

**From:** Michael Banish <[mbanish@SOUNDINC.com](mailto:mbanish@SOUNDINC.com)>  
**Sent:** Monday, November 9, 2020 10:26 AM  
**To:** Elisa Topper  
**Cc:** Michael Banish; Security Dispatch  
**Subject:** Camera System - Yorkville Library -- Follow Up  
**Attachments:** Sound Inc. Yorkville Library - Security System Upgrades Proposal\_1-7-20.pdf

Elisa,

I hope all is well and you have been able to stay safe.

Last we spoke I send over a proposal for some budget upgrade options for your access control, intrusion and camera surveillance systems.

Last we spoke your board was going to discuss the upgrades after the next fiscal year. I cannot remember if your fiscal year is calendar year or not.

I can add an inspection to your maintenance contract and check all your field devices however, your access control & burglar alarm system is end-of-life and parts are becoming hard to come by.

Let me know your thoughts? I am more than happy to help in any way I can!

Sincerely,

Michael Banish  
Senior Account Executive  
P: 630.369.2900 | M: 630.885.3377



To sign up for our webinar series covering the latest in technologies please click [here](#).

---

**From:** Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Sent:** Thursday, November 5, 2020 3:42 PM  
**To:** Security Dispatch <[SecurityDispatch@SOUNDINC.com](mailto:SecurityDispatch@SOUNDINC.com)>  
**Subject:** RE: Camera System - Yorkville Library

Yes, please quote.  
Elisa Topper

---

**From:** Security Dispatch <[SecurityDispatch@SOUNDINC.com](mailto:SecurityDispatch@SOUNDINC.com)>  
**Sent:** Thursday, November 5, 2020 3:26 PM  
**To:** Elisa Topper <[elisa.topper@yorkville.lib.il.us](mailto:elisa.topper@yorkville.lib.il.us)>  
**Subject:** Camera System - Yorkville Library

Hi Elisa,



# PROPOSAL

January 7, 2020

Elisa R. Topper  
Library Director  
902 Game Farm Road  
Yorkville, IL 60560

Phone: 630.553.4354 ext. 117  
E-Mail: [Elisa.topper@yorkville.lib.il.us](mailto:Elisa.topper@yorkville.lib.il.us)

Project: Security System Upgrades  
Subject: Security Proposal

Dear Mrs. Topper,

Thank you for allowing Sound Incorporated the opportunity to provide you with a proposal for the Security System for the Yorkville Library. We have made every effort to be complete and thorough in our proposal which is based on the information we have discussed during our site meeting about the upgrades. Please keep in mind that we have worked with our suppliers and manufacturers and valued engineered the system to fit the size and scope of work of the system.

Enclosed please find Sound Incorporated's proposal package which includes the following documents:

1. Total Investment
2. List of equipment
3. Warranty
4. Clarifications
5. Terms

Our team of professionals is looking forward to working with you. After you have reviewed our proposal, we would like to have an opportunity to sit down with you and review our scope of work and design of the system.

Should you have any questions, please contact me at (630) 369-2900 extension 3181.

Sincerely,

SOUND INCORPORATED

A handwritten signature in black ink, appearing to read "Michael Banish", written over a white background.

Michael Banish  
Senior Account Executive



# PROPOSAL

Total Investment  
For  
Yorkville Library - Security System Upgrades

Access Control System Upgrade / Replacement	\$ 18,000.00
Accept _____	Decline _____
Burglar Alarm / Intrusion System Upgrade / Replacement	\$ 6,000.00*
Accept _____	Decline _____
Camera Surveillance System Upgrade / Replacement	\$ 12,500.00
Accept _____	Decline _____

*\* Additional paper work / agreement documents are required to be signed prior to the commencement of the Maintenance Agreement.*

## IP Camera upgrades – Unit Pricing

The following are costs associated with replacing existing analog cameras with new IP, 1080P camera domes.

This following cost include; removing the existing analog camera, installing the new IP, 1080P dome camera, IP over Coax convertors (*this allows the ability to reuse the existing cable without having to pull new network cable*) and programming.

Interior Camera	\$ 1,600.00 each
Exterior Camera	\$ 1,750.00 each



# PROPOSAL

The following equipment shall be furnished and installed:

<b>Access Control Upgrade / replacement</b>		
1	Labor	Download if possible existing data base / configuration and card holder information and load into new software.
1	S2-NB16-E2R-WM	Includes 16 portal license and 1 ACM blade in wall mount enclosure with 6 available expansion slots.
1	Labor	Rewire existing system and transfer over to new wall mount security system controller
5	S2-ACM	Access control application extension blade with support for 2 OSDP or 2 Wiegand readers, 4 inputs and 4 outputs.
12	S2-R11320-05TB	13.56MHz and 125kHz support for Mifare/DESFire EV1 Open Encoding, HID Proximity, LenelProx, and ProxLite credentials. Bluetooth Low Energy for future Lenel BlueDiamond Mobile smartphone credential support. Connects to access panel via Wiegand or OSDP with Secure Channel encryption support. Terminal Block connection, Black.

<b>Burglar Alarm / Intrusion System</b>		
1	VISTA-128BPT	Commercial Intrusion Alarm Panel
1	6160	Keypad
1	467	Battery
1	WAVE2	Siren
7	4208U	8-Zone Expander Module
1	Labor	Rewire existing Intrusion Devices; (32) motion detectors & (16) contacts to the new panel for monitoring.
1	Stock	GSM Radio

<b>Camera Surveillance System Upgrade / Replacement to IP/Hybrid Unit</b>		
1	BP12TV3C	Bundled PowerPro 12TB 32 CV 20/20 CV PRO Hybrid Channels includes 12TB storage capacity Intel Xeon; 16GB RAM; Windows 10 IOT; 3 Year Basic Warranty and software updates included.
	<i>NOTE:</i>	<i>32 1080p - 25 % growth - 10FPS - 50% based motion recording</i>
1	Labor	Clean up rack, disconnect old DVR's, extend cable to new hybrid NVR and dress.
<b>UNIT Prices for Camera replacement</b>		
<i>Interior Camera</i>		
1	AXIS P3225-V MKII	Day/night fixed dome with support for WDR – Forensic Capture and Lightfinder. Discreet, dust and IK08 vandal-resistant indoor casing.



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		Varifocal 3-10.5 mm P-Iris lens, remote focus and zoom. Multiple, individually configurable H.264 and Motion JPEG streams. HDTV 1080p at 30 fps with WDR, and up to 60 fps with WDR disabled. Axis' Zipstream technology for reduced bandwidth and storage needs. Video motion detection and active tampering alarm. Memory card slot for optional local video storage. Power over Ethernet. Midspan not included. Includes mounting bracket for wall/ceiling or junction boxes.
		<i>Exterior Camera</i>
1	AXIS P3225-VE MKII	Day/night fixed dome with support for WDR – Forensic Capture and Lightfinder. IK10 vandal-resistant outdoor casing. Varifocal 3-10.5 mm P-Iris lens, remote focus and zoom. Multiple, individually configurable H.264 and Motion JPEG streams. HDTV 1080p at 30 fps with WDR, and up to 60 fps with WDR disabled. Axis' Zipstream technology for reduced bandwidth and storage needs. Video motion detection and active tampering alarm. Memory card slot for optional local video storage. Power over Ethernet. Midspan not included. Includes mounting bracket for wall/ceiling or junction boxes.
		<i>Coax / IP Convertors</i>
1	Vi2401A	1-port Ethernet Extender over coax
1	Vi2400A	1-port Ethernet Extender over coax -- MINI --
1	Vi2201	PoE + Midspan

### Warranty and Maintenance

The equipment furnished and installed by Sound Inc. under this proposal shall be warranted for one (1) year. Batteries both internal and external, used for system power back up are consumables, and are not covered by warranty. The normal working life is two years and they should be replaced on a two-year schedule.

Sound Incorporated offers an extended Warranty and Maintenance plan to cover all labor and equipment for service calls during years 2 – 5 for your systems. This plan will be based on your requirements.



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## Clarifications

The following are Clarification points to be addressed to assume proposal as a complete package.

- All work to be completed during normal business hours (7:00AM to 3:30PM, Monday thru Friday excluding holidays)
- Please allow 4-6 weeks for equipment, engineering, scheduling and coordination.
- Sound Inc will need free access to all areas related to the work.
- The proposal does not include any raceway, conduit, sleeves, coring, back boxes or 120 VAC power, where required.
- All painting and patching, if required, done by others.
- All card reader data entry by others.
- All issuance of badges by others.
- Fire Alarm contractor is to supply us the necessary points to interface the security system with the fire alarm system. These points must be provided at our panel locations.
- Owner to provide all the necessary IP addresses for the network devices.
- All Servers, PCs require a minimum of Microsoft Windows 10 operating system.
- Should any existing equipment, or communications media (i.e. cables, fiber optics, etc.) be used on this contract Sound Incorporated does not warrant the operation of said equipment, and as such should any faults be found with existing equipment, we reserve the right to make additional charges to rectify such faults. All such faults will be reported to the client prior to rectification.
- Surge Suppressors are required to be working and in place for system components where applicable.
- Thermal management by owner as required for air flow on proposed equipment.
- Due to the volatile market, this proposal can only be valid for a maximum of sixty days and may be subject to cost adjustment resulting from manufacture component shortages, international production crises, market equipment values, etc...
- Drawings not included.
- Owner to provide us with a list of contacts, phone numbers and e-mail addresses for the individuals that will be involved in the project and training session. One up to two-hour training class has been allocated. Any supplemental training will require additional cost, of which is not included in this proposal.

## Terms

30% due upon order acknowledgement, 30% due upon equipment delivery, 30% due upon completion, 10% due upon acceptance.

**\*\*\*Leasing Options Available\*\*\***





# PROPOSAL

## TERMS AND CONDITIONS

1. Creation of a Security Interest.

Until such time as Buyer has paid the agreed purchase price, Seller hereby retains and Buyer hereby grants a purchase money security interest in the described equipment. In connection therewith, Buyer agrees to execute all instruments (including financing statements) deemed necessary by Seller under applicable law to establish, maintain and continue perfected Seller's purchase money security interest in the equipment or otherwise protect its rights in and to said equipment. Buyer hereby authorizes Seller as its attorney-in-fact to execute and file, on Buyer's behalf, any such UCC Financing Statement.

2. Limitation and Exclusion of Warranties.

Seller Hereby warrants the described equipment against defective parts for a period of one (1) year from the date of installation and warrants that the installation of said equipment shall be performed in a workmanlike manner. Buyer's exclusive remedy under these warranties shall be the repair and replacement by Seller at Seller's expense of nonconforming equipment of parts thereof.

The Warranty does not extend to any equipment which has been (1) subject to misuse, neglect, accident or abuse, (b) damaged by acts of God, exposure to elements of weather, inadequate or surplus utility power, power surges, insufficient heating/ventilating/air conditioning (HVAC), HVAC failure or causes other than ordinary use (It is the buyer's responsibility to regulate and filter any and all necessary power requirements and to supply and maintain a static free environment to insure system integrity), (c) wired, repaired or altered by anyone other than Seller without Seller's express and prior approval, (d) improperly installed by someone other than Seller, its subcontractors or affiliates, (e) used in violation of instructions furnished by Seller. In no event shall Seller be liable for consequential or incidental damages arising out of a breach of any warranty or any other provision contained herein. Seller may suspend warranty work if the purchase price is not paid in full when due and shall not be required to recommence warranty work until all obligations of Buyer under this Agreement are satisfied in full; provided, however, that nothing hereunder shall extend in the warranty period beyond one (1) year from the date of installation.

THIS WARRANTY IS THE ONLY WARRANTY GIVEN BY SELLER, AND ALL OTHER WARRANTIES EXPRESS OR IMPLIED ARE EXCLUDED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF.

3. Waiver, Amendment, Notice, Termination.

Any waiver of rights hereunder or any amendment or requirement of notice or termination hereof shall not be effective unless made in writing and signed by the party against whom such waiver, amendment, notice or termination is sought to be enforced.

4. Risk of Loss.

Upon identification of the described equipment to the contract, Buyer shall bear the risk of loss and it shall remain on Buyer regardless of any breach by Seller of any provisions hereof.

5. Tax Obligation.

Buyer will pay promptly when due all taxes, assessments and other charges levied or assessed by any governments or governmental agency upon the sale of the described equipment.

6. Assignment.

Buyer may not delegate its performance or assign its rights under this Agreement except upon the express written consent of Seller which consent may be withheld in Seller's sole discretion.

7. Benefit.

This Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable by, each of the parties hereto, its successors and assigns.

8. Limitation of Liability

Client understands that: a) Sound is not an insurer of Client's property or the personal safety of persons at said location b) Client will provide any insurance on said location and its contents c) the amount Client pays to Sound is based solely on the value of the system and service Sound provides and not on the value of Client's location or its contents d) security systems, alarm systems and Sound monitoring may not always operate properly for various reasons e) it is difficult to determine in advance the value of Client's property that might be lost, stolen or destroyed if the system or Sound service fails to operate properly f) it is difficult to determine how fast the police, fire department or others would respond to an alarm signal g) it is difficult to determine what portion, if any, of any property loss, personal injury or death would be proximately caused by Sound's failure to perform, negligence, or a failure of the system.

Therefore, Client agrees that, even if a court decided that a failure of the system, Sound's negligence, monitoring, repair or service caused or allowed any harm of damage, whether property damage, personal injury or death to Client or anyone at Client's location, Sound's liability shall be limited to six (6) times the monthly service fee, and this shall be Client's only remedy, regardless of what legal theory is used to determine that Sound was liable for the injury of loss.

9. Third Party Indemnification and Subrogation

If anyone other than Client asks Sound to pay for any harm and/or damages, including property damage, personal injury or death, connected with or resulting from a) a failure of the security/alarm services b) Sound's negligence c) any other improper or careless activity of Sound in providing the system or services or d) a claim for indemnification or contribution, Client will repay to Sound any amount which a court orders Sound to pay or which Sound reasonably agrees to pay and amount of Sound's reasonable attorney's fees and any other losses and costs that Sound may incur in connection with the harm and/or damages. Client's obligation to repay Sound for such harm and/or damages shall not apply if the harm and/or damages occurs while one of Sound's employees or subcontractors is in or about said location, and such harm and/or damages is solely caused by the employee or subcontractor. Unless prohibited by Client's insurance policy, Client agrees



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to release Sound from any claims of parties suing through Client's authority or in Client's name, such as Client's insurance company, and Client agrees to defend Sound against such claim. Client will notify its insurance company of this release.

- 10. Construction  
This writing constitutes the final expression of the agreement between the parties and is intended as a complete statement of the terms of the agreement. No course of prior dealings between the parties and no trade usage shall be relevant to supplement or explain any term used in this Agreement. This Agreement has been finally accepted in the State of Illinois and shall be governed by the laws of the State of Illinois including the Uniform Commercial Code and its amendments as effective in the State of Illinois.
- 11. Attorney's Fees/Interest  
Buyer shall pay to Seller all attorney's fees, court costs, and all other expenses which may be incurred by Seller in enforcing, or attempting to enforce, any of its rights under this Agreement, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.
- 12. Interest/Late Charges  
Buyer agrees to pay 1 ½% per month FINANCE CHARGE (18% PER ANNUM) if the purchase price it is not paid in full when due.
- 13. Severability  
This Agreement and all provisions hereof are intended to be severable, and this Agreement shall remain enforceable in the event any provision thereof is declared invalid.
- 14. Authority  
Buyer represents, covenants and warrants to Seller that Buyer has corporate or other power to make and perform this Sales Agreement and that the making and performance of the Sales Agreement by Buyer, and the financing hereunder, have been duly authorized by all necessary corporate or other action of the Buyer and will not violate any provision of law or of its Articles of Incorporation or By Laws, Articles of Organization, Certificate of Formation or other charter, or Operating Agreement, or result in the breach of any agreement to which Buyer is a party or by which it is bound.

Sound Incorporated is licensed by the State of Illinois to act as a private alarm contractor. All Sound employees involved in the engineering, design, sale, installation, documentation and maintenance of the proposed system hold Permanent Employee Registration Cards (PERC) as required by the state (225 ILCS 446/80).

Respectfully Submitted by:   
Michael Banish  
Senior Account Executive

**Acceptance of Proposal:** The above specifications, terms and conditions are satisfactory.  
You are authorized to do the work as specified

**Buyer's Acceptance:**

**Sound Incorporated's Acceptance:**

Accepted by: \_\_\_\_\_  
(Printed name)

Accepted by: \_\_\_\_\_  
(Printed name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_ at Naperville, IL