

**Agenda**  
**Yorkville Public Library**  
**Board of Trustees Meeting**  
**April 8, 2024, at 7:00 P.M.**  
**Michelle Pfister Meeting Room**  
**902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Oath of Office for: New Board Member – Wendy Gatz
4. Amendments to the Agenda
5. Presentations Environmental Scan and SOAR Analysis with Strategic Planning Consultant, Amanda Standerfer – Fast Forward Libraries LLC
6. Approval of Minutes
7. Correspondence
8. Public Comment
9. Friends of the Library Report
10. Staff Comment
11. Report of the Treasurer: Financial Statement  
Payment of Bills
12. Report of the Library Director
13. City Council Liaison
14. Standing Committees: Policy Personnel  
Physical Facilities Finance
15. Unfinished Business: HVAC update/Chiller replacement update  
Strategic Plan update
16. New Business: Discussion/approval of bid for Chiller replacement  
Resolution to adopt non-resident card  
Reminder: File SEI (Statement of Economic Interest) before 5/1/24
17. Executive Session: (if needed)  
1 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.
18. New Business (continued)
19. Adjournment

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## United City of Yorkville

651 Prairie Point Drive  
Yorkville, Illinois 60560  
Telephone: 630-553-4350  
[www.yorkville.il.us](http://www.yorkville.il.us)

NOTICE  
**YORKVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**  
**Monday, April 8, 2024**  
**7:00 p.m.**  
Michelle Pfister Meeting Room  
902 Game Farm Road, Yorkville, IL

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**Remote Meeting Attendance Instructions for the  
Yorkville Public Library Board of Trustees Meeting to be held on April 8, 2024 at 7:00 p.m.**

The Yorkville Public Library Board of Trustees meeting to be held on Monday, April 8, 2024 at 7:00 p.m. Instructions for joining the meeting are listed below.

City of Yorkville is inviting you to a scheduled Zoom meeting.

Topic: Yorkville Public Library Board of Trustees meeting – April 8, 2024

Time: April 8, 2024 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86791777695?pwd=ekxyc0hjQjRjaW1lQklNYVI5K0I2QT09>

Meeting ID: 867 9177 7695

Passcode: 949303

One tap mobile

+13126266799,,86791777695#,,,,\*949303# US (Chicago)

+13092053325,,86791777695#,,,,\*949303# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 305 224 1968 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 867 9177 7695

Passcode: 949303

Find your local number: <https://us02web.zoom.us/u/kbpLMCZJGH>

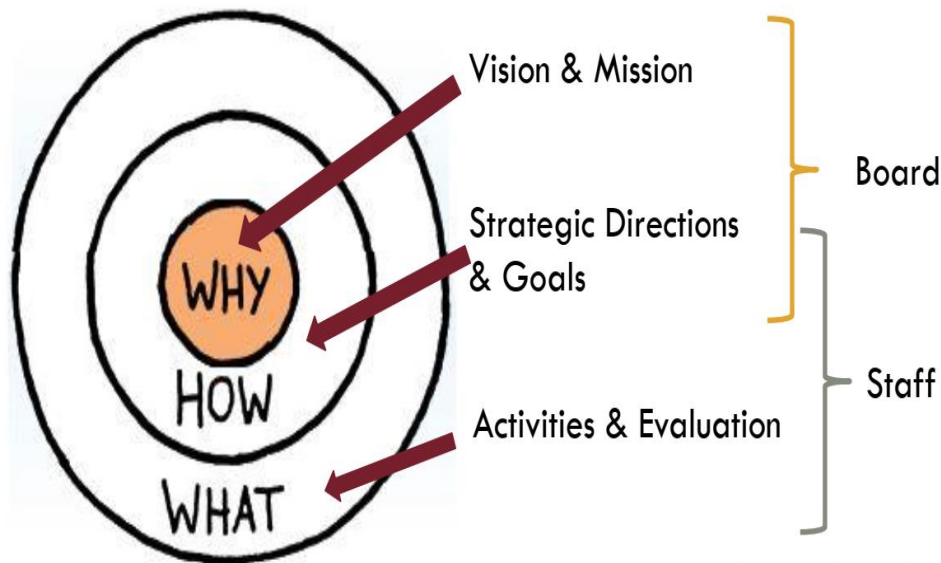
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## Yorkville Public Library – Strategic Planning Kick Off

### Why engage in a strategic planning process?

- Engages the community in thinking about the future of the library
- Allows for collection of feedback and analysis of data with a future-focused lens
- Establishes direction and priorities
- Sharpens focus and creates alignment
- Outlines clear path and simplifies decision-making
- Allows time for reflection and grounding
- Provides sense of purpose and meaning
- Creates momentum and clear communication

### The Golden Circle Framework



"Start with Why" by Simon Sinek

### Strategic Planning Timeline

#### LEARN Phase

Kick-Off with Planning Team	February 2024
Community Survey	February – March 2024
Library Sector Trends Research	March 2024
Initial Board and Staff Meetings	March 2024
Board and Staff Survey	April 2024
Focus Groups & Interviews	April 2024
Learning Report	May 2024

#### DREAM Phase

Planning Team Meeting	May 2024
Board and Staff Retreat Sessions	Staff – May 31 Board – June 1
Planning Team Debrief Meeting	July 2024

#### DO Phase

Develop Plan Documents	August 2024
Presentation of Draft to Board	August or September 2024
Activity Plan and Evaluation Framework	September 2024

## Environmental Scan

For this exercise, consider issues in our world, country, state and community in each of these six areas that we need to keep in mind as we plan for the future of the library.

<p><b><u>Political</u></b></p>	<p><b><u>Economic</u></b></p>	<p><b><u>Social</u></b></p>	<p><b><u>Strengths</u></b>  <i>What are we good at?  What are we known for?</i> </p>	<p><b><u>Opportunities</u></b>  <i>What issues do we need to address?  What does our community need?</i> </p>
<p><b><u>Technological</u></b></p>	<p><b><u>Legal</u></b></p>	<p><b><u>Library Sector</u></b></p>	<p><b><u>Aspirations</u></b>  <i>What do we want our community to be like in 5-10 years? What do we hope for our community members?</i> </p>	<p><b><u>Results</u></b>  <i>What do we hope to achieve?  How will we know we are successful?</i> </p>

## SOAR Analysis

For this exercise, we'll narrow to thinking about the library and consider strengths, opportunities, aspirations and results we hope to achieve.

# DRAFT

**Yorkville Public Library**  
**Board of Trustees Meeting**  
**Monday, March 11, 2024 7:00pm**  
**Michelle Pfister Meeting Room**  
**902 Game Farm Road, Yorkville, IL**

The Board of Trustees meeting was called to order at 7:00pm by President Theron Garcia, roll was called and a quorum was established.

**Roll Call:**

Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes

Absent: Rosie Millen

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of Library President Kathi Murphy, Alderman/Liaison Craig Soling

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Approval of Minutes:** **February 7, 2024 Finance Committee and February 12, 2024 Board of Trustees**

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the February 7, 2024 Finance Committee minutes. Roll call: Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 7-0.

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the February 12, 2024 Board of Trustees meeting minutes. Roll call: Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 7-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Kathi Murphy said the Friends meeting was held this morning and they are already preparing for the fall used book sale. She also noted that National Library Week is April 7-13 and they will place banners and an inflatable character outside. The Friends will be providing lunch for the staff on April 9<sup>th</sup>.

**Staff Comment:** None

## **Report of the Treasurer:**

### **Financial Statement**

Treasurer Milschewski said the Friends of the Library reimbursed the cost of the inflatable character and the Bookpage Annual Subscription, both listed on page 11 showing the bills. On page 12 is half the cost of an emergency elevator repair. The repair is needed due to a worn out sensor which caused the door to be stuck open or closed.

### **Payment of Bills**

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

Payroll:	\$38,075.95
Accounts Payable:	\$23,317.10
Total:	\$61,393.05

Roll call: Garcia-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 7-0.

## **Report of the Library Director:**

Ms. Augustine reported the following:

1. The library received 1,000 pair of solar eclipse glasses for the April 8<sup>th</sup> eclipse and also some bookmarks regarding the community survey.
2. She asked everyone to spread the word about using the QR code for the community survey. As of last week, 100 surveys have been received and it will continue to be promoted.
3. The ongoing Hidden Gem program/Fox River was held last month with 80 people attending.
4. Mike Curtis is holding a resume and interview workshop 4 separate times.
5. The Tablescape event will be held April 6<sup>th</sup> and proceeds benefit various community organizations.
6. Strategic Plan focus groups are now on the calendar of events. Ms. Augustine compiled a list of community stakeholders and sent them a letter asking for their input for the library. Sessions will be scheduled for April 9<sup>th</sup> and some one-on-one interviews will be held.
7. The copier lease has been renewed as well as for 4 stand-alone copiers.
8. E-rate consultant has sent bids for new firewall support.
9. Three failed window panes were replaced and weather strip reset. The windows will also be cleaned.
10. The city removed 3 trees at Ms. Augustine's request.
11. An RFP was issued for spring cleanup and 3 quotes were received.
12. The Library will close at 1pm on March 29<sup>th</sup> for Good Friday.
13. The Technical Services Manager will be participating in MARC Record training. This is for coding for the catalog.
14. Staff training for the new calendar software has begun. It will go live by end of April/beginning of May.
15. Library Road Trip begins March 23<sup>rd</sup>.

**City Council Liaison:** None

**Standing Committees:** None

## **Unfinished Business:**

### **HVAC Update/Chiller Replacement Update**

Ms. Augustine said one of the boiler pumps is being rebuilt since it has been failing and is being done on Trico's recommendation. Regarding the chiller replacement, Ms. Augustine just received information today and the attorney has been asked to review these documents prior to bids. She said the manufacturers are about 30 weeks out on deliveries, so a fall installation was decided so it is ready for next spring. She said bids can be put out and returned by the next Board meeting to make recommendations.

### **Strategic Plan Update**

The Community Survey went out on February 26<sup>th</sup> and will be open until March 31<sup>st</sup>. Focus groups have been formed and the next step is for Board and staff SOAR sessions and environmental scans. There will be 2

sessions via Zoom with staff on May 31st and the Board will consider these items April 8<sup>th</sup> in a 1.5 hour session during the regular Board meeting. The Board will meet for their retreat on Saturday, June 1 for about 3 hours, at which time goals, mission statement and objectives will be determined. The final plan will be presented to the Board in August.

**New Business:**

**FY25 Budget Discussion/Approval**

There was no discussion or questions on the budget so a motion was made by Ms. Milschewski and seconded by Ms. Garcia to approve the FY 25 budget. Roll call: Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 7-0.

**Approval to Close Library 5/31/24 for Staff Training & Strategic Planning Workshop**

Ms. Garcia made a motion to approve closing the library on May 31st for staff training and strategic planning workshop. Ms. Schumacher seconded. Roll call: Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 7-0.

**New Paid Leave Act for All Policy Approval**

Ms. Augustine reported on this and said the state has passed a Paid Leave Act effective January 1<sup>st</sup>. Guidelines were not clarified until mid-February so the policy was delayed. The city's labor attorney reviewed it as well. It will provide all workers with up to 40 hours of paid time off to be used for any reason in their anniversary year. She said the city will front-load their full-time employees with the 40 hours that comes from their accrued time. For part-time staff, the city will track their hours worked to determine accruals. The city is allowing employees to carry over their time. Ms. Augustine is recommending the library follow suit with the city.

Ms. Garcia made a motion that the Board approve the Paid Leave Act for All Policy and Ms. Milschewski seconded the motion. Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Reifsteck-yes. Carried 7-0.

**Vacation Policy Revision Approval**

Ms. Augustine asked the Board to consider removing from the policy, the 20 days of vacation after 6 months for the Director. Ms. Garcia moved to approve the revisions to the Vacation Policy as presented and Ms. Milschewski seconded. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes. Carried 7-0.

**Reminder: File SEI (Statement of Economic Interest) Before 5-1-24**

President Garcia reminded the Trustees that they must complete this statement before May 1. There is a penalty for non-compliance.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:37pm on a motion by Ms. Garcia and second by Ms. Milschewski. Roll call: Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes. Carried 7-0.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900144	FNBO	FIRST NATIONAL BANK OMAHA			03/25/24		
	032524-K.JONES	02/29/24	77	ARNESON#238881-JAN 2024 GAS		51-510-56-00-5695	206.72
			78	ARNESON#238881-JAN 2024 GAS		52-520-56-00-5695	206.72
			79	WPC#0320600-SS SADDLES		51-510-56-00-5640	1,425.37
			80	WPC#0320674-SS SADDLES RETURNS		51-510-56-00-5640	-613.75
			81	WPC#0320601-VALVE BOX		51-510-56-00-5640	285.00
			82	WPC#0320599-BELL SLEEVE		51-510-56-00-5640	1,575.00
			83	WPC#0320673-COUPLING		51-510-56-00-5640	323.95
			84	ARNESON#239533-JAN 2024 DIESEL		01-410-56-00-5695	512.23
			85	ARNESON#239533-JAN 2024 DIESEL		51-510-56-00-5695	512.23
			86	ARNESON#239533-JAN 2024 DIESEL		52-520-56-00-5695	512.22
			87	FOX RIDGE-GRAVEL		51-510-56-00-5640	455.00
			88	FOX RIDGE-GRAVEL		51-510-56-00-5640	345.00
				INVOICE TOTAL:			29,208.23 *
	032524-M.CARYLE	02/29/24	01	SAFELITE-REPLACED WINDSHIELD		01-210-54-00-5495	292.05
			02	GJOVIK#437972-OIL CHANGE		01-210-54-00-5495	40.00
			03	GJOVIK#438261-OIL CHANGE		01-210-54-00-5495	65.65
			04	GJOVIK#437288-REPAIR OIL LEAK		01-210-54-00-5495	2,519.45
			05	GJOVIK#438543-REPLACED SPARK		01-210-54-00-5495	446.31
			06	PLUGS		** COMMENT **	
			07	GJOVIK#438623-BRAKE REPAIR		01-210-54-00-5495	479.12
			08	NEMRT-TRAINING		01-210-54-00-5412	1,810.00
				INVOICE TOTAL:			5,652.58 *
	032524-M.CISIJA	02/29/24	01	UPS-SHIP GRANDE RESERVE BONDS		01-110-54-00-5452	32.72
			02	KEND PRINT-MENDEZ NAMEPLATE		01-110-56-00-5610	21.90
				INVOICE TOTAL:			54.62 *
	032524-M.CURTIS	02/29/24	01	AMAZON-DRY ERASE MARKERS,		82-000-24-00-2480	60.89
			02	SHEET PROTECTORS, BINDERS		** COMMENT **	
			03	AMAZON-DESK CALENDAR		82-000-24-00-2480	12.98
				INVOICE TOTAL:			73.87 *
	032524-M.MCGREGORY	02/29/24	01	MENARDS#022224-UTILITY KNIFE		51-510-56-00-5630	5.97
			02	MENARDS#021624-ME.CLEAN		51-510-56-00-5620	8.94
			03	ISOS-CDL LICENSE RENEWAL		51-510-54-00-5462	66.46
				INVOICE TOTAL:			81.37 *
	032524-M.NELSON	02/29/24	01	WALGREENS-GIFT CARDS		01-210-56-00-5650	100.00
				INVOICE TOTAL:			100.00 *
	032524-M.SENG	02/29/24	01	YORK ACE-OIL, CHAIN		01-410-56-00-5628	122.96
			02	MENARDS#022624-PAINT, BRUSHES		01-410-56-00-5628	73.58
				INVOICE TOTAL:			196.54 *
	032524-M.WARD	02/29/24	01	YORK POST-POSTAGE		82-820-54-00-5452	3.92

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900144	FNBO	FIRST NATIONAL BANK OMAHA			03/25/24		
	032524-M.WARD	02/29/24	02	AMAZON-BOOKS		84-840-56-00-5686	17.35
						INVOICE TOTAL:	21.27 *
	032524-P.MCMAHON	02/29/24	01	WASH HOUSE-ALTERATIONS		01-210-56-00-5600	20.80
			02	GALLS-FLASHLIGHTS		01-210-56-00-5620	237.20
			03	O'HERRON-PANTS, LIGHT CASE,		01-210-56-00-5600	390.59
			04	SHOES		** COMMENT **	
			05	GALLS-NAME PLATE ENGRAVING		01-210-56-00-5600	26.06
			06	GALLS-WORK BOOTS		01-210-56-00-5600	167.00
			07	STREICHERS-1 BALLASTIC VEST		01-210-56-00-5690	640.00
			08	O'HERRON-PANTS		01-210-56-00-5600	59.36
						INVOICE TOTAL:	1,541.01 *
	032524-P.RATOS	02/29/24	01	THREAD LOGIC- JACKETS-NELSON		01-220-56-00-5620	61.21
			02	SHIRTS		** COMMENT **	
			03	ICC-2024 CODE BOOKS		01-220-56-00-5620	1,320.90
			04	AMAZON-OUTLET TESTER		01-220-56-00-5620	21.97
			05	AMAZON-PAPER PLATES		01-220-56-00-5620	30.68
			06	THREAD LOGIC- JACKETS-WEINERT		01-220-56-00-5620	61.21
			07	THREAD LOGIC- JACKETS-MENDEZ		01-220-56-00-5620	61.21
			08	THREAD LOGIC- JACKETS-BRKS DL		01-220-56-00-5620	61.21
			09	THREAD LOGIC- 3 POLOS-CREDEUR		01-220-56-00-5620	129.63
			10	THREAD LOGIC- 2 POLOS-JOHN P.		01-220-56-00-5620	61.90
			11	THREAD LOGIC- 3 POLOS-RATOS		01-220-56-00-5620	99.64
			12	THREAD LOGIC- 3 POLOS-HASTINGS		01-220-56-00-5620	69.63
			13	THREAD LOGIC- 3 POLOS-JOHN P		01-220-56-00-5620	58.94
			14	THREAD LOGIC- SWEATSHIRT-RATOS		01-220-56-00-5620	46.21
						INVOICE TOTAL:	2,084.34 *
	032524-P.SCODRO	02/29/24	01	MENARDS#020824-410W CONVERTER		51-510-56-00-5638	54.99
			02	MENARDS#021324-DRYING CLOTH		51-510-56-00-5620	5.49
			03	MENARDS#020124-SCREWDRIVER,		51-510-56-00-5620	13.62
			04	GORILLA GLUE, SEALING COMPOUND		** COMMENT **	
						INVOICE TOTAL:	74.10 *
	032524-R.FREDRICKSON	02/29/24	01	COMCAST-1/13-2/12 INTERNET AT		51-510-54-00-5440	119.85
			02	610 TOWER PLANT		** COMMENT **	
			03	COMCAST-1/15-2/14 INTERNET AT		79-795-54-00-5440	221.47
			04	102 E VAN EMMON		** COMMENT **	
			05	NEWTEK-2/11-3/11 WEB HOSTING		01-640-54-00-5450	17.21
			06	IGFOA-MEMBERSHIP RENEWAL		01-120-54-00-5460	300.00
			07	COMCAST-1/29-2/28 INTERNET,		79-790-54-00-5440	268.97
			08	VOICE AND CABLE AT 185 WOLF ST		** COMMENT **	
			09	COMCAST-1/30-2/29 INTERNET AT		52-520-54-00-5440	31.58
			10	610 TOWER		** COMMENT **	

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900144	FNBO	FIRST NATIONAL BANK OMAHA			03/25/24		
	032524-R.FREDRICKSON	02/29/24	11	COMCAST-1/30-2/29 INTERNET AT		51-510-54-00-5440	78.95
			12	610 TOWER		** COMMENT **	
			13	COMCAST-1/30-2/29 INTERNET AT		01-410-54-00-5440	126.32
			14	610 TOWER		** COMMENT **	
			15	EMPLOYEE NAVIGATOR-2023 ACA		01-120-54-00-5462	532.80
			16	REPORTING		** COMMENT **	
			17	YEF-2024 FOSTERING OUR FUTURE		01-110-54-00-5460	529.80
			18	SPONSORSHIP		** COMMENT **	
				INVOICE TOTAL:			2,226.95 *
	032524-R.HORNER	02/29/24	01	MENARDS#020624-BOLTS		79-790-56-00-5640	4.18
			02	MENARDS#020224-CONTRACTOR BAGS		79-790-56-00-5620	168.72
			03	MENARDS#030424-CONTRACTOR BAGS		79-790-56-00-5620	1,539.53
				INVOICE TOTAL:			1,712.43 *
	032524-R.MIKOLASEK	02/28/24	01	OP GAZETTE-EMPLOYMENT AD		01-210-54-00-5411	33.00
			02	BLUE LINE-EMPLOYMENT AD		01-210-54-00-5411	298.00
			03	FBI LEEDA-2024 DUE RENEWAL		01-210-54-00-5460	50.00
				INVOICE TOTAL:			381.00 *
	032524-S, SENDRA	02/29/24	01	AMAZON-STAPLE GUN		79-795-56-00-5606	17.26
			02	AMAZON-MOUSE PAD, STREAMERS,		79-795-56-00-5606	34.08
			03	CRAFT STICKS		** COMMENT **	
			04	AMAZON-ST.PATRICK'S DAY		79-795-56-00-5606	577.48
			05	SUPPLIES		** COMMENT **	
			06	AMAZON-PRESCHOOL CRAFT		79-795-56-00-5606	178.22
			07	SUPPLIES		** COMMENT **	
			08	AMAZON-PARTY FAVOR GIFT BOXES		79-795-56-00-5606	17.67
			09	AMAZON-IRISH FLAG SASH		79-795-56-00-5606	16.94
			10	AMAZON-STAMP PADS,WALL POCKETS		79-795-56-00-5606	89.95
			11	AMAZON-ST.PATRICKS DAY		79-795-56-00-5606	155.72
			12	PRESCHOOL SUPPLIES		** COMMENT **	
			13	AMAZON-RHINESTONES, BOOKS,		79-795-56-00-5606	48.27
			14	SHRINKY DINKS		** COMMENT **	
				INVOICE TOTAL:			1,135.59 *
	032524-S.AUGUSTINE	02/29/24	01	4IMPRINT-PROMOTIONAL MATERIALS		82-000-24-00-2480	1,670.15
			02	TARGET-PROGRAM SNACKS		82-820-56-00-5671	61.13
			03	FAST FORWARD-STRATEGIC		82-820-54-00-5462	11,700.00
			04	PLANNING PROCESS		** COMMENT **	
			05	FARONICS-DEEP FREEZZE ENT NA		82-820-54-00-5462	761.25
			06	MAINTENANCE RENEWAL		** COMMENT **	
			07	AMPERAGE#2037618-BULBS		82-820-56-00-5621	152.10
			08	QUILL-COPY PAPER		82-820-56-00-5610	267.26
			09	QUILL-TISSUE, PAPER TOWELS,		82-820-56-00-5621	260.91

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900144	FNBO	FIRST NATIONAL BANK OMAHA			03/25/24		
	032524-S.AUGUSTINE	02/29/24	10	SOAP, GARBAGE BAGS, TOILET		** COMMENT **	
			11	TISSUE		** COMMENT **	
			12	AMAZON-MONTHLY PRIME FEE		82-820-54-00-5460	14.99
			13	SMITHEREEN-FEB 2024 PEST		82-820-54-00-5462	87.00
			14	CONTROL		** COMMENT **	
			15	YORK POST-POSTAGE		82-820-54-00-5452	30.45
			16	AMAZON-CHARGING CABLES, CRAFT		82-000-24-00-2480	60.70
			17	SICKS, EXACTO KNIFE, GLUE GUN		** COMMENT **	
			18	AMAZON-PUZZLE SHEETS		82-000-24-00-2480	16.98
			19	AMAZON-WEBCAM, BLUETOOTH		82-820-56-00-5620	49.97
			20	ADAPTER		** COMMENT **	
				INVOICE TOTAL:			15,132.89 *
	032524-S.IWANSKI	02/29/24	01	MENARDS#020224-SPRAY PAINT		82-820-56-00-5610	12.96
			02	VISTAPRINT-BUSINESS CARDS		82-820-56-00-5620	25.99
			03	YORK POST-POSTAGE		82-820-54-00-5452	13.16
				INVOICE TOTAL:			52.11 *
	032524-S.MENDEZ	02/29/24	01	APA-MEMBERSHIP DUES		01-220-54-00-5460	50.00
				INVOICE TOTAL:			50.00 *
	032524-S.REDMON	02/29/24	01	AMAZON-DECOUPAGE		79-795-56-00-5606	13.07
			02	AMAZON-HAND SANITIZER		79-795-56-00-5606	23.69
			03	AMAZON-VACUUM		79-795-56-00-5606	41.80
			04	AT&T-2/24-3/23 INTERNET FOR		79-795-54-00-5440	104.70
			05	TOWN SQUARE SIGN		** COMMENT **	
			06	AMAZON-BULLETIN BOARD DECOR		79-795-56-00-5606	114.23
			07	GREAT MASCOT-LEPRECHAUN		79-795-56-00-5606	419.00
			08	COSTUME		** COMMENT **	
			09	ARNESON#239502-JAN 2024 GAS		79-790-56-00-5695	91.79
			10	ARNESON#24396-JAN 2024 GAS		79-790-56-00-5695	420.81
			11	FUN EXPRESS-ST PATRICKS DAY		79-795-56-00-5606	155.87
			12	SUPPLIES		** COMMENT **	
			13	AMAZON-VALENTINES DAY SUPPLIES		79-795-56-00-5606	68.08
			14	WALMART-MOTHER/SON BOWLING		79-795-56-00-5606	65.92
			15	SUPPLIES		** COMMENT **	
			16	UNIFIRST-FIRST AID SUPPLIES		79-790-56-00-5695	161.98
			17	AMAZON-ST PATRICKS DAY		79-795-56-00-5606	64.98
			18	SUPPLIES		** COMMENT **	
			19	NET-EASTER TOY FILLED EGGS		79-795-56-00-5606	88.00
			20	AMAZON-CANDY		79-795-56-00-5606	67.02
			21	NRPA-CPRP CERTIFICATION-REMUS		79-795-54-00-5412	70.00
			22	CHASEWOOD-LEGO CLASS		79-795-54-00-5462	825.00
			23	INSTRUCTION		** COMMENT **	
			24	RUNCO-WIPES, PAPER TOWEL,TAPE,		79-795-56-00-5606	148.11

Total for all Highlighted Library Invoices: \$15,422.90

UNITED CITY OF YORKVILLE  
CHECK REGISTER

CHECK DATE: 04/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105462	AUGUSTIS	SHELLY AUGUSTINE					
	030724		03/07/24	01	PRAIRIECAT WORKSHOP MILEAGE	82-820-54-00-5415	44.76
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		44.76 *
	040124		04/01/24	01	MAR 2024 MOBILE EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		89.76
105463	BAKTAY	BAKER & TAYLOR					
	2038125097		03/01/24	01	BOOKS	84-840-56-00-5686	1,492.16
					INVOICE TOTAL:		1,492.16 *
	2038125992		02/28/24	01	BOOKS	84-840-56-00-5686	959.67
					INVOICE TOTAL:		959.67 *
	2038138389		03/08/24	01	BOOKS	84-840-56-00-5686	679.53
					INVOICE TOTAL:		679.53 *
	2038152974		03/14/24	01	BOOKS	84-840-56-00-5686	647.53
					INVOICE TOTAL:		647.53 *
	2038161302		04/02/24	01	BOOKS	84-840-56-00-5686	636.38
					INVOICE TOTAL:		636.38 *
	2038163782		03/19/24	01	BOOKS	84-840-56-00-5686	452.24
					INVOICE TOTAL:		452.24 *
	2038178372		03/22/24	01	BOOKS	84-840-56-00-5686	621.00
					INVOICE TOTAL:		621.00 *
					CHECK TOTAL:		5,488.51

CHECK DATE: 04/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105464	DELAGE	DLL FINANCIAL SERVICES INC					
	82217715		03/18/24	01	MAY 2024 COPIER LEASE	82-000-14-00-1400	183.04
					INVOICE TOTAL:		183.04 *
					CHECK TOTAL:		183.04
105465	MIDWTAPE	MIDWEST TAPE LLC					
	505143770		03/05/24	01	AUDIO BOOK	82-820-56-00-5683	39.99
				02	DVDS	82-820-56-00-5685	73.47
					INVOICE TOTAL:		113.46 *
	505177247		03/12/24	01	AUDIO BOOK	82-820-56-00-5683	15.74
					INVOICE TOTAL:		15.74 *
					CHECK TOTAL:		129.20
105466	NOVICKIW	WILLIAM NOVICKI					
	102		04/01/24	01	5/21/24 BEEKEEPING	82-000-24-00-2480	200.00
				02	PRESENTATION	** COMMENT **	
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
105467	PEARL	PEARL CARPENTER					
	101		04/01/24	01	4/11 GARDENING PRESENTATION	82-000-24-00-2480	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
105468	PRAIRCAT	PRAIRIECAT					
	9002		04/01/24	01	APR 2024 PARTICIPATION FEES	82-820-54-00-5468	1,672.84

CHECK DATE: 04/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105468	PRAIRCAT	PRAIRIECAT					
	9002		04/01/24	02	MAY-JUN 2024 PARTICPATION FEES	82-000-14-00-1400	3,345.66
					INVOICE TOTAL:		5,018.50 *
					CHECK TOTAL:		5,018.50
105469	R0002636	LASALLE PUBLIC LIBRARY					
	032424		03/27/24	01	LOST BOOK REPLACEMENT COST	84-840-56-00-5686	20.00
					INVOICE TOTAL:		20.00 *
					CHECK TOTAL:		20.00
105470	TCG	TCG SOLUTIONS, INC					
	24-0112		03/01/24	01	MONTHLY HOSTED VOIP	82-820-54-00-5440	445.00
					INVOICE TOTAL:		445.00 *
					CHECK TOTAL:		445.00
105471	TKELEVAT	TK ELEVATOR CORPORATION					
	6000711725		03/14/24	01	ELEVATOR SCHEDULED REPAIR	82-820-54-00-5495	4,391.00
					INVOICE TOTAL:		4,391.00 *
					CHECK TOTAL:		4,391.00
105472	TRICO	TRICO MECHANICAL , INC					
	8395		02/28/24	01	INSTALLED NEW T-STAT	82-820-54-00-5495	504.00
					INVOICE TOTAL:		504.00 *
	8400		03/07/24	01	HVAC EXHAUST FAN REPAIR	82-820-54-00-5495	2,463.00
					INVOICE TOTAL:		2,463.00 *
					CHECK TOTAL:		2,967.00

CHECK DATE: 04/08/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105473	WEISSJ	JENNETTE WEISS					
	032124		03/21/24	01	PURCHASED BOOK REIMBURSEMENT	84-840-56-00-5686	40.00
					INVOICE TOTAL:		40.00 *
					CHECK TOTAL:		40.00
105474	YOUNGM	MARLYS J. YOUNG					
	031124-LIB		03/20/24	01	03/11/24 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		19,257.01





## UNITED CITY OF YORKVILLE PAYROLL SUMMARY March 1, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,628.07	-	18,628.07	1,086.01	1,377.95	21,092.03
FINANCE	13,601.75	-	13,601.75	792.99	1,005.20	15,399.94
POLICE	140,997.41	2,744.38	143,741.79	419.68	10,718.73	154,880.20
COMMUNITY DEV.	28,344.79	-	28,344.79	1,675.82	2,112.16	32,132.77
STREETS	23,708.04	-	23,708.04	1,388.00	1,759.55	26,855.59
BUILDING & GROUNDS	5,938.01	-	5,938.01	354.93	457.22	6,750.16
WATER	17,281.94	629.19	17,911.13	1,044.20	1,305.56	20,260.89
SEWER	10,141.70	307.54	10,449.24	609.20	763.81	11,822.25
PARKS	29,492.27	-	29,492.27	1,683.41	2,189.44	33,365.12
RECREATION	29,264.16	-	29,264.16	1,164.05	2,205.85	32,634.06
LIBRARY	16,611.61	-	16,611.61	640.24	1,220.27	18,472.12
<b>TOTALS</b>	<b>\$ 334,009.75</b>	<b>\$ 3,681.11</b>	<b>\$ 337,690.86</b>	<b>\$ 10,858.53</b>	<b>\$ 25,115.74</b>	<b>\$ 373,665.13</b>
<b>TOTAL PAYROLL</b>						<b>\$ 373,665.13</b>



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### March 15, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	5,916.64	-	5,916.64	-	452.68	6,369.32
ADMINISTRATION	18,872.43	-	18,872.43	1,100.26	1,396.64	21,369.33
FINANCE	15,487.26	-	15,487.26	902.91	1,149.82	17,539.99
POLICE	140,495.98	2,391.67	142,887.65	697.22	10,620.08	154,204.95
COMMUNITY DEV.	28,344.79	-	28,344.79	1,652.50	2,081.55	32,078.84
STREETS	24,374.84	118.91	24,493.75	1,427.98	1,862.99	27,784.72
BUILDING & GROUNDS	5,938.01	-	5,938.01	346.19	445.75	6,729.95
WATER	17,929.11	852.93	18,782.04	1,094.99	1,402.52	21,279.55
SEWER	11,925.15	-	11,925.15	695.23	909.76	13,530.14
PARKS	29,202.76	-	29,202.76	1,688.52	2,174.94	33,066.22
RECREATION	27,792.03	-	27,792.03	1,181.94	2,100.89	31,074.86
LIBRARY	16,751.71	-	16,751.71	640.24	1,231.01	18,622.96

<b>TOTALS</b>	\$ 344,614.05	\$ 3,363.51	\$ 347,977.56	\$ 11,427.98	\$ 25,949.76	\$ 385,355.30
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**TOTAL PAYROLL                   \$ 385,355.30**



# UNITED CITY OF YORKVILLE

## PAYROLL SUMMARY

### March 28, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	18,622.44	-	18,622.44	1,085.68	1,414.91	21,123.03
FINANCE	13,543.28	-	13,543.28	780.97	1,033.95	15,358.20
POLICE	137,592.09	1,719.41	139,311.50	321.61	10,617.69	150,250.80
COMMUNITY DEV.	28,344.78	-	28,344.78	1,652.50	2,135.27	32,132.55
STREETS	23,708.05	-	23,708.05	1,382.17	1,804.73	26,894.95
BUILDING & GROUNDS	5,938.01	-	5,938.01	346.19	454.26	6,738.46
WATER	17,262.52	1,431.45	18,693.97	1,089.87	1,423.53	21,207.37
SEWER	10,141.70	-	10,141.70	591.24	775.80	11,508.74
PARKS	35,985.25	-	35,985.25	2,066.21	2,747.00	40,798.46
RECREATION	28,878.44	-	28,878.44	1,391.15	2,209.21	32,478.80
LIBRARY	17,225.85	-	17,225.85	640.24	1,310.42	19,176.51
<b>TOTALS</b>	<b>\$ 337,242.41</b>	<b>\$ 3,150.86</b>	<b>\$ 340,393.27</b>	<b>\$ 11,347.83</b>	<b>\$ 25,926.77</b>	<b>\$ 377,667.87</b>
<b>TOTAL PAYROLL</b>						<b>\$ 377,667.87</b>



## YORKVILLE LIBRARY BOARD

### BILL LIST SUMMARY

Monday, April 8, 2024

#### ACCOUNTS PAYABLE

Library CC Check Register ( <i>Pages 1 - 4</i> )	03/25/2024	\$ 15,422.90
Library Check Register ( <i>Pages 5 - 8</i> )	04/08/2024	8,527.95
Unimax - Feb. 2024 Office Cleaning	03/12/2024	1,950.00
IPRF - Apr. 2024 Work Comp Ins	03/12/2024	943.16
Nicor - 01/31-03/01 Service	03/26/2024	2,018.40
<b>TOTAL BILLS PAID:</b>		<hr/> 28,862.41

#### PAYROLL

	<u>DATE</u>	
Bi-weekly ( <i>Page 9</i> )	03/01/2024	\$18,472.12
Bi-weekly ( <i>Page 10</i> )	03/15/2024	18,622.96
Bi-weekly ( <i>Page 11</i> )	03/28/2024	19,176.51
<b>TOTAL PAYROLL:</b>		<hr/> 56,271.59

<b>TOTAL DISBURSEMENTS:</b>	<hr/> <b>\$85,134.00</b> <hr/>
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ACTIVITY THROUGH FISCAL PERIOD 11

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L) ESCROW -	MEMORIALS & GIFTS							
01		05/01/2023		BEGINNING BALANCE					56,505.06
	AP-230525MB	05/30/2023	24	AMAZON-YOGA MATS	FIRST NATIONAL BANK	900133	052523-M.CURTIS-B	99.65	
		05/30/2023	25	AMAZON-BOOKS	FIRST NATIONAL BANK	900133	052523-M.CURTIS-B	78.36	
		05/30/2023	26	AMAZON-DISECTION KITS	FIRST NATIONAL BANK	900133	052523-S.AUGUSTINE-B	12.99	
		05/30/2023	27	AMAZON-BOX BUILDING SET	FIRST NATIONAL BANK	900133	052523-S.AUGUSTINE-B	40.00	
				TOTAL PERIOD 01 ACTIVITY				231.00	0.00
02	AP-230612B	06/06/2023	01	MAY YOGA & COOKING CLASSES	JESSICA YOUHANAIE	105320	202305	392.88	
	AP-230625MB	06/23/2023	282	DOLLAR TREE-PROGRAM SUPPLIES	FIRST NATIONAL BANK	900135	062523-J.WEISS-B	38.75	
		06/23/2023	283	AMAZON-YOGA AIDS	FIRST NATIONAL BANK	900135	062523-S.AUGUSTINE-B	81.75	
		06/23/2023	284	BRICKS R US-ENGRAVED MEMORIAL	FIRST NATIONAL BANK	900135	062523-S.AUGUSTINE-B	40.65	
	GJ-230629LB	07/05/2023	05	June 2023 Deposits					100.00
				TOTAL PERIOD 02 ACTIVITY				554.03	100.00
03	AP-230710	07/05/2023	01	LIBRARY GARDENING PROGRAM	PEARL CARPENTER	105334	061523	150.00	
	AP-230725MB	07/20/2023	395	DOLLARE TREE-KIDS PROGRAMMING	FIRST NATIONAL BANK	900136	072523-J.WEISS	28.75	
		07/20/2023	396	AMAZON-ACRYLIC SEALER, PAINT	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	22.98	
		07/20/2023	397	AMAZON-DONATION BOX	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	39.65	
		07/20/2023	398	AMAZON-MOD PODGE	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	14.37	
		07/20/2023	399	AMAZON-LEGOS, TABLET DOODLE	FIRST NATIONAL BANK	900136	072523-S.AUGUSTING	124.18	
	GJ-230730LB	08/02/2023	06	July 2023 Deposits					100.00
				TOTAL PERIOD 03 ACTIVITY				379.93	100.00
04	AP-230814	08/08/2023	01	JUNE CHAIR YOGA AND COOKING	JESSICA YOUHANAIE	105352	202306	395.00	
	AP-230825M	08/22/2023	302	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	55.20	
		08/22/2023	303	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	20.00	
		08/22/2023	304	AMAZON-BOOKS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	27.72	
		08/22/2023	305	AMAZON-BOOKS, KEY CHAINS,	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	105.75	
		08/22/2023	306	AMAZON-GIFT TAGS	FIRST NATIONAL BANK	900137	082523-S.AUGUSTINE	13.77	
				TOTAL PERIOD 04 ACTIVITY				617.44	0.00
05	AP-230911	09/06/2023	01	POLLINATING FLOWERS	JESSICA PRESNAK	105365	100	150.00	
	AP-230925M	09/18/2023	357	DOLLAR TREE-AUG 2023 PROGRAM	FIRST NATIONAL BANK	900138	092523-J.WEISS	37.50	
				TOTAL PERIOD 05 ACTIVITY				187.50	0.00
06	AP-231009	10/03/2023	01	BEEKEEPING PRESENTATION	WILLIAM NOVICKI	105376	101	150.00	
	AP-231025M	10/24/2023	368	AMAZON-GOOGLY EYES	FIRST NATIONAL BANK	900139	102523-M.CURTIS	5.40	
		10/24/2023	369	AMAZON-SATIN RIBBON	FIRST NATIONAL BANK	900139	102523-M.CURTIS	8.65	
		10/24/2023	370	WEBSTAIRANT-COTTON WASHCLOTHS	FIRST NATIONAL BANK	900139	102523-M.CURTIS	40.26	
		10/24/2023	371	AMAZON-HARRY POTTER PROGRAM	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	101.10	
		10/24/2023	372	AMAZON-WOOD CRAFT STICKS	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	14.69	
		10/24/2023	373	AMAZON-DRY ERASE MARKERS &	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	466.77	
		10/24/2023	374	AMAZON-TABLE COVERS	FIRST NATIONAL BANK	900139	102523-S.AUGUSTINE	69.98	
	GJ-231030LB	11/02/2023	05	Oct 2023 Deposits					400.00
				TOTAL PERIOD 06 ACTIVITY				856.85	400.00
07	AP-231113	11/07/2023	01	ILLINOIS LIBRARY PRESENTS	RAILS	105395	11713	685.00	
	AP-231125M	11/21/2023	339	AMAZON-BLOOD PRESSURE	FIRST NATIONAL BANK	900140	112523-S.AUGUSTINE	94.97	

ACTIVITY THROUGH FISCAL PERIOD 11

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW - MEMORIALS & GIFTS							
07	GJ-231129LB	12/05/2023	07	Nov 2023 Deposits					1,120.00
				TOTAL PERIOD 07 ACTIVITY				779.97	1,120.00
08	AP-231225M	12/19/2023	313	AMAZON-BOOK	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	11.96	
		12/19/2023	314	AMAZON-REFUND FOR BOOK	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE		11.96
		12/19/2023	315	AMAZON-GLAZE, MARKERS	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	24.41	
		12/19/2023	316	AMAZON-POLAR EXPRESS SUPPLIES	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	186.75	
		12/19/2023	317	AMAZON-ENVELOPES, NOISE MAKERS	FIRST NATIONAL BANK	900141	122523-S.AUGUSTINE	21.94	
	GJ-231230LB	01/02/2024	07	December 2023 Deposits					1,400.00
				TOTAL PERIOD 08 ACTIVITY				245.06	1,411.96
09	AP-240108	01/03/2024	01	BASIC SEVERE WEATHER PROGRAM	NICKOLAS BARTHOLOMEW	105427	INV1212	395.00	
	AP-240125M	01/18/2024	324	DOLLAR TREE-JANUARY	FIRST NATIONAL BANK	900142	012524-J.WEISS	77.50	
		01/18/2024	325	AMAZON-PENCIL SHARPENER,	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	257.75	
		01/18/2024	326	AMAZON-HOLIDAY PROGRAM	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	10.89	
		01/18/2024	327	AMAZON-REPORT COVERS	FIRST NATIONAL BANK	900142	012524-S.AUGUSTINE	21.99	
	GJ-240130LB	02/02/2024	06	Jan 2024 Deposits					615.00
				TOTAL PERIOD 09 ACTIVITY				763.13	615.00
10	AP-240212	02/05/2024	01	LIBRARY AWARE RENEWAL	EBSCO INDUSTRIES, IN	105437	1000224811-1	692.00	
		02/05/2024	02	DEC 2023 CHAIR YOGA CLASSES	JESSICA YOUHANAIE	105442	202312	850.00	
		02/05/2024	03	DEC 2023 SENIOR COOKING	JESSICA YOUHANAIE	105442	202312-1	750.00	
	AP-240225M	02/13/2024	324	AMAZON-PAINTING CANVAS BOARDS	FIRST NATIONAL BANK	900143	022524-M.CURTIS	42.21	
		02/13/2024	325	AMAZON-INFLATABLE AIR DANCERS	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	199.00	
		02/13/2024	326	BOOKPAGE-ANNUAL SUBSCRIPTION	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	402.00	
		02/13/2024	327	AMAZON-WINTER PROGRAMMING	FIRST NATIONAL BANK	900143	022524-S.AUGUSTINE	74.94	
	GJ-240227LB	03/01/2024	06	Feb 2024 Deposits					3,091.21
				TOTAL PERIOD 10 ACTIVITY				3,010.15	3,091.21
11	AP-240325M	03/19/2024	314	AMAZON-DRY ERASE MARKERS,	FIRST NATIONAL BANK	900144	032524-M.CURTIS	60.89	
		03/19/2024	315	AMAZON-DESK CALENDAR	FIRST NATIONAL BANK	900144	032524-M.CURTIS	12.98	
		03/19/2024	316	4IMPRINT-PROMOTIONAL MATERIALS	FIRST NATIONAL BANK	900144	032524-S.AUGUSTINE	1,670.15	
		03/19/2024	317	AMAZON-CHARGING CABLES, CRAFT	FIRST NATIONAL BANK	900144	032524-S.AUGUSTINE	60.70	
		03/19/2024	318	AMAZON-PUZZLE SHEETS	FIRST NATIONAL BANK	900144	032524-S.AUGUSTINE	16.98	
	GJ-240330LB	04/01/2024	06	March 2024 Deposits					172.55
				TOTAL PERIOD 11 ACTIVITY				1,821.70	172.55
				TOTAL ACCOUNT ACTIVITY				9,446.76	7,010.72
				ENDING BALANCE					54,069.02
				GRAND TOTAL				0.00	54,069.02
				TOTAL DIFFERENCE				0.00	54,069.02



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2024 BUDGET REPORT  
For the Month Ended March 31, 2024

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	Year-to-Date	FISCAL YEAR 2024	
		May-23	June-23	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	Totals	BUDGET	% of Budget	
LIBRARY OPERATIONS REVENUES																
Taxes																
82-000-40-00-4000	PROPERTY TAXES	70,444	403,741	12,629	47,399	349,447	10,445	6,712	-	-	-	-	900,817	899,043	100.20%	
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	67,261	385,503	12,059	45,258	333,662	9,973	6,409	-	-	-	-	860,125	864,150	99.53%	
Intergovernmental																
82-000-41-00-4120	PERSONAL PROPERTY TAX	3,574	-	2,890	466	-	2,395	-	743	1,644	-	969	12,681	17,000	74.59%	
82-000-41-00-4170	STATE GRANTS	-	-	31,761	-	-	-	-	-	-	-	-	31,761	30,000	105.87%	
Fines & Forfeits																
82-000-43-00-4330	LIBRARY FINES	209	25	560	118	5	16	259	37	113	221	55	1,617	1,000	161.70%	
Charges for Service																
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	2,709	774	3,002	579	934	-	1,979	196	701	1,893	338	13,106	3,500	374.46%	
82-000-44-00-4422	COPY FEES	277	227	319	1	357	315	50	311	252	20	2	2,130	2,500	85.19%	
82-000-44-00-4439	PROGRAM FEES	29	-	10	15	17	4	234	1	16	4	15	344	-	0.00%	
Investment Earnings																
82-000-45-00-4500	INVESTMENT EARNINGS	1,385	1,376	2,360	3,627	1,637	6,229	1,686	1,710	11,821	1,592	1,695	35,118	15,000	234.12%	
Miscellaneous																
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	-	-	50	75	-	-	-	125	250	50.00%	
82-000-48-00-4850	MISCELLANEOUS INCOME	181	792	250	214	116	409	137	199	130	263	289	2,980	3,000	99.33%	
Other Financing Sources																
82-000-49-00-4901	TRANSFER FROM GENERAL	2,230	2,230	2,230	2,572	2,230	2,573	1,026	5,103	2,155	1,330	943	24,622	31,335	78.58%	
TOTAL REVENUES: LIBRARY		148,298	794,667	68,070	100,248	688,404	32,359	18,542	8,376	16,831	5,322	4,308	1,885,425	1,866,778	101.00%	
LIBRARY OPERATIONS EXPENDITURES																
Salaries & Wages																
82-820-50-00-5010	SALARIES & WAGES	32,522	21,661	21,661	22,797	32,946	21,964	21,964	21,964	21,964	21,964	32,946	274,352	288,307	95.16%	
82-820-50-00-5015	PART-TIME SALARIES	12,630	11,752	11,724	12,246	17,596	12,116	11,813	11,694	9,828	12,289	17,643	141,332	168,000	84.13%	
Benefits																
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	2,140	1,428	1,428	1,502	2,168	1,447	1,447	1,447	1,304	1,286	1,921	17,518	21,201	82.63%	
82-820-52-00-5214	FICA CONTRIBUTION	3,399	2,487	2,485	2,612	3,798	2,538	2,515	2,506	2,349	2,537	3,762	30,988	33,917	91.36%	
82-820-52-00-5216	GROUP HEALTH INSURANCE	14,362	7,081	7,924	15,504	3,784	5,565	6,983	6,032	7,199	6,849	(564)	80,719	89,456	90.23%	
82-820-52-00-5222	GROUP LIFE INSURANCE	67	42	50	50	50	57	43	57	50	50	43	559	554	100.92%	
82-820-52-00-5223	DENTAL INSURANCE	1,178	570	570	(4,854)	570	570	570	570	570	570	-	881	6,835	12.89%	
82-820-52-00-5224	VISION INSURANCE	105	73	85	85	85	85	85	16	78	78	78	854	940	90.88%	
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	342	-	342	-	-	-	387	-	1,072	1,250	85.75%	
82-820-52-00-5231	LIABILITY INSURANCE	2,230	2,230	2,230	2,230	2,230	2,230	1,026	5,103	2,155	943	943	23,550	30,085	78.28%	
Contractual Services																
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	-	-	-	7,500	7,500	-	-	-	-	15,000	15,000	100.00%	
82-820-54-00-5412	TRAINING & CONFERENCES	-	270	65	300	-	-	210	55	-	-	-	900	3,000	30.00%	
82-820-54-00-5415	TRAVEL & LODGING	-	45	-	350	-	-	927	-	51	-	-	1,373	1,500	91.51%	
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	-	-	-	-	-	2,500	0.00%	
82-820-54-00-5440	TELECOMMUNICATIONS	-	445	699	125	125	125	570	1,530	1,460	1,060	170	6,308	8,000	78.86%	
82-820-54-00-5452	POSTAGE & SHIPPING	-	-	23	31	13	70	18	83	273	37	48	595	1,000	59.46%	
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	624	624	624	624	624	624	624	624	624	624	624	6,862	7,486	91.67%	
82-820-54-00-5460	DUES & SUBSCRIPTIONS	421	1,030	281	1,015	547	200	660	15	1,807	4,181	15	10,172	18,000	56.51%	
82-820-54-00-5462	PROFESSIONAL SERVICES	3,088	3,310	1,277	4,056	2,518	1,015	3,481	9,496	784	8,780	14,645	52,450	33,500	156.57%	
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	-	-	338	-	-	-	-	338	3,000	11.25%	
82-820-54-00-5468	AUTOMATION	-	-	5,463	-	-	5,019	945	499	5,019	-	-	16,944	25,000	67.78%	
82-820-54-00-5480	UTILITIES	-	900	-	1,775	-	438	1,253	3,318	1,895	2,275	2,018	13,872	24,719	56.12%	
82-820-54-00-5488	OFFICE CLEANING	-	5,177	5,177	5,177	5,177	1,950	1,950	1,950	1,950	1,950	1,950	32,408	75,000	43.21%	
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	-	2,272	17,511	2,087	7,149	28,680	-	2,319	1,356	1,768	63,141	131,000	48.20%	
82-820-54-00-5498	PAYING AGENT FEES	-	1,689	-	-	-	-	-	-	-	-	-	1,689	1,700	99.32%	
Supplies																
82-820-56-00-5610	OFFICE SUPPLIES	-	1,359	223	-	486	137	89	678	57	147	280	3,456	8,000	43.20%	
82-820-56-00-5620	OPERATING SUPPLIES	-	35	211	11	-	783	-	309	177	225	76	1,826	4,000	45.65%	
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	697	330	260	25	-	1,661	74	-	413	3,435	7,000	49.07%	



YORKVILLE PUBLIC LIBRARY  
FISCAL YEAR 2024 BUDGET REPORT  
For the Month Ended March 31, 2024

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year												Year-to-Date Totals	FISCAL YEAR 2024 BUDGET		
		8% May-23	17% June-23	25% July-23	33% August-23	42% September-23	50% October-23	58% November-23	67% December-23	75% January-24	83% February-24	92% March-24	% of Budget				
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	2,870	-	-	-	2,870	3,000	95.65%		
82-820-56-00-5671	LIBRARY PROGRAMMING	-	-	60	30	-	171	215	45	-	43	61	625	2,000	31.26%		
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	39	-	-	-	-	-	58	-	-	97	300	32.36%		
82-820-56-00-5683	AUDIO BOOKS	-	116	306	124	635	-	-	45	777	50	628	2,681	3,500	76.59%		
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	53	-	-	-	-	-	-	-	-	-	53	500	10.59%		
82-820-56-00-5685	DVD'S	-	26	85	80	52	67	40	245	293	46	191	1,126	3,000	37.55%		
82-820-56-00-5686	BOOKS	-	3,469	1,518	6,475	2,041	4,467	2,300	-	-	-	-	20,271	20,000	101.36%		
2006 Bond																	
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	100,000	-	-	-	100,000	100,000	100.00%		
82-820-84-00-8050	INTEREST PAYMENT	-	4,775	-	-	-	-	-	4,775	-	-	-	9,550	9,550	100.00%		
2013 Refunding Bond																	
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	700,000	-	-	-	700,000	700,000	100.00%		
82-820-99-00-8050	INTEREST PAYMENT	-	28,600	-	-	-	-	-	28,600	-	-	-	57,200	57,200	100.00%		
TOTAL FUND REVENUES		148,298	794,667	68,070	100,248	688,404	32,359	18,542	8,376	16,831	5,322	4,308	1,885,425	1,866,778	101.00%		
TOTAL FUND EXPENDITURES		72,765	99,246	67,177	90,529	77,790	76,630	96,245	906,186	63,111	67,727	79,659	1,697,066	1,909,000	88.90%		
FUND SURPLUS (DEFICIT)		75,533	695,421	893	9,719	610,613	(44,271)	(77,703)	(897,809)	(46,280)	(62,405)	(75,351)	188,359	(42,222)			

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	15,500	18,000	22,000	9,000	14,500	19,500	17,500	18,000	4,500	6,000	14,000	158,500	50,000	317.00%
84-000-45-00-4500	INVESTMENT EARNINGS	21	22	22	25	26	27	28	29	29	27	29	286	150	190.91%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	22	-	-	-	-	-	-	-	-	-	22	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		15,521	18,044	22,022	9,025	14,526	19,527	17,528	18,029	4,529	6,027	14,029	158,808	50,150	316.67%

LIBRARY CAPITAL EXPENDITURES

84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	2,049	3,177	-	5,226	25,000	20.90%
84-840-56-00-5686	BOOKS	-	-	-	-	-	-	2,572	3,388	2,152	2,004	3,835	13,951	30,000	46.50%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	-	-	-	22,492	-	22,492	-	-	44,983	56,000	80.33%

TOTAL FUND REVENUES		15,521	18,044	22,022	9,025	14,526	19,527	17,528	18,029	4,529	6,027	14,029	158,808	50,150	316.67%
TOTAL FUND EXPENDITURES		-	-	-	-	-	-	25,064	3,388	26,693	5,181	3,835	64,160	114,500	56.04%
FUND SURPLUS (DEFICIT)		15,521	18,044	22,022	9,025	14,526	19,527	(7,536)	14,642	(22,164)	846	10,195	94,648	(64,350)	



**YORKVILLE PUBLIC LIBRARY**  
**CASH STATEMENT**  
**As of March 31, 2024**

**FISCAL YEAR 2024**

		May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
Library Operations	Old Second	\$ 540,138	\$ 862,652	\$ 817,202	\$ 782,184	\$ 1,156,284	\$ 1,095,654	\$ 1,026,116	\$ 859,792	\$ 838,511	\$ 733,352	\$ 667,913	
Building Development Fees	Old Second	251,541	258,085	285,107	307,132	315,658	330,685	337,649	350,903	342,627	345,473	344,685	
Library Operations	Illinois Funds	311,158	312,484	345,779	347,381	348,955	350,594	352,185	353,819	355,439	356,965	35,603	
Total:		\$ 1,102,836	\$ 1,433,221	\$ 1,448,088	\$ 1,436,697	\$ 1,820,897	\$ 1,776,934	\$ 1,715,949	\$ 1,564,514	\$ 1,536,577	\$ 1,435,789	\$ 1,048,200	\$ -

**PAYROLL**

1 <sup>ST</sup> PAY PERIOD		\$ 31,324	\$ 18,289	\$ 18,852	\$ 18,938	\$ 19,383	\$ 18,921	\$ 18,994	\$ 18,391	\$ 17,936	\$ 19,153	\$ 18,472	
2 <sup>ND</sup> PAY PERIOD		19,368	19,039	18,446	20,219	18,632	18,733	18,746	19,220	17,508	18,923	18,623	
3 <sup>RD</sup> PAY PERIOD		-	-	-	-	18,492	-	-	-	-	-	19,177	
Total		\$ 50,692	\$ 37,328	\$ 37,298	\$ 39,157	\$ 56,507	\$ 37,655	\$ 37,739	\$ 37,611	\$ 35,444	\$ 38,076	\$ 56,272	\$ -



**YORKVILLE PUBLIC LIBRARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS**  
**For the Month Ended March 31, 2024 \***

		February		YTD		% of		FY 2024		Fiscal Year 2023	
		Actual		Actual		Budget		Budget		For the Month Ended March 31, 2023	
										YTD Actual      % Change	
LIBRARY OPERATIONS FUND (82)											
<i>Revenues</i>											
Property Taxes	\$	-	\$	1,760,941	99.87%	\$	1,763,193	\$	1,665,847	5.71%	
<u>Intergovernmental</u>											
Personal Property Replacement Tax	\$	969	\$	12,681	74.59%	\$	17,000	\$	16,530	-23.29%	
State Grant		-		31,761	105.87%		30,000		34,217	-7.18%	
Total Intergovernmental	\$	969	\$	44,442	94.56%	\$	47,000	\$	50,748	-12.43%	
Library Fines	\$	55	\$	1,617	161.70%	\$	1,000	\$	2,411	-32.94%	
<u>Charges for Services</u>											
Library Subscription Cards	\$	338	\$	13,106	374.46%	\$	3,500	\$	11,319	15.79%	
Copy Fees		2		2,130	85.19%		2,500		2,554	-16.63%	
Total Charges for Services	\$	341	\$	15,236	253.93%	\$	6,000	\$	13,873	9.82%	
Investment Earnings	\$	1,695	\$	35,118	234.12%	\$	15,000	\$	17,869	96.53%	
<u>Reimbursements/Miscellaneous/Transfers In</u>											
Miscellaneous Reimbursements	\$	-	\$	-	0.00%	\$	-	\$	-	0.00%	
Rental Income		-		125	50.00%		250		125	0.00%	
Miscellaneous Income		304		3,324	110.81%		3,000		60,450	-94.50%	
Transfer In		943		24,622	78.58%		31,335		28,142	-12.51%	
Total Miscellaneous & Transfers	\$	1,247	\$	28,071	81.16%	\$	34,585	\$	88,717	-68.36%	
<b>Total Revenues and Transfers</b>											
	\$	4,308	\$	1,885,425	101.00%	\$	1,866,778	\$	1,839,465	2.50%	
<i>Expenditures</i>											
<u>Library Operations</u>	\$	79,659	\$	1,697,066	88.90%	\$	1,909,000	\$	1,700,944	-0.23%	
50 Salaries		50,589		415,684	91.10%		456,307		423,682	-1.89%	
52 Benefits		6,183		156,141	84.75%		184,238		193,808	-19.44%	
54 Contractual Services		21,237		222,051	63.37%		350,405		221,452	0.27%	
56 Supplies		1,649		36,440	71.03%		51,300		14,689	148.08%	
99 Debt Service		-		866,750	100.00%		866,750		847,313	2.29%	
<b>Total Expenditures and Transfers</b>											
	\$	79,659	\$	1,697,066	88.90%	\$	1,909,000	\$	1,700,944	-0.23%	
<i>Surplus(Deficit)</i>											
	\$	(75,351)	\$	188,359		\$	(42,222)	\$	138,520		

\* March represents 92% of fiscal year 2024

## **March Director's Report 2024**

### **Upcoming Events and Programs:**

- **“Book Your Table” Tablescape Event– Saturday, April 6 10:00-3:00**

Come view 12 beautiful, creatively decorated tables designed by community members. All proceeds from this event benefit local charities, organizations, and the Library. Participants will have the opportunity to vote for their favorite table and support their favorite charities too! Ballots will be given at the door. Tickets are \$10/person and available at the Circulation Desk now and at the door the day of the event. (67 advanced tickets have been sold)

- **Library Road Trip – March 23 – April 30 at 21 participating libraries**

Pick up a Library Road Trip passport at any of the participating locations on or after March 23rd. Get your passport stamped at each location you visit. When you have completed your road trip, submit your passport to YOUR HOME LIBRARY for chances to win a grand prize from your home library on or before April 30th.

- **Strategic Planning Focus Groups – April 9 10:30, 2:00, and 5:30**

The Yorkville Public Library is collaborating with Fast Forward Libraries, a consulting group hired to compile our new strategic plan that will provide our library with key insight on how to enhance current library services and further explore new diverse, equitable, and inclusive ones. Community members are invited to participate in one of the upcoming focus group sessions. By participating, you will actively contribute to the development of key strategies that will guide the library's growth.

- **Getting the Dirt on Gardening: Cold Weather Crops – April 11 @ 6:00**

Are you eager to getting planting this gardening season? Then join us for a presentation on Cool Weather Crops with Pearl Carpenter, from The Farmacy Farmstand! She'll go over cool weather crops (plants that can handle a frost) and how to get started planting some of them now!

- **Storm Chasers – April 17 @ 6:00**

The Severe Weather Information group will present a weather program for families. Join us to take a look into severe weather, local climatology, past tornado events, storm chasing, weather photos, and videos. Followed by a question/answer session.

### **Past Programs & Highlights:**

There were 275 people in attendance at our Author-Illustrator Showcase that was held on Saturday, March 16 in conjunction with the school districts Fine Art Festival. The school district placed our event flyer on the backside of their festival programs. There was a representative from a publishing company in attendance who will now be working with 2 of the authors featured in our showcase. There were 20 local authors/illustrators featured.

We had several programs over spring break and the library was extremely busy for the week. Books for Bingo was attended by 76 people.

Our Children's Director was at the Bristol Bay STEM night program with a table and activity. She had 350 people visit her that evening. For future school programs, there will be at least 2-3 staff members attending these events.

The Fox River – Hidden Gem series with the Conservation Foundation is very popular this year. The 3<sup>rd</sup> installment was on soil with 85 people in attendance. The 4<sup>th</sup> and last installment will be held on Wed, April 24 and the topic will be navigating the Fox River.

### Library Operations:

Service on the elevator door sensor has been completed.

The exhaust fan for the upstairs bathrooms has been replaced. The unit is located on the rooftop.

I wrote an RFP for spring cleaning of our landscaping. We received 3 quotes and the winning bid has started work this week and will finish once the weather clears up.

We replaced #4 pump on our #1 boiler. We had sent it out for a rebuild, but it became apparent that it was more cost effective to purchase a new pump instead of rebuilding and rewinding the motor.

There was a contractor bid walk through/meeting for our chiller replacement with 8 potential bidders in attendance.

The bid opening is scheduled for 4/2/24 at 11:00 at City Hall 3<sup>rd</sup> floor conference room.

We received a quote from a company to replace the broken gutter on the backside of the meeting room, and I have reached out to another company for an additional quote before making a final decision.

Our windows (inside and outside) and gutters and downspouts have been cleaned and unclogged.

We received a fire alarm alert from our monitoring company. It was determined that determined to be a faulty heat detector and module that was replaced and equipment was updated and reset.

Our new copiers have been delivered and will be installed in 2 weeks.

### Staff:



Our Director of Youth Services, Jennette Weiss and the entire Youth Services Department Staff have been nominated for Partner of the Year for the Yorkville Educational Foundation's 2024 Fostering Our Future Awards! We are incredibly proud of the partnerships that they have build and continue to foster with the YEF and the Yorkville School District #115. They will be attending a banquet honoring all nominees on 4/3/24. – **Update** Jennette was honored as Partner of the Year 2024!!!

#### **Other:**

Met with new board member, Wendy Gatz. I gave her the trustee orientation and tour of the library.

We received 244 community survey responses for our strategic planning process. We will be conducting 3 focus groups on Tue, April 9 – 10:30, 2:00, & 5:30.

The library will have a table at the following festivals this coming year:

- Beach Party – Town Square – Thurs, June 6 5-9pm
- River Fest - Riverfront Park – Sat, July 20 11-3
- National Night Out – Reimenschneider Park – Tue, Aug 6 TBD
- Hometown Days – Beecher Fields – Sat, Aug 31 11-4

Management staff has completed training on LibraryMarket, our new online program & room reservation software. We have set a tentative date to go live on May 1, 2024.

Parks & Rec Dept has requested to use our meeting room for a few days for their 2024 preschool graduation ceremonies.

We held 2 sessions for staff to participate in the SOAR analysis and environmental scan with our strategic planning consultants. The staff provided great input.

We have started the process of applying for E-rate to replace our firewall and software/service.

#### **Meetings & Events Attended:**

- March 5 – Library Road Trip zoom meeting
- March 5 – LibraryMarket calendar and room reservation training
- March 7 – PrairieCat Serving the Unserved workshop in DeKalb
- March 11 – Friends of the Library meeting
- March 11 – Library Board meeting
- March 13 – Tablescape meeting
- March 14 – LibraryMarket calendar and room reservation training (2 sessions)
- March 14 – Trustee orientation
- March 19 – Bid/meeting walk through for chiller replacement
- March 19 – Staff environmental scan and SOAR analysis zoom meeting
- March 20 – Meeting with Park & Rec.
- March 21 – One-on-One meeting with Bart
- March 21 – Meeting with Library Services Manager from Waubonsee CC
- March 22 – Staff environmental scan and SOAR analysis zoom meeting
- March 27 – Conservation Foundation program

**MARCH 2024 Youth Programs:**

	Age 0-5	Age 6-11	Age 12-18	Adult	All Ages	At Library	Off Site	Live Virtual	Attendance
3D printing - in person		6	8			x			14
Drop in Story time (5)					155	x			155
Book Club (grades 1-2)		14				x			14
Book Club (grades 3-5)		4				x			4
Mommy and Me Yoga (2)	16			16		x			32
Window Art	5	6	3			x			14
Preschool Zone	11			9		x			20
Community Art - Teens			14			x			14
TAG			12			x			12
LEGO Kits	3	12	1			x			16
Artful Beginnings	10			10		x			20
Tots and Toddlers (2)	32			27		x			59
Teen Cookie Decorating			12			x			12
Chalk the Walk	9	4				x			13
Author-Illustrator Showcase					275	x			275
Tot Play	5			4		x			9
Art of the Appeal					19			x	19
Community Art - all ages					27	x			27
Read with Paws					13	x			13
LEGO Tournament		13	10			x			23
Weaving	1	7		6		x			14
Spy training	3	17	3			x			23
Books for Bingo					76	x			76
4-H Science Explorers (ages 6-8)		12				x			12
4-H Science Explorers (ages 9-12)		12				x			12
Bristol Bay STEM					350		x		350
TOTALS	95	107	63		915				1252

**Total MAR Programs                    26**  
**Total MAR Attendance                1252**

**+10 passive programs with 768 attending (Coloring Pages, Scavenger Hunts (3), Find Lucky, Escape Room, Literacy Centers, Makerspace, 3D Printing – virtual, Spanish Story Time)**

**MARCH 2024 Adult Programs:**

3/1	Roaming Readers	-	3/18	Healthy Cooking	14
3/2	Resume Writing	4	3/18	Monday ELL	4
3/2	Saturday ELL	4	3/19	Tuesday ELL	15
3/4	Monday ELL	4	3/20	Wednesday ELL	3
3/5	Threads & More	6	3/20	Cake Decorating	12
3/5	Books & Cooks	8	3/20	Thriller Book Club	10
3/5	Tuesday ELL	6	3/21	Thursday ELL	2
3/6	Wednesday ELL	4	3/21	Chair Yoga	19
3/7	Thursday ELL	-	3/21	Dungeons & Dragons	12
3/7	Chair Yoga	24	3/21	Men's Book Club	9
3/7	Dungeons & Dragons	10	3/23	Saturday ELL	6
3/9	Saturday ELL	8	3/25	Movie Madness	4
3/11	Monday ELL	7	3/25	Monday ELL	2
3/12	Tuesday ELL	2	3/25	Horror Book Club	8
3/12	Dabblers AM	8	3/26	Tuesday ELL	4
3/12	Dabblers PM	10	3/26	Creative Writing	9
3/13	Wednesday ELL	-	3/27	Wednesday ELL	3
3/13	Your Friend in Health	12	3/27	Computers for Seniors	2
3/13	Lunch Bunch	9	3/27	Fox River: Hidden Gem	85
3/14	Thursday ELL	-	3/28	Thursday ELL	-
3/14	Chair Yoga	23	3/28	Chair Yoga	16
3/14	Dungeons & Dragons	15	3/28	Dungeons & Dragons	12
3/15	Roaming Readers	-	3/30	Saturday ELL	-
3/16	Saturday ELL	4			
3/16	Resume Writing	3			
3/16	Protecting Your Assets	15			
3/16	Genealogy	3			
				<b>Total MAR Programs</b>	<b>43</b>
				<b>Total Attendance</b>	<b>441</b>

**4 passive programs with 51 attending (puzzle, chess, poem of the week, art wall)**

**Meeting Room Use:** rentals- 2, library use- 26, zoom- 3

**Board Room Use:** community- 1, library- 12

**Study Room Use:** 90

**Museum Pass:** 10

**Volunteers:** Friends of the Library are collecting and sorting books for the sale, maintaining the lobby book sale, and have been continuing to index the KCR Obits (this month's volunteer/s: Sands U.).

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YORKVILLE STATISTICS FOR FY24															
PRAIRIECAT															
	web		checkouts		renewals	holds		checkins	Items lent to other libraries	Items borrowed from other libraries		Items to Reciprocal Borrowers at Yorkville		Items added	Patrons added
	renewals	web holds	renewals	checkouts		placed	filled								
MAY	768	1477	5785	5519	266	351	1540	5432	551	1228	369	293	88		
JUNE	710	1707	8915	8562	353	341	1798	7038	615	1448	530	277	197		
JUL	1082	1928	8289	7951	338	411	1893	8128	635	1514	347	361	119		
AUG	929	1697	7313	6947	366	451	1900	7492	655	1525	330	323	124		
SEP	674	1622	5585	5274	311	302	1603	5612	691	1230	413	299	95		
OCT	929	1660	5949	5663	286	405	1675	5378	655	1344	317	192	107		
NOV	700	1629	5909	5598	311	271	1595	5621	621	1279	207	397	76		
DEC	744	1430	5733	5417	316	325	1535	5388	498	1250	106	344	77		
JAN	795	1934	6701	6426	275	418	1899	5686	696	1509	228	234	107		
FEB	856	1604	6229	5892	337	361	1693	6250	663	1410	335	254	114		
MAR	926	1977	7434	7127	307	375	1962	6431	634	1626	221	449	119		
APR															
Totals															
CIRCULATION TOTAL							Books	Videos	Audios	Mag	other	Total Circs			
	ANCESTRY		E-READ IL			OMNI				OCLC					
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED				
MAY	84	62	27	103	43	812	717	385	0	18	3				
JUN	51	13	18	88	43	777	739	405	0	16	25				
JUL	32	27	44	106	44	906	806	443	0	16	31				
AUG	609	2717	33	103	44	948	792	408	0	19	22				
SEP	236	1495	39	82	47	890	757	396	0	17	20				
OCT	258	605	29	93	44	851	713	402	0	23	53				
NOV	88	326	31	80	42	808	860	423	0	17	39				
DEC	162	376	39	77	40	918	848	446	0	23	24				
JAN	233	216	58	126	68	1105	998	500	0	20	27				
FEB	224	184	35	128	66	966	1008	505	0	18	24				
MAR	67	42	45	134	73	974	1069	501	0	18	24				
APR															
Totals															

FY 2023 ATTENDANCE		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTALS	
PATRON DOOR COUNT		6330	7535	6450	7135	8150	7208	6184	6051	6205	7473	7437			
CURBSIDE PATRONS		8	11	5	7	4	3	6	2	4	8	7			
HOME DELIVERY		8	9	11	17	15	20	7	17	20	25	10			
CARDS ISSUED THROUGH WEBSITE		10	25	16	26	13	17	13	10	30	15	26			
CHILDREN'S AGE 0-5 PROGRAMS		10	18	9	11	10	12	8	9	8	10	14			
AGE 0-5 ATTENDANCE		240	514	311	348	365	292	189	286	225	203	340			
CHILDREN'S AGE 6-11 PROGRAMS		7	22	11	14	9	14	10	9	7	12	17			
AGE 6-11 ATTENDANCE		289	587	274	375	330	314	130	239	209	212	352			
NUMBER OF CHILDREN'S PASSIVE PROGRAMS		4	6	6	6	7	6	10	8	8	11	10			
CHILDREN'S PASSIVE PROGRAM ATTENDANCE		364	550	465	495	728	698	792	684	776	659	768			
NUMBER OF YA PROGRAMS		4	6	7	4	4	3	3	3	6	7	11			
YA PROGRAM ATTENDANCE		21	44	92	40	37	43	30	25	65	62	184			
NUMBER OF YA PASSIVE PROGRAMS		3	1	2	2	2	3	3	2	3	3	3			
YA PASSIVE PROGRAM ATTENDANCE		83	40	29	67	64	59	50	50	65	60	100			
YOUTH SUMMER/WINTER READING				217						120					
NUMBER OF ADULT PROGRAMS		46	46	35	41	39	48	48	29	33	39	43			
ADULT PROGRAM ATTENDANCE		349	389	226	303	414	431	438	269	368	439	441			
NUMBER OF ADULT PASSIVE PROGRAMS		4	4	4	5	4	4	4	4	4	4	4			
ADULT PASSIVE PROGRAM ATTENDANCE		45	57	55	126	60	85	66	53	47	56	51			
ADULT SUMMER/WINTER READING					65										
MEETING RM. RENTAL/COMMUNITY USE		6	3	5	9	4	8	4	7	4	3	2			
MEETING ROOM USE:		18	29	27	23	20	27	23	15	18	25	26			
BOARD ROOM USE		15	14	7	7	14	12	15	10	14	13	13			
STUDY ROOM USE		67	57	56	58	61	79	69	52	55	67	90			
MUSEUM PASS		11	21	14	15	7	8	4	15	2	0	10			
YOUTH COMPUTER SESSIONS		26	28	17	27	19	15	10	14	54	35	14			
ADULT COMPUTER SESSIONS		214	228	209	276	210	212	211	194	233	280	258			
YOUTH VOLUNTEER HOURS															

## More Special Programs

### The Fox River: Our Hidden Gem

The Conservation Foundation presents an educational series on Yorkville's waterway

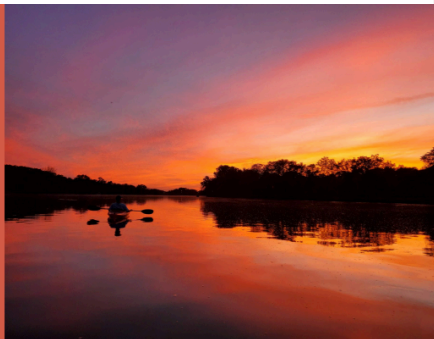


Wednesday, January 24th  
Wings on the Water: Birds of the Fox River  
By Scott Johnson, Forest Foundation of Kendall County

Wednesday, February 28th  
Blooms of Renewal: Spring Flowers in our Woodlands  
By Anne Dalrymple, Kramer Tree Specialists

Wednesday, March 27th  
Beneath the Surface: Unveiling the Geological Wonders of the Fox River Basin  
By Mark Bramstedt, M&M Soils

Wednesday, April 24th  
Navigating the Fox River: Illinois' National Water Trail Adventure  
By Karen Miller, Kane County Planning & Development Department



## Resume and Interview Tools

### Gaining Some Insight from an HR Professional

Join HR professional Tyler Chatham to learn more about job hunting, resumes, and interviews. In each of our scheduled sessions, Tyler will discuss building a great resume, ATS compliance, phone screening preparation, interview preparation, and thank you follow-ups.

Attend any session (or all four if you want extra practice).  
Register on the library's website to reserve your spot.

All sessions on Saturdays @ 2:30 pm  
March 2nd      March 16th  
April 6th      April 20th



## Book Your Table:

### A TABLESCAPE FUNDRAISER FOR OUR COMMUNITY!

April 6 - 10am-3pm - Tickets: \$10/person - Yorkville Public Library  
Tickets available at the library now & at the door.



### Yorkville Public Library

902 GAME FARM RD,  
YORKVILLE, Illinois 60560  
630-553-4354  
[www.yorkville.lib.il.us/](http://www.yorkville.lib.il.us/)

## Yorkville Public Library

# Adult Services

## upcoming programs

Special Events, Informational Programs, Book Clubs, Creative Outlets, & Social Groups

April 2024

## Upcoming Special Events

### The Gifts of Neurodiversity with Dr. Temple Grandin



Join us for this very special Zoom event with Dr. Temple Grandin, one of Time magazine's 100 most influential people in the world. Dr. Grandin is an autistic professor of animal behavior and has given numerous popular TED Talks on her experiences and understandings of what it is to be neurodiverse in today's world.

Wednesday, April 3rd @ 7:00 pm via Zoom  
Register on the library website to reserve your spot

This event is made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality events.



## STORM CHASERS

### A VERY SPECIAL PROGRAM ON EXTREME WEATHER IN THE MIDWEST

The Severe Weather Information Group will present a weather program for families. Join us to take a look into severe weather, local climatology, past tornado events, storm chasing, weather photos, and videos. The presentation will be followed by a question/answer session.

WEDNESDAY, APRIL 17 @ 6:00 PM

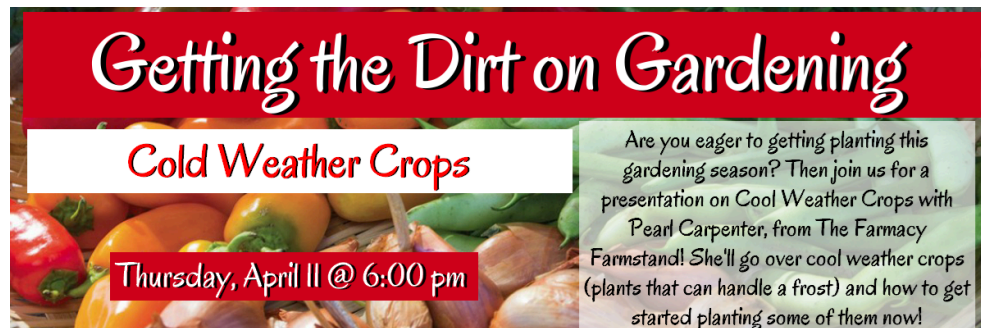


## Getting the Dirt on Gardening

### Cold Weather Crops

Are you eager to get planting this gardening season? Then join us for a presentation on Cool Weather Crops with Pearl Carpenter, from The Farmacy Farmstand! She'll go over cool weather crops (plants that can handle a frost) and how to get started planting some of them now!

Thursday, April 11 @ 6:00 pm



# Adult Education Programs

## Computer Basics for Seniors

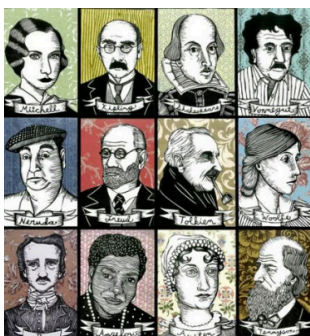
All classes Wednesday mornings @ 10:00 am

August 23rd: Computer Basics  
September 27th: Internet Basics  
October 25th: File Management Basics  
November 22nd: Computer Maintenance Basics  
December 27th: Email Basics

January 24th: Google Drive Basics  
February 28th: Google Docs  
March 27th: Google Docs Tables, Sharing, and Notes  
April 24th: Google Sheets and Google Forms  
May 22nd: Google Slides

Registration Required  
See a librarian if you need help registering.






### Yorkville Creative Writing Group

Need inspiration? Do you have that creative voice inside of you? Have ideas and don't know where to go with them? Looking for a friendly community of writers? Join the Yorkville Creative Writing Group and spark your creative energies. Meetings on the 4th Tuesday of every month. New writers always welcome!!

**This month's writing prompt:** Think about the first friend you ever made. Use them as the basis for a character in a new piece.

**Tuesday, April 23rd @ 7:00 pm** to discuss everyone's pieces.



## Branch by Branch

uncover your family genealogy one story at a time

Join genealogy enthusiast David Frazier to explore your roots. Mr. Frazier will relate some of his experiences digging into his own family tree, then show us how to use resources to find the people from our own pasts - and their stories.

If possible, attendees should bring their own laptops. The library has a limited number of computers they can provide.

**Third Saturday of every month @ 11:00 am**

Jan. 20th, Feb. 17th, Mar. 16th, Apr. 20th, May 18th, June 15th, July 20th, Aug. 17th, Sep. 21st, Oct. 19th, Nov. 16th, & Dec. 21st




March 20 - Royal Icing Cookies  
April 17 - Piping Techniques  
May 15 - Buttercream Flowers

**Wednesdays @ 10:30 am**

## Learning to Decorate Like it's a Piece of Cake

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany - a certified decorating instructor. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!

Registration Required - Class is for adults 18+

# Mind, Body, & Spirit

## Roaming Readers Walking Book Club

Meet at Hoover Forest Preserve for a walk and to talk about books

Fridays @ 9:00 am

April 6th & 20th

May 4th & 18th

June 1st & 15th



### Healthy Cooking with Jess

Retirement Well-th

A monthly series on nutrition and wellness after retirement and beyond! Learn to care for yourself in your new found time. We'll talk about nutritionally dense foods, what foods that can help you feel your best, food energetics, and how to add joyful movement to your everyday. Certified Holistic Health Coach, Jess Stewart will demonstrate how easy and simple cooking healthy can be.

**Mondays @ 11:30 am**  
January 15th  
February 26th  
March 18th  
April 15th  
May 20th  
June 17th

## Dabblers

Learning to Paint with Carolyn Kyle

Join us once a month at this fun new art program where participants can learn different painting techniques, different mediums, and different styles. Everyone from newbies to experienced artists are welcome to come and dabble with Carolyn.

**Second Tuesday of the month.**

First session at 10:00 am.

Second session at 5:30 pm

Registration required. Please register on our website or see library staff for assistance.



Wellness Program

## CHAIR YOGA

Join us for this weekly, fun, wellness-based class! Everyone is welcome!

Chair yoga benefits adults of all ages and experience levels.



Yoga can help to:  
Reduce inflammation  
Lower blood pressure  
Improve balance  
Increase strength  
Increase flexibility

Thursday @ 10:15 am

April 4

April 11

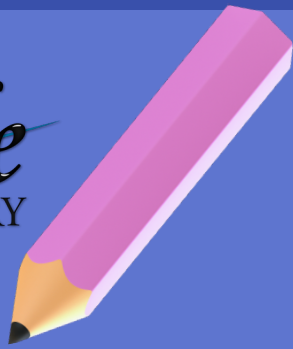
April 18

April 25



For more information on Yorkville Public Library's children's programs or to register, please visit our website at <http://www.yorkville.lib.il.us>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>POETRY CONTEST</b> For All Ages Submit poems by April 24 <b>*SEE WEBSITE*</b>	<b>1</b> <b>Book Club</b> (Grade 3-5) 4:30 - 5:00 Registration Required	<b>2</b> Mommy & Me YOGA @10:30 Registration Required	<b>3</b> <b>Preschool Zone</b> 10:30 or 1:30 Registration Required	<b>4</b>	<b>5</b> DROP IN STORY TIME 10:30 @ YPL	<b>6</b> <b>3D Printing</b> <b>**IN PERSON</b> Registration Required <b>*SEE WEBSITE</b>
<b>7</b> <b>National Library Week</b> April 7-13 	<b>8</b> <b>LEGO Kits</b> April 8-12 Registration Required <b>*SEE WEBSITE</b>	<b>9</b> <b>T.A.G. @ 2:45</b>	<b>10</b> <b>Tots and Toddlers</b> @ 10:30 Registration Required	<b>11</b> <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required	<b>12</b> DROP IN STORY TIME 10:30 @ YPL D.E.A.R. Drop Everything and Read!	<b>13</b> <b>VIRTUAL 3D PRINTING</b> <b>*SEE WEBSITE*</b>
<b>14</b>	<b>15</b> <b>Book Club</b> (Grade 3-5) 4:30 - 5:00 Registration Required	<b>16</b> Mommy & Me YOGA @10:30 Registration Required <b>4-H Science Explorers</b> (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30 Registration Required	<b>17</b> <b>Storm Chasers</b> 6:00 pm Registration Required <b>LITERACY CENTERS: TUESDAY- FRIDAY *DROP IN*</b>	<b>18</b> <b>BOOK CLUB (1-2)</b> 4:30-5:00 Registration Required	<b>19</b> DROP IN STORY TIME 10:30 @ YPL	<b>20</b>
<b>21</b> <b>Facebook Spanish Story Time</b> at 10:00 am April 10 & 24	<b>22</b> <b>Toddler Play</b> @ 10:30	<b>23</b> <b>Artful Beginnings- (Preschool)</b> 10:30 Registration Required <b>T.A.G. @ 2:45</b>	<b>24</b> <b>TEENS</b> <b>Cards for Kids</b> 3:00-4:30	<b>25</b>	<b>26</b> DROP IN STORY TIME 10:30 @ YPL <b>CHALK THE WALK</b> 11:00 Registration Required <b>*SEE WEBSITE</b>	<b>27</b> <b>Read With Paws</b> 10:30-11:30 Contact Library for appointment time
<b>28</b>	<b>29</b>	<b>30</b> <b>Tots and Toddlers</b> @ 10:30 Registration Required	<b>Escape Room</b> This Escape Adventure is available the month of April Drop in or contact the library for a reservation.			
<b>30</b>						



# Monthly Statistics April 2024

Checkouts  
2024: 8,360  
2023: 6,444  
Change: +29.73%

Visits  
2024: 7,437  
2023: 6,240  
Change: +19.18%

New Cardholders Added  
2024: 119  
2023: 104  
Change: +14.42%



## Technology Stats

### Digital Checkouts

2024: 2,222  
2023: 1,634  
Change: +35.99%

### Computer Use

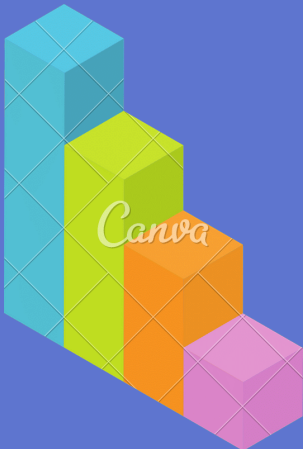
2024: 272  
2023: 197  
Change: +38.07%

### Website Hits

2024: 6,141  
2023: 5,185  
Change: +18.44%

## Events and Programs

2024: 102  
2023: 63  
Change: +61.90%



## Events and Program Attendance

2024: 2,236  
2023: 1,239  
Change: +80.47%

## Items Added

2024: 449  
2023: 457  
Change: -1.75%



# **2024 Chiller Replacement Yorkville Public Library**

902 Game Farm Road  
Yorkville, IL



## **PROJECT MANUAL**

March 12, 2024

20/10 Engineering Group, LLC  
1216 Tower Road  
Schaumburg, IL 60173  
847-882-2010  
Fax (847) 882-2201

<b>SET NO.</b>
----------------

20/10 ENGINEERING GROUP, LLC  
1216 Tower Road  
Schaumburg, IL 60173  
847-882-2010  
Fax (847) 882-2201

PROJECT MANUAL FOR: **2024 Chiller Replacement at Yorkville Public Library**

DATE: March 12, 2024

DIVISION	SECTION	TITLE	PAGES
<u>00</u>		<u>PROCUREMENT AND CONTRACT REQUIREMENTS</u>	
	00 0115	List of Drawing Sheets	00 0115-1-1
	00 1116	Invitation to Bid	00 1116-1-2
	00 2100	Instructions to Bidders	00 2100-1-4
	00 4100	Bid Form	00 4100-1-7
	00 7300	Supplementary Conditions (A201-2007)	00 7300-1-3
	00 7301	Rider to A101-2017	00 7301-1-4
	00 9001	Reserved for Addenda	
<u>01</u>		<u>GENERAL REQUIREMENTS</u>	
	01 1000	Project Summary	01 1000-1-2
	01 3100	Project Coordination	01 3100-1-4
	01 3300	Submittal Procedures	01 3300-1-4
	01 5000	Temporary Facilities and Controls	01 5000-1-3
	01 7329	Cutting and Patching	01 7329-1-2
	01 7700	Closeout Procedures	01 7700-1-3

END TOC

DIVISION 00 - PROCUREMENT AND CONTRACT REQUIREMENTS

Document 00 0115 - List of Drawing Sheets

**2024 Chiller Replacement at Yorkville Public Library**

T-1	Cover Sheet
ME-1	Mechanical/Electrical Plans
ME-2	Mechanical/Electrical Notes and Legends

All drawings are dated March 12, 2024.

END 00 0115

DIVISION 00 - PROCUREMENT AND CONTRACT REQUIREMENTS

Section 00 1116 - Invitation to Bid

Owner: United City of Yorkville  
651 Prairie Pointe Drive  
Yorkville, IL 60560

Engineer: 20/10 Engineering Group, LLC  
1216 Tower Road  
Schaumburg, IL 60173  
847-882-2010  
Fax (847) 882-2201

Date: March 12, 2024

Contractors are invited to submit a bid for **2024 Chiller Replacement at Yorkville Public Library**. Bids will be received at the **United City of Yorkville Administration Offices, 651 Prairie Pointe Drive, Yorkville, IL 60560, Attn: Jesus Navarro, Facilities Manager** before 11:00 AM local prevailing time on Tuesday, April 2, 2024 at which time bids will be publicly opened and read. The Contractor must pay the Prevailing Wage Rates for all work per the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

The project consists of: Chiller replacement.

A single stipulated sum bid will be received for all Base Bid work and Alternate Bid work, if applicable.

Refer to other Bidding requirements described in Document 00 2100 - Instructions to Bidders.

Submit Bid on the Bid Form provided. Bidders are required to complete Bid Form.

Bid will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

A 10% Bid Security and a Performance and Payment Bond is required.

It is the policy of the United City of Yorkville to provide equal opportunity to all qualified businesses in the awarding of contracts and accordingly promotes the utilization of diversified businesses to the maximum extent feasible in any contract issued against the solicitation to bid.

**A Pre-Bid walk-through is scheduled on Tuesday, March 19, 2024, 9:30 a.m.** Bidders shall meet at Yorkville Public Library, 902 Game Farm Rd, Yorkville, IL 60560

The Owner reserves the right to reject any or all bids, to waive irregularities in the bidding procedure, or accept the Bid that, in its opinion, will serve the best interest of the Library. Any such decision shall be considered final. The Owner reserves the right to set aside a Bid from a Contractor who, in the Owner's opinion, does not exhibit past experience equal to the size and scope of this project.

The bidder shall have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act.

The successful bidder will be required to deliver to the Owner, an executed copy of the Contract, and a valid certificate of insurance within ten days after the successful bidder has received Notice of Award of the contract.

Copies of the Bid Documents including plans and specifications will be available at 20/10 Engineering Group, LLC starting Tuesday, March 12, 2024. Bidders can download electronic drawings and Specifications at no cost from the 20/10 Engineering Group One Drive site, call for access information.

All questions shall be directed to 20/10 Engineering Group, LLC, 847-882-2010.

END 00 1116

DIVISION 00 - PROCUREMENT AND CONTRACT DOCUMENTS  
Section 00 2100 - Instructions to Bidders

1. GENERAL

1.1. SECTION INCLUDES

- A. Invitation to Bid
- B. Bid Documents and Contract Documents
- C. Site Assessment
- D. Qualifications
- E. Bid Submission
- F. Bid Enclosures/Requirements
- G. Other Requirements
- H. Offer Acceptance/Rejection

1.2. RELATED SECTIONS

- A. Specified Elsewhere:
  - 1. Section 00 1116 - Invitation to Bid
  - 2. Section 00 4100 - Bid Form
  - 3. Section 00 7300 - Supplementary Conditions

2. INVITATION TO BID

2.1. BID SUBMISSION

- A. Bids signed, executed, and dated shall be received until time and at location indicated in the Invitation to Bid.

2.2. CONTRACT TIME

- A. Bidder agrees to commence work upon execution of the contract, and to be substantially complete with the work by February 28, 2025 and complete by March 14, 2025.

3. BID DOCUMENTS AND CONTRACT DOCUMENTS

3.1. DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation to Bid, Instructions to Bidders, and Bid Form identified herein.
- B. Contract Documents: Defined in General Conditions, including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer.
- D. Bid Price: Monetary sum identified by the Bidder in the Bid Form.

3.2. AVAILABILITY

- A. Bid Documents may be obtained from the office of the Engineer, 20/10 Engineering Group, LLC (847-882-2010).
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

### 3.3. EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify the Engineer should the documents be incomplete.
- B. Immediately notify the Engineer upon finding discrepancies or omissions in the Bid Documents.

### 3.4. QUERIES/ADDENDA

- A. Fax or email questions to the Engineer (Keith@2010engineering.com). Telephone (voice) queries are discouraged.
- B. Addenda may be issued during the Bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Price.
- C. Verbal interpretations of the meaning of the drawings or specifications are not binding on any party.
- D. Addenda shall be forwarded not later than two working days prior to the date fixed for the opening of bids. Failure of any Bidder to receive such addenda shall not relieve such Bidder from any obligation under his Bid as submitted.
- E. Each Bidder shall ascertain prior to submitting Bid that said Bidder has received all Addenda, and shall acknowledge receipt on the Bid Form.

### 3.5. PRODUCT/SYSTEM SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular product, requests for substitutions (from prime bidders) will be considered by the Engineer up to 4 working days before receipt of Bids.
- B. The request for substitution shall provide sufficient information to determine acceptability of such products.
- C. In submission of requests for substitutions to products specified, Bidder shall include in his Request any changes required in the Work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the Bidder for an addition to the Contract Time or Contract Sum because of changes in Work necessitated by use of substitutions shall not be considered.

## 4. SITE ASSESSMENT

### 4.1. SITE EXAMINATION

- A. It is recommended that the Bidder examine the project site before submitting a Bid.
- B. A visit to the project site may be arranged for Bidders by contacting Jesus Navarro, 630-553-8544.

## 5. BID SUBMISSION

### 5.1. SUBMISSION PROCEDURE

- A. Submit two copies of the executed offer on the Bid Forms provided, signed and sealed.

- B. All blank spaces for bid amounts shall be filled, using ink or typewritten, with both words and figures. In case of discrepancy, the amount shown in words shall govern. Write "No Bid" on blank spaces where bidder is not bidding.

## 5.2. BID INELIGIBILITY

- A. Failure to provide insurance requirements may at the discretion of the Owner, invalidate the Bid.

## 6. BID ENCLOSURES/REQUIREMENTS

### 6.1. PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment Bond as described in Document 00 7300 – Supplementary Conditions.
- B. Include the cost of performance assurance bonds in the Bid Amount and identify the cost on the bid form.

### 6.2. BID FORM SIGNATURE

- A. The Bid Form shall be signed by the Bidder, as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
  - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the Bid is signed by officials other than the President and Secretary of the company, or the President/Secretary/Treasurer of the company, a copy of the by-law resolution of the Board of Directors authorizing them to do so, must also be submitted with the Bid Form in the Bid envelope.
  - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

### 6.3. BID SECURITY

- A. Bid Security is required in the form of a Bid Bond, AIA Document A310-2010 in an amount equal to not less than ten percent (10%) of the Base Bid and all Additive Alternates.

## 7. OTHER REQUIREMENTS

### 7.1. AGREEMENT

- A. The contract form for this work shall be the Standard Form of Agreement Between Owner and Contractor (AIA Form A101, 2017 edition).
- B. The winning bidder will be expected to execute the rider per Specification Section 007301, which may modify the terms of AIA Form A107, 2017 edition.

## 8. OFFER ACCEPTANCE/REJECTION

### 8.1. DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the Bid closing date.

8.2. ACCEPTANCE OF OFFER

- A. The Owner reserves the right to accept or reject any or all offers, or to waive any informalities in the Bidding.
- B. After acceptance by the Owner, the Engineer, on behalf of the Owner, will issue a Notice of Award to the successful Bidder.

END 00 2100

3/\_\_\_/2024

**RIDER TO A201-2017**

For Inclusion in Standard Form of Agreement  
Between Owner and Contractor ("Agreement")  
(AIA Document A201-2017) dated \_\_\_\_  
Between the Yorkville Public Library ("Owner")  
And \_\_\_\_\_ ("Contractor")

For Information Purposes:

The engineer on this project is 20/20 Engineering Group, LLC ("Engineer")

(The project consists of Chiller Replacement at the Library)

- A. This Rider to A201-2017 (Rider) applies to all services to be provided by Contractor pursuant to the Agreement.
- B. All representations made by the Owner in the Contract Documents that complete the Agreement are made to the best of Owner's knowledge and belief.
- C. Contractor shall provide a Payment Bond and a Performance Bond in a sum equal to 100% of the amount of the contract issued by an insurance company acceptable to Owner.
- D. Performance Bonds to be provided (AIA Form) shall contain the following language:

"Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein, and further, the parties intend that modifications in the Agreement or Contract Documents or Performance Bond of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect."
- E. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. \* The parties

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\* (a) Actions based upon tort, contract or otherwise against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property shall be commenced within 4 years from the time the person bringing an action, or his or her privity, knew or should reasonably have known of such act or omission. Notwithstanding any other provision of law, contract actions against a surety on a payment or performance bond shall be commenced, if at all, within the same time limitation applicable to the bond principal.

(b) No action based upon tort, contract or otherwise may be brought against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property after 10 years have elapsed from the time of such act or omission . . .

intend that modifications in the Agreement or Contract Documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.

- F. Contractor shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner and Engineer, their agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner and Engineer and Owner's Representative shall be primary insurance for the Owner and Engineer and Owner's Representative with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner and Engineer and Owner's Representative have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance.
- G. Contractor shall purchase and maintain builder's risk property insurance for all sites upon which construction is occurring as provided by the Agreement and all storage sites where equipment, materials, and supplies of any kind purchased pursuant to the Agreement are being held or stored. Except to the extent recoverable by Contractor from another subcontractor, deductibles shall be the responsibility of the Contractor.
- H. Work will not begin, nor will any payment be authorized absent submission by the Contractor to the Owner and/or Owner's Representative of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from the contractor's insurance company.
- I. "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.
- J. The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Agreement of the amounts or types of damages available to the parties shall be given no effect.
- K. The Contractor shall reimburse the Owner for all reasonable fees charged to the Owner by the Engineer and Owner's Representative, if any, which the Owner incurs as a result of the Contractor's failure to fulfill the Contractor's obligations including, without limitation, timely completion of the project.
- L. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of this Agreement and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.
- M. Contractor shall defend, indemnify, and hold harmless Owner, Engineer and Owner's Representative from and against all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
- N. In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Contractor arising out of or relating to

this Agreement shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractors shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law.

- O. Contractor shall obtain lien waivers for all labor and materials for the project.
- P. Contractor acknowledges sole responsibility for determining the nature and extent of any and all work required to complete the Project.
- Q. It is intended that neither the Owner nor the Engineer nor the Owner's Representative has responsibility for constructions means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.
- R. Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.
- S. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
- T. Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the property.
- U. The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance of services under this Agreement, commonly followed by Contractors performing the same or similar services in the locale in which the Project is located. Consistent with this standard of care, Contractor is cognizant of its duties:
  - a) vis-à-vis assessing compliance with the Drawings and Specs; and
  - b) to confirm in writing, when appropriate, interpretations by government officials of building codes and applicable regulations.
- V. Contractor, at Contractor's expense, will obtain and maintain all necessary permits and licenses.
- W. Contractor shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
- X. The Owner is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"). All information submitted by Contractor to Owner is subject to disclosure to third parties in accordance with FOIA. If Contractor intends for Owner to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Contractor must include with its bid written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any information submitted which is not so marked by Contractor at the time of bid submittal will be presumed to be open to public inspection. Contractor may be required to substantiate the basis for its claims. Owner reserves the right, in its sole discretion and subject only to applicable law, to withhold or release

Contractor's information in response to a FOIA request.

- Y. THIS RIDER TO **A201-2017** (RIDER) IS THE LAST ARTICLE TO THE AGREEMENT AND IS EXECUTED ON THE DATES STATED BELOW. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS. THIS PARAGRAPH IS STATED IN ALL CAPITAL LETTERS AND IS INITIALED AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

\_\_\_\_\_  
Contractor (Initial)

\_\_\_\_\_  
Owner (Initial)

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

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

[SIGNATURE PAGE FOLLOWS]

CONTRACTOR TBD  
COMPANY

BOARD OF LIBRARY TRUSTEES  
YORKVILLE PUBLIC LIBRARY

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

By:  
Theron Garcia  
President

Date Signed: \_\_\_\_\_, 2024  
2024

Date Signed: \_\_\_\_\_,

DIVISION 00 - PROCUREMENT AND CONTRACT DOCUMENT  
Section 00 4100 - Bid Form

To: Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

Projects: **2024 Chiller Replacement**

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

Submitted by:  
(full name)

\_\_\_\_\_  
(full address)

1. BID

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by 20/10 Engineering Group, LLC., Engineer for the above mentioned project, we, the undersigned, hereby offer to enter into a contract to perform the Work for **Chiller Replacement**.

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.)

- A. Base Bid – Carrier: All work associated with the **2024 Chiller Replacement at Yorkville Public Library** utilizing the specified Carrier chiller for the contract sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

- B. Base Bid - Daikin: All work associated with the **2024 Chiller Replacement at Yorkville Public Library** utilizing the specified Trane chiller for the contract sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

- C. Base Bid – JCI/York: All work associated with the **2024 Chiller Replacement at Yorkville Public Library** utilizing the specified JCI/York chiller for the contract sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

All federal taxes, State of Illinois taxes, and local municipal taxes as applicable are included in the Bid Sum.

- D. Bid Security: The undersigned furnishes herewith a bid security in the amount of 10% of the amount bid in the form.

- E. Bonds: Included in the Base Bid is the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), for providing Performance Bond and Labor and Material Bond by \_\_\_\_\_  
(name of bonding company)

## 2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for sixty (60) days from the Bid closing date.

If the Bid is accepted by the Owner within the time period stated above, we will:

- A. Execute the Agreement within ten (10) days of receipt of Notice of Award.
- B. Furnish the required bonds within ten (10) days of receipt of Notice of Award in the form described in the Supplementary Conditions.
- C. Furnish the required Certificate of Insurance within ten (10) days of receipt of Notice of Award in the form and amounts described in the Supplementary Conditions.
- D. Commence work as established by the written Notice to Proceed.

## 3. CONTRACT TIME

If the Bid is accepted, we will complete the work by \_\_\_\_\_ (bidder insert date).

## 4. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

## 5. GENERAL STATEMENT

It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informalities in connection therewith, and to award a Contract for any part of the work or the project as a whole. It is agreed that this proposal may not be withdrawn for a period of sixty (60) days after it has been opened, without permission of the Owner.

The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state, and national laws, and that no legal requirement has been or will

be violated in making or accepting this proposal, in awarding the contract to him, and/or in the prosecution of the work required thereunder,

The undersigned agrees that withdrawal of this Bid or failure to sign the Agreement or furnish satisfactory Payment and Completion Bonds within the times hereinabove set forth shall automatically bar undersigned from any further consideration and terminate any and all rights undersigned may have acquired in, by, or through this Bid.

6. BID FORM SIGNATURE(S)

IN WITNESS WHEREOF the undersigned Bidder has caused his/its signature and seal to be affixed hereto by its duly authorized officers this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Official Address \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

(Note: If Bidder is a corporation, the corporate seal must be affixed.)

Owner: Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

**CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_,  
(Bidder)  
having fewer than 25 employees, does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313).

\_\_\_\_\_,  
(Bidder)  
having more than 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

**Firm Name:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Authorized Agent of Contractor**

Owner: Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

*DOCUMENT 00488*  
**CERTIFICATE REGARDING CRIMINAL BACKGROUND INVESTIGATIONS**

Contractor hereby represent, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal code of 1961m "720 ILCS, Section 5/11-6 (Indecent solicitations of a child), 5/11-9 (Public Indecency), 5/11-14 (Prostitution), b/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et. seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et, seq, and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto determine if the applicant has been convicted or committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicted by the designated contractor by its duly authorized officer.

**Firm Name:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Authorized Agent of Contractor**

**Owner:** Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

**DOCUMENT 00489**  
**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Yorkville Public Library, Yorkville, IL to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/1 – 21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

**Firm Name:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Authorized Agent of Contractor**

Owner: Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

DOCUMENT 00495 – BIDDER ELIGIBILITY  
CERTIFICATE AND NON-COLLUSION AFFIDAVIT  
PURSUANT TO PUBLIC ACT 85-1295 (ILLINOIS REVISED STATUTES, 1987 CH. 38,  
SECTION 33E-11 AS AMENDED

I, the individual whose signature appears below on the bid / contract for

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Hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38, 1987, Ill. Rev. Stat., as amended.

The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understanding or agreements in restraints of trade.

**Firm Name:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Authorized Agent of Contractor**

END 00 4100

DIVISION 00- PROCUREMENT AND CONTRACT REQUIREMENTS  
Section 00 7300 - Supplementary Conditions

The following supplements modify the "General Conditions of the Contract for Construction," AIA Document A201-2017. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

**ARTICLE 1: GENERAL PROVISIONS** (No modifications to this article.)

**ARTICLE 2: OWNER** (No modifications to this article.)

**ARTICLE 3: CONTRACTOR** (No modifications to this article.)

**ARTICLE 4: ARCHITECT** (No modifications to this article.)

**ARTICLE 5: SUBCONTRACTORS** (No modifications to this article.)

**ARTICLE 6: CONSTRUCTION BY THE OWNER OR BY SEPARATE CONTRACTORS**

**ARTICLE 7: CHANGES IN THE WORK** (No modifications to this article.)

**ARTICLE 8: TIME** (No modifications to this article.)

**ARTICLE 9: PAYMENTS AND COMPLETION**

9.3. APPLICATIONS FOR PAYMENT - Add the following subparagraphs:

"9.3.1.3. To insure the proper performance of this Contract the Owner will retain 10% of the amount of each estimate until final completion and acceptance of all work covered by this Contract."

"9.3.2.1. Although all material and work covered by partial payments made shall have become the property of the Owner, this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made, or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all terms of the Contract."

"9.3.2.2 The stored materials may be included in the Application for Payment providing the Engineer can verify the cost and the existence of such stored materials. The Contractor shall reimburse the Owner for all of the Engineer's expenses required to verify materials which are stored away from the Project site if the Contractor wishes to include the cost of the stored material in an Application for Payment. Applications for stored materials must meet the following criteria:

- a. Evidence of insurance is required for the stored product.
- b. The product must be produced for this project only.
- c. The product must be stored separately from other inventory and identified for this project only."

"9.3.4. The Contractor shall provide all statements, affidavits and waivers required by the Mechanics' Liens Law of the State of Illinois, including Section 5 thereof, at such time and in such form as provided therein to protect the Owner against mechanics or other liens, and the Contractor hereby acknowledges receipt of notice from the Owner to furnish same."

- "9.3.5. Each application for payment must be accompanied by Contractor's Affidavits and by partial waivers of lien from all Subcontractors, as well as Material Suppliers, showing that the amount of money paid to date to each Subcontractor and Supplier is at least equivalent to the amount shown as the estimated total value of all labor and material incorporated into the work through the immediately preceding calendar month's estimate of work performed as submitted by the Contractor, less contract retainage."

**ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY** (No modifications to this article.)

**ARTICLE 11: INSURANCE AND BONDS**

11.1. CONTRACTOR'S INSURANCE AND BONDS - Add the following paragraphs:

- "11.1.2.1 The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$500,000 per Accident
  - b. \$500,000 Occupational Disease

B. Commercial General Liability

1. Each Occurrence \$1,000,000
2. Products/Completed Operations Aggregate \$2,000,000
3. Personal/Advertising Injury \$1,000,000
4. General Aggregate \$2,000,000
5. Policy shall include:
  - a. Premises - Operations
  - b. Independent Contractors Liability
  - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.
  - d. Contractual Liability
  - e. Broad Form Property Damage.
  - f. Personal Injury-Offenses A,B,C, -exclusion C deleted.
6. The Commercial General Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insureds on the Contractor's Commercial General Liability policy using Form CG 20 10 or its equivalent. The additional insured endorsement shall provide the following:
  - a. That the coverage afforded the additional insureds will be primary insurance for the additional insureds with respect to claims arising out of operations performed by or on behalf of the contractor.
  - b. That if the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis,
  - c. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance, and
  - d. That the additional insureds will not be given less than 30 days prior written notice of any cancellation thereof.
  - e. The Contractor will furnish a Certificate of Insurance evidencing the foregoing.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

1. Bodily Injury

- a. \$ 500,000 Per Person
- b. \$ 1,000,000 Per Accident

2. Property Damage \$ 500,000

or

3. Combined Single Limit \$ 1,000,000

D. Umbrella

- 1. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy, written in an insurance company acceptable to the Owner, may be used to meet the minimum limits required.
- 2. Umbrella Excess Liability (in addition to primary coverage): \$2,000,000

E. The following parties shall be included as Additional Insureds on all contractor's and subcontractor's Certificates of Insurance:

- 1. United City of Yorkville, 651 Prairie Pointe Drive, Yorkville, IL 60560
- 2. 20/10 Engineering Group, LLC, 1216 Tower Road, Schaumburg, IL 60173

"11.1.3.1 Certificates of Insurance shall be submitted within ten (10) days after the date of the Notice of Award, or as otherwise mutually agreed upon by the Owner and the Contractor."

11.4. LOSS OF USE, BUSINESS INTERRUPTIONS AND DELAY IN COMPLETING INSURANCE-  
add to the following subparagraph:

"11.4.1 The Contractor shall provide and pay for a Performance Bond and a Payment Bond in the full amount of the contract. The surety of the bond shall be satisfactory to the Owner and shall be provided on the forms provided in the project manual."

"11.4.2. The Bonds shall include the provisions that the surety will fully reimburse and repay the Owner all costs, damages, attorney fees, engineer's fees, and other expenses which the Owner may incur in making good any default by the Contractor, including any default based upon failure of the Contractor to furnish maintenance, repairs or replacements for any period of time after the work is completed, as provided for in the contract documents."

**ARTICLE 12: UNCOVERING AND CORRECTION OF WORK** (No modifications to this Article.)

**ARTICLE 13: MISCELLANEOUS PROVISIONS** (No modifications to this article.)

**ARTICLE 14: TERMINATION OR SUSPENSION OF THE CONTRACT** (No Modifications to this Article.)

**ARTICLE 15: CLAIMS AND DISPUTES** (No modifications to this article.)

END 00 7300

DIVISION 00 - PROCUREMENT AND CONTRACT DOCUMENTS  
Section 00 7301 – Rider to A101-2017

3/\_\_\_/2024

**RIDER TO A201-2017**

For Inclusion in Standard Form of Agreement  
Between Owner and Contractor ("Agreement")  
(AIA Document **A201-2017**) dated \_\_\_\_  
Between the Yorkville Public Library ("Owner")  
And \_\_\_\_\_ ("Contractor")

For Information Purposes:

The engineer on this project is 20/20 Engineering Group, LLC ("Engineer")

(The project consists of Chiller Replacement at the Library)

- A. This Rider to **A201-2017** (Rider) applies to all services to be provided by Contractor pursuant to the Agreement.
- B. All representations made by the Owner in the Contract Documents that complete the Agreement are made to the best of Owner's knowledge and belief.
- C. Contractor shall provide a Payment Bond and a Performance Bond in a sum equal to 100% of the amount of the contract issued by an insurance company acceptable to Owner.
- D. Performance Bonds to be provided (AIA Form) shall contain the following language:

"Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein, and further, the parties intend that modifications in the Agreement or Contract Documents or Performance Bond of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect."
- E. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. \* The parties intend that modifications in the Agreement or Contract Documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.
- F. Contractor shall purchase insurance to cover claims and expenses, including costs of defense,

---

\* (a) Actions based upon tort, contract or otherwise against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property shall be commenced within 4 years from the time the person bringing an action, or his or her privity, knew or should reasonably have known of such act or omission. Notwithstanding any other provision of law, contract actions against a surety on a payment or performance bond shall be commenced, if at all, within the same time limitation applicable to the bond principal.

(b) No action based upon tort, contract or otherwise may be brought against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property after 10 years have elapsed from the time of such act or omission . . .

asserted against Owner and Engineer, their agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner and Engineer and Owner's Representative shall be primary insurance for the Owner and Engineer and Owner's Representative with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner and Engineer and Owner's Representative have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance.

- G. Contractor shall purchase and maintain builder's risk property insurance for all sites upon which construction is occurring as provided by the Agreement and all storage sites where equipment, materials, and supplies of any kind purchased pursuant to the Agreement are being held or stored. Except to the extent recoverable by Contractor from another subcontractor, deductibles shall be the responsibility of the Contractor.
- H. Work will not begin, nor will any payment be authorized absent submission by the Contractor to the Owner and/or Owner's Representative of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from the contractor's insurance company.
- I. "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.
- J. The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Agreement of the amounts or types of damages available to the parties shall be given no effect.
- K. The Contractor shall reimburse the Owner for all reasonable fees charged to the Owner by the Engineer and Owner's Representative, if any, which the Owner incurs as a result of the Contractor's failure to fulfill the Contractor's obligations including, without limitation, timely completion of the project.
- L. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of this Agreement and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.
- M. Contractor shall defend, indemnify, and hold harmless Owner, Engineer and Owner's Representative from and against all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
- N. In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Contractor arising out of or relating to this Agreement shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractors shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law.
- O. Contractor shall obtain lien waivers for all labor and materials for the project.
- P. Contractor acknowledges sole responsibility for determining the nature and extent of any and all work required to complete the Project.
- Q. It is intended that neither the Owner nor the Engineer nor the Owner's Representative has responsibility for constructions means, methods, techniques, sequences, or procedures, and/or

safety precautions and programs.

- R. Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.
- S. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
- T. Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the property.
- U. The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance of services under this Agreement, commonly followed by Contractors performing the same or similar services in the locale in which the Project is located. Consistent with this standard of care, Contractor is cognizant of its duties:
  - a) vis-à-vis assessing compliance with the Drawings and Specs; and
  - b) to confirm in writing, when appropriate, interpretations by government officials of building codes and applicable regulations.
- V. Contractor, at Contractor's expense, will obtain and maintain all necessary permits and licenses.
- W. Contractor shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
- X. The Owner is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"). All information submitted by Contractor to Owner is subject to disclosure to third parties in accordance with FOIA. If Contractor intends for Owner to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Contractor must include with its bid written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any information submitted which is not so marked by Contractor at the time of bid submittal will be presumed to be open to public inspection. Contractor may be required to substantiate the basis for its claims. Owner reserves the right, in its sole discretion and subject only to applicable law, to withhold or release Contractor's information in response to a FOIA request.
- Y. THIS RIDER TO **A201-2017** (RIDER) IS THE LAST ARTICLE TO THE AGREEMENT AND IS EXECUTED ON THE DATES STATED BELOW. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS. THIS PARAGRAPH IS STATED IN ALL CAPITAL LETTERS AND IS INITIALED AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

\_\_\_\_\_  
Contractor (Initial)

\_\_\_\_\_  
Owner (Initial)

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

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

[SIGNATURE PAGE FOLLOWS]

CONTRACTOR TBD  
COMPANY

BOARD OF LIBRARY TRUSTEES  
YORKVILLE PUBLIC LIBRARY

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

By: \_\_\_\_\_  
Theron Garcia  
President

Date Signed: \_\_\_\_\_, 2024

Date Signed: \_\_\_\_\_, 2024

1. GENERAL

1.1. WORK INCLUDES

- A. Work covered by contract documents: **Chiller Replacement.**

1.2. RELATED WORK

- A. Specified Elsewhere:

1. Section 01 5000 - Temporary Facilities and Controls
2. Section 01 7700 - Closeout Procedures

1.3. DEFINITIONS. The following terms are used throughout the contract documents. The work will be governed in accord with the definitions.

- A. Fabricated: "Fabricated" pertains to items specifically assembled or made of selected materials or components to meet individual design requirements.
- B. Manufactured: "Manufactured" means standard units, usually mass produced by an established manufacturer of the respective item.
- C. Provide: "Provide" means furnish and install.
- D. Shop fabricated or shop made: "Shop fabricated or shop made" refers to items made by the Contractor in his own shop.

1.4. INSURANCE: See the Conditions of the Contract.

1.5. CONTRACT

- A. Construct project under a single combined contract, as the General Contractor, in accordance with Supplementary Conditions, and including the following work:
1. General Work
  2. Electrical Work
  3. Fire Protection Work

1.6. WORK BY OTHERS

- A. The Owner will award contracts which will commence during the Spring of 2024. Work under these contracts includes: **Chiller Replacement.**
- B. Items noted "N.I.C" (Not-in-Contract) will be furnished and installed by the Owner.
- C. The Owner will remove and retain possession of the following items prior to start of the work: N/A
- D. Items furnished by the Owner for final connection by the contractor: N/A

1.7. CONTRACTOR USE OF PREMISES

- A. Confine operations at site to areas permitted by:
1. Law

2. Permits
  3. Contract
  4. Drawings
  5. Owner's representative
- B. Do not unreasonably encumber site with materials or equipment.
  - C. Do not load structures with weight that will endanger structure.
  - D. Assume full responsibility for protection and safekeeping of products stored on premises.
  - E. Use of Site: Confine operations at site to areas as designated by Contract Documents.
  - F. Fire Protection:
    1. Fires: Contractor shall prohibit the lighting of fires about the premises and use due diligence to see that refuse and such not be burned at the construction site. Promptly remove all refuse and such from the site for legal disposal. Prevent the accumulation of combustibles on the site or within the building.
    2. Welding and cutting: It shall be the responsibility of each contractor to take precautionary measures to prevent fire.
    3. Flammables: Gasoline and other fuels shall be kept and handled in accord with NFPA and in UL listed and labeled safety cans, and shall be stored away from hazardous work areas.
  - G. Smoking inside of the existing building, including those areas associated with the work of this contract, will not be permitted. Smoking on the premises outside of the building will also not be permitted.
- 1.8. HAZARDOUS MATERIALS
- A. No asbestos containing materials, lead based paints, or other hazardous materials shall be furnished or installed in this work.
- 1.9. WORK SEQUENCE
- A. Construct work between Notice to Proceed and March 14, 2025.
  - B. Coordinate construction schedule and operations with the owner.
- 1.10. OWNER OCCUPANCY
- A. The Owner intends to occupy the area of work throughout the project.
  - B. The Owner will occupy the premises during the construction.
  - C. Cooperate with the owner to minimize conflict.
  - D. Schedule the Work to accommodate these requirements.

END 01 1000

1. GENERAL

1.1. WORK INCLUDES

- A. Construction mobilization.
- B. Submittals.
- C. Contractor duties.
- D. Coordination.
- E. Closeout procedures.
- F. Testing.

1.2. RELATED WORK

- A. Specified Elsewhere:
  - 1. General Conditions: Duties of the Contractor
  - 2. Section 01 7700 - Closeout Procedures

1.3. CONSTRUCTION MOBILIZATION

- A. Cooperate with the Owner in allocation of mobilization areas of site and parking.
- B. Comply with Engineer's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

1.4. SUBMITTALS

- A. Submit shop drawings, product data and samples for review and compliance with contract documents, for field dimensions and clearances, for relation to available space, and for relation to work of separate contracts. Revise and resubmit as required.
- B. Submit applications for payment on AIA G702 forms (or as otherwise accepted by the Owner) for review.
- C. Submit requests for interpretation of Contract Documents and obtain same through Engineer.
- D. Process requests for substitutions, and change orders, through Engineer.
- E. Deliver closeout submittals for review and preliminary inspection reports.

1.5. CONTRACTOR DUTIES

- A. Coordinate work of all contractors.
- B. Temporary Utilities:
  - 1. Verify that adequate services are provided to comply with specifications for work and climatic conditions.

- C. Payments:
  - 1. Submit Contractor's application for payment including:
    - a. Request for Partial Payment.
    - b. Contractor's Sworn Statement and Affidavit
    - c. Waivers of Lien.
    - d. Requests for Payment for Stored Materials.
- D. Changes:
  - 1. Recommend necessary or desirable changes to Engineer.
  - 2. Enforce adherence to all modifications in contract documents.
- E. Permits and Fees:
  - 1. Project is considered maintenance; therefore, no building permits or special permits are anticipated.
  - 2. Contractor shall include utility company fees. if required.
- F. Inspection:
  - 1. Inspect work to assure that work is performed in accord with Contract Documents.
  - 2. Reject or stop portions of the work which are not in accord with Contract Documents.
- G. Interpretations of Contract:
  - 1. Consult with Engineer to obtain interpretations.
  - 2. Assist in resolution of questions which may arise.
  - 3. Transmit written interpretations to the concerned parties.
- H. Administer Coordination and Processing of:
  - 1. Shop drawings, product data and samples.
  - 2. Project record documents.
- I. Maintain Reports and Records:
  - 1. Records:
    - a. Contracts.
    - b. Purchases.
    - c. Materials and equipment records.
    - d. Inspection reports.
  - 2. Verify that contractors and subcontractors maintain project record documents on a current basis.
  - 3. At completion of project, assemble project record documents in accordance with Contract requirements and deliver to Engineer.
  - 4. Assemble documentation for handling of claims and disputes.
- J. Verify that specified cleaning is done:
  - 1. During progress of work.
  - 2. At completion of contract.
- K. Notification of start-up of permanent equipment:

1. Notify all parties seven (7) days prior to start-up date.
2. Record dates of start of operation of systems and equipment.

L. Substantial Completion:

1. Upon Contractor's determination of substantial completion of work or a portion thereof, prepare for Engineer a list of incomplete or unsatisfactory items.
2. Upon Engineer's certification of date of substantial completion, coordinate correction and completion of work.

M. Final Completion:

1. Upon subcontractor's determination that work is finally complete:
  - a. Submit written notice to Engineer that work is ready for final acceptance.
  - b. Secure and transmit to Engineer specified closeout submittals.
2. Turn over to Engineer:
  - a. Operations and maintenance data.
  - b. Spare parts and maintenance materials.

1.6. COORDINATION

- A. Perform all work between the hours of 7:30 AM and 4:00 PM Monday through Friday, unless other arrangements are made with the Owner.
- B. The Contractor is responsible for all security with regard to the construction. The Contractor shall cooperate completely with the Owner's security measures.
- C. Inform the Owner when coordination of his work and activities is required.

1.7. CLOSEOUT PROCEDURES

- A. Notify Engineer when Work is considered ready for Substantial Completion. Accompany Engineer on preliminary review to determine items to be listed for completion or correction in Contractor's notice of Substantial Completion.
- B. Comply with Contract requirements to correct items of work listed in executed Certificates of Substantial Completion.
- C. Notify Engineer when Work is considered finally complete. Accompany Engineer for final acceptance.
- D. Comply with Contract requirements for completion of items of Work determined as necessary for final acceptance.

1.8. TESTING

- A. Notify Engineer of test schedules.
- B. Verify that required personnel are present.
- C. Verify that specified tests are made as scheduled.

2.      PRODUCTS

Not Used.

3.      EXECUTION

Not Used.

END 01 3100

1. GENERAL

1.1. WORK INCLUDES

- A. Submittals procedures.
- B. Shop drawings.
- C. Product data.
- D. Manufacturers' instructions.
- E. Schedule of Values.
- F. Contractor responsibilities.
- G. Engineer's duties.

1.2. RELATED WORK

- A. Specified Elsewhere:
  - 1. Section 01 3100 - Project Coordination
  - 2. Section 01 7700 - Closeout Procedures: Contract warranty and manufacturer's certificates; closeout submittals.

1.3. DEFINITIONS

- A. Shop Drawings: Shop drawings are original drawings prepared by Contractor, subcontractor, sub-subcontractor, supplier, or distributor, which illustrate some portion of the work, showing fabrication, layout, setting or erection details.
  - 1. Prepared by qualified detailer.
  - 2. Identify details by reference to sheet and detail number shown on contract drawings.
  - 3. Minimum sheet size: 8-1/2" x 11".
  - 4. PDF Format.
- B. Product Data:
  - 1. Manufacturer's standard schematic drawings.
    - a. Modify to delete information which is not applicable to project.
    - b. Supplement standard information to provide additional information applicable to project.
  - 2. Manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations and other standard descriptive data.
- C. Samples: Physical samples to illustrate materials, equipment or workmanship. Approved samples establish standards by which complete work is judged. Maintain at site as directed. Protect until no longer needed.

#### 1.4. CONTRACTOR'S USE OF ENGINEER'S ELECTRONIC FILES

- A. General: At Contractor's written request, copies of Engineer's electronic files will be provided to Contractor for Contractor's use in connection with Project, subject to the following conditions:
  - 1. Upon request to utilize electronic media, the Contractor shall complete an "Electronic File Transfer" form provided by 20/10 Engineering and return the signed form.
  - 2. Construction drawings for this project have been prepared utilizing Revit and AutoCAD. We make no representation as to the compatibility of these files with your hardware or your software beyond the specified release of the referenced specifications.
  - 3. The electronic contract documents can be used for preparation of shop drawings and as-built drawings only. The information may not be used in whole or in part for any other project.
  - 4. The use of these AutoCAD documents by the Contractor does not relieve them from their duty to fully comply with the contract documents, including, and without limitation, the need to check, confirm and coordinate all dimensions and details, take field measurements, verify field conditions and coordinate your work with that of the other contractors for the project.
  - 5. The information is provided to expedite the project and assist the Contractor with no guarantee by 20/10 Engineering as to the accuracy or correctness of the information provided. 20/10 Engineering accepts no responsibility or liability for the Contractor's use of these documents.

#### 1.5. SUBMITTAL PROCEDURES - GENERAL

- A. Sequentially number the transmittal forms. Re-submittals to have original number with an alphabetic suffix.
- B. Make all submittals in PDF Format.
- C. Reproduction of the Contract Documents will not be accepted as submittals. The Contract Documents are protected by copyright laws and shall not be reused or copied in any form without written permission of the authors.
- D. Apply contractor's stamp, signed or initialed certifying that review, verification of products required, field dimensions, adjacent construction work, and coordination of information, is in accordance with the requirements of the work and Contract Documents.
  - 1. Contractor review must be completed to the greatest extent possible prior to submission to the Engineer.
- E. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed work.

#### 1.6. MANUFACTURER'S INSTRUCTIONS SUBMITTAL PROCEDURES

- A. When specified in individual specification Sections, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

#### 1.7. SCHEDULE OF VALUES

- A. Submit Schedule of Values to Engineer at least 15 business days prior to submitting first application for payment.

1. Support values given with data to substantiate its correctness.
2. List quantities of materials specified under unit prices.
3. Use Schedule of Values as only basis for application for payment.
4. Payment for materials stored on or off site will be limited to those materials listed in Schedule of Values.

B. Form of Submittal

1. Submit typewritten Schedule of Values on form acceptable to the Engineer.
2. Use Project Manual Table of Contents as basis of format for listing costs of all work, unless otherwise indicated by the Engineer.
3. Identify each line item with number and title listed in Project Manual Table of Contents.

2. PRODUCTS  
Not used.

3. EXECUTION

3.1. CONTRACTOR RESPONSIBILITIES

- A. Review shop drawings, product data, and samples prior to submission to Engineer.
- B. Verify:
1. Field dimensions.
  2. Field construction criteria.
  3. Catalog numbers and similar data.
- C. Coordinate each submittal with requirements of:
1. The work.
  2. The contract documents.
  3. The work of other contractors and Subcontractors.
- D. Contractor's responsibility for errors and omissions in submittals is not relieved by Engineer's review of submittals.
- E. Prior to submission, notify Engineer in writing of all proposed deviations in submittals from contract requirements.
- F. Do not begin any work which requires submittals without having Engineer's stamp and initials or signature.
- G. After Engineer's review, make response indicated by the Engineer's stamp. Distribute copies of reviewed submittals to concerned parties.
1. Instruct parties to promptly report any inability to comply with provisions.

3.2. ENGINEER'S DUTIES

- A. Review submittals within 20 business days, unless notice is otherwise given to the Contractor.
- B. Review for:
1. Consistency with design concept of project.

2. Compliance with Contract Documents.
- C. Review all requests for proposed deviations.
- D. Review of separate item does not constitute review of assembly in which item functions.
- E. Affix stamp, date and initials or signature certifying to review of submittal, and with indications for Contractor response.
- F. Return submittals to Contractor for response or distribution. The Engineer will return the reviewed and stamped in electronic PDF Format to the Contractor.

### 3.3. RESUBMISSION REQUIREMENTS

- A. Shop drawings:
  1. Revise initial drawings as indicated and resubmit in accordance with submittal procedures.
  2. Indicate on drawings all changes which have been made in addition to those requested by Engineer.
- B. Product data and samples: Submit new data and samples as specified for initial submittal.
- C. Make all re-submittals within 10 business days after date of Engineer's previous review.

END 01 3300

DIVISION 01 - GENERAL REQUIREMENTS  
Section 01 5000 - Temporary Facilities and Controls

1. GENERAL

1.1. WORK INCLUDES

- A. Temporary Utilities: Electricity, lighting, heat, ventilation, water, and sanitary facilities.
- B. Temporary Controls: Barriers, protection of the Work, and water control.
- C. Construction Facilities: Parking, field offices, progress cleaning, and project signage.

1.2. RELATED WORK

- A. Specified Elsewhere:
  - 1. Section 01 3100 - Project Coordination
  - 2. Section 01 7700 - Closeout Procedures

1.3. SUBMITTALS

- A. Submit in accordance with Section 01 3300:

1.4. REQUIREMENTS OF REGULATORY AGENCIES

- A. Comply with specified codes and regulations:
  - 1. National Electric Code.
  - 2. Federal, State and Local requirements.
  - 3. Utility company regulations.

1.5. TEMPORARY UTILITIES/SERVICES RESPONSIBILITY

- A. Responsibility: The following temporary utilities and facilities on the construction site shall be provided by the party indicated below:

Item	Provider
1 - Telephone	Contractor
2 - Electricity	Owner
3 - Water (potable for construction use)	Owner
4 - Drinking water	Owner
5 - Toilets	Contractor
6 - Parking Spaces for Workers	Owner
7 - Storage Areas and Facilities	Contractor
8 - Trash containers and Trash removal	Contractor

1.6. USE OF OWNER'S EXISTING SYSTEMS FOR CONSTRUCTION

- A. Make all arrangements with Owner's Representative. Contractor is responsible for all connection fees.
- B. Limitations: Regulate all parts of existing systems used for construction purposes.
  - 1. Do not overload system. When project requirements exceed system capacity, provide separate system to meet needs.
- C. Modify, supplement, and extend system to meet temporary utility requirements for project, subject to acceptance of Engineer and the Owner.
- D. Maintain strict supervision of use of temporary facilities.
  - 1. Enforce conformance with:
    - a. Specified codes and standards.
  - 2. Use only designated facilities, systems or portions thereof.
    - a. Electrical Power Service:
      - 1) Provide temporary extension of service to meet lighting requirements.
      - 2) Do not overload circuits.
      - 3) Replace all components damaged by Contractor's use.
    - b. Lighting:
      - 1) Provide and maintain additional lighting, extend from existing system, to comply with temporary lighting requirements.
      - 2) Contractor causing damage shall replace damaged lamps and fixtures.

1.7. TEMPORARY LIGHTING

- A. Provide and maintain lighting for construction operations.
- B. All temporary lighting requirements shall meet or exceed OSHA requirements. Remove all temporary lighting facilities at end of project.

1.8. TEMPORARY SANITARY FACILITIES

- A. Provide and maintain temporary outdoor sanitary facilities within lockable work area to prevent access by students.
- B. Remove temporary facilities at completion of project.

1.9. PROTECTION OF INSTALLED WORK

- A. Provide temporary and removable protection for installed products. Control activity in immediate work area to minimize damage.

1.10. SECURITY

- A. Coordinate with Owner's security program.

1.11. PROGRESS CLEANING

- A. Maintain all construction areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition at all times.
- B. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
- C. Remove waste materials, debris, and rubbish from site and dispose legally off-site.

2. PRODUCTS

2.1. Not Used

3. EXECUTION

3.1. ALL TEMPORARY UTILITIES

- A. Install work in neat and orderly manner.
- B. Maintain to give safe, continuous service, and to provide safe working conditions.

3.2. REMOVAL

- A. Repair all damage caused by installation. Restore to original conditions.

END 01 5000

1. GENERAL

1.1. WORK INCLUDES

- A. Requirements and limitations for cutting and patching of work.
  - 1. Execute cutting, filling, or patching of work, required to:
    - a. Make several parts fit properly.
    - b. Uncover work to provide for installation of ill-timed work.
    - c. Remove and replace defective work.
    - d. Remove and replace work not conforming to contract requirements.
    - e. Install specified work in existing construction.
  - 2. Do not cut or alter work of another contractor without written consent of Engineer.

1.2. RELATED WORK

- A. Specified Elsewhere:
  - 1. Section 01 1000 - Project Summary
  - 2. Section 01 3300 - Submittal Procedures

1.3. SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather-exposed or moisture-resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
- B. Prior to cutting and patching done on request of Engineer, submit cost estimate.

1.4. PAYMENT FOR COSTS

- A. Costs caused by ill-timed or defective work, or work not conforming to contract documents, including costs for additional services of Engineer: Party responsible for ill-timed, rejected, or non-conforming work.
- B. Work done on request of Engineer, in addition to the contract requirements, other than defective or non-conforming work: Owner.
- C. Cutting and patching of all major holes in existing materials in remodeling work for the penetration of any contractor's work shall be installed by the Contractor. Cost of cutting and patching of these holes, as well as costs for lintels, sleeves, or other associated construction, shall be borne by the Contractor.
- D. Cost of cutting of minor holes in existing materials in remodeling work, and cost of cutting of new materials installed in remodeling work shall be the responsibility of the trade requiring the cutting. Patching shall be done by the trade normally involved with that type of work at the cost of the trade requiring the cutting.

- E. Major holes shall be defined as any opening 8" x 8" or 8" in diameter, or larger, in surface area by depth as required. Minor holes shall be defined as any opening smaller than a major hole.

## 2. PRODUCTS

### 2.1. MATERIALS

- A. Primary Products: Those required for original installation.

## 3. EXECUTION

### 3.1. EXAMINATION

- A. Inspect existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
- B. After uncovering existing Work, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

### 3.2. PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.

### 3.3. CUTTING AND PATCHING

- A. Execute cutting, fitting, and patching to complete work.
- B. Fit products together, to integrate with other work.
- C. Remove and replace defective or non-conforming work.

### 3.4. PERFORMANCE

- A. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- B. Employ original installer to perform cutting and patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- C. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior acceptance.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Fit work air tight to pipes, sleeves, conduit, and other penetrations through surfaces.
- F. At penetrations of fire-rated walls, completely seal voids with fire-rated, fire resistant material to full thickness of the penetrated element.
- G. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

END 01 7329

1. GENERAL

1.1. WORK INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.
- E. Operation and maintenance data.
- F. Warranties

1.2. RELATED WORK

- A. Specified Elsewhere:
  - 1. Section 01 5000 - Temporary Facilities and Controls: Progress Cleaning.

1.3. CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Engineer's review.
- B. Provide submittals to Engineer that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.4. FINAL CLEANING

- A. Execute final cleaning prior to final observation.
- B. Clean equipment and fixtures to a sanitary condition.
- C. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.5. ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

1.6. PROJECT RECORD DOCUMENTS

- A. Maintain on site, one set of the following record documents; record actual revisions to the Work:
  - 1. Contract Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other Modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.

- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress.
- D. Submit documents to Engineer with final Application for Payment.
- E. Mark drawings with red pencil or mark work of separate subcontracts with different colors of pencils.

1.7. OPERATION AND MAINTENANCE DATA

- A. Submit an electronic PDF and two sets prior to final acceptance, bound in 8-1/2" x 11" text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder covers with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS" and title of project.

1.8. WARRANTIES

- A. Provide duplicate notarized copies.
- B. Submit prior to final Application for Payment.
- C. Warranties begin at the date of Substantial Completion, including items that were used during construction.

1.9. SPARE PARTS, KEYS, AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, keys, maintenance and operating tools, and extra materials in quantities specified.
- B. Deliver to project site and place in location as directed; obtain receipt prior to final payment.

1.10. OTHER PROJECT CLOSEOUT REQUIREMENTS

- A. See 01 7700 - Appendix A (attached) for additional project closeout requirements.

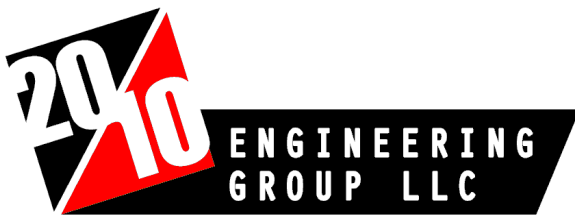
2. PRODUCTS  
Not used.

3. EXECUTION  
Not used.

## PROJECT CLOSEOUT CHECKLIST - APPENDIX A

- I. ENGINEER PREPARE FOR EXECUTION:
  - A. Final Punch List
  - B. Certificate of Substantial Completion
  - C. List of all Warranties greater than 1 year duration.
- II. CONTRACTOR PREPARE FOR EXECUTION AND SUBMITTAL:
  - A. Final Application for Payment
  - B. Contractor's Affidavit of Payment of Debts and Claims
  - C. Contractor's Affidavit of Release of Liens
    - 1. Final Waivers of Lien from:
      - a. Subcontractors
      - b. Suppliers
    - 2. Contractor's Final Waiver of Lien in the full amount of the contract.
  - D. Contractor's Certification of Completion in compliance with the Contract Documents (including all Punch List items).
- III. CONTRACTOR PREPARE AND SUBMIT:
  - A. Written guarantees as required by the Contract Documents
  - B. Project Record Documents
  - C. Operating and Maintenance Manuals
- IV. CONTRACTOR OBTAIN FROM OTHERS AND SUBMIT:
  - A. Certificate of Occupancy
  - B. Consent of Surety to Final Payment
- V. CONTRACTOR VERIFY THAT OWNER HAS RECEIVED (provide Engineer with letters of transmittal signed by Owner's project representative):
  - A. Equipment Operating Tools and Keys as required by the Contract Documents

END 01 7700



April 3, 2024

Shelley Augustine, Director  
Yorkville Public Library  
902 Game Farm Road  
Yorkville, IL 60560

Re: Letter of Recommendation  
2024 Chiller Replacement  
Yorkville Public Library  
Yorkville, Illinois

Ms. Augustine and Members of the Board:

On Tuesday April 2, 2024 at 11:00 pm, bids were received at the United City of Yorkville Administrative Office for the 2024 Chiller Replacement at Yorkville Public Library project. The bid release was advertised in local publications more than 10 days prior to the bid opening. Attached for your reference is the bid tabulation sheet.

There were thirteen bidders that submitted bids. The bid was structured to provide a separate bid for each of 3 manufacturer's chillers due to the differences in installation of each one. The lowest bid for each chiller was as follows:

Carrier: Oakbrook Mechanical, \$235,000.00

Daikin: Trico Mechanical, \$236,670.10

JCI/York: Oakbrook Mechanical, \$240,000.00

The lowest bid is by Oakbrook Mechanical of Elmhurst, Illinois utilizing a Carrier chiller in the amount of \$235,000. We have contacted Oakbrook Mechanical to review the scope of the project and are confident that they have included the work indicated on the drawings and in the specifications in their bid. We have worked successfully with Oakbrook Mechanical on similar projects in the past. They are a reputable contractor capable of completing this project.

Sincerely,

20/10 Engineering Group, LLC

A handwritten signature in black ink, appearing to read 'Jeffrey C. Chamberlin'.

Jeffrey C. Chamberlin, P.E., LEED-AP

**20/10 Engineering Group, LLC**

1216 Tower Rd, Schaumburg, IL 60173 847.882.2010 fax 847.882.2201

**Sustainable Designs**

**Better Engineering Vision**





**Yorkville Public Library**  
**2024 Chiller Replacement**  
 Bid Tabulation Sheet  
 Tuesday, April 2, 2024, 11:00am

Bidder	Bid Bond 10%	Performance Bond 100%	Addendum	Base Bid: Carrier	Base Bid: Daikin	Base Bid: JCI/York	Comments
			1				
1 Source Mechanical, Inc.	X		X	\$313,577	\$298,169	\$309,807	
Acitelli Heating & Piping	X		X	\$277,000	\$279,000	\$284,000	
Artlip and Sons, Inc.	X		X	\$293,000	\$289,000	\$302,000	
CCC Design-Build							
Commercial Mechanical	X		X	\$308,700	\$279,800	\$290,900	
Core Mechanical	X		X	\$301,395	\$300,750	\$317,195	
Cryer & Olsen Mechanical	X		X	\$277,000	\$247,000	\$267,000	
FE Moran	X		X	\$254,100	\$239,955	\$255,300	
Helm Mechanical	X		X	\$297,000	\$285,000	\$301,000	
JB Contracting Corporation	X		X	\$284,911	\$241,396	\$254,418	
John's Sales & Service							
Monaco Mechanical	X		X	\$240,000	\$238,000	\$252,000	
Oak Brook Mechanical	X		X	<b>\$235,000</b>	\$239,000	<b>\$240,000</b>	
Premier Mechanical Inc.	X		X	\$272,600	\$275,100	\$291,200	
Trico Mechanical Inc.	X		X	\$251,991.70	<b>\$236,670.10</b>	\$245,293.00	



To: Board of Trustees  
From: Shelley Augustine – Library Director  
Date: March 26, 2024  
Subject: Non-Resident cards

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Section 3050.20 of the Illinois State Administrative Code requires that each public library make an annual decision whether to participate in the state's nonresident fee program or not. If a Library participates, it must also set the fee nonresidents will pay for their card, **which must be at least equal to the cost paid by the residents.**

Administrative rules [23 Ill. Adm. Code 3050] determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. [Section 3050.60 Non-Resident Fee Formula](#) set by the Illinois State Library.

#### **General Mathematical Formula**

- 1) To determine the minimum non-resident fee, a local library should divide the library income from public property tax sources or its equivalent by the local population to determine the cost of service per capita
  - a.  $1,870,321 \text{ (income)} \div 21,533 \text{ (US Census 2020)} \times 3.03 \text{ (Persons per household – US Census 2020)} = \$263.18$

#### **Tax Bill Methods**

- 1) Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
  - a.  $\text{Net taxable value} \times \text{current tax rate } (.00255320) = \text{Cost of non-resident card}$

It is my recommendation to participate in the non-resident fee program and to adopt the Tax Bill method for determining the cost of a non-resident card.

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## **RESOLUTION 01-24**

### **ANNUAL RESOLUTION AUTHORIZING NON-RESIDENT LIBRARY CARDS**

WHEREAS, the Yorkville Public Library (the Library) is a tax-supported public library; and

WHEREAS, persons residing within the jurisdictional boundaries of the Library pay taxes to support the Library; and

WHEREAS, the Local Library Act (the Act) provides that the Board of Library Trustees (the Board) may allow non-residents to purchase a library card, i.e., the Act provides the Board may extend the privileges and use of the Library, including the borrowing of materials on an individual basis by persons residing outside the Library (75 ILCS 5/4-7(12); and

WHEREAS, the Act stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Board has determined for its fiscal year commencing May 1, 2024 and ending April 30, 2025 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, be it and it is hereby resolved by the Board as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Library and owning no taxable property within the jurisdictional boundaries of the Library may purchase a non-resident fee card for the price calculated according to the “Tax Bill Method” (see 23 Ad. Code 3050.60(b)).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Library but owning or leasing property that is taxed for library service (as an individual, a partner, the principal stockholder, or other joint owner) within the jurisdictional boundaries of the Library, or serving as a senior administrative officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Library may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease

of that taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The Library shall notify the regional library system of this Resolution within 30 days of the adoption of this Resolution.

Section 4: A valid non-resident library card issued by the Library pursuant to this Resolution shall afford a non-resident library cardholder all the services which the Library affords its residents, including reciprocal borrowing privileges.

Section 5: This Resolution is effective upon its adoption.

ADOPTED April 8, 2024 by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President  
Board of Library Trustees  
Yorkville Public Library

ATTEST:

\_\_\_\_\_  
Secretary  
Board of Library Trustees  
Yorkville Public Library