

# **North Riverside Public Library**

2400 S. Des Plaines Avenue  
North Riverside, Illinois 60546

## Agenda Committee of the Whole Board of Trustees

June 7<sup>th</sup>, 2021  
6:00 PM

### **1. Open of Meeting**

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda and requested changes to agenda

### **2. Open Forum**

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

### **3. Minutes**

- A. Accept Minutes of January 6, 2020 Committee of Whole Meeting Open Session. \*Note: No meetings have been held since January 6, 2020.

### **4. Policy Committee**

- A. PTO Policy Update
- B. Observed Holiday Policy (addition to holiday policy)

### **5. Building & Grounds**

- A. Lighting Quotes review
- B. Carpeting for Lower Level
- C. Parking lot/Concrete Removal and Replacement

### **6. Finance**

- A. Working Budget Review
- B. B&M (Building and Maintenance) Ordinance Review
- C. RFP for Auditing Services

### **7. Other**

- A. Board Trustee Name Tags & Business Cards

### **8. Adjournment**

The Library Board meeting is scheduled for Monday, June 21<sup>st</sup>, 2021 at 6:00pm.



Service & Maintenance Division

# *North Riverside Library*

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## *2021 Spring Maintenance Report*

5/7/2021  
Project Manager: Brett Plank

*Prepared for:  
Natalie Bazan*

*2400 S. Des Plaines  
North Riverside, IL 60546*



[www.olssonroofing.com](http://www.olssonroofing.com)

740 SOUTH LAKE STREET • P.O. BOX 1450 • AURORA, ILLINOIS 60507-1450 • 630.892.0449



P.O. Box 1450  
740 S. Lake St  
Aurora, IL 60507-1450  
Office (630) 892-0449 Fax (630) 892-6135  
[olssonroofing.com](http://olssonroofing.com)

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## RAM – Roof Asset Management – Semi-Annual Inspection report

**Customer Contact:** Natalie Bazan

**Location:** 2400 S. Des Plaines Ave. North Riverside, IL

**Job Number:** 1421

**Inspection Date:** 05/07/2021

**Estimated Roof Age:** 10+ yrs

**Roof System:** EPDM Adhered

**Roof Rating: (1-Excellent – 2-Good – 3-Fair – 4-Poor – 5-Replace)**

**2-Good**

**General Observations:** Upon inspection, roof was found to be in good condition and performing as designed. All field seams, curb flashings, coping caps, pipe penetrations, and metal termination sealants were inspected. No major issues found at this time

**Repairs Performed:** Updated sealant as needed.  
Removed any small debris from roof.

**Additional Work Recommended:** None

**Additional Cost:**

## Overview Images



Map # 1  
Overview of Roof



Map # 2  
Overview of Roof



Map # 3  
Overview of Roof



Map # 4  
Overview of Roof  
Coping caps checked



Map # 5  
Overview of Roof  
Skylights checked



Map # 6  
Overview of Roof  
Drains checked



Map # 7  
Overview of Roof



Map # 8  
Overview of Roof  
Wall flashings inspected



Map # 9  
Overview of Roof  
Field seams checked



Map # 10  
Overview of Roof





Map # 11  
Overview of Roof

## Before and After Images

**BEFORE**



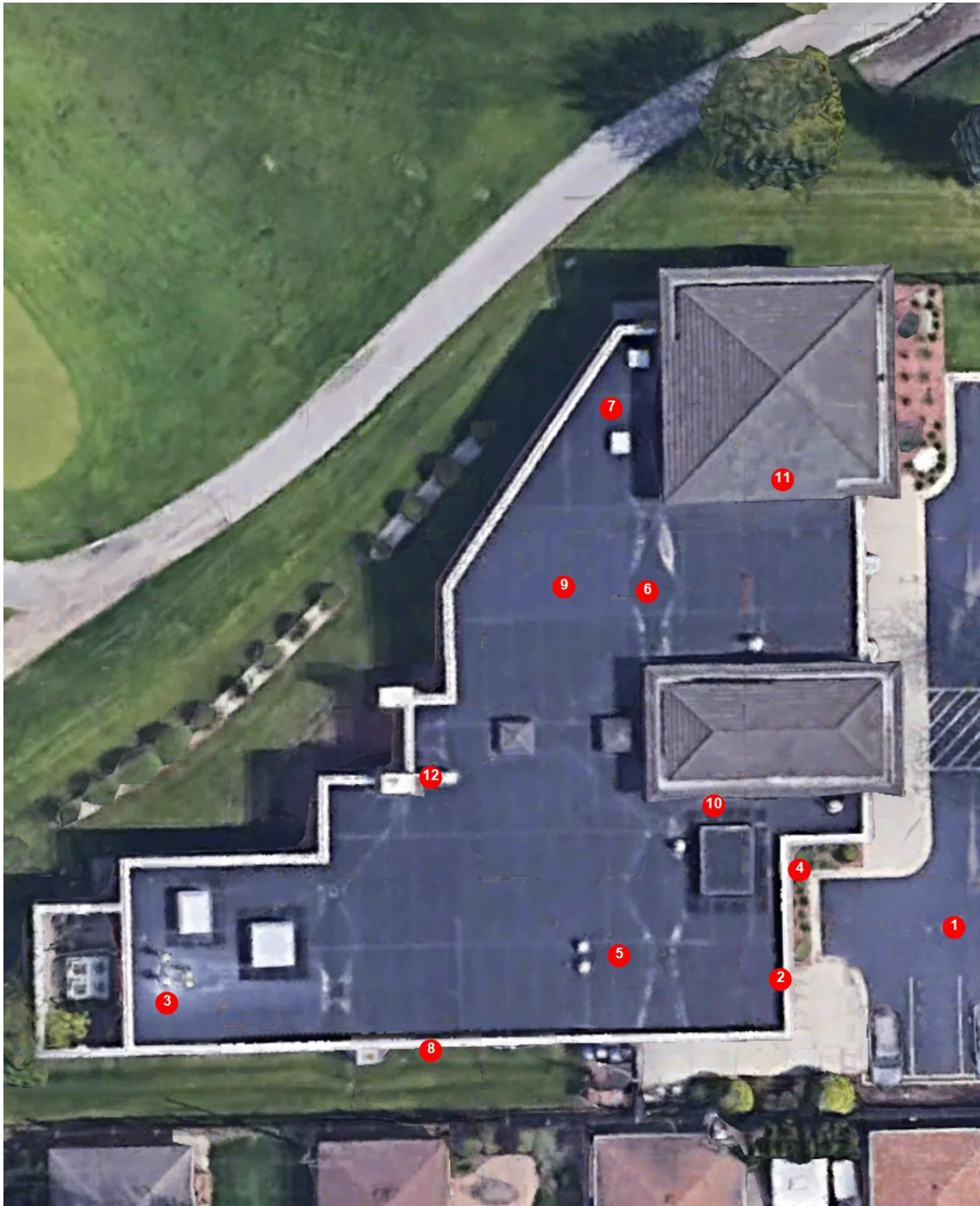
Sealant Defect  
Deteriorating sealant  
Map # 12

**AFTER**



Repairs Completed

Diagram



# TWIN SUPPLIES, LTD.

# ESTIMATE

## High Efficiency Lighting

<http://twinsupplies.net>    1010 JORIE BLVD, Suite 124    OAK BROOK, IL 60523  
 PHONE: (630) 590-5138    FAX: (630) 537-1045    EMAIL: [info@twinsupplies.net](mailto:info@twinsupplies.net)

Date	Estimate #
5/12/2021	565-57-291C

North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546
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Ship To
North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546

Customer Contact	Customer Phone
	708-447-0869

Rep	Project
C&A	

Item	Description	Qty	Rate	Total
	***RETROFIT ESTIMATE***			
PHILIPS-EVO CLICK LED 2X4...	PHILIPS- 2X4 EVO KIT CLICK LED - 29W LED; SENSOR 200 INSTALLED; 4000K; 4200 LUMENS; DLC PREMIUM	71	25.00	1,775.00
PHILIPS-EVO CLICK LED 2X2...	PHILIPS- 2X2 EVO KIT CLICK LED - 24W LED; SENSOR 200 INSTALLED; 4000K; 3200 LUMENS; DLC PREMIUM	2	25.00	50.00
ILLUMRA-SINGLE DIMMER	ILLUMRA - SINGLE ROCKER DIMMER SWITCH	4	50.00	200.00
PHIL-LED 13W 4000 P	PHILIPS - 13W 4FT TLED T8 PLASTIC TUBE; 4000K; 7 YEAR WARRANTY. SKU - 046677473945/ 473942 (DLC)	354	2.00	708.00
ADVANCE-TYPE C LED 3 LA...	ADVANCE - TYPE C LED DRIVER 3 LAMP #ICN-3P16-TLED-N	118	15.00	1,770.00
GC-INNOFIT GEN2 6"	GREEN CREATIVE - 6" GEN2 LED INNOFIT; 13 WATTS; 0-10v DIMMING; 3500K; 800-1,600 LUMENS 120-277V; WET LOCATION; 790492350683; BILD	98	28.00	2,744.00
PHIL-LED 13W 4000 P	PHILIPS - 13W 4FT TLED T8 PLASTIC TUBE; 4000K; 7 YEAR WARRANTY. SKU - 046677473945/ 473942 (DLC)	68	2.00	136.00
ADVANCE-TYPE C LED 2 LA...	ADVANCE - TYPE C LED DRIVER 2 LAMP #ICN-2P16-TLED-N	34	14.00	476.00

**Subtotal**

**Sales Tax (0.0%)**

**Total**



Check out some of our projects on our website:  
<http://twinsupplies.net/>

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# ESTIMATE

## High Efficiency Lighting

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 PHONE: (630) 590-5138    FAX: (630) 537-1045    EMAIL: [info@twinsupplies.net](mailto:info@twinsupplies.net)

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North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546
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Ship To
North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546

Customer Contact	Customer Phone
	708-447-0869

Rep	Project
C&A	

Item	Description	Qty	Rate	Total
GC-16PLL/835/GL/BYP	GREEN CREATIVE - 16W PLL LED BY PASS; 3500K; 2000 LUMENS	30	23.00	690.00
LABOR	LABOR - 1 YEAR WARRANTY		7,000.00	7,000.00
COMED PSSFP REBATE	THE ABOVE PRICING INCLUDES ALL APPLICABLE COMED PUBLIC SECTOR SMALL FACILITIES PROGRAM REBATES; REBATES BASED ON APPROVAL  ESTIMATED INCENTIVE FROM COMED: \$15,169.95			

This estimate is good for 30 days. Thank you for your business!		<b>Subtotal</b>	\$15,549.00
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$15,549.00



Check out some of our projects on our website:  
<http://twinsupplies.net/>

# Assessment Report

Natalie Starosta • North Riverside Library  
2400 S. Des Plaines Ave., North Riverside, IL 60546 - 0000

Tuesday, May 18, 2021

## Financial Benefit

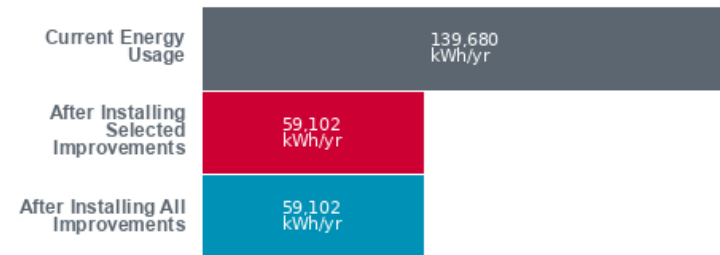
Projects can be costly. That is why ComEd provides instant incentives to reduce your project costs upfront. The table below shows your project costs before and after your instant incentives.

Cost of All Recommended Improvements	\$36,143.50
<b>Cost of Selected Improvements</b>	<b>\$36,143.50</b>
<b>Total Instant Incentives from ComEd*</b>	<b>- \$16,724.25</b>
<b>Project Cost Due to Your Service Provider</b>	<b>\$19,419.25</b>

\*All incentives are subject to change and must be reserved to be guaranteed

## Annual Energy Usage Benefit

The figure below shows your estimated electricity use over the last year, your estimated electricity use after installing selected improvements and your usage if all improvements were completed.



Receive a total project discount of:



Reduce your payback time to:



Lower your annual electric costs by:



## Your Project Plan Includes All Recommended Improvements

Check back often -- we are always adding more ways to save money and energy.

### PREPARED BY:

Madison Smith • BA Solutions, LLC • 847-707-0146 • msmith@balighting.com

# Applicant Information

## Customer Information

**Company Name:** North Riverside Library

**Telephone:** 708-447-0869

**Contact Name:** Natalie Starosta

**Email:** Starostan@northriversidelibrary.org

**Title:** Director

**ComEd Account Number:** XXXXX62012

**Address:** 2400 S. Des Plaines Ave., North Riverside IL,  
60546 - 0000

**Name as it appears on electric bill:** NORTH  
RIVERSIDE LIBRARY

**Mailing Address:** Same as facility address

## Service Provider Information

**Contracting Company Name:** BA Solutions, LLC

**Contact Name:** Madison Smith

**Title:** Project Manager

**Telephone:** 847-707-0146

**Address:** 1001 N Old Rand Rd Unit 101, Wauconda IL,  
60084

**Email:** msmith@balighting.com

## Illinois Commerce Commission Certification



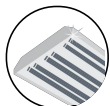
You acknowledged that pursuant to Section 16-128B of the Illinois Public Utilities Act, ComEd cannot issue certain incentives or rebates unless it is provided with:

- 1) Certification that measure was self-installed by the ComEd customer, or
- 2) Evidence that the measure was installed by an installer certified by the Illinois Commerce Commission

You may qualify for more incentives from the ComEd Energy Efficiency Program. If so, we may contact you. For more information, visit [ComEd.com/BizIncentives](http://ComEd.com/BizIncentives). You can also reach us by phone at **855-433-2700** or email us at [BusinessEE@ComEd.com](mailto:BusinessEE@ComEd.com).

# Project Plan

Work with your Service Provider to review this customized project plan. These improvements were identified during your free energy assessment. Receive an instant incentive on these improvements by completing the application, signing the program agreement and scheduling installation with your Service Provider.



## New Lighting Solutions

Includes all recommended new T8/T5 fluorescent, induction and LED lighting.

Location	Existing	Proposed	Quantity	Energy Savings (kWh)
INDIRECT LINEARS	TBD	ESPEN 4ft T8 2L	54	5,992.50
INDIRECT LINEARS	TBD	ESPEN 4ft T8 2L	28	6,453.46
INDIRECT LINEARS	TBD	Espen 3ft T8 Type C	4	409.74
TROFFERS	TBD	LGE2X4 SC	42	4,481.57
CANS	TBD	Green Creative selectfit 6in	51	12,625.22
TROFFERS	TBD	LGE2X4 SC	11	3,849.88
INDIRECT LINEARS	TBD	ESPEN 4ft T8 2L	31	3,440.14
INDIRECT LINEARS	TBD	ESPEN 4ft T8 2L	16	3,687.69
CANS	TBD	Green Creative selectfit 6in	78	12,650.83
TROFFERS	TBD	LGE2X4 SC	19	4,298.04
TROFFERS	TBD	LGE 2X2 SC	2	170.73
STRIPS	TBD	Jarvis LSL 40w 4ft Full Fixture	2	375.60
WIDE BODY LINEARS	TBD	LSL 40W	27	1,959.09
			<b>Total</b>	<b>60,394.46</b>



## Lighting Retrofit Solutions

Includes all recommended T12 to T8 or T5 fluorescent retrofits.

Location	Existing	Proposed	Quantity	Energy Savings (kWh)
INDIRECT LINEARS	TBD	EM132WHITE	6	284.02
INDIRECT LINEARS	TBD	Verbatim A19 -3000K 9W	56	10,779.66
			<b>Total</b>	<b>11,063.68</b>





### Outdoor Lighting Solutions

Includes all recommended outdoor new T8/T5 fluorescent, induction, LED lighting, ceramic discharge metal halide and LED channel signs.

Location	Existing	Proposed	Quantity	Energy Savings (kWh)
EXTERIOR	TBD	Jarvis JSAL 150W	2	2,440.00
EXTERIOR	TBD	JARVIS 60W FLOOD	5	4,260.00
			<b>Total</b>	<b>6,700.00</b>



### Controls Solutions

Includes all recommended lighting occupancy sensors, daylighting controls, photocells, dimming technology, time clocks, smart strips, computer power management software, vending machine controls and kitchen fan demand control ventilation.

Location	Energy-Saving Improvement	Quantity	Energy Savings (kWh)	
TROFFERS	Advanced Lighting Controls	72	2,286.37	
TROFFERS	Advanced Lighting Controls	2	51.22	
STRIPS	Remote Mounted Occupancy Sensor	2	81.95	
			<b>Total</b>	<b>2,419.53</b>



### Additional Costs

Includes all additional costs related to the installation of your recommended energy-saving solutions.

Location	Cost Type	Quantity	Cost	
INSTALL	Labor	1	\$8622.5	
INDIRECT LINEARS	Other	6	\$300	
			<b>Total</b>	<b>\$8,922.50</b>

# Take Action

ComEd is committed to helping you invest in energy-saving improvements that will impact your business' bottom line. Designed with your business in mind, ComEd offers the highest levels of incentives and services. Your free energy assessment and instant incentives through our qualified Service Provider can help your business save money and energy. This report provides a customized project plan with instant incentives available and recommends improvements for your next project. We hope it is a valuable tool as you begin your energy-savings journey.



## ASSESSMENT

Congratulations on completing an energy assessment through the ComEd Energy Efficiency Program.



## PROJECT PLAN

Work with your Service Provider to select a project plan that works for you.



## INSTALLATION

Your project will be installed by your preferred Service Provider and you will receive instant incentives. You only pay the balance after the incentives are applied.

## YOUR SERVICE PROVIDER

Select a project plan and schedule your installation.

BA Solutions, LLC  
Madison Smith, Project Manager  
1001 N Old Rand Rd Unit 101, Wauconda, IL  
60084  
847-707-0146  
[www.basolutionsco.com](http://www.basolutionsco.com)

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### Reminder:

- ✓ All removed equipment must be recycled to ensure inefficient equipment is removed from the market.
-

# Program Offering Agreement

**Program Agreement for:** North Riverside Library  
**Service Provider Company:** BA Solutions, LLC

**Valid:** November 2, 2020 - September 30, 2021  
**Representative:** Madison Smith

## Energy-Saving Improvements

Selected for Installation	Improvement Type	Yearly Energy Cost Savings	Quantity	Total Cost
<input checked="" type="checkbox"/>	TLED (Type C)	\$0.00	54	\$1,890.00
<input checked="" type="checkbox"/>	TLED (Type C)	\$0.00	28	\$980.00
<input checked="" type="checkbox"/>	TLED (Type C)	\$0.00	4	\$140.00
<input checked="" type="checkbox"/>	LED Exit Sign	\$0.00	6	\$330.00
<input checked="" type="checkbox"/>	LED Omnidirectional	\$0.00	56	\$336.00
<input checked="" type="checkbox"/>	LED Fixtures - T8/T5 to LED	\$0.00	42	\$4,620.00
<input checked="" type="checkbox"/>	Advanced Lighting Controls	\$0.00	72	\$720.00
<input checked="" type="checkbox"/>	LED Fixtures - Recessed Downlights	\$0.00	51	\$3,315.00
<input checked="" type="checkbox"/>	LED Fixtures - T8/T5 to LED	\$0.00	11	\$1,210.00
<input checked="" type="checkbox"/>	TLED (Type C)	\$0.00	31	\$1,085.00
<input checked="" type="checkbox"/>	TLED (Type C)	\$0.00	16	\$560.00
<input checked="" type="checkbox"/>	LED Fixtures - Recessed Downlights	\$0.00	78	\$5,070.00
<input checked="" type="checkbox"/>	LED Fixtures - T8/T5 to LED	\$0.00	19	\$2,090.00
<input checked="" type="checkbox"/>	LED Fixtures - T8/T5 to LED	\$0.00	2	\$220.00
<input checked="" type="checkbox"/>	Advanced Lighting Controls	\$0.00	2	\$20.00
<input checked="" type="checkbox"/>	LED Fixtures	\$0.00	2	\$180.00
<input checked="" type="checkbox"/>	Remote Mounted Occupancy Sensor	\$0.00	2	\$80.00
<input checked="" type="checkbox"/>	LED Fixtures - T8/T5 to LED	\$0.00	27	\$2,565.00
<input checked="" type="checkbox"/>	Outdoor: LED Fixtures	\$0.00	2	\$560.00
<input checked="" type="checkbox"/>	Outdoor: LED Fixtures	\$0.00	5	\$1,250.00

## Additional Costs

Selected for Installation	Cost Type	Yearly Energy Cost Savings	Quantity Installed	Total Cost
<input checked="" type="checkbox"/>	Labor	N/A	1	\$8,622.50
<input checked="" type="checkbox"/>	Other	N/A	6	\$300.00

\*\* Must Include L&B Retrofit

<b>Total Project Installation Cost</b>	<b>\$27,221.00</b>
<i>Additional Costs</i>	<i>\$8,922.50</i>
<i>Total Instant Incentives*</i>	<i>- \$16,724.25</i>
<b>FINAL COST</b>	<b>\$19,419.25</b>

\*Projects must be approved and incentives reserved before any work begins. If the program does not approve the project, the customer is not required to proceed with the project. Incentives stated in this report are valid for 30 days from date of assessment. If you choose to pursue identified energy-saving improvements after 30 days, please contact the program for a revised list of eligible improvements and pricing.

# Terms and Conditions

Commonwealth Edison Company ("ComEd") is offering the ComEd Energy Efficiency Program ("Program") to eligible customers to facilitate the identification and implementation of cost-effective energy-efficiency improvements available for eligible non-residential customers (commercial, industrial, local governments, municipal corporations, public school districts, public universities, state and federal facilities). This Agreement sets forth the terms and conditions applicable to customer's participation in the Program. By signing below, Customer agrees to comply with and be bound by these terms.

## PROGRAM YEAR

Program incentives are offered from November 2, 2020 until September 30, 2021 or when approved funding is exhausted, whichever comes first. Funds are limited and applications are accepted on a first-come, first-served basis. If funding is exhausted in a given Program Year or the Program or an offering is cancelled, only projects which have received a written pre-approval will be considered for payment of incentives.

## PROGRAM ADMINISTRATOR

ComEd has contracted and authorized Nexant, Inc. ("Program Administrator") to administer the Program including such activities, but not limited to; review, processing, and approval of customer applications; pre and post inspections of customer facilities and facilitate project information requests from customers, and Contractors; completion of energy assessments at customer facilities; and measurement and verification activities.

## CONTRACTORS

As a convenience to customers, ComEd may provide a list of Service Providers, distributors, manufacturers, and other organizations ("Contractors") that may assist customers with the Program. Customer acknowledges that Contractors are independent contractors with respect to the Program, and that Contractors are not authorized to make representations or incur obligations on behalf of ComEd. Participation as a Contractor does not constitute an endorsement by ComEd, nor does it certify or guarantee the quality of work performed.

## CUSTOMER ELIGIBILITY

- » 0 - 200 kW Peak Demand for Commercial and Industrial Businesses
- » 0 - 400 kW Peak Demand for local governments, municipal corporations, public school districts, community college districts, public universities, state and federal facilities
- » Within the ComEd service territory
- » Pay into the Energy Efficiency and Demand Response Adjustment (Rider EDA)
- » Receive electricity over ComEd wires regardless of retail electric supplier

## CUSTOMER INFORMATION

By signing below, Customer authorizes and acknowledges that ComEd may duplicate, disseminate, release and disclose Customer's information relating to Customer's application (including the entirety of its contents), and any other information related to the Customer's participation in the Program, including but not limited to account information, billing data, and energy usage to Program Administrator, Contractors, and other approved third parties, as applicable, for the purposes of verifying Customer's eligibility for participation in the Program; processing the Customer's application; to verify equipment installation system operation and results; or as required to comply with state and/or federal law, fraud prevention, regulation, and other legal action; in those cases, ComEd, Program Administrator, Contractors and approved third parties shall comply with all legal requirements of the jurisdiction of the individual whose Customer data would be disclosed

before making such disclosure.

## PROJECT ELIGIBILITY

Project requirements under the Program and this Offering include the following:

- » Projects must involve new equipment installed at an existing facility that results in a permanent reduction in electrical energy usage (kWh).
- » Equipment must be installed and operational.
- » Equipment must be new (not used or rebuilt, and not for resale) and used at the address for which savings are claimed.
- » Resale of replaced equipment is expressly forbidden.
- » Any measures installed at a facility must be sustainable and provide 100% of the energy benefits as stated in the application for a period of five years or for the life of the product, whichever is less. If the customer ceases to be a delivery service customer of ComEd, or removes the equipment or systems at any time during the five-year period or the life of the product, the customer may be required to return a prorated amount of incentive funds to ComEd.

Projects that are NOT eligible for an incentive include, but are not limited to, the following:

- » Under the Future Energy Jobs Act, customers who had an account with a load of 10MW or higher during the 12 months ending December, 2020 will not contribute to, nor participate in, the ComEd Energy Efficiency Program
- » Fuel switching (e.g., electric to gas or gas to electric) that does not result in a reduction of total BTUs of electricity and natural gas
- » On-site electricity generation (except as part of a qualifying Combined Heat and Power project)
- » Projects involving gas-driven equipment in place of electric equipment (such as a chiller)
- » Projects focused primarily on power factor improvement
- » Projects that involve peak-shifting (and not kWh savings)
- » Renewables

## APPLICATION REVIEW PROCESS

Program Administrator will review application submission packages for eligibility in the order received. Applicants who submit incomplete applications will be notified of their deficiencies upon review of the application, but could experience delays in the approval process until all requested information is submitted. Program incentives exceeding \$25,000 for an account number will require additional review. Applicants are encouraged to call 855-433-2700 if they have any questions.

## INSPECTIONS

ComEd reserves the right to inspect all projects to verify compliance with Program rules and verify the accuracy of project documentation. Upon reasonable notice by ComEd, Customer must agree to provide access to project documents and the facility where the efficiency measures were installed for a period of one year after project completion. Customer authorizes ComEd to verify the actual savings from the improvements installed by reviewing three years of billing and usage data pre-installation of the measures and two years post installation of the measures.

## EVALUATION, MEASUREMENT AND VERIFICATION

The Program is evaluated annually by an independent third-party evaluator, as required by law. Customer's completed project may be selected for evaluation. Depending on the nature of the project, evaluation may include measurement and verification (M&V), the process of monitoring, measuring and/or verifying data related to equipment operation and electrical

# Terms and Conditions (cont.)

consumption. Upon reasonable notice, Customer agrees to participate fully in the evaluation process by allowing access to the facility where the project took place and providing information and access to data required for M&V to the Program's evaluator and/or to complete a customer survey.

## PROJECT COSTS

For equipment replacement items, the costs listed are estimated costs for materials. Taxes and costs above this base for items such as vapor tight fluorescent fixtures or installation equipment, e.g. lifts, are to be discussed with the customer by the Contractor. Project scope may include additional items not incentivized or listed in this report, please refer to your Contractor for additional documentation for items outside of this report. Incentive payments are issued directly to the Contractor. Customer is responsible for payment of remaining balance to the Contractor.

## TOXIC MATERIALS

Neither ComEd nor its Program Administrator shall have any responsibility for the discovery, presence, handling, removal, disposal of, or exposure to hazardous materials of any kind in connection with customer's facility, including without limitation, asbestos, asbestos products, PCBs or any other toxic substances.

All materials removed, including lamps and PCB ballasts, are required to be permanently taken out of service and disposed of in accordance with local codes and ordinances, and resale of replaced equipment is not allowed. Customer understands that its Contractor is responsible for recycling and disposal of old equipment in compliance with applicable codes or ordinances. (Information about hazardous waste disposal can be found at: [www.epa.gov/epawaste/hazard/index.htm](http://www.epa.gov/epawaste/hazard/index.htm)).

## LIMITATIONS OF LIABILITY

IN NO EVENT WILL COMED AND PROGRAM ADMINISTRATOR, BE LIABLE FOR CUSTOMER'S FAILURE TO ACHIEVE A SPECIFIED AMOUNT OF ENERGY SAVINGS, THE OPERATION OF CUSTOMER'S FACILITIES, OR THE IMPLEMENTATION OF ECMs AT CUSTOMER'S FACILITIES. IN NO EVENT WILL COMED OR PROGRAM ADMINISTRATOR BE LIABLE TO CUSTOMER FOR ANY LOST PROFITS, LOST SAVINGS OR INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF CUSTOMER'S PARTICIPATION IN THIS OFFERING.

Each party hereby agrees to defend, indemnify and hold harmless the other party, its consultants, contractors and subcontractors, and their respective officers, employees, agents, assigns, and successors-in-interest ("Indemnified Parties") from and against any third party claims, damages, losses, liability, costs (including attorney's fees and expenses) for bodily injury to any person (including death resulting therefrom) and property damage arising out of or in connection with the Program, except to the extent such claims, damages, losses, liability and costs are caused by the negligence or willful misconduct of the other party.

## DISCLAIMER

Customer shall be entitled to the energy cost savings realized by the customer that result from the installation of ECMs at the customer's site. In consideration of the services provided by ComEd as part of this Offering, the customer agrees that ComEd is entitled to 100% of the rights and benefits associated with the measures, including without limitation PJM products and all other attributes, credits or products associated therewith under any regional initiative or federal, state or local law, program or regulation, and customer waives, and agrees not to seek, any right to the same.

## ASSESSMENT REPORT

Customer understands that the Assessment Report ("Report") is provided by ComEd to assist Customer in making energy decisions and is for informational purposes only. The information in the Report is based on an on-site assessment of conditions observed at the facility address identified in Customer's application, information provided by Customer and from ComEd, and industry standard practices and costs for similar projects. The amounts provided are estimates and may vary from actual results of installed measures. This Report is not to be construed as a design document and in no way implies approval of incentive amounts or pre-approval of Customer's application. ComEd reserves the right to make final determination of customer eligibility, qualifying measures, system savings, project cost-effectiveness and final rebate amounts and the final incentive amount is based on approval of installed measures meeting all Program and Offering requirements.

## NO WARRANTIES

Customer shall independently evaluate any advice or information offered by ComEd, Program Administrator or Contractors related to estimates of energy savings or project costs and is solely responsible for the selection and implementation of Energy Conservation Measures (ECMs). COMED AND PROGRAM ADMINISTRATOR MAKE NO WARRANTIES OR REPRESENTATIONS OF ANY KIND WITH RESPECT TO THE PERFORMANCE OR EFFECTIVENESS OF ANY POTENTIAL ENERGY OR COSTS SAVINGS, MEASURES IDENTIFIED, EQUIPMENT INSTALLED, MEASURES IMPLEMENTED, AND/OR SERVICES RENDERED BY ANY PERSON OR ENTITY IN CONNECTION WITH THE PROGRAM. COMED AND PROGRAM ADMINISTRATOR DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, TO THE MAXIMUM EXTENT PERMITTED UNDER LAW, WHETHER STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## GOVERNING LAW

This Agreement shall be exclusively governed by and interpreted in accordance with the laws of the state of Illinois, excluding choice of law rules. Any litigation between the parties shall be prosecuted only in the state or federal courts located in Cook County, Illinois.

## PROGRAM CHANGES

ComEd reserves the right to modify, update, and amend the terms and conditions of the Program, including, but not limited to, making adjustments to incentive amounts, qualifying measures, and changing or cancelling the Program upon thirty (30) days written notice to Customer and/or Contractor. Pre-approved applications, for which the applicant has completed all Program requirements, will be processed to completion under the terms and conditions in effect at the time of the pre-approval by ComEd.

## ENTIRE AGREEMENT

The terms and conditions set forth herein, including all attachments and incorporated references, constitute a complete statement of the terms and conditions applicable to Customer's participation and supersede all prior representations or understandings, whether written or oral.

# Terms and Conditions (cont.)

## Project Summary

Tool ID: 041848

Final Cost to Customer: \$19,419.25

Total Project Cost: \$36,143.50

Service Provider Company Name: BA Solutions, LLC

Total Incentives: \$16,724.25

## Customer Signature

By signing below,

1. I certify that, as the Customer Representative, I have the authority to bind the Customer to these terms.
2. Customer agrees to the installation of the improvements with the above installation quantities as specified in the Report and that Customer will install the specified product(s) at the facility. I have been informed of the installation costs of the specified products and acknowledge and agree that the products were selected at my discretion.
3. I have read, understand and agree to comply with the terms and conditions set forth in this Agreement.
4. I agree that if I remove the energy-saving improvements installed before a period of five years or the end of the product life, whichever is less, then I shall pay back a prorated amount of incentive funds (equal to the cost of the energy-saving improvement(s)) to ComEd based on the actual period of time in which the related equipment was installed and operating (or the full amount if the equipment was never installed). I understand that this is necessary to assure that the project's related energy benefits will be achieved.
5. I consent to use of a third party service for purposes of electronically signing this Agreement and agree to be bound by electronic signature.

---

Customer company name

---

Customer representative signature

Title

---

Customer print name

Date

Terms and conditions apply. Offers are subject to change.  
Actual savings will vary by customer's energy usage and rate.  
© Commonwealth Edison Company, 2021  
The ComEd Energy Efficiency Program is funded in compliance with state law.  
SBMATCR 101320-1

# TWIN SUPPLIES, LTD.

# ESTIMATE

## High Efficiency Lighting

<http://twinsupplies.net>    1010 JORIE BLVD, Suite 124    OAK BROOK, IL 60523  
 PHONE: (630) 590-5138    FAX: (630) 537-1045    EMAIL: [info@twinsupplies.net](mailto:info@twinsupplies.net)

Date	Estimate #
5/13/2021	565-57-294C

North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546
--

Ship To North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546
---

Customer Contact	Customer Phone
	708-447-0869

Rep	Project
C&A	

Item	Description	Qty	Rate	Total
	EXTERIOR LIGHTING			
HUBL-124W RATIO FLOOD SF	HUBBELL - 124W LED RATIO FLOOD; SLIPFITTER; 15,119 LUMENS; 4000K BRONZE; DLC PREMIUM	2	119.00	238.00
LUMECON- LF-RB-60-NW	LUMECON 55W LED ROUND BACK FLOOD LIGHT; KNUCKLE; 5,400 LUMENS 10 YEAR WARRANTY(DLC)	4	50.00	200.00
GC-16A21/840/277	GREEN CREATIVE - 16W A21; OMNI DIRECTIONAL; HID REPLACEMENT 2100 LUMENS; 4000K 120-277V;	2	12.00	24.00
LABOR	LABOR - 1 YEAR WARRANTY		535.00	535.00
COMED PSSFP REBATE	THE ABOVE PRICING INCLUDES ALL APPLICABLE COMED PUBLIC SECTOR SMALL FACILITIES PROGRAM REBATES; REBATES BASED ON APPROVAL ESTIMATED INCENTIVE FROM COMED: \$1,696.50			

This estimate is good for 30 days. Thank you for your business!

**Subtotal** \$997.00

**Sales Tax (0.0%)** \$0.00

**Total** \$997.00



Check out some of our projects on our website:  
<http://twinsupplies.net/>



# TWIN SUPPLIES, LTD.

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Date	Estimate #
5/12/2021	565-57-292C

North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546
--

Ship To
North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546

Customer Contact	Customer Phone
	708-447-0869

Rep	Project
C&A	

Item	Description	Qty	Rate	Total
	***NEW FIXTURES ESTIMATE***			
RCA-SIMPLE TROFFER 2X4	RCA - SIMPLE CONNECT 2X4 TROFFER; 31 WATT; 4,050 LUMENS; 4000K; ZIGBEE SENSOR CONNECT; DLC PREMIUM	71	25.00	1,775.00
RCA-SIMPLE TROFFER 2X2	RCA - SIMPLE CONNECT 2X2 TROFFER; 25 WATT; 3,250 LUMENS; 4000K; ZIGBEE SENSOR CONNECT; DLC PREMIUM	126	25.00	3,150.00
RCA-SWITCH (AC) 1 Zone	RCA - AC OPERATED ON/OFF/DIM SWITCH; 2 BUTTON; AC WIRED SWITCH	4	75.00	300.00
GC-INNOFIT GEN2 6"	GREEN CREATIVE - 6" GEN2 LED INNOFIT; 13 WATTS; 0-10v DIMMING; 3500K; 800-1,600 LUMENS 120-277V; WET LOCATION; 790492350683; BILD	21	28.00	588.00
PHIL-LED 13W 4000 P	PHILIPS - 13W 4FT TLED T8 PLASTIC TUBE; 4000K; 7 YEAR WARRANTY. SKU - 046677473945/ 473942 (DLC)	68	2.00	136.00
ADVANCE-TYPE C LED 2 LA...	ADVANCE - TYPE C LED DRIVER 2 LAMP #ICN-2P16-TLED-N	34	14.00	476.00
GC-16PLL/835/GL/BYP	GREEN CREATIVE - 16W PLL LED BY PASS; 3500K; 2000 LUMENS	30	23.00	690.00
LABOR	LABOR - 1 YEAR WARRANTY		10,000.00	10,000.00

**Subtotal**

**Sales Tax (0.0%)**

**Total**



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# TWIN SUPPLIES, LTD.

# ESTIMATE

## High Efficiency Lighting

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Ship To
North Riverside Library 2400 S Des Plaines Ave North Riverside, IL 60546

Customer Contact	Customer Phone
	708-447-0869

Rep	Project
C&A	

Item	Description	Qty	Rate	Total
COMED PSSFP REBATE	THE ABOVE PRICING INCLUDES ALL APPLICABLE COMED PUBLIC SECTOR SMALL FACILITIES PROGRAM REBATES; REBATES BASED ON APPROVAL ESTIMATED INCENTIVE FROM COMED: \$20,232.35			

This estimate is good for 30 days. Thank you for your business!		<b>Subtotal</b>	\$17,115.00
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$17,115.00



Check out some of our projects on our website:  
<http://twinsupplies.net/>

## Observed holidays

Below is the current Holidays Policy in our Personnel Policy which was updated in 2019. However we have no policy for observed holidays. These holidays have been handled on a case by case basis for the past several years based on past minutes. Many libraries have a policy that deals with this issue. In order to deal with all observed holidays in a consistent manner rather than on an individual basis, I propose that we add the yellow highlighted section below.

### **305 Holidays** *Effective July 1, 2013*

*Revision Effective Date: 7/1/2019*

The Library will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

NRPL grants paid holiday time off to all full- and part-time employees who have completed 90 calendar days of service. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day for full time and half the number of hours regularly scheduled for part time.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and a half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

If a Library paid holiday falls on a Sunday, the library will close to observe the holiday the following Monday. If a Library paid holiday of two consecutive days falls on a Sunday and a Monday, the library will close Monday and the Tuesday following the holiday.



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

**REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDIT SERVICES  
FOR THE FISCAL YEARS ENDING JUNE 30, 2021, 2022, AND 2023**

**Issued: June 3, 2021**

**General Information:**

North Riverside Public Library District (NRPL) is requesting proposals for annual audit services for a three-year period beginning with its current fiscal year ending June 30, 2021.

Prior to each year's audit, the Library would also expect an annual management letter and for you to meet with the Board of Trustees to discuss risk assessment as well as answer any questions about the upcoming audit.

NRPL serves an area of 1.64 square miles with a population of approximately 6,646 (based on 2019 census data). The library is governed by an elected seven-member Board of Trustees, who serve six year terms. The Library Director is Natalie Starosta. The library has a total payroll of approximately \$544,000, covering approximately 25 employees (5 full time and 20 part time). The accounting and financial reporting functions of the library are centralized.

The primary source of funding for the District is a property tax in perpetuity. The District has a June 30 fiscal year end, with a requirement to file an Audit Report and Annual Financial Report with the Illinois State Comptroller and Cook County Clerk within 180 days after fiscal year end (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1).

The library participates in the Illinois Municipal Retirement Fund, a multiple employer/agent and ICMA-RC a 457 plan. These are the only pension plans for the library.

The library budgets all funds on the modified accrual basis of accounting as required by Illinois law. The library maintains all its accounting records at the administrative office located at 2400 S. DesPlaines Ave., North Riverside, IL 60546. The governmental unit maintains its general ledger and accounts payable ledger on QuickBooks Online and works with Lauterbach & Amen Accounting Firm.

In preparing your proposal please take into consideration that the library will provide you with a detailed general ledger of account activity, summary trial balances, schedules supporting all significant balance sheet accounts, and other items upon request.



## **NORTH RIVERSIDE PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

The library's preparation of pre-audit documents is expected to be ready on or about **July 15**. Please note that most schedules we prepare for you will be on Microsoft Excel spreadsheets - we will provide these files to you if you so desire.

### **Service to Be Performed**

Your proposal is expected to cover the completion of the audit of the District's annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and will include meetings with the District's Administration team and/or Board of Trustees as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency. The auditor shall also be responsible for performing certain limited procedure involving required supplementary information required by the Governmental Accounting Standards Board as mandated by general accepted auditing standards. This includes, but not limited to, actuarial services for the GASB Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, reporting requirements. Also, it should cover the firm's availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

### **Term of Engagement**

A three-year contract beginning fiscal year 2021 is desired. It is the intent of the District's board of trustees to continue its relationship with the auditor for up to five years, subject to review by the board.

### **Relationship with Current Auditor**

These services have been provided by O'Niell & Gaspardo, LLC since 2006. However, as part of good fiscal practices, we are seeking proposals at this time to determine cost from other firms.

### **Other Information**

Working Papers



## **NORTH RIVERSIDE PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and, if required, the cognizant federal audit agency and the General Accounting Office.

### Government Accounting Standards Board

It is expected that your firm will have experienced and adequate staff available to meet the changes that have been brought forth by GASB 34 and subsequent statements. The District expects the successful proposer to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

### **Your Response to This Request for Proposal**

In responding to this request, we request the following information:

1. Detail your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the North Riverside Public Library District.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the coverage amount of your professional liability insurance and the name of the insurer. Indicate if your firm has been involved in any lawsuit for similar work in the last five years.
6. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach the audit of the District, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Finally, discuss the



## NORTH RIVERSIDE PUBLIC LIBRARY

NORTH RIVERSIDE, IL

communication process used by the firm to discuss issues with the management and finance committee of the board.

8. Set forth your fee proposal for the 2021, 2022, 2023 audits, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for five-year terms of engagement.
9. Provide the names and contact information for at least three other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.

### Timeframe

Please provide a timeline that addresses the following activities and any others that are appropriate.

1. Planning and interim testing [Date]
2. Meet with the Administration team to discuss the audit plan [Date]
3. Receive a list of client-provided documents and requests [Date]
4. Begin fieldwork (approximately XX weeks) [Date]
5. Financial statement draft for management review [Date]
6. Presentation of draft audit report and comments to the District's Administration team and Board of Trustees. [Date]
7. Issue final audit report (XX bound copies) [Date]

### Submission Information

Questions must be submitted to Natalie Starosta via email at [starostan@northriversidelibrary.org](mailto:starostan@northriversidelibrary.org) no later than 3 p.m. on Friday, June 18, 2021.

All proposals must be submitted via email and are due no later than 3 p.m. on Wednesday, June 30, 2021.

Proposals must be emailed to Natalie Starosta at [starostan@northriversidelibrary.org](mailto:starostan@northriversidelibrary.org) with a subject line of "NRPLD Audit Services Proposals 2021"



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time shall not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

Proposals must include all costs. Proposals must be held firm for 60 days. Proposal documents, information, and answers to questions may be obtained by contacting Natalie Starosta at [starostan@northriversidlibrary.org](mailto:starostan@northriversidlibrary.org).

Proposals will be opened on Monday, July 19, 2021 at 6 p.m. in the Meeting Room on the 1<sup>st</sup> Floor at 2400 S. DesPlaines Ave. NorthRiverside, IL 60546.

The award date will be Monday, July 19, 2021 at the Board Meeting.

North Riverside Public Library District reserves the right to reject all proposals or to waive any or all technicalities in any proposals in its best interest.

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the summary of negotiation, and any and all other additional materials submitted by the vendor. The only official answer or position of the Library will be the one stated in writing.

NRPLD reserves the right to reject all proposals or to waive any or all technicalities in any proposals in its best interest. Vendors shall note that a response to this RFP does not commit NRPLD to any course of action resulting from its receipt. This document shall not be construed as a contract between the parties and no communication shall create such a contract with respect to the products or services specified in this RFP. NRPLD will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price proposal. Additionally, this RFP does not commit NRPLD to any specific course of action. NRPLD reserves the right to not select any vendor or purchase any goods and services resulting from this RFP.



In order to encourage employee retention, I am proposing that we change our vacation and sick time from a minimum of 14.5 hours per week on average to 2 days per week with a minimum of 250 hours per year. Our goal is to encourage long term employment of part time staff members. Currently 3 of our employees are paid at minimum wage and by January 1<sup>st</sup>, 2025 if we continue with minimum merit awards and cost of living increases we will have an estimated 12 staff members on minimum wage. Training staff members for different part time positions takes on average 3 weeks of work. Staff retention not only saves the library money but increases staff moral. Estimated yearly cost will be less than \$2,000.

303 Vacation Benefits Effective Date: 10/09/2006

Revision Effective Date: 7/1/2019

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Director
- Full Time Employees
- Regular Part Time Employees (~~Working at least 750 Hours per Year~~) (**working at least 2 days per week**)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

All regular employees scheduled a minimum of **2 days per week** ~~14.5 hours per week (750 hours per year)~~ are eligible to accrue vacation time at the rates in the chart below.

Vacation time will begin accruing immediately upon hiring but will not be available until the employee satisfactorily completes the introductory period. In the event that the employee does not complete the introductory period, that vacation will not be paid to the employee upon termination.

All vacation time must be used in minimum of half hour increments and must be requested in written form to your supervisor no less than 2 days before the requested time and approved before that time will be granted. Vacation time can be negotiated upon employment.

Earned Vacation Time Table		
<b>Director</b>		
	Total Time Off Possible	Time earned per pay
Years of Employment	Earned per Year	period (in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15
<b>Full Time Managers</b>		
	Total Time Off Possible	Time earned per pay
Years of Employment	Earned per Year	period (in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15
<b>Part time 1500 hrs +</b>		
	Total Time Off Possible	Time earned per pay
	Earned per Year	period (in hours)
	60 hours	2.31
<b>Part time 1000 hrs - 1499 hrs</b>		
	Total Time Off Possible	Time earned per pay
	Earned per Year	period (in hours)
	40 hours	1.54
<b>Part time 750 hrs - 999 hrs</b>		
	Total Time Off Possible	Time earned per pay
	Earned per Year	period (in hours)
	20 hours	0.77

Earned Vacation Time Table		
Director		

Years of Employment	Total Time off possible earned per Year	Time earned per pay period (in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15
Full Time Managers		
Years of Employment	Total Time off possible earned per Year	Time earned per pay period (in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15
Part time 1500 hrs+		
	Total Time off possible earned per Year	Time earned per pay period (in hours)
	60 hours	2.31
Part time 1000 hrs - 1499 hrs		
	Total Time off possible earned per Year	Time earned per pay period (in hours)
	40 hours	1.54
Part time 750 hrs - 999 hrs		
	Total Time off possible earned per Year	Time earned per pay period (in hours)
	20 hours	0.77
Part time 250 hrs - 749 hrs		
	Total Time off possible Earned per Year	Time earned per pay period (in hours)
	10 hours	0.385

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees may carry over up to 20% of their total yearly accrued vacation time for 1 year on case-by-case basis.

Employees may choose to be paid for remaining vacation time in lieu of taking this time. NRPL encourages employees to take time off to relax; however, in the event that employees do not use all of their vacation time by the end of the fiscal year (June 30th), they may opt to be paid for a maximum of half (50%) of the time they have accrued in a given year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if NRPL, in its sole discretion, terminates employment for cause, forfeiture of unused personal and sick time may result.

**307 Sick Leave Benefits** *Effective July 1, 2013*

*Revision Effective Date: 7/1/2019*

NRPL provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include all regular employees who have worked for the library for more than 90 days and are ~~scheduled 14.5 hours per week or more.~~

**Earned Sick Time Table**

Position:	Total time off possible per year:	Total time in hours earned per pay period:
Director	10 days (80 hrs)	3.08 hrs
Full Time Managers	10 days (80 hrs)	3.08 hrs
Part Time 1500 hrs+	30 hours	1.15 hrs
Part Time 1000-1499 hrs	20 hours	0.77 hrs
Part Time 999-750 hrs	10 hours	0.38 hrs

**Earned Sick Time Table**

Position:	Total time off possible per year:	Total time in hours earned per pay period:
Director	10 days (80 hrs)	3.08 hrs
Full Time Managers	10 days (80 hrs)	3.08 hrs
Part Time 1500 hrs+	30 hours	1.15 hrs
Part Time 1000-1499 hrs	20 hours	0.77 hrs
Part Time 999-750 hrs	10 hours	0.38 hrs
Part Time 250-749 hrs	5 hours	0.193 hrs