

**B&A Hearing  
North Riverside Public Library District  
Board of Trustees  
August 16<sup>th</sup>, 2021  
6:00 PM**

1. Open Budget and Appropriations Hearing
  - a. Call to order
  - b. Determination of quorum
2. Open Forum
3. Close Hearing

**Agenda  
North Riverside Public Library District  
Board of Trustees  
Regular Meeting, August 16<sup>th</sup>, 2021  
6:00 PM following B&A Hearing**

1. **Open of Meeting**
  - A. Call to order
  - B. Determination of quorum
  - C. Recognition of visitors to the meeting
  - D. Approval of agenda
2. **Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.
3. **Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)
  - A. Secretary:
    - Minutes of the July 19<sup>th</sup>, 2021 Regular Board Meeting
    - Correspondence
  - B. Treasurer:
    - July 2021 Financial Statements
    - Authorization to transfer \$60,000 to checking
4. **President's Report**
5. **Director's Report**
6. **Committee Reports**
  - A. Building & Grounds (informational)
  - B. Personnel (informational)
  - C. Policy (informational)

D. Strategic Planning (informational)

**7. New Business**

- A. Prospective trustee interviews (informational)
- B. Resolution to Declare and Fill a Board Vacancy (action)
- C. Annexation Ordinance (action)
- D. Concrete & asphalt (action)
- E. Digital message board (sign) (action)
- F. Smart Lockers (action)

**8. Old Business**

- A. Closed Session Minutes Review (action)
- B. B&A Ordinance (action)
- C. Updated PTO Policy (action)

9. **Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

**10. Return to open session**

11. **Possible action item** (pertaining to closed session discussion)

**12. Adjournment**

*Note: Agenda items may be added that pertain to discussion or information.*

*No items may be added to the final agenda that require Board action.*

**Next regular Board Meeting is scheduled for September 20<sup>th</sup>, 2021 at 6:00 p.m.**



**Minutes**  
**North Riverside Public Library District**  
**Board of Trustees**  
**Regular Meeting, July 19<sup>th</sup>, 2021**  
**6:00 PM**

**1. Open of Meeting**

- A. Call to order
  - 6:01pm
- B. Determination of quorum
  - *Aye*
- C. Recognition of visitors to the meeting
- D. Approval of agenda
  - *Aye*

**2. Open Forum**

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

**3. Consent Agenda** (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

- A. Secretary:
  - Minutes of the June 21<sup>st</sup>, 2021 Regular Board Meeting
  - Correspondence
- B. Finance:
  - June 2021 Financial Statements
  - Authorization to transfer \$60,000 to checking

- *Motion*
  - *Aye*

**4. President's Report**

- Board Treasurer Al Pineda resigned
  - Opening goes to the public
  - Selected candidate will serve through next election (2023)

**5. Director's Report**

- RB Landmark draft for Board opening is present
  - Any changes- return to Natalie before next Board meeting

**6. Committee Reports**

- A. Building & Grounds (informational)
  - Pricing in for carpet downstairs
  - Most pricing in for concrete and asphalt
  - North Riverside digital sign policy has changed
    - No longer allowing digital signage within village

- Library working on getting a variance to obtain outdoor digital sign
- Mockups from potential sign companies do not change the dimensions of current outdoor library signage

B. Personnel (informational)

- New Director's Performance Evaluation 2021
  - Director will see all comments written on review
  - If the reviewer is unfamiliar within any review category, they may use the rating of "N/A"- *Not Applicable*

C. Policy (informational)

D. Strategic Planning (informational)

- Independence Day Parade was a success
  - Thanks to new staff members who participated
  - Great opportunity for advertising to NR residents and new families
  - Positive reception from the community

7. **New Business**

A. First American Account Signers Resolution (action)

- Brad is listed as a signer
  - Brad left Board two years ago (replaced with John)
  - Solution: Take Brad off account
  - *Motion*
    - *Second*
      - *Approved*

B. Secretary's Audit (action)

- IPLAR requirement
  - Need two trustees to verify that accurate Minutes are on library website
  - *Motion* - President assigns Greg & Ken
    - *Second*
      - *Approved*

C. Audit RFP Review (action)

- Requesting approval for a new audit company
- Request for proposal went out for audits for next 3-5 years
- Have had current audit company for 14 years
- Best practice is 3-5 year turnover
- Current audit company costs approx. \$10,000
- Current audit company knows the library too well and the library knows them too well
  - Could lead to image of impropriety
- GW & Associates (recommended by Director), out of Hillside, IL charges \$8,000 (1<sup>st</sup> year) to \$8,500 (5<sup>th</sup> year) and is used by other surrounding public libraries
- *Motion to hire GW & Associate for 3 years starting contract*
  - *Second*
    - *Approved*

D. Lower Level Carpeting (action)

- Sample carpet squares present
- Base color in sand
- Pops of color throughout
- Includes children's department, elevator and staff lounge
- Dumpster for carpet quotes \$2,000-3,000
  
- *Motion to approve carpeting colors, Empire Carpet company- \$36,345.51 and Hallett Movers company - \$9,050.00*
  - *Second*
    - *Approved*

E. Annual Treasurer's Report (action)

- Vendors paid more/less than \$25,000
- Staff paid more than/less than \$25,000
  
- *Motion to approve the Annual Treasurer's Report*
  - *Second*
    - *Approved*

F. Annexation (informational)

- Investigating North Riverside boundaries
- Businesses and National Guard properties just north of Cermak Ave. on 1<sup>st</sup> Ave. In North Riverside do not pay taxes to the North Riverside Public Library District
- Equals a tax increase of \$5,760.38 in 2019
- Will get an ordinance drawn up to annex in these businesses by next board meeting

G. Annual Meeting Schedule Ordinance (action)

- Ordinance states meetings for the next calendar year
- *Motion to approve Annual Meeting Schedule for 2021-2022*
  - *Second*
    - *Approved*

H. B&A Ordinance & Notice (informational)

- Budget & Appropriations Ordinance based on library budget but not working budget numbers
- State requires library to have maximum amounts in categories that can be spent up to
- Vote at next meeting

**8. Old Business**

A. Closed Session Minutes Review (action)

- July 8, 2013 – Proposed Employee Salary Categories and the impact on 2013-14 budget year
  - Director Lifka was asked about specific individuals and their salaries
    - *Recommended to be continued in Closed Session*
      - *Motion*
        - *Second*
          - *Approved*
- 9/9/13 - Recently prepared self-performance by Director Lifka
  - Performance concerns of the Director by trustees
  - Needed Director to be present to discuss concerns
    - *Recommended to be continued in Closed Session*
      - *Motion*
        - *Second*
          - *Approved*
- 2/10/14 - Board members discussed LOR by Director Lifka
  - Board members asked questions to understand better why
    - *Recommended to be continued in Closed Session*
      - *Motion*
        - *Second*
          - *Approved*

B. B&M Ordinance(action)

- Building & Maintenance Ordinance
- .02% every year dedicated to funds for building & maintenance
- Reviewed at last meeting
- *Motion to approve B&M Ordinance*
  - *Second*
    - *Approved*

**9. Closed session**

**10. Return to open session**

**11. Possible action item** (pertaining to closed session discussion)

**12. Adjournment**

- 7:07 pm

***Note: Agenda items may be added that pertain to discussion or information.  
No items may be added to the final agenda that require Board action.***

**Next regular Board Meeting is scheduled for August 16<sup>th</sup>, 2021 at 6:00 p.m.**

# Management Report

North Riverside Public Library District  
For the period ended July 31, 2021



Prepared on  
**August 12, 2021**

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# Profit and Loss

July 2021

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	1,239.53
6905-01 Grants	8,162.50
6910-01 Misc. Revenue	7,248.00
Interest	
6906-01 Interest Earned	10.84
<b>Total Interest</b>	<b>10.84</b>
<b>Total Income</b>	<b>16,660.87</b>
<b>GROSS PROFIT</b>	<b>16,660.87</b>
<b>EXPENSES</b>	
8360-01 Grants	335.98
Advertising & Marketing	
8365-01 Library Promotion	39.96
8385-01 Memorials & Tributes	68.91
<b>Total Advertising &amp; Marketing</b>	<b>108.87</b>
Bank Charges & Fees	
8396-01 Bank Charges & Fees	19.00
<b>Total Bank Charges &amp; Fees</b>	<b>19.00</b>
Benefits	
7600-05 Health Insurance	5,236.56
7620-01 Payroll Expenses	40.00
7650-09 IMRF Pension	3,772.34
7670-01 Taxes-Fica Expense	3,019.81
<b>Total Benefits</b>	<b>12,068.71</b>
Building Expense	
8306-07 Building Supplies	433.16
8308-07 Service Contracts	3,876.29
8335-07 Bulding Repairs	2,935.48
<b>Total Building Expense</b>	<b>7,244.93</b>
Computers/Technology	
8171-01 Tech Service	17,265.35
8172-01 Computer Equipment	
8175-01 MLS Computer Fund	
8180-01 Software	63.72
8190-01 Website	74.97
<b>Total Computers/Technology</b>	<b>17,404.04</b>
Insurance	
7660-06 Unemployment Insurance	-1,958.68
<b>Total Insurance</b>	<b>-1,958.68</b>
Legal & Professional Services	
8400-01 Accounting	900.00
8402-01 Legal Fees	513.00

	Total
8430-01 Payroll Expenses	450.06
<b>Total Legal &amp; Professional Services</b>	<b>1,863.06</b>
Library Materials	
8090-01 Books on CD - Adult	34.95
8091-01 Books on CD - Children	94.88
8097-01 Music CD - Children	46.46
8104-01 Adult Fiction	1,157.50
8105-01 Adult Non-Fiction	725.41
8106-01 Children Fiction / Non-Fiction	978.83
8107-01 Young Adult Fiction/Non-Fiction	49.75
8108-01 eBooks	260.95
8115-01 Adult Large Print	74.07
8130-01 Databases	9,367.94
8160-01 Adult DVDs - Fiction	338.53
8162-01 Children DVDs	159.41
8163-01 YA DVDs	39.48
8164-01 Foreign Lang. DVDs	1.99
<b>Total Library Materials</b>	<b>13,330.15</b>
Office Supplies & Software	
8202-01 Office Supplies	1,612.91
<b>Total Office Supplies &amp; Software</b>	<b>1,612.91</b>
Programs & Strategic Initiatives	
8152-01 Children's Summer Reading Program	462.37
8154-01 Makerspaces/library of things	103.40
8155-01 Adult Programs	560.89
8156-01 Technology Programs	3.98
8157-01 Senior Programs	85.00
<b>Total Programs &amp; Strategic Initiatives</b>	<b>1,215.64</b>
Salaries	
7504-01 Library Clerks	19,144.00
7507-01 Library Pages	1,803.00
7508-01 Administrators	18,766.90
7509-01 Salaries - Grant	0.00
<b>Total Salaries</b>	<b>39,713.90</b>
Travel & Training	
7800-01 Staff Training	59.00
8355-01 Memberships	628.00
<b>Total Travel &amp; Training</b>	<b>687.00</b>
Utilities	
8301-01 Utilities	33.60
8301-07 Telephone	1,339.51
8302-07 Electricity	1,953.59
8303-07 Natural Gas	413.27
<b>Total Utilities</b>	<b>3,739.97</b>



	Total
Total Expenses	97,385.48
NET OPERATING INCOME	-80,724.61
NET INCOME	\$ -80,724.61

# Balance Sheet

As of July 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	432,507.94
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,032.79
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>368,056.70</b>
1501-01 First American Checking (5001)	6,220.33
1505-07 Chase Bank	7,766.42
1509-07 Cash - IPTIP IL Funds	94,387.29
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>530,013.23</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>769,811.24</b>
<b>Total Current Assets</b>	<b>1,299,824.47</b>
<b>TOTAL ASSETS</b>	<b>\$1,299,824.47</b>

## LIABILITIES AND EQUITY

	Total
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	5,395.25
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>5,395.25</b>
<b>Other Current Liabilities</b>	
4002-01 IMRF - Employee Contribution	-558.63
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,542.79
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>14,786.67</b>
<b>Total Current Liabilities</b>	<b>20,181.92</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>20,181.92</b>
<b>Equity</b>	
3200-00 Retained Earnings	-3,372.84
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	Total
Net Income	-80,724.61
<b>Total Equity</b>	<b>1,279,642.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,299,824.47</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
 July 2021

8%

<b>REVENUE</b>		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
6904-01	Donations	\$ -	\$ 10,000	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 1,240	\$ 5,000	25%
6905-01	Grants	\$ 8,163	\$ 50,000	16%
6906-01	Interest	\$ 11	\$ 1,500	1%
6901-01	Property tax	\$ -	\$ 1,124,759	0%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	<b>Total</b>	<b>\$ 16,661</b>	<b>\$ 1,368,259</b>	<b>1%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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**SALARIES**

7504-01	Circulation	\$ 19,144	\$ 76,600	25%
7505-01	Adult Services	\$ -	\$ 57,900	0%
7506-01	Youth Services	\$ -	\$ 87,700	0%
7507-01	Pages	\$ 1,803	\$ 27,200	7%
7508-01	Administration	\$ 18,767	\$ 288,775	6%
7509-01	Salaries - Grant	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ 39,714</b>	<b>\$ 543,442</b>	<b>7%</b>

**BENEFITS**

7600-05	health insurance	\$ 5,237	\$ 31,200	17%
7650-09	IMRF	\$ 3,772	\$ 31,840	12%
7660-06	unemployment insurance	\$ (1,959)	\$ 800	-245%
7670-08	social security/mcare	\$ 3,020	\$ 37,257	8%
	<b>Total</b>	<b>\$ 10,070</b>	<b>\$ 101,097</b>	<b>10%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 59	\$ 4,500	1%
	<b>Total</b>	<b>\$ 59</b>	<b>\$ 5,000</b>	<b>1%</b>

<b>OPERATING EXPENSES</b>		Actual	Budget	8% % of Budget
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#### **MATERIALS**

8090-01	books on CD-adult	\$ 35	\$ 1,500	2%
8091-01	books on CD-children	\$ 95	\$ 700	14%
8096-01	compact disks-music-adult	\$ -	\$ 400	0%
8097-01	compact disks-music-children	\$ 46	\$ 1,000	5%
8104-01	adult fiction	\$ 1,158	\$ 14,500	8%
8105-01	adult nonfiction	\$ 725	\$ 9,500	8%
8106-01	children's fiction/nonfiction	\$ 979	\$ 18,000	5%
8107-01	YA Fiction/nonfiction	\$ 50	\$ 6,000	1%
8108-01	eBooks	\$ 261	\$ 5,000	5%
8115-01	adult large print	\$ 74	\$ 2,000	4%
8120-01	newspapers	\$ -	\$ 3,400	0%
8130-01	internet databases	\$ 9,368	\$ 16,000	59%
8140-01	adult periodicals	\$ -	\$ 900	0%
8141-01	Children's Periodicals	\$ -	\$ 500	0%
8160-01	adult DVDs-feature movies	\$ 339	\$ 6,000	6%
8161-01	Adult Games	\$ -	\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 159	\$ 1,400	11%
8163-01	ya DVDs	\$ 39	\$ 1,400	3%
8164-01	foreign language DVDs	\$ 2	\$ -	0%
8166-01	children's games	\$ -	\$ 2,500	0%
<b>Total</b>		<b>\$ 13,330</b>	<b>\$ 92,000</b>	<b>14%</b>

#### **PROGRAMS**

8150-01	children's programs	\$ -	\$ 3,000	0%
8152-01	children's summer reading program	\$ 462	\$ 4,000	12%
8153-01	ya programs	\$ -	\$ 2,000	0%
8154-01	Makerspaces/library of things	\$ 103	\$ 4,000	3%
8155-01	adult programs	\$ 561	\$ 4,000	14%
8156-01	Technology programs	\$ 4	\$ 1,000	0%
8157-01	senior programs	\$ 85	\$ 2,000	4%
<b>Total</b>		<b>\$ 1,216</b>	<b>\$ 20,000</b>	<b>6%</b>

#### **STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ -	\$ 2,000	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 2,000</b>	<b>0%</b>

<b>OPERATING EXPENSES</b>		Actual	Budget	8% % of Budget
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#### COMPUTERS

8171-01	information technology	\$ 17,265	\$ 18,500	93%
8172-01	new computer equipment	\$ -	\$ 10,000	0%
8175-01	mls computer fund	\$ -	\$ 23,000	0%
8180-01	software	\$ 64	\$ 1,500	4%
8190-01	website	\$ 75	\$ 7,500	1%
8195-01	email	\$ -	\$ 500	0%
	<b>Total</b>	<b>\$ 17,404</b>	<b>\$ 61,000</b>	29%

#### OFFICE SUPPLIES

8202-01	Office Supplies	\$ 1,613	\$ 14,000	12%
	<b>Total</b>	<b>\$ 1,613</b>	<b>\$ 14,000</b>	12%

#### UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 1,373	\$ 13,500	10%
8302-07	electricity	\$ 1,954	\$ 30,000	7%
8303-07	gas	\$ 413	\$ 6,000	7%
8304-07	water/garbage	\$ -	\$ 2,000	0%
	<b>Total</b>	<b>\$ 3,740</b>	<b>\$ 51,500</b>	7%

#### BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 433	\$ 12,000	4%
8308-07	service contracts	\$ 3,876	\$ 43,000	9%
8315-07	fees and permits	\$ -	\$ 1,950	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ 2,935	\$ 204,000	1%
	<b>Total</b>	<b>\$ 7,245</b>	<b>\$ 264,450</b>	3%

#### TRAVEL

8342-01	lodging/meals/mileage	\$ -	\$ 2,000	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,000</b>	0%

**OPERATING EXPENSES**

Actual

Budget

8%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 628	\$ 2,200	29%
8360-01	Grants	\$ 336	\$ 50,000	1%
8361-01	Donations	\$ -	\$ 10,000	0%
8365-01	library promotion	\$ 40	\$ 6,000	1%
8370-01	postage	\$ -	\$ 3,000	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 69	\$ 500	14%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
	<b>Total</b>	<b>\$ 1,092</b>	<b>\$ 76,600</b>	<b>1%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 900	\$ 15,000	6%
8401-01	audit	\$ -	\$ 12,000	0%
8402-01	legal fees	\$ 513	\$ 6,000	9%
8404-01	Staff Recognition	\$ -	\$ 2,500	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8406-01	collection agency	\$ -	\$ 200	0%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ -	\$ 10,000	0%
8430-01	payroll expenses	\$ 490	\$ 5,000	10%
8435-01	background checks	\$ -	\$ 200	0%
	<b>Total</b>	<b>\$ 1,903</b>	<b>\$ 53,900</b>	<b>4%</b>

**INSURANCE**

8460-05	liability insurance package	\$ -	\$ 19,500	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ 19,500</b>	<b>0%</b>

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 43,500	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>0%</b>

**TOTAL OPERATING EXPENSES**

\$ 97,385 \$ 1,366,489

7%

**NET INCOME**

\$ (80,725) \$ 1,770



**North Riverside Public Library District**  
**Budget vs Actual**  
July 2021

8%

**REVENUE**

Actual

Budget

% of Budget

6904-01	Donations	\$ -	\$ 8,000	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 1,240	\$ 12,000	10%
6905-01	Grants	\$ 8,163	\$ 50,000	16%
6906-01	Interest	\$ 11	\$ 1,000	1%
6901-01	Property tax		\$ 1,072,000	0%
6915-15	Loan Proceeds	\$ -	\$ -	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	
	<b>Total</b>	<b>\$ 16,661</b>	<b>\$ 1,148,000</b>	<b>1%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**SALARIES**

7504-01	library clerks	\$ 19,144	\$ 196,375	10%
7507-01	library pages	\$ 1,803	\$ 25,168	7%
7508-01	administrators	\$ 18,767	\$ 279,810	7%
7509-01	Salaries - Grant		\$ -	0%
	<b>Total</b>	<b>\$ 39,714</b>	<b>\$ 506,620</b>	<b>8%</b>

**BENEFITS**

7600-05	health insurance	\$ 5,237	\$ 31,000	17%
7614-06	workers compensation	\$ -	\$ 2,500	0%
7650-09	pension fund	\$ 3,772	\$ 31,796	12%
7660-06	unemployment insurance	\$ (1,959)	\$ 800	-245%
7670-08	social security/mcare	\$ 3,020	\$ 38,354	8%
	<b>Total</b>	<b>\$ 10,070</b>	<b>\$ 104,450</b>	<b>10%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 59	\$ 4,750	1%
	<b>Total</b>	<b>\$ 59</b>	<b>\$ 5,250</b>	<b>1%</b>

**OPERATING EXPENSES**

Actual

Budget

8%  
% of Budget**MATERIALS**

8090-01	books on CD-adult	\$	35		0%
8091-01	books on CD-children	\$	95		0%
8096-01	compact disks-music-adult	\$	-		0%
8097-01	compact disks-music-children	\$	46		0%
8103-01	foreign language books	\$	-		0%
8104-01	adult fiction	\$	1,158		0%
8105-01	adult nonfiction	\$	725		0%
8106-01	children's fiction/nonfiction	\$	979		0%
8107-01	YA Fiction/nonfiction	\$	50		0%
8108-01	eBooks	\$	261		0%
8115-01	adult large print	\$	74		0%
8120-01	newspapers	\$	-		0%
8130-01	internet databases	\$	9,368		0%
8140-01	adult periodicals	\$	-		0%
8141-01	Children's Periodicals	\$	-		0%
8160-01	adult DVDs-feature movies	\$	339		0%
8161-01	Adult Games	\$	-		0%
8162-01	children's DVDs-movies	\$	159		0%
8163-01	ya DVDs	\$	39		0%
8164-01	foreign language DVDs	\$	2		0%
8166-01	children's games	\$	-		0%
	<b>Total</b>	<b>\$</b>	<b>13,330</b>	<b>\$ -</b>	<b>0%</b>

**PROGRAMS**

8150-01	children's programs	\$	-		0%
8152-01	children's summer reading program	\$	462		0%
8153-01	ya programs	\$	-		0%
8154-01	Makerspaces/library of things	\$	103		
8155-01	adult programs	\$	561		0%
8156-01	Technology programs	\$	4		0%
8157-01	senior programs	\$	85		0%
	<b>Total</b>	<b>\$</b>	<b>1,216</b>	<b>\$ -</b>	<b>0%</b>

**STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$	-	\$ 2,000	0%
	<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$ 2,000</b>	<b>0%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>8% % of Budget</b>
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#### COMPUTERS

8170-01	Compuer Supplies	\$ -	\$ -	0%
8171-01	information technology	\$ 17,265	\$ 15,000	115%
8172-01	new computer equipment	\$ -	\$ 10,000	0%
8175-01	mls computer fund	\$ -	\$ 19,000	0%
8180-01	software	\$ 64	\$ 1,500	4%
8190-01	website	\$ 75	\$ 7,500	1%
8195-01	email	\$ -	\$ 300	0%
	<b>Total</b>	<b>\$ 17,404</b>	<b>\$ 53,300</b>	<b>33%</b>

#### OFFICE SUPPLIES

8202-01	Office Supplies	\$ 1,613	\$ 14,000	12%
	<b>Total</b>	<b>\$ 1,613</b>	<b>\$ 14,000</b>	<b>12%</b>

#### UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 1,373	\$ 13,500	10%
8302-07	electricity	\$ 1,954	\$ 30,000	7%
8303-07	gas	\$ 413	\$ 7,000	6%
8304-07	water/garbage	\$ -	\$ 2,000	0%
	<b>Total</b>	<b>\$ 3,740</b>	<b>\$ 52,500</b>	<b>7%</b>

#### BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 433	\$ 12,000	4%
8308-07	service contracts	\$ 3,876	\$ 42,500	9%
8315-07	fees and permits	\$ -	\$ 1,750	0%
8320-07	Building and Grounds	\$ -	\$ -	0%
8330-01	casual labor	\$ -	\$ 3,500	0%
8335-07	building repairs	\$ 2,935	\$ 32,000	9%
	<b>Total</b>	<b>\$ 7,245</b>	<b>\$ 91,750</b>	<b>8%</b>

#### TRAVEL

8341-01	Transportations	\$ -		0%
8342-01	lodging/meals/mileage	\$ -	\$ 2,000	0%
	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>0%</b>

**OPERATING EXPENSES**

Actual

Budget

8%  
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 628	\$ 2,200	29%
8360-01	Grants	\$ 336	\$ 50,000	1%
8361-01	Donations	\$ -	\$ 8,000	0%
8365-01	library promotion	\$ 40	\$ 6,000	1%
8370-01	postage	\$ -	\$ 2,500	0%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 69	\$ 500	14%
8432-01	mileage reimbursement	\$ -	\$ -	0%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
<b>Total</b>		<b>\$ 1,092</b>	<b>\$ 74,100</b>	<b>1%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 900	\$ 15,000	6%
8401-01	audit	\$ -	\$ 9,750	0%
8402-01	legal fees	\$ 513	\$ 6,000	9%
8404-01	Staff Recognition	\$ -	\$ 2,200	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8305-01	architech/buidling consultant	\$ -	\$ -	0%
8406-01	collection agency	\$ -	\$ 200	0%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ -	\$ 10,000	0%
8430-01	payroll expenses	\$ 490	\$ 4,500	11%
8435-01	background checks	\$ -	\$ 150	0%
<b>Total</b>		<b>\$ 1,903</b>	<b>\$ 50,800</b>	<b>4%</b>

**INSURANCE**

8460-05	liability insurance package	\$ -	\$ 17,000	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 17,000</b>	<b>0%</b>

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 18,559	0%
8701-02	Debt Certificate Prinicple	\$ -	\$ 39,100	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 57,659</b>	<b>0%</b>

**TOTAL OPERATING EXPENSES**

\$ 97,385

\$ 1,031,429

9%

**NET INCOME**

\$ (80,725)

\$ 116,571

# North Riverside Public Library District

## Balance Sheet As of July 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	432,507.94
1500-04 Cash-Audit Fund	14,280.89
1500-05 Cash-Liability Insurance Fund	55,729.31
1500-06 Cash-Unemployment Ins Fund	4,824.63
1500-07 Cash-Building Fund	-205,332.61
1500-08 Cash-Social Security Fund	36,622.54
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,032.79
1500-13 Capital Projects	30,000.00
<b>Total 1500-01 First American MM (5015)</b>	<b>368,056.70</b>
1501-01 First American Checking (5001)	6,220.33
1505-07 Chase Bank	7,766.42
1509-07 Cash - IPTIP IL Funds	94,387.29
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
<b>Total Bank Accounts</b>	<b>\$530,013.23</b>
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
<b>Total Other Current Assets</b>	<b>\$769,811.24</b>
<b>Total Current Assets</b>	<b>\$1,299,824.47</b>
<b>TOTAL ASSETS</b>	<b>\$1,299,824.47</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	5,395.25
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
<b>Total Accounts Payable</b>	<b>\$5,395.25</b>
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	-558.63
4003-01 Child Support	0.00
4200-01 Accrued Wages	11,802.51
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	3,542.79
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$14,786.67</b>
<b>Total Current Liabilities</b>	<b>\$20,181.92</b>
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$20,181.92</b>
Equity	
3200-00 Retained Earnings	-3,372.84
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	TOTAL
Net Income	-80,724.61
Total Equity	<b>\$1,279,642.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,299,824.47</b>



**North Riverside Public Library District**  
**Check Detail**  
**July 2021**

Date	Name	Memo/Description	Amount
07/09/2021	Marla Curran	Refund For Overcharged Medical	40.00
07/12/2021	AT&T 1	Billing for 07/16/2021 08/15/2021	63.10
07/12/2021	AEP ENERGY	05/26/21 - 06/25/21	1,953.59
07/12/2021	Baker & Taylor	Chidren Fiction/Non Fiction, Adult Fiction, YA	1,118.43
07/12/2021	Coverall North America	07/01/21 - 07/31/2021	1,227.56
07/12/2021	Colley Elevator Co.	Inspection	409.00
07/12/2021	Comcast	Internet SERV JuL 07 2021 - AUG 6 2021	303.40
07/12/2021	JoAnne Dykhuizen	Therapeutic Canine Massage Workshop	125.00
07/12/2021	Fullmer Locksmith Service	Removed weather stripping	117.50
07/12/2021	Franczek Radelet	Inv 204679	63.00
07/12/2021	FIRST AMERICAN BANK .	Databases, Technology Programs, Software	66.83
07/12/2021	Home Depot Credit Services	Bolts, Shockwave	83.14
07/12/2021	INGRAM LIBRARY SERVICES	Adult Fiction	357.29
07/12/2021	Cathy Kolessar	Stretching and meditation	50.00
07/12/2021	LEAF	Copier Contract, Documentation Fee	226.94
07/12/2021	LIMRiCC	Q2, Q3, Q4 incorrect contribution	354.66
07/12/2021	Lauterbach & Amen, LLP	Professional Services June 2021	900.00
07/12/2021	Midwest Tape	YA DVDs, Children DVDs	164.41
07/12/2021	NewsBank, inc	Databases Annual Subscription	515.00
07/12/2021	WILLIAM PACK	The Essential Great Chicago Fire	100.00
07/12/2021	Preferred Plumbing Inc	Building Repairs	1,380.00
07/12/2021	Quinlan Security Systems	CCTV System Additions	504.60
07/12/2021	Secure Document Solutions	Regular Schedule Secure Document Destruction	65.00
07/12/2021	Terminix	Invoice 409578343	102.00
07/12/2021	United States Alliance Fire Protection, Inc	Annual Sprinkler Inspection Panel	1,150.00
07/12/2021	OverDrive, Inc	E-Books	16.97
07/12/2021	Cathy Kolessar	Stretching and Meditation	50.00
07/12/2021	Outsource Solutions Group	Tech Services, Computer Equipment	14,240.00



07/12/2021	Cathy Kolessar	Stretching and meditation	50.00
07/12/2021	L-K fire extinguisher Service INC	Service and Maintenance of Fire Extinguishers	308.35
07/12/2021	Cathy Kolessar	Stretching and meditation AUG 2	50.00
07/15/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, YA	10.32
07/15/2021	Cathy Kolessar	Stretching and Meditation	50.00
07/15/2021	Call One	Account 1214699-1141076 Inv 431031	523.99
07/15/2021	LIMRiCC	June 2021	2,560.95
07/15/2021	Cathy Kolessar	Gamercize	50.00
07/15/2021	LIMRiCC	JULY 2021	2,560.95
07/15/2021	Midwest Tape	YA DVDs, Children DVDs	16.49
07/15/2021	Outsource Solutions Group	Tech Services, Computer Equipment	258.60
07/15/2021	Seaway Supply Co.	Toilet Paper, Fragrance, and NABC, Kitchen Towels, Clorox Wipes	143.08
07/15/2021	TBS	Cost per Fax	33.60
07/15/2021	SWAN	Reciprocal Borrowing, Fees	8,768.00
07/15/2021	Johnson Controls Security Solutions	08/001/21-10/31/21	110.94
07/31/2021	ATLAS door Repair	Entry Door Buttons Check	275.00
07/31/2021	AT&T	708Z4004304042 JUL 16 - AUG 15	449.02
07/31/2021	ABOS	Member application	20.00
07/31/2021	Baker & Taylor	Children Fiction/Non Fiction, Adult Fiction, YA, CD Children	494.85
07/31/2021	Black Stone	Books on CD	34.95
07/31/2021	Colley Elevator Co.	Inspection	240.00
07/31/2021	CENGAGE Learning	Adult Large Print	74.07
07/31/2021	CAPITAL ONE	Supplies, Tech Services, Building Supplies, Adult DVDs, Library of Things, Children Summer, Foreign DVD, Grants, Senior Programs, Staff Training, Adult Programs, Library Promotion, Memorials and Tributes, Books on CD, YA Fiction/Non Fiction, Children Fiction/Non Fiction, Memberships, Service Contracts	5,993.73
07/31/2021	FIRST AMERICAN BANK .	Databases, Technology Programs, Software, Website, Bank Fees	160.80
07/31/2021	Hinckley Springs	2429867 071421	96.39
07/31/2021	INGRAM LIBRARY SERVICES	Adult Fiction	180.08
07/31/2021	LEAF	3 Copiers	338.00
07/31/2021	Veronica Martinez	Clorox Wipes, Paper Towels	28.48
07/31/2021	Midwest Tape	YA DVDs, Children DVDs	36.98
07/31/2021	Nitech Fire & Security Industries, Inc	Service from May 1 2021 - July 31 2021	315.90

07/31/2021	OverDrive, Inc	E-Books	249.96
07/31/2021	Outsource Solutions Group	Tech Services, Computer Equipment	113.75
07/31/2021	Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.	Legal Services Jan 1 2021 - June 30 2021	450.00
07/31/2021	RAILS	Membership Fee	350.00
07/31/2021	Natalie Starosta	Reimbursement from Home Depot	12.98
07/31/2021	SWAN	Reciprocal Borrowing	13.00
07/31/2021	Technology Management Rev Fund	Billing T2130956	133.00
07/31/2021	Illinois Library Association	2021-2022 ILA Institutional Membership	225.00
07/31/2021	INGRAM LIBRARY SERVICES	Adult Fiction	686.15
07/31/2021	ICMA	July ICMA	2,843.35
07/31/2021	Nicor Gas	Nicor Gas Payment	413.27
07/31/2021	Paychex - Human Resource Services	Payroll 07.21	450.06
Total			\$ 55,921.46

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**CERTIFICATE OF AUTHENTICITY**

I, John Mathias, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the North Riverside Public Library District of Cook County, Illinois.

I do further certify that the attached is a true and correct copy of that certain Ordinance 20-08-01 for said North Riverside Public Library District for the Fiscal Year beginning July 1, 2021 which was adopted by said Board of Trustees at a meeting held on August 16, 2021.

I do further certify that the attached Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS THEREOF, I have hereunto affixed my official signature and the corporate seal of said North Riverside Public Library District, Cook County, Illinois, at North Riverside, Illinois, on the 16th day of August, 2021.

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John Mathias  
Secretary, the North Riverside Public Library  
District, Cook County, Illinois



**NORTH RIVERSIDE  
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

August 16, 2021

Ms. Karen Yarbrough  
Cook County Clerk  
118 N. Clark Street  
Chicago, IL 60602

Dear Ms. Yarbrough:

**RE: North Riverside Public Library District Certified Budget & Appropriation Ordinance 21-8-01 and Certified Estimate of Revenues by Source for the fiscal year beginning July 1, 2021 and ending June 30, 2022.**

Enclosed are two copies of the following documents for the North Riverside Public Library District:

Ordinance #21-8-01 - An Ordinance Providing for the Budget and Appropriation of the North Riverside Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021 and ending June 30, 2022 approved by the Board of Trustees on August 19, 2021.

A Certification of Authenticity for Ordinance #21-8-01 approved by the Secretary of the Board of Trustees of the North Riverside Public Library District.

A Certified Estimate of Revenues for the Fiscal Year Beginning July 1, 2021 and ending June 30, 2022.

I am submitting one copy for your files as required by law. Would you please certify the second copy and return it to me in the enclosed stamped envelope.

Thank you for your help. If you have any questions, please contact me.

Sincerely,

Natalie Starosta  
Library Director

# **BUDGET AND APPROPRIATION ORDINANCE**

## **ORDINANCE NO. (8-01-21)**

### **NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT COOK COUNTY, ILLINOIS**

#### **FISCAL YEAR JULY 1, 2021 to JUNE 30, 2022**

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

**BE IT ORDAINED** by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

#### CORPORATE

Salaries	\$565,000
Audio-visual materials and services	23,000
Books	55,000
Periodicals	3,000
Other media	24,500
Library programs	80,500
Office supplies	18,000
Printing	15,000
Postage	5,200
Legal fees	12,000
Public information	12,000
Health Insurance	45,000
Library promotion and miscellaneous service fees	38,500
Utilities	52,700
Telephone	18,500
Contingency	10,000
Petty cash	600
Information technology	102,000
Strategic initiatives	9,500
Debt service costs	63,000
Accounting	19,500

Service contracts	68,000
Library Trustees	1,000
Library staff	<u>6,500</u>
Total	<u>\$1,248,000.00</u>

#### MEMORIAL FUND

Books	4,500.00
Audio – visual materials	4,500.00
Equipment	<u>8,500.00</u>
Total	<u>\$17,500</u>

<u>AUDIT</u>	\$14,750
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<u>IMRF</u>	\$45,500
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<u>SOCIAL SECURITY</u>	\$48,000
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#### PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND DIRECTORS AND OFFICERS' INSURANCE

Public liability insurance	\$18,500.00
Workers' compensation insurance	4,600.00
Property insurance	5,000.00
Directors' and Officers' insurance	<u>1,100.00</u>
Total:	<u>\$29,200.00</u>

<u>UNEMPLOYMENT COMPENSATION INSURANCE</u>	3,500.00
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#### BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	38,000.00
Building repairs	169,000.00
Casual labor and fees	10,900.00
Building improvements	<u>158,000.00</u>
Total	<u>375,900.00</u>

## SUMMARY

CORPORATE	1,248,000.00
MEMORIAL FUND	17,500.00
AUDIT	14,750.00
IMRF	45,500.00
SOCIAL SECURITY	48,000.00
PUBLIC LIABILITY, PROPERTY, WORKERS'	
COMPENSATION INSURANCE AND DIRECTORS'	
AND OFFICERS' INSURANCE	29,200.00
UNEMPLOYMENT COMPENSATION INSURANCE	3,500.00
BUILDING, MAINTENANCE AND EQUIPMENT	<u>375,900.00</u>
TOTAL:	<u>\$1,782,350.00</u>

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$900,962.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$1,783,759.
- c. The estimated expenditures for the fiscal year are \$1,782,350.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$901,612.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,124,000.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$659,759.

SECTION 3: Funds in the total amount of \$1,782,350.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

ADOPTED this 16<sup>th</sup> day of August, 2021 pursuant to a roll call vote as follows:

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

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

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

ABSTAIN: \_\_\_\_\_

APPROVED by me this 16<sup>th</sup> day of August, 2021.

\_\_\_\_\_  
Annette Corgiat, President

ATTEST:

\_\_\_\_\_  
John Mathias, Secretary

(seal)



STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF COOK     )

CERTIFIED ESTIMATE OF REVENUES FOR THE FISCAL YEAR

BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

North Riverside Public Library District

I certify that I am the appointed, qualified and acting Treasurer of North Riverside Public Library District, Cook County, Illinois, and that, as such, I am the Chief Fiscal Officer of the Library District.

I further certify that the following is an estimate of revenues, by source, anticipated to be received by the NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT in the fiscal year July 1, 2021 to June 30, 2022:

A. Balance on hand as of July 1, 2021	\$900,962
B. Estimated revenues	
a. <u>Real Estate Taxes</u>	
General Fund	\$1,005,666
Social Security	38,784
Retirement Fund	14,046
Audit	7,938
Liability Insurance	4,885
Building Maintenance	51,609
Unemployment Compensation	1,831
b. <u>Operations</u>	
Rentals & Donations	65,000
Grants (Federal, State, Local)	280,000
Gifts and Memorials	37,500
Interest on Corporate Fund	6,500
Loan	270,000
C. Total Estimated Cash and Revenues Available For Fiscal Year 2021-2022	\$1,783,759

Annette Corgiat  
President/Interim - Treasurer  
North Riverside Public Library District  
Date Signed: August 16<sup>th</sup>, 2021

**ORDINANCE NO. 09-01-21**

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS**

**ORDINANCE DECLARING A VACANCY AND  
APPOINTING A NEW LIBRARY TRUSTEE**

**(Allan Pineda Vacancy)**

WHEREAS, Allan Pineda, Library Trustee, has resigned from his elected Board of Trustees position; and

WHEREAS, such absence is a basis for declaring a vacancy in the office of Library Trustees; and

WHEREAS, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT ORDAINED by the Library Trustees of the North Riverside Public Library District as follows:

The Library Trustees hereby:

- A. Declare a vacancy in the office of Library Trustee;
- B. Appoint Kyle Johnson to fill the vacancy to serve until the next regular library election in April, 2023.

This Ordinance adopted September 20, 2021.

VOTES (BY TRUSTEE LAST NAME)

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

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

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

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Greg Gordon, Vice-President  
Board of Library Trustees  
North Riverside Public Library District

ATTEST:

By: \_\_\_\_\_  
John Mathias, Secretary  
Board of Library Trustees  
North Riverside Public Library District

Capital Improvements:

Below is a summary of the funding and spending anticipated.

**Capital Improvement**

Funds:

Remaining funds from loan:	\$170,000.00
Funds from Legislative award	\$25,000.00
Total	\$195,000.00

Spending:

LED Lighting	BA Solutions	\$18,195.00
YA Carpet	Empire Today	\$36,345.51
YA Moisture Mitigation	Empire Today	\$19,823.88
YA Shelf Moving	Hallett Movers	\$9,050.00
YA new shelves	Library Furniture International	\$10,229.00
Smart Lockers	Smiota	\$17,033.00
Digital Sign	Olympik Signs	\$33,730.00
Concrete/Asphalt		\$45,000.00
Window film/Shades	AAA Glass Tint	\$5,361.39
Total		\$194,767.78

# **Pavement Maintenance Proposal**

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## **North Riverside Public Library**

**Natalie Starosta**

### **Project:**

**North Riverside Public Library 2021-1487 (REVISED 8-6-2021)**

2400 S. DesPlaines Ave  
North Riverside, IL 60546



Sean Lynch  
Senior Business Consultant

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# M&J Asphalt Paving Company Inc.

## Company Info



M&J Asphalt Paving Company Inc.  
3124 S. 60th Court  
Cicero, Illinois 60804

P: 708-222-1200

F: 708-222-1213

<http://www.mjpaving.com>

## Contact Person

Sean Lynch  
Senior Business Consultant  
[lynch@mjasphaltpaving.com](mailto:lynch@mjasphaltpaving.com)  
Cell: 708-435-3977  
Office 708-222-1200

## About Us

### Chicagoland's #1 Pavement Problem Solvers

M&J Asphalt Paving Company Inc. is a self-performing asphalt paving, concrete and ground maintenance specialist with more than 30 years of experience.

M&J proudly delivers services to a variety of governmental, residential and commercial clients, including Fortune 500 companies, property managers, fast food chains, manufacturing firms, general contractors, and Chicago-area municipalities and small businesses. We specialize in the medium and large jobs that have to be done right the first time—the shopping centers, athletic facilities, hospitals, restaurants and office parks that demand reliability from their vendors.

Whether it's asphalt paving, concrete installation, sewer repairs or snow removal, M&J prides itself on utilizing the latest technological and ecological advances to better serve customers.

We remain a family-owned company with a simple philosophy: *"We are in business to make you look good."* We strive to be the easiest part of any property manager or owner's day, and our work speaks for itself. It's a promise M&J Asphalt Paving Company Inc. delivers on again and again.

See us in action? [Paving](#) & [Concrete](#).

# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)



## Asphalt Mill & Pave 4" & Re-Stripe Existing Layout

1. The proposed area(s) comprises approx. 9,400 square feet.
2. M&J will remove your pavement to the depth of 4 inches and haul to approved dump site. Any depth deeper than 4 inches will result in additional charges.
3. M&J will install 2 inch(es) of compacted HMA binder.
4. M&J will install 2 inch(es) of compacted HMA surface.
5. M&J will perform the work in 1 **WEEKDAY** mobilizations.
6. All areas will be barricaded during and after the repair process.
7. NOTE: If soft or yielding areas are discovered in the base or subgrade, additional cost to remove such material will be \$900 per six wheeler or \$1,300 per semi to haul offsite and \$30.00 per ton for additional stone needed.
8. **Our firm will re-stripe the parking lot area as per the existing layout:**  
26 Stalls / 2 Blue Box Handicap / 2 Arrows / 300 LF Misc. Line

Total Price: \$30,094.00

## Concrete Sidewalk Removal & Replacement 5"

1. Number of locations 2.
2. Sidewalk repair comprises 2 area(s) measuring approx. 504 sq. ft.
3. M&J will sawcut, remove and haul offsite existing concrete sidewalk from all proposed areas.
4. **New Concrete Surface:** We will form, place and finish 5 inches of 4,000 psi new concrete. The installation of control and expansion joints, if necessary, will be determined by our crew.
5. **Stone base** is 2 inches.
6. **Reinforcement** is determined by our crew.
7. **Finish:** The final finish of the new concrete surface will be Hand-Trowelled.
8. **Barricading:** All areas will be barricaded before, during and after the project. It is the owner's responsibility to make sure all barricades remain in place after our crews leave the job site.
9. **Note:** Our proposal does not include snow removal, winter heat or protection, or non-chloride accelerants.
10. **Note:** It is the owner's responsibility to provide crew with location for concrete truck wash-out.
11. **Note:** Landscape restoration by others.
12. **Note:** Backfilling excavated areas along newly placed concrete is subject to an additional charge.
13. Mobilizations 1 **WEEKDAY**.
14. NOTE: If soft or yielding areas are discovered in the base or subgrade, additional cost to remove such material will be \$900 per six wheeler or \$1,300 per semi to haul offsite and \$30.00 per ton for additional stone needed.

Total Price: \$7,111.00

# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)

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## Concrete Curb Removal & Replacement

1. Number of locations 1.
2. Concrete curb repair comprises 1 area(s) measuring approx. 86 lineal ft.
3. M&J will sawcut, remove and haul offsite existing concrete curb from all proposed areas.
4. Curb type is B 6.12.
5. **New Concrete Curb**: We will form, place and finish 4,000 psi new concrete. The installation of control and expansion joints, if necessary, will be determined by our crew.
6. **Stone base** is inches.
7. **Reinforcement** is determined by our crew.
8. **Finish**: The final finish of the new concrete curb will be Hand-Trowelled.
9. **Barricading**: All areas will be barricaded before, during and after the project. It is the owner's responsibility to make sure all barricades remain in place after our crews leave the job site.
10. **Note**: Our proposal does not include snow removal, winter heat or protection, or non-chloride accelerants.
11. **Note**: It is the owner's responsibility to provide crew with location for concrete truck wash-out.
12. **Note**: Landscape restoration by others.
13. **Note**: Backfilling excavated areas along newly placed concrete is subject to an additional charge.
14. Mobilizations 1 **WEEKDAY**.

Total Price: \$4,051.00

## 2 Catch Basin Tuck Pointing

1. Tuck point around connecting pipes.
2. Tuck point around rings.
3. Tuck point around damaged areas in cone and barrel.
4. Mobilizations 1 **WEEKDAY**.

Total Price: \$1,200.00



# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)



## Image



## Notes:

Image



Image



Image



Image





# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)

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Image



Image



Image



Image



Image



Image



Image



# Price Breakdown: North Riverside Public Library 2021 (REVISED 8-6-2021)



Please find the following breakdown of all services we have provided in this proposal.

This proposal originated on July 30, 2021. **Job Number:** 2021-1487

Item	Description	Cost
1.	Asphalt Mill & Pave 4" & Re-Stripe Existing Layout	\$30,094.00
2.	Concrete Sidewalk Removal & Replacement 5"	\$7,111.00
3.	Concrete Curb Removal & Replacement	\$4,051.00
4.	2 Catch Basin Tuck Pointing	\$1,200.00
<b>Total:</b>		<b>\$42,456.00</b>

## Authorization to Proceed & Contract

If this proposal meets with your approval and you desire to enter into a contract on the terms and conditions set forth herein, please so indicate by signing and returning to us the original copy of this quotation, which shall become a contract upon, but not before, acceptance by M&J Asphalt Paving Company Inc. (M&J).

The quantities, if any, listed above are estimates. Payment will be based on actual quantities completed at the unit price or lump sum quoted for such item or items. Owner/contractor hereby acknowledges that the petroleum market is extremely volatile. Therefore, any asphalt or other material price increase from M&J's suppliers between the date of the proposal and the commencement date of the work is subject to an escalation clause. Owner/contractor hereby agrees to pay to M&J the material cost increase, including taxes together with a ten percent markup on said increase. M&J hereby agrees to provide owner/contractor with documents verifying said increase upon request.

M&J shall not be responsible for any damage to any underground utilities, appurtenances or other hidden conditions unless the owner/contractor has given to M&J advance written notice of their existence and location.

M&J hereby warrants and guarantees that the work furnished hereunder shall conform to the specifications and requirements as set forth in the proposal and further warrants and guarantees that the work is free from defects in material and workmanship. This guarantee and warranty shall remain in effect for a period of twelve months from the date of written acceptance of the work by the owner/contractor. M&J shall promptly, and at its sole cost and expense, either repair or replace any defective work upon receipt by a written notice of a defect within said twelve month period.

Any alteration or deviation from the above drawings or specifications involving extra cost of materials or labor will incur an extra charge over the amount mentioned in this proposal/contract. All agreements must be in writing. All agreements are contingent upon strikes, accident or delays beyond our control.

**NOTE: This proposal may be withdrawn by us if not accepted within 30 days.**

# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)

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## Payment Terms

We agree to pay the total sum or balance in full 30 days after the completion of work.

M&J Asphalt Paving Company Inc. shall receive final payment upon completion of the work within thirty (30) days of submission of its final invoice. Any and all payments not made in accordance hereof shall be subject to a 1.5% per month service charge. Customer agrees to pay all reasonable costs, expenses and attorney fees incurred to collect sums past due.

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

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Natalie Starosta  
North Riverside Public Library  
2400 S. DesPlaines Ave  
North Riverside, IL 60546  
[starostan@northriversidelibrary.org](mailto:starostan@northriversidelibrary.org)  
O: 708-447-0869 Ext: 225

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Sean Lynch | Senior Business Consultant  
M&J Asphalt Paving Company Inc.  
3124 S. 60th Court  
Cicero, Illinois 60804  
E: [lynch@mjasphaltpaving.com](mailto:lynch@mjasphaltpaving.com)  
C: 708-435-3977  
P: 708-222-1200  
F: 708-222-1213  
<http://www.mjpaving.com>



# Additional Info: North Riverside Public Library 2021-14 (REVISED 8-6-2021)



## Contract Terms & Conditions

1. **Final Walk-Through:** Your M&J sales associate will arrange and conduct a final inspection of the work within 72 hours of project completion. Please be sure an authorized representative is available for this walk-through. Any findings discovered after a missed walk-through may be deemed null and void.

### **Project Notes:**

- 1) No permit, testing or bonds fees.
- 2) A certificate of insurance furnished upon request.
- 3) Given the volatility of the petroleum market, any material increase in 2020 will be added to the total price with supplier documentation to verify.
- 4) Unless otherwise noted, above prices are based on one (1) mobilization. There is a \$4,500.00 charge per additional asphalt mobilization. There is a \$500.00 charge per additional sealcoat/stripe mobilization.
- 5) Proposal based on standard 40-hour work week, Monday through Friday, unless otherwise noted.
- 6) Traffic control by others unless specified in bid.

### **\*\* Cold Weather Specifications:**

- 1) M&J Asphalt Paving Company follows IDOT specifications in the placement of any proposed asphalt. For placement of the Prime Coat, IDOT specifies: "The base, or base and gutter shall be clean and dry. The bituminous priming material shall be prepared according to Article 403.05 and applied according to Article 403.10. When emulsified asphalt is used, the temperature in the shade shall be 60 °F (15 °C) or higher at time of application." For placement of the Hot Mix Asphalt, IDOT specifies: "HMA shall be placed on a clean, dry base and when weather conditions are suitable. The leveling binder and binder courses shall be placed only when the temperature in the shade is at least 40 °F (5 °C) and the forecast is for rising temperatures. The surface course shall be placed only when the air temperature in the shade is at least 45 °F (8 °C) and the forecast is for rising temperatures." Any placement of Prime Coat or Hot Mix Asphalt outside the parameters specified voids any warranty offered by M&J Asphalt Paving Company.
- 2) M&J Asphalt Paving Company excludes in this proposal snow removal, winter heat and protection for the placement of concrete; non-chloride accelerants required for winter pours are also excluded.
- 3) Concrete is a porous material, which means it absorbs water. When brine created by melting snow and ice seep into concrete, this "saltwater" increases the amount of freeze/thaw cycles the concrete goes through. Eventually, this weakens the concrete and can cause the concrete to fail. This can happen when the refreezing of the brine causes pores to enlarge and even pop, pit or spall. Concrete should properly cure before de-icers are used. Therefore, it is recommended that de-icers NOT be used during the first winter of new concrete. Use sand for traction in place of melting the ice. Use of de-icers will result in the voiding of any warranty.

### **Additional Asphalt Specifications:**

M&J will not be held responsible, nor be denied payment in full, for issues related to slow drainage, puddles and/or standing water in which the "existing" lot does not provide for a minimum of 1% slope.

### **Additional Concrete Specifications:**

- 1) M&J will not be held responsible for premature cracking related to shrinkage through the normal curing process.
- 2) M&J will not be held responsible for damage to newly constructed curbs/walks/driveways in which damage was caused by individuals and third parties crossing newly poured areas prior to sufficient curing time.
- 3) Per IDOT specifications, 100% curing time will be achieved on all newly poured concrete after 28 days.

## Paving Commercial | Owner Responsibility & Conditions

1. **Underground Utilities:** M&J is not responsible for damage to any underground utilities or other hidden conditions if the owner/contractor fails to provide M&J advance notice of their existence and exact location. Owner/contractor agrees to indemnify and hold M&J harmless for any loss, expense or damage resulting from, arising out of, or in any way related to such condition.
2. **Minimum Grades:** M&J reserves the right to refuse to construct a pavement unless minimum grades of 1% are attainable for proper surface drainage. If owner/contractor directs construction with less than a minimum grade of 1%, it is understood that waterponding may occur and that no warranty attaches to the work as to satisfactory surface

# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)



drainage. M&J is not responsible for the redesign of plan grades in order to establish a minimum of 1% drainage.

3. **Unstable Sub-Grade:** No materials will be placed on a wet, unstable or frozen sub-grade. A suitable sub-grade shall be furnished to M&J as a condition precedent to any performance of any work required under this agreement. All sub-grade must be graded by the owner/contractor to within +/- 0.10 feet.
4. **Reflective Cracking:** When resurfacing concrete, brick or asphalt pavements, M&J is not responsible for the reproduction of cracks or expansion joints which may occur.
5. **Existing Pavement & Surfaces:** If during the course of construction activities, M&J is required to travel across existing concrete, asphalt or crack-filled surfaces, M&J is not liable for damage done with trucks delivering or removing materials or equipment to or from the project location to the existing pavements.
6. **Special Handling Materials:** If Petromat, contaminated or hazardous materials, or hard-to-handle materials are found in the asphalt, there will be an additional charge for removal and disposal.
7. **Sewers:** M&J is not responsible for identifying MWRDGC sewer(s). Owner/contractor is responsible for making M&J aware of such sewer(s) located on the property, and owner/contractor will pay all costs incurred in construction or reconstruction of these types of sewer(s).
8. **Landscaping, Backfilling & Restoration:** Prices do not include doing any landscaping work, additional topsoil, seeding or blanketing along the perimeter of the paved area and any new grade changes that may occur.
9. **Undercutting:** Sub-grade preparations include proof-rolling by others to +/- 0.1 inch of grade. M&J is not responsible for soft or yielding soil sub-grade. Any undercutting will result in an additional charge.
10. **Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.
11. **Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival. Areas where the newly sealed pavement is wet may wear prematurely.
12. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work.  
Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles.
13. **Site Services:** The property is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.

## Pavement Repair | Owner Responsibility & Conditions

1. **Landscaping, Backfilling & Restoration:** Prices do not include doing any landscaping work, additional topsoil, seeding or blanketing along the perimeter of the paved area and any new grade changes that may occur.
2. **Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.
3. **Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival. Areas where the newly sealed pavement is wet may wear prematurely.
4. **Site Services:** The property is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.
5. **Driving on Surface:** Once you start driving on paved/sealed surface, avoid turning your wheels unless your car is moving. We understand this may be difficult to do, but understand that when wheels are turned on a freshly paved/sealed asphalt surface, scuffing and turn marks will be evident, ***no worries, in time they will blend in with surrounding surface.***
6. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work.



# Proposal: North Riverside Public Library 2021-1487 (R 8-6-2021)



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Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles.

# Attachments

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Please click any of the links below to view and print all documents.

## Company Attachments

[MJ Certificate of Insurance](#)

[MJ Sell Sheet 2021](#)

# Proposal

## MIKE'S CONCRETE

Excavation • Foundations • Flatwork

7041 26th Parkway • Berwyn, IL 60402  
(708) 788-0225 • (708) 788-0406 fax

PROPOSAL SUBMITTED TO <b>NORTH RIVERSIDE PUBLIC LIBRARY</b>	PHONE	DATE <b>5-28-21</b>
STREET <b>2400 DESPLAINES AV.</b>	JOB NAME	
CITY, STATE AND ZIP CODE <b>IL RIVERSIDE</b>	JOB LOCATION	
ESTIMATED STARTING DATE		JOB PHONE

We hereby submit specifications and estimates for:

### JOB DESCRIPTION


REMOVE + REPLACE ALL CONCRETE SIDEWALKS  
ADJACENT TO BUILDING, APPROX 1,540 SQ. FT.  
ALL NEW CONCRETE TO 6 BAG MIX, 5" THICK, OVER  
4" COMPACTED STONE.  
NEW HANDICAP STAMP AT FRONT ENTRANCE.  
REMOVE + REPLACE 3FT SECTION OF CURB AT  
SOUTH END THAT'S SUNK + HOLDING WATER.

**We Propose** hereby to furnish material and/or labor - complete in accordance with above specifications, for the sum of:

**FOURTEEN THOUSAND THREE HUNDRED THIRTY** dollars (\$ **14,330** ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our worker's are fully covered by Workmen's Compensation Insurance. Payment to be made as follows: **Full payment due upon completion of work.** 1 1/2% interest after 30 days per month. Below Acceptance Signatures responsible for any legal fees in recovering payment for work performed at above address. On 61st day after Job Completion, Delinquent Account will be forwarded to Attorney for Collection.

Authorized Signature:  Note: This proposal may be withdrawn by us if not accepted within **90** days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

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

Date of Acceptance: \_\_\_\_\_



469 DesPlaines Ave.  
Riverside, IL 60546  
708-442-7720  
708-447-2955 Fax  
maganaconcrete@gmail.com

COMMERCIAL -INDUSTRIAL -RESIDENTIAL

DRIVEWAYS - FOUNDATIONS - PATIOS -  
RETAINING WALLS - CURB/GUTTERS - SIDEWALKS -  
STEPS - RESURFACING/SEALING -  
STAMPED, COLORED, & AGGREGATE CONCRETE  
WATERPROOFING



## PROPOSAL

PROPOSAL SUBMITTED TO:	PHONE: (708)447-0869	DATE: 7/10/21
NAME: Natalie Starosta	JOB NAME: North Riverside Library	
STREET: 2400 S. DesPlaines Ave.	STREET:	
CITY: North Riverside	CITY:	
STATE: ZIP:	EMAIL: <a href="mailto:starostran@northriversidelibrary.org">starostran@northriversidelibrary.org</a>	

We hear-by submit specifications and estimate for:

-Remove/replace existing walk from parking lot ada ramp to rear side door approx. 12'x13'(bike area), 7.5'x31.5', 7.5'x11', 8'x9', 12.5'x17'(back door garbage area). Concrete will be 6.5 bag mix (4,500psi), 4" thick, w/4" compacted stone base. Slab will be reinforced w/steel wire mesh, micro fibers, & integral sealer for added strength and durability.

-Remove/replace existing curb (depressed) approx. 24' w/ada mats.

-Grind & caulk 12.5' of tripping hazard.

\*any removal of walks over 4", driveways over 5", and steps over 12" thick will be additional. \*Permit fees will be additional.

\* Not responsible for concrete slab surface defects including sealing, flaking, cracking, discoloration, pop outs, crazing attributable to the condition or quality of the redi-mix concrete or slats and not the work of the contractor.

\* Not responsible for landscaping damages due to construction work. Landscaping can be done at an additional cost per request.

\* No salt or deicing agent to be applied to concrete. Sealing is recommended every 1-2 years.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:

Ten Thousand Eight Hundred Sixty Dollars (\$10860.00) Payments to be made as follows:

\$5,430.00 To start, \$5,430.00 due upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 14 days and it is void thereafter at the option of the undersigned.

Authorized Signature

### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED

DATE: \_\_\_\_\_

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

\_\_\_\_\_



**Beyond Paving.**  
**BEYOND EXPECTATIONS.™**

# PROPOSAL

OPP-21-010502

Jun 11, 2021

Account Information
<b>Account Name:</b> North Riverside Public Library District
<b>Street Address:</b> 2400 S. Des Plaines Ave
<b>City State Zip:</b> North Riverside IL 60546

Contact Information
<b>Contact Name:</b> Natalie Starosta
<b>Contact Email:</b> starostan@northriversidelibrary.org
<b>Contact Phone:</b>

Rose Paving Information
<b>Account Executive:</b> Jeff Beaurain
<b>Email:</b> jeff.beaurain@rosepaving.com
<b>Cell:</b> 312-270-6458

## PRICING TABLE

Service Line Name	QTY	U of M	Depth	Subtotal
Base Bid				
Concrete Flatwork - Remove and Replace @ 5"	614	SF	5.00	\$10144.63
Concrete Curb - Remove and Replace	21	LF		\$1367.98
Concrete - Grind trip hazard	12	SF		\$400.00
Asphalt - Remove and Replace @ 4"	8,942	SF	4.00	\$41382.60
Lot Marking Layout - Single Bays	23	Bays		\$1165.74

<b>Subtotal</b>	\$54460.95
<b>Estimated Tax</b>	\$0.00
<b>TOTAL</b>	\$54460.95

Notes/Exclusions
All pricing includes Union labor or Prevailing wage equivalent, equipment, and communication. If Required Rose Paving will pull all necessary permits/schedule inspections and pass cost to client. Exclusion: Permit fees, Private Utilities Locate, Undercutting of Unsuitable Spoils, Dirt haul off, Proof Rolling, Hazardous Materials Handling, IEPA testing for subgrade soil disposal, Foundation Demolition/Excavation, Dry/Wet Utility Relocation/Repair, Construction Staking/Layout, Landscape Restoration, Backfill, Seeding, Sodding, Electrical Repairs or Replacement, Sprinkler repairs or relocation.

## CUSTOMER APPROVAL

Total Dollars Approved:
Name: Natalie Starosta
Authorized Signature:

## Scope Detail

Service Line Name	Service Description
<b>Base Bid</b>	
Concrete Flatwork - Remove and Replace @ 5	Saw cut areas of concrete to be excavated in (4) areas and remove from job site to a legal dump site. Existing base will be re-graded and compacted to ensure a solid base for replacement of concrete. Form and pour at 5 inches in depth of 4000 PSI concrete over the given areas. Insure ADA slope compliance where required. Includes installation of tactile warning tile where ADA sidewalk transitions to parking lot. Dowel into adjacent concrete with # 3 rebar. This pouring will be reinforced with #10-gauge 6x6 wire mesh or fiber mesh. Expansion and control joints will be furnished as needed. The surface will be broom finish. Barricaded areas to allow proper cure time for concrete. Leave property neat & broom clean upon completion. All work to be completed in (1) weekday mobilization. Note: All final backfill, grading, seeding, blanketing or sodding to be completed by others. Sprinkler system relocation or repair adjacent to new concrete by others.
Concrete Curb - Remove and Replace	Saw cut area of concrete to be excavated and remove from job site to a legal dump site. Existing base will be graded and compacted to ensure a solid base for replacement of concrete. Dowel into adjacent concrete with (2) # 4 Rebar. Set forms as necessary to achieve proper grades. Pour 4000 PSI concrete flush with adjacent surface. Re-establish joints per existing & apply broom finish. Barricade areas to allow proper cure time for concrete. Remove forms and construction debris after concrete has cured. Leave property neat & broom clean upon completion. Price to be executed with sidewalk work. Note: All final backfill, grading, seeding, blanketing or sodding to be completed by others. Sprinkler system relocation or repair adjacent to new concrete by others.
Concrete - Grind trip hazard	Grind 12' long trip hazard to level down the high side of two joining sections of concrete, the high side is ground down flush to the adjacent concrete eliminating the 'trip hazard'. The debris will be swept up and disposed. Leave property neat & broom clean upon completion. Note: Areas will be closed off and barricaded to execute scope of work. All OSHA (29 CFR 1926.1153) Silica dust standards will be adhered to.
Asphalt - Remove and Replace @ 4"	Saw cut and excavate asphalt to 4" depth and remove debris to approved facility. Mechanically compact sub-grade to an unyielding condition. Apply tack coat to all vertical edges to ensure adhesion. Install Hot Mix Asphalt in (2) separate lifts and compact to 4" inches (after compaction). If undercutting is required due to unsuitable base, an additional charge will apply. If asphalt is deeper than specified depths, additional charges will apply. Priced for (1) weekday mobilization using tax exempt materials. Note: If asphalt is thicker than specified depths an additional charge will apply for additional asphalt material. Upon removal of the asphalt the stone base will be inspected for stability. If the stone base or sub-grade is soft or the stone base is not stable enough to support loads, base repairs can be performed for an additional charge.
Lot Marking Layout - Single Bays	Layout & Stripe your parking lot per the existing layout. Prevailing Wage Labor



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**BEYOND EXPECTATIONS.™**

# PROPOSAL

## Rose Paving Contract Terms & Conditions

- 1. ESCALATION:** This proposal is based on material costs at current market rates. Due to the current volatile market conditions for liquid asphalt that are beyond Rose Paving's control and in the event of future material price increases the responsible party agrees to pay for the escalation of material costs without a change order. This paragraph applies only to materials.
- 2. TIMING:** Due to fluctuation in the cost of raw materials, including but not limited to liquid asphalt, if the current date is past 15 days from the proposal date, customer should clarify that pricing is still valid.
- 3. CONTRACT DOCUMENTS:** Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.
- 4. PAYMENT TERMS:** NET BALANCE DUE 30 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 1% per month until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay Rose Paving LLC. all sums earned to date. Price reflects a 4% (four percent) discount for payments by cash or check.
- 5. DEPOSIT:** If contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.
- 6. PERMITS AND FEES:** Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.
- 7. UNMARKED / UNDOCUMENTED UTILITIES:** The client shall be responsible for repairing any private utility lines damaged by Rose Paving during the course of this project which were unmarked, undocumented or non-conforming to prevailing codes. While Rose Paving shall be responsible for repairing utilities in situations where Rose Paving damaged marked, conforming private utility lines, Rose Paving shall not be held liable for additional costs associated with utility interruption regardless of whether the lines were marked and / or documented properly or not. The customer is responsible to call the utility company.
- 8. WORK ACCESSIBILITY:** The price(s) quoted herein is contingent upon the work area being free of any obstructions (vehicles, dumpsters, etc.) at the scheduled project start date and time. Rose Paving, reserves the right to adjust the agreed upon project price if the job conditions prevent Rose Paving work crews from starting on time and proceeding without interruption
- 9. SOIL CONDITIONS:** The proposed price is contingent on the existing subsoil or base being adequate to support the pavement work. Rose Paving shall not be held liable for failure due to poor subgrade, moisture or other unforeseen circumstances such as underground water springs, contaminated soil, etc. If failure does occur, Rose Paving will notify agent or owner for inspection.
- 10. WATER DRAINAGE:** On projects where the natural fall of the land is less than 2%, Rose Paving cannot guarantee that there will be total water drainage on pavements. After repair and Rose Paving shall not be held liable for ponding or retention in surrounding areas. On projects where the scope of work includes an overlay, the overlay will follow the contour of the existing base surface and Rose Paving cannot guarantee and will not be liable for drainage issues in the work area or surrounding areas.
- 11. CLEANING EXPENSES:** The owner understands that the work called for in this agreement is a messy process. The parties agree that Rose Paving is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than Rose Paving employees.



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**12. INDEMNITY:** Rose Paving agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that Rose Paving cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold Rose Paving and its agents harmless from any and all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means, or should be construed to mean that Rose Paving or others shall be indemnified for their own negligence.

**13. CHOICE OF LAW & VENUE:** To the fullest extent permitted by law, each provision of this contract shall be interpreted in such manner as to be effective and valid under the laws of the State of Project and corresponding Choice of Law indicated below without regard to that state's conflict of laws principles, and venue and jurisdiction for any dispute under this agreement shall rest in the Venue and Jurisdiction Identified:

	State of Project	Choice of Law	Venue and Jurisdiction
A.	Arizona	Arizona	Superior Court of Maricopa County or the United States District Court District of Arizona-Phoenix
B.	California	California	Superior Court of California County of Los Angeles or the United States District Court Central District of California
C.	Florida	Florida	Circuit Court of Hillsborough County Florida or the United States District Court Middle District of Florida
D.	Illinois	Illinois	Circuit Court of Cook County or Northern District of Illinois
E.	Tennessee	Tennessee	Davidson County Circuit Court or the U.S. District Court Middle District of Tennessee Nashville Division
F.	All other states	Illinois	Circuit Court of Cook County or Northern District of Illinois

**14. ATTORNEY FEES & COSTS:** In the event Rose Paving places any amounts owed under this proposal for collection with either a collection firm or attorney, Rose Paving shall be entitled to reasonable collection fees, attorneys fees and costs.

**15. TAXES:** All taxes are included in proposal price unless otherwise specified.

**16. MATERIAL & WORKMANSHIP:** All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, Rose Paving warrants workmanship and materials for a period of 1 year from the date of completion. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured.





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**17. CONSENT TO USE OF PHOTOGRAPHS, IMAGES AND VIDEOS:** Customer consents to Rose Paving using images and videos of jobsite as described in proposal or any work order, for use in Rose Paving promotional, marketing and training materials. Rose Paving shall have right to use the name, logos, trademarks, trade names, service marks or other marks of customer to the extent any of the foregoing appear in photographs, images and videos of the jobsite.

**18. NON-DISCLOSURE:** Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Rose Paving's Confidential Information. This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and Rose Paving shall be entitled to injunctive relief in addition to any other remedy available in law or equity.

**19. ALTERATIONS TO THIS PROPOSAL:** Alterations or notations on or to this Proposal will not be valid unless accepted in writing by an authorized representative of Rose Paving.

**20. SEVERABILITY OF TERMS:** Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force

**As a duly authorized representative of North Riverside  
Public Library District, I agree to these Terms & Conditions**

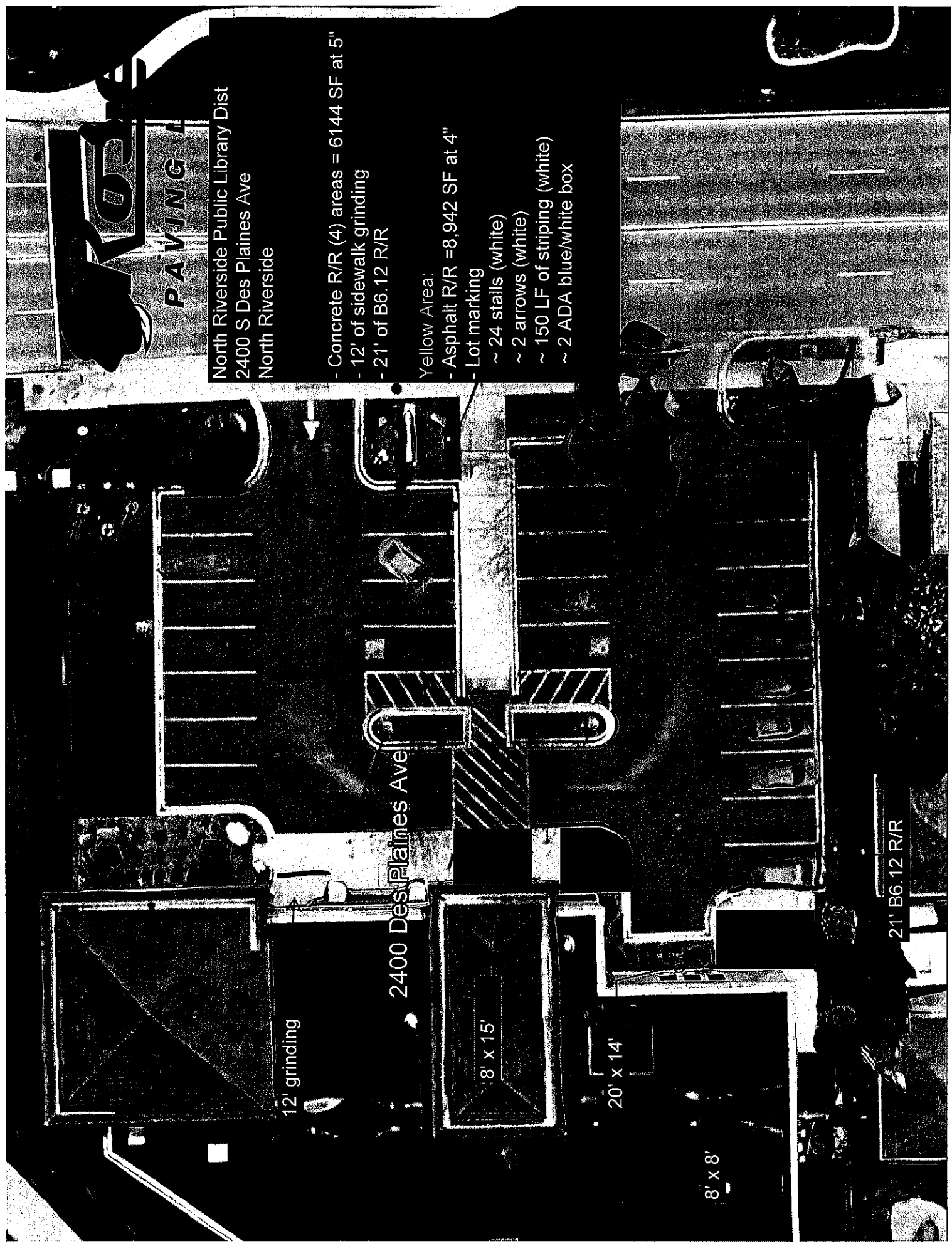
## BILLING INSTRUCTIONS:

North Riverside Public Library Dist  
2400 S Des Plaines Ave  
North Riverside

- Concrete R/R (4) areas = 6144 SF at 5"
- 12' of sidewalk grinding
- 21' of B6.12 R/R

Yellow Area:

- Asphalt R/R = 8,942 SF at 4"
- Lot marking
  - ~ 24 stalls (white)
  - ~ 2 arrows (white)
  - ~ 150 LF of striping (white)
  - ~ 2 ADA blue/white box



## Smart Lockers

After reviewing the quotes and speaking with libraries who have each of these locker systems, we recommend Smiota's system. This company is actively working to integrate with our current ILS and will have that option in the future. Currently they have a script that will pull the needed data from our system to input all of our patrons into the Smiota locker for easy of locker assignment. The recommend filling lockers in the morning before open and again prior to close for the best use of the space. The price includes 2 units (from the computer to the left below) and a variety of sized lockers from those shown below to larger ones to fit many of our library of things items. Marla is currently working on artwork to wrap the lockers. Units will be placed on the brick wall next to the meeting room door and will stick out 6 inches past the building. Custom wrapping will add an additional estimated \$2,400 to the cost of any of the locker units.

Company	Number of lockers	Variable Size?	Cost (install and unit)	Yearly Maintenance
Smoita	35	Yes	\$17,033.00	\$1,680.00
D-Tech	24	No	\$26,185.00 (plus shipping)	\$2,795
Luxer One	39	Yes	\$21,604.88	\$1,224 – \$1,908





# Automating the Secure Exchange of Physical Goods

## Contactless Pickups for Libraries

Locker Proposal for North Riverside  
Public Library

David Smith  
Director of Sales and Business Development  
DSmith@Smiota.com  
August 10, 2021

# Background & Assumptions

## Background

North Riverside Public Library is a 22,500 sq ft branch with approximately 100-150 holds at a given time.

ILS is Sirsi Dynex.

Consortium is SWAN.

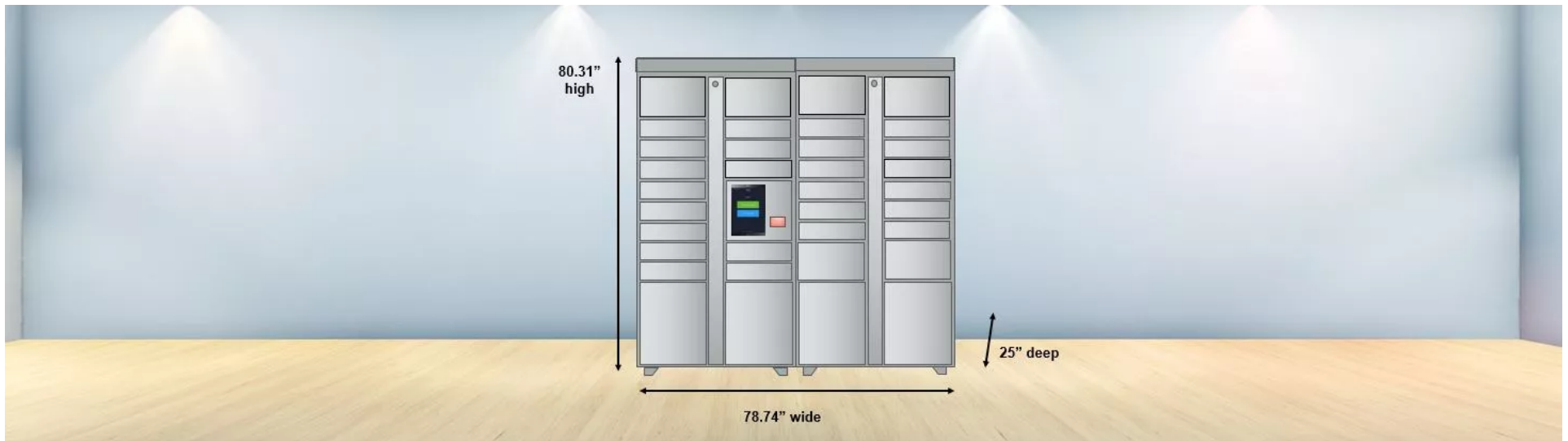
## Assumptions

Installation will be outdoor.

Library will provide standard power and connectivity.

# Locker Configuration

Locker Size	Number of Doors	Size (H,W,D)
Small	25	4.33 x 16.34 x 25"
Medium	6	9.45 x 16.34 x 25"
Large	4	20.28 x 16.34 x 25"
<b>Total Locker Doors</b>	<b>35</b>	



# Pricing

Solution	Price	# Locker Banks	Subtotal
17 Door Outdoor Console(13S, 2M, 2L)	\$8,703.00	1	\$8,703.00
18 Door Additional Outdoor Locker Bank	\$5,930.00	1	\$5,930.00
Shipping and Installation	\$1,200.00	2	\$2,400.00
			<b>\$17,033.00</b>
<b>Shipping &amp; Installation</b>			

**Total\*                    \$17,033.00**

Annual Maintenance & Support	Price	# Locker Doors	Subtotal
Maintenance & Support (Annual)	\$48.00	35	\$1,680.00

**Total\*                    \$1,680.00**

\* Plus applicable taxes

Pricing Includes Mobile App, Remote Network Access, Real time Dashboard and Reporting, Email and Text Messaging Monthly maintenance includes all remote and on site software and hardware support for the term of the agreement





# Locker Electrical and Ethernet Requirement

Power & Data have to be provided by a customer:

Power requirements:

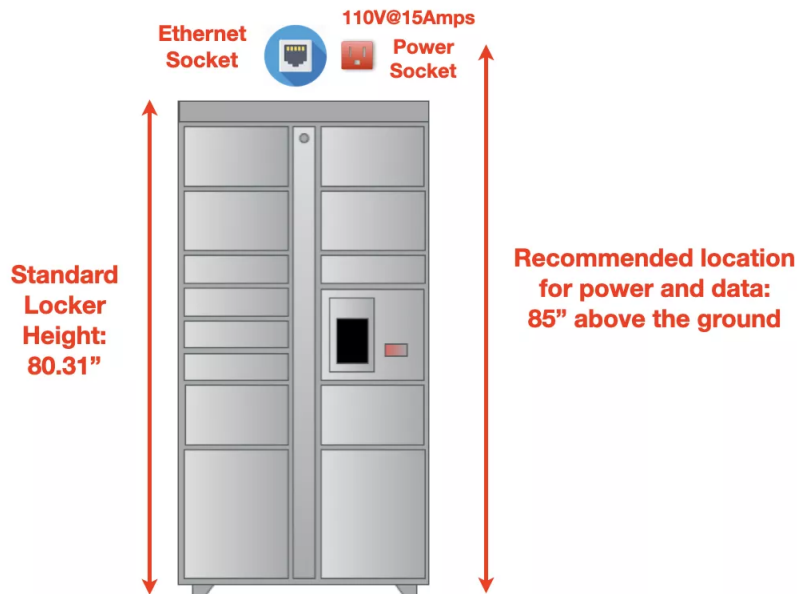
- each main console unit requires one power socket
- each refrigerated locker unit requires one power socket
- each freezer locker unit requires one power socket

Recommended power outlet location:

- 85" from the ground for the main console
- 90" from the ground for refrigerator or freezer

Data requirements:

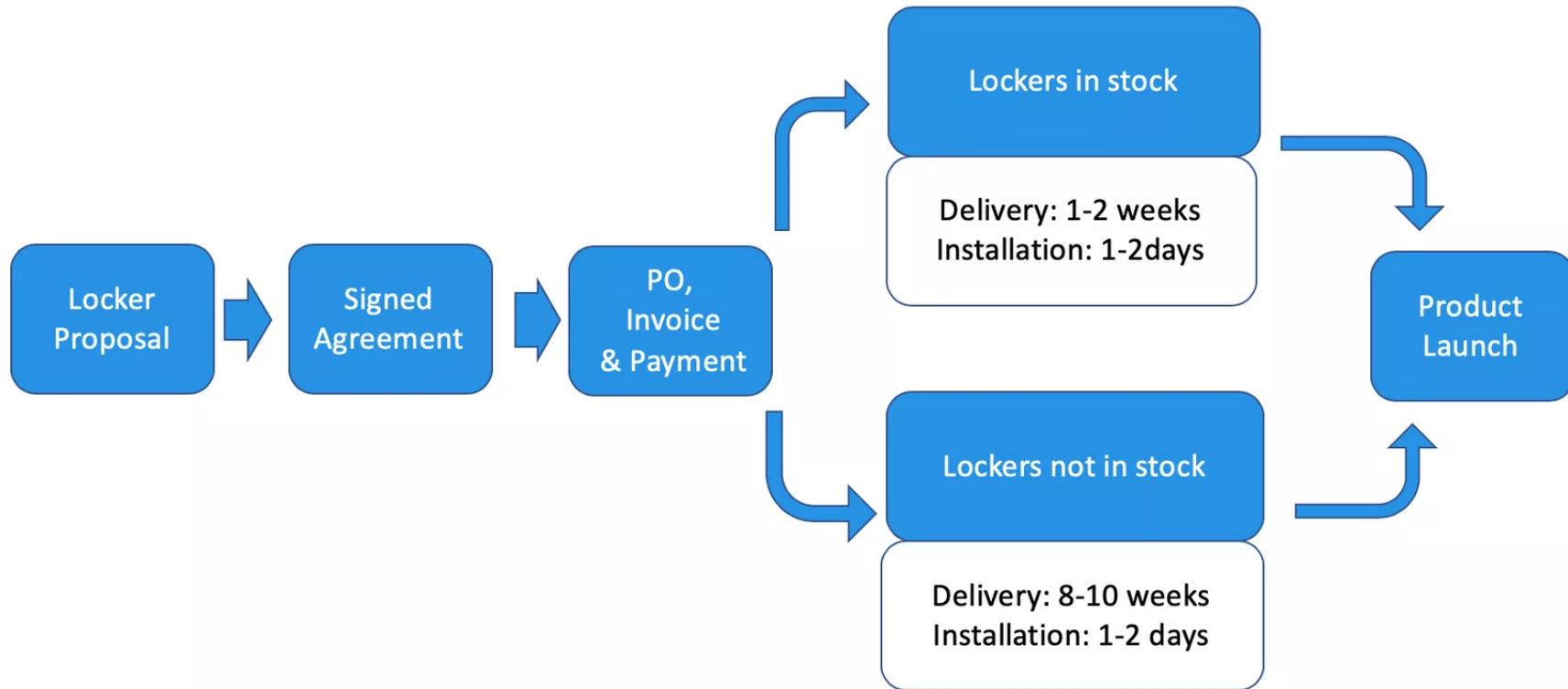
- lockers require either Ethernet connection or strong WiFi
- for ethernet - we recommend the data outlet to be located next to the power outlet.



**Smiota**

Smiota recommends both power and data outlets to be located above the main console locker unit as shown in the picture.

# Timeline



# Bringing Patrons Back to Libraries; Safely



In the COVID-19 era, implementing social distancing is a challenge for institutions.

Smiota Smart Lockers can keep staff members and patrons safe with contactless deliveries.

Smiota Smart Lockers make it safe with:

- ✓ Outdoor Lockers with 24/7 access for pickup
- ✓ Secure storage for holds, pickups and returns
- ✓ Automated notifications to patrons
- ✓ Contactless pick up from lockers
- ✓ Integration with popular ILS (Sierra, Polaris and more)



# Smiota Smart Lockers at Wilmington Public Library

Smiota Smart Lockers (indoor) installed at Wilmington Public Library, IL. They constructed a new structure to house the smart lockers and offered complementary services like a free book rack and fax machine.



*"When I was looking for a curbside holds and delivery solution during the pandemic, Smiota was quick to respond and flexible to work with. They understood the need and developed a workflow that would hold library titles and deliver them to our patrons. 24/7 pickup is an excellent service even in good times." - Maria Meachum, Library Director*



# Our Customer Success Story

**Fortune 1000 Companies :** Trust Smiota technology for rock-solid security

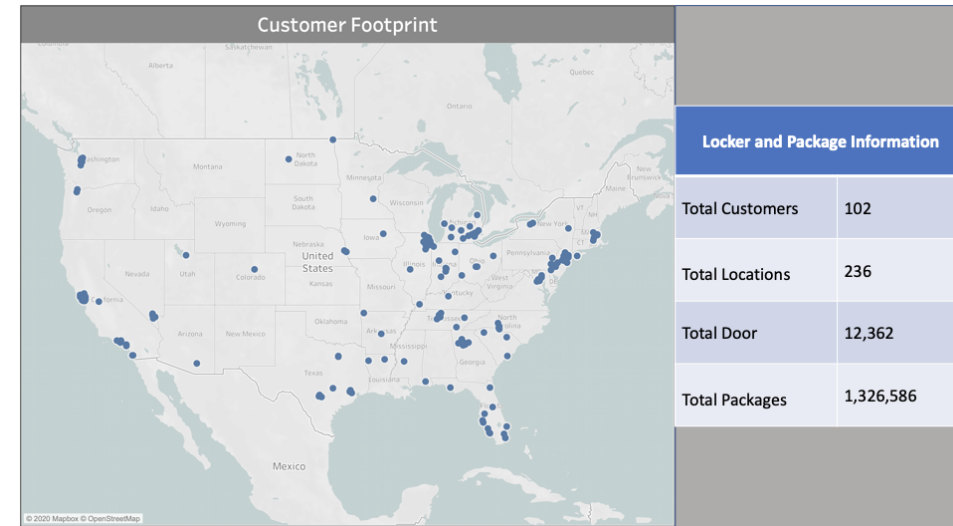
**24x7 Support:** Smiota is always there to answer your call and solve your problem

**Agility and Flexibility :** Remote management of lockers for software updates, new features and upgrades

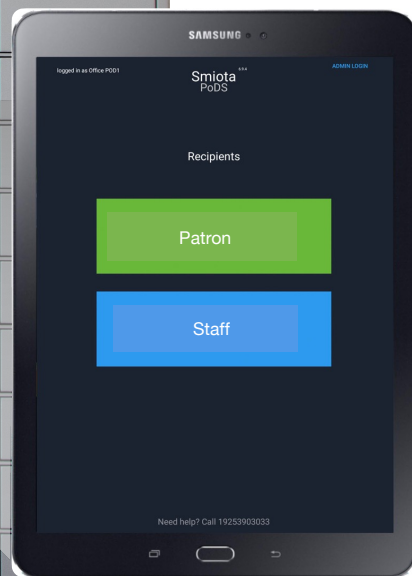
**Highly Competitive Prices:** We are cost effective with a unified platform offering many tools and services that keep growing

**smiota**

Proprietary & Confidential 2021



# Easy Installation and Setup of the Smiota Smart Locker Delivery Solution



## Locker Installation

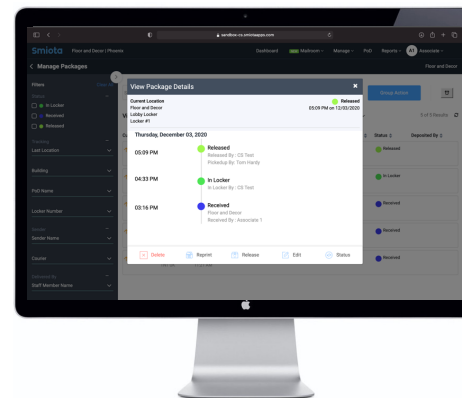
- 110V /15A AC power
- Ethernet or WiFi access to network to cloud

## Smiota Web App

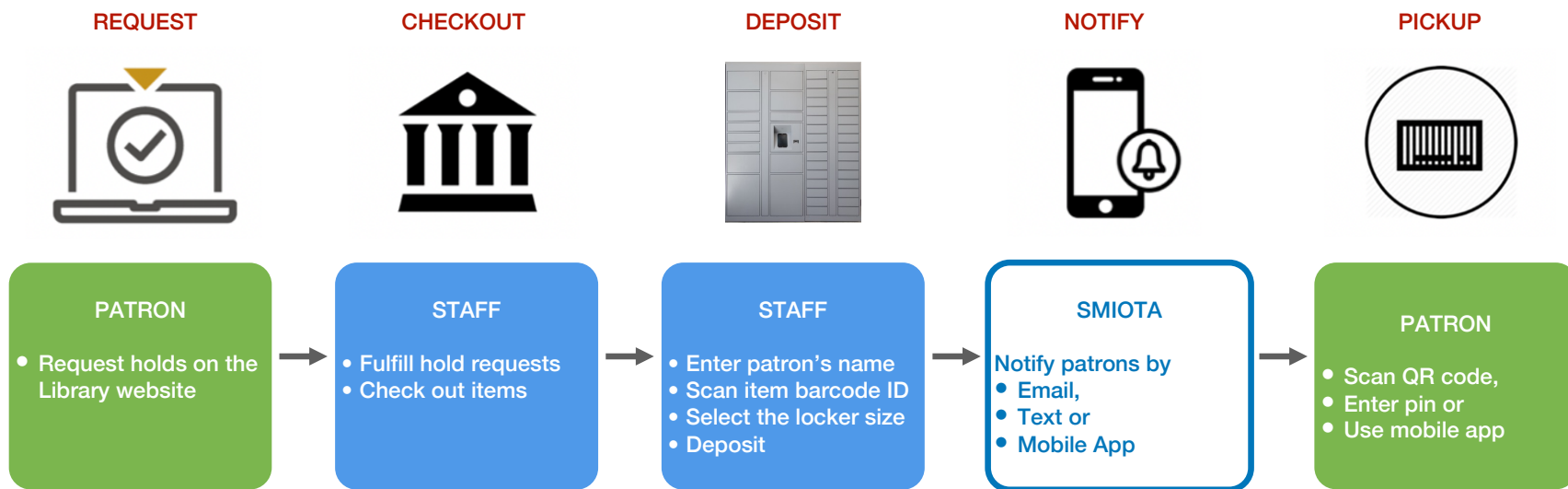
- Desktop App
- Login credentials for Library Admin

## User Integration

- Integrate existing customer data through SFTP/API/CSV Upload



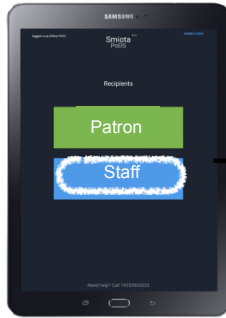
# Smiota Contactless Standard Workflow



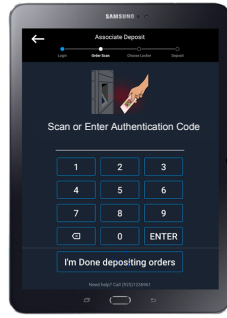
- ✓ Install and setup in a day
- ✓ Easy to use
- ✓ Minimal training required
- ✓ Automatic reminders

# Secure and Simple; Drop-offs and Pick-ups

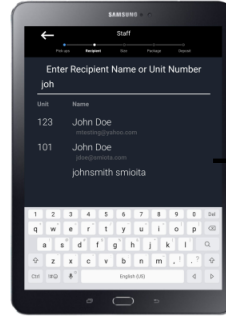
## Drop-offs Less than 15 seconds



**Tap  
Staff**



**Scan or Enter  
Authentication Badge**



**Select Patron Name**

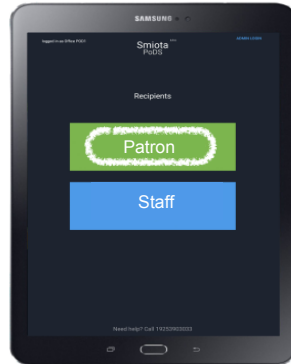


**Choose  
Locker Size**

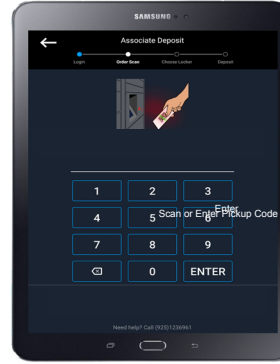


**Deposit Items and  
Close the Door**

## Pick-ups Less than 5 seconds



**Tap  
Patron**



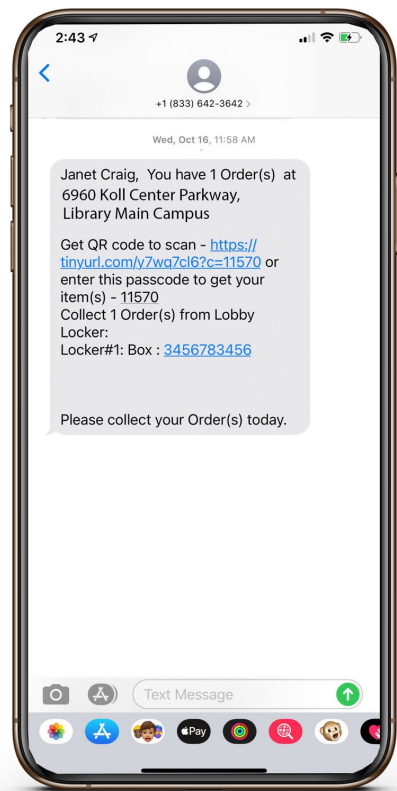
**Scan QR code / library card or  
Enter Pin or  
Tap Green Button on Mobile App**



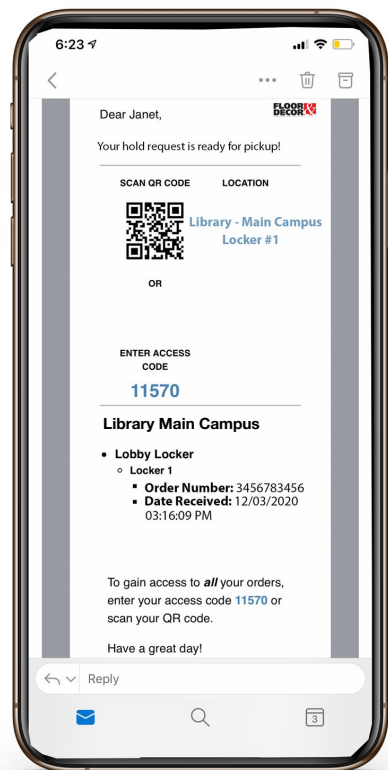
**Pickup Items and  
Close the Door**



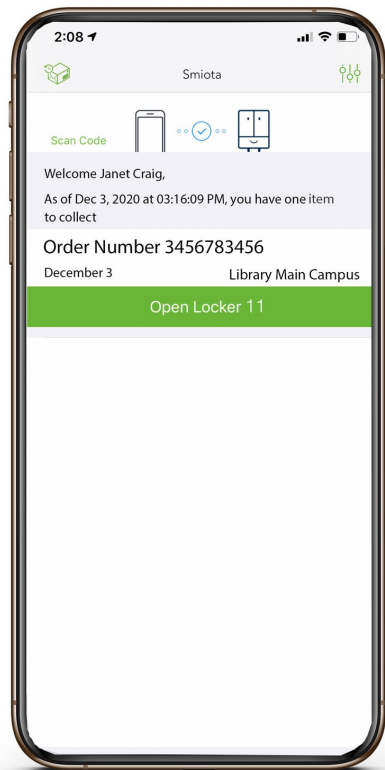
# 3 Convenient Options for Patron Notifications



Text



Email



Mobile App

- Once an item has been deposited, patrons will be notified that it is ready for pick up.
- The notifications are sent via text, email and Smiota App.
- A unique passcode is generated allowing employees to access the locker.
- The passcode expires after the item is collected.
- With an ILS integrated solution, libraries can opt to notify the patrons through the ILS (Smiota will provide the locker access code to the ILS via API)

# Smiota Mobile App for Contactless Pickups



1

When you are near the locker, open the Smiota App on your mobile device.

2

On the notification, tap on the green button that says **Open Locker**.

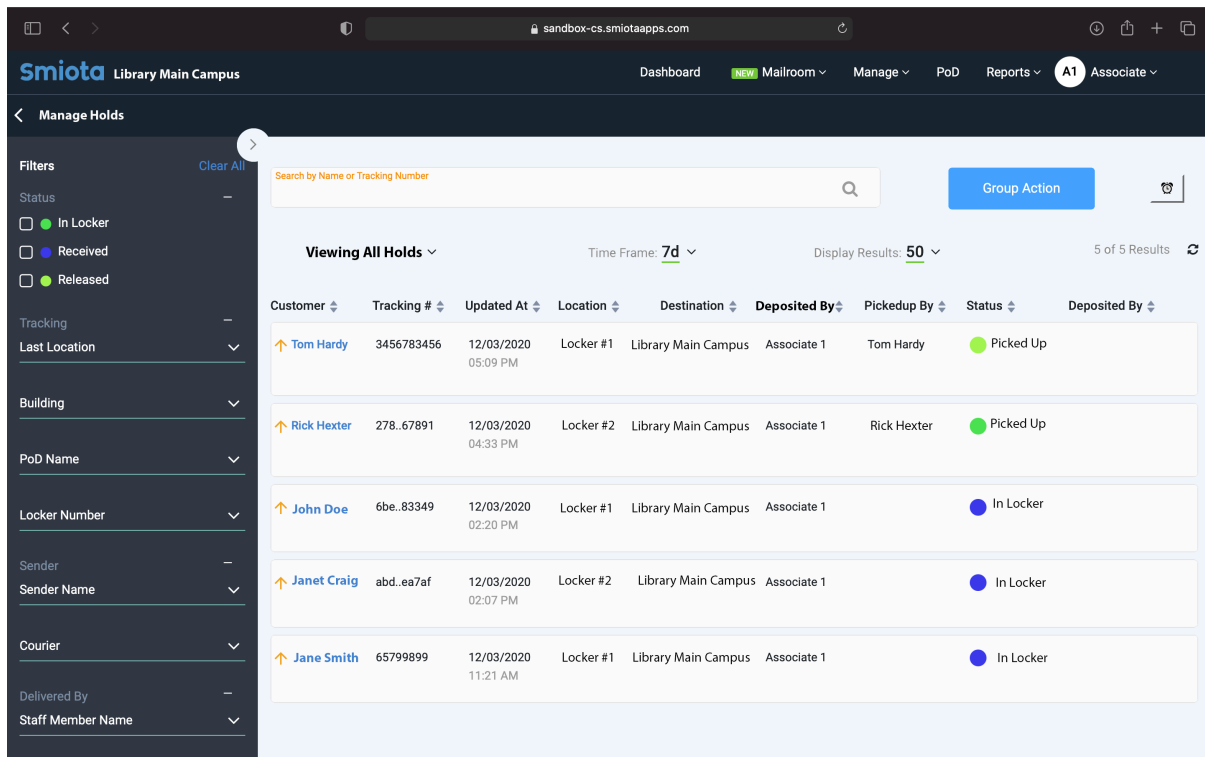
3

The locker door will open. Collect your item and close the door.

## Why use the Smiota App?

- Smiota is the first to offer remote access to locker via mobile app
- Beacon technology detects mobile phone proximity ensuring that the recipient can only tap on the green button when near the locker pod.
- Multiple recipients can access the locker pod at the same time, even when the kiosk is busy.

# Smiota Web App for Library Staff & Admins



The screenshot displays the Smiota web application interface for Library Main Campus. The top navigation bar includes links to Dashboard, Mailroom, Manage, PoD, Reports, and a user profile for Associate A1. The main section is titled 'Manage Holds' and features a search bar, a 'Group Action' button, and a table of holds.

**Filters:**

- Status: ☐ In Locker, ☐ Received, ☐ Released
- Tracking: Last Location
- Building
- PoD Name
- Locker Number
- Sender: Sender Name
- Courier
- Delivered By: Staff Member Name

**Table of Holds:**

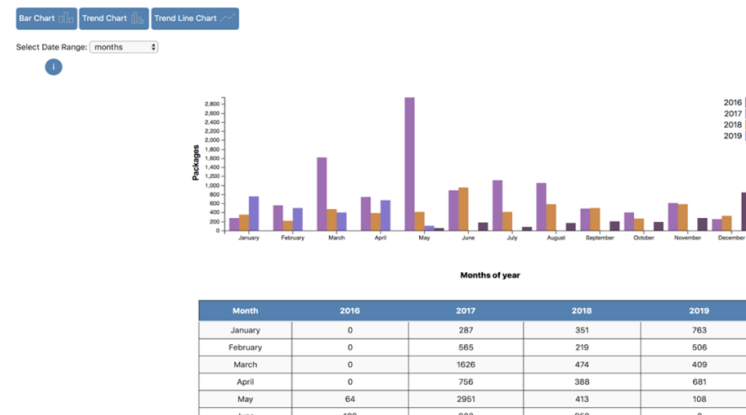
Customer	Tracking #	Updated At	Location	Destination	Deposited By	Pickedup By	Status	Deposited By
Tom Hardy	3456783456	12/03/2020 05:09 PM	Locker #1	Library Main Campus	Associate 1	Tom Hardy	Picked Up	
Rick Hexter	278...67891	12/03/2020 04:33 PM	Locker #2	Library Main Campus	Associate 1	Rick Hexter	Picked Up	
John Doe	6be...83349	12/03/2020 02:20 PM	Locker #1	Library Main Campus	Associate 1		In Locker	
Janet Craig	abd...ea7af	12/03/2020 02:07 PM	Locker #2	Library Main Campus	Associate 1		In Locker	
Jane Smith	65799899	12/03/2020 11:21 AM	Locker #1	Library Main Campus	Associate 1		In Locker	

- View transactions in real time from your desktop
- Send notifications and reminders
- Manage and upload patron info
- View real-time measurable outcomes of locker utilization, pick-up efficiency, chain of custody (down to the level of a single locker and particular transaction)

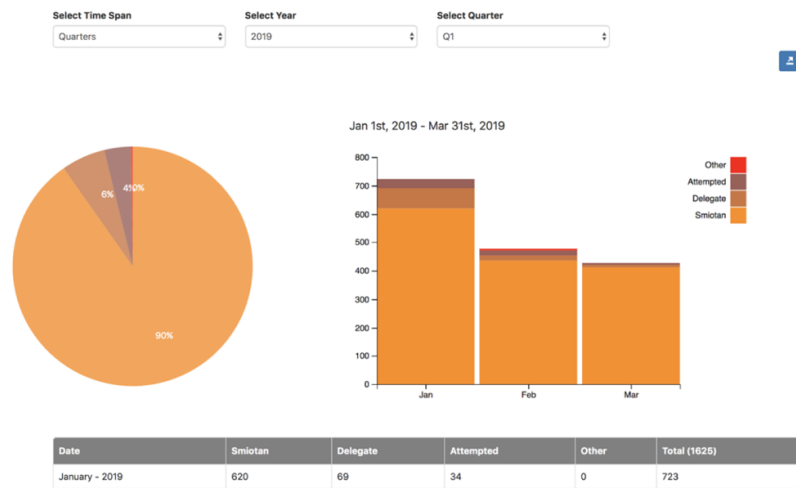
# Key Reports with Drill-Downs Available Today



Locker Utilization by day, week or month



Packages received and trends over different timespans



Package pickup by different timespans

Locker Audit

Buildings: 

All

Select Date Range: 

Last 31 days

Choose

Apr 9, 2019 - May 9, 2019

Audit

Summary

Time	Status	POD	Locker					Description	Building
	<div>All</div>		<div></div>	#	Size	Type	Inactive		
				<div>All</div>	<div>All</div>		<div>All</div>		
2019-05-09 12:40:09 ...	LOCKER_UNIT_RECOVER	Test Locker Unit for Albert					false	Test Locker Unit for Albert functioning properly	BoydPoD - BD
2019-05-09 12:40:01 ...	LOCKER_UNIT_ERROR	Test Locker Unit for Albert					false	Test Locker Unit for Albert USB malfunction... locker is not functioning, 505 - Bluetooth malfunction, locker is not functioning	BoydPoD - BD
2019-05-09 12:19:10 PM	LOCKER_UNIT_RECOVER	Test Locker Unit for Albert					false	Test Locker Unit for Albert functioning properly	BoydPoD - BD
2019-05-09 12:19:03 ...	LOCKER_UNIT_ERROR	Test Locker Unit for Albert					false	Test Locker Unit for Albert USB malfunction... locker is not functioning, 505 - Bluetooth malfunction, locker is not functioning	BoydPoD - BD
2019-05-09 8:27:06 AM	LOCKER_RECOVER	Test Locker Unit for Albert	9	M	dry	false	Locker [9] has recovered from an error or warning.	BoydPoD - BD	
2019-05-09 8:27:06 AM	LOCKER_RECOVER	Test Locker Unit for Albert	11	S	dry	false	Locker [11] has recovered from an error or warning.	BoydPoD - BD	
2019-05-09 6:20:50 AM	LOCKER_RECOVER	Test Locker Unit for Albert	7	M	dry	false	Locker [7] has recovered from an error or warning.	BoydPoD - BD	
2019-05-09 6:20:42 AM	LOCKER_RECOVER	Test Locker Unit for Albert	6	M	dry	false	Locker [6] has recovered from an error or warning.	BoydPoD - BD	
2019-05-09 5:52:56 AM	LOCKER_RECOVER	Test Locker Unit for Albert	72	M	freezer	false	Locker [72] has recovered from an error or warning.	BoydPoD - BD	

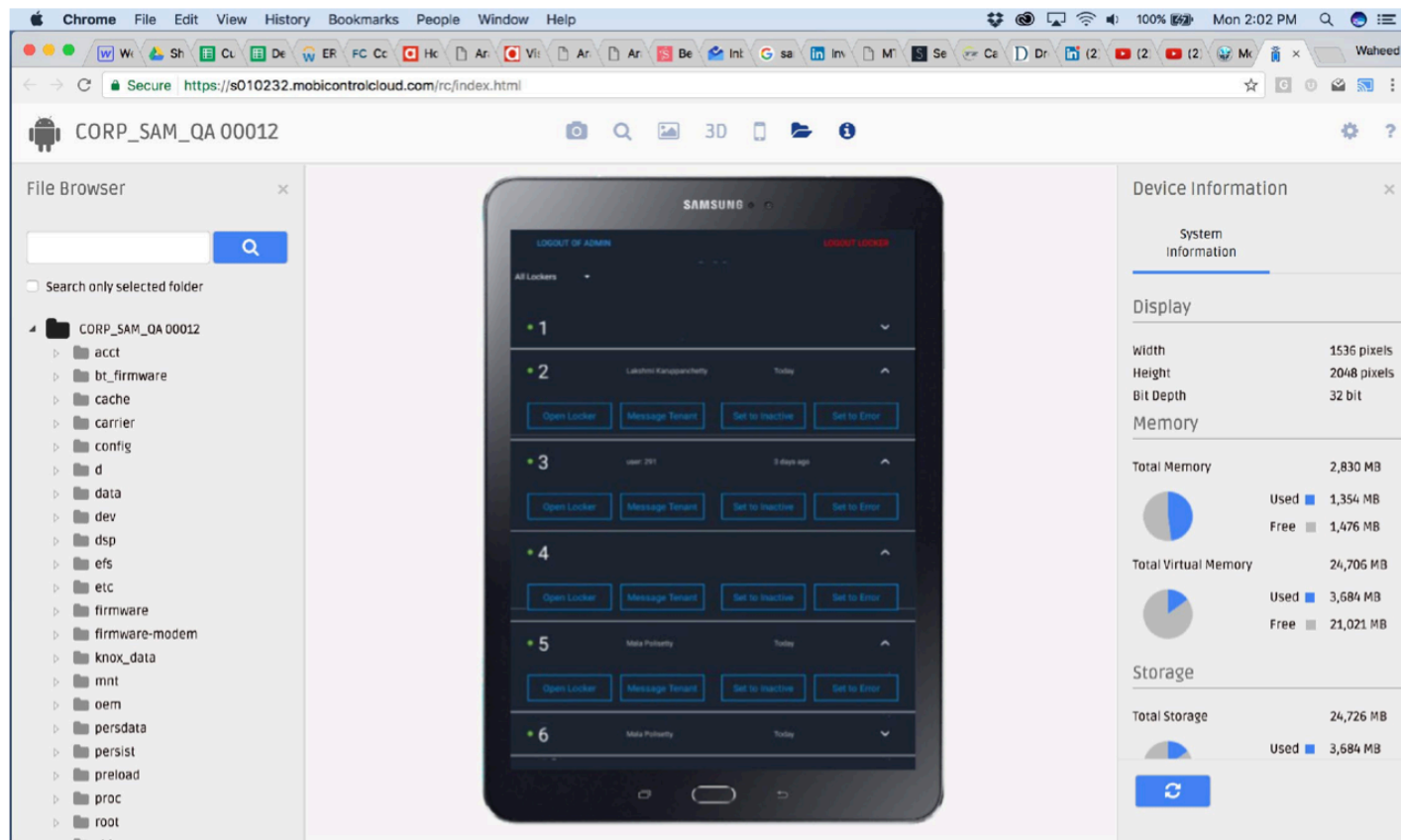
Locker audit reports

# Appendix

# Super Simple Support

- Remote admin browser login with full access to lockers for remote maintenance
- Automatic software updates
- Remotely view and control all the functions on the tablet
- 24 x 7 support and maintenance

## Revolutionary Remote Management



# Why Smiota?



## Most Innovative

First to offer package sensors in lockers and remote access to lockers via mobile app.



## Super Secure

Approved by the Facebooks and Workdays of the world.



## Very Agile

One platform: 8+ workflows, 100s of customers.

POWERED BY **smiota**



## Highly Automated

Over the air software updates, API integration



## Proactive in Support

U.S. based customer support team available 24/7 to exceed service level agreement targets. Remote and On-site support available.

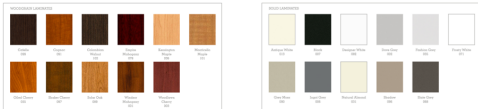


## Focussed on Customer Experience

Intuitive and easy-to-use products and solutions.

# Smiota Offers the Widest Range of Lockers Types



Metal Indoor	Metal Outdoor	Temperature Controlled	Indoor Laminate	Back Loading Laminate
Custom colors with wrap option	Well lit lockers with LED lighting for night pickup and drop-off	4 Different locker units for items that need to be stored at a specific temperature: Freezer (-7.6F-1.5F), Refrigerator (34F-43F), Ambient (41F - 77F) & Heated (104F-131F)	Wide range of color and material surfaces to aesthetically integrate with site interiors;	Open back for easy deposits, efficient utilization and better user experience
Cold rolled steel with power coat resistant to rust, designed for heavy use	Integrated rugged outdoor tablet with wide operating temperature range from +120F to -15F	UL and NSF certified lockers	Wilsonart® HD® Antimicrobial protection available to reduce buildup of mold and germs	
Available in multiple locker door sizes and configurations	External weather shelter and weather sealed doors to protect against moisture, rain and snow	Works with a console unit connected with RS 485A and requires a 110V (US) 220V power supply (UK/Europe)	Laminate Options	
Option to add UV-C technology for surface sanitization		Indoor and outdoor Use		
Intuitive 10” touchscreen interface				
Infrared package sensors inside each locker door				
ADA compliance with 48” screen access, Optional Braille keypad and Text to Speech				





# Our LDOS and Cloud Offering

- Super secure enterprise grade Cloud Platform
- Cloud Platform with RESTful API for white label product
- Multiple locker types (indoor, outdoor, metal and laminate)
- IOT sensors in lockers offer range of services

**Smiota**

Smiota Stack

Cloud



APIs

**Smiota Applications**

- Urban (Locker)
- Mailroom
- Recipient (Smiota App)
- Service
- Inventory
- Package Room

**Integrations**

- Property Mgmt, Sys like RealPage, Entrata etc.
- Okta
- Google Dir
- SFTP
- CSV
- More

**Partner Applications**

- Cleanly
- Bear River
- Brynka
- More

Applications



Mailroom Software



Service Software

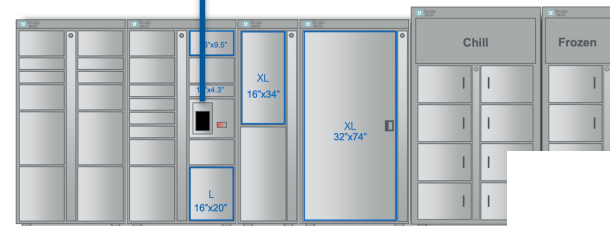


Inventory Software

LDOS

Locker Delivery OS

Smart  
Lockers  
Hardware



# Our Innovations

## Contactless Delivery and Pick up since 2017

**One Click Pickup:** Button goes green for pickup when item is available in locker.

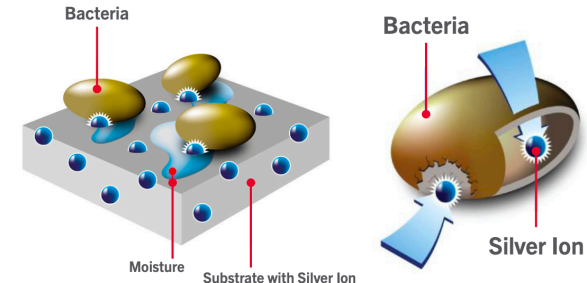
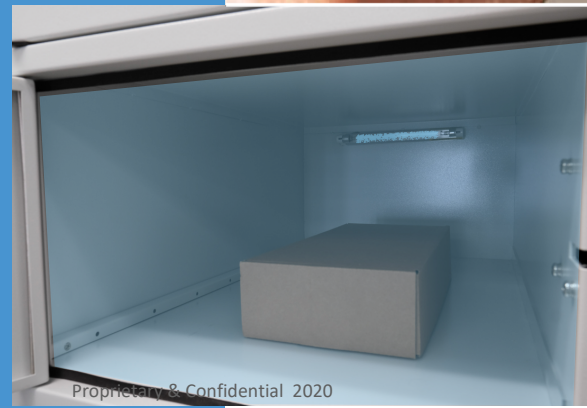
**Concurrent Use:** Lockers open when user is present in front of lockers. Multiple users can access lockers at the same time. Deposits and pickups can happen concurrently.

**Sensors for Package Detection:** To ensure full chain of custody

**UV Sanitization:** UV Bulbs integrated into lockers offer a simple and fast way to sanitize locker surfaces when doors are closed. Save time and labor to clean lockers and safe to use in seconds. Programmable and managed through the cloud.

**Antimicrobial:** Wilsonart® HD® with Antimicrobial Protection works in combination with proper cleaning and disinfection practices to keep surfaces cleaner

**Smiota**



Silver ion technology works through moisture to attack bacteria. It does so by destroying the outer cell membrane. Once this is destabilized, cell respiration, food intake and cell division are inhibited.

# Comparing Standard with ILS Integration Workflow

<b>Workflow Comparison</b>	<b>Standard</b>	<b>With ILS Integration</b>
<b>Patron Name Selection</b>	Manually select patron name	Name selected automatically through barcode ID scan
<b>Patron Notification</b>	Sent from Smiota (will include locker number and access code)	From ILS (will include locker number, access code and title name)
<b>Holds Checkout</b>	Item is checked out before it is deposited in the locker	Item is checked out automatically once it is picked up by the patron
<b>Transaction Reports</b>	Transaction reports available only on Smiota Web App	Transaction reports available on ILS

Smiota is currently working on integration with popular ILS like Sierra, Polaris and more.  
Install the lockers today to use the standard solution and upgrade to an integrated solution later.

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 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 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 work at least 250 hour per year.

**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