

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, March 19, 2018
7:30 PM

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. Financial reports

- A. Treasurer
- B. Accountant
- C. Finance Committee Report (Brad Lanken, chairman)
- D. Approval of financial statements (action)
- E. Approval of Warrant List #18-03 (action)
- F. Authorization to transfer \$80,000 from the money market to the checking account (action)
- G. Approval of ICMA Plan Contact Change (action)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. Review of Main Floor Carpeting quotes (discussion and action)
 - 2. Review and discussion of phone system menu (discussion and action)
 - 3. Service and Inspection Log (Information)
 - 4. Repair Log (Information)
- B. Strategic Planning (P. J. Folz, chairman)
- C. Personnel (Greg Gordon, chairman)
 - 1. Senior Services Librarian job description (action)
 - 2. Adult Services Librarian job description (action)
 - 3. Administrative Assistant/Promotions job description (action)
 - 4. ICMA Plan for all Employees (discussion and action)
- D. Policy (Priscilla Skenandore, chairman)

5. President

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6. Other Action Items

- A. Approval of the minutes
 - 1. February 20, 2018 Regular Board Meeting (action)

7. Information items

- A. Committee Meetings
- B. Calendar
- C. Memorial Books Report
- D. Correspondence
- E. Board action log
- F. Trustee continuing education
- G. Grants
- H. Advocacy
- I. RAILS & SWAN

8. 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)

9. Return to open session

10. Possible action item (pertaining to closed session discussion)

11. 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 April 16th, 2018

CHECK HISTORY REPORT

SORTED BY CHECK NUMBER

ACTIVITY FROM: 02/21/18

TO: 03/19/18

BANK CODE: A FIRST AMERICAN BANK

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	CHECK AMOUNT
011743	02/26/18	ACAL	ALICE CALABRESE	1,000.00
011744	02/26/18	IMRF	IMRF	787.00
011745	03/19/18	AMA	AMAZON	696.59
011746	03/19/18	AMS	AMS ELECTRIC INC	180.00
011747	03/19/18	ATT	A T & T	230.66
011748	03/19/18	ATT1	A T & T	63.10
011749	03/19/18	ATT2	A T & T	171.66
011750	03/19/18	BAK	BAKER & TAYLOR, INC.	2,653.13
011751	03/19/18	BMO	BMO HARRIS	721.82
011752	03/19/18	BRO	BRODART CO.	36.18
011753	03/19/18	CALO	CALL ONE	453.20
011754	03/19/18	COMC	COMCAST	229.35
011755	03/19/18	CONE	CONTROL ENGINEERING CORP.	385.00
011756	03/19/18	COV	COVERALL NORTH AMERICA, INC.	1,227.56
011757	03/19/18	DEM	DEMCO, INC.	247.86
011758	03/19/18	DIA	DIAMOND GRAPHICS, INC.	2,180.00
011759	03/19/18	DYN	DYNEGY ENERGY SERVICES	1,808.08
011760	03/19/18	EDA	ERNEST DI MONTE & ASSOCIATES	2,000.00
011761	03/19/18	GAL	GALE/CENGAGE LEARNING	50.03
011762	03/19/18	HIN	HINCKLEY SPRING WATER COMPANY	49.49
011763	03/19/18	IMP	IMPACT NETWORKING, LLC	39.98
011764	03/19/18	JGAV	JULIA GAVRILOV	9.00
011765	03/19/18	JSHU	JUDITH SHUFLIT	28.00
011766	03/19/18	LEAF	LEAF	668.00
011767	03/19/18	LIBF	LIBRARIES FIRST	150.00
011768	03/19/18	LIM	LIMRICC PURCHASE OF HEALTH I	2,410.05
011769	03/19/18	MID	MIDWEST TAPE	870.48
011770	03/19/18	MOV	MOVIE LICENSING USA	378.00
011771	03/19/18	MRDA	MR. DAVID'S FLOORING INTL.	9,981.00
011772	03/19/18	NIT	NITECH INDUSTRIES, INC.	255.00
011773	03/19/18	NUM	NUMBERS AUTOMATION, INC.	67.80
011774	03/19/18	OLL	OLLIS BOOK CORPORATION	387.06
011775	03/19/18	OVE	OVERDRIVE	3,101.92
011776	03/19/18	PAY	PAYCHEX HR SERVICES	18.50
011777	03/19/18	ROS	ROSCOE COMPANY	222.43
011778	03/19/18	ROYS	ROY STROM REFUSE REMOVAL SERV	375.00
011779	03/19/18	SCHOLI	SCHOLASTIC, INC.	152.10
011780	03/19/18	SEAS	SEAWAY SUPPLY CO.	193.40
011781	03/19/18	SUP	SUPERIOR AWARDS	78.15
011782	03/19/18	TECM	TECH. MGMT. REVOLVING FUND	76.00
011783	03/19/18	TER	TERMINIX	81.00
011784	03/19/18	TRIL	TRIMLINE LANDSCAPING, INC.	1,440.00
011785	03/19/18	VER	VERSATILE COMPUTER SERVICES	750.00
011786	03/19/18	WEST	WEST TOWN MECHANICAL	264.00
011787	03/19/18	JCAN	JILL CANNIZZO	75.00
011788	03/19/18	VILNR	VILLAGE OF N. RIVERSIDE	141.42

BANK A TOTAL:

37,384.00

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 02/21/18 TO: 03/19/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
7600-05		HEALTH INSURANCE						
	LIM	3/6/18	03/14/18	AP- 0003	03/14/18	N	2,410.05	011768
ACCOUNT 7600-05 TOTAL:							2,410.05	
7800-01		EDUCATIONAL TRAINING STAFF						
	IMRF	STUDY	02/26/18	AP- 0002	02/26/18	N	787.00	011744
ACCOUNT 7800-01 TOTAL:							787.00	
8091-01		BOOKS ON CDS- YOUTH						
	AMA	2-3-18	03/13/18	AP- 0003	03/14/18	N	27.31-	011745
ACCOUNT 8091-01 TOTAL:							27.31-	
8096-01		CDS -MUSIC-ADULT						
	MID	2/28/18	03/13/18	AP- 0003	03/14/18	N	45.97	011769
ACCOUNT 8096-01 TOTAL:							45.97	
8097-01		CDS-MUSIC- YOUTH						
	MID	2/28/18	03/13/18	AP- 0003	03/14/18	N	115.92	011769
ACCOUNT 8097-01 TOTAL:							115.92	
8105-01		FICTION/NON FICTION						
	BAK	2/28/18	03/14/18	AP- 0003	03/14/18	N	1,129.17	011750
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	10.95	011751
	BRO	B5231995	03/13/18	AP- 0003	03/14/18	N	36.18	011752
ACCOUNT 8105-01 TOTAL:							1,176.30	
8106-01		FICTION/NON FICTION -JUVENILE						
	AMA	2-01-18	03/13/18	AP- 0003	03/14/18	N	426.66	011745
	BAK	2-28-18	03/14/18	AP- 0003	03/14/18	N	1,516.58	011750
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	31.15	011751
	OLL	245261	03/13/18	AP- 0003	03/14/18	N	387.06	011774
	SCHOLI	16436377	03/13/18	AP- 0003	03/14/18	N	152.10	011779
ACCOUNT 8106-01 TOTAL:							2,513.55	
8108-01		E-BOOKS						
	OVE	0047213	03/13/18	AP- 0003	03/14/18	N	3,000.00	011775
	OVE	CO18037105	03/13/18	AP- 0003	03/14/18	N	101.92	011775
VENDOR OVE TOTAL:							3,101.92	
ACCOUNT 8108-01 TOTAL:							3,101.92	
8115-01		LARGE PRINT BOOKS						
	GAL	63342762	03/13/18	AP- 0003	03/14/18	N	50.03	011761
ACCOUNT 8115-01 TOTAL:							50.03	
8150-01		CHILDREN'S PROGRAMS						
	AMA	2-4-18	03/13/18	AP- 0003	03/14/18	N	28.58	011745

A/P EXPENSE BY G/L ACCOUNT

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G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8150-01	CHILDREN'S PROGRAMS							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	73.31	011751
ACCOUNT 8150-01 TOTAL:							101.89	
8152-01	CHILDREN'S SUMMER READING							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	7.90	011751
ACCOUNT 8152-01 TOTAL:							7.90	
8155-01	ADULT PROGRAMS							
	MOV	2476291	03/13/18	AP- 0003	03/14/18	N	378.00	011770
ACCOUNT 8155-01 TOTAL:							378.00	
8160-01	ADULT DVDS- FEATURE MOVIES							
	MID	2/28/18	03/13/18	AP- 0003	03/14/18	N	232.84	011769
ACCOUNT 8160-01 TOTAL:							232.84	
8161-01	ADULTS -DVS-DOCUMENTARY/TRAVEL							
	MID	2/28/18	03/13/18	AP- 0003	03/14/18	N	67.97	011769
ACCOUNT 8161-01 TOTAL:							67.97	
8162-01	CHILDREN'S DVDS-MOVIES							
	AMA	2-5-18	03/13/18	AP- 0003	03/14/18	N	10.78-	011745
	BAK	FEB.28,'18	03/14/18	AP- 0003	03/14/18	N	7.38	011750
	MID	2/28/18	03/13/18	AP- 0003	03/14/18	N	407.78	011769
ACCOUNT 8162-01 TOTAL:							404.38	
8166-01	CHILDREN'S GAMES							
	AMA	2-2-18	03/13/18	AP- 0003	03/14/18	N	349.48	011745
ACCOUNT 8166-01 TOTAL:							349.48	
8170-01	COMPUTER SUPPLIES							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	31.86	011751
ACCOUNT 8170-01 TOTAL:							31.86	
8171-01	INFORMATION TECHNOLOGY							
	TECM	2/13/18	03/13/18	AP- 0003	03/14/18	N	76.00	011782
	VER	15209	03/13/18	AP- 0003	03/14/18	N	750.00	011785
ACCOUNT 8171-01 TOTAL:							826.00	
8190-01	WEBSITE							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	94.66	011751
ACCOUNT 8190-01 TOTAL:							94.66	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 02/21/18 TO: 03/19/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8202-01	OFFICE SUPPLIES							
	AMA	2-7-18	03/13/18	AP- 0003	03/14/18	N	70.04-	011745
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	70.00	011751
	DEM	6318535	03/13/18	AP- 0003	03/14/18	N	247.86	011757
	IMP	974492A	03/13/18	AP- 0003	03/14/18	N	39.98	011763
	NUM	159723	03/13/18	AP- 0003	03/14/18	N	67.80	011773
ACCOUNT 8202-01 TOTAL:							355.60	
8301-07	TELEPHONE							
	ATT	2/16/18	03/13/18	AP- 0003	03/14/18	N	230.66	011747
	ATT2	2/10/18	03/13/18	AP- 0003	03/14/18	N	171.66	011749
	CALO	3/15/18	03/13/18	AP- 0003	03/14/18	N	453.20	011753
ACCOUNT 8301-07 TOTAL:							855.52	
8302-07	ELECTRICITY							
	DYN	FEB. 2018	03/13/18	AP- 0003	03/14/18	N	1,808.08	011759
ACCOUNT 8302-07 TOTAL:							1,808.08	
8304-07	WATER & GARBAGE							
	ROYS	82X20504	03/13/18	AP- 0003	03/14/18	N	375.00	011778
	VILNR	12/20 READ	03/16/18	AP- 0004	03/16/18	N	141.42	011788
ACCOUNT 8304-07 TOTAL:							516.42	
8306-07	BUILDING SUPPLIES & MAINT							
	HIN	2-28-18	03/13/18	AP- 0003	03/14/18	N	49.49	011762
	SEAS	131962	03/13/18	AP- 0003	03/14/18	N	80.09	011780
	SEAS	132184	03/13/18	AP- 0003	03/14/18	N	62.42	011780
	SEAS	132513	03/13/18	AP- 0003	03/14/18	N	50.89	011780
VENDOR SEAS TOTAL:							193.40	
ACCOUNT 8306-07 TOTAL:							242.89	
8308-07	SERVICE CONTRACTS							
	ATT1	3/2/18	03/13/18	AP- 0003	03/14/18	N	63.10	011748
	COMC	3/02/18	03/13/18	AP- 0003	03/14/18	N	229.35	011754
	COV	1010612974	03/13/18	AP- 0003	03/14/18	N	1,227.56	011756
	LEAF	3/25/18	03/13/18	AP- 0003	03/14/18	N	668.00	011766
	ROS	1524819	03/13/18	AP- 0003	03/14/18	N	222.43	011777
	TER	2/14/18	03/13/18	AP- 0003	03/14/18	N	81.00	011783
	TRIL	3/1/18	03/13/18	AP- 0003	03/14/18	N	1,440.00	011784
	WEST	S12061474	03/13/18	AP- 0003	03/14/18	N	264.00	011786
ACCOUNT 8308-07 TOTAL:							4,195.44	
8320-07	BUILDINGS & GROUNDS							
	AMS	3/12/18	03/13/18	AP- 0003	03/14/18	N	180.00	011746
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	16.99	011751
	CONE	SRV18-0059	03/13/18	AP- 0003	03/14/18	N	385.00	011755
	MRDA	PB29316	03/13/18	AP- 0003	03/14/18	N	9,981.00	011771
ACCOUNT 8320-07 TOTAL:							10,562.99	
8330-01	CASUAL LABOR							
	JCAN	MTG3/19/18	03/16/18	AP- 0004	03/16/18	N	75.00	011787

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 02/21/18 TO: 03/19/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8330-01	CASUAL LABOR							
ACCOUNT 8330-01 TOTAL:							75.00	
8335-07	BUILDING REPAIRS							
	NIT	357676	03/13/18	AP- 0003	03/14/18	N	255.00	011772
ACCOUNT 8335-07 TOTAL:							255.00	
8365-01	LIBRARY PROMOTION							
	ACAL	FEB. 2017	02/26/18	AP- 0001	02/26/18	N	1,000.00	011743
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	45.00	011751
	LIBF	6863	03/13/18	AP- 0003	03/14/18	N	75.00	011767
	LIBF	LF5205	03/13/18	AP- 0003	03/14/18	N	75.00	011767
VENDOR LIBF TOTAL:							150.00	
ACCOUNT 8365-01 TOTAL:							1,195.00	
8370-01	POSTAGE							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	85.00	011751
ACCOUNT 8370-01 TOTAL:							85.00	
8375-01	PUBLIC RELATIONS							
	BMO	2/28/18	03/13/18	AP- 0003	03/14/18	N	255.00	011751
ACCOUNT 8375-01 TOTAL:							255.00	
8385-01	MEMORIALS AND TRIBUTES							
	SUP	30963	03/13/18	AP- 0003	03/14/18	N	60.15	011781
	SUP	30971	03/13/18	AP- 0003	03/14/18	N	18.00	011781
VENDOR SUP TOTAL:							78.15	
ACCOUNT 8385-01 TOTAL:							78.15	
8399-01	ILL LOSS/DAMAGE							
	JGAV	REFUND	03/13/18	AP- 0003	03/14/18	N	9.00	011764
	JSHU	REFUND	03/13/18	AP- 0003	03/14/18	N	28.00	011765
ACCOUNT 8399-01 TOTAL:							37.00	
8400-01	ACCOUNTING							
	EDA	15066	03/13/18	AP- 0003	03/14/18	N	2,000.00	011760
ACCOUNT 8400-01 TOTAL:							2,000.00	
8410-01	PRINTING							
	DIA	0102828582	03/13/18	AP- 0003	03/14/18	N	2,180.00	011758
ACCOUNT 8410-01 TOTAL:							2,180.00	

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 02/21/18 TO: 03/19/18

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
8435-01		PERSONNEL BACKGROUND CHECKS						
	PAY	10180925	03/13/18	AP- 0003	03/14/18	N	18.50	011776
				ACCOUNT 8435-01 TOTAL:			18.50	
				REPORT TOTALS:			37,384.00	

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
TREASURER'S REPORT
MARCH 19, 2018

<u>First American Bank of Riverside</u>	<u>Checking</u>
Ending balance per bank @2/28/18	\$ 51,466.01
LESS: outstanding checks	(4,821.42)
Balance on hand on 2/28/18	<u>\$ 46,644.59</u>

<u>First American Bank of Riverside</u>	<u>Money Market</u>
Beginning balance at Feb. 1, 2018	\$ 441,928.93
ADD: Interest	11.84
Real estate tax deposits	103,776.80
Less: Transfers to operating account	<u>80,000.00</u>
Balance on hand on Feb. 28, 2018	<u>\$ 465,717.57</u>

<u>First American Bank of Riverside (R #7115)</u>	<u>Money Market</u>
Beginning balance at Feb. 1, 2018	\$ 24.82
Less: Bank charge	<u>(3.95)</u>
Balance on hand at Feb.28, 2018	<u>\$ 20.87</u>

<u>The Illinois Funds – IPTIP account</u>	<u>Money Market</u>
Beginning balance at Feb. 1, 2018	\$ 90,132.40
ADD: Interest - Feb.	<u>94.15</u>
Balance on hand at Feb. 28, 2018	<u>\$ 90,226.55</u>

<u>Chase</u>	<u>Chase Bank</u>
Beginning balance at Feb. 1, 2018	\$ 7,718.63
ADD: Interest	<u>0.00</u>
Balance on hand at Feb. 28, 2018	<u>\$ 7,718.63</u>

NORTH RIVERSIDE PUBLIC LIBRARY

Warrant List Number 18-03

For approval March 19, 2018

<u>Account #</u>	<u>Account name</u>	<u>Amount</u>
7600-05	Health insurance	2,410.05
7800-01	Educ. Training-staff	787.00
8091-01	Books on cds-youth	27.31-
8096-01	Cds-music-adults	45.97
8097-01	Cds-music-youth	115.92
8105-01	Fiction/nonfiction	1,176.30
8106-01	Fiction/nonfiction-juvenile	2,513.55
8108-01	E-books	3,101.92
8115-01	Large print books	50.03
8150-01	Children's programs	101.89
8152-01	Children's summer reading	7.90
8155-01	Adult programs	378.00
8160-01	Adult dvds-feature movies	232.84
8161-01	Adult-dvds-documentary-travel	67.97
8162-01	Children's dvds-movies	404.38
8166-01	Children's games	349.48
8170-01	Computer supplies	31.86
8171-01	Information technology	826.00
8190-01	Website	94.66
8202-01	Office supplies	355.60
8301-07	Telephone	855.52
8302-07	Electricity	1,808.08
8304-07	Water & garbage	516.42
8306-07	Building supplies & maintenance	242.89
8308-07	Service contracts	4,195.44
8320-07	Buildings and grounds	10,562.99
8330-01	Casual labor	75.00
8335-07	Building repairs	255.00
8365-01	Library promotion	1,195.00
8370-01	Postage	85.00
8375-01	Public relations	255.00
8385-01	Memorials and tributes	78.15
8399-01	Ill loss/damage	37.00
8400-01	Accounting	2,000.00
8410-01	Printing	2,180.00
8435-01	Personnel background checks	<u>18.50</u>
Total Warrant List		\$ 37,384.00



PLAN CONTACT CHANGE FORM - PAGE 1 OF 2

Plan Name: North Riverside Public Library Date: 3/19/18

Plan Number(s): 304650 State: IL

Authorized Contact Name: Annette Corgiat

Authorized Contact Title: President, Library Board of Trustees

Authorized Contact Signature: _____

Authorized Contact Email Address: corgiata@northriversidelibrary.org

Plan Address	Street Address: <u>2400 S. Des Plaines Avenue</u> City: <u>North Riverside</u> State: <u>IL</u> Zip Code: <u>60546</u> Phone Number: <u>708-447-0869</u>
Primary Contact (The Plan Coordinator's signature is required to authorize this change.)	Contact Name: <u>Natalie Bazan</u> Contact Title: <u>Library Director</u> Phone Number: <u>708-447-0869</u> Fax Number: <u>708-447-0526</u> Email Address: <u>bazann@northriversidelibrary.org</u> <input checked="" type="checkbox"/> Change Existing Contact
Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: <u>Natalie Bazan</u> Contact Title: <u>Library Director</u> Phone Number: <u>708-447-0869</u> Fax Number: <u>708-447-0526</u> Email Address: <u>bazann@northriversidelibrary.org</u> <input type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact
Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ <input type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact



PLAN CONTACT CHANGE FORM - PAGE 2 OF 2

Plan Name: North Riverside Public Library

Plan Number(s): 30465

Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ <input type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact
Contribution and Remittance Reconciliation Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: <u>Natalie Bazan</u> Contact Title: <u>Library Director</u> Phone Number: <u>708-447-0869</u> Fax Number: <u>709-447-0526</u> Email Address: <u>bazann@northriversidelibrary.org</u> <input type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact
Contribution and Remittance Reconciliation Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ <input type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact
Billing (Fees) Contact	Contact Name: <u>Natalie Bazan</u> Contact Title: <u>Library Director</u> Phone Number: <u>708-447-0869</u> Fax Number: <u>708-447-0526</u> Email Address: <u>bazann@northriversidelibrary.org</u> <input type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact
Comments	<u>Please remove Marilyn Boria</u> _____ _____ _____ _____



EZLink Access Form

EZLink gives you electronic access to a wide range of plan specific information, transaction processing capabilities and keeps you up-to-date on the latest in plan changes. As a user, you can access the information you need, when you need it. To access EZLink, visit www.icmarc.org/ezlink.

Who should use the EZLink Access form?

Use this form to request a new user, and to update or remove an existing user.

Instructions

1. Primary Contact Information:

Please provide the name of the person who is designated as the primary contact. This person will need to sign this form to authorize access. If you want to verify your primary contact, please call Plan Sponsor Services at 1-800-326-7272 between 8:30 a.m. and 7:30 p.m. Eastern Time. Primary contact User ID and password will be created with full access.

2. EZLink User Information:

To request a new User ID — check the Add New User ID box and enter the user information. The email address and access options are required.

To update an existing User ID — check the Update User ID box, enter the User ID and select all the access the user should have.

To remove an existing User ID — check the Remove User ID box to remove all access.

Access Options:

Balance Inquiry — This provides the user the ability to view plan and participant information including balances, investment allocations, statements and reports.

Enrollments/Rehire — This provides the user the ability to manually enroll and rehire participants. This is often used when enrolling or rehiring a few participants.

Participant Changes — This provides the user the ability to manually update participant information such as name, address, marital status, title, and termination date. This is often used when enrolling or hiring a few participants.

File Transfer — This provides the user the ability to submit contributions and loan repayments online using a prior payroll or ICMA-RC approved pre-formatted file.

Participant Data Transfers — This provides the user the ability to submit an ICMA-RC approved pre-formatted file of participant indicative data, which includes enrollments, rehires, maintenance changes and terminations, and view a participant transaction detail report.

3. Primary Contact Approval:

Please have the *Primary Contact* sign and date this *EZLink Access Form*.

Please fax your completed EZLink Access Form to the Workflow Management Team at 202-682-6439.



EZLINK ACCESS FORM — PAGE 1 OF 2

Plan Name: North Riverside Public Library

Plan Number(s): 304650

(All plan numbers must be listed to avoid processing delays.)

1

Primary Contact Information

Primary Contact Name: Natalie Bazan

Primary Contact Title: Library Director

Email Address: bazann@northriversidelibrary.org

Daytime Phone Number: (7 0 8) 4 4 7 - 0 8 6 9

2

EZLink User Information

Select One: ☒ Add New User ID ☐ Update User ID _____ ☐ Remove User ID

Name: Natalie Bazan

Title: Library Director

Email Address: bazann@northriversidelibrary.org

Daytime Phone Number: (7 0 8) 4 4 7 - 0 8 6 9

Access Options (You must select either yes or no for each access option):

Balance Inquiry	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	File Transfer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enrollments/Rehire	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Participant Data Transfers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Participant Changes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Select One: ☐ Add New User ID ☐ Update User ID _____ ☐ Remove User ID

Name: _____

Title: _____

Email Address: _____

Daytime Phone Number: (_____) _____ - _____

Access Options (You must select either yes or no for each access option):

Balance Inquiry	<input type="checkbox"/> Yes <input type="checkbox"/> No	File Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrollments/Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participant Data Transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participant Changes	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Select One: ☐ Add New User ID ☐ Update User ID _____ ☐ Remove User ID

Name: _____

Title: _____

Email Address: _____

Daytime Phone Number: (_____) _____ - _____

Access Options (You must select either yes or no for each access option):

Balance Inquiry	<input type="checkbox"/> Yes <input type="checkbox"/> No	File Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrollments/Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participant Data Transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participant Changes	<input type="checkbox"/> Yes <input type="checkbox"/> No		

3

EZLink User Information (continued)

Select One: ☐ Add New User ID ☐ Update User ID _____ ☐ Remove User ID

Name: _____

Title: _____

Email Address: _____

Daytime Phone Number: (____) _____ - _____

Access Options (You must select either yes or no for each access option):

Balance Inquiry	<input type="checkbox"/> Yes <input type="checkbox"/> No	File Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrollments/Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participant Data Transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participant Changes	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Select One: ☐ Add New User ID ☐ Update User ID _____ ☐ Remove User ID

Name: _____

Title: _____

Email Address: _____

Daytime Phone Number: (____) _____ - _____

Access Options (You must select either yes or no for each access option):

Balance Inquiry	<input type="checkbox"/> Yes <input type="checkbox"/> No	File Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrollments/Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participant Data Transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participant Changes	<input type="checkbox"/> Yes <input type="checkbox"/> No		

4

Primary Contact Approval

ICMA-RC considers participant information to be highly confidential, and we go to great lengths to avoid breaching that confidentiality. For this reason, ICMA-RC cannot be responsible for (i) negligent or intentional misuse of the password by the municipality's officers, employees, agents or contractors, (ii) a breach of confidentiality that may occur as a result of such negligent or intentional misuse of the password, or (iii) a breach of confidentiality that may occur as a proximate result of the municipality's access to the participant database. If the municipality uses EZLink online transaction processing, please remember to review all financial information you have entered for your participants, as ICMA-RC is not responsible for incorrect data transmitted by the municipality. ICMA-RC recommends that you encourage all participants to review confirmations for accuracy. **EZLink User IDs that have not been used within a consecutive eighteen month period will be systematically deleted to further protect the security of your plan and participant data.**

ICMA-RC's web site is normally available 24 hours a day, seven days a week. However, service availability is not guaranteed. Neither ICMA-RC or its affiliates, the VantageTrust Company, nor The Vantagepoint Funds will be responsible for any loss (or forgone gain) you may incur as a result of service being unavailable.

Please signify your agreement to these terms by signing in the space indicated below. We will provide you with User ID(s) and Password(s) to begin using EZLink. Should you have questions, please call our EZLink Team at 1-800-326-7272.

Agreed: _____ Date: 03/24/18

Primary Contact

Print your name: Natalie Bazan

For ICMA-RC Internal Use Only:

EZLink Primary _____ NBU _____ EZLink QA _____ Data Security _____



PLAN CONTACT CHANGE FORM

This form is to be used by Plan Sponsors to request changes to plan contact information on record at ICMA-RC.

Instructions:

1. Include all plan numbers these changes apply to on page 2.
2. The signature of either the Plan Coordinator or the Primary Contact is required on page 2.
3. Enter the changes needed in the designated section(s).
4. Mail the completed form to:

ICMA-RC

Attn: Plan Sponsor Services

P.O. Box 96220

Washington, D.C. 20090-6220

Or fax to

Attn: Plan Sponsor Services

202-682-6439

Your changes should appear in EZLink within 5-7 business days from receipt of the properly completed and signed form. If you have any questions or need assistance, please call Plan Sponsor Services at 800-326-7272.

Plan contact designations are as follows:

Primary Contact

This person is responsible for the daily administration and processing of ICMA-RC transactions for your plan(s). This person is also responsible for updating plan contact records and EZLink User information. This is the person ICMA-RC will contact when general questions arise regarding your ICMA-RC plan(s).

Disbursement/Loan Contact

This is the person designated with the responsibility of signing participants' withdrawal and/or loan requests. This person authorizes ICMA-RC to process withdrawal or loan transactions and is the contact ICMA-RC will call or email if there are questions regarding these requests. This should be a person who is well versed in the requirements for withdrawals and loans from your retirement plans(s).

Contribution and Remittance Reconciliation Contact

This is the person responsible for sending contributions to ICMA-RC. If there are discrepancies in the check or wire amounts and the corresponding back-up data, this is the person ICMA-RC will contact to resolve the issue. This person should have access to all payroll and contribution information to ensure accurate, efficient and expedient processing of contributions.

Billing (Fees) Contact

This is the person who will receive ICMA-RC invoices if any employer-paid fees are charged to your plan.

Main Floor Carpeting

Below is a summary of the quotes for flooring for the main floor of the library and moving shelving from the shelf mover recommended by all of the carpet companies contacted.

Mr. Davids (who did the children's program room)

- Meeting room: \$7611
- YA (North) Side: \$8858 (plus \$2000 to move shelving)
- Adult (South) Side: \$20814 (plus \$8000 to move shelving)
- Total of \$37,283 plus \$10,000

Scharm Floor Covering

- Meeting room: \$ 4988 (carpet tile) \$4208 (broadloom)
- YA (North) Side: \$6813 (carpet tile) \$5658 (broadloom)
- Adult (South) Side: \$16969 (carpet tile) \$14571 (broadloom)
- Total of \$28,770 tile and \$24,437 broadloom with us contacting shelf movers

Johnson Floor Co. – used an assumed \$18/square yard rather than \$25/square yard which the others used

- Meeting room: \$6745
- YA (North) Side: \$11011
- Adult (South) Side: \$18837 + 1706 computer area
- Total of \$32,299 at \$18/sqyd and total of \$47,106.75 at \$25/sqyd and this does not include shelf moving

Desitters – provided 3 quotes for each space based on specific types of carpet so each has a range of costs

- Meeting room: \$5010.31-\$6630.31
- Rest of the library: \$21288.64-\$28317.90
- Total of \$26,298.95 to \$34,948.21 depending on the carpet and this does not include shelf moving

Hallett Movers – shelf moving company

- To move all shelving twice (away and back) \$13,900

Phone System Menu

As of Friday the 16th, we received 41 calls on Tuesday; 25 calls on Wednesday; 20 calls on Thursday; and 11 calls so far on Friday. I have been told it has been a slow week for calls. I would recommend continuing to gather statistics from now to the next Committee of the Whole meeting to have a larger dataset.



mr.davids
flooring international llc.

March 10, 2018

North Riverside Library
2400 Desplaines Ave
North Riverside, IL 60546

RE: **Budget** Proposal #1709385TCP
Conference Room
New Carpet tile

Dear Natalie,

Mr. David's Flooring International is pleased to submit our Flooring Proposal for the above referenced project. Work to be performed during straight-time 7am – 3:30pm.

FURNISH AND INSTALL:

Carpet - tile: \$25.00 Material Allowance

Quality: Mohawk,
Color: T.B.D.
Quantity: 144 Sq yards **Includes some additional attic stock.**

Adhesive:

Quality: Mohawk, EnPress
Quantity: 1- 4 gal pail

Transitions:

Quality: Roppe
Color: T.B.D.
Quantity: 12 lin feet

Freight: Carpet and sundries from mill to Mr. David's warehouse

Labor:

All labor is to be performed during straight time (7a.m to 3:30p.m.), Monday through Friday and includes the following:

- A. Take-up existing broadloom carpet to **Mr. David's supplied dumpster**
- B. Floor Preparation (basic patching scraping, skim coating (to encapsulate old adhesive) including materials. Anything above and beyond this dollar amount will be done on time and material
- C. Installation of Carpet Tile using manufactures recommended adhesive
- D. Installation of necessary transitions
- E. Warehouse and Delivery
- F. **Does NOT include furniture moving**

Proposal Total \$7,611.00

We offer the following clarifications as part of our Proposal:

1. Yardage estimates are base on phone/email conversation and subject to verification by field measurement. Any variation from the submitted plan that is made in the field by you must be acknowledged to us in writing prior to order entry.
2. Areas to receive flooring are to be broom cleaned, clear and free of obstructions and other trades, ready to receive flooring.
3. Any additional work not covered by this proposal will be charged on a time and material basis.
4. Job site security is the client's responsibility. When applicable, a secured area should be provided.
5. Electric current, heat, toilet facilities, timely hoisting or elevator service will be furnished without charge to the seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided.
6. The temperature within the building shall be held at not less than 65 degrees for 48 hours prior to commencing work as to ensure proper conditions necessary for installation.
7. The manufacturers of the specified materials require specific limits for thresholds for concrete moisture and water vapor transmission, as well as specific ambient temperature requirements. Mr. David's Flooring International, Ltd. will test job site conditions for compliance to these specifications; however, corrective measures for non-compliance are expressly excluded from Mr. David's Flooring International, Ltd. Initial testing is performed at no charge. Subsequent re-testing for failed areas will require additional charges to the contract.
8. Proposal considers job to be done in one phase and to be scheduled at a mutually agreeable time.
9. Our proposal allows for minor floor prep. in our budget, meaning small depressions or cracks. Any work required beyond this will be done on a T & M basis after being reviewed.
10. All material is to be delivered to Mr. David's Flooring International warehouse.
11. Proposal does include take-up of any existing flooring.
12. All materials are subject to manufacturer price increases, which will be passed along as an extra to the customer, or if practical, can order immediately to avoid the increase. Every effort will be made to provide ample notice of any increase.
13. Proposal does not include any cleaning, waxing, sealing, vacuuming, hauling, furniture moving, protection or demolition.
14. All vinyl flooring to be installed prior to appliances, cabinets or plumbing fixtures.
15. Vinyl base to follow floor inconsistency.
16. Proposal includes a one (1) year guarantee on installation.

Any and all proposals are subject to the parties entering into a written agreement acceptable to Mr. David's Flooring International, LLC.; concerning deposits, payments for charges, charge backs, extras, guarantees for payment, conditions of the premises and similar matters. This contract is not legally binding unless signed by an officer at corporate office.

Thank you for considering Mr. David's Flooring International, LLC. We appreciate your business. If you have any further questions, please feel free to contact me at 708-614-5233

Sincerely,

Don Urbas

Don Urbas

Acceptance of this proposal means that all prices, specifications and conditions are agreed to and accepted and that Mr. David's Flooring International, LLC. is authorized to do the work specified.

Signature

Date

Printed Name

Title



March 10, 2018

North Riverside Library
2400 Desplaines Ave
North Riverside, IL 60546

RE: **Budget** Proposal #1709385TCP
Library Young Adult Side
New Carpet tile

Dear Natalie,
Mr. David's Flooring International is pleased to submit our Flooring Proposal for the above referenced project. Work to be performed during straight-time 7am – 3:30pm.

FURNISH AND INSTALL:

Carpet - tile: \$25.00 Material Allowance

Quality: Mohawk,
Color: T.B.D.
Quantity: 168 Sq yards **Includes some additional attic stock.**

Adhesive:

Quality: Mohawk, EnPress
Quantity: 1- 4 gal pail

Transitions:

Quality: Roppe
Color: T.B.D.
Quantity: 36 lin feet

Freight: Carpet and sundries from mill to Mr. David's warehouse

Labor:

All labor is to be performed during straight time (7a.m to 3:30p.m.), Monday through Friday and includes the following:

- A. Take-up existing broadloom carpet to **Mr. David's supplied dumpster**
- B. Floor Preparation (basic patching scraping, skim coating (to encapsulate old adhesive) including materials. Anything above and beyond this dollar amount will be done on time and material
- C. Installation of Carpet Tile using manufactures recommended adhesive
- D. Installation of necessary transitions
- E. Warehouse and Delivery
- F. **Does NOT include furniture moving**

Proposal Total \$8,858.00

Alternate #1:

ADD \$2,000.00

To move/replace 4-stacks, tables & chairs plus pack 35 shelves of books and move/replace book cases/books.

We offer the following clarifications as part of our Proposal:

1. Yardage estimates are base on phone/email conversation and subject to verification by field measurement. Any variation from the submitted plan that is made in the field by you must be acknowledged to us in writing prior to order entry.
2. Areas to receive flooring are to be broom cleaned, clear and free of obstructions and other trades, ready to receive flooring.
3. Any additional work not covered by this proposal will be charged on a time and material basis.
4. Job site security is the client's responsibility. When applicable, a secured area should be provided.
5. Electric current, heat, toilet facilities, timely hoisting or elevator service will be furnished without charge to the seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided.
6. The temperature within the building shall be held at not less than 65 degrees for 48 hours prior to commencing work as to ensure proper conditions necessary for installation.
7. The manufacturers of the specified materials require specific limits for thresholds for concrete moisture and water vapor transmission, as well as specific ambient temperature requirements. Mr. David's Flooring International, Ltd. will test job site conditions for compliance to these specifications; however, corrective measures for non-compliance are expressly excluded from Mr. David's Flooring International, Ltd. Initial testing is performed at no charge. Subsequent re-testing for failed areas will require additional charges to the contract.
8. Proposal considers job to be done in one phase and to be scheduled at a mutually agreeable time.
9. Our proposal allows for minor floor prep. in our budget, meaning small depressions or cracks. Any work required beyond this will be done on a T & M basis after being reviewed.
10. All material is to be delivered to Mr. David's Flooring International warehouse.
11. Proposal does include take-up of any existing flooring.
12. All materials are subject to manufacturer price increases, which will be passed along as an extra to the customer, or if practical, can order immediately to avoid the increase. Every effort will be made to provide ample notice of any increase.
13. Proposal does not include any cleaning, waxing, sealing, vacuuming, hauling, furniture moving, protection or demolition.
14. All vinyl flooring to be installed prior to appliances, cabinets or plumbing fixtures.
15. Vinyl base to follow floor inconsistency.
16. Proposal includes a one (1) year guarantee on installation.

Any and all proposals are subject to the parties entering into a written agreement acceptable to Mr. David's Flooring International, LLC.; concerning deposits, payments for charges, charge backs, extras, guarantees for payment, conditions of the premises and similar matters. This contract is not legally binding unless signed by an officer at corporate office.

Thank you for considering Mr. David's Flooring International, LLC. We appreciate your business. If you have any further questions, please feel free to contact me at 708-614-5233

Sincerely,

Don Urbas

Don Urbas

Acceptance of this proposal means that all prices, specifications and conditions are agreed to and accepted and that Mr. David's Flooring International, LLC. is authorized to do the work specified.

Signature

Date

Printed Name

Title



March 10, 2018

North Riverside Library
2400 Desplaines Ave
North Riverside, IL 60546

RE: **Budget** Proposal #1709385TCP
Library Main Area
New Carpet tile

Dear Natalie,
Mr. David's Flooring International is pleased to submit our Flooring Proposal for the above referenced project. Work to be performed during straight-time 7am – 3:30pm.

FURNISH AND INSTALL:

Carpet - tile: \$25.00 Material Allowance

Quality: Mohawk,
Color: T.B.D.
Quantity: 416 Sq yards **Includes some additional attic stock.**

Adhesive:

Quality: Mohawk, EnPress
Quantity: 3- 4 gal pail

Transitions:

Quality: Roppe
Color: T.B.D.
Quantity: 12 lin feet

Freight: Carpet and sundries from mill to Mr. David's warehouse

Labor:

All labor is to be performed during straight time (7a.m to 3:30p.m.), Monday through Friday and includes the following:

- A. Take-up existing broadloom carpet to **Mr. David's supplied dumpster**
- B. Floor Preparation (basic patching scraping, skim coating (to encapsulate old adhesive) including materials. Anything above and beyond this dollar amount will be done on time and material
- C. Installation of Carpet Tile using manufactures recommended adhesive
- D. Custom cutting around legs in computer room
- E. Installation of necessary transitions
- F. Warehouse and Delivery
- G. **Does NOT include furniture moving**

Proposal Total \$20,814.00

Alternate #1:

ADD \$ 8,000.00

To move/replace 15-stacks, tables & chairs plus pack 30 shelves of books and move/replace books.

We offer the following clarifications as part of our Proposal:

1. Yardage estimates are base on phone/email conversation and subject to verification by field measurement. Any variation from the submitted plan that is made in the field by you must be acknowledged to us in writing prior to order entry.
2. Areas to receive flooring are to be broom cleaned, clear and free of obstructions and other trades, ready to receive flooring.
3. Any additional work not covered by this proposal will be charged on a time and material basis.
4. Job site security is the client's responsibility. When applicable, a secured area should be provided.
5. Electric current, heat, toilet facilities, timely hoisting or elevator service will be furnished without charge to the seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided.
6. The temperature within the building shall be held at not less than 65 degrees for 48 hours prior to commencing work as to ensure proper conditions necessary for installation.
7. The manufacturers of the specified materials require specific limits for thresholds for concrete moisture and water vapor transmission, as well as specific ambient temperature requirements. Mr. David's Flooring International, Ltd. will test job site conditions for compliance to these specifications; however, corrective measures for non-compliance are expressly excluded from Mr. David's Flooring International, Ltd. Initial testing is performed at no charge. Subsequent re-testing for failed areas will require additional charges to the contract.
8. Proposal considers job to be done in one phase and to be scheduled at a mutually agreeable time.
9. Our proposal allows for minor floor prep. in our budget, meaning small depressions or cracks. Any work required beyond this will be done on a T & M basis after being reviewed.
10. All material is to be delivered to Mr. David's Flooring International warehouse.
11. Proposal does include take-up of any existing flooring.
12. All materials are subject to manufacturer price increases, which will be passed along as an extra to the customer, or if practical, can order immediately to avoid the increase. Every effort will be made to provide ample notice of any increase.
13. Proposal does not include any cleaning, waxing, sealing, vacuuming, hauling, furniture moving, protection or demolition.
14. All vinyl flooring to be installed prior to appliances, cabinets or plumbing fixtures.
15. Vinyl base to follow floor inconsistency.
16. Proposal includes a one (1) year guarantee on installation.

Any and all proposals are subject to the parties entering into a written agreement acceptable to Mr. David's Flooring International, LLC.; concerning deposits, payments for charges, charge backs, extras, guarantees for payment, conditions of the premises and similar matters. This contract is not legally binding unless signed by an officer at corporate office.

Thank you for considering Mr. David's Flooring International, LLC. We appreciate your business. If you have any further questions, please feel free to contact me at 708-614-5233

Sincerely,

Don Urbas

Don Urbas

Acceptance of this proposal means that all prices, specifications and conditions are agreed to and accepted and that Mr. David's Flooring International, LLC. is authorized to do the work specified.

Signature

Date

Printed Name

Title



1843 EAST OAKTON, DES PLAINES, IL 60018
PHONE 847-298-8233 / FAX 847-298-5344

March 12, 2018

Page 1 of 2

North Riverside Public Library
2400 S Des Plaines Avenue
North Riverside, IL 60546

Attn: Natalie Bazan

Budget Proposal: Broadloom carpet for Large Conference Room, Young Adult Area and Main Area, Circulation Desk, Fireplace/Lounge Area, Study Room, Computer Room and Director's Office

Tear out, haul away and dispose of existing glue down broadloom carpet. Supply and install new Broadloom Carpet or Carpet Tile, color _____, glued direct using a budget of \$20.00 per square yard for broadloom carpet and \$25.00 per square yard for carpet tile.

Area 1 - Main Area, Circulation Desk, Fireplace/Lounge Area, Study Room, Computer Room and Director's Office (447 sq. yds.)

BROADLOOM

Carpet	\$ 8,940.00
Freight	\$ 380.00
Installation	\$ 3,241.00
Tear Out	\$ 1,560.00
Disposal	\$ 450.00
Total Cost	\$ 14,571.00

CARPET TILE

Carpet	\$ 10,800.00
Freight	\$ 583.00
Installation	\$ 3,241.00
Seal Old Glue	\$ 335.00
Tear Out	\$ 1,560.00
Disposal	\$ 450.00
Total Cost	\$ 16,969.00

Area 2 - Young Adult Area (173.33 sq. yds.)

BROADLOOM

Carpet	\$ 3,467.00
Freight	\$ 147.00
Installation	\$ 1,260.00
Tear Out	\$ 610.00
Disposal	\$ 174.00
Total Cost	\$ 5,658.00

CARPET TILE

Carpet	\$ 4,400.00
Freight	\$ 237.00
Installation	\$ 1,260.00
Seal Old Glue	\$ 132.00
Tear Out	\$ 610.00
Disposal	\$ 174.00
Total Cost	\$ 6,813.00



1843 EAST OAKTON, DES PLAINES, IL 60018
PHONE 847-298-8233 / FAX 847-298-5344

March 12, 2018

Page 2 of 2

North Riverside Public Library
2400 S Des Plaines Avenue
North Riverside, IL 60546

Area 3 - Large Conference Room

BROADLOOM

Carpet	\$ 2,580.00
Freight	\$ 110.00
Installation	\$ 936.00
Tear Out	\$ 452.00
Disposal	\$ 130.00
Total Cost	\$ 4,208.00

Total: 24437

CARPET TILE

Carpet	\$ 3,200.00
Freight	\$ 173.00
Installation	\$ 936.00
Seal Old Glue	\$ 97.00
Tear Out	\$ 452.00
Disposal	\$ 130.00
Total Cost	\$ 4,988.00

Total 28,770

* All furniture to be removed prior to work starting.

* Prices and figures are for budget only and will change once a product is selected.

Authorized Signature

Standard Proposal

JOHNSON FLOOR CO

9690 W. 55th Street • Countryside, IL 60525 • 708/441-1111

Ms. Natalie Bazan
Director
North Riverside Public Library
2400 S. Des Plaines Ave
North Riverside, IL 60546

Please See the Price

We agree to supply labor and materials for the first floor of the North Riverside Public Library. The pricing is for (4) areas:

- 1.) Area 1: South Adult Area (Fireplace)
- 2.) Area 2: North Adult Area
- 3.) Area 3: Meeting Room
- 4.) Area 4: Computer Room

There are several prices per area, broken down by the type of work occurring within said areas. The prices below are subject to the following clarifications and exclusions.

- 1.) We exclude any overtime work.
- 2.) We have given a Carpet Material Allowance of \$18/sy. This is a standard price for mid-grade carpet tile that covers a wide selection of quality products from multiple manufacturers. This allowance does not include freight or adhesive.
- 3.) Floor preparation is for skim coating only. This will provide a clean substrate for the new adhesive to bond to the carpet, while eliminating imperfections and existing adhesive residue.
- 4.) Floor Preparation does not include self leveling of existing substrate.
- 5.) We exclude any moisture mitigation work.
- 6.) Demolition is for existing carpet.

Area 1: South Adult Area (Fireplace)

For New Carpet Tile.....	\$ 11,214.00
Demolition of Existing Carpet.....	\$ 4,759.00
Floor Preparation.....	\$ 2,864.00
	\$ 18,837.00

total 1258.43 sq yds
@ \$25/sq yd
= 31406.75 + demo & prep

NOTE: Payment in full is expected upon satisfactory completion of the work described above unless prior written arrangements have been made.

FOR TERMS AND CONDITIONS, PLEASE SEE REVERSE SIDE

Total @ \$18/sy
\$32,299

Total @ \$25/sy
\$41,710.75

s of
our

623
527d

Area 2: North Adult Area

For New Carpet Tile.....	\$ 6,603.00
Demolition of Existing Carpet.....	\$ 2,816.00
Floor Preparation.....	\$ 1,592.00
	<u>\$ 11,011.00</u>

366.83

Area 3: Meeting Room

For New Carpet Tile.....	\$ 3,906.00
Demolition of Existing Carpet.....	\$ 1,877.00
Floor Preparation.....	\$ 962.00
	<u>\$ 6,745.00</u>

217

Area 4: Computer Room

For New Carpet Tile.....	\$ 930.00
For Demolition of Existing Carpet.....	\$ 552.00
Floor Preparation.....	\$ 224.00
	<u>\$ 1,706.00</u>

51.6

If the prices above are agreeable, please send a contract for this project. Thank you.

Phil Johnson

ESTIMATE JE011721-001

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 1

JE011721-001

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #1	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	BIG SPLASH 0 I0166	24X24		5,856.00 SF
LIBRARY AREA AND OFFICES 24X24 CARPET TILE USING BIG SPLASH				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		6.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			5,288.00 SF
AS SPECIFIED	HAUL AWAY			5,288.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		72.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		72.00 LF
AS SPECIFIED	DISPOSAL CARPET			5,288.00 SF
AS SPECIFIED	INSTALL CARPET TILE			5,288.00 SF
LIBRARY AREA AND OFFICES				

26,298.95 -
34,948.21

ESTIMATE JE011721-001

DESITTER FLOORING, INC
 1 TIMBER COURT STE 100
 BOLINGBROOK, IL 60440
 (630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 1

JE011721-001

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #1	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: All work is quoted at prevailing wage during normal business hours.

NOTE: Material prices as quoted are good for a period of thirty days from the date of proposal.

NOTE: Customer to move all furniture and shelving.

NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

Terms: a one third deposit is required at the time of order with the balance due net fourteen days from completion.

We will complete the work in a timely and professional manner and are fully insured. We thank you for the opportunity to submit this proposal and look forward to providing you with quality floor coverings and workmanship. If you have any questions, please call us at (630) 327-8599.

Sam Pasquale
 DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
 I approve this quote as well as the terms and conditions.

JE011721-001

Est Subtotal \$28,317.90

Sales Tax \$0.00

Misc Tax \$0.00

Total \$28,317.90

ESTIMATE JE011721-002

DESITTER FLOORING, INC
 1 TIMBER COURT STE 100
 BOLINGBROOK, IL 60440
 (630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 2

JE011721-002

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
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Job Phone	MODEL ESTIMATE #2	Salesperson 2
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Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	PDQ2	24X24		5,856.00 SF
LIBRARY AREA AND OFFICES 24X24 CARPET TILE USING PDQ2				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		6.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			5,288.00 SF
AS SPECIFIED	HAUL AWAY			5,288.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		72.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		72.00 LF
AS SPECIFIED	DISPOSAL CARPET			5,288.00 SF
AS SPECIFIED	INSTALL CARPET TILE			5,288.00 SF
LIBRARY AREA AND OFFICES				

ESTIMATE JE011721-002

DESITTER FLOORING, INC
 1 TIMBER COURT STE 100
 BOLINGBROOK, IL 60440
 (630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 2

JE011721-002

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #2	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: All work is quoted at prevailing wage during normal business hours.

NOTE: Material prices as quoted are good for a period of thirty days from the date of proposal.

NOTE: Customer to move all furniture and shelving.

NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

Terms: a one third deposit is required at the time of order with the balance due net fourteen days from completion.

We will complete the work in a timely and professional manner and are fully insured. We thank you for the opportunity to submit this proposal and look forward to providing you with quality floor coverings and workmanship. If you have any questions, please call us at (630) 327-8599.

 Sam Pasquale
 DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
 I approve this quote as well as the terms and conditions.

JE011721-002

Est Subtotal \$22,813.26

Sales Tax \$0.00

Misc Tax \$0.00

Total \$22,813.26

ESTIMATE JE011721-003

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 3

JE011721-003

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #3	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	INFINITE WISDOM	24X24		5,856.00 SF
LIBRARY AREA AND OFFICES 24X24 CARPET TILE USING; 1) INFINITE WISDOM 2) SEE IT TO BELIEVE IT 3) MID CENTURY MAD SCHOLASTIC				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		6.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			5,288.00 SF
AS SPECIFIED	HAUL AWAY			5,288.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		72.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		72.00 LF
AS SPECIFIED	DISPOSAL CARPET			5,288.00 SF
AS SPECIFIED	INSTALL CARPET TILE			5,288.00 SF
LIBRARY AREA AND OFFICES				

ESTIMATE JE011721-003

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

LIBRARY-OFFICES 3

JE011721-003

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE LIBRARY	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #3	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: All work is quoted at prevailing wage during normal business hours.

NOTE: Material prices as quoted are good for a period of thirty days from the date of proposal.

NOTE: Customer to move all furniture and shelving.

NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

Terms: a one third deposit is required at the time of order with the balance due net fourteen days from completion.

We will complete the work in a timely and professional manner and are fully insured. We thank you for the opportunity to submit this proposal and look forward to providing you with quality floor coverings and workmanship. If you have any questions, please call us at (630) 327-8599.

Sam Pasquale
DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
I approve this quote as well as the terms and conditions.

JE011721-003

Est Subtotal \$21,288.64

Sales Tax \$0.00

Misc Tax \$0.00

Total \$21,288.64

ESTIMATE JE011720-001

DESITTER FLOORING, INC
 1 TIMBER COURT STE 100
 BOLINGBROOK, IL 60440
 (630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 1

JE011720-001

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #1	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	BIG SPLASH	24X24		1,296.00 SF
CONFERENCE ROOM CARPET TILE USING BIG SPLASH 24X24				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		2.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			1,145.00 SF
AS SPECIFIED	HAUL AWAY			1,145.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		24.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		24.00 LF
AS SPECIFIED	DISPOSAL CARPET			1,145.00 SF
AS SPECIFIED	INSTALL CARPET TILE			1,582.00 SF
CONFERENCE ROOM				

ESTIMATE JE011720-001

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 1

JE011720-001

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #1	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: All work is quoted at prevailing wage during normal business hours.

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NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

Terms: a one third deposit is required at the time of order with the balance due net fourteen days from completion.

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Sam Pasquale
DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
I approve this quote as well as the terms and conditions.

JE011720-001

Est Subtotal \$6,630.31

Sales Tax \$0.00

Misc Tax \$0.00

Total \$6,630.31

ESTIMATE JE011720-002

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 2

JE011720-002

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE
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Job Phone	MODEL ESTIMATE #2	Salesperson 2
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Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	PDQ2	24X24		1,296.00 SF
CONFERENCE ROOM CARPET TILE USING PDQ2 24X24				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		2.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			1,145.00 SF
AS SPECIFIED	HAUL AWAY			1,145.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		24.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		24.00 LF
AS SPECIFIED	DISPOSAL CARPET			1,145.00 SF
AS SPECIFIED	INSTALL CARPET TILE			1,582.00 SF
CONFERENCE ROOM				

ESTIMATE JE011720-002

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 2

JE011720-002

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #2	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

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Sam Pasquale
DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
I approve this quote as well as the terms and conditions.

JE011720-002

Est Subtotal \$5,412.07

Sales Tax \$0.00

Misc Tax \$0.00

Total \$5,412.07

ESTIMATE JE011720-003

DESITTER FLOORING, INC
1 TIMBER COURT STE 100
BOLINGBROOK, IL 60440
(630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 3

JE011720-003

CLIENT	PROJECT
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546

PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE
Job Phone	MODEL ESTIMATE #3	Salesperson 2

Area	Style/Item	Color/Desc	W x L	Qty
AS SPECIFIED	INFINITE WISDOM	24X24		1,296.00 SF
CONFERENCE ROOM 24X24 CARPET TILE USING; 1) INFINITE WISDOM 2) SEE IT TO BELIEVE IT 3) MID CENTURY MAD 4) SCHOLASTIC				
AS SPECIFIED	5100P PATCRAFT ADHESIVE	SAME - 4 GALLON		2.00 EA
AS SPECIFIED	TAKE UP/GLUED CPT			1,145.00 SF
AS SPECIFIED	HAUL AWAY			1,145.00 EA
AS SPECIFIED	VINYL SNAP EDGE CPT- VT 1/4 LEG, #154	TBD		24.00 LF
AS SPECIFIED	METAL CPT TRACK GLUE	SAME		24.00 LF
AS SPECIFIED	DISPOSAL CARPET			1,145.00 SF
AS SPECIFIED	INSTALL CARPET TILE			1,582.00 SF
CONFERENCE ROOM				

ESTIMATE JE011720-003

DESITTER FLOORING, INC
 1 TIMBER COURT STE 100
 BOLINGBROOK, IL 60440
 (630) 771-1420

ESTIMATE Date 03/16/18

CONFERENCE 3

JE011720-003

CLIENT		PROJECT	
NORTH RIVERSIDE PUBLIC LIBRARY ATTN: NATALIE BAZEN 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546		NORTH RIVERSIDE PUBLIC LIBRARY CONFERENCE ROOM 2400 S. DESPLAINES AVENUE NORTH RIVERSIDE, IL 60546	
PH:9AM-3PM 708-447-0869	JOB # CARPET TILE CONFERENCE	Salesperson 1 SAM PASQUALE	
Job Phone	MODEL ESTIMATE #3	Salesperson 2	

Area	Style/Item	Color/Desc	W x L	Qty
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NOTE: All work is quoted at prevailing wage during normal business hours.

NOTE: Material prices as quoted are good for a period of thirty days from the date of proposal.

NOTE: Customer to move all furniture and shelving.

NOTE: Additional floor preparation (patching / smoothing of substrate flooring) if required, would be charged at an additional rate of \$55.00 per man hour plus materials.

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 Sam Pasquale
 DeSitter Flooring, Inc.

Accepted By: _____ Date: _____
 I approve this quote as well as the terms and conditions.

JE011720-003

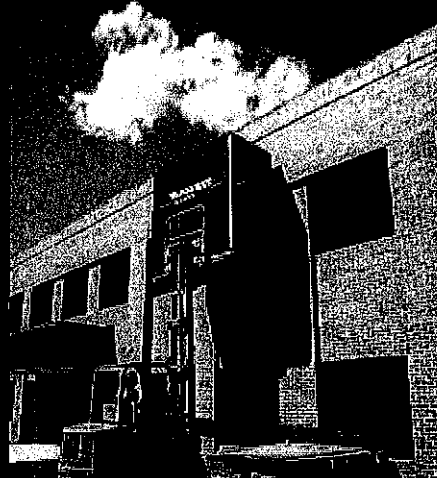
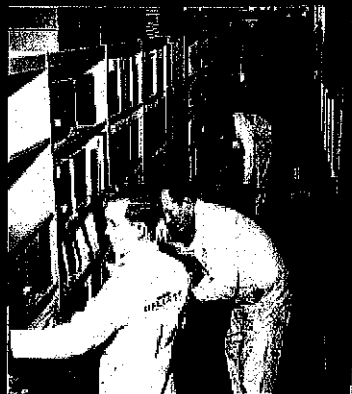
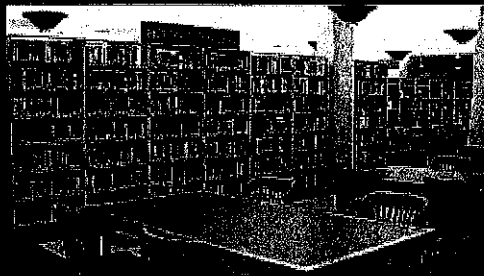
Est Subtotal	\$5,010.31
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Sales Tax	\$0.00
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Misc Tax	\$0.00
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Total	\$5,010.31
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HALLETT MOVERS



Hallett Movers
Re: North Riverside Public Library
March 14th, 2018



March 14th, 2018

Natalie Bazan
North Riverside Public Library
2400 Des Plaines Ave.
North Riverside, IL 60546

Dear Ms. Bazan.

Thank you for the opportunity to provide a quote on the pending **North Riverside Public Library** project. Please accept this letter of transmittal as our acknowledgement and understanding of the scope of work, project timelines, General Terms and Conditions as outlined during my recent walkthrough. This proposal is sent in an effort to provide all requested information and to effectively prove Hallett to be of the highest quality experience and service in library relocations.

Hallett Movers was established in 1937. We are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett's workforce, along with our supervisory staff, is loyal to the company and dedicated to providing the finest moving service available. As nationally known Library Relocation Specialists, we know what it takes and have the experience to design, prepare and execute a smooth, successful, cost effective relocation.

Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been **rated A+ with 0 complaints** with the Illinois Better Business Bureau where more information is available on their website.

If you find you need more or different information do not hesitate to call us at 708-458-8600 if we can be of further assistance. Our web site is www.hallettmovers.com. We look forward to being of service to you.

Sincerely,

Richard Benda

535 W. 59th Street. Summit, IL 60501 ph. 1.800.645.6683 fx. 708.458.7116

MOVE PLAN & PRICING (All rates are based on prevailing wages)

Phase 1: Southwest Corner Clear-out

Internal relocation of all library shelving, books and furniture from the south wing of the library. This will clear the back southwest floor for carpet replacement. Seventeen shelving units will be moved intact with books, using the "range mover". The bottom shelf of all wall shelving will be packed and pulled. All miscellaneous furniture will be temporarily relocated. This phase will be completed in one day.

PHASE 1 TOTAL: **\$4,500.00**

Phase 2: Southwest Corner Return

Return of all library shelving, books and furniture to the southwest corner. This area will be slightly reconfigured from the original layout. This move will leave the rest of the south area (Just right of circulation desk) open for carpet replacement. This phase will be completed in one day.

PHASE 2 TOTAL: **\$2,500.00**

Phase 3: South Return and North Clear-out

Final return of all library shelving, books and furniture to the south area. Internal relocation of all library shelving, books and furniture from the north wing of the library and the meeting room. This will completely clear the north floor and meeting room for carpet replacement. Seventeen shelving units will be moved intact with books, using the "range mover". The bottom shelf of all wall shelving will be packed and pulled. All miscellaneous furniture will be temporarily relocated. Some shelving cannot be moved using the range mover and will be packed off and disassembled. This phase will be completed in one day.

PHASE 3 TOTAL: **\$4,100.00**

Phase 4: North Return

Final return of all library shelving, books and furniture to the north area and meeting room. This phase will be completed in one day.

PHASE 4 TOTAL: **\$2,200.00**

Equipment Charges

RANGE MOVER @ \$150 PER DAY FOR 4 DAYS: **\$600.00**

TOTAL MOVING COST: **\$13,900.00**

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Senior Services Librarian and Programmer

DEPT: ADULT SERVICES

JOB PURPOSE: To provide library services to the elderly, senior and adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to adults with a focus on seniors. This includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director and adult services librarian to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in senior and adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for senior adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on senior citizens. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Adult Services Librarian and Programmer

DEPT: ADULT SERVICES

JOB PURPOSE: To provide library services to the adult population and to coordinate all adult programming and outreach.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise paraprofessional staff members and/or volunteers in Adult Services Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of services to Adults. This includes provision of reference and readers' advisory service, collection development (selection and weeding) of age-appropriate materials, and programming to promote reading and learning to adults of all ages. Also maintains statistics and provides reports on programs and services; works with director to develop and administer the budget; interprets the collections to the public through promotional material, publicity, and public relations. Maintains current awareness of trends in adult librarianship. (80%)

Creates an outreach schedule and coordinates outreach for adult services. Participates in the management team as well as the promotions team. Actively works to promote the library in the community. (20%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on adults. Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Master's degree in Library Science. Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

**NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

Approved:

POSITION: Administrative Assistant/Promotional Services – Part Time

DEPT: ADMINISTRATION

JOB PURPOSE: To coordinate library supply purchasing and building maintenance as needed, create library promotional materials and manage volunteers.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Library Director. May supervise volunteers in all departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of promotional materials working with the adult, youth and children's departments as well as the Friends and Foundation. Promotional materials include: creating and coordinating our quarterly newsletter, various library handouts, posters and special promotions in print; creating and curating digital content on our website, creating e-newsletter and coordinating scheduling on our social media sites; other duties as assigned. (60%)

Develop and administer a volunteer program for adult services. Maintain records of volunteer service, interview volunteers for positions and coordinate volunteer assignments. Maintain statistics on volunteer service to the library. Other duties as assigned. (40%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Intermediate to advanced Microsoft Office and Adobe Suite skills.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

ICMA-RC 457 Plan for all Employees

Since the ICMA-RC 457 plan does not cost the library anything more than paperwork for the employee and changes to an ACH file or amount written in a check each month to ICMA, the Director proposes that we allow all employees to participate in this pre-tax savings plan.

Paychex has already set up the deductions line which will allow staff to either put a designated amount or percentage into their 457 plan. Those funds would be deducted pre-tax from the employee's check and once a month the library would either authorize an ACH file from the bank or write a check to cover move that amount into the employee's 457 plan.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue

North Riverside, IL 60546

Minutes of the meeting of February 20, 2018

1. Open of Meeting

A. The meeting was called to order by Trustee Corgiat at 7:30 p.m. Roll call was taken.

Present: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Absent: P. J. Folz, Al Pineda

Also Present: Interim Director Marilyn Boria; Natalie Bazan, new Director; Jean DiMonte of DiMonte and Assoc; Jill Cannizzo

B. A quorum was established.

C. There were no visitors at the meeting

D. Trustee Rouleau made a motion to approve the agenda as amended. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

2. Open Forum

No visitors

3. Financial Reports

A. Treasurer Lanken reported the account balances and presented the treasurers report.

Treasurer Lanken made a motion to approve the treasurer's report as presented. Trustee Rouleau seconded the motion. All Ayes, motion carried.

B. Jean DiMonte presented the financial reports for the month ending January 31, 2018.

Jean brought it to the attention of the Board that the account for the restricted funds is not being used currently and is costing \$3.95 per month to keep it open.

Treasurer Lanken made a motion stating that while the director is at the bank tomorrow she will close this account and put the money into the operating account. Trustee Gordon seconded the motion. A roll call vote was taken.

Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore

Nays: None

Motion carried

C. Finance Committee Report - Trustee Lanken presented the report.

D. Trustee Lanken made a motion to approve the financial statements as presented. Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

E. Trustee Lanken made a motion to approve Warrant List #18-02 in the amount of \$34,867.84 Trustee Rouleau seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

F. Trustee Lanken made a motion transfer \$80,000.00. Trustee Skenandore seconded the motion. A roll call vote was taken.
Ayes: Annette Corgiat, Greg Gordon, Brad Lanken, Ken Rouleau, Priscilla Skenandore
Nays: None
Motion carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

Trustee Rouleau reported that the stairway lights are now working and are all LED now. Also, Saturday Bryant, Ken and Alex filled a dumpster with stuff that they cleaned up.

1. Trustee Rouleau made a motion to approve the proposal from AMS in the amount of \$300.00 to diagnose the problem with the parking lot lights and then present a proposal for repairing them. Trustee Gordon seconded the motion. All ayes, motion carried.

2. There was some discussion about repairing or replacing the exit lights. The batteries needed to repair them are no longer made so the company would have to make them and it could take up to 2 weeks. It was agreed upon that Director will contact them and get a quote for replacing the lights instead. This is tabled until next meeting when both quotes are prepared.

3. Trustee Rouleau made a motion to approve installation of a can light in the woman's restroom in the amount of \$180. Trustee Gordon seconded the motion. All ayes, motion carried.

4. Trustee Rouleau made a motion to approve the proposal from Quinlan Security Systems for CCTV upgrade. Trustee Skenandore seconded the motion. All ayes, motion carried.

5. Service and inspection log
Ken will set up a meeting with the new director and work on these.

4. Repair Log
Nothing more tonight

B. Strategic Planning (P.J. Folz, chairman)
Nothing tonight

C. Personnel (Greg Gordon, chairman)
Nothing to report tonight

- D. Policy (Priscilla Skenandore, chairman)
1. Trustee Skenandore made a motion to approve the Emergency Closing policy as presented. Trustee Rouleau seconded the motion. All ayes, motion carried
 2. Trustee Skenandore made a motion to approve the Library Closing Updated List as presented. Trustee Rouleau seconded the motion. All ayes, motion carried

5. President

The Foundation needs to have a meeting to discuss upcoming fundraisers. They would like to meet on Friday in the Library meeting room. All present Board members agreed. The Foundation will meet in the meeting room on Friday at 6:00 p.m.

6. Other Action Items

A. Approval of minutes

Trustee Rouleau made a motion to approve the minutes of the January 16, 2018 Board meeting, January 29, 2018 Special Board meeting and January 29, 2018 Special Board meeting Closed Minutes as presented. Trustee Gordon seconded the motion. All ayes, motion carried.

B. Trustee Lanken made a motion to approve a stipend in the amount of \$1,000 for the library consultant. Trustee Gordon seconded the motion. All ayes, motion carried.

7. Information Items

A. Committee meetings - None tonight

B. Calendar - All up to date

C. Memorial Books Fund - Nothing tonight

D. Correspondence - None tonight

E. Board Action Log - All up to date

F. Trustee Continuing Education - There is a Marketing Conference on April 20th 9:30 a.m. until 3:00 p.m. Director Bazan will email the information to Board members please let her know if you wish to attend and she will register.

G. Grants - There is a grant available from ComEd for lighting. Director Bazan and Trustee Rouleau will look into this further before the parking lot lights are done.

H. Advocacy - Nothing tonight

I. RAILS & SWAN - Brittany is going to training from SWAN.

8. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 8:15 p.m. Trustee Lanken seconded the motion. All ayes, motion carried.

Respectfully Submitted

Jill M. Cannizzo

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
5	Circulation Statistics FY 17-18														
6	Patron Circ		JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTALS
7	Renewals		9785	8696	8890	9231	8649	7719	9011	7517	0	0	0	0	69498
8	Items Sent Out		5055	4701	4955	4589	4491	3868	4899	4116					36674
9	Items Requested		3572	3308	2719	3363	3133	2767	2878	2343					24085
10			587	621	576	647	426	532	634	529					4552
11			571	66	640	632	599	552	600	529					4139
12	Books 17/18		27	13	9	18	15	16	20	3545	0	0	0	0	1668
13	Adult									1415					1415
14	Spanish Lang.		27	13	9	18	15	16	20	16					130
15	Juvenile									1992					1992
16	YA									122					122
17															
19	Books 17/18		0	0	0	0	0	0	0	180	0	0	0	0	180
20	Adult									135					135
21	YA									23					23
22	Juvenile									22					22
23															
25	Books 17/18		0	0	0	0	0	0	0	120	0	0	0	0	120
26	Adult									95					95
27	Juvenile									24					24
28	YA									1					1
29															
31	Books 17/18		0	0	0	0	0	0	0	2355	0	0	0	0	2355
32	Adult									1613					1613
33	YA									206					206
34	Juvenile									536					536
35															
37	Books 17/18		0	0	0	0	0	0	0	121	0	0	0	0	121
38	Adult									119					119
39	Juvenile									2					2
40	YA									0					0

