

October 10, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, October 10, 2023, at
4:00 pm

Illinois Prairie District Public Library
Benson Branch Library
420 E Front Street
Benson, IL 61516

1. Call to order and roll call.
2. Minutes of the last regular meeting and
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Metamora Branch Project
6. Discussion and Approval of Fiscal Year 2022-2023 Receipts and Disbursements
7. Discussion and Approval of Tablet Lending Policy
8. Discussion and Approval of Job Description
9. Discussion and Approval of Paid Time Off Policy
10. Director's Remarks
11. Comments to guide future agendas.
12. Adjournment

The next regular meeting will be Tuesday, November 14, at 4pm at
the Germantown Hills Branch Library 509 Woodland Knolls Road,
Germantown Hills, IL. 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, September 12, 2023, at
4:00 pm

Illinois Prairie District Public Library
Spring Bay Branch Library
411 Illinois Street
Spring Bay, IL 61611

1. Call to order and roll call. C. Kaufman, J Zobrist, A. Hicks, J. Weddle, E. Rainville, D Smith, and M. Coker present. H. Booker absent.
2. Minutes of the last regular meeting, motion to approve J. Weddle and second by E. Rainville. All in favor, motion passed.
3. Public comments, Independent Audit Results presented.
4. Treasurer's Report – approval of bills and requisitions, Motion to approve Treasurer's report by C. Kaufman and second by M. Coker. All in favor, motion passed.
5. Discussion and Approval of Fiscal year 2022-2023 Audit, Motion to approve J. Weddle and second by C. Kaufman. All in favor, motion passed.
6. Metamora Branch Project
Motion made to approve game table for Metamora Branch by J. Zobrist and second by M. Coker. All in favor, motion passed.
Motion made to authorize Dawn Smith to pay the funds needed to complete the roof decking project and second by C. Kaufman. All in favor, motion passed.
7. Discussion and Approval of Secretary's Audit, Motion to approve Secretary's Audit motion by E. Rainville and second by C. Kaufman. All in favor, motion passed.
8. Discussion and Approval of Levy Ordinance 23-3, Motion made to approve Levy Ordinance 23-3 by M. Coker and second by E. Rainville. All in favor, motion passed.
9. Director's Remarks, partnering with Snyder Village for multi-generational programming, shared Summer Reading program and monthly program results.
10. Comments to guide future agendas.
11. Adjournment, Motion to adjourn at 5:11 pm by M. Coker and second by C. Kaufman. All in favor, meeting adjourned.

Illinois Prairie District Public Library

10/09/23

Check Register

Accrual Basis

October 2023

	<u>Oct 23</u>
AAA Certified Confidential Security Corp	192.50
AmazonBusiness	1,451.71
Ameren Illinois	2,875.89
Auto-Owners Insurance	19,437.51
Baker & Taylor	1,568.87
Benson Water Department	107.00
Bestsellers Audio, LLC	191.34
Blue Cross Blue Shield of Illinois	5,762.48
Brenda Schertz	7.47
Caterpillar Trail Public Water District	39.16
Cengage Learning, Inc.	398.85
CLA Services Inc	525.00
ComEd	176.34
Commerce Bank - Commercial Cards	3,434.43
Daniel E O'Brien MD LLC	4,000.00
Dearborn National Life Insurance Company	119.25
DEMCO	559.17
Dewberry Architects, Inc.	14,939.80
Diamond Design & Construction Inc	88,963.96
Donna Adami	12.64
Donna Forbis	39.43
Doug Cupples	978.00
Federal Companies	13,680.50
Fritch Heating & Cooling, Inc.	160.37
GFL Environmental	86.41
Heartland Internet, Inc.	49.95
Hoopla	2,046.41
Illinois Library Association	350.00
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Jane Kolb	19.39
Kanopy Inc	54.00
Kirby Foods Metamora	43.22
Koener Electric, Inc.	297.94
Kreiling Roofing Co., Inc.	626.75
Linda Moore	14.41
Lindsey Baldrige	7.47
Mediacom	506.70
Midwest Tape	436.99
MTCO	294.24
Nate Baranowski	1,000.00
Nel Babitzke	14.41
Nicor Gas	88.03
Orkin	854.94
Orkin - Bartonville	134.99
Pam Kingham	437.54
Purity Plus Water Systems	50.95
RAILS	400.00
Rebecca Deitrick	74.67
RK Dixon	59.38
RK Dixon - IA	2,741.10
Roanoke Water-Sewer Department	44.71
The Penworthy Company LLC	2,007.74
Village of Germantown Hills	44.84
Village of Metamora	99.66
Village of Washburn	182.33
VoiceSpring	492.54
Xerox Financial Services	1,816.62
TOTAL	<u>176,245.00</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
September 2023

	Sep 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	314,618.31	75,966.67	238,651.64	414.2%
31100 · Property Tax - Audit	9,646.66	2,083.33	7,563.33	463.0%
31200 · Property Tax - IMRF	22,801.71	5,179.17	17,622.54	440.3%
31300 · Property Tax - Social Security	22,801.71	5,208.33	17,593.38	437.8%
31400 · Property Tax - Tort/Liability	57,661.75	8,750.00	48,911.75	659.0%
31500 · Property Tax - Bldg/Maintenance	42,095.02	10,125.00	31,970.02	415.8%
31600 · Property Tax - Working Cash	104,580.69	25,320.83	79,259.86	413.0%
32000 · State Corporate Replacement Tax	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	338.90	1,200.00	-861.10	28.2%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	116.17	8.34	107.83	1,392.9%
38500 · Interest Income - General	4,323.23	250.00	4,073.23	1,729.3%
38900 · Interest Income - Tort/Liab	4,046.27	250.00	3,796.27	1,618.5%
39000 · Interest Income - Spec Reserve	6,553.74	50.00	6,503.74	13,107.5%
39191 · Interest Income - Bldg/Maint	625.91	50.00	575.91	1,251.8%
39200 · Interest Income - Working Cash	3,288.81	333.00	2,955.81	987.6%
39300 · Interest Income - Gift	1,562.96	83.00	1,479.96	1,883.1%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	595,661.84	139,107.67	456,554.17	428.2%
Expense				
40100 · Salaries	37,043.03	39,871.00	-2,827.97	92.9%
40500 · Hospital Insurance	3,781.89	9,500.00	-5,718.11	39.8%
40600 · Staff Education	139.52	1,250.00	-1,110.48	11.2%
41000 · Books - Adult	1,982.58	2,292.00	-309.42	86.5%
41100 · Books - Children	1,360.47	2,292.00	-931.53	59.4%
41300 · Periodicals	0.00	834.00	-834.00	0.0%
41500 · Audio - Visual	446.40	1,000.00	-553.60	44.6%
41600 · Video / DVD Tapes	548.71	666.66	-117.95	82.3%
41700 · Electronic Materials	2,265.37	4,166.66	-1,901.29	54.4%
41800 · RSA Online	0.00	2,416.66	-2,416.66	0.0%
42000 · Online Computer Library Center	0.00	916.66	-916.66	0.0%
42100 · Office Supplies	1,349.64	1,250.00	99.64	108.0%
42400 · Mileage and Expenses	1,364.30	1,250.00	114.30	109.1%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	0.00	114,583.34	-114,583.34	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	680.37	2,500.00	-1,819.63	27.2%
44999 · Capital Outlay	317,977.69			
45000 · Rent	191.45	166.67	24.78	114.9%
45100 · Gas and Electric	2,378.37	4,000.00	-1,621.63	59.5%
45200 · Water and Sewer	279.63	250.00	29.63	111.9%
45300 · Telephone	492.58	750.00	-257.42	65.7%
45600 · Internet	850.89	1,000.00	-149.11	85.1%
47000 · Building Equipment/Furniture	0.00	2,000.00	-2,000.00	0.0%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	1,674.12	833.33	840.79	200.9%
48900 · Miscellaneous Expenses	0.00	1,250.00	-1,250.00	0.0%
49000 · Per Capita	10,405.46	0.00	10,405.46	100.0%
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	0.00	5,179.16	-5,179.16	0.0%
70300 · Social Security Employer	2,284.22	4,221.14	-1,936.92	54.1%
70400 · Medicare Employer	534.25	987.20	-452.95	54.1%
72300 · Insurance	5,372.00	8,750.00	-3,378.00	61.4%
72400 · Legal	1,328.50	583.34	745.16	227.7%
72500 · Maintenance	11,071.84	10,125.00	946.84	109.4%

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10/09/23

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
September 2023

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	711.00	833.34	-122.34	85.3%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>406,514.28</u>	<u>229,718.16</u>	<u>176,796.12</u>	<u>177.0%</u>
Net Income	<u>189,147.56</u>	<u>-90,610.49</u>	<u>279,758.05</u>	<u>-208.7%</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	767,389.02	911,600.00	-144,210.98	84.2%
31100 · Property Tax - Audit	23,529.27	25,000.00	-1,470.73	94.1%
31200 · Property Tax - IMRF	55,615.92	62,150.00	-6,534.08	89.5%
31300 · Property Tax - Social Security	55,615.92	62,500.00	-6,884.08	89.0%
31400 · Property Tax - Tort/Liability	140,643.43	105,000.00	35,643.43	133.9%
31500 · Property Tax - Bldg/Maintenance	102,674.46	121,500.00	-18,825.54	84.5%
31600 · Property Tax - Working Cash	255,083.93	303,850.00	-48,766.07	84.0%
32000 · State Corporate Replacement Tax	40,220.96	15,000.00	25,220.96	268.1%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	1,515.78	14,400.00	-12,884.22	10.5%
38000 · Donations	418.07	15,000.00	-14,581.93	2.8%
38400 · Interest Income - Per Capita	268.36	100.00	168.36	268.4%
38500 · Interest Income - General	10,340.17	3,000.00	7,340.17	344.7%
38900 · Interest Income - Tort/Liab	12,428.03	3,000.00	9,428.03	414.3%
39000 · Interest Income - Spec Reserve	19,924.78	600.00	19,324.78	3,320.8%
39191 · Interest Income - Bldg/Maint	1,649.04	600.00	1,049.04	274.8%
39200 · Interest Income - Working Cash	9,028.26	4,000.00	5,028.26	225.7%
39300 · Interest Income - Gift	4,700.03	1,000.00	3,700.03	470.0%
39400 · Interest Income - Certificates	0.00	3,000.00	-3,000.00	0.0%
39500 · Miscellaneous Income	215.26	0.00	215.26	100.0%
39700 · Rent Income	1,800.00	0.00	1,800.00	100.0%
Total Income	1,534,745.17	1,669,300.00	-134,554.83	91.9%
Expense				
40100 · Salaries	108,869.29	478,450.00	-369,580.71	22.8%
40500 · Hospital Insurance	19,375.04	114,000.00	-94,624.96	17.0%
40600 · Staff Education	3,315.79	15,000.00	-11,684.21	22.1%
41000 · Books - Adult	7,552.08	27,504.00	-19,951.92	27.5%
41100 · Books - Children	8,074.83	27,496.00	-19,421.17	29.4%
41300 · Periodicals	134.99	10,000.00	-9,865.01	1.3%
41500 · Audio - Visual	1,346.40	12,000.00	-10,653.60	11.2%
41600 · Video / DVD Tapes	1,853.73	8,000.00	-6,146.27	23.2%
41700 · Electronic Materials	19,845.39	50,000.00	-30,154.61	39.7%
41800 · RSA Online	28,389.00	29,000.00	-611.00	97.9%
42000 · Online Computer Library Center	8,438.62	11,000.00	-2,561.38	76.7%
42100 · Office Supplies	3,604.71	15,000.00	-11,395.29	24.0%
42400 · Mileage and Expenses	4,119.74	15,000.00	-10,880.26	27.5%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44360 · Building - Metamora	39,754.65	1,375,000.00	-1,335,245.35	2.9%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	5,887.95	30,000.00	-24,112.05	19.6%
44999 · Capital Outlay	439,561.95			
45000 · Rent	8,756.68	2,000.00	6,756.68	437.8%
45100 · Gas and Electric	11,100.28	48,000.00	-36,899.72	23.1%
45200 · Water and Sewer	1,071.96	3,000.00	-1,928.04	35.7%
45300 · Telephone	1,969.01	9,000.00	-7,030.99	21.9%
45600 · Internet	3,411.75	12,000.00	-8,588.25	28.4%
47000 · Building Equipment/Furniture	0.00	24,000.00	-24,000.00	0.0%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	1,221.22	10,000.00	-8,778.78	12.2%
48900 · Miscellaneous Expenses	0.00	15,000.00	-15,000.00	0.0%
49000 · Per Capita	12,269.37	0.00	12,269.37	100.0%
52200 · Audit	12,690.00	25,000.00	-12,310.00	50.8%
60400 · IMRF Employer	3,241.07	62,150.00	-58,908.93	5.2%
70300 · Social Security Employer	6,712.58	50,653.60	-43,941.02	13.3%
70400 · Medicare Employer	1,569.92	11,846.40	-10,276.48	13.3%
72300 · Insurance	24,809.51	105,000.00	-80,190.49	23.6%
72400 · Legal	3,898.76	7,000.00	-3,101.24	55.7%
72500 · Maintenance	36,896.72	121,500.00	-84,603.28	30.4%

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10/09/23

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	2,664.50	10,000.00	-7,335.50	26.6%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>832,407.49</u>	<u>2,756,600.00</u>	<u>-1,924,192.51</u>	<u>30.2%</u>
Net Income	<u>702,337.68</u>	<u>-1,087,300.00</u>	<u>1,789,637.68</u>	<u>-64.6%</u>

Illinois Prairie District Public Library

Profit & Loss

September 2023

10/09/23

Cash Basis

	<u>Sep 23</u>
Income	
31000 · Property Tax - General	314,618.31
31100 · Property Tax - Audit	9,646.66
31200 · Property Tax - IMRF	22,801.71
31300 · Property Tax - Social Security	22,801.71
31400 · Property Tax - Tort/Liability	57,661.75
31500 · Property Tax - Bldg/Maintenance	42,095.02
31600 · Property Tax - Working Cash	104,580.69
34000 · Fines and Fees	338.90
38400 · Interest Income - Per Capita	116.17
38500 · Interest Income - General	4,323.23
38900 · Interest Income - Tort/Liab	4,046.27
39000 · Interest Income - Spec Reserve	6,553.74
39191 · Interest Income - Bldg/Maint	625.91
39200 · Interest Income - Working Cash	3,288.81
39300 · Interest Income - Gift	1,562.96
39700 · Rent Income	600.00
Total Income	<u>595,661.84</u>
Expense	
40100 · Salaries	37,043.03
40500 · Hospital Insurance	3,781.89
40600 · Staff Education	139.52
41000 · Books - Adult	1,982.58
41100 · Books - Children	1,360.47
41500 · Audio - Visual	446.40
41600 · Video / DVD Tapes	548.71
41700 · Electronic Materials	2,265.37
42100 · Office Supplies	1,349.64
42400 · Mileage and Expenses	1,364.30
44800 · Programming / PR	680.37
44999 · Capital Outlay	317,977.69
45000 · Rent	191.45
45100 · Gas and Electric	2,378.37
45200 · Water and Sewer	279.63
45300 · Telephone	492.58
45600 · Internet	850.89
47200 · Computer Equipment	1,674.12
49000 · Per Capita	10,405.46
70300 · Social Security Employer	2,284.22
70400 · Medicare Employer	534.25
72300 · Insurance	5,372.00
72400 · Legal	1,328.50
72500 · Maintenance	11,071.84
72600 · Professional Fees	711.00
Total Expense	<u>406,514.28</u>
Net Income	<u><u>189,147.56</u></u>

Illinois Prairie District Public Library
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
Income	
31000 · Property Tax - General	767,389.02
31100 · Property Tax - Audit	23,529.27
31200 · Property Tax - IMRF	55,615.92
31300 · Property Tax - Social Security	55,615.92
31400 · Property Tax - Tort/Liability	140,643.43
31500 · Property Tax - Bldg/Maintenance	102,674.46
31600 · Property Tax - Working Cash	255,083.93
32000 · State Corporate Replacement Tax	40,220.96
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	1,515.78
38000 · Donations	418.07
38400 · Interest Income - Per Capita	268.36
38500 · Interest Income - General	10,340.17
38900 · Interest Income - Tort/Liab	12,428.03
39000 · Interest Income - Spec Reserve	19,924.78
39191 · Interest Income - Bldg/Maint	1,649.04
39200 · Interest Income - Working Cash	9,028.26
39300 · Interest Income - Gift	4,700.03
39500 · Miscellaneous Income	215.26
39700 · Rent Income	1,800.00
Total Income	1,534,745.17
Expense	
40100 · Salaries	108,869.29
40500 · Hospital Insurance	19,375.04
40600 · Staff Education	3,315.79
41000 · Books - Adult	7,552.08
41100 · Books - Children	8,074.83
41300 · Periodicals	134.99
41500 · Audio - Visual	1,346.40
41600 · Video / DVD Tapes	1,853.73
41700 · Electronic Materials	19,845.39
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	3,604.71
42400 · Mileage and Expenses	4,119.74
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	5,887.95
44999 · Capital Outlay	439,561.95
45000 · Rent	8,756.68
45100 · Gas and Electric	11,100.28
45200 · Water and Sewer	1,071.96
45300 · Telephone	1,969.01
45600 · Internet	3,411.75
47200 · Computer Equipment	1,221.22
49000 · Per Capita	12,269.37
52200 · Audit	12,690.00
60400 · IMRF Employer	3,241.07
70300 · Social Security Employer	6,712.58
70400 · Medicare Employer	1,569.92
72300 · Insurance	24,809.51
72400 · Legal	3,898.76
72500 · Maintenance	36,896.72
72600 · Professional Fees	2,664.50
Total Expense	832,407.49
Net Income	702,337.68

Illinois Prairie District Public Library
Balance Sheet
 As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	288,723.99
10800 · Petty Cash Checking Account	769.50
11400 · Savings Account	9,689.06
Total Checking/Savings	299,182.55
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	21,616.91
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	990,302.05
10700 · Special Reserve Fund	1,448,897.00
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	729,277.84
11100 · Gift Fund	346,576.23
11200 · Building Maintenance Fund	135,424.02
11300 · Tort Liability Fund	850,959.49
11500 · Dedicated Gift Fund	6.96
Total Other Current Assets	6,128,696.81
Total Current Assets	6,427,879.36
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
Total Fixed Assets	3,657,395.38
TOTAL ASSETS	10,085,274.74
LIABILITIES & EQUITY	
Equity	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,617,454.53
Net Income	877,832.30
Total Equity	10,085,274.74
TOTAL LIABILITIES & EQUITY	10,085,274.74

Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 9/01/2023	\$ 98,519.93	\$ 144,006.86	\$ 6.96	\$ 850,095.20	\$ 345,013.27	\$ 31,906.20	\$ 1,453,285.26	\$ 973,669.22	\$ 725,989.03	\$ 9,689.06	\$ 1,197,242.50
Transfer Online											
Accounts Payable	\$ (368,071.47)										
First Payroll	\$ (14,942.96)										
Payroll Taxes	\$ (4,878.17)										
Fines & Fees (Met)	\$ 107.15										
Fines & Fees	\$ 231.75										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,920.00)										
Payroll Taxes	\$ (4,556.68)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (9,208.75)		\$ 9,208.75							
Transfer to/from Tort/Liab				\$ 126,756.00				\$ (126,756.00)			
Property Taxes	\$ 574,205.85										
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer Special Reserve	\$ 10,942.00						\$ (10,942.00)				
Transfer Per Capita	\$ 10,405.46					\$ (10,405.46)					
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 81.13	\$ 625.91		\$ 4,242.10	\$ 1,562.96	\$ 116.17	\$ 6,553.74	\$ 4,046.27	\$ 3,288.81		
Balance 9/30/2023	\$ 288,723.99	\$ 135,424.02	\$ 6.96	\$ 990,302.05	\$ 346,576.23	\$ 21,616.91	\$ 1,448,897.00	\$ 850,959.49	\$ 729,277.84	\$ 9,689.06	\$ 1,197,242.50

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: PROJECT: Mrtamora Library Renovatio
Illinois Prairie District Public Library

FROM CONTRACTOR: VIA ARCHITECT:
Diamond Design & Construction, Inc.

AIA DOCUMENT G702
APPLICATION NO 2 rev01

PAGE ONE OF TWO PAGES

Distribution to:

<input type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	

PERIOD TO: 09/25/2023

PROJECT NOS: 50161541

CONTRACT FOR: Metamora Public Library Renovatio

CONTRACT DATE: August 7, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ \$	942,800.00
2. Net change by Change Orders	\$	26,131.61
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	968,931.61
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	301,110.72
5. RETAINAGE:		
a. 0.1 % of Completed Work (Column D + E on G703)	\$	30,111.07
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	30,111.07
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	270,999.65
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	182,035.69
8. CURRENT PAYMENT DUE	\$	88,963.96
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	697,931.96

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Diamond Design & Construction, Inc.

By: Rick Johnson  Date: September 25, 2023

State of: Illinois County of: McLean
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 88,963.96

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  Date: OCTOBER 9, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$26,131.61	
Total approved this Month	\$0.00	
TOTALS	\$26,131.61	\$0.00
NET CHANGES by Change Order	\$26,131.61	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2 rev01

Contractor's signed certification is attached.

APPLICATION DATE: 9.25.2023

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 9.25.2023

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 50161541

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	General Conditions	\$ 87,846.00	\$ 51,780.00	\$ 15,000.00		\$ 66,780.00	\$ 0.76	\$ 21,066.00	\$ 6,678.00
2	Carpentry Demo	\$ 38,313.00	\$ 33,000.00	\$ 3,000.00		\$ 36,000.00	\$ 0.94	\$ 2,313.00	\$ 3,600.00
3	Rough Carpentry	\$ 78,189.00	\$ 72,682.00	\$ 3,000.00		\$ 75,682.00	\$ 0.97	\$ 2,507.00	\$ 7,568.20
4	Trim Carpentry	\$ 63,910.00							
5	Insulation	\$ 11,330.00							
6	Drywall	\$ 10,450.00							
7	Painting	\$ 13,200.00							
8	Flooring	\$ 43,780.00							
9	Specialties	\$ 36,784.00	\$ 12,168.27	\$ -		\$ 12,168.27	\$ 0.33	\$ 24,615.73	\$ 1,216.83
10	Roofing	\$ 148,500.00							
11	Masonry	\$ 20,130.00		\$ 20,130.00		\$ 20,130.00	\$ 1.00	\$ -	\$ 2,013.00
12	Storefront	\$ 47,245.00							
13	Ceilings	\$ 66,000.00							
14	HVAC	\$ 88,990.00		\$ 40,261.00		\$ 40,261.00	\$ 0.45	\$ 48,729.00	\$ 4,026.10
15	Electrical	\$ 163,493.00		\$ 17,457.84		\$ 17,457.84	\$ 0.11	\$ 146,035.16	\$ 1,745.78
16	Plumbing	\$ 18,920.00	\$ 6,500.00	\$ -		\$ 6,500.00	\$ 0.34	\$ 12,420.00	\$ 650.00
17	Signage	\$ 5,720.00							
CO 1	(Add any change order(s) descriptions)	\$ 26,131.00	26131.61	\$ -		\$ 26,131.61	\$ 1.00	\$ (0.61)	\$ 2,613.16
GRAND TOTALS		\$ 968,931.00	\$ 202,261.88	\$ 98,848.84	\$ -	\$ 301,110.72	\$ 5.90	\$ 257,685.28	\$ 30,111.07

**SUBCONTRACTOR'S OR SUPPLIER'S
PARTIAL RELEASE AND WAIVER OF LIEN**

To: General Contractor
Diamond Design & Constrction, Inc.
1001 E Lincoln Street
Bloomington, IL 61701

Project: Metamora Library Revovation
Address: 208 E Partridge Street
Metamora Illinois 61528

From: TCI Companies Inc.
405 State Route 117
Goodfield Illinois 61742

Date: September 21, 2023

The undersigned, in consideration of and conditioned upon payment of \$5,850.00
the adequacy of which is hereby acknowledged, Subcontractor agrees and certifies as follows:

1. The undersigned forever waives and release any and all causes of action, suits, debts, liens, damages claims, and demands of any nature whatsoever which the undersigned or its successors or assigns now has or may hereafter have against the Project (including the land and any improvements), the Owner, the General Contractor, or the General Contractor's payment bond surety, if any, by reason of labor and / or materials and / or equipment furnished to the Project as of the date noted above, including materials and /or equipment stored off site for which payment has been requested.
2. The undersigned certifies that all persons, firms or corporations who have furnished labor and/or materials and /or equipment to the undersigned, or at the direction of the undersigned, respecting the Project as of the date noted above, have been paid in full. The undersigned further certifies that he has complied with all laws, regulations and agreements governing the withholding and paying of employment taxes, union dues or other union requirements, and any other obligations related to the employment of persons by him, and has paid all federal, state, or local taxes or fees by him in the course of his business. The undersigned further certifies that no security interest has been given or entered into respecting any material or equipment furnished to the Project.
3. The undersigned shall indemnify and hold the General Contractor harmless from all causes of action, suite, debts, liens, damages, claims, costs, attorney's fees, and demands of any nature whatsoever relating to persons, firms, or corporations who have furnished labor and /or materials and / or equipment to the undersigned, or at the direction of the undersigned, respecting the Project.

NOTARY

Subcontractor: TCI Companies Inc.

Name: MICHAEL J BARTH

Subscribed and sworn to before me this

Signature: Michael J Barth

21 day of Sept, 2023.

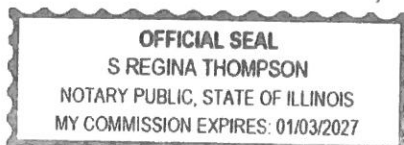
(authorized officer)

Signature S Regina Thompson

Title: PRESIDENT

Street _____

Notary Public My Commission Expires 1/3/27 City, State _____



**SUBCONTRACTOR'S OR SUPPLIER'S
PARTIAL RELEASE AND WAIVER OF LIEN**

To: IPDPL
208 E Partridge Street
Metamora, IL 61548

Project: Metamora Library Revovation
Address: 208 E Partridge Street
Metamora Illinois 61528

From: Diamond Design & Constrction, Inc.
1001 E Lincoln Street
Bloomington, IL 61701

Date: 24-Sep-23

The undersigned, in consideration of and conditioned upon payment of \$ 176,185.69 the adequacy of which is hereby acknowledged, Subcontractor agrees and certifies as follows:

1. The undersigned forever waives and release any and all causes of action, suits, debts, liens, damages claims, and demands of any nature whatsoever which the undersigned or its successors or assigns now has or may hereafter have against the Project (including the land and any improvements), the Owner, the General Contractor, or the General Contractor's payment bond surety, if any, by reason of labor and / or materials and / or equipment furnished to the Project as of the date noted above, including materials and /or equipment stored off site for which payment has been requested.
2. The undersigned certifies that all persons, firms or corporations who have furnished labor and/or materials and /or equipment to the undersigned, or at the direction of the undersigned, respecting the Project as of the date noted above, have been paid in full. The undersigned further certifies that he has complied with all laws, regulations and agreements governing the withholding and paying of employment taxes, union dues or other union requirements, and any other obligations related to the employment of persons by him, and has paid all federal, state, or local taxes or fees by him in the course of his business. The undersigned further certifies that no security interest has been given or entered into respecting any material or equipment furnished to the Project.
3. The undersigned shall indemnify and hold the General Contractor harmless from all causes of action, suite, debts, liens, damages, claims, costs, attorney's fees, and demands of any nature whatsoever relating to persons, firms, or corporations who have furnished labor and /or materials and / or equipment to the undersigned, or at the direction of the undersigned, respecting the Project.

NOTARY

Subscribed and sworn to before me this

25th day of September, 2023.

Signature Jennifer Kennedy Doran

Notary Public My Commission Expires 10/25/24 City, State

Subcontractor: Diamond Design & Constrction, I

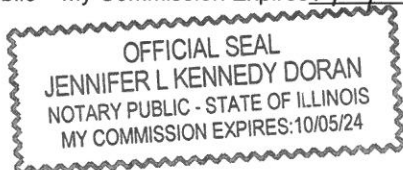
Name: Rick Johnson

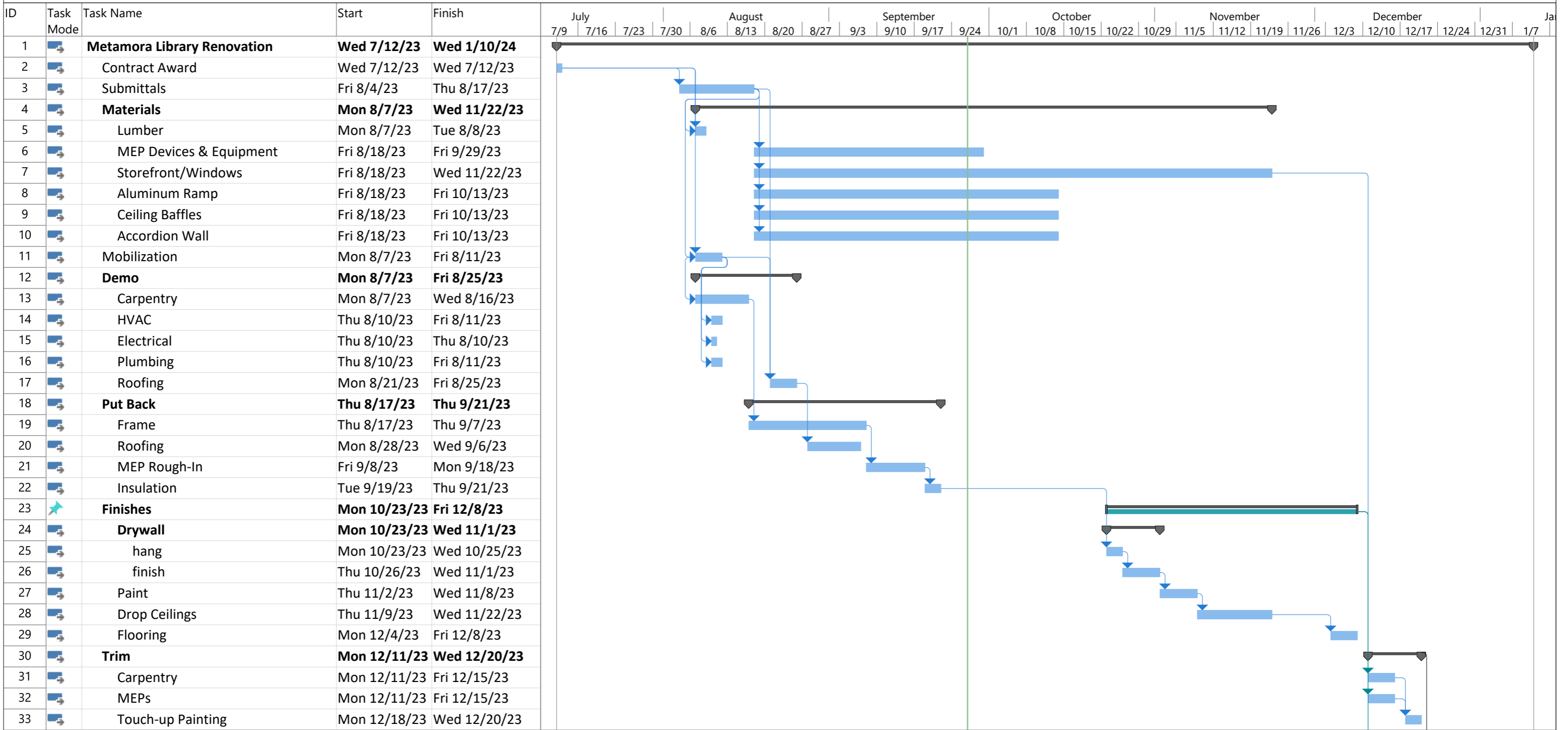
Signature: *Rick Johnson*
(authorized officer)

Title: President

Street: 1001 E Lincoln Street

City, State: Bloomington, IL





Project: Master Schedule Rev00 Date: Wed 9/27/23	Task	Project Summary	Manual Task	Start-only	Deadline	Progress
	Split	Inactive Task	Duration-only	Finish-only	Progress	Manual Progress
	Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	Manual Progress
	Summary	Inactive Summary	Manual Summary	External Milestone	Manual Progress	Manual Progress



ID	Task Mode	Task Name	Start	Finish	Gantt Chart																											
					July	7/9	7/16	7/23	7/30	August	8/6	8/13	8/20	8/27	September	9/3	9/10	9/17	9/24	October	10/1	10/8	10/15	10/22	10/29	November	11/5	11/12	11/19	11/26	December	12/3
34	➔	Storefront/Windows	Mon 12/11/23	Thu 12/14/23	[Gantt bar from 12/11/23 to 12/14/23]																											
35	➔	Close-Out	Thu 12/21/23	Wed 1/10/24	[Gantt bar from 12/21/23 to 1/10/24]																											
36	➔	Punchlist Walk	Thu 12/21/23	Thu 12/21/23	[Gantt bar from 12/21/23 to 12/21/23]																											
37	➔	Punchlists	Fri 12/22/23	Thu 12/28/23	[Gantt bar from 12/22/23 to 12/28/23]																											
38	➔	Final Clean	Fri 12/29/23	Fri 12/29/23	[Gantt bar from 12/29/23 to 12/29/23]																											
39	➔	Final Walk	Wed 1/3/24	Wed 1/3/24	[Gantt bar from 1/3/24 to 1/3/24]																											
40	➔	Ocupancy Certificate	Thu 1/4/24	Thu 1/4/24	[Gantt bar from 1/4/24 to 1/4/24]																											
41	➔	Owners Manual	Thu 1/4/24	Wed 1/10/24	[Gantt bar from 1/4/24 to 1/10/24]																											
42	➔	Demobilize	Fri 1/5/24	Fri 1/5/24	[Gantt bar from 1/5/24 to 1/5/24]																											

Project: Master Schedule Rev00
Date: Wed 9/27/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



Dewberry Architects Inc
 401 SW Water Street, Suite 701
 Peoria, IL 61602

IPDPL - Metamora Building Renovation

Furniture Package

VENDORS	Henricksen	Lincoln Office	Widmer Interiors
Buy Board - DEMCO	\$ 90,582.22	No Bid	No Bid
Buy Board - Media Technologies	\$ 6,576.80	No Bid	No Bid
Buy Board - Sit On It Seating	\$ 7,615.72	No Bid	No Bid
Omnia Partners - Arcadia	\$ 7,058.86	No Bid	No Bid
Omnia Partners - Hon	\$ 22,021.00	No Bid	\$ 25,915.12
Omnia Partners - KI	\$ 56,481.15	No Bid	No Bid
TOTAL	\$ 190,335.75	No Bid	\$ 25,915.12
Voluntary DEDUCT Substitution	\$ (12,487.14)	NA	NA
TOTAL	\$ 177,848.61	No Bid	\$ 25,915.12



Proposal for:

IPDPL - METAMORA

Library Renovation | Furniture Package

Metamora, IL

29 September 2023

Henricksen Contact:

Teri Thomas
Account Executive
309.303.0334 mobile
t.thomas@henricksen.com

29 September 2023

IPDPL - Metamora
Attn: Amanda Voorhees

Dear Amanda,

On behalf of Henricksen, thank you for the opportunity to provide a solution for your upcoming project. Completion of complex interiors projects requires thoughtful design, expert project management, and attentive and dedicated leadership. Establishing a relationship with the right partner to execute a furniture project is key.

With Henricksen, you can expect:

A knowledgeable, talented, and an experienced cross-disciplined team: We will champion the process for IPDPL - Metamora and all project stakeholders from inception through completion and ongoing support with an eye on a "Trusted Partner" relationship.

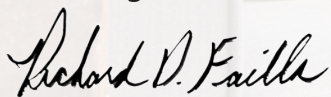
Creative, organized, expert guidance and oversight: In addition to talent and experience, we employ state of the art design and rendering software and proven methodologies to ensure a smooth, attentive process at every turn.

A proactive approach: Henricksen brings 60 years of expertise in workplace design and furniture project execution to IPDPL - Metamora's project. We understand the intricacies of these projects. We identify challenges early, communicate, and collaborate to resolve in order to ensure a smooth installation and ongoing day 2 support.

We believe that people are the most important part of any organization. Through projects like yours, we are able to help organizations prioritize worker wellness, make space for team member development, and enhance workplace culture. All of these efforts are a critical investment in IPDPL - Metamora's bright future as a national leading lender.

Thank you for the opportunity to connect your people to their work; please do not hesitate to reach out with any questions.

Best Regards,



Rick Failla, *Principal + Executive Vice President*
Henricksen

CONTENTS

Pg. 04 **Section 01:**
Project Team + Services

Pg. 22 **Section 02:**
Proposed Alternates

Pg. 26 **Section 03:**
Project Pricing

Pg. 42 **Section 04:**
Warranties



SECTION 01

**PROJECT TEAM +
SERVICES**

SIX DECADES OF EXCELLENCE

A Rich Legacy

In 1962, Henricksen was founded by Shirley Henricksen, a tenacious entrepreneur in a historically male-dominated profession.

Shirley faced many obstacles to build and maintain the business. Her tenacity, along with her ability to nurture the individual strengths of employees, enabled Shirley to forge Henricksen's reputation for ingenuity, integrity, service, and creativity within a highly competitive environment.



Founder Shirley Henricksen in front of original Henricksen showroom in Des Plaines, IL, circa 1962.

- 1962**
Shirley Henricksen establishes Henricksen
- 1979**
Steve + Lois McPartlin (Shirley Henricksen's daughter) purchase Henricksen
- 1979**
Henricksen reaches \$1MM in sales
- 1983**
Henricksen builds new corporate HQ in Itasca, IL
- 1984**
Henricksen becomes HNI dealer
- 1989**
Chicago, IL office opens
- 1993**
Peoria, IL office opens
- 1994**
Milwaukee, WI office opens
- 2000**
Strategic partnership formed with HNI



How Far We've Come

Henricksen is a leading dealer of contract furniture and architectural products serving clients nationwide.

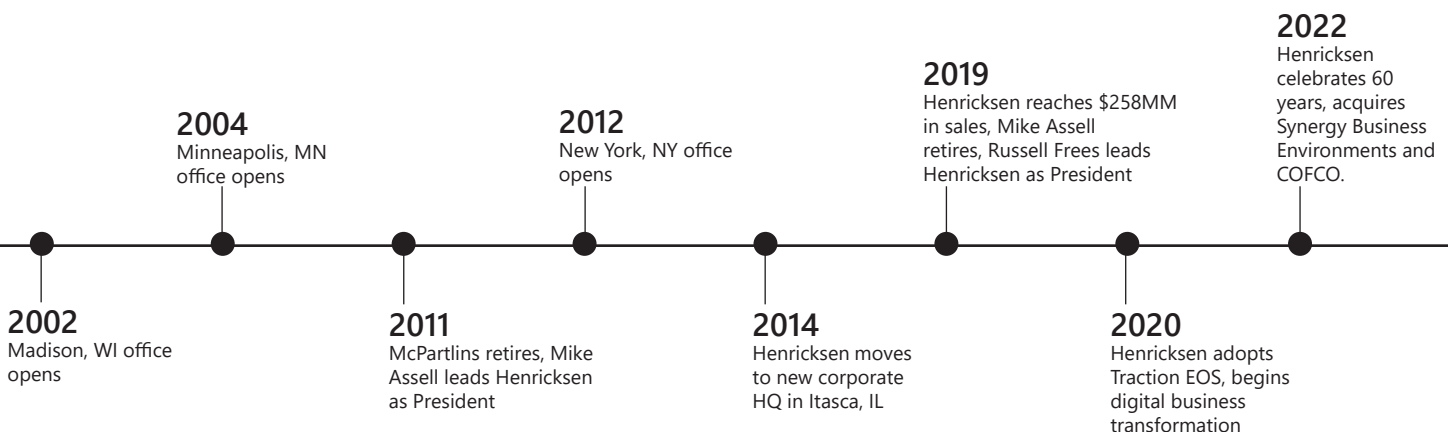
Since 1962, Henricksen has grown to a quarter-billion dollar organization with the resources and network to support clients regardless of project size or location. Our clients represent the commercial office, healthcare, K-12 and higher education, public sector, senior living, hospitality, and industrial market segments.

A Bright Future

Henricksen continues to view employees and their diverse perspectives as our greatest asset and the key to our future successes.

Our leaders are deliberate their efforts to foster a culture that promotes diversity, empowerment, individuality, inclusion, equity, and opportunity not just for Henricksen's employees, but among the communities we serve.

Three pillars articulate the cornerstone of our journey: Elevate our People, Enrich the Tapestry, and Strengthen Communities.



IPDPL - METAMORA

DEDICATED TEAM MEMBERS



Teri Thomas
Account Executive, Henricksen
t.thomas@henricksen.com

Teri will be the dedicated point of contact involved in all phases of project development, implementation, and execution. Teri is the primary liaison between the client, our project team, and our manufacturing partners. Teri is responsible for the overall success of the project.



Rick Failla
Principal, Executive Vice President + General Manager,
Henricksen
r.failla@henricksen.com

Rick will provide executive level oversight and resource allocation for Henricksen's core team as well as commitment to the client.



Mark Zelm
Director of Design, Henricksen
m.zelm@henricksen.com

Mark will be our lead designer and produce various deliverables including workstation assessments, space planning, product specifications, finish selection, technical drawings, renderings, and installation drawings.



Marty Murray
Project Manager, Henricksen
m.murray@henricksen.com

Marty will be the dedicated Project Manager and lead the project from start to finish. Marty will collaborate with the project team to assure we stay on-time and within budget. Marty will conduct product double-checks, attend all construction meetings, and manage all deliveries and labor in the field logistics.



Kelly Gruber
Project Coordinator, Henricksen
k.gruber@henricksen.com

Kelly will provide quote and order entry, order management, and customer support for this project. Kelly will be the dedicated customer service contact and have necessary back-up support for project status and reporting as required.



Project Shown:
Sun Prairie SD Elementary in
Sun Prairie, WI

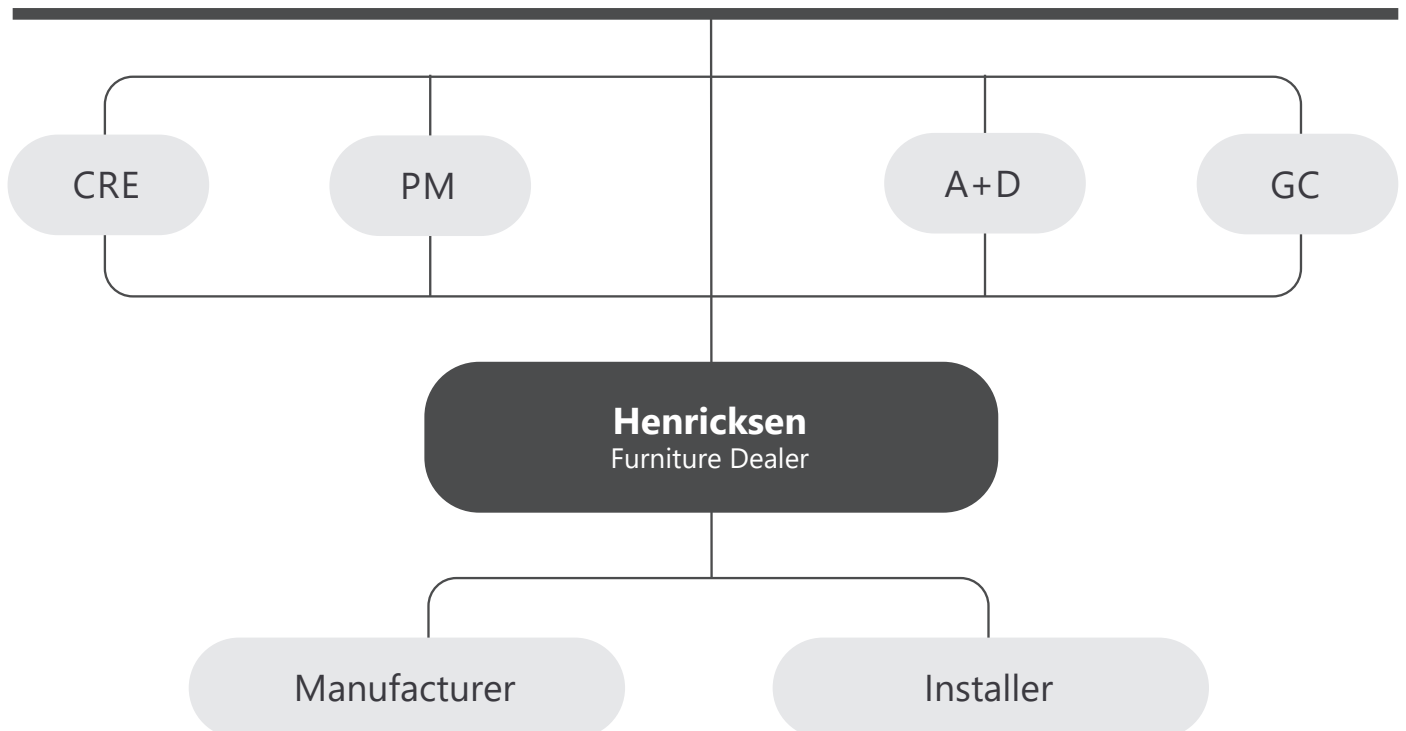
COLLABORATIVE TEAM APPROACH

As a part of your core team, Henricksen will take a collaborative approach to maximize value and provide you with the best solutions to meet both your business and people goals for this project.

Following the completion of your project, Henricksen will remain accountable to IPDPL - Metamora in order to maximize your furniture investment. Your dedicated team will provide a range of Day 2 services not limited to user training, maintenance, reconfigurations, and additional furniture purchases.

IPDPL - Metamora

Project Drivers
Business Goals
People Goals





“All of us believe that we are stewards of Shirley’s legacy, and we have to do the best we can to keep Henricksen in a strong financial position.”

- Russell Frees, President + CEO

DEALER FINANCIAL STRENGTH + STABILITY

We are proud stewards of the legacy of Shirley Henricksen.

Founded in 1962, Henricksen has experienced planned, profitable growth over six decades. This steady growth has allowed us to establish a reputation for stability, consistency, and excellence with our clients and partners.



Our **well diversified client base**, represents the commercial office, healthcare, K-12 and higher education, public sector, hospitality, senior living and multi-family housing, and industrial markets.



Our **geographic diversity**, coupled with our reputation and scale, allow us to support a large number of organizations on a regional or nationwide level.



Collectively across all regions and market segments, Henricksen's **sales exceed \$200 million annually**.



Our business practices and controls are inspected and verified annually through **independent audit by Sikich, LLP** to ensure financial viability.



A **strong ownership team** with a **15+ year succession plan** in place represents each of Henricksen's core geographic regions.



Our **primary banking relationship of over 2 decades** has allowed us to establish a **\$24 million credit line** with a \$0 outstanding balance.



Through continuous monitoring of market conditions, measuring and analyzing key business indicators, quickly and aggressively embracing the virtual marketplace, and a proactive management approach **Henricksen has maintained profitability throughout the COVID-19 pandemic**.

HENRICKSEN PROJECT PROCESS

01 

Initiate

- Project Kick-off Meeting

02 

Plan

- Henricksen + Client review programming
- Specifications finalized
- Coordinate finish selection

03 

Order

- Order audited for accuracy + submitted
- Order in-house, lead times assigned and communicated to Client
- Product manufactured

04



Install

- Pre-installation planning: site visits, coordinate with trades etc.
- Delivery + installation
- Finalize install punch list + walkthrough

05



Post Occupancy

- Punch list items resolved + sign off completed
- Post occupancy evaluation
- Prepare and submit owners manual with care information.

06



On-Going Service

- Post Occupancy Training
- Henricksen and Client discuss further furniture needs

RELEVANT PROJECTS



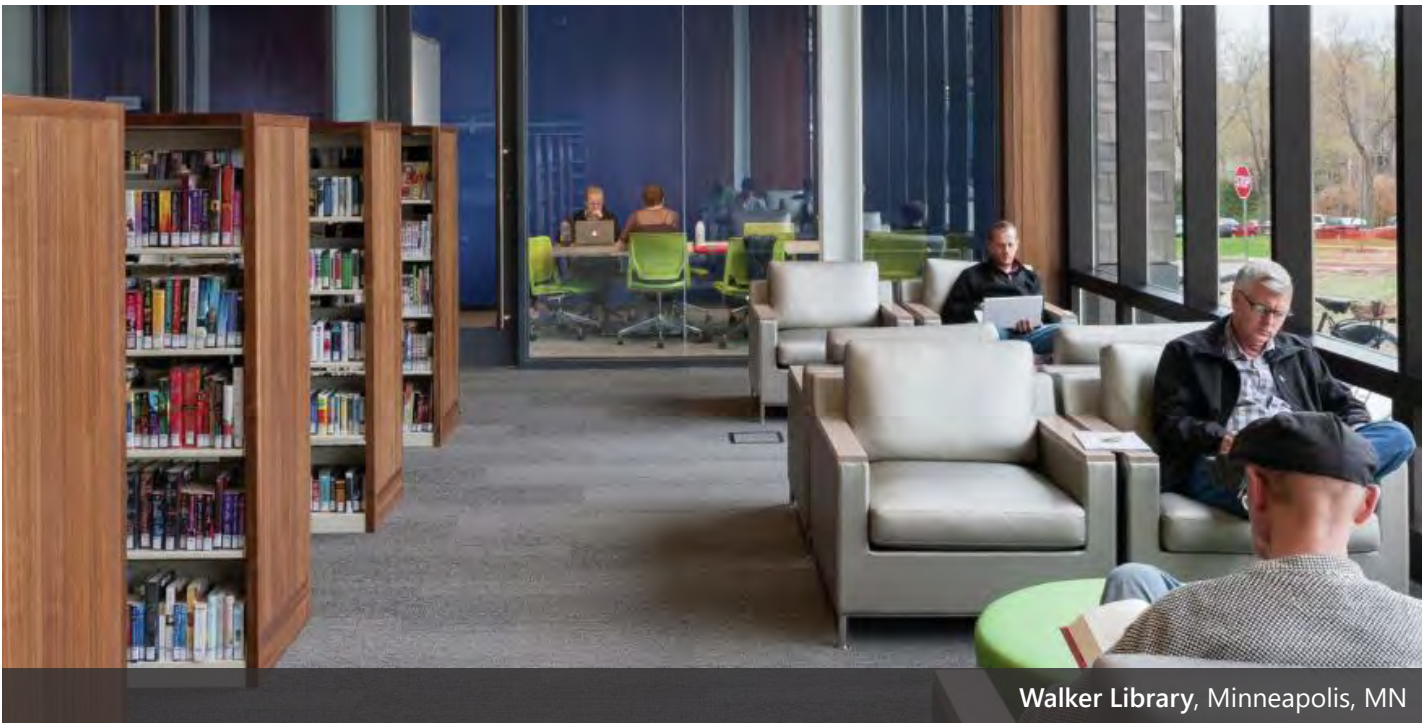
Pope Farm Elementary School, Verona, WI



Anoka Ramsey Community College, Coon Rapids, MN



Webb School of Knoxville, Knoxville, TN



Walker Library, Minneapolis, MN

HENRICKSEN GIVES BACK + COMMUNITY INVOLVEMENT

We understand the important role nonprofit organizations play in the well-being and vitality of our communities. Henricksen and our staff contribute time, talent, products, resources, and space to various organizations to support their critical work in our communities. Giving back runs deep within the hearts of our team and within our company, its a part of our DNA and who we are.

RECENT COMMUNITY EVENTS



Blank Canvas Virtual Art Auctions

Developed in 2020 and hosted in partnership with Allsteel | Gunlocke across all Henricksen locations, Blank Canvas has raised nearly \$30,000 for organizations in our communities.

We leveraged our network of artists, designers, architects and creatives to create over 250 original canvases auctioned over two years.



Henricksen Sets the Table

This fundraiser was developed organically by Henricksen employees. Henricksen leadership committed to donating \$5 per donor to the campaign's total gift.

With support from 154 donors internally and externally, \$12,485 was raised. This gift represents 124,850 meals for families in need. Proceeds went to Feeding America.



SMASH Ping Pong Tournaments

Since 2017, Henricksen has hosted SMASH, a charity ping pong tournament in Chicago. This tournament brings together industry professionals from throughout Chicagoland to compete for funds for their favorite charitable organization.

Winners of each bracket have donations made to their selected organization through dollars raised from sponsorships and team registrations.

Organizations we support

ILLINOIS

Boy Scouts
CANstruction
Central DuPage Hospital
Chicago Diabetes Project: Run
for the Cure
City Year
DIFFA
Feed My Starving Children
(FMSC)
Greater Chicago Food
Depository
Head Start Chicago
Heartland Blood Centers:
Blood Drives
Humanitarian Service Project
Illinois Interior Design Coalition
(IIDC)
International Interior Design
Association (IIDA)
Journeys the Road Home
Leukemia and Lymphoma
Society
Lurie Children's Hospital of
Chicago
Northern Illinois Food Bank
Ray Graham Association
Ronald McDonald House
Schaumburg Food Pantry
Schaumburg Youth Orchestra
Youth Outreach Services

MINNESOTA

American Red Cross – Blood
Drive
Ann Bancroft Foundation
Be the Match
Commercial Real Estate
Diversity Collaborative
Convent of the Visitation
School
Feed My Starving Children
Fred Wells Tennis and
Education Center
Green Institute
Habitat for Humanity
Hennepin Healthcare
Foundation
IIDA Northland
Lake Street Council
NFL Alumni Fundraising
Ronald McDonald House
Simpson Homeless Shelter
Special Olympics
St David's Childhood
Development
Toys for Tots
YMCA

NEW YORK

International Interior Design
Association (IIDA)
Learning Community Charter
School
Urban Dove
World Central Kitchen
Youth Design Center

WISCONSIN

ACTS Housing
American Society of Interior
Designers (ASID)
City Year Milwaukee
EUA Foundation
Feeding America, Eastern
Wisconsin
FOOD Pantry of Waukesha
County
Giving Tree
Infallible Helping Hands
International Interior Design
Association (IIDA)
Journey House
NAIOP
National Interscholastic Cycling
Association
Our Next Generation
Project Concern
Real Estate Alliance for Charity
(REACH)
Second Harvest Foodbank of
Southern Wisconsin

INSTALLATION PARTNER

MARK ROTH INSTALLATIONS INC

About

MRI Inc. was founded in February of 1996 by Mark and Tammy Roth. The company was founded on hard work, honesty, and integrity from the corner of the family kitchen. Over the past 27 years the company has grown from Mark and one part-time employee to 10 full-time and 3 part-time employees. Some of our employees have been with us from the early years, giving our customer relations continuity with service and integrity. Our three lead installers serve our customers with 39 combined years of furniture installation experience.

We moved to our present site at 211 West Washington Street in Congerville, IL in September 2007 and continue to serve our customer's warehousing and delivery needs from that location.

What We Do

We have been installing office furniture for over 20 years. Our skilled installers work efficiently, professionally, and safely. Our goal is to go in to a job site and install with precision and accuracy, and leave the site clean and with the approval of the customer. Each job is led by an experienced lead installer. They oversee the other installers and make sure the job is done to the customer's satisfaction.



Our installs vary from single pieces and desks in small businesses to installing offices in new construction of large buildings such as: U of I, ISU, Carle Clinic, Unity Point Methodist.

We serve the surrounding areas including: Bloomington, Peoria, Champaign, Springfield, Ottawa, Peru, & LaSalle.

We have a large warehouse which enables us to receive the product that we install, as well as have a fleet of vans and straight truck that we are able to deliver the product to the installation site.

MRI, Inc. removes all the packing associated with the install from the site. A complete wipe down and clean up of the install area is our final phase.

IPDPL - METAMORA

PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish
1	Bid Due	1 day	Fri 9/29/23	Fri 9/29/23
2	Bid Leveling + Analysis	10 days	Mon 10/2/23	Fri 10/13/23
3	Project Award	1 day	Mon 10/16/23	Mon 10/16/23
4	Pre-installation Site Visits - as needed	1 day	TBD	TBD
5	Attend Project Meetings - as needed	1 day	TBD	TBD
6	Confirm Specifications + Finishes	5 days	Tue 10/17/23	Mon 10/23/23
7	Place Orders	1 day	Tue 10/24/23	Tue 10/24/23
8	Manufacture + Shipping of Furniture (longest leadtime currently 16 weeks)	80 days	Wed 10/25/23	Tue 2/13/24
9	Prepare Installation Drawings	1 day	Fri 1/12/24	Fri 1/12/24
10	Delivery + Installation	5 days	Mon 2/19/24	Fri 2/23/24



SECTION 02

**PROPOSED
ALTERNATES**

IPDPL - METAMORA

ALTERNATES



ALT SHELVING + CANOPY TOPS

DEMCO DOUBLE FACED STEEL SHELVING

- Heavy-duty steel shelving can be reconfigured, relocated, or expanded as needs change
- 16-gauge, 1-piece welded-steel frames
- 18-gauge steel shelves are powder-coated and adjust in 1" increments; hold up to 150 lbs.
- Freestanding stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame
- Build rows by bolting units together
- Includes 1 base shelf and choice of adjustable 18-gauge, 36"W steel flat- or integral-back shelves
- Usable actual shelf depth is 1" less than dimensions given below
- All 84"H units or taller should be anchored to the floor or wall for maximum stability
- Wall brackets included with Single-Faced Shelving units



SECTION 03

PROJECT PRICING

IPDPL - METAMORA SIGNATURE SHEET

**IPDPL – Metamora
Furniture Package**
September 15, 2023

DOCUMENT 000002 - SIGNATURE SHEET

EXECUTION OF THIS FORM CERTIFIES UNDERSTANDING AND COMPLIANCE WITH THE
TOTAL FURNITURE QUOTE PACKAGE.

THIS FORM SHALL BE COMPLETED FOR THIS QUOTE TO BE EVALUATED.

(Please print or type)
THIS BID SUBMITTED BY:

Company Name: Henricksen & Co., Inc.
Authorized Agent Name & Title: Rick Failla, Principal + Executive Vice President
Contact Person: Teri Thomas, Account Executive
Company Address: 401 SW Water St, Suite 507 (Local Office)
City, State Zip Code: Peoria, IL 61602
Daytime Telephone: 309-303-0334
Daytime E-Mail: t.thomas@henricksen.com
Addenda Received: 1

Signature certifies that firm has drug-free workplace policies in place.

The Undersigned having examined all drawings and specifications including Addenda proposes to furnish all labor and materials called for by said documents for work indicated for the sums as set forth on the Quote Forms.



Signature of Authorized Agent

9/28/23

Date

Owner reserves the right to reject any and all bids, to wave technicalities and select the equipment/services best suited to the Owner.

END OF DOCUMENT 000002

IPDPL - METAMORA

BID FORM

 Dewberry Bid Form

09/15/2023

IPDPL - METAMORA FURNITURE PACKAGE

50161541

BUY BOARD - DEMCO *BID PRICING MIMICS THE BUY BOARD CONTRACT PRICING

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
BB	BULLETIN BOARD CABINET	14-16 weeks	2	\$457.78	\$915.56
BD	EXTERIOR BOOK DROP	14-16 weeks	1	\$5,492.34	\$5,492.34
CDCU	CIRCULATION DESK CORNER UNIT	14-16 weeks	2	\$2,025.18	\$4,050.36
CDSK36	CIRCULATION DESK - 36" LONG	14-16 weeks	1	\$1,130.34	\$1,130.34
CDSK36R	CIRCULATION DESK - 36" LONG WITH BOOK RETURN	14-16 weeks	1	\$3,239.67	\$3,239.67
CDSK54	CIRCULATION DESK - 54" LONG	14-16 weeks	1	\$2,926.20	\$2,926.20
CT1272	CANOPYTOP 12X72	14-16 weeks	2	\$607.88	\$1,215.76
CT12144	CANOPYTOP 12X144	14-16 weeks	1	\$880.98	\$880.98
CT24108	CANOPYTOP 24X108	14-16 weeks	1	\$697.86	\$697.86
CT24216	CANOPYTOP 24X216	14-16 weeks	3	\$1,071.97	\$3,215.91
DB	DISPLAY BIN	14-16 weeks	55	\$272.30	\$14,976.50
DF2442	DOUBLE FACE SHELVING 24X42	14-16 weeks	21	\$503.46	\$10,572.66
DS	YA DISPLAY	14-16 weeks	1	\$1,502.22	\$1,502.22
DT	DISPLAY TABLE	14-16 weeks	2	\$2,553.22	\$5,106.44
ED2442S	DOUBLE END PANEL 24X42 - SLATWALL	14-16 weeks	8	\$311.70	\$2,493.60
ED2478S	DOUBLE END PANEL 24X78 - SLATWALL	14-16 weeks	10	\$441.99	\$4,419.90
ES1266	SINGLE END PANEL 12X66	14-16 weeks	6	\$298.51	\$1,791.06
ES1278	SINGLE END PANEL 12X78	14-16 weeks	2	\$336.44	\$672.88
ES1490	SINGLE END PANEL 14X90	14-16 weeks	2	\$351.28	\$702.56
ES2490S	DOUBLE END PANEL 24X90	14-16 weeks	4	\$458.49	\$1,833.96
SS1266	SINGLE FACE SHELVING 12X66	14-16 weeks	6	\$474.32	\$2,845.92
Subtotal for BUY BOARD - DEMCO:					\$70,682.68
Install Cost for BUY BOARD - DEMCO:					\$11,800.00
Freight Cost for BUY BOARD - DEMCO:					\$8,099.54
Grand Total for BUY BOARD - DEMCO:					\$90,582.22

ALTERNATE:

	DEMCO SHELVING + CANOPY TOPS	8-10 weeks			\$72,027.72
Freight Cost:					\$6,067.36
Alternate Total:					\$78,095.08

IPDPL - METAMORA

BID FORM

 **Dewberry** Bid Form

09/15/2023

IPDPL - METAMORA FURNITURE PACKAGE

50161541

~~OMNIA BUY BOARD~~ - MEDIA TECHNOLOGIES

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
LC3A	YA LOUNGE CHAIR - A	10-12 weeks	2	\$1,984.64	\$3,969.28
LC3B	YA LOUNGE CHAIR - B	10-12 weeks	1	\$1,787.52	\$1,787.52
Subtotal for BUY BOARD - MEDIA TECHNOLOGIES:					\$5,756.80
Install Cost for BUY BOARD - MEDIA TECHNOLOGIES:					\$320.00
Freight Cost for BUY BOARD - MEDIA TECHNOLOGIES:					\$500.00
Grand Total for BUY BOARD - MEDIA TECHNOLOGIES:					\$6,576.80

~~OMNIA BUY BOARD~~ - SIT ON IT SEATING

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
CC	COMPUTER CHAIR	2-3 weeks	7	\$397.33	\$2,781.31
MC	MOBILE CHAIR	2-3 weeks	12	\$371.56	\$4,458.72
Subtotal for BUY BOARD - SIT ON IT SEATING:					\$7,240.03
Install Cost for BUY BOARD - SIT ON IT SEATING:					\$375.69
Freight Cost for BUY BOARD - SIT ON IT SEATING:					\$0.00
Grand Total for BUY BOARD - SIT ON IT SEATING:					\$7,615.72

IPDPL - METAMORA

BID FORM

 **Dewberry** Bid Form

09/15/2023

IPDPL - METAMORA FURNITURE PACKAGE

50161541

OMNIA PARTNERS - ARCADIA

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
LC2	YS LOUNGE CHAIR	7-8 weeks	3	\$963.04	\$2,889.12
LC2C	YS LOUNGE CHAIR - CHILD	7-8 weeks	2	\$1,032.73	\$2,065.46
LC2O	YS LOUNGE CHAIR - OVERSIZE	7-8 weeks	1	\$1,800.41	\$1,800.41
Subtotal for OMNIA PARTNERS - ARCADIA:					\$6,754.99
Install Cost for OMNIA PARTNERS - ARCADIA:					\$303.87
Freight Cost for OMNIA PARTNERS - ARCADIA:					\$0.00
Grand Total for OMNIA PARTNERS - ARCADIA:					\$7,058.86

OMNIA PARTNERS - HON

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
BN	BENCH	3-4 weeks	4	\$703.35	\$2,813.40
CRCM	CHILD READER CHAIR - MEDIUM	4-5 weeks	4	\$80.44	\$321.76
CRCS	CHILD READER CHAIR - SMALL	7-8 weeks	4	\$76.73	\$306.92
DSKL	DESK - L RETURN	3-4 weeks	1	\$1,862.20	\$1,862.20
DSKR	DESK - R RETURN	3-4 weeks	2	\$1,844.55	\$3,689.10
OH72	OVERHEAD - 72" L	3-4 weeks	3	\$1,676.74	\$5,030.22
RCT2460	RECTANGULAR 24"X60" NESTING TABLE	3-4 weeks	2	\$697.50	\$1,395.00
RCT3060	RECTANGULAR 30X60 TABLE	3-4 weeks	4	\$750.60	\$3,002.40
Subtotal for OMNIA PARTNERS - HON:					\$18,421.00
Install Cost for OMNIA PARTNERS - HON:					\$3,600.00
Freight Cost for OMNIA PARTNERS - HON:					\$0.00
Grand Total for OMNIA PARTNERS - HON:					\$22,021.00

IPDPL - METAMORA

BID FORM

 Dewberry Bid Form

09/15/2023

IPDPL - METAMORA FURNITURE PACKAGE

50161541

OMNIA PARTNERS - KI

Item #	Description	Lead Time	Quantity	Unit Price	Extended Price
CRCT3048	CHILD'S RECTANGULAR 30"X48" TABLE	3-5 weeks	1	\$302.56	\$302.56
CRCT3660	CHILD RECTANGULAR 36"X60" TABLE	3-5 weeks	1	\$345.87	\$345.87
CSTL	CHILD STOOL	7-9 weeks	4	\$447.44	\$1,789.76
CT	COFFEE TABLE	8-10 weeks	1	\$868.56	\$868.56
LC1	LOUNGE CHAIR	7-9 weeks	1	\$2,073.36	\$2,073.36
LC1A	LOUNGE CHAIR WITH R TABLET	7-9 weeks	2	\$2,309.12	\$4,618.24
LC1B	LOUNGE CHAIR WITH L TABLET	7-9 weeks	2	\$2,819.12	\$5,638.24
RC	ADULT READER CHAIR	5-7 weeks	14	\$594.16	\$8,318.24
RCT3084	RECTANGULAR 30"X84" TABLE	5-7 weeks	1	\$903.28	\$903.28
RCT4272	RECTANGULAR 42"X72" TABLE	8-10 weeks	2	\$1,977.36	\$3,954.72
RCT4896C	RECTANGULAR 48"X96" CAFE HEIGHT TABLE	5-7 weeks	1	\$1,491.28	\$1,491.28
RCT24168	SINGLE SIDED COMPUTER TABLE	5-12 weeks	1	\$4,049.92	\$4,049.92
RCT48126	DOUBLE-SIDED COMPUTER TABLE	5-12 weeks	1	\$3,472.56	\$3,472.56
SF	SOFA	7-9 weeks	1	\$4,332.48	\$4,332.48
SQR42	SQUARE 42" TABLE	8-10 weeks	2	\$1,332.80	\$2,665.60
ST	SIDE TABLE	8-10 weeks	1	\$624.96	\$624.96
STL	BAR HEIGHT STOOL	4-6 weeks	6	\$460.88	\$2,765.28
Subtotal for OMNIA PARTNERS - KI:					\$49,981.15
Install Cost for OMNIA PARTNERS - KI:					\$6,500.00
Freight Cost for OMNIA PARTNERS - KI:					\$0.00
Grand Total for OMNIA PARTNERS - KI:					\$56,481.15

INCLUDED IN SUBTOTAL ABOVE:

	PATTERN DEAN IN-SURFACE MODULE, 40" CORD	3-5 weeks	3	\$222.32	\$666.96
	KIT, METAL GROMMET FOR DEAN	3-5 weeks	18	\$44.80	\$806.40
	PATTERN 53" JUMPER KIT	3-5 weeks	2	\$61.04	\$122.08
	PATTERN INFEED	3-5 weeks	1	\$170.80	\$170.80

IPDPL - METAMORA

NOTES + CLARIFICATIONS

Terms & Conditions

Henricksen standard Terms & Conditions have been included. The Notes & Clarifications shown below supersede elements of the standard Terms & Conditions.

Deposit

Henricksen requires 50% deposit at order entry and 50% deposit at shipment.

Sales Tax

Client is assumed to be tax exempt.

Subcontractors - Installation

Henricksen is subcontracting installation services through Mark Roth Installations, Inc. (MRI) to the client's complete satisfaction.

Electrical

Electrical is not included.

Installation

Pricing is based on receiving product at warehouse and re-delivering during regular business hours.

Based on prevailing wage installation during regular business hours (straight time).

Based on one continuous phase. If the installation is broken into more phases than originally estimated or delayed for any reason, additional fees may apply.

Pricing assumes 1st floor installation.

Additional charges will be incurred if changes scope or failure to meet the above requirements.

All trade work to be completed prior to arrival.

Henricksen to remove debris.

Pricing does not include any permit fees.

Henricksen to have scheduled exclusive use of freight elevators and dock at no cost.

All areas must have flooring/carpeting and ceilings installed and free from other trades, tools and debris – if not, there may be additional charges.

Henricksen will assist in field verification of electrical cores based on approved signed-off furniture plans. Henricksen must have notice 5 business days before cores are to be marked.

Henricksen provides 30 days free warehouse storage. After 30 days, there will be an additional charge of \$1.45 per sq ft per month.

Leadtimes

Leadtimes are estimated based on manufacturer's current production schedule. Actual leadtimes may vary at time of order entry and receipt of COM.

Due to unprecedented temporary global supply chain interruptions, product lead times may be extended are subject to change on short notice. Henricksen will request the best available lead times, communicate to all stakeholders, and manage delays with diligence. We appreciate your continued business, patience, and understanding.

Arcadia	7-8 weeks
Demco	14-16 weeks
Hon	4-8 weeks
KI	4-12 weeks
Media Technologies	10-12 weeks
SitOnIt	2-3 weeks

Pricing

Pricing on this quote will be held until 10/29/23.

COM

All COM fabric will need to be tested and approved.

All COM pricing is based on one fabric selection if there are two or more fabric selections per unit the price will change. Yardages are based on 54"W Railroad.

If COM Fabric selection includes fabric with a repeat additional fabric will be needed and will affect the overall price of each unit.

Non-obsolescence

Should products selected for this project become discontinued, Henricksen will work with your team to select a viable alternate for product previously selected.

LEVERAGED KNOWLEDGE

CONTRACTS + COOPERATIVES

DISCOUNTS FOR PRODUCTS VARY GREATLY BY MANUFACTURER, CONTRACT, AND SCOPE OF PROJECT. HENRICKSEN WILL LEVERAGE OUR KNOWLEDGE OF THE CONTRACTS, AND OUR STRONG RELATIONSHIPS WITH MANUFACTURERS TO SECURE PRICE OR DISCOUNT HOLDS.



Henricksen as an Organization

We are consistently able to leverage the size of our organization to benefit our clients. Our manufacturing partners prioritize and respond to the needs of our clients in all aspects of their business including production scheduling, discounting, pricing off-contract items, and day-to-day communication and service levels.



OMNIA Partners

Product Categories

Educational, office, cafeteria, residence hall, and computer lab furniture; filing and storage; fixed and auditorium seating; movable wall systems; ergonomic solutions; project management and design services

Types of Users

Public and private primary institutions and systems, state agencies, cities, counties, municipalities, public and private higher education institutions and systems, special districts, nonprofit agencies and charitable organizations

Website

omniapartners.com/publicsector

OMNIA
HON

HON

OMNIA Partners, Public Sector

Contract #R191804 | May 1, 2020 - April 30, 2025



THE POWER OF ONE



One call. One vendor. One purchase order. That's what The HON Company and OMNIA Partners, Public Sector deliver. The HON Company designs and manufactures government, education and workplace furniture including chairs, tables, desks, workstations and storage. We are a single source for all of your workplace furniture needs, from private offices to training spaces to collaborative areas to archival storage. Headquartered in Iowa with a distribution network of trusted dealers throughout the US, HON is always around to provide the best possible experience for you and your customers.



Visit hon.com/omniapartners



Better Together

The OMNIA Partners, Public Sector contract provides the ability to leverage the combined purchasing power of over 45,000 government agencies resulting in a savings of at least 50% on every HON order. Save time. Reduce cost. Minimize hassles. And leverage the buying power of HON and OMNIA Partners, Public Sector today!

There are no fees, minimums, or obligations to participate! To register or for more information, please visit omniapartners.com.

Please contact HON Government Customer Support with any questions.

(Phone) 800.466.8694

(Email) hongsateam@honcompany.com

TIER	Total Order at List	Systems & Pedestals	Vertical & Lateral Files, Storage	Tables, Desks, Casegoods and HON Seating	HON Product Limited 5-Year Warranty*	Education	Soothe High Back Patient Chair
1	0-\$25,000	64.70%	55.40%	53.30%	53.30%	53.30%	51.30%
2	\$25,001-\$75,000	65.70%	56.40%	55.00%	56.40%	55.00%	52.30%
3	\$75,001-\$150,000	67.90%	63.70%	59.60%	58.50%	56.50%	54.50%
4	\$150,000 and above	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated

HON The HON Company
200 Oak Street
Muscatine, IA 52761
800.833.3944 | hon.com

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TERMS + CONDITIONS

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

- Prices quoted are held for a period of 15 days.
- Installation pricing is based upon non-union labor rates, unless otherwise specified.
- Freight, delivery, installation, and taxes are not included in the price of the products and will be added to invoices, if applicable.
- A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. The remaining 50% of total will be invoiced upon product being shipped by manufacturer.
- Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
- Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
- No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
- All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
- All requests for changes in quantity or specification shall be in writing and are subject to our approval.
- We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
- Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
- In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
- On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
- Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
- Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
- When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
- The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
- Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
- If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
- Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
- We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
- All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
- All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
- No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
- There are no express or implied warranties. All warranties (statutory, express or implied), including without limitation any warranty of fitness for a particular purpose, are specifically disclaimed. Any warranties by the manufacturer of the merchandise ("Manufacturer") are hereby assigned to the customer ("Customer") to the extent such warranties can be assigned. Any warranty claims by Customer must be brought against Manufacturer. All sales are final. All requests for changes in quantity or specification shall be in writing and subject to the approval of Manufacturer and/or Henricksen. Any resulting charges imposed by Manufacturer will be paid by Customer.

These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.

HENRICKSEN'S CERTIFICATE OF LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 101 S Main Street Suite 200 Decatur IL 62523	CONTACT NAME: Tammy Whicker PHONE (A/C, No. Ext): 217-233-3333 E-MAIL ADDRESS: tammy_whicker@ajg.com	FAX (A/C, No): 217-233-3303													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER B : Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Charter Oak Fire Insurance Company	25615	INSURER B : Travelers Property Casualty Co of America	25674	INSURER C : Travelers Casualty and Surety Co of America	31194	INSURER D :		INSURER E :		INSURER F :
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INSURER A : Charter Oak Fire Insurance Company	25615														
INSURER B : Travelers Property Casualty Co of America	25674														
INSURER C : Travelers Casualty and Surety Co of America	31194														
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Henricksen & Company, Inc. 1101 West Thorndale Avenue Itasca, IL 60143															

COVERAGES

CERTIFICATE NUMBER: 736717031

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6303172N143	3/9/2023	3/9/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS, COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			8108L837616	3/9/2023	3/9/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP9H420884	3/9/2023	3/9/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB0K5043222214G	3/9/2023	3/9/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A C C	Installation Floater Professional Liability Third Party Crime-\$500,000			6303172N143 107597240 105578496	3/9/2023 3/9/2023 3/9/2023	3/9/2024 3/9/2024 3/9/2024	Install/Temp/Storage For Each Claim \$1,000,000 Prof Liab Retention \$2,000,000 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Henricksen & Company, Inc.
 1101 West Thorndale Avenue
 Itasca IL 60143
 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lea Charlotte Schick

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SECTION 04

WARRANTIES

IPDPL - METAMORA

WARRANTY INFORMATION

ARCADIA WARRANTY

Arcadia products are guaranteed against defects in material and workmanship for a period of ten (10) years from the original invoice date. Pneumatic lifts, tilting mechanisms and casters are warranted to be free from defects in materials and workmanship for a period of four (4) years. Fabrics and electrical/data units are warranted to be free from defects in materials and workmanship for one (1) year or the extent the manufacturer will warrant further, whichever is greater. Customer's Own Materials (COM/COL) are not included in this warranty.

This warranty does not include defects from normal wear and tear. Normal wear and tear is defined as single shift service, (8 hours per day), five days per week. Arcadia assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alteration or neglect use of the product.

The warranty provisions set forth above are expressly in lieu of all other warranties, express, statutory or implied in fact or by law, and all remedies against. There are no implied warranties of merchantability or fitness for a particular purpose made by Arcadia in connection with the sale or use of any such article of furniture.

If a defect in material or workmanship has occurred, Arcadia reserves the right to determine if the problem has occurred under normal use. The defective product will be repaired or replaced at the option of Arcadia, free of charge to the customer.

DEMCO WARRANTY

Exclusion of Warranties

You acknowledge that Demco is not the manufacturer of the Products, and therefore (a) Demco makes no express or implied warranties of any kind with respect to the products, and (b) Demco expressly disclaims any implied warranty of merchantability or fitness for a particular purpose. All Products are warranted only to the extent of the manufacturer's warranties, which Demco will provide to you at your request.

HON WARRANTY

YOUR HON FULL LIFETIME WARRANTY

Every time you purchase a HON product, you're making an investment in your future. We're proud to play a part in that future, and you can trust us to do our best for as long as you need us. The HON Full Lifetime Warranty is our assurance to you that the HON desks, workstations, seating, tables, or storage you purchase will be free from defective material or workmanship for the life of the product. In the unlikely event that any HON product or component covered by the HON Full Lifetime Warranty should fail under normal workplace use as a result of defective material or workmanship. HON shall repair or replace with comparable product (at HON's discretion), free of charge.

WHAT'S COVERED BY THE HON FULL LIFETIME WARRANTY?
Your HON Full Lifetime Warranty applies to product

manufactured after January 1, 2011. All HON product lines, materials, and components are covered by the HON Full Lifetime Warranty except for the items described below.

The specific product lines, materials, and components listed below are covered under HON's Full 12-Year, Full 10-Year, and Full 5-Year Warranties (from date of purchase).

HON'S FULL 12-YEAR WARRANTY

- Electrical components (LED task lights, lamps and ballasts are not covered)
- Seating ilira® -stretch
- Seating controls
- Pneumatic cylinders
- Wood seating
- Accessories
- Laminate surfaces
- Veneer Surfaces

HON'S FULL 10-YEAR WARRANTY

- Soothe Patient Recliner Mechanism
- Signal seating upholstery fabric

HON'S FULL 5-YEAR WARRANTY

- All LED task lights
- Panel and seating textiles
- Electric Height Adjustable Table Bases (Including Memory Control)
- Directional Desktop Sit-to-Stand Risers
- Soothe Patient Recliner Central Lock Mechanism
- Soothe Patient Recliner Pivoting Arm

These warranties apply to HON products sold within the United States of America, U.S. Territories, and Canada, as well as U.S. Military and Federal Agency purchases (regardless of location).

IS ANYTHING NOT COVERED?

There are a few exclusions to the HON Full Lifetime Warranty and to the 12, 10 and 5-year warranties. These exclusions are:

- All basyx by HON® products (these products are covered under a separate basyx by HON warranty).
- Color-fastness or matching of colors, woodgrains, or textures occurring in wood, leather, or other materials that naturally exhibit inherent color variations.
- Customer's own materials (COM) selected by and used at the request of the user.
- Modifications or attachments to the product that are not approved by The HON Company and product failures resulting from such modifications or attachments.
- Product normal wear and tear, which are to be expected over the course of ownership.
- Products that were not installed, used or maintained in accordance with product instructions and warnings.
- Products used for rental purposes.
- Damage caused by cleaning chemicals.
- Dye transfers caused by external contaminants (including clothing and accessory dyes such as those used on denim jeans) may migrate to lighter colors. This phenomenon is increased by humidity and temperature and is irreversible.

WARRANTY REQUESTS OR QUESTIONS?

Your HON Dealer is our mutual partner in supporting your warranty requests. To obtain service under this warranty, please contact your HON dealer. If you are not sure who your dealer is, please call HON Customer Support at 800.833.3964.

THAT'S YOUR HON FULL LIFETIME WARRANTY AS AN OWNER OF HON PRODUCT, THE WARRANTY EXPLAINED HERE IS YOUR SOLE AND EXCLUSIVE REMEDY. THERE ARE SOME EXCEPTIONS IF YOU PURCHASED THE PRODUCT FOR HOME OR PERSONAL USE WHICH ARE EXPLAINED BELOW. TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

A WORD ABOUT PURCHASES FOR HOME OR PERSONAL USE
Please note, this section only applies if you purchased your HON product for your home or for your own personal or family use. HON's warranties give you specific legal rights and you may have other rights, which vary from state to state. As a consumer purchaser, the complete exclusion of implied warranties noted in the above paragraph does not apply to you, however, to the extent allowed by applicable state law, the implied warranties are limited to the applicable term of the warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you.

KI WARRANTY

The following KI product warranty applies to products manufactured on or after November 1, 2019 and manufactured and/or distributed from a KI manufacturing site. This warranty is given to the initial purchaser and is valid for as long as the initial purchaser owns the product. The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to KI within the applicable warranty period, KI at its option will either repair or replace the defective product with a comparable component or product, or provide a refund of the purchase price. KI reserves the right to determine labor method used during replacement of product. The Lifetime Warranty applies regardless of the number of shifts the product is used each day, unless specified as an exception. All non-lifetime product warranties are a single 8 hour shift per day unless otherwise noted. KI products are not intended or warranted for outdoor use unless specifically stated for outdoor use.

Surfaces

15 years
Butcher Block Wood; Laminate HPL - high pressure laminate (excluding markerboard); Mesh; Phenolic Resin; Seamless Surface Membrane Press; Veneer

5 years
Laminate LPL - thermally fused laminate; Pallas Haven, Pallas Juggernaut, and Pallas Lull

3 years
Fabrics (includes all Woven, Polyurethane, Vinyl and Leather) - KI In-Grades and Pallas Textiles (excluding those listed); Markerboard Laminate; Removable Fabric Covers (fabric, zippers and optional nylon handles); Sure-Chek Moisture Barrier

Accessories/Components

Lifetime
All Terrain Screens; Tattoo Screens; Zoetry Screens

15 years
Cable Management - Vertical Cable Manager; Casters; CPU Holders; Electrical Components - 4-Port, 4-Trac System, Activ8, Byrne Interlink® System, Byrne Sequence®, Isle Power Tower, Layer Power Tower, Pattern System, Qi, Undermount R8, USB Charger, Power Modules (Ashley Duo, Dean, Dean® Qi, Dubbel, Mini-Tap, Nacre, Node, PowerUp, Snap-in RPT, Villa); Foam; Glides (excluding Felt); Monitor Arms; Tablet Arm

12 years
Pneumatic Cylinder (except Cafeteria at 5 years)

10 years
Universal Screens

5 years
Keyboard Mechanisms; Lighting; Ruckus Totes and Tote Rails; Worksurface Embedded Storage (Smart Lift)

1 year
Glides - Felt

Benching System

Lifetime
Connection Zone

Cafeteria Folding Tables

Lifetime
Uniframe Tops with "Perfect Edge"

15 years
CafeWay (except pneumatic); Uniframe (except pneumatic)

5 years
Pneumatic for CafeWay and Uniframe

Casegoods

Lifetime
Aristotle (excludes laminate)

12 years
Likha (limited)

5 years
Aristotle Laminate - LPL - thermally fused laminate

Desking

Lifetime
700 Series Desk; Instruct; True; Workzone

15 years
Intellect Wave; Ruckus

Dollies

15 years
Caddies - Seating; Caddies - Tables

IPDPL - METAMORA

WARRANTY INFORMATION

Files and Storage

(Storage warranties exclude drawer slides at 15 years)

Lifetime

700 Series Files and Storage; All Terrain; Balance; Bobbr; Connection Zone Storage; Universal Overhead; U Series

15 years

Drawer Slides; MyPlace Curved Shelving; Ruckus Storage

Folding Chairs

5 years

Folding Chairs

Institutional Seating/Tables

5 years

DuraLite; ValueLite

Library Furniture

15 years

CrossRoads

Markerboards (vertical dry-erase surfaces)

15 years

Ruckus Whiteboards - mobile cart and accessories; All Other Markerboards

5 years

Connection Zone Mobile Screen; Ruckus Whiteboards - dry-erase surface

Occasional Tables

Lifetime

Affina; Calida; Flex; Hub; Lyra; MyPlace; MyWay; Sela; Soltice; Soltice Metal; Sway; Zoetry

15 years

C-Table

Patient Room Seating

Lifetime

Affina Bariatric Chair; Affina Sleepers (excludes sleeper mechanism); LaResta Daybed (excludes daybed mechanism); Soltice Bariatric Chair; Soltice Metal Bariatric Chair; Soltice Sleeper (excludes sleeper mechanism); Zoetry Bariatric Guest Seating; Zoetry Bariatric Lounge Seating

Lifetime*

Affina Recliner (excludes central locking caster mechanism, recliner mechanism, heat/massage and USB components); Soltice Recliner (excludes central locking caster mechanism, recliner mechanism, heat/massage and USB components)

10 years

Glider Mechanism; Recliner Mechanism

5 years

Recliner Central Locking Caster Mechanisms; Sleeper and Daybed Mechanisms

2 years

Recliner Heat/Massage and USB Components

Pods

10 years

WiggleRoom Pod (excludes ceiling light, occupancy indicator LED light bulb, dimmer switch, fans, carpet, door

closer mechanism and motion sensor); WiggleRoom Stool; WiggleRoom Super Structure (excludes ceiling light, fan, wireless light switch and wireless motion sensor)

1 year

Ceiling light, occupancy indicator LED light bulb, dimmer switch, fans, carpet, door closer mechanism and motion sensor

Residence Hall Furniture

Lifetime

RoomScape

1 year

Mattresses

Seating

Lifetime

Affina Guest Chair; Affina Lounge Seating; Affina Multiple Seating; Calida; Gladly; Hub; Jessa; Jubilee; Lyra; MyPlace; MyWay; Sela; Soltice Guest; Soltice Metal Guest; Soltice Lounge; Soltice Metal Lounge; Soltice Multiple Seating; Soltice Metal Multiple Seating; Sway; Zoetry Bench; Zoetry Guest; Zoetry Lounge; Zoetry Tandem

15 years

600 Series; Altus (24/7 usage); Apply Stack; Apply Task; Concerto Auditorium Seating; Diem; Doni Guest; Doni Stack; Doni Tandem; Doni Task Chair (24/7 usage); Doni Task Stool; Grazie Stack; Grazie Tandem; Grazie Task Chair (24/7 usage); Grazie Task Stool; Imaginasium Blocks & Blips; Impress Guest; Impress Task; Impress Ultra; Impress Ultra Guest; Intellect Wave Classroom Seating; Intellect Wave Task; Jury Base; Katera; Lancaster Auditorium Seating; Learn2 Classroom Seating; LimeLite; Maestro; Medical and Laboratory Stools; Neena Bench; Oath Task; Opt4; Pilot (24/7 usage); Promenade - indoor; Ricochet; Ruckus Classroom Seating; Ruckus Stack; Ruckus Task Chair; Seminar Tables; Sequence; Sequence HD; Sift Guest; Sift Task; Signia (24/7 usage); Single Pedestal; Strive Stack; Strive Tandem; Strive Task; Torsion Air Stack; Torsion Air Task; Torsion on the Go!; University

3 years

Promenade - outdoor

System

Lifetime

StudioWorks; System 3000; Trellis; Unite; WireWorks

Tables (Contract)

Lifetime

Athens; Barron; Backbone; DataLink System; Enlite; Flatscreen Garage (excludes worksurface embedded storage); Genesis - Fixed; InTandem; Intellect Activity Table; Pillar; Pirouette (includes Pirouette HA); Portico; Serenade; Smart Lift (excludes worksurface embedded storage); Toggle - Fixed; Trek; WorkUP - Fixed

15 years

Ruckus Activity Table; Ruckus Worktable; Stout Tables

10 years

Toggle - Height Adjustable

5 years

Genesis - Height Adjustable; WorkUp - Height Adjustable

Walls

10 years

Evoke; Genius; Lightline

Exclusions

This warranty does not cover:

- Failure resulting from normal wear and tear which is to be expected over the course of ownership, including but not limited to: scratching, natural variations/movement of butcher block wood tops, bowing/cupping of butcher block tops due to environmental conditions during transit and/or at site, or ghosting on markerboard surfaces.
- Any misuse, abuse or modification of the original product voids the warranty.
- Damage caused by carrier.
- Products that are exposed to extreme environmental conditions or that have been subject to improper storage.
- Alterations to product not expressly authorized by KI, nor to products considered to be of a consumable nature such as bulbs, light ballasts, and surge suppression products.
- Replacement parts are covered for two years or the balance of the original warranty, whichever is longer.
- Failure to apply, install, reconfigure, or maintain products according to published KI planning, assembly, cleaning instructions, or user guides.
- Customer's Own Material (i.e., material supplied by the Customer or procured by KI on behalf of the client that is not a standard KI product offering) used in the manufacture of KI products.
- Natural variations in wood grain; changes in surface finishes, including colorfastness, due to aging or exposure to light; matching of color, grain or texture, except to within commercially acceptable standards.
- Wrinkles, marks or scars occurring naturally in leather.
- Discoloration or deterioration of all surface materials due to soiling, stains, dye transfer from clothing (including denim) or
- cleaning agents (refer to KI's Care & Maintenance Instruction documents).
- Fabric properties including, but not limited to aging, colorfastness, shade variations, pilling, puddling/wrinkling or abrasions of textiles.

Notations

- Warranties and exceptions listed in the Accessories / Components section will apply to all applicable product warranties.
- Modified (non-standard) product has a one year warranty, unless the change is only cosmetic. If the product is modified due to a cosmetic change, the warranty is the same as the "base" product.
- Third Party Supplied Product (KI shall pass along any warranty it receives with respect to other manufacturer's products).
- Modification to U.L. Listed products eliminates the listing.
- KI reserves the right to request that product be returned for inspection prior to granting a remedy.
- KI will not be liable for consequential, economic

(including loss of time or inconvenience), or incidental damages arising from any product defect.

- International Warranties may differ.

Except as stated above, KI makes no express or implied warranties as to any product and in particular makes no warranty of fitness for any particular use. At KI's option, product repair, replacement, or refund of purchase price is the customer's exclusive remedy for any and all product defects.

MEDIA TECHNOLOGIES WARRANTY

All standard products manufactured by Mediatechnologies LLC, unless otherwise covered by a product specific guarantee and or warranty, are guaranteed against defective material and workmanship for a period of five (5) years from the date of purchase. Fabrics are warranted for period of one (1) year.

Mediatechnologies LLC does not warranty any product or hardware which has been installed incorrectly, exposed to high humidity, moisture and extreme temperatures for long periods, excessive loads, misuse, abuse or was not manufactured by Mediatechnologies LLC.

We will repair or replace, at our discretion, any defective item without cost to our customer. This is customer's sole and exclusive remedy against us. No delay in shipment or delivery shall give rise to any liability for damages whatsoever. We are not liable for defects caused by customer or any third party. Customer is not authorized to make any repairs whatsoever or to deduct any amount from the purchase price.

In no event shall our liability under this warranty exceed the purchase price. In no event shall we be liable for incidental, special or consequential damages. We disclaim all other warranties, express or implied, as to any matter whatsoever, including without limitation, quality, design, performance, specifications, samples, condition, merchantability and fitness for any particular purpose. No action may be commenced for breach of this warranty more than six months after the cause of action accrues and any such action may only be brought in the county of Oceana, State of Michigan.

SITONIT WARRANTY

Limited Warranty

Note: The following warranty terms do not apply to SitOnItSeating Home Edition products.

Exemplis LLC and SitOnIt Seating (hereafter referred to as the Company), warrants to the original end user that this product will be free from defects in its material and workmanship when used in a single shift (standard 8-hour day, 5 days per week) for the following warranty periods

Lifetime Warranty Coverage

All SitOnIt Seating products, except where noted below.

12-Year Warranty Coverage

- Seating: Amplify, Torsa, Wit and Novo used in multi-shift (24/7) applications.
- Lounge seating and occasional/ lounge tables.
- Benching, Tables and Height Adjustable Tables: Ocala

IPDPL - METAMORA

WARRANTY INFORMATION

- bases and Tensor bases.
- Monitor Arms: King Cobra Series, Mobio Series and Unity Series.
- Laminate tabletops

10-Year Warranty Coverage

- Seating: Non-Stop Heavy Duty and other chair products purchased with a Heavy Duty ("HD") option used in multi-shift (24/7) applications.
- Benching, Tables and Height Adjustable Tables: Prize Electrical Components.

7-Year Warranty Coverage

- Benching, Tables and Height Adjustable Tables: Switchback on Electrical Components and Voyager on Electrical Components.

5-Year Warranty Coverage

- Fabric, foam, knit back, mesh and plastic.
- All filing products.
- Power modules and electrical components.
- Power components: Eon, Current and Power Strip.
- Dividers: Standard textiles (not to exceed the original manufacturer's warranty), finishes, tacking surface of tack boards, and writing surface of whiteboards.
- Lighting fixtures.
- Screens.
- Accessories: CPU Holder, High Tide, keyboard trays, wire management.

2-Year Warranty Coverage

- Fabric and foam cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and other chair products purchased with an HD or LT option.
- Half-Moon Pencil Drawer.
- Multipurpose felt glides.
- Mouse pads and wrist rests.
- Lighting power supply.

1-Year Warranty Coverage

- Lighting and Power Supplies.
- Mouse Pads.
- Wrist Rests.

THE COMPANY DOES NOT WARRANT

- COM/COL textiles
- Product abuse or misuse or negligence in misuse
- Failure resulting from normal wear and tear
- Products that have been modified or altered and any attachments to the product
- Products that are exposed to extreme environmental conditions such as water damage and/or have been subject to improper storage
- Floor samples or display models
- Products purchased "as is" and/or secondhand
- Products sold by unauthorized dealers
- Creasing and/or gathering of textiles during upholstery application process
- Minor irregularities of color, surface, grain and texture
- Minor variations of color in textiles
- Variations of texture and natural markings such as neck wrinkles, scratches, backbone marks and stretch marks in

- leather
- Color matching of textiles exactly to samples, swatches or prior purchases
- The substitution or use of non-SitOnIt Seating components with SitOnIt Seating products

APPLICABLE PROVISIONS TO ALL PRODUCTS AND SERVICES:

Exemplis LLC and SitOnIt Seating (hereafter referred to as the Company), warrants to the original end user that this product will be free from defects in its material and workmanship when used in a single shift (standard 8-hour day, 5 days per week) for the above listed warranty periods: The Company will, at its option, repair or replace with a comparable product, without charge to the original purchaser, only defective products or parts found defective during the Warranty Period. If requested by the Company, the original purchaser must return the part or product with freight or other shipping charges prepaid

Under no circumstances will the Company be liable for injuries or damages arising from use of the product.

This warranty shall be effective for the applicable time period beginning from date of purchase as shown on original purchaser's original receipt or other proof of purchase.

For products purchased on or after August 1, 2012, the Company shall pay for all labor costs pre-approved by the Company. The payment of such pre-approved labor costs will be in the form of a credit to an active Company account.

This is an EXCLUSIVE LIMITED WARRANTY.

There are no other warranties, expressed or implied, including without limitation, any implied warranty of merchantability or fitness for a particular purpose. The Company will not be responsible for incidental or consequential, special, or indirect damages. The purchaser is responsible for determining suitability for its intended use. The Company disclaims any liability for defects, loss of use, or claims or injuries arising out of the incorrect choice of product for particular usage. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from state to state.

The Company will advise you of the procedure to follow when making warranty claims. Call the Company at the number below to explain the defect. Give your name, address, and telephone number. Please be prepared with the model number and sales order number.

SitOnIt Seating: (888) 274-8664

ADDITIONAL INFORMATION BENCHING, TABLES AND HEIGHT ADJUSTABLE TABLES

Please note that power components on a height adjustable table include: Hand Controls, Motors, Control Boxes, and Electrical Cables.

POWER COMPONENTS

Power components are defined as any power unit with

electrical outlets and/ or USB/Data connections, connector jumper cables for daisy chain and infeed's for hardwire applications.

MONITOR ARMS

Weight capacity of the arms must be followed. If an arm is not functioning properly because of the weight of the monitor is outside of the advertised weight capacity, the monitor arm will not be considered defective under the warranty.

FILING

This warranty does not cover damage from ordinary wear and tear, including paint finish changes and/ or discoloration resulting from aging or exposure to light.

DIVIDERS

Standard textiles (not to exceed the original manufacturer's warranty), finishes, tacking surface of tack boards, writing surface of whiteboards.





Illinois Prairie District Public Library
208 E Partridge St
Metamora IL 61548
Annual Report of Receipts and Disbursements
Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023

Annual Report of Receipts and Disbursements
Fiscal Year Beginning July 1, 2022, and ending June 30, 2023

Receipts: July 1, 2022, through June 30, 2023

Property Taxes \$1,439,208
Replacement Taxes \$38,040
Grants \$31,684
Contributions \$11,565
Fines & Fees \$4,459
Rental Income \$7,200
Interest Income \$157,739
Miscellaneous \$334

Disbursements: July 1, 2022, through June 30, 2023

Salary Range \$412,808
Under 24,999: R. Abbott, D. Adami, R. Adams, N. Babitzke, A. Baer, P. Bockler, J. Curry, R. Deitrick, L. Frawley, D. Fritz, Gilles, L., M. Jacobs, A. Kamm, P. Kingham, J. Kolb, J. Laming, M. Lankston, M. Lindee, A. Miller, L. Moore, V. Paluska, D. Scheirer, B. Schertz, S. Steffen, J. Wear.

25,000 to 49,999: D. Forbis, S. Huber, A. Mientus, K. Scurlock

50,000 to 74,999: D. Smith

Expenses: July 1, 2022, through June 20, 2023

Benefits \$60,933
Maintenance \$100,723
Library Materials \$108,957
Utilities \$55,222
Mileage & Expense \$14,272
Supplies \$19,853
Building Rentals \$2,188
OCLC Catalog Costs \$8,193
RSA \$27,037
Retirement \$49,781
Insurance \$23,188
Professional Fees \$23,031
Staff Education \$8,746
Programming/PR \$23,703
Miscellaneous \$25
Capital Outlay \$184,854

Disbursements to Vendors (\$2,500.00 minimum)

Amazon Business \$24,595
Ameren Illinois \$22,029
Auto-Owners Insurance \$17,211
Baker & Taylor \$14,721
Bestsellers Audio, LLC \$5,294
Blue Cross Blue Shield of Illinois \$65,318

Cengage Learning \$3,149
RSA NFP \$29,568
CLA Services Inc \$6,300
Commerce Bank \$22,584
Countryside Barns \$19,071
Dawn Smith \$6,199
Dewberry Architects, Inc. \$145,166
Doug Cupples \$8,201
Ebsco \$9,968
Fritch Heating & Cooling, Inc. \$3,273
Gordon, Stockman, & Waugh, P.C. \$11,750
Homefield Energy \$10,722
Hoopla \$17,273
Midwest Tape \$7,382
Ideal Environmental Engineering, Inc. \$14,839
IHLS-OCLC \$8,193
IMRF \$31,981
Jacobs Brother Commercial Cleaning LLC \$15,020
Heyl Royster \$5,640
Mediacom \$5,480
MTCO \$4,305
NewsBank \$5,191
Orkin \$4,293
RAILS \$2,621
Sam Huber \$3,717
Kate Klise \$3,219
The Penworthy Company LLC \$6,325
Rita Adams \$4,722
RK Dixon \$45,593
RK Dixon-IA \$2,741
Playaway Products LLC \$2,704
Total Package \$3,595
TIAA Commercial Finance, Inc. \$3,500
Aflac \$3,454
Library Market \$3,000
Staples \$2,846
Swank \$2,817
World Book, Inc. \$3,392
VoiceSpring \$6,051
Daniel E O'Brien MD LLC \$6,000
Xerox Financial Services \$4,254
Zobrist Scheirer Insurance Agency, Inc. \$5,222

Prepared by: _____,
Director, Illinois Prairie District Public Library

Certified by: _____,
Treasurer, Illinois Prairie District Public Library

Tablet Lending Policy

A Tablet is a wi-fi and data enabled device that allows you to connect to the Internet. The Tablets are portable and our service vendor is Sprint. The Tablet has unlimited data but can only be used within the continental United States. The Illinois Prairie District Public Library makes Tablets available to IPDPL cardholders for access to material that is not available physically. Tablets are provided according to availability.

The following rules and regulations apply:

1. The Illinois Prairie District Public Library lends Tablet devices to IPDPL cardholders ages 18 or above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials) and who have held an IPDPL card for at least 90 days.
2. In addition, the IPDPL Internet Use Policy & Agreement and a Tablet Patron Agreement Form must also be completed.
3. Tablet checkout is limited to one per household. When the Tablet is returned, there is a 24-hour waiting period to checkout another Tablet device by that household.
4. The loan period is 14 days, and it cannot be renewed or reserved.
5. Tablets are available at the Circulation Desk on a first-come, first-served basis. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.
6. Tablets are to be returned inside the library at the circulation desk, not in the book drop. Patrons will be held responsible for damage to the item if it is returned in the book drop. Tablets must be kept in a temperature controlled environment (not left in vehicles or in extreme temperature environments).
7. Full replacement cost of \$100 for a Tablet that is not returned. If the Tablet is overdue, the service will be cut off and the user's library privileges will be suspended.
8. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.
9. The borrower assumes full responsibility for the cost of repair or replacement in the event that the Tablet is lost, stolen or damaged. The library staff will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following charges:

a. Tablet:	\$100
b. USB cable:	\$15
c. Adapter:	\$15
d. Case:	\$15

If the Tablet is not returned, its wireless service will be discontinued and the Tablet will be unusable.

10. The library is not responsible for information accessed using this device or for personal information that is shared over the internet. Tablet users are encouraged to follow safe internet practices.

11. The following behaviors can result in the suspension of Tablet privileges and/or criminal prosecution:
 - a. Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
 - b. Use of the internet in any way which violates federal, state, or municipal laws.
 - c. Failure to return devices in a timely manner.
12. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all Tablet devices.

Adopted: October 10, 2023

Assistant Director

Supervisor
Library Director

Classification
Non-Exempt, Regular Full-Time, Salary Grade 6

General Statement of Responsibilities

Primary duties include those of the Youth Services Librarian. In addition, performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities; assists director and acts as director when necessary.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Library Technical Assistant Certificate preferred. Bachelor's degree preferred.

Responsibilities

- Receives oral or written instructions from library director.
- Assists library director and acts as director when necessary.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Receives and responds to general information requests by telephone or in writing.
- Acts as the Youth Services Librarian
- Assists with planning, preparation, and implementation of library programming.
- Assists in compiling data and preparing annual reports for Illinois State Library.
- Assists in collection development.
- Covers circulation duties at branches and district headquarters as needed.
- Cooperates with schools, community groups and town officials to implement library services.
- Attends community meetings and speaks before local groups as requested.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Amended: January 8, 2019

Amended: January 7, 2020

Amended: October 10, 2023

VACATION

Because the Library recognizes the importance of time off in providing employees the opportunity for rest, recreation, and personal activities, it grants full-time employees (excluding branch librarians) vacation time.

Vacation Accrual

Full-time employees earn vacation time on their Full-time date of hire as detailed below.

Vacation earned	Total vacation
<u>Length of service</u>	<u>per year</u>
0 – less than 5 years	10 days
5 years – less than 10 years	15 days
10 years – less than 15 years	20 days
15 years or more	25 days

Full-time employees may accrue a maximum of 25 vacation days at one time. Once an employee hits the maximum accrual, he or she will not earn additional vacation time until he or she uses already accrued time.

Vacation Scheduling

Employee may start using accrued vacation after completion of the Introductory Period. Except in cases of emergency, employees should request and receive advance approval to use vacation.

An employee's schedule will reflect, as nearly as possible, his/her personal preference for vacation. However, no request for vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Vacation Pay

Vacation time will be paid at the employee's base rate at the time the leave is taken. Vacation time is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses.

Accrued and unused vacation will be paid out upon termination.

Paid Time Off and Sick Leave

Paid time off is provided for all regular full-time employees, as well as Circulation Managers and Circulation Assistants. Full-time sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination. Paid Time Off can be used for any reason.

Sick leave and Paid Time Off accrual, use, and pay.

New employees will earn one hour of Paid Time Off for every 40 hours worked during the first year of employment. These hours are available 90 days from the date of hire and do not accrue. Introductory Paid Time Off expires on January 1 for part-time, and the date of hire anniversary for full-time staff.

Full-time employees are provided with 10 days of sick leave each year. This time is provided to employees on January 1st. Full-time employees may accrue up to 240 days of sick leave at one time. After that, no further sick time will accrue until some of the sick time is used.

Circulation Managers and Circulation Assistants receive paid time off based on hours worked the prior year. The Library will calculate the total hours worked the prior year, divide that number by 40, and the result is the number of hours the employee is granted for that calendar year. Beginning January 1, 2024, paid time off will not accrue, and hours earned need to be used the year they are received. Previous accrued sick time will convert to Paid time off. Employees with earned sick time prior to January 1, 2024, will keep no more than six years of accumulated sick time until it is exhausted. No additional time will be granted until the balance of any previous accumulated sick time is the same as the amount that would be granted in a year.

Sick leave and Paid time off will be paid at the employee's base rate at the time the leave is taken. Sick leave and paid time off is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be reimbursed for unused sick leave or Paid Time Off upon separation of employment.

Notice of absence

As detailed in the Attendance Policy, employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify the supervisor as soon as possible and at least 60 minutes prior to the employee's start time.

Proof of need for absence

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or his/her family member was unable to work for health reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information). Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence.

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	86	1319	929	459	159	117	77	846	3992
August	92	1351	1044	407	143	122	10	886	4055
September	61	1161	1003	334	127	80	9	870	3645
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	239	3831	2976	1200	429	319	96	2602	11692

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	200	2388	1611	970	116	81	77	5443
August	136	1534	1657	735	123	119	10	4314
September	86	1479	1364	563	152	90	9	3743
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	422	5401	4632	2268	391	290	96	13500

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	1	123	146	55	0	2
August	4	66	131	33	1	0
September	10	75	96	41	6	1
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	15	264	373	129	7	3

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	0	256	32	22	4	13
August	4	243	13	27	9	10
September	5	218	16	35	11	12
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	9	717	61	84	24	35

Director's Remarks for October 10, 2023

Mission

We serve as a welcoming, responsive environment for community gathering by provisioning space, equal access to information, technology, resources, and engaging learning opportunities.

Vision

Growing a vibrant, engaged, learning-focused community.

WELCOME

We create a sense of belonging in our comfortable, inclusive spaces.

COMPLETE a building project for Metamora.

EVOLVE branches to become essential community hubs.

- *Construction continues and is currently on schedule.*

ENGAGE

We are widely known and highly regarded for the value we add to the community.

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships

- *We had a table 2 of the days at the Spring Bay Melon Fest.*

ENRICH

We encourage and support a culture of learning across a lifetime.

CREATE strong connections with families to establish lifelong library habits grounded in the joy of reading.

DESIGN experiential learning opportunities that also highlight library resources.

- Washburn Branch created 9 new youth cards for the Washburn Nursery School, which the kids are currently using each week when they come to story time (pictures of first use also included)
- Metamora Branch created 57 new youth cards for Metamora Grade School
- Metamora Branch created 11 new youth cards for Riverview Grade School
- Germantown Hills Branch created 41 new youth cards for Germantown Hills Grade School with more to follow in October.

ADDITIONALLY

- **We have hired a circulation assistant for Washburn.**
- **Donna F. and I are attending the Illinois Library Association Conference in Springfield this month.**

September Door Count (FY2023-2024)

Benson: 169 (603)

GHills: 2,504 (9,191)

Metamora: 1,061 (3,166)

Roanoke: 497 (1,824)

SBay: 529 (1,791)

Washburn: 279 (785)

Wi-fi Usage

September: 488 (1,625)

Electronic
Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Boundless
July	532	362	35	40	214
August	562	399	0	14	198
September	505	410		19	227
October					
November					
December					
January					
February					
March					
April					
May					
June					
Total	1,599	1,171	35	73	639

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	226	669	2	26	50	12
August	258	680	6	12	33	13
September	237	588	4	13	44	15
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	721	1,937	12	51	127	40



Monthly Programming

September 2023

Special Programs

Secret Squirrel Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate squirrels hidden throughout the branch, then record the letters the squirrels were holding to decode a secret message. 72 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 10, GH = 9, M = 9, R = 26, SB = 12, W = 6.

The Power of Story with Colson Whitehead: September 6, Zoom Event. This was the first Illinois Libraries Present author event for the new season. We had 11 participants register for the program. 6 attended live, and a link to the recording was sent to all registered for asynchronous viewing after the event.

Local Author Series – Joyce Heiple: September 11, Germantown Hills. This was the inaugural event for the reboot of the IPDPL Local Author Series. Mrs. Heiple visited with attendees and signed copies of her book, "Kolbe's Gift." Attendance totals: 6 adults.

Community Shred Event: September 16, Germantown Hills. AAA Certified Confidential Security Corp. collected materials for recycling. Materials included paper products and electronics. Materials were collected and taken to CSC's shredding plant in Peoria for destruction. Attendees were universally enthusiastic about this program and requested we offer it again. Attendance totals: 41 (mostly adults, but no definitive breakdown was tallied).

Making the Most of the Library: Apps and Digital Resources: September 18, Roanoke. This is a recurring program, offered semi-regularly, to inform and instruct patrons about electronic services and resources the library offers. Attendance totals: 3 adults.

Carle Health Wellmobile: September 20, Washburn. The Carle Health Wellmobile makes regular stops at all IPDPL branches throughout the year. Health screenings are available for free and include basic vitals (blood pressure and temperature), and blood testing for glucose and cholesterol levels. Attendance totals: 1 adult.

Cricut Brown Bag Workshop: September 23 & 30, Germantown Hills. This workshop was a condensed version of the 4-part series we previously offered. Session one focused on Cricut's design software and making paper projects. Session two focused on projects using adhesive and iron-on vinyl. Attendance totals: 1 adult.

Spring Bay Watermelon Festival: September 29 & 30, Spring Bay American Legion. IPDPL set up an information booth at the Watermelon Festival for Friday and Saturday. We handed out eclipse glasses and information about the upcoming October 14 Annular Eclipse. We also held a shredded book contest. There was a total of 12 entries for the contest (7 correct), and Julia Pursell was chosen as the winner of a \$25 Barnes & Noble gift card. Attendance totals: Friday – 49. Saturday – 113. Age group breakdowns were not tallied.

Beanstack

1,000 Books Before Kindergarten ongoing challenge: Readers are challenged to log 1,000 reading sessions before beginning Kindergarten. We had no new registrations in September. We had 5 active readers in September, logging 165 books for 4 badges. We had no challenge completions in September.

2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were no new readers added in September. 22 readers made at least one log entry during the month. Readers logged 14,334 minutes (238.9 hours) of reading in September, earning 17 badges. We had 2 challenge completions in September.

The monthly challenge for September was *Fall Into Reading 2023*. Readers were challenged to read a total of 10 hours during the month. We had 19 registrations and 16 active readers. Readers logged 7,606 minutes (126.77 hours) of reading in September and earned 121 badges. There were 6 challenge completions.

Children's Programming

Weekly children's programs are held outdoors (weather permitting) at all six branches or their associated green-space locations. Germantown Hills, Spring Bay, and Washburn programs are held on library grounds. Benson, Metamora, and Roanoke programs are held at Benson Community Park, Black Partridge Park, and Roanoke City Park, respectively.

Baby Bookworms: Baby Bookworms meets twice a week, once each at Germantown Hills and Metamora. There were 3 sessions at each location in September. Participant totals for August: GH = 36 (20 children, 16 adults), M = 25 (15 children, 10 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for August: B = 8 (6 children, 2 adults); GH = 14 (8 children, 6 adults); M = 15 (11 children, 4 adults); R = 29 (17 children, 12 adults); SB = 16 (10 children, 6 adults); W = 33 (24 children, 9 adults).

School Visits: There were six school visits in September to Little Oaks Daycare, Once Upon a Time Daycare, and Metamora Grade School

- 9/11 – Once Upon a Time Daycare (ages 7 – 11) – Total attendance: 9 (7 children, 2 adults)
- 9/14 – Little Oaks Daycare (ages 0 – 5) – Total attendance: 38 (34 children, 4 adults)
- 9/25 – Once Upon a Time Daycare (ages 7 – 11) – Total attendance: 9 (7 children, 2 adults)
- 9/27 – Metamora Grade School 5th Grade Resource Instruction (ages 7 – 11) – Total Attendance: 54 (49 children, 5 adults)
- 9/28 – Metamora Grade School 5th Grade Resource Instruction (ages 7 – 11) – Total Attendance: 49 (46 children, 3 adults)
- 9/29 – Little Oaks Daycare (ages 7 – 11) - Total Attendance: 8 (7 children, 1 adult)

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 1 time for a private function. Study Room A was reserved 16 times, and Study Room B was reserved 14 times. The Cricut Maker Station was reserved 3 times. The children's computers in Germantown Hills were used 56 times in September.

Roanoke: The Meeting Room was reserved 9 times for private functions. The Study Room was not used in September.

Recurring Programs

Book Buzz Book Club: September 12, Germantown Hills. The book for September was *Commonwealth*, by Ann Patchett. 16 adults attended.

BYOB Club: September 28, Germantown Hills. An attempt was made in September to launch a new teen book club. The initials stand for "Bring Your Own Book." Teens are encouraged to bring whatever they are reading rather than read a pre-determined, assigned title. This initial meeting had no one in attendance, but efforts are being made to encourage attendance at future meetings.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 91, M = 15, R = 42.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in September. A total of 73 pages were distributed between the branches.

Email Newsletter: 17,010 Wowbrary email newsletters were sent to 4,303 active users.

General Reference Questions: 213 reference questions were answered in September.

Germantown Hills Garden Club: September 23, Bishop Hill. The Garden Club took a field trip to Bishop Hill, IL for their September meeting. Attendance was not recorded for this event.

Jigsaw Puzzles: July puzzle counts: B = 35, M = 0, SB = 4.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 34 knitters attend in September. Weekly breakdown: 9/6 = 13; 9/13 = Did not meet (library closed for Staff Meeting); 9/20 = 8; 9/27 = 13.

LEGO Clubs: LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 14, M = 0, R = 3, W = 4.

The Papercrafter's Workshop: This group met twice in September. Attendance totals: 9/5 = 5 adults; 9/19 = 5 adults.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 68 times in September.

Peoria Poetry Club: September 9, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 11 people at the September meeting.

Popcorn Night: September 14, Spring Bay. 16 bags of popcorn were handed out.

Spring Bay Bookies: September 7, Spring Bay. The book for September was *The Silent Patient* by Alex Michaelides. There were 10 people in attendance.

Take & Make Kits: The September Take & Make kit was a pirate kit (hat and eyepatch), in honor of International Talk Like a Pirate Day (9/19). A total of 155 kits were distributed. Branch totals: B = 8; GH = 54; M = 32; R = 41; SB = 7; W = 13.

Teen Advisory Board: September 19, Germantown Hills. The TAB met this month for “Will It Waffle?,” during which a variety of different foods were cooked using only waffle irons (with mixed results). 2 teens and 2 adults attended the September meeting.

Monthly Marketing Report

September 2023

Ad Spend: We did not use any on-air spots in September.

Coverage: We had four listings of upcoming events in the *Woodford County Journal* in September.

Press Releases: One new press release was sent in September, promoting the Local Author Series for October. A copy of the release is attached.

Social Media: Ongoing analytics are included below.

Facebook

Facebook Page Performance

Month	Posts	vs. Previous Month	Stories	vs. Previous Month	Page Reach ¹	vs. Previous Month	Page Visits ²	vs. Previous Period ³	New Followers	vs. Previous Month	Total Followers
January 2023	26	↓ 7.1%	N/A		1,799	↓ 55.7%	737	↑ 28.4%	17	↑ 54.5%	Not available
February 2023	28	↑ 21.7%	N/A		3,113	↑ 90.7%	651	↓ 1.5%	14	0%	1,722
March 2023 ³	33	0%	N/A		3,968	↑ 26.4%	671	↓ 8.6%	36	↑ 140%	1,761
April 2023	23	↓ 30.3%	N/A		2,663	↓ 32.9%	591	↓ 11.5%	14	↓ 61.1%	1,773
May 2023	23	0%	1	↑ 100%	5,452	↑ 104.7%	1,068	↑ 79.8%	23	↑ 64.3%	1,792
June 2023	30	↑ 30.4%	1	0%	6,528	↑ 19.7%	1,570	↑ 47%	17	↓ 26.1%	1,810
July 2023	29	↓ 3.3%	3	↑ 100%	5,514	↓ 15.5%	1,103	↓ 29.7%	13	↓ 23.5%	1,819
August 2023	22	↓ 24.1%	1	↑ 100%	3,532	↓ 35.9%	1,154	↑ 4.6%	15	↑ 15.4%	1,841
September 2023	42	↑ 100%	2	↑ 100%	5,649	↑ 59.9%	948	↓ 17.9%	22	↑ 46.7%	1,853

¹ **Reach** measures the estimated number of people who saw any content from or about IPDPL, including posts, stories, ads, and social information from people who interact with IPDPL on Facebook.

² **Visits** measures the number of times people visited the IPDPL Facebook page.

³ **Previous Periods** include the prior month or the immediate past 31 days, so comparisons for March include all of February and the last 3 days of January.

Facebook Audience

Age	Women	Men
18 – 24	0.9%	0.3%
25 – 34	12.6%	2.6%
34 – 44	30.1%	3.9%
45 – 54	18.5%	2.8%
55 – 64	10.4%	1.5%
65 +	13.6%	2.8%

Metamora, IL	21.8%
Germantown Hills, IL	21.0%
Peoria, IL	8.7%
Roanoke, IL	4.4%
Washington, IL	3.2%
East Peoria, IL	2.8%
Washburn, IL	2.5%
Eureka, IL	1.4%
Morton, IL	1.3%
Spring Bay, IL	1.2%

Instagram

Instagram Page Performance

Month	Posts	vs. Previous Month	Stories	vs. Previous Month	Page Reach¹	vs. Previous Month	Profile Visits²	vs. Previous Period	New Followers	vs. Previous Month³	Total Followers
April - May 2023	15	N/A	1	N/A	46	↑ 100%	63	↑ 100%	77	Not Available	77
June 2023	9	↓ 35.7%	1	↓ 35.7%	45	↑ 2.3%	23	↓ 48.9%	15	Not Available	92
July 2023	16	↑ 77.8%	4	↑ 300%	85	↑ 88.9%	22	↓ 4.3%	18	↑ 63.6%	105
August 2023	10	↓ 37.5%	0	↓ 100%	45	↓ 47.1%	14	↓ 36.4%	9	↓ 50%	114
September 2023	21	↑ 110%	1	↑ 100%	62	↑ 37.8%	16	14.3%	3	↓ 66.7%	113

¹ *Reach* measures the estimated number of people who saw any content from or about IPDPL, including posts, stories, ads, and social information from people who interact with IPDPL on Instagram.

² *Visits* measures the number of times people visited the IPDPL Instagram profile.

³ New Follower data analysis is not available for accounts with fewer than 100 followers.

YouTube Channel

We are currently not posting any new material on our YouTube channel. Metrics reflect the performance of previously posted videos.

YouTube Channel Performance

Month	Total Channel Views	Watch Time (in hours)	Impressions ¹	Impression Click-through Rate ²
January 2023	660	17	7,451	4.2%
February 2023	422	12.3	4,546	4.4%
March 2023	590	18.5	6,178	3.7%
April 2023	405	10.5	6,284	3.2%
May 2023	678	11.0	8,012	3.8%
June 2023	464	9.8	4,368	4%
July 2023	384	7.5	3,076	4.7%
August 2023	644	15.6	6,705	4.9%
September 2023	659	15.3	6,148	4.7%

¹ *Impressions* measure how many times video thumbnails were shown to viewers across all of YouTube.

² *Impression Click-throughs* measures how often viewers watched a video after seeing an impression.

YouTube Audience

Month	Returning Viewers ¹	Unique Viewers ²	Subscribers ³
January 2023	29	442	0
February 2023	14	326	-1
March 2023	19	401	+6
April 2023	14	319	0
May 2023	19	442	-1
June 2023	18	265	-1
July 2023	3	253	0
August 2023	52	471	-1
September 2023	60	467	1

¹ *Returning Viewers* have watched our channel previously and returned during the measurement period to watch again.

² *Unique Viewers* discovered our channel for the first time in the measurement period.

³ *Subscribers* measures the net gain or loss of people who have signed up to receive notifications each time we post a new video.

IPDPL Website: Performance overview for September 2023

- 2,899 visits to our website
- 986 visitors
- 556 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 172 clicks on the link to the RSA online catalog
- 137 clicks on the link to the library Calendar of Events
- 73 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 35 clicks on the IPDPL Beanstack link
- 13 Database links used 129 times
- 11 clicks on social media links (Facebook, Instagram, YouTube)
- 9 clicks on the Explore More Illinois link

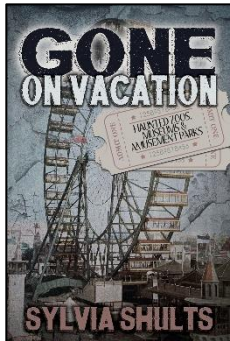
For Immediate Release
September 28, 2023



Oddities & Mysteries: Strange, True Tales

Author Sylvia Shults unveils hauntingly true stories just in time for Halloween

Metamora, IL — September 28, 2023 — Illinois Prairie District Public Library welcomes Sylvia Shults as part of its Local Authors Series on October 11, 2023, at 5:30 p.m. at the IPDPL-Germantown Hills branch, located at 509 Woodland Knolls Rd. in Germantown Hills. Ms. Shults is an award-winning author and paranormal researcher. Her most recent book is



Gone on Vacation: Haunted Zoos, Museums, and

Amusement Parks, a supernatural road trip to some of the world's most

haunted vacation destinations and attractions. Ms. Shults will present

“Oddities & Mysteries: Strange, True Tales,” featuring stories of mummified

monks, man-eating lions, medical oddities, and other assorted weirdness. This

family-friendly presentation is best suited for those ages 8 and up.

Following the presentation there will be a Q&A session and book signing. IPDPL will be giving away copies of Ms. Shults' books (reader's choice) to the first 4 guests to arrive. This event is free and open to the public.

About Sylvia Shults

Sylvia Shults is the author of several books of paranormal non-fiction, including *Grave Deeds and Dead Plots*, *Days of the Dead: A Year of True Ghost Stories*, and *Spirits of Christmas: The Dark Side of the Holidays*. She has published several non-fiction books related to paranormal activity in Illinois, including *Ghosts of the Illinois River*, and two volumes recounting hauntings at the former Peoria State Hospital in Bartonville, IL, *Fractured Spirits* and *Fractured Souls*.

When not seeking the supernatural, Sylvia works as a public librarian, a job she has had for over twenty-five years. After battling an intense, lifelong fear of the dark, she decided to become a ghost hunter. She sits in dark, spooky, haunted places so others don't have to. She lives a short, ten-minute motorcycle ride away from the site of the haunted asylum that features in so many of her books, and she considers it the highest privilege to share the incredible, compassionate history of the Peoria State Hospital.

Book Availability

Ms. Shults will have copies the following books available for sale (\$15 - \$25 each, cash or check):

Gone on Vacation: Haunted Zoos, Museums, and Amusement Parks

Grave Deeds and Dead Plots

Days of the Dead: A Year of True Ghost Stories

Fractured Souls: More Hauntings at the Peoria State Hospital

Spirits of Christmas: The Dark Side of the Holidays

44 Years in Darkness: A True Story of Madness, Tragedy, and Shattered Love

Fractured Spirits: Hauntings at the Peoria State Hospital

Ghosts of the Illinois River

About the IPDPL Local Author Series

Discover the rich literary tapestry of Central Illinois at the IPDPL Local Author Series. The series showcases a diverse range of writing talents, from children's authors and illustrators to adult fiction and non-fiction writers. Join us for these engaging events where attendees can meet and chat with local authors, delve into their creative processes, and even get their books signed. The IPDPL Local Author Series offers a unique opportunity to connect with the talented voices shaping our local literary landscape.

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For more information, press only:

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