

# November 14, 2023

## Board Packet





ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, November 14, 2023, at  
4:00 pm

**Illinois Prairie District Public Library  
Germantown Hills Branch  
509 Woodland Knolls Rd.  
Germantown Hills IL 61548**

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 2024 Holiday List
7. Discussion and Approval of Staff Gift Cards
8. Discussion and Approval of Job Description
9. Discussion and Approval of Newsbank Renewal
10. Discussion
11. Director's Remarks
12. Comments to guide future agendas.
13. Adjournment

The next regular meeting will be Tuesday December 12, 2023,  
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, 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. C. Kaufman, , A. Hicks, J. Weddle, E. Rainville, and D Smith, present. H. Booker, M. Coker, J, Zobrist absent.
2. Minutes of the last regular meeting, motion to approve C. Kaufman and second by E. Rainville. All in favor, motion passed.
3. Public comments, A. Hicks read email they received from long time employee regarding their appreciation for the choice the board made with their selection of the current director.
4. Treasurer's Report – approval of bills and requisitions, Motion to approve Treasurer's report by E. Rainville and second by C. Kaufman. All in favor, motion passed.
5. Discussion and Approval of Metamora Branch Project furniture bid from Henricksen without reduction, Motion to approve by J. Weddle, second by E. Rainville. All in favor, motion passed. Discussion and Approval to hire Nate Baranowski as the artist for the mural on the side of the Metamora branch in the Spring of 2024, Motion to approve by C. Kaufman, second by E. Rainville. All in favor, motion passed.
6. Discussion and Approval of Fiscal Year 2022-2023 Receipts and Disbursements, motion to approve by J. Weddle, second by E. Rainville. All in favor, motion passed.
7. Discussion and Approval of Tablet Lending Policy, motion to approve policy by E. Rainville, second by C. Kaufman. All in favor, motion passed.
8. Discussion and Approval of Assistant Director Position, motion to promote Samantha Huber to Assistant director made by C. Kaufman, second by J. Weddle. All in favor, motion passed.
9. Discussion and Approval of Paid Time Off Policy, motion to pass made by J. Weddle, second by E. Rainville. All in favor, motion passed.
10. Director's Remarks, discussed Christmas plans for staff, new hire at the Washburn branch.
11. Comments to guide future agendas.
12. Adjournment, Motion to adjourn at 5:39 pm by J. Weddle and second by C. Kaufman. All in favor, meeting adjourned.

## Illinois Prairie District Public Library

11/13/23

## Check Register

Accrual Basis

November 2023

	<u>Nov 23</u>
Aflac	287.87
AmazonBusiness	3,494.10
Ameren Illinois	2,133.17
America Baer	7.00
Amy Mientus	80.24
Baker & Taylor	2,473.31
Bestsellers Audio, LLC	580.41
Blue Cross Blue Shield of Illinois	6,281.25
Brenda Schertz	7.47
Caterpillar Trail Public Water District	32.04
Cengage Learning, Inc.	337.37
Chronicle Media, LLC	96.00
CLA Services Inc	525.00
ComEd	79.87
Commerce Bank - Commercial Cards	1,939.72
Daniel E O'Brien MD LLC	4,000.00
Dawn Smith	476.57
Dearborn National Life Insurance Company	119.25
DEMCO	3,909.06
Dewberry Architects, Inc.	15,189.30
Diamond Design & Construction Inc	244,942.63
Donna Forbis	659.39
Doug Cupples	1,435.00
Farm & Home Publishers, Ltd.	165.75
Federal Companies	5,128.00
GFL Environmental	86.59
Heartland Internet, Inc.	49.95
Hoopla	2,547.61
ID Label Inc.	1,727.98
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Jessica Wear	48.73
Kanopy Inc	21.00
Kirby Foods Metamora	153.14
Mediacom	506.70
Midwest Tape	559.22
MTCO	294.24
Nena Hardware Peoria	38.07
Nicor Gas	100.37
Pam Kingham	514.18
ProQuest LLC	2,490.56
Purity Plus Water Systems	50.95
RAILS	365.00
Rebecca Deitrick	58.95
RK Dixon - IA	2,997.66
Roanoke Water-Sewer Department	49.71
Samantha Huber	580.68
Terry's Window Cleaning, Inc.	266.00
The Metamora-Germantown Hills Rotary Club	247.00
Travco Plumbing, Inc.	287.06
Vickie Paluska	19.39
Village of Germantown Hills	44.84
Village of Metamora	99.66
Village of Washburn	182.33
VoiceSpring	499.27
WGLT - Normal	2,000.00
Xerox Financial Services	825.74
<b>TOTAL</b>	<b><u>313,337.35</u></b>

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

	Oct 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	0.00	75,966.67	-75,966.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.33	-2,083.33	0.0%
31200 · Property Tax - IMRF	0.00	5,179.17	-5,179.17	0.0%
31300 · Property Tax - Social Security	0.00	5,208.33	-5,208.33	0.0%
31400 · Property Tax - Tort/Liability	0.00	8,750.00	-8,750.00	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	10,125.00	-10,125.00	0.0%
31600 · Property Tax - Working Cash	0.00	25,320.83	-25,320.83	0.0%
32000 · State Corporate Replacement Tax	27,048.10	1,250.00	25,798.10	2,163.8%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	258.72	1,200.00	-941.28	21.6%
38000 · Donations	418.07	1,250.00	-831.93	33.4%
38400 · Interest Income - Per Capita	101.54	8.34	93.20	1,217.5%
38500 · Interest Income - General	5,177.09	250.00	4,927.09	2,070.8%
38900 · Interest Income - Tort/Liab	3,993.03	250.00	3,743.03	1,597.2%
39000 · Interest Income - Spec Reserve	6,401.06	50.00	6,351.06	12,802.1%
39191 · Interest Income - Bldg/Maint	599.25	50.00	549.25	1,198.5%
39200 · Interest Income - Working Cash	3,425.89	333.00	3,092.89	1,028.8%
39300 · Interest Income - Gift	1,648.46	83.00	1,565.46	1,986.1%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39500 · Miscellaneous Income	73.59	0.00	73.59	100.0%
39700 · Rent Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>49,144.80</b>	<b>139,107.67</b>	<b>-89,962.87</b>	<b>35.3%</b>
<b>Expense</b>				
40100 · Salaries	33,793.15	39,871.00	-6,077.85	84.8%
40500 · Hospital Insurance	5,453.98	9,500.00	-4,046.02	57.4%
40600 · Staff Education	575.90	1,250.00	-674.10	46.1%
41000 · Books - Adult	1,846.04	2,292.00	-445.96	80.5%
41100 · Books - Children	3,473.02	2,292.00	1,181.02	151.5%
41300 · Periodicals	0.00	834.00	-834.00	0.0%
41500 · Audio - Visual	191.34	1,000.00	-808.66	19.1%
41600 · Video / DVD Tapes	436.99	666.66	-229.67	65.5%
41700 · Electronic Materials	2,100.41	4,166.66	-2,066.25	50.4%
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	769.28	1,250.00	-480.72	61.5%
42400 · Mileage and Expenses	627.43	1,250.00	-622.57	50.2%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	1,000.00	114,583.34	-113,583.34	0.9%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	1,686.79	2,500.00	-813.21	67.5%
44999 · Capital Outlay	121,584.26			
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	3,140.26	4,000.00	-859.74	78.5%
45200 · Water and Sewer	335.37	250.00	85.37	134.1%
45300 · Telephone	492.54	750.00	-257.46	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	0.00	833.33	-833.33	0.0%
48900 · Miscellaneous Expenses	0.00	1,250.00	-1,250.00	0.0%
49000 · Per Capita	1,863.91	0.00	1,863.91	100.0%
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	-922.55	5,179.16	-6,101.71	-17.8%
70300 · Social Security Employer	2,082.77	4,221.14	-2,138.37	49.3%
70400 · Medicare Employer	487.13	987.20	-500.07	49.3%
72300 · Insurance	38,875.02	8,750.00	30,125.02	444.3%
72400 · Legal	400.00	583.34	-183.34	68.6%
72500 · Maintenance	9,052.45	10,125.00	-1,072.55	89.4%

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11/13/23

Accrual Basis

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

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	<u>Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	713.00	833.34	-120.34	85.6%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>231,091.71</u>	<u>229,718.16</u>	<u>1,373.55</u>	<u>100.6%</u>
<b>Net Income</b>	<u><b>-181,946.91</b></u>	<u><b>-90,610.49</b></u>	<u><b>-91,336.42</b></u>	<u><b>200.8%</b></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
<b>Income</b>				
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	67,269.06	15,000.00	52,269.06	448.5%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	1,782.20	14,400.00	-12,617.80	12.4%
38000 · Donations	7,008.07	15,000.00	-7,991.93	46.7%
38400 · Interest Income - Per Capita	369.90	100.00	269.90	369.9%
38500 · Interest Income - General	15,517.26	3,000.00	12,517.26	517.2%
38900 · Interest Income - Tort/Liab	16,421.06	3,000.00	13,421.06	547.4%
39000 · Interest Income - Spec Reserve	26,325.84	600.00	25,725.84	4,387.6%
39191 · Interest Income - Bldg/Maint	2,248.29	600.00	1,648.29	374.7%
39200 · Interest Income - Working Cash	12,454.15	4,000.00	8,454.15	311.4%
39300 · Interest Income - Gift	6,348.49	1,000.00	5,348.49	634.8%
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	3,000.00	0.00	3,000.00	100.0%
<b>Total Income</b>	<b>1,591,196.01</b>	<b>1,669,300.00</b>	<b>-78,103.99</b>	<b>95.3%</b>
<b>Expense</b>				
40100 · Salaries	142,662.44	478,450.00	-335,787.56	29.8%
40500 · Hospital Insurance	25,635.66	114,000.00	-88,364.34	22.5%
40600 · Staff Education	4,131.08	15,000.00	-10,868.92	27.5%
41000 · Books - Adult	10,563.22	27,504.00	-16,940.78	38.4%
41100 · Books - Children	11,119.80	27,496.00	-16,376.20	40.4%
41300 · Periodicals	134.99	10,000.00	-9,865.01	1.3%
41500 · Audio - Visual	1,926.81	12,000.00	-10,073.19	16.1%
41600 · Video / DVD Tapes	2,412.95	8,000.00	-5,587.05	30.2%
41700 · Electronic Materials	24,904.56	50,000.00	-25,095.44	49.8%
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	6,489.90	15,000.00	-8,510.10	43.3%
42400 · Mileage and Expenses	6,041.31	15,000.00	-8,958.69	40.3%
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	9,861.64	30,000.00	-20,138.36	32.9%
44999 · Capital Outlay	720,643.51			
45000 · Rent	939.01	2,000.00	-1,060.99	47.0%
45100 · Gas and Electric	13,413.69	48,000.00	-34,586.31	27.9%
45200 · Water and Sewer	1,298.21	3,000.00	-1,701.79	43.3%
45300 · Telephone	2,468.28	9,000.00	-6,531.72	27.4%
45600 · Internet	4,262.64	12,000.00	-7,737.36	35.5%
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	5,062.22	62,150.00	-57,087.78	8.1%
70300 · Social Security Employer	8,795.35	50,653.60	-41,858.25	17.4%
70400 · Medicare Employer	2,057.05	11,846.40	-9,789.35	17.4%
72300 · Insurance	44,247.02	105,000.00	-60,752.98	42.1%
72400 · Legal	3,994.76	7,000.00	-3,005.24	57.1%
72500 · Maintenance	44,128.79	121,500.00	-77,371.21	36.3%

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11/13/23

Accrual Basis

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

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	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	3,377.50	10,000.00	-6,622.50	33.8%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>1,203,335.25</u>	<u>2,756,600.00</u>	<u>-1,553,264.75</u>	<u>43.7%</u>
<b>Net Income</b>	<u><b>387,860.76</b></u>	<u><b>-1,087,300.00</b></u>	<u><b>1,475,160.76</b></u>	<u><b>-35.7%</b></u>



Illinois Prairie District Public Library  
**Profit & Loss**  
October 2023

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	<u>Oct 23</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	27,048.10
34000 · Fines and Fees	258.72
38000 · Donations	418.07
38400 · Interest Income - Per Capita	101.54
38500 · Interest Income - General	5,177.09
38900 · Interest Income - Tort/Liab	3,993.03
39000 · Interest Income - Spec Reserve	6,401.06
39191 · Interest Income - Bldg/Maint	599.25
39200 · Interest Income - Working Cash	3,425.89
39300 · Interest Income - Gift	1,648.46
39500 · Miscellaneous Income	73.59
<b>Total Income</b>	<u>49,144.80</u>
<b>Expense</b>	
40100 · Salaries	33,793.15
40500 · Hospital Insurance	5,453.98
40600 · Staff Education	575.90
41000 · Books - Adult	1,846.04
41100 · Books - Children	3,473.02
41500 · Audio - Visual	191.34
41600 · Video / DVD Tapes	436.99
41700 · Electronic Materials	2,100.41
42100 · Office Supplies	769.28
42400 · Mileage and Expenses	627.43
44360 · Building - Metamora	1,000.00
44800 · Programming / PR	1,686.79
44999 · Capital Outlay	121,584.26
45000 · Rent	182.33
45100 · Gas and Electric	3,140.26
45200 · Water and Sewer	335.37
45300 · Telephone	492.54
45600 · Internet	850.89
49000 · Per Capita	1,863.91
60400 · IMRF Employer	-922.55
70300 · Social Security Employer	2,082.77
70400 · Medicare Employer	487.13
72300 · Insurance	38,875.02
72400 · Legal	400.00
72500 · Maintenance	9,052.45
72600 · Professional Fees	713.00
<b>Total Expense</b>	<u>231,091.71</u>
<b>Net Income</b>	<u><u><b>-181,946.91</b></u></u>

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

	Jul '23 - Jun 24
<b>Income</b>	
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	67,269.06
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	1,782.20
38000 · Donations	7,008.07
38400 · Interest Income - Per Capita	369.90
38500 · Interest Income - General	15,517.26
38900 · Interest Income - Tort/Liab	16,421.06
39000 · Interest Income - Spec Reserve	26,325.84
39191 · Interest Income - Bldg/Maint	2,248.29
39200 · Interest Income - Working Cash	12,454.15
39300 · Interest Income - Gift	6,348.49
39500 · Miscellaneous Income	215.26
39700 · Rent Income	3,000.00
<b>Total Income</b>	<b>1,591,196.01</b>
<b>Expense</b>	
40100 · Salaries	142,662.44
40500 · Hospital Insurance	25,635.66
40600 · Staff Education	4,131.08
41000 · Books - Adult	10,563.22
41100 · Books - Children	11,119.80
41300 · Periodicals	134.99
41500 · Audio - Visual	1,926.81
41600 · Video / DVD Tapes	2,412.95
41700 · Electronic Materials	24,904.56
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	6,489.90
42400 · Mileage and Expenses	6,041.31
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	9,861.64
44999 · Capital Outlay	720,643.51
45000 · Rent	939.01
45100 · Gas and Electric	13,413.69
45200 · Water and Sewer	1,298.21
45300 · Telephone	2,468.28
45600 · Internet	4,262.64
47200 · Computer Equipment	1,221.22
49000 · Per Capita	12,269.37
52200 · Audit	12,690.00
60400 · IMRF Employer	5,062.22
70300 · Social Security Employer	8,795.35
70400 · Medicare Employer	2,057.05
72300 · Insurance	44,247.02
72400 · Legal	3,994.76
72500 · Maintenance	44,128.79
72600 · Professional Fees	3,377.50
<b>Total Expense</b>	<b>1,203,335.25</b>
<b>Net Income</b>	<b>387,860.76</b>

**Illinois Prairie District Public Library**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	77,620.00
10800 · Petty Cash Checking Account	939.50
11400 · Savings Account	9,689.06
	88,248.56
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	21,718.45
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	1,129,385.41
10700 · Special Reserve Fund	1,333,713.80
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	732,703.73
11100 · Gift Fund	353,200.08
11200 · Building Maintenance Fund	124,951.43
11300 · Tort Liability Fund	853,624.02
11500 · Dedicated Gift Fund	6.96
	6,154,940.19
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	6,243,188.75
<b>Fixed Assets</b>	
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
	3,657,395.38
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	<b>9,900,584.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
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	693,141.69
	9,900,584.13
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,900,584.13</b>

## 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 10-1-2023	\$ 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
Transfer Online	\$ (642.87)										
Accounts Payable	\$ (198,449.66)										
First Payroll	\$ (12,975.60)										
Payroll Taxes	\$ (4,239.03)										
Fines & Fees (Met)	\$ 4.95										
Fines & Fees	\$ 253.77										
Miscellaneous Income	\$ 73.59										
Obits											
Donations	\$ 418.07										
Rent											
July - December eCommerce											
Second Payroll	\$ (13,351.61)										
Payroll Taxes	\$ (4,346.64)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer Bldg/Maint		\$ (11,071.84)		\$ 11,071.84							
Transfer Tort/Liab				\$ 1,328.50				\$ (1,328.50)			
Property Taxes											
Transfer Gift											
Transfer to Gen Operating											
Transfer Special Reserve				\$ 121,584.26				\$ (121,584.26)			
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax	\$ 22,072.71				\$ 4,975.39						
Rebates/Refunds											
Interest	\$ 78.33	\$ 599.25		\$ 5,098.76	\$ 1,648.46	\$ 101.54	\$ 6,401.06	\$ 3,993.03	\$ 3,425.89		
Balance 10-31-2023	\$ 77,620.00	\$ 124,951.43	\$ 6.96	\$ 1,129,385.41	\$ 353,200.08	\$ 21,718.45	\$ 1,333,713.80	\$ 853,624.02	\$ 732,703.73	\$ 9,689.06	\$ 1,197,242.50



# MONTHLY PAY APPLICATION MEETING AGENDA

Dewberry Architects Inc.  
(Formerly PSA-Dewberry Inc.)  
401 SW Water Street, Suite 701  
Peoria, IL 61602-1530  
309-282-8000  
3039.282.8001 fax  
www.dewberry.com

Date: November 1, 2023  
Time: 3:00 p.m. – 3:30 p.m.  
Location: Virtual  
Project: IPDPL – Metamora Library  
Dewberry Project No. 50073413

Re: November Pay Application Meeting

Attendees: Dawn Smith, IPDPL  
Rick Johnson, Diamond Design & Construction  
Peter Truitt, Dewberry Architects

PENCIL PAY REQUEST: Is due to Dewberry to the attention of Peter Truitt. Received October 26, 2023.

## REQUESTS FOR PAYMENT:

### PAY REQUEST NO. 3

Original Contract Date	July 25, 2023
Original Contract Amount	\$942,800.00
Change Orders	\$26,131.61
Net Contract Amount	\$968,931.61
Completed to Date	\$573,269.20
Percentage Complete	59.1%
Retainage	\$57,326.92
Previous Payments	\$270,999.65
<b>Pay Amount</b>	<b>\$244,942.63</b>

Construction Commenced	August 4, 2023
Substantial Completion	January 29, 2024
Percentage of Calendar Days Used to Date	50% (89 of 178 days)

**RFP'S, ASI'S AND CHANGE ORDERS:**

1. RFP's

RFP ISSUE DATE	RFP #	C.O.	DESCRIPTION/REASON	PRICING OVERDUE (# OF C. DAYS)	STATUS
8/11/2023	1	1	Credit for Reduced Demolition Scope		Closed
8/11/2023	2		Additional Roller Shades for Door	68	Contractor Pricing
8/11/2023	3	1	Extend Existing Walls to Ceiling		Closed
8/17/2023	4	1	Modified Perimeter Construction		Closed
8/17/2023	5		Additional Electrical Outlet for Touch Play Table	62	Contractor Pricing
8/17/2023	6		Sink Type Change	62	Contractor Pricing
8/31/2023	7		Lintel Above Rear Man Door	48	A/E Commented - Contractor Repricing
8/31/2023	8	1	Relocate Vestibule Walls		Closed
9/11/2023	9		Front Facade Tuckpointing		Approved - CO 2
9/26/2023	10		Electrical Floor Boxes	22	A/E Commented - Contractor Repricing
9/26/2023	11		Provide Flush Mortar Joints on West Wall		A/E Commented - Contractor Repricing

a. See attached RFP Log

2. ASI's

a. See attached ASI Log

3. CHANGE ORDERS

a. See attached Change Order Log

**SUBMITTALS:**

1. See attached Submittal Log

**PROGRESS:**

Past 30 Days:

1. Electrical rough-in was completed.
2. HVAC ductwork was installed.
3. Soffit framing completed.
4. Front façade demolition completed.

5. Aluminum Storefront framing installed in front façade.
6. Masonry work completed.
7. Roof system installation complete.
8. Walls were insulated.
9. Drywall was installed.
10. Interior wall painting began.

Next 30 Days:

1. Interior walls will be painted.
2. Exterior ramp and stair will be installed.
3. Flooring installation will begin.
4. Acoustic Panel Ceiling installation will begin.
5. Sheet metal will be installed at rear canopy.

MISCELLANEOUS COMMENTS:

1. Correction Item: No items at this time.

The above summation is our interpretation of the items discussed and decisions reached at the above-referenced meeting. Any persons desiring to add to or revise the notes are requested to put their comments in writing to the author within ten days; otherwise, the above will stand as written.

Respectfully submitted,



Peter Truitt

pc Attendees

Q:\50161541\Constr\Meetings\Pay Request Review Meetings\Pay Request Review #3\Monthly Pay Application Meeting Agenda 2023.11.01.docx

RFP ISSUE DATE	RFP #	C.O.	DESCRIPTION/REASON	RECEIVED PRICING	APPROVED	PENDING	STATUS	REASON	A/E Error	A/E Omission	Owner request	undiscovered	OTHER	RFP #
	1		Credit for Reduced Demolition Scope		(\$645.00)		Included in CO 001	Abatement Contractor performed more demolition than originally expected.				(\$645.00)		1
	2		Additional Roller Shades for Door					Library Director request						2
	3		Extend Existing Walls to Ceiling		\$17,647.61		Included in CO 001	After abatement, it was discovered that the walls do not go up to the ceiling. To better contain sound and bathroom smells, the library chose to extend walls to the ceiling.				\$17,647.61		3
	4		Modified Perimeter Construction		\$8,502.00		Included in CO 001	Existing construction was rotted from water and termite damage.				\$8,502.00		4
	5		Additional Electrical Outlet for Touch Play Table					Owner Request to add a Touch Play Table.						5
	6		Sink Type Change					Owner Request to provide a 2-hole sink.						6
	7		Lintel Above Rear Man Door			\$715.00		It was discovered that the brick at rear is 1-wythe (4") instead of 2-wythes (8") as assumed.						7
	8		Relocate Vestibule Walls		\$627.00		Included in CO 001	It was discovered that the Vestibule side walls do not align with the columns in the front façade.				\$627.00		8
	9		Front Facade Tuckpointing		\$3,619.00		Approved - To Be Included in CO 002	Mason incorrectly assumed that tuckpointing the entire front façade was included in the base contract.					\$3,619.00	9
	10		Electrical Floor Boxes			\$3,680.95			\$3,680.95					10
	11		Provide Flush Mortar Joints on West Wall											11
	12		Window Header Details					Existing drawings showed a cast iron beam. Wooden beam is actually installed in the field.						12
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0
														0

		APPROVED	PENDING
<b>TOTAL</b>		<b>\$29,750.61</b>	<b>\$4,395.95</b>
	% of contract amount	3.16%	0.47%
	<b>TOTAL approved &amp; pending</b>	<b>\$34,146.56</b>	<b>3.62%</b>
	Original contract amount	<b>\$942,800.00</b>	
	<b>total modified contract sum</b>	<b>\$976,946.56</b>	

DOLLAR AMOUNT	\$3,680.95	\$0.00	\$0.00	\$26,131.61	\$3,619.00
% OF ISSUED RFPs (\$)	10.8%	0.0%	0.0%	76.5%	10.6%
% OF APPROVED RFPs (\$)	12.4%	0.0%	0.0%	87.8%	12.2%
% OF CONST. COST	<b>0.39%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>2.77%</b>	<b>0.38%</b>
<b>ERROR</b>	<b>OMISSION</b>	<b>OWNER REQUEST</b>	<b>undiscovered</b>	<b>OTHER</b>	





401 SW Water Street, Suite 701  
Peoria, IL 61602  
309.282.8000

**PROJECT NAME:** IPDPL - Metamora Library Building Renovation  
**PROJECT #** 50161541  
**UPDATED:** 11/2/2023

**ASI LOG**

ASI#	DATE	DESCRIPTION	ATTACHMENTS	COMMENTS	POSTED
1	8/21/2023	Foundation Detail	S-300		8/21/2023
2	10/31/2023	Letter Spacing	A-201		10/31/2023
2 R1	10/31/2023	Letter Spacing	A-201		11/2/2023
4					
5					
6					
7					
8					



401 SW Water Street, Suite 701  
Peoria, IL 61602  
309.282.8000

**PROJECT NAME:** IPDPL - Metamora Library Building Renovation

**PROJECT #** 50161541

**UPDATED:** 11/2/2023

### CHANGE ORDER LOG

CO#	DATE	DESCRIPTION	Value
1	Fully Executed	RFP 001 - Credit for Reduced Demolition Scope	(\$645.00)
		RFP 003 - Extend Existing Walls to Ceiling	\$17,647.61
		RFP 004 - Modified Perimeter Construction	\$8,502.00
		RFP 008 - Relocate Vestibule Walls	\$627.00
			<b>\$26,131.61</b>
2	Pending	RFP 009 - Front Facade Tuckpointing	\$3,619.00



<b>PROJECT NAME:</b>	IPDPL - Metamora Library Building Renovation	Complete
<b>PROJECT #</b>	50145878	Under Review
<b>UPDATED:</b>	=RFI!C13	To Be Resubmitted
		Not Reviewed
		Previous "To Be Resubmitted" That Has Been Resolved

### SHOP DRAWING LOG

RECEIVED	RETURNED	LOGGED IN AS	SPEC SECTION	TITLE	COMMENTS	SUBMITTAL
8/6/2023	8/17/2023	033000.01	033000	Mix Design and Footing Rebar	Reviewed No Exceptions	
8/6/2023	8/17/2023	064116.01	064116	Plastic Laminate Cabinets	Reviewed Exceptions Noted	
8/30/2023	9/5/2023	075423.01	075423	TPO Roofing	Reviewed Exceptions Noted	
9/15/2023	9/18/2023	074643.01	074643	Sheet Metal Color Selection	Reviewed Exceptions Noted	
10/19/2023	10/31/2023	074643.01	074643	Engineered Wood Siding	Revise and Resubmit	
11/8/2023	11/8//2023	074643.02	074643	Engineered Wood Siding	Reviewed Exceptions Noted	
9/14/2023	9/27/2023	076200.01	075200	Rear Canopy Color Selection	Reviewed Exceptions Noted	
9/21/2023		076200.02	076200	Sheet Metal Flashing and Trim (Rear Canopy)	Reviewed Exceptions Noted	
9/15/2023	9/21/2023	081416.01	081416	Flush Wood Doors	Revise and Resubmit	
10/12/2023	10/20/2023	081416.02	081416	Flush Wood Doors		
8/5/2023	8/11/2023	084113.01	084113	Storefront and Windows	Reviewed Exceptions Noted	
9/1/2023	9/8/2023	084113.02	084113	Storefront Submittal 2	Reviewed Exceptions Noted	
		087100.01	087100	Door Hardware		
8/6/2023	8/16/2023	087100.01 - HRDWR	087100	Door Hardware	Reviewed Exceptions Noted	
8/6/2023	8/16/2023	087100.01 - HMD/WD/F	087100	Hollow Metal Doors/Wood Doors/Frames	Reviewed Exceptions Noted	
9/26/2023	10/2/2023	095446.01	095446.01	Felt Acoustic Ceiling Baffles	Reviewed Exceptions Noted	
10/3/2023	10/20/2023	095113.01	095113	ACP Ceiling Submittal	Revise and Resubmit	
10/27/2023	11/6/2023	095113.02	095113	ACP Ceiling ReSubmittal	Revise and Resubmit	
11/8/2023		095113.02	095113	ACP Ceiling ReSubmittal - Remaining Product Samples		
8/17/2023	8/21/2023	099123.01	099123	Painting Product Data	Reviewed No Exceptions	
9/6/2023	9/12/2023	102233.01	102233	Accordion Folding Partitions		
9/6/2023	9/12/2023			2243 - Vinyl Selector 02-01-22	Rejected	
9/6/2023	9/12/2023			2387 Accordion TDS_17-19-23	Reviewed Exceptions Noted	
9/6/2023	9/12/2023			OP-01 Accordion	Reviewed Exceptions Noted	
9/15/2023	9/26/2023	102233.01	102233	Accordion Folding Partition Finish Selection	Reviewed No Exceptions	
		220000.01	220000	Plumbing		
8/6/2023	8/16/2023			Plumbing Insulation	Reviewed No Exceptions	
8/6/2023	8/16/2023			Plumbing Fixtures	Reviewed Exceptions Noted	
		230000.01	230000	HVAC Submittals		
8/6/2023	8/16/2023	235416.13-1		AHRI Certificate	Reviewed No Exceptions	
8/6/2023	8/16/2023	233423-1		Cook Fan	Reviewed No Exceptions	
8/6/2023	8/16/2023	235416.13-1		Honeywell Jade Controller	Reviewed No Exceptions	
8/6/2023	8/16/2023	235416.13-1		Honeywell T10 Thermostat	Reviewed No Exceptions	

8/6/2023	8/16/2023	233300-1		Honeywell Automatic Dampers	Reviewed No Exceptions	
8/6/2023	8/16/2023	230000.01 - LVR FNSH				
8/6/2023	8/16/2023	235416.13-1		Rheem 15.2 SEER 2 Air Conditioner	Revise and Resubmit	
8/6/2023	8/16/2023	235416.13		Rheem 951V Furnace	Revise and Resubmit	
8/6/2023	8/16/2023	233300-1		Ruskin Louvers and Dampers	Revise and Resubmit	
8/6/2023	8/16/2023	233713-1		Titus Registers and Grills	Reviewed No Exceptions	
8/23/2023	9/1/2023	230000.02	230000	HVAC Resubmittals		
8/23/2023	9/1/2023			CNV-4K Condensate Neutralizer	Reviewed No Exceptions	
8/23/2023	9/1/2023			Condensate+Neutralizers+AsurityFeb21	Reviewed No Exceptions	
8/23/2023	9/1/2023			Insulated blade dampers	Reviewed No Exceptions	
8/23/2023	9/1/2023			Rheem RA15 A.C	Reviewed No Exceptions	
8/23/2023	9/1/2023			wiring diagram for Rheem RA15 A	Reviewed No Exceptions	
8/24/2023		230000.03	230000	Louver Color Charts	Reviewed No Exceptions	
		260000.01	260000	Electrical, Lighting, Controls		
8/6/2023	8/16/2023			Lighting Controls	Reviewed Exceptions Noted	
8/6/2023	8/16/2023			Wiring Device	Revise and Resubmit	
8/6/2023	8/16/2023			Square D	Reviewed Exceptions Noted	
8/23/2023	8/23/2023	260000.02	260000	Wiring Device	Reviewed No Exceptions	
9/6/2023	9/13/2023	260000.03	260000	Lighting Submittals	Reviewed Exceptions Noted	
9/21/2023		283111.01	283111	Fire Alarm Submittal		
9/26/2023	9/29/2023			Fire Alarm Submittal	Reviewed Exceptions Noted	
9/26/2023	9/29/2023			285123 Submittal	Reviewed No Exceptions	
9/26/2023	9/29/2023			Data Submittal	Revise and Resubmit	
8/30/2023	9/5/2023	323300.01	323300	Entrance Ramp	Revise and Resubmit	
9/27/2023	9/27/2023	323300.02	323300	Entrance Ramp Resubmittal	Rejected	

# APPLICATION AND CERTIFICATION FOR PAYMENT

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

AIA DOCUMENT G702  
APPLICATION NO 3

PAGE ONE OF TWO PAGES

	OWNER
X	ARCHITECT
	CONTRACTOR

FROM CONTRACTOR: VIA ARCHITECT:  
Diamond Design & Construction, Inc.  
1001 E Lincoln Street  
Bloomington, IL 61701  
CONTRACT FOR: Metamora Public Library Renovatio

45224

PROJECT NOS: 50161541

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.

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.

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)	\$	573,269.20
5. RETAINAGE:		
a. 0.1 % of Completed Work (Column D + E on G703)	\$	57,326.92
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	57,326.92
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	515,942.28
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	270,999.65
8. CURRENT PAYMENT DUE	\$	244,942.63
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	452,989.33

By: Rick Johnson Date: October 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 ..... \$ 244,942.63

(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: By: [Signature] Date: 11/8/23

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

Contractor's signed certification is attached.

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

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

APPLICATION NO: 3

APPLICATION DATE: 10.25.2023

PERIOD TO: 10.25.2023

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					
2	Carpentry Demo	\$ 38,313.00	\$ 36,000.00	\$ 2,313.00		\$ 38,313.00	\$ 1.00	\$ -	\$ 3,831.30
3	Rough Carpentry	\$ 78,189.00	\$ 75,682.00	\$ 2,507.00		\$ 78,189.00	\$ 1.00	\$ -	\$ 7,818.90
4	Trim Carpentry	\$ 63,910.00		\$ 14,357.66		\$ 14,357.66	\$ 0.22	\$ 49,552.34	\$ 1,435.77
5	Insulation	\$ 11,330.00		\$ 11,330.00		\$ 11,330.00	\$ 1.00	\$ -	\$ 1,133.00
6	Drywall	\$ 10,450.00		\$ 10,450.00		\$ 10,450.00	\$ 1.00	\$ -	\$ 1,045.00
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		\$ 126,225.00		\$ 126,225.00	\$ 0.85	\$ 22,275.00	\$ 12,622.50
11	Masonry	\$ 20,130.00	\$ 20,130.00	\$ -		\$ 20,130.00	\$ 1.00	\$ -	\$ 2,013.00
12	Storefront	\$ 47,245.00		\$ 32,048.50		\$ 32,048.50	\$ 0.68	\$ 15,196.50	\$ 3,204.85
13	Ceilings	\$ 66,000.00							
14	HVAC	\$ 88,990.00	\$ 40,261.00	\$ 22,000.00		\$ 62,261.00	\$ 0.70	\$ 26,729.00	\$ 6,226.10
15	Electrical	\$ 163,493.00	\$ 17,457.84	\$ 30,207.32		\$ 47,665.16	\$ 0.29	\$ 115,827.84	\$ 4,766.52
16	Plumbing	\$ 18,920.00	\$ 6,500.00	\$ -		\$ 6,500.00	\$ 0.34	\$ 12,420.00	\$ 650.00
17	Signage	\$ 5,720.00		\$ 5,720.00		\$ 5,720.00	\$ 1.00	\$ -	\$ 572.00
CO 1	(Add any change order(s) descriptions)	\$ 26,131.00	26131.61	\$ -		\$ 26,131.61	\$ 1.00	\$ (0.61)	\$ 2,613.16
<b>GRAND TOTALS</b>		<b>\$ 968,931.00</b>	<b>\$ 301,110.72</b>	<b>\$ 272,158.48</b>	<b>\$ -</b>	<b>\$ 573,269.20</b>	<b>\$ 11.35</b>	<b>\$ 272,681.80</b>	<b>\$ 57,326.92</b>

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

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

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

From: 360 Electric & Heating  
180 Detroit Ave.  
Morton IL 61550

Date: 19-Oct-23

The undersigned, in consideration of and conditioned upon payment of \$ 33,714.90  
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

25<sup>th</sup> day of October, 2023.

Signature Cynthia A. Wibben

Notary Public My Commission Expires 4/15/26 City, State



Subcontractor:

360 Electric & Heating

Name:

~~Rich Johnson~~ Scott Sauder

Signature:

[Signature]  
authorized officer

Title:

President Manager

Street

1801 E Lincoln Street 180 Detroit Ave

City, State

Bloomington, IL Morton IL 61550

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

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

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

From: Knapp Concrete Contractors, Inc.  
150 E Martin Drive  
Goodfield IL 61742

Date: 19-Oct-23

The undersigned, in consideration of and conditioned upon payment of \$ 8,089.20  
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.
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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: Knapp Concrete Contractors, Inc.

Name: Colin Knapp

Subscribed and sworn to before me this  
24 day of October, 2023.

Signature: *Colin Knapp*  
(authorized officer)

Signature *Rachel Hodel*

Title: VP

Street 150 E Martin Dr

Notary Public My Commission Expires \_\_\_\_\_ City, State

Goodfield, IL 61742





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

To: Diamond Design & Construction, Inc.  
1001 E Lincoln Street  
Bloomington, IL 61701

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

From: ~~Dia~~<sup>DIA</sup> Garneau Construction, Inc. Diamond Design & Con Date: 19-Oct-23  
P.O. Box 877  
Bloomington, IL 61701

The undersigned, in consideration of and conditioned upon payment of \$ 17,055.00  
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**

Subscribed and sworn to before me this

23<sup>rd</sup> day of Oct., 2023.

Signature: Denise M. Palat

Notary Public My Commission Expires 4/19/26

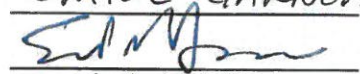
Subcontractor:

DiaGarneau Construction, Inc.mor

Name:

EMILE GARNEAU

Signature:

  
(authorized officer)

Title:

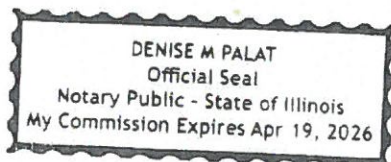
President

Street

1001 E Lincoln Street

City, State

Bloomington, IL



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

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

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

From: Grimm Electric, Inc.  
PO Box 440  
Morton IL 61550

Date: 19-Oct-23

The undersigned, in consideration of and conditioned upon payment of \$ 12,957.84  
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

25 day of October, 2023.

Signature Linda Miller

Notary Public My Commission Expires 8/05/24

Subcontractor: Grimm Electric, Inc.

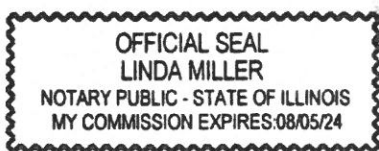
Name: Robert Miller

Signature: *Robert Miller*  
(authorized officer)

Title: President

Street: Grimm Electric In

City, State: P.O. Box 440 Morton IL 61550



**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 & Constrcuton, Inc.  
1001 E Lincoln Street  
Bloomington, IL 61701

Date: 25-Oct-23

The undersigned, in consideration of and conditioned upon payment of \$ 17,147.02  
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:	<u>Diamond Design &amp; Constrcuton, I</u>
	Name:	<u>Rick Johnson</u>
Subscribed and sworn to before me this	Signature:	<u></u> (authorized officer)
_____ day of _____, 20_____.	Title:	<u>President</u>
Signature _____	Street	<u>1001 E Lincoln Street</u>
Notary Public My Commission Expires _____	City, State	<u>Bloomington, IL</u>

## **IPDPL 2024 Holiday List**

January 1 – Monday - New Years Day

January 15 – Monday – Marting Luther King Jr. Day

May 27 – Monday – Memorial Day

July 4 – Thursday – Independence Day

September 2 – Monday - Labor Day

November 11 – Monday – Veterans Day

November 27 – Wednesday (All branches close at 4 pm)

November 28 – Thursday – Thanksgiving Day

November 29 – Friday – Day after Thanksgiving Day

December 24 – Tuesday – Christmas Eve

December 25 – Wednesday – Christmas

December 31 – Tuesday – New Year's Eve

January 1, 2025 - Wednesday – New Year's Day

## **Christmas List for Employee Gift Cards 2023**

Dawn Smith \$200.00  
Amy Mientus \$100.00 (4)  
Kim Scurlock \$100.00  
Sam Huber \$100.00  
Donna Forbis \$100.00  
Pam Kingham \$75.00 (8)  
Donna Adami \$75.00  
Nel Babitzke \$75.00  
Jane Kolb \$75.00  
Sandra Steffen \$75.00  
Daisy Fritz \$75.00  
America Baer \$75.00  
Jessica Wear \$75.00  
Lindsey Baldrige \$50 (12)  
JoEllyn Curry \$50  
Becca Deitrick \$50  
Lindsey Gilles \$50  
Alex Kamm \$50  
Madelyn Lankston \$50  
Linda Moore \$50  
Vickie Paluska \$50  
Danita Scheirer \$50  
Brenda Schertz \$50  
Mary Jo Zulz \$50  
Mary Kamp \$50.00

Gift Card Total: \$1,800  
Fees: \$100.75  
Total: \$1,900.75

# Marketing & Events Coordinator

Supervisor  
Library Director

Classification  
Non-Exempt, Regular Full-Time, Salary Grade 4

## General Statement of Responsibilities

Develops and executes comprehensive marketing strategy and services for the library; creates and implements programming for the library; maintains statistics; performs responsible and varied clerical library services; performs clerical-administrative work; assists patrons in using library services and facilities.

## 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.

## Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Acts as Germantown Hills branch manager.
- Receives and responds to general information requests by telephone or in writing.
- Creates comprehensive marketing plan to support all branches and the district as a whole.
- Oversees implementation of marketing plan to include, but not be limited to, the following elements:
  - Prepares and implements adult library programming.
  - Coordinates adult programming with branch staff.
  - Markets children's programming at the direction of the Youth Services Librarian and helps coordinate the summer reading program.
  - Markets library programming and services online and in traditional media.
  - Assists in maintaining library website.
- 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.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Performs related tasks as assigned.

Adopted: June 5, 2019

Amended: January 7, 2020

Amended: November 14



397 Main Street, PO Box 1130  
 Chester, VT 05143  
 Toll Free: (800) 243-7694  
 Fax: (802) 875-2904  
 custservice@newsbank.com

Renewal Notice:  
 Customer Number:

RN1102361  
 50258

NB

<b>Bill to:</b> 50258 Illinois Prairie Library District Attn: Grant Fredericksen 208 East Partridge Street P.O. Box 770 METAMORA IL 61548	<b>Ship to:</b> 50258 Illinois Prairie Library District Attn: Grant Fredericksen 208 East Partridge Street P.O. Box 770 METAMORA IL 61548
--	--

<b>Invoice Date</b> 31 AUG 2023	<b>NET 30 DAYS</b>	<b>Ship Via</b> Internet
30 SEP 2023	<b>Salesperson</b> Jenna Main	<b>Purchase Order Number</b>

Description	Quantity	Amount
Annual Subscription February 2024 - January 2025  - Peoria Journal Star (IL) Collection - Peoria Journal Star - <i>Online Training</i> - <i>Special Reports and News</i> - Woodford Times (Metamora, Eureka, IL)	1	5468.50
		<b>5,468.50</b>
<b>TOTAL DUE</b>		

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

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## Director's Remarks for November 14, 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.

- *The front exterior is almost complete and gorgeous. We have received many compliments on the change.*
- *Construction is 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 attended both the MGS and GTH grade school vendor events.*
- *Sam visited the MGS 5<sup>th</sup> grade classrooms and helped them set up Hoopla accounts.*
- *We are investigating if there is an interest in TumbleBooks at the schools and could potentially upgrade so classrooms could have unlimited access.*

### **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.

- Sam attended and helped out at the Family Night event at MGS on November 10<sup>th</sup>.

### **ADDITIONALLY**

- **Congratulations to Jack who received MABA's 2023 Distinguished Service Award during this year's Prayer Breakfast.**
- **The staff Christmas party is on November 29<sup>th</sup> at the SV center.**

### **October Door Count (FY2023-2024)**

Benson: 146 (749)

GHills: 2,583 (11,774)

Metamora: 1,177 (4,343)

Roanoke: 523 (2,347)

SBay: 548(2,339)

Washburn: 302(1,087)

### **Wi-fi Usage**

October: 446 (2,091)



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	0	19	227
October	475	538	0	39	213
November					
December					
January					
February					
March					
April					
May					
June					
Total	2,074	1,709	35	112	852

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	371	668	8	21	27	15
November						
December						
January						
February						
March						
April						
May						
June						
Total	1,092	2,605	20	72	154	55

**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	72	1127	1119	389	148	135	10	958	3958
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>311</b>	<b>4958</b>	<b>4095</b>	<b>1589</b>	<b>577</b>	<b>454</b>	<b>106</b>	<b>3560</b>	<b>15650</b>

**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	78	1579	1751	747	121	212	10	4498
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>500</b>	<b>6980</b>	<b>6383</b>	<b>3015</b>	<b>512</b>	<b>502</b>	<b>106</b>	<b>17998</b>

**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	4	54	115	72	3	2
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>19</b>	<b>318</b>	<b>488</b>	<b>201</b>	<b>10</b>	<b>5</b>

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	1	211	14	27	15	11
November						
December						
January						
February						
March						
April						
May						
June						
Total	10	928	75	111	39	46



**LIBRARYMARKET**

PO Box 17332  
Jonesboro, AR 72403  
(888) 234-3805  
info@librarymarket.com

# Product Features

## LibraryWebsite

# LibraryWebsite



# OUR WORK



## Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

[www.madisonlibrary.org](http://www.madisonlibrary.org)

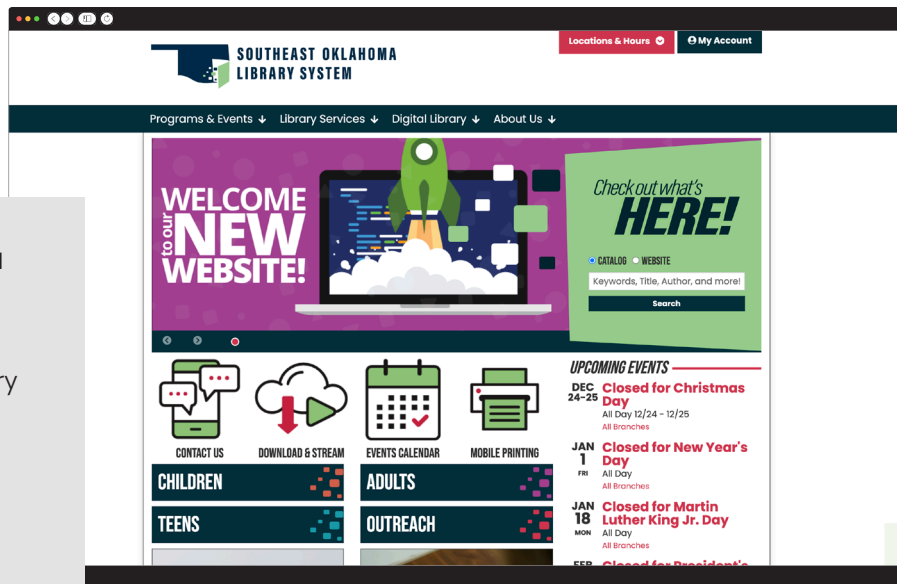


## Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

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



Check out our website for even more examples of our work & product details! [www.librarymarket.com](http://www.librarymarket.com)

# OUR WORK

CONTINUED



## Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

[www.amespubliclibrary.org](http://www.amespubliclibrary.org)



## Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

[www.sayvillelibrary.org](http://www.sayvillelibrary.org)



Check out our website for even more examples of our work & product details! [www.librarymarket.com](http://www.librarymarket.com)

# FEATURES

## LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



### **Modern, Clean Theme with Logo & Color Scheme**

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



### **Efficient Navigation**

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



### **Speed & Reliability**

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.



# FEATURES

CONTINUED

LibraryWebsite



## Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



## Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



## CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



## Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

# FEATURES

CONTINUED

## LibraryWebsite



### Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** - displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



### Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

# FEATURES

CONTINUED

LibraryWebsite



## Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



## Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



## Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



## Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



## Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

# FEATURES

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### Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content



### Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place all content from the package on the new website with appropriate caps placed on archived content such as board minutes or blog posts; staff receives thorough training that allows them to place any new content after site launch. Library staff will export overall calendar content to the new Library**Calendar** system, including events, registrations, and room reservations (an optional, add-on migration service is available for a limited set of other calendar platforms—see Library**Calendar** section for more detail).



### Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

# FEATURES

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LibraryWebsite



## Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



## Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



## Accessibility

Library Market designs and develops websites in compliance with WCAG 2.0 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



## Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



## Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

# FEATURES

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### Optional Services

**Slide Package** – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

**Support Retainer** – 36 hours of post-launch development or design work for any client requests for new features.



### Technical Specifications

Content Management System	Drupal 8
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 7
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

## Monthly Programming

October 2023

### Special Programs

**Candy Scavenger Hunt:** Participants had to search the library to locate pictures of candy throughout the branch. 72 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 9, GH = 22, M = 14, R = 31, SB = 6, W = 21.

**Chills & Thrills with Stephen Graham Jones:** October 4, Zoom Event (Illinois Libraries Present). Horror author Stephen Graham Jones talked with Becky Spratford about writing scary stories and his inspirations. We had 2 participants register for the program. 3 attended live, and a link to the recording was sent to all registered for asynchronous viewing after the event.

**Princess Pop-Up Movie Day:** October 7, Germantown Hills. Unadvertised screening of *Snow White and the Seven Dwarfs*. Attendance total: 2 children.

**Local Author Series – Sylvia Shults:** October 11, Germantown Hills. Sylvia Shults presented “Oddities & Mysteries,” a program about some of the strange and weird true stories she has encountered over the years while researching her paranormal non-fiction books. Attendance totals: 10 adults.

**Food, Family, and Folktales: A Conversation with Grace Lin:** October 14, Zoom Event (Illinois Libraries Present). Award-winning children’s author Grace Lin talked about writing and illustrating for children. We had 3 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.

**Making the Most of the Library: Apps and Digital Resources:** October 20, Germantown Hills. This is a recurring program, offered semi-regularly, to inform and instruct patrons about electronic services and resources the library offers. Attendance totals: 7 adults.

**Metamora Grade School PTO Craft & Vendor Show:** October 28, Metamora Grade School. IPDPL set up an information booth at the MGS PTO Craft & vendor show. We handed out recipe bookmarks from the A to Z databases and IPDPL refrigerator clips. We also held a shredded book contest. There were 14 entries for the contest (9 correct), and Hayla Peters was chosen as the winner of a \$25 Barnes & Noble gift card. Attendance total: 119. Age group breakdown was not tallied.

### Beanstack

*1,000 Books Before Kindergarten* ongoing challenge: Readers are challenged to log 1,000 reading sessions before beginning Kindergarten. We had 2 new registrations in October. We had 7 active readers in October, logging 296 books for 10 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 was 1 new reader added in October. 18 readers made at least one log entry during the month. Readers logged 12,114 minutes (201.9 hours) of reading in October, earning 12 badges. We had no challenge completions in October.

The monthly challenge for October was *Banned Book Bingo*. Readers were challenged to complete a “BINGO” on a 4x4 Bingo card by logging reading and completing activities. We had 14 registrations and 9 active readers. Readers logged 5,565 minutes (92.75 hours) of reading and completed 37 activities in October, earning 128 badges. 5 readers completed at least 1 BINGO, and 3 readers earned a “Blackout BINGO” by reading 10 hours, completing all 5 activities, and writing at least one book review for our Beanstack website.

### **Children’s Programming**

**Baby Bookworms:** Baby Bookworms meets twice a week, once each at Germantown Hills and Metamora. There were 4 sessions at each location in October. Participant totals for October: GH = 45 (24 children, 21 adults), M = 25 (11 children, 11 adults).

**Story Time:** Story Time meets 6 times per week, once at each branch. Totals for October: B = 13 (9 children, 4 adults); GH = 39 (28 children, 11 adults); M = 0; R = 27 (17 children, 10 adults); SB = 18 (12 children, 6 adults); W = 41 (31 children, 10 adults).

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

- 10/6 – Little Oaks Daycare (ages 7 – 11) - Total Attendance: 8 (7 children, 1 adult)
- 10/13 – Germantown Hills Grade School Kindergarten Class Visit (ages 2 – 6) – Total Attendance: 86 (78 children, 8 adults)
- 10/13 – Germantown Hills Grade School 3<sup>rd</sup> Grade Class Visit (ages 7 – 11) – Total Attendance: 125 (118 children, 7 adults)
- 10/16 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 10 (8 children, 2 adults) – 24 Take & Make kits distributed
- 10/19 – Little Oaks Daycare (ages 2 – 6) – Total attendance: 38 (34 children, 4 adults) – 52 Take & Make kits distributed
- 10/23 – Metamora Grade School 5<sup>th</sup> Grade Resource Instruction (ages 7 – 11) – Total Attendance: 47 (42 children, 5 adults)
- 10/30 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 12 (10 children, 2 adults) – 22 Take & Make kits distributed

### **Library Spaces Usage**

**Germantown Hills:** The Meeting Room was reserved 1 time for a private function. Study Room A was reserved 22 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 80 times in October.

**Roanoke:** The Meeting Room was reserved 13 times for private functions. The Study Room was not used in October.



## **Recurring Programs**

**Book Buzz Book Club:** October 10, Germantown Hills. The book for October was *The Happiest Man on Earth: The Beautiful Life of an Auschwitz Survivor*, by Eddie Jaku. 13 adults attended.

**BYOB Club:** October 26, Germantown Hills. This was the second scheduled session attempting to launch a teen book club. Again, no one attended. This program is being suspended for the remainder of the year and will be revisited in early 2024.

**Children's Play Spaces:** Tracking engagement with toy kitchens and train tables. G = 114, M = 28, R = 74.

**Coloring Pages:** Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in September. A total of 61 pages were distributed between the branches.

**Email Newsletter:** 21,522 Wowbrary email newsletters were sent to 4,283 active users.

**General Reference Questions:** 249 reference questions were answered in September.

**Germantown Hills Garden Club:** The Garden Club did not meet at the library in October.

**Jigsaw Puzzles:** October puzzle counts: B = 32, M = 0, SB = 14.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 43 knitters attend in October. Weekly breakdown: 10/4 = 12; 10/11 = 9; 10/18 = 13; 10/25 = 9.

**LEGO Clubs:** LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 13, M = 0, R = 2, W = 17 (14 children, 3 adults).

**The Papercrafter's Workshop:** This group met twice in October. Attendance totals: 10/3 = 4 adults; 10/17 = 4 adults.

**Patron Tech Support:** Staff provided patron tech support 72 times in October.

**Peoria Poetry Club:** October 14, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 14 people at the October meeting.

**Popcorn Night:** October 12, Spring Bay. 14 bags of popcorn were handed out.

**Spring Bay Bookies:** October 2, Spring Bay. The book for October was *Small Great Things* by Jodi Picoult. There were 10 people in attendance.

**Take & Make Kits:** The October Take & Make kit was a handprint porcupine. A total of 141 kits were distributed. Branch totals: B = 8; GH = 75; M = 21; R = 12; SB = 8; W = 17.

**Teen Advisory Board:** October 17, Black Partridge Park. The TAB was scheduled to go hiking (per TAB member requests), but no teens attended. TAB is being put on hiatus for the rest of the year, pending review, and is scheduled to return in early 2024.

## Monthly Marketing Report

### October 2023

**Ad Spend:** WCBU aired 20 spots promoting the Sylvia Shults author event.

**Coverage:** We had two listings of upcoming events in the *Woodford County Journal* in October.

**Press Releases:** No new press releases were sent in October.

**Social Media:** Ongoing analytics are included below.

### Facebook

#### Facebook Page Performance

Month	Posts	vs. Previous Month	Stories	vs. Previous Month	Page Reach <sup>1</sup>	vs. Previous Month	Page Visits <sup>2</sup>	vs. Previous Period <sup>3</sup>	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 <sup>3</sup>	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
October 2023	31	↓ 24.4%	0	0%	2,369	↓ 58.1%	761	↓ 19.7%	8	↓ 63.6%	1,868

<sup>1</sup> **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.

<sup>2</sup> **Visits** measures the number of times people visited the IPDPL Facebook page.

<sup>3</sup> **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

<b>Age</b>	<b>Women</b>	<b>Men</b>
18 – 24	0.9%	0.3%
25 – 34	12.4%	2.6%
34 – 44	30.0%	3.9%
45 – 54	18.6%	2.8%
55 – 64	10.4%	1.5%
65 +	13.8%	2.8%

Metamora, IL	21.9%
Germantown Hills, IL	21.5%
Peoria, IL	8.6%
Roanoke, IL	4.3%
Washington, IL	3.5%
East Peoria, IL	2.7%
Washburn, IL	2.7%
Eureka, IL	1.3%
Spring Bay, IL	1.3%
Morton, IL	1.2%

## Instagram

### Instagram Page Performance

<b>Month</b>	<b>Posts</b>	<b>vs. Previous Month</b>	<b>Stories</b>	<b>vs. Previous Month</b>	<b>Page Reach<sup>1</sup></b>	<b>vs. Previous Month</b>	<b>Profile Visits<sup>2</sup></b>	<b>vs. Previous Period</b>	<b>New Followers</b>	<b>vs. Previous Month<sup>3</sup></b>	<b>Total Followers</b>
<b>April - May 2023</b>	15	N/A	1	N/A	46	↑ 100%	63	↑ 100%	77	Not Available	77
<b>June 2023</b>	9	↓ 35.7%	1	↓ 35.7%	45	↑ 2.3%	23	↓ 48.9%	15	Not Available	92
<b>July 2023</b>	16	↑ 77.8%	4	↑ 300%	85	↑ 88.9%	22	↓ 4.3%	18	↑ 63.6%	105
<b>August 2023</b>	10	↓ 37.5%	0	↓ 100%	45	↓ 47.1%	14	↓ 36.4%	9	↓ 50%	114
<b>September 2023</b>	21	↑ 110%	1	↑ 100%	62	↑ 37.8%	16	14.3%	3	↓ 66.7%	113
<b>October 2023</b>	17	↓ 19%	1	0%	50	↓ 19.4%	4	↓ 75%	2	↓ 33.3%	115

<sup>1</sup> *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.

<sup>2</sup> *Visits* measures the number of times people visited the IPDPL Instagram profile.

<sup>3</sup> 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 <sup>1</sup>	Impression Click-through Rate <sup>2</sup>
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%
October 2023	707	11.2	7,173	5.5%

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

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

### YouTube Audience

Month	Returning Viewers <sup>1</sup>	Unique Viewers <sup>2</sup>	Subscribers <sup>3</sup>
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
October 2023	67	492	0

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

<sup>2</sup> *Unique Viewers* discovered our channel for the first time in the measurement period.

<sup>3</sup> *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

- 3,451 visits to our website
- 979 visitors
- 527 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 401 clicks on digital resource links (eBooks, audiobooks, and streaming books read 195 clicks on the link to the RSA online catalog
- 107 clicks on the link to the library Calendar of Events
- online)
- 34 clicks on the IPDPL Beanstack link
- 25 Database links used 176 times
- 11 clicks on social media links (Facebook, Instagram, YouTube)
- 11 clicks on the Explore More Illinois link