

December 12, 2023

Board Packet





ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, December 12, 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 Metamora Branch Hours
7. Discussion and Approval of Xerox Contract
8. Director's Remarks
9. Comments to guide future agendas.
10. Adjournment

The next regular meeting will be Tuesday January 9,
2024, 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, 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. Meeting was called to order, present A. Hicks, C. Kaufman, E Rainville, J. Weddle, M. Coker, D. Smith, and H. Booker. Absent J. Zobrist
2. Minutes of the last regular meeting, motion to approve by J. Weddle and second by E. Rainville. All in favor and motion passed.
3. Public comments, no comments
4. Treasurer's Report – approval of bills and requisitions, motion to approve by C. Kaufman and second by E. Rainville. All in favor, motion passed.
5. Metamora Branch Project, currently ahead of schedule.
6. Discussion and Approval of 2024 Holiday List, motion to approve by M. Coker and second by J. Weddle. All in favor, motion passed.
7. Discussion and Approval of Staff Gift Cards, motion to approve by E. Rainville and second by M. Coker. All in favor, motion passed.
8. Discussion and Approval of Job Description, motion to approve by C. Kaufman and second by H. Booker. All in favor, motion passed.
9. Discussion and Approval of Newsbank Renewal, motion to approve by M. Coker and second by C. Kaufman. All in favor, motion passed.
10. Discussion
11. Director's Remarks, recently done a lot of school visits focusing on issuing library cards. Asking schools about interest in Tumblebooks.
12. Comments to guide future agendas, gathering information on website upgrade and Metamora branch hours
13. Adjournment, E. Rainville made a motion to adjourn and C. Kaufman second. All in favor, motion adjourned.

Illinois Prairie District Public Library

12/11/23

Check Register

Accrual Basis

December 2023

	<u>Dec 23</u>
AmazonBusiness	967.74
Ameren Illinois	1,921.33
Amy Mientus	37.01
Baker & Taylor	1,010.63
Blue Cross Blue Shield of Illinois	6,281.25
Caterpillar Trail Public Water District	35.60
Cengage Learning, Inc.	364.36
CLA Services Inc	525.00
ComEd	85.01
Commerce Bank - Commercial Cards	2,602.97
Daniel E O'Brien MD LLC	4,000.00
Dawn Smith	275.62
Dewberry Architects, Inc.	6,892.00
Diamond Design & Construction Inc	87,034.02
Federal Companies	2,564.00
GFL Environmental	86.41
Heartland Internet, Inc.	49.95
Henricksen and Company, Inc.	90,409.48
Hoopla	2,218.36
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Joe McGuire	266.00
Kanopy Inc	12.00
Kirby Foods Metamora	64.40
Kiwanis Club of Metamora	125.00
Mediacom	506.70
Midwest Tape	168.67
MTCO	294.24
Nena Hardware Peoria	62.97
NewsBank	7,868.50
Nicor Gas	142.92
Orkin	499.97
Pam Kingham	468.33
Purity Plus Water Systems	50.95
Rebecca Deitrick	47.16
RK Dixon - IA	2,741.10
Roanoke Water-Sewer Department	49.71
Samantha Huber	251.36
Terry's Window Cleaning, Inc.	133.00
Thompson Electronics Company	725.00
Village of Germantown Hills	44.84
Village of Metamora	104.65
Village of Washburn	182.33
VoiceSpring	499.21
TOTAL	<u>223,914.75</u>

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

	Nov 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	31,030.92	75,966.67	-44,935.75	40.8%
31100 · Property Tax - Audit	950.12	2,083.33	-1,133.21	45.6%
31200 · Property Tax - IMRF	2,248.53	5,179.17	-2,930.64	43.4%
31300 · Property Tax - Social Security	2,248.53	5,208.33	-2,959.80	43.2%
31400 · Property Tax - Tort/Liability	5,686.98	8,750.00	-3,063.02	65.0%
31500 · Property Tax - Bldg/Maintenance	4,151.22	10,125.00	-5,973.78	41.0%
31600 · Property Tax - Working Cash	10,315.04	25,320.83	-15,005.79	40.7%
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	266.42	1,200.00	-933.58	22.2%
38000 · Donations	6,590.00	1,250.00	5,340.00	527.2%
38400 · Interest Income - Per Capita	98.52	8.33	90.19	1,182.7%
38500 · Interest Income - General	5,841.86	250.00	5,591.86	2,336.7%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	4,892.35	250.00	4,642.35	1,956.9%
39000 · Interest Income - Spec Reserve	5,348.34	50.00	5,298.34	10,696.7%
39191 · Interest Income - Bldg/Maint	623.99	50.00	573.99	1,248.0%
39200 · Interest Income - Working Cash	3,523.73	333.00	3,190.73	1,058.2%
39300 · Interest Income - Gift	1,602.30	83.00	1,519.30	1,930.5%
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	1,200.00	0.00	1,200.00	100.0%
Total Income	86,724.42	139,107.66	-52,383.24	62.3%
Expense				
40100 · Salaries	38,097.81	39,871.00	-1,773.19	95.6%
40500 · Hospital Insurance	5,972.75	9,500.00	-3,527.25	62.9%
40600 · Staff Education	815.29	1,250.00	-434.71	65.2%
41000 · Books - Adult	3,011.14	2,292.00	719.14	131.4%
41100 · Books - Children	3,044.97	2,291.00	753.97	132.9%
41300 · Periodicals	0.00	833.00	-833.00	0.0%
41500 · Audio - Visual	580.41	1,000.00	-419.59	58.0%
41600 · Video / DVD Tapes	559.22	666.67	-107.45	83.9%
41700 · Electronic Materials	5,059.17	4,166.67	892.50	121.4%
41800 · RSA Online	0.00	2,416.67	-2,416.67	0.0%
42000 · Online Computer Library Center	0.00	916.67	-916.67	0.0%
42100 · Office Supplies	2,884.95	1,250.00	1,634.95	230.8%
42400 · Mileage and Expenses	1,921.57	1,250.00	671.57	153.7%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44360 · Building - Metamora	0.00	114,583.33	-114,583.33	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	3,868.69	2,500.00	1,368.69	154.7%
44999 · Capital Outlay	273,081.56			
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	2,313.41	4,000.00	-1,686.59	57.8%
45200 · Water and Sewer	226.25	250.00	-23.75	90.5%
45300 · Telephone	499.27	750.00	-250.73	66.6%
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	0.00	0.00	0.00	0.0%
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	-1,037.50	5,179.17	-6,216.67	-20.0%
70300 · Social Security Employer	2,349.61	4,221.13	-1,871.52	55.7%
70400 · Medicare Employer	549.49	987.20	-437.71	55.7%
72300 · Insurance	755.00	8,750.00	-7,995.00	8.6%
72400 · Legal	96.00	583.33	-487.33	16.5%
72500 · Maintenance	7,232.07	10,125.00	-2,892.93	71.4%

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12/12/23

Accrual Basis

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

	<u>Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	711.00	833.33	-122.33	85.3%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>353,625.35</u>	<u>229,716.17</u>	<u>123,909.18</u>	<u>153.9%</u>
Net Income	<u>-266,900.93</u>	<u>-90,608.51</u>	<u>-176,292.42</u>	<u>294.6%</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	798,419.94	911,600.00	-113,180.06	87.6%
31100 · Property Tax - Audit	24,479.39	25,000.00	-520.61	97.9%
31200 · Property Tax - IMRF	57,864.45	62,150.00	-4,285.55	93.1%
31300 · Property Tax - Social Security	57,864.45	62,500.00	-4,635.55	92.6%
31400 · Property Tax - Tort/Liability	146,330.41	105,000.00	41,330.41	139.4%
31500 · Property Tax - Bldg/Maintenance	106,825.68	121,500.00	-14,674.32	87.9%
31600 · Property Tax - Working Cash	265,398.97	303,850.00	-38,451.03	87.3%
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	1,967.28	14,400.00	-12,432.72	13.7%
38000 · Donations	7,903.07	15,000.00	-7,096.93	52.7%
38400 · Interest Income - Per Capita	468.42	100.00	368.42	468.4%
38500 · Interest Income - General	21,359.12	3,000.00	18,359.12	712.0%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	21,313.41	3,000.00	18,313.41	710.4%
39000 · Interest Income - Spec Reserve	31,674.18	600.00	31,074.18	5,279.0%
39191 · Interest Income - Bldg/Maint	2,872.28	600.00	2,272.28	478.7%
39200 · Interest Income - Working Cash	15,977.88	4,000.00	11,977.88	399.4%
39300 · Interest Income - Gift	7,950.79	1,000.00	6,950.79	795.1%
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%
39600 · Interest Income - Ded Gift	0.01			
39700 · Rent Income	3,000.00	0.00	3,000.00	100.0%
Total Income	1,670,944.10	1,669,300.00	1,644.10	100.1%
Expense				
40100 · Salaries	180,760.25	478,450.00	-297,689.75	37.8%
40500 · Hospital Insurance	31,201.29	114,000.00	-82,798.71	27.4%
40600 · Staff Education	6,795.62	15,000.00	-8,204.38	45.3%
41000 · Books - Adult	11,938.21	27,504.00	-15,565.79	43.4%
41100 · Books - Children	11,715.53	27,496.00	-15,780.47	42.6%
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	2,581.62	8,000.00	-5,418.38	32.3%
41700 · Electronic Materials	35,003.42	50,000.00	-14,996.58	70.0%
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	6,888.90	15,000.00	-8,111.10	45.9%
42400 · Mileage and Expenses	7,104.90	15,000.00	-7,895.10	47.4%
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	10,130.54	30,000.00	-19,869.46	33.8%
44999 · Capital Outlay	911,543.01			
45000 · Rent	1,121.34	2,000.00	-878.66	56.1%
45100 · Gas and Electric	15,562.95	48,000.00	-32,437.05	32.4%
45200 · Water and Sewer	1,533.01	3,000.00	-1,466.99	51.1%
45300 · Telephone	2,967.49	9,000.00	-6,032.51	33.0%
45600 · Internet	5,113.53	12,000.00	-6,886.47	42.6%
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	6,472.52	62,150.00	-55,677.48	10.4%
70300 · Social Security Employer	11,144.96	50,653.60	-39,508.64	22.0%
70400 · Medicare Employer	2,606.54	11,846.40	-9,239.86	22.0%
72300 · Insurance	45,002.02	105,000.00	-59,997.98	42.9%
72400 · Legal	4,719.76	7,000.00	-2,280.24	67.4%
72500 · Maintenance	49,165.23	121,500.00	-72,334.77	40.5%

8:51 AM

12/12/23

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	4,088.50	10,000.00	-5,911.50	40.9%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>1,469,985.80</u>	<u>2,756,600.00</u>	<u>-1,286,614.20</u>	<u>53.3%</u>
Net Income	<u>200,958.30</u>	<u>-1,087,300.00</u>	<u>1,288,258.30</u>	<u>-18.5%</u>

Illinois Prairie District Public Library
Profit & Loss
November 2023

	<u>Nov 23</u>
Income	
31000 · Property Tax - General	31,030.92
31100 · Property Tax - Audit	950.12
31200 · Property Tax - IMRF	2,248.53
31300 · Property Tax - Social Security	2,248.53
31400 · Property Tax - Tort/Liability	5,686.98
31500 · Property Tax - Bldg/Maintenance	4,151.22
31600 · Property Tax - Working Cash	10,315.04
34000 · Fines and Fees	266.42
38000 · Donations	6,590.00
38400 · Interest Income - Per Capita	98.52
38500 · Interest Income - General	5,841.86
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	4,892.35
39000 · Interest Income - Spec Reserve	5,348.34
39191 · Interest Income - Bldg/Maint	623.99
39200 · Interest Income - Working Cash	3,523.73
39300 · Interest Income - Gift	1,602.30
39700 · Rent Income	1,200.00
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Total Income	86,724.42
Expense	
40100 · Salaries	38,097.81
40500 · Hospital Insurance	5,972.75
40600 · Staff Education	815.29
41000 · Books - Adult	3,011.14
41100 · Books - Children	3,044.97
41500 · Audio - Visual	580.41
41600 · Video / DVD Tapes	559.22
41700 · Electronic Materials	5,059.17
42100 · Office Supplies	2,884.95
42400 · Mileage and Expenses	1,921.57
44800 · Programming / PR	3,868.69
44999 · Capital Outlay	273,081.56
45000 · Rent	182.33
45100 · Gas and Electric	2,313.41
45200 · Water and Sewer	226.25
45300 · Telephone	499.27
45600 · Internet	850.89
60400 · IMRF Employer	-1,037.50
70300 · Social Security Employer	2,349.61
70400 · Medicare Employer	549.49
72300 · Insurance	755.00
72400 · Legal	96.00
72500 · Maintenance	7,232.07
72600 · Professional Fees	711.00
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Total Expense	353,625.35
Net Income	<hr/> -266,900.93 <hr/>

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

	Jul '23 - Jun 24
Income	
31000 · Property Tax - General	798,419.94
31100 · Property Tax - Audit	24,479.39
31200 · Property Tax - IMRF	57,864.45
31300 · Property Tax - Social Security	57,864.45
31400 · Property Tax - Tort/Liability	146,330.41
31500 · Property Tax - Bldg/Maintenance	106,825.68
31600 · Property Tax - Working Cash	265,398.97
32000 · State Corporate Replacement Tax	67,269.06
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	1,967.28
38000 · Donations	7,903.07
38400 · Interest Income - Per Capita	468.42
38500 · Interest Income - General	21,359.12
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	21,313.41
39000 · Interest Income - Spec Reserve	31,674.18
39191 · Interest Income - Bldg/Maint	2,872.28
39200 · Interest Income - Working Cash	15,977.88
39300 · Interest Income - Gift	7,950.79
39500 · Miscellaneous Income	215.26
39600 · Interest Income - Ded Gift	0.01
39700 · Rent Income	3,000.00
Total Income	1,670,944.10
Expense	
40100 · Salaries	180,760.25
40500 · Hospital Insurance	31,201.29
40600 · Staff Education	6,795.62
41000 · Books - Adult	11,938.21
41100 · Books - Children	11,715.53
41300 · Periodicals	134.99
41500 · Audio - Visual	1,926.81
41600 · Video / DVD Tapes	2,581.62
41700 · Electronic Materials	35,003.42
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	6,888.90
42400 · Mileage and Expenses	7,104.90
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	10,130.54
44999 · Capital Outlay	911,543.01
45000 · Rent	1,121.34
45100 · Gas and Electric	15,562.95
45200 · Water and Sewer	1,533.01
45300 · Telephone	2,967.49
45600 · Internet	5,113.53
47200 · Computer Equipment	1,221.22
49000 · Per Capita	12,269.37
52200 · Audit	12,690.00
60400 · IMRF Employer	6,472.52
70300 · Social Security Employer	11,144.96
70400 · Medicare Employer	2,606.54
72300 · Insurance	45,002.02
72400 · Legal	4,719.76
72500 · Maintenance	49,165.23
72600 · Professional Fees	4,088.50
Total Expense	1,469,985.80
Net Income	200,958.30

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

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	57,456.27
10800 · Petty Cash Checking Account	859.50
11400 · Savings Account	9,689.06
	68,004.83
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	21,816.97
10500 · Certificates	956,414.33
10600 · General Operating Fund	1,147,115.67
10700 · Special Reserve Fund	1,065,980.58
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	736,027.61
11100 · Gift Fund	354,802.38
11200 · Building Maintenance Fund	116,442.53
11300 · Tort Liability Fund	1,098,834.35
11500 · Dedicated Gift Fund	6.97
	5,905,835.20
Total Other Current Assets	
Total Current Assets	5,973,840.03
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
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	9,631,235.41
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	423,792.97
	9,631,235.41
Total Equity	
TOTAL LIABILITIES & EQUITY	9,631,235.41

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 11-1-2023	\$ 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
Transfer Online	\$ 270,000.00			\$ (270,000.00)							
Accounts Payable	\$ (316,563.36)										
First Payroll	\$ (15,509.06)										
Payroll Taxes	\$ (5,061.69)										
Fines & Fees (Met)	\$ 9.85										
Fines & Fees	\$ 256.57										
Miscellaneous Income											
Obits											
Donations	\$ 6,590.00										
Rent	\$ 1,200.00										
July - December eCommerce											
Second Payroll	\$ (14,234.49)										
Payroll Taxes	\$ (4,624.55)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Transfer	\$ 240,828.17										\$ (240,828.17)
Transfer from Bldg/Maint											
Transfer to/from Tort/Liab	\$ (240,828.17)			\$ 400.00				\$ 240,428.17			
Property Taxes	\$ 57,728.64										
Transfer to Bldg/Maint		\$ (9,052.45)		\$ 9,052.45							
Transfer to Gen Operating											
Transfer to/from Spec Reserve				\$ 273,081.56			\$ (273,081.56)				
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 44.36	\$ 543.55	\$ 0.01	\$ 5,196.25	\$ 1,602.30	\$ 98.52	\$ 5,348.34	\$ 4,782.16	\$ 3,323.88		
Balance 11-30-2023	\$ 57,456.27	\$ 116,442.53	\$ 6.97	\$ 1,147,115.67	\$ 354,802.38	\$ 21,816.97	\$ 1,065,980.58	\$ 1,098,834.35	\$ 736,027.61	\$ 9,689.06	\$ 956,414.33



MONTHLY PAY APPLICATION MEETING MINUTES

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: December 5, 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
Peter Truitt, Dewberry Architects

PENCIL PAY REQUEST: Is due to Dewberry to the attention of Peter Truitt. Received December 1, 2023.

REQUESTS FOR PAYMENT:

PAY REQUEST NO. 4

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	\$669,973.67
Percentage Complete	69.1%
Retainage	\$66,997.37
Previous Payments	\$515,942.28
Pay Amount	\$87,034.02
Construction Commenced	August 4, 2023
Substantial Completion	January 29, 2024
Percentage of Calendar Days Used to Date	69.1% (123 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	103	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	97	Contractor Pricing
8/17/2023	6		Sink Type Change	97	Contractor Pricing
8/31/2023	7		Lintel Above Rear Man Door	83	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		Approved - CO 2
9/26/2023	11		Provide Flush Mortar Joints on West Wall		\$8,497.50
11/2/2023	12		Exterior Treatment of Window Header		\$4,937.00
11/21/2023	13		LVT Change	1	Contractor Pricing
TBI	14		Siding Change		Approved - CO 2
TBI	15		Door Hardware Change		TBI

(TBI – To Be Issued)

- 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. Signage on front façade was installed
2. Exterior ramp and stair is being installed
3. Gypsum Board walls were mudded and taped
4. Interior painting has continued
5. Glazing was installed

Next 30 Days:

1. Flooring installation will begin
2. Acoustic Panel Ceiling installation will begin
3. Sheet metal will be installed at rear canopy
4. Trim out roof perimeter

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

Rick Johnson, Diamond Design and Construction

Q:\50161541\Constr\Meetings\Pay Request Review Meetings\Pay Request Review #4\Monthly Pay Application Meeting Agenda 2023.12.06.docx

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.				\$715.00		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		\$2,190.09		Approved - To Be Included in CO 002		\$2,190.09					10
11		Provide Flush Mortar Joints on West Wall			\$8,497.50					8,497.50			11
12		Window Header Details			\$4,937.00		Existing drawings showed a cast iron beam. Wooden beam is actually installed in the field.				\$4,937		12
13		LVT Change					Submitted sample showed colors not shown in smaller sample used in design						13
14		Siding Change		\$2,045.00		Approved - To Be Included in CO 002	Siding manufacturers stopped producing smooth siding during COVID. Will not begin production until 2024.				\$2,045		14
15		Door Hardware Change					Error discovered in the door hardware schedule						15
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0

		APPROVED	PENDING
TOTAL		\$33,985.70	\$14,149.50
	% of contract amount	3.60%	1.50%
TOTAL approved & pending	\$48,135.20	5.11%	
	Original contract amount	\$942,800.00	
total modified contract sum		\$990,935.20	

DOLLAR AMOUNT	\$2,190.09	\$0.00	\$8,497.50	\$33,829.19	\$3,619.00
% OF CONST. COST	0.23%	0.00%	0.90%	3.59%	0.38%
	ERROR	OMISSION	OWNER REQUEST	UNDISCOVERED	OTHER
	0.23%				



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

PROJECT NAME: IPDPL - Metamora Library Building Renovation

PROJECT # 50161541

UPDATED: 12/5/2023

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
			\$26,131.61
2	Pending	RFP 009 - Front Facade Tuckpointing	\$3,619.00
		RFP 010 - Electrical Floor Boxes	\$2,190.09
		RFP 014 - Siding Change	\$2,045.00
			\$7,854.09



PROJECT NAME:	IPDPL - Metamora Library Building Renovation	Complete
PROJECT #	50145878	Under Review
UPDATED:	12/5/2023	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		
11/8/2023		096519.01	096519	Resilient Tile Flooring		
11/8/2023		096813.01	096813	Tile Carpeting		
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	
11/17/2023		122413.01	122413	Roller Window Shades		
		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

PAGE ONE OF TWO PAGES

APPLICATION NO 4 rev01

Distribution to:

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

45224

PROJECT NOS: 50161541

FROM CONTRACTOR: VIA ARCHITECT:
Diamond Design & Construction, Inc.
1001 E Lincoln Street
Bloomington, IL 61701
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.

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.

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)	\$	669,973.67
5. RETAINAGE:		
a. 0.1 % of Completed Work (Column D + E on G703)	\$	66,997.37
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	66,997.37
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	602,976.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	515,942.28
8. CURRENT PAYMENT DUE	\$	87,034.02
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	365,955.31

CONTRACTOR: Diamond Design & Construction, Inc.

By: Rick Johnson Date: November 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 \$ 87,034.02

(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: 12/6/2023

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

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: 4 rev01

APPLICATION DATE: 11.25.2023

PERIOD TO: 11.25.2023

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	\$ 38,313.00	\$ -	\$ 38,313.00	\$ 1.00	\$ -	\$ 3,831.30	
3	Rough Carpentry	\$ 78,189.00	\$ 78,189.00	\$ -	\$ 78,189.00	\$ 1.00	\$ -	\$ 7,818.90	
4	Trim Carpentry	\$ 63,910.00	\$ 14,357.66	\$ 11,400.00	\$ 25,757.66	\$ 0.40	\$ 38,152.34	\$ 2,575.77	
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		\$ 11,000.00	\$ 11,000.00	\$ 0.83	\$ 2,200.00	\$ 1,100.00	
8	Flooring	\$ 43,780.00							
9	Specialties	\$ 36,784.00	\$ 12,168.27	\$ 5,750.00	\$ 17,918.27	\$ 0.49	\$ 18,865.73	\$ 1,791.83	
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		\$ 3,500.00	\$ 3,500.00	\$ 0.05	\$ 62,500.00	\$ 350.00	
14	HVAC	\$ 88,990.00	\$ 62,261.00	\$ -	\$ 62,261.00	\$ 0.70	\$ 26,729.00	\$ 6,226.10	
15	Electrical	\$ 163,493.00	\$ 47,665.16	\$ 59,454.47	\$ 107,119.63	\$ 0.66	\$ 56,373.37	\$ 10,711.96	
16	Plumbing	\$ 18,920.00	\$ 6,500.00	\$ 3,600.00	\$ 10,100.00	\$ 0.53	\$ 8,820.00	\$ 1,010.00	
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	
GRAND TOTALS		\$ 968,931.00	\$ 573,269.20	\$ 96,704.47	\$ -	\$ 669,973.67	\$ 13.15	\$ 255,177.33	\$ 66,997.37

**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: 360 Electric/Heating/Cooling
180 Detroit Ave.
Morton IL 61550

Date: 15-Nov-03

The undersigned, in consideration of and conditioned upon payment of \$ 18,000.00
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

27th day of November, 2003.

Signature Cynthia A. Wibben

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

Subcontractor: 360 Electric/Heating/Cooling

Name: Scott Sauder

Signature: [Signature]

(authorized officer)

Title: COO

Street

180 Detroit Ave

City, State

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 & Constrction, Inc.
1001 E Lincoln Street
Bloomington, IL 61701

Date: November 25,2023

The undersigned, in consideration of and conditioned upon payment of \$ 59,306.66
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 & Constrction, 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>

**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: Union Roofing
410 N Division
Chenoa IL 61726

Date: 15-Nov-23

The undersigned, in consideration of and conditioned upon payment of \$ 103,275.00
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.

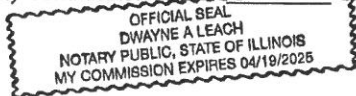
NOTARY

Subscribed and sworn to before me this

21st day of November, 2023.

Signature: [Signature]

Notary Public My Commission Expires 4/19/2025 City, State



Subcontractor: Union Roofing

Name: [Signature]

Signature: [Signature]
(authorized officer)

Title: Vice President

Street: 410 N Division P.O. Box 197
Chenoa, IL 61726

**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: DASHCO, Inc.
4901 S Becker Dr
Bartonville IL 61607

Date: 15-Nov-23

The undersigned, in consideration of and conditioned upon payment of \$ 8,564.40
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: DASHCO, Inc.

Name: Steve Bellfield

Subscribed and sworn to before me this

Signature: Steve Bellfield U.P.
(authorized officer)

20 day of November, 2023.

Signature: Debra Bellfield

Title: Vice President

Street: 4901 S. Becker Dr

Notary Public My Commission Expires 11/4/25 City, State

Bartonville, IL 61607

**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: McLean County Glass
903 W Locust St
Bloomington IL 61701

Date: 15-Nov-23

The undersigned, in consideration of and conditioned upon payment of \$ 26,221.50
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

16th day of November, 20 23

Signature [Signature]

Notary Public My Commission Expires 7/7/27 City, State

Subcontractor:

McLean County Glass

Name:

~~Rich Johnson~~ Jerry D Little

Signature:

[Signature]
(authorized officer)

Title:

President

Street

903 W Locust St
~~1001 E Lincoln Street~~

Bloomington, IL

OFFICIAL SEAL
AMBER UPCHURCH
Notary Public - State of Illinois
My Commission Expires 7/07/2027

**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: 15-Nov-23

The undersigned, in consideration of and conditioned upon payment of \$ 24,715.07
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:	Grimm Electric, Inc.
	Name:	<u>Robert Miller</u>
Subscribed and sworn to before me this	Signature:	<u>Robert Miller</u> (authorized officer)
<u>21</u> day of <u>November</u> , 20 <u>23</u>	Title:	President
Signature <u>Linda Miller</u>	Street	<u>1001 E Lincoln Street 308 S. Plum</u>
Notary Public My Commission Expires <u>8/5/24</u>	City, State	<u>Bloomington, IL Morton IL 61550</u>



**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: Martin Sign Service, Inc.
1396 County Road 1200 E
Metamora IL 61548

Date: 15-Nov-23

The undersigned, in consideration of and conditioned upon payment of \$ 4,860.00
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

21 day of November, 2023.

Signature: [Signature]
Notary Public My Commission Expires 11/23/23 City, State

Subcontractor:

Martin Sign Service, Inc.

Name:

[Signature]

Signature:

[Signature]
(authorized officer)

Title:

President

Street

1396 CR 1200E

City, State

Metamora IL



Case #: 23-CTP-287968

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

Dol.certifiedpayroll@Illinois.gov • Phone: (312) 793-3600

CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	Project Location
10/2/2023 to 10/8/2023	208 E PARTRIDGE ST
Contractor Number Or FEIN	METAMORA IL 61548
370808867	
Project Number or Name	State Capital Funds
Metamora Public Library	No
Agency	
Not a State Agency	

Contractor and/or Subcontractor

Company Name	Contractor Location
Union Roofing Co. Inc.	PO BOX 197
Contact Name	CHENOA IL 61726
Dwayne A Leach	
Primary Email	Secondary Email
dwayne@unionroofing.com	
Primary Phone	Secondary Phone
8159452141	

Public Body Information

Public Body Name	Public Body Address
Illinois Prairie District Public Library	208 E PARTRIDGE ST
Contact Name	METAMORA IL 61548
Dawn Smith	
Primary Phone	Secondary Phone
3099215074	

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Drew Hoselton		Roofer			white	N H L	m	No	No	Yes	No	
Dylan Spence		Roofer			white	N H L	m	No	No	No	Yes	
Daniel Sapp		Roofer			white	N H L	m	No	Yes	No	No	
Peyton Mays		Roofer			white	N H L	m	No	No	No	Yes	
Christopher JGrapes		Roofer			white	N H L	m	No	Yes	No	No	
Jonathan Stepro		Roofer			white	N H L	m	No	Yes	No	No	

G-Gender

V-Veteran

J-Journeyman

F-Foreman

A-Apprentice

N H L- Not Hispanic or Latino

H L- Hispanic or Latino

Work Classification

Name	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub TIm Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Drew Hoselton	P	0.00	0.00	0.00	0.00	6.00	0.00	6.00	0.00	0.00	38.25	57.38	0.00	229.50	157.64	
	NP	10.50	10.50	10.50	0.00	1.50	0.00	25.50	7.50	0.00	52.15	62.10	0.00	1795.51	1233.27	
	Pension	13.10		Health		10.75		Vacation	0.00		Training	0.30				
Dylan Spence	P	0.00	0.00	0.00	0.00	6.00	0.00	6.00	0.00	0.00	27.20	40.80	0.00	163.20	117.61	
	NP	8.00	8.00	8.00	0.00	1.50	0.00	25.50	0.00	0.00	33.88	40.80	0.00	894.00	644.25	
	Pension	11.50		Health		10.75		Vacation	0.00		Training	0.30				
Daniel Sapp	P	0.00	0.00	0.00	0.00	6.00	0.00	6.00	0.00	0.00	34.00	51.00	0.00	204.00	153.89	
	NP	10.00	10.00	10.00	0.00	1.50	0.00	25.50	6.00	0.00	48.12	51.00	0.00	1533.00	1156.43	
	Pension	13.10		Health		10.75		Vacation	0.00		Training	0.30				
Peyton Mays	P	0.00	0.00	0.00	0.00	6.00	0.00	6.00	0.00	0.00	20.40	0.00	0.00	122.40	88.89	
	NP	8.00	8.00	8.00	0.00	1.50	0.00	25.50	0.00	0.00	28.87	0.00	0.00	766.20	556.42	
	Pension	11.50		Health		10.75		Vacation	0.00		Training	0.30				

Christopher JGrapes	P	0.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00	0.00	0.00	34.00	0.00	0.00	183.60	72.96	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	0.00	0.00	0.00	0.00	
		Pension	11.50	Health		10.75	Vacation		0.00	Training		0.30					

Jonathan Stepro	P	0.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00	0.00	0.00	34.00	51.00	0.00	204.00	144.32	
	NP	8.50	7.50	10.00	0.00	1.50	0.00	0.00	25.00	2.50	0.00	42.10	51.00	0.00	1180.00	834.76	
		Pension	13.10	Health		10.75	Vacation		0.00	Training		0.30					

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Dwayne Leach
Oct 16, 2023



Case #: 23-CTP-296275

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

Dol.certifiedpayroll@Illinois.gov • Phone: (312) 793-3600

CERTIFIED TRANSCRIPT OF PAYROLL FORM

PAY PERIOD

Payroll Date

10/9/2023 to 10/15/2023

Contractor Number Or FEIN

370808867

Project Number or Name

Metamora Public Library

Agency

Not a State Agency

Project Location

208 E PARTRIDGE ST
METAMORA IL 61548

State Capital Funds

No

Contractor and/or Subcontractor

Company Name

Union Roofing Co. Inc.

Contact Name

Dwayne A Leach

Primary Email

dwayne@unionroofing.com

Primary Phone

8159452141

Contractor Location

PO BOX 197
CHENOA IL 61726

Secondary Email**Secondary Phone**

Public Body Information

Public Body Name

Illinois Prairie District Public Library

Contact Name

Dawn Smith

Primary Phone

3099215074

Public Body Address

208 E PARTRIDGE ST
METAMORA IL 61548

Secondary Phone

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Drew Hoselton		Roofer			white	NHL	m	No	No	Yes	No	
Dylan Spence		Roofer			white	NHL	m	No	No	No	Yes	
Daniel Sapp		Roofer			white	NHL	m	No	Yes	No	No	
Peyton Mays		Roofer			white	NHL	m	No	No	No	Yes	
Christopher JGrapes		Roofer			white	NHL	m	No	Yes	No	No	
Robert TWillhoite		Roofer			white	NHL	m	No	Yes	No	No	
Steven DTooley		Roofer			white	NHL	m	No	No	No	Yes	
Jackson Steidinger		Roofer			white	NHL	m	No	Yes	No	No	
Trey Jamison		Roofer			white	NHL	m	No	No	No	Yes	
Brandon Hoselton		Roofer			white	NHL	m	No	No	No	Yes	

G-Gender

V-Veteran

J-Journeyman

F-Foreman

A-Apprentice

N H L- Not Hispanic or Latino

H L- Hispanic or Latino

Work Classification

Name	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Drew Hoselton	P	8.00	8.00	0.00	8.00	0.00	0.00	22.50	1.50	0.00	38.25	57.38	0.00	946.69	645.92	
	NP	2.50	2.00	8.50	2.00	7.00	0.00	16.50	5.50	0.00	47.32	57.38	0.00	1096.33	748.01	
	Pension	13.10		Health	10.75		Vacation	0.00		Training	0.30					
Dylan Spence	P	8.00	8.00	0.00	8.00	0.00	0.00	24.00	0.00	0.00	27.20	40.80	0.00	652.80	474.98	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	40.80	0.00	0.00	0.00	
	Pension	11.50		Health	10.75		Vacation	0.00		Training	0.30					
Daniel Sapp	P	8.00	8.00	0.00	8.00	0.00	0.00	24.00	0.00	0.00	34.00	51.00	0.00	816.00	614.11	
	NP	2.00	1.50	8.00	1.50	3.00	0.00	11.00	5.00	0.00	42.88	51.00	0.00	726.65	546.87	
	Pension	13.10		Health	10.75		Vacation	0.00		Training	0.30					

Peyton Mays	P	8.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	20.40	0.00	0.00	326.40	237.51		
	NP	0.00	0.00	6.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	29.40	0.00	0.00	186.40	135.64		
Pension		11.50			Health			10.75			Vacation		0.00		Training		0.30	

Christop her JGrapes	P	0.00	8.00	0.00	8.00	0.00	0.00	0.00	16.00	0.00	0.00	30.60	0.00	0.00	489.60	245.09		
	NP	0.00	0.00	0.00	0.00	3.50	0.00	0.00	3.50	0.00	0.00	39.20	0.00	0.00	137.20	68.68		
Pension		11.50			Health			10.75			Vacation		0.00		Training		0.30	

Robert TWillhoit e	P	8.00	8.00	0.00	8.00	0.00	0.00	0.00	24.00	0.00	0.00	34.00	0.00	0.00	816.00	597.10		
	NP	0.00	0.00	6.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	49.00	0.00	0.00	304.00	222.45		
Pension		13.10			Health			10.75			Vacation		0.00		Training		0.30	

Steven DTooley	P	8.00	8.00	0.00	8.00	0.00	0.00	0.00	24.00	0.00	0.00	20.40	0.00	0.00	489.60	350.20		
	NP	0.00	0.00	6.00	0.00	3.50	0.00	0.00	9.50	0.00	0.00	29.40	0.00	0.00	299.30	214.08		
Pension		11.50			Health			10.75			Vacation		0.00		Training		0.30	

Jackson Steidinge r	P	8.00	8.00	0.00	8.00	0.00	0.00	0.00	24.00	0.00	0.00	34.00	0.00	0.00	816.00	574.77		
	NP	0.00	0.00	6.00	0.00	3.50	0.00	0.00	9.50	0.00	0.00	49.00	0.00	0.00	485.50	341.97		
Pension		13.10			Health			10.75			Vacation		0.00		Training		0.30	

Trey Jamison	P	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	23.80	0.00	0.00	190.40	140.54		
	NP	0.00	0.00	6.00	0.00	3.50	0.00	0.00	9.50	0.00	0.00	31.85	0.00	0.00	322.58	238.10		
Pension		11.50			Health			10.75			Vacation		0.00		Training		0.30	

Brandon Hoselton	P	0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	0.00	23.80	0.00	0.00	190.40	144.25		
	NP	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	0.00	0.00	23.80	0.00	0.00	47.60	36.06		
Pension		11.50			Health			10.75			Vacation		0.00		Training		0.30	



Case #: 23-CTP-304825

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

Dol.certifiedpayroll@Illinois.gov • Phone: (312) 793-3600

CERTIFIED TRANSCRIPT OF PAYROLL FORM

PAY PERIOD

Payroll Date

10/16/2023 to 10/22/2023

Contractor Number Or FEIN

370808867

Project Number or Name

Metamora Public Library

Agency

Not a State Agency

Project Location

208 E PARTRIDGE ST
METAMORA IL 61548

State Capital Funds

No

Contractor and/or Subcontractor

Company Name

Union Roofing Co. Inc.

Contact Name

Dwayne A Leach

Primary Email

dwayne@unionroofing.com

Primary Phone

8159452141

Contractor Location

PO BOX 197
CHENOA IL 61726

Secondary Email**Secondary Phone**

Public Body Information

Public Body Name

Illinois Prairie District Public Library

Contact Name

Dawn Smith

Primary Phone

3099215074

Public Body Address

208 E PARTRIDGE ST
METAMORA IL 61548

Secondary Phone

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Drew Hoselton		Roofer			white	N H L	m	No	No	Yes	No	
Dylan Spence		Roofer			white	N H L	m	No	No	No	Yes	
Daniel Sapp		Roofer			white	N H L	m	No	Yes	No	No	
Peyton Mays		Roofer			white	N H L	m	No	No	No	Yes	
Christopher JGrapes		Roofer			white	N H L	m	No	Yes	No	No	
Robert TWillhoi		Roofer			white	N H L	m	No	Yes	No	No	
Steven DTooley		Roofer			white	N H L	m	No	No	No	Yes	
Jackson Steidinger		Roofer			white	N H L	m	No	Yes	No	No	
Trey Jamison		Roofer			white	N H L	m	No	No	No	Yes	
Brandon Hoselton		Roofer			white	N H L	m	No	No	No	Yes	
Jacob Brockett		Roofer			white	N H L	m	No	No	Yes	No	
Austin Burton		Roofer			white	N H L	m	No	Yes	No	No	
Jonathan Stepre		Roofer			white	N H L	m	No	Yes	No	No	

G-Gender

V-Veteran

J-Journeyman

F-Foreman

A-Apprentice

N H L- Not Hispanic or Latino

H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Drew Hoselton	P	8.50	8.00	3.50	0.00	0.00	0.00	0.00	17.50	2.50	0.00	38.25	57.38	0.00	812.82	527.81	
	NP	2.50	2.50	2.50	7.50	9.50	0.00	0.00	20.00	4.50	0.00	47.31	60.00	0.00	1216.13	787.71	
	Pension	13.10		Health		10.75		Vacation		0.00		Training		0.30			
Dylan Spence	P	8.50	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.50	0.00	27.20	40.80	0.00	455.60	315.51	
	NP	0.00	0.00	0.00	5.00	7.00	0.00	0.00	12.00	0.00	0.00	34.30	0.00	0.00	431.60	298.88	
	Pension	11.50		Health		10.75		Vacation		0.00		Training		0.30			

Daniel Sapp	P	8.50	8.00	0.00	0.00	0.00	0.00	0.00	15.50	1.00	0.00	34.00	51.00	0.00	578.00	421.30	
	NP	2.00	2.50	10.00	7.00	9.00	0.00	0.00	20.50	10.00	0.00	50.59	52.53	0.00	1562.30	1138.76	
		Pension	13.10	Health			10.75	Vacation		0.00	Training		0.30				

Peyton Mays	P	8.50	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.50	0.00	20.40	30.60	0.00	341.70	237.27	
	NP	0.00	0.00	0.00	5.00	7.00	0.00	0.00	12.00	0.00	0.00	29.40	0.00	0.00	372.80	258.86	
		Pension	11.50	Health			10.75	Vacation		0.00	Training		0.30				

Christopher JGrapes	P	8.50	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.50	0.00	30.60	45.90	0.00	267.75	112.55	
	NP	0.00	0.00	0.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	39.20	0.00	0.00	284.40	119.54	
		Pension	11.50	Health			10.75	Vacation		0.00	Training		0.30				

Robert TWillhoite	P	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	34.00	0.00	0.00	272.00	191.31	
	NP	0.00	0.00	10.00	5.00	7.00	0.00	0.00	20.00	2.00	0.00	49.00	51.00	0.00	1102.00	775.07	
		Pension	13.10	Health			10.75	Vacation		0.00	Training		0.30				

Steven DTooley	P	8.50	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.50	0.00	20.40	30.60	0.00	178.50	125.73	
	NP	0.00	0.00	0.00	5.00	7.00	0.00	0.00	12.00	0.00	0.00	29.40	0.00	0.00	372.80	262.60	
		Pension	11.50	Health			10.75	Vacation		0.00	Training		0.30				

Jackson Steidinger	P	8.50	8.00	3.50	0.00	0.00	0.00	0.00	19.50	0.50	0.00	34.00	51.00	0.00	688.50	468.32	
	NP	0.00	2.00	0.00	5.00	7.00	0.00	0.00	12.00	2.00	0.00	49.00	51.00	0.00	710.00	482.94	
		Pension	13.10	Health			10.75	Vacation		0.00	Training		0.30				

Trey Jamison	P	8.50	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.50	0.00	23.80	35.70	0.00	398.65	273.43	
	NP	0.00	0.00	0.00	5.00	7.00	0.00	0.00	12.00	0.00	0.00	31.85	0.00	0.00	402.20	275.86	
		Pension	11.50	Health			10.75	Vacation		0.00	Training		0.30				

Brandon Hoselton	P	8.50	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.50	0.00	27.20	40.80	0.00	455.60	313.73	
	NP	0.00	0.00	8.00	8.00	4.75	0.00	0.00	20.75	0.00	0.00	27.20	0.00	0.00	564.40	388.65	
		Pension	11.50	Health			10.75	Vacation		0.00	Training		0.30				

Jacob Brockett	P	0.00	0.00	0.00	4.00	0.00	3.00	0.00	4.00	3.00	0.00	38.25	57.38	0.00	325.13	209.19	
	NP	9.00	9.50	8.50	4.50	9.00	1.50	0.00	36.00	6.00	0.00	38.25	57.38	0.00	1721.26	1107.47	
		Pension	13.10		Health	10.75		Vacation	0.00		Training	0.30					

Austin Burton	P	0.00	0.00	0.00	4.00	0.00	3.00	0.00	4.00	3.00	0.00	34.00	51.00	0.00	289.00	193.13	
	NP	8.00	9.50	8.00	2.50	8.00	0.00	0.00	34.50	1.50	0.00	34.00	51.00	0.00	1249.50	834.99	
		Pension	13.10		Health	10.75		Vacation	0.00		Training	0.30					

Jonathan Stepro	P	0.00	0.00	0.00	4.00	0.00	3.00	0.00	4.00	3.00	0.00	34.00	51.00	0.00	289.00	192.87	
	NP	8.00	9.50	8.00	4.50	8.50	0.00	0.00	36.00	2.50	0.00	34.00	51.00	0.00	1351.50	901.97	
		Pension	13.10		Health	10.75		Vacation	0.00		Training	0.30					

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Dwayne Leach
Oct 31, 2023

PAYROLL

(For Contractor's Optional Use: See instruction at <http://www.dol.gov/whd/forms/wh347instr.htm>)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number



Rev. Dec. 2008

OMB No.: 1235-0008

Expires: 07/31/2024

NAME OF CONTRACTOR		OR SUBCONTRACTOR <input checked="" type="checkbox"/>		ADDRESS		PROJECT AND LOCATION		PROJECT/CONTRACT NO.																			
Dashco, Inc dba		Rainguard Seamless Gutters		4901 S. Becker DR. Bartonville, IL. 61607		Metamora Public Library		Metamora Public Library 208 E. Partridge St. Metamora, IL 61528																			
PAYROLL No. 1 -- FINAL		FOR WEEK ENDING 10/28/23																									
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	# Withholding Exemptions	(3) WORK CLASSIFICATION	Overtime or Straight Time	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS					(9) NET WAGES PAID FOR WEEK								
				Sun	Mon	Tue	Wed	Thu	Fri	Sat				FWH	MCARE	FICA	STWH	OTHER		TOTAL DEDUCTIONS							
				10/22	10/23	10/24	10/25	10/26	10/27	10/28																	
				HOURS WORKED EACH DAY																							
Egli, Dion		MO	ST	0	8	0	0	0	0	0	0	8	\$ 36.10	\$ 288.80													
			OT																								
			DT											\$ 1,444.00													
Kolis, Kenneth J		M-0	ST	0	0	7.5	0	0	0	0	0	7.5	\$ 36.10	\$ 270.75													
			OT																								
			DT											\$ 1,418.35													
McCool, Charles R		S-1	ST	0	5	0	0	0	0	0	0	5	\$ 36.10	\$ 180.50													
			OT																								
			DT											\$ 1,037.88													
Schatatka, Michael W		S-0	ST	0	8	0	0	0	0	0	0	8	\$ 36.10	\$ 288.80													
			OT																								
			DT											\$ 1,444.00													
			ST																								
			OT																								
			DT																								
			ST																								
			OT																								
			DT																								
			ST																								
			OT																								
			DT																								

OTHER DEDUCTIONS KEY CODING:

- #1 Child Support
- #3 Medical

- #2 Union Dues
- #4 Garnishments

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5 (a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

Date: 11/02/2023

amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

I, **Debra Belfield** (Name of Signatory Party), **President** (Title) do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Rainguard Seamless Gutters (Contractor or Subcontractor)** on the **Diamond Design & Construction, Inc. Metamora Public Library (Building or Work)**, that during the payroll period commencing on the **22nd day of October, 2023**, and ending the **28th day of October, 2023**, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Rainguard Seamless Gutters (Contractor or Subcontractor)** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:
Deductions are based on gross wages and include but are not limited to: Federal Withholding, FICA, Medicare, State Withholding, State Disability Insurance, Union Deductions, Child Support or Other Garnishments. Explanations for deductions listed in the "Other" Column are described on the Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below

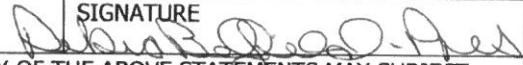
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE Debra Belfield , President	SIGNATURE 
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.	

Certified Transcript of Payroll

IDOL Case File Number: _____

Payroll Start: 11-9-23

Payroll End: 11-15-23

Sub Contractor

Project / General Contractor

McClanahan Painting, Inc. (Company Name)		Jeff E. McClanahan (Contact Name)		Metamora Library (Public Body Name)		Rick Diamond Construction, Inc. (Contact Name)	
7905 W. Robertson Rd. (Street Address)		Edwards (City)		208 E. Partridge St. (Street Address)		Metamora (City)	
Illinois (State)	61528 (Zipcode)	309-243-2426 (Telephone Number)		Illinois (State)	61548 (Zipcode)	_____ (Telephone Number)	

(Contract Number)

(Project Number)

(Project Location)

Report Hours for Each Day, Including Overtime Hours, List Hourly Prevailing Wage Rate and Hourly Fringe Benefits Allotments.

Worker Name, Address Last Four of SSN & Telephone Number		* Hours worked each day							Total Straight Time Hours	Total OT Hours	Hourly Wage Rate	OT Wage Rate	Per Pay Period	
		SUN	MON	TUE	WED	THR	FRI	SAT					Gross	Net
Chris Wahley [REDACTED] [REDACTED] Dr.	PW	0	7 1/2	4 1/2	8	8	8	0	39.5	0	\$ 40.00	0	\$ 1,580.00	\$ 1,174.82
	N													
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25												
Jeff McClanahan [REDACTED] [REDACTED]	PW	0	2	4	0	6	3	0	40	0	\$ 40.00	0	\$ 1,600.00	\$ 1,258.05
	N													
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25												
[REDACTED]	PW	0	0	0	0	0	0	0	0	0	\$ 40.00	0	0	0
	N													
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25												

Please place an "F" by the hourly rate for fringe benefits paid to a Fund jointly managed by one or more labor organizations or employers in accordance with the federal Labor Management Relations Act (See instruction 4 for completing this form). In addition contractors/subcontractors who do not make contributions for covered fringe benefits to a fringe benefit fund that is jointly managed and jointly governed by one or more labor organizations or employers in accordance with the federal Labor Management Relations Act must provide the additional information set forth on the form on page 2 (see Instruction 5). Contractors/subcontractors who do not make contributions for fringe benefits on a per hour basis for each hour worked must convert such contributions to an annualized per hour basis for purpose of reporting on this form in accordance with instruction 5. You must keep original records showing start and end time each day.

*PW - Prevailing Hours Worked *N - Non Prevailing Hours Worked

Certified Transcript of Payroll

IDOL Case File Number: _____

Payroll Start: 11-16-23

Payroll End: 11-22-23

Sub Contractor

Project / General Contractor

McClanahan Painting, Inc. (Company Name)		Jeff E. McClanahan (Contact Name)		Metamora Library (Public Body Name)		Rick Diamond Construction, Inc. (Contact Name)	
7905 W. Robertson Rd. (Street Address)		Edwards (City)		208 E. Partridge St. (Street Address)		Metamora (City)	
Illinois (State)	61528 (Zipcode)	309-243-2426 (Telephone Number)		Illinois (State)	61548 (Zipcode)	_____ (Telephone Number)	

(Contract Number) _____

(Project Number) _____

(Project Location) _____

Report Hours for Each Day, Including Overtime Hours, List Hourly Prevailing Wage Rate and Hourly Fringe Benefits Allotments.

Worker Name, Address Last Four of SSN & Telephone Number		* Hours worked each day							Total Straight Time Hours	Total OT Hours	Hourly Wage Rate	OT Wage Rate	Per Pay Period		
		SUN	MON	TUE	WED	THR	FRI	SAT					Gross	Net	
Chris Wahley [Redacted] [Redacted]	PW	0	0	0	0	0	8	0	36	0	\$ 40.00	0	\$ 1,440.00	\$ 1,077.14	
	N														
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25													
Jeff McClanahan [Redacted] [Redacted] Rd.	PW	0	2	0	0	0	4	0	40	0	\$ 40.00	0	\$ 1,600.00	\$ 1,258.05	
	N														
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25													
[Redacted]	PW	0	0	0	0	0	0	0	0	0	\$ 40.00	0	0	0	
	N														
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09 Health/Welfare: \$ 14.36 Vacation: 0 Training: \$ 1.25													

Please place an "F" by the hourly rate for fringe benefits paid to a Fund jointly managed by one or more labor organizations or employers in accordance with the federal Labor Management Relations Act (See instruction 4 for completing this form). In addition contractors/subcontractors who do not make contributions for covered fringe benefits to a fringe benefit fund that is jointly managed and jointly governed by one or more labor organizations or employers in accordance with the federal Labor Management Relations Act must provide the additional information set forth on the form on page 2 (see Instruction 5). Contractors/subcontractors who do not make contributions for fringe benefits on a per hour basis for each hour worked must convert such contributions to an annualized per hour basis for purpose of reporting on this form in accordance with instruction 5. You must keep original records showing start and end time each day.

*PW - Prevailing Hours Worked *N - Non Prevailing Hours Worked

Metamora Branch Hours

Day	Current Hours	Proposed Hours	Increase	Expense
Monday	10 am to 5 pm	9 am to 5 pm	1	\$16.50
Tuesday	10 am to 7 pm	9 am to 7 pm	1	\$16.50
Wednesday	2 pm to 7 pm	9 am to 7 pm	4	\$66.00
Thursday	10 am to 5 pm	9 am to 7 pm	3	\$49.50
Friday	10 am to 5 pm	9 am to 5 pm	1	\$16.50
Saturday	Closed (10 am to noon)	Closed	-2	-\$33.00
Sunday	Closed	Closed	0	\$0.00
			per week	\$132.00
			per year	\$6,864.00

xerox[™] Business Solutions

Managed Services

Statement of Work

MITs

Prepared for

Illinois Prairie District Public Library
Dawn Smith

Prepared by

RK Dixon

Account Manager: Patrick Asher

Solutions Architect: John Spada

Date: 11/10/2023

Case #: 00315406

Revision #: 1

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Definition of Parties

This Statement of Work (“SOW”) is between Illinois Prairie District Public Library (“Customer”) and RK Dixon (“Company”) for the purpose of performing the tasks as defined herein on an ongoing basis for the specified period of 6 months.

This Managed Services SOW is effective as of the title date (“Effective Date”) by and between Customer and Company pursuant to the signed IT Master Services Agreement (“Agreement”) dated 6/20/2023 by and between the parties. To the extent there are any conflicts or inconsistencies between the Agreement and this SOW, the provisions of this SOW shall control and prevail, but only with respect to this SOW. Capitalized terms used in this SOW that are not otherwise defined below shall have the meanings in the Agreement or schedules, appendices or exhibits to the Agreement.

Non-Disclosure

This proposal and its contents are confidential Company information and methodologies and subject to the non-disclosure provisions set forth in the Agreement. In consideration of the receipt of this document, Customer agrees not to reproduce, distribute or make this information available in any manner to persons outside the Customer directly responsible for evaluation of its contents.

Pricing and Conditions

The following services will be provided to address Customer required needs as the Solution Coverage.

Solution Coverage	Monthly Services
Managed Server Managed Server 24x7 (2) Virtual Machine (1) Hypervisor Physical Host	\$200
Managed Network Device Managed Network 24x7 (5) Network Switch (6) Firewall/Router (6) Wireless Access Point (6) UPS with Network Card	\$660
Managed Workstation Managed Workstation 8x5 (50) Managed Workstation	\$1668
Managed Data Protection Local and Cloud Backup Continuity (Legacy) (1) Datto-Siris S4-P4-Front-End Data: Up to 1.3TB	\$570
Monthly Total	
Monthly Services	\$3098

Onboarding Total

One-Time Onboarding

waived

All terms and conditions in this SOW are valid for **60 days** (unless extended in writing by Company) from the Effective Date. This is inclusive of executing all signatures and receipt of SOW by the Xerox IT Services Project Management Office.

Hardware Release and Invoicing Terms

All hardware, software, and support contracts on the associated Sales Order(s) are authorized for immediate invoicing upon receipt of shipment to Customer's shipping address provided on the Sales Order(s). Customer agrees to fund the invoice within the approved account receivable terms and will remit payment via an approved payment vehicle.

Furthermore, Customer understands that hardware invoicing does not include any service fees rendered through Company, and that all service charges will be accrued as agreed upon via this Statement of Work to be paid upon progression billing by calendar month.

SOW Outcomes, Deliverables, and Scope

The goal of this SOW is to provide Customer ongoing support for the following IT tasks based on Solution Coverage scope:

- Managed Server
- Includes Virtual Machine, Hypervisor Physical Host, Physical Server with Windows OS, Shared Hypervisor Storage
- Managed Workstation
- Managed Data Protection
- Managed Network Device
- Includes Switch, Firewall/Router, Wireless Access Point
- Managed Other Device
- UPS

Company will perform the tasks under this SOW while Customer has a valid agreement and adheres to all the terms in this SOW.

SOW Execution

The tasks below represent the scope of the services to be provided, if included in Solution Coverage:

Managed Server

Windows Server Operating System Support

Windows Server Operating System Support includes remote support to return the Operating System to the previous functioning state, patching of the Operating System, and management of built-in server features and roles such as Active Directory Domain Services, DNS, DHCP, File Server, Print Server, and Remote Desktop Services.

Additional software that may be installed on servers such as Microsoft Exchange Server, Microsoft SQL Server, Microsoft SharePoint, Microsoft System Center Configuration Manager are not included as part of Windows Server Operating System Support.

Active Directory & Group Policy Management

Company will provide remote support for Microsoft Active Directory Domain Services (AD DS) and Group Policy Management.

AD DS support includes, but is not limited to, adds/changes/deletions of user and service accounts, security groups, and the permissions supporting the organization.

Group Policy Management includes maintenance of existing policies after onboarding and creation of new policies as needed to support the environment.

Testing for AD DS and Group Policy changes may require additional time and/or resources from Customer to ensure expected results are achieved and may incur additional Time and Materials costs depending on the situation.

Antivirus

Company offers real-time antivirus threat protection with built in remediation.

Exchange Support

Company will assist in remote management of Microsoft Exchange Server email environment, including user and license management. Services include adds, changes and deletions of users, distribution lists and mailboxes, password resets, email routing and delivery rule management, assistance with licensing questions, and basic email configuration on supported workstations and mobile devices.

Patching for Microsoft Exchange Server, while not included in this SOW, can be provided as a project on a Time and Materials basis.

Hardware Faults

Company will assess hardware faults on covered devices and facilitate repair or replacement by the hardware vendor. Customer will maintain hardware warranties or provide timely payment for repair charges for any Customer provided equipment covered under this SOW and pay for any costs associated with required upgrades or maintenance agreements to address any new features or security concerns.

Equipment Installation and Replacement

Equipment installation and replacements are not covered under the terms of this SOW but can be provided on a TIME AND MATERIALS basis. This includes the replacement of old equipment, adding new equipment to the environment, and returning an out of warranty equipment to a functional state. For equipment that is still covered by manufacturer's warranty, returning the equipment to a functional state will be considered as part of this agreement if covered under the Solution Coverage of this SOW.

Essential Monitoring

Company will monitor all supported devices using standardized monitoring and alerting process for services deemed critical by Company. Recovery of devices are automated where appropriate and remediation performed by Company remotely.

Warranty Management

Company will assist Customer in tracking hardware and software contract expiration dates to allow for timely renewal of support or replacement of the covered product.

Windows Server Patching

Company continually reviews routine patches as provided by Microsoft and will take in to account industry best practices when applying them to Customer Servers. Microsoft provided patches are applied to Customer Servers on a weekly cadence or as mutually determined by the Company and Customer to

minimize vulnerabilities and security risks. Company is not liable for vulnerabilities or Customer security breaches as a result of Microsoft Server patches.

Company suggested patching schedules and policies are available upon request.

Storage Devices

Company will provide remote support to assist in returning the storage device to the previous functioning state.

Cloud Computing Services

Company will assist in remote management support for Customers Windows Servers on Customer owned and tenanted Cloud Environment. Troubleshooting and management of Customer servers will be limited to management through Customers Azure Portal and Company support tools.

On-Site Requests

For issues where Company has determined that on-site support is necessary, Company will schedule and dispatch a technical resource determined by availability. Unless otherwise agreed upon by both parties any on-site visits, including Company travel time, will be billed to Customer on a Time and Materials basis.

Managed Workstation

Windows Workstation Support

Windows Workstation Operating System Support includes remote support to return the currently supported Operating Systems to the previous functioning state and patching of the currently supported Operating System.

Antivirus

Company offers real-time antivirus threat protection with built in remediation.

Mac Workstation Support

Mac Workstation Operating System Support includes remote support to return the Operating System to the previous functioning state given assuming active remote service warranty status.

Microsoft 365 Troubleshooting and Management

Microsoft 365 Suite products include, but is not limited to Outlook, Word, Excel, PowerPoint, and other applications depending on license type. Company will install licensed software and provide remote troubleshooting support for errors and issues related to functionality of these products. Company will assist in remote management of Customer's Microsoft 365 environment, including user and license management. Services include adds, changes and deletions of users, password resets, email routing, rule management, and assistance with licensing questions.

Hardware Faults

Company will assess hardware failures on covered devices and facilitate repair or replacement by the hardware vendor. Customer will maintain hardware warranties or provide timely payment for repair charges for any Customer provided equipment covered under the SOW, and pay for any costs associated with required upgrades, maintenance agreements, to address any new features or security concerns.

Equipment Installation and Replacement

Equipment installation and replacements are not covered under the terms of this SOW but can be provided on a TIME AND MATERIALS basis. This includes the replacement of old equipment, adding new equipment to the environment, and returning out of warranty equipment to a functional state. For equipment that is still covered by manufacturer's warranty, returning the equipment to a functional state will be considered as part of this agreement if covered under the Solution Coverage of this SOW.

Warranty Management

Company will assist Customer in tracking hardware and software contract expiration dates to allow for timely renewal of support or replacement of the covered product.

Windows Workstation Patching

Company approves routine patches from Microsoft, that are applied to Workstations on a standardized cadence to minimize vulnerabilities and risk.

Company standardized patching schedules and policies are available upon request.

On-Site Requests

For issues where Company has determined that on-site support is necessary, Company will schedule and dispatch a technical resource determined by availability. Unless otherwise agreed upon by both parties any on-site visits, including Company travel time, will be billed to Customer on a Time and Materials basis.

Managed Unified Communication

Managed Unified Communication with Enhanced Monitoring Notification and Reporting

Managed Unified Communication is designed to support Customer owned telephony systems. This includes working with the vendor to resolve service impacting incidents. Move, add, change and deletes for end users, phones, updates to schedules and hunt groups. Minor patching of UC applications, configuration of monitoring, maintenance, and reporting.

VoIP Phone Support

Managed VOIP Support offering is designed to replace the day-to-day maintenance of the Customer's supported VOIP telephony system. This includes working with the vendor to resolve service impacting incidents. Move, Add, Change and Delete of end users, phones and updates to schedules and hunt groups. Call Center scripting and additional advanced services are available for an additional charge.

Managed Data Protection

Managed Data Protection is an optional set of services provided for fully supported Managed Servers. Disaster Recovery services are not guaranteed or included within the scope of this SOW. Testing and execution of Customers disaster recovery plan and other services provided in conjunction with the DR plan will be provided on a Time & Materials basis in the event Customer initiates a Disaster Recovery request, unless otherwise stated. Backup device is sized based on Company best practices.

Local and Cloud Backup

Our Local/Cloud Backup data protection solution provides file level backups and are scheduled to have a single nightly local backup and cloud-based replication with a retention period of at least 30 days, if possible. Manual, periodic, file restore testing is provided.

Local and Cloud Backup Continuity

Our Local and Cloud Backup with Continuity data protection solution provides block level backups and are scheduled to take place during business hours on an hourly basis with infinite cloud retention. Weekly automated verification tests are provided.

Microsoft Azure with Continuity

Our Microsoft Azure with Continuity data protection solution provides block level backups and are scheduled to take place on an hourly basis with infinite cloud retention. Weekly automated verification tests are provided.

Customer Owned Backup Solution

For Company to fully understand the setup and capability, a formal Xerox Managed IT Services project would be required to assess the processes and technical needs that would be administered by Customer with assistance from Company. Our Customer Owned Backup Solution provides remote monitoring, job failure remediation and file level restoration. Company will provide manual, periodic, Test file level restorations. Configuration changes for non-preferred backup solutions may result in a billable charge.

Workstation Data Protection

Workstation Data Protection solution, for Managed Workstations, provides block level backups every two hours if computer is connected to the Internet. This solution provides a rolling one-year cloud retention and is designed for systems with no more than 1.5 TB of maximum storage capacity.

Managed Network Device

Essential Monitoring

Company will monitor all supported devices using a standardized monitoring and alerting process for critical services as needed. Automated recovery options are used where appropriate, otherwise remote remediation will be completed by Company.

Device Support

Network and Other Device support includes remote support to return the device to the previous functioning state.

Patching

Patching for other devices, such as Firewalls, Switches, Wireless Access Points, ESXi Servers, etc., while not included in this SOW, can be conducted on a Time & Materials basis or may be covered under the Enhanced Monitoring, Notification and Reporting service.

Enhanced Monitoring, Notification, and Reporting

Customer's Managed Server, Network and Other Device on Network is monitored remotely with an automated notification system for issues or seriously adverse trends related to availability or performance.

Dashboards provided through Customer Portal provide visibility into the performance, capacity, and availability of Customer's technology.

Minor updates and security patches for Managed Network devices that are covered by Enhanced Monitoring, Notification and Reporting that may be performed remotely are included and may be performed upon request of Customer. Major updates may be requested as needed on a Time and Materials basis. Company policy on update and security patching is available upon request.

On-Site Requests

For issues where Company has determined that on-site support is necessary, Company will schedule and dispatch a technical resource determined by availability. Unless otherwise agreed upon by both parties any on-site visits, including Company travel time, will be billed to Customer on a Time and Materials basis.

Addons

Security – Spam Filtering, Threat Protection, and Encryption

The “Security” Email Protection level includes inbound and outbound protection, which combines behavioral, heuristic, and sandboxing technologies to protect against zero hour and targeted attacks.

Complete – Security Plus Archiving and Backup

The “Complete” Email Protection level includes all the features of “Security” and adds cloud-to-cloud compliance archiving and backup of Office 365 data.

Total – Complete Plus AI, Heuristics, and Phishing Training

The Total Email Protection package includes all the features of “Complete” plus advanced forensics, end-user phishing training, and artificial intelligence to detect advanced spear-phishing attempts.

Phishing Training

Phishing training provides an automated platform to deliver suspicious email campaigns to identify end users requiring additional anti-phishing training.

Cloud To Cloud Backup

Microsoft 365 cloud-based solution to automatically back up your Teams, Exchange, SharePoint, and OneDrive data.

Follow Me Filtering

Follow me filtering for workstations blocks requests to malware, ransomware, phishing, and botnets before a connection is even established — stopping threats over any port or protocol before they reach the network or endpoints.

DUO Multifactor Authentication

Multifactor authentication may be offered as an add on for supported providers. Implementation of multifactor authentication may require a project.

Microsoft 365 SaaS Data Protection

Microsoft 365 Data Protection provides a cloud-based backup, search, restore, and export for Exchange Online, One Drive, Share Point, and Teams. Selected services are backed up three times per day and retained for configurable intervals.

G-Suite Data Protection

G-Suite Data Protection ensures your data is recoverable allowing the Company to restore lost data from Gmail, Calendars, Contacts, and Shared Drives.

Salesforce Community Portal Access

Case logging, tracking, communication, escalation (as required), closure, and reporting are performed using Company's Case Management system. Customer Portal access can be provided, enabling secure review of open and closed Cases, submission of new Cases, and other capabilities.

Client Experience

IT Strategy Business Reviews

All Managed IT customers will regularly meet with their dedicated Client Experience team member. Their primary focus is to Align IT Strategy with the Company's Business Goals. This would include road mapping and planning for future needs, budget planning and identifying existing or foreseen business risks based on periodic Customer conversation.

Full Lifecycle Case Tracking and Reporting

Case trend logging, technical communication, support desk escalation (upon request) and reporting are performed using Xerox's Case Management system. Customer Portal access can be provided through an optional Community Portal license, enabling secure review of open and closed Cases, submission of new Cases, and other capabilities. Hardware and Software Inventory Reports as well as various other reports and metrics will be used to ensure alignment and plan for future requirements.

Network Admin

Identify Trends and Technical Risks

The Network Administrator function is performed by a dedicated Company Engineer to audit Customer's environment on an ongoing basis in order to maintain consistency and familiarity with Customer's environment. They conduct periodic reviews of the infrastructure and identify any risks and trends based on the information the tools expose or potential issues that are identified via a visual inspection.

Develops and Maintains Technical Documentation

After the onboarding project, Company will document Customer's environment and periodically review and update the documentation as needed. These documents are stored in Company's systems for reference by Company or Customer. Any privileged password information is stored in a password vault, where Company tracks who has accessed this information. This plays a vital role in Company's ability to regularly change privileged passwords or initiate changes upon employee termination.

Vendor Management – Application and Systems Support

Company will act as a liaison with vendors to support the applications and systems as identified in this SOW. Customer must have a current support agreement in place with all the identified vendors for the duration of the contract terms of this SOW. Support for these applications and systems will be initiated by Customer, however, Company may contact the vendor if technical expertise is required. At times the vendor and Company may require assistance from an IT point of contact at Customer's site; Customer must provide reasonable assistance when necessary. Customer is responsible for the development, installation, configuration, maintenance, patching, upgrade, troubleshooting and security of their business software. Any assistance requested from Company IT required to meet these obligations can be provided on a Time and Materials basis

Service Level Agreements (SLA)

Case Response: For Covered Components, the Initial Response SLA for Cases is defined by the following table. Initial Response denotes engagement by a Company engineer. For the SLA to apply, the

Customer is required to contact the service desk (via the phone number, e-mail, or Case Management system via the Community Portal):

Case Priority	Response SLA*	Definition
Critical (P1)**	15 Minutes	Impacts the majority of end users company-wide - and either - Causes complete inability to conduct business, or significant safety or security risk; or No workaround available and immediate resolution or workaround is required
High (P2)**	1 Extended Business Hour	Impacts ability to conduct normal business operations without a workaround; or Critical Case with temporary workaround
Medium (P3)	8 Extended Business Hours	Resolution important but not required immediately; or End user moves, adds or changes
Low (P4)	24 Extended Business Hours	Minimal business impact; or Preventative maintenance; or General inquiries (e.g., end user training, questions)
Planning	Variable	Enhancement

****For this Response SLA to apply, Critical (P1) and High (P2) Cases require call to the service desk**

*Denotes elapsed service hours. For P1s this is 24x7 or 8x5 depending on coverage level, and for P2s through P4s this is 8x5.

SOW Changes or Additions

Any change to the scope of this SOW will require a Change Request form to be filled out and signed by both Customer and Company. Changes must be made in writing to the vCIO/CEM who will initiate the Change Request form. A Change Request form is required for any of the following:

- Any work performed outside the scope of this SOW will be billed in accordance with the IT Master Services Agreement between the parties and Company's current rates, which include overtime multipliers for work performed outside of 8:00am-5:00pm local time unless 24x7 coverage is selected.
- Changes to the environment; infrastructure additions or changes will be audited and reviewed on a quarterly basis. This will be managed by the vCIO/CEM and automated increases or decreases will be applied to the account based on their environmental assessments. Any unmanaged devices may incur a Time and Materials charge. As appropriate, Company will then proceed to generate a new SOW or Change Request Form based on these findings.

Customer Responsibilities

To complete this SOW successfully, Customer involvement is necessary during the planning, execution, and closure phases. The following items are required by Company to maximize efforts while minimizing risks, and they have been derived during the delivery of previous projects of similar size and/or scope. Unless otherwise noted and specific to the SOW scope, Customer will:

- return a fully executed IT Master Services Agreement ("MSA") prior to commencement of project tasks.
- return one [1] original copy of this document with authorized signature and completed location information.
- maintain a business class firewall at each location with static IPs.
- provide written authorization form to perform testing; Company will provide the form to Customer.
- designate a single point of contact and a backup contact for communications with Company personnel.
- provide completed Information Gathering Sheet with all applicable accounts and credentials prior to the start of onboarding.
- be willing to work with their onboarding team to assist with Backup Appliance Probe and Agent installation

- have appropriate business class internet speeds. Requirements are higher for offsite backups.
- maintain a warranty for all hardware being supported.
- have and maintain support agreements for all supported applications and operating systems.
- provide any application or hardware licensing and related information upon request.
- allow Company reasonable access and support maintenance windows.
- provide a primary and secondary designated point of contact for billing, security/access and technical related issues (this need not be the same contact).
- ensure that workstations and Servers are turned on during their Scheduled patching windows.
- contact Company by phone with any Priority 1 or 2 issues. All other issues can be submitted via phone, email or on-line.
- be responsible for their data. Data needs classified and secured appropriately via user and group permissions to volumes, shares, and folders.
- not modify or uninstall any hardware or software necessary for Company to monitor or support Customer.
- inform Company of any 3rd party patching requirements and sign off on the schedule and implementation of it.
- provide IT personnel to assist with remote troubleshooting, as needed.
- make sure users are available during troubleshooting Customer issues unless otherwise directed by Company personnel.
- provide remote access as needed.
- provide root/admin-level access and physical access to all servers, network devices, and other hardware involved for direct assistance from Company resources based upon the covered services within this SOW.
- work with Company to ensure that all hardware and software solutions are properly sized for their intended use.
- work with Company to ensure that all hardware, software, and services that will be supported by this SOW must be supportable as deemed by Company. Any exceptions must be remediated concurrent to Customer Managed IT Services onboarding.
- provide access of Customer's systems to Company during normal business hours.
- be responsible to maintain data backups. Company is not responsible for Customer data or any loss of data resulting directly or indirectly from this SOW.

Approvals

By signing this agreement, all signatories accept responsibility for its execution.

Upon receipt, this project will commence. All dates and times are given to serve for the purpose of reference only and will not be used against either party for award of payment or deliverables.

Customer Approval Authority	
Name:	Title:
Email:	Ph#:
Signature:	Date:

Company Approval Authority	
Name:	Title:
Signature:	Date:

Director's Remarks for December 12, 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 ramp is installed.*
- *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 hosted Santa on the square for the annual Village Christmas event in Metamora. We also sponsored a scavenger hunt activity.*
- *We participated in the Shine a Light on Metamora by sponsoring a Christmas tree on the Metamora Square.*

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.

- We continue to promote 1,000 Books Before Kindergarten.

ADDITIONALLY

- **Fun was had by all at the staff Christmas Party.**

November Door Count (FY2023-2024)

Benson: 104 (853)

GHills: 2,110 (13,884)

Metamora: 989 (5,332)

Roanoke: 452 (2,799)

SBay: 512 (2,851)

Washburn: 253 (1,340)

Wi-fi Usage

November: 418 (2,509)

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	499	410	0	12	189
December					
January					
February					
March					
April					
May					
June					
Total	2,573	2,119	35	124	1,041

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	325	645	6	24	36	15
December						
January						
February						
March						
April						
May						
June						
Total	1,417	3,250	26	96	190	70

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	62	1088	989	362	157	126	8	865	3657
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	373	6046	5084	1951	734	580	114	4425	19307

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	55	1457	1506	734	154	171	8	4085
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	555	8437	7889	3749	666	673	114	22083

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	0	85	141	27	2	3
December						
January						
February						
March						
April						
May						
June						
Total	19	403	629	228	12	8

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Ba	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	0	138	28	23	8	11
December						
January						
February						
March						
April						
May						
June						
Total	10	1066	103	134	47	57