

# January 9, 2024

## Board Packet



**ILLINOIS PRAIRIE**  
DISTRICT PUBLIC LIBRARY  
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, January 9, 2024, 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 Edited 2024 Holiday List
7. Discussion and Approval Hotspot Policy
8. Discussion and Approval of Non-Discrimination Policy
9. Discussion and Approval of Code of Conduct Policy
10. Discussion and Approval of Vision/Mission Statements
11. Director's Remarks
12. Comments to guide future agendas.
13. Adjournment

The next regular meeting will be Tuesday, February 13, 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, 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. M. Coker, C. Kaufman, A. Hicks, D. Smith, J. Weddle, J. Zobrist, and E. Rainville. Absent. H. Booker
2. Minutes of the last regular meeting, Motion to approve by C. Kaufman and second by E. Rainville. All in favor, motion passed.
3. Public comments
4. Treasurer's Report – approval of bills and requisitions, Motion to approve by M. Coker and second by J. Weddle. All in favor, motion passed.
5. Metamora Branch Project, ramp installed and project on schedule.
6. Discussion and Approval of Metamora Branch Hours, Motion to approve Metamora Branch Hours, effective March 4, by J. Weddle and second by C. Kaufman. All in favor, motion passed.
7. Discussion and Approval of Xerox Contract, Motion to approve proposed 6-month contract M. Coker and second by E. Rainville. All in favor, motion passed.
8. Director's Remarks, Shared info on successful events such as Santa on the Square and the Scavenger Hunt and circulation and door counts.
9. Comments to guide future agendas.
10. Adjournment, Motion to adjourn by C. Kaufman and second by E. Rainville. All in favor, meeting adjourned at 4:43.

The next regular meeting will be Tuesday January 9, 2024, at 4pm at the Germantown Hills Branch Library 509 Woodland

## Illinois Prairie District Public Library

01/08/24

## Check Register

Accrual Basis

January 2024

	<u>Jan 24</u>
Aflac	287.87
AmazonBusiness	1,281.60
Ameren Illinois	2,889.68
Amy Mientus	34.39
Baker & Taylor	1,173.84
Benson Water Department	107.00
Bestsellers Audio, LLC	876.69
Blue Cross Blue Shield of Illinois	5,762.48
BookPage	744.00
Caterpillar Trail Public Water District	35.60
Cengage Learning, Inc.	302.14
CLA Services Inc	525.00
ComEd	150.66
Commerce Bank - Commercial Cards	4,621.71
Daniel E O'Brien MD LLC	4,000.00
Dearborn National Life Insurance Company	25.84
Dewberry Architects, Inc.	3,222.80
Diamond Design & Construction Inc	133,979.38
Federal Companies	2,564.00
GFL Environmental	85.54
Heartland Internet, Inc.	49.95
Heyl Royster	920.00
Hoopla	2,242.45
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Kanopy Inc	16.00
Kirby Foods Metamora	6.99
Mediacom	506.70
Midwest Tape	266.85
MTCO	294.24
Nicor Gas	322.18
Orkin	589.96
Pam Kingham	399.55
Purity Plus Water Systems	101.90
Rebecca Deitrick	35.37
Roanoke Water-Sewer Department	49.71
Samantha Huber	166.87
Terry's Window Cleaning, Inc.	190.00
The Library Store, Inc.	148.89
Total Package Landscape Works, LLC	110.00
University of Illinois Press	75.00
Village of Germantown Hills	44.84
Village of Metamora	94.67
Village of Washburn	182.33
VoiceSpring	499.21
<b>TOTAL</b>	<b><u>171,228.88</u></b>



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

	Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	0.00	75,966.67	-75,966.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.33	-2,083.33	0.0%
31200 · Property Tax - IMRF	0.00	5,179.17	-5,179.17	0.0%
31300 · Property Tax - Social Security	0.00	5,208.33	-5,208.33	0.0%
31400 · Property Tax - Tort/Liability	0.00	8,750.00	-8,750.00	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	10,125.00	-10,125.00	0.0%
31600 · Property Tax - Working Cash	0.00	25,320.83	-25,320.83	0.0%
32000 · State Corporate Replacement Tax	1,544.12	1,250.00	294.12	123.5%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	185.08	1,200.00	-1,014.92	15.4%
38000 · Donations	895.00	1,250.00	-355.00	71.6%
38400 · Interest Income - Per Capita	101.21	8.33	92.88	1,215.0%
38500 · Interest Income - General	7,263.76	250.00	7,013.76	2,905.5%
38900 · Interest Income - Tort/Liab	5,275.75	250.00	5,025.75	2,110.3%
39000 · Interest Income - Spec Reserve	4,375.04	50.00	4,325.04	8,750.1%
39191 · Interest Income - Bldg/Maint	648.86	50.00	598.86	1,297.7%
39200 · Interest Income - Working Cash	3,738.13	333.00	3,405.13	1,122.6%
39300 · Interest Income - Gift	1,651.97	83.00	1,568.97	1,990.3%
39400 · Interest Income - Certificates	595.15	250.00	345.15	238.1%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>26,274.07</b>	<b>139,107.66</b>	<b>-112,833.59</b>	<b>18.9%</b>
<b>Expense</b>				
40100 · Salaries	36,715.74	39,871.00	-3,155.26	92.1%
40500 · Hospital Insurance	5,853.50	9,500.00	-3,646.50	61.6%
40600 · Staff Education	2,774.54	1,250.00	1,524.54	222.0%
41000 · Books - Adult	1,374.99	2,292.00	-917.01	60.0%
41100 · Books - Children	595.73	2,291.00	-1,695.27	26.0%
41300 · Periodicals	0.00	833.00	-833.00	0.0%
41500 · Audio - Visual	0.00	1,000.00	-1,000.00	0.0%
41600 · Video / DVD Tapes	168.67	666.67	-498.00	25.3%
41700 · Electronic Materials	10,098.86	4,166.67	5,932.19	242.4%
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	547.90	1,250.00	-702.10	43.8%
42400 · Mileage and Expenses	1,063.59	1,250.00	-186.41	85.1%
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	193.90	2,500.00	-2,306.10	7.8%
44999 · Capital Outlay	190,899.50			
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	2,149.26	4,000.00	-1,850.74	53.7%
45200 · Water and Sewer	234.80	250.00	-15.20	93.9%
45300 · Telephone	499.21	750.00	-250.79	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	-1,023.39	5,179.17	-6,202.56	-19.8%
70300 · Social Security Employer	2,372.46	4,221.13	-1,848.67	56.2%
70400 · Medicare Employer	554.87	987.20	-432.33	56.2%
72300 · Insurance	0.00	8,750.00	-8,750.00	0.0%
72400 · Legal	725.00	583.33	141.67	124.3%
72500 · Maintenance	5,036.44	10,125.00	-5,088.56	49.7%

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

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	<u>Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	796.00	833.33	-37.33	95.5%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>262,664.79</u>	<u>229,716.17</u>	<u>32,948.62</u>	<u>114.3%</u>
<b>Net Income</b>	<u><b>-236,390.72</b></u>	<u><b>-90,608.51</b></u>	<u><b>-145,782.21</b></u>	<u><b>260.9%</b></u>

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	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	68,813.18	15,000.00	53,813.18	458.8%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	2,211.52	14,400.00	-12,188.48	15.4%
38000 · Donations	7,903.07	15,000.00	-7,096.93	52.7%
38400 · Interest Income - Per Capita	569.63	100.00	469.63	569.6%
38500 · Interest Income - General	29,399.93	3,000.00	26,399.93	980.0%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	26,589.16	3,000.00	23,589.16	886.3%
39000 · Interest Income - Spec Reserve	36,049.22	600.00	35,449.22	6,008.2%
39191 · Interest Income - Bldg/Maint	3,521.14	600.00	2,921.14	586.9%
39200 · Interest Income - Working Cash	19,716.01	4,000.00	15,716.01	492.9%
39300 · Interest Income - Gift	9,602.76	1,000.00	8,602.76	960.3%
39400 · Interest Income - Certificates	4,032.62	3,000.00	1,032.62	134.4%
39500 · Miscellaneous Income	215.26	0.00	215.26	100.0%
39600 · Interest Income - Ded Gift	0.01			
39700 · Rent Income	3,600.00	0.00	3,600.00	100.0%
<b>Total Income</b>	<b>1,701,196.85</b>	<b>1,669,300.00</b>	<b>31,896.85</b>	<b>101.9%</b>
<b>Expense</b>				
40100 · Salaries	217,475.99	478,450.00	-260,974.01	45.5%
40500 · Hospital Insurance	36,849.73	114,000.00	-77,150.27	32.3%
40600 · Staff Education	7,794.13	15,000.00	-7,205.87	52.0%
41000 · Books - Adult	13,414.19	27,504.00	-14,089.81	48.8%
41100 · Books - Children	12,997.13	27,496.00	-14,498.87	47.3%
41300 · Periodicals	953.99	10,000.00	-9,046.01	9.5%
41500 · Audio - Visual	2,803.50	12,000.00	-9,196.50	23.4%
41600 · Video / DVD Tapes	2,848.47	8,000.00	-5,151.53	35.6%
41700 · Electronic Materials	37,506.87	50,000.00	-12,493.13	75.0%
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	7,435.98	15,000.00	-7,564.02	49.6%
42400 · Mileage and Expenses	7,725.06	15,000.00	-7,274.94	51.5%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44360 · Building - Metamora	39,754.65	1,375,000.00	-1,335,245.35	2.9%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	13,420.67	30,000.00	-16,579.33	44.7%
44999 · Capital Outlay	1,055,309.19			
45000 · Rent	1,303.67	2,000.00	-696.33	65.2%
45100 · Gas and Electric	18,925.47	48,000.00	-29,074.53	39.4%
45200 · Water and Sewer	1,864.83	3,000.00	-1,135.17	62.2%
45300 · Telephone	3,466.70	9,000.00	-5,533.30	38.5%
45600 · Internet	5,964.42	12,000.00	-6,035.58	49.7%
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	8,201.95	62,150.00	-53,948.05	13.2%
70300 · Social Security Employer	13,517.42	50,653.60	-37,136.18	26.7%
70400 · Medicare Employer	3,161.41	11,846.40	-8,684.99	26.7%
72300 · Insurance	45,002.02	105,000.00	-59,997.98	42.9%
72400 · Legal	5,749.76	7,000.00	-1,250.24	82.1%
72500 · Maintenance	51,377.63	121,500.00	-70,122.37	42.3%

4:49 PM

01/08/24

Accrual Basis

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

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	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	4,884.50	10,000.00	-5,115.50	48.8%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>1,682,717.54</u>	<u>2,756,600.00</u>	<u>-1,073,882.46</u>	<u>61.0%</u>
<b>Net Income</b>	<u><b>18,479.31</b></u>	<u><b>-1,087,300.00</b></u>	<u><b>1,105,779.31</b></u>	<u><b>-1.7%</b></u>

## Illinois Prairie District Public Library

01/08/24

## Profit &amp; Loss

Cash Basis

December 2023

	<u>Dec 23</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	1,544.12
34000 · Fines and Fees	185.08
38000 · Donations	895.00
38400 · Interest Income - Per Capita	101.21
38500 · Interest Income - General	7,263.76
38900 · Interest Income - Tort/Liab	5,275.75
39000 · Interest Income - Spec Reserve	4,375.04
39191 · Interest Income - Bldg/Maint	648.86
39200 · Interest Income - Working Cash	3,738.13
39300 · Interest Income - Gift	1,651.97
39400 · Interest Income - Certificates	595.15
<b>Total Income</b>	<u>26,274.07</u>
<b>Expense</b>	
40100 · Salaries	36,715.74
40500 · Hospital Insurance	5,853.50
40600 · Staff Education	2,774.54
41000 · Books - Adult	1,374.99
41100 · Books - Children	595.73
41600 · Video / DVD Tapes	168.67
41700 · Electronic Materials	10,098.86
42100 · Office Supplies	547.90
42400 · Mileage and Expenses	1,063.59
44800 · Programming / PR	193.90
44999 · Capital Outlay	190,899.50
45000 · Rent	182.33
45100 · Gas and Electric	2,149.26
45200 · Water and Sewer	234.80
45300 · Telephone	499.21
45600 · Internet	850.89
60400 · IMRF Employer	-1,023.39
70300 · Social Security Employer	2,372.46
70400 · Medicare Employer	554.87
72400 · Legal	725.00
72500 · Maintenance	5,036.44
72600 · Professional Fees	796.00
<b>Total Expense</b>	<u>262,664.79</u>
<b>Net Income</b>	<u><u>-236,390.72</u></u>

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

	Jul '23 - Jun 24
<b>Income</b>	
31000 · Property Tax - General	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	68,813.18
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	2,211.52
38000 · Donations	7,903.07
38400 · Interest Income - Per Capita	569.63
38500 · Interest Income - General	29,399.93
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	26,589.16
39000 · Interest Income - Spec Reserve	36,049.22
39191 · Interest Income - Bldg/Maint	3,521.14
39200 · Interest Income - Working Cash	19,716.01
39300 · Interest Income - Gift	9,602.76
39400 · Interest Income - Certificates	4,032.62
39500 · Miscellaneous Income	215.26
39600 · Interest Income - Ded Gift	0.01
39700 · Rent Income	3,600.00
<b>Total Income</b>	<b>1,701,196.85</b>
<b>Expense</b>	
40100 · Salaries	217,475.99
40500 · Hospital Insurance	36,849.73
40600 · Staff Education	7,794.13
41000 · Books - Adult	13,414.19
41100 · Books - Children	12,997.13
41300 · Periodicals	953.99
41500 · Audio - Visual	2,803.50
41600 · Video / DVD Tapes	2,848.47
41700 · Electronic Materials	37,506.87
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	7,435.98
42400 · Mileage and Expenses	7,725.06
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	13,420.67
44999 · Capital Outlay	1,055,309.19
45000 · Rent	1,303.67
45100 · Gas and Electric	18,925.47
45200 · Water and Sewer	1,864.83
45300 · Telephone	3,466.70
45600 · Internet	5,964.42
47200 · Computer Equipment	1,221.22
49000 · Per Capita	12,269.37
52200 · Audit	12,690.00
60400 · IMRF Employer	8,201.95
70300 · Social Security Employer	13,517.42
70400 · Medicare Employer	3,161.41
72300 · Insurance	45,002.02
72400 · Legal	5,749.76
72500 · Maintenance	51,377.63
72600 · Professional Fees	4,884.50
<b>Total Expense</b>	<b>1,682,717.54</b>
<b>Net Income</b>	<b>18,479.31</b>

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

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	56,640.13
10800 · Petty Cash Checking Account	1,139.50
11400 · Savings Account	418,134.19
	475,913.82
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	21,918.18
10500 · Certificates	555,476.66
10600 · General Operating Fund	863,159.65
10700 · Special Reserve Fund	879,456.12
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	853,871.46
11100 · Gift Fund	357,998.47
11200 · Building Maintenance Fund	155,788.29
11300 · Tort Liability Fund	1,166,927.58
11500 · Dedicated Gift Fund	6.97
	5,262,997.19
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	5,738,911.01
<b>Fixed Assets</b>	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	<b>9,396,306.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,617,454.53
Net Income	188,863.95
	9,396,306.39
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,396,306.39</b>

## Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 12-01-2023	\$ 57,456.27	\$ 116,442.53	\$ 6.96	\$ 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
Transfer Online	\$ 830,000.00			\$ (830,000.00)						\$ 403,903.52	\$ (403,903.52)
Accounts Payable	\$ (226,839.68)										
First Payroll	\$ (14,102.42)										
Payroll Taxes	\$ (5,182.61)										
Fines & Fees (Met)	\$ 39.80										
Fines & Fees	\$ 145.28										
Miscellaneous Income											
Obits											
Donations	\$ 895.00										
Rent											
July - December eCommerce											
Second Payroll	\$ (14,258.94)										
Payroll Taxes	\$ (4,631.09)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint											
Transfer to/from Tort/Liab				\$ 96.00				\$ (96.00)			
Property Taxes	\$ (566,231.45)	\$ 45,928.97		\$ 343,283.28				\$ 62,913.48	\$ 114,105.72		
Transfer to Bldg/Maint		\$ (7,232.07)		\$ 7,232.07							
Transfer to Gen Operating											
Transfer to/from Special Reserve				\$ 190,899.50			\$ (190,899.50)				
Transfer to W/C											
Transfer to Petty Cash	\$ (682.87)										
State Corp Replacement Tax					\$ 1,544.12						
Rebates/Refunds											
Interest	\$ 32.84	\$ 648.86	\$ 0.01	\$ 4,533.13	\$ 1,651.97	\$ 101.21	\$ 4,375.04	\$ 5,275.75	\$ 3,738.13	\$ 4,541.61	\$ 2,965.85
Balance 12-31-2023	\$ 56,640.13	\$ 155,788.29	\$ 6.97	\$ 863,159.65	\$ 357,998.47	\$ 21,918.18	\$ 879,456.12	\$ 1,166,927.58	\$ 853,871.46	\$ 418,134.19	\$ 555,476.66



## 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: January 3, 2024  
Time: 3:00 p.m. – 3:30 p.m.  
Location: Virtual  
Project: IPDPL – Metamora Library  
Dewberry Project No. 50161541

Re: December Pay Application Meeting

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

PENCIL PAY REQUEST: Is due to Dewberry to the attention of Peter Truitt. Received December 29, 2023.

### REQUESTS FOR PAYMENT:

#### PAY REQUEST NO. 5

Original Contract Date	July 25, 2023
Original Contract Amount	\$942,800.00
Change Orders	\$42,283.45
Net Contract Amount	\$985,083.45
Completed to Date	\$818,561.64
Percentage Complete	83.1%
Retainage	\$81,856.16
Previous Payments	\$601,376.10
<b>Initial Pay Amount</b>	<b>\$135,329.38</b>

#### Architect's Comments:

1. Ceilings installation not complete
2. Change Order 2
  - a. RFP 7 - Lintel Above Rear Man Door – \$715 – COMPLETE
  - b. RFP 9 - Front Facade Tuckpointing – \$3,619 – COMPLETE
  - c. RFP 10 - Electrical Floor Boxes – \$2,190.09 – STILL ON ORDER
  - d. RFP 14 - Siding Change - \$2,045.34 – COMPLETE
  - e. RFP 15 - Door Hardware Change – \$7,582.41 – STILL ON ORDER

Contractor's Revisions to the Pay Application

Original Contract Amount	\$942,800.00
Change Orders	\$42,283.45
Net Contract Amount	\$985,083.45
Completed to Date	\$817,061.64
Percentage Complete	82.9%
Retainage	\$81,706.16
Previous Payments	\$601,376.10
<b>Revised Pay Amount</b>	<b>\$133,979.97</b>

Construction Commenced	August 4, 2023
Substantial Completion	January 29, 2024
Percentage of Calendar Days Used to Date	86% (153 of 178 days)

RFP'S, ASI'S AND CHANGE ORDERS:

1. RFP's

RFP ISSUE DATE	RFP #	C.O.	DESCRIPTION/REASON	RFP DUE DATE	PRICING RECEIVED	PRICING OVERDUE (# OF C. DAYS)	STATUS
8/11/2023	1	1	Credit for Reduced Demolition Scope	8/25/2023	8/11/2023		Closed
8/11/2023	2		Additional Roller Shades for Door	8/25/2023	12/21/2023		To Be in CO #3
8/11/2023	3	1	Extend Existing Walls to Ceiling	8/25/2023	8/29/2023		Closed
8/17/2023	4	1	Modified Perimeter Construction	8/31/2023	8/25/2023		Closed
8/17/2023	5		Additional Electrical Outlet for Touch Play Table	8/31/2023	1/3/2023		\$366.08
8/17/2023	6		Sink Type Change	8/31/2023		127	Contractor Pricing
8/31/2023	7	2	Lintel Above Rear Man Door	9/14/2023	9/1/2023		Closed
8/31/2023	8	1	Relocate Vestibule Walls	9/14/2023	9/1/2023		Closed
9/11/2023	9	2	Front Facade Tuckpointing	9/25/2023	9/12/2023		Closed
9/26/2023	10	2	Electrical Floor Boxes	10/10/2023	9/21/2023		Closed
9/26/2023	11		Provide Flush Mortar Joints on West Wall	10/10/2023	10/26/2023		\$8,497.50
11/2/2023	12		Exterior Treatment of Window Header	11/16/2023	11/30/2023		\$4,937.00
11/21/2023	13		LVT Change	12/5/2023		31	Contractor Pricing
12/8/2023	14	2	Siding Change	12/22/2023	11/21/2023		Closed
12/8/2023	15	2	Door Hardware Change	12/22/2023	12/14/2023		Closed

- 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. Interior painting was completed
2. Ceilings have been installed

Next 30 Days:

1. Flooring installation will be completed
2. Acoustic Panel Ceiling installation will be completed
3. Sheet metal will be installed at rear canopy
4. Trim out roof perimeter
5. Electrical trim out will be completed
6. Mechanical trim out will be completed
7. Exterior trim work will be completed

MISCELLANEOUS COMMENTS:

1. Correction Item: No items at this time.

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

Respectfully submitted,

Peter Truitt

pc Attendees

Q:\50161541\Constr\Meetings\Pay Request Review Meetings\Pay Request Review #5\Monthly Pay Application Meeting Agenda 2024.01.03.docx

# APPLICATION AND CERTIFICATION FOR PAYMENT

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

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

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

APPLICATION NO 5 rev01

Distribution to:

45224

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

PROJECT NOS: 50161541

CONTRACT DATE: August 7, 2023

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$ \$	942,800.00
2. Net change by Change Orders	\$	42,283.45
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	985,083.45
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	817,061.64
5. RETAINAGE:		
a. 0.1 % of Completed Work (Column D + E on G703)	\$	\$81,706.16
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	81,706.16
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	735,355.48
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	601,376.10
8. CURRENT PAYMENT DUE	\$	133,979.38
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	249,727.97

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

CONTRACTOR: Diamond Design & Construction, Inc.

By: Rick Johnson Date: December 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 ..... \$ 133,979.38

(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: JANUARY 5, 2024

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	\$16,151.84	
TOTALS	\$42,283.45	\$0.00
NET CHANGES by Change Order	\$42,283.45	

# 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: 5

APPLICATION DATE: 12.25.2023

PERIOD TO: 12.25.2023

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	\$ 25,757.66	\$ -		\$ 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	\$ 2,200.00	\$ -	\$ 13,200.00	\$ 1.00	\$ -	\$ 1,320.00
8	Flooring	\$ 43,780.00							
9	Specialties	\$ 36,784.00	\$ 17,918.27	\$ 18,865.73		\$ 36,784.00	\$ 1.00	\$ -	\$ 3,678.40
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	\$ 61,000.00		\$ 64,500.00	\$ 0.98	\$ 1,500.00	\$ 6,450.00
14	HVAC	\$ 88,990.00	\$ 62,261.00	\$ 20,000.00		\$ 82,261.00	\$ 0.92	\$ 6,729.00	\$ 8,226.10
15	Electrical	\$ 163,493.00	\$ 107,119.63	\$ 24,804.40		\$ 131,924.03	\$ 0.81	\$ 31,568.97	\$ 13,192.40
16	Plumbing	\$ 18,920.00	\$ 10,100.00	\$ -		\$ 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
	(Add any change order(s) descriptions)								
CO 1		\$ 26,131.61	26131.61	\$ -		\$ 26,131.61	\$ 1.00	\$ -	\$ 2,613.16
CO 2		\$ 16,151.84		6379.34		\$ 16,151.84	\$ 1.00	\$ -	\$ 1,615.18
	<b>GRAND TOTALS</b>	<b>\$ 985,083.45</b>	<b>\$ 668,195.67</b>	<b>\$ 139,093.47</b>	<b>\$ -</b>	<b>\$ 817,061.64</b>	<b>\$ 16.17</b>	<b>\$ 124,241.81</b>	<b>\$ 81,706.16</b>



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

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

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

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

Date: 16-Dec-23

The undersigned, in consideration of and conditioned upon payment of \$ 56,454.47  
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

20 day of December, 2023.

Signature Linda Miller

Notary Public My Commission Expires 8/5/24 City, State

Subcontractor:

Grimm Electric, Inc.

Name:

Robert Miller

Signature:

Robert Miller  
(authorized officer)

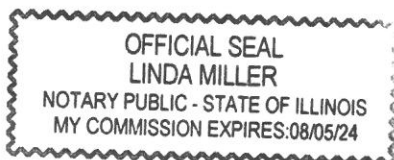
Title:

President

Street

308 S. Plum

Morton IL 61550



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

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

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

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

Date: 16-Dec-23

The undersigned, in consideration of and conditioned upon payment of \$ 3,600.00  
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

19 day of Dec, 2023.

Signature S Regina Thompson

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

Subcontractor: TCI Companies Inc.

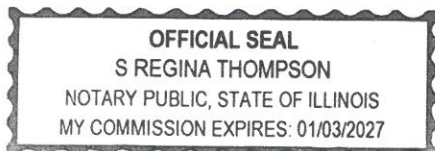
Name: Joe Barnd

Signature: Joe Barnd  
(authorized officer)

Title: VP

Street: 405 state rt 117

City, State: Goodfield, IL 61742



**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: 25-Dec-23

The undersigned, in consideration of and conditioned upon payment of \$ 26,979.55  
the adequacy of which is hereby acknowledged, Subcontractor agrees and certifies as follows:

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

**NOTARY**

	Subcontractor:	<u>Diamond Design &amp; 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>





Case #: 23-CTP-368927

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

<b>Payroll Date</b>	<b>Project Location</b>
12/11/2023 to 12/15/2023	208 E PARTRIDGE ST
<b>Contractor Number Or FEIN</b>	<b>METAMORA IL 61548</b>
474238669	
<b>Project Number or Name</b>	<b>State Capital Funds</b>
Illinois Prairie District Public Library	Yes
<b>Agency</b>	
Education, Board of	

### Contractor and/or Subcontractor

<b>Company Name</b>	<b>Contractor Location</b>
diamond design & construction,inc	20088 SHAKER LAKE RD
<b>Contact Name</b>	<b>BLOOMINGTON IL 61705</b>
rick johnson	
<b>Primary Email</b>	<b>Secondary Email</b>
rickjohnson@diamonddesignconstruction.com	
<b>Primary Phone</b>	<b>Secondary Phone</b>
3096628899	3092618201

### Public Body Information

<b>Public Body Name</b>	<b>Public Body Address</b>
Illinois Prairie District Public Library	208 E PARTRIDGE ST
<b>Contact Name</b>	<b>METAMORA IL 61548</b>
<b>Primary Phone</b>	<b>Secondary Phone</b>

**Employee Details**

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
gary devine	[REDACTED]	carpenter	[REDACTED]	[REDACTED]	White	N H L	M	No	Yes	No	No	[REDACTED]
Michael Eckhardt	[REDACTED]	carpenter	[REDACTED]	[REDACTED]	White	N H L	M	No	Yes	No	No	[REDACTED]

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
gary devine	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		65.81	0.00		1579.44	1181.80	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension 0.00		Health 0.00		Vacation 0.00		0.00		Training 0.00		0.00					
Michael Eckhardt	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		65.81	0.00		1579.44	1181.80	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension 0.00		Health 0.00		Vacation 0.00		0.00		Training 0.00		0.00					

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

rick johnson  
Dec 29, 2023



Case #: 23-CTP-368946

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

<b>Payroll Date</b>	<b>Project Location</b>
12/18/2023 to 12/22/2023	208 E PARTRIDGE ST
<b>Contractor Number Or FEIN</b>	<b>METAMORA IL 61548</b>
474238669	
<b>Project Number or Name</b>	<b>State Capital Funds</b>
IPDPL	Yes
<b>Agency</b>	
Education, Board of	

### Contractor and/or Subcontractor

<b>Company Name</b>	<b>Contractor Location</b>
diamond design & construction inc	20088 SHAKER LAKE RD
<b>Contact Name</b>	<b>BLOOMINGTON IL 61705</b>
rick johnson	
<b>Primary Email</b>	<b>Secondary Email</b>
rickjohnson@diamonddesignconstruction.com	
<b>Primary Phone</b>	<b>Secondary Phone</b>
3096628899	3092618201

### Public Body Information

<b>Public Body Name</b>	<b>Public Body Address</b>
IPDPL	208 Partridge St
<b>Contact Name</b>	<b>metamora IL 61548</b>
<b>Primary Phone</b>	<b>Secondary Phone</b>

### Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
gary devine	[REDACTED]	carpenter	[REDACTED]	[REDACTED]	White	N H L	M	No	Yes	No	No	[REDACTED]
Michael Eckhardt	[REDACTED]	carpenter	[REDACTED]	[REDACTED]	White	N H L	M	No	Yes	No	No	[REDACTED]

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
gary devine	P	0.00	4.00	8.00	8.00	8.00	0.00	0.00	28.00	0.00		65.81	0.00		1842.68	1353.95	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension	0.00		Health		0.00		Vacation	0.00		Training	0.00				

Michael Eckhardt	P	0.00	4.00	8.00	8.00	8.00	0.00	0.00	28.00	0.00		65.81	0.00		1842.68	1353.95	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension	0.00		Health		0.00		Vacation	0.00		Training	0.00				

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

rick johnson

Dec 29, 2023



Case #: 23-CTP-368967

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

<b>Payroll Date</b>	<b>Project Location</b>
12/25/2023 to 12/29/2023	208 E PARTRIDGE ST
<b>Contractor Number Or FEIN</b>	<b>METAMORA IL 61548</b>
474238669	
<b>Project Number or Name</b>	<b>State Capital Funds</b>
IPDPL	Yes
<b>Agency</b>	
Education, Board of	

### Contractor and/or Subcontractor

<b>Company Name</b>	<b>Contractor Location</b>
diamond design & construction inc	20088 SHAKER LAKE RD
<b>Contact Name</b>	<b>BLOOMINGTON IL 61705</b>
rick johnson	
<b>Primary Email</b>	<b>Secondary Email</b>
rickjohnson@diamonddesignconstruction.com	
<b>Primary Phone</b>	<b>Secondary Phone</b>
3096628899	3092618201

### Public Body Information

<b>Public Body Name</b>	<b>Public Body Address</b>
IPDPL	208 E PARTRIDGE ST
<b>Contact Name</b>	<b>METAMORA IL 61548</b>
<b>Primary Phone</b>	<b>Secondary Phone</b>

### Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
gary devine		carpenter			White	N H L	M	No	Yes	No	No	
Michael Eckhardt		carpenter			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
gary devine	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		65.81	0.00		1579.44	1181.80	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension	0.00		Health	0.00			Vacation	0.00		Training	0.00				
Michael Eckhardt	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		65.81	0.00		1579.44	1181.80	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
		Pension	0.00		Health	0.00			Vacation	0.00		Training	0.00				

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

rick johnson  
 Dec 29, 2023



# Certified Transcript of Payroll

IDOL Case File Number: \_\_\_\_\_

Payroll Start: 11-9-23

Payroll End: 11-15-23

## Sub Contractor

## Project / General Contractor

<p>McClanahan Painting, Inc. <span style="float:right">Jeff E. McClanahan</span></p> <p>(Company Name) <span style="float:right">(Contact Name)</span></p> <hr/> <p>7905 W. Robertson Rd <span style="float:right">Edwards</span></p> <p>(Street Address) <span style="float:right">(City)</span></p> <hr/> <p>Illinois 61528 309-243-2426</p> <p>(State) (Zipcode) (Telephone Number)</p>	<p>Metamora Library <span style="float:right">Rick Diamond Construction, Inc.</span></p> <p>(Public Body Name) <span style="float:right">(Contact Name)</span></p> <hr/> <p>208 E. Partridge St. <span style="float:right">Metamora</span></p> <p>(Street Address) <span style="float:right">(City)</span></p> <hr/> <p>Illinois 61548</p> <p>(State) (Zipcode) (Telephone Number)</p>
--	--

(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]	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]	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)
7905 W. Robertson Rd (Street Address)	Edwards (City)
Illinois 61528 (State) (Zipcode)	309-243-2426 (Telephone Number)

Metamora Library (Public Body Name)	Rick Diamond Construction, Inc. (Contact Name)
208 E. Partridge St. (Street Address)	Metamora (City)
Illinois 61548 (State) (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	PW	* 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]		0	0	0	0	0	8	0	36	0	\$ 40.00	0	\$ 1,440.00	\$ 1,077.14
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09    Health/Welfare: \$ 14.36    Vacation: 0    Training: \$ 1.25												
Jeff McClanahan [Redacted]		0	2	0	0	0	4	0	40	0	\$ 40.00	0	\$ 1,600.00	\$ 1,258.05
Labor Classification Painter		Hourly Fringe Benefit: Pension: \$ 10.09    Health/Welfare: \$ 14.36    Vacation: 0    Training: \$ 1.25												
[Redacted]		0	0	0	0	0	0	0	0	0	\$ 40.00	0	0	0
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**



RFP #	C.O.	DESCRIPTION/REASON	RECEIVED PRICING	APPROVED	PENDING	STATUS	REASON	A/E Error	A/E Omission	Owner request	undiscovered	OTHER	RFP #
1	1	Credit for Reduced Demolition Scope	8/11/2023	(\$645.00)		Included in CO 001	Abatement Contractor performed more demolition than originally expected.				(\$645.00)		1
2		Additional Roller Shades for Door	12/21/2023	\$345.40		To be included in CO 003	Library Director request			\$345.40			2
3	1	Extend Existing Walls to Ceiling	8/29/2023	\$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	1	Modified Perimeter Construction	8/25/2023	\$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	1/3/2023		\$366.08		Owner Request to add a Touch Play Table.			\$366.08			5
6		Sink Type Change					Owner Request to provide a 2-hole sink.						6
7	2	Lintel Above Rear Man Door	9/1/2023	\$715.00		Included in CO 002	It was discovered that the brick at rear is 1-wythe (4") instead of 2-wythes (8") as assumed.				\$715.00		7
8	1	Relocate Vestibule Walls	9/1/2023	\$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	2	Front Facade Tuckpointing	9/12/2023	\$3,619.00		Included in CO 002	Mason incorrectly assumed that tuckpointing the entire front façade was included in the base contract.					\$3,619.00	9
10	2	Electrical Floor Boxes	9/21/2023	\$2,190.09		Included in CO 002		\$2,190.09					10
11		Provide Flush Mortar Joints on West Wall	10/26/2023		\$8,497.50					8,497.50			11
12		Window Header Details	11/30/2023		\$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	2	Siding Change	11/21/2023	\$2,045.34		Included in CO 002	Siding manufacturers stopped producing smooth siding during COVID. Will not begin production until 2024.				\$2,045.34		14
15	2	Door Hardware Change	12/14/2023	\$7,582.41		Included in CO 002	Error discovered in the door hardware schedule	\$7,582.41					15
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0

	APPROVED	PENDING
<b>TOTAL</b>	<b>\$42,628.85</b>	<b>\$13,800.58</b>
% of contract amount	4.52%	1.46%
<b>TOTAL approved &amp; pending</b>	<b>\$56,429.43</b>	<b>5.99%</b>
Original contract amount	<b>\$942,800.00</b>	
<b>total modified contract sum</b>	<b>\$999,229.43</b>	

DOLLAR AMOUNT	\$9,772.50	\$0.00	\$9,208.98	\$33,829.19	\$3,619.00
% OF CONST. COST	1.04%	0.00%	0.98%	3.59%	0.38%
	ERROR	OMISSION	OWNER REQUEST	UNDISCOVERED	OTHER
	<b>1.04%</b>				





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

**PROJECT NAME:** IPDPL - Metamora Library Building Renovation  
**PROJECT #** 50161541  
**UPDATED:** 1/4/2024

CHANGE ORDER LOG			
CO#	DATE	DESCRIPTION	Value
1	Fully Executed	RFP 001 - Credit for Reduced Demolition Scope	(\$645.00)
		RFP 003 - Extend Existing Walls to Ceiling	\$17,647.61
		RFP 004 - Modified Perimeter Construction	\$8,502.00
		RFP 008 - Relocate Vestibule Walls	\$627.00
			<b>\$26,131.61</b>
2	Fully Executed	RFP 007 - Lintel aabove Rear Door	\$715.00
		RFP 009 - Front Facade Tuckpointing	\$3,619.00
		RFP 010 - Electrical Floor Boxes	\$2,190.09
		RFP 014 - Siding Change	\$2,045.00
		RFP 015 - Door Hardware Change	\$7,582.41
		<b>\$16,151.84</b>	



<b>PROJECT NAME:</b>	IPDPL - Metamora Library Building Renovation	Complete
<b>PROJECT #</b>	50145878	Under Review
<b>UPDATED:</b>	1/4/2024	To Be Resubmitted
		Not Reviewed
		Previous "To Be Resubmitted" That Has Been Resolved

### SUBMITTAL 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	12/7/2023	095113.02	095113	ACP Ceiling ReSubmittal - Remaining Product Samples	Reviewed Exceptions Noted	
11/8/2023	12/8/2023	096519.01	096519	Resilient Tile Flooring	Revise and Resubmit	
1/2/2024	1/2/2024	096519.02	096519	Resilient Tile Flooring	Reviewed Exceptions Noted	
11/8/2023	11/15/2023	096813.01	096813	Tile Carpeting	Reviewed Exceptions Noted	
8/17/2023	8/21/2023	099123.01	099123	Painting Product Data	Reviewed No Exceptions	
11/13/2023	12/7/2023	099123.02	99123	Interior Paint - Ceiling Paint	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	
12/11/2023	12/19/2023	102800.01	102800	Toilet, Bath, and Laundry Accessories	Reviewed Exceptions Noted	
12/11/2023	12/19/2023	104413.01	104413	Fire Protection Cabinets	Reviewed No Exceptions	
12/11/2023	12/19/2023	104416.01	104416	Fire Extinguishers	Reviewed No Exceptions	
11/17/2023	12/4/2023	122413.01	122413	Roller Window Shades	Revise and Resubmit	

12/13/2023		122413.02	122413	Roller Window Shades Resubmittal		
		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	
12/11/2023	12/12/2023	283111.02	283111	Fire Alarm Submittal - Plans	Reviewed Exceptions Noted	
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	

# **AIA® Document G701® – 2017**

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Metamora Library Building Renovation Metamora, IL	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: July 25, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: December 19, 2023
<b>OWNER:</b> <i>(Name and address)</i> Illinois Prairie District Public Library 900 W Mt Vernon St. Metamora, IL 61548	<b>ARCHITECT:</b> <i>(Name and address)</i> Dewberry Architects Inc. 401 SW Water Street, Suite 701 Peoria, IL 61602	<b>CONTRACTOR:</b> <i>(Name and address)</i> Diamond Design & Construction, Inc. 3003 E Oakland Ave. Bloomington, IL 61704

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Per Diamond Design and Construction, Inc.'s responses to the attached RFP's, for a TOTAL ADD in the amount of \$16,151.84:


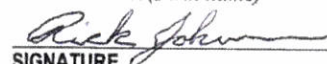

- RFP 007 dated 08/31/2023, for an ADD of \$715.00
- RFP 009 dated 09/11/2023, for an ADD of \$3,619.00
- RFP 010 dated 09/26/2023, for an ADD of \$2,190.09
- RFP 014 dated 12/08/2023, for an ADD of \$2,045.34
- RFP 015 dated 12/08/2023, for an ADD of \$7,582.41

The original Contract Sum was	\$ 942,800.00
The net change by previously authorized Change Orders	\$ 26,131.61
The Contract Sum prior to this Change Order was	\$ 968,931.61
The Contract Sum will be increased by this Change Order in the amount of	\$ 16,151.84
The new Contract Sum including this Change Order will be	\$ 985,083.45

The Contract Time will be increased by Zero (0) days.  
 The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Dewberry Architects Inc. <b>ARCHITECT</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Peter Truitt, Architect <b>PRINTED NAME AND TITLE</b> December 19, 2023 <b>DATE</b>	Diamond Design & Construction, Inc. <b>CONTRACTOR</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Rick Johnson, President <b>PRINTED NAME AND TITLE</b> 12/20/23 <b>DATE</b>	Illinois Prairie District Public Library <b>OWNER</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Annie Hicks, President <b>PRINTED NAME AND TITLE</b> 12/21/2023 <b>DATE</b>
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 **AIA® Document G709™ – 2018****Proposal Request**

**PROJECT:** *(name and address)*  
Metamora Library Building Renovation  
Metamora, IL

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: July 25, 2023

Architect's Project Number: 50161541  
Proposal Request Number: 007  
Proposal Request Date: August 31, 2023

**OWNER:** *(name and address)*  
Illinois Prairie District Public Library  
900 W Mt Vernon St.  
Metamora, IL 61548

**ARCHITECT:** *(name and address)*  
Dewberry Architects Inc.  
401 SW Water Street, Suite 701  
Peoria, IL 61602

**CONTRACTOR:** *(name and address)*  
Diamond Design & Construction, Inc.  
3003 E Oakland Ave.  
Bloomington, IL 61704

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

*(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)*

This RFP is being issued as a result of an Unforeseen Condition at the rear door. The existing lintel was assumed to be 8" deep is only 4" deep. Contractor shall provide an L5x3-1/2x5/16 to span across that opening with its long leg vertical and hugging the backside of the brick veneer. The brick will sit on the shorter leg and is to bear on the existing brick jamb for 6" at each end. Prior to installing the lintel, paint all surfaces of the steel lintel with a zinc-rich cold galvanizing paint. Infill above the steel lintel with 4" deep CMU block. Tie CMU block back to the substrate with triangular-shaped wire ties every 16" o.c. horizontally.

The Contractor shall submit the cost to provide the labor, materials, and equipment necessary to perform the work as stipulated and indicated in the RFP for a complete construction in accordance with the General Conditions of the Contract.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**REQUESTED BY THE ARCHITECT:**

Peter Truitt, AIA, Project Architect  
**PRINTED NAME AND TITLE**







**AIA**<sup>®</sup>

# Document G709™ – 2018

## Proposal Request

**PROJECT:** *(name and address)*  
Metamora Library Building Renovation  
Metamora, IL

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: July 25, 2023

Architect's Project Number: 50161541  
Proposal Request Number: 009  
Proposal Request Date: September 11, 2023

**OWNER:** *(name and address)*  
Illinois Prairie District Public Library  
900 W Mt Vernon St.  
Metamora, IL 61548

**ARCHITECT:** *(name and address)*  
Dewberry Architects Inc.  
401 SW Water Street, Suite 701  
Peoria, IL 61602

**CONTRACTOR:** *(name and address)*  
Diamond Design & Construction, Inc.  
3003 E Oakland Ave.  
Bloomington, IL 61704

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

*(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)*

This RFP is being issued as a result of a contractor error to begin tuckpointing the front facade. An area approximately 14 feet wide of the upper façade has been tuckpointed by the masonry contractor. Submit a cost to tuckpoint the remaining approximately 34 feet width of the upper façade, as well as the approximately 12 inch wide masonry at either end of the building below the upper facade section. The masonry contractor is still obligated to provide tuckpointing for up to 10% of the existing masonry wall area exposed to view at the time of bidding as required by the construction documents.

The Contractor shall submit the cost to provide the labor, materials, and equipment necessary to perform the work as stipulated and indicated in the RFP for a complete construction in accordance with the General Conditions of the Contract.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**REQUESTED BY THE ARCHITECT:**

Peter Truitt, AIA, Project Architect

**PRINTED NAME AND TITLE**



 **AIA<sup>®</sup> Document G709™ – 2018****Proposal Request**

**PROJECT:** *(name and address)*  
Metamora Library Building Renovation  
Metamora, IL

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: July 25, 2023

Architect's Project Number: 50161541  
Proposal Request Number: 010  
Proposal Request Date: September 26,  
2023

**OWNER:** *(name and address)*  
Illinois Prairie District Public Library  
900 W Mt Vernon St.  
Metamora, IL 61548

**ARCHITECT:** *(name and address)*  
Dewberry Architects Inc.  
401 SW Water Street, Suite 701  
Peoria, IL 61602

**CONTRACTOR:** *(name and address)*  
Diamond Design & Construction, Inc.  
3003 E Oakland Ave.  
Bloomington, IL 61704

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

*(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)*

This RFP is being issued as a result of an engineering error that specified an electrical floor box that does not fit within the floor joist spacing in the area of the new floor construction with 6" O.C. floor joist spacing. The Contractor shall submit a price to provide 6 – 4" boxes, covers, and device mounting plates.

The Contractor shall submit the cost to provide the labor, materials, and equipment necessary to perform the work as stipulated and indicated in the RFP for a complete construction in accordance with the General Conditions of the Contract.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**REQUESTED BY THE ARCHITECT:**

Peter Truitt, AIA, Project Architect

**PRINTED NAME AND TITLE**





**GRIMM ELECTRIC, INC.**  
PO BOX 440  
MORTON IL 61550  
(309) 266-7012 - 693-7301 - 353-2957

License No. \_\_\_\_\_  
Expires \_\_\_\_\_

### CHANGE ORDER

DATE 9-26-23	JOB NAME Diamond Design & Construction
ORIGINAL CONTRACT AMT 148,631.00	JOB LOCATION Metamora Library, Metamora IL

We propose the following changes in the scope of work:

As per the updated floor box submittal. New floor box must be urchased.  
This price are as follows:

6 new 4 inch floor boxes, covers, and device mounting plates  
as per specs. \$ 1,611.00  
 10% overhead ~~\$ 611.10~~ ← 10% is \$161.00  
 10% profit ~~\$ 611.10~~ ← Restock  
 Total ~~\$ 2,833.20~~ + ~~375.67~~ + ~~Shipping \$40~~ = ~~3,248.87~~  
 \$1,933.00

This price does not include restocking fee or shipping to return the previously approved floor boxes.

\* 8-10 weeks lead time to order.

Does not apply if no credit received for 6" floor boxes. Turn over to owner as attic stock if not returned for credit.

We propose the above changes in the scope of work for the added sum of: \_\_\_\_\_ dollars ( \$ \_\_\_\_\_ )

Payment as follows: \_\_\_\_\_  
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving additional extra costs will be executed only upon additional written orders and will become an additional extra on the project. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature Bob Jell Note: this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_

 **AIA® Document G709™ – 2018****Proposal Request**

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**PROJECT:** *(name and address)*  
Metamora Library Building Renovation  
Metamora, IL

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: July 25, 2023

Architect's Project Number: 50161541  
Proposal Request Number: 014  
Proposal Request Date: December 8, 2023

**OWNER:** *(name and address)*  
Illinois Prairie District Public Library  
900 W Mt Vernon St.  
Metamora, IL 61548

**ARCHITECT:** *(name and address)*  
Dewberry Architects Inc.  
401 SW Water Street, Suite 701  
Peoria, IL 61602

**CONTRACTOR:** *(name and address)*  
Diamond Design & Construction, Inc.  
1001 E Lincoln St.  
Bloomington, IL 61701

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The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

*(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)*

This RFP is being issued as a result of an Unforeseen Condition where the siding manufacturer has stopped manufacturing smooth siding products and will not start up production again until 2024. Fiber-Cement Siding will be used in lieu of the Pre-Engineered Wood Siding. Refer to the attached specification section 074646 – Fiber-Cement Siding for requirements.

The Contractor shall submit the cost to provide the labor, materials, and equipment necessary to perform the work as stipulated and indicated in the RFP for a complete construction in accordance with the General Conditions of the Contract.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

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**REQUESTED BY THE ARCHITECT:**

Peter Truitt, AIA, Project Architect  
**PRINTED NAME AND TITLE**



## SECTION 074646 – FIBER-CEMENT SIDING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Fiber-cement siding and soffit.

- B. Related Sections:

- 1. Division 06 Section "Miscellaneous Carpentry" for wood furring, grounds, nailers, and blocking.

#### 1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Samples for Initial Selection: For color selections including related accessories.
- C. Samples for Verification: For each type, color, texture, and pattern required.
  - 1. ~~12-inch-~~ (300-mm-) long-by-actual-width Sample of siding and soffit.
  - 2. ~~12-inch-~~ (300-mm-) long-by-actual-width Samples of trim and accessories.
- D. Maintenance Data: For each type of siding and related accessories to include in maintenance manuals.
- E. Warranty: Sample of special warranty.

#### 1.4 QUALITY ASSURANCE

- A. Labeling: Provide fiber-cement siding that is tested and labeled according to ASTM C 1186 by a qualified testing agency acceptable to authorities having jurisdiction.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store materials in a dry, well-ventilated, weathertight place.

1.6 COORDINATION

- A. Coordinate installation with adjoining construction to ensure proper sequencing.

1.7 WARRANTY

- A. Special Warranty: Standard form in which manufacturer agrees to repair or replace siding that fail(s) in materials or workmanship within specified warranty period.
1. Failures include, but are not limited to, the following:
    - a. Structural failures including cracking, deforming, and fading.
    - b. Deterioration of finishes and other materials beyond normal weathering.
  2. Fading is defined as loss of color, after cleaning with product recommended by manufacturer, of more than 5 Hunter color-difference units as measured according to ASTM D 2244.
  3. Warranty Period: 15 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 FIBER-CEMENT SIDING AND SOFFIT

- A. General: ASTM C 1186, fiber-cement board, noncombustible when tested according to ASTM E 136; with a flame-spread index of 25 or less when tested according to ASTM E 84.
1. Basis-of-Design Product: Subject to compliance with requirements, provide JamesHardie: Hardi Plank Lap Siding, or comparable product by one of the following:
    - a. CertainTeed Corp.
    - b. Nichiha Fiber Cement.
  2. Lap siding: High density sheets with smooth texture. See Drawings for sizes.
  3. Finish Options: As chosen by Architect.
    - a. Manufacturer's standard primer and finish.
    - b. Manufacturer's standard primer and applied (shop or field) color.
  4. Colors: As selected by Architect.
- B. Siding Accessories, General: Provide starter strips, edge trim, outside and inside corner caps, and other items as recommended by siding manufacturer for building configuration.

1. Provide accessories matching color and texture of adjacent siding unless otherwise indicated.
- C. Decorative Accessories: Fiber cement trim boards.
- D. Fasteners:
  1. For fastening to metal, use ribbed bugle-head screws of sufficient length to penetrate a minimum of **1/4 inch (6 mm)**, or three screw-threads, into substrate.
  2. For fastening fiber cement, use stainless-steel fasteners.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine substrates for compliance with requirements for installation tolerances and other conditions affecting performance of siding and related accessories.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

#### 3.2 PREPARATION

- A. Clean substrates of projections and substances detrimental to application.

#### 3.3 INSTALLATION

- A. General: Comply with siding manufacturer's written installation instructions applicable to products and applications indicated unless more stringent requirements apply.
  1. Do not install damaged components.
- B. Install fiber-cement siding and related accessories.
  1. Install fasteners no more than **24 inches (600 mm)** o.c.
- C. Install joint sealants as specified in Division 07 Section "Joint Sealants" and to produce a complete installation.

#### 3.4 ADJUSTING AND CLEANING

- A. Remove damaged, improperly installed, or otherwise defective materials and replace with new materials complying with specified requirements.
- B. Clean finished surfaces according to manufacturer's written instructions and maintain in a clean condition during construction.

IPDPL – Metamora Library Building Renovation  
Issued for Bid  
June 6, 2023

END OF SECTION 074646







# AIA® Document G709™ – 2018

## Proposal Request

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<b>PROJECT:</b> <i>(name and address)</i> Metamora Library Building Renovation Metamora, IL	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: July 25, 2023	Architect's Project Number: 50161541 Proposal Request Number: 015 Proposal Request Date: December 8, 2023
<b>OWNER:</b> <i>(name and address)</i> Illinois Prairie District Public Library 900 W Mt Vernon St. Metamora, IL 61548	<b>ARCHITECT:</b> <i>(name and address)</i> Dewberry Architects Inc. 401 SW Water Street, Suite 701 Peoria, IL 61602	<b>CONTRACTOR:</b> <i>(name and address)</i> Diamond Design & Construction, Inc. 1001 E Lincoln St. Bloomington, IL 61701

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The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.

*(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)*

This RFP is being issued as a result of an error in the door hardware schedule for Door 100B. Refer to the attached specification section 087100 – Door Hardware for revised requirements for Door 100B.

The Contractor shall submit the cost to provide the labor, materials, and equipment necessary to perform the work as stipulated and indicated in the RFP for a complete construction in accordance with the General Conditions of the Contract.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

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**REQUESTED BY THE ARCHITECT:**

Peter Truitt, AIA, Project Architect  
**PRINTED NAME AND TITLE**

# Change Order

302362 - Metamora Public Library

## Contemplated Change Order #2 Per GC, RFP 015 Change hardware for opening 100B

1	Single Door #100B	Lobby (103) to VEST. (100)	90° RH	
1	3070 1 3/4 WD 5508 -2 PSWM FG SCLC CUSTOM 5 RH (2472/WD; CYL; RPD; SW453)			
1	Exit Device	98NL-OP x 110MD-NL	US26D	VO
1	Cylinder Housing	20-079	626	SC
1	Interchangeable Core	23-030 (REKEY STD CYL LABOR)	626	SC
1	Door Pull	8190EZHD-8	US32D316	IV
1	4100LE HD-Swing Single	4100LE SGL	AL	HORT
1	Overhead Stop	904S	SP28	GL

### Section Totals

08 14 00 Wood Doors  
08 70 00 Hardware

Pre-Tax Total: 6,209.76

Grand Total: 6,210.00

*Round*                      683.<sup>10</sup>  
   689.<sup>31</sup>

*Total For RFP 015*

\$ 7,582.<sup>41</sup>

## **IPDPL 2024 Holiday List**

January 1 – Monday - New Years Day

January 15 – Monday – Marting Luther King Jr. Day

February 19 - Monday - Presidents' Day

May 27 – Monday – Memorial Day

July 4 – Thursday – Independence Day

September 2 – Monday - Labor Day

November 11 – Monday – Veterans Day

November 27 – Wednesday (All branches close at 4

pm) November 28 – Thursday – Thanksgiving Day

November 29 – Friday – Day after Thanksgiving Day

December 24 – Tuesday – Christmas Eve

December 25 – Wednesday – Christmas

December 31 – Tuesday – New Year's Eve

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

# Hotspot Lending Policy

A hotspot is a wi-fi device you can use to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the Internet. The hotspots are portable and our service vendor is Sprint. The hotspot has unlimited data but can only be used within the continental United States. The Illinois Prairie District Public Library makes hotspots available to IPDPL cardholders to assist in research, networking, recreation and document or presentation production needs. Hotspots are provided according to availability.

The following rules and regulations apply:

1. The Illinois Prairie District Public Library lends hotspot devices to IPDPL cardholders ages 18 or above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials) and who have held an IPDPL card for at least 90 days.
2. In addition, the IPDPL Internet Use Policy & Agreement and a Hotspot Patron Agreement Form must also be completed.
3. Hotspots checkout is limited to one per household. When the hotspot is returned, there is a 24-hour waiting period to checkout another hotspot device by that household.
4. The loan period is **14 days**, and it cannot be renewed or reserved.
5. Hotspots are available at the Circulation Desk on a first-come, first-served basis. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.
6. Hotspots are to be returned inside the library at the circulation desk, not in the book drop. Patrons will be held responsible for damage to the item if it is returned in the book drop. Hot spots must be kept in a temperature controlled environment (not left in vehicles or in extreme temperature environments).
7. Fines for unreturned hotspots are \$5 per day and will accumulate up to the full replacement cost of \$75 for a hotspot that is not returned. If the hotspot is overdue, the service will be cut off and the user's library privileges will be suspended.
8. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.
9. The borrower assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen or damaged. The library staff will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following charges:

a. Hotspot:	\$75
<b>b. USB cable:</b>	<b>\$25</b>
<b>c. Adapter:</b>	<b>\$25</b>
d. Case:	\$15
10. The library is not responsible for information accessed using this device or for personal information that is shared over the internet. Hotspot users are encouraged to follow safe internet practices.

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

Adopted: January 7, 2019

Reviewed: January 11, 2022

Amended: January 9, 2024



## **NON-DISCRIMINATION AND ANTI-HARASSMENT RESOLUTION 2018-1**

The Illinois Prairie District Public Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Illinois Prairie District Public Library will not tolerate discrimination against or harassment of Illinois Prairie District Public Library employees by anyone, including any supervisor, co-worker, vendor, customer, contractor, or other regular visitor of the Company. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

### Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

### Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Illinois Prairie District Public Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

### Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

#### Investigation Procedure

All Illinois Prairie District Public Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, the Director or a member of the Board of Trustees. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director or a member of the Board of Trustees.

The Director or member of the Board of Trustees shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Director or his

designee, who will review the investigation report and make a final decision. At the Director's option, he or his designee may conduct further investigation, if necessary.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Illinois Prairie District Public Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

#### Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Company policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside Company

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

PASSED by the Illinois Prairie District Public Library Board of Trustees, Woodford County, Illinois, on January 2, 2018.

Ayes: Weddle, Buhr, Armstrong, Zobrist, Zoss.\*

Nays: ∅

Absent: Maurer



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

## **Illinois Prairie District Public Library Code of Conduct Policy & Use of Facilities**

The Board of the Illinois Prairie District Public Library seeks to provide and ensure a safe and welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services offered to library customers and library employees. Library facilities are intended for patrons and staff who are engaged in the use of library services and resources.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not disturb, offend, harass or threaten others or their property.
- Using library items, furnishings, equipment, supplies, and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage or threaten to damage library property.
- Attending to personal belongings. The responsibility for loss or damage to unattended personal belongings rests solely with the customer.
- Following all library policies.

Examples of conduct and actions not permitted anywhere on the library's property include, but are not limited to:

- Smoking, including the use of smokeless tobacco and electronic cigarettes; possessing, consuming or being under the influence of alcohol or illegal drugs. Use, possession, or smoking of marijuana is not permitted on library property.
- Entering the library with items the general population views as threatening, or that could damage library materials, threaten the safety of others, damage property, or threaten to damage the property of others.
- Eating, except in areas designated for this use.
- Drinking beverages from cans or containers without lids. (Beverages are not allowed in computer areas.)
- Prolonged or habitual sleeping.
- Loitering in the entrance, lobbies, restrooms, or any other non-study area for more than 15 minutes.
- Using the restrooms and supplies for other than their intended purpose.
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor. (Shoes and shirts are required.)
- Solicitation of library patrons and staff.

Service animals are welcome. However, pets are not welcome on library property.

The Illinois Prairie District Public Library reserves the right to require anyone violating the Code of Conduct to leave library property and to determine appropriate levels of progressive discipline. Serious or repeated misconduct may lead to immediate or further suspension from the Library and to legal action or criminal prosecution. Illegal behavior will not be tolerated in the Library, and police will be called immediately.

Those wishing to appeal suspensions may do so by writing to the Board of the Trustees at the library's address.

Adopted: January 2, 2018



Strategic Plan  
FY2022 – FY2024

## VISION

Growing a vibrant, engaged, learning-focused community

## MISSION

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



## WELCOME

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



## ENGAGE

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



## ENRICH

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

**Complete** a building project for Metamora

**Evolve** branches to become essential community hubs

**Increase** awareness through creative marketing and communication

**Reach** more community members through outreach activities and strategic partnerships

**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



### 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	59	1116	772	296	113	104	3	980	3443
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>432</b>	<b>7162</b>	<b>5856</b>	<b>2247</b>	<b>847</b>	<b>684</b>	<b>117</b>	<b>5405</b>	<b>22750</b>

### Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	200	2388	1611	970	116	81	77	5443
August	136	1534	1657	735	123	119	10	4314
September	86	1479	1364	563	152	90	9	3743
October	78	1579	1751	747	121	212	10	4498
November	55	1457	1506	734	154	171	8	4085
December	73	1142	974	492	105	86	3	2875
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>628</b>	<b>9579</b>	<b>8863</b>	<b>4241</b>	<b>771</b>	<b>759</b>	<b>117</b>	<b>24958</b>

### YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	1	123	146	55	0	2
August	4	66	131	33	1	0
September	10	75	96	41	6	1
October	4	54	115	72	3	2
November	0	85	141	27	2	3
December	4	84	125	35	5	1
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>23</b>	<b>487</b>	<b>754</b>	<b>263</b>	<b>17</b>	<b>9</b>

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	0	256	32	22	4	13
August	4	243	13	27	9	10
September	5	218	16	35	11	12
October	1	211	14	27	15	11
November	0	138	28	23	8	11
December	2	152	43	25	9	8
January						
February						
March						
April						
May						
June						
Total	12	1218	146	159	56	65

**December Door Count (FY2023-2024)**

Benson: 141 (994)  
 GHills: 2,033 (15,917)  
 Metamora: 468 (5,800)  
 Roanoke: 421 (3,220)  
 SBay: 433 (3,284)  
 Washburn: 178 (1,518)

**Wi-fi Usage**

November: 321 (2,830)

## Monthly Programming

November 2023

### Special Programs

**Fall Scavenger Hunt:** Participants had to search for autumn leaves with letters to decode a secret message. 99 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 5, GH = 13, M = 16, R = 43, SB = 8, W = 14.

**A Taste of Love with Maya-Camille Broussard:** November 8, Zoom Event (Illinois Libraries Present). We had 5 participants register for the program. 2 attended live, and a link to the recording was sent to all registered for asynchronous viewing after the event.

**Germantown Hills PTO Craft & Vendor Show:** November 4, Germantown Hills Grade School. IPDPL set up an information booth at the GHGS PTO Craft & Vendor show. We handed out recipe bookmarks from the A to Z databases and IPDPL refrigerator clips. We also held a shredded book contest. There were 31 entries for the contest (19 correct), and Gavin Hanson was chosen as the winner of a \$25 Barnes & Noble gift card. Attendance total: 186. Age group breakdown was not tallied.

### Beanstack

*1,000 Books Before Kindergarten* ongoing challenge: Readers are challenged to log 1,000 reading sessions before beginning Kindergarten. We had no new registrations in November. We had 4 active readers in November, logging 191 books for 4 badges. We had no challenge completions in November.

*2023 Adventure 365* year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 4 new readers added in November. 22 readers made at least one log entry during the month. Readers logged 15,258 minutes (254.3 hours) of reading in November, earning 21 badges. We had 2 challenge completions in November.

The monthly challenge for November was *2023 Read Grateful*. Readers were challenged to log 5 hours of reading and complete 4 activity badges. We had 15 registrations and 13 active readers. Readers logged 7,818 minutes (130.3 hours) of reading and completed 18 activities in November, earning 125 badges. There was one challenge completion.

### Children's Programming

**Baby Bookworms:** Baby Bookworms meets twice a week, once each at Germantown Hills and Metamora. There were 4 sessions at Germantown Hills and 3 sessions at Metamora in November. Participant totals for November: GH = 63 (31 children, 32 adults), M = 20 (11 children, 9 adults).

**Story Time:** Story Time meets 6 times per week, once at each branch. Totals for November: B = 12 (9 children, 3 adults); GH = 14 (8 children, 6 adults); M = 2 (1 child, 1 adult); R = 9 (6 children, 3 adults); SB = 22 (14 children, 8 adults); W = 38 (29 children, 9 adults).

**School Visits:** There were five school visits in November to Little Oaks Daycare and Once Upon a Time Daycare. IPDPL also had an information booth at the Metamora Grade School PTO Family Fun Night.

- 11/6 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 7 (6 children, 1 adult) – 22 Take & Make kits distributed
- 11/10 – Metamora Grade School PTO Family Fun Night – Total Attendance: 179 – 90 Take & Make kits distributed
- 11/13 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 8 (7 children, 1 adult)
- 11/20 – Little Oaks Daycare STEM program (ages 7 – 11) - Total Attendance: 6 (5 children, 1 adult)
- 11/21 – Little Oaks Daycare (ages 7 – 11) - Total Attendance: 7 (6 children, 1 adult) – 24 Take & Make kits distributed
- 11/27 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 10 (8 children, 2 adults)

### **Library Spaces Usage**

**Germantown Hills:** The Meeting Room was not reserved in November. Study Room A was reserved 21 times, and Study Room B was reserved 13 times. The Cricut Maker Station was reserved 2 times. The children’s computers in Germantown Hills were used 61 times in November.

**Roanoke:** The Meeting Room was reserved 12 times for private functions. The Study Room was used 4 times in November.

### **Recurring Programs**

**Book Buzz Book Club:** November 14, Germantown Hills. The book for November was *Flight Behavior*, by Barbara Kingsolver. 14 adults attended.

**Children’s Play Spaces:** Tracking engagement with toy kitchens and train tables. G = 103, M = 29, R = 56.

**Coloring Pages:** Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in September. A total of 69 pages were distributed between the branches.

**Email Newsletter:** 17,142 Wowbrary email newsletters were sent to 4,272 active users.

**General Reference Questions:** 169 reference questions were answered in November.

**Germantown Hills Garden Club:** The Garden Club did not meet in November.

**Jigsaw Puzzles:** November puzzle counts: B = 29, M = 0, SB = 20; W = 44.

**Knit & Stitch Group:** This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 50 knitters attend in November. Weekly breakdown: 11/1 = 12; 11/8 = 13; 11/15 = 12; 11/23 = 4; 11/29 = 9.

**LEGO Clubs:** LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 8, M = 0, R = 2, W = 2 (1 child, 1 adult).

**No Loose Threads:** This is a new knit, stitch, and crochet group in Washburn. They meet twice a month. 11/1 = 3 adults; 11/15 = 3 adults.

**The Papercrafter's Workshop:** This group met twice in November. Attendance totals: 11/7 = 5 adults; 11/21 = 6 adults.

**Patron Tech Support:** Staff provided patron tech support 66 times in October.

**Peoria Poetry Club:** November 4, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 15 people at the November meeting.

**Popcorn Night:** November 9, Spring Bay. 14 bags of popcorn were handed out.

**Spring Bay Bookies:** November 6, Spring Bay. The book for November was *Mrs. Kennedy and Me* by Clint Hill. There were 15 people in attendance.

**Take & Make Kits:** The November Take & Make kit was a dinosaur puppet. A total of 173 kits were distributed. Branch totals: B = 11; GH = 65; M = 35; R = 29; SB = 13; W = 20.

## Monthly Programming

December 2023

### Special Programs

**Reindeer Rescue Break-In Bags:** December 1 – 30, all branches. Participants solved puzzles to get the code to unlock a bag of prizes. Branch participation totals: B = 11, GH = 16, M = 18, R = 24, SB = 5, W = 2.

**Sweet Treats Scavenger Hunt:** December 1 – 30, all branches. 144 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 12, GH = 25, M = 46, R = 35, SB = 14, W = 12.

**Surviving the Holidays with Lori Gottlieb:** December 6, Zoom Event (Illinois Libraries Present). We had 6 participants register for the program and 4 registrants attended the live event. A recording was sent out to all registrants for asynchronous viewing after the event.

**The Nutcracker:** December 15 – 18, Zoom Event (Illinois Libraries Present). This was a pre-recorded performance of the ballet that could be watched any time during the weekend. We had 9 participants register for the program and 7 registrants viewed the recording at least once.

**Hot Chocolate Story Time:** December 19, Metamora. A special, evening, hot chocolate-themed Story Time for families. Attendance total: 31 (17 children, 2 teens, 12 adults).

### Beanstack

*1,000 Books Before Kindergarten* ongoing challenge: Readers are challenged to log 1,000 reading sessions before beginning Kindergarten. We had no new registrations in December. We had 5 active readers in December, logging 157 books for 2 badges. We had no challenge completions in December.

*2023 Adventure 365* year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 4 new readers added in December. 18 readers made at least one log entry during the month. Readers logged 11,057 minutes (184.28 hours) of reading in December, earning 13 badges. We had 2 challenge completions in December.

The monthly challenge for December was *2023 Reading Wrap Up*. Readers were challenged to log 5 hours of reading during the month. We had 19 registrations and 15 active readers. Readers logged 9,148 minutes (152.47 hours) of reading, earning 133 badges. There were 8 challenge completions.

### Children's Programming

**Baby Bookworms:** Participant totals for December: GH = 16 (8 children, 8 adults), M = 5 (3 children, 2 adults).

**Story Time:** Totals for December: B = 12 (8 children, 4 adults); GH = 0; M = 2 (1 child, 1 adult); R = 11 (7 children, 4 adults); SB = 18 (12 children, 6 adults); W = 16 (12 children, 4 adults).



**School Visits:** There were four school visits in December to Little Oaks Daycare and Once Upon a Time Daycare.

- 12/4 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 10 (8 children, 2 adult) – 22 Take & Make kits distributed
- 12/11 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 12 (10 children, 2 adults)
- 12/20 – Little Oaks Daycare STEM program (ages 7 – 11) - Total Attendance: 5 (4 children, 1 adult) ) – 14 Take & Make kits distributed
- 12/21 – Little Oaks Daycare (ages 7 – 11) - Total Attendance: 5 (4 children, 1 adult

### **Library Spaces Usage**

**Germantown Hills:** The Meeting Room was reserved for 1 public event and 2 private meetings in December. Study Room A was reserved 9 times, and Study Room B was reserved 6 times. The Cricut Maker Station was reserved 9 times. The children’s computers in Germantown Hills were used 67 times in December.

**Roanoke:** The Meeting Room was reserved 14 times for private functions. The Study Room was used 2 times in December.

### **Recurring Programs**

**Book Buzz Book Club:** December 12, Germantown Hills. The book for December was *The Autobiography of Santa Claus*, by Jeff Guinn. 11 adults attended.

**Children’s Play Spaces:** Tracking engagement with toy kitchens and train tables. G = 66, M = 20, R = 48.

**Coloring Pages:** Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in September. A total of 54 pages were distributed between the branches.

**Email Newsletter:** 17,120 Wowbrary email newsletters were sent to 4,271 active users.

**General Reference Questions:** 181 reference questions were answered in December.

**Germantown Hills Garden Club:** The Garden Club did not meet in December.

**Jigsaw Puzzles:** December puzzle counts: B = 39, SB = 15; W = 27.

**Knit & Stitch Group:** Germantown Hills knit, stitch, and crochet group. There were 38 knitters in December. Weekly breakdown: 12/6 = 11; 12/13 = 7; 12/20 = 9; 12/27 = 11.

**LEGO Clubs:** LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 28, M = 11, R = 4, W = 0.

**No Loose Threads:** Washburn knit, stitch, and crochet group. They meet twice a month. 12/6 = 0; 12/20 = 0.

**The Paper crafter’s Workshop:** This group met once in December. Attendance totals: 12/5 = 5 adults.

**Patron Tech Support:** Staff provided patron tech support 69 times in October.

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

**Popcorn Night:** December 14, Spring Bay. 13 bags of popcorn were handed out.

**Spring Bay Bookies:** December 5, Spring Bay. The book for December was *The Liar's Dictionary* by Eley Williams. There were 14 people in attendance.

**Take & Make Kits:** The December Take & Make kit was a polar bear cocoa mug. A total of 168 kits were distributed. Branch totals: B = 9; GH = 42; M = 65; R = 36; SB = 6; W = 10.

## Monthly Marketing Report

### November/December 2023

**Ad Spend:** We did not use any of our on-air spots in November or December.

**Coverage:** We had five listings of upcoming events in the *Woodford County Journal* in November and three listings in December.

**Press Releases:** One press release was sent in November for the Local Author Series event (which was later canceled). A copy of the release is attached.

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

### Facebook

#### Facebook Page Performance

Month	Posts	vs. Previous Month	Stories	vs. Previous Month	Page Reach <sup>1</sup>	vs. Previous Month	Page Visits <sup>2</sup>	vs. Previous Period <sup>3</sup>	New Followers	vs. Previous Month	Total Followers
January 2023	26	↓ 7.1%	N/A		1,799	↓ 55.7%	737	↑ 28.4%	17	↑ 54.5%	Not available
February 2023	28	↑ 21.7%	N/A		3,113	↑ 90.7%	651	↓ 1.5%	14	0%	1,722
March 2023 <sup>3</sup>	33	0%	N/A		3,968	↑ 26.4%	671	↓ 8.6%	36	↑ 140%	1,761
April 2023	23	↓ 30.3%	N/A		2,663	↓ 32.9%	591	↓ 11.5%	14	↓ 61.1%	1,773
May 2023	23	0%	1	↑ 100%	5,452	↑ 104.7%	1,068	↑ 79.8%	23	↑ 64.3%	1,792
June 2023	30	↑ 30.4%	1	0%	6,528	↑ 19.7%	1,570	↑ 47%	17	↓ 26.1%	1,810
July 2023	29	↓ 3.3%	3	↑ 100%	5,514	↓ 15.5%	1,103	↓ 29.7%	13	↓ 23.5%	1,819
August 2023	22	↓ 24.1%	1	↑ 100%	3,532	↓ 35.9%	1,154	↑ 4.6%	15	↑ 15.4%	1,841
September 2023	42	↑ 100%	2	↑ 100%	5,649	↑ 59.9%	948	↓ 17.9%	22	↑ 46.7%	1,853
October 2023	31	↓ 24.4%	0	0%	2,369	↓ 58.1%	761	↓ 19.7%	8	↓ 63.6%	1,868
November 2023	24	↓ 26.2%	0	0%	7,421	↑ 240.3%	1,171	↑ 59.5%	15	↑ 87.5%	1,883
December 2023	18	↓ 30.8%	0	0%	3,510	↓ 52.8%	853	↓ 29.3%	13	↓ 13.3%	1,890

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

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

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

## Facebook Audience

<b>Age</b>	<b>Women</b>	<b>Men</b>
18 – 24	0.9%	0.3%
25 – 34	12.4%	2.3%
34 – 44	30.2%	4.0%
45 – 54	18.7%	2.9%
55 – 64	10.2%	1.6%
65 +	13.7%	2.8%

Metamora, IL	22.1%
Germantown Hills, IL	21.2%
Peoria, IL	7.9%
Roanoke, IL	4.1%
Washington, IL	3.4%
Washburn, IL	3%
East Peoria, IL	2.8%
Eureka, IL	1.3%
Spring Bay, IL	1.2%
Morton, IL	1.2%

## Instagram

### Instagram Page Performance

<b>Month</b>	<b>Posts</b>	<b>vs. Previous Month</b>	<b>Stories</b>	<b>vs. Previous Month</b>	<b>Page Reach<sup>1</sup></b>	<b>vs. Previous Month</b>	<b>Profile Visits<sup>2</sup></b>	<b>vs. Previous Period</b>	<b>New Followers</b>	<b>vs. Previous Month<sup>3</sup></b>	<b>Total Followers</b>
<b>April - May 2023</b>	15	N/A	1	N/A	46	↑ 100%	63	↑ 100%	77	Not Available	77
<b>June 2023</b>	9	↓ 35.7%	1	↓ 35.7%	45	↑ 2.3%	23	↓ 48.9%	15	Not Available	92
<b>July 2023</b>	16	↑ 77.8%	4	↑ 300%	85	↑ 88.9%	22	↓ 4.3%	18	↑ 63.6%	105
<b>August 2023</b>	10	↓ 37.5%	0	↓ 100%	45	↓ 47.1%	14	↓ 36.4%	9	↓ 50%	114
<b>September 2023</b>	21	↑ 110%	1	↑ 100%	62	↑ 37.8%	16	14.3%	3	↓ 66.7%	113
<b>October 2023</b>	17	↓ 19%	1	0%	50	↓ 19.4%	4	↓ 75%	2	↓ 33.3%	115
<b>November 2023</b>	15	↓ 11.8%	3	↑ 200%	47	↓ 6%	4	0%	3	↑ 50%	117
<b>December 2023</b>	11	↓ 35.3%	0	↓ 100%	40	↓ 16.7%	10	↑ 100%	5	↑ 66.7%	122

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

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

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

## YouTube Channel

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

### YouTube Channel Performance

Month	Total Channel Views	Watch Time (in hours)	Impressions <sup>1</sup>	Impression Click-through Rate <sup>2</sup>
January 2023	660	17	7,451	4.2%
February 2023	422	12.3	4,546	4.4%
March 2023	590	18.5	6,178	3.7%
April 2023	405	10.5	6,284	3.2%
May 2023	678	11.0	8,012	3.8%
June 2023	464	9.8	4,368	4%
July 2023	384	7.5	3,076	4.7%
August 2023	644	15.6	6,705	4.9%
September 2023	659	15.3	6,148	4.7%
October 2023	707	11.2	7,173	5.5%
November 2023	1,063	12.5	8,870	8.6%
December 2023	1,752	13.8	10,153	11.4%

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

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

### YouTube Audience

Month	Returning Viewers <sup>1</sup>	Unique Viewers <sup>2</sup>	Subscribers <sup>3</sup>
January 2023	29	442	0
February 2023	14	326	-1
March 2023	19	401	+6
April 2023	14	319	0
May 2023	19	442	-1
June 2023	18	265	-1
July 2023	3	253	0
August 2023	52	471	-1
September 2023	60	467	1
October 2023	67	492	0
November 2023	67	412	0
December 2023	63	392	-2

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

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

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

#### **IPDPL Website:** Performance overview for November 2023

- 3,134 visits to our website
- 1,037 visitors
- 538 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 179 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 169 clicks on the link to the RSA online catalog
- 130 clicks on the link to the library Calendar of Events
- 35 clicks on the IPDPL Beanstack link
- 16 Database links used 235 times
- 11 clicks on the Explore More Illinois link
- 8 clicks on social media links (Facebook, Instagram, YouTube)

#### **IPDPL Website:** Performance overview for December 2023

- 2,916 visits to our website
- 954 visitors
- 594 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 177 clicks on the link to the RSA online catalog
- 130 clicks on the link to the library Calendar of Events
- 79 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 34 clicks on the IPDPL Beanstack link
- 15 Database links used 124 times
- 7 clicks on the Explore More Illinois link
- 7 clicks on social media links (Facebook, Instagram, YouTube)