

# February 13, 2024

## Board Packet



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



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, February 13, 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 Granting a Permanent Easement to the Village of Germantown Hills
7. Discussion and Approval of Adopting the ALA's Library Bill of Rights
8. Director's Remarks
9. Comments to guide future agendas.
10. Adjournment

The next regular meeting will be Tuesday, March 12, 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, 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. Meeting was called to order at 4 p.m. Present E. Rainville, J. Weddle, D. Smith, A. Hicks, M.Coker, J. Zobrist and absent H. Booker.
2. Minutes of the last regular meeting, motion to approve E. Rainville and second by C Kaufman. All in favor motion passed.
3. Public comments, none
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, proceeding on target.
6. Discussion and Approval of Edited 2024 Holiday List, amended to include Presidents day, motion to approve by C. Kaufman and second by E. Rainville. All in favor, motion passed.
7. Discussion and Approval Hotspot Policy, motion to approve by M. Coker and second by E. Rainville. All in favor, motion passed.
8. Discussion and Approval of Non-Discrimination Policy, reviewed.
9. Discussion and Approval of Code of Conduct Policy, reviewed.
10. Discussion and Approval of Vision/Mission Statements, reviewed.
11. Director's Remarks, presented circulation, door counts, and internet results for December. Beginning activity at Snyder Village soon. Hot Chocolate Story time was a success. Decennial meeting to be held for committee before next board meeting.
12. Comments to guide future agendas.
13. Adjournment, motion to adjourn by M. Coker and second by C. Kaufman at 4:31 pm. All in favor, meeting adjourned.

## Illinois Prairie District Public Library

02/12/24

## Check Register

Accrual Basis

February 2024

	<u>Feb 24</u>
Aflac	287.87
AmazonBusiness	2,754.90
Ameren Illinois	4,033.67
Amigoni Construction	1,087.50
Auto-Owners Insurance	50.00
Baker & Taylor	985.35
Bestsellers Audio, LLC	266.76
Blue Cross Blue Shield of Illinois	5,243.71
Brenda Schertz	7.66
Caterpillar Trail Public Water District	36.50
Cengage Learning, Inc.	374.10
CLA Services Inc	525.00
Commerce Bank - Commercial Cards	701.79
Dawn Smith	382.91
Dearborn National Life Insurance Company	25.84
DEMCO	58.54
Dewberry Architects, Inc.	3,335.00
Diamond Design & Construction Inc	157,240.09
Donna Forbis	44.95
Federal Companies	2,564.00
Fritch Heating & Cooling, Inc.	766.50
Getz Fire Equipment	257.00
GFL Environmental	93.38
Healthy Homes LLC	500.00
Heartland Internet, Inc.	49.95
Hoopla	2,518.67
I Know A Guy	2,325.00
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Kanopy Inc	18.00
Kirby Foods Metamora	9.08
Mediacom	506.70
Midwest Tape	629.67
MTCO	294.24
Nena Hardware Peoria	211.87
Nicor Gas	336.84
Orkin	350.97
Orkin - Bartonville	314.98
OverDrive, Inc.	2,000.00
Pam Kingham	440.86
Peoria Flag & Decorating Co	184.90
Playaway Products LLC	3,729.73
Purity Plus Water Systems	101.90
Rebecca Deitrick	23.58
RK Dixon - IA	5,839.10
Roanoke Water-Sewer Department	49.71
Samantha Huber	176.14
Terry's Window Cleaning, Inc.	138.00
The Library Store, Inc.	147.48
Total Package Landscape Works, LLC	1,225.00
Travco Plumbing, Inc.	910.00
Village of Germantown Hills	44.84
Village of Metamora	99.66
Village of Washburn	182.33
VoiceSpring	499.37
Xerox Financial Services	709.39
<b>TOTAL</b>	<b><u>206,935.98</u></b>

**Illinois Prairie District Public Library**  
**Income & Expense Budget vs. Actual**  
**January 2024**

	Jan 24	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	3,414.51	1,250.00	2,164.51	273.2%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	244.24	1,200.00	-955.76	20.4%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	100.40	8.33	92.07	1,205.3%
38500 · Interest Income - General	3,940.32	250.00	3,690.32	1,576.1%
38900 · Interest Income - Tort/Liab	5,343.11	250.00	5,093.11	2,137.2%
39000 · Interest Income - Spec Reserve	3,539.46	50.00	3,489.46	7,078.9%
39191 · Interest Income - Bldg/Maint	696.53	50.00	646.53	1,393.1%
39200 · Interest Income - Working Cash	3,911.51	333.00	3,578.51	1,174.6%
39300 · Interest Income - Gift	1,654.10	83.00	1,571.10	1,992.9%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
<b>Total Income</b>	<b>23,444.18</b>	<b>139,107.66</b>	<b>-115,663.48</b>	<b>16.9%</b>
<b>Expense</b>				
40100 · Salaries	35,163.71	39,871.00	-4,707.29	88.2%
40500 · Hospital Insurance	5,360.57	9,500.00	-4,139.43	56.4%
40600 · Staff Education	888.51	1,250.00	-361.49	71.1%
41000 · Books - Adult	1,475.98	2,292.00	-816.02	64.4%
41100 · Books - Children	1,281.60	2,291.00	-1,009.40	55.9%
41300 · Periodicals	819.00	833.00	-14.00	98.3%
41500 · Audio - Visual	876.69	1,000.00	-123.31	87.7%
41600 · Video / DVD Tapes	266.85	666.67	-399.82	40.0%
41700 · Electronic Materials	2,503.45	4,166.67	-1,663.22	60.1%
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	402.02	1,250.00	-847.98	32.2%
42400 · Mileage and Expenses	620.16	1,250.00	-629.84	49.6%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44360 · Building - Metamora	0.00	114,583.33	-114,583.33	0.0%
44800 · Programming / PR	3,290.13	2,500.00	790.13	131.6%
44999 · Capital Outlay	143,766.18			
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	3,362.52	4,000.00	-637.48	84.1%
45200 · Water and Sewer	331.82	250.00	81.82	132.7%
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	20.00	1,250.00	-1,230.00	1.6%
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	1,380.82	5,179.17	-3,798.35	26.7%
70300 · Social Security Employer	2,167.74	4,221.13	-2,053.39	51.4%
70400 · Medicare Employer	506.96	987.20	-480.24	51.4%
72300 · Insurance	0.00	8,750.00	-8,750.00	0.0%
72400 · Legal	1,030.00	583.33	446.67	176.6%
72500 · Maintenance	2,212.40	10,125.00	-7,912.60	21.9%
72600 · Professional Fees	837.50	833.33	4.17	100.5%
<b>Total Expense</b>	<b>210,097.04</b>	<b>229,716.17</b>	<b>-19,619.13</b>	<b>91.5%</b>
<b>Net Income</b>	<b>-186,652.86</b>	<b>-90,608.51</b>	<b>-96,044.35</b>	<b>206.0%</b>

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

02/12/24

Accrual Basis

	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	72,227.69	15,000.00	57,227.69	481.5%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	2,428.51	14,400.00	-11,971.49	16.9%
38000 · Donations	7,903.07	15,000.00	-7,096.93	52.7%
38400 · Interest Income - Per Capita	670.03	100.00	570.03	670.0%
38500 · Interest Income - General	33,340.25	3,000.00	30,340.25	1,111.3%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	31,932.27	3,000.00	28,932.27	1,064.4%
39000 · Interest Income - Spec Reserve	39,588.68	600.00	38,988.68	6,598.1%
39191 · Interest Income - Bldg/Maint	4,217.67	600.00	3,617.67	702.9%
39200 · Interest Income - Working Cash	23,627.52	4,000.00	19,627.52	590.7%
39300 · Interest Income - Gift	11,256.86	1,000.00	10,256.86	1,125.7%
39400 · Interest Income - Certificates	4,032.62	3,000.00	1,032.62	134.4%
39500 · Miscellaneous Income	434.23	0.00	434.23	100.0%
39600 · Interest Income - Ded Gift	0.01			
39700 · Rent Income	4,200.00	0.00	4,200.00	100.0%
<b>Total Income</b>	<b>1,724,832.75</b>	<b>1,669,300.00</b>	<b>55,532.75</b>	<b>103.3%</b>
<b>Expense</b>				
40100 · Salaries	252,639.70	478,450.00	-225,810.30	52.8%
40500 · Hospital Insurance	41,691.53	114,000.00	-72,308.47	36.6%
40600 · Staff Education	8,009.16	15,000.00	-6,990.84	53.4%
41000 · Books - Adult	14,902.59	27,504.00	-12,601.41	54.2%
41100 · Books - Children	14,186.46	27,496.00	-13,309.54	51.6%
41300 · Periodicals	953.99	10,000.00	-9,046.01	9.5%
41500 · Audio - Visual	3,170.24	12,000.00	-8,829.76	26.4%
41600 · Video / DVD Tapes	3,493.11	8,000.00	-4,506.89	43.7%
41700 · Electronic Materials	42,103.54	50,000.00	-7,896.46	84.2%
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	7,938.56	15,000.00	-7,061.44	52.9%
42400 · Mileage and Expenses	8,744.36	15,000.00	-6,255.64	58.3%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44360 · Building - Metamora	39,754.65	1,375,000.00	-1,335,245.35	2.9%
44800 · Programming / PR	13,765.39	30,000.00	-16,234.61	45.9%
44999 · Capital Outlay	1,218,448.28			
45000 · Rent	1,486.00	2,000.00	-514.00	74.3%
45100 · Gas and Electric	23,295.98	48,000.00	-24,704.02	48.5%
45200 · Water and Sewer	2,095.54	3,000.00	-904.46	69.9%
45300 · Telephone	3,966.07	9,000.00	-5,033.93	44.1%
45600 · Internet	6,815.31	12,000.00	-5,184.69	56.8%
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	20.00	15,000.00	-14,980.00	0.1%
49000 · Per Capita	17,199.20	0.00	17,199.20	100.0%
52200 · Audit	12,690.00	25,000.00	-12,310.00	50.8%
60400 · IMRF Employer	12,298.15	62,150.00	-49,851.85	19.8%
70300 · Social Security Employer	15,685.16	50,653.60	-34,968.44	31.0%
70400 · Medicare Employer	3,668.37	11,846.40	-8,178.03	31.0%
72300 · Insurance	45,052.02	105,000.00	-59,947.98	42.9%
72400 · Legal	11,356.13	7,000.00	4,356.13	162.2%

# 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>
72500 · Maintenance	62,036.73	121,500.00	-59,463.27	51.1%
72600 · Professional Fees	5,722.00	10,000.00	-4,278.00	57.2%
<b>Total Expense</b>	<u>1,931,237.06</u>	<u>2,756,600.00</u>	<u>-825,362.94</u>	<u>70.1%</u>
<b>Net Income</b>	<u><b>-206,404.31</b></u>	<u><b>-1,087,300.00</b></u>	<u><b>880,895.69</b></u>	<u><b>19.0%</b></u>

## Illinois Prairie District Public Library

## Profit &amp; Loss

02/12/24

January 2024

Cash Basis

	<u>Jan 24</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	3,414.51
34000 · Fines and Fees	244.24
38400 · Interest Income - Per Capita	100.40
38500 · Interest Income - General	3,940.32
38900 · Interest Income - Tort/Liab	5,343.11
39000 · Interest Income - Spec Reserve	3,539.46
39191 · Interest Income - Bldg/Maint	696.53
39200 · Interest Income - Working Cash	3,911.51
39300 · Interest Income - Gift	1,654.10
39700 · Rent Income	600.00
<b>Total Income</b>	<u>23,444.18</u>
<b>Expense</b>	
40100 · Salaries	35,163.71
40500 · Hospital Insurance	5,360.57
40600 · Staff Education	888.51
41000 · Books - Adult	1,475.98
41100 · Books - Children	1,281.60
41300 · Periodicals	819.00
41500 · Audio - Visual	876.69
41600 · Video / DVD Tapes	266.85
41700 · Electronic Materials	2,503.45
42100 · Office Supplies	402.02
42400 · Mileage and Expenses	620.16
44800 · Programming / PR	3,290.13
44999 · Capital Outlay	143,766.18
45000 · Rent	182.33
45100 · Gas and Electric	3,362.52
45200 · Water and Sewer	331.82
45300 · Telephone	499.21
45600 · Internet	850.89
48900 · Miscellaneous Expenses	20.00
60400 · IMRF Employer	1,380.82
70300 · Social Security Employer	2,167.74
70400 · Medicare Employer	506.96
72400 · Legal	1,030.00
72500 · Maintenance	2,212.40
72600 · Professional Fees	837.50
<b>Total Expense</b>	<u>210,097.04</u>
<b>Net Income</b>	<u><u>-186,652.86</u></u>



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

	<u>Jul '23 - Jun 24</u>
<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	72,227.69
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	2,428.51
38000 · Donations	7,903.07
38400 · Interest Income - Per Capita	670.03
38500 · Interest Income - General	33,340.25
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	31,932.27
39000 · Interest Income - Spec Reserve	39,588.68
39191 · Interest Income - Bldg/Maint	4,217.67
39200 · Interest Income - Working Cash	23,627.52
39300 · Interest Income - Gift	11,256.86
39400 · Interest Income - Certificates	4,032.62
39500 · Miscellaneous Income	434.23
39600 · Interest Income - Ded Gift	0.01
39700 · Rent Income	4,200.00
<b>Total Income</b>	<b>1,724,832.75</b>
<b>Expense</b>	
40100 · Salaries	252,639.70
40500 · Hospital Insurance	41,691.53
40600 · Staff Education	8,009.16
41000 · Books - Adult	14,902.59
41100 · Books - Children	14,186.46
41300 · Periodicals	953.99
41500 · Audio - Visual	3,170.24
41600 · Video / DVD Tapes	3,493.11
41700 · Electronic Materials	42,103.54
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	7,938.56
42400 · Mileage and Expenses	8,744.36
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	13,765.39
44999 · Capital Outlay	1,218,448.28
45000 · Rent	1,486.00
45100 · Gas and Electric	23,295.98
45200 · Water and Sewer	2,095.54
45300 · Telephone	3,966.07
45600 · Internet	6,815.31
47200 · Computer Equipment	1,221.22
48900 · Miscellaneous Expenses	20.00
49000 · Per Capita	17,199.20
52200 · Audit	12,690.00
60400 · IMRF Employer	12,298.15
70300 · Social Security Employer	15,685.16
70400 · Medicare Employer	3,668.37
72300 · Insurance	45,052.02
72400 · Legal	11,356.13

8:56 AM

# Illinois Prairie District Public Library

02/13/24

## Profit & Loss

Cash Basis

July 2023 through June 2024

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	<u>Jul '23 - Jun 24</u>
72500 · Maintenance	62,036.73
72600 · Professional Fees	<u>5,722.00</u>
<b>Total Expense</b>	<u>1,931,237.06</u>
<b>Net Income</b>	<u><u>-206,404.31</u></u>

**Illinois Prairie District Public Library**  
**Balance Sheet**  
As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	15,310.42
10800 · Petty Cash Checking Account	1,114.50
11400 · Savings Account	418,134.19
	434,559.11
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	158,935.70
10400 · Per Capita Fund	22,018.58
10500 · Certificates	555,476.66
10600 · General Operating Fund	846,596.59
10700 · Special Reserve Fund	739,229.40
10900 · US Treasury Bond 207050144	248,707.85
11000 · Working Cash Fund	857,782.97
11100 · Gift Fund	363,067.08
11200 · Building Maintenance Fund	151,448.38
11300 · Tort Liability Fund	1,171,545.69
11500 · Dedicated Gift Fund	6.97
	5,114,983.66
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	5,549,542.77
<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>9,206,938.15</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	-504.29
	9,206,938.15
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,206,938.15</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 01-01-2024	\$ 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
Transfer Online											
Accounts Payable	\$ (192,198.41)										
First Payroll	\$ (13,383.89)										
Payroll Taxes	\$ (4,266.35)										
Fines & Fees (Met)	\$ 53.20										
Fines & Fees	\$ 191.04										
Miscellaneous Income											
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll											
Payroll Taxes											
IMRF	\$ (2,356.30)										
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer to/from Special Reserve				\$ 143,766.18			\$ (143,766.18)				
Transfer to/from Tort/Liab				\$ 725.00				\$ (725.00)			
Property Taxes											
Transfer to Bldg/Maint		\$ (5,036.44)		\$ 5,036.44							
Transfer to Gen Operating	\$ 170,000.00			\$ (170,000.00)							
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax					\$ 3,414.51						
Rebates/Refunds											
Interest	\$ 31.00	\$ 696.53		\$ 3,909.32	\$ 1,654.10	\$ 100.40	\$ 3,539.46	\$ 5,343.11	\$ 3,911.51		
Balance 01-31-2024	\$ 15,310.42	\$ 151,448.38	\$ 6.97	\$ 846,596.59	\$ 363,067.08	\$ 22,018.58	\$ 739,229.40	\$ 1,171,545.69	\$ 857,782.97	\$ 418,134.19	\$ 555,476.66



## 2024-01-25 MEETING MINUTES

**Date:** January 25, 2024

**Time:** 11:00 a.m. - 11:30 a.m.

**Location:** Virtual

**Project:** IPDPL - Metamora Library (Job #50161541)

**Purpose:** RFP Review Meeting for Change Order #3

### In Attendance

Name	✓	Organization
Dawn Smith	✓	Illinois Prairie District Public Library
Peter Truitt	✓	Dewberry Architects

### Summary of Discussion

This meeting was held to review Requests for Proposals that have been priced by the Contractor with IPDPL staff to be included in Change Order #1 for the Metamora Library Building Renovation Project. The following RFP's were reviewed.

#### Previously Approved RFP's to be Included in Change Order #3

##### **RFP 002      Additional Roller Shades for Door**

1. Value – \$345.40

##### **RFP 016      Flooring Underlayment**

1. Value – \$5,915.29

#### Current Open RFP's

##### **RFP 005      Additional Electrical Outlet for Touch Play Table**

1. Dewberry review is complete.
  - a. Contractor has not provided required subcontractor material and labor breakdown.
2. Value presented to IPDPL – \$513.72
3. **Approved pending paperwork.**

##### **RFP 006      Sink Type Change**

1. Awaiting pricing submittal.
  - a. Contractor has stated that this will be a \$0 change. It is unclear if this change is still possible this late in the construction. Architect has requested clarification from contractor. Awaiting contractor's response.

**RFP 011 Provide Flush Mortar Joints on West Wall**

1. Dewberry review is complete.
2. Value presented to IPDPL – **\$6,300**
3. **Approved.**

**RFP 012 Window Header Details**

1. Dewberry review is complete.
  - a. Dewberry questioned the cost of the lift rental.
    - i. Contractor's response was, *"By the time I used a company truck and manpower to get and return the lift it would have cost the same or more to get a pull behind and the lack of maneuverability of a pull behind would have taken longer to complete."*
2. Value presented to IPDPL – **\$4,937.00**
3. Work has been completed by the Contractor without RFP approval.
4. **Approved.**

**RFP 013 LVT Change**

1. Dewberry review is complete.
2. Value presented to IPDPL – **\$0.00**
3. **Approved.**

**RFP 017 Repair Broken Gate Valve**

1. Dewberry review is ongoing.
  - a. Contractor has not provided required subcontractor material and labor breakdown.
2. Current Value – **\$472.69**
3. **Approved pending paperwork.**

**RFP 018 Paint Columns PNT-2**

1. Dewberry review is ongoing.
  - a. Contractor has not provided required subcontractor material and labor breakdown.
2. Current Value – **\$954.49**
3. **Approved pending paperwork.**

**Submitted COR's****COR 016 Paint Tin Ceiling**

1. Dewberry review is ongoing.
  - a. Contractor has not provided required subcontractor material and labor breakdown.  
Architect has requested additional pricing justification.
2. Current Value – **\$1,004.25**

We believe the foregoing record to be an accurate summary of the meeting and related decisions. We would appreciate notification of exceptions or corrections to these Minutes within five (5) days of receipt. Without notification, we will consider these minutes to be a record of fact.



## 2024-01-25 MEETING MINUTES

Sincerely,

Peter Truitt, AIA, NCARB, LEED AP  
Dewberry

**Copied:** Dawn Smith, IPDPL  
Rick Johnson, Diamond Design & Construction

# 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: 003 Date: February 6, 2024
<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 \$20,063.90:

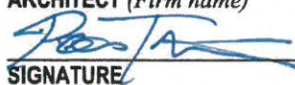
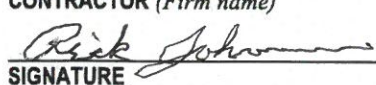
- RFP 002 dated 08/11/2023, for an ADD of \$345.50
- RFP 005 dated 08/17/2023, for an ADD of \$513.72
- RFP 006 dated 08/17/2023, for an ADD of \$0.00
- RFP 011 dated 9/26/2023, for an ADD of \$6,300.00
- RFP 012 dated 11/2/2023, for an ADD of \$4,937.24
- RFP 013 dated 11/21/2023, for an ADD of \$0.00
- RFP 016 dated 01/11/2024, for an ADD of \$5,915.29
- RFP 017 dated 01/11/2024, for an ADD of \$472.69
- RFP 018 dated 01/24/2024, for an ADD of \$897.68
- RFP 019 dated 02/06/2024, for an ADD of \$681.78

The original Contract Sum was	\$ 942,800.00
The net change by previously authorized Change Orders	\$ 42,283.45
The Contract Sum prior to this Change Order was	\$ 985,083.45
The Contract Sum will be increased by this Change Order in the amount of	\$ 20,063.90
The new Contract Sum including this Change Order will be	\$ 1,005,147.35

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.**

<u>Dewberry Architects Inc.</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Diamond Design &amp; Construction, Inc.</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Illinois Prairie District Public Library</u> <b>OWNER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
<u>Peter Truitt, Architect</u> <b>PRINTED NAME AND TITLE</b>	<u>Rick Johnson, President</u> <b>PRINTED NAME AND TITLE</b>	<u>Annie Hicks, President</u> <b>PRINTED NAME AND TITLE</b>
<u>FEBRUARY 6, 2024</u> <b>DATE</b>	<u>2-8-24</u> <b>DATE</b>	 <b>DATE</b>



**CHANGE REQUEST No.12**

**REQUEST DATE** 12/21/2023

Project No. 50161541	Original Contract Amount	\$ 942,800.00	Cal Days	0
Contractor Diamond Desesign Constructin, Inc.	Previous Approved Changes	\$ 51,791.83	Cal Days	0
Contract Metamora Library Renovation	Total Amount of this Change	\$ 345.40	Cal Days	0
Contract Change No. 13	Revised Contract Amount	\$ 994,937.23	Cal Days	0

Project Description:

**Director Door and Sidelight Blinda**

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Director Door and Sidelight Blinds		\$345.40	0 Days
	Material	254.00		
	Labor	50.00		
	Bond	10.00		
	GC Fee	31.40		
	Total	\$345.40		
<b>Totals</b>		\$ -	\$ 345.40	0 Days

**Net Change in Contract Amount (Increase or Decrease) \$ 345.40**

The amount of the Contract will be increased/decreasd by the sum of \$ 345.40 and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_  
 ARCHITECT / OWNER DATE

Approved \_\_\_\_\_  
 OWNER / CONTRACTOR DATE

**CHANGE REQUEST**

**REQUEST DATE:** 12/3/2024

Project No. <u>50161541</u>	Original Contract Amount	\$ <u>942,800.00</u>	Cal Days	<u>0</u>
Contractor <u>Diamond Desesign Constructin, Inc.</u>	Previous Approved Changes	\$ <u>35,438.35</u>	Cal Days	<u>0</u>
Contract <u>Metamora Library Renovation</u>	Total Amount of this Change	\$ <u>513.72</u>	Cal Days	<u>0</u>
Contract Change No. <u>9 re</u>	Revised Contract Amount	\$ <u>978,752.07</u>	Cal Days	<u>0</u>

Project Description:

**Add One additional floor boxes at back of room 106**

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Add One floor boses at back of room 1056	\$513.72	\$0.00	0 Days
	Sub Cost	452.10		
	Bond Cost	14.92		
	GC Fee	46.70		
	Total Cost	\$513.72		
<b>Totals</b>		<b>\$ 513.72</b>	<b>\$ -</b>	<b>0 Days</b>
<b>Net Change in Contract Amount (Increase or Decrease)</b>		<b>\$ 513.72</b>		

The amount of the Contract will be increased/decreasd by the sum of \$ 513.72 and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_ ARCHITECT / OWNER \_\_\_\_\_ DATE

Approved \_\_\_\_\_ OWNER / CONTRACTOR \_\_\_\_\_ DATE

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

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

Expires \_\_\_\_\_

## CHANGE ORDER

DATE <b>11-15-23</b>	JOB NAME <b>Diamond Design Construction</b>
ORIGINAL CONTRACT AMT <b>\$ 148,631.00</b>	JOB LOCATION <b>Metamora Library</b>

We propose the following changes in the scope of work:

Supply material and labor to add 2 new 4" floor boxes as per Price Request #5.  
 The floor boxes will match the previously approved boxes.

Floor Box	\$ 345.00
Electrical Material	\$ 61.00
Labor	\$ 416.00
10% Profit	\$ 82.00

*2 = 452.<sup>10</sup>*

We propose the above changes in the scope of work for the added sum of:

**Nine Hundred Four and 20/100** \_\_\_\_\_ dollars ( \$ **904.20** )

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 Jeld*

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.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

## Truitt, Peter

---

**From:** Rick Johnson <rickjohnson@diamonddesignconstruction.com>  
**Sent:** Thursday, January 18, 2024 1:40 PM  
**To:** Truitt, Peter  
**Cc:** 'Marcus Johnson'  
**Subject:** RE: Metamora Library - RFP's  
**Attachments:** CO Request #8 rev01 Tuckpoint for Mural.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

[CAUTION] External Email. DO NOT click links or open attachments unless expected. Please use the "Phish Alert" button to report all suspicious emails.

Peter,

See response's below in Red and attached

Thank you,

Rick Johnson



Diamond Design & Construction, Inc.  
+1.309.662.8899 [Office]  
+1309.261.8201 [Mobile]  
+1.309.662.8898 [Fax]

---

**From:** Truitt, Peter <ptruitt@Dewberry.com>  
**Sent:** Tuesday, January 16, 2024 9:01 PM  
**To:** rickjohnson@diamonddesignconstruction.com  
**Cc:** 'Marcus Johnson' <marcusjohnson@diamonddesignconstruction.com>  
**Subject:** Metamora Library - RFP's

Rick,

I went through all the remaining RFP's that are pending approval.

RFP 5 Additional Electrical Outlet for Touch Play Table contractor and resubmit.	Please include the backup from the electrical
RFP 6 Sink Type Change the window for this change to be made. No charge for the RFP	Have not received pricing but I'm sure we've missed
RFP 11 Provide Flush Mortar Joints on West Wall pricing and resubmit. See attached	Unit prices include GC mark up costs. Please revise the
RFP 12 Window Header Details options to justify the lift chosen that I can show Dawn. By the time I used a company truck and manpower to get and return the lift it would have cost the same or more to get a pull behind and the lack of maneuverability of a pull behind would have taken long to complete.	Please provide a written comparison between the lift

RFP 13 LVT Change  
RFP 17 Repair Broken Gate Valve  
get and send to you shortly

Have not received pricing. No charge for this RFP  
Have not received pricing. Waiting on sub price, will

I'd like to have one final RFP review meeting with Dawn as soon as possible to get the remaining items above approved and into a Change Order. Once we get the items above resolved, I'll schedule something with her and assemble the associated change order. Feel free to contact me with any questions you may have.

Thank you,

Peter Truitt, AIA, LEED AP

Architect  
Architecture Services  
401 SW Water Street, Suite 701  
Peoria, IL 61602-1530  
D 309.282.8102  
LICENSED IL



.....  
[in](#) [Twitter](#) [Instagram](#) [YouTube](#)  
[www.dewberry.com](http://www.dewberry.com)

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**CHANGE REQUEST**

**REQUEST DATE:** 1/10/2024

Project No. 50161541	Original Contract Amount	\$ 942,800.00	Cal Days	0
Contractor Diamond Desesign Constructin, Inc.	Previous Approved Changes	\$ 34,044.83	Cal Days	0
Contract Metamora Library Renovation	Total Amount of this Change	\$ 6,300.00	Cal Days	0
Contract Change No. 8 re	Revised Contract Amount	\$ 983,144.83	Cal Days	0

Project Description:

**Tuckpoint a 15 x 30 foot area to receive mural painting**

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Tuckpoint 15 x 30 foot area to receive Mural Painting	\$6,300.00	\$0.00	0 Days
	Sub Cost	6,300.00		
Totals		\$ 6,300.00	\$ -	0 Days

Net Change in Contract Amount (Increase or Decrease) **\$ 6,300.00**

The amount of the Contract will be increased/decreasd by the sum of \$ **6,300.00** and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_ ARCHITECT / OWNER \_\_\_\_\_ DATE

Approved \_\_\_\_\_ OWNER / CONTRACTOR \_\_\_\_\_ DATE

**CHANGE REQUEST No.11**

**REQUEST DATE:** 11/30/2023

Project No. 50161541	Original Contract Amount	\$ 942,800.00	Cal Days	0
Contractor Diamond Desesign Constructin, Inc.	Previous Approved Changes	\$ 38,145.05	Cal Days	0
Contract Metamora Library Renovation	Total Amount of this Change	\$ 4,937.24	Cal Days	0
Contract Change No. 11	Revised Contract Amount	\$ 985,882.29	Cal Days	0

**Project Description:**

**Trim exterior beam at front of building**

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Trim exterior beam at front of building		\$4,937.24	0 Days
<b>Totals</b>		<b>\$ -</b>	<b>\$ 4,937.24</b>	<b>0 Days</b>
<b>Net Change in Contract Amount (Increase or Decrease)</b>			<b>\$ 4,937.24</b>	

The amount of the Contract will be increased/decreasd by the sum of \$ 4,937.24 and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_ ARCHITECT / OWNER \_\_\_\_\_ DATE

Approved \_\_\_\_\_ OWNER / CONTRACTOR \_\_\_\_\_ DATE

## Truitt, Peter

---

**From:** Rick Johnson <rickjohnson@diamonddesignconstruction.com>  
**Sent:** Thursday, February 8, 2024 3:02 PM  
**To:** Truitt, Peter  
**Cc:** Marcus Johnson  
**Subject:** RE: Metamora Library - Change Order 3  
**Attachments:** Signed CO #3 Diamond.pdf

[CAUTION] External Email. DO NOT click links or open attachments unless expected. Please use the "Phish Alert" button to report all suspicious emails.

Peter,

See attached signed CO #3. Also, be advised that there will be No Charge for RFP 06, we did make change with no charge to owner. Also, be advised that there will be NO Charge for RFP013, we did make LVT Color change with no charge to owner.

Thank you,

Rick Johnson



Diamond Design & Construction, Inc.  
+1.309.662.8899 [Office]  
+1309.261.8201 [Mobile]  
+1.309.662.8898 [Fax]

---

**From:** Truitt, Peter <ptruitt@Dewberry.com>  
**Sent:** Thursday, February 08, 2024 2:07 PM  
**To:** rickjohnson@diamonddesignconstruction.com  
**Subject:** Metamora Library - Change Order 3

Rick,

I've attached Change Order 3 to this email. You can use this to modify your pay application for January prior to resending it to me to get all the costs updated. Please sign it and send it back to me. I'll have Annie sign it and then distribute the assembled Change Order #3 with the signed CO Form and all the back up for everyone's records.

Thank you,

Peter Truitt, AIA, LEED AP

Architect  
Architecture Services  
401 SW Water Street, Suite 701  
Peoria, IL 61602-1530  
D 309.282.8102  
LICENSED IL



**CHANGE REQUEST No.12 rev 01**

**REQUEST DATE** 1/5/2024

Project No. 50161541	Original Contract Amount	\$ 942,800.00	Cal Days	0
Contractor Diamond Desesign Constructin, Inc.	Previous Approved Changes	\$ 43,082.29	Cal Days	0
Contract Metamora Library Renovation	Total Amount of this Change	\$ 5,915.29	Cal Days	0
Contract Change No. 12	Revised Contract Amount	\$ 991,797.58	Cal Days	0

Project Description:

**Install floor underlayment at all LVL locations**

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Install floor underlayment at all LVL location	\$5,915.29	\$0.00	0 Days
	Material and Material See Attached	5,743.00		
	Bond	172.29		
	Total Cost	\$5,915.29		
<b>Totals</b>		<b>\$ 5,915.29</b>	<b>\$ -</b>	<b>0 Days</b>

**Net Change in Contract Amount (Increase or Decrease) \$ 5,915.29**

The amount of the Contract will be increased/decreasd by the sum of \$ 5,915.29 and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_  
 ARCHITECT / OWNER DATE

Approved \_\_\_\_\_  
 OWNER / CONTRACTOR DATE

# Carpet Weaver's

COMMERCIAL

1/4/2024

8113 N. Knoxville Ave.  
Peoria, Il. 61615

Ph.: (309 693-7300

Fax: (309) 693-7009

## Change Order Proposal #2

To: Diamond Design & Construction

Attention: Rick Johnson

Job Name: Metamora Library Building Reno

Carpet Weaver's Project Manager: Clif Fugate (Cell 309-634-6946) [cfugate@carpetweavers.net](mailto:cfugate@carpetweavers.net)

Submitted Via: Email


Scope of Bid: Provide Underlayment @ new LVT areas and labor to Install

Material-----	\$1,982.00
Labor-----	\$2,900.00
Markup -----	\$861.00
<b>Total---ADD-----</b>	<b>\$5,743.00</b>

- \* Premium Overtime not included (Weekends or Holiday)
- \* No Taxes have been included

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. Unless noted above, Carpet Weaver's Inc. does not include floor preparation, final cleaning, floor protection, bonds, permits, dumpsters, water, power, or associated fees. Floor preparation will be charged at \$98.00 per man hour plus materials.

**We Propose hereby to furnish material and labor - Complete in accordance with above scope of work. Unless otherwise noted above, payment to be made 30 days from invoice date.**

**Project Manager Signature:**  **Proposal valid for 30 days from this date.**

**Acceptance of Proposal: The above prices, scope of work and conditions are satisfactory and are hereby accepted. You are authorized to do the work as written.**

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_





# TCI Plumbing

A Division of TCI Companies, Inc.

Diamond Design & Construction, Inc.  
Attn: Rick Johnson

## Proposal

Number: E-4104-CO-1

Date: January 18, 2024

Project:  
IPDPL Metamora Library  
208 E. Partridge St  
Metamora, IL

PHONE NUMBERS	TERMS	QUOTED BY	PROJECT
		Bill Atkisson	IPDPL Metamora Library

NO.	DESCRIPTION	NO.	DESCRIPTION																				
	<p><b>Change Order #1 -Remove the existing gate valve on the incoming water service. We will remove the existing gate valve and replace it with a 3/4" full port ball valve</b></p> <table> <tr> <td>3/4" FULL PORT BALL VALVE</td> <td>1 @ \$48.00</td> <td>\$</td> <td>48.00</td> </tr> <tr> <td>LABOR TO REMOVE</td> <td>3 HRS @ \$110.00</td> <td>\$</td> <td>330.00</td> </tr> <tr> <td></td> <td></td> <td>\$</td> <td><u>378.00</u></td> </tr> <tr> <td></td> <td>10% O, H &amp; P</td> <td>\$</td> <td>38.00</td> </tr> <tr> <td></td> <td><b>TOTAL CO-1 ADD</b></td> <td>\$</td> <td><b>416.00</b></td> </tr> </table>	3/4" FULL PORT BALL VALVE	1 @ \$48.00	\$	48.00	LABOR TO REMOVE	3 HRS @ \$110.00	\$	330.00			\$	<u>378.00</u>		10% O, H & P	\$	38.00		<b>TOTAL CO-1 ADD</b>	\$	<b>416.00</b>		
3/4" FULL PORT BALL VALVE	1 @ \$48.00	\$	48.00																				
LABOR TO REMOVE	3 HRS @ \$110.00	\$	330.00																				
		\$	<u>378.00</u>																				
	10% O, H & P	\$	38.00																				
	<b>TOTAL CO-1 ADD</b>	\$	<b>416.00</b>																				
			<p><i>All work shall be completed during normal working hours.</i></p>																				

We propose to furnish material and labor complete. We also guarantee against manufacturer's defects and workmanship for one year. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra cost or time will become an extra cost over the original estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**CHANGE REQUEST No.17**

**REQUEST DATE:** 1/24/2024

Project No. <u>50161541</u>	Original Contract Amount	\$ <u>942,800.00</u>	Cal Days	<u>0</u>
Contractor <u>Diamond Desesign Constructin, Inc.</u>	Previous Approved Changes	\$ <u>56,816.55</u>	Cal Days	<u>0</u>
Contract <u>Metamora Library Renovation</u>	Total Amount of this Change	\$ <u>897.68</u>	Cal Days	<u>0</u>
Contract Change No. <u>17</u> rev01	Revised Contract Amount	\$ <u>1,000,514.23</u>	Cal Days	<u>0</u>

Project Description:

**Paint existing 6 columns** AT

Item	Description of Changes	Increase in Contract Amount (\$)	Decrease in Contract Amount (\$)	Contract Time Extension Time (Cal. Days)
I	Paint existing 6 columns	\$897.68	\$0.00	0 Days
	Paint labor & Mat'l.	790.00		
	Bond	26.07		
	GC Fee	81.61		
	<b>Total</b>	<b>\$ 897.68</b>		
<b>Totals</b>		<b>\$ 897.68</b>	<b>\$ -</b>	<b>0 Days</b>
<b>Net Change in Contract Amount (Increase or Decrease)</b>		<b>\$ 897.68</b>		

The amount of the Contract will be increased/decreasd by the sum of \$ 897.68 and the contract time shall be extended by 0 calendar days.

Recommended \_\_\_\_\_  
ARCHITECT / OWNER DATE

Approved \_\_\_\_\_  
OWNER / CONTRACTOR DATE

# McCLANAHAN PAINTING, INC.

7905 W. ROBERTSON ROAD

EDWARDS, ILLINOIS 61528

PH. (309)243-2426

## Proposal

1 of 1

**Project:** Metamora Library Renovation

**Date:** 24-Jan-24

**Job:**

**Project #:** 50161541

**Date of Plans:** 6-Jun-23

**Phone:**

### Additional painting

Columns-

Apply two coats of enamel to the six columns throughout the front of the building.

**Labor, materials, equipment and standard insurance: \$ 790.00**

#### 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.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**RESIDENTIAL**

**COMMERCIAL**



# McCLANAHAN PAINTING, INC.

7905 W. ROBERTSON ROAD

EDWARDS, ILLINOIS 61528

PH. (309)243-2426

## Proposal

1 of 1

**Project:** Metamora Library Renovation

**Date:** 24-Jan-24

**Job:**

**Project #:** 50161541

**Date of Plans:** 6-Jun-23

**Phone:**

### Additional painting

Exposed ceiling-

Scrape, prime and apply one coat of finish to the exposed metal ceiling, drywall ends and wood at the front of the building at the windows. Roll in as far as possible with drop ceiling installed.

**Labor, materials, equipment and standard insurance: \$ 600.00**

### 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.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**RESIDENTIAL**

**COMMERCIAL**



## 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: February 12, 2024  
Time: 10:00 a.m. – 10:30 p.m.  
Location: Virtual  
Project: IPDPL – Metamora Library  
Dewberry Project No. 50161541

Re: January Pay Application Meeting

Attendees: Dawn Smith, IPDPL  
Peter Truitt, Dewberry Architects

PENCIL PAY REQUEST: Is due to Dewberry to the attention of Peter Truitt. Received February 9, 2024.

### REQUESTS FOR PAYMENT:

#### PAY REQUEST NO. 6

Original Contract Date	July 25, 2023
Original Contract Amount	\$942,800.00
Change Orders	\$62,347.35
Net Contract Amount	\$1,005,147.35
Completed to Date	\$998,501.85
Percentage Complete	99.3%
Retainage	\$99,850.19
Previous Payments	\$735,355.48
<b>Initial Pay Amount</b>	<b>\$163,296.19</b>
Construction Commenced	August 4, 2023
Substantial Completion	January 29, 2024
Percentage of Calendar Days Used to Date	108% (193 of 178 days)

#### Architect's Comments:

1. Due to the unresolved ductwork insulation issue, Dewberry is recommending payment minus any HVAC related costs. The revised approved values are as follows:

- a. Original Contract Amount \$942,800.00
- b. Change Orders \$62,347.35
- c. Net Contract Amount \$1,005,147.35
- d. Completed to Date \$991,772.85
- e. Percentage Complete 98.7%
- f. Retainage \$99,177.28
- g. Previous Payments \$735,355.48

**2. Recommended Pay Amount \$157,240.09**

RFP'S, ASI'S AND CHANGE ORDERS:

1. RFP's

RFP ISSUE DATE	RFP #	CR #	C.O.	DESCRIPTION/REASON	RFP DUE DATE	PRICING RECEIVED	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		3	Additional Roller Shades for Door	8/25/2023	12/21/2023		Closed
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		3	Additional Electrical Outlet for Touch Play Table	8/31/2023	1/3/2023		Closed
8/17/2023	6		3	Sink Type Change	8/31/2023	2/56/2024		Closed
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		3	Provide Flush Mortar Joints on West Wall	10/10/2023	10/26/2023		Closed
11/2/2023	12		3	Exterior Treatment of Window Header	11/16/2023	11/30/2023		Closed
11/21/2023	13		3	LVT Change	12/5/2023	2/8/2024		Closed
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
1/11/2024	16		3	Flooring Underlayment	1/25/2024	1/5/2024		Closed
1/11/2024	17		3	Repair Broken Gate Valve	1/25/2024	1/29/2024		Closed
1/24/2024	18		3	Paint Column PNT-2	2/7/2024	2/6/2024		Closed
2/6/2024	19		3	Tin Ceiling Painting	2/20/2024	2/6/2024		Closed
2/7/2024	20			Lighting Circuits	2/21/2024			Contractor Pricing

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. Ceilings installation continues
2. Roof and rear canopy sheet metal installation complete
3. Interior painting is ongoing
4. Electrical installation continues
5. Technology installation has advanced

Next 30 Days:

1. Punch list items will be addressed
2. HVAC Insulation will be remedied
3. Tuckpointing 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; Rick Johnson, Diamond Design and Construction

Q:\50161541\Constr\Meetings\Pay Request Review Meetings\Pay Request Review #6\Monthly Pay Application Meeting Agenda 2024.02.09.docx

# APPLICATION AND CERTIFICATION FOR PAYMENT

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

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

APPLICATION NO 6 rev 02

	OWNER
X	ARCHITECT
	CONTRACTOR

45224

PROJECT NOS: 50161541

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

CONTRACT DATE: August 7, 2023

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM	\$ \$	942,800.00
2. Net change by Change Orders	\$	62,347.35
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,005,147.35
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	991,772.85 \$	<del>998,501.85</del>
5. RETAINAGE:		
a. 0.1 % of Completed Work (Column D + E on G703)	\$	99,850.19
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	99,177.28 \$	<del>99,850.19</del>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	892,595.57 \$	<del>898,651.67</del>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	735,355.48
8. CURRENT PAYMENT DUE	157,240.09 \$	<del>163,296.19</del>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	112,551.78 \$	<del>106,495.69</del>

CONTRACTOR: Diamond Design & Construction, Inc.

By: Rick Johnson Date: January 25, 2024

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 . . . . . \$ 157,240.09

(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: FEBRUARY 12, 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	\$42,283.45	
Total approved this Month	\$20,063.90	
TOTALS	\$62,347.35	\$0.00
NET CHANGES by Change Order	\$62,347.35	

# 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: 6 rev 02

APPLICATION DATE: 01.25.2024

PERIOD TO: 01.25.2024

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	\$ 38,152.34		\$ 63,910.00	\$ 1.00	\$ -	\$ 6,391.00
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	\$ 13,200.00	\$ -	\$ -	\$ 13,200.00	\$ 1.00	\$ -	\$ 1,320.00
8	Flooring	\$ 43,780.00		\$ 43,780.00		\$ 43,780.00	\$ 1.00	\$ -	\$ 4,378.00
9	Specialties	\$ 36,784.00	\$ 36,784.00	\$ -		\$ 36,784.00	\$ 1.00	\$ -	\$ 3,678.40
10	Roofing	\$ 148,500.00	\$ 126,225.00	\$ 22,275.00		\$ 148,500.00	\$ 1.00	\$ -	\$ 14,850.00
11	Masonry	\$ 20,130.00	\$ 20,130.00	\$ -		\$ 20,130.00	\$ 1.00	\$ -	\$ 2,013.00
12	Storefront	\$ 47,245.00	\$ 32,048.50	\$ 15,196.50		\$ 47,245.00	\$ 1.00	\$ -	\$ 4,724.50
13	Ceilings	\$ 66,000.00	\$ 64,500.00	\$ 1,500.00		\$ 66,000.00	\$ 1.00	\$ -	\$ 6,600.00
14	<del>HVAC</del>	<del>\$ 88,990.00</del>	<del>\$ 82,261.00</del>	<del>\$ 6,729.00</del>		<del>\$ 88,990.00</del>	<del>\$ 1.00</del>	<del>\$ -</del>	<del>\$ 8,899.00</del>
15	Electrical	\$ 163,493.00	\$ 131,924.03	\$ 31,568.97		\$ 163,493.00	\$ 1.00	\$ -	\$ 16,349.30
16	Plumbing	\$ 18,920.00	\$ 10,100.00	\$ 8,820.00		\$ 18,920.00	\$ 1.00	\$ -	\$ 1,892.00
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	\$ 8,569.43		\$ 16,151.84	\$ 1.00	\$ 7,582.41	\$ 1,615.18
CO 3		\$ 20,063.90		\$ 13,418.40		\$ 13,418.40	\$ 0.67	\$ 6,645.50	\$ 1,341.84
	<b>GRAND TOTALS</b>	<b>\$ 1,005,147.35</b>	<b>\$ 807,289.14</b>	<b>\$ 190,009.64</b>	<b>\$ -</b>	<b>\$ 998,501.85</b>	<b>\$ -</b>	<b>\$ 14,227.91</b>	<b>\$ 99,850.19</b>

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

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

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

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

Date: 16-Jan-24

The undersigned, in consideration of and conditioned upon payment of \$ 18,000.00 the adequacy of which is hereby acknowledged, Subcontractor agrees and certifies as follows:

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

**NOTARY**

Subscribed and sworn to before me this

22<sup>nd</sup> day of January, 2024

Signature Cynthia A. Wibben

Notary Public My Commission Expires 4/15/26

Subcontractor: 360 Electric/Heating/Cooling

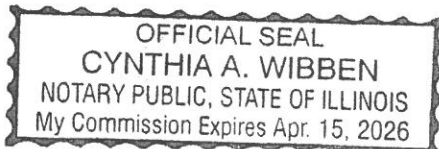
Name: Scott Sauber

Signature: [Signature]  
(authorized officer)

Title: COO

Street: 180 Detroit Ave

City, State: Morton IL 61550



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

To: 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-Jan-24

The undersigned, in consideration of and conditioned upon payment of \$ 16,923.96 the adequacy of which is hereby acknowledged, Subcontractor agrees and certifies as follows:

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

**NOTARY**

Subscribed and sworn to before me this

21 day of January, 2024.

Signature Linda Mella

Notary Public My Commission Expires \_\_\_\_\_

Subcontractor:

Grimm Electric, Inc.

Name:

Robert Miller

Signature:

Robert Miller  
(authorized officer)

Title:

President

Street

308 S. Plum St.

City, State

Morton IL 61550

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

To: IPDPL  
208 E Partridge Street  
Metamora, IL 61548

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

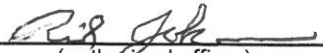
From: Diamond Design & Constrction, Inc.  
1001 E Lincoln Street  
Bloomington, IL 61701

Date: 1-Jan-24

The undersigned, in consideration of and conditioned upon payment of \$ 99,055.42  
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-325346

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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

## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

11/2/2023 to 11/8/2023

**Project Location**

208 E PARTRIDGE ST

**Contractor Number Or FEIN**

37109980

METAMORA IL 61548

**Project Number or Name**

Metamora Public Library Renovation

**State Capital Funds**

No

**Agency**

Not a State Agency

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contractor Location**

308 S PLUM AVE

**Contact Name**

ROBERT MILLER

MORTON IL 61550

**Primary Email**

GRIMMOF@MTCO.COM

**Secondary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092667012

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Public Body Address**

208 E PARTRIDGE ST

**Contact Name**

METAMORA IL 61548

**Primary Phone**

**Secondary Phone**

**Employee Details**

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[REDACTED]	[REDACTED]	White	N H L	M	No	No	Yes	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
NIKOLAUS MERRIMAN	P	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00		43.05	0.00		344.40	262.40	
	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	
		Pension	15.04		Health	8.50		Vacation	0.00		Training	0.90				

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

Linda Miller  
Nov 16, 2023



### AFFIDAVIT

Weekly Statement of Compliance

Date: 11/9/23

I, Linda Miller,  
(name signatory party)

Sec Treas, do  
(Title)

hereby state: that I pay or supervise the payment of the persons employed on the public works project Metamora Public Library Renovation ;  
(name of project)

that during the payroll period commencing on the 2 day of November, 2023,  
(day) (month) (year)

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

Grimm Electric Inc  
(name of contractor or subcontractor)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full 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 contained therein are not less than the actual rates herein stated and that the classification set forth for each laborers or mechanic conform to the work he/she performed.

Linda Miller  
Signature

Digital Signature \_\_\_\_\_

### FRINGES

Health Fund Neca Ibew Health & Welfare

Health Address 2120 Hubbard Ave Decatur IL 62656

Health Sponsor \_\_\_\_\_

Health Admin Steven L Myers

Pension Fund Neca Ibew Pension Trust Fund

Pension Address 2120 Hubbard Ave Decatur IL 62656

Pension Sponsor \_\_\_\_\_

Pension Admin Mr Kevin Cope

401(k) Fund \_\_\_\_\_

401(k) Address \_\_\_\_\_

401(k) Sponsor \_\_\_\_\_

401(k) Admin \_\_\_\_\_

Vacation Fund \_\_\_\_\_

Vacation Address \_\_\_\_\_

Vacation Sponsor \_\_\_\_\_

Vacation Admin \_\_\_\_\_

### SUBCONTRACTORS

Attach explanation of Monies paid, copy of contract of billing, or other pertinent information.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_



Case #: 23-CTP-325405

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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

## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

11/9/2023 to 11/15/2023

**Project Location**

208 E PARTRIDGE ST

**Contractor Number Or FEIN**

37109980

METAMORA IL 61548

**Project Number or Name**

Metamora Public Library Renovation

**State Capital Funds**

No

**Agency**

Not a State Agency

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contractor Location**

308 S PLUM AVE

**Contact Name**

ROBERT MILLER

MORTON IL 61550

**Primary Email**

GRIMMOF@MTCO.COM

**Secondary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092667012

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Public Body Address**

208 E PARTRIDGE ST

**Contact Name**

METAMORA IL 61548

**Primary Phone**

**Secondary Phone**

**Employee Details**

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[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
NIKOLAUS MERRIMAN	P 8.00	6.50	8.00	3.00	0.00	0.00	0.00	25.50	0.00		43.05	0.00		1011.68	734.09	
	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 15.04		Health		8.50		Vacation	0.00		Training	0.90					

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

Linda Miller  
Nov 16, 2023



### AFFIDAVIT

Weekly Statement of Compliance

Date: 11/16/23

I, Linda Miller,  
(name signatory party)

Sec Treas, do  
(Title)

hereby state: that I pay or supervise the payment of the persons employed on the public works project Metamora Public Library Renovation ;  
(name of project)

that during the payroll period commencing on the 9 day of November, 2023 .  
(day) (month) (year)

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

Grimm Electric Inc  
(name of contractor or subcontractor)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full 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 contained therein are not less than the actual rates herein stated and that the classification set forth for each laborers or mechanic conform to the work he/she performed.

Linda Miller  
Signature

Digital Signature \_\_\_\_\_

### FRINGES

Health Fund Neca Ibew Health & Welfare

Health Address 2120 Hubbard Ave Decatur IL 62656

Health Sponsor \_\_\_\_\_

Health Admin Steven L Myers

Pension Fund Neca Ibew Pension Trust Fund

Pension Address 2120 Hubbard Ave Decatur IL 62656

Pension Sponsor \_\_\_\_\_

Pension Admin Mr Kevin Cope

401(k) Fund \_\_\_\_\_

401(k) Address \_\_\_\_\_

401(k) Sponsor \_\_\_\_\_

401(k) Admin \_\_\_\_\_

Vacation Fund \_\_\_\_\_

Vacation Address \_\_\_\_\_

Vacation Sponsor \_\_\_\_\_

Vacation Admin \_\_\_\_\_

### SUBCONTRACTORS

Attach explanation of Monies paid, copy of contract of billing, or other pertinent information.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (zipcode)

Telephone Number: \_\_\_\_\_



Case #: 23-CTP-344569

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

11/16/2023 to 11/22/2023

**Contractor Number Or FEIN**

371099780

**Project Number or Name**

Metamora Public Library Renovation

**Agency**

Not a State Agency

**Project Location**

208 E PARTRIDGE ST  
METAMORA IL 61548

**State Capital Funds**

No

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contact Name**

ROBERT MILLER

**Primary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092667012

**Contractor Location**

PO BOX 440  
MORTON IL 61550

**Secondary Email**

GRIMMOF@MTCO.COM

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Contact Name**

**Public Body Address**

208 E PARTRIDGE ST  
METAMORA IL 61548

**Primary Phone**

**Secondary Phone**

### Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[REDACTED]	[REDACTED]	White	NHL	M	No	No	Yes	No	[REDACTED]
GREG LOCKE	[REDACTED]	JOURNEYMAN	[REDACTED]	[REDACTED]	White	NHL	M	No	Yes	No	No	[REDACTED]

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 Hrs	OT Hrs	Dub Tim	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
NIKOLAUS MERRIMAN	P	0.00	8.00	8.00	0.00	0.00	0.00	16.00	0.00			43.05	0.00		688.80	508.47	
	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	
		Pension 14.98		Health 8.50		Vacation 0.00		0.00		Training 0.90							
GREG LOCKE	P	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00			41.05	0.00		328.40	250.83	
	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	
		Pension 14.98		Health 8.50		Vacation 0.00		0.00		Training 0.90							

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

Linda Miller  
Dec 05, 2023





Case #: 23-CTP-345342

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

11/23/2023 to 11/29/2023

**Contractor Number Or FEIN**

37109980

**Project Number or Name**

Metamora Public Library Renovation

**Agency**

Not a State Agency

**Project Location**

208 E PARTRIDGE ST  
METAMORA IL 61548

**State Capital Funds**

No

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contact Name**

ROBERT MILLER

**Primary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092667012

**Contractor Location**

308 S PLUM AVE  
MORTON IL 61550

**Secondary Email**

GRIMMOF@MTCO.COM

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Contact Name**

**Primary Phone**

**Public Body Address**

208 E PARTRIDGE ST  
METAMORA IL 61548

**Secondary Phone**

**Employee Details**

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[REDACTED]	[REDACTED]	White	N H L	M	No	No	Yes	No	[REDACTED]
GREG LOCKE	[REDACTED]	JOURNEYMAN	[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 Hrs	OT Hrs	Dub Tim	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
NIKOLAUS MERRIMAN	P	6.00	8.00	8.00	0.00	0.00	0.00	22.00	0.00			43.05	0.00		947.10	693.02	
	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	
		Pension 14.98		Health		8.50		Vacation		0.00		Training		0.90			
GREG LOCKE	P	8.00	7.00	2.50	0.00	0.00	0.00	17.50	0.00			41.05	0.00		718.36	529.27	
	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	
		Pension 14.98		Health		8.50		Vacation		0.00		Training		0.90			

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

Linda Miller  
Dec 06, 2023



Case #: 23-CTP-359961

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

11/30/2023 to 12/6/2023

**Contractor Number Or FEIN**

37109980

**Project Number or Name**

Metamora Public Library Renovation

**Agency**

Not a State Agency

**Project Location**

208 E PARTRIDGE ST  
METAMORA IL 61548

**State Capital Funds**

No

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contact Name**

ROBERT MILLER

**Primary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092667012

**Contractor Location**

308 S PLUM AVE  
MORTON IL 61550

**Secondary Email**

GRIMMOF@MTCO.COM

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Contact Name**

ROBERT MILLER

**Primary Phone**

3092667012

**Public Body Address**

308 S PLUM AVE  
MORTON IL 61550

**Secondary Phone**

**Employee Details**

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
GREG LOCKE	[REDACTED]	JOURNEYMAN	[REDACTED]	[REDACTED]	White	N H L	M	No	Yes	No	No	[REDACTED]
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[REDACTED]	[REDACTED]	White	N H L	M	No	No	Yes	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 Hrs	OT Hrs	Dub Tim	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
GREG LOCKE	P	0.00	0.00	4.00	0.00	0.00	0.00	4.00	0.00			41.05	0.00		164.20	130.62	
	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	
	Pension	15.04		Health		8.50		Vacation		0.00		Training		0.90			
NIKOLAUS MERRIMAN	P	4.00	6.00	8.00	8.00	4.50	0.00	0.00	0.00			43.05	0.00		1313.03	919.28	
	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	
	Pension	15.04		Health		8.50		Vacation		0.00		Training		0.90			

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

Linda Miller  
Dec 19, 2023



**AFFIDAVIT**

Weekly Statement of Compliance

Date: 12-14-23

I, Linda Miller,  
 (name signatory party)

Sec Treas, do  
 (Title)

hereby state: that I pay or supervise the payment of the persons employed on the public works project Metamora Public Library Renovation ;

that during the payroll period commencing on the 7th day of December 2023 .  
 (day) (month) (year)

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

Grimm Electric Inc  
 (name of contractor or subcontractor)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full 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 contained therein are not less than the actual rates herein stated and that the classification set forth for each laborers or mechanic conform to the work he/she performed.

Linda Miller  
 Signature

Digital Signature \_\_\_\_\_

**FRINGES**

Health Fund Neca Ibew Health & Welfare  
 Health Address 2120 Hubbard Ave Decatur IL 62656  
 Health Sponsor \_\_\_\_\_  
 Health Admin Steven L Myers

Pension Fund Neca Ibew Pension Trust Fund  
 Pension Address 2120 Hubbard Ave Decatur IL 62656  
 Pension Sponsor \_\_\_\_\_  
 Pension Admin Mr Kevin Cope

401(k) Fund \_\_\_\_\_  
 401(k) Address \_\_\_\_\_  
 401(k) Sponsor \_\_\_\_\_  
 401(k) Admin \_\_\_\_\_

Vacation Fund \_\_\_\_\_  
 Vacation Address \_\_\_\_\_  
 Vacation Sponsor \_\_\_\_\_  
 Vacation Admin \_\_\_\_\_

**SUBCONTRACTORS**

Attach explanation of Monies paid, copy of contract of billing, or other pertinent information.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Address)

(City)

(State)

(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Address)

(City)

(State)

(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Address)

(City)

(State)

(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Address)

(City)

(State)

(zipcode)

Telephone Number: \_\_\_\_\_



Case #: 23-CTP-360007

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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

## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

**Payroll Date**

12/7/2023 to 12/13/2023

**Contractor Number Or FEIN**

37109980

**Project Number or Name**

Metamora Public Library Renovation

**Agency**

Not a State Agency

**Project Location**

208 E PARTRIDGE ST  
METAMORA IL 61548

**State Capital Funds**

No

### Contractor and/or Subcontractor

**Company Name**

Grimm Electric Inc

**Contact Name**

ROBERT MILLER

**Primary Email**

GRIMMOF@MTCO.COM

**Primary Phone**

3092654663

**Contractor Location**

308 S PLUM AVE  
MORTON IL 61550

**Secondary Email**

GRIMMOF@MTCO.COM

**Secondary Phone**

### Public Body Information

**Public Body Name**

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

**Contact Name**

ROBERT MILLER

**Primary Phone**

3092667012

**Public Body Address**

308 S PLUM AVE  
MORTON IL 61550

**Secondary Phone**

**Employee Details**

Name	Last4SSN	Classificati on	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
NIKOLAUS MERRIMAN	[REDACTED]	SUB FOREMAN	[REDACTED]	[REDACTED]	White	N H L	M	No	No	Yes	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 Hrs	OT Hrs	Dub Tim	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Wor k
NIKOLAUS MERRIMAN	P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	
	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	
		Pension	15.04		Health	8.50		Vacation	0.00		Training	0.90					

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

Linda Miller  
Dec 19, 2023



**AFFIDAVIT**

Weekly Statement of Compliance

Date: 12-7-23

I, Linda Miller,  
(name signatory party)

Sec Treas, do  
(Title)

hereby state: that I pay or supervise the payment of the persons employed on the public works project MetamoraPublic Library Renovation ;  
(name of project)

that during the payroll period commencing on the 30 day of NOV, 2023,  
(day) (month) (year)

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

Grimm Electric Inc  
(name of contractor or subcontractor)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full 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 contained therein are not less than the actual rates herein stated and that the classification set forth for each laborers or mechanic conform to the work he/she performed.

Linda Miller  
 Signature

Digital Signature \_\_\_\_\_

**FRINGES**

Health Fund Neca Ibew Health & Welfare  
 Health Address 2120 Hubbard Ave Decatur IL 62656  
 Health Sponsor \_\_\_\_\_  
 Health Admin Steven L Myers

Pension Fund Neca Ibew Pension Trust Fund  
 Pension Address 2120 Hubbard Ave Decatur IL 62656  
 Pension Sponsor \_\_\_\_\_  
 Pension Admin Mr Kevin Cope

401(k) Fund \_\_\_\_\_  
 401(k) Address \_\_\_\_\_  
 401(k) Sponsor \_\_\_\_\_  
 401(k) Admin \_\_\_\_\_

Vacation Fund \_\_\_\_\_  
 Vacation Address \_\_\_\_\_  
 Vacation Sponsor \_\_\_\_\_  
 Vacation Admin \_\_\_\_\_

**SUBCONTRACTORS**

Attach explanation of Monies paid, copy of contract of billing, or other pertinent information.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(zipcode)

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(zipcode)

Telephone Number: \_\_\_\_\_





Case #: 24-CTP-030659

Illinois Department of Labor

160 N. LaSalle St Suite1300  
Chicago, IL 60601

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

## CERTIFIED TRANSCRIPT OF PAYROLL FORM

### PAY PERIOD

<b>Payroll Date</b>	<b>Project Location</b>
1/15/2024 to 1/19/2024	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>
Metamora Library	Yes
<b>Agency</b>	
Secretary of State, Office of the	

### 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	

### Public Body Information

<b>Public Body Name</b>	<b>Public Body Address</b>
IPDPL	208 Partridge Street
<b>Contact Name</b>	<b>Metamora IL 61528</b>
<b>Primary Phone</b>	<b>Secondary Phone</b>

### Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	P
		G-Gender		V-Veteran		J-Journeyman					F-Foreman	A-Appr

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	N

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

rick johnson

Jan 31, 2024



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	[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		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



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-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>State Capital Funds</b>
474238669	Yes
<b>Project Number or Name</b>	
Illinois Prairie District Public Library	
<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>Public Body Address</b>
	METAMORA IL 61548
<b>Primary Phone</b>	<b>Secondary Phone</b>

**Employee Details**

Name	Last4SSN	Classificati on	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 Wor k
gary devine	P	8.00	8.00	8.00	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	
	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	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	
	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: 11-16-23

Payroll End: 11-22-23

## Sub Contractor

## Project / General Contractor

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

(Contract Number) \_\_\_\_\_

(Project Number) \_\_\_\_\_

(Project Location) \_\_\_\_\_

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

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

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

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

# Certified Transcript of Payroll

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

Payroll Start: 11-9-23

Payroll End: 11-15-23

## Sub Contractor

## Project / General Contractor

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

\_\_\_\_\_  
(Contract Number)

\_\_\_\_\_  
(Project Number)

\_\_\_\_\_  
(Project Location)

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

Worker Name, Address Last Four of SSN & Telephone Number		* Hours worked each day							Total Straight Time Hours	Total OT Hours	Hourly Wage Rate	OT Wage Rate	Per Pay Period	
		SUN	MON	TUE	WED	THR	FRI	SAT					Gross	Net
Chris Wahley [Redacted]	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**



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

**PROJECT NAME:** IPDPL - Metamora Library Building Renovation  
**PROJECT #** 50161541  
**UPDATED:** 2/12/2024

**ASI LOG**

ASI#	DATE	DESCRIPTION	ATTACHMENTS	COMMENTS	POSTED
1	8/21/2023	Foundation Detail	S-300		8/21/2023
2	10/31/2023	Letter Spacing	A-201		10/31/2023
2 R1	10/31/2023	Letter Spacing	A-201		11/2/2023
3	11/10/2023	Front Ceiling Edge	A-113		11/10/2023
4	11/21/2023	Door Frame Color Clarification	A-114		11/21/2023



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

**PROJECT NAME:** IPDPL - Metamora Library Building Renovation  
**PROJECT #** 50161541  
**UPDATED:** 2/12/2024

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>	
3	Fully Executed	RFP 002 -2 Additional Roller Shade for Door 118	\$345.50
		RFP 005 - Additional Electrical Outlet for Touch Play Table	\$513.72
		RFP 006 - Sink Type Change	\$0.00
		RFP 011 - Provide Flush Mortar Joints on West Wall	\$6,300.00
		RFP 012 - Window Header Details	\$4,937.24
		RFP 013 - LVT Change	\$0.00
		RFP 016 - Flooring Underlayment	\$5,915.29
		RFP 017 - Repair Broken Gate Valve	\$472.69
		RFP 018 - Paint Columns PNT-2	\$897.68
RFP 019 - Paint Tin Ceiling	\$681.78		
		<b>\$20,063.90</b>	



<b>PROJECT NAME:</b>	IPDPL - Metamora Library Building Renovation	Complete
<b>PROJECT #</b>	50145878	Under Review
<b>UPDATED:</b>	2/12/2024	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	
1/30/2024	2/6/2024	087100.02	087100.02	087100.02 - Auto Door Operator	Reviewed No Exceptions	
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	
1/5/2024	1/16/2024	096519.03	096519	Resilient Tile Flooring - Adhesive	Reviewed No Exceptions	
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	



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<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture

Item #	Room #	Room Name	Photo #	Items	Contractor	OK
<b>GENERAL</b>						
				Clean dust, dirt, smudges, etc. off all surfaces.		
				Remove any remaining construction debris, materials, and tools.		
				Repair scuffs, dents, scratches, and chips in gypsum wall board. Reprime and repaint.		
<b>EXTERIOR</b>						
001		Exterior	17	Bottom of temporary stair needs to be completed.		
002		Exterior	16	Only 1 expansion bolt is installed at each leg of the temporary stair & ramp. Install remaining fasteners.		
003		Exterior		Exterior lights need to be installed.		
004		Exterior	18, 19	Install sheet metal caps, flashings, and trim associated with the roof system of the building as well as the rear canopy.		X
005		Exterior	18, 19	Install gutter and downspouts.		X
006		Exterior		Install mechanical louvers.		
007		Exterior		10% tuckpointing remains to be completed.		
008		Exterior		Tuckpoint with flush mortar joints the wall area of the west wall designated to receive the mural painting per RFP 011. Coordinate location with Owner.		
009		Exterior	20	Trim out Door 116.		X

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Item #	Room #	Room Name	Photo #	Items	Contractor	OK
<b>INTERIOR</b>						
010 (Struct)		Basement		The lumber used to construct the west girder is Grade SYP No. 1, not Select Structural as called out on the plan. The floor structure will need to be temporarily supported, the girder removed, and a new girder installed using the specified lumber grade.		X
011 (Struct)		Basement		The north existing masonry pier is deteriorated and needs to be repaired to provide proper bearing for the girder.  An RFP will be issued for this work.		
012	100	Vestibule		Finish ceiling installation		
013	100	Vestibule	1	Finish installation of door hardware on Door 100A.		
014	100	Vestibule	2	Install Door 100B and associated hardware.		
015	100	Vestibule		Caulk perimeter of aluminum storefront SF-2.		
016	101	Workroom	3	Complete technology installation		
017	101	Workroom	3	Drop remaining ceiling tile		
018	101	Workroom		Caulk perimeter of aluminum storefront SF-1.		X
019	101	Workroom	3	Install lock core in Door 101.		X
020	101A	Storage Room		Drop remaining ceiling tile.		



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Item #	Room #	Room Name	Photo #	Items	Contractor	OK
021	101A	Storage Room		Install lock core in Door 101A.		X
022	103	Lobby		Complete installation of floor boxes.		X
023	103	Lobby		Install lights.		X
024	103	Lobby		Drop remaining ceiling tile.		
025	104	AV		Complete installation of floor boxes.		
026	104	AV		Install lights.		
027	104	AV	5	Drop remaining ceiling tile.		
028	104	AV		Caulk perimeter of aluminum storefront SF-1.		
029	105	Public Computers		Complete installation of floor boxes.		X
030	105	Public Computers		Install lights.		X
031	105	Public Computers		Drop remaining ceiling tile.		
032	105	Public Computers		Finish outlet installation at base cabinet.		
033	105	Public Computers		Remove the almond-colored caulk. Replace with white.		X
034	106	Circulation		Complete installation of floor boxes.		X
035	106	Circulation		Install lights.		X
036	106	Circulation		Drop remaining ceiling tile.		
037	107	Childrens		Complete installation of floor boxes.		X
038	107	Childrens		Install lights.		X
039	107	Childrens		Drop remaining ceiling tile.		

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Item #	Room #	Room Name	Photo #	Items	Contractor	OK
040	108	YA		Complete installation of floor boxes.		
041	108	YA		Install lights.		X
042	108	YA		Drop remaining ceiling tile.		X
043	109	Adult		Complete installation of floor boxes.		X
044	109	Adult	7	Install lights.		X
045	109	Adult	7	Drop remaining ceiling tile.		
046	110A	Study A	14	Interior wall color is visible on the exterior side of the door frame 110A.		
047	110A	Study A		Complete technology installation		
048	110A	Study A		Drop remaining ceiling tile.		
049	110B	Study B		Interior wall color is visible on the exterior side of the door frame 110B.		
050	110B	Study B	8	Complete technology installation		
051	110B	Study B	8	Drop remaining ceiling tile.		
052	111	Unisex	9	Toilet paper dispenser, napkin disposal, soap dispenser, and paper towel dispenser are not mounted in the locations shown on 1/A-301.		X
053	112	Unisex	9	Toilet paper dispenser, napkin disposal, soap dispenser, and paper towel dispenser are not mounted in the locations shown on 1/A-301.		X
054	112	Unisex	10	Install door hardware on Door 112		
055	112	Unisex		Install baby changing station		X
056	112	Unisex		Drop remaining ceiling tile.		

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Item #	Room #	Room Name	Photo #	Items	Contractor	OK
057	113	Maker Space		Remove the almond-colored caulk. Replace with white.		X
058	113	Maker Space		Install lock core in Door 114.		X
059	113	Maker Space		Drop remaining ceiling tile.		
060	113	Maker Space		Complete technology installation.		
061	114	Furnace & Utility Room		Caulk perimeter of SF-3.		X
062	114	Furnace & Utility Room		Install windowsill.		X
063	114	Furnace & Utility Room		Drop remaining ceiling tile.		
064	114	Furnace & Utility Room	12	Finish electrical for HVAC units.		
065	115	Delivery		Finish glazing installation at Door 116.		X
066	115	Delivery		Install weatherstripping at Door 116.		
067	115	Delivery	15	Trim out Door 116.		X
068	115	Delivery		Drop remaining ceiling tile.		
069	116	Staff		Install modesty panel at sink base casework.		X
070	116	Staff		Drop remaining ceiling tile.		
071	116	Staff		Complete technology installation.		
072	116	Staff	13	Install windowsill.		X
073	116	Staff		Caulk perimeter of SF-3.		X
074	117	Director		Drop remaining ceiling tile.		
075	117	Director		Complete technology installation.		
076	117	Director		Install lock core in Door 118.		X

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Item #	Room #	Room Name	Photo #	Items	Contractor	OK
077	117	Director		Install blinds on Door 118 and sidelight		
<b>ADDED ON 2/9/2024 WALK THROUGH</b>						
<b>GENERAL</b>						
				<b>Install Roller Window Shades</b>		
			21	<b>Electrical poke-thru's are not installed flush to the floor and are currently a trip hazard. Lower to floor level.</b>		
			24	<b>Replace damaged ceiling tile</b>		
			25	<b>Replace dirty ceiling tile</b>		
<b>INTERIOR</b>						
	101A	Storage	23	<b>Door 101A is damaged.</b>		
	115	Delivery	22	<b>Paint circuit panel the same color as wall.</b>		

**Notes:**

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**Photos:**

**Photos are representative examples of deficient construction throughout the building and do not represent the full scope of work that remains. Similar deficiencies exist that are not represented in the images below.**



**1. Door 100A in Vestibule 100**

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**2. Missing Door 100B**

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**3. Work Room 101, Looking West**

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**4. Example of Missing Ceiling Tiles**



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**5. AV 104, Looking North**

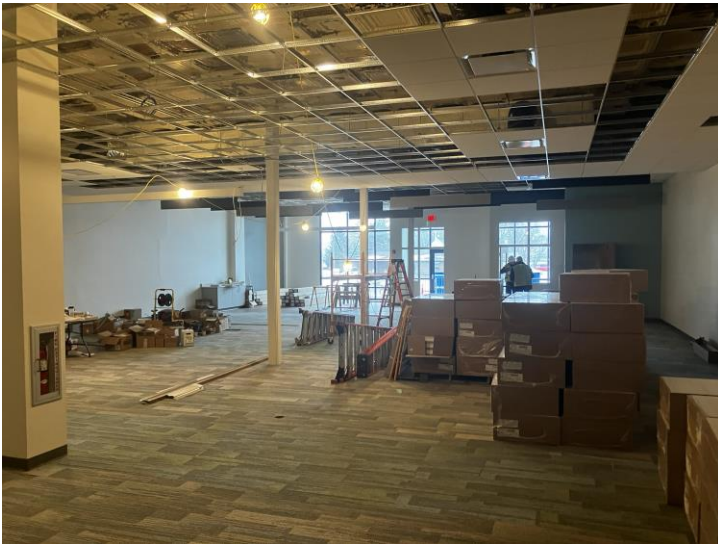


**6. Casework at Public Computers 105**

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**7. Adult 109, Looking North**



**8. Study B 110B, Looking West**

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**9. Unisex 111, Looking Southeast**

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**10. Unisex 112, Looking East**

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**11. Door 112 in Unisex 112**

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**12. Mechanical Units in Furnace & Utility Room 114**

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**13. Windowsill and SF-3 in Staff 116**

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**14. Door Frame at Door 110A**



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**15. Door 116 in Delivery 115**

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**16. Typical Leg at Temporary Stair and Ramp**



**17. Temporary Stair at Sidewalk**

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**18. Rear Canopy**

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<b>Project:</b>	<b>Metamora Library Building Renovations</b>	<b>Date:</b>	<b>February 12, 2024</b>
<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture



**19. Rear Roof Edge, Missing Louver**

Dewberry Architects Inc.  
 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

<b>Project:</b>	<u>Metamora Library Building Renovations</u>	<b>Date:</b>	<u>February 12, 2024</u>
<b>Contractor:</b>	<u>Diamond Design and Construction</u>	<b>Owner:</b>	<u>Illinois Prairie District Public Library</u>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture

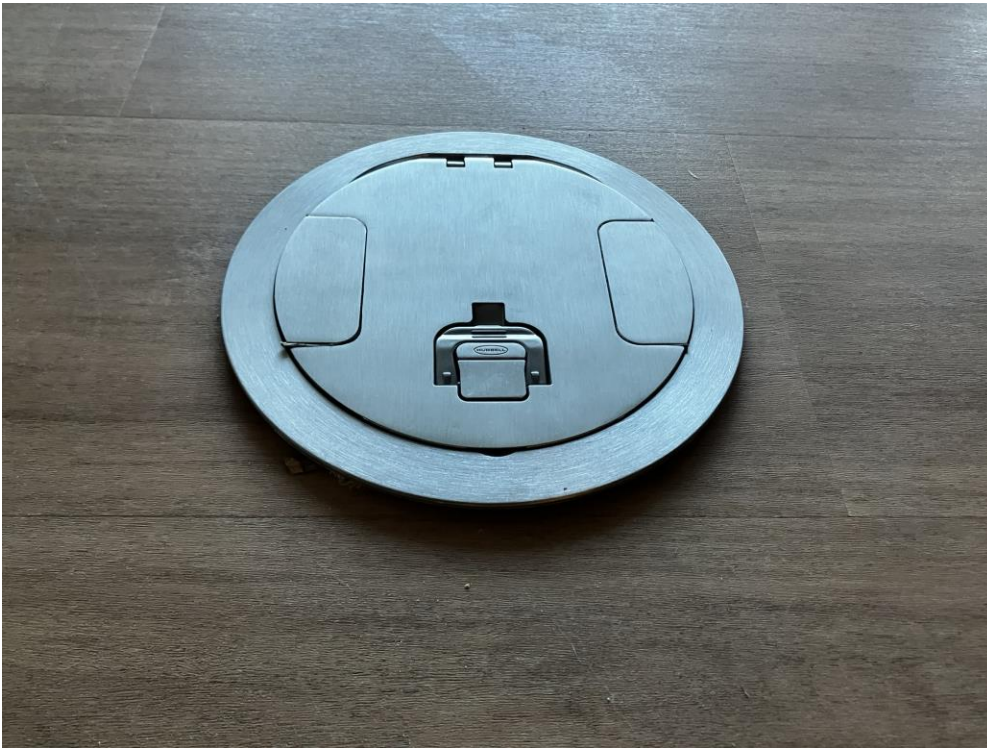


**20. Door Frame Condition at Door 116**

Dewberry Architects Inc.  
 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

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<b>Contractor:</b>	<u>Diamond Design and Construction</u>	<b>Owner:</b>	<u>Illinois Prairie District Public Library</u>
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<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture

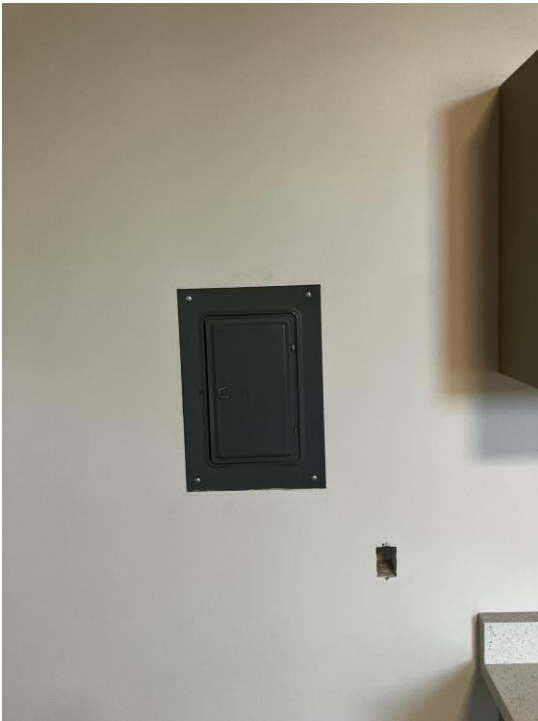


**21. Electrical Poke-Thru**

Dewberry Architects Inc.  
 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

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<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture



**22. Circuit Panel in Delivery 115**

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 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

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<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture



**23. Damage at Door 101A**



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401 SW Water Street, Suite 701  
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309-282-8000

## PUNCH LIST

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<b>Project:</b>	<b>Metamora Library Building Renovations</b>	<b>Date:</b>	<b>February 12, 2024</b>
<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture



**24. Example of Ceiling Tile Damage**

Dewberry Architects Inc.  
 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

<b>Project:</b>	<b>Metamora Library Building Renovations</b>	<b>Date:</b>	<b>February 12, 2024</b>
<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	Struct & Arch 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	JCS/PHT <b>Discipline</b> Structural and Architecture



**25. Example of Dirty Ceiling Tile**



Dewberry Architects Inc.  
 401 SW Water Street, Suite 701  
 Peoria, IL 61602-1530  
 309-282-8000

## PUNCH LIST

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<b>Contractor:</b>	<u>Diamond Design and Construction</u>	<b>Owner:</b>	<u>Illinois Prairie District Public Library</u>
<b>Punchlist No.:</b>	Elec 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical

Item #	Room #	Room Name	Photo #	Items	Contractor	OK
<b>GENERAL</b>						
				Add Labels to receptacles (panel name and circuit number) as per Detail '1' on Sheet #E-001.		
				Provide labeling of Panelboard and circuit numbers on J-Box covers.		
				Fire Alarm system installation is not complete. Install all remaining Smoke Detectors. Install the Fire Alarm Documents Box.		
				Verify all 'LR1' light fixtures are set to correct color temperature. Color temp is to be set to 4000k. Light fixtures have selectable color temps.		
				<b>New Comment: Support Low Voltage (LV) cable as per specification with Tie Wire Clips or J Hooks.</b>		
				<b>New Comment: Fire Alarm signals are specified as White and noted on the Shop Drawings to be White. Red devices are installed. Replace to White devices as specified.</b>		
				Light fixture LED light board (OW2) does not appear to be installed correctly. Verify with manufacturer and correct.		
<b>SPACES</b>						
		Exterior	8	Install type 'OW1' light fixtures on front façade. Installation to be at 20' AFF as		

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 309-282-8000

## PUNCH LIST

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<b>Contractor:</b>	<b>Diamond Design and Construction</b>	<b>Owner:</b>	<b>Illinois Prairie District Public Library</b>
<b>Punchlist No.:</b>	<b>Elec 02</b>	<b>Project No.:</b>	<b>50161541</b>
<b>Location:</b>	<b>Metamora Library</b>	<b>Reviewer:</b>	<b>CGG      Discipline    Electrical</b>

Item #	Room #	Room Name	Photo #	Items	Contractor	OK
				mentioned on sheet E-101 Plan note 6. Doesn't look to be spaced correctly for 6 fixtures as showing on sheet E-101.		
				<del>Install type 'OW2' light fixture on rear canopy. Light fixture LED light board (OW2) does not appear to be installed correctly. Verify with manufacturer and correct.</del>		CG-2/09/24
				Install exterior photocell on from façade.		
				Install ADA Push Buttons.		
				Provide phenolic nameplates for Disconnect switched for CU's.		
				<del>Exterior receptacle adjacent to CU's to have Die cast Aluminum coverplate.</del>		CG-2/09/24
	001	Basement		<del>Install Lighting Control Power Pack, and Ceiling Mount Occupancy Sensor.</del>		CG-2/09/24
				<del>FAAP and Smoke detector not installed.</del>		CG-2/09/24
	002	Basement		No comments.		
	003	Crawl Space				
	004	Crawl Space		No comments.		
	005	Crawl Space		No comments.		
	100	Vestibule		Install ADA Push Buttons		
	101	Workroom		No comments.		
	101A	Storage		Light fixture is not working		
	103	Lobby		No comments.		
	104-109	AV		Install Smoke Detector in room 104.		
				<del>Install type 'IL' light fixtures. Installation approved per email at 9' 3" to bottom.</del>		CG-2/09/24

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<b>Punchlist No.:</b>	Elec 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical

Item #	Room #	Room Name	Photo #	Items	Contractor	OK
				<del>Install ceiling mounted emergency battery packs Type 'EW1'.</del>		CG-2/09/24
				<del>Install remaining Poke Through floor receptacles.</del>		CG-2/09/24
				<del>Install Fire Alarm Smoke Detectors.</del>		CG-2/09/24
	110A	Study A				
			5	The standard outlet and the USB outlet on the North and East wall are swapped. Relocate receptacles unless directed otherwise, or USB receptacle does not fit in outlet box on exterior wall.		
				Install Fire Alarm smoke detector and Ceiling Mounted Fire Alarm Strobe light.		
	110B	Study B		Install Fire Alarm smoke detector and Ceiling Mounted Fire Alarm Strobe light.		
	111	Unisex				
	112	Unisex		Install Fire Alarm Ceiling Mounted Fire Alarm Strobe light.		
	113	Corridor		<del>(1) Type 'LD1' light fixture not installed.</del>		CG-2/09/24
	114	Maker Space		Verify light fixtures are set to correct color temperature. Color temp is to be set to 4000k. Light fixtures have selectable color temps.		
			6	<b>New Comment: Data quad outlet should be installed at +48" AFF as mentioned on sheet E-602.</b>		
	115	Furnace & Utility Room				
			2	Provide Typewritten Panelboard Schedule		

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<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical

Item #	Room #	Room Name	Photo #	Items	Contractor	OK
				and Phenolic nameplate for Panelboard 'B'.		
			3	Install remote Emergency Battery Pack for Exterior light fixture emergency back-up.		
			7	Verify Smoke Detector has CO Detection Function.		
				Provide Motor rated lockable disconnect switches for 'EWH', and FU's (Type of 4).		
	116	Delivery		No comments.		
	117	Staff		Light fixtures are not dimming correctly.		
			1	Provide Typewritten Panelboard Schedule and Phenolic nameplate for Panelboard 'A'.		
				Install Low Voltage Light Switch		
	118	Director		No comments.		

**Notes:**

**Photos:**

**Photos are representative examples of deficient construction throughout the building and do not represent the full scope of work that remains. Similar deficiencies exist that are not represented in the images below.**

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<b>Location:</b>	<b>Metamora Library</b>	<b>Reviewer:</b>	<b>CGG      Discipline    Electrical</b>



*Photo 1*



*Photo 2*

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## PUNCH LIST

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<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical

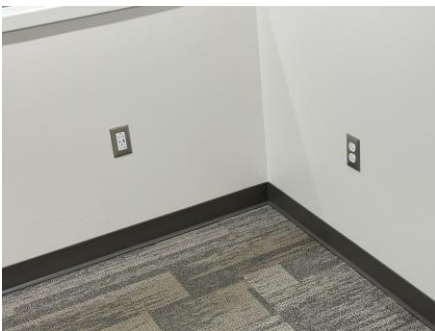
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*Photo 3*



*Photo 4*



*Photo 5*



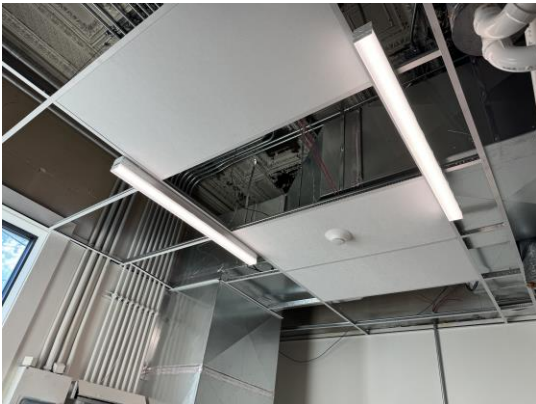
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<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical



*Photo 6*



*Photo 7*

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## PUNCH LIST

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<b>Punchlist No.:</b>	Elec 02	<b>Project No.:</b>	50161541
<b>Location:</b>	Metamora Library	<b>Reviewer:</b>	CGG <b>Discipline</b> Electrical



*Photo 8*



401 SW Water Street, Suite 701  
Peoria, IL 61602  
309.282.8000  
309.282.8001 (fax)

# PUNCH LIST

**Project:** Metamora Library **Date:** 2-12-2024  
**Contractor:** \_\_\_\_\_ **Owner:** \_\_\_\_\_  
**Punchlist No.:** \_\_\_\_\_ **Project No.:** 50161541  
**Location:** \_\_\_\_\_ **Reviewer:** JEL **Discipline** Technology

Room No.	Room Name	Photo #	Items	OK
114	Maker Space	1	Wall hanging rack is the wrong size. Model # EWR-12-22SD was provided. Spec section 271116 2.2 Wall Hanging technology cabinet is listed. 2.2.A.11 notes size of cabinet. 2.2.B.1.a lists specific model number as CWR-26-26PD. The cabinet installed will not be sufficient for network gear that is going to be installed.	
114	Maker space	2	Power is in the incorrect location, is supposed to be inside the backplane of the data rack.	
117	STAFF	3	Incorrect backbox used for IC station, backbox used is a flush mount type, this is a surface mount application. Spec section 285123 2.4.B.1 states "Must include installation box for flush AND surface mount applications.	
	Open library area	4	Cables are improperly supported via grid wire. NEC 300.11 states that cabling cannot be supported by gride wire.	
114	Maker Space		Wall hanging rack not grounded per plan details.	

<b>General Items</b>			<b>OK</b>

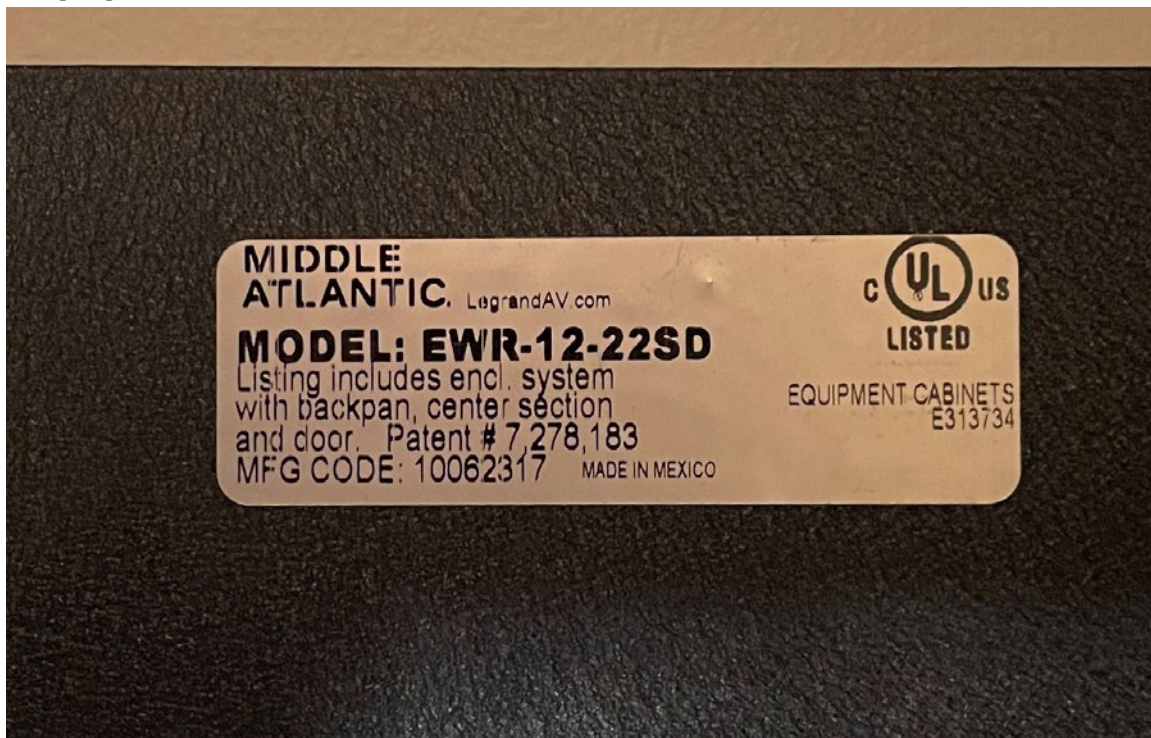


401 SW Water Street, Suite 701  
 Peoria, IL 61602  
 309.282.8000  
 309.282.8001 (fax)

## PUNCH LIST

<b>Project:</b>	<u>Metamora Library</u>	<b>Date:</b>	<u>2-12-2024</u>
<b>Contractor:</b>		<b>Owner:</b>	
<b>Punchlist No.:</b>		<b>Project No.:</b>	<b>50161541</b>
<b>Location:</b>		<b>Reviewer:</b>	JEL <span style="float: right;"><b>Discipline</b> Technology</span>

**Notes:**  
**PHOTO 1**



## PUNCH LIST

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<b>Project:</b>	<u>Metamora Library</u>	<b>Date:</b>	<u>2-12-2024</u>		
<b>Contractor:</b>	_____	<b>Owner:</b>	_____		
<b>Punchlist No.:</b>		<b>Project No.:</b>	<b>50161541</b>		
<b>Location:</b>		<b>Reviewer:</b>	JEL	<b>Discipline</b>	Technology

**PHOTO 2**



## PUNCH LIST

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<b>Project:</b>	<u>Metamora Library</u>	<b>Date:</b>	<u>2-12-2024</u>		
<b>Contractor:</b>	_____	<b>Owner:</b>	_____		
<b>Punchlist No.:</b>		<b>Project No.:</b>	<b>50161541</b>		
<b>Location:</b>		<b>Reviewer:</b>	JEL	<b>Discipline</b>	Technology

**PHOTO 3**

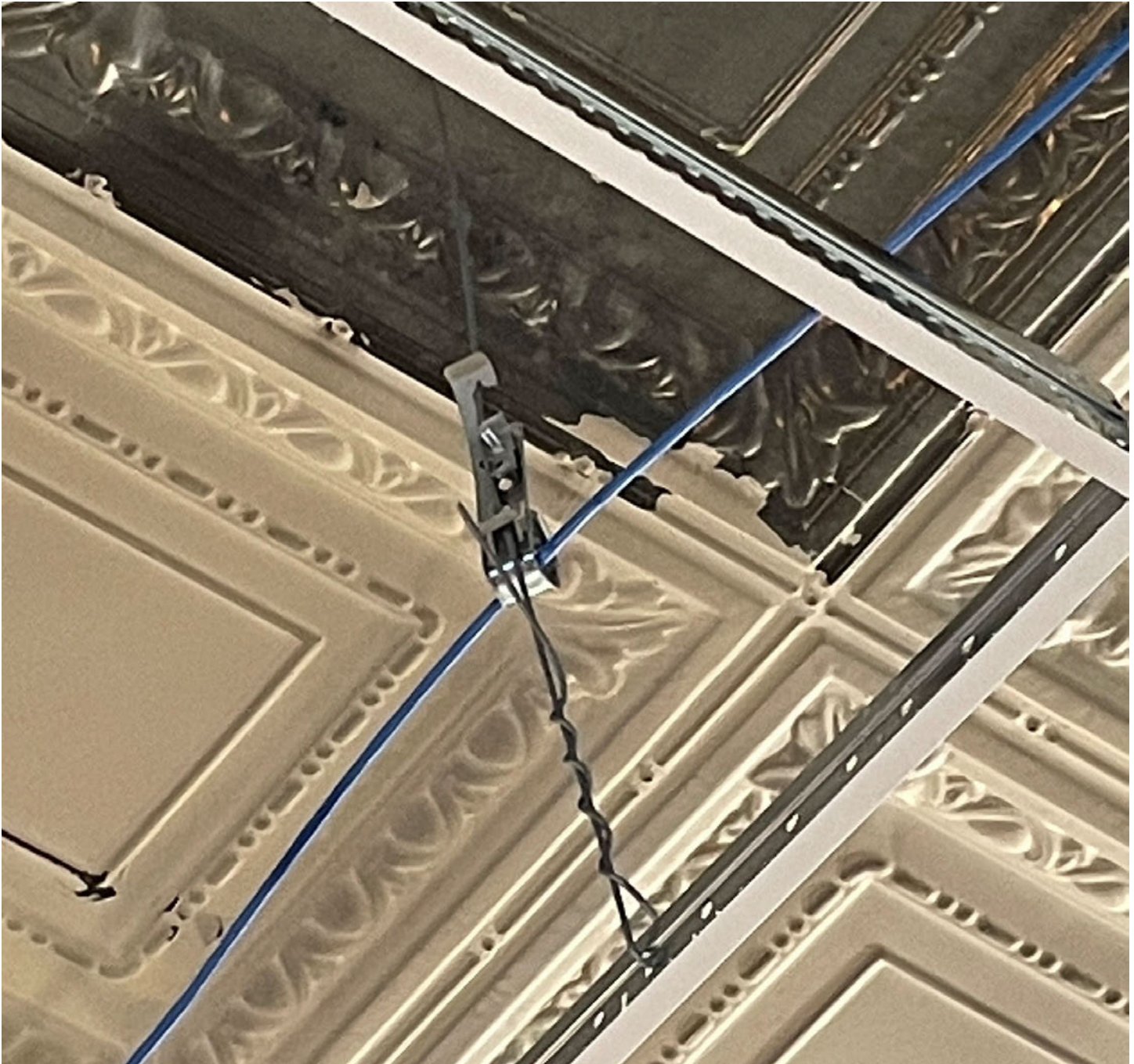


## PUNCH LIST

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**Project:** Metamora Library                      **Date:** 2-12-2024  
**Contractor:** \_\_\_\_\_                      **Owner:** \_\_\_\_\_  
**Punchlist No.:** \_\_\_\_\_                      **Project No.:** 50161541  
**Location:** \_\_\_\_\_                      **Reviewer:** JEL                      **Discipline** Technology

**PHOTO 4**



**Prepared by:**

Village of Germantown Hills  
216 Holland Road  
Germantown Hills, IL 61548  
(309) 383-2209

**Please return to:**

Village of Germantown Hills  
216 Holland Road  
Germantown Hills, IL 61548

**PERMANENT EASEMENT**

THIS INDENTURE WITNESSETH, that the Grantor, **Illinois Prairie District Public Library**, a public library district, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable considerations, the receipt whereof is hereby acknowledged, and of the covenants and agreements herein expressed, hereby grants unto **The Village of Germantown Hills**, an Illinois municipal corporation, a perpetual easement in, over and across the premises described as follows:

**A part of the Southeast Quarter of Section 29, Township 27 North, Range 3 West of the Third Principal Meridian, being more particularly described as follows: Commencing at the center of said Section 29; thence North 88 degrees 02 minutes 45 seconds East 30.01 feet to the West line of Parkside Subdivision; thence South 00 degrees 21 minutes 04 seconds East 540.21 feet to the Southwest corner of said Parkside Subdivision, to the point of beginning; thence North 88 degrees 02 minutes 45 seconds East, 1006.72 feet along the South line of Parkside Subdivision to the West right of way of Holland Road; thence South 00 degrees 10 minutes 49 seconds West 235.44 feet; thence North 89 degrees 57 minutes 12 seconds West 312.77 feet; thence South 29 degrees 54 minutes 47 seconds West 159.69 feet to the Northerly right of way of Woodland Knolls Road; thence along said Northerly right of way of Woodland Knolls Road along a circular curve to the left having a radius of 842.51 feet, an arc distance of 309.28 feet, a chord bearing of North 70 degrees 42 minutes 09 seconds West a chord distance of 307.55 feet; thence continuing along said Northerly right of way along a circular curve to the right having a radius of 1434.31 feet, an arc distance of 334.65 feet and having a chord bearing of North 74 degrees 32 minutes 06 seconds West a chord distance of 333.90 feet; thence North 00 degrees 21 minutes 04 seconds West 148.61 feet to the point of beginning, EXCEPTING THEREFROM the following described tract: Tract L, being a part of the Southeast Quarter of Section 29, Township 27 North, Range 3 West of the Third Principal Meridian, being more particularly described as follows: Commencing at the center of said Section 29; thence North 88 degrees 02 minutes 54 seconds East 30.01 feet to a point on the West line of Parkside Subdivision, as recorded in Plat Book 45, page 46; thence South 00 degrees 21 minutes 04 seconds East, along said West line, 540.21 feet to the Southwest corner of said Parkside Subdivision, being the point of beginning of Tract L; thence North 88 degrees 02 minutes 45 seconds East, along the South line of said Parkside Subdivision, 315.43 feet; thence South 01 degree 57 minutes 15 seconds East, 248.69 feet to a point on the Northerly right of way of Woodland Knolls Road; thence along said right of way on a circular curve to the left, having an arc length of 1.02 feet, a radius of 842.51 feet, a chord of 1.02 feet bearing North 81 degrees 11 minutes 04 seconds West; thence continuing along said right of way on a circular curve to the right, having an arc length of 334.65 feet, a radius of 1434.31 feet, and a chord of 333.90 feet bearing North 74 degrees 32 minutes 06**



**seconds West; thence North 00 degrees 21 minutes 04 seconds West, a distance of 148.61 feet to the point of beginning, situated in WOODFORD COUNTY, ILLINOIS.**

Said Permanent Easement being the South 20 feet of the West 20 feet of the above described property also described in a Trustee's Deed recorded as Document Number 605202 in the Woodford County Recorder's office.

**Part of PIN 08-29-406-008**

This Permanent Easement shall be used by Grantee for constructing, and maintaining a sidewalk, and for the use of the sidewalk by the public. The easement shall include the right of ingress and egress to and from the described premises for the described uses and purposes.

The Grantor herein for itself and its assigns covenants and agrees that no permanent buildings, structures, or fences areas shall ever be constructed on the land hereinabove described. Trees, shrubbery, and plantings shall be allowed as long as they do not impede the ingress and egress to the described real estate, and do not impede the Grantee's use and enjoyment of the easement granted herein.

Damage during construction to any trees, shrubbery, or other items shall be held to a minimum, but the VILLAGE OF GERMANTOWN HILLS shall have the right to remove trees or shrubbery within the area covered by this easement when such removal is necessary to construct and maintain the sidewalk, or for the access of equipment during same.

**All disturbed areas outside of the new sidewalk shall be restored to a condition substantially similar to that which existed prior to construction.**

This Indenture granting an easement together with all the covenants herein contained, shall run with the land and shall be binding upon the successors, grantees, and assigns of the respective parties hereto.

The Grantor hereby releases and waives all rights under and by virtue of the Homestead Exemption laws of the state.

IN WITNESS WHEREOF, the said Grantor hereunto sets its hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Illinois Prairie District Public Library, a public library district

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF PEORIA        )        SS.

The undersigned, a notary public in and for the County and State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, personally known to me to be the \_\_\_\_\_ of the Illinois Prairie District Public Library, an Illinois public library district, and personally known to me to be the same person whose name is subscribed to the foregoing instrument as such \_\_\_\_\_, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act as such \_\_\_\_\_ and as the free and voluntary act of such company for the uses and purposes therein set forth; and on his oath stated that he was duly authorized to execute such instrument.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
NOTARY PUBLIC

**Prepared by:**

Village of Germantown Hills  
216 Holland Road  
Germantown Hills, IL 61548  
(309) 383-2209

**Please return to:**

Village of Germantown Hills  
216 Holland Road  
Germantown Hills, IL 61548

**PERMANENT EASEMENT**

THIS INDENTURE WITNESSETH, that the Grantor, **Illinois Prairie District Public Library**, a public library district, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable considerations, the receipt whereof is hereby acknowledged, and of the covenants and agreements herein expressed, hereby grants unto **The Village of Germantown Hills**, an Illinois municipal corporation, a perpetual easement in, over and across the premises described as follows:

**Tract "L", being part of the Southeast Quarter of Section 29, Township 27 North, Range 3 West of the Third Principal Meridian, being more particularly described as follows: Commencing at the center of said Section 29; thence North 88 degrees 02 minutes 54 seconds East 30.01 feet to a point on the West line of said Parkside Subdivision, as recorded in Plat Book 45, page 46; thence South 00 degrees 21 minutes 04 seconds East, along said West Line, 540.21 feet to the Southwest corner of said Parkside Subdivision, being the point of beginning of Tract "L"; thence North 88 degrees 02 minutes 45 seconds East, along the South line of Parkside Subdivision, 315.43 feet; thence South 01 degree 57 minutes 15 seconds East, 248.69 feet to a point on the Northerly right of way of Woodland Knolls Road; thence along said right of way on a circular curve to the left, having an arc length of 1.02 feet, a radius of 842.51 feet, a chord of 1.02 feet bearing North 81 degrees 11 minutes 04 seconds West; thence continuing along said right of way on a circular curve to the right, having an arc length of 334.65 feet, a radius of 1434.31 feet, and a chord of 333.90 feet bearing North 74 degrees 32 minutes 06 seconds West; thence North 00 degrees 21 minutes 04 seconds West, a distance of 148.61 feet to the point of beginning, situated in WOODFORD COUNTY, ILLINOIS.**

Said Permanent Easement being the South 15 feet of even width and the South 20 feet of the East 35 feet of the above described property also described in an Executor's Deed recorded as Document Number 405995 in the Woodford County Recorder's office.

**Part of PIN 08-29-406-007**

This Permanent Easement shall be used by Grantee for constructing, and maintaining a sidewalk, and for the use of the sidewalk by the public. The easement shall include the right of ingress and egress to and from the described premises for the described uses and purposes.

The Grantor herein for itself and its assigns covenants and agrees that no permanent buildings, structures, or fences areas shall ever be constructed on the land hereinabove described. Trees, shrubbery, and plantings shall be allowed as long as they do not impede the ingress and egress to

the described real estate, and do not impede the Grantee's use and enjoyment of the easement granted herein.

Damage during construction to any trees, shrubbery, or other items shall be held to a minimum, but the VILLAGE OF GERMANTOWN HILLS shall have the right to remove trees or shrubbery within the area covered by this easement when such removal is necessary to construct and maintain the sidewalk, or for the access of equipment during same.

**All disturbed areas outside of the new sidewalk shall be restored to a condition substantially similar to that which existed prior to construction.**

This Indenture granting an easement together with all the covenants herein contained, shall run with the land and shall be binding upon the successors, grantees, and assigns of the respective parties hereto.

The Grantor hereby releases and waives all rights under and by virtue of the Homestead Exemption laws of the state.

IN WITNESS WHEREOF, the said Grantor hereunto sets its hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Illinois Prairie District Public Library, a public library district

By: \_\_\_\_\_

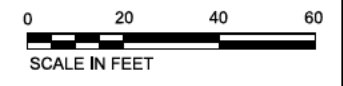
Its: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF PEORIA        )        SS.

The undersigned, a notary public in and for the County and State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, personally known to me to be the \_\_\_\_\_ of the Illinois Prairie District Public Library, an Illinois public library district, and personally known to me to be the same person whose name is subscribed to the foregoing instrument as such \_\_\_\_\_, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act as such \_\_\_\_\_ and as the free and voluntary act of such company for the uses and purposes therein set forth; and on his oath stated that he was duly authorized to execute such instrument.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
NOTARY PUBLIC



NOTE:  
 1. CONTRACTOR SHALL ENSURE CONSTRUCTED SIDEWALK IS ADA COMPLIANT.  
 2. CROSSWALK RAMP SHALL BE ADA COMPLIANT WITH A 1:12 MAXIMUM LONGITUDINAL SLOPE AND 2.0% MAXIMUM CROSS SLOPE. ALL LANDINGS SHALL BE LEVEL WITH 2.0% MAXIMUM SLOPE IN ALL DIRECTIONS.

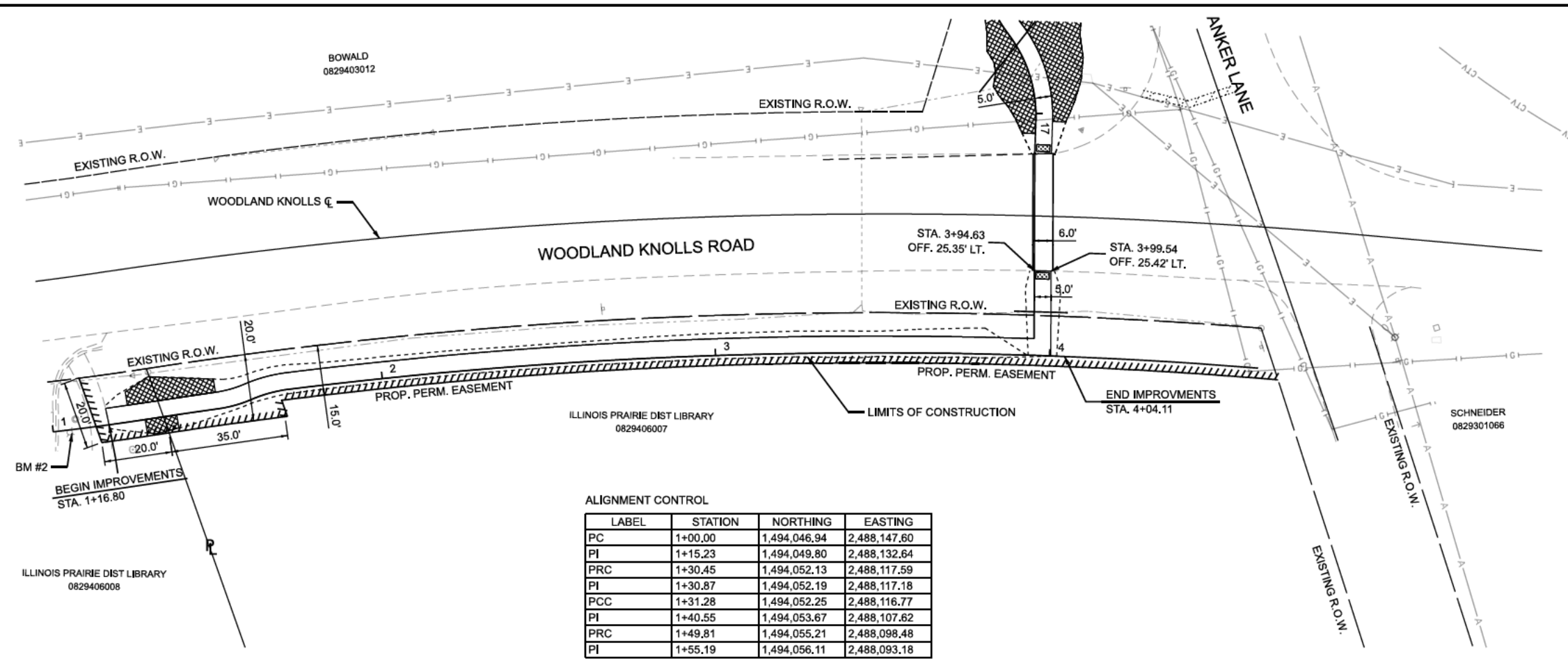


**BENCHMARKS**

BM #2 BOLT AT THE BASE OF THE LIGHT FIXTURE  
 ELEV. = 791.401'

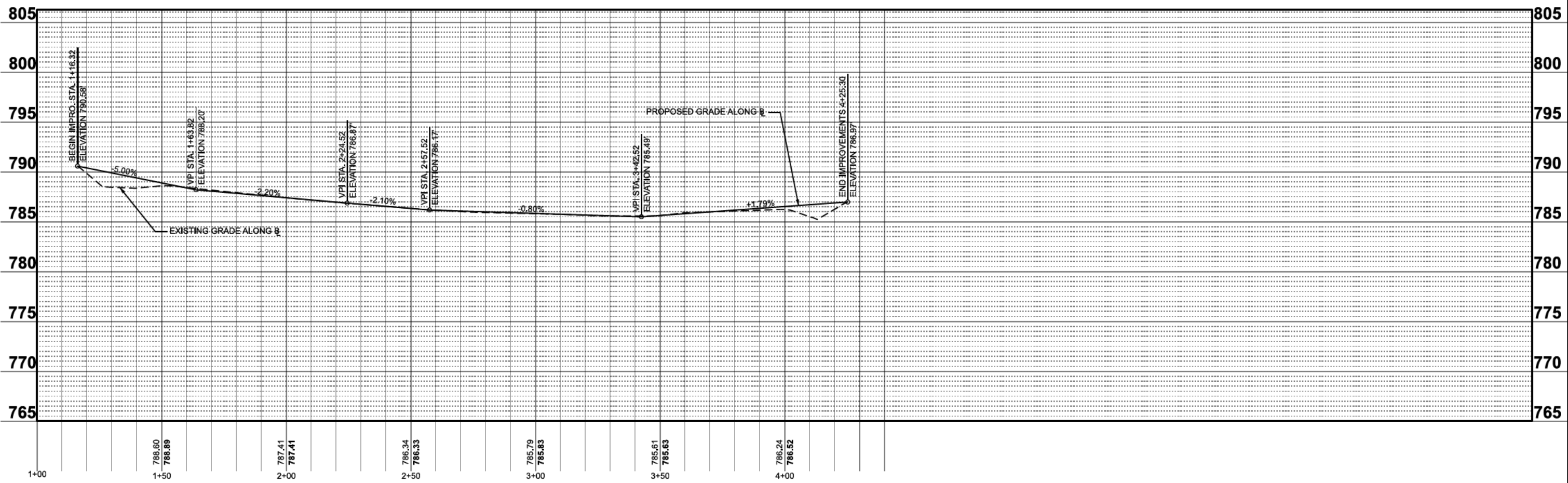
PR CURVE BL-1  
 PI STA = 1+15.23  
 Δ = 02°02'05" (LT)  
 D = 06°40'54"  
 R = 857.51'  
 T = 15.23'  
 L = 30.45'  
 E = 0.14'  
 PC STA = 1+00.00  
 PT STA = 1+30.45

PR CURVE BL-2  
 PI STA = 1+55.19  
 Δ = 15°18'31" (LT)  
 D = 143°14'22"  
 R = 40.00'  
 T = 5.38'  
 L = 10.69'  
 E = 0.36'  
 PC STA = 1+49.81  
 PT STA = 1+60.50



ALIGNMENT CONTROL

LABEL	STATION	NORTHING	EASTING
PC	1+00.00	1,494,046.94	2,488,147.60
PI	1+15.23	1,494,049.80	2,488,132.64
PRC	1+30.45	1,494,052.13	2,488,117.59
PI	1+30.87	1,494,052.19	2,488,117.18
PCC	1+31.28	1,494,052.25	2,488,116.77
PI	1+40.55	1,494,053.67	2,488,107.62
PRC	1+49.81	1,494,055.21	2,488,098.48
PI	1+55.19	1,494,056.11	2,488,093.18



MODEL: P:\Projects\WoodlandKnolls\WC\_Plan\Sheet1.dwg  
 FILE NAME: SHEETS

License No. 184-202613

USER NAME - Emily Munday	DESIGNED - ZMS	REVISED -
PLOT SCALE - 0.16666667 / in.	DRAWN - ZMS	REVISED -
PLOT DATE - 10/20/2023 - 5:14:39 PM	CHECKED - EMM	REVISED -
	DATE - SEPT. 2023	REVISED -

STATE OF ILLINOIS  
 DEPARTMENT OF TRANSPORTATION

WOODLAND KNOLLS/ANKER LANE SIDEWALK  
 PLAN AND PROFILE

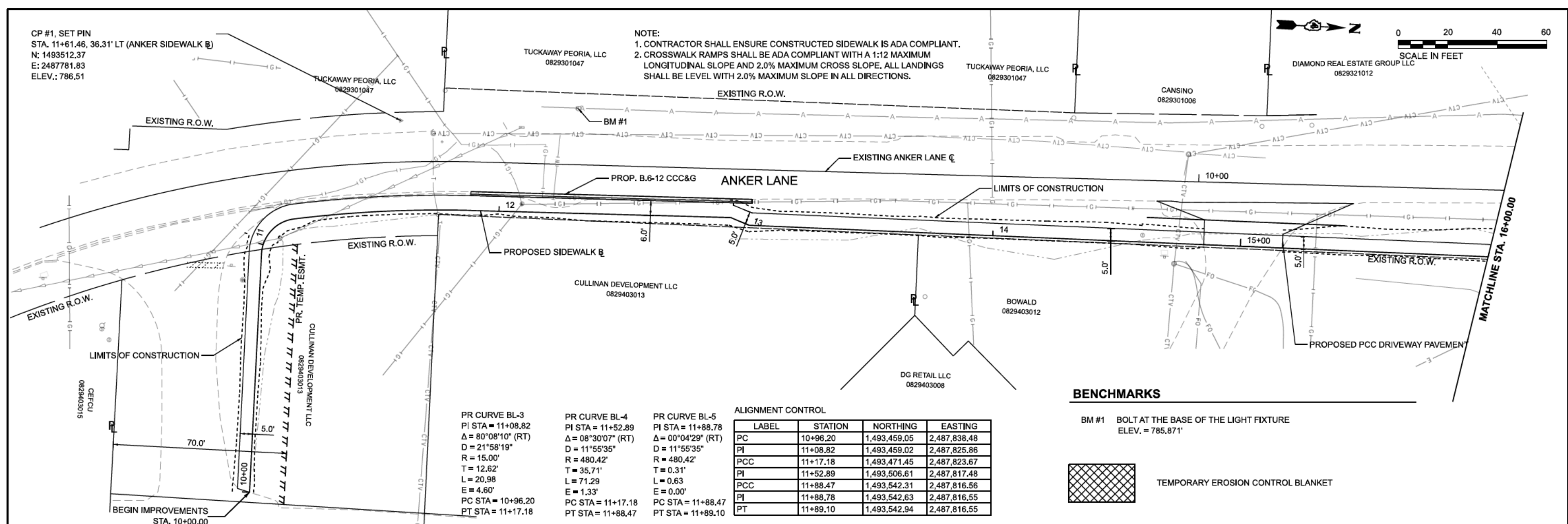
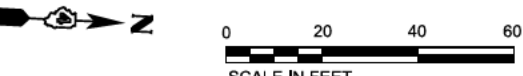
SCALE: 1"=20'

SHEET 1 OF 3 SHEETS STA. TO STA.

F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		WOODFORD	6	3
		CONTRACT NO.		
		ILLINOIS FED. AID PROJECT		

CP #1, SET PIN  
 STA. 11+61.46, 36.31' LT (ANKER SIDEWALK R)  
 N: 1493512.37  
 E: 2487781.83  
 ELEV.: 786.51

NOTE:  
 1. CONTRACTOR SHALL ENSURE CONSTRUCTED SIDEWALK IS ADA COMPLIANT.  
 2. CROSSWALK RAMPS SHALL BE ADA COMPLIANT WITH A 1:12 MAXIMUM LONGITUDINAL SLOPE AND 2.0% MAXIMUM CROSS SLOPE. ALL LANDINGS SHALL BE LEVEL WITH 2.0% MAXIMUM SLOPE IN ALL DIRECTIONS.



PR CURVE BL-3  
 PI STA = 11+08.82  
 $\Delta = 80^{\circ}08'10''$  (RT)  
 D = 21'58"19"  
 R = 15.00'  
 T = 12.62'  
 L = 20.98  
 E = 4.60'  
 PC STA = 10+96.20  
 PT STA = 11+17.18

PR CURVE BL-4  
 PI STA = 11+52.89  
 $\Delta = 08^{\circ}30'07''$  (RT)  
 D = 11'55"35"  
 R = 480.42'  
 T = 35.71'  
 L = 71.29  
 E = 1.33'  
 PC STA = 11+17.18  
 PT STA = 11+88.47

PR CURVE BL-5  
 PI STA = 11+88.78  
 $\Delta = 00^{\circ}04'29''$  (RT)  
 D = 11'55"35"  
 R = 480.42'  
 T = 0.31'  
 L = 0.63  
 E = 0.00'  
 PC STA = 11+88.47  
 PT STA = 11+89.10

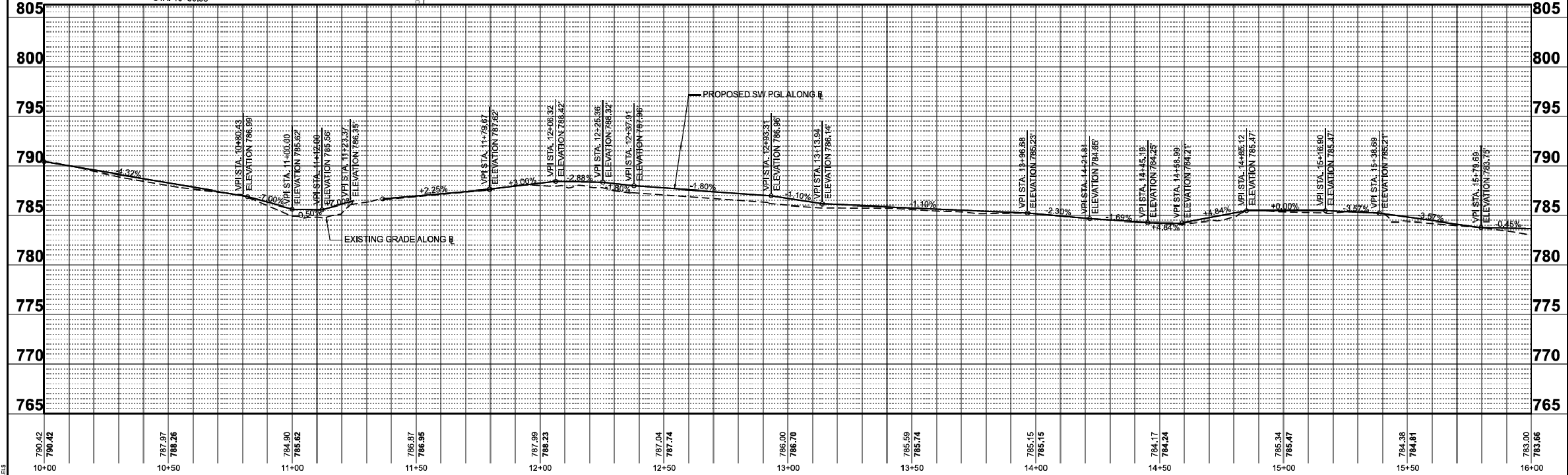
ALIGNMENT CONTROL

LABEL	STATION	NORTHING	EASTING
PC	10+96.20	1,493,459.05	2,487,838.48
PI	11+08.82	1,493,459.02	2,487,825.86
PCC	11+17.18	1,493,471.45	2,487,823.67
PI	11+52.89	1,493,506.61	2,487,817.48
PCC	11+88.47	1,493,542.31	2,487,816.56
PI	11+88.78	1,493,542.63	2,487,816.55
PT	11+89.10	1,493,542.94	2,487,816.55

**BENCHMARKS**

BM #1 BOLT AT THE BASE OF THE LIGHT FIXTURE  
 ELEV. = 785.871'

TEMPORARY EROSION CONTROL BLANKET



MODEL: P:\Projects\11-Plan-14 (Sheet)  
 FILE NAME: SHEETS



USER NAME - Emily Munday	DESIGNED - ZMS	REVISED -
PLOT SCALE - 0.16666667 / in.	DRAWN - ZMS	REVISED -
PLOT DATE - 10/25/2023 - 8:51:43 AM	CHECKED - EMM	REVISED -
	DATE - SEPT. 2023	REVISED -

STATE OF ILLINOIS  
 DEPARTMENT OF TRANSPORTATION

SCALE: 1"=20'	SHEET 2 OF 3 SHEETS	STA. TO STA.
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WOODLAND KNOLLS/ANKER LANE SIDEWALK  
 PLAN AND PROFILE

F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		WOODFORD	6	4
		CONTRACT NO.		
		ILLINOIS FED. AID PROJECT		



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

January 12, 2024

Dear Library Director:

I wanted to reach out to wish you a Happy New Year and alert you to some new information that the state now requires in submitting future Secretary of State grant applications.

On January 1, 2024, Public Act 103-0100 became law. This landmark "Right to Read" legislation was initiated to protect the freedom of a library to acquire and circulate a collection of materials that addresses the needs of the entire community of readers it serves.

**The application forms will include more specific information about what needs to be included. Essentially, this new law requires every Illinois library that applies for grant funding from this office to establish an anti-censorship policy or statement. Libraries must either:**

- 1) Adopt the American Library Association's Library Bill of Rights, which states reading materials should not be removed or restricted because of partisan or personal disapproval; or
- 2) Provide its own alternative policy, prohibiting the practice of banning books or resources.

Additionally, grant applicants must certify on the application that at the request of this office, the applicant agrees to provide the Illinois State Library with any final decision for the reconsideration of library materials during the term of the grant award.

I realize that every dollar this office provides to our state's libraries is essential to the vital services provided by our public, school and academic libraries. Please take the time to review your current policies and make sure your institution meets this new eligibility requirement.

I commit to continue advocating for and supporting libraries and librarians across the state. I hope your library continues to take advantage of the grant offerings from this office and uses the services we are expanding to bring additional resources to the community you serve.

In closing, I want to thank you personally for your service to your communities and schools. Libraries hold more than books. They open doors to learning, discovery, and possibilities. As the State Librarian, I appreciate your hard work and will always have your back.

Please contact the Illinois State Library at 217-785-5600 if you have any questions or need more information.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State  
and State Librarian

AG:isl



# **American Library Association's Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Adopted: February 13, 2024

### **Mission**

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

### **Vision**

Growing a vibrant, engaged, learning-focused community.

### **WELCOME**

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

COMPLETE a building project for Metamora.

EVOLVE branches to become essential community hubs.

- *Update provided by Amanda from Dewberry.*

### **ENGAGE**

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

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships

- *The 2024 Calendar has been a huge success.*
- *We have ordered pens with our name, phone number, and web address printed on them.*

### **ENRICH**

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

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

DESIGN experiential learning opportunities that also highlight library resources.

- *Sam dropped off 294 registration cards to the MGS 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.*
- *We are once again partnering with the U of I Extension office to offer programs to our patrons.*
- *Our recent staff meeting focused on recruiting staff volunteers to promote the Summer Reading program to the local schools. We also discussed having branch staff take over implementation of Story Time with Sam still planning the curriculum.*

### **ADDITIONALLY**

- **There is an Illinois Bill (SB2787) that would raise the bidding requirement to \$35,000.**
- **RSA has a new fee schedule that figures in the size of collection, number of patrons, circulation, and number of locations. Our fee will remain the same for the next fiscal year. Our fee will increase from \$28,389 to \$29,241.**
- **I am a member of the RAILS Regional Response team. We are volunteers across the state that support other library staff through material challenges. I do not represent the library in this function.**
- **I am enrolled in a class through ALA called "Navigation Online Negativity and Incivility."**
- **Nate is completing another project and will begin work on a sketch for the mural at the end of this month.**

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

Benson: 133 (1,127)  
 GHills: 2,254 (18,171)  
 Metamora: 733 (6,533)  
 Roanoke: 454 (3,674)  
 SBay: 306 (3,590)  
 Washburn: 230 (1,748)

**Wi-fi Usage**

January: 285 (3,115)  
 Electronic  
 Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Boundless
July	532	362	35	40	214
August	562	399	0	14	198
September	505	410	0	19	227
October	475	538	0	39	213
November	499	410	0	12	189
December	631	401		16	192
January	614	415		23	203
February					
March					
April					
May					
June					
<b>Total</b>	<b>3,818</b>	<b>2,935</b>	<b>35</b>	<b>163</b>	<b>1,436</b>

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	226	669	2	26	50	12
August	258	680	6	12	33	13
September	237	588	4	13	44	15
October	371	668	8	21	27	15
November	325	645	6	24	36	15
December	290	613	6	22	38	14
January	287	699	12	35	30	31
February						
March						
April						
May						
June						
<b>Total</b>	<b>1,994</b>	<b>4,562</b>	<b>44</b>	<b>153</b>	<b>258</b>	<b>115</b>

### 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	63	1294	954	357	188	127	76	993	4052
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>495</b>	<b>8456</b>	<b>6810</b>	<b>2604</b>	<b>1035</b>	<b>811</b>	<b>193</b>	<b>6398</b>	<b>26802</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	89	1455	1362	481	153	180	76	3796
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>717</b>	<b>11034</b>	<b>10225</b>	<b>4722</b>	<b>924</b>	<b>939</b>	<b>193</b>	<b>28754</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	6	68	112	27	4	2
February						
March						
April						
May						
June						
<b>Total</b>	<b>29</b>	<b>555</b>	<b>866</b>	<b>290</b>	<b>21</b>	<b>11</b>

PATRON INTERNET USE

	<b>Benson</b>	<b>Germantown</b>	<b>Metamora</b>	<b>Roanoke</b>	<b>Spring Bay</b>	<b>Washburn</b>
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	0	149	21	25	18	11
February						
March						
April						
May						
June						
<b>Total</b>	<b>12</b>	<b>1367</b>	<b>167</b>	<b>184</b>	<b>74</b>	<b>76</b>

Library Name	FY29 Service Population fee of 34 cents	FY29 Registered Users fee of 89 cents	FY29 Collection items fee of 7 cents	FY29 Circulations fee of 6 cents	FY 29 Base fee	FY29 Building rate of \$2000 after first	FY25 (FY24 + greater of 150 or 3%)	FY26 phase in	FY27 phase in	FY28 phase in	FY29 (with adjustments)
Alpha Park Public Library District	8,294.98	6,639.40	6,552.98	6,533.52	1000.00	0.00	27,847.00	28,140.47	28,433.94	28,727.41	29,020.88
Astoria Public Library District	614.72	163.76	1,026.90	169.32	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Atkinson Public Library District	471.58	369.35	1,893.85	311.34	1000.00	0.00	1,900.00	2,436.53	2,973.06	3,509.59	4,046.12
Atlanta Public Library District	760.92	656.82	760.48	201.36	1000.00	0.00	1,900.00	2,269.90	2,639.79	3,009.69	3,379.58
Ayer Public Library District	875.16	736.03	1,599.15	871.14	1000.00	0.00	3,080.00	3,580.37	4,080.74	4,581.11	5,081.48
Beardstown Houston Memorial	2,023.34	2,176.05	1,797.67	425.46	1000.00	0.00	3,080.00	4,165.63	5,251.26	6,336.89	7,422.52

Public Library											
Blandinsville-Hire Library District	655.18	968.32	2,689.61	560.10	1000.00	0.00	1,900.00	2,893.30	3,886.61	4,879.91	5,873.21
Bradford Public Library District	488.58	414.74	1,196.16	855.00	1000.00	0.00	3,080.00	3,298.62	3,517.24	3,735.86	3,954.48
Brimfield Public Library District	1,310.02	1,373.27	1,671.67	1,534.86	1000.00	0.00	5,445.00	5,806.21	6,167.41	6,528.62	6,889.82
Brown County Public Library District	2,120.92	1,264.69	1,847.72	1,349.22	1000.00	0.00	3,080.00	4,205.64	5,331.28	6,456.91	7,582.55
Bushnell Public Library District	1,303.22	616.77	1,518.86	386.64	1000.00	0.00	1,900.00	2,631.37	3,362.75	4,094.12	4,825.49
Cambridge Public Library District	977.50	610.54	2,389.10	721.56	1000.00	0.00	1,900.00	2,849.68	3,799.35	4,749.03	5,698.70
Carlock Public Library District	985.32	1,007.48	1,805.79	846.72	1000.00	0.00	1,900.00	2,836.33	3,772.66	4,708.98	5,645.31
Carthage Public	1,396.04	1,397.30	3,415.93	2,102.82	1000.00	0.00	3,080.00	4,638.02	6,196.05	7,754.07	9,312.09

Library District											
Chatsworth Area Library	456.96	788.54	1,434.72	170.10	1000.00	0.00	1,900.00	2,387.58	2,875.16	3,362.74	3,850.32
Chenoa Public Library District	669.80	772.52	1,128.96	282.96	1000.00	0.00	1,900.00	2,388.56	2,877.12	3,365.68	3,854.24
Chillicothe Public Library District	4,168.06	3,386.45	2,486.54	2,724.78	1000.00	0.00	10,417.00	11,254.21	12,091.42	12,928.62	13,765.83
Clayton Public Library District	452.54	409.40	665.35	159.42	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Clover Public Library District	814.30	924.71	1,790.60	514.20	1000.00	0.00	1,900.00	2,685.95	3,471.91	4,257.86	5,043.81
Colchester District Library	376.72	339.98	929.95	252.84	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Creve Coeur Public Library District	1,679.60	1,775.55	1,600.13	845.76	1000.00	0.00	3,080.00	4,035.26	4,990.52	5,945.78	6,901.04
Danvers Township Library	630.02	481.49	1,479.94	769.62	1000.00	0.00	1,900.00	2,515.27	3,130.54	3,745.80	4,361.07
Deer Creek	539.24	383.59	940.59	331.62	1000.00	0.00	3,080.00	3,110.00	3,140.00	3,170.00	3,200.00



District Library											
Dominy Memorial Library	1,235.22	1,062.66	1,409.59	2,267.94	1000.00	0.00	1,900.00	3,168.85	4,437.71	5,706.56	6,975.41
Dunlap Public Library District	2,203.88	2,638.85	2,961.14	5,230.80	1000.00	0.00	10,417.00	11,321.42	12,225.84	13,130.25	14,034.67
Edwards River Public Library District	1,565.02	1,374.16	1,071.56	936.72	1000.00	0.00	1,900.00	2,911.87	3,923.73	4,935.60	5,947.46
El Paso District Library	1,613.64	1,531.69	2,664.76	2,021.88	1000.00	0.00	1,900.00	3,632.99	5,365.99	7,098.98	8,831.97
Eureka Public Library District	2,228.02	2,920.09	3,252.62	7,837.44	1000.00	0.00	9,114.00	11,145.04	13,176.09	15,207.13	17,238.17
Farmer City Public Library	621.52	13.35	902.86	-	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Farmingto n Area Library District	2,354.50	2,189.40	2,362.08	1,581.00	1000.00	0.00	5,445.00	6,455.50	7,465.99	8,476.49	9,486.98
Filger Public Library	655.52	1,438.24	2,177.14	495.72	1000.00	0.00	1,900.00	2,866.66	3,833.31	4,799.97	5,766.62

Flanagan Public Library District	531.42	384.48	1,159.27	359.22	1000.00	0.00	1,900.00	2,283.60	2,667.20	3,050.79	3,434.39
Fondulac Public Library District	6,893.84	6,767.56	7,450.87	7,899.18	1000.00	0.00	1,900.00	2,283.60	2,667.20	3,050.79	3,434.39
Forman Valley Public Library District	1,946.50	2,755.44	2,732.73	965.64	1000.00	0.00	3,080.00	4,660.08	6,240.16	7,820.23	9,400.31
Forrest Public Library District	649.40	778.75	1,459.64	1,113.18	1000.00	0.00	3,080.00	3,560.24	4,040.49	4,520.73	5,000.97
Four Star Public Library District	1,474.58	1,633.15	1,356.81	515.46	1000.00	0.00	1,900.00	2,920.00	3,940.00	4,960.00	5,980.00
Galesburg Public Library	10,217.68	11,037.78	9,638.30	8,181.24	1000.00	0.00	50,633.00	51,139.33	51,645.66	52,151.99	52,658.32
Galva Public Library District	1,133.56	980.78	1,769.46	1,273.74	1000.00	0.00	5,445.00	5,623.14	5,801.27	5,979.41	6,157.54
Greater West Central Public Library District	1,394.34	1,848.53	4,563.72	662.04	1000.00	0.00	8,481.00	8,727.91	8,974.82	9,221.72	9,468.63

Greig Memorial Library	236.64	376.47	892.50	147.90	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Gridley Public Library District	715.70	921.15	1,539.58	1,521.66	1000.00	0.00	3,080.00	3,734.52	4,389.05	5,043.57	5,698.09
H.A. Peine District Library	496.06	770.74	993.02	926.52	1000.00	0.00	3,080.00	3,356.59	3,633.17	3,909.76	4,186.34
Havana Public Library District	2,013.82	1,610.90	1,976.66	931.02	1000.00	0.00	8,481.00	8,565.81	8,650.62	8,735.43	8,820.24
Henderson County Public Library District	2,172.94	1,465.83	3,569.30	2,561.22	1000.00	0.00	1,900.00	4,117.32	6,334.65	8,551.97	10,769.29
Henry Public Library	788.80	1,183.70	1,882.09	549.96	1000.00	0.00	1,900.00	2,776.14	3,652.28	4,528.41	5,404.55
Heyworth Public Library District	1,860.14	1,520.12	2,007.74	1,493.16	1000.00	0.00	1,900.00	3,395.29	4,890.58	6,385.87	7,881.16
Hudson Area Public Library District	1,154.30	1,391.07	1,653.12	1,749.66	1000.00	0.00	5,445.00	5,820.79	6,196.58	6,572.36	6,948.15
Illinois Prairie District	7,303.54	5,928.29	6,479.83	6,390.66	1000.00	10000.00	29,241.00	31,206.33	33,171.66	35,136.99	37,102.32

<b>Public Library</b>											
Jacksonville Public Library	5,989.44	6,253.14	6,483.89	4,452.48	1000.00	0.00	26,582.00	26,847.82	27,113.64	27,379.46	27,645.28
John Mosser Public Library District	1,003.34	630.12	2,011.03	449.10	1000.00	0.00	1,900.00	2,698.40	3,496.80	4,295.19	5,093.59
Kewanee Public Library District	4,673.64	3,521.73	5,752.04	3,807.72	1000.00	0.00	26,582.00	26,847.82	27,113.64	27,379.46	27,645.28
Knoxville Public Library	986.34	717.34	1,382.57	515.58	1000.00	0.00	1,900.00	2,575.46	3,250.92	3,926.37	4,601.83
Lacon Public Library District	638.52	449.45	1,114.19	689.40	1000.00	0.00	1,900.00	2,397.89	2,895.78	3,393.67	3,891.56
Laharpe Carnegie Public Library District	609.28	594.52	1,479.17	361.92	1000.00	0.00	3,080.00	3,321.22	3,562.45	3,803.67	4,044.89
Lexington Public Library District	982.26	1,284.27	1,051.68	991.20	1000.00	0.00	1,900.00	2,752.35	3,604.71	4,457.06	5,309.41
Lillie M. Evans Library District	1,305.60	1,537.03	2,395.54	1,735.92	1000.00	0.00	5,445.00	6,077.27	6,709.55	7,341.82	7,974.09

Mackinaw District Public Library	1,540.20	1,690.11	2,377.06	1,862.04	1000.00	0.00	3,080.00	4,427.35	5,774.71	7,122.06	8,469.41
Macomb Public Library District	5,117.34	5,948.76	4,070.22	2,528.88	1000.00	0.00	5,445.00	8,750.05	12,055.10	15,360.15	18,665.20
Maquon Public Library District	506.26	330.19	935.13	183.42	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Marquette Heights Public Library	863.94	639.02	862.19	417.30	1000.00	0.00	1,900.00	2,370.61	2,841.23	3,311.84	3,782.45
Martin Township Public Library	410.04	301.71	931.07	257.46	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Mason Memorial Library District	481.78	-	680.19	-	1000.00	0.00	1,500.00	1,925.00	2,350.00	2,775.00	3,200.00
M-C River Valley Public Library District	465.80	682.63	1,431.92	132.42	1000.00	0.00	1,900.00	2,353.19	2,806.39	3,259.58	3,712.77
Morrison & Mary Wiley Library	856.12	722.68	1,323.91	945.72	1000.00	0.00	1,900.00	2,637.11	3,374.22	4,111.32	4,848.43

Morton Public Library District	5,819.78	6,876.14	6,214.74	13,567.08	1000.00	0.00	29,241.00	30,300.19	31,359.37	32,418.56	33,477.74
Mount Hope-Funk's Grove Township's Public Library District	425.68	372.02	1,296.89	419.64	1000.00	0.00	1,900.00	2,303.56	2,707.12	3,110.67	3,514.23
Nauvoo Public Library	323.00	424.53	837.06	484.86	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Neponset Public Library	223.72	249.20	738.50	135.24	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
New Windsor Public Library District	389.98	58.74	329.70	34.62	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Normal Public Library	17,930.24	32,452.07	12,701.92	35,707.20	1000.00	0.00	66,138.00	66,799.38	67,460.76	68,122.14	68,783.52
North Pike District Library	747.66	733.36	917.98	188.76	1000.00	0.00	1,900.00	2,321.94	2,743.88	3,165.82	3,587.76
Odell Public Library District	471.24	430.76	1,567.58	452.16	1000.00	0.00	1,900.00	2,405.44	2,910.87	3,416.31	3,921.74

Pekin Public Library	10,788.54	11,000.40	8,525.37	10,533.60	1000.00	0.00	29,241.00	35,089.20	40,937.40	46,785.60	52,633.80
Peoria Heights Public Library	2,008.72	1,229.98	2,714.67	2,286.06	1000.00	0.00	9,114.00	9,205.14	9,296.28	9,387.42	9,478.56
Peoria Public Library	38,471.00	34,700.21	30,993.27	35,323.80	1000.00	12000.00	88,605.00	89,491.05	90,377.10	91,263.15	92,149.20
Pittsfield Public Library	1,430.04	1,660.74	2,090.55	1,914.84	1000.00	0.00	5,445.00	6,107.79	6,770.59	7,433.38	8,096.17
Pontiac Public Library	3,791.00	3,192.43	4,024.65	1,878.72	1000.00	0.00	3,080.00	5,781.70	8,483.40	11,185.10	13,886.80
Prairie Creek Public Library District	1,750.66	1,592.21	2,829.12	846.24	1000.00	0.00	1,900.00	3,429.56	4,959.12	6,488.67	8,018.23
Prairie Skies Public Library District	2,404.82	1,811.15	2,325.19	1,831.98	1000.00	2000.00	6,773.00	7,923.04	9,073.07	10,223.11	11,373.14
Quincy Public Library	16,905.14	16,720.43	11,510.17	17,414.34	1000.00	2000.00	50,633.00	51,139.33	51,645.66	52,151.99	52,658.32
Ransom Memorial Public Library	232.90	89.89	507.64	160.86	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00

Rushville Public Library	1,021.70	776.97	1,907.50	787.20	1000.00	0.00	1,900.00	2,798.34	3,696.69	4,595.03	5,493.37
Salem Township Public Library District	379.78	339.09	1,046.57	340.92	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Spoon River Library District	1,056.04	843.72	857.43	258.84	1000.00	0.00	3,080.00	3,314.01	3,548.02	3,782.02	4,016.03
Toulon Public Library District	747.66	764.51	1,539.37	598.62	1000.00	0.00	3,080.00	3,472.54	3,865.08	4,257.62	4,650.16
Towanda District Library	659.26	1,063.55	1,508.92	998.82	1000.00	0.00	3,080.00	3,617.64	4,155.28	4,692.91	5,230.55
Tremont District Library	1,678.58	1,492.53	1,731.31	3,759.24	1000.00	0.00	5,445.00	6,499.17	7,553.33	8,607.50	9,661.66
Valley District Library	202.64	290.14	631.19	130.62	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Village Of Avon Public Library	239.36	230.51	644.56	216.12	1000.00	0.00	1,900.00	2,225.00	2,550.00	2,875.00	3,200.00
Viola Public Library District	706.52	897.12	790.09	499.14	1000.00	0.00	1,900.00	2,398.22	2,896.44	3,394.65	3,892.87



Virginia Memorial Public Library	514.76	353.33	1,516.76	178.44	1000.00	0.00	1,900.00	2,315.82	2,731.65	3,147.47	3,563.29
Warren County Public Library District	5,722.54	3,386.45	6,238.19	4,658.34	1000.00	6000.00	26,582.00	26,847.82	27,113.64	27,379.46	27,645.28
Washington District Library	8,360.26	7,231.25	5,869.71	10,073.04	1000.00	2000.00	23,165.00	26,007.32	28,849.63	31,691.95	34,534.26
Williamsfield Public Library District	714.00	603.42	721.49	161.10	1000.00	0.00	1,900.00	2,225.00	2,550.01	2,875.01	3,200.01
Winchester Public Library	535.16	1,088.47	1,039.71	275.94	1000.00	0.00	3,080.00	3,294.82	3,509.64	3,724.46	3,939.28
Wyoming Public Library District	697.68	436.10	1,187.41	1,070.94	1000.00	0.00	3,080.00	3,408.03	3,736.07	4,064.10	4,392.13
	239,305.26	240,874.05	262,186.05	247,051.20	96,000.00	34,000.00	758,649.00	834,585.22	910,521.43	986,457.65	1,062,393.86



## Monthly Programming

January 2024

**Please Note:** *Several programs were cancelled in January due to staff illness or weather.*

### Special Programs

#### **Winter Scavenger Hunt:**

- B = 15
- GH = 27
- M = 12
- R = 28
- SB = 12
- W = 7.

**Speculating About Our AI Future:** January 11, Zoom Event (Illinois Libraries Present). We had 3 participants register for the program.

**Snow Much Fun Day:** January 23, Metamora. Attendance totals: 8 children, 3 adults.

**Local Author Series:** January 29, Germantown Hills. Bill Englebrecht presented material from his book, *The American Banker in Paris*.

This event was rescheduled from January 22 due to weather. Attendance total: 2 adults.

### Beanstack

*1,000 Books Before Kindergarten* ongoing challenge January: 2 ; 7 active readers

*2024 The Great Escape* year-long challenge: There were 48 new readers registered in January.

The annual adult winter reading challenge, *Cabin Fever Reliever*, began on January 1. We had 71 registrations and 57 active readers in January.

### Children's Programming

#### **Baby Bookworms:**

- GH = 39 (20 children, 19 adults)
- M = 7 (4 children, 3 adults).

#### **Story Time:**

- B = 13 (8 children, 5 adults)
- GH = 3 (2 children, 1 adult)
- M = 2 (1 child, 1 adult)
- R = 7 (4 children, 3 adults)
- SB = 21 (13 children, 8 adults)
- W = 28 (20 children, 8 adults).

### **School Visits:**

- 1/8 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 10 (9 children, 1 adult)
- 1/18 – Little Oaks Daycare (ages 2 – 6) - Total Attendance: 45 (41 children, 5 adults)
- 1/25 – Little Oaks Daycare STEM program (ages 7 – 11) - Total Attendance: 9 (8 children, 1 adult) – 39 Take & Make kits distributed
- 1/29 – Once Upon a Time Daycare (ages 2 – 11) – Total attendance: 11 (10 children, 1 adult)

### **Library Spaces Usage**

#### **Germantown Hills:**

- Meeting Room: 7 private meetings in January.
- Study Room A: 11
- Study Room B: 16

#### **Roanoke:**

- Meeting Room: 13 private functions
- Study Room: 3

### **Recurring Programs**

**Book Buzz Book Club:** January 9, Germantown Hills. The book for January was *The Sisterhood: The Secret History of Women at the CIA*, by Liza Mundy. 8 adults attended.

**Children’s Play Spaces:** Tracking engagement with toy kitchens, train tables and game table.

- G = 89,
- M = 26,
- R = 57.
- M = 45.

**Coloring Pages:** 51

**Email Newsletter:** 21,342 Wowbrary email newsletters were sent to 4,343 active users.

**General Reference Questions:** 132

#### **Jigsaw Puzzles:**

- B = 43
- SB = 19
- W = 34.

**Knit & Stitch Group:** 42

Weekly breakdown: 1/3 = 12; 1/10 = 0; 1/17 = 8; 1/24 = 12; 1/31 = 10.

**LEGO Clubs.**

- B = 19
- M = 10 (7 children, 3 adults),
- R = 6
- W = 0

**No Loose Threads:**

- 1/3 = 0
- 1/17 = 1.

**The Papercrafter's Workshop:**

- 1/9 = 3 adults
- 1/23 = 5 adults

**Patron Tech Support: 51**

**Popcorn Night:** 19 bags of popcorn were handed out.

**Spring Bay Bookies:** January 8, Spring Bay. The book for January was *When We Were Vikings* by Andrew David MacDonald. There were 10 people in attendance.

**Take & Make Kits:** 182 kits were distributed.

- B = 12
- GH = 53
- M = 45
- R = 46
- SB = 10
- W = 16.

## Monthly Marketing Report

### January 2024

**Ad Spend:** We used 20 of our pre-paid on-air spots on WCBU to promote the Local Author event on January 22. When that event was rescheduled due to weather, the station gave us 15 “replacement” spots to help promote the new date. Copies of the airtime reports are attached.

**Coverage:** We had three listings of upcoming events in the *Woodford County Journal* in January. The announcement of the rescheduled date for Bill Engelbrecht ran in the *Morton Courier* in January. The “Date Night” press release ran in the *Woodford Courier* in January.

**Press Releases:** Three press releases were sent in January. Two were related to the Bill Engelbrecht event (one announcing the event, one announcing the rescheduled date). The third announced the Date Night event. Copies of all releases are attached.

### **IPDPL Website:** Performance overview for January 2024

- 3,418 visits to our website
- 1,147 visitors
- 828 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 276 clicks on the link to the RSA online catalog
- 169 clicks on the link to the library Calendar of Events
- 108 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 10 Database links used 114 times
- 34 clicks on the IPDPL Beanstack link
- 22 clicks on social media links (Facebook, Instagram, YouTube)
- 7 clicks on the Explore More Illinois link